**PERSONAL & CONFIDENTIAL**

**INDIAN NAVAL CANTEEN SERVICE**

(Annual Confidential Report for Contract employees/Nerrick Rate employees)

For the period from ........................ to ..........................

**PART A**

1. Name in Full (in capital) :
2. Region & Installation :
3. Date of Birth :
4. Qualification :
5. Date of entry in INCS :
6. Present Employment period : From : To:

 **PART-B**

1. Role/Task Assigned :
2. Performance/Achievements :

9. **Overall Grading (Out of 10)** :

 (excellent above 8, Very Good 7-8, Good 6-7, Satisfactory 5-6, lacking below 5)

1. Primary Task :
2. Personality :
3. Customer Handling Skills :
4. Punctuality :
5. Overall :

10. Recommendation for

 Renewal of contract : Recommended /Not Recommended

 Signature

 Manager/Section-in-Charge

**PART C**

**Remarks of Regional Manager**

Station:

Date :

**PERSONAL & CONFIDENTIAL**