

vi) The following documents are kept by the Directorate under its control:

a. Personal file of every officer/official.

This file contains a complete record of the employee right from his appointment in the Department. It includes details of his service for e.g. postings, ACP, promotions, leaves, etc. and also all correspondence related to the employee.

b. Service Book of every officer/official of the Directorate AND Principals of Polytechnic.

It includes entries of personal data, increments, promotions, and service verification, leave record, assured career progression scheme and all details of service rendered.

c. Annual confidential report for every officer/official except class IV of field officers.

The yearly performance appraisal of each employee is recorded in the form of annual confidential report.