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**FORM OF CONFIDENTIAL REPORT OF SUPERINTENDENT GRADE-II
/ASSISTANT / SENIOR CLERK / ACCOUNTANT / STATISTICAL ASSISTANT**

Report for the year/period ending...../.....

Part - I : Personal Data

(To be filled by the Administrative Section of the Minister/Department Office)

1. Name of official.
2. Date of birth.
3. Designation/post held.
4. Date of continuous appointment.
5. Whether permanent. Quasi permanent/ temporary.
6. Saction in which served during the year under report and period of services in each.
7. Period of absence from duty, on leave, training etc. during the year.

Part-II : A bried statement of the work handled by the official

during the year/period under report.

To be filled by the Reporting Officer

Note: This should indicate whether the officer reported upon is employed on task involving initiative judgement or application of knowledge of rules and regulations or professional teachniques or on tasks of a simple nature and routing character.

Part- III: Assessment of the Reporting Officer.

8. State of Health.
9. General intelligence and keenness to learn.

Note: Assesment under columns 10-13 below should not be indicated by tick marking but should clearly expressed in suitable words.

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10. Attention to routine aspects of work such as proper maintenance of assistance
Diary, Guard files; recording indexing and weeding of files.

- (a) Pays adequate attention to these aspects.
- (b) Is Indifferent to these aspects.
- (c) Has to constantly prompted and supervised.

11. Knowledge of office procedure.

- (a) Excellent.
- (b) Very Good.
- (c) Good.
- (d) Average
- (e) Poor.

12. Knowledge of rules regulations and instruction in general and with particular
reference to the work allotted to him.

- (a) Excellent.
- (b) Very Good.
- (c) Good.
- (d) Average.
- (e) Poor.

13. Quality of Work:

- (l) Ability to apply the relevant Rules and regulations Correctly.
- (a) Excellent.
- (b) Very Good.
- (c) Good.
- (d) Average.
- (e) Poor.

- (II) Capacity for examining cases throughly and comprehensively.
- (a) Excellent.
- (b) Very Good.
- (c) Good.
- (d) Average.
- (e) Poor.

(III) Promptness in disposal of work.

- (a) Very prompt.
- (b) Reasonably prompt.
- (c) Is slow and tends to delay.
- (d) Amenability to discipline.

14. Punctuality in attendanc.

15. Relation with fellow employees.

16. Integrity.

(This coloumn should be filled as per instructions issued under M.I.L.A.D.M
51/4/64-ESTT, dated: 21.06.65.

17. Has the officer been reprimanded for indifferent work or for other causer during the period under report. If so please give brief particulars.

18. Has the officer done any outstanding of notable work meriting commendation
breafly mention them.

19. Has the official shown interest in use of official (Hindi) language.

Signature of Reporting

Officer.

Name in Block Letters,

Designation.

Date:

Part-IV. Remarks by Reviewing Officer:

20. Length of service under Reviewing Officer,

21. Do you agree with the remarks of the Reporting Officer in part-III above. If not indicate the extent of your disagreement. If you wish to add any thing specific with regard to the work and conduct of the official over and above the remarks of the reporting officer please mention them. You may also sum up your views here.

22. If you wish to add anything specific with regard to work and conduct of the official over and above the remarks of the reporting officer please sum up your views here.

23. Has the officer any special characteristics and or any outstanding merits or abilities which would justify his, advancement and special selection for higher appointment out of turn. If so mention these characteristics briefly.

Signature of the Reviewing

Officer,

Name in Block Letters.

Designation.

Date:

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Part-V: Counter signature by the next higher authority with remarks if any.

Signature of Countersigning
Officer,
Name in Block Letters.
Designation.
Date: