

Report on the conduct and qualification of Shri _____
Reporting Year _____

Date of birth :

Rank & Pay :

Length of service :

Nature of work on which employed

1. Proficiency:

i) Engineering :

ii) Surveying levelling :

iii) Drawing :

iv) Office work & accounts:

2. Execution of works, with reference to:

i) Efficiency :

ii) Economy :

iii) Avoidance & delays :

3. General:

i) Character & habit :

ii) General physique & of active habit:

iii) Judgments :

iv) Tech :

v) Temper :

vi) Ability to command & deal with subordinate:

vii) Ability to obtain & control labour:

4. Steps taken remedy defects

Has he/she taken during the year of report to remedy defects. If any, to which attention might have been dawn in the previous year

5. Promotion

a) Do you consider him/her to be an officer of more than attainments & ability?

b) Have you ever suggested his/her transfer from your control? If so, why?

c) Having regard to his/her work during the past year, do you recommend him/her for increment under the time scale? If not state the ground on which you consider the increment should be withheld.

d) Do you consider him/her fit for promotion to the rank of Manager?

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6. General Remarks

(Inclusive of your opinion about his/her integrity)

Note: Dealfull with such evidence cases if available for inefficiency or corruption or other failures which impair his/her value. Any instance of corruption practice should be specifically stated

Manager/Sr. Manager

7. Remarks of the Deputy General Manager

The Deputy General Manager should specifically state whether he agrees with the views of the Manager/ Sr. Manager expressed above. Where he does not agree with any of the views, he should say so, and express his own views

Deputy General Manager

8. Remarks of the General Manager/ Executive Director

General Manager/
Executive Director
