

Report on the work, conduct and qualification of.....

service | in the Electricity Department Year month
 in class

1. Nature of charge :
 - a) Name of the Division :
 - b) Description of work on which Officer has been charged.

2. Departmental efficiency :
 - a) Has he managed his work well during the year ?
 - b) Have inspection officers had occasion to find any serious fault with his work ? (refer specially to any case in which his works was praised or adversely commended upon)
 - c) Are projects and reports received from him carefully and lucidly prepared and do they show that he is professionally and otherwise well qualified ?
 - d) Is his judgement sound ?

3. General Business habits:
 - a) Are his relation with those working with him generally cordial and does he display good temper and tact in dealing with those with him is brought into contact ?
 - b) Is his office in good order? Does he habitually delay cases which can and ought to be disposed of promptly ?

4. Power of making arrangements for works:
 - a) Are his arrangement for carrying out works satisfactory and are his methods economical or otherwise ?

5. Knowledge of accounts:
 - a) Does he ensure that his Sub-Divisional Officer observe code Rules regarding the accounting of expenditure both in case and stock ?

- b) Has he adequate knowledge of accounts to be able to properly control his expenditure ?
- c) Has he proved his fitness for powers delegated to him for technical sanctions, acceptance of contracts etc ?
- d) Is he well acquainted with rules and procedures ?

6. Professional knowledge :

- a) Is he technical knowledge sound ?
- b) Has he sufficient practical experience of construction of new works ?
- c) Is he efficient in maintenance of building and roads etc. ?
- d) Has he any special professional attainments?
- e) Does he show special aptitude for any particulars class of work ?

7. General qualifications:

- a) Does he show adequate initiative drive and is he energetic ?
- b) Is there anything in his work to show that his efficiency as a Government Officer is impaired by his constitution or habits ?
- c) Does he possess active habits and does he inspect his work frequently ?
- d) Does he take adequate interest in the training of his Sub-Divisional Officers and Section Officers ?

8. Steps taken to remedy defects :

- a) Has he taken steps during the year under report to remedy defects, if any, to which his attention might have been drawn in the previous year ?

9. Promotion:

- a) Do you consider him to be an officer of more than ordinary attainment and qualities ?
- b) Have you ever suggested his transfer from under your control ? If so, why ?
- c) Having regard to his work during the past year, do you recommend him for an increment under the time scale ? If not, state the grounds on which you consider that the increment would be withheld ?
- d) Do you consider him fit for promotion for Administrative charged ?

10. General Remarks:

Has the officer maintained his integrity ?
(**Note:-** Deal fully with such evidence as is available of inefficiency or corruption or other failing which impair his value, and instance of corruption practice should be specifically stated).

Superintending Engineer

..... Circle

11. Remarks of the Addl. Chief Engineer/
Chief Engineer(Power)

Addl. Chief Engineer/
Chief Engineer(Power)

12. Remarks of the Accepting Authority

Signature :
Designation
Seal