

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

(in CPWD service)
(In class)

Year

month

1. Nature of charge :
 - a) Name of the Circle
 - b) Jurisdiction of the Circle

2. Departmental efficiency :
 - a) Has he managed his work well during the year ?

 - b) Are projects and reports received from him carefully and lucidly prepared and do they show that he is professionally and otherwise well qualified ?

 - (c) 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 ?

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) Has he proved his fitness for powers delegated to him for technical sanctions acceptance or contracts etc ?

 - b) Is he well acquainted with rules and procedures ?

6. Professional knowledge :
 - a) Is he technical knowledge sound ?

 - b) Has he any special professional attainments?

 - c) Does he show special for any particulars ?

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 ?

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 ability ?
- 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 ?

10. General Remarks:

Has the officer maintained his reputation for 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).

CHIEF ENGINEER(POWER)

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11. Remarks of the Reviewing Officer :

Dated

Reviewing Officer

12. Remarks of the Accepting Officer(If any)

Dated

Accepting Officer/Authority
