

GOVERNMENT OF MANIPUR
ELECTRICITY DEPARTMENT

Report on the conduct and qualification of Section Officer for the period

from to

Name of the Officer reported on

.....

Name of Reporting Officer.....Assistant Engineer

.....Executive Engineer

.....Superintending Engineer

.....Addl. Chief Engineer

Period for which the Officer has served
Under the Reporting Officer

Years

months

Assistant engineer:

Executive engineer

Superintending Engineer /Add. CE

INSTRUCTIONS

1. Instances bearing out the opinions expressed are to be given wherever practicable, especially if the same are unfavourable.
2. Anything especially creditable or discreditable to the Officer should be mentioned even if not specifically provided for under the "GENERAL REMARKS". Such additional information must be given as may be necessary to assist the superintending Engineer to an accurate opinion on the conduct and qualification.
3. If the work of the Officer is important or arduous, the fact should be stated.
4. If the Officer has served under the Reporting authority for less than 6(six) months, the officer under whom he had previously served should be consulted and his opinion attached to the report. If the Reporting authority is transferred after a period of more than 3(three) months, he/she should leave to his successor a full report in the prescribed form

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Report on the conduct and qualification of Shri

Date of birth :

Rank & pay :

Length of service :

Nature of work on which employed

1. Proficiency:

i) Engineering :

ii) Surveying leveling :

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 drawn 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 Assistant Engineer?

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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

Assistant Engineer

7. Remarks of the Executive Engineer

The Executive Engineer should specifically state whether he agrees with the views of the SDO expressed above. Where he does not agree with any of the views, he should say so, and express his own views

Executive Engineer

8. Remarks of the superintending Engineer/Addl. CE

Superintending Engineer/
Additional Chief Engineer
