

**GOVERNMENT OF MANIPUR**  
**ELECTRICITY DEPARTMENT**

Report on the conduct and qualification of Draughtsman Grade-I/II/III for the period from .... .. ,... .. ,... ..

Name of Officer reported on : ... ..

Name of Reporting Officer : ... ..

Period for which the officer has served  
Under the Reporting Officer. Year                  Months

Asstt. Engineer/Executive Engineer.

**INSTRUCTIONS:**

1. Instance bearing out the opinions expressed are to be given wherever practicable, specially if the same are favorable.
2. Anything specially creditable or discreditable to the Officer should be mentioned, even if not specifically provided for under " General Remarks " such additional information must be given as may be necessary to assist the Additional Chief Engineer to form an accurate opinion of conduct and qualification.
3. If the Officer has served under the reporting authority
4. If the work on which the Officer is employed is specially important or arduous, the fact should be stated.
5. If the Officer has served under the reporting authority less than 6 months, the Officer under whom he/she has previously served be consulted and his./her/opinion attached to the report. If the reporting authority is transferred after a period of more than 3 months, he/she should leave to his successor, a full report in the prescribed form.

Report on the conduct and qualification of : ... ..

Age :

Rank & pay :

Length of service :

Nature of work on which employed :

1. Proficiency in :-

- a) Preparation of original drawings :
- b) Preparation and checking of estimates including design :
- c) Preparation & checking of contract documents (NITS)
- d) Checking of extra items & claims :
- e) Routine office work
- f) Maintenance of drawing records & mathematical instruments

2. General :

- a) Speed and work :
- b) Character and habits :
- c) Judgment :
- d) General Physique :
- e) Intelligence :
- f) Tact :
- g) Ability to command & deal with subordinates :

III. Step taken to remedy defects :

has he/she taken steps during the year under report to remedy defects, if any, to which his/her attention might have been drawn in the previous year ?

IV. Promotion :

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

V. General Remarks : ( Inclusive of your option about his/her integrity).

Note : Deal fully with such evidence as is available or inefficiency or corruption or other, failings with impair his/her value. Any instance of corrupt practice should be specifically stated.

Signature of Reporting Officer

Name :

Designation & Seal.

Remarks of the Executive Engineer/Superintending Engineer.

Name :

Designation & Seal.

Remarks of the Addl. Chief Engineer/Chief Engineer.

Name :

Designation