

**FORM FOR ANNUAL CONFIDENTIAL REPORT**

( For Class I & II Officers for which no Special form has been prescribed )

Ministry/ Office /Department.....

Year.....

1. Name :.....
2. Date of birth : .....
3. Scale of pay :.....
4. Date of continuous appointment to the present post.....
5. Present post and Date of appointment, thereto.....  
.....
6. Observation on :
  - i. Intelligence keenness & Industry :.....
  - ii. Physical capacity : .....
  - iii. Knowledge of procedure & regulation:.....
  - iv. Accuracy and speed in the work out-put :.....
  - v. Readiness to accept responsibility : .....
  - vi. Capacity to maintain discipline :.....
  - vii. Reliability :.....
  - viii. Integrity :.....
  - ix. Relation with fellow Officers :.....
  - x. Behaviour towards the public : .....
  - xi. Tact: .....
  - xii. Any other observations on points of special significance  
( to be specified ) in relation to the work on which employed
    - a) .....
    - b) .....
    - c).....
7. Fitness for promotion to the next higher grade :.....

- 8. General assessment of personality, character and temperament : .....
- 9. Grading : "Outstanding", "Very Good", "Good", " Fair" or "Poor"

Signature of the reporting Officer

Name in Block letter :

Date.....

Designation :

REMARKS OF THE REVIEWING OFFICER

In recording his/her remarks the Reviewing Officer should carefully consider and state, whether he accepts the assessment recorded by the Reporting Officer, if he differs from the Reporting Officer in any respect, the fact should be clearly stated.

In addition, the Reviewing Officer must have his overall assessment indication whether in his opinion, the Officer should be graded as " **Outstanding** " " **Very Good**", "Good ", or "**Poor** ":

(Signature of the Reviewing Officer)

Name in Block Letter :

Date: .....

Designation :

REMARK OF THE NEXT SUPERIOR OFFICER OR HEAD OF DEPARTMENT /OFFICE

Signature

Name in Block letter :

Designation :

NOTE : The substance of an unfavorable report will as a rule be communicated to the Officer reported on either orally or in writing as may be considered appropriate by the Reviewing officer and the fact od such communication noted on this report.

In exceptional cases, if the Reviewing Officer feels that communication on unfavourable remarks