

FORM OF CONFIDENTIAL REPORT ON
HEAD ASSISTANT / HEAD CLERK / SUPERINTENDENT

Department/ Office.....

Report for the year/ period ending:

PART-I (Personal Data)

(To be filled by the Administrative Section of the Department/ Office)

1. Name :
2. Date of Birth :
3. Present Grade :
4. Date of continuous appointment :
to the present grade
5. Section in which employed during
the year & periods of service in
each :
6. Assessment by the reporting Officer/
Asstt Secretary/ Secretary :
7. (In making the assessment, reporting:
Officer should keep in view speed and
Quality of performance as revealed by
8. Supervision and distribution of work :
among his staff
9. Maintaining order and discipline :
and checking late attendance
10. Handling of dak and exercise of
proper discretion in making it for
perusing of higher office
11. Submission of cases in proper :
order (i,e whether all relevant
properly references without error
of misstatement of facts)
12. Capacity for ensuing prompt :
disposal of works and submission
of the various O & M and other
returns
13. Capacity to train, held, advice his/ :
her staff and handle his/her sub-
ordinates
14. Knowledge of procedures & :
regulations

15. Ability to handle intricate cases :
16. Has he been responsible for any outstanding work during the period under report meriting special consideration ? If so,what ?
17. Has he been reprimanded for indifferent work of the other causes during the period under report ? If so, give brief particulars .
18. Remarks as to defects in character, indebtedness etc. which may limited against efficiency and suitability for particular types of work
19. Fitness for promotion
20. General assessment of personality character and temperament including relations with fellow employees etc.
21. Grading - OUTSTANDING ,VERY GOOD, GOOD, FAIR , POOR
22. Assessment of integrity (if anything adverse has come to your notice please specify it also)

Signature of the reporting Officer

Name in Block letters

Designation

Remarks of the reviewing officer (Secretary or corresponding Officer accepts the assessment recorded by the reporting Officer in all respects, if he differs from the reporting officer in any respect that should be clearly stated.

Signature of the Reviewing Officer

Name in Block letters

Designation

Remarks of the next superior officer or Head of Department

Signature :

Name :

Designation :