

GOVERNMENT OF MANIPUR  
ELECTRICITY DEPARTMENT

-----

(FORM OF CONFIDENTIAL REPORT ON UPPER DIVISION CLERK)

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. Date of continuous appointment to the present grade, viz ;
4. Whether permanent/Quasi-permanent or temporary :
5. Section(s) in which served during the year under report and period of service in each :
6. Period of absence from duty on leave training etc during the year.

PART-II

(A brief statement of the work handed by the official during the year/ period under report).

(To be filled by the Reporting Officer).

Note: This should indicate whether the official reported upon is employed on tasks involving initiative judgment or application of knowledge of rules and regulations of professional techniques or on tasks of a simple nature and routing character.

PART-III

(Assessment by the Reporting Officer).

7. State of Health :-
8. General Intelligence and keenness to learn :

Note: Assessment under columns 9 to 12 below should not be indicated by tick marking but should be clearly expressed in suitable words.

9. Attention to routine aspects of work such as proper maintenance of Assistant Diary, Guard files, reporting, indexing and ending files :
10. a) Pays adequate attention to these aspects :  
b) Is indifferent to those aspects :  
c) Has to be constantly prompted and supervised.

11. Knowledge of Office procedure :-
  - a) Excellent
  - b) Very Good
  - c) Good
  - d) Average
  - e) Poor
12. Knowledge of Rules, Regulations and instructions in general and with particulars reference to the work allotted to his/her.
  - a) Excellent
  - b) Very Good
  - c) Good
  - d) Average
  - e) Poor.
13. Quality of works:
  - I. Ability to apply the relevant rules and regulations correctly
    - i) Excellent
    - ii) Very Good
    - iii) Good
    - iv) Average
    - v) Poor.
  - II. Capacity for examining cases thoroughly and comprehensively :
    - i) Excellent
    - ii) Very Good
    - iii) Good
    - iv) Average
    - v) Poor.
  - III. Capacity of noting and drafting :
    - i) Excellent
    - ii) Very Good
    - iii) Good
    - iv) Average
    - v) Poor.
    - vi)
  - IV. Promptness in disposal of work :
    - a) Very prompt
    - b) Reasonably prompt
    - c) Is slow and tends to delay
14. Amenability to discipline :
15. Punctuality in attendance :

16. Relations with fellow employees :
17. Integrity : (This column should be filled as per instructions issued under O.M. No.21/70/76-AR dated 23-6-78).
18. Has the official been reprimanded for indifferent work or for other causes during the period under report. If so, please give brief particulars.
19. Has the official done outstanding or notable work meriting commendation. Briefly mention them.

Signature of the Reporting Officer

Name in Block letters:

Designation :

Date :

PART-IV (Remarks by the Reviewing Officer).

20. Length of service under the Reviewing Officer :
21. Do you agree with the remarks of the Reporting Officer in Part-III above. If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also sum up your views here.
22. Fitness for Promotion :
  - a) Fit / not yet fit
  - b) Has the official any special characteristics and/ or any outstanding merits or abilities which would justify his/her advancement and special selection for higher appointment out of turn ? If so, mention those characteristics briefly and indicate why you consider him/her fit for out of turn promotion.

Signature of the Reviewing Officer.

Name in Block Letters.

Designation :

Date :

PART-V (Countersignature by the Next higher authority with remarks, if any).

Signature of Countersigning Officer.

Name in Block Letters :

Designation :

Date :