

Report on the conduct and qualifications of Deputy General Manager for the period
from.....to

Name of Officer reported on.....

Name of Reporting Officer.....

General Manager/Executive Director/
Managing Director

Period for which the Deputy General Manager has served under the reporting Officer under General Manager /Executive Director/Managing Director	Year	Month
--	------	-------

1. Instances bearing out the opinion expressed are to be given wherever practicable and in the cases of questions (2)(a),(b) & 4, they are absolutely necessary if the answer is unfavourable.
2. Anything specially creditable or discreditable to the office should be mentioned even if not specially provided for and all commendations of censures recorded by the Government of Manipur during the year should be referred to.
3. If the work on which the office is employed is specially 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 who has 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 should leave to his successor, a full report in the prescribed form

Report on the work, conduct and qualification of

Service in the Company

Year

Month

In class

1. Nature of charge:
 - a) Name of the division/Circle:
 - b) Description of work on which Officer has been charged:
2. Department efficiency:
 - a) Has he managed his work well during the year?
 - b) Have inspection officers had occasion To find any serious faults with his work? (refer specially to any case in which his Works was praised or adversely commended upon
 - c) Are project and report received from him carefully and lucidly prepared and do they show that he is professionally and otherwise well qualified?
 - d) Is his Judgement sound?
3. General Business habits:
 - a) Are his relation with those working with him generally cordial and does he display good temper and tact in dealing with those with his is brought into contact?
 - b) Is his office in good order? |Does he habitually delay cases which can and ought to be disposed of promptly?
4. Power of making arrangement for works:
 - a) Are his arrangement for carrying out works satisfactory and are his methods economical or otherwise?
5. Knowledge of accounts :
 - a) Does he ensure that his Sub-Divisional Officers observe code Rules Regarding the accounting of Expenditure both in case and stock

- b) Has he adequate of account to be able to expenditure?
 - c) Has he proved his fitness for powers delegated to him for technical sanctions, acceptance of contracts etc.?
 - d) Is he well acquainted with rules and procedures?
6. Professional knowledge
- a) Is he technical knowledge sound?
 - b) Has he sufficient practical experience of construction of new works?
 - c) Is he efficient in maintenance of building and roads etc.
 - d) Has he any special professional attainments?
 - e) Does he show special aptitude for any particulars class of work?
- 7. General qualification :**
- a) Does he show adequate initiative drive and is he energetic?
 - b) Is there anything in his work to show that his efficiency as a Government Officer is impaired by his constitution or habits?
 - c) Does he process active habits and does he inspect his work frequently?
 - d) Does he take adequate interest in the training of his Sub-Divisional Officers and Section Officers?
8. Steps taken to remedy defects :
- a) Has he taken steps during the year under report to remedy defects, if any, to which his attention might have been drawn in the previous year?

Contd on page -4

9. Promotion:

- a) Do you consider him to be an officer to more than ordinary attainment and qualities?
- b) Have you ever suggested his transfer from under your control? If so, Why?
- c) Having regard to his work during the past year, do you recommend him for an increment under the time scale? If not state grounds on which you consider that the increment would be withheld?
- d) Do you consider him fit for promotion for Administrative charged?

10. General Remarks of the Reporting Officer:

Has the officer maintained his integrity?

(Note:- Dealfully with such evidence as is available of inefficiency or corruption or other failing which impair his value, and instance of corruption practice should be specifically stated).

General Manager/Executive Director

11. Remarks of the Reviewing Authority

Executive Director

12. Remarks of the Accepting Authority

Managing Director