

**FORM OF ANNUAL CONFIDENTIAL REPORT OF AUDITORS/
ASSISTANT AUDITOR**

Report for the year/period ending _____

PART – I PERSONAL DATA

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

1. Name of officer : _____

2. Designation/post held :

3. Date of birth :

4. Whether the officer belongs to Scheduled Caste/Schedules Tribe :

5. Date of continuous appointment to the present grade, viz. :

6. Whether permanent/temporary/officiating. :

7. Section in which served during the report and period of service in each : Section Period

8. Period of absence from duty on leave, training etc. during the year :

PART – II SELF APPRAISAL
(To be filled by the officer reported upon)

1. Brief description of duties.

2. Brief resume of the work done by you during the year period from _____ to _____ (The resume to be furnished within the space provided limited to 100 words and is required to be signed)

1. Signature :
2. Name :
3. Designation :

PART - III

1. (a) Knowledge of the branch on which engaged :
- (b) Knowledge of codes, Rules etc. :
- (c) Ability in drafting letters and presenting cases :
- (d) Knowledge of the work of This office as a whole :
2. (a) Regularity and punctuality in attendance :
- (b) Industry and application :
3. (a) Amenability to Discipline and official decorum :
- (b) Accuracy and promptness in dealing with the work allotted :
4. (a) Whether he/she has been able to reduce arrears, outstanding items, bring out interesting points during the period under report :
- (b) Whether he/she has been responsible for any outstanding or not able work (If answer to (a) and/or (b) is Yes a detailed statement of the arrears reduced etc./notable work done be given in separate sheet attached to C.R.)
5. Attitude deployed for any special type of work :
6. (a) Tact in dealing with his colleagues as well as his superiors :
- (b) Any special comments on his traits of character, his general conduct and behaviour :
7. Integrity :
8. Fitness for further advancement :
9. General assessment :

Date :

Signature of the Reporting Officer
Name in block letters
Designation _____

PART - VI

REMARKS OF THE REVIEWING OFFICER

The reviewing Officer should carefully consider and state whether he accepts the assessment of the Reporting Officers in all respects specially with reference to the assessment/statement in cols. 4&9 also fill the following columns. (He should also categorize/grade the officials as outstanding/Very Good/Good/Average Poor, as the case may be)

10. Is the Official of the type that may or should be considered for promotion to the next grade out of turn, if so, what are the special positive qualities attainment and/or activities which would justify his/her out of turn promotion.
-

Date :

Signature of Reviewing Officer

Name in block letters

Designation _____

PART - V

REMARKS BY NEXT SUPERIOR OFFICER

The next superior Officer should record his opinion of the official with reference to col. 10 above if there is a recommendation therein for out of turn promotion.

Date :

Signature of next Superior Officer

Name in block letters

Designation _____

GOVERNMENT OF MIZORAM
OFFICE OF THE PRINCIPAL CHIEF CONSERVATOR OF FORESTS
TUJKHUAHTLANG, MIZORAM : AIZAWL-796001

OFFICE ORDER

Aizawl, the 15th July, 2015

No. A. 60011/2/2014-PCCF/63 : Attendance Register hi Section/Office tin ah fel fai tak a neih tur a ni a, a hnuai a mi ang hian Section Officer/Superintendent ten Attendance Register-ah mark thin tur a ni e :-

- 1) CH – Compensatory holiday in lieu of attendance on a holiday
- 2) CL – Casual Leave (*The maximum period of CL is 8(eight) days in a Calendar year subject to a maximum of 5(five) days at a time*)
- 3) L – Leave of any other kind
- 4) RH – Restricted holiday
- 5) A – Absent without leave or permission

Attendance Register hi Circular No. A. 60012/2/2014-PCCF Dt.17.7.2015 a lo chhuah tawh angin Section Officer/Superintendent tin ten dar 9:30 A.M. ah chuan Branch Officer hnen ah thehluh ngei tawh tur a ni.

Tin, Casual Leave lak zat hi Attendance Register column tawp ber ah fel fai tak a chhinchhiah tur a ni.

Attendance Register-ah hian Muster Roll hming pawh ziah vek tur a ni.

Sd/- LALRAM THANGA
Principal Chief Conservator of Forest
Environment & Forest Department

Memo No. A. 60011/2/2014-PCCF/63 : Dated Aizawl, the 15th July, 2015
Copy to :-

- 1) CWLW/CF(WL)/CF(NC)/CF(CC)/CF(R&D)
- 2) DFO, Extension/Resources
- 3) WPO(N)
- 4) DD (Admn.)/DD (Accounts)/P.S. to PCCF/P.S. to APCCF
- 5) Superintendent, Establishment/General
- 6) ACF, FDA/Planning/Legal & FC Cell
- 7) Supervisor i/c Vehicle
- 8) Guard File

C. Vanlalena
15/7/15

(C. VANLALENA)
Deputy Conservator of Forests (Hqrs)
Environment & Forest Department
Ph- 0389-2323420

ISSUED
Initial... <i>Am</i>
Date... <u>15/7/15</u>