

**FORM OF CONFIDENTIAL REPORT IN RESPECT OF UPPER DIVISION  
CLERK/LOWER DIVISION CLERK**

Report for the period \_\_\_\_\_

PART-I PERSONAL DATA

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

1. Name of official : \_\_\_\_\_  
  
(a) Father's name : \_\_\_\_\_
2. Designation/Post held : \_\_\_\_\_
3. Date of birth : \_\_\_\_\_
4. Whether the official belongs to Schedule caste/Schedule tribe : \_\_\_\_\_
5. Date of continuous appointment to the present grade viz. : \_\_\_\_\_
6. Whether permanent/temporary or officiating : \_\_\_\_\_
7. Section (s) in which Served during the Period under report and period of service in each : 

<u>Section</u>	<u>Period</u>
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8. Period of absence From duty (on leave training etc.) during the year/period : \_\_\_\_\_

PART-II SELF APPRAISAL

1. Brief description of duties

2. Brief resume of work done by you during the year/Period from \_\_\_\_\_ to \_\_\_\_\_ (The resume is to be furnished within the space provide limited to 100 words and is required to be signed)

Signature of the officer reported upon  
With date

PART-III ASSESSMENT OF THE REPORTING OFFICER

(Please read carefully in the instruction given at the end of the form before filling the entries)

1. Does the Reporting Officer agree with the statement made in part-II ? If not, the extent of disagreement and reason thereof.
2. State of health
3. General intelligence and keenness
4. Proficiency in typing (in both speed and accuracy)
5. Proficiency in work, namely maintenance of prescribed register and charts etc.
6. Intelligence, keenness and industry
7. Was he ever been entrusted with other than routine ? If so, indicate his capacity to express himself with clarity and comprehension in his notes and drafts.
8. Amenability to discipline.
9. Punctuality in attendance.

10. Relationship with fellow employees/public relations
  
11. Was the officer been reprimanded for indifferent work or for other causes during the period under report ? If so, please give briefly particulars.
  
12. Has the officer done any outstanding or notable work meriting commendation ? Briefly mention them.
  
13. Integrity ( please see note below instruction )
  
14. Grading (Outstanding/ Very Good/ Good/ Average/ Below Average) An officer should not be graded outstanding unless exceptional quality an performance have been noticed ground for giving such a grading clearly be brought out )

Signature of the Reporting Officer

Place :

Name in block letters

Date :

Designation during the period of  
report

PART-IV REMARKS OF REVIEWING OFFICER

1. Length of service under the reviewing officer
2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material ?
3. Do you agree with the assessment of the Officer given by Reporting Officer ? (In case of this disagreement, please specify the reasons). Is there anything you wish to modify or?
4. If the Officer reported upon is a member of Schedule caste/Schedule tribe, please indicate specifically whether the attitude of the Reporting officer in assessing the performance of the SC/ST officer has been fair and just.
5. General remarks with specific comment about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including grading.
6. Has the officer any special characteristic, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion, if so, specify

Place : Signature of the Reviewing Officer

Date : Name in block letters

Designation during the period of report

PART-V REMARKS OF THE ACCEPTING AUTHORITY

(Authority next superior to the Reviewing Authority )

Signature of the Accepting Authority

Name in block letters

Designation during the period of report

Place :

Date :