# Annexure-VII

# PERFORMANCE REPORT OF MUSTER ROLL EMPLOYEES

**SECTION-I**

**PERSONAL DATA**

(To be filled in by the Official reported upon)

Performance Report for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| 1) | Name of Official (in capitalletters) |  |
| 2) | Date of Birth |  |
| 3) | Date of intial engagement |  |
| 4) | Place of posting |  |
| 5) | Educational Qualification |  |
| 6) | Whether the employee belongs to  ST/SC/OBC/General ? |  |

**SECTION- II**

**REMARKS OF THE CONTROLLING OFFICER**

|  |  |  |
| --- | --- | --- |
| 1) | State of health |  |
| 2) | Regularity and punctuality in attendance |  |
| 3) | Amenability to discipline |  |
| 4) | General Intelligence and dedication to work |  |
| 5) | Relations with fellow employees |  |
| 6) | Has the employee been reprimanded for indifferent work or for other reasons during the reporting period? If so, please give brief particulars |  |
| 7) | Integrity |  |
| 8) | Overall Grading :  (Outstanding/Very Good/Good/  Average/Below Average) |  |

Date: Signature of Accepting Authority: \_\_

Name (in block letters) : \_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_