

FORM OF CONFIDENTIAL REPORT OF ASSISTANTS

Report for the year/period ending

PART - I PERSONAL DATA

(To be filled by Administrative Section of the Ministry/Department) 1.

1. Name of Officer :
2. designation/Post held :
3. Date of birth :
4. Whether the officer belongs to schedule caste/tribe. :
5. Date of continuous appointment to the present grade viz. :
to the present grade viz. :
6. Whether permanent/temporary/ Officiating :
7. Section in which served during the period under 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)

2. 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).

PART - III ASSESSMENT OF THE REPORTING OFFICER

(Please read carefully the instruction given 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 to learn
4. Attention to routine aspects such as proper maintenance of Assistant's Diary, Guard files, Recording, Indexing and weeding of Files.
5. Knowledge of office procedure
6. Knowledge of Rules, Regulations and instruction in General and with particular reference to the work allotted to him
7. Qualities of work
 - a) Ability to apply the relevant Rules and Regulation correctly
 - b) Capacity for examining cases thoroughly
 - c) Quality of noting and drafting
 - d) Promptness in disposal of work.
8. Amenability of discipline
9. Punctuality in attendance

10. Relation with fellow employees/ public relations
(Wherever applicable)

11. Integrity
(Please see notes below instructions)

12. Has the officer been reprimanded for indifferent work or for other causes during the period under report ? If so, please give brief particulars.

13. Has the officer done any outstanding or notable work meriting commendations ? Briefly mention them

14. Grading
Outstanding/ Very Good/ Good/ Average/ Below Average

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed grounds for giving such a grading should be clearly brought out)

Signature of the Reporting Officer
Name in block letters

Place :
Date :

Designation during the period of
report

PART - IV REMARKS BY 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 materials ?

3. Do you agree with the assessment of the officer given by the reporting officer ?

4. If the officer reported upon is a member of a schedule caste/tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer had been fair and just

5. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.

6. Has the officer any special characteristics, and/or any abilities which would justified his/her selection for special assignment or/out of turn promotion ?

Place :

Date :

Signature of the Reviewing Officer

Name in block letter

Designation during the period of report

REVIEWED BY REVIEWING OFFICER
PART-V REMARKS OF THE ACCEPTING AUTHORITY

(Authority next superior to the Reviewing Authority)

If the reviewing Officer satisfied that the Reporting Officer has made proper report with due care and attention and after taking into account all the relevant matters...

If the officer is not satisfied with the report of the Reporting Officer...

If the officer is not satisfied with the report of the Reporting Officer...

General remarks, if any, should be given by the Reporting Officer and should be kept in mind by the reviewing officer...

If the officer is not satisfied with the report of the Reporting Officer...

Signature of the Accepting Authority

Name in block letters

Designation during the period of report

Place :

Date :