

**FORM OF CONFIDENTIAL REPORT FOR INSPECTOR OF STATISTICS,
SUB-INSPECTOR OF STATISTICS & FIELD ASSISTANT ETC.**

Report for the year/period ending _____

PART - I

(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/Scheduled Tribe : _____
5. Date of continuous appointment to the present grade, viz: _____
6. Whether permanent/temporary/ officiating : _____
7. Section in which served during the year under report and period of service in each : _____
8. Period of absence from duty or leave, training, etc. during the year: _____

PART - II : SELF APPRAISAL**(To be filled by the Officer reported upon)**

1. Brief description of duties :

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

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).

Signature of the Officer reported upon with date

PART - III : ASSESSMENT OF THE REPORTING OFFICER

(Please read carefully the instructions 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 reasons thereof.
2. State of health ?
3. General Intelligence and keenness to learn.
4. Whether well informed on factual details of the work handed by him. Willingness to read literature connected with this work and keep himself general well inform about to recent development in his field.
5. Quality of work :
 - a) Capacity for examining cases thoroughly.
 - b) Ability for effective and cogent presentation, both oral and written.
 - c) Promptness in completing assignment in specified time.
6. Amenability to discipline :

7. Punctuality in attendance

8. Relations with fellow employees, public relations (where applicable)

9. Integrity (Please see Note below instructions).

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

11. Has the Officer done any outstanding or not able work meriting commendations? Briefly mention them.

12. Grading:
(Outstanding / Very Good / Good / Average / Below Average)

(An Officer should not be granted outstanding unless exceptional qualities and performance have been noticed ground for giving such a grading should be clearly brought out).

Signature of the Reporting Officer

Name in Block letters

Designation:
during the period of report.

PART - IV : REMARKS OF THE 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 atted and afte taking into account all the relevant material ?

PART - I

1. Name of Officer _____
3. If the Officer reported upon is a member of a Scheduled Caste/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.
4. Date of Birth _____
4. Whether the officer belongs to Scheduled Caste/Scheduled Tribe _____
4. 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 _____
5. Whether permanent/temporary/officiating _____
5. Has the Officer any special characteristic and of any abilities which would justify his/her selection for special assignment or out of turn promotion ? _____
8. Period of absence from duty if any in block letters _____

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)

1. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and also taking into account all the relevant material?

2. If the Officer reported upon is a member of a Scheduled Caste/Type, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SCST Officer has been fair and just.

3. Has the Officer been reprimanded for indifferent work or for other causes during the period under report or if not, please give brief particulars.

4. 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 awarded.

5. Has the Officer done any outstanding or notable work during the period under report?

6. Has the Officer any special characteristic and of any abilities which would justify his promotion or out of turn promotion?

Place :
Date :

Signature of the Reviewing Officer

Name in Block letters

Designation during the period of report.