

FORM OF CONFIDENTIAL REPORT FOR SENIOR
INVESTIGATOR RESEARCH ASSISTANT, RESEARCH
INVESTIGATOR JUNIOR INVESTIGATOR ETC.

Report for the year/period ending _____

PART - I

(To be filled by Administrative Section of
the Minister/Departments/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

	<u>Section</u>	<u>Period</u>
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).

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 handled by him. Willingness to read literature connected with this work and keep himself generally well informed about the recent development in his field.
5. Quality of work :
 - (a) Capacity for examining cases thoroughly :
 - (b) Ability for effective & cogent presentation, both oral and written :
 - (c) Promptness in completing assignment in specified time:
6. Amenability to discipline :
7. Punctuality in attendance :
8. Relation 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 caused during the period under reports? If so, please give brief particulars.
11. Has the officer done any outstanding or notable work meriting commendations? Briefly mention them.
12. *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

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 Scheduled Caste/Tribe, please indicate specifically whether the attitude of the Reporting Officer assessing the performance of the SC/SY Officer has been fair and just.
5. General remarks with specific comments about the general remarks given to the Reporting Officer and remarks about meritorious work of the Officer including the grading.
6. Has the Officer any special characteristics and/or any abilities which would justify his/her selection for special assignment or out of turn promotion? If so, please mention briefly.

Place :
Date :

Signature of the Reviewing Officer

Name in block letters

Designation during the period of report.

PART - V REMARKS OF THE ACCEPTING AUTHORITY

(Authority next superior to the Reviewing Authority)

Place :

Signature of the accepting Authority

Date :

Name in block letters

Designation during the period of report.