

FORM OF CONFIDENTIAL REPORT ON ASSISTANTS.

Ministry/Department/Office: D.O. Office, Nahan.

Report for the year/period ending \_\_\_\_\_

Part-I Personal Data.

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

1. Name of Officer: \_\_\_\_\_
2. Date of birth. \_\_\_\_\_
3. Date of continuous appointment to the present grade, viz: \_\_\_\_\_
4. Designation/Post held. \_\_\_\_\_
5. Whether permanent/ quasi permanent or temporary. \_\_\_\_\_
6. Sections in which served during the year under report and period of service in each. \_\_\_\_\_
7. Period of absence from duty, on leave, training etc. during the year. \_\_\_\_\_

Part-II - A brief statement on the work handled by the official during the year/period under report.

(To be filled by the Reporting Officer).

Note: This should indicate whether the officer reported upon is employed on task involving initiative judgment or application of knowledge of rules and regulations or professional techniques or on tasks of a simple nature & routine character.

8. State of health: \_\_\_\_\_
9. General Intelligence and keenness to learn. \_\_\_\_\_

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Note: Assessment under columns 10 to 13 should not be indicated by tick marking but should clearly be expressed in suitable words.

10. Attention to routine aspects of work such as proper maintenance of Assistants diary, Gaafd files, recording, indexing and weeding of files.

- a. Pays adequate attention to these aspects.
- b. Is indifferent to these aspects.
- c. Has to be constantly prompted and supervised. ✓

11. Knowledge of office procedure.

- a. Excellent.
- b. Very good.
- c. Good.
- d. Average.
- e. Poor.

12. Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him.

- a. Excellent.
- b. Very good.
- c. Good.
- d. Average.
- e. Poor.

13. Quality of work.

I Ability to apply the relevant Rules and Regulations correctly.

- a. Excellent.
- b. Very good.
- c. Good.
- d. Average.
- e. Poor.

II Capacity for examining cases thoroughly and comprehensively.

- a. Excellent.
- b. Very good.
- c. Good.
- d. Average.
- e. Poor.

iii. Ability of noting and drafting.

- a. Excellent.
- b. Very good.
- c. Good.
- d. Average.
- e. Poor.

iv. Promptness in disposal of work.

- a. Very prompt.
- b. Reasonably prompt.
- c. Is slow and tends to delay.

14. Amenability to discipline.

15. Punctuality in attendance.

16. Relations with fellow employees.

17. Integrity.

(This column should be filled as per instructions issued under M.H.A. O.M. No: 51/4/64-Extt.(A) Dated 21.6.1965).

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

19. Has the Officer done any outstanding or notable work meriting commendation. Briefly mention them.

Signature of Reporting  
Officer.

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

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Part IV Remarks of Reviewing Officer.

20. Length of service under the Reviewing Officer.
21. Do you agree with the remarks of the Reporting Officer in Part-III above, if not, indicate the extent of your disagreement. If you wish to add anything specific with regard to work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also sum up your view here.
22. Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancements and special selection for higher appointment out of turn? If so, mention these characteristics briefly.

Signature of the Reviewing Officer.

Designation.

Date \_\_\_\_\_

Part-V:

Countersignature by the next higher officer with remarks, if any.

Signature of the Countersigning Officer.

Designation:

Date \_\_\_\_\_