

FORM OF CONFIDENTIAL RREPORT OF
Upper Division Clerks/ Assistants

Ministry, Department / Office -----
Report for the year/ Period ending -----

(Part-I Personal Data)

(To be Felled by the Administrative of the Ministry / Deptt.. Office)

1. Name of Official -----
2. Date of birth -----
3. Designation/ post held -----
4. Date of Continuous apptt.
to the present grade; Viz. -----
5. Whether/ Permanent / Quasi-
Permanent/ Temporary -----
6. Section in which served
during the year under service
In each -----
7. Period of absence from duty
on leave, training, etc; during
the year -----

(Part-II)

(A brief Statement of the work handled by the official during the year/ period under report) (To be filled by the Officer)

Note: This should indicate whether the officer reported upon is employed on tasks Involving initiative, judgement of application of knowledge of rules and Regulations or professional techniques or on tasks of simple nature and Routine character.

(Part-III)

(Assessment by the Reporting Officer)

8. State of health -----
9. General intelligence and
Keeness to learn -----

Note: Assessment under column 10-13 below should not be indicated a tick marking but should be Clearly expressed in suitable words :

10. Attention to routine aspects of work Such as proper maintenances of Assistant Diary, Guard 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 particulars Reference to the work allotted to him;

- (a) Very Good
- (b) Excellent
- (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) Quality Of Noting & Drafting;
 - (a) Excellent
 - (b) Very Good
 - (c) Good
 - (d) Average
 - (e) Poor
- (iv) Promptness in disposal of work;
 - (a) Very Good
 - (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 Estate (a) dated : 21.06.1965)

- 18. Has the Officer been reprimanded for indifferent work or for the other cause during the period under report. If So, please give brief Particular.
- 19. Has the Officer done any Outstanding or notable work meriting commendations-? Brief mention them,

Signature of Reporting Officer
Designation
Dated:

(Part-iv)

(Remarks by Reviewing Officer)

- 20. Length of Service under 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 the work and above the remarks of the official over and
Above the remarks of the Reporting Officer, please mention them. You may also
Sum up your views here.

22. Has the Officer any Special characters-istics and/ or May outstanding merits or
Abilities, which would justify his advancement and Special Selection for higher
Appointment out of turn? If so, mention these characteristics, briefly and indicate
Why you consider him fit for out of turn Promotion.

Signature of Reviewing Officer

Name in BLOCK letters

Designation

Dated: