

FORM OF CONFIDENTIAL ROLLS OF SECTION OFFICERS.

Report for the year _____.

1. Name of the Officer. _____
2. Date of Birth. _____
3. Present Grade. _____
4. Date of continuous appointment to the present grade. _____
5. Sections in which employed during the year and period of service in each. _____

Assessment by the Reporting Officer.

(In making the assessment Reporting Officer keep in view speed and quality of perform as revealed by the O & M date e.g. Inspection Report Control Chart, Arrear Statement, Proper exercise of delegated powers etc.)

1. Supervision and disciplines and work among his staff. : _____
2. Maintaining order and discipline and check late attendance. : _____
3. Handling of dak and exercise of proper discretion in making it for perusal of higher Officer. : _____
4. Capacity for ensuring prompt disposal of work and submission of the various O. & M and other returns. : _____
5. Submission of cases in proper Order (i.e, whether all relevant papers are put properly referred without errors or mis-statements of facts). : _____
6. Capacity of train, help, advise his Staff and handle his subordinates. : _____
7. Knowledge of procedure and regulations. : _____
8. : _____
9. Ability of handling intricate cases. _____

10. Has he been responsible for any Outstanding work during the period under report meriting special commendation? If so, what? _____
11. Has he been remanded for indifferent Work or for other cases during the Period under report ? if so, give brief Particulars. _____
12. Remarks as to defects in character, Indebtedness etc. which may militate Against efficiency and suitability for Particular type of work. _____
13. General assessment of personality, Character and temperament including Including relations with fellow employees etc. _____
14. Assessment of integrity (if anything Adverse has come to your notice please specify it also). _____
15. Grading:

OUTSTANDING/ VERY GOOD/ GOOD/ FAIR/ POOR.

Signature of the Reporting Officer,
(with name and designation).

Remarks of the Reviewing Officer.

The Reviewing Officer should carefully consider and state whether he accepts assessment recorded by the Reporting Officer in all respects. If he differs in any respect, the facts should be clearly stated.

Signature of the Reviewing Officer
(with name and designation)

Remarks of the Accepting Officer.

Signature of the Accepting Officer,
(with name and designation)

**FORM OF CONFIDENTIAL REPORT OF THE HEAD/SENIOR/JUNIOR ASSISTANTS OF
THE CIVIL SECRETARIAT.**

Report for the year _____

Reporting officer should fill this form carefully. Any Special remarks for which a place cannot found or which require to be made before next years report is filled can be entered on the block of this form.

There is a separate sheet at the beginning of the volume for the entry block marks.

1.Name and Designation of the official _____

2.Date of birth _____

3.Date of appointment _____

4.Date of promotion to the present grade _____

5.Report to his. _____ Reported by; _____

Handwriting and neatness _____

Reputation for honesty _____

Capacity & Intelligence _____

Acquittance with rules & orders _____

Knowledge and skill in dealing
with accounts matters _____

Quickness in dispatch of business _____

Manners & powers of working with others _____

Punctuality & Regularity _____

Defects if any _____

Fit for promotion _____

Signature and date of reporting officer _____

REMARKS OF THE REVIEWING OFFICER.

REMARKS OF THE ACCEPTING OFFICER.
