

FORM OF CONFIDENTIAL REPORT ON LOWER DIVISION CLERK.

Ministry/Department/Office Revenue

Report for the year/period ending: _____

Part-I Personal Data:

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

1. Name of Official: _____
2. Date of Birth: _____
3. Date of continuous appointment to the present grade, viz. _____
4. Whether permanent, quasi permanent, temporary. _____
5. Section(s) in which served during the year under report and period of service in each. _____
6. 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 Reporting Officer).

Part-III-Assessment by the Reporting Officer.

7. State of Health _____
8. General intelligence and Keeness to learn. _____

Note: Assessment under columns 9 to 11 below should not be tickmarked but should be expressed clearly in suitable words.

9. Proficiency in Typing.
(a) Excellent.
(b) Very good.
(c) Good.
(d) Average.
(e) Poor.

Note: Proficiency should be assessed in respect of both speed and accuracy.

10. Proficiency in his work viz. maintenance of prescribed registers and charts etc.
(a) Excellent.
(b) Very good.
(c) Good.
(d) Average.
(e) Poor.

11. Industry and keenness.

a) Puts in hard work and and keen to do his job thoroughly.

b) Is indiffement and required prompting and constant supervision to ensure completion of his work.

12. Has he ever been entrusted with work other than routine. If so, indicate his capacity to express himself with clarity and comprehension, in his notes and drafts.

13. Amenability to discipline.

14. Punctuality in attendance.

15. Relations with the fellow employees.

16. Integrity.

(This Col. should be filled as per instructions issued under Ministry of Home Affairs O.M.No.51/4/64-Esstt(A) dated 21-6-65).

17. Has the official been reprimanded for indiffent work or for other cause during the period under the reports. If so, please give brief particulars.

18. Has the official done any outstanding or not able work meriting commendation. Briefly mention them.

Date:

Signature of Reporting Officer,
Name in Block letters,
Designation.

Part-IV Remarks by the Reviewing Officer.

19. Length of service under reviewing officer.

20. 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 & conduct of the official over and Reporting Officer, Please mention them. You may also come up your views here.

21. Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn. If so, mention these characteristics briefly.

Signature of the Reviewing Officer
(Name in Block Letters)

Designation: _____

Date _____

Part-I Countersignatures by the next higher Officer with remarks, if any.

Signature of the
countersigning Officer.

(Name in Block letters)

Designation: _____

Date. _____