

FORM OF CONFIDENTIAL REPORT ON.....

(Designation)

IN THE DEPARTMENT OF.....

Report for the year period from..... to.....

Department/Office of.....

Part-I

(To be filled by the Office)

1. Name of the Officer and Designation:
2. Date of birth:
3. Date of continuous appointment:
4. Date of appointment to the present post:
5. Period of absence on leave during the reporting year period:
6. Training received during the reporting year period, indicating the course attended, Duration of the course and the institution where attended.

Part-II

(To be filled by the officer reported upon)

1. A brief summary of duties and responsibilities (not more than 50 words):

2. Please specify important items of work in order of priority wherein quantitative/physical/financial/targets/objectives/goals were set for you or set by yourself for the reporting year:

Items of work	Physical or financial targets/objectives/goals	Achievements
1.		
2.		
3.		
4.		
5.		

3 (a) In case of shortfall of expected quality/quantity of performance, please state the reasons:

(b) Please indicate your contribution in case of significantly higher achievements of the targets/goals/objectives:

4 Please specify number of inspections conducted/tours performed (only in case of field officers):

No. of inspections/tours expected to be performed in a year	No of inspections/tours actually performed with reasons of short-fall, if any
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Place:

Date:

Signature:

Name:

Designation:

Part - III

Assessment by Reporting Officer

- 1 Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievements, if any, mentioned by the officer?. If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
- 2 State of Health:

Note: - The assessment under columns 3 to 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

- 3 Temperament:
 - a. Is he/she calm and does he/she retain poises at times of pressure of work? ..
 - b. Does he/she get provoked easily? ..
 - c. Is he/she able to tolerate differences of opinion? ..
- 4 Intelligence and understanding:
 - a. Exceptional and has clear grasp of any matter however complicated ..
 - b. Is intelligent and grasps, a point correctly with reasonable speed ..
 - c. Shows a barely adequate grasp ..
 - d. Very slow and/or often misses the point ..
- 5 Knowledge of rules, codes, manuals, instructions and procedure:
 - a. Has exceptionally good grasp of the work of the office as a whole and the rules, codes, manuals generally, and a thorough and intensive knowledge of the work of the Branch ..
 - b. Has a sound knowledge both of the work of the Branch and that of the office as a whole ..
 - c. Knows just enough ..
 - d. Not good enough ..
- 6 Quality of work:
 - i) Attention to detail:
 - a. Most reliable and comprehensive ..
 - b. Considers all relevant details ..

- c. Apt to be over concerned with petty details and loses perspective ..
- d. Inclined to be superficial ..
- ii) Judgement:
 - a. His/her proposals or decisions are consistently sound and well thought of ..
 - b. Reliable ..
 - c. Takes a reasonable view ..
 - d. Unreliable, undecided, rigid, superficial or erratic ..
- iii) Presentation of cases:
 - a. Extremely clear, cogent and logical ..
 - b. Very good and expresses him/herself clearly and concisely ..
 - c. Just good enough ..
 - d. Does not have ability to present cases properly ..
- iv) Ability in Noting and Drafting:
 - a. Excellent ..
 - b. Very good ..
 - c. Good ..
 - d. Average ..
 - e. Poor ..
- v) Promptness in disposal of work:
 - a. Very prompt ..
 - b. Reasonably prompt ..
 - c. Is slow and tends to delay ..
- 7 Ability in discussion and conversation:
 - a. Very effective and convincing ..
 - b. Good and puts across his points clearly ..
 - c. Expresses adequately ..
 - d. Poor ..
- 8 Quality of supervision:
 - a. Very thorough and of a high order ..
 - b. Good and useful ..
 - c. Average and routine ..
 - d. Poor ..
- 9 Initiative and drive
 - a. Excellent ..
 - b. In good measure ..
 - c. Adequate ..
 - d. Lacking ..

- 10 Readiness to assume responsibility:
- a. Promptly comes forward and accepts responsibility ..
 - b. Accepts responsibility if it comes ..
 - c. Tends to evade ..
 - d. Passes responsibility to others ..
- 11 Control and management of staff:
- i) Ability to inspire confidence and to get the best out of the staff:
 - a. Gets the best from them ..
 - b. Get along well ..
 - c. Just manages ..
 - d. Inadequate ..
 - ii) Capacity to train, help and advice the staff and ability to handle his subordinates:
 - a. Excellent ..
 - b. Very good ..
 - c. Good average ..
 - d. Poor ..
- 12 Relationship with colleagues:
- a. Wins and retains the highest regard of all ..
 - b. Is generally liked and respected ..
 - c. Not easy in his/her relationship but, gets by ..
 - d. A difficult colleague ..
- 13 Other observations:
 (This space may be utilised for remarks which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the Performa given above which the Reporting Officer considers specially worth-mentioning, may also be indicated here).
- 14 Integrity:
 [Instructions contained in Ministry of Home Affairs O.M. No.-51/4/64-Estt. (A), dated 21-6-1965 should be kept in mind].
- 15 Attitude towards Scheduled Castes and Scheduled Tribes:
- 16 Sensitivity to Social Justice:

- 17 Ability to take quick and elective action to prevent and quell at atrocities and ensures justice to Scheduled Castes: ..
- 18 Effectiveness in bringing about the development of Scheduled Castes: ..

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

Date.....

Part-IV – Remarks of the Reviewing Officer

- 1 Length of service under the Reviewing Officer
- 2 Do you agree with the Reporting Officer in regard to his/her remarks on the resume of the work done by the officer as contained in Part-II of the report? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement. ..
- 3 Overall assessment of performance and qualities.
- 4 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 Reviewing Officer.
 Name in Block letters.....
 Designation

Date.....

Part-V – Counter signature by next higher other officer with remarks, if any

.....
 Signature of Countersigning Officer.
 Name in Block letters.....
 Designation

Date.....