**ANNUAL CONFIDENTIAL REPORT**

**For The Year / Period Ending March ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_**

**PART I**

Personal information of the official

1. Name of the official in full :
2. Designation :
3. Qualification of the Official :
4. Date of Birth :
5. Whether permanent / Quasi permanent / temporary :
6. Period of absent from duty on Leave , Training etc. :

**PART II**

Brief resume of the work done by the officer reported upon during the period from \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ bringing out any special achievement of his during the period. ( To be filled by the officer reported upon / Reporting Officer.)

**# 2 #**

**PART III**

1. Intellectual :

Independence of judgement (Yes / No) –

Receptivity :

( Quick, receptive, slow on the uptake, obtuse ) –

Iniatiative : ( Original. Enterprising, resourceful,

casual, apathetic ) -

Drive : ( Forceful , Pushing , Forceless, inert ) –

1. Physical capacity for duties of the post held :

(Diligent, Industrious toller, slack, indelent )

1. Temperament :

( Self controlled, restrained, excited, panicky)

1. Character :

Moral reputation : (Excellent, good, fair poor)

Zeal and energy : ( Indefatigable, preserving )

Liveliness : ( Spirited, Cheerful, dull, gloomy)

1. Group work :
2. Attitude towards brother officers :

(Friendly, Co-operative, obstructive,

Individualistic, selfish )

Attitude towards subordinates :

(Humane, considerate, sympathetic,

indifferent, Inconsiderate, hard, soft )

1. Loyalty and Fidelity :

(faithful, obedient, consciousness, dutiful,

easy going, irresponsible, obstinate)

1. Leadership (if duties demand) :

(indicate capability to exerting influence tactfulness,

Organizational capacity courage, initiative, firm

and imperturbable attitude in different times )

**# 3 #**

1. Relations with non-officials ( If duties involve

such relations)

(Considerate, willing, helpful, sympathetic,

Indifferent. Rude, soft)

b) Promptness in disposal of work : ( Yes or No ) …

c) Speed of decision : (very quick , Fairly quick,

 Sure hesitant, Indesive

**NOTE** : The adjectives given in the brackets are merely suggestive and it is open to the Reporting Officer to use any other words which , in his opinion, more correctly describe the officer reported on …

1. Additional general remarks.

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature, Name & Designation

Of the Reporting Officer