**PARVATIBAI CHOWGULE COLLEGE OF ARTS & SCIENCE, MARGAO-GOA**

**FORM FOR CONFIDENTIAL REPORT ON UPPER DIVISION CLERK/**

**HEAD CLERK/ACCOUNTANT**

**PERIOD : \_\_\_\_\_\_\_\_\_\_\_**

**PART-I**

**PERSONAL DATA**

**(To be filled by the Administrative Section of the Section/Department/Office)**

1. Name of Official : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Qualifications : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Designation/Post held : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Date of continuous appointment to

the present grade, viz. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Whether permanent/Quazi-permanent

Or temporary : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Section in which served during the

Year under report and period of

Service in each : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Period of absence from duty on

Leave training, etc., during the year/

Period under report : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Whether the officer belongs to

Scheduled Caste or Scheduled

Tribe : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART II**

**A BRIEF STATEMENT OF THE WORK HANDLED BY THE OFFICIAL**

**DURING THE YEAR/PERIOD UNDR REPORT**

**(To be filled by the Reporting Officer)**

**PART III**

**ASSESSMENT BY THE REPORTING OFFICER**

10. State of Health :

11. General intelligence and keenness to

Learn :

Note : Assessment under column 10-13 below should not be indicated by tick

marking but should be clearly expressed in suitable words.

12. Attention to routing aspects of work such as

proper maintenance of Assistant’s Diary,

Guard Files, recording, Indexing, weeding

Of files. :

A. Pay adequate attention to these aspects

B. In different to these aspects

C. Has to be constantly prompted and

Supervised

13. Knowledge of Office procedure

A. Excellent

B. Very Good

C. Good

D. Average

E. Poor

14. Knowledge of Rules, Regulations and

Instructions in general and with particular

Reference to the work allotted to him/her:

A. Excellent

B. Very Good

C. Good

D. Average

E. Poor

15. 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 and drafting

A. Excellent

B. Very Good

C. Good

D. Average

E. Poor

(iv) Promptness in disposal of work:

A. Very prompt

B. Resonably prompt

C. Is slow and tends to delay

16. Amenability to discipline :

17. Punctuality in attendance :

18. Relations with fellow employees :

19. Integrity :

(This column should be filled as per instruction issued under M.H.A.O.M. No. 51/4/64-Estt(A) dated 21/06/1965

20. Has the Officer been reprimanded for

Indifferent work or for other causes during

The period under report? If so, please give. :

21. Has the Officer done any outstanding or

Notable work meriting commendation?

Briefly mention them.

Signature of the Reporting Officer

Name in **BLOCK LETTER** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART IV**

**REMARKS BY REVIEWING OFFICER**

22. Length of service under

Reviewing Officer :

23. Do you agree with the remarks of the

Reporting Officer in Part III above?

If so, indicate the extent of your

Disagreement. If you wish to add

Anything specific with regard to the

Work and conduct of the official over

And above the remarks of the Reporting

Officer, please mention them. You may

Also sum up your view here.

24. 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 why you

Consider him/her fit for out of turn

Promotion.

25. If the Officer reported upon is a member

Of a Scheduled Caste, Scheduled Tribe,

Please indicate specifically whether the

Attitude of the Reporting Officer in

Assessing the performance of the SC/ST

Officer has been fair and just.

Signature of the Reviewing Officer

Name in **BLOCK LETTERS** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_