**Form of the Confidential report of assistance District Educational Inspectors**

**Grade c Field Officers, laboratory Asstt., Librarians, Supervisors and Field Officers**

Report for the year / period ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_20

**PART I**

Personal information of the official

1. Name of the official in full:
2. Qualification of the Official:
3. Date of Birth:
4. Whether permanent / Quasi permanent / temporary:
5. Period of absence 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.)

**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)

 P.T.O.

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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 impertumbable attitude in different times )

1. Relations with non –officials ( If duties involve

such relations)

(Considerate, willing, helpful, sympathetic,

Indifferent,rude, soft )

1. Promptness in disposal of work : ( Yes or No ) …
2. Speed of decision : ( very quick , fairly quick,

Sure hesitent, 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. Has he the necessary ability and character for being

Continued in the present post? If so, has he been

Satisfactorily tried in the present post ?

1. Have Inspecting Officer had an occasion to find any

serious fault with his work? Refer specially to any

offical letters from inspecting Officer of which he

has received a copy praising or concurring him.

1. Has he done outstanding work or shown any special

ability or attitude? If so, give specific instances in

support ( Mere reference to such instance should

suffice, it is not necessary to give any details ). In

case merit certificate has been given to him attach

a copy thereof.

1. If the officer is decidedly below average stage the

grounds for opinion and suggest he should be

reverted (if acting ) or his increments stopped, or he

be held up at efficiency bar etc.

1. Have any remedial defects been brought to his

notice in the past and to what extent helps as shown

Improvement in that behalf ?

1. What remedial defects should in your view be

brought to this notice ?

1. Additional general remarks.

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

 Signature, Name & Designation of

 the Reporting Officer

P.T.O.

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**PART IV**

**Remarks by Reviewing Officer**

1. Length of service under reviewing officer
2. Do you agree with remarks of the Reporting Officer

In part III above. If not, indicate the extent of

disagreement. If you wish add any specific over

 regards to the work and conduct of the official with

and above the remarks of the reporting officer, please

mention them. You may also sum up view here.

1. a) Fitness for promotion :
2. Fit
3. Not yet fit

b) Has officer any special characteristics and /or

any outstanding merits or abilities which would

 justify his advancements and special selection

for higher appointment out of turn. If so, mention

these characteristics briefly and indicate why

you consider him fit for out of turn promotion

**PART V**

Counter signature by the next higher Authority with

remarks, if any.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature of the Countersigned Officer

 Name in Block letters

 Designation

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