**Form of Confidential Report on Lower Division Clerk**

Ministry / Department / Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**PART I**

**PERSONAL DATA**

( To be filled by the Administrative Sectionconcerned of the Ministry/Department/Office )

1. Name of the Official :
2. Date of Birth :
3. Date of continuos appointment to the present

 grade, viz

1. Whether Permanent, Quasi – Permanent or Temporary
2. Section(s) in which served during the year under

 report and period of service in each

1. Period of absence from duty on leave, training etc.

 during the year.

1. Whether the officer belongs to Schedule Caste or

 Schedule Tribe

**PART II**

**A BRIEF 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**

1. State of Health :
2. General Intelligence and keenness to learn.

**NOTE: Assesment under column 10 to 12 below should not be indicated by tick marking but should be clearly expressed in suitable words**

1. Proficiency in Typing :
2. Excellent
3. Very Good
4. Good
5. Average
6. Poor

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

1. Proficiency in his work viz. maintenance of prescribed registers and charts etc.
2. Excellent
3. Very Good
4. Good
5. Average
6. Poor
7. Industry and keenness:
8. Puts in hard work and is keen to do his

jobs thoroughly.

1. Is indifferent and required prompting and

Constant supervision to ensure completion

of his work.

P.T.O.

:2:

1. 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.

1. Amenability to discipline:
2. Punctuality in attendance :
3. Relations with fellow employees :
4. Integrity :

(This column should be filled as per instructions

issued under M.H.A.O.M. No. 51/4/64- Essts(A)

dated 21-6-1965)

1. Has the Officer been reprimanded for indifferent

work or for other causes during the period

 under report ? If so, please give brief particulars.

1. Has the officer done any outstanding or notable

work meriting commendation ? Briefly mention

them.

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

 Signature of the Reporting Officer

 Name in Block Letters:

 Designation :

 Date :

PART IV

Remarks by Reviewing officer:

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

Officer ? if not, 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 views

here.

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

:3:

1. Has the officer any special characteristics

and /or any outstanding merita or abilities

which would justify his advancement and

special selection for higher appointment

out of turn ? If so, mention these character-

-ristics briefly indicate why you consider

him fit for out of turn promotion.

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 Signature of the Reviewing Officer

 Name in Block Letters:

 Designation :

 Date :

PART V

Counter Signature by the next Higher Authority

With remarks, if any.

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 Signature of the Countersigning Officer

 Name in Block Letters:

 Designation :

 Date :