**Form of Confidential Report on Upper Division Clerk/Assistant**

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

**Report for the year/Period ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART-I**

**PERSONAL DATA**

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

1. Name of Officer … …
2. Date of birth … …
3. Designation/Post held … …
4. Date of continuous 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

**PART II**

**A BRIEF STATEMENT OF THE WORK HANDLED BY THE OFFICIAL DURING THE YEAR/PERIOD UNDER REPORT**

(To be filled by the Reporting Officer)

NOTE : This should indicate whether the Officer reported upon is employed on tasks involving initiative, judgement or application of knowledge or rules and regulations or professional techniques or on tasks of a simple nature and routine character.

**PART III**

**ASSESSMENT BY THE REPORTING OFFICER**

8.. State of Health :

9. General Intelligence and keenness to learn

NOTE: Assessment under column 10 to 13 below should not be indicated by tick marking but

 should be clearly expressed in suitable words

10. Attention to routine aspects of work such as proper

 Maintenance of Asistant’s Diary, Guard, files recording,

 Indexing and weeding of files :

1. Pays adequate attention to these aspects
2. Is indifferent to these aspects
3. Has to be constantly prompted and supervised

11. Knowledge of office procedure :

 a) Excellent

 b) Very Good

 c) Good

 d) Average

 e) Poor

 P.T.O.

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12. Knowledge of Rules, Regulations and Instructions in

 general and with particular reference to the work

 allotted to him :

1. Excellent
2. Very Good
3. Good
4. Average
5. Poor

13. Quality of work :

 i) Ability to apply the relevant Rules and

 Regulations correctly.

1. Excellent
2. Very Good
3. Good
4. Average
5. Poor

 ii) Capacity for examining cases thoroughly

 and comprehensively :

1. Excellent
2. Very Good
3. Good
4. Average
5. Poor

 iii) Quality of noting and drafting :

1. Excellent
2. Very Good
3. Good
4. Average
5. Poor

 iv) Promptness in disposal of work :

1. Very prompt
2. Reasonable prompt
3. Is slow and tends to delay
4. Amenability to discipline :

15. Punctuality in attendance :

16. Relations with fellow employees :

17. Integrity :

 (This columns should be filled as per

 Instructions issued under M.H.A.O.M.

 No.51/4/64-Estt(A) dated 21/6/1965)

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18. Has the Officer been reprimanded for indifferent

 Work or for other causes during the period

 under report? If so, please give brief

 particulars.

19. 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:**

20. Length of service under reviewing officer.

21. Do you agree with the remarks of the Report-

 ing Officer in Part III above? 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.

22. a) Fitness for promotion :

1. Fit
2. Not yet fit

 b) 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 charac-

 teristics briefly and 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 :