

FORM FOR THE CONFIDENTIAL REPORT ON THE WORK OF GEZETTED PERSONNEL IN
THE CHANDIGARH ADMINISTRATION

Period covered by the report :

Report on the work of :

(a) Name : _____

(b) Designation: _____

(c) Whether the officer belongs
to S.C./S.T. _____

Reporting Authorities _____

Remarks N.B.- The reporting officer(s) should particularly give their opinion on the following aspects:-

(a) Whether the officer is able, intelligent,
conscious and hardworking and the
degree of his qualities in these directions _____

(b) Whether he is capable of supervising the
work of his subordinates and whether his
relations with them are satisfactory. _____

(c) Whether he is punctual and has maintained
Discipline _____

(d) His reputation for honesty _____

(e) Whether he has been able satisfactorily to
discharge the duties of his office _____

(f) Special aptitude:

Defects if any:

Grading (Whether Outstanding, very good, good,
average and below average).

Signature of Reporting officer: _____

Name in Block letters : _____

Designation : _____

Dated: _____

Remarks by Reviewing Officer:

If the officer reported upon is a member of a S.C./S.T. please indicate specifically whether the attitude to the Reporting Officer is assessing the performance of the S.C/S.T. officer has been fair and just.

Signature of the Reviewing Officer:--

Name in Block letters : _____

Designation : _____

Date : _____

Remarks by Accepting Officer:

Signature of the Accepting Officer:

Name in Block letters :

Designation:

Dated: