

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: