

**FORM FOR THE CONFIDENTIAL REPORT ON THE WORK OF
NON-GEZETTED PERSONNEL**

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: _____

ASPECT:

Industry and Conscientiousness:

Handwriting and Neatness:

Capacity and Intelligence:

Acquaintance with rules and orders
With special reference to accounts:

Quickness in the dispatch of business:

Manners and powers of working with others

Punctuality and Regularity:

Reputation for honesty:

Defects if any:

Fitness for promotion, (in this column it
should also be stated whether the official has
been able satisfactory to discharge his
duties.)

Special aptitude :-

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: