

**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: \_\_\_\_\_

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**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: