

FORM OF CONFIDENTIAL REPORT OF ASSISTANT RESEARCH OFFICER/ STATISTICAL ASSISTANT/COMPUTER/STENOGRAPHERS.

Department/Office : **Planning Department**

Report for the year/period ending : _____ to _____

**PART I
PERSONAL DATA**

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

1. Name of Officer :
2. Date of Birth :
3. Designation/Post Held :
4. Date of continuous appointment to the present grade. :
5. Whether permanent/quasi Permanent/temporary, :
if permanent or quasi-permanent, on which post :
6. Section in which served during the year under report and period of service in each. :
(The period of service may not be mentioned if it is less than three months)
7. Period of absence from duty on leave, training etc. during the year. :

PART II

A brief statement of the works handled by the officer 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 task involved initiative judgement or application of knowledge of rules and regulations of professional techniques or on task 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 columns 10-13 below should not be indicated by tick marking but should clearly expressed in suitable words.

10. Attention to touring aspects of work such as proper maintenance of Assistants Diary, Guard Files, Recording, Indexing and weeding of files.

- (a) pays adequate attention to these aspects
- (b) Is indifferent to these aspects.
- (c) Has to be constantly prompted and supervised

11. Knowledge of office procedure:-

- (a) Excellent
- (b) Very Good
- (c) Good
- (d) Average
- (e) Poor

12. Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him.

- (a) Excellent
- (b) Very Good
- (c) Good
- (d) Average
- (e) Poor

13. Quality of work

(i) Ability to apply the relevant rules and regulations correctly:-

- (a) Excellent
- (b) Very Good
- (c) Good
- (d) Average
- (e) Poor

- (i) Adherence to prescribed time schedule:
 - (a) Excellent
 - (b) Very Good
 - (c) Good
 - (d) Average
 - (e) Poor
- (ii) Ability to handle filed work, if on field duties:-
 - (a) Excellent
 - (b) Very Good
 - (c) Good
 - (d) Average
 - (e) Poor

14. Amenability to discipline

:

15. Punctuality in attendance

16. Relations with fellow employees:

17. Integrity

(This column should be filled as per instructions issued under MHA OM No. 52/4/54-Estt.(A) dated 21.06.1965)

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.

Signatures of Reporting Officer

Name in Block letter

Designation

Date:

PART IV

REMARKS OF REVIEWING OFFICER

- 20. Length of service under reviewing Officer:

- 21. Do you agree with the remarks of the Reporting 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. Has the officer any special characteristics and/or any outstanding merits or abilities which you would justify his advancement and special selection for higher appointment out of turn. If so, mention these characteristics, briefly.

Signatures of Reviewing Officer

Name in Block letter

Designation

Date:

PART V

Countersignature by the next higher authority with remarks, if any.

Signatures of Countersigning Officer

Name in Block letter

Designation

Date:

FORM OF CONFIDENTIAL REPORT ON _____
IN THE DEPARTMENT OF _____
REPORT FOR THE YEAR PERIOD FROM _____ **TO** _____
DEPARTMENT /OFFICE OF _____

PART I

(To be filled by the officer)

1. Name of the Officer and Designation :
2. Date of Birth :
3. Date of continuous appointment :
4. Date of appointment to the present post :
5. Period of absence on leave during Reporting year/ period. :
6. Training received during the reporting year/ Period, including the course attended. Duration of the course and the institution where attended. :

PART II

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. A brief summary of duties and responsibilities (not more than 50 words.):

-
2. Please specify important items of work in order of priority wherein quantitative/physical/financial/targets/objectives/goals were set for you or set by yourself for the reporting year:

| Items of work | Physical or financial targets/objectives/goals | Achievement |
|---------------|--|-------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

- 3(a) In case of shortfall of expected quality/quantity of performance, please state the reasons.
- (b) Please indicate your contribution in case of significantly higher achievements of the targets/goals/objectives.

4. Please specify number of inspections conducted/tours performed (only in case of field officers):

| No. of inspections/tours Expected to be performed In a year | No. of inspections/tours actually performed with reasons of shortfall, if any. |
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| | |

Place _____
Date _____

Signature
Name :
Designation

PART III

ASSESSMENT BY THE REPORTING OFFICER

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| <p>1. Do you agree with the resume of work as Indicated by the officer in Part-II of the report And in particular regarding the special achievements, if any, mentioned by the officer? If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.</p> | |
| <p>2. State of Health: Note:- The assessment under column 3 to 12 Below should not be indicated by tick marking but Should be expressed clearly in suitable words.</p> | |
| <p>3. Temperament:</p> <ul style="list-style-type: none">a. Is he/she calm and does he/she retain Poises at times of pressure or work?b. Does he/she get provoked easily ?c. Is he/she able to tolerate differences of opinion. | |
| <p>4. Intelligence and understanding</p> <ul style="list-style-type: none">a. Exceptional and has clear grasp of any' Matter however complicatedb. Is intelligent and grasps, a point correctly With reasonable speed.c. Shows a barely adequate graspd. Very slow and/or often misses the point. | |
| <p>5. Knowledge of rules, codes, manuals, instructions and procedure.</p> <ul style="list-style-type: none">a. Has exceptionally good grasp of the work Of the office as a whole and the rules,Codes, manuals generally, and a thorough and intensive knowledge of the work of the Branch.b. Has a sound knowledge both of the work Of the Branch and that of the office as a wholec. Knows just enoughd. Not good enough | |
| <p>6. Quality of work:</p> <ul style="list-style-type: none">i) Attention to detail:<ul style="list-style-type: none">a. Most reliable and comprehensiveb. Considers all relevant details.c. Apt to be over concerned with petty Details and loses perspective.d. Inclined to be superficial | |

| | |
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| <ul style="list-style-type: none"> ii) Judgement: <ul style="list-style-type: none"> a. His/her proposals or decisions are Consistently sound and well thought of b. Reliable c. Takes a reasonable view d. Unreliable, undecided, rigid, superficial Or erratic iii) Presentation of cases: <ul style="list-style-type: none"> a. Extremely clear, cogent and logical b. Very good and expresses him/herself Clearly and concisely. c. Just good enough d. Does not have ability to present cases properly. iv) Ability in Noting and Drafting: <ul style="list-style-type: none"> a. Excellent b. Very Good c. Average d. Poor v) promptness in disposal or work <ul style="list-style-type: none"> a. Very prompt b. reasonably prompt c. Is slow and tends to delay | |
| <p>7. Ability to discussion and conversation</p> <ul style="list-style-type: none"> a. Very effective and convincing b. Good and puts across his points clearly c. Expresses adequately d. Poor <p>8. Quality of supervision</p> <ul style="list-style-type: none"> a. Very thorough and of a high order b. Good and useful c. Average and routine d. Poor. | |
| <p>9. Initiative and driver</p> <ul style="list-style-type: none"> a. Excellent b. In good measure c. Adequate d. Lacking | |
| <p>10. Readiness to assume responsibility</p> <ul style="list-style-type: none"> a. Promptly comes forward and accepts responsibility b. Accepts responsibility if it comes c. Tends to evade d. Passes responsibility to others | |

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| <p>11. Control and management of staff</p> <p>i) Ability to inspire confidence and to get the best out of the staff</p> <p>a) Gets the best from them b) Get along well c) Just manages d) inadequate</p> <p>ii) Capacity to train, help and advice the staff and ability to handle his subordinates</p> <p>a) Excellent b) Very Good c) Good average d) Poor</p> | |
| <p>12. Relationship with colleagues:</p> <p>a) Wins and retains the highest regard of all b) Is generally liked and respected c) Not easy in his/her relationship but, gets by d) A difficult colleagues.</p> | |
| <p>13. Other observations:</p> <p>(this space may be utilized for remarks which Complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the Performa given above which the Reporting Officer considers specially worth-mentioning, may also be indicated here).</p> | |
| <p>14. Integrity:</p> <p>(Instructions contained in Ministry of Home Affairs O.M.No. 51/4/64 Estt(A) dated 21.06.1965 should be Kept in mind.)</p> | |
| <p>15. Attitude towards Scheduled Castes and Scheduled Tribes</p> | |
| <p>16. Sensitivity to Social Justice.</p> | |
| <p>17. Ability to take quick and elective action to prevent and quell at atrocities and ensures justice to Scheduled Castes.</p> | |

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| 18. Effectiveness in bringing about the development of Scheduled Castes. | |
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Signature of Reporting Officer
 Name in block letters
 Designation
 Date

PART IV - REMARKS OF REVIEWING OFFICER

1. Length of service under reviewing Officer:
2. Do you agree with the remarks of the Reporting Officer in regard to his/her remarks on the resume of the work done by the officer as contained in Part-II of the report : If not, indicate briefly the reasons for disagreeing with the reporting Officer and the extent of your disagreement.
3. Overall assessment of performance and qualities.
4. 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 characteristics, briefly.

Signatures of Reviewing Officer
 Name in Block letter
 Designation
 Date:

PART V - Countersignature by the next higher authority with remarks, if any.

Signatures of Countersigning Officer
 Name in Block letter
 Designation
 Date: