

FORM OF CONFIDENTIAL REPORT OF ASSISTANT / SENIOR ASSISTANT /
SENIOR CLERK / ACCOUNTANT.

Department/Office : Planning Department, Himachal Pradesh

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

(ii) Capacity to examination cases, thoroughly and comprehensively

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

(iii) Ability for noting and drafting :-

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

(iv) Promptness in disposal of work :-

- (a) Very Prompt
- (b) Reasonably Prompt
- (c) Is slow and tends to delay

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. 51/4/64-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: _____

