

S C H E D U L E 'A'

(See Rule 6 of the Confidential Roll Rules, 1976)

FORM OF CONFIDENTIAL REPORT ON NON GAZETTED OFFICIAL

Department.....

Report for the financial year.....

PART I – Personal data

(To be filled by the Administrative Department in consultation with the Department of personnel, Adm. Reforms & Training)

1. Name of Official
2. Date of birth
3. Date of continuous appointment to the present grade viz
4. Present post and date of appointment thereto.....
5. Period of absence from duty on leave, training to during the year.....
6. Part II – A brief Statement of the work handled by the official during the year under report.

(To be filled by the Reporting Officer)
Part III- Assessment by the Reporting Officer

7. State of Health.

Note : Assessment under columns 8 to 16 below should be expressed clearly in suitable words.

8. Proficiency in Typing (Specific works assigned:
Note: Proficiency should be assessed in respect of his work he is required to do.

9. General Intelligence, Industry and keenness to learn.

10. Has he ever been entrusted with work other than routine?
If so, indicate his capacity express himself with clarity and comprehension, in his notes and drafts.

11. Amenability to discipline:

12. Punctuality in attendance:

13. Relations with fellow Employees and Public:

14. Integrity :

15. Overall grading Outstanding
 (Please put a ring round the appropriate grading and strike out other gradings) Very good
Good
Average
Below Average

16. Has the official been reprimanded for indifferent work or for other cases during the period under report? If so, please give brief particulars.

17. Has the official done any outstanding or notable work meriting commendation. Briefly mention them?

Signature of the Reporting Officer.

Name in Block Letter :

Designation :

Date:

Part IV- Remarks Review Officer :

18. Length of service under Reviewing Officer.

19. Do you agree with the remarks of the Reporting Officers? If not, indicate 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.

Signature of Reviewing Officer:

Name in Block Letter :

Designation :

Date:

Part V- Counters signature by the next higher authority with remarks, if any

Signature of Reviewing Officer:

Name in Block Letter :

Designation :

Date: