

FORM OF CONFIDENTIAL REPORT OF SECTION OFFICER

Ministry/Department/Office of _____

Report for the year/period from _____ to _____

(Part – I Personal Data)

(To be filled by Ministry/Deptt./Office)

1. Name of the Officer:
2. Date of Birth:
3. Date of continuous appointment to the present grade:
4. Designation/post held:
5. Whether permanent/Quasi-permanent/Temporary
6. Section in which served during the year/period under report the year/period under report.
7. Period of absence from duty on leave, training etc. during the year/period under report.
8. Date of filling the Annual property returns.

PART – II

Whether the officer has been associated with the implementation of Mission Convergence of Social Services. If yes, please attach comments from DC concerned regarding performance with regard to the implementation of Mission Convergence of Social Services.

Brief resume of the work done by the officer reported upon, during the period from _____ to _____ bringing out any special achievement of his during the period (To be filled by the officer reported upon)

NOTE: The resume should not exceed three hundred words.

Contd/.....2/.....

PART – III (Assessment by the Reporting officer)

9. Do you agree with the resume of work as Indicated by the officer in Part-II of the report and the particular regarding by the officer. If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
10. State of Health:
please indicate whether
- (a) the officer is physically energetic and
 - (b) mentally alert.

NOTE: Assessment under columns 11 to 15 below should not be indicated by thick marking but should be clearly expressed in suitable words.

11. Intelligence and understanding:
- (a) Exceptional and has clear grasp of any matter, however, complicated.
 - (b) Is intelligent and grasps a point Correctly with reasonable speed.
 - (c) Shows barely adequate grasp
 - (d) Very slow and/or often misses the point.
12. Knowledge of Rules, Codes, Manuals, Instructions and Procedures.
- (a) Has an exceptionally good grasp of the work of the office as whole and the rules, codes, manuals generally, and a through 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 whole.
 - (c) Just enough
 - (d) Not good enough.
13. Quality of work:
- I. Attention to detail, accuracy in presentation of facts and thoroughness in examination.
 - (a) Most reliable and comprehensive
 - (b) Considers all relevant details
 - (c) Is apt to be over concerned with petty Details and loses perspective.
 - (d) Inclines to be superficial

Contd/.....3/.....

- II. Judgement :
- (a) His proposals are consistently sound and well thought of.
 - (b) Reliable
 - (c) Takes a reasonable view.
 - (d) Unreliable, undecided or rigid or superficial or erratic
- III. Presentation of cases, expression on paper
- (a) Externally clear, cogent and logical
 - (b) Very good and expresses himself clearly and consistently
 - (c) Just good enough
 - (d) Does not have ability to present cases properly
- IV. Ability in noting and drafting
- (a) Excellent
 - (b) Very good
 - (c) Good
 - (d) Average
 - (e) Poor
- V. Promptness in disposal of work:
- (a) Very prompt
 - (b) Reasonably prompt
 - (c) Is slow and tends to delay
- VI. Submission of various O & M. returns
Statements of arrears and pending cases
and attention to recording indexing and
weeding of files.
- (a) Takes exceptional case in correct preparation and timely submission
 - (b) Reasonably good and prompt
 - (c) Not very regular and has constantly to be prompted and supervised.
 - (d) Indifferent on these matters.

Contd/.....4/.....

14. Zeal, diligence and sense of responsibility:
- (a) Show exceptional zeal and devotion to work and has excellent initiative
 - (b) Is hard working and conscientious and how adequate zeal devotion to work; as also good initiative.
 - (c) Reasonably diligent and interested in his work, with average initiative.
 - (d) Lacks sense of responsibility and is indifferent to work.
15. Control and management of staff
- I. Maintenance of order and discipline and checking late attendance.
- (a) Very good
 - (b) Good
 - (c) Average
 - (d) Poor
- II. Ability to inspire confidence and to get the best out of he staff:
- (a) Excellent
 - (b) Very good
 - (c) Good
 - (d) Average
 - (e) Poor
- III. Capacity to train, help and advise the staff and ability to handle his subordinates:
- (a) Excellent
 - (b) Very good
 - (c) Good
 - (d) Average
 - (e) Poor
16. Punctuality and attendance:

Contd/.....5/.....

17. Other observations.

(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 aspect not covered in the proforma given above which the reporting officer considers worth mentioning, may also be indicated here.

18. Integrity:

(Instructions contained in Ministry of Home Affairs O.M.NO. 51/4/64-Estt (A), dated 21.6.1965 should be kept in mind).

19. Grading (Outstanding/Very Good/
Good/Average/Below Average)

(An officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Signature of the reporting officer :

Name in Block Letter :

Designation :

Date :

PART-IV (Remarks of the Reviewing Officer)

20. Length of service under the Reviewing Officer:

21. Do you agree with the Reporting Officer in regard to his remarks on the resume of 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.

22. Overall assessment of performance and qualities

23. Has the officer any special characteristics and / or any outstanding merits or abilities, which would justify his advancement and selection for higher appointment out of turn. If so, mention these characteristics briefly and indicate why you consider him fit for out of turn promotion.

(Signature of the Reviewing Officer)

Name (in block letters):

Designation:

Date: