

**GOVT OF N.C.T. OF DELHI**

LOWER DIVISION CLERK -CR. Form, Deptt. -----

Report for the year/period/ending -----

**Part-I Personal Data**

1. Name -----
2. Date of birth
3. Date of Continuous Appointment in Gr.IV
4. Status: permanent/Temporary
5. Section in which served during the the year/ period -----
6. Period of absence on leave/training etc. During the year -----
7. Disciplinary proceedings

**Part-II**

Brief statement (not exceeding 50 words) of work Landed by the official during the period/ year under report (to be filled by the officer)

**Part-III, Assessment by Reporting Authority**

8. State of Health -----
9. General Intelligence and Keen-ness to learn Above Average Average Below Average
10. Proficiency in Typing (Accuracy & Speed) Above Average Average Below Average
11. Proficiency in work (Maintenance of Registers etc.) Above Average Average Below Average

12. Industry & Keen-ness

Hard  
Working  
And  
thorought

Hard  
working  
but not  
thorough

Neither  
Hard-  
working  
Nor

13. Amenability to discipline

Amenable

Reasonable  
Amenability

Indiscip-  
lined

14. Punctuality in attendance,  
Give fact in relation to  
1, 2, & 3

Punctual

Occasionally  
Latecomer

Habitual  
latecomer

15. Relations with fellow  
Employees

Good

Gets on

Fair

16. Integrity

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*SIGNATURE OF REPORTING OFFICER*

*Name in Block letters*

*Designation*

*Date*

**Part-IV, Remarks by Reviewing Officer**

17. Length of service under  
Reviewing officer

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18. Do you agree with the  
Remarks of Reporting  
Officer, if not,  
Indicate extent

Yes

No

Signature of reviewing Officer  
Name in Block Letters  
Designation  
Date