

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND
CONDUCT OF CLASS 'D' OFFICIALS FOR THE YEAR**

Reporting Officers shall fill this form carefully. Any special remarks for which a place cannot be found, or which are required to be made before next year's report is filled, can be entered on the back of the form.

1. Name
2. Designation
3. Scale of Pay
4. Actual Pay
5. Whether Literate
6. Industry
7. Punctuality and Regularity
8. Reputation for Honesty
9. Capacity for Work
10. Quickness in performing the duty assigned
11. Obedience
12. Capacity for working with others
13. Defects, if any, pointed out
- (i) Orally
- (ii) In writing
14. Fitness for Promotion
15. General Remarks, if any
16. Signature and date of Reporting Officer with Designation

Countersigned

REGISTRAR

(Remarks of advisory nature should not be mentioned in the Annual Confidential report. However, 'Average' and 'Below Average' will be treated as an 'adverse' even if the report does not contain any other adverse entry and these will be conveyed to the official concerned as adverse remarks).