

**ANNUAL CONFIDENTIAL REPORT ON THE WORK AND
CONDUCT OF OFFICIALS/OFFICERS FOR THE YEAR**

(Period fromto.....)

- Note :
1. Reporting officer(s) shall fill this form carefully. No column is to be left blank. In columns which are not relevant, may write 'Not Applicable'.
 2. 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.
 3. No advisory remarks are to be entered in this Report.
 4. Column No.1 to 5 are to be filled in by the office.

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1. Name
 2. Designation
 3. Scale of Pay
 4. Actual Pay
 5. Department/Branch
 6. Industry
 7. Handwriting and Neatness
 8. Punctuality and Regularity
 9. Reputation for Honesty
 10. Capacity for Work and Intelligence
 11. Acquaintance with Rules and Orders
 12. Knowledge and Skill in dealing
with Accounts matters
 13. Quickness in disposal of business
 14. Proficiency in Typewriting and
Shorthand
 15. Capacity for working with others
 16. Power of Management and Control*
 17. Defects, if any, pointed out
 - (i) Orally
 - (ii) In writing

- 17(a) Punishments awarded, if any
18. Fitness for promotion
19. Overall appraisal:
 (Outstanding, Excellent, Very Good,
 Good, Average or Below Average)**
20. General Remarks, or some special trait, if any

.....
 Signature of the 1st Reporting
 Officer with date & Stamp

.....
 Signature of the 2nd
 Reporting Officer with
 date & Stamp

.....
 Signature of the 3rd Reporting
 Officer, if any, with date & stamp

Countersigned

Registrar/Vice-Chancellor

___ *Applicable in the case of Class ‘A’ Officer only.

** ‘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 officials concerned as adverse remarks