

FORM FOR CONFIDENTIAL REPORT OF DIRECTOR/ADDITIONAL DIRECTOR/ JOINT DIRECTOR/DEPUTY DIRECTOR/ASSISTANT DIRECTOR OF EDUCATION

Department/Office of _____

Report for the year / period ending _____

PART-1 Personal Data

A. (To be filled by the administrative section concerned of the Ministry Department/Office)

1. Name of Officer _____
2. Date of Birth _____
3. Present post and date of appointment thereof. _____.
4. Training received during reporting year/period, indicating the course attended. Duration of the course and the institution where attended.

PART-II

(To be filled in by the officer reported upon)

1. A brief summary of duties and responsibilities (not more than 50 words).

2. Please specify important items of work in order of priority wherein quantitative/physical/financial targets/objectives/goals were set for you or set by yourself for the reporting year.

Item of work	Physical or financial targets/Achievements objectives/goals	Achievements
i)		
ii)		
iii)		
iv)		
v)		

3. (a) In case of shortfall on expected quality/quantity of performance please state the reasons.

(b) Please indicate your contributions incase of significantly higher achievement of target/goal/objectives.

4. Please specify the number of inspections conducted/tours performed (only in case of field officers)

a) No. of inspections/tours expected to be performed in the year.

b) No. of inspections/tours actually performed with reasons for shortage

Place: _____

Signature _____

Date: _____

Name: _____.

Designation _____.

B. Brief resume of work done by the Officer reported upon during the period from -----to----- bringing out any special achievement of his during the period (The resume should not exceed 300 words).

PART-111 Assessment by Reporting Officer

1. Do you agree with resume of work as indicated by the officer in Part-II of the report and in particular, regarding the special achievement, if any, mentioned by the Officer. If not, indicate briefly reasons for disagreement with it and extent of your disagreement.

2. Temperament:

3. Knowledge of rules, codes, manuals, instructions and procedures:

4. i) Quality of work:

ii) Judgement:

iii) Ability in noting and drafting:

- iv) Promptness in disposal of work:
- 5. Ability to analyse facts, propose alternatives and visualise consequences and repercussions to help decision and policymaking.
- 6. Ability of discussion and conversation:

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7. Other observations:

(This space may be utilized for remarks which completes, corroborates or supplements that 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 aspects not covered in the proforma given above, which the reporting officer considers especially worth mentioning, may also be indicated here).

- 8. 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)
- 9. Does he/she take interest in use of Hindi language in official work?
- 10. His/her attitude towards the members of S.C. and S.T. community.

Date:

Signature of Reporting Officer
Designation:

REMAS OF THE REVIEWING OFFICER

- 1. Length of Service under the Reviewing Officer
- 2. Overall assessment of performance and qualities
- 3. Has the officer any special characteristics/or

any outstanding merit of ability which would justify his advancement and special selection for higher appointment out of turn. If so, mention these characteristics briefly.

Date: Signature of the Reviewing Officer
Designation:

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PART-IV

Countersignature by the next higher officer with remarks, if any.

Date: Signature of Countersigning Officer
Designation: