

S C H E D U L E 'A'

(See Rule 6 of the Confidential Roll Rules, 1976)

**FORM OF CONFIDENTIAL REPORT ON GAZETTED OFFICERS**

Department.....

Report for the financial year.....

**PART I – Personal data**

**(To be filled by the Administrative Department in consultation with the Department of personnel, Adm. Reforms & Training)**

1. Name of Officer .....
2. Date of birth .....
3. Date of continuous appointment to the present grade viz .....
4. Present post and date of appointment thereto.....
5. Period of absence from duty on leave, training to during the year.....  
.....

**Part – II**

**(To be filled by the Officer reported upon)**

*Note : The resume should be objective and should cover the financial year.*

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.

### **Part III – Assessment by the Reporting Officer**

6. Do you agree with the 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 the reasons for disagreeing with it and the extend to your disagreement.

7. State of Health.

*Note: Assessment under columns 8 to 14 below should be expressed clearly in suitable words.*

8. Temperament :

9. Knowledge of Rules, Codes, Manuals, Instructions and Procedures.

10. Quality of work  
(ii) attention to detail.

(ii) Judgement.

(iii) Presentation of cases.

(iv) Ability in noting and drafting.

(v) Promptness in disposal of work.

11. Control and management of staff.

12. Relationship with colleagues and public.

13. Other observation :

(This space may utilized for remarks which complete 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 point such as special accomplishments during period under record and any other aspects not covered in the Performa given above which the Reporting Officer considers specially worth mentioning, may also be indicated here).

14. Integrity :

15. Overall grading

(Please put a ring round the appropriate grading and strike out other grading)

Outstanding

Very good

Good

Average

Below Average

Signature of the Reporting Officer.

Name in Block Letter :

Designation :

Date:

