

FORM OF CONFIDENTIAL ROLLS OF SECTION OFFICERS.

1. Name of the officer. :
2. Date of birth :
3. Present Grade. :
4. Date of continues appointment to the present grade. :
5. Sections in which employed during the year and period of service in each. :

Assessment by the Reporting Officer

(In making the assessment reporting Officer keep in view speed and quality of perform as revealed by the O & M date e.g Inspection Report Control Chart, Arrear Statement Proper exercise of delegated powers etc).

- 1- Supervision and disciplines and work among his staff.
- 2- Maintaining order and discipline and check late attendance.
- 3- Handling of dak and exercise of proper discretion in making it for perusal of higher Officer.
- 4- Capacity for ensuring prompt disposal of work and submission of the various O&M and other returns.
- 5- Submission of cases in proper order(i.e whether all relevant papers are put properly referenced without errors or mis-statements of facts).
- 6- Capacity of train,help, advise his staff and handle his subordinates.
- 7- Knowledge of procedure and regulations.
- 8- Ability of handling intricate cases.
- 9- Has he been responsible for any outstanding work during the period under report meriting special commendation ? If so, what ?.
- 10- Has he been remanded for indifferent work or for other cases during the period under report? If so, give brief particulars.
- 11- Remarks as to defects in character, indebtedness etc. which may militate against efficiency and suitability for particular type of work.
12. General assessment of personality Character and temperament including relations with fellow employees etc.
13. Assessment of integrity(if anything adverse has come to your notice please specify it also.)
- 14- Grading.

OUTSTANDING /VERY GOOD /GOOD/ FAIR/ POOR.

**Signature of the Reporting Officer,
(with name and designation)**

Remarks of the Reviewing Officer:

The Reviewing Officer should carefully consider and state whether he accepts assessment recorded by the Report Officer in all respects. If he differs in any respect the facts should be clearly stated.

**Signature of Reviewing Officer
(with name and designation)**

Remarks of the Accepting Officer.

**Signature of the Accepting Officer,
(with name and designation)**