

**ANNUAL CONFIDENTIAL REPORT
FOR NON-GAZETTED OFFICERS FOR THE YEAR _____**

PERIOD : FROM _____ TO _____.

- Name :
Post Held :
(a) Date of Birth :
(b) Entry to Govt. Service :
(c) Present Grade & Pay :
1. Knowledge of :-
 (a) Branch of Section :
 (b) Present Grade and Pay :
2. Personally, conduct and Character :
3. Power of talking responsibility :
4. Initiative :-
 (a) Judgment :
 (b) Accuracy :
5. Tact and Tamper :
6. Power of Supervising staff :
7. Zeal, and industry :
8. Health :
9. Attendance :
10. Capacity to note & draft :
11. Fitness for promotion or confirmation :
12. Punishments censures or special
 commendations in the period
 under report :
13. Date of communication to officer of
 any adverse, remarks since last
 report. :
14. Indebtednesses (if indebted, the
 extent of personal responsibility
 for incurring the debts. :

(P.T.O)

15. Is he confirmed in this post if not, what is his substantive posts :
16. Has he crossed the efficiency bar in the present grade, if so, date :
17. General remarks including a statement of disciplined integrity, reliability and any other special qualifications not included above :
18. Name of the Reporting officer

Signature of Reporting officer & Designation.

Date:

19. Remarks fo the counter signature if any :

Signature
Name & designation
(in block letters)

Date:

20. Opinion of the Head of the department on the conduct and efficiency of the officer, reported on :