

FORM FOR ANNUAL CONFIDENTIAL REPORT OF OFFICE ASSISTANTS
FOR THE YEAR ENDING

PART - I

1. Period of report :
2. Name of Govt. Servant :
3. Post held :
4. Department or Branch now employed in :
5. Works in which employed during the period :
under report
6. (i) Intelligence :
- (ii) Capacity of work and aptitude for technical :
and specialised work
- (iii) Knowledge of law, rules and orders and :
their compliance
- (iv) Attendance conduct amenability reliability :
- (v) Other activities :

Officer-In-Charge.

PART - II

Remarks of the Secretary or other receiving Officer as the case may be.

OVERALL ASSESSMENT.

Dated:

Deputy Commissioner.