

**Form of confidential report for the Head/Senior/Junior Assistants of the Civil Sectt.**

Report for the year \_\_\_\_\_

Reporting Officers should fill this form carefully. Any special remarks for which a place cannot be found or which require to be made before next year's report is filled can be entered on the back of this form.

1/ Name and designation of the Official : \_\_\_\_\_

2/ Date of Birth \_\_\_\_\_

3/ Date of appointment \_\_\_\_\_

4/ Date of promotion to the present grade \_\_\_\_\_

5/ Report to :

Industry \_\_\_\_\_

Handwriting and Neatness \_\_\_\_\_

Reputation for honesty \_\_\_\_\_

Capacity and intelligence \_\_\_\_\_

Acquaintance with rule and orders \_\_\_\_\_

Knowledge and skill in dealing with  
Account matters \_\_\_\_\_

Quickness in dispatch of business \_\_\_\_\_

Manners and power of working with others \_\_\_\_\_

Punctuality and regularity \_\_\_\_\_

Defects, if any \_\_\_\_\_

Signature and date of Reporting Officer \_\_\_\_\_

Remarks of the Reviewing Officer

Remarks of the Accepting Officer