

PERIOD: _____

FORM – A

ANNUAL CONFIDENTIAL REPORT OF GAZETTED OFFICERS FOR THE YEAR

1	Name of the Officer	
2	Date of Birth	
3	Appointment held during the year (with date) and pay and scale of pay	
4	General qualification and aptitude for post held including any special or technical and professional attainments.	
5	a) Acceptance or otherwise of the self appraisal report of the Gazetted Officer indicated in part-I & II not agreed to the reasons therefore	
	b) Manner in which the officer discharged his duties during the year i.e., satisfactory or other wise (Special instances of unsatisfactory were if adversely commended on to the cited with number and date of orders passed)	
6	Does the Officers exhibit	
	a. Patience	
	b. Tact	
	c. Courtesy	
	d. Impartiality in his relations with the public and subordinate or superordinate staff with whom he comes in contact	
7	Is the officer	
	i. of good character	
	ii. of sound constitution	
8	Is the officer	
	i. Physically energetic	
	ii. Mentally alert	
9	How the Officer	
	i. Initiative and drive	
	ii. Powers of control	
	iii. Powers of application	

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10	How the officer any special chartersticks and for any outstanding merits of abilities which would justify his advancement and special selection for higher appointments in the service.	
11	Is he continued in the post? If not what is his substantive post	
12	Punishments, censures of special commentation in the period under report	
13	(a) Date of communication of adverse remarks since last report	
	(b) Orders on the representation if any arising from (a) above	
14	General remarks (commen generally on the way the officer has carried out his duties estimate of his personality etc.)	
15	Grading	
	i. Outstanding.	
	ii. Very Good.	
	iii. Good.	
	iv. Satisfactory	
	v. Poor.	
	C. Early indicate the reasons for grading of the officer	
16	Reporting Officer	

Date

Signature
Name & Desgn
(In Block Letters)

16 Remarks of the counter signing officer

Date:

Signature
Name & Desgn
(In Block Letters)

17 Opinion of the head of the Department
 (when no reporting officer) on conduct
 and efficiency or officer reported on

Date:

Signature
Name & Desgn
(In Block Letters)