

FORM A

9 (See Statute 15 Chapter 4)

Annual Confidential Report for the year 20.....

<p>1. Name of officer</p> <p>Date of birth</p>	
<p>2. Appointment held during the year (with date) and pay and scale of pay</p>	
<p>3. Total period including the period under report, that the Officer has worked under the reporting Officer.</p>	
<p>4. General qualifications for post held including any special or technical and professional attainments.</p> <p>5. (i) Health and physical capacity (ii) Conduct (iii) Personality and bearing (iv) Intelligence (v) Promptness, enthusiasm and initiative (vi) Application (vii) Aptitude (viii) Knowledge of work (special reference should be made to ability to note and draft) (ix) Impartiality (x) Integrity (xi) Judgement (xii) Self-reliance-whether opinionated confident of ability and receptive to ideas (xiii) Willingness to assume responsibility</p>	

- 5. (xiv) Capacity for decision making
 - (a) Patience
 - (b) tact and
 - (c) courtesy
 - (xvi) Control of staff (Power of commanding respect and discipline enforcing)
 - (xvii) Matters of official and public interest in which the officer has specialised himself or taken special interest
 - (xviii) Manner in which the officer discharged the duties of his office during the year
 - (xix) Any other qualities having a bearing on the duties of the officer
 - (xx) General remarks
6. Has the Officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service.
7. Indebtedness

FORM

Annual Confidential Report for the year 20...

Name of Officer

Designation

Appointments held during the year (with dates)

Total period for which the period under report is valid

Remarks

(Signature)

Date

Reporting Officer (Name in block letters)

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Designation.....

GENERAL

Opinion of Head of Department (when not Reporting Officer) on conduct and efficiency of officer reported on

Head of the Department

The Reporting Officer should give his opinion and impressions in a concise narrative form so as to cover the officer's knowledge of procedure and departmental technique, his habits, integrity, fidelity and moral standards and on any matter bearing on his efficiency and usefulness as an officer. In particular the Reporting Officer should say whenever defects are reported, if the officer's attention had been drawn to the defects during the course of the reporting period and if so with what results.

Note: The entries in regard to the various qualities reported on should be descriptive

Shown to.....

Seen

Reporting Officer

Reported Officer