

CONFIDENTIAL REPORT OF NON-TEACHING STAFF

1. Name of the Officer: Date of Birth	SPECIMEN COPY
2. Appointment held during the year (with dates) and pay and scale of pay.	
3. General qualifications and aptitude for post held including any special or technical and professional attainments.	
4. Manner in which the Officer discharged his duties during the year i.e., if satisfactory or other wise (Specific instance of unsatisfactory work if adversely commented on to be cited with number and date of orders passed).	
5. Does the Officer exhibit. (a) Patience: (b) Tact: (c) Courtesy: (d) Impartiality in his relations with the public and subordinate or Superior staff with whom he comes in contact.	
6. Is the Officer: (a) of good character and integrity? (b) of sound constitution?	
7. Is the Officer (a) Physically energetic? (b) Mentally alert?	
8. Has the Officer (a) Initiative and drive? (b) Powers of Control?	
9. 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?	
10. Is he confirmed in this Post? If not, what is his substantive post?	
11. Has he crossed the Efficiency Bar in the present grade? If so, date	
12. Punishment, censures or Special Commendations 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 (comment) Generally on the way the Officer has Carried out his duties estimate of his personality etc.,	

15. Reporting Officer.
Date

Signature
Name and Designation (In Block letters)

16. Remarks of the countersigning Officer
Date

Signature
Name and Designation (In Block letters)

17. Opinion of the Head of the Department (When not Reporting officer) on the conduct and efficiency of the Officer reported on

Date

Signature
Name and Designation (In Block letters)
Head of the Department