

PART-A (PERSONAL DATA)

1. Name in full :
2. Date of birth :
3. Category (SC/ST/OBC/Genl.) :
4. Designation/Station at which employed :
5. Substantive/Officiating pay : Grade Pay:
6. Date of appointment to service :
7. Date of continuous appointment to the present grade pay :
8. Whether permanent/temporary :
9. Educational, Professional & Technical Qualifications :
10. Particulars of examination (including Departmental examination) passed during the year :

PART B-ASSESSMENT

1. Punctuality/regularity :
2. Leave taken during the year :
3. Integrity :
4. Attitude/Relation with colleague/Sr./Jr. :
5. Initiative :
6. commitment/Devotion/Sincerity :
7. Knowledge of profession :
8. Capacity to bear higher responsibility :
9. Capacity to work independently or need guideline /continuous guideline. :
10. Level of efficiency/Skill :
11. Any specific remarks :
12. Overall grading : Outstanding/Very good/Good/Average/
Below Average.

Date:

Signature of Reporting Officer
Name
Designation