

FORM OF CONFIDENTIAL REPORT FOR THE HEAD/SENIOR/JUNIOR ASSISTANTS OF THE CIVIL SECRETARIAT.

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

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

There is a separate sheet at the beginning of the volume for the entry block marks.

- 1/ Name & designation of the official: \_\_\_\_\_
  - 2/ Date of Birth: \_\_\_\_\_
  - 3/ Date of appointment: \_\_\_\_\_
  - 4/ Date of promotion to the present grade: \_\_\_\_\_
  - 5/ Report to his: \_\_\_\_\_ Report by: \_\_\_\_\_  
Industry : \_\_\_\_\_  
Handwriting & Neatness: \_\_\_\_\_  
Reputation for honesty: \_\_\_\_\_  
Capacity & intelligence: \_\_\_\_\_  
Acquittance with rule and orders : \_\_\_\_\_  
Knowledge and skill in dealing with account matters: \_\_\_\_\_  
Quickness in despatch of bussiness : \_\_\_\_\_  
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.