Annual Performance Report (Confidential)

 Report for the year…………………

 Period ending………………………….

Office … … … … … … … … … … … … … … … … … … … … … … .

 1 .Name in full … … … … … … … … … … … … … … …

 2 .Post and office in which served

 During the year/ period under report… … … … … … … … … … … … …

 3 .Date of continuous appointment

 to the post … … … … … … … … … … … …

 4. Date of birth … … … … …. … … … … …

 5. Whether permanent /QP or temporary … …. …. …. …. …. …. …

 6. Intelligence : (i) Capacity in understanding

 the schedules and instructions … …. …. …. …. … … …

 ii) Energy and reliability in

 carrying out the work entrust to him. … … … … … …. ….

 iii) Timely disposal and submission

 of returns and schedules. … … … … …. …. ….

 7. i) Initiative & Grasp of work … … …. …. … … … …

 ii) Behavior to superiors … … … … … … … … …

 iii) Assistance rendered to

 subordinates and colleagues … … … … … … … … … ..

 8. Tours: No. of days available … … … … … … … … … …

 No. of days on tour percentage … … … … … … … … … …

9. i) Organization & distribution of

 Work in large teams … … … … … … …. … … ..

 ii) Capacity in imparting training to

 the staff (under him/State Field staff) …. …. … … … …. …. … ….

 iii) Control over the staff under him …. …. … …. …. …. …. …. …

10. Any outstanding work done during

 the time under review. Mention

 special recommendation. …. …. …. …. …. …. …. …. …. …

11. Whether he/she had been reprimanded

 For different work or other cases

 during the period under review ,brief

 particulars to be given. … … … … … … … … … …

 K .T. O

12. Remarks as to defects in character etc.

 which intimate against efficiency and

 suitability for particular classes. …. ….. ….. …. ….. ….. ….. …..

13. Assessment of integrity (if anything

 adverse has come up to your notice,

 Please specify) …. …. …. …. …. ….. ….. …. …. ….

14. Do you consider him/her fit for promotion

 to the next higher grade …. ….. ….. ….. ….. ….. ….. ….. …

15. Marks obtained at examination during

 the year (%age in each subject) …. …. ….. …. …. …. …. …. ….. ……..

16. General assessment (with special

 Remarks, If any ) …. … ….. ….. ….. ….. ….. ….. ….

Grading:

 1 ) Outstanding 2 ) Very good

 3 ) Good 4 ) Fair

 5 ) Poor

 Signature

 Initiating Officer

 (Name, Designation with seal)

Remarks of the Reviewing Officer

 Signature

 (Name, Designation with seal)

Remarks of the Accepting Authority

 . Signature

 (Name, Designation with seal)