

**FORM OF CONFIDENTIAL REPORT OF CLERK/JUNIOR ASSISTANT/ INVESTIGATORS/
AUDIO-VISUAL ASSISTANT/FILEFETCHER-CUM-BOOK BINDER**

Department: **H.P. Institute of Public Administration**

Section: Training

Report for the year/period:

Part-I Personal Data

(To be filled by the Administrative Section concerned of the Ministry)

1. Name of the official:
2. Date of Birth:

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3. Date of continuous appointment to the present grade viz.
4. Whether permanent Quasi Permanent of temporary:
5. Section(s) in which served during the year under report and period of service in each.

6. Period of absence from duty on leave, training etc. during the year:

Part-II

A brief statement of the work handled by the official/during the year/ period under report.

(To be filled by the Reporting Officer)

Part-III

7. State of Health:

8. General Intelligence & keenness to learn:

Note: The assessment under Columns 10 to 13 below should not indicate by tick marking but should be clearly expressed in suitable words.

9. Proficiency in typing: (Please () tick mark the appropriate word:

a) Excellent

b) Very good

c) Good

d) Average

e) Poor

Note: Proficiency should be assessed in respect of both speed and accuracy.

10. Proficiency in his work viz. maintenance of prescribed registers and chart etc.

11. Has he ever been entrusted with work other than routine?. If so, indicate his capacity to express himself with clarity and comprehension, in his notes and drafts.

12. Amenability to disciplines

13. Punctuality in attendance

14. Relations with fellow employees.

15. Integrity

16. Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.

17. Has the officer done any outstanding or notable work meriting commendation? Briefly mention them.

Signature of Reporting Officer

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Name in Block letters

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Designation

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Part-IV (Remarks of the Reviewing Officer)

18. Length of service under the Reviewing Officer:

19. Do you agree with the remarks of the reporting officer or not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also sum up your views here.

20. Has the officer any special characteristic briefly.

Signature of Reviewing Officer

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Name of Block letters

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Designation

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Part-V Countersignature by the next higher officer with remarks, if any.

Signature of Countersigning Officer

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Name of Block letters

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Designation

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