

**FORM OF CONFIDENTIAL REPORT OF LABORATORY STAFF.**

Ministry / Department /Office. ....

Report for the year /period ending. ....

**PART-I PERSONAL DATA**

(To be filled by the Administrative section concerned of the Ministry / Department/Office)

1. Name of the official.
2. Date of birth.
3. Date of continuous appointment to the present grade viz.
4. Whether permanent, quasi permanent, temporary.
5. Sections in which served during the year under report,  
and period of service in each.
6. Period of absence from duty on leave, training etc.
7. Previous three stations along with exact date.  

(1)	(2)	(3)
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8. Permanent home address of the employee.  
(Give complete details of address.)
9. Whether he/she has worked in tribal/sub cadre/hard area  
if yes, mention period.

**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**

**ASSESSMENT BY THE REPORTING OFFICER**

(Note: Assessment of this part should not be indicated by tick marking but should be clearly expressed in suitable words. No. column of the proforma be left blank.)

10. State of Health.
11. General intelligence and keenness to learn.
12. Proficiency in his work viz. maintain of prescribed Registers and charts etc.
  - (a) Excellent.
  - (b) Very good.
  - (c) Good.
  - (d) Average.
  - (e) Poor.
13. Industry and keenness:
  - (a) Puts in hard work and is keen to do his job thoroughly .
  - (b) Is indifferent and required prompting and constant supervision to ensure completion of his work.
14. 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
15. Amenability to discipline.
16. Punctuality in attendance.
17. Relations with fellow employees.
18. Integrity.  
(This column should be filled as per instructions issued Under Ministry of home Affairs O.M. No.51/4/64-Estt.(A) dated 21-6-1965.)
19. Has the officer been reprimanded for indifferent work Or for other causes during the period under report?  
If so, please give brief particulars.
20. Has the officer done any outstanding or notable work Meriting commendation ? Briefly mention them.
21. Whether departmental enquiry/court case/vigilance case is pending against the employee,if yes brief details be given.

Remarks on overall assessment of part –III.

**Below Average/Average/Good/Very Good/Excellent.**

Date.

Signature of Reporting officer  
Name in block letter.....  
Designation.....

**PART- IV-REMARKS BY REVIEWING OFFICER**

- 22. Length of service under Reviewing officer.
- 23. Do you agree with the remarks of the Reporting officer? If not, indicate the extent of your disagreement if you wish to add anything specific with regard to 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.
- 24. Has the officer any special characteristics and /or any outstanding Merits or abilities which would justify his advancement and special Selection for higher appointment out of turn? if so, mention these characteristics briefly.

Date.

Signature of Reviewing officer  
Name in block letter.....  
Designation.....

**PART- V**

**COUNTER SIGNATURE BY THE HIGHER AUTHORITY WITH REMARKS IF ANY**

Date.

Signature of countersigning officer  
Name in block letter.....  
Designation.....

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H.P.Edu./A.C.R./Laboratory staff.