

**PROFORMA FOR CONFIDENTIAL REPORT OF L.V.D.C (GRAM SEVIKA)**  
Department of Rural Integrated Development Himachal Pradesh. Shimla-9  
Office of the Block Development Officer Development Block \_\_\_\_\_  
Report for the period ending \_\_\_\_\_ to \_\_\_\_\_

**PART-I (PERSONAL DATA)**

(To be filled by the Administrative Section of the Ministry/Deptt./Office)

1. Name of the Official \_\_\_\_\_
2. Father's name \_\_\_\_\_
3. Educational qualification \_\_\_\_\_
4. Date of entry in to Govt. Service \_\_\_\_\_
5. Date of appointment to the present post \_\_\_\_\_
6. Name of the post, which against holding lien \_\_\_\_\_
7. Date of Birth \_\_\_\_\_
8. Section/Office/Area in which served during the year under and period of service in each \_\_\_\_\_
9. Period of absence from duty, leaved, on training etc. during the year \_\_\_\_\_
10. Name and designation of the reporting officer. \_\_\_\_\_

**PART-II**

A brief statement of the work handed by the official during the period under report)

(To be filled by the Reporting Officer)

**PART-III**

**(ASSESSMENT BY THE REPORTING OFFICER)**

11. State of Health.
12. General intelligence & keenness to learn.
13. Amenability to discipline.
14. Punctuality in attendance.
15. Relation with fellow employees.
16. Whether She knows the rural problems & aptitude for the Rural Dev. Works.
17. Whether she is courteous in her behaviors towards public.

- 18 Whether she has the patience to deal with new and sometime difficult situations and is not easily perturbed?
- 19 Has she maintained cordial relations with members of Vill. Panchayat/ Panchayat Secretary's, Patwaries, school teachers and other officials of the Development Department at the village level and whether he utilised all these agencies in furtherance of the community Development Programme.
- 20 Whether her touring in the Block is adequate & systematic Number of Panchayats existing in Block area and the number of Panchayats inspected may be given.
- 21 What efforts she has done motivating the people for family planning.
- 22 What efforts she has done in connection with small saving.

23 **INTEGRITY:**

This Col. Should be filled as per instructions issued under Ministry of Home affairs C.M. No.51/4/64-Estt(A) dated 21-06-85)

- 24 Has the office been reprimanded for indifferent work or other causes during the period under report? If so please give brief particulars.
25. Has the official done any outstanding or note able work mark ting commendation briefly mention them.

Signature of Reporting Officer,  
Name in Block letter  
Designation.....

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

26. Length of service under reviewing officer.
27. Do you agree with the remarks of the reporting officer in Part-III above, if not indicate the extent of your disagreement, if you wish to add anything specific with regard to the work and conduct of the reporting officer please mention them. You may also sum up your view, here.

28. Has the office an 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.

Signature of the Reviewing Officer,  
Name of Block Letters.....  
Designation.....

Dated:.....

**RART-V**

**Countersignature by the next higher authority with remarks, if any.**

Signature of the Reviewing Officer,  
Name of Block Letters.....  
Designation.....

Dated:.....