

FORM OF CONFIDENTIAL REPORT OF LADY SOCIAL EDUCATION ORGANISOR (LSEO) 548/0
 Department of Rural Integrated Development Himachal Pradesh Office of the Block Development Officer _____

PART-I (PERSONAL DATA)

(To be filled by the Administrative Section of the Ministry/Dept./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. & aptitude for the Rural Dev. Works	

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 employées.
- 16 Whether She knows the rural problems & has aptitude for the Rural Dev. Works.
- 17 Demonstration of house keeping children group activities and club the supervisor the work of LVDCs and Mahila Mandals, to inculcate cleanliness habits amongst the children to organizes Balwaries to organizes Mahila Mandals to organizes recreational & cultural programmes, craft centies, for women tours for women children of the area for improvement practices to encourages leadership, to encourage kitchen gardening, smokeless chullans to organizes talks of economies balanced diet elementary house hold schemes, bifurcation of surrounding holding sat-sang Bhajan etc.; if so targets and achievements in respect of each item be given.
- 18 Whether she has the patience to deal with new and sometime difficult situations and is not easily

perurbed?

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 O.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.....

PART-V

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

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

Dated:.....