

**FORM OF CONFIDENTIAL REPORT OF SUPERINTENDENT GRADE-II IN
THE DEPARTMENT OF RURAL DEVELOPMENT DEPARTMENT**

Report for the year/period from to Department/ Office of Rural
Development Department

PART-I

(To be filled by the office)

1.	Name of office and Designation	
2.	Father's name	
3.	Date of Birth	
4.	Date of entry into Govt. Service	
5.	Date of appointment to the present post	
6.	Name of the post against which holding lien	
7.	Section/Officer in which served during the year under report and period of service in each.	
8.	Period of absence from duty on leaves training etc. during the year.	
9.	Name and designation of the Reporting Officer	

PART-II

(To be filled by the officer reported, upon)

1. A brief summary of duties and responsibilities(not more than 50 words):

(To be filled by the Reporting officer)

NOTE: This should indicate whether the officer reported in employed on task involving judgement or application of knowledge of rules and regulation or professional techniques or on weeks of a simple notice and routine character.

PART-III ASSESSMENT BY REPORTING OFFICER

11	Stare of health	
12	General Intelligenece and Keeness to learn.	

Note:- Assessment under Col. 13—16 below should not be indicated by tick marking but should be clearly expressed in suitable works.

13	Attention to routine ascents of work such as, proper files recording Indexing and weeding of files.	
	a)	Pays adequate attention to these aspects
	b)	Is in different to these aspects.
	c)	Has to be constantly prompted and supervised .
14	Knoledge of office procedures.	
	a)	Excellent
	b)	Very good
	c)	Good
	d)	Average
	e)	Poor
15	Knowledge of Rules Regulation and instruction in General and with perticulars to the wo allotted to him	
	a)	Excellent
	b)	Very Good
	c)	Good
	d)	Average
	c)	Poor
16	Quality of work:	
	I) Ability to apply the relevant rules and regulations correctly.	
	a)	Excellent
	b)	Very Good
	c)	Good
	d)	Average
	c)	Poor
	II) Capacity for has thoroughly and complements:-	
	a)	Excellent
	b)	Very Good

	c)	Good	
	d)	Average	
	c)	Poor	
	III) Ability of noting and drafting		
	a)	Excellent	
	b)	Very Good	
	c)	Good	
	d)	Average	
	c)	Poor	
	IV) Promptness in disposal of work:-		
	a)	Very prompt	
	b)	Reasonable prompt	
17	Amenability to discipline		
18	Punctuality in attendance		
19	Relations with fellow employees		
INTEGRITY			
20	(This col. Should be filled as per instructions issued under Ministry of Home Affairs O.N. No. 51/4/64-East, dated 21-6-1965.		
21	Has the officer been reprimanded for indifferent work or for other causes during the period under report? Is so, please give brief particulars.		
22	Has the officer done any out standing or notable work meriting commendation? Briefly mention them.		

Signature of the Reporting Officer

(Name in Block Letters.)

Designation

Dated-----

PART-IV REMARKS BY THE REVIEWING OFFICER

23.	Length of service under Reviewing Officer	
24.	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 official over and above the remarks of the Reporting Officer, please mention the. You may also sum up your views here.	
25.	Has the officer any special characteristics and/or any/or any outstanding merits or abilities, which would justify his advancement and special selection for higher appointment out of turn ? If so mention these characteristic briefly.	

Signature of the Reviewing Officer
(Name in Block Block Letters)
Designation

PART-V COUNTERSIGNATURE BY THE NEXT HIGHER OFFICER WITH REMARKS, IF ANY.

Signature of the Accepting Officer
(Name in Block Block Letters)
Designation