

SCHEDULE-II

ANNUAL CONFIDENTIAL REPORTS

(For ACS II and all other Technical/Non-Technical Class I to III officers of the State)

[See Rule 4 (2) of Assam services(Confidential Rules) Rules,1990]

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

Part- I: PERSONAL DATA

(To be filled up by the office)

1. Name of the officer/employee :
2. Name of the service to which belongs :
3. Date of Birth :
4. Present Designation :
5. Period of absence from duty on leave, training etc. during the period of report :
6. Description of work on which engaged during the period :
7. Any Special knowledge/experience/ training which facilitate to discharge the allotted work of the officer/employee :

Part-II: ASSESSMENT BY THE REPORTING AUTHORITY

1. Name(s) and Designation of the Reporting Authority :
2. Period of Service of the incumbent under the Reporting Authority :
(Separate forms to be used by different reporting authority)
3. State of health :
4. What is opinion about his/her
 - a. Aptitude, initiative, drive and efficiency for
 - I. Arrangement for work :
 - II. Execution of work :
 - b. Intelligence :
 - c. Attendance/conduct and amenability to Discipline :
 - d. Character with particular reference to reliability and integrity :

- e. Knowledge of law/ rules and relevant office procedure :
- f. Capacity of supervision, inspection and to create team spirit (where applicable) :
- g. Spirit of for and relationship with public / subordinate staff and superior officers :
- h. Physical stamina and aptitude for hard touring (where applicable) :
- i. General remarks, if any :
- j. What is your opinion about his /her fitness or otherwise for advancement for next higher rank :

(FOR TECHNICAL OFFICERS ONLY)

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| <ul style="list-style-type: none"> k. Professional ability a. Promptness and correctness in | <ul style="list-style-type: none"> i. Preparation of estimates and projects : ii. Designs : iii. Accounts : iv. Control of expenditure : |
|---|--|

Date:

Recording Authority

Part- III : OPINION OF THE REVIEWING AUTHORITY

- 1. Name and designation of the reviewing authority :
- 2. Period of service of the incumbent under the Reviewing Authority :
- 3. General opinion of the reviewing authority :
- 4. Graded :

Date:

Reviewing Authority

Part-IV: REMARKS OF THE ACCEPTING AUTHORITY

Date:

Name and Designation of the Accepting Authority