		(Designati	on)
		se To are at modellicane, tany a bulkin sanifi.	(3)
Repo	ort for the year/period from	to	
		Part-I	
	(To be fille	ed in by the Office)	
1.	Name of the Officer and Designation		
2.	Date of birth	Ü	
3.	Date of continuous appointment		
4.	Date of appointment to the present post		
5.	Period of absence on leave during the reporting year/period.		
6.	Training received during the reporting year/ period, indicating the course attended, duration of the course and the institution where attended.	and helicitude anticonto to estado de sucessidade de sucesidade de sucessidade de sucessidade de sucessidade de sucessidade de	42%
		Part-II	.015
	(To be filled in by	y the officer reported upon)	10634
2.	Please specify important items of work targets/objectives/goals were set for you or se	in order of priority wherein quantitative/physiet by yourself for the reporting year:	cal/finan
2.	targets/objectives/goals were set for you or so	in order of priority wherein quantitative/physiet by yourself for the reporting year:  ysical or financial Achievenets/objectives/goals	
	targets/objectives/goals were set for you or so	ysical or financial Achieven	
1.	targets/objectives/goals were set for you or so	ysical or financial Achieven	
1.	targets/objectives/goals were set for you or so	ysical or financial Achieven	
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objectives:	
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	Available for the court of the
	come with the fill month borners on the
•	- Later the product out administration of resp.
Please specify number of inspections conduc	sted/tours performed (only in case of field officers):
Trease specify number of surprise	
	No. of inspections/tours actually
No. of inspections/tours xpected to be performed	performed with reasons of
in a year	shortfall, if any
	The many is an arm the sound of
u Table Boathorper (alt rol Table)	
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ANNO 24 Anno 2	Signature

3. (a) In case of shortfall of expected quality/quantity of performance, please state the reasons:

# Part-III—Assessment by the Reporting Officer

1.	the regardly the disa	officarding the of agreei	agree with the resume of work as indicated by er in Part-II of the report and in particular g the special achievement, if any, mentioned fficer. If not, indicate briefly the reasons for any with it and the extent of your ment.		e votesti por galore el vi legiores legiores legio	
2.	Sta	te of	Health:			
	Not		The assessment under columns 3 to 12 below			
			should not be indicated by tick marking but should be expressed clearly in suitable words.		parte for the activity of the desiral	
3.	Ten	npera	ament:			
			e calm and does he retain poise at time of sure of work?	٠٧.	16 banks 13 Notices of	
	(b)	Does	s he get provoked easily?		1 Suffer Sweet Earl as consult at	
	(c)	Is he	able to tolerate differences of opinions		West transport to the Same And Same	
4.	Inte	ellige	nce and understanding :			
			eptional and has clear grasp of any matter ever complicated.		Kies in earth epites exterior innerio	
			telligent and grasps, a point correctly with onable speed.		e de la Principal de la companya de	
	(c)	Shov	vs a barely adequate grasp		i lisa dan la la fina ligali edi y	
	(d)	Very	slow and/or often misses point		agreed has be	
5.			dge of Rules, Codes, Manuals, Instructions cedure:		Statutes have aguses	
	(a)	Has	exceptionally grasp of the work of the office			
		gene	a whole and the rules, codes, manuals rally, and a thorough and intensive yledge of the work of the Branch.		1 2 2 7 7 1 1 1 1 2 2 2 4 (12 ft x x	
	(b)		a sound knowledge both of the work of the			
		Bran	ch and that of the office as a whole.		· · · · · · · · · · · · · · · · · · ·	
			ws just enough	• •	This September Copyrights Sept	
	(d)	Not	good enough		Prof. Branding serves observe	
6.	Qua	ality	of work:		型指数 <b>设</b> 机的	
	(i)	Atter	ntion to details:—		ament of the total followings integer	
		(a)	Most reliable and comprehensive	••	phase make	
		(b)	Consider all relevant details		and on this bearing as	
		(c)	Apt to be over concerned with petty details and losses perspective.		. The to incomparate line is	
		(d)	Inclined to be superficial		ng 10, and a kindersky sale of 1, 5, 2, 3. Section 1	
	(ii)	Judg	gement:—			
		(a)	His proposals or decisions are consistently sound and well thought of.	•••	Fore growing of	
		(b)	Reliable		. Adaptivité ficili d	
		(c)	Takes a reasonable view			
		(d)	Unreliable, undecided, right, superficial or erratic.	••	The state of the s	
	(iii)	Pres	entation of cases :—		tellsoft (	
		(a)	Extremely clear, cogent and logical		$(a,a,b,a,\phi,f)$	
		(b)	Very good and express himself clearly and concisely.		best ( ) (	

(c) Just good enough

			properly.					
	(iv)	Abil	ity in Noting and D	rafting:—				
		(a)	Excellent				V. 18-59	
		(b)	Very good				• •	
		(c)	Good					
		(d)	Average					
		(e)	Poor					
	(v)		mptness in disposal	of work:—			agrassid.	
		(a)	Very prompt					
		(b)	Reasonably prom	pt				
		(c)	Is slow and tends					
7.	Ah		in discussion and		n:			
			y effective and con				. 186	
			od and puts across h		arly			
			resses adequately				eer god	
	• •	Poo						Secretarios e
8.			of supervision :					
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			od and useful					
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1			ess to assume resp	forward	and	accepts		
		resp	mptly comes consibility.		and	accepts		
			cepts responsibility	if it comes			•	
			nds to evade					
			ses responsibility t					
1			ol and managemen					
	(i)	) Abi	ility to inspire con of the staff:—		to get	the best		
		(a)	Gets the best fro	m them				
		(b)	Get along well				••	
		(c)	Just manages				••	
		(d)						
	(i		pacity to train, he ility to handle his s			staff and		
		(a)	Excellent					
		(b)	Very Good					
		(c)	Good				e tarieta	Tigoreta augus bas financia
		(d)	Average					
		(e)	Poor					40200000
						4		

(d) Does not have ability to present cases ...

# 12. Relationship with colleagues:

- (a) Wins and retains the highest regard of all
- (b) Is generally liked and respected
- (c) Not easy in his relationship, but gets by
- (d) A difficult colleague

## 13. Other observations:

(This space may be utilise for remarks which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishment during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers specially worth-mentioning, may also be indicated here)

#### 14. Integrity:

[Instructions contained in Ministry of Home Affairs O.M. No. 51/4/64-Estt. (A), dated 21-6-1965 should be kept in mind].

15.	Attitude	towards	Scheduled	Castes	and	Scheduled
	Tribes.					

Signature of Reporting Officer.	
Name in Block letters	
Designation	
Date	

# Part-IV—Remarks of the Reviewing Officer

- 1. Length of service under the Reviewing Officer
- 2. Do you agree with the Reporting Officer in regard to his remarks on the resume of the work done by the Officer as contained in Part-II of the report ? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.
  - 3. Overall assessment of performance and qualities
- 4. 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.

Signature of Review			
Name in Block lette	ers		••••••
Designation			
Date			
higher officer with r	emarks, if any	7	

## Part-V— Countersignature by the next higher officer with remarks, if any

Signature of	Countersigning Officer.
Name in Blo	ock letters

Date.....

राजकीय मुद्रणालय, हि0 प्र0, शिमला-413-सी0 पी0 एण्ड एस0/2013-3-6-2013-5000.