

ANNUAL CONFIDENTIAL REPORT OF CLASS-IV STAFF OF OFFICE OF
THE _____

Report for the year ending _____

1. Name & Father's Name _____
2. Date of Birth _____
3. Post held _____
4. Present Pay _____
5. Educational Qualification _____
6. Branch to which/office to whom attached _____
7. Date of present posting _____
8. Can he/she read and write Hindi/English _____

9. **OBSERVATIONS:**

- i) Intelligence _____
- ii) Amenability to discipline _____
- iii) Honesty and Integrity _____
- iv) Punctuality _____
- v) Devotion to duty _____

10. Is he/she fit for [promotion to the
Grade of Jamadar/Daftri/Record Sorter _____

11. Are you prepare to retain him under you _____

12. Any other remarks _____

13. **GRADING:**

“Outstanding” “Very Good” “Good” “Fair” “Poor”

Dated: _____

Signature of the Reporting Officer _____

Name & Designation _____