

FORM OF ANNUAL CONFIDENTIAL REPORT (TECHNICAL STAFF)
MECHANIC/CLEANER ETC. DEPARTMENT OF AGRICULTURE, H.P. FOR
THE YEAR ENDING _____

1. Name & Designation.
2. Date of Birth.
3. Scale of Pay.
4. Date of continuous appointment to the present grade.
5. Section in which served during the year under report.
6. **OBSERVATIONS:**
 - i) Intelligence, keenness & integrity.
 - ii) Efficiency in the grade.
 - iii) Technical knowledge.
 - iv) Readiness to accept responsibility.
 - v) Amenability to discipline.
 - vi) Punctual in attendance.
 - vii) Integrity.
 - viii) Relation with fellow workers.
 - ix) Behavior towards public.
 - x) Any other observations, points of special significance to be specified in the relation to the work on which employed.
 - xi) Courtesy towards superiors.
7. Has he been reprimanded for indifferent work or for other causes during the year under report, if so, give brief particulars.
8. Remarks as to defect in character, ineffectiveness etc. which may be initiated against efficiency and suitability for particulars of works.
9. Fitness for promotion to the next higher grade.
10. General assessment of personality, Character and temperament.
11. Knowledge in Hindi.
12. **GRADING:**

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

Signature of the Reporting Officer

Designation: