

FORM OF CONFIDENTIAL REPORT OF ASSISTANT STATISTICAL OFFICER/ TECHNICAL ASSISTANT/ STATISTICAL ASSISTANT DEPARTMENT OF AGRICULTURE, HIMACHAL PRADESH

REPORT FOR THE YEAR/ PERIOD ENDING.....

1.	Name	
2.	Date of Birth	
3.	Present Grade	
4.	Date of appointment to the present grade	
5.	Section/Office in which employed.	

ASSESSMENT BY THE REPORTING OFFICER

6.	Particulars kind or class of work on which individual was employed during the period of report	
7.	Regularity and punctuality	
8.	Knowledge of the latest technique	
9.	Knowledge of the job on which employed and quality of work	
10.	Capacity to produce results	
11.	Ability to manage office/extension work etc. in which engaged	
12.	Contact & behavior with the public	
13.	Whether touring is systematic & adequate	
14.	Brief mention of any outstanding or notable work if any, mentioning special recommendations	
15.	Fitness for promotion	
16.	General assessment of integrity character and temperament including relation with fellow employees amability discipline etc.	
17.	Has the official shown interest in use of official (Hindi) language	

GRADING

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

Signature of Reporting Officer
Name(in Block Letters)
Designation