

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 the Assam Services (Confidential Rolls) Rules, 1990]

Report for the year/period ending

PART-I

PERSONAL DATA

(To be filled up by the Office)

- 1. Name of Officer/employee
- 2. Name of service to which belongs
- 3. Date of Birth
- 4. Present Designation since
- 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 officers)

3. State of Health :

What is your opinion about his/her (a) aptitude, initiative, drive and efficiency for –

(i) Arrangement for work :

(ii) Execution for work :

(b) Intelligence

- (c) Attendance/Conduct and amenability :
to discipline
- (d) Character with particular reference :
to reliability and integrity
- (e) Knowledge of laws/rules and relevant :
office procedure
- (f) Capacity of supervision, inspection and:
to create team spirit (where applicable)
- (g) Spirit service 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)

- | | |
|-----------------------------------|--|
| (k) Professional ability | (i) Preparation of estimates :
and projects |
| (a) Promptness and correctness in | (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 Reviewing:
Authority
3. General opinion of the Reviewing Authority :
4. Graded :

Date:

Reviewing Authority

PART-IV REMARKS OF THE ACCEPTING AUTHORITY:

Name and Designation of the Accepting Authority
AGP-368/06 Irrigation-25,000-1-9-06