

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 Assam services(Confidential Rules) Rules,1990)

Report for the year/period ending.....

Part-I: PERSONAL DATA

(To be filled up by the office)

1. Name of the officer/employee :
2. Name of the service to which belongs :
3. Date of Birth :
4. Present Designation :
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 authority)
3. State of health :
4. What is opinion about his/her
 - a. Aptitude, initiative, drive and efficiency for
 - I. Arrangement for work :
 - II. Execution of work :
 - b. Intelligence :
 - c. Attendance/conduct and amenability to Discipline :
 - d. Character with particular reference to reliability and integrity :

- e. Knowledge of law/rules and relevant Office procedure :
 - f. Capacity of supervision, inspection and to create team spirit(where applicable) :
 - g. Spirit of 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 :
 - 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 the reviewing authority :
 3. General Opinion of the reviewing authority :
- Graded :

Date:

Reviewing Authority

Part-IV: OPINION OF THE ACCEPTING AUTHORITY

Date:

Name and Designation of the Accepting Authority