

# MANIPUR



# GAZETTE

3. Annual Con-

(a) Annual Confidential Report (ACR) shall be prepared for the calendar year as defined in Rule 2(g).

## EXTRAORDINARY PUBLISHED BY AUTHORITY

No. 329      Imphal, Monday, January 11, 2021      (Pausa 21, 1942)

IV, V & VI) to the Officers & employees.

(d) The employees shall submit their Annual Confidential Report (ACR) to the Reporting Officer.

(e) The Reporting Officer shall assess the ACR form and submits the employee's ACR to the Accepting Authority on or before 31<sup>st</sup> March of the same year.

## NOTIFICATION

Imphal, 6<sup>th</sup> January, 2021

No.HCM/P-65/2019-Estt.(I)/247: In exercise of the power conferred by Article 229 of the Constitution of India, Hon'ble the Chief Justice, High Court of Manipur is pleased to notify "**The High Court of Manipur Employees (Annual Confidential Report) Rules, 2020**" for recording of the Annual Confidential Report of the employees of the High Court of Manipur.

It shall come into force from the day it is notified in the Manipur Gazette Extra Ordinary.

By Order,

**A. GUNESHWAR SHARMA**

REGISTRAR GENERAL

High Court of Manipur

5. Representation against Adverse Remarks  
The Registrar General shall receive representations from the employees regarding the adverse remarks made by the Reporting Officer and shall file after an enquiry by the Accepting Authority.  
An employee may file a representation against an adverse remark made by the Reporting Officer if he has been aggrieved by such remark and if he has been denied justice by the Reporting Officer.

## HIGH COURT OF MANIPUR EMPLOYEES (ANNUAL CONFIDENTIAL REPORT) RULES, 2020

Imphal, the 6<sup>th</sup> January, 2021

(c) The decision arrived in sub Rule (a) shall be final.  
 (d) The decision arrived in sub Rule (c) shall be final.  
 employee immediately.

### 6. Grading In ACR:

In exercise of power conferred under Article 229 of the Constitution of India and in supersession of Notification dated 11.04.2014 in this regard, Hon'ble the Chief Justice is pleased to frame "The High Court of Manipur Employees (Annual Confidential Report) Rules 2020" for recording of the annual confidential report of its employees.

### 1. Short Title and Application:

(a) These rules may be called as "The High Court of Manipur Employees (Annual Confidential Report) Rules 2020".

(b) These rules shall apply to all employees in the High Court Service.

(c) These rules shall come into force from the date when it is notified in the State Gazette.

### 2. Definitions:

(a) "Chief Justice" means the Chief Justice of the High Court of Manipur including the Acting Chief Justice.

(b) "Judge" means a Judge of the High Court of the Manipur.

(c) "Registrar General" means the Registrar General of the High Court of Manipur including any officer authorised by the Chief Justice to discharge the function of Registrar General.

(d) "Service" means High Court of Manipur Service.

(e) "Member of Service" means an employee of the High Court of Manipur and includes all the gazetted, non-gazetted, ministerial staff and other specially designated posts.

(f) "Employees" means all the Officers and Staff of the High Court of Manipur but does not include "Contract" and "Contingent" employees.

(g) "Annual"/"Year" means the period of twelve months commencing from the 1<sup>st</sup> day of January and ending by the 31<sup>st</sup> day of December of each calendar year.

(h) "Adverse Remarks" mean any adverse decisions, conditions, or which effects are unfavourable to the service of the employee.

(i) "Grading" means final assessment report recorded by the Reporting Officer and modified and/or accepted by the Reviewing Officer and finally by the Accepting Authority.

(j) "Competent Authority" means the Registrar (Vigilance) of the High Court.

(k) any word/expression not defined in these rules shall have the same meaning as defined in "High Court of Manipur Officers and Employees Recruitment and Condition of Service (Classification, Control, Appeal and Conduct) Rules, 2020.

### **3. Annual Confidential Report:**

- (a) Annual Confidential Report (ACR) shall be prepared for the calendar year as defined in Rule 2(g).
- (b) Process for recording ACR of the previous year shall be initiated from on or before 15<sup>th</sup> January of the succeeding year or the next working day.
- (c) Registrar (Administration) of the High Court shall distribute ACR forms (**FORM-I, II, III, IV, V & VI**) to the officers & employees.
- (d) The employees shall submit the ACR forms duly completed on all aspects to the concerned Reporting Officers by 2<sup>nd</sup> week of February of the same year.
- (e) The Reporting Officer shall assess the ACR form and endorse the appropriate grade and submit the employees graded ACRs to the Reviewing Authority on or before 31<sup>st</sup> March of the same year.
- (f) The Reviewing Authority after review shall submit the employees' ACRs to the Accepting Authority by 15<sup>th</sup> April of the same year and shall be placed before Accepting Authority by Registrar (Vigilance).
- (g) On assessment by the Accepting Authority, the ACRs shall be kept in the custody of the Registrar (Vigilance).
- (h) The Registrar (Vigilance) shall communicate the final grading of the ACRs to the employee concerned immediately after assessment by the Accepting Authority.
- (i) Registrar (Vigilance) will be the competent authority to initiate the process and get the ACR finally approved by the Accepting Authority as per procedure prescribed.

### **4. Procedure for grading of the ACR which is lost or unavailable:**

- (a) If the ACR of a particular year has been lost from record and cannot be reconstructed, the overall grading in the ACR of the previous year or the succeeding year, whichever is better, may be taken as the grading for that particular lost year, unless there are special reasons for awarding a lesser or higher grade.
- (b) After the ACR of a particular year having lost, its factum shall be recorded in the relevant file after an enquiry by competent authority of the High Court or a report being received from police on the basis of a complaint thereof given by competent authority.

### **5. Representation against Adverse Remark or Other Grievances in the ACR:**

- (a) If an employee is aggrieved by the "adverse remarks" or in the final grading in the ACR, a representation may be submitted to the competent authority within 15 working days after receipt of the adverse remarks.

(b) The competent authority shall place the representation before the Hon'ble Chief Justice who may deal the matter or refer it to any Judge nominated by him in this regard.

(c) The decision of the Hon'ble Chief Justice on the said representation is final.

(d) The decision arrived in sub Rule (c) above shall be communicated to the concerned employee immediately.

#### **6. Grading in ACR:**

As defined in Schedule II of the High Court Employees Service Rules, 2020, the different grading for ACR is given below:

Assessment of ACR	Points
FAIR	1
AVERAGE	3
GOOD	5
VERY GOOD	7
OUTSTANDING	10

#### **7. ACRs of Employees attached with the Chief Justice and Judges:**

(a) The ACRs of the Officers and Private Secretaries attached with the Hon'ble Chief Justice shall be directly recorded by the Hon'ble Chief Justice.

(b) The ACRs of the Officers and Private Secretaries attached with the Hon'ble Judges shall be directly recorded by the Hon'ble Judges and forward it to the Accepting Authority (Chief Justice).

#### **8. ACRs of Employees attached with the Registrar General, Registrar (Judicial) & Registrar (Vigilance):**

The ACRs of the Officers and Private Secretaries attached with the Registrar General, Registrar (Judicial) and Registrar (Vigilance), shall be recorded by the concerned Registrars and placed before the Hon'ble Chief Justice, the Accepting Authority.

#### **9. Register to watch the disposal of the Report:-**

A record book shall be maintained by the competent authority, High Court of Manipur in connection with the ARCs of the employees and the entries made thereon shall have authentication of the Registrar (Vigilance), the competent authority.

#### **10. Power to issue clarifications/guidelines & others :-**

(a) In case the Chief Justice, who ceases to be Chief Justice of the High Court, has not recorded his opinion before his relinquishment, his successor or the Judge nominated by the Chief Justice shall record his opinion on the confidential report.

(b) Whenever the Registry entertains a doubt in any individual case as to the authority competent to record the ACR in respect of any High Court Officers or employees under circumstances not covered in the above rules, then, the Chief Justice would decide the same and the decision of the Chief Justice is final.

(c) The Chief Justice shall have the power to issue guidelines for the purpose of effective implementation of these rules.

### **11. Hierarchy for Assessment of ACRs:**

The process for assessment of ACRs is as follows :

#### **A. GAZETTED Class - I**

<b>SL. NO.</b>	<b>DESIGNATION</b>	<b>REPORTING AUTHORITY</b>	<b>REVIEWING AUTHORITY</b>	<b>ACCEPTING AUTHORITY</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Registrar (Admn./PM&P)	Registrar General	Hon'ble 2 <sup>nd</sup> Judge	Hon'ble Chief Justice
2.	Jt. Registrar (Admn./PM&P)	Registrar (Admn./PM&P)	Registrar General	Hon'ble Chief Justice
3.	Jt. Registrar (Finance)	Registrar (Admn./PM&P)	Registrar General	Hon'ble Chief Justice
4.	Deputy Registrar (Admn.)	Registrar (Admn./PM&P)	Registrar General	Hon'ble Chief Justice
5.	Deputy Registrar (Accounts/ Planning)	Registrar (Admn./PM&P)	Registrar General	Hon'ble Chief Justice
6.	Deputy Registrar (Protocol)	Registrar (Admn./PM&P)	Registrar General	Hon'ble Chief Justice
7.	Language Officer (Special Officer)	Registrar (Judi.)	Registrar General	Hon'ble Chief Justice

**B. GAZETTED****Class – II**

<b>SL. NO.</b>	<b>DESIGNATION</b>	<b>REPORTING AUTHORITY</b>	<b>REVIEWING AUTHORITY</b>	<b>ACCEPTING AUTHORITY</b>
1	2	3	4	5
1.	Assistant Registrar - I	Registrar (Judl.)	Registrar General	Hon'ble Chief Justice
2.	Assistant Registrar – II	Registrar (Judl.)	Registrar General	Hon'ble Chief Justice
3.	Assistant Registrar – III	Registrar (Judl.)	Registrar General	Hon'ble Chief Justice
4.	Assistant Registrar – IV	Registrar (Judl.)	Registrar General	Hon'ble Chief Justice
5.	Assistant Registrar – V	Registrar (Judl.)	Registrar General	Hon'ble Chief Justice
6.	Assistant Registrar – VI	Registrar (Judl.)	Registrar General	Hon'ble Chief Justice
7.	Assistant Registrar – VII	Registrar (Judl.)	Registrar General	Hon'ble Chief Justice
8.	Principal Secretary to Chief Justice	X	X	Hon'ble Chief Justice
9.	Secretary to Hon'ble Chief Justice (Equivalent to Asst. Registrar)	X	X	Hon'ble Chief Justice
10.	Sr. Private Secretary (formerly Senior Grade Stenographer)	Hon'ble Judge concerned	X	Hon'ble Chief Justice
11.	Lib-cum-Research Officer	Deputy Registrar (Judl.)	Registrar General	Hon'ble Chief Justice
12.	Chief Translator	Language Officer (Special Officer)	Registrar General	Hon'ble Chief Justice
13.	Court Manager	Registrar General	X	Hon'ble Chief Justice
14.	System Analyst	CPC	Registrar General	Hon'ble Chief Justice
15.	Private Secretary (Formerly Stenographer Grade – I) attached to the Hon'ble Judges	Hon'ble Judge concerned	X	Hon'ble Chief Justice
16.	Private Secretary (Formerly Stenographer Grade – I) not attached to the Hon'ble Judges	Registrar (Admn./PM&P)	Registrar General	Hon'ble Chief Justice
17.	Computer Programmer	System Analyst	CPC	Registrar General
18.	Superintendent (Judl. – I, II, III, Bench, Statement, Copying, Record Room,)	Jt. Registrar (Judl.)	Registrar (Judl.)	Registrar General

**C. MINISTERIAL ESTABLISHMENT (NON-GAZETTED)**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
19.	Superintendent (Estt.-I, Estt.-II)	Jt. Registrar (Judi.)	Registrar (Judi.)	Registrar General
20.	Superintendent (Finance & Accounts)	Jt. Registrar (Finance & Accounts)	Registrar (Judi.)	Registrar General
21.	Stamp Reporter	Deputy Registrar (Judi.)	Registrar (Judi.)	Registrar General
22.	Court Officer	Jt. Registrar (Admn./PM&P)	Registrar (Admn./PM&P)	Registrar General
23.	Protocol Officer	Dy. Registrar (Protocol)	Registrar (Admn./PM&P)	Registrar General
24.	Senior Grade Translator	Language Officer (Special Officer)	Registrar (Judi.)	Registrar General
25.	Librarian	Lib-cum-Research Officer	Dy. Registrar (Judi.)	Registrar General
26.	Court Master	Jt. Registrar (Admn./PM&P)	Registrar (Judi.)	Registrar General
27.	Assistant Protocol Officer	Dy. Registrar (Protocol)	Registrar (Admn./PM&P)	Registrar General
28.	System Officer	System Analyst	CPC	Registrar General

**C. MINISTERIAL ESTABLISHMENT (NON-GAZETTED)**

**Class - II**

<b>SL. NO.</b>	<b>DESIGNATION</b>	<b>REPORTING AUTHORITY</b>	<b>REVIEWING AUTHORITY</b>	<b>ACCEPTING AUTHORITY</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Jr. Grade Translator	Chief Translator	Language Officer (Special Officer)	Registrar General
14.	Cook	Cook (Admn.)	Court Officer - II (Admn.)	Registrar General
15.	Computer Assistant	Computer Operator (Admn.)	Jr. Registrar (Admn.)	Registrar General
16.	Telephone Operator	Telephone Operator (Admn.)	Subjr. (Efft-I)	Registrar General
17.	Record Alluder	Record Alluder (Admn.)	Jr. Registrar	Registrar General
18.	Record Assistant (Fowerry)	Convenor (Admn.)	Subjr.	Registrar General
19.	Record Assistant (Fowerry)	Convenor (Admn.)	Jr. Registrar	Registrar General

**D. MINISTERIAL ESTABLISHMENT (NON-GAZETTED)**

**Class – III**

<b>SL. NO.</b>	<b>DESIGNATION</b>	<b>REPORTING AUTHORITY</b>	<b>REVIEWING AUTHORITY</b>	<b>ACCEPTING AUTHORITY</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
1.	Commissioner of Affidavit	Supdt. (Bench)	Dy. Registrar (Judl.)	Registrar General
2.	Accountant	Supdt. (Finance & Accounts)	Dy. Registrar (Acs./Planning)	Registrar General
3.	Editor Paper Book	Supdt. Concerned	Dy. Registrar (Admn.)	Registrar General
4.	Cashier	Supdt. (Finance & Accounts)	Dy. Registrar (Acs./Planning)	Registrar General
5.	Record Keeper	Supdt. (Record Room)	Jt. Registrar (Admn.)	Registrar General
6.	Sr. Judicial Assistant (Formerly Senior Administrative Assistant)	Supdt. Concerned	Registrar (Judl.)	Registrar General
7.	Assistant Librarian	Lib-cum-Research Officer	Dy. Registrar (Judl.)	Registrar General
8.	Sr. Personal Assistant (Formerly Stenographer Grade – II) attached to the Hon'ble Judge	Hon'ble Judge concerned	X	Hon'ble Chief Justice
9.	Sr. Personal Assistant (Formerly Stenographer Grade – II) not attached to the Hon'ble Judge	Dy. Registrar (Admn.)	Concerned Officer	Registrar General
10.	Head Cook	Court Officer – II	Registrar (Admn.)	Registrar General
11.	Judicial Assistant (Formerly Junior Administrative Assistant)	Supdt. Concerned	Registrar (Admn.)	Registrar General
12.	System Assistant	System Analyst	CPC	Registrar General
13.	Library Assistant	Librarian	Lib-cum-Research Officer	Registrar General
14.	Cook	Court Officer – II	Jt. Registrar (Admn.)	Registrar General
15.	Computer Assistant (Formerly Typist/Computer Operator)	Supdt. Concerned	Jt. Registrar (Admn.)	Registrar General
16.	Telephone Operator (Formerly Intercom Operator)	Supdt. (Estt.-I)	Jt. Registrar (Admn.)	Registrar General
17.	Record Assistant (Formerly Record Arranger)	Supdt. Concerned	Jt.. Registrar (Admn.)	Registrar General

## HIGH COURT OF MAHARASHTRA

1	2	3	4	5
18.	Chauffeur (Formerly Driver)	Court Officer concerned	Jt. Registrar (Admn.)	Registrar General
19	Electrician	Court Officer concerned	Jt. Registrar (Admn.)	Registrar General

**E. HIGH COURT SUBORDINATE SERVICE**  
**Class – IV**

SL. NO.	DESIGNATION	REPORTING AUTHORITY	REVIEWING AUTHORITY	ACCEPTING AUTHORITY
1	2	3	4	5
1.	Court Keeper (Formerly Duftry)	Court Officer concerned	Dy. Registrar (Admn.)	Registrar General
2.	Usher (Formerly Jamadar)	Court Officer concerned	Dy. Registrar (Admn.)	Registrar General
3.	Court Attendant (Formerly Attender)	Court Officer concerned	Dy. Registrar (Admn.)	Registrar General
4.	Lawn Attendant (Formerly Mali)	Court Officer concerned	Dy. Registrar (Admn.)	Registrar General
5.	Chowkidar	Court Officer concerned	Dy. Registrar (Admn.)	Registrar General
6.	Pumpman	Court Officer concerned	Dy. Registrar (Admn.)	Registrar General
7.	Sanitation Attendant (Formerly Sweeper)	Court Officer concerned	Dy. Registrar (Admn.)	Registrar General
8.	Orderly	Court Officer concerned	Dy. Registrar (Admn.)	Registrar General
9.	Masalchi	Court Officer concerned	Dy. Registrar (Admn.)	Registrar General
10.	Farash	Court Officer concerned	Dy. Registrar (Admn.)	Registrar General

BY ORDER IN THE NAME OF HON'BLE CHIEF JUSTICE

Signature of the Registrar General

A. GUNESHWOR SHARMA  
REGISTRAR GENERAL

**HIGH COURT OF MANIPUR**
**FORM OF CONFIDENTIAL REPORT ON WORK AND CONDUCT OF CLASS - IV  
EMPLOYEES FOR THE PERIOD ENDING :**
**PART-I : BIO DATA OF THE EMPLOYEE(S)**

1. Name

2. Post held

3. Present Pay

4. Age

5. Educational Qualification

6. Branch to which/officer to whom  
Attached

7. Date of present posting

8. Can he read and write Hindi/  
English/Manipuri.

9. Observation:

(i) Intelligence

(ii) Amenability to discipline

(iii) Honesty and Integrity

(iv) Devotion to duty

10. Is he fit for promotion to the grade  
of Jamadar/Duftry/Record Sorter.11. Area you prepared to retain him  
Under you ?

12. Any other Remarks

13. Overall Grading : "Outstanding"/"Very Good"/"Good"/"Average"/"Fair"

**Signature of the Reporting Officer**

Name in Block letters : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**A. CHINNAMOR SHARMA**  
**REGD. REGISTRAR GENERAL**

Date :

Countersignature by the Reviewing Authority with remarks, if any.

18.	Chairman (Formerly President) concerned	Signature of Countersigning Officer (Admin.)	Registrar General
19.	Electrician	Name in Block Letters : _____ Designation : _____	Date : _____

Countersignature by the Accepting Authority with remarks, if any.

	DESCRIPTION	REPORTING TO REVIEWING AUTHORITY	ACCEPTING AUTHORITY
2.	Court Keeper (Formerly Duttary)	Court Officer	Dy. Registrar
3.	Usher (Formerly Jamadar)	Dy. Registrar	Registrar
4.	Court Attendant (Formerly Attender)	Court Officer	Dy. Registrar
5.	Lawn Attendant (Formerly Mait)	Court Officer	Dy. Registrar
6.	Chowkidar	Court Officer concerned	Dy. Registrar (Admin.)
7.	Pumpman	Court Officer concerned *****	Dy. Registrar (Admin.)
8.	Sanitation Attendant (Formerly Scavenger)	Court Officer concerned	Dy. Registrar (Admin.)
9.	Orderly	Court Officer concerned	Dy. Registrar (Admin.)
10.	Masalchi	Court Officer concerned	Dy. Registrar (Admin.)
11.	Farash	Court Officer concerned	Dy. Registrar (Admin.)

Orderly Grade : "O" Assistant Grade "A" Asst. Grade "B" Grade "C" Grade "D"

BY ORDER IN THE NAME OF HON'BLE CHIEF JUSTICE

Signature of the Reporting Officer

Name in Block Letters :

Designation :

Date :

A. GUNESHWOR BHARMA  
REGISTRAR GENERAL

**HIGH COURT OF MANIPUR****FORM OF CONFIDENTIAL REPORT ON WORK AND CONDUCT OF CLASS - HEAD COOK/COOK/MASALCHI FOR THE PERIOD ENDING :****PART-I : BIO DATA OF THE EMPLOYEE(S)**

1. Name : \_\_\_\_\_
2. Post held : \_\_\_\_\_
3. Present Pay : \_\_\_\_\_
4. Age : \_\_\_\_\_
5. Educational Qualification : \_\_\_\_\_
6. Cooking experience/Experience, if any : \_\_\_\_\_
7. Judges to whom attached : \_\_\_\_\_
8. Date of present posting : \_\_\_\_\_
9. Can he/she read and write Hindi/English/Manipuri or any other language. : \_\_\_\_\_
10. Can he/she speak : Hindi/English/Manipuri or any other language : \_\_\_\_\_
11. Observation:
  - (i) Intelligence : \_\_\_\_\_
  - (ii) Amenability to discipline : \_\_\_\_\_
  - (iii) Honesty and Integrity : \_\_\_\_\_
  - (iv) Devotion to duty : \_\_\_\_\_
12. Can he cook : South Indian Food/Chinese/Continental Food or any other : \_\_\_\_\_
12. Any other Remarks : \_\_\_\_\_
13. Overall Grading : "Outstanding"/"Very Good"/"Good"/"Average"/"Fair"

Signature of the Reporting Officer

Signature of the Reporting Officer

Name in Block letters : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**FORM - III****Countersignature by the Reviewing Authority with remarks, if any.****II. Knowledge of office procedure**

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

Signature of Countersigning Officer

Name in Block Letters :

Designation :

Date :

**Countersignature by the Accepting Authority with remarks, if any.**

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

Signature of Countersigning Officer

Name in Block Letters :

Designation :

Date :

**III. Capacity of work**

A. *A brief statement of work performed by the officer during his tenure.*  
 (To be filled by the Reviewing Officer)

- (a) Excellent
- (b) Good
- (c) Average
- (d) Poor

\*\*\*\*\*

Note : This section indicates whether the officer's record shows him to have been an employee or not on the date of submission of this application to take up professional services or on the date of submission of this application to take up routine clerical services.

**(b) Capacity for examining case thoroughly and comprehensively**

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

Abridging to examine aspects of work such

as better utilization of Assistant's Discretionary powers

Capacity for decision making and managing

of files ; solving disputes ; settling cases

**(c) Capacity of acting as a judge**

(a) Faz a schedule setting out  
the specific

**FORM - III****HIGH COURT OF MANIPUR****FORM OF CONFIDENTIAL REPORT ON CLASS - III EMPLOYEES/OFFICERS EXCEPT SR.**  
**PERSONAL ASSISTANT**

Report for the year period ending : \_\_\_\_\_

**PART-I : PERSONAL DATA**

(To be filled by the Administrative Section concerned of the Department/Office)

1. Name of Official : \_\_\_\_\_ Date : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Date of continuous appointment : \_\_\_\_\_  
to the present grade, viz., \_\_\_\_\_
4. Whether permanent, \_\_\_\_\_  
quasi-permanent, temporary \_\_\_\_\_
5. Section(s) in which served during : \_\_\_\_\_  
the year under report and period \_\_\_\_\_  
of service in each. \_\_\_\_\_
6. Period of absence from duty on : \_\_\_\_\_  
leave, training etc. during the year. \_\_\_\_\_

**PART-II : A brief statement of work handled by the official during the year/period under report.**

(To be filled by the Reporting Officer)

Note : This should indicate whether the official reported upon is employed on tasks involving initiative, judgment or application of knowledge of rules and regulations or professional techniques or on tasks of a simple nature and routine character.

**PART-III : Assessment by the Reporting Officer**

7. State of Health \_\_\_\_\_
8. General Intelligence and Keenness to learn \_\_\_\_\_
9. Attending to routine aspects of work such  
as proper maintenance of Assistant's Diary,  
Guard Files, reporting, indexing and weeding  
of files :
10. (a) Pays adequate attention to  
these aspects.

Note : Assessment under columns 9 to 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

- (b) Is indifferent to these aspects.
- (c) Has to be constantly prompted and supervised.

**11. Knowledge of office procedure :**

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

**12. Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him.**

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

**13. Quality of work :**

*(i) Ability to apply the relevant Rules and Regulations correctly.*

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

*(ii) Capacity for examining case thoroughly and comprehensively.*

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

*(iii) Capacity of noting and drafting.*

- (a) Excellent

Signature of Countersigning Officer

Name in Block Letters

Designation

Date

Boundaries in respect of work

(a) Area trouble

(b) Region/Block trouble

(c) Is slow and tends to delay

Signature of Countersigning Officer

Name in Block Letters

Designation

Date

Relations with fellow employees

(a) Good

(b) Average

(c) Poor

Has the official been recommended for

indifferent work or for other causes

among the better workers?

Has the official done the outstanding

or notable work meriting commendation

Brilliant mention if true.

Overall Rating : "Outstanding", "Very Good", "Good", "Average", "Poor"

Signature of Reporting Officer

Name in Block Letters

Designation

Date

Has the official done the outstanding

or notable work meriting commendation

Brilliant mention if true.

## FORM - III

- (b) Very good  
 (c) Good  
 (d) Average  
 (e) Poor

for the year period ending :

(iv) Promptness in disposal of work :

- (a) Very prompt  
 (b) Reasonably prompt  
 (c) Is slow and tends to delay

14. Amenability to discipline.

15. Punctuality in attendance.

16. Relations with fellow employees.

17. Integrity :

(This column should be filled as per instruction issued under O.M. No.21/70/76-AR dated 23.6.78)

18. Has the official been reprimanded for indifferent work or for other causes during the period under report ? If so, please give brief particulars.

19. Has the official done any outstanding or notable work meriting commendation. Briefly mention them.

20. Overall Grading : "Outstanding"/"Very Good"/"Good"/"Average"/"Fair"

State of Health

Signature of Reporting Officer :

General Intelligence and Keenness

Name in Block Letters:

Note : Assessment under columns 9 to 12 should not be indicated by tick marking but should be expressed clearly in suitable words.

Designation :

Date :

9. According to routine aspects of work such as proper maintenance of Assistant's Diary, Guard Files, reporting, indexing and weeding of files.

10. (a) Pays adequate attention to these aspects.

II. Knowledge of office procedure :

(s) Excellent

(p) Very Good

(c) Good

(b) Average

(e) Poor

13. Knowledge of rules, regulations and instructions in regard with his position mid of bottols flow off to

(s) Excellent

(p) Very Good

(c) Good

(b) Average

(e) Poor

14. Knowledge of work handled by the official during the period under report involves staffs or children (i) to be filled by the Reporting Officer

(s) Excellent

(p) Very Good

(c) Good

(b) Average

(e) Poor

15. Knowledge of examination cases handled by the official during the period under report is employed on tasks involving initiative, rules and regulations or procedures or academic or on

(s) Excellent

(p) Very Good

(c) Good

(b) Average

(e) Poor

16. Knowledge of work and qualities (ii) to be filled by the Reporting Officer

(s) Excellent

(p) Very Good

(c) Good

(b) Average

(e) Poor

17. Conduct of work and qualities (iii) to be filled by the Reporting Officer

(s) Excellent

**FORM - IV****PART-IV : Remarks by Reviewing Officer**

11. Initiative and tact in handling work  
and visitors.
12. Length of service under  
Reviewing Officer :
13. Do you agree with the remarks of the  
Reporting Officer ? If not, indicate  
the extent of your disagreement.  
If you wish to add anything specific  
with regard to the work and conduct  
of the official over and above the remarks  
of the Reporting Officer, please mention  
them. You may also sum up your views here.
14. Remarks on the official's fitness for promotion  
which if any militate against  
efficiency and suitability.
15. Do you agree with the remarks of the Reporting Officer ? If not, indicate  
the extent of your disagreement.  
If you wish to add anything specific  
with regard to the work and conduct  
of the official over and above the remarks  
of the Reporting Officer, please mention  
them. You may also sum up your views here.
16. Do you agree with the remarks of the Reporting Officer ? If not, indicate  
the extent of your disagreement.  
If you wish to add anything specific  
with regard to the work and conduct  
of the official over and above the remarks  
of the Reporting Officer, please mention  
them. You may also sum up your views here.
17. Do you agree with the remarks of the Reporting Officer ? If not, indicate  
the extent of your disagreement.  
If you wish to add anything specific  
with regard to the work and conduct  
of the official over and above the remarks  
of the Reporting Officer, please mention  
them. You may also sum up your views here.
18. Do you agree with the remarks of the Reporting Officer ? If not, indicate  
the extent of your disagreement.  
If you wish to add anything specific  
with regard to the work and conduct  
of the official over and above the remarks  
of the Reporting Officer, please mention  
them. You may also sum up your views here.
19. Do you agree with the remarks of the Reporting Officer ? If not, indicate  
the extent of your disagreement.  
If you wish to add anything specific  
with regard to the work and conduct  
of the official over and above the remarks  
of the Reporting Officer, please mention  
them. You may also sum up your views here.
20. Do you agree with the remarks of the Reporting Officer ? If not, indicate  
the extent of your disagreement.  
If you wish to add anything specific  
with regard to the work and conduct  
of the official over and above the remarks  
of the Reporting Officer, please mention  
them. You may also sum up your views here.
21. Do you agree with the remarks of the Reporting Officer ? If not, indicate  
the extent of your disagreement.  
If you wish to add anything specific  
with regard to the work and conduct  
of the official over and above the remarks  
of the Reporting Officer, please mention  
them. You may also sum up your views here.
22. Do you agree with the remarks of the Reporting Officer ? If not, indicate  
the extent of your disagreement.  
If you wish to add anything specific  
with regard to the work and conduct  
of the official over and above the remarks  
of the Reporting Officer, please mention  
them. You may also sum up your views here.
23. (a) Fitness for promotion :  
 (i) Fit  
 (ii) Not yet fit
- (b) Has the official any special  
characteristics and/or any outstanding  
merits or abilities which would justify his  
advancement and special selection for  
higher appointment out of turn ? If so,  
mention these characteristics briefly and  
indicate why you consider him/her fit for  
out of turn promotion.

Signature of Reviewing Officer :

Name in Block Letters :

Designation :

Date :

18. General assessment of person

including relations with fellow  
employees, amenability to  
discipline etc.

19. Integrity

**PART-V :****Countersignature by the next higher authority with remarks,  
if any.**

Signature of Countersigning Officer :

Name in Block Letters :

Designation :

Signature of the Preparing Officer

Date :

Name in Block letters:

\*\*\*\*\*

Designation :

Date

**HIGH COURT OF MANIPUR****FORM OF CONFIDENTIAL REPORT OF  
PRIVATE SECRETARIES [CLASS-II (GRADE-II) (GAZETTED OFFICER)]****AND****SR. PERSONAL ASSISTANTS [CLASS-III (GRADE-I)(NON-GAZETTED  
OFFICER)]**Designation : \_\_\_\_\_  
Report for the year/period ending \_\_\_\_\_  
Date : \_\_\_\_\_

1. Name of Officer : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Present Grade : \_\_\_\_\_
4. Date of appointment to the present grade : \_\_\_\_\_
5. Names of Officers/Judge with whom employed during the year and the period served with each. \_\_\_\_\_

**ASSESSMENT BY THE REPORTING OFFICER**

(If any of the items mentioned below do not apply, the reporting officer should mention this fact against the relevant items).

6. Regularity and punctuality in attendance. \_\_\_\_\_
7. Proficiency and accuracy in Stenographic work. \_\_\_\_\_
8. Intelligence, keenness and industry. \_\_\_\_\_
9. Trustworthiness in handling secret and top-secret matters and papers. \_\_\_\_\_
10. Maintenance of engagement diary and timely submission of necessary papers for meetings interviews etc. \_\_\_\_\_

11. Initiative and tact in dealing with telephone calls and visitors.

12. Nature of other duties, if any, on which employed and whether carried them out satisfactorily.

13. Fitness for promotion to the next higher grade.

14. Fitness for promotion.

15. Brief mention of any outstanding or notable work, if any, mentioning special commendation.

16. Has he been reprimanded for indifferent work or for other causes during the period under report ? If so, give brief particulars.

17. Remarks as to defects in character, indebtedness etc. which if any militate against efficiency and suitability.

18. General assessment of personality, character and temperament including relations, with fellow employees, amenability to discipline etc.

19. Integrity :

(Instructions, contained in O.M. .... should be kept in mind).

20. OVERALL GRADING

"Outstanding" / "Very Good" / "Good" / "Average" / "Fair".

Signature of the Reporting Officer \_\_\_\_\_

Name in Block letters: \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Countersignature by the Reviewing Authority with remarks, if any.

**FORM OF CONFIDENTIAL REPORT OF  
PRIVATE SECRETARIES / CLASS-II / GRADE-II / GRADE-III /  
SR. PERSONAL ASSISTANT / CLASS-III (GRADE-III)**

AND

Signature of Countersigning Officer: \_\_\_\_\_

Name in Block Letters : \_\_\_\_\_

Designation : \_\_\_\_\_

Report for the year/period ending

Date : \_\_\_\_\_

1. Name of Officer

Countersignature by Accepting Authority

3. Present Grade

Signature of Accepting Officer : \_\_\_\_\_

4. Date of appointment to the present grade

Name in Block Letters : \_\_\_\_\_

5. Names of the officers with whom employed during the year

Designation : \_\_\_\_\_

and the period served with each.

Date : \_\_\_\_\_

**ASSESSMENT BY THE REPORTING OFFICER**

If any of the items mentioned below do not apply, the fact against the relevant items.

\*\*\*\*\*

6. Regularity and punctuality in attendance.

7. Proficiency and accuracy in Stenographic work.

8. Intelligence, keenness and industry.

9. Trustworthiness in handling secret and confidential matters and papers.

10. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.

20. OVERALL GRADING

(Use initials, countersigned in O.W. or blue ink)

Signature of Reporting Officer

Date :

Initials in Block letters:

Designation

Date :

- (c) Just enough  
 (d) Not good enough

**FORM - V**

## **HIGH COURT OF MANIPUR**

### **FORM OF CONFIDENTIAL REPORT IN RESPECT OF**

### **CLASS-II (GAZETTED OFFICER) EXCEPT PRIVATE SECRETARIES**

of fact and thoroughness in examination  
 (a) Most reliable and comprehensive **AND**

### **CLASS-II (NON-GAZETTED OFFICERS)**

Report for the year: \_\_\_\_\_

(i) Is up to date over the whole year  
 (ii) In brief, giving the *petty details and losses perspective*.

#### **PART-I : PERSONAL DATA**

(To be filled by the Department/Office)

(iii) Judgement:

1. Name of Officer :
2. Date of Birth :
3. Designation/Post held :
4. Date of continuous appointment to the present grade.
5. Whether Permanent/Quasi-Permanent/Temporary.
6. Sections/Office in which served during the year/period under report and the period of service in each.
7. Period of absence from duty on leave, training etc. during the year/period under report.

Brief of resume of the work done by the Officer reported upon, during the period from \_\_\_\_\_ to \_\_\_\_\_ bringing out any special achievement of his during the period (to be filled by the Officer reported upon)

Note: The resume should not exceed three hundred words.

**PART-III : Assessment by the Reporting Officer**

8. Do you agree with the resume of work, as indicated by the Officer in Part-II of the report and in particular regarding the special achievement, if any, mentioned by the Officer. If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

9. State of Health :

Please indicate whether

- (a) the Officer is physically energetic and
- (b) mentally alert.

**Note :** Assessment under columns 10 to 14 below should not be indicated by tick marking but should be expressed clearly in suitable words.

10. Intelligence and Understanding :-

- (a) Exceptional and has clear grasp of any matter, however, complicated.
- (b) Is intelligent and grasp a point correctly with reasonable speed.
- (c) Shows a barely adequate grasp.

11. Knowledge of Rules, Codes, Manuals, Institutions & Procedures

- (a) Has an exceptionally good grasp of the work of the office as a whole and the rules, codes manuals generally, and a thorough and intensive knowledge of the work of the Branch.
- (b) Has a sound knowledge both of the work of the Branch and that of the office as a whole.

- (c) Just enough  
 (d) Not good enough

FORM - V

(a) Excellent

(d) Very good

(b) Average

(e) Poor

(a) Very prompt

(d) Reasonably prompt

**12. Quality for work :**

- (i) Attention to detail, accuracy in presentation of fact and thoroughness in examination :

(a) Most reliable and comprehensive

(b) Consider all relevant details.

(c) Is apt to be over concerned with petty details and losses perspective.

(d) Inclines to be superficial.

**(ii) Judgement:**

1. Name \_\_\_\_\_

2. (a) His proposals are consistently sound and well thought of.

3. Designation/Post held \_\_\_\_\_  
 (b) Reliable.4. Date of continuous appointment to the post \_\_\_\_\_  
 (c) Takes a reasonable view.5. \_\_\_\_\_ in which served \_\_\_\_\_  
 (d) Unreliable, undecided or rigid or superficial or erratic.

**(iii) Presentation of cases and expression on paper :**

6. \_\_\_\_\_ period on which resume \_\_\_\_\_  
 (a) Extremely clear cogent very logical.

(b) Very good and expresses himself clearly and concisely.

(c) Just good enough.

(d) Does not have ability to present cases properly.

Note: The resume should not exceed three hundred words.

## (iv) Ability in nothing and drafting :

8. D (a) *Excellent* with the resume of work, as indicated by the Officer in the report and in (b) *Very good* (c) *Good* regarding the special achievement, if any, mentioned (d) *Average* by the Officer. If not, indicate (e) *Poor* reasons for disagreeing

## (v) Promptness in disposal of work :

- (a) *Very prompt.*

9. S (b) *Reasonably prompt.*

Please indicate whether

- (c) *Is slow and tends to delay.*

(a) *the Officer is physically energetic and*

## (vi) Submission of various O &amp; M returns,

statements of arrears and pending cases and attention to recording, indexing and weeding of files :

10. Int (a) *Takes exceptional care in correct preparation and timely submission*

- (a) (b) *Reasonably good and prompt.*

- (c) *Not very regular and has constantly*

(b) *Is indifferent to promotion and supervised.*

- (d) *Indifferent on these matters.*

(c) *Shows a barely adequate grasp.*

## 13. Zeal, diligence and sense of responsibility:

- (a) (a) *Shows exceptional zeal and devotion to work and has excellent initiative.*
- (b) *Is hard working and conscientious and shows adequate zeal and devotion to work; and also good initiative.*
- (c) *Reasonably diligent and interested in his work; with average initiative.*
- (d) *Lacks sense responsibility and is indifference to work.*

**14. Control and management of staff :-**

- (i) Maintenance of order and discipline and checking late attendance.

(a) Very good.

(b) Good Signature of the Reviewing Officer : .....

(c) Average Name in Block Letters.....

(d) Poor "Good", "Average", "Poor"

- (ii) Ability to inspire confidence and to get the best out of the result of the staff :-

(a) Excellent

(b) Very good

(c) Average

(d) Poor

- (iii) Capacity to train, help and advise the Staff and ability to handle his subordinate:

(a) Excellent

(b) Very good

(c) Good

(d) Average

(e) Poor

**15. Punctually and Attendance :**

**16. Other observations :**

(This space may be utilized for remarks which complete corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and

**FORM - VI**

any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning, may also be indicated here).

**17. Integrity :**

Report for the year:

(Instruction contained in O.M.

No. .... should be kept in mind).

(a) Very Good

(b) Good

(c) Average

**18. OVERALL GRADING**

*(To be filled by the Departmental Head)*  
"Outstanding" / "Very Good" /  
"Good" / "Average" / "Fair"

1. Name of Officer

Signature of Reporting Officer : \_\_\_\_\_

2. Date of Birth

Name in Block Letters: \_\_\_\_\_

(a) Excellent

3. Designation/Post held

Designation : \_\_\_\_\_

(d) Very Good

4. Date of continuing appointment to  
the present grade

Date: \_\_\_\_\_

(c) Average

**PART-III : REMARKS BY REVIEWING OFFICER**

5. Whether Permanent/Quasi-

19. Length of service under reviewing

officer : \_\_\_\_\_

20. Do you agree with the Reporting Office in regard to

his remarks on the resume of the work done by the Officer as contained in Part-II of the Report ? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.

(a) Excellent

(d) Very Good

(c) Good

(b) Average

(e) Poor

21. Overall assessment of performance and qualities:

22. (a) Fitness for promotion :

(i) Fit

Note: The resume should not exceed four pages.

(ii) Not yet fit

(b) Has the official any special

characteristics and / or any outstanding

merits or abilities which would justify his

work advancement and special selection for higher

**FORM - IV**

14. Do you consider him/her fit for out of turn promotion? If so, mentioned these characteristics briefly and indicate why you consider him/her fit for out of turn promotion.

(a) Very good.

(b) Good Signature of the Reviewing Officer : \_\_\_\_\_

(c) Average Name in Block Letters : \_\_\_\_\_

(d) Poor Designation : \_\_\_\_\_

(e) Ability to Date : \_\_\_\_\_

out of the result of the staff : \_\_\_\_\_

**PART-IV : COUNTERSIGNATURE BY ACCEPTING AUTHORITY :**

(f) Very good Signature of Accepting Officer : \_\_\_\_\_

(g) Average Name of Block Letters : \_\_\_\_\_

(h) Poor Designation : \_\_\_\_\_

(i) Capacity to help and advise the Date : \_\_\_\_\_

(a) Excellent

(b) Very good

(c) Good

(d) Average

(e) Poor

\*\*\*\*\*

**PART-II**

Summarily state the main points of the work done by the Officer (isolated from giving out only special achievement of his during this period).  
Other observations : \_\_\_\_\_  
(to be filled by the Officer reporting about)

Note: This resume should not exceed three hundred words.  
It may be used to elaborate or supplement what has been said in the report. This should not, however, be used

**PART-III : REMARKS OF THE REVIEWING OFFICER**

8. Do you agree with the resume of the Officer in respect of specific points such as  
what, as indicated by the Officer, were the results of his work during the period concerned?

**FORM - VI**

**HIGH COURT OF MANIPUR**

**FORM OF CONFIDENTIAL REPORT IN RESPECT OF**  
**CLASS-I (GAZETTED OFFICER) EXCEPT JUDICIAL OFFICERS**

17. Integrity:

Report for the year: \_\_\_\_\_

(Instruction contained in O.M. \_\_\_\_\_ Signature of the Reviewing Officer: \_\_\_\_\_)

No. \_\_\_\_\_

**PART-I : PERSONAL DATA**

18. OVERALL GRADING

(To be filled by the Department/Office)

"Very Good" / "Good" / "Average" / "Fair"

Date: \_\_\_\_\_

1. Name of Officer

Signature of Reporting Officer: \_\_\_\_\_

2. Date of Birth

: \_\_\_\_\_

3. Designation/Post held

Designation: \_\_\_\_\_

4. Date of continuous appointment to  
the present grade.

Date: \_\_\_\_\_

5. Whether Permanent/Quasi-  
Permanent/Temporary.

6. Sections/Office in which served :  
during the year/period under report  
and the period of service in each.

7. Period of absence from duty on :  
leave, training etc. during the  
year/period under report.

Report briefly the reasons for disagreeing with the  
Reporting Officer and the extent of your  
disagreement.

**PART-II**

Brief of resume of the work done by the Officer reported upon, during the period from \_\_\_\_\_ to \_\_\_\_\_ bringing out any special achievement of his during the period  
(to be filled by the Officer reported upon)

Note: The resume should not exceed three hundred words.

(a) Not yet fit for independent work

(b) Has the Officer shown any special

**PART-III : Assessment by the Reporting Officer**

8. Do you agree with the resume of \_\_\_\_\_ would justify his  
work, as indicated by the Officer \_\_\_\_\_

## (d) Average

in Part-II of the report and in particular regarding the special achievement, if any, mentioned by the Officer. If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.

*(e) Promptly prompt.*

## 9. State of Health :

Please indicate whether

- (v) Submission of various O & M returns,
- (c) states the Officer is physically energetic and
- (d) mentally alert.

*Willingness to be subjected to recording, indexing and  
wedding of files :*

**Note : Assessment under columns 10 to 14 below should not be indicated by tick marking but should be expressed clearly in suitable words.**

## 10. Intelligence and Understanding :-

- (g) Not very clever and has constantly
- (d) Exceptional and has clear grasp of any matter, however, complicated.
- (e) Is intelligent and grasp a point correctly with reasonable speed.
- (f) Shows a barely adequate grasp.

## 11. Knowledge of Rules, Codes, Manuals, Institutions &amp; Procedures :

- (a) Has an exceptionally good grasp of the work of the office as a whole and the rules, codes manuals generally, and a thorough and intensive knowledge of the work of the Branch.
- (b) Has a sound knowledge both of the work of the Branch and that of the office as a whole.
- (c) Just enough
- (d) Not good enough

## 12. Quality for Work :

- (i) Attention to detail, accuracy in presentation of facts and thoroughness in examination.
- (j) Most reliable and comprehensive

*(k) Consider all relevant details.*

*(l) Is apt to be over concerned with better details and loses perspective.*

*(m) Willingness to be subjected to recording, indexing and wedding of files :*

*(n) Judgment:*

*(o) His proposals are consistently sound*

*(p) Takes a reasonable view.*

*(q) Unreliable, undecided or hasty or*

*(r) Subjective or erratic.*

*(s) Rigidity:*

*(t) Takes a reasonable view.*

*(u) Expresses a reasonable view.*

*(v) Expresses a reasonable view.*

*(w) Expresses a reasonable view.*

*(x) Expresses a reasonable view.*

*(y) Expresses a reasonable view.*

*(z) Expresses a reasonable view.*

*(aa) Expresses a reasonable view.*

*(bb) Expresses a reasonable view.*

*(cc) Expresses a reasonable view.*

*(dd) Expresses a reasonable view.*

*(ee) Expresses a reasonable view.*

*(ff) Expresses a reasonable view.*

*(gg) Expresses a reasonable view.*

*(hh) Expresses a reasonable view.*

*(ii) Expresses a reasonable view.*

*(jj) Expresses a reasonable view.*

*(kk) Expresses a reasonable view.*

*(ll) Expresses a reasonable view.*

*(mm) Expresses a reasonable view.*

*(nn) Expresses a reasonable view.*

*(oo) Expresses a reasonable view.*

*(pp) Expresses a reasonable view.*

*(qq) Expresses a reasonable view.*

*(rr) Expresses a reasonable view.*

*(ss) Expresses a reasonable view.*

*(tt) Expresses a reasonable view.*

*(uu) Expresses a reasonable view.*

*(vv) Expresses a reasonable view.*

*(ww) Expresses a reasonable view.*

*(xx) Expresses a reasonable view.*

*(yy) Expresses a reasonable view.*

*(zz) Expresses a reasonable view.*

**12. Quality for work :**

- (a) Very good.
- (i) Attention to detail, accuracy in presentation of fact and thoroughness in examination :
- (e) Most reliable and comprehensive
- (c) Average
- (f) Consider all relevant details.
- (b) Poor
- (g) Is apt to be over concerned with petty details and losses perspective.
- (h) Inclines to be superficial.

**(ii) Judgement:** *good*

- (c) Average
- (e) His proposals are consistently sound and well thought of.
- (f) Reliable.
- (m) Capacity to train, help and advise the
- (g) Takes a reasonable view.
- (h) Unreliable, undecided or rigid or superficial or erratic.

**(iii) Presentation of cases and expression on paper :**

- (a) Extremely clear cogent very logical.
- (b) Very good and expresses himself clearly and concisely.
- (c) Just good enough.

- (d) Does not have ability to present cases properly.

**(iv) Ability in nothing and drafting :**

- (a) Excellent
  - (b) Very good
  - (c) Good
- Specific points such as special accomplishments during the period under report and facts not covered in the proforma given (what has already been mentioned may also be indicated here).

- (d) Average  
 in Part II of the report and in  
 (e) Poor regarding the special  
 achievement, if any, mentioned
- (v) Promptness in disposal of work :  
 (a) Very prompt. for disagreeing  
 with it and the extent of your  
 (b) Reasonably prompt.  
 (c) Is slow and tends to delay.

Please indicate whether

- (vi) Submission of various O & M returns,  
 statements of arrears and pending cases  
 and attention to recording, indexing and  
 weeding of files :

- Note : Assessment under columns 10 to 14 below should not be indicated too closely marking
- (e) Takes exceptional care in correct  
 preparation and timely submission  
 (f) Reasonably good and prompt.  
 (g) Not very regular and has constantly  
 to be promoted and supervised.  
 (h) Indifferent on these matters.

### 13. Zeal, diligence and sense of responsibility:

- (a) Shows exceptional zeal and  
 devotion to work and has excellent  
 initiative.  
 (b) Is hard working and conscientious  
 and shows adequate zeal and  
 devotion to work; and also good  
 initiative.  
 (c) Reasonably diligent and interested  
 in his work; with average initiative.  
 (d) Lacks sense responsibility and is  
 indifference to work.

### 14. Control and management of staff :-

- (i) Maintenance of order and discipline and  
 checking late attendance.

**12. Quality for work :**

- (a) *Very good.*
- (i) Attention to detail, accuracy in presentation of (b) *Good thoroughness in examination :*
- (e) *Most reliable and comprehensive*
- (c) *Average*
- (d) *Consider all relevant details.*
- (d) *Poor*
- (ii) Ability to inspire confidence and to get the best out of the result of the staff :-
- (h) *Inclined to be superficial.*
- (a) *Excellent*
- (b) *Very good*
- (c) *Average*
- (e) *This proposals are consistently sound*
- (d) *Poor well thought of.*
- (i) *In reliable*
- (iii) Capacity to train, help and advise the Staff and ability to handle his subordinate:
- (h) *Excellent*
- (b) *Very good*
- (c) *Good*
- (d) *Average*
- (e) *Poor*

**15. Punctually and Attendance :**

**16. Other observations :**

(This space may be utilized for remarks which complete corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning, may also be indicated here).

**17. Integrity :**

(Instruction contained in O.M.

No. ....should be kept in mind).

**18. OVERALL GRADING**

"Outstanding"/"Very Good"/  
 "Good"/ "Average"/"Fair"

Signature of Reporting Officer : \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Designation : \_\_\_\_\_

Date: \_\_\_\_\_

**PART-III : REMARKS BY REVIEWING OFFICER**

19. Length of service under reviewing  
officer :

20. Do you agree with the Reporting Office in regard to his remarks on the resume of the work done by the Officer as contained in Part-II of the Report ? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.

21. Overall assessment of performance and qualities:

22. (a) Fitness for promotion :

(i) Fit

(ii) Not yet fit

(c) Has the official any special characteristics and / or any outstanding merits or abilities which would justify his

advancement and special selection for higher appointment out of turn ? If so, mentioned these characteristics briefly and indicate why you consider him/her fit for out of turn promotion.

17. Signature

(Instruction contained in No. ....)

18. Overall grading  
Signature of the Reviewing Officer : \_\_\_\_\_

Name in Block Letters : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

#### PART-IV : COUNTERSIGNATURE BY ACCEPTING AUTHORITY :

Signature of Accepting Officer : \_\_\_\_\_

Name of Block Letters : \_\_\_\_\_

Designation : \_\_\_\_\_

Date : \_\_\_\_\_