

FORM OF CONFIDENTIAL REPORT OF ASSISTANT MEDICAL OFFICER (SIDDHA)

PERSONAL FILE FOR GAZETTED OFFICER'S ASSESSMENT OF WORK

PART - I

PERFORMANCE REPORT OF GAZETTED OFFICERS FOR THE PERIOD FROM :

1	Name and Designation of the Officer reported on	
2	Period of stay in present post	
3	Grade Pay and Persent Pay	Rs.
4	Qualification	
a)	Educational Qualification	
b)	Special Qualification	
c)	Training Undergone	
5	Date from which the Officer is working under the reporting authority	
6	Physical Capacity	
7	Knowledge of rules and regulations	
8	Capacity for noting and drafting	
9	Promptness	
10	Productivity in terms of volume of work	
11	Capacity for control and Supervision tack, initiative and drive	
12	Relation with colleagues Superiors and Public	
13	a) Brief description of the duties of the Officer	
	b His promptness in disposing of disciplinary cases, if any handled during the period	
	c) His impartiality	
	d) His Method of approach	

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*14	Effectiveness in the development and protection of S.C / S.T	
	a) Attitude towards S.C/S.T	
	b) Sensitivity of Social Justice	
	c) Ability to take quick and effective action to prevent and qualatrocities and ensure justice to S.C / S.T	
	d) effectiveness in bringing about the development of S.C / S.T	
	*(Applicable in case of officers dealing with the development and protection of S.C / S.T)	
15	a) Whether the Officer has been punished during the period under report and if so, whether a copy of the order of punishment has been kept in the personal file (Specify the details of punishments)	
	b) If the Officer has received any commendations, a copy of the commendation should be added to the personal file (Specify the dtails of punishments)	
16	General narrative report with reference to the nature of work turned out, special resposibilities, extenuating or aggravating circumstances etc.,	

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17	Overall ration		
	1) Outstanding		
	2) Very Good		
	3) Good		
	4) Satisfactory		
	5) Satisfactory with some short-comings		
	6) Not really satisfactory		
	(Please put a ring round the appropriate grading and strike out other gradings)		
		Signature of the Reporting Officer.	
		Name in Block Letters :	
		Designation :	
		Date :	
		Signature of the Scrutinising Officer	
		Name in Block Letters :	
		Designation :	
		Date :	
		Acknowledgement for having seen the report for the period from _____ to _____	
		Signature	
		Name in Block Letters :	
		Designation :	
		Date :	

Note : The narrative report should contain general comments on the
performance of the Officer, his strength and weakness

POTENTIAL ASSESSMENT REPORT FOR THE PERIOD FROM

1	Name and Designation of the reported Officer	
2	Persoality and bearing	
3	Dependability (Compliance of instructions)	
4	Effectiveness and acceptance of responsibility	
5	Speical talents and future potential of the Officer and how they can be best utilized by the department	
6	Conduct and Character	
7	Fitness for Promotion out of turn	
8	General Remarks, if any	

Signature of the Reporting Officer.

Name in Block Letters :

Designation :

Date :

POTENTIAL ASSESSMENT REPORT FOR THE PERIOD FROM

- 1 Name and Designation of the reported Officer
- 2 Personality and bearing
- 3 Dependability (Compliance of instructions)
- 4 Effectiveness and acceptance of responsibility
- 5 Special talents and future potential of the Officer and how they can be best utilized by the department
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