A N N E X U R E

**FORM OF CONFIDENTIAL REPORT OF ASSISTANT**

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

PART- I PESONAL DATA

(To be filled by Administrative Section of the Ministry Department/Officer).

1. Name of Officer :

2. Designation/Post held :

3. Date of Birth :

4. Whether the Officer belong to

Schedule Caste/Schedule Tribe :

5. Date of continuous appointment

To the present grade. Viz :

6. Whether permanent/temporary/

Officiating :

7. Section in which served during : Section Period

8. Period of absence from duty on

Leave, training, etc. during the year :

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PART-II SELF APPRAISAL

(To be filled up the Officer reported upon)

1. Brief description of duties:

2. Brief resume of the work done by you during the year/period from \_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the resume to the furnished within the space provided limited to 100 words and is required to be signed)