

GOVERNMENT OF WEST BENGAL

District _____

Department _____

Annual Confidential Report For Gazetted Officer

Year _____

Name : _____

Rank : _____ Service _____

Branch _____

Record assessment with one of the following works :

| Very good/Good/Average/Poor | Assessment |
|--|------------|
| 1. Personality | |
| 2. Capacity for sustained work | |
| 3. Track and ability to work with others | |
| 4. Ability to control subordinates | |
| 5. Reliability in carrying out instructions | |
| 6. Ability to State a case | |
| 7. Initiative | |
| 8. Power of taking responsibility | |
| 9. Power to inspire confidence in General Public | |
| 10. Devotion to duty | |
| 11. Knowledge of his work | |
| 12. Assessment in integrity (if anything adverse has come to your notice, please specify it also) <i>vide</i> (GA) Memo No. 573 CAC dated 21.3.1975. | |

General Remarks

(Including a statement on the integrity, character, physical fitness and of any special qualifications of the officer not reported overleaf)

Reporting Officer should give in full statement below particularly in the case when reporting on a Senior Officer.

Statement of Reporting Office :

Certified that the information above and overleaf is a full and correct statement.

Rank _____ Signature :

Date :

Statement by countersigned Officer :

Rank _____ Signature :

Date :

Head of department :

Signature :

Date :

N. B. Please do not write in margin.

* Vague and indeterminate comment reflecting on the integrity of the officer should not be made. Adverse comment should be made only when the Reporting Officer is reasonably satisfied and has reasons to believe, that circumstances and facts justify the adverse comments above.