



जवाहर नवोदय विद्यालय Jawahar Navodaya Vidyalaya

FORM OF CONFIDENTIAL REPORT IN RESPECT OF NON-TEACHING STAFF

Report for the year/period from.....to.....

PART-I PERSONAL DATA

(To be filled in by the Ministrative Section of the Ministry Department/Office)

1. Name of Officer
2. Designation/Post held
3. Date of Birth
4. Whether the officer belongs to Scheduled Caste/
Scheduled Tribe
5. Date of continuous appointment to the
present grade, viz,
6. Whether permanent/temporary/officiating
7. Office/Circle/Div. in which served during the
year under report and period of serving in each
Office/Circle/Div. period
.....
8. Period of absence from duty on leave training
etc. during the year

PART-II SELF APPRAISAL

(To be filled by the officer reported upon)

1. Brief description of duties.
2. Brief resume of the work done by you during the year/period from.....
to.....bringing out special achievement during the year/period. In
the event of any shortfall in achievement furnish reasons (The resume to be limited to 100
words and is required to be signed)
3. What are you Professional Qualifications ?
Has there been any addition during the year under report.

PART-III ASSESSMENT BY THE REPORTING OFFICER

(Please read carefully the instructions given as the end of the form before filling the entries)

1. Does the Reporting officer agreed with the statement made in part II ? If not the extent of disagreement and reasons thereof
2. State of health
3. General intelligence and keenness
4. Proficiency in typing (in both speed & accuracy)
5. Proficiency in work, namely, maintenances of prescribed registers and charts etc.
6. Intelligence, keenness and industry
7. Has he ever been entrusted with work other than routine ? If so, indicate his capacity to express himself with clarity & comprehension in his notes and drafts
8. Amenability to discipline
9. Punctuality in attendance
10. Relations with fellow employees/public relations (wherever applicable)
11. Has the officer been reprimanded for indifferent work or for other causes during the period under report ? If so, please give brief particulars
12. Has the officer done any outstanding notable work, meriting commendations ? Briefly mention them
13. Integrity (Please see note below Instructions)
14. Grading ;
(Outstanding/V. Good/Good/Average/B. Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed. Grounds for giving such a grading should be brought out)

Place.....

Date.....

Sig. of the Report Officer.....

Name (in block letters).....

Designation.....

(during the period of report)

PART-IV REMARKS BY THE REVIEWING OFFICER

1. Length of service under the Reviewing officer

2. In the Reviewing officer satisfied that Reporting officer has made his/her report with due care attention and after taking into account all the relevant matter ?

3. Do you agree with the assessment of the officer given by the Reporting officer ?

4. If not the officer reported upon is a member of Scheduled Caste/Scheduled Tribe please indicate specifically whether the attitude of the Reporting officer in assessing the performance of Scheduled Caste/Scheduled Tribes officer has been fair one just

5. General remarks with specific comment about the general remarks about meritorious work of the officer including grading.

6. Has the officer any special characteristics and/or any abilities which would justify his/her selection for a special assignment of out of turn promotion. If so, specify.

Place.....

Date.....

Sig. of the Reviewing Officer.....

Name (in block letters).....

Designation.....

(during the period of report)