

**CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF CLASS 'C'
EMPLOYEE FOR THE YEAR.....**

1. Name
2. Post held
3. Scale of Pay
4. Date of Birth
5. Educational Qualifications
6. Branch to which/officer to whom attached
7. Can be read and write Punjabi/Hindi/English
8. OBSERVATION ON :
 - (i) Intelligence :
 - (ii) Amenability to discipline :
 - (iii) Honesty & Integrity :
 - (iv) Punctuality :
 - (v) Devotion to duty :
9. Is he fit for promotion to the grade of Jamadar/Daftri/Record Lifter, etc. ?
10. Are you prepared to retain him ?
11. Any other remarks :
12. Over all appraisal :

Outstanding/Very Good/Good
Average/Below average.....

(Signature of the Reporting Officer)

Name in capitals.....

Designation.....

Dated.....

(Signature of Accepting Officer)

Name in capitals.....

Designation.....

Dated.....