

10. Period Served
 (a) in present Post _____ (b) under reporting officer _____

11. Date of last annual medical checkup _____

The rating in Part II. III & IV should be recorded by initialing the appropriate box, The ratings denoted by alphabets is as follows:

'A1' Very Good. 'A' Good. 'B' Average, 'C' Below Average. 'D' poor.

For Uniform interpretation of qualities listed in these parts two extreme shades are mentioned against each item. Please see para 7 of instruction.

PART II

PERSONAL QUALITIES

| | | A1 | A | B | C | D | |
|---------------------------------|--|----|---|---|---|---|--|
| 1. Intelligence | Exceptionally bright Excellent comprehension | | | | | | Dull Slow |
| 2. Confidence and will power | Exceptionally confident and resolute | | | | | | Uncertain Hesitant |
| 3. Emotional Stability | Mature Balanced | | | | | | Unstable; immature |
| 4. Adaptability | Alert & highly responsible | | | | | | Rigid, inflexible |
| 5. Understanding & tolerance | Considerate & Cooperative | | | | | | Lacks ability to appreciate other's point of view un-sympathetic |
| 6. Appearance & bearing | Creates excellent impression | | | | | | Clumsy, Unimpressive |
| 7. OVERALL GRADING IN PART 11 | | | | | | | |

PART III

ATTITUDES

| | | A1 | A | B | C | D | |
|---|--|----|---|---|---|---|---|
| 1. *Knowledge of Islam | Well read | | | | | | Narrow and superficial |
| 2. *Attitude towards Islamic Ideology | Exceptionally confident and resolute | | | | | | Indifferent, Intolerant |
| 3. Integrity (a) General (b) Intellectual | Impeachable Honest & Straight Forward | | | | | | Unscrupulous Devious Sycophant |
| 4. Acceptance of responsibility | Always prepared to take on responsibility even in difficult cases | | | | | | Reluctant to take on responsibility will avoid it whenever possible |
| 5. Ability to produce constructive ideas | Full of ideas Always comes up with ingenious solution to problems fertile | | | | | | Dull has to be told what to think. |

*In case non-muslims the entries will refer to their own religion.

| | | A1 | A | B | C | D | |
|---|---|----|---|---|---|---|--|
| 6. Foresight | Anticipates problems and plans ahead | | | | | | Handles problems only after they arise. |
| 7. Initiative & Drive | Bold and enterprising dynamic | | | | | | Timid and diffident. |
| 8. Reliability under pressure | Imperturbable and exceptionally reliable at all times | | | | | | Confused and easily Flustered even under normal pressures. |
| 9. Judgement | Makes consistently sound proposals/decision. | | | | | | Lacks balance and consistency Immature. |
| 10. Financial Responsibility | Exercises due care discipline | | | | | | Irresponsible |
| 11. Perseverance and devotion to duty | Resolute carries a task through to the end | | | | | | Negligent and disinterested |
| 12. Relations with (a) Superiors (b) Colleagues (c) Subordinates | Cooperative well liked And trusted Works well in a team Courteous and effective inspires confidence | | | | | | Un-cooperative; does not inspire confidence Difficult colleague Brusque & intolerant does not earn respect. |
| 13. Behaviour with public | Courteous and helpful | | | | | | Haughty Unsympathetic and ill behaved |
| 14. OVERALL GRADING IN PART III | | | | | | | |

Part IV

| PROFICIENCY IN JOB | | | | | | | |
|---|--|--|--|--|--|--|---|
| 1. Power of expression (a) written (b) Oral | Always precise, clear And well out Puts across convincingly & convincingly | | | | | | Clumsy & vague Ineffective |
| 2. Knowledge of work | Has a through grasp of the knowledge relevant to his job. | | | | | | Does not know enough about the present job. |
| 3. Analytical ability | Picks out these entails without wasting time on irrelevant details. | | | | | | Seldom sees below the surface of a problem. |
| 4. Supervision & Guidance | Organises & uses staff and other Resources effectively | | | | | | Lacks control Ineffective |
| 5. Ability to take decision | Very Logical and decisive | | | | | | Indecisive; vacillating. |
| 6. Work (a) Output (b) Quality | Always up to date, Accumulates no arrears | | | | | | Always behind schedule very slow disposal Generally produces work of poor quality |
| 7. OVERALL GRADING IN PART IV. | | | | | | | |

(a) Penicture Please comment on any particularly strong or weak points without repeating earlier Part of the report. Also indicate the future posting considered most suitable for the officer.

(b) Counselling: Was the officer advised to improve vide instruction No. 4 during the period under report? If so, on what aspects and with what results?

(c) Assessment of performance please comment on how effective the officer has been performing the duties mentioned at S. No. 9 in Part 1. Also comment on the officer's contribution to the overall performance of your office/organization especially in the light of any numerical measure e.g. examination results for teaching staff or other applicable index such as profitability, project routine cases (ii) complicated cases/situations (iii) policy cases/crises situations dealt with by the officer. Also indicate whether further training is required for increasing his effectiveness and if so, in which area.

PART VI

Comparing him other officers of the same level and keeping in view the overall gradings in Parts II, III and IV, give your general assessment of the officer by initialing the appropriate box below

(a) Overall Grading

By Reporting Officer

By Counter signing
Officer

- (i) Equalled by very few officers
(Very Good)
- (ii) Better than the majority of officers
(Good)
- (iii) Equals the majority of officers
(Average)
- (iv) Meets bare minimum standards
(Below Average)
- (v) Unsatisfactory (Poor)

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(b) Fitness for promotion

By Reporting Officer

By Counter signing
Officer

- (i) Fit for accelerated promotion
- (ii) Fit for promotion in his turn
- (iii) Not yet fit for promotion
- (iv) Unlikely to progress further

| | |
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| | |
| | |

Name of the Reporting Officer _____ Signature _____

(Capital Letters)

Designation _____ Date _____

PART VII

(a) REMARKS OF THE CONTERSIGNING OFFICER

Please report on the aspects not touched upon by the reporting officer. If you disagree with the assessment of the reporting Officer, please give reasons therefore. You should also indicate how frequently you have seen work of the officer reported upon. If the officer has been assessed fit for promotion would you prepared to accept his in the higher grade. If no, please give your reasons.

Name _____ Signature _____

(Capital Letters)

Designation _____ Date _____

(b) REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

Name _____ Signature _____

(Capital Letters)

Designation _____ Date _____

PART VIII

1. Adverse remarks, if any, communicated vide _____

Date _____
