|  |  |
| --- | --- |
| **gfj;k.kk ljdkj**  **jktif=r vf/kdkfj;ksa ds dk;Z ij xksiuh; fjiksVZ ds fy;s izksQkekZ** | |
| **fjiksVZ vof/k** | : **Year** (from ............................... to ...................................) |
| **Ukke** | : ....................................................................................................... |
| **firk dk uke** | : ....................................................................................................... |
| **in laKk** | : ....................................................................................................... |
| **ftyk** | : ....................................................................................................... |

This should contain an overall assessment of the Officer's personality, his/her good  
qualities and shortcomings and should be particularly in reference to the following points viz.  
quality of mind (originality, comprehension and knowledge of works), power of expression (on  
paper and discussion), power of acquiring general information, attention to details,  
industriousness and consciousness, judgement, speed of disposal, willingness to accept  
responsibility and to take decisions, relations with subordinates and colleagues, public relations  
etc.

If Officer has been reprimanded for indifferent work or for any other cause during  
the period under review, brief particulars should be given. If the officer has done any outstanding  
notable work, mentioning commendation, brief mention should be made.

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.**  **No.** | **Particulars** | **Reporting**  **Authority** | **Review**  **Authority** |
| 1. | **bZekunkjh esa [;kfr** |  | Reviewing Authority  (Stamp & Signature) |
| 2. | **{kerk rFkk cqf}** |  |
| 3. | **dk;Z ds fuiVku esa 'kh?kzrk** |  |
| 4. | **le; ikcUnh rFkk fu;ferrk** |  |
| 5. | **yksxkas ls lEcU/k** |  |
| 6. | **fodkl ;kstukvksa dk ifjikyu o ljdkj dh uhfr dk ifjikyu** |  |
| 7. | **vkikr fLFkfr esa izfrfØ;k** |  |
| 8. | **vfrfjDr dk;ZHkkj ds fuiVku esa LosPNk** |  |
| 9. | **D;k vf/kdkjh dk;kZy; cUn gksus ds ckn vkSj NqfV~V;ksa ds fnuksa esa vius eq[;ky; ij jgrk gS**  **vFkok ugha** |  |
|  | **\*\*leLr fu/kkZj.k^^**  **mRd`"V] cgqr vPNk] vPNk]**  **lkekU;] lkekU; ls de** | Reporting Authority  (Stamp & Signature) |
|  | (Space for Accepting Authority Only) | | |