

Government of West Bengal

District _____ Department _____

Annual Confidential Report for Non-Gazetted Officers

for the period from _____ to _____

Name _____ Rank _____

Service _____ Branch _____

Attendance

1. Total No. of working days during the period under review	
2. No. of days the incumbent was on leave	
3. No. of days of late attendance and early departure during the period under review	
4. No. of days of unauthorised absence without leave	
5. No. of days deducted as leave due to late attendance/early departure	
6. No. of days of effective attendance of the incumbent during the period under review (items 1 minus items 4 & 5)	
7. Percentage of late attendance or early departure as against the total No. of working days during the period under review (item 3/item 1%)	
8. Percentage of effective attendance as against the total No. of working days during the period of review (item 6/item 1%)	

RECORD ASSESSMENT WITH ONE OF THE FOLLOWING WORDS: [VERY GOOD/GOOD/AVERAGE/POOR]

Assessment

1. Personality	
2. Capacity for sustained work	
3. Tact 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 inspire confidence in general public	
9. Power to in taking responsibility	
10. Devotion to duty	
11. Knowledge of his work	
12. Assessment of Integrity, if anything adverse has come to your notice please specify it also	

P T O

GENERAL REMARKS

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

Reporting Officers should give a full statement below, particularly in the case when reporting on a senior officer.

Statement of Reporting Officer: -

Signature _____

Rank _____ Date _____

Statement by Countersigning Officer: -

Signature _____

Rank _____ Date _____

Head of the Department:

Signature: _____

Date _____

- N.B.:** (1) Please do not write in margin.
(2) The report on each Officer should be prepared in four copies of which one copy should kept in Commissioner's Office and the rest should be sent to Government.

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 made.