

CB EMPLOYEES (BS 06 & BELOW)

CONFIDENTIAL REPORT FORM  
**MILITARY LANDS & CANTONMENTS DEPARTMENT**  
**CANTONMENT BOARD \_\_\_\_\_.**

**ANNUAL**  
REPORT FOR THE YEAR \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ ( \_\_Y\_\_M\_\_D)  
**SPECIAL**

**PART I – EMPLOYEE INFORMATION**

|    |                                    |  |    |                              |    |    |      |
|----|------------------------------------|--|----|------------------------------|----|----|------|
| 1. | Name                               |  | 2. | Date of Birth:               | DD | MM | YYYY |
| 3. | Designation (Scale)                |  | 4. | Entry in CB service          |    |    |      |
| 5. | Qualification                      |  | 6. | Appointment in present scale |    |    |      |
| 7. | Training Courses attended (if any) |  | 8. | Post held during the period  |    |    |      |

| Officer | Served Period     |                 |                    |
|---------|-------------------|-----------------|--------------------|
|         | From (DD-MM-YYYY) | To (DD-MM-YYYY) | Duration (Y, M, D) |
| RO      |                   |                 |                    |
| CO – I  |                   |                 |                    |
| CO – II |                   |                 |                    |

**PART II – ASSESSMENT**

| Sr | Criteria                       | Assessment (Reporting Officer)   |
|----|--------------------------------|--|
| 1  | Job Knowledge                  | <input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P |
| 2  | Work Quality                   | <input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P |
| 3  | Attendance / Punctuality       | <input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P |
| 4  | Communication/Listening Skills | <input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P |
| 5  | Dependability                  | <input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P |

\*Outstanding (OS) / Very Good (VG) / Good (G) / Average (A) / Poor (P)

| Officer | Overall Grading  | Comments |
|---------|--|----------|
| RO      | <input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P |          |
| CO – 1  | <input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P |          |
| CO – 2  | <input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P |          |

\*Outstanding (OS) / Very Good (VG) / Good (G) / Average (A) / Poor (P)

**PART III – PROMOTION SUITABILITY**

| Officer | Promotion Suitability    |                          |                          |                          | Comments (if any) |
|---------|--------------------------|--------------------------|--------------------------|--------------------------|-------------------|
|         | Accelerated              | Fit                      | Fit with more Experience | Unfit                    |                   |
| RO      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| CO – I  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |
| CO – II | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                   |

**Reporting Officer (RO)**  
(Name, Date & Signature)

**Countersigning Officer - I (CO-I)**  
(Name, Date & Signature)

**Countersigning Officer - II (CO-II)**  
(Name, Date & Signature)

**GENERAL INSTRUCTION**

| Sr                                    | <b>FOR THE REPORTING OFFICER</b>   |
|---------------------------------------|--|
| 1.                                    | While reporting on subordinates:<br>(i) Be as objective as possible<br>(ii) Be as circumspect as possible<br>(iii) Be clear and direct, not ambiguous or evasive in your remarks<br>(iv) Avoid exaggeration and gross understatement   |
| 2.                                    | State whether any of the defects reported have already been brought to the notice of the person concerned and also whether he has or has not taken steps to remedy them  |
| 3.                                    | Fill this form in duplicate and affix your signature in both, at the end of the general remarks.   |
| 4.                                    | After making relevant entries, send the form to the officer responsible for custody of the reports.  |
| <b>FOR THE COUNTERSIGNING OFFICER</b> |  |
| 5.                                    | Weigh the remarks of the Reporting Officer against<br>(a) your personal knowledge, if any, of the person reported upon;<br>(b) the previous reports available in his record, and then give your own remarks at the end of the report.  |
| 6.                                    | If you consider that a particular remark of the Reporting Officer is wrong and should be expunged, score it out in red ink, initial the scoring and add any other remark which you may consider appropriate. If you do not wholly agree with a remark, give your own remark either against the relevant entry or at the end of the report. |
| 7.                                    | See whether any adverse remarks were communicated to the person concerned in a previous year and, if so, whether or not he has taken steps to remedy the defects pointed out to him. Comment on this aspect unless the Reporting Officer has already done so.  |
| 8.                                    | After countersigning the form, return it to the officer responsible for the custody of the reports.  |