*CB EMPLOYEES (****BS 07 - 16****)*

*CONFIDENTIAL REPORT FORM*

**MILITARY LANDS & CANTONMENTS DEPARTMENT**

**CANTONMENT BOARD .**

REPORTFOR THE YEAR FROM  TO ( YMD)

**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 – 1** |  |  |  |
| **CO – 2** |  |  |  |

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**PART II – ASSESSMENT**

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| --- | --- | --- |
| **Sr** | **Criteria** | **Assessment** |
| 1 | ***ORGANIZATIONAL KNOWLEDGE*** *- knowledge of applicable laws, rules, policies and structure of the organization* | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |
| 2 | ***PRODUCTIVITY****- Planning and organization of work; care of equipment and supplies* | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |
| 3 | ***QUALITY OF WORK*** *– Completion; accuracy; professional; or technical proficiency* | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |
| 4 | ***DEPENDABILITY-*** *Degree to which employee can be relied upon to work steadily and effectively;* | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |
| 5 | ***PUNCTUALITY*** *- regularity of attendance, ability to complete required tasks within given time* | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |
| 6 | ***ANALYTICAL ABILITY****-Thoroughness and accuracy of analysis of data, facts, laws, rules, and procedures* | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |
| 7 | ***ABILITY AS SUPERVISOR****-Proficiency in training employees. In planning, organizing, laying out work for work unit. Activity in promoting cost reduction leadership* | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |
| 8 | ***CORRESPONDENCE -*** *Ability to Precis writing and reading comprehension* | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |
| 9 | ***RELATIONSHIP WITH PEOPLE****- Ability to get along with others. Effectiveness in dealing with the public* | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |
| 10 | ***IT SKILLS*** *- Ability and knowledge to use IT systems i.e. MS Word / Excel / Powerpoint, Email, ML&C Software* | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |

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

|  |  |  |
| --- | --- | --- |
| **Officer** | **Overall Grading** | **Comments (if any)** |
| **RO** | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |  |
| **CO – 1** | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 P** |  |
| **CO – 2** | **𐄂 OS 𐄂 VG 𐄂 G 𐄂 A 𐄂 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** | **𝤿** | **𝤿** | **𝤿** | **𝤿** |  |
| **CO – 1** | **𝤿** | **𝤿** | **𝤿** | **𝤿** |  |
| **CO – 2** | **𝤿** | **𝤿** | **𝤿** | **𝤿** |  |

|  |  |  |
| --- | --- | --- |
| **Reporting Officer** (RO)  (Name, Date & Signature) | **Countersigning Officer - I** (CO-I)  (Name, Date & Signature) | **Countersigning Officer - II** (CO-II)  (Name, Date & Signature) |

**GENERAL INSTRUCTIONS**

|  |  |
| --- | --- |
| **Sr** | **FOR THE REPORTING OFFICER** |
| 1. | While reporting on subordinates:  (i) Be as objective as possible  (ii) Be as circumspect as possible  (iii) Be clear and direct, not ambiguous or evasive in your remarks  (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. |
| **FOR THE COUNTERSIGNING OFFICER** | |
| 5. | Weigh the remarks of the Reporting Officer against  (a) your personal knowledge, if any, of the person reported upon;  (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. |