

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 – 1			
CO – 2			

PART II – ASSESSMENT

Sr	Criteria	Assessment
1	ORGANIZATIONAL KNOWLEDGE - knowledge of applicable laws, rules, policies and structure of the organization	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
2	QUALITY OF WORK – Completion; accuracy; professional; or technical proficiency	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
3	PRODUCTIVITY - Planning and organization of work; care of equipment and supplies	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
4	ANALYTICAL ABILITY -Thoroughness and accuracy of analysis of data, facts, laws, rules, and procedures	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
5	ADMINISTRATIVE ABILITY -Promptness of action; soundness of decision; application of good management principles	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
6	ABILITY AS SUPERVISOR -Proficiency in training employees. In planning, organizing, laying out work for work unit. Activity in promoting cost reduction leadership	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
7	HANDLING FINANCIAL MATTERS - management of financial resources, maintaining high standards of transparency	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
8	DEPENDABILITY - Degree to which employee can be relied upon to work steadily and effectively;	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
9	PUNCTUALITY - regularity of attendance, ability to complete required tasks within given time	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
10	RELIABILITY UNDER PRESSURE - calm and reliable at all times; capable of dealing with crises and emergencies without losing balance	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
11	RELATIONSHIP WITH PEOPLE - Ability to get along with others. Effectiveness in dealing with the public	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
12	COMMUNICATION SKILLS - Interpersonal oral & written skills	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
13	INITIATIVE - Resourcefulness; versatility; originality; ability to conceive and carry out program improvements	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
14	CORRESPONDENCE - Ability to Precise writing and reading comprehension	<input type="checkbox"/> OS <input type="checkbox"/> VG <input type="checkbox"/> G <input type="checkbox"/> A <input type="checkbox"/> P
15	IT SKILLS - Ability and knowledge to use IT systems i.e. MS Word / Excel / Powerpoint, Email, ML&C Software	<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 (if any)
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 – 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CO – 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PEN PICTURE

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

PEN PICTURE
(Also to include reasons for disagreement , if any, with reporting officer’s assessment/ recommendations)

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

PEN PICTURE
(Also to include reasons for disagreement , if any, with RO’s/ CO-1’s assessment/ recommendations)

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

GENERAL INSTRUCTION

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.