CONFIDENTIAL

No. Rank, Name of the ANO

Initials

ANNUAL CONFIDENTIAL REPORT FOR THE PERIOD FROM TO ASSOCIATE NCC OFFICER OF NATIONAL CADET CORPS

FOR OFFICE USE ONLY

2,

(a)

(b)

(c)

(d)

Directorate Stamp	-
Diary No Initials	

PART-1 VALIDATION AND AUTHENTICATION DATA

1. <u>Personal and Service Particulars</u>

(a)	Personal No.	:	
(b)	Rank	:	
©	Name (in block letters)	:	
(c)	Date Assumption of Present rank	:	
(d)	Date-First NCC Commission	•	
(e)	Date-NCC Seniority	:	
(f)	Date of Birth	:	
(g)	Decoration and Awards	:	
<u>Deploy</u>	yment Particulars		
Institu	tion and Place	:	
Troops	No. Designation & Place	:	
Unit aı	nd Place	:	
Directo	orate	:	

CONFIDENTIAL -2-

No. Rank Name of the ANO

Initials

3. Medical Fitness for NCC Duties as ANO (Refer to Appendix "C" to NCC Act& Rules 1948 and Appendix "A" to NCC Act and Rules 1949 (GD).

Date -----

Place-----

Signature, Designation and

Stamp of Medical Officer

COUNTERSIGNED

Signature of Head of Institution
Name
Designation
DatePlace
Stamp of Institution

Signature of OC Unit
NoRank
Name
DatePlace
Stamp of NCC Unit

CONFIDENTIAL

No Rank and Name of the ANO

Initial

4.	Initiat	ing Off	icer (OC Unit)	Box Overall Grading
	(a) during		Comments (To include ac riod reporting).	hievements, strong points, weaknesses and ratee's performance
	(b)		ne ratee been given verbal give details.	or written guidance for improvement during the reporting period,
		(i)	Verbal	
		(ii)	Written	
				Signature NoRank Name Appointment Date
<u>Note</u> . comm) contains any adverse remarks complete Para 4 to be Give details of registered letter No. and date

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	<u></u>	-4-	
			No Rank and Name of the ANO
			Initials
5.	Reviewing Officer (Gp Cdr)	Bo Overall G	
	(a) Brief Comments (To include achievements, stro during the period reporting).	ong points,	weaknesses and ratee's performance
	(b) Has the ratee been given verbal or written guida so, give details.(i) Verbal	nce for imp	provement during the reporting period, if
	(i) Verbal		
	(ii) Written		
	(c) Do you recommend any report of the IO to be ex	xpunged an	nd if so, state such portions and reasons.
Note.	Name Appoir	F	Rank remarks complete Para 5 to be
comm	nunicated to the ratee by registered post. Give details of	of registered	d letter No. and date
-	berior Reviewing Officer(Dy DG State Directorate) se Senior Division /ANOs only)		Box Overall Grading
Date		Sig	gnature
		No) Rk
		Ар	ppointment

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			No, Rank and	Name of the A	NO
			Initials		
7.	Recommendations for Promotions, Extensions of Services (Indicate "R" for Recommended and NR recommended).				
				ΙΟ	ΙΟ
	(a)	Recommendations for promotion to	next higher ran	k	
	(b) Recommendation for extension of service (in case the ANO is to attain the age of superannuation in next three years or has already attained such age.				
	(c)	Recommendation of Honorary Rank (last five years)			
	Signat	ure of IO	Signat	ure of RO	
No			No		
Rank			Rank		
Name-			Name		
Unit			Unit		
Date			Date		

Stamp-----

Stamp-----

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IMPORTANT INSTRUCTIONS

1. The report must be initiated and endorsed by the officers as prescribed in the channel of reporting . Any deviations will render the report technically invalid.

2. The grading in paras 4,5 and 6 will be filled in figures from 1 to 9 as under :-

(a)	9	-	Corresponds to	Outstanding
(b)	8-7	-	Corresponds to	Above Average
(c)	6-5		Corresponds to	High Average
(d)	4-3	-	Corresponds to	Average
(e)	1-2	-	Corresponds to	Below Average

3. Erasures, overwriting and paper slip pasted for the purpose of revising original assessment are not acceptable. Such reports will be technically invalid.

4. A cube must be drawn across unused space(s) and same authentically by the reporting officer(s).

5. Details given under the heading validation and authentication data must be as per documents maintained in the Unit/Gp HQ.

6. The report must not contain reference to any disciplinary background.

7. The report must be objective and the assessment in various parts of the report by the same reporting officer must be consistent. Reasons for Negative recommendations (NR) if specified at Para 7 must not reflect upon character qualities or demonstrated performances.