

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
CONFIDENTIAL REPORT OF DANIL CIVIL SERVICE OFFICERS**

REPORT FOR THE YEAR/PERIOD ENDING: _____

PART – I

PERSONAL DATE

(TO BE FILLED IN BY THE ADMINISTRATIVE DEPARTMENT CONCERNED)

1. Name of the officer : _____
2. Date of Birth : _____
3. Date of continuous appointment
to the present grade viz. : _____
4. Present post and date of appointment thereto : _____
5. Period of absence from duty on leave,
training etc. during the year : _____
6. Date of filling the Annual Property Return : _____

PART – II

ASSESSMENT BY THE REPORTING OFFICER

1. State of health : _____
2. General Assessment : _____

3. Integrity : _____

Sign. of the
Reporting Officer: _____

Name
(In block letters) : _____

Designation: _____
(During the period of report)

Place :

Date :

PART – III

REMARKS BY THE REVIEWING OFFICER

1. Length of service under Reviewing Officer : _____

2. Do you agree or disagree with the assessment
of the Officer given by the Reporting Officer.
Is there anything you wish to modify or add? : _____

3. General remarks with specific comments
about the general remarks given by the
Reporting Officer and remarks about the
Outstanding work of the officer : _____

4. (a) Has the Officer any special :
characteristics and/or any outstanding
merits or abilities which would justify
his advancement and special selection for
higher appointment out of turn. : _____

(b) Recommendations regarding suitability
for other spheres or work, viz. : _____

Sign. of the
Reviewing Officer : _____

Name
(in block letters) : _____

Designation : _____
(during the period of report)

Place :

Date :