MINISTRY OF LAW AND JUSTICE
DEPARTMENT OF LEGAL AFFAIRS

CONFIDENTIAL REPORT
FOR
ACCOUNTANT

Name of Officer

Report for the year/period ending
Form of Confidential Report on Accountant

Report for the year/period ending ____________

PART I

PERSONAL DATA

(To be filled by the Administrative Section of the
Ministry/Department/Office)

1. Name of the Officer

2. Designation/post held

3. Date of Birth

4. Whether the officer belongs to Scheduled Caste/Scheduled Tribe
5. Date of continuous appointment to the present grade


7. Section in which served during the year under report and period of service in each

8. Period of absence from duty on leave, training etc. during the year/period.
PART II

SELF APPRAISAL

(To be filled by the officer reported upon)

1. Brief description of duties.
2. Brief resume of the work done by you during the year/period from ___________ to ___________, bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume to be furnished within the space provided, limited to 100 words and is required to be signed.)
3. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st Jan. of the year following the calendar year. If not, the date of filing the return should be given.

(TO BE FILLED IN BY THE OFFICER (GROUP 'B' NON-GAZETTED) PAY SCALE : E.S. 1640-2900)
PART III
ASSESSMENT OF THE REPORTING OFFICER

(Please read carefully the instructions given at the end of the form before filling the entries).

1. Does the Reporting Officer agree with the statement made in part II? If not, the extent of disagreement and reasons therefore.

2. State of Health

3. General intelligence, keenness and industry.

4. Knowledge of codes, rules and the Branch of work on which he is engaged.
5. Promptness and accuracy in disposal of work.

6. Whether he has been able to reduce arrears, outstanding item, bring out interesting points in local audit etc. during the period under report.

7. Relation with fellow employees & superiors.

8. Amenability to discipline.

10. **Integrity**: 

   युक्त सत्ता को पत्र के अंत ते ग्रेक ग्रांट अनुदेय का अवधारणामूल्य छड़ने के परमाणु मिले।

   (*This Column should be filled after reading carefully the instructions given at the end of the form.*)

11. **Aptitude displayed for any special type of work.**

12. क्या अधिकारी को रिपोर्ट की अवधि के दौरान प्रतिभाकर की या रिपोर्ट अवधि बात के लिए प्रिंटिंग डिप्लोमा रेडियो गया है। यदि न रेडियो है तो कृपया संकेत का उल्लेख करें।

   Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.

13. क्या रिपोर्टके अवधि के दौरान उसने कोई अलावा रिपोर्ट कार्य किया है। यदि रेडियो है तो कृपया उल्लेख संकेत करें।

   Has he been responsible for any outstanding work during the year under report? If so give brief particulars.
14. Grading
(Outstanding/Very Good/Good/Average/Below Average)

(An officer should not be graded outstanding, unless exceptional qualities and performance have been noticed, grounds for giving such a grading should clearly be brought out).

Signature of the Reporting Officer:

Place: ____________________________

Name in Block letters: ____________________________

Date: ____________________________

Designation during the period of report.
PART IV  REMARKS BY REVIEWING OFFICER

1. Length of Service under the Reviewing Officer

2. Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with due care and attention and after taking into account all the relevant material?

3. Do you agree with the assessment of the Officer given by the Reporting Officer?

4. Is there any thing you wish to modify or add?

If the Officer reported upon is a member of a Scheduled Caste/Scheduled Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST Officer has been fair and just.
5. General remarks with specific comments about the
general remarks given by the reporting officer
and remarks about the meritorious work of the
officer including the grading.

6. Has the officer any special characteristics, and/or
any abilities which would justify his/her selection
for special assignment or out of turn promotion?
If so, specify.

Signature of the Reviewing Officer

Name in Block letters:

Designation during the period of report.