रिपोर्ट और नागरिकता
रिपोर्ट कार्यविभाग

*****
MINISTRY OF LAW & JUSTICE
DEPARTMENT OF LEGAL AFFAIRS
***

तहालक रिपोर्ट
की
गौतम रिपोर्ट के लिए प्राप्त
Confidential Report
for
Assistant (Legal)

अधिकारी का नाम

Name of Officer

_________________________
kो समाप्त होने वाले वर्ष/अवधि की रिपोर्ट।

Report for the year/period ending _________________
FORM OF CONFIDENTIAL REPORT OR ASSISTANT (LEGAL)

Report for the year/period ending __________________

PART I

PERSONAL DATA

1. Name of 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, viz.,

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Period</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Period</th>
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PART II

SELF APPRAISAL

(To be filled by the officer reported upon)

1. Brief description of duties.

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).
PART III

ASSESSMENT BY 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 therefor.

2. State of Health

3. General Intelligence and keenness

Note: Assessment under columns 4 to 7 below should not be indicated by tick marking but should be clearly expressed in suitable words.

4. नेही प्राप्त के मार्ग की ओर धारा, जैसे सरासर द्विवर्धी, गाई पाइलों को ऊपर सम से बनाए रखना तथा पाइलों का अभिप्रेरण
   अनुप्राणीकरण और उठाईः

   इन बाबाओं पर परम्परा ध्यान देना है

   इन बाबाओं के पृष्ठ अदासीन हैः

   बार-बार क्षणा पुरासा है और देख-देख करनी पड़ती हैः
Attention to routine aspects of work such as proper maintenance of Assistants Diary, Guard Files, Recording, Indexing and Weeding of files.

a) Pays adequate attention to these files.
b) Is indifferent to those aspects
c) Has to be constantly prompted and supervised.

5. **Knowledge of office procedure**

   a) Excellent
   b) Very Good
   c) Good
   d) Average.
   e) Poor

6. साधारण रिपोर्ट, रिपोर्टारी और अनुदेशों का और व्यवस्था: संसदीय शाखा के संपर्कों की जानकारी उसे सोचे गए कार्य के संबंध में रिपोर्ट, रिपोर्टारी और अनुदेशों का बांटने:

   a) उप एच.एच.
   b) अंतिम उत्तम
   c) उत्तम
   d) अति-उत्तम
   e) उप एच.
Knowledge of Rules, Regulations and instructions in general and those regarding transaction of parliamentary work, with particular reference to the work allotted to him.

a) Excellent  
b) Very Good  
c) Good  
d) Average  
e) Poor

7. गृह की गुणवत्ता

1. निदेशांक राउड़ और अनुसूचियां गार्ड ने जिनका निरीक्षण राउड़ और अन्य राउड़ के विभिन्न नज़रियों का पता लगाना सीमित है, सद्यागार देने की प्रशंसा।

2. हालांकि टिकट छोड़कर और व्यापक सा ले जार्ड रोज़ करने की क्षमता।

3. टिकटी और गार्डरों की गुणवत्ता

4. टिकटी ने दी गई तत्वस्था
Quality of work

i) Ability to render assistance in legal referencing and research work, including location of case laws and other legal precedents.
   a) Excellent
   b) Very Good
   c) Good
   d) Average
   e) Poor

ii) Capacity for examining cases thoroughly and comprehensively.
   a) Excellent
   b) Very Good
   c) Good
   d) Average
   e) Poor

iii) Quality of Noting and Drafting
   Ability to prepare notes and drafts in matters involving legal advice, drafting of agreements, litigation matters or legislative drafting.
   a) Excellent
   b) Very Good
   c) Good
   d) Average
   e) Poor

iv) Promptness in disposal of work
   a) Very prompt
   b) Reasonably prompt
   c) Is slow and tends to delay
8. Aptitude for particular type of work (e.g., legal advice matters, drafting of deeds & agreements, drafting of bills & statutory rules, briefing counsel in litigation matters).

9. Amenability to discipline

10. Punctuality in attendance

11. Relation with fellow employees

12. Integrity

(Until the end of the sentence: This column should be filled as per instructions issues under M.H.O.M.No. 51/4/64-Estt. (A) dated 21.6.65).
Has the officer been reprimanded for indifferent work or for other causes during the period under report. If so, please give brief particulars.

Has the officer done any outstanding or notable work meriting commendation? Briefly mention them.

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)
PART IV  REMARKS BY REVIEWING OFFICER

1. पुनर्विलोकन अधिकारी के अधीन तेवा की अवधि

   Length of service under the Reviewing Officer

2. राग पुनर्विलोकन अधिकारी का समयांत हो गया है रोज सिपोरेर्टर अधिकारी ने सिपोरेट तय वांछित सार्फ़ पदवी और लिस्ट तक तथा तभी सुसंगत बातों को ध्यान में रखे हुए लिखी है।

   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? (In case of disagreement, please specify the reasons)

4. If the officer reported upon is a member of a Scheduled Caste/tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing the performance of the SC/ST officer has been fair & just.

5. General remarks with specific comments about the performance given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.
6. का आधारण में कोई अन्य विशेषता है और/या कोई अन्य शीर्षक गोल्गता है, जिसके आधार पर वारी से पूर्व उल्लेखित या विशेष कार्यक्षेत्र के लिए उसका योग्यता चयनित किया गया है? यदि ऐसा है तो कृपया उसका उल्लेख करें।

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.

स्थान:  
Place:

मुख्य से विशेष अधिकारी के हस्ताक्षर  
Signature of the Reviewing Officer:

तारीख  
Date:

स्पष्ट अक्षरों में नाम  
Name in block letters:

पदनाम  
Designation during the period of report: