MINISTRY OF LAW AND JUSTICE
DEPARTMENT OF LEGAL AFFAIRS

CONFIDENTIAL REPORT
OF
LIBRARIAN (GRADE I)

Name of Officer:
Report for the year/period ending
FORM FOR

Confidential Report of Librarian (Grade I) in the Department of Legal Affairs.

Report for the year/period ending ________________________

PART – I

PERSONAL DATA

1. Name of Officer :

2. Whether the officer belongs to Scheduled Caste/Scheduled Tribe :

3. Date of Birth :

...3/-
4. Date of continuous appointment to the present grade:

Date  
Grade

5. Present post and date of appointment thereto:

Date  
Grade

5. Period of absence from duty (on leave, training etc.) during the year. If he has undergone training, specify.
PART II

TO BE FILLED IN BY THE OFFICER REPORTED UPON

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

1. Brief description of duties (should not exceed 100 words)
2. **Brief resume of the work done by you during the year/period from ________ to ________, bringing out any special achievements during the year/period (not to exceed 200 words).**
1. Knowledge of sphere of work -

Please comment specifically on each of these: level of knowledge of functions, rules and regulations, relevant instructions and their applications.

2. Professional Qualities:

a. Interest in Library and
   Library Organizations.

b. Participation in library
   activities.

c. Miscellaneous

Please ensure all the entries are filled in.
Reading habits:

Remarks regarding research and referencing:

B. ATTRIBUTES

Analytical Ability -
Please comment on the officer's ability relating to analysis of pros and cons; formulation of alternatives and their evaluation for solving problems; ability to indicate decision areas.
2. **Communication Skill:**

Please comment on the officer's ability to communicate with briefly, clarity and accuracy both orally and in writing, ability to draft notes, etc.
3. Initiative –
Please comment on the capacity and resourcefulness of the officer in handling normal as well as unforeseen situations; Willingness to take additional responsibilities and new area of work.

4. Attitude to work –
Please comment how far the officer can be relied upon; his sense of responsibility; the extent to which he/she is dedicated and motivated; his/her willingness to learn and systematise his/her work.
5. **Ability to inspire and motivate**

Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.

6. **Supervisory ability**

Please comment on the officer's ability relating to:

1. Guidance in the performance of tasks;

2. Review of performance (monitoring of key areas including finance etc., sanctions).

3. Capacity to take decision at his/her level on matters within delegated areas.

7. Inter-personal relations and team work -
   Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate others' point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team to promote team spirit and optimise the output of the team.

8. Relations with the public (wherever applicable)
   Please comment on the officer's accessibility to the public and responsiveness to their needs.
9. **Attitude towards Scheduled Caste/Scheduled Tribe/Weaker Sections of Society** (Applicable in case of officers dealing with the development and protection of Scheduled Castes and or Scheduled Tribes and Weaker Sections of Society)

Please comment on his/her understanding of the problems of Scheduled Castes/Scheduled Tribes/Weaker Sections and willingness to deal with them.

10. **Aptitude and Potential**:

Please indicate possible lines of growth and development of the officer.
11. Training -
Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.
PART IV.

GENERAL

1. State of health

2. Fuctuality

3. Integrity (Please see Note below the instructions)

4. General assessment - Please give an overall assessment of the officer with reference to his/her strengths and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries above.
5. 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 be clearly brought out.

Signature of the Reporting Officer

Name in Block Letters

Designation
(During the period of Report)
PART V.

REMARKS OF THE 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 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)
   Is there anything you wish to modify or add?
4. 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.

5. 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.