FORM OF CONFIDENTIAL REPORT OF SUPERINTENDENT (LEGAL)

Government of India
(Bharat Sarkar)
Ministry of Law and Justice
(Vidhi Aur Manya Mantaralaya)

को सभापत होने वाली अवधि/वर्ष के
लिए रिपोर्ट
Report for the year/period from __________ to __________

भाग-1 : हैयाल्टें विवरण
हेल्टे मंत्रालय/रेपोर्ट/कार्यक्षेत्र वर्ग

PART I - PERSONAL DATA
(To be filled by the Ministry/Department/Office)

1. अधिकारी का नाम
   1. Name of officer

2. जन्म की तारीख
   2. Date of Birth

3. पदनाम/भागोत्तर पद
   3. Designation/Post held

4. पदनाम ग्रेड वे निरंतर
   रेंजांकत की तारीख
   4. Date of continuous
      appointment to the
      present grade.

5. राष्ट्रीय/अर्थ-राष्ट्रीय/अर्थ
   5. Whether Permanent/Quasi-
      permanent/Temporary

6. अनुमाग रेपोर्ट नोटिङ रिपोर्टेड वर्ष/ अवधि के हौरा सेवा की है और गृहियों ने सेवा की अवधि
   6. Sections in which served
      during the year/period
      under report & the period
      of service in each
7. Period of absence from duty on leave, training etc. during the year/period under report.

8. Whether the officer belongs to SC/ST.

Part -II

Brief resume of the work done by the Officer reported upon, during the period from ... bringing out any special achievement of his during the period (To be filled by the Officer reported upon)

Note: The resume should not exceed three hundred words.
10. State of Health:

Please indicate whether

(a) the officer is physically energetic and

(b) mentally alert.

Note: Assessment under columns 11 to 15 below should not be indicated by tick marking but should be clearly expressed in suitable words.

1. Intelligence and understanding:

(a) Exceptional and has clear grasp

(b) Is intelligent and grasps a point correctly with reasonable speed.
(c) Shows a barely adequate grasp

(d) Very slow and/or often misses the point.

Knowledge of rules, codes, manuals, instructions and procedures:

(a) Has an exceptionally good grasp of the work of the office as a whole and the rules, codes, manuals generally, and a thorough and intensive knowledge of the work of the Branch.

(b) Has a sound knowledge both of the work of the Branch and that of the office as a whole.

(c) Just enough

(d) Not good enough

13. Quality of work

1. Attention to detail, accuracy and thoroughness in submission of cases
   a) Most reliable & comprehensive
   b) Just satisfactory
   c) Inclines to be superficial
   d) Undependable
ii. Assistance rendered in work pertaining to legal referencing and research
   a) Has an exceptionally good knowledge of constitution, Statutory Law and Case law and is very helpful
   b) Has aptitude for legal referencing and research work and assistance rendered is satisfactory.
   c) Average
   d) Below average
3. रिपोर्ट तालाब से संबंधित कार्य ने की भूमिका है?
   घ) पूर्ण और समृद्ध
   ख) अद्वित उत्तम
   ग) उत्तम
   घ) रेमन
iii. Assistance rendered in work relating to Legal Adviser
   a) Thorough and excellent
   b) Very good
   c) Good
   d) Poor
4. रिपोर्ट और प्रस्ताव में योग्यता
   घ) उत्तम
   घ) अद्वित उत्तम
   ख) उत्तम
   घ) रेमन
iv. Ability in noting and drafting
   a) Excellent
   b) Very good
   c) Good
   d) Average
   e) Poor
v. Promptness and disposal of work
   a) Very prompt
   b) Reasonably prompt
   c) Is slow and tends to delay

vi. Submission of various O&M returns, statements
    of arrears and pending cases and attention to
    recording, indexing and weeding files;
   a) Takes exceptional care
      in correct preparation
      and timely submission
   b) Reasonably good & prompt
   c) Not very regular and has constantly
      to be prompted and supervised
   d) Indifferent on these matters
14. Zeal, diligence and sense of responsibility:
   a) Shows exceptional zeal and devotion to work and has excellent initiative
   b) Is hard working and conscientious and shows adequate zeal and devotion to work, as also good initiative
   c) Reasonably diligent and interested in his work, with average initiative
   d) Lacks sense of responsibility and is indifferent to work.

15. Control and management of staff;
   i) Maintenance of order and discipline and checking late attendance
      a) Very Good
      b) Good
      c) Average
      d) Poor
ii. Ability to inspire confidence and to get the best out of the staff;
   a) Excellent
   b) Very Good
   c) Good
   d) Average
   e) Poor

iii. Capacity to train, help and advise the staff and ability to handle his subordinates;
   a) Excellent
   b) Very Good
   c) Good
   d) Average
   e) Poor

16. पunctuality and Attendance:

17. Other observations:

(This space may be utilised for remarks which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not
18. **Integrity**

(Instructions contained in Ministry of Home Affairs OM No. 51/4/54-Estt. (A) dated 21-6-1965 (enclosed as Notes should be kept in mind)
19. Effectiveness in the development and protection of Scheduled Castes and/or Scheduled Tribes

a) Attitude towards Scheduled Castes and/or Scheduled Tribes

b) Sensitivity to social justice

c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and/or Scheduled Tribes

**(To be filled in only in the case of officers dealing with development and protection of SCs and/or STs. Where the column is not applicable in the case of any office, it may be so stated against the column)**
20. Length of service under the Reviewing Officer:

Do you agree with the Reporting Officer in regard to his remarks on the resume of the work done by the officer as contained in Part II of the report? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.

22. Overall assessment of performance, and qualities:

Overall assessment of performance, and qualities:
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? If so, mention these characteristics briefly and indicate why you consider him fit for out of turn promotion.

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 Scheduled Caste/Scheduled Tribe Officer has been fair and just.

Signature of Reviewing Officer
Name in block letters
Designation
Date: