

GOVERNMENT OF WEST BENGAL

District Department

Annual Confidential Report for Gazetted Officers

For the period from to

Name Rank

Service Branch

Attendance

1.	Total No. of working days during the period under review	
2.	No. of days the incumbent was on leave	
3.	No. of days of late attendance and early departure during the period under review	
4.	No. of days of unauthorized absence without leave	
5.	No. of days deducted as leave due to late attendance / early departure	
6.	No. of days of effective attendance of the incumbent during the period under review (Items 1 minus items 4 & 5)	
7.	Percentage of late attendance or early departure as against the total No. of working days during the period under review (Item 3 / Item 1 %)	
8.	Percentage of effective attendance as against the total No. of working days during the period of review (Item 6 / Item 1 %)	

RECORD ASSESSMENT WITH ONE OF THE FOLLOWING WORDS : (VERY GOOD / GOOD / AVERAGE / POOR)

1.	Personality	
2.	Capacity for sustained work	
3.	Tact and ability to work with others	
4.	Ability to control subordinates	
5.	Reliability in carrying out instruction	
6.	Ability to state a case	
7.	Initiative	
8.	Power to inspire confidence in general public	
9.	Power of taking responsibility	
10.	Devotion to duty	
11.	Knowledge of his work	
12.	Assessment of Integrity, if anything adverse has come to your notice, please specify it also	

P.T.O.

GENERAL REMARKS

(Including a statement on the integrity, character, physical fitness and of any special qualification of the Officer not reported over leaf).

Reporting Officer should give full statement below particularly in the case when reporting on a senior Officer.

Statement of Reporting Officer :

Signature

(With Designation & Seal)

Rank Date

Statement of Reviewing Officer :

Signature

(With Designation & Seal)

Rank Date

Accepting Officer :

Signature

(With Designation & Seal)

Rank Date

- N.B. : 1). Please do not write in the margin.
- 2) The report on each officer should be prepared in four copies of which one copy should be kept in Commission's Office and rest should be sent to Government

Vague and indeterminate comment reflecting on the integrity of the office should not be made. Adverse comment should be made only when the reporting officer is reasonable satisfied and has reasons to believe that circumstances and facts justify the adverse comments made.