

Emp. Code: _____

**Government of India
Ministry of Communications & Information Technology
Department of Information Technology
NATIONAL INFORMATICS CENTRE**

CONFIDENTIAL REPORT

[For Scientific and Technical Group 'B' & 'C (Non-Gazetted) Staff.]

PART - I

PERSONAL DATA

(To be filled by the Administrative Section)

1. Name _____
2. Period of Report _____ From _____ To _____
3. Date of Joining _____
4. Designation _____
5. Date of appointment to the present grade _____
6. Present Pay Scale _____ Present Basic Pay _____
7. Period of absence from duty (On leave, training etc. during the period under report. If undergone training, please specify)

8. Academic Qualifications _____

PART-II

(To be filled by immediate Superior or i.e. the Reporting Officer)

Trade :

Brief description of work:

ASSESSMENT BY THE REPORTING OFFICER

Notes for guidance of assessor:-

- (a) The preparation of assessment reports on the staff is an exceedingly important duty. In fairness to the staff reported on, as well as in the interest of smooth and efficient working of the Department, you should make the report carefully and critically. You should not discuss your assessment with anyone else, except with the countersigning officer, if he requires you to do so.
- (b) Do not feel it necessary to mark under every heading : some of the heading may be inapplicable. Do not attempt to guess any quality which you have not been able to judge at first hand; in such cases make no marking at all.
- (c) Do not hesitate to give low markings if they are applicable or justified.
- (d) Markings should not take account of age.

X	X applies	Tendency to X	Normal	Tendency to Y	Y applies	Y
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A. Reliability and Performance

ATTENDANCE

1. Very regular	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Highly irregular

DISCIPLINE

2. Highly disciplined	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Not amenable to discipline

RELATIONSHIP WITH OTHERS

3. Cooperative & Cordial	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Uncooperative & quarrelsome

SELF RELIANCE

4. Always stands on his/her own feet	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Never trusts his/her own judgement

THOROUGHNESS

5. Observes all procedures and safety rules	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Negligent towards procedures and safety rules

UPKEEP OF EQUIPMENT / AREA

6. Maintains cleanliness and carries out all checkouts	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Does not attend to plant / area

OUT PUT

7. Completes assigned job in time & with minimum supervision	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Extremely slow and needs constant supervision

WORKMANSHIP

8. Accurate and neat	<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table>						Inaccurate and shoddy

X	X applies	Tendency to X	Normal	Tendency to Y	Y applies	Y
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B. Aptitude, Initiative and Integrity

GRASPING POWER

1. Can carry out a new job with minimum instructions						Needs constant guidance for non-routine jobs
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INTEREST TO LEARN

2. Takes initiative to improve in own trade/ work area learn new trades/areas.						Makes no effort to improve even in own trade / work area
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LEADERSHIP QUALITIES

3. Has potential to become excellent leader						Unlikely to become a leader
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INTEGRITY

4. Highly reliable						Unreliable
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C. Intellect

1. Exceptionally bright						Rather dull
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D. Professional Ability

- (a) System Analysis
- (b) System Designing
- (c) System Implementation
- (d) Programming
- (e) Hands on work

X	X applies	Tendency to X	Normal	Tendency to Y	Y applies	Y
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THEORETICAL ABILITY

1. Very good at theory and at interpreting data						Very poor in theory and unable to make obvious deductions from results/data
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EX / ERO. ENTAL OR PRACTICAL ABILITY

2. Exceedingly good at experiential or practical work						Poor at experimental or practical work
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TECHNICAL JUDGEMENT

3. Descarns the essence of the prolem selects the best line of attack						Fails to distinguish what is important from what is not.
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POWER OF EXPRESSION

4. Expresses himself / herself clearly & concisely, orally & in writing						Incoherent in speech, unclear and diffused writing.
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GENERAL PROFESSIONAL KNOWLEDGE

5. Exceptionally wide, thorough up-to-date professional knowledge						Restricted or superficial knowledge
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ORIGINALITY

6. Produces many new and good ideas						Seldom original or ideas unsound
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E. GENERAL REMARKS

1. Has he been reprimanded for indifferent work or for any other cause during the period under report? If so, give brief particulars.

2. Has he/she been responsible for any outstanding work during the year under report? If so, give brief particulars.

3. Remarks as to defects in character which may militate against efficiency and suitability for particular type of work.

(Signature of the Reporting Officer)

Name _____
(In Block Letters)

Designation _____

Date : _____

PART - III

REMARKS OF THE REVIEWING OFFICER

1. Length of service under Reviewing Officer

2. Do you agree or disagree with the assessment given by the Reporting Officer? Is there anything you wish to modify or add?

3. General comments among other things, with specific reference to the outstanding work, if any, indicated by the Reporting Officer under Part II, Section E2 of 'General Remarks' above.

4. Has he 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, please mention these characteristics briefly.
5. If the Officer reporting upon is a member of SC/ST please indicate specifically whether the attitude of the Reporting Officer is assessing the performance of the SC/ST officer has been fair and just.
6. Over all Grading
(Please initial and put a ring round the appropriate mark below and strike out whatever is inapplicable)

A+	Outstanding
A	Very good
B+	Good
B	Average
C	Poor

Note: If marking is C , you should comment fully under General Remarks in Col.3.

(Signature of the Reviewing Officer)

Name _____
(In Block Letters)

Date : _____

Designation _____