**Annexure-VI**

**PERFORMANCE REPORT OF GROUP ‘D’ OFFICIALS**

**SECTION-I**

**PERSONAL DATA**

(To be filled in by the Official reported upon)

Performance Report for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| 1) | Name of Official (in capital letter) |  |
| 2) | Date of birth |  |
| 3) | Date of appointment |  |
| 4) | Place of posting |  |
| 5) | Period of absence from duty on leave, training, etc during the reporting period |  |
| 6) | Educational qualification |  |
| 7) | Whether the Official belongs to ST/SC/OBC/General? |  |

**SECTION-II**

**REMARKS OF THE CONTROLLING OFFICER**

|  |  |  |
| --- | --- | --- |
| 1) | State of health |  |
| 2) | Regularity and punctuality in attendance |  |
| 3) | Amenability to discipline |  |
| 4) | General intelligence and dedication to work |  |
| 5) | Relations with fellow employees |  |
| 6) | Has the Official been reprimanded for indifferent work or for other reasons during the reporting period? If so, please give brief particulars |  |
| 7) | Integrity |  |
| 8) | Overall Grading:  (Outstanding/Very Good/ Good/ Average /Below Average |  |

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Controlling Officer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in block letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_