



Atal Medical & Research University, H.P. (A State Govt. University)

(SLBS Govt. Medical College & Hospital Campus, Ner Chowk, Mandi, H.P.)
Website:- amruhp.ac.in, Email: regmedicaluniv.mandi@gmail.com, Phone
No. 01905-243962

Registrar's Office

FORM OF CONFIDENTIAL REPORT FOR THE POST OF ASSISTANT ACCOUNTANT/ ACCOUNTANTS/ SR. ACCOUNT OFFICER, ETC.

(Column 1 to 6 to be filled from the individual concerned)

Reporting Year: _____

Branch/Section/Office : _____

1.	Name of Official	:	
2.	Date of Birth	:	
	Designation/Post Held	:	
3.	Date of continuous appointment to the present grade (Regular)	:	
4.	Mode of Appointment	:	
5.	Section(s) in which served during the year under report and period of service in each	:	
6.	Period of absence from duty, if any during the year	:	

A Brief Statement of the work handled by the official during the year/period under (To be filled by the Reporting Officer)

7.	State of Health : Please indicate	:	
8.	General Intelligences and Keeness to learn	:	

Note:

This assessment under column- 09 to 16 below should not be indicated by tick marks but should be clearly expressed in suitable words :

9.	Attention to touring aspects of work such as proper maintenance of Assistants Diary, Guard Files, Recording, Indexing and weeding of files: a) Pay adequate attention to these aspects: b) Is indifferent to those aspects : c) Has to be constantly prompted and supervised:	:	
10.	Knowledge of office procedure : a. Excellent b. Very Good c. Good d. Average e. Poor	:	
11.	Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him: a. Excellent b. Very Good	:	

	<ul style="list-style-type: none"> c. Good d. Average e. Poor 		
12.	<p>Quality of work:</p> <p>(i) Ability to apply the relevant rules and regulations correctly:-</p> <ul style="list-style-type: none"> (a) Excellent (b) Very Good (c) Good (d) Average (e) Poor <p>(ii) Capacity to examination cases, thoroughly and comprehensively</p> <ul style="list-style-type: none"> (a) Excellent (b) Very Good (c) Good (d) Average (e) Poor <p>(iii) Ability for noting and drafting :-</p> <ul style="list-style-type: none"> (a) Excellent (b) Very Good (c) Good (d) Average (e) Poor <p>(iv) Promptness in disposal of work :-</p> <ul style="list-style-type: none"> (a) Very Prompt (b) Reasonably Prompt (c) Is slow and tends to delay 	:	
13	Amenability to discipline		
14.	Punctuality in attendance.	:	
15.	Relations with fellow employee.	:	
16.	Integrity	:	
17.	Has the official been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.		
18	Has the official done any outstanding or notable work meriting commendation? Brief mention them.		
GRADING : Outstanding/ Very Good/Good/Poor			

**Signature of Reporting Officer
With Designation and Stamp**

Remarks of the Reviewing Officer :-

19.	Length of service under the Reviewing Officer	:	
20.	Do you agree with the remarks of the Reporting Officer? If not, indicate the extent of your disagreement. If you want to add anything	:	

	specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also sum-up your views here.		
21.	Has the official any special characteristics and or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out or turn? If so, mention these characteristics briefly.	:	

**Signature of the Reviewing Officer
With Designation and Stamp**

Counter Signature by the Next Higher Officer with remarks, If any.

Overall grading. (Outstanding/Very Good/Good/Poor)_____.

**Signature of the Accepting Authority
Name.....
Designation with stamp**