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 **1st. Apr. 2023 to 31st. Mar. 2024**

1)	Name of Official (in capital letters)	
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 : _____

PERFORMANCE REPORT OF MUSTER ROLL EMPLOYEES
SECTION-I

PERSONAL DATA
(To be filled in by the Official reported upon)

Performance Report for the period from **1ˢᵗ. Apr. 2023 to 31ˢᵗ. Mar. 2024**

1)	Name of Official (in capital letters)	
2)	Date of birth	
3)	Date of initial engagement	
4)	Place of posting	
5)	Educational qualification	
6)	Whether the employee 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 employee 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 : _____