

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

CONFIDENTIAL REPORT OF CONTROLLER OF ACCOUNTS

Report for the year/period ending - _____ to _____

PART – 1

Personal Data

(To be filled by the Office)

1.	Name of the Officer	
2.	Date of Birth	
3.	Date of continuous appointment to the present grade viz.	
4.	Present post and date of appointment thereto.	
5.	Period of absence from duty on leave, training etc. during the year.	
6.	Self - appraisal	

SIGNATURE OF THE OFFICER

PART – II

Assessment by the Reporting Officer

1.	State of health	
2.	General Assessment	
3.	Integrity	

Place:
Date:

Signature of the Reporting Officer
Name in Block Letters
Designation
(During the period of Report).

Contd.....

PART – III
Remarks by the Reviewing Officer

5.	Length of service under Reviewing Officer	
6.	Do you agree or disagree with the assessment of the Officer given by the Reporting Officer? Is there anything you wish to modify or add?	
7.	General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the outstanding work of the officer.	
8.	(a) Fitness for promotion to higher grade(s) in his turn (IV) Fit (V) Not yet fit (VI) Unfit	
	(b) Has the Officer 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 yes, please mention these characteristics briefly.	
	(C) Recommendations regarding suitability for other spheres of work, viz.	

Place:

Date:

Signature of the Reviewing Officer

Name in block letters

Designation

(During the period of report)