

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

**Confidential Report of Officers of Delhi Administration Accounts Service
Dy. Controller of Accounts/Dy. Secretary Finance (A/Cs & Budget)**

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.	(Ra.10,000-325-15,200)
4.	Present post and date of appointment thereto.	
5.	Period of absence from duty on leave, training etc. during the year.	

PART – II

Assessment by the Reporting Officer

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

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

**Place:
Date:**

Contd.....

PART – III
Remarks by the Reviewing Officer

1.	Length of service under Reviewing Officer	
2.	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?	
3.	General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the outstanding work of the officer.	
4.	(a) Fitness for promotion to higher grade(s) in his turn (I) Fit (II) Not yet fit (III) 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)

PART - IV
(Remarks of the Countersigning Officer)
(i.e. next Superior Officer)

Place:
Date:

Signature-----
Designation-----
(During the period of Report)