## <u>CONFIDENTIAL</u> <u>ANNEXURE - 3</u> <u>CONFIDENTIAL</u> CHARACTER ROLL OF SECTION OFFICERS / OFFICE SUPDT.

Full Name of the officer. :

Date of Birth. :

Service to which the officer belongs. :

Whether the officer belongs to S.C. / S.T. :

R a n k. :

Year. :

Designation and place of posting during

the period.

Period under Reporting Officer. :

#### 1. REPORT ON HEALTH QUALITIES AND ABILITIES.

(Report should be in narrative form to cover state of health, administrative and technical ability, zeal alertness, initiative and drive willingness to take responsibility decision making skill noting and drafting relations with public any special personality traits.).

### 2. REPORT ON KNOWLEDGE AND PERFORMANCE.

(The report should cover knowledge of rules, regulations and procedure, capability to acquire and use information, dealing and disposal of cases and other official business, implementation, supervision and monitoring of projects and programmes.)

#### 3. ATTITUDE TOWARDS S.C. / S.T. AND MINORITIES.

#### 4. DEFECTS, IF ANY NOTICED, POINTED OUT AND RESULTS THEREOF.

5. <u>IF A TOURING OFFICER, PLEASE REPORT ON QUALITY AND ADEQUACY OF</u> TOURS.

#### 6. INTEGRITY.

(If the Officer's integrity is beyond doubt it may be so stated. If there is any doubt of suspicion, the Reporting Officer should leave this column blank he should send a separate secret note together with the Confidential Character Roll to the next higher authority ( Countersigning Officer ) who should ensure follow up action with due expedition. If as a result of follow up action the officer is exonerated, his integrity should be certified. If suspicion is confirmed his fact should be recorded in this column.).

#### 7. GRADING.

(Outstanding/Very Good/Good/Average/Below Average).

(An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out.).

Place. Name in Block letters.
Date. Designation.
During the period of Report.

# II. <u>COUNTERSIGNING OFFICER'S REMARKS</u>. Period under the Countersigning Officer.

Signature
Name in Block letters.
Designation.
During the period of Report.

# III. REMARKS BY THE ACCEPTING AUTHORITY.

Signature: Date: Seal:

IV. DETAILS OF DISCIPLINARY ACTION TAKEN.