

**CONFIDENTIAL**

**ANNEXURE - 3**

**CONFIDENTIAL 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. :  
Y e a r. :  
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.



II. COUNTERSIGNING OFFICER'S REMARKS.  
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.