**Annexure-VII**

**PERFORMANCE REPORT OF MUSTER ROLL AND PROVISIONAL EMPLOYEES**

**SECTION-I**

**PERSONAL DATA**

(To be filled in by the Official reported upon)

Performance Report for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Name of Official (in capital letters) |  |
|  | Date of birth |  |
|  | Date of initial engagement |  |
|  | Place of posting |  |
|  | Educational qualification |  |
|  | Whether the employee belongs to ST/SC/OBC/General? |  |

**SECTION-II**

**REMARKS OF THE CONTROLLING OFFICER**

|  |  |  |
| --- | --- | --- |
|  | State of health |  |
|  | Regularity and punctuality in attendance |  |
|  | Amenability to discipline |  |
|  | General intelligence and dedication to work |  |
|  | Relations with fellow employees |  |
|  | Has the employee been reprimanded for indifferent work or for other reasons during the reporting period? If so, please give brief particulars |  |
|  | Integrity |  |
|  | Overall Grading:  (Outstanding/Very Good/Good/ Average/Below Average) |  |

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Controlling Officer : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (in block letters) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_