



Municipal Corporation, Faridabad

B.K. Chowk N.I.T Faridabad -121001, Haryana-India
Tel. : 0129-2411649, 2411664, 2415549
Fax : 0129-2416465

ANNUAL CONFIDENTIAL REPORT ON THE WORK OF (NON- GAZETTED EMPLOYEE)

Period covered by the report. : **2015-2016**

Report on the work of
Sh. / Smt. / Kumar :

Father's/ Husband's Name :

Designation :

Reporting authorities :

ASPECT	REPORTED BY	REPORTED BY
Industry & Consciousness		
Handwriting & Neatness		
Capacity & Intelligence		
Acquaintance with rules & Orders with special reference to Accounts		
Quickness in the dispatch of Business		
Manner & Power of working with Others		
Punctuality & Regularity		
Reputation of Honesty		
Fitness for promotion (in this column it should be state whether the official has been able satisfactory to discharge his duties)		
Special Attitude (of the official towards other castes & communities may be added. The reporting authorities will give their specific comments on this subject)		

GRADING: WHETHER

OUTSTANDING	VERY GOOD	GOOD	AVERAGE	BELOW AVERAGE
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SIGNATURE WITH RUBBER STAMP