

INDIAN RED CROSS SOCIETY

National Headquarters
(Confidential Report)

For IRCS (NHQ) Officers

Report for the Period 1st January 200 _____ to 31st December 200 _____

PART- I

1. Name of the Officer : _____
(Full Name in Block letters)
2. Designation : _____
3. Date of Birth : _____
4. Department : _____
5. Date of Joining in IRCS : _____
6. Date of Appointment to present position : _____
7. Date of Posting to Present Department/Section : _____
8. Whether on probation/permanent/contractual : _____
9. Present salary : _____
10. Scale of Pay : _____
11. Whether the officer belongs to SC/ST : _____

Name of the Officer _____

From _____ to _____

PART- II (SELF- APPRAISAL)

(To be filled by the officer Reported upon)

1. Brief description of duties:

2. Training obtained during the period, if any

3. Resume of work done by the officer during the year/period from _____ to _____
indicating paper or document prepared if any. Shortfalls if any in achievements may also be indicated
specifying constraints. (If necessary, an extra page may be attached) (Resume not to exceed 300 words)

Name of the Officer _____

From _____ to _____

PART -III (ASSESSMENT OF THE OFFICER)

1. Does the Reporting Officer agree with all that is recorded under Part-II by the officer, if not, enumerate precisely the extent of disagreement and reasons thereof.

2. General comments on the quality of performance and application of knowledge.

3. Comment clearly and in unambiguous terms on the following attributes of the Officer in relation to his performance.

- a) General Intelligence and keenness to learn

- b) Capacity for examining proposals/cases

- c) Commitment to task assigned

- d) Devotion to duty

- e) Human relation (his conduct with his colleagues, superiors and subordinates) and capacity to get work done

- f) Public relations

g) Intellectual honesty, creativity and Innovative qualities

h) Amenability to discipline,

i) Punctuality in attendance.

4. Aptitude for Administration

5. Has the Officer done any outstanding work meriting commendation? Briefly mention them.

6. Integrity: (In case of adverse remarks, please attach a separate note) :

7. Grading :
Outstanding/ Very Good/Good/Average/Below Average

(For grading outstanding, grounds for giving such a grading should be clearly brought out)

Station: _____

Date: _____

(Signature of Reporting Officer)

Name _____

(in Block Letters)

Designation: _____

Name of the Officer _____

From _____ to _____

PART- IV (REMARKS OF THE REVIEWING OFFICER)

1. Length of service under the reviewing officer

2. Does the reviewing officer fully agree with the remarks of the reporting officer recorded in part-III of the Performa? If he does not agree with any adverse remarks of the reporting officer, those remarks should be specifically mentioned for expunction or modification.

3. Is the officer reported upon specifically suited for particular job? If so, the nature of placement should be suggested.

4. Grading:

Outstanding/Very Good/Good/Average.

Signature of Reviewing Officer

Name: _____

(In Block Letters)

Date : _____

Designation: _____

(Stamp)