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**FORM OF CONFIDENTIAL REPORT ON AYURVEDIC MEDICAL OFFICER**  
**DEPARTMENT OF INDIAN SYSTEMS OF MEDICINE & HOMOEOPATHY**

Report for the year/period from.....to.....  
 Department/Office of.....

**PART-I**  
 (To be filled by the Office)

1. Name of Officer and Designation ..
2. Date of Birth ..
3. Date of appointment ..
4. Date of appointment to the present post ..
5. Period of absence on leave during the Reporting year/period ..
6. Training received during the reporting year/period, indicating the course attended, duration of the course and the institution where attended. ..

**PART-II**  
 (To be filled by the officer reported upon)

1. A brief summary of duties and responsibilities (not more than 50 words) :
2. Place specify important items of work in order of priority wherein quantitative/ physical/financial targets/objectives/goals were set for you or set by yourself for the reporting year :

Item of work	Physical or financial Targets/objectives/Goals	Achievements
1.		
2.		
3.		
4.		
5.		

Place.....

Date.....

Signature.....

Name.....

Designation.....

Address.....

**PART-III**  
(Assessment by Reporting Officer)

1. Do you agree with the resume of work as indicated by the Officer in Part-II of the report and in particular regarding the special achievement, if any, mentioned by the officer. If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
2. State of Health
3. Temperament :
  - (a) Is he calm and does he retain poise at times of pleasure of work?
  - (b) Does he get provoked easily?
  - (c) Is he able to tolerate differences of opinions
4. Intelligence and understanding :
  - (a) Exceptional and has clear grasp of any matter, however complicated
  - (b) Is intelligent and grasps, a point correctly with reasonable speed
  - (c) Shows a barely adequate grasp
  - (d) Very slow and/or often misses the point
5. Quality of work:
  - (i) Attention to detail:
    - (a) Most reliable and comprehensive
    - (b) Considers all relevant details
    - (c) Act to be over concerned with petty details and losses perspective
    - (d) Inclined to be superficial
  - (ii) Promptness in disposal of work
    - (a) Very prompt
    - (b) Reasonably prompt
    - (c) Is slow and tends to delay
6. Ability in discussion and conversation:
  - (a) Very effective and convincing
  - (b) Good and puts across his points clearly
  - (c) Expresses adequately
  - (d) Poor

7. Initiative and drive :
  - (a) Excellent
  - (b) In good measure
  - (c) Adequate
  - (d) Lacking
8. Readiness to assume responsibility:
  - (a) Promptly comes forward and accepts responsibility
  - (b) Accepts responsibility if it comes
  - (c) Tends to evade
  - (d) Passes responsibility to other
9. Control and management of staff:  
Ability to inspire confidence and to get the best out of the staff:
  - (a) Gets the best from them
  - (b) Get along well
  - (c) Inadequate
10. Relationship with colleagues:
  - (a) Wins and retains the highest regard of all
  - (b) Is generally liked and respect
  - (c) Not easy in his relationship, but gets by
  - (d) A difficult colleagues
11. Punctuality and attendance:
12. Reputation for honesty
13. Amenability to discipline
14. Dealings with Public/patients
15. Co-operation in implementation of National Policies and Programmes :
16. Attitude towards Scheduled Castes/ Scheduled Tribes
17. Has the officer shown interest in use of official (Hindi) language?
18. General remarks
  - (a) Excellent
  - (b) Very Good

- (c) Good
- (d) Average
- (e) Poor

19. Other observations:  
 (This space may be utilised for remarks which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated, specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers specially worth-mentioning, May also be indicated here).

20. Integrity:

.....  
 Signature of Reporting Officer  
 Name in Block letter.....  
 Designation.....  
 Date.....

**PART-IV**  
 (Remarks of the Reviewing Officer)

1. Length of service under the Reviewing Officer
2. Do you agree with the Reporting Officer in regard To his remarks on the resume of the work done by the Office as contained in part-II of the report? If not, Indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.
3. Overall assessment of performance and qualities
4. Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If so, mention these characteristics briefly.

.....  
 Signature of Reporting Officer  
 Name in Block letter.....  
 Designation.....  
 Date.....

**PART-V**  
 (Countersignature by the next higher officer with remarks, if any)

.....  
 Signature of Reporting Of  
 Name in Block letter.....  
 Designation.....  
 Date.....