

(1)

CONFIDENTIAL

भारतीय सांस्कृतिक सम्बंध परिषद्

INDIAN COUNCIL FOR CULTURAL RELATIONS

Report on the work & Conduct of Class IV Staff

Period

1. Name
2. Father's Name
3. Designation
4. Date of birth
5. Educational Qualifications :
6. (a) Section to which / Officer to whom attached :
(b) Date of joining present post :
7. Observation on :
 - (a) Intelligence (Average, below or above,
 - (b) Honesty and integrity
 - (c) Amenability to discipline
 - (d) Devotion to duty
 - (e) Punctuality
8. Is he fit for promotion to the Grade
of Jamadar, Daftry, Store Attendant ?
9. Are you prepared to retain him under you
10. Any other accomplishments :
 - (a) Driving
 - (b) Handling of Telephone
 - (c) Elementary Electric wiring etc.
11. Any other Remarks

Signature, Name & Designation
of the Reporting Officer

Section :

Date

(2)

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(Please sign either of the following certificates and strike out the other)

CERTIFICATE

Certified that no adverse entries recorded in any part of this report.

Or

Certified that the adverse entries recorded in this report has/have been duly communicated to the officer reported upon in writing.

Signature of the Reporting Officer

Signature of the Reporting Officer