

**TUTICORIN PORT TRUST**  
**ADMINISTRATION DEPARTMENT**

CONFIDENTIAL REPORT ON CLASS I & II OFFICERS FOR THE  
PERIOD FROM .....TO.....

**PART 1 – PERSONAL DATA**

(To be filled by the Administrative Section of the Department)

1. Name of the Officer :
2. Date of Birth :
3. Designation / Posts held :
4. Date of continuous appointment to the present grade :
5. Whether Permanent / Quasi-Permanent / Temporary :
6. Education & Technical Qualification :
7. Departmental Examination passed :
8. Key items of the duties and responsibilities of the post in order of importance (care is to be taken that no item is left out) (in brief) :
9. Period of absence from duty on leave, training etc. during the year :

**PART II – SELF APPRAISAL**

Brief resume of the work done by the Officer during the year / period from .....  
t o..... bringing out any special achievements of his during the year / period  
(not exceeding three hundred words).

(To be filled by the Officer reported upon)

**PART – III ASSESSMENT OF THE REPORTING 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 with reasons therefore.

2. State of health :

NOTE : The assessment under Columns 3 to 30 below should not be indicated by tick – marking  
but should be expressed clearly in suitable words.

3. Temperament:

(a) Remains clam and retains poise :  
at times of pressure of work

(b) Gets provoked easily :

(c) Able to tolerate difference of :  
opinions

4. Intellect :

(a) Exceptionally bright :

(b) Very Good :

(c) Good :

(d) Average :

(e) Tends to be dull :

5. Degree of Interest:

(a) Is greatly interested and keen :

(b) Takes normal good interest :

(c) Average and adequate :

(d) Carries on without enthusiasm :

6. Knowledge of Work:

- (a) Very thorough knowledge :
- (b) Sufficient knowledge :
- (c) Barely Sufficient :
- (d) Inadequate :

7. Knowledge of Acts, Rules, Regulations, Codes, Manuals, Instructions and Procedures :

- (a) Has an exceptionally good grasp of the work of the office as a whole and the Acts, Rules, Regulations, Codes, Manuals, etc., generally and a thorough and intensive knowledge of the work of the branch :
- (b) Has a sound knowledge both of the work of the branch and that of the office as a whole :
- (c) Knows just enough :
- (d) Not good enough :

8. Attention to details:

- (a) Most reliable and comprehensive :
- (b) Considers all relevant details :
- (c) Inclined to be superficial :
- (d) Apt to be over concerned with petty details and loses perspective :

9. Penetration:

- (a) Sharp and very good at getting to the roots of any problem :
- (b) Good grasp of problems :
- (c) Average penetration :
- (d) Inadequate, often misses the point :

10. Quickness of comprehension:
- (a) Exceptionally quick :
  - (b) Quick to assimilate new ideas :
  - (c) Average :
  - (d) Conventional and limited :
  - (e) Slow :
11. Judgement:
- (a) His proposals or decisions are  
consistently sound and well thought  
of :
  - (b) Very reliable
  - (c) Normal like most officers :
  - (d) Takes a reasonable view :
  - (e) Inclined to be unreliable :
  - (f) Inclined to be undecided or rigid or  
superficial or erratic :
12. Ability to take quick and sound decisions:
- (a) Very quick and prompt in decisions  
which are often sound :
  - (b) Hesitant but sound :
  - (c) Normal good capacity :
  - (d) Tends to evade or avoid of delay :
13. Initiative drive and resourcefulness:
- (a) Has plenty of it and is very keen :
  - (b) In good measure :
  - (c) Adequate :
  - (d) Lacks :

14. In discussion and conversation:

- (a) Very effective :
- (b) Good-Puts points across convincingly :
- (c) Barely competent :
- (d) Express adequately :
- (e) Incompetent due to indifference, lacks view  
point, over assertive, rigid :

15. Presentation of casen:

- (a) Extremely clear, cogent and logical :
- (b) Very good and expresses himself clearly  
and concisely :
- (c) Just good enough :
- (d) Does not have ability to present dases  
properly :

16. Ability in Nothing and Drafting:

- (a) Excellent :
- (b) Very good :
- (c) Good :
- (d) Average :
- (e) Poor :

17. Promptness in disposal of the works:

- (a) Prompt :
- (b) Resonable :
- (c) In slow and tends to delay :

18. Quality of supervision:

- (a) Very thorough and of a high order
- (b) Good and useful :
- (c) Average and routine :
- (d) Poor :
- :

19. Reliability in carrying out his duties:
- (a) Very highly dependable :
  - (b) Generally reliable :
  - (c) Average :
  - (d) Careless, forgetful or evasive :
20. Readiness to assume responsibility:
- (a) Promptly comes forward to accept responsibility :
  - (b) Willing worker and always ready :
  - (c) Accepts responsibility if it comes :
  - (d) Tends to evade :
  - (e) Inclined to refer up matters he can decide :
21. Control and Management of Staff:
- (a) Gets and best from them :
  - (b) Gets along well :
  - (c) Carries on :
  - (d) Inadequate :
22. Capacity to train, help and advise the staff and ability to handle his subordinates:
- (a) Excellent :
  - (b) Very Good :
  - (c) Good :
  - (d) Average :
  - (e) Poor :
23. Acceptability as a colleague:
- (a) Very sociable and lives well within his means :
  - (b) Achieves and holds good regard :
  - (c) Is liked and is popular and friendly :
  - (d) Tends to be quiet and aloof. :

24. Tract and ability to deal with the employees/Public: :
- (a) Excellent :
  - (b) Very good :
  - (c) Good :
  - (d) Average :
  - (e) Needs to improve :
25. Public Relations:
- (a) Very good and helpful :
  - (b) Competent and good :
  - (c) Average :
  - (d) Poor mixer and does not get to know people :
26. Dealing with Junior officers:
- (a) Encourages and guides them :
  - (b) Has ability to train :
  - (c) Is liked and is popular :
  - (d) Tends to be bossy :
27. Indebtedness:  
(If indebted the extent of personal responsibility for incurring debts) :
28. Integrity:  
(While filling this column please see the not below) :

**Note:**

The following procedure should be followed in filling up the column relating to the integrity

(i) If the officer's integrity is beyond doubt, may be so stated.

(ii) If there is any doubt or suspicions, the column should be left blank and action taken as under:

(a) A separate note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next Superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow-up action, the doubts or suspicions are cleared, the Officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this act should also be recorded and duty communicated to the officer concerned.

(d) If as a result of the follow-up action, the doubts or Suspicions are either cleared or confirmed the Officer's conduct should be watched for a further period and thereafter action taken as indicated as (b) and (c) above.

10. **Other Observations :**

(This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms that 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 specially worth-mentioning, may also be indicated above here).

SIGNATURE OF THE REPORTING OFFICER

NAME

Dated:

DESIGNATION

**PART IV REMARKS OF THE REVIEWING OFFICER**

- 1 Length of service under the Review Officer :
- 2 Do you agree with the Reporting Officer in regard to his remarks on the resume of the work done by the Officer 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 Grading  
(Please indicate whether outstanding Very Good, Good, Average or Poor) :
- 5 Fitness for promotion (Please specify whether Fit or Not yet Fit) :
- 6 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 and indicate why you consider him fit for out of turn promotion :

SIGNATURE OF THE REVIEWING OFFICER

NAME (IN BLOCK LETTERS)

Dated:

DESIGNATION