

THE GAUHATI HIGH COURT
(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

ANNUAL CONFIDENTIAL REPORT OF THE COURT MANAGER AT THE PRINCIPAL SEAT
OF THE GAUHATI HIGH COURT AS WELL AS THE COURT MANAGERS OF
THE SUB-ORDINATE COURTS IN ASSAM

Name of Officer(in Block Letters): _____

Designation: _____

Present Posting: _____

Report for the year/period from _____ to _____

**ANNUAL CONFIDENTIAL REPORT
FOR THE YEAR/PERIOD _____**

PERSONAL DATA

PART-I

1. Name of Officer(in Block Letters): _____
2. Designation: _____
3. Present posting: _____
3. Date of birth (DD/MM/YYYY): _____
(In words _____)
4. Educational Qualification: _____
5. Date of continuous appointment to the present post: _____
6. Present post and date of appointment thereto:
Post _____ Date _____ Section/Court _____
7. Period of absence from duty during the year: _____
(Leave/Training)

PART-II (To be filled in by the Officer reported upon) [The resume is to be furnished within the space provided limited to 150 words and is required to be signed. Mention any special achievements during the year/period. In the event of shortfall in achievement, furnish reasons.]

Date:

Signature of the Officer reported upon

PART-III-ASSESSMENT OF THE REPORTING OFFICER:

(in case of Court Manager posted in the District Judiciary, the District & Sess. Judge will be the Reporting Authority//in case of Court Manager posted in the Principal Seat, the Registrar (Admn.) will be the Reporting Authority)

(A) Assessment of Work out put:

1. Does the Reporting Officer agree with each and every significant statement contained in the resume (Part-II)
2. Accomplishment of work allotted as per subjects allotted:
3. Quality of output:
4. Analytical ability:
5. Overall Grading on "Work Output"

(B) Assessment of personal attributes :

1. Attitude to work:
2. Sense of responsibility:
3. Maintenance of Discipline:
4. Communication skills:
5. Capacity to work in team spirit:
6. Capacity to adhere to time-schedule:
7. Inter-personal relations:
8. Overall bearing and personality:
9. Overall Grading on "personal Attributes":

(C) Assessment of function competency:

1. Knowledge of Rules/Regulations/procedure in the area of function and ability to apply them correctly.
2. Strategic planning ability:
3. Decision making ability:
4. Coordination ability:
5. Ability to motivate and develop subordinates:
6. Initiative:

PART-IV GENERAL

1. (Relations with the public (wherever applicable):
2. State of Health:
3. Integrity:
4. Regularity and Punctuality in attendance:
5. Has the Officer any special characteristics and/or any outstanding merits or abilities Which would justify his/her selection for special assignments, if so please mention these Characteristics briefly.
6. Overall Grading: [Outstanding/Very Good/Good/Average/Below average]

Signature of the Reporting Officer:

Name in Block Letters:

Designation:

Date: