

Copy of letter No 7814,ASI-65/27821, dated 10th August, 1965 from the Chief Secretary to Government, Punjab to all Heads of Department Commissioners of Divisions, Deputy Commissioners, District and Session Judges and the Sub Divisional Officers (Civil) and the Registrar, Punjab High Court.

**Subject : —Writing of Confidential Reports on Class IV Government Employees.**

I am directed to say that the question regarding the maintenance of Confidential personal files on the work of Class IV Govt. employees in the State has been engaging the attention of Govt. for some time past. At present no confidential reports are recorded on the work of Class IV employees with the result that there is no satisfactory system for the purpose of judging the relative merit of these employees at the time of their promotion etc. It has been considered that the maintenance of regular confidential personal files of this Class of Govt. employees would prove a useful record which may be utilized for purpose of promotion and confirmation as well as for purposes of general discipline. In view of these considerations, it has been decided that annual confidential reports should hereafter be written in the State and their personal files be maintained as in the case of other Classes of Govt. employees. A simple form of confidential report which may be used in this connection is enclosed.

2. The receipt of this letter may please be acknowledged.

Confidential Report on the work and conduct of Class IV staff for the year \_\_\_\_\_

1. Name

2. Post held

3. Date of birth

4. Scale of pay

5. Educational Qualification

6. Branch to which/Office to whom attached

7. Can he read and write Punjabi/Hindi/English

8. Observation

(i) Intelligence

(ii) Amenability to discipline

(iii) Honesty and Integrity

(iv) Punctuality

(v) Devotion to duty

9. Is he fit for promotion to the grade of jamadar/Daftry/Record Lifter etc.

10. Are you prepared to retain him under you?

11. Any other remarks.

Remarks of Reporting Officer.