

**99. FORM OF CONFIDENTIAL REPORT ON NON-GAZETTED POLICE  
PERSONNEL**

Office of the .....  
Period of Report .....

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**PART - I**

1. Name :
  
2. Date of Birth :
  
3. Height :
  
4. Weight :
  
5. Chest :
  
6. Waist :
  
7. Health: Excellent / Very Good / Good :  
Satisfactory / Unsatisfactory
  
8. Present post and date of appointment thereto :
  
9. Period of Report :



**PART – III**

(to be filled in by the reporting authority)

1. How far do you agree with the report of the officer reported upon in Part-II :
2. Honesty :
3. Moral character :
4. Dealing with the public and accessibility to the public :
5. Impartiality / objectivity :
6. Attitude towards weaker section of society :
7. Devotion to duty :
8. General power to control and organizing ability :
9. Personality and initiative :
10. Power to command :
11. Attitude to modernization techniques of investigation and in modern Police methods generally :
12. Preventive and detective ability :

13. Working experience of criminal law and procedure :  
14. Reliability :  
15. Efficiency on parade :  
16. Overall assessment :  
17. Punishment –  
(1) Major  
(2) Minor  
18. Contribution towards developing Police  
Community relations :  
19. Grading: (Outstanding/Very good / good /  
Average / Below Average) :

(Officer should not be granted outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out)

Signature of the  
Reporting Authority \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

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#### **PART – IV**

#### **Remarks of the Reviewing Officer**

The Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect the facts should be clearly stated.

Signature of the Reviewing Officer

Name \_\_\_\_\_  
(in block letters)  
Designation \_\_\_\_\_  
Date \_\_\_\_\_