

**FORM OF CONFIDENTIAL REPORT OF SENIOR TEACHER /
JUNIOR TEACHER / ASSISTANT TEACHER (A) (B) (C)
PERIOD OF ASSESSMENT: 20..... – 20.....**

PART – I

(TO BE FILLED IN BY THE TEACHER REPORTED UPON)

A. Identification

- (a) Name :
- (b) Date of Birth :
- (c) Educational Qualification :
 - i) Subjects in Graduation :
 - ii) Subjects in Post Graduation :
- (d) Designation :
- (e) Pay Scale :
- (f) Date in entry in Service :
- (g) Date of Joining in present post :

B. Teaching :

(a) Subjects taught: 1_____. 2_____. 3_____. 4_____. 5_____

(b) Examination result of the subjects taught by the teacher # subject wise:

Subject/Class			Subject/Class			Subject/Class			Subject/Class			Subject/Class			Subject/Class		
A	P	P%	A	P	P%	A	P	P%	A	P	P%	A	P	P%	A	P	P%

(c) Leave taken during the period and Duration and dates (nature of leave availed)

- (d) (i) Names of Training attend:
- (ii) Duration of training (from..... to). days
- (iii) Organizing Agency:

(e) A self resume of the incumbent highlighting: Enclosed.
His /her contribution (within 200 words)

A= Appeared
P = Passed
P% = Pass Percent

Signature of Teacher:-
Name of Teacher :-
Place of Posting :-
Name of District :-

Note: (A self resume of the incumbent is to be enclosed separately)

PART – II

(ASSESSMENT OF THE REPORTING OFFICER)

1. Whether you agree to the self assessment given by the teacher. If not give reason. :
2. Method of Teaching :
 - i) Does he/she only read out the text- book :
 - ii) Does he/she explain clearly :
 - iii) Does he/she demonstrate through Charts, diagram, models, etc. :
3. Performance of the teacher :
 - a) In the class rooms :
 - b) Outside the classroom :
4. Completion of courses in the time :
5. Competency in evaluation :
6. Any innovative practice followed by the Teacher during the session. :
7. Capacity for maintaining discipline :
8. Involvement in co-curricular activities :
9. Relation with Colleagues :
10. Relation with students :
11. Relation with community :
12. Habits and manners :
13. Integrity :
14. Commitment to the learner :
15. Commitment to the society :
16. General assessment about shouldering responsibility :
17. State of health :

Place:

(Signature of the Reporting Officer)

Date:

With official seal

Name in block letters _____

Designation _____

PART – III

(REMARKS OF THE REVIEWING OFFICER)

1. Length of service under Reviewing Officer :

2. Do you agree with the remarks of the Reporting Officer. If not, indicate the extend of disagreement. If anything specific is to be added with regard to the rule and conduct of the official over and above, the remarks of the Reporting Officer, please mention them. :

3. Fitness for promotion : fit/yet/unfit

Signature and seal of the Reviewing Officer

Name in block letters_____

Designation_____

PART – IV

(REMARKS OF THE ACCEPTING OFFICER)

Signature and seal of the Accepting Officer

Name in block letters_____

Designation_____

Note : (where any adverse entry is made it should be indicated where it was communicated to the teacher in writing/verbally).

APPENDIX – ‘A’

1. ACRs of: 1. Asstt. Teachers (A)	<u>(I) Reporting Officer</u>
2. Asstt. Teachers (B)	1. Headmaster of Sec. School.
3. Asstt. Teachers (C)	2. Principal Hr. Sec. School
4. Junior Teacher	3. DDSE
5. Lab. Asstt.	
6. Agri. Demons.	<u>(II) Reviewing Officer,</u>
7. Jr. Librarians	Joint Director of School Education (E)
8. J/T Music Teachers	<u>(III) Accepting Officer</u>
9. P.E.T	Director of School Education
2. ACRs of Senior Teachers (Non Gazetted)	<u>(I) Reporting Officer</u> Principal Hr. Sec. School. <u>(II) Reviewing Officer</u> Joint Director of School Education (E) <u>(III) Accepting Officer,</u> Director of School Education
3. ACRs of HM/VP/DAEO/F.A.O (Distt) (Gazetted)	<u>(I) Reporting Officer DDSE</u> <u>(II) Reviewing Officer, DSE</u> <u>(III) Accepting Officer</u> <u>Commissioner (Edu)/ Secretary (Edu)</u>
4. ACRs of Principal/DDSE Of the district (Gazetted)	<u>(I) Reporting Officer</u> Deputy Commissioner <u>(II) Reviewing Officer: DSE</u> <u>(III) Accepting Officer</u> <u>Commissioner (Edu)/ Secretary (Edu)</u>
5. Admin. Officer/FAO/ADSE/DDSE State H.Qs (Gazetted)	<u>(I) Reporting Officer</u> : Jt. DSE (E) <u>Reviewing Officer</u> : DSE <u>Accepting Officer</u> : <u>Commissioner (Edu)/</u> <u>Secretary (Edu)</u>
6. ACRs of Group ‘B’/Group ‘C’ / Group ‘D’ – Non Gazetted Staff of State HQs.	<u>(I) Reporting Officer</u> DDSE/JD of Concern branch <u>(II) Reviewing Officer</u> Jt. DSE(E) <u>(III) Accepting Officer</u> Director of School Education

- NB: - 1. For the category of the teachers like A/T’B/ A/T’A’/PET/J/T’s / Group-C/Group – IV etc. in a Secondary School, the Reporting Officer (ACR) is the Headmaster /Head Mistress of the concerned School.
2. Similarly for the category of teachers working in a Hr. Sec. School, the Principal of the respective School is the Reporting Officer (ACR) for A/T’B’/A/T’A’/J/Ts/STs/Lab.Asstt/Agri. Demons/Jr. Librarians/J/T Music/PET/Group ‘C’ and ‘D’ etc.
3. The DD SE of the district is the Reporting Officer (ACR) for F.A.O(Dist)/DAEO/HM/VP/ADEOs/APOs/DTOs/S.A.s/Group’C’/Group’D’/and other teachers who are working in Govt. Primary Schools/Govt. Middle Schools and the teachers of Secondary Schools where no Gazetted Headmaster is posted.
4. Every Reporting Officer should thoroughly examine the Bio – data / information at Part – furnished by the teacher / staff working under him / her before signing the ACR to maintain the accuracy and authenticity.