

FORM – II
FORM OF CONFIDENTIAL REPORT ON CLASS I AND CLASS II OFFICERS
(Except Officers of All India Services)

Department / Office of :- General Hospital Bapunagar, ESIS, Ahmedabad

Report for the Year / Period from :- Dt. 01-01-2000 to Dt. 31-03-2000

PART – I
(To be filled by office)

- | | |
|--|--|
| 1. Name of officer and Designation :- | Dr. J. B. Pandya
Insurance Medical Officer Class-II |
| 2. Date of Birth :- | 03-05-1956 |
| 3. Date of continuous appointment
to be present grade :- | 27-01-1983 |
| 4. Present post and date of
appointment thereto :- | 11-02-1996 |
| 5. Periods of absence on leave during
the year :- | Dt. 19-02-2000 to 02-03-2000
13 days – Half Days Salary leave |
| 6. Educational degree / diploma received
by him during the year under review :- | ----- |
| 7. Training received during the year
(indicate period of training, name of
Course and institution attended) :- | ----- |

PART – II

SELF – APPRAISAL

(To be filled by the officer reported upon)

1. A brief summary of your main duties and responsibilities. (If any norms and targets have been fixed for your work, they may also be indicated).
(In not more than 100 words).
 - Perform duties and provide services to various departments as per the instructions given by Deputy Director, ESIS
 - Under the guidance of Specialist Class-1, check-up of patients done, diagnosis of them, advise them about medicines
 - Try to create awareness about family planning, health of parents, food, meal, vaccination for prevention of disease, TB, AIDS etc kind of disease and guide patients related the same
 - Take a charge, Perform duties and provide services as a Radiologist Specialist Class-1 at this and other hospitals of ESIS as per the instructions given by Director, ESIS
2. A brief account of your contribution during the year with reference to the norms and targets, if any, indicated at (i) above – in not more than 200 words). (Add extra sheets, if necessary.)
 - Under the guidance of Specialist Class-1, provided medical services like check-up of patients done, diagnosis of them, advise them about medicines at various departments of hospital for the betterment of patients, their health and for the betterment of their family

3. Details of any specific item of work done by you which you consider especially note worthy (in 50 words).

Take a charge, Perform duties and provide services as a Radiologist Specialist Class-1 at this and other hospitals of ESIS as per the instructions given by Director, ESIS

4. If, in your opinion, you were unable to achieve the expected quality or quantity of performance in respect of any aspect of your work, indicate briefly your reasons why it happened (in 50 words).

Not applicable

5. Whether the statement of immovable property has been submitted in the prescribed Time-Limit for the last Calendar Year or not? If yes, the date of such submission and if not, the reasons for the same.

YES

Dt. 25-01-2000

Date :-

13-04-2000

Signature Dr. J. B. Pandya

Designation

I.M.O. Class – II

PART – III

(To be filled in by Reporting Officer)

- | | |
|---|------|
| 1. Do you agree with the self-assessment of his performance done by the officer at Part – II ? If not, give reasons why you do not agree. | YES |
| 2. What is your assessment of his clarity of thought and power of expression on paper ? | GOOD |
| 3. Has he adequate ability to not and draft in Gujarati ? | YES |
| 4. What is your assessment of his – | |
| (i) Initiative, resourcefulness and willingness to assume responsibility. | GOOD |
| (ii) Capacity for organization and to get work from subordinates. | GOOD |
| (iii) Capacity to take quick and sound decision. | GOOD |
| (iv) Character and temperament including relations with fellow-officers and general public. | GOOD |

5. Has he properly exercised delegated powers or does he have a tendency to refer cases back of guidance ?	YES & Not sending cases back
6. Quality of reporting – Does he correctly and objectively appraise the work of persons working under him ?	YES
7. Assessment of integrity : (Has anything come to your notice which reflects adversely on the officer's integrity ?)	GOOD
8. Brief mention of outstanding work, if any, during the period under report.	-----
9. Details of reprimand or disciplinary work, if any during the year under report. (a) Details about service, related to transfer / appointment, if ever try to bring any political or any other pressure through any contact, if yes, provide details.	-----
10. Overall assessment.	GOOD
11. Suitability for other spheres of work, if any.	-----
12. Training needs – (looking to his aptitudes and career development possibilities, please indicate specific areas for him).	-----
13. Effectiveness in the development and protection of scheduled castes and / or scheduled tribes. (a) Attitude towards scheduled castes and / or scheduled tribes. (b) Sensitivity to social justice.	-----

(c) Ability to take quick and effective
action to prevent and quell atrocities
and ensure justice to scheduled
castes and / or scheduled tribes. -----

(d) Effectiveness in bringing about the
development of scheduled castes
and / or scheduled tribes. -----

*(Applicable in case of Officers dealing
with the development and protection
of scheduled castes and / or scheduled
tribes). -----

*N.B. (To be filled in only respect of officers
concerned with implementation of special
component plan and plan scheme for
Scheduled Castes & Scheduled Tribes).

Date:-

30-04-2000

Signature of Reporting Officer :-

Name in Block Letter :-

Dr. I. R. Shah

Designation :- RMO Class – I

ESIS,

Bapunagar,

Ahmedabad

PART – IV
(REMARKS OF REVIEWING OFFICER)

- | | |
|--|------------------------------|
| 1. Length of services under him | Dt. 01-01-2000 to 31-03-2000 |
| 2. Do you accept the assessment by the Reporting Officers in all respect ? If not, indicate the Items on which you disagree and give your assessment on those items. | YES |
| 3. Do you accept the Reporting Officer's assessment about integrity ? | YES |
| 4. Overall assessment, including mention of out-standing work, if any. | GOOD |

Date:-
20-06-2000

Signature of Reviewing Officer :-
Name in Block Letter :-
Dr. S. R. Shah
Designation :-
Deputy Director (I/C)
Bapunagar General Hospital,
ESIS, Ahmedabad