

No. 61/28/94-S(1)

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments,
Commissioner Ambala, Hisar, Gurgaon & Rohtak Division.
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court.

Dated Chandigarh, the 14th November, 1995

Subject :— Regarding A.C.R. proforma.

Sir,

I am directed to address you on the subject noted above and to say that it has been observed by the Administrative Reforms Department that the existing ACR form being used by the departments for following category of employees does not adequately reflect their job performance in various counts :—

1. Clerks and other posts of similar nature in Group 'C'
2. Assistants and other posts of similar nature in Group 'C'

3. Steno-typists/Junior Scale and Senior Scale Steno-graphers /P. As.
4. For common cadre Group 'D' posts.
5. Drivers of Staff cars/Jeeps and other official vehicles.

2. The Administrative Reforms Department has reviewed the existing form and developed a new form for each of the above mentioned category of employees, which are enclosed for adoption. However the departments can make suitable alterations/modifications if they think appropriate, in the new form devised by the Administrative Reforms Department.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Govt. Haryana.

A copy each with a copy of its enclosures is forwarded to the following for information and necessary action —

1. All the Financial Commissioners, Haryana,
2. All the Administrative Secretary to Govt. Haryana.

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

To

1. All the Financial commissioners, Haryana.
2. All the Administrative Secretaries to Govt. Haryana.

U.O. No. 61/28/94-S(1),

Dated Chandigarh, the 14.11.95

GOVERNMENT OF HARYANA

Form of 'Annual Confidential Report'

(For Clerks and other posts of similar nature in Group 'C')

Department : _____

Office/Branch/Section : _____

Period under Report : _____

Part—I

1. Name of the employee : _____

2. Father's name : _____

3. Designation of the post held : _____

Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

Part—II

Important Notes :

1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.

2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e., 'Outstanding', 'Very Good', 'Good', 'Average' 'Below Average' in the Box-Blocks provided against each column.

1. Brief of duties assigned

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2. State of Health

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3. Conduct and Character

| |
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4. Punctuality and Regularity in Attendance.

| |
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|--|

5. Ability to get along and behaviour with

(a) Superior officers

(a)

| |
|--|
| |
|--|

(b) Colleagues

(b)

| |
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|--|

(c) Public

(c)

| |
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6. Amenability to Discipline.

7. Devotion to duty and Hardworking.

8. General Intelligence and keenness to learn.

9. Knowledge about Department/ Branch and Office procedure.

10. Proficiency in use of State Language 'Hindi' in his day to day official work.

11. Whether the employee stays at his Headquarters after closing of office and during holidays ?

12. Proficiency and Accuracy in Typing.

13. Proficiency in work of maintenance of Registers, Files and other record.

14. Initiative and willingness to perform any job of responsibility.

15. Assessment of Integrity :

Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties ?
Reply in "Yes" or "No."

If yes, please give details.

16. Whether there are any 'Adverse Remarks' on the work and conduct of the employee ? Reply in "Yes" or "No."

If yes, please give details.

17. Has the official done any outstanding or notable work meriting ? Reply in "Yes" or "No".

If yes, please give details.

18. Suitability for promotion or Higher Scale of Pay.

9. Overall Grading based on the assessment made from Sr. No. 2 to 17.

Signature of the Reporting Authority

Name in block letters: _____

Designation: _____

Date: _____

REMARKS OF THE REVIEWING AUTHORITY

Tick (✓) one of these three items (a), (b) & (c) and strike out the remaining two)

(a) I endorse the above remarks.

(b) I generally agree with the above views subject to the following observations :

(c) I do not agree with the above remarks in column : _____

Signature of the Reviewing Authority

Name in block letters : _____

Designation : _____

Date : _____

REMARKS, IF ANY, OR COUNTER SIGNATURES OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority.

Name in block letters : _____

Designation : _____

Date : _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

The following prescribed time schedule for writing Annual Confidential Report may strictly be adhered to :—

- (a) The Reporting Authority must write the report before 15th April,
- (b) The Reviewing Authority must record its comments before 30th April, and
- (c) The Accepting Authority must record its acceptance before 15th May.

The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.

The Reporting Officer should record 'adverse remarks', if any, in column at Sr. No. 16 and nothing be written along with the box-block meant for Grading only.

While recording remarks on 'Integrity' in column at Sr. No. 15 instructions contained in para 4 of Consolidated instructions on confidential reports, read with instructions No. 61/20/85-S(1), dated 17.12.1985 must be gone through carefully.

The Reporting Officer should make a mention of any defect noted and any punishment inflicted on the employee or written warning(s) issued to him, during the period under report to give correct picture of his work and conduct.

The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.

Signatures in full along with date be put up by the Reporting/Reviewing Accepting Authorities.

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT'

(for Assistants and other posts of similar nature in Group 'C')

Department :—

Office/Branch/Section :—

Period under Report :—

PART—I

1. Name of the employee :—

2. Father's Name :—

3. Designation of the post held :—

| | | |
|-------------------------|-------------------------|-------------------------|
| Reporting Authority— | Reviewing Authority— | Accepting Authority— |
|-------------------------|-------------------------|-------------------------|

PART—II

Important Notes : 1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the e of this form.

2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i. e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box blocks provided against each column.

- | | |
|---|---|
| 1. Brief of duties assigned | |
| 2. State of Health | |
| 3. Conduct and Character | |
| 4. Punctuality and Regularity in attendance | |
| 5. Ability to get along and behaviour with | |
| (a) Superior Officers | (a) |
| (b) Colleagues | (b) |
| (c) Public | (c) |

Amenability to Discipline

Devotion to duty and hardworking

General Intelligence and keenness to learn

Knowledge about Department Branch and Office procedure

Proficiency in use of State Language Hindi in his day to day official work

Whether employee stays at his Headquarters after closing of office and during holidays ?

Reply in 'Yes' or 'No'

Promptness and Accuracy in disposal of work

Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him

Quality of work
(Delete the sub-clause(s) which is/are not related to his work)

(a) Ability to apply the relevant Rules and Regulations correctly (a)

(b) Capacity for examining cases thoroughly and comprehensiveness (b)

(c) Quality of Noting & Drafting (c)

(d) Proficiency in Cash Handling (d)

(e) Proficiency in Store Management (e)

(f) Proficiency in Accounts matters (f)

Organisation of work :

a) Retrieval of papers/information references (a)

- (b) Keeping the work place tidy and the record systematic.

(b)

16. Assessment of Integrity :
Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties ?
Reply in 'Yes' or 'No'
If Yes, please give details.

17. Whether there are any adverse remarks on the work and conduct of the employee ? Reply in 'Yes' or 'No'
If Yes, please give details.

18. Has the official done any outstanding or notable work meriting ? Reply in 'Yes' or 'No'
If Yes, please give details.

19. Suitability for promotion or Higher Scale of Pay (Use term 'Fit' or 'Not Yet Fit' or 'Not Fit')

20. Overall Grading based on the assessment made from Sr. No. 2 to 18 above.

Signature of the Reporting Authority

Name in block letters: _____

Designation: _____

Date :

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) & (c) and strike out the remaining two).

- (a) I endorse the above remarks.

- (b) I generally agree with the above views subject to the following observations.

- (c) I do not agree with the above remarks in column : _____

Signature of the Reviewing Authority

Name in Block letters : _____

Designation : _____

Date :

Remarks, if any, or Counter signatures of the Accepting Authority.

Signature of the Accepting Authority

Name of block letters : _____

Designation : _____

Date :

IMPORTANT INSTRUCTIONS FOR FILLING-IN FORM

1. The following prescribed time schedule for writing Annual Confidential Report may strictly be adhered to :—
 - (a) The Reporting Authority must write the report before 15th April,
 - (b) The Reviewing authority must record its comments before 30th April and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No. 18 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks on 'Integrity' in column at Sr. No. 17 instructions contained in para 4 of Consolidated instructions regarding confidential reports, read with instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signature in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.