

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT'

(For Stenotypists/Junior Scale and Senior Scale Stenographers/P. As)

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 _____
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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. State of Health _____

2. Conduct and Character _____

3. Punctuality and Regularity in attendance _____

4. Ability to get along and behaviour with _____

(a) Superior Officers (a) _____

(b) Colleagues (b) _____

(c) Public (c) _____

5. Amenability to Discipline _____

6. Devotion to duty and Hardworking
7. General Intelligence and keenness to learn
8. Knowledge about Department/Branch and Office procedure
9. Proficiency in use of State Language Hindi in his day to day official work.
10. Whether employee stays at his Headquarters after closing of office and during holidays ?
Reply in 'Yes' or 'No'
1. Proficiency in stenography and typing.
2. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.
3. Trustworthiness in handling secret and top secret matters and papers
4. Handling of Dak, Files, record and management of his office
5. Handling telephones, visitors, tour programmes and engagements etc.
6. Assistance provided in marking his officer more effective (checking on details), follow-ups, feedback progress etc.
7. 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.
8. Whether there are any 'adverse remarks' on the work and conduct of the employee ?
Reply in 'Yes' or 'No'.
If yes, please give details.
9. Has the official done any outstanding or notable work meriting ? Reply in 'Yes' or 'No'.
If yes, please give details.

20. Suitability for promotion or Higher Scale of pay. (Use terms 'Fit' or 'Not yet fit' or 'Not Fit').

21. Overall Grading based on the assessment made from Sr. No. 2 to 19 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 subject to the following observations:

(c) I do not agree with the above remarks columns:

Signature of the Reviewing Authority

Name in block letters: _____

Designation: _____

Date : _____

REMARKS, IF ANY, OR COUNTERSIGNATURES OF ACCEPTING AUTHORITY

Signature of the Accepting Authority

Name in block letters: _____

Designation: _____

Date : _____

IMPORTANT INSTRUCTIONS FOR FILLING—IN FORM

1. The following prescribed time scheduled for writing annual confidential report may strictly 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

of the choice in the box-block mentioned against these items.

The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No. 18 and nothing be written along with the box block meant for Grading only.

While recording remarks on 'Integrity' in column at, Sr. No. 17 instructions contained in para 4 of 'Consolidated instructions regarding confidential reports' read with the instructions No. 61/20/85—S (1), dated 12-12-85 must be gone through carefully.

The Reporting Officer should make a mention of any defecats 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 this work and conduct.

The report should be a true and objective assessment of the employees ability and charecter as reflected in his day to day official work during the period under report.

Signature in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT'

(For the common cadre group 'D' posts)

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 _____
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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.

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- | | |
|---|-------|
| 1. State of Health | _____ |
| 2. Conduct and Character | _____ |
| 3. Punctuality and Regularity in Attendance | _____ |
| 4. Amenability to Discipline | _____ |
| 5. Devotion to Duty and Hardworking | _____ |
| 6. Behaviour and obedience | _____ |
| 7. Intelligence and fitness to do the assigned tasks. | _____ |
| 8. Whether employee stays at his Headquarters after closing of office and during holidays?
Reply in 'Yes' or 'No'. | _____ |

9. Assessment of integrity

10. Adverse Remarks on work performance and conduct; if any, Reply in 'Yes' or 'No'.
If 'Yes' please give details

11. Suitability for promotion or Higher Scale of pay
(use term 'Fit' or 'Not yet fit' or 'Not fit')

12. Overall Grading based on the assessment
made from No. Sr. 2 to 10 above.

Signature of the Reporting Authority

Name in block letters

Designation

Date

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE REVIEWING/ACCEPTING
AUTHORITY

Signature of the Reviewing/Accepting Authority

Name in block letters

Designation

Date

IMPORTANT INSTRUCTIONS FOR FILLING IN THE 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. 10 and nothing be written alongwith the box-block meant for grading only.
4. While recording remarks on 'Integrity' in column at Sr. No. 9 instructions contained in para 4 of 'Consolidated Instructions on Confidential Reports' read with instructions No. 61/20/85 S (1) date 12-12-1985, 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.

GOVERNMENT OF HARYANA

FORM OF 'ANNUAL CONFIDENTIAL REPORT' OF DRIVERS

(Applicable for Drivers of Staff Cars/Jeeps and other official Vehicles)

Department : _____

Office of the _____

Period of Report _____

PART—I

1. Name of the employee _____

2. Father's Name _____

3. Date of continuous appointment on the post of Driver _____

Reporting	Reviewing	Accepting
Authority _____	Authority _____	Authority _____

PART—II

Important Notes : 1. Before writing the Annual Confidential Report, the Reporting/Reviewing/ Accepting Authorities should read carefully the instructions given at page 2 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. State of Health _____

2. Punctuality and Devotion to Duty. _____

3. Ability to get along with and behaviour with _____

(i) Superior Officers

(i) _____

(ii) Colleagues

(ii) _____

4. Whether the employee stays at his Headquarters after closing of office and during holidays (Reply in 'Yes' or 'No') _____

5. Technical knowledge about the vehicle which he drives.
6. Proficiency in safe driving & Maintenance of the Vehicle
7. Acquaintance with traffic rules and Other road sings
8. Does he maintain the log book according to Govt. instructions ? (Reply in 'Yes' or 'No')

If no., give brief description.

9. Assessment of Integrity :

Has anything come to your notice which reflect adversely on the official's integrity. Reply in 'Yes' or 'No'. If yes, please give details.

10. Any other comments.

11. Overall Grading based on the assessment made from Sr. No. 2 to 10

Signature of the Reporting Authority

Name in block letters

Designation

Date

REMARKS OF THE REVIEWING AUTHORITY

Signature of the Reviewing Authority

Name in block letters :

Designation

Date

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

Signature of the Accepting Authority

Name in block letters

Designation

Date

IMPORTANT INSTRUCTIONS FOR FILLING IN THE 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.
 - (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. While recording remarks on 'Integrity' in column at Sr. No. 9 instructions contained Consolidated Instructions on Confidential Reports, read with instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
 4. The Reporting Authority 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.
 5. 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.
 6. Signatures in full alongwith date to be put up by the Reporting/Reviewing/Accepting in para 4 of Authorities.