Section V Acceptance

1. Do you agree with the remarks of the reporting / reviewing authorities?

Yes	No

2. In case of difference of opinion details and reasons for the same may be given.

3. Overall grade (on a score of 1-10) _____

Date :

Signature of Accepting Authority_____

Name in Block letters _____

J17-

PERFORMANCE REPORT OF HARYANA CIVIL SERVICE (EXECUTIVE BRANCH) OFFICER OF TRAINING PERIOD

(For the year/period ending_____)

A. PERSONAL DATA

1. Name of the Officer
2. Date of Appointment
3. Date of Birth
4. Present Grade Date
5. Training Details
   a) Course
   b) Institution
   c) Duration
6. Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)
7. Date of Filing Annual Property Returns

B. SELF ASSESSMENT: -

Officer's Signature _____
Date:_____
To be filled in duplicate and submitted to Personnel Department

PERFORMANCE REPORT OF HARYANA CIVIL SERVICE (EXECUTIVE BRANCH) OFFICER ON STUDY LEAVE/LEAVE FOR STUDY

(For the year/period ending_____)

A. PERSONAL DATA

1. Name of the Officer
2. Date of Appointment
3. Date of Birth
4. Present Grade Date
5. Study Leave/Leave Details
   a) Course
   b) Institution
   c) Duration
6. Period of Sanctioned Leave
7. Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed)
7. Date of Filing Annual Property Returns

B. SELF ASSESSMENT: -

Officer's Signature _____
Date:_____
To be filled in duplicate and submitted to Personnel Department

PROFORMA FOR HEALTH CHECK UP

Date:

Name Age Sex: M/F

Brief clinical history, if any:

Examination

(A) Physical

Investigations:

1) Haemogram

i) Hb%
ii) TLC
iii) DLC (a) Polymorphs
(b) Lymphocytes
(c)Eosinophils
(d) Basophils
(e) Monocytes
iv) Peripheral Smear

2) Blood Sugar

i) Fasting

ii) Post-Prandial

3)Lipid Profile

i) Total Cholesterol

ii) HDL Cholesterol

iii) LDL Cholesterol

iv) VLDL Cholesterol

v) Triglyceride

4)Liver Function Test

i) S.Bilirubin(Total)

iii) S.G.O.T.

iv) S.G.P.T.

v) ALK Phosphatase

5)Kidney Function Test

i) Blood Urea

ii) S.Creatinine

iii) S.Uric Acid

iv) Electrolytes

Na+
K
Calcium
Inorganic Phosphates

6)Cardiac Profile

i) CPK

ii) CK-MB

iii) S.LDH

iv) SGOT
v) S.CRP
For Men
vi) PSA
For Women
vii) PAP SMEAR

7)Urine Examination

ii) Routine

iiv) Microscopic Ezam

ii) Sugar

iiii) Albumin

8)E.C.G Report

9) X-ray Chest PA View Report

10) Ultra Sound Abdomen Report

11) TMT Report

12) Mammography Report (Women)

13) Gynecological health Check up

1) Pelvic Examination
i) Local Examintion
ii) Per Vaginum (P/V)
iii) Per Speculum

Surgical Examination
Breast Examination
Urological Examination (For Men only)
Rectal Examination (For Men only)

(B) Systemic Examination

i) Resp System
ii) CVS
iii) Abdomen
iv) CNS
v) Locomotor System
vi)Dental Examination

Eye Examination

i) Distant vision
ii) Vision with Glasses
iii) Colour vision
iv) Tonometry
v) Fundus Examination

ENT

i) Oral Cavity
ii) Nose
iii) Throat
iv) Larynx

Any other Investigation

Advise

B: Medical Report of the Officer

1	Haemoglobin level of the officer	Normal/Low
2	Blood Sugar level	Satisfactory/Normal/High/Low
3.	Cholesterol level of the officer	Normal/High/Low
4.	Liver functioning	Satisfactory/normal/dysfunctioning
5.	Kidney Status	Normal/Both-one kidney not functional optimally
6.	Cardiac Status	Normal/enlarged/blocked/not normal

C: SUMMARY OF MEDICAL REPORT (ONLY COPY OF THIS PART IS TO BE ATTACHED TO PAR

1.	Overall Health of the Officer	
2.	Any other remarks based on the health medical check up of the officer	
3.	Health profile grading	

Date

Signature of Medical Authority
Designation"

General guidelines for filling up the Performance Appraisal Report form for Haryana Civil Service (Executive Branch)

1. Introduction

1.1. The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the AcceptingAuthority should, therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4 Although the actual documentation of performance appraisal isa year-end exercise, in order that it may be a tool for human resource development, career planning and training, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

2. Section-I

This Section should be filled up in the Administration Division/Personnel Department.

3. Section-II

3.1 The officer reported upon is first required to give brief description of his/ her duties and responsibilities, which would normally not exceed about 100 words. Ideally, this should be in bullet form.

3.2 All officers are required to develop a work plan for the year and agree upon the same with the reporting officer. The work plan should incorporate the relative annual work rhythm and budgetary cycle. This exercise is to be carried out at the beginning of the year and finalized by 30th April, positively. In case of a change of the reporting officer during the year, the work plan agreed with the previous reporting officer would continue to apply. The work plan agreed upon at the beginning of the year has to be reviewed again during the month of September/October as a mid-year exercise and finalized by 31stOctober. Based on this review the work plan may undergo some changes from that originally prepared.

3.3 After the work plan is prepared, it is possible that the officer reported upon is transferred out. There need not be more than one work plan for one post each year. The period spent by the officer during the year and his contribution could be considered for evaluating his performance against the work plan. In the case of mid-term transfers, continuity and assessment of work and the lower performance profile in the first quarter should be taken into consideration.

3.4 The work plans, duly signed by the officer reported upon and the reporting authority has to be submitted to the reviewing authority for his/her perusal and custody. The performance appraisal form provides for an assessment of the accomplishments vis-à-vis the work plan agreed at the commencement of the year and reviewed mid- year. The officer reported upon is required to fill up the table provided for the purpose in Section-II.

3.5 It is not necessary that the work plan should be entirely quantitative in nature. While for field level posts, the work plan would consist essentially of quantifiable targets, for secretarial level posts it would consist of policy objectives to be achieved etc.

3.6 Section II also provides an opportunity for the officer to reflect upon his/her performance during the year and indicate one item which he/she thought was a significant contributions made by him/her during the year. It is always possible for any officer to make significant contribution even in activities otherwise regarded as routine in nature. Examples of such contribution may be the successful organization of a major event or successful conclusion of an activity that has been going on for a long time, or even successful dealing of an emergency (e.g. major earth quake/flood) would certainly be an exceptional contribution.

3.7 The officer reported upon is required to indicate specific areas in which he/she feels the need to upgrade skills and attend training programs. He/she should also mention the specific steps that he/she has taken or proposes to take to upgrade his/her skills in the identified area.

3.8 There is an increased emphasis on competency building in the new performance appraisal and career progression system. There would be a premium on competency and skill upgradation. Hence, all officers are advised, through a note in Section II, to keep the cadre controlling authority informed, at least once in five years, of all educational and training programs attended, including the details of marks/grades secured in such programs, details of professional papers published. These would be taken into account in the future career progression.

3.9 This Section also requires the officer reported upon to record certain certificates about submission of property returns, annual medical check up and setting up of annual work plan for whom he/she would be the reporting authority.

4. Section-III

4.1 Section III requires the reporting authority to comment on Section II as filled out by the officer reported upon, and specifically state whether he/she agrees with the responses relating to the accomplishments. In case of disagreement the reporting authority should highlight the specific portions with which he/she is unable to agree and the reasons for such disagreement.

4.2 This Section then requires the reporting authority to comment on the skill upgradation needs as identified by the officer.

4.3 Thereafter, this Section requires the reporting authority to record a numerical grade in respect of the workout put of the officer reported upon both in respect of the planned work as well as the unforeseen tasks. A numerical grade is also required in respect of the "quality" of the output. In doing so, the reporting authority should take

into account the costs incurred (whether the officer reported upon has been cost conscious), the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.4 The reporting authority is also required to record a numerical grade in respect of work output, personal attributes and functional competencies.

4.5 Section III requires the reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon. The following procedure should be followed in filling up the column relating to integrity:

(i) If the Officer's integrity is beyond doubt, it may be stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Performance Appraisal Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he/she had not watched the officer's work for sufficient time to form a definite judgement or that he/she has heard nothing against the officer, as the case may be.

(b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Performance Appraisal Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officers conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

4.6 The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100 words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made earlier part of this section.

4.7 Reporting authority is then required to make recommendations relating to domain assignment.

4.8. Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, with 1 referring to the lowest grade and 10 to the highest.

5. Section-IV

5.1 This Section is to be filled up by the reviewing authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables. Finally he/she is required to record an overall grade in the scale of 1-10.

6. **Section-V**

6.1 This Section is to be filled by the accepting authority. He/she is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities.In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the table in Section V.

7. Numerical Grades

7.1 At several places, numerical grades are to be awarded by reporting and review authorities. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authorities should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

7.2 Weightage & Mean

Weights have been assigned to work output, personal attributes and functional competency. The overall grade will be based on the addition of the mean value of each group of indicators in proportion to weightage assigned.

8. Disclosure

8.1 There should be more openness in the system of appraisal. The annual PAR, including the overall grade and integrity, should be communicated to the officer reported upon after it has been finalized by the accepting authority.

8.2 **Representation**

The officer reported upon may have the option to give his comments on the PAR. Such comments may be restricted to the specific factual observations contained in the Performance Appraisal Report leading to the assessment of the officer in terms of attributes, competency and output. If comments are submitted, the Reporting/Reviewing/Accepting Authority would have the option to accept them and modify the PAR accordingly. If the comments are not accepted, the views of the Reporting/Reviewing/Accepting Authority would be communicated with reasons to the officer reported upon. The orders so passed shall be final and no second representation will be entertained.

9. Schedule for completion of PARs of Haryana Civil Service (Ex.Br.)Officers

9.1 The following schedule should be strictly followed: -

Activity	Cut-off dates
Blank PAR form to be given to the officer reported upon by the Personnel Department specifying the reporting officer and reviewing authority	1st April
Self appraisal for current year	30th April
Appraisal by reporting authority	31st May
Appraisal by reviewing authority	30th June
Appraisal by accepting authority	31st July
Disclosure to the officer reported upon	15th August
Comments of the officer reported upon, if any	31st August
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments.	15th September
Comments of reporting authority	30th September
comments of reviewing authority	15th October
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon	31st October

9.2. If a PAR relating to a financial year is not recorded by the 31st of December of the year in which the financial year ended, no remarks shall be recorded thereafter. The member of Service will be assessed based on the overall record and self-assessment of the year concerned, if he had given his self-assessment in time and the Reporting Authority, Reviewing Authority and the Accepting Authority have not completed the PAR according to the time schedule given in para 9.1.

9.3. The member of Service reported upon shall, while forwarding his self-appraisal to the Reporting Authority, endorse a copy of the self-appraisal, to the nodal officer and keep a record of the same as evidence that he had submitted the same in time.

9.4. The Reporting Authority shall record his comments in the PAR of the officer reported upon within the stipulated time and send it to the Reviewing Authority along with a copy thereof to the nodal Authority.

9.5. In case the Reporting Authority fails to submit the PAR to the Reviewing Authority within the stipulated period under intimation to the nodal officer, the nodal officer shall send a copy of self-appraisal directly to the Reviewing Authority and authorize him to initiate the PAR. The nodal officer shall also keep a note of the failure of the Reporting Authority to submit the PAR of his subordinate in time for an appropriate entry in the PAR of such Reporting Authorities.

9.6. The nodal officer shall evolve a suitable mechanism to ensure that the remarks of the Reporting, the Reviewing and the Accepting Authorities are recorded without fail by the dates given in the schedule below Para 9.1

Mapping of Departments to Domains

1. Agriculture and Rural Development	
i) Department of Agriculture & Farmers Welfare	ii) Department of Animal Husbandry & Dairying
iii) Department of Fisheries	iv) Deptt. of Development & Panchayats
v) Department of Food & Civil Supplies	vi) Department of Cooperation
2. Social Development	
i) Department of Health & Ayush	Ii Deptt. of Higher Education & School Education
iii) Department of Labour & Employment	iv) Department of Social Justice & Empowerment
v) Department of Medical Education & Research	vi) Deptt. of Women & Child Development
vii) Department of Technical Education & Industrial Training	viii) Department of Welfare of SC & BC
3. Culture and Information	
i) Deptt. of Information, Public Relation & Languages	ii) Department of Art & Cultural Affairs
iii) Department of Tourism	iv) Department of Youth Affairs & Sports
v) Department of Archaeology & Museums	vi) Department of Archives
vii) Department of Printing & Stationery	
4. Natural Resource Management	
i) Department of Forests	ii) Department of Irrigation & Water Resources
5. Energy and Environment	
i) Department of New and Renewable Energy	ii) Department of Power
6. Communication Systems & Connectivity Infrastructure	
i) Department of Civil Aviation	ii) Department of Electronics & IT
iii) Department of PWD(B&R)	iv) Department of Public Health Engineering
v) Department of Transport	vi) Department of Architecture
7. Public Finance & Financial Management	
i) Deptt. of Finance & Institutional Finance & Credit Control	ii) Department of Planning
8. Industry & Commerce	
i) Department of Industries & Commerce	ii) Department of Science & Technology
iii) Department of Mines & Geology	
9. Internal Affairs	
i) Department of Ex Service men Welfare	ii) Department of Home
iii) Department of Administration of Justice	iv) Department of Jails
10. Housing & Urban Affairs	
i) Department of Housing	ii) Deptt. of Town & Country Planning & Urban Estates
iii) Department of Urban Local Bodies	
11. Personnel & General Administration, Governance Reforms, Regulatory Systems	
i) Department of Administrative Reforms	ii) Department of Law & Legislative
iii) Department of Parliamentary Affairs	iv) Department of Elections
v) Department of General Administration	vi) Department of Raj Bhawan Affairs
vii) Department of Personnel , Training & Vigilance	
12. Land Revenue & Disaster Management	
i) Department of Consolidation	ii) Department of Land Revenue

-295

GNFC

Registration Form for Digital Certificate
GOVERNMENT

(n)Code Solutions
e-Safe, e-Secure, e-Sure

Customer Identification Number : _____ (for office use only)

PLEASE TICK ANY ONE | Class2 | OR | Class3

Validity 2 Years | OR | Validity 1 Year | Only Signing | OR | Sign & Encrypt

INSTRUCTIONS

1. Please fill the form in English only in legible format and preferably IN BLUE INK.
2. For obtaining Class 3 "In Person verification and video recording of DSC applicant " is mandatory as per CCA - Guidelines.
3. As a Pre-requisite once the form is processed, Please send SMS as below to any one of these no. 7226971020 / 9913597849 / 8000281227 / 7046466623.
   [Customer id :Space[CID NO.]Space[Email] Space[_____]
4. All supporting documents should be attested by Gazetted Officer or Bank Manager or Post Master and the Name, designation, office - address and contact number of the attesting officer should be clearly visible.
5. Incomplete application is liable for Rejection. The rejected form would be physically discarded after 15 days from the date of rejection. No request would be entertained with respect to rejected form after the rejection period.
6. OID would be as per our CPS. Please refer to our CPS at www.ncodesolutions.com/cps.pdf for more information.
7. Incase of keypair been compromised/lost/deleted, please apply for revocation of certificate.
8. FIPS 140-1/2 level validated Hardware cryptographic token required to download the DSC

Applicant Name — APPLICANT TO SIGN ACROSS THE PHOTOGRAPH EXTENDED TO APPLICATION FORM

Surname | First Name | Middlename

Affix recent passport size photograph of the applicant

Unique Email ID

Unique Mobile No.

Identity Details of Applicant DOC No.

☐ *PAN Card ☐ Driving License ☐ Passport ☐ Govt. ID Card ☐ Postoffice ID Card ☐ Copy of Bank Account Passbook containing photo & signed by applicant with attestation by concerned Bank Officer

Tick any one and enclose the attested copy of same. (*For PAN based DSC, please provide the PAN Card details.)

Organization Name

Organizational Email ID

Govt. ID Card Detail (Enclose attested copy)

Department

Office Address — As per supporting document submitted

Area / Landmark | Town/City/District | State | PIN

PLEASE NOTE :

"Section 71 of IT Act stipulates that if anyone makes a misrepresentation or suppresses any material fact from the CCA or CA for obtaining any DSC such person shall be punishable with imprisonment up to 2 years or with fine up to one lakh rupees or with both

DECLARATION :

1. In case of submission of Aadhaar Card Details, I provide my consent to (n)Code Solutions for using Aadhaar Card details for my identity authentication only.
2. I hereby agree that I have read and understood (n)Code Solutions CPS and the subscriber agreement and promise to abide the same. I have read and understood guidelines for storage of private keys mentioned in (n)Code Solutions CPS
3. I hereby authorise (n)Code Solutions to conduct mobile verification as per CCA guidelines, on the number mentioned above

Date : Place :

Signature of Applicant with seal of Organization (Blue Ink Only)

Verified by (n)Code Office

Seal & Signature

For RA use only

All Documents, address and physical presence verified by

RA Name, Seal & Signature

V 4.4

Toll Free: 1800-233-1010
www.ncodesolutions.com
Corporate Office : (n)Code Solutions, 403, 4th Floor, GNFC Info Tower, Bodakdev, Ahmedabad - 380054.

e-Safe, e-Secure, e-Sure

GNFC

Registration Form for Digital Certificate
GOVERNMENT

(n)Code Solutions
e-Safe . e-Secure . e-Sure .

Customer Identification Number : _____ (for office use only)

Documents Required for Verification

Attested copy of following for

Government Application

A. Applicant's identity card.

B. The application for DSC should be forwarded/Certified by the authorized signatory (Competent authority of the Department/ Head of Office / NIC Coordinator.

C. Copy of identity card of authorised signatory.

Note :

A. For Class 3 certificate, HOD should certify the physical verification of subscriber. with a statement similar to that used for life certificate of pensioners

B. The attestation of documents may be carried out by Head of the Office/Gazetted Officer.

PAYMENT DETAILS

Date : _____ Bank Name : _____ DD / Cheque No. : _____ Amount : _____

Authorization Letter

To,

(n)Code Solutions (A Division of GNFC Ltd.)

This to certifiy that

Mr. / Ms. _____ (certificate applicant)

Mobile_____ has provided correct information in the application form for issue of Digital Certificate to the best of my knowledge and belief and is working with _____ (organization name). I certify the physical verification of the applicant. He / She is hereby authorized to obtain a Digital Certificate issued by (n)Code Solutions.

DETAILS OF AUTHORISING PERSON

Name			
Designation		Identity	
Date		Signature of Authorising Person (Blue Ink Only) (with seal of Organization)	
Place		[Sign :]	

(n)Code Offices Corporate Office Ahmedabad : 079-4000 7300 • dscsales@ncode.in

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