

GOVERNMENT OF HARYANA

FORM OF 'ANNUAL CONFIDENTIAL REPORT'

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

Department of Animal Husbandry & Dairying, Haryana, Panchkula

Office/ Branch/ Section -----

Period under Report -----

Part - I

1. Name of the employee's: -----

2. Father's Name: -----

3. Designation of the post held: -----

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 in the end of the 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 & regularity in attendance _____

5. Ability to get along & behaviour with

(a) Superior officers (a) _____

(b) Colleagues (b) _____

(c) Public (c) _____

6. Amenability to discipline _____

7. Devotion to duty & hardworking _____

8. General intelligence & keenness to learn _____

9. Knowledge about Department, Branch & Office procedure _____

Name & Designation of the official-----

10. Proficiency in use of state Language 'Hindi' in his day to day official work. _____
11. Whether employee stays at his Head Quarter after closing office & during holiday?
Reply in 'Yes' or 'No'. _____
12. Promptness and accuracy in disposal of work. _____
13. Knowledge of Rules, Regulations and Instructions in general and with particular reference to the work allotted to him. _____
14. 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 case handling (d) _____
 - (e) Proficiency in Store Management (e) _____
 - (f) Proficiency in Accounts Matters (f) _____
15. 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 any thing come to your notice, which reflects adversely on the official's integrity or his ability to honestly execute his duties?
Reply in Yes' or 'No'. _____
17. Whether there are any 'adverse remarks' on the work and conduct of the employee?
Reply in 'Yes' or 'No'. _____
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') _____

Name & Designation of the official-----

- 20. Whether the officer/ official delivers the service or dispose of the case in a given time frame? (Reply in Yes' or 'No') _____
- 21. Overall Grading based on the assesement made from Sr. No. 2-18 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 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:
 - (d) The Reporting Authority must write the report before 15th April;
 - (e) The Reviewing Authority must record its comments before 30th April; and
 - (f) 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 choice in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No. 17 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks 'Integrity' in column at Sr. No. 16, instructions contained in para 4, of Consolidating instructions on 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 punishment inflicted on the employee or written warning(s) issued to him during the period under report to give any 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. Signatures in full alongwith date be put up by the Reporting/ Reviewing/ Accepting Authorities.