

GOVERNMENT OF HARYANA

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For the Common Cadre Group 'D' posts)**

Department of Animal Husbandry & Dairying Haryana, Panchkula

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. Devoting to duty and hardworking _____
- 6. Behaviour & Obedience _____
(a) Attitude of the Officer/ Official towards other castes and Communities
- 7. Intelligence and fitness to do the assigned tasks. _____
- 8. Whether employee stays at his Head-Quarter 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'. _____

Name & Designation of the official-----

- 11. Suitability for promotion for Higher scale of pay (use term 'Fit' or 'Not yet Fit' or 'Not Fit') _____
- 12. "Whether the officer/ official delivers the services or dispose of the case in a given time frame? (Reply in 'Yes' or 'No') _____
- 13. Overall grading based on the assessment made from Sr. No. 2 to 10 above. _____

Signature of the Reporting Authority

Name in block letters: _____

Designation: _____

Date: _____

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

Signature of the Reviewing/ Accepting

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 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.

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ग्रुप डी कर्मचारियों के कार्य पर वार्षिक रिपोर्ट का फार्म

वर्ष.....

नाम

पिता का नाम

पदनाम

नियुक्ति स्थान

क्र०	पहुल	टिप्पणी
1.	कार्यशाली	
2.	आचरण	

जिसके द्वारा रिपोर्ट दी गयी

हस्ताक्षर :

नाम :

पद: वी० एल० डी० ए०

दिनांक :