**GOVTERMENT OF HARYANA**

**FORM OF ‘ANNUAL CONFIDENTIAL REPORT’**

**(For Steno-typists Junior Scale Stenographer and Senior Scale Stenographers/P.As)**

**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: **---------------------------------------------------------------------------------------**

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| ReportingAuthority**---------------------------** | ReviewingAuthority**---------------------------** | AcceptingAuthority**---------------------------** |

**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.

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| 1. | State of health |  |
| 2. | Conduct and character |  |
| 3. | Punctuality & regularity in attendance |  |
| 4.    | Ability to get along and behaviour with |  |
| (a) | Superior officers | (a) |
| (b) | Collegues | (b) |
| (c) | Public | (c) |
| 5. | Amenability to discipline |  |
| 6. | Devotion to duty andhardworking |  |
| 7. | General intelligence and keepness to learn |  |
| 8. | Knowledge about Department, Branch & Office procedure |  |
| 9.  | Proficiency in use of state Language ‘Hindi’ in his day to day offcial work. |  |
| 10.  | Whether employee stays at his Head Quarter after closing office and during holidays?Reply in 'Yes' or 'No'. |  |
| 11. | Proficiency in Stenography andtyping |  |
| 12. | Maintenance of engagement diaryand timely submission of necessarypapers for meeting, interviews etc. |  |
| 13. | Trust worthiness in handling secretand top secret matters and papers. |  |
| 14. | Handling of Dak, Files, record andManagement and his office. |  |
| 15. | Handling telephones, visitors, tourProgrammes and engagements etc. |  |
| 16. | Assistance provided in making hisofficer more effective (checking ondetails) follow ups feedback progressetc. |  |
| 17. | 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'.If ‘Yes’, please give details. |  |
| 18. | Whether there are any 'adverse remarks' on the work and conduct of the employee? Reply in 'Yes' or 'No'.If ‘Yes’, please give details. |  |
| 19. | 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 term ‘Fit’ or ‘Not yet fit’ or ‘Not fit’) |  |
| 21.  | 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 theassessement made from Sr. No. 2 to19 above. |  |

Signature of the Reporting Authority

Name in block letters :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date :

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| **REMARKS OF THE REVIEWING AUTHORITY** |
| (Tick one of these three items(a), (b) & (c) and strike out theremaining two). | (a) | I endorse the above remarks. |
|  |  | (b) | I generally agree with the above viewssubject to the following observations.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | (c) | I do not agree with the above remarksin column : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | Signature of the Reviewing AuthorityName in block letters :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date :  |
| **REMAKRS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY** |
|  |  |  | Signature of the Accepting AuthorityName in block letters : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date : |

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|  | **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(l), dated 12.12.85 must be gone through carefully.5. The Reporting Officer should make a mention of any defects noted and any punishmentinflicted 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 andcharacter 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/ AcceptingAuthorities.……………. |  |