

**GOVERNMENT 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: -----

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 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.	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) Colleagues	(b)
	(c) Public	(c)
5.	Amenability to discipline	
6.	Devotion to duty and hardworking	
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 official work.	

Name & Designation of the official-----

10.	Whether employee stays at his Head Quarter after closing office and during holidays? Reply in 'Yes' or 'No'.	
11.	Proficiency in Stenography and typing	
12.	Maintenance of engagement diary and timely submission of necessary papers for meeting, interviews etc.	
13.	Trust worthiness in handling secret and top secret matters and papers.	
14.	Handling of Dak, Files, record and Management and his office.	
15.	Handling telephones, visitors, tour Programmes and engagements etc.	
16.	Assistance provided in making his officer more effective (checking on details) follow ups feedback progress etc.	
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 the assesment made from Sr. No. 2 to19 above.	

Signature of the Reporting Authority

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

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

Date :