

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For Superintendent and other posts of similar nature in Group 'B')

Public Health Engineering Department, Haryana

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 _____

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 and Regularity in attendance | _____ |
| 5. Ability to get along and behavior with | _____ |
| (a) Superior Officers | (a) _____ |
| (b) Colleagues | (b) _____ |
| (c) Public | (c) _____ |
| 6. Amenability to Discipline | _____ |
| 7. Devotion to duty and hardworking | _____ |

8. General Intelligence and Keeness to learn _____
9. Knowledge about Department, Branch and Office procedure _____
10. Proficiency in use of State Language 'Hindi' in his day to day official work _____
11. Whether the employee stays at his Headquarters after closing of office and during holidays? 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 anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties? _____
Reply in 'Yes' or 'No'.
- If 'Yes', please give details. _____
17. Whether there are any 'adverse remarks' on the work and conduct of the employee? _____
Reply in 'Yes' or 'No'.

- If 'Yes', please give details. _____
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') _____
20. Overall Grading based on the assessment made from Sr. No.2 to 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 don not agree with the above remarks in column : _____

Signature of the Reporting Authority
 Name in block letters : _____
 Designation : _____
 Date :

Remarks, if any, or countersignatures 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 Scheduled 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(I), datged 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.