**GOVTERMENT 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: **---------------------------------------------------------------------------------------**

|  |  |  |
| --- | --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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) | Collegues | (b) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| (c) | Public | (c) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6. | Amenability to discipline |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7. | Devotion to duty & hardworking |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 8. | General intelligence & keepness to learn |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 9. | Knowledge about Department, Branch & Office procedure |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 10.  | Proficiency in use of state Language ‘Hindi’ in his day to day offcial 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, Regulationsand Instructions in general and withparticular reference to the workallotted to him. |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 14. | Quality of work(Delete the sub-clause(s) whichis/ are not related to his work). |  |  |
|  | (a) | Ability to apply the relevantRules and Regulations correctly | (a) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (b) | Capacity for examining casesthoroughly 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/ informationreferences | (a) | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | (b) | Keeping the work place tidyand 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’) |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 assessement made from Sr. No. 2-18 above. |   | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | Signature of the Reporting AuthorityName in block letters :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : |
| **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 :  |
| **Remarks, if any, or counter signatures of the Accepting Authority.** |
|  |  |  | Signature of the Accepting AuthorityName in block letters : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date : |
|  | **IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM**1. The following prescribed time Schedule for writing Annual Confidential Report may strictlybe 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 oneof 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 andnothing be written alongwith the box-block meant for Grading only.4. While recording remarks ‘Integrity’ in column at Sr. No. 16, instructions contained in para4, 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 reportto 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. |