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

|  |  |  |
| --- | --- | --- |
| 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. | 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 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 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 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  assessement made from Sr. No. 2 to19 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 do not agree with the above remarks  in column : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | Signature of the Reviewing Authority  Name in block letters :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date : |
| **REMAKRS, 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 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 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.  ……………. |  |