

**FORM FOR THE CONFIDENTIAL REPORT OF THE WORK OF GAZETTED PERSONNEL IN THE FOOD AND SUPPLIES DEPARTMENT, HARYANA.**

Period covered by the report :

Report on the work

a) Name :

b) Designation :

Reporting authorities :

Remarks: N.B. The reporting officers shall particularly opinion on the following aspects:-

- a) Whether the officer is able intelligent, Conscientious and hard working and the degree of her questions in these directions. :
- b) Whether She is capable of supervising the work of his subordinates and whether the Relation with them are satisfactory.
- c) Whether She is punctual and has maintained Discipline
- d) Her reputation for honestly.
- e) Whether she has been able to discharge the Duties of her office satisfactory.
- f) Whether the officer remains present at the Headquarter After office hours and on Holidays.
- g) Special aptitude  
Defects, if any

**Grading:-** Whether outstanding, very good, Good, Average and below average.

**FROM FOR THE CONFIDENTIAL REPORT OF THE WORK OF GAZETTED PERSONNEL IN THE FOOD AND SUPPLIES DEPARTMENT, HARYANA.**

Period covered by the report :  
Report on the work  
a) Name :  
b) Designation :  
Reporting authorities :

Remarks: N.B. The reporting officers shall particularly opinion on the following aspects:-

- a) Whether the officer is able intelligent, Conscientious and hard working and the degree of his questions in these directions. :
- b) Whether he is capable of supervising the work of his subordinates and whether the Relation with them are satisfactory. :
- c) Whether he is punctual and has maintained Discipline :
- d) His reputation for honestly. :
- e) Whether he has been able to discharge the Duties of his office satisfactory. :
- f) Whether the officer remains present at the Headquarter after office hours and on Holidays. :
- g) Special aptitude Defects, if any :
- Grading:- Whether outstanding, very good, Good, Average and below average. :

**Government of Haryana**  
**FORM OF ANNUAL CONFIDENTIAL REPORT**  
**(For Stenotypist /Junior Scale and Senior Scale Stenographers/ PA)**

Department: \_\_\_\_\_  
Office/Branch/Section: \_\_\_\_\_  
Period under Report: \_\_\_\_\_

**PART-1**

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 this 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 coloumn.

- |     |  |  |
|-----|--|--|
| 1.  | State of Health  | <input style="width: 95%;" type="text"/> |
| 2.  | Conduct and Character  | <input style="width: 95%;" type="text"/> |
| 3.  | Punctuality and Regularity in attendance   | <input style="width: 95%;" type="text"/> |
| 4.  | Ability to get along and behaviour with  | <input style="width: 95%;" type="text"/> |
|     | (a) Superior officers      (a)   | <input style="width: 95%;" type="text"/> |
|     | (b) Colleagues          (b)  | <input style="width: 95%;" type="text"/> |
|     | (c) Public                (c)  | <input style="width: 95%;" type="text"/> |
| 5.  | Amenability to discipline  | <input style="width: 95%;" type="text"/> |
| 6.  | Devotion to duty and Hard working  | <input style="width: 95%;" type="text"/> |
| 7.  | General intelligence and keenness to learn   | <input style="width: 95%;" type="text"/> |
| 8.  | Knowledge about Department/ Branch and office Procedure  | <input style="width: 95%;" type="text"/> |
| 9.  | Proficiency in use of State Language 'Hindi' in his day to day official work.  | <input style="width: 95%;" type="text"/> |
| 10. | Whether employee stays at his Headquarters after closing of office and during holidays?<br>Reply in 'Yes', 'No'.   | <input style="width: 95%;" type="text"/> |
| 11. | Proficiency in stenography and typing  | <input style="width: 95%;" type="text"/> |
| 12. | Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.  | <input style="width: 95%;" type="text"/> |
| 13. | Trust worthiness in handling secret and top secret matters and papers.   | <input style="width: 95%;" type="text"/> |
| 14. | Handling of Dak, Files, record and management and his office   | <input style="width: 95%;" type="text"/> |
| 15. | Handling telephones, visitors, tour programmes and engagements etc.  | <input style="width: 95%;" type="text"/> |
| 16. | Assistance provided in making his officer more effective (checking on details), follow-ups, feedback progress etc.   | <input style="width: 95%;" type="text"/> |
| 17. | Assessment of integrity:<br>Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties?<br>Reply in 'Yes', 'No'. | <input style="width: 95%;" type="text"/> |

if 'Yes', please give details \_\_\_\_\_

18. Whether there are nay adverse remarks on the work and conduct of the employe Reply in 'Yes', or 'No'.

if 'Yes' please give details.

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19. Has the official done any outstanding or notable work meriting? Reply in 'Yes' , or 'No'.

if 'Yes' please give details

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20. Suitability for promotion or Higher Scale of Pay.(Use terms 'Fit or 'Not yet Fit' or 'Not Fit')

21. Whether the officer/official delivers the services or dispose of the case in a given time frame? (Reply in 'Yes' or 'No')

22. Overall Grading based on The assessment made from

Sr. No.2 to 19 above

Signature of the Reporting Authority

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

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

Date:\_\_\_\_\_

**REMARKS OF THE REVIEWING AUTHORITY**

(Tick() one fo these three items (a),(b)&(c) and srike 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 coloumns:

Signature of the Reviewing Authority

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

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

Date:\_\_\_\_\_

**REMARKS IF ANY OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY**

Signature of the Accepting Authority

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

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

Date:\_\_\_\_\_

**IMPORTANT INSTRUCTIONS FOR FILLING IN FORM**

1. The following prescribed time schedule for writing Annual Confidential Report may stickly be adhered to:-
  - (a) The Reporting Authority must write the report before 15<sup>th</sup> Apirl.
  - (b) The Reporting Authority must record its comments before 30<sup>th</sup> Apirl;and
  - (c) The Accepting Authority must record its acceptance before 15<sup>th</sup> May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks', if any, in column at Sr.No.18 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks on 'integrity' in column at Sr.No. 17 instructions contained in para 4 of consolidated instructions regarding Confidential Reports, read with the instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
5. The Reporting Officer should make a mention of any defets noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a 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. Signature in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

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**Government of Haryana**  
**FORM OF ANNUAL CONFIDENTIAL REPORT**  
**(For Assistant and other posts of similar nature in Group "C")**

Department: \_\_\_\_\_  
Office/Branch/Section: \_\_\_\_\_  
Period under Report: \_\_\_\_\_

**PART-1**

1. Name of the employee: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Designation of the post held: \_\_\_\_\_

Reporting Authority \_\_\_\_\_ Reviewing Authority \_\_\_\_\_ Accepting Authority \_\_\_\_\_

**PART-11**

- Important Notes:* 1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this 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  |     | <input style="width: 95%;" type="text"/> |
| 2. State of Health   |     | <input style="width: 95%;" type="text"/> |
| 3. Conduct and Character   |     | <input style="width: 95%;" type="text"/> |
| 4. Punctuality and Regularity in attendance  |     | <input style="width: 95%;" type="text"/> |
| 5. Ability to get along and behaviour with   |     | <input style="width: 95%;" type="text"/> |
| (a) Superior officers  | (a) | <input style="width: 95%;" type="text"/> |
| (b) Colleagues   | (b) | <input style="width: 95%;" type="text"/> |
| (c) Public   | (c) | <input style="width: 95%;" type="text"/> |
| 6. Amenability to discipline   |     | <input style="width: 95%;" type="text"/> |
| 7. Devotion to duty and Hard working   |     | <input style="width: 95%;" type="text"/> |
| 8. General intelligence and keenness to learn  |     | <input style="width: 95%;" type="text"/> |
| 9. Knowledge about Department/ Branch and office Procedure   |     | <input style="width: 95%;" type="text"/> |
| 10. Proficiency in use of State Language 'Hindi' in his day to day official work.  |     | <input style="width: 95%;" type="text"/> |
| 11. Whether employee stays at his Headquarters after closing of office and during holidays?<br>Reply in 'Yes', 'No'.       |     | <input style="width: 95%;" type="text"/> |
| 12. Promptness and Accuracy in Disposal of work  |     | <input style="width: 95%;" type="text"/> |
| 13. Knowledge of Rules. Regulations and instructions in general and with particular reference to the work allotted to him. |     | <input style="width: 95%;" type="text"/> |
| 14. Quality of work<br>(Delete the sub-clause(s) which is/are not related to his work)                                     |     | <input style="width: 95%;" type="text"/> |
| (a) Ability to apply the relevant Rules and Regulation correctly   | (a) | <input style="width: 95%;" type="text"/> |
| (b) Capacity for examining cases thoroughly and comprehensiveness  | (b) | <input style="width: 95%;" type="text"/> |
| (c) Quality of Noting & Drafting   | (c) | <input style="width: 95%;" type="text"/> |
| (d) Proficiency in Case handling   | (d) | <input style="width: 95%;" type="text"/> |
| (e) Proficiency in Store Management  | (e) | <input style="width: 95%;" type="text"/> |

- (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 ot honestly execute his durties ?  
 Reply in 'Yes', 'No'.  
 If yes, please give details.
- 17 Whether there are any adverse remarks' on the wrok and conduct of the employee?  
 Reply in 'Yes', 'No'.  
 If yes, please give details.
- 18 Has the official done any outstanding or notablework meriting?  
 Reply in 'Yes', 'No'.  
 If yes, please give details.
- 19 Suitability for promotion or Higher Scale of Pay
- 20 Whether the officer/official delivers the services or dispose of the case in a given time frame? (Reply in 'Yes' or 'No')
- 21 Overall Grading based on the assessment made form Sr.No.2 to 18.

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

**REMARKS OF THE REVIEWING AUTHORITY**

(Tick() one fo these three items (a),(b)&(c) and srike 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 coloumns:  
 \_\_\_\_\_

Signature of the Reviewing Authority  
 Name in block letters: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

**REMARKS IF ANY OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY**

Signature of the Accepting Authority  
 Name in block letters: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

**IMPORTANT INSTRUCTIONS FOR FILLING IN FORM**

- The following precribed time schedule for writing Annual Confidential Report may stickly be adhered to:-
  - The Reporting Authority must write the report before 15<sup>th</sup> Apirl.
  - The Reporting Authority must record its comments before 30<sup>th</sup> Apirl;and
  - The Accepting Authority must record its acceptance before 15<sup>th</sup> May.
- The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
- The Reporting Officer should record 'adverse remarks', if any, in column at Sr.No.18 and nothing be written alongwith the box-block meant for Grading only.
- While recording remarks on 'integrity' in column at Sr.No. 17 instructions contained in para 4 of consolidated instructions regarding Confidential Reports, read with the instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
- The Reporting Officer should make a mention of any defets noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a correct picture of his work and conduct.
- 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.
- Signature in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

**Government of Haryana**  
**FORM OF ANNUAL CONFIDENTIAL REPORT**  
**(For Clerk and other posts of similar nature in Group "C")**

Department: \_\_\_\_\_  
Office/Branch/Section: \_\_\_\_\_  
Period under Report: \_\_\_\_\_

**PART-1**

1. Name of the employee: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Designation of the post held: \_\_\_\_\_

Reporting Authority \_\_\_\_\_ Reviewing Authority \_\_\_\_\_ Accepting Authority \_\_\_\_\_

**PART-11**

*Important Notes:* 1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this 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 coloumn.

- |     |   |           |
|-----|---|-----------|
| 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 behaviour with   |           |
|     | (a) Superior officers   | (a) _____ |
|     | (b) Colleagues  | (b) _____ |
|     | (c) Public  | (c) _____ |
| 6.  | Amenability to discipline   |           |
| 7.  | Devotion to duty and Hard working   |           |
| 8.  | General intelligence and keenness 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 employee stays at his Headquarters after closing of office and during holidays?   |           |
| 12. | Proficiency and Accuracy in typing  |           |
| 13. | Proficiency in work of maintenance of Registers, Files and other record   |           |
| 14. | Initiative and willingness to perform any job of responsibility.  |           |
| 15. | Assessment of integrity:<br>Has anything come to your notice which reflect adversely on the official's integrity or his ability ot honestly execute his duties ?<br>Reply in 'Yes', 'No'.<br>If yes, please give details. |           |
| 16. | Whether there are any adverse remarks' on the wrok and conduct of the employee?<br>Reply in 'Yes', 'No'.<br>If yes, please give details.  |           |
| 17. | Has the official done any outstanding or notable work meriting?<br>Reply in 'Yes', 'No'.<br>If yes, please give details.  |           |

18. Suitability for promotion or Higher Scale of Pay
19. Whether the officer/official delivers the services or dispose of the case in a given time frame? (Reply in 'Yes' or 'No')
20. Overall Grading based on the assessment made form Sr.No.2 to 19.

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

**REMARKS OF THE REVIEWING AUTHORITY**

(Tick()) one fo these three items (a),(b)&(c) and srike 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 coloumns:  
 \_\_\_\_\_

Signature of the Reviewing Authority  
 Name in block letters: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

**REMARKS IF ANY OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY**

Signature of the Accepting Authority  
 Name in block letters: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_

**IMPORTANT INSTRUCTIONS FOR FILLING IN FORM**

1. The following prescribed time schedule for writing Annual Confidential Report may stickly be adhered to:-
  - (a) The Reporting Authority must write the report before 15<sup>th</sup> April.
  - (b) The Reporting Authority must record its comments before 30<sup>th</sup> April; and
  - (c) The Accepting Authority must record its acceptance before 15<sup>th</sup> May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks', if any, in column at Sr.No.18 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks on 'integrity' in column at Sr.No. 17 instructions contained in para 4 of consolidated instructions regarding Confidential Reports, read with the instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a 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. Signature in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

\_\_\_\_\_



**GOVERNMENT OF HARYANA**  
**FORM OF 'ANNUAL' CONFIDENTIAL REPORT OF DRIVERS**  
**(For Applicable for Drivers of Staff Cars/Jeeps and other official Vehicles)**

Department: \_\_\_\_\_  
Office/Branch/Section: \_\_\_\_\_  
Period under Report: \_\_\_\_\_

**PART-1**

1. Name of the employee: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Designation of the post held: \_\_\_\_\_

Reporting Authority \_\_\_\_\_ Reviewing Authority \_\_\_\_\_ Accepting Authority \_\_\_\_\_

**PART-11**

*Important Notes:* 1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this 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. Punctuality and Regularity in attendance
3. Ability to get along and behaviour with
  - (a) Superior officers (a)
  - (b) Colleagues (b)
4. Whether the employee stays at his Headquarters after closing of office and during holidays?
5. Technical knowledge about the vehicle Which he drives.
6. Proficiency in safe Driving Maintenance of the Vehicle.
7. Acquaintance with traffic rules and other road signs.
8. Does he maintain the log book According to Govt. instruction? Reply in 'Yes', 'No'. If no, give brief description.
9. Assessment of integrity: Has anything come to your notice which Reflect adversely on the official's integrity Reply in 'Yes', 'No'. if 'Yes', please give details
10. Any other comments.
11. Overall Grading based on The assessment made from Sr. No.2 to 10 above

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

REMARKS IF ANY OR COUNTERS SIGNATURE OF THE REVIEWING/ACCEPTING AUTHORITY

Signature of the Reviewing/Accepting Authority  
Name in block Letters: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**IMPORTANT INSTRUCTIONS FOR FILLING IN 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 15<sup>th</sup> April.
  - (b) The Reporting Authority must record its comments before 30<sup>th</sup> April; and
  - (c) The Accepting Authority must record its acceptance before 15<sup>th</sup> May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. While recording remarks on 'integrity' in column at Sr. No. 17 instructions contained in Para 4 of consolidated instructions regarding Confidential Reports, read with the instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
4. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a correct picture of his work and conduct.
5. 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.
6. Signature in full along with date be put up by the Reporting/Reviewing/Accepting Authorities.

**GOVERNMENT OF HARYANA**  
**FORM OF ANNUAL CONFIDENTIAL REPORT**  
**(For the Common Cadre Group "D" Posts)**

Department: \_\_\_\_\_  
Office/Branch/Section: \_\_\_\_\_  
Period under Report: \_\_\_\_\_

**PART-1**

1. Name of the Employee: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Designation of the post held: \_\_\_\_\_

Reporting Authority	Reviwing Authority	Accepting Authority
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**PART-11**

- Important Notes:*
1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form:
  2. Unless otherwise specified to the contrary the Reporting Authority should make use of one of the grading, 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 and Regularity in attendance   |  |
| 4. Amenability to Discipline  |  |
| 5. Devotion to duty and Hardworking   |  |
| 6. Behavior and obedience   |  |
| (a) Attitude of the officer/official towards other castes and communities                                       |  |
| 7. Intelligence and fitness to do the assigned tasks  |  |
| 8. Whether employee stays at his Headquarters after closing of office and during holidays? Reply in 'Yes', 'No' |  |
| 9. Assessment of integrity:   |  |
| 10. Adverse remarks on work performance and conduct, if any. Reply in 'Yes', 'No'.                              |  |
| 11. Suitability for promotion or Higher Scale of Pay.   |  |
| 12. Overall Grading based on the assessment made from Sr. Nos. 2 to 10 above                                    |  |

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

**REMARKS, IF ANY, OR COUNTER SIGNATURES OF THE REVIEWING/ACCEPTING AUTHORITY**

Signature of the Reviewing/Accepting Authority  
Name in block Letters: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

**IMPORTANT INSTRUCTIONS FOR FILLING IN FORM**

1. The following prescribed time schedule for writing Annual Confidential Report may strictly adhered to:-
  - (a) The Reporting Authority must write the report before 15<sup>th</sup> April.
  - (b) The Reporting Authority must record its comments before 30<sup>th</sup> April; and
  - (c) The Accepting Authority must record its acceptance before 15<sup>th</sup> May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record Adverse remarks, if any, in column at Sr.No.10 and nothing be written along with the box-block meant for Grading only.
4. While recording remarks on 'integrity' in column at Sr. No. 9, instructions contained in para 4 of consolidated instructions regarding Confidential Reports, read with the instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a 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. Signature in full along with date be put up by the Reporting/Reviewing/Accepting Authorities.