FORM FOR THE CONFIDENTAL REPORT OF THE WORK OF GAZETTED PERSONNEL IN THE FOOD AND SUPLLIES 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 CONFIDENTAL REPORT OF THE WORK OF GAZETTED PERSONNEL IN THE FOOD AND SUPLLIES DEPARTMENT, HARYANA.

| | | d by the report | : | |
|----------------------------|---|--|----------------------------|-------------------------------------|
| Report on the work a) Name | | | | |
| b) | Design | ation | · : | |
| , | ing auth | | : | |
| Remar | ks: | N.B. The reporting of | fficers shall particularly | y opinion on the following aspects: |
| a) | Consci | er the officer is able in entious and hard work of his questions in th | king and the | : |
| b) | 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) | _ | l aptitude s, if any | | : |
| Gradin | ıg:- | Whether outstanding Good, Average and b | | : |

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

| | Fath | ne of the employee: | | ART-1 | |
|--------|---|--|--|---|--|
| 3. | Fath | 1 2 | | | |
| Repo | Des | ner's Name: | | | |
| | | ignation of the post | held: | | |
| Auth | | | Reviewing | | Accepting |
| | hority | | Authority | | Authority |
| oortan | | Authorities sho 2. Unless otherwis of the gradings | g the Annual C uld read carefully to se specified to the | he instructions contrary the R ', 'Very good' | Report, the Reporting/Reviewing/Accept given in the end of this form: eporting Authority should make use of ', 'Good', 'Average', Below Average', in |
| | State of | Health | | | |
| | Conduct | and Character | | | |
| | Punctual attendan | lity and Regularity i | n | | |
| | Ability of behavior | ot get along and ur with | | | |
| | (a) | Superior officers | (a) | | |
| | (b) | Colleagues | (b) | | |
| | (c) | Public | (c) | | |
| | Amenab | lity to discipline | | | |
| | Devotion | n to duty and Hard | working | | |
| | General intelligence and keenness to learn | | | | |
| | Knowledge about Department/ Branch and office Procedure | | | | |
| | Langua | ncy in use of State ge'Hindi' in his day work. | to day | | |
| | official work. Whether employee stays at his Headquaters after closing of office and during holidays? Reply in 'Yes', 'No'. | | | | |
| | Proficie | ncy in stenography | and typing | | |
| | and time | ace of engagement ely submission of ne | ecessary | | |
| | Trust wo | or meetings, interview orthiness in handling and top secret matte | g | | |
| | | g of Dak, Files, reco | ord and | | |
| | management and his office Handling telephones, visitors, tour programmes and engagements etc. Assistance provided in making his officer more effective(checking on details), follow-ups, feedback progress etc. | | | | |
| | | | ing his | | |
| | | | | | |
| | | ent of integrity: | | | |
| H | Has anyth reflect ad the offic to hones | ing come to your relativersely on ial's integrity or his tly execute his dution 'Yes', 'No'. | ablity | | |

| 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. | | | | |
| 19. | Has the official done any outstanding or notable work meriting? Reply in 'Yes', or 'No'. | | | | |
| | if 'Yes' please give details | | | | |
| 20. | Sutitability 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 | | | | |
| items | REM. () one fo these three (a),(b)&(c) and srike out maining two) | Signature of the Reporting Authority Name in block letters: Designation: Date: ARKS OF THE REVIEWING AUTHORITY (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: | | | |
| | REMARKS IF ANY OR COUNTER SIGN | Date:ATURE OF THE ACCEPTING AUTHORITY | | | |
| | | Signature of the Accepting Authority Name in block letters: Designation: Date: | | | |
| | (a) The Reporting Authority must write the report (b) The Reporting Authority must record its comm (c) The Accepting Authority must record its acceptance. | ng Annual Confidential Report may stickly be adhered to:- before 15 th Apirl. ments before 30 th Apirl;and otance before 15 th May. | | | |
| | The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-blo 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. | | | | |
| | regarding Confidential Reports, read with the instru | n at Sr.No. 17 instructions contained in para 4 of consolidated instructions uctions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully. | | | |
| | warning(s) issued to him, during the period under t | any defets noted and any punishments inflicted on the employee or written report to give a correct picture of his work and conduct. ment 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 R. | | | | |
| | 515 material in this along with date be put up by the Reporting Reviewing Accepting Authorities. | | | | |

Jangra/ACR Parforma

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

| Terrou | una | | | | |
|----------|----------------|------------------|--|------------------------------|---|
| | | | | | PART-1 |
| 1. 2. | | | | | |
| 3. | | | | | |
| | | | D | | |
| | ortin horit | | | viewin thority | ingAccepting ty Authority |
| 7100 | | . 3 | 110 | unonty | PART-11 |
| Importa | nt No | | Authorities should read 2. Unless otherwise specification | carefu fied to utstand | ual Confidential Report, the Reporting/Reviewing/Accepting fully the instructions given in the end of this form: o the contrary the Reporting Authority should make use of ornding', 'Very good', 'Good', 'Average', Below Average', in the |
| 1. | Br | ief of | duties assigned | | |
| 2. | St | ate of | Health | | |
| 3. | C | onduc | et and Character | | |
| 4. | . Pı | ınctua | ality and Regularity in atte | ndance | ce |
| 5. | . A | bility | to get along and behaviou | r with | 1 |
| | (| (a) S | Superior officers | (a) | |
| | (| b) (| Colleagues | (b) | |
| | (| (c) l | Public | (c) | |
| 6. | Am | enabil | lity to discipline | | |
| 7 | Dor | otion | to duty and Hand working | | |
| 7. | Dev | onon | to duty and Hard working | | |
| 8. | | | ntelligence and to learn | | |
| 9. | Kno | owled; nch ai | ge about Department/ nd office Procedure | | |
| 10. | Lar | | cy in use of State e'Hindi' in his day to day work. | | |
| 11. | Hea offic | adqua ce and | employee stays at his ters after closing of during holidays? | | |
| 12. | | | 'Yes', 'No'. ess and Accuracy in Dispos | sal | |
| | of w | vork | , , | | _ |
| 13. | | | ge of Rules. Regulations actions in general and with | | |
| | part | icular | reference to the work o him. | | |
| | | | | | |
| 14. | | | f work ne sub-clause(s) which is/a | ra not | t |
| | | | his work) | ic not | ı |
| | | Abil | ity to apply the relevant es and Regulation correctly | (a) | |
| | (b) | Capa | acity for examining s thoroughly and | (b) | |
| | () | | prehensiveness | | |
| | (c) | | lity of Noting & fting | (c) | · [|
| | (d) | | iciency in Case handling | (d) | |
| | (e) | Profic | ciency in Store Manageme | nt (e) | |

| | (f) Proficiency in Accounts matters | (f) | |
|---------|--|--------------------|---|
| 15 | Organisation of work: | | |
| | (a) Retrieval of papers/ | (a) | |
| | Information references | ` / | |
| | | (1.) | |
| (t | 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 of honestly execute his durties | ? | |
| | Reply in 'Yes', 'No'. If yes, please give details. | | |
| 17 | Whether there are any adverse remar on the wrok and conduct of the employee? Reply in 'Yes', 'No'. If yes, please give details. | ks' | |
| 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 services or dispose of the case in a gi time frame? (Reply in 'Yes' or 'No') | | |
| 21 | Overall Grading based on the assessment made form Sr.No.2 to 18. | | |
| | DEMARK | 75 O | Name in block letters: Designation: Date: |
| (Tick() | one fo these three | 25 O | OF THE REVIEWING AUTHORITY (a) I endorse the above remarks. |
| | a),(b)&(c) and srike out | | (a) I endoise the above remarks. |
| | aining two) | | (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: |
| | REMARKS IF ANY OD COLINTE | ъст | Date: IGNATURE OF THE ACCEPTING AUTHORITY |
| | REMARKS IF ANT OR COUNTE | ık sı | IGNATURE OF THE ACCEPTING AUTHORITI |
| | | | Signature of the Accepting Authority Name in block letters: |
| | | | Designation: Date: |
| | | | Date |
| 1. | | | RUCTIONS FOR FILLING IN FORM writing Annual Confidential Report may stickly be adhered to:- |
| 1. | (a) The Reporting Authority must write(b) The Reporting Authority must reco | e the re | eport before 15 th Apirl. comments before 30 th Apirl;and |
| 2. | (c) The Accepting Authority must reco The Reporting Authority should use the | rd its a e pres | acceptance before 15 th May. scribed terminology for each item and write one of the choices in the box-block |
| 3. | mentioned against these items. The Reporting Officer should record ' | advers | se remarks', if any, in column at Sr.No.18 and nothing be written alongwith the |
| | box-block meant for Grading only. | | |
| 4. | regarding Confidential Reports, read wi | th the | olumn at Sr.No. 17 instructions contained in para 4 of consolidated instructions instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully. |
| 5. | | | on of any defets noted and any punishments inflicted on the employee or written nder report to give a correct picture of his work and conduct. |
| 6. | The Report should be a true and object | tive a | sssessment of the employee's ability and character as reflected in his day to day |
| 7. | official work during the period under re Signature in full alongwith date be put | | the Reporting/Reviewing/Accepting Authorities. |

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

| Perio | od u | ınder | ection: Report: | | | | |
|------------|---------------|--|--|---|---|---|-----------|
| | | | | | PART-1 | | |
| 1 | 1. N | Name o | f the employee: | | | | |
| | 2. I | ather's | s Name: | | | | |
| 3 | 3. I | Designa | ition of the post held: _ | | | | |
| | | | | | | | |
| A | Auth | ority | | Authority | | Authority | |
| Impo | rtanı | Notes. | Authorities should 2. Unless otherwise s | read careful specified to to e. 'Outstand | ly the instruction the contrary the ling', 'Very good | Report, the Reporting/Reviewing siven in the end of this form: Reporting Authority should make use, 'Good', 'Average', Below Average' | ise of oi |
| ۱. | | Brief o | f duties assigned | | | | |
| 2. | 5 | State of | Health | | | | |
| 3. | (| Conduc | t and Character | | | | |
| 4. | I | unctua | lity and Regularity in a | attendance | | | |
| 5. | A | Ability | to get along and behavi | iour with | | | |
| | | (a) | Superior officers | (a) | | | |
| | | (b) | Colleagues | (b) | | | |
| | | (c) | Public | (c) | | | |
| 5 . | A | , , | pility to discipline | (*) | | | |
| '. | т | Devotio | on to duty and Hard wo | rkina | | | |
| 7. 3. | | | intelligence and | ikilig | | | |
| ·. | | | ss to learn | | | | |
| €. | | | dge about Department/ and office Procedure | , | | | |
| 10. | | | ency in use of State age 'Hindi' in his day to work. | o day | | | |
| 11. | V | Whethe | r employee stays at his | | | | |
| | C | office a | uaters after closing of nd during holidays? | | | | |
| 2. | F | roficie | ncy and Accuracy in ty | ping | | | |
| 13. | | | ncy in work of mainter | | | | |
| 14. | I | nitiativ | sters, Files and other re re and willingness to pe esponsibility. | | | | |
| | | | | | | | |
| 15. | a | Has any notice won the continuity of the continu | ment of integrity: ything come to your which reflect adversely official's integrity or hi of honestly execute his of 'Yes', 'No'. blease give details. | S | | | |
| 16. | on em F | the wro ployee Reply in | here are any adverse re ok and conduct of the ? n 'Yes', 'No'. olease give details. | emarks' | | | |
| 17. | o R | utstand Leply in | official done any ling or notable work man' Yes', 'No'. lease give details. | eriting? | | | |

| 18. | Suitability for promotion or | | | |
|---------|--|---|--|--|
| 19. | Higher Scale of Pay Whether the officer/official delivers the | | | |
| 17. | 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 O | OF THE REVIEWING AUTHORITY | | |
| | one fo these three a),(b)&(c) and srike out | (a) I endorse the above remarks. | | |
| | naining two) | (b) I generally agree with the above views subject | | |
| the ren | idining (wo) | 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 SI | GNATURE OF THE ACCEPTING AUTHORITY | | |
| | | Signature of the Accepting Authority | | |
| | | Name in block letters: | | |
| | | Designation: | | |
| | | Date: | | |
| | IMDODTANT INSTD | UCTIONS FOR FILLING IN FORM | | |
| 1 | . The following prescribed time schedule: (a) The Reporting Authority must write to the schedule of the sched | for writing Annual Confidential Report may stickly be adhered to:- the report before 15 th April. | | |
| | (b) The Reporting Authority must record | l its comments before 30 th April; and | | |
| ~ | (c) The Accepting Authority must record | d its acceptance before 15 th 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.
- 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. 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 4.
- be gone through carefully.

 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 5. and conduct.
- The Report should be a true and objective assessment of the employee's ability and character as reflected in his 6. day to day official work during the period under report.
- Signature in full along with date be put up by the Reporting/Reviewing/Accepting Authorities. 7.

GOVERNMENT OF HARYANA

FORM OF 'ANNUAL' CONFIDENTAL REPORT OF DRIVERS

(For Applicable for Drivers of Staff Cars/Jeeps and other official Vehicles)

| Departr | | | |
|----------|---|--|---|
| Office/I | Branch/Section: | | |
| Period | under Report: | | |
| | | PART-1 | |
| 1. | Name of the employee: _ | | |
| 2. | Father's Name: | | |
| 3. | Designation of the post h | eld: | |
| D | | Danisania a | A |
| | porung thority | Reviewing | Accepting Authority |
| Au | thority | PART-1 | • |
| · | Authorities shoul 2. Unless otherwise of the gradings, box-blocks provi | the Annual Confident d read carefully the instruc- specified to the contrary | ial Report, the Reporting/Reviewing/Accepting ctions given in the end of this form: the Reporting Authority should make use of one good', 'Good', 'Average', Below Average', in the |
| 1. | State of Health | | |
| 2. | Punctuality and Regularity in | | |
| | attendance | | |
| 3. | Ability ot get along and | | |
| | behaviour with | | |
| | (a) Superior officers | (a) | |
| | • | | |
| | (b) Colleagues | (b) | |
| 4. | Whether the employee stays a | | |
| | Headquarters after closing of | office | |
| _ | and during holidays? | 1.1.1. | |
| 5. | Technical knowledge about the Which he drives. | e vehicle | |
| | | | |
| 6. | Proficiency in safe Driving | | |
| 7 | Maintenance of the Vehicle. | - and | |
| 7. | Acquaintance with traffic rule and other road signs. | s and | |
| 0 | - | | |
| 8. | Does he maintain the log boo According to Govt. instructio | | |
| | Reply in 'Yes', 'No'. | 1. | |
| | If no, give brief description. | | |
| 9. | Assessment of integrity: | | |
| | Has anything come to your no | | |
| | Reflect adversely on the office | ial's integrity | |
| | Reply in 'Yes', 'No'. | | |
| 10. | if 'Yes', please give details Any other comments. | | |
| | • | | |
| 11. | Overall Grading based on | | |
| | The assessment made from Sr. No.2 to 10 above | | |
| | S1. 140.2 to 10 above | | |
| | | S | ignature of the Reporting Authority |
| | | N | ame in block letters: |
| | | D | esignation:ate: |
| | DEMADES IE ANN OR CO | | ate: F THE REVIEWING/ACCEPTING AUTHORITY |
| | KEWIAKKS IF ANY OR CO | JINTEKS SIGNATUKE C | FIRE KEVIEWING/ACCEPTING AUTHORITY |
| | | | ignature of the Reviewing/Accepting Authority |
| | | N | ame in block Letters: |
| | | D | esignation: |
| | | D | ate: |
| | IMPO | TANT INSTRUCTIONS FO | R FILLING IN FORM |

- 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; and
 (b) The Reporting 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 choices in the box-block
- mentioned against these items.

 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 defects noted and any punishments inflicted on the employee or written 3.
- 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. 5.
- Signature in full along with date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA FORM OF ANNUAL CONFIDENTAL REPORT

(For the Common Cadre Group "D" Posts)

| Dep | artment: | | | | | |
|-------------|--|--|--|--|--|--|
| Offi | ce/Branch/Section:_ | | | | | |
| Peri | od under Report: | | | | | |
| | | | RT-1 | | | |
| 1. | Name of the Er | nployee: | | | | |
| 2. 3. | Father's Name: | the most held. | | | | |
| 3. | Designation of | the post neid: | | | | |
| | Reporting | | Accepting | | | |
| | Authority | Authority | Authority | | | |
| <i>Impo</i> | ortant Notes: State of Health | Before writing the Annua Authorities should read ca Unless otherwise specified of one of the grading, i.e | ART-11 al Confidential Report, the Reporting/Reviewing/Accepting arefully the instructions given in the end of this form: at to the contrary the Reporting Authority should make use as 'Outstanding', 'Very good', 'Good', 'Average', 'Below as provided against each column. | | | |
| 1. | State of Hearth | | | | | |
| 2. | Conduct and Chara | cter | | | | |
| [3. | Punctuality and Re | egularity in attendance | | | | |
| ٥. | • | | | | | |
| 4. | Amenability to Dis | cipline | | | | |
| 5. | Devotion to duty a | nd Hardworking | | | | |
| 6. | Behavior and obed | - | | | | |
| | | | | | | |
| | ` / | e officer/official towards nd communities | | | | |
| 7. | Intelligence and fit | tness to do the assigned | | | | |
| | tasks | | | | | |
| 8. | | stays at his Headquarters ice and during holidays? o' | | | | |
| 9. | Assessment of inte | egrity: | | | | |
| 10. | Adverse remarks o | on work | | | | |
| | performance and c Reply in 'Yes', 'N | | | | | |
| 11 | Suitability for prom Pay. | notion or Higher Scale of | | | | |
| 12. | | sed on the assessment | | | | |
| | made from Sr. Nos. 2 to 10 above Signature of the Reporting Authority Name in block letters: Designation: | | | | | |
| REN | MARKS, IF ANY, O | OR COUNTER SIGNATURES O | Date: F THE REVIEWING/ACCEPTING AUTHORITY | | | |
| | | 2. 2. 2. 2. 2. A. T. CALLO O | Signature of the Reviewing/Accepting Authority Name in block Letters: Designation: | | | |
| | | | Date: | | | |
| | | IMPORTANT INSTRUCTION | ONS 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 15th April.
- (b) The Reporting 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 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.