राजपत्रित अधिकारियों के कार्य की गोपनीय रिपोर्ट का फार्म

रिपोर्ट का काल⁄समय	
अधिकारी का नाम	
पद	
रिपोर्ट लिखने वाले अधिकारी व रिव्यू करने वाले प्राधिकारियों का नाम	
रिपोर्ट लिखने व रिव्यू करने वाले प्राधिकारियों को निम्नलिखित बिन्दुओं पर विशेष तौर पर अपना मत देना चाहिए।	
1—क्या अधिकारी योग्य, बुद्विमान, ईमानदार और परिश्रमी है या नहीं और इन दिशाओं में इनकी योग्यता	
2– वह अपने अधीनस्थ से काम का पर्यवेक्ष्य करने में समर्थ है या नहीं और क्या उनके सम्बन्ध सन्तोषजनक हैं?	
3– क्या वह समयनिष्ठ है और अनुशासन बनाये हुय है ?	
4– ईमानदारी के लिये उनकी प्रसिद्वि	
5– क्या उसने कार्यालय के प्रति अपने कर्त्वयों का संतोषजनक ढंग से पालन किया है ।	
6– अधिकारी कार्यालय बन्द होने के बाद और छुटि्टयों में मुख्यालय में उपस्थित रहता है अथवा नहीं ।	
7— विशेष अभिरूचि	
8– दोष, अगर कोई हो	
9— वर्गीकरण (प्रकृष्ट, बहुत अच्छा, अच्छा, औसत और औसत से कम)	
10- Whether the officer delivers the services or dispose of the case in a given time frame ? (Reply in 'Yes' or 'No')	

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर तथा मोहर

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

Dep	eartment of Economic & Statis	stical Affairs H	Iaryana, Panchkula
Offic	e/Branch/Section :		
Perio	od under Report :		
		Part	-I
1.	Name of the employee :		
2.	Father's Name :		
3.	Designation of the post held		
	orting ority	Reviewing Authority	Accepting Authority
		Part	-II
Impo	Accepting Au end of the form 2. Unless other make use of o	thorities should n wise specified ne of the gradin	to the contrary, the Reporting Authority should ngs, i.e. 'Outstanding', 'Very Good', 'Good', 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 keenness to learn		
9.	Knowledge about Department Branch and Office procedure		

Name & Designation of the official_

	e	
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 ?	
12.	Proficiency and accuracy in typing	
13.	Proficiency in work of maintenance Of Registers, Files and other record	
14.	Initiative and willingness o perform Any job of responsibility	
15.	Assessment of Integrity: Has any things 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.	
16.	Whether there are any 'adverse remarks on the work and conduct of the employee? Reply in 'Yes' or 'No'	
	If yes please give details.	
17.	Has the official done any outstanding or notable work meriting? Reply in 'Yes' or 'No'	
	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 from Sr.No. 2 to 13	
		Signature of the Reporting Authority Name in block letters : Designation : Date :

.....3....

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 :

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 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(I), 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 repot.
- 7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA FORM OF 'ANNUAL CONFIDENTIAL REPORT' OF DRIVERS

(Application for Drivers of staff Cars/Jeeps and other official vehicles)

Department of Economic & Statistical Affairs Haryana, Panchkula

Office	of the		
Period	of Report		
			PART- I
1. Nam	e of the employee		
2. Fathe	er's Name		
	of continuous appoint the post of Driver.	tment	
Reporti Author	ng ity	Reviewing Authority	Accepting Authority
]	ART-III
Importa	ant Notes:-	 	efore writing the Annual Confidential eport, the Reporting/Reviewing/Accepting authorities should read carefully the instructions given t page 2 of this form.
		I £	ess otherwise specified to the contrary the eporting Authority should make use of one of the rading i.e. 'outstanding', 'Very good', 'Good', Average', 'Below Average' in the Box-Blocks provided gainst each column.
1.	State of Health		
2.	Punctuality and Devot	tion to duty	
3. i) ii)	Ability to get along an Superior Officers Colleagues	nd behaviour wit i ii	
	Whether the employee stays at his head- quarter after closing of office and during holidays (Reply in 'Yes' of 'No').		
	Technical Knowledge about the vehicle		e
	Proficiency in safe driving and main- tenance of the vehicle.		
	Acquitance with traffi other road signs.	c rules and	

.....2

	Name & Designation of the official
8.	Does he maintain the log book according to Govt. instructions ? (Reply in 'Yes' or 'No').
9.	Assessment of Integrity: Has anything come to your notice which reflect adversely on the official's integrity. Reply in 'Y es' or 'No'. If Yes, please give details.
10.	Any other comments.
11.	"Whether the officer/official delivers the services or dispose of the case in a given time frame ? (Reply in 'Yes' or 'No')
12.	Overall grading based on the assessment made from Sr.No.2 to 10.
	Signature of the Reporting Authority
	Name in block letters
	Designation
	Date
	REMARKS OF THE REVIEWING AUTHORITY
	Signature of the Reporting Authority
	Name in block letters
	Designation

Date _____

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FORM OF 'ANNUAL CONFIDENTIAL REPORT' (For the Common Cadre Group 'D' posts)

Depa	rtment of Economic & Statistic	cal Affairs Ha	ryana, Panchkula
Office	e/Branch/Section :		
Period	l under Report :		
		Part-l	
1.	Name of the employee :		
2.	Father's Name :		
3.	Designation of the post held :		
Repor Autho	0	Reviewing Authority	Accepting Authority
		Part-I	I
Impor	Accepting Author of this form 2. Unless otherwis make use of one	prities should se specified to of the grading	Confidential Report, the Reporting/Reviewing/ read carefully the instructions given in the end o the contrary, the Reporting Authority should gs, i.e. 'Outstanding', 'Very Good', 'Good', n 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.	Behaviour & Obedience		
	 (a) Attitude of the Officer/ Official towards other castes Communities. 	and	
7.	Intelligence and fitness to do the assigned tasks.		
8.	Whether employee stays at his I Quarters after closing of office during holidays? Reply in 'Yes' or 'No'		
9.	Assessment of Integrity :	-	
10.	Adverse remarks on work perfo and conduct, if nay. Reply in 'Y or 'No'		

	Name & Designation	of the official
11.	Suitability for promotion or Higher scale of pay (use term 'Fit' or 'Not yet Fit' or 'Not Fit')	
12.	"Whether the officer/official delivers the services or dispose of the case in a given time frame ? (Reply in 'Yes' or 'No')	
13.	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 :

-2-

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE REVIEWING/ACCEPTING AUTHORITY

Signature of the Reviewing /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 choices 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 on 'Integrity' in column at Sr.No. 9, instructions contained in para 4, of 'Consolidated' instructions on confidential reports, read with instructions No. 61/20/85-S(I) 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 Repot.
- 7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

FORM OF 'ANNUAL CONFIDENTIAL REPORT' (For Assistants and other posts of similar nature in Group 'C')

Department of Economic and Statistical Affairs, Haryana

Office	/Branch/Section : _			
Period	l under Report :			
			Part-	I
1.	Name of the empl	oyee :		
2.	Father's Name :			
3.	Designation of the	e post held :		
Repor Autho	•		ewing ority	Accepting Authority
			Part-	п
Impor	Ac	-		nfidential Report, the Reporting/Reviewing/ read carefully the instructions given in the
	ma	ke use of one of t	he gradin	o the contrary, the Reporting Authority should gs, i.e. 'Outstanding', 'Very Good', 'Good', in the box-blocks provided against each column.
1.	Brief of duties ass	igned		
2.	State of Health			
3.	Conduct and Char	acter		
4.	Punctuality and R attendance	egularity in		
5.	Ability to get along behaviour with			
	(a) Superior Offic	cers	(a)	
	(b) Colleagues		(b)	
	(c) Public		(c)	
6.	Amenability to Di	scipline		
7.	Devotion to duty a hardworking	and		
8. 9.	General Intelligence keenness to learn Knowledge about E Branch and Office	Department,		

10. Proficiency in use of State Language 'Hindi' in his day to day official work. Whether the employee stays at 11. his Headquarters after closing of office and during holidays ? Reply in 'Yes' or 'No'. 12. Promptness and Accuracy in disposal of work Knowledge of Rules, Regulations 13. 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 (a) _____ Rules and Regulations correctly (b) Capacity for examining cases (b) thoroughly and comprehensiveness (c) Quality of Noting & Drafting (c) (d) Proficiency in case handling (d) (e) Proficiency in Store Management (e) (f) Proficiency in Accounts Matt ers (f) Organisation of work : 15. (a) Retrieval of papers/information (a)_____ references (b) Keeping the work place tidy (b)_____ and the record systematic 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. Whether there are any 'adverse 17. 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')

		-3-		
Name	& Desi	gnation	of the	official

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 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	(3
(a), (b) & (c) and strike out the	
remaining two).	(

a) I endorse the above remarks.

I generally agree with the above views b) 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 :

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 Schedule for writing Annual Confidential Report may strictly be adhered to:
 - The Reporting Authority must write the report before 15th April; (d)
 - (e) The Reviewing Authority must record its comments before 30th April; and
 - The Accepting Authority must record its acceptance before 15th May. (f)
- 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), 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 repot.
- 7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

FORM OF 'ANNUAL CONFIDENTIAL REPORT' (For Steno-typists Junior Scale Stenographer and Senior Scale Stenographers/P.As)

Department of Economic & Statistical Affairs Haryana, Panchkula

Office/	/Branch/Section :			
Period	under Report :			
		Part-I		
1.	Name of the employee :			
2.	Father's Name :			
3.	Designation of the post held :			
Report	Reporting Reviewing Accepting			
Author	rity	Authority	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. Unlesses 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 and Regularity in attendance	
4	Ability to get along and behaviour with	
	(a) Superior Officers	(a)
	(b)Colleagues	(b)
	(c) Public	(c)
5	Amenability of Discipline	
6	Devotion to duty and Hardworking	
7	General Intelligence and keenness to learn	
8	Knowledge about Department, Branch and Office procedure	
9	Proficiency in use of State Language Hindi in his day to day official work.	

-2-	
Name & Designation of the official	

10	TT T1 .1 1 - 1	
10	Whether employee stays at his	
	Headquarters after closing of 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 meetings, interviews etc.	
13	Trust worthiness in handling secret	
15	and top secret matters and papers	
14	* **	
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 feed back progress	
	etc.	
17	Assessment of Integrity II.	
1/	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	
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 yet Fit' or 'Not fit')	
21	Whether the 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.	
L	u0070.	

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

		-3-		
Name a	& Desig	nation of	of the	officia

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items $(x) = (x) + (x)$	(a)	I endorse the above remarks.
(a), (b) & (c) and strike out the remaining two).	(b)	I generally agree with the above views subject to the following observations.
	(c)	I do not agree with the above remarks in columns :
		Signature of the Reviewing Authority Name in block letters :
		Designation :
		Date :
REMARKS, IF ANY, OR COUNTERSI	GNATU	URES 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(I), 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 repot.
- 7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

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FORM OF 'ANNUAL CONFIDENTIAL REPORT' (For Group A, B, C and D posts)

Department of Economic & Statis	tical Affairs I	Haryana, Panchkula	
Office/Branch/Section:			
Period under Report:			
	Part	t-I	
1. Name of the Employee:			
2. Father's Name:	Father's Name:		
3. Designation of the post held: _			
Reporting Authority	Reviewing Authority	Accepting Authority	
 "Whether the officer/official deliv or dispose of the case in a given (Reply in 'Yes' or 'No') 		es	
		Signature of the Reporting Authority	
		Name in block letters:	
		Designation:	
		Date:	
REMARKS	OF THE REV	VIEWING AUTHORITY	
(Tick one of these three items (a) (b) & (c) and strike out the	(a)	I endorse the above remarks:	
(a), (b) & (c) and strike out the remaining two)	(b)	I generally agree with the above views subject to the following observations.	
	(c)	I do not agree with the above remarks:	
		Signature of the Reviewing Authority	
		Name in block letters:	
		Designation:	
		Date:	
REMARKS, IF ANY, OR COUNT	FER SIGNAT	TURES OF THE ACCEPTING AUTHORITY.	
		Signature of the Accepting Authority	
		Name in block letters:	
		Designation:	

Date: _____