

COCS. 48-B

GOVERNMENT OF HARYANA

FORM OF 'ANNUAL CONFIDENTIAL REPORT'

(For Stenotypist/Junior Scale and Senior Scale Stenographers/P.As)

Department: _____

Office/Branch/Section: _____

Period under Report _____

PART — I

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 :**
- Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.
 - 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 and Regularity in attendance	
4. Ability to get along and behaviour with	
(a) Superior Officers	
(b) Colleagues	
(c) Public	

- 5. Amenability to Discipline
- 6. Devotion to duty and Hard-working
- 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
- 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 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 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'

[Empty box for response to question 18]

If 'Yes', please give details _____

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

[Empty box for response to question 19]

If 'Yes', please give details _____

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

[Empty box for response to question 20]

21. Overall Grading based on the assessment made from Sr. No. 2 to 19 above

[Empty box for response to question 21]

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 columns :

Signature of the Reviewing Authority

Name in block letters : _____

Designation : _____

Date : _____

REMARKS, IF ANY, OR COUNTER SIGNATURES 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 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 in 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 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. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.