GOVERNMENT OF HARYANA

FORM OF 'ANNUAL CONFIDENTIAL REPORT'

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

Department:		General Intelligence and	
Office/Branch/Section :		keenness to learn	
Period under Report		Knowledge about Deparament. Branch and orthod Procedure	.8.
Name of the employee :	PART — I	Proficiency in use of State Language 'Hindi' in his day to day	
2. Father's Name:	F	official work	
Designation of the post held		Whether employee stays at his life and unarters after decine of	.01
Reporting Review Authority Authori		AcceptingAuthority	
	PART — II	Proficiency in stenography and typing.	
2. Unless otherwise spuse of one of the gr	ead carefully ecified to the radings, i.e. '	Itial Report, the Reporting/Reviewing/Accelline instructions given in the end of this for contrary the Reporting Authority should a Outstanding', 'Very Good', 'Good', 'Aver	nake
1. State of Health		provided against each column. Application of the provided against each column. Application of	67
2. Conduct and Character		management and his office and the second sec	
3. Punctuality and Regularity in attendance		programmes and engagements etc. Applications of entire the continuents of the continuent	
Ability to get along and behaviour with	SO HOLDON	details), follow-ups, feedback	
(a) Superior Officers	(a)	Assessment of Integrilly Has apything come to your notice which reflect edversor be the official's integrity or his childry	M
(b) Colleagues	(b)	to honestly execute his dialing ? Reply in 'Yes' or 'Ne'	
(c) Public	(c)		

5.	Amenability to Discipline	AVIER STORE		TELEPALERANISM
	AMAYCAL	SO THEM TOTAL		44.4688
6.	Douation to duty and	TO PRODUCE STORY	Corp. September (Authorities	
0.	Devotion to duty and Hard-working	MUNICONE		
	194 Statement des 2 10	ins2 has elsa2	ream Life Stellight Stellings	
7			Dawn Town	
7.	General Intelligence and keenness to learn			ARONI IN 199U
	Reeniless to learn		and and another 2	danies (Ascolité)
8.	Knowledge about Department, Branch and Office Procedure		La	Period under F
	Branch and Office Procedure	NO PROGRESS		
			Volkos Annual Comidentia	
9.	Proficiency in use of State			
	Language 'Hindi' in his day to day official work			DEPTISY.
	omola work			
10	Ministración de la constante d	rmust record it		
10.	Whether employee stays at his Headquarters after closing of	multiple and its	La Latert tage estillocide	3 Design
	office and during holidays?			
	Reply in 'Yes' or 'No'			
				Year and the second
11.	Proficiency in stenography and	ecole Hoverse	emarks i Alaby in adiable en	
11.	typing	TOX	PACANGLES AND	
	Avis recording remarks on t	ntegrilly in colu	mn at Sr. No. 17 matrocros	
12.	Maintenance of engagement diary	SINGS APPLEAS		May this to be
iiia	and timely submission of necessary	lene and i len bi	Node zeilitoritoA	
	papers for meetings, interviews etc.			
13.	Trust worthiness in handling	bolu-xorp		
in any	secret and top secret matters	nd object		
	and papers		re value independent	
14.	Handling of Dak, Files, record and			
	management and his office.			
15.	Handling telephones, visitors, tour			
	programmes and engagements etc.			
			Ally and Regularity	
16.	Assistance provided in making his			764-478 99
	officer more effective (checking on details), follow-ups, feedback	L		
	progress etc.			
			bas georg 1924	
17.	Assessment of Integrity:			covor(ac
14.	Has anything come to your notice			
	which reflect adversely on the			
	official's integrity or his ability			
	to honestly execute his duties?			o m
	Reply in 'Yes' or 'No'			
			pildi	
	If 'Ves' please give details			

18.	Whether there are any 'adverse remarks' on the work and conduct of the employee? Reply in 'Yes', or 'No'	VERN	CONFIDENTIAL REPORT
	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	-	The following presonbed time sched adhered to
20.	Suitability for promotion or	dond its o	(a) The Reporting Authority must verect the Reviewing Authority must receive (c) The Accepting Authority must receive (c)
21.	assessment made from Sr. No. 2 to 19 about		The Reputing Authority should use the choice and controlled against the controlled and controlled against the controlled and controlled against the controlled a
	ding only at Sr. No. 17, instructions contained in pa		Signature of the Reporting Authority
	Reports, test swith instructions No. 6 - 6 to 8	lessicous /Autoris	Name in block letters :
			Designation:
	i, dufing the period under report to give a d		Date:
	REMARKS OF TH	E REVIE	WINGAUTHORITY
(Tick (✓) one of these three items(a), (b) & (c) and strike out the remaining two)		(a)	I endorse the above remarks.
Out	ar constitutional Character and Character an	(b)	I generally agree with the above views subject to the following observations:
	AND AND SET STORY AND	(c)	I do not agree with the above remarks in columns:
			Signature of the Reviewing Authority
			Name in block letters:
			Designation:

REMARKS, IF ANY, OR COUNTER SIGNATURES OF THE ACCEPTING AUTHORITY

	- Provides
Name in block letters:	-SA SOVOIGEIO
Designation:	eat in Ardayı
Date:	

Signature of the Accepting Authority

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 warming(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.