

प्रेषक,

निदेशक, खजाना तथा लेखा विभाग,
हरियाणा, चंडीगढ़ ।

सेवा में,

1. हरियाणा राज्य में सभी विभागाध्यक्ष ।
2. हरियाणा राज्य में सभी बोर्डों /निगमों के प्रबन्धक निदेशक ।
3. हरियाणा राज्य में सभी उपायुक्त
यादी क्रमांक 2280 टीए-हर(15टी)13/ 2329-2396
दिनांक 22/3/13

विषय: एस0ए0एस0 के अनुभाग अधिकारियों की वर्ष 2012-13 की गोपनीय रिपोर्ट भेजने बारे ।

उपरोक्त विषय के सदर्भ में ।

अनुभाग अधिकारियों की वर्ष 2012-13 गोपनीय रिपोर्ट लिखने हेतू निर्धारित प्रोफार्मा इस अनुरोध के साथ सलंगन किया जाता है कि अपने अधीनस्थ कार्यालयों में कार्यरत अनुभाग अधिकारियों की वर्ष 2012-13 की गोपनीय रिपोर्ट सम्बन्धित अधिकारी से लिखवाकर अपनी टिप्पणी सहित दिनांक 31-5-2013 तक इस विभाग को शीघ्र भिजवाने का कष्ट करें ।

संयुक्त निदेशक

कृते:-निदेशक,खजाना तथा लेखा विभाग

हरियाणा चण्डीगढ़

पृष्ठाकन क्रमांक 2281 टीए-हर(15टी)13/ 2497-420 दिनांक:- 22/3/13

इसकी एक प्रति हरियाणा राज्य में सभी प्रशासकीय सचिवों को सूचनार्थ एवं आगामी आवश्यक कार्यवाही हेतू भेजी जाती है ।

संयुक्त निदेशक

कृते:-निदेशक,खजाना तथा लेखा विभाग

हरियाणा चण्डीगढ़

ANNUAL CONFIDENTIAL REPORT FOR THE YEAR 2012-13

1. Name:-
2. Father's Name:-
3. Designation:-
4. Period of Report:-
5. State of Health:-
6. Punctuality & regularity
In attendance:-
7. Ability to get along and behavior with
 - (a) Officers:-
 - (b) Colleagues:-
 - (c) Public:-
8. Devotion to duty and whether Hard working:-
9. Proficiency in use of state language, Hindi
His day to day official work:-
10. Knowledge about department
Rules & procedures:-
11. Initiative & willingness to
Perform his duties &
Responsibilities:-
12. Attitude of the Official / Officer
Towards other casts & communities:-
13. Has the Officer done any outstanding
or notable work of merit ? Reply in "Yes"
Or "No" if yes give details:-
14. Whether the officer remains at headquarters
After closing of office hours & holidays or not? :-
15. Whether there are any "adverse remarks"
On the work and conduct of the
Employee? Reply in "Yes" or "No" :-
16. Assessment of integrity
Has anything come to your notice which
reflects adversely on the official's
Integrity or his ability to honestly while
executing his duties? Reply in "Yes" or "No" :-

17. Overall assessment: Outstanding / Very good/ good/
Average /below average on the basis of remarks against
Column No. 6 to 16 (the grading should be commensurate
With the remarks given in the preceding (column) :-

(SIGNATURE OF REPORTING AUTHORITY)

Name in block letters _____

Designation _____

Date _____

REMARKS OF THE REVIEWING AUTHORITY

Tick () on the these three items (a), (b) & (c) and strike out the remaining two:-

(a) I endorse the above remarks:-

(b) I agree with the above views subject to the following observation.

(c) I do not agree with the above remarks in

Column and my comments are:-

If (b) or (c) Remarks upon, then overall grading:-

(SIGNATURE OF REVIEWING AUTHORITY)

Name in block letters:-

Designation:-

Date:-

REMARKS BY ACCEPTING AUTHORITY:-

(SIGNATURE OF ACCEPTING AUTHORITY)

Name in block letters:-

Designation:-

Date:-