

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 ।

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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

पृष्ठांकन 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:- .....