

प्रेषक,

निदेशक, खजाना तथा लेखा विभाग,  
हरियाणा, चंडीगढ़ ।

सेवा में,

1. हरियाणा राज्य में सभी विभागाध्यक्ष ।
2. हरियाणा राज्य में सभी बोर्डो /निगमों के प्रबन्धक निदेशक ।
3. हरियाणा राज्य में सभी उपायुक्त

यादी क्रमांक टीए-हर(15टी)14/ 2538-62

दिनांक 26/3/14

विषय: एस0ए0एस0 के अनुभाग अधिकारियों की वर्ष 2013-14 की गोपनीय रिपोर्ट भेजने बारे ।

उपरोक्त विषय के संदर्भ में ।

अनुभाग अधिकारियों की वर्ष 2013-14 गोपनीय रिपोर्ट लिखने हेतू निर्धारित प्रोफार्मा इस अनुरोध के साथ संलग्न किया जाता है कि अपने अधीनस्थ कार्यालयों में कार्यरत अनुभाग अधिकारियों की वर्ष 2013-14 की गोपनीय रिपोर्ट सम्बन्धित अधिकारी से लिखवाकर अपनी टिप्पणी सहित दिनांक 31-5-2014 तक इस विभाग को शीघ्र भिजवाने का कष्ट करें ।

संयुक्त निदेशक

कृते:-निदेशक,खजाना तथा लेखा विभाग

हरियाणा चण्डीगढ़

पृष्ठांकन क्रमांक टीए-हर(15टी)14/ दिनांक:-

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

**DIRECTOR TREASURIES & ACCOUNTS, HARYANA, CHD  
CONFIDENTIAL REPORT FOR THE YEAR 2013-14**

1. Name of employee \_\_\_\_\_
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 behaviour with
  - (a) Officers \_\_\_\_\_
  - (b) Colleagues \_\_\_\_\_
  - (c) Public \_\_\_\_\_
8. Devotion to duty and whether Hard working \_\_\_\_\_
9. Proficiency in use of State language, Hindi  
in 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 execute \_\_\_\_\_  
his duties? Reply in "Yes" or "No" \_\_\_\_\_  
If "Yes", please give details \_\_\_\_\_

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 \_\_\_\_\_

NOTE: - Please consult instruction for writing ACR on separate enclosed sheet.