

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 (a) _____

(b) Colleagues (b) _____

(c) Public (c) _____

- 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'

[Redacted box]

If 'Yes', please give details

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

[Redacted box]

If 'Yes', please give details

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

[Redacted box]

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

[Redacted box]

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 : _____

