

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT'
(For the common cadre Group 'D' posts)

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 :

- 1. Before writing the Annual Confidential Report the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.
- 2. 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. Amenability to Discipline
- 5. Devotion to Duty and Hardworking.
- 6. Behaviour & obedience
- (a) Attitude of the officer/official towards other castes and communities.
- 7. Intelligence and fitness to do the assigned tasks.
- 8. Whether employee stays at his Headquarters after closing of office and during holidays ? Reply in 'Yes' or 'No'.

9. Assessment of Integrity
10. Adverse remarks on work performance and conduct, if any. Reply in 'Yes' or 'No'.
11. Suitability for promotion or Higher Scale of Pay (use term 'Fit' or 'Not yet Fit' or 'Not fit').
12. Overall Grading based on the assessment made from Sr. No. 2 to 10 above.

Signature of the Reporting Authority

Name in block letters

Designation

Date

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE REVIEWING/ACCEPTING AUTHORITY

Signature of the Reviewing/Accepting Authority

Name in block letters

Designation

Date

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. 10 and nothing be written alongwith the box-block meant for grading only.
4. While recording remarks on 'Integrity' in column at Sr. No. 9 instructions contained in para 4 of Consolidated Instructions on confidential reports, read with instructions No. 61/20/85—S (I) dt. 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 warning(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 and 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.