

**FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'A' OFFICERS IN THE
MIZORAM ENGINEERING SERVICE**

SECTION-I

PERSONAL DATA

(To be filled in by the Official reported upon)

Annual Confidential Report from _____ to _____

1) Name of Official (in capital letters) : _____

2) Present post/grade held : _____

3) Date of continuous appointment : _____
to the present post

4) Date of birth : _____

5) Reporting, Reviewing and Accepting Authorities:

	Name & designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

6) Period of absence on leave, etc:

	Period	Type	Remarks
On leave (specify type)			
Others (specify)			

7) Training programmes attended:

Name of training programme(s)	Period of training	Name of Institute

SECTION-II
SELF APPRAISAL

(To be filled in by the Official reported upon)

1. Brief description of duties and responsibilities (*about 100 words*):

2. Please specify important targets/objectives/goals that were set for you or set by yourself in order of priority for the reporting period and your achievement against such targets/objectives/goals:

Sl. No.	Targets/Objectives/Goals	Achievements
1)		
2)		
3)		
4)		
5)		
6)		

SECTION-III
REMARKS OF THE REPORTING AUTHORITY

1. ASSESSMENT OF PERSONAL ATTRIBUTES:

- a) Relations with fellow employees and the public :
- b) Communication Skills :
- c) Maturity with age and service :
- d) Team work and leadership :
- e) General alertness and intelligence :

2. ASSESSMENT OF FUNCTIONAL COMPETENCY:

- a) Drive and determination, initiatives, etc. :
- b) Readiness to assume responsibilities :
- c) Promptness in disposal of case :
- d) Ability to take decision and ingenuity to solve problem :
- e) Dependability and devotion to duty :
- f) Punctuality in attendance :
- g) Knowledge of laws, rules, regulations, guidelines, etc. of the relevant areas :
- h) Technical knowledge :
- i) Awareness of technical/financial powers :
- j) Control against interference of private, social and outside activities on official duties :

3. ASSESSMENT OF JOB PERFORMANCE:

- a) Knowledge and application of specifications and standards :
- b) Coordination of works with others :

- g) Management and organization of :
works
- h) Accuracy and efficiency in :
framing/scrutinizing work estimate
- i) Maintenance of financial and :
material accounts (Only for Officers
holding the post of SDO/Sr.
SDO/EE/Sr. EE)
- j) Expenditure control :
- k) Control on procurement of stores :
material
- l) Promptness in disposal of :
bills/payments (Only for Officers
holding the post of SDO/Sr.
SDO/EE/Sr. EE)
- m) Promptness in submission of :
estimates and returns

4. Please indicate the Officer's contribution in case of significant higher achievement of the targets/goals/objectives:

5. Please specify important items of work in order of priority wherein quantitative/physical/financial targets/objectives/goals were achieved for the reporting year

6. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

7. Has the Official been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars

8. Please comment on the integrity of the Official reported upon (*In general, the remarks relating to the column on integrity in the Confidential Reports of the Official reported upon shall be made by the Reporting Authority in any one of the options mentioned below:*
- i. *Beyond doubt*
 - ii. *Since the integrity of the Official is doubtful, a secret note is attached*
 - iii. *Not watched the Official's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the Official):*
9. Pen picture by Reporting Authority (*Please comment (in about 100 words) on the overall qualities of the Official including areas of strengths and lesser strengths and his attitude towards weaker sections)*

10. Overall grading : _____
(Outstanding/Very Good/Good/
Average/Below Average)

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date :

Signature of Reporting Authority :

SECTION-V
REMARKS OF THE ACCEPTING AUTHORITY

1. Do you agree with the remarks of the Reporting /Reviewing authorities?

2. In case of differences of opinion, details and reasons for the same may be given.

3. Overall grading : _____
(Outstanding/Very Good/Good/
Average/Below Average)

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date : _____

Signature of Accepting Authority : _____

Name (in block letters) : _____

Designation : _____