# Annexure-II

# FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP ‘B’ OFFICERS AND

**STAFF (EXCLUDING TECHNICAL OFFICERS AND STAFF) SECTION-I**

**PERSONAL DATA**

(To be filled in by the Official reported upon)

Annual ConfidentialReportfrom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| 1) | Name of Official (in capitalletters) : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2) | Presentpost/grade/rankheld : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3) | Date ofcontinuousappointment :to the presentpost | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4) | Dateofbirth : | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Reporting, Reviewing and AcceptingAuthorities:

|  |  |  |
| --- | --- | --- |
|  | Name & designation | Period worked |
| Reporting Authority |  |  |
| Reviewing Authority |  |  |
| Accepting Authority |  |  |

1. Period of absence on leave,etc:

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

1. Training programmesattended:

|  |  |  |
| --- | --- | --- |
| 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 (a*bout 100words*):
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. What are the factors that hindered yourperformance?
2. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reductionin time and costs)? If so, please give a verbal description (*about100 words*):
3. Please indicate specific areas in which you feel the need to upgrade your skills through trainingprogrammes:

Date: Signature oftheOfficial :

Name (inblockletters) :

Designation :

# SECTION-III

**REMARKS OF THE REPORTINGAUTHORITY**

1. Please state whether you agree with the statement on achievement of targets/objectives/goals made in Section-II (Self Appraisal). If not, please furnish factualdetails:
2. Please comment on the claim (if made) of exceptional contribution by the Official reportedupon:
3. Quality of work output (*Please comment on the quality of performance having regard to the standard of work*):
4. Communication Skills (*Please comment on the ability of the Official to communicate withbrevity,clarityandaccuracyinwritingaswellasorally*):
5. Attitude to work (*Please comment on the extent of reliability of the Official; his senseofresponsibility;theextenttowhichheisdedicatedandwillingnesstolearn*):
6. Initiative (*Please comment on the capacity of the Official in handling normal aswell as unforeseen tasks; willingness to shoulder additional responsibilities and newareas ofwork*):
7. Knowledge of sphere of work (*Please comment on the knowledge of laws/rules/guidelines/procedures/IT skills and awareness of the local norms in the relevantareas*)
8. Relations with fellow employees and the public (*Please comment on the Official’s performance in establishing professional relationship with superiors, colleagues and subordinates as well as his capacity to work as a team. Further comment on the Official’s accessibility and responsiveness to the public, whereverapplicable*):
9. Regularity and punctuality inattendance:
10. Has the Official been reprimanded for indifferent work or for other causes during theperiodunderreport?Ifso,pleasegivebriefparticulars
11. 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 mentionedbelow:*
    1. *Beyonddoubt*
    2. *Since the integrity of the Official is doubtful, a secret note isattached*
    3. *Not watched the Official’s work for sufficient time to form a definite judgement but nothing adverse has been reported to me about theOfficial*):
12. 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 andhis attitude towards weakersections*)
13. Overall grading : (Outstanding/VeryGood/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:

Name (inblockletters) :

Designation :

# SECTION-IV

**REMARKS OF THE REVIEWING AUTHORITY**

1. Is the Reviewing Authority satisfied that the Reporting Authority has made his report with due care and attention after taking into account all the relevantmaterial?
2. DoyouagreewiththeassessmentmadebytheReportingAuthorityinSection–III?
3. Incaseofdifferencesofopinion,detailsandreasonsforthesamemaybegiven.
4. Pen picture by Reviewing Authority (*Please comment (in about 100 words) on the overall qualities of the Official including areas of strengths and lesser strengths andhis attitude towards weakersections*)
5. Overall grading : (Outstanding/VeryGood/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 Reviewing Authority:

Name (inblockletters) :

Designation :

# SECTION-V

**REMARKS OF THE ACCEPTING AUTHORITY**

1. DoyouagreewiththeremarksoftheReporting/Reviewingauthorities?
2. Incaseofdifferencesofopinion,detailsandreasonsforthesamemaybegiven.
3. Overall grading : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Outstanding/VeryGood/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 (inblockletters) : \_\_

Designation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_