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

#### **SECTION-I**

#### PERSONAL DATA

Annual Confidential Report from					to	
1)	Name of Official (i	n capital let	tters) :			
2)	Present post/grad	le held	:			
3)	Date of continuou to the present pos		ent :			
4)	Date of birth		:			
5)	Reporting, Review					
			Name & de	esignation	Peri	od worked
Repor	rting Authority					
Revie	wing Authority					
Accep	oting Authority					
6)	Period of absence	on leave, et	c:			
		Peri	od	Туре		Remarks
On le	ave (specify type)					
Other	rs (specify)					
7) Training programmes attended:						
Name	of training progra	mme(s)	Period	of training	Name	of Institute

### SECTION-II SELF APPRAISAL

(To be filled in by the Official reported upon)

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

1.

	Please specify important targets/objectives/yourself in order of priority for the reporting such targets/objectives/goals:	goals that were set for you or set by g period and your achievement against
Sl. No.	Targets/Objectives/Goals	Achievements
1)		
2)		
3)		
4)		
5)		
6)		
7)		
	I	I

4.	exceptional contribution challenging task or ma	nder report, do you believe the ion, e.g. successful completion in systemic improvement (result reduction in time and costs)? In words:	n of an extraordinarily ting in significant benefits
5.	Please indicate specific through training progra	c areas in which you feel the ne ammes:	ed to upgrade your skills
Date :		Signature of the Official	:
		Name (in block letters)  Designation	:

What are the factors that hindered your performance?

3.

### 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. <b>AS</b>	SESSMENT OF FUNCTIONAL COMPE	rency:
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. <b>AS</b>	SESSMENT OF JOB PERFORMANCE:	
a)	Knowledge and application of specifications and standards	:
b)	Coordination of works with others	:
c)	Quality of works	:
d)	Attention to details	:
e)	Promptness in attending instruction	:
f)	Regularity and effectiveness in site inspections	:

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	:
1)	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 is targets/goals/objectives:	in case of significant higher achievement of the
	1 0 1	f work in order of priority wherein bjectives/goals were achieved for the reporting
	Has the officer reported upon met with anyes, please furnish factual details.	y significant failures in respect of his work? If
7.	Has the Official been reprimanded for in period under report? If so, please give brid	different work or for other causes during the ef particulars

Management and organization of : works

g)

8.	relating to the column of shall be made by the R i. Beyond doubt	on integrity in the Confidention	eported upon (In general, the remark ial Reports of the Official reported upone of the options mentioned below:  a secret note is attached	
i		Official's work for sufficient as been reported to me abou	t time to form a definite judgement buut the Official):	ιt
9.		including areas of strengths	ent (in about 100 words) on the overa s and lesser strengths and his attitud	
10.	.Overall grading (Outstanding/Very God Average/Below Averag	•	:	
•	••		exceptional qualities and performance should be clearly brought out)	
Da	.te :	Signature of Reportin	ing Authority :	-
		Name (in block letter	ers) :	-
		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 relevant material?
2.	Do you agree with the assessment made by the Reporting Authority in Section – III?
3.	In case of differences of opinion, details and reasons for the same may be given.
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 and his attitude towards weaker sections)
5.	Overall grading :(Outstanding/Very Good/Good/ Average/Below Average)
	fficial should not be graded Outstanding unless exceptional qualities and performance been noticed; grounds for giving such a grading should be clearly brought out)
Date :	Signature of Reviewing Authority :  Name (in block letters) :

Designation

## SECTION-V REMARKS OF THE ACCEPTING AUTHORITY

1.	Do you agree with the rem	narks of the Reporting /Reviewing	g authorities?		
2.	In case of differences of op	oinion, details and reasons for the	e same may be given.		
3.	Overall grading (Outstanding/Very 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	7:		
		Name (in block letters)	:		
		Designation			

# FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'B' OFFICERS AND STAFF (EXCLUDING TECHNICAL OFFICERS AND STAFF)

#### **SECTION-I**

#### PERSONAL DATA

Annual Confidential Report from to					
1) Name of Official (in capital letters) :					
2) Present post/grad	le/rank helo	d :			
3) Date of continuou to the present pos		ent :			
4) Date of birth		:			
5) Reporting, Reviewin	g and Accep	oting Autho	orities:		
		Name & de	esignation	Per	iod worked
Reporting Authority					
Reviewing Authority					
Accepting Authority					
6) Period of absence	on leave, et	c:			
	Peri	od	Туре		Remarks
On leave (specify type)			V.		
Others (specify)					
7) Training programmes attended:					
Name of training progra	mme(s)	Period	of training	Nam	e of Institute
rame or training progra		1 01100	or training	Titalii	o or moderate

#### SECTION-II SELF APPRAISAL

(To be filled in by the Official reported upon)

1.	Brief description of duties and responsibilities (a	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)	<u> </u>	
2)		
3)		
,		
4)		
,		
5)		
',		
6)		
'		

3.	What are the factors that hindered your performance?				
4.	During the period under rep contribution, e.g. successful of systemic improvement (result in time and costs)? If so, plea	completion of an extraordinating in significant benefits to	rily challenging task or major the public and/or reduction		
5.	Please indicate specific areas training programmes:	in which you feel the need to	o upgrade your skills through		
Da	ate:	Signature of the Official	:		
		Name (in block letters)	:		
		Designation	:		

## SECTION-III REMARKS OF THE REPORTING AUTHORITY

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 factual details:
2.	Please comment on the claim (if made) of exceptional contribution by the Official reported upon:
3.	Quality of work output ( <i>Please comment on the quality of performance having regard to the standard of work</i> ):
4.	Communication Skills (Please comment on the ability of the Official to communicate with brevity, clarity and accuracy in writing as well as orally):
5.	Attitude to work ( <i>Please comment on the extent of reliability of the Official; his sense of responsibility; the extent to which he is dedicated and willingness to learn</i> ):

6.	Initiative (Please comment on the capacity of the Official in handling normal as well as unforeseen tasks; willingness to shoulder additional responsibilities and new areas of work):
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 relevant areas)
8.	Relations with fellow employees and the public ( <i>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, wherever applicable</i> ):
9.	Regularity and punctuality in attendance:
10.	Has the Official been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars
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 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):

12.	Pen picture by Reporting Authority ( <i>Please comment (in about 100 words</i> ) on the overall qualities of the Official including areas of strengths and lesser strengths and his attitude towards weaker sections)					
13.	Overall grading (Outstanding/Very Good Average/Below Average)	:				
		Outstanding unless exceptional quiving such a grading should be clea				
Date :		Signature of Reporting Authority	:			
		Name (in block letters)	:			
		Designation	:			

# SECTION-IV REMARKS OF THE REVIEWING AUTHORITY

1.	Is the Reviewing Autreport with due care material?	•	_	-	
2.	Do you agree with the	assessment mad	e by the Reportin	g Authority in Sectio	n – III?
3.	In case of differences of	of opinion, details	s and reasons for	the same may be give	en.
4.	Pen picture by Revie overall qualities of th his attitude towards t	e Official includin			
5.	Overall grading (Outstanding/Very Go Average/Below Average		:		
•	official should not be gra been noticed; grounds fo	•	<b>-</b>		mance
Date	:	Signature of	Reviewing Autho	rity :	
		Name (in blo	ock letters)	:	
		Designation		:	

## 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 o	pinion, details and reasons for th	e same may be given.					
3.	Overall grading							
J.	(Outstanding/Very Good/Good/ Average/Below Average)							
		l Outstanding unless exceptional of iving such a grading should be cle	= = = =					
Date	:	Signature of Accepting Authorit	y:					
		Name (in block letters)	:					
		Designation	:					

# FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'B' AND 'C' TECHNICAL OFFICERS AND STAFF (i.e. JUNIOR ENGINEER, OVERSEER, DRAFTSMAN, ELECTRICIAN, MECHANIC, SECTION ASSISTANT, etc.)

#### **SECTION-I**

#### PERSONAL DATA

Annu	al Confidential Rep	port from			to	
1)	Name of Official (in capital letters)					
2)	Present post/grad	le held	:			
3)	Date of continuou to the present pos		ient :			
4)	Date of birth		:			
5)	Reporting, Review	ing and Acc	cepting Aut	horities:		
			Name & de	esignation		Period worked
Repor	rting Authority					
Revie	wing Authority					
Accep	oting Authority					
6)	6) Period of absence on leave, etc:					
		Peri	iod	Туре		Remarks
On le	ave (specify type)					
Other	rs (specify)					
7) ′	Training programn	nes attended	d:			
Name	of training progra	mme(s)	Period	l of training	N	lame of Institute
	81 8	( )		J		

### **SECTION-II**

### SELF APPRAISAL

1.	1. Brief description of duties and responsibilities (about 100 words):					
2.		e of work done by you during the ats during the period (about 300 u				
Date	:	Signature of the Official	:			
			_			
		Name (in block letters)	:			
		Designation	:			

## SECTION-III REMARKS OF THE REPORTING AUTHORITY

### $1. \ \ \, \textbf{ASSESSMENT OF OFFICERS AND STAFF IN PLANNING UNITS};$

a)

b)

Theoretical knowledge

Estimating

c)	Specifications	:
d)	Drawing, sketching and detailing	:
e)	Analysis of rates, checking of extra substituted items, etc	:
f)	Knowledge of departmental rules and procedure	:
2.	ASSESSMENT OF OFFICERS AND STAI	FF IN FIELD UNITS:
a)	Engineering i) Theoretical knowledge	:
	ii) Practical knowledge	:
b)	Knowledge of departmental rules and procedure	:
c)	Promptness in submission of measurement estimates and returns	:
d)	Control and supervision of work	:
e)	Promptness in carrying out instructions	:
f)	Management and organization of work	:
g)	Quality of works	:
3.	GENERAL ASSESSMENT:	
a)	State of health	:
b)	General intelligence	:
c)	Initiative, drive and resourcefulness	:
d)	Correspondence and office work	:
e)	Capacity and output of work	:
f)	Punctuality in attendance	:
g)	Devotion to duty	:
h)	Relations with fellow employees	:

4.		_	d for indifferent wor give brief particular	k or for other causes during the
5.	remarks relating reported upon mentioned below i. Beyond wii. Since the iii. Not water	ng to the column or shall be made by w: doubt e integrity of the Official's	n integrity in the Co the Reporting Auth	reported upon (In general, the infidential Reports of the Official cority in any one of the options ecret note is attached in the form a definite judgement pout the Official):
6.	Overall gradin (Outstanding/ Average/Below	Very Good/Good/	:	
	-	•	-	onal qualities and performance be clearly brought out)
Date :		_	(in block letters)	::

## SECTION-IV REMARKS OF THE REVIEWING AUTHORITY

1.	_		_	g Authority has made account all the rele	
2.	Do you agree with th	e assessment made by	the Reporting	Authority in Section –	III?
3.	In case of differences	of opinion, details an	d reasons for tl	ne same may be given.	
4.	Overall grading (Outstanding/Very C Average/Below Avera	•			
	fficial should not be gr been noticed; grounds	_	_	qualities and performa early brought out)	nce
Date	:	Signature of Rev	viewing Authori	ty :	
		Name (in block	letters)	:	
		Designation		:	

# SECTION-V REMARKS OF THE ACCEPTING AUTHORITY

1.	Do you agree with the re	marks of the Reporting /Rev	iewing authorities?
2.	In case of differences of	opinion, details and reasons	for the same may be given.
3.	Overall grading (Outstanding/Very Good Average/Below Average)	•	
•		d Outstanding unless excepti giving such a grading should	onal qualities and performance be clearly brought out)
Date	:	Signature of Accepting Au	thority :
		Name (in block letters)	:
		Designation	:

## FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'C' OFFICIALS (EXCLUDING TECHNICAL PERSONNEL)

#### **SECTION-I**

#### PERSONAL DATA

Annu	al Confidential Rep	port from		·	to		
1)	Name of Official (i	n capital le	tters) :				
2)	Present post held		:				
3)	Date of continuou to the present pos		ent :				
4)	Date of birth		:				
5)	Reporting, Review	ing and Acc					
			Name & d	esignation		Period worked	
_	rting Authority						
Revie	wing Authority						
Accep	oting Authority						
6)	6) Period of absence on leave, etc:						
		Peri	lod	Туре		Remarks	
On le	ave (specify type)						
Other	rs (specify)						
7)	Training programn	nes attended	d:				
Name	e of training progra	mme(s)	Period	of training	N	Name of Institute	_
	,	(0)					

### SECTION-II

### SELF APPRAISAL

1.	Brief description of duties and responsibilities (about 100 words):		
2.		e of work done by you during that the nts during the period (about 300	
Date	o:	Signature of the Official	:
	<del></del>	Name (in block letters)	:
		Designation	:

## SECTION-III REMARKS OF THE REPORTING AUTHORITY

1.	Please state whether you agree with the statement made in Section-II (Self Appraisal). If not, please furnish factual details:
2.	Quality of work output ( <i>Please comment on the quality of performance having regard to the standard of work</i> ):
3.	State of health:
4.	General intelligence and keenness to learn:
5.	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 relevant areas)
6.	Relations with fellow employees and the public:
7.	Regularity and punctuality in attendance:

8.	Amenability to discipline:
9.	Has the Official been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars
10.	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):
11. Overall grading :	
Tues of S	cent noticed, grown as for guardy current a graduaty critical section by strong to cary
Date :	Signature of Reporting Authority :  Name (in block letters) :  Designation :

## SECTION-IV REMARKS OF THE REVIEWING AUTHORITY

1.	_	ithority satisfied that th		
2.	Do you agree with the	e assessment made by the	e Reporting Autl	nority in Section – III?
3.	In case of differences	of opinion, details and re	asons for the sa	me may be given.
4.	Overall grading :			
	•	aded Outstanding unless of for giving such a grading s		
Date :	:	Signature of Review	ing Authority : _	
		Name (in block lette	rs) : _	
		Designation	:_	

## 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)		
•		l Outstanding unless exceptional iving such a grading should be cl	
Б			
Date	:	Signature of Accepting Authorit	ty:
		Name (in block letters)	:
		Designation	:

#### Annexure-V

### PERFORMANCE REPORT OF OFFICIALS ON STUDY LEAVE/TRAINING

Performance Report for the period from \_\_\_\_\_\_ to \_\_\_\_\_

A.	PERSONAL DATA		
1)	Name of Official		
2)	Present post held		
3)	Date of appointment to the present post		
4)	Date of birth		
5)	Study Leave/Leave Details /Training		
	a) Course		
	b) Institution		
	c) Duration		
6)	Period of sanctioned leave		
7)	Details of Degree/Certificate/ Diploma and Evaluation obtained during the period (copies to be enclosed)		
В.	SELF ASSESSMENT		
Date:		Signature of the Officer	
C. ASSESSMENT OF THE HEAD OF INSTITUTION/COURSE COORDINATOR			
Date:	Signature of the	e Head/Course Coordinator	

N.B: To be submitted to Cadre Controlling Authority

### PERFORMANCE REPORT OF GROUP 'D' OFFICIALS

### SECTION-I PERSONAL DATA

(To be filled in by the Official reported upon)

Performance Report for the period from \_\_\_\_\_\_ to \_\_\_\_\_

1)	Name of Official (in capital letters)		
2)	Date of birth		
3)	Date of appointment		
4)	Place of posting		
5)	Period of absence from duty on leave, training, etc during the reporting period		
6)	Educational qualification		
7)	Whether the Official belongs to ST/SC/OBC/General?		
	REMARKS OF THE	CTION-II CONTROLLING OFFI	CER
1)	State of health		
2)	Regularity and punctuality in attendance		
3)	Amenability to discipline		
4)	General intelligence and dedication to work		
5)	Relations with fellow employees		
6)	Has the Official been reprimanded for indifferent work or for other reasons during the reporting period? If so, please give brief particulars		
7)	Integrity		
8)	Overall Grading: (Outstanding/Very Good/Good/ Average/Below Average)		
Date	e:Signature	e of Controlling Officer	:
	Name (in	block letters)	:
	Designat	ion	:

### PERFORMANCE REPORT OF MUSTER ROLL EMPLOYEES

### SECTION-I PERSONAL DATA

Perio	ormance Report for the period from	to	
1)	Name of Official (in capital letters)		
2)	Date of birth		
3)	Date of initial engagement		
4)	Place of posting		
5)	Educational qualification		
6)	Whether the employee belongs to ST/SC/OBC/General?		
		CTION-II CONTROLLING OFFI	CER
1)	State of health		
2)	Regularity and punctuality in attendance		
3)	Amenability to discipline		
4)	General intelligence and dedication to work		
5)	Relations with fellow employees		
6)	Has the employee been reprimanded for indifferent work or for other reasons during the reporting period? If so, please give brief particulars		
7)	Integrity		
8)	Overall Grading: (Outstanding/Very Good/Good/Average/Below Average)		
Date	: Signature Name (in	block letters)	:
	Designat	ion	: