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

### **SECTION-I**

### PERSONAL DATA

(To be filled in by the Official reported upon)

| Annual Confidential Report from                                    |  |               |                | to         |     |             |
|--|--|---------------|----------------|------------|-----|-------------|
| 1)   | Name of Official (i                                | n capital let | tters) :       |            |     |             |
| 2)   | Present post held                                  |               | :              |            |     |             |
| 3)   | Date of continuous appointment to the present post |               | ent :          |            |     |             |
| 4)   | Date of birth                                      |               | :              |            |     |             |
| 5) Reporting, Reviewing and Accepting Authorities:                 |  |               |                |            |     |             |
|  |  |               | Name & de      | esignation | Per | riod worked |
|  | rting Authority                                    |               |                |            |     |             |
| Revie  | wing Authority                                     |               |                |            |     |             |
| Accep  | oting Authority                                    |               |                |            |     |             |
| 6)   | Period of absence                                  | on leave, etc | c:             |            |     |             |
|  |  | Peri          | od             | Туре       |     | Remarks     |
| On le  | ave (specify type)                                 |               |                |            |     |             |
| Other  | rs (specify)                                       |               |                |            |     |             |
| 7) Training programmes attended:                                   |  |               |                |            |     |             |
| Name of training programme(s) Period of training Name of Institute |  |               | e 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.   |   | e of work done by you during<br>nts during the period ( <i>about 3</i> | g the reporting period bringing 00 words): |  |
|  |   |  |  |  |
|  |   |  |  |  |
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|  |   |  |  |  |
|  |   |  |  |  |
| Date   | : | 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 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 :(Outstanding/Very Good/Good/<br>Average/Below Average)   |  |  |
| , ,,, | icial should not be graded Outstanding unless exceptional qualities and performance<br>een noticed; grounds for giving such a grading should be clearly brought out)  |  |  |
| Date: | Signature of Reporting Authority :  |  |  |
|       | Name (in block letters) :   |  |  |
|       | Designation :   |  |  |

# SECTION-IV REMARKS OF THE REVIEWING AUTHORITY

| 1.     | _                           | rity satisfied that the Reporti<br>and attention after taking in   | •                              |
|--------|-----------------------------|--|--------------------------------|
| 2.     | Do you agree with the ass   | sessment made by the Reportir                                      | ng Authority in Section – III? |
| 3.     | In case of differences of o | pinion, details and reasons for                                    | the same may be given.         |
|        |                             |  |                                |
|        |                             |  |                                |
|        |                             |  |                                |
| 4.     | Overall grading :           |  |                                |
|        |                             | d Outstanding unless exceptione<br>viving such a grading should be |                                |
| Date : | :                           | Signature of Reviewing Autho                                       | ority :                        |
|        |                             | Name (in block letters)  | :                              |
|        |                             | Designation  | :                              |

# SECTION-V REMARKS OF THE ACCEPTING AUTHORITY

| 1.   | Do you agree with the r   | emarks of the Reporting /Rev                                | viewing authorities?                                       |
|------|---|---|--|
| 2.   | In case of differences of   | opinion, details and reasons                                | for the same may be given.                                 |
|      |   |   |  |
|      |   |   |  |
| 3.   | Overall grading :<br>(Outstanding/Very Goo<br>Average/Below Average |   |  |
|      | -   | ed Outstanding unless exceptor giving such a grading should | ional qualities and performance<br>be clearly brought out) |
|      |   |   |  |
| Data | :   | Signature of Appenting An                                   | 410 0 4140 4   |
| Date | •   |   | thority :  |
|      |   | Name (in block letters)                                     | :  |
|      |   | Designation   | :  |