

CONFIDENTIAL REPORT

For

Group "A" and Group "B" Officers of State Civil Service

(In the Pay of Scale Rs.6,500 and above as per 1996 Pay Revision
and as amended from time to time)

Name of Officer _____

Report for the year / Period ending _____

CONFIDENTIAL REPORT

For

Group "A" and Group "B" [Officers of] State Civil Service Officers

(In the Pay of Scale Rs.6,500 and above as per 1996 Pay Revision)

Report for the year / Period ending _____

PART-I

PERSONAL DATA

1. Name of Officer (Please avoid abbreviation)

2. Date of Birth

3. Service to which the Officer belongs

4. To which Group the Officer belongs

5. Designation and place of posting during the period

6. Period of absence from duty (on leave, training etc. during the year. If he has undergone training, please specify)

3. (a) Please state briefly the shortfalls with reference to the targets / objectives referred to in column 2. Please specify constraints, if any, in achieving the targets.

(b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto. Please also indicate any extraordinary / commendable / significant work done by you which deserves special mention.

Place:
Date:

Signature of the
officer reported upon

PART-III

To be filled in by the Reporting Officer

(please read carefully the instructions given at the end of the form
before filling the entries)

A. NATURE AND QUALITY OF WORK

1. Please comment on Part-II as filled out by the Officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.

2. Quality of outputs.

Please comment on the Officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.

3. Knowledge of sphere of work.

Please comment specifically on each of these : level of knowledge of functions, related instructions and their application:

B. ATTRIBUTES

1. Attitude to work -

Please comment on the extent to which the Officer is dedicated and motivated and on his/her willingness and initiative to learn and systematize his/her work.

2. Decision-making ability-

Please comment on the quality of decision-making and on ability to weight pros and cons of alternatives.

3. Initiative-

Please comment on the capacity and resourcefulness of the Officer in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work.

4. Ability to inspire and motivate-

Please comment on the capacity of the officer to motivate to obtain willing support by own conduct and capacity to inspire confidence.

5. Communication skill (Written and Oral) –
Please comment on the ability of the Officer to communicate and on his/her ability to present arguments.

6. Inter-personal relation and team work-

Please comment on the quality of relationship with superiors, colleagues and subordinates, and the ability to appreciate others point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.

7. Relations with the public –

Please comment on the Officer's accessibility to the public and responsiveness to their needs.

8. Attitude towards Scheduled Castes / Scheduled Tribes / Weaker Sections of Society-

Please comment on his/her understanding of the problems of Scheduled Castes and Scheduled Tribes / Weaker Sections and willingness to deal with them.

9. Coordination ability –

Please comment on the extent to which the Officer is able to achieve coordination in formation and implementation of tasks and programmes by different functionaries involved.

10. If a Touring Officer, quality and adequacy of tours.

11. Aptitude and Potential-

Please indicate three fields of work from amongst the following for possible specialization and career development of the Officer. Please mark 1,2,3, in three appropriate boxes:

- | | |
|---|--------------------------|
| 1. Personal Administration | <input type="checkbox"/> |
| 2. Law and Order and Internal Security | <input type="checkbox"/> |
| 3. Financial Administration | <input type="checkbox"/> |
| 4. Development Administration | <input type="checkbox"/> |
| 5. Social Services and Educational Administration | <input type="checkbox"/> |
| 6. Planning and Project formulation | <input type="checkbox"/> |
| 7. Regulatory Administration | <input type="checkbox"/> |
| 8. Industrial Administration | <input type="checkbox"/> |
| 9. Any other field (please specify) | <input type="checkbox"/> |

12. Defects, if any, noticed pointed out and results thereof.

C. ADDITIONAL ATTRIBUTE -

(i) For Officers of Finance Service:-

(1) Knowledge of Accounts:

(2) Whether the Officer has a tendency to reject accounts on flimsy grounds:

(3) Quality of assessment orders:

(4) Targets and Objectives, Achievements and Shortfalls:

(ii) For Officers of Medical and Veterinary Services:-

(1) Professional knowledge:

(2) Acquaintance with current medical literature:

(3) Attitude towards patients:

(4) Technical capability:

(iii) For Officers of Engineering Service/Forest Service/ Agriculture/
Horticulture/ Soil Conservation Service/ Fisheries Service:-

1. Quality of Project Report:

2. Execution of Projects:

3. Supervision and Monitoring of Projects:

4. (a) Targets and objectives, achievements and short falls:

(b) Comments on quality of achievement:

GENERAL

PART-IV

1. State of health-

2. Integrity-
(Please see Note below the instruction)

3. General Assessment-
(Please give an overall assessment of the Officer with reference to his/her strength and short-comings and also by drawing attention to the qualities, if any, not covered by the entries above.)

4. Grading – Put signature in appropriate box-

While putting signature in box meant for Outstanding, grounds for exceptional Qualities and performances should be clearly recorded.

Outstanding	Very Good	Good	Average	Below Average
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Signature

Place:
Date:

Name in block letters
Designation
(During the period of Report)

REMARKS OF THE COUNTERSIGNING OFFICER

PART-V

1. Length of service under the Countersigning Officer:
2. Is the Countersigning Officer satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the Officer given by the Reporting Officer (in case of disagreement, please specify the reasons; Is there anything you wish to modify or ad?)
4. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about meritorious work of the Officer including the grading:
5. Has the Officer any special characteristics, and/or any abilities hich would justify his / her selection for special assignment or / out of turn promotion? If so, specify-

Place:
Date:

Signature of the Countersigning Officer
Name in block letters
Designation
(During the period of Report)

PART-VI

**REMARKS OF THE ACCEPTING AUTHORITY
(i.e. next superior authority)**

Place:
Date:

Signature of the Accepting Authority
Name in block letters
Designation
(During the period of Report)

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his / her further advancement in his/ her career. The Officer reported upon, the Reporting Officer, the Countersigning Officer and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an Officer so that he/she realize his/her true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Countersigning Officer is satisfied that the Reporting Officer had made the report without due care and attention he shall record a remark to that effect in Part-V Column-2. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and Phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' while giving your comments against any of the attributes.
6. In the beginning of the year quantitative/ physical/ financial targets must have been set for the officers with respect to whom he is required to report upon.
7. The targets should be clearly known and understood by both the officers concerned. While fixing the targets, priority should be assigned itemwise, taking into consideration the nature and area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and take necessary corrective steps.

9. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's performance during the period of report only.
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:-

The following procedure should be followed in filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - a. A separate note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to form a definite judgement or that he has heard nothing against the officer, as the case may be.
 - b. If, as a result of the follow up action, the doubts or suspicions are cleared, the Officer's integrity should be certified and an entry made accordingly in the Confidential report.
 - c. If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the Officer concerned.
 - d. If as a result of the following up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.
