

**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 Confidential Report from _____

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

2) Present post/grade/rank 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

3. What are the factors that hindered your performance?

4. 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 reduction in time and costs)? If so, please give a verbal description (*about 100 words*):

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programmes:

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 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 (*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 with brevity, clarity and accuracy in writing as well as orally*):

5. Attitude to work (*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*):

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 (*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*):

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 (*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*)

13. 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 : _____

Name (in block letters) : _____

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)

(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 (in block 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 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 : _____