

भारतीय सांस्कृतिक सम्बंध परिषद्
INDIAN COUNCIL FOR CULTURAL RELATIONS

Confidential Report on Upper Division Clerks/Lower Division Clerks

Report for the year/period ending _____

PART I (To be filled in by the Officer reported upon)

PERSONAL DATA

1. Name of the Officer : Shri/Smt./Kum.
2. Designation/post held and date of appointment thereto :
3. Whether the Officer belongs to SC/ST
4. Date of Birth :
5. Date of continuous appointment to the present grade : Date Grade
6. Absence from duty (on leave, training etc.) during the period of report.
7.
 - a) Educational Qualifications :
 - b) Qualifications in Hindi :
 - c) Knowledge of Indian languages : (Other than Hindi/English)
 - d) Can the officer make effective use of, computer, word processor and electronic/ electric typewriters ?
 - e) Approved courses of training/study including refresher courses and departmental examinations passed :
8. Marital status, number of children, their ages and sex :

PART II

SELF APPRAISAL

(To be filled in by the officer reported upon)

1. Brief description of duties.

2. Brief resume of the work done by you during the year/period from _____ to _____ bringing out any special achievements during the year/period. In the event of shortfall in achievement, furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed)

Signature of the officer reported upon
Dated _____

PART III ASSESSMENT OF THE REPORTING OFFICER

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

1. Does the Reporting Officer agree with the statement made in part II, if not, the extent of disagreement and reasons therefor.
2. a) State of health
b) Is he neat in appearance ?
3. General Intelligence and keenness.
4. Proficiency in Typing (both speed and accuracy) and knowledge of Hindi/typing if any.
5. Proficiency in work, namely, maintenance of prescribed registers and charts, cash accounts etc; and despatch
6. Intelligence, keenness and Industry.
7. Has he ever been entrusted with work other than routine ? If so, indicate his capacity to express himself with clarity and comprehension, in his notes and drafts.

cont.....3/-

8. Amenability to discipline
9. Punctuality.
10. Relations with fellow employees / outsiders
11. Has the Officer been reprimanded for indifferent work or for other causes during the period of report ? If so, please give brief particulars. (Kindly note that serious defects should have been brought to the notice of the officer in writing, with a copy to the Council) Other defects should be treated in a more lenient manner which the Reporting and Reviewing Officer should see to correct in the course of the period and indicate result in the respect.
12. Has the officer done any outstanding or notable work meriting commendation ? Briefly mention them.
13. Integrity (please see note below Instructions)
14. Grading —
(Outstanding / Very-Good / Good / Average / Below Average)
- (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should clearly be brought out)
15. Effectiveness in the development and protection of scheduled castes and/or scheduled tribes :
- (a) Attitude towards SCs and/or STs
- (b) Sensitivity to Social Justice
- (c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to SCs and/or STs.
- (d) Effectiveness in bringing about the development of SCs and/or STs.

Place :


Date :

Signature of the Reporting Officer

Name in Block Letters :

 Designation during the period
 of the report _____

PART - IV REMARKS BY REVIEWING OFFICER

1. Length of Service under the Reviewing Officer.


2. Is the Reviewing Officer satisfied that the Reporting Officer 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 add?)

4. If Officer reported upon is a member of a Scheduled Cast/Tribe, please indicate specifically whether the attitude of the Reporting Officer in assessing performance of the SC/ST officer has been fair & just.

5. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.



6. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion ? If so, specify.

Place :

.....
Signature of the Reviewing Officer
Name in block letters

Date :

Designation
(during the period of report)

Certificates in respect of adverse entries to be completed by the Reviewing Officer.
Please sign either of the following certificates and strike out the other.)

- i) Confirmed that this report does not contain adverse remarks.

OR

- ii) Confirmed that adverse remarks appearing in the report have been communicated to the officer reported upon, together with a gist of the good points.

.....
Signature of the Reviewing Authority

Date

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performances of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Officer and the Reviewing Officer 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 realise that the objective is to develop an Officer so that he/she realises 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 items 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 Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-IV. The competent authority shall enter the remarks in the Confidential Roll of the Reporting Officer.
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 officer 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. Although performance appraisal is year-end exercise, in order that it may be a tool for human resource development, the Reporting officer should at regular interval review the performance and take necessary corrective steps by way of advice, etc.
7. It should be the endeavour of each appraiser to present the best possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential.
8. Assessment should be confined to the appraisee's performance during the period of report only.
9. 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.

NOTE

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

- (i) If the officer's integrity is beyond doubt, it may be so stated.

- (ii) If there is any doubt or suspicion, the item should be left blank action taken as under.
- (a) A separate secret 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 has 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 follow 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 stated at (b) and (c) above.

(Ministry of Home Affairs O.M. No. 51/4/64-Estt. (A) dated 2.6.1965)