

2. State of health
3. Regularity & Punctuality in attendance :
4. (a) Proficiency and accuracy in stenographic work :

(b) Does he know Hindi typing ?
5. Intelligence, keenness & Industry :
6. Trust-worthiness in P handling secret and top secret matters and papers :
7. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc. :
8. General assistance in ensuring that matters requiring attention are not lost sight of :
9. Initiative and tact :
10. Ability to draft notes, letters, minutes, briefs and ability to prepare summary etc. (in case such items of work have been performed by the officer.)
11. (a) Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his/her selection for special assignments, if so, please mention these characteristics briefly :

- (b) Recommendations regarding suitability for other spheres of work, (This should be substantiated) :
- (c) Training - Please give recommendation for training with a view to further improving the effectiveness and capabilities of the officer.
12. Has he/she been reprimanded for indifferent work or for other causes, during the period under report ? If so, 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 officer should seek to correct in the course of the period, and indicate results in this respect.)
13. General assessment of personality, character and temperament, including relations with fellow employees/public.
14. Sociability : Please comment on the Officers friendliness and hospitality

15. Integrity : (Please see Note below instructions)

16. 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 be clearly brought out)

17. 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.

Signature of the Reporting Officer

Place :

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 Officer

Date :

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 carrier. 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 than he/she realises his/her true potential. It is not meant to be a faultfinding 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 truest 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)