Regd

**Confidential/Top Priority /Reminder**

From

Labour Commissioner,
Haryana, Chandigarh.

To

1. Additional Labour Commissioner, Gurgaon.
2. All the presiding Officer,
   Industrial Tribunal-cum-Labour Court in the State.
3. Additional Director, Industrial Safety & Health, Haryana.
4. All Joint Director, Industrial Safety & Health in the State of Haryana.
5. Joint Labour Commissioner-I & II, Haryana, Chandigarh.
6. Deputy Director, Industrial Health, Gurgaon and Faridabad.
7. All Deputy Labour Commissioner, in the State.
8. All Deputy Director, Industrial Safety & Health, Haryana in the State.
9. All Labour Officer-cum-Conciliation Officers, Haryana in the State.
10 All Assistant Director, Industrial Safety & Health, Haryana in the State.
11. All Assistant Director, Industrial Safety & Health(Chemical), Haryana in the State.
12. All Assistant Director, Industrial Health-cum-Certifying Surgeon, Haryana in the State.
13. Statistical Officer O/o Labour Commissioner, Haryana.
14. Editor, O/o Labour Commissioner, Haryana.
15. Deputy District Attorney, O/o Labour Commissioner, Haryana.
16. Welfare Officer (W), Faridabad and Panipat.
17. Accounts Officer, O/o Labour Commissioner, Haryana.
18. Superintendent/Dy. Superintendent/ Head Statistical Assistant

No: Estt/04/2011/ 9593 - 693
Dated: 22/3/2011

***Subject:*** ***Writing of the ACRs of officers/officials of the Labour Department for the year 2010-2011.***

*****

Reference subject cited above.

Please find enclosed herewith Performa for writing the ACR all categories Officers/Officials i.e. Class B,C and D Group working your kind control for writing the ACR for the year 2010-2011 as per following instruction:-

1. The following prescribed time scheduled for writing Annual Confidential Report may strictly be adhered to:-

(a) The Reporting Authority must write the report before 15th April;

(b) The Reviewing Authority must record its comments before 30th April; and

(c) The Accepting Authority must record its acceptance before 15th May.

2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.

3. The Reporting Officer should record 'adverse remarks', if any, in column at Sr. No. 17 and nothing be written alongwith the box –block meant for Grading only.

4. While recording remarks on 'Integrity' in column at Sr. No. 16 instructions contained in para 4 of consolidated instructions on Confidential Reports, read with instructions No. 61/20/85-S(I), dated 12-12-85 must be gone through carefully.

5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him during the period under report to give a correct picture of his work and conduct.

6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.

7. Signature in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

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You are further directed to ensure the strict compliance and the time schedule as mentioned above, failing which it shall be viewed seriously.

Further the list of Officers/Officials posted with your Office, name of the initiating, reviewing, accepting authority is also attached. ACR Performa is also available on the Departmental website i.e. **hrlabour.org.**

Addl. Labour Commissioner (Admn.)
for Labour Commissioner, Haryana.

Endst No.- Est./2011/ 9694 Dated: 22/3/2011

A copy is forwarded to the PA/LC and ALC (Admn.) for information and necessary action.

Addl. Labour Commissioner (Admn.)
for Labour Commissioner, Haryana.

# Details of the initiating/ reviewing / accepting Authority in respect of various Categories of post of Labour Department

| Sr. No. | Name of the Post | Initiating authority | Reviewing authority | Accepting authority. |
|---|---|---|---|---|
| 1. | Joint Labour Commissioner | Labour Commissioner | | Financial Commissioner & Principal Secretary to Govt. Haryana Labour Department. |
| 2. | Deputy Labour Commissioner | Concerned Additional Labour Commissioner | Labour Commissioner | -do- |
| 3. | Additional Director, Industrial Safety & Health | Additional Chief Inspector of Factories | Labour Commissioner/ Chief Inspector of factories | -do- |
| 4. | Joint Director, Industrial safety & Health | Concerned Additional Chief inspector of factories | -do- | -do- |
| 5. | Deputy Director, Industrial Health | -do- | -do- | -do- |
| 6. | Deputy Director, Industrial Safety & Health | -do- | -do- | -do- |
| 7. | Assistant Director Industrial Health-cum-Certifying Surgeon | Deputy Director Industrial Health | Additional Cheif Inspector of factories/Cheif inspector Factories | -do- |
| 8. | Assistant Director, Industrial Safety & Health | Deputy Director Industrial Safety and Health | Additional Cheif Inspector of factories/Cheif inspector Factories | -do |
| 9. | Assistant Director, Industrial Safety & Health (Chemical) | Deputy Director Industrial Safety and Health | Additional Cheif Inspector of factories/Cheif inspector Factories | -do |
| 10. | Labour Officer-Cum-Conciliation Officer | Deputy Labour Commissioner | Additional labour Commissioner (Admn)/ Labour Commissioner | -do- |
| 11. | Welfare officer (Women) | Deputy Labour Commissioner | Additional Labour Commissioner (Admn)/ Labour Commissioner | -do- |
| 12. | Labour Welfare Officer | Deputy Labour Commissioner | Additonal Labour Commissioner (Admn)/Labour Commissioner | -do- |
| 13. | Statistical Officer | Joint Labour Commissioner | Additional Labour Commissioner (Admn)/Labour Commissioner | -do- |
| 14. | Editor | Joint Labour Commissioner | Additional Labour Commissioner (Admn)/Labour Commissioner | -do- |
| 15. | DDA/ADA | Additional Labour Commissioner (Admn) | Labour Commissioner | Director of Prosecution |
| 16. | Accounts Officer | Additional Labour Commissioner (Admn) | Labour commissioner | Director of Treasury and Accounts |
| 17. | Superintendent | Additional Labour Commissioner (Admn) | Labour commissioner | Financial Commissioner & Principal Secretary to Govt. Haryana Labour Department. |
| 18. | Section Officer | Accounts Officer | Additional Labour Commissioner | Labour |

| | | | | |
|---|---|---|---|---|
| | | | (Admn) | Commissioner |
| 19 | Head Assistant | Concerned officer | -do- | -do- |
| 20. | Legal Assistant | DDA/ADA | -do- | -do- |
| 21. | Labour Inspector | Concerned Labour-cum-conciliation Officer | Concerned Additional Labour Commissioner | -do- |
| 22. | Class-III working in the Labour Courts | Concerned Presiding Officer | Concerned Additional Labour Commissioner | -do- |
| 23. | Class-II Working (except personal staff) working in headquarter | Concerned section In charge | Additional Labour Commissioner (Admn) | -do- |
| 24. | Class-III (except personal staff) working in the field | Concerned Officer | Additional Labour Commissioner (Admn) | -do- |
| 25. | Class-V staff working in the Labour Courts | Concerned Presiding Officers | Concerned Labour Commissioner (Admn) | -do- |
| 26. | Class-iV staff working in head office/held | Concerned Branch in charge/Officer | Concerned Additional Labour Commissioner | -do- |

**CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF THE OFFICER OF THE LABOUR DEPARTMENT FOR THE PERIOD YEAR……..**

1. Name in Full……..

2. Designation ……

| Sr. No. | Points for report | Report of the Reporting Officer | Remarks of Accepting Authority |
|---|---|---|---|
| 1. | Knowledge of Law and procedure | | |
| 2. | Is he methodical and prompt in the disposal of cases? | | |
| 3. | Are his reports well written and clearly expressed? | | |
| 4. | Observation:- | | |
| | i) Intelligence and General ability. Has he (a) more than (b) less than or (c) about the average ability of officials of his grade? | | |
| | ii) Control (e.g. Amenability to discipline, punctuality in attendance, general behaviour). | | |
| | iii) Character (e.g. integrity industry, care and thoroughness any such defects as indebtedness) | | |
| 5. | Whether he has been responsible for any outstanding work meriting special commendation. 2. Whether he has been reprimanded for indifferent work or for other causes. | | |
| 6. | Manner and power of dealing with public and capacity for conciliation. | | |
| 7. | Has he maintained a reputation for honesty and impartiality? | | |
| 8. | Discuss his fitness for more responsible work, including whether he is (a) deserving of special selection for promotion (b) fir for promotion in the ordinary way of (c) at present unfit for promotion. | | |
| 9. | i) Whether using E-mail | | |
| | ii) Whether computer training (in basics/ advanced if any) has been obtained? | | |
| 10. | Monitoring of progress of work relating to various Labour Law. | | |
| 11. | Whether or not officer/official remains at head quarters during holidays and also after office hour. | | |

12. Overall assessment

Outstanding

Very Good

Good

Average

Below Average

**Date:-** **Signature of the Reporting Officer**

## REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) and (c) and strike out the remaining two)

a) I endorse the above remarks.

b) I generally agree with the above views subject to the following observations:

_____

c) I do not agree with the above remarks in column____

**Signature of the Reviewing Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

## REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY

**Signature of the Accepting Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

**CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF THE FIELD TECHNICAL STAFF OF THE LABOUR DEPARTMENT FOR THE PERIOD YEAR……..**

1. Name in Full……..

2. Designation on …….

| Sr. No. | Points for report | Report of the Reporting Officer | Remarks of Accepting Authority |
|---|---|---|---|
| 1. | Knowledge of Law and procedure | | |
| 2. | Is he methodical and prompt in the disposal of cases? | | |
| 3. | Are his reports well written and clearly expressed? | | |
| 4. | Observation:- | | |
| | i) Intelligence and General ability. Has he (a) more than (b) less than or (c) about the average ability of officials of his grade? | | |
| | ii) Control (e.g. Amenability to discipline, punctuality in attendance, general behaviour). | | |
| | iii) Character (e.g. integrity industry, care and thoroughness any such defects as indebtedness) | | |
| 5. | Whether he has been responsible for any outstanding work meriting special commendation. 2. Whether he has been reprimanded for indifferent work or for other causes. | | |
| 6. | Manner and power of dealing with public and capacity for conciliation. | | |
| 7. | Has he maintained a reputation for honesty and impartiality? | | |
| 8. | Discuss his fitness for more responsible work, including whether he is (a) deserving of special selection for promotion (b) fir for promotion in the ordinary way of (c) at present unfit for promotion. | | |
| 9. | i) Whether using E-mail | | |
| | ii) Whether computer training (in basics/ advanced if any) has been obtained? | | |
| 10. | Monitoring of progress of work relating to various Labour Law. | | |
| 11. | Whether or not officer/official remains at head quarters during holidays and also after office hour. | | |

12. Overall assessment

Outstanding

Very Good

Good

Average

Below Average

**Date:-** **Signature of the Reporting Officer**

## REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) and (c) and strike out the remaining two)

a) I endorse the above remarks.

b) I generally agree with the above views subject to the following observations:

_____

c) I do not agree with the above remarks in column____

**Signature of the Reviewing Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

## REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY

**Signature of the Accepting Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

**GOVERNMENT OF HARYANA**

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'**

(For Assistants and other posts of similar nature in Group 'C')

Department _____

Office/Branch/Section_____

Period under Report_____

**Part-I**

1. Name of the employee_____
2. Father's Name_____
3. Designation of the post held_____

Reporting Authority_____ Reviewing Authority_____ Accepting Authority_____

**Part-II**

Important notes:-

1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box blocks provided against each column.

1. Brief of duties assigned. _____
2. State of Health. _____
3. Conduct and character. _____
4. Punctuality and Regularity in attendance. _____
5. Ability to get along and behaviour with. _____

a) Superior officers. a)_____

b) Colleagues. b)_____

c) Public. c)_____

6. Amenability to Discipline. _____
7. Devotion to duty and hardworking. _____
8. General Intelligence and keenness to learn. _____
9. Knowledge about Deptt. Branch and Office procedure. _____
10. Proficiency in use of State Language Hindi in his day to day official work. _____
11. Whether employee stays at his Headquarters after closing of office and during holidays? (Reply in 'Yes' or 'No') _____
12. Promptness and accuracy in Disposal of work. _____

| | | |
|---|---|---|
| 13. | Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him. | _____ |
| 14. | Quality of work<br>(Delete the sub-clause (s) which is/are not related to his work). | _____ |
| a) | Ability to apply the relevant Rules and Regulations correctly. | a)_____ |
| b) | Capacity for examining cases thoroughly and comprehensiveness. | b)_____ |
| c) | Quality of Noting and Drafting. | c)_____ |
| d) | Proficiency in cash handling. | d)_____ |
| e) | Proficiency in Store Management. | e)_____ |
| f) | Proficiency in Accounts Matters. | f)_____ |
| 15. | Organization of work:- | |
| a) | Retrieval of papers/information references. | a)_____ |
| b) | Keeping the work place tidy and the record systematic. | b)_____ |
| 16. | Assessment of Integrity: | _____ |
| | Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties? | _____ |
| | Reply in 'Yes' or 'No'<br>If yes, please give details. | _____ |
| 17. | Whether there are any adverse remarks on the work and conduct of the employee? Reply in 'Yes' or 'No' | _____ |
| | If yes, please give details. | _____ |
| 18. | Has the official done any outstanding or notable work meriting? Reply in 'Yes' or 'No'. | _____ |
| | If yes, please give details. | _____ |
| 19. | Suitability for promotion or Higher Scale of Pay (Use term 'Fit' or 'Not yet fit' or 'Not fit'. | _____ |
| 20. | Overall Grading based on the assessment made from Sr. No. 2 to 18 above. | |

**Signature of the Reporting Authority.**
**Name in Block Letters**_____
**Designation**_____
**Date**_____

## REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) and (c) and strike out the remaining two)

a) I endorse the above remarks.

b) I generally agree with the above views subject to the following observations:

_____

c) I do not agree with the above remarks in column____

**Signature of the Reviewing Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

## REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY.

_____

**Signature of the Accepting Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

## IMPORTANT INSTRUCTIONS FOR FILLING UP THE FORM

1. The following prescribed time schedule for writing annual confidential report may strictly be adhered to:-

a) The Reporting Authority must write the report before 7th April;

b) The Reviewing Authority must record its comments before 20th April;

c) The Accepting Authority must record its acceptance before 15th May.

2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.

3. The Reporting Officer should record 'Adverse remarks', if any, in column at Sr. no. 18 and nothing be written alongwith the box-block meant for Grading only.

4. While recording remarks on 'Integrity' in column at Sr. No. 17 instructions contained in para 4 of Consolidated instructions on confidential reports, read with instructions No. 61/20/85-S(1), dated 12.12.85 must be gone through carefully.

5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning (s) issued to him, during the period under report to give any correct picture of his work and conduct.

6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.

7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

**GOVERNMENT OF HARYANA**

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'**

(For Labour Inspector in Group 'C')

Department _____

Office/Branch/Section_____

Period under Report_____

**Part-I**

1. Name of the employee_____
2. Father's Name_____
3. Designation of the post held_____

Reporting Authority_____ Reviewing Authority_____ Accepting Authority_____

**Part-II**

Important notes:-

1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box blocks provided against each column.

1. Brief of duties assigned. _____
2. State of health. _____
3. Conduct and character. _____
4. Punctuality and Regularity in attendance. _____
5. Ability to get along and behaviour with. _____

a) Superior officers. _____

b) Colleagues. _____

c) Public. _____

6. Amenability to discipline. _____
7. Devotion to duty and hardworking. _____
8. General intelligence and keenness to learn. _____
9. Knowledge about Deptt. Branch and office procedure. _____
10. Proficiency in use of State Language Hindi in his day to day official work. _____
11. Whether employee stays at his headquarters after closing of office and during holidays? _____

    Reply in 'Yes' or 'No'. _____
12. Promptness and accuracy in disposal of work. _____

| | | |
|---|---|---|
| 13. | Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him. | _____ |
| 14. | Quality of work (Delete the sub-clause (s) which is/are not related to his work). | _____ |
| a) | Ability to apply the relevant Rules and Regulations correctly. | _____ |
| b) | Capacity for examining cases thoroughly and comprehensiveness. | _____ |
| c) | Quality of Noting and drafting. | _____ |
| d) | Proficiency in cash handling. | _____ |
| e) | Proficiency in Store Management. | _____ |
| f) | Proficiency in Accounts matters. | _____ |
| 15. | Organization of work:- | |
| a) | Retrieval of papers/information references. | _____ |
| b) | Keeping the work place tidy and the record systematic. | _____ |
| 16. | Assessment of Integrity: | _____ |
| | Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties? | _____ |
| | Reply in 'Yes' or 'No'<br>If yes, please give details. | _____ |
| 17. | Whether there are any adverse remarks on the work and conduct of the employee? Reply in 'Yes' or 'No' | _____ |
| 18. | Has the official done any outstanding or notable work meriting? Reply in 'Yes' or 'No'. | _____ |
| | If yes, please give details. | _____ |
| 19. | Suitability for promotion or Higher Scale of Pay (Use term 'Fit' or 'Not yet fit' or 'Not fit'. | _____ |
| 20. | Whether the official has achieved target of collection unpaid accoumutiol under the Punjab Labour Welfare Act, 1965. | _____ |
| 21. | Whether the official has achieved target of collection under the Punjab Shops and Commercial Establishment Act. | _____ |

22. Overall Grading based on the assessment made from Sr. No. 2 to 18 above. _____

**Signature of the Reporting Authority.**
**Name in Block Letters**_____
**Designation**_____
**Date**_____

## REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) and (c) and strike out the remaining two)

a) I endorse the above remarks.

b) I generally agree with the above views subject to the following observations:

_____

c) I do not agree with the above remarks in column____

**Signature of the Reviewing Authority.**
**Name in Block Letters**_____
**Designation**_____
**Date**_____

## REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHRITY

**Signature of the Accepting Authority.**
**Name in Block Letters**_____
**Designation**_____
**Date**_____

**GOVERNMENT OF HARYANA**

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'**

(For Steno-typists/Junior Scale and Senior Scale Stenographers/P. As.)

Department _____

Office/Branch/Section_____

Period under Report_____

**Part-I**

1. Name of the employee_____
2. Father's Name_____
3. Designation of the post held_____

Reporting Authority_____ Reviewing Authority_____ Accepting Authority_____

**Part-II**

Important notes:-

1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box blocks provided against each column.

1. State of Health. _____
2. Conduct and character. _____
3. Punctuality and Regularity in attendance. _____
4. Ability to get along and behaviour with. _____

a) Superior officers. _____

b) Colleagues. _____

c) Public. _____

5. Amenability to Discipline. _____
6. Devotion to duty and Hardworking. _____
7. General Intelligence and keenness to learn. _____
8. Knowledge about Deptt. Branch and office procedure. _____
9. Proficiency in use of State Language Hindi in his day to day official work. _____
10. Whether employee stays at his headquarters after closing of office and during holidays? _____

    Reply in 'Yes' or 'No' _____

11. Proficiency in Stenography and typing. _____

| | | |
|---|---|---|
| 12. | Maintenance of engagement diary and timely submission of necessary papers for meeting, interviews etc. | _____ |
| 13. | Trustworthiness in handling secret and top secret matters and papaers. | _____ |
| 14. | Handling of Dak, Files, Record and management of his office. | _____ |
| 15. | Handling telephones, visitors, tour programmes and engagements etc. | _____ |
| 16. | Assistance provided in making his officer more effective (Checking on details) follow-ups feed back progress etc.) | _____ |
| 17. | Assessment of Integrity: | _____ |
| | Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties? | _____ |
| | Reply in 'Yes' or 'No'<br>If yes, please give details. | _____ |
| 18. | Whether there are any adverse remarks on the work and conduct of the employee? Reply in 'Yes' or 'No' | _____ |
| | If yes, please give details. | _____ |
| 19. | Has the official done any outstanding or notable work meriting? Reply in 'Yes' or 'No'. | _____ |
| | If yes, please give details. | _____ |
| 20. | Suitability for promotion or Higher Scale of Pay (Use term 'Fit' or 'Not yet fit' or 'Not fit'. | _____ |
| 21. | Overall Grading based on the assessment made from Sr. No. 2 to 19 above. | _____ |

**Signature of the Reporting Authority.**
**Name in Block Letters**_____
**Designation**_____
**Date**_____

## REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) and (c) and strike out the remaining two)

a) I endorse the above remarks.

b) I generally agree with the above views subject to the following observations:

_____

c) I do not agree with the above remarks in column____

**Signature of the Reviewing Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

## REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY.

_____

**Signature of the Accepting Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

## IMPORTANT INSTRUCTIONS FOR FILLING UP THE FORM

1. The following prescribed time schedule for writing annual confidential report may strictly be adhered to:-

a) The Reporting Authority must write the report before 7th April;

b) The Reviewing Authority must record its comments before 20th April;

c) The Accepting Authority must record its acceptance before 15th May.

2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.

3. The Reporting Officer should record 'Adverse remarks', if any, in column at Sr. no. 18 and nothing be written alongwith the box-block meant for Grading only.

4. While recording remarks on 'Integrity' in column at Sr. No. 17 instructions contained in para 4 of Consolidated instructions on confidential reports, read with instructions No. 61/20/85-S(1), dated 12.12.85 must be gone through carefully.

5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning (s) issued to him, during the period under report to give any correct picture of his work and conduct.

6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.

7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

**GOVERNMENT OF HARYANA**

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'**

(Application for Drivers of Staff Cars/Jeeps and other official vehicles)

Department _____

Office/Branch/Section_____

Period under Report_____

**Part-I**

1. Name of the employee_____

2. Father's Name_____

3. Date of continuous appointment on the post of Driver_____

Reporting Authority_____ Reviewing Authority_____ Accepting Authority_____

**Part-II**

Important notes:-

1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box blocks provided against each column.

1. State of Health. _____

2. Punctuality and Regularity in attendance. _____

3. Ability to get along and behaviour with. _____

i) Superior officers. _____

ii) Colleagues. _____

4. Whether employee stays at his headquarters after closing of office and during holidays? _____

(Reply in 'Yes' or 'No') _____

5. Technical knowledge about the vehicle which he drives. _____

6. Proficiency in safe driving and maintenance of the Vehicle. _____

7. Acquaintance with traffic rules and other road signs. _____

8. Does he maintain the log book according to Govt. instructions? _____

(Reply in 'Yes' or 'No'). If no, give brief description.

_____

_____

9. Assessment of Integrity: _____

Has anything come to your noting which reflect adversely on the official's integrity? _____

Reply in 'Yes' or 'No' _____
If yes, please give details.

10. Any other comments. _____

11. Overall Grading based on the assessment made from Sr. No. 2 to 10 above.

| |
|---|
| |

**Signature of the Reporting Authority.**
**Name in Block Letters**_____
**Designation**_____
**Date**_____

## REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) and (c) and strike out the remaining two)

a) I endorse the above remarks.

b) I generally agree with the above views subject to the following observations:

_____

c) I do not agree with the above remarks in column____

**Signature of the Reviewing Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

## REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY.

_____

**Signature of the Accepting Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

## IMPORTANT INSTRUCTIONS FOR FILLING UP THE FORM

1. The following prescribed time schedule for writing annual confidential report may strictly be adhered to:-

a) The Reporting Authority must write the report before 7th April;

b) The Reviewing Authority must record its comments before 20th April;

c) The Accepting Authority must record its acceptance before 15th May.

2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.

3. While recording remarks on 'Integrity' in column at Sr. No. 9 instructions contained in para 4 of Consolidated instructions on confidential reports, read with instructions No. 61/20/85-S(1), dated 12.12.85 must be gone through carefully.

4. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning (s) issued to him, during the period under report to give any correct picture of his work and conduct.

5. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.

6. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

**GOVERNMENT OF HARYANA**

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'**

(For Clerks and other posts of similar nature in Group 'C')

Department _____

Office/Branch/Section_____

Period under Report_____

**Part-I**

1. Name of the employee_____
2. Father's Name_____
3. Designation of the post held_____

Reporting Authority_____ Reviewing Authority_____ Accepting Authority_____

**Part-II**

Important notes:-

1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box blocks provided against each column.

1. Brief of duties assigned. _____
2. State of Health. _____
3. Conduct and character. _____
4. Punctuality and Regularity in attendance. _____
5. Ability to get along and behaviour with. _____

a) Superior officers. a)_____

b) Colleagues. b)_____

c) Public. c)_____

6. Amenability to Discipline. _____
7. Devotion to duty and Hardworking. _____
8. General Intelligence and keenness to learn. _____
9. Knowledge about Deptt. Branch and Office procedure. _____
10. Proficiency in use of State Language Hindi in his day to day official work. _____
11. Whether employee stays at his Headquarters after closing of office and during holidays? _____
12. Proficiency and accuracy in typing. _____
13. Proficiency in work of maintenance of Registers, Files and other record. _____

| | | |
|---|---|---|
| 14. | Initiative and willingness to perform any job of responsibility. | _____ |
| 15. | Assessment of Integrity: | _____ |
| | Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties? | _____ |
| | Reply in 'Yes' or 'No'<br>If yes, please give details. | _____ |
| 16. | Whether there are any adverse remarks on the work and conduct of the employee? Reply in 'Yes' or 'No' | _____ |
| | If yes, please give details. | _____ |
| 17. | Has the official done any outstanding or notable work meriting? Reply in 'Yes' or 'No'. | _____ |
| | If yes, please give details. | _____ |
| 18. | Suitability for promotion or Higher Scale of Pay. | _____ |
| 19. | Overall Grading based on the assessment made from Sr. No. 2 to 13 above. | |

**Signature of the Reporting Authority.**
**Name in Block Letters**_____
**Designation**_____
**Date**_____

## REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) and (c) and strike out the remaining two)

a) I endorse the above remarks.

b) I generally agree with the above views subject to the following observations:

_____

c) I do not agree with the above remarks in column____

**Signature of the Reviewing Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

## REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY.

_____

**Signature of the Accepting Authority.**
**Name in Block Letters_____**
**Designation_____**
**Date_____**

## IMPORTANT INSTRUCTIONS FOR FILLING UP THE FORM

1. The following prescribed time schedule for writing annual confidential report may strictly be adhered to:-

a) The Reporting Authority must write the report before 7th April;

b) The Reviewing Authority must record its comments before 20th April;

c) The Accepting Authority must record its acceptance before 15th May.

2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.

3. The Reporting Officer should record 'Adverse remarks', if any, in column at Sr. no. 16 and nothing be written alongwith the box-block meant for Grading only.

4. While recording remarks on 'Integrity' in column at Sr. No. 15 instructions contained in para 4 of Consolidated instructions on confidential reports, read with instructions No. 61/20/85-S(1), dated 12.12.85 must be gone through carefully.

5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning (s) issued to him, during the period under report to give any correct picture of his work and conduct.

6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.

7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

**GOVERNMENT OF HARYANA**

**FORM OF 'ANNUAL CONFIDENTIAL REPORT'**

(For the common cadre Group 'D' posts)

Department _____

Office/Branch/Section_____

Period under Report_____

**Part-I**

1. Name of the employee_____

2. Father's Name_____

3. Designation of the post held_____

Reporting Authority_____ Reviewing Authority_____ Accepting Authority_____

**Part-II**

Important notes:-

1. Before writing the Annual Confidential Report, the Reporting/Reviewing/Accepting Authorities should read carefully the instructions given in the end of this form.

2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box blocks provided against each column.

1. State of Health. _____

2. Conduct and Character. _____

3. Punctuality and Regularity in attendance. _____

4. Amenability to Discipline. _____

5. Devotion to Duty and Hardworking. _____

6. Behaviour & obedience _____

7. Intelligence and fitness to do the assigned tasks. _____

8. Whether employee stays at his headquarters after closing of office and during holidays? Reply in 'Yes' or 'No'. _____

9. Assessment of Integrity _____

10. Adverse remarks on work performance and conduct, if any. Reply in 'Yes' or 'No'. _____

    If 'Yes' please give details. _____

11. Suitability for promotion or Higher Scale of Pay (Use term 'Fit' or 'Not yet fit' or 'Not fit'. _____

| | | |
|---|---|---|
| 12. | Overall Grading based on the assessment made from Sr. No. 2 to 10 above. | |

**Signature of the Reporting Authority.**
**Name in Block Letters**_____
**Designation**_____
**Date**_____

## REMARKS OF THE REVIEWING/ACCEPTING AUTHORITY

(Tick one of these three items (a), (b) and (c) and strike out the remaining two)

a) I endorse the above remarks.

b) I generally agree with the above views subject to the following observations:

_____

c) I do not agree with the above remarks in column____

**Signature of the Reviewing/Accepting Authority.**
**Name in Block Letters**_____
**Designation**_____
**Date**_____

## IMPORTANT INSTRUCTIONS FOR FILLING UP THE FORM

1. The following prescribed time schedule for writing annual confidential report may strictly be adhered to:-

a) The Reporting Authority must write the report before 7th April;

b) The Reviewing Authority must record its comments before 20th April;

c) The Accepting Authority must record its acceptance before 15th May.

2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.

3. The Reporting Officer should record 'Adverse remarks', if any, in column at Sr. no. 10 and nothing be written alongwith the box-block meant for grading only.

4. While recording remarks on 'Integrity' in column at Sr. No. 9 instructions contained in para 4 of Consolidated instructions on confidential reports, read with instructions No. 61/20/85-S(1), dated 12.12.85 must be gone through carefully.

5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning (s) issued to him, during the period under report to give any correct picture of his work and conduct.

6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.

7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.