

**CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF THE DEPUTY LABOUR COMMISSIONER (WELFARE) OF THE HARYANA LABOUR WELFARE BOARD FOR THE PERIOD YEAR .....**

1. Name in Full :
2. Designation :

| <b>Sr. No.</b> | <b>Points for report</b>   | <b>Reporting Officer</b> | <b>Reviewing Authority</b>   | <b>Accepting Authority</b>                               |
|----------------|--|--------------------------|------------------------------|--|
|                |  |                          | Welfare Commissioner Haryana | Addl. Chief Secy. to Govt. of Haryana, Labour Department |
| 1.             | Knowledge of Law and Procedure   |                          |                              |  |
| 2.             | Is he mythological and prompt in the disposal of cases ?   |                          |                              |  |
| 3.             | Are his reports well written and clearly expressed ?   |                          |                              |  |
| 4.             | Observations :-<br>i) Intelligence and General ability.<br>Has he (a) more than (b) less than or (c) about the average ability of officials of his grade ?<br>ii) Control (e.g Amenability to discipline, punctuality in attendance, general behavior)<br>iii) Character (e.g integrity industry, cases 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 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) fit for promotion in the ordinary way of (c) at present unfit for promotion.   |                          |                              |  |
| 9.             | i) Whether using E-mail.<br>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 Yes  
at head quarters during holidays and  
also after office hour.
12. Overall assessment  
Outstanding  
Good  
Average  
Below Average

Signature of the Reporting Authority  
Name in Block letters :  
Designation:  
Date :-

**REMARKS OF REVIEWING AUTHORITY**

|  |  |
|--|--|
| (Tick one of these three items (a), (b) & (c)) | <p>a) I endorse the above remarks.</p> <p>b) I generally agree with the above views subject to the following observations :-<br/>_____</p> <p>c) I do not agree with the above remarks in Column<br/>_____</p> |
|--|--|

Signature of the Reviewing Authority  
Name in Block Letters:

Designation: **Welfare Commissioner, Haryana**  
Date:

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

|  |  |
|--|--|
| (Tick one of these three items (a), (b) & (c)) | <p>a) I endorse the above remarks.</p> <p>b) I generally agree with the above views subject to the following observations :-<br/>_____</p> <p>c) I do not agree with the above remarks in Column<br/>_____</p> |
|--|--|

Signature of the Accepting Authority  
Name in Block letters:

Designation: **Addl.Chief Secy. to Govt.  
of Haryana, Labour  
Department**

Date:

**CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF THE LABOUR WELFARE OFFICER OF THE HARYANA LABOUR WELFARE BOARD FOR THE YEAR \_\_\_\_\_**

1. Name in Full :
2. Designation :

| <b>Sr. No.</b> | <b>Points for report</b> | <b>Reporting Authority</b> | <b>Reviewing Authority</b> | <b>Accepting Authority</b>  |
|----------------|--------------------------|----------------------------|----------------------------|-----------------------------|
|                |                          | <b>D.L.C,</b>              |                            | <b>Welfare Commissioner</b> |

1. Knowledge of Law and Procedure
2. Is he mythological and prompt in the disposal of cases ?
3. Are his reports well written and clearly expressed ?
4. Observations :-
  - 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 behavior)
  - iii) Character (e.g integrity industry, cases 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 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) fit 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
  - Good
  - Average
  - Below Average

Signature of the Reporting Authority  
 Name in Block letters :  
 Designation:  
 Date :-

**REMARKS OF REVIEWING AUTHORITY**

|  |    |  |
|--|----|--|
| (Tick one of these three items (a), (b) & (c)) | a) | I endorse the above remarks.   |
|  | b) | I generally agree with the above views subject to the following observations :-<br><br>_____ |
|  | c) | I do not agree with the above remarks in Column<br><br>_____                                 |

Signature of the Reviewing Authority  
 Name in Block Letters:  
 Designation :  
 Date:

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

|  |    |  |
|--|----|--|
| (Tick one of these three items (a), (b) & (c)) | a) | I endorse the above remarks.   |
|  | b) | I generally agree with the above views subject to the following observations :-<br><br>_____ |
|  | c) | I do not agree with the above remarks in Column<br><br>_____                                 |

Signature of the Accepting Authority  
 Name in Block letters :  
 Designation :  
 Date :

# HARYANA LABOUR WELFARE BOARD

## FORM OF 'ANNUAL CONFIDENTIAL REPORT'

(For Clerks in Group 'C')

Department \_\_\_\_\_

Office/Branch/Section \_\_\_\_\_

Period under Report \_\_\_\_\_

### Part-I

1. Name of employee \_\_\_\_\_

2. Father's Name / Husband's Name \_\_\_\_\_

3. Designation of the post held \_\_\_\_\_

Reporting \_\_\_\_\_ Reviewing \_\_\_\_\_ Accepting \_\_\_\_\_

Authority \_\_\_\_\_ Authority \_\_\_\_\_ 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 behavior 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'  
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 Letter** \_\_\_\_\_

**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 7<sup>th</sup> April;
  - b) The Reviewing Authority must record its comments before 20<sup>th</sup> April;
  - c) The Accepting Authority must record its acceptance before 15<sup>th</sup> 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.

# HARYANA LABOUR WELFARE BOARD

## FORM OF 'ANNUAL CONFIDENTIAL REPORT'

(For Assistant in Group 'C')

Department \_\_\_\_\_

Office/Branch/Section \_\_\_\_\_

Period under Report \_\_\_\_\_

### Part-I

1. Name of employee \_\_\_\_\_

2. Father's Name \_\_\_\_\_

3. Designation of the post held \_\_\_\_\_

Reporting \_\_\_\_\_ Reviewing \_\_\_\_\_ Accepting \_\_\_\_\_

Authority \_\_\_\_\_ Authority \_\_\_\_\_ 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 behavior 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  
(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'  
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 Letter** \_\_\_\_\_

**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 15<sup>th</sup> April;
  - b) The Reviewing Authority must record its comments before 30<sup>th</sup> April;
  - c) The Accepting Authority must record its acceptance before 15<sup>th</sup> 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.

# HARYANA LABOUR WELFARE BOARD

## FORM OF 'ANNUAL CONFIDENTIAL REPORT'

(For Instructress in Group 'C')

Department \_\_\_\_\_

Office/Branch/Section \_\_\_\_\_

Period under Report \_\_\_\_\_

### Part-I

1. Name of employee \_\_\_\_\_

2. Father's Name / Husband's Name \_\_\_\_\_

3. Designation of the post held \_\_\_\_\_

Reporting \_\_\_\_\_ Reviewing \_\_\_\_\_ Accepting \_\_\_\_\_

Authority \_\_\_\_\_ Authority \_\_\_\_\_ 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 behavior 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' \_\_\_\_\_
- 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 Letter** \_\_\_\_\_

**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 7<sup>th</sup> April;
  - b) The Reviewing Authority must record its comments before 20<sup>th</sup> April;
  - c) The Accepting Authority must record its acceptance before 15<sup>th</sup> 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.

# HARYANA LABOUR WELFARE BOARD

## FORM OF 'ANNUAL CONFIDENTIAL REPORT'

(For Peons in Group 'D')

Department \_\_\_\_\_

Office/Branch/Section \_\_\_\_\_

Period under Report \_\_\_\_\_

### Part-I

1. Name of employee \_\_\_\_\_

2. Father's Name \_\_\_\_\_

3. Designation of the post held \_\_\_\_\_

Reporting Authority \_\_\_\_\_

Reviewing Authority \_\_\_\_\_

Accepting Authority \_\_\_\_\_

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' \_\_\_\_\_
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 Letter** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date** \_\_\_\_\_

**REMARKS OF THE REVIEWING AUTHORITY/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 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 15<sup>th</sup> April;
  - b) The Reviewing Authority must record its comments before 30<sup>th</sup> April;
  - c) The Accepting Authority must record its acceptance before 15<sup>th</sup> 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.



# HARYANA LABOUR WELFARE BOARD

## FORM OF 'ANNUAL CONFIDENTIAL REPORT'

(For Labour Inspector (Welfare) in Group 'C')

Department \_\_\_\_\_

Office/Branch/Section \_\_\_\_\_

Period under Report \_\_\_\_\_

### Part-I

1. Name of employee \_\_\_\_\_

2. Father's Name \_\_\_\_\_

3. Designation of the post held \_\_\_\_\_

Reporting \_\_\_\_\_ Reviewing \_\_\_\_\_ Accepting \_\_\_\_\_

Authority \_\_\_\_\_ Authority \_\_\_\_\_ 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 behavior 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  
(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.

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e) Proficiency in Store Management.

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f) Proficiency in Accounts Matters.

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15. Organization of work :-

a) Retrieval of papers / information references.

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b) Keeping the work place tidy and the record systematic.

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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'

If yes, please give details.

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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.

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18. Has the official done any outstanding or notable work meriting ? Reply in 'Yes' or 'No'.  
If yes, please give details.

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

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20. Whether the official has achieved target of collection unpaid accumulation under the Punjab Labour Welfare Act, 1965.

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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 Letter** \_\_\_\_\_

**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 7<sup>th</sup> April;
  - b) The Reviewing Authority must record its comments before 20<sup>th</sup> April;
  - c) The Accepting Authority must record its acceptance before 15<sup>th</sup> 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.