From

Principal Secretary to Government Haryana Labour Department, Chandigarh.

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- 1. Additional Director IS&H, HQ.
- 2. Additional Labour Commissioner, HQ
- 3. All Deputy Labour Commissioners in the State.
- 4. All Deputy Directors IS&H in the State
- 5. All Deputy Directors III in the State.
- 6. All Assistant Labour Commissioners and Welfare Officer (w) in the State.
- 7. All Assistant Directors IS&II in the State
- 8. All Assistant Directors IS&H(chemical) in the State
- 9. All Assistant Directors III-cum-CS in the State.

Dated: 31/01/24 No. 2884-2999

Intimation regarding Reporting, Reviewing and Accepting authorities for Subject: writing of ACRs (2023-24) of Headquarter and Field Officers of Labour Department.

On the subject cited above.

I am directed to intimate that in supersession of all the earlier orders issued by this office and Labour Commissioner Office the Reporting, Reviewing and Accepting authorities for writing ACRs in future shall be as follows:-

Headquarter Officers of Factory Wing and Labour Wing:

Designation	Reporting Officer cum Reviewing Officer	g Accepting Authority		
Additional Director (IS&H) HQ	Labour Commissioner cum Chief Inspector of Factories	Principal / Additional Secretary, Govt. of Haryana, Labour Department		
Joint Director (IS&H) HQ	Labour Commissioner cum Chief Inspector of Factories	Principal / Additional Secretary, Govt. of Haryana, Labour Department		
Additional Labour Commissioner (HQ)	Labour Commissioner	Principal / Additional Secretary, Govt. of Haryana, Labour Department		
Joint Labour Commissioner (HQ)	Labour Commissioner	Principal / Additional Secretary, Govt. of Haryana, Labour Department		

Field Officers of Labour Wing:

Officer Designation	Reporting Authority	Reviewing Authority	Accepting Authority		
Deputy Labour Commissioner – Panipat, Hissar, Gurugram I and Panchkula	Additional Labour Commissioner (HQ)	Labour Commissioner	Principal / Additional Secretary, Govt. of Haryana, Labour Department		
Deputy Labour Commissioner – Gurugram II, Faridabad, Rohtak	Joint Labour Commissioner (HQ)	Labour Commissioner	Principal / Additional Secretary, Govt. of Haryana, Labour Department		

To

Assistant Labour Commissioner		Labour Commissioner	Principal / Additional Secretary, Govt. of Haryana, Labour Department
Welfare Officer (W)	Concerned Deputy Labour Commissioner	Labour Commissioner	Principal / Additional Secretary, Govt. of Haryana, Labour Department

Field Officers of Factory Wing:

3000-3005

Officer Designation	Reporting Authority	Retretting realising	Accepting Authority
Deputy Director	Concerned Joint Director	cum Chief Inspector	of Haryana, Labour Department
Assistant Director	Concerned Joint Director	Labour Commissioner	

for Principal Secretary to Government Haryana Labour Department, Chandigarh

Endst. No.

A copy of the above is forwarded to the following for information and necessary

Dated: 31)01/24

action:

- 1. PS to Worthy Principal Secretary Labour for intimation to Worthy PS (L).
- 2. PA to Worthy Labour Commissioner for intimation to Worthy LC.
- 3. Additional Labour Commissioner, NCR, Gurugram.
- 4. Joint Labour Commissioner (Administration) HQ.
- 5. Establishment Branch O/o Labour Commissioner, HQ for record in file.
- 6. IT Cell for uploading the same on department website.

for Principal Secretary to Government Haryana Labour Department, Chandigarh



LABOUR DEPARTMENT GOVERNMENT OF HARYANA



CONFIDENTIAL REPORT OF THE WORK AND CONDUCT OF THE ASSISTANT DIRECTOR (IH) OF THE LABOUR DEPARTMENT

YEAR				
Name	Category Class-	ACR for the year	EID	
	•			

		PART-I : GENER	RAL (To be fille	d in/checked b	y the applicant)	
1.	Nar	me of the Officer					
2.	Father's Name						
3.	Home District						
4.	Des	signation of the post held					
5.	Off	ice of posting					
6.	Brief of duties assigned (To be filled in by the officer concerned)						
7.	Wh	ether has under gone		Yes/No		If Yes when	
	Cor	mputer training (Tick				And where -	
	Ma	rk)					
8.	Cor	mputer Ability (Tick Mark)					
	i.	Word Processor MS Word		Yes/No			
	ii	Spread Sheet : Excel		Yes/No			
	iii	Presentation: Power Point		Yes/No			
	Iv	Usage of Internet	sage of Internet Yes/No				
9.	Pos	ting during period under repo	ort				
	Sr. No.	Post held during various period under report	Peri To	od From	Reporting Officer	Reviewing Authority 1	Reviewing Authority 2
10.	Fro	m when posted on the same s	tation				

Signature of the Officer

Self-Appraisal Performa for Assistant Director, (IH) posted in field.

				Detail of	work dor	ne							Prog
Total nur	nhor of fact	orios in	the area of	iurisdictic	n •-								
Total number of factories in the area of jurisdiction:- C.M Window:													
	Pending								Pend	ling			
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2													Mark
3													
4													
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Total													
Disposel	Rate Marking	~•											
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	No. of Medical Camps press release issued -	
	Number of Workers examined -	
	Number of Workers diagnosed suffering from occupational Diseases –	
	Score Matrix –No. of Medical Camps Organized during the year is > 150- 2 MarksNo. of Medical Camps Organized during the year is < 150 and > 125- 1 MarksPress Released issued of all Medical Camps	
	If Yes (attach the cutting of 10 press release)- 1 MarksNo. of Workers examined > 3000- 1 MarksNo. of workers diagnosed suffering from occupational Diseases is > 100- 1 Marks	
5.	Organization of First Aid Camps (AD – IH)	
	Number of First Aid Camps Organized during the years –	Marks
	Number of Workers trained in First Aid Camps-	
	Score Matrix – No. of First Aid Camps Organized > 104 - 3 Marks	
	No. of First Aid Camps Organized < 104 and > 90- 2 MarksNo. of First Aid Camps Organized < 90	
	No. of Workers Trained at First Aid Camps > 2000- 2 MarksNo. of Workers Trained at First Aid Camps < 2000	
6.	Survey regarding Silicosis (AD – IH)	 Marks
	Number of Workers found suspected of Silicosis during the years –	Warks
	No. of workers confirmed by Silicosis Diagnosis Board during the year-	
	No. of Workers referred to the hospital during the year –	
	No. of Survey Done for Silicosis Diagnosis > 50- 2 MarksNo. of Survey Done for Silicosis Diagnosis < 50	
7.	Benefit Delivery under BOCW Act 1996	
	A.Average number of Applications undertaken daily. (Marking)150+-136 to 150-2 Marks120 to 135-1 Marks	Marks
	 B. Rejection of applications under various welfare schemes of BOCW, Act-1996 (Marking) Rejection % is less than 10% - 2 Marks Rejection % is greater than 10% and less than 20% - 1 Marks Rejection % is greater than 20% - 0 Marks 	
	C. Application Disposed off outside RTS time lines (Minus Marking) <10% - (-) 1 Marks >10% - (-2) Marks	
	D. Applications whose decision is reverted after appeal. (Minus Marking) < 5% - (-) 1 Marks > 5% - (-2) Marks	

8.	Any other exceptional/outstanding work done by the officer during his tenure:	
	(Maximum 3)	
	a.	
	b.	
	с.	

Signature of Officer

	PART-III PERSONAL ATTRIBU	TES (WEIGH	TAGE 1	5%)		
	(To be filled by Repo	rting Officer)				
Sr.	Attitudes	Rating				
No.		Outstanding	Very	Good	Average	Below
		(5)	good	(3)	(2)	Average
			(4)			(1)
1.	Punctuality and regularity in attendance from Biometric Data)					
2.	Ability to get along with seniors / Colleagues					
3.	Ability to get along and behavior with Public with Public/Public dealings					
4.	Amenability to discipline					
5.	Devotion to duty					
6.	Hardworking ability					
7.	Keenness to learn & Initiative					
8.	Knowledge about office procedure					
9.	Knowledge of Law					
10.	Are his/her reports well written and clearly expressed?					
	(Based on Accident Enquiry Report under the					
	Factories Act, 1948 and BOCW Act, 1996.					
11.	Manner and power of dealing with public and capacity					
	for enforcement of Safety, Health.					
12.	Willingness to perform any job of responsibility					
13.	Knowledge of Computer and use of IT					
14.	Efficiency in Speedy Disposal of Work and Attitude in disposing the work					

	PART-IV PERFORMACE ATTRIB	UTES (WEIG	HTAGE	75%)		
	(To be filled by Repo	rting Officer)				
Sr.	Attitudes	Rating				
No.		Outstanding	Very	Good	Average	Below
		(5)	good	(3)	(2)	Average
			(4)			(1)
1	Performance of the officers w.r.t.					
	i. Assessment of disposal of cases on CM Window					
	ii. Assessment of disposal of cases on Jan Samvad portal					
	iii. Organization of Medical Camps					
	iv. Organization of First Aid Camps					
	v. Survey regarding Silicosis					
	vi. Benefit Delivery under various welfare schemes of BOCW, Act-1996					

Attributes assessment in Point

Marks Obtained	Rating
5 Marks	Outstanding
4 Marks	Very good
3 Marks	Good
2 Marks	Average
1 or less than 1 Marks	Below Average

	PART-V: OTHER PARAMETERS (WEIGHTAGE 10%)	
	(To be filled by Reporting Officer)	
1	Assessment of integrity - Has anything come to your notice	
	which reflect adversely on the officer's integrity or his ability	
	to honestly execute his duties?	
	Reply in "Yes or No"	
	If Yes, please submit the final report in sealed envelope.	
2.	State of Health (Whether any bodily defect affecting in	
	discharging of official duties)	
3.	Comments on Conduct and character	
4	Whether there are any Adverse remarks on the work and	
	conduct of the employee? Reply in Yes or No If yes, please	
	give details	
5.	Has the official done any extra ordinary / outstanding work?	
	If Yes, please give details.	
6.	Suitability for promotion or higher scale of pay / ACP.	
7.	Whether the employee stays office after office hours or during	
	holidays to complete his duties?	

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Signature of Reporting Officer

PART –VI OVERALL A	SSESSMENT	BY REPOR	TING AUTHO	RITY (Concerne	ed Joint Director)					
	Overall grading based on the assessment made									
	Outstanding	Very	Good	Average	Below Average					
		Good								
Justify the Overall Grading		1		1						
in maximum 100 words.										
Signature of Reporting										
Authority										
Name in block letter										
Designation										
Date										

PART-VII REMARKS OF THE REVIEWING AUTHORITY (LC cum CHIEF INSPECTOR OF										
FACTORIES)										
(Tick one of these three		I endorse the above remarks.								
items (a), (b) and (c) and	(a)									
strike out the remaining	(b)	I Generally agree with the above views subjects to the following observations								
two)	(0)	observations								
	(c)	I do not agree with the above remarks in the following column.								
Justify in a maximum 100 we	ords:									
Signature of the Reviewing A	Authority									
Name in the block letter										
Designation										
Date										

PART-VIII REMAKRS, IF ANY OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting	Name in block letter	Designation	Date
Authority			



LABOUR DEPARTMENT GOVERNMENT OF HARYANA

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Pe	ace, I	Harm	ony	and	Safet	5

CONFIDENTIAL REPORT OF THE WORK AND CONDUCT OF THE ASSISTANT DIRECTOR (IS&H) AND ASSISTANT DIRECTOR (C) OF THE LABOUR DEPARTMENT

Name Category ACR for the year EID Class-	

		PART-I : GENER	RAL (To be fille	d in/checked b	y the applicant)	
1.	Nar	ne of the Officer					
2.	Fatl	her's Name					
3.	Hor	me District					
4.	Des	signation of the post held					
5.	Off	ice of posting					
6.	be	ef of duties assigned (To filled in by the officer cerned)					
7.	Wh	ether has under gone		Yes/No		If Yes when	
	Cor	nputer training (Tick				And where -	
	Ma	rk)					
8.	Cor	mputer Ability (Tick Mark)					
	i.	Word Processor MS Word		Yes/No			
	ii	Spread Sheet : Excel		Yes/No			
	iii	Presentation: Power Point		Yes/No			
	Iv	RDBMS : MS Access		Yes/No			
9.	Pos	ting during period under repo	ort				
	Sr. No.	Post held during various period under report	Peri To	od From	Reporting Officer	Reviewing Authority 1	Reviewing Authority 2
10.	Fro	m when posted on the same s	tation				

Signature of the Officer

Self-Appraisal Performa for Assistant Director, (IS&H) posted in field.

(Please attach a separate sheet if having additional charge during the tenure)

Sr. No.	Detail of work done	Progress
1	Total number of factories in the area of jurisdiction: -	
2	Inspections of Factories:	
	(Any Tenure / Place of Posting Less Than 2 Months Data Not Required.)	
	No. of inspections allotted during the year:	
	Place of Posting 1 –	
	Place of Posting 2 –	
	Place of Posting 3 –	
	No. of inspections Pending during the year:	
	Place of Posting 1 –	
	Place of Posting 2 –	
	Place of Posting 3 –	
	Total Pending inspections (Marking 0 to 5)	
	Inspection Pending – NIL – 5 Marks	
	Inspection Pending = 5% - 4 Marks</td <td></td>	
	Inspection Pending < 10% and >5% - 3 Marks	
	Inspection Pending < 15% and >10% - 2 Marks	Marks
	Inspection Pending $< 20\%$ and $>15\%$ - 1 Marks	
	Inspection Pending > 20% - 0 Marks	
3	Registration of Establishment under BOCW Act 1996	
	Total no. of Applications received online:	
	% Applications disposed off within RTS timelines:	
	% Applications disposed off outside RTS timelines:	
	0/ Number of Application Dejected	
	% Number of Application Rejected	
	Application Disposed Off within Application Disposed Off	
	RTS Timelines: outside RTS Timelines:	
	100% - 5 Marks > 5% - (-) 1 Marks	
	<100% and > 90% - 3 Marks	Marks
	< 90% and > 80% - 2 Marks	
4	< 80% - 0 Marks Benefit Delivery under BOCW Act 1996	
	A. Average number of Applications undertaken daily. (Marking)	
	150+ - 3 Marks	
	136 to 150 - 2 Marks	
	120 to 135 - 1 Marks	Marks
	Less than 120 - 0 Marks	
	B. Rejection of applications under various welfare schemes of BOCW, Act-1996 (Marking)	
	Rejection % is less than 10% - 2 Marks	
	Rejection % is greater than 10% and less than 20% - 1 Marks	
	Rejection % is greater than 20% - 0 Marks	
	C. Application Disposed off outside RTS timelines (Minus Marking)	
	C. Approvide Disposed on Cabley IVIS university (Minus Minus Minus)	1
	<10% - (-) 1 Marks	

Total no. c	facidanta	nguiriog	conducted u	under the L	Factorias A	at 104	0					-
			report if an a									
			conducted u									
C.M Wine		enquiry	report if an a	accident h	appened d	uring te	nure.					-
	Pending								Penc	ling		
Tenure	at the start of Tenure	New	Overdue	In- Action	Clarifi cation	ATR Sent	Disp	osed	at th end tenu	of	Disp Rate	
1												
2												Mark
3												
4												
Total												
4. G	reater than		l less than 97		-	3 Ma						
6. L Overdue a 1. 1. 2. 6. 3. 1 4. 1. 5. G Jan Samv	reater than ess than 889 nd Clarifica -5 overdue a -10 overdue 1-15 overdu 6-20 overdu 6-20 overdu reater than ad: Total	88% and tion: (M and clari and clari	l less than 91 INUS MAR fication rification arification arification lue and clarit	I% KING) fication	- - - - - - - - - - - - - - - - - - -	(-) 2] (-) 3 (-) 4] (-) 5	arks Marks Marks Marks Marks Marks Marks		osed	Dispo		
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Tenure	Service Name	Score	Total Application	Disposed with RTS Timeline		Disposed outside RTS Timeline		
	, unite		Received	Approved	Rejected	Approved	Rejected	
								Mark
Total								
Approve	d % is great	-	o <mark>sed Within RT</mark> 95%		- 5 Marks			
• •	-							
	-		90% and less th 75% and less th		4 Marks 3 Marks			
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	-							
• •	a 70 13 gi cu							
Approve	d % is less t							
• •	d % is great	ter than ter than	60% and less th 50% and less th	nan 75% -	2 Marks 1 Marks 0 Marks			

Signature of Officer

	PART-III PERSONAL ATTRIBU	TES (WEIGH	TAGE 1	5%)		
	(To be filled by Repo	rting Officer)				
Sr.	Attitudes	Rating				
No.		Outstanding	Very	Good	Average	Below
		(5)	good	(3)	(2)	Average
			(4)			(1)
1.	Punctuality and regularity in attendance from Biometric Data)					
2.	Ability to get along with seniors / Colleagues					
3.	Ability to get along and behavior with Public with Public/Public dealings					
4.	Amenability to discipline					
5.	Devotion to duty					
6.	Hardworking ability					
7.	Keenness to learn & Initiative					
8.	Knowledge about office procedure					
9.	Knowledge of Law					
10.	Are his/her reports well written and clearly expressed?					
	(Based on Accident Enquiry Report under the					
	Factories Act, 1948 and BOCW Act, 1996.					
11.	Manner and power of dealing with public and capacity					
	for enforcement of Safety, Health.					
12.	Willingness to perform any job of responsibility					
13.	Knowledge of Computer and use of IT					
14.	Efficiency in Speedy Disposal of Work and Attitude in disposing the work					

	PART-IV PERFORMACE ATTRIB	UTES (WEIG	HTAGE	75%)		
	(To be filled by Repo	rting Officer)				
Sr.	Attitudes	Rating				
No.		Outstanding	Very	Good	Average	Below
		(5)	good	(3)	(2)	Average
			(4)			(1)
1	Performance of the officers w.r.t.					
	i. Inspections of factories,					
	ii. Registration of Establishments under Construction Sites.					
	iii. Inspection of construction sites,					
	iv. Disposal of Benefits applications under various welfare schemes of BOCW, Act-1996					
	v. Assessment of disposal of cases on CM Window					
	vi. Assessment of disposal of cases on Jan Samvad portal					
	vii. RTS score w.r.t to each scheme under BOCW Act, 1996.					

Attributes assessment in Point

Marks Obtained	Rating
5 Marks	Outstanding
4 Marks	Very good
3 Marks	Good
2 Marks	Average
1 or less than 1 Marks	Below Average

	PART-V: OTHER PARAMETERS (WEIGHTAGE 10%)
	(To be filled by Reporting Officer)
1	Assessment of integrity - Has anything come to your notice which reflect adversely on the officer's integrity or his ability to honestly execute his duties? Reply in "Yes or No"
	If Yes, please submit the final report in sealed envelope.
2.	State of Health (Whether any bodily defect affecting in discharging of official duties)
3.	Comments on Conduct and character
4	Whether there are any Adverse remarks on the work and conduct of the employee? Reply in Yes or No If yes, please give details
5.	Has the official done any extra ordinary / outstanding work? If Yes, please give details.
6.	Suitability for promotion or higher scale of pay / ACP.
7.	Whether the employee stays office after office hours or during holidays to complete his duties?

PART –VI OVERALI	L ASSESSMEN	T BY REF	PORTING AU	THORITY (JOI	NT DIRECTOR)
	Overall gradin	ng based on	the assessment	t made	
	Outstanding	Very	Good	Average	Below Average
		Good			
Justify the Overall Grading				I	L
in maximum 100 words.					
Signature of Reporting					
Authority					
Name in block letter					
Designation					
Date					

PART-VII REMARKS	OF THI	E REVIEWING AUTHORITY I (Labour Commissioner cum Chief
		Inspector of Factories)
(Tick one of these three items (a), (b) and (c) and	(a)	I endorse the above remarks.
strike out the remaining two)	(b)	I Generally agree with the above views subjects to the following observations
	(c)	I do not agree with the above remarks in the following column.
Justify in a maximum 100 wo	prds:	
Signature of the Reviewing A	Authority	7
Name in the block letter		
Designation		
Date		

PART-VIII REMAKRS, IF ANY OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting	Name in block letter	Designation	Date
Authority			



LABOUR DEPARTMENT GOVERNMENT OF HARYANA



CONFIDENTIAL REPORT OF THE WORK AND CONDUCT OF THE ASSISTANT LABOUR COMMISSIONER OF THE LABOUR DEPARTMENT

YEAR				
Name	Category Class-	ACR for the year	EID	
	i	i		

		PART-I : GENERAL (To be filled in/check	ked by f	the applicant)
1.	Nan	ne of the Officer				
2.	Fatł	her's Name				
3.	Hor	ne District				
4.	Des	ignation of the post held				
5.	Offi	ce of posting				
6.	be	f of duties assigned (To filled in by the officer cerned)				
7.		ether has under gone nputer training (Tick k)	Yes/No		If Yes when And where -	
8.	Con	nputer Ability (Tick Mark)				
	i.	Word Processor MS Word	Yes/No			
	ii	Spread Sheet : Excel	Yes/No			
	iii.	Internet Usage	Yes/No			
9.	Pos	ing during the period under report	:			
	Sr. No.	Post held during various periods under report	Period From To	Repor Offic		Reviewing Authority
10.	Fro	n when posted on the same station				

Signature of the Officer

Self-Appraisal Performa for Assistant Labour Commissioner, posted in the field.

Sr. Jo.				Det	ail of wor	rk do	ne				Progr s	re
10.			ories, Shops				shments:					
			Than 2 Mont llotted during		ot Requir	ed.)						
	Tenure 1 -	-		, ,								
	Tenure 2 -	-										
	Tenure 3 -	-										
	No. of ins	pections P	ending durin	g the year:								
	Tenure 1 -	-										
	Tenure 2 -	-										
	Tenure 3 -	_										
			tions (Marki	ng 0 to 5)								
	Inspection					Marl						
	Inspection			1 0/		Marl						
			< 10% and >5			Marl						
			< 15% and >1			Marl					Mark	K
	Inspection Inspection		< 20% and >1	3%		Marl Mar						
				nder The l				ercial Ecto	blishment Act,	1958		
	-		ur Commiss		-	r						
			ions received		,							
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(Please attach a separate sheet if having additional charges during the tenure)

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Score 1 1. 2. 3. 4. 5.	Disp Disp Settl Settl Settl	oosal pe oosal pe ement ement ement	percentag percen percen percen	ge is gr tage is tage is tage is	reater than 7 reater than 8 greater than greater than greater than	85% 1 50% 1 60%	and less	than 60	1%	- 1 M - 2 M - 1 M - 2 M - 3 M	arks arks arks			
Dispos (Any 7					ases: hs Data No	ot Requ	iired)							
		al No. o e start			Receiv	De	cided D Ten	-	he	Pend	-	the Ei the Ei	nd of	
Ten ure	< 2 Yrs	> 2 & < 5 Yrs	> 5 & < 10 Yrs	> 10 Yrs	ed During the Period	Aw ard ed	Dismi ssed in Defa ult	< 2 Yrs	> 2 Yrs	< 2 Yrs	> 2 & < 5 Yrs	> 5 & < 10 Yrs	> 10 Yrs	
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	narks will be a									
Score M	latrix:									
1 2	Constituted a Number of M					1 Marl	ks			
2	12 meetings	-		- 4	Marks					
	Less than 12	and grea	ter than 9	- 3	Marks					Marks
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	tion of Vigilar tion at Vigilar					Yes / Yes /				
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	 Kindly attach Level and Vig 							nce Commi	ttee at	
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1	Formation of	Vigilan	ce Committe	e at Distri	ct Level (i	f Certifi	icate attac	hed)	- 1	
2	Marks Formation of	Vigilan	ce Committe	e at Sub-T	Divisional	Level (i	f Certifica	te attached) - 1	
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3	Number of M months)	leetings	conducted d	uring the p	oreset plac	e of pos	ting (or po	osted in last	3	
	a. Last 3 m - 1.5 Ma		Minutes of	Meeting a	ttached of	Vigilan	ce Comm	ittee at Dist	rict Level	
	 – 1.5 Ma b. Last 2 m – 1 Mark 	onths all	Minutes of	Meeting a	ttached of	Vigilan	ce Comm	ittee at Dist	rict Level	
	c. Last 3 m	onths all	Minutes of	Meeting a	ttached of	Vigilan	ice Comm	ittee at Sub	_	
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	d. Last 2 m Division		– 1 Marks	Meeting a	ttached of	vigilan	ice Comm	ittee at Sub	-	
C.M W	indow:									
Tenur	Pending at the start of Tenure	New	Overdue	In- Action	Clarifi cation	ATR Sent	Dispo sed	Pendin g at the end of	Dispos al Rate	-
1								tenure		Marks
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Disposa 1. 2.	l Rate Marking 100% Greater than	-	l less than 10	0%	-	5 Ma 4 Ma				
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	с	omplair	nts disp	osed o	of -	 1 Marks d / Settled i 								
	co	omplair	nts disp	osed o	of -	2 Marks d / Settled i								
	di	sposed	of			- 3 Marks	5				-			
	iction.	4wards	s 10r 11	npiem	entati	ion by the A	ALC and	Labou	r insp	Dectors	under			
	e						5			σ			1	
	of Tenu	enure			75	uprem6 ırt	nded fo			the en	5			
Tenure	the beginning of Tenure	d during the tenure	Total	mplemented	Not Implemented	High Court / Supreme t / Labour Court	Irds recomme			Pending at the end of the tenure				
	Pending at the	Received o		lm	Not II	Stayed by High Court / Sup Court / Labour Court	No. of Awards recommended for Prosecution	Total	< 1 Months	1 to 2 Months	2 to 3	Months > 3 Months		
													 Mai	- rks
Score	Matrix –													
a. b. c.	Imple	nentati	on of A	Awards	s is mo	ore than 50% ore than 60% ore than 70%	% and less					- 1 Ma - 2 Ma - 3 Ma	arks	
d.						or prosecuting at the end						- 1 Ma - 1 Ma		
(Maxi	ther exce mum 3)					lone by the					a1U	- 1 1/18	шК5	
a. b.														

	PART-III PERSONAL ATTRIBU	TES (WEIGH	TAGE 1	5%)				
	(To be filled by Repo	rting Officer)						
Sr.	Attitudes	Rating						
No.		Outstanding	Very	Good	Average	Below		
		(5)	good	(3)	(2)	Average		
			(4)			(1)		
1.	Punctuality and regularity in attendance from Biometric Data							
2.	Ability to get along with seniors / Colleagues							
3.	Ability to get along and behavior with the Public with Public/Public dealings							
4.	Amenability to discipline							
5.	Devotion to duty							
6.	Hardworking ability							
7.	Keenness to learn & Initiative							
8.	Knowledge about office procedure							
9.	Knowledge of Law							
10.	Are his/her reports well written and clearly expressed?							
	(Based on Best Judgement under Quasi Judicial Cases)							
11.	Willingness to perform any job of responsibility							
12.	Knowledge of Computer and use of IT							
13.	Efficiency in Speedy Disposal of Work and Attitude in disposing the work							

	PART-IV PERFORMANCE ATTRI	BUTES (WEIG	GHTAGI	E 75%)		
	(To be filled by Repo	rting Officer)				
Sr.	Attitudes	Rating				
No.		Outstanding	Very	Good	Average	Below
		(5)	good	(3)	(2)	Average
			(4)			(1)
1	Performance of the officers w.r.t.					
	i. Inspections of factories, Shops and Commercial Establishment					
	ii. Registration of establishment under The Punjab Shop and Commercial Establishment Act, 1958					
	iii. Review of the work relating to section 2A of the Industrial Dispute Act, 1947.					
	iv. Disposal of All Quasi-Judicial Cases:					
	v. Status of Formation of District level Task Force and Monthly Meeting as per provision of Child & Adolescent Labour (Prohibition & Regulation) Act, 1986.					
	vi. Status of Formation of Vigilance Committee at District level and Sub-Divisional level and Monthly Meeting as per section 13 of Bonded Labour System (Abolition) Act, 1976					
	vii. Assessment of disposal of cases on CM Window					
	viii. Assessment of disposal of cases on Jan Samvad portal					
	ix. RTS score w.r t to each Services					
	x. Complaints received of Public Sector and Private Sector employees under various Labour Laws and Disposed of at the level of Assistant Labour Commissioner.					
	xi. Details of the Awards for Implementation					

Attributes assessment in Point

Marks Obtained	Rating
5 Marks	Outstanding
4 Marks	Very good
3 Marks	Good
2 Marks	Average
1 or less than 1 Marks	Below Average

(To be filled by Reporting Officer)						
1	Assessment of integrity - Has anything come to your notice					
	which reflect adversely on the officer's integrity or his ability					
	to honestly execute his duties?					
	Reply in "Yes or No"					
	If Yes, please submit the final report in sealed envelope.					
2.	State of Health (Whether any bodily defect affecting in					
	discharging of official duties)					
3.	Comments on Conduct and character					
4	Whether there are any Adverse remarks on the work and					
	conduct of the employee? Reply in Yes or No If yes, please					
	give details					
5.	Has the official done any extra ordinary / outstanding work?					
	If Yes, please give details.					
6.	Suitability for promotion or higher scale of pay / ACP.					
7.	Whether the employee stays office after office hours or during					
	holidays to complete his duties?					

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PART –VI OVERALL ASSESSMENT BY REPORTING AUTHORITY								
	Overall grading based on the assessment made							
	Outstanding	Very	Good	Average	Below Average			
		Good						
Justify the Overall Grading		•						
in maximum 100 words.								
Signature of Reporting								
Authority								
Name in block letter								
Designation								
Date								

PART-VII REMARK	S OF TH	IE REVIEWING AUTHORITY (LABOUR COMMISSIONER)
(Tick one of these three items (a), (b) and (c) and	(a)	I endorse the above remarks.
strike out the remaining two)	(b)	I Generally agree with the above views subjects to the following observations
	(c)	I do not agree with the above remarks in the following column.
Justify in a maximum 100 wo	ords:	
Signature of the Reviewing A	Authority	
Name in the block letter		
Designation		
Date		

PART-VIII REMAKRS, IF ANY OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting	Name in block letter	Designation	Date
Authority			



LABOUR DEPARTMENT GOVERNMENT OF HARYANA



CONFIDENTIAL REPORT OF THE WORK AND CONDUCT OF THE DEPUTY DIRECTOR (IH) OF THE LABOUR DEPARTMENT

YEAR				
Name	Category Class-	ACR for the year	EID	

		PART-I : GENER	RAL (To be fille	d in/checked b	y the applicant)		
1.	Nar	me of the Officer						
2.	Fatl	her's Name						
3.	Hor	me District						
4.	Des	signation of the post held						
5.	Off	ice of posting						
6.	be	ef of duties assigned (To filled in by the officer accerned)						
7.	Wh	ether has under gone		Yes/No		If Yes when		
	Cor	mputer training (Tick				And where -		
	Ma	rk)						
8.	Cor	mputer Ability (Tick Mark)						
	i.	Word Processor MS Word		Yes/No				
	ii	Spread Sheet : Excel		Yes/No				
	iii	Presentation: Power Point	Yes/No					
	Iv	Usage of Internet		Yes/No				
9.	Pos	ting during period under repo	rt					
	Sr. No.	Post held during various period under report	Peri To	od From	Reporting Officer	Reviewing Authority 1	Reviewing Authority 2	
10.	Fro	m when posted on the same s	tation					

Signature of the Officer

Self-Appraisal Performa for Deputy Director, (IH) posted in field.

(Please attach separate sheet if having additional charge during the tenure)

	nber of fact	ories in	the area of	jurisdictio	o n:-						
C.M Win	aow:										
	Pending								Pend	ling	
T	at the		0	In-	Clarifi	ATR	D:		at th	e [Disposal
Tenure	start of	New	Overdue	Action	cation	Sent	Disp	posed	end	of F	Rate
	Tenure								tenu		
1										_	
2											
3											
4											
Total											
Disposal F	Rate Marking	g:									
1. 1	00%	-			-	5 Ma					
	Breater than Streater than Streater than				-	4 Ma 3 Ma					
	Breater than Streater than Str				-	2 Ma					
	Breater than a				-	1 Ma					
6. L	ess than 88%	6			-	0 Ma	ırks				
Minus Ov	erdue and Cl	larificati	ion:								
1 1	-5 overdue a	nd clari	fication		_	- 1 N	lorka				
	-10 overdue				-	- 2 N					
	1-15 overdu				-	- 3 N					
	6-20 overdu				-	- 4 N					
5 6	Greater than 2	20 over	lue and clari	fication	-	- 5 N	Iarks				
	Jan Samvad:										
	ad:										
	ad: Total Receipt	New	Overdue	In- Action	Clarifica	tion	ATR Sent	Dispo	osed	Dispo: Rate	sal
Jan Samv	Total	New	Overdue		Clarifica	tion		Dispo	osed	-	sal
Jan Samv Tenure	Total	New	Overdue		Clarifica	tion		Dispo	osed	-	sal
Jan Samv Tenure 1	Total	New	Overdue		Clarifica	tion		Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4	Total	New	Overdue		Clarifica	tion		Dispo	osed	-	sal
Jan Samv Tenure 1 2 3	Total	New	Overdue		Clarifica	tion		Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total	Total		Overdue		Clarifica	tion		Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total Disposal F 1 1	Total Receipt	<i>z</i> :		Action	Clarifica	5 Ma	Sent 	Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total Disposal F 1 1 2 C	Total Receipt	g: 98% and	l less than 10	Action		5 Ma 4 Ma	rks	Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total Disposal F 1 1 2 C 3 C	Total Receipt	g: 98% and 96% and	d less than 10 less than 98	Action		5 Ma 4 Ma 3 Ma	Sent rks rks rks	Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total Disposal F 1 1 2 C 3 C 4 C	Total Receipt	g: 98% and 96% and 94% and	d less than 10 d less than 98 d less than 90	Action		5 Ma 4 Ma 3 Ma 2 Ma	rks rks rks rks rks	Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total Disposal F 1 1 2 C 3 C 4 C 5 C	Total Receipt	g: 98% and 96% and 94% and 92% and	d less than 10 d less than 98 d less than 90	Action		5 Ma 4 Ma 3 Ma	rks rks rks rks rks rks	Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total Disposal F 1 1 2 C 3 C 4 C 5 C 6 L	Total Receipt	g: 98% and 96% and 94% and 92% and %	l less than 10 l less than 98 l less than 96 l less than 96	Action		5 Ma 5 Ma 4 Ma 3 Ma 2 Ma 1 Ma	rks rks rks rks rks rks	Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total Disposal F 1 1 2 C 3 C 4 C 5 C 6 L Minus Ove	Total Receipt	g: 98% and 96% and 94% and 92% and %	d less than 10 d less than 90 d less than 94 d less than 94 ion:	Action		5 Ma 5 Ma 4 Ma 3 Ma 2 Ma 1 Ma	rks rks rks rks rks rks rks rks	Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total Disposal F 1 1 2 C 3 C 4 C 5 C 6 L Minus Ov 1 1 2 2	Total Receipt Receipt Rate Marking 00% Greater than 9 Greater than	g: 98% and 96% and 94% and 92% and % larificati and clari and clari	d less than 10 d less than 90 d less than 90 d less than 94 ion: fication fication	Action		5 Ma 4 Ma 3 Ma 2 Ma 1 Ma 0 Ma	rks rks rks rks rks rks rks rks rks rks	Dispo	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total Disposal F 1 1 2 C 3 C 4 C 5 C 6 L Minus Ove 1 1 2 2 3 5	Total Receipt Receipt Rate Marking 00% Greater than 9 Greater than 9 Greater than 9 Greater than 929 erdue and Cl -2 overdue a -5 overdue a - 9 overdue	g: 98% and 96% and 92% and 92% and 92% and 1arificati and clari and clari	d less than 10 d less than 98 d less than 94 d less than 94 ion: fication fication rification	Action		5 Ma 5 Ma 4 Ma 3 Ma 2 Ma 1 Ma 0 Ma - 1 M - 2 M - 3 M	rks rks rks rks rks rks rks rks larks larks larks	Dispe	osed	-	sal
Jan Samv Tenure 1 2 3 4 Total Disposal F 1 1 2 C 3 C 4 C 5 C 6 L Minus Ove 1 1 2 2 3 5 4 1	Total Receipt Receipt Rate Marking 00% Greater than 9 Greater than	g: 98% and 96% and 92%	d less than 10 d less than 90 d less than 90 d less than 94 ion: fication fication rification arification	Action		5 Ma 4 Ma 3 Ma 2 Ma 1 Ma 0 Ma - 1 M - 2 M - 3 M - 4 M	rks rks rks rks rks rks rks rks larks larks larks	Dispo	bsed	-	sal

	Number of Medical Camps Organized during the years –		
	No. of Medical Camps press release issued -		
	Number of Workers examined -		
	Number of Workers diagnosed suffering from occupational Diseases –		
	Score Matrix – No. of Medical Camps Organized during the year is > 150 No. of Medical Camps Organized during the year is < 150 and > 125 Press Released issued of all Medical Camps If Yes (attach the cutting of 10 press release) No. of Workers examined > 3000 No. of workers diagnosed suffering from occupational Diseases is > 100	 2 Marks 1 Marks 1 Marks 1 Marks 1 Marks 	
5.	Organization of First Aid Camps (DD – IH)		
	Number of First Aid Camps Organized during the years –		
	Number of Workers trained in First Aid Camps-		
	Score Matrix – No. of First Aid Camps Organized > 104 No. of First Aid Camps Organized < 104 and > 90 No. of First Aid Camps Organized < 90	- 3 Marks - 2 Marks - 1 Marks	
	No. of Workers Trained at First Aid Camps > 2000 No. of Workers Trained at First Aid Camps < 2000	- 2 Marks - 1 Marks	
6.	Survey regarding Silicosis (DD – IH)		
	Number of Workers found suspected of Silicosis during the years –		
	No. of workers confirmed by Silicosis Diagnosis Board during the year-		
	No. of Workers referred to the hospital during the year –		
	No. of Survey Done for Silicosis Diagnosis > 50 No. of Survey Done for Silicosis Diagnosis < 50 No. of Workers found suspected of Silicosis > 20 No. of Workers found suspected of Silicosis < 20 No. of workers confirmed by Silicosis Diagnosis Board > 10 No. of workers confirmed by Silicosis Diagnosis Board < 10	- 2 Marks - 1 Marks - 2 Marks - 1 Marks - 1 Marks - (-) 1 Marks	
6.	Benefit Delivery under BOCW Act 1996		 Marks
	A.Average number of Applications undertaken daily. (Marking)150+-136 to 150-2 Marks120 to 135-1 Marks		Marks
	 B. Rejection of applications under various welfare schemes of BOC Rejection % is less than 10% Rejection % is greater than 10% and less than 20% Rejection % is greater than 20% 	W, Act-1996 (Marking) - 2 Marks - 1 Marks - 0 Marks	
	C. Application Disposed off outside RTS time lines (Minus Markin < 10% - (-) 1 Marks > 10% - (-2) Marks	g)	
	D. Applications whose decision is reverted after appeal. (Minus Ma < 5% - (-) 1 Marks	rking)	

	> 5% - (-2) Marks	
7.	Any other exceptional/outstanding work done by the officer during his tenure:	
	(Maximum 3)	
	а.	
	b.	
	с.	

Signature of Officer

PART-III PERSONAL ATTRIBUTES (WEIGHTAGE 15%)						
(To be filled by Reporting Officer)						
Sr.	Attitudes	Rating				
No.		Outstanding	Very	Good	Average	Below
		(5)	good	(3)	(2)	Average
			(4)			(1)
1.	Punctuality and regularity in attendance from Biometric Data)					
2.	Ability to get along with seniors / Colleagues					
3.	Ability to get along and behavior with Public with Public/Public dealings					
4.	Amenability to discipline					
5.	Devotion to duty					
6.	Hardworking ability					
7.	Keenness to learn & Initiative					
8.	Knowledge about office procedure					
9.	Knowledge of Law					
10.	Are his/her reports well written and clearly expressed?					
	(Based on Accident Enquiry Report under the					
	Factories Act, 1948 and BOCW Act, 1996.					
11.	Manner and power of dealing with public and capacity					
	for enforcement of Safety, Health.					
12.	Willingness to perform any job of responsibility					
13.	Knowledge of Computer and use of IT					
14.	Efficiency in Speedy Disposal of Work and Attitude in disposing the work					

	PART-IV PERFORMACE ATTRIB	UTES (WEIG	HTAGE	75%)		
	(To be filled by Repo	rting Officer)				
Sr.	Attitudes	Rating				
No.		Outstanding	Very	Good	Average	Below
		(5)	good	(3)	(2)	Average
			(4)			(1)
1	Performance of the officers w.r.t.					
	i. Assessment of disposal of cases on CM Window					
	ii. Assessment of disposal of cases on Jan Samvad portal					
	iii. Organization of Medical Camps					
	iv. Organization of First Aid Camps					
	v. Survey regarding Silicosis					
	vi. Benefit Delivery under BOCW Act 1996					

Attributes assessment in Point

Marks Obtained	Rating
5 Marks	Outstanding
4 Marks	Very good
3 Marks	Good
2 Marks	Average
1 or less than 1 Marks	Below Average

	PART-V: OTHER PARAMETERS (WEIGHTAGE 10%)										
	(To be filled by Reporting Officer)										
1	Assessment of integrity - Has anything come to your notice										
	which reflect adversely on the officer's integrity or his ability										
	to honestly execute his duties?										
	Reply in "Yes or No"										
	If Yes, please submit the final report in sealed envelope.										
2.	State of Health (Whether any bodily defect affecting in										
	discharging of official duties)										
3.	Comments on Conduct and character										
4	Whether there are any Adverse remarks on the work and										
	conduct of the employee? Reply in Yes or No If yes, please										
	give details										
5.	Has the official done any extra ordinary / outstanding work?										
	If Yes, please give details.										
6.	Suitability for promotion or higher scale of pay / ACP.										
7.	Whether the employee stays office after office hours or during										
	holidays to complete his duties?										

PART –VI OVERALL	ASSESSMEN	T BY REP	ORTING AUT	HORITY (Joint	Director (IS&H)						
	Overall grading based on the assessment made										
	Outstanding	Outstanding Very Good Average Below Average									
		Good									
Justify the Overall Grading											
in maximum 100 words.											
Signature of Reporting											
Authority											
Name in block letter											
Designation											
Date											

PART-VII REMARKS OF THE REVIEWING AUTHORITY (LABOUR COMMISSIONER CUM												
CHIEF INSPECTOR OF FACTROIES)												
(Tick one of these three items (a), (b) and (c) and strike out the remaining two)	(a) (b)	I endorse the above remarks. I Generally agree with the above views subjects to the following observations										
, 	(c)	I do not agree with the above remarks in the following column.										
Justify in a maximum 100 wo	ords:											
Signature of the Reviewing A	Authority											
Name in the block letter												
Designation												
Date												

PART-IX REMAKRS, IF ANY OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY											
Cignotum of the Accorting	Name in block letter	Designation	Date								
Signature of the Accepting	Name in block letter	Designation	Date								
Authority											



LABOUR DEPARTMENT GOVERNMENT OF HARYANA



CONFIDENTIAL REPORT OF THE WORK AND CONDUCT OF THE DEPUTY DIRECTOR (IS&H) AND DEPUTY DIRECTOR (C) OF THE LABOUR DEPARTMENT

YEAR				
Name	Category Class-	ACR for the year	EID	

1.	Nar	ne of the Officer							
2.	Fatł	ner's Name							
3.	Hor	ne District							
4.	Des	ignation of the post held							
5.	Off	ice of posting							
6.	Brie	ef of duties assigned (To							
	be	filled in by the officer							
	con	cerned)							
7.	Wh	ether has under gone	Ye	es/No		If Yes when			
	Con	Computer training (Tick				And where -			
	Mai	rk)							
8.	Con	nputer Ability (Tick Mark)							
	i.	Word Processor MS Word	Ye	es/No					
	ii	Spread Sheet : Excel	Ye	es/No					
	iii	Presentation: Power Point	Ye	es/No					
	Iv	RDBMS : MS Access	Ye	es/No					
9.	Pos	ting during period under repo	ort						
	Sr. Post held during		Period I	From	Reporting	Reviewing	Reviewing		
	No.	various period under report	То		Officer	Authority 1	Authority 2		
		1							

Signature of the Officer

Self-Appraisal Performa for Deputy Director, (IS&H) and Deputy Director, (C) posted in field.

(Please attach separate sheet if having additional charge during the tenure)

Sr. No.					Detail of	work dor	ie				Progress
1	Total num	ber of fact	ories in	the area of j	urisdictio	n:-					
2		s of Factor		e							
				onths Data N	Not Requi	red.)					
				ing the year:		,					
				0							
	Place of Po	osting 1 –									
	Place of Po	osting 2 –									
	Place of Po	osting 3 –									
	No. of insp	pections Per	nding du	ring the year	r:						
	Place of Po	osting 1 –									
	Diago of D	acting 2									
	Place of Po	JSUNG Z −									
	Place of Po	osting 2 —									
		Jung J –									
	Total Pend	ing inspecti	ons (Ma	rking 0 to 5)							
		Pending – I		0 0 00 0)		5 Marks					
		Pending =</td <td></td> <td></td> <td>-</td> <td>4 Marks</td> <td></td> <td></td> <td></td> <td></td> <td></td>			-	4 Marks					
		Pending < 1			-	3 Marks					
		Pending < 1				2 Marks					Marks
		Pending < 2		>15%		1 Marks					
		Pending >				0 Marks					
3	Benefit De	elivery und	er BOC	W Act 1996							
	1 1 1 B. R R R R R C. A < > D. A	50+ 36 to 150 20 to 135 ess than 120 ejection of a ejection % i ejection % i pplication I 10% 10%	- - - applications s less that is greater of greater Disposed whose d	0 Marks ons under va an 10% r than 10% a	rious welf nd less tha RTS timel s s	are schem in 20% ines (Mint	es of B us Mark	OCW, Act-19 - 2 Marks - 1 Marks - 0 Marks ing)	996 (Markin	ng)	Marks
4				conducted u report if an a							
5				conducted u							
6.	Kindly atta		enquiry	report if an a	accident ha	appened d	uring ter	nure.			
			T		1	1	1		1		
		Pending							Pending		
	Tonuro	at the	Now	Overdue	In-	Clarifi	ATR	Disposed	at the	Disposal	
	Tenure	start of	New	overdue	Action	cation	Sent	Disposed	end of	Rate	
		Tenure							tenure		

2												Marks
3			1	1								
4			1	1								
Total												
	Rate Markir 00%	ıg:			_	5 M	larks					
		97% and	d less than 10	00%	-		larks					
			d less than 97		-		larks					
			d less than 94 d less than 91		-		larks larks					
	ess than 88			1 /0	-		larks					
Minus Ov	erdue and C	Clarificat	ion:									
	-5 overdue				-		Marks					
	-10 overdue 1-15 overdu				-		Marks Marks					
	6-20 overd				-		Marks					
		20 over	due and clari	fication	-	- 5	Marks					
Jan Samv	ad:											
Tenure	Total Receipt	New	Overdue	In- Action	Clar	ification	ATR Sent	Disp	osed	Dispo Rate	sal	
1												
2												Mark
3												
4												
Total					1							
2 C 3 C 4 C 5 C 6 L Minus Ov. 1 1 2 2 3 5 4 1 5 C	Greater than Greater than Greater than Serdue and Q -2 overdue -5 overdue - 9 overdue 0-15 overdue	96% and 94% and 92% and % Clarificat and clari and clari e and clari ue and cla 15 over	ification ification rification arification due and clari	3% 5% 4%		4 M 3 M 2 M 1 M 0 M - 1 - 2 - 3 - 4	larks larks larks larks larks larks Marks Marks Marks <u>Marks</u>					
Tenure	Service Name	Score	Total Application	n	osed v Time	vith RTS line		sposed RTS Tii				
			Received	Appro	oved	Rejected	App	roved	Reje	cted		
												Mark
				_								
- 												
Total												

	Disposed Within RTS timeline			
Арр	proved % is greater than 95%	-	5 Marks	
Арр	proved % is greater than 90% and less than 95%	-	4 Marks	
Арр	proved % is greater than 75% and less than 90%	-	3 Marks	
Арр	proved % is greater than 60% and less than 75%	-	2 Marks	
Арр	proved % is greater than 50% and less than 60%	-	1 Marks	
Арр	proved % is less than 50%	-	0 Marks	
Disp	posed outside RTS timeline	-	0 Marks	
(Max	other exceptional/outstanding work done by the of ximum 3) a. Performance Review of Operational of Cantee b. c.		C	

Signature of Officer

	PART-III PERSONAL ATTRIBU	TES (WEIGH	TAGE 1	5%)		
	(To be filled by Repo	rting Officer)				
Sr.	Attitudes	Rating				
No.		Outstanding	Very	Good	Average	Below
		(5)	good	(3)	(2)	Average
			(4)			(1)
1.	Punctuality and regularity in attendance from Biometric Data)					
2.	Ability to get along with seniors / Colleagues					
3.	Ability to get along and behavior with Public with Public/Public dealings					
4.	Amenability to discipline					
5.	Devotion to duty					
6.	Hardworking ability					
7.	Keenness to learn & Initiative					
8.	Knowledge about office procedure					
9.	Knowledge of Law					
10.	Are his/her reports well written and clearly expressed?					
	(Based on Accident Enquiry Report under the					
	Factories Act, 1948.					
11.	Manner and power of dealing with public and capacity					
	for enforcement of Safety, Health.					
12.	Willingness to perform any job of responsibility					
13.	Knowledge of Computer and use of IT					
14.	Efficiency in Speedy Disposal of Work and Attitude in disposing of the work					

	PART-IV PERFORMACE ATTRIB	UTES (WEIG	HTAGE	75%)		
	(To be filled by Repo	rting Officer)				
Sr.	Attitudes	Rating				
No.		Outstanding	Very	Good	Average	Below
		(5)	good	(3)	(2)	Average
			(4)			(1)
1	Performance of the officers w.r.t.					
	i. Inspections of factories,					
	ii. Benefits application under various welfare schemes of BOCW Act, 1996.					
	iii. Assessment of disposal of cases on CM Window					
	iv. Assessment of disposal of cases on Jan Samvad portal					
	v. RTS score w.r.t to each scheme under BOCW Act, 1996.					

Attributes assessment in Point

Marks Obtained	Rating
5 Marks	Outstanding
4 Marks	Very good
3 Marks	Good
2 Marks	Average
1 or less than 1 Marks	Below Average

	PART-V: OTHER PARAMETERS (WEIGHTAGE 10%)
	(To be filled by Reporting Officer)
1	Assessment of integrity - Has anything come to your notice
	which reflect adversely on the officer's integrity or his ability
	to honestly execute his duties?
	Reply in "Yes or No"
	If Yes, please submit the final report in sealed envelope.
2.	State of Health (Whether any bodily defect affecting in
	discharging of official duties)
3.	Comments on Conduct and character
4	Whether there are any Adverse remarks on the work and
	conduct of the employee? Reply in Yes or No If yes, please
	give details
5.	Has the official done any extra ordinary / outstanding work?
	If Yes, please give details.
6.	Suitability for promotion or higher scale of pay / ACP.
7.	Whether the employee stays office after office hours or during
	holidays to complete his duties?

PART –VI OVERALL ASSESSMENT BY REPORTING AUTHORITY (CONCERNED JOINT									
		DIREC	CTOR)						
	Overall gradir	ng based on	the assessmen	t made					
	Outstanding	Very	Good	Average	Below Average				
		Good							
Justify the Overall Grading									
in maximum 100 words.									
Signature of Reporting									
Authority									
Name in block letter									
Designation									
Date									

PART-VII REMARKS	OF THE	REVIEWING AUTHORITY (LABOUR COMMISSIONER CUM
	СН	IEF INSPECTOR OF FACTORIES)
(Tick one of these three		I endorse the above remarks.
items (a), (b) and (c) and	(a)	
strike out the remaining	(b)	I Generally agree with the above views subjects to the following observations
two)	(0)	
	(c)	I do not agree with the above remarks in the following column.
Justify in a maximum 100 wo	ords:	
Signature of the Reviewing A	Authority	
Name in the block letter		
Designation		
Date		

Signature of the Accepting	Name in block letter	Designation	Date
Authority		2 congination	



LABOUR DEPARTMENT GOVERNMENT OF HARYANA



CONFIDENTIAL REPORT OF THE WORK AND CONDUCT OF THE DEPUTY LABOUR COMMISSIONER OF THE LABOUR DEPARTMENT

YEAR				
Name	Category Class-	ACR for the year	EID	

		PART-I : GENERAL	(To be filled in/chee	cked by the a	pplicant)
1.	Name	e of the Officer			
2.	Fathe	r's Name			
3.	Home	e District			
4.	Desig	gnation of the post held			
5.	Offic	e of posting			
6.	be fi	of duties assigned (To lled in by the officer erned)			
7.	Whet Comj Mark	U	Yes/No		es when 1 where -
8.	Com	puter Ability (Tick Mark)			
	i.	Word Processor MS Word	Yes/No		
	ii	Spread Sheet : Excel	Yes/No		
	iii.	Internet Usage	Yes/No		
9.	Posti	ng during the period under report	rt:		
	Sr. No.	Post held during various periods under report	Period From To	Reporting Officer	Reviewing Authority
10.	From	when posted on the same statio	n		

Signature of the Officer

Self-Appraisal Performa for Assistant Labour Commissioner, posted in the field.

Sr. No.					Detail of wo	rk done				Progress		
1					nercial Establi ot Required.)	shments:						
	No. of inspections allotted during the year:											
	Tenure 1 -	-										
	Tenure 2 -	-										
	Tenure 3 -	-										
	No. of insp	pections P	ending durin	g the year:	:							
	Tenure 1 -	-										
	Tenure 2 -	-										
	Tenure 3 -	-										
	Inspection Inspection Inspection	Pending - Pending < Pending < Pending <	= 5%<br < 10% and >5 < 15% and >1	5% 0%	- 5 Marl - 4 Mar - 3 Marl - 2 Marl - 1 Mar	ks ks ks				 Marks		
	Inspection	Pending			- 0 Mar	·ks						
2	Review of	the work	relating to see	ction 2k of	the Industrial I	Dispute Ac	xt, 1947.					
	Tenure	Total No. of Cases at the start of tenure	Received During the Tenure	Settled u/s 12(3)	Withdrawn	Failure report sent to H.Q	Pending at the End of Tenure	% Settlement	% Disposal			
	TOTAL											
	Formula % Settleme	(T ent	C	during the	(Total No. of (e tenure)-Penc	ding at th	e end of te	nure)		Marks		
	% Dispos	sal (Se	ettled + Wit		Failure) / (Tot Received Duri			ne start of ten	ure +			
	2. D	isposal pe isposal pe	rcentage is g	reater than	70% and less th 85% an 50% and less		- 1 Ma - 2 Ma - 1 Ma	arks				

(Please attach separate sheet if having additional charge during the tenure)

			. of Ca start o ure		Decided During the Tenure Received				Pen	ding a of Te	at the enure	End	
Tenure	< 2 Yrs	> 2 & < 5 Yrs	> 5 & < 10 Yrs	> 10 Yrs	During the Period	Awarded	Dismissed in Default	< 2 Yrs	> 2 Yrs	< 2 Yrs	> 2 & < 5 Yrs	> 5 & < 10 Yrs	> 10 Yrs
1													
2													
3													
TOTAL													
a b	. Cas 6 Awa . If n . If n	ses Dis rded y o of c o of c	sposed vs Tot ase aw ases av	l of is n a l Dis varded wardeo	more than 1.2 posed of cas is greater that d is greater th	25 times of 6 ses an 50% and nan 60% and	ss 1.25 times of Cases received less than 60% l less than 75% he total cases	of tota	nl case	s disp	- 2 N osed o	of -2	l Marks 2 Marks 3 Marks
2. % a b c 3. C a b c Disposal c	 Cas Awa If n If n If n pen If n pen of all cas 	rded y o of c o of c o of c o of c o of c ding f o of c ding f o of c ding f	sposed vs Tot ase aw ases av ases av ases p for mo ases p for mo f appea	l of is a cal Dis varded warded warded warded more than ending re than ending re than al unde	more than 1.2 posed of cas is greater that d is greater that d is greater that than 2, 5 and g for more that in 10 years at g for more that has 5 years at that	25 times of 6 Ses an 50% and han 60% and han 75% of t d 10 Years an 10 years at the end of ter an 2 years at he end of ter an e end of ter an 2 years at he end of ter	Cases received less than 60% l less than 75% he total cases at the start of te nure the start of te nure the start of te nure	of tota of tota dispos enure nure is	ll case tal cas ed of is great	s disp es disp ater tha er thar	- 2 M posed o posed o an the n the n	Marks f - 1 of - 2 - 3 no. of - (-5 o. of c - (-3) o. of c	2 Marks 3 Marks cases) Marks. rases Marks.
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of 6. If R	tenure + R pending car eceived dur	eceived ses at th	during the te e end of tenu	enure		-		- 1 M Cases at	larks	(Cases at the of tenure +	e start	
C.M Wind	Pending at the start of Tenure	New	Overdue	In- Action	Clarifi cation	ATR Sent	Dispo	osed	Pending at the end of tenure	Disposal Rate		
1												
2												Mark
3											-	
4 Total												
6. L	rdue and C	larificati	on.		-	0 Ma	arks					
Minus Ove 1. 1- 2. 6- 3. 1 4. 10 5. G		and clari and clar and clar and clar and clar and clar	fication rification arification	fication		- 1 N - 2 N - 3 N - 4 N	arks Iarks Iarks Iarks Iarks Iarks Iarks					
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Number of Work	Stoppage, Gherao, Strike or Confinement in the Jurisdiction.	
	rike / Disputes in the Jurisdiction:	
	ses in which successful:	
	ses in which unsuccessful:	
d. No of ca	ses pending:	Marks
Score Matrix:		
 All disputies 	tes have been successfully resolved and Nil pendency at the end of tenure: 5 Marks.	
b. More tha Marks	n 90% disputes have been successfully resolved and Nil pendency at the end of tenure: 4	
	n 80% and less than 90% disputes have been successfully resolved and Nil pendency at the end : 3 Marks	
	n 70% and less than 80% disputes have been successfully resolved and Nil pendency at the end : 2 Marks	
e. Less that	n 70% disputes have been successfully resolved and Nil pendency at the end of tenure: 1 Marks	
Any other excepti (Maximum 3)	onal/outstanding work done by the officer during his tenure:	
	view Meeting taken of Officers and Officials in the Jurisdiction	
	the mooning when or ormeens and ormenas in the subsciences	
a. No of Re b. c.	view Meeting taken of Officers and Officials in the Jurisdiction	

Signature of Officer

	PART-III PERSONAL ATTRIBUTES (WEIGHTAGE 15%)						
(To be filled by Reporting Officer)							
Sr.	Attitudes	Rating					
No.		Outstanding	Very	Good	Average	Below	
		(5)	good	(3)	(2)	Average	
			(4)			(1)	
1.	Punctuality and regularity in attendance from Biometric Data)						
2.	Ability to get along with seniors / Colleagues						
3.	Ability to get along and behavior with Public with Public/Public dealings						
4.	Amenability to discipline						
5.	Devotion to duty						
6.	Hardworking ability						
7.	Keenness to learn & Initiative						
8.	Knowledge about office procedure						
9.	Knowledge of Law						
10.	Are his/her reports well written and clearly expressed?						
	(Based on Best Judgement under Quasi Judicial Cases)						
11.	Willingness to perform any job of responsibility						
12.	Knowledge of Computer and use of IT						

	PART-IV PERFORMACE ATTRIB	UTES (WEIG	HTAGE	2 75%)			
(To be filled by Reporting Officer)							
Sr.	Attitudes	Rating					
No.		Outstanding	Very	Good	Average	Below	
		(5)	good	(3)	(2)	Average	
			(4)			(1)	
1	Performance of the officers w.r.t.						
	i. Inspections of factories,						
	ii. Review of the work relating to section 2k of the Industrial Dispute Act, 1947.						
	iii. Disposal of All Quasi-Judicial Cases:						
	iv. Disposal of all cases of appeal under Payment of Gratuity Act, 1972.						
	v. Assessment of disposal of cases on CM Window						
	vi. Assessment of disposal of cases on Jan Samvad portal						
	vii. Number of Work Stoppage, Gherao, Strike or Confinement in the Jurisdiction						

Attributes assessment in Point

Marks Obtained	Rating
5 Marks	Outstanding
4 Marks	Very good
3 Marks	Good
2 Marks	Average
1 or less than 1 Marks	Below Average

	PART-V: OTHER PARAMETERS (WEI	,
	(To be filled by Reporting Off	icer)
1	Assessment of integrity - Has anything come to your notice	
	which reflect adversely on the officer's integrity or his ability	
	to honestly execute his duties?	
	Reply in "Yes or No"	
	If Yes, please submit the final report in sealed envelope.	
2.	State of Health (Whether any bodily defect affecting in	
	discharging of official duties)	
3.	Comments on Conduct and character	
4	Whether there are any Adverse remarks on the work and	
	conduct of the employee? Reply in Yes or No If yes, please	
	give details	
5.	Has the official done any extra ordinary / outstanding work?	
	If Yes, please give details.	
6.	Suitability for promotion or higher scale of pay / ACP.	
7.	Whether the employee stays office after office hours or during	
	holidays to complete his duties?	

г

Signature of Reporting Officer

PART –VI OVERALL ASSESSMENT BY REPORTING AUTHORITY						
	Overall grading based on the assessment made					
	Outstanding	Outstanding Very Good Average Below A				
		Good				
Justify the Overall Grading		•				
in maximum 100 words.						
Signature of Reporting						
Authority						
Name in block letter						
Designation						
Date						

PART-VII REMARKS OF THE REVIEWING AUTHORITY (LABOUR COMMISSIONER)						
(Tick one of these three items (a), (b) and (c) and (a)		I endorse the above remarks.				
strike out the remaining two)	(b)	I Generally agree with the above views subjects to the following observations				
	(c)	I do not agree with the above remarks in the following column.				
Justify in a maximum 100 words:						
Signature of the Reviewing Authority						
Name in the block letter						
Designation						
Date						

PART-VIII REMAKRS, IF ANY OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting	Name in block letter	Designation	Date
Authority			