

From

Principal Secretary to Government Haryana
Labour Department, Chandigarh.

To

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&H in the State
8. All Assistant Directors IS&H(chemical) in the State
9. All Assistant Directors III-cum-CS in the State.

No. 2884-2999

Dated: 31/01/24

Subject: - Intimation regarding Reporting, Reviewing and Accepting authorities for 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	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, 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

Assistant Labour Commissioner	Concerned Deputy 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:

Officer Designation	Reporting Authority	Reviewing Authority	Accepting Authority
Deputy Director	Concerned Joint Director	Labour Commissioner cum Chief Inspector of Factories	Principal / Additional Secretary, Govt. of Haryana, Labour Department
Assistant Director	Concerned Joint Director	Labour Commissioner cum Chief Inspector of Factories	Principal / Additional Secretary, Govt. of Haryana, Labour Department

-sd-
for Principal Secretary to Government Haryana
Labour Department, Chandigarh

Endst. No. 3000-3005

Dated: 31/01/24

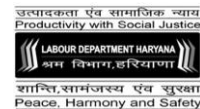
A copy of the above is forwarded to the following for information and necessary action:

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 : GENERAL (To be filled in/checked by the applicant)						
1.	Name of the Officer					
2.	Father's Name					
3.	Home District					
4.	Designation of the post held					
5.	Office of posting					
6.	Brief of duties assigned (To be filled in by the officer concerned)					
7.	Whether has under gone Computer training (Tick Mark)		Yes/No	If Yes when And where -		
8.	Computer 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.	Posting during period under report					
	Sr. No.	Post held during various period under report	Period From To	Reporting Officer	Reviewing Authority 1	Reviewing Authority 2
10.	From when posted on the same station					

Signature of the Officer

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

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

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	<p>No. of Medical Camps press release issued -</p> <p>Number of Workers examined -</p> <p>Number of Workers diagnosed suffering from occupational Diseases –</p> <p>Score Matrix –</p> <p>No. of Medical Camps Organized during the year is > 150 - 2 Marks</p> <p>No. of Medical Camps Organized during the year is < 150 and > 125 - 1 Marks</p> <p>Press Released issued of all Medical Camps</p> <p>If Yes (attach the cutting of 10 press release) - 1 Marks</p> <p>No. of Workers examined > 3000 - 1 Marks</p> <p>No. of workers diagnosed suffering from occupational Diseases is > 100 - 1 Marks</p>	
5.	<p>Organization of First Aid Camps (AD – IH)</p> <p>Number of First Aid Camps Organized during the years –</p> <p>Number of Workers trained in First Aid Camps-</p> <p>Score Matrix –</p> <p>No. of First Aid Camps Organized > 104 - 3 Marks</p> <p>No. of First Aid Camps Organized < 104 and > 90 - 2 Marks</p> <p>No. of First Aid Camps Organized < 90 - 1 Marks</p> <p>No. of Workers Trained at First Aid Camps > 2000 - 2 Marks</p> <p>No. of Workers Trained at First Aid Camps < 2000 - 1 Marks</p>	----- Marks
6.	<p>Survey regarding Silicosis (AD – IH)</p> <p>Number of Workers found suspected of Silicosis during the years –</p> <p>No. of workers confirmed by Silicosis Diagnosis Board during the year-</p> <p>No. of Workers referred to the hospital during the year –</p> <p>No. of Survey Done for Silicosis Diagnosis > 50 - 2 Marks</p> <p>No. of Survey Done for Silicosis Diagnosis < 50 - 1 Marks</p> <p>No. of Workers found suspected of Silicosis > 20 - 2 Marks</p> <p>No. of Workers found suspected of Silicosis < 20 - 1 Marks</p> <p>No. of workers confirmed by Silicosis Diagnosis Board > 10 - 1 Marks</p> <p>No. of workers confirmed by Silicosis Diagnosis Board < 10 - (-) 1 Marks</p>	----- Marks
7.	<p>Benefit Delivery under BOCW Act 1996</p> <p>A. Average number of Applications undertaken daily. (Marking)</p> <p>150+ - 3 Marks</p> <p>136 to 150 - 2 Marks</p> <p>120 to 135 - 1 Marks</p> <p>B. Rejection of applications under various welfare schemes of BOCW, Act-1996 (Marking)</p> <p>Rejection % is less than 10% - 2 Marks</p> <p>Rejection % is greater than 10% and less than 20% - 1 Marks</p> <p>Rejection % is greater than 20% - 0 Marks</p> <p>C. Application Disposed off outside RTS time lines (Minus Marking)</p> <p>< 10% - (-) 1 Marks</p> <p>> 10% - (-2) Marks</p> <p>D. Applications whose decision is reverted after appeal. (Minus Marking)</p> <p>< 5% - (-) 1 Marks</p> <p>> 5% - (-2) Marks</p>	----- Marks

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

PART-III PERSONAL ATTRIBUTES (WEIGHTAGE 15%)						
(To be filled by Reporting Officer)						
Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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					

Signature of Reporting Officer

PART-IV PERFORMANCE ATTRIBUTES (WEIGHTAGE 75%)						
(To be filled by Reporting Officer)						
Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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					

Signature of Reporting Officer

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?	

Signature of Reporting Officer

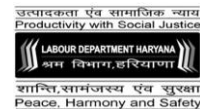
PART –VI OVERALL ASSESSMENT BY REPORTING AUTHORITY (Concerned Joint Director)					
	Overall grading based on the assessment made				
	Outstanding	Very Good	Good	Average	Below Average
Justify the Overall Grading in maximum 100 words.					
Signature of Reporting Authority					
Name in block letter				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

PART-VII REMARKS OF THE REVIEWING AUTHORITY (LC cum CHIEF INSPECTOR OF FACTORIES)		
(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 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 Authority	Name in block letter	Designation	Date



**LABOUR DEPARTMENT
GOVERNMENT OF HARYANA**



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

YEAR			
Name	Category Class-	ACR for the year	EID

PART-I : GENERAL (To be filled in/checked by the applicant)						
1.	Name of the Officer					
2.	Father's Name					
3.	Home District					
4.	Designation of the post held					
5.	Office of posting					
6.	Brief of duties assigned (To be filled in by the officer concerned)					
7.	Whether has under gone Computer training (Tick Mark)		Yes/No	If Yes when And where -		
8.	Computer 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.	Posting during period under report					
	Sr. No.	Post held during various period under report	Period From To	Reporting Officer	Reviewing Authority 1	Reviewing Authority 2
10.	From when posted on the same station					

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 Inspection Pending < 10% and >5% - 3 Marks Inspection Pending < 15% and >10% - 2 Marks Inspection Pending < 20% and >15% - 1 Marks Inspection Pending > 20% - 0 Marks			----- 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:			
	% Number of Application Rejected			
	Application Disposed Off within RTS Timelines: 100% - 5 Marks <100% and > 90% - 3 Marks < 90% and > 80% - 2 Marks < 80% - 0 Marks	Application Disposed Off outside RTS Timelines: > 5% - (-) 1 Marks		----- Marks
4	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 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) < 10% - (-) 1 Marks > 10% - (-) 2 Marks			----- Marks

	<p>D. Applications whose decision is reverted after appeal. (Minus Marking)</p> <p>< 5% - (-) 1 Marks</p> <p>> 5% - (-) 2 Marks</p>																																																																																																									
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	Tenure	Service Name	Score	Total Application Received	Disposed with RTS Timeline		Disposed outside RTS Timeline	
					Approved	Rejected	Approved	Rejected
	Total							

Marking System –

Disposed Within RTS timeline

Approved % is greater than 95% - 5 Marks

Approved % is greater than 90% and less than 95% - 4 Marks

Approved % is greater than 75% and less than 90% - 3 Marks

Approved % is greater than 60% and less than 75% - 2 Marks

Approved % is greater than 50% and less than 60% - 1 Marks

Approved % is less than 50% - 0 Marks

Disposed outside RTS timeline - 0 Marks

10	Any other exceptional/outstanding work done by the officer during his tenure: (Maximum 3) a. Performance Review of Operational of Canteen under Antodaya Aahar Yojana: b. c.
----	--

Marks

Signature of Officer

PART-III PERSONAL ATTRIBUTES (WEIGHTAGE 15%)						
(To be filled by Reporting Officer)						
Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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					

Signature of Reporting Officer

PART-IV PERFORMANCE ATTRIBUTES (WEIGHTAGE 75%) (To be filled by Reporting Officer)						
Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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.					

Signature of Reporting Officer

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?	

Signature of Reporting Officer

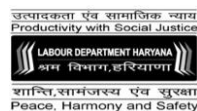
PART –VI OVERALL ASSESSMENT BY REPORTING AUTHORITY (JOINT DIRECTOR)					
	Overall grading based on the assessment made				
	Outstanding	Very Good	Good	Average	Below Average
Justify the Overall Grading in maximum 100 words.					
Signature of Reporting Authority					
Name in block letter					
Designation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

PART-VII REMARKS OF THE REVIEWING AUTHORITY I (Labour Commissioner cum Chief Inspector of Factories)		
(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 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 Authority	Name in block letter	Designation	Date



**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

PART-I : GENERAL (To be filled in/checked by the applicant)					
1.	Name of the Officer				
2.	Father's Name				
3.	Home District				
4.	Designation of the post held				
5.	Office of posting				
6.	Brief of duties assigned (To be filled in by the officer concerned)				
7.	Whether has under gone Computer training (Tick Mark)		Yes/No	If Yes when And where -	
8.	Computer Ability (Tick Mark)				
	i. Word Processor MS Word	Yes/No			
	ii. Spread Sheet : Excel	Yes/No			
	iii. Internet Usage	Yes/No			
9.	Posting during the period under report:				
	Sr. No.	Post held during various periods under report	Period From To	Reporting Officer	Reviewing Authority
10.	From when posted on the same station				

Signature of the Officer

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

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

Sr. No.	Detail of work done								Progress
1	Inspections of Factories, Shops and Commercial Establishments: (Any Tenure Less Than 2 Months Data Not Required.)								
	No. of inspections allotted during the year:								
	Tenure 1 – Tenure 2 – Tenure 3 –								
	No. of inspections Pending during the year:								
	Tenure 1 – Tenure 2 – Tenure 3 –								
	Total Pending inspections (Marking 0 to 5) Inspection Pending – NIL - 5 Marks Inspection Pending <= 5% - 4 Marks Inspection Pending < 10% and >5% - 3 Marks Inspection Pending < 15% and >10% - 2 Marks Inspection Pending < 20% and >15% - 1 Marks Inspection Pending > 20% - 0 Marks								----- Marks
2	Registration of establishment under The Punjab Shop and Commercial Establishment Act, 1958 (for Assistant Labour Commissioner only)								
	Total no. of Applications received online:								
	% Applications disposed off within RTS timelines:								
	% Applications disposed off outside RTS timelines:								
	% Applications not getting registered.								
	Application Disposed Off within RTS Timelines: 100% - 5 Marks <100% and > 90% - 3 Marks < 90% and > 80% - 2 Marks				Application Disposed Off outside RTS Timelines: < 10% - 1 Marks > 10% - 0 Marks			----- Marks	
3	Review of the work relating to section 2A of the Industrial Dispute Act, 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								----- Marks	

	<p>% Settlement $\frac{\text{(Total Cases Settled)}}{\text{((Total No. of Cases at the start of tenure + Received during the tenure)-Pending at the end of tenure)}}$</p> <p>% Disposal $\frac{\text{(Settled + Withdrawn + Failure)}}{\text{(Total No. of Cases at the start of tenure + Received During the Tenure)}}$</p> <p>Score Matrix –</p> <ol style="list-style-type: none"> 1. Disposal percentage is greater than 70% and less than 85% - 1 Marks 2. Disposal percentage is greater than 85% - 2 Marks 3. Settlement percentage is greater than 50% and less than 60% - 1 Marks 4. Settlement percentage is greater than 60% and less than 75% - 2 Marks 5. Settlement percentage is greater than 70% - 3 Marks 																																																																																			
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	<p>MANDATORY. – Kindly attach the certificate copy and minutes of the meeting with this report else ZERO marks will be allotted.</p> <p>Score Matrix:</p> <ol style="list-style-type: none"> 1 Constituted at District Level and Certificate attached - 1 Marks 2 Number of Meetings conducted during the period: <ol style="list-style-type: none"> 12 meetings - 4 Marks Less than 12 and greater than 9 - 3 Marks Less than 9 and greater than 6 - 2 Marks Less than 6 and greater than 3 - 1 Marks Less than 3 - 0 Marks 	----- Marks																																																												
6	<p>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</p> <p>Constitution of Vigilance Committee at District Level: Yes / No Constitution at Vigilance Committee at Sub-Divisional Level: Yes / No</p> <p>MANDATORY. – Kindly attach the certificate copy of formation of Vigilance Committee at District Level, Sub Divisional Level. If not attached, total Marks allotted will be ZERO.</p> <p>No. of monthly meeting held of Vigilance Committee at District Level: ----- No. of monthly meeting held of Vigilance Committee at Sub Divisional Level Marks</p> <p>NOTE – Kindly attach the last 3 months monthly meeting proceedings of Vigilance Committee at District Level and Vigilance Committee at Sub Divisional with this report.</p> <p>Score Matrix:</p> <ol style="list-style-type: none"> 1 Formation of Vigilance Committee at District Level (if Certificate attached) - 1 Marks 2 Formation of Vigilance Committee at Sub-Divisional Level (if Certificate attached) - 1 Marks 3 Number of Meetings conducted during the preset place of posting (or posted in last 3 months) <ol style="list-style-type: none"> a. Last 3 months all Minutes of Meeting attached of Vigilance Committee at District Level – 1.5 Marks b. Last 2 months all Minutes of Meeting attached of Vigilance Committee at District Level – 1 Marks c. Last 3 months all Minutes of Meeting attached of Vigilance Committee at Sub-Divisional Level – 1.5 Marks d. Last 2 months all Minutes of Meeting attached of Vigilance Committee at Sub-Divisional Level – 1 Marks 	----- Marks																																																												
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TOTAL									

Score Matrix:

- Complaints Received vs Complaints Resolved/Settled, Filled and not settled**
 - Complaints Resolved / Settled is more than 1 times and less 1.25 times of complaints received - 1 Marks
 - Complaints Resolved / Settled is more than 1.25 times of complaints received - 2 Marks
- % Resolved / Settled vs Total Disposed of Complaints**
 - If no of complaints Resolved / Settled is greater than 50% and less than 60% of total complaints disposed of - 1 Marks
 - If no of complaints Resolved / Settled is greater than 60% and less than 75% of total complaints disposed of - 2 Marks
 - If no of complaints Resolved / Settled is greater than 75% of the total complaints disposed of - 3 Marks

11.

Details of the Awards for Implementation by the ALC and Labour Inspectors under jurisdiction.

Tenure	Pending at the beginning of Tenure	Received during the tenure	Total	Implemented	Not Implemented	Stayed by High Court / Supreme Court / Labour Court	No. of Awards recommended for Prosecution	Pending at the end of the tenure				
								Total	< 1 Months	1 to 2 Months	2 to 3 Months	> 3 Months

Score Matrix –

- Implementation of Awards is more than 50% and less than 60% - 1 Marks
- Implementation of Awards is more than 60% and less than 70% - 2 Marks
- Implementation of Awards is more than 70% - 3 Marks
- If no of Awards recommended for prosecution is less than 10% of total Awards - 1 Marks
- If Award implementation pending at the end of tenure is less than total award - 1 Marks

12

Any other exceptional/outstanding work done by the officer during his tenure:
(Maximum 3)

-
-
-

Marks

Signature of Officer

PART-III PERSONAL ATTRIBUTES (WEIGHTAGE 15%)**(To be filled by Reporting Officer)**

Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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					

Signature of Reporting Officer

PART-IV PERFORMANCE ATTRIBUTES (WEIGHTAGE 75%)						
(To be filled by Reporting Officer)						
Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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					

Signature of Reporting Officer

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?	

Signature of Reporting Officer

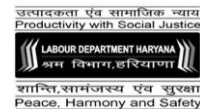
PART –VI OVERALL ASSESSMENT BY REPORTING AUTHORITY					
	Overall grading based on the assessment made				
	Outstanding	Very Good	Good	Average	Below Average
Justify the Overall Grading in maximum 100 words.					
Signature of Reporting Authority					
Name in block letter					
Designation					
Date					

PART-VII REMARKS OF THE REVIEWING AUTHORITY (LABOUR COMMISSIONER)		
(Tick one of these three items (a), (b) and (c) and strike out the remaining two)	(a)	I endorse the above remarks.
	(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 Authority	Name in block letter	Designation	Date



**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 : GENERAL (To be filled in/checked by the applicant)						
1.	Name of the Officer					
2.	Father's Name					
3.	Home District					
4.	Designation of the post held					
5.	Office of posting					
6.	Brief of duties assigned (To be filled in by the officer concerned)					
7.	Whether has under gone Computer training (Tick Mark)		Yes/No	If Yes when And where -		
8.	Computer 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.	Posting during period under report					
	Sr. No.	Post held during various period under report	Period From To	Reporting Officer	Reviewing Authority 1	Reviewing Authority 2
10.	From when posted on the same station					

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)

Sr. No.	Detail of work done	Progress																																																																																																								
1.	Total number of factories in the area of jurisdiction:-																																																																																																									
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	<p>Number of Medical Camps Organized during the years –</p> <p>No. of Medical Camps press release issued -</p> <p>Number of Workers examined -</p> <p>Number of Workers diagnosed suffering from occupational Diseases –</p> <p>Score Matrix –</p> <p>No. of Medical Camps Organized during the year is > 150 - 2 Marks</p> <p>No. of Medical Camps Organized during the year is < 150 and > 125 - 1 Marks</p> <p>Press Released issued of all Medical Camps</p> <p>If Yes (attach the cutting of 10 press release) - 1 Marks</p> <p>No. of Workers examined > 3000 - 1 Marks</p> <p>No. of workers diagnosed suffering from occupational Diseases is > 100 - 1 Marks</p>	
5.	<p>Organization of First Aid Camps (DD – IH)</p> <p>Number of First Aid Camps Organized during the years –</p> <p>Number of Workers trained in First Aid Camps-</p> <p>Score Matrix –</p> <p>No. of First Aid Camps Organized > 104 - 3 Marks</p> <p>No. of First Aid Camps Organized < 104 and > 90 - 2 Marks</p> <p>No. of First Aid Camps Organized < 90 - 1 Marks</p> <p>No. of Workers Trained at First Aid Camps > 2000 - 2 Marks</p> <p>No. of Workers Trained at First Aid Camps < 2000 - 1 Marks</p>	
6.	<p>Survey regarding Silicosis (DD – IH)</p> <p>Number of Workers found suspected of Silicosis during the years –</p> <p>No. of workers confirmed by Silicosis Diagnosis Board during the year-</p> <p>No. of Workers referred to the hospital during the year –</p> <p>No. of Survey Done for Silicosis Diagnosis > 50 - 2 Marks</p> <p>No. of Survey Done for Silicosis Diagnosis < 50 - 1 Marks</p> <p>No. of Workers found suspected of Silicosis > 20 - 2 Marks</p> <p>No. of Workers found suspected of Silicosis < 20 - 1 Marks</p> <p>No. of workers confirmed by Silicosis Diagnosis Board > 10 - 1 Marks</p> <p>No. of workers confirmed by Silicosis Diagnosis Board < 10 - (-) 1 Marks</p>	
6.	<p>Benefit Delivery under BOCW Act 1996</p> <p>A. Average number of Applications undertaken daily. (Marking)</p> <p>150+ - 3 Marks</p> <p>136 to 150 - 2 Marks</p> <p>120 to 135 - 1 Marks</p> <p>B. Rejection of applications under various welfare schemes of BOCW, Act-1996 (Marking)</p> <p>Rejection % is less than 10% - 2 Marks</p> <p>Rejection % is greater than 10% and less than 20% - 1 Marks</p> <p>Rejection % is greater than 20% - 0 Marks</p> <p>C. Application Disposed off outside RTS time lines (Minus Marking)</p> <p>< 10% - (-) 1 Marks</p> <p>> 10% - (-2) Marks</p> <p>D. Applications whose decision is reverted after appeal. (Minus Marking)</p> <p>< 5% - (-) 1 Marks</p>	----- Marks

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

Signature of Officer

PART-III PERSONAL ATTRIBUTES (WEIGHTAGE 15%)						
(To be filled by Reporting Officer)						
Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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					

Signature of Reporting Officer

PART-IV PERFORMACE ATTRIBUTES (WEIGHTAGE 75%)						
(To be filled by Reporting Officer)						
Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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					

Signature of Reporting Officer

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?	

Signature of Reporting Officer

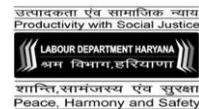
PART –VI OVERALL ASSESSMENT BY REPORTING AUTHORITY (Joint Director (IS&H)					
	Overall grading based on the assessment made				
	Outstanding	Very Good	Good	Average	Below Average
Justify the Overall Grading in maximum 100 words.					
Signature of Reporting Authority					
Name in block letter					
Designation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

PART-VII REMARKS OF THE REVIEWING AUTHORITY (LABOUR COMMISSIONER CUM CHIEF INSPECTOR OF FACTORIES)		
(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 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-IX REMAKRS, IF ANY OR COUNTER SIGNATURE OF THE ACCEPTING AUTHORITY			
Signature of the Accepting Authority	Name in block letter	Designation	Date



**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

PART-I : GENERAL (To be filled in/checked by the applicant)

1.	Name of the Officer					
2.	Father's Name					
3.	Home District					
4.	Designation of the post held					
5.	Office of posting					
6.	Brief of duties assigned (To be filled in by the officer concerned)					
7.	Whether has under gone Computer training (Tick Mark)		Yes/No	If Yes when And where -		
8.	Computer 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.	Posting during period under report					
	Sr. No.	Post held during various period under report	Period From To	Reporting Officer	Reviewing Authority 1	Reviewing Authority 2
10.	From when posted on the same station					

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 done	Progress																				
1	Total number of factories in the area of jurisdiction:-																					
2	Inspections of Factories: (Any Tenure 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 Inspection Pending < 10% and >5% - 3 Marks Inspection Pending < 15% and >10% - 2 Marks Inspection Pending < 20% and >15% - 1 Marks Inspection Pending > 20% - 0 Marks	----- Marks																				
3	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 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) < 10% - (-) 1 Marks > 10% - (-) 2 Marks D. Applications whose decision is reverted after appeal. (Minus Marking) < 5% - (-) 1 Marks > 5% - (-) 2 Marks	----- Marks																				
4	Total no. of accident enquiries conducted under the Factories Act, 1948. Kindly attach the best enquiry report if an accident happened during tenure.																					
5	Total no. of accident enquiries conducted under BOCW Act, 1996. (if Applicable) Kindly attach the best enquiry report if an accident happened during tenure.																					
6.	C.M Window: <table border="1"> <thead> <tr> <th>Tenure</th><th>Pending at the start of Tenure</th><th>New</th><th>Overdue</th><th>In-Action</th><th>Clarification</th><th>ATR Sent</th><th>Disposed</th><th>Pending at the end of tenure</th><th>Disposal Rate</th></tr> </thead> <tbody> <tr> <td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Tenure	Pending at the start of Tenure	New	Overdue	In-Action	Clarification	ATR Sent	Disposed	Pending at the end of tenure	Disposal Rate	1										-----
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	<p style="text-align: center;">Disposed Within RTS timeline</p> <p>Approved % is greater than 95% - 5 Marks</p> <p>Approved % is greater than 90% and less than 95% - 4 Marks</p> <p>Approved % is greater than 75% and less than 90% - 3 Marks</p> <p>Approved % is greater than 60% and less than 75% - 2 Marks</p> <p>Approved % is greater than 50% and less than 60% - 1 Marks</p> <p>Approved % is less than 50% - 0 Marks</p> <p>Disposed outside RTS timeline - 0 Marks</p>	
9.	<p>Any other exceptional/outstanding work done by the officer during his tenure: (Maximum 3)</p> <p>a. Performance Review of Operational of Canteen under Antodaya Aahar Yojana:</p> <p>b.</p> <p>c.</p>	

Signature of Officer

PART-III PERSONAL ATTRIBUTES (WEIGHTAGE 15%)**(To be filled by Reporting Officer)**

Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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					

Signature of Reporting Officer

PART-IV PERFORMANCE ATTRIBUTES (WEIGHTAGE 75%)**(To be filled by Reporting Officer)**

Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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.					

Signature of Reporting Officer

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?	

Signature of Reporting Officer

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

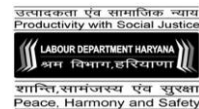
PART-VII REMARKS OF THE REVIEWING AUTHORITY (LABOUR COMMISSIONER CUM CHIEF INSPECTOR OF FACTORIES)		
(Tick one of these three items (a), (b) and (c) and strike out the remaining two)	(a)	I endorse the above remarks.
	(b)	I Generally agree with the above views subjects to the following observations
	(c)	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 Authority	Name in block letter	Designation	Date



**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/checked by the applicant)					
1.	Name of the Officer				
2.	Father's Name				
3.	Home District				
4.	Designation of the post held				
5.	Office of posting				
6.	Brief of duties assigned (To be filled in by the officer concerned)				
7.	Whether has under gone Computer training (Tick Mark)		Yes/No	If Yes when And where -	
8.	Computer Ability (Tick Mark)				
	i. Word Processor MS Word	Yes/No			
	ii. Spread Sheet : Excel	Yes/No			
	iii. Internet Usage	Yes/No			
9.	Posting during the period under report:				
	Sr. No.	Post held during various periods under report	Period From To	Reporting Officer	Reviewing Authority
10.	From when posted on the same station				

Signature of the Officer

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

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

Sr. No.	Detail of work done	Progress																																																						
1	Inspections of Factories, Shops and Commercial Establishments: (Any Tenure Less Than 2 Months Data Not Required.)																																																							
	No. of inspections allotted during the year: Tenure 1 – Tenure 2 – Tenure 3 –																																																							
	No. of inspections Pending during the year: Tenure 1 – Tenure 2 – Tenure 3 –																																																							
	Total Pending inspections (Marking 0 to 5) Inspection Pending – NIL - 5 Marks Inspection Pending $\leq 5\%$ - 4 Marks Inspection Pending $< 10\%$ and $> 5\%$ - 3 Marks Inspection Pending $< 15\%$ and $> 10\%$ - 2 Marks Inspection Pending $< 20\%$ and $> 15\%$ - 1 Marks Inspection Pending $> 20\%$ - 0 Marks	----- Marks																																																						
2	Review of the work relating to section 2k of the Industrial Dispute Act, 1947. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th align="center">Tenure</th> <th align="center">Total No. of Cases at the start of tenure</th> <th align="center">Received During the Tenure</th> <th align="center">Settled u/s 12(3)</th> <th align="center">Withdrawn</th> <th align="center">Failure report sent to H.Q</th> <th align="center">Pending at the End of Tenure</th> <th align="center">% Settlement</th> <th align="center">% Disposal</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td align="center">TOTAL</td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> Formula % Settlement $\frac{(\text{Total Cases Settled})}{((\text{Total No. of Cases at the start of tenure} + \text{Received Settlement during the tenure}) - \text{Pending at the end of tenure})}$ % Disposal $\frac{(\text{Settled} + \text{Withdrawn} + \text{Failure})}{(\text{Total No. of Cases at the start of tenure} + \text{Received During the Tenure})}$ Score Matrix – 1. Disposal percentage is greater than 70% and less than 85% - 1 Marks 2. Disposal percentage is greater than 85% - 2 Marks 3. Settlement percentage is greater than 50% and less than 60% - 1 Marks	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									----- Marks
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	4. Settlement percentage is greater than 60% and less than 75% - 2 Marks 5. Settlement percentage is greater than 70% - 3 Marks																																																																																			
3.	<p>Disposal of All Quasi-Judicial Cases: (Any Tenure Less Than 3 Months Data Not Required)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th rowspan="2">Tenure</th> <th colspan="4">Total No. of Cases at the start of tenure</th> <th rowspan="2">Received During the Period</th> <th colspan="4">Decided During the Tenure</th> <th colspan="4">Pending at the End of Tenure</th> </tr> <tr> <th>< 2 Yrs</th> <th>> 2 & < 5 Yrs</th> <th>> 5 & < 10 Yrs</th> <th>> 10 Yrs</th> <th>Awarded</th> <th>Dismissed in Default</th> <th>< 2 Yrs</th> <th>> 2 Yrs</th> <th>< 2 Yrs</th> <th>> 2 & < 5 Yrs</th> <th>> 5 & < 10 Yrs</th> <th>> 10 Yrs</th> </tr> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Note – Kindly attach the copy of BEST JUDGEMENT passed during the review period.</p> <p>Score Matrix:</p> <ol style="list-style-type: none"> 1. Case Received vs Case Disposed of <ol style="list-style-type: none"> a. Cases Disposed of is more than 1 times and less 1.25 times of Cases received - 1 Marks b. Cases Disposed of is more than 1.25 times of Cases received - 2 Marks 2. % Awarded vs Total Disposed of cases <ol style="list-style-type: none"> a. If no of case awarded is greater than 50% and less than 60% of total cases disposed of - 1 Marks b. If no of cases awarded is greater than 60% and less than 75% of total cases disposed of - 2 Marks c. If no of cases awarded is greater than 75% of the total cases disposed of - 3 Marks 3. Cases pending for more than 2, 5 and 10 Years - <ol style="list-style-type: none"> a. If no of cases pending for more than 10 years at the start of tenure is greater than the no. of cases pending for more than 10 years at the end of tenure - (-5) Marks. b. If no of cases pending for more than 5 years at the start of tenure is greater than the no. of cases pending for more than 5 years at the end of tenure - (-3) Marks. c. If no of cases pending for more than 2 years at the start of tenure is greater than the no. of cases pending for more than 2 years at the end of tenure - (-2) Marks. 	Tenure	Total No. of Cases at the start of tenure				Received During the Period	Decided During the Tenure				Pending at the End of Tenure				< 2 Yrs	> 2 & < 5 Yrs	> 5 & < 10 Yrs	> 10 Yrs	Awarded	Dismissed in Default	< 2 Yrs	> 2 Yrs	< 2 Yrs	> 2 & < 5 Yrs	> 5 & < 10 Yrs	> 10 Yrs	1														2														3														TOTAL														----- Marks
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	<div>during the tenure - 4 Marks</div> <div>3. If pending cases at the end of tenure is less than 10% and greater than 5% of all cases (Cases at the start of tenure + Received during the tenure - 3 Marks</div> <div>4. If pending cases at the end of tenure is less than 15% and greater than 10% of all cases (Cases at the start of tenure + Received during the tenure - 2 Marks</div> <div>5. If pending cases at the end of tenure is less than 20% and greater than 15% of all cases (Cases at the start of tenure + Received during the tenure - 1 Marks</div> <div>6. If pending cases at the end of tenure is greater than 20% of all cases (Cases at the start of tenure + Received during the tenure - 0 Marks</div>																																																													
5	<div>C.M Window:</div> <table><tr><th>Tenure</th><th>Pending at the start of Tenure</th><th>New</th><th>Overdue</th><th>In-Action</th><th>Clarification</th><th>ATR Sent</th><th>Disposed</th><th>Pending at the end of tenure</th><th>Disposal Rate</th></tr><tr><td>1</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>2</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>3</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>4</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Total</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> <div>Disposal Rate Marking:</div> <div><div>1. 100%</div><div>-</div><div>5 Marks</div></div> <div><div>2. Greater than 97% and less than 100%</div><div>-</div><div>4 Marks</div></div> <div><div>3. Greater than 94% and less than 97%</div><div>-</div><div>3 Marks</div></div> <div><div>4. Greater than 91% and less than 94%</div><div>-</div><div>2 Marks</div></div> <div><div>5. Greater than 88% and less than 91%</div><div>-</div><div>1 Marks</div></div> <div><div>6. Less than 88%</div><div>-</div><div>0 Marks</div></div> <div>Minus Overdue and Clarification:</div> <div><div>1. 1-5 overdue and clarification</div><div>-</div><div>- 1 Marks</div></div> <div><div>2. 6-10 overdue and clarification</div><div>-</div><div>- 2 Marks</div></div> <div><div>3. 11-15 overdue and clarification</div><div>-</div><div>- 3 Marks</div></div> <div><div>4. 16-20 overdue and clarification</div><div>-</div><div>- 4 Marks</div></div> <div><div>5. Greater than 20 overdue and clarification</div><div>-</div><div>- 5 Marks</div></div>	Tenure	Pending at the start of Tenure	New	Overdue	In-Action	Clarification	ATR Sent	Disposed	Pending at the end of tenure	Disposal Rate	1										2										3										4										Total										<div>-----</div> <div>Marks</div>
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7	<p>Number of Work Stoppage, Gherao, Strike or Confinement in the Jurisdiction.</p> <p>a. No. of Strike / Disputes in the Jurisdiction: b. No of cases in which successful: c. No of cases in which unsuccessful: d. No of cases pending:</p> <p>Score Matrix:</p> <p>a. All disputes have been successfully resolved and Nil pendency at the end of tenure: 5 Marks. b. More than 90% disputes have been successfully resolved and Nil pendency at the end of tenure: 4 Marks c. More than 80% and less than 90% disputes have been successfully resolved and Nil pendency at the end of tenure: 3 Marks d. More than 70% and less than 80% disputes have been successfully resolved and Nil pendency at the end of tenure: 2 Marks e. Less than 70% disputes have been successfully resolved and Nil pendency at the end of tenure: 1 Marks</p>	----- Marks
8.	<p>Any other exceptional/outstanding work done by the officer during his tenure: (Maximum 3)</p> <p>a. No of Review Meeting taken of Officers and Officials in the Jurisdiction b. c.</p>	

Signature of Officer

PART-III PERSONAL ATTRIBUTES (WEIGHTAGE 15%)**(To be filled by Reporting Officer)**

Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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.	Keeness 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					

Signature of Reporting Officer

PART-IV PERFORMANCE ATTRIBUTES (WEIGHTAGE 75%)**(To be filled by Reporting Officer)**

Sr. No.	Attitudes	Rating				
		Outstanding (5)	Very good (4)	Good (3)	Average (2)	Below Average (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					

Signature of Reporting Officer

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?	

Signature of Reporting Officer

PART –VI OVERALL ASSESSMENT BY REPORTING AUTHORITY					
	Overall grading based on the assessment made				
	Outstanding	Very Good	Good	Average	Below Average
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 strike out the remaining two)	(a)	I endorse the above remarks.
	(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 Authority	Name in block letter	Designation	Date