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Subject :—Recording of remarks regarding performance in respect of flood relief and rehabilitation work.

Sir,

I am directed to address you on the subject noted above and to say that it has been decided by the Government that the annual confidential report of officers and officials for the year 1995-96 would reflect their performance in respect of flood relief and rehabilitation work. Accordingly, the reporting authorities will give their specific comments on this aspect.

2. These instructions may please be noted carefully and also brought to the notice of those concerned for strict compliance.

Yours faithfully,

Sd/-

Under Secretary General Administration
for Chief Secretary to Government, Haryana

A copy each is forwarded to :—

1. All the Financial Commissioners, Haryana;
2. All the Administrative Secretaries to Government Haryana for information and necessary action.

Sd/-

Under Secretary General Administration
for Chief Secretary to Government, Haryana

To

1. All the Financial Commissioners, Haryana;
2. All the Administrative Secretaries to Government Haryana.

U.O. No. 60/1/95-S (1),

Dated Chandigarh, the 6th November, 1995.

A copy each is forwarded to the Principal Secretary/Spl. Principal Secretary/Deputy Principal Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary for the information of Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary.

Sd/-

Under Secretary General Administration
for Chief Secretary to Government, Haryana

To

The Principal Secretary/Spl. Principal Secretary/Deputy Principal Secretaries/Secretaries/Private Secretaries to the Chief Minister/Ministers/State Ministers/Chief Parliamentary Secretary

U.O. No. 60/1/95-S (1)

Dated Chandigarh, the 6th November, 1995.

No. 61/28/94-S(1)

From

The Chief Secretary to Government, Haryana.

To

1. All Heads of Departments.
Commissioners, Ambala, Hisar, Gurgaon & Rohtak Divisions.
All Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
2. The Registrar, Punjab & Haryana High Court.

Dated Chandigarh, the 14th November, 1995

Subject :—Regarding A.C.R. Proforma.

the Administrative Reforms Department that the existing ACR form being used by the departments for following category of employees does not adequately reflect their job performance in various counts :—

1. Clerks and other posts of similar nature in Group 'C'.
2. Assistants and other posts of similar nature in Group 'C'.
3. Steno-typists/Junior Scale and Senior Scale Stenographers/P.A.s
4. For common cadre Group 'D' posts.
5. Drivers of Staff cars/Jeeps and other official vehicles.

2. The Administrative Reforms Department has reviewed the existing form and developed a new form for each of the above mentioned category of employees, which are enclosed for adoption. However, the departments can make suitable alterations/modifications if they think appropriate in the new form devised by the Administrative Reforms Department.

Yours faithfully,

Sd/-

Under Secretary General Administration,
for Chief Secretary to Govt., Haryana.

A copy each with a copy of its enclosures is forwarded to the following for information and necessary action :—

1. All the Financial Commissioners, Haryana.
2. All the Administrative Secretaries to Govt. Haryana.

Sd/-

Under Secretary General Administration,
for Chief Secretary to Government, Haryana.

To

1. All the Financial Commissioners, Haryana.
2. All the Administrative Secretaries to Govt. Haryana.

U.O. No. 61/28/94-S(1),

Dated Chandigarh, the 14-11-95

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GOVERNMENT OF HARYANA

FORM OF 'ANNUAL CONFIDENTIAL REPORT'

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

Department _____
 Office/Branch/Section _____
 Period under Report _____

Part—I

1. Name of the employee _____
2. Father's name _____
3. Designation of the post held _____

Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

Part—II

Important Notes :

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

1. Brief of duties assigned

2. State of Health

3. Conduct and Character

4. Punctuality and Regularity and Attendance.

5. Ability to get along and behaviour with

(a) Superior officers

(a)

(b) Colleagues

(b)

(c) Public

6. Amenability to Discipline

7. Devotion to duty and Hardworking

8. General Intelligence and keenness to learn.

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11. Whether the employee stays at his Headquarters after closing of office and during holidays ? _____
12. Proficiency and Accuracy in Typing. _____
13. Proficiency in work of maintenance or Registers, Files and other record. _____
14. Initiative and willingness to perform any job of responsibility. _____
15. Assessment of Integrity :
Has anything come to your notice which reflect adversely on the official's integrity or his ability to honestly execute his duties ? Reply in "Yes" or "No".
If yes, please give details. _____
16. Whether there are any 'Adverse Remarks' on the work and conduct of the employee? Reply in "Yes" or "No."
If yes, please give details. _____
17. Has the official done any outstanding or notable work meriting ? Reply in "Yes" or "No".
If yes, please give details. _____
18. Suitability for promotion or Higher Scale of pay. _____
19. Overall Grading based on the assessment made from Sr. No. 2 to 13. _____

Signature of the Reporting Authority

Name in block letters—_____

Designation—_____

Date—_____

REMARKS OF THE REVIEWING AUTHORITY

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

(a) I endorse the above remarks.

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

(c) I do not agree with the above remarks in column—_____

Signature of the Reviewing Authority

Name in block letters—_____

Designation—_____

Date—_____

REMARKS, IF ANY, OR COUNTER SIGNATURES OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time schedule for writing Annual Confidential Report may strictly be adhered to :—
 - (a) The Reporting Authority must write the report before 15th April,
 - (b) The Reviewing Authority must record its comments before 30th April, and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks', if any, in column at Sr. No. 16 and nothing be written along with the box-block meant for Grading only.
4. While recording remarks on 'Integrity' in column at Sr. No. 15 instructions contained in para 4 of Consolidated instructions on confidential reports, read with instructions No. 61/20/85-S(1), dated 12-12-1985 must be gone through carefully.
5. The Reporting Officer should make a mention of any defect noted and any punishment inflicted on the employee or written warning(s) issued to him, during the period under report to give correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

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GOVERNMENT OF HARYANA

FORM OF 'ANNUAL CONFIDENTIAL REPORT'

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

Department_____

Office/Branch/Section_____

Period under Report_____

Part—I

1. Name of the employee_____

2. Father's Name_____

3. Designation of the post held_____

Reporting Authority_____ Reviewing Authority_____ Accepting Authority_____

Part—II

Important Notes :

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

1. Brief of duties assigned		_____
2. State of Health		_____
3. Conduct and Character		_____
4. Punctuality and Regularity in attendance		_____
5. Ability to get along and behaviour with		
(a) Superior Officers	(a)	_____
(b) Colleagues	(b)	_____
(c) Public	(c)	_____
6. Amenability to Discipline		_____
7. Devotion to duty and hardworking		_____
8. General Intelligence and keenness to learn		_____
9. Knowledge about Department Branch and Office procedure		_____
10. Proficiency in use of State Language		_____

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

Signature of the Reporting Authority

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REMARKS OF THE REVIEWING AUTHORITY

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

(a) I endorse the above remarks.

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

(c) I do not agree with the above remarks in column_____

Signature of the Reviewing Authority

Name in block letters_____

Designation_____

Date :

Remarks, if any, or Counter signatures of the Accepting Authority.

Signature of the Accepting Authority

Name in block letters_____

Designation_____

Date :

IMPORTANT INSTRUCTIONS FOR FILLING-IN THE FORM

1. The following prescribed time schedule for writing Annual Confidential Report may strictly be adhered to ;
 - (a) The Reporting Authority must write the report before 15th April,
 - (b) The Reviewing Authority must record its comments before 30th April,
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each items and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks', if any, in column at Sr. No. 17 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks on 'Integrity' in column at Sr. No. 16 instructions contained in para 4 of Consolidated instructions on confidential reports, read with instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
5. The Reporting officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him, during the period under report to give any correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signature in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA
FORM OF ANNUAL CONFIDENTIAL REPORT

(For Stenotypists/Junior Scale and Senior Scale Stenographers/P. As)

Department _____
 Office/Branch/Section _____
 Period under report _____

Part-I

1. Name of the employee _____
2. Father's Name _____
3. Designation of the post held _____

Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

Part-II

Important Notes :

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

- | | | |
|---|-----|-------|
| 1. State of Health. | | _____ |
| 2. Conduct and Character. | | _____ |
| 3. Punctuality and Regularity in attendance. | | _____ |
| 4. Ability to get along and behaviour with | | |
| (a) Superior Officers | (a) | _____ |
| (b) Colleagues | (b) | _____ |
| (c) Public | (c) | _____ |
| 5. Amenability to Discipline | | _____ |
| 6. Devotion to duty and Hardworking | | _____ |
| 7. General Intelligence and keenness to learn. | | _____ |
| 8. Knowledge about Department/Branch and Office procedure. | | _____ |
| 9. Proficiency in use of State Language Hindi in his day to day official work. | | _____ |
| 10. Whether employee stays at his Headquarters after closing of office and during holidays? Reply in 'Yes' or 'No'. | | _____ |

जब भी आपके पास अन्य विभागों के अधिकारियों/कर्मचारियों की गोपनीय रिपोर्टें निश्चित पहलुओं पर टिप्पणी रिकार करवाने हेतु प्राप्त हों तो उन रिपोर्टों पर अपनी टिप्पणी शीघ्र अंकित करके सम्बन्धित विभाग के रियूईथ एथोरिटी के पास शीघ्रप्रतिशीघ्र भेज दिया करें।

भवदीय,

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,
कृते मुख्य सचिव, हरियाणा सरकार।

पृष्ठानक क्रमांक 60/4/86-एस(1), दिनांक चण्डीगढ़, 10 जून, 1986

एक प्रति डा0 एस0 जेम्स जनरल सेंट्रल, हरियाणा विविज मैडिकल सर्विसिज एसोसियेशन, भकान नं0 1008, डी0 एल0 एफ0 कालोनी, रोहतक को उनके पत्र क्रमांक एच0सी0एम0एस0/एच0 आर0/590, दिनांक 28-4-1986 के सन्दर्भ में सूचनाएं प्रेषित है।

हस्ता/-

संयुक्त सचिव, सामान्य प्रशासन,
कृते: मुख्य सचिव, हरियाणा सरकार।

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

Signature of the Reporting Authority.

Name in block letters

Designation

Date

REMARKS OF THE REVIEWING AUTHORITY

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

(a) I endorse the above remarks.

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

(c) I do not agree with the above remarks in columns :

Signature of the Reviewing Authority

Name in block letters

Designation

Date

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority _____

Name in block letters _____

Designation _____

Date _____

IMPORTANT INSTRUCTIONS FOR FILLING-IN FORM

1. The following prescribed time schedule for writing annual confidential report may strictly be adhered to :
 - (a) The Reporting Authority must write the report before 15th April;
 - (b) The Reviewing Authority must record its comments before 30th April ;and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items .
3. The Reporting Officer should record 'adverse remarks', if any, in column at Sr. No. 18 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks on 'Integrity in column at Sr. No. 17 instructions contained in para 4 of Consolidated instructions regarding confidential reports read with the instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signature in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities .

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GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT'
 (For the common cadre group (D posts))

Departments _____
 Office/Branch/Section _____
 Period under Report _____

Part—i

1. Name of the employee _____
 2. Father's Name _____
 3. Designation of the post held _____
 Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

Part—II

Important Notes :

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

1. State of Health	
2. Conduct and Character	
3. Punctuality and Regularity in Attendance	
4. Amenability to Discipline.	
5. Devotion to Duty and Hardworking.	
6. Behaviour and obedience.	
7. Intelligence and fitness to do the assigned tasks.	
8. Whether employee stays at his Head-quarters after closing of office and during holidays? Reply in 'Yes' or 'No'.	
9. Assessment of Integrity.	
10. Adverse Remarks on work performance and conduct, if any. Reply in 'Yes' or 'No'. If 'Yes' please give details.	
11. Suitability for promotion or Higher Scale of Pay (use term 'Fit' or 'Not yet fit' or 'Not fit').	

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

Signature of the Reporting Authority

Name in block letters

Designation

Date

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE REVIEWING/ACCEPTING AUTHORITY

Signature of the Reviewing/Accepting Authority

Name in block letters

Designation

Date

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time schedule for writing annual confidential report may strictly be adhered to :—
 - (a) The Reporting Authority must write the report before 15th April,
 - (b) The Reviewing Authority must record its comments before 30th April and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of choices in the box-block mentioned against these items.
3. The Reporting Officer should record 'Adverse Remarks', if any, in column at Sr. No. 10 and nothing be written alongwith the box-block meant for grading only.
4. While recording remarks on 'Integrity' in column at Sr. No. 9 instructions contained in para 4 of 'Consolidated Instructions on confidential reports, read with instructions No. 61/20/85-S(1), dated 12-12-85, must be gone through carefully.
5. The reporting officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him, during the period under report to give a correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character and reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

GOVERNMENT OF HARYANA

FORM OF 'ANNUAL CONFIDENTIAL REPORT OF DRIVERS'

(Applicable for Drivers of Staff Cars/Jeeps and other official Vehicles)

Department _____
 Office of the _____
 Period or Report _____

PART-I

1. Name of the employee _____
 2. Father's name _____
 3. Date of continuous appointment on the post of Driver _____
 Reporting Authority _____ Reviewing Authority _____ Accepting Authority _____

PART-II

Important Notes :

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

1. State of Health	_____
2. Punctuality and Devotion to Duty.	_____
3. Ability to get along with and behaviour with	_____
(i) Superior Officers	(i) _____
(ii) Colleagues	(ii) _____
4. Whether the employee stays at his Headquarters after closing of office and during holidays ? (Reply in 'Yes' or 'No')	_____
5. Technical knowledge about the vehicle which he drives.	_____
6. Proficiency in safe driving & Maintenance of the Vehicle.	_____
7. Acquaintance with traffic rules and other road signs.	_____
8. Does he maintain the log book according to Govt. instructions? (Reply in 'Yes' or 'No')	_____
9. Assessment of Integrity :	
Has anything come to your notice which reflect adversely on the officials integrity	_____
Reply in 'Yes' or 'No'. If yes, please give	_____

If no give brief description.

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

Signature of the Reporting Authority

Name in block letters

Designation

Date

REMARKS OF THE REVIEWING AUTHORITY

Signature of the Reviewing Authority

Name in block letters

Designation

Date

REMARKS, IF ANY, OR COUNTERSIGNATURE OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority

Name in block letters

Designation

Date

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time schedule for writing Annual Confidential Report may strictly be adhered to :—
 - (a) The Reporting Authority must write the report before 15th April.
 - (b) The Reviewing Authority must record its comments before 30th April.
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. While recording remarks on 'Integrity' in column at Sr. No. 9 instructions contained in para 4 of Consolidated Instructions on Confidential Reports, read with instructions No. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
4. The Reporting Authority should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a correct picture of his work and conduct.
5. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
6. Signatures in full along with date be put up by the Reporting/Reviewing/Accepting Authorities.