ANNEXURE

F O R M - A

P A R T – I

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. A brief summary of duties and responsibilities (not more than 50 words)

2. Please specify important items of work in order of priority where in quantitative / physical / financial targets / objectives / goals were set for you or set by yourself for the reporting year and achievements made.

Item of work	Physical or financial target/Objective/goal	Achievements
1.		
2.		
3.		
4.		
5.		

3(a) In case of a short fall of expected quality/quantity of performance please state the reasons

(b) Please indicate your contribution in case of significantly higher achievement of the target / goal / objective.

4. Date of submission of Annual Property Returns.

SIGNATURE.

F O R M - A

Part- II

Annual Confidential Report on Gazetted Officers for the year _____

1. Name of the Officer Date of Birth

2. Appointment held during the year (with date) and pay and scale of pay.

3. General qualifications and aptitude for post held including any special or technical and professional attainments.

4. (a) Acceptance or otherwise of the self appraisal report of the Gazetted Officer indicated in Part I and if not agreed to, the reasons therefor.

   (b)Manner in which the Officer discharged his duties during the year i.e., if satisfactory or otherwise (specific instances of unsatisfactory work if adversely commended on to be cited with number and date of orders passed).

5. Does the Officer exhibit:

   (a) Patience

   (b) Tact

   (c) Courtesy

   (d) Impartiality in his relations with the public and subordinate or superior staff with whom he comes in contact:

6. Is the Officer:-

   (i) Of good Character

   (ii) Of sound constitution

7. Is the Officer:-

   (i) Physically energetic

   (ii) Mentally alert

8. How the Officer:

   (i) Initiative and drive

   (ii) Powers of Control

   (iii) Powers of application

9. Has the Officer any special characteristics and/ or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service.

Contd.,

10. Is he confirmed in this post if not, what is his substantive post?

10 (a) Date of submission of Annual Property Returns Statement pertaining to the year _____

11. Punishments, censures or special commendations in the period under report.

12. (a) Date of communication of adverse remarks since last report.

(b) Orders on the representation if any arising from (a) above.

13. General remarks (Comment generally on the way the Officer has carried out his duties, estimate of his personality etc.)

14. Grading:-

(i) Outstanding

(ii) Very good

(iii) Good

(iv) Satisfactory

(v) Poor

(Clearly indicate the reasons for grading of the Officers)

15. Reporting Officer

Date.

Signature

Name and Designation
(in block letter)

16. Remarks of the Countersigning Officer

Date:

Signature

Name and Designation
(in block letters)

17. Opinion of the Head of the Department (when not reporting Officer) on conduct and efficiency of Officer reported on.

Date:

Signature
Name and Designation
(in block letters)
Head of the Department.

F O R M - A

Part - II

ANNUAL CONFIDENTIAL REPORT ON NON-GAZETTED OFFICERS POSTS WHICH ARE FEEDER CATEGORIES TO INITIAL GAZETTED POSTS IN STATE SERVICES FOR THE YEAR _____

Name: Branch

Post held:

Date of (a) Birth:

(b) Entry into Government Service

Present Grade and Pay

1. Knowledge of:
   (a) Branch or Section:
   (b) Department

2. Acceptance or otherwise of the self appraisal report of the Non-Gazetted Officer indicated in Part-I and if not agreed to the reasons therefor.

3. Personality, conduct and Character:

4. Power of taking responsibility:

5. Initiative:

6. (a) Judgement (b) Accuracy:

7. Tact and temper:

8. Power of supervising Staff:

9. Zeal and Industry:

10. Health

11. Attendance

12. Capacity to note and draft:

13. Punishments, censures or Special commendations during the period under report:

14. Date of communication of adverse remarks, if any, to the officer since last report:

Contd.,

15. Indebtedness (indebted, the extent of personal responsibility of incurring the debts):

15 (a) Date of submission of Annual Property Returns Statement pertaining to the year_____

16. Is he confirmed in this post?
If not, what is his substantive post?

17. General Remarks (including a Statement on discipline, integrity, reliability and any other special qualifications not included above):

18. Grading:
(i) Outstanding
(ii) Very good
(iii) Good
(iv) Satisfactory
(v) Poor
(Clearly indicate the reasons for grading of the Officers)

19. Reporting Officer:

Date:

Signature
Name and Designation
(In Block letters)

20. Remarks of the Countersigning Officer:

Date

Signature
Name and Designation

21. Opinion of the Head of the Department on the conduct and efficiency of the Officer reported on.

Date

Signature
Name ((in block letters)
Head of the Department