

**FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'C' OFFICIALS
(EXCLUDING TECHNICAL PERSONNEL)**

SECTION – I

PERSONAL DATA

(To be filled in by the Official reported upon)

Annual Confidential Report from _____ to _____

- 1) Name of Official (in capital letter) : _____
- 2) Present post held : _____
- 3) Date of continuous appointment to the present post : _____
- 4) Date of birth : _____

5) Reporting Reviewing and Accepting Authorities:

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

6) Period of absence on leave, etc:

	Period	Type	Remarks
On Leave (specify type)			
Others (specify)			

7) Training programmes attended:

Name and training programme(s)	Period of training	Name of Institute

SECTION – II

SELF APPRAISAL

(To be filled in by the Official reported upon)

1. Brief description of duties and responsibilities (*about 100 words*):

2. Please provide brief resume of work done by you during the reporting period bringing out any special achievement during the period (*about 300 words*):

Date: _____

Signature of Reviewing Authority : _____
Name (in block letters) : _____
Designation : _____

8. Amenability to discipline.

9. Has the Official been reprimanded for indifferent work or for other causes during the period under report? If so, please give brief particulars.

10. Please comment on the integrity of the Official reported upon (In general, the remarks relating to the column or integrity in the confidential reports of the Official reported upon shall be made by the reporting authority in any one of the options mentioned below:

- i. Beyond doubt.
- ii. Since the integrity of the Official is doubtful, a secret note is attached.
- iii. Not watch the Official's work for sufficient time to form a definite judgement but nothing adverse has been reported to me above the Official):

11. Overall grading : _____
Outstanding / Very Good/
Good/ Average/ Below Average

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date: _____

Signature of Reviewing Authority : _____
Name (in block letters) : _____
Designation : _____

SECTION – IV

REMARKS OF THE REVIEWING AUTHORITY

1. In the Reviewing Authority satisfied that the Reporting Authority has made his report with due care and attention after taking into account all the relevant material?
2. Do you agree with the assessment made by the Reporting Authority in section- III?
3. In case of difference of opinion, details and reasons for the same may be given:

4. Overall grading : _____
Outstanding / Very Good/
Good/ Average/ Below Average

(An Official should not be graded Outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Date: _____

Signature of Reviewing Authority : _____
Name (in block letters) : _____
Designation : _____

