

Annexure (II)

**FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'B' AND 'C' TECHNICAL OFFICERS AND STAFF (i.e. JUNIOR ENGINEER, OVERSEER, DRAFTSMAN, ELECTRICIAN, MECHANIC, SECTION ASSISTANT, etc.)**

**SECTION-I**

**PERSONAL DATA**

(To be filled in by the Official reported upon)

Annual Confidential Report from \_\_\_\_\_ to \_\_\_\_\_

- 1) Name of Official (in capital letters) \_\_\_\_\_
- 2) Present post/grade 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 of training programme(s) | Period of training | Name of Institute |
|-------------------------------|--------------------|-------------------|
|                               |                    |                   |
|                               |                    |                   |
|                               |                    |                   |

**SECTION-I**

**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 achievements during the period (*about 300 words*):

Date : \_\_\_\_\_

Signature of the Official

: \_\_\_\_\_

Name (in block letters)

: \_\_\_\_\_

Designation

: \_\_\_\_\_

**SECTION-III**  
**REMARKS OF THE REPORTING AUTHORITY**

**1. ASSESSMENT OF OFFICERS AND STAFF IN PLANNING UNITS:**

- a) Theoretical knowledge :
- b) Estimating :
- c) Specifications :
- d) Drawing, sketching and detailing :
- e) Analysis of rates, checking of extra substituted items, etc :
- f) Knowledge of departmental rules and procedure :

**2. ASSESSMENT OF OFFICERS AND STAFF IN FIELD UNITS:**

- a) Engineering
  - i) Theoretical knowledge :
  - ii) Practical knowledge :
- b) Knowledge of departmental rules and procedure
- c) Promptness in submission of measurement estimates and returns :
- d) Control and supervision of work :
- e) Promptness in carrying out instructions :
- f) Management and organization of work :
- g) Quality of works :

**3. GENERAL ASSESSMENT:**

- a) State of health :
- b) General intelligence :
- c) Initiative, drive and resourcefulness :
- d) Correspondence and office work :
- e) Capacity and output of work :
- f) Punctuality in attendance :
- g) Devotion to duty :
- h) Relations with fellow employees :

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

5. Please comment on the integrity of the Official reported upon (*In general, the remarks relating to the column on 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 watched the Official's work for sufficient time to form a definite judgement but nothing adverse has been reported to me about the Official):*

6. 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 Reporting Authority : \_\_\_\_\_

Name (in block letters) : \_\_\_\_\_

Designation : \_\_\_\_\_



**SECTION-IV**  
**REMARKS OF THE REVIEWING AUTHORITY**

1. Is 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 differences 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 : \_\_\_\_\_

**SECTION-V**  
**REMARKS OF THE ACCEPTING AUTHORITY**

- 1 Do you agree with the remarks of the Reporting /Reviewing authorities?
  
- 2 In case of differences of opinion, details and reasons for the same may be given.

3 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 Accepting Authority : \_\_\_\_\_

Name (in block letters) : \_\_\_\_\_

Designation : \_\_\_\_\_