

Registered Post/Email.

From

Director General Higher Education, Haryana
Shiksha Sadan, Sector-5, Panchkula.

To

✓ All the Principals of Government Colleges in Haryana State

Memo No. 9/1-2026 ME(5)

Dated, Panchkula the : 06.03.2026

Subject: Instructions regarding Writing of Confidential Reports of Non-Teaching Staff of Government Colleges.

Kindly refer to the subject cited above.

It has been observed that ACRs of Non-Teaching Staff of Government Colleges is not being written in proper ACR format and not being send to the Competent Authorities for acceptance within time bound, which creates litigation while considering the Promotion, ACP, retention in service etc. cases of these Non-Teaching Staff.

In the matter it is intimated that Government of Haryana has issued Compendium of Instructions Volume VII for better handling of ACRs of Haryana Government Employees. Copy of this Compendium of Instructions Volume VII is available on Haryana Government Website URL https://csharyana.gov.in/Portals/0/Performance%20appraisal_1.pdf . Vide this Compendium proper format of ACR and time period for writing, reviewing and finally acceptance of ACR by the competent authorities has been mentioned specifically for various types of posts. In this compendium vide Instruction No 60/1/97-S(1) dated 07.08.1997 the decision taken by the Government regarding writing of ACRs is reproduced as under:-

"I am directed to refer to para 2 of the Consolidated Instructions regarding Confidential Reports and Government instructions issued vide circular letters No. 60/2/85-S(1) dated 27th March, 1985, No. 60/3/91-S(1) dated 28-2-1992 and No. 60/1/93-S(1), dated 29-4-1993 on the above noted subject and to say that the following time schedule has been prescribed for writing of ACRs complete in all respects so as to reach the authority responsible for maintaining the ACR files:-

(a) Reporting Authority shall initiate the annual confidential reports on time and ensure that they reach the Reviewing Authority by 5th April.

(b) Reviewing Authority would send the reports to the Accepting, authority so as to reach him by 20th April.

(c) The Report should be sent to the Head of department by 15th May.

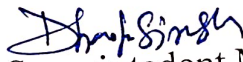
2. It has come to the notice of the Government that some officers do not adhere to the above time schedule for writing ACRs of the officers/officials. As a result of which, the service matters of the officers/officials concerned keep on pending and acute hardship is faced on this account alone.

3. The Government have viewed this delay in writing ACRs seriously and it has been decided that time schedule as mentioned above should be followed strictly. ACRs should be written by all the officers of the State on time.
4. The pending reports should be written expeditiously failing which the defaulting officers shall be liable for disciplinary action.
5. These instructions may please be brought to the notice of all concerned officers for strict compliance and their information.

It is further intimated that in this compendium vide Instruction No 61/28/94-S(1) dated 14.11.1995 format of ACR of various types of Group-C & D posts has also been finalized.

Therefore, a copy of instructions bearing No 60/1/97-S(1) dated 07.08.1997 and No. 61/28/94-S (1) dated 14.11.1995 are enclosed herewith for stricts compliance of these instructions.

Enclosed : As above.


Superintendent ME
for Director General Higher Education
Haryana Panchkula

CC:- IT Cell to upload on the portal of Higher Education Department, please.

Compendium of Instructions on Performance Appraisal – Vol. VII

No. 60/1/97- S(1)

From

The Chief Secretary to Government, Haryana.

To

- (1) All Heads of Departments, Commissioner, Ambala/Hisar/Rohtak/Gurgaon
Divisions : All Deputy Commissioners and
All Sub Divisional Officers (C) in Haryana.
- (2) The Registrar
Punjab and Haryana High Court
Dated Chandigarh, the 7th August, 1997

Subject : Writing of Confidential Reports in time — Instructions regarding.

Sir,

I am directed to refer to para 2 of the Consolidated Instructions regarding Confidential Reports and Government instructions issued vide circular letters No. 60/2/85-S(1) dated 27th March, 1985, No. 60/3/91-S(1) dated 28-2-1992 and No. 60/1/93-S(1), dated 29-4-1993 on the above noted subject and to say that the following time schedule has been prescribed for writing of ACRs complete in all respects so as to reach the authority responsible for maintaining the ACR files:-

- (a) Reporting Authority shall initiate the annual confidential reports on time and ensure that they reach the **Reviewing Authority by 5th April.**
- (b) Reviewing Authority would send the reports to the Accepting authority so as to reach him by **20th April.**
- (c) The Report should be sent to the Head of department by **15th May.**

2. It has come to the notice of the Government that some officers do not adhere to the above time schedule for writing ACRs of the officers/officials. As a result of which, the service matters of the officers/officials concerned keep on pending and acute hardship is faced on this account alone.

3. The Government have viewed this delay in writing ACRs seriously and it has been decided that time schedule as mentioned above should be followed strictly. ACRs should be written by all the officers of the State on time.

4. The pending reports should be written expeditiously failing which the defaulting officers shall be liable for disciplinary action.

5. These instructions may please be brought to the notice of all concerned officers for strict compliance and their information.

Yours faithfully,

Sd/-

Section Officer Services -I
for Chief Secretary to Government, Haryana

Confidential Reports

A copy each is forwarded to all the Financial Commissioners Haryana, and all Administrative Secretaries to Government, Haryana for information and necessary action

Sd/-
Section Officer Services -I
for Chief Secretary to Government, Haryana.

To

- (i) All the Financial Commissioners, Haryana
- (ii) All the Administrative Secretaries to Government, Haryana

U.O.No. 60/4/97-S (1),

Dated Chandigarh the 7th, August, 1997

A copy each is forwarded to the Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries /Private Secretaries to the Chief Minister/Ministers/ State Ministers for the information of the Chief Minister / Ministers/State Ministers.

Sd/-
Section Officer Services -I
for Chief Secretary to Government, Haryana.

To

The Principal Secretary/Deputy Principal Secretary/Officer on Special Duty/Secretaries / Private Secretaries to the Chief Minister/Ministers/ State Ministers.

U.O.No. 60/4/97-S(1)

Dated Chandigarh, the 7th August, 1997

No. 60/1/97-S(1)

Dated Chandigarh the 7th August, 1997

A copy each is forwarded to all the Managing Directors /Chief Administrators of the Boards/Corporations in Haryana for information and necessary action.

Sd/-
Section Officer Services -I
for Chief Secretary to Government, Haryana.

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

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments, Commissioners, Ambala, Hisar, Rohtak and Gurgaon 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. Peforma.

Sir,

I am directed to address you on the subject noted above and to say that it has been observed by 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 commons 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 department 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 Government, 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 Government, 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 Government, Haryana

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

Dated Chandigarh, the 14-11-95

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 _____ Reviewing _____ Accepting _____
Authority Authority 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	(c)	

6. Amenability to Discipline
7. Devotion to duty and Hardworking
8. General Intelligence and keenness to learn
9. Knowledge about Department /Branch/Office procedure
10. Proficiency in use of state Language 'Hindi' in his day to day Official work.
11. Whether employee stays at his Headquarters after closing of office and during holidays?
12. Proficiency and Accuracy in Typing.
13. Proficiency in work of maintenance of 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.

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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 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 SIGNATURE 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, 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 any punishments inflicted on the employee or written warnings (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.

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 _____ Reviewing _____ Accepting _____
Authority Authority 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		<input type="text"/>
2. State of Health		<input type="text"/>
3. Conduct and Character		<input type="text"/>
4. Punctuality and Regularity and attendance.		<input type="text"/>
5. Ability to get along and behaviour with		
(a) Superior officers	(a)	<input type="text"/>
(b) Colleagues	(b)	<input type="text"/>
(c) Public	(c)	<input type="text"/>

6. Amenability to Discipline
7. Devotion to duty and Hardworking
8. General Intelligence and keenness to learn
9. Knowledge about Department /Branch/Office procedure
10. Proficiency in use of State Language 'Hindi', in his day to day Official work.
11. Whether employee stays at his Headquarters after closing of office and during holidays?
Reply in "Yes" or "No".
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 Account Matters. (f)

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15. Organisation of work:

a) Retrieval of papers/information references.

b) Keeping the work place tidy and the record systematic.

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 of merit ? Reply in "Yes" or "No" If yes, please give details.

19. Suitability for promotion or Higher Scale of pay. (Use term "Fit" and "Not yet Fit" or "Not Fit".)

20. Overall Grading based on the assessment made from Sr. No. 2 to 18.

Signature of the Reporting Authority

Name in Block Letters _____

Designation _____

Date _____

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these 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 coloum

Signature of the Reviewing Authority
Name in Block Letters _____
Designation _____
Date _____

REMARKS, IF ANY, OR COUNTER SIGNATURE 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 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. 17 and nothing be written along with 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 12-12-1985 must be gone through carefully.
5. The Reporting Officer should make a mention of any defect noted any punishments 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. Signatures 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 and 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"
11. Proficiency and stenography 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.

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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 of merit? 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 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 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; 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 along with 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 12-12-1985 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted 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. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.

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

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 _____ Reviewing _____ Accepting _____
Authority Authority 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	<input type="text"/>
2. Conduct and Character	<input type="text"/>
3. Punctuality and Regularity and Attendance.	<input type="text"/>
4. Amenability to Discipline	<input type="text"/>
5. Devotion of duty and Hardworking	<input type="text"/>
6. Behaviour and obedience	<input type="text"/>
7. Intelligence and fitness to do the assigned tasks.	<input type="text"/>

8. Whether the employee stays at
his Headquarters after closing of
office and during holidays?
Reply in "Yes" or "No"
9. Assessment to 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 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 and
 - (c) The Accepting Authority must record its acceptance before 15th May.

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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. 10 and nothing be written along with 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 12-12-1985 must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted any punishments: 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.

GOVERNMENT OF HARYANA
FORM OF 'ANNUAL CONFIDENTIAL REPORT OF DRIVERS'
(Applicable for Drivers of Staff Cars/Jeeps and other official Vehicles)

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

Part-I

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

2. Punctuality and Devotion to Duty.

3. Ability to get along with and behaviour with

(a) Superior officers (a)

(b) Colleagues (b)

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.

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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")
If no, give brief description.
9. Assessment to Integrity :
Has anything come to your notice which reflect adversely on the official 's integrity?
Reply in "Yes" or "No".
If yes, please give details.
10. Any other comments.
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 COUNTER SIGNATURE 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 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. 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 12-12-1985 must be gone through carefully.
4. The Reporting Officer should make a mention of any defect noted any punishments 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.
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 alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.
