

## INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/ her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should therefore; undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental one. The reporting officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reporting upon.
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in part III. The remarks shall also be entered in the Confidential Roll of the Reporting Authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like —outstanding!, —very good!, —good!, —averagel, —below averagel while giving your comments against any of the attributes.
6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting officer & the officer reported upon should meet during the course of the year at regular intervals to review the performance & to take necessary corrective steps.
7. It should be the endeavor of each appraisal to present the truest possible picture of the appraisal in regard to his/her performance, conduct, behavior and potential.
8. Assessment should be confined to the appraisee's performance during the period of report only. 9. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
10. Aspects on which an appraisal is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes. [ 127 ] Note – The following procedure should be followed in filling up the column relating to integrity-

(i) If the officer's integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer as the case may be.

(b) If, as a result of the follow up action, the doubts or suspensions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If, as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and their after action taken as indicated at (b) and (c) above

**CONFIDENTIAL**

**ANNEXURE - 4**

**CONFIDENTIAL CHARACTER ROLL OF MINISTERIAL OFFICERS-VIZ.  
SENIOR ASSISTANT / JUNIOR ASSISTANT / HEAD CLERKS / SENIOR  
CLERKS / JUNIOR CLERKS / JUNIOR CLERK-CUM-TYPIST.**

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1. N a m e. :
2. Designation. :  
Sr.Asstt. / Jr.Asstt.
3. Department. :
4. Branch / Section. :
5. Date of joining in the Branch / :  
Section.
6. Reporting Period. :
7. (I) Item wise report by the Reporting :  
Officer.
8. (a) State of Health. :
  
- (b) Attendance and discipline. :
  
- (c) Clearance of routine. :
  
- (d) Noting. :
  
- (e) Drafting. :
  
- (f) Disposal. :
  
- (g) Knowledge of rules and :  
procedure.
- (h) Ability to deal with cases. :
  
- (i) Integrity. :
  
- (II) Steps taken to point out defects :  
if any with results.

( P.T.C

(III) General remarks of the Reporting Officer (Official conduct, fitness for promotion, other assignment and over all rating etc.). :

Signature:

Date :

Seal :

(IV) Remarks of the Countersigning Officer. :

Signature:

Date :

Seal :

(v) Remarks of the Accepting Authority. :

Signature :

Date :

Seal :

(VI) Date of communication of Adverse Remarks if any: (With Initial Communicating Officer). :