

**FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'A' OFFICERS IN THE
MIZORAM ENGINEERING SERVICE**

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-II
SELF APPRAISAL

(To be filled in by the Official reported upon)

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

2. Please specify important targets/objectives/goals that were set for you or set by yourself in order of priority for the reporting period and your achievement against such targets/objectives/goals:

| Sl. No. | Targets/Objectives/Goals | Achievements |
|---------|--------------------------|--------------|
| 1) | | |
| 2) | | |
| 3) | | |
| 4) | | |
| 5) | | |
| 6) | | |
| 7) | | |

3. What are the factors that hindered your performance?
4. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (*about 100 words*):
5. Please indicate specific areas in which you feel the need to upgrade your skills through training programmes:

Date : _____ Signature of the Official : _____
Name (in block letters) : _____
Designation : _____

SECTION-III
REMARKS OF THE REPORTING AUTHORITY

1. ASSESSMENT OF PERSONAL ATTRIBUTES:

- a) Relations with fellow employees and the public :
- b) Communication Skills :
- c) Maturity with age and service :
- d) Team work and leadership :
- e) General alertness and intelligence :

2. ASSESSMENT OF FUNCTIONAL COMPETENCY:

- a) Drive and determination, initiatives, etc. :
- b) Readiness to assume responsibilities :
- c) Promptness in disposal of case :
- d) Ability to take decision and ingenuity to solve problem :
- e) Dependability and devotion to duty :
- f) Punctuality in attendance :
- g) Knowledge of laws, rules, regulations, guidelines, etc. of the relevant areas :
- h) Technical knowledge :
- i) Awareness of technical/financial powers :
- j) Control against interference of private, social and outside activities on official duties :

3. ASSESSMENT OF JOB PERFORMANCE:

- a) Knowledge and application of specifications and standards :
- b) Coordination of works with others :
- c) Quality of works :
- d) Attention to details :
- e) Promptness in attending instruction :
- f) Regularity and effectiveness in site inspections :

- g) Management and organization of :
works
- h) Accuracy and efficiency in :
framing/scrutinizing work estimate
- i) Maintenance of financial and :
material accounts (Only for Officers
holding the post of SDO/Sr.
SDO/EE/Sr. EE)
- j) Expenditure control :
- k) Control on procurement of stores :
material
- l) Promptness in disposal of :
bills/payments (Only for Officers
holding the post of SDO/Sr.
SDO/EE/Sr. EE)
- m) Promptness in submission of :
estimates and returns

4. Please indicate the Officer's contribution in case of significant higher achievement of the targets/goals/objectives:

5. Please specify important items of work in order of priority wherein quantitative/physical/financial targets/objectives/goals were achieved for the reporting year

6. Has the officer reported upon met with any significant failures in respect of his work? If yes, please furnish factual details.

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

8. 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):*
9. Pen picture by Reporting Authority (*Please comment (in about 100 words) on the overall qualities of the Official including areas of strengths and lesser strengths and his attitude towards weaker sections)*

10. 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. Pen picture by Reviewing Authority (*Please comment (in about 100 words) on the overall qualities of the Official including areas of strengths and lesser strengths and his attitude towards weaker sections*)

5. 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 : _____

**FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR GROUP 'B' OFFICERS AND
STAFF (EXCLUDING TECHNICAL OFFICERS AND STAFF)**

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/rank 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-II
SELF APPRAISAL

(To be filled in by the Official reported upon)

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

2. Please specify important targets/objectives/goals that were set for you or set by yourself in order of priority for the reporting period and your achievement against such targets/objectives/goals:

| Sl. No. | Targets/Objectives/Goals | Achievements |
|---------|--------------------------|--------------|
| 1) | | |
| 2) | | |
| 3) | | |
| 4) | | |
| 5) | | |
| 6) | | |

3. What are the factors that hindered your performance?

4. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily challenging task or major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs)? If so, please give a verbal description (*about 100 words*):

5. Please indicate specific areas in which you feel the need to upgrade your skills through training programmes:

Date : _____

Signature of the Official : _____

Name (in block letters) : _____

Designation : _____

6. Initiative (*Please comment on the capacity of the Official in handling normal as well as unforeseen tasks; willingness to shoulder additional responsibilities and new areas of work*):

7. Knowledge of sphere of work (*Please comment on the knowledge of laws/rules/guidelines/procedures/IT skills and awareness of the local norms in the relevant areas*)

8. Relations with fellow employees and the public (*Please comment on the Official's performance in establishing professional relationship with superiors, colleagues and subordinates as well as his capacity to work as a team. Further comment on the Official's accessibility and responsiveness to the public, wherever applicable*):

9. Regularity and punctuality in attendance:

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

11. 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*):

12. Pen picture by Reporting Authority (*Please comment (in about 100 words) on the overall qualities of the Official including areas of strengths and lesser strengths and his attitude towards weaker sections*)

13. 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. Pen picture by Reviewing Authority (*Please comment (in about 100 words) on the overall qualities of the Official including areas of strengths and lesser strengths and his attitude towards weaker sections*)

5. 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 : _____

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-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 : _____

**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 letters) : _____

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 of training programme(s) | Period of training | Name of Institute |
|-------------------------------|--------------------|-------------------|
| | | |
| | | |
| | | |

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 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):*

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 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 : _____

PERFORMANCE REPORT OF OFFICIALS ON STUDY LEAVE/TRAINING

Performance Report for the period from _____ to _____

A. PERSONAL DATA

| | | |
|----|---|--|
| 1) | Name of Official | |
| 2) | Present post held | |
| 3) | Date of appointment to the present post | |
| 4) | Date of birth | |
| 5) | Study Leave/Leave Details /Training | |
| | a) Course | |
| | b) Institution | |
| | c) Duration | |
| 6) | Period of sanctioned leave | |
| 7) | Details of Degree/Certificate/Diploma and Evaluation obtained during the period (copies to be enclosed) | |

B. SELF ASSESSMENT

| |
|--|
| |
|--|

Date:

Signature of the Officer _____

C. ASSESSMENT OF THE HEAD OF INSTITUTION/COURSE COORDINATOR

| |
|--|
| |
|--|

Date:

Signature of the Head/Course Coordinator _____

N.B: To be submitted to Cadre Controlling Authority

PERFORMANCE REPORT OF GROUP 'D' OFFICIALS**SECTION-I****PERSONAL DATA**

(To be filled in by the Official reported upon)

Performance Report for the period from _____ to _____

| | | |
|----|---|--|
| 1) | Name of Official (in capital letters) | |
| 2) | Date of birth | |
| 3) | Date of appointment | |
| 4) | Place of posting | |
| 5) | Period of absence from duty on leave, training, etc during the reporting period | |
| 6) | Educational qualification | |
| 7) | Whether the Official belongs to ST/SC/OBC/General? | |

SECTION-II**REMARKS OF THE CONTROLLING OFFICER**

| | | |
|----|---|--|
| 1) | State of health | |
| 2) | Regularity and punctuality in attendance | |
| 3) | Amenability to discipline | |
| 4) | General intelligence and dedication to work | |
| 5) | Relations with fellow employees | |
| 6) | Has the Official been reprimanded for indifferent work or for other reasons during the reporting period? If so, please give brief particulars | |
| 7) | Integrity | |
| 8) | Overall Grading: (Outstanding/Very Good/Good/ Average/Below Average) | |

Date : _____

Signature of Controlling Officer : _____

Name (in block letters) : _____

Designation : _____

PERFORMANCE REPORT OF MUSTER ROLL EMPLOYEES**SECTION-I
PERSONAL DATA**

(To be filled in by the Official reported upon)

Performance Report for the period from _____ to _____

| | | |
|----|--|--|
| 1) | Name of Official (in capital letters) | |
| 2) | Date of birth | |
| 3) | Date of initial engagement | |
| 4) | Place of posting | |
| 5) | Educational qualification | |
| 6) | Whether the employee belongs to ST/SC/OBC/General? | |

**SECTION-II
REMARKS OF THE CONTROLLING OFFICER**

| | | |
|----|---|--|
| 1) | State of health | |
| 2) | Regularity and punctuality in attendance | |
| 3) | Amenability to discipline | |
| 4) | General intelligence and dedication to work | |
| 5) | Relations with fellow employees | |
| 6) | Has the employee been reprimanded for indifferent work or for other reasons during the reporting period? If so, please give brief particulars | |
| 7) | Integrity | |
| 8) | Overall Grading: (Outstanding/Very Good/Good/ Average/Below Average) | |

Date : _____

Signature of Controlling Officer : _____

Name (in block letters) : _____

Designation : _____