

**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 : _____