

CONFIDENTIAL REPORT

FOR

INDIAN ADMINISTRATIVE SERVICE OFFICERS

FIXED PAY LEVELS

ABOVE SUPERTIME SCALE

Name of Officer _____

Report for the year/period ending _____

Form III

Confidential Report for Indian Administrative Service Officers

(Fixed Pay levels, above Supertime Scale)

Report for the year/period ending _____

PART – I

(To be filled in by the Administrative Section concerned of the Ministry/Department/Office)

1. Name of Officer

2. Cadre and year of allotment

3. Date of Birth

4. Date of continuous appointment to present grade. *Date* *Grade*

5. Present post and date of appointment thereto *Date* *Post*

6. Period of absence from duty
*(on leave, training etc. during the year.
If he has undergone training, please specify)*

7. Date of filling the Annual Property Return

PART – II

To be filled in by the Reporting Authority

(Please read carefully the instructions given at the end of the form before filling in the entries)

1. State of Health –

2. General Assessment –

(This should contain in a narrative form an overall assessment of the Officer's personality, his/her good qualities and shortcomings and should in particular touch on the following points viz. Quality of mind, conceptual ability, communication skill (written and oral), analytical and planning ability, leadership qualities and initiative, attention to detail, industry and conscientiousness, judgement, speed of disposal, willingness to accept responsibility and take decisions relations with subordinates and colleagues, public relations, interest in training and development of subordinates and in the development of scheduled castes/scheduled tribes and weaker sections of society).

3. Integrity –

(Please see note below the instructions)

4. Grading –

(Outstanding/Very Good/Good/Average/Below Average)

(An offer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Place :

Signature of the Reporting Authority

Date :

Name in block letters

Designation

(During the period of Report)

PART - III

REMARKS OF THE REVIEWING AUTHORITY
(Wherever applicable)

1. Length of service under the Reviewing Authority.

2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?

3. Do you agree or disagree with the assessment of the officer given by the Reporting Authority? Is there anything you wish to modify or add?

4. General remarks with specific comments about the general remarks given by the Reporting Authority and Remarks about the meritorious work of the officer.

5. Has the officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her advancement and special selection for higher appointment? If yes, please mention these characteristics briefly.

Place : Signature of the Reviewing Authority

Date : Name in block letters

Designation
(During the period of Report)

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 **fault/finding process** but a developmental one. The Reporting Officer and the Reviewing Office should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported 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 Party V Column 2. The Government shall **enter the remarks 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', 'average', below average', while giving your comments against any of the **attributes**.
6. The Reporting Officer shall, in the **beginning of the year set quantitative physical financial targets in consultation with each of the officers** with respect to whom he is required to report upon. **Performance appraisal** should be a **joint exercise** between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the Commencement of the reporting year i.e. April, in the case of All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.
7. The targets should be clearly known and understood by both the officers concerned. **While fixing the targets, priority should be assigned item wise**, taking into consideration the nature and the area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon

should meet during the course of the year **at regular intervals** to **review the performance and** to take necessary corrective steps.

9. It should be the endeavour of each appraiser to present the **truest possible picture** of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's **performance during the period of report only**.
11. 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.
12. Aspects on which an appraisee 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.

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 judgement 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 suspicions 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 thereafter action taken as indicated at (b) and (c) above.

(Ministry of Home Affairs O.M. No.51 / 4 / 64 – Estt (a), dated 21-6-1965).