

## भारतीय सांस्कृतिक सम्बंध परिषद्

INDIAN COUNCIL FOR CULTURAL RELATIONSCONFIDENTIAL REPORT ON ASSTT. PROGRAMME OFFICERS/ASSISTANTS

Report for the Year / Period Ending

**PERSONAL DATA**

1. Name of Officers
2. Date & grade of initial appointment in the Council
3. Whether officer belongs to SC / ST :
4. Date of birth
5. Date of Appointment in                      Date                      Grade  
the Present grade :
6. Martial Status, number of dependent children, their ages & sex :
7. Educational Qualifications / Professional Qualifications :
8. Languages known :
 

(i) Hindi	Read	Write	Speak
(ii) English			
(iii) Other			
9. Period of absence from duty (on leave, training etc.)
10. Full details of experience and postings :

PART IISELF APPRAISAL

(To be filled in by the officer reported upon)

1. Brief description of duties

(2)

2. Brief resume of the work done by you during the year/ period from \_\_\_\_\_ to \_\_\_\_\_ bringing out any special achievements during the year / period. In the event of short fall achievements furnish reasons. The resume to be furnished with the space provided, limited to 100 words, and is required to be signed).

Signature of the officer reported upon

Date \_\_\_\_\_

**ASSESSMENT OF THE REPORTING OFFICER**

Part III

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

1. Does the Reporting Officer agree with the statement made in part II? If not, the extent of disagreement and reasons therefor.
  
  
  
  
  
  
  
  
  
  
2. (a) State of health
  
  
- (b) Is he neat in appearance ?
  
  
3. General Intelligence and Keenness to learn
  
  
4. Please state briefly the quantum of O & M aspects of Work done in regard to recording indexing and weeding out the files, maintenance of Guard Files and registers, furnishing of returns etc.
  
  
5. Knowledge of Office procedure and submission of cases in proper order.

(3)

6. Knowledge of Rules, Regulations and Instructions in general and with particular reference to the work allotted to him.
7. (i) Quality of work
  - (a) Ability to apply the relevant Rules and Regulations correctly.
  - (b) Capacity for examining cases
  - (c) Quality of Noting and Drafting.
  - (d) Promptness in disposal of work
- (ii) Attitude towards work : Please comment on how far the officer can be relied upon, his/her sense of responsibility, the extent to which he/she is dedicated and motivated his/her willingness to learn and systematise his/her work.
8. Amenability of discipline
9. Punctuality
10. Relations with fellow employees/public relations
11. Integrity :

(Please see Note below instructions)
12. Has the officer been reprimanded for the indifferent work or for other causes during the period under report ? If so, give brief particulars. (Kindly note that serious defects should have been brought to the notice of the officer in writing, with a copy to the Council. Other defects should be treated in a more lenient manner which the reporting and reviewing officers should seek to correct in the course of the period, and indicate result in this respect.)
13. Has the officer done any outstanding or notable work meriting commendations ? Briefly mention them. Please comment on the officer initiative and self reliance.
14. Training-Please give recommendation for training with a view to further improving the effectiveness and capabilities of the officer.
15. Sociability: Please comment on his friendliness and hospitality.

(4)

16. Grading

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

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

.....  
Signature of the Reporting Officer

Name in Block Letters .....

Place

Designation .....  
(during the period of report)

Date

**REMARKS BY REVIEWING OFFICER**

Part IV

1. Length of service under the Reviewing officer.
2. Is the Reviewing officer satisfied that the Reporting officer has made his/her report with due care and attention and after taking into account all the relevant material ?
3. Do you agree with assessment of the officer given by the Reporting officer ?
4. If the officer reported upon is a member of a Scheduled Caste/ Tribe, please indicate specifically whether the attitude of the Reporting officer in assessing the performance of the SC/ST Officer has been fair and just.

(5)

5. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.
6. Has the officer any special characteristics, and/or any abilities which would justify his/her selection for special assignment or / out of turn promotion / If so, specify.

Place

.....  
Signature of the **Reviewing Officer**

Name in Block Letters .....

Date

Designation .....  
(during the period of report)

Certificates in respect of adverse entries to be completed by the Reviewing Officer  
Please sign either of the following certificates and strike out the other.

- (i) Confirmed that this report does not contain adverse remarks.
- Or
- (ii) Confirmed that adverse remarks appearing in the report have been communicated to the officer reported upon, together with a gist of the good point.

.....  
Signature of the **Reviewing Authority**

Date .....

(6)

- (ii) If there is any doubt or suspicion, the item should be left blank 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 office 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 has 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 following 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 stated at (b) and (c) above.

(Ministry of Home Affairs O.M. No. 51/4/64-Estt. (A) dated 2;6. 1965)

(7)

## INSTRUCTIONS

1. The Confidential Report is an important documents. It provides the basic and vital inputs for assessing the performance of an office and for his/her further advancement in his/her carrier. The office reported upon, the Reporting Officer and the Reviewing Officer 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 realise that the objective is to develop an Officer so that she realises his/her true potential. It is not meant to be a fault-finding process but a development one. The Reporting officer and the Reviewing officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The items, 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 Officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part-IV. The competent authority shall enter the remarks the Confidential Roll of the Reporting Officer.
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 officer recording the answer; please use unambiguous and simple language. Please do not use omnibus expressions like 'Outstanding', 'Very good', 'Good', 'Average', 'Below Average while giving your comments against any of the attributes.
6. Although performance appraisal is year-end exercise, in order that it may be a tool, for human resource development, the Reporting officer should at regular interval review the performance and taken necessary corrective steps by way of advice etc.
7. It should be the endeavour of each appraiser to present the best possible picture of the appraisee in regard to his/her performance, conduct, behaviour 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 to any post may also vary from time to time. These facts should be borne in mind during appraisal and sound be commented upon appropriately.

### NOTE :

The following procedure should be followed in filling up the item relating to the integrity :

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