

FORM OF CONFIDENTIAL REPORT FOR TECHNICAL
OFFICERS UNDER THE DEPARTMENT OF ANIMAL
HUSBANDRY AND DAIRYING

Ministry/Department : Ministry of Agriculture,
Department of Animal
Husbandry and Dairying.

Report for the year/period ending,

PART-I

(PERSONAL DATA)

(To be filled by the Ministry/Department)

1. Name of Officer :
2. Date of Birth :
3. Present post and date of appointment thereto :
4. Permanent post if any, held by the officer :
5. Whether the officer belong to Scheduled Castes/Scheduled Tribes :
6. Period of absence from duty on leave, training etc., during the year :
7. Period of service under reporting officer during the year under report. :

PART-II

(To be filled by the officer reported upon)

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

1. Brief description of duties.

2. Please specify the quantitative/physical/financial targets/objectives set for yourself or which were set for you in respect of eight to ten items of work, in order of priority, and your achievement against each target.

Targets

Achievements

3. (a) Please state briefly the shortfalls with reference to the targets objectives referred to in column 2. Please specify constraints, if any, in achieving the targets.

ng

- (b) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

r-
cr

4. "Please state whether the Annual Return on immovable property for the preceding Calendar year was filed within the prescribed date i.e. 31st January of the year following the Calendar year. If not, the date of filing the return should be given".

-/-

.....4/-

PART-III

(To be filled in by the Reporting Authority)

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

A. NATURE AND QUALITY OF WORK

1. Please comment on Part-II as filled out by the officer and specifically state whether you agree with the answer relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.

2. Quality of output :

Please comment on the officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.

3. Knowledge of sphere of work :

Please comment specifically on each of these : level of knowledge of functions, related instructions and their application.

B. ATTRIBUTES :

1. State of health :

2. Temperament :

(a) Is he calm and does he retain :
poise, at times of pressure of
work ?

(b) Does he get provoked easily ? :

(c) Is he able to tolerate difference :
of opinion ?

3. Technical competence :

- (a) Knowledge of the subject :
- (b) Initiative in trying to keep abreast with information on latest technological advances :
- (c) Ability to pick up and adopt new ideas relating to the subject dealt with . :

4. Quality of work :

(Please comment on the officer's ability relating to :)

- (i) Attention of detail :
 - (ii) Judgement :
 - (iii) Ability to noting & drafting :
 - (iv) Ability to formulate projects and draw up schemes :
 - (v) Ability to monitor the progress of projects and ensure timely implementation :
 - (vi) Promptness in disposal of work :
 - (vii) Knowledge of accounting procedure (where applicable) :
5. Ability to analyse facts, propose alternatives and visualise consequences and repercussions to help decisions and policy making :
6. Ability of presentation in discussion and conversation . :
7. Quality of supervision . :
8. Initiative and drive . :
9. Roadiness to assume responsibility . :
10. Control and management of staff . :
- (i) Ability to inspire confidence and to get the best of staff . :

- (ii) Capacity to train, help and :
advise the staff and ability to
handle his subordinates
11. (i) Relationship with colleagues :
(ii) Dealing with the public :
12. Amenability to discipline :
13. Comment clearly and in unambiguous terms on the following attributes of the officer in relation to his performance :
- (a) Commitment to the task assigned :
(b) Devotion to duty :
(c) Intellectual honesty :
(d) Creativity :
(e) Innovative qualities :
14. Effectiveness in the development and protection of Scheduled Caste and/or Scheduled Tribes :
- (a) Attitude towards Scheduled Caste and/or Scheduled Tribes :
(b) Sensitivity to social justice :
(c) Ability to take quick and effective action to prevent and quell atrocities and ensure justice to Scheduled Castes and/or Scheduled Tribes :

(O.M. No. 21011/2/83-Estt. (A) dated the 8th April, 1993; DP & ARs)

(To be filled in only in the case of officers dealing with development and protection of Scheduled Castes and Scheduled Tribes. Where the column is not applicable in the case of any officers, it may be so stated against the column).

15. Other observation :

(This space may be utilised for remarks which complement, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating vague terms what has already been stated. Specific points such as specific accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers specially worth mentioning may also be indicated here).

16. Integrity*

(*Instructions contained in the note below should be kept in mind)

17. Overall assessment :

- (a) Outstanding
- (b) Very Good
- (c) Good
- (d) Average
- (e) Below Average

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

Signature of the Reporting Officer

Name in Block Letters

:

Designation

:

Date

:

(REMARKS OF THE REVIEWING OFFICER)

- 18. Length of service under the Reviewing :
Officer during the year under report.
- 19. Do you agree with the Reporting :
Officer in regard to his remarks? If
not, indicate briefly the reasons for
disagreeing with the Reporting Officer
and the extent of your disagreement.
- 20. *Overall assessment of performance :
and qualities
(*If an officer is graded as outstanding,
ground for giving such a grading
should be clearly brought out)
- 21. If the officer reported upon is a mem- :
ber of the Scheduled Caste/Scheduled
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.
- 22. Is the officer reported upon specifically :
suited for a particular job? If so, the
nature of placement should be suggested.
- 23. Aptitude and potentials of the officer :
reported upon and suggestions for
possible lines of growth and develop-
ment.
- 24. Has the officer any special abilities :
and/or any outstanding merit/contri-
bution, which would justify his career
advancement or selection for special
assignment and/or out of turn promo-
tion? If so, specify.

Signature of the Reviewing Officer

Name in Block Letters

Designation

Date

.....

.....

.....

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 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 he/she realises his/her true potential. It is not meant to be a fault-finding 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 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 Government shall enter the remarks in 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', 'average', 'below average' while giving your comments against any of the attributes.
6. The Reporting Officer shall in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

8. 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.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Same 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.
11. The item relating to 'Public Relations' need to be filled in by the Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contact with members of the public.

NOTE :

The following procedure should be followed in filling up the items 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 item 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 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 follow up action the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in 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 further period and thereafter action taken as indicated at (b) and (c) above.

Ministry of Home Affairs O.N. No. 51/4/64-Estt. (A) dated 21-6-1965.)