

HIMACHAL PRADESH HOUSING AND URBAN DEVELOPMENT AUTHORITY
FORM OF CONFIDENTIAL REPORT OF DRIVERS.

REPORT OF THE YEAR/ PERIOD ENDING _____ TO _____.

1. Name in full.
2. Date of birth:
3. Scale of pay.
4. Total Service:
5. Present pay:
6. Date of continuous appointment to the present post:
7. Educational and technical qualifications.

8. OBSERVATIONS.

- i) Intelligence.
- ii) Energy and reliability.
- iii) Punctual attendance.
- iv) Behaviour: Does he show proper courtesy and good manner towards all persons using the staff car?
- v) Amenability to discipline.
- vi) Technical knowledge and ability.
- vii) Is he economical in the use of petrol/ Lubricant oil etc?
- viii) Does he keep the car clean and tidy?
- ix) Is he capable of attending to petty repairs of the car?
- x) Does he take timely action for getting proper entries made in the log book?
- xi) Adherence to the traffic regulations and civil laws.
- xii) No. of accidents, if any, in the year.
 - a) Minor _____
 - b) Major _____

9. Has he been responsible for any outstanding work during the period under review meriting special recommendations? If so, what?
10. Has he been reprimanded for indifferent work for other causes. If so, brief particulars may be given.

11. Assessment of integrity. (If anything adverse has come to your notice, please specify it also)

12. Remarks of the Controlling officer.

Signature of the Reporting officer,
Name in Block Letter.

Designation _____

Date _____

REMARKS OF THE HEAD OF THE DEPARTMENT.

Signature _____

Name in Block letters _____

Designation _____

Date _____

FORM OF CONFIDENTIAL REPORT ON SECTION OFFICER | Admin. Officer

Ministry/Department/Office of.....

Report for the year/period from.....to

Part-I—Personal Data

(To be filled by the Ministry/Department/Office)

1. Name of Officer
2. Date of Birth
3. Designation/Post held
4. Date of continuous appointment to the present grade
5. Whether Permanent/Quasi-Permanent/Temporary,
6. Sections in which served during the year/period under report and the period of service in each
7. Period of absence from duty on leave, training etc. during the year/period under report

Part-II

Brief resume of the work done by the officer reported upon, during the period from.....to, bringing out any special achievement of his during the period (to be filled by the officer reported upon).

Note.—The resume should not exceed three hundred words.

Part-III—Assessment by the Reporting Officer

8. Do you agree with the resume of work as indicated by the officer in Part II of the report and in particular regarding the special achievement, if any, mentioned by the officer? If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
9. State of Health:
Please indicate whether—
(a) the officer is physically energetic, and

Note.—Assessment under columns 10 to 14 below should not be indicated by tick marking but should be clearly expressed in suitable words.

10. Intelligence and understanding:

- (a) Exceptional and has clear grasp of any matter, however complicated ..
- (b) Is intelligent and grasps a point correctly with reasonable speed ..
- (c) Shows a barely adequate grasp ..
- (d) Very slow and/or often misses the point ..

11. Knowledge of rules, codes, manuals, instructions and procedures:

- (a) Has an exceptionally good grasp of the work of the office as a whole and the rules, codes, manuals generally, and a thorough and intensive knowledge of the work of the Branch ..
- (b) Has a sound knowledge both of the work of the branch and that of the office as a whole ..
- (c) Just enough ..
- (d) Not good enough ..

12. Quality of work:

(i) Attention to detail, accuracy in presentation of fact and thoroughness in examination:

- (a) Most reliable and comprehensive ..
- (b) Considers all relevant details ..
- (c) Is apt to be over concerned with petty details and loses perspective ..
- (d) Inclines to be superficial ..

(ii) Judgement:

- (a) His proposals are consistently sound and well thought of ..
- (b) Reliable ..
- (c) Takes a reasonable view ..
- (d) Unreliable, undecided or rigid, or superficial or erratic ..

(iii) Presentation of cases and expression on paper:

- (a) Extremely clear, cogent and logical ..
- (b) Very good and expresses himself clearly and concisely ..
- (c) Just good enough ..
- (d) Does not have ability to present cases properly ..

(iv) Ability in noting and drafting:

- (a) Excellent ..
- (b) Very good ..
- (c) Good ..
- (d) Average ..
- (e) Poor ..

(v) Promptness in disposal of work:

- (a) Very prompt ..
- (b) Reasonably prompt ..

(c) Is slow and tends to delay ..

(vi) Submission of various O & M returns, statements of arrears and pending cases and attention to recording, indexing and weeding of files:

(a) Takes exceptional care in correct preparation and timely submission ..

(b) Reasonably good and prompt ..

(c) Not very regular and has constantly to be prompted and supervised ..

(d) Indifferent on these matters ..

13. Zeal, diligence and sense of responsibility:

(a) Shows exceptional zeal and devotion to work and has excellent initiative ..

(b) Is hard working and conscientious and shows adequate zeal and devotion to work, and also good initiative ? ..

(c) Reasonably diligent and interested in his work, with average initiative ..

(d) Lacks sense of responsibility and is indifferent to work ...

14. Control and management of staff:

(i) Maintenance of order and discipline and checking late attendance :

(a) Very good ...

(b) Good ...

(c) Average ...

(d) Poor ...

(ii) Ability to inspire confidence and to get the best out of the staff:

(a) Excellent ..

(b) Very good ..

(c) Good ..

(d) Average ..

(e) Poor ..

(iii) Capacity to train, help and advise the staff and ability to handle his subordinates:

(a) Excellent ..

(b) Very good ..

(c) Good ..

(d) Average ..

(e) Poor ..

15. Punctuality and Attendance ..

16. Other observations:

(This space may be utilised for remarks which complete, corroborate or supplement what has been indicated above. This should not, however, be used formerly, repeating in vague terms what has already

been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers worth mentioning, may also be indicated here.)]

17. Integrity:
(Instructions contained in Ministry of Home Affairs O.M. No. 51/4/64-Estt. (A), dated 21-6-1965 should be kept in mind).

- 17-A. Attitude of the Officer towards Scheduled Casts and Scheduled Tribes.

Signature of Reporting Officer

Name in block letters.....

Designation.....

Date.....

Part-IV—Remarks of the Reviewing Officer

18. Length of service under the Reviewing Officer ..
19. Do you agree with the Reporting Officer in regard to his remarks in the resume of the work done by the officer as contained in Part-II of the report ? 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 ..
21. Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn ? If so, mention these characteristics briefly.

Signature of Reviewing Officer

Name in block letters.....

Designation.....

Date.....

Part-V—Countersignature by the next higher officer with remarks, if any

Signature of Countersigning Officer

Name in block letters.....

Designation.....

Date.....

HIMUDA

FORM OF ANNUAL RECOMOENDATION ROLL OF SURVEYORS:

REPORTING OFFICERS SHOULD FILL THIS FORM CAREFULLY. ANY SPECTAL REPORTS FOR WHICH A SPACE CANNOT BE FOUND OF WHICH REQUIRE TO BE MADE BEFORE, NEXT YEAR'S REPORT IS FILLED CAN BE ENTERED ON THE BACK OF THIS FORM RECOMMENDATION ROLL FOR THE YEAR ENDING.

PERIOD _____ FROM _____ TO _____

1. Name of the official
2. Designation.
3. Grade and pay
4. Age (date of birth)
5. Length of service in the Dept.:
(Date of appointment).
6. Length of service in the present grade:
7. Office to which attached:
8. Nature of work in which employed:

II) Proficiency in:-

9. Civil Engineering:
10. Surveying and leveling:
11. Drawing
12. Estimating:
13. Over work and accounts:
14. Stock maintenance.
15. Tool and plant maintenance.
16. Dealing with contractors.
17. Measurements and billing.

III. EXECUTION OF WORK:

18. Efficiency.
19. Economically
20. Rapidly:
21. Character and habits.
22. Intelligence and judgement.
23. Tact.
24. Temperament.
25. Ability to command and dealing with subordinates.
26. Ability to obtair and control labour.
27. Dealing with public.

28. Reputation for integrity.
29. General trust worthiness and zeal.
30. General aptitude in the profession.
31. General remarks.
32. Was any warning given for carelessness or lack of interest.
in his work.
33. Has he taken steps during the year under report to remedy
34. Fitness for promotion (strongly recommended or not
recommended).
35. Whether the officer is fit for confirmation, in the post.

Signature/ Designation of Reporting Officer,

REMARKS BY REVIEWING OFFICER

Executive Engineer,
_____ Division.

Remarks by Accepting officer.

Superintending Engineer,

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1

FORM OF CONFIDENTIAL REPORT OF SUPERINTENDENT GRADE-II/ SENIOR ASSISTANT.

Office of the _____ Report
for the year/ period ending w.e.f. _____ (To be filled by
the Administrative Section of the office)

1. Name of Official :
2. Date of birth:
3. Designation/post held:
4. Date of continuous appointment to the present grade viz.
5. Whether permanent/quasi-permanent or Temporary:
6. Section in which served during the year under report and period of service in each
7. Period of absence from duty on leave training etc. during the year:

PART-II A brief statement of the work handled by the official during the year/ period under report: (To be filled by the Reporting officer).

NOTE:- This should indicate whether the officer reported upon is employed on task involving initiative judgement or application of knowledge of rules and regulations or professional techniques or on task of a simple nature and routine character.

PART-III: Assessment by the Reporting officer.

8. State of Health:
9. General Intelligence and keenness to learn:

NOTE:- Assessment under columns 10-13 below should not be indicated by tick marking but should clearly expressed in suitable words.

10. Attention to continue aspects of work such as proper maintenance of Assistant Diary Guard files, recording indexing and weeding of files:
 - a) Pays adequate attention to these aspects:
 - b) Is indifferent to these aspects:
- C) Has to be constantly prompted and supervised :
11. Knowledge of office procedure:
 - (a) Excellent:
 - (c) Good:
 - (d) Average:
 - (e) Poor:
12. Knowledge of rules, regulations and instructions in general and with particular reference to the work allotted to him:
 - (a) Excellent:
 - (b) Very Good:
 - (c) Good:

- (d) Average:
- (e) Poor:

13. Quality of work:
(i) Ability to apply the relevant rules and regulations correctly.

- (a) Excellent:
- (b) Very Good:
- (c) Good:
- (d) Average:
- (e) Poor:

(ii) Capacity for examining cases thoroughly and comprehensively.

- (a) Excellent:
- (b) Very Good:
- (c) Good:
- (d) Average:
- (e) Poor:

(iii) Ability of writing and drafting.

- (a) Excellent:
- (b) Very Good:
- (c) Good:
- (d) Average:
- (e) Poor:

(iv) Prompt Nance in disposal of work:

- (a) Very prompt:
- (b) Reasonably prompt:
- (c) Is slow and tends to delay:

14. Amenability to discipline:

15. Punctuality in attendance:

16. Relations with fellow employees:

17. Integrity:

(This column should be filled as per instructions issued under M.H. A.O.N. No. 51/4-64-Estt. (A) dated 21.6.1965);

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

19. Has the official done any outstanding or notable work meriting commendation. Briefly mention them:

Signature of Reporting Officer,
Name in Block letter,

Designation:
Date:

PART IV REMARKS BY REVIEWING OFFICIAL:

- 20. Length of service under Reviewing officer
- 21. Do you agree with the remarks at the Reporting officer in part-III above. If not indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above of the remarks of the Reporting Officer, please mention them. You may also sum up your views here
- 22. Has the officer any special characteristic and/so any outstanding merits of abilities which would justify his advancement and special selection for higher appointment out of turn. If so mention those characteristics briefly.

Signature of Reviewing Officer
Name in Block Letters
Designation
Date

PART- V. Countersignature by the accepting authority with remarks if any.

Signature of Accepting Officer
Name in Block Letters
Designation
Date

HP HOUSING & URBAN DEVELOPMENT AUTHORITY

CONFIDENTIAL REPORTS OF SUPERINTENDING ENGINEERS REPORT FOR THE YEAR _____ PERIOD FROM _____ TO _____

PART-I

PERSONAL DATA

(To be filled in by the Administrative Section concerned of the Department).

- 1.1 Name of Officer: _____
- 1.2 Designation & office address: _____
- 1.3 Date of joining the service: _____
- 1.4 Date of birth: _____
- 1.5 Date of continuous appointment to present grade: _____ Date _____ Grade _____
- 1.6 Present post & date of appointment there. _____ Date _____ Grade _____
- 1.7 Period of absence from duty (on leave, training etc.) during the year. _____
- 1.8 Academic & Professional qualifications. _____

PART-II

SELF APPARISAL

(To be filled by the officer reported upon)

- 2.1 Brief description of duties . _____
- 2.2 Work Performance: _____
- 2.2.1 Financial: _____

| | OUTLAY | EXPENDITURE |
|------------------------|--------|-------------|
| i) Social Housing | _____ | _____ |
| ii) Self Financing | _____ | _____ |
| iii) Deposit works/RHS | _____ | _____ |

| 2.2.2 PHYSICAL | TARGETS | ACHIEVEMENTS |
|--------------------------|---------|--------------|
| i) Social Housing Scheme | _____ | _____ |
| a) Houses | _____ | _____ |
| b) Flats | _____ | _____ |
| c) Plots | _____ | _____ |

| | | |
|-----------------------------|-------|-------|
| ii) SELF FINANCING SCHEMES: | | |
| a) Houses | _____ | _____ |
| b) Flats | _____ | _____ |
| c) Plots | _____ | _____ |
| Deposit works/RHS: | | |

4) Schemes approved in the value from:

a) HUDCO:

b) Other agencies: (Specify).

2.2.3 ESTIMATES/ TENDERS

| | NUMBER | TOTAL AMOUNT |
|---|--------|--------------|
| i) Preliminary estimates Processed: | | |
| a) Social Housing Schemes: | _____ | _____ |
| b) Self Financing Schemes: | _____ | _____ |
| c) Deposit works/Rental Housing | _____ | _____ |
| ii) Detailed estimates initiated: | | |
| a) Social Housing Schemes: | _____ | _____ |
| b) Self Financing Schemes: | _____ | _____ |
| c) Deposit works & Rental Housing Schemes | _____ | _____ |
| iii) DRAFT NIT APPROVED/ PROCESSED. | | |
| a) Social Housing Schemes: | _____ | _____ |
| b) Self Financing Schemes: | _____ | _____ |
| c) Deposit works & Rental Housing Schemes | _____ | _____ |
| iv) Tenders approved/ processed. | | |
| a) Social Housing Schemes: | _____ | _____ |
| b) Self Financing Schemes: | _____ | _____ |
| c) Deposit works & Rental Housing Schemes | _____ | _____ |

2.3 GENERAL:

- i) How many enquiry reports in disciplinary proceedings are pending decision for more than three months?
- ii) Have the detailed inspections of all Divisional Offices under your control as required under PWD Code, conducted and follow up action, if any, taken?
- iii) Whether all ACRs of the proceeding year stand completed?
- iv) How many cases of Vehicles/Stores Machinery unites have been initiated for condemnation and finally got sanctioned?
- v) How many designs approved of:
 - (a) Social Housing Schemes:
 - (b) Self Financing Scheme:
 - © Deposit Works/RHS:
- vi) No. of hearings conducted under Clause -2 of the agreement:

(vii) Land Acquisition:

- a) No of places where land was identified:
- (b) No. of cases where land was acquired through acquisition/negotiation:

viii) COURT CASES:

- a) No of court cases pending at the beginning of the year..
- b) No of cases added during the year.
- c) No of cases decided during the year.

- i) In favour of the Authority
- ii) Against the Authority:

- (ix) For how many colonies final costing was completed give name of colonies

2.4 Please state briefly the shortfall with reference to the targets/objectives referred to in column 2.2 . places (specify constraints, if any, in achieving the targets Any special achievements may also be stated in brief.

2.5 Please state whether annual property return of immovable property of preceding calendar year has been filed. Also indicate the date of filling of the property return.

PART-III:

(To be filled in by the Reporting Authority)

3.1 Please comment on part-III as filled in by the officer and specifically state whether you agree with the answers relating to targets, objectives and achievements and shortfall. Also specify constraints, if any, in achieving the objectives.

3.2 Quality of output:-

Use comment on officer's quality of performance having regard to standard of work and programme objectives and constraints, if any, please mention any note worthy work or achievement of the officer.

3.3 Professional and Technical Competence
Please indicate any specialized knowledge or experience acquired by the officer.

3.4 Attitude towards work:-

Please comment on the extent to which the officer is dedicated and motivated and on his/her willingness and initiative to learn and systematize his/her work.

3.5 Decision making ability:-

Please comment on the quality of decision making and on ability to weigh pros and cons of natives.

3.6 Initiative:-

Please comment on the capacity and resourcefulness of the officer in handling unforeseen situation on his/her own and willingness to take additional responsibility and new areas of work.

3.7 Ability to inspire and motivate:-

Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.

3.8 Communication skill (written & oral):-

Please comment on the ability of the officer to communicate and on his/her ability to present arguments.

3.9 Inter-personal relations and team work:-

Please comment on the quality of relationship with superiors, colleagues and subordinates,

Please also comment on his/her capacity to work as a member of a team and to prompt team spirit and optimize the output of the team.

3.10 Planning ability:-

Please comment whether officer anticipates problems, work needs, and plans accordingly and is able to provide for contingencies.

3.11 Supervisor ability:-

Please comment on the officer's ability relation to:

- iii) Proper assignment of tasks:-
- iv) Identification of proper personnel for performing the tasks.
- v) Guidance in the performance tasks; and
- vi) Review of performance:

3.12 Co-ordination ability:-

Please comment on the extent to which the officer is able to achieve co-ordination in formulation and implementation of tasks and programmes by different functionaries involved

PART-IV

GENERAL

4.1 State of health:

4.2 INTEGRITY:-

(see note below the instructions)

4.3 General assessment:-

Please make overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities, if any not covered by the entries above.

- 4.4 Grading:
(outstanding/ very 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.

Place

Signature _____

Name in Block letters: _____

Designation _____

During the period of report _____

Date

PART-V: Remarks of the Reviewing Officer/Authority.

- 5.1 Length of service under the Reviewing Authority.
- 5.2 Do you have knowledge of the working of the officer reported upon.
- 5.3 Do you fully agree with the assessment of the reporting officer including grading? In case of disagreement please specify reasons and give your own comments).
- 5.4 Are you satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material.
- 5.5 Has the officer may special characteristics or any exceptional merits or abilities which would justify his/her selection for special assignment or out of turn promotion? If so, specify.

5.6 your own remarks about the personality and performance of the officer.

Signature of the Reviewing Authority.

Name _____
(in Block letters)

Designation _____
(During the period of Report).

PART-VI: REMARKS OF THE ACCEPTING AUTHORITY

(i.e next superior authority)

Signature of the Accepting Authority.

Name _____
(in Block letter)

Designation _____
(During the period of Report).

HP HOUSING & URBAN DEVELOPMENT AUTHORITY

**CONFIDENTIAL REPORT OF THE WORK OF THE SENIOR ARCHITECT/
ARCHITECT.**

REPORT FOR THE PERIOD/YEAR ENDING _____
(FROM _____ TO _____)

PART-I (Personal data)

1. Name of the officer:
2. Date of birth:
3. Designation:
4. Period spent in the post----- Years ----- Months:
5. Upto date academic/general qualification:
6. Upto date technical qualification:
7. Whether Departmental Examination passed:

PART-II (Self Appraisal)

8. Brief resume of the work, done by the officer reported upon during the period under report, bringing out any special achievement of his work (to be filled in by the officer reported upon).

NAME OF OFFICER _____

PART-III (ASSESSMENT BY REPORTING OFFICER).

9. Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
10. State of health:

NOTE: The assessment under Columns -11 to 13 below should not be indicated by tick marking but should be expressed clearly in suitable words.

11. DEPARTMENTAL EFFICIENCY:

- a) How has he managed the work during the year in regard to:-
 - (i) Speed:
 - (ii) Quality:
 - (iii) Economy:
- b) Are projects and reports received from him carefully and lucidly prepared.

12. GENERAL ASSESSMENT:

- a) Has he been regular and punctual?
- b) Is he/she good termed?
- c) Does he/she possess organizing ability?
- d) Is he/she energetic and of active habits?
- e) Is he/she observant?
- f) Does he/she have initiative and drive?
- g) Is he/she resourceful?
- h) Was his/her behavior towards seniors good?
- i) Was his/her behavior towards juniors good?

NAME OF OFFICER: _____

13. KNOWLEDGE:

- a) Is he/she imaginative?
- b) Does he/she show any aptitude towards design?
- c) Has he/she a good knowledge of constructional details?
- d) Does he/she have a sound knowledge of materials?
- e) Is his/her drafting good?

14. OTHER OBSERVATIONS:

(This space may be utilized for remarks, which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special 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).

15. INTEGRITY:

(Instructions contained in Ministry of Home Affairs O.M.No. 14/4/Estt (A) dated 21.5.1965 should be kept in mind).

Signature of Reporting Officer, _____
 Name in Block letters _____
 Designation _____
 Date _____

NAME OF OFFICER _____

PART-IV REMARKS OF REVIEWING OFFICER:

16. Do you agree with the remarks of the Reporting officer in part-III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the Officer over and above the remarks of the Reporting Officer please mention them. You also sum up your view here.

17. Overall assessment of performance and qualities.

Signature of Reviewing Officer,
 Name of Block letter -----
 Designation -----
 Date -----

18. **PART-V: COUNTERSIGNATURES BY THE NEXT
 HIGHER OFFICER WITH REMARKS, IF ANY**

Signature of Countersigning Officer,
 Name of Block letter -----
 Designation -----
 Date -----

FORM OF CONFIDENTIAL REPORT OF PRIVATE SECRETARYS/PERSONAL ASSISTANT STENOGRAPHERS/STENOTYPISTS.

Ministry/office of _____
Report of the year/period Ending _____

1. Name of Official:
2. Date of birth:
3. Present Grade:
4. Date of appointment to the present grade:
5. Upto date academic/general qualifications:
6. Name of officers with whom employed during the year and the period served with each:
7. Period of absence from duty on leave training etc. during the year:

ASSESSMENT BY THE REPORTING OFFICER:

(If any of the items mentioned below does not apply, the Reporting officer should mention this fact against the relevant item).

8. State of health:
9. Regularity and punctuality in attendance:
10. Proficiency & accuracy in stenographic work:
11. Intelligence, keenness and industry:
12. Trust-worthiness in handling secret and top secret matters & papers:
13. Maintenance of engagement diary & timely submission of necessary papers for meetings, interviews etc.
14. General assistance in ensuring that matters requiring attention are not lost sight of:
15. Initiative and tact in dealing with telephone calls and visitors
- 16 (a) Fitness for promotion to higher grade (s) in his turn:
 - (i) Fit
 - (ii) Not yet fit
 - (iii) Unfit.
- (b) Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn. Please mention these characteristics briefly.
- (c) Recommendation regarding suitability for other spheres of work, viz _____

- 17 Has he been reprimanded for indifferent work or for other causes during the period under report. If so, give brief particulars.
- 18 Remarks as to defects in character, indebtedness etc. which may militate against efficiency and suitability.
- 19 General assessment of personality, character and temperament including relations with fellow employees, amenability to discipline etc:
- 20 Integrity:
(This column should be filed as per instructions issued under Minister of Home Affairs Office Memorandum No. 51/4/64-Estt (A) dated 21.6.1965).

Signature of the Reporting Officer,
Name in Block letters:
Designation,
Date

NOTE: Where an adverse entry is made whether it relates to a remediable or to an irremediable defect, it should be communicated, but while doing so, the substance of the entire report including that may have been said in praise of the official reported upon should be communicated.

Signatures of the Accepting officer,
Name in Block Letters.

HIMUDA

REPORT ON THE CONDUCT AND QUALIFICATIONS OF PLANNING ASSISTENT FOR THE PERIOD: _____

FROM: _____ to _____

Department/ office of _____

PART-I (PERSONAL DATA)

(To be filed by Reporting officer and to be certified by the Reviewing Officer)

1. Name of official:
2. Date of birth:
3. Date of continuous appointment to the present grade viz:
4. Present posting and date of appointment there to:
5. Period of absence from duty on leave, training etc.
during the year.
6. Period for which the repartee has served under:-

Executive Engineer.

Years

Months

Superintending Engineer

7. Upto date Academic/ General qualifications.
8. Upto date technical qualifications.

PART-II

9. (A) Brief statement of work handled by the official during the year under report (to be filled by the Reporting Officer).

NOTE: This should indicate whether the official reported upon is employed on task involving initiative, judgment or application of knowledge of rules and regulations or professional teaching use or any task of a simple nature or routine character.

PART-III.

Assessment by Reporting officer.

10. State of health:

NOTE: The assessment under columns 11 & 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

11. DEPARTMENTAL EFFICIENCY

(a) Proficiency in:-

- i) Checking of Drawings :
- ii) Preparation/ checking of estimates:
- iii) Preparation of designs of simple structure:

(b) Is he methodical & tidy in his work?

(c) How has he handled the works assigned to him in regard to:-

- i) Speed:
- ii) quality:

12. GENERAL BUSINESS HABITS:

- a) Ability to control the subordinates and to get maximum output:
- b) Character and habits.
- c) Intelligence and judgment.
- d) Temperament:
- e) Tact:
- f) General trust worthiness & zeal.
- g) General aptitude in the profession.

13. OTHER OBSERVATIONS:

(This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above this should not, however, be used for merely reporting in vague terms what was already stated. Specific points such as special 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).

14. INTEGRITY:

(This column should be filled as per instructions issued under Ministry of Home Affairs M.O. No. 51/4/63/Estt (A) dated 21.6.1965.

Signature of Reporting Officer
Name in Block Letters:
Designation:
Date:

PART-IV REMARKS OF REVIEWING OFFICER:

15. Do you agree with the remarks of the Reporting officer in Pat-III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over the above remarks of the Reporting Officer please mention them. You may also sum up your views here.
16. Over all assessment of performance and qualities.

Signature of the Reviewing officer,
Name in Block letters.
Designation:
Date

PART-V: Countersignature by the next higher officer, with remarks, if any.

Signature of countersigning officer,
Name in Block letters.
Designation:
Date

HIMUDA

FORM OF CONFIDENTIAL REPORT OF KANUNGOS/PATWARIES

SECTION _____

REPORT FOR THE YEAR/ PERIOD ENDING _____

(PART-I PERSONAL DATA) (TO BE FILLED BY THE OFFICE)

1. Name of official with parentage:
2. Designation:
3. Date of birth:
4. Date of continuous appointment to the present grade viz:
5. Whether permanent/quasi-permanent, Temporary.
6. Period of absence from duty on leave, training etc.
During the year.

PART-II (ASSESSMENT BY THE REPORTING OFFICER)

7. State of Health
8. General intelligence and keenness to learn.

NOTE: Assessment under column 9 to 10 below should not be indicated by tick marking but should be expressed clearly in suitable words:

PART-III:

9. Proficiency in office/field work:-
 - (a) Excellent:
 - (b) Very Good.
 - (c) Good.
 - (d) Average.
 - (e) Poor.
10. INDUSTRY AND KEENNESS:-
 - (a) Puts in hard work and is keen to do his job thoroughly.
 - (b) Is indifferent and requires promoting and constant supervision to ensure completion of his work.
11. Has he ever been entrusted with work other than routine? If so, indicate his performance in such work.
12. Amenability to discipline.
13. Punctuality in attendance.
14. Relations with fellow employees:
15. Dealing with public:
16. Integrity:

(The col. should be filled as per instructions issued under M/O Home Affairs O.M. No. 51/4/64-Estt dated 21.6.1965).

17. Has the officer been reprimanded for indifferent work or for other causes during the period under report? Please give brief particulars.
18. Has the officer done any outstanding or notable work briefly mention them

Name in Block Letters
Designation,
Date,

| | | | | |
|----------------|----------------|-----------|------------------|----------------|
| PART-IV | REMARKS | BY | REVIEWING | OFFICER |
|----------------|----------------|-----------|------------------|----------------|

19. Length of service under Reviewing officer.
20. Do you agree with the remarks of the Reporting officer? If not, indicate the extent of your disagreement. If you wish to add anything specific over and above the remarks of the Reporting officer. Please mention them, you may also sum-up your views here.
21. Has the officer any special characteristic and/ or any outstanding merits or abilities which would justify his advancement and special selection of higher appointment out of turn. If so, mention these characteristics briefly.

Signature of Reviewing Officer,
Name in Block Letters,
Designation.

(1)

HP HOUSING & URBAN DEVELOPMENT AUTHORITY

**REPORT ON THE CONDUCT AND QUALIFICATIONS OF JUNIOR ENGINEERS
(CIVIL) MECHANICAL/ELECTRICAL) FOR THE PERIOD:**

FROM _____ TO _____

PART -I (PERSONAL DATA)

(To be filled by the officer reported upon, verified by the Reporting Officer and certified by the Reviewing Officer).

1. Name of the Official:
2. Date of birth:
3. Date of continuous appointment to the present grade, viz:
4. Present post and date of posting thereto:
5. Period of absence from duty on leave, training, etc. during the year:
6. Period for which reportee has _____ Years _____ Months
served under
Assistant Engineer:
Executive Engineer:
Superintending Engineer:
7. Upto date academic/General qualifications.
8. Upto date Technical qualification.
9. Whether departmental examination passed.

PART-II

10. A brief statement of the work handled by the official during the year/ period report (to be filled by the Reporting Officer).

NOTE: This should indicate whether the official reported upon is employed on task involved initiative, judgment or application of knowledge of rules and regulations or professional techniques or any task of a simple nature or routine character:

NAME OF OFFICER _____

PART-III

(ASSESSMENT BY THE REPORTING OFFICER)

NOTE: The assessment under columns 12 to 14 below should not be indicated by tick marking but should be expressed clearly in suitable words.

12. DEPARTMENTAL EFFICIENCY:

- a) Surveying and leveling:
- b) Drawing:
- c) Estimating:
- d) _____ rk & Accounts:

- e) Stock maintenance:
- f) Tools and plant maintenance:
- g) Measurements and billing.
- h) How has he executed the works during the year in regard to:-
 - i) Speed.
 - ii) Quality:
 - iii) Economy.

13. GENERAL BUSINESS HABITS.

- a) Ability to control labour and get maximum output:
- b) Ability to command and dealing with subordinates:
- c) Dealing with public:
- d) Dealing with contractors.
- e) Intelligence and judgment
- f) Tact.
- g) Temperament.
- h) General trustworthiness.
- i) General aptitude in the profession
- j) Promptness in disposal of work.

14. PROFESSIONAL ASILITY:

- a) Is he well conversant with the preparation of estimates and construction methods?
- b) Is he efficient in Planning and execution of work?
- c) Has he any special professional attainments.

15. OTHER OBSERVATIONS:

(This space may be utilized for remarks, which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated.

16. ESTATE MANAGEMENT:

- a) Quality of maintenance of colonies under the official
- b) Quality of public relations with the allottee
- c) Upkeep of detailed information of Court cases.
- d) Upkeep of detailed information of Court cases.
- e) Preparation of site plans/ completion plans.
- f) Whether the official ensures that allottees within his
 - have not done any encroachment on Board
 - done unauthorized construction.

(3)

NAME OF OFFICER _____

Specific points such as special accomplishment 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).

17. INTEGRITY:

(This column should be filled as per instructions issued under Ministry of Home Affairs O.M. No. 51/4/64-Estt (A) dated 21.6.65)

18. Has the Officer been reprimanded for indifferent work or for other causes during the period under report . if so, please give brief particulars?

Signatures of the Reporting Officer,
Name in Block letters.
Designation
Date

PART-IV REMARKS OF REVIEWING OFFICER:

19. Do you agree with the remarks of the Reporting officer in Part-III above. If not, indicate the extent of your disagreement. If you wish to add any thing specific with regard to the work and conduct of the official over and above the remarks of the Reporting officer please mention them. You may also sum up your views here.
20. Overall assessment of performance and qualities.

Signatures of the Reviewing Officer,
Name in Block letters.
Designation
Date

PART-V COUNTERSIGNATURE BY THE NEXT HIGHER OFFICER WITH REMARKS, IF ANY.

Signature of Countersigning officer,
Name in Block letters-----
Designation -----
Date -----

HP HOUSING & URBAN DEVELOPMENT AUTHORITY

CONFIDENTIAL REPORT OF THE WORK OF THE ASSISTANT ARCHITECT

REPORT FOR THE PERIOD/YEAR ENDING _____

(FROM _____ TO _____)

PART-I (Personal data)

(To be filled by the officer reported upon and to be certified by the reporting officer)

1. Name of the officer:
2. Date of birth:
3. Designation:
4. Period spent in the post:
5. Upto date academic/general qualification:
6. Upto date technical qualification:
7. Whether Departmental Examination passed:

PART-II (Self Appraisal)

8. Brief resume of the work, done by the officer reported upon during the period under report, bringing out any special achievement of his work (to be filled in by the officer reported upon).

(Note: Resume should not exceed . 300 words).

NAME OF OFFICER _____

PART-III (ASSESSMENT BY REPORTING OFFICER).

9. Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
10. State of health:

NOTE: The assessment under Columns -11 to 13 below should not be indicated by tick marking but should be expressed clearly in suitable words.

11. DEPARTMENTAL EFFICIENCY:

- a) How has he managed the work during the year in regard to:-
 - (i) Speed:
 - (ii) Quality:
 - (iii) Economy:
- b) Are projects and reports received from him carefully and lucidly prepared.

2

- c) Are his decisions sound and practical;

12. GENERAL ASSESSMENT:

- a) Has he been regular and punctual?
- b) Is he good termed?
- c) Does he possess organizing ability?
- d) Is he energetic and of active habits?
- e) Is he observant?
- f) Does he have initiative and drive?
- g) Is he resourceful?
- h) Was his behavior towards seniors good?
- i) Was his behavior towards juniors good?

NAME OF OFFICER: _____

13. KNOWLEDGE:

- a) Is he imaginative?
- b) Does he show any aptitude towards design?
- c) Has he a good knowledge of constructional details?
- d) Does he have a sound knowledge of materials?
- e) Is his drafting good?

14. OTHER OBSERVATIONS:

(This space may be utilized for remarks, which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special 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).

15. INTEGRITY:

(Instructions contained in Ministry of Home Affairs O.M.No. 14/4/Estt (A) dated 21.5.1965 should be kept in mind).

Signature of Reporting Officer, _____
Name in Block letters _____
Designation _____
Date _____

NAME OF OFFICER _____

PART-IV REMARKS OF REVIEWING OFFICER:

16. Do you agree with the remarks of the Reporting officer in part-III above. If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the officer over and above the remarks of the Reporting officer please mention them, you also sum up your view here.

17. Overall assessment of performance and qualities.

Signature of Reviewing officer,
Name of Block letter -----
Designation -----
Date -----

18. **PART-V:** Countersignatures by the next higher officer
with remarks, if any.

Signature of Countersigning officer,
Name of Block letter -----
Designation -----
Date -----

HP HOUSING & URBAN DEVELOPMENT AUTHORITY

CONFIDENTIAL REPORTS OF ASSISTANT ENGINEERS
REPORT FOR THE YEAR _____ PERIOD FROM _____ TO _____

PART-I

PERSONAL DATA

(To be filled in by the Administrative Section concerned of the Department).

- 1.1 Name of Officer: _____
- 1.2 Designation & office address: _____
- 1.3 Date of joining the service: _____
- 1.4 Date of birth: _____
- 1.5 Date of continuous appointment to present grade: _____ Date _____ Grade _____
- 1.6 Present post & date of appointment thereto. _____ Date _____ Grade _____
- 1.7 Period of absence from duty (on leave, training etc.) during the year. _____
- 1.8 Academic & Professional qualifications. _____
- 1.9 Departmental examination passed: _____

PART-II

SELF APPRAISAL

(To be filled in by the Officer reported upon)

2.1 Brief description of duties . _____

2.2 Work Performance: _____

2.2.1 Financial: _____

| | OUTLAY | EXPENDITURE |
|---|---------------|--------------------|
| i) Social Housing Colonies: | _____ | _____ |
| ii) Self Financing Colonies: | _____ | _____ |
| iii) Deposit works/RHS | _____ | _____ |
| iv) Total cost of work done during the year | | |
| a) Departmentally. | | |
| b) Through contractor. | | |

| 2.2.2 PHYSICAL | | TARGETS | ACHIEVEMENTS |
|-----------------------------|-----------|----------------|---------------------|
| i) Social Housing Schemes: | | | |
| a) Houses | No. _____ | _____ | _____ |
| b) Flats | No. _____ | _____ | _____ |
| c) Plots | No. _____ | _____ | _____ |
| ii) SELF FINANCING SCHEMES: | | | |
| a) Houses | No. _____ | _____ | _____ |
| b) Flats | No. _____ | _____ | _____ |
| c) Plots | No. _____ | _____ | _____ |
| iii) Deposit works/RHS: | | | |

2.2.3 ESTIMATES/
Tenders

NUMBER

TOTAL AMOUNT

i) Preliminary estimates initiated:

a) Social Housing Schemes:

b) Self Financing Schemes:

c) Deposit works/Rental Housing Scheme

ii) Detailed estimates approved/ initiated:

a) Social Housing Schemes:

b) Self Financing Schemes:

c) Deposit works & Rental Housing Schemes

iii) Draft NIT approved/ initiated

i) Social Housing Schemes

ii) Self Financing Schemes:

iii) Deposit /RH Schemes;

iv) Tenders approved/initiated:

a) Social Housing Schemes :

b) Self Financing Schemes:

c) Deposit works/ RH Schemes:

v) Revised estimates:

a) No of estimates required revision due to expenditure exceeded and the amount of A/A & E/S:

b) No of revised estimates prepared and forwarded for revised sanction

2.3 GENERAL:

i) Whether replies to all inspection, advance, draft PAC, CAG Audit Paras of preceding years sent?

ii) Have all the Court Orders been implemented within time? If not, reasons be given:

iii) How many enquiries entrusted to you which are pending and since when?

iv) Have the detailed inspections of all sub-Divisional Offices under your control been conducted during the year? if not reasons be given and follow up action taken:

v) Whether all ACRs of the preceding year stand completed?

vi) How many vehicles/stores/ machinery units have been initiated for condemnation and finally got sanctioned?

PART-III:

(To be filled in by the Reporting Authority)

A PROFESSIONAL KNOWLEDGE:

NOTE: Write 'yes' in the box whichever is applicable.

3.1 Technical knowledge:

- (a) Planning and Designing:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|
- (b) Specification and codes:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

3.2 Knowledge of accounts manuals procedures, rules & regulations.:

3.3 Do you agree with the Self appraisal of the Officer with reference to details furnished by him & indicate reasons and extent of disagreement, if any.

3.4 FOR FIELD UNITS:

- i) Management, organization & supervision of works:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|
- ii) Promptness in (for predominantly construction activities).

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|
- a) Initiating extra substituted items.

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|
- b) Finalizing measurements of items completed, test checking and recording completion certificates:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|
- c) Responding to observations by higher officer.

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|
- iii) For predominantly maintenance activities:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|
- a) Attending to maintenance complaints.

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|
- c) Preventive maintenance:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|
- iv) **EFFORTS MADE IN:**
- a) Clearance of accounts, arrears, audit paras et.:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|
- b) Disposal of establishment matters.

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

3.5 FOR PLANNING UNITS:

| | | | | | | |
|--|---|---|---|---|---|---|
| i) Planning designing/estimating etc. | A | B | C | D | E | F |
| ii) Preparation of tender documents & processing contracts: | A | B | C | D | E | F |
| iii) Any other type of activity | A | B | C | D | E | F |

B- GENERAL ASSESSMENT:

| | | | | | | |
|---|---|---|---|---|---|---|
| 3.6 Co-ordination & general Administration: | A | B | C | D | E | F |
| 3.7 Initiative, drive & resourcefulness. | A | B | C | D | E | F |
| 3.8 Capacity to take decisions: | A | B | C | D | E | F |
| 3.9 Team work and leadership | A | B | C | D | E | F |
| 3.10 Dependability : | A | B | C | D | E | E |
| 3.11 a) Intelligence: | A | B | C | D | E | F |
| b) Diligence: | | | | | | |
| 3.12 Willingness to take Responsibility. | A | B | C | D | E | F |
| 3.13 Any notable work or Achievements. | A | B | C | D | E | F |
| 3.14 Any special aptitude, Skill or interest. | A | B | C | D | E | F |
| 3.15 Integrity: | | | | | | |
| 3.16 Overall Assessment. | | | | | | |
| 3.17 Overall Grading: | | | | | | |

Signature _____
 Name: _____
 (in block letters)
 Designation _____

- vii) Final bills of the contractors:
 - a) Number of final bills required to be settled:
 - b) Final bills actually settled:
- viii) Have the service records of all staff i/e workcharged updated:
- ix) Indicated of forts made in optimum -----
- iv) **Land Acquisition:**
 - a) No of places where land has been identified for creating of land bank
 - b) No of places where Section-4 has been issued.
 - c) No of places where possession of land has been taken over.
- v) **ESTATE MANAGEMENT:**
 - a) No of houses/flats/plots completed during the year,
 - b) No of houses/plots/flats allotted during the year.
 - c) No of houses/flats/plots where possession handed over during the year.
 - d) No of colonies where completion plans prepared during the year
 - e)
 - i) No of colonies where maintenance carried out.
 - ii) outlay in budget for maintenance of colonies.
 - iii) Budget utilized for maintenance of colonies.
- vi) **COURT CASES:**
 - a) No of court cases pending at the start of the year under report.
 - b) No of cases added during the year.
 - c) No of cases decided.
 - i) In favour of the Authority
 - ii) Against the Authority.
- vii) Whether wages of labour under your Sub-Division were disbursed in time?
- viii) Whether register of buildings has been updated?

ix) Whether register of road structures bridges, culverts and retaining/ breast walls has been regularly maintained and updated .

x) Whether all ACRs of the preceding year stand completed?

2.4 Please state briefly the shortfall with reference to the targets/objective referred to in column 2.2 . Please specify constraints, if any, in achieving the targets, achievements in excess of targets and any special achievements may also be stated in brief.

2.5 Please state whether annual property return of immovable property of preceding calendar year has been filed. Please indicate the date of filling the property return.

- NOTE:** A Outstanding i.e exceptionally effective:
B Very good i.e very effective but not positively outstanding.
C Good i.e quite effective.
D Fair i.e performs duty moderately well and without serious shortcomings :
E Not quite adequate i.e suffers from certain weakness which prevent his performance achieving the 'Fair' level.
F Unsatisfactory i.e definitely not being able to perform his duties satisfactorily.

2. The appropriate meditating of the officers out of the six points rating mentioned at the above foot note should be clearly indicated against each of the column in this part instead of merely ticking the box 'A' 'B' 'C' 'D' 'E' and 'F'.

NOTE: Boxes 'E' & 'F' shall be considered as adverse remarks.

PART-4: REMARKS OF THE REVIEWING OFFICER:

- 4.1 Do you have knowledge of the performance of officer reported upon?
4.2 a) Do you fully agree with the assessment of the reporting officer?
b) If not, on which points do you disagree and give your own assessment.
c) Your own remarks about the personality and performance of the officer.
4.3 What are your comments on serial number 3.16 ?

Dated

Signature _____
Name _____
(in block letters)
Designation _____

PART-5 REMARKS OF THE COUNTERSIGNING OFFICER:

Dated

Signature _____
Name _____
(in block letters)
Designation _____

HIMUDA

CONFIDENTIAL REPORT OF THE WORK OF ARCHITECTURAL ASSISTANT OF THE OFFICE OF HIMUDA

REPORT FOR THE PERIOD/YEAR ENDING _____

PART-I (PERSONAL DATA)

(To be filled by the Officer reported upon and to be certified by the reporting officer)

1. Name of official _____
2. Date of birth _____
3. Designation _____
4. Period spent in the post _____
5. Upto date academic/general qualification _____
6. Upto date technical qualifications _____
7. Whether departmental examination passed. _____

PART-II

8. (Brief statement of work handled by the official during the year under report (to be filled by the reporting officer)

Note: This should indicate whether the official reported upon is employed on task involved initiative, judgments or application of knowledge of rules and regulations or professional techniques or any task of simple nature or routine character.

PART-III(Assessment by Reporting Officer)

9. State of health:

Note: The assessment under columns 10 to 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

Name of officer _____

10. GENERAL ASSESSMENT

- (a) Has he been regular and punctual?
- (b) Is he good tempered?
- (c) Is he energetic and of active habits?
- (d) Does he have initiative and drive?
- (e) Was his behavior towards seniors good?
- (f) Was his behaviour towards juniors good?
- (g) Is he pains taking and dependable?

11. KNOWLEDGE OF DESIGN

- (a) How any aptitude towards design?
- (b) Is he has knowledge of constructional details?
- (c) Is he has sound knowledge of the materials?

- (d) Does he prepare neat and clear drawings?
- (e) Is he speedy in drafting?
- (f) Is his drafting good?

12. MISCELLANEOUS

- (a) Was any warning given to him during the reporting period?
- (b) If yes, has he taken steps to remedy the defects?
- (c) Are you willing to retain him under you?

13. OTHER OBSERVATIONS

(This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above. This should now, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special 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.)

14. NAME OF Officer _____ INTERGRITY

(This column should be filled as per instructions issued under Ministry of Home Affairs O.M. No. 51/4/64 Estt (A) dated 21.6.1965.)

Signature of Reporting Officer, _____
Name in Block Letters _____
Designation _____
Date _____

PART-IV REMARKS of REVIEWING OFFICER

- 15 Do you agree with the remarks of the reporting Officer in Part-III above. If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting officer please mention them. You also sum up your view here.
- 16 Overall assessment of performance and qualities.

Signature of Reviewing Officer, _____
Name in Block Letters _____
Designation _____
Date _____

17. PART-V: Counter signatures by the next higher officer with remarks, if any.

Signature of Counter-signing Officer, _____
Name in Block Letters _____
Designation _____
Date _____

FORM OF CONFIDENTIAL REPORT OF CLERK/SENIOR CLERK Jr. ASSISTANT.

Office of the _____
Report of the year period w.e.f. _____

1. Name :
2. Date of birth:
3. Date of continuous appointment to the present grade:
4. Whether permanent, quasi- permanent or temporary:
5. Section in which served during the year under report and period of service in each:
6. **ASSESSMENT BY THE REPORTING OFFICER
(SECTION OFFICER)**

Nature, of work on which employed (Diary Despatch, Recording and Indexing, Cash and Accounts work, Typing proof reading etc.)
7. Proper maintenance of prescribed registers and charts etc. (e.g. Section diary, Control Chart, Dispatch Register Index slips files register etc).
8. Accuracy and speed in typing:
9. Intelligence, Industry & Keeness:
10. Observation on capacity to express himself with clarity and comprehension in his notes and drafts (if he has had occasions to do case work).
11. Amenability to discipline:
12. Punctual attendance:
13. Relations with fellow employees:
14. Fitness for promotion to the grade of Sr. Assistant.
15. General summing up of good and bad qualities.
16. Grading:

(outstanding "**very Good**"
"**Good**" "**Fair**" "**Poor**")

INTEGRITY CERTIFICATE

Nothing has come to my knowledge which casts any reflection on the integrity of Sh/Smt. _____ his/her general reputation of honesty is good.

Name _____
Reporting Officer
Designation _____

REMARKS OF THE REVIEWING OFFICER

(The Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect, the fact should be clearly stated).

Signature of the Reviewing Officer

Name in Block Letters:

Designation:

Signature of the Next Superior

Officer (with remarks, if any)

Name in Block letter _____

Designation: _____

Note: The substance of an unfavorable report will be as a rule be communicated to the officer reported on either orally or in writing as may be considered appropriate by the Reviewing Officer and the fact of such communication noted on this Report before it is sent to the appropriate officer for custody.

In exceptional cases, if the Reviewing officer feels the communications of unfavorable remarks will serve no useful purpose and may only discourage the office reported on, he should submit the matter for the orders of the next superior officer.

HIMUDA

REPORT ON THE CONDUCT AND QUALIFICATIONS OF CIRCLE HEAD DRAFTSMAN/ DIVISIONAL HEAD DRAFTSMAN FOR THE PERIOD: _____

FROM: _____ 10 _____

Department/ office of _____

PART-I (PERSONAL DATA)

(To be filed by Reporting officer and to be certified by the Reviewing Officer)

1. Name of official: _____
2. Date of birth: _____
3. Date of continuous appointment to the present grade viz: _____
4. Present posting and date of appointment there to: _____
5. Period of absence from duty on leave, training etc. _____
during the year.
6. Period for which the repatee has served under:-

| | | |
|-------------------------|--------------|---------------|
| Executive Engineer. | <u>Years</u> | <u>Months</u> |
| Superintending Engineer | _____ | _____ |
7. Upto date Academic/ General qualifications. _____
8. Upto date technical qualifications. _____

PART-II

9. (A) Brief statement of work handled by the official during the year under report (to be filled by the Reporting Officer). _____

NOTE: This should indicate whether the official reported upon is employed on task involving initiative, judgment or application of knowledge of rules and regulations or professional teaching use or any task of a simple nature or routine character.

PART-III

- Assessment by Reporting officer.
- 10 State of health: _____

NOTE: The assessment under columns 11 & 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

11. DEPARTMENTAL EFFICIENCY

(a) Proficiency in:-

- i) Checking of Drawings :
- ii) Preparation/ checking of estimates:
- iii) Preparation of designs of simple structure:

(b) Is he methodical & tidy in his work?

(c) How has he handled the works assigned to him in regard to:-

- i) Speed:
- ii) quality:

12. GENERAL BUSINESS HABITS:

- a) Ability to control the subordinates and to get maximum output:
- b) Character and habits.
- c) Intelligence and judgment.
- d) Temperament:
- e) Fact:
- f) General trust worthiness & zeal.
- g) General aptitude in the profession.

13. OTHER OBSERVATIONS:

(This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above this should not, however, be used for merely reporting in vague terms what was already stated. Specific points such as special 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).

14. INTEGRITY:

(This column should be filled as per instructions issued under Ministry of Home Affairs M.O. No. 51/4/63/Fstt (A) dated 21.6.1965.

Signature of Reporting Officer
Name in Block Letters:
Designation:
Date:

PART-IV REMARKS OF REVIEWING OFFICER:

15. Do you agree with the remarks of the Reporting officer in Pat-III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over the above remarks of the Reporting Officer please mention them. You may also sum up your views here.
16. Over all assessment of performance and qualities.

Signature of the Reviewing officer,
Name in Block letters,
Designation:
Date

PART-V: Countersignature by the next higher officer, with remarks, if any.

Signature of countersigning officer,
Name in Block letters,
Designation:
Date

HIMUDA

REPORT ON THE CONDUCT AND QUALIFICATIONS OF DRAFTSMAN/ JUNIOR DRAFTSMAN FOR THE PERIOD: _____

FROM: _____ to _____

Department/ office _____

PART-I (PERSONAL DATA)

(To be filed by Reporting officer and to be certified by the Reviewing Officer)

1. Name of official:
2. Date of birth:
3. Date of continuous appointment to the present grade viz:
4. Present posting and date of appointment there to:
5. Period of absence from duty on leave, training etc. during the year.
6. Period for which the repartee has served under:-
Circle Head Draftsman/ Head D/man Years Months

Senior Architect/ Executive Engineer/
Superintending Engineer.
7. Upto date Academic/ General qualifications.
8. Upto date technical qualifications.

PART-II

9. A brief statement of work handled by the official during the year under report (to be filled by the Reporting officer).

NOTE: This should indicate whether the official reported upon is employed on task involving initiative, judgment or application of knowledge of rules and regulations or professional teaching use or any takes of a simple nature of routine character.

NAME OF OFFICER _____

PART-III.

- Assessment by Reporting officer.
10. State of health:

NOTE: The assessment under columns 11 & 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

11. DEPARTMENTAL EFFICIENCY

- (a) Proficiency in:-
 - i) Tracing:
 - ii) Preparation of original drawings:
 - iii) Preparation of estimates:
 - iv) Checking estimates:
 - v) Checking drawings:
- (b) Is he methodical & tidy in his work?
- (c) Has he neat handwriting;
- (d) How has he handled the works assigned to him in regard to:-
 - i) Speed:
 - ii) quality:

12. GENERAL BUSINESS HABITS:

- (a) Does he keep his drawing instruments in order and see that they are used with care?
- (b) Does he store his stationery carefully and keep control over the issues?
- (c) Does he keep his registers of plans properly and keep them in proper order?
- (d) Character and habits.
- (e) Intelligence and judgment.
- (f) Temperament:
- (g) Tact:
- (h) General trust worthiness & zeal.
- (i) General aptitude in the profession.

**13. NAME OF OFFICER _____
OTHER _____**

OBSERVATIONS:

(This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above this should not, however, be used for merely reporting in vague terms what was already stated. Specific points such as special 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).

14. INTEGRITY:

(This column should be filled as per instructions issued under Ministry of Home Affairs M.O. No. 51/4/63/Estt (A) dated 21.6.1965.

Signature of Reporting Officer
Name in Block Letters:
Designation:
Date:

PART-IV REMARKS OF REVIEWING OFFICER

- 15. Do you agree with the remarks of the Reporting officer in Pat-III above; If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over the above remarks of the Reporting officer place mention them. You may also sum up your view here.
- 16. Over all assessment of performance and qualities.

Signature of the Reviewing officer,
Name in Block letters.
Designation:
Date

PART-V: Countersignature by the next higher officer, with remarks, if any.

Signature of countersigning officer,
Name in Block letters.
Designation:
Date

HP HOUSING & URBAN DEVELOPMENT AUTHORITY
CONFIDENTIAL REPORTS OF THE EXECUTIVE ENGINEER

Report for the year _____ period from _____ to _____

PART-I

PERSONAL DATA

(To be filed in by the Administrative Section concerned of the department)

- 1.1 Name of Officer:
- 1.2 Designation and office address:
- 1.3 Date of joining the service:
- 1.4 Date of birth:
- 1.5 Date of continuous appointment to present grade: Date Grade
- 1.6 Present post and date of appointment thereto: Date Grade
- 1.7 Period of absence from duty (on leave, training etc) during the year:
- 1.8 Academic and Professional qualifications:
- 1.9 Departmental examination passed:

PART-II

SELF APPRAISAL

(To be filed in by the Officer reported upon)

- 2.1 Brief description of duties:
- 2.2 Work performance:

| 2.2.1 Financial: | Outlay | Expenditure |
|---|--------|-------------|
| i) Social Housing Colonies | _____ | _____ |
| ii) Self Financing Colonies: | _____ | _____ |
| iii) Deposit works/RHS: | _____ | _____ |
| iv) Total cost of work done during the year | | |
| a) Departmentally | | |
| b) Through contract: | | |

2.2.2. Physical

| | | | Targets | Achievement |
|-----|--------------------------------|-----|---------|-------------|
| i) | Social Housing Schemes: | | | |
| a) | Houses | No. | _____ | _____ |
| b) | Plots: | No. | _____ | _____ |
| c) | Flats: | No. | _____ | _____ |
| ii) | Self Financing Schemes: | | | |
| a) | Houses: | No. | _____ | _____ |
| b) | Flats: | No. | _____ | _____ |
| c) | Plots: | No. | _____ | _____ |
| iv) | Deposit works/R.H.S | | _____ | _____ |

2.2.3 ESTIMATES/TENDERS

| | | | NUMBER | TOTAL AMOUNT |
|------|---|--|--------|--------------|
| i) | Preliminary estimates initiated. | | | |
| a) | Social Housing Schemes: | | _____ | _____ |
| b) | Self Financing Schemes: | | _____ | _____ |
| c) | Deposit/ RH Schemes: | | _____ | _____ |
| ii) | Detailed estimates approved/initiated: | | | |
| a) | Social Housing Schemes: | | | |
| b) | Self Financing Schemes: | | | |
| c) | Deposit/Rental Housing Schemes: | | | |
| iii) | Draft NIT approved/ initiated. | | | |
| i) | Social Housing Schemes: | | | |
| ii) | Self Financing Schemes: | | | |
| iii) | Deposit/RH Schemes: | | | |
| iv) | Tenders approved/initiated: | | | |
| a) | Social Housing Schemes | | | |
| b) | Self Financing Schemes: | | | |
| c) | Deposit works/R.H.S. | | | |
| v) | Revised estimates: | | | |
| a) | No. of estimates required revision due to expenditure exceeded the amount of A/A & E/S: | | | |
| b) | No. of revised estimates prepared and forwarded for revised sanction: | | | |

2.3. GENERAL:

- i) Whether replies to all inspection, advance, draft PAC/ CAG Audit Paras of the proceeding years sent?
- ii) Have all the court orders been implemented within time? If not, reasons be given.
- iii) How many enquiries entrusted to you which are pending and since when?
- iv) Have the detailed inspections of all Sub-Divisional offices under your control been conducted during the year? If not reasons be given and follow up action taken.
- v) Whether all ACRs of the proceeding year stand completed?
- vi) How many vehicles/stores/ machinery units have been initiated for condemnation and finally got sanctioned?
- vii) Final bills of the contractors.
 - (a) Number of final bills required to be settled.
 - (b) Final bills actually settled.
- viii) Have the service records of all staff i/c work charged updated.
- ix) Indicate efforts made in optimum utilization of labour under your Division:
- x) **LAND ACQUISITION:**
 - a) No. of places where land has been identified for creating of land bank.
 - b) No of sites where Section-4 has been issued:
 - c) No of places where possession of land has been taken over
- xi) **COURT CASES:**
 - a) No. of cases pending at the beginning of the year.
 - b) No of cases added during the year:
 - c) No. of cases decided during the year:
 - i) In favour of the Authority.
 - ii) Against the Authority.
- xii) **ESTATE MANAGEMENT:**
 - a) No of houses/flats/plots allotted during the year:
 - b) No of houses/flats/plots whose possession handed over during the year:
 - c) No of colonies where completion plans prepared during the year:

xiii) No of colonies under the Division for maintenance:

- a) Outlay in budget for maintenance of Colonies:
- b) Budget utilized for maintenance of Colonies:

xiv) **Monthly accounts:**

- a) No of observations, Memos received from Head office on monthly accounts:
- b) No of Memos replied and settled:

2.4 Please state briefly the shortfall with reference to the targets/objectives referred to in column 2.2. Please specify constraints, if any, in achieving the targets. Any special achievements may also be stated in brief:

2.5 Please state whether annual property return of immovable property of preceding calendar year has been filled. Also indicate the date of filling the property return.

PART-3 APPRAISAL BY REPORTING OFFICER
A- PROFESSIONAL KNOWLEDGE:

NOTE: Write 'yes' in the box whichever is applicable:

3.1 Technical Knowledge:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

(i) Planning and Designing:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

ii) Specification & Codes:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

3.2 Knowledge of accounts, manuals, procedures, rules regulations.

3.3 Do you agree with the self appraisal of the officer with reference to details furnished by him and indicate reasons and extent of disagreement, if any:

3.4 FOR FIELD UNITES:

i) Management, Organization and supervision of works.

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

ii) Promptness in (for predominantly construction activities):

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

(a) Initiating extra substituted items.

(b) Finalizing measurements of items completed, test checking and recording completion certificates:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

(c) Responding to observations by higher officer:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

(iii) For predominantly maintenance activities:

(a) Attending to maintenance complaints:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

(b) Preventive maintenance:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

iv) Efforts made in :

a) Clearance of accounts matters audit para etc.

b) Defending arbitration cases:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

c) Disposal of establishment matters:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

3.5 For planning units:

i) Planning, designing estimating etc:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

ii) Preparation of tender documents & processing contracts:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

iii) Any other type of activity:

GENERAL ASSESSMENT:

3.6 Co-ordination & General Administration.

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

3.7 Initiative, drive & resourcefulness

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

3.8 Capacity to take decisions:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

3.9 Team work and leadership:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

3.10 Dependability:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

3.11 (a) Intelligence:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

(b) Diligence:

| | | | | | |
|---|---|---|---|---|---|
| A | B | C | D | E | F |
|---|---|---|---|---|---|

3.12 Willingness to take responsibility:

3.13 Any notable work or Achievement:

3.14 Any special aptitude skill or interest:

3.15 Integrity:

3.16 General Assessment:

3.17 Overall grading:

Signature -----

Name -----

(in block letter)

Designation -----

- NOTE:**A Outstanding i.e exceptionally effective:
- B very Good i.e very effective but not positively outstanding:
- C Good i.e quite effective.
- D Fair i.e performs duty moderately well and Without serious shortcomings:
- E Not quite adequate i.e suffers from certain weakness which prevent his performance achieving the 'Fair' level:
- F Unsatisfactory i.e definitely not being able to perform his duties satisfactorily:

2. The appropriate meritating of the officers out of the six points rating mentioned at the above foot notes should be clearly indicated against each of the column in this part instead of merely ticking the box 'A' 'B' 'C' 'D' 'E' & 'F'.

NOTE: BOXES 'E' & 'F' shall be considered as adverse remarks.

PART -4 REMARKS OF REVIEWING OFFICER

- 4.1 Do you have knowledge of the working of the officer reported upon?
- 4.2 a) Do you fully agree the assessment of the Reporting Officer?
- b) If not, on which points do you disagree and give your own assessment:
- c) Your own remarks about the personality and performance of the officer:
- 4.3 What are your comments on serial number 3.167?

Signature -----
NAME -----
(in Block letter)
Designation -----

Dated

PART-5 REMARKS OF THE COUNTERSIGNING OFFICER:

Signature -----
NAME -----
(in Block letter)
Designation -----

Dated

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 realize 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 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 Part-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", "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.
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 of the area of the work the officer to be reported upon.
8. Although performance appraisal is a year end exercise, in order that it may be a tool for human resources 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 true possible picture of the appraiser in regard to his/her performance, conduct, behavior 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 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 appraiser 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 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 secrete 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 he had not watched the Officer's work for sufficient time from a definite judgment or that he has heard nothing in the Confidential Report 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)

HP HOUSING & URBAN DEVELOPMENT AUTHORITY

CONFIDENTIAL REPORT ON THE WORK OF ARCHITECTURAL SENIOR
DRAUGHTSMAN/ ARCHITECTURAL HEAD DRAUGHTSMAN OF THE OFFICE OF
THE HIMUDA

REPORT FOR THE PERIOD/YEAR ENDING _____

PART -I (PERSONAL DATA)

(To be filled by the officer reported upon and to be certified by the Reporting Officer):

1. Name of the official:
2. Date of birth:
3. Designation:
4. Period spent in the post _____ years _____ months.
5. Upto date academic/general qualification.
6. Upto date technical qualification:
7. Whether Departmental examination passed:

PART-II:

8. (A brief statement of work handled by the official during the year under report (to be filled by the Reporting officer).

NOTE: This should indicate whether the official reported upon is employed on task involved initiative, judgment or application of knowledge of rules and regulations or professional techniques of any task of simple nature or routine character.

PART-III
(ASSESSMENT BY REPORTING OFFICER)

9. State of Health:

NOTE: The assessment under columns 10 to 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

②
Name of Officer: _____

10. GENERAL ASSESSMENT:

- a) Has he/she been regular and punctua?
- b) Is he/she good tampered?
- c) Is he/she energetic and of active habits?
- d) Does he/she have initiative and drive?
- e) was his/her behavior towards Seniors good?
- f) Was his/her behaviors towards juniors good?
- g) Is he/she pains taking and dependable?
- h) Does he/she keep his/her table and instruments clean?
- i) Is he/she properly dressed?

11. KNOWLEDGE:

- a) Has he/she a good knowledge of constructional details?
- b) Does he/she have a sound knowledge of the materials?
- c) Does he/she prepare neat and clean drawings?
- d) Is he/she speedy in drafting?
- e) Is he/her drafting good?

12. MISCELLANEOUS:

- a) Was any warning given to him/her during the reporting period?
- b) If yes; has he/she taken steps to remedy the defects?
- c) Are you willing to retain him/her under you?

13. OTHER OBSERVATIONS:

(This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects.

NAME OF OFFICER _____

Note covered in the proforma given above the Reporting officer considers specially worth mentioning may also be indicated here.

14. INTEGRITY:

(This column should be filled as per instructions issued under Ministry of Home Affairs O.M.No. 51/4/64-Estt (A) dated 21.6.1965.

Signature of Reporting Officer
Name in Block letters _____
Designation _____
Date _____

PART-IV REMARKS OF REVIEWING OFFICER:

15. Do you agree with the remarks of the Reporting officer in Part-III above. If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above remarks of the Reporting officer please mention them. You also sum up your view here.
16. Over all assessment of performance and qualities.

Signature of Reviewing Officer,
Name in Block letters _____
Designation _____
Date _____

PART-V:

COUNTER SIGNATURES BY THE NEXT HIGHER OFFICER WITH REMARKS, IF ANY.

Signature of Countersigning Officer,
Name in Block letters _____
Designation _____
Date _____