

**Form – II**

**CONFIDENTIAL REPORT**

**FOR**

**INDIAN ADMINISTRATIVE SERVICE OFFICERS**

**SUPER TIME SCALE**

**Name of Officer** \_\_\_\_\_

**Report for the year/period ending** \_\_\_\_\_

**Form II**

**Confidential Report for Indian Administrative Service Officers**

Super Time Scale

**Report for the year/period ending \_\_\_\_\_**

**PART - I**

**PERSONAL DATA**

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

1. Name of Officer
  
2. Cadre and year of allotment
  
3. Date of Birth
  
4. Date of continuous appointment to present grade *Date* *Grade*
  
5. Present post and date of appointment thereto *Date* *Post*
  
6. Period of absence from duty  
*(On leave, training etc. during the year.  
If he has undergone training, please specify)*
  
7. Date of filling the Annual Property Return

## PART – II

**To be filled by the Officer Reported Upon**

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

1. Brief description of duties
2. Please specify the quantitative/physical/financial targets/objectives (8 to 10 items priority-wise in order of importance) set for yourself or that were set for you and your achievements against each target.

## Targets

## Achievements

3. Please state briefly your achievements with reference to targets/objectives referred to in column 2. Please also indicate significantly higher achievements in relation to the targets and your contribution thereto.

4. Please state briefly the shortfalls with reference to the targets/objectives referred to in column 2. Please specify the constraints, if any, in achieving the targets.

## **PART – III**

### **To be filled in by the Reporting Authority**

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

#### **A. NATURE AND QUALITY OF WORK**

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

2. **Quality of Output -**  
*Please comment on officer's quality of performance having regard to standard of programme objectives and constraints, if any.*

2. **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. Leadership qualities –**

*Please comment on the capacity of the officer to set targets and objectives, understand the environment, anticipate change and contribute new ideas and new methods of work towards achieving the targets and objectives.*

### **2. Management qualities**

*Please comment on the officer's willingness to assume responsibility, organizing capacity, ability to motivate, ability to provide timely and proper guidance and regard for training and development of subordinates.*

### **3. Initiative and planning ability –**

*Please comment on the capacity and resourcefulness of the officer to anticipate problems and to plan, in advance, action to meet such situations. Also comment on the capacity and resourcefulness of officer in handling unforeseen situations in his/her own; willingness to take additional and new areas of work.*

- 4. Decision making ability –**  
*Please comment on his/her ability to take decisions and to weigh pros and cons of alternatives.*
- 5. Communication skill (written and oral) –**  
*Please comment on the ability of the officer to communicate and on his/her ability to present arguments.*
- 6. Appraising ability**  
*Please comment on the officer's skill and capacity in evaluating and recording performance of subordinates in an impartial and objective manner.*
- 7. Inter-personal relations and team work**  
*Please comment on the quality of relationship with superiors, colleagues and subordinates on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.*

**8. Relations with the public -**

*Please comment on the officer's accessibility to the public and responsiveness to their needs.*

**9. Attitude towards Scheduled Castes/Scheduled Tribes/Weaker Sections of Society-**

*Please comment on the officer's understanding of the problems of Scheduled Castes and "Scheduled Tribes and his/her efforts to deal with them.*

**10. Aptitude and Potential -**

*Please indicate three fields of work from amongst the following for possible specialization and career development of the officer. Please mark 1, 2, 3 in three appropriate boxes.*

- |    |   |                          |
|----|---|--------------------------|
| 1. | Personal administration                           | <input type="checkbox"/> |
| 2. | Law and Order and Internal Security               | <input type="checkbox"/> |
| 3. | Financial Administration                          | <input type="checkbox"/> |
| 4. | Agricultural and Rural Development Administration | <input type="checkbox"/> |
| 5. | Social Service and Educational Administration     | <input type="checkbox"/> |
| 6. | Planning  | <input type="checkbox"/> |
| 7. | Economic and Commercial Administration            | <input type="checkbox"/> |
| 8. | Industrial Administration                         | <input type="checkbox"/> |
| 9. | Any other field (Please specify)                  | <input type="checkbox"/> |



## **PART – IV**

### **GENERAL**

1. State of Health –
2. Integrity –  
*(Please see note below the instructions)*
3. General Assessment –  
**(Outstanding/Very Good/Good/Average/Below average)-**  
*(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).*
4. Grading -  
**(Outstanding/Very Good/Good/Average/Below Average) –**  
*(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).*

Place :

Signature

Date :

Name of the Reporting Authority

Designation

*(During the period of Report)*

## **PART – V**

### **REMARKS OF THE REVIEWING AUTHORITY**

1. Length of service under the Reviewing Authority
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the reporting authority? *(In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?)*
4. General remarks with specific comments about the general remarks given by the reporting authority and remarks about the meritorious work of the officer including the grading.
5. Has the officer any special characteristics, and/or any exceptional merits or abilities which would justify his/her selection for special assignment or out of turn promotion? If so, please specify.

Place :

Signature of the Reviewing Authority

Date :

Name in block letters

Designation

*(During the period of Report)*

**PART – VI**

**REMARKS OF THE ACCEPTING AUTHORITY**  
*(i.e. next superior authority)*

Place :

Signature of the Reviewing Authority

Date :

Name in block letters

Designation  
*(During the period of Report)*

## INSTRUCTIONS

1. The Confidential Report is an **important document**. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form **with a high sense of responsibility**.
2. Performance appraisal through Confidential Reports should be used as a tool for **human resource development**. Reporting Officers should realize that the objective is to **develop an officer** so that he/she realizes his/her true potential. It is not meant to be a **fault/finding process** but a developmental one. The Reporting Officer and the Reviewing Office should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting **adequate time**. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the **report without due care and attention** he shall record a remark to that effect in Party V Column 2. The Government shall **enter the remarks in the Confidential Roll of the Reporting Authority**.
5. Every answer shall be given in a **narrative form**. The space provided indicates the **desired length** of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding very good', 'average', 'below average', while giving your comments against any of the **attributes**.
6. The Reporting Officer shall, in the **beginning of the year set quantitative physical financial targets in consultation with each of the officers** with respect to whom he is required to report upon. **Performance appraisal** should be a **joint exercise** between the officer reported upon and the Reporting Officer. The targets/goals shall be set at the Commencement of the reporting year i.e. April, in the case of All India Service Officers. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

7. The targets should be clearly known and understood by both the officers concerned. **While fixing the targets, priority should be assigned item wise,** taking into consideration the nature and the area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.
8. Although performance appraisal is year-end exercise, in order that it may be a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year **at regular intervals to review the performance and** to take necessary corrective steps.
9. It should be the endeavour of each appraiser to present the **truest possible picture** of the appraisee in regard to his/her performance, conduct, behaviour and potential.
10. Assessment should be confined to the appraisee's **performance during the period of report only.**
11. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

**NOTE:**

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

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
  - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next Superior Officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note. The Reporting Officer should state either that he had not watched the officer's work for sufficient

time to form a definite judgement or that he has heard nothing against the officer, as the case may be.

- (b) If, as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
- (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
- (d) If, as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

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