

SCHEDULE—II

ANNUAL CONFIDENTIAL REPORTS

(For ACS II and all other Technical/non-Technical-class I to III Officers of the State).

[See Rule 4 (2) of the Assam Services (Confidential Rolls) Rules, 1990].

Report for the year/period ending _____

Part—I

PERSONAL DATA

(To be filled up by the office)

1. Name of officer/employee _____
2. Name of service to which belongs _____
3. Date of Birth _____
4. Present Designation.....since _____
5. Period of absence from duty on leave, training etc. during the period of report. _____
6. Description of work on which engaged during the period. _____
7. Any special knowledge/experience/training which facilitate to discharge the allotted work of the officer/employee. _____

Part—II

ASSESSMENT BY THE REPORTING AUTHORITY.

1. Name (s) and Designation of the Reporting Authority.
2. Periods of Service of the incumbent under the Reporting Authority.

(Separate forms to be used by different reporting officers)

3. State of health :
4. What is your opinion about his/her (a) aptitude, initiative, drive and efficiency for—
 - (i) Arrangement for work :
 - (ii) Execution for work :
- (b) Intelligence :

- (c) Attendance/Conduct and amenability to discipline. :
- (d) Character, with particular reference to reliability and integrity :
- (e) Knowledge of laws/rules and relevant office procedure. :
- (f) Capacity of supervision, inspection and to create team spirit (where applicable). :
- (g) Spirit of service for and relationship with public/subordinate staff and superior officers. :
- (h) Physical stamina and aptitude for hard touring (where applicable). :
- (i) General remarks, if any. :
- (f) What is your opinion about his/her fitness or otherwise for advancement for next higher rank. :

(For Technical Officers only)

- | | |
|-----------------------------------|---|
| (k) Professional ability | (i) Preparation of estimates and projects : |
| (a) Promptness and correctness in | (ii) Designs : |
| | (iii) Accounts : |
| | (iv) Control of expenditure : |

Date :

Recording Authority.

Part—III

OPINION OF THE REVIEWING AUTHORITY.

1. Name and designation of the Reviewing Authority :
2. Period of service of the incumbent under the Reviewing Authority. :
3. General opinion of the Reviewing Authority :
4. Graded :

Date :

Reviewing Authority.

Part—IV

REMARKS OF THE ACCEPTING AUTHORITY.

Name and Designation of the Accepting Authority.

INSTRUCTIONS

The following instructions are intended for guidance of officers writing the annual confidential report in the prescribed form. The report should contain a full appreciation and assessment of the particulars indicated in the form with any additional information considered necessary. Personal likes and dislikes should not form the basis of any opinion but, at the same time, softness to shield defects should also be avoided.

(1) The reporting and reviewing authority should be one under whom the officer/employee has rendered, at least three months of continuous service. There may be more than one A.C.R. during the period of report (one year).

(2) Work in which employed during the period of report—

In this column the actual nature of work done by the officer/employee should be indicated briefly, at the same time leaving no doubt as to the type of work on which the officer/employee has been employed during the period under report. Thus, entries such as "dealing assistant" "doing correspondence" should be avoided. Entries such as "deals with appointment, promotion, posting and transfer of officers of the Assam Civil Service", would be more suitable.

(3) **Intelligence :—**The level of intelligence and mental alertness of the officer/employee should be specifically commented upon.

(4) **Capacity for work :—**In assessing this, the reporting officer should consider the ability of the officer/employee in noting, drafting, writing pieces etc. He should mentally review whether the officer/employee knows his job well whether he applies to his work well and whether he is hardworking systematic, thorough and quick. Proficiency in and aptitude for any technical or specialised work should also find a specific mention in the report.

(5) Knowledge of laws, rules and orders and office procedure :—

Are all these adequate considering the nature of duties and responsibilities of the particular officer/employee? If it is not upto the required standard, say so. Does the officer/employee follow prescribed procedures in matters of routine and otherwise as laid down and instructions issued from time to time by the Government? Here the officer making the annual report may take the help of the appropriate supervisory officer.

(6) Attendance, conduct and amenability to discipline:—

Is he punctual not only in maintaining proper office hours, but also in his habits and prompt in disposal? Is he generally obedient and amiable? Does he grudge occasional extra work? Latest Government Instructions regarding punctuality should also be taken into consideration while filling up the column of punctuality.

Remarks should be made about the sense of duty and responsibility of the officer/employee, his/her reliability, honesty and integrity.

(7) **Character :—**In making remarks the reporting officer should bear in mind that if there have been specific instances or complaints of dishonesty or corruption having some foundation, these should be stated. Else a positive assessment should find mention.

(8) The entries in different parts of the form should be made by the appropriate authorities, in terms of Schedule II of the Assam Services (Confidential Rolls) Rules, 1990.

(9) **Grading :—**All officers/employees should be graded by the reviewing officer on an overall assessment of all facts, as "outstanding", "very good", "good", "mediocre" or "average" and "bad or below average" as the case may be.

(10) **Guide :—**A guide for the estimate of general ability and character of officers is appended herewith.

A guide for the estimate of general ability and character of officers.—

1. Intellectual :—

Independence of judgement Yes or No.

Receptivity .. quick, receptive, slow on the uptake.

Initiative .. original, enterprising, re-sourceful, casual, apathetic.

Drive .. forceful, pushing, force less, inert.

Promptness in disposal of work Yes or No.

Speed of decision .. Very quick, fairly quick, sure, hesitant, indecisive.

Quality of decision .. sound, superficial.

2. Capacity for duties .. diligent, industrious, toiler, Slack, indolent.

3. Personality .. impressive, attractive, colourless, unimpressive.

4. Temperament self Controlled, restrained, excited, panicky.

5. Leadership Capacity to exert influence, tactfulness, organisational capacity, courage and firmness in difficult situations.

6. Character :—

Moral reputation .. excellent, good, fair, poor.

Zeal and energy .. indefatigable, persevering

Liveliness .. spirited, cheerful, dull gloomy.

Loyalty and fidelity .. faithful, obedient, conscientious, dutiful, easy-going, irresponsible, obstinate.

7. Relations with others :—

Attitude towards brother officers. .. friendly, co-operative obstructive, individualistic, selfish.

Attitude towards subordinates. .. humane, considerate, sympathetic, indifferent, inconsiderate, hard, soft.

Relations with non-officials .. considerate, willing, helpful, sympathetic, indifferent, rude, soft, tactful, tactless.