

From

The Administrator,
MICADA Haryana,
Panchkula.

To

1. The Chief Engineer,
MICADA Haryana, Panchkula.
2. The Superintending Engineers,
MICAD Circle, Kaithal.
3. MICAD Circle, Hisar.
4. MICAD Circle, Rohtak.
5. ME&QC Circle, Panchkula.

Memo No. 7358-62 /MICADA/Admn.2022

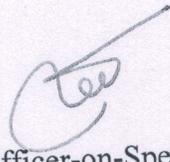
Dated 26.12.2022.

Sub:- Proforma for Annual Confidential Report for MICADA.

It is intimated that the ACR proforma for Superintending Engineers, Executive Engineers, Assistant Engineers/Sub Divisional Engineers and Junior Engineers of MICADA and the officers/officials working on deputation in MICADA has been amended and enclosed herewith, *duly approved from hvt.*

You are, therefore, requested to circulate the amended proforma of ACR to all Executive Engineers, Assistant Engineers/Sub Divisional Engineers and Junior Engineers working in your jurisdiction. The ACRs of the officers/officials for the year 2022-23 and onwards will be written in the amended proforma.

DA/As above

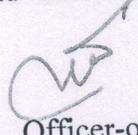

Officer-on-Special Duty,
for Administrator, MICADA, Haryana,
Sector-4, Panchkula.

Esdstt. No. MICADA/Admn.2022/ 7363

Dated 26.12.2022

A copy of the amended ACR proforma for Superintending Engineers, Executive Engineers, Assistant Engineers/Sub Divisional Engineers and Junior Engineers is forwarded to the Computer Programmer with the request to upload the same on the website of MICADA.

DA/As above


Officer-on-Special Duty,
for Administrator, MICADA, Haryana,
Sector-4, Panchkula.

Micro Irrigation and Command Area Development Authority, Haryana

Annual Confidential Report

(FOR SUPERINTENDING ENGINEER)

Particular of Employee

Name (in full) & Designation: _____

Father's Name: _____

Period (of review) _____

Date of Birth: _____

Date of entry into service: _____

Present post and appointment thereto: _____

Posting during period under review: _____

Period of leave/absence/training: _____

Name of Reporting Officers with period: i. _____

ii. _____

iii. _____

Name of 1st Reviewing Officers with period: i. _____

ii. _____

iii. _____

Name of 2nd Reviewing Officers with period: i. _____

ii. _____

iii. _____

Name of Accepting Officer: _____

Self Appraisal (by officer):

1. Works/Tasks assigned:

2. Works/Tasks completed:

3. Achievements against fixed Targets/Milestones

4. Expenditure incurred (works):
w.r.t. budget.

5.

A. On-Farm MI System (Drip / Sprinkler)

Sr. No.	Source	MI area in approved scheme	Target MI Area	Achievement
1.	Canal			
2.	Pond			
3.	STP			

B. On-Farm Water Tanks

Approved On-Farm Water Tanks	Target (No. of Water Tanks)	Achievement (No. of Water Tanks)

C. Construction of Water Courses (UGPL / Lining)

Approved Length of Water Courses (in ft.)	Target Length (in ft.)	Achievement

D. Redressal of Complaints.

Type of Complaints	Received	Disposed off
CM Window		
Social Media		

6. Special achievements, if any:

7. Special efforts made for:

clearing of backlog, if any

Date:- _____

Signature
(Full Name)

(To be written by Reporting Officer)

Part-A WORKS EXECUTED

1.	Quality of works of executed / supervised works.	
2.	Special achievements, if any, during execution of works.	
3.	Technical competency of the officer.	
4.	No. of cases in which there is cost overrun.	
5.	No. of cases in which there is time overrun.	
6.	Is the officer issuing Inspection Reports of works inspected?	
7.	Is the officer submitting Action Taken Reports (ATR) on Inspection notes to Senior Officers, FC&PS and Ministers.	
8.	Is the officer patrolling the canals and night inspection.	
9.	Are the completion reports being sent regularly. Position of outstanding completion reports.	

10.	No. of enquiry cases/complaints dealt by the officer. Number of outstanding enquiries at the end of year.	
11.	What is the position of outstanding arbitration cases?	
12.	What is the position of outstanding Audit Para's/Inspection Reports.	
13.	What is the position of Court cases. i.) In High Court/ Supreme Court. ii.) In other Courts.	
14.	What control the officer is exercising over the expenditure, viz-a-viz budget allocated.	
15.	What is position of computerization in the division.	
16.	Is the officer sending progress report of works, Court cases, Account statements, utilization of LOC, regularly.	
17.	Is the officer watching the Government property? Is there any encroachment over it?	
18.	Has the officer attended all trainings to which he was deputed?	
19.	Had the officer cleared Computer training examination?	

Part-B

GENERAL

1.	<p>General Parameters:</p> <ul style="list-style-type: none"> i. Completion pension cases of staff. ii. Payment of employees' dues in time. iii. Completion of service record. iv. Attending to General Public Grievances. v. Attending to grievances of staff. vi. Attending to grievances of contractor. vii. General upkeep of the office. viii. Efforts made to improve the working of office. ix. Efforts made for improving quality of work. 	
2.	<p>Personal Parameters:</p> <ul style="list-style-type: none"> i. Physical/mental fitness. ii. Punctuality. iii. Maintaining head-quarters. iv. Character/Honesty. v. Integrity. vi. Relations with senior officers. 	

	vii. Maintaining relationship with staff. viii. Maintaining relationship with public and contractor. ix. Observation of Govt. rules. x. Attitude towards weaker sections of the society. xi. Technical Proficiency. xii. Managerial skills. xiii. Efficiency in disposal of Govt. work.	
3.	Special achievements, if any.	

Part-C: OVERALL ASSESSMENT

1.	Is any Red letter/warning issued to officer?	
2.	Is any other punishment/stricture passed against the officer?	
3.	General/Special remarks, if any.	
4.	Overall grading. Below Average Average Good Very Good Outstanding	

Date:-----

Signature
(Full Name)

Name of Officer: _____

From _____ to _____

PERIOD**REMARKS**

1.	Integrity	
2.	Relations with Public	
3.	Cooperation and support to district Administration in implementing developmental schemes and policies of the Government.	

Signature of SDO (C)/Dy. Commissioner/Commissioner

Part-D: 1st REVIEWING AUTHORITY

1.	Special remarks, if any.	
2.	Grading of reviewing officer. Below Average/Average/Good/Very Good/Outstanding	

Date: _____

Signature
(Full Name)

Part-E: 2nd REVIEWING AUTHORITY

1.	Special remarks, if any.	
2.	Grading of reviewing officer. Below Average/Average/Good/Very Good/Outstanding	

Date: _____

Signature
(Full Name)

Part-F ACCEPTING AUTHORITY

1.	Observations if any.	
2.	Accepted/returned back.	

Date:-----

**Signature
(Full Name)**

INSTRUCTIONS FOR WRITING ACRs

The reporting officer while writing the ACR should assess the officer for the following:-

- (1)
 - (i) The work done, how the work was managed, whether specifications were adhered to, if work executed economically.
 - (ii) Whether the urgent matters were disposed off promptly, whether schedules were adhered to, whether project & project received from the officer being reported upon are complete and lucidly prepared to reflect the professional standard.
- (II)
 - (i) How the officer under report renders cooperation to his colleagues, how he trains his subordinates, does he display good temper and tact in dealing with superiors, colleagues and his subordinates, does he keep his office in good order, if any, serious fault has been pointed out during the year, if found whether this was brought to the notice of reviewing officer after giving a fair chance for the officer being reported to remove the fault or improve the areas of weaknesses/deficiencies.
 - (ii) Whether the officer remains at Head Quarters during the holidays or after the office hours.
 - (iii) Whether the officer is zealous and energetic, is he of active habits and should health, does he tour significantly within his charge.
 - (iv) Does he possess knowledge of rules and their implementation, does he carefully observe the codal rules regarding accounts, service, revenue and financial matter etc. does he show promptness for clearance of PAC paras/Audit reports.
 - (v) Whether he possess sound technical knowledge, whether he keeps interest in research technology and published papers, has he attended any course/workshop/seminar during year, has he any aptitude for particular class of work, any innovative work or achievement during the year.
 - (vi) The conduct, reputation for honesty and integrity of officer being reported. In case of any adverse comments, the same needs to be authenticated with documentary evidence.
 - (vii) Have the officer under report ever been recommended for transfer during the year.
 - (viii) The continuous period for report should not be less than three months and all case and fairness should be exercised by the reporting officer in conformity to the latest instructions on the subject by the Chief Secretary to Government of Haryana.
 - (ix) 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 his review. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.

Micro Irrigation and Command Area Development Authority, Haryana

Annual Confidential Report

(FOR EXECUTIVE ENGINEER)

Particulars of Employee

Name (in full) & Designation:

Father's Name:

Period (of review)

Date of Birth:

Date of entry into service:

Present post and appointment thereto:

Posting during period under review:

Period of leave/absence/training:

Name of Reporting Officers with period:

i. _____

ii. _____

iii. _____

Name of Reviewing Officers with period:

i. _____

ii. _____

iii. _____

Name of Accepting Officer:

Self Appraisal (by officer):

1. Works/Tasks assigned:

2. Works/Tasks completed:

3. Achievements against fixed Targets/Milestones

4. Expenditure incurred (works):
w.r.t. budget.

5. **A. On-Farm MI System (Drip / Sprinkler)**

Sr. No.	Source	MI area in approved scheme	Target MI Area	Achievement
1.	Canal			
2.	Pond			
3.	STP			

B. On-Farm Water Tanks

Approved On-Farm Water Tanks	Target (No. of Water Tanks)	Achievement (No. of Water Tanks)

C. Construction of Water Courses (UGPL / Lining)

Approved Length of Water Courses (in ft.)	Target Length (in ft.)	Achievement

D. Redressal of Complaints.

Type of Complaints	Received	Disposed off
CM Window		
Social Media		

6. Special achievements, if any:

7. Special efforts made for:
clearing of backlog, if any

Date:- _____

Signature
(Full Name)

(To be written by Reporting Officer)

Part-A WORKS EXECUTED

1.	Quality of works of executed / supervised works.	
2.	Special achievements, if any, during execution of works.	
3.	Technical competency of the officer.	
4.	No. of cases in which there is cost overrun.	
5.	No. of cases in which there is time overrun.	
6.	Is the officer issuing Inspection Reports of works inspected?	
7.	Is the officer submitting Action Taken Reports (ACR) on Inspection notes to Senior Officers, FC&PS and Ministers.	
8.	Is the officer patrolling the canals and night inspection.	
9.	Are the completion reports being sent regularly. Position of outstanding completion reports.	

10.	No. of enquiry cases/complaints dealt by the officer. Number of outstanding enquiries at the end of year.	
11.	What is the position of outstanding arbitration cases?	
12.	What is the position of outstanding Audit Para's/Inspection Reports.	
13.	What is the position of Court cases. i.) In High Court/ Supreme Court. ii.) In other Courts.	
14.	What control the officer is exercising over the expenditure, viz-a-viz budget allocated.	
15.	What is position of computerization in the division.	
16.	Is the officer sending progress report of works, Court cases, Account statements, utilization of LOC, regularly.	
17.	Is the officer watching the Government property? Is there any encroachment over it?	
18.	Has the officer attended all trainings to which he was deputed?	
19.	Had the officer cleared Computer training examination?	

Part-B

GENERAL

1.	General Parameters: <ul style="list-style-type: none"> i. Completion of pension cases of staff. ii. Payment of employees' dues in time. iii. Completion of service record. iv. Attending to General Public Grievances. v. Attending to grievances of staff. vi. Attending to grievances of contractor. vii. General upkeep of the office. viii. Efforts made to improve the working of office. ix. Efforts made for improving quality of work. 	
2.	Personal Parameters: <ul style="list-style-type: none"> i. Physical/mental fitness. ii. Punctuality. iii. Maintaining head-quarters. iv. Character/Honesty. v. Integrity. vi. Relations with senior officers. 	

	vii. Maintaining relationship with staff. viii. Maintaining relationship with public and contractor. ix. Observation of Govt. rules. x. Attitude towards weaker sections of the society. xi. Technical Proficiency. xii. Managerial skills. xiii. Efficiency in disposal of Govt. work.	
3.	Special achievements, if any.	

Part-C: OVERALL ASSESSMENT

1.	Is any Red letter/warning issued to officer?	
2.	Is any other punishment/stricture passed against the officer?	
3.	General/Special remarks, if any.	
4.	Overall grading. Below Average Average Good Very Good Outstanding	

Date:-----

Signature
(Full Name)

Name of Officer: _____

PERIOD

From _____ to _____

REMARKS

1.	Integrity	
2.	Relations with Public	
3.	Cooperation and support to district Administration in implementing developmental schemes and policies of the Government.	

Signature of SDO (C)/Dy. Commissioner/Commissioner

Part-D: REVIEWING OFFICER

1.	Special remarks, if any.	
2.	Grading of reviewing officer. Below Average/Average/Good/Very Good/Outstanding	

Date: _____

Signature
(Full Name)**Recommending Authority for acceptance (For Xens only)**

Date: _____

Part-E ACCEPTING AUTHORITY**As per Govt. order No. 40/410/1979/1IE dated 05.06.2013.**

1.	Observations, if any.	
2.	Accepted/returned back.	

Date:-----

Signature
(Full Name)

INSTRUCTIONS FOR WRITING ACRs

The reporting officer while writing the ACR should assess the officer for the following:-

- (1)
 - (i) The work done, how the work was managed, whether specifications were adhered to, if work executed economically.
 - (ii) Whether the urgent matters were disposed off promptly, whether schedules were adhered to, whether project & project received from the officer being reported upon are complete and lucidly prepared to reflect the professional standard.
- (II)
 - (i) How the officer under report renders cooperation to his colleagues, how he trains his subordinates, does he display good temper and tact in dealing with superiors, colleagues and his subordinates, does he keep his office in good order, if any, serious fault has been pointed out during the year, if found whether this was brought to the notice of reviewing officer after giving a fair chance for the officer being reported to remove the fault or improve the areas of weaknesses/deficiencies.
 - (ii) Whether the officer remains at Head Quarters during the holidays or after the office hours.
 - (iii) Whether the officer is zealous and energetic, is he of active habits and should health, does he tour significantly within his charge.
 - (iv) Does he possess knowledge of rules and their implementation, does he carefully observe the codal rules regarding accounts, service, revenue and financial matter etc. does he show promptness for clearance of PAC paras/Audit reports.
 - (v) Whether he possess sound technical knowledge, whether he keeps interest in research technology and published papers, has he attended any course/workshop/seminar during year, has he any aptitude for particular class of work, any innovative work or achievement during the year.
 - (vi) The conduct, reputation for honesty and integrity of officer being reported. In case of any adverse comments, the same needs to be authenticated with documentary evidence.
 - (vii) Have the officer under report ever been recommended for transfer during the year.
 - (viii) The continuous period for report should not be less than three months and all case and fairness should be exercised by the reporting officer in conformity to the latest instructions on the subject by the Chief Secretary to Government of Haryana.
 - (ix) 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 his review. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.

Micro Irrigation and Command Area Development Authority, Haryana
Annual Confidential Report
(FOR ASSISTANT ENGINEER)

Particulars of Employee:

Name (in full) & Designation : _____

Father's Name _____

Period (of review) _____

Date of Birth _____

Date of entry into service _____

Present post and appointment thereto _____

Posting during period under review _____

Period of leave/absence/training _____

Name of Reporting Officers with period: i. _____

ii. _____

iii. _____

Name of Reviewing Officers with period: i. _____

ii. _____

iii. _____

Name of Accepting Officer _____

Self Appraisal (by officer):

1. Works/Tasks assigned. : _____

2. Works/Tasks completed : _____

3. Achievements against fixed : _____
 Targets/Milestones _____

4. Expenditure incurred (works) : _____
 w.r.t. budget. _____
- 5.

A. On-Farm MI System (Drip / Sprinkler)

Sr. No.	Source	MI area in approved scheme	Target MI Area	Achievement
1.	Canal			
2.	Pond			
3.	STP			

B. On-Farm Water Tanks

Approved On-Farm Water Tanks	Target (No. of Water Tanks)	Achievement (No. of Water Tanks)

C. Construction of Water Courses (UGPL / Lining)

Approved Length of Water Courses (in ft.)	Target Length (in ft.)	Achievement

D. Redressal of Complaints.

Type of Complaints	Received	Disposed off
CM Window		
Social Media		

6. Special achievements, if any : _____

7. Special efforts made for clearing of backlog, if any : _____

Date:- _____

Signature
(Full Name)

(To be written by Reporting Officer)

Part-A WORKS EXECUTED

1	Quality of works of executed /supervised works.	
2	Special achievements, if any, during execution of works.	
3	Technical competency of the officer.	
4	No. of cases in which there is cost overrun.	
5	No. of cases in which there is time overrun.	
6	Is the officer issuing Inspection Reports of works inspected?	
7	Is the officer submitting Action Taken Reports (ATR) on Inspection notes to Senior Officers, FC&PS and Ministers.	

8	Is the officer patrolling the canals and night inspection.	
9	Are the completion reports being sent regularly. Position of outstanding completion reports.	
10	No. of enquiry cases/complaints dealt by the officer. Number of outstanding enquiries at the end of year.	
11	What is the position of outstanding arbitration cases?	
12	What is the position of outstanding Audit Para's/Inspection Reports.	
13	What is the position of Court cases. i.) In High Court/Supreme Court. ii.) In other Courts.	
14	What control the officer is exercising over the expenditure, viz-a-viz budget allocated.	

15	What is position of computerization in the division.	
16	Is the officer sending progress report of works, Court cases, Account statements, utilization of LOC, regularly.	
17	Is the officer watching the Government property? Is there any encroachment over it?	
18	Has the officer attended all trainings to which he was deputed?	
19.	Had the officer cleared Computer training examination?	

Part-B GENERAL

1	<p>General Parameters:</p> <ul style="list-style-type: none"> i. Completion of pension cases of staff. ii. Payment of employees' dues in time. iii. Completion of service record. iv. Attending to General Public grievances. v. Attending to grievances of the staff. vi. Attending to grievances of contractor. vii. General upkeep of the office. viii. Efforts made to improve the working of office. ix. Efforts made for improving quality of work. 	
2	<p>Personal Parameters:</p> <ul style="list-style-type: none"> i. Physical/mental fitness. 	

	<ul style="list-style-type: none"> ii. Punctuality iii. Maintaining head-quarters. iv. Character/Honesty. v. Integrity vi. Relations with senior officers. vii. Maintaining relationship with staff. viii Maintaining relationship with public and contractors. ix. Observation of Govt. rules. x. Attitude towards weaker sections of the society. xi. Technical Proficiency. xii. Managerial skills. xiii. Efficiency in disposal of Govt. work. 	
3	Special achievements, if any.	

Part-C: OVERALL ASSESSMENT

1	Is any Red letter/warning issued to officer?	
2	Is any other punishment/stricture passed against the officer?	
3	General/Special remarks, if any.	
4	Overall grading. Below Average Average Good Very Good Outstanding	

Date: _____**Signature
(Full Name)**

Name of Officer:- _____

PERIOD

From _____ to _____

REMARKS

1.	Integrity	
2.	Relations with public	
3.	Cooperation and support to district Administration in implementing developmental schemes and policies of the Government	

Signature of SDO (C)/Dy. Commissioner/Commissioner

Part-D: REVIEWING OFFICER

1	Special remarks, if any.	
2	Grading of reviewing officer. Below Average/Average/Good/ Very Good/Outstanding	

Date: _____

**Signature
(Full Name)**

Part-E ACCEPTING AUTHORITY

1	Observations, if any.	
2	Accepted/returned back.	

Date: _____

**Signature
(Full Name)**

INSTRUCTIONS FOR WRITING ACRs

- The reporting officer while writing the ACR should assess the officer for the following:-
- (I) (i) The work done, how the work was managed, whether specifications were adhered to, if work executed economically.
 - (ii) Whether the urgent matters were disposed off promptly, whether schedules were adhered to whether project & project reports received from the officer being reported upon are complete and lucidly prepared to reflect the professional standard.
 - (II) (i) How the officer under report renders cooperation to his colleagues, how he trains his subordinates, does he display good temper and tact in dealing with superiors, colleagues and his subordinates, does he keep his office in good order, if any, serious fault has been pointed out during the year, if found whether this was brought to the notice of reviewing officer after giving a fair chance for the officer being reported to remove the fault or improve the areas of weaknesses/deficiencies.
 - (ii) Whether the officer remains at Head Quarters during the holidays or after the office hours.
 - (iii) Whether the officer is zealous and energetic, is he of active habits and sound health, does he tour significantly within his charge.
 - (iv) Does he possess knowledge of rules and their implementation, does he carefully observe the codal rules regarding accounts, service, revenue and financial matter etc., does he show promptness for clearance of PAC paras/Audit reports.
 - (v) Whether he possess sound technical knowledge, whether he keeps interest in research technology and published papers, has he attended any course/workshop/seminar during the year, has he any aptitude for particular class of work, any innovative work or achievement during the year.
 - (vi) The conduct, reputation for honesty and integrity of officer being reported. In case of adverse comments, the same needs to be authenticated with documentary evidence.
 - (vii) Have the officer under report ever been recommended for transfer during the year.
 - (viii) The continuous period for report should not be less than three months and all case and fairness should be exercised by the reporting officer in conformity to the latest instructions on this subject by the Chief Secretary to Government of Haryana.
 - (ix) 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 his review. The Government shall enter the remarks in the Confidential Roll of the Reporting Authority.

Micro Irrigation and Command Area Development Authority, Haryana

Annual Confidential Report

(FOR JUNIOR ENGINEERS)

Micro Irrigation and Command Area Development Authority Haryana, Panchkula

Office/Branch/Section:

Period under Report:

Part-I

1. Name of the employee:
2. Father's Name:
3. Designation of the post held:

Reporting Authority _____

Reviewing Authority _____

Accepting Authority _____

Part-II

Important Notes:

1. Before writing the Annual Confidential Report, the Reporting/Reviewing/ Accepting Authorities should read carefully the instructions given in the end of the form.
2. Unless otherwise specified to the contrary, the Reporting Authority should make use of one of the grading, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

1. A. Brief of duties assigned _____

B1. On-Farm MI System (Drip / Sprinkler)

Sr. No.	Source	MI area in approved scheme	Target MI Area	Achievement
1.	Canal			
2.	Pond			
3.	STP			

B2. On-Farm Water Tanks

Approved Water Tanks	On-Farm	Target (No. of Water Tanks)	Achievement (No. of Water Tanks)

B3. Construction of Water Courses (UGPL / Lining)

Approved Length of Water Courses (in ft.)	Target Length (in ft.)	Achievement

2. State of Health
3. Conduct and Character
4. Punctuality and Regularity in attendance
5. Ability to get along and behaviour with
 - (a) Superior Officers
 - (b) Colleagues
 - (c) Public

Name & Designation of the official:

6. Amenability to Discipline _____
7. Devotion to duty and hardworking _____
8. General Intelligence and keenness to learn _____
9. Knowledge about Department,
Branch and Office procedure _____
10. Proficiency in use of State Language 'Hindi'
in his day to day official work. _____
11. Whether the employee stays at his
Headquarters after closing of office
and during holidays? _____
12. Proficiency and accuracy in typing _____
13. Proficiency in work of maintenance
of Registers, Files and other record _____
14. Initiative and willingness to perform
any job of responsibility _____
15. Assessment of Integrity:
Has any things come to your notice
which reflect adversely on the official's
integrity or his ability to honestly
execute his duties?
Reply in 'Yes' or 'No'
If yes please give details. _____
16. Whether there are any 'adverse remarks
on the work and conduct of the employee?
Reply in 'Yes' or 'No'
If yes please give details. _____
17. Has the official done any outstanding or
notable work meriting?
(Reply in 'Yes' or 'No')
If yes please give details. _____
18. Suitability for promotion or Higher Scale of pay _____
19. "Whether the officer/official delivers the
services or dispose of the case in a given time
frame? (Reply in 'Yes' or 'No') _____
20. Overall Grading based on the Assessment
made form Sr. No. 2 to 12. _____

Signature of the Reporting Authority

Name in block letters: -----

Designation: -----

Date: -----

Name & Designation of the official:

REMARKS OF THE REVIEWING AUTHORITY

(Tick one of these three items (a), (b) & (c) and strike out the remaining two).

- (a) I endorse the above remarks.
- (b) I generally agree with the above views
subject to the following observations.

(c) I do not agree with the above remarks in
column: _____

Signature of the Reviewing Authority

Name in block letters: _____

Designation: _____

Date: _____

Remarks, if any or countersignatures of the Accepting Authority.

Signature of the Accepting Authority

Name in block letters: _____

Designation: _____

Date: _____

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time Schedule for writing Annual Confidential Report may strictly be adhered to:
 - (a) The Reporting Authority must write the report before 15th April;
 - (b) The Reviewing Authority must record its comments before 30th April; and
 - (c) The Accepting Authority must record its acceptance before 15th May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choices in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No. 16 and nothing be written alongwith the box-block meant for Grading only.
4. While recording remarks 'Integrity' in column at Sr. No. 15, instructions contained in para 4 of Consolidating instructions on confidential reports, read with instructions No. 61-20-85-S(I) dated 12.12.85, must be gone through carefully.
5. The Reporting Officer should make a mention of any defects noted and any punishment inflicted on the employee or written warning(s) issued to him during the period under report to give any correct picture of his work and conduct.
6. The Report should be a true and objective assessment of the employee's ability and character as reflected in his day to day official work during the period under report.
7. Signatures in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.