

**Government of West Bengal  
Directorate of Health Services  
Swasthya Bhaban, Salt Lake  
Kolkata-700 091**

**Memo No. HPT/32M-01-13/A**

**Dated, Kol, the July'2013**

**C I R C U L A R**

The new Annual Confidential Report for Group – A Officers belonging to West Bengal Public Health-cum-Administrative Service and West Bengal Health Service Cadres duly approved by the Department of Health & Family Welfare, West Bengal is hereby circulated.

This new Annual Confidential Report will ~~be~~ come into force with effect from 01.04.2013 and the existing ACR format is now withdrawn.

  
**Director of Health Services & E.O. Secretary  
Department of Health & Family Welfare  
West Bengal**

**Department Of Health & Family Welfare  
Government of West Bengal  
Swasthya Bhawan  
Block-GN, Sector-V  
Salt Lake  
Kolkata 700 091**

**Annual Confidential Report**

For Group A Officers belonging to

West Bengal Public Health-cum-Administrative Service

&

West Bengal Health Service Cadres

Name of the Officer :  
Designation :  
Office :  
Discipline & Institute (if MOTR) :  
Service- : WBPHAS/WBHS  
Year of PSC :  
Report for the Year/Period ending :

(1)

Annual Confidential Report

For Medical Officers

belonging to

West Bengal Public Health-cum-Administrative Service

&

West Bengal Health Service Cadres

Report for the Year/Period ending:

[Part-1]

**Personal Data**

(To be filled in by the Officer reported upon)

1. Name of the Officer :

2. Designation :

3. Date of birth :

4. Year Of PSC :

5. Date of joining in service PSC :

6. Present post :

date of joining the present post :

7. Date of submission of Annual Statement of Assets :  
(as per provision of the West Bengal Service s(Duties Rights & Obligations )Rules

[PART-II]

(To be filled in by the Officer Reported upon)

(Please read carefully the instruction given at the end of the form before making the entries)

1. Brief Description of the Duties

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2. Please specify your achievements as per your perception

Sl.NO.	
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	
11	

(3)

3. Please state briefly the shortfalls in respect of your achievements. Please specify constraints or handicaps that you faced.

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4. Details of training programmes if any attended during the year under review

Si.No.	Name of the training nominated for	Objective of the training	Period of training	Whether training successfully completed or not	Remarks
1					
2					
3					
4					
5					
6					
7					
8					

Place:

Date:

Signature of the Officer

Name in Block Letters

Designation (During the period of report)

**To be filled in by the Reporting Officer**

(Please read carefully the instruction given at the end of the form before making the entries)

**A) Nature & Quality of Work**

- Please state whether you agree with the answers relating to the achievements and and shortfalls. If not state reasons.

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**B) Attributes**

Please record assessment with one of the following words : Outstanding/ Very Good/ Average/ Below Average

Sl. No.	Attributes	Assessment
01	Personality	
02	Capacity for sustained work	
03	Tact & Ability to work with others	
04	Ability to control subordinates	
05	Reliability in carrying out instructions	
06	Ability to state a case	
07	Initiative	
08	Power of taking responsibility	
09	Power to inspire confidence in general Public	
10	Devotion to duty	
11	Knowledge of Work	

\*Points awarded for different grades of assessment are as follows :

**Outstanding:- 4, Very Good:- 3, Good:- 2, Average:- 1, Below Average:- 0**

[If you record "Below Average" against any attribute, you will have to show the assessment record to the concerned officer]

\*\*Maximum Score possible against 11 attributes (4x11)= 44, i.e. the maximum average score per attribute is 4

\*\*\*Adverse comments are to be recorded only when the Reporting Officer is reasonably satisfied and has reasons to believe that circumstances and facts justify the adverse comments being made

(7)

PART-V

Annexure-II

Remarks of the Accepting Officer

Place:

Date:

Signature of the Accepting Officer

Name in Block Letters

Designation

## INSTRUCTIONS

1. The Officers reported upon and the Reporting Officer shall take special care to submit their respective reports within one month of the completion of the reporting period.
2. 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**.
3. Performance appraisal through Confidential Report 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 of be a **fault-finding process** but a developmental one. The Reporting officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
4. 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.
5. 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 IV. The Government shall **enter the remarks in the Confidential Roll of the Reporting Authority**.
6. Every answer shall be given in a specific manner in the space provided for the purpose.
7. 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.
8. It should be the endeavour of each appraiser to present the **truest possible picture** of the appraisee in regard to his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of **report only**.
10. 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.
11. 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 be 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 judgment 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 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.

Government of West Bengal  
Finance (Revenue) Department  
Writers' Buildings, Kolkata-7000 001.

Dated, the 21<sup>st</sup> June 2013

Memo. No. 855-FT  
FT/O/1P-13/13 ST

MEMORANDUM

Whereas, it has come to the notice of the Finance Department that some departments are facing difficulties in respect of promotion of their officers to higher scale in terms of this dept memo no. 3101-F (P), dated 17/04/2013 since the weighted mean calculated on the basis of 4 types of rating in case of old format and 5 types of rating in the new format, deprives many deserving officers to be eligible for promotion.

And, whereas, PAR Department by its order no. 1293-PAR (WBCS)/1D-78/2013, dated 15/05/2013, rationalised the average APR rating of WBCS(Exe.) officers, for appointment to different scales with the approval of Selection Committee, consisting of Chief Secretary, Principal Secretary/Secretary, Home Department and Principal Secretary/Secretary of P&AR Department.

Now, therefore for the sake of uniformity, the Governor is pleased to partially modify Memo. No. 3101-F (P), dated 17/04/2013 for the purpose of movement to pre-revised scale no. 19, as under:

Types Of APRs	Minimum Eligibility Rating Norm.
All Old	1.95
1 New + 4 Old	2.08
2 New + 3 Old	2.21
3 New + 2 Old	2.34
4 New + 1 Old	2.47
5 New	2.60

The above rating norms will take immediate effect.

Sd/-

(H.K.Dwivedi)

Principal Secretary to the Govt. of West Bengal.

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