

**CONFIDENTIAL REPORT
FOR
GROUP 'A' OFFICERS BELONGING TO
CADRE.....,
GOVERNMENT OF WEST BENGAL**

Name of Officer :

HRMS Unique ID :

Year of Allotment :

Report for the Year :

Period : DD/MM/YY to DD/MM/YY

**CONFIDENTIAL REPORT
FOR
GROUP 'A' OFFICERS BELONGING TO
CADRE.....,
GOVERNMENT OF WEST BENGAL**

Report for the year:
Period :

PART- IA

PERSONAL DATA

(To be filled in by the Officer Reported upon)

1. Name of Officer :
2. HRMS Unique ID :
3. Service Specific Code (if any) :
4. Date of Birth :
5. Year of allotment :
6. Date of joining in the service :
7. Post held by the officer during the period of report :
8. Date of Joining to the post held by the officer during the period of report :
9. Department /District in which the officer was posted during the period of report :
10. Date of submission of Annual Declaration of Assets for the previous year (as on 01-01-2) as per the provisions of West Bengal Services (Duties, Rights and obligations) Rule, 1:

PART-I B**Appraisal of Attendance:**

APPRAISAL OF ATTENDANCE IN RESPECT OF GROUP-A EMPLOYEES AS INTRODUCED INTER ALIA,
IN FINANCE DEPARTMENT MEMO NO.-9135-F DATED 10.09.2002.

1. Total No. of working days during the period under review :
2. No. of days the incumbent was on leave :
3. No. of days of late attendance and early departure during the period under review :
4. No of days unauthorized absence without leave :
5. No. of days deducted as leave due to late attendance / early departure :
6. No. of days of effective attendance of the incumbent during the period under review (Item 1 minus Items 4 & 5) :
7. Percentage of late attendance or early departure as against the total no. of working days during the period under review (Item 3/ Item 1) % :
8. Percentage of effective attendance as against the total no. of working days during the period under review (Item 6/ Item 1) % :

Signature of Officer in Charge of
Establishment / Attendance
or Head of Office or Reporting Officer.

PART - II**(To be filled in by the Officer Reported upon)**

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

1. Brief Description of Duties in substantive post (objective of the position you hold and the tasks you are required to perform, within 150 words):

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Did you hold any additional charge during the tenure?	Yes	No
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Serial no.	Description of Additional Charge	Period	
		From	To

2. Please specify your achievements as per perception:

Serial No.	For substantive charge	For Additional charge
01.		
02.		
03.		
04.		
05.		
06.		
07.		

08.		
09.		
10.		
11.		

3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinary challenging task or major systematic improvement (resulting in significant benefits to the public and/or reduction in time and cost):

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4. Award / Honors received during the period of reporting:

Serial No.	Name of Award / Honor	Conferred by

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

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6. Details of the training programme (s), if any attended during the year under review

7. Indicate the specific areas in which you feel the need to upgrade your skills through training programmes:

Place :

Date :

Signature of the Officer Reported Upon

NAME IN BLOCK LETTERS

Designation
(During the period of Report)

PART-III**Annexure-I****(To be filled in by the Reporting Officer)**

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

A) NATURE AND QUALITY OF WORK

- 1. Please state whether you agree with the answers relating to achievement and shortfalls. If not, state the reasons.**

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- 2. Please comment on the claim (if made) of exceptional contribution by the officer reported upon.**

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B) ATTRIBUTES:

Please record one of the following grades with the corresponding marks: Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00).

Serial No.	Item	Assessment
01	Personality	
02	Capacity for sustained work	
03	Tact and 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	Attitude towards public at large	
11	Devotion to duty	
12	Knowledge of his work	

C) GENERAL:

1. State of health

2. Integrity

(Please see note below the instruction)

3. Pen picture of reporting authority on the overall qualities of the officer including areas of strength and lesser strengths and his/her attitude towards the weaker sections

(Statement of the Reporting Officer)

4. Do you agree with the "Appraisal on Attendance" as recorded

in Part – IB : (Yes / No)

5. Overall Grading: [Outstanding / Very Good / Good / Average / Below Average]

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Place :

Date :

Signature of the Reporting Officer

NAME IN BLOCK LETTERS:
Designation:
(During the period of Report)

PART –IV**Annexure-II****REMARKS OF THE REVIEWING OFFICER**

1. 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 in respect of item B of Part-III?)

2. Overall Grading (Please record one of the following grades with the corresponding marks: Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00) :

Place :

Date :

Signature of the Reviewing Officer

NAME IN BLOCK LETTERS:

Designation :
(During the period of Report)

PART-V

1. REMARKS OF THE ACCEPTING OFFICER

2. Overall Grading (Please record one of the following grades with the corresponding marks: Excellent (8.01-10.00), Very Good (6.01-8.00), Good (4.01-6.00), Average (2.01-4.00), Below Average (0-2.00) :

Place :

Date :

Signature of the Accepting Officer

NAME IN BLOCK LETTERS:

Designation :
(During the period of Report)