

DAKSHIN HARYANA BIJLI VITRAN NIGAM
Annual Confidential Report of Ministerial Establishment
(Including Store keepers and Establishment in the Accounts Organization)

Name in full and designation _____

Father's/Husband's Name _____

Grade & pay _____ Date of Birth _____

Educational/Professional Qualifications _____

Departmental Examination Passed, if any _____

Office to which attached _____

Length of Service

i) Date of joining the service _____

ii) Date of joining the present post _____

Period of Report _____

		Head of Office	Next Authority
	1. Nature of work on which employed		
	2. Punctuality in attendance		
	3. Trust worthiness		
	4. Habits		
	5. Performance of duties i) Knowledge of work on which employed and quality of work. ii) Knowledge of Rules, Codes, Departmental Instructions and Powers delegated to officers. iii) Ability in drafting letters and presenting cases. a) Whether he/she is good in notes in short hand? b) Whether he/she is regular in posting the stores transactions and ledger are maintained by him/her up-to date and neatly? c) Whether his/her stacking of material is orderly and easy to check? d) Are the cases presented by him properly scrutinized and after due application of		
Not applicable to P.As, Stenographer, Steno Typist & Store Keepers. For P.As, Stenographer & Steno Typist only. For Store Keeping Establishment only			

	mind? e) Is he careful in disposing off the paper/work expeditiously or he is in the habit of delaying these?		
	6. Does he/she maintain good control over the staff/labour working under him/her?		
	7. a) Is he/she careful over the training of his/her subordinates? b) Is he/she specialized in certain trade?		
	8. Does he/she keep on good terms with i) his/her colleagues ii) other branches of the office and iii) Public?		
	9. <u>General</u> a) Are there any points in which he/she specially excels or in which he/she is deficient? b) Defects, if any c) Whether the officer/official brings political influence to bear upon the Nigam regarding his terms & conditions of service.		
	10. Is he/she thoroughly honest? Give detailed reasons for your answer if in the negative		
	11. Whether his/her work was Outstanding/ Very Good/Good/Average/ Below Average?		
	12. In he/she fit for promotion to the next higher post?		
	13. Does he/she deserve his/her next increment?		
	14. Whether in case of adverse report a communication has been made to him/her? If so, quota reference to the No. & date of the letter with which made?		
	15. Whether the official has submitted the required property statement for the year under report?		
	16. Attitude of the official towards other castes & communities.		

**Signature and Designation
of Reporting Officer**

**Signature and Designation
of Next Authority**

Remarks by the Next Authority

Signature and Designation

INSTRUCTIONS

The grade 'outstanding' should be sparingly given and only in exceptional cases & it will be seldom applicable to a young official still in process of development.