

**GOVERNMENT OF HARYANA  
FORM OF 'ANNUAL CONFIDENTIAL REPORT'**

(For Clerks and other posts of similar nature in Group 'C')

**Department of Economic & Statistical Analysis 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 gradings, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average' in the box-blocks provided against each column.

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1. Brief of duties assigned \_\_\_\_\_
2. State of Health \_\_\_\_\_
3. Conduct and Character \_\_\_\_\_
4. Punctuality and Regularity in attendance \_\_\_\_\_
5. Ability to get along and behavior with  
(a) Superior Officers (a) \_\_\_\_\_  
(b) Colleagues (b) \_\_\_\_\_  
(c) Public (c) \_\_\_\_\_
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 \_\_\_\_\_

Name & Designation of the official \_\_\_\_\_

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 o 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 givedetails.
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 from Sr.No. 2 to 13 \_\_\_\_\_

Signature of the Reporting Authority  
Name in block letters : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Date :

**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 15<sup>th</sup> April;
  - (b) The Reviewing Authority must record its comments before 30<sup>th</sup> April; and
  - (c) The Accepting Authority must record its acceptance before 15<sup>th</sup> May.
2. The Reporting Authority should use the prescribed terminology for each item and write one of the choice in the box-block mentioned against these items.
3. The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No.17 and nothing be written along with the box-block meant for Grading only.
4. While recording remarks 'Integrity' in column at Sr. No. 16, 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 along with date be put up by the Reporting/Reviewing/Accepting Authorities.

# Annual Confidential Report for the year \_\_\_\_\_

(ONLY FOR COLLEGE ASSISTANT/ASSOCIATE PROFESSORS)

To be filled up by the Lecturer: -

Date of joining service:

Mode of recruitment:

## 1. Particulars:

(a) Name:

(b) Father's name:

(c) Qualifications:

(d) Subject:

(e) Date of Birth:

(f) Name of Institution:

(g) Place of Previous posting:

From

To

(h) Date of joining in the present College:

(i) Subject of Ph.D./M.Phil. Dissertation (if passed):

## 2. Particulars of Teaching Performance:

(a) Results:

Exam.	Subject Taught	No. of Students		Pass Percentage		Difference
		Total	Pass	College	University	
1	2	3	4	5	6	7

2. (b) Responsibility of the Lecturer in case of lower percentage than the pass percentage of the University results. :

3. Overall assessment of / academic competency, i.e. application of new teaching methods, encouraging questions in classes, holding of seminars/group discussions etc.

4. Details of academic and professional progress during the year:

(a) Research Degree acquired, if any:

(b) Research work, if any:

(c) Particulars of Published Research:

(d) Details of in-service Training:

(e) Extra classes for weak students:

(f) Whether giving any private Tuition/Coaching?

(g) Contribution in other college activities like Adult Education, Social Development Programmes, NSS, Sports, Cultural activities & any other special work done.

(h) Whether the staff attendance Register has been regularly signed?

5. Contribution in the College Administration:

6. Any other achievements:

7. Whether he stays at the HQ after college hours and during the holidays?

8. Any other plus point not mentioned above:

9. Whether the courses for academic year were completed?

9.(a) Whether the officer delivers the services or disposes off the case in a given time frame?  
(Reply in "Yes" or "No")

10. Number of working days spent in the college:

(a) for admissions:

(b) for teaching:

- (c) for evaluation:
- (d) for examination:
- (e) for other activities (specify):
- (f) Total:

Date:

(Assistant/Associate  
**Professor's Signature**)

(To be filled up by the Principal)

11.

**Verification by the Principal:** \_\_\_\_\_

Item No.	Correct	Exaggerated1.
2.		
3.		
4. (a)		
(b)		
(c)		
(d)		
(e)		
(f)		
(g)		
(h)		
5.		
6.		
7.		
8.		
9.		
9. (a)		

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10. (a)

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(b)

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(c)

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(d)

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(e)

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(f)

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12. Remarks about integrity:

13. Relations with the Principal/Colleagues:

14. Whether the Lecturer participated in or instigated any strike in the college?

15. Overall Assessment:  
(Keeping in view all the above facts)

- A. Outstanding
- B. Very Good
- C. Good
- D. Average
- E. Below Average

**(Principal to fill up all the columns and no column is to be left blank)**

Date: .....20...

**Signature of the Reporting  
Officer Principal**



16. Remarks by the next Higher Authority/Second Reporting Officer/Reviewing Officer:

17. Whether any enquiry/complaint is pending:

18. Punishment if any awarded:

Dated:.....

**(Joint Director Colleges)**

19. Remarks by the Final Reporting Officer/Accepting Authority:

Dated:.....

**Director  
General, Higher Education Haryana**

**GOVERNMENT COLLEGE GHARAUNDA, KARNAL**  
**ANNUAL PERFORMANCE ASSESSMENT REPORT FOR PROMOTION UNDER CAREER**  
**ADVANCEMENT SCHEME (CAS) IN COLLEGES AND UNIVERSITIES**

**Table-1**

**Name :** \_\_\_\_\_ **Designation:** Assistant Professor

**Subject :** \_\_\_\_\_ **Academic Session :2022-23**

S.No.	Name of Activity	Activities Actually Undertaken	Verification as per record	Grading
1	Teaching : (Number of classes taught/total classes assigned)x100% 80% & above – Good Below 80% but 70% & above – Satisfactory Less than 70% - Not satisfactory			
2	Involvement in the University/College students related activities/research activities:  (a) Administrative responsibilities such as Head, Chairperson/ Dean/ Director/ Co-ordinator, Warden etc.  (b) Examination and evaluation duties assigned by the college / university or attending the examination paper evaluation.  (c) Student related co-curricular, extension and field based activities such as student clubs, career counselling, study visits, student seminars and other events, cultural, sports, NCC, NSS and community services.  (d) Organizing seminars/ conferences workshops, other college/university activities.  (e) Evidence of actively involved in guiding Ph.D. students.  (f) Conducting minor or major research project sponsored by national or international agencies.  (g) At least one single or joint publication in peer-reviewed or UGC list of Journals.			
<b>Overall Grading :</b>				
<b>Criteria for Overall Grading :</b>				
<b>Good:</b> Good in teaching and satisfactory or good in activity at Sl. No.2				
Or				
<b>Satisfactory:</b> Satisfactory in teaching and good or satisfactory in activity at Sl. No. 2.				
<b>Not Satisfactory:</b> If neither good nor satisfactory in overall grading				

**Note:**

\*Number of activities can be within or across the broad categories of activities.

**PRINCIPAL**

**OFFICE OF THE GOVT. COLLEGE GHARAUNDA**  
**TO WHOM IT MAY CONCERN**

It is certified that I, \_\_\_\_\_, Assistant Professor in Commerce of this college

1. Taught as per curriculum with the prescribed material and provided additional resources in form of notes, power- point files and animation to students.
2. Use participatory and innovative teaching learning methodologies like group discussion, project work and assignments.
3. Performed in time the due responsibilities of internal assessment, assignments and midterm tests etc. for continuous evaluation of students and also performed universities exam duties.
4. Was a member of following committees/ participated in / organized following activities during the session 2022-2023
5. Convener/Members

1. Bursar
2. Income Tax/ College Accounts Committee/ TDS(In-charge)
3. Discipline/ Anti ragging (Member)
4. NAAC (Member)
5. IQAC (Member)
6. Refreshment Committee (Member)
7. (ICC) Sexual Harassment of women at workplace/ Grievance committee(Member)

Etc.

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**Principal**  
**Assistant professor**  
**Department of .....**