

CHAPTER – XVII

ANNUAL CONFIDENTIAL REPORT

**Procedures for writing Annual Confidential Reports
on Government servants.**

*No.PER.44/
71/20, dt.27th
April, 1971*

1.1. Government have decided to follow the procedure for writing Annual Confidential Reports on Government employees as contained under Paras 3.1. to 3.11 at pages 145, 146, 147, 148 and 149 of Hand Book of General Circulars (Government of Assam Publication). In view of the adoption of the Procedure as mentioned above, the instructions as contained under Paras 1.1. and 2 at pages 144 and 145, *ibid*, *inter alia* shall also be followed.

1.2. Paras 3.10.1 and 3.10.2, pages 148 and 149 entitled “Communication of adverse remarks” mentions that “Government will not ordinarily retain representations against adverse entries communicated to an Officer merely on the ground that the Officer feels that he does not deserve the entry which has been recorded on him. Any evidence, however, that the entry has been made *fala-fide* will be examined and will be the only ground for consideration of representations.”

1.3. The time limit to be observed for completing the different stages of examination of such representations has, however, not been prescribed. This may result in case wherein the adverse remarks for a number of years are expunged after a considerable lapse of time. Existence of an adverse remark may either result in an Officer’s exclusion from the Select List or his being given a lower rank, even though it is expunged subsequently. It would, therefore, be in the interest of the Government servant concerned that adverse remark are communicated and representations against the adverse remarks dealt with, expeditiously.

1.4. After careful consideration, Government have decided that henceforth the following procedure should be strictly followed where an adverse remark is recorded in an Officer’s Confidential Report.

- (i) the adverse remark is communicated to the Officer immediately;

	<p>(ii) he is allowed six week's time (from the date of communication of the remarks).</p> <p>(i) unless there is satisfactory explanation for the delay, a representation submitted after the time limit specified above is not taken into consideration; and</p> <p>(iv) decision on the representation is to be taken expeditiously and, in any case, not later than six weeks from the date of submission of the representation.</p>
<p><i>O.M.No.PER. 14/72/29, dtd. 9th July, 1973</i></p>	<p>Procedure for writing Annual Confidential Reports on A.Cs I, Acs II and Forest Officers on deputation to the Autonomous District Councils.</p> <p>2. In partial modification of the instruction as contained under Para 3.7 (xi) at page 147 of the Hand Book of General Circular and in consultation with the Chief Executive Members of the Autonomous District Councils, Government have decided to adopt the following system of initiating, reviewing and accepting the Annual Confidential Reports in respect of Acs I, ACS II and Forest Officers with immediate effect :-</p> <p>(a) Recording Officer : (i) Chief Executive Member of the Autonomous District Council.</p> <p>(b) Reviewing Officer: (i) Secretary, District Council Affairs Deptt. in respect of Acs I and Acs II Officers.</p> <p>(c) Accepting Officer: (i) Chief Secretary in respect of Acs I Officers.</p> <p style="padding-left: 100px;">(ii) Commissioner of Division in respect of Acs II Officers</p> <p style="padding-left: 100px;">(iii) Secretary, Forest Department in respect of Forest Officers.</p>

<p><i>O.M.No.PER. 12/72/43, dtd. 6th Aug, 1973</i></p>	<p style="text-align: center;">Procedure for writing Annual Confidential Reports in respect of Sub-Divisional Planning Officers in District Headquarters .</p> <p>3. Government have decided to adopt the system of recording, reviewing and accepting the Annual Confidential Reports in respect of the Sub-Divisional Planning Officer in District Headquarters as below :-</p> <p>(i) Recording Authority : Deputy Commissioner</p> <p>(ii) Reviewing Authority: Secretary to the Government of Meghalaya in the Community Development Department.</p> <p>(iii) Accepting Authority: Development Commissioner, Government of Meghalaya.</p>
<p><i>O.M.No.PER. 12/72/49, dtd. 28th Dec, 1973</i></p>	<p style="text-align: center;">Procedure for writing Annual Confidential Reports in respect of Block Development Officers</p> <p>4. Government have decided to adopt the system of recording, reviewing and accepting the Annual Confidential Reports in respect of the Block Development Officers as follows :-</p> <p>(i) Recording Authority : <u>Deputy Commissioner</u> :</p> <p style="padding-left: 40px;">(i) After obtaining the views of the District Agricultural Officer.</p> <p style="padding-left: 40px;">(ii) In the case of independent Sub-Division, Deputy Commissioner after obtaining the views of the Sub-Divisional Officer (Civil) and the District Agricultural Officer.</p> <p>(ii) Reviewing Authority : <u>Director of Community Development</u></p> <p>(iii) Accepting Authority : Secretary to the Govt. of Meghalaya in the Community Development Department.</p>

<p><i>O.M.No.PER. 12/72/94, dtd. 14th Nov., 1975</i></p>	<p>5. Under Paras 5.1 and 5.2 at page 157 of the Hand Book of General Circulars provides that the Commissioner for Agricultural Production and Special Secretary to the Government was the accepting authority in respect of the Annual Confidential Reports of the Block Development Officers. As there was no Commissioner for Agricultural Production in Meghalaya for the period from 2.4.1970 to 18.4.1975, Government have decided that the Development Commissioner shall be the accepting authority of the Annual Confidential Reports of the Block Development Officers serving under the Government of Meghalaya for the years ending 31st December, 1970, 31st December 1971 and 31st December, 1972.</p>
<p><i>O.M.No.PER. 54/77/5, dtd. 9th Oct, 1979</i></p>	<p>6. Pending the appointment/posting of a regular incumbent to the post of Director of Community Development, Meghalaya, the Confidential Reports of the Block Development Officers shall be reviewed and accepted by the Special Secretary/Secretary to the Government, Community Development Department.</p>
<p><i>O.M.No.PER. 12/72/63, dt. 10th Sept, 1974</i></p>	<p>Procedure for writing Annual Confidential Reports in respect of ACS Class I and ACS Class II Officers under the Sub-Divisional Officer (C)</p> <p>7. In partial modification of the orders contained in Paras 3.7 at pages 146, 147 and 148 of Hand Book of General Circulars, Government have decided to adopt the following revised procedures for writing Annual Confidential Reports in respect of ACS Class I and ACS Class II Officers working in the Sub-Division under the Sub-Divisional Officer (Civil).</p> <p>(i) Recording Authority : Sub Divisional Officer (Civil) .</p> <p>(ii) Reviewing Authority Secretary of the Department concerned.</p> <p>(iii) Accepting Authority: Chief Secretary in respect of ACS Class I Officers and Commissioner of Division in respect of ACS Class II Officers.</p>

<p><i>No.PER.27/ CR/14/64, dt. 10thSept,1974</i></p>	<p style="text-align: center;">Communication of adverse remarks recorded in the Annual Confidential Reports of an Officer.</p> <p>8. Government have noticed that adverse remarks were recorded in the Confidential Reports of an Officer but were not communicated to him and as a result the Officer was not even aware of the adverse remarks recorded in the Confidential Reports. Government reiterates that such adverse remarks should invariably be communicated immediately to the Officer concerned. Lapses on the part of the authority concerned in this respect shall be viewed seriously.</p>
<p><i>O.M.No.PER. 12/80/Vol.I/1 40, dtd. 29th April, 1981</i></p>	<p>9.1. The instructions in regard to communication of adverse remarks vide Paras 3.1 to 3.11 at pages 145-149 of the Hand Book of General Circulars (refer Para 1.1 above) are being followed by this Government with suitable modifications from time to time. The underlying idea for communication of adverse remarks to an Officer is to let him know as to what impression he makes on the superior Officers about the quality and performance of his works so that he can have the opportunity of remedying the defects. In Paras 3.10.1 and 3.10.2, pages 148 and 149, <i>ibid</i> (refer Para 1.2 above), it is laid down that a substance of an unfavourable report should be communicated either orally or in writing as may be considered appropriate by the reviewing authority. On a proper examination, it is felt that the procedure outlined above to the effect that only a substance of the unfavourable report to be communicated to an Officer reported upon cannot but have a foreboding aspect and instead of encouraging him to overcome his defects it would, on the other hand, hurt his sentiment and deteriorate his sense of self confidence.</p> <p>9.2. After careful consideration of the various aspects and with a view that communication of the adverse remarks would serve the purpose more effectively as aimed at, it is most important that where a Confidential Report on the Officer reported upon contains an adverse remarks or a critical remarks whether it relates to a remediable defect or irremediable defect should be communicated to the Officer concerned in writing without fail. While doing so, a substance of the whole Confidential Report containing the good points as well as the adverse remarks/critical remarks as</p>

	<p>recorded therein should be conveyed to the Officer reported upon by the Reviewing Officer in a self contained communication and in such a manner as to encourage the Officer to make further improvement in respect of the former and to remedy the defects in respect of the letter and the fact of such communication noted on the report before it is sent to the Department/office for its custody. The question whether a particular remarks recorded in the Confidential Report on the Officer reported upon is an adverse remarks or a critical remarks or not shall be decided by the Accepting Authority .The Confidential Report recorded by the Recording Authority and the Reviewing Authority are not final unless the report is accepted by the Accepting Authority. Therefore, only such adverse remarks or critical remarks which survive after final acceptance by the Accepting Authority should be communicated to an Officer. This procedure should be adopted by all concerned wherever the need for it arises.</p>
<p><i>O.M.No.PER. 12/74/78 dt. 24th Feb.1975.</i></p>	<p style="text-align: center;">Procedure for writing Annual Confidential Reports on Officers and Staff Working in the General Administration and Secretariat Administration Departments (Meghalaya Civil Secretariat)</p> <p>10. It has been decided that in the interest of discipline and effective administrative control and supervision, henceforth while writing the Annual Confidential Reports of the Officers and Staff working in the General Administration and Secretariat Administration Departments, the Special Secretary of the General Administration/Secretariat Administration Department(s) will also be associated in cases where the files of the Officers and staff are submitted to him as shown in the “ Chart ” below :</p>

ANNEXURE-I

Chart showing the reporting reviewing and accepting officers in respect of officers and staff working in General Administration /Secretariat Administration Departments.

Officers	Reporting Officer	Reviewing Officer	Accepting Officer
1.	2.	3.	4.
1)L.D.A and U.D.A	Under / Deputy Secretary	Joint Secretary/ Addl.Secretary/ Secretary	Special Secretary (Where files are sent to him.)
2)Supdt. & Asstt. Superintendents	Deputy /Joint Secretary	Joint Secretary/ Addl.Secretary/ Secretary	Special Secretary.
3)Under Secretaries	Deputy /Joint / Addl. Secretary.	Addl. Secy/ Secy. who after review will send the C.R. to Spl. Secy. in order to enable him to make an endorsement on a separate chit of paper for perusal of the Chief Secretary.	Chief Secretary.
4)Dy. Secretaries and above.	Secy / Spl.Secy. (where there is no Secretary.	Spl. Secretary of the Department /Chief Secretary (where Special Secretary functions as the Reporting Officers).	Chief Secretary or Minister concerned (in cases where these officers submit files direct to the Minister).

<p><i>O.M.No.PER. 26/MCS/CR/ Vol.III/39,dt. 6th Oct.1975</i></p>	<p style="text-align: center;">Procedure for writing Annual Confidential in respect of Joint Heads of Department or equivalent posts</p> <p>11.1. In the Chart captioned “ Chart Showing the Reporting, Reviewing and Accepting Officers “ specified in Annexure ‘A’ at Page 150 of the Hand Book of General Circulars, although the reporting, reviewing and accepting procedure in respect of the Additional and Heads of Departments has been specified vide Item 15 thereof, no specific procedure has been laid down for Joint Heads of Departments like Joint Directors, etc. It has been decided that the Head of Department concerned under whom the officer reported upon is serving shall be the Reporting Authority, the Secretary to</p>
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	the Government of the concerned Administrative Department shall be the Reviewing Authority and the Chief Secretary shall be the Accepting Authority. The following item shall be incorporated below the existing item 14 of the Chart in Annexure 'A' namely -
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Officers	Reporting Authority	Reviewing Authority	Accepting Authority
Joint Heads of Department	Head of Department concerned.	Secretary of the Department.	Chief Secretary.

	11.2. The procedure laid down shall henceforth apply in the matter of writing Annual Confidential Reports in respect of Joint Heads of Departments. It will also apply in the matter of writing Annual Confidential Reports of Officers who had functioned or are functioning as Joint Heads of Departments whose Annual confidential Reports have not been recorded or reviewed or accepted. Such Reports as have already been recorded, reviewed and accepted need not be reopened.
<i>O.M. No.PER (AR)80/Pt-1/1 Dt. 21st Feb, 1983.</i>	<p style="text-align: center;">Procedures for recording A.C.Rs of Meghalaya Civil Service Officers / Secretariat Service/ Subordinate Service Officers</p> <p>12.1. The three stages of Authorities entrusted with the responsibility for recording, reviewing and accepting the Annual Confidential Report shall be so routed that the Recording Authority should be the Officer who is immediately superior to the Officer reported upon, the Reviewing Authority should be the Officer who is immediately superior to the Recording Authority and the Accepting Authority should be the Office who is immediately superior to the Reviewing Authority.</p> <p>12.2. An Annual Confidential Report should be written for every State Government employee for each calendar year within two months from the date of the closure of the calendar year.</p>
<i>O.M. No.PER 10/95/5, dtd. 27th Feb, 1995.</i>	13. Pursuance to the guidelines as contained in Para 11.1 and 11.2 above, the three stages of authorities entrusted with the responsibility for recording, reviewing and accepting of Annual Confidential Reports of M.C.S. Officers posted in the Secretariat and Secretariat Service/Subordinate Service

	Officers and also Typists serving in the Secretariat are as shown in the Chart below :-
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Officer reported upon	Recording Authority	Reviewing Authority	Accepting Authority
1. Joint Secretary	Secretary/Commnr. & Secretary/Principal Secretary	Chief Secretary	Minister concerned
2. Deputy Secretary	Joint. Secretary/ Secretary	Pr. Secretary/Commnr & Secretary	Chief Secretary
3. Under Secretary	Deputy Secretary/Joint Secretary/Secretary	Secretary/Commnr & Secretary/Pr. Secretary	Chief Secretary
4. Superintendent	Under Secretary/ Deputy Secretary	Deputy Secretary/Joint Secretary/Additional Secretary	Secretary/Commnr & Secretary/Pr. Secretary
5. Asstt. Supdt./UDA /L.D.A. & Typist	Superintendent	Under Secretary/ Deputy Secretary	Secretary/Commnr & Secretary/Pr. Secretary

<p><i>No.PER.10/9 5/84, dtd. 20th Dec, 1998</i></p>	<p>14. Instances have come to the notice of the Government where the Confidential Reports of the Government servants initiated/recorded by superior officers have been reviewed by the Officers junior to recording officers. Similarly, Confidential Reports reviewed by the superior officers have been accepted by the Officers junior to reviewing officers. This is incorrect, and is most undesirable especially when the officers concerned belong to organised services. Irrespective of whether the posts of recording/reviewing/accepting authorities are held by comparatively junior officers or otherwise, such anomaly should not take place where a junior officer either records, reviews or accepts the Annual Confidential Report recorded/reviewed by an officer senior to him.</p> <p style="text-align: center;">Maintenance of Annual Confidential Reports in respect of Grade IV Government employees</p>
<p><i>O.M.No PER (AR)21/76/</i></p>	<p>15.1. Government have decided that the Annual Confidential Reports should be maintained in respect of the Grade IV employees serving under</p>

Vol-14, dt.20 th Sept. 1976	the Government. The system of writing the Annual confidential Reports of Grade IV employees shall be as follows :-
	15.1.1. There shall be only one level for writing the Annual Confidential Reports in respect of Grade IV employees attached to Officers. 15.1.2. There shall be two levels for writing the Annual Confidential Reports in respect of Grade IV employees as shown below:-

Grade IV employees	Recording Authority	Accepting Authority.
1	2	3
(a) Grade IV employees attached to Ministers.	P.S.to Minister / First P.A to Minister	Minister.
(b) Grade IV employees attached to Secretariat Department.	Superintendent of the Department.	Branch Officer of the Department
Grade IV employees working directly under the control and supervision of Nazir	Nazir.	Under Secretary, S.A.D.
(c) Grade IV employees attached to Branches in the office of the Heads of Departments.	Superintendent /Assistant Incharge.	Next superior officer.
(d) Grade IV employees attached to different branches in the District and other subordinate offices.	Head Assistant of the Branch.	Next superior officer.

	15.2. The general system and practice in the matter of communication of adverse remarks recorded in the Confidential Reports and the existing practice that no Confidential Reports and the existing practice that no Confidential Report should be written on any Government employees unless the Recording Authority had seen the performance of that employee for at least three months as applicable to other Government servants shall also apply to the Grade IV employees. 15.3. The form for writing the annual Confidential Report in respect of the Grade IV employees shall be as in Annexure I and II, below. Effective from 31 st December, 1976.
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ANNEXURE – I
Annual Confidential Report on Grade IV Staff
for the year ending 31st December

Name	
Post held	
Note of opinion	
Attendance	
Efficiency	
Smartness	
Integrity	

Signature & Designation of the
Recording Authority.

Overall assessment	
Grading	

Signature & Designation of the
Accepting Authority

ANNEXURE – II

Annual Confidential Report on Grade IV Staff
for the year ending 31st December

Name	
Post held	
Note of opinion	
Attendance	
Efficiency	
Smartness	
Integrity	

Signature & Designation of the
Recording Authority.

Overall assessment	
Grading	

Signature & Designation of the
Accepting Authority

<i>No.PER(AR) 21/76/Vol.III /II, dtd. 15th Oct, 1976</i>	Maintanance and custody of Annual Confidential Reports of Government employees 16. The Annual Confidential Reports in respect of the Grade IV employees working in any Department of the Secretariat shall be kept and maintained in the Secretariat Administration (Nazarat) Department. The Reports in respects of the Grade IV employees working in the offices of the Heads of Departments and District/Sub/Divisional/Subordinate offices shall be kept and
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	maintained in the respective offices.
<i>U/O.No.PER. 52/77/4, dtd. 21st July, 1978</i>	<p align="center">Maintenance and custody of Annual Confidential Reports in respect of Gazetted Officers under the administrative control of the Health and Family Welfare Department</p> <p>17. The Annual Confidential Reports of all the Gazetted Officers serving under the administrative control of the Health and Family Welfare Department shall be kept under their custody. These Reports are to be kept in a Steel almirah which may be placed in the office room of the Secretary or any other Secretariat Officers of the rank of Under Secretary and above, as may be authorised by the Secretary of the Department.</p>
<i>No.PER.75/78/9, dt.13th Oct. 1980</i>	<p align="center">Maintenance and custody of Annual Confidential Reports in respect of M.C.S. cadre Officers</p> <p>18. The State Civil Service Officers borne on the M.C.S. cadre being under the Administrative control of the Personnel and Administrative Reforms (A) Department. The maintenance and custody of the Annual Confidential Reports are the responsibility of the said Department. All Administrative Departments under whom the Officers belonging to the M.C.S. Cadre are/were working are therefore, to furnish the Annual Confidential Reports Rolls of the concerned Officers to the Personnel Department for safe custody .Where the Reports/Rolls still remained incomplete or have not been written, the same should be completed/written immediately and furnish to the Department showing specifically the names and designation ,post held with date and also under whom the Officer(s) was/were working during the period under report.</p>
<i>O.M.No.PER. 21/76/78/Vol. I. dt. 2nd Nov,</i>	<p align="center">Performance Appraisal System and introduction there of in Public Works Department / Public Health Engineering Department / Agricultural Group of Departments</p> <p>19. The Performance Appraisal System which contemplates amongst other things, self / appraisal limited to an objective statement of performance against set tasks and targets by the Officer reported upon and comments of</p>

1976	<p>the reporting Officer on such self-appraisal system shall be introduced without forming part of the existing system of writing of Annual Confidential Reports in certain limited areas at present comprising the Public Works Department the Public Health Engineering Department and the Agricultural Group of Departments as an experimental measure and shall apply to the technical personnel measure and shall apply to the technical personnel only of the above Departments. These orders shall come into force with immediate effect. Specimen of the new performance Appraisal Forms are given below :-</p>
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PERFORMANCE APPRAISAL FORM

DEPARTMENT / OFFICE.....
 Report for the year/period ending.....

Part I – Personal Data

(To be filled by the Administrative Section Concerned of the Ministry /
 Department/Office)

1. Name of Officer :-	
2. Date of birth :-	
3. Date continuous appointment to the present grade viz.. :-	
4. Present post and date of appointment thereto :-	
5. Period of absence from duty on leave, training etc., during the year :-	

PART-II

Brief resume of the work done by the Officer Reported upon during the period to ----- -bringing out any Special achievement of his during the period .
 (To be filled by the Officer reported upon).

Note : The resume should not exceed three hundred words.

Assessment by Reporting Officer

6. Do you agree with the resume of work as indicated by officer in Part II of the report and in particular regarding the special achievement, if any, mentioned by the Officer. If not, indicate briefly the reasons for disagreeing with it and the extent of you disagreement.	
7. State of Health.	

Note :- The assessment under columns 8 to 17 below should not be indicated by tick marking but should be expressed clearly in suitable words.

8. Temperament : (a) Is he calm and does he retain poise at times of pressure of work ? (b) Does he get provoked easily ? (c) Is he able to tolerate differences of opinion ? 9. Knowledge of Rules, Codes Manuals, Instructions and procedure (a) Has an exceptionally good grasp of the work of the office as a whole and the rules, codes, manuals generally and a through and intensive knowledge of the work of the branch. (b) Has a sound knowledge both of the Branch and that of the office as a whole. (c) Just enough. (d) Not good enough. 10. Quality of work	
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<ul style="list-style-type: none"> (i) Attention to detail <ul style="list-style-type: none"> (a) Most reliable and comprehensive (b) Considers all relevant details (c) Act to be over concerned with petty details and loses respect (d) Inclined to be superficial (ii) Judgement: <ul style="list-style-type: none"> (a) His proposals or decisions are consistently sound and well thought of (b) Reliable (c) Takes a reasonable view (d) Unreliable, undecided, rigid, superficial or erratic 	
<ul style="list-style-type: none"> (iii) Presentation of cases. <ul style="list-style-type: none"> (a) Extremely clear, cogent and logical (b) Very good and expresses himself clearly and concisely (c) Just good enough. (d) Does not have ability to present cases properly (iv) Ability in pending and drafting <ul style="list-style-type: none"> (a) Excellent (b) Very good 	

(c) Good

(d) Average

(e) Poor.

(v) Promotes in disposal of work

(a) Very prompt.

(b) Reasonable prompt.

(c) Is slow and tends to delay.

11. Ability to analyse facts propose; alternatives and visualise commences and repercussions to held decision and policy making.

(a) Excellent.

(b) Very good.

(c) Good

(d) Average

(e) Poor.

12. Ability in discussion and Conversation

(a) Very effective and convincing

(b) Good and puts across his points clearly

(c) Expresses adequately

(d) Poor.

13. Quality of Supervision

(a) Very thorough and of high order.

(b) Good and useful

(c) Averse and routine

(d) Poor.

14. Initiative and drive:

(a) Excellence

(b) In good measure

(c) Adequate

(d) Lacking

15. Readiness to assume responsibility

(a) Promptly comes forward and accepts responsibility

(b) Accepts responsibility, if it comes

(c) Tends to evade

(d) Passes responsibility to others.

16. Control and management of staff.

(i) Ability to inspire confidence and to get the best out of the staff

(a) Gets the best from them.

(b) Gets along well

(c) Just manages

(d) Inadequate

(ii) Capacity to gain, help and advise the staff and ability to handle his subordinates

(a) Excellent.

(b) Very good

(c) Good.

(d) Average

17. Relationship with colleagues:

(a) Wins and retains the highest regard of all.

(b) Is generally liked and respected.

(c) Not easy in his relationship, but gets by.

(d) A difficult colleague.

18. Other observations:

(This space may be utilised for remarks which complete, corroborate or supplement what has been indicated above. This should not however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers specially worth mentioning, may also be indicated here).

19. Integrity.

(Instructions contained in Ministry of Home Affairs O.M. No.51/4/64/ Estt (A) dated 21.6.65 should be kept in mind)

Name in Block letters;
Signature of Reporting Office
Designation
Date:

Part IV - Remarks of the Reviewing officer

<p>20. Length of service under the Reviewing Officer</p> <p>Do you agree with the Reporting Officer in regard to his remarks on the resume of the work done by the officer as contained in Part II of the Report ? If not indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.</p> <p>21. Overall assessment of performance and qualities:</p>	
	<p>Signature of reviewing Officer Name in Block letters Designation</p>

Part V - Countersignature by the next higher officer with remarks, if any

Signature of Countersigning Officer
Name in Block letters
Designation.
Date :

<p><i>O.M.No.PER. 136/CR/IAS/ 100/dt.29th April,1980.</i></p>	<p align="center">Annual Confidential Reports in respect of All India Services Officers borne in the Joint Cadre of Assam and Meghalaya</p> <p>20.1. In pursuance to Rule 2(e), (f) and (a) of the All India Services(Confidential Rolls)Rules,1970, Government hereby specified the procedure in the matter of writing Confidential Reports by the three stages of authorities in respect of the Indian Administrative Service Officers borne in the Joint Cadre of Assam and Meghalaya working under the Meghalaya Wing as in the Chart shown below. It is also emphasized that since the intention of the Government is that the assessment of an Officer's work and his merit should be objective and careful, all Officers who are charged with the responsibility of recording, reviewing or accepting the annual confidential remarks should lay adequate and proper emphasis on the correct appraisal of the conduct, work and merit of the officer concerned.</p>
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Designation of the Officer reported upon	Recording Authority	Reviewing Authority	Accepting Authority
1. Chief Secretary	Dy Chief Minister	Chief Minister	Chief Minister
2. Spl. Secretary / Development Commnr. / Secretary/ Addl. Secretary	Chief Secretary	Minister concerned	Chief Minister.
3. Commnr.of Division	Chief Secretary	Chief Minister	Chief Minister
4. Head of Departments	Secretary/ Spl. Secy.	Chief Secretary	Minister concerned
5. Joint Secretary / Deputy Secretary	Secretary/ Spl. Secy.	Chief Secretary	Minister concerned

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6. Under Secretary	Secretary/ Spl. Secy.	Chief Secretary	Chief Secretary
7. Deputy Commissioner	Commnr.of Division	Chief Secretary	Chief Secretary
8. Addl. Deputy Commissioner	Deputy Commnr.	Commnr.of Divn.	Chief Secretary
9. Sub Divisional Officer i/c Sub-Division.	Deputy Commnr.	Commnr.of Divn.	Chief Secretary
10. Deputy Secretary	Secretary/ Spl. Secy	Chief Secretary	Chief Secretary.

* **Corrigendum No.PER.136/CR/74/108.dtd.23rd Dec.1983.**

	<p>20.2. The report in respect of Officers of Development Department attached to the District Headquarters, viz; District Planning Officer, shall be initiated by the Deputy Commissioner, reviewed by the Departmental Secretary and accepted by the Development Commissioner. In the event the reviewing authority is of the same rank and status with the accepting authority, the reports shall be reviewed/accepted by the accepting authority.</p> <p>20.3 When a member of the Service is working under more than one authority, during the period under report, the assessment report shall be</p>
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	<p>written by all such authorities. The reporting officer may use the same form i.e., one Reporting authority writing the report first and the other Reporting authority writing later (if need by making use of additional sheets of the C.R. Forms). When there are more than one Reviewing Authority, the same practice shall be followed. All the authorities at the recording as well as the reviewing levels are expected to exercise their mind independently while writing or reviewing the assessment report and should be free from being influenced or prejudiced by the assessment made or remarks by the former authorities. In cases where there are difference of opinion at the initiating or reviewing levels, the Accepting authority can play a very significant role.</p>
<p><i>O.M.No.PER. 75/78Vol.II/7, dtd. 3rd June, 1980</i></p>	<p style="text-align: center;">Procedure in regard to case(s) where the Officer(s) reported upon is/ are or was/were working under more than one Reporting/ Reviewing/ Accepting Authority</p> <p>21.1. The following instructions/procedure shall be followed in case(s) where the Officer(s) reported upon has/have been working under more than one Reporting Authority(ties), Reviewing Authority(ties) and Accepting Authority(ties).</p> <p>21.1.1 When the Officer reported upon is working under more than one Reporting authority during the period under report, the assessment report shall be written separately by all such authorities utilising the confidential report forms according to the number of Reporting authorities.</p> <p>21.1.2. When there are more than one Reviewing authority in respect of the assessment report recorded by any of the Reporting authorised, one Reviewing authority may review first confining his personal views of finding in pursuance to the general assessment recorded therein of the work and performance of the Officer reported upon for the Department(s) under him, and the other Reviewing authority(ties) shall likewise review later exercising his mind independently taking in view the general reported assessment relating to the Department(s) under him. In such cases, if need be, additional sheet(s) of confidential report form specifically for the purpose of remarks by the next respective Reviewing authority(ties) as well as the Accepting authority(ties) shall be utilised deleting the particular items meant for the purpose by the Recording Authority as shown at the Annexure 'A' . In the</p>

event however, when there are differences of opinion at the initiating or reviewing levels under the Accepting authority, such authority can play a very significant role.

21.2. The Reviewing authority(ties) and the Accepting authority(ties) are expected to generally know the quality of work and merit of the Officer reported upon whose work and performance they are reviewing and/or accepting. With this point in view, they are also expected to exercise their mind independently while contributing their remarks and should be free from

being influenced or prejudiced by the assessment of remarks of the former authorities.

21.3. The names and designations of the Reporting Authority, Reviewing Authority and Accepting authority should be indicated legibly in block letters or by rubber stamped below their signatures on the reports/remarks with a view to identify specifically the respective authorities who contributed the assessment report and remarks on the work and performance of the Officer reported upon in respect of the Department(s) under them.

21.4. The confidential report(s) for the particular year in respect of the officer reported upon duly recorded reviewed and accepted by the authorities concerned (in other words, when the report have been completed in all respect), such report(s) shall be bound together to form one complete set of the confidential report of the officer reported upon during the year under report.

ANNEXURE- 'A'

REMARKS BY THE REVIEWING AUTHORITY

(First Reviewing Authority)

	<p>Signature with date of the Reviewing Authority Name in block letters----- Designation-----</p> <p>(Second Reviewing Authority),</p> <p>Signature with date of the Reviewing Authority Name in block letters----- Designation-----</p>
	<p>REMARKS OF THE ACCEPTING AUTHORITY</p> <p>(First Accepting Authority)</p> <p>Signature with date of the Accepting Authority Name in block letters----- Designation-----</p> <p>(Second Accepting Authority)</p> <p>Signature with date of the Accepting Authority Name in block letters----- Designation-----</p>

<p><i>No.PER. 52/77/21 dt. 26th June, 1980</i></p>	<p align="center">Control of Chief Electoral Officer over other Election authorities in the State writing of Confidential Reports</p> <p>22. With the issue of the revised instructions by the Election Commission of India, it is not necessary for the Chief Electoral Officer to record the report in each and every case of Returning Officer/District Election Officer, etc. Only when a particular good task done by a Returning Officer in connection with the election called for a special commendation or where a bad work of an Officer was required to be commented upon, the observation of the Chief Electoral Officer may be forwarded to the Chief Secretary or the authorities concerned after showing the same to the Commission for placing in the Confidential Report of the Officer concerned. The Reports in respect of Indian Administrative Service Officers duly recorded by the Chief Electoral Officer and shown to the Commission may be sent to the Personnel & Administration Reforms Department and also to the Government of Assam for record.</p>
<p><i>O.M.No.PER. 136/ CR 74/ 107 dtd. 13th Nov, 1980</i></p>	<p align="center">Procedure for writing Annual Confidential Reports in respect of Officers transferred on deputation term on foreign service with Boards, Corporations etc.</p> <p>23.1. Government have decided to adopt the system of recording, reviewing and accepting the Annual Confidential Reports in respect of Officers transferred on foreign service deputation term to the Boards, Corporation and other Public Undertakings, etc. as below :-</p>

Officer reported upon with designation	Recording Authority	Reviewing Authority	Accepting Authority
(a) Chairman and Vice Chairman	Chief Secretary	Minister concerned	Chief Minister
(b) Managing Director	Chairman	Chief Secretary	Minister concerned
(c) General Manager	Managing Director	Chairman	Chief Secretary
(d) Administrative Officer	Managing Director	Chairman	Chief Secretary

	<p>23.2 In the even that the Recording Authority is of the same rank and status with the Officer reported upon, the report shall be recorded by the next higher up authority, i.e., the Reviewing authority. Thereby, such report shall be reviewed /accepted by the Accepting authority. There may be organisations whose set up may not be similar, ultimately, the procedure for the purpose herein specified may differ. In such cases, the recording of confidential report may be decided by Government in individual case keeping in view the general principle in the matter of writing the confidential report.</p>																
<p><i>O.M. No.PER 62/88/6, dtd. 27th May, 1992</i></p>	<p>24.1. The matter relating to the procedure to be followed for writing of Annual Confidential Reports in respect of Officers transferred on deputation on foreign service to Boards, Corporations, Public Undertakings, etc., vide Para 23.1 and 23.2 above, Government have decided to modify the existing procedure and adopt the following system :-</p> <table border="1" data-bbox="358 898 1334 1100"> <thead> <tr> <th data-bbox="358 898 649 978">Officers reported Authority</th> <th data-bbox="649 898 878 978">Recording Authority</th> <th data-bbox="878 898 1089 978">Reviewing Authority</th> <th data-bbox="1089 898 1334 978">Accepting Authority</th> </tr> </thead> <tbody> <tr> <td data-bbox="358 978 649 1020">1. Managing Director</td> <td data-bbox="649 978 878 1020">Secy/Spl.Secy.</td> <td data-bbox="878 978 1089 1020">Chief Secretary</td> <td data-bbox="1089 978 1334 1020">Minister concerned</td> </tr> <tr> <td data-bbox="358 1020 649 1062">2. General Manager</td> <td data-bbox="649 1020 878 1062">Managing Dir.</td> <td data-bbox="878 1020 1089 1062">Secy/Spl.Secy</td> <td data-bbox="1089 1020 1334 1062">Chief Secretary</td> </tr> <tr> <td data-bbox="358 1062 649 1100">3. Admv. Officer</td> <td data-bbox="649 1062 878 1100">Managing Dir.</td> <td data-bbox="878 1062 1089 1100">Secy/Spl.Secy</td> <td data-bbox="1089 1062 1334 1100">Chief Secretary</td> </tr> </tbody> </table> <p>24.2. In respect of an Officer borne in the Indian Administrative Service and appointed as Chairman, Me.S.E.B., Meghalaya State Warehousing Corporation, the procedures as specified for recording, etc., of Confidential Reports on IAS officers will continue to be followed. These instructions will not, be applicable to Subsidiary Companies under the Administrative control of Public Sector Corporations.</p>	Officers reported Authority	Recording Authority	Reviewing Authority	Accepting Authority	1. Managing Director	Secy/Spl.Secy.	Chief Secretary	Minister concerned	2. General Manager	Managing Dir.	Secy/Spl.Secy	Chief Secretary	3. Admv. Officer	Managing Dir.	Secy/Spl.Secy	Chief Secretary
Officers reported Authority	Recording Authority	Reviewing Authority	Accepting Authority														
1. Managing Director	Secy/Spl.Secy.	Chief Secretary	Minister concerned														
2. General Manager	Managing Dir.	Secy/Spl.Secy	Chief Secretary														
3. Admv. Officer	Managing Dir.	Secy/Spl.Secy	Chief Secretary														
	<p align="center">Procedures and Guideline for writing of Confidential Reports on State Government employees</p>																
<p><i>O.M.No.PER (AR)149/80/ Pt.I/ dt.21st Feb.1980</i></p>	<p>25.1. The question of revision of the form of the present Annual confidential Report and adoption of a common form for all categories of the State Government employees has been engaging the attention of the Government for some time past. The present system of Annual</p>																

	<p>Confidential Report in multifarious form leaves much to be desired. Further, the factors for making a correct assessment and the expressions thereof sometimes do not convey precisely what is intended to be conveyed. Government, are, therefore, pleased to replace the old forms of Annual Confidential Reports by a new system to be known as Performance Appraisal according to a form evolved at Annexure 'A' to this memorandum. Government are also pleased to issue along with this comprehensive instructions in this matter.</p>
	<p>25.2 The Annual Confidential Report is, in substance, an assessment in depth of the character and performance of each Government employee at three tiers, namely, the Recording Authority, the Reviewing Authority and the Accepting Authority. These Annual Confidential Reports form the basis for the Government to decide on the ability or otherwise of each Government employee. Therefore, considerable importance is to be attached to this work by all concerned. The three authorities mentioned earlier should make a sincere and serious attempt with a view to rendering the assessment of each employee as correctly as possible. Personal likes or dislikes of a subjective nature should not influence any of the authorities in any manner whatsoever nor should the authorities be swayed by a particular incident and extraneous consideration while recording the report. Defects of any nature and achievement in any form should be properly highlighted.</p>
	<p>25.3. The Government are, therefore, pleased to issue the following instructions:-</p>
	<p style="text-align: center;"><u>GENERAL GUIDE LINES</u></p> <p>25.3.1. The three stages of Authorities entrusted with the responsibility for Recording, Reviewing and Accepting the Annual Confidential Report should be routed that the Recording Authority should be the Officer who is immediately superior to the Officer reported upon, the Reviewing Authority should be the Officer who is immediately superior to the Recording Authority and the Accepting Authority should be the Officer who is immediately superior to the Reviewing Authority.</p>

	25.3.2. An Annual Confidential Report should be written for every State Government Employee for each Calendar year within two months from the date of closure of the Calendar year.
	25.3.3. A Confidential Report should also be written when either the Reporting Authority or the employee reported upon relinquishes the charged of the post.
	25.3.4. The Reporting Authority, the Reviewing Authority or the Accepting Authority is not competent to write the Annual Confidential Report to make any remarks on the work and performance of the Officer working under him unless he has seen the work and performance of such officer for at least three months during the period under report.
	25.3.5. The Recording Authority, the Reviewing Authority and the Accepting Authority is not competent to write or to contribute any remarks on the Annual confidential Reports of the Officer reported upon during the period under report after retirement from service or demitting office as the case may be. This will apply to both Government servants and non-officials.
	25.3.6. The Authorities who may be entrusted with the responsibility of recording, reviewing and accepting the Annual Confidential Reports in respect of the Officers and staff in the offices of the Heads of Departments as well as the District and Sub-Ordinate Offices should be determined by the Administrative Departments concerned.
	25.3.7. Where there is more than one Recording Authorities during the period under report the Annual Confidential report should be written separately and independently of each other by all such authorities. Where there is one Recording Authority but more than one Reviewing Authority at the same time, review of the assessment may be made by both the Reviewing authorities separately and independently of each other. Similarly, in cases where there are more than one Accepting Authorities the same procedure should be followed. For the purpose of achieving this and records of the Recording Authorities, Reviewing Authorities or Accepting Authorities, where it involves more than one, should be in separate sheets.

	<p>25.3.8. The Annual Confidential Report duly recorded by the Recording Authority be sent immediately to the Reviewing Authority for review. The Reviewing Authority should ensure that the report is reviewed immediately, in any case, not later than one month from the date such report is received by him for the purpose.</p>
	<p>25.3.9. The Annual Confidential Report duly recorded and reviewed by the respective authorities should be sent immediately for acceptance and countersignature by the Accepting Authority who should ensure that the report is finalized within a period of one month from the date such report is received by him.</p>
	<p>25.3.10. The name of the Recording Authority, the Reviewing Authority and the Accepting Authority should be clearly indicated in block letters with respective designations after their signatures. Where the Annual Confidential Reports has been recorded by more than one Recording Authority or reviewed by more than one Reviewing Authority or accepted by more than one Accepting Authority such report(s) when completed, should be bound together and added to the C.R. Dossier of the employee to form one complete set of the Confidential Report of the employee.</p>
	<p>25.3.11. Where none of the Recording Authorities is competent to write an Annual Confidential Report in respect of the Government employee to be reported upon, the Reviewing Authority should act as Recording Authority and Reviewing Authority at the same time. Similarly where none of the Reviewing Authority is competent to review, the Accepting Authority will like wise act as Reviewing Authority and Accepting Authority at the same time. Where none of the Accepting Authorities is competent to accept, the Administrative Departments, Heads of Departments and Deputy Commissioners will make an entry in the C.R. to form this effect. The Reviewing Authority while acting as Recording Authority should specifically state the circumstances under which he has had to do so. Similarly, the circumstances should be stated by the Accepting Authority while acting as Reviewing Authority.</p>

	<p>25.3.12. After properly weighing the assessment made by the Recording and Reviewing Authorities, the Accepting Authority shall give the grading manner as indicated at Appendix – I of the Performance Appraisal.</p>
	<p>25.3.13. The procedure for writing the Annual Confidential Report in respect of Government employees transferred on deputation terms or foreign service terms to the Boards, Corporations, Public Sector Undertakings and other Autonomous Bodies, etc, owned or controlled by the Government, shall be governed by the instructions and guidelines applicable in general. The three stages of Authorities for the purpose of writing the Annual Confidential Report in respect of the aforesaid Government employees shall be prescribed where ever possible by the concerned Administrative Departments.</p>
	<p style="text-align: center;">COMMUNICATION OR ADVERSE /CRITICAL REMARKS</p> <p>25.4.1. Where an Annual Confidential Report contains adverse remarks or critical remarks, those remarks shall be communicated to the Officer concerned in writing by the Administrative Department/ Directorates /Offices as may be prescribed by the Administrative Department in respect of the different categories of employees reported upon. In doing so, only the substance of the entire remarks recorded in the Confidential Report containing the good points as well as those adverse/critical remarks shall be communicated within two months from the date of acceptance and a copy thereof kept in the C.R. Dossier.</p> <p>25.4.2. The question as to whether a particular remarks is adverse or critical or not shall be decided by the Administrative Department/Directorate/Office as may be decided by the Administrative Department in respect of the different categories of Officers reported upon.</p> <p>25.4.3. While communicating the adverse/critical remarks to the Officers reported upon, the identity of the Authority/Authorities which have recorded the adverse /critical remarks shall not be disclosed as that will unnecessarily lead to unpleasantness and personal animosity. It shall be</p>

	communicated in a Confidential Cover.
	Representation against the Adverse / Critical Remarks:-
.	<p>25.5.1. The Officer reported upon may represent within six weeks to the Administrative Department/Directorate/Office as the case may be, which should take such action as may be necessary.</p> <p>25.5.2. Representation against adverse/critical remarks submitted after the specified time shall not be considered unless there is satisfactory explanation for the delay in submitting the same. The representation should be specific and should contain clear reasons as against those adverse/critical remarks.</p> <p style="text-align: center;">Consideration of Representation against the adverse/critical remarks</p>
	<p>25.6.1. The Administrative Department/Directorate/Office concerned shall, and if it considers necessary, in consultation with the Reporting Authority, the Reviewing Authority or the Accepting Authority, consider the representation made and pass orders, as expeditiously as possible, within three months from the date of submission of representation;</p> <p>(a) rejecting the representation: or</p> <p>(b) toning down the remarks : or</p> <p>(c) Expunging the remarks.</p> <p style="text-align: center;">A copy of such order shall be placed in the C.R. Dossier.</p> <p>25.6.2. In the even either of the authorities (i.e. the Reporting Authority, the Reviewing Authority and the Accepting Authority) being a Government employee retiring from service, it shall not be necessary for the Administrative Department/Directorate/Office concerned to consult or obtain the views/comments on such representations from such Authority(s) unless the circumstances of the case so warrant taking in view the convenient of the retired officer the expediency of such a course</p>

	<p>of action and other relevant circumstances. It shall not, however, be necessary to consult or called for the views/comments after the authority (non-official) concerned has demitted Office.</p> <p>25.6.3. The order so passed on the representation shall be final and the person concerned shall be informed.</p> <p style="text-align: center;">Integrity Certificate</p> <p>25.7. Factor 14 of the Performance Appraisal Form deals with loyalty, integrity, general reputation and trust worthiness of the Government employee. Where the Reporting/Reviewing/Accepting Authorities has reasonable ground to be doubtful of the integrity of the Officer reported upon and in the absence of definite proof, is not in a position to make a positive report stating, inter-alia, the reasons for his suspicions. The Administrative Department/Directorate/Office concerned should take suitable steps to find out the correctness or otherwise of the report in consultation with the Political Department. Such communications as received from the Political Department on the correctness or otherwise of the report of integrity shall form part of the C.R. Dossier.</p>
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MAINTENANCE AND CUSTODY OF C.R. DOSSIERS

	<p>25.8.1. The Confidential Reports of all Gazette Officers should be maintained officer-wise by the Administrative Department concerned, which will also be responsible for their safe custody.</p> <p>25.8.2. The Confidential Reports of Assistants and other non-gazetted Government servants of the Secretariat shall be kept by Secretariat Administration Department.</p>
	<p>25.8.3. The Annual Confidential Reports of Assistants and other non-gazetted Government employees in the Offices of the Heads of Departments and District and Subordinate Office shall be kept under the safe custody of the Heads of Departments/Office.</p>

	<p>25.8.4. The Confidential Reports of Assistants and other non-gazetted Government employees in the Amalgamated establishment of the Deputy Commissioners and Sub-Divisional Officers should be kept under the safe custody of the Deputy Commissioner.</p> <p style="text-align: center;">Retention of C.R. Dossier of Retired/Deceased Officers</p> <p>25.9. The Confidential Reports relating to a deceased officer may be destroyed after a period of two years from the date of his death and that of a retired officer may be destroyed after a period of five years from the date of his retirement.</p>
	<p style="text-align: center;">Documents to Form Part of C.R. Dossiers :-</p> <p>25.10. Government have decided that the documents which should form part and parcel of the materials for judging the quality, efficiency, conduct and merit of the Officer should be placed with the Confidential Reports of the Government employee(s) concerned. The question as to what should be those documents shall be decided by the Administrative Department(s) concerned. Appreciation of an Officer's work should more appropriately be recorded in the Annual Confidential Report rather than in a letter of appreciation. Stray letters of appreciation going into the Annual confidential Report should not give any officer an undue advantage in the matter of consideration of promotion and selection for better assignment as the same should generally be governed by consideration of standard of performance.</p> <p style="text-align: center;">Documents to form part of the C.R. Dossier are :-</p> <p>(i) Letters of appreciation/resolution issued by the Government or the superior Officers recorded about any medal, award, etc., in the recognition of his service.</p> <p>(ii) Copy order imposing on the officer any of the penalties specified in the Assam (Discipline and Appeal) Rules, 1969 as adapted by the Government of Meghalaya.</p>

	<p>(iii) Copy of communication addressed to the officer warning or conveying the displeasure or reprimand of the Government if there is good and sufficient reasons to do so; and</p> <p>(iv) Copies of certificates regarding training received by the Officer.</p>
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ANNEXURE – ‘A’

PERFORMANCE APPRAISAL OF

Shri/Smti(Block letters)

Designation

PeriodtoDate of birth

Date of appointment to the present post

Date from which functioning in the present grade

List of subjects dealt with

Educational and other qualification including Training received.

EXPERIENCE :

Department	Category of work	Period	
		From	To

*category of work may be one of the following :-

- Establishment, Accounts, Cash, Stores ,Budget, Planning, Records, O&M, Office Section, Miscellaneous.
- Technical Personnel can specify in the manner they usually do.

ASSESSMENT BY THE REPORTING OFFICE

SL No	Factors	A	B	C	D
1	Intelligence	Extraordinary in understanding new and difficult matters	Quite able to handle new and difficult matters	Normally understand a new situation after proper explanations and handles it, if given all directions	Poor Comprehension usually fails to perform a function despite prior instructions

2	Initiative and Resourcefulness	Resourceful and original in giving suggestions and pursues them constructively	Shows reasonable degree of initiative and resourcefulness	Tends to wait for direction	Cannot perform without a close supervision and guidance. Limited desire to achieve task
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3.	Discipline	Exceptionally punctual in all matters and exemplary conduct	Always punctual and observes the code of conduct	Usually punctual; tries to follow the general code of conduct	Not punctual. In difference code of conduct, shirks responsibility
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4	Responsibility dependability, sense of responsibility and conscientiousness towards duty	Very conscientious and dependable in the performance of his job. Always ready to take responsibility	A steady worker with a good record of dependability	Reasonably conscientious and does his job in a routine manner	After fails to performs his duty
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5	Cooperation and Personal Relations, Cooperation with superiors and colleagues and personal relations with public, where relevant.	Extremely cooperative; Maintains outstandingly good relations all round earning respect from colleagues	Always cooperative and generally maintains, with efforts, reasonably good relations	Cooperative, Maintains with effort reasonable good relations	Does not get along well

6.	Interest in the assignment	Take keen interest	Takes adequate interest	Does his work in a routine way	Indifferent in the discharge of his duties
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7.	<p>Job Knowledge Technical and general knowledge about the job he is doing</p> <p>(a) General (of this and related subjects) or versatility.</p> <p>(b) Of work,</p> <p>(c) Uptodateness</p>	<p>Has an unusually thorough and comprehensive mastery of his field of work. Strives to expand his frontier of knowledge</p>	<p>Knows his job thoroughly</p>	<p>Possessed just adequate knowledge required of the job</p>	<p>Knowledge inadequate. Had not yet gained competence</p>
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8.	<p>Knowledge of Acts, Rules, Account Rules and Codes and their observance</p>	<p>Exceptionally knowledgeable in Acts, Rules, Accounts Rules and Codes. Meticulous in following them.</p>	<p>Adequate knowledge of Acts, Rules, Account Rules and codes and adheres to them</p>	<p>Moderate knowledge of Acts, rules, Account Rules and tries to follow them</p>	<p>Casual attitude to Acts and Rules and adopt and lackadaisical approach</p>
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9.	<p>Noting, Drafting & Correspondence. Ability to prepare notes, drafts and handle correspondence,</p>	<p>Very precise in noting and drafting; very prompt and accurate at correspondence</p>	<p>Precise in noting and drafting. Good at correspondence. His drafts seldom require</p>	<p>Ordinary at noting and drafting. His drafts need editing. Tries to</p>	<p>Poor in noting and drafting. Careless in handling correspondence.</p>
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	with special reference to : Accuracy Tho- Roughness Power of analysis Power of expression	ce. His drafts need no editing	editing	handle corresponde nce in time in properly supervised	
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10.	Power of Analysis and Judgement Capacity to analyse problems and ability to arrive at sound conclusions	Gets systematicall y to the root of the problems and his judgement is consistently sound and well balanced.	Almost invariably analyses the problems throroughly. His view is nearly always sound and comprehensive	Usually analyses the problems and adequately and generally takes a sound view.	Often misses the essential point. Judgement often not sound
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11.	Supervision and Control; Ability to supervise control and organise. Skill in maintaining the morale of his staff. Capacity to train, help, advise and handle subordinates	Successful, efficient and capable supervisor. Runs his/her organisation smoothly and effectively. Very capable and successful to train, help, advise and to handle the subordinates	Good supervisor. Runs the organisation reasonably well. Capable to train, help, advise and to handle his subordinates	Moderate ability to supervise and run the organisation. Ordinary to train, help, advise and handle the subordinates	Lacks control over staff and leaves things to his subordinates. Capacity to train, help, advise and to handle subordinates inadequate.
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12	Quantity and Quality of Work Quantum of work to be done, quantum actually done, the promptness with which it is done and the attention to economy	Distinguished output of work both in quantity and quality with outstanding economy	Turns out more than adequate volume of work of good quality with good economy	Adequate output and quality with some economy.	Output and quality regularly insufficient and indifferent to economy measures
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13.	Ability to Communicate and Receptiveness to Ideas of others	Exceptionally skilled in conveying ideas in clear logical and convincing manner. Extremely receptive to ideas of others	Able to convey ideas in clear logical and convincing manner. Receptive to ideas of others	Moderate ability to convey ideas and moderately receptive to others ideas	Lacks ability to convey ideas in clear logical and convincing manner. Not receptive to others ideas
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14.	Loyalty, Integrity, General Reputation, Trustworthiness	Excellent integrity and a reputation of the highest order. Could be depended upon at all times	Generally loyal and well spoken of.	Integrity and reputation is reasonably adequate	Poor reputation.
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15.	State of Health	Excellent health and in working to full capacity	In good health and working satisfactorily	Not in very good health, but tries to cope with the work	In poor health all the time and could not contribute anything
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GENERAL REMARKS (IF ANY)

Recording Authority (Signature)

Name (In block letters) _____

Designation _____

Date _____

Place _____

APPENDIX -I

		A	B	C	D
1.	Intelligence	8 to 6.1	6 to 4.1	4 to .1	0 to .4
2.	Initiative and Resourcefulness	8	6	4	4
3.	Discipline	8	6	4	4
4.	Responsibility and Dependability	8	6	4	4
5.	Cooperation and Personal Relations	6	4	2	3
6.	Interest in the Assignment	6	4	2	3
7.	Job Knowledge	8	6	4	4
8.	Knowledge of Acts, Rules, etc.,	6	4	2	3
9.	Noting, Drafting Correspondence	6	4	2	3

10.	Power of Analysis and Judgement	6	4	2	3
11.	Supervision and control	6	4	2	3
12.	Quantity and Quality of work	6	4	2	3
13.	Ability to communicate ideas	6	4	2	3
14.	Loyalty, Integrity	6	4	2	3
15.	State of Health	6	4	2	3
		100	70	40	-----

Outstanding	80% to 100%
V.Good	70% to 79%
Good	55% to 69%
Average	40% to 54%
Poor	Below 39%

(in a separate sheet)

REMARKS OF REVIEWING AUTHORITY

Reviewing Authority (Signature)
Name (In block letters) _____
Designation _____

OVERALL ASSESSMENT INCLUDING GRADING

Accepting Authority (Signature)
Name(In block letters) _____
Designation _____
Date _____
Place _____

INSTRUCTIONS

1. Name (in block letters), designation, period under report, date of birth and date from which functioning in the present grade are to be filled up clearly in the spaces provided in the Form.
2. The subject, dealt with are to be mentioned as briefly as possible in the space provided.
3. The educational and other qualifications, and also the training received are to be mentioned categorically in the space provided .
4. The experience of the person by mentioning the Department/Departments, the category/categories of work (in brief) and also the period /periods, should specifically be indicated in the space provided. The category/categories of work may be Establishment, Accounts, Cash, Stores, Budget, Planning, Records, O&M, Officer Section, etc., Technical Personnel may also specify the manner they usually do.
5. There are altogether 15 factors in the form of Performance Appraisal. There are 4 boxes in each factor, Only one factor should be considered at a time.
6. It should be ensured that the boxes are of different degrees by the maximum marks earmarks for each column in respect of each factor as per Appendix – 1 appended to the form.
7. If one or two of the factors are not applicable to any category/categories of Government employees, those factors may be omitted. That should not, in any way, affect the calculation of percentage as the percentages are to be calculated by the marks obtained by the Government employees out of the totals on which they are respectively based.
8. The marks should be allotted only in one of the four 4 boxes provided for each factor after consideration of the specifications given at the top of each box.

9. The marks to be indicated in the box 'D' are negative and are, therefore, to be deducted from the total marks for the purpose of calculation of percentage and grading.
10. The usual procedure of specifying the three stages of authorities for the purpose of recording reviewing and accepting remains as usual.
11. The Reviewing Authority can still *add or deduct* marks indicating the same in the space provided for. For example, the Reviewing Authority may write as follows :-

‘ On review, 1 add 2 marks in factor no. 5 and 1 mark in factor no. 7 total marks obtained therefore, 80 instead of 77, out of the total or 100, i.e., 77 per cent’.

Similarly, the Accepting Authority can likewise accept with additions or deductions, as the case may be.
12. All concerned should ensure that in no case marks can be added to exceed the maximum of factor nor can be deducted so as to go beyond the minimum of each factor.
13. Overwriting and/or erasing of the entries in the C.R. form will amount to tampering of records and should, therefore, be avoided.

<p><i>O.M.No.PER (AR)149/80/ Pt.1/82 dtd. 24thAug,1983.</i></p>	<p>26. The Secretaries' Committee in its meeting held on the 19th July, 1983, reviewed the working of the now form for writing Annual Confidential Reports and felt that the form and procedure were cumbersome and time-consuming. Government have now decided that writing of Annual Confidential Reports on State Government employees should be done on the old form henceforward.</p>
<p>No.PER(AR) 261/86/26 dt. 11th Jan,1988</p>	<p style="text-align: center;">Prompt recording/submission of Annual confidential Reports of the State Government employees</p> <p>27. It has been observed that the Departmental Promotion Committees'</p>

	meetings could not be held by various Departments mainly because of absence of upto-date Annual Confidential Reports. It is now emphasized the concerned Recording/Reviewing/Accepting Authorities should ensure that the Annual Confidential Reports of all the officers and staff are regularly written every year and the process should start from January of the year itself.
<i>No.PER.113/88/132 dtd. 16th Jan 1990.</i>	<p>Uniformity in the recording reviewing and accepting of the Annual Confidential Reports in respect of the M.C.S. cadre officers posted in the Public Works Department.</p> <p>28. The normal practice followed in recording the Annual Confidential Reports of the M.C.S. Cadre Officers posted in the Public Works Department was that the Reports of the concerned Officers was initiated by the immediate superior Officer under whom the officer reported upon was serving. In view of the fact that the duties and responsibilities of such Officers by and large related to land acquisition matters having a direct link with the Revenue Department, the Confidential Reports was reviewed by the appropriate authority in the Revenue Department. This was done in the interest of maintaining the uniformity of the Annual Confidential Reports of the M.C.S. Cadre Officers. Departure from the above practice have created certain confusion and misunderstanding among the authorities concerned. With a view to remove such confusion, the following procedure should be strictly followed :-</p>

Officer reported upon with designation	Recording Authority	Reviewing Authority	Accepting Authority
(a) Extra Assistant Commissioner attached to Circle etc.	Superintending Engineer/ Addl. Chief Engineer concerned.	Spl.Secretary/Secretary Revenue Deptt.	Chief Secretary
(b) Extra Assistant Commissioner, PWD (Land Cell).	Special Secretary/Secretary, PWD	Spl. Secretary / Secretary Revenue Department..	Chief Secretary

<p><i>No.PER (ARC) 4/91/70 dt 8th Oct, 1991.</i></p>	<p><u>Maintenance of Dossiers relating to Annual Confidential Reports of Government employees.</u></p> <p>29.1. A number of A.C.R / Dossiers for different periods are not available, especially some of the big departments. Some departments have indicated that this was due to dislocation during the separation of Meghalaya from the erst while State of Assam. Departments facing this problem are requested to make all out efforts to obtain the missing A.C.Rs. from the concerned Officers/Departments of the Assam Government, even by personal effort. For missing A.C.Rs. in the later years, this could be due to misplacement, as the A.C.Rs. were apparently not kept in safe custody. A.C.Rs Dossiers are very important papers. All concerned Officers should ensure to maintain the A.C.Rs. Dossiers properly, particularly when the transfer of Controlling Officers take place.</p> <p>29.2. There are instances of inordinate delays in recording/reviewing A.C.Rs. and very often A.C.Rs. of employees of an Office are recorded/reviewed or accepted by an Officer long after he has handed over charge of the office concerned. Such practice is most undesirable as Officers are not likely to accurately assess the actual performance of a person with the passage of time. The process of recording A.C.Rs. should start immediately after the end of the period for which the report is due, and the same should be properly followed up at all stages.</p>
<p><i>O.M.No.PER. 10/95/5 dt27th Feb.1995</i></p>	<p>Procedure for recording A.C.Rs. of M.C.S. Cadre/Secretariat Service/Subordinate Service Officers</p> <p>30. The general guidelines for writing Annual Confidential Reports on State Government employees and the three stages of authorities entrusted with the responsibility for recording, reviewing and accepting the Annual Confidential Reports, a chart as Annexure A was enclosed. This procedure comes into force with effect from 27th February, 1995(Refer Para Para 21 above).</p>

<p><i>No.No.PER (AR)149/80/ Pt//1 dt. 22nd July,1996</i></p>	<p>Recording of names and designations by the Recording/Reviewing/ Accepting Authorities</p> <p>31. In spite of specific instruction contained under Para 21.3.1 above, the Recording, Reviewing and the Accepting Authority do not indicate their names and designation in the Annual Confidential Reports of the employees under them. It is emphasized that this should be kept in view by all concerned authorities.</p>
<p><i>OM .No.PER 52/87/21 dt. 9th July,1992</i></p>	<p>Procedure for writing of A.C.Rs in respect of State Government employees/AIS Officers during President's Rule in the State</p> <p>32. Government have decided that during the period of President Rule in the State, where the term "Minister" has been used, the term "Adviser" or "Adviser-cum-Chief Secretary" as appropriate in each case in terms of the allocation of duties to the respective Advisers shall be substituted and where the term "Chief Minister" has been used the term "Governor" shall be substituted in the relevant Office Memoranda /Circulars issued by the Government specifying the Recording, Reviewing and Accepting Authority for the Officers concerned.</p>