

CONFIDENTIAL REPORT FOR

OFFICERS OF THE

GOVT. OF NCT OF DELHI ACCOUNTS SERVICE

**JUNIOR ACCOUNTS OFFICERS/  
ASSTT. ACCOUNTS OFFICERS ( FUNCTIONAL )**

**PAY & ACCOUNTS OFFICERS/  
ACCOUNTS OFFICERS**

**SR. ACCOUNTS OFFICERS ( FUNCTIONAL )**

Name of the officer ( in Capital Letters )\_\_\_\_\_.

Designation : \_\_\_\_\_

Report of the period from \_:\_\_\_\_\_

CONFIDENTIAL REPORTS FOR

OFFICERS OF THE GOVT. OF NCT OF DELHI ACCOUNTS SERVICE

JUNIOR ACCOUNTS OFFICERS/ASSTT. ACCOUNTS OFFICERS  
(FUNCTIONAL)/PAY & ACCOUNTS OFFICERS/ACCOUNTS  
OFFICERS/SR. ACCOUNTS OFFICERS ( FUNCTIONAL )

Report of the period from \_\_\_\_\_.

Part-I

Personal Data

( To be filled by the Administrative Section Concerned of the office of the Govt. of Delhi. )

1. **Name of the Officer  
(In capital letter)**
2. **Designation**
3. **Whether the officer belongs to  
Schedule Caste/Schedule  
Tribe ?**
4. **Date of Birth**
5. **Educational Qualification  
including professional and  
technical qualification.**
6. **Departmental Exam passed  
SAS/JAO**
7. **Date of continuous  
appointment to the present  
grade**
8. **Date of Confirmation to the  
present grade.**
9. **Present post and date of  
appointment thereto**
10. **Period of absence from duty  
(On leave, training etc) during  
the year if he has undergone  
training, please specify)**

**Part-II**

**[ To be filled by the Officer Reported upon ]**

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

1. Brief description of the duties. :-

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2A.- Please specify targets/objectives/gals ( In quantitative or other terms ) of work you set for yourself or that were set for you, eight to ten item of work, in the order of Priority and your achievement against each target.

Targets/Objectives/Goals	Achievements
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- 2 **B.** – If you are Junior Accounts Officer/Assistant Accounts Officer, Please state briefly, the target set and the quantum of work done in regard to recording, indexing and weeding out of files, maintenance of Guards files, sectional Note Book and their registers furnishing of O&M and other returns etc.

- 3A – Please state briefly the shortfall with reference to the targets/objectives/referred to in column 2, please specify constraints, if any, achieving targets.

2. **B** -Please also indicates items in which there have been significantly higher achievement and your contribution there to.

3. **C** - Any significant additional achievements apart from these mentioned to in column 2.

4. **D** – Training programme (s) attended.

5. Whether Annual Property Return has been submitted?

**Signature of the Officer**

### **PART III**

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

**(Please read carefully the instructions given at the end of the term before filling the entries)**

#### **A. Nature and Quality of work**

1. Please comment on Part-II as filled by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfall also specify constraints, if any in achieving the objectives. In case you disagree with any of the remarks contained in Part II the reasons there of may be given.

#### **2. Quality of output**

Please comment on the Officer's personal promptness and quality of performance having regard to the standard of work and programme and objectives, and constraints, if any

#### **3. Knowledge of Sphere of work**

Please comment specifically on each of these : Level of knowledge of functions rule and regulations. Related instructions and their application in the field of work assigned to the official.

**B. ATTRIBUTES :**

**1. Analytical Ability**

Please comment on the Officer's ability relating to analysis of pros and cons; formulation of alternative and their evaluation for solving problems, ability to indicate decision areas.

**2. Communication Skill**

Please comment on the Officer's ability to communicate with brevity, clarity and accuracy both orally and in writing, ability to draft notes, briefs for meeting etc.

**3. Initiative:**

Please comment on the capacity and resourcefulness of the Officer in handling normal as well as unforeseen situation; willingness to take additional responsibilities and new area of work and capacity to initiate cases at his level.

**4. Attitude to work :**

Please comment how far the officer can be relied upon, his/her sense of responsibility, the extent to which he/her is dedicated and motivated his/her willingness to learn and systematize his/her work.

**5. Ability to inspire and Motivate**

Please comment on the capacity of the Officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.

**6. Supervisory Ability:**

**Please comment on the Officer's ability relating to:**

- (i) Guidance in the performance to tasks:**
- (ii) Identification of proper personnel for performing the tasks:**
- (iii) Review of performance (monitoring of key areas) Keep watch on**
- (iv) Enforcing discipline-**

**7. Inter-personal Relations and Team Work:**

Please comment on the quality of relationship with supervisors, colleagues and subordinates and on the ability to appreciate other point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of team and to promote team spirit and optimise the output of team.

**8. Attitude towards Scheduled Caste/Scheduled Tribe/Weaker Sections of Society :**

Please comment on his/her understanding of the problems of Scheduled Caste/Scheduled Tribes/Weaker Sections and willingness to deal with them.

**9. Relation with the public (wherever applicable)**

Please comment on the officer's accessibility to the public and responsiveness to their needs.

**10 Aptitude and Potential:**

Please indicate three field of work from amongst the following for possible specialisation and career development of the officer, Please mark, 1,2,3 in three appropriate boxes.

- |  |     |
|--|-----|
| (1) Personal Administration and office Management  | ( ) |
| (2) Payment of personal claim Pension and Provident Fund cases   | ( ) |
| (3) Accounts Functions.  | ( ) |
| (4) Bank Reconciliation  | ( ) |
| (5) Pursuance and clearance of outstanding under various suspense  | ( ) |
| (6) Management Accounts & Information System   | ( ) |
| (7) Internal Inspection  | ( ) |
| (8) Performance with regard to year and accounts including Statement of Central Transactions, Appropriation & Finance Accounts etc | ( ) |
| (9) Review of Balances under various Debt, Deposit and Remittance head of Accounts   | ( ) |
| (10) Budgeting concepts  | ( ) |
| (11) Computerization of Accounts   | ( ) |
| (12) Any other field please specify  | ( ) |

**12. Training**

Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer (while specifying the areas of training it is not necessary to confine to the field referred to in Col. 10)



**C. Additional Attributes for Pay & Accounts/Accounts Officers/Sr. Accounts Officers**

**1. Planning ability**

Please comment whether the Officer anticipates problems, work needs and plans accordingly and is able to provide for contingencies.

**2. Decision-making ability :**

Please Comment on the quality decision—making and the capacity to take decision at his/her level on matters within delegated areas.

**3. Coordination ability :**

Please comment on the extent to which the officer is able to achieve coordination in formulation and implementation of tasks and programmes by different functionaries involved.

**4. Attitude towards environment:**

(a) Please comment on his/her relations with the audit organizations and ability to elect co-operation from them (Wherever applicable).

(b) Please comment on his/her attitude towards redressal of grievances relating to personal claims.

**Part-V**

**1. State of Health:**

**2. Integrity:**

(Please see note below the instructions)

**3. General Assessment:**

Please give an assessment of the officer with reference to his/her strength and short - comings and also by drawing attention to the qualities, if any not covered by the entries above. If the officer reported upon is a Pay & Accounts Officer/ Accounts Officer/ Sr. Accounts Officer, Please state special characteristics and /or any abilities deserving appointment as Dy. Controller of Accounts and /or promotions to I.C.A.S.

**4. Grading :**

**(Outstanding /Very Good /Good /Average/ Below Average ).**

An Officer should not be graded Outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out and grading should be consistent with and conform to the assessment made in Part – (III).

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Place :

Date :

Signature :

Name in block letters :

Designation :

(During the period of Report)

**Remarks of the Reviewing officer**

**Part-V**

- 1. Length of service under the Reviewing Officer.**
  
- 2. Are you satisfied that the Reporting Officer has made his/her report with due care and after taking into account all the relevant material ?**
  
- 3. Do you agree with the assessment of the Officer given by the Reporting Officer? (In case of disagreement, Please specify the reason, is there anything you which to modify or add. ?)**
  
- 4. General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.**
  
- 5. Has the Officer any special characteristics, and/or any abilities which would justify his her selection for special assignment or /out of turn promotion? if so specify.**

**Signature of the Reviewing Officer**

**Name in block letters**

**Designation**

**[During the period report]**

**Place :**

**Date :**

**Part – VI**

**Remarks of accepting Authority  
[i.e. next superior officer]**

**This part is to be filled up only for Junior Accounts Officers/  
Assistant Accounts Officers**

**Signatures of the Accepting Authority**

**Name in Block letters**

**Designation**

**Place :**

**Date :**

**[During the period of Report]**

1. The Confidential is an important document. It provides the basis and vital inputs for assessing the performance of a n officer and his/her further advancement. In his/her career the officer reported upon, the Reporting Officer, the Reviewing Officer and the accepting Authority should, therefore undertake the duty of filing out the form with a high sense of responsibility.
2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officer should realize that the objective is to develop an officer so that he/she realize his/ her potential. It is not meant to be a fault finding process but a developmental one. The reporting Officer and the Reviewing Officer should not shy away from reporting shortcoming in performances, attitude or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention and after devoting adequate time any attempt to fill the report in a casual or superficial manner will be discernible to higher authorities.
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report with out due care and attention he/she shall record remark to that effect in Part-V column-2. The remarks shall be entered in the confidential report of the Reporting Officer.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expression like Outstanding, Very Good, Good, Average, Below Average, while giving your comments against any of the attributes.
6. The Reporting Officer shall in the beginning of the year, assign targets to each of the office with respect to whom he is required to report upon in the case of any Officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge.
7. The targets should be clearly known and understood by both the officers concerned while fixing the targets, priority should be assigned item-wise, taking into consideration the nature and the area of the work and any special features that may be specific to the nature or the area of the work of the officer to the report upon.
8. Although performance appraisal is a year-end exercise. In order that it may be a tool for human resource development, the Reporting Officer and the Officer Reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective step by way of advice etc.
9. It should be endeavour of each appraiser to present the trust possible picture of the appraiser in regard to his/her performance, conduct behaviour and potential.

10. Assessment should be confined to the appraisee's performance during the period of report only.

11. Some posts of the same rank may be more exacting than others, the degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

12. Aspects on which an appraisee is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

#### NOTE

The following procedure should be followed in filling up the column relating to integrity

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
  - (a) A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the confidential report to the next superior Officer who will ensure that the follow up action is taken expeditiously, where it is not possible either to certify the integrity or to record the secret note the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as case may be.
  - (b) If as a result of the follow up action, the doubts or suspicions are cleared, the officer's integrity should be certified and any entry made accordingly in the Confidential Report.
  - (c) If the doubts or suspicions are confirmed, this fact should be also recorded and duly communicated to the Officer concerned.
  - (d) If as a result of the follow up action, the doubts or suspicion are neither cleared nor confirmed the officer's conduct should be watched for a further period and there after action, taken as indicated at [b] and [c] above.

**Ministry of Home Affairs O.M. No. 51/4/64-Estt.[A] dated 21.9.1965.**