GOVERNMENT OF HARYANA

	Form of 'Annual Confidential Report'				
a	(For Clerks and other posts of similar na	ture in C	Group 'C')	14	2
	Department :				
10	Office/Branch/Section :			- G - R	(4) (4)(1) (5)
	Period under Report :				*/ - 3/3/
	7-				
	1. Name of the employee :				
3	2. Father's name:				
ıd	3. Designation of the post held :				1 0 8
	Reporting Authority-	-Reviewi	ing Authority-		
		9	irt—II		
n, a.	Important Notes:	0.00	Before writing	ng/Reviewi arefully the	ual Confidential Report, ng/Accepting Authorities e instructions given in the
	1. Brief of duties assigned	2.	Reporting A the gradings,	uthority shine., 'Out rage' 'Belo	ried to the contrary, the could make use of one of trianding', 'Very Good', ow Average' in the Boxeach column.
	2. State of Health		l		
					A 7 (8)
	3. Conduct and Character				
	4. Punctuality and Regularity in Attendance.	•			
8	5. Ability to get along and behaviour with				
	(a) Superior officers	(a)			
	(b) Colleagues	(b)	ļ		
	(c) Public	(c)			
		1.			

6.	Amenability to Discipline.	
7.	Devotion to duty and Hardworking.	
8.	General Intelligence and keenness to learn.	
9.	Knowledge about Dapartment/ Branch and Office procedure.	
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.	and the second in	
13.	Proficiency in work of maintenance of Registers, Files and other record.	
14	Initiative and willingness to perform any job of responsibility.	
15	. Assessment of Integrity:	
13	Has anything 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.	
10	Nother there are any 'Adverse Remarks' on the work and conduct of the employee? Reply in "Yes or "No."	
	If yes, please give details.	
1	 Has the official done any outstanding or notable work meritting? Reply in "Yes" or "No". 	
	If yes, please give details.	
1	 Suitability for promotion or Higher Scale of Pay. 	

×	
 9. Overall Grading based on the assessment made from Sr. No. 2 to 17.	
	Signature of the Reporting Authority Name in block letters: Designation: Date:
REMARKS OF THE REV	
 Tick (√) one of these three	(a) I endorse the above remarks.
 tems (a), (b) & (c) and	•
 rike out the remaining wo)	(b) I generally agree with the above views subject to the following observations:
	(c) I do not agree with the above remarks in
 And the second s	Signature of the Reviewing Authority Name in block letters: Designation:
 Estin, 1	Date :
 REMARKS, IF ANY, OR COUNTER SIGNA	TURIS OF THE ACCEPTING AUTHORITY
 emea.	Signature of the Accepting Authority. Name in block letters: Designation: Date:
IMPORTANT INSTRUCTIONS F	
 The following prescribed time schedule for v	writing Annual Confidential Report may strictly be
 (a) The Reporting Authority must write the re (b) The Reviewing Authority must record its (c) The Accepting Authority must record its 	comments before 30th April, and
 The Reporting Authority should use the presonant the choices in the box-block mentioned against	cribed terminology for each item and write one of at these items.
 The Reporting Officer should record 'adverse nothing be written alongwith the box-block mea	remarks', if any, in column at Sr. No. 16 and ant for Grading only.
While recording remarks on 'Integrity' in colur of Consolidated instructions on confidential dated 12.12.1985 must be gone through caref	nn at Sr. No. 15 instructions contained in para 4 reports, read with instructions No. 61/20/85-S(1), ully.
The Reporting Officer should make a mentio on the employee or written warning(s) issued correct picture of his work and conduct.	on of any defect noted and any punishment inflicted to him, during the period under report to give
 The Report should be a true and objective character as reflected in his day to day official	work during the period under report.
 Signatures in full alongwith date be Authorities.	put up by the Reporting/Reviewing Accepting

GOVERNMENT OF HARYANA

FORM OF 'ANNUAL CONFIDENTIAL REPORT'

(for Assistants and other posts of similar nature in Group 'C')

Office/Branch/Section:				
, 1	· - ()	PAR	I—T	
1. Name of the emp	loyee :			
2. Father's Name :-				
3. Designation of the	e post hele	d:		
Reporting	- 127	Reviewing		Accepting ——Authority————
NUMBER OF STREET			PART	
Important Notes: 1.	Accepting of this i	Authorities sho form. therwise specifi	ed to	onfidential Report, the Reporting/Reviewing ad carefully the instructions given in the earther contrary, the Reporting Authority shows, i. e. 'Outstanding', 'Very Good', 'Goo'
1. Brief of duties as		, Below Averag	ge in tii	box blocks provided against each colus
**	*			
2. State of Health	. *			
3. Conduct and Char	acter			
4. Punctuality and Ro	egularity in	attendance		,
* * *		0 000		
5. Ability to get along	g and beha	viour with		
(a) Superior Office			(a)	
(b) Colleagues			(b)	
		*		1
(c) Public			(c)	1

An	nenability to Discipline		,			
					4	_
Do	votion to duty and hardworking		1			No.
				<u> </u>	- 1	
Ger	neral Intelligence and keenness to learn	4				
						_
Kn	owledge about Department Branch and ce procedure					
Pro in h	oficiency in use of State Language Hindi					
Wiafte	nother employee stays at his Headquarters or closing of office and during holidays?					
Rep	ly in 'Yes' or 'No'				1,11	
Pro	omptness and Accuracy in disposal of work					
					<u> 1</u>	
inst	owledge of Rules, Regulations and ructions in general and with particular rence to the work allotted to him					
(De	ality of work ele the sub-clause(s) which is/are not ted to his work)		*			
(a)	Ability to apply the relevant Rules and Regulations correctly	(a)	<u> </u>	•		
(b)	Capacity for examining cases thoroughly and comprehensiveness	(b)				1
(c)	Quality of Noting & Drafting	(c)				
(d)	Proficiency in Cash Handling	(d)				
(e)	Proficiency in Store Management	(e)				
(f)	Proficiency in Accounts matters	(f)				
Org	aniation of work :					
a)	Retrieval of papers/information references	(a)				-

16. Assessment of Integrity: Has anything come to your notice which reflect adversely on the official's integrity or his	
Reply in 'Yes' or 'No'	
If Yes, please give details.	
17. Whether there are any adverse remarks on the work and conduct of the employee? Reply in 'Yes' or 'No' If Yes, please give details.	
18. Has the official done any outstanding or notable work meritting? Reply in 'Yes' or 'No' If Yes, please give details.	
19. Suitability for promotion or Higher Scale of Pay (Use term 'Fit' or 'Not Yet Fit' or 'Not Fit')	
20. Overall Grading based on the assessment made from Sr. No. 2 to 18 above.	
Signature of the Reporting Author	rity
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).	
and strike out the remaining two). (b) I generally agree with the above the following observations.	views subject to
(c) I do not agree with the abo	ove remarks is
Signature of the Reviewing Au	thority
Name in Block letters:	
Designation:	
Date :	
G the signatures of the Accepting Authority.	
Algilatuio of	thority
Name of block letters :	
Designation:	
Date:	

IMPORTANT INSTRUCTIONS FOR FILLING-IN 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 15th April,
 - (b) The Reviewing anthority must record its comments before 30th April and
 - (c) The Accepting Authority must record its acceptance before 15th May.
- The Reporting Authority should use the prescribed terminology for each item and write one of the
 choices in the box-block mentioned against these items.
- The Reporting Officer should record 'adverse remarks' if any, in column at Sr. No. 18 and nothing be written alongwith the box-block meant for Grading only.
- 4. While recording remarks on 'Integrity' in column at Sr. No. 17 instructions contained in para '4 of Consolidated instructions regarding confidential reports, read with instructions Mo. 61/20/85-S(1), dated 12-12-85 must be gone through carefully.
- The Reporting Officer should make a mention of any defects noted and any punishments inflicted
 on the employee or written warning(s) issued to him, during the period under report to give a
 correct picture of his work and conduct.
- 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. Signature in full alongwith date be put up by the Reporting/Reviewing/Accepting Authorities.



OFFICE OF THE PRINCIPAL, GCW PUNHANA

The Director General Higher Education, Haryana Shiksha Sadan, Sector-05, Panchkula

Memo No: -GCWP/20/1208 to 1210

Dated: 15-05-70

Subject: - Regarding Maternity Leave along with Station Leave

Respected Sir

It is for your kind consideration that I, Dr. Sapna, Officiating Principal (DDO), GCW Punhana, am pregnant and expected date of my delivery is 25th May 2020. So, you are requested to grant me maternity leave of 180 days i.e., 18 May 2020 to 13 November 2020 along with station leave. In my absence, Mr. Deepak, Assistant Professor in Commerce, will look after the college.

Thanks and Regards

Encl:

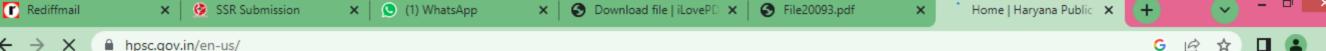
- (1) Long Leave Performa
- (2) Self Attested Copy of OPD Slip
- (3) Self Attested Copy of Certificate issued by Civil Surgeon
- (4) Affidavit

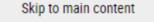
A copy of the above is forwarded to the following for information and necessary action:-

- (1) The Deputy Commissioner, Nuh
- (2) Mr. Deepak, Assistant Professor in Commerce

Principalewat-122508

GCW, Punhana





RTI



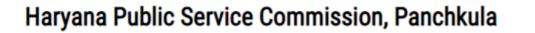












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Public Service Commissions, both at the Union and at the State level, are amongst the most important Public Institutions with long traditions which have served well. The establishment of this Institution had its origin in the history of Indian nationalism and the persistent demand of the leaders of freedom movement for progressive Indianisation of the Civil Service under British Raj. The Montagu-

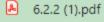
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Announcement regarding Scheme of Pattern & Syllabus for the posts of Sub Divisional Engineer (Electrical) in Development and Panchayat Department, Haryana (Advt. No. 54/2023)

Announcement regarding Scheme of









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