

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK (M.P.)
(A Central University established by an Act of parliament)



Annual Confidential Report
for
Group 'A' and 'B' (Guzetted and non-Guzetted) Scientific and Technical Posts
Report for the year/ period ending from.....to.....

Part : I – Personal Date
भाग : I - वैयक्तिक विवरण

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

(मंत्रालय/विभाग/कार्यालय के प्रशासनिक अनुभाग द्वारा भरा जाए)

1	Name of Officer अधिकारी का नाम	
2	Present Post/Grade held and Scale of Pay वर्तमान पद/ग्रेड एवं वेतनमान	
3	(a) Date of Continuous appointment to the present post/grade (क) वर्तमान पद/ग्रेड पर जिसमें कार्यरत हैं तथा नियुक्ति की तिथि	
	(b) Division in which working and since when (ख) विभाग का नाम / अवधि	
4	Date of joining the Ministry/Department मंत्रालय/विभाग में कार्यभार ग्रहण करने की तिथि	
5	Date of Birth जन्म तिथि	
6	Academic Qualifications शैक्षणिक अर्हता	
7	Whether belonging to SC/ST YES / NO (if Yes – ST or SC) क्या अनुसूचित जाति/जनजाति से संबद्ध है? हाँ/ नहीं (यदि हाँ तो अनुसूचित जाति अथवा अनुजनजाति)	
8	Period of absence from duty (on leave/training etc.) during the year. If he has undergone training please specify) वर्ष के दौरान कार्य पर अनुपस्थिति की अवधि (अवकाश/प्रशिक्षण इत्यादि के कारण यदि उन्होंने प्रशिक्षण पर प्राप्त किया है तो कृपया उल्लेख करें)	

Part : II – Personal Date

(To be filled in by the Officer Reported upon)

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

1. Brief description of duties.

2. Please specify the quantitative/physical/financial targets/objectives set for yourself or that were set for you in respect of eight to ten items of work, in order of priority, and your achievements against each target.

Targets

Achievements

- 3 (a) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

- (b) Please state briefly the shortfalls with reference to the targets, objectives referred to in column 2. Please specify constraints, if any, in achieving the targets.

- 4 Scientific and Technical Achievements during the year.
 - (a) Indicate briefly the technical/Scientific papers etc. written during the year.

 - (b) Any significant contribution.

 - (c) Scientific/technical/management training programmes attended during the year.
(Indicate briefly the nature of programme, level of participation etc.)

Part : III

(To be filled in by the Reporting Authority)

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

A. NATURE AND QUALITY OF WORK

1. Please comment on Part II as filled out by the officer and specifically state whether you agree with the answers relating to targets, objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.

2. **QUALITY OF OUTPUT:**

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

3. **ASSESSMENT:**

(If you have any marking where X applies or Y applies please elaborate)

3.1. **ASSESSMENT**

Please tick the appropriate markings. Mark only qualities of which you have first-hand knowledge. If the work of the office does not involve some items mark item as 'NOT APPLICABLE' (NA).

X	X applies	Tendency to X	Normal	Tendency to Y	Y applies	Y
I. Intellect						
	Intellect					
1. Exceptionally bright						Rather dull
II. Professional Ability						
	Theoretical ability					
2. Very good in theory and at interpreting data						Very poor in theory and unable to make obvious deductions from result or data
	Experimental or Practical ability					
3. Exceedingly good at experimental or practical work						Poor at experimental or practical work
	Originality					
4. Produces many new and good ideas						Seldom original or ideas unsound

	Technical Judgement					
5. Discerns the essence of the problem selects the best line of attack						Fails to distinguish what is important from what is not
	Power of expression					
6. Expresses clearly and concisely orally as well as in writing						in-coherent in speech unclear and diffused in writing.
	General Professional knowledge					
7. Exceptionally wide through and upto date professional knowledge						Restricted or superficial knowledge
III. Managerial/ Administrative Capacity						
	Administrative judgment					
8. Excellent judgment and foresight in administration including cost/ budget aspects.						Judgment cannot be relied upon
	Organising ability					
9. Has outstanding organising ability						A poor organiser
	Leadership					
10. An excellent leader gets the best out of subordinates and labour						Unable to lead or direct staff or labour
	Zeal and initiative					
11. Take extra initiatives in his jobs.						No initiative at all
	Work Output					
12. Productive and quick at work						Rather slow
	Quality of work					
13. Turns out high quality work						Poor quality work
	Perspective and visualization of future directions					
14. Clear perspective of approach						Unclear in approach
	Order and discipline					
15. Stands out among fellow officers in maintaining order and discipline						Incapable of maintaining order and discipline

	Objectivity					
16. Highly objective and impartial						Tends to be partial and biased
	Personality					
17. Stands out among his fellows						Apt to be ignored
	Co-operativeness					
18. First class at working with others						Difficult to work with
	Conscientiousness					
19. Very keen energetic and through						Apathetic, slipshod or lazy
	Self-reliance					
20. Always stands on his own feet						Never trusts his own judgment

3.2. Inter-personal relations and team work:

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

3.3. Has he/she been responsible for any outstanding work during the period under report meriting special consideration ? if so, elaborate.

3.4. (a) Has he/she been reprimanded for indifferent work or for other causes during the period under report ? If so, indicate brief particulars.

3.4. (b) Defects, if any, in character including indebtedness etc. which may interfere with his efficiency.

3.5. General assessment of character and temperament.

3.6. Please comment on the effectiveness in the development and protection of Scheduled Caste and/or Scheduled Tribe.

(a) Attitude towards SC/ST

(b) Sensitivity to Social Justice

(c) Ability to take quick and effective action against atrocities and ensure justice to SC/ST

(d) Effectiveness in bringing about the development of SC/ST

3.7. Please give general comments on any characters not brought out above.

3.8. State of Health

3.9. Integrity (Please see note below the instructions)

Date :

Signature

Name in block letters

Designation.

Part : IV
REMARKS OF THE REVIEWING OFFICER

- 4.1. Length of service under the Reviewing Officer.
- 4.2. Do you agree with the account of the officer's work on Part II of this form ? Is there anything you wish to modify or add ?
- 4.3. Do you agree with the assessment of the reporting officer ? (If no, give details).

- 4.4. Assessment of the officer's overall worth in his particular grade (Please tick and put a ring round the appropriate mark below and strike out whatever is inapplicable). You may follow the guidelines issued in this regard.

A++	Exceptionally brilliant	<input type="checkbox"/>
A+	Outstanding	<input type="checkbox"/>
A	Very Good	<input type="checkbox"/>
B+	Good	<input type="checkbox"/>
B	Average	<input type="checkbox"/>
B-	Below Average	<input type="checkbox"/>
C	Not worth retaining in the present grade	<input type="checkbox"/>

(If marking is C please comment fully under the general remarks in item 4.8)

- 4.5. Recommendations. (Please initial and put a ring round the appropriate mark below and strike out whatever is inapplicable).

In the case of those who are on probation

(a) Closure of probation

(b) Extension of his probation by _____

(c) Termination of his service

In the case of those who are on probation

(a) Promotion to higher grade (Out of turn).

(b) Promotion to the higher grade in the normal course

(c) Defer consideration of promotion by _____

4.6. What are the strengths of the officer which could be gainfully utilized in the organization.

4.7. If the grading is B+ or below would you recommend a change of assignment. If so, please elaborate indicating the type of job and area he is best suited for.

4.8. General remarks.

Date :

Signature _____

Name in block letters _____

Designation. _____

PART - V

REMARKS OF THE ACCEPTING AUTHORITY

(i.e. next superior authority)

Place :

Date :

Signature of the Accepting Authority

Name in block letters

Designation.

(During the period of Report)