

**ANNEXURE  
FORM-A  
PART-I  
(TO BE FILLED BY THE OFFICER REPORTED UPON)**

1. A brief summary of duties and responsibilities (not more than 50 words)

2. Please specify important items of work in order of priority where in quantitative / physical /financial targets / objectives / goals were set for you or set by yourself for the reporting year and achievements made.

<b>Item of Work</b>	<b>Physical or financial target /Objective/goal</b>	<b>Achievements</b>
1.		
2.		
3.		
4.		
5.		

3. (a). In case of a short fall of expected quality/quantity of performance please state the reasons.

(b). Please indicate your contribution in case of significantly higher achievement of the target /goal /objective.

4. Date of Submission of Annual Property Returns:

**SIGNATURE**

**FORM –A**  
**PART –II**

**Annual Confidential Report of Gazetted Officers for the Year\_\_\_\_\_.**

**DATE OF BIRTH**

- 1 Name of the Officer :**
- 2 Appointment held during the year (with date) and pay and scale of pay :**
- 3 General qualifications and aptitude for post held including any special or technical and professional attainments. :**
- 4 (a) Acceptance or otherwise of the Self Appraisal report of the Gazetted Officer indicated in Part-I and if not agreed to, the reasons therefore. :**  
**(b) Manner in which the Officer discharged his duties during the year i.e., if satisfactory or otherwise (Specific instances of unsatisfactory work if adversely commended on to be cited with number and date of orders passed. :**
- 5 Does the Officer exhibit :**  
**(a) Patience**  
**(b) Tact**  
**(c) Courtesy**  
**(d) Impartiality in his relations with the public and subordinate or superior staff with whom he comes in contact:**
- 6 Is the Officer :**  
**(i) Of good Character**  
**(ii) Of sound constitution**
- 7 Is the Officer :**  
**(i) Physically energetic**  
**(ii) Mentally alert**
- 8 How the Officer :**  
**(i) Initiative and drive**  
**(ii) Powers of Control**  
**(iii) Powers of application**
- 9 Has the officer any special characteristics and /or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service? :**

**(Contd..P.2..)**

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**10** Is he confirmed in this post if not what is substantive post :

(a) Date of submission of Annual Property Returns Statement pertaining to the year :

**11** Punishments, censures or special commendations in the period under report. :

**12** (a) Date of communication of adverse remarks since last report. :

(b) Orders on the representation if any arising from (a) above :

**13** General remarks (Comment generally on the way the officer has carried out his duties, estimate of his personality etc.,)

**14** Grading. :

(i) Outstanding

(ii) Very good

(iii) Good

(iv) Satisfactory

(v) Poor

(Clearly indicate the reasons for grading of the Officers)

**15 Reporting Officer** :

**Date:**

**Signature  
Name and Designation  
(In block letters)**

**16 Remarks of the Countersigning Officer** :

**Date:**

**Signature  
Name and Designation  
(In block letters)**

**17 Opinion of the Head of the Department (when not reporting Officer) on conduct and efficiency of the Officer reported on.** :

**Date:**

**Signature  
Name and Designation  
Head of the Department  
(In block letters)**