

**HIMACHAL PRADESH STATE CIVIL SUPPLIES CORPORATION LIMITED,
(A State Government Undertaking)**

**FORM OF ANNUAL CONFIDENTIAL REPORT IN RESPECT OF SENIOR
ACCOUNTANT / SENIOR ASSISTANT (SPECIALIZED IN ACCOUNTS)
(Year _____)**

1	Name	
2	Date of Birth	
3	Designation/ Post Held	
4	Date of continuous appointment to the present grade	
5	Whether permanent, quasi-permanent or temporary	
6	Section in which served during the year under report and period of service in each	
7	Period of absence from duty on leave training etc. during the year.	

PART-II- ASSESSMENT BY THE REPORTING OFFICER.

8	State of Health:	
	State Whether:	
	a) Physically energetic &	
	b) Mentally alert	
9	Punctuality in attendance	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	

Note: Assessment under Columns 10-21 below should not be indicated by tick marking but should clearly expressed in suitable words.

10	Knowledge of office procedure	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
11	Knowledge of commercial accounts	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
12	Maintenance of accounts books	
	1) Excellent	
	2) Very good	

	3) Good	
	4) Average	
	5) Poor	
13	Knowledge of financial Rules & commercial Laws viz. Sales Tax Act, Income Tax Act, Minimum Wages Act, HP shop & establishment Act, Carriers Act, Contract Act etc. and ability to apply the relevant rules:-	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
14	Ability to train, help and advice, work of Sr. Accountants and to extract work from them (for Sr. Accountants)	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
15	Ability and promptness in the preparation and submission of	
(A)	Various types of claims, including subsidy claims:	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
(B)	Various returns such as trial balance, sales tax return budget etc.	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
16	Proficiency in calculations:	
	1) Excellent	
	2) Very good	
	3) Good	
	4) Average	
	5) Poor	
17	Knowledge of office procedure	
	1) Excellent	
	2) Very good	
	3) Good	
	4) Average	
	5) Poor	
18	Knowledge of Rules, Regulations and instructions in general and with particular reference to the work allotted to him	
	1) Excellent	
	2) Very good	
	3) Good	
	4) Average	
	5) Poor	
19	Quality of work	
(a)	Capacity for examining cases thoroughly and comprehensively:	
	1) Excellent	
	2) Very good	

	3) Good	
	4) Average	
	5) Poor	
20	Amenability to discipline	
	1) Excellent	
	2) Very good	
	3) Good	
	4) Average	
	5) Poor	
21	Relations with fellow employees	
	1) Excellent	
	2) Very good	
	3) Good	
	4) Average	
	5) Poor	
22	Integrity (this column should be filled as per instructions issued under M.H.A.O.M.No. 51/4/64-Estt (A) dated 21.6.1965)	
23	Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please brief particulars	
24	Has the official done any outstanding or notable work meriting commendation. Briefly, mention that:	
20	Over all assessment	

Signature of Reporting Officer
Name in Block Letters _____
Designation _____
Date _____

PART-IV

25	Length of service under Reviewing Officer	
26	Do you agree with the remarks of the Reporting Officer in Part-II above. If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. you may also sum up your view here.	

27	Has the official any special characteristics and / or any outstanding merits or abilities which would justify his a advancement and special selection for higher appointment out of turn? If so mention these characteristics briefly.	
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Signature of Reviewing Officer

Name in Block Letters _____

Designation _____

Date: _____

Part-V- Countersignature by next higher authority with remarks, if any.

Signature of Countersigning Officer

Name in Block Letters _____

Designation _____

Date: _____