

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

**FORM OF ANNUAL CONFIDENTIAL REPORT IN RESPECT OF COMPUTER
PROGRAMMER/ ASSISTANT COMPUTER PROGRAMMER/ DATA ENTRY
OPERATR FOR THE 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- A brief statement of the work handled by the official during the year/ period under report.

Note:- this should indicate whether the officer reported upon is employed on task involving initiative judgement or application of knowledge of rules and regulations or professional techniques or on tasks of a simple nature and routine character.

Part-III- Assessment by the Reporting Officer.

8	State of Health	
9	General Intelligence and Keeness to learn.	
10	Technical knowledge of subject and any special achievements	

Note: Assessment under Columns 11-12 below should not be indicated by tick marking but should clearly expressed in suitable words.

11	Proficiency and knowledge in subject	
	1. Excellent	
	2. Very good	
	3. Average	
	4. Poor	
	Note: Proficiency should be assessed in respect of both speed and accuracy.	
(12)	Proficiency in his work viz. Systems development, systems study, systems design, programming data entry et c.	
	1. Excellent	

	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
13	Industrious and keenness	
	1. Puts in hard work and is keen to do his job thoroughly	
	2. Is indifferent and required prompting and constant supervision to ensure completion of his work	
14	Has he ever been entrusted with the work other than routine? Is he ingenious and imaginative?	
14	Amenability to discipline	
15	Punctuality in attendance	
16	Relations with fellow employees	
17	Integrity (this column should be filled as per instructions issued under M.H.A.O.No. 51/4/64-Estt (A) dated 21.6.1965)	
18	Has the officer been reprimanded for indifferent work or for other causes during the period under report? If so, please brief particulars	
19	Has the official done any outstanding or notable work meriting commendation. Briefly, mention them.	
20	Over all assessment	

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

PART-IV

20	Length of service under Reviewing Officer	
21	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.	
22	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.	

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: _____