

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

**FORM OF ANNUAL CONFIDENTIAL REPORT IN RESPECT OF SENIOR
ASSISTANT/ LEGAL ASSISTANT/ TECHNICAL ASSISTANT/ SALES
SUPERVISOR (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.	

Note: Assessment under Columns 10-13 below should not be indicated by tick marking but should clearly expressed in suitable words.

10	Attention to routine aspects of works such as proper maintenance of Assistance Diary, Guard Files, recording, indexing the weeding of files.	
	1. Pays adequate attention to these aspects	
	2. Is indifferent to these aspects	
	3. Has to be constantly promoted and supervised.	
11	Knowledge of office procedure	
	1. Excellent	
	2. Very good	
	3. Average	

	4. Poor	
12	Knowledge of rules, regulations and instructions in general and with particular reference to the work allotted to him.	
	1. Excellent	
	2. Very good	
	3. Average	
	4. Poor	
13	QUALITY OF WORK	
(i)	Ability to apply the relevant rules and regulations correctly.	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
(ii)	Capacity for examining cases thoroughly and comprehensively.	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
(iii)	Ability of noting and drafting	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
(iv)	Promptness in disposal of work	
	1. Very prompt	
	2. Reasonably prompt	
	3. Is slow and tends to delay	
13(A)	FOR SALES SUPERVISORS	
(i)	Sales Target	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
(ii)	Inspection Target	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
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.M.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

21	Length of service under Reviewing Officer	
22	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.	
23	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 _____