

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

**FORM OF ANNUAL CONFIDENTIAL REPORT OF COMPANY SECRETARY
STATION OF POSTING SHIMLA
REPORT FOR THE YEAR/ PERIOD FROM _____**

**PART-I- PERSONAL DATA
(TO BE FILLED BY THE HEAD OFFICE)**

1	Name of the officer	
2	Date of Birth	
3	Designation/ Post Held	
4	Date of continuous appointment	
5	Whether permanent, quasi-permanent or temporary	
6	Station where served during the year/ period under report and the period of service at each station	
7	Period of absence from duty on leave, training etc. during the year/ period under report.	

PART-II

Brief resume of the work done by the officer reported upon, during the period from _____ brining out any special achievement during the period to be filled by the officer reported upon.

(Note: The resume should not exceed three hundred words)

PART-II ASSESSMENT BY THE REPORTING OFFICER

8	Do you agree with the resume work as indicated by the officer in Part-II of the report and in particular regarding the special achievements, if any, mentioned by the officer, if not, indicate briefly the reasons for disagreeing with it not the extent of / our disagreement.	
9	State of Health (please indicate whether the officer is)	
	a) Physically energetic and b) Mentally alert	

Note: Assessment under Columns 10 to 20 below should not be indicated by tick marking but should be clearly expressed in suitable words.

10	Intelligence and understanding	
	a) Exceptional and has clear grasp of any matter however complicated.	
	b) Is intelligent and grasps a point correctly with reasonable speed.	
	c) Shows a barely adequate grasp.	
	d) Very slow and / or often misses the point.	
11	Knowledge of rules, codes, manuals, instructions and procedures:	
	a) Has an exceptionally good grasp of the work of the office as a whole and the rules, codes, manuals, generally and a thorough and intensive knowledge of the work assigned.	
	b) Has a sound knowledge of the work assigned?	
	c) Just enough	
	d) Not good enough.	
12	Quality of work	
	i) Attention of detail, accuracy in presentation of fact and thoroughness in examination.	
	a) Most reliable and comprehensive	
	b) Considers all relevant details	
	c) Is apt to be over concerned with petty details and loses	

	perspective	
	d) Inclines to be superficial.	
	ii) Judgement	
	a) His proposals are consistently sound and well thought of	
	b) Reliable	
	c) Takes a reasonable view	
	d) Unreliable, undecided or rigid or superficial or erratic	
	iii) Presentation of cases and expression on paper (including noting and drafting)	
	a) Extremely clear cogent and logical	
	b) Very good and expresses himself clearly and concisely	
	c) Just good enough	
	d) Does not have ability to present cases properly	
	iv) Promptness in disposal of work	
	a) Very prompt	
	b) Reasonably prompt	
	c) Is slow and tends to delay?	
	v) Submission of various returns statements (i.e. subsidy bills, sales tax returns, insurance claims, trial balances etc.)	
	a) Take exceptional care in correct preparation and timely submission	
	b) Reasonably good and prompt	
	c) Not very regular and has constantly to be prompted and supervised.	
	d) Indifferent on these matters	
13	Zeal, diligence and sense of responsibility	
	a) Shows exceptional zeal devotion to work and has excellent initiative	
	b) Is hard working and conscientious and shows adequate zeal and devotion to work and also good initiative	
	c) Reasonably diligent and interested in his work with average initiative	
	d) Lacks sense of responsibility and is indifferent to work.	

14	Control and management of staff	
	i) Maintenance of order and discipline and checking late attendance:	
	a) Excellent	
	b) Very good	
	c) Good	
	d) Average	
	e) Poor	
	ii) Ability to inspire confidence and to get the best out of the staff	
	a) Excellent	
	b) Very good	
	c) Good	
	d) Average	
	e) Poor	
	iii) Capacity to train, held and advice the staff and ability to handle his subordinates	
	a) Excellent	
	b) Very good	
	c) Good	
	d) Average	
	e) Poor	
15	Ability to analyse facts, propose alternatives and visualize consequences and re-perussions to help decision and policy making.	
	a) Excellent & Convincing	
	b) Very good	
	c) Good	
	d) Average	
	e) Poor	
16	Ability of discussions and conversation.	
	a) Very effective and convincing	
	b) Good and puts across his points clearly	
	c) Expresses adequately.	
	d) Poor.	
17	Initiative and drive	
	a) Excellent	
	b) In good measure	
	c) Adequate	
	d) Lacking	
18	Readiness to assume responsibility	
	a) Promptly comes forward and accepts responsibility	
	b) Accepts responsibility if it comes	
	c) Tends to evade	
	d) Passes responsibility to others	

19(i)	Ability and competence to convene meetings of Board of Directors etc. and to maintain records of such meetings, tabulation of data etc.	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
(ii)	Knowledge of company law and procedures	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
iii	Follow-up and monitoring of legal/ insurance matters	
	1. Excellent	
	2. Very good	
	3. Good	
	4. Average	
	5. Poor	
20	Relations with colleagues and other offices/ agencies	
	a) Wins and retains the highest regard of all.	
	b) Is generally liked and respected?	
	c) Not easy in his relationship, but gets by	
	d) A difficult colleagues	
21	Attitude of the officer towards SCs/ STs	
22	Other observations (this space may be utilized for remarks which complete corroborate or supplement which has been indicated above. This should not however, be used formerly repeated in vague terms what has already been stated. Specific point such as special accomplishment during the period under report and any other aspects not covered in the proforma given above which the reporting officer considers worth mentioning may also be indicates here)	
23	Integrity: (Instructions contained in Ministry of Home Affairs O.M. No. 51/4/62.Estt (A) dated 21.6.1965 should be kept in mind)	

24	Overall assessment	
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Signature of Reporting Officer
Name in Block Letters _____
Designation: _____
Date: _____

PART-IV REMARKS OF THE REVIEWING OFFICER

25	Length of service under the Reviewing Officer	
26	Do you agree with the Reporting Officer in regard to his remarks in the resume of th work done by the officer as contained in Part-II of the report? If not, indicate briefly the reasons for disagreeing with the Reporting Officer and the extent of your disagreement.	
27	Overall assessment of performance and qualities	
28	Has the officer any special characteristics and / or any outstanding merits or abilities which would justify this 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 the next higher officer with remarks, if any.

Signature of Reviewing Officer
Name in Block Letters _____
Designation: _____
Date: _____