

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

**FORM OF ANNUAL CONFIDENTIAL REPORT IN RESPECT OF COMPUTER  
OPERATOR/ASSISTANT          COMPUTER          PROGRAMMER/COMPUTER  
PROGRAMMER FOR THE YEAR \_\_\_\_\_**

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

**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/official reported upon is employed on task involving initiative judgment 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 Keenness 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 etc. |  |
|    | 1.Excellent  |  |
|    | 2.Very good  |  |
|    | 3. Very good   |  |
|    | 4. Average   |  |
|    | 5. Poor  |  |
| 13 | Industrious and keenness   |  |
|    | 1. Puts in hart 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 ?   |  |
| 15 | Amenability to discipline  |  |
| 16 | Punctuality to discipline  |  |
| 17 | Relations with fellow employees  |  |
| 18 | Integrity (This column should be filled as per instruction issued under M.H.A.O.M No. 51/4/64-Estt(A) dated 21.06.1965)                            |  |
| 19 | Has the officer/official been reprimanded for indifferent work or for other causes during the period under report? If so, please brief particulars |  |
| 20 | Has the official done any outstanding or notable work meriting commendation. Briefly mention them.   |  |
| 21 | Overall assessment   |  |

**Signature of Reporting Officer**  
**Name in Block Letters** \_\_\_\_\_  
**Designation** \_\_\_\_\_  
**Date** \_\_\_\_\_

#### **Part-IV**

|    |   |  |
|----|---|--|
| 22 | Length of service under Reviewing Officer   |  |
| 23 | 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. |  |
| 24 | Has the official any special characteristics and/or any outstanding merits of abilities which would justify his 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** \_\_\_\_\_