

CONFIDENTIAL REPORT

FOR

SIKKIM STATE CIVIL SERVICE OFFICERS

Name of Officer:

Report for the year:

Period from:

# CONFIDENTIAL REPORT FOR SIKKIM STATE CIVIL SERVICE OFFICER

DEPARTMENT / OFFICE:

Report for the year:

Period from:

## PART – I

To be filled by office

1. Name of officer and Designation:
  
2. Date of Birth:
  
3. Date of appointment of Gazetted Grade:
  
4. Date of continuation appointment to the Sikkim State Civil Service:
  
5. Date of appointment to the present post:
  
6. Period of absence on leave during the Reporting year / period:
  
7. Training received during the Reporting year / period indicating the course attended, duration of course & the institution where attended:

## PART – II

To be filled by the Officer reported upon.

1. A brief summary of duties and responsibilities (in not more than 50 words).

2. Please specify important items of work in order of priority where in quantitative physical / financial target / objectives / goals were set for you or set by yourself for the reporting year.

	Item of work	Physical or financial achievements / target / objective / goal
1	•	
2		
3		
4		
5		
6		

3. (a) In case of shortfall of expected quality / quantity of performance please state the reasons.

(b) Please indicate your contribution in case of significant higher achievement of the target / objective / goal.

4. Please specify the number of inspections conducted / tour performed.  
(only in case of field Officers)

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No. of inspections/tour expected to be performed in the year	No. of inspections / tours actually performed with reasons for shortfall, if any
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5. Please indicate instances, if any delinquency among your subordinates and action taken in such cases.

PLACE:

SIGNATURE

DATE:

NAME :

DESIGNATION :

## PART-III

To be filled in by Reporting Officer.

**Note:** Every answer shall be given in narrative forms using unambiguous and simple Language. Words & phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please do not use omnibus expressions like `Outstanding` `Very good` `Good` `Average` `Below Average` `Poor` while giving comments against any of the attributes. Space provided indicates the desired length of the answer.

### A. Nature & Quality of work.

1. Please comment on Part-II as filled out by the officer specifically state whether you agree with the answer relating to targets and objectives, achievements and shortfalls. Also specify constrains, if any in achieving the objectives.

### 2. QUALITY OF OUTPUT

Please comment on the officer's quality of performances having regard of standard of work and programme objectives and constraints if any.

### 3. KNOWLEDGE OF SPHERE OF WORK

Please comment specifically on each of these, level of knowledge of functions, related instructions and their application.

B ATTRIBUTES.

1. ATTITUDE TO WORKS

Please comment on the extent to which the officer is dedicated and motivated and on his / her willingness and initiative to learn and systematize his / her work.

2 DECISION MAKING ABILITY

Please comment on the quality of decision-making and on ability to weight pros and cons of alternatives.

3. INITIATIVE

Please comment on the capacity and resourceful of the officer in handling unforeseen situation his / her and willingness to take additions responsibilities and new areas of work.

4. ABILITY TO INSPIRE AND MOTIVATE.

Please comment on the capacity of the Officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.

5. COMMUNICATION SKILL (WRITTEN AND ORAL)

Please comment on the ability of the officer to communicate and on his/her ability to present arguments.

6. INTER-PERSONNEL RELATIONS AND TEAM-WORK:

Please comment on the quality of relationship with superiors, Colleagues and subordinates and on the ability to appreciate others point of view and take advice in the proper spirit. Please comment on his/her capacity to work as member of a team and to promote team spirit and optimism the output of the team.

7. RELATIONS WITH THE PUBLIC

Please comment on the officer's accessibility to the public and responsiveness to their needs.

8. ATTITUDE TOWARDS SCHEDULED CASTES/SCHEDULED TRIBE/WEAKER SECTIONS OF SOCIETY.

Please comment on his/her understanding of the problems of Scheduled Castes and Scheduled Tribes/Weaker Sectioned and willingness to deal with them.

## C. ADDITIONAL ATTRIBUTES.

(For officers of 12 years of service and above only)

### 1. PLANNING ABILITY.

Please comment whether the officer anticipate problems, work needs, and accordingly and is able to provide for contingencies.

### 2. SUPERVISORY ABILITY

- (i) Proper assignment of tasks.
  
- (ii) Identification of proper personnel for performing the tasks
  
- (iii) Guidance in the performance of tasks and
  
- (iv) Reviews of performances.

### 3. COORDINATION ABILITY

Please comment on the extent to which the officer is able to achieve coordination in formulation and implementation of tasks and programme by different functionaries involved.

4. APTITUDE AND POTENTIAL

Please indicate three fields of work from amongst the following for possible specialization and career development of the Officer. Please as mark 1.2.3. in three appropriate boxes.

1. Personnel Administration \_\_\_\_\_
2. Law and order and internal security \_\_\_\_\_
3. Financial Administration \_\_\_\_\_
4. Agriculture & Rural Development \_\_\_\_\_
5. Social Service & Educational Administration \_\_\_\_\_
6. Planning \_\_\_\_\_
7. Economic & Commercial Administration \_\_\_\_\_
8. Industrial Administration \_\_\_\_\_
9. Any other field (Please Specify) \_\_\_\_\_

5. TRAINING.

Please give recommendation for training with a view to further improving the effectiveness and capabilities of the Officer, (While specifying the areas of training, it is not necessary to confine to the fields referred to in column 4).

6. Please give your assessment commenting upon the following traits / attributes of the Officer.

(A) APPLICABLE FOR ALL OFFICERS.

(i) Sincerity & devotion to duty.

(B) FOR FIELD OFFICERS ONLY.

(i) Behavior with members of public including impartiality in dealing

7. Please give your assessment on the Officer's temperamental & physical ability for field postings and Secretariat / Staff postings.

8. Please give assessment on the Officer's relations with superiors colleagues and subordinates and his / her capacity to promote team spirit and work as a member of a team.
  
  
  
  
  
  
  
  
  
  
9. (i) Please state with details if the Officer has been punished during the period under report.
  
  
  
  
  
  
  
  
  
  
- (ii) Please state with the details if the Officer has received any commendation during the period under report.
  
  
  
  
  
  
  
  
  
  
10. Please state whether the officer is fit for induction into the I.A.S.
  
  
  
  
  
  
  
  
  
  
11. Please comment on the Officer's integrity.

12 General assessment of the Officer with reference to the nature of work turned out, special responsibilities, extenuating or aggravating circumstances etc.

13. Please comment on the Officer's character in general and value system with respect to tendering frank and honest advice to superiors, trust worthiness in fulfilling assurances of performance given by him / her, and the Officer's behavioral pattern in dealing on matters having self-interest.

14. Overall grading:  
(Please put a ring round the appropriate grading & strike out other gradings).

**Outstanding**

Very good

Good

Average

Below average

**NOTE:** An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out.

Place:

Signature of Reporting officer

Date:

Name in block letters:

Designation:  
(During the period of Report)

## Part-IV

### Remarks of the Reviewing Officer.

1. Length of service under the Reviewing Authority.
2. Do you agree with the assessment of the Officer given by the Reporting Officer? If not, indicate the items / aspects on which you disagree and give your own assessment on those aspects / items.
3. Central remarks with specific comments about the general remarks given by the Reporting Officer including grading.
4. Has the Officer any special characteristics and or any abilities, which would justify his / her promotion out of turn? If so, please specify.

Place:

Signature of the Reviewing Officer:

Date:

Name in block letters:

Designation:  
(During the period of report).

# Part-V

Remarks of the Accepting Authority  
(Authority next to the Reviewing Authority)

Place:

Signature of the Accepting Authority:

Date:

Name in block letters:

Designation:  
(During the period of report).

## INSTRUCTIONS

1. The Confidential Report is an important document .It provides the basic and vital inputs for assessing the performance of an Officer and for his / her further advancement in his / her career. The Officer reported upon the Reporting Authority and the Accepting Authority should therefore undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal though Confidential Report should be used as a tool for human resource development. Reporting Officer should realize that the objective is to development and officer so that he / she relishes his / her true potential. It is not meant to be a fault-finding processes but a development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitude or overall personality of the office reported upon
3. The column should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discedible for the higher authorities.
4. If the Reviewing authority is satisfied that the Reporting authority had made the report without due care he shall record a remark to that effect. In part-IV column 2 .The Government shall enter the remarks in the confidential roll of the Reporting authority.
5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer Words and phrases could be chosen carefully and should accurately reflect the intention of the Authority recording the answer. Please use unambiguous answer in simple languages. Please do not use omnibus expressions like `Outstanding' `Very Good' `Good' `Average' `Below Average' while giving your comments against any of the attributes.
6. It should be the endeavor of each, appraiser to present the trust possible picture of the appraisee in regard to his / her performance, conduct, behavior and potential.
7. Assessment should be confined to the appraisee's performance during the period of report only.
8. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

9. Aspects on which an appraiser is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

**NOTE:** - The following procedure should be followed in the filling up the column relating to integrity:-

- (i) If the Officer's integrity is beyond doubt, it may be so stated.
- (ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:-
  - (a) A separate secret note should be recorded and followed up. A copy of the note should be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to form a definite judgment or that he has heard nothing against the Officer, as the case may be.
  - (b) If as a result of the follow up the action, the doubts or suspicions are cleared the Officer's integrity should be certified and an entry made accordingly in the Confidential Report.
  - (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
  - (d) If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the Officer's conduct should be watched for further period and thereafter action taken as indicated at (b) & (c) above.