

Confidential Report Form
for Class I and II Officers/
Teachers/Lecturers

GOVERNMENT OF

(Name of the Ministry/Division/Department/Office)

(Name of Service)

ANNUAL REPORT FOR THE PERIOD To
SPECIAL

PART I

1. Name (in block letters)
2. Designation
3. Academic Qualifications
4. Date of Birth 5. Place of Birth 6. Domicile
7. Total Service 8. Date of entry in Govt. Service
9. Date of entry in C. Govt. Service 10. Date of entry in the Grade
11. Knowledge of languages
12. Special training

Posts held during the period

Post	Period	Pay and Scale

RESULTS PRODUCED IN THE ANNUAL EXAMINATION 19___ HELD IN MARCH/APRIL 19___
AND S.S.C./INTER/B.A./B. Sc. EXAMINATION 19 :

Class	Subject	No. of students on roll in December	Appeared	Passed	Percentage	C.L. availed during the year 19
1	2	3	4	5	6	7
Annual Examination :						
S.S.C./Inter/B.A./B.Sc. Examination :						

PART II

The rating should be recorded by initialling the appropriate column or box. The rating denoted by the alphabets is as follows :

'A1' Very good; 'A' Good; 'B' Average; 'C' Below Average; 'D' Poor.

	A1	A	B	C	D	Remarks
1. Intelligence and mental alertness						
2. Judgement and sense of proportion						
3. Initiative and drive						
4. Power of expression:						
(a) Writing						
(b) Speech						
5. Ability to plan, organise and supervise Work						
6. Quality and output of work						
7. Perseverance and devotion to duty						
8. Capacity to guide and train sub-ordinates						
9. Co-operation and tact						
10. Integrity :						
(a) Intellectual						
(b) Moral						
11. Sense of responsibility :						
(a) General						
(b) In financial matters						
12. Personality						
**13. Knowledge of subject and Methodology						
**14. Attitude towards Students						
**15. Efforts for Professional Growth						
**16. Interest in Extra-Mural Activities						
**17.						
18. *Interest in social welfare	Takes interest in social welfare activities..... <input type="checkbox"/>			Is inclined to treat this aspect of his duty as routine function..... <input type="checkbox"/>		
19. Interest in economic development	Is interested in planning and execution of development schemes..... <input type="checkbox"/>			Is inclined to treat this aspect of his duty as routine function..... <input type="checkbox"/>		
*20. Behaviour with public	Is modest and helpful..... <input type="checkbox"/>			Is inclined to be arrogant..... <input type="checkbox"/>		
21. Standard of living	Lives within known means of income <input type="checkbox"/>			Reported to be living beyond known means of income..... <input type="checkbox"/>		
22. Observance of security measures	Takes reasonably good care..... <input type="checkbox"/>			Inclined to be negligent..... <input type="checkbox"/>		
23. Punctuality	Punctual..... <input type="checkbox"/>			Unpunctual..... <input type="checkbox"/>		
*24. Touring	Adequate and systematic..... <input type="checkbox"/>			Inadequate or unsystematic..... <input type="checkbox"/>		

*To be initialed only when applicable.

**Please see instruction A. 1 on page 4.

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PART III

Comparing him with other officers of the same grade, give your general assessment of the officer by initialling in the appropriate column below.

Very Good	Good	Average	Below Average	Poor	Remarks on special aptitude, if any, e.g., for secretarial, executive, judicial, development or diplomatic work.

FITNESS FOR PROMOTION
(Initial the appropriate box below)

Recommended for accelerated promotion.

Fit for promotion

Recently promoted ; assessment for further promotion premature

Not yet fit for promotion, but likely to become fit in course of time

Unfit for further promotion, has reached his ceiling

Pen Picture

*Signature of Reporting Officer

Date.....

PART IV
REMARKS OF THE COUNTERSIGNING OFFICER

I consider that the assessment made by the Reporting Officer is very good/reasonably good/strict/lenient/biased+
The remarks underlined in red ink should be communicated in writing+.
I have the following remarks to add:

Signature.

Date.....

*The name and designation of the reporting countersigning Officer should be typed, written in block letters or rubber stamped below the signature.

+Strike out the entries which are inapplicable
+Strike out this sentence if there are no adverse remarks to be communicated.

For all Categories
of employees in
B.S. 5-15GOVERNMENT OF THE PUNJAB
DEPARTMENTPERFORMANCE EVALUATION REPORT

For the period -----19 to -----19

PART-I

1. Name (in block letters)
with parentage
2. Date of Birth
3. Domicile
4. B. S. with present pay
5. Post held during the period
6. Academic qualifications
7. Professional/Technical qualifications
8. Job Description:
(Main duties performed)
9. Period served:
(a) in present post, (b) under reporting officer

The rating in Parts II, III, & IV should be recorded by initialling the appropriate box.
The ratings denoted by alphabets is as under:—

'A-I' Very Good, 'A' Good, 'B' Average, 'C' Below Average, 'D' Poor.

For uniform interpretation of qualities listed in these parts two extreme shades are mentioned against each item.

PART-II

PERSONAL QUALITIES

			A-I	A	B	C	D	
1.	Intelligence	Exceptionally bright; Excellent comprehensive.						Dull; slow.
2.	Emotional stability.	Mature; balanced.						Unstable; immature.
3.	Adaptability.	Alert & highly responsible.						Rigid; inflexible.
4.	Appearance and bearing.	Creates excellent impression.						Clumsy; unimpressive.
5.	OVERALL GRADING IN PART-II							

PART-III

ATTITUDES

1.	*Knowledge of Islam.	Well read						Narrow and superficial.
2.	*Attitude Towards Islamic Ideology.	Deeply motivated; enlightened.						Indifferent; intolerant.

*In case of non-muslims the entries will refer to their own religion.

		AI	A	B	C	D	
3. Punctuality.	Very regular.						Habitual late comer.
4. Acceptance of responsibility.	Always prepared to take on responsibility even in difficult cases.						Reluctant to take on responsibility; will avoid it whenever possible.
5. Perseverance and devotion to duty.	Resolute, carries a task through to the end.						Negligent and dis-interested.
6. Relations with:							
a) Superiors.	Co-operative; well liked and trusted.						Un-Co-operative; does not inspire confidence.
b) Colleagues.	Works well in a team.						Difficult Colleague.
c) Subordinates.	Courteous and effective; inspires confidence.						Brusque & intolerant; does not earn respect.
7. Behaviour with public.	Courteous and helpful.						Haughty; unsympathetic and ill behaved.
8. OVERALL GRADING IN PART-III.							

PART-IV

PROFICIENCY IN JOB							
1. Knowledge of work.	Has a thorough grasp of the knowledge relevant to his job.						Does not know enough about the present job.
2. Supervision and Guidance.	Organises & uses staff and other resources effectively.						Lacks control; In effective.
3. Work							
a) Output.	Always upto date; accumulates no arrears.						Always behind schedule; very slow disposal.
b) Quality.	Always produces work of exceptionally high quality.						Generally produces work of poor quality.
4. OVERALL GRADING IN PART-IV.							

PART-IV/A

Integrity:	Honest	Reported to be corrupt.	Believed to be corrupt.
	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART-V

(a) Pen-Picture: Please comment on any particularly strong or weak points without repeating earlier parts of the report. Also indicate the future posting considered most suitable for the official.

(b) Counselling: Was the official advised to improve vide instruction No. 6 during the period under report? If so, on what aspects and with what results?

(c) Assessment of Performance:

(Please comment on the performance of the official about duties given at S. No. 8 in Part-I.

Also comment on official's over-all performance in the Department/Office e.g. examinations result for teaching staff or project implementation, tax/revenue collection etc. In other cases give assessment of the official how he carries on with (i) routine duties (ii) difficult duties/situations and (iii) crisis. Also indicate whether any training is required and if so, in which area/field.

PART-VI

FITNESS FOR PROMOTION.

- (i) Fit for accelerated promotion.
- (ii) Fit for promotion in his turn.
- (iii) Not yet fit for promotion.
- (iv) Unlikely to progress further.

By Reporting Officer.	By Counter-signing Officer.

Name of the Reporting Officer Signature.....

(capital letters)

Designation Date

PART-VII

- (a) REMARKS OF COUNTERSIGNING OFFICER.
(Remarks are to be confined to the aspects not touched upon by Reporting Officer. Reasons for disagreement with the Reporting Officer must be given).

Name (in block letters) Signature.....

Designation Date

- (b) REMARKS OF THE SECOND COUNTERSIGNING AUTHORITY (IF ANY).

Name (in block letters) Signature.....

Designation Date

PART-VIII

- 1. Adverse remarks, if any communicated vide No. Date
- 2. Decision on representation, if any

.....
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GOVERNMENT OF THE PUNJAB

(Name of the Department/Office)

Name of Service

PERFORMANCE EVALUATION REPORT

FOR THE PERIOD

TO

PART I

- 1. Name (in block letters)
- 2. Date of Birth..... Date of entry in Service
- 3. Grade with present pay
- 4. Post held during the period
- 5. Academic Qualifications
- 6. Knowledge of Languages (Please indicate proficiency in speaking(S), Reading (R) and writing (W)).
.....

7. Hobbies.....

8. Training Received :

Name of course attended	Dates		Name of Institution and country
	From	To	
.....
.....
.....
.....

9. Job Description (Set out broadly in order of importance the main duties performed. Also mention any special work assigned during the period).
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.....
.....
.....

10. Period served :

(a) in present post..... (b) under reporting officer

11. Date of last annual medical check up

12. I hereby certify that I have initiated/countersigned the reports of my subordinates.

Signatures of the Officer
To be reported upon

Dated.....

The rating in Parts II, III & IV should be recorded by initialling the appropriate box. The ratings denoted by alphabets, as follows:

'AI' Very Good, 'A' Good, 'B' Average, 'C' Below Average, 'D' Poor

For uniform interpretation of qualities listed in these parts two extreme shades are mentioned against each item. Please see para 2 of instruction.

PART II

PERSONAL QUALITIES		AI	A	B	C	D
1. Intelligence	Exceptionally bright; Excellent comprehension					Dull; slow
2. Confidence and will power	Exceptionally confident and resolute					Uncertain; hesitant
3. Emotional stability	Mature; balanced					Unstable; immature
4. Adaptability	Alert & highly responsible					Rigid, inflexible
5. Understanding & tolerance	Considerate & Cooperative					Lacks ability to appreciate other's point of view; unsympathetic
6. Appearance and bearing	Creates excellent impression					Ugly; unimpressive
7. OVERALL GRADING IN PART II						

PART III

ATTITUDES		AI	A	B	C	D
1. *Knowledge of Islam	Well read					Narrow and superficial
2. *Attitude towards Islamic ideology	Deeply motivated; enlightened.					Indifferent; intolerant.
3. Integrity						
a) General	Irreproachable					Unscrupulous
b) Intellectual	Honest & straightforward					Devious; Sycophant
4. Acceptance of responsibility	Always prepared to take on responsibility even in difficult cases.					Reluctant to take on responsibility; will avoid it whenever possible
5. Ability to produce constructive ideas	Full of ideas; always comes up with ingenious solution to problems; fertile					Dull; has to be told what to think.

*In case of non muslims the entries will refer to their own religion.

		M	A	B	C	D	
6. Foresight	Anticipates problems and plans ahead						Handles problems only after they arise.
7. Initiative & Drive	Bold and enterprising, dynamic						Timid and diffident
8. Reliability under pressure	Imperturbable and exceptionally reliable at all times.						Confused and easily flustered even under normal pressures.
9. Judgement	Makes consistently sound proposals/decisions						Lacks balance and consistency; Immature
10. Financial Responsibility	Exercises due care discipline						Irresponsible
11. Perseverance and devotion to duty	Resolute; carries a task through to the end						Negligent and disinterested
12. Relations with a) Superiors b) Colleagues c) Subordinates	Cooperative; well liked and trusted						Un cooperative; does not inspire confidence
	Works well in a team						Difficult colleague
	Courteous and effective; inspires confidence						Brusque & intolerant; does not earn respect
13. Behaviour with public	Courteous and helpful						Haughty; unsympathetic and ill behaved.
14. OVERALL GRADING IN PART III							

PART IV

PROFICIENCY IN JOB							
1. Power of Expression a) Written	Always precise, clear and well set out						Clumsy & vague
	b) Oral	Puts across convincingly & concisely					Ineffective
2. Knowledge of work	Has a thorough grasp of the knowledge relevant to his job						Does not know enough about the present job.
3. Analytical ability	Picks out the essentials without wasting time on irrelevant details						Seldom sees below the surface of a problem
4. Supervision & Guidance	Organises & uses staff and other resources effectively						Lacks control; In effective
5. Ability to take decision	Very logical and decisive						Indecisive; vacillating
6. Work a) Output	Always up to date; accumulates no arrears						Always behind schedule; very slow disposal
	b) Quality	Always produces work of exceptionally high quality					Generally produces work of poor quality
7. OVERALL GRADING IN PART IV							

PART V

(a) **Pen-Picture :** Please comment on any particularly strong or weak points without repeating earlier parts of the report. Also indicate the future posting considered most suitable for the officer.

(b) **Counselling :** Was the officer advised to improve vide instruction No. 6 during the period under report? If so, on what aspects and with what results?

(c) **Assessment of performance :** Please comment on how effective the officer has been in performing the duties mentioned at S. No. 9 in Part I. Also comment on the officer's contribution to the overall performance of your office/organisation especially in the light of any numerical measure e.g. examination results for teaching staff or other applicable index such as profitability, project implementation, tax collection etc. In other cases give your assessment of relative proportion of (i) routine cases (ii) complicated cases/situations (iii) policy cases/crisis situations dealt with by the officer. Also indicate whether further training is required for increasing his effectiveness and if so, in which area.

(d) Usefulness for further retention in service:

Useful	Not Useful

(e) **Inspections of subordinate offices:** Please indicate whether inspections were carried out regularly by the officer and inspection reports were completed properly in time. Please also comment on steps taken for implementation of inspection reports and guidance provided to his subordinates.

(f) **Field Tours:** Please comment on interest taken by the officer in systematic and regular field tours.

PART VI

Comparing him with other officers of the same level and keeping in view the overall gradings in Parts II, III and IV, give your general assessment of the officer by initialling the appropriate box below.

(a) Overall Grading

	By Reporting Officer	By Countersigning Officer
(i) Equalled by very few officers. (Very Good)		
(ii) Better than the majority of officers (Good)		
(iii) Equals the majority of officers (Average)		
(iv) Meets bare minimum standards. (Below Average)		
(v) Unsatisfactory. (Poor)		

(b) Fitness for promotion

	By Reporting Officer	By Countersigning Officer
(i) Fit for accelerated promotion		
(ii) Fit for promotion in his turn		
(iii) Not yet fit for promotion		
(iv) Unlikely to progress further		

(c) Integrity

	YES	NO
(i) Honest		
(ii) Corrupt		
(iii) Reported to be Corrupt		

Name of the Reporting Officer
(Capital letters)

Signature

Designation

Date

PART VII

(a) REMARKS OF THE COUNTERSIGNING OFFICER

Please report on the aspects not touched upon by the reporting officer. If you disagree with the assessment of the Reporting Officer, please give reasons therefor. You should also indicate how frequently you have seen work of the officer reported upon. If the officer has been assessed fit for promotion would you be prepared to accept him in the higher grade. If no, please give your reasons.

Name Signature
(Capital letters)

Designation Date

(b) REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

Name Signature
(Capital letters)

Designation Date

PART VIII

1. Adverse remarks, if any, communicated vide
Date

2. Decision on representation if any
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.....
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.....
.....
.....

INSTRUCTIONS FOR FILING UP THE ACR FORMS.

1. (i) ACR is the most important record for the assessment of an officer. At the same time the quality of ACR is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, essential that utmost care is exercised by all Reporting and Countersigning Officers.
 - (ii) The Reporting and Countersigning Officer should be—
 - (a) as objective as possible; and
 - (b) clear and direct, not ambiguous or evasive in their remarks.
 - (iii) The over-riding importance of Part IV should be clearly understood in the overall grading.
 - (iv) Over-rating should be eschewed by all Reporting/Countersigning Officers.
 - (v) Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
2. The forms are to be filled in duplicate. Part I will be filled by the officer being reported upon and should be type written—
 - (i) In para. 1 of Part I the concerned officer may also indicate the name of his/her father. In case of married female officers they should give the name of husband.
 - (ii) In para. 11 Part I disability, if any, should also be indicated.
 - (iii) In the space provided under para. 11 of Part I the name of spouse alongwith particulars and place of posting, if employed, should be indicated.
3. Parts II to VI will be filled by the Reporting Officer and Part VII by the Countersigning Officers. Both the Reporting Officer and Countersigning Officer should give their assessment of the officer reported upon in respective boxes in Part V.
4. The Department/Officer concerned responsible for maintenance of ACR dossiers will fill Part VIII, if any adverse remarks are recorded in the report.
5. Assessment in the ACR should be confined to the work done by the officer reported upon during the period covered by the report.
6. Reporting Officer is expected to counsel the officer being reported upon about his weak points and advise him how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counselling.
7. The ACR form should be filled in a neat and tidy manner. Cuttings/erasures should be avoided and must be initialed, where made.
8. The ratings in Part II, III, IV & VI should be recorded by initialling the appropriate box—
 - (i) In para. (a) of Part V pen picture should also include remarks about the reputation of the officer.
 - (ii) In para. (e) of Part V assessment of performance should also indicate further employment potential.
9. For uniform interpretation of qualities, etc. listed in Part II, III & IV, the two extreme shades are mentioned against each item. For example, an 'exceptionally bright' officer with 'excellent comprehension' will be rated 'A' in 'Intelligence' (box-I of Part II). A dull and slow officer will merit a 'D' rating. A, B & C ratings will denote shades between the above two extremes.
10. The ratings should be clear and given in one of the boxes provided for the purpose in Parts II, III, IV & VI. Do not grade an officer

between two shades i.e. between 'Very Good' and 'Good' or 'Good' and 'Average' or 'Average' and 'Below Average'.

11. The Countersigning Officer should weigh the remarks of the Reporting Officer against his personal knowledge of the officer being reported upon, compare him with other officers of the same grade working under different Reporting Officers but under the same Countersigning Officer, and then give his overall assessment in Part VI and remarks in para. 3 (a) of Part III. In certain categories of cases, remarks of a Second Countersigning Officer may also be required to be recorded. In cases where the work of the officer reported upon is supervised also by an officer outside the normal chain of supervisory command in respect of some technical aspects, such officer may send his remarks in respect of such specific aspects to the Second Countersigning Officer by the third week of January through a separate sealed cover.

12. If the Countersigning Officer differs with the grading or remarks given (in parts other than Part VI) by the Reporting Officer, he should score it out and give his own grading in red ink. In Part VI he is required to give his own assessment in addition to that of the Reporting Officer.

13. The Countersigning Officer should underline, in red ink, remarks which in his opinion are adverse and should be communicated to the officer reported upon.

14. Time schedule for completion of ACR writing—

- (i) The officer to be reported upon should submit the ACR Form after completing Part I to the Reporting Officer on 1st day of January.
- (ii) The Reporting Officer should record his remarks in appropriate parts by the end of 1st week of January and send the report to the Countersigning Officer by 8th January.
- (iii) The Countersigning Officer should record his remarks by the end of second week of January and pass on the report to the 2nd Countersigning Officer if any, by 16th January.
- (iv) The final Countersigning Officer should also record his remarks within one week.
- (v) Report writing should be completed within the month of January.

15. In the event of Non submission of PER Form by the officer reported upon, within the stipulated time the Initiating Officer may proceed to initiate PER on the basis of available information.