Form No. A-2

CONFIDENTIAL

UTTAR HARYANA BIJALI VITRAN NIGAM LIMITED

ANNUAL CONFIDENTIAL REPORTS FOR OFFICERS ON A/Cs AND GENERAL SIDE OF THE UHBVNL

SECTION-'A'

SELF ROPORT FOR THE PERIOD FROM_____TO _____ (To be written by the Officer himself)

1. A. Name in full B. Father's Name C. Rank D. Post (s) held (during the period of report) E. Date of birth F. Educational Qualification / Examination passed at the time of joining service. G. Other Professional Examination(s) H. Membership of professional bodies I. Date of joining the board/ Nigam's service. J. Date of joining the present rank K. Date of joining the present post.	
2. Educational /Professional examination (s) passed and training undergone after joining the Department (in chronological order) a) Examination (s) passed b) Training undergone, if any	
3. Whether property return submitted? (give reference No. & date and name of office to which submitted)	
4. Self Assessment Report a) What were the targets fixed to be achieved by you? b) How far you were able to achieve these targets? c) Reasons for short fall, if any? d) Additional achievements made due to your special efforts?	

Station :

Date : (Signature)

Section 'B'	**Assessment of Initiating/Reviewing Officer**	
a .) Name & Designation of the Reporting Officer		
b.) Name & Designation of Reviewing Officer	Initiating Officer	Reviewing Officer
1. <u>Departmental Efficiency</u>		
a.) How for you agree with the self assessment report under item 4 of Section – 'A'? Give reason for disagreement, – if any?		
b.) Has he managed the work well ?		
c.) Are the paper and reports received from him carefully and lucidly prepared and do these show that he is professionally and otherwise well qualified and an officer with a sense of sound judgment ?		
d.) Does he exercise an efficient control over his subordinates/ Labour and their work ?		
e.) Is he careful and pains taking in instructing an training of his subordinates?		
f.) Is his office in good order ? Does he habitually delay in dealing with matters which can and ought to be disposed off promptly ?		
) g.) Are his arrangements for carrying out of work satisfactory and are his methods economical ?		
h. Are his relations with those working with him generally cordial and does he display good temper in dealing with those with whom he comes in contract ?		
i.) Attitude of the Officer towards other castes & Communities		
j.] Whether the officer/official delivers the services of dispose of the case in given time frame? (Reply in "Yes" or "No")		
2. Professional Ability		
a.) Is his professional knowledge sound for work on which employed and other areas relating to his duties ?		
b.) Could his services be utilized in some other areas more effectively ?		
c.) Has he written some useful papers on his professional subject ?		
d.) Does he keep abreast with latest development in the field connected with his job requirement?		
3. <u>General Qualification</u>		
a.) Does he show adequate initiative and drive and is he energetic and possess active habits ?		

4. General Remarks		
a.) Are there any points in which he specifically excels or in which he is deficient ?		
b.) Defects, if any ?		
c.) Integrity, (in case of doubtful integrity Give reasons)		
d.) Whether in case of adverse report a communication has been made, if so, quote the reference No. & date vide which made.		
5. Overall Assessment		
Outstanding/Very Good/Good/Average/Below Average		
	Signature (Initiating Officer)	Signature (Reviewing Officer)
6. Comments of accepting officer if any Signature Name Designation		
FOR OFFICE USE) **Adverse remarks have been communicated**		
Vide No._____ Dated:_____		
		Signature Conveying Authority STAMP

INSTRUCTIONS TO THE APPRASER	
1.	Performance/evaluation should be based on how well the employee has achieved the results exacted during the period under assessment. Each area should be assessed independently uninfluenced by the rating of the other area (s).
2	Tendency to over rate/under rate should be guarded against. This is unfair both to the employee reported upon as well as his colleagues.
3	The assessment should be based on sufficient evidence reflected during the period under review. It should be fair and accurate. Personal bias should not operate in assessing an employee.
4	The assessment of an employee should not be based on a recent incident or two during the assessment period on his performance throughout the period under review.
5	Where the accepting officer, does not agree with the assessment of the initiating officer/reviewing Officer, he should record his own assessment against each area.
6	Adverse remarks must be clearly distinguished from suggestions. " His relations with subordinates need improvement" is a suggestion while "his relations with subordinates are treats his subordinates badly or rudely" is an adverse remark.
7	Remarks in respect of integrity (Under item -4 C in section –B of the report of an officer can be on general lines unless something specially can be recorded against any individual. This certificate should say whether the officer can be fully relied upon with regard to his integrity or the reporting officer has some doubts for which the ordinary standard to be applied would be for example the officer living beyond his means with no private source of income, insistent complaints against him which do not appear to be overstitches or harshness or tactlessness, his general reputation gleaned from other senior officer of the HVPNL (and in rare case of other department or any conclusions that may be drawn from his work, method of supervision, method of dealing with contractors etc. Whenever adverse remarks against Integrity" are given a separate Note by the Reporting Officer, giving briefly the relevant facts on which his remarks are based, should form an annexure to the qualification report.
8	The grade 'Outstanding should be sparingly given and only in exceptional cases. It will be seldom applicable to a young officer still in process of development.