

**CONFIDENTIAL REPORT
FOR
WEST BENGAL AUDIT & ACCOUNTS SERVICE OFFICERS**

Name of Officer:

Batch (Year of allotment):

Report for the year / period ending:

(1)

Confidential Report

For

West Bengal Audit & Accounts Service Officers

Report for the year / period ending

Part - I

PERSONAL DATA

(To be filled by the Officer Reported upon)

1. Name of the Officer :
2. Date of birth :
3. Year of allotment :
4. Date of joining in service :
5. Post and date of joining thereto: Date Post
6. Date of submission of Annual Declaration of Assets for the previous year (as on) as per the provisions of the West Bengal Services (Duties Rights and Obligations) Rules, 1:

(2)

PART – II

(To be filled in by the Officer Reported upon)

(Please read carefully the instructions given at the end of the form before filling entries)

2. Brief description of duties

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2. Please specify your achievements as per your perception:

Serial No.	
01	
02	
03	
04	
05	
06	
07	
08	
09	
10	
11	

(3)

3. Please state briefly your achievements. Please specify constraints or handicaps that you faced.

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4. Details of training programme (s) if any, attended during the year under review.

Place:

Signature of the Officer Reported upon

Date:

NAME IN BLOCK LETTERS

Designation

(During the period of Report)

(4)

PART III

To be filled in by the Reporting Officer

(Please read carefully the instructions given at the end of the form before filling the entries)

B. Nature and quality of Work

2. Please state whether you agree with the answers relating to achievements and shortfalls. If not, state the reasons.

B. Attributes.

Please record assessment with one of following works: Outstanding / Very good / Good / Average / Below Average

Serial No.	Item	Assessment
01	Personality	
02	Capacity for sustained work	
03	Tact and ability to work with others	
04	Ability to control subordinates	
05	Reliability in carrying out instructions	
06	Ability to state a case	
07	Initiative	
08	Power of taking responsibility	
09	Power to inspire confidence in general public	
10	Devotion to duty	
11	Knowledge of his work	

(5)

C. GENERAL

1. State of Health

3. Integrity
(Please see Note below the instruction)

3. General Assessment (Statement of the Reporting Officer)

Overall Grading: **[Outstanding / Very Good / Good / Average / Below Average]**

Place:

Date:

Signature of the Reporting Officer

NAME IN BLOCK LETTERS

Designation
(During the period of Report)

PART – IV

REMARKS OF THE REVIEWING OFFICER

Do you agree with the assessment of the officer given by the reporting authority? (In case of disagreement, please specify the reasons. Is there anything you wish to modify or add in respect of item B of Part – III?)

Place:

Date:

Signature of the Reviewing Officer

NAME IN BLOCK LETTERS

Designation
(During the period of Report)

(7)

PART - V

REMARKS OF THE ACCEPTING OFFICER

Place:

Date:

Signature of the Accepting Officer

NAME IN BLOCK LETTERS

Designation
(During the period of Report)

(8)

PART – VI

Attendance Report:

For the period from _____ to _____

Appraisal of attendance in respect of group "A" employees as introduced
inter alia, in Finance Department memo No. 9135-F dated 10.09.2002

attendance

- | | | |
|---|--------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1 | Total no. of working days during the period under review | |
| 2 | No. of days the incumbent was on leave | |
| 3 | No. of days of late attendance and early departure during the period under review | |
| 4 | No. of days of unauthorized absence without leave | |
| 5 | No. of days deducted as leave due to late attendance/early departure | |
| 6 | No. of days of effective attendance of the incumbent during the period under review (item 1 minus item 4 & 5) | |
| 7 | Percentage of late attendance or early departure as against the total no. of working days during the period under review (item 3/item 1 %) | |
| 8 | Percentage of effective attendance as against the total no. of working days during the period of review (item 6/item 1%) | |

Signature of the Reporting Officer

Signature of the Reviewing Officer

Signature of the Accepting Officer

(9)

INSTRUCTIONS

1. The officers reported upon and the Reporting Officer shall take special care to submit their respective reports within one month of the completion of the reporting period.
2. 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, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form **with a high sense of responsibility**.
3. Performance appraisal through Confidential Report should be used as a tool for human resource development, Reporting Officers should realize that the objective is to develop an officer so that he/she realize his/her true potential. It is not meant for a fault-finding process but a developmental one. The Reporting officer and the Reviewing officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
4. The columns 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 discernible to the higher authorities.
5. If the Reviewing Authority is satisfied that the Reporting Authority had made the report **without due care and attention** he shall record a remark to that effect in part-IV. The Government shall **enter the remarks in the confidential roll of the Reporting Authority**.
6. Every answer shall be given in a specific manner in the space provided for the purpose.
7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the reporting officer and the officer reported upon should meet during the course of the year at **regular intervals to review the performance** and to take necessary corrective steps.
8. It should be the endeavour of each appraiser to present the **truest possible picture** of the appraisee in regard to his / her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraiser's performance during the **period of report only**.
10. 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.
11. Aspects on which an appraisee is to be evaluated of different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

(10)

NOTE:

The following procedure should be followed in 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 notes should be recorded and followed up. A copy of the note should also 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 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 action, the doubts of 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 of suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.