

FORM OF CONFIDENTIAL REPORT

[See Rule 4 of the All-India Services (Confidential Rules) Rules, 1970]

Report for the year/period ending.....

PART-I—PERSONAL DATA

- 1. Name of the officer ..
- 2. Name of the service to which the Officer belongs ..
- 3. Date of birth ..
- 4. Date of continuous appointment to the present grade ..
- 5. Present post held and the date of appointment thereto ..
- 6. Period of absence from duty on leave, training etc. during the year ..

PART-II—ASSESSMENT BY THE REPORTING AUTHORITY

- 1. State of Health ..
- 2. General Assessment ..

[This should contain an overall assesment of the Officers personality, his good qualities and shortcomings and should in particulars touch on the following points viz. quality of mind (originality and comprehension), knowledge of work, power of expression (on paper and in discussion), power of acquiring general information, attention to detail, industry and consciousness, judgment, speed of disposal, willingness to accept responsibility and take decisions, relation with subordinates and colleagues, public relations and in addition, in case of Indian Administrative Service and Indjan Police Service Officer only, communal harmony and welfare of the Scheduled Castes and the Scheduled Tribes, in case they were dealing with them, and in case of Indian Forest Service Officers only, life conservation and social forestry.

If the Officer has been reprimanded for indifferent work or for other causes during the period under review brief particulars should be given, if the Officer has done any outstanding notable work meriting commendation brief mention should be made].

- 3. Integrity ..  
(See note 2 below the form)

Signature of the Reporting Authority.....  
 Name in Block letters.....  
 Designation.....  
 Date.....

PART-III—REMARKS OF THE REVIEWING AUTHORITY

- 1. Length of Service under Reviewing Authority ..
- 2. Do you agree or disagree with the assessment of the officer given by the Reporting Authority? Is there anything you wish to modify or add ?
- 3. General remarks with specific comments about the

4. (a) Fitness for promotion to higher grade(s) in his turn ..

- (i) Fit
- (ii) Not yet fit
- (iii) Unfit

(b) Has the officer any special characteristics, and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn? If yes, please mention these characteristics briefly.

(c) Recommendation regarding suitability for other spheres of work

Signature of the Reviewing Authority .....

Name in Block letters .....

Designation .....

Date .....

**PART-IV—REMARKS OF THE ACCEPTING AUTHORITY**  
(i. e. next Superior Officer)

Signature of the Accepting Authority .....

Name in Block letters .....

Designation .....

Date .....

NOTE.—1. Wherein an adverse entry is made, whether it relates to a remediable or to an irremediable defect, it should be communicated, but while doing so, the substance of the entire report including what may have been said in praise of the Officer reported upon should be communicated.

NOTE.—2. 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 note 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 time to time 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 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 a further period and thereafter action taken as indicated at (b) and (c) above.

[Ministry of Home Affairs O. M. No. 51/4/64-Est. (A), dated 21-6-1965].