

DAKSHIN HARYANA BIJLI VITRAN NIGAM
Annual Confidential Report of Ministerial Establishment
(Including Store keepers and Establishment in the Accounts Organization)

Name in full and designation _____

Father's Name _____

Grade & Pay _____ Date of Birth _____

Educational/Professional Qualifications _____

Departmental Examination Passed, if any _____

Office to which attached _____

Length of Service

i) Date of joining the service _____

ii) Date of joining the present post _____

Period of Report _____

		Head of Office	Next Authority
<p>Not applicable to P.As. Stenographer, Steno Typist & Store Keepers. For P.As. Stenographer & Steno Typist only</p> <p>For Store keeping Establishment only</p>	<p>1. Nature of work on which employed</p> <p>2. Punctuality in attendance</p> <p>3. Trust worthiness</p> <p>4. Habits</p> <p>5. Performance of duties</p> <p>i) knowledge of work on which employed and quality of work</p> <p>ii) Knowledge of Rules. Codes, Departmental Instructions and powers delegated to officers.</p> <p>iii) Ability in drafting letters and presenting cases</p> <p>a) Whether he/she is good in notes in short hand?</p> <p>b) Whether he/she is regular in posting the stores transactions and ledger are maintained by him/her up-to date and neatly?</p> <p>c) Whether his/her stacking of material is orderly and easy to check?</p> <p>d) Are the cases presented by him properly scrutinized and after due application of mind?</p> <p>e) Is he careful in disposing off the paper/work expeditiously or he is in the habit of delaying these?</p>		

	<p>6. Does he/she maintain good control over the staff/ labour working under him/her?</p> <p>7. a) Is he/she careful over the training of his/her subordinates? b) Is he/she specialized in certain trade?</p> <p>8. Does he/she keep on good terms with i) his/her colleagues ii) Other Branches of the office and iii) Public?</p> <p>9. General a) Are there any points in which he/she specially excels or in which he/she is deficient? b) Defects, if any c) Whether the officer/official brings political influence to bear upon the Nigam regarding his terms & conditions of service</p> <p>10. Is he/she thoroughly honest? Give detailed reasons for your answer if in the negative</p> <p>11. Whether his/her work was outstanding/very good/good average/below average ?</p> <p>12. In he/she fit for promotion to the next higher post?</p> <p>13. Does he/she deserve his/her next increment?</p> <p>14. Whether in case of adverse report a communication has been made to him/her? If so, quota reference to the No. & date of the letter with which made?</p> <p>15. Whether the official has submitted the required properly statement for the year under report?</p> <p>16. Attitude of the official towards other castes & communities.</p>		
--	---	--	--

**Signature and Designation
of Reporting Officer**

**Signature and Designation
of next Authority**

Remarks by the next Authority

Signature and Designation

INSTRUCTIONS

The grade 'outstanding' should be sparingly given and only in exceptional cases & it will be seldom applicable to a young official still in process of development.