

CONFIDENTIAL

DAKSHIN HARYANA BIJLI VITRAN NIGAM
Annual Confidential Report on Technical Establishment

Name in full and Designation _____

Father's Name _____

Grade & pay _____ Date of Birth _____

Educational/Professional Qualificatinos _____

Technical Qualificatinos _____

year of passing the Safety Code Test _____

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
1. Nature of work on which employed Punctuality in attendance.		
2. Trust worthiness.		
3. Habits		
4. Departmental Efficiency		
i) Knowledge of the work on which employed and quality of work.		
ii) Knowledge of Accounts Office work Rules Deaprtmental Instructions and power delegated to officers		
iii) proficiency in :		
a) Civil Engineering		
b) Electrical Engineering		
c) Survey and levelling		
d) Maintenance of Transmissions line		
e) Maintenance of Electrical Machinery		
f) Management of Electrical Supply (Local Distribution)		
g) Drawing		
h) Estimating		
5. Has any accident (Fatal or non fatal) occurred during the period under report which effects credit or discredit on him ?		
6. Details of major break downs, if any.		

	Head of Office	Next Authority
<p>7. a) Increase or decrease in the defaulting consumers</p> <p>b) Increase or decrease in the number of connections/revenue</p> <p>8. Does he maintain good control over the staff/labour working under him ?</p> <p>9. Is he careful over the training of his subordinates ?</p> <p>10. Does he keep on good terms with :</p> <p>i) his colleagues</p> <p>ii) other Branches of the office and</p> <p>iii) Public ?</p> <p>11. General Remarks :</p> <p>a) Are there any points in which he specially excels or in which he is deficient ?</p> <p>b) Is he specialised in certain trade ?</p> <p>c) Defects, If any</p> <p>d) Whether the officer/official brings political influence to bear upon the Nigam regarding his terms & conditions of service</p> <p>12. Is he thoroughly honest ? Give detailed reasons for your answer if in the negative</p> <p>13. Whether his work was outstanding/very good/good/Average/below average ?</p> <p>14. Is he fit for promotion to the next higher post ?</p> <p>15. Does he deserve his next increment ?</p> <p>16. Whether in case of adverse report a communication has been made to him? If so, quote reference to the No. & date of the letter with which made.</p> <p>17. Whether the official has submitted property statement for the year under report ?</p> <p>18. 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 & 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.