

**CONFIDENTIAL**

**DAKSHIN HARYANA BIJLI VITRAN NIGAM**  
**Annual Confidential Report of Drawing Establishment**

Name in full and Designation \_\_\_\_\_

Father's Name \_\_\_\_\_

Grade & pay \_\_\_\_\_ Date of Birth \_\_\_\_\_

Educational/Professional Qualificatinos \_\_\_\_\_

Technical Qualificatinos \_\_\_\_\_

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
1. Nature of work on which employed		
2. Punctuality in attendance.		
3. Trust worthiness.		
4. Habits		
5 <b>Performance of duties :-</b>		
i) Knowledge of the work on which employed and quality of work.		
ii) is he good at :-		
a) Tracing ?		
b) Preparing drawings from sketches ?		
c) Preparing original drawings ?		
d) Checking drawings ?		
e) Preparing estimates ?		
f) Checking estimates ?		
iii) Is he methodical and tidy in his work?		
iv) Is he conversant with the drawing filing system ?		
v) Are the drawings and drawing registers in his charge kept in good order.		

Head of Office

Next Authority

6. Is he fully acquainted with Rules, Departmental Instructions and powers delegated to officers ?
7. Does he maintain good control over the staff working under him ?
8. Is he careful over the training of his subordinates ?
9. Does he keep on good terms with ?
  - i) his colleagues
  - ii) other Branches of the office, and
  - iii) Public ?
10. General Remarks :
  - a) Are there any points in which he specially excels or in which he 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
11. Is he thoroughly honest ? Give detailed reasons for your answer if in the negative
12. Whether his work was outstanding/very good/good/Average/below average ?
13. Is he fit for promotion to the next higher post ?
14. Does he deserve his next increment ?
15. 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.
16. Whether the official has submitted property statement for the year under report ?
17. Attitude of the official toward otehr castes & communities -

Signature and Designation of Reporting Officer

Signature and Designation of next Authority

Remarks by the next Authority

Signature & Designation

**INSTRUCTIONS**

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

The grade, 'average' is not to be regarded as in any way derogatory.