

**INSTRUCTIONS FOR WRITING OF
ANNUAL CONFIDENTIAL REPORTS/
SELF ASSESSMENT REPORTS**

Second Edition

(Amended upto December, 2008)




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HISAR**

PREFACE

The primary purpose of maintaining a record of annual remarks in regard to an officer's/official's work is to accumulate over a period of years a varied assessment regarding the performance, character, ability and integrity of officer/official in discharging the responsibilities to which he is called. This record is meant to enable the University to assess the total worth of an individual officer/official with a view to utilizing him in the best way possible for the public service. Thus main purpose of the record must, therefore, be borne in mind, namely, that it is a cumulative assessment of an officer's worth to be utilized for University purposes. To acquaint with the procedure for writing the ACR/SAR and other related topics the First Edition of the booklet titled as "Instructions for writing of Annual Confidential Reports/Self Assessment Reports" was published in the year 1989. During the last about 20 years numerous amendments have been issued and few forms have also been modified/added. The staff working in the office of the Registrar under the guidance of Dr. R. S. Dalal, has carried out a detailed review of this booklet and brought out this latest revised edition after incorporating all the amendments issued so far. I am happy to note that the office of Registrar has laboured hard and brought out this comprehensive Second Edition of "Instructions for writing of Annual Confidential Reports/Self Assessment Reports".

I hope this revised edition with all amendments issued upto 31.12.2008 and revised forms will prove to be an asset in functioning of different deptts. and offices in the University. It will serve as a handy reference book in dealing with ACRs/SARs and to bring to their knowledge the procedures laid down in this behalf and thereby increasing the efficiency of our officers.

I place on record my appreciation for the good work done in bringing out this edition by Shri Manphul Singh Dhaka, Deputy Registrar under the guidance of Dr. R. S. Dalal and assisted by Shri Darshan Kumar, Sr. Private Secretary and Shri Anil Kumar, Sr. Scale Stenographer.


(J. C. Katyal)
Vice-Chancellor

**INSTRUCTIONS FOR WRITING OF
ANNUAL CONFIDENTIAL/SELF ASSESSMENT REPORTS OF
CCS HARYANA AGRICULTURAL UNIVERSITY
EMPLOYEES/TEACHERS**

2. Need for regular and punctual recording of reports in personal files:

It is essential that all Officers/Heads of Departments, etc. should write their reports in the personal files/character rolls of their subordinates regularly and punctually so that the personal files are kept up to date. The Confidential/Self Assessment Reports should be written once a year in respect of Non-teaching and teaching employees at the end of March and June, respectively. The work of writing such reports should be completed within the time schedule given below:-

- a) Reporting authority shall initiate the annual confidential reports in time and ensure that they reach the reviewing authority by 7th of the following month in which these are due. In case of default the reviewing authority shall initiate the report and the Initiating Authority shall be commented upon on his failure to initiate the report by the due date.
- b) Reviewing authority would send the reports to the Accepting Authority so as to reach him by 20th of the following month in which these are due. In case of his failing to do so, the Self-Assessment/Confidential Reports shall be initiated by the accepting authority and shall be accepted as per rules. The accepting authority shall also give his observations on this account in the Self-Assessment/Confidential Report of the Initiating/Reviewing authority.

Explanatory Notes:-

- (i) The certificate regarding writing of Confidential/Self-Assessment Reports be sent to the authority maintaining these reports within one month of the last date of writing these reports.
- (ii) The Self Assessment Reports are written for the period from Ist July to 30th June. The teachers shall initiate their SARs on time and ensure that these reach the reviewing authority by the end of July. If a teacher fails to send his own SAR by 31st July, his next senior person should initiate it himself on 1st August. If, however, the next senior person, too, fails to send it within the next 20 days i.e. by 20th Aug., the Head of Department concerned should initiate it and record his

observations on his own. The onus for not initiating the report on time will lie on the teacher himself. In the cases of failure to initiate SAR, disciplinary action shall be initiated by the competent authority against all concerned. However, if the teacher concerned repeatedly fails to do so then his annual increment (s) may be withheld by the competent authority.

- (iii) Annual Confidential/Self-Assessment Reports will be written in respect of all employees of the University including those working on adhoc/stop gap basis.
- (iv) In case the CR/SAR contains more than one page, then the name of the employee and period to which it pertains, would be written on every page and initiating authority shall also sign on every page.
- (v) The CRs/SARs should be recorded without delay. Further, in the event of significant delay occurring in isolated cases, it should be possible for the higher authorities to discount to the extent necessary such reports as had been written after a lapse of a very long period and as were attended with suspicious features on one ground or another. The assessment of the record as a whole of the officer concerned would thus not be affected unduly by such a report.

The words the “significant delay/very long period” appearing in this note shall mean a period of six months or above.

- (vi) The Confidential/Self-Assessment Reports of the Officers/ Officials on deputation with University shall be maintained by their parent departments and the periodicity of the rendition of such reports will conform to the periodicity adopted in their parent departments. It will be responsibility of the parent departments to obtain the reports of their Officers on deputation and maintain them.
- (vii) The Head of the Department shall obtain the self-assessment reports/confidential reports of the teachers/other employees who are on deputation to outside institutions and shall place them on the self assessment reports/confidential reports files of the concerned teacher/employee. The failure to do so may warrant adverse observation in the self assessment report/confidential reports of the concerned Head of the Department.

3. What the reports should contain:-

The Confidential/Self-Assessment Reports shall be written on the forms as listed in the Appendices I to V as under:-

- Form I - Appendix I for teachers
- Form II - Appendix II for Grade 'A' employees
- Form III - Appendix III for Grade 'B' and 'C' employees
- Form IV - Appendix IV for Grade 'D' employees
- Form V - Appendix V for teachers/School Lecturers of the school

While writing the CRs/SARs, the reporting officer must state in each case whether the Officer or Official concerned has been able to discharge the duties of his/her office satisfactorily; whether the person is intelligent, able, conscientious, hard-working and quick in the dispatch of business and whether he/she is regular and punctual in his/her work. If the person reported upon, has to control an establishment under him/her, it should be stated whether he/she is able to supervise their work effectively, is able to maintain discipline and whether his/her relations with his/her subordinates are satisfactory. It should be stated whether he/she is accessible, hears and deals with complaints properly and is courteous in his/her behaviour. It should also be intimated whether the official/teacher remains at his/her headquarters or not after the office hours and on holidays. In the case of teachers, it should be stated if the teacher has published any paper and if he/she has not, what action should be taken. In the case of touring employees, it should be stated whether their touring is systematic and adequate. If any particular incident has occurred during the period under report which brings a person in good or bad light, this should be mentioned specifically. In case of teachers working in colleges, it should be stated if for one or another reason, he/she has taken excessive leave during the trimester/semester periods.

Letter of appreciation issued by various authorities or persons and any major event of work done or special contribution made by the Officer towards implementation of a particular scheme or successful conclusion of a special campaign will naturally be taken into consideration by the reporting authority while recording the annual remarks on the work of the employee, if he/she considers them relevant in an annual assessment of the employee's work.

4. Report regarding integrity : -

A special mention should invariably be made regarding the integrity of the employee, to which the University attaches the greatest

importance. It should clearly be stated if the employee is suspected of corruption or is believed to be corrupt and this opinion should generally be fortified by reasons, which may be in the possession of the reporting officer. Any ill considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and discuss the employee's worth from the point of view of his/her integrity openly and frankly in the appropriate column 'Defects, if any' or elsewhere. It has been observed that reporting officers are still allowing the practice of making non-committal remarks like 'no complaints'. This has been viewed with dis-favour. It is desired that the practice of making non-committal entries in the column relating to integrity should cease. Reporting Officer should give a definite opinion on the integrity of their subordinates while writing their SARs/CRs. Further instances have come to notice in which even though employees are being proceeded against for serious forms of corruption, their CRs/SARs for the same periods certify their integrity to be good. It is felt that contradictions of this type arise only because reporting officers are failing in their duty to make entries in the columns relating to integrity forthrightly and without hesitation. In case an employee has been given a good report for integrity which is later proved to be wrong, the reporting officer will run the risk of earning University's displeasure. Ordinarily, the inference would be that either he/she did not exercise proper supervision or he/she was in dishonest collusion with his/her subordinate. The intention of the University is that the truth about the subordinates should be known to the reporting officers and brought to the notice of higher authorities. This would not, however, justify the entering of ill-considered remarks based on inadequate observation.

Explanatory note

1. It has been observed that in certain CRs/SARs the HODs/ Officers give adverse remarks which reflect on the integrity of the employee concerned but in the overall assessment he is adjudged as 'Average'.

It is desired that as the classification Outstanding, Very Good, Good, Average and Below Average, relate only to ability of the employee, the remarks regarding integrity should be clearly given: For instance, if an 'average' employee is reported to be of doubtful integrity, the classification should be noted as follows:-

'Average' but of doubtful integrity'.

5. Writing of Self-Assessment/Confidential Reports of :

(I) Teachers

(II) Accounts Staff

(I) Teachers :-

- (i) The Heads of Departments shall initiate their Self-Assessment Reports and submit the same to the Dean concerned who shall convene a meeting of Dean, Postgraduate Studies, Director of Research and Director Extension Education. Before recording their remarks, they must have discussion on the work of Head of Department concerned and arrive at some conclusion. The opinion so formed should be recorded and signed by all Deans/Directors concerned. The Deans and Directors disagreeing with or wishing to add to the majority views may do so. After that the report shall be submitted to the Vice-Chancellor, who is the final accepting authority.
- (ii) The teachers of the rank of Professors shall initiate their Self Assessment Reports and submit the same to their respective Heads of Departments who after recording his/her remarks shall submit the same to the Dean/Director concerned. In the case of teachers it will be submitted to the Dean of the College where the teacher is posted and also to the Dean, PGS, if he/she teaches the post-graduate classes. In the case of research workers, the report will be submitted to the D.R. and in the case of Extension Education staff to the D.E.E. In case of Professors and equivalents, the Deans/Directors will forward the reports to the Vice-Chancellor for final acceptance. If the Head of the Deptt. is not available due to resignation/retirement/deputation/death etc. then the teachers of the rank of Professor will submit their self-assessment reports to the Dean/Director concerned.
- (iii) In case of teachers of the rank of Assoc. Professor, the SARs will be initiated by them and submitted to the teacher Incharge of the Project, if any, not below the rank of Prof./Head of the Department concerned who after recording his observations will submit the SAR to the Dean/Director concerned. However, in case of teachers teaching post-graduate classes, the reports will also be put up to the Dean, Post-graduate Studies for his observations before being sent to the Dean of the College/DR/DEE as the case may be. The Dean/Director after recording his observations will forward the SAR to Vice-Chancellor who is the final accepting authority.

In case if the teacher of the rank of Prof./HOD is not available due to resignation/retirement/deputation/death, the

teachers of the rank of Assoc. Prof. will submit their self-assessment reports to the Head of the Department/Dean/Director concerned.

If the accepting authority is not available, the report will be submitted at the level of reviewing authority and the assessment of the reviewing authority will be treated as final.

- (iv) The SARs of Class II teachers will be initiated by them and submitted to the teachers in-charge of the project not below the rank of Assoc. Professors. He/She will submit the same to the HOD who will record his/her opinion and then submit it to the Dean or Director concerned who will record his/her opinion as the final accepting authority. In the case of teachers teaching post-graduate classes, the reports will also be shown to the Dean, PGS for his/her observations before being accepted by the Dean of the College concerned. In case of research workers, the reports will be submitted to the DR and for Extension Education workers to the DEE for final acceptance.

However, before submission of the self-assessment reports of the Research/Extension Education workers to the DR/DEE these shall be shown to the Deans of the colleges for their observations in case they are teaching under-graduate classes. Similarly that the remarks in the SARs of the teachers who are deputed to other colleges for taking teaching courses shall also be recorded by the Deans of the colleges where they have been deputed for teaching before their final acceptance.

- (v) A Class-II teacher, who is working in the department of another discipline shall initiate his/her self-assessment report and submit the same to a Class-I teacher under whose technical supervision he/she has been placed by the technical Head of the Department. The Class-I teacher shall record his/her observations in his/her Self Assessment Report so far as his/her technical work and competence were concerned. In case such a teacher is working directly under the guidance of Head of technical department, such teacher will also be reported upon by the technical Head of Department in addition to the administrative Head.

Explanatory Notes : -

- (i) The instructions as mentioned in para (v) above shall also apply to Class-I teachers.

- (ii) Whenever supervisory Head of the Department/Dean/Director is junior to a person whose Self-Assessment Report is being written, the matter shall be referred to a committee comprising (i) DR, (ii) Dean PGS, (iii) DEE, and (iv) Dean of the college concerned and the HOD concerned. The senior-most faculty member may preside over the meeting of the Committee. In case a member of the faculty, whose SAR is being assessed by the Committee, happens to be senior to all members of the Committee, then the meeting of the Committee will be held under the Chairmanship of the Vice-Chancellor. If the Vice-Chancellor is not available due to resignation/retirement/death etc., the meeting of the Committee shall be presided by the senior-most member and the decision of the committee shall be treated as final.
- (iii) Where the reviewing/accepting authorities differ with the overall grading as given by the initiating authorities, reason therefor shall be given by them.

(II) Accounts Staff

The Comptroller has been made the technical Head of the staff working in all offices of the University for maintaining accounts. Accordingly, the CRs of the Asstt. Registrars, A&AOs, Superintendents, Assistants and other staff dealing with accounts/inspection of accounts in various offices shall be submitted to the Comptroller who will add his own remarks thereon before these are forwarded to the final accepting authority.

Explanatory Note:-

- (i) Where the reviewing/accepting authorities differ with the overall grading as given by the initiating authorities, reason therefor shall be given by them.

6. Number of Reporting Officers :

The work and conduct of an employee/teacher working under the Head of Department shall be reported upon by atleast two officers. However, where the reporting and accepting authority happen to be the same, the final accepting authority shall be the next higher authority in such cases.

7. Minimum period for which a reporting officer should have seen the work of a subordinate before recording remarks on him/her :

No reporting authority should record his/her remarks in the CR/SAR

of an employee under him/her unless he/she has seen his/her work and conduct for atleast three months during the year under report.

Explanatory notes:-

- (i) The period of three months referred to in this rule means the period for which the reporting authority has actually seen the work of the employee concerned. Besides regular leave (as distinct from casual leave), the period of suspension, when an employee does not discharge any duties is not to be counted in calculating this period. Similarly, the period, if any, during which the reporting authority is on leave, or under suspension, is not to be counted.
- (ii) However, if the work of the employee has not been seen for atleast 3 months or more by any reporting authority during a year, in that case the reporting authority who has seen the work of the employee for the maximum period will initiate the report and the same shall be deemed to have covered the whole year.

8. Recording of remarks on the occasion of relinquishment or handing over of charge by the reporting authority or by the subordinate concerned:

- (a) If an officer relinquishes the charge of his/her post during a reporting year on account of his/her transfer, resignation or retirement.

OR

- (b) Any of his/her subordinates is transferred or retires during the reporting year,

Such officer may record remarks in the Confidential/Self-Assessment Report Files of the Officer (subordinate to him/her) in respect of the relevant period of the reporting year provided he/she has not recorded such remarks previously in respect of the same reporting year. Such remarks should be recorded by the retiring/resigning officer before the date of his/her retirement/resignation. Likewise, the officer relinquishing the charge of his/her post on transfer, should record his/her remarks at the time of relinquishment of the charge of previous post or within one month thereafter.

- (c) If more than one reporting/reviewing/accepting authority had seen the work of the employee reported upon during a particular year, in such cases, remarks are to be recorded only by that reporting/reviewing/accepting authority, who may have last seen

the work of the employee reported upon in the reporting year for atleast three months.

- (d) If the remarks are not recorded by the concerned authorities, as per para (a) above, it shall be obligatory when the annual CRs/SARs are being written to ask them (except the Officers who have already retired/resigned) to record their remarks on the CRs/SARs of those employees in respect of whom these authorities are the initial reporting authorities. If, there was a successor in office, who is also competent to record remarks as the initial reporting authority, then, the remarks of the predecessor (s) in office covered in para (a) above and the successor in office, shall be got recorded in the order of their seniority, the junior officer writing the report (earlier).

Explanatory notes:

- (i) If the reporting authority is retiring/resigning during the reporting year, the blank forms must be supplied by the office on its own to the officer atleast a fortnight before the date of his/her relieving or from the date on which he/she actually retires, whichever is earlier.
- (ii) The reports written during the middle of the reporting year should not be forwarded to the successor of the reporting authority, if any, for recording his/her report, but may be submitted for the remarks of the reviewing/accepting authority before the date of his/her relieving/ retirement. However, in case of transfer of reporting officer the report may be submitted to the reviewing/accepting authority within one month of his/her relinquishment of the charge. These reports will, however, be dealt with only at the end of the year and in the same manner as reports for the entire year.
- (iii) An Officer under suspension is not competent to record Confidential/ Self-Assessment Reports on the work of his/her previous subordinates.
- (iv) An officer who has retired from service will not be competent to record remarks in the Confidential/Self Assessment reports of Officers/subordinates who worked under him/her.
- (v) The teachers are required to initiate their Self Assessment Reports in the month of July. If in their case first or second or third reviewing authority(s) resigns/retires from University service in the mid of the year, the reviewing

authority which has seen the work and conduct of the teachers for at least 3 months may give its observations in the Self Assessment Reports of the teacher(s) concerned. In case the accepting authority leaves the University service either by way of resignation or retirement then the report with the observations of the first or second or third reviewing authority, as the case may be, shall be treated as final.

However, if the reviewing authority(s) and accepting authority both leave the University service then the report shall be treated as unwritten.

(This note will also be applicable in the case of non-teaching employees.)

9. Issue of letters of appreciation :

The practice of recognizing the good work of an employee by a letter of appreciation is sound. Simultaneously, it is important that such letters should not be issued indiscriminately but these should be issued in really deserving cases to encourage good work and at the end of prescribed reporting period on an overall assessment of the employee's whole work during the period. The criterion for granting such commendatory letters should be based on a record of exceptionally good work and not merely on the performance of routine duties with more than average ability and industry and since commendation will lose much of its value if it is too easily won, it is essential that greatest care is taken to limit the number of commendatory letters and to grant them only in cases really deserving of notice.

Explanatory Notes:

- (i) (a) Atleast two authorities, when there are two or more such competent authorities, should make recommendations in clear terms.
- (b) However, where there is only one reporting authority and it recommends clearly the issue of appreciation letter and also indicates the work proposed for commendation, appreciation letter may be issued.
- (c) In case where first reporting authority recommends the issue of appreciation letter in clear terms indicating the work proposed for commendation and second authority simply endorses it by saying "I agree", an appreciation letter may be issued as words "I agree" amount to endorsing the recommendations of the first reporting authority

notwithstanding the fact that second reporting authority did not clearly say in so many words that an appreciation letter may be issued.

- (d) Where two reporting authorities recommend issue of appreciation letter and the higher authority does not contradict that recommendations but records word “Seen” or no remarks or simply appends the signatures, appreciation letter may be issued. Where, however, the final authority controverts the recommendations of the lower authority, no letter of appreciation should be issued.
- (e) Where two lower reporting authorities do not recommend the issue of an appreciation letter but the highest authority makes recommendations in its report for such letter in clear terms, a letter of appreciation should not be issued straightway. In such cases, the administrative authority which is next above the highest authority recording the report should take decision with regard to issue of an appreciation letter.
- (f) The work proposed for commendation should be clearly indicated and sufficient details given in support thereof so that the justification for issuance of the appreciation letter could be properly examined.
- (ii) The intention is that, as a rule, such letters of appreciation should, where necessary, be issued by the final accepting authority. Officers below the level of the authority competent to accept the Confidential/SARs are not competent to issue letters of appreciation or commendation on the basis of generally good work done by their subordinates which should appropriately be recorded in annual reports.
- (iii) Occasions do arise when an Officer in the field feels the need of encouraging his subordinates by issuing them letters of commendation, particularly after good work done in connection with specific incidents, e.g. field campaigns, arranging of melas, field shows, visit of some VIPs, etc. It is not the intention of the University to use this method of extracting good work out of its employees beyond the reach of the officers in the field. In such cases, letters of appreciation may be issued even by officers lower than the authority competent to accept the reports. Such letters will not, however, be placed on personal files and should be issued very sparingly.

10. Communication of adverse remarks:

1. The adverse remarks contained in any report will be conveyed to

the employee concerned. Other reports will not be shown to the employees. CRs/SARs of those on deputation with the University will be sent to their departments and a copy retained in the University. The following instructions shall be observed while conveying adverse remarks:

- (a) When report is built up on the individual opinions as noted by different departmental superiors in gradation, it is only the opinion as accepted by the highest authority which need be considered from the point of view of communication;
 - (b) An employee should not at any time be kept ignorant of the reporting officer's opinion where his/her service is not considered satisfactory; criticism should be communicated promptly. It should indicate in suitable language the nature of the defects in question;
 - (c) The practice of discriminating between a remediable and irremediable defect should be abandoned as far as practicable except that a certain degree of discretion should be regarded as permissible in communicating reported defects of an irremediable nature. For instance, it might do more harm than good to inform an employee year after year that his/her brains are below average or that he/she is unduly sensitive;
 - (d) The reporting officer should specifically state whether the defects reported have already been brought in any other communications to the notice of the employee concerned;
 - (e) Remarks in cases in which the competent authority suspends judgement should not be communicated;
 - (f) Great attention should be paid to the manner and method of communication in order to ensure that the advice given or the warning or censure administered, whether orally or in writing shall having regard to the temperament of the employee concerned be most beneficial to him/her;
 - (g) Any remarks on an employee's report which show that he/she has taken steps to remedy defects to which his/her attention has been drawn in a previous year, should be communicated to him/her so that he/she may know that his/her efforts to improve have not passed unnoticed.
2. The existing practice of conveying only adverse remarks is rather discouraging and leaves the employee concerned guessing as to the general total purport of his/her report. To avoid anxiety on

this account, the employee may be conveyed briefly (in a sentence or part sentence) the general total impression of his/her report. For example, it could be said, “while your work has been assessed as of a good standard of efficiency and competence it has been pointed out that you tend to delay cases” or “though your work has been generally assessed as good during the year, you show a communal tendency which is brought to your notice for correction” , or “while you are a hard working employee, you sometimes lose your temper in dealing with the public.”

Explanatory Notes :-

- (i) The adverse remarks which have been washed out by the remarks of some superior authority should not be conveyed and only the adverse remarks recorded or endorsed by the highest authority reporting on an Officer/official should be communicated. Where however, an adverse remark has not been specifically denied by a higher authority, it should be conveyed. It is however, open to that authority to decide that any adverse remarks need not be communicated. Where it is so decided, a specific order to this effect should be recorded.
- (ii) The ‘average’ grading of Confidential Reports should be communicated to the concerned officer/official even if the report does not contain any adverse remarks.
- (iii) The reporting officer, while mentioning any defects in the report should as far as possible also give indication of what efforts have been made by way of guidance, admonition, etc. to get the defects removed and with what results.
- (iv) It has been noticed that instructions that adverse remarks in all cases should be communicated to the employees are not being strictly observed with the result that employees are deprived of the right of representation. It is, therefore, essential that it should be a regular form of routine discipline and procedure to invariably convey adverse remarks to the employees concerned, immediately after the acceptance of the report.
- (v) All the authorities responsible for maintaining ACR/SAR files should ensure that the adverse remarks are conveyed to the employees concerned. They must send the following certificate to the Registrar by the end of 2 months after the date of acceptance of the ACR/SAR:-

“Certified that Confidential/Self Assessment Report files of

all the Officers/officials for the year _____ maintained by this office have been checked and adverse remarks wherever contained have been conveyed to the officer/official concerned”

No notice should be taken in future of adverse remarks if they have not been conveyed. Where a competent authority does not convey adverse remarks to the employee concerned, the omission will be treated as discriminatory and deliberate action on its part and due notice will be taken of it.

- (vi) The final accepting authority should be consulted before the communication of any adverse remarks if there is any doubt as to the purport of such remarks. Except to the extent indicated above, confidential reports are not to be communicated or shown to the officer concerned.
- (vii) While communicating the adverse remarks to the employee the identity of the superior officer making such remarks should not normally be disclosed. If, however, in a particular case, it is considered necessary to disclose the identity of superior officer the authority dealing with the representation may at his discretion allow the identity to be communicated.

11. Representations against adverse remarks

The University has noticed a strong tendency among employees at all levels not to take adverse remarks in the spirit in which they are intended and as a part of the normal incidents of a whole career of service but to indulge in all kinds of pressures to get such remarks expunged. The primary purpose of maintaining the record of annual remarks in regard to an employee's work is to accumulate over a period of years varied assessment regarding the performance, character, ability and integrity of the employee in discharging responsibility to which he is called and the record of employee as a document internal to the university to be utilized for promotions, postings, transfers, encouragement, cautions, etc. Ordinarily, therefore, representations against the adverse remarks, if any, should not be taken notice of. Occasionally, however, cases arise where the adverse remarks are not made bonafide or are based on patent error of fact. An examination of the representation is, therefore, called for and these should not be turned down automatically. Where the preliminary examination of the representation does not prima facie establish that the adverse remarks are malafide or based on a patent error of fact, it should be turned down automatically. Where, however, it appears

prima facie that the remarks are not bonafide or that these are based on a clear error of fact, representation should be examined on merits. If as a result it is found that the adverse remarks were uncalled for, a note should be recorded on the confidential/self assessment reports expunging the remarks after obtaining orders of the competent authority and the employee concerned should be informed of the action taken. The reporting authority may also be informed and suitably warned where malafide intention is indicated. There may also be border line cases in which there may be some substance in the adverse remarks conveyed to the employee and also some justification for the representation made by the employee against the adverse remarks. In such cases, the proper course to adopt would be to place the representation on the personal file i.e. confidential report/self-assessment report file after obtaining the orders of the competent authority, to entertain the representation against the adverse remarks.

Explanatory Notes:

- (i) It has been observed that the employees while making representations against adverse remarks make false allegations against the reporting authorities and allege that adverse remarks given by them were malafide but later on it is found that these allegations were wrong and were made without any base. Such a tendency is totally uncalled for and in future such employees would run the risk of disciplinary action against them by the University. A copy of such disciplinary action against them by the University, would be placed in their confidential/self-assessment reports. Accordingly the employee should be cautious while making the representation and avoid making such baseless allegations.
- (ii) After the adverse remarks are conveyed to the employee concerned, a note as to whether any representation against these remarks has been received may be kept on the letter conveying the adverse remarks.
- (iii) Before passing final orders on a representation against the adverse remarks the comments of the reporting authority should invariably be obtained.
- (iv) When the representations are sent to the reporting authority/authorities for their comments, these authorities normally intimate that the remarks were not adverse rather were advisory. This position is not correct because the remarks can not be advisory as the question of advice arises only when the reporting authority finds any defect in the working of the concerned employee. Besides, it is an obligation that when any

adverse remarks are conveyed to an employee, he is also advised to remove those defects. It is, thus, obvious that such a statement that remarks were not adverse rather advisory in nature is contradictory and it should be avoided.

- (v) The comments of the reporting authority/authorities who has/have retired after recording his/their remarks as the reporting authority/authorities can be called if the circumstances of the case so warrant. However, while doing so, the convenience of the reporting authority, expediency of such course of action and other relevant circumstances should no doubt be considered.
- (vi) It has been observed that reporting authority/authorities delay their comments considerably on the representation against the adverse remarks, which is not administratively desirable. Therefore, the reporting authority/authorities must send their comments within one month from the date of receipt of the representation in their offices. In case no comments are received within this period, the representation shall be decided on the verification of the record available and on merits.
- (vii) Representation against the adverse remarks shall be finally decided by the authorities as shown in Col.7 of the Appendix-VI. Information regarding expunction of remarks shall also be sent to the authority(ies) who have written the report.
- (viii) When representation is decided finally an indication of the decision (if it has been rejected) may be shown thereon. However, if it is decided to expunge any adverse remarks the letter conveying adverse remarks and the adverse remarks as well shall be removed from the report.
- (ix) Final orders on the representation will be conveyed to the employee concerned as far as possible within three months of the date of submission of the representation. The order so passed shall be final and a second representation against the adverse remarks will not be entertained.

12. Time limit for filing representation against adverse remarks and the authorities to whom the representations are to be addressed:

- (i) As provided in rule 11, the University does not encourage representations against adverse remarks. If the representation is made, it should be entertained only if it is received within 45 days from the date of receipt of the letter communicating adverse remarks to the employee concerned. However, the authority dealing with the representation may entertain the representation if he/she is satisfied that the employee had sufficient cause for not

submitting the representation in time. However, no representation shall be entertained in any circumstances after one year of the communication of the adverse remarks.

- (ii) The representation against adverse remarks may be addressed direct to the authority conveying the adverse remarks.

Explanatory Note : The letter conveying adverse remarks should be sent by registered post “acknowledgement due” so that the date on which it is received by the officer/official concerned does not admit of any doubt. If the officer/official to whom adverse remarks are to be communicated is posted at the same station, the letter should be delivered to him/her against an acknowledgement showing the date of receipt.

13. Nature of Documents/Communications which need be placed on Personal Files :-

- (i) Besides the CRs/SARs on the work and conduct of an employee, copies of documents/communications specified below should also be placed on personal files :-
 - (a) All orders imposing any of the penalties enumerated in the relevant statutes;
 - (b) All communications conveying adverse remarks;
 - (c) Those letters of appreciation which deal with the outstanding nature of performance of an employee on an overall assessment of his/her work and conduct during the year in the light of the remarks recorded in his/her CR/SAR;
 - (d) A copy of the orders granting advance increment (s);
 - (e) Special reports recorded on the work and conduct of the employee on any particular occasion, e.g., reports recorded on the expiry of the period of probation or in connection with the crossing of an efficiency bar, etc;
 - (f) A copy of the order stopping an employee at efficiency bar under the relevant statutes;
 - (g) A copy of notification/letter regarding award of medal to an employee in recognition of his/her service.
- (ii) Warnings, which are not the direct outcome of the Annual Confidential/Self-Assessment Report, will also be placed on the personal files, if the warning has been issued under the orders of any other authority, which is competent to impose a minor penalty on the employee concerned, and if it has been specifically directed by the authority issuing the warning that a copy of the

warning is to be placed on the personal file;

- (iii) When an official is placed under suspension as a result of disciplinary proceedings, the fact should be recorded in the personal file. Similarly, the final result of disciplinary proceedings should also be duly recorded therein. As during the period of suspension an official has no immediate superior, there tend to be gaps in personal files, and it is the responsibility of the authority maintaining the file to ensure that entries regarding such periods are invariably made.
- (iv) Whenever an officer has attended an approved course of study or training in India or abroad:-
 - (a) The fact of his/her having done so should be entered in his/her CR/SAR file;
 - (b) The report received from the Head of the Institution of the aforesaid study or training should either be placed in original with the CR/SAR or the substance of it entered therein;
 - (c) An entry about the report submitted by the officer on his/her work should also find mention in the CR/SAR if it is outstandingly good, or of poor quality indicating that the officer/official had not made good use of his/her period of study or training.
- (v) In regard to other communications of the nature of simple warning/advice or conveying displeasure by the appointing authority, his/her orders on whether or not a copy should be placed in the personal file should be obtained in such individual case.

Explanatory Notes :-

- (i) Approved courses of training may be defined to include courses sponsored by the Govt. or in which the cost or part of the cost is borne by Govt. as also courses attended with the permission of University or for which University grants study leave. In respect of some of these courses it may not be possible or necessary to obtain reports which could be incorporated in the CR/SAR. For instance there are part time courses and refresher courses where an assessment of the candidate is not made. In such cases, however, entry in the CR/SAR of the fact of the officer having attended the course would nevertheless be useful in giving a more complete picture of the officer's/official's experience and accomplishments;
- (ii) It is the responsibility of the authorities maintaining the personal

files to ensure that all documents required under the instructions of the University to be placed on the personal files, are placed thereon;

- (iii) The term 'personal file' means in this context the collection of periodical or Annual Confidential/SA reports on the work and conduct of an employee and copies of orders of punishments and appreciation letters etc. that may in accordance with the foregoing instructions, form a part of this collection.

14. Documents which are not to be placed on personal files : -

The personal files should not be burdened with copies of personal letters or certificates issued by the superior officers to their subordinates in recognition of any special help that might have been rendered by the employee on a particular occasion, e.g. a local exhibition, visit of a VIP, etc.

Letters of appreciation issued by the various authorities or persons on any major event of work done or special contribution made by the employee towards the implementation of a particular scheme or successful conclusion of a special campaign will not, therefore, be placed on the personal files.

Explanatory Note :-

- (i) Sometimes, enquiry reports of the State Vigilance Department are received in respect of some employees. These reports sometimes contain unsubstantiated allegations. In any case, these are in the nature of investigations and need not be placed on the personal files.

15. Procedure to be followed where a reporting authority is related to the employee to be reported on :-

- (i) When the reporting authority is the first reporting authority, he/she should be competent to record his/her remarks, but while doing so, he/she should clearly mention that he/she is related to the employee reported on and bring out the exact nature of relationship;
- (ii) When the reporting authority is not the original reporting authority he/she need not normally write any remarks. If however, he/she feels that for some reason he/she must enter some remarks, he/she should while doing so, act as under (i) above.

16. Soliciting of remarks to be discouraged :-

An undesirable tendency has been noticed among the University employees to approach higher authorities to get the remarks out of the way on their personal files. The Confidential remarks on the work of

the employees are recorded by the competent authority in normal course when due. The employees should, on no account solicit for remarks in personal files from their superiors.

17. Custody of personal files and authorities competent to convey adverse remarks in Confidential/Self Assessment Reports :

A chart showing authority which is to initiate the confidential reports, except for the teachers who have to initiate their SARs themselves, second reporting authority and the final accepting authority as well as the authority who is to take the follow up action and the authority who is to maintain personal files is attached as Appendix VI.

Explanatory Notes :-

- (i) The personal files should be kept in safe custody of the authority to maintain them, under lock and key. They should on relinquishing charge as a result of transfer, etc. not leave these files with their personal staff and instead should handover the same to their successors or other appropriate authority so that there is no room of their leakage and or for their being misplaced or loss by the interested persons.
- (ii) The confidential/self-assessment reports of retired employees should be kept for a period of 10 years after their retirement. In respect of those employees who resign their service or are discharged, terminated or dismissed from service or who die while in service, Confidential/SARs files should be kept for a period of three years from the date of their resignation, termination, discharge or dismissal or death, as the case may be. The files may be destroyed after the aforesaid period provided no claim case is pending in respect of such employees.

18. Index to personal files :-

It has been observed that due importance is not attached to the proper maintenance of personal files, which are a very valuable service record of the employees. To remove this state of affairs, an index in the form of Appendix VII should form part of each personal file and entries therein completed before any documents are filed.

19. Summary of Personal Files :-

A summary in the form of Appendix VIII should form part of each personal file to facilitate the judging of relative merits of the employees by the competent authorities making promotions, etc.

APPENDIX - I

CHAUDHARY CHARAN SINGH
HARYANA AGRICULTURAL UNIVERSITY, HISAR
SELF ASSESSMENT REPORT

Self Assessment Report for the period _____

1. (a) Name (in Block letters) _____
(b) Designation _____
(c) Department _____
(d) Joining date: _____

- i) in HAU _____
ii) On the present post _____

(e) Period of absence from duty during the year in case the absence is more than a month (details to be specified)

- i) On leave of the kind due for personal work
ii) On leave of the kind due for study purpose
iii) Study leave for doing Ph.D.
iv) On leave for undergoing training etc.

Note : The purpose of this Self-Assessment Report and review is to summarise and evaluate the faculty members achievements over the past 12 months and to assist him/her in making further improvement.

Note: 2 The Self Assessment Reports are written for the period from 1st July to 30th June. The teachers shall initiate their own SARs on time and ensure that these reach the reviewing authority by the end of July. The onus for not initiating the report on time will lie on the teacher himself. In cases of failure to initiate SAR disciplinary action shall be initiated by the competent authority. However, if the teacher concerned repeatedly fails to do so then his annual increment(s) may be withheld by the competent authority.

2. List of publications in relevant discipline/specialization/allotted field during the year, with details i.e. name of authors, Year, volume, number and name (s) of the journals.

Publications include research papers in referred journals, popular articles in leading Farm Magazines, practical manuals, research bulletins and monographs, book (s) and book chapter(s) actually published during the year.

Name _____
Designation _____
Year of SAR _____
Signatures of forwarding Officer _____

3. Fill up the following columns briefly

What was planned to be accomplished during the period 1	Whether achieved 2	If no, give reasons and constraints 3	Activity output 4
--	-----------------------	--	----------------------

i) For teaching : Semesterwise teaching load indicating credit hours allotted to each course (UG and PG), number of classes and practicals actually held, and number of students in each course, postgraduate students guided and membership of Advisory Committee Meeting attended, number of seminars given during the year with dates, participation in co-curricular activities.

ii) For research: Details of projects/schemes in which associated work done and the progress achieved during the year (brief progress report should be attached)

iii) For extension : Extension activities undertaken trainings (state, district, sub-divisional and village levels) demonstrations, campaign crops/livestock competitions/shows, field visits, office calls, advisory correspondence, Gyan Diwas, audiovisual aids and adaptive research trials actually conducted and KVK mandated activities.

iv) Involvement in other two activities namely teaching/research/extension should also be indicated.

Name _____ Designation _____ Year of SAR _____ Signatures of forwarding Officer _____

3 (a) For the faculty members involved in teaching

- (i) Semesterwise courses taught/Credit hours/
Independent/shared with name
- (ii) No. of students guided (M.Sc. & Ph.D.)
- (iii) No. of seminars delivered (with dates)
- (iv) No. of instructional material developed

3 (b) No. of scheme/Projects implemented :

No. of new schemes submitted, if any

3 (c) No. of scheme sanctioned:

Sr.No.	Name of the scheme	Name of the scientist initiating the project	Funding agency	Present position

Name_____
Designation_____
Year of SAR_____
Signatures of forwarding Officer _____

4. Indicate plan of work for the next 12 months, based on previous experience, in consultation with the Head of the Department/Scheme Incharge/Technical Programme approved

5. a) National/International Symposia/Seminar (s)/Workshop/Trainings/Conference attended and paper(s) presented.

b) Awards and Honours received

6. Any other work undertaken
(The faculty member may also show his participation/assignment, if any, in extra curricular activities like NSS etc.)

Dated

Signature

Name _____ Designation _____ Year of SAR _____ Signatures of forwarding Officer _____

7. Assessment by supervisory teacher/officer/committees

In case the supervisory teacher/officer/committee feels that there is a need of any clarification in the information furnished by the teacher on progress, he/she must have discussion with the concerned faculty member

- a) Reputation for integrity
- b) Any other remarks
- c) Grading whether outstanding, very good, good, average and below average

Signature
Designation

Dated:

Note: 1 Whenever supervisory Head of the Deptt./Dean/Director is junior to the person whose assessment report is being written, the matter shall be referred to a committee comprising (i) Director of Research (ii) Dean, Postgraduate Studies (iii) Director of Ext. Education and (iv) Dean of the College concerned and HOD concerned. The senior most faculty member may preside over the meeting of the committee. In case a member of the faculty, whose SAR is being assessed by the committee happens to be senior to all the members of the committee then the meeting of the committee will be held under the chairmanship of the Vice-Chancellor. If the Vice-Chancellor is not available due to resignation/retirement/death etc., the meeting of the committee shall be presided by the senior most member and the decision of the committee shall be treated as final.

Note 2: where reviewing/accepting authorities differ with the grading as given by the initiating authority reasons therefor shall be given by them.

Note 3: Approved Sectional Heads/Scheme Incharges can only forward the SAR

8. Remarks of the forwarding official (s)

Signature
Designation

Dated:

Name _____
Designation _____
Year of SAR _____
Signatures of forwarding Officer _____

9. Remarks of the accepting authority

Signature
Designation

Dated:

APPENDIX - II

CHAUDHARY CHARAN SINGH
HARYANA AGRICULTURAL UNIVERSITY, HISAR

FORM FOR CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF OFFICERS OF THE UNIVERSITY AND GRADE 'A' EMPLOYEES

Report for the year/period ending:

PART - I

1. Name of the Officer:
2. Date of birth:
3. Date of continuous appointment in the University:
4. Present post held and the date of appointment thereto:
5. Period of absence from duty - on leave, training, etc. :
during the year

PART - II

ASSESSMENT BY THE REPORTING AUTHORITY

Note: **Before writing the Annual Confidential Report the Reporting/ Reviewing /Accepting Authorities should read carefully the instructions given in the end of this form.**

1. **State of health:**

2. **General Assessment:** (This should contain an overall assessment of the officer's personality, his good qualities and shortcomings and should in particular 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 conscientiousness, judgement, speed of disposal, willingness to accept responsibility and take decisions; relations with subordinates and colleagues, public relations).

Name_____
Designation_____
Year of ACR_____
Signatures of forwarding Officer _____

3. **Integrity:**
(Please see instructions)
4. Whether the officer is available at head-quarter after working hours and on holidays
5. If the officer has been reprimanded for indifferent work or for other reasons 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.
6. Progress made in settlement of audit objections, temporary advances and provisional payments
7. Attitude towards Scheduled Castes/ Weaker Sections of Society.
8. Grading : (Whether Outstanding, Very Good, Good, Average and Below Average)

Signature of Reporting Authority
Name in Block letters :
Designation :
Date:

Name_____
Designation_____
Year of ACR_____
Signatures of forwarding Officer _____

PART III

REMARKS OF THE REVIEWING AUTHORITY

Signature of Reviewing Authority

Name in Block Letters :

Designation:

Date:

PART IV

REMARKS OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority

Name in Block Letters:

Designation

Date:

Note: Where reviewing/accepting authorities differ with the grading as given by the Initiating authorities reasons therefor shall be given by them.

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. The following prescribed time schedule for writing annual confidential report may strictly be adhered to :-
 - a) The Reporting Authority must write the report before 7th April;
 - b) The Reviewing Authority must record its comments before 20th April;
and
 - c) The Accepting Authority must record its acceptance before 30th April.

Name _____
Designation _____
Year of ACR _____
Signatures of forwarding Officer _____

2. Unless otherwise specified to the contrary the Reporting Authority should make use of one of the grading, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average'.
3. The Reporting Authority should use the prescribed terminology for each item.
4. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning (s) issued to him, during the period under report to give a correct picture of his work and conduct.
5. The report should be a true and objective assessment of the employee's ability and character and reflected in his day to day official work during the period under report.
6. Signatures in full alongwith date be put up by the Reporting/ Reviewing/ Accepting Authority.
7. The following procedure should be followed in filling 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 form a definite judgement 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.

APPENDIX - III

CHAUDHARY CHARAN SINGH
HARYANA AGRICULTURAL UNIVERSITY, HISAR

FORM FOR CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF
GRADE B & C EMPLOYEES

Period covered by the Report from _____ to _____

a) Name _____

b) Designation _____

c) Deptt./Office _____

Sr.No.	Aspect	Remarks of initiating authority	Remarks of 2 nd reporting authority
--------	--------	---------------------------------	--

1. Industry and conscientiousness
2. Neatness in work
3. Capacity and intelligence
4. Devotion of duty
5. Quickness in disposal of work
6. Manners and power of working with others
 - i) Amenability to discipline
 - ii) Attitude towards
 - a) Seniors
 - b) Equals
 - c) Juniors
7. Punctuality
8. Reputation for integrity

Name _____ Designation _____ Year of ACR _____ Signatures of forwarding Officer _____

- 9. Whether he/she is available at headquarters after working hours/on holidays
- 10. Defects, if any
- 11. Fitness for promotion
- 12. Overall grading (whether outstanding, very good, good, average, below average).
- 13. Progress made in settlement of audit objections, temporary advances and provisional payments

Signature of Initiating Authority

Signature of Second Reporting Authority

Designation

Designation

Date

Date

Signature of Accepting Authority
Designation
Date

Note: Where reviewing/accepting authorities differ with the grading as given by the Initiating authorities reasons therefor shall be given by them.

APPENDIX - IV

CHAUDHARY CHARAN SINGH
HARYANA AGRICULTURAL UNIVERSITY HISAR

**CONFIDENTIAL REPORT ON THE WORK AND CONDUCT OF CLASS
IV/GROUP 'D' STAFF FOR THE PERIOD FROM _____ TO _____**

1. Name
2. Post held
3. Date of birth
4. Scale of Pay
5. Educational qualifications
6. Branch to which/officer to whom attached
7. Can he read and write Punjabi/Hindi/English?
8. Observations to :
 - i) Intelligence
 - ii) Amenability to discipline
 - iii) Honesty and Integrity
 - iv) Punctuality
 - v) Devotion to duty
9. If he/she is fit for promotion ?
10. Are you prepared to retain him/her under you?
11. Any other remarks:
12. Grading (whether outstanding, very good, good, Average and below average).

Signature of the Reporting Officer

Sign. of Accepting Authority

APPENDIX - V

CHAUDHARY CHARAN SINGH
HARYANA AGRICULTURAL UNIVERSITY HISAR

**FORM FOR CONFIDENTIAL REPORT ON THE WORK AND CONDUCT
OF SCHOOL TEACHERS/LECTURERS**

Period covered by the report from----- to-----

NOTE: Before writing the Annual Confidential Report, the Reporting/Reviewing/
Accepting Authorities should read carefully the instructions given in the
end of this form.

1. General Information

- (a) Name: _____
- (b) Father's/Husband name _____
- (c) Post held _____
- (d) Name of Institution _____
- (e) Date of Joining in School _____

2. Results of Examination conducted by the School/Board

Name of exam.	Subjects taught	No. of examinees	No. of pass examinees	Pass Percentage	Board/School pass percentage	Difference

Name _____
Designation _____
Year of ACR _____
Signatures of forwarding Officer _____

2(a) Results of last year examination

Name of exam.	Subjects taught	No. of examinees	No. of pass examinees	Pass Percentage	Board/School pass percentage	Difference

3. Details of academic & professional trainings

i) Details of trainings attended as in service _____

ii) Details of activities out of Class _____

a) Details of self participation in sports, drama, discussions, speech, educational tour, hobbies etc. and guidance to students to participate in such activities _____

b) Details regarding cooperation given to the Principal and efforts made for beautification of school surroundings, accounts/stock, time-table _____

c) Details regarding efforts made in conduction of extra classes for weaker students: _____

4. a) How far the teacher is responsible for examination results _____

Name _____ Designation _____ Year of ACR _____ Signatures of forwarding Officer _____

- b) Whether the teacher has shown improvement in comparison to last year's result _____
- 5. a) Punctuality _____
- b) Industry _____
- c) Honesty _____
- 6. Assessment for out of Class activities
 - a) Cooperation and relation amongst Principal & other teachers _____
 - b) Cooperation and relation in General _____
 - c) Behaviour with students _____
- 7. Cooperation extended for Improvement of School _____
- 8. Latest technology used in teaching : _____
- 9. What steps have been taken by the teacher for weaker or brilliant students: _____
- 10. Whether teacher is available at headquarter after school hours or on holidays _____
- 11. For Physical Education Teachers/Lecturers only:
 - a) contribution in morning assembly/Mass P.T./Evening games tournament/receipt of prizes or any other activity _____
- 12. Defects, if any _____
- 13. Special Achievements, if any: _____

Name _____ Designation _____ Year of ACR _____ Signatures of forwarding Officer _____

14. Fitness for promotion or higher scale
_____ (use term 'Fit' or 'Not yet fit' or 'Not fit')

15. Overall grading whether outstanding, _____
very good, good, average, below average
based on the assessment made from
Sr.No.2 to 13.

Signature of Reporting Authority
Name in Block letters _____
Designation _____
Date _____

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE REVIEWING AUTHORITY

Signature of Reviewing Authority
Name in Block letters _____
Designation _____
Date _____

REMARKS, IF ANY, OR COUNTERSIGNATURES OF THE ACCEPTING AUTHORITY

Signature of Accepting Authority
Name in Block letters _____
Designation _____
Date _____

Note: Where reviewing/accepting authorities differ with the grading as given by the Initiating authorities reasons therefor shall be given by them.

IMPORTANT INSTRUCTIONS FOR FILLING IN THE FORM

1. Unless otherwise specified to the contrary the Reporting Authority should make use of one of the grading, i.e. 'Outstanding', 'Very Good', 'Good', 'Average', 'Below Average'.
2. The Reporting Authority should use the prescribed terminology for each item.
3. While recording remarks on 'Integrity' instructions must be gone through carefully and non-committal remarks such as 'average' should not be given.
4. The Reporting Officer should make a mention of any defects noted and any punishments inflicted on the employee or written warning(s) issued to him, during the period under report to give a correct picture of his work and conduct.
5. The report should be a true and objective assessment of the employee's ability and character and reflected in his day to day official work during the period under report.
6. Signatures in full alongwith date be put up by the Reporting/Reviewing/ Accepting Authorities.

APPENDIX - VI

Chart indicating the authority to initiate CR/SARs, 2nd and final accepting authority etc.

Sr. No.	Officer/Official	Authority to initiate the CR/SAR	2nd reporting authority	Final accepting authority	Authority to take follow up action & maintain personal file	Authority competent to entertain representation against confidential/ SA reports
1	2	3	4	5	6	7
1.	Officers of the University	V.C.	-	V.C.	S.V.C.	V.C.
2.	Professors & equivalent (See note ii)	HOD	Dean/Directors & C.O.	V.C.	C.O.	V.C.
3.	Assoc. Prof. & equivalent	Prof. & Equiv./HOD	HOD/Deans/Directors/C.O.	V.C.	HOD	V.C.
4.	Asstt. Prof. & Equivalent or below	Assoc. Prof./Prof.	HOD/Dean/C.O.	V.C.	HOD	V.C.
5.	Grade A Employees	HOD/Officer of the University	Officer of the University and also the Registrar for Grade 'A' ministerial staff (the CAU after recording the position regarding audit observations etc. will send the ACRs to the Registrar for recording his remarks)	V.C.	Officer of the University	V.C.

1	2	3	4	5	6	7
Grade B employees						
6.	i) Ministerial staff	A&AO or equivalent/ Grade –A employee/ Head of Office/HOD	Head of office/HOD/ CAU (for accounts staff dealing with inspection of Accounts). However, in case of A&AO, the CAU after recording the position regarding audit observations etc. will send the ACRs to the Registrar for recording his remarks.	V.C.	HOD/Deans/Directors/ C.O.	V.C.
	ii) Other Grade-B employees	Class-I teacher/Officer or equivalent	Head of office/HOD/ Deans/Directors/C.O.	V.C.	HOD/Deans/Directors/ C.O.	V.C.
Grade C employees						
7.	i) Lab. & Field Staff	Class-II/I teachers & equivalent	HOD	HOD	HOD	Deans/Directors/ C.O.
	ii) Ministerial Grade C employees	Asstt. Registrar/ A&AO/Supdt. & equivalent	Head of office/HOD/CO Campus School for ministerial staff in Campus School	i) HOD/Head of office for other than Asstt. & Dy. Supdt. ii) Registrar for Assistant and Deputy Supdt. iii) CAU for Asstts. and Deputy Supdt. dealing with accounts.	Head of office/HOD -do- -do-	Registrar V.C. V.C.

1	2	3	4	5	6	7
	iii)Other grade C employees	Equivalent to CHD/ office Supdt. & higher	Head of office/HOD	HOD	Head of office/HOD	Deans/Directors/ C.O.
Grade D employees						
8.	Lab./Field/other grade D employees	Grade B employees & higher	Head of office/HOD	HOD	Head of office/HOD	Deans/Directors/ C.O.

- Note:** (i) Where reporting and accepting authority happens to be the same in the above appendix, the final accepting authority shall be the next higher authority in such cases except in cases covered under Serial No.1.
- (ii) Wherever Supervisory/HOD/Dean/Director/C.O. is junior to a person whose assessment report is being written, the matter shall be referred to a committee as per explanatory note(ii) under rule 5(I) of main instructions for writing of CRs/SARs.

APPENDIX - VII

Department of _____

Index to Annual Confidential Report and other Documents placed in the
Personal File (CR/SAR) of _____

Sr. No.	Date on which placed on personal file	Nature of document placed showing period to which it relates	Page Nos. of the document filed	Signature, date & designation of attesting authority of the entry	Remarks
1	2	3	4	5	6

APPENDIX - VIII

Name of the Officer with an indication of the service to which he belongs: _____

2. Date of entry into the service _____

Period covered by the report	Post (s) held	Name (s) with designation (s) of the reporting officer (s)	Whether the report is, on the whole, outstanding, very good, good, Average, below average			Reference to pages	Remarks
			Outstanding/ Very Good/ Good	Average	Below Average		
1	2	3	4			5	6
			(a)	(b)	(c)		