

**FORM OF CONFIDENTIAL REPORT OF CLERK/SENIOR CLERK Jr. ASSISTANT.**

Office of the \_\_\_\_\_  
Report of the year/period w.e.f \_\_\_\_\_

1. Name :
2. Date of birth:
3. Date of continuous appointment to the present grade:
4. Whether permanent, quasi- permanent of temporary:
5. Section in which served during the year under report and period of service in each:
6. ASSESSMENT BY THE REPORTING OFFICER (SECTION OFFICER)  
  
Nature, of work on which employed (Diary Despatch, Recording and Indexing, Cash and Accounts work, Typing proof reading etc.)
7. Proper maintenance of prescribed registers and charts etc. (e.g. Section diary, Control Chart, Dispatch Register Index slips files register etc).
8. Accuracy and speed in typing:
9. Intelligence, Industry & Keeness:
10. Observation on capacity to express himself with clarity and comprehension in his notes and drafts (if he has had occasions to do case work).
11. Amenability to discipline:
12. Punctual attendance:
13. Relations with fellow employees:
14. Fitness for promotion to the grade of Sr. Assistant.
15. General summing up of good and bad qualities.
16. Grading:

(outstanding **“very Good”**  
**“Good” “Fair” “Poor”**)

**INTEGRITY CERTIFICATE**

Nothing has come to my knowledge which casts any reflection on the integrity of Sh/Smt. \_\_\_\_\_ his/her general reputation of honesty is good.

**Name** \_\_\_\_\_  
Reporting Officer  
Designation

**REMARKS OF THE REVIEWING OFFICER**

(The Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect, the fact should be clearly stated).

Signature of the Reviewing Officer  
Name in Block Letters:  
Designation:

Signature of the Next Superior  
Officer (with remarks, if any)

Name in Block letter \_\_\_\_\_

Designation: \_\_\_\_\_

**Note:** The substance of an unfavorable report will be as a rule be communicated to the officer reported on either orally or in writing as may be considered appropriate by the Reviewing Officer and the fact of such communication noted on this Report before it is sent to the appropriate officer for custody.

In exceptional cases, if the Reviewing officer feels the communications of unfavorable remarks will serve no useful purpose and may only discourage the office reported on, he should submit the matter for the orders of the next superior officer.

**FORM OF CONFIDENTIAL REPORT OF SUPERINTENDENT GRADE-II/ SENIOR ASSISTANT.**

Office of the \_\_\_\_\_ Report  
for the year/ period ending w.e.f \_\_\_\_\_ ( To be filled by  
the Administrative Section of the office)

1. Name of Official :
2. Date of birth:
3. Designation/post held:
4. Date of continuous appointment to the present grade viz.
5. Whether permanent/quasi-permanent or Temporary:
6. Section in which served during the year under report and period of service in each
7. Period of absence from duty on leave training etc. during the year:

**PART-II** A brief statement of the work handled by the official during the year/ period under report: (To be filled by the Reporting officer).

**NOTE:-** This should indicate whether the officer reported upon is employed on task involving initiative judgement or application of knowledge of rules and regulations or professional techniques or on take of a simple nature and routine character.

**PART-III:** Assessment by the Reporting officer.

8. State of Health:
9. General Intelligence and keenness to learn:

**NOTE:-** Assessment under columns 10-13 below should not be indicated by tick marking but should clearly expressed in suitable works.

10. Attention to continue aspects of work such as proper maintenance of Assistant Diary Guard files, recording indexing and weeding of files:
  - a) Pays adequate attention to these aspects:
  - b) Is indifferent to these aspects:
  - C) Has to be constantly prompted and supervised :
11. Knowledge of office procedure:
  - (a) Excellent:
  - (c) Good:
  - (d) Average:
  - (e) Poor:
12. Knowledge of rules, regulations and instructions in general and with particular reference to the work allotted to him:
  - (a) Excellent:
  - (b) Very Good:
  - (c) Good:

- (d) Average:
  - (e) Poor:
13. Quality of work:
- (i) Ability to apply the relevant rules and regulations correctly.
    - (a) Excellent:
    - (b) Very Good:
    - (c) Good:
    - (d) Average:
    - (e) Poor:
  - (ii) Capacity for examining cases thoroughly and comprehensively.
    - (a) Excellent:
    - (b) Very Good:
    - (c) Good:
    - (d) Average:
    - (e) Poor:
  - (iii) Ability of writing and drafting.
    - (a) Excellent:
    - (b) Very Good:
    - (c) Good:
    - (d) Average:
    - (e) Poor:
  - (iv) Prompt Nance in disposal of work:
    - (a) Very prompt:
    - (b) Reasonably prompt:
    - (c) Is slow and tends to delay:
14. Amenability to discipline:
15. Punctuality in attendance:
16. Relations with fellow employees:
17. Integrity:

(This column should be filled as per instructions issued under M.H. A.O.N. No. 51/4-64-Estt. (A) dated 21.6.1965):

18. Has the official been reprimanded for indifferent work or for other causes during the period under report. If so, please give brief particulars.
19. Has the official done any outstanding or notable work meriting commendation. Briefly mention them:

Signature of Reporting Officer,  
Name in Block letter,

Designation:

Date:

**PART IV REMARKS BY REVIEWING OFFICIAL:**

20. Length of service under Reviewing officer.
21. Do you agree with the remarks at the Reporting officer in part-III above. If not indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above of the remarks of the Reporting Officer, please mention them. You may also sum up your views here.
22. Has the officer any special characteristic and/so any outstanding merits of abilities which would justify his advancement and special selection for higher appointment out of turn. If so mention those characteristics briefly.

Signature of Reviewing Officer  
Name in Block Letters.  
Designation.  
Date.

**PART- V. Countersignature by the accepting authority with remarks if any.**

Signature of Reviewing Officer  
Name in Block Letters.  
Designation.  
Date.

**FORM OF CONFIDENTIAL REPORT OF PRIVATE SECRETARYS/PERSONAL ASSISTANT STENOGRAPHERS/STENOTYPISTS.**

Ministry/office of \_\_\_\_\_  
Report of the year/period Ending \_\_\_\_\_

1. Name of Official:
2. Date of birth:
3. Present Grade:
4. Date of appointment to the present grade:
5. Upto date academic/general qualifications:
6. Name of officers with whom employed during the year and the period served with each:
7. Period of absence from duty on leave training etc. during the year:

**ASSESSMENT BY THE REPORTING OFFICER:**

(If any of the items mentioned below does not apply, the Reporting officer should mention this fact against the relevant item).

8. State of health:
9. Regularity and punctuality in attendance:
10. Proficiency & accuracy in stenographic work:
11. Intelligence, keenness and industry:
12. Trust-worthiness in handling secret and top secret matters & papers:
13. Maintenance of engagement diary & timely submission of necessary papers for meetings, interviews etc.
14. General assistance in ensuring that matters requiring attention are not last sight of:
15. Initiative and tach. in dealing with telephone calls and visitors
- 16 (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. Please mention these characteristics briefly.
- (c) Recommendation regarding suitability for other spheres of work, vis \_\_\_\_\_.

- 17 Has he been reprimanded for indifferent work or for other causes during the period under report. If so, give brief particulars.
- 18 Remarks as to defects in character, indebtedness etc. which may militate against efficiency and suitability.
- 19 General assessment of personality, character and temperament including relations with fellow employees, amenability to discipline etc:
- 20 Integrity:  
(This column should be filed as per instructions issued under Minister of Home Affairs Office Memorandum No. 51/4/64-Estt (A) dated 21.6.1965).

Signature of the Reporting Officer,  
Name in Block letters:  
Designation,  
Date

NOTE: Where 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 that may have been said in praise of the official reported upon should be communicated.

Signatures of the Accepting officer,  
Name in Block Letters.

## HIMUDA

### FORM OF CONFIDENTIAL REPORT OF KANUNGOS/PATWARIES

SECTION \_\_\_\_\_  
REPORT FOR THE YEAR/ PERIOD ENDING \_\_\_\_\_

#### **(PART-I PERSONAL DATA) (TO BE FILLED BY THE OFFICE)**

1. Name of official with parentage:
2. Designation:
3. Date of birth:
4. Date of continuous appointment to the present grade viz:
5. Whether permanent/quasi-permanent, Temporary.
6. Period of absence from duty on leave, training etc.  
During the year.

#### **PART-II (ASSESSMENT BY THE REPORTING OFFICER)**

7. State of Health
8. General intelligence and keenness to learn.

**NOTE:** Assessment under column 9 to 10 below should not be indicated by tick marking but should be expressed clearly in suitable words:

#### **PART-III:**

9. Proficiency in office/field work:-
  - (a) Excellent:
  - (b) Very Good.
  - (c) Good:
  - (d) Average:
  - (e) Poor:
10. **INDUSTRY AND KEENNESS:-**
  - (a) Puts in hard work and is keen to do his job thoroughly.
  - (b) Is indifferent and requires promoting and constant supervision to ensure completion of his work.
11. Has he ever been entrusted with work other than routine? If so, indicate his performance in such work.
12. Amenability to discipline.
13. Punctuality in attendance.
14. Relations with fellow employees:
15. Dealing with public:
16. Integrity:

(The col. should be filled as per instructions issued under M/O Home Affairs O.M. No. 51/4/64-Estt dated 21.6.1965).

- 17. Has the officer been reprimanded for indifferent work or for other causes during the period under report? Please give brief particulars.
- 18. Has the officer done any outstanding or notable work briefly mention them.

Name in Block Letters  
 Designation.  
 Date.

**PART-IV      REMARKS                      BY                      REVIEWING                      OFFICER**

- 19. Length of service under Reviewing officer.
- 20. Do you agree with the remarks of the Reporting officer? If not, indicate the extent of your disagreement. If you wish to add anything specific over and above the remarks of the Reporting officer. Please mention them, you may also sum-up your views here.
- 21. Has the officer any special characteristic and/ or any outstanding merits or abilities which would justify his advancement and special selection of higher appointment out of turn. If so, mention these characteristics briefly.

Signature of Reviewing Officer,  
 Name in Block Letters,  
 Designation.

**HIMACHAL PRADESH HOUSING AND URBAN DEVELOPMENT AUTHORITY  
FORM OF CONFIDENTIAL REPORT OF DRIVERS.**

**REPORT OF THE YEAR/ PERIOD ENDING \_\_\_\_\_ TO \_\_\_\_\_.**

1. Name in full.
2. Date of birth:
3. Scale of pay.
4. Total Service:
5. Present pay:
6. Date of continuous appointment to the present post:
7. Educational and technical qualifications.

**8. OBSERVATIONS.**

- i) Intelligence.
- ii) Energy and reliability,
- iii) Punctual attendance.
- iv) Behaviour: Does he show proper courtesy and good manner towards all persons using the staff car?
- v) Amenability to discipline.
- vi) Technical knowledge and ability.
- vii) Is he economical in the use of petrol/ Lubricant oil etc?
- viii) Does he keep the car clean and tidy?
- ix) Is he capable of attending to petty repairs of the car?
- x) Does he take timely action for getting proper entries made in the log book?
- xi) Adherence to the traffic regulations and civil laws.
- xii) No. of accidents, if any, in the year.
  - a) Minor \_\_\_\_\_
  - b) Major \_\_\_\_\_

9. Has he been responsible for any outstanding work during the period under review meriting special recommendations? If so, what?
10. Has he been reprimanded for indifferent work for other causes. If so, brief particulars may be given.

11. Assessment of integrity. (If anything adverse has come to your notice, please specify it also)
12. Remarks of the Controlling officer.

Signature of the Reporting officer,  
Name in Block Letter.

Designation \_\_\_\_\_

Date \_\_\_\_ ` \_\_\_\_\_

**REMARKS OF THE HEAD OF THE DEPARTMENT.**

Signature \_\_\_\_\_

Name in Block letters \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

# HIMUDA

## REPORT ON THE CONDUCT AND QUALIFICATIONS OF DRAFTSMAN/ JUNIOR DRAFTSMAN FOR THE PERIOD: \_\_\_\_\_

FROM: \_\_\_\_\_ to \_\_\_\_\_

Department/ office \_\_\_\_\_

### PART-I (PERSONAL DATA)

*(To be filed by Reporting officer and to be certified by the Reviewing Officer)*

1. Name of official:
2. Date of birth:
3. Date of continuous appointment to the present grade viz:
4. Present posting and date of appointment there to:
5. Period of absence from duty on leave, training etc. during the year.
6. Period for which the repartee has served under:-  
Circle Head Draftsman/ Head D/man                      Years                      Months  
  
Senior Architect/ Executive Engineer/  
Superintending Engineer.
7. Upto date Academic/ General qualifications.
8. Upto date technical qualifications.

### PART-II

9. A brief statement of work handled by the official during the year under report (to be filled by the Reporting officer).

**NOTE:** This should indicate whether the official reported upon is employed on task involving initiative, judgment or application of knowledge of rules and regulations or professional teaching use or any takes of a simple nature of routine character.

**NAME OF OFFICER** \_\_\_\_\_

### PART-III.

10. Assessment by Reporting officer.  
State of health:

**NOTE:** The assessment under columns 11 & 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

### **11. DEPARTMENTAL EFFICIENCY**

- (a) Proficiency in:-
  - i) Tracing:
  - ii) Preparation of original drawings:
  - iii) Preparation of estimates:
  - iv) Checking estimates:
  - v) Checking drawings:
- (b) Is he methodical & tidy in his work?
- (c) Has he neat handwriting;
- (d) How has he handled the works assigned to him in regard to:-
  - i) Speed:
  - ii) quality:

**12. GENERAL BUSINESS HABITS:**

- (a) Does he keep his drawing instruments in order and see that they are used with care?
- (b) Does he store his stationery carefully and keep control over the issues?
- (c) Does he keep his registers of plans properly and keep them in proper order?
- (d) Character and habits.
- (e) Intelligence and judgment.
- (f) Temperament:
- (g) Tact:
- (h) General trust worthiness & zeal.
- (i) General aptitude in the profession.

**13. NAME OF OFFICER \_\_\_\_\_ OBSERVATIONS:  
OTHER \_\_\_\_\_**

(This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above this should not, however, be used for merely reporting in vague terms what was already stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting officer considers specially worth-mentioning may also be indicated here).

**14. INTEGRITY:**

(This column should be filled as per instructions issued under Ministry of Home Affairs M.O. No. 51/4/63/Estt (A) dated 21.6.1965.

Signature of Reporting Officer  
Name in Block Letters:  
Designation:  
Date:

**PART-IV REMARKS OF REVIEWING OFFICER**

- 15. Do you agree with the remarks of the Reporting officer in Pat-III above; If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over the above remarks of the Reporting officer place mention them. You may also sum up your view here.
- 16. Over all assessment of performance and qualities.

Signature of the Reviewing officer,  
Name in Block letters.  
Designation:  
Date

**PART-V: Countersignature by the next higher officer, with remarks, if any.**

Signature of countersigning officer,  
Name in Block letters.  
Designation:  
Date

## HIMUDA

### CONFIDENTIAL REPORT OF THE WORK OF ARCHITECTURAL ASSISTANT OF THE OFFICE OF HIMUDA

REPORT FOR THE PERIOD/YEAR ENDING \_\_\_\_\_

#### PART-I (PERSONAL DATA)

(To be filled by the Officer reported upon and to be certified by the reporting officer)

1. Name of official \_\_\_\_\_
2. Date of birth \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Period spent in the post \_\_\_\_\_
5. Upto date academic/general qualification \_\_\_\_\_
6. Upto date technical qualifications \_\_\_\_\_
7. Whether departmental examination passed. \_\_\_\_\_

#### **PART-II**

8. (Brief statement of work handled by the official during the year under report ( to be filled by the reporting officer)

**Note:** This should indicate whether the official reported upon is employed on task involved initiative, judgments or application of knowledge of rules and regulations or professional techniques or any task of simple nature or routine character.

#### PART-III( Assessment by Reporting Officer)

9. State of health:

**Note:** The assessment under columns 10 to 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

Name of officer \_\_\_\_\_

#### **10. GENERAL ASSESSMENT**

- (a) Has he been regular and punctual?
- (b) Is he good tempered?
- (c) Is he energetic and of active habits?
- (d) Does he have initiative and drive?
- (e) Was his behavior towards seniors good?
- (f) Was his behaviour towards juniors good?
- (g) Is he pains taking and dependable?

#### **11.KNOWLEDGE**

- (a) Does he show any aptitude towards design ?
- (b) Has he a good knowledge of constructional details?
- (c) Does he have sound knowledge of the materials?

- (d) Does he prepare neat and clear drawings?
- (e) Is he speedy in drafting?
- (f) Is his drafting good?

**12. MISCELLANEOUS**

- (a) Was any warning given to him during the reporting period?
- (b) If yes, has he taken steps to remedy the defects?
- (c) Are you willing to retain him under you?

**13. OTHER OBSERVATIONS**

(This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above. This should now, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under Report and any other aspects not covered in the proforma given above which the Reporting Officer considers specially worth mentioning may also be indicated here.)

**NAME OF Officer** \_\_\_\_\_

**14. INTEGRITY**

(This column should be filled as per instructions issued under Ministry of Home Affairs O.M. No. 51/4/64 Estt (A) dated 21.6.1965.)

Signature of Reporting Officer,  
 Name in Block Letters \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Date \_\_\_\_\_

**PART-IV REMARKS of REVIEWING OFFICER**

15 Do you agree with the remarks of the reporting Officer in Part-III above. If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting officer please mention them. You also sum up your view here.

16 Overall assessment of performance and qualities.

Signature of Reviewing Officer,  
 Name in Block Letters \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Date \_\_\_\_\_

17. **PART-V:** Counter signatures by the next higher officer with remarks, if any.

Signature of Counter-signing Officer,  
 Name in Block Letters \_\_\_\_\_  
 Designation \_\_\_\_\_  
 Date \_\_\_\_\_

**HP HOUSING & URBAN DEVELOPMENT AUTHORITY**

**CONFIDENTIAL REPORT ON THE WORK OF ARCHITECTURAL SENIOR  
DRAUGHTSMAN/ ARCHITECTURAL HEAD DRAUGHTSMAN OF THE OFFICE OF  
THE HIMUDA**

**REPORT FOR THE PERIOD/YEAR ENDING \_\_\_\_\_**

**PART –I (PERSONAL DATA)**

(To be filled by the officer reported upon and to be certified by the Reporting Officer):

1. Name of the official:
2. Date of birth:
3. Designation:
4. Period spent in the post \_\_\_\_\_ years \_\_\_\_\_ months.
5. Upto date academic/general qualification.
6. Upto date technical qualification:
7. Whether Departmental examination passed:

**PART-II:**

8. (A brief statement of work handled by the official during the year under report ( to be filled by the Reporting officer).

**NOTE:** This should indicate whether the official reported upon is employed on task involved initiative, judgment or application of knowledge of rules and regulations or professional techniques of any task of simple nature or routine character.

**PART-III  
(ASSESSMENT BY REPORTING OFFICER)**

9. State of Health:

**NOTE:** *The assessment under columns 10 to 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.*

Name of Officer: \_\_\_\_\_

**10. GENERAL ASSESSMENT:**

- a) Has he/she been regular and punctua?
- b) Is he/she good tampered?
- c) Is he/she energetic and of active habits?
- d) Does he/she have initiative and drive?
- e) was his/her behavior towards Seniors good?
- f) Was his/her behaviors towards juniors good?
- g) Is he/she pains taking and dependable?
- h) Does he/she keep his/her table and instruments clean?
- i) Is he/she properly dressed?

**11. KNOWLEDGE:**

- a) Has he/she a good knowledge of constructional details?
- b) Does he/she have a sound knowledge of the materials?
- c) Does he/she prepare neat and clean drawings?
- d) Is he/she speedy in drafting?
- e) Is he/her drafting good?

**12. MISCELLANEOUS:**

- a) Was any warning given to him/her during the reporting period?
- b) If yes; has he/she taken steps to remedy the defects?
- c) Are you willing to retain him/her under you?

**13. OTHER OBSERVATIONS:**

(This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects.

**NAME OF OFFICER** \_\_\_\_\_

**Note** covered in the proforma given above the Reporting officer considers specially worth mentioning may also be indicated here.

**14. INTEGRITY:**

(This column should be filled as per instructions issued under Ministry of Home Affairs O.M.No. 51/4/64-Estt (A) dated 21.6.1965.

Signature of Reporting Officer  
Name in Block letters \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

**PART-IV REMARKS OF REVIEWING OFFICER:**

- 15. Do you agree with the remarks of the Reporting officer in Part-III above. If not, indicate the extent of your disagreement. If you wish to add any-thing specific with regard to the work and conduct of the official over and above remarks of the Reporting officer please mention them. You also sum up your view here.
  
- 16. Over all assessment of performance and qualities.

Signature of Reviewing Officer,  
Name in Block letters \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

**PART-V:**

**COUNTER SIGNATURES BY THE NEXT HIGHER OFFICER WITH REMARKS, IF ANY.**

Signature of Countersigning Officer,  
Name in Block letters \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

**HP HOUSING & URBAN DEVELOPMENT AUTHORITY**

**CONFIDENTIAL REPORT OF THE WORK OF THE ASSISTANT ARCHITECT**

**REPORT FOR THE PERIOD/YEAR ENDING \_\_\_\_\_**  
**(FROM \_\_\_\_\_ TO \_\_\_\_\_)**

**PART-I (Personal data)**

(To be filled by the officer reported upon and to be certified by the reporting officer)

1. Name of the officer:
2. Date of birth:
3. Designation:
4. Period spent in the post:
5. Upto date academic/general qualification:
6. Upto date technical qualification:
7. Whether Departmental Examination passed:

**PART-II (Self Appraisal)**

8. Brief resume of the work, done by the officer reported upon during the period under report, bringing out any special achievement of his work (to be filled in by the officer reported upon).

(Note: Resume should not exceed . 300 words).

**NAME OF OFFICER \_\_\_\_\_**

**PART-III (ASSESSMENT BY REPORTING OFFICER).**

9. Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
10. State of health:

**NOTE:** The assessment under Columns –11 to 13 below should not be indicated by tick marking but should be expressed clearly in suitable words.

11. **DEPARTMENTAL EFFICIENCY:**
  - a) How has he managed the work during the year in regard to:-
    - (i) Speed:
    - (ii) Quality:
    - (iii) Economy:
  - b) Are projects and reports received from him carefully and lucidly prepared.

- c) Are his decisions sound and practical;

**12. GENERAL ASSESSMENT:**

- a) Has he been regular and punctual?
- b) Is he good termed?
- c) Does he possess organizing ability?
- d) Is he energetic and of active habits?
- e) Is he observant?
- f) Does he have initiative and drive?
- g) Is he resourceful?
- h) Was his behavior towards seniors good?
- i) Was his behavior towards juniors good?

**NAME OF OFFICER:** \_\_\_\_\_

**13. KNOWLEDGE:**

- a) Is he imaginative?
- b) Does he show any aptitude towards design?
- c) Has he a good knowledge of constructional details?
- d) Does he have a sound knowledge of materials?
- e) Is his drafting good?

**14. OTHER OBSERVATIONS:**

(This space may be utilized for remarks, which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting officer considers specially worth mentioning, may also be indicated here).

**15. IETTEGRITY:**

(Instructions contained in Ministry of Home Aggairs O.M.No. 14/4/Estt (A) dated 21.5.1965 should be kept in mind).

Signature of Reporting Officer,  
Name in Block letters \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

**NAME OF OFFICER** \_\_\_\_\_

**PART-IV REMARKS OF REVIEWING OFFICER:**

- 16. Do you agree with the remarks of the Reporting officer in part-III above. If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the officer over and above the remarks of the Reporting officer please mention them, you also sum up your view here.

17. Overall assessment of performance and qualities.

Signature of Reviewing officer,  
Name of Block letter -----  
Designation -----  
Date -----

18. **PART-V:** Countersignatures by the next higher officer  
with remarks, if any.

Signature of Countersigning officer,  
Name of Block letter -----  
Designation -----  
Date -----

# HIMUDA

## FORM OF ANNUAL RECOMOENDATION ROLL OF SURVEYORS:

**REPORTING OFFICERS SHOULD FILL THIS FORM CAREFULLY. ANY SPECTAL REPORTS FOR WHICH A SPACE CANNOT BE FOUND OF WHICH REQUIRE TO BE MADE BEFORE, NEXT YEAR'S REPORT IS FILLED CAN BE ENTERED ON THE BACK OF THIS FORM RECOMMENDATION ROLL FOR THE YEAR ENDING.**

**PERIOD** \_\_\_\_\_ **FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

1. Name of the official
2. Designation.
3. Grade and pay
4. Age (date of birth)
5. Length of service in the Dept.:  
(Date of appointment).
6. Length of service in the present grade:
7. Office to which attached:
8. Nature of work in which employed:

### **II) Proficiency in:-**

9. Civil Engineering:
10. Surveying and leveling:
11. Drawing
12. Estimating:
13. Over work and accounts:
14. Stock maintenance.
15. Tool and plant maintenance.
16. Dealing with contractors.
17. Measurements and billing.

### **III. EXECUTION OF WORK:**

18. Efficiency.
19. Economically
20. Rapidly:
21. Character and habits.
22. Intelligence and judgement.
23. Tact.
24. Temperament.
25. Ability to command and dealing with subordinates.
26. Ability to obtain and control labour.
27. Dealing with public.

28. Reputation for integrity.
29. General trust worthiness and zeal.
30. General aptitude in the profession.
31. General remarks.
32. Was any warning given for carelessness or lack of interest.  
in his work.
33. Has be taken steps during the year under report to remedy
34. Fitness for promotion (strongly recommended or not  
recommended).
35. Whether the officer is fit for confirmation, in the post.

Signature/ Designation of Reporting Officer,

**REMARKS BY REVIEWING OFFICER**

Executive Engineer,  
\_\_\_\_\_ Division.

**Remarks by Accepting officer.**

Superintending Engineer,

**HP HOUSING & URBAN DEVELOPMENT AUTHORITY**

**REPORT ON THE CONDUCT AND QUALIFICATIONS OF JUNIOR ENGINEERS  
(CIVIL) MECHANICAL/ELECTRICAL) FOR THE PERIOD:**

**FROM \_\_\_\_\_ TO \_\_\_\_\_.**

**PART -1 (PERSONAL DATA)**

(To be filled by the officer reported upon, verified by the Reporting Officer and certified by the Reviewing Officer).

1. Name of the Official:
2. Date of birth:
3. Date of continuous appointment to the present grade, viz:
4. Present post and date of posting thereto:
5. Period of absence from duty on leave, training, etc. during the year:
6. Period for which reportee has 

|  |       |        |
|--|-------|--------|
|  | Years | Months |
|--|-------|--------|

  
served under  
Assistant Engineer:  
Executive Engineer:  
Superintending Engineer:
7. Upto date academic/General qualifications.
8. Upto date Technical qualification.
9. Whether departmental examination passed.

**PART-II**

10. A brief statement of the work handled by the official during the year/ period report (to be filled by the Reporting Officer).

**NOTE:** This should indicate whether the official reported upon is employed on task involved initiative, judgment or application of knowledge of rules and regulations or professional techniques or any task of a simple nature or routine character:

**NAME OF OFFICER** \_\_\_\_\_ -

**PART-III**

**(ASSESSMENT BY THE REPORTING OFFICER)**

*NOTE: The assessment under columns 12 to 14 below should not be indicated by tick marking but should be expressed clearly in suitable words.*

**12. DEPARTMENTAL EFFICIENCY:**

- a) Surveying and leveling:
- b) Drawing:
- c) Estimating:
- d) Office work & Accounts:

- e) Stock maintenance:
- f) Tools and plant maintenance:
- g) Measurements and billing.
- h) How has he executed the works during the year in regard to:-
  - i) Speed.
  - ii) Quality:
  - iii) Economy.

**13. GENERAL BUSINESS HABITS.**

- a) Ability to control labour and get maximum output:
- b) Ability to command and dealing with subordinates:
- c) Dealing with public:
- d) Dealing with contractors.
- e) Intelligence and judgment
- f) Tact.
- g) Temperament.
- h) General trustworthiness.
- i) General aptitude in the profession
- j) Promptness in disposal of work.

**14. PROFESSIONAL ASILITY:**

- a) Is he well conversant with the preparation of estimates and construction methods?
- b) Is he efficient in Planning and execution of work?
- c) Has he any special professional attainments.

**15. OTHER OBSERVATIONS:**

(This space may be utilized for remarks, which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated.

**16. ESTATE MANAGEMENT:**

- a) Quality of maintenance of colonies under the official
- b) Quality of public relations with the allottee
- c) Upkeep of detailed information of Court cases.
- d) Upkeep of detailed information of Court cases.
- e) Preparation of site plans/ completion plans.
- f) Whether the official ensures that allottees within his colony have not done any encroachment on Board Land or done unauthorized construction.

**NAME OF OFFICER** \_\_\_\_\_

Specific points such as special accomplishment during the period under report and any other aspects not covered in the proforma given above which the Reporting officer considers specially worth mentioning may also be indicated here).

**17. INTEGRITY:**

(This column should be filled as per instructions issued under Ministry of Home Affairs O.M. No. 51/4/64-Estt (A) dated 21.6.65

18. Has the Officer been reprimanded for indifferent work or for other causes during the period under report . if so, please give brief particulars?

Signatures of the Reporting Officer,  
Name in Block letters.  
Designation  
Date

**PART-IV REMARKS OF REVIEWING OFFICER:**

19. Do you agree with the remarks of the Reporting officer in Part-III above. If not, indicate the extent of your disagreement. If you wish to add any thing specific with regard to the work and conduct of the official over and above the remarks of the Reporting officer please mention them. You may also sum up your views here.
20. Overall assessment of performance and qualities.

Signatures of the Reviewing Officer,  
Name in Block letters.  
Designation  
Date

**PART-V COUNTERSIGNATURE BY THE NEXT HIGHER OFFICER WITH REMARKS, IF ANY.**

Signature of Countersigning officer,  
Name in Block letters-----  
Designation -----  
Date -----



- a) Social Housing Scheme:
- b) Self Financing Scheme:
- c) Deposit/RH Scheme:
  
- ii) Detailed estimates approved/initiated:
  - a) Social Housing Scheme:
  - b) Self Financing Scheme:
  - c) Deposit/Rental Housing Scheme:
  
- iii) Draft NIT approved/initiated.
  - i) Social Housing Schemes:
  - ii) Self Financing Schemes:
  - iii) Deposit/RH Schemes:
  - iv) Tenders approved/initiated:
    - a) Social Housing Schemes
    - b) Self Financing Schemes:
    - c) Deposit works/R.H.S.
  
- v) Revised estimates:
  - a) No. of estimates required revision due to expenditure the amount of A/A & S/S:
  - b) No. of revised estimates prepared and forwarded for revised sanction:

### **2.3. GENERAL:**

- i) Whether replies to all inspection, advance, draft PAC CAG Audit Paras of the proceeding years sent.
- ii) Have all the court orders been implemented within time. If not, reasons be given.
- iii) How many enquiries entrusted to you which are pending and since when.
- iv) Have the detailed inspections of all Sub-Divisional offices under your control been conducted during the year. If not reasons be given and follow up action taken.
- vi) Whether all ACRs of the proceeding year stand completed.
- vii) How many vehicles/stores/ machinery units have been initiated for condemnation and finally got sanctioned.
- viii) Final bills of the contractors.
  - (a) Number of final bills required to be scuttled.
  - (b) Final bills actually settled.
- viii) Have the service records of all staff i/c work charged updated.
  
- ix) Indicated efforts made in optimum utilization of labour under your Division:
- x) LAND ACQUISITION:
  - a) No. of places where land has been identified for crating of land bank.
  - b) No \_\_\_\_\_ where Section-4 has been -----
  - c) No of places where possession of land has been taken over
  
- xi) COURT CASE:
  - a) No. of cases pending at the beginning of the year.
  - b) No of cases added during the year:
  - c) No. of cases decided during the year:

- i) In favour of the Authority.
- ii) Against the Authority.

**xii) ESTATE MANAGEMENT:**

- a) No of houses/flats/plots allotted during the year:
  - b) No of houses/flats/plots whose possession handed over during the year:
  - c) No of colonies where completion plans prepared during the year:
- xiii) No of colonies under the Division for maintenance:
- a) outlay in budget for maintenance of colonies:
  - b) Budget utilized for maintenance of colonies:
- xiv) Monthly accounts:
- a) No of observations Memos received from Head office on monthly accounts:
  - b) No of Memos ----- and settled:
- 2.4 Place state briefly the shortfall with reference to the targets/objectives referred to in column 2.2. please specify constraints, if any, in achieving the targets. Any special achievements may also be stated in brief.
- 2.5 Please state whether annual property return of immovable property of preceding calendar year has been filled. Also indicate the date of filling the property return.

**PART-3 APPRAISAL BY REPORTING OFFICER  
A- PROFESSIONAL KNOWLEDGE:**

**NOTE:** Write 'yes' in the box whichever is applicable:

- |       |  |                            |                            |                            |                            |                            |                            |
|-------|--|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 3.1   | Technical Knowledge:   | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |
| (i)   | Planning and Designing:  | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |
| ii)   | Specification & Codes:   | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |
| 3.2   | Knowledge of accounts, manuals, procedures, rules regulations.                                   |                            |                            |                            |                            |                            |                            |
| 3.3   | Do you   |                            |                            |                            |                            |                            |                            |
| 3.4   | FOR FIELD UNITES:  |                            |                            |                            |                            |                            |                            |
| i)    | Management, Organization and Sub-Division of works.  | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |
| ii)   | Promptness in (for predominantly construction -----).  |                            |                            |                            |                            |                            |                            |
| (a)   | Initiating extra substituted items.  | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |
| (b)   | Finalizing measurements of items completed, test checking and recording completion certificates: | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |
| (c)   | Respondent to observations by higher officer:  | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |
| (iii) | For predominantly maintenance complaints:  |                            |                            |                            |                            |                            |                            |
| (a)   | Attending to maintenance complaints:   | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |
| (b)   | Preventive maintenance:  | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |
| iv)   | Efforts made in :  |                            |                            |                            |                            |                            |                            |
| a)    | Clearance of account ----- audit para etc.   |                            |                            |                            |                            |                            |                            |
| b)    | -----  | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |
| c)    | Disposal of establishment maters:  | <input type="checkbox"/> A | <input type="checkbox"/> B | <input type="checkbox"/> C | <input type="checkbox"/> D | <input type="checkbox"/> E | <input type="checkbox"/> F |

3.5 For planning units:

i) Planning, designing estimating etc:  A  B  C  D  E  F

ii) Preparation of tender documents & processing contracts:  A  B  C  D  E  F

iii) Any other type of activity:

-----  
3.6 Co-ordination & General Administration.

3.7 Initiative, drive & resourcefulness:

3.8 Capacity to take decisions:

3.9 Team work and leadership:

3.10 Dependability:

3.11 (a) Intelligence:

(b) Diligence:

3.12` Willingness to take responsibility:

3.13 Any available work or Achievement:

3.14 Any special ----- skill or interest:

3.15 Integrity:

3.16 General Assessment:

3.17 Overall grading:

Signature -----

Name -----

(in block letter)

Designation -----

- NOTE:**A outstanding i.e exceptionally effective:  
B very Good i.e very effective but not positively Outstanding:  
C Good i.e quite effective.  
D Fair i.e performs duty moderately well and Without serious shortcomings:  
E Not quite adequate i.e suffers from certain weaken s which prevent his performance achieving the 'Fair' level:  
F Unsatisfactory i.e definitely not being able to perform his duties satisfactorily:

2. The appropriate meditating of the officers out of the six

points rating mentioned at the above foot notes should be clearly indicated against each of the column in this part ----- ticking the box 'A' ' B' 'C' 'D' 'E' 'F' .

NOTE: BOXES 'E' & 'F' shall be considered as adverse remarks.

**PART -4 REMARKS OF REVIAMING OFFICER**

- 4.1 Do you have knowledge of the working of the officer reported upon:
- 4.2 a) Do you fully agree the assessment of the reporting officer:
  - b) If not, on which points do you disagree and give your own assessment:
  - c) Your own remarks about the personality and performance of the officer:
- 4.3 What are your commentsion serial number 3.167.

Signature -----

NAME -----  
(in Block letter)  
Designation -----

Dated

**PART-5 REMARKS OF THE COUNTERSIGNING OFFICER:**

Signature -----

NAME -----  
(in Block letter)  
Designation -----

Dated

**INSTRUCTIONS**

The confidential report is an important document. It provides the basic and vital imputes for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

Performance appraisal through confidential Repress should be need as a tool for human resource development. Reporting officers should realize that the objective is to develop an officer so that he/she realize his/her true potential. It is not meant to be a fault finding process but a development one. The Reporting officer and the Reviewing officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon:

The columns should be filed with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities:

If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in Part-V column 2. the Government shall enter the remarks in the Confidential roll of the Reporting Authority.

Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like “outstanding” “very Good”, “Good” “ Average”, below average, while giving your comments against any of the attributes.

The Reporting officer shall, in the beginning of the year set quantitative/physical/financial targets in consultation with each of the officers with respect etc. whom he is required to report upon. Performance appraisal should be a joint exercise between the officer reported upon and the Reporting officer. The targets/goals shall be set at the commencement of the reporting year i.e April, in the case of all India service officers. In the case of an officer taking up a new assignment in the course of the reporting year.

The targets should be clearly known and understood by both the officers concerned while fixing the targets, priority should be assigned item wise, taking into consideration the nature and the area of work and any special features that may be specific to the nature of the area of the work the officer to be reported upon.

Although performance appraisal is a year and exercise, in order that it may be a tool human resources development, the Reporting officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps. It should be the endeavour of such appraiser to present the true possible picture of the appraiser in regard to his[her performance , conduct, behavior and potential.

Assessment should be confined to the appraiser’s performance during the period of report only.

Some posts of the same rank may be more exacting than others . The degree of stress and in any post may also vary from time to time. These facts should be borne in mind during appraisal And should be commented upon appropriately.

Aspects on which an appraiser is to be evaluated on different attributes are delineated below each column.. The appraiser should deal with these and other aspects relevant to the attributes.

NOTE:

The following procedure be followed in filling up the column relating to integrity.

- (i) If the Officers integrity is beyond doubt, it may be so stand.
- (ii) If there is any doubt or suspicion , the column should be left blank and action 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 he had not watched the

Officer's work for sufficient time from a definite judgment or that he has heard nothing in the Confidential Report.

- (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 as indicated at (b)and (c) above.

(Ministry Of Home Affairs O.M.No.51/4/64-Estt)a\_ Dated 21.6.1965)

HP HOUSING & URBAN DEVELOPMENT AUTHORITY

CONFIDENTIAL REPORTS OF ASSISTANT ENGINEERS REPORT FOR THE  
YEAR \_\_\_\_\_ PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

PART-I

PERSONAL DATA

(To be filled in by the Administrative Section concerned of the Department).

- 1.1 Name of Officer:
- 1.2 Designation & office address:
- 1.3 Date of joining the service:
- 1.4 Date of birth:
- 1.5 Date of continuous appointment  
to present grade: Date Grade
- 1.6 Present post & date of appointment thereof. Date Grade
- 1.7 Period of absence from duty (on leave,  
training etc.) during the year.
- 1.8 Academic & Professional qualifications.
- 1.9 Departmental examination passed?

PART-II

SELF APPARISAL

( To be filled by the officer reported upon)

- 2.1 Brief description of duties .
- 2.2 Work Performance:

2.2.1 Financial:

|                           | OUTLAY | EXPENDITURE |
|---------------------------|--------|-------------|
| i) Social Housing Scheme  | _____  | _____       |
| ii) Self Financing Scheme | _____  | _____       |
| iii) Deposit works/RHS    | _____  | _____       |

2.2.2 PHYSICAL

|                             | TARGETS | ACHIEVEMENTS |
|-----------------------------|---------|--------------|
| i) Social Housing Scheme    | _____   | _____        |
| a) Houses                   | _____   | _____        |
| b) Flats                    | _____   | _____        |
| c) Plots                    | _____   | _____        |
| ii) SELF FINANCING SCHEMES: |         |              |
| a) Houses                   | _____   | _____        |
| b) Flats                    | _____   | _____        |
| c) Plots                    | _____   | _____        |

iii) Deposit works/RHS:

2.2.3 ESTIMATES

|   | NUMBER | TOTAL AMOUNT |
|---|--------|--------------|
| i) Preliminary estimates initiated.       |        |              |
| a) Social Housing Schemes                 | _____  | _____        |
| b) Self Financing Schemes                 | _____  | _____        |
| c) Deposit works/Rental Housing           | _____  | _____        |
| ii) Detailed estimates initiated:         |        |              |
| a) Social Housing Schemes                 | _____  | _____        |
| b) Self Financing Schemes                 | _____  | _____        |
| c) Deposit works & Rental Housing Schemes | _____  | _____        |

2.3 GENERAL:

- i) Have all the Court orders been implemented within time, if not, reasons be given.
  - ii) Have you been assigned verification of stores of any sub-Division?  
If so, what were the findings.
  - iii) Indicate efforts made in optimum utilization of labour in your Sub-Division.
  - iv) Land Acquisition:
    - a) No of places where land has been identified for creating of land bank
    - c) No of places where Section-4 has been issued.
    - d) No of places where possession of land has been taken over.
  - v) ESTATE MANAGEMENT:
    - a) No of houses/flats/plots completed during the year,
    - b) No of houses/plots/flats allotted during the year.
    - c) No of houses/flats/plots where possession handed over during the year.
    - d) No of colonies where completion plans prepared during the year
    - i) No of colonies where maintenance carried out.
    - ii) outlay in budget for maintenance of colonies.
    - iii) Budget utilized for maintenance of colonies.
  - vi) COURT CASES:
    - a) No of court cases pending at the ----- of the year under report.
    - b) No of cases added during the year.
    - c) No of cases decided.
      - i) In favour of the Authority
      - ii) Against the Authority.
  - vii) Whether wages of labour under your Division were disbursed in time?
  - viii) Whether register of buildings has been updated?
  - ix) Whether register of road structures bridges, culverts and retaining/ hearth walls has been regularly maintained and updated .
  - x) Whether all ACRs of the preceding year stand completed?
- 2.4 Please state briefly the shortfall with reference to the targets/objective referred to in column 2.2 . places specify constraints, if any, in achieving the targets achievements in excess of targets and any special achievements may also be stated in brief.

- 2.5 Please state whether annual property return of immoves----- property of preceding calendar year has been filed. A indicate the date of filling the property return.

PART-III:

(To be filled in by the Reporting Authority)  
A PROFESSIONAL KNOWLEDGE:

NOTE: Write 'yes' in the box whichever is applicable.

3.1 Technical knowledge:

(a) Planning and Designing.  A  B  C  D  E  F

(b) Specification and codes,  A  B  C  D  E  F

3.2 Knowledge of accounts manuals, procedures, rules & regulations.

3.3. Do you agree with the Self appraisal Of the officer with reference to details furnished by him & indicate reasons and extent of disagreement.

3.4 FOR FIELD UNITS:

i) Management, organization & supervision of works.  A  B  C  D  E  F

ii) Promptness in (for predominantly construction activities).  A  B  C  D  E  F

a) Initiating extra substituted items.  A  B  C  D  E  F

b) Finalising measurements f items completed, test checking and recording completion creativities  A  B  C  D  E  F

c) Responding to observations by higher officer.  A  B  C  D  E  F

iii) For predominantly maintenance activities:  A  B  C  D  E  F

a) Attending to maintenance complaints.  A  B  C  D  E  F

c) Preventive maintenance:  A  B  C  D  E  F

iv) EFFORTS MADE IN:

a) Clearance of accounts, arrears,  
audit paras etc.

c) Disposal of establishment matters.

3.5 FOR PLANNING UNITS:

**HIMACHAL PRADESH HOUSING AND URBAN DEVELOPMENT AUTHORITY,  
NIGAM VIHAR, SHIMLA-171 002**

**Confidential Report on the work of Senior Architect/Architect/  
Assistant Architect of HIMUDA**

Report for the period/year ending from \_\_\_\_\_ to \_\_\_\_\_

**PART-I (PERSONAL DATA)**

1. Name of the Officer
2. Date of Birth
3. Designation
4. Period spent in the post: \_\_\_\_\_ Years \_\_\_\_\_ Months.
5. Upto date academic/general qualifications
6. Upto date Technical qualifications.
7. Whether Departmental Examination Passed.

**PART-II (SELF APPRAISAL)**

8. Brief resume of the work, done by the officer reported upon during the period under report, bringing out special achievement of his work (to be filled in by the officer reported upon)

NAME OF OFFICER \_\_\_\_\_

**PART-III (ASSESSMENT BY REPORTING OFFICER)**

9. Do you agree with the resume of work as indicated by the officer in Part-II of the report and in particular regarding the special achievement, if any, indicate briefly the reasons for dis-agreeing with it and the extent of you disagreement.

**10. State of Health**

Note: The assessment under columns 11 to 13 below should not be indicated by tick marking but should be expressed clearly in suitable words.

**11. Departmental efficiency**

- (a) How has he managed the work during the year in regard to:
- (i) Speed
  - (ii) Quality
  - (iii) Economy
- (b) Are projects and reports received from him carefully and lucidly prepared

**12. GENERAL ASSESSMENT**

- (a) Has he/she been regular and punctual?
- (b) Is he/she good tempered?
- (c) Does he/she possess organizing ability?
- (d) Is he/she observant?
- (e) Is he/she energetic and of active habits?
- (f) Does he/she have initiative and drive?
- (g) Is he/she resourceful?
- (h) Was his/her behaviour towards seniors good?
- (i) Was his/her behaviour towards juniors good?

NAME OF OFFICER \_\_\_\_\_

**13. Knowledge**

- (a) Is he imaginative?
- (b) Does he/she show any aptitude towards design?
- (c) Has he/she a good knowledge of constructional details?
- (d) Does he/she have a sound knowledge of materials?
- (e) Is his/her drafting good?

**14. OTHER OBSERVATIONS**

This space may be utilized for remarks which complete, corroborate or supplement what has been indicated above. This should not however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspects not covered in the proforma given above which the reporting officer considers specially worth mentioning may also be indicated here).

**15. INTEGRITY**

(Instructions contained in Minister of Home Affairs O.M. No:51/4/Estt(A) dated 21.6.65 should be kept in mind)

**Signature of Reporting Officer.**

Name in Block letters \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

NAME OF OFFICER \_\_\_\_\_

**PART-IV – REMARKS OF REVIEWING OFFICER**

- 16. Do you agree with the remarks of the reporting officer in Part-III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the officer over and above the remarks of the Reporting Officer please mention them. You also sum up your view here.
  
- 17. Overall assessment of performance and qualities.

**Signature of Reviewing Officer.**

Name in Block letters \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_

- 18. PART-V COUNTERSIGNATURES BY THE NEXT HIGHER OFFICER WITH REMARKS, IF ANY.

Name in Block letters \_\_\_\_\_  
Designation \_\_\_\_\_  
Date \_\_\_\_\_