

CONFIDENTIAL REPORT FORM
For Contract Employees.

STENOGRAPHER/STENOTYPISTS

NATIONAL HIGHWAY AUTHORITY

PERFORMANCE REPORT FOR THE PERIOD FROM _____ 20 to _____ 20

Name _____ Father's Name _____ Date of birth _____

Designation _____ BPS _____ Basic Pay _____

Date of entry into _____ Date of appointment _____
NHA service to the present BPS

Qualifications _____

Training Course, attended _____
if any. _____

PART II

A. PERFORMANCE		A1	A	B	C	D	Remarks
1. Standard of Shorthand/typing	(a) Speed						
	(b) Accuracy						
2. Attending Telephones	(a) Etiquette						
	(b) Checking unnecessary instruction						
	(c) Economy						
3. Maintenance of officers engagement diary and conducting of visitors.							
4. Movement of files and record of suspense cases							
5. Dress and cleanliness							
6. Other duties, e.g., tour arrangements, provision of amenities, etc.							
7. Regularity and punctuality in attendance							

C. PERSONAL TRAITS

8. Intelligence						
9. Perseverance and devotion to duty						
10. Co-operation and tact						
11. Amenability to discipline						
12. Integrity						
13. Trust Worthiness in confidential and secret matters.		Yes			No	

Note:- The rating should be recorded by initialing the appropriate box in the column:
“A1” Very Good “A” Good “B” Average “C” Below Average “D” Poor

Name _____ Designation _____

PART III
GENERAL ASSESSMENT

(Appraise in the present grade by initialing the appropriate column below)

Very Good	Good	Average	Below Average	Poor	Special aptitude, if any

PART IV

SUITABILITY FOR RETENTION

(Initial the appropriate box below)

(a) Recommended for retention.

Recommended	Not Recommended

PEN – PICTURE

Date _____ 20

Official Stamp

Signature, Name and Designation
Of Reporting Officer,

Name _____

Designation _____

A. INSTRUCTIONS FOR MINISTRIES, DEPARTMENTS ETC.

1. The reports will be initiated by the Branch/Section Officer in-charge and will be countersigned by the next higher officer, both being concerned with the work of the person reported upon.
2. When an adverse remark is made in the confidential report of the official reported upon, a copy of the whole report should be furnished to him at the earliest opportunity and in any case within one month from the date the report is countersigned, with a memorandum a copy of which should be signed and returned by him in acknowledgement of the report and be in turn placed in the character roll for record. A serious view should be taken of any failure on the part of the official concerned to furnish a copy of the report containing adverse remarks to the person reported upon.
3. The officials making representations against adverse remarks recorded in their performance reports should not make any personal remarks against the integrity of the reporting officers. Violation of this rule will be considered a misconduct and will also render the representation liable to be summarily rejected.
4. When a report is built upon on the individual opinion of the reporting and countersigning of officers, it is only the opinion as accepted by the latter which should communicated.
5. Remarks in cases where the reporting/ counter signing officer suspends judgment, should not be communicated.
6. Any remarks to the effect that the person reported upon has or has not taken steps to remedy the defects pointed out to him in previous years, should also be communicated.
7. The adverse remarks should be communicated by the senior officer in-charge of establishment matters in the NHA.

B. INSTRUCTIONS FOR THE OFFICERS RESPONSIBLE FOR THE CUSTODY OF CHARACTER ROLLS.

1. Arrange for the completion of the routine part of the form and send it to the reporting officer concerned.
2. On the receipt of completed form from the reporting officer submit it alongwith relevant character roll, to the counter signing officer concerned.

3. Go through each report carefully in order to see if there are any adverse remarks underlined in red ink. If so, arrange to have them communicated to the person concerned immediately with the direction that his representation, if any should be submitted within a fortnight of the receipt of those remarks by him.

4. Arrange to obtain a decision on the representation, if any and communicated it to the official concerned within one month. Place a copy of the decision in the dossier.

5. Keep the duplicate as well the original copies of the performance reports in your office.

Name _____ Designation _____

C. INSTRUCTIONS FOR THE REPORTING OFFICERS

1. While reporting on your subordinates:-

- i) Be as objective as possible.
- ii) Be as circumspect as possible.
- iii) Be clear and direct, not ambiguous or evasive in your remarks.
- iv) Avoid exaggeration and gross understatement.

2. State whether any of the defects reported have already been brought to the notice of the person concerned and also whether he has or has not taken steps or remedy them.

3. Fill this form in duplicate and affix your signature in both, at the end of the “general remarks”.

4. After making relevant entries send the form to the officer responsible for custody of the character roll in your office.

D. INSTRUCTIONS FOR THE COUNTERSIGNING OFFICERS.

1. Weigh the remarks of the reporting officer against (a) your personal knowledge, if any, of the person reported upon; (b) given your own remarks at the end of the report.

2. If any consider that a particular remark of the reporting officer is wrong and should be expunged, score it out in red ink, initial the scoring and add any other remark which you may consider appropriate. If you do not wholly agree with a remark given your own remark either against the relevant entry or at the end of the report.

3. Underline in red ink remarks which, in your opinion, are adverse and should be communicated to the person reported upon. Please see also instructions 2 and 4 to 6 under A-Instructions for NHA.

4. After countersigning the form, return it to the officer responsible for the custody of the character roll.

