

**ANNEXURE**  
**FORM-A**  
**PART-I**  
**(TO BE FILLED BY THE OFFICER REPORTED UPON)**

1. A brief summary of duties and responsibilities (not more than 50 words)

2. Please specify important items of work in order of priority where in quantitative / physical /financial targets / objectives / goals were set for you or set by yourself for the reporting year and achievements made.

<b>Item of Work</b>	<b>Physical or financial target /Objective/goal</b>	<b>Achievements</b>
1.		
2.		
3.		
4.		
5.		

3. (a). In case of a short fall of expected quality/quantity of performance please state the reasons.

(b). Please indicate your contribution in case of significantly higher achievement of the target /goal /objective.

4. Date of Submission of Annual Property Returns:

**SIGNATURE**

**PART -II**

**ANNUAL CONFIDENTIAL REPORT OF NON-GAZETTED OFFICERS  
POSTS WHICH ARE FEEDER CATEGORIES TO INITIAL  
GAZETTED POSTS IN STATE SERVICES FOR THE YEAR\_\_\_\_\_.**

- Name** :
- Branch** :
- Post held** :
- Date of (a) Birth** :
- (b) Entry in to Government Service** :
- Present Grade and Pay** :
- 1 Knowledge of** :
- (a) Branch or Section** :
- (b) Department** :
- 2 Acceptance or otherwise of the self** :
- appraisal report of the Non-Gazetted  
Officer indicated in Part-I and if not agreed  
to the reasons there for.
- 3 Personality, conduct and Character** :
- 4 Power of taking responsibility** :
- 5 Initiative** :
- 6 (a) Judgement** :
- (b) Accuracy** :
- 7 Tact and temper** :
- 8 Power of Supervising Staff** :
- 9 Zeal and Industry** :
- 10 Health** :
- 11 Attendance** :
- 12 Capacity to note and draft** :
- 13 Punishments, censures or Special** :
- commendations during the period under  
report
- 14 Date of Communication of adverse** :
- remarks, if any, to the officer since last  
report.

**(Contd..P..2..)**

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15 Indebtedness (indebted, the Extent of :  
personal responsibility of incurring the  
debts).

15 (a) Date of submission of Annual :  
Property Returns Statement  
pertaining to the year

16 Is he confirmed in this post? :  
If not, what is his substantive post.

17 General remarks (Including a statement on :  
discipline, integrity, reliability and any  
other special qualifications not included  
above).

18 Grading. :  
(i) Outstanding  
(ii) Very good  
(iii) Good  
(iv) Satisfactory  
(v) Poor  
(Clearly indicate the reasons for grading  
of the Officers)

19 **Reporting Officer** :

**Date:**

**Signature**  
**Name and Designation**  
**(In block letters)**

20 **Remarks of the Countersigning Officer** :

**Date:**

**Signature**  
**Name and Designation**  
**(In block letters)**

21 **Opinion of the Head of the Department** :  
**on the conduct and efficiency of the**  
**Officer reported on.**

**Date:**

**Signature**  
**Name and Designation**  
**Head of the Department**  
**(In block letters)**