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.

<table>
<thead>
<tr>
<th>Item of Work</th>
<th>Physical or financial target /Objective/goal</th>
<th>Achievements</th>
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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..)
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)