



MAHARAJA BIR BIKRAM UNIVERSITY

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ANNUAL CONFIDENTIAL REPORT FOR OFFICER

Name of the Officer: _____

Report for the year/period ending _____

*Date of receipt by the Reporting Authority _____

*Date of receipt by the Reviewing Authority _____

*Date of receipt by the Accepting Authority _____

*Date of receipt by the Custodian of ACR _____

The Officer reported on should complete self-appraisal and send the ACR form to the Reporting Authority within one month of the last date of the period for which the ACR is to be written. The Reporting Authority must give his assessment of the officer reported upon within two months from the last date of the period for which the ACR is to be written. Reviewing Authority is expected to give remarks within next one month and the process should be completed within another one month with the recording of remarks by the Accepting Authority. In case of any delay, specific reasons for the same must be recorded on the ACR.

**To be filled in by the concerned authorities.*

PERSONAL DATA

(To be filled in by the concerned Department/ Office)

1. Name of the Officer :
2. Date of Birth :
3. Name of the Department/ Organisation :
4. Details of Present posting :
- (a) Post held during the period of report and the date of appointment : Post Date
- (b) Scale or grade of Pay and the date of appointment : Scale/Grade Date
5. Period of absence (except on CL) Date and details to be given (including details of training attended):
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.

OFFICER’S OWN SUMMARY APPRAISAL OF HIS PERFORMANCE

(Please read the instructions carefully before filling the form)

1. Please specify whether you are submitting this report within the prescribed period, if not reasons therefore:

2. Year of Immovable property returns last submitted and the date:

3. Brief description of duties:

4. Please indicate (5 items, priority wise) targets for yourself or which were set for you and your achievement against each target:

(Please summarize your performance in relation to the objectives and duties set for you or by yourself. Highlight the major achievements/shortfalls and the reasons therefore (only within the space provided above). The Reporting officer shall remove any extra sheet(s) attached and mention the same in his/her report.)

Signature of the Officer

Name

Designation

REMARKS OF THE REPORTING AUTHORITY

(Please read the instructions carefully before filling the form)

1. Length of service under the Reporting Authority during the period of report:

2. Please specify whether the Reporting Authority has submitted his/her report within the prescribed period, if not reasons therefore:

3. State of health of the officer:

4. Comments on self-assessment of the officer (Please give details/ aspects of performance with which you disagree or would like to elaborate):

5. Performance Assessment:
 - 5.1. Achievements against main duties, specific objectives:

(Please give your assessment of how effectively the officer has discharged his duties and responsibilities)
 - 5.2. Inter-personal Relationship:
 - 5.3. communication Skills (Oral and Written):

5.4. Touring and Inspections (for officers posted in the field) :

5.5. General assessment of the Officer :

(With special reference to leadership qualities, management qualities, initiative and planning ability, decision making ability, appraising ability and team work relation with the public)

6. Attitude of the officer towards SC/ST and other weaker sections:

7. Integrity :
(Please see instructions attached)

8. Overall Grading:

Outstanding

Very Good

Good

Average

Below Average

Unfit

(Overall grading should be based on the foregoing entries. An officer should not be graded outstanding, unless exceptional qualities and performance have been noticed. Grounds for giving such a grading should be clearly brought out)

Signature of the Reporting Authority

Name

Designation

REMARKS OF ACCEPTING AUTHORITY

(The Accepting authority may record reasons in the event of difference with the Grading given by the Reviewing Authority)

Signature of the Accepting Authority

Name

Designation

INSTRUCTIONS

1. The annual Appraisal Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in career. The officer reported upon, the Reporting Authority and the Reviewing Authority should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true Potential. It is not meant to be a faultfinding process but a developmental one. The reporting officer and the reviewing officer should not shy away from reporting shortcomings in performance, attitudes or over all personality of the officer reported upon
3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual manner will be easily discernible to the higher authorities. The reporting officer should remove any extra sheets attached by the officer reported upon in his self-appraisal in the Part-IB. If the Reviewing Authority is satisfied that the Reporting Authority has made the report without due care and attention he shall record a remark to that effect in item 3 of Part III. The government shall enter the remarks in the Confidential Roll of the Reporting Authority.
4. The reporting officer should at the beginning of the year, preferably in April, set quantitative/physical/financial targets or draw up a work plan in consultation with each of the officers (where targets are not feasible) reporting to him. Performance appraisal is a joint exercise between the officer reported upon and the reporting officer. In the case of an officer taking up a new assignment in the course of the reporting year, such targets/ goals may be set or work plan within one month of the officer assuming the charge. Both the officers should clearly know and understand the targets or work plan.
5. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource 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 take necessary corrective steps including removal of constraints. At the end of every financial year or any shorter period, as may be required, the reporting officer should share with the officer reported upon a general assessment of his performance and observe shortcomings and record an entry to this effect in the ACR.
6. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behaviour and potential. Assessment should be confined to the appraisee'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 strain in any post may also vary from time to time. These facts and external constraints should be borne in mind during appraisal and should be commented upon appropriately.

7. The comments should be in a narrative form and point out the good qualities as well as shortcomings of the officer on various aspects of performance Assessment as indicated in Part – II. Comments on any of the following may also be included :-
 - Attitude to work and responsiveness to change
 - Coordination ability and speed of disposal
 - Willingness to accept responsibilities and decision making
 - Ability to inspire and motivate subordinates and vigilant about their integrity
 - Response to human rights, citizen friendliness and public relations
8. Words and phrases should be chosen carefully and should accurately reflect the intention of the Authority recording the answer. Please do not use omnibus expressions like “Outstanding/ Very Good/ Good/ Average/ Below Average”. In case of Grade-I officers, greater emphasis should be given on the management and leadership qualities as also initiative, planning and conceptual abilities. Overall Grading should sum up performance assessment and general assessment reported in Part-II.
9. **Time Schedule:** Officer reported upon shall record his self-appraisal in Part-IB within the prescribed period. If the officer does not submit his self-appraisal within the specified period, the reporting officer may take the initiative to remind the officer reported upon in writing asking him to submit his self-appraisal by the stipulated date. If no self-appraisal is received by the stipulated date, the reporting officer shall record his comments on the performance of the officer to be reported upon in Part –II even without any self-appraisal.
10. The Reviewing and Accepting Authorities should similarly record their comments on the CR within 60 days of receipt of the remarks of Reporting/Reviewing Authority respectively.
11. The Officer after filling Part-IB of the Form will send the form directly to reporting officer. Similarly, the reporting officer will fill the Part-II of the form. Each superior authority will forward the form to the next authority in the same manner as explained above. The accepting authority will complete the form and sent it to the custodian of ACR dossier.
12. **Integrity-Instructions :** The following procedure should be followed in filling up 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 of 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 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).