



**TEA BOARD**  
**(Ministry of Commerce & Industry, Dept. of Commerce)**  
**14 BTM Sarani, Kolkata 700 001**

**ANNUAL CONFIDENTIAL REPORT**  
**(For System Analysts, Programmers, Data Entry Operators)**

**PART – I**

(To be filled by the Office)

1. Reporting period From \_\_\_\_\_ To \_\_\_\_\_
2. Name \_\_\_\_\_
3. Designation \_\_\_\_\_
4. Qualification      Academic \_\_\_\_\_  
                                 Professional \_\_\_\_\_
5. Scale of pay      Rs. \_\_\_\_\_
6. Post & Date of Entry into service \_\_\_\_\_
7. Date from which present post held \_\_\_\_\_
8. Whether SC/ST/OBC (Please tick mark)    SC/ ST/ OBC
9. Period of absence on account of training/  
    long leave  
                         Training \_\_\_\_\_  
                         Leave \_\_\_\_\_

Date:

Signature & stamp of Head of Office

**PART-II**  
**SELF APPRAISAL**

(To be filled by the person concerned)

1. Academic and Professional Qualifications (all examinations passed starting from the latest)

Sl.No.	Exam./Professional qualifications	When completed	Duration	Div/Grade	% of marks
i)					
i)					
iii)					

2. Qualification acquired during the reporting period, if any.

Sl.No.	Exam./Professional qualifications	Institution from which acquired	Duration of the course	Div/Grade	% of marks
i)					
i)					
iii)					

3. Details of IT related training programmes/ Conferences/ Seminars attended during the period under reporting

Sl.No.	Training programme/ Conferences/Seminars attended /duration etc.	Duration ( No. of days)
i)		
i)		
iii)		

4. No. of years of experience

(i) In EDP Cadre in Tea Board : \_\_\_\_\_

(ii) Before joining in Tea Board : \_\_\_\_\_

5. Brief Description of system/jobs/ projects on which worked during the period under report.

Sl.No.	Activity	Achievements/Contributions
i)	Projects/Assignments on which worked during reporting period (Additional pages may be attached, if absolutely necessary).	
ii)	Manual Work /Documentation (Scrutiny, coding, data control, proof reading etc.) with respect to Project/Assignments mentioned above at (i).	
iii)	System analysis and design work on each of job/project mentioned in (i) above	
iv)	Programming work done on each of the systems/jobs/projects mentioned in (i) above	
v)	Documentation work.	
vi)	Major programming language, analysis, tools, packages used during the assessment period.	
vii)	Computerization/Digitization of record including data entry and validation.	
viii)	Self generated innovations (Planning or Processing or Reporting)	
ix)	Significant achievements and contributions	
x)	Any bottleneck/constraint which affected productivity with suggestions to remove the same	
xi)	Specialisation interest in a)Hardware b) Software (Database/Development) c) Networking/Communication	

Date:

Signature: \_\_\_\_\_

Designation:

### PART-III

#### (Assessment by the Reporting Officer)

(Please read carefully the instructions given at the end of the form before filling the entries)

1 Period spent under the reporting officer From \_\_\_\_\_ To \_\_\_\_\_

2 General comments on “Self Appraisal Report” Agree/Do not agree/Partially agree

3 Assessment of the officer (Please tick mark in the relevant columns)

#### 3.1 General S. Assessment

Sl.No.	Description of quality/Characteristics	Assessment ( <i>Please specify whether Excellent /Very good/ Good /Fair/ Poor /Not Applicable</i> )
a)	General Health	
b)	Temperament	
c)	Regularity and punctuality	
d)	Diligence	
e)	Discipline	
f)	Relationship with colleagues	
g)	Relationship with superiors	
h)	Relationship with Public	
i)	Intelligence	
j)	Initiatives	
k)	Self confidence	
l)	Technical coordination	
m)	Organizational ability	
n)	Willingness to learn	
o)	Ability to guide	
p)	Leadership qualities	
q)	Communication	
	Verbal	
	Written	
r)	Dependability	
s)	Sense of responsibility	
t)	Decision making & foresight	
u)	Efficiency in the work	
v)	Willingness to accept more work/shoulder higher responsibility	
w)	Promptness in attending to users request	
x)	General interest in work	
y)	Project management	
z)	Integrity (specific whether Beyond doubt or doubtful etc)	

### 3.2 Professional Skills

Sl.No.	Description of quality/Characteristics	Assessment ( <i>Please specify whether Excellent /Very good/ Good /Fair/ Poor /Not Applicable</i> )
i)	General	
ii)	System analysis and design	
iii)	Programming/Database management/Network Communication etc	

### 3.3 Technical Knowledge

Sl.No.	Description of quality/Characteristics	Assessment ( <i>Please specify whether Excellent /Very good/ Good /Fair/ Poor /Not Applicable</i> )
i)	System management	
ii)	System development	
iii)	Documentation/Digitization	

### 3.4 Computer education training

Sl.No.	Description of quality/Characteristics	Assessment ( <i>Please specify whether Excellent /Very good/ Good /Fair/ Poor /Not Applicable</i> )
i)	Ability to teach	
ii)	Ability to provide hands on experience	

### 3.5 Self generated innovations

Sl.No.	Description of quality/Characteristics	Assessment ( <i>Please specify whether Excellent /Very good/ Good /Fair/ Poor /Not Applicable</i> )
i)	Introduction of new development (software and networking)	
ii)	Economy through in house projects(Hardware, Software and Net Working)	

- 4 Any other general remarks/special condition of the officer about which you may like to make a special mention
- 5 Any adverse remark/weak points of the officer. Also indicate whether these were communicated to the officer. If so, when and whether any improvement has been noticed in the performance of the officer.
- 6 Overall grade (Please tick mark)      **Outstanding/Very Good/Good/Average/Poor**

Date:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

**PART-IV**

**(Remarks by Review Officer)**

1. Do you agree with the assessment given by the Reporting Officer? Please indicate whether you would like to modify or add anything to this report.

\_\_\_\_\_

\_\_\_\_\_

2. What action would you like to take on the recommendation of the reporting officer in item 5 of Part-III.

\_\_\_\_\_

\_\_\_\_\_

Date:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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

## INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basis and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Officer and the Reviewing Officer, should, therefore, undertake the duty of filling out the form with a high sense of responsibility.
2. Performance appraisal through confidential reports 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 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.
3. The items should be filled 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.
4. If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention, he/ she shall record a remark to that effect in item 2 of Part-IV. The Government shall enter the remarks in the confidential report of the Reporting Officer.
5. 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 officer 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.
6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for compilation during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets / goals shall be set at the time of assumption of the new charge. The targets set should clearly be known and understood by both the officers concerned.
7. Although performance appraisal is a year –end exercise, in order that it may be a tool for human resource development, the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.
8. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee's performance in regard to his/her performance, conduct, behaviour and potential.
9. Assessment should be confined to the appraisee's performance during the period of report only.
10. Some post 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 should be borne in mind during appraisal and should be commented upon appropriately.

Note: 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 clearly stated
- (ii) If there is any doubt or suspicion, the following action is 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 judgment to that he had heard nothing against the officer, as the case may be.
  - (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 taken as indicated at (b) and (c) above.
  - (e) When a reporting Officer cannot in fairness to himself and to the Government servant reported upon, either certify integrity or make an adverse entry or even be in possession of any information which would enable him to make a secret report to the Head of Department, i.e. when a Government servant is serving in remote station and the Reporting Officer has not had occasion to watch his work closely or when a Government servant has worked under the reporting Officer only for a brief period or has been on long leave etc. the Reporting Officer should make an entry in the integrity column to the effect that he has not watched the Government's Servant's work for sufficient time to be able to make any definite remark or that he has heard nothing against the Government Servant's integrity, as the case may be. This would be factual statement to which there can be no objection. But, it is necessary that a superior officer should make every effort to form a definite judgment about the integrity of those working under him, as early as possible, so that he may be able to make a positive statement.

**IMPORTANT-** In cases where suspicion exists regarding the integrity of a subordinate officer reported upon, an entry in the integrity column can be made only after definite and distinct articles of charges have been framed.