

2/66958/Gru-1  
2/06/2016

DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF NCT OF DELHI  
(Administration Branch)

A-Block, 2nd floor,  
Vikas Bhawan-II  
Civil Lines,  
Delhi-110054.

NO. DD/Admn/CR/DUSIB/2016/D- 388 .

Date: 07.06.2016

To,

✓ Dy. Director (System),  
Delhi Urban Shelter Improvement Board,  
Govt. Of NCT of Delhi.  
Punarvas Bhawan, ITO

Sir,

Please find enclosed herewith the Performa of Annual Confidential Report of  
Dy. Director/Asstt. Director and Stenographer/PA/PS with the request to upload the  
same on official website of DUSIB.

Dy. Director (Admn)

Encl: As Above (In original)

**FORM OF CONFIDENTIAL REPORT OF PRIVATE SECRETARIES/SENIOR PERSONAL ASSISTANT/PERSONAL ASSISTANTS/STENOGRAPHERS**

Report of the year/period ending

1. Name of the Officer
2. Date of Birth
3. Present Grade
4. Date of appointment to the present grade.
5. Name of officer with whom employed during the year and the period served with each.
6. Period of absence from duty, on leave, training etc; during the year.

**ASSESSMENT BY THE REPORTING OFFICER**

(If any of the items mentioned below do not apply the Reporting Officer should mention this fact against the relevant items.

7. State of Health
8. Regularity and punctuality in attendance.
9. Proficiency and accuracy in stenographic work
10. Intelligence, Keenness and Industry
11. Trust Worthiness in handling secret and Top secret matters and papers.
12. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.
13. General assistance in ensuring that matters requiring attention are not lost sight of.

14. Initiative and tact in dealing with telephone calls and visitors.

15(a). Has the officer any special characteristics and or any outstanding merits for abilities which would justify his advancement and special selection for higher.

15(b). Recommendation regarding suitability for other spheres of work viz.

16. Has she been reprimanded for indifferent work or for other causes during the period under report? If so, give brief particulars.

17. Remarks as to defects in characters, indebtedness, etc, which may militate against efficiency and suitability.

18. General assessment of personality character and temperament including relations with fellow employees, amenability to discipline, etc.

19. Integrity  
(This column should be filled as per instructions issued under Ministry of Home Affairs Officer Memorandum No. 51/4/64-Estt.(A) dated the 21<sup>st</sup> June, 1965.

Signature of Reporting Officer

Name in block letters :

Designation :

Date

Note:-

Where an adverse entry is made, whether it relates to a remediable or to an irreparable defect, it should be communicated but while doing so, the substance of the entire report including that/have been said in praise of the officer reported upon should be communicated.

**DELHI URBAN SHELTER IMPROVEMENT BOARD  
GOVT. OF NCT OF DELHI**

**FORM OF CONFIDENTIAL REPORT OF DY. DIRECTOR / ASSTT. DIRECTOR**

Report for the year / period ending \_\_\_\_\_

**PART - I PERSONAL DATA**

(To be filled by the Personnel Department)

- 1 Name of the Officer :
- 2 Designation / Post held (with scale of pay) :
- 3 Date of birth :
- 4 Date of continuous appointment to the present grade viz. :
- 5 Whether permanent, quasi – permanent / temporary :
- 6 Department(s) in which served during the year under report and period of service in each :
- 7 Period of absence from duty on leave, training etc. during the year :
- 8 Whether belongs to Scheduled Caste or Scheduled Tribe :

**PART - II**

(TO BE FILLED BY THE OFFICE REPORTED UPON)

- 9 Any academic qualification acquired during the period of this report :
- 10 Current membership of professional Institution:
- 11 Brief resume of the work done by the Officer reported upon during the period bringing out any special achievements during the period :

NOTE: The resume should not exceed  
Three hundred words :

12. Field of Specialization:

### PART - III

(Assessment by the Reporting Officer)

- 13 Do you agree with the resume of work as indicated by the officer in Part II of the report and in particular regarding the special achievements, if any mentioned by the Officer? If not, indicate briefly the reasons for disagreeing with it.

- 14 State of Health :

NOTE : Assessment under columns 15 to 21 below should not be indicated by tick marking but should be expressed clearly in suitable words.

- 15 Temperament :

- (a) Is he calm and does he retain poise at times of pressure of work?
- (b) Does he get provoked easily.
- (c) Is he able to tolerate difference of opinion.

- 16 Intelligence and understanding :

- (a) Exceptional and has clear grasp.
- (b) Is intelligent and grasps a point correctly with reasonable speed.
- (c) Shows a barely adequate grasp.
- (d) Very slow and/or often misses the point.

- 17 Technical knowledge and competence:

- (i) Management (Projects/Operations)  
applicable/not applicable )

- (a) Excellent
- (b) Very Good
- (c) Good
- (d) Average
- (e) Poor

- (ii) System Design / Programming :

- (a) Excellent
- (b) Very Good
- (c) Good
- (d) Average
- (e) Poor

- (iii) Training :

Applicable /not applicable :

- (a) Excellent
- (b) Very Good
- (c) Good
- (d) Average
- (e) Poor

- (iv) Knowledge of related fields (fields should be specified)

- (a) Excellent
- (b) Very Good
- (c) Good
- (d) Average
- (e) Poor

18 Quality of work :

(i) Attention to details :

- (a) Most reliable and comprehensive .
- (b) Considers details adequately.
- © Apt to be over-concerned with petty details and loses perspective.
- (d) Inclined to be superficial.

(ii) Judgement :

- (a) His proposals are sound and well thought off.
- (b) Reliable
- © Takes a reasonable view.
- (d) Unreliable, undecided or rigid or superficial or erratic.

(iii) Presentation of papers / notes :

- (a) Extremely clear, cogent and logical.
- (b) Very good and expresses himself clearly and concisely.
- © Just good enough.
- (d) Does not have ability to present case properly.

(iv) Promptness :

- (a) Very prompt.
- (b) Reasonably prompt.
- © Is slow and tends to delay.

(v) Ability in discussion and conversation :

- (a) Very effective and convincing.
- (b) Good and put across his points clearly
- © Expresses adequately.
- (d) Poor

(vi) Quality of supervision :

- (a) Very thorough and of a high order.
- (b) Good and useful.
- © Average and routine.
- (d) Poor

19 Industry and conscientiousness :

(i) Initiative and drives

- (a) Excellent
- (b) In good measure
- © Adequate
- (d) Lacking

(ii) Readiness to accept responsibility :

- (a) Promptly comes forward and accepts responsibility.
- (b) Accepts responsibility, if it comes.
- © Shirks responsibility.

20 Control and management of staff :

(i) Ability to inspire confidence and to get the best out of the staff:

- (a) Gets the best from them.
- (b) Just manages.
- (c) Inadequate

(ii) Capacity to train, help and advise the staff and ability to handle his subordinates :

- (a) Excellent
- (b) Very Good
- (c) Good
- (d) Average
- (e) Poor

21 Relationship with the colleagues :

- (a) Excellent
- (b) Very Good
- (c) Good
- (d) Average
- (e) Poor

22 Has been reprimanded for indifferent Work, or for other causes during the Period under review ?

Brief particulars to be given.

23 Other observations :

(This space may be utilized for remarks which complete corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points, such as, special accomplishments during the period under report and any other aspects not covered in the proforma given above which the Reporting Officer considers specifically worth mentioning, may also be indicated here.)

24 Integrity :

(Instructions contained in Ministry of Home Affairs OM NO. 51 / 4 / 64 (Estt. A.) dated 21.6.65 should be kept in mind.)

Signature of  
Reporting Officer \_\_\_\_\_

Name in Block Letters \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

PART IV

(REMARKS OF THE REVIEWING OFFICER)

- 25 Length of service under the Reviewing Officer.
- 26 Do you agree with the Reporting Officer in regard to his remarks on the resume of the work done by the Officer contained in Part – II of the Report – if not indicate briefly the reasons for disagreeing with the Reporting Officer.
- 27 Overall assessment of performance and qualities.
- 28 Has the Officer nay special characteristics and/or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn ? If so, mention those characteristics briefly, and indicate why you consider him fit for out of turn promotion.

Signature of  
Reviewing Officer \_\_\_\_\_

Name in Block Letters \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_