

The following formats of CRs of different cadres have been typed:

- 1** 1. S.E.
- 2** Ex. Engineer
- 3** Dy. Director / Directors / Dy. Commissioners / C.A.
- 4** Head Clerk / Asstt.
- 5** Tehsildar / Kanoongo
- 6** Arch. / Asstt. Architect
- 7** Dy. Director (System) / AD (System)
- 8** UDC
- 9** Junior Engineer
- 10** Asstt. Engineer
- 11** FI/RA/AFI & SI
- 12** LDC
- 13** Jr. Data Asstt. / Sr. Data Asstt.
- 14** Law Officer
- 15** Legal Asstt.
- 16** Accounts / Audit Officer
- 17** Section Officer (Accounts)

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI

SUPERINTENDING ENGINEER
PERFORMANCE REPORT

Period from _____ to _____

- 1 Name in full:
 - 2 Date of birth:
 - 3 Date & designation on first joining in DUSIB :
 - 4 Date of joining as S.E. in DUSIB:
 - 5 Technical qualifications:
 - 6 Present post, designation, office & date from which working:
 - 7 Fellowship / membership of Professional bodies if any :
-

Part – I SELF – APPRAISAL

(Indicate salient features of your work during the year and extent of your contribution in accomplishment of important tasks. In field Units, highlight your contribution in increasing output, finalization of bills, clearance of accounts arrears, audit paras and CTE's objections, defending arbitration cases etc. Indicate number and value of contracts handled. In Maintenance Units, indicate the type and number of quarters and other buildings maintained, efforts made to organize repairs and in attending to day – to – day complaints and in establishing preventive maintenance procedures. In planning units, highlight nature and quantum of work handled in structural designs, preparation of estimates, preparation of tender documents, disposal of technical or statutory references etc. Add information about papers published, training programmes attended etc. The self appraisal should give verifiable facts and figures and should not exceed 300 words.

Signature: _____
Name in block letters: _____
Designation: _____

Date:
Place:

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

EXECUTIVE ENGINEER

PERFORMANCE REPORT

Period from _____ to _____

- 1 Name in full: _____
- 2 Date of birth: _____
- 3 Date & designation on
First joining in DUSIB: _____
- 4 Date of joining as E.E. in DUSIB: _____
- 5 Educational Qualifications: _____
- 6 Technical qualifications: _____
- 7 Present post, designation, office
and date from which working : _____

Part – I SELF – APPRAISAL: (Each E.E. to give details of work (costing more than 10 lacs) carried out in his division during the period indicating, the name of the work, amount of work done in relation to that work, quality of work as per his assessment, whether completed in target time, number of pending final bills, audit paras and quality control paras at the beginning of the period under report, received during the period under report. Add information about preparation of estimates, tender documents, arbitration cases, training course attended and papers published).

(Please attach a separate sheet, if necessary)

Date: _____

Place: _____

Signature: _____

Name in block letters: _____

Designation: _____

Contd.....2/-

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PART – II

(A) Comments of the Reporting Officer

On self – appraisal written by E.E. and his own remarks about quality of work in the division.

(B) Assessment by the Reporting Officer

(Please put a tick mark in appropriate box)

- 1 Knowledge regarding estimating : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 2 Knowledge of specifications : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 3 Knowledge of departmental rules
Codes and procedures : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 4 Knowledge of accounts and
conditions of contract : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 5 Capacity and output of work: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 6 Attention to necessary details : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 7 Control on works : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 8 Test check of measurements : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 9 Defence of arbitration cases : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 10 Disposal of establishment
matters : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 11 Submission of monthly account: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 12 Submission of budget proposals: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 13 Inter personal relationship : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 14 Ability to work in a team: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 15 Attitude to work: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 16 Dependability : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 17 Willingness to take
responsibility : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 18 Financial control : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- 19 Response to quality
control observations: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

20 Management of division: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Date: Signature:

Place: Name in block letters:

Designation:

PART – III REPORTING BY THE REVIEWING OFFICER :

3.1 General remarks in the light of the Assessment of the Reporting Officer Indicating whether Reviewing Officer Agrees with the report of Reporting Officer and brining out differences If any:

3.2 Integrity / 1 / 2 / 3 / 4 / 5 /

3.3 Quality / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.4 Speed : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.5 Office Management: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.6 Overall performance: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Date: Signature:

Place: Name in block letters:

Designation:

Part – IV ASSESSMENT BY SUPERINTENDING ENGINEER (COORD.)

4.1 Work performance: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

4.2 Disposal of important work: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

4.3 Overall performance: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Date: Signature:

Place: Name in block letters:

Designation:

**DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
FORM OF CONFIDENTIAL REPORT OF HEAD CLERK / ASSTT.**

Office _____

Report for the year / period ending _____

Part – I Personal Data

(To be filled by the Administrative Section of the office)

- 1 Name of the Officers _____
- 2 Date of Birth _____
- 3 Designation / Post held _____
- 4 Date of continuous appointment to the present grade, viz. _____
- 5 Whether permanent / Quasi-Permanent or temporary _____
- 6 Section 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 _____

PART – II (A brief statement of the work handled by the official during the year / period under report)

(To be filled by the Reporting Officer)

Note: This should indicate whether the officer reported upon is employed and tasks involving initiative, judgment or application of knowledge or rules and regulations or professional techniques or tasks of a simple nature and routine character.

Contd.....2/-

PART – III Assessment by the Reporting Officer

- 8 State of Health:
9 General intelligence and keenness
to learn :

Note: Assessment under columns 10 – 13 below should not be indicated by tick marking but should be clearly expressed in suitable words.

10 Attention to routine aspects of work such as proper maintenance of Assistants Diary, Guard files, Recording, indexing and weeding of files.

- (a) Pays adequate attention to these Aspects.
(b) Is indifferent to these aspects.
(c) Has to be constantly promoted and supervised.

11 Knowledge of office procedures:

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

12 Knowledge of rules, regulations and instructions in general and with Particular reference to the work allotted to him.

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

13 Quality of work

- (i) Ability to apply the relevant rules and regulations correctly
(a) Excellent
(b) Very Good
(c) Good
(d) Average
(e) Poor

- (ii) Capacity to examine cases
Thoroughly and comprehensively
 - (a) Excellent
 - (b) Very Good
 - © Good
 - (d) Average
 - (e) Poor
 - (iii) Quality of noting and drafting
 - (a) Excellent
 - (b) Very Good
 - © Good
 - (f) Average
 - (g) Poor
 - (iv) Promptness in disposal of work
 - (a) Excellent
 - (b) Very Good
 - © Good
 - (h) Average
 - (i) Poor
- 14 Amenability to discipline.
- 15 Punctuality in attendance.
- 16 Relation with fellow employees/
public relations.
- 17 Integrity
- 18 Has the officer been reprimanded
for different work or for other
cause during the period under report?
If so, please give brief particulars.
- 19 Has the officer done any outstanding
or notable work meriting commendations?
Briefly mention them.
- Signature of Reporting Officer_____
- Name in block letter _____
- Designation_____

Part IV

Remarks by Reviewing Officer

- 20 Length of service under Reviewing Officer

- 21 Do you agree with the remarks of the Reporting Officer in Pt. III above? If not, indicate the extent of your disagreement. If you wish to add anything specific with regards to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also sum up your views here.
- 22 (a) Fitness for promotion
- (i) Fit
- (ii) Not yet fit
- (b) Has the officer any special characteristics and any outstanding merits or abilities which would justify his advancement and special selection for higher appointment? Mention these characteristics briefly and indicate why you consider him fit for out of turn promotion.

Signature of Reviewing Officer_____

Name in Block letters_____

Designation _____

Note:

- 1 The column relating 'Public relation' need to be filled in by the Reporting Officer only where the duties of the officer reported upon such that he comes in contact with members of the public.
- 2 The following procedure should be followed in filling up the column relating to integrity.
- 3 If the officer's integrity is beyond doubt it may so be stated.
- 4 If there is any doubt or suspicion the column should be left blank and action taken as under :
 - a) A separate 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 or 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 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 further period and thereafter action taken as indicated at (b) and (c) above.

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
FORM OF CONFIDENTIAL REPORT OF DY. DIRECTORS / DIRECTORS / DY.
COMMISSIONERS / COMPETENT AUTHORITY

Report for the year / period ending _____

- 1 Name of the official
- 2 Date of Birth
- 3 Date of continuous appointment to the present grade
- 4 Present post and date of appointment thereto.
- 5 Period of absence from duty on leave, training, etc. during the year.
- 6 Key items of the duties and responsibilities of the post in order of importance (care is to be taken that no item is left out).

SELF APPRAISAL

(To be filled by the officer reported upon)

- 1 Academic and professional achievement during the year, including degrees obtained, books / articles published etc. The training courses attended during the course of the reporting year need also be mentioned.
- 2 Enumerate items of task and targets Assigned to the officer for completion during the year / period from _____ to _____.
- 3 Brief resume of the work done by the officer during the year / period from _____ to _____ bringing out any special achievement of his during the year / period. In the event of achievement gap, furnish reasons (the resume should not exceed 300 words).

Contd.....2/-

ASSESSMENT OF REPORTING OFFICER

- 1 (a) Does the Reporting Officer agree With all that is recorded under Part II by the Officer. If not, Enumerate precisely the extent of Disagreement with the reasons there-fore.
- (b) General comments on the results Achieved and the quality of
- 2 Comment clearly and in unambiguous term on the following attributes of the officer in relation to his performance.
 - i) Commitment to the tasks :
 - ii) Devotion to duty :
 - iii) Human relations (his conduct with his colleagues, superiors and subordinates) and capacity to get work done :
 - iv) Public relations :
 - v) Intellectual honesty, creativity and innovative qualities :
 - vi) Integrity :
- 3 Please indicate if on any of the items in this part, the Reporting Officer administered any written or oral warning or counseling and how the officer reacted thereafter.

Signature of the Reporting Officer _____

Name in block letters: _____

Designation: _____

Dated: _____

REMARKS OF THE REVIEWING OFFICER

- 1 Length of services under the Reviewing Officer :
- 2 Does the Reviewing Officer fully agree with the remarks of the Reporting Officer :
- 3 If he does not agree with any adverse remarks of the Reporting Officer, those remarks should be Specifically mentioned for expunction on modification .
- 4 If the officer reported upon is a member of Scheduled Caste / Tribe, please indicate specifically whether the attitude if the Reporting Officer in assessing the performance of the SC / ST Officer has been fair and just.
- 5 Is the officer reported upon Specially suited for particular job? If so, the nature of placement should be suggested
- 6 Aptitude and potentials of the Officer reported upon and suggestion for possible lines of growth and development.

Signature of the Reviewing Officer _____

Name in Block letters _____

Designation: _____

Date: _____

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

**FORM OF CONFIDENTIAL REPORT OF NAIB TEHSILDAR / KANOONGO /
PATWARI**

- 1 Name
- 2 Date of Birth.
- 3 Educational Qualifications
- 4 Date of continuous appointment to the present post / grade
- 5 Whether permanent, quasi - permanent or temporary.

ASSESSMENT BY THE REPORTING OFFICER

- 6 Nature of work on which employed.
- 7 Field of work :
 - a) Aptitude
 - b) Acquaintance with areas
 - c) Vigilance
- 8 Capacity for controlling and getting work out of subordinate staff.
- 9 Intelligence industry and keenness.
- 10 Observations on capacity to express himself with clarity and comprehension in his notes.
- 11 Amenability to discipline.
- 12 Punctual in attendance.
- 13 Relations with fellow employees.
- 14 Fitness for promotion to higher grade.
- 15 Assessment of integrity.
- 16 General summing up of good and bad qualities.

17 Grading:

(Outstanding / Very Good / Good /fair)

**Signature of the
Reporting Officer** _____

Name in Block letters _____

Remarks of the Reviewing Officer:-

(The Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect, the facts should be clearly stated.)

**Signature of the
Reviewing Officer** _____

Designation _____

Note: The substance of an un- favorable report will as a rule be communicated to the officer reported upon on either orally or in writing as may be considered appropriate by the Reviewing Officer and the fact of such communication noted on this report before it is sent to the appropriate officer for custody.

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

**FORM OF CONFIDENTIAL REPORT OF ARCHITECT /
ASSTT. ARCHITECT**

Period from _____ to _____

- 1 Name in full _____
- 2 Date of birth _____
- 3 Date & designation of first joining in DUSIB _____
- 4 Date of joining as Architect/ Sr. Architect in DUSIB _____
- 5 Technical Qualifications _____
- 6 Educational Qualifications _____
- 7 Present post designation, office & date from which working _____
- 8 Fellowship / membership of Professional bodies if any. _____

PART – I

SELF APPRAISAL

Indicate salient features of your work during the year and extent of your contribution in the accomplishment of important tasks. Highlight nature and quantum of work handled, with respect to Housing, Commercial and other design projects. The Self – Appraisal should clearly bring out verifiable facts and figures and should be limited to not more than 300 words.

Date:

Signature _____

Place:

Name in Block _____
Letters

iv) Efficiency and promptness in organizing departmental in / 1 / 2 / 3 / 4 / 5 / 6 / 7 / inter-departmental meetings, inter-action with outside agencies, research work, seminars and discussions.

v) Relationship with colleagues and sub-ordinates. / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

D) GENERAL :

i Integrity / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

ii) Discipline / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

iii) Assessment of overall performance.

Signature _____

Date:

Name in Block _____
Letters

PART - III

REPORT BY REVIEWING OFFICER

1 General remarks in the light of the assessment of the Reporting Officer indicating whether reviewing officer agrees with the report of Reporting Officer and bringing out difference if any:

2 Management / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3 Overall performance / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Signature _____

Date:

Name in Block _____
Letters

PART - IV

REPORT BY COUNTERSIGNING OFFICER

1 Do you have a personal knowledge of the officers performance. Enough Moderate Not much

2 Overall assessment (in case total up grades in part II and enter in score)

Score / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Signature _____

Name in Block _____
Letters

NOTE: For Reports grading will be as under:

- 1 Poor 2. Fair 3. Average 4. Good 5 Very Good
6 Excellent 7 Outstanding

NOTE: For integrity grading will be as under:

- 1 Established as bad 2 Doubtful 3. No case
4 Good 5. Impeccable

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
FORM OF CONFIDENTIAL REPORT OF JUNIOR DRAFTSMAN / DRAFTSMAN
GRADE I, II & III

Report for the period ending _____

- 1 Name
- 2 Date of birth
- 3 Educational qualifications
- 4 Date of continuous appointment to the present grade
- 5 Whether permanent, quasi-permanent or temporary
- 6 Sections in which the officials has served during the period of service in each sections.

ASSESSMENT BY THE REPORTING OFFICER

- 7 Proficiency in :
 - a) Tracing
 - b) Original Drawing work
- 8 Accuracy and speed of work
- 9 Intelligence, industry and keenness
- 10 Ability to command and deal with subordinates and relation with fellow employees.
- 11 Amenability of discipline
- 12 Punctuality of attendance
- 13 Assessment of integrity
- 14 Fitness for promotion to the higher scale
- 15 General summing up of good and Bad qualities.
- 16 Grading :
(Outstanding, Very Good, Good, Fair or Poor)

Signature of Associate Planner /
Associate Architect

Name in Block letters _____

Remarks of the Town Planner.

Signature of the Town Planner

Name in Block Letters _____

Remarks of the Reviewing Officer

The Reviewing Officer should carefully consider and state whether he accepts the assessment of the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect, the fact should be carefully stated.

Signature of the Reviewing Officer

Name _____

Designation _____

Note : The substance of an unfavourable report will be as a rule be communicated to the officer reported on either orally or in writing as may be considered appropriate by the Reviewing Officer and the fact or such communication noted on this report before it is sent to the Establishment Officer for custody. In exceptional cases, if the Reviewing Officer feels that communications of unfavourable remarks will serve no useful purpose and may only discourage the officer reported on, he should submit the matter for the orders of the next superior officer, unless the Reviewing Officer is himself the Secretary.



DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI
FORM OF CONFIDENTIAL REPORT OF DY. DIRECTOR (SYSTEM) / ASSTT.
DIRECTOR (SYSTEM)

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 :

Contd.....2/-

: 2 :

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 Specialisation :

Contd.....3/

P A R T - 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.
- © Is he able to tolerate difference of opinion.

17 Intelligence and understanding :

- (a) Exceptional and has clear grasp.
- (b) Is intelligent and grasps a point correctly with reasonable speed.
- © 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 through 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.
- © Inadequate

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

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

21 Relationship with the colleagues :

- (a) Excellent
- (b) Very Good
- © 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_____

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI

FORM OF CONFIDENTIAL REPORT OF UPPER DIVISION CLERK

OFFICE _____

Report for the year / period _____

Part – I PERSONAL DATA

(TO BE FILLED BY THE ADMINISTRATIVE SECTION OF THE OFFICE)

- 1 Name of the official
- 2 Date of birth
- 3 Designation / post held
- 4 Date of continuous appointment to the present grade viz.
- 5 Whether permanent / Quasi permanent / temporary
- 6 Section 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.

P A R T - II

Brief statement of the work handled by the official during the
year / period under report

(To be filled by the Reporting Officer)

Note : This should be indicated whether the officer reported upon is employed in tasks involving initiative, judgement of application of knowledge of rules and regulations or professional techniques of tasks of simple nature and routine character.

Contd.....2/-

PART – III ASSESSMENT BY THE REPORTING OFFICER

- 8 State of Health
- 9 General intelligence & keenness to learn.
- 10 Attendance to routine aspect of work such as proper maintenance Assistant Diary files regarding indexing and weeding of files.
- a) Pays adequate attention to these aspects.
- b) Is indifferent to these aspects.
- c) Has to be constantly promoted and supervised.
- 11 Knowledge of office procedure
- a) Excellent
- b) Very Good
- c) Good
- d) Average
- e) Poor
- 12 Knowledge of Rules and regulations and instructions general and with particular reference to the work allotted to him._____
- a) Excellent
- b) Very Good
- c) Good
- d) Average
- e) Poor
- 13 Quality of work :
- i) Ability to apply the relevant Rules & Regulations correctly.
- a) Excellent
- b) Very Good
- c) Good
- d) Average
- e) Poor
- ii) Capacity for examining cases thoroughly and comprehensively.
- a) Excellent
- b) Very Good
- c) Good
- d) Average
- e) Poor

- iii) Quality of noting and drafting :
 - a) Excellent
 - b) Very Good
 - c) Good
 - d) Average
 - e) Poor
- iv) Promptness in disposal of work :
 - a) Very prompt.
 - b) Personably prompt.
 - c) Is slow and tends to delay.
- 14 Amenability to discipline.
- 15 Punctuality in attendance.
- 16 Relating with fellow employees / public relations.
- 17 Integrity
- 18 Has the officer been reprimanded for indifferent work or for other cases during the period under report ? If so, please give brief particulars.
- 19 Has the officer done any outstanding or notable work meriting commendations? Briefly mention them.

Signature of
Reporting Officer_____

Name in Block Letters_____

Designation _____

Date_____

PART – IV REMARKS OF THE REVIEWING OFFICER

- 20 Length of service under Reviewing Officer.
- 21 Do you agree with the remarks of the Reporting Officer in Part III above ? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also sum up your views here.

22 Has the officer any special characteristics and or any outstanding merits of abilities which would justify his advancement and special selection for higher appointment on out of turn? If so, mention the characteristics briefly and indicate why you consider him fit for out of turn promotion.

Signature of
Reviewing Officer_____

Name in Block Letters_____

Designation _____

Date_____

Note:

1 The column relating to 'Public Relations' need be filled in by the Reporting Officer only where the duties of the Officer reported upon are such that he comes in contact with members of the public.

2 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 are any doubts or suspicious, the column should be left blank and action taken as under :

a)A separate note should also 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 to certify the integrity or to record the secret not the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to form definite judgement 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 suspicious are cleared, the Officer's integrity should be certified and any entry made accordingly in the Confidential Report.

c)If the doubts or suspicious 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 © above.



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

JUNIOR ENGINEER (CIVIL), (ELECT.), (SURVEY)

PERFORMANCE REPORT

Period from _____ to _____

- 1 Name in full : _____
 - 2 Date of birth: _____
 - 3 Date of joining as J.E. in Department _____
 - 4 Educational Qualifications: _____
 - 5 Technical qualifications : _____
 - 6 Present post, designation, office
and date from which working : _____
-

Part – I SELF APPRAISAL (Each JE to write on the items of the work carried out by him during the period indicating the name of the work, amount of work done by him as per his assessment and whether completed in target time).

(Please attach separate sheet if necessary total about 300 words)

Signature _____

Name (In Block letters) _____

Designation : _____

Date: _____

Contd.....2/-

PART - II

A) Comments of the Reporting Officer on Self – Appraisal written by J.E. and his own remarks about the quality of the works executed by the J.E.

B) Assessment by the Reporting Officer :
(Please put a tick mark in appropriate box).

- | | | |
|------|---|--|
| (1) | Knowledge regarding estimating : | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (2) | Knowledge of specifications: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (3) | Knowledge of departmental rules and procedures : | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (4) | Knowledge of accounts and condition of contact: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (5) | Drawing, sketching & Detailing : | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (6) | Analysis of rates, preparation and Checking of extra/substituted items: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (7) | Attention to details: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (8) | Regularity in checking work quality: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (9) | Promptness in submission of Measurement: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (10) | Promptness in submission of contractor's bills: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (11) | Promptness in carrying out Instructions: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (12) | Extent of extra / substituted items of work: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (13) | Ability to work in team: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (14) | Inter personal relationship: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (15) | Capacity and output of work: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (16) | Attitude to work: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (17) | Control, supervision of labour: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (18) | Effectiveness in dealing with contractor: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |
| (19) | Control and supervision of work: | <u> / 1 / 2 / 3 / 4 / 5 / 6 / 7 / </u> |

: 3 :

(20) State of dealing in correspondence and office work: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Signature _____

Name _____

(in Block letters)

Date: _____

Place: _____

Designation: _____

Part – III **Report of Reviewing Officer**

3.1 General remarks in the light of the assessment of the Reporting Officer indicating whether Reviewing Officer agree with the report of Reporting Officer and bringing out differences if any. / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.2 Integrity: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.3 Quality: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.4 Speed: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.5 Overall performance of the J.E.: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Signature _____

Name _____

(in Block letters)

Date: _____

Place: _____

Designation: _____

Part – IV **Report of countersigning officer**

4.1 Overall assessment (Please total up grades in part III Section B and enter in score)

Score: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Grading: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Signature _____

Name _____

(in Block letters)

Date: _____

Place: _____

Designation: _____

1. Note : For reports, the grading will be as under :

1	-	Poor	3	-	Average	5	-	Very Good
2	-	Fair	4	-	Good	6	-	Excellent
7	-	Outstanding						

2. Note : For integrity, the grading will be as under :

1	Established as bad	3	-	No cases
2	Doubtful	4	-	Good
5	Impeccable			

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

PERFORMANCE REPORT: ASSISTANT ENGINEER (CIVIL), (ELECT.), (SURVEY)

Period from _____ to _____

- 1 Name in full : _____
 - 2 Date of birth: _____
 - 3 Date of first joining in DUSIV _____
 - 4 Date of joining as A.E. in DUSIB: _____
 - 5 Educational Qualifications: _____
 - 6 Technical qualifications: _____
 - 7 Present post, designation, office
and date from which working : _____
-

Part – I SELF APPRAISAL (Each A.E. to write on the works costing more than 5 lacks carried out by him during the period indicating the name of the work, amount of work done in relation to that work, quality of work done by him as per his assessment and whether completed in target time).

Please attach separate sheet if necessary. (Total about 300 words)

Signature _____

Name _____
(in Block letters)

Date: _____

Place: _____

Designation: _____

Part – II

(A) Comments of the Reporting Officer on Self – Appraisal written by each A.E. and his own remarks about the quality of the work as executed by the A.E.

(B) Assessment by Reporting Officer (Please tick out a mark in the appropriate box.

Contd.....2/-

: 2 :

- (i) Knowledge regarding estimating : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (ii) Knowledge regarding specifications: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (iii) Knowledge of departmental rules and procedures : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (iv) Knowledge of accounts and condition of contact: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (v) Drawing, sketching & Detailing : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (vi) Analysis of rates, preparation and Checking of extra/substituted items: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (vii) Attention to maintenance complaints: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (viii) Attention to details: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (ix) Carrying out test check of measurement: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (x) Response to quality control observations: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xi) Promptness in submission of Measurements, estimates and returns : / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xii) Promptness in submission of contractor's bills: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xiii) Promptness in carrying out Instructions: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xiv) Extent of extra / substituted in Work: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xv) Response to quality control Observations: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xvi) Inter personal relationship: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xvii) Ability to work in team: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xviii) Control, supervision of labour: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xix) Attitude to work: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xx) Capacity and output of work: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /
- (xxi) Effectiveness in dealing with Contractor: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Contd.....3/-

: 3 :

(xxii) Overall management of sub-division :

/ 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Signature _____

Name _____
(in Block letters)

Date: _____

Place: _____

Designation: _____

Part – III **Report by Reviewing Officer**

3.1 General remarks in the light of the assessment of the Reporting Officer indicating whether Reviewing Officer agrees with the report of Reporting Officer and bringing out differences if any.

3.2 Integrity: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.3 Quality: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.4 Speed: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.5 Office Management: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

3.6 Overall performance of the A.E.: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Signature _____

Name _____
(in Block letters)

Date: _____

Place: _____

Designation: _____

Part – IV **Report by countersigning officer**

4.2 Overall assessment (Please total up grades in part III Section B and enter in score)

Score: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Grading: / 1 / 2 / 3 / 4 / 5 / 6 / 7 /

Signature _____

Name _____
(in Block letters)

Date: _____

Place: _____

Designation: _____

1. Note : For reports, the grading will be as under :
- | | | | | | | | | |
|---|---|-------------|---|---|---------|---|---|-----------|
| 1 | - | Poor | 3 | - | Average | 5 | - | Very Good |
| 2 | - | Fair | 4 | - | Good | 6 | - | Excellent |
| 7 | - | Outstanding | | | | | | |

2. Note : For integrity, the grading will be as under :

1	Established as bad	3	-	No cases		
2	Doubtful	4	-	Good	5	Impeccable

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

**FORM OF CONFIDENTIAL REPORT OF RESEARCH ASSISTANT / FIELD
INVESTIGATOR / ASSTT. FIELD INVESTIGATOR AND
SENIOR INVESTIGATOR**

Report for the year / period ending _____

Part – I PERSONAL DATA

(TO BE FILLED BY THE ADMINISTRATIVE SECTION OF THE MINISTRY /
DEPARTMENT / OFFICE)

- 1 Name of the officer :
- 2 Date of birth:
- 3 Academic qualifications:
- 4 Designation / post held:
- 5 Date of continuous appointment
to the present grade viz.
- 6 Whether permanent / Quasi
permanent / temporary
- 7 Section in which served during the
year under report and period of
service in each.
- 8 Period of absence from duty on
leave, training etc. during the
year.

P A R T - II

**Brief statement of the work handled by the official during the
year / period under report**

(To be filled by the Reporting Officer)

Note : This should indicate whether the officer reported upon is employed
in tasks involving initiative, judgement of professional techniques or on tasks of a simple
nature and routine character.

Contd.....2/-

Part III **Assessment by the Reporting Officer**

- 1 State of Health :
- 2 General intelligence and
 keenness to learn:
- 3 **Technical ability**
 - i) Quality of mind: Excellent V.Good Good Average Poor
 - a) Originality
 - b) Comprehension
 - ii) **Knowledge of work**
 - a) Theory
 - b) Practical ability
 - iii) **Power of expression**
 - a) Paper work
 - b) Figure work
 - c) Discussion
- 4 **Quality of work**
 - i) Capacity for examining cases thoroughly and comprehensively.
 - a) Excellent
 - b) V.Good
 - c) Good
 - d) Average
 - e) Poor
 - ii) Promptness in disposal of work :
 - a) Very prompt
 - b) Reasonably prompt
 - c) Is slow and tends to delay
- 5 Amenability to discipline:
- 6 Punctuality in attendance:
- 7 Relations with fellow employees:
- 8 **Integrity**

(This column should be filled as per instructions issued under Ministry of Home Affairs O.M. No. 51 / 4 / 64 Estt. (A) dated 21.6.65)

- 9 Has the officer been reprimanded for indifferent work or other causes during the period under report. If so, please give brief particulars.
- 10 Has the officer done any outstanding or notable work meriting commendations? Briefly mention them.

Signature of Reporting Officer _____

Date: Name in Block Letters _____

Place: Designation _____

PART – IV REMARKS BY REVIEWING OFFICER

- 1 Length of service under Reviewing Officer.
- 2 Do you agree with the remarks of the Reporting Officer in Part III above ? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also sum up your views here.
- 3 Fitness for promotion :
 - i) Fit
 - ii) Not yet fit
 - b) Has the officer any special characteristics and or any outstanding merits of abilities which would justify his advancement and special selection for higher appointment on out of turn? If so, mention these characteristics briefly and indicate why you consider him fit for out of turn promotion.

Signature of Reviewing Officer _____

Name in Block Letters _____

Designation _____

Date _____

PART V **Countersignature by the next higher authority with
remarks, if any**

Signature of Countersigning Officer_____

Name in block letters_____

Dated:_____ Designation:_____

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI

FORM OF CONFIDENTIAL REPORT OF LOWER DIVISION CLERK

Report for the year / period _____

Part – I PERSONAL DATA
(To be filled by the Officer)

- 1 Name of the official
- 2 Date of birth
- 3 Date of continuous appointment to the present grade viz.
- 4 Whether permanent / Quasi permanent / temporary
- 5 Section (s) in which served during the year under report and period of service in each.
- 6 Period of absence from duty on leave, training etc. during the year.
- 7 Whether SC or ST

P A R T - II

Brief statement of the work handled by the official during the year / period under report

PART – III ASSESSMENT BY THE REPORTING OFFICER

- 8 State of Health
- 9 General intelligence & keenness to learn.

Note: Assessment under columns upto 12 below should not be indicated by tick marking but should be expressed clearly in suitable words.

- 10 Proficiency in typing:

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

Note: Proficiency should be assessed in respect of both speed and accuracy.

- 11 Proficiency in his work viz. maintenance of prescribed registers and charts etc.:

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

- 12 Industry and keenness:

- a) Puts in hard work and is keen to do his job thoroughly
- b) Is indifferent and required promoting and constant supervision to ensure completion of his work.

- 13 Has he ever been entrusted with work other than routine, if so, indicate his capacity to express himself with notes and drafts.

- 14 Amenability to discipline.
- 15 Punctuality in attendance.
- 16 Relating with fellow employees / public relations.
- 17 Integrity
- 18 Has the officer been reprimanded for indifferent work or for other cases during the period under report ? If so, please give brief particulars.
- 19 Has the officer done any outstanding or notable work meriting commendations? Briefly mention them.

Signature of
Reporting Officer _____

Name in Block Letters _____

Designation _____

Date _____

PART – IV REMARKS OF THE REVIEWING OFFICER

- 20 Length of service under Reviewing Officer.
- 21 Do you agree with the remarks of the Reporting Officer in Part III above ? If not, indicate the extent of your disagreement. If you wish to add anything specific with regard to the work and conduct of the official over and above the remarks of the Reporting Officer, please mention them. You may also sum up your views here.
- 22 Has the officer any special characteristics and or any outstanding merits of abilities which would justify his advancement and special selection for higher appointment on out of turn? If so, mention the characteristics briefly and indicate why you consider him fit for out of turn promotion.

Signature of
Reviewing Officer _____

Name in Block Letters _____

Designation _____

Date _____

Note:

- 1 The column relating to 'Public Relations' need be filled in by the Reporting Officer only where the duties of the Officer reported upon are such that he comes in contact with members of the public.
- 2 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 are any doubts or suspicious, the column should be left blank and action taken as under :
 - a) A separate note should also 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 to certify the integrity or to record the secret not the Reporting Officer should state either that he had not watched the Officer's work for sufficient time to form definite judgment 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 suspicious are cleared, the Officer's integrity should be certified and any entry made accordingly in the Confidential Report.
 - c) If the doubts or suspicious 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 © above.

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

**FORM OF CONFIDENTIAL REPORT OF JR. DATA ASSISTANT /
SR. DATA ASSISTANT**

REPORT FOR THE PERIOD / YEAR ENDING _____

PART – I - PERSONAL DATA

(To be filled by the Personnel Department)

- 1 Name of official :
- 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 Schedule
Caste or Scheduled Tribe:

PART - II

(A BRIEF STATEMENT OF THE WORK HANDLED BY THE OFFICIAL DURING THE
YEAR / PERIOD UNDER REPORT)

(To be filled by the Reporting Officer)

PART - III

(ASSISTANT BY THE REPORTING OFFICER)

9 State of Health :

10 General Intelligence and
keenness to learn

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

11 i) Proficiency in manual :
Scrutiny / coding etc.

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

Note: Proficiency should be assessed in respect of both speed and
Quality.

ii) Maintenance of source :
documents/outputs/
registers etc.

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

12 Speed in Data Entry :

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

13 Accuracy in Data Entry :

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

14 Industry and keenness :

a) Puts in hard work and is
keen to do his job thoroughly

b) Puts in just enough work.

c) Is indifferent and required prompting and constant supervision to ensure completion of his
work.

15 Has he ever been entrusted with work other than prescribed duties? If so, indicate his capacity for the work entrusted.

16 Amenability to discipline.

17 Punctuality in attendance :

18 Relation with fellow employees :

19 Integrity :

(This column should be filled as per instructions issued under Ministry of Home Affairs OM No. 51 / 4 / 64 – (Estt. (A) dt. 21.6.65).

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

21 Has the officer done any outstanding or notable work meriting commendations? Briefly mention them.

Signature of
Reporting Officer_____

Name in Block Letters_____

Designation _____

Date_____

PART – IV

22 Length of service under the Reviewing Officer.

23 Do you agree with the Reporting Officer in regard to the remarks on the resume of the work done by the official contained in Part I of the Report. If not, indicate briefly the reasons for disagreeing with the Reporting Officer.

24 Overall assessment of performance and qualities.

25 Has the official any special characteristics and / or any outstanding merits of abilities which would justify his advancement and special selection for higher appointment on out of turn?

If so, mention the characteristics
briefly and indicate why you consider him
fit for out of turn promotion.

Signature of
Reviewing Officer_____

Name in Block Letters_____

Designation _____

Date_____

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

**FORM OF CONFIDENTIAL REPORT OF JUNIOR / SENIOR LAW OFFICER / LAW
OFFICER**

Section _____

Report for the year / period ending _____

A Particulars :

- 1 Name of the Officer
- 2 Father's Name
- 3 Date of Birth
- 4 Educational qualifications
- 5 Present Grade
- 6 Date of continuous appointment to the present grade
- 7 Whether permanent, quasi – permanent / temporary

ASSESSMENT BY THE REPORTING OFFICER

B Administrative :

- 1 Supervision of work & his staff.
- 2 Maintaining of order and discipline
- 3 Handling of dak
- 4 Capacity for ensuring prompt disposal of work and submission of various statements.
- 5 Ability to draft legal Instruments

C Court work :

- 1 Knowledge of Acts, Rules Bye-Laws & regulations with special reference to Delhi Development Act, Public Premises (Eviction of unauthorized Occupant) Act, 1971.
- 2 Clearly of expression in pleading and conducting the cases in the court & Appellate Courts.

Contd.....2/-

3 Initiative in having the knowledge of up-to-date law.

4 Ability to handle intricate cases.

D General :

1 Whether responsible for any outstanding work during the reporting period, if so, what?

2 Whether reprimanded for any Cause, if so, give brief particulars.

3 Remarks as to defects in Characteretc., which may militate against efficiency and suitability for particular type of work.

4 Fitness for promotion to the next higher grade.

5 General assessment of personality, character and temperament including relation with fellow employees etc.

6 Assessment of Integrity.

Signature of
Reporting Officer_____

Name in Block Letters_____

Designation _____

Date_____

REMARKS OF THE REVIEWING OFFICER (HEAD OF DEPARTMENT):

The Reviewing Officer should carefully consider and state whether he accepts the assessment of the Reporting Officer in all respects. If he, differs from the Reporting Officer in any respect, the fact should be clearly stated.

Signature of
Reviewing Officer_____

Name in Block Letters_____

Designation _____

Date_____

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

FORM OF CONFIDENTIAL REPORT OF LEGAL ASSISTANT

Office of the _____

Report for the year / period ending _____

A Particulars :

- 1 Name of the Officer
- 2 Father's Name
- 3 Present Residential
 Address
- 4 Date of Birth
- 4 Educational qualifications
- 5 Present Grade
- 6 Date of continuous appoint-
 ment to the present grade
- 7 Whether permanent, quasi –
 permanent / temporary

ASSESSMENT BY THE REPORTING OFFICER

**B Administrative : (Remarks to be recorded by the Reporting Officer of
 the Administrative Branch and to be reviewed by the
 concerned Director).**

- 1 Maintenance case of daily diary
 of Court cases/other cases entrusted.
- 2 Promptness & Efficiency in disposal
 of work and submission of periodical
 statements etc.
- 3 Ability to assume responsibility.
- 4 Capacity to handle and follow - up
 of Court cases.
- 5 Clarity of expression and skill in
 drafting.
- 6 Punctuality in attendance.
- 7 Whether reprimanded for any cause,
 if so give brief particulars.

Signature of Reporting Officer
with name & designation

Contd.....2/-

(Remarks of the Reviewing Officer)

The Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect the facts should be clearly stated.)

GRADING :

Outstanding

Very Good

Good

Fair

Poor

Signature of Reviewing Officer
with name & designation

Court / Legal Work : (Remarks to be recorded by the Reporting Officer in
Law Department and reviewed by Chief Legal Adviser.)

- 1 Knowledge of DD Act., Rules & Regulations made thereunder.
- 2 Knowledge of other Acts concerning Day-to-day work.
- 3 Initiative in having up-to-date knowledge of case law connected with his day-to-day working.
- 4 Ability to checking / drafting of parawise comments in court case and/ or drafting of written statement and other Misc. applications in court cases.
- 5 Ability to handle intricate cases.
- 6 Whether responsible for any outstanding work during the period under report if so, what?
- 7 Fitness for promotion to the next higher Grade.
- 8 Assessment of Integrity

Signature of Reporting Officer in Law Deptt. with name & designation

(Remarks of the Reviewing Officer)

The Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect the facts should be clearly stated.)

GRADING :

Outstanding

Very Good

Good

Fair

Poor

Signature of Reviewing Officer
with name & designation

Note:

- 1 The Reporting Officer should, if he is satisfied about the integrity of the employees certify the integrity as follows :

“Certified that nothing has come to my notice which casts and reflection on the integrity of _____ . His general reputation reputation is good.”

- 2 If he cannot certify the employee’s integrity, he should refer for instructions contained in Circular No. 107 / CES / DOI dated 11.11.1965 and act accordingly.
- 3 The substance of an unfavourable report will as a rule be communicated to the official reported on either orally or in writing as may be considered appropriate by the Reviewing Officer and the fact of such communication noted on this report before it is sent for custody. In exceptional cases, if the Reviewing Officer feels that communication of unfavourable remarks will serve no useful purpose and may only discourage the officer reported and he should submit the matter for the orders of the next superior officer.

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

**ANNUAL CONFIDENTIAL REPORT OF ACCOUNTS / AUDIT OFFICER
OF THE INDIAN AUDIT AND ACCOUNTS DEPARTMENT FOR THE
PERIOD 1ST APRIL TO 31ST MARCH**

OFFICE OF THE _____

Full name of the Officer:
(in Capital letters)

Date of Birth :

Educational qualifications including
professional and technical qualifications :

Departmental examination passed i.e.
SAS (Civil) commercial Railway
(C.R.A.) Revenue Audit etc. :

Date of continuous officiating as A.O. and
date of confirmation charges held during
the year under Report :

-
- 1 Technical ability :
 - 2 Industry and application :
 - 3 (a) Ability to organize & manage
sections competently :
 - (b) Capacity to control subordinates
and get the best out of them :
 - 4 (a) Whether he has been able to reduce
arrears outstanding items etc. during
the period under report.
 - (b) Whether he has been responsible for
any outstanding of notable work.

NOTE: If the answer to (a) and / or (b) is yes, a brief mention of arrears reduced etc. / notable work done should be given.

- 5 Aptitude displayed for any special
type of work :
- 6 Initiative, resourcefulness and
Clarity of thought and expression
of paper. :
- 7 (a) Tact in dealing with subordinates
as well as superiors and outside
parties. :
- (b) Any special comments on his traits
of character, his general conduct and behaviour :

contd.....2/-

8 Whether the Officer is physically energetic and mentally alert :

9 Integrity :

10 (a) General Assessment .
(including comments if any, on personality and state of health.)

(b) (i) Is the AO of the type that may or should be considered for promotion to the post of Welfare Officer and if so what qualities/activities make him suitable for promotion.

(ii) Is the AO of the type that may or should be considered for being promoted temporary as an A.A.G.or equivalent and if so what are the qualities and or activities which make him suitable for promotion.

(iii) Is the A.O. of the type that may or should be considered for promotion to the I.A. & A.S. and if so what are the special positive qualities, attainments and / or activities which would justify his promotion.

Signature of the Reporting Officer: _____

Name (in Block Letters):_____

Date:_____ Designation : _____

REMARKS OF THE REVIEWING OFFICER

The Reviewing Officer should carefully consider and state whether he accepts the assessment of the Reporting Officer in all respects specially with reference to the assessment in columns 4 to 10.

Signature of the Reviewing Officer: _____

Name (in Block Letters):_____

Date:_____ Designation : _____

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

ANNUAL CONFIDENTIAL REPORT OF SECTION OFFICER (ACCOUNTS) FOR
THE PERIOD 1ST APRIL, 20 TO 31ST MARCH, 20

Personnel particulars Record of employment

- 1 Full Name
(Capital letters, surname first)
- 2 Date of birth
- 3 Educational qualifications
including professional and
technical qualifications :
- 4 Departmental examinations
passed i.e. SAS (Ordinary),
commercial, Railway, C.R.A.,
Revenue, Audit etc. with date
of passing.
- 5 Date of continuous officiation
as SAS Accountant.
- 6 Date of confirmation as SAS
Accountant.
- 7 Record of work during period covered by report.
Record Brief description from _____
to _____ of work done.
 - 1)
 - 2)
 - 3)

8 Period of service under
Present Reporting Officer _____

9 Period of service under
Present Reviewing Officer _____

**INSTRUCTIONS FOR REPORTING REVIEWING OFFICER (PLEASE READ THIS
CAREFULLY BEFORE YOU BEGIN TO FILL IN FORM)**

- 1 Please read the form right through and grasps its logic and structure before beginning to fill it.
- 2 Please note that in section II, under each heading there is a range of five entries, each of them quite distinct from the next, please decide very clearly in your mind which is the most appropriate entry in each case and tick the box against it.
- 3 Please remember the possibility that an official may exceptionally able in one respect but middling in another and perhaps even poor in yet another.

Contd.....2/-

- 4 In recording the overall assessment in Section III please use your best judgement to ensure that is consistent with the overall picture emerging from the ticks against individual headings in Section II.
- 5 Section III provides for an assessment of performance in the present grade and Section IV asks for an assessment of the likely performance of the official in the next higher grade. The two are quite distinct.
- 6 The form should be completed in ink.
- 7 If the Reviewing Officer disagrees with any of the ticks made by the Reporting Officer in Section II , III or IV he should correct this in ink of a different and easily distinguishable colour under this dated initiate (i.e. he should cut out the tick given by the Reporting Officer and tick what he considers to be appropriate box.). The Reviewing Officer is expected to proceed as if he is writing a parallel report in the same form.

Qualities, performance of Duties and personality.
(Tick the appropriate box)

1 Intelligence and understanding

- Shows an exceptionally quick and clear grasp of any matter however complicate1
- Shows at ready and sound understanding of any matter2
- Usually grasp a point correctly and with reasonable speed3
- Shows a barely adequate grasp.....4
- Very slow and/or often missed the point.....5

2 Technical knowledge

- Has an exceptional grasp of the work of the office as a whole and the rules, Codes and Manuals generally and a through and intensive knowledge of the work of the branch.....1
- Has a sound knowledge of both the work of this branch and that of the office as a whole.....2
- Has a reasonably good knowledge of his work and the related codes and manuals.....3
- Knows just enough to get by.....4

	Knowledge of the work, codes and Rules not good enough.....	5
3	<u>Quality of works</u>	
	Is invariably accurate as to fact and figures, through in examination and precise and comprehensive in his recommendation.....	1
	Maintains a high standard of accurate and thoroughness.....	2
	His work generally of good quality	3
	Barely competent.....	4
	Is accurate and saliently in his work.....	5
4	<u>Promptness (i.e. personal promptness as distinguished from ensuring prompt disposals by others)</u>	
	Is phenomenal quick in the disposal of work.....	1
	Is very quick in the disposal Of work.....	2
	Is reasonably prompt.....	3
	Barely qualifies as not slow	4
	Slow.....	5
5	<u>Expression on paper</u>	
	Brilliant on paper.....	1
	Written work always clear, cogent and well set out.....	2
	Generally expresses himself Clearly and concisely	3
	Written work just good enough to get by.....	4
	Cannot express himself clearly On paper.....	5
6	<u>Planning and control of work</u>	
	Plans and controls work extra ordinarily well.....	

	Plans and controls work very well.....	2
	Plans and controls work satisfactory	3
	Just about adequate.....	4
	Cannot organize work properly.....	5
7	<u>Zeals, Diligence and sense of Responsibility</u>	
	Shows exceptional zeal and devotion to work and unusual initiative.....	1
	Is hardworking and conscientive.....	2
	Reasonably diligent and interested in his work.....	3
	Does the work as it comes.....	4
	Lacking in sense of responsibility and indifferent to work.....	5
8	<u>Management of personal (where appropriate):</u>	
	Commands great loyalty and inspires excellent work.....	1
	Manages his section personnel very well.....	2
	Manages them reasonably well.....	3
	Just good enough to get by Without serious problems	4
	Handles them badly.....	5
9	<u>Relation with colleagues</u>	
	Wins and retains the highest regard of all.....	1
	Is generally liked and respected.....	2
	Gets on well with every one.....	3
	Not easy in his relationships, but get by.....	4
	A difficult colleague.....	5

10 Other observations :

Please use this space for remarks which complete corroborate or supplements, and not merely repeat in vague terms, what has been indicated by the ticks above. Please bring out specific points such as special accomplishments during period under report, i.e. organizing new items work bringing to light interesting points during inspection / local audit, significant clearance of arrears etc. aptitude for particular kinds of work files of areas in which interested or for which specially suitable, relations with the executive, a particularly in local audit or inspections, commercial audit or Revenue Audit, relations with visiting officials etc. and any other aspects not covered above which you consider specially worth mentioning.

11 INTEGRITY

(Instructions contained in Min. of Home Affairs O.M. No. 51 / 4 / 64 – Ests. (A) Dated June 21, 1965 should be kept in Mind.)

III Overall assessment of performance and quality during period under report :

Exceptional alike in qualities and Performance	1
A very able officer	2
An efficient officer	3
Performs duties moderately well.....	4
Definitely not upto the duties of the grade	5

IV Fitness for promotion

The officer is now capable of performing the duties of the next higher grade	1
Exceptionally well	2
Satisfactory	3
The officer is not now capable of performing the duties of the next higher grade	4



V Reporting Officer's Certificate

I hereby certify that I have read the instructions, in Section I – A carefully and kept them in mind, and that in my opinion the standard of efficiency and the grading for promotion of the officer names are as stated.

Signature :

Dated:

Name in block letters

VI Reviewing Officer's Certificate

I hereby certify that I have read the instructions in Section I – A carefully and that in my opinion the ticks awarded by the Reporting Officer in Section – II, III and IV are correct, subject to any correcting entries of remarks which I have made and initialed.

Signature :

Name in Block letters:

Dated:

Designation

DELHI URBAN SHELTER IMPROVEMENT BOARD
GOVT. OF NCT OF DELHI

FORM OF CONFIDENTIAL REPORT OF DIRECTOR

Report for the year / period ending _____

- 1 Name of the official
- 2 Date of Birth
- 3 Date of continuous appointment to the present grade
- 4 Present post and date of appointment thereto.
- 5 Period of absence from duty on leave, training, etc. during the year.
- 6 Key items of the duties and responsibilities of the post in order of importance (care is to be taken that no item is left out).

SELF APPRAISAL

(To be filled by the officer reported upon)

- 1 Academic and professional achievement during the year, including degrees obtained, books / articles published etc. The training courses attended during the course of the reporting year need also be mentioned.
- 2 Enumerate items of task and targets Assigned to the officer for completion during the year / period from _____ to _____.
- 3 Brief resume of the work done by the officer during the year / period from _____ to _____ bringing out any special achievement of his during the year / period. In the event of achievement gap, furnish reasons (the resume should not exceed 300 words).

Contd.....2/-

ASSESSMENT OF REPORTING OFFICER

- 1 (a) Does the Reporting Officer agree With all that is recorded under Part II by the Officer. If not, Enumerate precisely the extent of Disagreement with the reasons there-fore.
- (c) General comments on the results Achieved and the quality of

- 2 Comment clearly and in unambiguous term on the following attributes of the officer in relation to his performance.
 - vii) Commitment to the tasks :
 - viii) Devotion to duty :
 - ix) Human relations (his conduct with his colleagues, superiors and subordinates) and capacity to get work done :
 - x) Public relations :
 - xi) Intellectual honesty, creativity and innovative qualities :
 - xii) Integrity :

- 4 Please indicate if on any of the items in this part, the Reporting Officer administered any written or oral warning or counseling and how the officer reacted thereafter.

Signature of the Reporting Officer _____

Name in block letters: _____

Designation: _____

Dated: _____

REMARKS OF THE REVIEWING OFFICER

- 1 Length of services under the Reviewing Officer :
- 2 Does the Reviewing Officer fully agree with the remarks of the Reporting Officer :
- 3 If he does not agree with any adverse remarks of the Reporting Officer, those remarks should be Specifically mentioned for expunction on modification .
- 4 If the officer reported upon is a member of Scheduled Caste / Tribe, please indicate specifically whether the attitude if the Reporting Officer in assessing the performance of the SC / ST Officer has been fair and just.
- 5 Is the officer reported upon Specially suited for particular job? If so, the nature of placement should be suggested
- 6 Aptitude and potentials of the Officer reported upon and suggestion for possible lines of growth and development.

Signature of the Reviewing Officer _____

Name in Block letters _____

Designation : _____

Date: _____