**LVkQ dkj pkyd dh xksiuh; fjiksVZ dk iziz=**

**Form of Confidential Report on Staff Car Driver**

**i;kZoj.k ou ,oa tyok;q ifjorZu Eak=kky;**

**Hkkjrh; okfudh vuqla/kku ,oa f’k{kk ifj"kn**

**Mkd?kj U;w QkWjsLV]**

**Hkkjrh; okfudh vuqla/kku]**

**nsgjknwu**

**Ministry of Environment Forest & Climate Change,**

**Indian Council of Forestry Research & Education**

**P.O. New Forest,**

**Forest Research Institute,**

**Dehradun**

---------------------------------------------------- ls -------------------------------------------- rd ds o"kZ@vof/k dh fjiksVZ

Report for the year/period ending ………………… to …………………..

**Hkkx&1&O;fDr dk fooj.k**

Part-1-Personal Data

|  |  |  |
| --- | --- | --- |
| 1. | iwjk uke |  |
| Name in Full |
| 2. | tUe frfFk |  |
| Date of Birth |
| 3. | orZeku inØe ij yxkrkj fdl rkjh[k ls gS rFkk orZeku osrueku |  |
| Date of continuous appointment to the present post with present pay |
| 4. | LFkk;h@LFkk;hor@vLFkk;h |  |
| Whether permanent/quasi-permanent/temporary |

|  |  |  |
| --- | --- | --- |
| 5. | NqVVh] izf'k{k.k vkfn ds dkj.k o"kZ esa M~;wVh ls vuqifLFkfr dh vof/k |  |
| Period of absence from duty on leave, training, etc. during the year |
| 6. | D;k vf/kdkjh vuqlwfpr tkfr ;k vuqlwfpr tutkfr ds gS\ |  |
| Whether the office belongs to Scheduled Caste/Scheduled Tribe? |

**Hkkx&2& fjiksVZdrkZ vf/kdkjh }kjk ewY;kadu**

Part-2-Assessment by the Reporting Officer

|  |  |  |
| --- | --- | --- |
| 1. | cqf) |  |
| Intelligence |
| 2. | LokLFk n'kk] LQwfrZ vksj fo'oluh;rk |  |
| State of Health, energy and reliability |
| 3. | mifLFkfr esa le; dh ikcUnh |  |
| Punctuality in attendance |
| 4. | vkpj.k% D;k os LVkQ dkj iz;ksx djus okys lHkh O;fDr;ksa ds izfr f'k"Vrk cjrrs gS vkSj muds lkFk vPNk vkpj.k djrs gS\ |  |
| Behaviour: Does he show proper courtesy and good manner towards all persons using the staff car? |
| 5. | vuq'kkludkfjrk |  |
| Amenability to discipline |
| 6. | rduhdh Kku vkSj ;ksX;rk |  |
| Technical knowledge and ability |
| 7. | D;k og xkM+h dks lkQ&lqFkjh j[krs gS\ |  |
| Does he keep the car clean and tidy? |
| 8. | D;k og dkj dh NksVh&eksVh ejEer vius vki dj ldrs gS\ |  |
| Is he capable of attending the petty repairs to the car? |

|  |  |  |
| --- | --- | --- |
| 9. | D;k og isVªksy] yqczhdsfVax rsy vkfn mi;ksx djus esa feyO;;h gS\ |  |
| Is he is economical in the use of Petrol Lubricating oil etc.? |
| 10. | D;k og ykx cqd esa Bhd&Bkd izfof"V;ka fy[kokus ds fy, le; dk;Zokgh djrs gS\ |  |
| Does he take timely action for getting proper entries made in the log book? |
| 11. | ;krk;kr fu;eksa vkSj flfoy dkuwuksa dk vuqikyu |  |
| Adherence to the Traffic regulations and Civil Laws. |
| 12. | o’kZ esa ;fn nq/kZVuk,a gqbZ gks] rks mudh la[;k |  |
| Number of accidents, if any, in the year |
| ¼d½ | NksVh |  |
| (a) | Minor: |
| ¼[k½ | cM+h |  |
| (b) | Major: |
| 13. | D;k mUgksaus vkyksP; vof/k es ,slk dksbZ vlk/kj.k dk;Z fd;k gS ftlls os fo'ks"k flQkfj'k ds ;ksX; gksrs gksa\ ;fn gk¡] rks dkSu lk dke\ |  |
| Has he been responsible for any outstanding work during the period under review meriting special recommendation? IF so, what? |
| 14. | D;k mUgs dk;Z ds izfr mnklhurk ;k fdlh vU; dkj.k ls MkaVk&QVdkjk x;k\ ;fn gk¡] rks la{ksi esa fooj.k fy[ksaA |  |
| Has he been reprimanded for indifferent work or other causes? If so, brief particulars may be given. |

|  |  |  |
| --- | --- | --- |
| 15. | **\***,dfu"Bk |  |
| **\***Integrity |
| ¼;g LrEHk x`g ea=ky; ds dk0Kk0la0 51@4@64&,LVs ¼,½ fnuk¡d 21&06&1965 esa fn;s x;s vuqns'kksa ds vuqlkj Hkjk tk,½ |  |
| (This column should be filled as per instructions issued under Ministry Home Affairs O.M. No.51/4/64-Ests. (A) dated 21-06-1965 |

|  |  |
| --- | --- |
|  | fjiksVZdrkZ vf/kdkjh ds gLrk{kj |
|  | Signature of Reporting Officer |
|  | Li"V v{kjksa esa uke |
|  | Name in Block Letters |

|  |  |
| --- | --- |
|  | in |
|  | Designation |
|  |  |
|  | fnuk¡d |
|  | Date |

|  |  |  |
| --- | --- | --- |
| 16. | izfrgLrk{kjdrkZ vf/kdkjh dh vE;qfDr |  |
| Remarks of the countersigning officer: |

|  |  |
| --- | --- |
|  | gLrk{kj |
|  | Signature of Reporting Officer |

|  |  |
| --- | --- |
|  | Li"V v{kjksa esa uke |
|  | Name in Block Letters |

|  |  |
| --- | --- |
|  | in |
|  | Designation |

|  |  |
| --- | --- |
|  | fnuk¡d |
|  | Date |

|  |  |
| --- | --- |
| **fVIi.kh%&** | ;fn izfrdwy izfof"V nh tk,] pkgs og lq/kj ldus okys nks"kksa ds ckjs esa gks ;k u lq/kj ldus oky nks"kksa ds] rks og f/kdkjh dh lwfpr dh tkuh pkfg,A ijUrq ,slk djrs le; iwjh fjiksVZ dk lkj] ftlesa fjiksVZ fd, x, vf/kdkjh dh iz'kalk esa fd;k x;k dFku Hkh lfEefyr gks] lwfpr fd;k tkuk pkfg,] |
| **Note:** | Where an advance entry is made, whether it related to a remediable or to an irremediable defect, it should be communicate; but while doing so the substance of the entire report, including what may have been said in praise of the office reported upon, should be communicated. |

|  |  |  |
| --- | --- | --- |
| \*,dfu"Bk dk LrEHk Hkjrs le; fuEu izfØ;k viukbZ tkuh pkfg,A | | |
| \*The following procedure should be followed in filling up the column relating to integrity: | | |
| ¼i½ | ;fn vf/kdkjh dh ,dfu"Bk ij dksbZ 'kadk ugh dh tk ldrh rks oSlk fy[kk tk,A | |
| (i) | If the officer’s integrity is beyond doubt, it may be so stated. | |
| ¼ii½ | ;fn dksbZ 'kadk ;k lansg gks rks LrEHk [kkyh NksM+ fn;k tk, vkSj uhps fy[ks vuqlkj dk;Zokgh dh tk,% | |
| (ii) | If there is any doubt or suspicion, the column should be left blank and action taken as under: | |
| ¼d½ | | vyx ls ,d xqIr fVIi.kh fy[kh tk, vkSj ml ij dk;Zokgh dh tk,A bl fVIi.kh dh ,d izfr xksiuh; fjiksVZ ds lkFk vxys ofj"B vf/kdkjh dks Hkh Hksth tk, tks ;g lqfuf'pr djsxk fd ml ij vuqorhZ dkjZokbZ tYnh gksA tgk¡ ,dfu"Bk izekf.kr djuk vFkok xqIr fVIi.kh fy[kuk laHko u gks ogk¡ fjiksVZdrkZ vf/kdkjh dks ;k rks ;g fy[kuk pkfg, fd fuf'pr fu.kZ; ij igqapus ds fy, mls vf/kdkjh dk dke ns[kus ds fy, i;kZIr le; ugh feyk gS vFkok ;g fd vf/kdkjh ds foijhr dksbZ ckr mlsd lquus esa ugh vkbZ gSA |
| (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 is not possible either to certify the integrita 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 has heard nothing against the officer, as the case may be. |
| ¼[k½ | | ;fn vuqorhZ dk;Zokgh ds QyLo#i 'kadk,a ;k lansg nwj g,s tkrs gS rks vf/kdkjh dh ,dfu"Bk izekf.kr dh tkuh pkfg, rFkk rnuqlkj xksiuh; fjiksVZ esa izfof"V dh tkuh pkfg,A |
| (b) | | If, as a result of the follow up action, the doubts or suspicions are cleared, the officer integrity should be certified and an entry made accordingly in the Confidential Report. |
| ¼x½ | | ;fn 'kadkvksa ;k lansgksa dh iqf"V gks tkrh gS rks ;g ckr Hkh vfHkfyf[kr dh tkuh pkfg, rFkk lacaf/kr vf/kdkjh dks fof?kor~ lwfpr dh tkuh pkfg,A |
| (c) | | If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned. |
| ¼/k½ | | ;fn vuqorhZ dk;Zokgh ds QyLo#i 'kadk,a ;k lansg u rks nwj gksrs gks vkSj u gh mudh iqf"V gksrh gks rks dqN vkSj le; rd vf/kdkjh ds vkpj.k dk voyksdu fd;k tkuk pkfg, vkSj mlds ckn Åij ¼[k½ vkSj ¼x½ esa crk, vuqlkj dk;ZokbZ dh tkuh pkfg,A |
| (d) | | If, as a result of the follow up action, the doubts or suspicious 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. |