**vuqcU/k& IV**

 **Annexure - IV**

**Ik;kZoj.k] ou ,oa tyok;q ifjorZu ea=ky;**

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

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

**Indian Council of Forestry Research and Education**

**futh lfpoksaa@ofj"B oS;fDrd lgk;dksa@lh0,l0,l0,l0 ds vk’kqfyfid xzsM \*lh\* vkSj \*Mh\* dh xksiuh; fuiksVZ dk izi=**

**Form of Confidential Report on Private Secretary/Senior Personal Assistant/Stenographer Grade ‘C’ and ‘D’ of C.S.S.S.**

**--------------------------------------------------------------------- dks lekIr gksus okys o"kZ@vof/k dh fjiksVZ**

**Report for the year/period ending ………………………………………………………**

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

Part I—Personal Data

**¼bls ea=ky;@foHkkx@dk;kZy; ds lacaf/kr iz’kklfud vuqHkkx Hkjsa½**

(To be filled by the Administrative Section concerned of the Ministry/department/Office.)

|  |  |  |
| --- | --- | --- |
| 1- | vf/kdkjh dk uke |  |
| Name of Officer |
| 2- | tUe frfFk |  |
| Date of Birth |
| 3- | x`ghr in dk uke |  |
| Designation of post held |
| 4- | orZeku inØe  |  |
| Present grade. |
| 5- | orZeku inØe fu;qfDr dh rkjh[k  |  |
| Date of appointment to the present grade. |
| 6- | mu vf/kdkfj;ksa dk uke inuke ftuds v/khu bl o"kZ fu;qDr jg rFkk izR;sd ds lkFk jgus dh vof/kA |  |
| Name of Officers with designations with whom employed during the year and the period served with each. |
| 7- | NqVVh] izf'k{k.k vkkfn ds dkj.k o"kZ es M~;wVh ls vuqifLFkfr dh vof/kA |  |
| Period of absence from duty on leave, training etc. during the period. |
| 8- | D;k vf/kdkjh vuqlwfpr tkfr ;k vuqlwfpr tutkfr ds gS\ |  |
| Whether the officer belongs to Scheduled Caste or Schedule Tribe? |

**Hkkx&2 vkRe ewY;kadu**

Part 2—Self Appraisal.

**¼bls fjiksVkZ/khu vf/kdkjh Hkjsa½**

(To be filled by the Officer reported upon)

|  |  |  |
| --- | --- | --- |
| 1- | dk;Z dk laf{kIr fooj.kA |  |
| Brief description of duties. |
| 2- | ---------------------------------- ls ------------------------------- rd ds o"kZ@dh vof/k esa vf/kdkjh }kjk fd;s x, dk;Z dk laf{kIr lkjA bles mDr o’kZ@vof/k dh viuh fo'ks’k miyfC/k Hkh fy[kh tk,A ;fn miyfC/k gks ldh gks rks dkj.k fy[ksaA ¼laf{kIr lkj 100 'kCnksa ls vf/kd u gks rFkk miyC/k djk, x, LFkku rd lhfer vkSj gLrk{kfjr gksuk pkg,½ |  |
| Brief resume of the work done by you during the year/period from …………….…… to ……………….. bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume is to be furnished within the space provided, limited to 100 words and is required to be signed. |

**Hkkx&3 fjiksVZdrkZ vf/kdkjh }kjk ewY;kaduA**

Part 3—Assessment by the Reporting Officer.

¼d`i;k izfof"V djus ls iwoZ izi= ds vUr esa fn, x, funsZ'kksa dks /;kuiwoZd i<+ ysa½

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

|  |  |  |
| --- | --- | --- |
| 1 | vf/kdkjh }kjk fd;s x;s dk;Z ds laf{kIr&lkj ¼Hkkx&2 dk dkye 2½ esa dqN fy[kk x;k gS D;k mlls fjiksVZdrkZ vf/kdkjh lger gS\  |  |
| Does the Reporting Officer agree with each and every significant statement contained in the resume (Col.2 of Part II) of work done by the officer? |
| 2 | LokLF; n'kkA |  |
| State of health. |
| 3 | mifLFkfr esa fu;ferrk ,oa le; dh ikcUnh |  |
| Regularity and punctuality in attendance. |
| 4 | vk'kqys[ku dk;Z es a n{krk vkSj 'kq)rk |  |
| Proficiency and accuracy in stenographic work. |
| 5 | cqf)] mRlqdrk vkSj ifjJe'khyrk |  |
| Intelligence, keenness and industry. |
| 6 | xqIr vkSj ijexqIr ekeyksa vkSj dkxtksa dks lEHkkyus esa fo'oklrk A |  |
| Trustworthiness in handling secret and top secret matters and papers. |
| 7 | dk;Z Mk;jh dk j[kuk vkSj cSBdksa] lk{kkRdkjks a vkfn ds fy, vko';d dkxtksa dks le; ls izLrqr djukA |  |
| Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc. |
| 8 | /;ku fn, tkus okys ekeys n`f"V ls vks>y u gksa tk,a ;g lqfuf'pr djus esa lkekU; lgk;rkA |  |
| General assistance in ensuring that matters requiring attention are not lost sight of. |
| 9 | nwjHkk"k dkyksa vkSj eqykdkfr;ksa dk s fuiVkus es a igy vk Sj prqjkb Z |  |
| Initiative and tact in dealing with telephone calls and visitors. |
| 10 | elkSnk fVIif.k;ka] i= dk;Zo`Ùk] lkj&la{ksi cukus dh ;ksX;rk vkSj laf{kIr fooj.k vkfn rS;kj djus dh ;ksX;rk ¼;fn bl izdkj ds dk;Z vf/kdkjh us fd;s gaS½ |  |
| Ability to draft notes, letter minutes, briefs and ability to prepare summary, etc. (In case such items of work have been performed by the officer.) |
| 11¼d½ | D;k bl deZpkjh esa dksbZ fo'ks"k y{k.k vkSj@;k dksbZ vlk/kkj.k xq.k ;k ;ksX;rk, a gSa ftuds dkj.k mldk fo'ks"k fu;r dk;Z ds fy, p;u djus dk vkSfpR; gksA ;fn gk¡] rks —i;k mu y{k.kksa dk la{ksi esa mYys[k djsaA |  |
| (a) | Has the officer any special characteristics and/or any outstanding merits or abilities, which would justify his/her selection for special assignments. If so, please mention these characteristics briefly. |
| ¼[k½ | vU; dk;Z {ks=ksa esa bl deZpkjh dh mi;qDrrk ds fo"k; esa flQkfj'k ¼blds fy, mi;qDr vk/kkj izLrqr djsa½ |  |
| (b) | Recommendations regarding suitability for other spheres of work. (This should be substantiated) |
| 12 | D;k mUgsa fjiksVZ vof/k esa mnklhurk ls dk;Z djus vFkok fdlh vU; dkj.k ls Mk¡Vk&QVdkjk x;k gS\ ;fn gk¡] rks la{ksi esa mYys[k djsaA |  |
| Has he/she been reprimanded for indifferent work or for other causes during the period under report? If so, give brief particulars. |
| 13 | O;fDrRo] pfj= vkSj LoHkko] ftlesa lkFkh deZpkfj;ksa ds lkFk lEcU/k] vuq'kkludkfjrk vkfn lfEefyr g]Sa dk lkekU; ewY;kaduA |  |
| General assessment of personality, character and temperament including relations with fellow employees, amenability to discipline, etc. |

|  |  |
| --- | --- |
|  | ,dfu"Bk ¼d`i;k vkxs fn;s x;s funsZ'kksa dks ns[ksa½ |
| Integrity (Please see instructions) |  |
| 14 | Js.khdj.k ¼vlk/kkj.k@cgqr vPNk@vPNk@ vkSlr@vkSlr ls de½¼,sls fdlh Hkh deZpkjh dks rc rd vlk/kkj.k dh Js.kh es Js.khd`r ugha fd;k tkuk pkfg, tc rd fd mlesa vlk/kkj.k xq.k vkSj fu"iknu us ns[ks x, gksa bl izdkj ds Js.khdj.k ds fy, Li"V vk/kkj fn;k tkuk pkfg,½ |  |
| Grading (Outstanding/Very Good/ Good/Average/Below Average)(An office should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)  |
| 15 | vuqlwfpr tkfr;ksa vkSj @;k vuqlwfpr tutkfr;ksa ds fodkl vkSj lqj{kk esa izHkko'kkfyrkA |  |
| Effectiveness in the development and protecton of Schedule Castes and/or Scheduled Tribe. |
| ¼d½ | vuqlwfpr tkfr;ksa vkSj@;k vuqlwfpr tutkfr;ksa ds izfr n`f"Vdks.k |  |
| (a) | Attitude towards SCs. and/or STs |
| ¼[k½ | lkekftd U;k; ds izfr laosnu'khyrk |  |
| (b) | Sensitivity to social justice |
| ¼x½ | vuqlwfpr tkfr;ksa vkSj @;k vuqlwfpr tutkfr;ksa ds izfr vR;kpkj dks jksdus vkSj nckus rFkk U;k; lqfuf'pr djus esa Rofjr ,oa izHkkoh dkjZokbZ djus dh ;ksX;rkA |  |
| (c) | Ability to take quick and effective action to prevent and quell atrocities and ensure justice to SCs and/or STs. |

|  |  |  |
| --- | --- | --- |
| ¼?k½ | vuqlwfpr tkfr;ksa vkSj @;k vuqlwfpr tutkfr;ksa ds fodkl djus esa izHkko'kkfyrkA |  |
| (d) | Effectiveness in bringing about the development of SCs and /or STs. |

 fjiksVZdrkZ vf/kdkjh ds gLrk{kj

Signature of the Reporting Officer

 Ukke ¼lkQ v{kjksa esa½ %

 Name in Block Letters:………………………………

Iknuke ¼fjiksVZ vof/k ds nkSjku½

Designation:…………………………………………..

LFkku%

 Place..............................................................................

fnuk¡d%

 Date..............................................................................

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