

Name of Officer_____ Period ending_____

Designation _____

PROFORMA 'A'
CONFIDENTIAL REPORT FOR OFFICERS
OF
CENTRAL HEALTH SERVICE
For the period : 2004-2005

Part-I (Personal Data (To be filled by Office))

1. Name of the Officer :
(Full name in Block Letters)
2. Designation :
3. Date of Birth :
4. Date of Joining Central Health :
Service
5. Name of Sub-Cadre :
Specialty

TEACHING
Specialty_____
6. Date of continuous appointment to :
the present grade
7. Scale of pay : Grade:
8. Department/Organization where :
working and since when
9. Period of absence from duty-
(i) Leave :

(ii) Training :

(iii) Any other reason (specify) :
10. Date of filing the Annual Property :
Return

Contd.....

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Part-II (Self Appraisal)
(To be filled by the officer reported upon)
(Please read carefully the instruction given before filling the entries)

- 1. Brief description of duties:**
- 2. Resume of work done during the period under report.**

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3. (A) Teaching:

i) Theory/lecture

Assigned

Delivered

ii) Practical/clinical/Demonstrator

(B) Research:

i) Research Projects (along with name of funding agency).

ii) Association in dissertation:

iii) Conferences attended:

iv) Papers published with details of authors/titles

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(C) Clinical (Patient care)/Laboratory work

i) Indoor (no. of beds and average bed occupancy):

ii) O.P.D (no. of days and average attendance):

iii) O.T. (no. of OT days and average number of
Surgery performed/assisted):

iv) Laboratory work:

v) Others (including special clinics):

(D) Administrative work (Please mention briefly involvement in administrative work, if any).

(E) Additional Qualifications acquired :

Station :

Signature of the officer Reported Upon

Date :

Designation :

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PART –III:

(To be filled in by the Reporting Officer)

(Please read carefully the instructions given before filling the entries)

1. **Does the Reporting Officer agree with the account furnished by the officer reported upon in the Part II. If not, please enumerate precisely the extent of disagreement:**

2. **TEACHING ABILITY**

- i) Interest in Teaching

- ii) Communication skills

- iii) Punctuality and regularity at assigned sessions/seminars.

- iv) Quality of lectures.

- v) Knowledge of current advances in his/her subject.

3. **CLINICAL AND LABORATORY SKILLS**

- i) General Professional knowledge

- ii) Competence in clinical skills or laboratory skills:

Contd.....

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iii) Attitude towards patients:

iv) Punctuality in OPD

4. **RESEARCH**

i) Interest in research

ii) Quality of published work and recognition at national and International Levels.

iii) Theoretical ability and the capacity to interpret data

iv) Experimental and Practical ability

v) Originality, capacity to produce new and good ideas.

5. **Administrative ability** including organizational competence.

6. **Interpersonal relationship**

7. **Attitude towards SC/ST/Weaker Section of Society** (Please comment on the officer's understanding of the problems of SC/ST/Weaker Section & Willingness to deal with them.)

8. **State of Health;**

Contd.....

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9. Reliability:

10. Integrity:

11. General Remarks (Please make any general comments)

12. Assessment of Officer’s overall work in his/her particular position:

13. Grading: Outstanding/Very Good/Good/Average

| | |
|----------|--|
| Date : | Signature of Reporting Officer |
| | Name in Block Letters: |
| Station: | Designation: |
| | Medical Personnel/Non-Medical Personnel: |
| | STAMP: |

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PART-IV

REPORT BY REVIEWING OFFICER

1. **Length of service of officer reported upon under the reviewing officer**
2. **Does the Reviewing Officer fully agree with the remarks of the Reporting Officer recorded in Part III of the proforma? If not, the details thereof. Please also indicate adverse remarks, if nay, to be expunged/modified.**
3. **General remarks. A note regarding particular achievement, if any, may kindly be appended.**
4. **Grading : Outstanding/Very Good/ Good/Average**

DATE :

Signature of Reviewing Officer

Name in Block Letter:

STATION:

Designation:

Medical Personnel/Non-Medical Personnel:

STAMP:

Contd.....

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Period ending _____

NOTES FOR GUIDANCE OF REPORTING OFFICER

1. The preparation of reliable reports on the staff is an exceedingly important duty. In fairness to the staff reported upon, as well as in the interest of the smooth and efficient working of the Department and the Institute reports should be careful and critically made. Reporting Officer should be careful and critically made. Reporting Officer, if he required you to do so.
2. Concentrate on one factor at a time and study the implications of each factor carefully. Do not feel obliged to mark under every heading, as some of the headings may be inapplicable. Do not attempt to guess any quality that you have not been able to judge at first hand. In such cases make no markings at all.
3. Do not be afraid of giving low markings if they are called for. No one can hope to be equally good in every way and some low markings may be justified even for the most brilliant.
4. Markings should not take account of age.
5. Do not allow any personal feelings to govern the assessment. The assessment required the appraisal of an officer in terms of his ACTUAL PERFORMANCE.
6. If any department/officer feels that in the case of any particular job, attributes other than those mentioned in Column-2 of the Part-III are relevant to effect performance of the job, such attributes may also be added to the list given therein.
7. The column relating to public relations need to be filled in by the Reporting Officer only where the duties of the officer reported upon are such that he comes in contact with the members of the public.
8. The following procedure should be followed in filling up the column relating to integrity:
 - i. If the integrity is beyond doubt, it may be so stated.
 - ii. If there is any doubt or suspicion, the column should be left blank and action taken as under:
 - a. A separate secret note should be recorded and followed up. A copy of the note should also be sent together with the Confidential Report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he had not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
 - b. If, as a result of the follow up action, the doubts or suspicions are cleared the officer's integrity should be certified and an entry made accordingly in the confidential Report.
 - c. If the doubts or suspicions are confirmed this fact should also be recorded and duly communicated to the officer concerned.
 - d. If, as a result of the follow up action the doubts or suspicions are neither cleared nor confirmed, the officer's conduct should be watched for a further period and thereafter action taken as indicated at b and c above.
9. The Reviewing Officer should normally discuss the adverse remarks, which are below 'Normal' with the Reporting Officer and should make suggestions for improvement to the Reporting Officer and, if necessary with the officer reported upon and thereafter, record his remarks against Column 2 of Part IV.

Contd.....

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INTIMATION

(Intimation by Officer reported upon/Reporting Officer to the concerned administrative Section/Cell regarding submission of Confidential report for reporting/reviewing).

This is to inform that I have completed Part-II (Resume to be filled by the Officer reported upon) Part-III (to be filled by the Reporting Officer) of the Confidential Report form for the year 2004-05 and submitted to Shri..... for reporting/reviewing.

(Signature)_____
Name:_____
Designation:_____
Scale of Pay:_____