



## ABSTRACT

Public Services - Writing of Confidential Reports on officers - Format for writing Confidential Report - Revised orders and format and further guidelines - Issued.

### Personnel and Administrative Reforms (S) Department

G.O.Ms.No.121

Dated 29.9.2011

புரட்டாசி 13,  
திருவள்ளூர் ஆண்டு 2042

Read:

1. G.O.Ms.No.11, Personnel and Administrative Reforms (Per.R) Department, dated 5.1.1984.
2. G.O.Ms.No.193, Personnel and Administrative Reforms (Per.R) Department, dated 18.7.1994.
3. G.O.Ms.No.189, Personnel and Administrative Reforms (R) Department, dated 29.7.1998.

### ORDER:

The Supreme Court in its order dt.12.5.2008 in Dev Dutt Vs Union of India and others (C.A.No.7631 of 2002) has held that fairness and transparency in public administration requires that all entries (whether poor, fair, average, good or very good) in the annual confidential report of the public servant must be communicated to him within a reasonable period so that he can make a representation for its upgradation.

2. Taking into account the above judgment and the pattern being followed by Government of India in this regard, the Government have decided to revise the existing proforma for writing the Confidential Reports on officers under this State.

3. Accordingly, in partial modification of the orders read above, the system of writing Confidential Reports in different formats for the Professionals / Generalists in different professions prescribed in the Government Orders second and third read above shall be dispensed with and the revised single format as in the Annexure I to this order be adopted henceforth for all Group 'A & B' officers. The further guidelines to be followed in this regard are given in the Annexure II to this order.

4. The Government also direct that if the officer on whom the Confidential Report is written is not satisfied with the grading awarded to him or for any adverse remarks made against him by the reporting officer, may within a period of three months represent to the appropriate authority against the grading awarded / adverse remarks made and the decision taken thereon shall be communicated to the officer on whom it was written.

5. All the Secretaries to Government, Head of Departments and other subordinate officers are requested to ensure that Confidential Reports for all Group 'A' & 'B' officers under their administrative control are written promptly as per the instructions

issued above and in accordance with the other instructions issued in Government Order first read above. The maintenance of the upto date personal files are also to be ensured promptly by them.

**(BY ORDER OF THE GOVERNOR)**

**M. KUTRALINGAM,  
PRINCIPAL SECRETARY TO GOVERNMENT.**

To

All Secretaries to Government, Chennai 9.

All Department of Secretariat, Chennai 9.

All Head of Departments/District Collectors/District Judges

The Secretary, Tamil Nadu Public Service Commission, Chennai 6. (10 copies)

The Registrar, High Court, Chennai 102.

Copy to

All Officers / Sections in Personnel and Administrative Reforms Department, Chennai 9.

Stock File/Spare Copy

//Forwarded by order//

*S. R. Mani Ravi*  
**SECTION OFFICER.**

*03/10/11*

**ANNEXURE I**

**( FORMAT OF ANNUAL CONFIDENTIAL REPORT ON**

**GROUP A & B OFFICERS FOR THE PERIOD FROM.....TO.....**

1. a) Name of the officer reported upon :
- b) Designation :
2. Date of appointment to the present post :
3. Length of service under the reporting officer (from .....to.....) :
4. Details of leave, trainings attended during the period under report. (i) Leave:-  
(ii) Training:-
- 5.a) Whether the above officer filed the property return as per Tamil Nadu Government Servants' Conduct Rules, 1973. :
- b) Whether self assessment report furnished by the officer :
6. Physical capacity :

7.	<b>Assessment of "Work Output":</b> (weightage to this section would be 40%)	Reporting Officer (Refer guidelines 4.1 to 4.11 in Annexure II)	Reviewing Officer (Refer guidelines 5.1 & 5.2)	Initial of reviewing authority
	(i) Accomplishment of planned work /subjects allotted.			
	(ii) Quality of output			
	(iii) Analytical ability			
	(iv) Accomplishment of exceptional work / unforeseen tasks performed			
	Overall Grading on "Work Output" (Average value of (i) to (iv))			
8.	<b>Assessment of "Personal Attributes":</b> (weightage to this section would be 30%)	Reporting Officer (Refer guidelines 4.1 to 4.11)	Reviewing Officer (Refer guidelines 5.1 & 5.2)	Initial of reviewing authority
	(i) Attitude to work			
	(ii) Sense of responsibility			
	(iii) Maintenance of Discipline			
	(iv) Communication skills			
	(v) Leadership qualities			
	(vi) Capacity to work in team spirit			

	(vii) Capacity to work in time limit	:			
	(viii) Inter-personal relations	:			
	Overall grading on "Personal Attribute" (Average value of (i) to (viii))	:			
9.	<b><u>Assessment of "Functional Competency":</u></b> (weightage to this section would be 30%)	:	Reporting Officer (Refer guidelines 4.1 to 4.11)	Reviewing Officer (Refer guidelines 8.1 & 8.2)	Initial of reviewing authority
	(i) Knowledge of Rules / Regulations / Procedures in the area of function and ability to apply them correctly.	:			
	(ii) Strategic planning ability	:			
	(iii) Decision making ability	:			
	(iv) Coordination ability	:			
	(v) Ability to motivate and develop subordinates	:			
	Overall grading on "Functional Competency" (Average value of (i) to (v))	:			

10. Integrity :  
(Please comment on the integrity of the officer)

11. Pen picture by reporting Authority :  
(Please comment on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections)

12 Overall grading :  
(Average value of Columns 7,8 & 9)

Signature of the Reporting Authority :

Name in Block Letters :

Designation :

Date :

## REMARKS OF REVIEWING AUTHORITY

1. Length of service under the Reviewing Authority :
2. State clearly whether the Reviewing Authority fully agrees with the remarks of the Reporting Authority. If any modification is made by him on the remarks of the Reporting Authority, the reasons for such modification shall be indicated.
3. Comments if any, on the pen picture written by the Reporting Authority.

Signature of the Reviewing Authority :

Name in Block Letters :

Designation :

Date :

**REMARKS OF ACCEPTING AUTHORITY**

1. Length of service under the Accepting Authority :
2. State clearly whether the Accepting Authority fully agrees with the remarks of the Reporting /Reviewing Authority. If any modification is made by him on the remarks of the Reporting Authority, the reasons for such modification shall be indicated.

Signature of the Accepting Authority :

Name in Block Letters :

Designation :

Date :

**Acknowledgement by the officer concerned for having seen the report for the period from.....to.....**

I have perused the report in full. I am satisfied with the report / propose to make representation against the grading awarded/adverse remarks. (strike off the sentence which is not relevant)

Signature:

Name in Block Letters :

Designation :

Date :

//TRUE COPY//

*[Handwritten Signature]*  
SECTION OFFICER  
*[Handwritten Date]* 03/10/11

## Annexure II

### Guidelines for filling up the format of Annual Confidential Reports:-

#### **1. General Introduction:**

1.1 The Annual Confidential Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority, Reviewing Authority and the Accepting Authority should therefore, undertake the duty of filling up the form with a high sense of responsibility.

1.2 This report should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process but a developmental tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

1.3 The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

1.4 Although the actual documentation of performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, career planning, rather than a mere judgmental exercise, the Reporting Authority and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

#### **2. Points to be noted by the establishment section:**

2.1 The administrative / establishment section of the department concerned should initiate the process of writing Annual Confidential Reports and fill up the columns 1 of 5(a) of the Annual Confidential Reports including the period of the Report to be written.

#### **3. Points to be noted by the officer reported upon:**

3.1 The officer reported upon is required to give brief description of his/her duties and responsibilities, which would normally not exceed about 100 words and a self assessment report to the Reporting Authorities within a period of 30 days after completion of the reporting period and based on the self assessment report, the reporting officer, shall write his report within a period of next 30 days and submit it to the Reviewing Authority. In any case, the reporting authority should not wait for self assessment report from the officer concerned beyond 30 days. Ideally, this should be in bullet form.

3.2 The Self Assessment Report should reflect his/her performance during the years and indicate one or more item which he/she thought was a significant contributions made by him/her during the year. The submission of property return also certified in the Self Assessment Report.

#### **4. Points to be noted by Reporting Authority:**

4.1. The Reporting Authority, on receipt of the format duly filled in upto Col.5(a) of the Annual Confidential Report, has to record his comments from col.5(b) to 12 of the ACR and to affix his signature thereunder.

4.2. Numerical grading are to be awarded by reporting and reviewing authorities for the quality of work output, personal attributes and functional competence of the officer reported upon. These should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest. The overall grade on a score of 1-10 will be based on 40% weightage on assessment of work output, and 30% for assessment of personal attributes and 30% for functional competency. The overall grading will be based on addition of the average value of each group of indicators in proportion to weightage assigned.

4.3. It is expected that any grading of 1 or 2 (against work output or attributes or competency of overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.

4.4. Annual Confidential Reports graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.

4.5. Annual Confidential Reports graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.

4.6. Annual Confidential Reports graded between 4 and short of 6 will be rated as 'good' and given a score of 5.

4.7. Annual Confidential Reports graded below 4 will be given a score of zero.

4.8. While doing so, the reporting authority should take into account the costs incurred (whether the officer reported upon has been cost conscious) the time taken and whether the laid down rules/procedures have been adhered to in accomplishing the tasks.

4.9. The reporting authority to comment on the integrity of the officer reported upon. In recording remarks with regard to integrity, he/she need not limit him/herself only to matters relating to financial integrity but could also take into account the moral and intellectual integrity of the officer reported upon.

4.10. The reporting authority is also required to record a descriptive pen-picture on the overall qualities of the officer reported upon and his/her performance including his attitude towards weaker sections. This need not exceed about 100



words and should try to cover overall qualities of the officer including areas of strengths and lesser strengths. The pen-picture is also meant to be a qualitative supplement to the quantitative assessments made in earlier part of this section.

4.11. Finally, the reporting authority is required to record an overall grade. This should also be done on a scale of 1-10, based on the average value of overall gradings on work output, personal attribute and functional competence with 1 referring to the lowest grade and 10 to the highest.

**5. Points to be noted by Reviewing Authority:**

5.1 The reviewing authority is required to indicate if he/she agrees with the assessments made by the reporting officer. In case of disagreement, he/she may record his/her own assessment against the work output or any of the attributes in the column specifically provided for the purpose. In case of agreement, he/she need not fill in the column meant for him/her in the attributes/work output tables.

5.2 The reviewing authority is required to record a pen-picture, not exceeding about 100 words, on the overall qualities of the officer reported upon including areas of strengths and lesser strengths and his/her performance including his attitude towards weaker sections. Finally, he/she is required to record on overall grading in the scale of 1-10, if he differs from the grading of reporting authority by making a circle on the overall grading of the reporting authority and affix his signature therefore.

**6. Points to be noted by accepting authority:**

6.1. The accepting authority is required to indicate if he/she agrees with the assessments made by the reporting authority/reviewing authorities. In case of difference of opinion, he/she is required to give details and reasons for the same in the column specifically provided for the purpose in the format.

7. There should be more openness in the system of appraisal. The Annual Confidential Reports, including the overall grade and integrity, should be communicated to the officer reported upon immediately after it has been finalized by the accepting authority.

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*[Handwritten Signature]*  
SECTION OFFICER

*[Handwritten Date]*  
02/10/11