

## PROFORMA – B

### CONFIDENTIAL REPORT FOR OFFICERS OF CENTRAL HEALTH SERVICE

Report for the year/period.....

**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 Services : \_\_\_\_\_
5. Name of Sub-Cadre : **(i) NON TEACHING**  
**Speciality** \_\_\_\_\_  
**(ii) GDMO**  
**(Regular / Regularised)**
6. Date of continuous appointment to present grade : Date \_\_\_\_\_ Grade \_\_\_\_\_
7. Scale of Pay : \_\_\_\_\_
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 : \_\_\_\_\_

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Name of Officer \_\_\_\_\_ Period ending \_\_\_\_\_  
Designation \_\_\_\_\_

**Part-II (Self Appraisal)**

*(To be filled by the officer reported upon)*

**1. Brief description of duties :**

**2. Resume of work done during the period under report :**

*(Please indicate clinical/research/training /administrative work bringing out special achievements with particular reference to targets. If any, Please be brief)*

Contd...

: 3 :

Name of Officer \_\_\_\_\_ Period ending \_\_\_\_\_  
Designation \_\_\_\_\_

**3. Academic and Professional achievement** during the year including degree/diploma/certificate/award/commendations obtained and seminar conference/workshops attended during the course of the reporting year.

**4. Shortfall if any in achievements** may also be indicated specifying constraints:

**5. (A) Clinical (patient care)/Laboratory Work**

- (i) O.P.D. (No. of OPD days and average OPD attendance).
- (ii) Indoor (No. of bed being looked after and average bed occupancy)
- (iii) O.T. (No. of OT days and average number of Surgery performed/assisted)
- (iv) No. of domiciliary visit
- (v) Laboratory work
- (vi) Other (including special clinics)

Contd....

: 4 :

Name of Officer \_\_\_\_\_ Period ending \_\_\_\_\_  
Designation \_\_\_\_\_

**(B) Administrative Work**  
*(Pease mention briefly involvement in administrative work)*

**Station:**  
**Date**

**Signature of the officer Reported upon**  
**Designation:**

Contd...

: 5 :

Name of Officer \_\_\_\_\_ Period ending \_\_\_\_\_  
Designation \_\_\_\_\_

### **PART-III**

#### **(To be filled in by the Reporting Officer)**

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

#### **A. NATURE AND QUALITY OF WORK**

1. Please comments on Part II as filled out the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.

2. **Quality of output-**

*Please comments on the officer's quality of performance having regard to standard of work and programme objectives, and constraints, if any.*

3. **Knowledge of sphere of work-**

*Please comment specifically on each of this level of knowledge of functions, related instructions and their application.*

#### **B. ATTRIBUTES**

1. **Attitude to Work -**

*Please comment on the extent to which the officer is dedicated and motivated and on his/her willingness and initiative to learn and systematize his/her work.*

Contd...

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Name of Officer \_\_\_\_\_ Period ending \_\_\_\_\_  
Designation \_\_\_\_\_

**2. Decision-making ability -**

*Please comment on the quality of decision-making and on ability to weigh pros and cons of alternatives.*

**3. Initiative -**

*Please comment on the capacity and resourcefulness of the officer in handling unforeseen situations on his/her own and willingness to take additional responsibility and new areas of work.*

**4. Ability to inspire and motive -**

*Please comment on the capacity of the officer to motivate, to obtain willing support by own conduct and capacity to inspire confidence.*

**5. Communication skill (written and oral) -**

*Please comments on the ability of the officer to communicate and on his/her ability to present arguments.*

Contd...

: 7 :

Name of Officer \_\_\_\_\_ Period ending \_\_\_\_\_  
Designation \_\_\_\_\_

**6. Inter-personal relations and teamwork -**

*Please comment on the quality of relationship with superior, colleagues and subordinates, and on the ability to appreciate others point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimize the out put of the team.*

**7. Relations with the public-**

*Please comment on the officer's accessibility to the public and responsiveness to their needs.*

**8. Attitude towards Scheduled Caste/Scheduled Tribes/Weaker Sections of Society**

*Please comment on his/her understanding of the problems of Scheduled Castes and Scheduled Tribe/Weaker Sections and willingness to deal with them.*

Contd....

Name of Officer \_\_\_\_\_ Period ending \_\_\_\_\_  
Designation \_\_\_\_\_

**C. ADDITIONAL ATTRIBUTES**

*(For officers of 12 years of service and above only)*

**1. Planning ability –**

*Please comment whether the officer anticipates problems, work needs, and plans accordingly and it able to provide for contingencies.*

**2. Supervisory ability –**

*Please comment on the officer's ability relating to:*

(i) Proper assignment of tasks;

(ii) Identification of proper personnel for performing the tasks;

(iii) Guidance in the performance of tasks; and

(iv) Review of performance

**3. Coordination ability –**

*Please comment on the extent to which the officer is able to achieve coordination in formulation and implementation of tasks and programmes by different functionaries involved.*

Contd....



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Name of Officer \_\_\_\_\_ Period ending \_\_\_\_\_  
Designation \_\_\_\_\_

**4. Aptitude and Potential -**

*Please indicate three fields of work from amongst the following for possible specialization and career development of the officer. Please mark 1,2,3 in three appropriate boxes.*

1. Personnel Administration
  
2. Financial Administration
  
3. Social Services and Educational Administration
  
4. Planning
  
5. Any other field (Please specify)

**5. Training -**

*Please give five recommendations for training with a view to further improving the effectiveness and capabilities of the officer. (While specifying the areas of training, it is not necessary to confine to the fields referred to in column 4.)*

**D. GENERAL**

1. State of health-
  
2. **Integrity -**  
(Please see Note below the instructions)

Contd....

: 10:

Name of Officer \_\_\_\_\_ Period ending \_\_\_\_\_  
Designation \_\_\_\_\_

**3. General assessment -**

*Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any not covered by the entries above.*

**4. Grading**

<b>Outstanding</b>	<b>Very Good</b>	<b>Good</b>	<b>Average</b>
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*(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out).*

**Station:**  
**Date**

**Signature of Reporting Officer**  
**Name:.....**  
**(In Block Letter)**  
**Designation:**  
**Scale of Pay**  
**STAMP**

Contd....

: 11:

Name of Officer \_\_\_\_\_ Period ending \_\_\_\_\_  
Designation \_\_\_\_\_

**PART-IV**

**REPORT BY REVIEWING OFFICER**

1. Length of service of officer reported 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 any, are to be expunged or modified.
  
3. General remarks by Reviewing Officer including a note of any particular achievement.
  
4. Grading

<b>Outstanding</b>	<b>Very Good</b>	<b>Good</b>	<b>Average</b>
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*(Note : Please indicate the reasons for variance with the grading of the Reporting Officer)*

**Station:**  
**Date**

**Signature of Reviewing Officer**  
**Name:.....**  
**(In Block Letter)**  
**Designation:**  
**Scale of Pay**  
**STAMP**

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## **NOTE FOR GUIDANCE OF REPORTING OFFICER/REVIEWING OFFICER**

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 carefully and critically made. Reporting officer should not discuss his assessment with anyone else except the Reviewing officer, if he requires 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 not be applicable. Do not attempt to guess any equality, which you have not been able to judge at first hand. In such cases make no marking 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 requires the appraisal of any officer in terms of his actual performance.
6. If any Department/Office 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 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 suspicious, 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 judgement or that he has heard nothing against the officer, as the case may be.

**Contd...**

- 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.
10. It has come to notice that Reporting/Reviewing officers have been recording Adverse Remarks without substantiating with relevant documents/proofs. Reporting/Reviewing officer(s) will ensure to substantiate their Adverse Remarks with necessary documentary proofs, while recording Adverse Remarks.

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