

IMMEDIATE

**Office of the Engineer-in-Chief (Admn.wing),
Irrigation & CAD Department, Hyderabad.**

Circular Memo.No.Rc/ENC/L1/Annual/2941-2/2013, Dated: 21 .03.2013.

Sub: Establishment – I & CAD department – Submission of Annual Confidential Reports of all the CEs/SEs/EEs/DEEs/AEEs/AEs and NTPAs for the year 2012-13 – Instructions issued – Regarding.

Ref: 1. G.O.Ms.No.87, GAD Services Department, Dated 24.03.2003.
2. G.O.Ms.No.588, GA (Ser.C) Department, Dated 12.10.2013.
3. This Office Circular Memo.No.Rc/ENC/L1/2941-1/2013, Dt.6.2.2013.

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Immediate attention of all the Superintending Engineers / Deputy Chief Engineers is invited to the reference cited. The Annual Confidential Reports of all the Engineers from the category of Assistant Engineer to Chief Engineer for the year 2012-13 (1.4.2012 to 31.3.2013) have to be submitted by 30th April of every year as per the proforma A part-I and Part-II. In the reference 3rd cited, detailed guidelines were issued regarding submission of Annual Confidential Reports and the procedure of maintaining the Annual Confidential Reports.

Writing of annual confidential reports of all the engineers has been taken up as special drive and it should be completed as per the time frame fixed above. They are also requested to submit the list of defaulters by 1st of May to enable this office to take further necessary action.

This may be treated as urgent and any slackness or delay will be viewed seriously. It is further informed that while writing the Confidential Reports all the columns should be filled up with apt words displayed in the web site. In case of 'outstanding' confidential reports, specific reasoning for recommending should be recorded.

These Confidential Reports will play very important role for considering the transfers and also promotions of the individuals as per their stands in the Confidential Reports.

Sd/ L.Narayan Reddy,21-03-2013

Engineer-in-Chief (A.W.)

To
All the Deputy Chief Engineers concerned
All the Superintending Engineers concerned
Copy to file.

Mp Rathy 23/3/2013
for Engineer-in-Chief(AW)
B

ANNEXURE

FORM-A

PART-I

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. A brief summary of duties and responsibilities (not more than 50 words).

2. Please specify important items of work in order of priority where in quantitative / physical / financial targets / objectives / goals were set for you or set by yourself for the reporting year and achievements made.

Item of Work.	Physical or financial target / Objective/ goal	Achievements
1.		
2.		
3.		
4.		
5.		

3. (a) In case of a short fall of expected quality/quantity of performance please state the reasons.

(b) Please indicate your contribution in case of significantly higher achievement of the target / goal / objective.

4. Date of submission of Annual Property Returns:

SIGNATURE.

FORM – A
P A R T - II

ANNUAL CONFIDENTIAL REPORT OF GAETTED OFFICERS FOR THE YEAR

- 1.a) Name of the Officer :
- b) Designation :

- c) Date of Birth :
2. Appointment held during the year (with date) and pay and scale of pay :

3. General qualifications and aptitude for post held including any special of Technical and professional attainments :

- 4.a) Acceptance or otherwise of the self appraisal report of the Gazetted officer indicated in part-I, and if not agreed to , the reasons therefore. :

- b) Manner in which the officer discharged his duties during the year i.e., satisfactory or otherwise (specific instances of unsatisfactory work if adversely commenced on to be cited with number and date of orders passed. :

5. Does the officer exhibit :
- a) Patience :
- b) Tact :
- c) Courtesy :
- d) Impartiality in his relations with the public and subordinate or superior staff with whom he comes in contact. :
6. In this officer :
- i) of good character :
- ii) of sound constitution :
7. Is the officer :
- i) Physically energetic :
- ii) Mentally alert :
8. How the officer :
- i) Initiative and drive :
- ii) Powers of control :
- iii) Powers of application :
9. Has the officer any special characteristics & / or any outstanding merits or a abilities which would justify his achievement and special selection of higher appointments in the services. :

10. Is he confirmed in the post if not, what is his substantive post :
- a) Date of submission of Annual Property Return statement :

- 11. Punishments, censures or special commendations in the period under report :
- 12.a) Date of communication adverse remarks since last report. :
- b) Orders on the representation if any arising from (a) above. :
- 13. General remarks: (comment generally on the way the officer has carries out his duties estimate of his personality etc) :
- 14. Grading :
- i) Outstanding :
- ii) Very Good :
- iii) Good :
- iv) Satisfactory :
- v) Poor (clearly indicate the reasons for grading of the officers) :
- 15. Reporting officer :

Date:

(SIGNATURE)
Name and Designation
(in block letters)

- 16. Remarks of the countersigning officer :

Date:

(SIGNATURE)
Name and Designation
(in block letters)

- 17. Opinion of the Head of the department (when not reporting officer) on conduct and efficiency of officer reported on . :

Date:

(SIGNATURE)
Name and Designation
(in block letters)

APT WORKDS TO BE USED FOR WRITING CONFIDENTIAL REPORT

GAZETTED OFFICERS:

- a) Patience :- Calm and collected, Impatient, Easily perturbed or ruffled, imperturbable, composed, self-controlled
Restrained, Excited, Panicky.
- b) Tack :- Very tactful, Tactless, Resourceful, Diplomatic,
Skillful, Clever, Understand, Inexperienced.
- c) Courtesy :- Very courteous, polite, Indifferent, wanting in manners.
- d) Impartially in his relations with the public and Subordinate or superior staff with whom he Come in contact. :- Unbiased. Straight Forward, Highly impartial
- e) Character and integrity :- Good Character, Exemplary character, Sterling Character, High integrity, Unsatisfactory character.
Poor integrity wanting in Integrity, Unreliable.
- f) Sound Constitution :- Hale and healthy, sickly Robust in Constitution.
- g) Physically energetic :- Very energetic, Dynamic, indefatigable, tough, soft, feeble
- h) Mentally alert :- Very quick on the uptake, Receptive, Impressionable, slow on the uptake, obtuse, They are for knowledge, inquisitive, Interested, indifferent disinterested, Readily decisive, Fairly, quick and certain, sure, Distant, Indecisive or Vacillating, Rational Relevant, Logical Inconsistent, Incongruous, penetrating Discriminating, Clear Headed vague, Muddled , Precocious Advanced, Normal, Retards and Backward.
- i) Initiative and Drive :- Initiative: Original, Enterprising, Persistent, Casual, Apathetic, Harebrained, Fantastic.
Drive: Live wire, Forceful, Pushing, Forceless and Inert,
- j) Power of Control :- Inspiring, Assertive, convincing, Mild, Submersible, Overbearing, Ingratiating, Dully, Through, Haphazard, Confused, Resulting in Chaos, Fussy.
- k) Powers of Application :- Diligent, Industrious, Toiler, Stack, Indolent, Interprets rule correctly and applies them aptly, has poor powers of application.

General Remarks:-

Note :- Comment on the personality can be on

(A) His intellect, (b) Social aspects (c) Dynamic factors (d) Leadership or (e) Emotional development commensurate with his age.

- a) His intellectual development can be. Penetrating, Discriminating, clearheaded, vague, muddled.
- b) His Social aspects can be human, considerate, sympathetic, indifferent, Inconsiderate, Ruthless, soft.
- c) Dynamic factors can be vivacious, spirited, cheerful, Dull, eloquent, Fluent, Strained and Incoherent.
- d) His leadership could be inspiring, assertive, mild, submissive, courageous, dauntless, Extra cautious, timid, reckless, cowardly.
- e) His emotional development with reference to his age may be precocious, Advanced, normal, retarded, backward.

II STAFF

- a. Personality : Tall and impressive, lean and unimpressive, athletic, strong and healthy.
- b. Conduct & Character : Has very good conduct and character, Character and Conduct not satisfactory, Conduct and character far from satisfactory, Exemplary, Unimpeachable.
- c. Powers of taking responsibility : Inveterate, constant, responsible, complaining irresponsible.
- d. Initiative : Original, Enterprising, Persistent, casual, apathetic, Harebrained, Fantastic.
- e. Judgement : Rational, Relevant, Logical, Inconsistent, Incongruous, Penetrating, Discriminating, clear heard, vague, muddled, Humane, considerate, sympathetic, Indifferent, considerate, Ruthless, Soft.
- f. Accuracy : Very accurate, incorrect, precise and clear Hazy.
- g. Tact and Temper : Tact: Very tactful, tactless, resourceful, diplomatic, skilful, clever, understanding, inexperienced.
Temper: Genial, amiable, Friendly, Retiring, Reclusive,

- Anti Social, Imperturbable. Composed self-controlled, restrained, excited, panicky.
- h. Powers of supervising staff : Inspiring, assertive, convincing, mild, submissive, overbearing, ingratiating, Bully, Through, Precise, systematic, Haphased confused, resulting in chose Fuse.
- i. Zeal and Industry : Very enthusiastic and industries. Moody, not every industries requires goading Goes out of his way to help Volunteering.
- Zeal:** Willing, participating. Allofish, Uncooperative. Obstructive Quarrel some. Daring Venturous. Risking, Languid, Insipid, Rash
- Industry:-** Industrious, Diligent, Toiler, Slack, indolent, Indefatigable, Though, adequate, soft, Feeble.
- j. Heal the : Sound, perfect, healthy, sickly
- k. Capacity to note & Draft : Has excellent powers of noting and drafting, very poor capacity to note and draft, comprehensive lucid, exhaustive, convincing, laborious.