**ANNUAL CONFIDENTIAL REPORT**

**FOR**

**GAZETTED OFFICER**

(Except AIS & State Civil Services)

Name of the Officer :- ................................................

Designation :- ................................................

Report for the year/period ending :- ................................................

**\***Date of receipt by the Reporting Authority :- ................................................

**\***Date of receipt by the Reviewing Authority :- ................................................

**\***Date of receipt by the Accepting Authority :- ................................................

**\***Date of receipt by the Custodian of ACR :- ................................................

 The Officer reported on, should complete self-appraisal and send the ACR form to the Reporting Authority within one month of the last date of the period for which the ACR is to be written. The Reporting Authority must give his assessment of the officer reported upon within two months from the last date of the period for which the ACR is to be written. Reviewing Authority is expected to give remarks within next one month and the process should be completed within another one month with the recording of remarks by the Accepting Authority. In case of any delay, specific reasons for the same must be recorded on the ACR.

**\***To be filled in by the concerned authorities.

**1**

**Part-IA**

**PERSONAL DATA**

(To be filled in by the concerned Department/Officer under the Government of Tripura)

1. Name of the Officer :-
2. Date of Birth :-
3. Name of the Department/Organisation :-
4. Details of present posting :-
5. Post held during the period of :- Post Date

report and the date of appointment

1. Scale or grade of pay and the date :- Scale/Grade Date

of appointment

1. Period of absence (except on CL) – Date and details to be given (including details of training attended) :

**1.**

**2.**

**3.**

**4.**

**2**

**Part-IB**

**OFFICER’S OWN SUMMARY APPRAISAL OF HIS PERFORMANCE**

(*Please read the instructions carefully before filling the form*)

1. Please specify whether you are submitting this report within the prescribed period, if not reasons therefor.
2. Year of immovable property returns last submitted and the date :
3. Brief description of duties :
4. Please indicate (5 items, priority wise) targets for yourself or which were set for you and your achievement against each target :

(Please summarize your performance in relation to the targets set for you or by yourself. Highlight the major achievements/shortfalls and the reasons therefore (only within the space provided above). The Reporting officer shall remove any extra sheet(s) attached and mention the same in his/her report.)

*Signature of the Officer*

*Name*

*Designation*

**3**

**Part-II**

**REMARKS BY THE REPORTING AUTHORITY**

(*Please read the instructions carefully before filling the form*)

1. Length of service under the Reporting Authority during the period of
 report.
2. Please specify whether the Reporting Authority has submitted his/her
 report within the prescribed period, if not, reasons therefor.
3. State of health of the officer.

1. Comments on self-assessment of the officer (Pease give details/aspects of
 performance with which you disagree or would like to elaborate)
2. Performance Assessment
	1. Achievements against main duties, specific objectives :

 (Please give your Assessment of how effectively the officer has discharged
 his duties and responsibilities)

* 1. Inter-personal Relationship:
	2. Communication Skills (Oral and Written)
	3. Touring and Inspections (wherever necessary) :
	4. General assessment of the Officer :

**4**

(With special reference to leadership qualities, management qualities, initiative and planning ability, decision making ability, appraising ability and team work, relation with the public) :

1. Attitude of the officer towards SC/ST and other weaker sections :
2. Integrity :

 (Please see instructions attached)

1. Overall Grading :

Outstanding

Very Good

Good

Average

Below Average

Unfit

(Overall grading should be based on the foregoing entries. An officer should not be graded outstanding, unless exceptional qualities and performance have been noticed. Grounds for awarding such a grading should be clearly brought out).

Signature of the Reporting Authority

Name

 Designation

**5**

**Part-III**

**REMARKS OF REVIEWING AUTHORITY**

1. It may be specified if the Reviewing Authority has submitted his/her

 report within the prescribed period, if not reasons therefor :

1. Is the Reviewing Authority satisfied that the Reporting Authority has

 made his/her report with due care and caution ?

1. Does the Reviewing Authority agree with the report of the Reporting Authority? Comment should be offered on various aspects of performance of the officer. Reasons should be recorded, when the Reviewing Authority differs with the overall Grading given by the Reporting Authority

*Signature of the Reviewing Authority*

*Name*

*Designation*

**6**

**Part-IV**

**REMARKS OF ACCEPTING AUTHORITY**

*(The Accepting authority may record reasons in the event of difference with the Grading given by the Reviewing Authority)*

*Signature of the Accepting Authority*

*Name*

*Designation*

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