The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Officer and the Reviewing Officer should, therefore, undertake the duty of filling out the form with a high sense of responsibility.

Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realise that the objective is to develop an officer so that he/she realises his/her true potential. It is not meant to be a fault-finding process but a developmental one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

The items 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.

If the Reviewing Officer is satisfied that the Reporting Officer had made the report without due care and attention, he/she shall record a remark to that effect in item 2 of part IV. The Government shall enter the remarks in the Confidential Roll of the Reporting Officer.

Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention.
of the officer recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like 'outstanding', 'Very Good', 'Good', 'Average', 'Below Average' while giving your comments against any of the attributes.

6. The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers with respect to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new charge. The tasks/targets set should clearly be known and understood by both the officers concerned.

7. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development; the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice, etc.

8. Assessment should be confined to the appraisee's performance during the period of report only.

9. The item 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/she comes in contact with member of the public.
NOTE

The following procedure should be followed in filling up the item relating to integrity:

(i) If the officer’s integrity is beyond doubt, it may be so stated.

(ii) If there is any doubt of suspicion, the item 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 has 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.

(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.

(Ministry of Home Affairs O.M. No. 51/4/84-Estt. (a), dated 21-6-1965)