

GOVERNMENT OF ANDHRA PRADESH
GENERAL ADMINISTRATION (SER.C) DEPARTMENT

Circular Memo.No.10789/Ser.C/A2/2012-1

Dated 9-4-2012.

Sub: Public Services – Personal Files – Annual Confidential Report of
Gazetted Officers/Non-Gazetted Officers – Modified format – Orders –
Issued –Instructions reiterated - Regarding.

- Ref: 1. G.O.Ms.No.144, General Admn. (Ser.C) Dept., dated 25-4-1998.
2. G.O.Ms.No.145,General Admn. (Ser.C) Dept., dated 25-4-1998.
3. G.O.Ms.No.87,General Admn. (Ser.C) Dept., dated 24-3-2003.
4. G.O.Ms.No.580, General Admn. (Ser.C) Dept., dt.12-10-2011.
5. Memo.No.428/Ser.C/A2/2011-2, General Admn. (Ser.C) Dept.,
Dated 12-10-2011.

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In the G.Os 1st and 2nd read above, orders were issued modifying the format of Annual Confidential Reports of Gazetted Officers/Non Gazetted Officers. In the G.O. 3rd cited, orders were issued duly adding a column to the existing modified Annual Confidential Reports to intimate “Date of submission of Annual Property Returns Statement pertaining to the year _____” in Part-II of Form-A as Item-10(a) in Gazetted Officers format and as Item-15(a) in Non-Gazetted Officers format; and in the Govt.Memo.5th cited, all the Departments of Secretariat, Heads of Departments and District Collectors were requested to follow the format of Annual Confidential Reports as modified in G.O. 3rd cited and bring it to the notice of all the concerned for strict implementation.

2. In the G.O. 4th cited, orders were issued adding the words “Date of submission of Annual Property Returns and Signature of the individual” in Part-I of Form-A as Sl.No.4 to the existing modified Annual Confidential Reports for both Gazetted and Non-Gazetted Officers; and directed all the Departments of Secretariat, Heads of Departments and District Collectors to bring this format to the notice of all concerned to follow scrupulously.

3. In spite of the above specific instructions, it has come to the notice of the Government that some of the Departments are still using old formats of Annual Confidential Reports for both the Gazetted and Non-Gazetted Officers.

4. Therefore, all the Departments of Secretariat, Heads of Departments and District Collectors are once again requested to strictly follow the format of Annual Confidential Reports modified in G.Os 1st to 4th cited and bring it to the notice of all the concerned for strict implementation of the above instructions. (Format of Part-I of Form-A and Part-II of Form-A in respect of Gazetted and Non-Gazetted Officers are enclosed for ready reference).

B. VENKATESWARA RAO,
SECRETARY TO GOVERNMENT. (SERVICES & HRM)

To
All Departments of Secretariat. (w.e)
All Heads of Departments. (w.e)
All District Collectors. (w.e)
The Director General, Anti- Corruption Bureau, Hyderabad.(w.e)
The Secretary to Vigilance Commissioner,
A.P. Vigilance Commission, Hyderabad.(w.e)
All Service Sections in Genl. Admn. Dept.(w.e)
The General Administration Dept. (Spl.C) Dept. (w.e)
Copy to:
P.S. to Special Chief Secretary to Govt., C.M's Office. (w.e)
P.S. to Secy. (Ser).(w.e)
A.S.O.I of Gen. Admn. (Ser.C) Dept.
SF/Sc.

//forwarded :: by order//

SECTION OFFICER.

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.

F O R M - A

Part- II

Annual Confidential Report on Gazetted Officers for the year _____

1. Name of the Officer 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 or 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 therefor.

(b) Manner in which the Officer discharged his duties during the year i.e., if satisfactory or otherwise (specific instances of unsatisfactory work if adversely commended 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. Is the 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 and/ or any outstanding merits or abilities which would justify his advancement and special selection for higher appointments in the service.

Contd.,

10. Is he confirmed in this post if not, what is his substantive post?

10 (a) Date of submission of Annual Property Returns Statement pertaining to the year _____

11. Punishments, censures or special commendations in the period under report.

12. (a) Date of communication of 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 carried 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 letter)

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)
Head of the
Department.

F O R M - A

Part - II

ANNUAL CONFIDENTIAL REPORT ON NON-GAZETTED OFFICERS POSTS WHICH
ARE FEEDER CATEGORIES TO INITIAL GAZETTED POSTS IN STATE SERVICES
FOR THE YEAR _____

Name: _____ Branch _____

Post held:

Date of (a) Birth:

(b) Entry into Government
Service

Present Grade and Pay

1. Knowledge of:
 - (a) Branch or Section:
 - (b) Department
2. Acceptance or otherwise of the self appraisal report of the Non-Gazetted Officer indicated in Part-I and if not agreed to the reasons therefor.
3. Personality, conduct and Character:
4. Power of taking responsibility:
5. Initiative:
6. (a) Judgement (b) Accuracy:
7. Tact and temper:
8. Power of supervising Staff:
9. Zeal and Industry:
10. Health
11. Attendance
12. Capacity to note and draft:
13. Punishments, censures or Special commendations during the period under report:
14. Date of communication of adverse remarks, if any, to the officer since last report:

Contd.,

15. Indebtedness (indebted, the extent of personal responsibility of incurring the debts):
- 15 (a) Date of submission of Annual Property Returns Statement pertaining to the year_____
16. Is he confirmed in this post? If not, what is his substantive post?
17. General Remarks (including a Statement on discipline, integrity, reliability and any other special qualifications not included above):
18. Grading:
(i) Outstanding
(ii) Very good
(iii) Good
(iv) Satisfactory
(v) Poor
(Clearly indicate the reasons for grading of the Officers)

19. Reporting Officer:
Date:

Signature
Name and Designation
(In Block letters)

20. Remarks of the Countersigning Officer:
Date

Signature
Name and Designation

21. Opinion of the Head of the Department on the conduct and efficiency of the Officer reported on.
Date

Signature
Name ((in block letters)
Head of the Department