

**FORMAT OF ANNUAL CONFIDENTIAL REPORT FOR ALL  
SUBJECT MATTER SPECIALIST (SMS) UNDER KVK, MIZORAM**

**FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_**

**SECTION I-BASIC INFORMATION**

- 1) Name of the officer reported upon : \_\_\_\_\_
- 2) Date of birth : \_\_\_\_\_
- 3) Date of entry in the KVK service : \_\_\_\_\_
- 4) Present Designation : \_\_\_\_\_
- 5) Date of Promotion to Present Grade : \_\_\_\_\_
- 6) Present Pay : \_\_\_\_\_
- 7) Station in which working : \_\_\_\_\_
- 8) Reporting, Reviewing and Accepting Authorities:

	Name & Designation	Period worked
Reporting Authority		
Reviewing Authority		
Accepting Authority		

- 9) Period of absence on leave, etc.:

	Period	Type	Remarks
On leave (Specify type)			
Others (Specify)			

10. Academic qualification acquired during the year reported upon (in case no academic qualification has been required, the highest degree along with specialization need to be given):

<b>Degree</b>	<b>Year</b>	<b>Subject(s)</b>	<b>Institution</b>

11. Training Programme attended

<b>Date from</b>	<b>Date to</b>	<b>Institution</b>	<b>Subject</b>

12. Awards / Honours

13. Details of Performance Appraisal Reports of Officers not written by the Officer as reporting/reviewing authority for the previous year.

Date : \_\_\_\_\_

Signature \_\_\_\_\_

**Section - II - Self Appraisal**

**1. Brief description of duties :**

(Objectives of the position you hold and the tasks you are required to perform, in about 100 words)

**2. Annual work plan and achievement :**

<b>Tasks to be performed</b>	<b>Deliverable 1(1)</b>	<b>Actual Achievement 2(2)</b>

1(1) Deliverables refer to quantitative or financial targets or verbal description of expected output

2(2) Actual achievement refers to achievement against the specified deliverables in respect of each task. No explanations for divergences are to be given in this table.

**3. During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of an extraordinarily**

**challenging task of major systemic improvement (resulting in significant benefits to the public and/or reduction in time and costs) ? If so, please give a verbal description (within 100 words) :**

4. What are the factors that hindered your performance ?

5. Please indicate specific area in which you feel the need to upgrade your skill through training programs:

*For the current assignment*

*For your future career*

**Please Note** : You should send an updated CV, including education qualifications acquired / training programs attended / publications / special assignments undertaken, in prescribed proforma, to the Cadre Controlling Authority, once in 5 years, so that the records available with the Cadre Controlling Authority remain updated.

6. Whether any order for your transfer and posting was issued by the Government during the period under report,

Yes / No

- 6.(a) If yes, please indicate order No & date and date of joining at the new place of posting.

Date : \_\_\_\_\_

Signature \_\_\_\_\_



5. **Assessment of work output** (This assessment should rate the officer vis-a-vis his peers and not the general population Grade should be assigned on a scale of 1 - 10, whole numbers, with 1 referring to the lowest grade and 10 to the best grade. Weightage to this Section will be 40%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Accomplishment of planned work			
ii.	Quality of Output			
iii.	Accomplishment of exceptional work/unforseen tasks performed			
<b>Overall Grading on 'Work Output'</b>				

6. **Assessment of Personal Attributes** (on a scale of 1 - 10 weightage to this section will be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Attitude to work			
ii.	Sense of responsibility			
iii.	Overall bearing and personality			
iv	Emotional stability			
v	Communication skills			
vi	Moral courage and willingness to take a professional stand			
vii	Leadership qualities			
viii	Capacity of work in time limit			
<b>Overall Grading on Personal Attributes</b>				

7. **Assessment of Functional Competency** (on a scale of 1 - 10 Weightage to this section will be 30%)

		Reporting Authority	Reviewing Authority	Initial of Reviewing Authority
i.	Knowledge of laws/rules/procedures/IT skills and awarness of the local norms in the relevant areas			
ii.	Strtegic planning ability			
iii.	Decision making ability			
iv	Initiative			
v	Coordination ability			
vi	Ability to motivate and develop subordinates / work in a team			
<b>Overall Grading on Personal Competency</b>				

8. Integrity  
Please comment on the integrity of the officer:

9. Pen picture by Reporting Officer. Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

10 Whether any order for transfer and posting of the officer was issued by the Government during the period under ereport? = Yes / No

(a) If yes, please comment whether the officer complied with the orders in time/wihout delay.

(b) If No, reason for not complying with the orders.

11. Overall grade (on a score of 1 - 10) \_\_\_\_\_

Date : \_\_\_\_\_

Signature of Reporting Authority



**Section - IV - Review**

1. Do you agree with the assessment made by the reporting officer with respect to the work output and various attributes in section - III? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements and / or significant failures of the MOS/officer reported upon?

*(In case you do not agree any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial entries).*

Yes / No

2. **In case of difference of opinion details and reason for the same may be given.**

3. **Pen picture by the Reviewing Officer.** Please comment (in about 100 words) on the overall qualities of the officer including areas of strengths and lesser strengths and his attitude towards weaker sections.

4. **Overall grade on a scale of 1 - 10** \_\_\_\_\_

Date : \_\_\_\_\_

**Signature of Reviewing Authority**

**Section - V - Acceptance**

1. **Do you agree with remarks of the reporting / reviewing authorities ?**

**Yes / No**

2. **In case of difference opinion details and reasons for the same may be given.**

3. **Overall grade** (on score of 1 - 10) \_\_\_\_\_

**Date :** \_\_\_\_\_

**Signature of Accepting Authority** \_\_\_\_\_