

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
LABOUR DEPARTMENT: VIGILANCE BRANCH
5-SHAM NATH MARG, DELHI-110054

No.F.1/ACR/LC/Vig./2012/ 77


Dated: 03/4/12

CIRCULAR

All the JLCs / DLCs incharge of Districts and Branch Officers posted in Headquarter are requested to ensure that ACRs / APARs of the Officers / Officials working under their jurisdiction for the year 2011-12 are reported by 15th May 2012. After reporting, send the reported ACRs /APARs to the Vigilance Branch of this department, so that same could be further forwarded to the concerned Reviewing Officer(s).

ACRs proforma for the Ex-Cadre Officers / Officials can be downloaded from the department's website i.e. <http://delhi.gov.in/Labour>.

APAR proforma for Gr. I, II, III & IV DASS / Stenos Officers / Officials can be downloaded from the website of the Services Department i.e. <http://services.delhigovt.nic.in/>.


3/4/12

(DEVINDER SINGH)

Spl. Commissioner (Labour)

No.F.1/ACR/LC/Vig./2012/ 77

Dated: 03/4/12

Copy forwarded to the following:

01. P.S. to Pr. Secretary (Labour), Room No. 702, 7th Floor, 'C' Wing, Delhi Secretariat, Delhi
02. P.A. to Labour Commissioner, Labour Deptt. 5- Sham Nath Marg, Delhi 110054
03. P.A. to Spl. Commissioner (Labour), Labour Deptt. 5- Sham Nath Marg, Delhi 110054
04. Addl. Labour Commissioner (I) & (II), Labour Deptt. 5- Sham Nath Marg, Delhi 110054
05. All JLCs / DLCs / ALCs / Branch-Incharges, Labour Department, Delhi
06. O.S. (Admn.), Labour Deptt. 5- Sham Nath Marg, Delhi 110054
07. Asstt. Programmer, Labour Deptt., 5- Sham Nath Marg, Delhi --- with the request to upload the above circular & proforma of ACRs of Ex-Cadre officers / officials on the website of the Labour Department, Govt. of NCT of Delhi
08. Guard file.


3.4.12

Joint Labour Commissioner (Vig.)

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE LABOUR COMMISSIONER
(5, SHAM NATH MARG, DELHI-54)

FORM OF CONFIDENTIAL REPORT OF

Joint Labour Commissioner

Period under Report

PART – I
PERSONAL DATA
(To be filled by the office)

Name of the Officer

Date of Birth

**Date of continuous appointment
To the present grade viz.**

**Present post and date of
Appointment thereto**

**Period of absence from duty, on
Leave, Training, etc. during the year**

Date of filing of Annual Property Return

PART – II

Whether the officer has been associated with the implementation of Mission Convergence of Social Services. If yes, please attach comments from DC concerned regarding performance with regard to the implementation of Mission Convergence of Social Services.

Contd/.....2/.....

ASSESEMNT BY THE REPORTING OFFICER

State of Health

General Assessment

Integrity

Signature of the Reporting Officer
Name in Block Letters
Designation

PART – III
REMARKS BY THE REVIEWING OFFICER

Length of Service under reviewing Officer

Do you agree or disagree with the Assessment
of the officer given by the Reporting Officer?
If there is anything With you to modify or add.

General remarks with specific comments About
the general remarks given by the Reporting Officer
and remarks about the Officer.

Has the Officer any special characteristics And/or
any outstanding remarks or abilities Which would
justify his advancement any special Selection for higher
appointment out of trun? If yes, please mention these
characteristics Briefly.

Recommendations regarding suitability for
Other spheres of work viz.

Signature of reviewing Officer
Name in Block letters
Designation
Date

PART – IV
REMARKS OF THE COUNTERSIGNING OFFICER
(i.e. next Superior Officer)

Signature
Designation
Date

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE LABOUR COMMISSIONER
(5, SHAM NATH MARG, DELHI-54)

FORM OF CONFIDENTIAL REPORT OF

D.L.C. / A.L.C. / C.I.F. / Dy. C.I.F. / Inspector of Factories (Medical) / Dy. Electrical Inspector / Welfare Commissioner etc.

Period under Report

PART – I
PERSONAL DATE
(To be filled by the office)

Name of the Officer

Date of Birth

Date of continuous appointment
To the present grade viz.

Present post and date of
Appointment thereto

Period of absence from duty, on
Leave, Training, etc. during the year

Date of filing of Annual Property Return

PART – II

Whether the officer has been associated with the implementation of Mission Convergence of Social Services. If yes, please attach comments from DC concerned regarding performance with regard to the implementation of Mission Convergence of Social Services.

Contd/.....2/.....



ASSESEMNT BY THE REPORTING OFFICER

State of Health

General Assessment

Integrity

Signature of the Reporting Officer
Name in Block Letters
Designation

PART – III
REMARKS BY THE REVIEWING OFFICER

Length of Service under reviewing Officer

Do you agree or disagree with the Assessment
of the officer given by the Reporting Officer?
If there is anything With you to modify or add.

General remarks with specific comments About
the general remarks given by the Reporting Officer
and remarks about the Officer.

Has the Officer any special characteristics And/or
any outstanding remarks or abilities Which would
justify his advancement any special Selection for higher
appointment out of trun? If yes, please mention these
characteristics Briefly.

Recommendations regarding suitability for
Other spheres of work viz.

Signature of reviewing Officer
Name in Block letters
Designation
Date

PART – IV
REMARKS OF THE COUNTERSIGNING OFFICER
(i.e. next Superior Officer)

Signature
Designation
Date

FORM OF CONFIDENTIAL REPORT OF

L.O. / Inspector of Factories / Asstt. Electrical Officer / Electrical Overseers
/ Publicity Officer etc.

Ministry/Department/Office of _____
Report for the year/period from _____ to _____

(Part – I Personal Data)

(To be filled by Ministry/Deptt./Office)

1. Name of the Officer: _____
2. Date of Birth: _____
3. Date of continuous appointment
to the present grade: _____
4. Designation/post held: _____
5. Whether permanent/
Quasi-permanent/Temporary _____
6. Section in which served during the year
/period under report the year
/period under report. _____
7. Period of absence from duty on leave,
training etc. during the year
/period under report. _____
8. Date of filling the Annual property returns. _____

PART – II

Whether the officer has been associated with the implementation of Mission
Convergence of Social Services. If yes, please attach comments from DC
concerned regarding performance with regard to the implementation of Mission
Convergence of Social Services.

Contd/.....2/.....

Brief resume of the work done by the officer reported upon, during the period from _____ to _____ bringing out any special achievement of his during the period (To be filled by the officer reported upon)

NOTE: The resume should not exceed three hundred words.

PART – III (Assessment by the Reporting officer)

9. Do you agree with the resume of work as Indicated by the officer in Part-II of the report and the particular regarding by the officer. If not, indicate briefly the reasons for disagreeing with it and the extent of your disagreement.
10. State of Health:
please indicate whether
 - (a) the officer is physically energetic and
 - (b) mentally alert.

NOTE: Assessment under columns 11 to 15 below should not be indicated by thick marking but should be clearly expressed in suitable words.

11. Intelligence and understanding:
 - (a) Exceptional and has clear grasp of any matter, however, complicated.
 - (b) Is intelligent and grasps a point Correctly with reasonable speed.
 - (c) Shows barely adequate grasp
 - (d) Very slow and/or often misses the point.
12. Knowledge of Rules, Codes, Manuals, Instructions and Procedures.
 - (a) Has an exceptionally good grasp of the work of the office as whole and the rules, codes, manuals generally, and a through and intensive knowledge of the work of the Branch.
 - (b) Has a sound knowledge both of the work of the Branch and that of the office as a whole.
 - (c) Just enough
 - (d) Quality of work.

Contd/.....3/.....

13. Quality of work:

- I. Attention to detail, accuracy in presentation of facts and thoroughness in examination.
 - (a) Most reliable and comprehensive
 - (b) Considers all relevant details
 - (c) Is apt to be over concerned with petty Details and loses perspective.
 - (d) Inclines to be superficial
- II. Judgement :
 - (a) His proposals are consistently sound and well thought of.
 - (b) Reliable
 - (c) Takes a reasonable view.
 - (d) Unreliable, undecided or rigid or superficial or erratic
- III. Presentation of cases, expression on paper
 - (a) Externally clear, cogent and logical
 - (b) Very good and expresses himself clearly and consistently
 - (c) Just good enough
 - (d) Does not have ability to present cases properly
- IV. Ability in writing and drafting
 - (a) Excellent
 - (b) Very good
 - (c) Good
 - (d) Average
 - (e) Poor
- V. Promptness in disposal of work:
 - (a) Very prompt
 - (b) Reasonably prompt
 - (c) Is slow and tends to delay
- VI. Submission of various O & M. returns
Statements of arrears and pending cases
and attention to recording indexing and
weeding of files.

Contd/.....4/.....

- (a) Takes exceptional case in correct preparation and timely submission
- (b) Reasonably good and prompt
- (c) Not very regular and has constantly to be prompted and supervised.
- (d) Indifferent on these matters.

14. Zeal, diligence and sense of responsibility:

- (a) Show exceptional zeal and devotion to work and has excellent initiative
- (b) Is hard working and conscientious and how adequate zeal devotion to work; as also good initiative.
- (c) Reasonably diligent and interested in his work, with average initiative.
- (d) Lacks sense of responsibility and is indifferent to work.

15. Control and management of staff

I. Control and management of staff

- (a) Very good
- (b) Good
- (c) Average
- (d) Poor

II. Ability to inspire confidence and to get the best out of he staff:

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

III. Capacity to train, help and advise the staff and ability to handle his subordinates:

- (a) Excellent
- (b) Very good
- (c) Good
- (d) Average
- (e) Poor

Contd/.....5.....

16. Punctuality and attendance:

17. Other observations.

(This space may be utilized for remarks, which complete, corroborate or supplement what has been indicated above. This should not, however, be used for merely repeating in vague terms what has already been stated. Specific points such as special accomplishments during the period under report and any other aspect not covered in the proforma given above which the reporting officer considers worth mentioning, may also be indicated here.

18. Integrity:

(Instructions contained in Ministry of Home Affairs O.M.NO. 51/4/64-Estt (A), dated 21.6.1965 should be kept in mind).

19. Grading (Outstanding/Very Good/
Good/Average/Below Average)

(An officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Signature of the reporting officer :

Name in Block Letter :

Designation :

Date :

Contd/.....6/.....

PART-IV (Remarks of the Reviewing Officer)

20. Length of service under the Reviewing Officer:
21. Do you agree with the Reporting Officer in regard to his remarks on the resume of work done by the officer as contained in part-II of the report? If not, indicate briefly. The reasons for disagreeing with the reporting officer and the extent of your disagreement.
22. Overall assessment of performance and qualities
23. Has the officer any special characteristics and / or any outstanding merits or abilities, which would justify his advancement and selection for higher appointment out of turn. If so, mention these characteristics briefly and indicate why you consider him fit for out of turn promotion.

(Signature of the Reviewing Officer)

Name (in block letters):

Designation:

Date:

PART-IV (Remarks of the Reviewing Officer)

20. Length of service under the Reviewing Officer:
21. Do you agree with the Reporting Officer in regard to his remarks on the resume of work done by the officer as contained in part-II of the report? If not, indicate briefly. The reasons for disagreeing with the reporting officer and the extent of your disagreement.
22. Overall assessment of performance and qualities
23. Has the officer any special characteristics and / or any outstanding merits or abilities, which would justify his advancement and selection for higher appointment out of turn. If so, mention these characteristics briefly and indicate why you consider him fit for out of turn promotion.

(Signature of the Reviewing Officer)

Name (in block letters):

Designation:

Date:

**FORM OF CONFIDENTIAL REPORT OF
Inspecting Officer / Litigation Asstt. /Reader / Labour Surveyor**

Ministry, Department / Office -----
Report for the year/ Period ending -----

(Part-I Personal Data)

(To be Filled by the Administrative of the Ministry / Deptt.. Office)

1. Name of Official -----
2. Date of birth -----
3. Designation/ post held -----
4. Date of Continuous apptt.
to the present grade; Viz. -----
5. Whether/ Permanent / Quasi-
Permanent/ Temporary -----
6. Section in which served
during the year under service
In each -----
7. Period of absence from duty
on leave, training, etc; during
the year -----

(Part-II)

(A brief Statement of the work handled by the official during the year/ period under report) (To be filled by the Officer)

Contd/.....2/

Whether the official has been associated with the implementation of Mission Convergence of Social Services. If yes, please attach comments from DC concerned regarding performance with regard to the implementation of Mission Convergence of Social Services.

Note: his should indicate whether the officer reported upon is employed on tasks Involving initiative, judgment of application of knowledge of rules and Regulations or professional techniques or on tasks of simple nature and Routine character.

(Part-III)
(Assessment by the Reporting Officer)

8. State of health _____
9. General intelligence and
Keeness to learn _____

Note: Assessment under column 10-13 below should not be indicated a tick marking but should be Clearly expressed in suitable words:

10. Attention to routine aspects of work Such as proper maintenances of Assistant Diary, Guard Files, Recording, Indexing and weeding of files:
- (a) Pays adequate attention to these aspects;
 - (b) Is indifferent to these aspects;
 - (c) Has to be Constantly prompted and Supervised
11. Knowledge of office procedure;
- (a) Excellent
 - (b) Very Good
 - (c) Good
 - (d) Average
 - (e) Poor
12. Knowledge of Rules, Regulations and instructions in general and with particulars Reference to the work allotted to him;
- (a) Very Good
 - (b) Excellent
 - (c) Good
 - (d) Average
 - (e) Poor
13. Quality of work;

Contd/.....3/.....

- (i) Ability to apply the relevant, Rules and Regulations correctly;
 - (a) Excellent
 - (b) Very Good
 - (c) Good
 - (d) Average
 - (e) Poor
- (ii) Capacity for examining cases thoroughly and Comprehensively;
 - (a) Excellent
 - (b) Very Good
 - (c) Good
 - (d) Average
 - (e) Poor
- (iii) Quality Of Noting & Drafting;
 - (a) Excellent
 - (b) Very Good
 - (c) Good
 - (d) Average
 - (e) Poor
- (iv) Promptness in disposal of work;
 - (a) Very Good
 - (b) Reasonably Prompt
 - (c) Is slow and tends to delay

- 14. Amenability to discipline
- 15. Punctuality in attendance
- 16. Relations with fellow employees
- 17. Integrity:

(This Column Should be filled as per instructions issued under M. H. A. O M NO. 51/4/64 Estate (a) dated : 21.06.1965)

- 18. Has the Officer been reprimanded for indifferent work or for the other cause during the period under report. If So, please give brief Particular.
- 19. Has the Officer done any Outstanding or notable work meriting commendations-? Brief mention them,
- 20. Grading (Outstanding/Very Good/Good/Average/Below Average)

Contd/..... 4/.....

(An officer should not be graded outstanding, unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Signature of Reporting Officer
Name in Block letters
Designation
Dated:

(Part-IV)

(Remarks by Reviewing Officer)

21. Length of Service under Reviewing Officer -----
22. Do you agree with the remarks of the Reporting Officer in part-III above?
If not, indicate, the extent of your disagreement. If you wish to add anything Specific with regard to the work and above the remarks of the official over and Above the remarks of the Reporting Officer, please mention them. You may also Sum up your views here.
23. Has the Officer any Special characters-is tics and/ or May outstanding merits or Abilities, which would justify his advancement and Special Selection for higher Appointment out of turn? If so, mention these characteristics, briefly and indicat Why you consider him fit for out of turn Promotion.

Signature of Reviewing Officer
Name in BLOCK letters
Designation
Dated:

**FORM OF CONFIDENTIAL REPORT OF
LIBRARIAN / HANDICRAFT TEACHER / ARTIST / MUSIC TEACHER / LAB.
TECHINICIAN / LAB ASSISTANT / HOLIDAY HOME MANAGER .**

Ministry, Department / Office -----
Report for the year/ Period ending -----

(Part-I Personal Data)

(To be Felled by the Administrative of the Ministry / Deptt.. Office)

1. Name of Official -----
2. Date of birth -----
3. present Grade -----
4. Date of Continuous apptt.
to the present grade; Viz. -----
5. Section in which served during
the year under report and period
of service -----
06. Period of absence from duty or
leave etc. during the year -----

**Part – II
(Assessment by the Reporting Officer)**

(A brief Statement of the work handled by the official during the year/ period under report) (To be filled by the Officer)

Whether the official has been associated with the implementation of Mission Convergence of Social Services. If yes, please attach comments from DC concerned regarding performance with regard to the implementation of Mission Convergence of Social Services.

Contd/.....2/.....

07. State of health
08. Maintaining properly the diary,
Register and other records
09. Knowledge of Office Rules / Procedures.
10. Intelligence, Keenness & Industry.
11. Ability to keep the materials in
safe custody and their proper use.
12. Knowledge and skill in the job.
13. Relation with fellow employees.
14. Amenability to Discipline.
15. Punctual Attendance.
16. Ability to control the participants.
17. Has he been responsible for any
outstanding work during the year
under reports? If so, What ?
18. Has he / she been reprimanded for
Indifferent work or for other causes
during the year under report ? If so,
brief particulars.
19. Remarks as to defects in character
indebtedness etc, which may militate
against efficiency and suitability for
particular types or work.
20. Assessment of integrity (If anything adverse
has come to your notice, please specify this also)
21. Fitness for promotion to the next grade.
22. General assessment of good and bad.
Qualities.

Signature of the Reporting Officer
Name in Block Letters
Designation

PART -III

01. Remarks by the Reviewing Officer length of service under Reviewing Officer.
02. Do you agree or disagree with this assessment of the officials given by the Reporting Officer ?
Is there anything you wish to modify or add?
03. General remarks with specific comments about the general remarks by the Reporting Officer and remarks about the outstanding work of the official.
04. Fitness for promotion to higher grades (s)
in his turn

| | |
|-----|-------------|
| I | Fit |
| II | Not yet fit |
| III | Unfit. |

Signature of reviewing Officer
Name in Block letters
Designation
Date

FORM OF CONFIDENTIAL REPORT OF AHLMAD

Ministry/ Department/Office of _____

Report for the year/Period from _____ to _____

PART-I

PERSONAL DATA

- | | | | | |
|-----|--|------------|-------------------|----------------|
| 01. | Name | | | |
| 02. | Date of Birth | | | |
| 03. | Date of continuous appointment to the | | | |
| | Present grade: | | | |
| 04. | Designation/Post held: | | | |
| 05. | Status permanent/Quasi-permanent/Temporary: | | | |
| 06. | Section in which served during the year/period under | | | |
| | Report and the period of service in each: | | | |
| 07. | Period of absence from duty on leave, training etc. during | | | |
| | The year/period under report | | | |
| 08. | Disciplinary proceedings. | <u>Nil</u> | <u>In process</u> | <u>Pending</u> |

PART-II

Whether the official has been associated with the implementation of Mission Convergence of Social Services. If yes, please attach comments from DC concerned regarding performance with regard to the implementation of Mission convergence of Social Services.

Brief statement (Not exceeding 50 words) of work landed by the official during the period / year under report (to be filled by the officer)

PART-III

Assessment by reporting officer

- | | | | | |
|-----|---|---------------------------|--|--|
| 09. | State of health | | | |
| 10. | General intelligence and Keeness to learn | <u>Above Average</u> 1 | <u>Average</u> 2 | <u>Below Average</u> 3 |
| 11. | Proficiency in typing (Accuracy in speed) | <u>Above Average</u> 1 | <u>Average</u> 2 | <u>Below Average</u> 3 |
| 12. | Proficiency in work | <u>Above Average</u> 1 | <u>Average</u> 2 | <u>Below Average</u> 3 |
| 13. | Industry & Keeness | <u>Hard Working</u> 1 | <u>Hard working but not through</u> 2 | <u>Neither hard working nor through</u> 3 |

| | | | | |
|-----|--|----------------------|-------------------------------------|---------------------------------|
| 14. | Amenability to Discipline | <u>Amenable</u> 1 | <u>Reasonably amenability</u> 2 | <u>Indiscipline</u> 3 |
| 15. | Punctuality in attendance, give facts in relation to 2 & 3 | <u>Punctual</u> 1 | <u>Occasionally late comer</u> 2 | <u>Habitual late comer</u> 3 |
| 16. | Relationship with fellow employees | <u>Good</u> 1 | <u>Gets on</u> 2 | <u>Fair</u> 3 |
| 17. | Integrity | | | |

Signature of Reporting Officer

Name in Block Letters _____

Designation _____

Date _____

Part – IV (Remarks by Reviewing Officer)

18. Length of service under Reviewing Officer

19. Do you agree with the remarks of Reporting Officer, if not indicate extent.

Yes

No

Signature of Reviewing Officer

Name in Block Letters _____

Designation _____

Date _____

Counter signature by next higher authority

Signature

Date

मोटर साईकिल चालक/ड्राईवर के कार्य व आचरण की रिपोर्ट

अवधि-----

1. पूरा नाम :
2. जन्मतिथि :
3. वेतन मान :
4. वर्तमान वेतन
5. कुल सेवा अवधि :
6. नियुक्ति की तिथि जब से वर्तमान पर लगातार काम कर रहे हैं :
7. शैक्षणिक व तकनीकी योग्यतायें :
8. निम्नलिखित पर टिप्पणी :
 1. बुद्धि :
 2. शक्ति व विश्वसनीयता :
 3. समय पर उपस्थिति :
 4. व्यवहार क्या वह स्टाफ कार का उपयोग करने वाले सभी व्यक्तियों के प्रति नम्रता व निष्ठा का व्यवहार करता है :
 5. अनुशासन पालन की ओर झुकाव :
 6. तकनीकी ज्ञान व योग्यता :
 7. क्या वह कार को साफ व कायदे से रखता है :
 8. क्या वह गाड़ी की मामूली मरम्मतों को स्वयं कर सकता है :
 9. क्या वह पेट्रोल, लुब्रीकेंटिंग आयल के उपयोग में मितव्ययी है :
 10. क्या वह लागबुक में उचित इंदराज करता है :

जारी-----2/'

11. यातायात विनियमों व दीवानी कानूनों का पालन :

12 यदि वर्ष में कोई दुर्घटना हुई हो तो उनकी संख्या :

क मामूली

ख बड़ी :

9. समीक्षाधी अवधि में क्या उसने कोई ऐसा कार्य किया है जिसके लिये उसकी विशेष सिफारिश की जा सकती है । यदि हाँ, तो किस प्रकार की :

10. क्या अन्य मामलों में कार्य के प्रति उदासीनता के लिये उसे फटकार मिली है, यदि ऐसा है तो संक्षिप्त विवरण दिया जाये :

11. सत्यनिष्ठा का मूल्यांकन :

12. यदि आपको उसके विरुद्ध किसी बात का पता चला हो तो उसे भी स्पष्ट करें :

13. नियंत्रण अधिकारी की टिप्पणी

रिपोर्ट लिखने वाले अधिकारी के हस्ताक्षर

साफ अक्षरों में नाम

पद :