

**Confidential Report of Puducherry Police Service Officers
(Superintendent of Police)
Report for the year / period ending 2022 - 23**

Personal Data	
Part-I	
(To be filled by the administrative section of the Ministry / Department / Office)	
1	Name of officer
2	Whether the officer belongs to scheduled caste / scheduled tribe
3	Date of birth
4	Date of continuous appointment to the present grade
5	Present post and date of appointment thereto
6	Period of absence from duty (on training, leave, etc.) during the year. If he has undergone training, specify
PART - II (A)	
(To be filled in by the officer reported upon)	
(Please read carefully the instructions given at the end of the form before filling the entries)	
1	Brief description of duties
2	Please specify targets / objectives / goals (in quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target.
3	Please state briefly the shortfalls with reference to the targets / objectives / goals referred to in item. Please specify constraints if any, in achieving the targets.
4	Please also indicate items in which there have been significantly higher achievements and your contribution thereto.
PART - II (B)	
Assessment Report on Maintenance of Law and Order, etc., of District Magistrate, Pondicherry / Administrator, Karaikal / Mahe in respect of Superintendent of Police (North), Superintendent of Police (South), Superintendent of Police (Karaikal), Superintendent of Police (Mahe) as the case may be.	

PART - III

To be filled in by the Reporting Officer (Senior Superintendent of Police)
(Please read carefully the instructions given at the end of form before filling the entries)

A	Nature and quality of work: Please comment on Part-II as filled in by the Officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.
1	Quality of output: Please comment on the Officer's quality of performance having regard to standard of work and programme objectives and constraints, if any.
2	Knowledge of sphere of work: Please comment specifically on each of these level of knowledge of functions, rules and regulations, related instructions and their applications.
B	Attributes:
1	Analytical ability: Please comment on the Officer's ability relating to analysis of pros and cons; formulation of alternatives and their evaluation for solving problems, ability to indicate decision areas.
2	Communication skill: Please comment on the officer's ability to communicate with brevity, clarity and accuracy, both orally and in writing, ability to draft notes, cabinet notes, brief for Parliamentary matters etc.
3	Initiative: Please comment on the capacity and resourcefulness of the officer in handling normal as well as unforeseen situation. Willingness to take additional responsibilities and new areas of work.
4	Attitude to work: Please comment how far the officer can be relied upon, his sense of responsibility, the extent to which he/she is dedicated and motivated, his/her willingness to learn and systematize his/ her work.
5	Ability to inspire and motivate: Please comment on the capacity of the officer to motivate to obtain willing support by own conduct and capacity to inspire confidence.
6	Supervisory ability:

	Please comment on the officer's ability relating to-
a	Guidance in the performance of tasks
b	Review of performance (monitoring of key areas including finance, etc., sanctions.
c	Capacity to take decision at his level on matters within delegated areas.
d	Maintenance of discipline:
7	Inter-personal relations and team work: Please comment on the officer's quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other's point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team.
8	Relations with the public (Wherever applicable): Please comment on the officer's accessibility to the public and responsiveness to their needs.
9	Attitude towards scheduled caste / scheduled tribe / weaker sections of society (Applicable in case of officers dealing with the development and protection of scheduled caste/and/or scheduled tribes and weaker sections of society)
10	Aptitude and potential: Please indicate possible lines of growth and development of the officer.
11	Training: Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer.
PART - IV	
General	
1	State of health:
2	Integrity (Please see notes below the instructions):
3	General assessment:
Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities, if any, not covered by the entries	

above.

Grading: (Outstanding / Very Good / Good / Average / Below Average)
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.*

Place:

Date:

Signature of the Reporting Officer

Name

Designation during the period of report:

PART - V

Remarks of the Reviewing Officer

1 Length of service under the Reviewing Officer.

2 Is the Reviewing Officer satisfied that the Reporting Officer has made his/her report with care and attention and after taking into account all the relevant material

3 Do you agree with the assessment of the Officer given by the Reporting Officer? (In case of disagreement, please specify the reasons). Is there anything you wish to modify or add?

4 General remarks with specific comments about the general remarks given by the Reporting Officer and remarks about the meritorious work of the officer including the grading.

5 Has the officer any special characteristics, and / or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, specify.

Place:

Date:

Signature of the Reporting Officer

Name

Designation during the period of report:

PART - VI Remarks of the Accepting Authority	
	Signature of the Accepting Authority
	INSTRUCTIONS
1	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.
2	Performance appraisal through confidential reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes 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.
3	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 with easily discernible to the higher authorities.
4	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.
5	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 an omnibus 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 advise, etc.
8	It should be the endeavor of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behavior and potential.
9	Assessment should be confined to the appraisee's performance during the period of report only.
10	Some posts of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately
11	The item relating to 'Public Relations' need to be filled in by Reporting Officer only where the duties of the officer reported upon are such that he/she comes in contract with member of the public.
NOTE: The following procedure should be followed in filling up the item relating to integrity:-	
1	If the officer's integrity is beyond doubt, it may be so stated.
2	If there is any doubt or suspicion, the item should be left blank and action taken as under;
3	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 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 define judgment or that he has heard nothing against the officer as the case may be.
4	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.
5	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]
PART - II (A) (1)	
1	Brief description of duties Assiduously