

## Module Name: Annual Confidential Report

टीप: मागिल पाच वर्षापासुनचे Annual Confidential Report प्रणालीत भरावी

### 1. Attachments Details

Note- All Mandatory and Non-Mandatory Documents should be attached in e-Service Book

Sr.No	Form Name	Name Of Document	Mandatory	Non Mandatory	Remarks
1.	Annual Confidential Report Details	Attach Corresponding letters / Order/SB entry.*	Yes		Annual Confidential Report Document ची कॉपी scan करुन जोडण्यात यावी.

### 2. Fields (All Mandatory and Non Mandatory fields should be entered)

Note-“\*” (Red Star Mark) Shows Mandatory Field.

#### 1) ACR (Regular)

Sr.No	Form Name	Name of Field	How to Field
1	Annual Confidential Report Details	Select.*	दिलेल्या “Options “ मधून योग्य पर्याय निवडा.
		Period of Evaluation.*	As per original CR Document
		Joining Office Type.*	“Annual Confidential Report”च्या वेळी ज्या कार्यालयत रुजू होता ते कार्यालय सध्या चालू असेल तर “Existing office” हा पर्याय निवडा. कार्यालय बंद झाले असेल तर “Closed office” हा पर्याय निवडा.
	Office	Offices Type.*	“Annual Confidential Report” वेळी ज्या कार्यालयत रुजू होता, त्या कार्यालयचा प्रकार दिलेल्या Drop down मधून अचूक पर्याय निवडा.
		District.*	“Annual Confidential Report” वेळी ज्या कार्यालयत रुजू होता, ते कार्यालय ज्या जिल्ह्यात( District) आहे तो “जिल्हा” दिलेल्या “Drop down” मधून निवडा.
		Office Name.*	“Annual Confidential Report” प्रमाणे ज्या कार्यालयात “नियुक्ती” झाली आहे त्या कार्यालयाचे

		नाव "Drop down" मधून निवडा.
	Whether you are from Technical (Engineer)/Non-Technical Stream.*	दिलेल्या "Drop down" मधून अचूक पर्याय निवडा.
	Cadre at the time of Joining.*	"Annual Confidential Report" वेळी तुमचे असलेले "Cadre" दिलेल्या "Drop down" मधून निवडा.
	Post of Joining.*	"Annual Confidential Report" वेळी तुमचे असलेले "पद" दिलेल्या "Drop down" मधून निवडा.
<b>Reporting Officer.</b>	Reporting Officer Name.*	Reporting Officerचे नाव लिहा.
Office	Joining Office Type.*	Reporting Officer ज्या कार्यालयत रुजू होते ते कार्यालय सध्या चालू असेल तर "Existing office" हा पर्याय निवडा. कार्यालय बंद झाले असेल तर "Closed office" हा पर्याय निवडा.
	Offices Type.*	Reporting Officer ज्या कार्यालयत रुजू होते त्या कार्यालयचा प्रकार दिलेल्या Drop down मधून अचूक पर्याय निवडा.
	District.*	Reporting Officer ज्या कार्यालयत रुजू होते, ते कार्यालय ज्या जिल्ह्यात (District) आहे तो "जिल्हा" दिलेल्या "Drop down" मधून निवडा.
	Office Name.*	Reporting Officer ज्या कार्यालयत रुजू होते, त्या कार्यालयचे नाव लिहा.
	Whether you are from Technical (Engineer)/Non Technical Stream.*	दिलेल्या "Drop down" मधून अचूक पर्याय निवडा.
	Cadre at the time of Joining.*	Reporting Officer चे असलेले "Cadre" दिलेल्या "Drop down" मधून निवडा.
	Post at the time of Joining.*	Reporting Officer ज्या पदावर आहे त्या पदाची निवड "Drop down" मधून निवडा.
<b>Reviewing Officer Name</b>	Joining Office Type*	Reviewing Officer ज्या कार्यालयत रुजू होते ते कार्यालय सध्या चालू असेल तर "Existing office" हा पर्याय निवडा. कार्यालय बंद झाले असेल तर "Closed office" हा पर्याय निवडा.
	Offices Type.*	Reviewing Officer ज्या कार्यालयत रुजू होते त्या कार्यालयचा प्रकार दिलेल्या Drop down मधून अचूक पर्याय निवडा.
	District.*	Reviewing Officer ज्या कार्यालयत रुजू होते, ते कार्यालय ज्या जिल्ह्यात (District) आहे तो "जिल्हा" दिलेल्या "Drop down" मधून निवडा.
	OfficeName.*	Reviewing Officer ज्या कार्यालयत रुजू होते,

			त्या कार्यालयचे नाव लिहा.
		Cadre at the time of Joining.*	Reviewing Officer चे असलेले "Cadre" दिलेल्या "Drop down" मधून निवडा.
		Post at the of Joining.*	Reviewing Officer ज्या पदावर आहे त्या पदाची निवड "Drop down" मधून निवडा.
			सर्व माहिती भरल्यानंतर माहिती तपासून "SAVE" करा.
	<b>CR Details</b>	<b>Industry and Application</b>	As per original CR Document
		Capacity to get the work done from subordinates	As per original CR Document
		Relation with colleagues and public	As per original CR Document
		Technical / professional ability (where relevant)	As per original CR Document
		<b>General intelligence</b>	As per original CR Document
		Administrative ability including Judgment initiative and drive	As per original CR Document
		Attitude towards backward class	As per original CR Document
		Special attitude	As per original CR Document
		Integrity and Character	As per original CR Document
		Whether powers delegated are fully utilized.	As per original CR Document
		Fitness for Promotion	As per original CR Document
		Area of training required	As per original CR Document
		State of Health	As per original CR Document
		Fitness of Field work	As per original CR Document
		Willing to work on Computer.	As per original CR Document
		General Assessment by Reporting Officer	As per original CR Document
		Grading	As per original CR Document
		Length of the service under reviewing Officer.	As per original CR Document
		Do you agree with Reporting Officer? (If not state specifically remark with which you do not agree.)	As per original CR Document
		Grading	As per original CR Document
			सर्व माहिती भरल्यानंतर माहिती तपासून "SAVE" करा.

## 2) For Technical (Revised Part VI)

Sr.No	Form Name	Name of Field	How to Field
	Name & nature of charge held (State whether it is mainly maintenance or new construction of roads, bridge, buildings, irrigation works /design of projects/or research work or hydro electric works.)(Where not applicable please write "Not Applicable")		
1	<b>Execution Of Works</b>	Execution Of Works	As per original CR Document
		Power of organization	As per original CR Document
		Resourcefulness	As per original CR Document
		Economy	As per original CR Document
		Speed	As per original CR Document
		Knowledge of Accounts, rules & observance of the same	As per original CR Document
		Control & check over subordinate staff	As per original CR Document
		Does he tour adequately	As per original CR Document
2	<b>Professional acquirement &amp; special attitudes</b>	Professional acquirement & special attitudes	As per original CR Document
		Has he any special professional acquirements	As per original CR Document
		Has he any special aptitude for any particular class of work	As per original CR Document

		Does he keep abreast of the latest technical theory & practices	As per original CR Document
		Preparation of projects/designs/research reports	As per original CR Document
		Has he paid proper attention to project work/design work/research work	As per original CR Document
		Are projects reports/design reports/research reports received from him carefully and lucidly prepared and do they show that he is professionally well qualified and an officer of sound judgment	As per original CR Document

### 3) For Group D

Sr.No	Form Name	Name of Field	How to Field
1	Certificate (PP)		
	Office	Joining Office Type.*	Reporting Officer ज्या कार्यालयत रुजू होते ते कार्यालय सध्या चालू असेल तर "Existing office" हा पर्याय निवडा. कार्यालय बंद झाले असेल तर "Closed office" हा पर्याय निवडा.
		Offices Type.*	Reporting Officer ज्या कार्यालयत रुजू होते त्या कार्यालयचा प्रकार दिलेल्या Drop down मधून अचूक पर्याय निवडा.
		District.*	Reporting Officer ज्या कार्यालयत रुजू होते, ते कार्यालय ज्या जिल्ह्यात (District) आहे तो "जिल्हा" दिलेल्या "Drop down" मधून निवडा.
		Office Name.*	Reporting Officer ज्या कार्यालयत रुजू होते, त्या कार्यालयचे नाव लिहा.
		Whether you are from Technical (Engineer)/Non Technical Stream.*	दिलेल्या "Drop down" मधून अचूक पर्याय निवडा.
		Cadre at the time of Joining.*	Reporting Officerचे असलेले "Cadre" दिलेल्या "Drop down" मधून निवडा.
		Post at the Time of Joining.*	Reporting Officer ज्या पदावर आहे त्या पदाची निवड "Drop down" मधून निवडा.
		Reporting Officer	As per original CR Document
		Reviewing Officer	As per original CR Document
		Physical Fitness	As per original CR Document
		General Intelligence	As per original CR Document
		Technical work ability	As per original CR Document
		Obedience	As per original CR Document
		Punctuality	As per original CR Document
		Character and Conduct	As per original CR Document
		Punishment/Rewards if any	As per original CR Document
		Advance Increment if any	As per original CR Document
		Grading *	As per original CR Document
		Remarks	As per original CR Document
		Upload Docs *	