

**ANNUAL CONFIDENTIAL REPORT**

**FOR**

**EXCISE AND TAXATION OFFICER/  
ASSISTANT EXCISE AND TAXATION  
OFFICER (X)**  
**(WORKING IN A DISTRICT)**

**Name of Officer** \_\_\_\_\_

**Report for the year/period ending** \_\_\_\_\_

**(Annual Confidential Report for Excise and Taxation Officer/Assistant Excise and Taxation Officer (X) working in a District)**

Confidential Report on the work and conduct of Sh. ....

..... ETO/AETO(X), ..... for the period from.....to.....

- (a) Date of posting in the district.....
- (b) Have you filled your annual property declaration statement ? If yes, please mention date of submission.....
- (c) Any enquiry entrusted to you and still pending? If yes, from which date?  
.....  
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**PART — I - SELF APPRAISAL REPORT (To be filled in by the officer reported upon)**

1.	Regularity and thoroughness of inspection work.				
	a)	Whether each excise vend was inspected every month if not, state the vends, which were not so inspected.			
	b)	No. of cases of detection of adulteration of liquor in the excise vends.			
	c)	No. of cases of detection of sales of spurious liquor in the excise vends.			
2.	Arrears of excise revenue which remained outstanding as at the end of the period under report.				
	a)	OLD ARREARS			
		i) Total arrears at the beginning of the year/period under report.			
		ii) Net recoverable arrear at the beginning of the year/period under report.			
		iii) Arrears recovered out of (i) during the year/period under report			
		iv) Arrears recovered out of (ii) during the year/period under report			
		(a) Whether recovered 20% of old arrears out of net recoverable arrears under Excise Act during the period under report or not?			
		v) Balance (i-iii)			
	b)	CURRENT ARREARS	<b>L-1 4A</b>	<b>L-2</b>	<b>TOTAL</b>
		i) Total License Fee			
		ii) License Fee recovered			
	iii) Balance to be recovered				

3. Auction/Allotment Results for the Ensuing Financial Year .....		L-14A	L-2	TOTAL
a)	License Fee for the year under report.			
b)	License Fee for the ensuing financial year.			
c)	Quota for the district in proof litre.			
d)	Incidence of license fee per proof litre.			
e)	Number of retail vends sold/allotted upto March			
f)	Number of retail vends remained unsold upto March			
4. DETECTION ABILITY				
No. of cases detected under: -				
a)	Punjab Excise Act			
	i) No. of working stills			
	ii) No. of cases involving the illicit distillation			
	iii) Total illicit liquor involving in cases at (ii) above.			
b)	Cases detected under any other Act.			
5. PROSECUTION OF CASES IN COURT DETECTED BY THE EXCISE & TAXATION OFFICER (EXCISE).				
a)	No. of cases instituted in the court.			
b)	No. of cases decided by the court.			
c)	No. of cases resulting in conviction.			
d)	No. of cases resulting in equittal.			
6.	Have you filled your annual property declaration statement? If yes, please mention date of submission			
7.	Any special milestones/contributions achieved			
8.	Training needs: 1. G.S.T., emerging trends, policy and research 2. Tax Administration 3. Tax Laws 4. Tax IT 5. Departmental Enquiry 6. Accountancy & others			

**PART — II - Assessment/remarks of the Initiating Authority:**

1.	Do you agree with Self Appraisal Report submitted by the officer. If not, give reasons thereof.	
2.	<b>State of Health</b>	
3.	Knowledge of Excise/Tax Laws / Rules, Regulations, Procedure, Power of Expression, Skill of Acquiring Information, Attention to details and speed of disposal etc.	

4.	<b>Managerial cum Leadership qualities.</b>		
5.	General behavior towards his superiors, subordinates, dealers and public.		
6.	General remarks on integrity, capacity, industry, punctuality, Conscientiousness, inter personal relations, co-ordination ability, and team work.		
7.	<b>Exceptional achievement:</b> (i) Revenue collection from the district. (ii) Assessment work (iii) Recovery of arrears (current & old) (iv) Roadside checking (v) Additional demand created and recovered.  <b>TOTAL</b>	<b>Max. Marks</b> (10) (10) (10) (10) (10)  (50)  <b>SCORE:-</b> i) 40 & above outstanding. ii) 30 to 39 Very Good iii) 25-29 Good iv) 20-24 Average v) Below 20 Poor	<b>Marks assigned</b>
8.	Whether the officer remains present at Head Office after office hours/on holiday or not?		
9.	Attitude towards Scheduled Castes/Schedule Sections of the Society.		
10.	Whether any adverse remarks communicated to the previous year, and if so, what improvement has been made to remove them during the year under report.		
11.	<b>Defect, if any.</b>		
12.	Overall Grading : (i.e.Outstanding/Very Good/Good/Average/Below Average)		

**Initiating/Reporting Authority**

**Reviewing Authority**

**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 Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty of filing 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 realise that the objective is to **develop an officer** so that he/she realises his/her true potential. It is not meant to be a **fault-finding process** but a developmental one. The Reporting Officers and the Reviewing Officer should not shy away from reporting shortcoming in performance, attitudes or overall personality of the officer reported upon.
3. The columns should be filled with due care and attention. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
4. If the Reviewing Authority is satisfied that the Reporting Authority had made the **report without due care and attention** he shall record a remark to that effect. The Government shall **enter the remarks in the Confidential Roll of the Reporting Authority**.
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 authority recording the answer. Please use unambiguous 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 targets should be clearly known and understood by both the officers concerned. **While fixing the targets, priority should be assigned item-wise**, taking into consideration the nature and the area of work and any special features that may be specific to the nature or the area of the work of the officer to be reported upon.
7. Assessment should be confined to the appraisee's **performance during the period of report only**.
8. If the officer has been reprimanded for indifferent work for other causes during the period under review, brief particulars should be given. If the officer has done any outstanding or notable work meriting commendation, brief mention should be made.
9. The report should contain remarks about the reputation for integrity of the officer. Special care should be exercised in recording remarks. Such remarks should, as far as possible, be supported against integrity, by reason/instances.