

गोपनीय
अति आवश्यक
प्रेषक

आबकारी व कराधान आयुक्त,
हरियाणा, पंचकूला ।

सेवा में

1. सभी संयुक्त आबकारी व कराधान आयुक्त (अपीलज/रेंज),
2. सभी उप आबकारी व कराधान आयुक्त (बिक्री कर/आबकारी) ।

क्रमांक /ई0 1 सी.,
पंचकूला, दिनांक

विषय :- Regarding addition of some columns in the ACR proforma of the Assessing Authority and ETO/AETO (Ex.).

ज्ञापन

उपरोक्त विषयक मामले के संदर्भ में उल्लेख है कि Assessing Authority (Excise & Taxation Officer/Asstt. Excise and taxation Officer) की आगामी वर्ष 2016-17 की गोपनीय रिपोर्ट का कॉलम नं0 3 निम्न प्रकार से भरकर मुख्यालय को भेजा जाये :-

3.	Recovery of Arrears
	i) Total old arrears at the beginning of the year.
	ii) Net old arrears recoverable during the period under report.
	iii) Old arrears recovered out of (i) during the year/period under report.
	iv) Old Arrears recovered out of (ii) during the year/period under report.
	a) Whether recovered 20% of old arrears out of net recoverable arrears under HVAT Act during the period under report or not?
	b) Whether recovered 25% of old arrears out of net recoverable arrears under PGT & Entt. Act during the period under report or not?
	v) Balance old arrear {(i)-(ii)}
	vi) Balance current arrears for the period under report.
	vii) Total arrears (v)+(vi)
	viii) Old outstanding arrears as on 1 st April of five preceding years (indicate your period)

आबकारी साईड में पदस्थ Excise & Taxation Officer/Asstt. Excise and taxation Officer(Ex.) की गोपनीय रिपोर्ट के भी आगामी वर्ष 2016-17 की गोपनीय रिपोर्ट के प्रोफॉर्म का कालम नं0 2 (a) निम्न प्रकार से भरकर मुख्यालय को भेजा जाये:-

2 a).	Old Arrears
	i) Total arrears at the beginning of the year.
	ii) Net arrears recoverable at 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)}

-sd-

सहायक आबकारी व कराधान अधिकारी-III

कृते: आबकारी व कराधान आयुक्त, हरियाणा ।

एक प्रति मुख्यालय में निम्नलिखित को आगामी कार्यवाही हेतु भेजी जाती है:-

1. सभी अतिरिक्त आबकारी व कराधान आयुक्त ।
2. सभी शाखा प्रभारी ।

-sd-

सहायक आबकारी व कराधान अधिकारी-III

कृते: आबकारी व कराधान आयुक्त, हरियाणा ।

अ0शा0 क्रमांक /ई0 1 सी., पंचकूला, दिनांक

ANNUAL CONFIDENTIAL REPORT

FOR

**EXCISE AND TAXATION OFFICER/
ASSTT. EXCISE AND TAXATION OFFICER
WORKING AS ASSESSING AUTHORITY/
ENFORCEMENT
(IN A DISTRICT)**

Name of Officer _____

Report for the year/period ending _____

(Annual Confidential Report for Excise and Taxation Officer/Asstt. Excise and Taxation Officer working as Assessing Authority/Enforcement in a District)

Confidential Report on the work and conduct of Sh..
Excise & Taxation Officer..... for the period from
..... to.....

- a) Date of posting in the circle... ..
- 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?

.....
.....

PART — I - SELF APPRAISAL REPORT (To be filled in by the officer reported upon)

1.	Collection of Tax Revenue						
	i) Target allotted for the circle for the period under report.						
	ii) Collection actually made during the period under report.						
	iii) Percentage of increase or decrease (ii) over (i).						
	iv) Constraints faced, if any, in achieving the targets.						
	v) Growth rate of the circle during last five years (indicate your period) year wise.						
	vi) Growth rate of the district during the period under report over last year.						
2.	Assessment Work	HVAT Act	CST Act	LADT	Entt. Duty	Luxury Tax	Total
	i) No. of cases pending at the beginning of the year.	(a) Deemed (b) Scrutiny					
	ii) No. of cases disposed of during the period under report.	(a) Deemed (b) Scrutiny					
	iii) No. of cases pending at the close of the year	(a) Deemed (b) Scrutiny					
	iv) Additional demand created in assessed cases as above	(a) Deemed (b) Scrutiny					

	v) Additional Demand reated upto end of February	(a) Deemed (b) Scrutiny						
	vi) Additional Demand created during the month of March	(a) Deemed (b) Scrutiny						
	vii) Additional demand created in ex-parte orders.	(a) Deemed (b) Scrutiny						
	viii) Average Additional Demand per case under each Act.	(a) Deemed (b) Scrutiny						
	ix) Additional Demand created due to special efforts of the officer including mismatch of purchase or sell/ information collected from other sources etc.	(a) Deemed (b) Scrutiny						
3.	Recovery of Arrears	HVAT Act	CST Act	LADT	Entt. Duty	PGT Act	Luxury Tax	Total
	i) Total old arrears at the beginning of the year.							
	ii) Net old arrears recoverable during the period under report.							
	iii) Old Arrears recovered out of (i) during the year/period under report.							
	iv) Old Arrears recovered out of (ii) during the year/period under report. (a) Whether recovered 20% of old arrears out of net recoverable arrears under HVAT Act during the period under report or not? (b) Whether recovered 25% of old arrears out of net recoverable arrears under Entt. Act during the period under report or not?							
	v) Balance old arrear [(i)-(ii)]							
	vi) Balance current arrears for the period under report.							
	vii) Total arrears (v) + (vi)							
	viii) Old outstanding arrears as on 1 st April of five preceding years (indicate your period)							
4.	Appeals against orders	HVAT Act	CST Act	LADT	Entt. Duty	Luxury Tax	Total	

	(i) No. of appeals Act Wise decided against order of assessment passed by the officer during the period under report.						
	(ii) No. of appeals accepted partially or wholly						
	(iii) Total amount of Relief involved in the case at (ii) above.						
5.	Disposal of Refund cases/Grant of RC/Cancellation of RC/Remand Cases (give separately):	Refund Cases	Grant of RC	Cancellation of RC	Remand Cases		
	(i) No. of applications/cases pending at the beginning of year/period.						
	(ii) No. of applications/cases received during the year/period.						
	(iii) No. of applications/cases disposed of during the year/period						
	(iv) No. of application/cases pending at the close of the year/period.						
	(v) No. of applications/cases pending more than three months at the close of the year.						
6.	Audit Objections						
	(i) No. of Audit objections pending at the beginning of the year.						
	(ii) No. of Audit objections received during the year.						
	(iii) No. of Audit objections replied during the year.						
	(iv) No. of Audit objections settled during the period.						
7.	Road Side Checking	(Give monthly average for no. of cases and revenue both)					
	(i) No. of cases detected in road side checking done in the district during the period under report.						
	(ii) Revenue effect of column (i) above						
8.	Any special milestones/ contributions achieved						
9.	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.	State of Health		
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.	Managerial cum Leadership qualities.		
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.	Exceptional achievement: (i) Revenue collection from the district. (ii) Assessment work (iii) Recovery of arrears (current & old) (iv) Roadside checking (v) Additional demand created and recovered. TOTAL	Max. Marks (10) (10) (10) (10) (10) (50) SCORE:- i) 40 & above outstanding. ii) 30 to 39 Very Good iii) 25-29 Good iv) 20-24 Average v) Below 20 Poor	Marks assigned
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.	Defect, if any.		
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.