

**FORM OF CONFIDENTIAL REPORT OF PRIVATE SECRETARIES STENOGRAPHERS /
STENOTYPISTS FOR THE YEAR _____**

MINISTRY/OFFICE OF _____

1. Name of Officers/Officials _____
2. Date of Birth _____
3. Present Grade _____
4. Date of appointment to the present grade _____
5. Name of Officers with whom employed during the year _____
and the period served with each. _____

ASSESSMENT BY THE REPORTING OFFICER

6. Regularity and punctuality
in attendance. _____.
7. Proficiency and accuracy in
stenographic work. _____.
8. Intelligence, keenness and industry. _____.
9. Trust-worthiness in handling secret and top secret matters and papers. _____.
10. Maintenance of engagement diary and timely
submission of necessary papers _____
for meetings, interviews etc. _____
11. General assistance in ensuring
that matters requiring attention _____
are not 1st sight of. _____.
12. Initiative and text in dealing with telephone calls and visitors. _____.
13. Nature of other duties, if any on which employed
and whether carried them out satisfactorily. _____.
14. Fitness for promotion to the next higher grade. _____.
15. Suitability for working as a Section Officer/Assistant. _____.

16. Brief mention of any outstanding _____
or notable work, if any meriting _____
special commendation. _____
17. Has he been reprimanded for indifferent work or for _____
other causes during the period under particulars. _____.
18. Remarks as to the defects in character indentedness etc. _____
which may militate against efficiency and suitability. _____
19. General assessment of personality character and temperament including relations which
follow employees emensability to discipline etc.
20. Assessment of integrity (if any anything adversed as come to _____
your noticeability to discipline etc. _____
21. Grading. _____
22. Does he/she take interest in use of _____
Hindi Language in official work.
23. His/her attitude towards the members of
S.C. and S.T. community _____.

Signature of the Reporting Officer
Name in block letters.....
Designation.....

Remarks of the next superior officer or Head of the Department.

Signature.....
Name in the block letters.....
Designation.....