

**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