

FORM OF CONFIDENTIAL REPORT ON PRIVATE SECRETARY/ SENIOR PERSONAL ASSISTANT/ STENOGRAPHER GRADE 'C' OF CSSS.

Report for the year/period ending _____

PART - 1

PERSONAL DATA

(To be filled in the Administrative Section concerned of the Ministry/Department/Offices)

1. Name

2. Date of Birth

3. Designation of the post held.

4. Whether the officer belongs to
Schedule Caste/Schedule Tribe.

5. Present Grade.

Date of appointment
to the present grade.

6. Name of officer with Designation with whom Employed during the year and the period served with each.	Name of officer period with designation
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7. Period of absence from duty
on leave, training etc.,
during the year.

PART - 11 - SELF ASSESSMENT

(To be filled in by the officer reported upon)

1. Brief description of duties.
2. Brief resume of the work done by you during the year?
Period from _____ to _____
(The resume to be furnished within the space provided limited to 100 words and is required to be signed).

PART - 111 ASSESSMENT OF THE REPORTING OFFICER

(Please read carefully the instruction given at the end of the form before filling the entries).

1. Does the Reporting Officer agree with each every significant statement containing in the resume (Col.3 of part 11) of the work done by the officer ?
2. State of health.
3. Regularity & Punctuality in attendance.
4. Proficiency and accuracy in stenographic work.
5. Intelligence, keenness & industry.

6. Trust-worthiness in handling secret & top secret matters & papers.
7. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews, etc.
8. General assistance in ensuring that matters requiring attention are not lost sight of.
9. Initiative & tact in dealing with telephone calls & Visitors.
10. Ability to draft notes, letters, minutes, briefs and ability to prepare summary etc. (in case such items of work have been performed by the officer).
11. (a) Has the officer any special characteristics and/or any outstanding merits or abilities which would justify his/her selection for special assignments. If so, please mention these characteristics brief.

(b) Recommendation regarding suitability for other sphere of work. (This should be substantiated).

12. Has he/she been reprimanded for indifferent work or for other causes during the period under report if so, give brief particulars.

13. General assessment of personality character and temperament including relation with fellow employees, amenability to discipline, etc.

14. Integrity.
(Please see Note below instruction)

15. Grading.
(Outstanding/Very Good/Good/Average/Below Average)
(An Officer should not be graded outstanding unless exceptional qualities and performance have been noticed grounds or giving such a grading should be clearly brought out.)

Signature of the Reporting Officer

Place :

Name in
Block letters _____

Date :

Designation _____