

**FORM OF ANNUAL CONFIDENTIAL REPORT OF PRIVATE
SECRETARY/PERSONAL ASSISTANT /STENOGRAPHER**

Department/Office of the

Report for the year/period ending

- 1.Name of Officer :
- 2.Date of birth :
- 3.Present Grade :
- 4. Date of appointment to the present grade :
- 5. Name of officer with whom employed during :
the year and the period served with each

ASSESSMENT BY THE REPORTING OFFICER :

(If any of the items mentioned below do not apply the reporting officer should
mentioned this fact against the relevant items)

- 6. Regularity and punctuality in attendance :
- 7. Proficiency and accuracy in stenographic works :
- 8. Trustworthiness in handling secret &
top secret matter and papers :
- 9. Intelligence, Keeness and industry :
- 10. Maintenance or engagement daily and timely submission
of necessary papers for meeting interviews etc. :
- 11. General assistance in ensuring that requiring
attention and lost sight of :
- 12. Initiative and fact in dealing with telephone
calls and visitors :
- 13. Nature of other duties if any on witch employed
and whether carries them out satisfactorily :
- 14.Fitness for promotion to the next higher grade :
- 15. Fitness for promotion :

16. Brief mention of any of any outstanding on no table work, if any, mentioning special commendation :
17. Has he/she been reprimanded for indifferent work or other cases during the period under report ? If so give brief particulars:
18. Remarks as to defect in character indebtness etc. which may militate against efficiency and suitability :
19. General assessment of personality, character and temperament including relations with fellow employees, amenability to discipline etc. :
20. Assessment of integrity. (If anything adverse has to come to your notice, please specify it also) :
21. Grading :

“Outstanding” “Very Good” “Good” “Fair” or “Poor”

Signature of the Reporting Officer

Name in block letters

Designation

- Note :
1. The substance of an unfavorable report will as a rule communicate to the officer reported on either orally or in writing as may be considered appropriate by the reporting officer reels that such communication will serve no useful purpose and may only discourage the Officer reported on, the decision not to communicate should also be noted.
 2. Any adverse remark made about the integrity of the Government servant should be communicated to him