

**FORM OF CONFIDENTIAL REPORT ON
PRIVATE SECRETARY/SENIOR PERSONAL ASSISTANT/
STENOGRAPHER GRADE 'C' AND 'D' OF CSSS AND GCS**

Report for the year/period ending _____

Part – I PERSONAL DATA

(to be filled in by the administrative section
concerned of the Ministry/Department/Office)

1. Name of officer
2. Date of Birth
3. Designation of the post held
4. Whether the officer belongs to scheduled Caste/Scheduled Tribe.
5. Present Grade
6. Date of appointment to the present grade.
7. Name of officers with Designation with whom employed during the year and the period serviced with each.
8. Period of absence from duty on leave, training etc. during the year. 1

PART – II

SELF ASSESSMENT

(to be filled in by the officer reported upon)

Brief description of duties

2. Brief resume of work done by you during the year/period from 1.11.2003 to 31.3.2004 bringing out any special achievements during the year/period. In the event of shortfall in achievement, furnish reasons. The resume to be furnished within the space provided limited to 100 words and is required to be signed)

Part - III

ASSESSMENT OF THE REPORTING OFFICER

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

1. Does the Reporting Officer agree with each and every statement contained in the resume (col.2 of Part II) of the Work done by the Officer?
2. State of Health
3. Regularity and punctuality in attendance
4. Proficiency and accuracy in Stenographic work
5. Intelligence, keenness and industry
6. Trust-worthiness in handling secret and top secret matters and papers.
7. Maintenance of engagement diary and timely submission of necessary papers for meeting, interviews etc.
8. General Assistance in ensuring that matters requiring attention are not lost sight of

9. Initiative and tact in dealing with telephone calls and 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. 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 briefly.

12. Recommendations regarding suitability for other spheres of work (This should be substantiated)

13. Had he/she been reprimanded for indifferent work or for other causes during the period under report? If so, give brief particulars

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

15. Integrity
(Please see note below instructions)

16. Grading

(Outstanding/Very Good/Good/Average/below Average)
(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed grounds for giving such a grading should be brought out).

Signature of Reporting Officer

Place:

Date:

Name in Block Letters