

**ANNUAL CONFIDENTIAL REPORT OF PERSONAL ASSISTANCE (NON-GAZETTE) AND  
STENOGRAPHERS OF THE CIVIL SECRETARIATE.**

**REPORT FOR THE YEAR \_\_\_\_\_**

1. **Name of the officer reported upon :** \_\_\_\_\_
2. **Date of Birth :** \_\_\_\_\_
3. **Date of appointment to the present grade :** \_\_\_\_\_
4. **Present grade :** \_\_\_\_\_
5. **Name of the Officer with whom employed  
During the year and the period served with each :** \_\_\_\_\_

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

1. **Regularity and punctuality in attendance :** \_\_\_\_\_
2. **Proficiency and accuracy in Stenographic work :** \_\_\_\_\_
3. **Intelligence, Keenness and Industry :** \_\_\_\_\_
4. **Trustworthy in handling secret and top secret  
Matter and papers. :** \_\_\_\_\_
5. **Maintenance of engagement diary and timely  
Submission of necessary papers for meetings,  
Interviews etc. :** \_\_\_\_\_
6. **General assistance in ensuring that matters  
Inquiring attention are not lost sight of :** \_\_\_\_\_
7. **Initiative and tact in dealing with telephone  
Calls and visitors. :** \_\_\_\_\_
8. **Nature of other duties, if any on which employed  
And whether carried them out satisfactorily :** \_\_\_\_\_
9. **Fitness for promotion to the next higher grade :** \_\_\_\_\_
10. **Suitability for working as a section officer/Assistant :** \_\_\_\_\_
11. **Brief mention of any outstanding or notable work, if  
Any, meriting special recommendation :** \_\_\_\_\_

- 12. **Has he been reprimanded for different work or for Other causes during the period under report, if so Give brief particulars** : \_\_\_\_\_
- 13. **Remarks as to defects in character indebtedness, Etc. which may militate against the efficiency And suitability** : \_\_\_\_\_
- 14. **General assessment of personality integrity Character and temperament including relations With fellow employees, amenable to discipline etc :** \_\_\_\_\_
- 15. **Grading :**

**"Outstanding"/Very good"/Good"/or "Poor"**

**Signature of Reporting Officer**

**Name in Block letters**

**Designation .**