

**CONFIDENTIAL CHARACTER ROLL OF DIARISTS / DESPATCHER /
LIBRARIAN / RECORD SUPPLIER ETC.**

1. N a m e. :
 2. Designation. :
 3. Department. :
 4. Date of joining in the Branch /
Section. :
 5. Present Pay. :
 6. Year of reporting. :
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- (I) Item wise report by the Reporting Officer. :
 - (a) State of Health. :
 - (b) Attendance and discipline. :
 - (c) Promptness in carrying out instructions. :
 - (d) Maintenance of routine. :
(With reference to work allotted).
 - (e) Out turn & Quality of disposal. :
(With reference to work allotted).
 - (f) Knowledge of rules and procedure :
(With reference to work allotted).
 - (g) Integrity. :
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- (II) Steps taken to point out defects if any with results. :

(III) General remarks (Official conduct, :
fitness for promotion on other
assignments and over all rating
etc.).

Signature:

D a t e :

S e a l :

(IV) Remarks of the Countersigning :
Officer.

Signature:

D a t e :

S e a l :

(v) Remarks by Accepting Officer.

Signature:

D a t e :

S e a l :

(VI) Date of communication of :
Adverse Remarks if any:
(With Initials Communicating Officer).