

CONFIDENTIAL

ANNEXURE - 4

**CONFIDENTIAL CHARACTER ROLL OF MINISTERIAL OFFICERS-VIZ.
SENIOR ASSISTANT / JUNIOR ASSISTANT / HEAD CLERKS / SENIOR
CLERKS / JUNIOR CLERKS / JUNIOR CLERK-CUM-TYPIST.**

1. N a m e. :
2. Designation. :
Sr.Asstt. / Jr.Asstt.
3. Department. :
4. Branch / Section. :
5. Date of joining in the Branch / :
Section.
6. Reporting Period. :
7. (I) Item wise report by the Reporting :
Officer.
8. (a) State of Health. :

- (b) Attendance and discipline. :

- (c) Clearance of routine. :

- (d) Noting. :

- (e) Drafting. :

- (f) Disposal. :

- (g) Knowledge of rules and :
procedure.
- (h) Ability to deal with cases. :

- (i) Integrity. :

- (II) Steps taken to point out defects :
if any with results.

(P.T.O.)

(III) General remarks of the Reporting Officer (Official conduct, fitness for promotion, other assignment and over all rating etc.). :

Signature:

Date :

Seal :

(IV) Remarks of the Countersigning Officer. :

Signature:

Date :

Seal :

(v) Remarks of the Accepting Authority. :

Signature :

Date :

Seal :

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