

**CONFIDENTIAL**

**ANNEXURE – 5**

**CONFIDENTIAL CHARACTER ROLL OF TYPIST / SUPERINTENDENT  
LEVEL – II AND SUPERINTENDENT LEVEL – I OF TYPIST CADRE.**

1. N a m e. :
2. Designation. :
3. Department. :
4. Branch. :
5. Section. :
6. Y e a r. :  
(Period under Report).
7. Date of joining the present grade. :
8. Date of joining the present post. :
  - (i) Item wise report by Branch Officer. :
  - (a) State of Health. :
    - (b) Attendance and discipline. :
    - (c) Promptness in carrying out instructions. :
    - (d) Maintenance of routine. :  
(With reference to the work allotted).
    - (e) Knowledge of rules. :  
(with reference to the work allotted).
    - (f) Out turn and quality of disposal. :  
(with reference to the work allotted).
    - (g) Integrity. :
  - (II) Steps taken to point out defects if any with results.

( P.T.O. )

(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).