

CONFIDENTIAL.

ANNEXURE – 7.

CONFIDENTIAL CHARACTER ROLL OF P.A. (TECHNICAL) & STENOGRAPHERS.

1. N a m e. :
  2. Grade. :
  3. Department. :
  4. Officer to whom attached. :
  5. Present Pay. :
  6. Year of reporting. :
- (I) Item wise report by the Reporting Officer. :
- (a) State of Health. :
  - (b) Attendance and discipline. :
  - (c) Quality of work in Shorthand Writing and Type Writing. :
  - (d) Ability to handle Secret and Confidential correspondence. :
  - (e) Disposal. :
  - (f) Grasp and understanding. :
  - (g) Sense of responsibility. :
  - (h) Integrity. :

( P.T.O.)

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

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

Signature :  
D a t e :  
S e a l :

(IV) Remarks by Accepting Officer. :

Signature :  
D a t e :  
S e a l :

(V) Date of Communication of Adverse Remarks if any. (With Initials Communicating Officer).