

**CHAUDHARY SARWAN KUMAR
HIMACHAL PRADESH KRISHI VISHVAIDYALAYA
PALAMPUR - 176 062**

FORM OF CONFIDENTIAL REPORT ON PERSONAL ASSISTANT/SENIOR SCALE STENOGRAPHER/JUNIOR SCALE STENOGRAPHER/STENO TYPIST

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| BRANCH/DEPARTMENT | : | |
| REPORT FOR THE YEAR | : | |
| PERIOD ENDING | : | |

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| 1 | Name & Designation | : | |
| 2 | Date of Birth | : | |
| 3 | Present Grade | : | |
| 4 | Date of appointment to the present grade | : | |
| 5 | Name of officers with who employed during the year and the period served with each | : | |
| ASSESSMENT BY THE REPORTING OFFICER: | | | |
| (If any of the items mentioned below do not apply, the Reporting Officer should mention this fact against the relevant items). | | | |
| 6 | Regularity and punctuality in attendance | : | |
| 7 | Proficiency and accuracy in stenographic work | : | |
| 8 | Intelligence, keenness and industry | : | |
| 9 | Trust-worthiness in handling secret, and Top secret matters and papers | : | |
| 10 | Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc. | : | |
| 11 | General assistance in ensuring that matters requiring attention are not lost sight of | : | |
| 12 | Initiative and tact in dealing with telephone calls and visitors | : | |
| 13 | Nature of other duties, if any, on which employed and whether carried them out satisfactorily | : | |
| 14 | Fitness for promotion to the next higher grade | : | |
| 15 | Suitability for working as a Section Officer/Assistant/P.A. | : | |

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| 16 | Brief mention of any outstanding or notable work, if any, meriting special recommendation | : | |
| 17 | Has he been reprimanded for indifferent work or for other causes during the period under report? If so, give brief particulars | : | |
| 18 | Remarks as to defects in character, indebtedness, etc., which may militate against efficiency and suitability | : | |
| 19 | General assessment of personality integrity, character and temperament, including relations with others/fellow employees amenability and discipline etc. | : | |
| 20 | Grading: ('POOR', or 'FAIR', or 'GOOD', or 'VERY GOOD', or 'OUTSTANDING') | | |

Signature of the Reporting Officer

Name in Block Letters

Designation

Signature of the Next Higher Officer

In case of steno-typist this assessment shall be given in regard to fitness for promotion to both the grades of Stenographer and Upper Division Clerk.

Note:-The substance of an unfavourable report will, as a rule, be communicated to the officer reported on either orally or in writing as may be considered appropriate by the Reporting Officer and the fact of such communication noted on this report. Where the Reporting Officer feels that such communication will serve no useful purpose and may only discourage the officer reported, the decision not to communicate should also be noted.