

GOVERNMENT OF ARUNACHAL PRADESH  
DEPARTMENT OF PERSONNEL  
ITANAGAR.

FORM-XVI

**FORM OF CONFIDENTIAL REPORT ON PRIVATE SECRETAIRES**

ARUNACHAL PRADESH ADMINISTRATION  
ANNUAL CONFIDENTIAL REPORT FOR

(To be filled in by the Officer being reported upon)

01. Name (in block letters) :-
02. Date of birth :-
03. Designation of post and name of service. :-
04. Present post, date of appointment to it and its location. :-
05. Educational qualification :-
06. Prescribed speed test passed in :-  
(a) Stenography  
(b) Typing

PART-II

(To any of the items mentioned below do not apply the reporting officer should mention this fact against the relevant item)

07. State of Health :-
08. Regularity & Punctuality in attendance. :-
09. Intelligence, Keenness & Industrious :-
10. Proficiency & accuracy in stenographic work. :-
11. Trustworthiness in handling secrets & top secrets matters & papers. :-
12. Maintenance of engagement diary :-  
timely submission of necessary papers for meeting interviews etc.
13. General assistance in ensuing that matters requiring attention are not lost sight of. :-
14. Initiate & fact in dealing with telephone calls & visitors. :-

15. Fitness for promotion to higher grade(s) in his own turn. :-
- (a) (i) Fit :-  
(ii) Not yet fit :-  
(iii) Unfit :-
- (b) Has the officer any special characteristics and or any outstanding merits or abilities which would justify his advancement and special selection for higher appointment out of turn ?  
If so, please be mentioned those characteristics briefly. :-
- (c) Recommendation regarding suitability for other spares of works :-
16. Has he been reprimanded for indifferent work of for other causes during the period under report, if so, give brief particulars. :-
17. Remarks as in defects in character under leave etc. which may mutilate against efficiency & suitability. :-
18. Attitude of the officer towards the scheduled castes & scheduled tribes.
- (a) Very good :-  
(b) Reasonable approach :-  
(c) Average approach :-  
(d) Does not have the ability to deal them properly :-
19. INTEGRITY.
- (a) Whether there is any vigilance or departmental case or enquiry. :-
- (b) Whether any inquiry is proposed to be instituted :-
- (c) Final outcome as above.
20. General assessment of personality character & temperament including relation with fellow employees, amendability to discipline etc. :-

Signature.....

Name .....

Designation.....