

**GOVT. OF N. C. T. OF DELHI**

**For of Confidential Report of Private Secretary/Personal Assistant/ Stenographer**

Office of the -----

Report for the period -----

1. Name of Official -----
2. Date of birth -----
3. Present grade ( I/ II/ III) -----
4. Date of appointment to the present grade -----
5. Name of the Officer (s) with whom  
employed during the year and the period  
served with each -----
6. Regularity and punctuality in attendance -----
7. Proficiency and Accuracy in Stenographic work -----
8. Intelligence, Keen-ness & Industry -----
9. Trust-worthiness in handing 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 the 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 satisfactory steno  
from ACR -----
14. Suitability for working as a Superintendent /  
Assistant -----

15. Brief mention of any outstanding notable work, -----  
if any, meriting special commendation
16. Has he been reprimanded for indifferent work or for -----  
the other causes during the period under report? If so,  
give brief particulars
17. Remarks as to defects in character, in doubtedness -----  
etc., which may militate against efficiency and  
suitability
18. General assessment of personality, character and -----  
temperament including relation with fellow employees,  
amenability to discipline, etc
19. Assessment of integrity: -----  
If anything adverse has come to notice, please specify  
it also
20. Proficiency in Hindi -----

Signature of Reporting Officer  
Name in  
BLOCK Letters  
Designation