Forms of Annual Performance Assessment Report of Private Secretary/Stenographer
Grade “C” and “D” CSSS

Report for the year/period ending…………………………………………………

PART – I

PERSONAL DATA

1. Name of Officer :

2. Designation/Post held :

3. Date of birth :

4. Whether the Officer belongs to SC/ST

5. Present Grade :

6. Date of appointment to the present post :
7. Report the work done by various officers during the year, and the work that was not done. For each officer, state the name, designation, period of employment, and period served with each.

<table>
<thead>
<tr>
<th>Name of officers with designation</th>
<th>Name of Officer, period with designation</th>
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<tbody>
<tr>
<td>With whom employed during the year &amp;</td>
<td>The period served with each.</td>
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<tr>
<td>Period of absence from duty (on leave, training etc.) during the year</td>
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1. Brief description of duties

2. A statement of the work done by you during the year/period from ........... to ............ bringing out any special achievements during the year/period. In the event of shortfall in achievement furnish reasons. (The resume to be furnished within the space provided limited to 100 words and is required to be signed)

3. Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date. I.e. 31st January of the year following calendar year. If not the date of filling the return should be given. (Not applicable to Stenographer Grade “D”)
ASSMENT OF THE REPORTING OFFICER

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Does the Reporting Officer agree with each and every significant statement contained in the resume (Col. 2 of the Part II) of the work done by the officer?

2. State of health

3. Regularity and Punctuality in attendance

4. Proficiency and accuracy in Stenography work

5. Intelligence, Keenness and Industry

6. Trust-worthiness in handling secret and top secret matters & papers
7. Maintenance of engagement diary and timely submission of necessary papers for meetings, interviews etc.

8. General assistance in ensuring that matters requiring attention are not lost sight of.

9. Initiative and fact in dealing with telephone calls and visitors.

10. Ability to draft notes, letters, minutes, briefs and ability to prepare summary etc. (In case such items of work have been performed by the officer)

11. (a) Has the officer any special characteristics and/or any outstanding merit or abilities which would justify his/her selection for special assignments. If so, please mention these characteristics briefly.

(b) Recommendation regarding suitability for other spheres of work. (This should be substantiated).

12. Has he/she been reprimanded for indifferent work or her other causes during the period under report? If so, give brief particulars.
13. General assessment of personality, character and temperament including relations with fellow employees amendability to discipline, etc.

14. Integrity

(Please see Note below instructions)

15. Grading

(Outstanding/Very good/Good/Average/Below Average)

(An officer should not be graded outstanding unless exceptional qualities and performance have been noticed, grounds for giving such a grading should be clearly brought out).

Signature of the Reporting Officer

Place: Name in block letters

Date: Designation (During the period of report)