

CHARACTER ROLL OF

(Jr. Typist/Sr. Typist/~~Superintendent-L. II~~/Superintendent-L. I)

Name :
Designation :
Department :
Branch :
Section :
Date of joining the present grade :
Date of joining the present post :
YEAR :

I. Itemised report by Branch Officer Under Secretary.

- a) State of Health :
- b) Attendance and discipline.
- c) Promptness in carrying out Instructions.
- d) Maintenance of routine (with reference to the work allotted)
- e) Knowledge of rules (with reference to the work allotted).
- f) Out turn and quality of disposal (with reference to the work allotted).
- g) Integrity.

II. Steps taken to point out defects if any, with results.

III. General remarks (Officials conduct, fitness for promotion or other assignments overall rating.

Signature
Designation
Date

IV. Remarks by Deputy Secretary/
Joint Secretary or other
superior Officers.

Signature
Designation
Date

V. Remarks by Secretary
Additional Secretary

Signature
Designation
Date

VI. Date of communication of adverse remarks if any with initials of communicating officer.