

CHARACTER ROLL OF NON-MINISTERIAL STAFF (OTHER THAN P.A./STENOGRAPHERS) OF THE SECRETARIAT.

Name :

Designation :

Department :

Branch :

Section :

Date of joining the present grade :

Date of joining the present post :

Year of Report :

1. Item-wise Report by the Section Officer.

(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) Outturn 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 (Official conduct, fitness for promotion or other assignments, overall rating).

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

IV. Remarks by Assistant Secretary/  
Under Secretary or other  
Superior Officer.

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_

V. Remarks by the Deputy Secretary

Signature \_\_\_\_\_

Date \_\_\_\_\_

VI. Remarks by Secretary

Signature \_\_\_\_\_

Date \_\_\_\_\_

VII. Date of communication of  
adverse remarks, if any,  
with initials of communi-  
cating officer.