



Atal Medical & Research University, H.P. (A State Govt. University)

(SLBS Govt. Medical College & Hospital Campus, Ner Chowk, Mandi, H.P.)
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Registrar's Office

FORM OF CONFIDENTIAL REPORT FOR PRIVATE SECRETARY/ PERSONNEL ASSISTANT /Sr. SCALE STENOGRAPHER/ JR. SCALE STENOGRAPHER/STENO TYPIST AND SPECIAL ASSISTANT TO THE VICE-CHANCELLOR

(Column 1 to 6 to be filled from the individual concerned)

Reporting Year: _____

Branch/Department/Office : _____

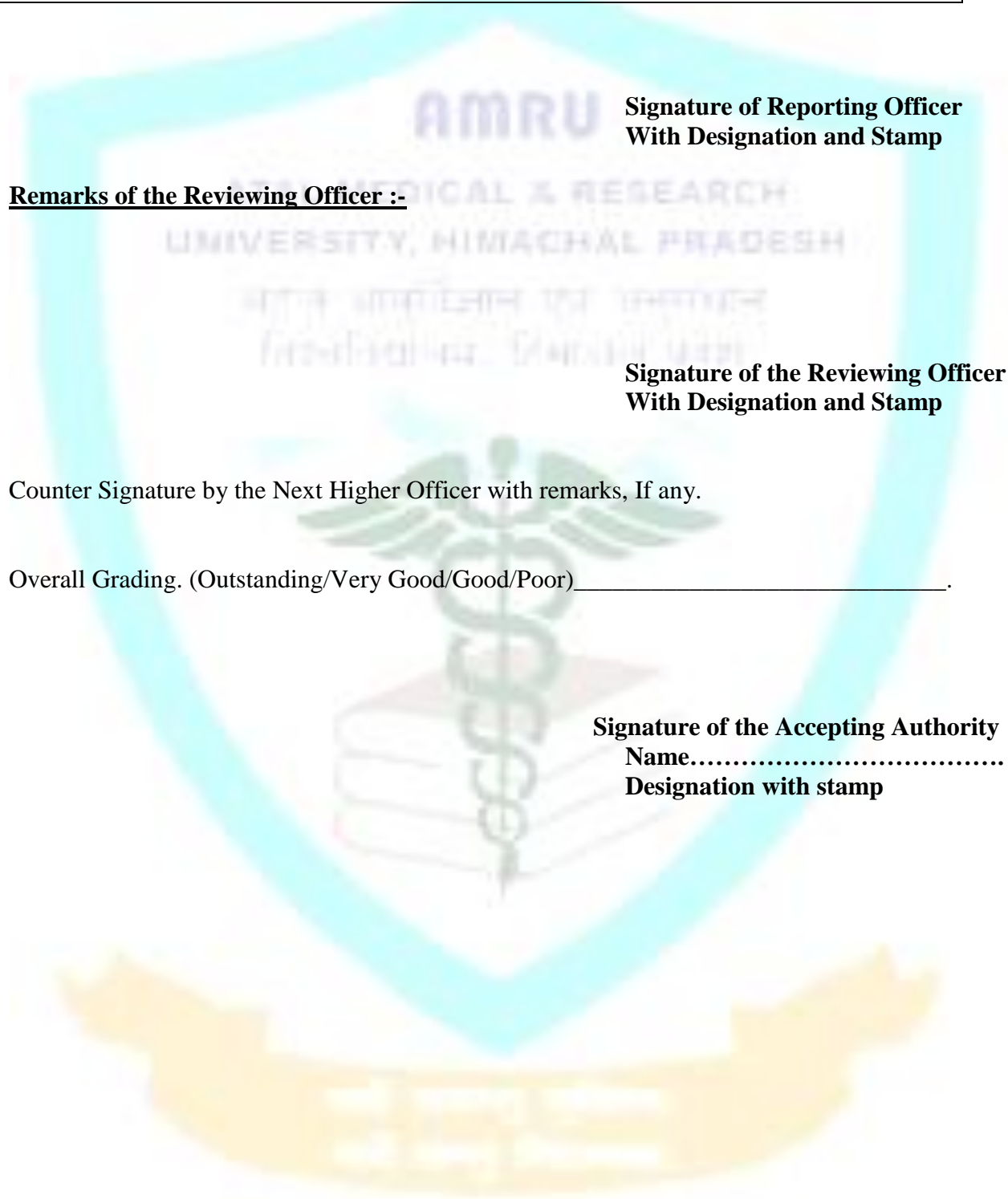
1.	Name of Official	:	
2.	Father's Name	:	
3.	Date of Birth	:	
4.	Pay Scale with date of holding the post	:	
5.	Name of the officer with whom attached during the year and the period served with each officer	:	

ASSESSMENT BY THE REPORTING OFFICER

(If any of the items mentioned below do not apply ; the Reporting Officer should mention this fact against relevant items)

6.	State of Health : Please indicate	:	
7.	Regularity and punctuality in attendance	:	
8.	Proficiency and accuracy in stenography work, accuracy in spellings	:	
9.	Intelligence keenness and industry	:	
10.	Trust-worthiness in handling secret and top secret matters and papers	:	
11.	Maintenance of engagement diary and timely submission of necessary papers for the meetings etc.	:	
12.	General Assistance in ensuring that matters requiring attention are not lost sight of	:	
13.	Initiative and tact in dealing with telephone calls and visitors	:	
14.	Nature of other duties, if any, on which employed and whether carried them out satisfactorily	:	
15.	Fitness for promotion to the next higher grade (if applicable)	:	
16.	Suitability for working in particular office/officer	:	
17.	Brief mention of any outstanding or notable work, if any meriting special commendation	:	
18.	Has he been reprimanded for indifferent work or for other causes during the period under report ? if so, give brief particulars.	:	

19	Remarks as to defects in Character, indebtedness, etc., which may militate against efficiency and suitability	:	
20	General Assessment of personality, integrity, character and temperament including relations with fellow employees, amenability to discipline etc.	:	
GRADING : Outstanding/ Very Good/Good/Poor			



**Signature of Reporting Officer
With Designation and Stamp**

Remarks of the Reviewing Officer :-

**Signature of the Reviewing Officer
With Designation and Stamp**

Counter Signature by the Next Higher Officer with remarks, If any.

Overall Grading. (Outstanding/Very Good/Good/Poor)_____.

**Signature of the Accepting Authority
Name.....
Designation with stamp**