

**CHAUDHARY SARWAN KUMAR  
HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA  
PALAMPUR - 176 062**

**FORM OF CONFIDENTIAL REPORT CLERK/TYPIST/JUNIOR ASSISTANT**

**BRANCH/DEPARTMENT : \_\_\_\_\_**  
**REPORT FOR THE YEAR/ PERIOD ENDING : \_\_\_\_\_**

<b>1</b>	Name	:	
<b>2</b>	Date of Birth	:	
<b>3</b>	Date of continuous appointment to the present grade	:	
<b>4</b>	Whether permanent or temporary	:	
<b>5</b>	Section(s) in which served during the year under report and period of service in each	:	
<b><u>ASSESSMENT BY THE REPORTING OFFICER</u></b> <b><u>(SUPERINTENDENT/SECTION OFFICER)</u></b>			
<b>6</b>	Nature of work employed (Diary, Dispatch, Recording and Indexing, Cash and Accounts work, Typing, Proof Reading etc.)	:	
<b>7</b>	Proper maintenance of prescribed registers and charts, etc. (E.G., Section Diary, Central Chart, Dispatch Register, Index Slip, File Register, etc.)	:	
<b>8</b>	Accuracy and speed in typing	:	
<b>9</b>	Intelligence, Industry and Keeness	:	
<b>10</b>	Observation of capacity to express himself with clarity and comprehension in his notes and drafts. (If he has had occasion to do case work)	:	
<b>11</b>	Amenability to discipline	:	
<b>12</b>	Punctual attendance	:	
<b>13</b>	Relations with fellow employees	:	
<b>14</b>	General summing up of good and bad qualities	:	
<b>15</b>	Grading: (‘POOR’, or ‘FAIR’, or ‘GOOD’, or ‘VERY GOOD’, or ‘OUTSTANDING’)	:	

**Signature of the Reporting Officer**

**Name in Block letters: \_\_\_\_\_**

**Designation: \_\_\_\_\_**

**Remarks of the Reviewing Officer (Assistant Registrar or Corresponding Officer).**

(The Reviewing Officer should carefully consider and state whether he accepts the assessment recorded by the Reporting Officer in all respects. If he differs from the Reporting Officer in any respect, the fact should be clearly stated).

- (I) Fitness for promotion to grade of Senior Clerk/Junior Assistant/Senior Assistant/Accountant.

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**Signature of the Reviewing Officer**

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**Name in Block letters**

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**Designation**

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**Signature of the Next Superior Officer  
(With remarks, if any)  
(Accepting Authority)**

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**Name in Block letters**

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**Designation**

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