

CHARACTER ROLL OF ASSISTANTS

Name:

Designation:

OFFICE of the Principal:

Branch:

Section:

Date of joining in the present grade:

Date of joining in the section:

Assessment Year:-

1. Itemwise Report:

(a) State of health:

(b) Attendance & discipline:

(c) Clearance of Routine:

(d) Noting:

(e) Drafting:

(f) Disposal:

(g) Knowledge of Rules & procedure:

(h) Ability to deal with cases:

(i) 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 etc.)

Signature of reporting  
Officer with name in Block  
letters and seal and date.  
(Administrative Bursar)

IV. Remarks by Countersigning  
Authority:

Signature with seal & date.  
(Principal)

V. Remarks by the accepting  
Authority:

Signature with seal & date.  
(Director, Higher Edn., Orissa)

VI. Date of communicate of adverse remarks if  
any with initials of the communicating Officer.