

F O R M - 1

Character Roll of Ministerial Staff of A.D.C. & Sub-ordinate Officer (Prescribed under book Circular No.45 issued by the G.A.(S.E) Deptt. under Memo No.741-Pro-11/81(SE) dt.5.2.82.

...

Name :-

Designation:-

Office.

Branch.

Date of joining in the present Grade:

Date of joining in the Section.

Year.

I. Itemwise report by the Reporting Officer,

- a. State of Health,
- b. Attendance and Discipline,
- c. Clearance of Routine,
- d. Drafting,
- e. Noting,
- f. Disposal.
- g. Knowledge of Rules and Procedures.,
- h. Ability to deal with cases,
- i. Integrity,

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

III. General remarks (Official conduct-fitness, for promotion or other assignment, overall rating etc.)

Signature  
Designation,  
Date.

IV. Remarks by the Countersigning Authority/Superior officer/  
S.D.O./A.D.N.

Signature  
Designation,  
Date.

V. Remarks by the Receipting Authority (Head of office/  
Department) Collection.

Signature,  
Designation,  
Date.

VI. Date of communication of adverse remarks, if any (with initial of the communicating Officers).

Signature,  
Designation,  
Date....