

EMPLOYEE NO..... NAME .....



**ANNEXURE " G"**  
**AHMEDABAD MUNICIPAL CORPORATION**  
**FORM OF ANNUAL CONFIDENTIAL REPORT ON PERSONAL ASSISTANT/STENOGRAPHERS**  
**AND STENO-TYPIST OF AHMEDABAD MUNICIPAL CORPORATION**

<b>Department / Office of</b>	<b>Employee No</b>
વિભાગ ખાતુ/કચેરી	એમ્પ્લોઈ નંબર
<b>IF ALLOCATION GIVE THE NAME OF DEPARTMENT</b> ફાળવણી થયેલ હોય તો ફાળવણી થયેલ ખાતાનું નામ	
<b>Report for the year / period from</b>	<b>to</b>
સુધીના સમય/વર્ષ માટે અહેવાલ	થી

**PART-I (To be filled in by office)**

1. Name of Officer/Employee : અધિકારી/ કર્મચારીનું નામ	
2. Date of Birth જન્મ તારીખ	
3. Date of Appointment. નોકરીમાં નિમણૂકની તારીખ	Post હોદ્દો
	Grade ગ્રેડ
4. Educational degree/diploma on date of appointment નિમણૂક તારીખે શૈક્ષણિક ડિગ્રી/ ડિપ્લોમા લાયકાત	
5. Present post, and date of appointment there to હાલના હોદ્દા પર નિમણૂકની તારીખ	Post હોદ્દો
	Grade ગ્રેડ
6. Period of absence on leave during the year. વર્ષ દરમ્યાન રજાના કારણસર ફરજ પરની ગેરહાજરીની મુદત	
7. Educational degree/diploma received by him during the year under review સમીક્ષા હેઠળ વર્ષ દરમ્યાન એમણે મેળવેલ શૈક્ષણિક ડિગ્રી/ ડિપ્લોમા	
8. Training received during the year (indicate period of training name of course and Institution attended) વર્ષ દરમ્યાન મેળવેલી તાલીમ (તાલીમનું મુદત, અભ્યાસ ક્રમ અને જે સંસ્થામાં તાલીમ લીધી હોય એના નામ દર્શાવવા.)	

**PART-II (Assessment by reporting officer)**

(If any of the items mentioned below do not apply, the reporting officer should mention this facts against relevant items)

1. Regularity and punctuality in attendance.	
2. Proficiency and accuracy in stenographic work.	
3. Intelligence, keenness and industry.	
4. Trust-worthiness in handling secret and Top-Secret matters and papers.	
5. Maintenance of engagement dairy and timely submission of necessary papers for meeting, interviews, etc.	
6. General assistance in ensuring that matters requiring attention are not lost sight of.	
7. Initiative and tact in dealing with telephone calls and visitors.	
8. Nature of other duties, if any, on which employed and whether carried them out satisfactorily.	
9. Brief mention of any outstanding or not able work, if any, meriting special commendation.	
10. Has he been reprimanded for indifferent work of for other causes during the period under report? If so, give brief particulars.	
11. Remarks as to defects in character, indebtedness, etc. which may militate against efficiency and suitability.	
12. General assessment for personality, character and temperament including relation with	

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fellow employees, amenability to discipline etc.	
13. Assessment of integrity(if anything adverse has come to your notice please specify it also.)	
14. Overall assessment. (EXCELLENT /VERY GOOD / GOOD/ POOR ):	
15. Has he tried to exert/extorted political or other influence of pressure for his service related matters particularly Transfer/posting? If yes, the details there of.	
Date:	Signature of Reporting Officer  Name in block letters:  Designation:

**PART-III(Remarks of Reviewing Officer)**

(The reviewing officer should carefully consider and state whether he accepts the assessment of the reporting officer in all respect including grading. If he differ from the reporting officer in any respect, the fact should be clearly stated.)

Signature of Reviewing  
Officer

Name in block  
letters:

Designation:

Date:

EMPLOYEE NO..... NAME .....

**PART-IV(Remarks of accepting Authority)**

Signature of Accepting  
Authority Officer :

Name in block  
letters:

Date -

Designation: