

ANNEXURE XIII

No. Q/L.C./586/2/90

Mission/Post

ANNUAL CONFIDENTIAL REPORT FOR LOCALLY RECRUITED STAFF FOR THE PERIOD/YEAR

1. Name :
2. Designation :
3. Date of Birth :
4. Qualification :
5. Nationality :
6. Date of initial appointment and post held :
7. Subsequent promotion (s) with date (s) :

Please comment on the following in respect of the official reported upon:

- A. Punctuality, sincerity/loyalty and devotion to duty :
- B. Proficiency and output :
- C. Knowledge of Shorthand/ Typing :
- D. Proficiency of translation/ Interpretation work :
- E. Protocol or PR work :
- F. Attitude towards India/Indian culture/Indians :
- G. Behaviour towards India-based personnel and other local staff members :
- H. Behaviour towards visitors :
- I. Any additional attributes :
- J. General remarks :
- K. Knowledge of computers (for clerical and above staff) :

Signature of reporting officer
Name:
Designation :

Remarks of the Reviewing Officer

Signature of Reviewing officer
Name: