CONFIDENTIAL REPORT FORM

for

ACCOUNTANT / ADMIN OFFICER

# G O V E R N M E N T O F P A K I S T A N

Name of Ministry/Division/Department/Office

ANNUAL

SPECIAL REPORT FOR THE PERIOD FROM to

## PART-I

Name Date of Birth

Designation BPS Basic Pay Rs.

Date of entry into Date of appointment

Govt. Service to the present BPS

Qualifications

Training Courses, attended if any,

Nature of duties on which employed

## PART – II

*Note:-* The rating should be recorded by initialing the appropriate box in the column:

“AI” Very Good “A” Good “B” Average “C” Below Average “D” Poor

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A. PROFESSIONAL SKILLS** | **A-I** | **A** | **B** | **C** | **D** | **Remarks** |
| 1. Intelligence and mental alertness |  |  |  |  |  |  |
| 2. Judgment and sense of proportion |  |  |  |  |  |  |
| 3. Initiative and drive |  |  |  |  |  |  |
| 4. Power of expression  (a) Write  (b) Speech |  |  |  |  |  |  |
| 5. Ability to plane organize and supervise work |  |  |  |  |  |  |
| 6. Quality and out put of work |  |  |  |  |  |  |
| 7. Perseverance and devotion to duty |  |  |  |  |  |  |
| 8. Capacity to guide and train subordinates |  |  |  |  |  |  |
| 9. Co-operation and tact |  |  |  |  |  |  |
| **B. PERSONAL TRAITS** | **A-1** | **A** | **B** | **C** | **D** |  |
| 10. Integrity |  |  |  |  |  |  |
| 11. Sense of responsibility |  |  |  |  |  |  |
| 12. Personality |  |  |  |  |  |  |
| 13. \*\* |  |  |  |  |  |  |
| 14. \*\* |  |  |  |  |  |  |
| 15. \*\* |  |  |  |  |  |  |
| 16. \*\* |  |  |  |  |  |  |
| 17. \*\* |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| \*18. Interest In social welfare | take interest in social welfare activities | Is inclined to treat this aspect of his duty as routine function |
| \*19 Interest in economic development | Is interested in planning and execution of development schemes | Is inclined to treat this aspect of his duty as routine function |
| \*20 Behavior with public | Is modest and helpful |  |
| Is inclined to be arrogant |
| 21 Standard of living | Lives within known means of income | Reported to be living beyond known means of income |
| 22 Observance of security  measures | Takes reasonably good care | Inclined to be negligent |
| 23 Punctuality | Punctual | Unpunctual |
| 24 Touring | Adequate and systematic | Inadequate and unsystematic |

\*to be initialed only when applicable.

\*\*Please see instruction A-1 on page 4.

# PART – III

GENERAL ASSESSMENT

(Appraise in the present grade by initialing the appropriate column below)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Very Good | Good | Average | Below Average | Poor | Special aptitude, if any |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Has Tendency against tenants of Islam** | **Yes** | **NO** |

## PART – IV

SUITABILITY FOR PROMOTION

(Initial the appropriate box below)

1. Recommended for accelerated promotion … … … …
2. Fit for promotion … … … …… … … …
3. Recently promoted/appointed, consideration for promotion premature

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Not yet fit for promotion … | … | … | … | … | … | … |
| Unfit for further promotion |  | … | … | … | … |  |

1. Fitness for retention after 25 years service … … … Fit Unfit

## 

## PEN-PICTURE

Signature, Name and Designation

Date Official Stamp of Reporting Officer

## PART – V

REMARKS OF THE COUNTERSIGNING OFFICER

Dated 20 Official Stamp Signature, Name and Designation