CONFIDENTIAL REPORT FORM

for

SUB-ENGINEER/ SENIOR SUB ENGINEER (ELECTRICAL)

# 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. | **PERFORMANCE** | | **AI** | **A** | **B** | **C** | **D** | | **REMARKS** |
| 1 | Superintendence of work | |  |  |  |  |  | |  |
| 2 | Regularity and Punctuality in attendance | |  |  |  |  |  | |  |
| 3 | Maintenance of order and discipline | |  |  |  |  |  | |  |
| 4 | Capacity for prompt disposal of work | |  |  |  |  |  | |  |
| 5 | Capacity to train, help and advise his less experienced staff | |  |  |  |  |  | |  |
| 6 | Knowledge of procedure and regulations | |  |  |  |  |  | |  |
| 7 | Initiative | |  |  |  |  |  | |  |
| 8 | **TECHNICAL ABILITY** | | | | | | | | |
|  | a)Seismograph/Magnetograph | |  |  |  |  |  | |  |
|  | b) Dobson/ Electrolyser Plant | |  |  |  |  |  | |  |
|  | c) Communication among hardware | |  |  |  |  |  | |  |
|  | d) Electrical Maintenance | |  |  |  |  |  | |  |
|  | e) W.F.R./ R. W. S | |  |  |  |  |  | |  |
|  | f) W.S.R. Repair & Maintenance etc | |  |  |  |  |  | |  |
|  | | g) A.W.S. Installation/ configuration etc |  |  |  |  | |  |  |
|  | | h) Fax/ Telephone exchange |  |  |  |  | |  |  |
|  | | i) Maintenance and up keep equipment |  |  |  |  | |  |  |
| B. | | **PERSONAL TRAITS** | | | | | | | |
| 1 | Intelligence | |  |  |  |  |  | |  |
| 2 | Perseverance and devotion to duty | |  |  |  |  |  | |  |
| 3 | Co-operation and tact | |  |  |  |  |  | |  |
| 4 | Amenability to discipline | |  |  |  |  |  | |  |
| 5 | Integrity | |  |  |  |  |  | |  |
| 6 | Trust-worthiness in confidential matters. | | Yes |  | | No |  | |  |

**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 |
|  |  |  |  |  |  |

**PART-IV**

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

**SUITABILITY FOR PROMOTION**

(Initial the appropriate box below)

|  |
| --- |
|  |

(a). Recommended for accelerated promotion:

|  |
| --- |
|  |

(b). Fit for promotion:

|  |
| --- |
|  |

(c). Recently promoted / Appointed, consideration for promotion premature:

|  |
| --- |
|  |

(d). Not yet fit for promotion:

|  |
| --- |
|  |

(e). Unfit for further promotion:

|  |  |
| --- | --- |
| UNFIT |  |

|  |  |
| --- | --- |
| FIT |  |

(f). Fit for retention after 25years service:

**. .**

**PEN PICTURE**

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Dated:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official Stamp Signature, Name & Designation

of Reporting Officer.

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**PART-V**

REMARKS OF THE COUNTERSIGNING OFFICER

Dated:- \_\_\_\_\_\_\_\_\_\_\_\_\_ Official Stamp Signature, Name & Designation

of Countersigning Officer.