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**

.

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.