CONFIDENTIAL REPORT FORM

for ASSISTANTS/ U.D.Cs/ L.D.Cs

# 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** | **A-I** | **A** | **B** | **C** | **D** | **Remarks** |
| 1. Reference and paging of notes and correspondence |  |  |  |  |  |  |
| 2. Keeping of files and papers in tidy conditions |  |  |  |  |  |  |
| Maintenance of records (including recording and3. indexing) |  |  |  |  |  |  |
| 4. Skill in noting and drafting, where applicable |  |  |  |  |  |  |
| Other duties; e.g. Cashier duties, preparation of bill,5. statement of cash, statement/returns |  |  |  |  |  |  |
| Other Clerical duties e.g. typing, diary / dispatch,6. disbursement of case, statements/returns |  |  |  |  |  |  |
| 7. Regularity and punctuality in attendance |  |  |  |  |  |  |
| 8. Standard of work | (a) Quality |  |  |  |  |  |  |
| (b) Out-put |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **B. PERSONAL TRAITS** | **A-1** | **A** | **B** | **C** | **D** |  |
| 9. Intelligence |  |  |  |  |  |  |
| 10. Perseverance and devotion to duty |  |  |  |  |  |  |
| 11. Co-operation and tact |  |  |  |  |  |  |
| 12. Amenability to discipline |  |  |  |  |  |  |
| 13. Integrity |  |  |  |  |  |  |
| 14. Trust worthiness in confidential and secret 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 |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **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