CONFIDENTIAL REPORT FORM

For

 STENO-TYPIST & ASSISTANT PRIVATE SECRETARY

# 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:

“A1” Very Good “A” Good “B” Average “C” Below Average “D” Poor

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A.** | **PERFORMANCE** | **A1 (10)** | **A (8)** | **B (7)** | **C (6)** | **D (4)** | **Total** |
|  | Standard of Shorthand/Typing* + 1. Speed
		2. Accuracy
 |  |  |  |  |  |  |
|  | Attending Telephones;* + 1. Etiquette
		2. Checking unnecessary intrusion
		3. Economy
 |  |  |  |  |  |  |
|  | Maintenance of officers engagement diary and conducting of visitors |  |  |  |  |  |  |
|  | Movement of files and record of suspense cases |  |  |  |  |  |  |
|  | Other duties; e.g., tour arrangements, provision of amenities, etc/ Dress and cleanliness |  |  |  |  |  |  |
|  | Regularity and punctuality in attendance |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **B.** | **PERSONAL TRAITS** |  |  |  |  |  |  |
|  | Intelligence |  |  |  |  |  |  |
|  | Perseverance and devotion to duty |  |  |  |  |  |  |
|  | Co-Operation and tact/ Amenability to discipline |  |  |  |  |  |  |
|  | Integrity/ Trust worthiness in confidential and secret matters |  |  |  |  |  |  |
|  Total |  |  |  |  |  |  |

#  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