#### **GOVERNMNET OF PAKISTAN**

# (Name of Ministry/Division/Department/Office)

ANNUAL REPORT FOR THE REPLOD FROM	TO
REPORT FOR THE PERIOD FROM	10
SPECIAL	

### PART I

1.	Name(in block letters)
2.	Designation
3.	Academic Qualification
4.	Date of BirthPlace of Birth
5.	Total Service
6.	Knowledge of Language
7.	Special training

#### Posts held during the period

Post and BPS	Period	Pay and Scale

PLEASE SEE INSTRUCTIONS ON PAGE 4 OF THIS FORM.

### 2 PART II

The ra	ating should be	record	ed by initialing	the appropriat	te colum	n or box.
<b>'</b> Δ1'	Very Good	<b>'</b> Δ'	Good 'B'	Average	'C'	Below Av

'A1' Ve	A1' Very Good; 'A' Good; 'B' Average;		Below Average;		'D' Poor;		
		A1	Α	В	С	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						
10.	Integrity						
	(a) Intellectual						
	(b) Moral						
11.	Sense of responsibility						
	(a) General						
	(b) In financial matters						
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.

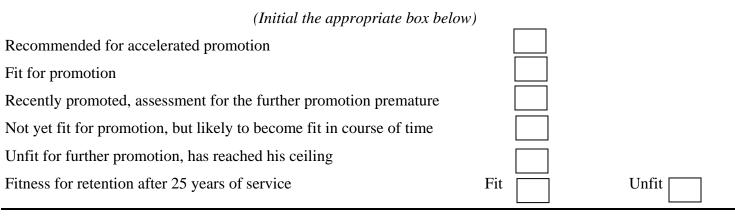
Very Good	Good	Average	Below Average	Poor	Remarks on special aptitude, if any, e.g., for secretariate, executive, judicial, development or diplomatic work

### PART III

3

Comparing him with other officers of the same grade, give your general assessment of the officer by initialing the appropriate column below:-

### FITNESS FOR PROMOTION



#### **Pen Picture**

\* Signature, name and designation

Date \_\_\_\_\_

\_\_\_\_20

Official Stamp

## PART IV

#### **REMARKS OF THE COUNTERSIGNING OFFICER**

I consider that the assessment made by the Reporting Officer is very good/reasonably good/strict/lenient/biased † The remarks underlined in red ink should be communicated in writing. ‡ I have the following remarks to add:

Date \_\_\_

<sup>†</sup>Strike out the entries which are inapplicable <sup>‡</sup>Strike out this sentence if there are no adverse

remarks to be communicated.

Name and Designation of the Countersigning Officer