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 |
|--------------|--------|---------------|
| | | |
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| | | |

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. |
|--------------|-----------------|-------------|------------------|----------------|----------|-----------|
| ' Δ1' | Very Good | ' 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.

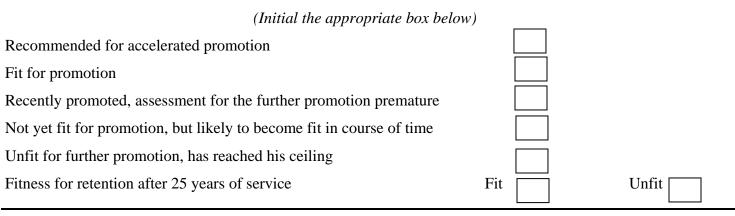
| Very Good | Good | Average | Below Average | Poor | Remarks on special aptitude, if any, e.g., for secretariate, executive, judicial, development or diplomatic work |
|--------------|------|---------|------------------|------|--|
| | | | | | |

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 ___

[†]Strike out the entries which are inapplicable [‡]Strike out this sentence if there are no adverse

remarks to be communicated.

Name and Designation of the Countersigning Officer