

GOVERNMENT OF PAKISTAN

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 Govt. Service _____ Date of appointment 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	A-I	A	B	C	D	Remarks
1.	Reference and paging of notes and correspondence						
2.	Keeping of files and papers in tidy conditions						
3.	Maintenance of records (including recording and indexing)						
4.	Skill in noting and drafting, where applicable						
5.	Other duties; e.g. Cashier duties, preparation of bill, statement of cash, statement/returns						
6.	Other Clerical duties e.g. typing, diary / dispatch, 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	<input type="checkbox"/> Yes		<input type="checkbox"/> 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

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
- (f) Fitness for retention after 25 years service Fit Unfit

PEN-PICTURE

Date _____ Official Stamp Signature, Name and Designation
of Reporting Officer

PART – V
REMARKS OF THE COUNTERSIGNING OFFICER

Dated _____ 20 Official Stamp Signature, Name and Designation

A. INSTRUCTIONS FOR MINISTRIES, DEPARTMENTS, ETC.

1. The reports will be initialed by the Officer to whom the Stenographer/Steno typist is attached.
2. When an adverse remark is made in the confidential report of the official reported upon, a copy of the whole report should be furnished to him at the earliest opportunity, and in any case within one month from the date the report is countersigned, with a memorandum, a copy of which should be signed and returned by him in acknowledgement of the report and be in turn placed in the character roll for record. A serious view should be taken of any failure on the part of the official concerned to furnish a copy of the report containing adverse remarks to the person reported upon.
3. The official making representations against adverse remarks recorded in their confidential reports should not make any personal remark or remarks against the integrity of the reporting officers. Violations of this rule will be considered misconduct and will also render the representation liable to be summarily rejected.
