

GOVERNMENT OF PAKISTAN

(Name of Ministry/Division/Department/Office)

ANNUAL REPORT FOR THE PERIOD FROM _____ TO _____
SPECIAL

PART I

-
1. Name(in block letters)_____
 2. Designation_____
 3. Academic Qualification_____
 4. Date of Birth_____Place of Birth_____
 5. Total Service_____
 6. Knowledge of Language_____
 7. Special training_____

Posts held during the period

Post and BPS	Period	Pay and Scale

2
PART II

The rating should be recorded by initialing the appropriate column or box.

‘A1’ Very Good; ‘A’ Good; ‘B’ Average; ‘C’ Below Average; ‘D’ Poor;

	A1	A	B	C	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	<input type="checkbox"/>	Is inclined to treat this aspect of his duty as routine function	<input type="checkbox"/>
*19 Interest in economic development	Is interested in planning and execution of development schemes	<input type="checkbox"/>	Is inclined to treat this aspect of his duty as routine function	<input type="checkbox"/>
*20 Behavior with public	Is modest and helpful	<input type="checkbox"/>	Is inclined to be arrogant	<input type="checkbox"/>
21 Standard of living	Lives within known means of income	<input type="checkbox"/>	Reported to be living beyond known means of income	<input type="checkbox"/>
22 Observance of security measures	Takes reasonably good care	<input type="checkbox"/>	Inclined to be negligent	<input type="checkbox"/>
23 Punctuality	Punctual	<input type="checkbox"/>	Unpunctual	<input type="checkbox"/>
24 Touring	Adequate and systematic	<input type="checkbox"/>	Inadequate and unsystematic	<input type="checkbox"/>

*to be initialed only when applicable.

**Please see instruction A-1 on page 4.

PART III

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

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

FITNESS FOR PROMOTION

(Initial the appropriate box below)

Recommended for accelerated promotion

Fit for promotion

Recently promoted, assessment for the further promotion premature

Not yet fit for promotion, but likely to become fit in course of time

Unfit for further promotion, has reached his ceiling

Fitness for retention after 25 years of service

Fit

Unfit

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:

Name and Designation of the
Countersigning Officer

Date _____ 20

†Strike out the entries which are inapplicable

‡Strike out this sentence if there are no adverse remarks to be communicated.