**Confidential Report Form for Officers in BS-16**

## GOVERNMNET OF PAKISTAN

(Name of Ministry/Division/Department/Office)

ANNUAL SPECIAL

REPORT FOR THE PERIOD FROM TO

# PART I

1. Name(in block letters)
2. Designation
3. Academic Qualification
4. Date of Birth Place of Birth

1. Total Service
2. Knowledge of Language
3. Special training

Posts held during the period

Period

Post and BPS

Pay and Scale

PLEASE SEE INSTRUCTIONS ON PAGE 4 OF THIS FORM.

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# 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

1. Write
2. 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

1. Intellectual
2. Moral

11.

Sense of responsibility

1. General
2. 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.

3

# 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:

Date 20

Name and Designation of the Countersigning Officer

†Strike out the entries which are inapplicable

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