**CONFIDENTIAL**

**GOVERNMENT OF PAKISTAN**

**PAKISTAN METEOROLOGICAL DEPARTMENT**

**ANNUAL CONFIDENTIAL REPORT FORM FOR ASSISTANT MINISTERIAL /U.D.C. /L.D.C.**

**ANNUAL REPORT FOR THE PERIOD FROM To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PART-I**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date of Birth |  |
| Designation |  | Grade **BPS -** | Basic Pay **Rs.** |
| Date of Entry  in to Govt. Service |  | Date of appointment to the present Grade |  |
| Qualifications |  | Place of Posting |  |
| Nature of duties on which employed: | | | |
| Training Courses, attended ( if any) : | | | |

**P A R T – I I**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A.** | **PERFORMANCE** | **AI** | **A** | **B** | | **C** | **D** | **REMARKS** |
| 1 | Referencing 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 bills, statement and returns, etc provision of amenities ,etc. |  |  |  | |  |  |  |
| 6 | Other clerical duties e.g. typing diary/ dispatch, disbursement of cash, statements/ returns |  |  |  | |  |  |  |
| 7 | Regularly and punctuality in Attendance. |  |  |  | |  |  |  |
| 8 | Standard of work (a) Quality  (b) Out-put |  |  |  | |  |  |  |
| **B.** | **PERSONAL TRAITS** | | | | | | | |
| 1 | Intelligence |  |  |  | |  |  |  |
| 2 | Perseverance and devotion to duty. |  |  |  | |  |  |  |
| 3 | Cooperation and tact. |  |  |  | |  |  |  |
| 4 | Amenability to discipline. |  |  |  | |  |  |  |
| 5 | Integrity. |  |  |  | |  |  |  |
| 6 | Trust-worthiness in confidential matters. | YES | | | NO | | |  |

Note:- The rating should be recorded by initialing the Appropriate Box.

**“AI” Very Good“A” Good “B” Average “C” Below Average “D” Poor**

**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:

|  |  |
| --- | --- |
| UNFIT |  |

|  |  |
| --- | --- |
| FIT |  |

(f). Fit for retention after 25years service:

|  |
| --- |
|  |

(g). Whether the person concerned has any tendency against the tenants of Islam

|  |
| --- |
|  |

(h). Whether there is any outstanding feature in his conduct or character

indicating Islamic way of life.

**. .**

**PEN PICTURE**

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Dated:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official Stamp Signature, Name & Designation

of Reporting Officer.

**. .**

**PATR-V**

REMARKS OF THE COUNTERSIGNINIG OFFICER

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_ Office Stamp

Signature Name & Designation

Of Countersigning Officer