**CONFIDENTIAL**

**GOVERNMENT OF PAKISTAN**

**PAKISTAN METEOROLOGICAL DEPARTMENT**

**ANNUAL CONFIDENTIAL REPORT FORM FOR COMPUTER DATA ENTRY OPERATOR**

**Office : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNUAL REPORT FOR THE PERIOD FROM To .**

**SPECIAL**

**PART-I**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date of Birth |  |
| Father's Name |  | Domicile (Province) |  |
| Designation | **Computer Data Entry Operator** | Grade **BS- 12** | 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) : | | | |
| Specialization (if any) : | | | |

**P A R T – I I**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A.** | **PERFORMANCE** | **AI** | **A** | **B** | **C** | **D** | **REMARKS** |
| 1 | Regularity and punctuality in attendance |  |  |  |  |  |  |
| 2 | Knowledge of procedure and regulation relating to electronic communication / Computer and T.P. Work |  |  |  |  |  |  |
| 3 | Energy in applying himself to work |  |  |  |  |  |  |
| 4 | Behavior and assistance rendered to other staff |  |  |  |  |  |  |
| 5 | Promptness in disposal of urgent and immediate messages |  |  |  |  |  |  |
| 6 | Speed, accuracy and time lines in handling computer and downloading/ uploading Met. Data |  |  |  |  |  |  |
| 7 | Promptness in obtaining information and data from different websites |  |  |  |  |  |  |
| 8 | Capacity to handling difficult situation arising as result of T.P. and Electronic circuits fault |  |  |  |  |  |  |
| 9 | **TECHNICAL ABILITY TO OPERATE** | | | | | | |
|  | a).S.S.B. |  |  |  |  |  |  |
|  | b).FAX |  |  |  |  |  |  |
|  | c).V-Set. |  |  |  |  |  |  |
|  | d).Satellite/AWS Data receiving etc |  |  |  |  |  |  |
| 10 | Whether he has been careful in accurate disposal of work without pressure. |  |  |  |  |  |  |
| **B** | **PERSONAL TRAITS** | | | | | | |
| 1 | Intelligence |  |  |  |  |  |  |
| 2 | Perseverance and devotion to duty |  |  |  |  |  |  |
| 3 | Co-operation and tact |  |  |  |  |  |  |
| 4 | Amenability to discipline |  |  |  |  |  |  |
| 5 | Integrity |  |  |  |  |  |  |
| 6 | Trust worthness 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.

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**PEN PICTURE**

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

of Reporting Officer.

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**PART-V**

REMARKS OF THE COUNTERSIGNING OFFICER

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

of Countersigning Officer.