**CONFIDENTIAL**

**GOVERNMENT OF PAKISTAN**

**PAKISTAN METEOROLOGICAL DEPARTMENT**

**ANNUAL CONFIDENTIAL REPORT FORM FOR STENOTYPIST**

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

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

**PART-I**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date of Birth |  |
| Father's Name |  | Domicile (Province) |  |
| Designation | **Stenotypist** | Grade **BS- 14** | 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 | Standard of Shorthand / Typing (a) Speed  (b) Accuracy |  |  |  | |  |  |  |
|  |  |  | |  |  |  |
| 2 | Attending Telephones; (a) Etiquette  (b) Checking  unnecessary intrusion  (c) Economy |  |  |  | |  |  |  |
|  |  |  | |  |  |  |
|  |  |  | |  |  |  |
| 3 | Maintenance of officers engagement  diary and conducting of visitors. |  |  |  | |  |  |  |
| 4 | Movement of files and record of suspense cases |  |  |  | |  |  |  |
| 5 | Dress and cleanliness. |  |  |  | |  |  |  |
| 6 | Other duties, e.g. tour arrangements, provision of amenities ,etc. |  |  |  | |  |  |  |
| 7 | Regularly and punctuality in Attendance. |  |  |  | |  |  |  |
| **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.

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**PEN PICTURE**

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

of Reporting Officer.

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