**CONFIDENTIAL**

**GOVERNMENT OF PAKISTAN**

**PAKISTAN METEOROLOGICAL DEPARTMENT**

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

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

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

**SPECIAL**

**PART-1**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date of Birth |  |
| Father's Name |  | Domicile (Province) |  |
| Designation |  | Grade **BS-**  | 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 | 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, statements and returns, etc. |  |  |  |  |  |  |
| 6 | Other Clerical duties e.g. typing, diary/dispatch, disbursement of cash, statements/returns. |  |  |  |  |  |  |
| 7 | Regularity & Punctuality in attendance.  |  |  |  |  |  |  |
| 8 | Standard of work (a) Quality  (b) Out-put |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **B.** | **PERSONAL TRAITS** |
| 1 | Intelligence |  |  |  |  |  |  |
| 2 | Perseverance and devotion to duty  |  |  |  |  |  |  |
| 3 | Co-operation 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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**PART-V**

REMARKS OF THE COUNTERSIGNING OFFICER

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

 of Countersigning Officer.