

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

**GOVERNMENT OF PAKISTAN**

Cabinet Secretariat (Aviation Division)

(Name of Ministry/Division/Department/Office)

Pakistan Meteorological Department

Office:.....

**ANNUAL** REPORT FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_  
**SPECIAL**

**PART I**

- 
1. Name(in block letters)\_\_\_\_\_
  2. Designation\_\_\_\_\_
  3. Academic Qualification\_\_\_\_\_
  4. Date of Birth (ddmmyy)\_\_\_\_\_ Place of Birth(Domicile-Province)\_\_\_\_\_
  5. Total Service\_\_\_\_\_ Date of Joining in the Present Scale:\_\_\_\_\_
  6. Knowledge of Language\_\_\_\_\_
  7. Special training\_\_\_\_\_

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Posts held during the period

Post and BPS	Period	Pay and Scale
		<b>BS-16</b>

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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						
(a) Write						
(b) 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						
(a) Intellectual						
(b) Moral						
11. Sense of responsibility						
(a) General						
(b) In financial matters						
12. Personality.....						
13. ** General & Technical Ability.....						
14. ** Quality of Specialisation..... (with subject to socialisation in remarks column)						
15. ** Quality of special study re-search or investigation (with subject remarks in column)						
16. **						
17. **						

*18. Interest In social welfare	take interest in social welfare activities	<input type="checkbox"/>	Is inclined to treat this aspect of his duty as routine function	<input type="checkbox"/>
*19 Interest in economic development	Is interested in planning and execution of development schemes	<input type="checkbox"/>	Is inclined to treat this aspect of his duty as routine function	<input type="checkbox"/>
*20 Behavior with public	Is modest and helpful	<input type="checkbox"/>	Is inclined to be arrogant	<input type="checkbox"/>
21 Standard of living	Lives within known means of income	<input type="checkbox"/>	Reported to be living beyond known means of income	<input type="checkbox"/>
22 Observance of security measures	Takes reasonably good care	<input type="checkbox"/>	Inclined to be negligent	<input type="checkbox"/>
23 Punctuality	Punctual	<input type="checkbox"/>	Unpunctual	<input type="checkbox"/>
24 Touring	Adequate and systematic	<input type="checkbox"/>	Inadequate and unsystematic	<input type="checkbox"/>

\*to be initialed only when applicable.

\*\*Please see instruction A-1 on page 4.

**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:

Name and Designation of the  
Countersigning Officer

Date \_\_\_\_\_ 20

†Strike out the entries which are inapplicable

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

## **A. INSTRUCTIONS FOR MINISTRIES, DEPARTMENTS, ETC.**

1. This form has been designed to cover the basic qualities of an officer. Where necessary, comments on other qualities required of an officer belonging to a specialized service or employed on a particular kind of duties, should be made in the blank space provided against items 13-17 of Part-II, Ministries/ Departments/ Provincial Governments, etc., should issue administrative instructions in this behalf to the reporting officers under them indicating the specific qualities required for any particular group or post deserving special mention in the evaluation reports. Suitable entry headings relating to these qualities should be typed in the space provided against items 13 to 17 when the form is initially prepared by office for individual officers.

2. The report should be initiated by the next higher officer and countersigned by an officer higher than the reporting officer both being concerned with the work of the officer reported upon.

3. (i) When an adverse remark is made in the evaluation report of any officer, a copy of the whole report should be furnished to him, at the earliest opportunity, and in any case within one month from the date the report is countersigned, with a d.o. letter, a copy of which should be signed and returned by him in acknowledgement of the report. A serious view should be taken of any failure on the part of the officials concerned to furnish a copy of the report containing adverse remarks to the officer reported upon.

(ii) The officers making representation against adverse remarks recorded in their evaluation reports should not make any personal remark or remarks against the integrity of the Reporting Officers. Violation of this rule will be considered a misconduct and will also render the representation liable to be summarily rejected.

4. When a report is built up on the individual opinions of the reporting and countersigning officers, it is only the opinion as accepted by the latter which should be communicated.

5. Remarks in cases where the reporting/countersigning officer suspends judgment, should not be communicated. 85

6. Any remarks to the effect that the officer reported upon has or has not taken steps to remedy the defects pointed out to him in a previous year, should also be communicated.

7. The adverse remarks should be communicated by the senior officer incharge of establishment matters.

8. An evaluation report containing adverse remarks should not be taken into consideration until they have been communicated in writing to the officer concerned and a decision taken on his representation, if any.

## **B. INSTRUCTIONS FOR THE OFFICERS RESPONSIBLE FOR THE CUSTODY OF CHARACTER ROLLS**

1. Arrange for the completion of the routine part of form and send it to the reporting officer concerned.

2. On receipt of the completed form from the reporting officer, submit it alongwith relevant character roll, to the countersigning officer concerned.

3. Go through each report carefully in order to see if there are any adverse remarks underlined in red ink. If so, arrange to have them communicated to the officer concerned immediately with the direction that his representation, if any, should be submitted within a fortnight of the receipt of those remarks by him.

4. Fill column 4 of the folder and watch receipt of representation. Arrange to obtain a decision on the representation, if any, and communicate it to the officer concerned within one month. Place a copy of the decision in the dossier.
5. In case of officers in BPS-16 send the duplicate copies of the evaluation reports to the administrative Department/Ministry concerned. If the officer belongs to the Ministry, keep the duplicate as well as the original in your own office.
6. Place the report in the folder [(S-121-A(i))] and make necessary entries thereon. Place the folder in the envelope [S-121-A(ii)] and make entries in the columns 86 provided thereon, when you have to send the dossier out make entries in the relevant columns of the envelope and retain it with you.
7. If an officer has been receiving adverse remarks for two successive years from the same reporting officer, take up the question of placing him under another reporting officer.

### **C. INSTRUCTIONS FOR THE REPORTING OFFICER**

- I . While reporting on your subordinates: (i) Be as objective as possible. (ii) Be as circumspect as possible. (iii) Be clear and direct, not ambiguous or evasive in your remarks. (iv) Avoid exaggeration and gross understatement.
2. State whether any of the defects reported have already been brought to the notice of the officer concerned and also whether he has or has not taken steps to remedy them.
3. Fill this form in duplicate by initialing the relevant boxes in both the original and the duplicate copies. You may, if necessary, have your views under "Pen Picture" typed but in that case, affix your signature at the end of the "Pen Picture."
4. Where two or more qualities are bracketed together in Part II and the officer reported upon possesses only one of them, bring this fact out in "Remarks" column, e.g. if an officer is cooperative but not tactful, say so.
5. After completing Parts II and III, send the form to the officer having custody of the relevant character roll in your office.

### **D. INSTRUCTIONS FOR THE COUNTERSIGNING OFFICER**

1. Weigh the remarks of the Reporting Officer against (a) your personal knowledge, if any, of the officer reported upon; (b) the previous reports in his character roll, and then give your own remarks in Part-IV. 87
2. If you consider that a particular remark of the Reporting Officer is wrong and should be expunged, score it out in red ink, initial the scoring and any other remark which you may consider appropriate. If you do not wholly agree with remark, give your own remarks either against the relevant entry in the "Remarks" column in Part-II or under "Remarks of the Countersigning Officer" in Part-IV
3. See whether any adverse remarks were communicated to the officer in a previous year and, if so, whether or not he has taken steps to remedy the defects pointed out to him. Comment on this aspect unless the Reporting Officer has already done so.
4. Underline in red ink remarks which, in your opinion, are adverse and should be communicated to the officer concerned. Please see also instructions 3 to 6 under A.-Instructions for Ministries, Departments, etc.
5. After countersigning the form, return it to the officer responsible for the custody of the character roll.