CONFIDENTIAL REPORT FORM

for

 SUB-ENGINEER/ SENIOR SUB ENGINEER (CIVIL)

# G O V E R N M E N T O F P A K I S T A N

Name of Ministry/Division/Department/Office

ANNUAL

SPECIAL REPORT FOR THE PERIOD FROM to

## PART-I

Name Date of Birth

Designation BPS Basic Pay Rs.

Date of entry into Date of appointment

Govt. Service to the present BPS

Qualifications

Training Courses, attended

if any,

Nature of duties on

which employed

## PART – II

*Note:-* The rating should be recorded by initialing the appropriate box in the column:

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| A. |  **PERFORMANCE**  | **AI** | **A** | **B** | **C** | **D** | **REMARKS** |
| 1 | Engineering  |  |  |  |  |  |  |
| 2 | Surviving and Leveling  |  |  |  |  |  |  |
| 3 | Drawing  |  |  |  |  |  |  |
| 4 | Estimating  |  |  |  |  |  |  |
| 5 | Office Work and Account  |  |  |  |  |  |  |
| 6 | Superintendence of work |  |  |  |  |  |  |
| 7 | Regularity and Punctuality in attendance  |  |  |  |  |  |  |
| 8 | Maintenance of order and discipline |  |  |  |  |  |  |
| 9 | Capacity for prompt disposal of work |  |  |  |  |  |  |
| 10 | Capacity to train, help and advise his less experienced staff |  |  |  |  |  |  |
| 11 | Knowledge of procedure and regulations |  |  |  |  |  |  |
| 12 | Initiative |  |  |  |  |  |  |
| 13 | **EXECUTION OF WORK**  |
|  | a)Efficiency  |  |  |  |  |  |  |
|  | b)Economically  |  |  |  |  |  |  |
|  | c) Rapidly  |  |  |  |  |  |  |
| B. | **PERSONAL TRAITS** |
| 1 | Intelligence |  |  |  |  |  |  |
| 2 | Perseverance and devotion to duty  |  |  |  |  |  |  |
| 3 | Co-operation and tact |  |  |  |  |  |  |
| 4 | Amenability to discipline |  |  |  |  |  |  |
| 5 | Integrity |  |  |  |  |  |  |
| 6 | Judgement  |  |  |  |  |  |  |
| 7 | Temper  |  |  |  |  |  |  |
| 8 | Trust-worthiness in confidential matters. | Yes |  | No |  |  |

**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**

|  |  |  |
| --- | --- | --- |
| **Has Tendency against tenants of Islam**  | **Yes**  | **NO** |

**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:

**. .**

**PEN PICTURE**

.

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.