

**CONFIDENTIAL REPORT FORM
FOR
STENOGRAPHERS/STENOTYPISTS**

GOVERNMENT OF PAKISTAN

Name of Ministry/Division/Department/Office _____

ANNUAL
SPECIAL

REPORT FOR THE PERIOD FROM _____ 19__ to _____ 19__

PART I

Name _____ Date of birth _____
 Designation _____ BPS _____ Basic Pay _____
 Date of entry into Govt. service _____ Date of appointment to the present BPS _____
 Qualifications _____
 Training courses attended, if any _____

PART II.

A. PERFORMANCE		A1	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. Regularity and punctuality in attendance							

B. PERSONAL TRAITS

8. Intelligence						
9. Perseverance and devotion to duty						
10. Cooperation and tact						
11. Amenability to discipline						
12. Integrity						
13. Trustworthiness in confidential and secret matters	Yes		No.			

Note.—The rating should be recorded by initialling the appropriate column of box :

'A1' Very Good

'A' Good

'B' Average

'C' Below Average

'D' Poor

**PART III
GENERAL ASSESSMENT**

(Appraise in the present grade by initialling 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.
- (f) Fitness for retention after 25 years service. Fit Unfit

PEN-PICTURE

Date: _____ 19__

Official Stamp

Signature, name and designation
of Reporting Officer.