

CONFIDENTIAL REPORT FORM
For
ASSISTANT/UDC/LDC

GOVERNMENT OF PAKISTAN

PAKISTAN TOBACCO BOARD

Name of Ministry/Division/Department/Office

ANNUAL
SPECIAL

REPORT FOR PERIOD FROM _____ TO _____

PART-I

Name _____ Date of birth _____

Designation _____ BPS _____ Basic Pay _____

Date of entry in Govt. service _____ Date of appointment to the present BPS _____

Qualification _____

Training course, attended if any _____

Nature of duties on which employed _____

PART-II

A	Performance	A1	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 and punctuality in attendance.						
8.	Standard of work. (a) Quality (b) Out-put						
B	PERSONAL TRAITS						
9.	Intelligence.						
10.	Perseverance and devotion to duty.						
11.	Co-operation and tact.						
12.	Amenability to discipline.						
13.	Integrity.						
14.	Trust worthiness in confidential and secret matters.						
		YES		NO			

Note: The rating should be recorded by initialling the appropriate box:

'A1' 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.
- (f) Fitness for retention after 25 years service. Unfit

PEN-PICTURE

Date _____

Signature, Name and Designation
of Reporting Officer

PART-V

REMARKS OF THE COUNTERSIGNING OFFICER

Date _____

Signature, Name and Designation

Official Stamp

A. Instructions for ministries, departments, etc.

1. The reports will be initialed by the Branch/Section Officer and will be countersigned by the next higher officer, both being concerned with the work of the person reported upon.
2. When an adverse remark is made in the confidential report of the official reported upon, 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 memorandum a copy of which should be signed and returned by him in acknowledgement of the report and be in turn placed in the character roll for record. 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 person reported upon.
3. The officials making representation against adverse remarks recorded in their confidential reports should not make any personal remark or remark 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 the report is built upon the individual opinion of the reporting and countersigning officers, it is only the opinion as accepted by the letter which should be communicated.
5. Remarks in case where the reporting/countersigning officer suspends judgment, should not be communicated.
6. Any remarks to be effect that the persons 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 adviser remark should be communicated by the Senior Officer –in- Charge of establishment matters in the Ministry\Division\Department \Office concerned.
8. Annual Confidential report containing adverse remarks should not be taken into consideration until they have been communicated following rule A-2 above and a decision taken on the representation, if any, of the person reported upon.

B. INSTRUCTION FOR THE OFFICER RESPONSIBLE FOR THE CUSTODY OF CHARACTER ROLLS

1. Arrange for the completion of the routine part of the form and send it to the reporting officer concerned.
2. On receipt of the completed form from the reporting officer, submit it, along with 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 person concerned immediately with the direction that this representation, if any, should be submitted within a fortnight of the receipt of these remarks by him.
4. Arrange to obtain a decision on the representation, if any, and communicate it to the official concerned within one month. Place a copy of the decision in the dossier.
5. Keep the duplicate as well as original copies of the confidential reports in your office.
6. If an official 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. INSTRUCTION FOR THE REPORTING OFFICER

1. 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 person concerned and also whether he has not taken steps to remedy them.
3. Fill this form in duplicate and affix your signature in both, at the end of the general remarks.
4. After marking relevant entries, send the form to the officer responsible for custody of the character roll in your office.

D. INSTRUCTION FOR THE COUNTERSIGNING OFFICERS

1. Weigh the remarks of the reporting officer against (a) your personal knowledge, if any, of the person reported upon, (b) the previous report in his character roll and then give your own remarks at the end of the report.
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 add any other remark which you may consider appropriate. If you do not wholly agree with a remark, give your own remark either against the relevant entry or at the end of the report.
3. See whether any adverse remarks were communicated to the person and should be expunged, score it out in red ink, initial the scoring and add any other remark which you may consider appropriate. If you do not wholly agree with a remark either against the relevant entry or at the end of the report.
4. Underline in red ink remarks which, in your opinion, are adverse and should be communicated to the person reported upon. Please see also instruction 2 and 4 to 6A. Instruction for Ministries, Departments, etc.
5. After countersigning the form, return it to the officer responsible for the custody of the character roll.