

CONFIDENTIAL REPORT FORM
for
Assistant Private Secretary/STENOTYPIST

GOVERNMENT OF PAKISTAN

PAKISTAN TOBACCO BOARD

Name of Ministry/Division/Department/Office

ANNUAL REPORT FOR PERIOD FROM _____ TO _____
SPECIAL

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 _____

PART-II

A	Performance	A1	A	B	C	D	Remarks
1.	Standard of shorthand/typist (a) Speed						
	(b) Accuracy						
2.	Attending Telephone: (a) Etiquette						
	(b) Checking unnecessary instruction						
	(c) Economy						
3.	Maintenance of officers engagement diary and conducting of visitors						
4.	Maintenance 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.	Co-operation and tact.						
11.	Amenability to discipline.						
12.	Integrity.						
13.	Trust worthiness in confidential and secret matters.						
		YES		NO			

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

'A1' Very Good

'A' Good

'B' Average

'C' Below Average

'D' Poor

**PART-III
GENERAL ASSESSMENT OF ANY PARTICULAR QUALITIES**

(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

Official Stamp

A. INSTRUCTIONS FOR MINISTRIES, DEPARTMENTS, ETC.

1. The reports will be initialed by the Officer to whom the Stenographer/Stenotypist is attached.
2. When an adverse remark is made in the confidential report of the officials 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 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 representations against adverse remarks recorded in their confidential 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. Any remarks to the effect that the person reported upon has or has not taken steps to remedy the defects pointed out to him in a previous year, should also be communicated.
5. The adverse remarks should be communicated by the senior officer in charge of establishment matter in the Ministry/Division/Department/Office concerned.
6. Annual Confidential Reports 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 OFFICERS

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.