

PAKISTAN TOBACCO BOARD
GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY & RESEARCH

CONFIDENTIAL REPORT
TECHNICAL STAFF

Confidential Report for the Period Ending _____

1. Name in full & qualifications.

2. Post held.

3. Scale of Pay and present pay.

4. Date of entry into service.

5. Date of appointment to the present scale.

6. Total service in the present grade.

7. Date of birth.

8. Nature of duties on which employed.

9. Observance.

		A1	A	B	C	D	Remarks
i.	Intelligence.						
ii.	Technical knowledge on his subject.						
iii.	Skill in handling apparatus/Field duties.						
iv.	Accuracy (in Field experimental/Laboratory work).						
v.	Energy in applying himself to work.						
vi.	Co-operation and tact.						
vii.	Amenability						
viii.	Standard of work. (a) Quality						
	(b) Out-put						
ix.	Integrity.						
10.	Regularity and punctuality in attendance.						
11.	Preservation and devotion to duty.						

GENERAL ASSESSMENT

12.

Very Good	Good	Average	Below average	Poor	Special aptitude, if any

SUITABILITY FOR PROMOTION

13.

- (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.**

14.

PEN-PICTURE

Date _____

Official Stamp

Signature, Name and Designation
of Reporting Officer

15.

REMARKS OF THE COUNTERSIGNING OFFICER

Date _____

Official Stamp

Signature, Name and Designation