

**GOVERNMENT OF PAKISTAN**  
**(Establishment Division)**  
**Ministry Of Communication**  
**National Highway Authority**  
**Admn Wing (Confidential Section)**

**Confidential Report Form**  
**for**  
**Stenotypist**  
**Assistant Private Secretary**

Annual/Special REPORT FOR PERIOD From: \_\_\_\_\_ to: \_\_\_\_\_

**PART-I**

Name \_\_\_\_\_ Father's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Designation \_\_\_\_\_ BPS \_\_\_\_\_ Basic Pay \_\_\_\_\_

Date of entry into 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 / 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>B. PERSONAL TRAITS</b>							
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 initialing the appropriate column of box in the:

'A1' Very Good                      'A' Good                      'B' Average                      'C' Below Average                      'D' Poor

**PART-III**

**GENERAL ASSESSMENTE**

(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)

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(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	...	...	...	

**PEN-PICTURE**

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Date\_\_\_\_\_

Official Stamp

Signature, Name and Designation  
of Reporting Officer

**A. INSTRUCTIONS FOR MINISTRIES, DEPARTMENTS, ETC**

1. The reports will be initiated by the Officer to whom the Stenographer / Steno-typist is attached.
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 inturn placed in the character roll for record. A serious view should be taken of any failure on the part of the official 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 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 similarly 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 previous years, should also be communicated.
5. The adverse remarks should be communicated by the senior officer in-charge of establishment matters in the Ministry / Division / Department / Office concerned.
6. 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. INSTRUCTIONS FOR THE OFFICERS 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. 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 his representation, if any, should be submitted within a fortnight of the receipt of these remarks by him.
3. 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.
4. Keep the duplicate as well as the original copies of the confidential reports in your office.
5. 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 or 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 making relevant entries send the form to the officer responsible for custody of the character roll in your office.

**CERTIFICATE**

Certified that I \_\_\_\_\_  
(Name of Official) Personnel Number (if allotted)

\_\_\_\_\_ have on \_\_\_\_\_ submitted my  
(Group/Service) (BPS) (Date)

Performance Evaluation Report for the period \_\_\_\_\_

to \_\_\_\_\_  
(Name/Designation of Reporting Officer)

My countersigning officer is \_\_\_\_\_  
(Name/Designation of Countersigning Officer)

Signature \_\_\_\_\_

Designation / Department \_\_\_\_\_

\_\_\_\_\_

**Note:-This certificate is required to be dispatched by the officer being reported upon to the Officer In-charge entrusted with the maintenance of his/her C.R dossier on the same date the PER is forwarded to his/her reporting officer.**