

GOVERNMENT OF PAKISTAN
COMMUNICATION DIVISION
NATIONAL HIGHWAY AUTHORITY
Admn Wing (Confidential Section)

ID No. CONF-PER-22
Confidential Report Form
for
Assistant/UDC/LDCs

ANNUAL CONFIDENTIAL REPORT FOR PERIOD From: _____ To: _____
SPECIAL

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) _____
 Nature of duties on which employed _____

PART-II

Note:- The rating should be recorded by initialing the appropriate box in the column:
 'A1' Very Good 'A' Good 'B' Average 'C' Below Average 'D' Poor

A. Performance	A1	A	B	C	D	Remarks
1. Referencing and paging of notes and correspondence.						
2. Keeping of files and papers in tidy condition						
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 duties; e.g. typing, diary / dispatch, disbursement of cash, statements / returns						
7. Regularity and punctuality in attendance.						
8. Standard	a) Quality					
	b) Out-put					

B. Personal Traits	A1	A	B	C	D	Remarks
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			

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 of service Fit Unfit

PEN-PICTURE

Date _____ 20

Official Stamp

Signature, Name and Designation
of Reporting Officer

PART V
REMARKS OF THE COUNTERSIGNING OFFICER

Date _____ 20 Official Stamp Signature, Name and Designation

A. INSTRUCTIONS FOR MINISTRIES, DEPARTMENTS, ETC

1. The reports will be initiated by the Branch / Section Officer in-charge 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 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 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. When a report is build upon on the individual opinions of the reporting and countersigning officers, it is only the pinion as accepted by the latter which should be communicated.
5. Remarks in cases where the reporting / countersigning officer suspends judgment should not be communicated.
6. 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.
7. The adverse remarks 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. 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. 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 his representation, if any, should be submitted within a fortnight of the receipt of those 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 the 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 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.

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 reports 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 concerned in a previous year and if so, whether or not he has taken steps to remedy the defects pointed out to him. Comment on this aspect unless the reporting officer has already done so.
4. Underline in red ink remarks which, in your opinion, are adverse and should be communicated to the person reported upon. Please see also instructions 2 and 4 to 6 under A. – Instructions for Ministries, Departments etc.
5. After countersigning the form, return it to the officer responsible for the custody of the character roll.

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.