**S-121-E (Revised) *CONFIDENTIAL***

**GOVERNMENT OF PAKISTAN**

**PAKISTAN HALAL AUTHORITY**

**ANNUAL CONFIDENTIAL REPORT FORM FOR STENOTYPIST & APS**

REPORT FOR THE PERIODFROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART-I**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Date of Birth |  |
| Father's Name |  | Domicile (Province) |  |
| Designation |  | Grade**:** | Basic Pay**:** |
| Date of Entry  in to Govt. Service |  | Date of appointment to the present Grade |  |
| Qualifications |  | | |
|  | | | |
| Training Courses, attended ( if any) : | | | |
|  | | | |

**P A R T – I I**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A.** | **PERFORMANCE** | **AI** | **A** | **B** | | **C** | **D** | **REMARKS** |
| 1 | Standard of Shorthand / Typing(a) Speed  (b) Accuracy |  |  |  | |  |  |  |
|  |  |  | |  |  |  |
| 2 | Attending Telephones; (a) Etiquette  (b) Checking  unnecessaryintrusion  (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 | Regularly and punctuality in Attendance. |  |  |  | |  |  |  |
| **B.** | **PERSONAL TRAITS** | | | | | | | |
| 8 | Intelligence |  |  |  | |  |  |  |
| 9 | Perseverance and devotion to duty. |  |  |  | |  |  |  |
| 10 | Cooperation and tact. |  |  |  | |  |  |  |
| 11 | Amenability to discipline. |  |  |  | |  |  |  |
| 12 | Integrity. |  |  |  | |  |  |  |
| 13 | Trust-worthiness in confidential matters. | YES | | | NO | | |  |

Note: - The rating should be recorded by initialing the Appropriate Box.

**“AI” 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:

**PEN PICTURE**

Dated: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Official Stamp Signature, Name & Designation of Reporting Officer.