

GOVERNMENT OF KHYBER PAKHTUNKHWA

(Department)

(Name of Service)

ANNUAL

SPECIAL

REPORT FOR THE PERIOD FROM _____ TO _____

PART I

-
1. Name(in block letters) _____ 1 (a) Father's Name _____
 2. Designation _____
 3. Academic Qualification _____
 4. Date of Birth _____
 5. Total Service _____
 6. Knowledge of Language _____
 7. Special training _____

Posts held during the period

Post	Period	Pay

PART II

The rating should be recorded by initialing the appropriate column or box. The rating denoted the alphabets as follows:

‘A1’ Very Good; ‘A’ Good; ‘B’ Average; ‘C’ Below Average; ‘D’ Poor;

	A1	A	B	C	D	Remarks
1. Intelligence and mental alertness						
2. Judgment and sense of proportion						
3. Initiative and drive						
4. Power of expression						
(a) Writing						
(b) Speech						
5. Ability to plane organize and supervise work						
6. Quality and output of work						
7. Perseverance and devotion to duty						
8. Capacity to guide and train subordinates						
9. Co-operation and tact						
10. Integrity						
(a) Intellectual						
(b) Moral						
11. Sense of responsibility						
(a) General						
(b) In financial matters						
12. Personality						

13 Behavior with public	Is modest and helpful	<input type="checkbox"/>	Is inclined to be arrogant	<input type="checkbox"/>
14 Standard of living	Lives within known means of income	<input type="checkbox"/>	Reported to be living beyond known means of income	<input type="checkbox"/>
15 Observance of security measures	Takes reasonably good care	<input type="checkbox"/>	Inclined to be negligent	<input type="checkbox"/>
16 Punctuality	Punctual	<input type="checkbox"/>	Unpunctual	<input type="checkbox"/>
17 Touring	Adequate and systematic	<input type="checkbox"/>	Inadequate and unsystematic	<input type="checkbox"/>

PART III

Comparing him with other officers of the same grade, give your general assessment of the officer by initialing the appropriate column below:-

Very Good	Good	Average	Below Average	Poor	Remarks on special aptitude, if any, e.g., for secretariat, executive, judicial, development or diplomatic work

FITNESS FOR PROMOTION

(Initial the appropriate box below)

Recommended for accelerated promotion

Fit for promotion

Recently promoted, assessment for the further promotion premature

Not yet fit for promotion, but likely to become fit in course of time

Unfit for further promotion, has reached his ceiling

Pen Picture

Reporting Officer's Signature: _____

Name (in block letters) : _____

Designation _____

Date _____ 20 _____

PART IV

REMARKS OF THE COUNTERSIGNING OFFICER

I consider that the assessment made by the Reporting Officer is very good/ reasonably good/strict/lenient/biased. The remarks underlined in red ink should be communicated in writing. I have the following remarks to add:

Countersigning Officer's Signature: _____

Name (in block letters) : _____

Designation _____

Date _____ 20 _____

the name and designation of the Reporting /Countering Officer should be typed, written in Block Letters or rubber stamped below the signature.