

Form "G" (Revised)
Assistants and Clerks.

**GOVERNMENT OF KHYBER PAKHTUNKHWA
DEPARTMENT**

CONFIDENTIAL REPORT

Ending 31st, December, 20____

1. Name: _____
2. Designation: _____
3. Branches in which employed during the year, with period _____

4. observance of Office procedure e.g:-
 - a. Referencing and paging of notes and correspondence.
 - b. Keeping files and papers in tidy condition.
 - c. Promptness and accuracy in disposing of work.
5. Observation on:-
 - a) Intelligence.
 - b) Knowledge of procedure and regulations.
 - c) Punctuality.
 - d) Cooperation.
 - e) Amenability to discipline.
 - f) Skill in drafting.
6. Integrity:-

	Assessment
a) Incorruptible _____	<input type="text"/>
b) Reported to be corrupted _____	<input type="text"/>
c) Believed to be corrupted, because of:-	
i) Monetary Considerations _____	<input type="text"/>
ii) Other Considerations _____	<input type="text"/>

(P.T.O)

Knowledge of:--

Fitness of Promotion

General Remarks

Dated _____

Reporting Officer's Signature _____

Name (In Block Letters) _____

Designation _____

General Remarks by Higher Officers:--

Dated _____

Countersigning Officer's Signature _____

Name (In Block Letters) _____

Designation _____