

# GOVERNMENT OF KHYBER PAKHTUNKHWA

## CONFIDENTIAL REPORT FORM FOR JUNIOR & SENIOR SCALE STENOGRAPHERS/STENOTYPISTS

NAME OF DEPARTMENT \_\_\_\_\_

ANNUAL REPORT FOR THE PERIOD FROM \_\_\_\_\_ to \_\_\_\_\_  
SPECIAL

### PART-I

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Designation \_\_\_\_\_

Grade \_\_\_\_\_ Basic Pay \_\_\_\_\_ Date of first Entry into Govt. Service \_\_\_\_\_

Date of promotion to the present Grade \_\_\_\_\_ Training Courses, if any \_\_\_\_\_

### PART-II

A.	PERFORMANCE	A-I	A	B	C	D	Remarks
1.	Standard of Shorthand/Typing a) Speed b) Accuracy						
2.	Maintenance of officers engagement diary and conducting of visitors						
3.	Movement of files and record of suspense cases						
4.	Dress and cleanliness						
5.	Regularity and punctuality in attendance						
B.	PERSONAL TRAITS						
6.	Intelligence						
7.	Perseverance and devotion to duty						
8.	Co-Operation and tact						
9.	Amenability to discipline						
10.	Integrity						
11.	Trust worthiness in confidential and secret matters	Yes			No		

Note: - The rating should be recorded by initialing the appropriate column of box:

PART - III

GENERAL ASSESSMENT OF ANY PARTICULAR QUALITIES

(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 service	

PEN-PICTURE

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Official Stamp

Signature, Name and Designation  
of Reporting Officer