

GOVERNMENT OF KHYBER PAKHTUNKHAWA

HAYATABAD MEDICAL COMPLEX PESHAWAR

SECTION

CONFIDENTIAL REPORT

For the Period from _____ to _____

PART-I

1. Name: _____
2. Designation: _____
3. Date of Birth: _____
4. Date of Entry into Government Service: _____
5. Branches in which employed during the year, with period: _____

PART-II

A) PERFORMANCE:	AI	A	B	C	D
(1) Referencing, paging of notes and correspondence.					
(2) Movement of files and record of suspense cases.					
(3) Keeping files and papers in tidy condition.					
(4) Promptness and accuracy in disposing of work.					
B) PERSONAL TRAITS:					
(5) Intelligence.					
(6) Knowledge of procedure and regulations.					
(7) Punctuality.					
(8) Co-operation and tract.					
(9) Amenability to discipline.					
(10) Skill in drafting.					

11. INTEGRITY: -	Assessment
(i) Incorruptible	<input type="text"/>
(ii) Reported to be corrupt.....	<input type="text"/>
(iii) Believed to be corrupt, because of:	
(a) Monetary condition.....	<input type="text"/>
(b) Other considerations.....	<input type="text"/>
	<u>YES/NO</u> <u>SIGNATURE</u>
12. Knowledge of Typing (Yes/No)	_____
13. Trust worthiness in confidential and secret matters.	_____
14. Any disciplinary action taken during the period under report.	_____

PART-III

	REPORTING OFFICER	COUNTERSIGNING OFFICER
(a) Recommended for accelerated promotion.	<input type="text"/>	<input type="text"/>
(b) Fit for promotion.	<input type="text"/>	<input type="text"/>
(c) Recently promoted/appointed- consideration for promotion pre-mature.	<input type="text"/>	<input type="text"/>
(d) Not yet fit for promotion.	<input type="text"/>	<input type="text"/>
(e) Unfit for further promotion.	<input type="text"/>	<input type="text"/>

PART-IV

PART-IV		
GENERAL ASSESSMENT	BY REPORTING OFFICER	BY COUNTERSIGNING OFFICER
Very Good		
Good		
Average		
Below Average		
Poor		

PEN PICTURE

Reporting Officer's Signature_____

Name (in Block Letters)_____

Designation_____

Dated_____

General Remarks by higher Officers:_____

Countersigning Officer's Signature_____

Name (in Block Letters)_____

Designation_____

Dated_____