**CONFIDENTIAL REPORT FORM FOR BASIC SCALE-14 AND**

**BELOW OTHER THAN SUPERVISORY AND SALES STAFF**

**UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) IMITED**

**ANNUAL REPORT FOR THE PERIOD FROM . ­­­­\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_**

**SPECIAL**

**PART-I**

|  |  |  |
| --- | --- | --- |
| 1. | Name |  |
| 2. | Date of Birth |  |
| 3. | Designation |  |
| 4. | Basic Scale |  |
| 5. | Present Pay |  |
| 6. | Date of appointment in the Corporation |  |
| 7. | Date of appointment to the present scale |  |
| 8. | Qualification |  |
| 9. | Training courses attended, if any |  |
| 10. | Post held during the period |  |

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| **POST** | **PERIOD** | | **OFFICE AND LOCATION** | **REMARKS** |
| **FROM** | **TO** |
|  |  |  |  |  |

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**PART - II**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| “AI” | “A” | “B” | “C” | “D” |
| Very Good | Good | Average | Below Average | Poor |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **PERFORMANCE** | **AI** | **A** | **B** | **C** | **D** | **REMARKS** |
| 1. | Referencing and paging of notes and correspondence |  |  |  |  |  |  |
| 2. | Keeping of files and papers in tidy conditions |  |  |  |  |  |  |
| 3. | Maintenance of record (including recording & indexing) |  |  |  |  |  |  |
| 4. | Skill in noting and drafting where applicable. |  |  |  |  |  |  |
| 5. | Regularity and punctuality in attendance |  |  |  |  |  |  |
| 6. | Standard of work. a. Quality.  b. Out-put. |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 7. | Standard of shorthand a. Speed  b. Accuracy |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 8. | Standard of typing a. Quality.  b. Out-put. |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 9. | Attending Telephones:  a. Etiquettes  b. Checking necessary instructions  c. Economy |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 10. | Diary and dispatch |  |  |  |  |  |  |
| 11. | Knowledge of rules and regulations |  |  |  |  |  |  |
| 12. | Prepartion of reports and returns / bills (punctuality and correctness). |  |  |  |  |  |  |
| 13. | Handling of cach |  |  |  |  |  |  |
| 14. | Upkeep of bank and other accounts |  |  |  |  |  |  |
| 15. | \* |  |  |  |  |  |  |
| 16. | \* |  |  |  |  |  |  |
| **B** | **PERSONAL TRAITS** | | | | | | |
| 17. | Intelligence |  |  |  |  |  |  |
| 18. | Perseverance and devotion to duty |  |  |  |  |  |  |
| 19. | Co-operation and tact. |  |  |  |  |  |  |
| 20. | Amenability to discipline |  |  |  |  |  |  |
| 21. | Integrity |  |  |  |  |  |  |
| 22. | Trust worthiness in confidential and secret matters or otherwise |  |  |  |  |  |  |
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PART –III

GENERAL ASSESSMENT

Appraise in the present grade by initialing the appropriate column below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Very Good | Good | Average | Below Average | Poor | Special aptitude or interest, if any |
|  |  |  |  |  |  |

**PART – IV**

SUITABILITY FOR PROMOTION

Initial the appropriate box below:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Recommended for accelerated promotion |  | |
|  |  |  |  |
| 2. | Fit for Promotion |  | |
|  |  |  |  |
| 3. | Recently promoted / appointed, consideration for promotion premature |  | |
|  |  |  |  |
| 4. | Not yet fit for promotion |  | |
|  |  |  |  |
| 5. | Unfit for further promotion |  | |
|  |  | Fit | Unfit |
| 6. | Fitness for retention after 25 years service |  |  |
|  |  | Yes | No |
| 7. | Recommendation for annual increment |  |  |

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| **PEN PICTURE** | | | | | |
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|  |  |  | Signature of Reporting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| **PART – V**  **REMARKS BY THE SUPERIOR REPORTING OFFICER** | | | | | |
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|  |  |  | Signature of Reporting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Name \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **OFFICIAL STAMP** | | | | | |
| **PART – VI**  **REMARKS BY THE NEXT SUPERIOR REPORTING OFFICER** | | | | | |
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|  |  |  | Signature of Reporting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **OFFICIAL STAMP** | | | | | |

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**BELOW OTHER THAN SUPERVISORY AND SALES STAFF**

**UTILITY STORES CORPORATION OF PAKISTAN (PRIVATE) IMITED**

**ANNUAL REPORT FOR THE PERIOD FROM . \_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_**

**SPECIAL**

**PART-I**

|  |  |  |
| --- | --- | --- |
| 1. | Name |  |
| 2. | Date of Birth |  |
| 3. | Designation |  |
| 4. | Basic Scale |  |
| 5. | Present Pay |  |
| 6. | Date of appointment in the Corporation |  |
| 7. | Date of appointment to the present scale |  |
| 8. | Qualification |  |
| 9. | Training courses attended, if any |  |
| 10. | Post held during the period |  |

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| --- | --- | --- | --- | --- |
| **POST** | **PERIOD** | | **OFFICE AND LOCATION** | **REMARKS** |
| **FROM** | **TO** |
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**PART - II**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| “AI” | “A” | “B” | “C” | “D” |
| Very Good | Good | Average | Below Average | Poor |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **PERFORMANCE** | **AI** | **A** | **B** | **C** | **D** | **REMARKS** |
| 1. | Referencing and paging of notes and correspondence |  |  |  |  |  |  |
| 2. | Keeping of files and papers in tidy conditions |  |  |  |  |  |  |
| 3. | Maintenance of record (including recording & indexing) |  |  |  |  |  |  |
| 4. | Skill in noting and drafting where applicable. |  |  |  |  |  |  |
| 5. | Regularity and punctuality in attendance |  |  |  |  |  |  |
| 6. | Standard of work. a. Quality.  b. Out-put. |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 7. | Standard of shorthand a. Speed  b. Accuracy |  |  |  |  |  |  |
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| 8. | Standard of typing a. Quality.  b. Out-put. |  |  |  |  |  |  |
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| 9. | Attending Telephones:  a. Etiquettes  b. Checking necessary instructions  c. Economy |  |  |  |  |  |  |
|  |  |  |  |  |  |
| 10. | Diary and dispatch |  |  |  |  |  |  |
| 11. | Knowledge of rules and regulations |  |  |  |  |  |  |
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| 13. | Handling of cach |  |  |  |  |  |  |
| 14. | Upkeep of bank and other accounts |  |  |  |  |  |  |
| 15. | \* |  |  |  |  |  |  |
| 16. | \* |  |  |  |  |  |  |
| **B** | **PERSONAL TRAITS** | | | | | | |
| 17. | Intelligence |  |  |  |  |  |  |
| 18. | Perseverance and devotion to duty |  |  |  |  |  |  |
| 19. | Co-operation and tact. |  |  |  |  |  |  |
| 20. | Amenability to discipline |  |  |  |  |  |  |
| 21. | Integrity |  |  |  |  |  |  |
| 22. | Trust worthiness in confidential and secret matters or otherwise |  |  |  |  |  |  |
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PART –III

GENERAL ASSESSMENT

Appraise in the present grade by initialing the appropriate column below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Very Good | Good | Average | Below Average | Poor | Special aptitude or interest, if any |
|  |  |  |  |  |  |

**PART – IV**

SUITABILITY FOR PROMOTION

Initial the appropriate box below:

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Recommended for accelerated promotion |  | |
|  |  |  |  |
| 2. | Fit for Promotion |  | |
|  |  |  |  |
| 3. | Recently promoted / appointed, consideration for promotion premature |  | |
|  |  |  |  |
| 4. | Not yet fit for promotion |  | |
|  |  |  |  |
| 5. | Unfit for further promotion |  | |
|  |  | Fit | Unfit |
| 6. | Fitness for retention after 25 years service |  |  |
|  |  | Yes | No |
| 7. | Recommendation for annual increment |  |  |

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| **PEN PICTURE** | | | | | |
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|  |  |  | Signature of Reporting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| **PART – V**  **REMARKS BY THE SUPERIOR REPORTING OFFICER** | | | | | |
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|  |  |  | Signature of Reporting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **OFFICIAL STAMP** | | | | | |
| **PART – VI**  **REMARKS BY THE NEXT SUPERIOR REPORTING OFFICER** | | | | | |
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|  |  |  | Signature of Reporting Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  | Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  | Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **OFFICIAL STAMP** | | | | | |