

CONFIDENTIAL REPORT – CLERICAL APPOINTMENTS
(LOWER FORMATIONS)
(BPS 5 to 15)

Name of Service Unit/Installation
ANNUAL REPORT FOR THE PERIOD FROM TO

PART I

Name In full Date of Birth
Date of appointment to the
Grade of rank Present grade or rank
Scale of Pay Present Pay Date of next Increment
Date of entry Into
Government service Total ServiceY.....M.....D
Educational Qualification
Any Special attainments

PART II

A. PERFORMANCE		AI	A	B	C	D	Remarks
1.	Ability to train clerks and get best out of them						
2.	Referencing and paging of notes and correspondence						
3.	Keeping of files and papers in tidy conditions						
4.	Maintenance of records (including recording and indexing)						
5.	Skill in noting and draft in where applicable						
6.	Other duties: eg cashier duties, preparation of bills, statements and returns etc.						
7.	Other clerical duties eg typing, diary/dispatch, disbursement of cash, statements/returns.						
8.	Regularity and punctuality in attendance						
9.	Standard of work: (a) Quality (b) Out Put						
B. ATTITUDES							
*10.	Knowledge of Islam						
*11.	Attitude towards Islamic Ideology						
C. PERSONAL TRAITS							
12.	Intelligence						
13.	Perseverance and devotion to duty						
14.	Co-operation and tact						
15.	Amenability to discipline						
16.	Integrity						
17.	Trust worthiness In confidential and secret matters						

Note: - The rating should be recorded by Initialing the appropriate boxes: 'AI' Very Good, 'A' Good, 'B' Average, 'C' Below Average and 'D' Poor.

* In case of Non-Muslims the entries will refer to their own religion.

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		<input type="checkbox"/>	<input type="checkbox"/>
(b) Fit for promotion		<input type="checkbox"/>	<input type="checkbox"/>
(c) Recently promoted/appointed, consideration for promotion premature		<input type="checkbox"/>	<input type="checkbox"/>
(d) Not yet fit for promotion		<input type="checkbox"/>	<input type="checkbox"/>
(e) Unfit for further promotion		<input type="checkbox"/>	<input type="checkbox"/>
(f) Fitness for retention after 25 years service.	Fit	<input type="checkbox"/>	Unfit <input type="checkbox"/>

PEN-PICTURE

Dated

Official Stamp

Signature, Name and Designation of Reporting Officer

PART V

REMARKS OF THE COUNTERSINGING OFFICER

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Final Grading

Dated

Official Stamp

Signature, name & Designation