



**QUAID-E-AWAM UNIVERSITY
OF ENGINEERING, SCIENCE & TECHNOLOGY, NAWABSHAH
ANNUAL CONFIDENTIAL REPORT FOR THE YEAR 20--**

- PART-I (To be filled by the employee in BPS-17 & above)

1. NAME (IN BLOCK LETTERS)
2. DESIGNATION
3. ACADEMIC QUALIFICATION (S)
4. DATE OF BIRTH
5. PLACE OF BIRTH
6. TOTAL SERVICE <div style="text-align: right; margin-right: 50px;"><i>Years</i> <i>Months</i> <i>Days</i></div>
7. KNOWLEDGE OF LANGUAGE
8. SPECIAL TRAINING
9. PROVINCE OF DOMICILE

POST HELD DURING THE PERIOD

S. No.	POST	PERIOD	PAY & SCALE

Signature of Officer

- PART-II (A) ASSESSMENT BY THE REPORTING OFFICER

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

‘A-I’ Very Good ‘A’ Good ‘B’ Just acceptable ‘C’ Below the mark ‘D’ Poor

	A-I	A	B	C	D	REMARKS
	1. Intelligence and Mental Alertness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Initiative and Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. POWER OF EXPRESSION						
A). Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B). Speech	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Ability to plan, organize and supervise work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Quality and out-put of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

6. Perseverance and Devotion to duty	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Capacity to guide and Train subordinates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. INTEGRITY					
A). Professional	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B). Moral	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Sense of Responsibility	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Personality and Apparel appearance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Performance under pressure	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Capacity for team work	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Interest in Sports / Social activities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. Punctuality	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. Overall rating	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART-II (B) OVERALL PEN PICTURE INCLUDING SUGGESTIONS FOR IMPROVEMENT, IF ANY

Dated: _____

Signature of Reporting Officer
Name and Designation

PART-III REMARKS OF THE 1ST COUNTER SIGNIG (SECOND) HIGHER AUTHORIZED OFFICER)

I consider that the assessment made by the reporting officer is too lenient / reasonably accurate / strict / biased.
The remarks underlined in red ink should be communicated in writing.
I have the following remarks to add.

Dated: _____

Signature
Name and Designation

PART-IV REMARKS OF THE SUBSEQUENT COUNTER-SIGNING OFFICER (IF ANY)

I consider that the assessment made by the reporting officer / Ist counter-signing officer is very lenient / reasonably accurate / strict / biased.
The remarks underlined in red ink should be communicated.
I have the following remarks to add.

Dated: _____

Signature
Name and Designation

❖ Official Stamp and date of entry of receipt in register