

For Stenographers/Data Processing Assistant

GOVERNMENT OF SINDH

Ministry/Department/Office Name of the Service
Annual/Special Report for the period to

PART I

1. Name: (IN BLOCK LETTERS)
2. Father's Name:
3. Designation: 4. Grade:
5. Date of Birth: 6. Domicile:
7. Date of Entry into Government Service: 8. Date of Promotion on present post:
9. Qualification:
10. Training Courses (if any)

PART II

The rating should be recorded by initialling the appropriate column of box.
"A1" = Very Good, "A" = Good, "B" = Average, "C" = Below Average & "D" = Poor.

A. PERFORMANCE	A 1	A	B	C	D
1. Standard of Shorthand					
(a) Typing Speed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Accuracy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Attending Telephones					
(a) Courtesy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Economy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Knowledge of Computer Operation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Computer/Hardware Knowledge (DPA only)					
(a) Diagnostics	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Troubleshooting	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c) Minor Repair	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(d) Database	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(e) Filing System	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART II (continued)

	A 1	A	B	C	D
5. Maintenance of Officers engagement Dairy and conducting visitors.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6. Movement of files and record of suspense cases	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7. Dress and Cleanliness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8. Other Duties, e.g: Tour & arrangements provision of amenities, etc.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9. Regularity & punctuality in attendance	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. Personal Traits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. Intelligence	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. Perseverance & Devotion to duty	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13. Cooperation & tact	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
14. Amen ability to discipline	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15. Integrity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
16. Trust worthiness in Confidential/Secret matters	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART III

General Assessment of any particular qualities
(Appraise in the present grade by initialling the appropriate column below)

Very Good	Good	Below Average	Poor	Special Aptitude (if any)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART IV

Suitable for Promotion
(Initial the appropriate box below)

(a) Recommended for accelerated promotion

(b) Fit for promotion

(c) Recently promoted/appointed, consideration for premature promotion.

(d) Not yet fit for promotion

(e) Unfit for promotion

(e) Fitness for retention after 20 years. Fit Unfit

PEN PICTURE

Dated: _____ 201

Signature, Name & Designation of Reporting Officer
Official Stamp

PART V

Remarks of the Countersigning Officer

I consider that the assessment made by the Reporting Officer is very good/reasonably good/strict/lenient/biased..

The Remarks underlined in ink should be communicated in writing.

I have following remarks to add.

Dated: _____ 201

Signature of Countersigning Officer