**Appendix ‘E’**

**3.1(I)**

**PER Form For Superintendent (BS-17)**

# GOVERNMNET OF KHYBER PAKHTUNKHWA

(Department) (Name of Service)

ANNUAL

SPECIAL REPORT FOR THE PERIOD FROM TO

## PART I

1. Name(in block letters) 1 (a) Father’s Name
2. Designation
3. Academic Qualification
4. Date of Birth
5. Total Service
6. Knowledge of Language
7. Special training

Posts held during the period

|  |  |  |
| --- | --- | --- |
| **Post** | **Period** | **Pay** |
|  |  |  |

2

## PART II

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

‘A1’ Very Good; ‘A’ Good; ‘B’ Average; ‘C’ Below Average; ‘D’ Poor;

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | A1 | A | B | C | D | Remarks |
| 1. Intelligence and mental alertness |  |  |  |  |  |  |
| 2. Judgment and sense of proportion |  |  |  |  |  |  |
| 3. Initiative and drive |  |  |  |  |  |  |
| 4. Power of expression |  |  |  |  |  |  |
| (a) Writing |  |  |  |  |  |  |
| (b) Speech |  |  |  |  |  |  |
| 5. Ability to plane organize and supervise work |  |  |  |  |  |  |
| 6. Quality and output of work |  |  |  |  |  |  |
| 7. Perseverance and devotion to duty |  |  |  |  |  |  |
| 8. Capacity to guide and train subordinates |  |  |  |  |  |  |
| 9. Co-operation and tact |  |  |  |  |  |  |
| 10. Integrity |  |  |  |  |  |  |
| (a) Intellectual |  |  |  |  |  |  |
| (b) Moral |  |  |  |  |  |  |
| 11. Sense of responsibility |  |  |  |  |  |  |
| (a) General |  |  |  |  |  |  |
| (b) In financial matters |  |  |  |  |  |  |
| 12. Personality |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 13 Behavior with public | Is modest and helpful | Is inclined to be arrogant |  |  |
| 14 Standard of living | Lives within known means of income | Reported to be living beyond  known means of income | | |
| 15 Observance of security  measures | Takes reasonably good care | Inclined to be negligent | | |
| 16 Punctuality | Punctual | Unpunctual | | |
| 17 Touring | Adequate and systematic | Inadequate and unsystematic | | |

3

## PART III

Comparing him with other officers of the same grade, give your general assessment of the officer by initialing the appropriate column below:-

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Very Good** | **Good** | **Average** | **Below Average** | **Poor** | **Remarks on special aptitude, if any, e.g., for**  **secretariat, executive, judicial, development or diplomatic work** |
|  |  |  |  |  |  |

## FITNESS FOR PROMOTION

*(Initial the appropriate box below)*

Recommended for accelerated promotion Fit for promotion

Recently promoted, assessment for the further promotion premature Not yet fit for promotion, but likely to become fit in course of time

Unfit for further promotion, has reached his ceiling

# Pen Picture

Reporting Officer’s Signature:

Name (in block letters) :

Designation

Date 20

## PART IV

### 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 red ink should be communicated in writing. I have the following remarks to add:

Countersigning Officer’s Signature:

Name (in block letters) :

Designation

Date 20

the name and designation of the Reporting /Countering Officer should be typed, written in Block Letters or rubber stamped below the signature.