



**THE BENAZIR BHUTTO SHAHEED
UNIVERSITY OF TECHNOLOGY AND SKILL DEVELOPMENT
KHAIRPUR MIRS**

Institute / Department / Center / Section

ANNUAL CONFIDENTIAL REPORT FOR THE PERIOD..... TO

FOR STAFF BPS-02 – 04

PART - I

(To be filled in by the staff member)

Name in full.....

Qualification..... Date of Birth.....

Designation..... BPS.....

Domicile..... Date of appointment

Date of last promotion Total service.....Y.....M

PART - II

(To be filled in by Reporting Officer)

Place initial in the appropriate cell of the column for recording the performance

	STANDARD OF PERFORMANCE	YES	NO
1.	Does he/she observe procedures and rules in performing duties?		
2.	Is he/she amenable to discipline?		
3.	Does he/she maintain observance of security for office materials & record?		
4.	Does he/she abscond from duty during office hours?		
5.	Does he/she remain absent without information / intimation from duties? (Number of days remained absent).		
6.	Does he/she wear a clean uniform on duty?		
7.	Does he/she keeps files, papers in tidy condition and dispose work with promptness and accuracy?		

8.	Is he/she tactful and mentally alert?		
9.	Is he/she physically fit?		
10.	Does he/she deliver official documents with responsibility and gets acknowledgment from recipient at the time of handing over?		
11.	Does he/she have technical knowledge and ability to handle minor fixing? (if applicable)		
12.	Does he/she remain regular & punctual in attending Office duties?		

Apprise over-all reporting period performance by placing initial in the appropriate column below.

V. Good	Good	Average	Below Average	Poor

General remarks of the Reporting Officer:

Date Signature of Reporting Officer
Stamp

Remarks of Countersigning Officer

Date Signature of Countersigning Officer
Stamp

Adverse remarks if any, communicated vide No.....

Date.....