



MIRPUR UNIVERSITY OF SCIENCE & TECHNOLOGY, (MUST)  
ANNUAL CONFIDENTIAL REPORT FORM  
(ASSISTANT/S.CLERK/J.CLERK)

Name of Office / Dept./College/Institute: \_\_\_\_\_

Report for the period from \_\_\_\_\_ to \_\_\_\_\_

**PART-I**

Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Designation: \_\_\_\_\_ BPS \_\_\_\_\_ Basic Pay \_\_\_\_\_

Date of entry into University Service \_\_\_\_\_ Qualification \_\_\_\_\_

Training course attended, if any, \_\_\_\_\_

Nature of Duty on which employed \_\_\_\_\_

**PART-II**

Sr.#	(A) Performance	A1	A	B	C	D	Remarks
1.	Referencing and Paging of notes and correspondence.						
2.	Keeping of files and papers in tidy conditions.						
3.	Maintenance of records (including recording and indexing)						
4.	Skill in noting and drafting where applicable						
5.	Has he a sound knowledge of Rules & Regulations pertaining to the work entrusted to him.						
6.	Other duties; e.g. Cashier duties preparation of bills, statements and returns, etc.						
7.	Regularity and punctuality in attendance.						
8.	Standard of work (a) quality (b) out-put						
9.	Other Clerical duties e.g. typing. Diary/dispatch, disbursement of cash, statements/ returns, etc.						
<b>(B) Personal Traits</b>							
10.	Intelligence						
11.	Perseverance and devotion to duty						
12.	Co-operation and tact						
13.	Amenability to discipline						
14.	Does he maintain good control over the staff working under him?						
15.	Trustworthiness in confidential and secret matters.						

Note: The rating should be recorded by initiating the appropriate box.  
"A1" Very Good "A" Good "B" Average "C" Below average "D" Poor.

**PART-III**

(Appraise in the present grade by initiating appropriate columns below)

GRADING	BY REPORTING OFFICER	BY COUNTERSIGNING OFFICER
i) Very good (A1)		
ii) Good (A)		
iii) Average (B)		
iv) Below Average (C)		
v) Poor (D)		
<b>FITNESS FOR PROMOTION</b>		
Fit for promotion in his turn		
Not fit for promotion		
Unlikely to Progress Further		

**PART-IV**

**GENERAL REMARKS OF THE REPORTING OFFICER**

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

**PART-V**

**REMARKS OF THE COUNTERSIGNING OFFICER**

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_