

University of Azad Jammu and Kashmir, Muzaffarabad
ANNUAL CONFIDENTIAL REPORT (ACR)
OF
STENOGRAPHERS/STENOTYPIST

Name of College/Institute/Dept/Office: _____

Report for the period from _____ to _____

PART-I

Name: _____ Date of Birth: _____

Designation: _____ BPS _____ Basic Pay _____

Date of entry in to University service: _____ Qualification: _____

Training course, attended, if any, _____

Nature of duties on which employed _____

PART-II

Sr. No	(A) Performance	A1	A	B	C	D	Remarks
01	Standard of Shorthand/Typing (a) Speed (b) Accuracy						
02	Attending Telephones Shorthand/Typing (a) Etiquette (b) Checking Unnecessary intrusion (c) Economy						
03	Maintenance of officers engagement diary and conducting visitors.						
04	Movement of files and records of suspense cases.						
05	Dress and Cleanliness						
06	Other duties, e.g. tour arrangements, provision of amenities, etc.						
07	Regularity and punctuality in attendance.						

(B) Personal Traits

08	Intelligence						
09	Perseverance and devotion to duty						
10	Co-operation and tact						
11	Amenability to discipline						
12	Integrity						
13	Trust worthiness in confidential and secret matters.						

Note: The rating should be recorded by initialing the appropriate box.

'A1' Very Good 'A' Good 'B' Average 'C' Below Average 'D' Poor.

PART-III

(Appraise in the present grade by initialing appropriate column below)

GRADING	Reporting Officer	Countersigning Officer (one)	Countersigning Officer (Second)
i) Very Good (A1)			
ii) Good (A)			
iii) Average (B)			
iv) Below Average (C)			
v) Poor (D)			
FITNESS FOR PROMOTION			
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 (One)

Date: _____

Signature: _____

Name: _____

Designation: _____

PART-VI

REMARKS OF THE SECOND COUNTERSIGNING OFFICER

Date: _____

Signature: _____

Name: _____

Designation: _____