

S.#		Detail	Particulars			
1		Name of the Officer and Father's Name				
2		Rank/ Belt No./ Basic Scale				
3		Date of Birth <u>(as per Service Roll)</u>				
4		Educational Qualification	At the time of recruitment		Additional (if any) copies be attached	
5		District of Domicile and Province / CNIC <u>(at the time of recruitment)</u>				
6		Date of Entry in Govt. Service (previous, if any)	Appointed as		Date of appointment	
7		Date of appointment in NH&MP with rank	Appointed as		Date of appointment	
8		Rank in parent department at the time of Joining NH&MP (if inducted)				
9		Detail of induction (for inducted officers)	Inducted in NH&MP as _____			
			Order No. _____			
		Dated _____				
		w.e.f _____				
		Rank in parent department at the time of induction in NH&MP _____				
10		Length of Service in NH&MP in the present rank as on 30-10-2014				
11		Departmental Promotional Courses qualified <u>(with batch No. & date), copy of result be attached</u>				
12		Present Posting (Beat/ Sector/ Zonal Office) <u>(Date of Posting)</u>				
13		Good Entires (Awards/ Commendations Certificates).	CC-I	CC-II	CC-III	Awards
14		Bad Entires/ Punishments awarded in NH&MP <u>(Copies of punishment orders including orders of appellate authority must be attached)</u>	Major	Minor	Other	Pending inquires/SCN
15		Bad Entires/ Punishments awarded in Parent Department (if the officer is inducted) (copies of red entries mentioned in Service Rolls be attached)	Major		Minor	Other

Certified that the above mentioned information are correct and verified from the service record of the officer. Copies of all orders are available in the Personal File/ Service Roll of the officer.

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Official Stamp by Name

To be personally signed by Zonal Commander

 DIG/ ZONAL COMMANDER
 _____ ZONE
 Dated _____

Performance, Conduct & Discipline of the officer				
Name of the Officer				
1	Any gross Misconduct / Criminal Involvement / Corrupt Practices			
2	Pending Departmental Proceedings/ Inquiries (if any) (copies of Charge Sheet/ SCN etc be attached)			
3	Professional Competency as observed in Operational Duties	Fully Comptent	Competent	In-competent
4	Behaviour with Public/ Colleagues/ Seniors	Poor	Good	Very Good
5	Is the officer capable of holding the post of HC/APO (BS-07).	Yes		No
6	Recommendation of Sector Commander for Promotion of officer to the rank of HC/APO (BS-07) in view of service Particulars and conduct/ discipline/ performance	Recommended		Not Recommended
		_____ Signature with By Name Stamp		
7	Recommendation of Zonal Commander for Promotion of officer to the rank of HC/APO (BS-07) in view of service Particulars and Conduct/ Discipline/ performance	Recommended		Not Recommended

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Official Stamp by Name
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To be personally signed by Zonal Commander

DIG/ ZONAL COMMANDER

ZONE

Dated _____

Note

1. Recommendation proforma must only be signed by the Sector Commander & Zonal Commander.
2. Zonal Commander may ensure that Service Record of the officers are completed till date and all the entries mentioned above are correct and verified from the Service Record.
3. Zonal Commanders may ensure that copies of Punishment Orders/ Re-instatement Orders/ Orders of the appellate authority/ Result of Intermediate Class Course/ Educational Certificates (in case additional qualification after initial appointment/induction) are attached with this recommendation proforma.
4. Zonal DIG may also ensure that no column of this recommendation proforma is left Blank and all columns are filled in all respect.
5. Zonal DIG may ensure that copy of this recommendation proforma must be placed in the Personal File of the officer concerned for future record.
6. Softcopy of this recommendation proforma has also been E-mailed to Zonal Offices for further necessary action.