



RECOMMENDATION PROFORMA FOR PROMOTION
HC/ASSISTANT PATROL OFFICER (BS-07) TO THE RANK OF SI/PATROL OFFICER
(BS-14) AS PER PROVISIONS OF NH&MP APPOINTMENT, PROMOTION & TRANSFER (APT)
RULES-2007 (AS AMMENDED FROM TIME TO TIME)

Particulars/ information of the officer (as per updated Service Record)

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	Date of last promotion (if any) in current rank				
11	Length of Service in NH&MP in the present rank as on 30-10-2014				
12	Departmental Promotional Courses qualified <u>(with batch No. & date), copy of result be attached</u>				
13	Present Posting (Beat/ Sector/ Zonal Office) <u>(Date of Posting)</u>				
14	Good Entires (Awards/ Commendations Certificates).	CC-I	CC-II	CC-III	Awards
15	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
16	Bad Entires/ Punishments awarded in Parent Department (if the officer is inducted) <u>(copies of red entries mentioned in Service Rolls be attached)</u>	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 _____

Synopsis of ACRs (as per updated ACR Dossier)			
Name of the Officer			
Year of ACR	Pen Picture by Reporting Officer	Remarks of Countersigning Officer	Overall Grading of ACR
2007			
2008			
2009			
2010			
2011			
2012			
2013			

Certified that the pen picture by Reporting/ Countersigning Officers as well as Overall grading are correct and verified from ACRs of the officer. Moreover, his/her date of appointment/ last promotion are correct/ verified. Further, copies of adverse ACRs are also attached herewith and ACRs of the officer are completed in all respect.

Official Stamp by Name

To be personally signed by Zonal Commander

 DIG/ ZONAL COMMANDER
 _____ ZONE

Dated _____

NOTE Please insert further rows (if required) to display all ACRs (w.e.f date of appointment/ promotion) in the Synopsis Proforma, in case length of service of officer is more than 07 years.

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
4	Behaviour with Public/ Colleagues/ Seniors	Poor	Good
			Very Good
5	Is the officer capable of holding the post of SI/PO (BS-14).	Yes	No
6	Recommendation of Sector Commander for Promotion of officer to the rank of SI/PO (BS-14) in view of service Particulars, Synopsis of ACRs 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 SI/PO (BS-14) in view of service Particulars, Synopsis of ACRs and Conduct/ Discipline/ performance	Recommended	Not Recommended

To be personally signed by Zonal Commander

Official Stamp by Name

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/ ACRs Dossier 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/ Adverse ACRs/ 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.