

REPUBLIC OF ZAMBIA

ANNUAL CONFIDENTIAL REPORT

(For officers required to be reported on in accordance with General Orders 401)
 Period.....200.....to.....200..

PART 1 TO BE FILLED IN BY THE OFFICER			
1	Full Names		2. Ministry and Dept/ Branch
3	(a)Marital status (b)Number of Children	4. Year of Birth	5. Date of First Appointment in Zambia 6.* Perm and pensionable *Probation *Agreement *Contract/Gratuity *Delete items not applicable
7	Present post held		8 Date of appointment to the present post 9 Present Salary
10	Salary scale of present post	11. Date increment due	12. Special qualifications and dates obtained

13. Details of any special courses of instructions taken during the year

14. Government Examinations Passed and dates

15. Government examinations to be passed

16. Type of work most interested in

17. SERVICE HISTORY(only changes since last Annual Confidential Report needed be given)

<i>Ministry</i>	<i>Post or Grade</i>	<i>From</i>	<i>to</i>

Date.....

Signature of Officer.....

Personnel Division File No.....

Station.....

PART II TO BE COMPLETED BY THE REPORTING OFFICER

A. Brief Statement of the work on which the officer has been engaged during the period to which the report relates

B. Assessment of Qualities (see Notes on page 4)

		<i>Outstanding</i>	<i>Very good</i>	<i>Good</i>	<i>Fair</i>	<i>Poor</i>
1	Personality and force of Character					
2	Intelligence					
3	Judgement and Common Sense					
4	Reliability and Accuracy					
5	Interested in work					
6	Ability to express himself clearly in (a) writing (b) Orally					
7	Energy and Drive					
8	Adaptability					
9	Ability to lead others and supervise others					
10	Organizing and managerial ability					

(Note: Across should be placed in the appropriate box for each item. In the case of 9 and 10 the words 'not applicable' may be inserted)

C. GENERAL REMARKS: (Which should include references to professional or technical knowledge of the officer)

Date..... Signature.....

Name.....

PART III TO BE COMPLETED BY THE PERMANENT SECRETARY OR HEAD OF DEPARTMENT AS APPROPRIATE

(In the case of professional and technical officers this Part should be completed by an officer who is competent on the professional or technical aspects of the officer’s performance)

1. General Comments:

2. Suitability for promotion:

3. Has the officer been informed of weak points? (If a copy of minutes notifying the officer of the faults has not already been sent to personnel Division it should be sent with this report)

4. * I consider that the officer should receive the increment due to him and I have therefore taken no action to with hold it
 - *I consider that the increment due to the officer should be withheld and I am asking action in accordance with the appropriate disciplinary regulation.
 - *The officer is not due to receive an increment being already held in his salary scale, on the maximum point of his salary scale or receiving a superscale salary

*Delete as appropriate
See below

Date..... signature.....

Post.....

.....

ACTION TO BE TAKEN WHEN INCREMENT CERTIFICATE IS NOT SIGNED

1. Inform the officer in writing(copy sent to Personnel Division) that consideration be given to withholding the increment due to him set out the reasons why and tell that if the officer wishes to exculpate himself he must submit an exculpatory statement in writing within twenty one days

2. On receipt of an exculpatory statement, (or after twenty one days, if no statement is received) decide whether the officers increment should be authorized after all or whether should be stopped

3. If it is decided that the increment should be authorized, send a minute to the appropriate Salary section(Copies to Salaries Division, Ministry of Finance, Auditor General as follows
 - having recently declined to sign an incremental certificate in respect of..... and having subsequently received and considered representations, I hereby authorize the payment of the increment due to the officer as fro the due date

5. . If it is decided that the increment should be stopped, send a minute to the appropriate Salary section(Copies to Salaries Division, Ministry of Finance, Auditor General as follows
In accordance with PSC Regulation 39 and 40 I have stopped the increment due to you on the
I will consider authorizing you to resume incremental progress in.....
(Specify time eg six months)
In accordance with the same regulations, I now notify you that you may appeal against this punishment to the PSC in accordance with the procedures set out in PSC No 42