**ANNEX B TO**

**ARMD/OCPC/02/A ( )**

**DATED .11.2024**

**SPECIMEN FORMAT FOR MAKING RECOMMENDATION**

1. Personal Details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PERS NO | RANK | NAME | REGT | INTAKE |
| O/65878 | Maj | S A M A A M Senanayake psc | SLAC | KDA 19 |

2. Present Appointment.

|  |  |  |  |
| --- | --- | --- | --- |
| Appt | Estb/Loc | Duration | |
| From | To |
| MCC 69 (AC) in Pakistan | Dte of Trg - AHQ | 20.07.2024 | 08.12.2024 |

|  |
| --- |
| FE |

3. Medical Category.

4. Appointments held in the rank of Major (A minimum of two names of recent past immediate superior officers including name of the present immediate superior officer must he included).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ser | Appt/HQ | Duration | | Immediate Superior Offr (Present/Past) | |
| From | To | Rank/Name | Appt of the imm superior Offr |
| 1 | 2IC - 1 SLAC | 27.02.2023 | 17.07.2024 | Lt Col R K K Paragahathanthree psc SLAC | CO |
| 2 | GSO 2 (Trg Coord) DSCSC | 24.01.2022 | 20.02.2023 | Lt Col W K S T Kannangara psc SLE | GSO 1 (Trg) DSCSC |

5. **Assessment of Commanding Officer**. You are required to genuinely appraise his/her competencies, performances, attitudes and values and values observed during the period under command. Please justify the marks given by writing a brief pen-picture of the Officers at Paragraph 7 below.

|  |  |  |
| --- | --- | --- |
| Ser | Quality | Marks |
| 1 | **Morale and Performances**  a. Physical and mental endurance under fatiguing conditions (07 mks)  b. Initiative to take necessary or appropriate action on own responsibility (07 mks)  c. Performances in unexpected emergency or under great strain (07 mks)  d. Efficiency and economy of utilisation of men. finance, and materials (07 mks)  e. Commitment towards duty at the expense of personal interests (07 mks)  f. Conscientiousness in performances (10 mks) |  |
| 2 | **Attitude and Personal Attributes**  a. Smartness and bearing (07 mks)  b. Ability in providing logical and clear judgments (07 mks)  c. Capacity to lead, direct, control, and influence his subordinates (07 mks)  d. Maturity in decision-making (07 mks)  e. Cooperation with superiors, peers, and subordinates (07 mks)  f. Loyalty towards organisation under any circumstances (10 mks) |  |
| 3 | Average of Past 5 ACRs (***Only Military Secretary’s Branch***) (10 mks) |  |
| 4 | Total mks (80-100 mks) |  |
| ***An offr should obtain a minimum of 80 mks out of the Total mks to be selected*** | | |

6. The Measurement of Integrity and Honesty should be based on non-quantifiable values.Accordingly, make a prudent and justifiable choice on such personal attributes and values of the officer being evaluated by clearly drawing a single conclusion against the following aspects.

a. Please state whether his/her Integrity is **Absolute** or **Questionable** :…………………………………….

b. Please state whether his/she is **Honest** or **Dishonest** :……………………………………………………

7. **Justification of Marks Allocated**.

Note :- Pl justify the marks alloc in serial number 1 and 2 of para 5 by writing a brief pen-picture of the Officers.

8. **Recommendation of Commanding Officer for promoting Officers to the rank of Lieutenant Colonel**.

Note :- Pl use one of the fol terms to state your recm, you are reqd to justify by giving the reasons.

Recommended/Not Recommended

Date: /11/2024 ………………………………………….

**Commanding Officer**