

GOVERNMENT OF KHYBER PAKHTUNKHWA
PERFORMANCE EVALUATION REPORT

ANNUAL

SPECIAL

NAME OF DEPARTMENT /OFFICE _____

REPORT FOR THE PERIOD _____ TO _____

PART-I

Name _____ Father's Name _____

Date of Birth _____ Qualification _____

Designation _____ BPS _____ Pay _____

Date of entry into service _____ Date of appointment to the present grade _____

Training courses, if any _____

PART-II

| A | PERFORMANCE SKILLS | AI | A | B | C | D |
|----------|--|-----------|----------|----------|----------|----------|
| (1) | Knowledge of MS Office | | | | | |
| | (a) Office Word | | | | | |
| | (b) Office Excel | | | | | |
| | (c) Office Access | | | | | |
| | (d) Office Outlook | | | | | |
| | (e) Office Power-point | | | | | |
| (2) | Standard of typing | | | | | |
| (3) | Accuracy | | | | | |
| (4) | Knowledge of E-Net | | | | | |
| (5) | Output of work | | | | | |
| (6) | Skills of Supervision (applicable to computer supervisor) | | | | | |
| B | PERSONAL TRAITS | | | | | |
| (7) | Intelligence. | | | | | |
| (8) | Knowledge of procedure and regulations. | | | | | |
| (7) | Punctuality. | | | | | |
| (8) | Preservance and devotion to duty | | | | | |
| (9) | Cooperation & tact | | | | | |
| (10) | Amenability to discipline | | | | | |
| (11) | Any disciplinary action taken during the period of report | | | | | |

(12) INTEGRITY**Assessment**

- | | | |
|-------|-------------------------------------|----------------------|
| (i) | Incorruptible | <input type="text"/> |
| (ii) | Reported to be corrupt..... | <input type="text"/> |
| (iii) | Believed to be corrupt, because of: | |
| | (a) Monetary condition..... | <input type="text"/> |
| | (b) Other considerations..... | <input type="text"/> |

13. Trust worthiness in confidential and secret matters.

YES

NO

Note: The rating should be recorded by initializing the appropriate column of box.
'AI' Very good; 'A' Good; 'B' Average 'C' below average 'D' Poor.

PART-III

OVERALL ASSESSMENT

(Initial the appropriate box)

| PART-IV | | |
|--------------------|----------------------|---------------------------|
| General Assessment | By Reporting Officer | By Countersigning Officer |
| Very Good | | |
| Good | | |
| Average | | |
| Below Average | | |
| Poor | | |

PART-IV

SUITIBILITY FOR PROMOTION

(Initial the appropriate box)

| | By Reporting Officer | By Countersigning Officer |
|--|----------------------|---------------------------|
| (a) Recommended for accelerated promotion. | | |
| (b) Fit for promotion. | | |
| (c) Recently promoted/appointed- consideration for promotion pre-mature. | | |
| (d) Not yet fit for promotion. | | |
| (e) Unfit for further promotion. | | |

PEN PICTURE

Signature of reporting Officer_____

Name_____

Designation_____

Dated_____

Remarks by the Countersigning Officer

Signature of Countersigning Officer_____

Name_____

Designation_____

Dated_____