**FOR OFFICERS IN BPS 17 & 18 CONFIDENTIAL**

**GOVERNMENT OF PAKISTAN**

****

**Ministry /Division/ Service/Group**

**Department/Office**

** **

**PERFORMANCE EVALUATION REPORT**

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FOR THE PERIOD 20 TO 20



**PART I**

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(TO BE FILLED IN BY THE OFFICER REPORTED UPON)



1. **Name** (in block letters)



1. **Personnel number**

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1. **Date of birth**

****

4. **Date of entry in service**



5. **Post held during the period** (with BPS)

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1. **Academic qualifications**

****

1. **Knowledge of languages** (Please indicate proficiency in speaking (S), reading (R) and writing (W)

** **

|  |  |
| --- | --- |
| 8. **Training received during the evaluation period** |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| Name of course attended | Duration with dates | Name of institution and country |
|  |  |  |
| 9. Period served |  |  |
|  |  |  |
| (i) In present post (ii) Under the reporting officer | | |
|  |  | |

|  |
| --- |
| **PART II** |
|  |
| (TO BE FILLED IN BY THE OFFICER REPORTED UPON) |
|  |
| 1. **Job description** |
|  |
| 2. **Brief account of performance on the job during the period supported by statistical data**  **where possible. Targets given and actual performance against such targets should be**  **highlighted. Reasons fro shortfall, if any, may also be stated.** |
|  |

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| **PART III -** |
| (EVALUATION BY THE REPORTING OFFICER) |
|  |
| **The rating in Part III should be recorded by initialing the appropriate box.**  **The ratings denoted by alphabets are as follows:** |
| **'A'** Very Good, **'B'** Good, **'C'** Average, **'D'** Below Average |
|  |
| **For uniform interpretation of qualities, two extreme shades are mentioned**  **against each quality.** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **A** | **B** | **C** | **D** |  |
| 1. | **Intelligence**    Exceptionally bright; excellent comprehension |  |  |  |  | Dull; slow |
|  |  | A | B | C | D |  |
| 2. | **Confidence and will power**    Exceptionally confident and resolute |  |  |  |  | Uncertain; hesitant |
| 3. | **Acceptance of responsibility**    Always prepared to take on responsibility even in difficult cases. |  |  |  |  | Reluctant to take on responsibility; will avoid it whenever possible. |
| 4. | **Reliability under pressure**    Calm and exceptionally reliable at all times - |  |  |  |  | Confused and easily flustered even under normal pressure. |
| 5. | **Financial responsibility**    Exercises due care and discipline |  |  |  |  | Irresponsible |
| 6. | **Relations with -**  (i) Superiors -  Cooperative and trusted |  |  |  |  | Un-cooperative |
| ii) Colleagues    Works well in a team |  |  |  |  | Difficult colleague |
| iii) Subordinates -  Courteous and effective;  encouraging |  |  |  |  | Discourteous and intolerant; |
| 7. | **Behavior with public**    Courteous and helpful - |  |  |  |  | Arrogant, discourteous and indifferent |
| 8. | **Ability to decide routine matters**    Logical and decisive - |  |  |  |  | Indecisive;  Vacillating |
|  |  | **A** | **B** | **C** | **D** |  |
| 9. | **Knowledge of relevant laws, rules, regulations, instructions and procedures.**    Exceptionally well informed,  keeps abreast of latest developments. |  |  |  |  | Ignorant and  Uninformed. |

**PART IV - **

(REPORTING OFFICER'S EVALUATION)

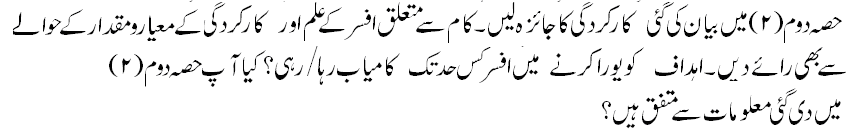


1. **Please comment on the officer's performance on the job as given in Part II(2)**

**with special reference to knowledge of work, quality and quantity of output.**

**How far was the officer able to achieve targets? Do you agree with what has**

**been stated in Part II (2)?**



|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **A** | **B** | **C** | **D** |  |
| 1 | **Quality of work**  Always produce work of exceptionally high Quality  q1 |  |  |  |  | Generally produces work of poor quality.  q2 |
| 2 | **Output of work**  Always up-to-date; accumulates no arrears  o1 |  |  |  |  | Always behind schedule; very slow disposal.  o2 |

**2. Integrity (Morality, uprightness and honesty) -**

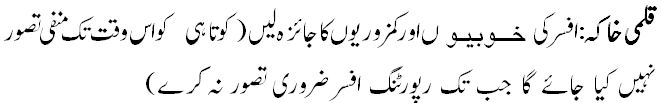


|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | **A** | **B** | **C** | **D** |  |
| 1. | **Integrity**   1. **General**     Irreproachable |  |  |  |  | Unscrupulous  g2 |
| 1. **Intellectual**   Honest & straightforward  i1 |  |  |  |  | Devious; Sycophant |

3. **Pen picture with focus on the officer's strengths and weaknesses not**

**covered in Part III** (Weakness will not be considered as adverse entries unless

intended to be treated as adverse).



4. **Special aptitude**



5. **Recommendations for future training**



6**. Overall grading**



|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Reporting officer | Countersigning officer |
| (i) | Very Good |  |  |
| (ii) | Good |  |  |
| (iii) | Average |  |  |
| (iv) | Below Average |  |  |

7. **Fitness for promotion**

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|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Reporting officer | Countersigning officer |
| (i) | Fit for promotion |  |  |
| (ii) | Recently promoted/appointed.  Assessment premature |  |  |
| (iii) | Not yet fit for promotion |  |  |
| (iv) | Unlikely to progress further |  |  |

**Name of the reporting officer Signature**

(Capital letters)

**Designation Date**

**PART V**

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(REMARKS OF THE COUNTERSIGNING OFFICER)



1. **How well do you know the officer? If you disagree with the assessment of**

**the reporting officer, please give reasons**

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1. **Evaluation of the quality of assessment made by the reporting officer**

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|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Exaggerated |  | Fair |  | Biased |

**Name of the countersigning officer Signature**

(Capital letters)

**** 

**Designation Date**



**PART VI**

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REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)



**Name Signature**

**Designation Date**



