



THE BENAZIR BHUTTO SHAHEED UNIVERSITY OF TECHNOLOGY AND SKILL DEVELOPMENT KHAIRPUR MIRS

Institute / Department / Center / Section

PERFORMANCE EVALUATION REPORT FOR THE PERIOD..... TO.....

FOR OFFICIALS BPS-17 AND ABOVE

PART-I

(To be filled in by the officer reported upon)

- 1. Name (In block letters)
2. Date of Birth Date of entry in service
3. Basic Pay Scale with present pay
4. Post held during the period
5. Academic Qualifications
6. Knowledge of languages (Please indicate proficiency in Speaking (S), Reading (R) and Writing (W)
7. Hobbies
8. Trainings Received:

Table with 3 columns: Name of Course attended, Dates (From, To), Name of institution and country

9. Job Description (Set out broadly in order of importance, the main duties performed. Also mention any special work assigned during the period)

- 10. Period Served: (a) In present post (b) under reporting officer
11. Community service(s), give detail (Attach evidence)

The rating in Parts II, III and IV should be recorded by initialing the appropriate box. The rating denoted by alphabets is as follows.

'A1' Very Good, 'A' Good; 'B' Average, 'C' Below Average and 'D' Poor.

For uniform interpretation of qualities listed in these parts, two extreme shades are mentioned against each item.

PART II

PERSONAL QUALITIES

Evaluation to be done by the reporting officer

		Al	A	B	C	D	
1. Intelligence	Exceptionally bright Excellent Comprehension						Dull Slow
2. Confidence and will power	Exceptionally confident and resolute						Uncertain Hesitant
3. Emotional Stability	Mature, balanced						Unstable Immature
4. Adaptability	Alert and highly responsibly.						Rigid Inflexible
5. Understanding & tolerance	Considerate & Co-operative						Lacks ability to appreciate others point of view, un-sympathetic
6. Appearance and bearing	Creates excellent impression						Clumsy Unimpressive
7. OVERALL GRADING IN PART-II							

PART-III

		Al	A	B	C	D	
*1. Knowledge of Islam	(Only for Muslims)						Narrow and Superficial
2. Integrity General Intellectual	Irreproachable Honest and Straight						Unscrupulous Devious, sycophant
3. Acceptance of responsibility	Always prepared to take on responsibility even in difficult cases						Reluctant to take on responsibility, avoids whenever possible.
4. Ability to produce constructive Ideas	Full of ideas, always comes up with ingenious solution to problems, fertile						Dull, has to be told what to do

* In case of non-Muslim the entries will refer to their own religion.

5. Foresight	Anticipates problems and plans ahead						Handles problems only after they arise
6. Initiative Drive	Bold and enterprising dynamic						Timed & diffident
7. Reliability under pressure	Imperturbable & exceptionally reliable at all times						Confused and easily flustered even under normal pressures
8. Judgment	Makes consistently sound proposals/decisions						Lacks balance & consistency, immature
9. Financial responsibility	Disciplined; Exercises due care.						Irresponsible
10. Perseverance Devotion to duty	Resolute; carries task through to the end						Negligent and disinterested •
11. Relations with a) Superiors b) Colleagues c) Sub-ordinates	Cooperative; well-liked and trusted						Un-cooperative does not inspire confidence
	Works well in a team						Difficult Colleague
	Courteous & effective, inspires confidence						Brusque and intolerant, does not earn respect
12. Behavior with public	Courteous and helpful						Highly unsympathetic and ill-behaved
13. OVERALL GRADING IN PART-III							

PART-IV

PROFICIENCY IN JOB							
1. a) Written power b) Oral expression	Always precise, clear and well set out						Clumsy & vague
	Puts across convincingly and concisely						Ineffective
2. Knowledge of work	Has a through grasp of the knowledge relevant to his job						Does not know about the present job

3. Analytical ability	Picks out the essential without wasting time on irrelevant details						Seldom sees below the surface of a problem
4. Supervision and Guidance	Organizes and uses staff and other resources effectively						Lacks, control, ineffective
5. Ability to take decision	Very logical and decisive						Indecisive, vacillating
6. Work a) Output b) Quality	Always up to date, Accumulates no arrears Always produces work of exceptionally high quality						Always behind Schedule, very slow disposal. Generally produces work of poor quality
7. OVERALL GRADING IN PART-IV							

PART - V

a) **Pen Picture:** Please comment on any particular strong or weak points without repeating earlier parts of the report. Also indicate the future posting considered most suitable for the officer.

b) **Counseling:** Was the officer advised to improve during the period under report? If so, mention aspects and the results/outcomes.

c) **Assessment of Performance:** Please comment on how effective he/she has been in performing the duties mentioned at S. No. 9 in PART-I. Also comment on the officer's contribution to the overall performance of your office/ organization, especially in the light of any numerical measure e.g. assessment of relative proportion of (i) routine cases (ii) complicated cases/situations (iii) policy cases / crisis dealt with by the officer. Also indicate whether further training is required for increasing his /her effectiveness and if so, in which area.

PART-VI

Comparing him with other officers of the same level and keeping in view the overall grading in Parts II, III, and IV give your general assessment of the officer by initialing the appropriate box below:

a) OVERALL GRADING

	BY REPORTING OFFICER	BY COUNTERSIGNING OFFICER
i) Equaled by very few officers (Very Good)		
ii) Better than the majority of officers (Good)		
iii) Equals the majority of officers (Average)		
iv) Meets bare minimum standard (Below Average)		
v) Unsatisfactory (Poor)		

b) FITNESS FOR PROMOTION

	BY REPORTING	BY COUNTERSIGNING OFFICER
Fit for accelerated promotion		
Fit for promotion in his turn		
Not yet fit for promotion		
Unlikely to progress further		

Name of the Reporting Officer _____

Signature _____
(in block letters)

Designation _____ Date _____

PART-VII

Remarks of the Countersigning Officer

Please report on the aspects not touched upon by the Reporting Officer. If you disagree with the assessment of the reporting officer, please give reasons thereof. You should also indicate how frequently you have seen work of the officer reported upon. If the officer has been assessed fit for promotion, would you be prepared to accept him in the higher grade? If no, please give your reasons.

Name _____ Signature _____
(Capital letters)

Designation _____ Date _____

PART-VIII

1. Adverse remarks, if any, communicated vide No. _____ Dated _____
2. Decision on representation, if any _____
