



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

Institute / Department / Center / Section

ANNUAL CONFIDENTIAL REPORT FOR THE PERIOD..... TO

FOR OFFICIALS IN BPS – 16

PART - I

(To be filled in by the staff member)

Name in full.....

Father’s Name.....

Qualification..... Date of Birth.....

Designation.....

Date of appointment

Date of last promotion and basic pay scale

Total service.....Y.....M, Date of superannuation.....

Knowledge of language (s).....

Training if any.....

Job description.....

Community service (Please attached evidence).....

Evaluation to be done by the Reporting Officer/Head of the concerned Department/Institute/Center/Section.

PART - II

Assessment factors	Maximum Points	Rating
1. Intelligence and mental alertness	06	
2. Initiative & Drive	06	
3. Power of expression (writing & speech)	06	
4. Ability to plan, organize and supervise the work	06	
5. Computer literacy	06	
6. Output of the work	05	
7. Quality of work	05	
8. Perseverance and devotion to duty	06	
9. Capability to guide and train sub-ordinates	06	
10. Sense of responsibility (General & in financial matters)	06	
11. Personality (General conduct and appearance)	06	
12. Knowledge of relevant laws rules regulation, instructions and procedures	06	
13. Integrity	06	
14. Behavior with public	06	
15. Observance of security measures	06	
16. Punctuality	06	
17. Physical fitness	06	
Total	100	

Did he/she participate in illegal strikes against the University?

 Yes

 No

Did he/she receive any show cause notice?

 Yes

 No

Apprise overall performance for reporting period by placing initial in the appropriate Box below.

90-100		76-89		60-75		50-59		Less than 50	
Excellent		Very Good		Good		Average		Below Average	

Remarks & recommendations by the Reporting Officer of the concerned Institute / Department / Center / Section.

A. Justification for rating

B. Recommendation for improvement (if any)

C. Pen Picture: Comment on any particular strong or weak points without repeating earlier part of the report. Indicate the future possible responsibilities / activities / posting suitable for the employee.

D. Counseling: was the employee advised to improve during the reporting period. If so, mention aspects and the results / outcomes.

Name: Position:

Signature & Stamp: Date:

Remarks by the Countersigning Officer

Signature & Stamp: Date:

Adverse remarks if any, communicated vide letter No..... Date.....