

GOVERNMENT OF KHYBER PAKHTUNKHWA

(Name of Department/Office)

Name of Service

PERFORMANCE EVALUATION REPORT

BPS-16

FOR THE PERIOD 20 TO 20

PART-I

1. Name (in block letters)
2. Date of Birth Date of Entry into the Service
3. Grade 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. Training Received:

Name of Course attended	Date		Name of the Institution & Country
	From	To	

9. Job Description (set out broadly in order of importance the main duties performed. Also mention any special work assigned during the period):--
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.....
.....
.....
10. Period served:
11. In present post (b) Under Reporting Officer
12. Date of last annual medical checkup

The rating in Parts II, III & IV should be recorded by initialing the appropriate box. The ratings denoted by alphabets are as follows:-

‘A1’ Very Good, ‘A’ Good, ‘B’ Average, ‘C’ Below Average, ‘D’ Poor.

For uniform interpretation of qualities listed in these parts two extreme shades are mentioned against each item. Please see Para-07 of instruction.

PART-II

PERSONAL QUALITIES							
			A1	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 responsible					Rigid; inflexible
5.	Understanding and Tolerance	Considerate and Cooperative					Lacks ability to appreciate other's point of views; unsympathetic
6.	Appearance and bearing	Creates Excellent Impression					Clumsy; Unimpressive
7.	OVERALL GRADING IN PART-II						
8.	Whether the Officer used Political Pressure for his posting/transfer		Yes				No

PART-III

ATTITUDES							
			A1	A	B	C	D
1.	* Knowledge of Islam	Well read					Narrow and Superficial
2.	*Attitude towards Islamic Ideology	Deeply motivated en-lightened					Indifferent; Intolerant
3.	Integrity (a) General (b) Intellectual	Irreproachable					Unscrupulous
		Honest and straight forward					Devious; sycophant
4.	Acceptance of responsibility	Always prepared to take on responsibility even in difficult cases					Reluctant to take on responsibility; will avoid it whenever possible.
5.	Ability to produce constructive ideas	Full of ideas; always comes up with ingenious solutions to problems; fertile					Dull; has to be told what to think.
6.	Foresight	Anticipates problems and plans ahead					Handles problems only after they arise.
7.	Initiative and Drive	Bold and enterprising; dynamic					Timid and diffident

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

			A1	A	B	C	D	
8.	Reliability under pressure	Imperturbable and exceptionally reliable at all times						Confused and easily flustered even under normal pressures.
9.	Judgment	Makes consistently sound proposal/decisions.						Lacks balance consistency; Immature.
10.	Financial Responsibility	Exercise due care discipline.						Irresponsible
11.	Perseverance and devotion to duty	Resolute carries a task through to the end.						Negligent and disinterested.
12.	Relation with: (a) Superiors (b) Colleagues (c) Subordinates	Cooperatives; well liked and trusted. Works well in a team Courteous and effective; inspires confidence.						Un-cooperative; dose not inspire confidence. Difficult colleague Brusque and intolerant; does not earn respect.
13.	Behavior with Public	Courteous and helpful.						Haughty; unsympathetic and ill behaved.
14.	OVERALL GRADING IN PART-III							

PART-IV

PROFICIENCY IN JOB								
			A1	A	B	C	D	
1.	Power of Expression; (a) Written (b) Oral	Always precise, clear and well set out.						Clumsy and Vague.
		Puts across convincingly and concisely.						Ineffective.
2.	Knowledge of work	Has a thorough grasp of the knowledge relevant to his job.						Does not know enough about the present job.
3.	Analytical ability	Picks out the essentials 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; accumulate on arrears						Always behind schedule; very slow disposal.
		Always produces work of exceptionally high quality						Generally produces work of poor quality.
7.	OVERALL GRADING IN PART-IV							

PART-V

- a) *Pin-Picture:* Please comment on any particularly 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 *vide* instruction No.4 during the period under report? If so, on what aspects and with what results?
- c) *Assessment of Performance:* Please comment on how effective the officer 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:* examination result for teaching staff or other applicable index such as profitability, project, implementation, tax collection etc. In other cases give your assessment of relative proportion of (i) routine cases (ii) complicated cases/situations (iii) policy cases/crises situations dealt with by the officer. Also indicate whether further training is required for increasing his effectiveness and if so, in which area?
- d) *Inspections of subordinate offices:* Please indicate whether inspections were carried out regularly by the officer and inspection reports were completed properly in time. Please also comment on steps taken for implementation of inspection reports and guidance provided to his subordinates.
- e) *Field Tours:* Please comment on interest taken by the officers in systematic and regular field tours.

PART-VI

Comparing him with the other officers of the same level and keeping in view the overall grading in Part-II, III & IV. Give your general assessment of the officer by initially the appropriate box below:-

(a) Overall Grading

	By Reporting Officer	By Countersigning Officer
(i) Equaled by very few officer (Very Good)		
(ii) Better then 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 Officer	By Countersigning Officer
(i) Fit for accelerated promotion		
(ii) Fit for promotion in his turn		
(iii) Not yet fit for promotion		
(iv) Unlikely to progress further		

Name of the Reporting Officer Signature

 (Capital Letters)

Designation Dated

PART-VII

(a) 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 there or 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 of the Reporting Officer Signature
(Capital Letters)

Designation Dated

(b) REMARKS OF THE SECOND COUNTERSIGNING OFFICER, (IF ANY)

Name of the Reporting Officer Signature
(Capital Letters)

Designation Dated

PART-VIII

1. Adverse remarks if any, communicated *vide*
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Dated

2. Decision on presentation, if any
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