**PERFORMANCE EVELUATION REPORT**

**(CONFIDENTIAL)**

**Department / Section:**

FOR THE PERIOD FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PART I**

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. **Name** (in block letters)
2. **Personnel number**

1. **Date of birth**

4. **Date of entry in service**

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

1. **Academic qualifications**

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

**1:- English (RWS) 2:- URDU (SRW) 3:- Pashto (SRW)**

|  |  |  |  |
| --- | --- | --- | --- |
| 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** | | | | | | |
|  |  | A | B | C | D |  | |
| 1. | **Intelligence**  Exceptionally bright; excellent comprehension |  |  |  |  |  | |
| 2. | **Confidence and will power**  Exceptionally confident and resolute |  |  |  |  |  | |
| 3. | **Acceptance of responsibility**  Always prepared to take on responsibility even in difficult cases. |  |  |  |  |  | |
| 4. | **Reliability under pressure**  Calm and exceptionally reliable at all times |  |  |  |  |  | |
| 5. | **Financial responsibility**  Exercises due care and discipline |  |  |  |  |  | |
| 6. | **Relations with**  (i) Superiors  Cooperative and trusted |  |  |  |  |  | |
| ii) Colleagues  Works well in a team |  |  |  |  |  | |
| iii) Subordinates  Courteous and effective.  Encouraging |  |  |  |  |  | |
| 7. | **Behavior with public**  Courteous and helpful |  |  |  |  |  | |
| 8. | **Ability to decide routine matters**  Logical and decisive |  |  |  |  |  | |
| 9. | **Knowledge of relevant laws, rules, regulations, instructions, and procedures.**  Exceptionally well informed,  keeps abreast of latest developments. |  |  |  |  |  | |

**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)?**

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

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**. Recommended for future training**

6**. Overall grading**

|  |  |  |  |
| --- | --- | --- | --- |
| Sno. | Grade | Reporting officer | Countersigning officer |
| (i) | Excellent |  |  |
| (ii) | Very Good |  |  |
| (iii) | Good |  |  |
| (iv) | Average |  |  |
| (v) | Below Average |  |  |

1. **Fitness for promotion**

|  |  |  |  |
| --- | --- | --- | --- |
| Sno. | Fitness for promotion | 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**

**PART V**

(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**

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

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

**Name of the countersigning officer Signature: ..............................**

(Capital letters)

**Designation: …………………………….. Date: ......................................**

**PART VI**

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

**Name Signature**

**Designation Date**