



BALUCHISTAN UNIVERSITY OF ENGINEERING AND TECHNOLOGY KHUZDAR

Department/ Office_____

Service/ Group_____

PERFORMANCE EVALUATION REPORT

For the period: 20 to 20

PART-I

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. Name (in block letters)_____

2. Father's Name _____

3. Personnel Number _____

4. Date of Birth _____

5. Date of entry in service _____

6. Post held during the period (with BPS) _____

7. Academic Qualifications _____

8. Knowledge of Languages (Please indicate proficiency in speaking (S), reading (R) and writing (w)) _____

9. Training received during the evaluation period (Extra Sheets can be used)

Name of Course Attended	Duration with Dates	Name of institution and country

10. 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 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 for shortfall, if any, may also be stated.

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 team					Difficult Colleagues
	iii) Subordinates Courteous and effective; encouraging					Discourteous and intolerant
7.	Behavior with public Courteous and helpful					Arrogant, Discourteous and indifferent

		A	B	C	D	
8.	Ability to decide routine matters Logical and decisive					Indecisive; vacillating
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 works 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					Generally produces work of poor quality.
2.	Out Put of work Always up-to-date; accumulates no arrears					Always behind schedule very slow disposal.

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

		A	B	C	D	
1.	Integrity a. General Irreproachable					Unscrupulous
2.	b. Intellectual Honest and Straightforward					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

		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

(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.

2. 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 _____