



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)

1. Please comment on the officer's performance on the job as given in Part II (2) with special reference to his knowledge of work, ability to plan, organize and supervise, analytical skills, competence to take decisions and quality and quantity of output. How far was the officer able to achieve the targets? Comment on the officer's contribution, with the help of statistical data, if any, in the overall performance of the organization. Do you agree with what has been stated in Part II (2)?

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

		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.
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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 including the officer's strengths and weaknesses with focus on emotional stability, ability to work under pressure, communication skills and interpersonal effectiveness.** (Weaknesses will not be considered as adverse entry unless intended to be treated to be treated as adverse.)

4. **Area and level of professional expertise with suggestions for future posting**

5. Training and development needs.

6. Overall grading

Very Good

Good

Average

Below Average

7. Fitness for promotion

Comment on the officer's potential for holding a higher position and additional responsibilities.

Name of the countersigning officer _____ Signature _____

(Capital letters) _____

Designation _____ Date _____

PART-IV

(REMARKS OF THE COUNTERSIGNING OFFICER)

1. How often have you seen the work of the office reported upon?

Very Frequently

Frequently

Rarely

Never

2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons?

3. Overall grading

Very Good

Good

Average

Below Average

4. Fitness for promotion

Comment on the officer's potential for holding a higher position and additional responsibilities.

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-V

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

Name of the countersigning officer _____ Signature _____

Designation _____ Date _____