BALOCHISTAN 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)

<table>
<thead>
<tr>
<th>Name of Course Attended</th>
<th>Duration with Dates</th>
<th>Name of institution and country</th>
</tr>
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<tbody>
<tr>
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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:


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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1. Quality of work</td>
<td>A</td>
<td>B</td>
<td>C</td>
</tr>
<tr>
<td>Always produce work of exceptionally high Quality</td>
<td></td>
<td></td>
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</tbody>
</table>
2. **Out Put of work**
   - Always up-to-date; accumulates no arrears
   - Always behind schedule
   - Very slow disposal.

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

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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</thead>
<tbody>
<tr>
<td><strong>Integrity</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. General</td>
<td></td>
<td></td>
<td></td>
<td>Unscrupulous</td>
</tr>
<tr>
<td>Irreproachable</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>b. Intellectual</td>
<td></td>
<td></td>
<td></td>
<td>Devious; sycophant</td>
</tr>
<tr>
<td>Honest and Straightforward</td>
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</tbody>
</table>

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 as adverse.)

4. **Area and level of professional expertise with suggestions for future posting**
5. Training and development needs.

6. Overall grading

<table>
<thead>
<tr>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
</table>

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_______________________