

APPENDIX 'F' vide 3.1 (i)

Form for
Assistant and Clerks

RESTRICTED

GOVERNMENT OF KHYBER PAKHTUNKHWA

_____ **DEPARTMENT**

PERFORMANCE EVALUATION REPORT

For the period from _____ To _____

PART-I

1. Name (in block Letters) _____ 1 (a) Father Name _____
2. Designation _____
3. Date of Birth _____ 3 (a). Qualification _____
4. Date of Entry into Government Service: _____
5. Branches/Sections in which employed during the year, with period

PART-II

A	PERFORMANCE	A1	A	B	C	D
(1)	Reference, paging of notes correspondence					
(2)	Movement of files and record of suspense causes					
(3)	Keeping files and papers in tidy condition					
(4)	Promptness and accuracy in disposing of work.					
(B)	PERSONAL TRAITS					
(5)	Intelligence					
(6)	Knowledge of procedure and regulations					
(7)	Punctuality					
(8)	Cooperation and tact					
(9)	Amenability to discipline					
(10)	Skill in drafting					

11. Integrity.	Assessment
(I) Incorruptible	<input type="checkbox"/>
(II) Reported to be corrupt	<input type="checkbox"/>
(III) Believed to be corrupt, because of:	
(a) Monetary consideration	<input type="checkbox"/>
(b) Other considerations	<input type="checkbox"/>
(12) Knowledge of Typing / Computer	<u>YES</u> <u>NO</u>
(13) Trust worthiness in confidential and secret matters.	
(14) Any disciplinary action taken during the period under report.	

PART-III

	By Reporting Officer	By Countersigning Officer
(a) Recommended for accelerated promotion.	<input type="checkbox"/>	<input type="checkbox"/>
(b) Fit for promotion.	<input type="checkbox"/>	<input type="checkbox"/>
(c) Recently promoted/appointed – consideration for promotion pre-mature.	<input type="checkbox"/>	<input type="checkbox"/>
(d) Not yet fit for promotion.	<input type="checkbox"/>	<input type="checkbox"/>
(e) Unfit for further promotion.	<input type="checkbox"/>	<input type="checkbox"/>

PART-IV

General Assessment	By Reporting Officer	By Countersigning Officer
(I) Very Good		
(II) Good		
(III) Average		
(IV) Below Average		
(V) Poor		

3
PEN PICTURE

Reporting Officer's Signature _____

Name (in Block Letters) _____

Date _____

Designation _____

General Remarks by Higher Officers.

Countersigning Officer's Signature _____

Name (in Block Letters) _____

Date _____

Designation _____
