

NOT TO BE FOLDED

فولڈ نہیں کیا جائے

CERTIFICATE

Officer reported
upon
must
Paste / Staple
Recent passport size
picture

Certified that I _____
(Name of Officer/Official) (Designation) (BPS)

have on _____ submitted my Performance Evaluation Report
(Date)

To _____
(Name / Designation of Reporting Officer)

My countersigning officer is _____
(Name / Designation of Countersigning Officer)

Signature _____

Section / Place of Posting _____

Note: This certificate is required to be dispatched by the officer being reported upon to the officer Incharge entrusted with the maintenance of his/her C.R dossier at head office on the same date the PER is forwarded to his/her reporting officer

نوٹ: جس افسر / عہدیدار کے بارے میں بتایا جا رہا ہے اسے لازمی طور پر اسی سرٹیفکیٹ کو ہیڈ آفس کے افسر انچارج کو بھیجنا ہے جس کو سی آر ڈوزر کی دیکھ بھال کی ذمہ داری سونپی گئی ہے ، اسی تاریخ میں جب ہی ای آر اپنے رپورٹنگ افسر کو ارسال کیا جاتا ہے

CONFIDENTIAL REPORT FOR THE YEAR ENDING 31st DECEMBER 20__

1. Name _____ Father Name _____
2. Designation _____
3. Qualification _____
4. Total Service of 31st December _____
5. Scale of Pay and Present Pay _____
6. Various posts held during the year with the period _____

7. Period of Report _____

Particular remarks on: -

1. Judgment and sense of proportion *سنجیدگی کا احساس* _____
2. Initiative and drive _____
3. Technical knowledge and application _____
4. Supervision and control over students _____
(N/A for store keeper / Sub-engineer)
5. Integrity _____
6. Co-operation with staff _____
7. Relation with public _____
8. Suitability for promotion _____
9. Knowledge of language _____

General Remarks by RO :-

Dated: _____ RO Signature _____
Name (in Block Letters) _____
Designation of the Reporting Officer _____
(with seal)

General Remarks by Higher Officer :-

Dated: _____ CO Signature _____
Name (in Block Letters) _____
Designation of the Countersigning Officer _____