

**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 پی ای آر اپنے رپورٹنگ افسر کو ارسال کیا جاتا ہے

*For Assistants In Bps 14 & 16*

اسٹنٹ

**PERSONAL No** \_\_\_\_\_

*To be Filled at Head Office*

*Restricted*

بصیغہ راز

**NOT TO BE FOLDED**

فولڈ نہیں کیا جائے

## **GOVERNMENT OF K.P.K**

NAME OF DEPARTMENT

**TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY (TEVTA)**

### **PERFORMANCE EVALUATION REPORT**

For the period from \_\_\_\_\_ To \_\_\_\_\_

#### **PART –I**

1. Name \_\_\_\_\_ Father Name \_\_\_\_\_
2. Designation \_\_\_\_\_ BPS \_\_\_\_\_
3. Date of Birth \_\_\_\_\_
4. Date of entry in to Government service \_\_\_\_\_
5. Branches in which employed during the year, with \_\_\_\_\_

#### **PART –II**

<b>A. PERFORMANCE</b>	<b>A1</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
1. Referencing, paging of notes and corresponding.					
2. Movement of files and record of suspense cases.					
3. Keeping files and papers in tidy condition.					
4. Promptness and accuracy in disposing of work.					
<b>B. PERSONAL TRAITS</b>					
5. Intelligence.					
6. Knowledge of procedure and regulations.					
7. Punctuality.					
8. Cooperation and tact.					
9. Amenability to discipline					

10. Skill in drafting.					
------------------------	--	--	--	--	--

11. <b>Integrity:-</b>		<b>Assessment</b>
i. Incorruptible.....		<input type="text"/>
ii. Reported to be corrupt..... کرپٹ ہونے کی اطلاع ہے		<input type="text"/>
iii. Believed to be corrupt, because of: مندرجہ ذیل وجوہات کی بنا پر کرپٹ ہونے کا یقین ہے		
(a) Monetary condition مالیاتی بدعنوان .....		<input type="text"/>
(a) Other consideration دوسرے تحفظات: مثال کے طور پر اخلاقی طور پر کمزور		<input type="text"/>
	<b>YES</b>	<b>NO</b>
12. Knowledge of typing	_____	_____
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.		
(b)	Fit promotion.		
(c)	Recently promoted / appointed- Consideration for promotion pre-mature.		
(d)	Not yet fit for promotion		
(e)	Unfit for further promotion		

### PART –IV

GENERAL ASSESSMENT	BY REPORTING OFFICER	BY COUNTERSIGNING OFFICER
(i) Very Good		
(i) Good		
(ii) Average		
(iii) Below Average		
(iv) Poor		

**PEN PICTURE**

---

---

---

---

---

---

---

Reporting Officer Signature\_\_\_\_\_

Name (In Block Letters) \_\_\_\_\_

Dated\_\_\_\_\_20\_\_

Designation\_\_\_\_\_

(With seal)

---

**General Remarks by Higher Officer: -**

Countersigning Officer Signature\_\_\_\_\_

Name (In Block Letters) \_\_\_\_\_

Dated\_\_\_\_\_20\_\_

Designation\_\_\_\_\_

(with seal)