



NOTIFICATION: KP-TEVTA HO/HR/PER/ 2040 (1-3)

Dated: 13/03/2023

To,

Principals & Administrators,
All KP-TEVTA Institutes

**SUBJECT: FILLING OF ANNUAL PERFORMANCE EVALUATION REPORTS
OF PUBLIC SERVANTS**

Respected All,

With reference to the Subject cited, Your kind attention is drawn towards a key assignment which had been long pending for implementation. It is notified for information of all concerned that the Performance Evaluation Reports of all KP-TEVTA employees, with completed probation, have been initiated vide this notification.

All concerned are requested to;

1. access PER forms along with certificate on KP-TEVTA website - downloads (www.kptevta.gov.pk) fill and sent to Head Office PER section.
2. carefully read the guidelines and fill out the forms on coded colors.
3. note that the minimum period during which an officer is expected to form judicious opinion about the work of his subordinate for the purpose of writing a report on his work and conduct has been prescribed as three months.
4. enclose the official orders/notifications that qualify the reporting officer to supervise a subordinate for the period of reporting.
5. take note that in many cases signatures of the reporting officers on the reports are illegible. This means that after sometime it may, in such cases, be impossible to identify Reporting Officer. Therefore, the name and designations of the reporting officers, should invariably be typed or written in block letters on the PERs, wherever required.

PERs not in accordance with rules and guidelines will be returned to Reporting officers, for revision in compliance with these instructions. Please avoid delays in filling the forms in order to make the process smooth and facilitated, to save time and resources.

Any defaulting institute or Authority shall be brought to the notice of Competent Authority.


Assistant Director PERs
KP-TEVTA

Endst & Date: Even

Copy to;

1. PA to Managing Director
2. All Directors KP-TEVTA


Assistant Director PERs
KP-TEVTA