



OFFICE ORDER. No.KP-TEVTA/HO/HR/PER/2991

Dated: 03/04/2023

In pursuance of KP-TEVTA Regulation 2, section 14 & 17 (Revised 2021); and in continuation of Notification No.KP-TEVTA/HO/HR/PER/2040(1-3) issued, dated 13/03/2023, it is circulated for wider information of all Concerned that the enclosed reporting channels for KP-TEVTA (Public Servants) shall be kept under consideration while initiating the Evaluation reports.

2) This issues with the approval of Competent Authority.

Enclosure: As above

Assistant Director (HR)
Performance Evaluation
KP-TEVTA

Copy forwarded to;

- 1) PA to The Managing Director, KPTEVTA
- 2) All Officers/Officials in KP-TEVTA

Assistant Director (HR)
Performance Evaluation
KP-TEVTA



REPORTING CHANNELS FOR KP-TEVTA PUBLIC SERVANTS

While writing Performance Evaluation Reports, the following Principals should be kept in view;

1. The report should be initiated by the next higher officer and countersigned by the officer higher than the reporting officer, both being concerned with the work of the officer reported upon.

S.No	EMPLOYEES IN	REPORTING OFFICERS	COUNTERSIGNING OFFICERS
1)	BPS-19 (Teaching)	Next higher officer in BPS 20	Managing Director
	BPS-19 (Non-Teaching)	Managing Director	--
2)	BPS-18 (Teaching)	Principal Concerned	Managing Director
		If posted as Principal, then Director HR	Managing Director
	BPS-18 (Non-Teaching)	Next higher officer in BPS 19	Managing Director
3)	BPS- 17 (Teaching)	Head of Department	Principal Concerned
		If there is no HoD then, Principal Concerned	Director HR
		If posted as Principal, then Director HR	Managing Director
	BPS -17 (Non-Teaching)	Next higher Officer Concerned in BPS-18	Officer higher than the reporting officer
4)	BPS 16	Next higher Officer Concerned in BPS-17.	Officer higher than the reporting officer
		If there is no BPS-17 then, BPS-18	Director Concerned
5)	BPS 15 (Teaching) GCTs, GPIs	Head of Department	Principal Concerned
		If there is no HoD then, Principal Concerned	Director HR
	BPS 15 (Teaching) GTVCs	Principal Concerned	Director HR
6)	BPS 14 at Institutes	Principal Concerned	Director HR
	BPS 14 at Head Office	Assistant Directors Concerned	Deputy Directors Concerned
		if there is no Asstt.Director, then Deputy Director	Director Concerned
7)	BPS - 09	Supervisory Incharge	Principal Concerned



		If there is no Supervisory In charge then Principal Concerned	Director HR
8)	BPS-07	Head of Department	Principal Concerned
9)	BPS – 03 & 06 (at Institutes)	Supervisory incharge	Principal Concerned
	BPS – 03 & 06 (at Head Office)	Supervisory incharge	Assistant Director Concerned

2. It is not allowed for an officer to write PERs of other same designation employees when having current charge of a higher post whatever may be the duration of such charge (e.g Lecturer cannot initiate PER for other lecturers when placed as HoD). As a working arrangement the officer can give his impression informally to the next senior officer who can take those into account when writing his report.
3. For employees working at STVET Institutes; Principal Concerned will initiate the evaluation reports and Director HR & Admin will Countersign the reports.