**APPENDIX ‘F’** vide 3.1 (i)

**Form for RESTRICTED**

**Assistant and Clerks**

# 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

1. Incorruptible ……………………………………………………………………
2. Reported to be corrupt …………………………………………………………
3. Believed to be corrupt, because of:
   1. Monetary consideration ……………………………………………………….
   2. Other considerations …………………………………………………………..
4. Knowledge of Typing / Computer **YES NO**
5. Trust worthiness in confidential and secret matters.
6. Any disciplinary action taken during the period under report.

# PART-III

**By Reporting Officer**

**By Countersigning Officer**

1. Recommended for accelerated promotion.
2. Fit for promotion.
3. Recently promoted/appointed – consideration for promotion pre-mature.
4. Not yet fit for promotion.
5. Unfit for further promotion.

# PART-IV

|  |  |  |
| --- | --- | --- |
| **General Assessment** | **By Reporting Officer** | **By Countersigning Officer** |
| **(1) Very Good** |  |  |
| **(II) Good** |  |  |
| **(III) Average** |  |  |
| **(IV) Below Average** |  |  |
| **(V) Poor** |  |  |

**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**

**Gs&pd---Khyber Pakhtunkhwa---1091 Administration Deptt.----3000 Forms----17.2.2011** **(34)**