APPENDIX ‘G’ vide 3.1(i) RESTRICTED

GOVERNMENT OF KHYBER PAKHKTUNKHWA

**PERFORMANCE EVALUATION REPROT FORM FOR P.Ss., P.As., STENOGRAPHERS/STENOTYPISTS**

## NAME OF DEPARTMENT/OFFICE: ESTABLISHMENT DEPARTMENT

ANNUALSPECIAL

## REPORT FOR THE PERIOD: TO

***PART-I***

**Name: Father’s Name:**

**Date of Birth:**  **Qualification:**

**Designation:**  **Grade: Pay:**

**Date of entry into Government Service Date of appointment to the present Grade**

**Training courses, If any**

***PART-II***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **(A)** | **A1** | **A** | **B** | **C** | **D** | **Remarks** |
| 1. **Standard of Shorthand/Typing:**    1. **Speed**    2. **Accuracy.** |  |  |  |  |  |  |
| **(2) Maintenance of Offices engagement, diary and conducting of visitors.** |  |  |  |  |  |  |
| **(3) Movement of files and record of suspense cases.** |  |  |  |  |  |  |
| **(4) Dress and cleanliness.** |  |  |  |  |  |  |
| **(5) Regularity and punctuality in attendance** |  |  |  |  |  |  |
| **PERSONAL TRAITS** |  |  |  |  |  |  |
| **(6) Intelligence.** |  |  |  |  |  |  |
| **(7) Perseverance and devotion to duty.** |  |  |  |  |  |  |
| **(8) Cooperation and tact.** |  |  |  |  |  |  |
| **(9) Amenability to discipline.** |  |  |  |  |  |  |
| **(10) Any disciplinary action taken during the period of report.** |  |  |  |  |  |  |

1. **Integrity: - Assessment**

(i) Incorruptible…………………………………………

……..

* 1. **Reported to be corrupt…………………………**

……….

* 1. **Believed to be corrupt, because of:**
     1. **Monetary consideration…………………….**

.

* + 1. **Other considerations………………………**

…….

**2**

1. **Trust worthiness in confidential and secret matters. YES NO.**

Note:-The rating should be recorded by initializing the appropriate column of box. ‘AI’ Very Good, ‘A’ Good; ‘B’ Average: ‘C’ Below Average; ‘D’ Poor

# PART-III

GENERAL ASSESMENT OF ANY PARTICULAR QUALITIES

(Appraise in the present grade by initialing the appropriate column below)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Very Good** | **Good** | **Average** | **Below Average** | **Poor** | **Special aptitude, if any** |
|  |  |  |  |  |  |

# PART-IV

SUITABILITY FOR PROMOTION

(Initial the appropriate box below)

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.**
6. **Fitness for retention after 25 years’ service.**

# PEN-PICTURE

Fit Unfit

Dated Signature, Name & Designation of

Official Stamp Reporting Officer