

GOVERNMENT OF KHYBER PAKHKTUNKHWA

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

NAME OF DEPARTMENT/ OFFICE: _____

**ANNUAL
SPECIAL**

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: (a) Speed (b) 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.						

(11) Integrity: -

Assessment

(i) Incorruptible.....

(ii) Reported to be corrupt.....

(iii) Believed to be corrupt, because of:

(a) Monetary consideration.....

(b) Other considerations.....

(12) Trust worthiness in confidential and secret matters. YES NO.

Note: - The rating should be recorded by initializing the appropriate column of box. 'A1' 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)

- (a) Recommended for accelerated promotion.
- (b) Fit for promotion.
- (c) Recently promoted/appointed /consideration for promotion pre-mature.
- (d) Not yet fit for promotion.
- (e) Unfit for further promotion.
- (f) Fitness for retention after 25 years service. Fit Unfit

PEN-PICTURE

Dated _____
Official Stamp

Signature, Name & Designation of
Reporting Officer