

GOVERNMENT OF KHYBER PAKHTUNKHWA

PERFORMANCE EVALUATION REPORT OF COMPUTER OPERATORS/SUPERVISORS

ANNUAL NAME OF DEPARTMENT/OFFICE.....
SPECIAL

REPORT FOR THE PERIOD _____ **To** _____

PART-I

Name _____ Father's Name _____

Date of Birth _____ Qualification _____

Designation _____ BPS _____ Pay _____

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

Training courses, if any _____

PART-II

(A)	PROFESSIONAL SKILLS	A1	A	B	C	D
(1)	Knowledge of MS Office (a) Office Word (b) Office Excel (c) Office Access (d) Office Outlook (e) Office Powerpoint					
(2)	Standard of typing					
(3)	Accuracy					
(4)	Knowledge of E-net					
(5)	Output of work					
(6)	Skill of supervision (applicable to computer supervisors)					
(B) PERSONAL TRAITS						
(7)	Intelligence					
(8)	Perseverance and devotion to duty					
(9)	Cooperation and tact					
(10)	Amenability to discipline					
(11)	Any disciplinary action taken during the period of report					

(12) INTEGRITY:-

Assessment

(i) Incorruptible.....

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

(iii) Believed to be corrupt, because of:

(a) Monetary consideration.....

(b) Other considerations.....

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

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

PART-III

OVERALL ASSESSMENT
 (Initial the appropriate box)

OVERALL ASSESSMENT	Reporting Officer	Countersigning Officer
Very Good		
Good		
Average		
Below Average		
Poor		

PART-IV

SUITABILITY FOR PROMOTION
 (Initial the appropriate box below)

	By Reporting Officer	By Countersigning Officer
(A) Recommended for accelerated promotion.....	<input type="checkbox"/>	<input type="checkbox"/>
(B) Fit for promotion.....	<input type="checkbox"/>	<input type="checkbox"/>
(C) Recently promoted/appointed/consideration for promotion pre-mature.	<input type="checkbox"/>	<input type="checkbox"/>
(D) Not yet fit for promotion.	<input type="checkbox"/>	<input type="checkbox"/>
(E) Unfit for further promotion.	<input type="checkbox"/>	<input type="checkbox"/>
	Fit	Unfit
(F) Fitness for retention after 25 years service.	<input type="checkbox"/>	<input type="checkbox"/>

PEN-PICTURE

Dated _____

Remarks by the Countersigning Officer.

Signature, Name and Designation
of Reporting Officer.

Dated _____

Signature, Name and Designation
of Countersigning Officer.