**FOR LAB/LIVESTOCK/FIELD PERSONNEL RESTRICTED**

**(SPS-07 & Below)**

### PAKISTAN AGRICULTURAL RESEARCH COUNCIL

.

Personal Code:\_\_\_\_\_\_\_

Annual / Special Performance Evaluation Report for the period from \_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_\_

Name of Div/Dte/Centre/Instt/Programme\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# (PART-I)

Name Date of Birth

Designation Grade Pay\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Entry into Govt. Service
Date of Appointment to the Present Grade Qualification

Training Courses, Attended, if any (during report period)

Nature of duties on which employed

#### (PART-II)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **Performance** | **A+****(10)** | **A****(8)** | **B****(7)** | **C****(6)** | **D****(4)** | **Total** |
| 1 | Keeping of lab/field equipments in tidy conditions |  |  |  |  |  |  |
| 2 | Knowledge of lab/field equipments and appliances |  |  |  |  |  |  |
| 3 | Regularity and punctuality in attendance |  |  |  |  |  |  |
| 4 | Quality/Standard of work |  |  |  |  |  |  |
| 5 | Out-put of work |  |  |  |  |  |  |
| **B** | **PERSONAL TRAITS** |
| 6 | Devotion to duty |  |  |  |  |  |  |
| 7 | Co-operation and tact |  |  |  |  |  |  |
| 8 | Amenability to discipline |  |  |  |  |  |  |
| 9 | Integrity |  |  |  |  |  |  |
| 10 | Trust worthiness in job |  |  |  |  |  |  |
|  Total |  |  |  |  |  |  |

P.T.O

**(PART – III)**

GENERAL ASSESSMENT

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outstanding(Above 90) | Very Good (81--90) | Good (70---80) | Average (51—69) | Below Average (Below 50) |
|  |  |  |  |  |

##### (PART – IV)

**SUITABILITY FOR PROMOTION**

(Initial the appropriate box below)

|  |  |  |
| --- | --- | --- |
|  | Fit for promotion |  |
|  | Not yet fit for promotion |  |
|  | Unfit for further promotion |  |
|  | Fitness for retention after 25 years service  |  |

**PEN-PICTURE**

Dated:

 Official Stamp Signature, Name and Designation

 Of Reporting Officer

**(PART – V)**

REMARKS OF THE COUNTERSIGNING OFFICER

Dated:

 Official Stamp Signature, Name and Designation

**CERTIFICATE**

(By the Reportee)

Certified that I,  **\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Name of Officer) (Personnel Number (if allotted)

have on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ submitted my Performance Evaluation Report

(SPS) (Date)

for the period from \_\_\_to\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_**

to \_\_\_\_\_\_\_\_\_\_\_\_

 (Name/Designation of Reporting Officer)

My countersigning officer is \_ **\_\_\_\_**\_\_\_\_

 (Name/Designation of Countersigning Officer)

Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: This certificate is required to be dispatched by the officer being reported upon to the Officer In-charge entrusted with the maintenance of his/her C.R. dossier on the same date the PER is forwarded to his/her reporting officer.

**CERTIFICATE**

**By the Establishment**

F.N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_

This is to certify that PER of Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, SPS\_\_\_\_\_\_, for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ initiated and countersigned by the officers both being concerned with the work of the person reported upon during the said period.

Name/Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asstt.Director (ACR), PARC

**CERTIFICATE**

F.N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_

This is to certify that PERs of all officers/staff of Division/Directorate/Centre//Institute have been completed and sent to the Directorate of Establishment within due date and no PER is pending.

Name & Signature Head of Division/Directorate/Centre/Institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director (Establishment), PARC**