PAKISTAN AGRICULTURAL RESEARCH COUNCIL

ASSESSMENT PROFORMA FOR EXTENSION IN CONTRACTUAL PERIOD

OF PARC EMPLOYEES

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**PART-I (BASIC INFORMATION)**

(Particulars to be filled by the Individual)

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Scale of Pay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Qualification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Date of Birth **(dd/mm/yyyy)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Date of Joining in PARC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Name of Present Unit / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department / Centre:

1. Period of reporting: w.e.f. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PART-II (GENERAL ASSESSMENT)**

(To Be Filled By the Reporting Officer)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S.#** | **Performance** | **A+****(5)** | **A****(4)** | **B****(3)** | **C****(2)** | **D****(1)** |
| 1. | Competency gained during the period: |  |  |  |  |  |
| 2. | Relevant Knowledge / Skills: |  |  |  |  |  |
| 3. | Promptness in disposal of work:  |  |  |  |  |  |
| 4. | Attendance during the period / Punctuality (attached biometric record of last one month):  |  |  |  |  |  |
| 5. | Devotion to duty / Discipline: |  |  |  |  |  |
| 6. | Relation with (Officers / Colleagues/ Public / Subordinates): |  |  |  |  |  |
| 7. | Integrity / Trust worthiness in confidential and secret matters: |  |  |  |  |  |
| 8. | Mental & Physical capacity of duty: |  |  |  |  |  |
| **Total Marks (Part–II) = 40** |  |

*A+ =Outstanding, A=Very Good, B= Good C = Average, D=Below Average, Poor*

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**(PART – III) (REPORTING OFFICER REMARKS / OBSERVATION)**

**(Pen Picture)**

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Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is hereby Recommended / Not recommended for Extension in Contractual period for further one year.

***Signature / Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_***

***of Reporting Officer***

***Director (Establishment), PARC***