**FOR TECHNICAL/MECHANICAL/ELECTRICAL STAFF 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/Present Pay

Date of Entry into Govt. Service Date of Present Appointment

Qualification

Training Course attended if any (during report Period)

Nature of Duty

**(PART – II)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A.** | **Performance** | **A+ (10)** | **A (8)** | **B (7)** | **C (6)** | **D (4)** | **Total** |
|  | Intelligence |  |  |  |  |  |  |
|  | Perseverance and devotion to duty |  |  |  |  |  |  |
|  | Acceptance of responsibility & reliability under pressure |  |  |  |  |  |  |
|  | Amenability to discipline |  |  |  |  |  |  |
|  | Punctuality |  |  |  |  |  |  |
|  | Processional Knowledge |  |  |  |  |  |  |
|  | **Standard of Work** | | | | | | |
| * 1. Quality |  |  |  |  |  |  |
| * 1. Out put |  |  |  |  |  |  |
|  | Integrity/ Trust Worthiness |  |  |  |  |  |  |
|  | Relation with superior colleagues and other staff |  |  |  |  |  |  |
|  | Field duty/performance |  |  |  |  |  |  |
| Total | | | | | | |  |

**(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/RETENTION**

(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**