



# ABDUL WALI KHAN UNIVERSITY, MARDAN

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## **PERFORMANCE EVALUATION REPORT FOR BPS-16 & BELOW.**

For The period from 01-01-20\_\_ to 31-12-20\_\_

1. Name: \_\_\_\_\_

2. Designation: \_\_\_\_\_ Qualification: \_\_\_\_\_

D.O.B: \_\_\_\_\_ D.O. Appointment: \_\_\_\_\_

3. Branch in which employed during the year with period: \_\_\_\_\_

4. Observation on:

- (i) Punctuality. \_\_\_\_\_
- (ii) Superintendence of work and the division of duties so  
That no man had unduly heavy burden, \_\_\_\_\_
- (iii) Maintaining order and discipline. \_\_\_\_\_
- (iv) Amenability to discipline. \_\_\_\_\_
- (v) Capacity for ensuring promote disposal of work and  
Submission of returns, \_\_\_\_\_
- (vi) The submission of cases in paper order, i.e whether  
All relevant paper put up and properly reference with out  
Errors and mis-statements, \_\_\_\_\_
- (vii) Capacity to help and advice staff \_\_\_\_\_
- (viii) Knowledge of procedure and regulations. \_\_\_\_\_
- (ix) Initiative \_\_\_\_\_
- (x) Ability to handle difficult cases \_\_\_\_\_

5. Integrity Assessment \_\_\_\_\_

a. Incorruptible

b. Reported to be corrupt

c. Believed to be corrupt, because of

i. Monetary considerations

ii. Other considerations

6. Particulars of outstanding work, if any. During the period under review. \_\_\_\_\_

7. Particulars of reprimand or warning, if any, administered. \_\_\_\_\_

8. General Remarks: \_\_\_\_\_

Dated: \_\_\_\_\_

Reporting Signature: \_\_\_\_\_

Name (in BLOCK letters): \_\_\_\_\_

General Remarks by Higher Officer: \_\_\_\_\_

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

Countersigning officer's Signature: \_\_\_\_\_

Name (in BLOCK letters): \_\_\_\_\_