

UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA

(Name of the Department / Office)

Name of Service.....

PERFORMANCE EVALUATION REPORT

For the period from _____ to _____

PART - I

1. Name (in block letters) _____
2. Date of Birth _____ Date of entry in Service _____
3. Grade with present pay _____
4. Post held during the period _____
5. Academic Qualification _____
6. Knowledge of Languages (Please indicate proficiency in speaking (S). Reading (R) and writing (W).

7. Hobbies _____

8. Training Received:

Name of course attended	Dates		Name of Institution and country
	From	To	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Job Description (Set out broadly in order of importance the main duties performed. Also mention any special work assigned during the period.

10. Period served

(a) in present post _____ (b) under Reporting Officer _____

11. Date of last annual medical check up _____

The rating in Parts - II, III & IV should be recorded by initialling the appropriate box. The rating denoted by alphabets is as follows.

'A I' Very Good, 'A' Good, 'B' Average, 'C' Below Average, 'D' Poor.

For uniform interpretation of qualities listed in these parts two extreme shades are mentioned against each item. *Please see para 9 of instruction.*

PART - II

PERSONAL QUALITIES						
		A1	A	B	C	D
1. Intelligence.	Exceptionally bring; Excellent comprehension.					Dull, slow.
2. Confidence and will power.	Exceptionally confident and resolute.					Uncertain; hesitant.
3. Emotional stability.	Mature; balanced.					Unstable; immature.
4. Adaptability.	Alert & highly responsible.					Rigid inflexible.
5. Understanding & tolerance.	Considerate & Cooperative.					Lacks ability to appreciate others point of view; un sympathetic.
6. Appearance and bearing.	Creates excellent impression.					Clumsy, unimpressive.
7. OVERALL GRADING IN PART - II						

PART - III

ATTITUDES						
1. *Knowledge of Islam.	Well read.					Narrow and superficial
2. *Attitude towards Islamic Ideology.	Deeply motivated; enlightened.					Indifferent; intolerant.
3. Acceptance of responsibility.	Always prepared to take on responsibility even in difficult cases.					Reluctant to take on responsibility; will avoid it whenever possible.
4. Ability to produce constructive ideas.	Full of ideas, always comes up with ingenious solution to problems, fertile.					Dull; has to be told what to think.

* In case of non muslims the entries will refer to their own religion.

		A1	A	B	C	D	
5. Foresight.	Anticipates problems and plans ahead.						Handles problems only after they arise.
6. Initiative & Drive.	Bold and enterprising; dynamic.						Timid and diffident.
7. Reliability under pressure.	Imperturbable and exceptionally reliable at all times.						Confused and easily flustered even under normal pressures.
8. Judgement.	Makes consistently sound proposals/decisions.						Lacks balance and consistency; immature.
9. Financial Responsibility.	Exercises due care discipline.						Irresponsible.
10. Perseverance and devotion to duty.	Resolute; carries a task through to the end.						Negligent and disinterested
11. Relations with:- a) Superior. b) Colleagues. c) Subordinates.	Cooperative; well liked and trusted.						Un-cooperative; does not inspire confidence.
	Works well in a team.						Difficult colleague.
	Courteous and effective; inspires confidence.						Brusque & intolerant; does not earn respect.
12. Behaviour with public.	Courteous and helpful.						Haughty; unsympathetic and ill behaved.
13. OVERALL GRADING IN PART - III							

PART - IV

		PROFICIENCY IN JOB					
1. Power of Expression: a) Written.	Always precise, clear and well set out.						Clumsy & vague.
	b) Oral.	Puts across convincingly & concisely.					Ineffective.
2. Knowledge of work.	Has a thorough grasp of the knowledge relevant to this job.						Does not know enough about the present job.
3. Analytical ability.	Picks out the essentials without wasting time on irrelevant details.						Seldom sees below the surface of a problem.
4. Supervision & Guidance.	Organises & uses staff and other resources effectively.						Lacks control; Ineffective.
5. Ability to take decision.	Very logical and decisive.						Indecisive; vacillating
6. Work: a) Output.	Always upto-date; accumulates no arrears.						Always behind schedule; very slow disposal.
	b) Quality.	Always produces work of exceptionally high quality.					Generally produces work of poor quality.
7. OVERALL GRADING IN PART - IV							

PART - V

- (a) **Pen-Picture:** Please comment on any particularly strong or weak points without repeating earlier parts of the reports. Also indicate the future posting considered most suitable for the official.
- (b) **Counselling:** Was the officer advised to improve vide instruction No. 6 during the period under report? If so, on what aspects and with what results?
- (c) **Assessment of Performance:** Please comment on how effective the officer has been in performing the duties mentioned at S. No. 9 in Part I. Also comment on the officer's contribution to the overall performance of your office / organisation especially in the light of any numerical measure e.g. examination results for teaching staff or other applicable index such as profitability, project implementation, tax collection, etc. in other cases give your assessment of relative proportion of (i) routine cases (ii) complicated cases/situations (iii) policy cases/crisis situation dealt with by the officer. Also indicate whether further training is required for increasing his effectiveness and if so, in which area.

5
PART - VI

Comparing him with other officers of the same level and keeping in view the overall gradings in Parts II, III and IV, give your general assessment of the officer by initialling the appropriate box below:

(a) Overall Grading

	By Reporting Officer	By Countersigning Officer
(i) Equalled by very few officers. (Very Good)		
(ii) Better than the majority of officers (Good)		
(iii) Equals the majority of officers (Average)		
(iv) Meets bare minimum standards. (below) Average)		
(v) Unsatisfactory (Poor)		

(b) Fitness for promotion

	By Reporting Officer	By Countersigning Officer
(i) Fit for accelerated promotion		
(ii) Fit for promotion in his turn		
(iii) Not yet fit for promotion		
(iv) Unlikely to progress further		

(c) Integrity

	YES	NO
(i) Honest		
(ii) Corrupt		
(iii) Reported to be Corrupt		

Name of the Reporting Officer..... Signature

(Capital Letters)

Designation Date

6
PART - VII

(a) REMARKS OF THE COUNTERSIGNING OFFICER

Please report on the aspects not touched upon by the Reporting Officer. If you disagree with the assessment of the Reporting Officer, please give reasons therefor. You should also indicate how frequently you have seen work of the officer reported upon. If the officer has been assessed fit for promotion would you be prepared to accept him in the higher grade. If no please give your reasons.

Name Signature.....
(Capital Letters)

Designation Date

(b) REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

Name Signature.....
(Capital Letters)

Designation Date

PART - VIII

1. Adverse remarks, if any, communicated vide
Date
2. Decision on representation, if any
.....
.....
.....
.....

INSTRUCTIONS FOR FILLING UP THE ACR FORMS

1. (i) ACR is the most important record for the assessment of an officer. At the same time the quality of ACR is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, essential that utmost care is exercised by all Reporting and Countersigning Officers.
 - (ii) The Reporting and Countersigning Officer should be:-
 - (a) as objective as possible; and
 - (b) clear and direct, not ambiguous or evasive in their remarks.
 - (iii) The over-riding importance of Part - IV should be clearly understood in the overall grading.
 - (iv) Over-rating should be eschewed by all Reporting / Countersigning Officers.
 - (v) Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
2. The forms are to be filled in duplicate. Part - I will be filled by the officer being reported upon and should be type written:-
 - (i) In para. I Part - I the concerned officer must also indicate the name of his/her father. In case of married female officers they should give the name of husband.
 - (ii) In para. II Part I disability, if any, should also be indicated.
 - (iii) In the space provided under para II of Part - I the name of spouse alongwith particulars and place of posting, if employed, should be indicated.
 3. Parts II to VI will be filled by the Reporting Officer and Part - VII by the Countersigning Officers. Both the Reporting Officer and Countersigning Officer should give their assessment of the officer reported upon in respective boxes in Part - V.
 4. The Department / Officer concerned responsible for maintenance of ACR dossiers will fill Part - VIII, if any adverse remarks are recorded in the report.
 5. Assessment in the ACR should be confined to the work done by the officer reported upon during the period covered by the report.
 6. Reporting Officer is expected to counsel the officer being reported upon about his weak points and advise him how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counselling.
 7. The ACR form should be filled in a neat and tidy manner Cuttings / erasures should be avoided and must be initialled, where made.
 8. The rating in Part - II, III, IV and VI should be recorded by initialling the appropriate box:-
 - (i) In para (a) of Part - V pen picture should also include remarks about the reputation of the officer.
 - (ii) In para (c) of Part - V Assessment of Performance should also indicate further employment potential.

9. For uniform interpretation of qualities etc. listed in Part II, III & IV the two extreme shades are mentioned against each item. For example an 'exceptionally bright' officer with 'excellent comprehension' will be rated 'A1' in 'Intelligence' (box - I of Part II). A dull and slow officer will merit a 'D' rating, A, B, & C ratings will denote shades between the above two extremes.
10. The ratings should be clear and given in one of the boxes provided for the purpose in Parts II, III, IV & VI. Do not grade an officer between two shades i.e. between 'Very Good' and 'Good' or 'Good' and 'Average' or 'Average' and 'Below Average'.
11. The Countersigning Officer should weigh the remarks of the Reporting Officer against his personal knowledge of the officer being reported upon, compare him with other officers of the same grade working under different Reporting Officers but under the same Countersigning Officer, and then give his overall assessment in Part - VI and remarks in para 3 (a) of Part - III. In certain categories of cases remarks of a Second Countersigning Officer may also be required to be recorded. In cases where the work of the officer reported upon is supervised also by an officer outside the normal chain of supervisory command in respect of some technical aspects, such officer may send his remarks in respect of some specific aspects to the Second Countersigning Officer by the third week of January through a separate sealed cover.
12. If the Countersigning Officer differs with the grading or remarks given (in parts other than Part VI) by the Reporting Officer, he should score it out and give his own grading in red ink. In Part - VI he is required to give his own assessment in addition to that of the Reporting Officer.
13. The Countersigning Officer should underline, in red ink, remarks which in his opinion are adverse and should be communicated to the officer reported upon.
14. Time schedule for completion of ACR writing:-
 - (i) The officer to be reported upon should submit the ACR Form after completing Part I to the Reporting Officer on 1st day of January.
 - (ii) The Reporting Officer should record his remarks in appropriate parts by the end of 1st week of January and send the report to the Countersigning Officer by 8th January.
 - (iii) The Countersigning Officer should record his remarks by the end of 2nd week of January and pass on the report to the Second Countersigning Officer, if any, by 16th January.
 - (iv) The final Countersigning Officer should also record his remarks within one week.
 - (v) Report writing should be completed within the month of January.