

**FOR ALL CATEGORIES
OF EMPLOYEES IN
B.S.5 - 15**

**Annexure - II
CONFIDENTIAL**

**UNIVERSITY OF ENGINEERING AND
TECHNOLOGY, TAXILA**

_____DEPARTMENT

PERFORMANCE EVALUATION REPORT

For the period from _____ to _____

PART - I

1.	Name (in block letters) With Parentage
2.	Date of Birth
3.	Domicile
4.	B.S. with present pay
5.	Post held during the period
6.	Academic qualifications
7.	Professional / Technical qualifications
8.	Job Description (Main duties performed)
9.	Period served (a) in present post (b) under Reporting Officer

The rating in Parts – II, III & IV should be recorded by initialing 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.

PART - II

PERSONAL QUALITIES							
			A1	A	B	C	D
1.	Intelligence.	Exceptionally bring; Excellent comprehension.					Dull, slow
2.	Emotional stability.	Mature; balanced.					Unstable; Immature.
3.	Adaptability.	Alert & highly responsible.					Rigid; inflexible.
4.	Appearance and bearing	Creates excellent impression.					Clumsy; unimpressive.
5.	OVERALL GRADING IN PART - II						

PART – III

ATTITUDES							
		A1	A	B	C	D	
1.	*Knowledge of Islam	Well Read.					Narrow and superficial
2.	*Attitude towards Islamic Ideology.	Deeply motivated; enlightened.					Indifferent; intolerant.
3.	Punctuality.	Very regular					Habitual late comer.
4.	Acceptance of responsibility.	Always prepared to take on responsibility even in difficult cases.					Reluctant to take on responsibility; will avoid it whenever possible.
5.	Perseverance and devotion to duty.	Resolute; carries a task through to the end.					Negligent and disinterested.
6.	Relations with:- a) Superior.	Cooperative; well liked and trusted.					Un-cooperative; does not inspire confidence.
	b) Colleagues.	Works well in a team.					Difficult colleague.
	c) Subordinates	Courteous and effective; inspires confidence.					Brusque & intolerant; does not earn respect.
7.	Behavior with public	Courteous and helpful.					Haughty; unsympathetic and ill behaved.
8.	OVERALL GRADING IN PART - III						

* In case of Non-Muslims the entries will refer to their own religion.

PART – IV

PROFICIENCY IN JOB							
		A1	A	B	C	D	
1.	Knowledge of work.	Has a thorough grasp of the knowledge relevant to this job.					Does not know enough about the present job.
2.	Supervision & Guidance.	Organises & uses staff and other resources effectively.					Lacks control; Ineffective.
3.	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.
4.	OVERALL GRADING IN PART - IV						

PART – IV / A

Integrity:	Honest	Reported to be corrupt	Believed to be corrupt
	<input type="text"/>	<input type="text"/>	<input type="text"/>

PART – V

(a) Pen-Picture: Please comment on any particularly strong or weak points without repeating earlier parts of the report. Also indicate the future posting considered most suitable for the official.

(b) Counseling: Was the official 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 the performance of the official about duties given at S.No.8 in Part – I.

Also comment official's overall performance in the Department / office e.g. examination result for teaching staff or project implementation, tax / revenue collection etc. In other cases give assessment of the official how he carries on with (i) routine duties (ii) difficult duties / situations and (iii) crisis. Also indicate whether any training is required and if so, in which area / field.

PART – VI

FITNESS FOR PROMOTION

- (i) Fit for accelerated promotion.
- (ii) Fit for promotion in his turn.
- (iii) Not yet fit for promotion.
- (iv) Unlikely to progress further.

By Reporting Officer	By Countersigning Officer

Name of the Reporting Officer..... Signature.....
 (Capital Letters)

Designation..... Date.....

PART – VII

(a) REMARKS OF THE COUNTERSIGNING OFFICER

(Remarks are to be confined to the aspects not touched upon by Reporting Officer. Reasons for disagreement with the Reporting Officer must be given).

Name (in block letters)..... Signature.....
 (Capital Letters)

Designation..... Date.....

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

Name (in block letters) Signature.....
 (Capital Letters)

Designation..... Date.....

PART – VIII

1. Adverse remarks, if any, communicated vide No.....
 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 a University servant. 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 University servant being reported upon and should be type written:-
 - (i) In para. I Part – I the concerned University servant must also indicate the name of his/her father. In case of married female University servants they should give the name of husband.
 - (ii) In the space provided under Para 9 of Part – I the name of spouse alongwith particulars and place of posting, if employed, should be indicated.
3. Parts II to V will be filled by the Reporting Officer and Part – VII by the Countersigning Officers. Both the Reporting Officer and Countersigning Officers should give their assessment of the Government servant reported upon in respective boxes in Part – VI.
4. The Department / Office 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 University servant reported upon during the period covered by the report.
6. Reporting Officer is expected to counsel to the University servant being reported upon about his weak points and advise him how to improve. Adverse remarks should normally be recorded when the University servant fails to improve despite counseling.
7. The ACR form should be filled in a neat and tidy manner Cuttings / erasures should be avoided and must be initialed, where made.
8. The rating in Part – II, III, IV - A and VI should be recorded by initialing the appropriate box:-
 - (i) In para (a) of Part – V “pen picture” should also include remarks about the reputation of the University servant reported upon.
 - (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' Government servant with 'excellent comprehension' will be rated 'A1' in "Intelligence' (box – I of Part II). A dull and slow University servant 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 & V. Do not grade a University servant 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 University Servant being reported upon, compare him with other officials of the same grade working under different Reporting Officers but under the same Countersigning Officer, and then give his overall assessment in Part –VI. In Certain categories of cases remarks of a Second Countersigning Officer may also be required to be recorded.
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 University servant reported upon.
14. Time schedule for completion of ACR writing:-
 - (i) The University servant 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 marks 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 marks within one week.
 - (v) Report writing should be completed within the month of January.