

# UNIVERSITY OF HOME ECONOMICS LAHORE



## Performance Evaluation Report (PER)

*For Administrative Officials: BPS-05 to BPS-16*

**For the Year** \_\_\_\_\_ **(Part** \_\_\_\_\_ **)**

**Submitted by (Official Reported Upon)** \_\_\_\_\_

**Submitted to the Reporting Officer** \_\_\_\_\_

**Name of the First Countersigning Officer** \_\_\_\_\_

**Name of the Second Countersigning Officer** \_\_\_\_\_



# UNIVERSITY OF HOME ECONOMICS LAHORE

## *Performance Evaluation Report (PER) For Administrative Officials: BPS-05 & BPS-16*

*For the Year:* \_\_\_\_\_

*From* \_\_\_\_\_ *To* \_\_\_\_\_

*(Please read the instructions before filling in this document)*

### **Part-I:**

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

2. Father's Name: \_\_\_\_\_

3. Domicile: \_\_\_\_\_

4. CNIC No:

					-									-	
--	--	--	--	--	---	--	--	--	--	--	--	--	--	---	--

5. Religion: \_\_\_\_\_

6. Designation: \_\_\_\_\_ UHE Employee Code: \_\_\_\_\_

7. BPS: \_\_\_\_\_

8. Faculty: \_\_\_\_\_

9. College/Institute/Department: \_\_\_\_\_

10. Date of Joining as Regular Employee in UHE: \_\_\_\_\_

11. Academic Qualification (Terminal Degree): \_\_\_\_\_

12. Specializations: a. \_\_\_\_\_

b. \_\_\_\_\_

*Submitted By (Officer Reported Upon):* \_\_\_\_\_

**13. Training(s) achieved during the PER period (extra pages may be annexed):**

Sr. No.	Title Training	Host Institute	Financed By	Duration	
				From	To
1.					
2.					
3.					

**14. Any Additional Assignment/Duty during the PER Period (extra pages may be annexed):**

Sr. No.	Title of Assignment/Duty	Nature of Assignment/Duty (Administrative/any other)	Time Given to Assignment/Duty		With or Without Financial Benefits
			From	To	
1.					
2.					
3.					
4.					
5.					
6.					
7.					

*Date of Submission to the Reporting Officer:* \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_\_ *Signatures:* \_\_\_\_\_

*Name:* \_\_\_\_\_ *Designation:* \_\_\_\_\_ *Year:* \_\_\_\_\_

**Part-II:**

*(To be filled by the Reporting Officer and submitted to First Countersigning Officer)*

1.	<b>Personal Attitude / Behavior:</b>
2.	<b>Discipline:</b>
3.	<b>Ability to Accomplish the assigned tasks:</b>
4.	<b>Supervisory Capabilities:</b>
5.	<b>Punctuality:</b>
6.	<b>Special contribution to the service / achievements during PER Period:</b>
7.	<b>Overall Performance:</b>
8 (A).	<b>RECOMMENDATION:</b>  (i) <b>Fit for accelerated promotion</b>  (ii) <b>Fit for promotion in his/her turn</b>  (iii) <b>Not yet fit for promotion</b>  (iv) <b>Unlikely to progress further</b>
8 (B).	<b>Justification for Para 8 (A)</b>

*Signatures of Reporting Officer:* \_\_\_\_\_

**Detail(s) of Counseling(s) / Warning(s) / Explanation(s) / Enquiry(s), during *PER* Period:**

---

---

---

*Signatures of Reporting Officer:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Name:* \_\_\_\_\_

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

**REMARKS OF THE FIRST COUNTERSIGNING OFFICER (IF ANY)**

---

---

---

*Signatures:* \_\_\_\_\_

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**REMARKS OF THE SECOND COUNTERSIGNING OFFICER**

---

---

---

*Signatures:* \_\_\_\_\_

*Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## **INSTRUCTIONS FOR FILLING OUT THE PERFORMANCE EVALUATION REPORT**

1. The minimum period for assessment of a work and conduct of an employee, for the purpose of performance evaluation report, shall be ninety days in a calendar year. If an employee served for a period of more than ninety days, under more than one reporting officers, the performance evaluation report shall be drawn up by all the reporting officers.
2. The performance evaluation report of an employee shall be initiated by the officer in-charge or the head of the department or the faculty concerned, as the case may be, and shall be countersigned by the next higher administrative authority till thirty first January of the succeeding year.
3. The next higher administrative authority shall countersign the performance evaluation report within fifteen days from its receipt.
4. The adverse remarks recorded in the performance evaluation report by the initiating officer and agreed of solely recorded by the counter signing authority shall be underlined in red ink and communicated to the employee till fifteen February of the succeeding year.
5. A representation, if any, against the adverse remarks, shall be made to the Vice Chancellor within fifteen days of the communication of such remarks.
6. If the adverse remarks, in the performance evaluation report, are countersigned and agreed by the Vice Chancellor, the representation shall lie to the Syndicate and decision of the Syndicate shall be final.