

UNIVERSITY OF HOME ECONOMICS LAHORE



Performance Evaluation Report (PER)

For Administrative Officers: BPS-17 & Above

For the Year _____ (Part _____)

Submitted by (Officer 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 Officers: BPS-17 & Above

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:

					-									-	
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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)/Seminar(s)/Conference(s)/Workshop(s) Conducted/Organized/Presenter/Resource Person/ Speaker during the PER period (extra pages may be annexed): (*Event Level: Departmental / University / National / International)

Sr. No.	Title	Nature of Event*	Host Institute	Financed by	Duration		Conducted / Organized / Presenter / Resource Person / Speaker
					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) (Tick ✓ the relevant option)

A. PERSONAL QUALITIES (Total 30 Marks)							
Marks		01	02	03	04	05	Marks Awarded
1.	Knowledge	Unsatisfactory	Average	Good	Very Good	Excellent	
2.	Emotional Stability	Least Stable	Somewhat Stable	Stable	Very Stable	Highly Stable	
3.	Communication at Workplace (Written)	Non-effective	Less-effective	Effective	Very Effective	Highly Effective	
4.	Personality / Appearance	Very Casual	Casual	Professional	Very Professional	Highly Professional	
5.	Innovation / Creativity / Taking Initiative	Not at all	Sometimes	Often	Mostly	Always	
6.	Understanding/ Tolerance	Intolerant	Unsympathetic	Lack Ability to appreciate others	Cooperative	Confident	
B. PERSONAL ATTITUDE & HIS/HER INTERPERSONAL COMMUNICATION (Total 30 Marks)							
Marks		01	02	03	04	05	Marks Awarded
1.	Towards Superiors	Not Likable	Little Likable	Somewhat Likable	Mostly Likable	Highly Likable	
2.	Towards Colleagues	Not Likable	Little Likable	Somewhat Likable	Mostly Likable	Highly Likable	
3.	Towards Subordinates	Not Likable	Little Likable	Somewhat Likable	Mostly Likable	Highly Likable	
4.	Conflict Management	Non-Cooperative	Sometime Cooperative	Good	Very Good	Highly Cooperative	
5.	Integrity	Highly Dishonest	Little Dishonest	Somewhat Honest	Mostly Honest	Highly Honest	
6.	Involvement in Co-Curricular Activities	Apathetic	Inconsistent Behavior	Good	Very Good	Excellent	
C. PROFICIENCY / SKILLS (Total 40 Marks)							
Marks		01	02	03	04	05	Marks Awarded
1.	Performance under Challenging Environment	Poor	Average	Good	Very Good	Excellent	
2.	Punctuality	Frequent Late-comer	Average	Punctual	Mostly Punctual	Always Punctual	
3.	Willingness of Taking Responsibility	Never Willing	Sometime Willing	Often Willing	Mostly Willing	Always Willing	
4.	Task Management & Accomplishment	Poor	Average	Good	Very Good	Excellent	
5.	Supervision & Guidance	Poor	Average	Good	Very Good	Excellent	
6.	Behavior & Working Relationship with Colleagues	Poor	Average	Good	Very Good	Excellent	
7.	Work Efficiency	Very Inefficient	Little Inefficient	Somewhat Efficient	Mostly Efficient	Highly Efficient	
8.	Ability to take Decisions	Unsatisfactory	Average	Good	Very Good	Excellent	
TOTAL MARKS OBTAINED IN PART-II (OUT OF 100)							
Signatures of Reporting Officer: _____							

OVERALL PERFORMANCE DURING REPORTED PERIOD AS PER MARKS OBTAINED IN PART-II

Range of the Marks Obtained in Part-II	Remarks	Over All Grade Awarded	Initial of the Reporting Officer	Initials of First Countersigning Officer
80-100	Excellent	A		
54-79	Very Good	B		
33-53	Good	C		
18-32	Average	D		
00-17	Unsatisfactory	E		
Grade Awarded to the Employee				

In case Employee has been awarded Grade “E”, documented evidences and justification shall be forwarded by the Reporting Officer.

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

RECOMMENDATIONS:

i.	Fit for accelerated promotion	
ii.	Fit for promotion in his/her turn	
iii.	Not yet fit for promotion	
iv.	Unlikely to progress further	

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.