

**GOVERNMENT OF PAKISTAN**

**PERFORMANCE EVALUATION REPORT OF COMPUTER OPERATORS**

<b>ANNUAL</b>	NAME OF DEPARTMENT/OFFICE _____
<b>SPECIAL</b>	

REPORT FOR THE PERIOD \_\_\_\_\_ To \_\_\_\_\_

***PART-I***

Name \_\_\_\_\_ Father's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Qualification \_\_\_\_\_

Designation \_\_\_\_\_ BPS \_\_\_\_\_ Pay \_\_\_\_\_

Date of entry into Government Service \_\_\_\_\_ Date of appointment to the present Grade \_\_\_\_\_

Training courses, if any \_\_\_\_\_

***PART-II***

(A)	PROFESSIONAL SKILLS	A1	A	B	C	D
(1)	Knowledge of MS Office (a) Office Word (b) Office Excel (c) Office Access (d) Office Outlook (e) Office Powerpoint					
(2)	Standard of typing					
(3)	Accuracy					
(4)	Knowledge of E-net					
(5)	Output of work					
(6)	Skill of supervision (applicable to computer supervisors)					
(B)	<b>PERSONAL TRAITS</b>					
(7)	Intelligence					
(8)	Perseverance and devotion to duty					
(9)	Cooperation and tact					
(10)	Amenability to discipline					
(11)	Any disciplinary action taken during the period of report					

**(12) INTEGRITY:-**

**Assessment**

(i) Incorruptible .....

(ii) Reported to be corrupt.....

(iii) Believed to be corrupt, because of:

(a) Monetary consideration.....

(b) Other considerations.....

(13) Trust worthiness in confidential and secret matters. YES NO

Note:- The rating should be recorded by initializing the appropriate column of box.  
 'A1' Very Good; 'A' Good; 'B' Average; 'C' Below Average; 'D' Poor

**PART-III**  
**OVERALL ASSESSMENT**  
 (initial the appropriate box)

OVERALL ASSESSMENT	Reporting Officer	Countersigning Officer
Very Good		
Good		
Average		
Below Average		
Poor		

**PART-IV**  
**SUITABILITY FOR PROMOTION**  
 (initial the appropriate box below)

	By Reporting Officer	By Countersigning Officer
(A) Recommended for accelerated promotion.....	<input type="checkbox"/>	<input type="checkbox"/>
(B) Fit for promotion.....	<input type="checkbox"/>	<input type="checkbox"/>
(C) Recently promoted/appointed/consideration for promotion pre-mature.....	<input type="checkbox"/>	<input type="checkbox"/>
(D) Not yet fit for promotion .....	<input type="checkbox"/>	<input type="checkbox"/>
(E) Unfit for further promotion .....	<input type="checkbox"/>	<input type="checkbox"/>
	Fit	Unfit
(F) Fitness for retention after 25 years service.....	<input type="checkbox"/>	<input type="checkbox"/>

**PEN-PICTURE**

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Dated \_\_\_\_\_  
 Remarks by the Countersigning Officer.

Signature, Name and Designation  
 of the Reporting Officer.

Dated \_\_\_\_\_

Signature, Name and designation  
 of Countersigning Officer