



**PAKISTAN BAIT UL MAL**

**SPECIAL PERFORMANCE EVALUATION REPORT**  
**FOR CONTRACT EXTENSION**

**PART-I**

(TO BE FILLED BY THE EMPLOYEE)

1. **Name (In block letters)** : \_\_\_\_\_
  2. **Designation** : \_\_\_\_\_
  3. **Branch/ Office** : \_\_\_\_\_
  4. **Date of Appointment** : \_\_\_\_\_
  5. **Date of expiry of Contract** : \_\_\_\_\_
  6. **Date of Birth** : \_\_\_\_\_
  7. **Educational Qualification** : \_\_\_\_\_
  8. **Domicile** : \_\_\_\_\_
  9. **Post held during the period (with BPS):** \_\_\_\_\_
  10. **Period Served:**
    - (i) **In present post:** \_\_\_\_\_
    - (ii) **Under the Reporting Officer:** \_\_\_\_\_
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## PART-II

### EVALUATION BY THE REPORTING OFFICER / INCHARGE

#### 1. Assessment of Qualities:

S. No.	Qualities	Very Good	Good	Average	Below Average
a.	<b>Intelligence</b> (Exceptionally bright, excellent comprehension)				
b.	<b>Confidence &amp; Will Power</b> (Exceptionally confident and resolute)				
c.	<b>Acceptance of Responsibility</b> (Always prepared to taken on responsibility even in difficult cases)				
d.	<b>Reliability under pressure</b> (Calm and exceptionally reliable at all time)				
e.	<b>Financial Responsibility</b> (Exercise due care and discipline)				
f.	<b>Relations with superiors</b>				
g.	<b>Relations with colleagues</b>				
h.	<b>Relations with subordinates</b>				
i.	<b>Courteous and effective; Encouraging</b>				
J.	<b>Behaviour with Public</b> (Courteous and helpful)				
k.	<b>Ability to decide routine matters</b> (Logical and decisive)				
l.	<b>Knowledge of relevant laws, rules, regulations, instructions and procedures</b> (Exceptionally well informed, keeps abreast of latest developments)				

2. Please comment on the Officer / official's performance with special reference to knowledge of work, quality and quantity of out put:

3. Integrity (Morality, uprightness and honesty):

4. Pen picture with focus on the officer / official's strengths and weakness:

5. Special aptitude:

6. Overall grading:

S. No.	Grading	Reporting Officer / Incharge	Countersigning Officer / Head of the Branch / Office
i.	Very Good		
ii.	Good		
iii.	Average		
iv.	Below Average		



7. **Recommendations regarding Contract Period (*Extended /not extended*):**

**Name & Designation of Reporting Officer / Officer Incharge:**

*(In block letters)*

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

**PART-III**

**REMARKS OF THE COUNTERSIGNING OFFICER / HEAD OF  
THE BRANCH / OFFICE**

1. **Report on the overall performance:**

2. **Evaluation of the quality of assessment made by the Reporting Officer /  
Officer Incharge:**

**Exaggerated**

**Fair**

**Biased**

**Name & Designation of Countersigning Officer / Head of Branch / Office:**

*(In block letters)*

\_\_\_\_\_

**Signature:** \_\_\_\_\_

**Dated:** \_\_\_\_\_