



Confidential

(In Triplicate)

UNIVERSITY OF SARGODHA, SARGODHA

Deptt / Branch / Institute / College / Campus

PERFORMANCE EVALUATION / ANNUAL CONFIDENTIAL REPORT OF ADMINISTRATIVE STAFF

From _____ To _____

1. Name (in full) & Designation					
2. Father's Name					
3. Present Grade and Pay					
4. Nature of work on which employed					
5. Date of Birth					
6. Qualification with marks/Division/Grade (from matric onwards) (I) Matric: _____ (II) Intermediate: _____ (III) Graduation: _____ (IV) Post Graduation: _____ (V) Others: _____					
7. Date of joining					
8. Length of Service. (a) In the University Office (b) In the Branch / Deptt. (c) In the present Grade	<hr/> <hr/> <hr/>				
9. Training Received / Courses attended (Local & foreign)					
10. Output in Specified Areas	Ranking				
	Excellent	V.Good	Good	Satisfactory	Unsatisfactory
i. Attendance					
ii. Habits					
iii. Discipline					
iv. General Efficiency					
v. Specific Efficiency					
a. Correspondence					
b. Communication Skills					
c. Team player					
d. Team leader					
vi. Control over the junior staff working under him.					
vii. Relation with senior staff over him					

viii. Training of his subordinates.		
ix. Terms with (a) other section of same branch (b) other branches of the office.		
x. Knowledge of Rules, Regulations (a) Pertaining to his work (b) Overall working of the University.		
xi. Acquaintance with general orders (a) Issued by the Authority concerned (b) Issued by the Govt of Punjab (c) Issued by the Govt of Pakistan		
xii. Overall Ranking		
xiii. General remarks, any points in which (a) He/She specially exceeds (b) He/She is deficient.		
xiv. Fitness of promotion. i. Not fit for promotion ii. Fit for promotion on term iii. Fit for accelerated promotion	Yes	No
Pen picture (in a single sentence)		

Signature with Seal _____
Reporting Officer.

Remarks by the next Higher Officer (if applicable)

Signature with Seal _____

Remarks by the Head of the Department / Institute (if applicable)

Signature with Seal _____

Remarks by the Dean/Higher Officer of Faculty (if applicable)

Signature with Seal _____

Remarks by the Registrar:

Signature with Seal _____