



ABDUL WALI KHAN UNIVERSITY, MARDAN

Ph: 0937-843356, Fax 0937-843357

URL: www.awkum.edu.pk

Email: registrar@awkum.edu.pk

PERFORMANCE EVALUATION REPORT & CHARACTER ROLL FOR BPS-16 & BELOW for the period from *01-01-2018 to 31-12-2018*

1. Name: _____

2. Designation: _____ Qualification: _____

CNIC: _____ D.O. Appointment: _____

3. Branch in which employed during the year with period: _____

4. Observation on:

- (i) Punctuality. _____
- (ii) Superintendence of work and the division of duties so
That no man had unduly heavy burden, _____
- (iii) Maintaining order and discipline. _____
- (iv) Amenability to discipline. _____
- (v) Capacity for ensuring promote disposal of work and
Submission of returns, _____
- (vi) The submission of cases in paper order, i.e whether
All relevant paper put up and properly reference with out
Errors and mis-statements, _____
- (vii) Capacity to help and advice staff _____
- (viii) Knowledge of procedure and regulations. _____
- (ix) Initiative _____
- (x) Ability to handle difficult cases _____

5. Integrity Assessment _____

a. Incorruptible

b. Reported to be corrupt

c. Believed to be corrupt, because of

i. Monetary considerations

ii. Other considerations

6. Particulars of outstanding work, if any. During the period under review. _____

7. Particulars of reprimand or warning, if any, administered. _____

8. General Remarks: _____

Reporting officer's Stamp & Signature: _____

Name (in BLOCK letters): _____

Designation: _____

General Remarks by Higher Officer: _____

Countersigning officer's Stamp Signature: _____

Name (in BLOCK letters): _____

Designation: **REGISTRAR AWKUM**