

Rateing Period

From _____
To _____
 No. of Months _____

PAKISTAN REVENUE AUTOMATION (PVT) LTD.
PERFORMANCE EVALUATION REPORT (PER)
FOR EMPLOYEES OF PG (I) to (III)

Type of PER

- Regular
 Contract
 Seasonal

1 Employee No. _____ CNIC NO. _____

2 Employee Name _____

3 Father's Name _____

4 Designation _____ Posting City _____

5 Department (PRAL) _____ RTO/LTU/Office _____

6 Date of Joining PRAL _____ Date of posting to present post _____

7 Educational Qualification Under Matric Matric Intermediate Graduate
 Masters Others, pl specify _____

8 Posting History in PRAL (pl mention only last three postings)

From	To	Designation	Office/ City
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

9 Typing Speed _____ WPM Accuracy _____ %

10 Proficiency in spoken language Urdu Sindhi Pashto English Punjabi Balochi _____
 X=Nil, A=Avg., G=Good

11 Professional Skills MS Word MS Excel Powerpoint Taxation
 NW Maint. PC Support HW Maint. HR/Admin/Finance
 Typing Driving Electrician _____

12 Nature/ Description of duties _____

Date : _____ Signature of the employee _____

Part-II Performance Evaluation & Recommendations (to be filled by rating officer)

Performance Factors	Unsatisfactory	Satisfactory	Superior	Outstanding
1 Productivity	_____	_____	_____	_____
2 Thoroughness & Accuracy	_____	_____	_____	_____
3 Dependability	_____	_____	_____	_____
4 Ability to work with colleagues & seniors	_____	_____	_____	_____
5 Job knowledge skills	_____	_____	_____	_____
6 Oral communication	_____	_____	_____	_____
7 Written communication	_____	_____	_____	_____
8 Professional Knowledge	_____	_____	_____	_____
9 Practical application	_____	_____	_____	_____
10 Moral values	_____	_____	_____	_____
11 Initiative & drive	_____	_____	_____	_____
12 Personal conduct	_____	_____	_____	_____
13. Overall Rating	Unsatisfactory	Satisfactory	Superior	Outstanding
14. Fit for extension of contract	Not Applicable	Fit	Not Fit	
15 Daily Utilization	<input type="checkbox"/> No Utilization	<input type="checkbox"/> upto 25%	<input type="checkbox"/> upto 50%	<input type="checkbox"/> upto 75% <input type="checkbox"/> 100%
15. Proposed Posting	<input type="checkbox"/> Should remain at current Place & Job <input type="checkbox"/> Surplus <input type="checkbox"/> Proposed as: _____			
<div style="border: 1px dashed black; padding: 5px; width: fit-content; margin: 0 auto;"> Name & Designation of Rating Officer </div>				

Part-III Recommendations of Departmental Head

Name & Designation of Departmental Head