National Textile University, Faisalabad

ANNUAL CONFIDENTIAL REPORT

OF

ADMINISTRATIVE/MINISTRIAL/TECHNICAL STAFF

For the Period

January 1, 20 to December 31,

|  |  |
| --- | --- |
| Name: | Designation: |
| Department: |
| Major responsibilities during the year: |

**Instructions**

**For**

**Filling the Form of Annual Confidential Report**

1. Part one of the form (Assessment) contains two major factors of employee’s performance and behavior with weights, viz., (A) Professional Performance (80%) , (B) Personality and Behavior (20%).
2. Each major factor contains several sub-facotrs marked as a, b, c, d, e, f, g, h, i, and j.
3. An employee can be evaluated on each sub-factor on a numerical scale (from 0 to 10) given against each. The numerical scale also corresponds to qualitative marks, namely unsatisfactory, fair, satisfactory, good, excellent and outstanding.
4. Encircle the numeral (from 0 to 10) which represents best the performance/personality of the employee on each of the sub-facotrs, a, b, c, d, e, f, g, h, i, j, etc.
5. If a sub-factor is not applicable to an employee a cross mark may be put against it in the “Not applicable” column.
6. Composite average score, separately for the two factors, may be computed by adding the score and dividing by the number of applicable sub-factors.
7. Part two, overall evaluation, contains two tables: in the first table, percent weights of the major factors have already been entered in column (i). Column (iii) contains multiples. In column (ii) enter the composite average scores of the major factors (brought forth from part one). In the last column enter the product of columns (ii) and (iii) . add up the last column to get the total. In the second table put a cross mark in the box which corresponds to the above total. For instance, if the total is 70, put cross mark in the box 56-75 i.e. good.
8. In part three, general remarks may be given by the final authority (it is assumed that the report will be written by an initiating authority and countersigned by a final authority. If they happen to be the same, the final authority will sign in part III. Each organization is expected to decide the initiating and final authorities).
9. The inside back cover contains a graph. Put cross mark against rating for the year for which report is written. A year to year profile will be obtained by joining the cross marked.

PART ONE

ASSESSMENT

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **A. PROFESSIONAL PERFORMANCE** (Weight 80%) | Unsatisfactory | Fair | Satisfactory | Good | Excellent | Out-standing  | Not applicable  |
| **a. Job Knowledge** Keep up-to-date in technical knowledge; knows latest rules and regulations. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **b. Quality of Work**Produces accurate and neat work. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **c. Quantity of Work**Disposes work with reasonable speed; use economical procedure  | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **d. Supervision and Control** Supervises work in his branch; maintains discipline; organizes the work and personnel properly. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **e. Decision Making**Collects reliable information bearing upon a decision; considers various choices before making a decision; makes sound decisions. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **f. Co-Professional** Knows the broader goals of the organization; participates in academic, co-curricular and extra curricular activities of the institution. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **COMPOSITE AVERAGE SCORE** Scores in a, b, c, d, e, f divided by the number of sub-factors that are applicable  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **B.** **PERSONALITY & BEHAVIOUR** (Weight 20%) | Unsatisfactory | Fair | Satisfactory | Good | Excellent | Out-standing  | Not applicable  |
| **g. Resourcefulness** Initiates action and ideas; improvises solution to problems. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **h. Co-operation** Cooperates with colleagues and seniors; accommodates subordinates; helps clients. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **i. Integrity** Manifests consistent behavior; takes interest in work; committed to goals of organization.  | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **j. Punctuality** Keeps appointment; work regularly; plans work properly; achieves targets in time. | 0 1 | 2 3 | 4 5 | 6 7 | 8 9 | 10 |  |
| **COMPOSITE AVERAGE SCORE** Scores in g, h, i, j divided by the number of sub-factors that are applicable  |  |

PART TWO

OVERALL EVALUATION

***TABLE 1***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Factors | Percent weight(i) | Composites Score (ii) | Multiple (iii) | Weighted Percent Score (ii) x (iii) |
| 1. Professional Performance
 | 80 |  | 8 |  |
| 1. Personality and Behaviour
 | 20 |  | 2 |  |

 **TOTAL**

***TABLE 2***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Scores**  | 0 – 15  | 16–35  | 36 – 55 | 56 – 75  | 76 – 95 | 96 – 100  |
| Evaluation  | Unsatisfactory | Fair | Satisfactory | Good | Excellent | Out-standing  |
| Put Cross (x) in Appropriate Box |  |  |  |  |  |  |

Remarks, if any

Date: Signature of Initiating Authority

Remarks of the Intermediary Authority, if any

Date Signature with Designation

Remarks of the Final Authority, if any

Date Signature with Designation

PART THREE

(For Initiating Authority)

1. Whether the remarks (recorded in Part Two) are adverse or advisory?
2. If the remarks are advisory whether these be communicated to the concerned officer/official or not?

Signature of Initiating Authority

(For Intermediary Authority)

1. Whether the remarks (recorded in Part Three) are adverse or advisory?

1. If the remarks are advisory whether these be communicated to the concerned officer/official or not?

Signature of Intermediary Authority

(For Final Authority)

1. Whether the remarks (recorded in Part Three) are adverse or advisory?

1. If the remarks are advisory whether these be communicated to the concerned officer/official or not?

Signature of Final Authority