|  |  |
| --- | --- |
|  | **Government College University, Faisalabad**  NON-TEACHING STAFF ANNUAL PERFORMANCE EVALUATION FOR AWARD OF BONUS  (Min. marks for eligibility of getting bonus (basic pay) = 33. For 33 to 50 marks, ¼ of basic pay. For > 50 to 60 marks, ½ of basic pay. For > 60 to 75 marks, ¾ of basic pay. For > 75 to 100 marks, 1 basic pay. In case of > 95 marks, two basic salaries may be given on recommendation of Reporting Officer, bonus evaluation committee and approval of competent authority) |

**Personal Information:**

Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father/ Husband Name (as mentioned in offer letter): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Post (with BPS): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Joining: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period under Reporting Officer (from-to): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CNIC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First date of joining in GCUF with designation as regular employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr. No.** | **Category** | **Max. Marks** | **Secured Marks (Self-Assessment)** | **Verified Marks (By Reporting Officer)** | **Final obtained marks after verification by Reporting Officer** |
|  | Length of service | 20 |  |  |  |
|  | Punctuality & Regularity | 10 |  |  |  |
|  | Casual Leaves Availed | 10 |  |  |  |
|  | Compliance of Office Orders | 10 |  |  |  |
|  | Not convicted from an Inquiry | 10 |  |  |  |
|  | Positive APER / ACR | 10 |  |  |  |
|  | Well-dressed + Neat and Clean | 10 |  |  |  |
|  | Attitude and behavior with immediate Officer, and Colleagues | 10 |  |  |  |
|  | Awareness of rules and regulations | 05 |  |  |  |
|  | Initiatives Taken/ Self -motivation to work | 05 |  |  |  |
| **Grand Total of obtained marks verified by Reporting officer** | | | | |  |

**Signature of Employee** (with date)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Endorsed by:**

Reporting Officer: Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Instructions for Calculation of Marks and Attachment of Proofs**

**Category 1: Length of service (Max. Marks = 20)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| 02 marks for each year of service (excluding EOL) |  |

ATTACH NOTIFICATION OF FIRST REGULAR APPOINTMENT AT GCUF

ALSO ATTACH RECORD OF EOL IF AVAILED

**­**

**Category 2: Punctuality & Regularity (Max. Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Must be filled by Reporting Officer based on punctuality and regularity (in office hours and meetings) of the employee |  |

**Category 3: Leaves Availed (Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Marks will be awarded by Reporting officer based on casual leave record.  For 25% or less leaves availed: 10 marks  Upto 50% leaves availed: 05 marks  Upto 75% leaves availed: 02 marks  More than 75% leaves availed: 00 marks |  |

**Category 4: Compliance of Office Orders (Max. Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Marks will be awarded by Reporting officer based on compliance of university/ office orders. |  |

**Category 5: Not convicted from an Inquiry (Max. Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Marks will be awarded by Reporting officer that if the employee has not been proven guilty / convicted in any inquiry. |  |

**Category 6: Positive ACR / APER (Max. Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| If an employee has earned positive ACR / APER for the year 2023, he / she will be granted 10 marks, in case of ACR / APER with negative / adverse remarks, no marks. |  |

**Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Category 07: Well-dressed + Neat and Clean (Max. Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Cleanliness of dress: 05 marks  Well-dressed: 05 marks |  |

**Category 08: Attitude and behavior with immediate Officer, and Colleagues**

**(Max. Marks = 10)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Get signatures from Colleagues (At least 04, working in the same office)  **Name and Signature**  1-  2-  3-  4-  In addition to above, Reporting officer will also consider employee’s behavior with students (where applicable) while awarding marks. |  |

**Category 09: Awareness of Rules & Regulations (Max. Marks = 05)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Marks will be awarded by the Reporting Officer based on employee’s awareness with rules & regulations and knowledge about the work assigned in comparison with his / her designation. |  |

**Category 10: Initiative Taken / Self-Motivation to Work (Max. Marks = 05)**

| **Parameters** | **Obtained Marks** |
| --- | --- |
| Marks will be awarded if employee has taken any initiative for betterment of university during the year or, in view of the reporting officer, is highly self-motivated to discharge his / her duties by taking extra mile. |  |

ATTACH PROOF