

NATIONAL HIGHWAY AUTHORITY

PERFORMANCE APPRAISAL FORM
FOR ASSISTANT DIRECTOR (CONSTRUCTION) REGION
(working on Contract basis)

EVALUATION PERIOD _____ TO _____

PART I

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Name (in block letter) _____ Father's Name _____

2. Date of birth _____

3. Date of entry in NHA Service _____

4. Post held during the period (with BPS) _____

5. Academic qualifications _____

6. Knowledge of languages _____

7. Training received during the evaluation period

Name of course attended	Duration with dates	Name of institution and country

8. Period served

(i) In present post _____ (ii) Under the reporting officer _____

PART II

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. Job description

2. Brief account of achievements during the period supported by statistical data where possible. Targets given and actual performance against such targets should be highlighted. Reasons for shortfall, if any, may also be stated.

Number of construction projects completed within stipulated time VS Number of project(s).	
Number of works completed within stipulated budget VS number of Project(s)	
Number of EoTs processed VS number of EoTs cases assigned.	

PART III

(EVALUATION BY THE REPORTING OFFICER)

The rating in Part III should be recorded by initialing the appropriate box.

Job Description	Assessment	Initial by Reporting officer.
To prepare and process all construction projects and ensure effective execution, monitoring, inspection and evaluation of construction projects as prescribe under rules, regulation, procedures / policies / NHA code.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To prepare financial demands of projects and follow up of payments.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To regularly review and ensure settlement of land acquisition matters of construction projects in close coordination with	Outstanding	
	Exceeds expectations	

District administration, Provisional authorities etc.	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To ensure timely provision of construction drawings to contractor through Design Construction.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To ensure timely handing over of land/site to contractor for execution of construction project.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To ensure timely relocation of utilities as per requirements of approved work programme.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To ensure that NoC for construction project from the concerned Environmental Protection Agency (EPA) is timely obtained through design Consultants.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To ensure that requisite Supervisory Consultant staff deployed at construction project site in accordance CoC within stipulated time after issuance of commencement letter.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To ensure timely submission of work schedule by “Contractors” to “The Engineer” as per CoC.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To ensure receipt of monthly progress reports of construction projects from Supervisory Consultants on last day of every month and it’s onward uploading in Project Monitoring and Evaluation System (PMES), Project Management Information System (PMIS) and to M&I and other concerned.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To implement Federal Government, Ministries , Divisions, Attached Departments, Prime Minister’s and President’s directives as per rules.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To prepare replies/response to the questions/resolutions/motions/Notices etc. of Senate of Pakistan, National and Provincial Assemblies and Standing Committees business.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To prepare correct para-wise comments, ensure attendance in	Outstanding	

the relevant Court and follow up of all litigation cases.	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	

1. Please comment on the officer's performance on the job as given in Part-II(2) with special reference to knowledge of work, quality and quantity of output. How far was the officer able to achieve targets? Do you agree with what has been stated in Part-II (2)?

2. Integrity (Morality, uprightness and honesty).

3. Pen picture with focus on the officer's strengths and weaknesses not covered in part III (weakness will not be considered as adverse entries unless intended to be treated as adverse)

4. Special aptitude.

5. Overall grading.

		Signature of Reporting officer	Signature of Countersigning officer
(i)	Outstanding		
(ii)	Exceeds Expectations		
(iii)	Meets Expectations		
(iv)	Below Expectations		
(v)	Unsatisfactory		

Fitness for Retention

		Reporting officer	Countersigning
(i)	Fit for Retention		
(ii)	Not fit for Retention		

6. Reasons to be recorded. _____

Name of the reporting officer _____ (Capital letters)

Date _____

Designation _____

PART IV

(REMARKS OF THE COUNTERSIGNING OFFICER)

1. CLEARANCE FROM AUDIT PARAS:-

- a. It is hereby certified that there is no Audit Para pending against the officer reported upon during the period under review.

Audit Para(s)	Signature of the Countersigning Officer
Yes/No	

- b. Following Audit Para/Paras has/have been reported/observed against the officer reported upon during the period under review by Internal/External Audit.
(Please mentioned all the Audit Para)

2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons.

3. Evaluation of the quality of assessment made by the reporting officer.

Exaggerated

Fair

Biased

Name of the countersigning officer _____ Signature _____

(Capital letters) _____

Designation _____ Date _____