

NATIONAL HIGHWAY AUTHORITY

PERFORMANCE APPRAISAL FORM

FOR DEPUTY DIRECTOR (LEGAL)

(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 legal cases finalized VS Total number of cases.	
Number of cases won VS Total number of cases.	
Number of timely filed appeals on the orders decided against NHA.	
Number of ex-parte orders and restoration.	

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 check preparation of para wise comments/replies/responses along with requisite documents in all litigation, arbitration and disputes as per rule/regulation/SOPs and also ensure timely submission to the concerned with the approval of Competent Authority within the prescribed time-line.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine working of Legal Bureaus at Punjab, Sindh, KPK, Baluchistan, GB and AJK.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To Check and examine legal cases and assist Director (Legal) in nomination of legal counsel for approval of Competent Authority.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	

To check and examine departmental comments, finalize them alongwith records/documents to be provided to NHA counsel upon approval of concerned wing.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine Complaint/Petition/Written Statement/reply prepared by NHA counsel.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine status of court cases and coordinate with Zonal/Region/Project Deputy Director/ Assistant Director (Legal) for proper pursuance of cases and feedback.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To carefully review adverse orders e.g Stay orders/Status-Quo or final decision of legal cases and recommend appropriate course of action along with nomination of an advocate to prepare appeal.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine that the final decision and decree in the cases is implemented in letter and spirit.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and ensure updation of data in Legal Bureau Management Information System Software of NHA.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine completion of audit business of Section and ensure removal of observation raised during audit proceedings.	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
To check and examine the status of implementation of 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 check and examine 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 check and examine accuracy of replies of audit observations / Para (s).	Outstanding	
	Exceeds expectations	
	Meets Expectations	
	Below Expectations	

	Unsatisfactory	
To check and examine preparation of accurate Para-wise comments, ensure attendance in the relevant Court and follow up of all litigation cases.	Outstanding	
	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) Designation

Date _____

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 _____