



## 12. Annual Performance Appraisals

Details on rating obtained in performance appraisal during the period of five years immediately prior to the closing date of application (cross off irrelevant words)

<b>Year</b>	<b>Rating obtained in performance appraisal</b>
2020	Excellent / Above average / Satisfactory
2021	Excellent / Above average / Satisfactory
2022	Excellent / Above average / Satisfactory
2023	Excellent / Above average / Satisfactory
2024	Excellent / Above average / Satisfactory

## 13. Other qualifications

### I. Commendations –

(Marks will be awarded only for commendations made in form “General 230 b”)

<b>No. Order</b>	<b>Commendations received</b>	<b>Commendations received</b>		<b>Field of work to which this commendation was received</b>
		<b>From whom</b>	<b>Year</b>	

### II. Awards

(As mentioned in Para. 02.4.2 of the Marking Criteria published on the website)

<b>No. Order</b>	<b>Details of the awards (related to which matter)</b>	<b>Whether Provincial/ National/ International awards</b>	<b>Institution offered</b>

### III. Papers published in International or National Scientific Journals

(Details on publications mentioned under paragraph of 02.4.3 the Marking Criteria published on the website)

<b>No. Order</b>	<b>Published articles</b>	<b>Relevant category</b>

### IV. Financial Management

(As mentioned in Para. 02.4.4 of the Marking Criteria published on the website)

<b>No. Order</b>	<b>Financial Management</b>	<b>Duration</b>

V. Understanding on Development Affairs  
 (As mentioned in Para. 02.4.5 of the Marking Criteria published on the website)

No. Order	Understanding on Development Affairs	Duration

VI. Knowledge on Administrative Affairs  
 (As mentioned in Para. 02.4.6 of the Marking Criteria published on the website)

No. Order	Knowledge on administrative affairs	Duration

I do hereby certify that no any disciplinary inquiry is being held against me, not subjected to any disciplinary punishments for the offences mentioned in the Schedule I & II of Establishment Code Volume II within a period of five years immediately preceding the closing date of applications and all information furnished by me in this application is true and correct.

Date: - .....  
 Signature of applicant

Recommendation of the Head of the Department

I do hereby certify that information furnished by Mr./Mrs. .... is true as per relevant officer’s personal file, he/she has earned all the salary increment on 18.02.2025 within the immediately preceding 05 years and as per the provisions of Public Service Commission’s Circular No: 01/2020 and Circular No: 01/2020(I), this officer has not been subjected to any disciplinary punishments, disciplinary inquiries and not anticipated to hold inquiry in future. He/ She could be released from current post if selected for this Post.

Date: - .....  
 Signature of the Head of Department  
 Name  
 (Place official stamp)

Recommendation of the Secretary to the Ministry

I do/ do not recommend the above application.

Date : .....  
 Signature of the Secretary of the Ministry  
 Name  
 (Place official stamp)

Recommendation of Chief Secretary of the Province (only for officers who have been absorbed to Provincial Councils)

I do/ do not recommend the above application.

Date : .....  
 Signature of Provincial Chief Secretary  
 Name  
 (Place official stamp)