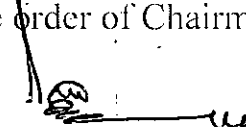


# FORM OF ORDER SHEET

Court of \_\_\_\_\_

Case No.- 421/2023

S.No.	Date of order proceedings	Order or other proceedings with signature of judge
1	2	3
1-	03/03/2023	<p>The appeal of Mr. Zardad Khan presented today by Roeda Khan Advocate. It is fixed for preliminary hearing before Single Bench at Peshawar on _____ . Parcha Peshi is given to appellant/counsel for the date fixed.</p> <p>By the order of Chairman</p> <p> REGISTRAR</p>

**BEFORE THE KHYBER PAKHTUNKHWA SERVICE  
TRIBUNAL, PESHAWAR.**

Appeal No. 421 of 2023

Zardad Khan, Assistant Professor (Pakistan Studies) GDC  
Ekka Ghund Mohmand

..... Appellant

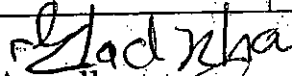
**VERSUS**

1. Government of KPK through Chief Secretary Khyber Pakhtunkhwa Peshawar.
2. Government of KPK through Secretary Higher Education Peshawar.
3. Director Higher Education KPK Peshawar.
4. Assistant Director Academic/ACR Khyber Pakhtunkhwa Peshawar.
5. Principal GDC Jamrud District Khyber.

..... Respondents


**INDEX**

S.No.	Description of documents	Annexure	Pages
1.	Memo of Appeal with verification		1-4
2.	Affidavit		5
3.	Addresses of the parties		6
4.	Copy of the appointment order	A	7-9
5.	Copy of order dated 29/09/2007 and 03/02/2015	B&C	10-12
6.	Copy of PER/ACR report	D, E & F	13-32
7.	Copy of impugned order	G	33
8.	Copy of Departmental Appeal	H	34
9.	Wakalat Nama		

  
Appellant

Through

  
**Kabir Ullah Khattak**

  
**Roeda Khan**  
Advocate, High Court,  
Peshawar

(V)

**BEFORE THE KHYBER PAKHTUNKHWA SERVICE  
TRIBUNAL, PESHAWAR.**

Appeal No. 421 of 2023

Zardad Khan, Assistant Professor (Pakistan Studies)  
GDC Ekka Ghund Mohmand

..... Appellant

**VERSUS**

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3. Director Higher Education KPK Peshawar.
4. Assistant Director Academic/ACR Khyber Pakhtunkhwa Peshawar.
5. Principal GDC Jamrud District Khyber.

..... Respondents

**APPEAL UNDER SECTION 4 OF THE KPK  
SERVICE TRIBUNAL ACT, 1974, AGAINST  
THE IMPUGNED ORDER DATED 17/11/2022  
WHEREBY THE PER/ACR OF THE  
APPELLANT ALREADY SUBMITTED BY  
THE APPELLANT WITH RESPONDENT  
DEPARTMENT FOR THE YEAR OF 2014,  
2015 AND 2016 HAVE NOT BEEN  
CONSIDERED BY DIRECTING THE  
APPELLANT TO FURNISH THE SAME  
WITH RESPONDENT DEPARTMENT FOR  
COMPLETION OF RECORD AGAINST  
WHICH THE APPELLANT SUBMITTED A  
DEPARTMENTAL APPEAL ON 21/11/2022  
WHICH HAS NOT BEEN DECIDED WITHIN  
THE STATUTORY PERIOD OF NINETY  
DAYS.**

②

**Prayer:**

By acceptance of this Service Appeal the impugned order dated 17.11.2022 may please be set aside and the PER/ACR already submitted by the appellant with respondent Department by treating the appellant according to law and rules may kindly be consider along with all back benefits.

**Respectfully Sheweth:**

**FACTS**

The appellant respectfully submits as under:

- 1) That the appellant has been initially appointed as CT Teacher on 07.09.1989 with respondent Department. (Copy of the appointment order is attached as Annexure-A).
- 2) That after appointment the appellant performed his duty regularly with full devotion and hard work and no complaint whatsoever has been made against the appellant.
- 3) That due to unblemished record the appellant has been promoted as Lecturer BPS-17 on 29/09/2007 and later on promoted to Assistant Professor BSP-18 on 03/02/2015. (Copy of order dated 29/09/2007 and 03/02/2015 are attached as Annexure B & C).

- 4) That while <sup>30</sup> performing his official duty with respondent Department the appellant submitted his PER/ACR for the year 2014, 2015 and 2016 with respondent Department. (Copy of PER/ACR report are annexure D, E & F).
- 5) That on 17/11/2022 the impugned order has been issued against the appellant where by the PER/ACR already submitted by the appellant has not been consider and the request has been made to the appellant to furnish his PER/ACR for completion of record. (Copy of impugned order is attached as Annexure-G).
- 6) That the appellant submitted Departmental Appeal on 21/11/2022 against the Impugned order dated 17/11/2022. (Copy of Departmental Appeal is attached as Annexure-H).
- 7) That feeling aggrieved the appellant prepares the instant Service Appeal before this Hon' able Tribunal inter alia on the following grounds.

#### GROUNDS

- A) That non considered of the PER/ACR has already been submitted by the appellant is against the law and facts and may be liable for consideration.
- C). That there is no illegality on part of the appellant because the appellant has already

- C). That there is no illegality on part of the appellant because the appellant has already been submitted PER/ACR with respondent Department.
- D) That the respondent Department has been made delay in tactics because the PSB promotion will be held in near in future and committed to deprive the appellant from their legal and constitution right.
- E). That any other grounds will be raised at the time of arguments with the prior permission of this Hon' able Court.

It is therefore most humbly prayed that on acceptance of this Service Appeal the impugned order dated 17.11.2022 may please be set aside and the PER/ACR already submitted by the appellant with respondent Department may kindly be consider by treating the appellant according to law and rules along with all back benefits.

**Any other remedy which this august tribunal deems fit according to the circumstances of the case that may also onward granted in favor of appellant.**

*Roeeda Khan*  
Appellant

Through



**Roeeda Khan  
Advocates, High Court,  
Peshawar.**

5

**BEFORE THE KHYBER PAKHTUNKHWA SERVICE  
TRIBUNAL, PESHAWAR.**

Appeal No. \_\_\_\_\_ of 2023

Zardad Khan, Assistant Professor (Pakistan Studies)  
GDC Ekka Ghund Mohmand

..... Appellant

**VERSUS**

1. Government of KPK through Chief Secretary  
Khyber Pakhtunkhwa Peshawar.
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Pakhtunkhwa Peshawar.
5. Principal GDC Jamrud District Khyber.

..... Respondents

**AFFIDAVIT**

I, Mr. Zardad Khan Assistant Professor, GDC Ekka Ghund  
do hereby solemnly affirm and declare on oath that the  
content of the above application are true and correct to the  
best of my knowledge and belief and nothing has been kept  
secret and concealed from this Hon'ble Tribunal.

*Zardad Khan*

DEPONENT \_\_\_\_\_

6

**BEFORE THE KHYBER PAKHTUNKHWA SERVICE  
TRIBUNAL, PESHAWAR.**

Appeal No. \_\_\_\_\_ of 2023

Zardad Khan, Assistant Professor (Pakistan Studies)  
GDC Ekka Ghund Mohmand

..... Appellant

**VERSUS**

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5. Principal GDC Jamrud District Khyber.

..... Respondents

**ADDRESSES OF THE PARTIES**

**Appellant**

Zardad Khan Assistant Professor, GDC Ekka Ghund

**Respondents**

1. Government of KPK through Chief Secretary Khyber Pakhtunkhwa Peshawar.
2. Government of KPK through Secretary Higher Education Peshawar.
3. Director Higher Education KPK Peshawar.
4. Assistant Director Academic/ACR Khyber Pakhtunkhwa Peshawar.
5. Principal GDC Jamrud District Khyber.

*Zardad Khan*  
Appellant

Through

*Kabir Ullah Khattak*  
Kabir Ullah Khattak

*Rooeda Khan*  
&  
Rooeda Khan

Advocates, High Court, Peshawar



11) Annexure (A) P 7

Phone No. 71126/

DIRECTORATE OF EDUCATION (FATA) N.W.F.P., PESHAWAR.

Appointment/Transfer.

Consequent upon the completion of C.T. Course this year, i.e. the following C.T. Trainees are hereby appointed/adjusted temporarily on Rs.830/-P.M. fixed each or on their own pay and B.P.S. in case of those already in service in teaching cadre, whichever is higher, plus usual allowances as admissible under the rules with effect from the dates of their taking over charge in the schools noted against their names:-

The successful candidates may be placed in BPS-9 from the date of declaration of C.T. result:-

Sr.No.	Name of Candidate/ Father's Name.	Posted at.	Remarks.
1.	Saleem Khan F.Sc S/O Gulbaz Khan.	GHS, Kamshelman (Khyber Agency).	Against a vacant CT post. Vice Mushraf Khan CT already tran:
2.	Shindi Gul F.A S/O Chaniullah/	GHS, Jamrud No.2 (Khyber Agency).	Against a newly created C.T. post.
3.	Commissioner Khan FA S/O Baghi Khan.	GHS, Tar Khel (Khyber Agency).	..do..
4.	Habibur-Rehman FA S/O Pir Gul	GMS, Akram Killi (Khyber Agency).	..do..
5.	Aurangzeb FA S/O Sher Badshah	GMS, Hasara (Khyber Agency).	..do..
6.	Mohammad Afzal FA S/O Khan Afzal	GMS, Shalobar (Khyber Agency).	..do..
7.	Aqal Khan FA S/O Dawar Khan	GHS, Kamar Khel Attari (Khyber).	..do..
8.	Mohammad Ijaz B.A S/O Gula Khan	GMS, Hassara (Khyber Agency)	..do..
9.	Mir Nawaz FA S/O Nadir Khan	GHS, Jana Kor (FR) Peshawar.	Against a vacant S.V. post.
10.	Multan Khan FA S/O Akbar Khan	GMS, Gul Akbar Killi (FR) Peshawar.	Against newly created CT post.
11.	Rehim Khan FA S/O Dilawar Khan	GHS, Kandi Zareen Khel (FR) Peshawar.	..do..
12.	Hussain Ali BA S/O Mohammad Ali.	..do..	..do..
13.	Jamshid Khan M.A S/O Mohammad Ayub	GMS, Landi Baloch (FR) D.I.Khan	..do..
14.	Janat Khan F.Sc S/O Pir Khan	..do..	..do..
15.	Sanullah Khan F.Sc S/O Amanullah Khan	GMS, Karama Babai (FR) D.I.Khan	..do..

- |     |   |                                       |  |
|-----|---|---------------------------------------|--|
| 16. | Rehmat Shah B.Sc<br>S/O Zaid Khan.              | Left the College<br>( )               |  |
| 17. | Momin Khan B.Sc<br>S/O Raji Gul.                | GHS, Mohammad Khel<br>(FR) Bannu.     | Against a vacant Ct post<br>vice Abdul Jabar CT already<br>transferred             |
| 18. | Mumtaz Ali B.A<br>S/O Mir Shah Jehan.           | GMS, Zarin Ghang<br>(FR) Bannu        | Against a newly created<br>C.T. post.  |
| 19. | Jan Alam Din F.Sc<br>S/O Mohammad Iqbal<br>Din. | GHS, Ghazi Kila<br>(FR) Bannu         | ..do..   |
| 20. | Qamar Zaman B.A<br>S/O Mumtaz Khan.             | GMS, Zaidi Ali Khel<br>FR. Bannu      | ..do..   |
| 21. | Nasim Khan B.A<br>S/O Yaqab Khan                | GHS, Dara Adam Khel<br>(FR) Kohat.    | Against vacant C.T post<br>Vice Ihsanullah CT already<br>transfer.                 |
| 22. | Fazal Din B.Sc<br>S/O Alam Din                  | GHS, Turki Ismail<br>Khel (FR) Kohat. | Against a newly created<br>C.T. post.  |
| 23. | Mohammad Haneef B.Sc<br>S/O Mohammad Hassan.    | GMS, Kohi Wal<br>(FR) Kohat.          | Against a vacant SV post.  |
| 24. | Mohammad Almar B.A<br>S/O Yar Bad Shah.         | GHS, Paya<br>(FR) Kohat.              | Against a newly created<br>C.T. post.  |
| 25. | Mohammad Nazir B.A<br>S/O Sultan Khan           | Left the College.                     |  |
| 26. | Sulman Khan F.Sc<br>S/O Rehmat Shah.            | GHS, Turki Ismail<br>Khel (FR) Kohat. | Against a vacant C.T post.   |
| 27. | Mukaram Khan F.Sc<br>S/O Afzal Khan             | GHS, Landi-Kotal.<br>(Khyber Ag:)     | ..do.<br>Vice Imdad Ali C.T<br>already transferred                                 |
| 28. | S. Muhammad Shabab FA<br>S/O S. Amir Shah Gul   | GMS, Sara Mela<br>(Orakzai Agency).   | Against a vacant CT post.  |
| 29. | S. Hiqab Hussain F.A<br>S/O S. Ismar Hussain.   | GHS, Jalaka Mela<br>(Orakzai Agency). | Against a vacant CT post<br>Vice Noor Sarwar C.T. already<br>transferred           |
| 30. | Gulfam Hussain F.A<br>S/O Khidmat Khan          | GMS, Sara Mela<br>(Orakzai Agency).   | Against a vacant C.t. post,<br>vice Nazir Ali CT transfe-<br>-rred to settle area. |
| 31. | Khaista Sher F.A<br>S/O Zaman Sher              | GMS, Dippla<br>(Orakzai Agency).      | Against a vacant CT post.  |
| 32. | S. Fakhri Alam FA<br>S/O S. Najumal Hussain     | GHS, Tohti Bagh<br>(Orakzai Agency)/  | Against a newly created<br>C.T. post.  |
| 33. | Nasir Ali B.A<br>S/O Sher Ali Khan              | GMS, Samir<br>(Kurram Agency).        | Against a vacant CT post.  |

8

- S.Mutahar Hussain B.Sc  
S/O Hanif Jan

GHS, Kirman  
(Kurram Ag:)

Against S.T. post vice  
Nadeem Hussain transfer.  
Sr.No.72
- 35. Akbar Hussain B.A.  
S/O Asghar Hussain.

GHS, Pewart  
(Kurram Ag:)

Against a vacant CT post.
- 36. Imram Ali B.Sc  
S/O Sultan Ali

GHS, Mahoora  
(Kurram Ag:)

Against a vacant CT post  
vice S.Asiq Hussain C.F  
already transfer.
- 37. Bahadar Khan F.  
S/O Gul Wazir

GHS, Uchat  
(Kurram Ag:)

Against a vacant SV post.
- 38. Inayat-ur-Rehman F.A  
S/O Mohammad Ali

GHS, Sadda  
(Kurram Ag:)

Against a vacant CT post  
vice Inayatullah C.F  
vice Sr.No.73
- 39. Sherin Gul F.Sc  
S/O Aziz Gul

GHS, Baggon  
(Kurram Ag:)

Against a vacant CT post.
- 40. Sarwar Khan  
S/O Amanullah

GHS, Kunj Alizai  
(Kurram Agency).

Against a vacant SV post.
- 41. Payu Khan B.A  
S/O Gul Mohammad

GHS, Shingak  
(Kurram Agency).

..do..
- 42. Wadar Shah B.Sc  
S/O Saadat Khan

GHS, Pan daylai  
(Mohmand Agency).

Against a vacant CT post  
vice Saanullah CT proceeded  
on study leave.
- 43. Mosam Khan B.A.  
S/O Tamash Khan

GMS, Ghazi Beg  
(Mohmand Agency).

Against a vacant CT post  
Saeedur-Rehman already  
transfer.
- 44. Ilham Jan B.A  
S/O Nasim Gul

GHS, Haji Yar  
Jan Killi  
(Mohmand Ag:)

Against a vacant CT  
post vice Moman Khan  
already transferred
- 45. Abdul Wadood FA  
S/O Abodullah

GMS, Danish Kor  
(Mohmand Agency).

Against a newly created  
CT post.
- 46. Izatullah M.A  
S/O Hamidullah

GMS, Qalagai  
(Mohmand Agency).

Against a vacant CT  
post vice Fazal Raziq  
CT already transfer.
- 47. Mohammad Riaz B.Sc  
S/O Rehmat Hussain.

GHS, Abdul Ghafoor  
Khan Killi(Khyber).

Against a vacant CT  
post.
- 48. Saidullah B.A  
S/O Mohammad Baki

Left the College
- 49. Zardad Khan FA,  
S/o Madad Khan.

GMS, Baro Killi,  
Bajour Agency.

Against a newly created  
CT. post.
- 50. Samidullhah BA  
S/O Rehan Khan,

GHS, Raghzi Killa,  
(NWA).

Against a vacant CT post  
vice Merboobur Rehman  
CT already transferred.

51. Sher Ali Khan BA  
Kajjee Khan. GHS, Idak,  
NWA. Against a newly created  
post.
52. Muhammad Aslam BA  
S/o Shah Zarin. Govt: Public  
School Razmak. Against a vacant Post.
53. Rashidur Rehman FA  
S/o Habibur Rehman. GMS, Zali Gul  
Kot (NWA). Against a vacant CT  
post vice Rasool Khan  
CT already transferred.
54. Ashraf Ali BA  
S/o Farid Khan. GHS, Shahmazan  
Kot NWA. Against a vacant CT  
post vice Khalil-ur-  
Rehman already transf-  
ferred.
55. Maqbool Khan FA  
S/o Muhammad Sher. GHS, Idak,  
(NWA). Against a newly  
created post
56. Noor-ullah Khan FA  
S/o Pir Khajan. G.M.S. Shewa,  
(NWA). Against vacant CT  
post vice Muhammad  
Shafi CT already transferred
57. Haqrat Lal Mir BA  
S/o Lal Mir. GMS, Gul  
Shenkot (NWA). Against a vacant CT  
post vice Mustafa CT  
already transferred.
58. Muhammadullah FA  
S/o Babo Khan. GHS, Tiarza  
SWA. Against a vacant CT  
post vice Abdullah Jan  
transferred to settled  
area.
59. Luqman Hakim BA,  
S/o Sher Muhammad. GHS, Ladha  
(SWA). Against CT post vice  
~~Habit Khan~~ CT already  
transferred.
60. Hamayum Shah FA  
S/o Abdur Rashid Shah. GHS, Shahoor,  
(SWA). Against a vacant  
CT post vice  
Miranshah already  
transferred.
61. Muhammad Abdullah, F.Sc.  
S/o Amanullah Jan. GHS,  
Sararogha (SWA). Against vacant CT  
post vice Angraiz CT  
already transferred  
to settled area.
62. Taj Muhammad FSc  
S/o Jalander Khan. GMS, Spin Qamar  
(S.W. Agency). Against a vacant CT  
post vice Shaukatullah  
already transfer.
63. Saeedullah F.Sc  
S/O Mela Jan. GMS, Ahmad Gul  
Killi (SWA). Against a vacant CT  
post vice Gul Mohammed  
CT already transfer.
64. Mir Hawas FA  
S/O Yaghistan Khan. GHS, Janatta  
(SWA). Against a newly  
created CT post.
65. Mashazullah FA  
S/O Saday Khan. GHS, Sara Rogha  
(S.W. Agency). Against a vacant CT  
post vice Mohammad Khan  
proceeded on retirement.
66. Mohammad Iqbal Shah  
FA S/O Said Khalil Shah. GHS, Shahoor  
(SWA). Against a vacant CT  
post vice Sultan Mohd  
proceeded on Study  
leave.

- 5
- (7)
- |     |                                       |                                    |   |
|-----|---------------------------------------|------------------------------------|---|
| 67. | Abdul Khalig B.A<br>S/O Abdul Karim.  | GHS, Baro Khel<br>(Bajour Agency). | Against a newly created<br>C.T. post.                                   |
| 68. | Abdul Malik F.Sc<br>S/O Kamin Khan    | GHS, Pashat<br>(Bajour Agency).    | ...do...  |
| 69. | Shafiullah B.Sc<br>S/O Hazatullah     | GHS, Gardai<br>(Bajour Agency).    | Against a vacant CT post<br>vice Habibullah Jan CT<br>already transfer. |
| 70. | Fazal Rehman F.Sc<br>S/O Meraj Gul    | GMS, Shin Kot<br>(Bajour Agency).  | Against a newly created<br>C.T. post.                                   |
| 71. | Rehmatullah F.A<br>S/O Yousaf Khan    | GMS, Shin Kot<br>(Bajour Agency).  | ...do...  |
| 72. | Nijat Hussain<br>CT GHS, Kirman       | GMS, Paracinar<br>No. I.           | Transferred on his own Pay/<br>Against a newly created<br>C.T. post.    |
| 73. | Inayatullah CT<br>GHS Sadda (Kurram). | GHS Satti Kila<br>FR Banmu.        | Transferred against vacant<br>CT Post. on his own pay &<br>BPS          |

The candidates should report their arrival in to concerned schools after 8.9.89.

Their appointment are being made purely on temporary basis & are liable to termination at any time without notice and w/out assigning reason. In case they wish to resign their posts they shall have to give one month's prior notice or forfeit one Month's pay in lieu thereof. Their services will be terminated if they are not selected by the Selection Committee.

The original qualification, date of birth and domicile certificate should be checked before they are handed over charges of the posts and attested copies thereof be kept on the record of school.

They should be sent to the Agency Civil Surgeon concerned for medical examination., the day on which they report their arrival for duty and no pay should be drawn for them unless and until they produce their health and age certificate, from the said surgeon.

Their verification, roll of character and antecedents should be got completed and verified from the authorities concerned.

The pay scale and service rules would be subject to revision in accordance with the orders to be passed by the Government of NWFP, from time to time.

They should not handed over charge of the post if they are below (18) or above (30) years of age. If they fail to resume charge within two weeks their vacancies should be reported to this office AT ONCE.

the

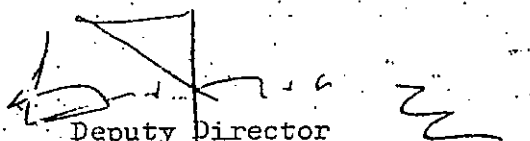
DIRECTOR OF EDUCATION  
FATA, NWFP, PESHAWAR.

Contd.:page-6

Endst. No. 34103-207 / A-1/C.1/under Training. Dated 7/9 /89.

Copy forwarded to the:-

1. All Agency Education Officers, in FATA.
2. All Head Masters, concerned.
3. All candidates concerned.
4. P.A to Director of Education (FATA).
5. VII-AE/III-AE in this Directorate/
6. Personal Files.

  
 Deputy Director  
 For Director of Education (FATA)  
 N.W.F.P., Peshawar.

7/9

Inayat.

5-9-1989.

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(2) Annexure B P-10  
GOVERNMENT OF NWFP  
HIGHER EDUCATION, ARCHIVES & LIBRARIES  
DEPARTMENT

Dated Peshawar the 29/09/2007

NOTIFICATION

No.SO(COLLEGES)2-5/2007. Consequent upon the recommendation of NWFP Public Service Commission, the Competent Authority is pleased to appoint the following recommendees as Lecturers (BPS-17) in the subject of Pakistan Studies of College Cadre in Higher Education Department with immediate effect and to post them in the Colleges noted against:-

S.No	Name with Father's Name and Address	Domicile	Name of College	Remarks
1	2	3	4	5
1	Salman Anwar S/o Muhammad Anwar Postal Address: Village & Post Office Tarnab Abad No.1 District Peshawar	Peshawar	Govt. Degree College Akora - Khattak (Nowshera)	Against vacant post
2	Zardad Khan S/o Madad Khan Postal Address: Zardad Khan C/O Dr. J. A. Khan Mohammad House No. 223 C2 Near Khyber Park Phase-5 Hayatabad Peshawar	Mohmand Agency	Govt. Degree College Landi Kotul (Khyber Agency)	Against vacant post
3	Waseem Ahmad Khan S/O Abdul Dayan Postal Address: Village & Post Office Kanaul Sher Killa Kauder Khel	Swabi	Govt. Degree College Zaroobi (Swabi)	Against vacant post
4	Kahat Shah S/o Mohammad Zahir Shah Postal Address: C/O Ayaz Tailors street No.2 Kanya Road Atangora Swat village and Post Office Bersmai Tehsil Kabal Distt: Swat	Swat	Govt. Postgraduate Jehanzeb College Saidu Sharif (Swat)	Against vacant post
5	M. Masood Rahman S/o M. Lutfur-Rahman Postal Address: Village & Post Office Dundia, Ludh Khwar Tehsil Takhi Bhai, Mardan	Mohmand Agency	Govt. Degree College Hayatabad (Peshawar)	Against vacant post
6	Muhammad Zaher Shah S/O Mohammad Hashim Postal Address: Village kotk Sakhi Abad Near Mangal Mela Post Office Azim Killa, Distt & Tehsil Bannu.	Bannu FR	Govt. Degree College Goriwala (Bannu)	Against vacant post
7	Muhammad Asif Ayub S/O Muhammad Ayub Postal Address: Village and Post Office Lassan Nawab Tehsil and District Manshra	Manshra	Govt. Degree College Lassan Nawab (Manshra)	Against vacant post
8	Jalil-ur-Rashid S/O Sanab Gul Postal Address: Village Spin Kana Kalam Post Office Jallozai Distt Nowshera.	Nowshera	Govt. Degree College Pabbi (Nowshera)	Against vacant post
9	Saidan Gul S/O Hassan Gul Postal Address: Village & Post Office Tarnab Tehsil & Distt Kohat	Kohat	Govt. Degree College KDA, Kohat	Against vacant post
10	Muhammad Syar S/O Tamash Khan Post Address: Village Anoor Kor Post Office Zarif Khan Peshawar	Mohmand Agency	Govt. Degree College Khar (Bajour Agency)	Against vacant post
11	Hayat Khan S/O Muhammad Miskeen Post Address: Village Kul Heray Post Office Baffa District & Tehsil Manshra.	Manshra	Govt. Degree College Pattan.	Against vacant post
12	Gulawar Khan S/O Seerat Khan Postal Address: Gulawar C/O New Asghar General Store Allah Jan, Seria Tank Tehsil & District Tank	South Waziristan Agency	Govt. Degree College Tank.	Against vacant post
13	Muhammad Hamayun Khan S/O Turab Khan Postal Address: Turab Khan Agency	Kurrum Agency	Govt. Degree College Sadda	Against vacant post

	Accounts Officer (Retd) Accounts Office Parachinar Kurram Agency		(Kurram Agency)	post
14	Farman Ali S/O Bakht Zaman Postal Address: Village Sum Deolai Post Office Deolai Swat.	Swat	Govt. Degree College Kubal (Swat)	Against vacant post
15	Farmanullah S/O Kundal Khan Postal Address: Village & Post Office Tehsil Bala Mohallah Hassan Zai Tehsil & District Peshawar	Peshawar	Govt. Degree College Lachi (Kohat)	Against vacant post
16	Miran Ullah S/O Feroz Khan Postal Address: House No 1215, Gali No.8 Sector I/10-2 Islamabad	Lakki Marwat	Govt. Postgraduate College Lakki Marwat	Against vacant post
17	Nadeem Shah S/O S.Raheem Shah. Postal Address: House No.542, Sector No.2 Pakrawi Chowk, Khalabat Township Dist and Tehsil Haripur.	Mansehra	Govt. Degree College Khalabat Township (Haripur)	Against vacant post

The appointment of the above mentioned Lecturers will be subject to the following terms and conditions -

TERMS AND CONDITIONS

- i. They shall, for all intents and purposes be Civil Servant, except for the purpose of Pension and Gratuity. In lieu of the same, they shall be entitled to receive Contributory Provident Fund. For the said fund 10% contribution will be made by the Provincial Government and 10% by the Civil Servant concerned in the prescribed manner. Provided further that, in the event of death of the civil servant, whether before or after retirement, his family shall be entitled to receive the said amount, if it has not already been received by the concerned deceased civil servant.
- ii. They will have all rights/privileges contained in NWFP Civil Servants Act, 1973 with all amendments made therein including NWFP Civil Servants (Amendment) Act, 2005 and Rules made thereunder.
- iii. In case of resignation, the lecturer will have to give one-month prior notice. In absence of such notice his one month's pay shall be forfeited to Government.
- iv. The selectees must join their post, within 30-days of the issue of this Notification. The Director Higher Education NWFP Peshawar must furnish a certificate to the effect that the selectees have joined the post, or otherwise, after one month of the issue of this Notification.
- v. In case of disciplinary matters NWFP Civil Servants Act, 1973 and NWFP Civil Servants Removal from Service (Special Powers) Ordinance 2000 shall be applicable.
- vi. They will get pay i.e. initial pay of BPS-17 including usual allowances as admissible under the rules. They will be entitled to annual increment like other Civil Servants.
- vii. They will be equally considered for appointment against higher post if found eligible on the basis of competence, expertise and experience.

SECRETARY TO GOVT. OF NWFP  
HIGHER EDUCATION DEPARTMENT

Encl: Number & Date as above

Copy of the above is forwarded to:-

- 1- Accountant General NWFP Peshawar.
- 2- P.S. to Chief Secretary NWFP Peshawar.
- 3- Director Higher Education NWFP Peshawar
- 4- Director of Education (FATA), Civil Secretariat (FATA) Warsak Road Peshawar
- 5- Director Recruitment NWFP Public Service Commission Peshawar.
- 6- District/Agency Accounts Officers concerned.
- 7- Principals, Government Colleges (Male) concerned.
- 8- Section Officer (FATA) Civil Secretariat FATA Warsak Road Peshawar.
- 9- Section Officer (General) Higher Education Department Peshawar.
- 10- Manager, Government Printing Press, NWFP, Peshawar
- 11- Officers concerned.

(SABULLAH KHAN)  
SECTION OFFICER (COLLEGES)





Establishment Section

(11)

Amare C

**FATA SECRETARIAT**  
(ADMINISTRATION, INFRASTRUCTURE & COORDINATION DEPARTMENT)  
**WARSAK ROAD PESHAWAR**

31

**NOTIFICATION:-**

No.FS/E/100-96 (Vol-6) 1512-23 On promotion from the post of Lecturer (BS-17) to the post of Assistant Professor (BS-18) and placement of their services at the disposal of FATA Secretariat vide Higher Education, Archives & Libraries Department Khyber Pakhtunkhwa Notification No.SO(Colleges-II)HED/14-1/2014 dated 12-12-2014, the following Assistant Professors (BS-18) are hereby posted to the Colleges as noted against each:-

S.No.	Name	Existing place of posting	Place of posting on promotion	Remarks
1.	Mr. Abdul Haq (BS-18)	Lecturer in Islamiyat (BS-17) Government Degree College Nawagai Bajaur Agency.	Assistant Professor (BS-18) Government Degree College Nawagai Bajaur Agency.	Against the vacant post
2.	Mr. Yousaf Khan (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Darā Adam Khel FR Kohat.	Against the vacant post
3.	Mr. Dilawar Khan (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Sadda Kurram Agency.	Against the vacant post
4.	Muhammad Hanif (BS-18)	Lecturer in English (BS-17) Government Degree College Ara Khel FR Kohat.	Assistant Professor (BS-18) Government Degree College Ara Khel FR Kohat.	Against the vacant post
5.	Mr. Akhtar Ali (BS-18)	Lecturer in English (BS-17) Government Degree College Domail FR Bannu.	Assistant Professor (BS-18) Government Degree College Jandola FR Tank.	Against the vacant post
6.	Mr. Inamullah (BS-18)	Lecturer in Pashto (BS-17) Government Degree College Ekkaghund Mohmand Agency.	Assistant Professor (BS-18) Government Degree College Lakaro Mohmand Agency.	Against the vacant post
7.	Muhammad Ijaz Khan (BS-18)	Lecturer in Zoology (BS-17) Government Degree College Ekkaghund Mohmand Agency.	Assistant Professor (BS-18) Government Degree College Ghiljo Orakzai Agency.	Against the vacant post
8.	Mr. Hidayat-ur-Rehman (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Barkhalozai Bajaur Agency.	Against the vacant post
9.	Mr. Zarmat Khan (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Nawagai Bajaur Agency.	Against the vacant post
10.	Mr. Attiq-ur-Rehman (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Ladha South Waziristan Agency.	Against the vacant post
11.	Mr. Fahim Ullah (BS-18)	Lecturer in Botany (BS-17) Government Degree College Kotka Habibullah FR Bannu.	Assistant Professor (BS-18) Government Degree College Sam South Waziristan Agency.	Against the vacant post
12.	Mr. Sabeer Khan (BS-18)	Lecturer in Pashto (BS-17) Government Degree College Landikotal Khyber Agency.	Assistant Professor (BS-18) Government Degree College Landikotal Khyber Agency.	Against the vacant post

Contd....Page-2

S.No.	Name	Existing place of posting	Place of posting on promotion	Remarks
✓ 13.	Muhammad Shoaib (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Darazinda FR D.I.Khan.	Against the vacant post
✓ 14.	Mr. Qamar Zaman (BS-18)	Lecturer in Geography (BS-17) Government Degree College Miranshah North Waziristan Agency.	Assistant Professor (BS-18) Government Post Graduate College Miranshah North Waziristan Agency.	Against the vacant post
✓ 15.	Muhammad Hamayun Khan (BS-18)	Lecturer in Pak Study (BS-17) Government Degree College Sadda Kurram Agency.	Assistant Professor (BS-18) Government Degree College Sadda Kurram Agency.	Against the vacant post
✓ 16.	Mr. Sher Zaman Khan (BS-18)	Lecturer in Computer Science (BS-17) and waiting for posting.	Assistant Professor (BS-18) Government Degree College Ara Khel FR Kohat.	Against the vacant post
✓ 17.	Mr. Abdus Samad Khan (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Darazinda FR D.I.Khan.	Against the vacant post
✓ 18.	Muhammad Asghar (BS-18)	Lecturer in Islamiyat (BS-17) Government Degree College Miranshah North Waziristan Agency.	Assistant Professor (BS-18) Government Post Graduate College Miranshah North Waziristan Agency.	Against the vacant post
✓ 19.	Muhammad Bilal (BS-18)	Lecturer in Political Science (BS-17) Government Degree College Dara Ahmad Khel FR Kohat.	Assistant Professor (BS-18) Government Degree College Dara Adam Khel FR Kohat.	Against the vacant post
✓ 20.	Mr. Azmat Ali (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Kolka Habibullah FR Bannu.	Against the vacant post
✓ 21.	Mr. Hayat Ullah (BS-18)	Lecturer in Computer Science (BS-17) Government Degree College Kotka Habibullah FR Bannu.	Assistant Professor (BS-18) Government Degree College Sam South Waziristan Agency.	Against the vacant post
✓ 22.	Muhammad Adil (BS-18)	Lecturer in Chemistry (BS-17) Government Degree College Kohi Sher Haider Bara Khyber Agency.	Assistant Professor (BS-18) Government Degree College Bagan Kurram Agency.	Against the vacant post
✓ 23.	Mr. Nasir Ali (BS-18)	Lecturer in Computer Science (BS-17) and waiting for posting.	Assistant Professor (BS-18) Government Post Graduate College Miranshah North Waziristan Agency.	Against the vacant post
4-2-2015 F.N. ✓ 24.	Mr. Zardad Khan (BS-18)	Lecturer in Pak Study (BS-17) Government Degree College Jamrud Khyber Agency.	Assistant Professor (BS-18) Government Degree College Jamrud Khyber Agency.	Against the vacant post
✓ 25.	Mr. Azim Shah (BS-18)	Lecturer in Islamiyat (BS-17) Government Degree College Khar Bajaur Agency.	Assistant Professor (BS-18) Government Post Graduate College Khar Bajaur Agency.	Against the vacant post
✓ 26.	Mr. Husnur Rehman (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Sadda Kurram Agency.	Against the vacant post
✓ 27.	Mr. Minhas Ahmed (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Dara Adam Khel FR Kohat.	Against the vacant post
✓ 28.	Muhammad Khalid (BS-18)	Lecturer in Islamiyat (BS-17) Government Degree College Jamrud Khyber Agency	Assistant Professor (BS-18) Government Post Graduate College Bagan Kurram Agency.	Against the vacant post
✓ 29.	Mr. Hamid Ullah Jan (BS-18)	Waiting for posting	Assistant Professor (BS-18) Government Degree College Wana South Waziristan Agency.	Against the vacant post
✓ 30.	Mr. Hazrat Hussain (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Post Graduate College Sadda Kurram Agency.	Against the vacant post

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S.No.	Name	Existing place of posting	Place of posting on promotion	Remarks
31.	Mr. Umar Gul Khan (BS-18)	Lecturer in Biology (BS-17) Government Degree College Sadda Kurram.	Assistant Professor (BS-18) Government Degree College Sadda Kurram Agency.	Against the vacant post
32.	Mr. Zia-UI-Haq (BS-18)	Lecturer in Urdu (BS-17) Government Degree College Khar Bajaur Agency.	Assistant Professor (BS-18) Government Post Graduate College Khar Bajaur Agency.	Against the vacant post
33.	Mr. Fazal Ullah (BS-18)	Lecturer in English (BS-17) Government Degree College Mir Ali North Waziristan Agency.	Assistant Professor (BS-18) Government Post Graduate College Miranshah North Waziristan Agency.	Against the vacant post
34.	Muhammad Umar Khan (BS-18)	Lecturer in Statistic (BS-17) Government Degree College Ekkaghund Mohmand Agency.	Assistant Professor (BS-18) Government Degree College Nawagai Bajaur Agency.	Against the vacant post
35.	Mr. Imdad Ullah Khan (BS-18)	Lecturer in Biology (BS-17) and waiting for posting.	Assistant Professor (BS-18) Government Post Graduate College Miranshah North Waziristan Agency.	Against the vacant post
36.	Shah Nawaz (BS-18)	Lecturer in Urdu (BS-17) Government Degree College Lakaro Mohmand Agency.	Assistant Professor (BS-18) Government Degree College Barkhalozai Bajaur Agency.	Against the vacant post
37.	Mr. Rehman-ud-Din (BS-18)	Lecturer in English (BS-17) Government Post Graduate College Miranshah North Waziristan Agency.	Assistant Professor (BS-18) Government Post Graduate College Miranshah North Waziristan Agency.	Against the vacant post
38.	Mr. Gul Muhammad (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Darazinda FR DI Khan.	Against the vacant post
39.	Mr. Ijaz Ahmed (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Ghiljo Orakzai Agency	Against the vacant post
40.	Mr. Shah Hussain (BS-18)	Lecturer in Political Science (BS-17) Government Degree College Jandola FR Tank.	Assistant Professor (BS-18) Government Degree College Jandola FRTank	Against the vacant post
41.	Mr. Anwar Khitab (BS-18)	Lecturer in Maths (BS-17) and waiting for posting.	Assistant Professor (BS-18), Government Post Graduate College Khar Bajaur Agency.	Against the vacant post
42.	Mr. Saleem Khan (BS-18)	Lecturer in Urdu (BS-17) Government Degree College Ekkaghund Mohmand Agency.	Assistant Professor (BS-18) Government Degree College Bagan Kurram Agency.	Against the vacant post
43.	Mr. Jamil Shah (BS-18)	Lecturer in Economics (BS-17) Government Degree College Lakaro Mohmand Agency.	Assistant Professor (BS-18) Government Degree College Lakaro Mohmand Agency.	Against the vacant post
44.	Mr. Rehman Ullah (BS-18)	Lecturer in English (BS-17) Government Degree College Khar Bajaur Agency.	Assistant Professor (BS-18), Government Post Graduate College Khar Bajaur Agency.	Against the vacant post
45.	Mr. Ali Akbar Khan (BS-18)	Lecturer in English (BS-17) Government Degree College Lakaro Mohmand Agency.	Assistant Professor (BS-18) Government Degree College Lakaro Mohmand Agency.	Against the vacant post
46.	Mr. Liaqat Ali (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Post Graduate College Miranshah North Waziristan Agency.	Against the vacant post
47.	Mr. Manzoor Ahmed (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Post Graduate College Parachinar Kurram Agency.	Against the vacant post
48.	Mr. Gohar (BS-18)	Lecturer in Maths (BS-17) Government Degree College Kohi Sher Haider Bara Khyber Agency	Assistant Professor (BS-18) Government Degree College Kohi Sher Haider Bara Khyber Agency.	Against the vacant post

S.No.	Name	Existing place of posting	Place of posting on promotion	Remarks
49.	Muhammad Ismail. (BS-18)	Waiting for posting.	Assistant Professor (BS-18) Government Degree College Ara Khel FR Kohat.	Against the vacant post

2- Consequent upon above, the following posting/transfers are also ordered:-

S.No.	Name & Designation	From	To	Remarks
1.	Muhammad Imran Lecturer in Pashto (BS-17)	Government Degree College Lakaro Mohmand Agency.	Government Degree College Ekkaghund Mohmadn Agency.	Vice No.6

**ADDITIONAL CHIEF SECRETARY (FATA)**

Dated 03 /2/2015

Copy to:-

1. Secretary Higher Education Department Khyber Pakhtunkhwa
2. Director Higher Education Department Khyber Pakhtunkhwa
3. Accountant General Khyber Pakhtunkhwa
4. Director Education (FATA)
5. Additional Accountant General (PR) Sub Office Peshawar
6. All Political Agents
7. All Deputy Commissioners (FRs)
8. All Agency Education Officers in Agencies/FRs
9. Principals of the concerned Colleges
10. All Agency Accounts Officers
11. District Accounts Officers Kohat, Fark, D.I.Khan & Bannu
12. PS to Secretary A,I&C Department FATA Secretariat
13. Officers concerned

  
Section Officer (Estab)

(01-01-2014 Up To 31-12-2014) (PAKISTAN STUDIES)

CERTIFICATE

Annexure D P.13

at I ZARDAD KHAN SOCIAL (BPS-17)  
(Name of Officer) (Group/Service) (BS)

31-12-2014 submitted my Performance Evaluation Report.  
(Date)

to MUHAMMAD IQBAL PRINCIPAL  
(Name/Designation of Reporting Officer)

My countersigning officer is HASHAM KHAN AFRIDI DIRECTOR OF EDK  
(Name/Designation of Countersigning Officer) FATA

Zardad Khan

Name/Designation/Department of Officer

ZARDAD KHAN, LECTURER IN PAKISTAN STUDIES

01-01-2014 UP TO 31-12-2014

Note:- This certificate is required to be dispatched by the officer being reported upon to the Officer Incharge entrusted with the maintenance of his/her C.R. Dossier on the same date the PER is forwarded to his/her reporting officer.

14

(PAKISTAN STUDIES)

For Officers in BPS 17 & 18

اسکیل ۱۷ اور ۱۸ کے افسران کے لیے

RESTRICTED

میں محدود

**GOVERNMENT OF KHYBER PAKHTUNKHWA**

حکومت خیبر پختونخوا

Department/Office HIGHER EDU

عمر ادنیٰ

Service/Group SOCIAL

سوشل گروپ

**PERFORMANCE EVALUATION REPORT**

کارکردگی رپورٹ

FOR THE PERIOD 01-01-2014 TO 31-12-2014

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**PART I**

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. Name (in block letters) ZARDAD KHAN  
(نام واضح حروف میں)
2. Personnel number 00104303  
(انفرادی نمبر)
3. Date of birth 20-03-1968  
(تاریخ پیدائش)
4. Date of entry in service 09-09-1989  
(ملازمت اختیار کرنے کی تاریخ)
5. Post held during the period (with BPS) LECTURER (PBS-17)  
(پیش نظر عرصہ میں عہدہ (مع اسکیل))
6. Academic qualifications M.Sc. (PAKISTAN STUDIES) M.Ed  
(تعلیم)
7. Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W))  
(زبانوں کا علم) (پ، پڑھنے، اور لکھنے کی صلاحیت)

4 USED BOTH ENGLISH COMMUNICATIVE SKILLS AND INFORMATIONAL TECHNOLOGIES SKILLS IN TEACHING METHODOLOGY

8. Training received during the evaluation period

متعلقہ عرصہ کے دوران حاصل کی گئی تربیت

Name of course attended کورس کا نام	Duration with dates تاریخوں کے ساتھ دروانہ	Name of Institution and country ادارے اور ملک کا نام

9. Period served 25 YEARS 3 MONTHS AND 21 DAYS  
عرصہ ملازمت

(i) In present post  
موجودہ عہدے پر

7 YEARS

(ii) Under the Reporting Officer

رپورٹنگ آفسر کے ماتحت

1 YEAR

PART II  
حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ آفسر خود پُر کریں)

1. Job description

ذمہ داریوں کی تفصیل

I am Teaching Pakistan as a Component of Course-content outline both at 2nd Year 4th year classes. Apart from Pakistan Studies, I am teaching Civics to both classes of 1st year and 2nd year. Along with Civics, I am also teaching Political Science to 3rd year and 4th year classes. I was also CHIEF PRACTOR of the college during the respective period.

2. Brief account of performance on the job 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.

پیش نظر عرصہ میں کارکردگی کو اندازہ و شمار کے ساتھ مختصر بیان کریں۔ دیئے گئے اہداف اور کارکردگی کو نمایاں طور پر لکھیں۔ اہداف نامکمل رہ جانے کی وجوہات بھی بیان کریں

I also started teaching Civics to first and second year students along with teaching Pakistan Studies to both F.A and F.Sc (second year) students. I achieved all the Targets and objectives assigned to me. I followed the pattern of Bloom's Taxonomy of objectives and that is why "NO" short fall.

PART III  
حصہ سوم

Rad. Khan  
30-12-2014

(EVALUATION BY THE REPORTING OFFICER)

(رپورٹنگ افسر کا جائزہ)

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

The ratings denoted by alphabets are as follows:

'A' Very Good, 'B' Good, 'C' Average, 'D' Below Average

حصہ سوم میں کارکردگی اندراج مختلف خانے میں مختصر و سلیخت سے کیا جائے۔ جزیفی کے لحاظ سے درجہ بڑی حسب ذیل ہے:  
الف۔ اعلیٰ      ب۔ اچھا      ج۔ اوسط      د۔ اوسط سے کم

For uniform interpretation of qualities, two extreme shades are mentioned against each quality.

کیاوت کے لئے ہر صفت کے دو انتہائی درجوں کا ذکر کیا گیا ہے۔

	A الف	B ب	C ج	D د	
1. Intelligence ذہانت  Exceptionally bright; excellent comprehension انتہائی ذہین اور مضامین	M				Dull; slow کنڈ ذہین، ست فہم



	A ا	B ب	C ج	D د	
2. Confidence and will power خود اعتمادی اور قوت ارادی Exceptionally confident and resolute استثنائی طور پر اعتماد اور مستقل مزاج	7/10				Uncertain; hesitant عدم اعتماد اور چکیا بہت کا شکار
3. Acceptance of responsibility ذمہ داری اٹھانے کی آمادگی Always prepared to take on responsibility even in difficult cases مشکل معاملات میں بھی ذمہ داری اٹھانے کے لئے ہمیشہ آمادہ	7/10				Reluctant to take on responsibility; will avoid it whenever possible ذمہ داری اٹھانے سے گریز کرنے والا
4. Reliability under pressure دباؤ کی حالت میں کام کرنے کی صلاحیت Calm and exceptionally reliable at all times ہر حالت میں قلمبر آمادہ	7/10				Confused and easily flustered even under normal pressure پریشان، معمولی دباؤ میں حواس باختہ
5. Financial responsibility مالی معاملات میں ذمہ داری exercises due care and discipline احتیاط سے کام لیتا ہے تو اسے ذمہ داری اختیار رکھتا اور کفایت ہے۔	7/10				Irresponsible غیر ذمہ دار
6. Relations with: i) Superiors اعلیٰ افسران کے ساتھ Cooperative and trusted معاون اور قلمبر آمادہ	7/10				Un-cooperative نہیں تعاون کرتا
ii) Colleagues رہنماؤں کے ساتھ Works well in a team میل میں کراچیا کرتا ہے	7/10				Difficult colleague مشکل رہنما کا ساتھی
iii) Subordinates پائوں کے ساتھ Courteous and effective; encouraging خوش اخلاق، موثر اور حوصلہ دہنے والا اور قلمبر	7/10				Discourteous and intolerant; بد اخلاق
7. Behaviour with public عوام کے ساتھ رویہ Courteous and helpful خوش اخلاق اور معاون	7/10				Arrogant, discourteous and indifferent مغرور اور لاپرواہ

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	A الف	B ب	C ج	D د	
8. Ability to decide routine matters روزمرہ معمولات کے فیصلے کرنے کی صلاحیت منطق اور فیصلہ کن Logical and decisive	۶۱				Indecisive; vancillating متذبذب اور ڈانواں ڈول
9. Knowledge of relevant laws, rules, regulations, instructions and procedures متعلقہ قوانین، قواعد، ضوابط، ہدایات اور طریق کار سے واقفیت Exceptionally well informed, keeps abreast of latest developments. قواعد و ضوابط پر غیر معمولی سمجھ، تازہ ترین سہولت حال سے آگاہ	۶۱				Ignorant and uninformed لاعلم اور ناواقف
10. Role of the officer in vaccination/ immunization campaigns applicable to district officers like DCOs, Political Agents, EDOs Health and other dealing Officers) پولیویم کے دوران افسر کے کردار (منشی افسران جیسا کہ ڈی۔ سی۔ او، ایچ۔ ڈی، ایچ۔ ڈی۔ او، ایچ۔ ڈی۔ او اور دوسرے متعلقہ افسران کے لیے)	۶۱				Indifferent and sluggish لاشعور اور سست

PART IV

حصہ چہارم

(REPORTING OFFICER'S EVALUATION)

(رپورٹنگ افسر کا جائزہ)

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)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ کام سے متعلق افسر کے علم اور کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کی حد تک کامیاب رہا رہی؟ کیا آپ حصہ دوم (۲) میں درج کی معلومات سے متفق ہیں

Agreed with part II

M.

PRE  
Govt: Degree  
Khyber

2. Integrity (morality, uprightness and honesty)  
(دراستی آزادی اور صداقت)

*Man of life upright character, trustworthy,  
Role model, over noble and Top Honest.*


M. 

PRINCIPAL  
Govt. Degree College Jamrud  
Kyber Agency

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).

قلمی خاکہ افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں (کوتاہنی کو اس وقت تک منجی تصویر میں کیا جائے گا جب تک وہ پوزٹک افسر پر بدی تصور نہ کرے)

*Excellent*

M. 

PRINCIPAL  
Govt. Degree College Jamrud  
Kyber Agency

4. Special aptitude  
(خصوصی استعداد)

*Qualitative Teaching and Research for higher studies  
(M. Phil and Ph.D)*

M. 

PRINCIPAL  
Govt. Degree College Jamrud  
Kyber Agency

5. Recommendations for future training  
(آگے رفتہ ترقی کے امکانات)

*Qualitative teaching and public Administration*

M. 

PRINCIPAL  
Govt. Degree College Jamrud  
Kyber Agency

6. Overall grading

مجموعی درجہ

57

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹر سائننگ افسر
(i)	Very Good اعلیٰ	M.	
(ii)	Good اچھا		
(iii)	Average اوسط		
(iv)	Below Average اوسط سے کم		

7. Fitness for promotion

ترقی کے لیے مہاسبت

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹر سائننگ افسر
(i)	Fit for promotion ترقی کے لیے موزوں	M.	
(ii)	Recently promoted/appointed Assessment premature حال میں ترقی ہو چکی ہے اس لیے ترقی قبل از وقت ہے		
(iii)	Not yet fit for promotion ترقی کے لیے ابھی موزوں نہیں		
(iv)	Unlikely to progress further مزید ترقی کے قابل نہیں		

Name of the Reporting Officer MUHAMMAD IOBAL Signature M. IOBAL

(Capital letters) MUHAMMAD IOBAL

رپورٹنگ افسر کا نام (دائیں حروف میں)

PRINCIPAL  
Govt: Degres College Jammu  
Khyber Agency

Designation: PRINCIPAL BPS 19

Date 31-12-2014

PART V

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹر سائننگ افسر کی رائے)

1. How well do you know the officer? If you disagree with the assessment of the Reporting Officer, please give reasons.

آپ افسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ افسر کی رائے سے متفق نہیں تو وجہ بیان کریں

*Agreed with  
Re*

2. Evaluation of the quality of assessment made by the Reporting Officer

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹر سائننگ افسر کی رائے

Exaggerated  
(مبالغہ آمیز)

Fair  
(عادلانہ)

Biased  
(جانب دار)

Name of the Countersigning Officer \_\_\_\_\_

Signature \_\_\_\_\_

(Capital letters) \_\_\_\_\_

کاؤنٹر سائننگ افسر کا نام (واضح حروف میں)

HASHAM KHAN AFRIDI  
Director Education  
Merged Areas,  
Merged Areas Secretariat  
Peshawar

Designation \_\_\_\_\_

Date \_\_\_\_\_

PART VI

حصہ ششم

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

دوسرے کاؤنٹر سائننگ افسر (بشرط موجودگی) کی رائے

Name \_\_\_\_\_ Signature \_\_\_\_\_

نام

دستخط

Designation \_\_\_\_\_ Date \_\_\_\_\_

عہدہ

تاریخ

### GUIDELINES FOR FILLING UP THE PER

- After initiating their PER, the officers under report should immediately fill up the detachable 'Certificate' giving names of the RO/CO and send the same to the Officer incharge of their respective confidential records. This exercise will ensure proper follow-up of the pending performance evaluation reports by the concerned Ministry/Division/Provincial Government etc.
- Forms should be filled in duplicate, Parts I and II are to be filled by the officer under report and should be typed. Part III and IV will be filled by the Reporting Officer while the Countersigning/Second Countersigning Officers will fill Parts V and VI respectively. The ratings in Part III should be recorded by initialing the appropriate box.
- Each Division, Department, autonomous body and office etc. is required to prepare specific job descriptions giving main duties of each job to be mentioned in Part-II (1). The job descriptions may be finalized with the approval of the Head of the Organization or any person authorized by him.
- The officer under report should fill Part II (2) of the form as objectively as possible and short term and long term targets should be determined/assigned with utmost care. The targets for each job may be formulated at the beginning of the year wherever possible. In other cases, the work performed during the year needs to be specifically mentioned.
- Assessment by the Reporting Officers should be job-specific and confined to the work done by the officer during the period under report. They should avoid giving a biased or evasive assessment of the officer under report, as the Countersigning Officers would be required to comment on the quality of the assessment made by them.
- The Reporting Officers should support their assessment in Part IV through comments against each characteristic. Their opinions should represent the result of careful consideration and objective assessment so that, if called upon, they could justify the remarks/comments. They may maintain a record of the work done by the subordinates in this regard.
- The Countersigning Officers should weigh the remarks of the RO against their personal knowledge of the Officer under-report and then give their assessment in Part V. In case of disagreement, the Countersigning Officers should give specific reasons in Part V. Similarly, if the Countersigning Officers differ with the grading or remarks given by the Reporting Officer in Part III they should score it out and give their own grading by initialing the appropriate box.
- The Countersigning Officers should make an unbiased evaluation of the quality of performance evaluation made by the RO by categorizing the reports as exaggerated, fair or biased. This would evoke a greater sense of responsibility from the reporting officers.
- The Countersigning Officers should underline, in red ink, remarks which in their opinion are adverse and should be communicated to the officer reported upon. All adverse remarks whether remediable or irremediable should be communicated to the officer under report, with a copy of communication placed in his/her CR dossier. Reporting Officers should ensure that proper counseling is given to the officer under report before adverse remarks are recorded.
- The Reporting and Countersigning Officers should be clear, direct, objective and unambiguous in their remarks. Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
- Reports should be consistent with the pen picture, overall grading and comparative grading.

### IMPORANT

- Part I and II of the PER should be duly filled and dispatched to the Reporting Officer not later than the 15th of January. The ROs should forward the report to the Countersigning Officer within two weeks of receipt after giving their views in Parts III and IV. The COs should then finalize their comments in Part V within two weeks of receipt of PER. The Second Countersigning Officers, if any, should also complete their assessment within a period of two weeks.
- Name and designation of Reporting/Countersigning Officers should be clearly written. Comments should be legible and in the prescribed format and which can be easily scanned.
- Personnel Number is to be filled in by the officer under report, if allotted.
- Proforma has been devised in English/Urdu to provide flexibility to RO/CO in the choice of language.

(01-01-2015 LP To 31-12-2015) (PAKISTAN STUDIES)

Amare (F) (5)  
P (20)

**CERTIFICATE**

I that ZARDAD KHAN SOCIAL (PBS-18)  
(Name of Officer) (Group/Service (BS))

have on 31-12-2015 submitted my Performance Evaluation Report  
(Date)

to MUHAMMAD IQBAL PRINCIPAL  
(Name/Designation of Reporting Officer)

My countersigning officer is HASHAM KHAN AERIDI DIRECTOR OF EDUCATION  
(Name/Designation of Countersigning Officer) FATA ION  
MERGED AREAS

*Hasham Khan*

ZARDAD KHAN  
(ASSISTANT PROFESSOR PAKISTAN STUDIES)  
Name/Designation/Department of Officer

(01-01-2015 LP To 31-12-2015)

Note:- This certificate is required to be dispatched by the officer being reported upon to the Officer incharge entrusted with the maintenance of his/her C.R. Dossier on the same date the PER is forwarded to his/her reporting officer.



For Officers in BPS 17 & 18

اسکیل ۱۷ اور ۱۸ کے افسران کے لیے

RESTRICTED

میں محدود

GOVERNMENT OF KHYBER PAKHTUNKHWA

حکومت خیبر پختونخوا

Department/Office

HED

Service/Group

SOCIAL

HIGHER EDUCATION  
DEPARTMENT

سوشل گروپ

PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD 01-01-2015 TO 31-12-2015

PART I

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود کریں)

1. Name (in block letters) ZARDAD KHAN  
نام (واضح حروف میں)
2. Personnel number 00104303  
انفرادی نمبر
3. Date of birth 20-03-1968  
تاریخ پیدائش
4. Date of entry in service 09-09-1989  
تاریخ داخلہ سروس
5. Post held during the period (with BPS) ASSISTANT PROFESSOR (BPS-18)  
پیشہ سروس میں عہدہ (مع اسکیل)
6. Academic qualifications M.Sc (PAKISTAN STUDIES) M.Ed  
تعلیم
7. Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W)) (ب) پڑھنے (پ) اور لکھنے کی صلاحیت  
زبانوں کا علم

I USED BOTH ENGLISH COMMUNICATIVE SKILLS AND INFORMATIONAL TECHNOLOGIES SKILLS IN TEACHING STRATEGIES.

8. Training received during the evaluation period

متعلقہ عرصہ کے دوران حاصل کی گئی تربیت

Name of course attended کورس کا نام	Duration with dates تاریخوں کے ساتھ دورانیہ	Name of institution and country ادارے اور ملک کا نام

9. Period served 26 YEARS 3 MONTHS AND 21 DAYS

(i) In present post

1 YEAR

(ii) Under the Reporting Officer

1 YEAR

**PART II**  
حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)  
(متعلقہ افسر خود پُر کریں)

1. Job description

فرد کی تعریف  
I have been working as Assistant Proctor (A.P) since 03-02-2015. As a matter of fact, BS (Political Science) program having innovation and varieties. The subject of INTERNATIONAL RELATIONS produced me a qualitative outlook of Pakistan. Apart from Research Orientation teaching skills, I am Head of Department (HOD) and Person-2 (Controller of Examinations) of the University of Peshawar. I am also the Chief proctor having a Prac Board, Member of College Council and Time-table INCHARGE.

22

2. Brief account of performance on the job 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.

میں نے نظر عرصہ میں کارکردگی کو اعداد و شمار کے ساتھ مختصر بیان کریں۔ دیئے گئے اہداف اور کارکردگی کو نمائندگیوں کے طور پر لکھیں۔ اہداف نامکمل

رو جانے کی وجوہات بھی بیان کریں

No short fall because I achieved and followed the pattern of BLOOM'S Taxonomy of objectives of all used social science oriented Research activities in my Teaching-learning process

Lad. Xham

PART III

حصہ سوم

(EVALUATION BY THE REPORTING OFFICER)

(رپورٹنگ افسر کا جائزہ)

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

The ratings noted by alphabets are as follows:

'A' Very Good, 'B' Good, 'C' Average, 'D' Below Average

حصہ سوم میں کارکردگی کے اندراج مختلف خانے میں مختصر دستخط سے کیا جائے۔ حرفوں کے لحاظ سے درجہ بندی حسب ذیل ہے۔

الف: اچھی ب: اچھا ج: اوسط د: اوسط سے کم

For uniform interpretation of qualities, two extreme shades are mentioned against each quality.

سہولت کے لئے ہر صفت کے دو انتہائی درجوں کا ذکر کیا گیا ہے۔

	A الف	B ب	C ج	D د	
1. Intelligence ذہانت	22				
Exceptionally bright; excellent comprehension انتہائی ذہین اور معائنہ فہم					Dull; slow کند ذہن، سست فہم

	A الف	B ب	C ج	D د	
2. Confidence and the power خود اعتمادی اور قوتِ ارادتی Exceptionally confident and resolute استثنائی پر اعتماد و مستحکم مزاج	۶				Uncertain; hesitant غیر مستحکم اور ہچکچاہٹ کا شکار
3. Acceptance of responsibility ذمہ داری اٹھانے کی آمادگی Always prepared to take on responsibility even in difficult cases مشکل معاملات میں بھی ذمہ داری اٹھانے کے لئے ہمیشہ آمادہ	۶				Reluctant to take on responsibility; will avoid it when- ever possible ذمہ داری اٹھانے سے گریز کرنے والا
4. Reliability under pressure دباؤ کی حالت میں کام کرنے کی صلاحیت Calm and exceptionally reliable at all times ہر حالت میں قلمی اور مستحکم	۶				Confused and easily flustered even under normal pressure پریشان، معمولی دباؤ میں حواس باختہ
5. Financial responsibility مالی مسابقت میں حسن تدبیر exercises due care and discipline کا بہت احتیاط ہے جو اہم امور کو خیال رکھتا رکھتی ہے۔	۶				Irresponsible غیر ذمہ دار
6. Relations with i) Superiors Cooperative and trusted ii) Colleagues Works well in a team iii) Subordinates Courteous and effective; encouraging	۶				Un-cooperative غیر تعاونی Difficult colleague مشکل رفیقِ کار Discourteous and intolerant; بد اخلاق
7. Behaviour with public کونوں کے ساتھ رویہ Courteous and helpful خوش اخلاق اور معاون	۶				Arrogant, discourteous and indifferent مغرور اور لاپرواہ

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	A الف	B ب	C ج	D د	
8. Ability to decide routine matters روزمرہ معمولات کے فیصلے کرنے کی صلاحیت Logical and decisive منطقی اور فیصلہ کن	97				Indecisive; vancillating متذبذب اور ڈاؤن ڈول
9. Knowledge of relewant laws, rules, regula- tions, instructions and procedures متعلقہ قوانین، قواعد، ضوابط، ہدایات اور طریق کار سے واقفیت Exceptionally well informed, keeps abreast of latest developments. قواعد و ضوابط پر غیر معمولی عبور متاثر ترین صورت حال سے آگاہ	97				Ignorant and uniformed لاعلم اور ناواقف
10. Role of the officer in vaccination immunization campaign (applicable to district officers like DCOs, Political Agents, EDOs Health and other dealing Officers) پولیکیم کے دوران افسر کا کردار (ضلعی افسران جیسا کہ ذیل میں ہے اور پولیکیمس ایجنٹ، ای۔ ڈی۔ او ہیلتھ اور دیگر متعلقہ افسران کے لیے)	97				Indifferent and sluggish لاشع اور سست

PART IV

حصہ چہارم


(REPORTING OFFICER'S EVALUATION)

(ریپورٹنگ افسر کا جائزہ)

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)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ کام سے متعلق افسر کے علم اور کارکردگی کے معیار و مقدار کے حوالے سے تجس  
رائے دیں۔ اہداف کو پورا کرنے میں افسر کی حد تک کامیابی رہا ہے؟ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

Agreed with part II

M.   
Principal  
Govt. Degree College Jamm  
Khyber Agency

2. Integrity (Morality, uprightness and honesty)

(راست بازي، ايمانداري) ديانت

*Mam of life upright character, trustworthy,  
Role model, over noble and Top Honesty.*

M. 

PRINCIPAL

Govt. Degree College Jammu

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).

قلمی خاکہ: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں (کوئی کو اس وقت تک مٹی نہیں لکھیں جہاں جائزہ کا جب تک رپورٹ میں نظر نہیں لگتا۔)

*Excellent*

M. 

PRINCIPAL

Govt. Degree College Jammu  
Khyber Agency

4. Special aptitude

خصوصی استعداد

*Qualitative Teaching and Research for Higher  
Studies. (M.Phil and Ph.D)*

M. 

PRINCIPAL

Govt. Degree College Jammu  
Khyber Agency

5. Recommendations for future training

آئندہ تربیت کے لیے سفارشات

*Qualitative Teaching strategies and public  
Administration.*

M. 

PRINCIPAL

Govt. Degree College Jammu  
Khyber Agency

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6. Overall grading

مجموعی درجہ

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائنگ افسر
(i)	Very Good اعلیٰ	MS	SV
(ii)	Good اچھا		
(iii)	Average اوسط		
(iv)	Below Average اوسط سے کم		

7. Fitness for promotion

ترقی کے لیے مناسب

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائنگ افسر
(i)	Fit for promotion ترقی کے لیے موزوں	MS	SV
(ii)	Recently promoted/appointed Assessment promotional حال میں ترقی ہو چکی ہے اس لیے ترقی کی ضرورت نہیں ہے		
(iii)	Not yet fit for promotion ترقی کے لیے ابھی موزوں نہیں		
(iv)	Unlikely to progress further مزید ترقی کے قابل نہیں		

Name of the Reporting Officer MUHAMMAD IQBAL Signature M. Iqbal

(Capital letters) MUHAMMAD IQBAL

رپورٹنگ افسر کا نام (دائیں طرف میں)

PRINCIPAL  
Govt. Degree College Jampur  
Khyber Agency

Designation PRINCIPAL

Date 31-12-2015

PART V

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹر سائگنگ افسر کے رائے)

1. How well do you know the officer? If you disagree with the assessment of the Reporting Officer, please give reasons

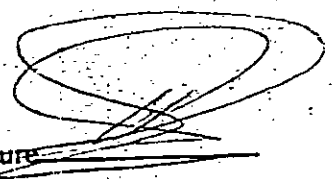
آپ افسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ افسر کے رائے سے متفق نہیں تو وجوہات بیان کریں

*Agreed with*

2. Evaluation of the quality of assessment made by the Reporting Officer

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹر سائگنگ افسر کے رائے

Exaggerated (مبالغہ آویز)	Fair (معتدل)	Biased (جانب دار)
------------------------------	-----------------	----------------------

Name of the Countersigning Officer HASHIM KHAN Signature 

(Capital letters) HASHIM KHAN  
رپورٹنگ افسر کا نام (دائیں حروف میں)

Additional Director (P&M)  
Director of P&M

Designation ADDITIONAL DIRECTOR Date \_\_\_\_\_  
تاریخ



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PART VI

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)  
دوسرے کاؤنٹر سائننگ آفسر کے رائے اگر کوئی ہے

Name \_\_\_\_\_ Signature \_\_\_\_\_  
 نام \_\_\_\_\_ دستخط \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_  
 عہدہ \_\_\_\_\_ تاریخ \_\_\_\_\_

**GUIDELINES FOR FILLING UP THE PER**

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- Forms should be filled in duplicate. Parts I and II are to be filled by the officer under report and should be typed. Part III and IV will be filled by the Reporting Officer while the Countersigning/Second Countersigning Officers will fill Parts V and VI respectively. The ratings in Part III should be recorded by marking the appropriate box.
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- The Reporting and Countersigning Officers should be clear, direct, objective and unambiguous in their remarks. Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
- Reports should be consistent with the pen picture, overall grading and comparative grading.

**IMPORANT**

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- Name and designation of Reporting/Countersigning Officers should be clearly written. Comments should be legible and in the prescribed format and which can be easily scanned.
- Personnel Number is to be filled in by the officer under report, if allotted.
- Proforma has been devised in English/Urdu to provide flexibility to RO/CO in the choice of language.

Aman (P) (26) (6)

CERTIFICATE HIGHER

Certified that ZARDAD KHAN (Name of Officer) EDUCATION DEPARTMENT (Group/Service) (BS) EN

have on 31-12-2016 (Date) submitted my Performance Evaluation Report

For the period from 01-01-2016 to 31-12-2016

MUHAMMAD IQBAL

(Name/Designation of Reporting Officer)

My countersigning officer is HASHAM KHAN AFRIDI DE FATA (Name/Designation/Department of Officer)

(Signature)

Name/Designation/Department of Officer

ZARDAD KHAN ASSISTANT PROFESSOR

Note:- This certificate is required to be dispatched by the officer being reported upon to the Officer Incharge entrusted with the maintenance of his/her C.R. Dossier on the same date the PER is forwarded to his/her reporting officer.

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For Officers in BPS 17 & 18

RESTRICTED

GOVERNMENT OF KHYBER PAKHTUNKHWA

حکومت خیبر پختونخوا

Department/Office GDC TAMRUD Service/Group EDUCATION DEPARTMENT  
مکملہ دفتر / سرگرمی گروپ

PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD 01-01 2016 TO 31-03-2016  
تاریخوں کے درمیان

PART I

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(معلقہ افسر خود پُر کریں)

- Name (in block letters): ZARDAD KHAN  
(نام واضح حروف میں)
- Personnel number: 00104303  
(شمارہ)
- Date of birth: 20-03-1968  
(تاریخ پیدائش)
- Date of entry in service: 09-09-1989  
(تاریخ سروس میں داخلگی)
- Post held during the period (with BPS): ASSISTANT PROFESSOR (BPS-1)  
(تعمیراتی عہدہ سروس میں (بپس-1))
- Academic qualifications: M.Sc (PAKISTAN STUDIES) M.Ed  
M.A (POLITICAL SCIENCE) M.A (EPN)  
(تعمیراتی)
- Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W)) (پہلے اس بات کی وضاحت کریں کہ (S) بولنے، (R) پڑھنے اور (W) لکھنے میں کتنی مہارت ہے)  
(زبانوں کا علم)

ENGLISH PROFICIENCY IN (S), (R) AND (W) → EXCELLEN  
URDU PROFICIENCY IN (S), (R) AND (W) → EXCELLEN  
DELIVER FULL LECTURE IN ENGLISH.

8. Training received during the evaluation period

Name of course attended. نام کورس	Duration with dates مدت تاریخ	Name of institution and country نام ادارہ اور ملک
EFFECTIVE TEACHING SKILLS	May 21 To 26, 2012	PAKISTAN ACADEMY FOR RURAL DEVELOPMENT PESHAWAR

9. Period served

(i) In present post

2 years Completed.

(ii) Under the reporting officer

4 and half years.

PART II

حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(مستوفی پر پُر کرنا)

10. Job description

تفصیلی تفصیل

I have been working as Assistant Professor (A.P) since 03-02-2015. As a matter of fact, BS (Political Science) Program having innovation and varieties. The Subject of International Relations produced a qualitative Futuristic Outlook of Pakistan both in M.A and BS Students. Apart from Research Orientation teaching skills I am Head of Department (HOD) and Focal Person-2 (Controller of Examinations) of the University of Peshawar. I am also the Member of College Council, Practorial Board and Time Table Incharge.

2. Brief account of performance on the job 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.

بیش نظر میں کارکردگی کو اندازہ، ٹارگٹس سے موازنہ کیا جائے گا۔ دستاویزی اور کارکردگی کی تفصیلات مندرجہ ذیل میں درج کی جائیں گی۔

As Assistant Professor my aims for imparting qualitative Political Science and International Relations to train the students to shoulder future responsibilities that satisfies expectations for defence of Geo-strategic Location and Ideo Foundation of Pakistan. My Targets (Objectives) are preparation of BS students for PMS, PCS and CSS. Unfortunately, there is no student affairs guidance and counselling system due to which the students are not pragmatic to formulate a Hypothesis for International Political Economy, Pak-China Economic (PCEC) and Pakistan in World Affairs.

### PART III

(EVALUATION BY THE REPORTING OFFICER)

The rating in Part III should be recorded by initialing the appropriate box. The ratings denoted by alphabets are as follows:

'A' Very Good, 'B' Good, 'C' Average, 'D' Below Average

For uniform interpretation of qualities, two extreme shades are mentioned against each quality.

		A الف	B ب	C ج	D د	
1.	Intelligence ذہانت  Exceptionally bright; excellent comprehension استثنائی طور پر چمکدار اور سمجھ بھرا	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dull; slow کند ذہن، سست فہم

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	A الف	B ب	C ج	D د	
2. Confidence and will power خود اعتمادی اور قوت ارادی Exceptionally confident and resolute انتہائی پر اعتماد اور مستقل مزاج	mg				Uncertain; hesitant عدم اعتماد اور ہچکچاہٹ کا شکار
3. Acceptance of responsibility ذمہ داری اٹھانے کی آمادگی Always prepared to take on responsibility even in difficult cases مشکل حالات میں بھی ذمہ داری اٹھانے کے لئے ہمیشہ آمادہ	mg				Reluctant to take on responsibility; will avoid it when- ever possible ذمہ داری اٹھانے سے گریز کرنے والا
4. Reliability under pressure ریاضی کی حالت میں کام کرنے کی صلاحیت Calm and exceptionally reliable at all times ہر حالت میں کامیاب	mg				Confused and easily flustered even under normal pressure پریشر میں جھنجھکیا ہوا اور پیشانی
5. Financial responsibility مالی سہولیات میں احساس ذمہ داری exercises due care and discipline کیا کرتا ہے اور ضوابط کا خیال رکھتا ہے۔	mg				Irresponsible غیر ذمہ دار
6. Relations with: i) Superiors اعلیٰ افسران کے ساتھ Cooperative and trusted معاون اور قابل اعتماد	mg				Un-cooperative غیر معاون
ii) Colleagues دوستوں کے ساتھ Works well in a team مجموعی کام میں کامیاب ہے	mg				Difficult colleague مشکل رفیق کار
iii) Subordinates پائینوں کے ساتھ Courteous and effective; encouraging خوش اخلاق، موثر اور حوصلہ دینے والا/ارادی	mg				Discourteous and intolerant; بد اخلاق
7. Behaviour with public عوام کے ساتھ Courteous and helpful خوش خلق اور معاون	mg				Arrogant, discourteous and indifferent مغرور اور لاتعلقی

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	A الف	B ب	C ج	D د	
8. Ability to decide routine matters روزمرہ معمولات کے فیصلے کرنے کی صلاحیت Logical and decisive منطقی اور فیصلہ کن	9				Indecisive; vacillating متذبذب اور ڈانواں ڈول
9. Knowledge of relevant laws, rules, regulations, instructions and procedures متعلقہ قوانین، قواعد، ضوابط و ہدایات اور طریق کار سے واقفیت Exceptionally well informed, keeps abreast of latest developments. قوانین و ضوابط پر غیر معمولی عبور، تازہ ترین صورت حال سے آگاہ	9				Ignorant and uninformed لا علم اور ناواقف
10. Role of the officer in vaccination/immunization campaign (applicable to district officers like DCOs, Political Agents, EDOs Health and other dealing Officers) پولیو جیک کے دوران افسر کا کردار (ضلعی افسران جیسا کہ ڈی۔ سی۔ اے، ایچ۔ ڈی۔ اے اور دیگر متعلقہ افسران کے لیے)	9				Indifferent and sluggish لا تعلق اور سست

PART IV

حصہ چہارم

(REPORTING OFFICER'S EVALUATION)

(رپورٹنگ افسر کا جائزہ)

1. Please comment on the officer's performance on the job as given in Part III(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 III(2)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ کام سے متعلق افسر کے علم اور کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کس حد تک کامیاب رہا ہے؟ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

Agreed with part II

M. [Signature]

PRINCIPAL  
Govt. Degree College Jammu  
(Khyber Agency)

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2. Integrity (Morality, uprightness and honesty)  
(راست بازی، ایماندارانہ رویاں)

*Honest worthy Trustworthy, Punctual*

M. 

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)

قلمی خاکہ: سر کی خوبیوں اور کمزوریوں کا جائزہ لیں (کوئی ایسی کوئی بات جس کو اس وقت تک مٹی سمجھیں کہ اسے جوڑ دیا جائے گا جب تک اس پر شک اسے ضروری سمجھتے ہیں)

*excellent*

M. 

4. Special aptitude  
(خاص ذہنی استعداد)

PRINCIPAL  
Govt: Degree College Jammu  
Khyber Agency

*Teaching and Research for higher studies*

M. 

5. Recommendations for future training  
(آئندہ تربیت کے لیے سفارشات)

PRINCIPAL  
Govt: Degree College Jammu  
Khyber Agency

*Teaching and administration*

M. 

PRINCIPAL  
Govt: Degree College Jammu  
Khyber Agency

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6. Overall grading  
مجموعی درجہ

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹر سائنگ افسر
(i)	Very Good بہت	<i>M</i>	<i>M</i>
(ii)	Good بہتر		
(iii)	Average اوسط		
(iv)	Below Average اوسط سے کم		

7. Fitness for promotion  
ترقی کے لیے موزونیت

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹر سائنگ افسر
(i)	Fit for promotion ترقی کے لیے موزوں	<i>M</i>	<i>M</i>
(ii)	Recently promoted/appointed. Assessment premature حال میں ترقی ہو چکی ہے / مزید ترقی کس اوقات ہے		
(iii)	Not yet fit for promotion ترقی کے لیے ابھی موزوں نہیں		
(iv)	Unlikely to progress further مزید ترقی کے قابل نہیں		

Name of the Reporting Officer MUHAMMAD IQBAL Signature *M*

(Capital letters) MUHAMMAD IQBAL

(فونٹ میں تمام حروف بڑے)

Govt

Designation PRINCIPAL

Date 31-12-2016

تاریخ

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PART VI

حصہ ششم

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

دوسرے کاؤنٹر سائننگ افسر (شرطاً موجودگی) کی رائے

-----

Name \_\_\_\_\_ Signature \_\_\_\_\_  
نام \_\_\_\_\_ دستخط \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_  
مقام \_\_\_\_\_ تاریخ \_\_\_\_\_

**GUIDELINES FOR FILLING UP THE PER**

- After initiating their PER, the officers under report should immediately fill up the detachable 'Certificate' giving names of the RO/CO and send the same to the Officer incharge of their respective confidential records. This exercise will ensure proper follow-up of the pending performance evaluation reports by the concerned Ministry/Division/Provincial Government etc.
- Forms should be filled in duplicate, Parts I and II are to be filled by the officer under report and should be typed. Part III and IV will be filled by the Reporting Officer while the Countersigning/Second Countersigning Officers will fill Parts V and VI respectively. The ratings in Part III should be recorded by initialing the appropriate box.
- Each Division, Department, autonomous body and office etc. is required to prepare specific job descriptions giving main duties of each job to be mentioned in Part-II (1). The job descriptions may be finalized with the approval of the Head of the Organization or any person authorized by him.
- The officer under report should fill Part II (2) of the form as objectively as possible and short term and long term targets should be determined/assigned with utmost care. The targets for each job may be formulated at the beginning of the year wherever possible. In other cases, the work performed during the year needs to be specifically mentioned.
- Assessment by the Reporting Officers should be job-specific and confined to the work done by the officer during the period under report. They should avoid giving a biased or evasive assessment of the officer under report, as the Countersigning Officers would be required to comment on the quality of the assessment made by them.
- The Reporting Officers should support their assessment in Part IV through comments against each characteristic. Their opinions should represent the result of careful consideration and objective assessment so that, if called upon, they could justify the remarks/comments. They may maintain a record of the work done by the subordinates in this regard.
- The Countersigning Officers should weigh the remarks of the RO against their personal knowledge of the Officer under report and then give their assessment in Part V. In case of disagreement, the Countersigning Officers should give specific reasons in Part V. Similarly, if the Countersigning Officers differ with the grading or remarks given by the Reporting Officer in Part III they should score it out and give their own grading by initialing the appropriate box.
- The Countersigning Officers should make an unbiased evaluation of the quality of performance evaluation made by the RO by categorizing the reports as exaggerated, fair or biased. This would evoke a greater sense of responsibility from the reporting officers.
- The Countersigning Officers should underline, in red ink, remarks which in their opinion are adverse and should be communicated to the officer reported upon. All adverse remarks whether remediable or irremediable should be communicated to the officer under report, with a copy of communication placed in his/her CR dossier. Reporting Officers should ensure that proper counseling is given to the officer under report before adverse remarks are recorded.
- The Reporting and Countersigning Officers should be clear, direct, objective and unambiguous in their remarks. Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
- Reports should be consistent with the pen picture, overall grading and comparative grading.

**IMPORANT**

- Part I and II of the PER should be duly filled and dispatched to the Reporting Officer not later than the 15th of January. The ROs should forward the report to the Countersigning Officer within two weeks of receipt after giving their views in Parts III and IV. The COs should then finalize their comments in Part V within two weeks of receipt of PER. The Second Countersigning Officers, if any, should also complete their assessment within a period of two weeks.
- Name and designation of Reporting/Countersigning Officers should be clearly written. Comments should be legible and in the prescribed format and which can be easily scanned.
- Personnel Number is to be filled in by the officer under report, if allotted.
- Proforma has been devised in English/Urdu to provide flexibility to RO/CO in the choice of language.



# DIRECTORATE OF HIGHER EDUCATION

## KHYBER PAKHTUNKHWA

NEAR NORTHERN BY PASS, RANO GARHI PESHAWAR  
dhekpesh@gmail.com Facebook.com/dhekpeshawar Twitter.com/dhekpeshawar



No.

/AD(ACR)/PER's Missing file (Male)/F#3

Dated Peshawar, 17/11/2022

Reminder

To All the concerned officers.

Subject: **NON SUBMISSION OF PER's.**

I am directed to refer to this office different letter Nos on the subject cited above and to state that your PER/ PER's of the mentioned year/period are not available/received in this office till date.

You are therefore once again requested to contact your Reporting officer personally under whom you have worked/working and request him to furnish the same directly to this office within three days (3 days) positively for completion of your record.

S.N	NAME	COLLEGE	MISSING PERIOD/YEAR
1.	Muhammad Shahid Assistant Professor of Mathematics	Govt: College Peshawar	2015 & 2016
2.	Manzoor Ahmad Assistant Professor of Mathematics	GPGC Parachinar	2019 & 2021
3.	Muhammad Irfan Assistant Professor of Pashto	GDC Akora Khattak Nowsher	2017
4.	Sajjad Akbar Assistant Professor of Mathematics	GSSC Peshawar	2017 & 2021
5.	Zardad Khan Assistant Professor of Pakistan Studies	GDC Ekka Ghund	2014, 2016 & 2017
6.	Muhammad Awais Assistant Professor of Chemistry	GPGC Mansehra	2021
7.	Shah Zamir Assistant Professor of Statistics	GDC Koh-E-Daman Peshawar	2020
8.	Mr. Fazal Ullah Assistant Professor of English	GPGC Miran Shah	2017, 2018 & 2021
9.	Imdad Ullah Assistant Professor of Biology	GPGC Bannu	2017, 28.9.2018 to 31.12.2018 & 1.1.2021 to 20.9.2021
10.	Ijaz Ahmad Assistant Professor of Urdu	GSSC Peshawar	2005, 2016 & 2021
11.	Gul Muhammad Assistant Professor of Urdu	GDC Jamrud	2014 to 2020

Note:

1. PER's must be countersigned from the competent authority of the mentioned period.
2. If you are on any type of leave, please provide the leave notification issued by the Higher Education Department.
3. Principals/Reporting officer are requested that while writing the PER of the subordinate (if not written yet) must ensure observance of Rule 0.2/0.3, Rule 1.5, Rule 3.2 of Govt: of Khyber Pakhtunkhwa, instruction on performance evaluation reports by making observance of Rule 1.4b(ii) of the same.

(AFRASEYAB)  
Assistant Director  
(Academics/ACR)

Endst: No. 22228/

Copy of the above is forwarded to the:

1. Deputy Director (IT), Local Directorate with the request to circulate the same electronically.
2. Master File.

Assistant Director  
(Academics/ACR)

17/11/22

Amare

(H)

(34)

To

The Secretary,  
Higher Education Department,  
KHYBER PUKHTUNKHWA.

Subject: Appeal against Biased Approach of the Ex-Principal-Muhammad  
Iqbal Regarding my PERS.

Reverend Sir,

With due reverence and reference to Endst No: 14521 dated 04/08/2022, Assistant Directress (ACR) it is stated that I am working as Assistant Professor of Pakistan Studies since 03/02/2015 under your kind control. Unfortunately my ACR of 2014, 2016 & 2017 were misplaced by the Directorate of Education FATA (Merged Districts). That is why my ACRs for the period 2014, 2016 and 2017 are laying pending as the then reporting officer Muhammad Iqbal (Associate Professor) Ex-Principal GDC Jamrud retired from service on 30<sup>th</sup> Nov, 2017 refused to sign my PERS under malafide intentions. I tried again and again but the worthy reporting officer willfully refused to do his duty. His actions are against the injunctions laid down in the instructions for writing PERS, adversely affects my rights in the forth coming PSB proceeding and according liable to seek actions for redressal by your good office. Therefore, it is requested to kindly take prompt and appropriate actions to insure safeguard of my rights of promotions. Save me from discriminations and victimizations by the mentioned reporting officer. I am requesting to nominate suitable person for my PERS for the period and take appropriate action against the reporting officer involved in initiated violation of instructions for reporting the PERS as well as code of conduct under civil service act. Your prompt action will be highly appreciated.

I have served in GDC Jamrud, Khyber Agency from 2012 to 2017 as Assistant Professor of Pak Studies. Now the missing PERS for the period of 2014, 2016 and 2017. While the fact is that I have already submitted my all PERS for the mentioned period (Copies attached) duly signed by the principal Concerned.

When I approached my Ex-Principal, Mr. Iqbal, (Retired), to evaluate my PERS for onward submission, he showed reluctance and refused to counter Sign on account of this Personal grudges against me. Currently, I am serving at GDC Ekka Ghund, Mohmand.

You are requested to save guard my fundamental rights of promotion against the partial and maltreatment of the Ex-Principal.

Thank you for your time and consideration.

*Zardad Khan*

Your faith fully,  
zardad Khan  
Assistant Professor  
GDC EKKA GHUND

Copy to:  
DIRECTOR HIGHER EDUCATION DEPARTMENT

No 605  
21-11-2022

Phone → 091-9210337

# بعدالت لکھنے کا طریقہ



2023 منجانب اس کی

درخواست نامہ

مورخہ

مقدمہ

دعویٰ

جرم

## باعث تحریر آنکہ

مقدمہ مندرجہ عنوان بالا میں اپنی طرف سے واسطے پیروی و جواب دہی وکل کارروائی متعلقہ

آن مقام کے لیے لکھنے کا طریقہ

مقرر کر کے اقرار کیا جاتا ہے۔ کہ صاحب موصوف کو مقدمہ کی کل کارروائی کا کامل اختیار ہوگا۔ نیز وکیل صاحب کو راضی نامہ کرنے کی تقریر ثالث و فیصلہ پر حلف دیئے جواب دہی اور اقبال دعویٰ اور بصورت ڈگری کرنے اجراء اور وصولی چیک و روپیہ ارضی دعویٰ اور درخواست ہر قسم کی تصدیق زرائیں پر دستخط کرانے کا اختیار ہوگا۔ نیز صورت عدم پیروی یا ڈگری یکطرفہ یا اپیل کی برآمدگی اور منسوخی نیز دائر کرنے اپیل نگرانی و نظر ثانی و پیروی کرنے کا محتاج ہوگا۔ از بصورت ضرورت مقدمہ مذکور کے نکل یا جزوی کارروائی کے واسطے اور وکیل یا مختار قانونی کو اپنے ہمراہ یا اپنے بجائے تقریر کا اختیار ہوگا۔ اور صاحب مقرر شدہ کو بھی وہی جملہ مذکور با اختیارات حاصل ہوں گے اور اس کا ساختہ پر داختم منظور و قبول ہوگا دوران مقدمہ میں جو خرچہ ہر جانہ التوائے مقدمہ ہوں گے سب سے وہوگا۔ کوئی تاریخ پیشی مقام دورہ پر ہو یا حد سے باہر ہو تو وکیل صاحب پابند ہوں گے۔ کہ پیروی مذکور کریں۔ لہذا وکالت نامہ لکھ دیا کہ سند ہے۔

20

ماہ

المرقوم

العبد د گ واہ العبد