



For Scales

O 1, 2, 3, 4 & 5

T 1, 2 & 3

BPS 2, 3, 4, 5, 6, 7, 9, 11, 12 & 14

NATIONAL DATABASE & REGISTRATION AUTHORITY

Annual Assessment Report

For the year ended 31 December _____ (Format for Year 2008 till Year 2012)

SECTION – I: Employee Information (To be filled by the employee)

ERP No: _____

Name: _____

Designation: _____

Grade: _____

Directorate: _____

Office: _____

(HQ/RHO/NRC)

SECTION – II: Performance Evaluation (To be filled by the Reporting & the Senior Reporting Officer):

(Please choose the appropriate "Appraisal Rating Scale" indicating degree to which each of the following skills contribute to the employee's effectiveness to NADRA)

Appraisal Rating Scale

1	Poor: (Performance consistently fails to meet all requirements of the subject competency).	4	Good: (Performance frequently exceeds all requirements of the subject competency).
2	Need Improvement: (Performance meets some but not all requirements of the subject competency)	5	Outstanding: (Performance clearly and consistency exceeds all requirements of the subject competency)
3	Satisfactory: (Performance consistently meets all requirements of the subject competency).		

Competencies Rating

Competencies	RO Rating						SRO Rating					
	Poor	Need Improvement	Satisfactory	Good	Out Standing	Total Points	Poor	Need Improvement	Satisfactory	Good	Out Standing	Total Points
	1	2	3	4	5		1	2	3	4	5	
1 Work Quality												
2 Personal Credibility												
3 Adaptability & Flexibility												
4 Sense of Responsibility												
5 Working Relationships												
6 Punctuality												
Total Score (Out of 30)							Total Score (Out of 30)					
Average Score (Total Score/6)							Average Score (Total Score/6)					
RO's Signature							SRO's Signature					

SECTION – III: FOR HR USE ONLY (Non-Officer)

Reporting Officer's Rating (60 % of Average Score of RO)		Senior Reporting Officer's Rating (40 % of Average Score of SRO)	
		Total Score of RO and SRO	

Aggregate Rating:

Summary Rating

Poor	Needs Improvement	Satisfactory	Good	Outstanding
D	C	B	B+	A
0 – 1.00	1.01 – 2.00	2.01 – 3.00	3.01 – 4.00	4.01 – 5.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee's Signature _____

Assistant/Deputy Director HR _____