



CIRCULAR

Subject: EXTENSION OF CONTRACT EMPLOYEES (NON-TEACHING)

It is circulated for information of all concerned that all Head(s) of Teaching and Non-teaching department(s) are requested to provide the performance Evaluation reports of contract employees (Non-Teaching), working under their supervision, duly filled and by initialing the appropriate box in confidential manner, as their contract is going to be expired in the month(s) of November & December 2023, along-with clear recommendations regarding extension in contract appointment, within 03-days, positively in the office of the Registrar.

Prescribed pro-forma of Annual Performance Evaluation report of contract employees can be downloaded from the iub website i.e www.iub.edu.pk.


Dr. Rao Arif Mahmood Khan
Assistant Registrar (Estt-III)
for Registrar

Copy to:

1. Heads of All Teaching / Non-teaching Departments
2. Director Campus, BWN
3. Director Campus, RYK
4. Director IT → {Requested to upload the Circular and Prescribed Pro-forma of Annual Performance Evaluation report of contract employees on iub web-site}
5. Additional Registrar (Admin)
6. Deputy Registrar (Admin-I)
7. Deputy Registrar (Admin-II)
8. Executive Secretary to Vice-Chancellor
9. P.A to Registrar
10. In-charge of Central Mail Desk → {Requested to upload this circular in whatsapp group of CMD}
11. Master File

For all Categories
of Contract Employees.

The Islamia University of Bahawalpur

DEPARTMENT: _____

ANNUAL PERFORMANCE EVALUATION REPORT

For the period _____ to _____

Part-I

1.	Name (in block letters) with Father's Name _____
2.	Date of Birth _____
3.	Domicile _____
4.	Basic Scale of the post with present pay _____
5.	Post held during the period _____
6.	Academic/professional qualifications _____
7.	Period served _____
	a) in the present post _____
	b) under reporting officer _____
8.	Signature of the official reported upon with date _____

I INTEGRITY

Honest	Reported to be corrupt	Believed to be corrupt
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II OVERALL GRADING

Comparing him with other Employees of the same level and keeping in view the evaluation on account of personal qualities, attitudes, proficiency in job, integrity, efficiency, punctuality etc. give your general assessment of the Employee by initialing the appropriate box below.

Note: Extension in Contract shall only be granted if his performance remained good/very good.

(i)	Very Good	
(ii)	Good	
(iii)	Average	
(iv)	Below Average	
(v)	Poor	

III USEFULNESS FOR RETENTION/EXTENSION IN SERVICE

Useful	Not Useful
<input type="checkbox"/>	<input type="checkbox"/>

Name of the Reporting Officer _____ (Capital letters)

Designation _____

Date _____

Signature _____