

**RESTD**

General Headquarter  
IGT & E Branch  
FGEI (Cantts/Garrisons) Dte  
Sir Syed Road, Rawalpindi  
Telephone No. 5563198  
No.04/Probation/77-FGEI(NTS)  
06 Apr 2022

To: FGEI (C/G)  
All Regional Office, \_\_\_\_\_

Info: All Heads of Institutions

ID: All Sec

Subj: **Termination of Probation Period**

1. It has been decided by the competent authority that in future cases for terminatin of perobation period may be fwd as per instructions given below:-

a.	Teaching Staff	As per Anx-A, B & C	Assessment reports may be fwd to Date at end each quarter
b.	Non-Teaching Staff	As per Anx-D	After completion of 10 months, report may be fwd to Dte.

2. Fwd for strict compliance, please.

**sdxxxxx**  
Capt  
For DG  
(Wardha Amin Khan)

**RESTD**

**1<sup>st</sup> Assessment Report  
(After First 04 Months)**

Period of evaluation form \_\_\_\_\_ to \_\_\_\_\_  
(to be filled by the Head of Institution)

PHOTO

1. **Personal Data**

Name \_\_\_\_\_ Designation \_\_\_\_\_  
 Name of Inst \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Date of Appt/Prom \_\_\_\_\_ Qualification \_\_\_\_\_  
 Domicile \_\_\_\_\_ Contact No. \_\_\_\_\_

2. **Personality Traits (max score + 50 weightage + 20%)**

Ser	Traits	Exemplary (5)	Proficient (4)	Satisfactory (3)	Needs improvements (2)	Unacceptable (1)
a.	Regularly and punctuality					
b.	General attitude					
c.	Integrity					
d.	Intelligence					
e.	Confidence					
f.	Acceptance of Responsibility					
g.	Reliability under pressure					
h.	Financial Responsibility					
i.	Relations with staff					
j.	Relations with public					
k.	Tolerance					
l.	Dress code					
m.	Adoptability to change					
<b>Total Score</b>						

$$\text{Weighted Score} = \frac{\text{Obtained Score}}{50} \times 20 =$$

3. **Comments** (to be explained in profession language)

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4. **Suitability Criteria**

- a. Suitable - Weighted score  $\geq 10$   
 b. Needs Improvement - Weighted score  $< 10$  and  $\geq 7$   
 c. Unsuitable - Weighted score  $< 7$

Head of Institution

**COUNTERSIGNED BY RD**

**2<sup>nd</sup> Assessment Report  
(After Successive 04 Months)**

Period of evaluation form \_\_\_\_\_ to \_\_\_\_\_

(to be filled by the Head of Institution)

PHOTO

1. **Personal Data**

Name \_\_\_\_\_ Designation \_\_\_\_\_  
 Name of Inst \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Date of Appt/Prom \_\_\_\_\_ Qualification \_\_\_\_\_  
 Domicile \_\_\_\_\_ Contact No. \_\_\_\_\_

2. **Professionalism (max score = 60; weightage + 35%)**

Ser	Traits	Exemplary (5)	Proficient (4)	Satisfactory (3)	Needs improvements (2)	Unacceptable (1)
1.	Grip on Subject					
2.	Prepare lesson Plan					
3.	Maintenance of Lesson Plan					
4.	Proper Division of Limit of Lec					
5.	Use of AV Aids					
6.	Relevancy to the content					
7.	Clarity of Expression					
8.	Involvement of students in the teaching learning process					
9.	Response to the queries of students					
10.	Ratio of class test conduct					
11.	Assessment of students					
12.	Maintenance of students record					
<b>Total Score</b>						

$$\text{Weighted Score} = \frac{\text{Obtained Score}}{60} \times 35 =$$

3. **Comments** (to be explained in profession language)

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4. **Suitability Criteria**

- a. Suitable - Weighted score  $\geq 17$   
 b. Needs Improvement - Weighted score  $< 17$  and  $\geq 11$   
 c. Unsuitable - Weighted score  $< 7$

Head of Institution

**COUNTERSIGNED BY RD**

**Final Assessment Report  
(Part-I)**

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Period of evaluation from \_\_\_\_\_ to \_\_\_\_\_  
(to be filled by the Head of Institution)

1. **Personal Data**

Name \_\_\_\_\_ Designation \_\_\_\_\_  
 Name of Inst \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Date of Appt/Prom \_\_\_\_\_ Qualification \_\_\_\_\_  
 Domicile \_\_\_\_\_ Contact No. \_\_\_\_\_

2. **Academics**

Ser	Subj	Section	Appeared	Pass	Fail	A1	A	B	C	D	E	CGPA

CGPA =  $(A1 \times 6 + A \times 5 + B \times 4 + C \times 3 + D \times 2 + E \times 1) / 1$  Total No. of Students Appeared

Weighted Academic Score = \_\_\_\_\_  
 (if CGPA  $\geq 5$  then score = 35, if CGPA  $\geq 4$  then score = 28, if CGPA  $\geq 3$  then score = 21  
 if CGPA  $\geq 2$  then score = 14, if CGPA  $\geq 1$  then score = 07)

Date: \_\_\_\_\_

**Signature of Head of Institution**

**(Part-II)**

Note: to be filled by Dir/ DD/ GSO-I of RO. Copy of 1<sup>st</sup> Assessment and 2<sup>nd</sup> Assessment proforma to be attached.

3. **Overall Assessment**

	1 <sup>st</sup> Assessment (20%)	2 <sup>nd</sup> Assessment (35%)	Academics (35%)	Interview by RO 10% (out of 10)
<b>Final Assessment</b>				

4. **Comments** (to be explained in profession language)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

5. **Suitability Criteria**

- a. Suitable - Weighted score  $\geq 50$   
 b. Needs Improvement - Weighted score  $< 50$  and  $\geq 33$   
 c. Unsuitable - Weighted score  $< 33$

6. **Recommendations by the Dir/ DD/ GSO-I of RO**

(Termination of Probation is recommended / be extended for 06x months /

Head of Institution

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**SUITABILITY REPORT - NTS**

Assessment proforma for termination of probation period for the period from

\_\_\_\_\_ to \_\_\_\_\_

PHOTO

<b>a. <u>PERSONAL DATA</u></b>					
(1)	Name				
(2)	Designation (BS- )				
(3)	Date of Birth				
(4)	Date of Appointment/ Promotion				
(5)	Qualification				
(6)	Domicile with City				
(7)	Cell No.				
<b>b. <u>PERFORMANCE</u></b>		<b>Very Good</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
(1)	Ability to train Clerk and get best out of them				
(2)	Reference and paging of notices and correspondence				
(3)	Keeping of files and papers in tidy conditions				
(4)	Maintenance of records (including recording and indexing)				
(5)	Skill in noting and drafting where applicable				
(6)	Other duties: eg cashier duties, preparation of bills, statements and returns etc.				
(7)	Other clerical duties eg typing, statements/ returns.				
(8)	Regularity and punctuality in attendance				
(9)	Standard of work: (a). Quality				
	(b). Out Put				
<b>c. <u>DISCIPLINE</u></b>					
(1)	Punctuality / Outlook				
(2)	General Attitude				
(3)	Disciplinary Action/ Explanation issued or not issued				
<b>d. <u>PERSONAL TRAITS</u></b>					
(1)	Intelligence				
(2)	Perseverance and devotion to duty				
(3)	Co-operation and tact				
(4)	Amenability to discipline				
(5)	Integrity				
(6)	Trust worthiness in confidential and secret matters.				
(7)	Confidence and will power				
(8)	Acceptance of responsibility				
(9)	Reliability under pressure				
(10)	Financial responsibility				
(11)	Relations with superiors, colleagues & subordinates				
(12)	Behavior with public				
(13)	Ability to decide routine matters				
(14)	Knowledge of relevant laws, rules, regulations, instructions and procedures.				
<b>e. <u>PEN PICTURE</u></b>					
<b>f. <u>SUITABLE</u></b>					
(1)	Suitable				
(2)	Needs improvement				
(3)	Unsuitable for retention in service				

Head of Institution

**COUNTERSIGNED BY RD**