



NO. DGSE-AD(Psy)/PEC/2021/ 5285  
GOVERNMENT OF THE PUNJAB  
DIRECTORATE GENERAL OF SPECIAL EDUCATION  
31-Sher Shah Block New Garden Town, Lahore.

Dated Lahore, the 25<sup>th</sup> October, 2021.

To

*The District Education Officer (Special Education),  
Bahawalpur / Dera Ghazi Khan / Faisalabad / Gujranwala /  
Lahore / Multan / Rawalpindi / Sahiwal / Sargodha.*

Subject: PERFORMANCE EVALUATION CRITERIA FOR HEADS & NON-TEACHING STAFF

I am directed to refer to the subject cited above and to enclose herewith **Performance Evaluation Forms for Heads & Non-Teaching Staff** working in Special Education Institutions in order to enhance their performance in the best interest of the children with special needs.

2. You are, therefore, requested to disseminate the Form for Non-Teaching Staff to all Heads / Principals of Special Education Schools / Institutions / Centres working under your jurisdiction and ask them to rate their Non-Teaching staff on the prescribed Proforma / Form on monthly basis and send the report of personnel reported to be "**Below Average / Deficient**" to this Directorate General of Special Education, Punjab, Lahore.

3. Similarly, performance of heads of the institutions be evaluated on the prescribed proforma on monthly basis and send the report of only those heads who are "**Below Average / Deficient**" accordingly.

Enclosed: As above.

  
KHAULA MUNAWAR MINHAS  
DEPUTY DIRECTOR (CURRICULUM)

C.C



1. P.S to Secretary, Special Education Department, Punjab.
2. P.A to Director General, Special Education, Punjab.



Directorate General of Special Education Department

31 Sher Shah Block, New Garden Town

(042) 99231366

[sed.punjab.gov.pk/academics](http://sed.punjab.gov.pk/academics)

## Performance Evaluation Form For Head of Institution

Employee Name		Date	
Designation		Final Value / Remarks	
Institution			

No	Criteria	Deficient	Below Average	Average	Above Average	Outstanding
		1	2	3	4	5
1	Disciplined in terms of regularity and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Financial Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Acceptance of Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Compliance with Laws/ Rules/ Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Supervision and Guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Administrative Control over Matters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Ability to take decision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Behavior with Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Behavior with Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Human Resource Management Skill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Building Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Up to date in Record keeping and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Service delivery mechanism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Community involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	SOPs implementation (Covid-19, Dengue, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Creates positive working environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Increase in enrollment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Provision of incentives to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Completion of Development Schemes if any	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stamp & Signature of  
District Education Officer (DEO)



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## Performance Evaluation Form For Non-Teaching Staff

Employee Name		Date	
Designation		Final Value / Remarks	
Institution			

No	Criteria	Deficient	Below Average	Average	Above Average	Outstanding
		1	2	3	4	5
1	Disciplined in terms of regularity and punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Adaptability & flexibility (acceptance of official tasks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Completion of official assignments in time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Professional decorum (Mannerism)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Attitude towards service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Behavior with Public (parents/visitors)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Behavior with co-staff (teaching/non-teaching)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Behavior with special students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	SOPs implementation (Covid-19, Dengue, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Cleanliness and face lifting of the institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Responsible towards safety of Govt. property	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Responsible towards security & safety of special students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Honest and dutiful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Vigilant and active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stamp & Signature of  
District Education Officer (DEO)

Stamp & Signature of  
Head / Principal of Institute