

Office of the Registrar



# Shaheed Benazir Bhutto University

Sheringal, Dir Upper, Khyber Pakhtunkhwa Pakistan

Office: 092-944-885529 Fax : 092-944-885805 Email: registrarsbbu@gmail.com

Ref. No: SBBU/Estb/Ltr/20-9855

Dated: 14.07.2020

All HOD,s/ Sectional Heads,

**Subject:- Performance Report of Contract/Adhoc Employees.**



For renewal of the contracts, in the best interest of the University, as per provision under section 11(5)(e) of the Khyber Pakhtunkhwa Universities ACT 2012, the above subject employees of this University, working in your Department, whose contract period has expired on 30-06-2020, the Committee constituted for scrutiny of all Academic Documents, Eligibility of the Employees and Availability of Properly Budgeted Created Posts of the employees, requires the performance report of all such employees of your Departments for further process. **The same may kindly be provided in the enclosed Proforma within three days positively to the Registrar Office.**

This may be treated as most urgent.

  
  
Convener  
Scrutiny Committee

Copy for Information:

1. PS to Registrar
2. Record File

  
  
Convener  
Scrutiny Committee

**PERFORMANCE REPORT**

**CONFIDENTIAL**

Certified that Mr./Miss. \_\_\_\_\_ is working  
as \_\_\_\_\_ in the Department/Section \_\_\_\_\_

1. He/She is dutiful, Hard working and committed with his/her duties. (Yes/No)
2. I am satisfied from his/her performance. (Yes/No)
3. He/She bears good moral character. (Yes/No)
4. I recommend him/her for further renewal in his/her service. (Yes/No)

\_\_\_\_\_  
**Signature and Stamp of the HoD**