





1. "Employment Profile" نىڭ ئىشلىتىش ۋە تەكشۈرۈش ئۇسۇلىنى كۆرسىتىش ۋە ئۇنىڭ ئىشلىتىش ئۇسۇلىنى كۆرسىتىش.

Civil Service Office Profile

AMINIYA SCHOOL

State: Active  
Registered Date: 16/01/2011

Profile Sub-Offices Office Units Jobs **Employees** Structure Changes Recruitments Employment Requests Access Grant Users Re-Appoint Posted Employments Contingent Migration Mandate Name GR ZV PA

Audit report Chits

Employees

RCN/ID Card/Name -- Any Office Unit -- -- Any Type -- -- Any Nationality -- -- Any Gender -- Current  
-- Any Designation -- -- Any Classification -- -- Any Rank -- -- Any Specialisation -- -- Any Post Structure Filter

Employee	RCN (ئىشلىتىش نومۇرى)	Employment No. (ئىشلىتىش نومۇرى)	Employment Type (مۇددىتى)	Job No. (ئىشلىتىش نومۇرى)	Designation, Classification, Rank (ئىشلىتىش نومۇرى، ئىشلىتىش نومۇرى، ئىشلىتىش نومۇرى)	Office Unit (ئىشلىتىش نومۇرى)	Appointed Date (ئىشلىتىش نومۇرى)	Employment State (ئىشلىتىش نومۇرى)
AISHATH IBRAHIM	12345	E-12345	PERMANENT	J-12345	SENIOR ADMINISTRATIVE OFFICER SENIOR OFFICER GRADE 1 MS1	ADMINISTRATION SECTION	01/02/2009	Active

2. "PA" نىڭ ئىشلىتىش ئۇسۇلىنى كۆرسىتىش.

Employment (ئىشلىتىش نومۇرى)

AISHATH IBRAHIM

Job #: J-12345  
Job Type: Permanent  
Designation: SENIOR ADMINISTRATIVE OFFICER  
Classification: SENIOR OFFICER GRADE1  
Rank: MS2  
Office: AMINIYA SCHOOL

Profile Termination Education Training Experience Licenses SE Supervisor Roles Promotion **PA** PA Targets LOA GR Chits  
Discipline Records Tasks Notes

3. "Recalculate PA Result" button is highlighted in the screenshot below.

Performance Appraisal Results of Employee

PA Period	Evaluation Criteria	Employee Evaluated Period	Appraised Date	Attendance %	No. of Days Absent	No. of Disciplinary Actions	PA Total %	State	Actions
01/01/2023 - 31/12/2023	Civil Service muvazzafunge masakathuge fenvaru bala form (Senior, Middle Management & Support Officers) - 2022		09/01/2023	-	3	0	89.75 %	Incomplete	Q KPI Marks, Cancel, Refresh
01/01/2024 - 31/12/2024	Civil Service muvazzafunge masakathuge fenvaru bala form (Senior, Middle Management & Support Officers) - 2022		23/05/2024	-	0	0	250.98 %	Incomplete	Q KPI Marks, Cancel, Refresh

4. "Save" button is highlighted in the screenshot below.

Recalculate PA Result

Recalculating would change the correct value

Remarks:

To recalculate the correct PA marks as PA marks is above 100%

Save