

CERTIFICATE

Certified that I _____
(Name of Officer) (Group/Service (BS)

have on _____ submitted my Performance Evaluation Report
(Date)

to _____
(Name/Designation of Reporting Officer)

My countersigning officer is _____
(Name/Designation of Countersigning Officer)

Name/Designation/Department of Officer

Note:- This certificate is required to be dispatched by the officer being reported upon to the Officer Incharge entrusted with the maintenance of his/her C.R. Dossier on the same date the PER is forwarded to his/her reporting officer.

GOVERNMENT OF KHYBER PAKHTUNKHWA

حکومت خیبر پختونخوا

Department/Office _____
مکملہ دفتر

Service/Group _____
سروس / گروپ

PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD

20

TO

20

ء۲۰

تا ۲۰ء

برائے عرصہ

PART I

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. Name (in block letters) _____
نام (دائیں حروف میں)
2. Personnel number _____
انفرادی نمبر
3. Date of birth _____
تاریخ پیدائش
4. Date of entry in service _____
ملازمت اختیار کرنے کی تاریخ
5. Post held during the period (with BPS) _____
پیش نظر عرصہ میں عہدہ (مع اسکیل)
6. Academic qualifications _____
تعلیم
7. Knowledge of languages _____
(Please indicate proficiency in speaking (S), reading (R) and writing (W) (پ، اور لکھنے کی صلاحیت) (بولنے (ب)، پڑھنے (پ)، اور لکھنے کی صلاحیت)

8. Training received during the evaluation period

متعلقہ عرصہ کے دوران حاصل کی گئی تربیت

Name of course attended کورس کا نام	Duration with dates تاریخوں کے ساتھ دروانیہ	Name of Institution and country ادارے اور ملک کا نام

9. Period served

عرصہ ملازمت

(i) In present post

موجودہ عہدے پر

(ii) Under the Reporting Officer

رپورٹنگ افسر کے ماتحت

PART II

حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پر کریں)

1. Job description

ذمہ داریوں کی تفصیل

2. Brief account of performance on the job during the period supported by statistical data where possible. Targets given and actual performance against such targets should be highlighted. Reasons for shortfall, if any, may also be stated.

پیش نظر عرصہ میں کارکردگی کو اعداد و شمار کے ساتھ مختصر بیان کریں۔ دیئے گئے اہداف اور کارکردگی کو نمایاں طور پر لکھیں۔ اہداف نامکمل رہ جانے کی وجوہات بھی بیان کریں

PART III

حصہ سوم

(EVALUATION BY THE REPORTING OFFICER)

(رپورٹنگ افسر کا جائزہ)

The rating in Part III should be recorded by initialing the appropriate box.

The ratings denoted by alphabets are as follows:

'A' Very Good, 'B' Good, 'C' Average, 'D' Below Average

حصہ سوم میں کارکردگی اندراج متعلقہ خانے میں مختصر دستخط سے کیا جائے۔ حروف کے لحاظ سے درجہ بندی حسب ذیل ہے:

الف: اعلیٰ ب: اچھا ج: اوسط د: اوسط سے کم

For uniform interpretation of qualities, two extreme shades are mentioned against each quality.

سہولت کے لئے ہر صفت کے دو انتہائی درجوں کا ذکر کیا گیا ہے۔

		A الف	B ب	C ج	D د	
1.	Intelligence ذہانت					
	Exceptionally bright; excellent comprehension انتہائی ذہین اور معاملہ فہم					Dull; slow کند ذہین، ست فہم

		A الف	B ب	C ج	D د	
2.	Confidence and will power خود اعتمادی اور قوت ارادی Exceptionally confident and resolute انتہائی پر اعتماد اور مستقل مزاج					Uncertain; hesitant عدم اعتماد اور ہچکچاہٹ کا شکار
3.	Acceptance of responsibility ذمہ داری اٹھانے کی آمادگی Always prepared to take on responsibility even in difficult cases مشکل معاملات میں بھی ذمہ داری اٹھانے کے لئے ہمیشہ آمادہ					Reluctant to take on responsibility; will avoid it when- ever possible ذمہ داری اٹھانے سے گریز کرنے والا
4.	Reliability under pressure دباؤ کی حالت میں کام کرنے کی صلاحیت Calm and exceptionally reliable at all times ہر حالت میں قابل اعتماد					Confused and easily flustered even under normal pressure پریشان، معمولی دباؤ میں حواس باختہ
5.	Financial responsibility مالی معاملات میں احساس ذمہ داری exercises due care and discipline احتیاط سے کام لیتا/ لیتی ہے قواعد و ضوابط کا خیال رکھتا/ رکھتی ہے۔					Irresponsible غیر ذمہ دار
6.	Relations with تعلقات i) Superiors اعلیٰ افسران کے ساتھ Cooperative and trusted معاون اور قابل اعتماد					Un-cooperative غیر معاون
	ii) Colleagues رفقائے کار کے ساتھ Works well in a team مل جل کر اچھا کرتا/ کرتی ہے					Difficult colleague مشکل رفیق کار
	iii) Subordinates ماتخوں کے ساتھ Courteous and effective; encouraging خوش اخلاق، موثر اور حوصلہ دینے والا/ والی					Discourteous and intolerant; بد اخلاق
7.	Behaviour with public عوام کے ساتھ رویہ Courteous and helpful خوش اخلاق اور معاون					Arrogant, discourteous and indifferent مغرور اور لا تعلق

		A الف	B ب	C ج	D د	
8.	Ability to decide routine matters روزمرہ معمولات کے فیصلے کرنے کی صلاحیت Logical and decisive منطقی اور فیصلہ کن					Indecisive; vancillating متذبذب اور ڈانواں ڈول
9.	Knowledge of relevant laws, rules, regulations, instructions and procedures متعلقہ قوانین، قواعد، ضوابط، ہدایات اور طریق کار سے واقفیت Exceptionally well informed, keeps abreast of latest developments. قواعد و ضوابط پر غیر معمولی عبور، تازہ ترین صورت حال سے آگاہ					Ignorant and uniformed لاعلم اور ناواقف
10.	Role of the officer in vaccination/ immunization campagin (applicable to district officers like DCOs, Political Agents, EDOs Health and other dealing Officers) پولیوہم کے دوران افسر کا کردار (ضلعی افسران Officers) جیسا کہ ڈی۔سی۔ او، پولیٹیکل ایجنٹ، ای۔ڈی۔ او ہیلتھ اور دوسرے متعلقہ افسران کے لیے					Indifferent and sluggish لا تعلق اور سست

PART IV

حصہ چہارم

(REPORTING OFFICER'S EVALUATION)

(رپورٹنگ افسر کا جائزہ)

1. Please comment on the officer's performance on the job as given in Part II(2) with special reference to knowledge of work, quality and quantity of output. How far was the officer able to achieve targets? Do you agree with what has been stated in Part II(2)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ کام سے متعلق افسر کے علم اور کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کس حد تک کامیاب رہا/ رہی؟ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

2. Integrity (Morality, uprightness and honesty)

(راست بازی، ایمانداری) دیانت

3. Pen picture with focus on the officer's strengths and weaknesses not covered in Part III (weakness will not be considered as adverse entries unless intended to be treated as adverse).

تلمی خاک: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں (کو تباہی کو اس وقت تک منفی تصور نہیں کیا جائے گا جب تک رپورٹنگ افسر ضروری تصور نہ کرے)

4. Special aptitude

خصوصی استعداد

5. Recommendations for future training

آئندہ تربیت کے لیے سفارشات

6. Overall grading

مجموعی درجہ

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائٹنگ افسر
(i)	Very Good اعلیٰ		
(ii)	Good اچھا		
(iii)	Average اوسط		
(iv)	Below Average اوسط سے کم		

7. Fitness for promotion

ترقی کے لیے مناسبت

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائٹنگ افسر
(i)	Fit for promotion ترقی کے لیے موزوں		
(ii)	Recently promoted/appointed Assessment premature حال میں ترقی ہو چکی ہے / مزید ترقی قبل از وقت ہے		
(iii)	Not yet fit for promotion ترقی کے لیے ابھی موزوں نہیں		
(iv)	Unlikely to progress further مزید ترقی کے قابل نہیں		

Name of the Reporting Officer _____ Signature _____

(Capital letters) _____

رپورٹنگ افسر کا نام (واضح حروف میں)

Designation _____ Date _____

عہدہ

تاریخ

PART V

حصہ پنجم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائٹنگ افسر کی رائے)

1. How well do you know the officer? If you disagree with the assessment of the Reporting Officer, please give reasons

آپ افسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ افسر کی رائے سے متفق نہیں تو وجوہات بیان کریں

2. Evaluation of the quality of assessment made by the Reporting Officer

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹرسائٹنگ افسر کی رائے

Exaggerated
(مبالغہ آمیز)

Fair
(مناسب)

Biased
(جانب دار)

Name of the Countersigning Officer _____ Signature _____

دستخط

(Capital letters) _____

رپورٹنگ افسر کا نام (واضح حروف میں)

Designation _____ Date _____

عہدہ

تاریخ

PART VI

حصہ ششم

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

دوسرے کاؤنٹر سائینگ افسر کی رائے اگر کوئی ہو

Name _____ Signature _____

نام

دستخط

Designation _____ Date _____

عہدہ

تاریخ

GUIDELINES FOR FILLING UP THE PER

- ① After initiating their PER, the officers under report should immediately fill up the detachable 'Certificate' giving names of the RO/CO and send the same to the Officer Incharge of their respective confidential records. This exercise will ensure proper follow-up of the pending performance evaluation reports by the concerned Ministry/Division/Provincial Government etc.
- ② Forms should be filled in duplicate, Parts I and II are to be filled by the officer under report and should be typed. Part III and IV will be filled by the Reporting Officer while the Countersigning/Second Countersigning Officers will fill Parts V and VI respectively. The ratings in Part III should be recorded by initialing the appropriate box.
- ③ Each Division, Department, autonomous body and office etc. Is required to prepare specific job descriptions giving main duties of each job to be mentioned in Part-II (I). The job descriptions may be finalized with the approval of the Head of the Organization or any person authorized by him.
- ④ The officer under report should fill Part II (2) of the form as objectively as possible and short term and long term targets should be determined/assigned with utmost care. The targets for each job may be formulated at the beginning of the year wherever possible. In other cases, the work performed during the year needs to be specifically mentioned.
- ⑤ Assessment by the Reporting Officers should be job-specific and confined to the work done by the officer during the period under report. They should avoid giving a biased or evasive assessment of the officer under report, as the Countersigning Officers would be required to comment on the quality of the assessment made by them.
- ⑥ The Reporting Officers should support their assessment in Part IV through comments against each characteristic. Their opinions should represent the result of careful consideration and objective assessment so that, if called upon, they could justify the remarks/comments. They may maintain a record of the work done by the subordinates in this regard.
- ⑦ The Countersigning Officers should weigh the remarks of the RO against their personal knowledge of the Officer under-report and then give their assessment in Part V. In case of disagreement, the Countersigning Officers should give specific reasons in Part V. Similarly, if the Countersigning Officers differ with the grading or remarks given by the Reporting Officer in Part III they should score it out and give their own grading by initialing the appropriate box.
- ⑧ The Countersigning Officers should make an unbiased evaluation of the quality of performance evaluation made by the RO by categorizing the reports as exaggerated, fair or biased. This would evoke a greater sense of responsibility from the reporting officers.
- ⑨ The Countersigning Officers should underline, in red ink, remarks which in their opinion are adverse and should be communicated to the officer reported upon. All adverse remarks whether remediable or irreparable should be communicated to the officer under report, with a copy of communication placed in his/her CR dossier. Reporting Officers should ensure that proper counseling is given to the officer under report before adverse remarks are recorded.
- ⑩ The Reporting and Countersigning Officers should be clear, direct, objective and unambiguous in their remarks. Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
- ⑪ Reports should be consistent with the pen picture, overall grading and comparative grading.

IMPORANT

- Part I and II of the PER should be duly filled and dispatched to the Reporting Officer not later than the 15th of January. The ROs should forward the report to the Countersigning Officer within two weeks of receipt after giving their views in Parts III and IV. The COs should then finalize their comments in Part V within two weeks of receipt of PER. The Second Countersigning Officers, if any, should also complete their assessment within a period of two weeks.
- Name and designation of Reporting/Countersigning Officers should be clearly written. Comments should be legible and in the prescribed format and which can be easily scanned.
- Personnel Number is to be filled in by the officer under report, if allotted.
- Proforma has been devised in English/Urdu to provide flexibility to RO/CO in the choice of language.