

**FOR OFFICERS IN BPS 19 & 20**

اسکیل ۱۹ اور ۲۰ کے افسران کے لیے

**RESTRICTED**

محدود

**GOVERNMENT OF PAKISTAN**

حکومت پاکستان

Ministry /Division/ \_\_\_\_\_  
Department/Office \_\_\_\_\_

وزارت/ڈویژن/محکمہ/دفتر

Service/Group \_\_\_\_\_

سروس/گروپ

**PERFORMANCE EVALUATION REPORT**

کارکردگی رپورٹ

FOR THE PERIOD 20 TO 20  
۲۰۰۰ ۲۰۰۰ ۲۰۰۰

**PART I**

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. **Name** (in block letters) \_\_\_\_\_  
نام (واضح 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))  
زبانوں کا علم (بولنے (ب)، پڑھنے (پ)، اور لکھنے (ل) کی صلاحیت)

8. **Training received during the evaluation period** (Training courses attended earlier, if any, may please be listed separately on the back page of the report).

متعلقہ عرصہ کے دوران تربیت کی تفصیل (اس سے پہلے تربیتی کورسوں میں شرکت، رپورٹ کے صفحہ کی پشت پر درج کریں)

| Name of course attended<br>کورس کا نام | Duration with dates<br>تاریخوں کے ساتھ دورانیہ | Name of institution and country<br>ادارے اور ملک کا نام |
|--|--|---|
|  |  |   |

9. Period served

عرصہ ملازمت

- (i) In present post \_\_\_\_\_ (ii) Under the reporting officer \_\_\_\_\_  
موجودہ عہدہ پر رپورٹنگ افسر کے ماتحت

**PART II**

حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. Job description

ذمہ داریوں کی تفصیل

2. Brief account of achievements 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۔ دیے گئے اہداف اور کارکردگی کو نمایاں طور پر لکھیں۔ اہداف نامکمل رہ جانے کی وجہ بھی بیان کریں

### حصہ سوم - PART III

(EVALUATION BY THE REPORTING OFFICER)

(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 his knowledge of work, ability to plan, organize and supervise, analytical skills, competence to take decisions and quality and quantity of output. How far was the officer able to achieve the targets? Comment on the officer's contribution, with the help of statistical data, if any, in the overall performance of the organization. Do you agree with what has been stated in Part II (2)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ افسر کے علم، تنظیمی اور نگرانی کرنے کی صلاحیت، تجزیاتی مہارت اور فیصلہ کرنے کی صلاحیت کے متعلق رائے دےں۔ کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کس حد تک کامیاب رہا/رہی۔ ادارے کی مجموعی کارکردگی میں افسر کے کردار کی اعداد و شمار کے حوالے سے نشاندہی کریں۔ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

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|   |   | A<br>الف | B<br>ب | C<br>ج | D<br>د |   |
|---|---|----------|--------|--------|--------|---|
| 1 | <b>Quality of work</b><br>Always produce work of exceptionally high Quality<br>ہمیشہ غیر معمولی معیار کا کام پیش کرتا ہے۔ |          |        |        |        | Generally produces work of poor quality.<br>عموماً ناقص معیار کا کام پیش کرتا ہے۔ |
| 2 | <b>Output of work</b><br>Always up-to-date; accumulates no arrears<br>ہمیشہ مستعد؛ کام جمع نہیں کرتا۔                     |          |        |        |        | Always behind schedule; very slow disposal.<br>ہمیشہ دیر سے کام ختم کرتا ہے۔      |

2. Integrity (Morality, uprightness and honesty)

دیانت (اخلاق، راست بازی، ایمانداری)

|    |   | A<br>الف | B<br>ب | C<br>ج | D<br>د |  |
|----|---|----------|--------|--------|--------|--|
| 1. | <b>Integrity</b><br><b>a. General</b><br>Irreproachable<br>خوش کردار        |          |        |        |        | Unscrupulous<br>غیر منطاط                    |
|    | <b>b. Intellectual</b><br>Honest & straightforward<br>ایماندار اور راست باز |          |        |        |        | Devious; Sycophant<br>کج رو، چاپلوس، خوشامدی |

3. Pen picture including the officer's strengths and weaknesses with focus on emotional stability, ability to work under pressure, communication skills and interpersonal effectiveness. (Weakness will not be considered as adverse entry unless intended to be treated as adverse).

قلمی خاکہ: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں، خصوصاً جذباتی ٹھہراؤ، دباؤ کی حالت میں کام کرنے کی صلاحیت، رابطہ اور یا بھی اقبام و تنظیم پیدا کرنے کی صلاحیت بیان کریں (کو تا ہی کو اس وقت تک منفی تصور نہ کیا جائے جب تک رپورٹنگ افسر ضروری نہ سمجھے)

4. Area and level of professional expertise with suggestions for future posting.

پیشہ وارانہ مہارت اور آئندہ تعیناتی کی نشاندہی

5. **Training and development needs.**

مزید تربیت کے لیے تجاویز

6. **Overall grading**

مجموعی درجہ

Very Good  
اچھا

Good  
اچھا

Average  
اوسط

Below Average  
اوسط سے کم

7. **Fitness for promotion**

ترقی کے لیے مناسبت

Comment on the officer's potential for holding a higher position and additional responsibilities.

افسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں

**Name of the reporting officer** \_\_\_\_\_

(Capital letters)

رپورٹنگ افسر کا نام (واضح حروف میں)

**Signature** \_\_\_\_\_

(دستخط)

**Designation** \_\_\_\_\_

عہدہ

**Date** \_\_\_\_\_

تاریخ

## PART IV

حصہ چہارم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائینگ افسر کی رائے)

1. **How often have you seen the work of the officer reported upon?**

افسر کا کام کس حد تک آپ کی نظر سے گزرتا رہا؟

|                                 |                    |                      |                    |
|---------------------------------|--------------------|----------------------|--------------------|
| Very frequently<br>اکثر و بیشتر | Frequently<br>اکثر | Rarely<br>شاذ و نادر | Never<br>کبھی نہیں |
|---------------------------------|--------------------|----------------------|--------------------|

2. **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 اس کی وجہ بیان کریں

3. **Overall grading**

مجموعی درجہ

|                    |              |                 |                             |
|--------------------|--------------|-----------------|-----------------------------|
| Very Good<br>اعلیٰ | Good<br>اچھا | Average<br>اوسط | Below Average<br>اوسط سے کم |
|--------------------|--------------|-----------------|-----------------------------|

4. **Recommendation for promotion** (Comment on the officer's potential for holding a higher position and additional responsibilities).

ترقی کے لیے سفارش

(افسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں)

5. **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 \_\_\_\_\_

(Capital letters)

کاؤنٹرسائٹنگ افسر کا نام (واضح حروف میں)

(دستخط)

Designation \_\_\_\_\_

عہدہ

Date \_\_\_\_\_

تاریخ

**PART V**

حصہ پنجم

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

دوسرے کاؤنٹرسائٹنگ افسر (بشرط موجودگی) کی رائے

Name \_\_\_\_\_

نام

Signature \_\_\_\_\_

(دستخط)

Designation \_\_\_\_\_

عہدہ

Date \_\_\_\_\_

تاریخ

### **GUIDELINES FOR FILLING UP THE PER**

- After initiation of their PER, the officers under report should immediately fill up the detachable 'certificate' giving names of the RO/CO and forward 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.
- 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 will be filled by the Reporting Officer while the Countersigning/Second Countersigning Officers will fill Parts IV and V respectively.
- 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 (1). The job descriptions may be finalized with the approval of the Head of the Organization or any person authorized by him.
- 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.
- 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.
- The Reporting Officers should carryout their assessment in Part III 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.
- The Reporting Officers should be careful in giving the overall and comparative gradings. Special care should be taken so that no officer is placed at an undue disadvantage.
- The Countersigning Officers should weigh the remarks of the RO against their personal knowledge of the officer under report, compare him with other officers of the same grade working under different Reporting Officers, but under the same Countersigning Officer, and then give their overall assessment of the officer. In case of disagreement with the assessment done by the Reporting Officer, specific reasons should be recorded by the Countersigning Officers in Part IV (2).
- 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.
- 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 the CR dossier. Reporting Officers should ensure that they properly counsel the officer under report before adverse remarks are recorded.
- 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.
- Reports should be consistent with the pen picture, overall grading and comparative grading.

### **IMPORTANT**

- Parts 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. The COs should finalize their comments in Part IV 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.
- Comparative grading only applies to officers falling in very good, good and average categories. This grading would not apply to anyone falling in below average category in Part III (6).