

GOVERNMENT OF KHYBER PAKHTUNKHWA

حکومت خیبر پختونخوا

Department /office \_\_\_\_\_

محکمہ / دفتر

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

سروس/گروپ

PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD

20

TO

20

ء۲۰

تا

ء۲۰

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 (واضع 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

زبانوں کا علم

[Please indicate proficiency in speaking (S), reading (R) and writing (W) (ل کی صلاحیت) اور لکھنے (ب)، اور لکھنے (ب)، اور لکھنے (ب)]

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 دورانیہ	Name of Institute 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 وجہ بھی بیان کریں۔

### PART III

### حصہ سوم

(EVALUATION BY THE REPORTING OFFICER)

-----

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

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

		A ا	B ب	C ج	D د	
1.	Intelligence زہانت					Dull; Slow کند ذہن، سست فہم

	Exceptionally bright; excellent comprehension انتہائی ذہین اور معاملہ فہم					
		A ا	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 کیلئے 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  Work well in a team مل جل کر اچھا کام کرتا/کرتی ہے					Difficult colleague مشکل رفیق کار
	iii) Subordinates ماتحتوں کے ساتھ Courteous and effective;					Discourteous and Intolerant

	Encouraging خوش اخلاق، مؤثر اور حوصلہ دینے والا/والی					بد اخلاق
7.	Behavior with public عوام کے ساتھ رویہ Courteous and helpful  خوش اخلاق اور معاون					Arrogant, discourteous and indifferent مغرور اور لاتعلق
		A ا	B ب	C ج	D د	
8.	Ability to decide routine matters روز مرہ معمولات کے فیصلے کرنے کی صلاحیت Logical and decisive منطقی اور فیصلہ کن					Indecisive; Vacillating متذبذب اور ڈانوائٹول
9.	Knowledge of relevant laws, rules, regulations, instructions and procedures متعلقہ قوانین، قواعد، ضوابط، ہدایت اور طریقہ 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 لا علم اور نا واقف
10.	Role of the officer in vaccination/ immunization campaign (applicable to district officers like DCOs, Political agent, EDOs Health and other dealing officers)					

## PART IV

### حصہ چہارم

#### (REPORTING OFFICER'S EVALUATION)

#### (رپورٹنگ افسر کا جائزہ)

- 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 (2) میں بیان کر 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 (2) 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 be considered as adverse entries unless intended to be treated as adverse)

قلمی خاکم: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں (کوٹاہی 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

		Reporting officer	Countersigning officer
(i)	Very Good		
(ii)	Good		
(iii)	Average		
(iv)	Below average		

## 7. Fitness for promotion

		Reporting officer	Countersigning officer
(i)	Fit for promotion		
(ii)	Recently promoted/appointed Assessment premature		
(iii)	Not yet fit for promotion		
(iv)	Unlikely to progress further		

Name of the Reporting Officer \_\_\_\_\_ Signature \_\_\_\_\_

(Capital letters) \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_

## Part V

### (REMARKS OF THE COUNTERSIGNING OFFICER)

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

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

Exaggerated

Fair

Biased

Name of the Countersigning Officer \_\_\_\_\_ Signature \_\_\_\_\_

(Capital letters) \_\_\_\_\_

Designation \_\_\_\_\_ Date \_\_\_\_\_



Part VI

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

Name\_\_\_\_\_Signature\_\_\_\_\_

Designation\_\_\_\_\_Date\_\_\_\_\_

#### GUIDELINES FOR FILLING UP THE PERs

- After initiating their PER, the officer under report should immediately fill up the detachable 'certificate' giving name of the RO/CO and send the same to the officer in charge of their respective confidential record. This exercise will ensure proper follow up of the pending performance evaluation report by the concerned ministry/division/Provincial government etc.
- Form should be filled in duplicate. Part I and Part 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 officer /Second Countersigning Officer will fill Part V and Part VI respectively. The rating in Part III should be recorded by initiating the appropriate box.
- Each Division, department, autonomous body and office etc, is required to prepare specific job description giving main duties of each job to be mentioned in Part II (i). The job description may be finalized with the approval of Head of the Organization on 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 year needs to be specifically mentioned.
- Assessment by the Reporting Officer should be job specific and confined to the work done by the officer during the period under report. They should avoid giving biased or evasive assessment of the officer under report, as the countersigning officer would be required to comment on the quality of the assessment made by them.
- The Reporting Officer should support their assessment in Part IV through comments against each characteristic. Their opinion 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 Countersigning Officer should weigh the remarks of the RO against their personal knowledge of the officer under report and then give their assessment Part V. In case of disagreement the Countersigning Officer should give specific reason in Part V. Similarly, if the Countersigning Officer differs with the grading or remarks given by the RO in Part III they should score it out and give their own grading by initiating the appropriate box.
- The countersigning officer 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 RO.
- The CO 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 irremediable should be communicated to the officer under report, with a copy of communication placed in his /her CR dossier. RO should ensure that proper counseling is given to the officer under report before remarks are recorded.
- The RO and CO should be clear, direct, objective and unambiguous in their remarks, vague impression based on the inadequate knowledge or isolated incidents should be avoided.
- Reports should be consistent with the pen picture, overall grading and comparative grading.

#### **IMPORTANT**

- Part I and Part II of the PER should be duly filled and dispatched to the RO not later than the 15<sup>th</sup> of January. The ROs should forward the report to the CO within two weeks of receipt after giving their views in Part III and IV. The Cos should then finalize their comments in Part V within two weeks of the receipt of PER. The second CO, if any, should also complete their assessment within a period of two weeks.
- Name and designation of RO/CO should be clearly written. Comments should be legible and in the prescribed format and which can be easily scanned.
- Personal 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.