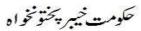
CERTIFICATE

Certified that I			
	(Name of Officer)	(Group/Service)	(BS)
have on	submitted my Perform	mance Evaluation Report.	
(Date)			
to			
	(Name/Designation of	Reporting Officer)	
My countersigning office	er is		
way countersigning office		esignation of Countersigning O	fficer)

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



artment/Office	Serv	ice/Group
امحكمه اوفتر	پ	سروس/گرو.
PERFORM	IANCE EVALUATION R کارکردگی رپورٹ	EPORT
FOR THE PERIOD	20 TO	20 برائ حوصہ
	PART I	
(TO BE FILLED IN	BY THE OFFICER REP (متعاقبہ افسر خود پُر کریں)	ORTED UPON)
Name (in block letters <u>)</u> (پام(واقع حروف پیس		
Personnel number افغرادی نمبر		
Date of entry in service کازمت افتیارکرنے کی تاریخ)	
Post held during the po پژن ظرعرصه میں عبدہ (مع اسکیل)	eriod (with BPS)	
میں طر فرصدی تاہیں ہیدہ (من اسین) Academic qualification	ıs	
Knowledge of language reading (R) and writing (•	ciency in speaking (S),
` زیا نوں کاعلم	•	(بو لنے(ب)، بڑھنے(ب)، اور لکھنے(

8. Participation in conference, seminars, and meetings during the period reported upon

متعلقة عرصه کے دوران کانفرنسول، سیمینارو ل اورا جلاسوں میں شرکت

Title موضوع	Country	Duration with dates تاریخوں کے ساتھ دورانیہ
0,,,	(C-CM/2)	الريدون مع الموروراتي

9. Period served

عرصه ملازمت

(i) In present post

موجوده عبده پر

(ii) Under the reporting officer

ریورٹنگ افسر کے ماتحت

PART II

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعاقبه افسرخود پُر کری)

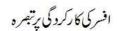
1. Job description

ذمهدار بول کی تفصیل فصیل 2. Significant achievements during the evaluation period پیش نظر عرصہ میں نمایاں کا م کی تفصیل

PART- III حصهسوم

(EVALUATION BY THE REPORTING OFFICER) (رپورتنگ افسر کا جائزه)

1. Comments on the Officer's Performance



2. Assessment of officer's

متعلقه افسر كاجائزه بابت

I). Strategic vision متنتبل کے لیے تکہتے ملی

مسلم کے لیے حکمت کا وضع کرنے کی صلاحیت (Ability to transform the organization in view of changing Environment)

بدلتے ہوئے ماحول کی روشنی میں ادارے کے متقبل کا تصور کرنا

II). Integrity

(Morality, uprightness, honesty and commitment to national interest)

راست بازی،ایمانداری اورقو می مفادات کے ساتھ وابستگی

III) Ability to supervise, guides, and motivate subordinates

ما تحت ملاز مین کی تگرانی ،رہنمائی اور متحرک کرنے کی قابلیت

IV) Area of professional expertise with recommendation for future posting

پیشه وارانه مهارت اورآ سنده تعیناتی کی نشاند بی

3.	Pen picture
	قلمی خ <mark>اک</mark> ه

4.	Overall	grading
т.	Ovcian	graunig

5. Comparative grading

Name of the reporting officer	Signature	
ر پورٹنگ افسر کانام ا	(وستخط)	

Designation	Date
عهده	تارىخ. تارىخ

GUIDELINES FOR FILLING UP THE PER

- After initiation of their PER, the officers under report should immediately fill up the detachable 'Certificate' and send the same to the Officer Incharge of their respective confidential records.
 This exercise is aimed at ensuring 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 fitted by the officer under report and should be typed white Part III will be filled by the filling Officer.
- Each Division. Department, autonomou.
 descriptions giving main duties of each j.
 be mentioned in Part-II. 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. Achievements should be quantified wherever possible.
- a 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.
- * The Reporting Officers should record 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 Offices should be careful in giving the overall and comparative gradings. Special care should be taken so that no officer is placed at an undue deadvantage.
- All adverse remarks whether remediable or inemediable 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 given.
- The Reporting Officers should be clear, direct, objective and unambiguous in their remarks. Vague impressions based on inadequate knowledge or isolated incidents should be availed.
- 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 finalize the report within two weeks of receipt after glving their views in Part III.
- Name and designation of the Reporting 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.