

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 پختونخواہ

Department/Office _____

Service/Group _____

محکمہ / دفتر

سروس / گروپ

PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD

20 TO

20

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۲۰ء تا

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

متعلقہ عرصہ کے دوران کانفرنسوں، سیمیناروں اور اجلاسوں میں شرکت

Title موضوع	Country ملک	Duration with dates تاریخوں کے ساتھ دورانیہ

9. Period served

عرصہ ملازمت

(i) In present post

موجودہ عہدہ 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 پُر کریں)

1. Job description

ذمہ داریوں کی تفصیل

2. Significant achievements during the evaluation period

پیش نظر عرصہ میں نمایاں کام کی تفصیل

PART- III

حصہ سوم

(EVALUATION BY THE REPORTING OFFICER)

(رپورٹنگ افسر کا جائزہ)

1. Comments on the Officer's Performance

افسر کی کارکردگی پر تبصرہ

2. Assessment of officer's

متعلقہ افسر کا جائزہ بابت

I). Strategic vision

مستقبل کے لیے حکمت عملی
وضع کرنے کی صلاحیت

(Ability to transform the organization in view
of changing Environment)

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

II). Integrity

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

راست بازی، ایمانداری اور قومی مفادات کے ساتھ وابستگی

III) Ability to supervise, guides, and motivate subordinates

ماتحت ملازمین کی نگرانی، رہنمائی اور متحرک کرنے کی قابلیت

IV) Area of professional expertise with recommendation for future posting

پیشہ وارانہ مہارت اور آئندہ تعیناتی کی نشاندہی

3. Pen picture

قلمی خاکہ

4. Overall grading

مجموعی درجہ

Very Good
اعلیٰ

Good
اچھا

Average
اوسط

5. Comparative grading

نسبتی درجہ

Top 10%
پہلے دس فیصد میں

Next 20%
اگلے بیس فیصد میں

Next 70%
باقی ستر فیصد میں

Name of the reporting officer _____

رپورٹنگ افسر کا 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' 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 filled by the officer under report and should be typed while Part III will be filled by the Reporting Officer.
- 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. 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.
- 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 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.
- All adverse remarks whether remediable or irremediable 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 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 finalize the report within two weeks of receipt after giving 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.

Per guidelines