

**PER SUBMISSION CERTIFICATE FROM OFFICER REPORTED UPON**

Certified that I \_\_\_\_\_  
(Name of Officer)

\_\_\_\_\_ have on \_\_\_\_\_ submitted my  
(Designation/BS/Group/Service) (Date)

Performance Evaluation Report for the period from \_\_\_\_\_

To be initiated by \_\_\_\_\_  
(Name/Designation of Reporting Officer)

To be countersigned by \_\_\_\_\_  
(Name/Designation of Countersigning Officer)

Signatures \_\_\_\_\_

To,

(Serving Administration  
/Ministry/ Department) \_\_\_\_\_

CC :  
Director  
(Confidential),  
NHA- HQ Islamabad.

Instructions for Officer Reported Upon.

**Extract of Para-6.7 of AGPE-2004 and Guideline for filling up of PER**

- PER along with Submission Certificate should be prepared annually at the close of each calendar year which is required to be dispatched to the Officer In-charge entrusted with the maintenance of his/her C.R dossier and copy of above certificate must also be forwarded to Confidential Section NHA HQ, please.
- Part I and II of PER are required to be filled in typed and signed by the officer reported upon.

## **IMPORTANCE OF PER IN CAREER PLANNING**

*The Performance Evaluation Report (PER) is an important document which should be completed by the stakeholders with utmost care in stipulated time period. It is required during the appointments as well as promotions have to be made.*

### **Instructions for Officer Reported Upon/Reporting Officer/Countersigning Officer/Second Countersigning Officer (if applicable) / Expunging Authority**

Officer Report Upon	PER along with Submission Certificate should be prepared annually at the close of each calendar year which is required to be dispatched to the Officer Incharge entrusted with the maintenance of his/her C.R dossier and copy of above certificate must also be forwarded to Establishment Division.
Concerned Administration.	After initiation/submission of above certificate along with set of PERs, the concerned administration will on the same date forward the same to Reporting Officer. This shall enable to ensure follow-up and prompt retrieval of PERs from the Reporting/Countersigning Officers.
R.O/CO/2 <sup>nd</sup> C.O (if applicable)	After receiving PERs from administration, R.O will complete the same within two weeks. After that C.O will countersign in the next two weeks and 2 <sup>nd</sup> Countersigned (if applicable) in subsequent two weeks and must follow the guidelines mentioned in backside of PER form.
Expunging Authority in case of adverse remarks	The role of expunging authority is as a judge who examine/decide the representation of the officer reported upon and comments of the C.O on the representation under paras-3.40,3.41 and instructions provided on the backside of PER form of AGPE-2004.
The concerned administration will get the PER completed and must be forward to Establishment Division under para-2.37 & 2.38 of AGPE-2004 as per given schedule	Officers of Grade 21 and 20 ..... 31st January Officers of Grade 19 ..... 28th February Officers of Grade 18 and 17 ..... 31st March

- Failing which disciplinary proceedings will be initiated under para-2.35 (iii) & (iv) of AGPE-2004 which is as under:-

*(iii) The President is pleased to direct that the reporting officers concerned will be held responsible for ensuring that the reports of the officers working under them are written in time and sent to the Establishment Division/Administrative Ministry concerned when due with the least delay.*

*(iv) In case the President received further complaints in this regard, serious notice will be taken thereof and defaulting officers will be liable to disciplinary action.*

**FOR OFFICERS IN BPS 17 & 18**

اسکیل ۱۷ اور ۱۸ کے افسران کے لیے

**RESTRICTED**

محدود

**GOVERNMENT OF PAKISTAN**

حکومت پاکستان

Ministry /Division/ \_\_\_\_\_

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

Department/Office \_\_\_\_\_

وزارت / ڈویژن / محکمہ / دفتر

سروس / گروپ

**PERFORMANCE EVALUATION REPORT**

کارکردگی رپورٹ

FOR THE PERIOD

20

TO

20

۲۰

۲۰

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 (پ)، پڑھنے (پ)، اور لکھنے (ل) 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 دورانیہ	Name of institution and country 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 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۔ 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)

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

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



		A الف	B ب	C ج	D د	
2.	<b>Confidence and will power</b> خود اعتمادی اور قوت ارادی Exceptionally confident and resolute انتہائی پُر اعتماد اور مستقل مزاج					Uncertain; hesitant عدم اعتماد اور ہچکچاہٹ کا شکار
3.	<b>Acceptance of responsibility</b> ذمہ داری اٹھانے کی آمادگی Always prepared to take on responsibility even in difficult cases. مشکل معاملات میں بھی ذمہ داری اٹھانے کے لیے ہمیشہ آمادہ					Reluctant to take on responsibility; will avoid it whenever possible. ذمہ داری اٹھانے سے گریز کرنے والا
4.	<b>Reliability under pressure</b> 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.	<b>Financial responsibility</b> 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.	<b>Relations with -</b> تعلقات (i) Superiors - اعلیٰ افسران کے ساتھ Cooperative and trusted معاون اور قابل اعتماد					Un-cooperative غیر معاون
	ii) Colleagues رفقاء کار کے ساتھ Works well in a team میں جل کر اچھا کام کرتا/ کرتی ہے					Difficult colleague مشکل رفیق کار
	iii) Subordinates - ماتحتوں کے ساتھ Courteous and effective; encouraging خوش اخلاق، مؤثر اور حوصلہ دینے والا/ والی					Discourteous and intolerant; بد اخلاق
7.	<b>Behavior with public</b> عوام کے ساتھ رویہ Courteous and helpful - خوش اخلاق اور معاون					Arrogant, discourteous and indifferent مغرور اور لاتعلیق
8.	<b>Ability to decide routine matters</b> روزمرہ معمولات کے فیصلے کرنے کی صلاحیت Logical and decisive - منطقی اور فیصلہ کن					Indecisive; Vacillating متذبذب اور ڈانواں ڈول

		A الف	B ب	C ج	D د	
9.	<b>Knowledge of relevant laws, rules, regulations, instructions and procedures.</b> متعلقہ قوانین، قواعد و ضوابط، ہدایات 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 Uninformed. الاعلم اور ناواقف

**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؟

---

---

---

---

---

---

---

---

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

2. Integrity (Morality, uprightness and honesty) - دیانت (اخلاق، راست بازی، ایمانداری)

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

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).

قلمی خاکہ: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں (کو تاہی 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 کاؤنٹر سائننگ 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 کاؤنٹر سائننگ 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 \_\_\_\_\_

(Capital letters)

رپورٹنگ افسر کا نام (د واضح حروف میں)

Signature \_\_\_\_\_

(دستخط)

Designation \_\_\_\_\_

عہدہ

Date \_\_\_\_\_

تاریخ

## PART V

حصہ پنجم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹر سائننگ 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 وجہ بیان کریں

2. Evaluation of the quality of assessment made by the reporting officer

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹر سائننگ افسر کی رائے

Exaggerated  
(مبالغہ آمیز)

Fair  
(مناسب)

Biased  
(جانب دار)

Name of the countersigning officer \_\_\_\_\_ Signature \_\_\_\_\_  
(Capital letters)

کاؤنٹر سائننگ افسر کا نام (واضح حروف میں)

(دستخط)

Designation \_\_\_\_\_

عہدہ

Date \_\_\_\_\_

تاریخ

## PART VI

حصہ ششم

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

دوسرے کاؤنٹر سائینگ 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 carry out 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 ratings. 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).