

**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	<p>Officers of Grade 21 and 20 ..... 31st January</p> <p>Officers of Grade 19 ..... 28th February</p> <p>Officers of Grade 18 and 17 ..... 31st March</p>

- 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.*



Name \_\_\_\_\_

Designation \_\_\_\_\_

7. Training received during the evaluation period

Name of course attended	During with dates	Name of institution and country

8. Period served

(i) In present post \_\_\_\_\_ (ii) Under the reporting officer \_\_\_\_\_

**PART II**

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. Job description

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.

Name \_\_\_\_\_

Designation \_\_\_\_\_

**PART III**

**(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	B	C	D	
1.	Intelligence Exceptionally bright; excellent comprehension					Dull; slow
2.	Confidence and will Power Exceptionally confident and resolute					Uncertain; hesitant
3.	Acceptance of responsibility Always prepared to take on responsibility even in difficult cases					Reluctant to take on responsibility will avoid it when ever possible
4.	Reliability under pressure Calm and exceptionally reliable at all times					Confused and easily flustered even under normal pressure.
5.	Financial responsibility Exercise due care and discipline					Irresponsible
6.	Relations with i) Superiors Cooperative and trusted					Un-cooperative
	ii) Colleagues Works well in a team					Difficult colleague
	iii) Subordinates					Discourteous and intolerant;
7.	Behavior with public Courteous and helpful					Arrogant, discourteous and indifferent.
8.	Ability to decide routine matters					



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

Name \_\_\_\_\_ Designation \_\_\_\_\_

7. Fitness for Retention

		Reporting officer	Countersigning
(i)	Fit for Retention		
(ii)	Not fit for Retention		

Name of the reporting officer \_\_\_\_\_ Signature \_\_\_\_\_

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

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

**PART V**

(REMARKS OF THE COUNTERSIGNING OFFICER)

1. CLEARANCE FROM AUDIT PARAS:-

- a. It is hereby certified that there is no Audit Para pending against the officer reported upon during the period under review.

Audit Para/s	Signature of the Officer
Yes/No	

- b. Following Audit Para/Paras has/have been reported/observed against the officer reported upon during the period under review by Internal/External Audit.  
(Please mentioned all the Audit Para)

2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons.

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

Exaggerated

Fair

Biased

Name of the countersigning officer \_\_\_\_\_ Signature \_\_\_\_\_

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

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

Name \_\_\_\_\_ Designation \_\_\_\_\_

**PART VI**

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

Name \_\_\_\_\_ Signature \_\_\_\_\_

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



**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 In-charge 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 Officer 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 Officer 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 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 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 Officer, 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 report 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 underreport 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.

Name \_\_\_\_\_

Designation \_\_\_\_\_

**IMPORTANT**

- Parts I and II of the PER should be duly filled and dispatched to the Reporting Officer before the expiry date of contract. 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 then 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 Officer should be clearly written. Comments should be legible and in the prescribed format and which can be easily scanned.
- 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).

