

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 nd 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 nd 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.

GOVERNMENT OF PAKISTAN
COMMUNICATION DIVISION
NATIONAL HIGHWAY AUTHORITY
 Admn Wing (Confidential Section)

Draughtsman / Tracer (Regular)

ANNUAL
SPECIAL

CONFIDENTIAL REPORT FOR PERIOD, From: _____ To: _____

1.	Name _____ Father's Name _____ Qualification _____
2.	Class _____
3.	Scale of pay and present pay _____
4.	Date of increment _____
5.	Date of appointment with total service _____
6.	Age _____
7.	Branches in which employed during the year with period _____
8.	PROFICIENCY IN :--
	a) Ability to prepare drawings from rough sketches _____
	b) Ability to appreciate constructional details _____
	c) Draughtsmanship _____
	d) Speed of work _____
	e) Neatness _____
9.	OBSERVATIONS ON :--
	a) Intelligence _____
	b) Energy in applying himself to work _____
	c) Behavior and assistance rendered to other staff _____
	d) Amenability to discipline _____
	e) Skill in drafting _____
10.	Is he doing his present job satisfactorily or not?
11.	Do you consider him fit for promotion?
12.	General Remarks _____
	Name _____
	Designation _____
	Date _____
<u>COUNTERSIGNED</u>	

CERTIFICATE

Certified that I _____
(Name of Official) Personnel Number (if allotted)

_____ have on _____ submitted my
(Group/Service) (BPS) (Date)

Performance Evaluation Report for the period _____

to _____
(Name/Designation of Reporting Officer)

My countersigning officer is _____
(Name/Designation of Countersigning Officer)

Signature _____

Designation / Department _____

Note:-This certificate is required to be dispatched by the officer being reported upon to the Officer In-charge entrusted with the maintenance of his/her C.R dossier on the same date the PER is forwarded to his/her reporting officer.