

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.

FOR REGULAR OFFICERS IN BPS 19 & 20

CONFIDENTIAL

اسکیل ۱۹ اور ۲۰ کے افسران کے لیے

بسیغہ راز

GOVERNMENT OF PAKISTAN

حکومت پاکستان

Ministry /Division/ _____
Department/Office _____

Service/Group _____

وزارت / ڈویژن / محکمہ / دفتر

سروس / گروپ

PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD _____ 20 TO _____ 20
:۳۰ _____ ۳۰ ء _____ ۳۰

PART I

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. **Name** (in block letters) _____
Father's Name _____
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)

Note: This PER should be printed on pink papers.

8. **Training received during the evaluation period** (Training courses attended earlier, if any, may please be listed separately on the back page of the report).

متعلقہ عرصہ کے دوران تربیت کی تفصیل (اس سے پہلے تربیتی کورسوں میں شرکت، رپورٹ کے صفحہ کی پشت پر درج کریں)

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 پر کریں)

1. **Job description**

ذمہ داریوں کی تفصیل

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.

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)

1. Please comment on the officer's performance on the job as given in Part II (2) with special reference to his knowledge of work, ability to plan, organize and supervise, analytical skills, competence to take decisions and quality and quantity of output. How far was the officer able to achieve the targets? Comment on the officer's contribution, with the help of statistical data, if any, in the overall performance of the organization. Do you agree with what has been stated in Part II (2)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ افسر کے علم، تنظیمی اور نگرانی کرنے کی صلاحیت، تجزیاتی مہارت اور فیصلہ کرنے کی صلاحیت کے متعلق رائے دےں۔ کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کی حد تک کامیابی رہا/رہی۔ ادارے کی مجموعی کارکردگی میں افسر کے کردار کی اعداد و شمار کے حوالے سے نشاندہی کریں۔ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

		A الف	B ب	C ج	D د	
1	Quality of work Always produce work of exceptionally high Quality بیشد غیر معمولی معیار کا کام پیش کرتا ہے۔					Generally produces work of poor quality. عموماً قس معیار کا کام پیش کرتا ہے۔

2	Output of work 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۔
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2. Integrity (Morality, uprightness and honesty)

دیانت (اخلاق، راست بازی، ایمان داری)

		A الف	B ب	C ج	D د	
1.	Integrity a. General Irreproachable خوش کردار					Unscrupulous غیر منطوق
	b. Intellectual Honest & straightforward ایماندار اور راست باز					Devious; Sycophant گھڑ: چالوں، خوشامدی

3. Pen picture including the officer's strengths and weaknesses with focus on emotional stability, ability to work under pressure, communication skills and interpersonal effectiveness. (Weakness will not be considered as adverse entry unless intended to be treated as adverse).

قلمی خاکہ: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں، خصوصاً جذباتی ٹھہراؤ، دباؤ کی حالت میں کام کرنے کی صلاحیت، رابطہ اور باہمی اقبام و تقسیم پیدا کرنے کی صلاحیت بیان کریں (کو تا ہی کو اس وقت تک منفی تصور نہ کیا جائے جب تک رپورٹ تک افسر ضروری نہ سمجھے)

4. Area and level of professional expertise with suggestions for future posting.

پیشہ وارانہ مہارت اور آئندہ تعیناتی کی نشاندہی

5. **Training and development needs.**

مزید تربیت کے لیے تجاویز

6. **Overall grading**

جموعی درجہ

Very Good
اچھا

Good
اچھا

Average
اوسط

Below Average
اوسط سے کم

7. **Fitness for promotion**

ترقی کے لیے مناسبت

Comment on the officer's potential for holding a higher position and additional responsibilities.

افسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں

Name of the reporting officer _____
(Capital letters)

رپورٹنگ افسر کا نام (واضح حروف میں)

Signature _____

(دستخط)

Designation _____

عہدہ

Date _____

تاریخ

PART IV

حصہ چہارم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائینگ افسر کی رائے)

1. **How often have you seen the work of the officer reported upon?**

افسر کا کام کس حد تک آپ کی نظر سے گزرتا رہا؟

Very frequently اکثر و بیشتر	Frequently اکثر	Rarely شاذ و نادر	Never کبھی نہیں
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2. **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 اس کی وجہ بیان کریں

3. **Overall grading**

مجموعی درجہ

Very Good اعلیٰ	Good اچھا	Average اوسط	Below Average اوسط سے کم
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4. **Recommendation for promotion** (Comment on the officer's potential for holding a

ترقی کے لیے سفارش

higher position and additional responsibilities).

(افسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں)

5. **Evaluation of the quality of assessment made by the reporting officer.**

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹرسائٹنگ افسر کی رائے

Exaggerated
(مبالغہ آمیز)

Fair
(مناسب)

Biased
(جانب دار)

Name of the countersigning officer _____ Signature _____

(Capital letters)

کاؤنٹرسائٹنگ افسر کا نام (واضح حروف میں)

(دستخط)

Designation _____

عہدہ

Date _____

تاریخ

PART V

حصہ پنجم

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

دوسرے کاؤنٹرسائٹنگ افسر (بشرط موجودگی) کی رائے

Name _____

نام

Signature _____

(دستخط)

Designation _____

عہدہ

Date _____

تاریخ

