

GOVERNMENT OF PAKISTAN

(Name of Ministry/Division/Department/Office)

ANNUAL
SPECIAL

PERFORMANCE REPORT FOR THE PERIOD FROM _____ 20 TO _____ 20

PART I

-
1. Name (in block letters) _____
 - a. Father's Name _____
 2. Designation _____
 3. Academic Qualifications (Highest) _____
 4. Date of birth _____ Place of birth _____
 5. Date of Appointment with Total Service _____
 6. Knowledge of Languages _____
 7. Special training _____
-

Post and BPS	Period	Pay and Scale

S.121.A(Rev.)

PLEASE SEE INSTRUCTIONS ON PAGE 4 OF THIS FORM

PART II

The rating should be recorded by initialling the appropriate column or box.

“A1” Very Good; “A” Good; “B” Average; “C” Below Average; “D” Poor.

	A1	A	B	C	D	Remarks
1. Intelligence and mental alertness.						
2. Judgement and sense of proportion						
3. Initiative and drive						
4. Power of expression: (a) Writing (b) Speech						
5. Ability to plan, organize and supervise work.						
6. Quality and output of work.						
7. Perseverance and devotion to duty.						
8. Capacity to guide and train sub-ordinates						
9. Co-operation and tact.						
10. Integrity: (a) Intellectual (b) Moral						
11. Sense of responsibility: (a) General (b) In financial matters						
12. Personality						
**13.						
**14.						
**15.						
**16.						
**17.						
*18. Interest in social Welfare	Take interest in social welfare activities <input type="checkbox"/>				Is inclined to treat this aspect of his duty as routine function. <input type="checkbox"/>	
*19. Interest in economic development.	Is interest in planning and execution of development schemes. <input type="checkbox"/>				Is inclined to treat this aspect of his duty as routine function. <input type="checkbox"/>	
*20. Behaviour with public	Is modest and helpful <input type="checkbox"/>				Is inclined to be arrogant. <input type="checkbox"/>	
21. Standard of living	Lives within known means of income. <input type="checkbox"/>				Reported to be living beyond known means of income. <input type="checkbox"/>	
22. Observance of security measures	Takes reasonably good care <input type="checkbox"/>				Inclined to be negligent <input type="checkbox"/>	
23. Punctuality	Punctual <input type="checkbox"/>				Unpunctual <input type="checkbox"/>	
24. Touring	Adequate and systematic <input type="checkbox"/>				Inadequate or unsystematic <input type="checkbox"/>	

*To be initialled only when applicable.

** Please see instruction A-1 on page-4.

A. INSTRUCTIONS FOR PERFORMANCE REPORT

1. This form has been designed to cover the basic qualities of an officer, Where necessary, comments on other qualities required of an officer belonging to a specialized service or employed on a particular kind of duties, should be made in the blank space provided against items 13-17 of part II, should issue administrative Instructions in this behalf to the reporting officers under them, indicating the specific qualities required for any particular group or post deserving special mention in the form is initially prepared by office for individual officers.
2. The report should be initiated by the next higher officer and countersigned by an officer higher than the reporting officer both being concerned with the work of the officer reported upon.
3. (i) When an adverse remark is made in the performance report of any officer, a copy of the whole report should be furnished to him, at the earliest opportunity and in any case within one month from the date the report is countersigned, with ad.o. letter, a copy of which should be signed and returned by him in acknowledgement of the report. A serious view should be taken of any failure on the part of the official concerned to furnish a copy of the report attaining adverse remarks to the officer reported upon.

(ii) The officers making representation against adverse remarks recorded in their performance reports should not make any personal remarks or remarks against the integrity of the Reporting Officers. Violation of this rule will be considered misconduct and will also render the representation liable to be summarily rejected.
4. When report is built upon on the individual opinions of the reporting and countersigning officers, it is only the opinion as accepted by the latter which should be communicated.
5. Remarks in cases where the reporting/countersigning officer suspends judgment should not be communicated.
6. Any remarks to the effect that the officer reported upon has or has not taken steps to remedy the defects pointed out to him in a previous year, should also be communicated.
7. The adverse remarks should be communicated by the senior officer in-charge of establishment matter.
8. If any officer has been receiving adverse remarks for two successive years from the same reporting officer, take up the question of placing him under another reporting officer.

B. INSTRUCTIONS FOR THE OFFICERS RESPONSIBLE FOR THE CUSTODY OF CHARACTER ROLLS.

1. Arrange for the completion of the routine part of form and send it to the reporting officer concerned.
2. On receipt of the completed form from the reporting officer, submit it along with relevant character roll, to the countersigning officer concerned.
3. Go through each report carefully in order to see if there are any adverse remarks underlined in red ink. If so, arrange to have them communicated to the officer concerned immediately with the direction that his representation, if any, should be submitted within a fortnight of the receipt of those remarks by him.
4. Fill column 4 of the folder and with receipt of representation. Arrange to obtain a decision on the representation, if any, and communicate it to the officer concerned within one month. Place a copy of the decision in the dossier.
5. In case of officers in BPS-16 send the duplicate copies of the confidential reports to the administrative Department/Ministry concerned. If the officer belongs to the Ministry, keep the duplicate as well as the original in your own office.
6. Place the report in the folder (S-121-A(i), and make necessary entries thereon. Place the folder in the envelope (S-121-A(ii) and make entries in the column provided thereon. When you have to send the dossier out, make entries in the relevant columns of the envelope, and retain it with you.
7. If any officer has been receiving adverse remarks for two successive years from the same reporting officer, take up the question of placing him under another reporting officer.

C. INSTRUCTION FOR THE REPORTING OFFICERS.

1. While reporting on your subordinates.
 - i) Be as objective as possible.
 - ii) Be as circumspect as possible.
 - iv) Avoid exaggeration and gross understatement.
2. State whether any of the defects reported have already been brought to the notice of the officer concerned and also whether he has or has not taken steps to remedy them.
3. Fill this form in duplicate by initialing the relevant boxes in both the original and the duplicate copies. You may if necessary, have your views under "Pen Picture" typed, but in the that case, affix your signature at the end of the "Pen Picture".
4. Where two or more qualities are bracketed together in Part-II and the officer reported upon possesses only one of them, bring this fact out in "Remarks" column, e.g., if an officer is cooperative, but not tactful, say so.
5. After completing Parts II and III, send the form to the officer having custody of the relevant character roll in your office.

D. INSTRUCTIONS FOR THE COUNTERSIGNING

1. Weigh the remarks of the Reporting Officer against (a) your personal knowledge, if any, of the officer reported upon; (b) the previous reports in his character roll, and then give your own remarks in Part IV.
2. If you consider that a particular remark of the Reporting Officer is wrong and should be expunged, score it out in red ink, give your own remarks either against the relevant entry in the "Remarks" column in Part II or under "Remarks of the Countersigning Officer" in Part IV.
3. See whether any adverse remarks were communicated to the officer in a previous year and, if so whether or not he has taken steps to remedy the defects pointed out to him. Comment on this aspect unless the Reporting Officer has already done so.
4. Underline red ink remarks which, in your opinion, are adverse and should be communicated to the officer concerned. Please see also instructions 3 to 6 under A. Instruction for Ministries, Departments, etc.
5. After countersigning the form, return it to the officer responsible for the custody of the character roll.

