

*Administration*

ABDUL WALI KHAN UNIVERSITY, MARDAN



**PERFORMANCE EVALUATION REPORT  
FOR  
OFFICER IN BPS-17 & ABOVE**



CERTIFICATE

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

have on \_\_\_\_\_ submitted my performance Evaluation Report

to \_\_\_\_\_  
(Name/Designation on Reporting Officer)

My countersigning officer is \_\_\_\_\_  
(Name/Designation of countersigning Officer)

\_\_\_\_\_  
Name/Designation/Department of Officer

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

Guidelines 1

# ABDUL WALI KHAN UNIVERSITY, MARDAN

Department/Officer \_\_\_\_\_ Service/Group \_\_\_\_\_

## PERFORMANCE EVALUATION REPORT

For the period 20 \_\_\_\_\_ to 20 \_\_\_\_\_

### PART I

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Name (in block letters) \_\_\_\_\_
2. Personnel number \_\_\_\_\_
3. Date of entry in service \_\_\_\_\_
4. Date of entry in service \_\_\_\_\_
5. Post held during the period (with BPS) \_\_\_\_\_
6. Academic qualifications \_\_\_\_\_  
\_\_\_\_\_
7. Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and Writing (W))  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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)

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

9. Period served

I In present \_\_\_\_\_ ii. Under the reporting officer \_\_\_\_\_

**PART II**

**(TO BE FILLED IN BY THE OFFICER REPORTED UPON)**

1. Job description

### PART III

#### (REPORTING OFFICER'S EVALUATION)

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 of 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)?



2. Integrity (Morality, uprightness and honesty)  
(راست بازاری، ایمان داری، دیانت)

3. Pen picture including the officer's strengths and weakness 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)

تفصیلی خاکہ: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں، خصوصاً جذباتی ٹھنہراؤ، دباؤ کی حالت میں کام کرنے کی صلاحیت، رابطہ اور باہمی اہتمام و تقسیم بیجا کرنے کی صلاحیت بیان کریں (کمزوری کا اس وقت تک حلی تصور نہ کیا جائے، جب تک رپورٹک افضر ضروری 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 لئے تجاویز

## 6. Overall grading

مجموعی درجہ

Very Good  
بہلی

Good  
اچھا

Average  
اوسط

Below Average  
اوسط سے کم

## 7. Comparative Grading

نسبتی درجہ

Compared to other officers of his rank, the officer falls in

ہم منصب افسران کے مقابلہ میں آپ اس افسر کا تہین کہاں کریں گے

To 10%

Next 20%

Next 70%

## 8. Fitness for promotion

ترقی کیلئے 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 \_\_\_\_\_ Signature \_\_\_\_\_

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

رپورٹنگ افسر کا نام (دائیں حروف میں)

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

عہدہ

تاریخ



**PART IV**  
**(REMARKS OF THE COUNTERSIGNING OFFICER)**  
(کاؤنٹرسائنگ 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 سبھی 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 بہلی	Good اچھا	Average وسط	Below Average اوسط سے کم
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4. Recommendation for promotion  
ترقی کے لئے سفارش

(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)



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

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

Exaggerated  
مبالغہ آمیز

Fair  
مناسب

Biased  
جانب دار

Name of the countersigning officer

Signature \_\_\_\_\_

(Capital letters)

کاؤنٹرسائننگ افسر کا نام (دو اشح حروف میں)

دستخط

Designation

Date: \_\_\_\_\_

PART V

حصہ پنجم

(REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY))

دوسرے کاؤنٹرسائننگ افسر (بشرط موجودگی کی رائے)

Name \_\_\_\_\_

Signature \_\_\_\_\_

نام

دستخط

Designation \_\_\_\_\_

Date \_\_\_\_\_

عہدہ

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, Part 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 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 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 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 officers under report, compare him with other officers of the same grade working under different reporting Officers, but under the same countersigning, 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 irremediable 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 15<sup>th</sup> of January. The ROs should forward the report to the Countersigning Officer within two weeks of receipt after giving their views in Part 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 the 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 P.O/CO in the choice of language.
- Comparative grading only applies to officers falling in very good, good and average category in part III (6).