

**AZAD GOVT. OF THE STATE OF JAMMU & KASHMIR**

آزاد حکومت ریاست جموں و کشمیر

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

محلہ / دفتر \_\_\_\_\_ سروس / گروپ \_\_\_\_\_

**PERFORMANCE EVALUATION REPORT**

کارکردگی رپورٹ

FOR THE PERIOD

20

TO

20

۲۰

تا

۲۰

برائے عرصہ

**PART 1**

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

متعلقہ افسر خود پُر کریں

1. Name (in block letters) \_\_\_\_\_

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 (معہ 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

---

---

---

8. **Training received during the evaluation period** <sup>1</sup> (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 سٹوکیہ پست پر درج کریں)

Name of course attended کورس کا نام	Duration with dates تاریخوں کے ساتھ دورانیہ	Name of institution and country اوارے اور ملک کا نام

9. **Period served**

عرصہ ملازمت

(i) In percent post

سودہ موجودہ عہدے پر

(ii) Under the reporting officer

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 حصہ میں نمایاں کام کو اعداد و شمار کے ساتھ مختصر بیان کریں۔ اہداف اور کارکردگی کو نمایاں طور پر نکھیں۔ اہداف تکمیل رہ جانے کی وجہ بھی بیان کریں

Class/ Classes	Total Calender Periods	Periods Attended	Students		Result %age
			Passed	Failed	

### PART III

حصہ سوم

#### (REPORTING OFFICER'S EVALUATION)

(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 فیصلے کرنے کی صلاحیت کے متعلق رائے دیں۔ کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کس حد تک کامیاب 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؟

2. **Integrity (Morality, uprightness and honesty)**  
**دیانت** (درست دہی ایماندہی)

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 افہام و تفہیم پیدا کرنے کی صلاحیت بیان کریں (گونا گویا اس وقت تک منفی تصور نہ کیا جائے جب تک پورے نیک 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**  
مجموعی درجہ

Very Good  
اعلیٰ

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 تئیں کہاں کریں گے

Top 10%  
پہلے دس فی صد میں

Next 20%  
اگلے بیس فی صد میں

Next 70%  
باقی ستر فی صد میں

8. **Fitness for promotion**  
ترقی کے لیے ماسبت

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 (اصح حروف میں)

Signature \_\_\_\_\_

دستخط

Designation \_\_\_\_\_

عہدہ

Date \_\_\_\_\_

تاریخ

## PART IV

حصہ چہارم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹر سائنگ 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
---------------------------------	--------------------	----------------------	--------------------

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
--------------------	--------------	-----------------	-----------------------------

4. Recommendation for promotion

ترقی کے لیے 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 کاؤنٹر سائننگ افسر کی رائے

Exaggerated  
مبالغہ آمیز

Fair  
مناسب

Biased  
جانب دار

Name of the countersigning officer

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

کاؤنٹر سائننگ افسر کا نام (دو صحیح حروف میں)

Signature \_\_\_\_\_

دستخط

Designation \_\_\_\_\_

مہرہ

Date \_\_\_\_\_

تاریخ

PART V

حصہ پنجم

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

دوسرے کاؤنٹر سائننگ افسر (بشرط موجودگی) کی رائے

Name \_\_\_\_\_

نام

Signature \_\_\_\_\_

دستخط

Designation \_\_\_\_\_

مہرہ

Date \_\_\_\_\_

تاریخ

## GUIDELINES FOR FILLING UP THE PER

- After initiating their PERs, the officers under report should immediately fill up the detachable 'certificate' giving names of the RO/CO and send 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 Department of AJ&K 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 Parts III and IV will be filled by the Reporting Officer while the Countersigning/Second Countersigning Officers will fill Parts V and VI' respectively.
- Each Division, Department, autonomous body and office etc. is required to prepare specific job description 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 Officers should be job-specific and continued to the work done by the officer during the period under report. They should avoid giving a biased '01' evasive assessment of the officer under report, as the Countersigning Officers would be required to commend on the quality of the assessment made by them.
- The Reporting Officers should support 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 officer under report, compare him with other officers of the same grade working under different Reporting Officers, 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 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 irreparable should be communicated to the officer under report, with a copy of communication placed in the CR dossier. Reporting Officers should ensure that proper counseling is given to 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 and overall grading.

### IMPORTANT

- Parts I and II of the PER should be duly filled and dispatched to the Reporting Officer not later than the 15th of January. 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 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 RO/CO in the choice of language
- 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).