

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 _____
برائے عرصہ ۲۰ _____ تا ۲۰ _____

PART 1

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

متعلقہ افسر خود پر 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

متعلقہ عرصہ کے دوران حاصل کی گئی تربیت

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 پُر کریں)

1. Job description _____

فردااریوں کی تفصیل

2. Brief account of performance on the job 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۔ دیئے گئے اہداف اور کارکردگی کو نمایاں طور پر لکھیں۔
اہداف نامکمل رہ جانے کی وجہ بھی بیان کریں۔

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

PART III

(حصہ سوم)

(EVALUATION BY THE REPORTING OFFICER)

(رپورٹنگ افسر کا جائزہ)

The rating in Part III should be recorded by initiating the appropriate box. The ratings denoted by alphabets are as follows:

'A' Very Good, 'B' Good, 'C' Average, 'D' Below Average

حصہ سوم میں کارکردگی کا اندراج متعلقہ خانے میں مختصر و تختی سے کیا جائے۔ حروف کے لحاظ سے درجہ بندی حسب ذیل ہے:
الف: اعلیٰ ب: اچھا ج: اوسط د: اوسط سے کم

For uniform interpretation of qualities, two extreme shades are mentioned against each quality.

	A الف	B ب	C ج	D د	
1. Intelligence ذہانت Exceptionally bright; excellent comprehension انتہائی ذہین اور معاملہ فہم					Dull; slow کند ذہن، سست فہم

		A الف	B ب	C ج	D د	
2.	Confidence and will power خود اعتمادی اور قوت ارادی Exceptionally confident and resolute انتہائی بے اعتماد اور مستقل مزاج					Uncertain, hesitant عدم اعتماد اور چکیچاہٹ کا شکار
3.	Acceptance of responsibility ذمہ داری اٹھانے کی آمادگی Always prepared to take on responsibility even in difficult cases. مشکل معاملات میں بھی ذمہ داری اٹھانے کے لئے ہمیشہ آمادہ					Reluctant to take on responsibility; will avoid it whenever possible ذمہ داری اٹھانے سے گریز کرنے والا۔
4.	Reliability under pressure دباؤ کی حالت میں کام کرنے کی صلاحیت Calm and exceptionally reliable at all times. ہر حالت میں قابل اعتماد					Confused and easily flustered even under normal pressure پریشان، معمولی دباؤ میں حواس باختہ
5.	Financial responsibility مالی معاملات میں احساس ذمہ داری Exercises due care and discipline. احتیاط سے کام لیتا/ لیتی ہے تو اعداد و ضوابط کا خیال رکھتا/ رکھتی ہے					Irresponsible غیر ذمہ دار
6.	Relations with تعلقات i) Superiors اعلیٰ افسران کے ساتھ Cooperative and trusted معاون اور قابل اعتماد					Un-cooperative غیر معاون
	ii) Colleagues رفقائے کار کے ساتھ Works well in a team مل جل کر اچھا کام کرتا/ کرتی ہے۔					Difficult colleague مشکل رفیق کار
	iii) Subordinates ماتحتوں کے ساتھ Courteous and effective; encouraging خوش اخلاق، مؤثر اور حوصلہ دینے والا/ والی					Discourteous and intolerant بد اخلاق
7.	Behaviour with public عوام کے ساتھ رویہ Courteous and helpful. خوش اخلاق اور معاون					Arrogant, discourteous and indifferent مغرور اور لاتعلقی

		A الف	B ب	C ج	D د	
8.	Ability to decide routine matters روزمرہ معمولات کے فیصلے کرنے کی صلاحیت Logical and decisive منطقی اور فیصلہ کن					Indecisive; vacillating متذبذب اور ڈانواں ڈول
9.	Knowledge of relevant laws, rules, regulations, instructions and procedures. متعلقہ قوانین، قواعد، ضوابط، ہدایات اور طریق کار سے واقفیت Exceptionally well informed, keeps abreast of latest developments. قواعد و ضوابط پر غیر معمولی عبور، تازہ ترین صورت حال سے آگاہ					Ignorant and uninformed. لاعلم اور نادانف

PART IV

(حصہ چہارم)

(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 knowledge of work, quality and quantity of output. How far was the officer able to achieve targets? Do you agree with what has been stated in Part II (2)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ کام سے متعلق افسر کے علم اور کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کس حد تک کامیاب رہا/ رہی؟ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

2. Integrity (Morality, uprightness and honesty)

(راست بازی، ایمانداری) دیانت

3. Pen picture with focus on the officer's strengths and weaknesses not covered in Part III (Weakness will not be considered as adverse entries unless intended to be treated as adverse).

قلمنی خاکہ: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں (کو تاہی کو اس وقت تک منفی تصور نہیں کیا جائے گا جب تک رپورٹنگ افسر ضروری تصور نہ کرے)

4. Special aptitude

خصوصی استعداد

5. Recommendations for future training

آئندہ تربیت کے لئے سفارشات

6. Overall grading

مجموعی درجہ

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائنگ افسر
(i)	Very Good اعلیٰ		
(ii)	Good اچھا		
(iii)	Average اوسط		
(iv)	Below Average اوسط سے کم		

7. Fitness for promotion

ترقی کے لئے مناسبت

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائنگ افسر
(i)	Fit for promotion ترقی کے لئے موزوں		
(ii)	Recently promoted/appointed Assessment premature حال میں ترقی ہو چکی ہے/ مزید ترقی قبل از وقت ہے		
(iii)	Not yet fit for promotion ترقی کے لئے ابھی موزوں نہیں		
(iv)	Unlikely to progress further مزید ترقی کے قابل نہیں		

Name of the reporting officer _____

Signature _____

(Capital letters) _____

رپورٹنگ افسر کا نام (واضح حروف میں)

(دستخط)

Designation _____

Date _____

عہدہ

تاریخ

PART V

(حصہ پنجم)

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائٹنگ افسر کے رائے)

1. 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 وجہ بیان کریں۔

2. 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

(Capital letters) _____

کاؤنٹرسائٹنگ افسر کا نام (واضح حروف میں)

Designation _____

عہدہ

Signature _____

(دستخط)

Date _____

تاریخ

PART VI

(حصہ ششم)

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (If any)

دوسرے کاؤنٹر سائننگ افسر (بشرط موجودگی) کے رائے

Name _____

نام

Signature _____

(دستخط)

Designation _____

عہدہ

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. The ratings in Part III should be recorded by initialing the appropriate box.
- 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 or 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 IV 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 Countersigning Officers should weigh the remarks of the RO against their personal knowledge of the officer under report and then give their assessment in Part V. In case of disagreement, the Countersigning Officers should give specific reasons in Part V. Similarly, if the Countersigning Officers differ with the grading or remarks given by the Reporting Officer in Part III they should score it out and give their own grading by initialing the appropriate box.
- 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 and IV. The COs should then finalize their comments in Part V 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