

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

### آزاد حکومت ریاست جموں و کشمیر

Department/Officer \_\_\_\_\_ Service/Group \_\_\_\_\_  
محکمہ / 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 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. Participation in conferences, seminars, meetings during the period reported upon

متعلقہ عرصہ کے دوران کانفرنسوں، سیمیناروں اور اجلاسوں میں شرکت

Title موضوع	Country ملک	Duration with dates تاریخوں کے ساتھ دورانیہ

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. **Significant achievements during the evaluation period**  
پیش نظر عرصہ میں نمایاں کام کی تفصیل

### PART III

حصہ سوم

(EVALUATION BY THE REPORTING OFFICER)

رپورٹنگ افسر کا جائزہ

1. **Comments on the officer's performance on the job**  
افسر کی کارکردگی پر تبصرہ

2. **Assessment of officer's**

متعلقہ افسر کا جائزہ بات

i) **Strategic vision**

مستقبل کے لیے حکمت عملی

وضع کرنے کی صلاحیت

(Ability to transform the organization in view of changing environment)

بدلتے ہوئے ماحول کی روشنی میں ادارے کے مستقبل کا تصور کرنا

ii) **Integrity**

دیانت

(Morality, uprightness, honesty and commitment to

national interests) راست بازی، ایمانداری اور قومی مفادات کے ساتھ وابستگی

iii) **Ability to supervise, guide, and motivate subordinates**

ماتحت ملازمین کی نگرانی، رہنمائی اور متحرک کرنے کی قابلیت

iv) **Area of professional expertise with recommendations for future posting**

پیشہ وارانہ مہارت اور آئندہ تعیناتی کی نشاندہی

3. Pen picture

قلمی خاکہ

4. Overall grading

مجموعی درجہ

Very Good  
اعلیٰ

Good  
اچھا

Average  
اوسط

5. 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 تین کہاں کریں گے

Top 10%  
پہلے دس فی صد میں

Next 20 %  
اگلے بیس فی صد میں

Next 70%  
باقی ستر فی صد میں

Name of the reporting officer \_\_\_\_\_ Signature \_\_\_\_\_

رپورٹنگ افسر کا نام

دستخط

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

عہدہ

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. Achievements should be quantified wherever possible.
- Assessment by the Reporting Officers 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.
- The Reporting Officers should record 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.
- 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 they properly counsel the officer under report before adverse remarks are given.
- The Reporting 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 15th of January. The ROs should finalize the report within two weeks of receipt after giving their views in Part III.
- Name and designation of the Reporting 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 in the choice of language.

