

**GOVERNMENT OF SINDH**

Ministry/Department/Office

Name of the Service  Annual/Special

Report for the period  to

**PART I**

1. Name:   
(IN BLOCK LETTERS)

2. Father's Name:

3. Designation:  4. Grade:

5. Qualification

6. Date of Birth:  7. Domicile:

8. Date of Entry into Government Service:  9. Date of Last Promotion:

10. Date of appointment of present post:  11. Knowledge of Language:

12. Training:

**POST HELD DURING THE PERIOD**

POST	PERIOD	PAY & SCALE
<input type="text"/>	<input type="text"/>	<input type="text"/>

**PART II**

The rating should be recorded by initialling the appropriate column or box. The rating denoted by the alphabets is as follows:

"A1" = Very Good, "A" = Good, "B" = Average, "C" = Below Average & "D" = Poor.

	A 1	A	B	C	D
1. Typing:					
(a) Speed	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Accuracy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. Intelligence & Mental alertness	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3. Judgement & sense of proportion	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4. Initiative & Drive	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5. Power of Expression:					
(a) Writing	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(b) Speech	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**PART II** (Continued)

	A 1	A	B	C	D
6. Ability to plan, organize & supervise work					
7. Quality & output of work					
8. Perseverance & Devotion to duty					
9. Capacity to guide & train Subordinates					
10. Co-operation & tact					
11. Integrity:					
(a) Intellectual					
(b) Moral					
(c) Financial					
12. Sense of Responsibility:					
(a) General					
(b) In financial matters					
13. Personality					
14. Behavior with public					
15. Observance of security measure					
16. Punctuality					
17. Reliability					

**PART III**

Fitness for Promotion

(Initial the appropriate box below)

Recommended for accelerated promotion:		Fit to be for retention after 20 years of service
Fit for promotion:		
Recently promoted, assessment for further Promotion premature		
Not yet fit for promotion, but likely to become fit in course of time		
Unfit for further promotion, has reached his ceiling:		

**Comparing him with other officials of the same grade, give your general assessment of the officials by initialling the appropriate column below**

Very Good	Good	Average	Below Average	Poor	Remarks on special aptitude, if any e.g: For secretariat, executive, judicial, development or diplomatic Work

**PART III** (Continued)

**PEN PICTURE**

Dated: \_\_\_\_\_ 201

Signature of Reporting Officer

**PART IV**

Remarks of the Countersigning Officer

I consider that the assessment made by the Reporting Officer is very good/reasonably good/strict/lenient/biased.

The Remarks underlined in ink should be communicated in writing.

I have the following remarks to add.

Name:

Designation:

Signature:

Dated:

Dated: \_\_\_\_\_ 201

Signature of Countersigning Officer

**PART V**  
Representation

Name:  
(Capital letters)

Designation:

Signature:

Date:



## **GUIDELINES FOR FILLING UP THE PER**

- After initialing 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 Ministry/Division/Provincial Government etc.
- Forms should be filled in duplicate. Part I is to be filed by the officer under report and should be typed. Part II and IV will be filed by the reporting officer while the countersigning/second countersigning officer will fill parts IV and V respectively. The ratings in parts II should be recorded by initialing the appropriate box.
- Each Division, department, autonomous body and office, etc, is required to prepare specific job description giving man duties of each job to be mentioned in Part I(9). The Job description may be finalized giving with the approval of the Head of the Organization or any person authorized by him.
- Assessment by the Reporting Officer should be job specific and conformed to the work done by the officer during the period under report. They should avoid giving a biased evasive assessment of the officer under report, as countersigning would be required to comment on the quality of the assessment made by them.
- The Reporting Officer should support their assessment in Part III through comments against each characteristic. Their opinion represents the results 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 officer should weigh the remarks of the RO against their personal knowledge of the officer under report and then give their assessment in part V, similarly, if the countersigning officer differ with the grading or remarks given by the reporting officer in Part II 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 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 irremediable should be communicated to the officer under report, with a copy of communication placed in the CR dossier. Reporting officer should ensure counseling is given to the officer under report adverse remarks are recorded.
- The Reporting and countersigning officer 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**

- Part I of the PER be duly filed and dispatched to the reporting officer not later than 15<sup>th</sup> of January. The reporting officers should forward the report to the countersigning officer within two weeks of receipt after giving views in Part II and IV. Cos should than finalized their comments in parts V within two weeks of the receipts of PER. The Second countersigning officer, if any, should also complete their assessment within a period of two weeks.
  - Name & designation of Reporting/countersigning officer should be clearly written. Comments should be legible and in prescribed format and which can be easily scanned.
  - The reporting officer served furnish or certificate to the effect that ACRs of his officer under report has been complete/initiated and send the same to the ACR branch sent not later than 15<sup>th</sup> of January each year under instruction to the officer under report.
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