**PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS**

**ISLAMABAD**

**PERFORMANCE EVALUATION REPORT / ANNUAL CONFIDENTIAL REPORT**

FOR THE PERIOD FROM--------------------------TO--------------------------------

**PART-I**

1. Name (in block letters):

2. Date of Birth: Date of entry in Service:

3. BPS, with present pay:

4. Post held during the period:

5. Acknowledge qualifications:

6. Knowledge of languages (Please indicate p0roficiency in speaking (S0, reading (R) and writing (W).

7. Hobbies:

8. Training received during the period:

|  |  |  |
| --- | --- | --- |
| **Name of course attended** | **Dates** | **Name of institution and place** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

9. Publications during the period:

10. Description of research completed and in progress during the period:

11. Other Activities:

12. Job Description (set out broadly in order of importance the main duties performed. Also mention any special work assigned during the period)

13. Period served:

 (a) In present post: (b) Under reporting Officer:

**Signature**

 The rating in Parts II & III should be recorded by initialing the appropriate box. The ratings denoted by alphabets are as follows:

‘***A1*’ (Very Good) *‘A*’ (Good) *‘B’* (Average) *‘C’* (Below Average) *‘D’* (Poor)**

For uniform interpretation of qualities listed in these parts, two extreme shades are mentioned against each item. *Please see Para 7 of instructions.*

**PART-II**

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| **ATTITUDES** |
|  |  | A1 | A | B | C | D |  |
| 1. Integrity
2. General
3. Intellectual
 | Irreproachable |  |  |  |  |  | Unscrupulous  |
| Honest & Straight forward |  |  |  |  |  | Devious: sycophant  |
| 1. Acceptance of responsibility
 | Always prepared to take on responsibility even in difficult cases  |  |  |  |  |  | Reluctant to take on responsibility; will avoid it whenever possible |
| 1. Reliability under pressure
 | Imperturbable and exceptionally reliable at all times. |  |  |  |  |  | Confused and easily flustered even under normal pressures |
| 1. Financial Responsibility
 | Exercises due care discipline |  |  |  |  |  | Irresponsible |
| 1. Relations with
2. Supervisors
3. Colleagues
4. Subordinates
 | Cooperative: well-liked and trusted |  |  |  |  |  |  |
| Works well in a team |  |  |  |  |  |  |
| Courteous and effective; inspires confidence |  |  |  |  |  | Brusque & intolerant; does not earn respect |
|  6. OVERALL GRADING IN PART - II |  |  |  |  |  |  |

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**PART-III**

|  |
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| **ATTITUDES** |
| 1. Power of Expression
2. Written
3. Oral
 | Always precise, clear and well set out | A1 | A | B | C | D | Clumsy and vague |
| Comes across convincingly & concisely |  |  |  |  |  | Ineffective |
| 1. Analytical ability
 | Picks out the essentials without wasting time on irrelevant details |  |  |  |  |  | Seldom sees below the surface of a problem |
| 1. Supervision & Guidance
 | Organizes & use staff and other resources effectively |  |  |  |  |  | Lacks control: ineffective |
| 1. Work. a) Output

 b) Quality | Always up-to-date:Accumulates no arrears |  |  |  |  |  | Always behind schedule: very slow disposal |
| Always produces work of exceptionally high quality |  |  |  |  |  | Generally produces work of poor quality |
| OVERALL GRADING IN PART-III |  |  |  |  |  |  |

**PART IV**

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| **ATTITUDES** |
|  Pen-pictures: Please comment on any particularly strong or weak point without repeating earlier parts of the report. Also indicate the future posing considered most suitable for the officer  |

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**PART-V**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Comparing him with other officers of the same level and keeping in view the overall grading in parts II & III, give your general assessment of the officer by initialing the appropriate box below:1. **Overall Grading**

|  |  |
| --- | --- |
| By Reporting Officer | By Countersign-ing Officer |
| (i) | Equaled by very few officer. (Very Good): |  |  |
| (ii) | Better than the majority of officers (Good): |  |  |
| (iii) | Equals the majority of officer (Average): |  |  |
| (iv) | Meets bare minimum standards (Below Average): |  |  |
| (v) | Unsatisfactory (Poor): |  |  |

 |
| 1. **Fitness for promotion**
 |
|  |  |  | By Reporting Officer | By Countersign-ing Officer |
|  | (i) | Fit for accelerated promotion: |  |  |
|  | (ii) | Fit for promotion in his turn: |  |  |
|  | (iii) | Not yet fit for promotion: |  |  |
|  | (iv) | Unlikely to progress further: |  |  |
| **(c ) Foreign Training** |
|  | (i) | Fit for foreign training: |  |  |
|  | (ii) | Not yet fit for foreign training: |  |  |

Name of the Reporting Officer Signature

 (capital letters)

Date

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**PART-VI**

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| 1. **REMARKS OF THE COUNTERSIGNING OFFICER**

 Please report on the aspects not touched upon by the Reporting Officer. If you disagree with the assessment of the Reporting Officer, please give reasons. Therefore, you should also indicate how frequently you have seen work of the officer reported upon. If the officer has been assessed fit for promotion, would you prepared to accept him in the higher grade. If no, please give your reasons.Name Signature (capital letters)Designation Date1. **REMARKS OF THE JOINT DIRECTOR (IF APPLICABLE)**

Name Signature (capital letters)Designation Date1. **COUNTER SIGNATURE OF THE VICE CHANCELLOR**

Name Signature (capital letters)Designation Date |
| **`PART-VII** |
| **1.** | **Adverse remarks, if any, communicated vide****Date**  |
| **2.** | **Decision on representation, if any****Date.** |

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**INSTRUCTIONS FOR FILLING IN THE PER / ACR FORMS**

1.(i) The Performance Evaluation Report (PER) / Annual Confidential Report (ACR) is the most import record for the assessment of an officer. At the same time, the quality of the PER is a measure of the competence of the Reporting Officer and the Countersigning Officer. It is, there, essential that utmost care is exercised by all Reporting and Countersigning Officer.

 (ii) The Reporting and Countersigning Officer should be

1. As objective as possible; and
2. Clear and direct, no ambiguous or evasive in his / her remarks.

(iii) The overriding importance of Part III should be clear understood in the overall grading.

 (iv) Overrating should be eschewed by all Reporting / Countersigning Officer.

 (v) Vague impressions based on inadequate knowledge or isolated incidents should be avoided.

2. Part –I will be filled in by the officer being reported upon and should be typewritten. Part-II to V will be filled by the Reporting Officer, and Part-VI by the Countersigning Officer. Both the Reporting Officer and the Countersigning Officer should give their assessment of the officer reported upon in Part-V. The authorized section of the Institute will fill Part-VII, if any adverse remarks are recorded in the report.

3. Assessment in the PER / ACR should be confined to the work done by the Officer reported upon during the period covered by the report.

4. The Reporting Officer is expected to expressly counsel the officer being reported upon about his/her weak points and advise him/her on how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counseling.

5. The PER / ACR form should be filled in a neat and tidy manner. Cuttings/erasures and overwriting should be avoided and, where made, must be initiated.

6. The ratings in Parts-II, III and V should be recorded by initialing the appropriate box.

7. For uniform interpretation of qualities etc listed in Parts II & III, the two extreme shades are mentioned against each item. For example an ‘exceptionally bright’ officer with ‘excellent comprehension’ will be rated ‘AI’ in ‘Intelligence’ (box-I or Part II). A dull and slow officer will merit a ‘D’ rating. A, B and C rating will denote shades between the above two extremes.

8. The Countersigning Officer should Wight the remarks of the Reporting Officer against his/her personal knowledge of the officer being reported upon, compare him/her with other officers of the same grade working under different Reporting Officers but under the same Countersigning Officer, and then give his/her overall assessment in Part V and remarks in Part VI(a).

9. If the Countersigning Officer differs with the grading or remarks given (in parts other than Part V) by the Reporting Officer, he/she should score it out and give his/her own grading in addition to that of the Repot officer.

10. The Countersigning Officer should underline, in red ink, the remarks which in his opinion are adverse and should be communicated to the officer reported upon.

11. It has generally been seen that Report Officers rate an officer as “outstanding” without any substantial output. Considering the rules amended by the Establishment Division, if any Reporting Officer expects to rate an officer as “outstanding”, he/she will be required to inform the Countersigning Officer and the Director well before writing the ACR.

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