

SERVICE PERFORMANCE REPORT

BPS 1 to 6

SBK WOMEN'S UNIVERSITY, QUETTA

_____ Section / Department

Overall Performance Report for the year _____

1. Name _____
2. Father's / Husband's Name _____
3. Designation _____
4. Date of Joining _____
5. Branches in which employed
During the service, with period _____

6. Total Service Length _____
7. Date of Birth _____
8. Academic Record _____

(Last Degree/Certificate/Diploma)
9. Observation on
 - (i) Intelligence _____
 - (ii) Knowledge of procedure and regulations _____
 - (iii) Punctuality _____
 - (iv) Co-operation with Staff _____
 - (v) Amenability of discipline _____
 - (vi) Promptness and accuracy in disposing of work

10. Any tendency against the tenets of Islam _____

11. Any outstanding feature in the conduct or character indicating Islamic way of life. *(Only for Muslims)* _____

12. Integrity

(i) Incorruptible _____

(ii) Reported to be corrupt _____

(iii) Believed to be corrupt because of

(a) Monetary consideration _____

(b) Other consideration(specify) _____

Know how of additional work (For Naib Qasid only)

1. Observance of office procedure: (Office Filing, Computer Skills etc)

Fitness for promotion/Up gradation:

Fit for promotion /Up gradation

Not fit yet for promotion/Up gradation, but likely to become fit in course of time

Unfit for further promotion/Up gradation has reached his ceiling

General Remarks _____

Date: _____

Reporting Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

REMARKS OF THE FIRST COUNTERSIGNING OFFICER

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

The remarks underlined in red ink should communicated in writing

I have the following remarks to add:-

Date: _____

Counter signing Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

REMARKS OF THE SUBSEQUENT COUNTERSIGNING OFFICER

I consider that the assessment made by the Reporting Officer / 1st Counter Signing Officer is very Good/ reasonably Good / Constrictive / lenient / biased

The remarks underlined in red ink should communicated in writing

I have the following remarks to add:-

Date: _____

Counter signing Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

ANNUAL PERFORMANCE EVALUATION REPORT

**FORM "A"
ASSISTANTS AND CLERKS**

SBK WOMEN'S UNIVERSITY, QUETTA

_____ Section / Department

Evaluation Report For the year _____

1. Name _____
2. Father's / Husband's Name _____
3. Designation _____
4. Branches in which employed
During the year, with period _____
5. Date of Birth _____
6. Observance of office procedure, e.g. _____
 - (i) Referencing and paging of _____
Note and correspondence _____
 - (ii) Keeping files and papers in _____
Tidy condition _____
 - (iii) Promptness and accuracy _____
in disposing of work _____
7. Observation on
 - (i) Intelligence _____
 - (ii) Knowledge of procedure and regulations _____
 - (iii) Punctuality _____
 - (iv) Co-operation with Staff _____
 - (v) Amenability of discipline _____
 - (vi) Skill in drafting _____

8. Any tendency against the tenets of Islam _____
9. Any outstanding feature in the conduct or character indicating Islamic way of life. (*Only for Muslims*) _____

10. Integrity

(i) Incorruptible _____

--

(ii) Reported to be corrupt _____

--

(iii) Believed to be corrupt because of

(a) Monetary consideration _____

--

(b) Other consideration _____

--

11. Knowledge of typing / Computer skill _____

12. Fitness for promotion

Recommended for accelerated Promotion

--

Fit for promotion

--

Recently promoted, assessment for further promotion premature

--

Not fit yet for promotion, but likely to become fit in course of time

--

Unfit for further promotion, has reached his ceiling

--

General Remarks _____

Date: _____

Reporting Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

REMARKS OF THE FIRST COUNTERSIGNING OFFICER

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

The remarks underlined in red ink should communicated in writing

I have the following remarks to add:-

Date: _____

Counter signing Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

REMARKS OF THE SUBSEQUENT COUNTERSIGNING OFFICER

I consider that the assessment made by the Reporting Officer / 1st Counter Signing Officer is very Good/ reasonably Good / Constrictive / lenient / biased

The remarks underlined in red ink should communicated in writing

I have the following remarks to add:-

Date: _____

Counter signing Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

ANNUAL PERFORMANCE EVALUATION REPORT

FORM "B"
STENOGRAPHERS / COMPUTER PERSONNEL

SBK WOMEN'S UNIVERSITY, QUETTA

_____ Section / Department

Evaluation Report For the year _____

1. Name _____
2. Father's / Husband's Name _____
3. Designation _____
4. Date of Birth _____
5. Standard of work
 - i. Computer Skills: _____

 - ii. Speed : _____

 - iii. Accuracy _____
6. Punctuality in attending office _____
7. Amenability of discipline _____
8. Any other duties performed _____

9. Integrity

(i) Incorruptible _____

(ii) Reported to be corrupt _____

(iii) Believed to be corrupt because of

(a) Monetary consideration _____

(b) Other consideration _____

10. Any tendency against the tenets of Islam _____

11. Any outstanding feature in the conduct or character indicating Islamic way of life.

(Only for Muslims) _____

General Remarks _____

Date: _____

Reporting Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

REMARKS OF THE FIRST COUNTERSIGNING OFFICER

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

The remarks underlined in red ink should communicated in writing

I have the following remarks to add:-

Date: _____

Counter signing Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

REMARKS OF THE SUBSEQUENT COUNTERSIGNING OFFICER

I consider that the assessment made by the Reporting Officer / 1st Counter Signing Officer is very Good/ reasonably Good / Constrictive / lenient / biased

The remarks underlined in red ink should communicated in writing

I have the following remarks to add:-

Date: _____

Counter signing Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

ANNUAL PERFORMANCE EVALUATION REPORT

**FORM "C"
FOR OFFICIALS IN BPS-16**

SBK WOMEN'S UNIVERSITY, QUETTA

_____ Section / Department

Evaluation Report For the year _____

PART – I

1. Name _____
2. Father's / Husband's Name _____
3. Designation _____
4. Academic qualification _____
5. Date of Birth _____
6. Knowledge of languages _____
7. Special training _____
8. Computer Skill / Training _____

POST HELD DURING THE PERIOD

Post	Period	Pay and Scale

PART-II

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

	AI' Very good;	'A' Good;	B' Average;	'C' Below Average;	D' Poor;	
	AI	A	B	C	D	REMARKS
1 Intelligence and mental alertness						
2 Judgment and sense of proportion						
3 Initiative and drive						
4 Power of expression:-						
(a) Writing						
(b) Speech						
5 Ability to plan organize and supervise work						
6 Quality and output of work						
7 Perseverance and devotion to duty						
8 Capacity to guide and transordinates						
9 Co-operation and tact						
10 Integrity						
(a) General						
(b) Moral						
11 Sense of responsibility:-						
(a) General						
(b) In financial matters						
12 Personality						
** 13						
** 14						
** 15						
** 16						
** 17						

18. Interest in Social Welfare.	Takes interest in social welfare activities.		Is inclined to treat this aspect of his duty as routine function	
19. Interest in economic development	Is interested in planning and execution of development Schemes		Is inclined to treat this aspect of his duty as routine function	
20. Behavior with public	Is modest and helpful		Is inclined to be arrogant	
21. Standard of living	Lives within known means of income.		Reported to be living beyond known means of income	
22. Observance of security measures	Takes reasonably good care		Inclined to be negligent	
23. Punctuality	Punctual		Unpunctual	
24. Touring	Adequate and Systematic		inadequate or unsystematic	

PART-III

Comparing him with other officers of the same grade, please give your general assessment of the officer by initialing in the appropriate column below:-

Very good	Good	Average	Below Average	Poor	Remarks on special aptitudes if any particularly at executive judicial development or diplomatic work.

FITNESS FOR PROMOTION
(Initial the appropriate box below)

Recommended for accelerated Promotion

Fit for promotion

Recently promoted, assessment for further promotion premature

Not fit yet for promotion, but likely to become fit in course of time

Unfit for further promotion, has reached his ceiling

PEN PICTURE

Date: _____

Reporting Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

**PART – IV
REMARKS OF THE FIRST COUNTERSIGNING OFFICER**

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

The remarks underlined in red ink should communicated in writing

I have the following remarks to add:-

Date: _____

Counter signing Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

**PART –V
REMARKS OF THE SUBSEQUENT COUNTERSIGNING OFFICER**

I consider that the assessment made by the Reporting Officer / 1st Counter Signing Officer is very Good/ reasonably Good / Constrictive / lenient / biased

The remarks underlined in red ink should communicated in writing

I have the following remarks to add:-

Date: _____

Counter signing Officer's Signature & Rubber Stamp
Name (in block letters)

Designation _____

CERTIFICATE

Certified that I _____
(Name of Officer) Personnel Number (if allotted)

_____ have on _____ submitted by
(Group / Service) (BPS) (Date)

Performance Evaluation Report for the period _____

to _____
(Name / Designation of Reporting Officer)

My countersigning officer is _____
(Name / Designation of Countersigning Officer)

Signatures _____

Designation / Department / Section _____

Note: This certificate is required to be dispatched by the officer being reported upon to the Officer In charge entrusted with the maintenance of his/ her C.R. dossier on the same date the APER is forwarded to his/ her reporting officer.

**SARDAR BAHADUR KHAN WOMEN'S
UNIVERSITY, QUETTA**

Department / Section _____

ANNUAL PERFORMANCE EVALUATION REPORT

FOR THE PERIOD _____, 20____ TO _____, 20____

PART – I

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Name (in block letters) _____
2. Father's / Husband's Name _____
3. Date of Birth _____
4. Date of entry in service _____
5. Post held during the period (with BPS) _____
6. Academic qualifications _____
7. Knowledge of languages _____

8. Training received during the evaluation period

Name of Course Attended	Duration with Dates	Name of Institution and country

9. Period served

(i) In present post _____ (ii) Under the reporting officer _____

PART II

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Job description

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.

PART III
(EVALUATION BY THE REPORTING OFFICER)

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

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

		A	B	C	D	
1	Intelligence					
	Exceptionally bright, excellent comprehension					Dull ; slow

		A	B	C	D	
2	Confidence and will power Exceptionally confident and resolute					Uncertain; hesitant
3	Acceptance of Responsibility Always prepared to take on responsibility even in difficult cases					Reluctant to take on responsibility will avoid it when ever possible
4	Reliability under pressure Clam and exceptionally reliable at all times					Confused and easily flustered even under normal pressure
5	Financial Responsibility Exercises due care and discipline					Irresponsible
6	Relation with (i) Superiors Cooperative and trusted					Un-cooperative
	(ii) Colleagues Works well in a team					Difficult Colleague
	(iii) Subordinates Courteous and effective ; encouraging					Discourteous and intolerant
7	Behavior with public Courteous and helpful					Arrogant , Discourteous and indifferent

		A	B	C	D	
8	Ability to decide routine matters Logical and decisive					Indecisive vacillating
9	Knowledge of relevant laws, rules regulations, instructions and procedures Exceptionally well informed, keeps abreast of latest developments					Ignorant and uninformed

PART IV

(REPORTING OFFICER'S EVALUATION)

1. **Please comment on the officer's performance on the job as given in Part II (2) with special reference to knowledge of works 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)?**

2. **Integrity** (Morality, uprightness and Honesty)

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

4. Special Aptitude

5. Recommendations for future training

6. Overall grading

		Reporting officer	Countersigning officer
(i)	Very good		
(ii)	Good		
(iii)	Average		
(iv)	Below Average		

7. Fitness for promotion

		Reporting officer	Countersigning officer
(i)	Fit for promotion		
(ii)	Recently promoted/ appointed Assessment premature		
(iii)	Not yet fit for promotion		
(iv)	Unlikely to progress further		

Name of the reporting officer _____ Signature _____

(Capital letters) _____

Designation _____ Date _____

PART – V
(REMARKS OF THE COUNTERSIGNING OFFICER)

1. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons

2. Evaluation of the quality of assessment made by the reporting officer

Exaggerated		Fair		Biased	
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Name of the countersigning officer _____ Signature _____

(Capital letters) _____

Designation _____ Date _____

PART- VI

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

Name _____ Signature _____

Designation _____ Date _____

GUIDELINES FOR FILLING UP THE APER

- After initiation of their APER, the officers under report should immediately fill up the detachable certificate' giving names of the RO/CO and forward the same to the officer In charge of their respective confidential records. This exercise will ensure proper follow-up of the pending performance evaluation reports by the concerned Provincial 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. Part III will be filled by the Reporting Officer while the Countersigning/Second Countersigning Officers will fill parts IV and V respectively.
- Each Department, autonomous body and office etc. is required to prepare specific job descriptions giving main duties of each job to be mentioned in Part 11(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 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. as the Countersigning Officers would be required to comment on the quality of the assessment made by them.
- The Reporting Officers should carryout 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.
- They Reporting Officers should be careful in giving the overall and comparative grading. 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. I n 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 Officer 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 irremediable 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 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, overall grading and comparative grading.

IMPORTANT

- Parts I and II of the APER 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 Part III. The COs should then finalize their comments in Part IV within two weeks of receipt of APER. 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.
- 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).

CERTIFICATE

Certified that I _____
(Name of Officer) **Personnel Number (if allotted)**

_____ have on _____ submitted by
(Group / Service) **(BPS)** **(Date)**

Performance Evaluation Report for the period _____
to _____
(Name / Designation of Reporting Officer)

My countersigning officer is _____
(Name / Designation of Countersigning Officer)

Signatures _____

Designation / Department / Section _____

Note: This certificate is required to be dispatched by the officer being reported upon to the Officer In charge entrusted with the maintenance of his/ her C.R. dossier on the same date the APER is forwarded to his/ her reporting officer.

**SARDAR BAHADUR KHAN WOMEN'S
UNIVERSITY, QUETTA**

Department / Section _____

ANNUAL PERFORMANCE EVALUATION REPORT

FOR THE PERIOD _____, 20____ TO _____, 20____

PART – I

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Name (in block letters) _____
2. Father's / Husband's Name _____
3. Date of Birth _____
4. Date of entry in service _____
5. Post held during the period (with BPS) _____
6. Academic qualifications _____
7. Knowledge of languages _____

8. Participation in conferences, seminars, meeting during the period reported upon

Title	Country	Duration

9. Period served

(i) In present post _____ (ii) Under the reporting officer _____

PART II

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Job description

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.

PART III

(REPORTING OFFICER'S EVALUATION)

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)?**

2. **Integrity** (Morality, uprightness and Honesty)

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)

4. Area and level of professional experience with suggestions for further posting

5. Training and development needs

6. Overall grading

Very Good		Good		Average	
-----------	--	------	--	---------	--

7. Fitness for promotion Comment on the officer's potential for holding a higher position and additional responsibilities.

Name of the reporting officer _____ Signature _____

Designation _____ Date _____

PART – IV
(REMARKS OF THE COUNTERSIGNING OFFICER)

1. How often have you seen the work of the officer reported upon?

Very Frequently		Frequently		Rarely		Never	
-----------------	--	------------	--	--------	--	-------	--

2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons?

3. Overall grading

Very Good		Good		Average		Below Average	
-----------	--	------	--	---------	--	---------------	--

4. Recommendation for promotion

(Comment on the officer's potential for holding a higher position and additional responsibilities)

5. Evaluation of the quality of assessment made by the reporting officer

Exaggerated		Fair		Biased	
-------------	--	------	--	--------	--

Name of the countersigning officer _____ Signature _____

(Capital letters) _____

Designation _____ Date _____

PART- V

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

Name _____ Signature _____

Designation _____ Date _____

GUIDELINES FOR FILLING UP THE APER

- After initiation of their APER, the officers under report should immediately fill up the detachable certificate' giving names of the RO/CO and forward the same to the officer In charge of their respective confidential records. This exercise will ensure proper follow-up of the pending performance evaluation reports by the concerned 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. Part III will be filled by the Reporting Officer while the Countersigning/Second Countersigning Officers will fill parts IV and V respectively.
- Each Department, autonomous body and office etc. is required to prepare specific job descriptions giving main duties of each job to be mentioned in Part 11(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 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 as the Countersigning Officers would be required to comment on the quality of the assessment made by them.
- The Reporting Officers should carryout 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 grading. 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 Officer 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 they properly counsel 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, overall grading and comparative grading.

IMPORTANT

- Parts I and II of the APER 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 Part III. The COs should then finalize their comments in Part IV within two weeks of receipt of APER. 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.
- 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).

CERTIFICATE

Certified that I _____
 (Name of Officer) **Personnel Number (if allotted)**

_____ have on _____ submitted by
(Group / Service) **(BPS)** **(Date)**

Performance Evaluation Report for the period _____

to _____
 (Name / Designation of Reporting Officer)

My countersigning officer is _____
 (Name / Designation of Countersigning Officer)

Signatures _____

Designation / Department / Section _____

Note: This certificate is required to be dispatched by the officer being reported upon to the Officer In charge entrusted with the maintenance of his/ her C.R. dossier on the same date the APER is forwarded to his/ her reporting officer.