



Liaquat University of Medical & Health Sciences

Jamshoro, Sindh.

ACADEMIC

ADMINISTRATIVE

BPS _____

DEPARTMENT _____

PERFORMANCE EVALUATION REPORT

FOR THE PERIOD FROM _____ 20 _____ TO _____ 20 _____

PART I

(TO BE FILLED IN BY THE OFFICER UNDER EVALUATION)

1. Name (in block letters) _____

2. S/o D/o W/o _____

3. Date of birth _____

4. Date of entry in service _____

5. Post held during the evaluation period (with BPS) _____

6. Academic qualifications _____

6. Knowledge of languages _____

(Please indicate proficiency in speaking (s) reading ® and writing (w))

8. Training received during the evaluation period

Name of course attended	Duration with dates	Name of institution and country

9. Workshop(s) attended during the evaluation period

S.No.	Title	Organized by	Duration with Dates	Venue

10. Seminar(s) / Symposium(s) attended during the evaluation period

S.No.	Title	Organized by	Duration with Dates	Venue

11. Period served

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

PART II

(TO BE FILLED IN BY THE OFFICER UNDER EVALUATION)

1. Job description

2. Brief account of achievements/performance of 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.

PART III (EVALUATION BY THE REPORTING OFFICER)

The rating in Part III should be recorded by initialing 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
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

		A	B	C	D	
4.	Reliability under pressure Calm and exceptionally reliable at all times					Confused and easily frustrated even under normal pressure
5.	Financial responsibility Exercises due care and discipline					Irresponsible
6.	Relations with i) Superiors Cooperative and trusted					Un-cooperative / Un-reliable
	ii) Colleagues Works well in a team					Difficult colleague
	iii) Subordinates Courteous and effective: encouraging					Discourteous and intolerant:
7.	Behaviour with public/ Students/Patients 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 un informed

PART IV
(EVALUATION BY THE REPORTING OFFICER)

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) ?

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 entries unless intended to be treated as adverse).

4. Special aptitude

5. Recommendations for future training & development needs

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		

Signature _____

Name of the reporting officer (Capital letters) _____

Designation _____ Date _____

Official Seal _____

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

Signature _____

Name of the countersigning officer (Capital letters) _____

Designation _____ Date _____

Official Seal _____

PART VI

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

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Name _____ Signature _____

Designation _____ Date _____

Official Seal _____

GUIDELINES FOR FILLING UP THE PERFORMANCE EVALUATION REPORT (PER).

- After initiation of their PER, the officer under report should immediately fill-up the detachable "certificate" giving names of the Reporting officer (RO), Countersigning Officer (CO) and forward 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 / Ministry / Division / Provincial Government etc.
- Forms should be filled in duplicate. Parts I and II are to be filled by the officer under report. Part III and IV will be filled by the Reporting Officer, while the Countersigning/Second Countersigning Officer will fill parts V and VI respectively
- 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 wherever 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 Officer should be job-specific and confined to the work done by the officer during the period under report. He/She should avoid giving a biased or evasive assessment of the officer under report, as the Countersigning Officer would be required to comment on the quality of the assessment made by the Reporting Officer.
- The Reporting Officer should carry-out assessment in Part III and Part IV through comments against each characteristic. The opinion 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 Officer should be careful in giving the overall and comparative gradients. Special care should be taken so that no officer is placed under adverse remarks.
- The Countersigning Officer should weigh the remarks of the RO against the personal knowledge of the officer under report. Compare him / her with, officers of the same grade, working under different Reporting Officers, but under the same Countersigning Officer, and then give their overall assessment of the officers. In case of disagreement with the assessment done by the Reporting Officer, specific reasons should be recorded by the Countersigning Officers in Part V.
- 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 officer.

- 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 they properly counsel the officer under report before 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 penpicture, overall grading and comparative grading.

IMPORTANT:

- This is the responsibility of the “Officer to be reported upon to fill-in the Part I and Part II of Performance Evaluation Report (PER) and submit in the office of the Registrar, LUMHS Jamshoro, not later than 15th January.
- The Reporting Officer should forward the report to the Countersigning Officer (CO) within two weeks of receipt after giving their views in Part-I & II. The COs should then finalize their comments in Part V within two weeks of receipt of PER.
- The second Countersigning Officer, 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.

CERTIFICATE

No. LUMHS / REG / _____ Dated _____

(Performance Evaluation Report for the period from _____ to _____)

Certified that I _____ S/o, D/o, W/o _____

Designation _____ BPS _____ Deptt: of _____, have

submitted my PER on (Date) _____ in the office of Registrar, LUMHS, Jamshoro.

My Reporting Officer during the above evaluation period is _____

_____ Designation _____

Deptt: of _____

My Countersigning Officer is _____

(Designation) _____

Signature

Date _____

Name _____

For Office Use Only

No. LUMHS / REG / _____

Received by _____ Designation _____

Date _____

Official Seal

CERTIFICATE

Dated _____

(Performance Evaluation Report for the period from _____ to _____)

Certified that I _____ S/o, D/o, W/o _____

Designation _____ BPS _____ Deptt: of _____, have

submitted my PER on (Date) _____ in the office of Registrar, LUMHS, Jamshoro.

My Reporting Officer during the above evaluation period is _____

_____ Designation _____

Deptt: of _____

My Countersigning Officer is _____

(Designation) _____

Signature

Date _____

Name _____

For Office Use Only

No. LUMHS / REG / _____

Received by _____ Designation _____

Date _____

Official Seal