

HIGH COURT OF SINDH

PERFORMANCE EVALUATION REPORT
FOR THE PERIOD 20 TO 20

Photograph

PART I

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. Name (IN BLOCK LETTERS) _____
2. Personnel number _____
3. Post held during the period (with BPS) _____
4. Academic qualifications _____

5. Training received during the evaluation period

Name of course/workshop attended	Duration with date	Name of institution

6. Please list any publication or research report produced during the evaluation period.

7. Period served:

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

**PART III
(REPORTING OFFICER'S QUANTITATIVE EVALUATION)**

The rating in part III should be recorded by initialing the appropriate box. The ratings denoted by numbers are as follows:

'5' Outstanding, '4' Good, '3' Average, '2' Below Average, "1" Poor

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

		5	4	3	2	1	
1	Integrity² Upright and honest; stays within his means			See Footnote Below			Corrupt; tends to oblige people even for non-financial gains
2	Professional Competence						
	Quality Coherent, concise, well-informed and well-reasoned						Incoherent, verbose with little appreciation of relevant law and facts
	Quantity Consistently exceeds expectations						Consistently fails to deliver the required output
3.	Behavior in court Dignified and graceful						Harsh and imbalanced
4.	Administrative ability Mature and decisive; possesses initiative and drive						Indecisive and vacillating; lacks imagination
5.	Discipline Punctual, dutiful, conduct outside the court is becoming of a gentleman and an officer						Habitually late, disobedient; conduct outside the court is unbecoming of a gentleman and an officer

² In part-III under the heading 'integrity' column No. 3 (average) shall not be filled. Persons of doubtful integrity should be rated in column No. 2 and those corrupt in column No. 1.

PART IV

4. (REPORTING OFFICER'S QUALITATIVE EVALUATION)

1. Please evaluate the officer qualitatively with special reference, among other features, to quality of output. This evaluation should substantiate the rating given to the officer in Part III. Any other strength or weaknesses of the officer that merits attention may be discussed here. (Weakness will not be considered as adverse entries unless specifically indicated as adverse with red underlining in the remarks below.)

2. Please substantiate in words rating of the officer in integrity column of Part III.

3. Special aptitude

4. Counseling (Please identify date, time and issue of counseling and its results)

5. Fitness for promotion

		Reporting Officer	Countersigning Officer
(i)	Fit for promotion		
(ii)	Not yet fit for promotion		
(iii)	Unlikely to progress further		

Name of the reporting officer (Capital letters) _____

Signature _____

Designation _____ Date _____

PART V

(REMARKS OF THE COUNTERSIGNING OFFICER)

1. What is your general opinion of the quality of assessment of the reporting officer? Please give reasons if you find the assessment of the reporting officer given in part III or IV to be exaggerated or biased?

Exaggerated

Fair

Biased

Name of the countersigning officer

(Capital letters) _____ Signature _____

Designation _____ Date _____

GUIDELINES FOR FILLING UP THE PER

- Forms should be filled in duplicate. Parts I & 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 Officer will fill Part V. The ratings in Part III should be recorded by initialing the appropriate box.
- The officer under report should fill Part II of the form as objectively as possible 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 Officer would be required to comment on the quality of the assessment made by them.
- The Reporting Officers should support their assessment in Part IV through comments against each characteristic. Their opinion should represent the result of careful consideration and objective assessment so that, if called upon, they could justify the remarks/comments.
- The Countersigning Officer should weigh the remarks of the Reporting Officer against their personal knowledge of the officer under report and then give their assessment in Part V. In case of disagreement, the Countersigning Officer should give specific reasons in Part V.
- The countersigning Officer 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.
- 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 and overall 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 Reporting Officers should forward the report to the countersigning Officer within two weeks of receipt after giving their views in Parts III and IV. The Countersigning Officers should then finalize their comments in Part V within Two weeks of receipt of PER.

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.