6. Knowledge of languages

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
8. Training received during the evaluation period

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Name of course attended</th>
<th>Duration with dates</th>
<th>Name of institution and country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Workshop(s) attended during the evaluation period

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Title</th>
<th>Organized by</th>
<th>Duration with Dates</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Title</th>
<th>Organized by</th>
<th>Duration with Dates</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Intelligence:</strong></td>
<td></td>
<td></td>
<td></td>
<td>Dull: slow</td>
</tr>
<tr>
<td>Exceptionally bright; excellent comprehension</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>2. Confidence and will power</strong></td>
<td></td>
<td></td>
<td></td>
<td>Uncertain, hesitant</td>
</tr>
<tr>
<td>Exceptionally confident and resolute</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>3. Acceptance of responsibility</strong></td>
<td></td>
<td></td>
<td></td>
<td>Reluctant to take on responsibility; Will avoid it when ever possible</td>
</tr>
<tr>
<td>Always prepared to take on responsibility, even in difficult cases</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>4.</td>
<td>Reliability under pressure</td>
<td></td>
<td></td>
<td>Confused and easily frustrated even under normal pressure</td>
</tr>
<tr>
<td></td>
<td>Calm and exceptionally reliable at all times</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Financial responsibility</td>
<td></td>
<td></td>
<td>Irresponsible</td>
</tr>
<tr>
<td></td>
<td>Exercises due care and discipline</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Relations with</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i)</td>
<td>Superiors</td>
<td></td>
<td></td>
<td>Un-cooperative / Un-reliable</td>
</tr>
<tr>
<td></td>
<td>Cooperative and trusted</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii)</td>
<td>Colleagues</td>
<td></td>
<td></td>
<td>Difficult colleague</td>
</tr>
<tr>
<td></td>
<td>Works well in a team</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii)</td>
<td>Subordinates</td>
<td></td>
<td></td>
<td>Discourteous and intolerant:</td>
</tr>
<tr>
<td></td>
<td>Courteous and effective: encouraging</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Behaviour with public/ Students/Patients</td>
<td></td>
<td></td>
<td>Arrogant, discourteous and indifferent</td>
</tr>
<tr>
<td></td>
<td>Courteous and helpful</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 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)?

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Ability to decide routine matters</td>
<td></td>
<td></td>
<td></td>
<td>Indecisive, Vacillating</td>
</tr>
<tr>
<td>Logical and decisive</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Knowledge of relevant laws, rules, regulations, instructions and procedures</td>
<td></td>
<td></td>
<td></td>
<td>Ignorant and uninformed</td>
</tr>
<tr>
<td>Exceptionally well informed, keeps abreast of latest developments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:**

<table>
<thead>
<tr>
<th></th>
<th>Reporting officer</th>
<th>Countersigning officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Very Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Good</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Average</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Below Average</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. **Fitness for promotion:**

<table>
<thead>
<tr>
<th></th>
<th>Reporting officer</th>
<th>Countersigning officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Fit for promotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) Recently promoted/appointed/ Assessment premature</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) Not yet fit for promotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) Unlikely to progress further</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

____________________________________

____________________________________

____________________________________

____________________________________

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 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 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) with in two weeks of receipt after giving their views in Part-I & II. The COs should then finalize their comments in Part V with in two weeks of receipt of PER.

• The second Countersigning Officer, if any, should also complete their assessment with 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