



THE UNIVERSITY OF AGRICULTURE
DERA ISMAIL KHAN, KHYBER PAKHTUNKHWA – PAKISTAN

ANNUAL PERFORMANCE EVALUATION REPORT
(Employees & Officers – BPS-17 & Above)

CERTIFICATE

Certified that I _____
(Name of Office) (Group/Service) (BS)
have on _____ submitted my Performance Evaluation Report
(Date)
to _____
(Name / Designation of Countersigning Officer)

Name / Designation / Department of officer

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

Note: Read Guidelines at page-10

The University of Agriculture, Dera Ismail Khan.

Department/Office _____ Service/ Cadre _____

**ANNUAL PERFORMANCE EVALUATION REPORT
FOR THE PERIOD 20 TO 20**

PART I

(TO BE FILLED IN BY THE EMPLOYEE/OFFICER REPORTED UPON)

1. Name (in block letters) _____

2. Personnel number _____

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 (Please indicate proficiency in speaking (S), reading (R) and Writing (W))

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 EMPLOYEE/OFFICER REPORTED UPON)

1. Job description

2. **Brief account of performance on 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

		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 Uncertain; hesitant
4	Reliability under pressure Calm and exceptionally reliable at all times					Confused and easily flustered even under normal pressure
5	Financial responsibility Exercises due care and discipline					

		A	B	C	D	
6	Relations 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	Behaviour with public Courteous and helpful					Arrogant, discourteous and indifferent
8	Ability to decide routine matters Local 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

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, please give reasons.

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

Name of the countersigning officer

Signature_____

Designation _____

Date _____

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

Name _____

Signature _____

Designation _____

Date _____

GUIDELINES FOR FILLING UP THE APER

- ❖ After initialing their APER's, the officer/employee under report should immediately fill up the detachable 'certificate' giving names of the RO/CO and send 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 Registrar Office.
- ❖ Forms should be filled in duplicate. Part I and II are to be filled by the officer under report and should be typed. 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 rating in part III should be recorded by initialing the appropriate box.
- ❖ Each Department or office etc., is required to prepare specific job description given main duties of each job to be mentioned in part II (1). The job description may be finalized with the approval of the Vice Chancellor or any person authorized by him.
- ❖ The officer/employee under report should fill part II of the form as objectively as possible and short term and long term targets should be determined/ assigned with utmost care. The target 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/employee 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 characteristics. 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 mention a record of work done by the subordinate in this regard.
- ❖ The countersigning officer should weigh the remarks of the RO against their personal knowledge of the officer/employee under report and then give their assessment in part V., in case of disagreement, the countersigning officer should give specific reason in part V. similarly, if the countersigning officer differ with the regarding or remarks given by the reporting officer in part III they should score it out and give their own regarding by initialing the appropriate box.
- ❖ 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/employee reported upon. All adverse remarks whether remediable or irremediable should be communicated to the officer/employee under report, with a copy of communication placed in the CR dossier. Reporting officers should ensure that proper counseling is given to the officer/employee under report before adverse remarks are recorded.
- ❖ The Reporting and Countersigning Officers should be clear, direct, objective and unambiguous in their remarks. Vague impression based on inadequate 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 duly filled and dispatched to the Reporting Officer not later than the 15th January. The ROs should forward the report to the Countersigning Officer within two weeks of receipt after giving their views in part III and IV. The COs should then finalized their comments in part V within two weeks of receipt of PER. The Second Countersigning Officers, if any, should also complete their assessment within a period of two weeks.
- ❖ Name and designation of the 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/employee under report, if allotted.

APER guidelines