

GUIDELINES FOR FILLING UP THE PER

PER is the most important record for the assessment of an officer. At the same time the quality of PER is a measure of the competence of the Reporting Officer and Countersigning Officer.

1. Reporting Officer is the next higher officer to the Officer reported upon and countersigning Officer is higher than the reporting officer; both being concerned with the work of the officer reported upon. Therefore, it is essential that;
 - a) the reporting and countersigning officers should;
 - i) be as objective as possible
 - ii) be Clear & direct, not ambiguous or evasive in their remarks.
 - iii) be as circumspect as possible
 - b) Over-rating in Part III should be eschewed by all Reporting/Countersigning officers.
 - c) Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
 - d) The PER form should be filled in a neat and tidy manner. Cuttings/erasers should be avoided and must be initialed, where made.
2. After initiation of the PER, the officers reported upon should immediately fill up the detachable 'certificate' giving names of the Reporting Officer /Countersigning Officer and dispatch the certificate to the officer in charge at Head Office entrusted with maintenance of their evaluation records on the same date the PER is forwarded to the Reporting Officer. This exercise will ensure proper follow-up of the pending performance evaluation reports by the concerned.
3. Form should be filled in duplicate. Parts I and II are to be filled by the officer 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.
4. The job description may be finalized with the approval of the Head of the Organization or any person authorized by him.
5. The officer reported upon should fill Part II of the form as objectively as possible and the work performed during the year needs to be specifically mentioned with all important targets met.
6. Assessment by the Reporting Officers should be job-specific and confined to the work done by the officer during the period reported. They should avoid giving a biased or evasive assessment of the officer reported upon, as the Countersigning Officers would be required to comment on the quality of the assessment made by them.
7. The Reporting Officers should carry out their assessment in Part III where it should be 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.
8. The Reporting Officers should be careful in giving the overall and comparative gradings. Special care should be taken so that no officer is placed at an undue disadvantage.
9. Reporting officer is expected to counsel the officer being reported upon about his weak points and advise him to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counseling.
10. The countersigning officer should weight the remarks of the reporting officer against his personal knowledge of the officer being reported upon, compare him with other officers of the

same working under different reporting officers but under the same countersigning officer, and then give his overall assessment in part V (1&2). If the countersigning officers differ with the grading or remarks given (in parts III & IV) by the reporting officer, he should score it out and give his own grading in red ink. In part V, he is required to give his own assessment.

11. 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.
12. 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 reported upon, with a copy of communication placed in the CR dossier. Reporting Officers should ensure that they properly counsel the officer reported upon before adverse remarks are recorded.
13. When an adverse remark is made in the confidential report of the official reported upon, a copy of the whole report should be furnished to him at the earliest opportunity, and in any case within one month from the date the report is countersigned, with a memorandum, a copy of which should be signed and returned by him in acknowledgement of the report and be in turn placed in the character roll for record. A serious view should be taken of any failure on the part of the official concerned to furnish a copy of the report containing adverse remarks to the person reported upon.
14. The official making representations against adverse remarks recorded in their confidential reports should not make any personal remark or remarks against the integrity of the reporting officers. Violations of this rule will be considered misconduct and will also render the representation liable to be summarily rejected.

IMPORTANT

15. TIME FRAME: Parts I and II of the PER should be duly filled by the Officer/official concerned and forwarded to the Reporting Officer within one week after date of intimation for filling of PERs from Head Office. The ROs should forward the report to the Countersigning Officer within two weeks of receipt after giving their views in Parts III & IV. The COs should finalize their comments in Part V & VI (in case of a second countersigning officer) within two weeks of receipt of PER.
16. Name and designation of Reporting/Countersigning Officer should be clearly written. Comments should be legible and in the prescribed format and which can be easily scanned.
17. CHOICE OF LANGUAGE: Report has been devised in English/Urdu to provide flexibility to RO/CO in the choice of language.
18. Reports should be consistent with the pen picture, overall grading and comparative grading.
19. Personnel Number is to be filled in by the Section Concerned at Head Office
20. **PERs have been color coded as mentioned below;**
 - a) **White pages for BPS 3 till 16**
 - b) **Yellow colored pages for BPS 17 & 18**
 - c) **Pink colored pages for BPS 19 & 20**

