FOR SCIENTISTSRESTRICTED

**Pakistan Agricultural Research Council**

 Personal Code

***Annual Performance Evaluation Report***for the Period from \_\_\_\_\_\_\_\_\_\_\_ to\_ \_\_\_\_\_\_

Name of Div/Dte/Centre/Instt/Programme \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** Part- 1 & II to be filled by reportee, Part-3 by Reporting Officer and Part-4 by Countersigning Officer.

**Do read guidelines before filling in the pro forma**

**Part-1**

* 1. **Name** (in block letters):
	2. **Designation & Pay Scale:**
	3. **Post & Date of joining** PARC:
	4. **Date of Promotion/Apptt in Present Scale \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	5. **Post(s)** (held during the period under report):
	6. **Reporting Officer** (**Name** **and Designation) :**

# Part-2

* 1. **Qualifications**

 (highest degree, discipline with univ. & year)

* 1. **Specialization**
	2. **Assignment(s) as per ToRs** (during the report period) :

2.4 **Achievements/Output** (during the report period):

2.4.1 Output relative to assignment(s)

 2.4.2 Research project(s) Developed/Grants Won/Implemented

2.4.3 Participation in professional events (seminars/workshops, etc)/training, attended/offered, (title, venue & dates)

2.4.4 Publications: books, reports, papers in refereed journals, presented at professional Forum(s) and published; with dates, venue - (complete reference - attach copies)

2.5 **Additional assignment/achievement(s), if any**

2.6 **Working Environment**

 (Research facilities, opportunities, problems and suggestions)

(With Seal & Date) Signature of Reportee

**Part – 3**

 3.1 Assessment of personal traits and proficiency (initial the appropriate box)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S. No.**  | **Particulars**  | **A+**  | **A**  | **B**  | **C**  | **D**  | **Marks**  |
| **(10)**  | **(8)**  | **(7)**  | **(6)**  | **(4)**  |  |
| l.  | Integrity and Reliability  |  |  |  |  |  |  |
| 2.  | Devotion to duty and Punctuality  |  |  |  |  |  |  |
| 3.  | Communication Skills (oral & written)  |  |  |  |  |  |  |
| 4.  | Professionalism/Dynamism  |  |  |  |  |  |  |
| 5.  | Leadership and Team work  |  |  |  |  |  |  |
| 6.  | Ability to work within resources  |  |  |  |  |  |  |
| 7.  | Response to time limit assignments  |  |  |  |  |  |  |
| 8.  | Competitiveness, initiative & drive  |  |  |  |  |  |  |
| 9.  | Output relative to assignment  |  |  |  |  |  |  |
| 10.  | Publications/other specific assignments |  |  |  |  |  |  |
| Total  |  |

3.2 **Reporting Officer's comments:**

3.3 **Overall assessment** (initial the appropriate box)

|  |  |  |
| --- | --- | --- |
| Criteria  | ReportingOfficer | CountersigningOfficer\* |
| Outstanding A+ A+  | Above 90%  |  |  |
| Very good (A)(A)  | 81-90%  |  |  |
| Good (B)(B)  | 70-80%  |  |  |
| Average (C) | 51-69%  |  |  |
| Below Average (D)(D)  | Below 50%  |  |  |
| Fitness for promotion  | Accelerated  |  |  |
| On his/her turn  |  |  |
| Not yet fit  |  |  |
| Fit for retention beyond 25 years of service  |  |  |

\* To reflect comparative assessment of all reportees working under different reporting officers but under the same countersigning officer.

(With Seal & Date) Signatures of Reporting Officer

**Part – 4**

4.1. **Reporting status** Lenient Strict Rational Biased

4.2 **Countersigning Officer's Comments**

(With Seal & Date) Signatures of Countersigning Officer

**Part – 5**

**Comments of second countersigning officer, if any**

(With Seal & Date) Signatures of second Countersigning Officer

**Guidelines**

The Performance Evaluation Report (PER) aims at an objective assessment of the performance. The format of the Pro forma has been developed to achieve an objective, precise and honest performance assessment at three levels namely reportee, reporting and countersigning officers. The over-riding intent of the report is to improve the aptitude and output of the individual through sustained counseling and watchful guidance.' Using the report as a tool of coercion is to be discouraged by all means. Accordingly, the following guidelines should be followed to facilitate the performance evaluation:

**Part-1** Personal profile of reportee to be filled by the reportee, indicating:

* 1. Complete name, as per service record, in block letters.
	2. Present designation & pay scale.
	3. Date of joining PARC & the post joined.
	4. Posts held during the period under report for at least 03 months.
	5. Reporting Officer’s name with designation/program.

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**Part-2** **Reportee:** It provides an opportunity to the reportee for self-assessment and to depict his/her achievements in true perspective. He/she should state/assess:

* 1. Qualifications earned including long term professional training.
	2. Specialization consistent not only with academic qualification, but also professional training and experience.
	3. Explain approved job assignment(s) as well as research pursuits of his/her personal interest.
	4. Achievements output indicating essentials and accelerators for accomplishing the job assignment and relate his/her level of output relative to the level of inputs.
	5. Any additional responsibility entrusted to him/her or any extra ordinary activity/achievement other than his/her assignment.
	6. His/her working environment in terms of inputs like men, materials (equipment, machinery, etc.), funds, leadership, information, and career advancement opportunities.

**Part-3** **Reporting officer:** eliminating personal biases, affecting the honest assessment may evaluate:

* 1. The reportee in a totality of personal traits, education, training, experience aptitude and particularly output including ways and means for professional/career development.
	2. Highlight peculiar personality traits and specialty that enhance performance level and identify short­falls in working environment and ways to rectify these.

**Part-4** **countersigning officer:** while assessing should:

* 1. Record his/her opinion on the Reporting Officer's assessment by initialing the relevant box.
	2. Portray true pen picture of the reportee not repeating the previous assessment and identify attributes of the reportee, which in an enabling environment can help the reportee to develop as a productive human resource. Countersigning officer may also highlight any other qualities not mentioned by the Reporting Officer.

**Note** 1. Both the reporting officer and the countersigning officer should comment about general
 reputation of the reportee in their respective assessment columns (3.2 & 4.1).

1. The reporting and countersigning officers should initial the relevant columns. Adverse remarks, if any, must be recorded with red ink and underlined.
2. The Personnel Administration Directorate must communicate adverse remarks to reportee within 03 months. Disciplinary action, against the dealing officer in
P. Admn, will be taken in case of failure to communicate adverse remarks within specified time.

**CERTIFICATE**

(By the Reportee)

Certified that I,  **\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_**

 (Name of Officer) (Personnel Number (if allotted)

have on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ submitted my Performance Evaluation Report

(SPS) (Date)

for the period from \_\_\_to\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_**

to \_\_\_\_\_\_\_\_\_\_\_\_

 (Name/Designation of Reporting Officer)

My countersigning officer is \_ **\_\_\_\_**\_\_\_\_

 (Name/Designation of Countersigning Officer)

Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**CERTIFICATE**

**By the Establishment**

F.N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_

This is to certify that PER of Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, SPS\_\_\_\_\_\_, for the period from \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_ initiated and countersigned by the officers both being concerned with the work of the person reported upon during the said period.

Name/Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Asstt.Director (ACR), PARC

**CERTIFICATE**

F.N\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_

This is to certify that PERs of all officers/staff of Division/Directorate/Centre//Institute have been completed and sent to the Directorate of Establishment within due date and no PER is pending.

Name & Signature Head of Division/Directorate/Centre/Institute\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Director (Establishment), PARC**