

# PERFORMANCE EVALUATION REPORT (PER)

(For Officers BPS-17 & Above)

## CERTIFICATE

### Submission of PER

Certified that I \_\_\_\_\_  
(Name of Officer)

Code No./BPS \_\_\_\_\_ have on \_\_\_\_\_  
(If allotted) date

submitted my Performance Evaluation Report for the period \_\_\_\_\_ to

\_\_\_\_\_  
(Name/Designation of Reporting Officer)

My countersigning officer is \_\_\_\_\_  
(Name/Designation of Countersigning Officer)

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Dept \_\_\_\_\_

Company \_\_\_\_\_

To:-

1. Concerned HRD

Company \_\_\_\_\_

Or

2. Concerned CM cell PEPCO

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

**PERFORMANCE EVALUATION REPORT (PER)****PERFORMANCE EVALUATION REPORT**

Company \_\_\_\_\_

Code \_\_\_\_\_ (If allotted)

Department/Office \_\_\_\_\_

For the period from \_\_\_\_\_ To \_\_\_\_\_

**PART I**

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. **Name (in block letters)** \_\_\_\_\_
2. **Code number** \_\_\_\_\_
3. **Date of birth** \_\_\_\_\_
4. **Date of entry in service** \_\_\_\_\_
5. **Post held during the period (with BPS)** \_\_\_\_\_
6. **Academic qualifications** \_\_\_\_\_  
\_\_\_\_\_
7. **Training received during the evaluation period (Training courses attended earlier, if any, may please be listed separately on the back page of the report)**

| Name of course attended | Duration with dates | Name of institution and country |
|-------------------------|---------------------|---------------------------------|
| <br><br><br><br><br>    |                     |                                 |

8. **Period served**  
(i) In present post \_\_\_\_\_ (ii) Under the reporting officer \_\_\_\_\_
9. **Professional affiliations**  
\_\_\_\_\_
10. **Any professional contribution other than office work**  
\_\_\_\_\_

## PART II

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)  
(in own handwriting)

## 1. Job description

[illegible]

2. Brief account of achievements 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.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There is no handwriting or printed text on the paper.

### PART III

#### (REPORTING OFFICER'S EVALUATION)

1. The Rating in Part III should be recoded by initialing the appropriate box.

The rating denoted by alphabets are as follow:

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. | <b>Intelligence</b><br>Exceptionally bright: excellent comprehension   |   |   |   |   | Dull :Slow   |
| 2. | <b>Confidence and Will Power</b><br>Exceptionally confident and resolute   |   |   |   |   | Uncertain :Hesitant  |
| 3. | <b>Acceptance of Responsibility</b><br>Always prepared to take on responsibility   |   |   |   |   | Reluctant to take on responsibility: Will avoid it whenever possible |
| 4. | <b>Reliability under Pressure</b><br>Calm and exceptionally reliable at all times  |   |   |   |   | Confused & easily flustered even under normal pressure               |
| 5. | <b>Financial Responsibility</b><br>Exercise due care and discipline  |   |   |   |   | Irresponsible  |
| 6. | <b>Relationship with</b><br>i) Superiors<br>Cooperative and trusted  |   |   |   |   | Un-cooperative   |
|    | ii) Colleagues<br>Works well in a team   |   |   |   |   | Difficult colleague  |
|    | III) Subordinates<br>Courteous and effective:<br>Encouraging   |   |   |   |   | Discourteous & Intolerant  |
| 7. | <b>Behavior with Public/Customers</b><br>Courteous and helpful   |   |   |   |   | Arrogant, discourteous and indifferent                               |
| 8. | <b>Ability to decide routine matters</b><br>Logical and decisive   |   |   |   |   | Indecisive: Vacillating  |
| 9. | <b>Knowledge of Relevant laws, rules, regulations, instructions and procedures</b><br>Exceptionally well informed, keep abreast of latest developments |   |   |   |   | Ignorant & uninformed  |

**PART VI**

**REMARKS OF THE SECOND COUNTERSIGNING OFFICER  
(IF NECESSARY)**

Name \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_



## PART IV

### (REPORTING OFFICER'S EVALUATION)

1. Please comment on the officer's performance on the job as given in Part II (2) with special reference to his knowledge of work, ability to plan, organize and supervise, analytical skills, competence to take decisions and quality and quantity of output (clearly stating in ratings of Very Good, Good, Average, Below Average). How far was the officer able to achieve the targets? Comment on the officer's contribution, with the help of statistical data, if any, in the overall performance of the organization. Do you agree with what has been stated in Part II (2)?

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2. Area and level of professional expertise with suggestions for future posting

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3. Training and development needs

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4. Integrity (Morality, Uprightness & Honesty)

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5. Overall grading

|           |      |         |               |
|-----------|------|---------|---------------|
| Very Good | Good | Average | Below Average |
|-----------|------|---------|---------------|

6. Fitness for promotion      Comment on the officer's potential for holding a higher position and additional responsibilities

|                   |                             |                           |                              |
|-------------------|-----------------------------|---------------------------|------------------------------|
| Fit for Promotion | Recently promoted/appointed | Not yet fit for promotion | Unlikely to progress further |
|-------------------|-----------------------------|---------------------------|------------------------------|

Name of the reporting officer \_\_\_\_\_ Signature \_\_\_\_\_  
(Capital letters)

Designation \_\_\_\_\_ Date \_\_\_\_\_

## PART V

### (REMARKS OF THE COUNTERSIGNING OFFICER)

1. How often have you seen the work of the officer reported upon?

|            |         |                |        |
|------------|---------|----------------|--------|
| Frequently | Oftenly | Not so Oftenly | Rarely |
|------------|---------|----------------|--------|

2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons.

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

|             |      |        |
|-------------|------|--------|
| Exaggerated | Fair | Biased |
|-------------|------|--------|

4. Overall grading

|           |      |         |               |
|-----------|------|---------|---------------|
| Very Good | Good | Average | Below Average |
|-----------|------|---------|---------------|

5. Evaluation on fitness for promotion (comment on the officer's potential for holding a higher position and additional responsibilities)

|                   |                             |                           |                              |
|-------------------|-----------------------------|---------------------------|------------------------------|
| Fit for Promotion | Recently promoted/appointed | Not yet fit for promotion | Unlikely to progress further |
|-------------------|-----------------------------|---------------------------|------------------------------|

Name of the countersigning officer  
(Capital letters) \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Date \_\_\_\_\_



## GUIDELINES FOR FILLING UP THE PER

- After initiating their PERs, the officers under report should immediately fill up the detachable 'certificate' giving names of the RO/CO and send the same to the Officer Incharge of their respective confidential records. The exercise will ensure proper follow-up pending performance evaluation reports by the concerned.
- Forms should be filled in duplicate. Parts I and II are to be filled by the Officer under report in own hand writing. Parts III and IV will be filled by the Reporting Officer while the Countersigning/Second Countersigning Officers will fill Parts V and VI respectively. The ratings in Part III should be recorded by initialing the appropriate box.
- Each Company is required to prepare specific job descriptions giving main duties of each job to be mentioned in Part II (I). The job descriptions may be finalized with the approval of the Head of the Organization or any person authorized by him.
- 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 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. They should avoid giving a biased or evasive assessment of the officer under report, as the Countersigning Officers 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 opinions should represent the result of careful consideration and objective assessment so that, if called upon, they could justify the remark/comments. They may maintain a record of the work done by the subordinates in this regard.
- The Countersigning Officers should weigh the remarks of the RO against their personal knowledge of the officer under report and then give their assessment in Part V. In case of disagreement, the Countersigning Officers should give specific reasons in Part V similarly, if the Countersigning Officers differ with the grading or remarks given by the reporting Officer in Part III they should score it out and give their own grading 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 Officers.
- 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 proper counseling is given to the officer under report before adverse remarks are recorded.**
- The Reporting and Countersigning Officers 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.
- **PEPCO'S office letter No.A-374/9568-90 dated 26-02-2010 may please be seen for additional information/clarification.**

### IMPORTANT

- Parts I and II of the PER should be duly filled and dispatched by the Reporting Officer not later than 15<sup>th</sup> of January. The ROs 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. The Second Countersigning Officers, if any, should also complete their assessment within 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.
- Personnel Number is to be filled in by the officer under report, if allotted.