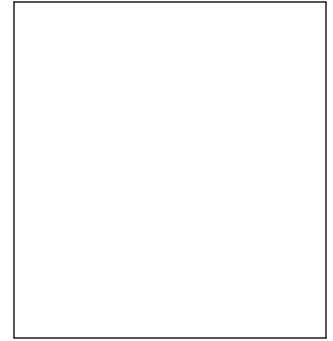


# High Court of Sindh, Karachi.

## Performance Evaluation Report

For the period  to

Station of Evaluation



Part 1

(To be filled by the officer reported upon)

Photograph

1. Name:  
(IN BLOCK LETTERS)

2. Personal Number:

3. Email Address:

4. Post held during  
the period:

5. Academic  
Qualifications:

6. Trainings received during the evaluation period:

Name of the course / workshop attended	Duration with date	Name of the institution
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<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
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7. Please list any publication or research report produced during the evaluation period:

8. Period served:

(I) In present post

(II) Under the  
reporting officer

\_\_\_\_\_  
Signature of the officer reported upon

Part II

(To be filled by the officer reported upon)

1. Job Description

2. Brief account of the performance on the job during the period supported by the statistical data where possible. Performance as Presiding officer of a Court should be supported by filling the form below. Reason for shortfall, if any, may be stated.

**Quantitative Output**

Month (Year)	Units Achieved During the Month	Allocated Target	Surplus/ Shortfall	Witnesses Examined	Cases (1) decided on merits
	1	2	3=1-2	4	5
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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(1) Cases means original (a) civil and criminal cases (other than the cases that are triable through summary proceedings) decided on merit after recording evidence & giving hearing and due consideration to the record and (b) appeals & revisions.

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Signature of the officer reported upon

**Part III**  
(Reporting Officer's Quantitative Evaluation)

The rating in part III should be recorded by initialing the appropriate box. The ratings denoted by numbers are as follows:

- '5' Outstanding.
- '4' Good.
- '3' Average.
- '2' Below Average.
- '1' Poor.

For uniform interpretation of qualities, two extreme shades are mentioned against each quality.

	5	4	3	2	1	
1. Integrity (2) Upright & Honest; Stays within means	<input type="checkbox"/>	<input type="checkbox"/>	see footnote below	<input type="checkbox"/>	<input type="checkbox"/>	Corrupt; tends to oblige people even for non-financial gains.
2. Professional Competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Quality</u> Coherent, Concise, Well-informed & Well reasoned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incoherent, verbose with little appreciation of relevant law & facts.
<u>Quantity</u> Consistently exceeds expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consistently fails to deliver the required output.
3. Behavior in Court  Dignified & graceful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Harsh and imbalanced.
4. Administrative ability  Mature & decisive possesses initiative and drive.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Indecisive and vacillating; Lacks imagination.
5. Discipline	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Habitually late, disobedient, conduct outside the court is unbecoming of a gentleman & an officer.

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(2) In Part-III under the heading "integrity" column No. 3 (average) shall not filled. Persons of doubtful integrity should be rated in column No. 2 and those corrupt in column No .1.

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Signature of the officer reported upon

Part IV

4. (Reporting Officer's Qualitative Evaluation)

1. Please evaluate the officer qualitatively with special reference, among other features, to quality of output. This evaluation should substantiate the the rating given to the officer in Part III. Any other strength or weaknesses of the officer that merits attention may be discussed here.

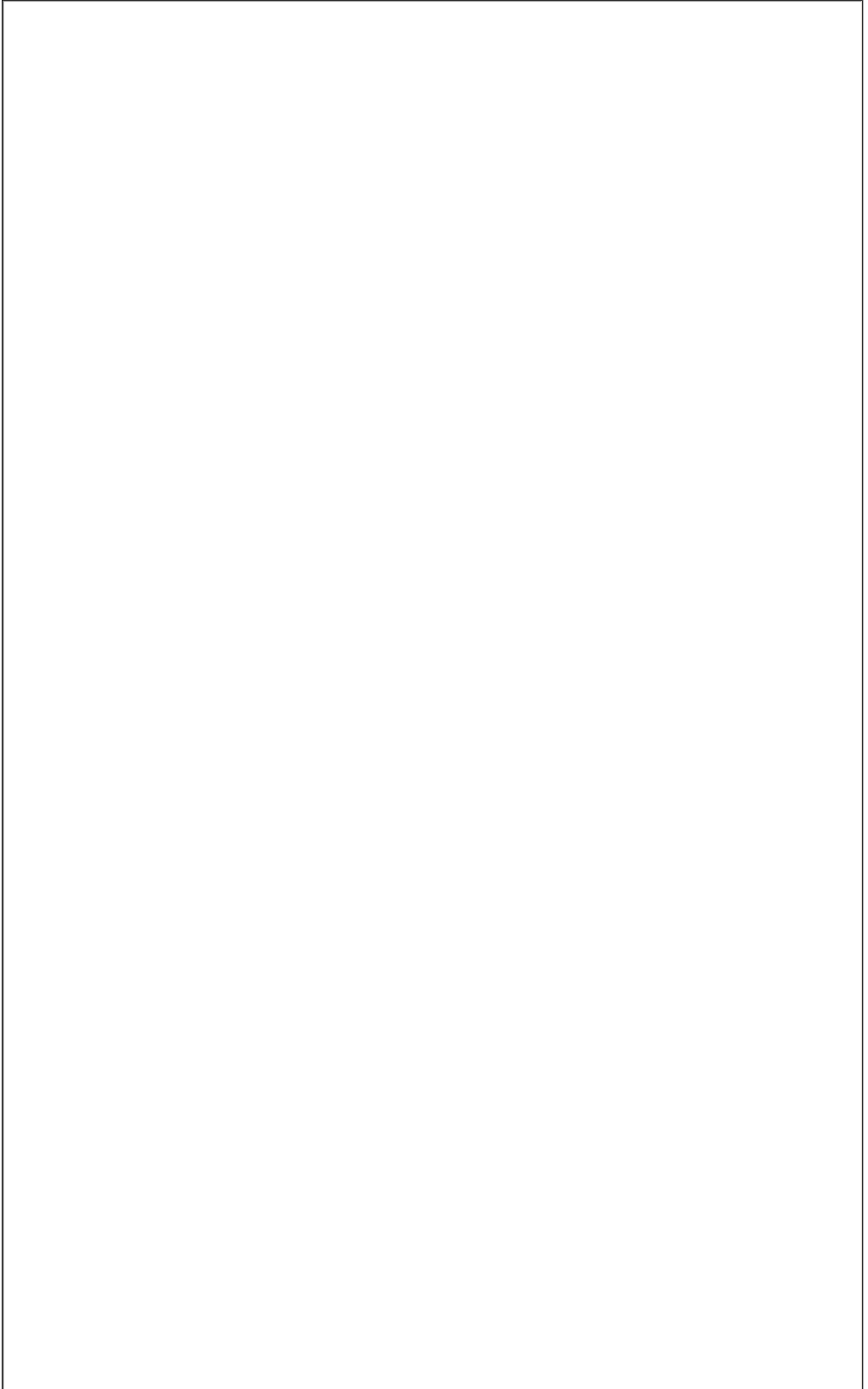
(Weaknesses will not be considered as adverse entries unless specially indicated as adverse with red underling in the remarks below)

2. Please substantiate in words rating of the officer in integrity column of Part III.

3. Special aptitude.

\_\_\_\_\_  
Signature of the officer reported upon

4. Counselling (Please identify date, time & issue of the counselling & its results)

A large, empty rectangular box with a thin black border, intended for the user to provide details about counselling sessions, including dates, times, issues, and results.

\_\_\_\_\_  
Signature of the officer reported upon

5. Fitness for promotion.

	Reporting Officer	Countersigning Officer
1. Fit for promotion	<input type="text"/>	<input type="text"/>
2. Not yet Fit for promotion	<input type="text"/>	<input type="text"/>
3. Unlikely to progress further	<input type="text"/>	<input type="text"/>

Name of the Reporting Officer (capital letters)

Signature

Designation

Date

PART V

(REMARKS OF THE COUNTERSIGNING OFFICER)

1. What is your general opinion of the quality of assessment of the reporting officer? Please give reasons if you find the assessment of the reporting officer given in part III or IV to be exaggerated or biased?

**EXAGGERATED**

**FAIR**

**BIASED**

Name of the Countersigning Officer (capital letters)

Signature

Designation

Date

\_\_\_\_\_  
Signature of the officer reported upon

**GUIDELINES FOR FILLING UP THE PERSONAL EVALUATION REPORT (PER)**

1. Forms should be filled in duplicate. Parts I and II are to be filled by the officer under report and should be typed. Parts III and IV will be filled by the Reporting Officer, while the countersigning Officer will fill Part V. The ratings in Part III should be recorded by initialing the appropriate box.
2. The officer under report should fill Part II of the form as objectively as possible formulated at the beginning of the year wherever possible. In other cases, the work performed during the year needs to be specifically mentioned.
3. Assessment by the Reporting Officers 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 officer would be required to comment on the quality of the assessment made by them.
4. The reporting officers should support their assessment in Part IV through comments against each characteristic. Their opinion should represent the result of careful consideration and objective assessment so that, if called upon, they could justify the remarks/comments.
5. The Countersigning officer should weigh the remarks of the reporting officer against their personal knowledge of the officer under report and then give their assessment in part V. In case of disagreement, the countersigning officer should give specific reasons in part V.
6. The Countersigning officer should make an unbiased evaluation of the quality 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.
7. The Countersigning officer 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 under report, with a copy of communication placed in the CR dossier.
8. 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.
9. Reports should be consistent with the pen picture and overall grading.

**Important**

Parts I and II of the PER should be duly filled and dispatched to the reporting officer not later than the 15<sup>th</sup> of January. The reporting officers should forward the report to the countersigning officer with in two weeks of receipt after giving their views in part III and IV. The countersigning officers should then finalize their comments in part V within in two weeks of the receipt of PER.

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.