

1

**BEFORE THE HON'BLE SERVICE TRIBUNAL,**  
**PESHAWAR**

Service Appeal No.4944/2020

Dr. Muhammad Zarin.....**Appellant**

***Versus***

Govt KPK & Others.....**Respondents**

**REJOINDER ON BEHALF OF APPELLANT**

**Respectfully Sheweth:**

The appellant most humbly submits his rejoinder as under:

**Reply to Preliminary Objections:**

All the preliminary objections raised by the Respondents in their written para wise comments are wrong, incorrect and baseless, hence expressly denied.

The appellant has got locus standi / cause of action against the respondents. The appellant contacted this Hon'ble Court with clean hands and bona fide intention for redressal of his grievances. The appeal of the Appellant is based on cogent and reliable grounds. The appeal is self explanatory and all the facts of the case favour the stance of the appellant. That the appellant never ever transferred neither on the administrative grounds nor on the ground that he is from General cadre and his present post of Assistant Director EPI is only for Management cadre.

**Reply to factual Objections:**

1. Paras No.1 of written comments needs no reply.
2. Para No.2 of the written comments is incorrect, that the appellant never ever transferred neither

on the administrative grounds nor on the ground that he is from General cadre and his present post of Assistant Director EPI is only for Management cadre, to this extent the Official respondents as well as the private respondent made an attempt to misguide this Hon'ble Tribunal and this act of the respondents would be depreciated. After impugning the transferred order of the appellant, respondent No.1 issued numerous transferred order from General cadre to Management cadre. **(Copies attached)** Besides this it is very important to mention here and to bring on record that High ups / Officials are all from General cadre and enjoying the Management Cadre post on high level but only the innocent appellant is transferred. **(List attached)** The Respondents issued directives for utilization of services of General Cadre Doctors for Management /Administrative purposes just to accommodate their blue eyed but the appellant has been victimized. **(Copy attached)**

3. Paras No.3 of written comments needs clarification. That the appellant is not transferred in the light of Judgment of this Hon'ble Tribunal because the Respondents who take abode of the Judgment they are also from General Cadre. The respondents made an attempt to misguide this Hon'ble Tribunal on Pseudo / concocted storey which have no legal support because there is no reference of the judgment on which the respondents rely but on the other hand this Hon'ble Tribunal totally negated this plea of general / management cadre in the case of "**Dr. Sardar Muhammad Basir vs Govt KP etc.**" **(Copies attached)**

On the other hand the ban was imposed on all type of transfer / posting in the province but the appellant was victimized for his best performance and records shows that the appellant almost all his service career performed the duties in hard area and on management posts, now the plea that the appellant is from General cadre, so the respondents are stopped by their own conduct. The impugned transfer order is issued in violation of Posting / Transfer Policy of the Provincial Government, which merits reversal. **(Copies of ban notification & ACRs are attached)**

4. Para No.4 of the comments is wrong and para No.4 of the appeal is correct and based on facts and reality .

**REPLY TO GROUNDS:**

- A. Grounds A of the appeal is correct and reply is submitted by the respondent is wrong, incorrect and against the reality.
- B. Grounds B of the appeal is correct and reply is submitted by the respondent is wrong, incorrect and against the reality. The replying respondent is misleading the court on different issues which is not involved in the appellants case, hence expressly denied. The detail reply has been advanced in the above paras.
- C. Grounds C & D of the appeal is correct and reply is submitted by the respondent is wrong, incorrect and against the reality.
- D. Grounds E of the appeal is correct and reply is submitted by the respondent is wrong, incorrect and against the reality.
- E. Grounds F to P of the appeal is correct and reply is submitted by the respondent is wrong, incorrect and against the reality.

**IT IS, THEREFORE, MOST HUMBLY PRAYED THAT ON THE ACCEPTANCE OF THE REJOINDER, THIS HON'BLE COURT MAY VERY GRACIOUSLY ALLOWED THE APPEAL IN FAVOUR OF THE APPELLANT AND AGAINST THE RESPONDENTS, WITH ORDER OF SPECIAL COSTS.**

Petitioner  
Through

**Asif Ali Shah**  
Advocate High Court

Dated: 07.07.2020

**VERIFICATION**

It is verified that the contents of this plaint are true and correct to the best of my Knowledge and belief and nothing has been concealed intentionally from the Hon'ble Court.

**Executor**

4



**Government of Khyber Pakhtunkhwa,  
Health Department**

Dated Peshawar the 25<sup>th</sup> June, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

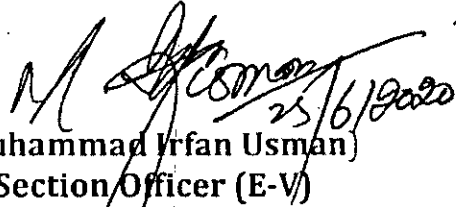
The competent authority is pleased to transfer Dr. Taj Muhammad, Senior Dental Surgeon (BS-18) Type-D Hospital Paharpur District D.I Khan and post him as LHW Coordinator (BS-18) office of the District Health Officer, D.I Khan against the vacant post, in the public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. DHO, D.I Khan.
4. MS/ Incharge, Type-D Hospital Paharpur District D.I Khan.
5. DAO, D.I Khan.
6. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
7. PS to Minister for Health Department, Khyber Pakhtunkhwa.
8. PS to Secretary Health Department, Khyber Pakhtunkhwa.
9. Doctor concerned.

  
(Muhammad Irfan Usman)  
Section Officer (E-V)  
25/6/2020

5



**Government of Khyber Pakhtunkhwa,  
Health Department**

Dated Peshawar the 25<sup>th</sup> June, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

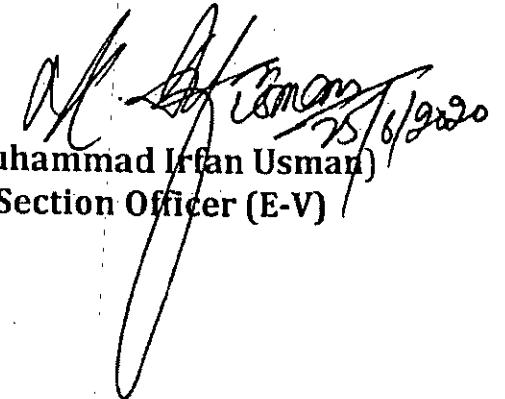
The competent authority is pleased to transfer Mr. Muhammad Qasim, Surveillance Officer (BS-17) attached to office of the District Health Officer Nowshera and post him as Deputy Director (Admin) BS-18 Directorate General Health Services, Khyber Pakhtunkhwa Peshawar in his own pay & scale against the vacant post, in the public interest, with immediate effect.

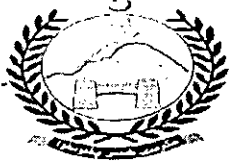
**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. Director General, Provincial Health Services Academy, Peshawar.
4. Director Health Services, Merged Areas., Peshawar.
5. DHO, Nowshera.
6. DAO, Nowshera.
7. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
8. PS to Minister for Health Department, Khyber Pakhtunkhwa.
9. PS to Secretary Health Department, Khyber Pakhtunkhwa.
10. Doctor concerned.

  
(Muhammad Irfan Usman)  
Section Officer (E-V)



6

**Government of Khyber Pakhtunkhwa,  
Health Department**

Dated Peshawar the 25<sup>th</sup> June, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

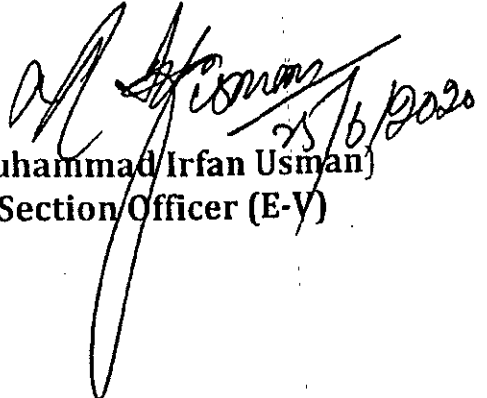
The competent authority is pleased to transfer Dr. Zahid, Senior Medical Officer (BS-18) RHC Sherwan District Abbottabad and post him as Deputy Medical Superintendent (Admin) Benazir Bhutto Shaheed Teaching Hospital Abbottabad against the vacant post, in the public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. DHO, Abbottabad.
4. Medical Superintendent, Benazir Bhutto Shaheed Teaching Hospital Abbottabad
5. Incharge/ MS, Sherwan District Abbottabad.
6. DAO, Abbottabad.
7. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
8. PS to Minister for Health Department, Khyber Pakhtunkhwa.
9. PS to Secretary Health Department, Khyber Pakhtunkhwa.
10. Doctor concerned.

  
(Muhammad Irfan Usman)  
Section Officer (E-V)



7

## Government of Khyber Pakhtunkhwa, Health Department

Dated Peshawar the 25<sup>th</sup> June, 2020

### NOTIFICATION

**NO. SOH(HD)/E-V/4-4/2020** The competent authority is pleased to transfer Dr. Imran Khan, Medical Officer (BS-17) attached to office of the District Health Officer Nowshera and post him as Deputy Director (EPI) BS-18 Directorate General Health Services, Khyber Pakhtunkhwa Peshawar in his own pay & scale against the vacant post, in the public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

### Endst. Of even No. & Date.

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. Director General, Provincial Health Services Academy, Peshawar.
4. Director Health Services, Merged Areas., Peshawar.
5. Director, EPI, Directorate General Health Services, Khyber Pakhtunkhwa.
6. DHO, Nowshera.
7. DAO, Nowshera.
8. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
9. PS to Minister for Health Department, Khyber Pakhtunkhwa.
10. PS to Secretary Health Department, Khyber Pakhtunkhwa.
11. Doctor concerned.

  
(Muhammad Irfan Usman)  
Section Officer (E-V)



8

**Government of Khyber Pakhtunkhwa,  
Health Department**

Dated Peshawar the 25<sup>th</sup> June, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

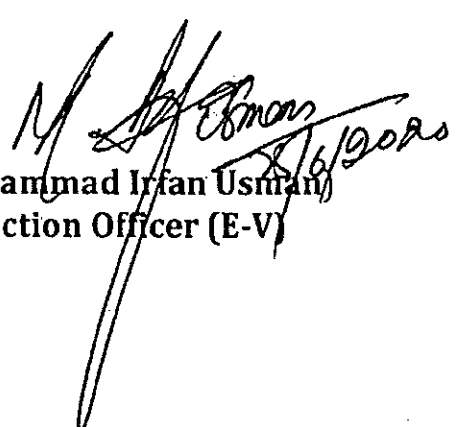
The competent authority is pleased to transfer Dr. Muhammad Shehryar Khan, Deputy Medical Superintendent (BS-17) District Headquarter Hospital Nowshera and post him as Deputy Director (Medical) BS-18 Directorate General Health Services, Khyber Pakhtunkhwa Peshawar in his own pay & scale against the vacant post, in the public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. Director General, Provincial Health Services Academy, Peshawar.
4. Director Health Services, Merged Areas., Peshawar.
5. DHO, Nowshera.
6. Medical Superintendent, DHQ Hospital Nowshera.
7. DAO, Nowshera.
8. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
9. PS to Minister for Health Department, Khyber Pakhtunkhwa.
10. PS to Secretary Health Department, Khyber Pakhtunkhwa.
11. Doctor concerned.

  
(Muhammad Irfan Usman)  
Section Officer (E-V)





9

**Government of Khyber Pakhtunkhwa,  
Health Department**

Dated Peshawar the 25<sup>th</sup> June, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

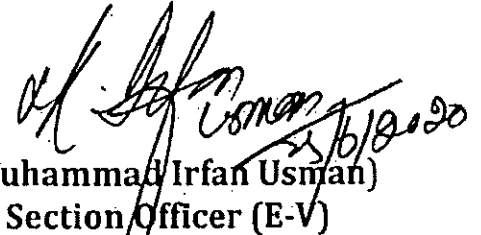
The competent authority is pleased to transfer Dr. Haroon Latif, Medical Officer (BS-17 – waiting for posting) at Directorate General Health Services, Khyber Pakhtunkhwa and post him as Deputy Project Director, TB Control Program, Khyber Pakhtunkhwa against the vacant post, in the public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. Project Director, TB Control Program, Khyber Pakhtunkhwa.
4. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
5. PS to Minister for Health Department, Khyber Pakhtunkhwa.
6. PS to Secretary Health Department, Khyber Pakhtunkhwa.
7. Doctor concerned.

  
(Muhammad Irfan Usman)  
Section Officer (E-V)

10



**Government of Khyber Pakhtunkhwa,  
Health Department**

Dated Peshawar the 25<sup>th</sup> June, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

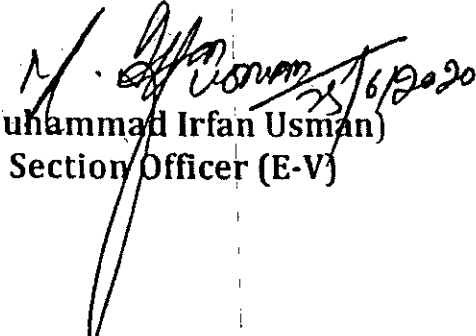
The competent authority is pleased to transfer Dr. Afrasyab, Medical Officer (BS-17) Type-C Hospital City Karak and post him as LHW Coordinator DHO Office Karak in his own pay & scale, in the public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. District Health Officer, Karak.
4. DAO, Karak.
5. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
6. PS to Minister for Health Department, Khyber Pakhtunkhwa.
7. PS to Secretary Health Department, Khyber Pakhtunkhwa.
8. Doctor concerned.

  
(Muhammad Irfan Usman)  
Section Officer (E-V)



11

**Government of Khyber Pakhtunkhwa,  
Health Department**

Dated Peshawar the 25<sup>th</sup> June, 2020

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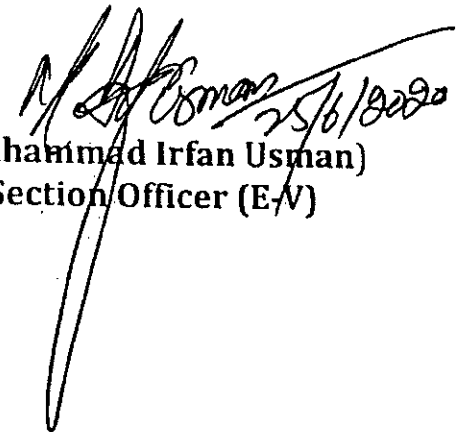
**NO. SOH(HD)/E-V/4-4/2020** The competent authority is pleased to transfer Dr. Muhammad Hussain, Medical Officer (BS-17) at RHC Chakesar District Shangla and post him as EPI Coordinator at office of the District Health Officer Torghar in his own pay & scale, in the public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. District Health Officer, Torghar & Shangla.
4. DAO, Toghar and Shangla.
5. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
6. PS to Minister for Health Department, Khyber Pakhtunkhwa.
7. PS to Secretary Health Department, Khyber Pakhtunkhwa.
8. Doctor concerned.

  
(Muhammad Irfan Usman)  
Section Officer (E-V)



12

**Government of Khyber Pakhtunkhwa,  
Health Department**

Dated Peshawar the 25<sup>th</sup> June, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**


The competent authority is pleased to transfer Dr. Wali Rehman (BS-18), Deputy District Health Officer, South Waziristan and post him as District Health Officer, South Waziristan, in the public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. Director Health Services, Merged Areas, Peshawar.
4. District Health Officer, South Waziristan.
5. DAO, South Waziristan.
6. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
7. PS to Minister for Health Department, Khyber Pakhtunkhwa.
8. PS to Secretary Health Department, Khyber Pakhtunkhwa.
9. Doctor concerned.

  
(Muhammad Irfan Usman)  
Section Officer (E-V)  
25/6/2020



13

**Government of Khyber Pakhtunkhwa,  
Health Department**

Dated Peshawar the 25<sup>th</sup> June, 2020

**NOTIFICATION**

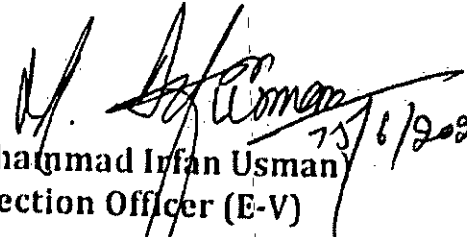
**NO. SOH(HD)/E-V/4-4/2020** The competent authority is pleased to transfer Dr. Wazir Safi (BS-18), District Health Officer, South Waziristan and post him as Deputy Director (BS-18), at Directorate General Health Services, Khyber Pakhtunkhwa, in the public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. Director Health Services, Merged Areas, Peshawar.
4. District Health Officer, South Waziristan.
5. DAO, South Waziristan.
6. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
7. PS to Minister for Health Department, Khyber Pakhtunkhwa.
8. PS to Secretary Health Department, Khyber Pakhtunkhwa.
9. Doctor concerned.

  
(Muhammad Irfan Usman)  
Section Officer (E-V)  
75/6/2020

14



**Government of Khyber Pakhtunkhwa,  
Health Department**

Dated Peshawar the 25<sup>th</sup> June, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

The competent authority is pleased to transfer Dr. Tauqeer Ahmad, Medical Officer (BS-17) BHU Jabu Khel District Lakki Marwat and post him as EPI Coordinator at office of the District Health Officer, Lakki Marwat in his own pay & scale, in the public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. District Health Officer, Lakki Marwat.
4. DAO, Lakki Marwat.
5. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
6. PS to Minister for Health Department, Khyber Pakhtunkhwa.
7. PS to Secretary Health Department, Khyber Pakhtunkhwa.
8. Doctor concerned.

*(Signature)*  
(Muhammad Irfan Usman)  
Section Officer (E-V)

15



**Government of Khyber Pakhtunkhwa  
Health Department**

Dated Peshawar the 18<sup>th</sup> March, 2020

**NOTIFICATION**

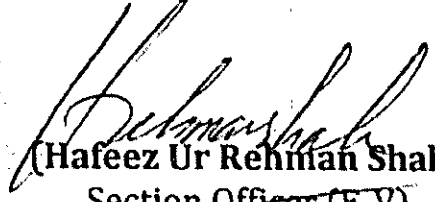
**NO. SOH(HD)/E-V/4-4/2020** The competent authority is pleased to transfer Dr. Muhammad Ayub (BS-19 – waiting for posting) and post him as Medical Superintendent DHQ Hospital Buner , in the best of public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. District Health Officer, Buner.
4. MS, DHQ Hospital, Buner.
5. DAO, Buner.
6. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
7. PS to Minister for Health Department, Khyber Pakhtunkhwa.
8. PS to Secretary Health Department, Khyber Pakhtunkhwa.
9. Doctor concerned.
10. Personal file of the doctor concerned.

  
(Hafeez Ur Rehman Shah)  
Section Officer (E-V)



18

**Government of Khyber Pakhtunkhwa  
Health Department**

Dated Peshawar the 18<sup>th</sup> March, 2020

**NOTIFICATION**

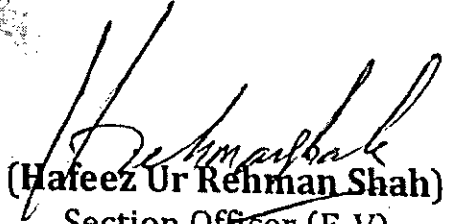
**NO. SOH(HD)/E-V/4-4/2020** The competent authority is pleased to transfer Dr. Fazl-e-Wahab (BS-18) Medical Superintendent, DHQ Hospital Buner and post him as Senior Medical Officer DHQ Hospital Buner , in the best of public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. District Health Officer, Buner.
4. MS, DHQ Hospital, Buner.
5. DAO, Buner.
6. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
7. PS to Minister for Health Department, Khyber Pakhtunkhwa.
8. PS to Secretary Health Department, Khyber Pakhtunkhwa.
9. Doctor concerned.
10. Personal file of the doctor concerned.

  
(Hafeez Ur Rehman Shah)  
Section Officer (E-V)





17

**Government of Khyber Pakhtunkhwa  
Health Department**

Dated Peshawar the 18<sup>th</sup> March, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**


The competent authority is pleased to transfer Dr. Sameen Afridi (BS-19) Principal Medical Officer, RHC Usterzai District Kohat and post him as Medical Superintendent DHQ Hospital Ghalanai , in the best of public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. District Health Officer, Kohat.
4. MS, DHQ Hospital, Ghalanai.
5. District Health Officer, Mohmand.
6. DAO, Mohmand.
7. DAO, Kohat
8. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
9. Incharge RHC, Usterzai, District Kohat.
10. PS to Minister for Health Department, Khyber Pakhtunkhwa.
11. PS to Secretary Health Department, Khyber Pakhtunkhwa.
12. Doctor concerned.
13. Personal file of the doctor concerned.

  
(Hafeez Ur Rehman Shah)  
Section Officer (E-V)



18

**Government of Khyber Pakhtunkhwa  
Health Department**

Dated Peshawar the 18<sup>th</sup> March, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

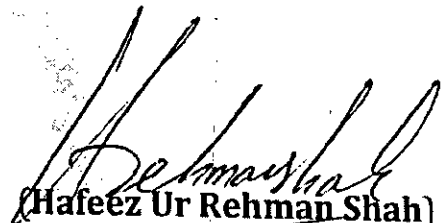
The competent authority is pleased to transfer Dr. Khan Bahadar (BS-19 - waiting for posting) and post him as Medical Superintendent, DHQ Hospital Bajaur, in the best of public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. MS, DHQ Hospital, Bajaur.
4. District Health Officer, Bajaur.
5. DAO, Bajaur.
6. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
7. PS to Minister for Health Department, Khyber Pakhtunkhwa.
8. PS to Secretary Health Department, Khyber Pakhtunkhwa.
9. Doctor concerned.
10. Personal file of the doctor concerned.

  
(Hafeez Ur Rehman Shah)  
Section Officer (E-V)



19

**Government of Khyber Pakhtunkhwa  
Health Department**

Dated Peshawar the 18<sup>th</sup> March, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

The competent authority is pleased to transfer Dr. Aziz Ur Rehman (Children Specialist BS-19) Medical Superintendent DHQ Hospital Bajaur and direct him to report to Directorate General Health Services Khyber Pakhtunkhwa Peshawar, in the best of public interest, with immediate effect.

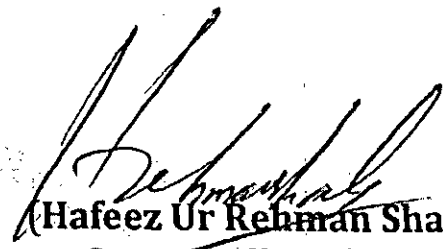
**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. District Health Officer, Bajaur.
4. MS, DHQ Hospital, Bajaur.
5. DAO, Bajaur.
6. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
7. PS to Minister for Health Department, Khyber Pakhtunkhwa.
8. PS to Secretary Health Department, Khyber Pakhtunkhwa.
9. Doctor concerned.
10. Personal file of the doctor concerned.

*order withdrawn.*

  
(Hafeez Ur Rehman Shah)  
Section Officer (E-V)

20



**Government of Khyber Pakhtunkhwa  
Health Department**

Dated Peshawar the 18<sup>th</sup> March, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

The competent authority is pleased to transfer Dr. Nazeer (BS-19) Principal Medical Officer MTI/ HMC Peshawar and post him as District Health Officer Dir (Lower) in his own pay & scale , in the best of public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. District Health Officer, Dir (Lower).
4. Medical/ Hospital Directors, MTI/ HMC Peshawar.
5. District Accounts Officer, Dir (Lower).
6. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
7. PS to Minister for Health Department, Khyber Pakhtunkhwa.
8. PS to Secretary Health Department, Khyber Pakhtunkhwa.
9. Doctor concerned.
10. Personal file of the doctor concerned.

  
(Hafeez Ur Rehman Shah)  
Section Officer (E-V)



21

**Government of Khyber Pakhtunkhwa  
Health Department**

Dated Peshawar the 18<sup>th</sup> March, 2020

**NOTIFICATION**


**NO. SOH(HD)/E-V/4-4/2020** The competent authority is pleased to transfer Dr. Niaz Muhammad (BS-18) Deputy Medical Superintendent Services Hospital Peshawar and post him as Medical Superintendent Cat-C Hospital Shabqadar District Charsadda in his own pay & scale, against the vacant post, in the best of public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. District Health Officer, Charsadda.
4. MS, Services Hospital, Peshawar.
5. DAO, District Charsadda.
6. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
7. PS to Minister for Health Department, Khyber Pakhtunkhwa.
8. PS to Secretary Health Department, Khyber Pakhtunkhwa.
9. Doctor concerned.
10. Personal file of the doctor concerned.

  
(Hafeez Ur Rehman Shah)  
Section Officer (E-V)

22



**Government of Khyber Pakhtunkhwa  
Health Department**

Dated Peshawar the 18<sup>th</sup> March, 2020

**NOTIFICATION**


**NO. SOH(HD)/E-V/4-4/2020** The competent authority is pleased to transfer Dr. Fahim Hussain Khan (BS-20) Provincial Coordinator, LHWs Program, Khyber Pakhtunkhwa and post him Additional Director General, Directorate General Health Services Khyber Pakhtunkhwa Peshawar , in the best of public interest, with immediate effect.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. Director Health Services, Merged areas, Peshawar.
4. Provincial Coordinator, LHW Programme, Khyber Pakhtunkhwa.
5. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
6. PS to Minister for Health Department, Khyber Pakhtunkhwa.
7. PS to Secretary Health Department, Khyber Pakhtunkhwa.
8. Doctor concerned.
9. Personal file of the doctor concerned.

  
**(Hafeez Ur Rehman Shah)**  
Section Officer (E-V)



**Government of Khyber Pakhtunkhwa  
Health Department**

Dated Peshawar the 18<sup>th</sup> March, 2020

**NOTIFICATION**

**NO. SOH(HD)/E-V/4-4/2020**

The competent authority is pleased to transfer Dr. Rasool Jan (BS-20 - waiting for posting) and post him as District Health Officer Bannu against the vacant post, in the best of public interest, with immediate effect.

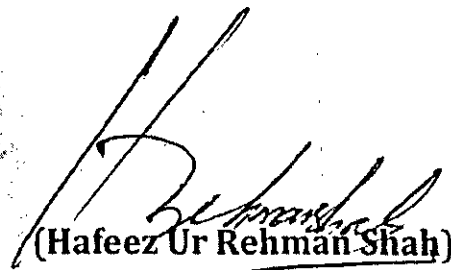
Consequent upon the above Dr. Hameed Ur Rehman (BS-19), Deputy DHO Bannu is hereby relieved from the additional charge of the post of DHO Bannu.

**Secretary Health  
Government of Khyber Pakhtunkhwa**

**Endst. Of even No. & Date.**

Copy to the:-

1. Accountant General, Khyber Pakhtunkhwa, Peshawar.
2. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
3. District Health Officer, Bannu.
4. District Accounts Officer, Bannu.
5. Deputy DHO, Bannu.
6. Deputy Director (IT), Health Department, with the direction to upload the notification on official website.
7. PS to Minister for Health Department, Khyber Pakhtunkhwa.
8. PS to Secretary Health Department, Khyber Pakhtunkhwa.
9. Doctors concerned.
10. Personal files of the doctors concerned.

  
(Hafeez Ur Rehman Shah)  
Section Officer (E-V)

(24)

**GENERAL CADER DOCTORS POSTED AGAINST**  
**THE MANAGEMENT CADER POSTS**

<b>S.No</b>	<b>Name</b>	<b>Management Cader Posts</b>
1	Dr. Niaz Muhammad	DG Health
2	Dr. Saleem Khan	Director EPI KP
3	Wali Rehman	Deputy DHO South Wizarstan District
4	Dr. Atta Ullah	DHO Kurram District
5	Dr. Israr	North Wizarstan District
6	Dr. Nouman	Deputy DHO F.R Peshawar
7	Dr. Sajid Yousaf	Deputy DHO F.R Kohat
8	Dr. Abbas Sharani	Deputy DHOQ F.R Tang
9	Dr. Tariq Hayat	DHO KHYBER DISTRICT
10	Dr. Kifayat	Deputy DHO Lakki
11	Dr. Hayat Dental Surgeon	Habitats Program Manager
12	Dr. Shaista	Malaria Program Manager
13	Dr. Ashaq	Nutrition Program Manager
14	Dr. Durkhanian Wali	HIV Program Manager
15	Dr. Zakir	Deputy Director Admin
16	Dr. Mujahaid Bangesh	Deputy Director Development
17	Dr. Hafeez Ullah	Assistant Director EPI
18	Dr. Uzma Habib	Eye Car Program Manager
19	Dr. Saleem	Physical Rehabilitation Program Manager
20	Dr. Umer Khan	DHO Orkazai Distgrict
21	Dr. Wisal	Mobile Program Manager
22	Dr. Usama Shahbir	Public Health
23	Dr. Akram Shah	DHO Shangla
24	Dr. Sherzali	Deputy DHO F.R Bannu
25	Dr. Ikram	Deputy DHO Kholi Palas Kohistan





6585-95  
**DIRECTORATE GENERAL HEALTH SERVICES  
KHYBER PAKHTUNKHWA PESHAWAR**

All communications should be addressed to the Director General Health Services  
Peshawar and may be sent official by name, E-Mail Address & P. Code. [dg@kphs.gov.pk](mailto:dg@kphs.gov.pk)  
Tlx # 091-921029 Exchange # 091-921018, 921019, 921020 Fax # 091-9210230  
NO. 6585-95  
Dated 31.05.2020

25

To

1. All District Health Officers in Khyber Pakhtunkhwa.
2. Director Health Services, FATA Peshawar.
3. All Medical Superintendents DHO Hospitals in Khyber Pakhtunkhwa.
4. Medical Superintendent SGHH, Swat.
5. Medical Superintendent BKMC, Swabi.
6. Medical Superintendent Govt. Mental & General Hospital Dadar  
Manselira.
7. Medical Superintendent King Abdullah Teaching Hospital Manselira.
8. Medical Superintendent Sirwat Ghayur Memorial Hospital Peshawar.
9. Medical Superintendent Govt. Nasoorullah Khan Babar Memorial  
Hospital Peshawar.
10. Medical Superintendent Govt. Sarhad Hospital for Psychiatric  
Diseases Peshawar.
11. Medical Superintendent Maternity Hospital Peshawar.



Subject:- UTILIZATION OF SERVICES OF GENERAL CADRE DOCTORS FOR  
MANAGEMENT/ADMINISTRATIVE PURPOSES.

Memo:-

As there is shortage of Management Cadre Doctors in the Health Department Khyber Pakhtunkhwa due to which the sub offices faces difficulties in performing their day to day administrative functions in their facilities.

To utilize the services of the General Cadre Doctors who are competent and having experience in administrative field, working under your control may be assigned the duties of DMSs/Distt. Coordinators etc as a stop gap arrangement and need basis in their own pay & scale till the posting of original incumbents of the posts. They will continue to draw pay against their original posts.

**DIRECTOR GENERAL HEALTH  
SERVICES KHYBER PAKHTUNKHWA PESHAWAR**

Cc:

1. Secretary to Govt. of KP Health Department Peshawar.
2. PS to Minister for Health Khyber Pakhtunkhwa.

31/5/2020

vide Notification at page-121. His arrival report is yet awaited.

It is added that Dr. Muhammad Zarrin M.O(B-17) belongs to DSH Mohamud but there is no vacant post of M.O (B-17) in DSH Mohamud.

If agreed, Dr. Muhammad Zarrin M.O (B-17) may be posted at the disposal of DHO Charsadda for further posting against the vacant post.

DD/HRM on leave

Director HRM

7/15/2022

Para to may be approved &

20/5/22

DD/HRM

Place his services at the disposal of DHS NMD for posting in NMD as Medical Officer against

A Vacant Post.

Di. 29/5/2020

44 ADG/HR

Put up DFA

45

ADG/HR

DFA is added in 29/5/20

46

DDCHP/HR

in place

7/5/16

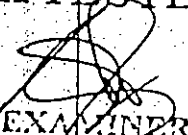
47

Director (HR)

6/5/20

S.No.	Date of Order or proceedings	Order or other proceedings with signature of Judge or Magistrate and that of parties where necessary.
1	2	3
	19.06.2017	<div data-bbox="1003 190 1277 459" data-label="Image"> </div> <p data-bbox="431 448 1183 526" style="text-align: center;"><u>BEFORE THE KHYBER PAKHTUNKHWA SERVICE TRIBUNAL CAMP COURT ABBOTTABAD</u></p> <p data-bbox="635 604 964 649" style="text-align: center;"><u>APPEAL NO. 1357/2015</u></p> <p data-bbox="399 660 1199 761" style="text-align: center;"><u>Dr. Sardar Mohammad Bashir Versus Government of Khyber Pakhtunkhwa through Chief Secretary, Peshawar etc.</u></p> <p data-bbox="446 772 627 817" style="text-align: center;"><u>JUDGMENT</u></p> <p data-bbox="446 873 1042 929" style="text-align: center;"><u>NIAZ MUHAMMAD KHAN, CHAIRMAN:-</u></p> <p data-bbox="352 974 1230 1108">Counsel for the appellant and Mr. Muhammad Siddique, Senior Government Pleader for the respondents No.1 to 3 present.</p> <p data-bbox="352 1142 1230 1635">2. Dr. Sardar Muhammad Bashir, appellant has preferred the instant service appeal against notification dated 11.11.2015 vide which he was transferred from the post of D.H.O Mansehra to Principal Medical Officer King Abdullah Teaching Hospital, Mansehra. Feeling aggrieved the appellant filed departmental appeal on 13.11.2015 which was rejected on 03.12.2015, hence the instant service appeal on 03.12.2015.</p> <p data-bbox="344 1680 1230 2027">3. Learned counsel for the appellant argued that the appellant was posted as District Health Officer, Mansehra on 03.10.2014 and then was transferred on 11.11.2015 as Principal Medical Officer, King Abdullah Teaching Hospital, Mansehra without honoring the posting/transfer policy of the government. That no reason</p>

**ATTESTED**

  
**EXAMINER**  
 Khyber Pakhtunkhwa  
 Service Tribunal,  
 Peshawar

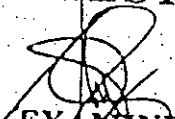
whatsoever has been given in the transfer order. That against the said impugned transfer order the appellant preferred departmental appeal which was rejected on 03.12.2012. Thereafter the appellant filed the present appeal against the impugned orders.

4. The learned counsel for the appellant further argued that premature transfer order cannot be ordered as it is violation of the notification of the Establishment Department, Khyber Pakhtunkhwa dated 27.02.2013 and judgment of the august Supreme Court of Pakistan in Anita Turab case.

5. On the other hand learned Senior Government Pleader argued that the appellant was transferred before completion of tenure due to his poor performance and that the post of D.H.O is reserved for Health Management Cadre where-as the appellant belongs to General Cadre.

6. After hearing the arguments of learned counsel for the parties and perusal of record this Tribunal has reached the conclusion that the appellant was transferred admittedly before the completion of his tenure of 3 years. According to the notification of the Establishment Department referred to above when the ordinary tenure for a posting has been specified in the law or rules made there-under, such tenure must be respected and cannot be varied, except for compelling reasons which should be recorded in writing and are judicially reviewable. As per the Government of Khyber Pakhtunkhwa Posting Transfer Policy, 2009 the normal tenure of posting has been fixed 3 years for areas other than unattractive

ATTESTED

  
EXAMINER  
Khyber Pakhtunkhwa  
Service Tribunal,  
Peshawar

areas and hard areas. District Manshra has not been declared as unattractive or hard area, therefore the normal tenure of the appellant should have been 3 years. As per the notification of the Provincial Government referred to above no reason whatsoever has been given in the impugned transfer order or in the order rejecting the departmental appeal of the appellant which was mandatory requirement as the same reasons are justiciable. By mere disclosing the poor performance of the appellant and reserving the post of D.H.O for Health Management Cadre in reply to this appeal does not serve the purpose. The ground taken in the written reply regarding General Cadre and Health Management Cadre is not tenable for the reason that the same appellant had already been posted as D.H.O Manshra prior to the impugned order.

7. As a nutshell the present appeal is accepted and the impugned order is set aside. Parties are left to bear their own costs. File be consigned to the record room.

SD/-  
(Ahmad Hassan)  
Member

SD/-  
(Niaz Muhammad Khan)  
Chairman  
Camp Court, A/Abad.

ANNOUNCED  
19.06.2017

Certified

W/O  
Amir



GOVERNMENT OF KHYBER PAKHTUNKHWA  
HEALTH DEPARTMENT

31

Dated Peshawar, the 14<sup>th</sup> January, 2020

**NOTIFICATION**

**No. E&A/HEALTH/2-5/2020:**

**Whereas** to streamline the postings/transfers of Doctors, Nurses and other Health staff in Khyber Pakhtunkhwa including Newly Merged Districts to ensure transparency and meritocracy; and

**Whereas** to provide Doctors, Nurses and other Health staff to every Health facility of Khyber Pakhtunkhwa and Newly Merged Districts for better public service delivery; and

**Whereas** to formulate a proper posting/transfer policy for Doctors, Nurses and other Health staff in Khyber Pakhtunkhwa including Newly Merged Districts to arrest nepotism, favoritism or any other biases;

**Now, therefore,** the Competent Authority is pleased to impose ban on all kind of posting/transfer of Doctors, Nurses and other Health staff in Khyber Pakhtunkhwa including Newly Merged Districts except recommendees of Khyber Pakhtunkhwa Public Service Commission, transfers on promotion, awaiting posting (to be posted against available vacant posts in their respective cadres) and transfer on administrative grounds/on administrative posts.

**SECRETARY HEALTH  
KHYBER PAKHTUNKHWA**

**Endst: No. & Date Even.**

Copy forwarded to the:

1. Director General Health Services, Khyber Pakhtunkhwa, Peshawar.
2. Director General Provincial Health Services Academy, Peshawar.
3. Director General Drug Control and Pharmacy Services, Peshawar.
4. Director Health Services, Merged Areas, Peshawar.
5. Chief Executive Bacha Khan Medical Complex, Swabi.
6. Chief Executive Saidu Group of Teaching Hospitals, Swat.
7. All District Health Officers, Khyber Pakhtunkhwa.
8. All Medical Superintends, Khyber Pakhtunkhwa.
9. All Project Directors, Health Department Khyber Pakhtunkhwa.
10. MD Health Foundation, Khyber Pakhtunkhwa.
11. Chief Executive Officer Khyber Pakhtunkhwa Health Care Commission.
12. Secretary Khyber Pakhtunkhwa Pharmacy Council, Peshawar.
13. Secretary Khyber Pakhtunkhwa Medical Faculty, Peshawar.
14. Chief Health Sector Reforms Unit, Khyber Pakhtunkhwa.
15. Director Independent Monitoring Unit, Khyber Pakhtunkhwa.
16. Deputy Director IT, Khyber Pakhtunkhwa.
17. All Section Officer, Health Department Khyber Pakhtunkhwa.
18. PS to Minister Health, Khyber Pakhtunkhwa.
19. PS to Secretary Health, Khyber Pakhtunkhwa.
20. P.A to Additional Secretary (Estt) Health Department, Peshawar.
21. P.A to Additional Secretary (Dev) Health Department, Peshawar.
22. P.A Chief Planning Officer, Health Department.
23. P.A to All Deputy Secretaries, Health Department, Peshawar.

*Fazal*  
Section Officer (General)

*Endst: dt. 21-01-20*

CERTIFICATE

32

Certified that I DR. Muhammad ZARIN  
(Name of Officer) (Group/Service (BS)

have on \_\_\_\_\_ submitted my Performance Evaluation Report  
(Date)

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

My countersigning officer is \_\_\_\_\_  
(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 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.



## GOVERNMENT OF KHYBER PAKHTUNKHWA

حکومت خیبر پختونخوا

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

محکمہ دفتر

Service/Group \_\_\_\_\_

سروس گروپ

## PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD 17-03-2014 TO 30/08/2014

ء۲۰

ء۲۰

بھائے ۲۰

## PART I

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. Name (in block letters) MUHAMMAD ZARIN  
نام (دو اضع حروف میں)
2. Personnel number 00655217  
انفرادی نمبر
3. Date of birth 20/10/1973  
تاریخ پیدائش
4. Date of entry in service 30/10/2011  
ملازمت اختیار کرنے کی تاریخ
5. Post held during the period (with BPS) Medical officer (BPS 17)  
پیش نظر عرصہ میں عہدہ (مع اسکیل)
6. Academic qualifications M.B.B.S  
تعلیم
7. Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W))  
(بولنے (ب)، پڑھنے (ب)، اور لکھنے کی صلاحیت)  
زبانوں کا علم  
① English - S, R, W. ② Pashto - S  
② Urdu - R, S, W. ③ Hindi - S  
③ Pushto - R, S, W. ④ Sindhi - S

(33) A

8. Training received during the evaluation period

متعلقہ عرصہ کے دوران حاصل کی گئی تربیت

Name of course attended کورس کا نام	Duration with dates تاریخوں کے ساتھ دروانہ	Name of Institution and country ادارے اور ملک کا نام

9. Period served 17/03/2014 to 30/08/2014  
عرصہ ملازمت

(i) In present post Medical Officer (ii) Under the Reporting Officer  
موجودہ عہدے پر رپورٹنگ افسر کے ماتحت

PART II

حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پر کریں)

1. Job description Medical Officer

ذمہ داریوں کی تفصیل

- ① O.P.D Patient Investigation and Treatment.
- ② Management of Medicine (T.B.C) Center
- ③ Follow up of T.B. Patient / Case
- ④ Diagnosis of T.B Patient
- ⑤ maintenance of T.B patient's Records.
- ⑥ Motivation address to patients

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.

پیش نظر عرصہ میں کارکردگی کو اعداد و شمار کے ساتھ مختصر بیان کریں۔ دیئے گئے اہداف اور کارکردگی کو نمایاں طور پر لکھیں۔ اہداف تکمیل

رہ جانے کی وجوہات بھی بیان کریں  
- O.P.D Patient Investigation f

- management of T.B.C Treatment = 100%

- Follow up of T.B Patient / Care = 100%

- Diagnosis of T.B Patient = 100%

- maintenance of T.B. Pt: Records = 100%

- Nutrition addiuse to Pt: = 100%

### PART III

حصہ سوم

(EVALUATION BY THE REPORTING OFFICER)

(رپورٹنگ افسر کا جائزہ)

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

حصہ سوم میں کارکردگی اندراج متعلقہ خانے میں مختصر دستخط سے کیا جائے۔ حروف کے لحاظ سے درجہ بندی حسب ذیل ہے:

الف: اعلیٰ      ب: اچھا      ج: اوسط      د: اوسط سے کم

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

سہولت کے لئے ہر صفت کے دو انتہائی درجوں کا ذکر کیا گیا ہے۔

	A الف	B ب	C ج	D د	
1. Intelligence ذہانت					
Exceptionally bright; excellent comprehension انتہائی ذہین اور معاملہ فہم					Dull; slow کند ذہن، ست فہم

(34) A

	A الف	B ب	C ج	D د	
2. Confidence and will power خود اعتمادی اور قوت ارادی Exceptionally confident and resolute انتہائی پر اعتماد اور مستقل مزاج					Uncertain; hesitant عدم اعتماد اور ہچکچاہٹ کا شکار
3. Acceptance of responsibility ذمہ داری اٹھانے کی آمادگی Always prepared to take on responsibility even in difficult cases مشکل معاملات میں بھی ذمہ داری اٹھانے کے لئے ہمیشہ آمادہ					Reluctant to take on responsibility; will avoid it whenever possible ذمہ داری اٹھانے سے گریز کرنے والا
4. Reliability under pressure دباؤ کی حالت میں کام کرنے کی صلاحیت Calm and exceptionally reliable at all times ہر حالت میں قابل اعتماد					Confused and easily flustered even under normal pressure پریشان، معمولی دباؤ میں حواس باختہ
5. Financial responsibility مالی معاملات میں احساس ذمہ داری exercises due care and discipline احتیاط سے کام لیتا لیتی ہے قواعد و ضوابط کا خیال رکھتا رکھتی ہے۔					Irresponsible غیر ذمہ دار
6. Relations with تعلقات i) Superiors اعلیٰ افسران کے ساتھ Cooperative and trusted معاون اور قابل اعتماد					Un-cooperative غیر معاون
ii) Colleagues رفقاء کے ساتھ Works well in a team میل جمل کر اچھا کرتا کرتی ہے					Difficult colleague مشکل رفیق کار
iii) Subordinates ماتحتوں کے ساتھ Courteous and effective; encouraging خوش اخلاق، مؤثر اور حوصلہ دینے والا/والی					Discourteous and intolerant; بد اخلاق
7. Behaviour with public عوام کے ساتھ رویہ Courteous and helpful خوش اخلاق اور معاون					Arrogant, discourteous and indifferent مغرور اور لا تعلقت

	A الف	B ب	C ج	D د	
8. Ability to decide routine matters روزمرہ معمولات کے فیصلے کرنے کی صلاحیت Logical and decisive منطقی اور فیصلہ کن					Indecisive; vancillating متذبذب اور ڈانواں ڈول
9. Knowledge of relevant laws, rules, regulations, instructions and procedures متعلقہ قوانین، قواعد، ضوابط، ہدایات اور طریق کار سے واقفیت Exceptionally well informed, keeps abreast of latest developments. قواعد و ضوابط پر غیر معمولی عبور، تازہ ترین صورت حال سے آگاہ					Ignorant and uninformed لاعلم اور ناواقف
10. Role of the officer in vaccination/ immunization campagin (applicable to district officers like DCOs, Political Agents, EDOs Health and other dealing Officers) پولیوہیم کے دوران افسر کا کردار (ضلعی افسران جیسا کہ ڈی۔سی۔ او، پولیٹیکل ایجنٹ، ای۔ڈی۔ او ایلتھ اور دوسرے متعلقہ افسران کے لیے)					Indifferent and sluggish لا تعلق اور سست

### PART IV حصہ چہارم

(REPORTING OFFICER'S EVALUATION)  
(رپورٹنگ افسر کا جائزہ)

1. Please comment on the officer's performance on the job as given in Part II(2) with special reference to knowledge of work, quality and quantity of output. How far was the officer able to achieve targets? Do you agree with what has been stated in Part II(2)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ کام سے متعلق افسر کے علم اور کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کس حد تک کامیاب رہا رہی؟ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

Agreed in Part: II (2)

35A

2. Integrity (Morality, uprightness and honesty)

(راست بازی، ایمانداری) دیانت

High Morality, uprightness and  
Honest officer

3. Pen picture with focus on the officer's strengths and weaknesses not covered in Part III (weakness will not be considered as adverse entries unless intended to be treated as adverse).

قلمی خاک: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں (کو تباہی کو اس وقت تک منفی تصور نہیں کیا جائے گا جب تک رپورٹنگ افسر ضروری تصور نہ کرے)

Hard working and devoted  
officer.

4. Special aptitude

خصوصی استعداد

5. Recommendations for future training

آئندہ تربیت کے لیے سفارشات

Recommended: trip in

- ① HR Management
- ② Financial Management
- ③ Communication Management

## 6. Overall grading

مجموعی درجہ

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائنگ افسر
(i)	Very Good اعلیٰ		
(ii)	Good اچھا		
(iii)	Average اوسط		
(iv)	Below Average اوسط سے کم		

## 7. Fitness for promotion

ترقی کے لیے مناسبت

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائنگ افسر
(i)	Fit for promotion ترقی کے لیے موزوں		
(ii)	Recently promoted/appointed Assessment premature حال میں ترقی ہو چکی ہے / مزید ترقی قبل از وقت ہے		
(iii)	Not yet fit for promotion ترقی کے لیے ابھی موزوں نہیں		
(iv)	Unlikely to progress further مزید ترقی کے قابل نہیں		

Name of the Reporting Officer

Signature

(Capital letters)

DR NIAZ MOHAMMAD AFRIDI

دستخط

رپورٹنگ افسر کا نام (د واضح حروف میں)

Designation

AGENCY SURGEON

Date

28/9/17

تاریخ

Agency Surgeon  
Mohmand at Ghallani

(36) A

PART V

حصہ پنجم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائنگ افسر کے رائے)

1. How well do you know the officer? If you disagree with the assessment of the Reporting Officer, please give reasons

آپ افسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ افسر کے رائے سے متفق نہیں تو وجوہات بیان کریں

Agreed with R O

2. Evaluation of the quality of assessment made by the Reporting Officer

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹرسائنگ افسر کے رائے

Exaggerated  
(مبالغہ آمیز)

Fair  
(منصف)

Biased  
(جانب دار)

Name of the Countersigning Officer \_\_\_\_\_ Signature \_\_\_\_\_

(Capital letters) DR PARVEZ KAMAL KHAN

رپورٹنگ افسر کا نام (دائیں حروف میں)

Director Health Service  
FATA Peshawar

Designation \_\_\_\_\_

عہدہ

Date \_\_\_\_\_

تاریخ



37

PART VI

حصہ ششم

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

دوسرے کاؤنٹر سائینگ افسر کی رائے اگر کوئی ہو

Name \_\_\_\_\_ Signature \_\_\_\_\_

نام

دستخط

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

عہدہ

تاریخ

## GUIDELINES FOR FILLING UP THE PER

- After initiating their PER, 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. This exercise will ensure proper follow-up of the pending performance evaluation reports by the concerned Ministry/Division/Provincial Government etc.
- Forms should be filled in duplicate, Parts 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 Officers will fill Parts V and VI respectively. The ratings in Part III should be recorded by initialing the appropriate box.
- Each Division, Department, autonomous body and office etc. Is required to prepare specific job descriptions giving main duties of each job to be mentioned in Part-II (1). 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 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 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 remarks/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 irreparable should be communicated to the officer under report, with a copy of communication placed in his/her 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, overall grading and comparative grading.

## IMPORANT

- Part I and II of the PER should be duly filled and dispatched to the Reporting Officer not later than the 15th 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 COs 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.
- Proforma has been devised in English/Urdu to provide flexibility to RO/CO in the choice of language.

**CERTIFICATE**

38

Certified that DR. Muhammad ZARIN  
(Name of Officer) (Group/Service) (BS)

have on \_\_\_\_\_ submitted my Performance Evaluation Report  
(Date)

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

My countersigning officer is \_\_\_\_\_  
(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 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.

## GOVERNMENT OF KHYBER PAKHTUNKHWA

حکومت خیبر پختونخوا

Department/Office \_\_\_\_\_  
عکھہ دفترService/Group \_\_\_\_\_  
سروس/گروپ

## PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD 16/09/2013 TO

16/03/2014

## PART I

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

- Name (in block letters) MUHAMMAD ZARIN  
نام (دائیں حروف میں)
- Personnel number 00655217  
انفرادی نمبر
- Date of birth 20/10/1973  
تاریخ پیدائش
- Date of entry in service 30/10/2011  
ملازمت اختیار کرنے کی تاریخ
- Post held during the period (with BPS) MEDICAL OFFICER (BPS 17)  
پیش نظر عرصہ میں عہدہ (مع اسکیل)
- Academic qualifications M.B.B.S  
تعلیم
- Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W))  
زبانوں کا علم  
① English, R, W, S - Urdu - S  
② Urdu, R, W, S - Hindi - S  
③ Pashto, R, W, S - Sindhi - S

(39) A

8. Training received during the evaluation period

متعلقہ عرصہ کے دوران حاصل کی گئی تربیت

Name of course attended کورس کا نام	Duration with dates تاریخوں کے ساتھ دورانیہ	Name of Institution and country ادارے اور ملک کا نام

9. Period served 16/09/2013 to 16/03/2014  
عرصہ ملازمت

(i) In present post Medical Officer (ii) Under the Reporting Officer  
موجودہ عہدے پر رپورٹنگ افسر کے ماتحت

PART II

حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پر کریں)

1. Job description Medical Officer  
ذمہ داریوں کی تفصیل

- ① O.P.D Patient Investigation and Treatment.
- ② management of medicine and Treatment Follow up.
- ③ Follow up of T.B.C center.
- ④ Diagnosis of T.B Patients.
- ⑤ maintenance of T.B.C Patients Records.

40

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.

- پیش نظر عرصہ میں کارکردگی کو اعداد و شمار کے ساتھ مختصر بیان کریں۔ دیئے گئے اہداف اور کارکردگی کو نمایاں طور پر لکھیں۔ اہداف نامکمل رہ جانے کی وجوہات بھی بیان کریں
- OPD Pt. investigation and Treatment = 100%
  - management of T.B.C. cases = 100%
  - Follow up of T.B. Patient Care = 100%
  - Diagnosis of T.B. Patients = 100%
  - maintenance of T.B. Patients Record = 100%
  - Nutrition address to the patients = 100%

### PART III

حصہ سوم

(EVALUATION BY THE REPORTING OFFICER)

(رپورٹنگ افسر کا جائزہ)

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

حصہ سوم میں کارکردگی اندراج متعلقہ خانے میں مختصر دستخط سے کیا جائے۔ حرف کے لحاظ سے درجہ بندی حسب ذیل ہے:

الف: اعلیٰ ب: اچھا ج: اوسط د: اوسط سے کم

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

سہولت کے لئے ہر صفت کے دو انتہائی درجوں کا ذکر کیا گیا ہے۔

	A الف	B ب	C ج	D د	
1. Intelligence ذہانت					
Exceptionally bright; excellent comprehension انتہائی ذہین اور معاملہ فہم					Dull; slow کند ذہین، سست فہم

(40) A

	A الف	B ب	C ج	D د	
2. Confidence and will power خود اعتمادی اور قوت ارادی Exceptionally confident and resolute انتہائی پر اعتماد اور مستقل مزاج	✓				Uncertain; hesitant عدم اعتماد اور ہچکچاہٹ کا شکار
3. Acceptance of responsibility ذمہ داری اٹھانے کی آمادگی Always prepared to take on responsibility even in difficult cases مشکل معاملات میں بھی ذمہ داری اٹھانے کے لئے ہمیشہ آمادہ	✓				Reluctant to take on responsibility; will avoid it when- ever possible ذمہ داری اٹھانے سے گریز کرنے والا
4. Reliability under pressure دباؤ کی حالت میں کام کرنے کی صلاحیت Calm and exceptionally reliable at all times ہر حالت میں قابل اعتماد	✓				Confused and easily flustered even under normal pressure پریشان، معمولی دباؤ میں حواس باہت
5. Financial responsibility مالی معاملات میں احساس ذمہ داری exercises due care and discipline احتیاط سے کام لیتا لیتی ہے قواعد و ضوابط کا خیال رکھتا رکھتی ہے۔	✓				Irresponsible غیر ذمہ دار
6. Relations with تعلقات i) Superiors اعلیٰ افسران کے ساتھ Cooperative and trusted معاون اور قابل اعتماد	✓				Un-cooperative غیر معاون
ii) Colleagues رفقاء کے ساتھ Works well in a team مل جل کر اچھا کرتا کرتی ہے	✓				Difficult colleague مشکل رفیق کار
iii) Subordinates ماتحتوں کے ساتھ Courteous and effective; encouraging خوش اخلاق، موثر اور حوصلہ دینے والا والی	✓				Discourteous and intolerant; بد اخلاق
7. Behaviour with public عوام کے ساتھ رویہ Courteous and helpful خوش اخلاق اور معاون	✓				Arrogant, discourteous and indifferent مغرور اور لاتعلقی

41

	A الف	B ب	C ج	D د	
8. Ability to decide routine matters روزمرہ معمولات کے فیصلے کرنے کی صلاحیت Logical and decisive منطقی اور فیصلہ کن					Indecisive; vancillating متذبذب اور ڈانواں ڈول
9. Knowledge of relevant laws, rules, regulations, instructions and procedures متعلقہ قوانین، قواعد، ضوابط، ہدایات اور طریق کار سے واقفیت Exceptionally well informed, keeps abreast of latest developments. قواعد و ضوابط پر غیر معمولی عبور، تازہ ترین صورت حال سے آگاہ					Ignorant and uniformed لا علم اور نادان
10. Role of the officer in vaccination/ immunization campagin (applicable to district officers ilke DCOs, Political Agents, EDOs Health and other dealing Officers) پولیو، ایم کے دوران افسر کا کردار (ضلعی افسران جیسا کہ ڈی۔سی۔ او، پولیٹیکل ایجنٹ، ای۔ڈی۔ او ہیلتھ اور دوسرے متعلقہ افسران کے لیے)					Indifferent and sluggish لا تعلق اور سست

## PART IV

حصہ چہارم

(REPORTING OFFICER'S EVALUATION)

(رپورٹنگ افسر کا جائزہ)

1. Please comment on the officer's performance on the job as given in Part II(2) with special reference to knowledge of work, quality and quantity of output. How far was the officer able to achieve targets? Do you agree with what has been stated in Part II(2)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ کام سے متعلق افسر کے علم اور کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کس حد تک کامیاب رہا رہی؟ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

Agreed with in part II (2)



(11) A

2. Integrity (Morality, uprightness and honesty)

(راست بازی، ایمانداری) دیانت

High integral, Moral, uprightness and honest officer

3. Pen picture with focus on the officer's strengths and weaknesses not covered in Part III (weakness will not be considered as adverse entries unless intended to be treated as adverse).

قلمی خاکہ: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں (کوئی نئی کو اس وقت تک متنی تصویر نہیں کیا جائے گا جب تک رپورٹنگ افسر ضروری تصور نہ کرے)

Hard working and devoted officer

4. Special aptitude

خصوصی استعداد

5. Recommendations for future training

آئندہ تربیت کے لیے سفارشات

Recommended training in

- ① HR Management
- ② Principles
- ③ Communication

42

6. Overall grading

مجموعی درجہ

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائنگ افسر
(i)	Very Good اعلیٰ		
(ii)	Good اچھا		
(iii)	Average اوسط		
(iv)	Below Average اوسط سے کم		

7. Fitness for promotion

ترقی کے لیے مناسبت

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائنگ افسر
(i)	Fit for promotion ترقی کے لیے موزوں		
(ii)	Recently promoted/appointed Assessment premature حال میں ترقی ہو چکی ہے / مزید ترقی قبل از وقت ہے		
(iii)	Not yet fit for promotion ترقی کے لیے ابھی موزوں نہیں		
(iv)	Unlikely to progress further مزید ترقی کے قابل نہیں		

Name of the Reporting Officer DR. NIAZ MOHAMMAD Signature

(Capital letters) DR. NIAZ MOHAMMAD دستخط

رپورٹنگ افسر کا نام (دائیں حروف میں)

Director Health Services  
FATA Peshawar

Agency Surgeon  
Mohmand at Ghallani

Designation Agency Surgeon Date 28/9/17

عہدہ

تاریخ

(42) A

PART V

حصہ پنجم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائنگ افسر کی رائے)

1. How well do you know the officer? If you disagree with the assessment of the Reporting Officer, please give reasons

آپ افسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ افسر کی رائے سے متفق نہیں تو وجوہات بیان کریں

Agreed with R.O

2. Evaluation of the quality of assessment made by the Reporting Officer

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹرسائنگ افسر کی رائے

Exaggerated  
(مبالغہ آمیز)

Fair  
(معتدل)

Biased  
(جانب دار)

Name of the Countersigning Officer \_\_\_\_\_ Signature \_\_\_\_\_  
(Capital letters) DR PARVEZ KAMAL KHAN Director Health Service  
رپورٹنگ افسر کا نام (دائیں حروف میں) FATA Peshawar

Designation \_\_\_\_\_ Date \_\_\_\_\_  
عہدہ تاریخ

43

PART VI

حصہ ششم

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

دوسرے کاؤنٹر سائینگ افسر کی رائے اگر کوئی ہو

Name \_\_\_\_\_ Signature \_\_\_\_\_

نام

دستخط

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

عہدہ

تاریخ

6  
(43) A  
1- Sept - 2014  
11- May - 2015  
15- May - 2015

**GUIDELINES FOR FILLING UP THE PER**

- After initiating their PER, 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. This exercise will ensure proper follow-up of the pending performance evaluation reports by the concerned Ministry/Division/Provincial Government etc.
- Forms should be filled in duplicate, Parts 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 Officers will fill Parts V and VI respectively. The ratings in Part III should be recorded by initialing the appropriate box.
- Each Division, Department, autonomous body and office etc. Is required to prepare specific job descriptions giving main duties of each job to be mentioned in Part-II (1). The job descriptions may be finalized with the approval of the Head of the Organization or any person authorized by him.
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- 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 Officers would be required to comment on the quality of the assessment made by them.
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- 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 or 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 irreparable should be communicated to the officer under report, with a copy of communication placed in his/her 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, overall grading and comparative grading.

**IMPORANT**

- Part I and II of the PER should be duly filled and dispatched to the Reporting Officer not later than the 15th 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 COs 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.
- Proforma has been devised in English/Urdu to provide flexibility to RO/CO in the choice of language.

**CERTIFICATE**

44

Certified that I Dr. Muhammad ZARIN  
(Name of Officer) (Group/Service) (BS)

have on \_\_\_\_\_ submitted my Performance Evaluation Report  
(Date)

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

My countersigning officer is \_\_\_\_\_  
(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 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.

## GOVERNMENT OF KHYBER PAKHTUNKHWA

حکومت خیبر پختونخوا

45

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

علاقہ دفتر

Service/Group \_\_\_\_\_

سروس/گروپ

## PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD 1-09-2014 TO 31-12-2014.

ءءء

ءءء

برائے عرصہ

## PART I

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

- Name (in block letters) MUHAMMAD ZARIN  
نام (واضح حروف میں)
- Personnel number 00655217  
انفرادی نمبر
- Date of birth 20/10/1973  
تاریخ پیدائش
- Date of entry in service 30/10/2011  
ملازمت اختیار کرنے کی تاریخ
- Post held during the period (with BPS) MEDICAL OFFICER (BPS 17)  
پیش نظر عرصہ میں عہدہ (مع اسکیل)
- Academic qualifications M.B.B.S  
تعلیم
- Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W))  
زبانوں کا علم  

① English - w-R.S.	Hinkhwa - S.W.R.
② Urdu - w-R.S.	Punjabi - S.
③ Pashtoo - w-R.S.	Sindhi - S.

45 A

8. Training received during the evaluation period

متعلقہ عرصہ کے دوران حاصل کی گئی تربیت

Name of course attended کورس کا نام	Duration with dates تاریخوں کے ساتھ دروازہ	Name of Institution and country ادارے اور ملک کا نام

9. Period served 01/09/2014 to 31/12/14  
عرصہ ملازمت

- (i) In present post Medical Officer (ii) Under the Reporting Officer  
موجودہ عہدے پر M.O. رپورٹنگ افسر کے ماتحت

PART II  
حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)  
(متعلقہ فرخود پر کریں)

1. Job description MEDICAL OFFICER  
ذمہ داریوں کی تفصیل
- out door patients investigation and Treatment
  - Managing of Medicin (T.B.C) center
  - Followup of T.B Patient / and come
  - Diagnosis of T.B Patients
  - maintain T.B Patient Record
  - Nutrition advise to patient



2. Brief account of performance of 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.

- پیش نظر عرصہ میں کارکردگی کو اعداد و شمار کے ساتھ مختصر بیان کریں۔ دیئے گئے اہداف اور کارکردگی کو نمایاں طور پر لکھیں۔ اہداف نامکمل رہ جانے کی وجوہات بھی بیان کریں
- out door Patient Investigation & Treatment = 100%
- management of T.B.C. center Medicin = 100%
- Follow up of T.B. Patient /and Care = 100%
- Diagnosis of T.B. Patients = 100%
- maintenance of T.B Patient Record = 100%
- Nutrition advice to patient = 100%

### PART III

حصہ سوم

(EVALUATION BY THE REPORTING OFFICER)

(رپورٹنگ افسر کا جائزہ)

The rating in Part III should be recorded by initialing the appropriate box.

The ratings denoted by alphabets are as follows:

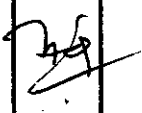
'A' Very Good, 'B' Good, 'C' Average, 'D' Below Average

حصہ سوم میں کارکردگی اندراج متعلقہ خانے میں مختصر دستخط سے کیا جائے۔ حرف کے لحاظ سے درجہ بندی حسب ذیل ہے:

الف: اعلیٰ      ب: اچھا      ج: اوسط      د: اوسط سے کم

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

سہولت کے لئے ہر صفت کے دو انتہائی درجوں کا ذکر کیا گیا ہے۔

	A الف	B ب	C ج	D د	
1. Intelligence ذہانت					Dull; slow کند ذہن، سست فہم
Exceptionally bright; excellent comprehension انتہائی ذہین اور معاملہ فہم					

(45)A

		A الف	B ب	C ج	D د	
2.	Confidence and will power خود اعتمادی اور قوت ارادی Exceptionally confident and resolute انتہائی پر اعتماد اور مستقل مزاج					Uncertain; hesitant عدم اعتماد اور ہچکچاہٹ کا شکار
3.	Acceptance of responsibility ذمہ داری اٹھانے کی آمادگی Always prepared to take on responsibility even in difficult cases مشکل معاملات میں بھی ذمہ داری اٹھانے کے لئے ہمیشہ آمادہ					Reluctant to take on responsibility; will avoid it whenever possible ذمہ داری اٹھانے سے گریز کرنے والا
4.	Reliability under pressure دباؤ کی حالت میں کام کرنے کی صلاحیت Calm and exceptionally reliable at all times ہر حالت میں قابل اعتماد					Confused and easily flustered even under normal pressure پریشان، معمولی دباؤ میں حواس باختہ
5.	Financial responsibility مالی معاملات میں احساس ذمہ داری exercises due care and discipline احتیاط سے کام لیتا لیتی ہے قواعد و ضوابط کا خیال رکھتا رکھتی ہے۔					Irresponsible غیر ذمہ دار
6.	Relations with تعلقات i) Superiors اعلیٰ افسران کے ساتھ Cooperative and trusted معاون اور قابل اعتماد					Un-cooperative غیر معاون
	ii) Colleagues رفقائے کار کے ساتھ Works well in a team مل جل کر اچھا کرتا کرتی ہے					Difficult colleague مشکل رفیق کار
	iii) Subordinates ماتحتوں کے ساتھ Courteous and effective; encouraging خوش اخلاق، مہنور اور حوصلہ دینے والا والی					Discourteous and intolerant; بد اخلاق
7.	Behaviour with public عوام کے ساتھ رویہ Courteous and helpful خوش اخلاق اور معاون					Arrogant, discourteous and indifferent مغرور اور لاتعلقی

	A الف	B ب	C ج	D د	
8. Ability to decide routine matters روزمرہ معمولات کے فیصلے کرنے کی صلاحیت Logical and decisive منطقی اور فیصلہ کن					Indecisive; vancillating متذبذب اور ڈاٹواں ڈول
9. Knowledge of re'levant laws, rules, regula- tions, instructions and procedures متعلقہ قوانین، قواعد، ضوابط، ہدایات اور طریق کار سے واقفیت Exceptionally well informed, keeps abreast of latest developments. قواعد و ضوابط پر غیر معمولی عبور، تازہ ترین صورت حال سے آگاہ					Ignorant and uniformed لاعلم اور نادان
10. Role of the officer in vaccination/ immunization campagin (applicable to district officers like DCOs, Political Agents, EDOs Health and other dealing Officers) پولیویم کے دوران افسر کا کردار (ضلعی افسران جیسا کہ ڈی۔سی۔ او، پولیٹیکل ایجنٹ، ای۔ ڈی۔ او ہیلتھ اور دوسرے متعلقہ افسران کے لیے)					Indifferent and sluggish لا تعلق اور سست

### PART IV

#### حصہ چہارم

#### (REPORTING OFFICER'S EVALUATION)

(رپورٹنگ افسر کا جائزہ)

- Please comment on the officer's performance on the job as given in Part II(2) with special reference to knowledge of work, quality and quantity of output. How far was the officer able to achieve targets? Do you agree with what has been stated in Part II(2)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ کام سے متعلق افسر کے عم اور کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کس حد تک کامیاب رہا/رہی؟ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

Agreed w/ Part II (2)

(97A)

2. Integrity (Morality, uprightness and honesty)

(راست بازی، ایمانداری) دیانت

High Integral, Meral, upright and honest officer

3. Pen picture with focus on the officer's strengths and weaknesses not covered in Part III (weakness will not be considered as adverse entries unless intended to be treated as adverse).

قلمی خاکہ: افسر کی خوبیوں اور کمزوریوں کا جائزہ لیں (کو تا ہی کو اس وقت تک منفی تصور نہیں کیا جائے گا جب تک رپورٹنگ افسر ضروری تصور نہ کرے)

Hard working and devoted officer

4. Special aptitude

خصوصی استعداد

5. Recommendations for future training

آئندہ تربیت کے لیے سفارشات

Recommended training in

- ① HR Management
- ② Financial
- ③ Communications

48

6. Overall grading

مجموعی درجہ

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائنگ افسر
(i)	Very Good اعلیٰ		
(ii)	Good اچھا		
(iii)	Average اوسط		
(iv)	Below Average اوسط سے کم		

7. Fitness for promotion

ترقی کے لیے مناسبت

		Reporting Officer رپورٹنگ افسر	Countersigning Officer کاؤنٹرسائنگ افسر
(i)	Fit for promotion ترقی کے لیے موزوں		
(ii)	Recently promoted/appointed Assessment premature حال میں ترقی ہو چکی ہے مزید ترقی قبل از وقت ہے		
(iii)	Not yet fit for promotion ترقی کے لیے ابھی موزوں نہیں		
(iv)	Unlikely to progress further مزید ترقی کے قابل نہیں		

Name of the Reporting Officer

DR NIAZ MOHAMMAD

Signature

AFRIDA

دستخط

(Capital letters)

رپورٹنگ افسر کا نام (دستخط حروف میں)

Agency Surgeon a

Mohammad Ghallani

Designation

عہدہ

Date

تاریخ

28/9/17

48A

PART V

حصہ پنجم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائنگ افسر کی رائے)

1. How well do you know the officer? If you disagree with the assessment of the Reporting Officer, please give reasons

آپ افسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ افسر کی رائے سے متفق نہیں تو وجوہات بیان کریں

Agree with R.O

2. Evaluation of the quality of assessment made by the Reporting Officer

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹرسائنگ افسر کی رائے

Exaggerated

(مبالغہ آمیز)

Fair

(معتدل)

Biased

(جانب دار)

Name of the Countersigning Officer \_\_\_\_\_ Signature \_\_\_\_\_

(Capital letters) DR PARVEZ KAMAL KHAN

رپورٹنگ افسر کا نام (دائیں حروف میں)

Director Health Service  
FATA Peshawar

Designation \_\_\_\_\_

عہدہ

Date \_\_\_\_\_

تاریخ

49

PART VI  
حصہ ششم

REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

دوسرے کاؤنٹر سائنگ افسر کی رائے اگر کوئی ہو

Name \_\_\_\_\_ Signature \_\_\_\_\_  
نام دستخط

Designation \_\_\_\_\_ Date \_\_\_\_\_  
عہدہ تاریخ

**GUIDELINES FOR FILLING UP THE PER**

- After initiating their PER, 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. This exercise will ensure proper follow-up of the pending performance evaluation reports by the concerned Ministry/Division/Provincial Government etc.
- Forms should be filled in duplicate, Parts 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 Officers will fill Parts V and VI respectively. The ratings in Part III should be recorded by initialing the appropriate box.
- Each Division, Department, autonomous body and office etc. 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 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 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 remarks/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 irreparable should be communicated to the officer under report, with a copy of communication placed in his/her 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, overall grading and comparative grading.

**IMPORANT**

- Part I and II of the PER should be duly filled and dispatched to the Reporting Officer not later than the 15th 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 COs 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.
- Proforma has been devised in English/Urdu to provide flexibility to RO/CO in the choice of language.