



**GOVERNMENT OF SINDH
SCHOOL EDUCATION & LITERACY DEPARTMENT
Karachi dated, the 02nd June, 2021**

NOTIFICATION

NO.SO(A&T)SELD/ACR/2-8/2020: With approval of the Competent Authority i.e Chief Minister, Sindh, the Performance Evaluation Report (PER) Proforma for Teaching Staff of School Education & Literacy Department, Government of Sindh from BPS-09 to BPS-16 (vide Annexure-A) is hereby notified with immediate effect.

**AHMED BAKHSH NAREJO
SECRETARY TO GOVERNMENT OF SINDH**

NO.SO(A&T)SELD/ACR/2-8/2020

Karachi date, the 02nd June, 2021

A Copy forwarded for information action to:

1. The Principal Secretary to Chief Minister, Sindh
2. The Deputy Secretary (Staff) to Chief Secretary, Sindh, Karachi
3. The Director School Education (P/ES&S) All _____.
4. The District Education Officer (P/ES&S) All _____
5. The PS to Minister for School Education & Literacy, Sindh.
6. The PS to Secretary, School Education & Literacy Department, Government of Sindh, Karachi
7. The website.
8. The Office File.



**02/6/21
(PARVEZ AHMED MUGHAL)
SECTION OFFICER (A&T-1)**

TION &
RTMENTFor Teaching
Faculty

For teacher cadre BS 9-16



SCHOOL EDUCATION AND LITERACY DEPARTMENT
PERFORMANCE EVALUATION REPORT (PER)

FOR THE PERIOD _____ TO _____

PART I

1. Full Name (in block letters): _____			
2. CNIC#: _____	3. Pers# _____	4. Contact no.: _____	
5. Date of: (a) Birth: _____	(b) Entry into Service: _____	(c) Since present post: _____	
6. Designation with BPS: _____		7. Post held during the period: _____	
8. Place of Posting: _____	9. SEMIS Code: _____	10. Qualifications (last degree): _____	

PART II

S. No.	Indicator	A	B	C	D	Comments
Standard 1: Individual Persona						
1	<u>Abides by Policies and Procedures</u> Follows official policies, and procedures within school and classroom.					
2	<u>Appearance and Conduct</u> Dresses and behaves appropriately in school and classroom.					
3	<u>Punctuality and Regularity</u> Arrives and leaves school according to official timings. Conducts classes on time.					
4	<u>Communication and Collaboration</u> Communicates and collaborates respectfully with school staff and students.					
5	<u>Healthy Interaction with Parents</u> Promotes cooperation and communication between school and parents.					
Standard 2: Planning and Instruction						
6	<u>Content Mastery</u> Demonstrates conceptual clarity across grades.					
7	<u>Lesson Planning</u> Prepares daily lesson plans aligned with the given school curriculum.					
8	<u>Execution and Teaching Techniques</u> Executes planned lesson using various teaching strategies.					
9	<u>Student-Centered Teaching</u> Uses child-centered, activity-based learning methodology.					
Standard 3: Assessment						
10	<u>Conducts Regular and Grade-Appropriate Assessment</u> Designs and conducts assessments at appropriate level.					
11	<u>Checks Note Book/Diary</u> Regularly and accurately checks students' work.					
12	<u>Records Feedback</u> Checks assessments correctly and provides timely feedback.					

13	<u>Improves through Review/Assessment</u> Uses assessment results to improve teaching and learning.										
Standard 4: Classroom Management											
14	<u>Maintains Classroom Environment</u> Keeps classroom space organized and clean, and manages time efficiently.										
15	<u>Maintains Discipline and Ethical Values</u> Resolves disciplinary issues without hitting, harassment or abuse, and tries to nurture ethical values amongst students.										
16	<u>Maintains Positive Interaction in Class</u> Shows respect and kindness towards all children.										
17	<u>Actively Listens to Students</u> Listens and pays attention to students' needs and responses.										
Standard 5: Professional Outlook											
18	<u>Self-Development</u> Researches and updates knowledge and improves practice.										
19	<u>Initiative and Drive</u> Takes lead in organizing events, and co-curricular activities.										
20	<u>Uses Technology to Enhance Practice</u> Uses available technology to communicate with students, parents and staff; prepare and deliver lessons; improve professional skills; and/or make routine tasks more efficient as relevant.										
Student Results and Overall Grading											
21	<u>Student Results</u>										
	Subject Taught	Class	Total Number Of Students	No. Of Students Passing	Percentage Of Students Passing ¹						
22	<u>Financial and Administrative Evaluation</u>										
23	<u>Overall Grading</u>										
24	<u>Comments</u>										

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>70% students passing	A
60-70% students passing	B
50-60% students passing	C
<50% students passing	D



MINISTRY OF
EDUCATION &
ARTS

FITNESS FOR PROMOTION
(Initial the appropriate box below)

Fit for promotion	
Not fit for promotion	

Signature		
Name of Reporting Officer		
Date:	Stamp	Designation

PART III - REMARKS OF THE COUNTERSIGNING OFFICER

I consider that the assessment made by the Reporting Officer is very good/reasonably good/ strict/ lenient/ biased.
The remarks underlined in ink should be communicated in writing. I have the following remarks to add.

Dated: _____

Signature, with Name & Designation: _____

