

PROCEDURE / CRITERIA

P.E.R / ACR MODULE

Open link of HRMIS.

P.E.R /ACR MODULE FOR “HEAD TEACHER”

Step : 1.

Applicant 1st login with valid Credential. User Name and Password

Step : 2.

Go to P.E.R/ACR Tab. For apply click on Add button on right.

Step : 3.

Fill all form and then submit.

Step : 4.

To check the status of P.E.R/ACR. Now waiting for DEO approval and comments.

P.E.R /ACR MODULE FOR “DEO”

Step : 1.

Now DEO Login with valid credential User Name & Password. Click on reporting person. All information of the applicant display in line listing. To check the teacher initial submission click on show Detail.

Step : 2.

To check the Teacher initial submission click on show Detail. To add evaluation of teacher click on add evaluation. Fill all form and submit.

P.E.R /ACR MODULE FOR “CEO”

Step : 1.

Now CEO Login with valid credential.

Step : 2.

Go to P.E.R/ACR Tab. Go to action in Line listing. Click on counter signing evaluation.

P.E.R /ACR MODULE FOR “CEO”

Step: 1.

Click on Add evaluation by counter signing officer.

Step: 2.

Fill all form and accept.

P.E.R /ACR MODULE FOR “CEO & Teacher ”

CEO Login:-

CEO interface after verified the teacher PER Form

Teacher Login

Interface after verification by the counter signing officer of PER form.

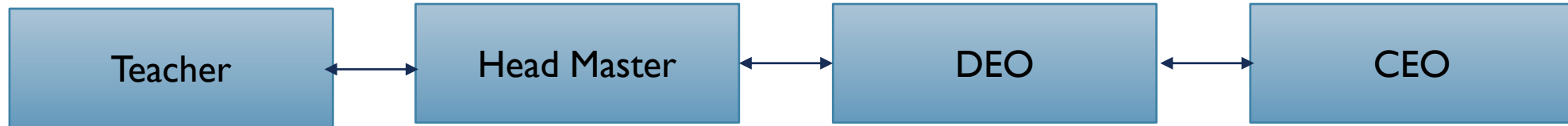
SCHOOL EDUCATION DEPARTMENT

WEB PORTAL

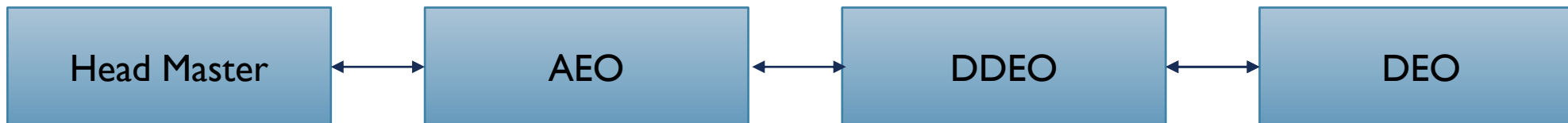
User Manuals For P.E.R/ ACR

FLOW DIAGRAM FOR P.E.R (BLOCK DIAGRAM)

HSS/ SST Teacher

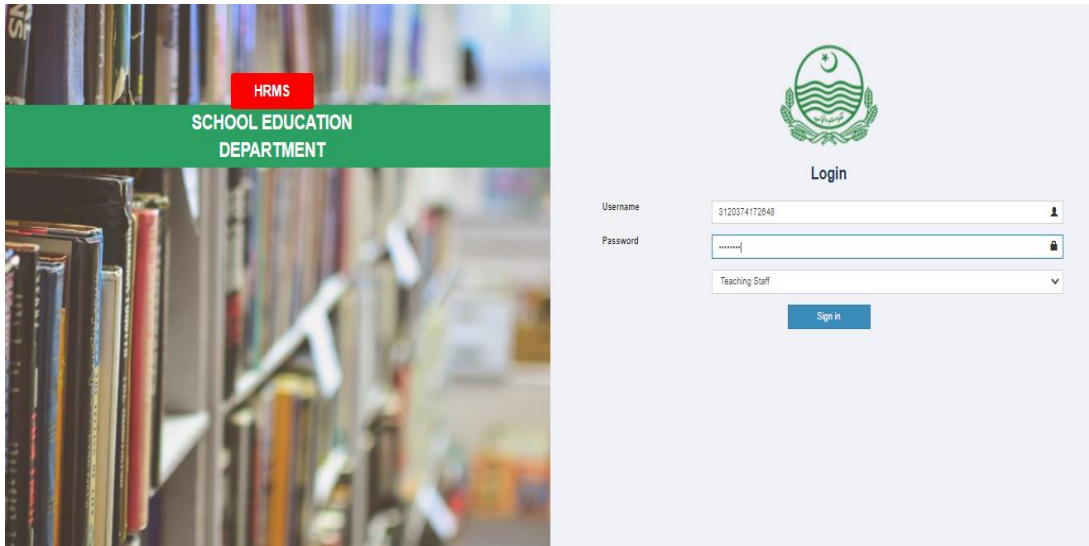


PST/EST Teacher



P.E.R/ACR Module For 'Head Teacher'

Step: 1



HRMS
SCHOOL EDUCATION DEPARTMENT

Login

Username: 3120374172648

Password: [masked]

Teaching Staff

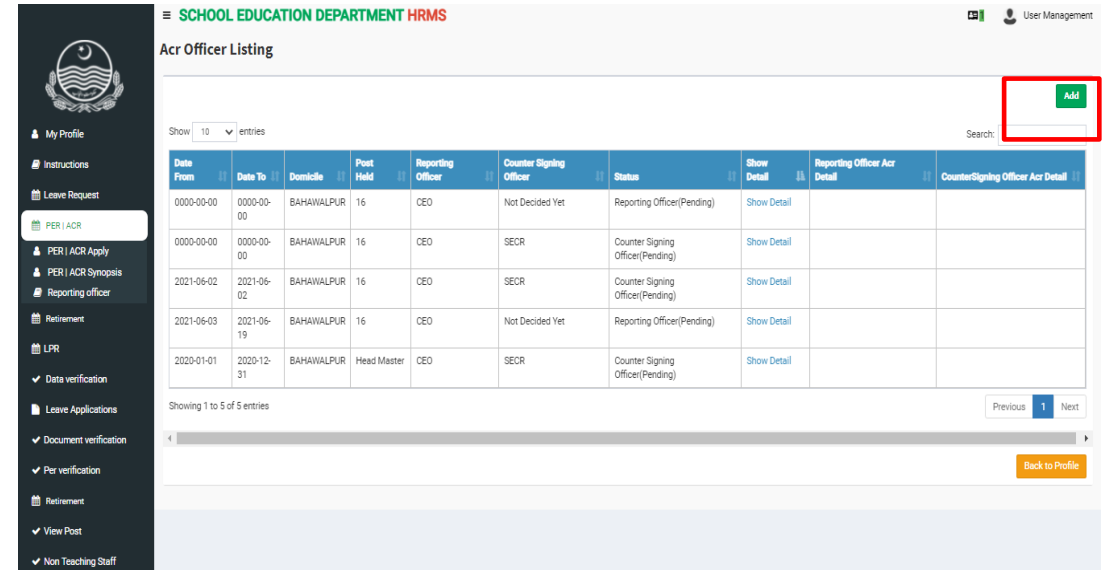
Sign in

- Applicant 1st login with valid Credential.

User id: 3120374172648

Password: 15784701

Step: 2



SCHOOL EDUCATION DEPARTMENT HRMS

Acr Officer Listing

Show 10 entries

Date From	Date To	Domicile	Post Held	Reporting Officer	Counter Signing Officer	Status	Show Detail	Reporting Officer Acr Detail	Counter/Signing Officer Acr Detail
0000-00-00	0000-00-00	BAHAWALPUR	16	CEO	Not Decided Yet	Reporting Officer(Pending)	Show Detail		
0000-00-00	0000-00-00	BAHAWALPUR	16	CEO	SECR	Counter Signing Officer(Pending)	Show Detail		
2021-06-02	2021-06-02	BAHAWALPUR	16	CEO	SECR	Counter Signing Officer(Pending)	Show Detail		
2021-06-03	2021-06-19	BAHAWALPUR	16	CEO	Not Decided Yet	Reporting Officer(Pending)	Show Detail		
2020-01-01	2020-12-31	BAHAWALPUR	Head Master	CEO	SECR	Counter Signing Officer(Pending)	Show Detail		

Showing 1 to 5 of 5 entries

Previous 1 Next

Back to Profile

-Go to P.E.R/ ACR Tab.

-For Apply Click on Add button on right

P.E.R/ACR Module For 'Head Teacher'

Step: 3

The screenshot shows the 'Add ACR' form in the 'SCHOOL EDUCATION DEPARTMENT HRMS' system. The form is titled 'ACR Form Part-I' and contains several sections for data entry:

- Department:** School Education Department
- From:** 2021-04-01
- To:** 2021-06-02
- CRIC:** 5122022040007
- Name (in Block letters):** SHAHID JAMIL
- Father/Husband Name:** Miran Jamil Hassan
- Date of Birth:** 1974-01-01
- Date of entry in Service:** 2000-07-30
- Post Held During the report period with BS:**
- Academic Qualification(s):** M.A.B.A.F.A/Urdu
- Training received during last five years:** A table with columns for Name of Course Attended, Name of Institution and country, From, and To. One entry is listed: 'Urdu' from 2021-08-08 to 2021-08-19.
- Specify the quantitative/physical/financial targets/objectives set by the department and your achievements against each target:** A table with columns for Objectives/targets fixed, Objectives/targets achieved, and Give reason of objectives/targets failure (if any). One entry is listed: 'good' for both fixed and achieved, with 'good' as the reason.
- Brief description of main duties:** A text area containing 'ssss'.
- During the period under report, do you believe that you have made any exceptional contribution, e.g. successful completion of any extraordinarily challenging task of major systems improvement resulting in significant benefits to the public and/or reduction in time and cost. If so, please specify:** A text area containing 'ssss'.
- What can be done to make you more effective?:** A text area containing 'ssss'.

- Fill All form and then submit.

Step: 4

The screenshot shows the 'Acr Officer Listing' table in the 'SCHOOL EDUCATION DEPARTMENT HRMS' system. The table has the following columns: Date From, Date To, Domicile, Post Held, Reporting Officer, Counter Signing Officer, Status, Show Detail, Reporting Officer Acr Detail, and CounterSigning Officer Acr Detail. The table contains one entry:

Date From	Date To	Domicile	Post Held	Reporting Officer	Counter Signing Officer	Status	Show Detail	Reporting Officer Acr Detail	CounterSigning Officer Acr Detail
2021-04-01	2021-06-02	BAHAWALPUR	16	DEO(SE)	Not Decided Yet	Reporting Officer(Pending)	Show Detail		

The 'Reporting Officer' column for the entry 'DEO(SE)' is highlighted with a red box. The table also includes a search bar, a 'Back to Profile' button, and a 'Showing 1 to 1 of 1 entries' indicator.

-To check the status of P.E.R/ACR
-Now waiting for DEO approval and comments.

P.E.R/ACR Module For 'DEO'

Step: 1

The screenshot shows the 'Reporting Officer ACR Listing' page in the HRMS system. The page header includes the department name and a 'User Management' link. A sidebar on the left contains navigation options like 'My Profile', 'Audit Para', and 'PER | ACR'. The main content area features a table with columns for Date From, Date To, officer, Designation, Grade, Department, Post Held, Reporting Officer, Counter Signing Officer, Status, Show Detail, and Action. A search bar and pagination controls are also visible.

Date From	Date To	officer	Designation	Grade	Department	Post Held	Reporting Officer	Counter Signing Officer	Status	Show Detail	Action
2021-04-01	2021-06-02	Shahid Jamil	Headmaster	17	School Education Department	16	DEO(SE)	Not Decided Yet	Pending	Show Detail	Add Evaluation

- Now DEO login with valid Credential

User Name:3120270884502

Password: 03013001456

- Click on reporting person.

-All information of the applicant display in line listing.

-To check the Teacher initial submission click on Show Detail.

Step: 2

The screenshot shows the 'Add Reporting Officer Evaluation' page. It features a sidebar with navigation options and a main content area with a form for adding an evaluation. The form includes sections for 'Add Reporting Officer Evaluation' and 'Add Reporting Officer Evaluation' with various input fields and buttons.

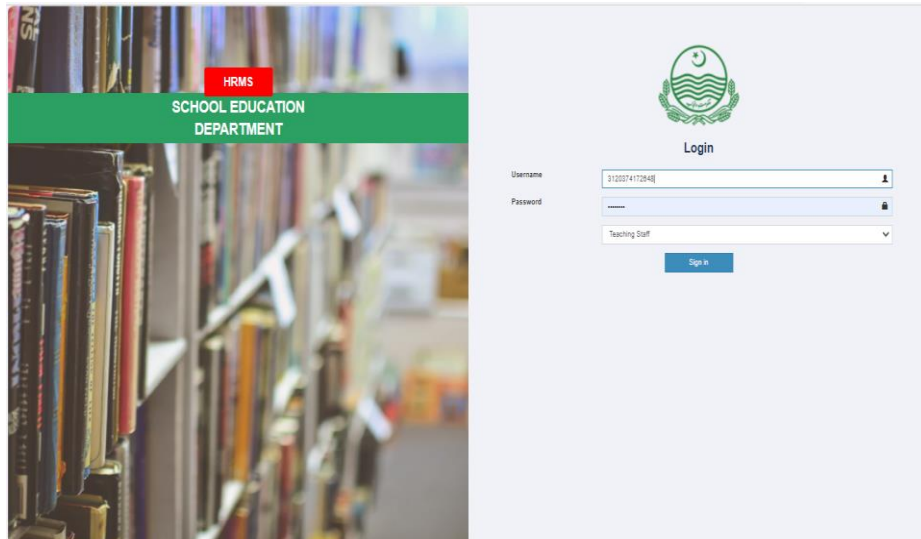
- To check the Teacher initial submission click on Show Detail.

- To add evaluation of teacher click on add evaluation.

- Fill all form and submit

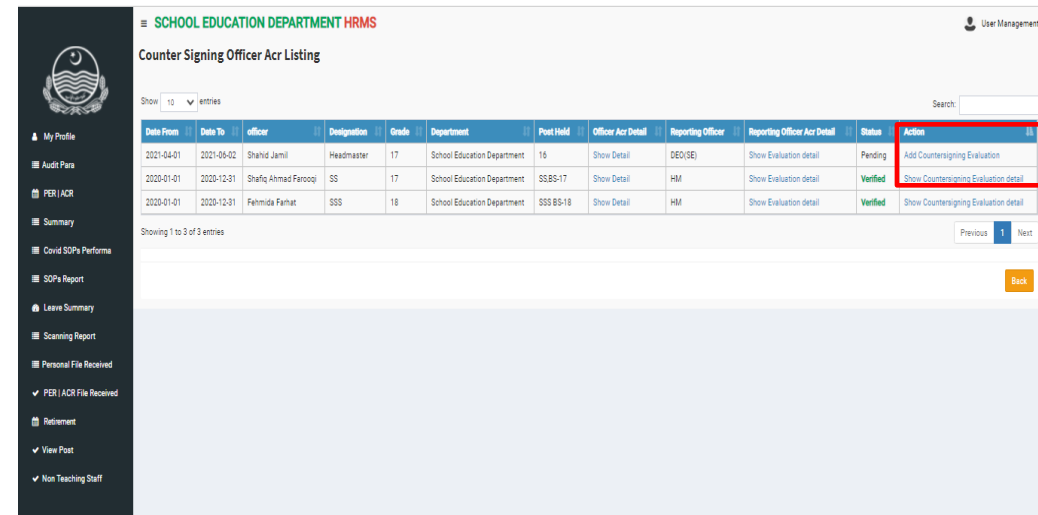
P.E.R/ACR Module For 'CEO'

Step: 1



- Now CEO login with valid Credential

Step: 2



- Go to P.E.R/ ACR Tab
- Go to Action in Line listing.
- Click on Counter signing evaluation

P.E.R/ACR Module For 'CEO'

SCHOOL EDUCATION DEPARTMENT HRMS

Add Counter Signing Officer Evaluation

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

Overall Grading

Outstanding Very Good Good Average Below Average

Integrity

Honest Corrupt Reported to be corrupt

Evaluation of the quality of assessment made by the reporting officer

Exaggerated Fair Biased

Recommendation for promotion

Name of the Counter Signing Officer

Signature of the Counter Signing Officer 2021-06-04

Designation

Date

Step 1:- Click on Add evaluation by counter signing officer

Step 2:- Fill All form and Accept

P.E.R/ACR Module For 'CEO & Teacher'

CEO Login

SCHOOL EDUCATION DEPARTMENT HRMS

Counter Signing Officer ACR Listing

Show 10 entries

Date From	Date To	officer	Designation	Grade	Department	Post Held	Officer ACR Detail	Reporting Officer	Reporting Officer ACR Detail	Status	Action
2021-04-01	2021-06-02	Shahid Jamil	Headmaster	17	School Education Department	16	Show Detail	DEO(SE)	Show Evaluation detail	Verified	Show Counter Signing Evaluation detail
2020-01-01	2020-12-31	Shafiq Ahmed Farooq	SS	17	School Education Department	SS BS-17	Show Detail	HM	Show Evaluation detail	Verified	Show Counter Signing Evaluation detail
2020-01-01	2020-12-31	Fahmida Fahat	SSS	18	School Education Department	SSS BS-18	Show Detail	HM	Show Evaluation detail	Verified	Show Counter Signing Evaluation detail

Showing 1 to 3 of 3 entries

Previous 1 Next

Back

- CEO Interface after verified the teacher PER Form.

Teacher Login

SCHOOL EDUCATION DEPARTMENT HRMS

ACR Officer Listing

Show 10 entries

Date From	Date To	District	Post Held	Reporting Officer	Counter Signing Officer	Status	Show Detail	Reporting Officer ACR Detail	Counter Signing Officer ACR Detail
0000-00-00	0000-00-00	BAHAWALPUR	16	CEO	Not Decided Yet	Reporting Officer(Pending)	Show Detail		
0000-00-00	0000-00-00	BAHAWALPUR	16	CEO	SECR	Counter Signing Officer (Pending)	Show Detail		
2021-06-02	2021-06-02	BAHAWALPUR	16	CEO	SECR	Counter Signing Officer (Pending)	Show Detail		
2021-06-03	2021-06-19	BAHAWALPUR	16	CEO	Not Decided Yet	Reporting Officer(Pending)	Show Detail		
2020-01-01	2020-12-31	BAHAWALPUR	Head Master	CEO	SECR	Counter Signing Officer (Pending)	Show Detail		

Showing 1 to 5 of 5 entries

Previous 1 Next

Back to Profile

- Interface after verification by the counter signing officer of PER Form.