To: Responsible Officers, Ministries/Departments

Performance Appraisal Form/Report on ‘Fitness for Promotion’/Ad-Hoc Report

In line with its policy, the Commission regularly calls for the Performance Appraisal Forms (PAFs) for the last three years as well as the Report on ‘Fitness for Promotion’ in respect of officers whilst conducting a selection exercise. The same documents are required whenever a promotion exercise is being carried out. In cases where the PAFs are not available, an ad-hoc report is submitted on the officer for the period under assessment.

2. The Commission has noted with concern that:

   (i) the PAFs are very often not properly filled (e.g. the total score in respect of Key Result Areas/Key Tasks and Competencies, and/or the overall score of performance, which may have a bearing on the overall performance of the officers, are wrongly calculated);

   (ii) section 2 of the Report on ‘Fitness for Promotion’ is sometimes wrongly filled and officers are recommended for accelerated promotion without any justification or for promotion on a trial basis, even though they have been favourably reported upon in their PAFs; and

   (iii) the PAFs and the Reports on ‘Fitness for Promotion’ are not submitted on time.

3. Such a state of affairs causes considerable delays in the recruitment as well as promotion exercises in that the documents have to be returned for necessary amendment.

4. Responsible Officers are requested to ensure that, henceforth, necessary action is taken at their end so that the above documents are duly filled and submitted in a timely manner to enable this Office to carry out its activities promptly.

5. The Commission relies on the usual cooperation of the Responsible Officers in this matter.

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