

Government of Pakistan  
Cabinet Secretariat  
Establishment Division

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No. F. 1/1/2013/RPF/CP-IX

Islamabad, the 25<sup>th</sup> November, 2015

OFFICE MEMORANDUM

Subject: - REVISION OF PROMOTION POLICY—ISSUANCE OF REVISED PER FORMS.

The undersigned is directed to refer to the above noted subject.

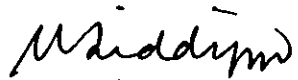
2. It has been observed with great concern that this Division is still receiving the PERs of 2014 and onward on old format of officers of BS-17 to BS-20 despite clear instructions issued vide this Division's O.M. of even number dated 14<sup>th</sup> January, 2015.

3. It has also been observed that Ministries/Division/ Departments/ Organizations/Provincial Governments while forwarding PERs to Establishment Division do not strictly adhere to the instructions contained in Para 2.37 & 2.38 of AGPE-2004. Moreover, in some cases, PERs are received in the following manner:

- i. Columns of grading/fitness for promotion are left unfilled by Reporting /Countersigning Officers (RO/CO).
- ii. Without the requisite certificate regarding relevance of the RO/CO.
- iii. Forwarded to Establishment Division directly by CO's offices instead of through concerned administration.

4. Due to non-compliance of instructions, the PER record of officers remain incomplete and involves this Division in unnecessary correspondence with quarter concerned causing avoidable delay.

4. In view of the above, all Ministries/Divisions/Departments/Organizations/Provincial Governments are requested to kindly ensure the compliance of instructions contained in AGPE-2004 in letter and spirit to complete the record of the officers in time. All the officers working in your respective Ministries/Divisions/Provincial Governments may also be advised that PERs of 2014 and onward should be submitted on revised format available on the web-site of Establishment Division www.establishment.gov.pk, the PERs received on old format will not be accepted.


  
(Muhammad Siddique Sheikh)  
Joint Secretary (CP-I)

Secretaries of all Ministries / Divisions, Islamabad / Rawalpindi.

P.T.O.

Copy for similar action: -

- (i). The Principal Secretary to the President, President's Secretariat (Public), Islamabad.
- (ii). The Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
- (iii). The Secretary, Senate Secretariat, Islamabad.
- (iv). The Secretary, National Assembly Secretariat, Islamabad.
- (v). Secretary, Election Commission of Pakistan, Islamabad.
- (vi). Secretary, Wafaqi Mohtasib Secretariat, Islamabad.
- (vii). Chief Secretaries, Government of the Punjab, Khyber Pakhtunkhawa, Sindh, Balochistan, AJK and Gilgit-Baltistan.
- (viii). Inspectors General of Police, Government of the Punjab, Khyber Pakhtunkhawa, Sindh, Balochistan, AJK and Gilgit-Baltistan.
- (ix). The Inspector General, National Highways & Motorways Police, Islamabad.
- (x). The Director General, Intelligence Bureau, Islamabad.
- (xi). The Director General, Federal Investigation Agency, Islamabad.
- (xii). PS to Secretary, Establishment Division, Islamabad.

  
(Muhammad Amir) 26/11/15  
Director (PD)

Government of Pakistan  
Cabinet Secretariat  
Establishment Division



No. F. 1/1/2013/RPF/CP-IX

Islamabad, the 14<sup>th</sup> January, 2015

OFFICE MEMORANDUM

Subject: - REVISION OF PROMOTION POLICY – ISSUANCE OF REVISED PER FORMS.

The undersigned is directed to invite attention of all concerned to this Division's O.M. No. 3/2/2012/CP-II dated 15<sup>th</sup> August, 2013 on the above subject and to say that in pursuance of said O.M., PERs for the calendar year 2014 and onward are required to be initiated on Revised PERs forms which are available on website of Establishment Division under the menu of "FORMS".

2. Any PERs for calendar year 2014 and onward initiated on old forms shall not be accepted.
3. All concerned may note and comply with instructions issued vide aforesaid O.M.

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(Muhammad Shahid Dayo)  
Director (PD)

The Secretaries / Additional Secretaries In-charge  
of the Ministries / Divisions,  
Islamabad / Rawalpindi.

Copy for similar action: -

- (i). The Principal Secretary to the President, President's Secretariat (Public), Islamabad.
- (ii). The Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
- (iii). The Secretary, Senate Secretariat, Islamabad.
- (iv). The Secretary, National Assembly Secretariat, Islamabad.
- (v). The Secretary, Election Commission of Pakistan, Islamabad.
- (vi). The Secretary, Wafaqi Mohtasib Secretariat, Islamabad.
- (vii). The all Chief Secretaries, Government of the Punjab, Khyber Pakhtunkhawa, Sindh, Balochistan, AJK and Gilgit-Baltistan.
- (viii). The all Inspectors General of Police, Government of the Punjab, Khyber Pakhtunkhawa, Sindh, Balochistan, AJK and Gilgit-Baltistan.
- (ix). The Inspector General, National Highways & Motorways Police, Islamabad.
- (x). The Director General, Intelligence Bureau, Islamabad.
- (xi). The Director General, Federal Investigation Agency, Islamabad.
- (xii). PS to Secretary, Establishment Division, Islamabad.

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(Muhammad Shahid Dayo)  
Director (PD)