



CONFIDENTIAL
MOST URGENT

D.O. No. 1/1/2020/CP-IX (PER)
GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
ISLAMABAD

Tele: 051-9211245

Islamabad the dated ^{24th} February, 2020

Subject: - **TIMELY COMPLETION OF PERFORMANCE EVALUATION REPORT (PERs).**

Dear Sir,

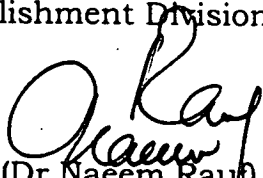
Performance Evaluation Reports (PERs) of officers are of great importance for their career advancement. Establishment Division is maintaining PER Dossiers and Individual Career Planning (ICP) Charts in respect of officers belonging to the PAS, PSP, SG and OMG controlled by it. ICP Charts are frequently required to be submitted to the higher authorities for transfer, promotion and making nomination for training courses. The CR Dossiers and ICP Charts of the officers are not updated due to non-receipt of PERs as per prescribed schedule.

2. Your kind attention is invited to this Division's O.M. No. 3/8/2005-CP-II dated 26th July, 2008 wherein the Prime Minister, while approving recommendations of Central Selection Board (CSB), took a serious view of incomplete CR Dossiers/PERs of the officers, and desired to fix responsibility for such lapses. Furthermore, the Senate Standing Committee in its meeting held on 2nd April, 2008 also underlined the need to devise a strategy, making it compulsory for senior officers to write the PERs on their subordinate officers within stipulated timeframe failing which disciplinary action be initiated against them.

3. In order to avoid delay in submission of PERs and non-initiating / countersigning PERs, all the officers concerned are requested to kindly follow the "Revised" format, applicable since 2013, available on the website of Establishment Division www.establishment.gov.pk and adhere to the following time schedule as envisaged in para 2.38 of AGPE-2004: -

- (1). Officers of Grade 21 and 2031st January
- (2). Officers of Grade 1928th February
- (3). Officers of Grade 18 and 1731st March

4. This issues with the approval of Secretary, Establishment Division.


(Dr Naeem Rauf)
Joint Secretary (CP-I)
24/2/2020

Secretaries/Additional Secretaries Incharge
Of Ministries/Division, Islamabad/Rawalpindi.

P.T.O

Copy for information and similar action to:-

- (i). Chief Secretary, Government of the Punjab, Lahore.
- (ii). Chief Secretary, Government of Sindh, Karachi.
- (iii). Chief Secretary, Government of Khyber Pakhtunkhawa, Peshawar.
- (iv). Chief Secretary, Government of Balochistan, Quetta.
- (v). Chief Secretary, Government of Gilgit-Baltistan, Gilgit.
- (vi). Chief Secretary, Government of AJK, Muzaffarabad.
- (vii). Inspector General of Police, Government of the Punjab, Lahore.
- (viii). Inspector General of Police, Government of Sindh, Karachi.
- (ix). Inspector General of Police, Government of Khyber Pakhtunkhawa, Peshawar.
- (x). Inspector General of Police, Government of Balochistan, Quetta.
- (xi). Inspector General of Police, Government of Gilgit-Baltistan, Gilgit.
- (xii). Inspector General of Police, Government of AJK, Muzaffarabad.
- (xiii). Inspector General of Police, ICT, Islamabad.
- (xiv). Inspector General of Police, National Highways & Motorways Police, Islamabad.
- (xv). Inspector General of Police, Pakistan Railways Police, Lahore.
- (xvi). Director General, Federal Investigation Agency, Islamabad.
- (xvii). Director General, Intelligence Bureau, Islamabad.
- ✓(xviii). DS (CP-V) for uploading on website.



(Zafar Mahmood)

Director (PD)

24.2.2020