

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.3/3/2020-CP-II

Islamabad, the 5th October, 2022

OFFICE MEMORANDUM

Subject: ANNUAL MEDICAL EXAMINATION REPORT IN TERMS OF PARA 4.14-4.25 OF "A GUIDE TO PERFORMANCE EVALUATION-2004 (AGPE-2004)". OF CIVIL SERVANTS

The undersigned is directed to refer to the captioned subject and to enclose herewith copy of minutes of meeting and format for Annual Medical Report in terms of para 4.14-4.25 of "A Guide to Performance Evaluation-2004 (AGPE-2004)".

2. The Ministries / Divisions are requested to bring these instructions pertaining to Annual Medical Examination of all Civil Servants to the notice of all Attached Departments / Subordinates Offices etc., under their administrative control, for compliance / further necessary action.



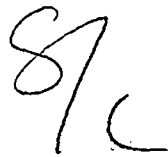
(Amin Ullah Tareen)
Section Officer (CP-II)
Ph: 051-9103646

The Secretaries/Additional Secretaries (Incharge)
of the Ministries/Divisions,
Islamabad/ Rawalpindi.

Copy to:-

1. The Secretary to the President, President's Secretariat (Public), Islamabad.
2. The Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3. The Secretary, National Assembly Secretariat, Islamabad.
4. The Secretary, Senate Secretariat, Islamabad.
5. The Secretary, Election Commission of Pakistan, Islamabad.
6. The Auditor General of Pakistan, Islamabad.
7. The Secretary, Federal Public Service Commission, Islamabad.
8. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
9. The Secretary, Federal Tax Ombudsman Secretariat, Islamabad.
10. The Chairman, National Accountability Bureau, Islamabad.
11. The Director General, Intelligence Bureau, Islamabad.

P.T.O

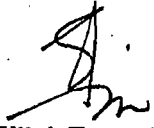


Copy for information to:-

1. The Chief Secretary, Government of the Punjab, Lahore.
2. The Chief Secretary, Government of Sindh, Karachi.
3. The Chief Secretary, Government of Khyber Pakhtunkhwa, Peshawar.
4. The Chief Secretary, Government of Balochistan, Quetta.
5. The Chief Secretary, Government of Azad Jammu and Kashmir, Muzaffarabad.
6. The Chief Secretary, Government of Gilgit-Baltistan, Gilgit.
7. The Rector, National School of Public Policy, Lahore.
8. The Director General, Civil Services Academy, Lahore.
9. The Director General, Secretariat Training Institute, Islamabad.
10. The Director General, Pakistan Public Administrative Research Center, Islamabad.

Copy for information to:-

1. Sr. PS to Secretary, Establishment Division, Islamabad.
2. Sr. PS to Special Secretary, Establishment Division, Islamabad.
3. Additional Secretaries / Joint Secretaries, Establishment Division, Islamabad
4. Director (IT), Establishment Division for uploading on website.


(Amin Ullah Tareen)
Section Officer (CP-II)
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**Government of Pakistan
Cabinet Secretariat
Establishment Division
CP-II Section**

MINUTES OF THE MEETING

Subject: **MEETING REGARDING ANNUAL MEDICAL EXAMINATION REPORT OF CIVIL SERVANTS**

A meeting under the chairmanship of Joint Secretary (CP-II) was held at 11.00 A.M. on 08th September, 2022 in his office, Establishment Division to discuss the agenda of meeting pertaining to framing SOPs for Annual Medical Checkup of civil servants in terms of para 4.14 - 4.25 of "A Guide to Performance Evaluation-2004 (AGPE-2004)".

2. The scheduled meeting was attended by:

- i) **Mr. Mukhtar Paras Shah**, Joint Secretary (CP-II),
Establishment Division, IBD.
- ii) **Mr. Muhammad Salim Khattak**, Deputy Secretary (CP-IV),
Establishment Division, IBD.
- iii) **Mr. Abdul Razzaq**, Director,
Ministry of National Health Services Regulations & Coordination, IBD.
- iv) **Dr. Abid Hussain Shah**, Civil Surgeon,
Federal Government Polyclinic Hospital, IBD.
- v) **Dr. Waseem Aslam**,
Member Central Medical Board, Central Health Establishment (CHE).
- vi) **Mr. Amin Ullah Tareen**, Section Officer (CP-II)
Establishment Division, IBD.

3. The provision for Annual Medical Check Up of the Civil Servant in rules and reasons for lack of arrangements to implement the plan on regular basis were discussed in detail. Establishment Division highlighted the importance of paras 4.14 to 4.25 of AGPE-2004 pertaining to Medical Examination of every Civil Servant under Federal Government on each year to determine his/her health fitness. The representatives of the M/o NHSRC informed that in existing circumstances, they receive nomination for medical examination from various Ministry/Division only to determine fitness of the officers before Mandatory Training. They also apprised that they have already established four set ups in the provinces and in the Capital to cater for medical

examination of the officers, if required. The ministry & concerned offices agreed to implement the provision of AGPE-2004 in line with requirement of all Ministries & Divisions.

4. Further in the meeting, the format for Medical Examination Report by the Civil Surgeon, time frame for civil servants to undergo medical examination on each year, and medical facilities (tests and medical examination fee) and other points were thoroughly discussed. Following decisions were made for compliance and quickly actions of all concerned: -

- i) All Ministries & Divisions Federal Government shall Strictly observe the AGPE-2004 Rules (instructions at para (4.14-4.25) pertaining to Annual Medical Examination Report in respect of Civil Servants.... With them.
- ii) National Health Services Regulations & Coordination shall issue schedule (time-frame) for the Civil Servants to conduct medical examination from 1st January to 31st March of each calendar year;
- iii) Each Ministry/ Division/ Department is responsible to share the total strength of their employees with Ministry of National Health Services Regulations & Coordination to undergo for Annual Medical Examination;
- iv) The existing format of Annual Medical Examination Report attached) will be used in respect of officials/ officers up to BS-19;
- v) A new medical report proforma for the Annual Medical Examination in respect of officers in BS-20 and above would be drafted and shared encompassing new features of detailed tests encompassing, employing CT scan, ECG, Echo, etc. tests to ascertain and diagnose heart diseases, sugar, LFTs with the objectives to indicate areas of health that needs to be attended or improved;
- vi) If an officer is declared fit in Annual Medical Examination Report for a particular year, he shall not be required to undergo for the Medical examination for mandatory or any other training in the same year;
- vii) All correspondence for the Annual medical examination shall be made through Director General (health), Ministry of National Health Services Regulations & Coordination;
- viii) The medical examination will be conducted by the 05 (five) Civil Surgeons i.e. Rawalpindi, Quetta, Lahore, Karachi, Peshawar & Civil Surgeon Office (G-7) Islamabad;
- ix) A proper schedule indicating date and time of the proposed Annual Medical Examination in respect of each officer will be developed and conveyed to the concerned officers in order to avoid unnecessary delays and wait.
- x) Medical Examination Fee and Charges of Medical Tests, if any, shall be reimbursed by the concerned Ministry/ Division/ Department concerned;

5. The meeting ended with the vote of thanks to the Chair.

ANNUAL MEDICAL REPORT

Name: _____ **Age:** _____ Years

Post held: _____

Ministry under which employed: _____

1. General constitution (Evidence of any Acute or chronic disease pointing to all Impaired constitution) _____ Weight _____ Kgs

2. Physique. (Ability to deformity undergo Moderate strain) _____

3. Locomotion (Any deformity interfering with performance of normal work and to what degree) _____

4. In case of above 40 years age
i) ECG _____
ii) Blood Sugar (R) _____

5. Heart _____

6. Blood pressure: _____

7. Lungs (Evidence of any respiratory disease). _____

8. Eye sight (Visual standards in accordance with recruitment relax able accordance to age and correctible by the classes) _____
R N D
L _____

9. Hearing (Any sign of disease of the ear) _____

10. X-Ray Chest (PA view)
(For pregnant women Ultrasound abdomen instead of X-Rays) _____

11. i) Serum lipid profile (F) _____
ii) Blood CP _____
iii) ESR _____
iv) LFTs & RFTs _____
v) HbsAg _____
vi) Anti HCV _____
vii) HIV _____
viii) Urine R/E _____

12. Category assigned _____ Albumin _____ Sugar _____

Signature and Designation of
Authorized Medical Attendant

Dated: _____