

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No. 3/1/2015-CP-II

Islamabad, the 7<sup>th</sup> September, 2023

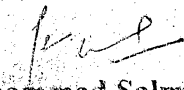
OFFICE MEMORANDUM

Subject: AMENDMENT IN PARA-2.65 OF "A GUIDE TO PERFORMANCE EVALUATION-2004."

The undersigned is directed to refer to Establishment Division 's O.M. of even number dated 05<sup>th</sup> July, 2023 on the above subject and to enclose herewith the revised Green PER format for Additional Secretaries/Additional Secretaries Incharge/ Senior Joint Secretaries (BS-21), reflecting also the fourth grading box in respect of reporting officer.

2. The above information is circulated for compliance and further necessary action.

3. This issues in supersession of Establishment Division's O.M. of even number dated 05<sup>th</sup> July, 2023.

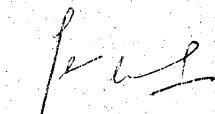
  
(Muhammad Salman Malik)  
Section Officer (CP-II)

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

Copy to:-

1. The Secretary to the President, President's Secretariat, Islamabad.
2. Principal Secretary to the P.M, PM's Secretariat, Islamabad.
3. All Chief Secretaries of the Provinces.
4. Deputy Auditor General of Pakistan, (A&C) w.r.t their letter dated 23.08.2023.
5. Director General, Intelligence Bureau, Islamabad.
6. Secretary, FPSC, Islamabad.
7. Secretary, NAB, Islamabad.
8. Secretary, NRB, Islamabad.
9. Director (PD), Establishment Division, Islamabad.
10. DG (PPARC), M.S Wing, Establishment Division, Islamabad.

Director II

  
(Muhammad Salman Malik)  
Section Officer (CP-II)

**PER SUBMISSION CERTIFICATE FROM OFFICER REPORTED UPON**

Certified that I \_\_\_\_\_  
(Name of Officer)

\_\_\_\_\_ have on \_\_\_\_\_ submitted my  
(Designation/BS/Group/Service) (Date)

Performance Evaluation Report for the period from \_\_\_\_\_

To be initiated by \_\_\_\_\_  
(Name/Designation of Reporting Officer)

To be countersigned by \_\_\_\_\_  
(Name/Designation of Countersigning Officer)

Signatures \_\_\_\_\_

To,

(Serving Administration  
/Ministry/ Department) \_\_\_\_\_

CC :

Director (PD),  
Establishment Division

**Instructions for Officer Reported Upon.**

**Extract of Para-6.7 of AGPE-2004 and Guideline for filling up of PER**

- PER along with Submission Certificate should be prepared annually at the close of each calendar year which is required to be dispatched to the Officer Incharge entrusted with the maintenance of his/her C.R dossier and copy of above certificate must also be forwarded to Establishment Division.
- Part I and II of PER are required to be filled in duplicate/typed and signed by the officer reported upon.

## IMPORTANCE OF PER IN CAREER PLANNING

*The Performance Evaluation Report (PER) is an important document which should be completed by the stakeholders with utmost care in stipulated time period. It is required during the appointments as well as promotions have to be made.*

### **Instructions for Officer Reported Upon/Reporting Officer/Countersigning Officer/Second Countersigning Officer (if applicable) / Expunging Authority**

Officer Report Upon	PER along with Submission Certificate should be prepared annually at the close of each calendar year which is required to be dispatched to the Officer Incharge entrusted with the maintenance of his/her C.R dossier and copy of above certificate must also be forwarded to Establishment Division.
Concerned Administration.	After initiation/submission of above certificate along with set of PERs, the concerned administration will on the same date forward the same to Reporting Officer. This shall enable to ensure follow-up and prompt retrieval of PERs from the Reporting/Countersigning Officers.
R.O/CO/2 <sup>nd</sup> C.O (if applicable)	After receiving PERs from administration, R.O will complete the same within two weeks. After that C.O will countersign in the next two weeks and 2 <sup>nd</sup> Countersigned (if applicable) in subsequent two weeks and must follow the guidelines mentioned in backside of PER form.
Expunging Authority in case of adverse remarks	The role of expunging authority is as a judge who examine/decide the representation of the officer reported upon and comments of the C.O on the representation under paras-3.40,3.41 and instructions provided on the backside of PER form of AGPE-2004.
The concerned administration will get the PER completed and must be forward to Establishment Division under para-2.37 & 2.38 of AGPE-2004 as per given schedule	<p>Officers of Grade 21 and 20 .....31st January</p> <p>Officers of Grade 19 .....28th February</p> <p>Officers of Grade 18 and 17 .....31st March</p>

- Failing which disciplinary proceedings will be initiated under para-2.35 (iii) & (iv) of AGPE-2004 which is as under:-

*(iii) The President is pleased to direct that the reporting officers concerned will be held responsible for ensuring that the reports of the officers working under them are written in time and sent to the Establishment Division/Administrative Ministry concerned when due with the least delay.*

*(iv) In case the President received further complaints in this regard, serious notice will be taken thereof and defaulting officers will be liable to disciplinary action.*

**FOR OFFICERS IN BPS 21**

**RESTRICTED**

اسکیل ۲۱ کے افسران کے لیے

محدود

**GOVERNMENT OF PAKISTAN**

حکومت پاکستان

Ministry /Division/  
Department/Office \_\_\_\_\_

Service/Group \_\_\_\_\_

وزارت/ڈویژن/بکلمہ/ڈپارٹمنٹ

سروس/گروپ

**PERFORMANCE EVALUATION REPORT**

کارکردگی رپورٹ

FOR THE PERIOD 20 TO 20  
۲۰۰۸ ۲۰۰۹ ۲۰۱۰

**PART I**

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. Name (in block letters) \_\_\_\_\_  
نام (واضح حروف میں)
2. Personnel number \_\_\_\_\_  
انفرادی نمبر
3. Date of birth \_\_\_\_\_  
تاریخ پیدائش
4. Date of entry in service \_\_\_\_\_  
ملازمت اختیار کرنے کی تاریخ
5. Post held during the period (with BPS) \_\_\_\_\_  
پیش نظر عرصہ میں عہدہ (مع اسکیل)
6. Academic qualifications \_\_\_\_\_  
تعلیم
7. Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W))  
زبانوں کا علم (بولنے، پڑھنے، لکھنے کی صلاحیت)

8. **Participation in conference, seminars, meetings during the period reported upon.**

متعلقہ عرصہ کے دوران کانفرنسوں، سیمینار اور اجلاسوں میں شرکت

Title موضوع	Country ملک	Duration with date تاریخوں کے ساتھ دورانیہ

9. **Period served**

عرصہ ملازمت

(i) In present post \_\_\_\_\_

موجودہ عہدہ پر

(ii) Under the reporting officer \_\_\_\_\_

رپورٹنگ افسر کے ماتحت

**PART II**

حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. **Job description**

ذمہ داریوں کی تفصیل

2. **Significant achievements during the evaluation period**

پیش نظر عرصہ میں نمایاں کام کی تفصیل

**PART III**

حصہ سوم

(REPORTING OFFICER'S EVALUATION)

(رپورٹنگ افسر کا جائزہ)

1. **Comments on the officer's performance on the job**

افسر کی کارکردگی

2. **Assessment of officer's**

متعلقہ افسر کا جائزہ بابت

i) **Strategic vision**

مستقبل کے لئے حکمت عملی

(Ability to transform the organization in view of changing environment)

بدلتے ہوئے ماحول کی روشنی میں ادارے کے مستقبل کا تصور کرنا و نفع کرنے کی صلاحیت

ii) **Integrity**

دیانت

(Morality, uprightness, honesty and commitment

to national interests) ریاست بازی، ایمانداری اور قومی مفادات کے ساتھ

iii) **Ability to supervise, guide, and motivate subordinates**

ماتحت ملازمین کی نگرانی، رہنمائی اور متحرک کرنے کی قابلیت

iv) **Area of professional expertise with recommendations for future posting**

پیشہ ورانہ مہارت اور انہیں و تہینائی کی نشاندہی

3. Pen picture  
قلمی خاکہ

4. Overall grading  
مجموعی درجہ

Very Good  
بہت اچھا

Good  
اچھا

Average  
اوسط

Below Average  
اوسط سے کم

Name \_\_\_\_\_  
نام

Signature \_\_\_\_\_  
(دستخط)

Designation \_\_\_\_\_  
عہدہ

Date \_\_\_\_\_  
تاریخ



## PART IV

حصہ چہارم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائینگ افسر کی رائے)

1. How often have you seen the work of the officer reported upon?

افسر کا کام کس حد تک آپ کی نظر سے گزرتا رہا؟

Very frequently اکثر و بیشتر	Frequently اکثر	Rarely شاذ و نادر	Never کبھی نہیں
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2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons.

آپ افسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ افسر کی رائے سے متفق نہیں تو اس کی وجہ بیان کریں

3. Overall grading

مجموعی درجہ

Very Good بہت اچھا	Good اچھا	Average اوسط	Below Average اوسط سے کم
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4. Recommendation for promotion (Comment on the officer's potential for holding a

ترقی کے لیے سفارش

higher position and additional responsibilities).

(افسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں)

5. Evaluation of the quality of assessment made by the reporting officer.

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹر سائننگ افسر کی رائے

Exaggerated  
(مبالغہ آمیز)

Fair  
(مناسب)

Biased  
(جانب دار)

Name of the countersigning officer \_\_\_\_\_

(Capital letters)

کاؤنٹر سائننگ افسر کا نام (دائیں حروف میں)

Signature \_\_\_\_\_

(دستخط)

Designation \_\_\_\_\_

عہدہ

Date \_\_\_\_\_

تاریخ