

Government of Pakistan
Cabinet Secretariat
Establishment Division

F.No. 1-3/2020-E-6/E-8

Islamabad, the 17th August, 2021

OFFICE MEMORANDUM

Subject: **GUIDELINES FOR SUBMISSION OF CASES TO THE PERFORMANCE EVALUATION COMMITTEE FOR MANAGEMENT PAY (MP) SCALE POSITIONS**

The undersigned is directed to refer to Establishment Division's O.M. No. 1-3/2020-E-6/E-8 dated 24th May, 2021 (MP Scales Policy-2020).

2. Para 4 and Schedule-II of MP Scales Policy-2020, governs extension in contract of individuals employed against MP Scales positions.

3. In the interest of streamlining the process for consideration of Performance Evaluation Committee (PEC), following is a list of documents that shall invariably be submitted by the Ministries/Divisions concerned in the form of a working paper: -

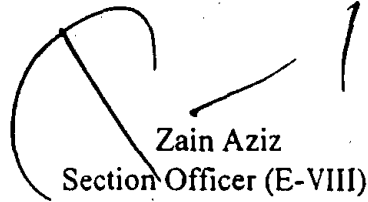
- i. Summary for initial appointment of the incumbent.
- ii. Notification of appointment of incumbent.
- iii. Job description
- iv. Approved Terms of References
- v. Key Performance Indicators (KPIs)
- vi. Annual Performance Evaluation Template provided in Schedule-II of MP Scales Policy-2020, duly signed by the Secretary of the Division concerned for the period during which services were rendered by the incumbent.
- vii. Quantified targets for next proposed year of service on the same format as the Annual Performance Evaluation template in Schedule-II of MP Scales Policy-2020. These targets shall serve as the benchmark for future performance evaluation.

4. Furthermore, Ministries/Divisions are advised to ensure compliance of the following: -

- i. All cases for extension in contract shall be referred to the PEC at least three (03) months before the expiry of contract of the incumbent in line with para 4 (ii) of MP Scales Policy-2020. The Prime Minister on a number of occasions has conveyed his displeasure for delayed initiation of cases by Ministries/Divisions concerned. Therefore, no such cases shall be entertained henceforth. All Ministries/Divisions are further advised to initiate the cases for extension or fresh appointment against such posts in a timely and efficient manner.
- ii. Performance Evaluation of the incumbent is a regular exercise and not a formality to be initiated at the time of extension. Therefore, the Annual Performance Evaluation report shall be signed on an annual basis by the Secretary of the Division concerned for the period during which services were rendered by the incumbent.

- iii. Quantified targets for the next year of proposed service should be quantifiable in nature with concrete timelines. These must also be in sync with the job description, KPIs and Annual Performance Evaluation Report submitted by the Ministry/Division concerned.
- iv. Date of submission of complete documents in the form of a working paper for the Performance Evaluation Committee (PEC) shall be considered as the date of initiation of case by the Ministry/Division concerned.

5. The said guidelines are hereby circulated for compliance and necessary action.



Zain Aziz
Section Officer (E-VIII)

Secretary/Additional Secretary (In-charge)
All Ministries/Divisions

Government of Pakistan
Cabinet Secretariat
Establishment Division

F.No. 1-3/2020-E-6/E-8

Islamabad, the 15th December, 2021

OFFICE MEMORANDUM

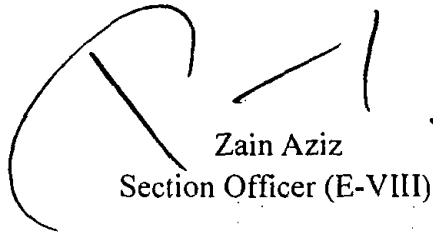
Subject: **GUIDELINES FOR SUBMISSION OF CASES TO THE PERFORMANCE EVALUATION COMMITTEE FOR MANAGEMENT POSITION (MP) SCALE POSITIONS**

The undersigned is directed to refer to the "Guidelines for Submission of Cases to the PEC" issued vide this Division's O.M. of even number dated 17th August, 2021 and state that the meeting of Performance Evaluation Committee (PEC) shall henceforth be convened on the **third Friday of each month.**

2. All Ministries / Divisions are requested to submit the cases for extension by **10th of every month** for consideration of the case during the scheduled meeting of PEC. It is further advised that the cases must be submitted in accordance with para 4 (ii) of MP Scales Policy-2020, which is reproduced as follows: -

"All Ministries / Divisions shall invariably initiate cases for extension of the contract **not less than three (03) months before the expiry of contract.** The cases for extension with less than three (03) months to the expiry of contract may not be entertained and the Ministries should initiate the process of recruitment afresh as per procedure given in para-3. In such cases, the Ministries / Divisions shall ensure the completion of the process before the expiry of the contract of the incumbent."

3. The aforementioned guidelines are hereby circulated for compliance and necessary action.


Zain Aziz
Section Officer (E-VIII)

Secretary / Additional Secretary (In-charge)

All Ministries / Divisions

Copy:

- i. PS to Secretary to the Prime Minister