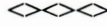


**Government of Pakistan  
Cabinet Secretariat  
Establishment Division**



F. No. 2/2/2022/PD-III/CP-XI

Islamabad, the 4<sup>th</sup> November, 2022

**OFFICE MEMORANDUM**

Subject: - **REVISED PER SUBMISSION CERTIFICATE AND INSTRUCTIONS**

The undersigned is directed to refer to the subject noted above and to state that it has been observed that the officer reported upon while submitting their PERs, do not forward the copy of submission certificate to Establishment Division, on regular basis. Resultantly, this Division remains unaware about the status of submission of PERs, whether submitted or not. Further, the Reporting Officers, Countersigning Officers, 2<sup>nd</sup> Countersigning Officer (if applicable) and expunging authority do not follow the schedule and other important instructions for filling up of PERs which are available on the backside of PER forms.

2. In this regard, a revised PER submission certificate along with instructions for filling up of PER forms (which will be made page-I of PER form) for Reporting Officers/Countersigning Officers/2<sup>nd</sup> Countersigning Officers (if applicable) and Expunging Authority, is enclosed., which is also available on the official website of Establishment Division <https://establishment.gov.pk>.

3. The Ministries/Divisions/Departments/Chief Secretaries of the Provinces/I.Gs of Police, are requested to circulate the above to all departments/concerned officers under their administrative control, for compliance with immediate effect.



**Naveed Akhtar**  
Director (PD)  
051-9211214

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, Federal Public Service Commission, Islamabad.
4. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
5. The Secretary, Federal Tax Ombudsman Secretariat, Islamabad.
6. The Auditor General of Pakistan, Islamabad.
7. The Director General, Intelligence Bureau, Islamabad.
8. Director General, Federal Investigation Agency, Islamabad

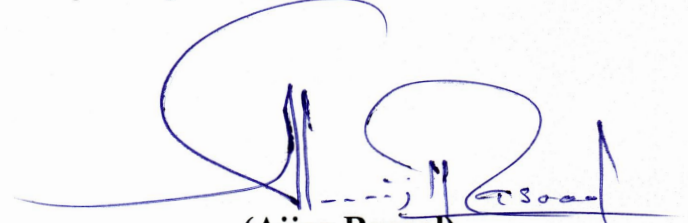
**Continue...**

**Copy for information and similar action to:-**

1. Chief Secretary, Government of the Punjab, Lahore.
2. Chief Secretary, Government of Sindh, Karachi.
3. Chief Secretary, Government of Khyber Pakhtunkhwa, Peshawar.
4. Chief Secretary, Government of Balochistan, Quetta.
5. Chief Secretary, Government of Azad Jammu and Kashmir, Muzaffarabad.
6. Chief Secretary, Government of Gilgit-Baltistan, Gilgit.
7. Inspector General of Pakistan, Government of the Punjab, Lahore.
8. Inspector General of Pakistan, Government of Sindh, Karachi.
9. Inspector General of Pakistan, Government of Khyber Pakhtunkhwa, Peshawar.
10. Inspector General of Pakistan, Government of Balochistan, Quetta.
11. Inspector General of Pakistan, Government of Azad Jammu and Kashmir, Muzaffarabad.
12. Inspector General of Pakistan, Government of Gilgit-Baltistan, Gilgit.
13. Inspector General of Pakistan, ICT, Islamabad.
14. Inspector General of Pakistan, NH&MP, Islamabad.
15. Inspector General of Pakistan, Pakistan Railways Police, Lahore.
16. **Deputy Secretaries (Admn) all Ministries/Divisions.**

**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 the official website of Establishment Division .



**(Aijaz Rasool)**

Assistant Director (PD-III/CP-XI)  
051-9103562

**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.*