

Most Immediate

Office of the
AUDITOR GENERAL OF PAKISTAN.
Audit House, Constitution Avenue, Islamabad.

F.No. 456-Dir(A)/1-8/PERs-Policy/CA-II/2017

Dated: 30.05.2017

The Controller General of Accounts, Islamabad.
The Military Accountant General, Rawalpindi.
The Member Finance, Railways Board, Islamabad.
The Rector, PAAA, Lahore.
The CAO, Ministry of Foreign Affairs, Islamabad.
The Deputy Auditor General, CA&E, Islamabad.
The Deputy Auditor General, Central, Lahore
The Deputy Auditor General, North, Peshawar
The Deputy Auditor General, FAO, Islamabad.
The Deputy Auditor General, IRV&MT/IRS, Islamabad
The Deputy Auditor General, Special Sectors Audit, Islamabad.
The Deputy Auditor General, Policy, Islamabad.
The Deputy Auditor General, South, Karachi
The Deputy Auditor General, (Defence Audit), Islamabad
The Director General Audit, Punjab, Lahore.
The Director General Audit, Sindh, Karachi.
The Director General Audit, KP, Peshawar.
The Director General Audit, Balochistan, Quetta
The Director General Audit, Works, Federal, Islamabad.
The Director General Audit, Disaster Management, Islamabad.

The Director General Audit, District Govt, Punjab, Lahore.
The Director General Audit, Dist. Govt. Punjab, Multan.
The Director General Audit, District Govt, KP, Peshawar.
The Director Audit, Local Councils, Sindh, Karachi.
The Director Audit, Local Councils, Balochistan, Quetta.
The Director General Audit, Federal Govt, Islamabad.
The Director General Audit, Defence Services, Rawalpindi.
The Director General Audit, Inland Revenues, Lahore.
The Director General Audit, Inland Revenues, Karachi.
The Director General Audit, Customs & Petroleum, Lahore.
The Director General, CA&E, Lahore.
The Director General, CA&E, Karachi.
The Director General Audit, WAPDA, Lahore.
The Director General Audit, Railways, Lahore.
The Director General Audit, PT&T, Lahore.
The Director General Audit, Works, Provincial, Lahore.
The Director General, PAW, Lahore.
The Director General Audit, Defence Services, Karachi.
The Director General Accounts (Works), Lahore.
The Director General (B&A), Local.
All officers of PA&AS on Deputation/Training/Leave

CIRCULAR

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

Attention is invited towards **Para-2.37** of “A Guide to Performance Evaluation (Edition 2004)” which stipulates time schedule for completing the PERs of each year by 31st March of the next year. As a result of non-compliance of the schedule given in Para 2.37, the system of proper maintenance of PERs is not only disturbed but it also causes delay in the submission of cases for promotion.

2. Attention is also invited towards the “Guidelines for Filling up the PER”, printed at the end of PER Forms, wherein it is enshrined that after initiating the PERs, the officer under report should immediately fill up the detachable ‘Certificate’ giving names of the Reporting & Countersigning Officers and send the same to the Officer Incharge of the respective Confidential Records. Further, it is **IMPORTANT** to note that the Part I & II of the PER should be duly filled and dispatched to the RO not later than the **15th January** of each

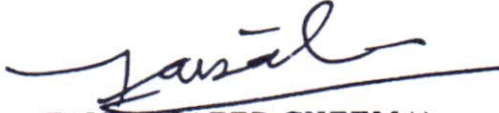
year. The ROs should forward the report to the COs within two weeks of receipt after giving their views in Part-III. The COs should then finalize their comments in Part-IV within two weeks of receipt of the PER. The Second CO, if any, should also complete their assessment within a period of two weeks.

3. It has been observed that Performance Evaluation Reports of the PA&AS officers are not being completed on timely basis. Main reasons, inter alia, of the non-completion of PERs on timely basis are:

- a. Non-submission / delayed submission of forms by the officers being reported upon.
- b. Submission of PERs on old forms from the Year 2014 onwards which are required on Revised Forms.
- c. Submission of the PER forms to the officer who is not the relevant Reporting/Countersigning Officer.
- d. Delay in writing / finalizing of PERs by the Reporting Officers / Countersigning officers.

4. The Competent Authority has taken a serious view of non-finalization of PERs and has directed to convey that all PA&AS officers in capacity of Initiating / Reporting / Countersigning Officers must adhere to the schedule as detailed above and ensure completion of PERs on timely basis in line with the laid down rules and regulations/ guidelines so that the cases for promotion/transfer/deputation of officers are not delayed inordinately due to incomplete PERs.

5. It is, therefore, requested that all PA&AS officers working under your control may be directed to comply the above instructions in true letter and spirit.


(FAISAL SAEED CHEEMA)
 Director (Administration-I)

Copy to the Director General (B&A), Local with the request to direct AAO (IT) to upload the circular on website for wide circulation.