



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

No 62 /7-Dir(A-II)/2-9/16/Vol-III

Date: 6.03.2018

ALL PA&AS OFFICERS

Subject:- CIRCULAR WITH RESPECT TO COMPLETION AND SUBMISSION OF AWAITED PERFORMANCE EVALUATION REPORTS.

Attention is invited towards **Para 2.37 of "A Guide to Performance Evaluation (Edition 2004)"** which stipulates time schedule for completion of PERs and according to this the PERs for every Calendar Year must be finalized and reached by **31st March** of each 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. Moreover, attention is also invited towards the "**Guidelines for Filling up the PER**", printed on page-7 of PER (From-S-121-G), 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 and Countersigning Officers and send the same to the Officer Incharge of the respective Confidential Records. This exercise will ensure proper follow-up of the pending PERs by the office concerned i.e. Administration Wing, O/o the AGP. Further, it is **IMPORTANT** to note that the Part & II of the PERs should be duly filled and dispatched to the R.O not later than **15th January** of each year. The R.Os should forward the report to the C.O within two weeks of receipt after giving their views in Part III & IV. The C.Os should then finalize their comments in Part V within a period of two weeks of receipt of the PER. The Second C.O, if any, should also complete their assessment within a period of two weeks.

3. It has been observed that a large number of PERs of officers of Pakistan Audit & Accounts Service are still awaited and the PERs are not being completed on timely basis. Main reasons, inter alia, of the non-completion of PERs on timely basis are:

- i. Non-submission / delayed submission of forms by the officers being reported upon.
- ii. Submission of PERs on old forms from the Year 2013 onwards which are required on Revised Forms.
- iii. Submission of PER forms to the officer who is not the relevant Reporting/Countersigning officer.
- iv. Delay in writing / finalizing of PERs by the Reporting Officer / Countersigning officers.

4. The Competent Authority has taken a serious view of non-submission / 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 by **31st March, 2018** in line with the laid down rules & regulations and guidelines.

5. This may be treated as **MOST URGENT**.

(MUHAMMAD USMAN BUTT)
Director (Admin)