



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

F.No. 66 -Dir(A)/1-8/PERs-Policy/CA-II/2019

Dated: 24.01.2019

The Controller General of Accounts, Islamabad.  
The Member Finance PAEC / NESCOM, Islamabad.  
The Military Accountant General, Rawalpindi.  
The Member Finance, Railways Board, Islamabad.  
The Member Finance SUPARCO, Karachi / KRL, Rawalpindi.  
The Rector, PAAA, Lahore.  
The Deputy Auditor General, IRV&MT, Islamabad  
The Deputy Auditor General, CA&E, Islamabad.  
The Deputy Auditor General, Defense Audit Wing, Islamabad.  
The Deputy Auditor General, Policy, Islamabad.  
The Deputy Auditor General, S Sectors Audit/RRA, Islamabad.  
The Deputy Auditor General, Central, Lahore  
The Deputy Auditor General, South, Karachi  
The Deputy Auditor General, North, Peshawar  
The Deputy Auditor General, FAO, Islamabad.  
The CAO, Ministry of Foreign Affairs, Islamabad.  
The Director General Audit, Federal Govt., Islamabad.  
The Director General Audit, Disaster Management, Islamabad.  
The Director General Audit, Works, Federal, 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 DG Audit, Foreign & International, Islamabad.

The DG Audit, Inland Revenues & Custom, Lahore.  
The DG Audit, Inland Revenues & Custom, Karachi.  
The DG Audit, Petroleum & Natural Resources, Lahore.  
The DG Audit, District Govt. Punjab (North), Lahore.  
The DG Audit, District Govt. Punjab (South), Multan.  
The DG Audit, District Govt. KP, Peshawar.  
The DG Audit, Local Councils, Sindh, Karachi.  
The DG Audit, Local Councils, Balochistan, Quetta.  
The Director General Audit, Defence Services, Rawalpindi.  
The Director General Audit, Defence Services, Karachi.  
The Director General, CA&E (North), Lahore.  
The Director General, CA&E (South), Karachi.  
The Director General Audit, Power, Lahore.  
The Director General Audit, Water Resources, 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 Accounts (Works), Lahore.  
The Director General (B&A), AGP Office, Islamabad.  
All DGs / Directors, AGP Office, Islamabad.  
The Director, Zakat Audit, Islamabad.  
The Director, PAAA, Quetta.  
All Officers of PA&AS on Deputation/Training/Leave

### **CIRCULAR No.01/2019**

Subject: **TIMELY COMPLETION OF PERFORMANCE EVALUATION REPORTS (PERs) BY ALL PA&AS OFFICERS.**

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 and the PERs must reach Office of Auditor General of Pakistan according to the following schedule:

- (1) Officers of Grade 21 and 20 .....31<sup>st</sup> January.
- (2) Officers of Grade 19 .....28<sup>th</sup> February.
- (3) Officers of Grade 18 and 17 .....31<sup>st</sup> March.

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 preparation of promotion cases and timely submission to Establishment Division inordinately.

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 **15<sup>th</sup> 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.

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. Furthermore, it is also requested that it may be ensured that all awaited PERs for previous years as well as for the year 2018 of all PA&AS officers, complete in all respects, should reach this office as per above mentioned schedule and by **31<sup>st</sup> March, 2019**, positively.

6. The matter may be treated as **MOST IMPORTANT & IMMEDIATE**.

  
(ZULFIQAR KHAN)  
Director (Administration)

Copy for information to:

1. S.P.S to the Auditor-General of Pakistan, Local.
2. S.P.S to Additional Auditor General-I & II, Local.
3. S.P.S to the Deputy Auditor-General (A&C), Local.
4. The Director General (HRM), AGP Office, Local, with the request for email to all PA&AS Officers through HRMIS data available in the HRM Wing, please.
5. The Assistant Auditor-General (Personal), Local, for uploading on the DAGP website.





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**AUDITOR GENERAL OF PAKISTAN.**  
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F.No. **67** -Dir(A)/1-19/DOA/CA-II/2019

Dated: **24**.01.2019

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Subject: **DECLARATION OF ASSETS HELD AND ACQUIRED BY**  
**GOVERNMENT SERVANTS FOR THE YEAR ENDING ON 30<sup>TH</sup>**  
**JUNE, 2018.**

The undersigned is directed to refer to Rule 12 of the Government Servants (Conduct) Rules, 1964, and administrative instructions issued by the Department of Auditor-General and Establishment Division through circulars / O.Ms from time to time in previous years along with O.M. No.2/1/2013-D-4 dated 11.07.2018 on the above subject, the Declaration of Income, Assets and Liabilities for the Financial Year 2017-18 ending on 30<sup>th</sup> June, 2018, were required to be furnished by the officers of Pakistan Audit and Accounts Service serving under your administrative control by August 15, 2018. For this purpose, the prescribed proforma is available on the website "<http://www.establishment.gov.pk>".

2. It may also be brought to the notice of the officers concerned that non-compliance of the above instructions is tantamount to 'Misconduct' in terms of the Government Servants (Conduct) Rules, 1964 and cognizable under the Government Servants (Efficiency and Discipline) Rules, 1973. The Declarations of Assets of the officers are also required to be placed before the Promotion Boards in compliance of judgment of the Honourable Supreme Court of Pakistan.

3. In view of the above, it is requested that all officers of Pakistan Audit and Accounts Service (PA&AS) working under your administrative control may be directed to furnish their all awaited Declaration of Income, Assets & Liabilities including DoAs for the FY 2017-18 immediately, if not done already, in compliance with the above referred instructions. Attention is also invited to this office earlier letter F.No.1127-Dir(A)/I-19/DOA/CA-II/2017/Vol-I dated 18.09.2018, on the subject, please.

4. This issues with the approval of Auditor-General of Pakistan.

  
(ZULFIQAR KHAN)  
DIRECTOR (ADMN)

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