



Office of the  
**AUDITOR GENERAL OF PAKISTAN.**

Audit House, Constitution Avenue, Islamabad.

F.No. <sup>1231</sup> -Dir(A)/1-8/PERs-Policy/CA-II/2018/Vol-I Dated: <sup>04</sup> .12.2024

The Deputy Auditor General (QAIM), Islamabad.	The Member Finance PAEC, Islamabad.
The Deputy Auditor General (FAO), Islamabad.	The Member Finance NESCOM / SUPARCO, Islamabad.
The Deputy Auditor General (SSA/RRA), Islamabad.	The Military Accountant General, Rawalpindi.
The Deputy Auditor General (CA&E), Islamabad.	The Member Finance, Railways Board, Islamabad.
The Deputy Auditor General (Defence), Islamabad.	The Deputy Controller General of Accounts (Admn), OCGA, Islamabad
The Deputy Auditor General (Policy), Islamabad.	The Deputy Controller General of Accounts (FABS), OCGA, Islamabad
The Deputy Auditor General (Central), Lahore.	The Chief Accounts Officer, Ministry of Foreign Affairs, Islamabad.
The Deputy Auditor General (North), Peshawar.	The Accountant General Pakistan Revenues, Islamabad.
The Deputy Auditor General (South), Karachi.	The Accountants General, Punjab / Sindh / KP / Balochistan.
The Rector, PAAA, Lahore.	All BS-21 Officers of PA&AS on Deputation / Training / Leave.

**CIRCULAR**

Subject:- **AMENDMENT IN PARA-2.65 OF "A GUIDE TO PERFORMANCE EVALUATION-2004"**

The undersigned is directed to refer to the Establishment Division O.M. No.3/1/2015-CP-II dated 09.05.2023 read with O.Ms of even Nos. dated 05.07.2023 & 07.09.2023 on the subject, and, OAGP Circular bearing F.No.1516-Dir(A)/1-8/PERs-Policy/CA-II/018 dated 31.10.2022 read with Establishment Division's O.M's bearing F.No.2/2/2022/PD-III/CP-XI dated 04.11.2022 and No.3/1/2015-CP-II dated 10.12.2021 regarding "Strict Observance of the instruction contained in the Booklet "A Guide to Performance Evaluation-2004".

2. In view of foregoing, please find enclosed herewith the PERs format on Green Paper for BS-21 officers, effective from the year 2024, that has been revised by incorporating Part-IV (Remarks of the Countersigning Officer), meant to be filled in by the countersigning officer in terms of Para 2.65 of AGPE-2004, as amended vide O.M. dated 09.05.2023. Further, for the officers whose PERs upto 2023 already stand initiated / finalized on the existing format, shall not be required to submit the said PER(s) on the revised format.

3. It is, therefore, requested that compliance of the instructions circulated earlier, may be ensured in letter and spirit, for ensuing PERs w.e.f the **Year 2024**, complete in all respects, and, should reach OAGP by **15<sup>TH</sup> JANUARY 2025**, positively. It is further emphasized that non-compliance of directions of the Prime Minister, may attract disciplinary proceedings under Civil Servants (E&D), Rules, 2020, against those officers, who are found to depart from "A Guide to Performance Evaluation-2004" and guidelines *ibid*.

**(NISAR AHMAD CHEEMA)**  
Deputy Auditor General (A&C)

Copy for information to the:

1. DG (HRM), AGP Office, Local, with the request to forward copy of this letter to all BS-21 PA&AS officers through email (HRMIS), for wide circulation, please.
2. DG (IT), AGP Office, Local, with the request for uploading this letter on the OAGP website through IT Section, for wide circulation, please.
3. S.P.S to the Auditor-General of Pakistan.
4. S.P.S to the Additional Auditor General (HQs) & (Operations).
5. S.P.S to the Controller General of Accounts, Islamabad.

**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.*

FOR OFFICERS IN BPS 21

RESTRICTED

اسکیل ۲۱ کے افسران کے لیے

محدود

**GOVERNMENT OF PAKISTAN**

حکومت پاکستان

Ministry /Division/ \_\_\_\_\_  
Department/Office \_\_\_\_\_

Service/Group \_\_\_\_\_

وزارت / ڈویژن / محکمہ / دفتر

سروس / گروپ

**PERFORMANCE EVALUATION REPORT**

کارکردگی رپورٹ

FOR THE PERIOD

20

TO

20

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۲۰۱۷

**PART I**

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. Name (in block letters) \_\_\_\_\_  
نام (واضح حروف میں)
2. Personnel number \_\_\_\_\_  
آفیسری نمبر
3. Date of birth \_\_\_\_\_  
تاریخ پیدائش
4. Date of entry in service \_\_\_\_\_  
ملازمت اختیار کرنے کی تاریخ
5. Post held during the period (with BPS) \_\_\_\_\_  
پیش نظر عہدہ میں عہدہ (مع اسکیل)
6. Academic qualifications \_\_\_\_\_  
تعلیم
7. Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W))  
زبانوں کا علم (پولے (ب)، پڑھنے (پ)، اور لکھنے (ل) کی صلاحیت)

8. **Participation in conference, seminars, meetings during the period reported upon.**

متعلقہ عرصہ کے دوران کانفرنسوں، سیمینار اور اجلاسوں میں شرکت

Title موضوع	Country ملک	Duration with date تاریخوں کے ساتھ دورانیہ

9. **Period served**

عرصہ ملازمت

(i) In present post \_\_\_\_\_ (ii) Under the reporting officer \_\_\_\_\_

موجودہ عہدہ پر

رپورٹنگ افسر کے ماتحت

**PART II**

حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. **Job description**

ذمہ داریوں کی تفصیل

2. **Significant achievements during the evaluation period**

تیش نظر عرصہ میں نمایاں کام کی تفصیل

**PART III**

حصہ سوم

(REPORTING OFFICER'S EVALUATION)

(رپورٹنگ افسر کا جائزہ)

1. **Comments on the officer's performance on the job**

افسر کی کارکردگی

2. **Assessment of officer's**

متعلقہ افسر کا جائزہ بابت

i) **Strategic vision**

مستقبل کے لئے حکمت عملی

(Ability to transform the organization in view  
of changing environment)

بدلتے ہوئے ماحول کی روشنی میں ادارے کے مستقبل کا تصور کرنا وضع کرنے کی صلاحیت

ii) **Integrity**

دیانت

(Morality, uprightness, honesty and commitment

to national interests) ریاست بازی، ایمانداری اور قومی مفادات کے ساتھ

iii) **Ability to supervise, guide, and motivate subordinates**

ماتحت ملازمین کی نگرانی، رہنمائی اور متحرک کرنے کی قابلیت

iv) **Area of professional expertise with recommendations for future posting**

پیشہ ورانہ مہارت اور انہیں تعیناتی کی نشاندہی

3. Pen picture  
تلمی خاکہ

4. Overall grading  
جمعی درجہ

Very Good  
بہن

Good  
اچھا

Average  
اوسط

Name \_\_\_\_\_  
نام

Signature \_\_\_\_\_  
(دستخط)

Designation \_\_\_\_\_  
عہدہ

Date \_\_\_\_\_  
تاریخ

## PART IV

حصہ چہارم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹر سائننگ افسر کی رائے)

1. How often have you seen the work of the officer reported upon?

افسر کا کام کس حد تک آپ کی نظر سے گزرتا رہا؟

Very frequently اکثر و بیشتر	Frequently اکثر	Rarely شاذ و نادر	Never کبھی نہیں
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2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons.

آپ افسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ افسر کی رائے سے متفق نہیں تو اس کی وجہ بیان کریں

3. Overall grading

مجموعی درجہ

Very Good  
بہتر

Good  
اچھا

Average  
اوسط

Below Average  
اوسط سے کم

4. Recommendation for promotion (Comment on the officer's potential for holding a

ترقی کے لیے سفارش

higher position and additional responsibilities).

(افسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں)

5. Evaluation of the quality of assessment made by the reporting officer.

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹر سائننگ افسر کی رائے

Exaggerated  
(مبالغہ آمیز)

Fair  
(مناسب)

Biased  
(جانب دار)

Name of the countersigning officer \_\_\_\_\_  
(Capital letters)

کاؤنٹر سائننگ افسر کا نام (واضح حروف میں)

Signature \_\_\_\_\_

(دستخط)

Designation \_\_\_\_\_

عہدہ

Date \_\_\_\_\_

تاریخ