



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

F.No. 1046-Dir(A)/1-8/PERs-Policy/CA-II/2018

Dated: 22.12.2021

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, QAIM, 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/RRR, 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, CC & Environment, 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 Director General Audit, Social Safety Nets, 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, P&TS, Lahore.
The Director General Audit, Works (Provincial), Lahore.
The Director General Audit, Works (Provincial), Karachi.
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, PAAA, Quetta.
All Officers of PA&AS on Deputation/Training/Leave.

CIRCULAR

Subject: **STRICT OBSERVANCE OF THE INSTRUCTION CONTAINED IN THE BOOKLET "A GUIDE TO PERFORMANCE EVALUATION-2004".**

The undersigned is directed to refer to the above subject and to enclose herewith copy of Establishment Division's O.M. 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", in continuation of this office circular dated 14.12.2021.

2. It is, therefore, requested that all PA&AS officers working under your control may be directed to comply with the instructions contained in above referred O.M., in letter and spirit. 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.

3. This issue with the approval of Competent Authority.

Encl : **As Above.**

(MUHAMMAD TAYYAB)
Director (Administration)

P.T.O

Copy for information to the:

1. DG (HRM), AGP Office, Local, with the request to forward copy of this letter to all 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 DAGP website through IT Section, for wide circulation, please.
3. Ms. Attia Sultana, Section Officer (CP-II), Establishment Division, Islamabad.
4. S.P.S to the Auditor-General of Pakistan, Local.
5. S.P.S to the Additional Auditor General-I & II, Local.
6. S.P.S to the Controller General of Accounts, Islamabad.
7. S.P.S to the Deputy Auditor-General (A&C), Local.
8. Director (Establishment), AGP Office, Local.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 3/1/2015-CP-II

Islamabad, the 10th December, 2021

OFFICE MEMORANDUM

Subject: **STRICT OBSERVANCE OF THE INSTRUCTION CONTAINED IN THE BOOKLET "A GUIDE TO PERFORMANCE EVALUATION-2004"**

The undersigned is directed to refer to the subject and to state that Establishment Division has been required by the Prime Minister to reiterate its instructions for strict observance of "A Guide to Performance Evaluation-2004 (AGPE-2004)". Please take note that these guidelines cover all matters related to initiation and countersigning of Performance Evaluation Reports (PERs) and expunction of adverse remark recorded thereupon and annual medical checkup, etcetera.

2. The Prime Minister has also been pleased to desire that all Ministries / Divisions / Departments / Provincial Governments shall ensure initiation of disciplinary action against civil servant(s) under Civil Servants (E&D) Rules, 2020 who are found to depart from the guidelines *ibid*.

3. The undersigned is further directed to request all the Ministries / Divisions / Departments / Provincial Governments, to bring the aforementioned directions to the notice of all federal civil servants working under their administrative control for information and compliance.



(Attia Sultana)
Section Officer (CP-II)
Ph: 051-9103646

The Secretaries/Additional Secretaries (In charge)
of the Ministries/Divisions,
Islamabad/ Rawalpindi.

All Chief Secretaries

Copy for information and necessary action:

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, National Assembly Secretariat, Islamabad.
4. The Secretary, Senate Secretariat, Islamabad.
5. The Secretary, Election Commission of Pakistan, Islamabad.
6. The Auditor General of Pakistan, Islamabad.
7. The Secretary, Federal Public Service Commission, Islamabad.

P.T.O.

8. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
9. The Secretary, Federal Tax Ombudsman Secretariat, Islamabad.
10. The Chairman, National Accountability Bureau, Islamabad.
11. The Director General, Intelligence Bureau, Islamabad.
12. The Rector, National School of Public Policy, Lahore.
13. The Director General, Civil Services Academy, Lahore.
14. The Director General, Secretariat Training Institute, Islamabad.
15. The Director General, Pakistan Public Administrative Research Center, Islamabad.
16. Sr. PS to Secretary, Establishment Division, Islamabad.
17. Additional Secretaries / Joint Secretaries, Establishment Division, Islamabad
18. Director (PD), Establishment Division, Islamabad.
19. Director (IT), Establishment Division for uploading on website.



(Attia Sultana)

Section Officer (CP-II)

Ph: 051-9103646