



No.3/1/2015-CP-II

Islamabad, the 07th August , 2025

OFFICE MEMORANDUM

SUBJECT: AMENDMENT IN PARA 2.65 OF A GUIDE TO PERFORMANCE EVALUATION 2004

The undersigned is directed to refer to the subject and to state that the Prime Minister has been pleased to approve the following amendments in para 2.65 of the "A Guide to Performance Evaluation, (AGPE) 2004:-

Existing para 2.65 of AGPE-2004	Amendment
<p>2.65.(i) Additional Secretaries/ Additional Secretaries In charge:-</p> <p>It is clarified that performance Evaluation Reports on Additional Secretaries should be written by their Secretaries and Countersigned by the Minister concerned. In the case of Additional Secretaries-In charge of the Ministries/Divisions, the Reports should be written by their Ministers.</p>	<p>Para 2.65</p> <p>(i)Additional Secretaries (BS-21):</p> <p>The Performance Evaluation Report (PER) of Additional Secretaries (BS-21), initiated by their Secretaries or Additional Secretaries In-charge of the Ministries/Divisions, shall be countersigned by the Federal Minister/Minister of State/Advisor to the Prime Minister.</p> <p>In case the Prime Minister is Minister-in-Charge of the Division, the requirement of countersigning of PERs shall be dispensed with in terms of para 2.73(iii).</p>
<p>2.65.(ii) The Performance Evaluation Reports of Additional Secretary (BS-21), Additional Secretary in-charge of Ministry / Division, initiated by the Minister of State/Minister shall be countersigned by the Prime Minister.</p>	<p>(ii)Additional Secretaries (In-charge or Secretary BS-21) posted under Section 10 of the Civil Servants Act, 1973:</p> <p>The Performance Evaluation Reports (PERs) of Secretary (BS-21) appointed under Section 10 of the Civil Servants Act, 1973 or the Additional Secretaries (In-charge) (BS-21) of the Divisions, shall be initiated by their Minister and shall be countersigned by the Prime Minister.</p> <p>In case the Prime Minister is Minister-in-Charge of the Division, the report shall be initiated by the Prime Minister, and the requirement of countersigning of the said PER shall stand dispensed with.</p>

2. All the Ministries / Divisions / Provincial Governments are requested to bring this decision/amendment to the notice of all the civil servants under their administrative control, for information / further necessary action.



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Secretary Climate Change
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- 5- Muhammad Ajmal Gondal, Auditor-General of Pakistan, AGP, Islamabad
- 6- Syed Hasnain Mehdi, Secretary FPSC, FPSC, Islamabad.
- 7- Ali Tahir, Secretary, FOP, Islamabad
- 8- Muhammad Rashad, Addl. Director (Coord), Ops Division, NAB, Islamabad
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- 18- Manzoor Ali Shaikh, Additional Secretary-II Establishment, ESTAB, Islamabad
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