

**MOST IMMEDIATE**

**Through Special Messenger / UMS**



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

F.No.1022-Dir(A)/1-8/PERs-Policy/CA-II/2018

Dated: 14.12.2021

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/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, 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: **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 by 31<sup>st</sup> March of the next 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 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 stated 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 Part I & II of the PERs should be duly filled and dispatched to the RO not later than the 15<sup>th</sup> January of each year. The Reporting Officers (ROs) should forward the report to the Countersigning Officers (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, required on Revised Forms from the Year 2014 onwards.
- 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 for the PERs for 2021 so that the cases for promotions / transfers & postings (cadre / local & foreign) / deputations of officers are not delayed inordinately due to incomplete PERs.

5. Furthermore, the Competent Authority has also directed that **ALL** pending PERs upto the Year 2020, may also be **IMMEDIATELY** processed by all concerned officers i.e., Initiating / Reporting and Countersigning Officers under intimation to AGP Office, and, further delay on part of any officer in the matter would have a bearing on career progression of officer concerned. Similar action may be taken upon closure of Year 2021. None compliance can attract disciplinary proceedings.

6. 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 the awaited PERs of all PA&AS officers, after completion in all respects, should reach this office as per Schedule mentioned in the Para-2.37 of "A Guide to Performance Evaluation (Edition 2004)", positively.

7. The matter may be treated as **MOST IMPORTANT & URGENT.**



(BABUR AZIZ BEG)  
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 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. S.P.S to the Auditor-General of Pakistan, Local.
4. S.P.S to the Additional Auditor General-I & II, Local.
5. S.P.S to the Controller General of Accounts, Islamabad.
6. S.P.S to the Deputy Auditor-General (A&C), Local.
7. Director (Establishment), AGP Office, Local.