

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 3/1/2015-CP-II

Islamabad, the 5th July, 2023

OFFICE MEMORANDUM

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

The undersigned is directed to refer to Establishment Division's O.M. of even number dated 9th May, 2023 on the above subject and to state that the Green PER format for Additional Secretaries/Additional Secretary Incharge (BS-21) 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 (Copy enclosed).

2. The above information is circulated for compliance and further necessary action.


(Ameen Ullah Tareen)
Section Officer (CP-II)

Secretaries /Additional Secretaries
In-charge of the Ministries/Divisions,
Islamabad/ Rawalpindi

Copy to:-

1. The Secretary to the President, President's Secretariat, Islamabad
2. Principal Secretary to the P.M, P.M's Secretariat, Islamabad with reference to their No. 1207/PSPM/2023 Dated 3rd May, 2023.
3. All Chief Secretaries of the Provinces.
4. Auditor General of Pakistan, Islamabad.
5. Director General, Intelligence Bureau, Islamabad.
6. Secretary, FPSC, Islamabad.
7. Secretary, NAB, Islamabad.
8. Secretary, NRB, Islamabad.
9. Director (PD), Establishment Division, Islamabad.
10. DG (PPARC) M.S Wing, Establishment Division, Islamabad.

(Ameen Ullah Tareen)
Section Officer (CP-II)

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 nd 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 nd 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 2031st January</p> <p>Officers of Grade 1928th February</p> <p>Officers of Grade 18 and 1731st 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

اسکیل ۲۱ کے افسران کے لیے

RESTRICTED

محدود

GOVERNMENT OF PAKISTAN

حکومت پاکستان

Ministry /Division/ _____
Department/Office _____

وزارت / ڈویژن / محکمہ / دفتر

Service/Group _____

سروس / گروپ

PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD

20

TO

20

۲۰

۲۰

۲۰

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 _____
انفرادی 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 عرصہ 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 (بولنے (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**

پیش 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 انہیدہ تعیناتی کی نشاندہی

3. Pen picture

تفصیلی خاکہ

4. Overall grading

مجموعی درجہ

Very Good
بہت اچھا

Good
اچھا

Average
وسط

Name _____

نام

Signature _____

(دستخط)

Designation _____

عہدہ

Date _____

تاریخ

PART IV

حصہ چہارم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائنگ 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
---------------------------------	--------------------	----------------------	--------------------

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

جموعی درجہ

Very Good بہت اچھا	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 _____ Signature _____
(Capital letters)

کاؤنٹر سائننگ افسر کا نام (واضح حروف میں)

(دستخط)

Designation _____

عہدہ

Date _____

تاریخ