

Government of Pakistan
Finance Division
Confidential Section
(HRM Wing)

SUBJECT: **NON-OBSERVANCE OF INSTRUCTIONS REGARDING COMPLETION OF PERFORMANCE EVALUATION REPORTS.**

Please find enclosed a copy of Secretary, Establishment Division's self-explanatory D.O. letter No.1/1/2020/CP-IX(PER), dated 6th December, 2021 on the subject noted above for information and strict compliance, please.

Encl: As above


(SHAMIM-UR-REHMAN)
Deputy Secretary (HR)

All officers of Finance Division.
Finance Division u.o.No.Dy.673-CS/2021 dated 21.12.2021

Copy forwarded for information to:-

- i) PS to Finance Secretary.
- ii) Establishment Division (Mr. Naveed Akhtar, Director(PD), Islamabad.
- ✓ iii) Webmaster, Finance Division, Islamabad.



Secretary
051-9212118

MOST IMMEDIATE

**D.O. No. 1/1/2020/CP-IX (PER)
GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
ISLAMABAD**

Islamabad the dated 6th December, 2021

Subject: - **NON-OBSERVANCE OF INSTRUCTIONS REGARDING
COMPLETION OF PERFORMANCE EVALUATION REPORTS.**

Performance Evaluation Report (PER) is a significant tool of performance management of civil servants. PER of a civil servant, inter alia, depicts his quality of performance, strengths and weaknesses, his/her fitness for promotion to next higher scale, his/her training needs and how far he/she has been able to achieve his/her targets. Consequently, PERs not only help in career planning and placement of civil servants but are also used by the selection boards/committees to assess their fitness for promotion. However, it has been observed that PERs do not get completed in accordance with the time frame prescribed which undermines its optimal utilization besides causing hardship in cases that are due for consideration of promotion.

2. Secretary of a Ministry/Division is primarily responsible for ensuring completion of PERs of civil servants working under his/her administrative control. Similarly, Chief Secretary in case of a province is required to make sure that PERs for all the officers belonging to All Pakistan Services (PAS/PSP) and other federal civil servants on deputation to provincial governments working under their administrative control are timely completed. Para 2.42 of "A Guide to Performance Evaluation 2004 (AGPE)" delineates this responsibility as under:

2.42
"The annual evaluation reports should be written at the close of each calendar year. It appears however, that these instructions are not being properly followed with the result that evaluation reports on a number of officers have not been written for several years. In order to ensure proper maintenance of the Character Rolls, it has been decided that every Ministry/Division should report to the Establishment Division in the 1st Week of April every year, whether or not the annual evaluation reports for

preceding year in respect of officers and members of staff in the Ministry and its attached/Subordinates offices have been completed and forwarded to the appropriate authority, with reasons for delay in respect of outstanding evaluation reports."

However, generally Secretaries, Chief Secretaries and Head of the Departments neither ensure timely completion of PERs nor send reports on cases where PERs are not completed within the prescribed timelines to the Establishment Division which impacts adversely on the management and career planning of civil servants.

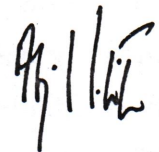
3. Establishment Division, not only maintains dossiers of officers of PAS/PSP/SG/OMG but it is also required to maintain duplicate PER record of all BS-17 and above officers working in the Federal Government. Para 5.20 of "AGPE- 2004" provides:

5.20

"To eliminate the risk of loss of evaluation reports and to provide for the safe custody of the dossiers containing the evaluation reports, it has been decided that every evaluation report should be written in duplicate and in the case of all Grade-17 officers and above one copy should be sent to the Establishment Division even if that Division is not concerned with the Services to which the officers concerned belong".

Ministries/Division/Departments, are not discharging this responsibility properly.

4. Prime Minister has been pleased to direct all Federal Secretaries, Chief Secretaries and Departmental Heads to strictly adhere to the Instructions contained in paras 2.42 & 5.20 of "AGPE- 2004" from the coming calendar year that is 2022, failing which they may be required to explain their position for the lapse to the Prime Minister.



(AFZAL LATIF)

5/10/2021

- Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
- Secretaries/Additional Secretaries In-charge of Ministry/Division, Islamabad/Rawalpindi with the request to not only implement the directions of the Prime Minister but also pass on these directions to the Heads of Autonomous Bodies/Attached Departments for compliance.
- Chief Secretary, Government of the Punjab, Lahore.
- Chief Secretary, Government of Sindh, Karachi.

- Chief Secretary, Government of Khyber Pakhtunkhawa, Peshawar.
- Chief Secretary, Government of Balochistan, Quetta.
- Chief Secretary, Government of Gilgit-Baltistan, Gilgit.
- Chief Secretary, Government of AJK, Muzaffarabad.
- Inspector General of Police, Government of the Punjab, Lahore.
- Inspector General of Police, Government of Sindh, Karachi.
- Inspector General of Police, Government of Khyber Pakhtunkhawa, Peshawar.
- Inspector General of Police, Government of Balochistan, Quetta.
- Inspector General of Police, Government of Gilgit-Baltistan, Gilgit.
- Inspector General of Police, Government of AJK, Muzaffarabad.
- Inspector General of Police, ICT, Islamabad.
- Inspector General of Police, NH&MP, Islamabad.
- Inspector General of Police, Pakistan Railways Police, Lahore.
- Director General, Federal Investigation Agency, Islamabad.
- Director General, Intelligence Bureau, Islamabad.
- Director (IT), Establishment Division, Islamabad for uploading on website.



(Naveed Akhtar)
Director (PD)
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