

GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION
(IPC DIVISION)
<<<>>>

F. No.1-2/2019-PDM-I

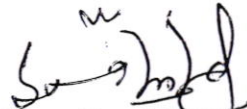
Islamabad, the 12th July, 2021

CIRCULAR

SUBJECT: **TIMELY COMPLETION OF PERFORMANCE EVALUATION REPORT (PERs)**

I am directed to enclose herewith the Establishment Division's D.O letter No.1/1/2020-CP-IX (PER), dated 9th July, 2021 on the above noted subject which is self-explanatory, for information and further necessary action, please.

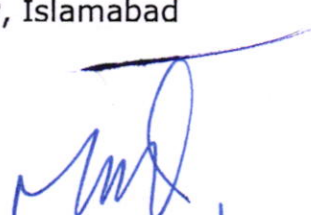
Encl: As above.


(Saima Rashid)

Deputy Director (PDM-I)
Ph: 9103528

Distribution:

1. All officers of M/o IPC (BS-17 and above)
2. Chairman PCB, Lahore
3. Director General PSB, Islamabad
4. Secretary Federal Land Commission, Islamabad
5. Secretary/Registrar PVMC, Islamabad
6. Controller DTS, Islamabad
7. Director General NIP, Islamabad


12/7





**CONFIDENTIAL
MOST URGENT**

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

Tele: 051-9211214

Islamabad the dated 9th July, 2021

Subject: **TIMELY COMPLETION OF PERFORMANCE EVALUATION REPORT (PERs).**

Dear Sir,

Establishment Division is maintaining Performance Evaluation Report Dossiers and Individual Career Planning (ICP) Charts in respect of officers belonging to the PAS, PSP, SG and OMG.

2. After receiving the detachable certificate of PER from the reporting upon, the concerned Administration immediately forwards the same to the Reporting/ Countersigning Officers as required under para 6.7 of AGPE-2004, which is reproduced below:-

"A detachable certificate shall be affixed to the revised format of the PERs. Samples of certificate already provided to Secretaries/Additional Secretaries Incharge of Ministries/Division.

(2). *The officers being reported upon would be required to fill in the name/designation of their reporting and countersigning officers and dispatch the certificate to the officer in charge entrusted with the maintenance of their evaluation records on the same date the PER is forwarded to the reporting officers.*

(3). **This shall enable the controlling Ministries/Division/ Authorities to ensure follow-up and prompt retrieval of PERs from the Reporting/Countersigning Officers.**

3. Reporting and Countersigning Officers concerned may be requested to kindly initiate/countersign the PERs as the following timeframe given in para 2.37 of AGPE-2004, has already lapsed.

- (1). Officers of Grade 21 & 2031st January
- (2). Officers of Grade 1928th February
- (3). Officers of Grade 18 & 1731st March

**(Naveed Akhtar)
Director (PD)**

**Secretaries/Additional Secretaries Incharge
Of Ministries/Division, Islamabad/Rawalpindi.**

P.T.O

Office of the DS (Admin.)
Diary No. 1056
Dated: 12-07-2021

Ministry of IPC
Rawal Pindi Office
SCANNED
Dated: 12-07-21

For circulation

12/7

DY. Dir (CPDM-1)
SO(A-1)

APS

Circular pt.

12/7/21