

GOVERNMENT OF PAKISTAN  
REVENUE DIVISION  
FEDERAL BOARD OF REVENUE

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No. 1(5)ERM-I/2016/88087

Islamabad, the 28<sup>th</sup> June, 2016

From: **Muhammad Junaid Jalil Khan,  
Chief (Management-Customs)**

To:

1. All Chief Commissioners (LTUs/RTOs)
2. All Chief Collectors of Customs, Karachi/Lahore/Islamabad
3. All Directors General, Inland Revenue/Customs
4. All Commissioners IR
5. All Collectors of Customs
6. All Commissioners IR (Appeals)
7. All Collectors (Adjudication)/(Appeals)
8. Chief Coordinators-Computerization (IR)/(Customs)
9. Director, DR&S

Subject: **COMPLETION OF PERFORMANCE EVALUATION REPORTS AND  
DECLARATION OF ASSETS FOR THE F.Y. 2015-16 IN RESPECT OF  
OFFICERS OF IRS/PCS & EX-CADRE.**

I am directed to refer to the subject cited above and to say that in terms of the instructions para 2.34 of the booklet "A Guide to Performance Evaluation", the PERs of all officers for the F.Y. 2015-16 (i.e. for the period from 01.07.2015 to 30.06.2016) need to be completed as per the following schedule (copy enclosed):-

- i) **Reporting Officer (RO) by 20<sup>th</sup> July, 2016**
- ii) **Countersigning Officer (CO) by 31<sup>st</sup> July, 2016**

2. It has been observed that despite repeated reminders/instructions issued on the subject by the Board to all concerned officers, record of various officers due for promotion is still incomplete. The competent authority, taking serious view of incomplete record of officers, has desired that all concerned officers as well as ROs/COs may be directed to furnish PER forms to the concerned RO/CO, duly completed upto part-I & II. Similarly the RO/CO may also initiate/countersign the PERs pending with them immediately and ensure their onward despatch to FBR (HQ).

3. In addition to above it is also requested that all officers of Inland Revenue Service, Pakistan Customs Service and Ex-cadre serving under your administrative control are also be directed to forward their Annual Declaration of Assets for the year ending 30.06.2016 to the Board (ERM-II Section) positively by 31<sup>st</sup> July, 2016.

4. It is highlighted that the Establishment Division has directed that while sending the promotion proposals of IRS/PCS & Ex-cadre for promotion to BS-20 & BS-21 for consideration by CSB, the PERs upto 2015 must be complete, otherwise promotion proposals of officers with incomplete PER record upto 2015 will not be included in the agenda of the forthcoming CSB meeting.



( **Muhammad Junaid Jalil Khan**  
Chief (Management-Customs)

Copy to:

1. SA to Secretary (Revenue Division/Chairman, FBR)
2. All Members, FBR
3. All Chiefs, FBR
4. All Officers/Officials of FBR with the request to furnish their PER/ACR forms to the concerned reporting officers immediately under intimation to ERM-I.
5. The Web Master, FBR with the request to place the same on FBR website.

## **Linking of Performance Evaluation of C.B.R. Employees with Financial Year instead of Calendar Year**

2.34-A The Establishment Division has agreed to CBR's proposal to link performance evaluation with the currency of the financial year instead of the present practice of writing PERs on a calendar year basis. In future, PERs of all CBR employees will, therefore, be initiated in July instead of January and the timetable for writing PERs will be as follows :

- (i) Reporting Officer by 20th July
- (ii) Countersigning Officer by 31st July

It may also be noted that those supervisory officers who fail to write the PERs within the prescribed time period will be asked to explain as to why this was not done and may have to forego their bonus if found negligent on this account. It may be further noted that PERs initiated in July 1998 must clearly reflect the targets that were set for the employee for the year 1997-98 and the actual collection achieved along with remarks of the reporting officers. Similarly, in the case of employees who are posted in positions other than the field, all reporting officers would be expected to assess the performance of their subordinates on as objective a basis as is possible. It may be remembered that the Board would like to link performance with record and therefore, PERs must be written in a way that they ensure a fair and correct assessment of the subordinate.

In view of Establishment Division's approval the PERs of CBR employees will be written for the period 1-1-98 to 30-6-98 this time. In the future, however, these will be written for the period ending June *i.e.* according to the financial year.

[c.f CBR Circular No. 1(1)M(Admn)/98, dated 18-6-1998 communicated *vide*  
Estt Divn. U.O. Note No. 3/1/2003-CP-II, dated 26-11-2004]