

**GOVERNMENT OF PAKISTAN  
REVENUE DIVISION  
FEDERAL BOARD OF REVENUE**

\*\*\*

No. 1(1)ERM-I/2017/85793

Islamabad the 14<sup>th</sup> July, 2017

**From: Dr. Ahmad Shahab,  
Chief (Management)**

**To:**

1. All Chief Commissioners (LTUs)/(RTOs)
2. All Chief Collectors of Customs
3. All Directors General, IR/Customs
4. All Commissioners IR
5. All Commissioners (Appeals)
6. All Collectors of Customs
7. All Collectors (Adjudication)/(Appeals)
8. Director, DR&S

**Subject : COMPLETION OF PERFORMANCE EVALUATION REPORTS  
AND DECLARATION OF ASSETS FOR THE F.Y. 2016-17  
(01.07.2016 TO 30.06.2017) OF THE OFFICERS OF IRS/PCS & EX-  
CADRE.**

I am directed to refer to the subject noted above and to say that in terms of the instructions as contained at para 2.34-A of the hand book titled "A Guide to Performance Evaluation", the Performance Evaluation Reports (PERs) must be completed in July each year (copy enclosed) as per the following schedule:-

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

2. It has been observed that despite repeated reminders/instructions issued from time to time PERs for the year 2016 as well as PERs of previous years of various officers have not yet been received. It is informed that in the absence of up-to-date PERs the performance evaluation of officers due for promotion, mandatory trainings for promotion or posting abroad etc. cannot be properly judged and such cases are thus considerably delayed for want of up-to-date PERs record.


3. It is requested that all the concerned officers may be directed to furnish their PER forms to the concerned RO/CO, duly completed upto Part-I & II thereof, under

intimation to the Board. The ROs/COs may also be requested to initiate/countersign the PERs and send the same to the Board as per above schedule.

4. In, addition to above it is also requested that all officers of IRS/PCS & Ex-cadre serving under your administrative control may also be directed to forward their Annual Declaration of Assets forms for the year ending on 30.06.2017 alongwith Declaration of Assets for the previous years, if any, to the Board (ERM-II Section) positively by 31.07.2017. A copy of the Declaration of Assets form is enclosed for convenience.

5. In view of the above, it is requested that the Performance Evaluation Reports and Declaration of Assets for the year ending on 30.06.2017 may be completed and forwarded to the Board within the prescribed schedule.

**Encl: As above.**

  
(Dr. Ahmad Shahab )  
Chief (Management)

**Copy to:**

1. SA to Secretary, Revenue Division/Chairman, FBR
2. All Members, FBR
3. All officers of IRS/Customs/Ex-cadre, FBR
4. All officers/officials of FBR (Hq), Islamabad

**Copy forwarded to 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]



### **ASSETS & LIABILITIES**

9. **Immoveable Assets** (Agri. & Non-Agri Lands, House properties, Commercial & Industrial properties, Open plots of all types)

	Identification & nature of Asset(s)	Mode of acquisition/year	Cost of acquisition
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

10. **Moveable Assets** (Cash in hand, Motor vehicles, Jewelry, Household items, Equipment, Business capital etc.)

	Identification & nature of Asset(s)	Mode of acquisition/year	Cost of acquisition
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

11. **Assts held as Attorney**

Identification & nature of Asset(s)	Nature of Power of Attorney (Recoverable/ Irrecoverable)	Name & Address of the Legal Owner.
a)		
b)		
c)		

2. Assets disposed off during year

	Identification & nature of Asset(s)	Date of disposal	Amount received as sale proceed (Rs.)
a)			
b)			
c)			
d)			

13. Investments (Bonds, Shares, Certificates, deposits/Advances, Loans granted etc.)

	Details of Bonds held		Investments	
	Bond No(s)	Denomination Rs.		Rs.
a)				
b)				
c)				
d)				

14. Bank Accounts (Current, Saving, Deposit A/C & F.C. A/C)

	A/c No. & Bank Branch	Year of opening	Main Source of deposit	Balance on 30.6 (Rs)
a)				
b)				
c)				
d)				

15. Total Assets (9-14)

16. Liabilities (Departmental/Bank loans, Over drafts, Mortgages secured, private loans etc.)

	Outstanding Liabilities (A)		Liabilities paid off during the year (B)	
a)				Rs.
b)				Rs.
c)				Rs.
d)				Rs.

[15-16 (A)]      Net worth      Rs. \_\_\_\_\_  
                                  As on 30.6 \_\_\_\_\_  
                                  Net worth declared previously      Rs. \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Organization/Dept. \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

## INSTRUCTIONS

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached / annexed.
2. All assets should be valued at cost and in the cases of assets acquired through gift name, address of the donor and donees relationship with him is to be declared.
3. Income declared at Serial 4 must include income earned by the spouse & children as well.
4. Information requested must be completed. No column should be left blank. Columns which are not applicable should be crossed.
5. All assets owned by the officer & his family members (family as defined in Rule-3 (1) (c) of conduct Rules, 1964) should be declared. Assets acquired by major children dependents & others where funds have been provided by the officer are also to be declared.
6. Assets owned partly or acquired on "Hire purchase Agreement" or installments should also be declared.
7. If any exact figure cannot be inserted an estimated/approx figure may be given.
8. Sale proceeds of assets disposed off during the relevant Financial Year must be declared under the head "other sources" (Serial 4).
9. If there is no change in assets over the previous year (for which the declaration had been filed) relevant column (serial 9, 10 & 11) may be marked "**As Before**".
10. At serial 11 assets held by others as attorney on behalf of declarant, his spouse or dependent children are also to be declared.
11. Expenses against utilities (Serial 5) should include bills paid against all meters (Gas & Electricity installed on the residence) and Telephone collections (including Mobile) in use of the officer, spouse & dependent children.
12. Notwithstanding the applicability of any other law for the time being in – force, this declaration is being filed under Conduct Rules, 1964 and any breach thereof (including concealment of assets or giving wrong information) **is punishable under RSO, 2000.**

.....