

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

\*\*\*

No. 3/1/2015-CP-II

Islamabad, the 5<sup>th</sup> 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 9<sup>th</sup> 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 3<sup>rd</sup> 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.

**FOR OFFICERS IN BPS 21**

**RESTRICTED**

اسکیل ۲۱ کے افسران کے لیے

محدود

**GOVERNMENT OF PAKISTAN**

حکومت پاکستان

Ministry /Division/ \_\_\_\_\_  
Department/Office \_\_\_\_\_

Service/Group \_\_\_\_\_

وزارت / ڈویژن / محکمہ / دفتر

سروس / گروپ

**PERFORMANCE EVALUATION REPORT**

کارکردگی رپورٹ

FOR THE PERIOD

20

TO

20

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**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 نمازمت

(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**  
نپش 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 شروع 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**

ساتھ ماہرین کی نگرانی، رہنمائی اور متحرک کرنے کی قابلیت

iv) **Area of professional expertise with recommendations for future posting**

پیشہ ورانہ مہارت اور انہیں تعیناتی کی نشاندہی

3. Pen picture  
تفصیلی خاکہ

4. Overall grading  
مجموعی درجہ

Very Good  
بہت

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
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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

مجموعی درجہ

Very Good بہت اچھا	Good اچھا	Average اوسط	Below Average اوسط سے کم
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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 \_\_\_\_\_

(Capital letters)

کاؤنٹر سائننگ افسر کا نام (واضح حروف میں)

Signature \_\_\_\_\_

(دستخط)

Designation \_\_\_\_\_

نمبر

Date \_\_\_\_\_

تاریخ