



Office of the  
**AUDITOR GENERAL OF PAKISTAN.**  
Audit House, Constitution Avenue, Islamabad.

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## CIRCULAR

Subject: TIMELY COMPLETION OF PERFORMANCE EVALUATION REPORTS (PERs).

Attention is invited towards **Para 2.37** of “**A Guide to Performance Evaluation Report (Edition 2004)**” which stipulates time schedule for completing the PERs of each year by 31<sup>st</sup> March of the next year. As a result of non-compliance of the schedule given in Para 2.37, the system of proper maintenance of PERs is not only disturbed but it also causes delay in the submission of cases for promotion.

2. Attention is also invited towards the “**Guidelines for Filling up the PER**”, printed at the end of PER Forms, wherein it is enshrined that after initiating the PERs, the officer under report should immediately fill up the detachable ‘**Certificate**’ giving names of the Reporting & Countersigning Officers and send the same to the Officer Incharge of the respective Confidential Records of Director (Administration). This exercise will ensure proper follow-up of the pending PERs by the officer concerned in the Director Administration, office of the Auditor General of Pakistan Islamabad. Further, it is **IMPORTANT** to note that the Part I & II of the PERs should be duly filled in and dispatched to the R.O not later than the **15<sup>th</sup> January** of each year. The R.Os should forward the report to the C.O within two weeks of receipt after giving their views in Part III & IV. The C.Os then are requested to finalize their comments in Part V within two weeks of receipt of the PER. The Second C.O, if any, should also complete his/her assessment within a period of two weeks.

3. It has been observed that Performance Evaluation Reports of the PA&AS officers are not being completed on timely basis. As observed, the main reasons, inter alia, of the non-completion of PERs on timely basis are:

- a. Non-submission / delayed submission of forms by the officers being reported upon.
- b. Submission of PERs on old forms from the Year 2013 onwards which are required on Revised Forms as available on the website of Establishment Division.
- c. Submission of the PER Forms to the officer who is not the relevant Reporting/Countersigning Officer.
- d. Delay in writing / finalizing of PERs by the Reporting Officers / Countersigning officers.

4. It has also been observed that Performance Evaluation Reports of the PA&AS officers are not being written up / countersigned correctly. As a result such PERs are returned back to the R.Os and C.Os which cause delay in finalization of PER record and submission of promotion cases. Main reasons as observed by Confidential Section, inter alia, are summarized as below:

- a. In case of Typed Para of PERs i.e. Pen Picture etc., the Reporting Officer does not initial/sign at the beginning and end of the Paras.
- b. The relevant columns i.e. Overall Grading and Fitness for Promotion are not being initialed /signed by the Countersigning Officer.

- c. Writing and Countersigning of PER prior or after the actual periods of their posting by the Reporting and countersigning officers.
- d. In case of up-grading or downgrading the overall grading of the PER by the Counter Signing Officer, he does not sign at the appropriate boxes i.e. (*Biased* in case of upgradation of PER and *Exaggerated* in case of downgrading).
- e. Not justifying the upgrading or downgrading the overall grading of the PER with cogent reason.

4. The Auditor-General of Pakistan has taken a serious view of non-finalization of PERs and has directed to convey that all PA&AS officers in capacity of Initiating / Reporting / Countersigning Officers must adhere to the schedule and facts detailed above and ensure completion of PERs on timely basis in line with the laid down rules and regulations/guidelines so that the cases for promotion/transfer/deputation of officers are not delayed inordinately due to incomplete and incorrect Performance Evaluation Reports.

5. It is further emphasized that completion of Performance Evaluation Reports is the essential pre-requisite for holding various promotion meetings and is an important requirement for ensuring smooth career progression of PA&AS officers.

  
(ZULFIQAR KHAN)  
Director (Admn)

Copy to All PA&AS Officers.