



Government of Pakistan
Ministry of Poverty Alleviation & Social Safety
PAKISTAN BAIT-UL-MAL

(An ISO 9001:2015 Certified Public Sector Organization)
Sector H-8/4 Islamabad (Tel No. 051-4863212) pbmestabishment@gmail.com

PBM/Estb/Gen-080/-513

Islamabad the 7th August 2023

Subject: AMENDMENT IN PARA - 2.65 OF "A GUIDE TO PERFORMANCE EVALUATION - 2004"

Please find enclosed herewith instructions / SOPs of Establishment Division for initiation / submission of ACRs. All Directors / Deputy Directors / Assistant Directors are hereby requested to follow the enclosed guidelines while initiation / submission of ACRs.

2. Further, Directors, Provincial / Regional Offices are hereby requested to circulate the instructions to the offices under their administrative control.

3. This issues with approval of the Managing Director.

Sly.

(SIDRA MAQSOOD)
Assistant Director (Estb)

Encl: (As above)

All Directors / Deputy Directors, IT
Pakistan Bait-ul-Mal

Copy to:

- i. Director to MD
- ii. APS to Director (Admn)
- iii. Director (IT) - with the request to upload the same on PBM website
- iv. Files

Computer Section

Diary No...1785.....

Date: 08/08/2023

IMPORTANCE OF PER IN CAREER PLANNING

The Performance Evaluation Report (PER) is an important document which should be completed by the stakeholders with utmost care in stipulated time period. It is required during the appointments as well as promotions have to be made.

Instructions for Officer Reported Upon/Reporting Officer/Countersigning Officer/Second Countersigning Officer (if applicable) / Expunging Authority

Officer Report Upon	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.
Concerned Administration.	After initiation/submission of above certificate along with set of PERs, the concerned administration will on the same date forward the same to Reporting Officer. This shall enable to ensure follow-up and prompt retrieval of PERs from the Reporting/Countersigning Officers.
R.O/CO/2 nd C.O (if applicable)	After receiving PERs from administration, R.O will complete the same within two weeks. After that C.O will countersign in the next two weeks and 2 nd Countersigned (if applicable) in subsequent two weeks and must follow the guidelines mentioned in backside of PER form.
Expunging Authority in case of adverse remarks	The role of expunging authority is as a judge who examine/decide the representation of the officer reported upon and comments of the C.O on the representation under paras-3.40,3.41 and instructions provided on the backside of PER form of AGPE-2004.
The concerned administration will get the PER completed and must be forward to Establishment Division under para-2.37 & 2.38 of AGPE-2004 as per given schedule	<p>Officers of Grade 21 and 2031st January</p> <p>Officers of Grade 1928th February</p> <p>Officers of Grade 18 and 1731st March</p>

- Failing which disciplinary proceedings will be initiated under para-2.35 (iii) & (iv) of AGPE-2004 which is as under:-

(iii) The President is pleased to direct that the reporting officers concerned will be held responsible for ensuring that the reports of the officers working under them are written in time and sent to the Establishment Division/Administrative Ministry concerned when due with the least delay.

(iv) In case the President received further complaints in this regard, serious notice will be taken thereof and defaulting officers will be liable to disciplinary action.