



GOVERNMENT OF PAKISTAN  
MILITARY ACCOUNTANT GENERAL

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Rawalpindi, the 25<sup>th</sup> February , 2025

No./AN/043-X (I) /208

From

Muhammad Bashir  
Accounts Officer (AN-I)

To

- 1- The Deputy MAG Rawalpindi, PMAD,
- 2- All Controllers, PMAD,

**SUBJECT: TIMELY COMPLETION OF PERFORMANCE EVALUATION REPORT (PERS)**

Please find enclosed/attached herewith a self-explanatory copy of Establishment Division's Islamabad O.M. F.1/1/2016/CP-IX (PER) dated.14/02/2025 received vide Ministry of Defence U.O. No.7/7/D-18/2025, dated.19/02/2025 on the above subject for information and strict compliance please.

**Muhammad Bashir  
Accounts Officer (AN-I)**

**Copy for information to:-**

- 1- , Director MIS, Rawalpindi
- 2- Section Officer D-7, MOD, Rawalpindi
- 3- Section Officer D-18, MOD, Rawalpindi
- 4- Accounts Officer- (Automation), MAG, Rawalpindi
- 5- Account Officer Digital Library, PMAD, Rawalpindi
- 6- PS to MAG, PMAD, Rawalpindi
- 7- APS to Dy MAG, PMAD, MAG office
- 8- Assistant Accounts Officer, Group-2 (AN-I), MAG, Rawalpindi
- 9- Assistant Accounts Officer (Admn-I(GP-VI)), MAG, Rawalpindi
- 10- PA to AMAG Admin, MAG Office, Local
- 11- PA to AMAG ME A, MAG-Office, Local
- 12- , All Groups AN Section, Local

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**Muhammad Bashir  
Accounts Officer (AN-I)**



GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE (DEFENCE DIVISION)

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**SUBJECT: TIMELY COMPLETION OF PERFORMANCE EVALUATION REPORT (PERS).**

Kindly find enclosed (In attachment) herewith a self-explanatory copy of Establishment Division's O.M. F. No. 1/1/2016/CP-IX (PER) dated 14<sup>th</sup> February, 2025, on the above cited subject for information and strict compliance, please.

*Muhammad Haroon Alam*

**Muhammad Haroon Alam  
Section Officer D-18**

Military Accountant General, Military Accountant General(MAG), Rawalpindi  
Director General, Military Lands and Cantonments(MLC), Rawalpindi  
Director General, Ministry of Defence  
Pakistan Armed Services Board Secretariat  
(PASB), Rawalpindi

Director General PMSA, Pakistan Maritime Security Agency(PMSA), Karachi  
Director General, Federal Government Educational Institutions, 189-A, Sir Syed Road, Rawalpindi(FGEI), Rawalpindi  
Surveyor General, SoP(SoP), Faizabad Rawalpindi  
Director Admin, Joint Staff Headquarters JSHQ(Joint Staff Headquarters JSHQ), Adm Dte Chaklala Garrison  
Rawalpindi  
DG ISI, Dte Gen ISI(Dte Gen ISI),  
Director Admin, NHQ(NHQ), Islamabad  
Director Admin, AHQ(AHQ), Air Headquarters Islamabad  
SD Dte, GHQ(GHQ),  
Ministry Of Defence (Defence Division) No. 1/1/D-18/2025 Dated 19 February, 2025

**Copy for information to:-**

- 1- Joint Secretary CP-I, ESTAB, Islamabad
- 2- Sr JS-III-(Admin), MOD, Rawalpindi
- 3- JS-I, MOD, Rawalpindi
- 4- JS-V- PN/MAW, MOD, Rawalpindi
- 5- JS-II, MOD, Rawalpindi
- 6- JS-VI IS, MOD, Rawalpindi
- 7- DS (Army-C), MOD, Rawalpindi
- 8- DS Coord, MOD, Rawalpindi
- 9- DS Budget, MOD, Rawalpindi
- 10- Director Legal, MOD, Rawalpindi
- 11- DCM, MOD, Rawalpindi
- 12- JS-IV, MOD, Rawalpindi
- 13- JS-VII, MOD, Rawalpindi
- 14- JS-VIII, MOD, Rawalpindi

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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F. No. 1/1/2016/CP-IX (PER)

Islamabad, the 14<sup>th</sup> February, 2025

OFFICE MEMORANDUM

**Subject: - TIMELY COMPLETION OF PERFORMANCE EVALUATION REPORT (PERs).**

The Performance Evaluation Report (PERs) of officers are of great importance for their career advancement. Establishment Division is maintaining PER Dossiers and Individual Career Planning (ICP) Charts in respect of officers belonging to the occupational groups controlled by it. ICP Charts are frequently required to be submitted to the higher authorities for transfer, promotion and training courses. Unfortunately, the CR Dossiers and ICP Charts of many officers remain incomplete as their PERs have either not been initiated or countersigned or forwarded by the concerned Ministries/Divisions/Departments to Establishment Division despite repeated instructions/directions issued on the subject from time to time.

2. Attention is invited to this Division's O.M. No. 3/8/2005-CP-II dated 26<sup>th</sup> July, 2008 wherein it was informed that the Prime Minister, while approving recommendations of Central Selection Board (CSB), took a serious view of incomplete CR Dossiers/PERs of officers, and desired to fix responsibility for such lapses. In addition, the Senate Standing Committee, in its meeting held on 2<sup>nd</sup> April, 2008 also underlined the need to devise a strategy making it compulsory for senior officers to write the PERs of their subordinate officers within stipulated timeframe failing which disciplinary action be initiated against them.

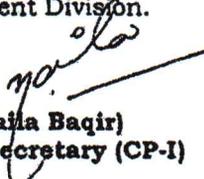
3. Moreover, it has been seriously noticed by the Establishment Secretary that PERs of many officers reported upon are pending for initiation/countersignature in the offices of senior officers, which is in contravention of para 2.37 of AGPE-2004. It may cause delay in promotion of officers and affect their career management adversely.

P.T.O

4. In order to avoid onus of responsibility of non-initiating / countersigning PERs, all the officers are requested to kindly initiate / countersign the PERs of officers reported upon pending in their offices at the earliest and furnish the same to Establishment Division in terms of para 2.38 of AGPE-2004 for completion of record, otherwise disciplinary action may be initiated against the responsible officers. PERs for the years 2024 must reach Establishment Division according to the following schedule: -

- (i) Officers of Grade 21 & 20 ..... 31<sup>st</sup> January
- (ii) Officers of Grade 19 ..... 28<sup>th</sup> February
- (iii) Officers of Grade 18 ..... 31<sup>st</sup> March

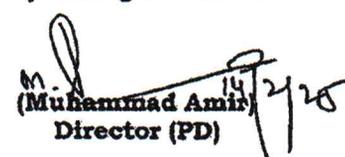
5. This issues with the approval of Secretary, Establishment Division.

  
(Naila Baqir)  
Joint Secretary (CP-I)

**Secretaries/Additional Secretaries Incharge**  
of Ministries/Division, Islamabad/Rawalpindi.

**Copy for information and similar action to:-**

- (i) Chief Secretary, Government of the Punjab, Lahore.
- (ii) Chief Secretary, Government of Sindh, Karachi.
- (iii) Chief Secretary, Government of KPK, Peshawar.
- (iv) Chief Secretary, Government of Balochistan, Quetta.
- (v) Chief Secretary, Government of Gilgit-Baltistan, Gilgit.
- (vi) Chief Secretary, Government of AJK, Muzaffarabad.
- (vii) Inspector General of Police, Government of the Punjab, Lahore.
- (viii) Inspector General of Police, Government of Sindh, Karachi.
- (ix) Inspector General of Police, Government of KPK, Peshawar.
- (x) Inspector General of Police, Government of Balochistan, Quetta.
- (xi) Inspector General of Police, Government of Gilgit-Baltistan, Gilgit.
- (xii) Inspector General of Police, Government of AJK, Muzaffarabad.
- (xiii) Inspector General of Police, ICT, Islamabad.
- (xiv) Inspector General of Police, National Highways & Motorways Police, Ibd.
- (xv) Inspector General of Police, Pakistan Railways Police, Lahore.
- (xvi) Director General, Federal Investigation Agency, Islamabad.
- (xvii) Director General, Intelligence Bureau, Islamabad.
- (xviii) Director I, Establishment Division, Islamabad for uploading on website.

  
(Muhammad Amir)  
Director (PD)