

**OFFICE OF THE  
MILITARY ACCOUNTANT GENERAL  
Kashmir Road, Rawalpindi Cantt.**

No. /AN/05-XXVIII

September , 2021

The Dy. MAG Rawalpindi;  
All Controllers.

Subject: GUIDLEINES FOR SUBMISSION OF CASES TO THE PERFORMANCE  
EVALUATION COMMITTEE FOR MANAGEMENT PAY (MP) SCALE  
POSITIONS.

Please find enclosed herewith a copy of Establishment Division's O.M.F.No.1-3/2020-E-6/E-8 dated.17/08/2021 on the above subject, received vide Ministry of Defence u.o No.2/3/D-18/2020 dated.26/08/2021, for information and compliance.

*sol*  
(MUHAMMAD MUNIR)  
Accounts Officer (AN-1)  
Tele# 051-9270702

*70/295*  
No. /AN/05-XXVIII Dated. *8*/09/2021

Copy to:-

1.  The Section Officer (D-7) Ministry of Defence.
2.  The Accounts Officer (Automation) Local.
3. The Accounts Officer Digital Library Cell (Local).
4. PS to the M.A.G.
5. APS to the Dy. MAG.
6. I.C.O to the A.M.A.G (Admin)

*[Signature]*  
Accounts Officer (AN-1)

GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE  
(DEFENCE DIVISION)

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Subject: - **GUIDELINES FOR SUBMISSION OF CASES TO THE PERFORMANCE EVALUATION COMMITTEE FOR MANAGEMENT PAY (MP) SCALE POSITIONS**

Kindly **find enclosed** a copy of Establishment Division's O.M. F.No. 1-3/2020-E-6/E-8 dated 17<sup>th</sup> August, 2021, on the above cited subject, for information and compliance, please.



(Hassan Ishtiaq)  
Section Officer

MAG, Pakistan Military Accounts Deptt., Rawalpindi  
Surveyor General, Survey of Pakistan, Rawalpindi  
DG, Military Lands & Cantonments, Rawalpindi  
DG, Pakistan Armed Services Board, Rawalpindi  
DG, Pakistan Maritime Security Agency, Karachi  
DG, FGEIs (C/G) Directorate, Rawalpindi  
Dte Gen, ISI, Islamabad  
Director (Admin) JSHQ, Chakiala, Rawalpindi  
SD Dte (SD-1), GHQ, Rawalpindi  
Director (Admin) AHQ, Islamabad  
Director (Admin), NHQ, Islamabad

**Min of Def.u.o.No. 2/3/D-18/2020 dated 26<sup>th</sup> August, 2021**

Copy for information to: -

**Snr JS-V**  
**JS-I**  
**JS-II**  
**JS-IV**  
**JS-VII**  
**DS (Army-C)**  
**DCM**  
**APS to JS-III**

*Ans  
13/10/21  
AmNell(m)*

Copy for information, with reference to their O.M. quoted above to:-

Establishment Division,  
(Zain Aziz)  
Section Officer (E-VIII)  
**Islamabad.**

*Hassan Ishtiaq*



AS-1 (Ac.)

F.No. 1-3/2020-E-6/E-8

Islamabad, the 17<sup>th</sup> August, 2021

OFFICE MEMORANDUM

Dated 23/8/21

M. Aslam

Subject: GUIDELINES FOR SUBMISSION OF CASES TO THE PERFORMANCE EVALUATION COMMITTEE FOR MANAGEMENT PAY (MP) SCALE POSITIONS

The undersigned is directed to refer to Establishment Division's O.M. No. 1-3/2020-E-6/E-8 dated 23<sup>rd</sup> Aug, 2021 (MP Scales Policy-2020).

2. Para 4 and Schedule-II of MP Scales Policy-2020, governs extension in contract of individuals employed against MP Scales positions.

3. In the interest of streamlining the process for consideration of Performance Evaluation Committee (PEC), following is a list of documents that shall invariably be submitted by the Ministries/Divisions concerned in the form of a working paper:-

- i. Summary for initial appointment of the incumbent.
- ii. Notification of appointment of incumbent.
- iii. Job description
- iv. Approved Terms of Reference
- v. Key Performance Indicator (KPI)
- vi. Annual Performance Evaluation Template provided in Schedule-II of MP Scales Policy-2020, duly signed by the Secretary of the Division concerned for the period during which services were rendered by the incumbent.
- vii. Quantified targets for next proposed year of service on the same format as the Annual Performance Evaluation template in Schedule-II of MP Scales Policy-2020. These targets shall serve as the benchmark for future performance evaluation.

4. Furthermore, Ministries/Divisions are advised to ensure compliance of the following:-

- i. All cases for extension in contract shall be referred to the PEC at least three (03) months before the expiry of contract of the incumbent in line with para 4 (ii) of MP Scales Policy-2020. The Prison Minister on a number of occasions has conveyed his displeasure for delayed initiation of cases by Ministries/Divisions concerned. Therefore, no such cases shall be entertained henceforth. All Ministries/Divisions are further advised to initiate the cases for extension or fresh appointment against such posts in a timely and efficient manner.
- ii. Performance Evaluation of the incumbent is a regular exercise and not a formality to be initiated at the time of extension. Therefore, the Annual Performance Evaluation report shall be signed on an annual basis by the Secretary of the Division concerned for the period during which services were rendered by the incumbent.

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- iii. Quantified targets for the next year of proposed service should be quantifiable in nature with concrete timelines. These must also be in sync with the job description, KPIs and Annual Performance Evaluation Report submitted by the Ministry/Division concerned.
- iv. Date of submission of complete documents in the form of a working paper for the Performance Evaluation Committee (PEC) shall be considered as the date of initiation of case by the Ministry/Division concerned.

5. The said guidelines are hereby circulated for compliance and necessary action.

  
Zain Aziz  
Section Officer (E-VIII)

Secretary/Additional Secretary (In-charge)  
All Ministries/Divisions