

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

No. /AN/043-X

November, 2022

The Dy. MAG Rawalpindi;
All Controllers.

Subject: REVISED PER SUBMISSION CERTIFICATE AND INSTRUCTIONS.

Please find enclosed herewith a copy of Establishment Division's O.M. F.No.2/2/2022/PD-III/CP-XI dated.04/11/2022 alongwith its enclosures, on the above subject, received vide Ministry of Defence U.O. No.1/14/D-18/2022 dated.15/11/2022 for information and compliance.

— sdt —

(BAHAWAL RAZA CHEEMA)
Assistant Military Accountant General (Admin)

146/614 /AN/043-X dated. 24 /11/2022

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 MAG.
5. APS to the Dy. MAG.
6. I.C.O. to the AMAG (Admin).
7. All Groups of 'AN' Section (Local).



Assistant Military Accountant General (Admin)

updated on website

28/11/22

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AC 28/11/22


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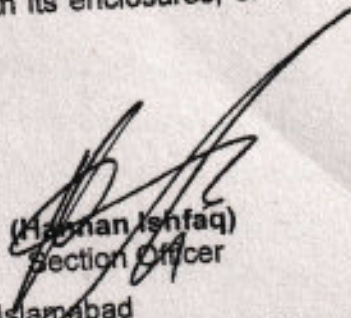
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GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
DEFENCE DIVISION

MOST IMMEDIATE
BY SPECIAL MESSENGER

Subject: **REVISED PER SUBMISSION CERTIFICATE AND INSTRUCTIONS**

Kindly find enclosed herewith a copy of Establishment Division's O.M. F.No. 2/2/2022/PD-III/CP-XI dated 4th November, 2022 alongwith its enclosures, on the above cited subject, for information and compliance, please.


(Hamman Ishaq)
Section Officer

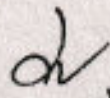
MAG, Pakistan Military accounts Deptt. Rwp
Surveyor General, Survey of Pakistan, Rwp
DG, Military Lands & Cantonment Deptt. Rwp
DG, Pakistan Armed Services Board, Rwp
DG, Pakistan Maritime Security Agency, Rwp
DG, FGEIs (C/G) Directorate, Rwp

Dte Gen, ISI, Islamabad
Director (Admin) JSHQ, Chaklala, Rwp
SD Dte (SD-I), GHQ, Rawalpindi
Director (Admin), NHQ, Islamabad
Director (Admin), AHQ, Islamabad
NDU, Islamabad

Min of Def. U.O No. 1/14/D-18/2022 dated 15th November, 2022

Copy for information / necessary action to:

Snr. JS-V, JS-I, JS-II, JS-VI, JS-VII, DS (Army-C), DS (Budget), DCM
APS to JS-III


16.11.22

AMAG (AM)

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Office of the Secretary
17 NOV 2022
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**MOST IMMEDIATE
BY SPECIAL MESSENGER**

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GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
DEFENCE DIVISION

Subject: **REVISED PER SUBMISSION CERTIFICATE AND INSTRUCTIONS**

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(Signature)
(Hasnain Ishtiaq)
Section Officer

MAG, Pakistan Military accounts Deptt. Rwp
Surveyor General, Survey of Pakistan, Rwp
DG, Military Lands & Cantonment Deptt. Rwp
DG, Pakistan Armed Services Board, Rwp
DG, Pakistan Maritime Security Agency, Rwp
DG, FGEs (C/G) Directorate, Rwp

Dte Gen, ISI, Islamabad
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Min of Def. U.O No. 1/14/D-18/2022 dated 15th November, 2022

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APS to JS-III

(Signature)
16.11.22

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F. No. 2/2/2022/PD-III/CP-XI

Islamabad, the 4th November, 2022

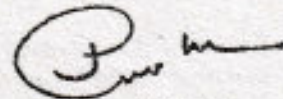
OFFICE MEMORANDUM

Subject: - REVISED PER SUBMISSION CERTIFICATE AND INSTRUCTIONS

The undersigned is directed to refer to the subject noted above and to state that it has been observed that the officer reported upon while submitting their PERs, do not forward the copy of submission certificate to Establishment Division, on regular basis. Resultantly, this Division remains unaware about the status of submission of PERs, whether submitted or not. Further, the Reporting Officers, Countersigning Officers, 2nd Countersigning Officer (if applicable) and expunging authority do not follow the schedule and other important instructions for filling up of PERs which are available on the backside of PER forms.

2. In this regard, a revised PER submission certificate along with instructions for filling up of PER forms (which will be made page-I of PER form) for Reporting Officers/Countersigning Officers/2nd Countersigning Officers (if applicable) and Expunging Authority, is enclosed, which is also available on the official website of Establishment Division <https://establishment.gov.pk>.

3. The Ministries/Divisions/Departments/Chief Secretaries of the Provinces/I.Gs of Police, are requested to circulate the above to all departments/concerned officers under their administrative control, for compliance with immediate effect.



Naveed Akhtar
Director (PD)
051-9211214

The Secretaries/Additional Secretaries (Incharge)
of the Ministries/Divisions,
Islamabad/Rawalpindi.

Copy to:-

1. The Secretary to the President, President's Secretariat (Public), Islamabad.
2. The Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3. The Secretary, Federal Public Service Commission, Islamabad.
4. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
5. The Secretary, Federal Tax Ombudsman Secretariat, Islamabad.
6. The Auditor General of Pakistan, Islamabad.
7. The Director General, Intelligence Bureau, Islamabad.
8. Director General, Federal Investigation Agency, Islamabad

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Joint Secretary-II	
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Copy for information and similar action to:-

1. Chief Secretary, Government of the Punjab, Lahore.
2. Chief Secretary, Government of Sindh, Karachi.
3. Chief Secretary, Government of Khyber Pakhtunkhwa, Peshawar.
4. Chief Secretary, Government of Balochistan, Quetta.
5. Chief Secretary, Government of Azad Jammu and Kashmir, Muzaffarabad.
6. Chief Secretary, Government of Gilgit-Baltistan, Gilgit.
7. Inspector General of Pakistan, Government of the Punjab, Lahore.
8. Inspector General of Pakistan, Government of Sindh, Karachi.
9. Inspector General of Pakistan, Government of Khyber Pakhtunkhwa, Peshawar.
10. Inspector General of Pakistan, Government of Balochistan, Quetta.
11. Inspector General of Pakistan, Government of Azad Jammu and Kashmir, Muzaffarabad.
12. Inspector General of Pakistan, Government of Gilgit-Baltistan, Gilgit.
13. Inspector General of Pakistan, ICT, Islamabad.
14. Inspector General of Pakistan, NH&MP, Islamabad.
15. Inspector General of Pakistan, Pakistan Railways Police, Lahore.
16. Deputy Secretaries (Admn) all Ministries/Divisions.

Copy for information to:-

1. Sr. PS to Secretary, Establishment Division, Islamabad.
2. Sr. PS to Special Secretary, Establishment Division, Islamabad.
3. Additional Secretaries / Joint Secretaries, Establishment Division, Islamabad
4. Director (IT), Establishment Division for uploading on the official website of Establishment Division.


(Aijaz Rasool)
Assistant Director (PD-III/CP-XI)
051-9103562

Director (RO)
Establishment Division

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Handwritten notes and stamps on the right side of the page, including a date stamp '20-11-2019' and other illegible markings.

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PER SUBMISSION CERTIFICATE FROM OFFICER REPORTED UPON

Certified that I _____
(Name of Officer) have on _____ submitted my

(Designation/BS/Group/Service)

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.

IMPORTANCE OF PER IN CAREER PLANNING

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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.

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