

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

No. /AN/043-X

December, 2021

The Dy. MAG Rawalpindi;
All Controllers.

Subject: STRICT OBSERVANCE OF THE INSTRUCTION CONTAINED IN THE BOOKLET "A GUIDE TO PERFORMANCE EVALUATION-2004".

Please find enclosed herewith a copy of Establishment Division's O.M. No.3/1/2015-CP-II, dated.10/12/2021, on the subject cited above, received vide Ministry of Defence U.O. No.2/1/D-18/2021, dated.24/12/2021 for information and compliance in true letter & spirit.


(MUHAMMAD MUNIR)
Accounts Officer (AN-I)
Tele# 051-9270702

294/980

No. /AN/043-X dated 31 /12/2021

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)
7. 'AN' Section Group-V, VI (Local)


Accounts Officer (AN-I)

GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
(DEFENCE DIVISION)



Subject: - **STRICT OBSERVANCE OF THE INSTRUCTION CONTAINED IN THE BOOKLET "A GUIDE TO PERFORMANCE EVALUATION-2004"**

Kindly **find enclosed** copy of Establishment Division's O.M. No.3/1/2015-CP-II dated 10th December, 2021, on the above cited subject, for information and compliance, please.

(Handwritten Signature)
(Hannan Jshfaq)
Section Officer

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

Dte Gen, ISI, Islamabad
Director (Admin) JSHQ, Chaklala, Rwp
SD Dte (SD-1), GHQ, Rawalpindi
Director (Admin) AHQ, Islamabad
Director (Admin), NHQ, Islamabad.

Min of Def.u.o.No. 2/1/D-18/2021 dated 24th December, 2021

Copy for information to: -

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

Copy for information, w.r.t. their O.M quoted above to:-

Establishment Division,
(Attia Sultana),
Section Officer (CP-II),
Islamabad.

(Handwritten Signature)
30/12/21
Am AGC Am

1-2

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

AS-1 (Acty)

No. 3/1/2015-CP-II

Islamabad, the 10th December, 2021

OFFICE MEMORANDUM

Subject:

STRICT OBSERVANCE OF THE INSTRUCTION CONTAINED IN THE
BOOKLET "A GUIDE TO PERFORMANCE EVALUATION-2004"

The undersigned is directed to refer to the subject and to state that Establishment Division has been required by the Prime Minister to reiterate its instructions for strict observance of "A Guide to Performance Evaluation-2004 (AGPE-2004)". Please take note that these guidelines cover all matters related to initiation and countersigning of Performance Evaluation Reports (PERs) and expunction of adverse remark recorded thereupon and annual medical checkup, etcetera.

2. The Prime Minister has also been pleased to desire that all Ministries / Divisions / Departments / Provincial Governments shall ensure initiation of disciplinary action against civil servant(s) under Civil Servants (E&D) Rules, 2020 who are found to depart from the guidelines *ibid*.

3. The undersigned is further directed to request all the Ministries / Divisions / Departments / Provincial Governments, to bring the aforementioned directions to the notice of all federal civil servants working under their administrative control for information and compliance.


(Attia Sultana)
Section Officer (CP-II)
Ph: 051-9103646

The Secretaries/Additional Secretaries (In charge)
of the Ministries/Divisions,
Islamabad/ Rawalpindi,

All Chief Secretaries

Copy for information and necessary action:

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, National Assembly Secretariat, Islamabad.
4. The Secretary, Senate Secretariat, Islamabad.
5. The Secretary, Election Commission of Pakistan, Islamabad.
6. The Auditor General of Pakistan, Islamabad.
7. The Secretary, Federal Public Service Commission, Islamabad.

P.T.O.

1866/D-18
21/12/21

1822/DSCC
20/12/21
5304/JS-III
14.12
0736/MS-7
15-12-21
9417/5
14-12-21

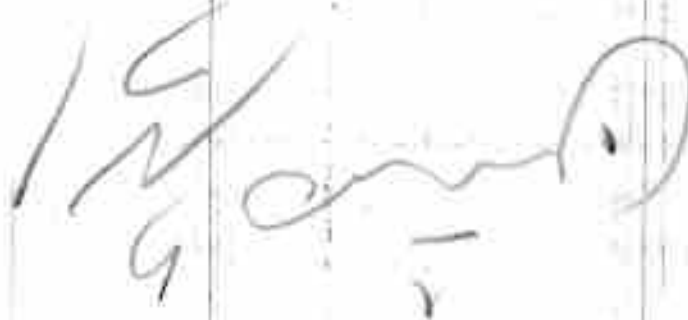
8. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
9. The Secretary, Federal Tax Ombudsman Secretariat, Islamabad.
10. The Chairman, National Accountability Bureau, Islamabad.
11. The Director General, Intelligence Bureau, Islamabad.
12. The Rector, National School of Public Policy, Lahore.
13. The Director General, Civil Services Academy, Lahore.
14. The Director General, Secretariat Training Institute, Islamabad.
15. The Director General, Pakistan Public Administrative Research Center, Islamabad.
16. Sr. PS to Secretary, Establishment Division, Islamabad.
17. Additional Secretaries / Joint Secretaries, Establishment Division, Islamabad
18. Director (PD), Establishment Division, Islamabad.
19. Director (IT), Establishment Division for uploading on website.



(Attia Sultana)

Section Officer (CP-II)

Ph: 051-9103646



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(19 copies)