



No.SOR-IV(S&GAD)14-16/2015
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT (REGULATIONS WING)

Dated Lahore the 19th January, 2017

To

1. The Principal Secretary to Governor of the Punjab.
2. The Secretary to Chief Minister, Punjab.
3. The Senior Member, Board of Revenue, Punjab.
4. All Administrative Secretaries in the Punjab.
5. All Commissioners in the Punjab.
6. The Chairman, Chief Minister's Inspection Team, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Heads of Autonomous Bodies in the Punjab.
9. The Registrar, Lahore High Court, Lahore.
10. The Registrar, Punjab Service Tribunal, Lahore.
11. The Secretary, o/o Provincial Ombudsman, Punjab, Lahore.
12. The Secretary, Punjab Public Service Commission, Lahore.
13. All District Coordination Officers in the Punjab.
14. The Secretary, TEVTA, Lahore.

SUBJECT: COMPLETION OF PERS OF CIVIL SERVANTS.

Kindly refer to Para-2 and 3 of the Instructions about Confidential Reports and instructions issued vide letter No.SOR-IV(S&GAD)14-2/89, dated 16-6-2012 on the subject noted above.

2. It has been observed that reports on the work and conduct of civil servants are not written and countersigned within the time frame prescribed for this purpose. Consequently, promotion cases of Government servants are deferred by the competent authorities due to incomplete PERs. Thus, the officers/officials suffer for no fault of theirs. The piece-meal consideration of cases of concerned civil servants for promotion leads to frustration amongst the officers/ officials and tends to encourage litigation.

3. It has also been noted with concern that a number of Reporting as well as Countersigning Officers are giving 'outstanding' remarks in Part-VI of the PER Form frequently without giving any justification which is against the spirit of the instructions of the government referred above. The Reporting and Countersigning Authorities must draw another box in Part-VI of the PER Forms in hands, initial it and write 'outstanding' on the descriptive side, if they think that the working of an officer reported upon remained up to the mark. They are required to justify the same.

4. It is, therefore, requested that all Reporting/Countersigning Authorities under your administrative control may kindly be directed to strictly follow the prescribed time schedule for writing/countersigning of PERs of their subordinates (**schedule enclosed**). It may also be ensured that all the reports are completed and placed on the PER Dossiers within the prescribed time limit. A certificate about completion of PERs for the year 2016 should reach the Regulations Wing of S&GAD in the first week of February, 2017. The defaulting authorities should be brought to the notice of Government for appropriate remedial action.

5. The above instructions may be brought to the notice of all concerned for compliance in letter and spirit.

(YOUSRA MALIK)

Section Officer (Regulations-IV)

CC:

- i. PS to the Chief Secretary, Punjab.
- ii. PS to the Additional Chief Secretary, Punjab.
- iii. PS to the Secretary (Services), S&GAD.

TIME SCHEDULE FOR COMPLETION OF THE PROCESS OF WRITING OF PERs

1. The officer to be reported upon should submit the ACR form after completing Part-1 to the reporting officer on 1st day of January.
2. The Reporting Officer should record his remarks in appropriate parts by the end of 1st week of January and send the report to the Countersigning Officer by 8th January.
3. The Countersigning Officer should record his remarks by the end of second week of January and pass on the report to the 2nd Countersigning Officer if any, by 16th January.
4. The final Countersigning Officer should also record his remarks within one week.
5. Report writing should be completed within the month of January.