



GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS WING)

Dated the Lahore, 10th October, 2023

NOTIFICATION

No..SOR.IV(S&GAD)14-2/2023.- In continuation of INSTRUCTIONS ABOUT CONFIDENTIAL REPORTS bearing No. S(R)-3542 S&GAD 4-8/65-SO-XIII, dated 12.02.1968, issued by Services and General Administration Department, Regulations Wing, Chief Minister is pleased to make the following amendment, with immediate effect:

AMENDMENT

In the **INSTRUCTIONS ABOUT CONFIDENTIAL REPORTS**, after para 66, the following shall be added:

67. Where the Reporting Officer does not initiate PER despite submission of PER forms- In cases where an officer (to be reported upon) has timely submitted his PER form (Part-I duly filled in) to his Reporting Officer, with copies of covering letter to Head of Administrative Department (in case of their employees), Services Wing of S&GAD (in case of BS-17 & above Officers of S&GAD), and the Reporting Officer fails to initiate the PER and as such, period of two months has elapsed, the matter may be brought before Secretary Services S&GAD, who will write a letter to Reporting Officer for writing of the PERs. If the PERs are again not written by the Reporting Officer within 14 days of receipt of this letter, then the Secretary Services S&GAD will ask the officer to be reported upon, to submit fresh PER forms, duly filled, to the Countersigning Officer, who will initiate PER of the Officer. In cases, where there is provision of 2nd Countersignature (as per notified Reporting Chart), the 2nd Countersigning Officer may be asked to countersign such PER.

Provided that the PER initiated by the countersigning officer will attain finality in case of single countersigning officer in PER Chart and no further counter signature would be required.

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SECRETARY (REGULATIONS)
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT

A copy is forwarded for information and necessary action to:

1. The Registrar, Lahore High Court, Lahore.
2. The Senior Member, Board of Revenue, Punjab.
3. The Chairman, Planning & Development Board, Lahore.
4. The Principal Secretary to Governor, Punjab.
5. The Secretary to Chief Minister, Punjab.
6. All the Administrative Secretaries in the Punjab.
7. The Provincial Police Officer, Punjab.
8. The Chairman, CMIT, Lahore.
9. All Divisional Commissioners, Punjab.
10. All Deputy Commissioners, Punjab.
11. The Secretary, Provincial Assembly, Punjab.
12. All Heads of Attached Departments in the Punjab.
13. All Heads of Autonomous Bodies in the Punjab.
14. The Secretary, Punjab Public Service Commission, Lahore.
15. The Secretary, Ombudsman Punjab, Lahore.
16. The Secretary, Ombudsperson Punjab, Lahore.
17. The Registrar, Punjab Service Tribunal, Lahore.
18. All Additional Secretaries, Deputy Secretaries and Section Officers in the S&GAD.
19. The Accountant General, Punjab, Lahore.
20. The PSO to Chief Secretary, Punjab.
21. The PSO to Additional Chief Secretary, Punjab.
22. All Districts Accounts Officers in the Punjab.
23. The Section Officer (PP&CM), Regulations/O&M Wing, S&GAD, Lahore with the request upload the said notification on the official website of the Regulations Wing, S&GAD

M. Naveed

(MUHAMMAD NAVEED)
SECTION OFFICER (REG-IV)