



**GOVERNMENT OF KHYBER PAKHTUNKHWA
LOCAL GOVERNMENT, ELECTIONS & RURAL
DEVELOPMENT DEPARTMENT**

No. SOG/LG/2-3/PERs/2021

Dated the Peshawar 08th February, 2023

787

To,

1. The Managing Director, Urban Area Development Authorities in Khyber Pakhtunkhwa
2. The Director General, LG&RD, Khyber Pakhtunkhwa.
3. The Director General, Peshawar Development Authority.
4. The Secretary, Local Council Board, Peshawar.
5. All the Directors, UADAs in Khyber Pakhtunkhwa.

Subject: - **CIRCULATION OF REVISED PER SUBMISSION CERTIFICATE AND INSTRUCTIONS**

I am directed to refer to the subject noted above and to enclose herewith a copy of Establishment Department, (Secret Section) Govt. of Khyber Pakhtunkhwa letter No. SOS/ED/2-10/PER/Inst/2022 dated 27/12/2022 (**alongwith its enclosures**) for information and compliance, please.

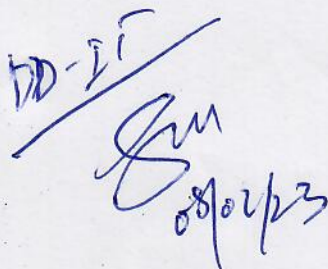
Encl: As above


SECTION OFFICER (GENERAL)

Copy (**alongwith enclosure**) forwarded to:

1. The Chief Planning Officer, LG, E&RD Department.
2. All the Section Officers, LG, E&RD Department.
3. The Director (I.T), LG, E&RD Department.
4. PS to Secretary, LG, E&RD Department.
5. PS to Special Secretaries (Estb:/Dev:), LG, E&RD Department.
6. PAs to Additional Secretaries (Estb: Dev: & Lit:), LG, E&RD Department.
7. PAs to Deputy Secretaries (Admin: Dev: & A&L:), LG, E&RD Department.


SECTION OFFICER (GENERAL)


DD-25
Gm
08/02/23

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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) (Date)

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

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./C.O. 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 20 31st January</p> <p>Officers of Grade 19 28th February</p> <p>Officers of Grade 18 and 17 31st March</p> <p>—</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.