

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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No. 3/1/2015-CP-II

Islamabad, the 10<sup>th</sup> 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.

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)

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