

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No. 3/3/2020-CP-II

Islamabad, the 20th May, 2025

OFFICE MEMORANDUM

Subject: **AMENDMENT IN A GUIDE TO PERFORMANCE EVALUATION AGPE 2004 REGARDING ANNUAL MEDICAL EXAMINATION OF OFFICERS IN BS 17 AND ABOVE**

The undersigned is directed to refer to the subject noted above and to state that the Prime Minister has been pleased to amend the following provisions of 'A Guide to Performance Evaluation (AGPE-2004)':-

Paras of AGPE	Existing provision	Proposed position/ amendments
4.14	Government of Pakistan has decided that every officer in the employ of the Federal Government should be medically examined every year and the report of such examination be recorded in the performance evaluation reports/ service record of the officer.	4.14 Annual Medical Examination:- (i) Every officer of the Federal Government shall be medically examined once in every calendar year. The primary aim of the same is to discover their illnesses, if any, at an early stage so that early treatment is ensured. The said medical examination is also required to make timely decisions like retention of the officers in service, nomination for mandatory trainings, and for consideration of officers for promotion to higher posts involving discharge of strenuous duties. (ii) The medical examination of the officers shall be conducted on the following prescribed proforma:- a) Proforma-A (for officers upto the age of 35 years); and b) Proforma-B (for officers aged 35 years and above). (iii) The said medical examination shall be carried out in any Government Tertiary Care Hospitals/ District Headquarter Hospitals through Medical Officer, duly authorized by the head of said hospital for the purpose: Provided that the Annual Medical Examination of the officers, belonging to different services, posted in Pakistan Missions abroad shall be conducted at the respective stations. (iv) The reports of the Annual Medical Examination, in the prescribed format, shall be furnished by the authorized officer directly to the referring Ministry/ Division/ Department/ Provincial Government/ ICT Administration, as the case may be.



(v) The respective cadre administrator, Secretary of the Ministry/ Division/ Head of Department and Provincial Governments/ ICT Administration, as the case may be, shall ensure that every officer of BS-17 and above, posted/ working under their supervision shall undergo the annual medical examination. The Annual Medical Reports of the respective officers shall be forwarded by the concerned Ministry/ Division/ Department / Provincial Government to the respective cadre administrators of the officers concerned by 31st March every year.

(vi) The Annual Medical Reports of the officers of the Establishment Division, posted anywhere inside or outside the country, shall be forwarded to Director (PD), Establishment Division by 31st March every year.

(vii) Additionally, all cadre administrators including Secretaries of Ministries/ Divisions/ Heads of Departments / ICT Administration and Provincial Governments shall provide a certificate to the Establishment Division by 30th April every year to the effect that every officer of the Federal Government in BS-17 and above, under their administrative supervision, has been medically examined and his/ her Annual Medical Report has been sent to the respective cadre administrators.

(viii) The Annual Medical Reports in respect of officers belonging to PAS, SG, PSP and OMG shall be submitted to Director (PD), Establishment Division by 31st March every year.

(ix) The serving officers of Armed Forces, seconded to the Civil will be examined by the medical authorities of the respective services. If they have already retired and severed their connection with the Armed Forces, they will be examined by the civil medical authorities mentioned above.

(x) The cadre administrators shall ensure that Annual Medical Reports of the officers, so received, shall be retained in a separate "Medical Roll" of the officer, which shall be attached with his/ her C.R. Dossier.

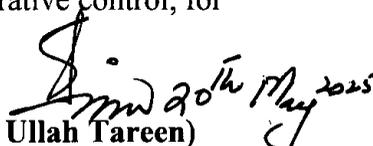
(xi) An officer who is declared by the relevant medical officer as permanently and completely incapacitated and is placed in Category C on grounds of mental illness or mental health issues, shall be subject to further examination by a Medical Board to be constituted by the Establishment Division, in consultation with M/o National Health Services, Regulations & Coordination, in order to ensure that such assessment is not used unfairly to the detriment of the officer.

(xii) If the assessment by the Medical Board also places the officer in category C, the assessment of such Board will be

		placed before an Assessment Committee, comprising at least three members of FPSC, to be constituted by the Chairman, FPSC, which shall examine the case and submit its recommendations to the Prime Minister, through Establishment Division, for assigning an appropriate category to the officer on the basis of final assessment of medical health.
4.17	<p>It is proposed to divide the officer in the following categories on the basis of their medical fitness:</p> <p>(i) Category A – An officer who has not been definitely disabled on account of a serious defect.</p> <p>(ii) Category B – An officer who suffered from serious defect which has disabled him partially but permanently, provided he is fit to perform certain types of duties, such as sedentary duties.</p> <p>(iii) Category-C- An officer who is completely incapacitated.</p>	<p>As per prescribed formats, on the basis of their medical fitness, the officers will be divided in the following categories:</p> <p>Category A- An officer who has not been definitively disabled due to any serious medical condition or defect.</p> <p>Category B- An officer who has sustained a serious medical condition or defect resulting in partial disability, but remains fit to perform specific types of duties, such as sedentary or limited-scope responsibilities.</p> <p>Category C- An officer who is permanently, and completely incapacitated.</p>

2. The instructions at paras 4.15, 4.16, 4.21, 4.22, 4.23, 4.24 and 4.25 of AGPE-2004 stand omitted and the above decisions/amendments are circulated for strict compliance.

3. All the Ministries / Divisions / Provincial Governments are requested to bring the above decision/amendments to the notice of all the officers under their administrative control, for information / further necessary action.


 (Amin Ullah Tareen)
 Deputy Secretary (CP-IV)
 Ph: 051-9103646

The Secretaries/Additional Secretaries (Incharge)
of the Ministries/Divisions,
Islamabad/ Rawalpindi.

(AMIN ULLAH TAREEN)
 Deputy Secretary
 Establishment Division
 Government of Pakistan
 Islamabad

Copy to:-

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.
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 Chief Secretary, Government of the Punjab, Lahore.
13. The Chief Secretary, Government of Sindh, Karachi.
14. The Chief Secretary, Government of Khyber Pakhtunkhwa, Peshawar.
15. The Chief Secretary, Government of Balochistan, Quetta.
16. The Chief Secretary, Government of Azad Jammu and Kashmir, Muzaffarabad.
17. The Chief Secretary, Government of Gilgit-Baltistan, Gilgit.
18. The Rector, National School of Public Policy, Lahore.
19. The Director General, National Institute of Management, Karachi / Lahore / Quetta, Peshawar / Islamabad.
20. The Director General, Civil Services Academy, Lahore.
21. The Director General, Secretariat Training Institute, Islamabad.
22. The Director General, Pakistan Public Administrative Research Center, Islamabad.

Copy for information to:-

1. Sr. PS to Secretary, Establishment Division, Islamabad.
2. Sr. PS to Special Secretary, Establishment Division, Islamabad.
3. Additional Secretaries / Joint Secretaries, Establishment Division, Islamabad
4. Director (PD), Establishment Division, Islamabad.
5. Director (IT), Establishment Division for uploading on website.


(Amir Muhammad Afridi)
Section Officer (CP-II)
Ph: 051-9103646

PROFORMA-A
ANNUAL MEDICAL REPORT
UPTO THE AGE 35

Name: _____ **Age:** _____ Years

Post held: _____

Ministry under which employed: _____

1.	General condition:	a. Physical deformity; Yes/No b. Height in meters _____ c. Weight in Kg _____ d. BMI _____
2.	Any ongoing treatment of fatal/chronic disease	If Yes, provide details
3.	Mental Health Assessment	Appearance, behavior, anxiety/stress signs and emotional stability
4.	Locomotion (Any deformity interfering with performance of normal work and to what degree) If yes provide details	Yes/No _____
5.	Physical Examination	a. Pulse b. Blood Pressure c. Pallor d. Jaundice e. Thyroid
6.	Examination (Chest, Cardiovascular, Abdomen, CNS)	
7.	Eye sight (Visual standards in accordance with recruitment relax able accordance to age and correctible by the glasses)	R L <u>N</u> <u>D</u>
8.	Hearing Assessment (Any sign of disease of the ear)	
9.	Investigations: i) Blood CP ii) ESR iii) LFTs & RFTs iv) Serum lipid profile (F) v) Blood Sugar (F) vi) HbA1c vii) HbsAg viii) Anti HCV ix) HIV x) Urine R/E xi) ECG	

[Handwritten signature]

10.	X-Ray Chest (PA view) Note: If required	
11.	Category assigned	a. b. c.
12.	Name Designation of Doctor (Nominated by the Head of the Hospital – Tertiary Care/District Headquarter) PMDC No. Signature & Stamp Dated	
13.	Remarks	

[Handwritten mark]

Instructions for Annual Medical Examination

AGPE-2004 under para 4.14 and 4.17 provides detailed guidelines for Medical Examination of officers in BS-17 and above, that: -

(i) **Every officer of the Federal Government shall be medically examined once in every calendar year.**

The primary aim of the same is to discover their illnesses, if any, at an early stage so that early treatment is ensured. The said medical examination is also required to make timely decisions like retention of the officers in service, nomination for mandatory trainings, and for consideration of officers for promotion to higher posts involving discharge of strenuous duties.

(ii) The medical examination of the officers shall be conducted on the following prescribed proforma:-

a) **Proforma-A** (for officers up-to the age of 35 years); and,

b) **Proforma-B** (for officers aged 35 years and above).

(iii) The said medical examination shall be carried out in any Government Tertiary Care Hospitals/ District Headquarter Hospitals through Medical Officer, duly authorized by the head of said hospital for the purpose:

Provided that the Annual Medical Examination of the officers, belonging to different services, posted in Pakistan Missions abroad shall be conducted at the respective stations.

(iv) The reports of the Annual Medical Examination, in the prescribed format, shall be furnished by the authorized officer directly to the referring Ministry/ Division/ Department/ Provincial Government/ ICT Administration, as the case may be.

(v) **The respective cadre administrator, Secretary of the Ministry/ Division/ Head of Department and Provincial Governments/ ICT Administration, as the case may be, shall ensure that every officer of BS-17 and above, posted/ working under their supervision shall undergo the annual medical examination.**

The Annual Medical Reports of the respective officers shall be forwarded by the concerned Ministry/ Division/ Department / Provincial Government to the respective cadre administrators of the officers concerned by 31st March every year.

(vi) The Annual Medical Reports of the officers of the Establishment Division, posted anywhere inside or outside the country, shall be forwarded to Director (PD), Establishment Division by 31st March every year.

(vii) **Additionally, all cadre administrators including Secretaries of Ministries/ Divisions/ Heads of Departments / ICT Administration and Provincial Governments shall provide a certificate to the Establishment Division by 30th April every year to the effect that every officer of the Federal Government in BS-17 and above, under their administrative supervision, has been medically examined and his/ her Annual Medical Report has been sent to the respective cadre administrators.**

(viii) The Annual Medical Reports in respect of officers belonging to PAS, SG, PSP and OMG shall be submitted to Director (PD), Establishment Division by 31st March every year.

(ix) The serving officers of Armed Forces, seconded to the Civil will be examined by the medical authorities of the respective services. If they have already retired and severed their connection with the Armed Forces, they will be examined by the civil medical authorities mentioned above.

(x) The cadre administrators shall ensure that Annual Medical Reports of the officers, so received, shall be retained in a separate "Medical Roll" of the officer, which shall be attached with his/ her C.R. Dossier.

(xi) An officer who is declared by the relevant medical officer as permanently and completely incapacitated and is placed in Category C on grounds of mental illness or mental health issues, shall be subject to further examination by a Medical Board to be constituted by the Establishment Division, in consultation with M/o National Health Services, Regulations & Coordination, in order to ensure that such assessment is not used unfairly to the detriment of the officer.

(xii) If the assessment by the Medical Board also places the officer in category C, the assessment of such Board will be placed before an Assessment Committee, comprising at least three members of FPSC, to be constituted by the Chairman, FPSC, which shall examine the case and submit its recommendations to the Prime Minister, through Establishment Division, for assigning an appropriate category to the officer on the basis of final assessment of medical health.

Para 2.17 of AGPE-2004

As per prescribed formats, on the basis of their medical fitness, the officers will be divided in the following categories:

Category A- An officer who has not been definitively disabled due to any serious medical condition or defect.

Category B- An officer who has sustained a serious medical condition or defect resulting in partial disability, but remains fit to perform specific types of duties, such as sedentary or limited-scope responsibilities.

Category C- An officer who is permanently and completely incapacitated.

PROFORMA-B
ANNUAL MEDICAL REPORT
AGE 35 and Above

Name: _____ **Age:** _____ Years

Post held: _____

Ministry under which employed: _____

1.	General condition:	a. Physical deformity; Yes/No b. Height in meters _____ c. Weight in Kg _____ d. BMI _____
2.	Any ongoing treatment of fatal/chronic disease	If Yes, provide details
3.	Mental Health Assessment	Appearance, behavior, anxiety/stress signs and emotional stability
4.	Locomotion (Any deformity interfering with performance of normal work and to what degree) *If yes provide details	Yes*/No _____
5.	Physical Examination	a. Pulse b. Blood Pressure c. Pallor d. Jaundice e. Thyroid
6.	Examination (Chest, Cardiovascular, Abdomen, CNS)	
7.	Eye sight (Visual standards in accordance with recruitment relax able accordance to age and correctible with the glasses)	<u>N</u> <u>D</u> RL
8.	Hearing Assessment (if any sign of disease of ear)	
9.	Investigations: i) Blood CP ii) ESR iii) LFTs & RFTs iv) Serum lipid profile (F) v) Blood Sugar (F) vi) HbA1c vii) HbsAg viii) Anti HCV ix) HIV x) Urine R/E xi) ECG xii) ECHO (if required) xiii) ETT(if required) xiv) PSA xv) Ultrasound Abdomen & Pelvis	

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	xvi) Mammogram (5 yearly after 45 years of age)	
10.	X-Ray Chest (PA view) Note: If required	
11.	Category assigned	
12.	Name Designation of Doctor (Nominated by the Head of the Hospital – Tertiary Care/District Headquarter) PMDC No. Signature & Stamp Dated	
13.	Remarks	

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Category C- An officer who is permanently and completely incapacitated.