

GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE (DEFENCE DIVISION)  
PAKISTAN METEOROLOGICAL DEPARTMENT  
MET. HEADQUARTERS, ISLAMABAD

No. E-29(10)/2023/11037

Dated: 23-12-2025

CIRCULAR

Subject: **REVISION OF PERFORMANCE EVALUATION FORMS**

Enclosed please find herewith U.O. No.7/33/D-18/2025 dated 05-12-2025 of Ministry of Defence along with enclosures from Establishment Division regarding the subject cited above, wherein the Establishment Division has furnished revised PER forms for BS-17 and 18 for future compliance.

2. In this context, Web Master of PMD is requested to upload the revised PER Forms on the website for necessary action, please.

**Enclosed** (as above)



23/12/25

**(SHAHBAZ YOUSAF)**  
Administrative Officer  
Meteorological Services

Director IT,  
Met. Hqrs, Office,  
**Islamabad.**

Immediate



GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE (DEFENCE DIVISION)

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**SUBJECT: REVISION OF PERFORMANCE EVALUATION FORMS**

Kindly find enclosed herewith a copy of Establishment Division's O.M No.3/2/ 2012-CP-II dated 10<sup>th</sup> January, 2025 on above cited subject.

2. It is requested to go through the contents of revised PER Form and forward **comments/ views** vide above referred O.M for onward submission to Establishment Division at the earliest, please.

*Reefer*

**Muhammad Haroon Alam**  
**Section Officer D-18**

DG ISI, Dte Gen ISI(Dte Gen ISI),  
DP&G, Survey of Pakistan(SOP), Rawalpindi  
FGEI Directorate (R&I), Federal Government Educational Institutions, 189-A, Sir Syed Road, Rawalpindi(FGEI), Rawalpindi

Director General, Pakistan Meteorological Department(PMD), Islamabad  
Military Accountant General, Military Accountant General(MAG), Rawalpindi  
DG SD Dte, GHQ(GHQ),  
DG, Ministry of Defence Pakistan Armed Services Board Secretariat(PASB), Rawalpindi  
Director General PMSA, Pakistan Maritime Security Agency(PMSA), Karachi  
OC-IT Maint & Insp Cell, General Headquarters(GHQ), Rawalpindi  
Director General, Military Lands and Cantonments(MLC), Rawalpindi  
GSO-I (GAP & FAX)-COMM Wing AHQ, Air Headquarters(AHQ), Islamabad  
Director General, Headquarters Airports Security Force(ASF), Karachi  
Director (BASIP), Ministry of Defence (Defence Division)(MOD), Rawalpindi  
DCP, NHQ Islamabad(NHQ Islamabad), NHQ Complex Islamabad  
DCA NHQ, (), Islamabad

Ministry Of Defence (Defence Division) No.7/33/D-18/2025 Dated 05 December , 2025

**Copy for information to:-**

- 1- JS-V- PN/MAW, MOD, Rawalpindi
- 2- SO-(BASI), MOD, Rawalpindi
- 3- JS-I, MOD, Rawalpindi
- 4- JS-II, MOD, Rawalpindi
- 5- Sr JS-III-(Admin), MOD, Rawalpindi
- 6- JS-IV, MOD, Rawalpindi
- 7- JS-VII, MOD, Rawalpindi
- 8- JS-VIII, MOD, Rawalpindi
- 9- DCM, MOD, Rawalpindi
- 10- Director Legal, MOD, Rawalpindi
- 11- DS Coord, MOD, Rawalpindi
- 12- DS (Army-C), MOD, Rawalpindi

*B*  
23/12

*Sigend for*



No.3/2/2012-CP-II

GOVERNMENT OF PAKISTAN  
ESTABLISHMENT DIVISION



Islamabad, the 10<sup>th</sup> January, 2015

## OFFICE MEMORANDUM

**SUBJECT: REVISION OF PERFORMANCE EVALUATION FORMS.**

The undersigned is directed to state that in pursuance to decisions taken in Civil Services Reforms Committee meeting on Performance Management (Copy enclosed), this Division had undertaken an exercise to revise the existing PER Form for the Federal Government officers in BPS-17 & 18. A presentation on this behalf was also given to the Committee, wherein, the Provincial Governments were represented at the level of Chief Secretaries/ Additional Chief Secretaries. However, before proceeding further in the matter, it has been considered appropriate to seek input on the proposed PER Form from the cadre administrators of regularly constituted Occupational Groups / Services and the Provincial Governments.

2. In view of above, the draft revised PER Form for Officers in BS-17 and 18 is enclosed with the request that views/ input in the matter may be provided at the earliest.

Amin Ullah Tareen  
D.S.(CP-IV)

Personnel (Wing),  
Najeeb Durrani  
Foreign Secretary  
Foreign Office Building 3rd & 6th Floor. (3rd Floor - Server Room) Constitution Avenue G-5,  
Islamabad

AGP's Chamber (Wing),  
Muhammad Ajmal Gondal  
Auditor-General of Pakistan  
Constitution Avenue, G-5/2 Islamabad.,  
Islamabad

Administration (Wing),  
Jawad Paul  
Secretary  
Commerce Division,  
Islamabad

Admin (Wing),  
Ali Sher Mahsud  
Federal Secretary (MoCommunication)  
Ministry of Communications,  
Islamabad

Syed Mazhar Ali Shah  
Secretary (Railways)  
4th Floor, Block D Pak. Secretariat,  
Islamabad

Admin (Wing),  
Lt Gen (R) Muhammad Ali  
Secretary  
Ministry of Defence (Defence Division),  
Rawalpindi

Information Technology (Wing),  
Rashid Mahmood  
Secretary Revenue Div/Chairman FBR  
Federal Board of Revenue, Islamabad,  
Islamabad

Admin (Wing),  
Awais Manzur Sumra  
Secretary Planning  
Planning Commission,  
Islamabad

Administration Wing (Wing),  
Ambreen Jan  
Secretary MoIBC  
Ministry of Information and Broadcasting,

**PER SUBMISSION CERTIFICATE FROM OFFICER REPORTED UPON**

Certified that I \_\_\_\_\_  
(Name of Officer)  
\_\_\_\_\_  
**(Designation/BS/Group/Service)** have on \_\_\_\_\_ submitted my  
**(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.

**FOR FEDERAL GOVERNMENT OFFICERS IN BPS 17 & 18**

**RESTRICTED**

**GOVERNMENT OF PAKISTAN**

**Ministry /Division/**

**Service/Group**

**Department/Office**

**PERFORMANCE EVALUATION REPORT**

**FOR THE PERIOD**

**20**

**TO**

**20**

**PART-I**

**(TO BE FILLED IN BY THE OFFICER REPORTED UPON)**

1. **Name** (in block letters)
2. **Personnel number**
3. **Cell/Phone No**
4. **Email Address**
5. **Date of birth**
6. **Date of entry in service**
5. **Post held during the period** (with BPS)
6. **Academic qualifications**
  
7. **Knowledge of languages** (Please indicate proficiency in speaking (S), reading (R) and writing (W))

#### 8. Training received during the evaluation period

Name of course attended	Duration with dates	Name of institution and country

### 9. Total period served

(i) In present post (ii) Under the reporting officer

## **PART-II**

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

## 1. Job description

- i) Substantive posting
- ii) Any additional duties/tasks assigned (Additional, Current or Look After Charge)
- iii) Any special tasks assigned (not covered under (i) and (ii) above)

2. **Brief account of performance on the job during the period supported by statistical data where possible. Targets given and actual performance against such targets should be highlighted. Reasons for shortfall, if any, may also be stated**

i) **Substantive posting**

a) Completed tasks

b) Incomplete tasks with reasons

ii) **Any additional duties/tasks assigned** (Additional, Current or Look After Charge)

a) Completed tasks

b) Incomplete tasks with reasons

iii) **Any special task assigned** (not covered under (i) and (ii) above)

a) Completed tasks

b) Incomplete tasks with reasons

## PART-III

(TO BE FILLED IN BY REPORTING OFFICER)

1. **Please comment on the officer's performance on the job as given in Part II (2) with special reference to knowledge of work, quality and quantity of output. How far was the officer able to achieve targets? Do you agree with what has been stated in Part II (2)?**

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2. **Pen picture with focus on the officer's strengths and weaknesses not covered in Part III (Weakness will not be considered as adverse entries unless intended to be treated as adverse)**

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3. **Special aptitude (HRM, Financial Management, Information Technology, Laws and Regulations, Critical Analysis and Legal, etc.)**

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4. **Recommendations for future training** (Any general or specific trainings including HRM, Financial Management, Information Technology, Laws and Regulations, Critical Analysis, Project Management, etc.)

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## PART-IV

### ASSESSMENT CRITERIA

**1. Assessment of work output (Weightage 30%).** Grades shall be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to be the highest.

Sl. No.	Description	Reporting Officer	Countersigning Officer	2 <sup>nd</sup> Countersigning Officer (if any)
i.	Accomplishment of planned work			
ii.	Quality of output			
iii.	Accomplishment of exceptional unforeseen work/ tasks performed			
<b>Overall Grading</b> <b>Total of (i), (ii) and (iii) above</b>				

**2. Assessment of personal attributes (Weightage 30%).** Grades shall be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to be the highest.

Sl. No.	Description	Reporting Officer	Countersigning Officer	2 <sup>nd</sup> Countersigning Officer (if any)
i.	Attitude at work			
ii.	Sense of responsibility			
iii	Emotional stability			
iv.	Empathy and compassion			
v.	Communication skills (Both written & verbal)			
vi.	Capacity to work under stress			
<b>Overall Grading</b>				

3. **Assessment of functional competency (Weightage 25%).** Grades shall be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to be the highest.

Sl. No.	Description	Reporting Officer	Countersigning Officer	2 <sup>nd</sup> Countersigning Officer (if any)
i.	Knowledge of laws/rules/procedures/IT skills/awareness of the local norms			
ii	Analytical skills			
iii.	Initiative			
iv.	Decision making			
v.	Coordination			
vi	Team Work			
<b>Overall Grading</b>				

4. **Integrity (morality, uprightness and honesty) (Weightage 15%).** Grades shall be assigned on a scale of 1-10, in whole numbers, with 1 referring to the lowest grade and 10 to be the highest

Sl. No.	Description	Reporting Officer	Countersigning Officer	2 <sup>nd</sup> Countersigning Officer (if any)
i.	<b>Integrity</b> <b>a. General</b> Irreproachable (10 marks) Reputed to be corrupt (1 mark)			
ii.	<b>b. Intellectual</b> Honest & straightforward (10 marks) Shrewd/dishonest (1 mark)			
	<b>Overall grading</b>			

## PART-V

### Overall grading

**Overall score by Reporting Officer, Countersigning Officer and  
2<sup>nd</sup> Countersigning Officer if any**  
(To be calculated automatically)

Sl. No.	Assessment areas	Weightage	Marks awarded by		Applicable in case of 2 <sup>nd</sup> CO		Total
			RO (50%)	CO (50%)	CO (30%)	2 <sup>nd</sup> CO (20%)	
(i)	Work output	30					
(ii)	Personal attributes	30					
(iii)	Functional competency	25					
(iv)	Integrity	15					
<b>Over-all score</b>		100					
<b>Overall score out of 10 marks</b>							

**Remarks /justification for writing outstanding/ average /adverse report by Reporting /Countersigning Officers.**

**A- Reporting Officer:**

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**B- Countersigning Officer:**

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7. **Fitness for promotion**

<b>Sl. No</b>	<b>Description</b>	<b>Reporting Officer</b>	<b>Countersigning Officer</b>	<b>2<sup>nd</sup> Countersigning Officer</b>
(i)	Fit for promotion			
(ii)	Recently promoted/appointed. assessment premature			
(iii)	Not yet fit for promotion			
(iv)	Unlikely to progress further			

**01. Name of the reporting officer**  
(Capital letters)

**Signature**

**Designation**

**Date**

**02. Name of the countersigning officer**  
(Capital letters)

**Signature**

**Designation**

**Date**

**03. Name of the 2<sup>nd</sup> countersigning officer**  
(Capital letters)

**Signature**

**Designation**

**Date**