

**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.



Mei Mei

- 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

23/12

Sikandar



No.3/2/2012-CP-II

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION



Islamabad, the 10th 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 Manzoor 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)

_____ 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.

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**
4. **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)?**

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)

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

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

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 nd Countersigning Officer (if any)
i.	Accomplishment of planned work			
ii.	Quality of output			
iii.	Accomplishment of exceptional work/unforeseen tasks performed			
Overall Grading Total of (i), (ii) and (iii) above				

- 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 nd 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			
Overall Grading				

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 nd 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			
Overall Grading				

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 nd Countersigning Officer (if any)
i.	Integrity a. General Irreproachable (10 marks) Reputed to be corrupt (1 mark)			
ii.	b. Intellectual Honest & straightforward (10 marks) Shrewd/dishonest (1 mark)			
Overall grading				

PART-V

Overall grading

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

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

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

A- Reporting Officer:

B- Countersigning Officer:

7. **Fitness for promotion**

Sl. No	Description	Reporting Officer	Countersigning Officer	2 nd Countersigning Officer
(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 2nd countersigning officer**
(Capital letters)

Signature

Designation

Date