

No.F.2-14/2019-ACR  
**PAKISTAN AGRICULTURAL RESEARCH COUNCIL**  
Directorate of Establishment  
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Islamabad the 22<sup>nd</sup> December, 2020

**Subject: TIMELY COMPLETION OF PERFORMANCE EVALUATION REPORT (PER) FOR THE YEAR 2020 AND LAST YEARS (IF ANY)**

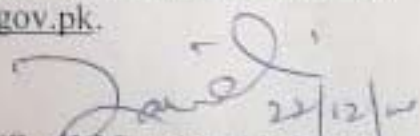
I am directed to refer to above noted subject and to say that Performance Evaluation Report (PER) has become due for the year 2020. Therefore, all Heads of Divisions/Directorates/Centres/Institutes/Stations are requested to ensure that PER (s) of themselves and the officers/officials working under them, are written/initiated, completed and submitted to PER/ACR Sections concerned within the time schedule given below:

- i. Reportee by 25<sup>th</sup> January, 2021
- ii. Reporting Officer by 31<sup>st</sup> January, 2021
- iii. Countersigning Officer by 12<sup>th</sup> February, 2021

3. It has been observed that non-compliance of the guidelines and time schedule for reporting & countersigning not only disturbs the maintenance of CR dossier, but also causes inordinate delay in processing/finalizing the cases for promotion, training and grant of SRA & ASRA. It is further requested that PER for the last year (s) pending (if any) may also be expedited to complete the CR dossier.

4. In terms of the instructions Para-2.37 as contained in booklet "A Guide to Performance Evaluation", Cabinet Secretariat, Establishment Division, GoP, recently reiterated vide D.O. letter No.1/1/2020/CP-IX(PER) dated 24-02-2020, it is compulsory for Reporting and Countersigning Officers to write the PER (s) on their subordinates within stipulated timeframe failing which disciplinary action be initiated against them.

5. The prescribed PER Form, Certificate (by the Reportee), and guidelines for completion the PER (s) are available at PARC website i.e. [www.parc.gov.pk](http://www.parc.gov.pk).

  
(Syed Mutahir Ali Zaidi)  
Superintendent (Estt-I)

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- All Technical Members (Finance/C&M/PSD/NRD/SSD/ASD), PARC
- All Director Generals (P&DD, PARC/AED, PARC/NARC, Islamabad/PARC-SARC, Karachi/PARC-MARC, Gilgit/PARC-BARDC, Quetta)
- Director (HRD, Procurement, Logistics, PR & Protocol, ICT&MIS, Technical, Legal, Accounts, Finance, Works, PARC)
- Director (PARC-AZRC, D.I.Khan/PARC-AZRI, Bahawalpur/PARC-AZRI, Umerkot/PARC-NTHRI, Mansehra/PARC-NSTHRI, Thatta/PARC-SSRI, Faisalabad/PARC-SSRI, Tandojam/PARC-PRFS, Peshawar/PARC-PR&TS, Multan)
- ✓ Webmaster, NARC (with the request to upload the same on PARC website for general information and downloading)

C.C

- PS to Chairman, PARC
- APS to Secretary, PARC