

MOST IMMEDIATE

Reminder-I

No.F.2-14/2019-ACR
PAKISTAN AGRICULTURAL RESEARCH COUNCIL
Directorate of Establishment

Islamabad the 11th March, 2025

Subject: **TIMELY COMPLETION OF PERFORMANCE EVALUATION REPORT (PER) FOR THE YEAR 2024 AND PREVIOUS YEARS (IF ANY)**

I am directed to refer to this office letter of even number dated 26-12-2024 on the subject cited above, and to state that all Reportees, Reporting and Countersigning Officers are once again requested to adhere to following guidelines/instructions regarding timely completion of Performance Evaluation Report (PER):-

- i. All Reportees, who have not submitted their PER (s) so far, are advised to submit PER (s) for the year 2024 and previous year (s) if any without further delay under intimation to this office.
- ii. All Reporting and Countersigning Officers are requested, to ask their subordinate strictly for submission of PER(s) for the year 2024 and previous year (s) without further delay, if not submitted by them so far under intimation to this office.
- iii. All Reporting and Countersigning Officers to whom Reportee (s) has/have submitted their PER(s), are requested to complete the PER(s) and submit to ACR Section, PARC or concerned ACR Sections on priority basis under intimation to this office.

2. It is further intimated that Cabinet Secretariat, Establishment Division, GoP's reiterated vide D.O. letter No.1/1/2020/CP-IX (PER) dated 24-02-2020 for timely completion of PER. It is compulsory for Reporting and Countersigning Officers to write the PER(s) on their subordinates within stipulated time frame failing which disciplinary action be initiated against them.


(FARIS ALI KHAN)
Deputy Director (HR)

Distribution:

- Member (Finance), PARC
- CSO/Sr. Director/Incharge, (PSD/ASD/SSD/NRD/C&M), PARC
- Director General (P&DD/NARC/PARC-SARC/PARC-AZRC, D.I. Khan)
- Director(Logistic/PR&P/MIS/HRD/Coordination/Works/Accounts), PARC
- Director (Administration), NARC/PARC-SARC, Karachi
- Director(PARC-NTHRI,Shinkiari/PARC-SSRI,Tandojam/PARC-SSRI, Faisalabad/
PARC-AZRI, Bahawalpur/PARC-NSTHRI, Thatta/PARC-P&RTS, Multan/PARC-PFRS,
Peshawar /PARC/RRI, Kala Shah Kaku/PARC-WAWMI, Tandojam)
- Assistant Director (DPC/O&M/Estt-I/Estt-II/Estt-III/PIS), PARC
- In-charge (Transport Section/Cafeteria), PARC
- Webmaster, PARC (with the request to upload the same on PARC website for general information)

C.C:

- Secretary (Council), PARC
- TSO to Chairman, PARC