



**GOVERNMENT OF SINDH
LAW, PARLIAMENTARY AFFAIRS &
CRIMINAL PROSECUTION DEPARTMENT**

Karachi, dated the 12th December, 2024

NOTIFICATION

No.S.Genl:2-09/2024: In pursuance of Para 2.43 of the instructions “**A Guide to Performance Evaluation 2004**”, with the approval of the Competent Authority i.e (Secretary Law), the Chart of **(PER Authorities-2024) (PA-2024)** designating respective authorities for Initiating/ Reporting/Countersigning of the Performance Evaluation Reports (PER) along with the Authority to communicate/expunge the adverse remarks in respect of officers serving in Government of Sindh belonging to attached offices of this Department, is notified as under:-

OFFICE OF THE PROSECUTOR GENERAL SINDH

S #	PERs of the Officers to be reported upon	Authority to Initiate the PER	Authority to Countersign the PER	2 nd Countersigning Authority	Authority to Communicate adverse remarks	Authority for expunction of adverse remarks
01.	Addl. Prosecutor General (BPS-19)	Prosecutor General	Secretary Law	-	Additional Secretary Concerned	Secretary Law Department
02.	Deputy Prosecutor General (BPS-18)	Addl. Prosecutor General concerned	Prosecutor General	-	Additional Secretary Concerned	Secretary Law Department
03.	Assistant Prosecutor General (BPS-17)	Deputy Prosecutor General	Addl. Prosecutor General concerned	-	Deputy Secretary concerned	Secretary Law Department
FIELD OFFICE						
01.	District Public Prosecutor (BPS-19)	Prosecutor General	Secretary Law	-	Additional Secretary Concerned	Secretary Law Department
02.	Deputy District Public Prosecutor (BPS-18)	District Public Prosecutor concerned	Prosecutor General	-	Deputy Secretary concerned	Secretary Law Department
03.	Assistant District Public Prosecutor (BPS-17)	Deputy District Public Prosecutor	District Public Prosecutor	-	Deputy Secretary concerned	Secretary Law Department

OFFICE OF THE DIRECTOR GENERAL (MI&E)

S #	PERs of the Officers to be reported upon	Authority to Initiate the PER	Authority to Countersign the PER	2 nd Countersigning Authority	Authority to Communicate adverse remarks	Authority for expunction of adverse remarks
01.	Director (BPS-19)	Director General	Secretary Law Department	-	Additional Secretary Concerned	Secretary Law Department
02.	Deputy Director (BPS-18)	Director	Director General	-	Additional Secretary Concerned	Secretary Law Department
03.	Assistant Director (BPS-17)	Deputy Director	Director	-	Deputy Secretary concerned	Secretary Law Department

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MANEEL HASNAIN
 Section Officer (Adminy) 21/12/2024

SOLICITOR TO GOVERNMENT OF SINDH

S #	PERs of the Officers to be reported upon	Authority to Initiate the PER	Authority to Countersign the PER	2 nd Countersigning Authority	Authority to Communicate adverse remarks	Authority for expunction of adverse remarks
01.	Deputy Solicitor (BPS-18)	Solicitor	Secretary Law Department	-	Additional Secretary Concerned	Secretary Law Department
02.	Assistant Solicitor (BPS-17)	Deputy Solicitor Concerned	Solicitor	-	Deputy Secretary Concerned	Secretary Law Department
FIELD OFFICE						
01.	District Attorney (BPS-19)	Solicitor	Secretary Law Department	-	Additional Secretary Concerned	Secretary Law Department
02.	Deputy District Attorney (BPS-18)	District Attorney concerned	Solicitor	-	Deputy Secretary concerned	Secretary Law Department

INSTRUCTIONS:-

1. If any Initiating Officer (IO) / Reporting Officer (RO) / Countersigning Officer (CO) is not authorized / budgeted in departmental / organizational strength or not posted, the next senior officer shall initiate the PER under which the reported officer directly serves and the next higher authority to countersign.
2. Officials/Staff, irrespective of their BPS, posted directly under any gazetted officer shall be reported by the same Head office/Section and countersigned by the next higher-scale officer.
3. All attached offices shall frame and propose respective charts of PERs for their attached office/field office, keeping in view the clear reporting / countersigning authority and principle of seniority.
4. **Removal of difficulties:** - For any clarification regarding the post not mentioned in the above chart, the respective office shall approach Law Department, accordingly.

**ALI AHMED BALOCH
SECRETARY**

No.S.Genl:2-09/2024/1407

Karachi, dated December 12th December, 2024.

A copy is forwarded for information and circulation among entire concerned lower formation throughout the Province to:-

1. The Prosecutor General, Sindh, Karachi.
2. The Director General (MI&E), CPS, Law Department, Govt. of Sindh, Karachi.
3. The Solicitor to Government of Sindh, Karachi.
4. The Director (IT), Law, Parliamentary Affairs & Criminal Prosecution Department, Govt. of Sindh, Karachi.
5. The Section Officer (P-I, II & III), Law, Parliamentary Affairs & Criminal Prosecution Department, Govt. of Sindh, to prepare PER Dossiers of officers of CPSD/MI&E (BPS-16 and above) dealt by their Sections.
6. The Section Officer (ACR), SGA&C Department, Government of Sindh, Karachi.
7. The Section Officer (Codification), Law, Parliamentary Affairs & Criminal Prosecution Department, Govt. of Sindh, to prepare PER Dossiers of officers of Solicitor Department (BPS-16 and above) whose promotion cases are processed in Law Department (Sectt.).
8. Sr. P.S to Secretary Law.
9. P.S. to Special Secretary Law.

Maneel Hasnain
12/12/2024

**(MANEEL HASNAIN)
SECTION OFFICER(ADMIN)
FOR SECRETARY TO GOVT. OF SINDH**

MANEEL HASNAIN
Section Officer (Admin)
Law Department



GUIDELINES FOR FILLING UP THE PER

- After initiation of their PER, the officers under report should immediately fill up the detachable 'certificate' giving names of the RO/CO and forward the same to the Officer Incharge of their respective confidential records. This exercise will ensure proper follow-up of the pending performance evaluation reports by the concerned Ministry/Division/Provincial Government etc.
- Forms should be filled in duplicate. Parts I and II are to be filled by the officer under report and should be typed. Part III will be filled by the Reporting Officer while the Countersigning/Second Countersigning Officers will fill Parts IV and V respectively.
- Each Division, Department, autonomous body and office etc. is required to prepare specific job descriptions giving main duties of each job to be mentioned in Part-II (1). The job descriptions may be finalized with the approval of the Head of the Organization or any person authorized by him.
- The officer under report should fill Part II (2) of the form as objectively as possible and short term and long term targets should be determined/ assigned with utmost care. The targets for each job may be formulated at the beginning of the year wherever possible. In other cases, the work performed during the year needs to be specifically mentioned.
- Assessment by the Reporting Officers should be job-specific and confined to the work done by the officer during the period under report. They should avoid giving a biased or evasive assessment of the officer under report, as the Countersigning Officers would be required to comment on the quality of the assessment made by them.
- The Reporting Officers should carryout their assessment in Part III through comments against each characteristic. Their opinions should represent the result of careful consideration and objective assessment so that, if called upon, they could justify the remarks/ comments. They may maintain a record of the work done by the subordinates in this regard.
- The Reporting Officers should be careful in giving the overall and comparative gradings. Special care should be taken so that no officer is placed at an undue disadvantage.
- The Countersigning Officers should weigh the remarks of the RO against their personal knowledge of the officer under report, compare him with other officers of the same grade working under different Reporting Officers, but under the same Countersigning Officer, and then give their overall assessment of the officer. In case of disagreement with the assessment done by the Reporting Officer, specific reasons should be recorded by the Countersigning Officers in Part IV (2).
- The Countersigning Officers should make an unbiased evaluation of the quality of performance evaluation made by the RO by categorizing the reports as exaggerated, fair or biased. This would evoke a greater sense of responsibility from the reporting officers.
- The Countersigning Officers should underline, in red ink, remarks which in their opinion are adverse and should be communicated to the officer reported upon. All adverse remarks whether remediable or irreparable should be communicated to the officer under report, with a copy of communication placed in the CR dossier. Reporting Officers should ensure that they properly counsel the officer under report before adverse remarks are recorded.
- The Reporting and Countersigning Officers should be clear, direct, objective and unambiguous in their remarks. Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
- Reports should be consistent with the pen picture, overall grading and comparative grading.

IMPORTANT

- Parts I and II of the PER should be duly filled and dispatched to the Reporting Officer not later than the 15th of January. The ROs should forward the report to the Countersigning Officer within two weeks of receipt after giving their views in Parts III. The COs should finalize their comments in Part IV within two weeks of receipt of PER. The Second Countersigning Officers, if any, should also complete their assessment within a period of two weeks.
- Name and designation of Reporting /Countersigning Officers should be clearly written. Comments should be legible and in the prescribed format and which can be easily scanned.
- Personnel Number is to be filled in by the officer under report, if allotted.
- Proforma has been devised in English/Urdu to provide flexibility to RO/CO in the choice of language.
- Comparative grading only applies to officers falling in very good, good and average categories. This grading would not apply to anyone falling in below average category in Part III (6).