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No. SO(Estt)10-147/2006 (901)
GOVERNMENT OF THE PUNJAB
SPECIAL EDUCATION DEPARTMENT
31-Sher Shah Block New Garden Town, Lahore
Dated Lahore the February 19th, 2026

To,

Director General of Special Education Punjab,
Lahore.

All District Education Officers,
Special Education.

SUBJECT COMPLETION OF P.E.Rs

Kindly Refer to the subject cited above.

2. I am directed to refer to paras-2 and 3 of the Instructions about Confidential Reports / Performance Evaluation Reports (PERs) provide as under: -

"2. When should a Report be Written - The report shall relate to a calendar year. It shall be initiated in the first week of January by the initiating authority and forwarded to the higher authority in the same week. The higher authority shall give its remarks within one week. In case it is necessary to send the report to a third authority, it will be sent to the authority immediately. The final authority shall also record its views within a week. Time schedule has been laid down so that the remarks are based on the performance of Government servants during the calendar year to which they relate. Otherwise, consciously or sub-consciously subsequent events can contribute towards the formation of opinion in respect of the past year. Thus the reports should be completed within the month of January each year."

3. Responsibility of the final authority to ensure prompt writing of confidential reports - Generally, the writing of confidential reports gets delayed, which affects the disposal of cases in which it is necessary to consult Character Rolls. This also leads to frustration among the government servants. The final authority about writing of confidential report will be responsible for obtaining confidential reports for the preceding calendar year within the month of January, each year. It would then furnish a certificate to Services and General Administration Department that all the confidential reports which were due to be completed have actually been completed and placed on the Character Rolls. This certificate should reach Services and General Administration Department (Section R-IV) in the first week of February. The defaulting authorities shall be brought to the notice of government for appropriate disciplinary action."

3. It has been observed that PERs about the work and conduct of civil servants are not written and countersigned within the time frame prescribed for this purpose (Schedule is enclosed). Consequently, promotion cases of government servants are deferred by the competent forum due to in-complete P.E.Rs.

4. It is, therefore, requested to direct all the regular officers of (BS-16) and above to write and submit their PERs (Part-I / complete in all respect upto 31.12.2025) from the date of regularization, to their respective Reporting Officer. It may also be ensured that all Reporting/Countersigning Authorities strictly follow the prescribed time schedule for writing/countersigning of PERs of their subordinates, within the prescribed time limit.

5. All District Education Officer, Special Education are directed to submit a certificate about completion of PERs of all officers under their administrative control, till the year 2025, should reach to this Department within fifteen (15) days along with PERs of the all employees serving in their respective districts.



SECTION OFFICER (ESTT-II)

C.C:

2. P.S to Secretary, Special Education Department.

SCHEDULE FOR COMPLETION OF THE PROCESS OF WRITING OF PERs

1. The officer to be reported upon should submit the ACR form after completing Part-1 to the reporting officer on 1st day of January.
2. The reporting officer should record his/her remarks in appropriate parts by the end of 1st week of January and send the report to the Countersigning Officer by 8th January.
3. The Countersigning Officer should record his/her remarks by the end of second week of January and pass on the report to the 2nd Countersigning Officer if any, by 16th January.
4. The Final Countersigning Officer Should also record his/her remarks within one week.
5. Report writing should be completed within the month of January.