

PART IV

حصہ چہارم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹر سائنگ آفسر کی رائے)

1. How often have you seen the work of the officer reported upon?
آفسر کا کام کس حد تک آپ کی نظر سے گزرتا رہا؟

Very Frequent اکثر و بیشتر	Frequently اکثر	Rarely مبارکباد	Never کبھی
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2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons.

آپ آفسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ آفسر کی رائے سے متفق نہیں تو اس کی وجوہات بیان کریں

I agree with the RO

3. Overall grading
مجموعی درجہ

Very Good بہت اچھا	Good اچھا	Average اوسط	Below Average اوسط سے کم
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4. Recommendation for promotion

ترقی کے لیے سفارش

(Comment on the officer's potential for holding a higher position and additional responsibilities)

آفسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں

On his turn
6

2. Evaluation of the quality of assessment made by the Reporting Officer

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹر سائننگ افسر کی رائے

Exaggerated

(مبالغہ آمیز)

Fair

(معاقل)

Biased

(جانب دار)

46

Name of the Countersigning Officer MOHAMMAD SHEHZAD ARBAB Signature [Handwritten Signature]

(Capital letters) _____

رپورٹنگ افسر کا نام (دو اعلیٰ حروف میں)

Designation Ex - Chief Secretary Date 23/6/2015

عہدہ

تاریخ

PART V

حصہ پنجم

(REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY)

دوسرے کاؤنٹر سائننگ افسر کی رائے اگر کوئی ہو

Name _____ Signature _____

دستخط

Designation _____ Date _____

عہدہ

تاریخ

EM NO (2)

GUIDELINES FOR FILLING UP THE PER

- After initiating 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 carry out 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 and giving the overall and comparative gradings. Special care should be taken so that no officer is placed at an undue dis-advantage.
- The Countersigning Officer 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 dis-agreement 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 or 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 irremediable should be communicated to the officer under report, with a copy of communication placed in his/her CR dossier. Reporting Officers should ensure that proper counseling is given to 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 gradings.

IMPORANT

- Part 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 then 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 (7).

SUBJECT: PROMOTION
Secretary F
in BS-20 falling to the
already working. He
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as under:-
i.
Acco:
3.
fc

ITEM NO (2)

ESTABLISHMENT DEPARTMENT
(Meeting of PSB held on 29.06.2016)

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SUBJECT: **PROMOTION OF PCS (SG) OFFICERS FROM BS-19 TO BS-20.**

Secretary Establishment apprised the Board that number of schedule posts in BS-20 falling to the share of PCS (SG) is eighteen (18) where sixteen (16) Officers are already working. Hence two posts are lying vacant.

2. According to Service Rules of PCS, the post in BS-20 is required to be filled as under:-

- i. Promotion to the posts in BS-20 shall be made on the basis of seniority-cum-fitness from amongst the officers holding posts in BS-19 who have completed the minimum length of service as prescribed by Government.
- ii. Under the policy of Provincial Government attending of SMC is mandatory for promotion to BS-20. However the officers who attained the age of 58 years will be exempted till 31.07.2016.

3. The service record of the officers included in the panel was discussed as follows: -

S. NO	NAME OF OFFICER	RECOMMENDATIONS OF THE BOARD
1	Mr. Attiq-ur-Rehman	His date of birth is 03.03.1962. He joined government service on 01.10.1988. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 12.11.2009 and 25.6.2010 recommended his supersession for promotion to BS-20 on the ground that his Efficiency Index was below the threshold and did not consider his promotion on 4.11.2010. His promotion was deferred on 27.5.2011. The Board in its meeting held on 13.10.2011 again recommended his supersession for promotion to BS-20 as his Efficiency Index was still below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. His PER for the year 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 06 marks. Even then the Officer could not get the required threshold of 70 marks. The Board considered his promotion and observed that

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		<p>according to the policy his promotion will be considered after he earns PER for the ensuring one full year.</p> <p>The Board did not consider him for promotion.</p>
2	Mr. Ghulam Saddique	<p>His date of birth is 15.12.1956. He joined government service on 21.01.1987. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 25.6.2010 recommended his supersession for promotion to BS-20 on the ground that his Efficiency Index was below the threshold required for promotion to BS-20 and did not consider his promotion on 4.11.2010. His promotion was deferred on 27.05.2011. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. His PER for the period from 1.10.2010 to 31.12.2010 and 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 05 marks. Even then the officer could not get the required threshold of 70 marks. The Board considered his promotion and observed that according to the policy his promotion will be considered after he earns PER for the ensuring one full year.</p> <p>The Board did not consider him for promotion.</p>
3.	Mr. Javed Anwar.	<p>His date of birth is 12.04.1963. He joined government service on 20.12.1988. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held 4.11.2010 decided to consider his case after he earns PER for the year 2010 as there were adverse remarks in his SMC report and the Board deferred his promotion case on 4.11.2010 and 27.5.2011 as his PER for the year 2010 was not available. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. The Board directed the Establishment Department to place his case before the Board after he earns PER for the year 2012. The Board in its meeting held on 14.11.2014 recommended to defer his promotion and directed that his promotion could be considered after he earns PER for the year 2014. The Board in its meeting held on 10.05.2016 recommended to defer his promotion as his</p>

		<p>service record and performance was not very encouraging for a Professional Officer to be considered for promotion to BS-20. The Board has observed that he has recently been recommended for deferment.</p> <p>The Board recommended to defer his promotion.</p>
4	Mr. Asif Shahab	<p>His date of birth is 22.9.1967. He joined government service on 4.5.1991. He was promoted to BS-19 on 06.12.2007. The PSB in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion as he had not attended SMC which is mandatory for promotion to BS-20. The Board was informed that the Officer has premature retired from service on 01.06.2016.</p> <p>The Board did not consider him for promotion.</p>
5	Mr. Muhammad Ramzan	<p>His date of birth is 04.03.1963. He joined government service on 02.09.1993. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. No inquiry is pending against him. His service record upto 2015 is generally good.</p> <p>The Board recommended the Officer for promotion to BS-20 on regular basis. He will be on probation for a period of one year.</p>
6	Syed Akhter Hussain Shah	<p>His date of birth is 10.01.1964. He joined government service on 14.09.1993. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board observed that he was on deputation to UNDP from 06.06.2014 to 20.08.2015. According to the promotion policy, his promotion will be considered after he earns one calendar year PER.</p> <p>The Board recommended to defer his promotion.</p>

ESTABLISHMENT DEPARTMENT
(Meeting of PSB held on 27.07.2016)

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SUBJECT: PROMOTION OF PCS (SG) OFFICERS FROM BS-19 TO BS-20.

Secretary Establishment apprised the Board that number of schedule posts in BS-20 falling to the share of PCS (SG) is eighteen (18) where seventeen (17) Officers are already working. Hence one post is lying vacant.

2. According to Service Rules of PCS, the post in BS-20 is required to be filled as under:-

- i. Promotion to the posts in BS-20 shall be made on the basis of seniority-cum-fitness from amongst the officers holding posts in BS-19 who have completed the minimum length of service as prescribed by Government.
- ii. Under the policy of Provincial Government, attending of SMC is mandatory for promotion to BS-20. However the officers who attained the age of 58 years will be exempted till 31.07.2016.

3. The service record of the officers included in the panel was discussed as follows: -

S. NO	NAME OF OFFICER	RECOMMENDATIONS OF THE BOARD
1	Mr. Attiq-ur-Rehman	His date of birth is 03.03.1962. He joined government service on 01.10.1988. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 12.11.2009 and 25.6.2010 recommended his supersession for promotion to BS-20 on the ground that his Efficiency Index was below the threshold and did not consider his promotion on 4.11.2010. His promotion was deferred on 27.5.2011. The Board in its meeting held on 13.10.2011 again recommended his supersession for promotion to BS-20 as his Efficiency Index was still below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. His PER for the year 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 06 marks. Even then the Officer could not get the required threshold of 70 marks. The Board in its meeting held on 29.06.2016 did not consider his promotion as per policy his promotion will be

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		<p>considered after he earns PER for the ensuring one full year. The Board observed that position is still the same.</p> <p>The Board did not consider him for promotion.</p>
2	Mr. Ghulam Saddique	<p>His date of birth is 15.12.1956. He joined government service on 21.01.1987. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 25.6.2010 recommended his supersession for promotion to BS-20 on the ground that his Efficiency Index was below the threshold required for promotion to BS-20 and did not consider his promotion on 4.11.2010. His promotion was deferred on 27.05.2011. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. His PER for the period from 1.10.2010 to 31.12.2010 and 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 05 marks. Even then the officer could not get the required threshold of 70 marks. The Board in its meeting held on 29.06.2016 did not consider his promotion as per policy his promotion will be considered after he earns PER for the ensuring one full year. The Board observed that position is still the same.</p> <p>The Board did not consider him for promotion.</p>
3.	Mr. Javed Anwar.	<p>His date of birth is 12.04.1963. He joined government service on 20.12.1988. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held 4.11.2010 decided to consider his case after he earns PER for the year 2010 as there were adverse remarks in his SMC report and the Board deferred his promotion case on 4.11.2010 and 27.5.2011 as his PER for the year 2010 was not available. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. The Board directed the Establishment Department to place his case before the Board after he earns PER for the year 2012. The Board in its meeting held on 14.11.2014 recommended to defer his promotion and directed that his promotion could be considered after he earns PER for the year 2014. The Board in its meeting</p>

		<p>held on 10.05.2016 recommended to defer his promotion as his service record and performance was not very encouraging for a Professional Officer to be considered for promotion to BS-20. The Board in its meeting held on 29.06.2016 recommended to defer his promotion as the he had recently been recommended for deferment. The Board has now observed that position is still the same.</p> <p>The Board recommended to defer his promotion.</p>
6	<p>Syed Akhter Hussain Shah</p>	<p>His date of birth is 10.01.1964. He joined government service on 14.09.1993. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 29.06.2016 recommended to defer his promotion as he was on deputation to UNDP from 06.06.2014 to 20.08.2015. According to the promotion policy, his promotion will be considered after he earns one calendar year PER. The Board has now observed that position is still the same.</p> <p>The Board recommended to defer his promotion.</p>

CONFIDENTIAL

SUBJECT: PROMOTION OF PCS (SG) OFFICERS FROM BS-19 TO BS-20.

Secretary Establishment apprised the Board that number of schedule posts in BS-20 falling to the share of PCS (SG) is eighteen (18) where seventeen (17) Officers are already working. Besides the Board recommended an Officer to BS-21 as a result which a post of BS-20 also became vacant. Hence two posts are lying vacant.

2. According to Service Rules of PCS, the post in BS-20 is required to be filled as under:-

- i. Promotion to the posts in BS-20 shall be made on the basis of seniority-cum-fitness from amongst the officers holding posts in BS-19 who have completed the minimum length of service as prescribed by Government.
- ii. Under the policy of Provincial Government attending SMC is mandatory for promotion to BS-20. However the officers who attained the age of 58 years will be exempted.

3. The service record of the officers included in the panel was discussed as follows: -

		RECOMMENDATIONS OF THE BOARD
S. NO	NAME OF OFFICER	
1	Mr. Attiq-ur-Rehman	His date of birth is 03.03.1962. He joined government service on 01.10.1988. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 12.11.2009 and 25.6.2010 recommended his supersession in BS-20 on the ground that his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 27.5.2011 deferred his promotion to BS-20. The Board in its meeting held on 13.10.2011 again recommended his supersession in BS-20 as his Efficiency Index was still below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 deferred his promotion. His PER for the year 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 06 marks. Even then the Officer could not get the required threshold of 70.

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		<p>marks. The Board in its meeting held on 29.06.2016 and 27.07.2016 did not consider his promotion as per policy his promotion will be considered after he earns PER for the ensuing one full year. The Board observed that position is still the same.</p> <p>The Board did not consider him for promotion.</p>
2	Mr. Ghulam Saddique	<p>His date of birth is 15.12.1956. He joined government service on 21.01.1987. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 25.6.2010 recommended his supersession for promotion to BS-20 on the ground that his Efficiency Index was below the threshold required for promotion to BS-20 and did not consider his promotion on 4.11.2010. His promotion was deferred on 27.05.2011. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. His PER for the period from 1.10.2010 to 31.12.2010 and 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 05 marks. Even then the officer could not get the required threshold of 70 marks. The Board in its meeting held on 29.06.2016 and 27.07.2016 did not consider his promotion as per policy his promotion will be considered after he earns PER for the ensuing one full year. The Board observed that position is still the same.</p> <p>The Board did not consider him for promotion.</p>
3.	Mr. Javed Anwar.	<p>His date of birth is 12.04.1963. He joined government service on 20.12.1988. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 4.11.2010 decided to consider his case after he earns PER for the year 2010 as there were adverse remarks in his SMC report and the Board deferred his promotion case on 4.11.2010 and 27.5.2011 as his PER for the year 2010 was not available. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. The Board directed the Establishment Department to place his case before the Board after he earns PER for the year 2012. The Board in its meeting held on 14.11.2014 recommended to defer his</p>

		<p>promotion and directed that his promotion could be considered after he earns PER for the year 2014. The Board in its meeting held on 10.05.2016 recommended to defer his promotion as his service record and performance was not very encouraging for a Professional Officer to be considered for promotion to BS-20. The Board in its meeting held on 29.06.2016 and 27.07.2016 recommended to defer his promotion as he had recently been recommended for deferment. The Board observed that position is still the same.</p> <p>The Board recommended to defer his promotion.</p>
4	<p>Dr. Syed Akhter Hussain Shah</p>	<p>His date of birth is 10.01.1964. He joined government service on 14.09.1993. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 29.06.2016 and 27.07.2016 recommended to defer his promotion as he was on deputation to UNDP from 06.06.2014 to 20.08.2015. According to the promotion policy, his promotion will be considered after he earns one calendar year PER. The Board was informed that he has earned PER for the period from 21.08.2015 to 31.12.2015 and a special outstanding report for the period from 01.01.2016 to 29.08.2016. No enquiry is pending against him. His service record upto 29.08.2016 is generally good.</p> <p>The Board recommended the Officer for promotion to BS-20 on regular basis. He will be on probation for a period of one year.</p>
5	<p>Mr. Raja Saad Khan</p>	<p>His date of birth is 11.09.1965. He joined government service on 11.01.1994 in BS-17. He was promoted to BS-19 on 06.01.2009. The Board was informed that he was on EOL. He reported for duty and requested for premature retirement w.e.f. 01.09.2016, which is under process. His PER for the year 2009 to 2015 are also not available.</p> <p>The Board did not consider his promotion.</p>
6	<p>Mr. Mian Muhammad</p>	<p>His date of birth is 10.02.1966. He joined government service on 10.11.1991 and was appointed as PCS (SG) Officer in BS-17 on 26.05.1997. He was promoted to BS-19 on 06.01.2009. He has attended SMC which is mandatory for promotion to BS-20. No enquiry is pending against him. His service record upto 2015 is generally good.</p> <p>The Board recommended the Officer for promotion to BS-20 on regular basis. He will be on probation for a period of one year.</p>



GOVERNMENT OF
KHYBER PAKHTUNKHWA
ESTABLISHMENT DEPARTMENT

Dated Peshawar, the September 19, 2016

NOTIFICATION

NO.SO(E-I)E&AD/5-1/2016. Government of Khyber Pakhtunkhwa on the recommendations of the Provincial Selection Board is pleased to promote the following officers, on regular basis/acting charge basis as per details given below, with immediate effect:-

S. #.	NAMES OF OFFICERS	FROM	TO	REMARKS
1.	Dr. Syed Akhtar Hussain Shah (PCS SG)	BS-19	BS-20	On regular basis.
2.	Mian Muhammad (PCS SG)	BS-19	BS-20	On regular basis.
3.	Mr. Inayatullah Wasim (PMS)	BS-18	BS-19	On regular basis.
4.	Mr. Muhammad Khalid (PMS)	BS-18	BS-19	On acting charge basis.

2. The officers on promotion will remain on probation for a period of one year in terms of Section 6(2) of Khyber Pakhtunkhwa Civil Servants Act, 1973 read with Rule-15(1) of Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion & Transfer) Rules, 1989.

3. Consequent upon the above, the officers will remain posted as under:-

S.#	NAME OF OFFICERS	POST HELD
1.	Dr. Syed Akhtar Hussain Shah (PCS SG BS-20)	Special Secretary (Estt.) Establishment Department.
2.	Mian Muhammad (PCS SG BS-20)	Special Secretary (Reg.) Establishment Department.
3.	Mr. Inayatullah Wasim (PMS BS-19)	Additional Secretary, P&D Department.
4.	Mr. Muhammad Khalid (PMS BS-19 a.c.b.)	Director (Admn/HR) Provincial Disaster Management Authority, Peshawar.

CHIEF SECRETARY
GOVERNMENT OF KHYBER PAKHTUNKHWA

Endst. of even No. & date

Copy forwarded to the:-

1. Additional Chief Secretary, P&D Department.
2. Senior Member Board of Revenue, Khyber Pakhtunkhwa.
3. Additional Chief Secretary (FATA), FATA Secretariat.
4. All Administrative Secretaries in Khyber Pakhtunkhwa.
5. Principal Secretary to Governor, Khyber Pakhtunkhwa.
6. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
7. All Divisional Commissioners in Khyber Pakhtunkhwa.
8. Director General, Provincial Disaster Management Authority, Peshawar.
9. Accountant General, Khyber Pakhtunkhwa.
10. PS to Chief Secretary, Khyber Pakhtunkhwa.
11. PS to Auditor General of Pakistan, Islamabad.
12. PS to Secretary Establishment/PS to SS(E)/SS (Reg)/PA,AS(HRD)/AS(E)/ DS(E./SO(E.II)/SO(E.V)
13. PS to Secretary (Admn.)/D.S(A)/SO(Secret)/Estate Officer/ACSO Cyber/Dy Director (IT) and Director Protocol Administration Department.
14. Officers concerned.
15. Controller, Govt. Printing Press, Peshawar.

(KASHIF IQBAL JILANI)
SECTION OFFICER (ESTT. I)
PH: & FAX #091-9210529

ZIA-U-BAQ

o/c

22/9/16

To

The Chief Minister,
Khyber Pakhtunkhwa.

Subject: ANTE-DATED PROMOTION.

Respected Sir,

It is submitted stated that on the recommendations of PSB meeting held on 29.08.2016. I have been promoted to PCS (SG) BS-20 vide notification No. SO (E-I)E&AD/5-1/2016 dated 19.09.2016. In this connection I took the opportunity to raise following submissions for my anti-dated promotion:-

- i. That I was due for promotion in November, 2014. The Provincial Selection Board in its meeting held on 14.11.2014, called me to appear before the board, my name being at S. No. 9 of the panel as per PSB Minutes.
- ii. I met all the eligibility criteria i.e qualification, threshold criteria, length of service and seniority and my PERs for the year 2013 were complete. Two officers junior to me i.e S. No. 10 and S.No. 11 of the panel were recommended. In my case the Board has recorded the following remarks:-

"On deputation with UNDP for three years and is currently not serving in the cadre. Hence, need to have a PER for one calendar year after he returns from deputation. Incomplete PERs record (PERs for the period 2013 (pt) was under process)."

2. The above decision of the Board in my case is not in line with the existing rules/policy of the Provincial Govt: on the subject for the following reasons:-

- i. According to Rule-7(3) of Govt: of Khyber Pakhtunkhwa (APT) Rules, 1989 for promotion to a higher post "a person possessing such qualifications and fulfilling such conditions as laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental Promotion Committee or the Provincial Selection Board for promotion or transfer, as the case may be". The condition as such are laid down in the relevant service rules prescribed for such a post. In my case the relevant service rules say "by promotion on the basis of selection-on-merit from amongst PMS officer holding posts in BS-19 having at least 17 years service in Bs-17 and above and undergone advance training course from NIPA or any other training course prescribed by govt".
- ii. Similarly the Promotion Policy 2009 of Provincial Govt: lays down the following pre-requisites for promotion:-

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- (i) Mandatory training.
(ii) Minimum marks under comprehensive efficiency index which is 70 marks.
(iii) Length of service.
(iv) No other issue, such as disciplinary, judicial or NAB/Anti-Corruption cases are pending against the panellist officer.
(v) PERs

3. I met all the requirements as quoted at Para-2(1) and (ii) above while the reason for promotion being on deputation and earning of one more PER was not relevant and should not have been a justification for not considering me for the said promotion. In this connection again reference is made to Para-iv (b) of the ibid promotion policy which says as under:-

"the civil servant who are on deputation abroad or working with international agencies within Pakistan or abroad, will be asked to return before their cases come up for consideration. If they fail to return, they will not be considered for promotion. They will be considered for promotion after earning one calendar PER and their seniority shall remain intact."

4. Since I had been called for the above promotion and I appeared before the board. My PERs for the year 2013 were complete in all respect. As such I have sustained a recurring financial loss which was my legal and due right had the promotion policy quote at para-3 been judiciously and fairly applied.

5. In view of above submission in paras (para-2(i) & (ii) and Para-3), I hereby put my representation for my ante-dated promotion with my batch with effect from November, 2014 to save me from perpetual financial loss and mental agony.


(Dr. Syed Akhtar Hussain Shah)
PCS (SG) BS-20
Special Secretary Establishment,
Establishment Department

14-10-16

Most Immediate/Out Today

S-13 25-5-17



GOVERNMENT OF KHYBER PAKHTUNKHWA
ESTABLISHMENT DEPARTMENT
(JUDICIAL WING)

Khyber Pakhtunkhwa
Service Tribunal

Diary No. 391

Dated 10/5/17

No. SO(Lit)E&AD/3-2874/2017
Dated: Peshawar, the 08.05.2017

To

The Registrar, Khyber Pakhtunkhwa,
Service Tribunal, Peshawar.

Subject: - **SERVICE APPEAL NO. 195 OF 2017 SYED AKHTAR HUSSAIN SHAH
VERSUS GOVT OF KHYBER PAKHTUNKHWA THROUGH
SECRETARY ESTABLISHMENT & OTHERS.**

I am directed to refer to the subject noted above and to enclose herewith
parawise comments in respect of Dr. Syed Akhtar Hussain Shah, Secretary
Establishment duly signed by Respondents No. 1&3 for processing of the same, as the
date is fixed for hearing on 25.05.2017 in the instant case.

M. A. E
SECTION OFFICER (LIT)

Encl: As Above.

Endst: of even No. & Date.

Copy forwarded to the: -

1. PSO to Chief Secretary, Khyber Pakhtunkhwa.
2. PS to Chief Secretary, Khyber Pakhtunkhwa.
3. PS to Secretary Establishment Department.
4. P.A to Additional Secretary (J), E&A Department.
5. P.A to Dy: Secretary (J), E&A Department
6. Master File.

SECTION OFFICER

BEFORE THE
KHYBER PAKHTUNKHWA SERVICE TRIBUNAL, PESHAWAR

Service Appeal No. 195 OF 2017

Syed Akhtar Hussain Shah..... (Appellant)

VERSUS

Govt. Of Khyber Pakhtunkhwa through Chief Secretary and others. (Respondents)

PARAWISE COMMENTS ON BEHALF OF RESPONDENTS

PRELIMINARY OBJECTIONS:

1. This Honourable Services Tribunal has no jurisdiction to entertain the instant appeals.
2. That the appellant has got no cause of action/locus standi to file the instant appeal against the respondents.
3. That the present appeal is not maintainable.
4. That the appellant has presented the facts in manipulated form which disentitles him for any relief whatsoever
5. That the appellant has not come to this Honourable Services Tribunal with clean hands.
6. That the appeal is bad for mis-joinder and non-joinder of necessary parties.
7. That the appellant is stopped from his own conduct to file the instant appeal.

ON FACTS

Paras 1 to 6	Pertains to record.
Para-7	Incorrect. Since his deputation with UNDP w.e.f. 09.6.2014, neither any application of the appellant was received in this department for placement his case before the PSB nor he submitted any arrival in this department. However, on 14.7.2015 the appellant had submitted his arrival and reported with the Provincial Government for the first time wherein he also requested for termination of his deputation and further posting/promotion (Annex-I).
Para-8	Incorrect. As stated above the appellant was on deputation during the said period hence he was recommended for deferment from promotion in the PSB meeting (Annex-II) and was not declared fit for promotion in the minutes of PSB meeting dated 14.11.2014.
Para-9	Incorrect. The appellant was on deputation to UNDP w.e.f. 06.6.2014 to 20.8.2015 and according to Promotion Policy of the provincial government, his promotion was to be considered after he earned one calendar year PER (Annex-III). The appellant earned PER for

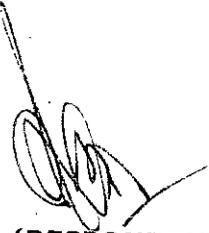
	period from 21.8.2015 to 31.12.2015 and a special outstanding report for the period from 01.01.2016 to 29.8.2016 and became eligible for promotion on 29.8.2016. He was promoted as soon as he became eligible for his promotion. Submission of PER for period from 21.8.2015 to 31.12.2015 and a special outstanding report for the period from 01.01.2016 to 29.8.2016 itself estops him from filing the instant appeal and to claim promotion before 29.8.2016.
Para-10	Incorrect as explained in para-9 above.
Para-11	The appellant was promoted as soon as he became eligible for his promotion as per policy/rules.
Para-12	Incorrect.
Para-13	The appellant has been treated in accordance with rules/law, hence he has no cause of action/locus standi to file the instant appeal against the respondents. Therefore the appeal may be rejected without wastage of the precious time of the court/tribunal.

ON GROUNDS

- A. Incorrect. The appellant was on deputation to UNDP w.e.f. 06.6.2014 to 20.8.2015 and according to Promotion Policy of the provincial government, his promotion was to be considered after he earned one calendar year PER. The appellant earned PER for period from 21.8.2015 to 31.12.2015 and a special outstanding report for the period from 01.01.2016 to 29.8.2016 and became eligible for promotion on 29.8.2016. He was promoted as soon as he became eligible for his promotion. The appellant was treated in accordance with rules/policy.
- B. Incorrect. The appellant was considered as per Rule 7(3) of Government of Khyber Pakhtunkhwa (Appointment, Promotion & Transfer) Rules, 1989 by the PSB in its meetings and was recommended to defer from promotion for the reasons mentioned in reply to ground "A".
- C. Incorrect. The appellant was not eligible for promotion in November 2014 as explained in pre paras. However, he was promoted as soon as he became eligible for his promotion as per policy/rules.
- D. Incorrect. Since his deputation with UNDP w.e.f. 09.6.2014, neither any application of the appellant was received in this department for placement his case before the PSB nor he submitted any arrival in this department. However, on 14.7.2015 the appellant had submitted his arrival and reported with the Provincial Government for the first time wherein he also requested for termination of his deputation and further posting/promotion. Moreover, as per Promotion Policy of the provincial government, his promotion was to be considered after he earned one calendar year PER. Accordingly he was promoted as soon as he became eligible for his promotion as per policy/rules. Deferment of the appellant in meeting of November 2014 was according to Rules/policy.

E	Incorrect. The no financial loss has been given to the appellant by the Provincial Government.
F	Incorrect. The appeal is baseless and unfounded hence may be rejected without wastage of the precious time of the court/tribunal.

It is, therefore, most humbly prayed that the instant appeal being devoid of merit may very graciously be dismissed with costs.



(RESPONDENT NO. 1 & 3)

Annex-I

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To

The Government of Khyber Pakhtunkhwa
Establishment Department.

Subject:- REQUEST FOR PLACEMENT OF PROMOTION CASE IN PSB MEETING.

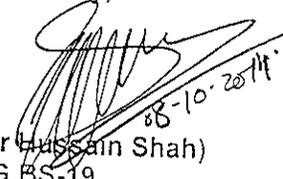
Dear Sir,

It is stated that I am on deputation to UNDP Peshawar since 11th June 2014 and due for promotion to BS-20. I came to know that Provincial Selection Board meeting is likely to be held in the month of November, 2014 and I am willing to return to the Government of Khyber Pakhtunkhwa.

Therefore, my case for promotion to BS-20 may kindly be placed before the PSB in its forthcoming meeting.

I will be highly obliged.

Yours Faithfully,


(Dr. Syed Akhtar Hussain Shah)
PCS SG BS-19

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PSB-II J

Panel of officers for consideration:-

S #	Name of officer with present posting	Date of Birth	Date of entry into Govt. service	Date of regular appointment/promotion to BS-19	Total length of service	Whether fulfill the prescribed length of service for promotion	Remarks
1.	Mr. Attiq-ur-Rehman Member (G) GIT	3.3.62	01.10.88	6.12.2007	25.10 Years	Yes	<p>Attended 5th SMC. The officer was previously superseded two times, by PSB in its meetings held on 12.11.2009 and 13.10.2011, as his Efficiency Index was below the required threshold for promotion to BS-20. The PSB did not consider him for promotion in its meetings held on 25.5.2012 and 5.9.2012. On 4.10.2012 Board did not recommend him for promotion.</p> <p>The officer had also filed a Writ Petition in PHC against the decisions of PSB which was dismissed on 16.6.2014.</p>
2.	Mr. Ghulam Saddique Addl. Secy. C&W	15.12.56	21.1.1987	6.12.2007	27.7 Years	Yes	<p>Attended 6th SMC. The officer was previously superseded by PSB in its meetings held on 25.6.2010 on the grounds that his efficiency index was below the threshold required for promotion to BS-20. On 4.11.2010 PSB did not consider him for promotion. His promotion was deferred on 27.5.2011. PSB in its meeting held on 13.10.2011 again superseded him, due to the reasons that efficiency index was below the threshold required for promotion to BS-20. However board did not consider him for promotion on 25.5.2012. On 5.9.2012 Board again not considered him for promotion. On 4.10.2012 his PER for the period from 1.10.2010 to 31.12.2010 & 2011 were not available, hence Board did not recommend him for promotion.</p> <p>The officer had also filed a Writ Petition in PHC against the decisions of PSB. PHC in its decision dated 4.7.2013, directed the respondents that the case of the officer may be placed and consider the petitioner's case for promotion to BS-20 with 70-Efficiency Index. However, due to non-availability of post in BS-20, his case could not be placed before the PSB.</p>

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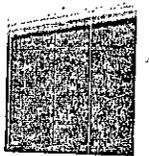
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S #	Name of officer with present posting	Date of Birth	Date of entry into Govt. service	Date of regular appointment / promotion to BS-19	Total length of service	Whether fulfill the prescribed length of service for promotion	Remarks
3.	Mr. Javed Anwar A.S. Housing	12.4.63	20.12.88	19.5.2008	25.8 Years	Yes	Attended 7 th SMC. In view of adverse remarks in the SMC report of the officer, the board in its meeting held on 4.11.2010 decided to consider his case after he earns PER for year 2010 as there was adverse remarks in his SMC report. The Board deferred his promotion on 27.5.2011. PSB in its meeting held on 13.10.2011 recommended supersession of the officer, due to the reasons that efficiency index was below the threshold required for promotion to BS-20.. However Board did not consider him for promotion on 25.5.2012 and 5.9.2012. On 4.10.2012 Board did not recommend him for promotion and direct the E&AD to place his case after he earns PER for the year 2012.
4.	Mr. Asif Shahab DD PPSA	22.9.67	4.5.91	6.12.2007	23 Years.	Yes	Not Attended SMC, therefore, PSB did not consider him for promotion on 25.5.2012. On 5.9.2012 Board again not considered him for promotion. On 4.10.2012 board did not recommend him for promotion. Now the officer has given under taken to the effect that he will not undergo SMC and claim promotion to BS-20..
5.	Mr. Muhammad Abid Majeed Secretary (A,I,C) FATA	23.9.69	15.9.93	6.12.2007	21 Years	Yes	Attended SMC. PSB did not consider him for promotion on 25.5.2012 and 5.9.2012 due to not undergoing SMC. On 4.10.2012 board did not recommend him for promotion.
6.	Mr. Sharafat Khan Rabbani A.S. Reg.	7.2.61	14.9.93	19.5.2008	21 Years	Yes	Attended SMC. On 5.9.2012 Board has not considered him for promotion, as he has not undergone SMC. On 4.10.2012 board did not recommend him for promotion.
7.	Mr. Muhammad Ramzan, Member (Eng.) PIT	4.3.63	2.9.93	19.5.2008	21-Yrs.	Yes	Attended SMC.
8.	Mr. Aziz Khan Khattak, AS (Cabinet)	1.1.60	18.9.93	19.5.2008	21- Years	Yes	Attended SMC

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#	Name of officer with present posting	Date of Birth	Date of entry into Govt. service	Date of regular appointment/ promotion to BS-19	Total length of service	Whether fulfill the prescribed length of service for promotion	Remarks
9.	Syed Akhtar Hussain Shah, Dy. Provincial Representative of UN System	10.1.64	14.9.93	19.5.2008	21-Years	Yes	Attended SMC.
10.	Mr. Masood Ahmad, DG Provincial Ombudsman	14.11.68	14.9.1993	19.5.2008	21-Years	Yes	Attended SMC
11.	Syed Nazar Hussain Shah, DG GDA	9.4.66	14.9.93	19.5.2008	21-Years	Yes	Attended SMC.

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CERTIFICATE

- (1) Certified that the officer at S. No. 1, 2 & 3 have attended SMC and possess the requisite length of service required for promotion.
- (2) The officers mentioned at Sr. No. 4 has not yet attended SMC and also given under taking that he will not claim promotion to BS-20.
- (3) Officers at Sr. No. 5 to 11 possess the requisite length of service required for promotion and has also undergone the mandatory training of SMC.
- (4) It is also certified that no disciplinary action/proceedings, NAB case or criminal charges in any court of law are pending against any of the officers included in the panel.

(DR. AKHTAR NAZIR)
 SECRETARY ESTABLISHMENT
 Dated _____

7.11.2014

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Annex 3/11
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MINUTES OF THE MEETING
OF PROVINCIAL SELECTION BOARD
14th NOVEMBER, 2014

SECRET

Establishment Department
Khyber Pukhtunkhwa.

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TABLE NO. I

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OFFICERS RECOMMENDED FOR PROMOTION

SL. NO.	SEN. NO.	NAMES OF OFFICERS	TOTAL (PERs + TERs)	AWARD OF MARKS BY PSB	TOTAL MARKS
1	05	Mr. Muhammad Abid Majeed	82.44	11	93.44
2	08	Mr. Aziz Khan Khattak	68.5	11	79.5
3	10	Mr. Masood Ahmad	67.1	09	76.1
4	11	Syed Nazar Hussain	78.20	11	89.20

TABLE NO. IIOFFICERS RECOMMENDED FOR DEFERMENT FOR THE REASONS RECORDED AGAINST EACH

SL. NO.	SEN. No.	NAMES OF OFFICERS	REASONS OF DEFERMENT
1	03	Javed Anwar	The Board observed that the officer had a blend of good and very good PERs during the last 06 years; nonetheless his SMC report discerns that he could hardly harness past knowledge to deal with present challenges and hence his capacity to manage continuity with change remained undeveloped. The Board noted that officer may be given another chance for improvement and his case be placed before PSB after he earns PER for the 2014. The Board, therefore decided to recommend him for deferment.
2	04	Mr. Asif Shahab	Not Qualified. Incomplete PERs record (PERs for the periods 2011, 2012 and 2013 are missing).
3	06	Mr. Sharafat Kahn Rabbani	The Board observed that SMC report shows his writing skills were passable in terms of command over English language but indicated weak

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			organization and analytical skills.. On the assigned leadership role, he was slow in picking up the key points and assigning tasks to group members and as such, the output was just average. the Board decided to further watch the performance of officer and therefore recommend him for deferment.
4	07	Mr. Muhammad Ramzan	Not Qualified. Incomplete PERs record (PERs for the periods 2011, 2012 and 2013 are missing).
5	09	Syed Akhtar Hussain Shah	On deputation with SNDDP for three years and is currently not serving in the cadre. Hence, need to have a PER for one calendar year after he returns from deputation. Incomplete PERs record (PERs for the period 2013 (only) was under process)

SECRET


Secretary to Government of
Khyber Pakhtunkhwa
Establishment Department

Annex-III

For Officers in BPS 19 & 20

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مستند محدود

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GOVERNMENT OF KHYBER PAKHTUNKHWA

حکومت خیبر پختونخواہ

Department/Office Labor

محکمہ ایشز

Service/Group PCS-SG

سروس گروپ

PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD

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15-2 - 2013 TO

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7-7-2013

ساتھ جولائی

PART I

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پُر کریں)

1. Name (in block letters) DR. SYED AKHTER HUSSAIN SHAH
نام (واضح حروف میں)
 2. Personnel number 00324160
انفرادی نمبر
 3. Date of birth 10-01-1964
تاریخ پیدائش
 4. Date of entry in service 14-09-1993
لازمت اختیار کرنے کی تاریخ
 5. Post held during the period (with BPS) Additional Secretary Labor
پیش نظر عہدہ میں عہدہ (مع اسکیل)
(BPS-19)
 6. Academic qualifications
تعلیم
 7. Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W))
زبانوں کا علم
(بولنے (ب)، پڑھنے (پ)، اور لکھنے (ل) کی صلاحیت)
- Urdu (S) (R) (W) English (S) (R) (W) Hindko (S) (R) (W)
Pachto (S) Punjabi (S) (R)

Training received during the evaluation period (Training courses attended earlier,
if any, may please be listed separately on the back page of the report

(اس سے پہلے ترمیمی کورسوں میں شرکت اور پورٹ کے صفحہ کی پشت پر درج کریں)

متعلقہ عرصہ کے دوران تربیت کی تفصیل

Name of course attended کورس کا نام	Duration with dates تاریخوں کے ساتھ دورانیہ	Name of Institution and country ادارے اور ملک کا نام

9. Period served

عہدہ ملازمت

(i) In present post

موجودہ عہدے پر

(ii) Under the reporting officer

رپورٹنگ افسر کے ماتحت

PART II

حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پر کریں)

1. Job description

ذمہ داریوں کی تفصیل

- Policy making & implementation for Labor Department & its attached de
- Preparation & implementation of new policies for workers in the Labor Department.
- Regulate & devise policy for standardization of Labor laws, employment conditions and working environment.
- Implementation of International Labor organizations (ILO) Conventions pertaining to abolition of Child Labor, bonded labor, Labor discrimination etc.
- Coordination with other regulatory department like law department & Provincial Assembly.
- Coordination with International agencies like ILO & UN agencies dealing in Labor laws

2. Brief account of achievements 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.

میں انظر میں نمایاں کام کو اعداد و شمار کے ساتھ منظر بیان کریں۔ اہداف اور کارکردگی کو نمایاں طور پر لکھیں۔ اہداف تکمیل نہ جانے کی وجوہات بھی بیان کریں

Prepared & implemented Social Protection Strategy for workers in the Province.

Initiated Social Capital based Employment Strategy for KPK and extended assistance in replication at Federation of Pakistan.

Proposed following initiatives at Provincial and National level:

- Smart Card System for workers
- Labor Market Information System.
- Integrated Central Data Bank.
- Inter Provincial Job Portal
- Automation of Disbursement of Social Protection Funds.
- Social Capital Based Employment Strategy.

PART III

(REPORTING OFFICER'S EVALUATION)

(رپورٹنگ افسر کا جائزہ)

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1. Please comment on the officer's performance on the job as given in Part II (2) with special reference to his knowledge of work, ability to plan, organize and supervise, analytical skills, competence to take decisions and quality and quantity of output. How far was the officer able to achieve the targets? Comment on the Officer's contribution, with the help of statistical data, if any, in the overall performance of the organization. Do you agree with what has been stated in Part II (2)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ افسر کے علم، تخیلی اور نگرانی کرنے کی صلاحیت، تجزیاتی مہارت اور نفاذ کرنے کی صلاحیت کے متعلق رائے دیں۔ کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کی مددگار کردار کو بیان کریں۔ افسر کے کارکردگی اور اعداد و شمار کے حوالے سے تبصرہ کریں۔ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

I agree.

2. Integrity (Morality, uprightness and honesty)
دیانت (مہذبہ رویہ)

The officer carries impeccable integrity

3. Pen picture including the officer's strengths and weaknesses with focus on emotional stability, ability to work under pressure, communication skills and interpersonal effectiveness (Weakness will not be considered as adverse entry unless intended to be treated as adverse).

تعمیراتی تصویر جس میں افسر کی کمزوریاں اور طاقتیں پر توجہ دیا جائے اور اس میں اس کی کام کرنے کی صلاحیت اور رابطہ کاروباری امور میں کامیابی پر توجہ دینا ضروری ہے۔

A dynamic officer always comes up with out of box solution and rendered outstanding performance.

4. Role of the officer in vaccination/immunization campaign (applicable to district officers like DCOs, Political Agents, EDOs Health and other dealing Officers).

پیشہ کاروں کے ذریعے ایسے کاموں میں حصہ لے کر جو صحت اور تعلیم کے شعبوں سے متعلق ہوں اور ان کے لیے ضروری ہے۔

5. Area and level of professional expertise with suggestions for future posting

پیشہ کاروں کی صلاحیتوں اور ان کے لیے ضروری ہے۔

Deserves higher and strategic positions in Finance, Planning, management etc.

6. Training and development needs
تربیت و ترقی کے لئے ضروریات

7. Overall grading
مجموعی درجہ

Outstanding

Very Good
بہت اچھی

Good
اچھا

Average
اوسط

Below Average
اوسط سے کم

8. Fitness for promotion
ترقی کے لیے مہارت

Comment on the officer's potential for holding a higher position and additional responsibilities

آفسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں

The officer can prove a bigger asset for the govt, when promoted and assigned higher position/responsibilities

[Signature]

Name of the Reporting Officer _____ Signature _____
(Capital letters) _____

رپورٹنگ آفسر کا نام (دائیں طرف میں)

Designation Secretary _____ Date _____
عہدہ _____ تاریخ _____

PART IV

حصہ چہارم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائنگ افسر کی رائے)

1. How often have you seen the work of the officer reported upon?
افسر کا کام کس حد تک آپ کی نظر سے گزرتا رہا؟

Very Frequent اکثر دیکھتا	Frequently اکثر	Rarely بہت نادر	Never کبھی نہیں
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2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons.
آپ افسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ افسر کی رائے سے متفق نہیں تو اس کی وجوہات بیان کریں

Capable officer

3. Overall grading
مجموعی درجہ

Very Good بہت اچھا	Good اچھا	Average اوسط	Below Average اوسط سے کم
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4. Recommendation for promotion
ترقی کے لیے سفارش

(Comment on the officer's potential for holding a higher position and additional responsibilities)
(افسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں)

FM

5. Evaluation of the quality of assessment made by the Reporting Officer

رپورنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹر سائننگ افسر کی رائے

36

Exaggerated
مبالغہ آمیز

Fair
منصف

Biased
جانبدار

Name of the countersigning officer _____ Signature _____

(Capital letters) Ghulam Dost Khan
رپورنگ افسر کا نام (دائیں حروف میں)

[Handwritten Signature]

Designation _____ Date _____

CS & P

PART V

حصہ پنجم

(REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY))

دوسرے کاؤنٹر سائننگ افسر کی رائے اگر کوئی ہے

Name _____ Signature _____

نام _____ دستخط

Designation _____ Date _____

_____ تاریخ

(Label)

(IF)

Signature (S)

GOVERNMENT OF KHYBER PAKHTUNKHWA
حکومت خیبر پختونخواہ

Department/Office Lahore
محکمہ افسران

Service/Group PCS-SCG
سروس/گروپ

PERFORMANCE EVALUATION REPORT

FOR THE PERIOD
۲۰

کارکردگی رپورٹ

4-7-2013 TO
۲۰۲۰

17-12-2013
برائے عرصہ

PART I

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPO (I))
(متعلقہ افسر خود پُر کریں)

1. Name (in block letters) DR. SYED AKHTER HUSSAIN SHAH
نام (دائیں طرف میں)
2. Personnel number 00324160
انفرادی نمبر
3. Date of birth 10-01-1964
تاریخ پیدائش
4. Date of entry in service 14-09-1993
ملازمت اختیار کرنے کی تاریخ
5. Post held during the period (with BPS) Additional Secretary Lab.
پیش نظر عرصہ میں عہدہ (مع اسکیل)
6. Academic qualifications BPS-19
تعلیم
7. Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W))
زبانوں کا علم
(بولنے (S)، پڑھنے (R)، اور لکھنے (W) کی صلاحیت)

Urdu (S) (R) (W) English (S) (R) (W) Hindio (S) (R) (W)
Pashio (S) (R) (W) Punjabi (S) (R)

2. Brief account
of data where po
to highlight
بیان کریں
پر

8. Training received during the evaluation period (Training courses attended earlier, if any, may please be listed separately on the back page of the report)

(اس سے پہلے ترقی کورسوں میں شرکت اور پوسٹ کے سونے کی پوسٹ پر درج کریں)

متعلقہ عرصے کے دوران تربیت کی تفصیل

Name of course attended کورس کا نام	Duration with dates تاریخوں کے ساتھ دورانیہ	Name of institution and country ادارے اور ملک کا نام

9. Period served

(i) In present post
موجودہ عہدے پر

(ii) Under the reporting officer
رپورٹنگ افسر کے ماتحت

PART II

حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پر کریں)

1. Job description

نہداریوں کی تفصیل

- Policy making & implementation for Labor Department & its attached
- Preparation & implementation of new policies for workers in the Labor Department.
- Regulate & devise policy for standardization of labor laws, Employment Condition and working Environment.
- Implementation of International Labor organization's (ILO) conventions pertaining to abolition of Child Labor, bonded labor, labor discrimination etc.
- Coordination with other regulatory department like law department & Provincial Assembly.
- Coordination with International agencies like ILO & UN agencies like dealing in labor laws

2. Brief account of achievements 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.

پیش نظر عرصہ میں نمایاں کام کا اعداد و شمار کے ساتھ مختصر بیان کریں۔ اہداف اور کارکردگی کو نمایاں طور پر کہیں۔ اہداف تکمیل رہ جانے کی وجوہات بھی بیان کریں

- Prepared & implemented Social Protection Strategy for workers in the Province.
- Initiated Social Capital based Employment Strategy for KPK and extended assistance in replication at Federation of Pakistan.
- Proposed following initiatives at Provincial and National level:
 - Smart Card System for workers
 - Labor Market Information System.
 - Integrated Central Data Bank.
 - Inter-Provincial Job Portal
 - Automation of Disbursement of Social Protection funds.
 - Social Capital Based Employment Strategy

PART III

حصہ سوم

(REPORTING OFFICER'S EVALUATION)

(رپورٹنگ افسر کا جائزہ)

1. Please comment on the officer's performance on the job as given in Part II (2) with special reference to his knowledge of work, ability to plan, organize and supervise, analytical skills, competence to take decisions and quality and quantity of output. How far was the officer able to achieve the targets? Comment on the Officer's contribution, with the help of statistical data, if any, in the overall performance of the organization. Do you agree with what has been stated in Part II (2)?

حکومت (پ) میں بیان کی گئی کارکردگی کا جائزہ میں۔ افسر کے کام، تنظیم اور نگرانی کرنے کی صلاحیت، نگرانی مہارت اور نفاذ کرنے کی صلاحیت کے تعلق رائے دیں۔ کارکردگی کے معیار و مقدار کے حوالے سے بھی جائزہ دیں۔ اہداف کو کتنا کرنے میں افسر کی مددگاری کا کیا پایا اور اس ادارے کی مجموعی کارکردگی میں افسر کے کردار کی اعداد و شمار کے حوالے سے نتائج کریں۔ کیا آپ حکومت (پ) میں دی گئی معلومات سے متفق ہیں؟

very competent, hard working and intelligent officer. He performed all the tasks assigned to him during period under report.

2. Integrity (Morality, uprightness and honesty)

(صحت باہری اور باہری) دیانت

Honest and upright officer.

3. Pen picture including the officer's strengths and weaknesses with focus on emotional stability, ability to work under pressure, communication skills and interpersonal effectiveness (Weakness will not be considered as adverse entry unless intended to be treated as adverse).

تعمیراتی طور پر اور کمزوریوں کا جائزہ لیں، خصوصاً سختی کے تحت کام کرنے کی صلاحیت، رابطہ اور باہری اہلی اہلی اور تنظیم پر کام کرنے کی صلاحیت بیان کریں (کوئی کو اس وقت تک متنی طور پر نہ لیا جائے جب تک وہ پورے انفرمیشن کے لیے)

He is dependable and trust worthy officer.

4. Role of the officer in vaccination/immunization campaign (applicable to district officers like DCOs, Political Agents, EDOs Health and other dealing Officers).

پولیکیم کے دوران انفرمیشن کے دوران (مطلق انفرمیشن جیسا کہ ای۔ سی۔ او، پولیکیم، ای۔ ڈی۔ او اور ایس۔ او کے لیے)

His performance during the period was outstanding.

5. Area and level of professional expertise with suggestions for future posting

پیشہ دارانہ مہارت اور آگے بڑھنے کی نشاندہی

The officer has great qualities and he should be promoted to higher grade.

Training and development needs

مزید تربیت کے لئے تجاویز

Normal training to update his knowledge.

2. Overall grading

مجموعی درجہ

Rating

Very Good
بہسی

Good
اچھا

Average
اوسط

Below Average
اوسط سے کم

8. Fitness for promotion

ترقی کے لیے مہارت

Comment on the officer's potential for holding a higher position and additional responsibilities

آفسری اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں تاہم

The officer may be promoted at the earliest in the best interest of govt

Name of the Reporting Officer JAMALUD-DIN Signature [Signature]

(Capital letters)
رپورٹنگ افسر کا نام (دائیں طرف میں)

Designation Secretary

مقام

Date

02/09/14

PART IV

حصہ چہارم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹرسائگنگ افسر کے رائے)

1. How often have you seen the work of the officer reported upon?

افسر کا کام کس حد تک آپ کی نظر سے گزرتا رہا؟

Very Frequent اکثر و بیشتر	Frequently اکثر	Rarely نادر و نادر	Never کبھی نہیں
-------------------------------	--------------------	-----------------------	--------------------

2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons.

آپ افسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ افسر کے رائے سے متفق نہیں تو اس کی درجات بیان کریں

I agree with the LO

3. Overall grading

مجموعی درجہ

Very Good <i>بہتر</i>	Good اچھا	Average اوسط	Below Average اوسط سے کم
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4. Recommendation for promotion

ترقی کے لیے سفارش

(Comment on the officer's potential for holding a higher position and additional responsibilities)

(افسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے

بارے میں رائے دیں)

On his turn.

5. Evaluation of the quality of assessment made by the Reporting Officer

رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹر سائننگ افسر کے رائے

Exaggerated

مبالغہ آمیز

Fair

معاشرہ

Biased

جانبدار

Name of the countersigning officer

(Capital letters) Muhammad Shajid Arbab

رپورٹنگ افسر کا نام (دائیں حروف میں)

Signature

دستخط

Designation

عہدہ

En-Chief Secretary UPR

Date

تاریخ

PART V

حصہ پنجم

(REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY))

دوسرے کاؤنٹر سائننگ افسر کے رائے اگر کوئی ہو

Name

نام

Signature

دستخط

Designation

عہدہ

Date

تاریخ

For Officers in BPS 19 & 20

اسکیل ۱۹ اور ۲۰ کے افسران کے لیے

RESTRICTED

بھیڑ بند

GOVERNMENT OF KHYBER PAKHTUNKHWA

حکومت خیبر پختونخوا

Department/Office Labor
حکمہ دفتر

Service/Group PCS-SG
سرورس گروپ

PERFORMANCE EVALUATION REPORT

کارکردگی رپورٹ

FOR THE PERIOD ۰۱-۰۱-۲۰۱۴ TO ۰۹-۰۶-۲۰۱۴
۲۰۱۴ تا ۲۰۱۴

PART I

حصہ اول

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)
(متعلقہ افسر خود پُر کریں)

1. Name (in block letters) DR. SYED AKHTER HUSSAIN SHAH
نام (واضح حروف میں)
 2. Personnel number 00324160
انفرادی نمبر
 3. Date of birth 10-01-1964
تاریخ پیدائش
 4. Date of entry in service 14-09-1993
ملازمت اختیار کرنے کی تاریخ
 5. Post held during the period (with BPS) Additional Secretary (BPS-19)
پیش نظر عرصہ میں عہدہ (مع اسکیل)
 6. Academic qualifications Ph.D (Economics)
تعلیم
 7. Knowledge of languages (Please indicate proficiency in speaking (S), reading (R) and writing (W))
زبانوں کا علم (پولنے (ب)، پڑھنے (پ)، اور لکھنے کی صلاحیت)
- | | | |
|-----------------------|--------------------------|-------------------------|
| <u>Urdu (S)(W)(R)</u> | <u>English (S)(W)(R)</u> | <u>Hindko (S)(W)(R)</u> |
| <u>Pashto (S)</u> | <u>Punjabi (S)(R)</u> | |

8. Training received during the evaluation period. (Training courses a
If any, may please be listed separately on the back page of the report

(اس سے پہلے تربیتی کورسوں میں شرکت اور پورٹ کے صفحہ کی پشت پر درج کریں)

دوران تربیت کی تفصیل

Name of course attended کورس کا نام	Duration with dates تاریخوں کے ساتھ دروانیہ	Name of Institution and col ادارے اور ملک کا نام
/	/	/

of account of ac
ta where possible. T
e highlighted. Rear

بیان کریں
Page 2 of 2
MPK
Pak
Po

9. Period served

عرصہ ملازمت

- (i) In present post

موجودہ عہدے پر
Feb 2013 - June 2014

- (ii) Under the reporting officer

رپورٹنگ افسر کے ماتحت
Nov 2013 - June 2014

PART II

حصہ دوم

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

(متعلقہ افسر خود پر کریں)

1. Job description

ذمہ داریوں کی تفصیل

- Policy making & implementation for Labor Department & its attached departments/institutions.
- Preparation & implementation of new policies for workers in the Labor Department.
- Regulate & devise policy for standardization of Labor laws, employment condition & working environment.
- Implementation of International Labor Organizations (ILO) conventions pertaining to abolition of child labor, bonded labor labor discrimination
- Coordination with other regulatory departments like law department & Provincial Assembly
- Coordination with International agencies like ILO & UN agencies dealing in Labor laws.

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Brief account of achievements 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.

پیش نظر سرٹ میں نمایاں کام کا اعداد و شمار کے ساتھ تصدیق کر کے۔ اہداف اور کارکردگی کو نمایاں طور پر لکھیں۔ اہداف مکمل ہو جانے کی وجوہات بھی بیان کریں
Prepared Social Capital Based Employment Strategy for KPK and extended assistance in replication at Federation of Pakistan.

Proposed following initiatives at Provincial & National level. The Provincial Government incorporated the initiative in the ADP scheme No: 600 (130481)

- Smart Card System for workers.
- Labor Market Information System
- Integrated central Data Bank.
- Inter Provincial Job Portal.
- Automation of Disbursement of Social Protection funds.

PART III

حصہ سوم

(REPORTING OFFICER'S EVALUATION)

(رپورٹنگ افسر کا جائزہ)

- Please comment on the Officer's performance on the job as given in Part II (2) with special reference to his knowledge of work, ability to plan organize and supervise, analytical skills, competence to take decisions and quality and quantity of output. How far was the officer able to achieve the targets? Comment on the Officer's contribution, with the help of statistical data, if any, in the overall performance of the organization. Do you agree with what has been stated in Part II (2)?

حصہ دوم (۲) میں بیان کی گئی کارکردگی کا جائزہ لیں۔ افسر کے علم، تنظیمی اور نگرانی کرنے کی صلاحیت، تجزیاتی مہارت اور فیصلہ کرنے کی صلاحیت کے متعلق رائے دیں۔ کارکردگی کے معیار و مقدار کے حوالے سے بھی رائے دیں۔ اہداف کو پورا کرنے میں افسر کی مدد کا مہیا رہا یا نہیں۔ ادارے کی مجموعی کارکردگی میں افسر کے کردار کی اعداد و شمار کے حوالے سے نشاندہی کریں۔ کیا آپ حصہ دوم (۲) میں دی گئی معلومات سے متفق ہیں؟

I agree. The officer remained dutiful and performed his duties to the best of his capabilities and was always able to achieve the targets, set by the department/authority, within the given timeframe. He always produced quality work with implementation.

2. Integrity (Morality, uprightness and honesty)
دیانت (دراست بازی یا ایمانداری)

He is a good officer
having straightforward and
positive approach. He is a
man of good moral character.

3. Pen picture including the officer's strengths and weaknesses, emotional stability, ability to work under pressure, and interpersonal effectiveness (Weakness will not be considered an entry unless intended to be treated as adverse).

سرکاری کاموں کا جائزہ لیں، خصوصاً جذباتی طور پر اور باہر کی حالت میں کام کرنے کی صلاحیت، رابطہ اور باہمی تفہیم پیدا کرنے کی اس وقت تک عملی طور پر کیا جائے جب تک کہ اس پر نیک اثر ضروری نہ ہو۔

A very fine and hard working officer with
Command over communication skills. Good
Techniques for effective implementation. During
the period under reference, he
really proved to be an asset of
department / Provincial Govt.

4. Role of the officer in vaccination/immunization campaign (applicable to district officers like DCOs, Political Agents, EDOs Health and other dealing Officers).

پولیو ایم کے دوران افسر کا کردار (ضلعی افسران جیسا کہ ڈی۔سی۔ او، پولیٹیکل ایجنٹ، ای۔ڈی۔ او ایچ اور دوسرے متعلقہ افسران کے لیے)

Not Applicable.

5. Area and level of professional expertise with suggestions for future posting

The officer is in possession of vast knowledge and
administrative experience in the management of
skills and has the capability to work in any dept/organization.
However his future assignment/posting against the positions
dealing with policy formulation and implementation in the
fields of management, development and administration
can prove beneficial for the Govt.

43

Training and development needs

مزید تربیت کے لیے تیار

Any entrance level training opportunity in the fields of management, development, administration etc can be fruitful for his future involvement and competency development / building.

Overall grading

مجموعی درجہ

Very Good اعلیٰ	Good اچھا	Average اوسط	Below Average اوسط سے کم
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Fitness for promotion

ترقی کے لیے مہمیت

Comment on the officer's potential for holding a higher position and additional responsibilities

آفسر کی اعلیٰ عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں

He is fit for promotion and can be assigned higher responsibilities in the best public interest.

Name of the Reporting Officer Col. J. B. Khan Signature [Signature]

(Capital letters) _____

رپورٹنگ آفسر کا نام (دراصل حروف بڑے)

Designation Asst. Secy. Lahore Date 9/6/15

مقام

تاریخ

PART IV

حصہ چہارم

(REMARKS OF THE COUNTERSIGNING OFFICER)

(کاؤنٹر سائننگ آفسر کی رائے)

2. Evaluation
آفسر کی رائے

Exam

1. How often have you seen the work of the officer reported upon?
آفسر کا کام کس حد تک آپ کی نظر سے گزرتا رہا؟

Very Frequent اکثر و بیشتر	Frequently اکثر	Rarely نادردنار	Never کبھی نہیں
-------------------------------	--------------------	--------------------	--------------------

2. How well do you know the officer? If you disagree with the assessment of the reporting officer, please give reasons.

آپ آفسر کو کس حد تک جانتے ہیں؟ اگر آپ رپورٹنگ آفسر کی رائے سے متفق نہیں تو اس کی وجوہات بیان کریں

I agree with the RO.

3. Overall grading
مجموعی درجہ

Very Good بہت اچھی	Good اچھا	Average اوسط	Below Average اوسط سے کم
-----------------------	--------------	-----------------	-----------------------------

4. Recommendation for promotion
ترقی کے لیے سفارش

(Comment on the officer's potential for holding a higher position and additional responsibilities)

آفسر کی اپنی عہدے پر کام کرنے اور اضافی ذمہ داریاں سنبھالنے کی صلاحیت کے بارے میں رائے دیں

On his term
6

2. Evaluation of the quality of assessment made by the Reporting Officer
رپورٹنگ افسر کے جائزہ کے معیار کے بارے میں کاؤنٹرسائٹنگ افسر کی رائے

Exaggerated
(مبالغہ آمیز)

Fair
(معاقل)

Biased
(جانب دار)

46

Name of the Countersigning Officer MOHAMMAD SHEHZAD ARBAB Signature [Handwritten Signature]

(Capital letters)
رپورٹنگ افسر کا نام (دائیں حروف میں)

Designation Ex - Chief Secretary Date 23/6/2015
عہدہ تاریخ

PART V

حصہ پنجم

(REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY))

دوسرے کاؤنٹرسائٹنگ افسر کی رائے اگر کوئی ہو

Name _____ Signature _____
دستخط

Designation _____ Date _____
عہدہ تاریخ

EM NO (2)

GUIDELINES FOR FILLING UP THE PER

- 1. After initiating 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.
- 2. 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.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. The Reporting Officers should carry out 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.
- 7. The Reporting Officers should be careful and giving the overall and comparative gradings. Special care should be taken so that no officer is placed at an undue dis-advantage.
- 8. The Countersigning Officer 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 dis-agreement with the assessment done by the Reporting Officer, specific reasons should be recorded by the Countersigning Officers in Part IV (2).
- 9. 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 or responsibility from the reporting officers.
- 10. 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 his/her CR dossier. Reporting Officers should ensure that proper counseling is given to the officer under report before adverse remarks are recorded.
- 11. 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 gradings.

IMPORANT

- 1. Part 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 then 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.
- 2. 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.
- 3. Personnel Number is to be filled in by the officer under report, if allotted.
- 4. Proforma has been devised in English/Urdu to provide flexibility to RO/CO in the choice of language.
- 5. 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 (7).

SUBJECT: PROMOTION

Secretary F
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ITEM NO (2)

ESTABLISHMENT DEPARTMENT
(Meeting of PSB held on 29.06.2016)

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SUBJECT: PROMOTION OF PCS (SG) OFFICERS FROM BS-19 TO BS-20.

Secretary Establishment apprised the Board that number of schedule posts in BS-20 falling to the share of PCS (SG) is eighteen (18) where sixteen (16) Officers are already working. Hence two posts are lying vacant.

2. According to Service Rules of PCS, the post in BS-20 is required to be filled as under:-

- i. Promotion to the posts in BS-20 shall be made on the basis of seniority-cum-fitness from amongst the officers holding posts in BS-19 who have completed the minimum length of service as prescribed by Government.
- ii. Under the policy of Provincial Government attending of SMC is mandatory for promotion to BS-20. However the officers who attained the age of 58 years will be exempted till 31.07.2016.

3. The service record of the officers included in the panel was discussed as follows: -

S. NO	NAME OF OFFICER	RECOMMENDATIONS OF THE BOARD
1	Mr. Attiq-ur-Rehman	His date of birth is 03.03.1962. He joined government service on 01.10.1988. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 12.11.2009 and 25.6.2010 recommended his supersession for promotion to BS-20 on the ground that his Efficiency Index was below the threshold and did not consider his promotion on 4.11.2010. His promotion was deferred on 27.5.2011. The Board in its meeting held on 13.10.2011 again recommended his supersession for promotion to BS-20 as his Efficiency Index was still below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. His PER for the year 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 06 marks. Even then the Officer could not get the required threshold of 70 marks. The Board considered his promotion and observed that

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		<p>according to the policy his promotion will be considered after he earns PER for the ensuring one full year.</p> <p>The Board did not consider him for promotion.</p>
2	Mr. Ghulam Saddique	<p>His date of birth is 15.12.1956. He joined government service on 21.01.1987. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 25.6.2010 recommended his supersession for promotion to BS-20 on the ground that his Efficiency Index was below the threshold required for promotion to BS-20 and did not consider his promotion on 4.11.2010. His promotion was deferred on 27.05.2011. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. His PER for the period from 1.10.2010 to 31.12.2010 and 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 05 marks. Even then the officer could not get the required threshold of 70 marks. The Board considered his promotion and observed that according to the policy his promotion will be considered after he earns PER for the ensuring one full year.</p> <p>The Board did not consider him for promotion.</p>
3.	Mr. Javed Anwar.	<p>His date of birth is 12.04.1963. He joined government service on 20.12.1988. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held 4.11.2010 decided to consider his case after he earns PER for the year 2010 as there were adverse remarks in his SMC report and the Board deferred his promotion case on 4.11.2010 and 27.5.2011 as his PER for the year 2010 was not available. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. The Board directed the Establishment Department to place his case before the Board after he earns PER for the year 2012. The Board in its meeting held on 14.11.2014 recommended to defer his promotion and directed that his promotion could be considered after he earns PER for the year 2014. The Board in its meeting held on 10.05.2016 recommended to defer his promotion as his</p>

		<p>service record and performance was not very encouraging for a Professional Officer to be considered for promotion to BS-20. The Board has observed that he has recently been recommended for deferment.</p> <p>The Board recommended to defer his promotion.</p>
4	Mr. Asif Shahab	<p>His date of birth is 22.9.1967. He joined government service on 4.5.1991. He was promoted to BS-19 on 06.12.2007. The PSB in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion as he had not attended SMC which is mandatory for promotion to BS-20. The Board was informed that the Officer has premature retired from service on 01.06.2016.</p> <p>The Board did not consider him for promotion.</p>
5	Mr. Muhammad Ramzan	<p>His date of birth is 04.03.1963. He joined government service on 02.09.1993. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. No inquiry is pending against him. His service record upto 2015 is generally good.</p> <p>The Board recommended the Officer for promotion to BS-20 on regular basis. He will be on probation for a period of one year.</p>
6	Syed Akhter Hussain Shah	<p>His date of birth is 10.01.1964. He joined government service on 14.09.1993. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board observed that he was on deputation to UNDP from 06.06.2014 to 20.08.2015. According to the promotion policy, his promotion will be considered after he earns one calendar year PER.</p> <p>The Board recommended to defer his promotion.</p>

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ITEM NO (2)

ESTABLISHMENT DEPARTMENT
(Meeting of PSB held on 27.07.2016)

SUBJECT: PROMOTION OF PCS (SG) OFFICERS FROM BS-19 TO BS-20.

Secretary Establishment apprised the Board that number of schedule posts in BS-20 falling to the share of PCS (SG) is eighteen (18) where seventeen (17) Officers are already working. Hence one post is lying vacant.

2. According to Service Rules of PCS, the post in BS-20 is required to be filled as under:-
 - i. Promotion to the posts in BS-20 shall be made on the basis of seniority-cum-fitness from amongst the officers holding posts in BS-19 who have completed the minimum length of service as prescribed by Government.
 - ii. Under the policy of Provincial Government attending of SMC is mandatory for promotion to BS-20. However the officers who attained the age of 58 years will be exempted till 31.07.2016.
3. The service record of the officers included in the panel was discussed as follows: -

S. NO	NAME OF OFFICER	RECOMMENDATIONS OF THE BOARD
1	Mr. Attiq-ur-Rehman	His date of birth is 03.03.1962. He joined government service on 01.10.1988. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 12.11.2009 and 25.6.2010 recommended his supersession for promotion to BS-20 on the ground that his Efficiency Index was below the threshold and did not consider his promotion on 4.11.2010. His promotion was deferred on 27.5.2011. The Board in its meeting held on 13.10.2011 again recommended his supersession for promotion to BS-20 as his Efficiency Index was still below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. His PER for the year 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 06 marks. Even then the Officer could not get the required threshold of 70 marks. The Board in its meeting held on 29.06.2016 did not consider his promotion as per policy his promotion will be

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(49)

		<p>considered after he earns PER for the ensuring one full year. The Board observed that position is still the same.</p> <p>The Board did not consider him for promotion.</p>
2	Mr. Ghulam Saddique	<p>His date of birth is 15.12.1956. He joined government service on 21.01.1987. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 25.6.2010 recommended his supersession for promotion to BS-20 on the ground that his Efficiency Index was below the threshold required for promotion to BS-20 and did not consider his promotion on 4.11.2010. His promotion was deferred on 27.05.2011. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. His PER for the period from 1.10.2010 to 31.12.2010 and 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 05 marks. Even then the officer could not get the required threshold of 70 marks. The Board in its meeting held on 29.06.2016 did not consider his promotion as per policy his promotion will be considered after he earns PER for the ensuring one full year. The Board observed that position is still the same.</p> <p>The Board did not consider him for promotion.</p>
3.	Mr. Javed Anwar.	<p>His date of birth is 12.04.1963. He joined government service on 20.12.1988. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held 4.11.2010 decided to consider his case after he earns PER for the year 2010 as there were adverse remarks in his SMC report and the Board deferred his promotion case on 4.11.2010 and 27.5.2011 as his PER for the year 2010 was not available. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. The Board directed the Establishment Department to place his case before the Board after he earns PER for the year 2012. The Board in its meeting held on 14.11.2014 recommended to defer his promotion and directed that his promotion could be considered after he earns PER for the year 2014. The Board in its meeting</p>

		<p>held on 10.05.2016 recommended to defer his promotion as his service record and performance was not very encouraging for a Professional Officer to be considered for promotion to BS-20. The Board in its meeting held on 29.06.2016 recommended to defer his promotion as he had recently been recommended for deferment. The Board has now observed that position is still the same.</p> <p>The Board recommended to defer his promotion.</p>
6	<p>Syed Akhter / Hussain Shah</p>	<p>His date of birth is 10.01.1964. He joined government service on 14.09.1993. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 29.06.2016 recommended to defer his promotion as he was on deputation to UNDP from 06.06.2014 to 20.08.2015. According to the promotion policy, his promotion will be considered after he earns one calendar year PER. The Board has now observed that position is still the same.</p> <p>The Board recommended to defer his promotion.</p>

CONFIDENTIAL

SUBJECT: PROMOTION OF PCS (SG) OFFICERS FROM BS-19 TO BS-20.

Secretary Establishment apprised the Board that number of schedule posts in BS-20 falling to the share of PCS (SG) is eighteen (18) where seventeen (17) Officers are already working. Besides the Board recommended an Officer to BS-21 as a result which a post of BS-20 also became vacant. Hence two posts are lying vacant.

2. According to Service Rules of PCS, the post in BS-20 is required to be filled as under:-

- i. Promotion to the posts in BS-20 shall be made on the basis of seniority-cum-fitness from amongst the officers holding posts in BS-19 who have completed the minimum length of service as prescribed by Government.
- ii. Under the policy of Provincial Government attending SMC is mandatory for promotion to BS-20. However the officers who attained the age of 58 years will be exempted.

3. The service record of the officers included in the panel was discussed as follows:-

S. NO	NAME OF OFFICER	RECOMMENDATIONS OF THE BOARD
1	Mr. Attiq-ur-Rehman	His date of birth is 03.03.1962. He joined government service on 01.10.1988. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 12.11.2009 and 25.5.2010 recommended his supersession to BS-20 on ground that his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 27.5.2011 deferred his promotion to BS-20. The Board in its meeting held on 13.10.2011 again recommended his supersession to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 deferred his promotion. His PER for the year 2011 was also not satisfactory. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 06 marks. Even then the Officer could not get the required threshold of 70

	<p>marks. The Board in its meeting held on 29.06.2016 and 27.07.2016 did not consider his promotion as per policy his promotion will be considered after he earns PER for the ensuing one full year. The Board observed that position is still the same.</p> <p>The Board did not consider him for promotion.</p>
2.	<p>Mr. Ghulam Saddique</p> <p>His date of birth is 15.12.1956. He joined government service on 21.01.1987. He was promoted to BS-19 on 06.12.2007. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 25.6.2010 recommended his supersession for promotion to BS-20 on the ground that his Efficiency Index was below the threshold required for promotion to BS-20 and did not consider his promotion on 4.11.2010. His promotion was deferred on 27.05.2011. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. His PER for the period from 1.10.2010 to 31.12.2010 and 2011 was also not available. The Board in its meeting held on 14.11.2014 recommended his supersession as his Efficiency Index was below the threshold required for promotion. The Board in its meeting held on 10.05.2016 recommended his supersession once again as the Board scrutinized his service record and awarded him 05 marks. Even then the officer could not get the required threshold of 70 marks. The Board in its meeting held on 29.06.2016 and 27.07.2016 did not consider his promotion as per policy his promotion will be considered after he earns PER for the ensuing one full year. The Board observed that position is still the same.</p> <p>The Board did not consider him for promotion.</p>
3.	<p>Mr. Javed Anwar.</p> <p>His date of birth is 12.04.1963. He joined government service on 20.12.1988. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 4.11.2010 decided to consider his case after he earns PER for the year 2010 as there were adverse remarks in his SMC report and the Board deferred his promotion case on 4.11.2010 and 27.5.2011 as his PER for the year 2010 was not available. The Board in its meeting held on 13.10.2011 recommended his supersession for promotion to BS-20 as his Efficiency Index was below the threshold required for promotion to BS-20. The Board in its meeting held on 25.5.2012, 5.9.2012 and 04.10.2012 did not consider his promotion. The Board directed the Establishment Department to place his case before the Board after he earns PER for the year 2012. The Board in its meeting held on 14.11.2014 recommended to defer his</p>

		<p>promotion and directed that his promotion could be considered after he earns PER for the year 2014. The Board in its meeting held on 10.05.2016 recommended to defer his promotion as his service record and performance was not very encouraging for a Professional Officer to be considered for promotion to BS-20. The Board in its meeting held on 29.06.2016 and 27.07.2016 recommended to defer his promotion as he had recently been recommended for deferment. The Board observed that position is still the same.</p> <p>The Board recommended to defer his promotion.</p>
4	<p>Dr. Syed Akhter Hussain Shah</p>	<p>His date of birth is 10.01.1964. He joined government service on 14.09.1993. He was promoted to BS-19 on 19.05.2008. He has attended SMC which is mandatory for promotion to BS-20. The Board in its meeting held on 29.06.2016 and 27.07.2016 recommended to defer his promotion as he was on deputation to UNDP from 06.06.2014 to 20.08.2015. According to the promotion policy, his promotion will be considered after he earns one calendar year PER. The Board was informed that he has earned PER for the period from 21.08.2015 to 31.12.2015 and a special outstanding report for the period from 01.01.2016 to 29.08.2016. No enquiry is pending against him. His service record upto 29.08.2016 is generally good.</p> <p>The Board recommended the Officer for promotion to BS-20 on regular basis. He will be on probation for a period of one year.</p>
5	<p>Mr. Raja Saad Khan</p>	<p>His date of birth is 11.09.1965. He joined government service on 11.01.1994 in BS-17. He was promoted to BS-19 on 06.01.2009. The Board was informed that he was on EOL. He reported for duty and requested for premature retirement w.e.f. 01.09.2016, which is under process. His PER for the year 2009 to 2015 are also not available.</p> <p>The Board did not consider his promotion.</p>
6	<p>Mr. Mian Muhammad</p>	<p>His date of birth is 10.02.1966. He joined government service on 10.11.1991 and was appointed as PCS (SG) Officer in BS-17 on 26.05.1997. He was promoted to BS-19 on 06.01.2009. He has attended SMC which is mandatory for promotion to BS-20. No enquiry is pending against him. His service record upto 2015 is generally good.</p> <p>The Board recommended the Officer for promotion to BS-20 on regular basis. He will be on probation for a period of one year.</p>



**GOVERNMENT OF
KHYBER PAKHTUNKHWA
ESTABLISHMENT DEPARTMENT**

Dated Peshawar, the September 19, 2016

NOTIFICATION

NO.SO(E-I)E&AD/5-1/2016. Government of Khyber Pakhtunkhwa on the recommendations of the Provincial Selection Board is pleased to promote the following officers, on regular basis/acting charge basis as per details given below, with immediate effect:-

S. #.	NAMES OF OFFICERS	FROM	TO	REMARKS
1.	Dr. Syed Akhtar Hussain Shah (PCS SG)	BS-19	BS-20	On regular basis.
2.	Mian Muhammad (PCS SG)	BS-19	BS-20	On regular basis.
3.	Mr. Inayatullah Wasim (PMS)	BS-18	BS-19	On regular basis.
4.	Mr. Muhammad Khalid (PMS)	BS-18	BS-19	On acting charge basis.

2. The officers on promotion will remain on probation for a period of one year in terms of Section 6(2) of Khyber Pakhtunkhwa Civil Servants Act, 1973 read with Rule-15(1) of Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion & Transfer) Rules, 1989.

3. Consequent upon the above, the officers will remain posted as under:-

S.#	NAME OF OFFICERS	POST HELD
1.	Dr. Syed Akhtar Hussain Shah (PCS SG BS-20)	Special Secretary (Estt.) Establishment Department.
2.	Mian Muhammad (PCS SG BS-20)	Special Secretary (Reg.) Establishment Department.
3.	Mr. Inayatullah Wasim (PMS BS-19)	Additional Secretary, P&D Department.
4.	Mr. Muhammad Khalid (PMS BS-19 a.c.b.)	Director (Admn/HR) Provincial Disaster Management Authority, Peshawar.

**CHIEF SECRETARY
GOVERNMENT OF KHYBER PAKHTUNKHWA**

Endst. of even No. & date
Copy forwarded to the:-

1. Additional Chief Secretary, P&D Department.
2. Senior Member Board of Revenue, Khyber Pakhtunkhwa.
3. Additional Chief Secretary (FATA), FATA Secretariat.
4. All Administrative Secretaries in Khyber Pakhtunkhwa.
5. Principal Secretary to Governor, Khyber Pakhtunkhwa.
6. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
7. All Divisional Commissioners in Khyber Pakhtunkhwa.
8. Director General, Provincial Disaster Management Authority, Peshawar.
9. Accountant General, Khyber Pakhtunkhwa.
10. PS to Chief Secretary, Khyber Pakhtunkhwa.
11. PS to Auditor General of Pakistan, Islamabad.
12. PS to Secretary Establishment/PS to SS(E)/SS (Reg)/PA,AS(HRD)/AS(E)/ DS(E)/ SO(E.II)/SO(E.V)
13. PS to Secretary (Admn.)/D.S(A)/SO(Secret)/Estate Officer/ACSO Cyber/Dy Director (IT) and Director Protocol Administration Department.
14. Officers concerned.
15. Controller, Govt. Printing Press, Peshawar.

(KASHIF IQBAL JILANI)
SECTION OFFICER (ESTT. I)
PH: & FAX #091-9210529

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To

The Chief Minister,
Khyber Pakhtunkhwa.

Subject: ANTE-DATED PROMOTION.

Respected Sir,

It is submitted stated that on the recommendations of PSB meeting held on 29.08.2016. I have been promoted to PCS (SG) BS-20 vide notification No. SO (E-I)E&AD/5-1/2016 dated 19.09.2016. In this connection I took the opportunity to raise following submissions for my anti-dated promotion:-

i. That I was due for promotion in November, 2014. The Provincial Selection Board in its meeting held on 14.11.2014, called me to appear before the board, my name being at S. No. 9 of the panel as per PSB Minutes.

ii. I met all the eligibility criteria i.e qualification, threshold criteria, length of service and seniority and my PERs for the year 2013 were complete. Two officers junior to me i.e S. No. 10 and S.No. 11 of the panel were recommended. In my case the Board has recorded the following remarks:-

"On deputation with UNDP for three years and is currently not serving in the cadre. Hence, need to have a PER for one calendar year after he returns from deputation. Incomplete PERs record (PERs for the period 2013 (pt) was under process)."

2. The above decision of the Board in my case is not in line with the existing rules/policy of the Provincial Govt: on the subject for the following reasons:-

i. According to Rule-7(3) of Govt: of Khyber Pakhtunkhwa (APT) Rules, 1989 for promotion to a higher post "a person possessing such qualifications and fulfilling such conditions as laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental Promotion Committee or the Provincial Selection Board for promotion or transfer, as the case may be". The condition as such are laid down in the relevant service rules prescribed for such a post. In my case the relevant service rules say "by promotion on the basis of selection-on-merit from amongst PMS officer holding posts in BS-19 having at least 17 years service in Bs-17 and above and undergone advance training course from NIPA or any other training course prescribed by govt".

ii. Similarly the Promotion Policy 2009 of Provincial Govt: lays down the following pre-requisites for promotion:-

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20/10/16
18-10-16

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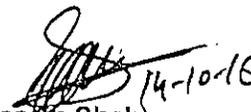
- 71
10 20
56
- (i) Mandatory training.
 - (ii) Minimum marks under comprehensive efficiency index which is 70 marks.
 - (iii) Length of service.
 - (iv) No other issue, such as disciplinary, judicial or NAB/Anti-Corruption cases are pending against the panellist officer.
 - (v) PERs

3. I met all the requirements as quoted at Para-2(1) and (ii) above while the reason for promotion being on deputation and earning of one more PER was not relevant and should not have been a justification for not considering me for the said promotion. In this connection again reference is made to Para-iv (b) of the ibid promotion policy which says as under:-

"the civil servant who are on deputation abroad or working with international agencies within Pakistan or abroad, will be asked to return before their cases come up for consideration. If they fail to return, they will not be considered for promotion. They will be considered for promotion after earning one calendar PER and their seniority shall remain intact."

4. Since I had been called for the above promotion and I appeared before the board. My PERs for the year 2013 were complete in all respect. As such I have sustained a recurring financial loss which was my legal and due right had the promotion policy quote at para-3 been judiciously and fairly applied.

5. In view of above submission in paras (para-2(i) & (ii) and Para-3), I hereby put my representation for my ante-dated promotion with my batch with effect from November, 2014 to save me from perpetual financial loss and mental agony.


14-10-16

(Dr. Syed Akhtar Hussain Shah)
PCS (SG) BS-20
Special Secretary Establishment,
Establishment Department

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BEFORE THE KHYBER PAKHTUNKHWA SERVICE TRIBUNAL
PESHAWAR

Restoration appli. no. 169/19

C.M.No. _____/2019

IN

Service Appeal No.195/2017

Syed Akhtar Hussain Shah. **APPLICANT/APPELLANT**

VERSUS

Govt. of Khyber Pakhtunkhwa & others. **RESPONDENTS**

APPLICATION FOR RESTORATION OF THE
APPEAL DISMISSED FOR NON-
PROSECUTION VIDE ORDER DATED
15.02.2019.

Respectfully Sheweth:

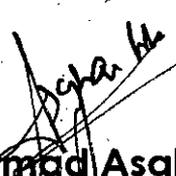
1. That the subject appeal was dismissed for non-prosecution vide order dated 15.02.2019.
2. That on the said date, the appellant had to attend a very important official meeting at Islamabad as such the appellant communicated his inability to the undersigned counsel to attend the case on the said date of hearing.

3. That the undersigned counsel for the appellant marked his presence with the Reader of the Court/ Tribunal on the cause list in the early hours of the day on the date fixed.
4. That the undersigned counsel for the appellant had to attend a Regular First Appeal No.42/2018 titled "Maj. (Retd.) Akbar Jan vs. Maj. (Retd.) Naseer Ahmad & others" on the said date at the Peshawar High Court. The said case consumed a lot of time and by the time the undersigned counsel was free it was 12:15 pm.
5. That since the date fixed i.e. 15.02.2019 was Friday, the counsel attended the Service Tribunal immediately after Juma prayers at 02:00 PM and since the court was not in attendance by then, the undersigned verbally informed the Reader of the Court/ Tribunal of his pressing need to visit Islamabad in connection with the undersigned's mother appointment with a doctor.
6. That the absence of the undersigned counsel was neither deliberate nor intentional; the undersigned counsel deeply regrets the inconvenience caused to the Hon'ble Tribunal.

7. That the case is ripe for arguments, and law, favour adjudication of the case on merits and to avoid technicalities in the dispensation of justice.

It is, therefore, humbly prayed that on acceptance of this application, the order dated 15.02.2019 may very graciously be re-called, and the subject appeal be restored and decided on merits.

Through Applicant/Appellant


Muhammad Asghar Khan Kundi
Advocate High Court

Dated: 04.04.2019

AFFIDAVIT

I, Muhammad Asghar Khan Kundi Advocate High Court, Peshawar, as per instructions of my client, do hereby solemnly affirm and declare on oath that the contents of this **Application** are true and correct to the best of my knowledge and belief and nothing has been concealed from this Honourable Court.


DEPONENT

BEFORE THE KHYBER PAKHTUNKHWA SERVICE TRIBUNAL
PESHAWAR

C.M.No. _____/2019

IN

Service Appeal No.195/2017

Syed Akhtar Hussain Shah..... **APPLICANT/APPELLANT**

VERSUS

Govt. of Khyber Pakhtunkhwa & others..... **RESPONDENTS**

APPLICATION FOR CONDONATION OF DELAY

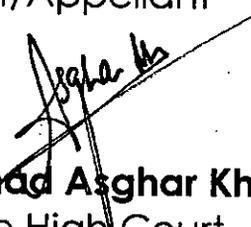
Respectfully Sheweth:

1. That the titled restoration application is being filed before this Honourable Court in which no date of hearing has yet been fixed.
2. That the undersigned counsel was under impression that the case was adjourned on 15.02.2019. The appellant came to know of the dismissal order on 21.03.2019, and immediately submitted application for attested copy of the order.

3. That delay in filing the titled application is neither willful nor deliberate but due to reason mentioned above.

It is, therefore, most humbly prayed that on acceptance of this application, the delay, if any, in filing the above titled application may kindly be condoned in the interest of justice.

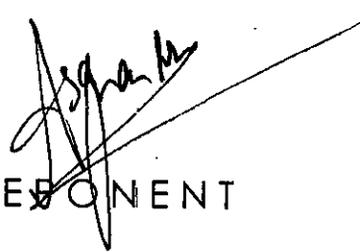
Applicant/Appellant
Through


Muhammad Asghar Khan Kundi
Advocate High Court

Dated: 04.04.2019

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DEPONENT

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BEFORE THE KHYBER PAKHTUNKHWA SERVICE TRIBUNAL,
PESHAWAR

Service Appeal No. 195 /2017

Khyber Pakhtunkhwa
Service Tribunal

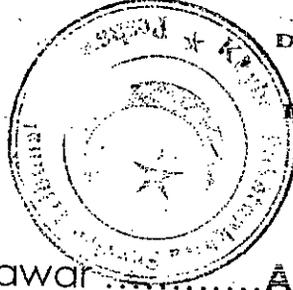
Diary No. 165

Dated 08-02-2017

Syed Akhtar Hussain Shah

S/o Syed Ali Asghar Shah

R/o NC Flats, Khyber Road, Peshawar Appellant



V E R S U S

1. Govt. of Khyber Pakhtunkhwa,
Through Chief Secretary,
Civil Secretariat, Peshawar
2. The Chief Minister
Khyber Pakhtunkhwa,
Chief Minister Secretariat, Peshawar
3. The Provincial Selection Board
Through Secretary Establishment
Govt. of Khyber Pakhtunkhwa
Civil Secretariat, Peshawar..... Respondents

**APPEAL U/S 4 OF THE KHYBER PAKHTUNKHWA
SERVICES TRIBUNAL ACT, 1974, FOR
DIRECTIONS TO THE RESPONDENTS TO GRANT
THE APPELLANT PROMOTION IN BS-20 W.E.F.
NOVEMBER 2014**

Filed to-day

[Signature]
Registrar

8/2/17, **Respectfully Sheweth:-**

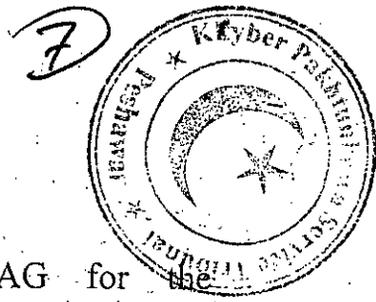
Re-submitted to-day and filed. The appellant humbly submits as under:

[Signature]
Registrar

23/2/17

ATTESTED

[Signature]
Registrar
Khyber Pakhtunkhwa
Service Tribunal,
Peshawar



15.02.2019

Nemo for appellant. Addl. AG for the respondents present.

It is already 3.00 P.M and the case has been called several times, despite no one is in attendance on behalf of the appellant.

~~Dismissed for non-prosecution.~~

[Handwritten signature]
Member

[Handwritten signature]
Chairman

ANNOUNCED

15.02.2019

Certified to be true copy
[Signature]
Chairman
Service Tribunal
Peshawar

Date of Presentation of Application 21-3-18

Number of Words 800

Copying Fee 6-

Urgent —

Total 6-

Name of Copyist [Signature]

Date of Completion of Copy 29-3-18

Date of Delivery of Copy 29-3-18

25.09.2019

Learned counsel for the appellant present. Mr. Usman Ghani learned District Attorney for the respondents present. Arguments on restoration application heard.

Record reveals that the main service Appeal was dismissed for non-prosecution on 15.02.2019 while the restoration application was filed by the petitioner on 04.04.2019. Learned counsel for the petitioner conceded that there is some delay in filling the restoration application but he has also filed application for condonation of delay and he is ready for paying cost.

Learned District Attorney opposed the contention of learned counsel for the petitioner.

No doubt that there is some delay in filling of restoration application but the learned counsel for the petitioner stated that the petitioner had gone to perform Umrah at the relevant time and he had also not mentioned the date in his diary. Therefore the absence of the appellant was not deliberate. Moreover it is also well settled law that the cases be decided on merit rather than on technicality, therefore, we condoned the delay and accept the restoration application subject to the cost of Rs. 2000/-. Adjourned. To come up for arguments on main appeal on 09.12.2019 before D.B.

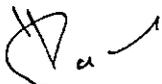

(Hussain Shah)
Member


(M. Amin Khan Kundi)
Member

09.12.2019

Lawyers are on strike on the call of Khyber Pakhtunkhwa Bar Council. Adjourn. To come up for further proceedings/arguments on 11.02.2020 before D.B.


Member


Member

15.07.2019

None present on behalf of the petitioner. Mr. Riaz Ahmad Paidakheil, Assistant AG for the respondents present. Notice be issued to petitioner and his counsel for attendance for 25.09.2019 before D.B.

~~_____~~
~~_____~~

(HUSSAIN SHAH)
MEMBER

(M. AMIN KHAN KUNDI)
MEMBER

Superior...
stated that in fact the appellant has not challenged the order dated 21.09.2019 passed by the departmental authority. The appellant requested that the appeal may be allowed to challenge the same to amended appeal. It is requested for the appellant to respond to the appellant's objection to the amended appeal. However, the appellant has not responded to the General part of the appeal.

21/11/19

Request of the appellant's counsel for the appellant to challenge the order dated 21.09.2019 passed by the departmental authority. However, the appellant appeal of the appellant is not to be granted the request of the appellant to challenge the order dated 21.09.2019 passed by the departmental authority. The appellant is requested to appear on 25.09.2019 before D.B.

(HUSSAIN SHAH)
MEMBER

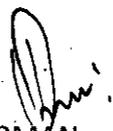
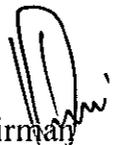
(M. AMIN KHAN KUNDI)
MEMBER

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Form-A
FORM OF ORDER SHEET

Court of _____

Appeal's Restoration Application No. 169 /2019

S.No.	Date of order Proceedings	Order or other proceedings with signature of judge
1	2	3
1	04.04.2019	<p>The application for restoration of appeal No. 195/2017 submitted by Mr. Muhammad Asghar Khan Kundi Advocate may be entered in the relevant register and put up to the Court for proper order please.</p> <p style="text-align: right;"> REGISTRAR 4/4/19</p>
2	12-4-19	<p>This restoration application is entrusted to D. Bench-I to be put up there on <u>10-5-19</u></p> <p style="text-align: right;"> CHAIRMAN</p>
10.05.2019		<p>Nemo for petitioner present. Addl: AG for respondents present.</p> <p>Notices of the application be issued to the petitioner as well as respondents for 15.07.2019 for arguments before D.B.</p> <p style="text-align: center;">  Member  Chairman </p>

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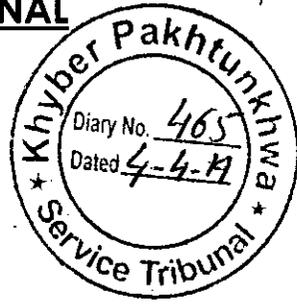
**BEFORE THE KHYBER PAKHTUNKHWA SERVICE TRIBUNAL
PESHAWAR**

Restoration Application no 169/19

C.M.No. _____/2019

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Syed Akhtar Hussain Shah. **APPLICANT/APELLANT**

VERSUS

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Applicant/Appellant

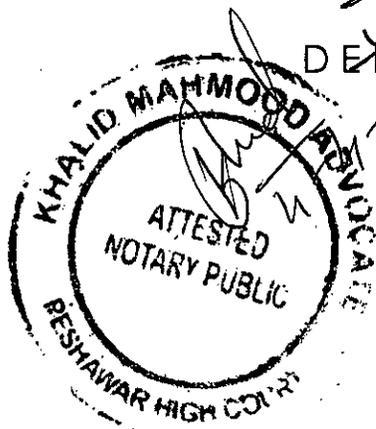
Through


Muhammad Asghar Khan Kundi
 Advocate High Court

Dated: 04.04.2019

AFFIDAVIT

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 DEPONENT


BEFORE THE KHYBER PAKHTUNKHWA SERVICE TRIBUNAL
PESHAWAR

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Syed Akhtar Hussain Shah. **APPLICANT/APELLANT**

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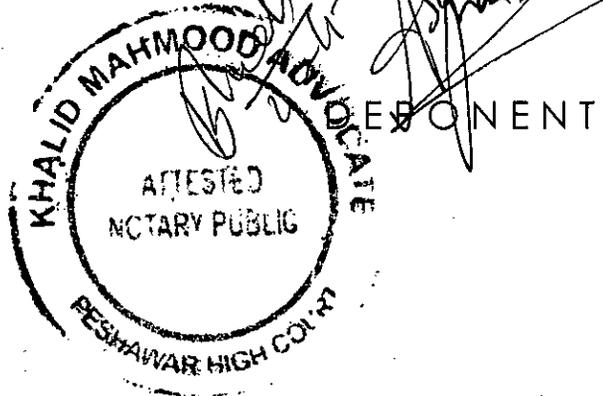
Through Applicant/Appellant

Asghar Kundi
Muhammad Asghar Khan Kundi
 Advocate High Court

Dated: 04.04.2019

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BEFORE THE KHYBER PAKHTUNKHWA SERVICE TRIBUNAL,
PESHAWAR

Service Appeal No. 195 /2017

Khyber Pakhtunkhwa
Service Tribunal

Diary No. 165

Dated 08-02-2017

Syed Akhtar Hussain Shah

S/o Syed Ali Asghar Shah

R/o NC Flats, Khyber Road, Peshawar.....Appellant



V E R S U S

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Through Chief Secretary,
Civil Secretariat, Peshawar
2. The Chief Minister
Khyber Pakhtunkhwa,
Chief Minister Secretariat, Peshawar
3. The Provincial Selection Board
Through Secretary Establishment
Govt. of Khyber Pakhtunkhwa
Civil Secretariat, Peshawar.....Respondents

**APPEAL U/S 4 OF THE KHYBER PAKHTUNKHWA
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NOVEMBER 2014**

Filed to-day

Registrar

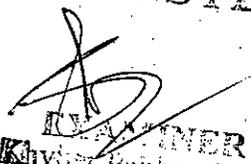
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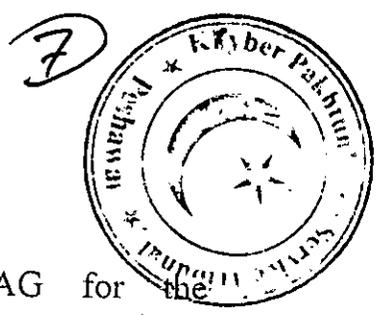
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Registrar

23/2/17

ATTESTED


REGISTRAR
Khyber Pakhtunkhwa
Service Tribunal,
Peshawar



15.02.2019

Nemo for appellant. Addl. AG for the respondents present.

It is already 3.00 P.M and the case has been called several times, despite no one is in attendance on behalf of the appellant.

Dismissed for non-prosecution.

[Signature]
Member

[Signature]
Chairman

ANNOUNCED

15.02.2019

Certified to be true copy
[Signature]
K. J. ...
Secretary
P. ...

Date of Presentation of Application 21-3-18

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Name of Copyist *[Signature]*

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Date of Delivery of Copy 29-3-18