

NATIONAL HIGHWAY AUTHORITY
Confidential Section, NHA HQ

No. 3(1)-PERs/Admn(C)/NHA/22/128

Islamabad, 16th February, 2022


CIRCULAR

Sub:- GUIDELINES FOR FILLING UP THE PERS.

It has been observed with concern that PERs of officers/officials are not being completed by the Reporting as well as Countersigning Officers in due course of time which result in delay in receipt of PERs in Confidential Section and also delay in preparation for important official assignments i.e Departmental Promotion Committee, Time Scale Promotion and updating of ICP Charts etc. Moreover, PERs in certain cases are managed/handled personally by the Officers under report which affects the confidentiality of the process.

02. The Competent Authority has taken a serious view and decided that, henceforth, all reporting Officers shall forward the PERs duly completed in respect of their subordinates directly to Confidential Section. It is the responsibility of Confidential Section to forward the PERs to the countersigning officers to ensure confidentiality, transparency and to avoid inordinate delay/pendency of PERs with the officers concerned.

03. This issue with the approval of Member (Admn) NHA.


(Bushra Iqbal Rao)
Director (Confidential)

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- SPS to Chairman, NHA.
- Notice Board.