



Standing Order # 44 of 2022

SOP/GUIDELINES
REGARDING
SUBMISSION OF
ACRs/PERs

Pakistan Railways Police
Central Police Office
Lahore



OFFICE OF THE INSPECTOR-GENERAL,
PAKISTAN RAILWAYS POLICE,
C.P.O, LAHORE.

STANDING ORDER NO.44/2022

Subject: **SOP/GUIDELINES REGARDING SUBMISSION OF ACRs/PERS.**

GLOSSARY

ACR: Annual Confidential Report

PER: Performance Evaluation Report

MORE ABOUT ACR/PER:

- I. The term ACR stands for Annual Confidential Report which is for the officials of Grade-16 and below.
- II. The term PER stands for Performance Evaluation Report which is for the officers of Grade-17 and above.

APPENDIXES:

- I. ACR Forms are attached as Appendixes-I, II & III.
- II. Initiating/countersigning authority has been prescribed in Appendix-IV.

WHAT IS ACR IN POLICE DEPARTMENT:

The annual C.R for an objective and impartial assessment for the character, conduct, capabilities and performance of an official throughout the year.

RELEVANT RULES/INSTRUCTIONS OF ACR/PER:

- I) Booklet titled "A Guide to Performance Evaluation - 2004" circulated by the Establishment Division.
- II) Chapter-13 of Police Rules 1934

TIME OF APPEAL AGAINST THE ADVERSE REMARKS RECORDED IN ACR/PER:

As per Para 3.32 of booklet titled "A Guide to Performance Evaluation 2004":

There is scope for only one representation against adverse remarks, which should be submitted, if desired, by the officer concerned, within * [30 days] of the receipt of those remarks.

1. **GENERAL:**

The purpose of these guidelines/SOP is to guide the PRP employees in general and reporting (initiating) officers and the countersigning officers, in particular, on the departmental requirements pertaining to ACRs/PERs.

As detailed instructions and guidelines relating to ACRs/PERs of all government servants under the administrative control of the Federal Government are contained in the treatise titled "A Guide to Performance Evaluation" (Edition 2004) published by Pakistan Public Administration Research Centre, Management Services Wing, Establishment Division Islamabad. So, in cases, where these guidelines are silent or require interpretation, the guidelines issued by the establishment referred above and the instructions issued by the Establishment Division shall be restored to for decision making or interpretation as the case may be.

2. **WHEN A REPORT SHOULD BE WRITTEN:**

The report shall relate to a calendar year. It shall be initiated as per following schedule:

- (1) Offices of Grade 21 and 2031st January;
- (2) Officer of Grade 19..... 28th February; and
- (3) Officers of Grade 18 and 17..... 31st March
- (4) Officials of Grade 16 and below.....31st March

2. The countersigning officer shall give its remarks within two weeks. In case it is necessary to send the report to a second countersigning officer, it will be sent to the authority immediately.

3. **RESPONSIBILITY OF THE FINAL AUTHORITY TO ENSURE PROMPT WRITING OF ACRS/PERS:**

The countersigning authority in respect of writing of ACR/PER will be responsible for obtaining ACRs/PERs for the preceding calendar year within the time limits prescribed for the respective categories of officers/officials. In case of the PRP officers and officials of BPS 18 and below, PERs shall be completed till 31st March, each year. The countersigning authority shall then furnish a certificate to the Secret Branch, PRP, CPO, Lahore that all such ACRs/PERs which were due to be completed have actually been completed and placed on the Service Rolls. This certificate should reach Secret Branch, PRP, CPO, Lahore before 15th April each year.

4. **MINIMUM PERIOD FOR WRITING OF REPORTS:**

I. The minimum period during which an officer is expected to form judicious opinion about the work of his subordinate for the purpose of writing a report on his work and conduct has been prescribed as three months. The report recorded in respect of period less than the minimum prescribed period should be ignored.

II. The period spent on leave of any kind (except casual leave) shall not be included and the said minimum period of 3 months will mean and include only the actual periods, spent on duty in which the work, performance and conduct of the Government servant reported upon has been seen by the reporting officer.

III. PER for the period during which PRP officer/official remains under suspension will be not required to be recorded. Instead a certificate indicating the reasons for not recording PER will be placed in his PER Dossier.

5. **PROCEDURE WHEN A REPORTING OFFICER OR A SUBORDINATE IS TRANSFERRED:**

If the reporting officer is transferred during the course of a calendar year he should be required to write a report if his transfer occurs more than three months from the date, the last report was due. Such reports must be written before relinquishing charge. The report shall be sent to the higher authority when all the reports for the year have been written. If a subordinate is transferred during the course of a calendar year and he has worked for more than three months under the reporting officer then the latter shall record his opinion.

6. **REPORTING CHANNEL:**

I. The details of authorities for the initiation, counter-signature, communication and expunction of adverse remarks in the ACRs/PERs in respect of officers/officials of the PRP vide Appendix-II. The following principles/general Instructions should be kept in view regarding writing of ACRs/PERs:

- a) The Report should be initiated as per authority prescribed in Appendix-I.
- b) It should be countersigned by the next higher authority.
- c) Reports of persons on deputation – The Annual Performance Report of officers/officials on deputation shall be written in the same way as of recruited officers/officials.

II. No reports on officers on deputation to foreign organizations shall be obtained. Such reports if received from foreign Governments shall be added as Out Station Duties certificates. The adverse remarks of the officers/officials on deputation shall be communicated to the lending department. The adverse remarks communicated to the officer/official concerned during the period of his deputation, and of the decision of competent authority to expunge such remarks, by furnishing a copy each of such communications/orders shall also be communicated to the lending department.

7. **INSTRUCTIONS FOR REPORTING OFFICERS:**

Annual Performance Report is an assessment of the conduct and the quality of the work that an officer/official has performed during the calendar year. On this assessment depend, important decisions such as promotion or suitability for retention in service after 25 years. It is imperative that the report should be written impartially. It should be forthright and unambiguous, particularly, the work of the reporting officer should also be assessed by the higher authority on the quality of his reporting.

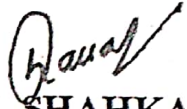
- I. The report, if written by hand, should be legible – The name and designation of the reporting officer should be clearly written in block letters or typed under the signatures. The date on which the report is signed should also be given.
- II. Reporting by Relations – Whenever a reporting officer is related to the officer reported upon, this fact should invariably be mentioned in the ACR/PER and he should submit the case to the higher officer for writing of report without recording his remarks.
- III. Report on Integrity – Integrity is the most important trait of character of a Government servant. It should be assessed without fear or favour. The report should not be vague but definite.
- IV. If any official dabbles in politics, it should be specifically brought out in the general remarks.
- V. Action where more than one reporting officer is eligible to record report – In case where officer/official has served under more than one reporting officer, during the year, a separate report shall be recorded by each officer provided the condition about minimum period prescribed for writing a report is fulfilled.
- VI. More than one countersigning officer – Where there are more than one countersigning officer during a year, the one who has seen the performance of his subordinate for the major part of the year is entitled to countersign their ACRs/PERs.

- VII. Action in the case of inquiry, warning or communication of displeasure – A formal displeasure conveyed to an officer/official must appear in his Service Roll. The result of representation, if filed, should also be reflected in the report.
- VIII. Every order of punishment imposed on an officer/officials as a result of formal inquiry under the Civil Servant Act, 1973 and E&D Rules 2020 & PRP (Efficiency & Discipline) Rules, 1996 should be placed on his Service Roll, provided that such an order shall be placed on the Service Roll of the accused after he has exhausted all remedies available for appeal or review before the competent authority or the Federal Service Tribunal, as the case may be, or in case of his failure to do so after the time limit prescribed for making an appeal or review petition has expired.
- IX. A warning administered to an officer/official should ordinarily not find its way into the Service Roll, as it is not a penalty in accordance with the Civil Servant Act, 1973 and E&D Rules 2020 & PRP (Efficiency & Discipline) Rules, 1996 and as such is not appealable. Where it is decided in any particular case to place it on the Service Roll of an officer/official, he should be informed accordingly.
- X. In case of Representation, if any, made by the officer, the order passed by the competent authority on such representation, should also be placed on the Service Roll.
- XI. Manner of writing the reports – The opinion expressed should be the result of careful consideration: no personal bias, ire or favoritism should colour the report. The reporting officer should be in a position to justify his views, if called upon, to do so.
- XII. ACRs/PERs which are not in accordance with the above instructions should be returned by the higher authority (any of the countersigning officers) to the reporting officer for revision in compliance with these instructions.
- XIII. It is emphasized that the Annual Performance Reports contain the assessment of the superior officers about an officer/official's character. If the ACRs/PERs of an officer/official contains any adverse remarks, whether remediable or not, a copy of the whole report should be furnished to him at the earliest opportunity. It is essential that the officer/official should be given a fair deal by communicating to them the whole report containing adverse remarks, so that they may endeavor to remove the defects and improve their performance or be in a position to represent where necessary.
- XIV. The timely communication of the report containing adverse remarks is of paramount importance. The authorities designated to communicate the adverse remarks should, therefore, ensure that whole report containing adverse remarks is communicated to the officers/officials concerned at the earliest opportunity and in any case within one month from the date the report is countersigned and completed. A serious view should

be taken of any failure on the part of the officer/official concerned to furnish a copy of the report containing adverse remarks to the PRP officer/official concerned.

8. **ONLINE/ELECTRONIC ANNUAL PERFORMANCE REPORT (E-PER)**

Digitally fill-able PER proformas are available, as the software in this regard is functional on HRMIS. Initiating authority have access to download and submit the same with electronic signature to the countersigning authority. Print outs of E-PERs can be taken as and when required.


(FAISAL SHAHKAR) PSP
Inspector General
Pakistan Railways Police

No.S-401/1-PRP

Dated: 12, 04.2022

Copy for information and necessary action:

1. PS to IG/PRP, CPO, Lahore.
2. APS to DIG/North, PRP, CPO, Lahore.
3. APS to DIG/South, PRP, CPO, Lahore.
4. AIG/Admn, PRP, CPO, Lahore.
5. All Superintendents, Pakistan Railways Police.
6. Registrar, PRP, CPO, Lahore.
7. Principal, RPTS/Walton,
8. A/DSP/Legal, PRP, CPO, Lahore.
9. A/DSP/Special Branch, PRP, CPO, Lahore.
10. A/BDO, PRP, CPO, Lahore.
11. All Branch Heads, PRP, CPO, Lahore.
12. ACP/PRP, CPO, Lahore.
13. Master File, PRP, CPO, Lahore.