

MOST IMMEDIATE

No.2-1/2020 (Admn) FDE
GOVERNMENT OF PAKISTAN
FEDERAL Directorate of Education

Islamabad, the 26th January, 2021

CIRCULAR

Subject: **SOPs FOR PROCESSING ACRS / PERS.**

In partial modification of this Directorate's circular of even number dated 11-01-2021, following amendments / modifications in the said SOPs are hereby made and circulated for information and necessary action by all concerned:-

- i. That the PERs / ACRs of the Heads (BS-20) of Schools / Colleges will be evaluated by concerned Directors and countersigned by the Director General (Edu).
 - ii. That PERs / ACRs of Principals (BS-19) will be evaluated by respective AEOs and their countersigning authority will be the respective Director.
 - iii. That concerned Principals / Heads concerned will be initiating officers for all other teaching and non-teaching staff of their institutions and AEOs will be countersigning officers.
 - iv. In case of non-teaching staff where Admn Officer is available, AO will be reporting officer and Principals concerned will countersign.
2. All concerned are advised to proceed in accordance with the instructions stated above as well as dated 11-01-2021 respectively.
3. This is issued in supersession of this Directorate's letter of even number dated 22-01-2021 with the approval of D.G (Edu).


(GHULAM HUSSAIN)
Administrative Officer (Admn)

Distributions:-

1. PS to Director General (Edu)
2. All Directors, FDE.
3. All AEOs FDE to disseminate among all educational Institutions.
- ✓ 4. Incharge (IT) to upload this order on the FDE official website.
5. Office file.