

	GOVERNMENT OF THE PUNJAB TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY 96-H, GULBERG-II, LAHORE PHONE: 042-99263055-9 www.tevta.gop.pk	
	HRM WING	
No. TEVTA/HRM-II/TPP/2026		Dated: 28/08/2026

NOTIFICATION

No. TEVTA/HRM-II/TPP/2026. In pursuance to the approval granted by TEVTA Authority in its 78th meeting held on 30.07.2026, TEVTA Promotion Policy-2013 is hereby revised and notified with immediate effect, as under:

1. PROMOTION

- a. This promotion policy shall be applicable to all the TEVTA employees.
- b. Promotion shall not be claimed by any employee as of right.
- c. The posts reserved for promotion for the employees of the Government and P.S.I.C. transferred enbloc to TEVTA shall be filled by promotion in accordance with Service and Recruitment Rules, applicable to the respective categories of the employees.
- d. If none is available for promotion from amongst the above categories of employees, the vacancies shall be filled from amongst the employees of the Authority who are otherwise eligible for promotion under TEVTA Service Regulations.
- e. The TEVTA employees shall be eligible to be considered for appointment by promotion to higher posts created by the Authority or the Government after inception of TEVTA, subject to vacancy, qualification, experience and required length of service.
 - i. In the case of a selection post (PS-19 and above), on the basis of selection on merit for posts in PS-19 and above.
 - ii. In the case of a non-selection post (up to PS-18), on the basis of seniority-cum-fitness.
 - iii. Appointments by promotions to posts in various grades shall be made on the recommendations of the appropriate Promotion/Selection Committee.

2. PROCEDURE FOR PROMOTION

The promotion committee shall be competent:

- a) To make recommendations for promotion of the eligible employees.
- b) Recommend deferment for promotion of the employees whose cases are incomplete or whose conduct is under enquiry or whose seniority is disputed. They will be re-considered when the cause of deferment is removed.
- c) Those found unfit for promotion shall be recommended to be superseded.
- d) An employee who is superseded for promotion for the first time shall be considered after one year having earned report for performance evaluation of one year.
- e) An employee who is again superseded shall be reconsidered after two years from the date of supersession and the one who is superseded thrice shall be deemed to have been superseded for good.
- f) An employee on promotion will get financial benefit of at least one pre-mature increment in the higher pay scale with fixation of pay at the next above stage in the new pay scale.

3. REGULAR PROMOTION

- a) Promotion shall be granted with immediate effect and be actualized from the date of assumption of charge of the higher post, and shall in no case be granted from the date of availability of post reserved for promotion.

- b) An employee shall not be entitled to promotion from an earlier date except in the case of pro forma promotion.
- c) A retired employee shall not be eligible for grant of promotion provided that he may be considered for grant of pro forma promotion as the case may be.

4. **APPOINTMENT BY PROMOTION ON OFFICIATING BASIS**

- a) Where a post falls vacant as a result of leave (more than six months), suspension or appointment on acting-charge basis of the incumbent, the appointing authority may make appointment by promotion against such post on officiating basis.
- b) Provided that a post reserved for regular promotion, on deferment of an employee due to any reason, may be filled by promotion on officiating basis.
- c) No person shall be promoted on officiating basis unless he possesses the qualifications and experience prescribed for the post and his promotion as such is approved by the chairman of the appropriate promotion / selection committee.
- d) An officiating promotion shall not confer any right of promotion on regular basis but shall be liable to be terminated as soon as a person becomes available for promotion on regular basis.

5. **APPOINTMENT ON ACTING-CHARGE BASIS**

Appointment on acting-charge basis may be made in the manner hereinafter prescribed:

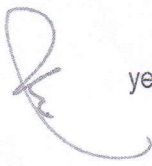
- a) The appointing authority may fill a post reserved for departmental promotion by appointing on acting-charge basis, the most senior employee of the cadre or service concerned, who possesses at least three fourth of the prescribed length of service or the experience for the post or both, as the case may be, and is otherwise eligible for promotion except for the prescribed length of service and the experience.
- b) Where the appointing authority is satisfied on report of the selection authority that no suitable officer is available to fill a post in grade 17 and above reserved under the rules to be filled by initial recruitment and it is expedient not to allow the post to remain unfilled, it may appoint to that post on acting -charge basis the most senior officer eligible for promotion to that post.
- c) No appointment on acting charge basis shall be made against a post which is likely to remain vacant for period of less than six month.
- d) No appointment on acting charge basis shall be made without the recommendations of the concerned Promotion Committee as the case may be. Such appointment shall not be deemed to have been made on regular basis for any purpose nor shall confer any right for regular appointment.

6. **APPOINTMENT ON CURRENT CHARGE BASIS**

- a) Where a post is likely to remain vacant for a period of less than one year and the appointing authority does not consider it expedient to make an appointment on "ad-hoc" basis, it may appoint the senior most employee, who in the opinion of the appointing authority, is eligible and suitable for promotion under the relevant rules, on current charge basis.
- b) An appointment made on current charge basis shall come to an end on appointment of an employee on regular basis or on the expiry of one year whichever is earlier.

7. **PROBATION ON PROMOTION**

An employee of TEVTA, appointed against a post by promotion shall remain on probation for two years which can be extended for further period of three years.



8. SENIORITY

The appointing authority shall, for the proper administration of service or cadre, cause a seniority list of the holder of such service or post to be prepared separately, at least once a year, and circulate it to all members and may also place on the website (if available) of the Authority.

a) SENIORITY ON PROMOTION

- i. Seniority in the post to which an employee is promoted shall take effect from the date of assuming the charge of that post;
- ii. Employees selected for promotion to higher posts in one batch shall, on their promotion to the higher post, retain their "inter-se" seniority as in the lower post; and
- iii. Employees eligible for promotion who could not be considered for promotion on account of circumstances beyond their control or whose cases were deferred while their juniors were promoted to the higher post, shall, on promotion without supersession, take their seniority with the original batch.

b) SENIORITY ON INITIAL APPOINTMENT

The seniority 'inter se' of persons appointed to posts in the same grade in functional unit shall be determined;

- i. In the case of persons appointed by initial recruitment, in accordance with order of merit, assigned by the selection authority provided that persons selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in a later selection;

Provided that in the case of extraordinary leave without pay beyond 5 years, the name of the person to whom such leave is granted will be removed from the seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period and his name will be brought back on the seniority list only after he resumes duty on return and his seniority shall be determined after deducting the period he remained on extra-ordinary leave without pay beyond 5 years. If approved for promotion he will not regain his seniority.

9. ELIGIBILITY CRITERIA FOR CONSIDERATION FOR PROMOTION

A TEVTA Employee shall be considered for promotion to posts reserved for promotion subject to his suitability and assessment of the following aspects:

- (1) Seniority position.
- (2) He must have satisfactorily completed the probation period.
- (3) He should possess the qualification/experience and fulfill other conditions as provided in the relevant service rules.
- (4) Should possess the length of service as prescribed in TEVTA Promotion Framework-2017.
- (5) Service record comprising PERs.
- (6) Award of minor or major penalties. Minor penalty of withholding of promotion for a specific period, will take effect from the date when a junior is considered for promotion and is promoted on regular basis for the first time.
- (7) Any other condition laid down with the approval of the Competent Authority for a specific category of officers/officials such as:
 - (a) Teachers, whose results are compared with the results of the Boards / Universities. Last three years results of teachers may be considered out of which any two year's results should be equal or within the margin of 10% below (for each results) from the concerned Board/University results, while remaining one year's results may be ignored provided that other service record of the officer concerned is satisfactory;

Note: In case of Head of Teaching Institution, overall result of the Institution may be considered.

- (8) An officer/official who is superseded will become eligible for consideration after the period as specified at para 2 (d & e) of this policy.

10. PANEL OF OFFICERS PER VACANCY

The panel of officers per vacancy will be as under:

For promotion against posts up to PS-18.	A minimum of 2 officers/officials per vacancy depending on the availability of eligible officers in the cadre.
For promotion against posts in PS-19 and above.	A minimum of 3 officers per vacancy depending on the availability of eligible officers in the cadre

Provided that the panel would be in addition to superseded cases and not inclusive thereof.

11. PROCEDURE FOR PROCESSING CASES BY TEVTA PROMOTION / SELECTION COMMITTEE

On the basis of Working Paper, the TEVTA Promotion / Selection Committee shall consider all officers/officials in order of seniority, but seniority shall not carry any extra weightage for the determination of merit for promotion to selection posts. Performance Evaluation Reports will be given due importance but will not be the only criterion for promotion to selection posts. Performance Evaluation Reports shall be quantified for promotion against posts in BS-19 and above according to the formula given in the **Annexure-I**. Promotion against non-selection posts will be recommended / made on the basis of seniority-cum-fitness. After consideration, the TEVTA Promotion / Selection Committee may either:

- (a) recommend a TEVTA Employee for promotion to the next higher post;
- (b) recommend a TEVTA Employee for supersession; or
- (c) Defer consideration of a TEVTA Employee's promotion.

12. CAUSES OF DEFERMENT

- (1) After consideration of the names on the panel, the TEVTA Promotion / Selection Committee may recommend a TEVTA Employee for deferment on the basis of any one or more of the following reasons:
- i) The officer/official has failed to submit PER forms after completing Part-I to the Reporting Officer.
 - ii) PER dossier is incomplete, especially last full year's report is missing or any other document / information required by the TEVTA Promotion / Selection Committee for determining his suitability for promotion is not available. However, the officer whose PER form is duly initiated by the Reporting Officer but the Countersigning Officers fail to record their remarks within two months or by March 31, whichever is earlier, such officer/official may be considered for promotion on the basis of remarks of the initiating officers in addition to the overall service record.
 - iii) The record of the TEVTA Employee is not clear, especially for the last five years (contains adverse remarks – pending decision on the representation).
 - iv) Disciplinary proceedings, anti-corruption, or other enquiries or criminal cases are pending against him. However, preliminary inquiry/probe in the department or complaint pending with Anti-Corruption Establishment shall not be considered as a cause of deferment. Only in case of registration of FIR in Anti-Corruption the concerned TEVTA Employee may be deferred for promotion.
 - v) His inter se seniority is disputed/ subjudice.
 - vi) He has not earned a full year's report after having been on long leave.

vii) He does not fulfill any specific condition laid down for a specific category of officers/officials such as mentioned at para 9 (7).

- (2) Any employee whose promotion has been deferred will be considered as soon as the reason, on the basis of which deferment took place, ceases to exist. However, the posts shall be reserved for the officers recommended for deferment. Such posts may be filled up temporarily on officiating basis.

13. CAUSES OF SUPERSESSION

(1) In Case of Selection Posts

The TEVTA Promotion / Selection Committee shall supersede those employees who do not fulfill the eligibility threshold accompanied with promotion interview as mentioned at para 16.

(2) In Case of Non-Selection Posts

The TEVTA Promotion / Selection Committee may recommend an employee for supersession on the basis of any one or more of the following reasons:

- i) The record of the officer / official contains adverse remarks (not expunged after representation) during the last three years.
- ii) He has failed to qualify or failed to appear in the prescribed mandatory training.
- iii) His performance in the mandatory training courses is unsatisfactory.
- iv) He has been awarded major penalty within five years of the date of consideration for promotion.
- v) He has been awarded three or more minor penalties during the last five years.

14. COMMUNICATION OF REASONS OF DEFERMENT/SUPERSESSION

The officers/officials deferred or superseded by the TEVTA Promotion / Selection Committee be informed about the reasons for their supersession/deferment to enable such officers / officials to improve their performance and to complete their record/any other deficiency, as the case may be.

15. EFFICIENCY INDEX FOR PROMOTION/DEFERMENT/SUPERSESSION ON SELECTION POSTS

- (1) The minimum threshold marks for promotion to various scales shall be as per the following table:

Basic Pay Scale	Aggregate marks of Efficiency Index (out of 100)
PS-19	60
PS-20	70
PS-20 (DGs)	75

- (2) The TEVTA Promotion / Selection Committee shall recommend the officers on the panel securing the requisite % and above in the efficiency index for promotion unless deferred (in order of seniority, depending upon the number of vacancies). The senior officers, if not recommended for promotion, shall be superseded, whereas, the junior officers if not recommended for promotion for want of vacancies shall be deemed not to have been considered.

16. **QUANTIFICATION OF PERS, TRAINING EVALUATION AND TEVTA PROMOTION / SELECTION COMMITTEE EVALUATION FOR CONSIDERATION OF PROMOTION AGAINST SELECTION POSTS**

- (1) For the purpose of consideration by the TEVTA Promotion / Selection Committee, the PERs will be quantified according to the formula given in the **Annexure-I**. The following marks will be allocated for quantification of PERs, Training Evaluation Reports and TEVTA Promotion / Selection Committee evaluation:

Sr. No.	Factor	Marks
1.	Quantification of PERs relating to present grade and previous grade(s) @ 60%:40%	70%
2.	Training Evaluation reports	15%
3.	Evaluation by TEVTA Promotion / Selection Committee through an interview	15%
Total:		100%

- (2) PERs in respect of two preceding grades (PS) or the last 12 years whichever is more will be quantified. If the service of an officer in present and previous grade is less than 12 years then the deficiency will be met by taking into account the PERs of next lower grade, which will be bracketed with the PERs of preceding grade. However, where initial appointment was made in BS-18, 19 or 20, the number of PERs for the purpose of quantification shall be reduced in the light of the TEVTA Promotion Framework-2017.
- (3) Since, the posts in PS-19 and above, generally, involve supervision, policymaking or extensive administrative jurisdiction, therefore, the panelists will also be interviewed by the TEVTA Promotion / Selection Committee. The officer not securing 50% marks out of 15 marks in the interview shall be superseded for a period of one year even if he/she has met the minimum threshold in aggregate of quantification of PERs and training evaluation marks. During the interview, the TEVTA Promotion / Selection Committee shall evaluate the suitability of an officer in terms of his/her nature of duties, duration and location of posts previously held by the officer. In addition to the aforesaid capabilities and variety of experience, the TEVTA Promotion / Selection Committee shall gauge the performance of panelists in the area(s) of analytical competence, breadth of vision, emotional maturity and such other qualities determining their potential for successfully holding the senior level posts.

17. **TRAINING EVALUATION REPORTS**

- (1) A total of fifteen (15) marks shall be allocated to the Training Evaluation Reports for mandatory training courses from the institutions as notified by the TEVTA. Evaluation of the reports from the training institutions shall be worked out as under:
- It shall be on the basis of Grade Percentage already awarded by the Training Institutions as provided in their reports.
 - Reports where no such percentage has been awarded, points shall be worked out on the basis of weighted average of the percentage range of grades followed by these Institutions as reflected in the Table below:

TABLE

Category	Range	Weighted Average	Total marks (out of 15)
A. Outstanding	91-100%	95.5%	14.43
B. Very Good	80-90%	85%	12.75
C. Good	66-79%	72.5%	10.87
D. Average	50-65%	57.5%	8.62
E. Below Average	35-49%	42%	6.30

- (2) The officers who have been granted exemption from mandatory training having attained the age of 58 years may be awarded marks on notional basis for the training factor (for which he/she was exempted) in proportion to the marks obtained by them in the PERs.
- (3) In cases where no grading or categorization has been made rather certificate was issued on the basis of attendance by the training institution, marks may be awarded to the officers on notional basis for the training factor in proportion to the marks obtained by them in the PERs

18. PERFORMANCE EVALUATION REPORTS FOR NON-SELECTION POSTS

The assessment of an officer/official should be based on his entire service record and not only on a portion of it. It is, however, in the discretion of the assessing authority to give greater weight to the more recent reports, but the older reports should not be completely ignored and should be taken into consideration for an overall evaluation of the service record.

19. VALIDITY OF RECOMMENDATIONS OF TEVTA PROMOTION / SELECTION COMMITTEE

- (1) The recommendations of TEVTA Promotion / Selection Committee shall be implemented immediately after approval by the Appointing Authority and promotion orders issued in consequence thereof.
- (2) The recommendations of the Board/Committee shall remain valid for a period of one year.
- (3) The period of validity of recommendations of the TEVTA Promotion / Selection Committee shall be counted from the date of approval accorded by the appointing authority.
- (4) In case the officer cleared for promotion is proceeded against under disciplinary laws on account of omissions and commissions pertaining to the period prior to consideration of his case by the TEVTA Promotion / Selection Committee, the result of the proceedings shall be awaited and if he is exonerated during the validity of the recommendations, his promotion may be actualized otherwise his case shall be placed again before the TEVTA Promotion / Selection Committee.

20. SENIORITY LIST

Only notified final seniority list will be accepted while considering a case of promotion of a TEVTA Employee. No tentative or provisional seniority list will be accepted by the TEVTA Promotion / Selection Committee.

The appointing authorities must ensure notification of seniority lists each year as per existing instructions.

21. STATIC LIST

- 
- (1) In case of extraordinary leave without pay beyond 5 years the name of the person to whom such leave is granted will be removed from the seniority list and placed on a separate static list with no claim to promotion or seniority over any junior who may be promoted during the period and his name will be brought back on the seniority list only after he resumes duty on return and his seniority shall be determined after deducting the period he remained on EOL beyond 5 years. If approved for promotion, he will not regain his seniority. In case of deputation abroad or contract appointment, if the period of deputation abroad or contract appointment exceeds 5 years, the name of the officer shall be brought on static list and shall have the same consequences as given in proviso to the rule *ibid*.
 - (2) The concerned office while submitting Working Paper for promotion shall specifically highlight the cases which fall in the categories discussed under the sub-para 1 above.
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22. WORKING PAPER FOR THE TEVTA PROMOTION / SELECTION COMMITTEE

The concerned office shall give following details in the Working Paper:

- (1) Total number of sanctioned posts.
- (2) Bifurcation of posts falling in promotion and initial recruitment quota, if any, and details of vacancies available for promotion.
- (3) Causes of occurrence of vacancies duly supplemented by documentary evidence.
- (4) Method of promotion as per service rules.
- (5) Panel of employees proposed to be considered for promotion strictly in accordance with the notified seniority list (not according to the tentative seniority list).
- (6) Detailed service account of each officer/official giving full service particulars as well as synopsis of PERs.
- (7) Details of penalties awarded and gist of charges.
- (8) Details of pending inquiries and gist of charges.
- (9) Result of trainings prescribed for the posts.
- (10) Remarks of the previous meetings, if considered earlier.
- (11) Additional information, if any.
- (12) PER grading & Quantification Form must be attached as per **Annexure-II**.
- (13) Clear recommendations of the Department be added.
- (14) The Working Paper for TEVTA Promotion / Selection Committee should be submitted two weeks before the meeting of the TEVTA Promotion / Selection Committee.

23. PROMOTION IN ABSENTIA

TEVTA employee serving on deputation with an Autonomous organization / another Government viz Federal Government / another Provincial Government / Foreign Government / International Organization or holding a job outside his cadre and TEVTA for more than one year, such TEVTA employee will be considered for promotion on his return, upon earning two full year's PER after his return.

24. PROMOTION DURING LPR

A TEVTA Employee during LPR will not be considered for promotion to a higher post.

25. UPGRADATION OF POSTS AND PROMOTION

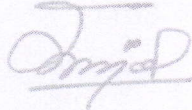
Upgradation of a post and promotion of an officer from lower to higher scale are two distinct issues which should not be linked together. Upgradation of a post falls within the purview of Finance Department, whereas, promotion of an officer to a higher scale is entirely a different issue which falls under the exclusive jurisdiction of the TEVTA Promotion / Selection Committee depending upon the scale of the officer/official. Upgradation of a post by Finance Department does not automatically enhance scale of the officer/official whose suitability to occupy the upgraded post has to be assessed separately by the competent authority except where all posts in a cadre are upgraded alongwith incumbents by the Finance Department.

26. FORGOING OF PROMOTION

- (1) As the promotion is a mode of appointment, therefore, a TEVTA Employee after issuance of promotion notification, can refuse to accept the promotion. However, on such refusal he shall stand superseded.
- (2) The effect of such a supersession shall be for three years and he shall be considered for promotion after three years. In case he is cleared for promotion and he again forgoes promotion then he will be deemed to have been permanently superseded.

27. GENERAL

- (1) Posts in promotion quota should be calculated on the basis of sanctioned cadre strength to be fixed by the Finance Wing of TEVTA.
- (2) The fraction of 0.5 or above shall go to promotion quota while calculating the promotion quota.
- (3) The vacant posts in the promotion quota should be substantiated with documentary proof, i.e., attachment of orders of retirement, promotion, dismissal, etc.
- (4) The Working Paper for placing before TEVTA Promotion / Selection Committee should be signed by the Deputy Director / Director or Additional Director General of the HR Wing.
- (5) Furnishing complete information / details and calculation of score of the officers with accuracy is the responsibility of the concerned office. It must be ensured that documents in regard to the proposals for promotion are prepared with utmost care so that the information submitted to the TEVTA Promotion / Selection Committee is complete and accurate in all respects.

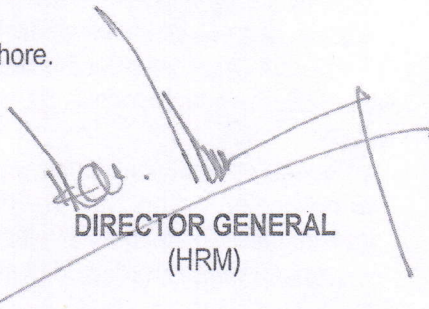

28/8/26
CHAIRPERSON
TEVTA

No. & Date Even.

Dated Lahore, the 28th August, 2026

A copy is forwarded for necessary action to:

1. All Directors General, TEVTA Secretariat, Lahore.
2. All Additional Directors General, TEVTA Secretariat, Lahore.
3. All Regional Directors, TEVTA, Lahore.
4. All Directors, TEVTA (Field & Headquarter)
5. The Chief Technology Officer, TEVTA Secretariat, Lahore.
6. Director to Chairperson, TEVTA Secretariat, Lahore.
7. P.S to Chief Operating Officer, TEVTA Secretariat, Lahore.


DIRECTOR GENERAL
(HRM)

Annexure-I

Quantifying the Performance Evaluation Reports

PERs in respect of two preceding grades (PS) or the last 12 years, whichever is more, will be quantified. If the service of an officer in present and previous grade is less than 12 years then the deficiency will be met by taking into account the PERs of next lower grade, which will be bracketed with the PERs of preceding grade. However, where initial appointment was made in PS-18, 19 or 20, the number of PERs for the purpose of quantification shall be reduced in the light of the TEVTA Promotion Framework-2017.

2. (a) The overall gradings in the PERs are allocated the following marks:

Sr. No.	Overall Grading	Marks
i)	Outstanding	10
ii)	Very Good	08
iii)	Good	07
iv)	Average	05
v)	Below Average	01
vi)	Poor	00

- (aa) For the overall grading in the PERs to be recorded on the revised forms for the year 2013 onwards, following marks have been allocated to the ratings given below:

Sr. No.	Overall Grading	Marks
i)	Outstanding	10
ii)	Very Good	08
iii)	Satisfactory	07
iv)	Unsatisfactory	00

- (b) If the overall grading in a PER is ambiguous e.g., placed between Good and Average, the quantification will be based on the lower rating.
- (c) In case the assessment of the countersigning officer differs from that of the reporting officer in any PER, the quantification will be based on the overall grading recorded by the countersigning officer.
- (d) Where two or more confidential reports were initiated in a calendar year, the marks for that year will be worked out on the basis of actual days of the report divided by 365 and multiplied by grading marks of that period unless the officer was promoted during the year when the relevant part reports were recorded. First report and the last report should be counted for full year.
3. The marks for PERs will be computed separately for each level of posts carrying the same pay scale and a weighted aggregate score will be worked out as follows:

First Step

Weighted mean will be calculated for each calendar year containing 2 or more PERs *vide* 2(d) to derive the PER score for that year as follows:

$$\Sigma = \frac{\text{Number of days} \times \text{grading marks}}{365 \text{ days}}$$

Second Step

Average marks for each level will be calculated according to the following formula:

$$\text{Average marks} = \Sigma \frac{M}{T} \times 10$$

Where

M = Marks for PERs *vide* paras 2(a) and 2(d); and
T = Total number of PERs in posts at that level.

Third Step

Weightage for posts held at each level will be given as follows in computing the aggregate score against a uniform scale of 70% marks:

$$\text{Aggregate score} = (0.42 \times B) + (0.28 \times A)$$

Where

B = total marks for PERs in the present scale

A = total marks for PERs in the preceding scale

Fourth Step

The following additions/deductions shall be made in the total marks worked out in the second step

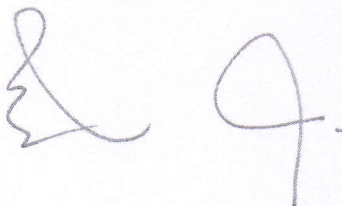
A. Additions:

- (i) for serving in a Government training institution, including those meant for specialized training in any particular cadre, for a period of 2 years or more. **2 marks**

B. Deductions:

- (i) for each major penalty imposed under the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975, Punjab Civil Servants (Efficiency and Discipline) Rules, 1999, Punjab Removal from Service (Special Powers) Ordinance, 2000 Punjab Employees Efficiency, Discipline and Accountability Act 2006. **5 marks**
- (ii) for each minor penalty imposed under the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975, Punjab Civil Servants (Efficiency and Discipline) Rules, 1999, Punjab Removal from Service (Special Powers) Ordinance, 2000 Punjab Employees Efficiency, Discipline and Accountability Act 2006. **3 marks**
- (iii) for adverse remarks (deductions be made for such remarks only as were duly conveyed per PER to the concerned officer and were not expunged containing on his representation or the officer adverse did not represent). **1 mark per PER containing adverse remarks**
- (iv) Deduction of marks due to penalty or adverse remarks shall be done only once i.e. when an officer's case comes up for consideration for promotion to the next higher grade. Once the officer has been promoted to the higher grade no deduction against these penalties/adverse PER shall be made subsequently.

4. Where an officer appointed to a higher post on *acting charge/ officiating/current charge basis* is considered for regular promotion to that post, the PERs earned during his acting charge/officiating/current charge appointment will be added to the PERs *earned in the lower post* for calculating the marks.



PER GRADATION & QUANTIFICATION FORM
(FOR PROMOTION FROM PS-18 TO PS-19)

Name _____
Designation _____
Date of Birth _____

Department
Seniority No.[illegible]

CALCULATION OF SCORE

PERs Quantified Score	Basic Scale	Aggregate Score	Weightage Factor	Point obtained
60:40 @ 70%	Present Scale		0.42	
	Previous Scale		0.28	
	i. Additions ii. Deletion	-	-	
	Total (A)			
Training: @ 15%	Mandatory Training (B)	-	0.15	
Total 85%			Total (A+B)	

PREPARED BY

CHECKED BY

COUNTERSIGNED BY

Name _____
Designation _____
Date _____

2

9.

PER GRADATION & QUANTIFICATION FORM
(FOR PROMOTION FROM PS-19 TO PS-20)

Department
Seniority No.

Year	Post held	Period of PER		PERs Assessment		Fitness for promotion	Score
		From	To	By RO	By CO		
Previous Scale (PS-18)							
Aggregate Score =							
Present Scale (PS-19)							
Aggregate Score =							

CALCULATION OF SCORE				
PERs Quantified Score	Basic Scale	Aggregate Score	Weightage Factor	Point obtained
60:40 @ 70%	Present Scale		0.42	
	Previous Scale		0.28	
	i. Additions	-	-	
	ii. Deletion			
	Total (A)			
Training: @ 15%	Mandatory Training (B)	-	0.15	
Total 85%			Total (A+B)	

COUNTERSIGNED BY

Name _____
Designation _____
Date _____

9.

PER GRADATION & QUANTIFICATION FORM
(FOR PROMOTION FROM PS-20 TO PS-21)

Name
Designation
Date of Birth

Department
Seniority No.[illegible]

CALCULATION OF SCORE

PERs Quantified Score	Basic Scale	Aggregate Score	Weightage Factor	Point obtained
60:40 @ 70%	Present Scale		0.42	
	Previous Scale		0.28	
	i. Additions	-	-	
	ii. Deletion			
	Total (A)			
Training: @ 15%	Mandatory Training (B)	-	0.15	
Total 85%			Total (A+B)	

PREPARED BY

CHECKED BY

COUNTERSIGNED BY

Name	Designation	Date
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