

**THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY
(PERFORMANCE APPRAISAL) (AMENDED) REGULATIONS, 2025**

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GOVERNMENT OF THE PUNJAB
PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY

Lahore, Dated the 12th November, 2025



NOTIFICATION

THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (PERFORMANCE APPRAISAL) (AMENDED) REGULATIONS, 2025

No. DG(PERA)/1-1/2025(PerformanceAppriusal):- In exercise of the powers conferred under section 10 (2) (h) read with section 79 of the Punjab Enforcement and Regulation Act 2024 and Rule 7 of the Punjab Enforcement and Regulatory Authority Rules, 2024, the Authority is pleased to make the following Regulations:

1. Short title, Commencement and Applicability. - (1) These Regulations may be cited as the Punjab Enforcement and Regulatory Authority (Performance Appraisal) (Amended) Regulations, 2025.

(2) These Regulations shall come into force at once.

(3) These regulations shall apply to all employees, as provided hereunder.

2. Definitions. - (1) In the Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- a. “Act” means the Punjab Enforcement and Regulation Act 2024 (*Act XI of 2024*);
- b. “Administrative Department” means the administrative department of the Authority as reflected in the Punjab Government Rules of Business, 2011;
- c. “Directorate General” means the headquarters of the Authority at Lahore as provided in section 3 (3) of the Act;
- d. “Employee” means any person appointed under section 11 of the Act whether serving at the Directorate General or at the Enforcement Stations, but does not include contingent paid staff and interns;
- e. “Regulations” means the Punjab Enforcement and Regulatory Authority (Performance Appraisal) (Amended) Regulations, 2025;
- f. “Schedule” means the Schedule appended hereunder;

3. Key Performance Areas (KPAs). - (1) Key Performance Areas shall generally cover the areas as per guidelines provided in Schedule III and IV.

(2) The Director General may redetermine and notify the Key Performance Areas (KPAs) for performance appraisal of the employees.

- 4. Appraisal Mechanism.** – (1) SMART goals shall be set in the start of each calendar year, these goals shall be consistent and aligned with organizational goals/objectives with the employee in agreement with the head of department.
- (2) subject to clause (1), an employee shall submit a self-evaluation report detailing his performance, and achievements in terms of job description and specific targets assigned during the assessment period.
- (3) The performance assessment, review, and validation shall be conducted by the supervisory officers as provided in Schedule-I and II.
- (4) In case of any change in the assigned role of an employee during the assessment period, performance shall be evaluated based on the position in which the employee spent the majority of the assessment period.
- 5. Performance Ratings.** – All Employees shall be evaluated on a point scale, with scores assigned based on predefined quantitative and qualitative assessments, as provided in Schedule-V.
- 6. Performance Score Distribution.** – (1) Performance score distribution between evaluators shall be 60% for Reporting Officer, 30% for Countersigning Officer and 10% for Second Countersigning Officer.
- (2) If there is no Second Countersigning Officer, then score distribution shall be 65% and 35% between Reporting Officer and Countersigning Officer, respectively.
- (3) For Deputationists, the regular Performance Evaluation Report (PER) system shall remain in place, however, for the purpose of incentives within the Authority, PER ratings shall be converted into scores provided herein.
- 7. Consequences of Consecutive Low Performance Ratings.** – (1) In case an employee receives low performance ratings for two consecutive years, actions shall be taken as provided in Schedule-VI.
- (2) For such employees, the Competent Authority may take such actions other than those provided in the Schedule mentioned ibid, as deemed necessary.
- (3) The Director General may upgrade or downgrade the SPPP scale of contractual employee(s) based on the performance.
- 8. Appeals and Grievance Mechanism.** – (1) The employee shall be informed of their appraisal within seven (7) days as per the appraisal schedule defined in the Schedule-IX of the regulation.
- (2) The employee may file an appeal before the Appellate Authority, as provided in Schedule-VII, within fifteen (15) days of communication of the appraisal.
- (3) While deciding the appeal, the Appellate Authority may summon the Reporting Officer or Countersigning Officer, as the case may be.
- (4) The Appellate Authority shall decide appeal within thirty (30) days, and its decision shall be final and binding.
- 9. Award of Honorarium.** – (1) The recommending fora for grant of honorarium based on exceptional or extraordinary performance for the employees shall be as provided in Schedule-VIII.

(2) The Director General shall approve and decide the amount of honorarium subject to equivalent to maximum three (3) running basic salaries and subject to maximum twice grant to an employee during a financial year.

(3) Any honorarium granted by the Authority shall not preclude the Director General from granting the honorarium under subsection (2).

(4) The Secretary of the Administrative Department of the Authority shall approve grant of honorarium to the Director General subject to the conditions provided in subsection (2).

10. Grant of Cash Reward. – (1) The Director General may, on the recommendations of the recommending fora as provided in Schedule-VIII, grant cash rewards to the employees based on exceptional or extraordinary performance in the light of section 66 of the Act.

(2) Cash rewards shall also be admissible to contingent paid staff, on the recommendations of the fora provided in Schedule-VIII.

11. Timelines. – (1) The timelines for reporting and validation of performance appraisal shall be as provided in Schedule-IX.

12. Annual Salary Increment. – (1) Notwithstanding anything contained in these regulations, The Director General shall be the competent authority to award annual increment in pays and allowances to the employees.

Provided that the increment, in percentage terms, shall not exceed the rate announced by the Government in the relevant financial year.

(2) For Deputationist, such increment shall be in accordance with Government's notification.

13. Training and Capacity Building. – (1) For capacity building of the employees, the Director General may conduct trainings, refresher courses and workshops locally or internationally, as deemed necessary.

(2) Such Training or Capacity Building courses and workshops shall be part of the appraisal and its score may be part of the score distribution.

14. Implementation & Monitoring. – (1) HR Wing of PERA will ensure fair implementation of Performance Appraisal System.

(2) Annual appraisal reports shall be digitally recorded for transparency.

(3) All employees shall have access to their appraisal reports upon request.

(4) Confidentiality of appraisal records shall be maintained at all levels.

(5) The Director General may issue periodic guidelines, standardized forms with respect to appraisal system and prescribe Key Performance Indicators (KPIs) for each position to align with organizational priorities.

(6) HR Wing shall conduct annual training for appraisers on how to conduct fair and objective appraisals.

Schedule-I: Hierarchy of Performance Appraisal for Regular Employees/Deputationist

Sr No.	Employee	Reporting Officer	1st Countersigning officer	2nd Countersigning officer	Appellate Authority
1	Director General	Secretary I & C	Chief Secretary	-	Chief Minister
2	Additional Director General	Director General	Secretary I & C	-	Chief Secretary
3	Deputy Director	Additional Director General (Concerned Wing)	Director General	-	Secretary I & C
4	Assistant Director	Deputy Director (Concerned Wing)	Additional Director General (Concerned Wing)	Director General	Secretary I & C
5	Audit Officer	Director General	Secretary I & C	-	Chief Secretary
6	Auditor	Audit Officer	Director General	-	Secretary I & C
7	Accountant	AD Finance (Budget)	DD Finance	Additional Director General (Finance Wing)	Director General
8	Executive Assistant / Office Assistant	Immediate Supervisory Officer	Next-tier Supervisory Officer	Additional Director General (Administration & HR)	Director General
9	Secretary District Board	Chairperson District Board	Commissioner	Director General	Secretary I & C
10	Sub-Divisional Enforcement Officer	Chairperson District Board	Commissioner	Director General	Secretary I & C

11	Sub-Divisional Enforcement Officer (STRIKE)	Additional Director General (Monitoring & Implementation)	Additional Director General (Administration & HR)	Director General	Secretary I & C
12	Enforcement Officer	SDEO	ADC (General) / Secretary DERB	-	Director General
13	Enforcement Officer (STRIKE)	SDEO (STRIKE)	Additional Director General (Monitoring & Implementation)	-	Director General
14	Investigation Officer	SDEO	ADC (General) / Secretary DERB	-	Director General
15	Investigation Officer (STRIKE)	SDEO (STRIKE)	Additional Director General (Monitoring & Implementation)	-	Director General
16	Senior Sergeant	EO	SDEO	-	Director Personnel
17	Sergeant	EO	SDEO	-	Director Personnel

Schedule-II: Hierarchy of Performance Appraisal for Contractual Employees

Sr No.	SPPP Grade/Title	Reporting Officer	1 st Countersigning officer	2 nd Countersigning officer	Appellate Authority
1	SPPP-1	Director General	-	-	Secretary I & C
2	Head Legal (SPPP-2)	Director General	-	-	Secretary I & C
2	SPPP-2	Additional Director General/Director (Concerned Wing)	Director General	-	Secretary I & C
3	SPPP-3	Immediate Supervisory Officer	Additional Director General/ Director (Concerned Wing)	Additional Director General (Administration & HR)	Director General
4	SPPP-4	Immediate Supervisory Officer	Next-tier Supervisory Officer	Additional Director General/Director (Concerned Wing)	Director General
	SPPP-5	Immediate Supervisory Officer	Next-tier Supervisory Officer	Additional Director General / Director (Concerned Wing)	Director General
5	System Support Officer	SDEO	SDEO	Additional Director General (Administration & HR)	Director General
6	Prosecutor	SDEO	SDEO	Head Legal & Prosecution	Director General

Schedule-III: Guidelines for KPAs for Employees of Directorate General

KPA	Weight	Description
Primary Job Responsibilities	50%	Execution of assigned duties as per Terms of Service under service regulations.
Strategic Planning & Policy Formulation	15%	Development and implementation of regulatory frameworks, SOPs, and strategic initiatives.
Interdepartmental Coordination & Stakeholder Engagement	10%	Liaison with government agencies, legal bodies, and partners to ensure policy alignment.
Administrative & Financial Management	10%	Resource allocation, budget management, and compliance with governance standards.
Capacity Building & Digital Innovation	10%	Training, skill enhancement, and adoption of technology for operational efficiency.
Work Discipline & Ethics	5%	Ensuring adherence to professional conduct, punctuality, and zero tolerance for misconduct.

Schedule-IV: Guidelines for KPAs for Employees of Enforcement Stations

KPA	Weight	Description
Primary Job Responsibilities	50%	Execution of assigned duties i.e field enforcement, regulatory compliance, case handling etc as per Terms of Service under service regulations.
Public Engagement & Service Delivery	15%	Responsiveness to public complaints, citizen facilitation, and maintaining service delivery benchmarks.
Operational Efficiency & Target Achievement	15%	Achieving enforcement targets, backlog reduction, and efficient case resolution.
Collaboration & Team Coordination	10%	Working with local administration, law enforcement, and agencies for smooth operations.
Capacity Building & Learning	5%	Participation in professional training and skill enhancement programs.
Work Discipline & Ethics	5%	Compliance with organizational policies, professional behavior, and accountability.

Schedule-V: Evaluation Rating Scale for Employees

Score	Rating	Action based on Scores	Honorarium
85-100	Outstanding	Eligible for accelerated promotions where applicable, leadership roles, honorarium, and appreciation awards.	3
70-85	Strong Performance	Eligible for career progression where applicable, annual increments, and performance-based incentives.	2
60-70	Satisfactory Performance	Retains eligibility for routine promotions where applicable but requires improvement in key areas.	1
40-59	Needs Improvement	Placed on a Performance Improvement Plan (PIP) with mandatory training and periodic review.	-
Below 40	Unsatisfactory	Subject to disciplinary action, including possible contract termination / service, if no improvement is observed within stipulated timeframe determined by Director General.	-

Schedule-VI: Actions Available for Low-Performing Employees

Employee	Level	Action
Contractual Employee	Enforcement Station	Termination of the Contract / Service by the Director General on the recommendation of Chairperson District Board
	Directorate General	Termination or contract downgrade by the Director General
Deputationist	Enforcement Station	Surrender of services by the Chairperson District Board to PERA Headquarter
	Directorate General	Surrender of services by the Director General to Administrative Department
Employee of the Authority	Enforcement Station	Ground for initiation of disciplinary proceedings by the Competent Authority on account of inefficiency
	Directorate General	Ground for initiation of disciplinary proceedings by the Competent Authority on account of inefficiency

Schedule-VII: Appellate Authority for Employees

Employee of	Appellate Authority
Enforcement Station	As defined in Schedule-I above
Directorate General, all except	Director General
i) For whom DG is Reporting Officer	Chief Secretary
ii) For whom DG is Countersigning Officer	Secretary I & C
iii) For Contractual employees for whom DG is Reporting Officer or Countersigning Officer	Secretary I & C

Schedule-VIII: Authority to Approve Honorarium and Cash Prize

Employees	Authority for Approval of Honorarium
Enforcement Stations (Contractual, Deputationists and Employees of the Authority)	Chairperson District Board
Directorate General (Contractual, Deputationist and Employees of the Authority)	Director General in consultation with ADG (Admin & HR), concerned wing head/ADG/Director
Contingent Employees of the Directorate General	ADG (Admin & HR) in consultation with Deputy Director (Admin & HR) and Deputy Manager HR
Director General	Secretary I & C

Schedule-IX: Appraisal Tentative Completion Schedule

Activity	Deadline	Description & No. of Days
Start of Assessment	January 01	HR to initiate the assessment exercise from January 01 each year.
Submission of Self-Assessment	January 10	Employees submit their self-evaluation reports within 10 days following the end of the Calendar Year.
Assessment by Reporting Officer	January 20	Reporting Officer completes the initial assessment and forwards it for review (10 days).
Review by Countersigning Officer	January 30	Countersigning Officer reviews and validates the assessment for consistency and fairness (10 days).
Validation by 2 nd Countersigning Officer (if any)	February 20	Final appraisal authority confirms and finalizes ratings (20 days).
Communication of Appraisal to Employee	February 27	Employees are informed of their appraisal results within 7 days of final validation.
Appeal Submission (if any)	March 05	Employees dissatisfied with their appraisal may submit an appeal within 07 days .
Review and Decision on Appeals	March 20	Appellate Authority reviews and finalizes decisions on appeals within 15 days .
Implementation of Performance-Linked Actions (Rewards / PIP / Disciplinary Actions)	March 30	Promotions, bonuses, Performance Improvement Plans (PIP), or other necessary actions are initiated within 10 days .