



PLANNING & DEVELOPMENT DEPARTMENT **GOVERNMENT OF BALOCHISTAN**

The Planning and Development Department, having formally approved the Job Descriptions of its officers through Circular No. P&D/JCE/Edu/2025-2026/6922 dated 05th December 2025 and has subsequently devised quarterly and bi-annual Key Performance Indicators to objectively assess their performance in accordance with those duties. By instituting such a systematic appraisal mechanism, the Department aims to ensure accountability, promote operational excellence, and facilitate continuous improvement in the pursuit of its strategic development objectives.

1. ADDITIONAL CHIEF SECRETARY (DEV)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Percentage of projects in the Provincial PSDP that are placed and approved from PDWP.	Number of PSDP projects approved comes under the purview of PDWP.
2	Percentage of allocated development budget utilized within the fiscal year.	Number of Provincial PSDP policy recommendations submitted for approval of Provincial Cabinet
3	Number of collaborative initiatives undertaken with federal government agencies, international development partners, and other stakeholders.	Number of development projects have been reviewed through progress review meetings
4	Percentage of development projects that have been reviewed and evaluated through robust monitoring mechanisms.	
5	Number of Balochistan-specific initiatives are forwarded for inclusion in the Federal PSDP.	
6	Number of Balochistan-specific initiatives are successfully incorporated / reflected in the Federal PSDP	
7	Number of PDWP meetings chaired during the Financial year.	
8	Number of Project Steering Committee meetings chaired during the Financial year.	

2. SECRETARY (PLANNING)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Percentage of allocated budget utilized efficiently and effectively.	Number of austerity measures initiated for better budget management
2	Number of strong partnerships established and maintained with donor agencies and development partners	Number of Foreign Funded projects have been reviewed
3	Number of domestic and foreign training programs coordinated and forwarded to quarter concerned	Number of post-training evaluations conducted for all foreign and domestic training programs
4	Percentage of identified opportunities for IT and AI solutions implemented within the department.	
5	Number of communication strategies that results in increased visibility of the department's development activities and their socio-economic impact, measured through media coverage metrics.	
6	Number of internal cleanliness initiatives taken during the year	
7	Number of Progress review meetings of Foreign funded projects chaired during the year	
8	Percentage of attendance improved during the year	

3. DEPUTY SECRETARY

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of summaries, drafts, notes, and correspondence reviewed	Number of assigned section tasks completed on schedule, and successful representation in inter departmental meetings
2	Number of inter sectional administrative issues resolved	Number of postings, transfers, leave, and disciplinary actions processed accurately and on time
3	Number of annual current budget estimates prepared and submitted to finance by the deadline	
4	Number of nominations for foreign training programs processed with all NOCs and clearances obtained before the stipulated deadline	
5	Number of cleanliness measures initiated or completed	

4. DEPUTY SECRETARY (JUDICIAL)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of departmental cases handled without adverse court rulings or missed deadlines	Number of court hearing attended
2	Number of requests to Law Dept., AG/AGP, and focal persons responded	Number petitions reviewed, examined, evaluated and comments drafted
3	Number of petitions examined and comments drafted within the stipulated timeline	Number of cases disposed of in favor of the department
4	Number of court hearings attended / represented on schedule, with up-to-date progress recorded	
5	Number of court orders complied with and entered in the case register without errors	
6	Number of legal opinions and briefs prepared for senior officers that meet quality standards	

5. SECTION OFFICER (ADMIN)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of leave applications, postings, transfers, and disciplinary cases processed	Number of personal files, leave records, and service books updated
2	Percentage of recruitment cycles completed in accordance with government rules and deadlines	Percentage of daily attendance records captured accurately via biometric / camera or manual systems and reconciled without discrepancies
3	Number of reminders, notices, and disciplinary alerts issued on time and recorded in the register	
4	Percentage of office maintenance, cleanliness, and building related issues resolved	

6. SECTION OFFICER (BUDGET)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of current budget figures reconciled and presented to higher authorities that match actual allocations	Number of budget estimates reviewed, examined, compiled and submitted to finance by the deadline
2	Percentage of funds utilization updated and presented to higher authorities	Number of expenditure reports generated
3	Number of bills, sanctions processed, and procurement actions taken adhering to BPPRA rules	
4	Number of queries / responses with Finance, AG Office, and procurement handled	

7. SECTION OFFICER (GENERAL)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of assembly questions adjournment motions scrutinized and forwarded to the relevant sections for reply	Number of foreign training nominations documented, and forwarded to EAD/donor agencies
2	Number of correspondences with wings / sections answered accurately and returned within the agreed timeframe	Number of Assembly questions replies submitted to the Provincial Assembly Secretariat by the stipulated deadline
3	Number of foreign-training nominations processed.	
4	Number of Assembly questions, replies, and foreign training records maintained that are complete, up-to-date, and easily retrievable	
5	Number of pending matters under the General Section resolved or escalated within the defined follow-up cycle	

8. SECRETARY (IMPLEMENTATION)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Percentage of projects meeting their implementation milestones and timelines as per approved project plans, based on data from the M&E reports and periodic review meetings	Number of M&E Reports reviewed and forwarded to relevant EAs for rectifications.
2	Percentage of allocated funds utilized by projects within approved budgets and timelines based on M&E reports	Percentage of result based actions on the observations of M&E Teams by the concerned EAs.
3	Number of follow up meetings held based on the observations of the monitoring teams	
4	Percentage of monitoring report recommendations acted upon by departments / authorities within agreed timelines, leading to improved project implementation outcomes	
5	Number of projects meeting predefined quality standards and requirements, as assessed through inspections, field visits and reviews.	
6	Number of initiatives proposed for improvement of monitoring of projects and reporting	

9. DIRECTOR GENERAL (M&E)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Percentage of planned monitoring visits completed as per the schedule, covering projects and programs across the province	Number of monitoring reports produced and circulated to concerned EAs for rectifications and actions
2	Percentage of monitoring data collected and analyzed that meets established standards for accuracy, consistency, and reliability	Number of follow up meetings convened with all stakeholders on the observations and recommendations of M&E reports
3	Number of follow up meetings convened with M&E teams	
4	Percentage of collected monitoring data that passes the quality-assurance validation	
5	Number of actionable suggestions received that are reflected in reports or process changes	
6	Percentage of utilization of monitoring results for decision-making, measured by follow-up actions taken	

10.DIRECTOR GENERAL (IMPLEMENTATION)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Percentage of monitored projects on track with approved timelines and budgets	Number of field visits conducted to assess implementation status of Development activities
2	Number of projects that pass audit / compliance checks against project-management rules and regulations	Number of follow up meetings convened to resolve issues highlighted during site visits
3	Number of training / workshop sessions organized for Project Directors and their teams	
4	Percentage of data entries in PSDP Automation system that are accurate and on scheduled checks	
5	Number of Departmental review meetings conducted	

11. CHIEF ENGINEER

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of monthly progress briefs submitted to higher authorities on time	Number project documents / PC-Is or PC-IIs reviewed or evaluated
2	Number of unresolved issues in development documents reviewed and findings prepared for Pre- PDWPs and PDWPs	Number of field monitoring visits conducted and generated reports
3	Number of training / workshop sessions conducted for Engineers within the department	
4	Number of engineers receiving formal guidance on evaluation / appraisal of development documents	
5	Percentage of engineering documents that pass internal compliance review before submission	
6	Number of engineering-skills training / workshops attended	

12.SUPERINTENDING ENGINEER

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of section-distribution proposals for Executive / Assistant Engineers initiated	Number of project documents / PC-Is evaluated
2	Number of monitoring-visit schedule prepared and shared with management	Number of field monitoring visits conducted and reports generated
3	Number of field-visit reports submitted with actionable suggestions	
4	Number of PC-I, PC-II, PC-III, PC-IV, PC-V documents reviewed	
5	Number of PDWP sessions where PC-I/PC-II updates and expert comments are delivered	
6	Number of tasks assigned by higher authorities completed by the agreed deadline	

13. EXECUTIVE ENGINEER

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of PC-I documents checked for civil-engineering correctness, rate compliance, and adherence to BCSR/PEC/BPPRA/GoB guidelines	Number of PC-I / technical documents evaluated
2	Number of PC-II forms reviewed that conform to GoP PC-II Performa Revised 2024	Number of filed monitoring visits conducted and reports generated
3	Percentage of identified PC-I/PC-II deficiencies communicated to DSC and PDWP	
4	Number of monitoring-visit reports submitted with deviations and recommended actions	
5	Number of tasks assigned by higher authorities completed by the agreed deadline	

14.ASSISTANT ENGINEER

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of PC-I / technical documents checked for civil-engineering correctness	Number of field monitoring visits conducted or assisted monitoring officer and generated reports
2	Number of PC-I deficiencies intimated to various Chief of Sections	Number of PC-I / technical documents evaluated
3	Number of monitoring-visit reports prepared with recommended actions	
4	Number of day-to-day tasks assigned by XEN / SE / Chief Engineer completed by deadline	
5	Number of project evaluations assisted	

15.DIRECTOR DEVELOPMENT

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of field visits planned and executed jointly or individually	Number of field monitoring visits conducted and reports generated
2	Number of substantive insights or recommendations presented in follow up meetings	Number of progress review meetings conducted
3	Percentage of district-wise field visits conducted	
4	Percentage of field-collected data sets analyzed and incorporated into project adjustment recommendations	
5	Number of progress review meetings convened at Divisional Headquarter	
6	Number of tasks assigned by competent authority completed by the agreed deadline	

16.DEPUTY DIRECTOR DEVELOPMENT

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of field monitoring visits assisted	Number of development scheme visits conducted jointly or individually
2	Number of compliance reports collected from executing agencies	Number of working papers and documents prepared for progress review meetings
3	Number of field visit schedules and communications prepared for the Divisional Director	
4	Number of assigned routine tasks (e.g., data entry, correspondences) completed by the deadline	

17.ASSISTANT DIRECTOR DEVELOPMENT

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of requests forwarded to executing agencies for obtaining progress reports of development schemes	Number of briefs, presentations and documents prepared for progress review meetings
2	Number of briefs / notes prepared for various meetings	Number of filed visit monitoring reports compiled and circulated
3	Percentage of coordination, report drafting, visit scheduling, or meeting organization tasks completed	
4	Number of additional duties from higher authorities completed by the agreed deadline	

18. CHIEF OF SECTION (M&E)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of development schemes visited.	Number of M&E reports compiled and submitted to higher authorities
2	Number of meetings on M&E reports submission where meetings convened and shared minutes for further action	Number of field visits conducted and generated reports
3	Number of complaints received in the P&D complaint & redressal cell	
4	Number of complaints that are resolved within the stipulated timeframe	
5	Percentage of tasks assigned by higher authorities that are completed.	

19. ASSISTANT CHIEF OF SECTION (M&E)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Percentage of tasks routed that are completed	Number of Follow up meetings on M&E reports have been conducted
2	Number of PUCs, meeting minutes, and letters prepared	Number of field visits conducted and reports generated
3	Number of working papers for follow-up meetings prepared with complete case context	
4	Number of visit-reports submissions coordinated with higher authorities.	
5	Percentage of assignments from higher authorities completed within the stipulated timeframe	
6	Number of M&E reports / documentation reviewed	

20. RESEARCH OFFICER(M&E)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of follow-up meeting minutes prepared and issued	Number of tasks completed within given timeframe (such as yearly schedule /calendar for development-scheme visits finalized and distributed
2	Number of visit reports coordinated with higher authorities that are submitted for timely processing	Number of working papers, presentations and meeting documents prepared for follow up and progress review meetings
3	Number of PUCs received in the Section that are logged and acted upon	
4	Percentage of documents (minutes, calendars, reports, PUC actions) that pass quality check on first review	

21. CHIEF ECONOMIST

S#	Quarterly KPIs	Bi-Annual KPIs
1	Percentage provincial development initiatives reviewed, which are fully aligned with the government's vision, policies and sectoral strategies.	Number of PC-Is reviewed which comes under the purview of PDWP.
2	Number of development schemes presented to the (PDWP) with comprehensive economic appraisals.	Number of initiatives, proposals and publications have been finalized related to Development activities.
3	Number of initiatives or publications related to Development schemes / projects.	
4	Number of partnerships established or strengthened with government agencies, private sector entities, international organizations leading to tangible outcomes in knowledge sharing, economic development initiatives, or project support for Balochistan's economic growth	
5	Number of internal meetings with Joint Chief Economists for strengthening and streamlining of Planners and economist wing	
6	Number of PDWP meetings attended during the year	

22. JOINT CHIEF ECONOMIST

S#	Quarterly KPIs	Bi-Annual KPIs
1	Percentage of analyses and policy recommendations provided to the Chief Economist and other stakeholders.	Number of PC-Is recommended through Pre-PDWP for consideration of PDWP
2	Number of officers and staff within the sector mentored who demonstrate improved analytical skills, critical thinking abilities, and project appraisal competencies.	Number of Concept Papers recommended on P&DD automation system
3	Number of Pre-PDWP meetings chaired during the financial year	
4	Number of Concept Clearance Committee meetings chaired during the year	
5	Percentage of project PC-Is reviewed within the stipulated timeline.	

23. CHIEF OF SECTION

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of development projects evaluated	Number of Projects got approved from PDWPs / DSCs
2	Number of high-quality technical inputs (briefs, comments, draft summaries, working papers, and notes) prepared.	Number of files processed through e-filing system
3	Number of progress review meetings organized and proposed actions for resolution of challenges or deviations from project plans.	
4	Percentage of adoption and effective utilization of PSDP automation software.	
5	Number of project PC-Is along with economic appraisal placed before the Pre-PDWP for consideration.	
6	Number of project PC-Is along with economic appraisal placed before the PDWP for approval.	

24. CHIEF OF SECTION (PROGRAMMING)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of correspondences made regarding PSDP formulation with all Chief of Sections and line departments	Number of briefs shared regarding status of approved projects from PDWP/DSC
2	Percentage of maintaining PSDP database availability with weekly or monthly data-reconciliation.	Percentage of Utilization of Allocated funds under PSDP all sectors
3	Number of projects (revised and modified) incorporated / updated in the PSDP in consultation with concerned Chief of Sections.	
4	Number of policy draft regarding Authorization and Re-appropriation of funds initiated.	
5	Number of projects reviewed for additional funding.	
6	Percentage of utilization of PSDP Automation System within the department	
7	Number of PC-Is / project documents uploaded by the government departments accurately in the automation system.	
8	Number of updated PSDP briefs prepared for higher authorities	

25. CHIEF OF SECTION (FOREIGN AID)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of project appraisals, working papers, briefs, and notes prepared for foreign-aided projects.	Number of Foreign-Aided projects that obtain approval from CDWP and / or ECNEC
2	Number of meetings / communications with EAD, development partners and donors that are held on time and produce actionable minutes.	Number of Foreign Aided Projects reviewed in progress review meeting
3	Number of progress reports on foreign-aided projects, including updates on project status prepared leading to informed decision-making by higher authorities.	
4	Number of Foreign Aided projects placed in PDWP forum and recommended for consideration by CDWP & ECNEC.	
5	Number of new loan agreements negotiated that are fully aligned with the provincial growth strategy.	
6	Number of Debt Management Technical Committee (DMTC) and Negotiation Committee meetings convened.	

26. CHIEF OF SECTION (FEDERAL PROJECTS)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of project appraisals, working papers, briefs and notes prepared for Federal-funded schemes.	Number of Federally funded project PC-Is recommended by the PDWP.
2	Number of PC-1 and PC-II dossiers processed for consideration of PDWP/CDWP/ECNEC.	Number Federally funded Balochistan specific PC-Is approved by CDWP and / or ECNEC
3	Number of Federally funded project PC-Is approved from CDWP and / or ECNEC.	
4	Percentage of allocated federal-project budget disbursed to various executing agencies.	
5	Number of progress review meetings of Federally funded projects convened or attended.	
6	Number of CDWP / ECNEC meetings attended	

27. CHIEF OF SECTION (CSR)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Percentage of scheduled price-survey rounds completed with data accuracy	Number of BCSR drafts shared with the Chief Economist and other stakeholders.
2	Percentage of required inputs from Nation-Building Departments and other authorities received on schedule for each BCSR update cycle.	Number of meetings convened on draft BCSR
3	Number of proposed additions / deletions to the BCSR that are approved by the notified Technical Committee, reflecting best engineering practice and market availability.	
4	Number of best-practice inputs incorporated from MRS wings of sister provinces, measured by the number of adopted ICT-based updates.	
5	Number of draft BCSR packages placed before the approving forum through the proper channel.	
6	Percentage of BCSR items that pass post-implementation audit for economy, efficiency, and effectiveness	

28.ASSISTANT CHIEF OF SECTION

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of sector-specific research papers or briefs prepared	Number of projects reviewed for placement before PDWP meetings
2	Number of PC-1/PC-II dossiers prepared for PDWP for appraisal	Number of comments prepared and processed on summaries and note
3	Percentage of project documents reviewed (PC-1 to PC-V)	
4	Percentage of users of PSDP automation software within the section	
5	Number of training courses, workshops attended	

29. RESEARCH OFFICER

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of research assignments (data collection, analysis, insights) delivered	Number of PC-Is reviewed or evaluated
2	Number of technical reports, briefs, working papers, appraisal notes, or presentations produced	Number of PUCs / Summaries / Notes and other documents processed
3	Number of PUCs received from internal / external stakeholders and processed timely	
4	Number of meeting notices, draft minutes, working papers, and presentations prepared and circulated	
5	Number of sector-specific briefs prepared	

30.SYSTEM ANALYST

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of business-process inefficiencies documented	Number of system solutions initiated
2	Percentage of specifications delivered on schedule and meeting all user requirements	Percentage of data-integration coordinated with regard to PSDP automation system
3	Number of initiatives produced which reduced in workflow bottlenecks after implementing recommended system changes	
4	Percentage of data-integration or storage tools recommended that are adopted within given timeframe	
5	Number of IT-related certifications, workshops, or training courses attended or conducted	

31.COMPUTER PROGRAMMER

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of scheduled server maintenance windows completed without service interruption	Number of technical documents (design specs, API docs, SOPs) updated or created
2	Number of new web-application modules or major features prepared	Percentage of workflow improvements after implementing IT interventions and proposed solutions
3	Percentage of proposed workflow improvements that are implemented and showed measurable efficiency gains	
4	Number of applications migrated to containerized environments	
5	Percentage of technical liaison requests resolved within the stipulated turnaround time	

32.DIRECTOR (BOS)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of scheduled publications (Statistical Year Book, Survey reports, Social Indicators, Balochistan at a Glance, etc.) produced and disseminated	Number of statistical outputs uploaded to the online portal and printed copies distributed
2	Number of coordination meetings / activities held with BOS statistical wing	Number of data collection plans and statistical publications approved by competent authority
3	Percentage of internal processes (workflow, approvals) completed without bottlenecks	
4	Number of field surveys executed as per plan, with no major disruptions or safety incidents	
5	Number of sector summaries prepared and presented in meetings with supervisory officer P&DD	

33. DEPUTY DIRECTOR (STATISTICS)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of statistical publications (year-book, survey reports, etc.) to which you contributed data compilation, verification and quality checking that are released on schedule	Number of new or revised survey questionnaires and tools designed
2	Percentage of primary survey data and secondary data from Assistant Director/Investigator that passes reliability checks (accuracy, consistency) before finalization	Number of periodic statistical reports (monthly, quarterly) initiated
3	Number of socio economic surveys (field phases) supervised	
4	Number of datasets where estimation, re-classification and internal verification are completed and documented before analysis	
5	Number of data exchange requests with other provincial Bureaus of Statistics and PBS fulfilled	

34. ASSISTANT DIRECTOR (STATISTICS)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Percentage of sector-wise data collection cycles completed on schedule	Number of analytical reports or briefs delivered
2	Number of datasets processed, tabulated and ready for printing	Number of datasets critically examined that meet accuracy, validity and coverage standards
3	Number of statistical publications (hard/soft) issued by the stipulated deadline	
4	Number of requests for data or collaboration from public/private organizations responded	
5	Percentage of data releases accompanied by complete, reviewed explanatory notes	

35.ASSISTANT DIRECTOR (ADMN / BOS)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of daily routine tasks completed on schedule without backlog	Number of workflow enhancements or SOP updates proposed and implemented
2	Number of files and correspondences processed	Number official letters, orders, notices and internal memos prepared accurately and dispatched within the required timeframe
3	Number of surveys, meetings and trainings for which all logistics (venue, transport, equipment) are arranged as planned	
4	Percentage of material / equipment requests fulfilled on time, ensuring uninterrupted statistical work	

36.ASSISTANT SYSTEM ANALYST (BOS)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of client IT requirements captured, documented, and turned into functional specs	Number of business process inefficiencies identified and remedied
2	Number of recommended system changes or expansions that align with overall IT strategy and are implemented	Percentage of tool evaluations and data workflow proposals that are accepted and adopted
3	Percentage of system solutions reviewed for data privacy and regulatory standards	
4	Number of high level architecture briefs (database, network, system) delivered to management	

37.COMPUTER PROGRAMMER (BOS)

S#	Quarterly KPIs	Bi-Annual KPIs
1	Number of scheduled server maintenance windows completed without service interruption	Number of technical documents (design specs, API docs, SOPs) updated or created
2	Number of new web-application modules or major features prepared	Percentage of workflow improvements after implementing IT interventions and proposed solutions
3	Percentage of proposed workflow improvements that are implemented and showed measurable efficiency gains	
4	Number of applications migrated to containerized environments	
5	Percentage of technical liaison requests resolved within the stipulated turnaround time	