

IMMEDIATE

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. F. 8/2/2011-CP-5

Islamabad, the ^{3rd} October, 2012

OFFICE MEMORANDUM

Subject: - GRANT OF BS-21 AND BS-22 TO TECHNICAL/PROFESSIONAL OFFICERS ON ACCOUNT OF MERITORIOUS SERVICES

The undersigned is directed to state that following revised criteria as approved by the Prime Minister for grant of BS-21/22 on the basis of meritorious service was circulated vide this Division O.M. No. 8/1/2008-CP-V, dated 25th November, 2008:-

- a. Officers be considered for grant of BS-21 & BS-22 on the basis of meritorious service in order of seniority.
- b. P.E.Rs. should be quantified in present and previous scales as per existing promotion policy and assigned a weightage of 70%.
- c. Training from NIPA, Staff College and National Institutes of Management may be given 15% weightage. In case the training information/requirement is not relevant, overall professional competence be judged and notional marks be assigned on the basis of his previous record.
- d. 22 years service in BS-17 and above for grant of BS-22 to technical and professional officers on meritorious service with the **addition** that the officer concerned should also complete atleast two years service in a post in Basic Scale 21 for the said grant.
- e. The Special Selection Committee shall scrutinize Significant Contribution of the Technical and Professional Officers in their relevant fields of specialization, consulting Secretary concerned and Head of Offices/Organizations about the background, level of competence and general reputation and allocate marks out of 15 to the officers being considered for grant of BS-21 and BS-22 on the basis of meritorious services.
- f. Minimum threshold in this way shall be 75% Marks.

2. In order to prepare a Working Paper for Special Selection Committee, all the Ministries/Divisions are requested to forward proposals in respect of their recommendees in eight sets each for consideration for grant of BS-21 and BS-22

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Establishment Division
D.S (CP-V/Comp.) Office
Dy.No. 1-89 Dated: 5/10/12
Cabinet Secretariat, Islamabad

P-7-8/c

to technical and professional officers under their administrative control, to this Division in accordance with the following procedure:-

- a. The proposal should be submitted on the following proformae, copies enclosed:-
 - i. Proforma-I duly signed by the Secretary of the administrative Division.
 - ii. Proforma-II (Panel Proforma) devised with the concurrence of Finance Division.
 - iii. P.E.R. Grading & Quantification Form
- b. Proforma-II (Panel Proforma) to be used for grant of BS-21 or BS-22 with appropriate modifications.
- c. The proposal should include only the names of eligible officers in line with Finance Division O.M. No. F. 2(3)-R.3/86, dated 7th April 1987 and Establishment Division O.M. No. F. 8/1/2008-CP-V, dated 25th November, 2008.
- d. Following information/documents must also be provided:-
 - (i) Total number of sanctioned BS-20 technical posts in the Division.
 - (ii) The number of pool posts (12½ % of the total posts).
 - (iii) The posts already occupied (officers in position).
 - (iv) The number of pool posts actually vacant.
 - (v) Seniority-wise List of officers on the panel.
 - (vi) Justifications for ignoring senior officers (if applicable).
 - (vii) The proposed officer fulfills all the conditions enumerated in the annexure to this letter.
 - (viii) A BS-20 officer must sign the documents and furnish a certificate that all the contents are verified and the proposed officers fulfill all the criteria enumerated in the O.M. referred to in para 1 above.
 - (ix) The category of Technical/Professional Officers as enumerated in Panel Proforma for Special Selection Committee is required to be mentioned for the nominated officer.
 - (x) The officer holds the technical post in the cadre concerned on regular basis and possesses professional/technical qualification as laid down in the recruitment rules.
- e. The proposals for grant of BS-21 & 22 on meritorious basis to the officers belonging to autonomous/semi autonomous bodies under their control, Ministries/Divisions, be processed in line with Finance Division's O.M. No. F. 2(3)-R.3/86, dated 13th October 1988 also indicating that these bodies have adopted the Basic Pay Schemes including allowances and benefits.

4. The proposals, if any, should reach the Establishment Division within two weeks from the date of issue of this Office Memorandum. Incomplete proposals as well as those received after due date will not be included in the agenda of the meeting.


(SHAHZAD AHMAD)
Deputy Secretary (CP-III)
Ph: 9202908

Secretaries/Additional Secretaries Incharge
of the Ministries / Divisions
Rawalpindi / Islamabad

Copies for information to :-

1. The Auditor General of Pakistan, Islamabad
2. Secretary, Federal Public Service Commission, Islamabad.
3. Director General, Intelligence Bureau, Islamabad.


(SHAHZAD AHMAD)
Deputy Secretary (CP-III)

PROFORMA-I

GOVERNMENT OF PAKISTAN
MINISTRY OF _____ .

PROFORMA FOR SUBMISSION OF PROPOSALS FOR
GRANT OF BS-21 OR 22 TO TECHNICAL AND
PROFESSIONAL OFFICERS

SANCTIONED STRENGTH OF POSTS

S. No.	Particulars of Posts/officers as on	Main Ministry/ Division	Attached Departments	Federal Subordinate Offices	Total Columns 3, 4 & 5
1.	2	3	4	5	6
i.	Total number of technical/professional posts sanctioned in BS-21				
ii.	Total number of technical/professional posts sanctioned in BS-20				
iii.	Total number of officers holding technical/professional posts in BS-21 on regular basis				
iv.	Total number of officers holding technical/professional posts in BS-20 on regular basis.				
v.	Pool posts @ 12.5% of the total number of posts in BS-20 (i.e. of (ii) above).				

To be signed by.....
(Head of the Ministry/Division/
Department or an officer of the status
of a Joint Secretary of BS-20

PROFORMA-II

MINISTRY OF _____

**PANEL PROFORMA FOR
SPECIAL SELECTION COMMITTEE
FOR GRANT OF BS-21/22 TO BS-20/21 TECHNICAL
AND PROFESSIONAL OFFICERS
ON ACCOUNT OF MERITORIOUS SERVICES
AS ON _____**



Name of the officer		Date of Birth	
Domicile		Seniority No.	
Service/Cadre to which he belongs		Nomenclature & BS of the post held	
Technical Qualification & Experience prescribed in the Recruitment Rules for the post		Technical Qualification & Experience possessed by the officer	Add as Annex-I if required.
Job description of the post held by the officer		Performance indicators prescribed for the post	Add as Annex-II if required.
The achievements of the officer in specific measurable terms during last 03 years	Add as Annex-III if required.	Particulars of publications. Details of research papers/ books authored by the officer with the names of journals in which research papers were published.	Add as Annex-IV if required.
Reasons for which the officer is to be considered as specially meritorious.	Add as Annex-V if required.	Details of significant contribution made by the officer in his field of specialization.	

SERVICE PARTICULARS										Eligibility for consideration	
Date of Joining Government Service	Date of Promotion in				Length of Service						
	Present Scale BS-20	Lower Ranks			Service in the Cadre	In Present Scale		Total			
		BS-19	BS-18	BS-17		Y	M	Y	M		Y
					Y	M	Y	M	Y	M	

IMPORTANT APPOINTMENTS HELD IN THE PRESENT RANK						
S No. 1.	Post Held			S. No 2.	Post Held	
Penalties (if any)		:				
Training Courses (other than Mandatory Training, if any)		:				
Grading of Mandatory Training at NIPA/SMC, if done		:				
NUMBER OF PERS						
Basic Scale	Outstanding	Very Good	Good	Average Reports	Below Average	Adverse Report/ Remarks in BS-19
BS-19						
BS-20						
Awaited Reports (PERs)	Additional Information					
EFFICIENCY INDEX						
Required Threshold	Score of PERs & Training Reports			Marks awarded by SSC		Total
75						
Recommendations of Special Selection Committee						
Promoted	Deferred			Superseded		

Prepared by
(Section Officer or Equivalent)

Checked by
(Deputy Secretary or Equivalent)

PER GRADING & QUANTIFICATION FORM

Name: -

Year	Post held	Min/Div/Deptt	Period of PER		PER'S Assessment		Fitness for promotion	Score
			From	To	By RO	By CO		
Previous Scale (BS-19/20)								
Aggregate Score =								
Present Scale (BS-20/21)								

CALCULATION OF SCORE

A. PERs Quantified Score 60 : 40 @ 70 %	Basic Scale				Aggregate Score	Weightage Factor	Points Obtained
	Present Scale						
	Previous scale						
	i. Additions						
	ii. Deletions						
	Total (A) :-						
B. Training : @ 15 %	NIPA/NMC						
	LHR	KAR	QTA	PSH			
C. Grand Total (A + B)							

Prepared by
(Superintendent or Equivalent)

Checked by
(Section Officer or Equivalent)

Countersigned by
(Deputy Secretary or Equivalent)