

IMMEDIATE

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

Islamabad, the, ^{3rd} June, 2016

No.1/4/2016-T-I

OFFICE MEMORANDUM

Subject: **NOMINATIONS OF BS-20 OR EQUIVALENT OFFICERS FOR 105th
NATIONAL MANAGEMENT COURSE AT NATIONAL
MANAGEMENT COLLEGE, LAHORE**

The undersigned is directed to refer to the above subject and to state that 105th National Management Course (NMC) will start w.e.f 01-08-2016 at National Management College, NSPP, Lahore. It is, therefore, requested that a panel of BS-20 or equivalent officers belonging to various occupational groups/ services/ ex-cadres of Ministries/ Divisions/ Departments/ Sub-ordinate offices/ Autonomous/ Semi-autonomous bodies controlled by the Federal Ministries/ Divisions/ Provincial Governments/ Government of AJ&K may be forwarded to this Division latest by **30-06-2016**. It may be pointed out that this Division will finalize nominations of officers belonging to PAS, PSP and Sectt. Group. The nominations received directly from the departments/ autonomous organizations shall not be entertained. The following criteria should strictly be observed while nominating the officers:-

- i. Officer(s) is/are in BS-20 or equivalent on regular basis.
- ii. The officer(s) is/are in the promotion zone.
- iii. The officers may be considered in order of seniority in their respective cadres and the officers otherwise senior to them should not be ignored.
- iv. The officers, who are on deputation in international organizations, may not be nominated. Similarly, officer posted in Pakistan's Missions abroad, except those belonging to Foreign Service of Pakistan, may also not be nominated.
- v. The officers on long leave/ EOL and are undergoing disciplinary proceedings may not be nominated.
- vi. Overall quantified score of PERs should be 75.

2. The nominating agencies are requested to forward following documents in respect of each nominee:-

- i. Panel Proforma duly filled in (Annex-I) & (Annex-II)
- ii. Detailed bio-data.
- iii. Copy of valid seniority list of officer in BS-20.
- iv. Certificate to the effect that no disciplinary proceedings are pending against the nominees under the prescribed rules/law.
- v. Latest annual medical examination report in respect of nominees.
- vi. Certificate to the effect that no junior officer has been nominated for the course.

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Important Requirements

- Proficiency in computer related skills is a pre-requisite for the course. Nominated officers, who are not computer literate, may be advised to immediately start working on computer, so that they do not start the training with a handicap.
- If an officer is selected for mandatory training, declines to proceed on training for two consecutive training courses, he/she would forfeit the right to be considered for promotion, provided that the Prime Minister may dispense with this provision (in any case) in the public interest.
- The subject course is mandatory for promotion; therefore, in the event of selection of officers for the training, the controlling Ministries/ Divisions/ Departments/ Governments should relieve the officers.

3. The Course will be fully residential. The Course Fee is Rs. 840,000/- which covers the boarding and lodging expenses at the National Management College Hostel and expenses on mandatory inland/foreign study tour. The Establishment Division will make payment of course fee for NMC in respect of the officers of all occupational groups/services. However, the fee in respect of officers belonging to the Ex-cadres of Federal/Provincial Governments and Autonomous Bodies/Corporations etc will be paid by the concerned Ministries/ Divisions/ Provincial Governments/ Autonomous Bodies/ Corporations.

4. A panel of eligible officers in BS-20 or equivalent along-with the requisite information/ documents may please be sent to this Division on or before the closing date.

Encl: As above.



(Syed Tauqeer Hussain)
Deputy Secretary (T-I)
Tele: 9207034

1. The Secretary, President's Secretariat (Public), Islamabad.
2. The Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3. All the Secretaries, Federal Ministries/Divisions, Islamabad/Rawalpindi.
4. All the Chief Secretaries of Provinces/AJ&K Government, Lahore, Peshawar, Karachi, Quetta, Gilgit and Muzaffarabad.
5. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad
6. The Auditor General of Pakistan, Islamabad.
7. The Secretary, National Assembly Secretariat, Islamabad.
8. The Secretary, Senate Secretariat, Islamabad.
9. The Chairman, National Accountability Bureau, Islamabad.
10. The DG, ISI, Islamabad.
11. The DG, IB, Islamabad.
12. The DG (HR), State Bank of Pakistan, Karachi.
13. The SEVP/Group Chief (HR Management & Administration Group), National Bank of Pakistan (NBP) Building, Head Office, I.I. Chundrigar Road, Karachi.

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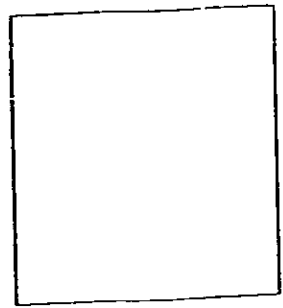
Copy to:-

1. The Rector, National School of public Policy, Shahrah-e-Quaid-e-Azam, Lahore.
2. All Joint Secretaries/ DGs Establishment Division, Islamabad.
3. Director (PD), Establishment Division, Islamabad.
4. D.S. (Computers) for placing on web-site.
5. SPS to Secretary, Establishment Division. Islamabad.
6. SPSs to Additional Secretary (I&II), Establishment Division, Islamabad.


(Sajjad Hussain)
Section Officer (T-I)
Tele: 9103495

Annex-1

**NATIONAL MANAGEMENT COLLEGE,
LAHORE**
NOMINEE'S SERVICE RECORD / BIO DATA



(To be copied and filled in duplicate)

Please staple two copies of your recent passport size
Photographs

Name: _____

Designation: _____

Official Address:

Postal: _____

Telegraphic: _____

4. Residential Address:

i) Present: _____

ii) Permanent: _____
(If different)

5. Contact Information

i. Office: _____

ii. Residence: _____

iii. Fax No: _____ iv. Mobile: _____

v. E-mail address: _____

Website: _____

6. Date of Birth: _____

7. Marital Status Married Unmarried Widowed Divorced
(Encircle the relevant one)

17. Brief description of responsibilities
Of present post:

18. Educational qualifications (graduate & post-Graduate Degree/diplomas) with disciplines and years:

Degree/Diploma	Subject	Institution	Year

19. Training(s) Received

i) In Pakistan

Name of Course	Duration of each Course		Name of Institution
	From	To	

ii) Abroad:

Name of Course	Duration of each Course		Name of Institution	Country
	From	To		

20. Area of Specialization _____

21. Additional technical or professional qualifications, of any:

22. Published/Unpublished work
(Books, articles, reports):

23. Membership of official and unofficial
Committees/commissions:

24. Membership of academic/literacy/professional
Associations:

25. Name of the nominating government,
Department/organization:

26. Name of designation of the authority
Which maintains the PER of the nominee
And to whom the report of the
Nominee to be sent:

Dated: _____

Place: _____

Signature of the Nominee

Annex-II

1	2	3	4	5	6
No. of sanctioned / duty posts in BS-20	No. of officers attended or presently attending NMC / NS&WC and awaiting promotion to BS-21	No. of officers who have not attended NMC	No. of vacancies in BS-21 in the Cadre / Group / Service	No. of vacancies in BS-21 likely to occur in next 2 years	Any other relevant information