

IMMEDIATE

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No. 1/4/2017-T-I

Islamabad, the 13th June, 2017


OFFICE MEMORANDUM

Subject:- **NOMINATION OF BS-20 OR EQUIVALENT OFFICERS FOR 107TH NATIONAL MANAGEMENT COURSE AT NATIONAL MANAGEMENT COLLEGE, LAHORE**

The undersigned is directed to refer to the above subject and to state that 107th National Management Course (NMC) will start w.e.f 28-08-2017 at National Management College, NSPP, Lahore. 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 / Provincial Governments / Government of AJ&K may be forwarded to this Division latest by **15-07-2017**. 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 etc., 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 officers 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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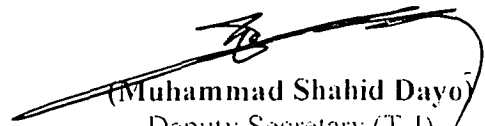
Important Requirements

- 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/- per participant 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 in respect of the officers of all occupational groups/services. However, the fee in respect of officers belonging to the ex-cadre officers of Federal Government/officers belonging to Provincial Governments and Autonomous Bodies/Corporations etc. will be paid by the concerned Ministries/Divisions/Provincial Governments/Autonomous Bodies/Corporations.

4. It is, therefore, requested that nominations along-with the requisite information/ documents complete in all respects may be forwarded to this Division on or before the closing date.

Encl: As above.


(Muhammad Shahid Dayo)
Deputy Secretary (T-1)
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/AI&K Governments, 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, Federal Board of Revenue, Islamabad.
10. The Chairman, National Accountability Bureau, Islamabad.
11. The DG, ISI, Islamabad.
12. The DG, IB, Islamabad.
13. The DG (HR), State Bank of Pakistan, Karachi.

14. The SEVP/Group Chief (HR Management & Administration Group), National Bank of Pakistan (NBP) Building, Head Office, I.I. Chundrigar Road, Karachi.

Copy to:-

1. The Rector, National School of Public Policy (NSPP), 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-1)
Tele: 9103495

PANEL PROFORMA FOR NMC FOR BS-20

SENIORITY No.

CONFIDENTIAL

AS ON 2017

NAME SERVICE/GROUP DOMICILE DATE OF JOINING SERVICE

| | | | |
|-------------------|------------------------|-------|-------|
| Date of Birth | Date of Superannuation | | |
| Qualification | | | |
| Date of Promotion | BS-18 | BS-19 | BS-20 |

Training Courses

Grade Achieved

OVERALL QUANTIFIED SCORES OF ACRS:-

Awaited PERs

Adverse Remarks:-

Penalties if any imposed

Under E&D Rules Removal from Service (Special Power) Ordinance 2000.

Posting held:

BS-17-18

BS-19

BS-20

Signature/Stamp of
Administrative Authority

Annex-II

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

Signature/Stamp of
Administrative Authority