

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 5/41/2015 T-II

Islamabad the, 3rd June, 2016

OFFICE MEMORANDUM

Subject: NOMINATIONS OF BS-19 OR EQUIVALENT OFFICERS FOR 20TH SENIOR MANAGEMENT COURSE (SMC) AT NATIONAL MANAGEMENT COLLEGE, LAHORE AND NATIONAL INSTITUTE OF MANAGEMENT, KARACHI FROM 15TH AUGUST, 2016 TO 30TH DECEMBER, 2016

The undersigned is directed to refer to the above subject and to state that 20th Senior Management Course is commencing w.e.f 15th August, 2016 at National Management College, Lahore and National Institute of Management, Karachi. It is, therefore, requested that a panel of BS-19 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 Government / 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-19 or equivalent on regular basis.
- ii. The officer(s) is/are in the promotion zone.
- iii. The officer(s) may be considered in order of seniority in their respective cadres and the officers otherwise senior to them must not be ignored.
- iv. The officers, who are on deputation in the international organizations may not be nominated. Similarly, the officers posted in Pakistan's Missions abroad, except those belonging to Foreign Service of Pakistan, may also not be nominated.
- v. The officers (s) on long leave / EoL and are undergoing disciplinary proceedings may not be nominated.
- vi. The Overall quantified score of PERs should be 70.

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-19.
- 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 the Officer is selected for mandatory training declines to proceed on the training for two consecutive training courses, then 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/ Government should relieve the officers.

3. The Course will be fully residential. The course fee for each participants is Rs.250,000/-, which covers the boarding and lodging expenses at the Hostel and expenses on mandatory Inland study tour. The Establishment Division will make payment of the course fees for the SMC 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 Government/Departments/ Autonomous Bodies/Corporations.

4. A panel of eligible officers in BS-19 or equivalent alongwith the requisite information/ documents may please be sent to this Division on or before the closing date.


(Syed Tauqeer Hussain)
Deputy Secretary (T-I)
Ph: 051-9207034

1. Secretary, President's Secretariat, Islamabad.
2. Secretary to the Prime Minister's Office, Islamabad.
3. All Secretaries, Federal Ministries / Divisions, Islamabad/Rawalpindi.
4. All Chief Secretaries Provincial/AJ&K Government, Lahore/ Karachi/ Peshawar/ 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. D.G.(Admn) State Bank, 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-Quaid-e-Azam, Lahore.
2. All Joint Secretaries/DGs, Establishment Division, Islamabad
3. Director (PD), Establishment Division, Islamabad.
4. DS (Computer), Establishment Division, Islamabad.
5. Sr. PS to Secretary, Establishment Division, Islamabad.
6. PSs to Additional Secretary (I&II), Establishment Division, Islamabad.

A. D. Bhanbhro

(A.D. Bhanbhro)
Section Officer (T-II)
Ph. 051-9103652

CONFIDENTIAL

PANEL PROFORMA IN RESPECT OF NOMINATIONS FOR SMC

NAME:

PRESENT POSTING:

CONTACT NO: TELEPHONE: - _____ MOBILE:- _____

E. MAIL ADDRESS:- _____

SERVICE/ GROUP:

DOMICILE:

DATE OF JOINING SERVICE:

DATE OF BIRTH:

DATE OF SUPERANNUATION:

DATE OF PROMOTION IN BS-19:

SENIORITY NO:

QUANTIFIED SCORE OF ACRS/PERS:

OVERALL

POSTINGS HELD DURING THE LAST FIVE YEARS:

TRAININGS ATTENDED DURING THE LAST FIVE YEARS:

Penalties if any imposed
Under E&D Rules 1973
or any other court of law

Disciplinary action pending,
or in process under E&D rules
or in any court of law, if any.

Certified that the above information is correct/ found in order.

Signature/Stamp of
Administrative Authority

(Annex-II)

1	2	3	4	5	6	7	8
No. of sanctioned / duty posts in BS-19	No. of officers attended or presently attending SMC and awaiting promotion to BS-20	No. of officers in BS-19 who have attained 58 years of Age	Total of Col. No. 2&3	No. of officers who have not attended SMC	No. of positions in BS-20 in the Cadre / Group / Service	No. of vacancies in BS-20 likely to occur in next 2 years	Any other relevant information