CHAPTER 2

RECRUITMENT/APPOINTMENT/SENIORITY AND PROMOTION
(37 - 38)
# CHAPTER 2

RECRUITMENT/APPOINTMENT/SENIORITY AND PROMOTION

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</tr>
<tr>
<td>30.1</td>
<td>Clarification Regarding Revision of policy for Grant of BS-21 and BS-22 to Technical and Professional Officers on the basis of Meritorious Services.</td>
</tr>
<tr>
<td>30.2</td>
<td>Grant of BS-21 to Technical and Professional Officers on Account of Meritorious Service</td>
</tr>
<tr>
<td>31</td>
<td>Knowledge of Islamic/Pakistan Studies</td>
</tr>
<tr>
<td>32</td>
<td>Declining Promotion to Evade Transfer to an Unattractive Station</td>
</tr>
<tr>
<td>33</td>
<td>Supersession and Deferment</td>
</tr>
</tbody>
</table>
RECRUITMENT, APPOINTMENT, SENIORITY AND PROMOTION

I. RECRUITMENT

Sl. No. 1

Civil Servants (Appointment, Promotion and Transfer) Rules, 1973

In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:

PART I – GENERAL

1. These rules may be called the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

2. In these rules, unless there is anything repugnant in the subject or context,—

(a) “appointing authority”, in relation to a post means the person authorized under rule 6 to make appointment to that post;

(b) “[selection board” means a Board constituted by the Federal Government, for the purpose of selection for promotion or transfer to posts in basic pay scales 19 to 21 and equivalent, consisting of such persons as may be appointed by Government from time to time].

(c) “commission” means the Federal Public Service Commission;

(d) “[departmental promotion committee” means a Committee constituted for the purpose of making selection for promotion or transfer to posts under a Ministry, Division, Department or Office of the Federal Government in basic pay scales 18 and below and equivalent; and].

(e) “[departmental selection committee” means a Committee constituted for the purpose of making selection for initial appointment to posts under a Ministry, Division, Department or Office of the Federal Government in basic pay scales 1 and above other than appointments which fall within the purview of the Federal Public Service Commission under rule 3 of the Federal Public Service Commission (Functions) Rules, 1978; and]

(f) “[Omitted].


** Omitted clause (f) vide Estt. Div.’s Notification SRO No. 146(I)/84, dated 9-2-1984. Related to promotion to posts in BPS 18 with special pay through CSB.
3. (1) Appointments to posts shall be made by any of the following methods, namely:\n
(a) "by promotion [\ldots] in accordance with Part II of these rules;\n
(b) by transfer in accordance with Part II of these rules, and\n
(c) by initial appointment in accordance with Part III of these rules].\n
(2) The method of appointment and the qualifications and other conditions applicable to a post shall be as laid down by the Ministry or Division concerned in consultation with the Establishment Division.\n
"\n
(3) "Notwithstanding anything contained in sub-rule(I), or the method of appointment laid down in the recruitment rules, a person who is rendered surplus as a result of the reorganization or abolition of a Division, Department, Office or permanent post in pursuance of any Government decision or as a measure of economy may be appointed to a post in the basic pay scale to which he belonged, if he possesses the qualifications, and fulfils other conditions, applicable to that post"].\n
"\n
(4) Where a person referred to in sub-rule (3),--\n
(i) possesses educational qualifications which are considered interchangeable with, or equivalent to, the qualification prescribed in the relevant recruitment rules; or\n
(ii) fulfils the prescribed qualifications and the conditions for initial appointment to the post in the relevant rules except the condition relating to prescribed experience, the appointing authority may, for reasons to be recorded in writing, relax the requirement of educational qualifications or, as the case may be, the prescribed experience].\n
"\n
4. (1) In each Ministry, Division, Department or Office of the Federal Government, there shall be one or more Departmental Promotion Committees, and Departmental Selection Committees, the composition of which shall be determined by the Ministry or Division concerned in consultation with the Establishment Division.\n
(2) Each such Committee shall consist of at least three members one of whom shall be appointed Chairman.

** Added vide Establishment Division Notification S.R.O. No. 57(1)/93, dated 25-1-1993.
5. Where an appointing authority for posts in basic pay scales 15 and below and equivalent does not accept the recommendation of a Departmental Selection or Departmental Promotion Committee, it shall record reasons therefor and obtain orders of the next higher authority.

6. The appointing authority specified in column (3) of the table below shall be competent to make appointment to the various posts in the basic pay scales specified in column (2) of that table.

**TABLE**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Basic Pay Scale of Posts</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
</tr>
<tr>
<td>1.</td>
<td>Posts in basic pay scales 20 and above or equivalent.</td>
<td>Prime Minister.</td>
</tr>
<tr>
<td>2.</td>
<td>Posts in basic pay scales 17 to 19 or equivalent.</td>
<td>Secretary of the Ministry or Division concerned.</td>
</tr>
<tr>
<td>3.</td>
<td>Posts in basic pay scale 16 or equivalent.</td>
<td>An officer notified by the Secretary of the Ministry or Division concerned.</td>
</tr>
<tr>
<td>4.</td>
<td>Posts in basic pay scales 3 to 15 or equivalent.</td>
<td>An officer notified by the Secretary of the Ministry or Division concerned.</td>
</tr>
<tr>
<td>5.</td>
<td>Posts in basic pay scales 1 and 2 or equivalent.</td>
<td>An officer notified by the Secretary of the Ministry or Division concerned.</td>
</tr>
</tbody>
</table>

[Provided that appointment to posts in Basic Pay Scales 20 and above or equivalent in the President’s Secretariat shall be made by the President].

[2) Notwithstanding anything contained in sub-rule (1), the Appointing Authority specified in column (4) of the table below shall be competent to make appointments to the posts specified in column (3) of that table in the department specified in column (2) thereof.

<table>
<thead>
<tr>
<th>Sl. #</th>
<th>Name of Department</th>
<th>Basic Pay Scale of posts</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Pakistan Audit Department and Officers of Inter-Departmental Cadre of Pakistan Audit &amp; Accounts Group*</td>
<td>(i) 17 to 19 or equivalent.</td>
<td>Auditor-General of Pakistan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) 16 or equivalent.</td>
<td>An officer notified by the Auditor-General of Pakistan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) 3 to 15 or equivalent.</td>
<td>An officer notified by the Auditor-General of Pakistan.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iv) 1 to 2 or equivalent.</td>
<td>An officer notified by the Auditor-General of Pakistan.</td>
</tr>
<tr>
<td>2.</td>
<td>Intelligence Bureau</td>
<td>(i) 17-19 or equivalent</td>
<td>Director-General Intelligence Bureau.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) 1-16 or equivalent</td>
<td>Officer(s) notified by the Director General, Intelligence Bureau.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) BS 1-16 or equivalent posts in the offices specified in Section 6 of the Controller General of Accounts (Appointment, Functions and Powers) Ordinance, 2001 (XXIV of 2001).</td>
<td>(Officer(s) notified by Controller General of Accounts.</td>
</tr>
</tbody>
</table>

PART II — APPOINTMENTS BY PROMOTION OR TRANSFER

7. [Promotions and transfer to posts in basic pay scales 2 to 18 and equivalent shall be made on the recommendation of the appropriate Departmental Promotion Committee and promotions and transfer to posts in basic pay scales 19 to 21 and equivalent shall be made on the recommendation of the Selection Boards].

7-A. (1) The Competent Authority may approve the promotion of an officer or official from the date on which the recommendation of the Central Selection Board or, as the case may be, the Departmental Promotion Committee was made.

Notwithstanding anything in FR 17 the officer or official who expires or superannuates after the recommendations of the Central Selection Board or the Departmental Promotion Committee and before the issuing of the notification, shall stand exempted from assumption of the charge of the higher post. The Principal Accounting Officer or an Officer so authorized, will give a certificate to the effect that the officer or official has expired or superannuated.

8. Only such persons as possess the qualifications and meet the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental Promotion Committee or the Central Selection Board, as the case may be.

8-A. No promotion on regular basis shall be made to posts in basic pay scales [17] to 22 and equivalent unless the officer concerned has completed such minimum length of service, attended such training and passed such departmental examination, as may be prescribed from time to time.

8-B. (1) Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior civil servant belonging to the cadre or service concerned who is otherwise eligible for promotion does not possess the specified length of service the authority may appoint him to that post on acting charge basis.

(2) [omitted]

---

◊◊ Omitted vide Establishment Division Notification S.R.O No. 269(I)/2000, dated 19-5-2000. It provided that as long as a civil servant holds the acting charge appointment, a civil servant junior to him shall not be considered for regular promotion but may be appointed on acting charge basis on a higher post.
(3) In the case of a post in *[basic pay scales 17 to 22 and equivalent], reserved under the rules to be filled by initial appointment, where the appointing authority is satisfied that no suitable officer +[drawing pay in basic pay scale] in which the post exists is available in that category to fill the post and it is expedient to fill the post, it may appoint to that post on acting charge basis the most senior officer otherwise eligible for promotion in the organization, cadre or service, as the case may be, in excess of the promotion quota.

(4) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made according to the orders issued from time to time.

(5) Appointment on acting charge basis shall be made on the recommendations of the Departmental Promotion Committee or the Central Selection Board, as the case may be, save in the case of **[post in basic pay scale 22 and equivalent] 

(6) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority.

(7) Acting charge appointment shall not confer any vested right for regular promotion to the post [ ] held on acting charge basis.

9. Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in **[posts in the same basic pay scale or equivalent to or identical with the posts to be filled].

PART III — INITIAL APPOINTMENT

10. ***[Initial appointment to the All-Pakistan Services, the Civil Services of the Federation and posts in connection with the affairs of the Federation in basic pay scales 16 & above or equivalent, except those which under the Federal Public Service Commission (Functions) Rules, 1978, do not fall within the purview of the Commission, shall be made on the basis of tests and examinations to be conducted by the commission] ; and

11. ***[Initial appointments to posts in basic pay scales 1 to 15 and equivalent, shall be made on the recommendations of the Departmental Selection Committee after the vacancies have been advertised in newspapers].

** Subs. ibid.
12. A candidate for initial appointment to a post must possess the educational qualifications and experience and, except as provided in the rules framed for the purpose of relaxation of age limit, must be within the age limit as laid down for the post *[ ] ;

*[Provided that unless otherwise specified in the method of appointment, qualifications and other conditions applicable to a post as laid down under sub rule (2) of rule 3, the experience prescribed for initial appointment shall be the post-qualification experience].

**[12-A. Alteration in the date of birth.–The date of birth once recorded at the time of joining government service shall be final and thereafter no alteration in the date of birth of a civil servant shall be permissible].

13. A candidate for appointment shall be a citizen of Pakistan;

Provided that this requirement may be relaxed with the approval of the Establishment Division:

Provided further that, in the case of candidates to be appointed on temporary basis to posts in the Pakistan Missions abroad, such relaxation shall not be accorded for a period exceeding one year at a time.

14. Vacancies in the undermentioned posts shall be filled on All-Pakistan basis in accordance with the merit and provincial or regional quotas prescribed by Government from time to time:

(i) All posts in ***[basic pay scales 16 and above and equivalent].
(ii) Posts in ****[basic pay scales 3 to 15 and equivalent] in offices, which serve the whole of Pakistan.

[@Provided that if no suitable person holding the domicile of the Province or Region to which a vacancy has been earmarked and fulfilling the prescribed qualifications is found even after the vacancy has been advertised twice, the appointing authority may fill up the vacancy on open merit on contract in the following manner, namely:-

(i) contract appointment shall be made initially for a period of one year, and if the post falls under the purview of the Federal Public Service Commission, the Commission shall be informed about contract appointment;]
(ii) if nomination is not received from the Federal Public Service Commission within one year, contract appointment may in the public interest be extended for another one year; and

(iii) the Federal Public Service Commission shall ensure that the nominations of the qualified candidates are made within a period of two years. If Federal Public Service Commission does not find a suitable candidate, it shall advise the appointing authority, for the extension in the contract.

15. Vacancies in posts in *[basic pay scales 3 to 15 and equivalent] in offices which serve only a particular province or region shall be filled by appointment of persons domiciled in the province or region concerned.

16. Vacancies in posts in *[basic pay scales 1 and 2 and equivalent] shall ordinarily be filled on local basis.

17. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as Government may prescribe is found not to satisfy these requirements, shall not be appointed.

PART-IV. — AD-HOC AND TEMPORARY APPOINTMENTS

18. *When under the Federal Public Service Commission (Functions) Rules, 1978, a post is required to be filled through the Commission, the appointing authority shall forward a requisition to the Commission on a prescribed form immediately. In exceptional cases, ad-hoc appointment may, however, be made for a period of six months or less with prior clearance of the Commission as provided in rule 19.

19. When the appointing authority considers it to be in public interest to fill a post falling within the purview of the Commission urgently pending nomination of a candidate by the Commission, it may proceed to fill it on ad-hoc basis for a period of six months or less after obtaining prior clearance of the Commission. The post shall be advertised and the same procedures as laid down for initial appointment in Part III shall be followed in making ad-hoc appointments.

20. Short term vacancies in the posts falling within the purview of the Commission and vacancies occurring as a result of creation of temporary posts for a period not exceeding six months, may be filled by the appointing authority otherwise that through the Commission on a purely temporary basis after advertising the vacancy.


**20A. Appointment on deputation.** (1) A person in the service of a Provincial Government or an autonomous, semi-autonomous body or corporation or any other organization set-up, established owned, managed or controlled by the Federal Government who possesses the minimum educational qualifications, experience or comparable length of service prescribed for a post shall be eligible for appointment to the said post on deputation for a period not exceeding three years which may be extended for another period of two years on such terms and conditions as may be sanctioned by Federal Government in consultation with the lending Organization.

(2) Subject to any rule or orders on the subject issued by the Federal Government, a civil servant who fulfills the conditions and is considered suitable may be sent on deputation to an autonomous, semi-autonomous body or corporation established by law or to the Provincial Government on such terms and conditions as may be decided by the lending and borrowing organizations.

(3) In case of appointment under sub-rule (1) or sub-rule (2) pension contribution shall invariably be made by the borrowing organizations”.

**“Provided that posting of serving husband and wife at the same station, unmarried female government servants at the place of residence of their parents/family and that of married female government servants at the place of residence/posting of their husbands who are not in government employment shall be exempted from the said rule.”

***PART V — PROBATION***

21. (1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed for good and sufficient reasons, to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment.

(3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.

(4) If no order is issued under sub-rule (3), on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-rule (2):

Provided that, subject to the provisions of proviso to sub-section (2) of section 6 of the Civil Servants Act, 1973 in the absence of an order under sub-rule (3), the period

---

of probation shall, on the expiry of the extended period under sub-rule (2), be deemed to have successfully been completed.


1.1 Conditions for Appointment, Promotion and Transfer Rules for Assistant Incharge, Stenotypist, Assistant, UDC and LDC

In exercise of the powers conferred by sub-rule (2) of rule-3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the under-mentioned ministerial posts in the Ministries/ Divisions/Departments of the Federal Government:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Designation of Post</th>
<th>BPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assistant Incharge</td>
<td>15</td>
</tr>
<tr>
<td>2.</td>
<td>Stenotypist (Upgraded BPS-14 w.e.f. 23rd December,2011 vide Finance Division’s O.M.No.19(55) Legal-II/2010-1055)</td>
<td>14</td>
</tr>
<tr>
<td>3.</td>
<td>Assistant</td>
<td>14</td>
</tr>
<tr>
<td>4.</td>
<td>U.D.C.</td>
<td>09</td>
</tr>
<tr>
<td>5.</td>
<td>L.D.C</td>
<td>07</td>
</tr>
</tbody>
</table>

METHOD OF APPOINTMENT

2. The method of appointment to the posts shall be as under:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation and BPS of the post</th>
<th>Method of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>By Promotion %</td>
<td>By initial appointment %</td>
</tr>
<tr>
<td>1.</td>
<td>Assistant Incharge (BPS 15)</td>
<td>100%</td>
</tr>
<tr>
<td>2.</td>
<td>Stenotypist (BPS 14)</td>
<td>—</td>
</tr>
<tr>
<td>3.</td>
<td>Assistant (BPS 14)</td>
<td>50%</td>
</tr>
<tr>
<td>4.</td>
<td>U.D.C. (BPS 09)</td>
<td>50%</td>
</tr>
<tr>
<td>5.</td>
<td>L.D.C. (BPS 07)</td>
<td>10%</td>
</tr>
</tbody>
</table>
Provided that:

(i) if no suitable person is available/eligible for promotion to the posts of Assistant Incharge the posts shall be filled in by transfer.

(ii) failing promotion, the posts of Assistant, U.D.C. and L.D.C. shall be filled in by initial appointment and failing that by transfer:

(iii) failing initial appointment, the post of Stenotypist shall be filled in by appointment by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column (2) below shall be made by selection from amongst persons holding posts specified in column (3) on a regular basis and fulfill the conditions prescribed in column (4).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation and BPS of the post</th>
<th>Person eligible</th>
<th>Conditions of eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assistant Incharge (BPS 15)</td>
<td>Assistant (BPS-14)</td>
<td>03 years service as Assistant</td>
</tr>
<tr>
<td>2.</td>
<td>Assistant (BPS 14)</td>
<td>U.D.C (BPS-9)</td>
<td>03 years service as U.D.C</td>
</tr>
<tr>
<td>3.</td>
<td>U.D.C. (BPS 09)</td>
<td>L.D.C. (BPS-7)</td>
<td>03 years service as L.D.C</td>
</tr>
<tr>
<td>4.</td>
<td>L.D.C. (BPS 07)</td>
<td>Employees holding posts BPS-06 and below.</td>
<td>Matric with a minimum typing speed of 30 w.p.m.</td>
</tr>
</tbody>
</table>

QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. On the closing date for receipt of applications as fixed in the relevant advertisement, a candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this notification:

Provided that the maximum age limit shall be relaxed in respect of the candidates specified, and to the extent indicated, in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

QUALIFICATIONS / CONDITIONS FOR APPOINTMENT BY TRANSFER

5. Appointment by transfer shall be made in accordance with the provisions of Rule-7 and 9 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.
PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation in accordance with the provision of Section 6 of Civil Servants Act, 1973 read with Rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.


SCHEDULE
(See para 4)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation and BPS of the post</th>
<th>Qualification/ Experience</th>
<th>Age Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Minimum</td>
</tr>
<tr>
<td>1.</td>
<td>Stenotypist (BPS-14)</td>
<td>(i) Intermediate.</td>
<td>18 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Minimum speed of 80/40 w.p.m in shorthand/typing respectively.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) Must be computer literate</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Assistant (BPS-14)</td>
<td>Graduate</td>
<td>18 years</td>
</tr>
<tr>
<td>3.</td>
<td>U.D.C (BPS-09)</td>
<td>Intermediate</td>
<td>18 years</td>
</tr>
<tr>
<td>4.</td>
<td>L.D.C. (BPS-07)</td>
<td>(i) Matric.</td>
<td>18 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Minimum typing speed of 30 w.p.m</td>
<td></td>
</tr>
</tbody>
</table>


1.2 Conditions for Appointment, Promotion and Transfer Rules for Private Secretary, Superintendent and *Stenographer

In exercise of powers conferred by sub-rule (2) of rule-3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and Section-7 (1)(b)(i)&(ii) of FPSC Ordinance, 1977 (XLV of 1977), the following method, qualifications and other conditions are laid down for appointment to the following posts in the Ministries/Divisions/Departments of the Federal Government:—

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Designation</th>
<th>BPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Private Secretary</td>
<td>17</td>
</tr>
<tr>
<td>2.</td>
<td>Superintendent Grant BPS-17 w.e.f. 10th September,2014 vide Finance Division O.M.No.1(3)/R-I/2010/2014.</td>
<td>16</td>
</tr>
<tr>
<td>3.</td>
<td>Stenographer (Upgraded BPS-16 w.e.f. 23rd December, 2011 vide Finance Division’s O.M.No.19(55) Legal-II/2010-1055 and re-designated as Assistant Private Secretary w.e.f. 28th Feb.,2013 vide Finance Division’s O.M.No.1(110)-R-I/2012-124-13.)</td>
<td>16</td>
</tr>
</tbody>
</table>

* Now Assistant Private Secretary.
METHOD OF APPOINTMENT

2. The method of appointment to the posts shall be as under:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation and BPS of the post</th>
<th>Method of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>By Promotion (%)</td>
</tr>
<tr>
<td>1</td>
<td>Private Secretary (BPS-17)</td>
<td>100%</td>
</tr>
<tr>
<td>2</td>
<td>Superintendent (BPS-16)</td>
<td>100%</td>
</tr>
<tr>
<td>3</td>
<td>*Stenographer (BPS-16)</td>
<td>50%</td>
</tr>
</tbody>
</table>

Provided that:

(i) if no suitable person is available/eligible for promotion to the posts of Superintendent and Private Secretary the posts shall be filled by transfer.

(ii) failing initial appointment the posts of *Stenographer shall be filled in by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column (2) below shall be made by selection from amongst the persons who hold the posts specified in column (3) on a regular basis and fulfill the conditions of eligibility as prescribed in column (4):

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Designation and BPS of the post</th>
<th>Person eligible</th>
<th>Conditions of eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Private Secretary (BPS-17)</td>
<td>*Stenographer (BPS-16)</td>
<td>03 years service as *Stenographer.</td>
</tr>
<tr>
<td>2</td>
<td>*Stenographer (BPS-16)</td>
<td>Stenotypist (BPS-14)</td>
<td>03 years service as Stenotypist.</td>
</tr>
<tr>
<td>3</td>
<td>Superintendent (BPS-16)</td>
<td>Assistant Incharge (BPS-15)/ Assistant (BPS-14)</td>
<td>03 years service as Assistant Incharge or 05 years service as Assistant.</td>
</tr>
</tbody>
</table>

QUALIFICATION, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and must be within the age limits as mentioned against the posts concerned in the Schedule to this Notification provided that:

(i) the maximum age limit shall be relaxed in respect of the candidates specified and to the extent indicated in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules,1993 as amended from time to time; and

* Now Assistant Private Secretary.
(ii) eligibility of candidates shall be reckoned, as on the closing date fixed for submission of applications in accordance with these Recruitment Rules and the Instructions issued by the Federal Government and the Federal Public Service Commission from time to time.

**APPOINTMENT BY TRANSFER**

5. Appointment by transfer shall be made by selection from amongst the persons holding appointment on a regular basis under the Federal Government in the same basic pay scale in which the post to be filled exists, provided that the person concerned possesses the qualifications and experience prescribed for initial appointment to the post concerned.

**PROBATION**

6. Persons appointed by initial appointment or promotion or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment. Appointment or probation shall be subject to the provisions of Section 6 of the Civil Servants Act, 1973 read with Rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

7. This Notification issues with the concurrence of the FPSC vide its letter No.F.2-4/2012-RR, dated 18-04-2012 and supersedes Establishment Division’s S.R.O 1077(I)/2005, dated 15-10-2005 as amended from time to time to the extent of the post of *Stenographer and Superintendent and S.R.O 99(KE)/87, dated 22nd October, 1987.*

**SCHEDULE**

*(See Rule 4)*

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation and BPS of the post</th>
<th>Qualification/ Experience</th>
<th>Age Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Minimum</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(i) Second class or Grade “C” Bachelor’s degree from a University recognized by HEC.</td>
<td>20 Years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) A minimum speed of 100/50 w.p.m. in shorthand/typing respectively.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(iii) Must be computer literate.</td>
<td></td>
</tr>
</tbody>
</table>


* Now Assistant Private Secretary.
1.3 Method and Conditions of Appointment to Posts in BPS 4 and Below

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post in BPS 4 and below in the Ministries and Divisions, Attached Departments and Sub-ordinate Offices under the Federal Government:

METHOD OF APPOINTMENT

2. (1) The method of appointment to the posts shall be as follows:

1. (i) Staff Car Driver (BPS 4) 100% by initial appointment.
   (ii) *Omitted

2. (i) Despatch Rider (BPS 4) 100% by initial appointment.
   (ii) *Omitted

3. (i) Duplicating Machine Operator (BPS 4) 50% by promotion,
   (ii) Omitted

4. (i) Daftry (BPS 2) 100% by promotion
   (ii) *Omitted

5. (i) Qasid (BPS 2) 100% by promotion.
   (ii) *Omitted

6. Naib Qasid (BPS 1) 100% by initial appointment including 10% by Farashes having 10 years satisfactory service.

2. Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer.

3. Vacancies in posts in BPS 1 and 2 shall ordinarily be filled on local basis.

4. Up to 50 per cent of the vacancies in posts in BPS 1 - 4 shall be reserved for ex-servicemen.

*Omitted vide SRO 1231(1)/2006.
Note: ‘Qasid’, literally means ‘Messenger’, hence Naib (Deputy/Assistant) Qasid.
CONDITIONS FOR PROMOTION

3. Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified, in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name &amp; BPS of the Post</th>
<th>Persons eligible</th>
<th>Conditions of eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Duplicating Machine Operator (BPS 4)</td>
<td><em>(i) Daftry (BS-02) (ii) Qasid (BS-02)</em></td>
<td>(i) 3 years service BPS 2 (ii) Knowledge of operating Duplicating Machine essential.</td>
</tr>
<tr>
<td>2.</td>
<td>Daftry (BPS 2) ** Naib Qasid (BPS 1)</td>
<td>** Naib Qasid (BPS 1)</td>
<td>3 years service in BPS 1</td>
</tr>
<tr>
<td>3.</td>
<td>Qasid (BPS 2) Naib Qasid / Farash (BPS 1)</td>
<td>Naib Qasid / Farash (BPS 1)</td>
<td>3 years service in BPS 1</td>
</tr>
</tbody>
</table>

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. (1) A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification.

(2) Provided that the maximum age limit shall be relaxable in accordance with the provisions of Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.

(3) ***Omitted

(4) ***Omitted

(5) All the vacancies in posts in BPS 1 - 4 shall be advertised in the press.

QUALIFICATION / CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding posts under the Federal Government on a regular basis in the same Basic Pay Scale in which the post to be filled exists provided the person concerned possesses the qualifications/experience prescribed for initial appointment or promotion to the post concerned.

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* Amended vide Estt. Division’s Notification S.R.O.No.1152(I)/2009 dated 31-12-2009.
PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of Civil Servants Act, 1973, read with rule 21 of the Civil Servants (Appointment, Promotion and Transfer), Rules, 1973.

7. The other provisions specifically applicable to the employees holding posts in BPS 1 to 4 are given in the Appendix to this Notification.

8. These rules shall not apply to those Government Organisations who have their own recruitment rules in respect of the posts included in this Notification. However, the terms and conditions specifically applicable to the said employees as given in the Appendix to these rules shall also be applicable to them.

9. This Notification issues with the concurrence of the Establishment Division (R-Wing) as contained in U.O No. F.9/4/90-R-5 dated 29th October, 1990.

SCHEDULE
(See para 4)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation and BPS of the post</th>
<th>Qualification and Experience</th>
<th>Max age limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Staff Car Driver (BPS 4)</td>
<td>(i) Primary Pass</td>
<td>30 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Valid driving license holder and well versed in the traffic rules.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Despatch Rider (BPS 4)</td>
<td>(i) Primary Pass.</td>
<td>30 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Valid driving license holder and well versed in the traffic rules.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Duplicating Machine Operator</td>
<td>(i) Primary Pass.</td>
<td>25 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Knowledge of operating duplicating machine essential.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Daftry (BPS 2)</td>
<td>Primary Pass.</td>
<td>25 years</td>
</tr>
<tr>
<td>5.</td>
<td>Qasid (BPS 2)</td>
<td>Primary Pass.</td>
<td>25 years</td>
</tr>
<tr>
<td>6.</td>
<td>Naib Qasid (BPS 1)</td>
<td>Primary Pass.</td>
<td>25 years</td>
</tr>
</tbody>
</table>

Note – 1. The candidates should be put through an elementary test in reading and writing and an interview by the Departmental Selection Committee. Marks should be awarded in ratio of 40% for the test and 60% for interview.

Note – 2. In case of technical appointment such as Drivers, Despatch Riders, Duplicating Machine Operators etc. marks may be awarded in the ratio of 60% for practical and reading and writing test and 40% for interview.
Note – 3. In case of Drivers/Despatch Riders, in addition to the routine medical examination, the report shall also cover drug addicts. Drivers/Despatch Riders shall be required to undergo such medical test every year to ensure safe driving. However, if considered necessary, the Drivers/Despatch Riders may be required to undergo the said medical examination during any period of the year in addition to their annual medical examination.

Note – 4 *Omitted

Note – 5 The minimum academic qualification for initial appointments to BPS 1 posts (other than the post of Naib Qasid) shall be primary pass and the maximum age limit shall be 25 years.

[Authority:— Estt. Div.’s S.R.O 1302(1)/90, dated 15th December, 1990].

1.4 Grant of BPS-17 to the Superintendent (BPS-16) in the Federal Government Ministries/Divisions/Attached Departments/Subordinate Offices.

Prime Minister has been pleased to accord approval to the grant of higher time scale to the Superintendents (BPS-16) in the Federal Government Ministries/Divisions/Attached Departments/Subordinate Offices with immediate effect as under:—

(a) One time grant of BPS-17 to all Superintendents working in BPS-16 irrespective of their length of service.

(b) In future three(03) years satisfactory service as Superintendent BPS-16 may be prescribed for grant of BPS-17 to them.

2. The grant of higher time scale will be subject to the following terms and conditions:—

(i) The recruitment rules, nomenclature/tier of the posts and seniority of the Superintendents shall remain intact.

(ii) The grant of higher time scale will be subject to fitness of candidate and recommendations of the relevant DPC.

(iii) On grant of higher time scale pay will be fixed at the next above stage in BPS-17 and no pre-mature increment is admissible.

(iv) On grant of higher time scale there shall be no change in the entitlement/admissibility of rental ceiling/House Rent Allowance/Medical Allowance.


**Sl. No. 2**

**Framing of Recruitment Rules**

The methods of appointment of Federal civil posts are regulated under the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 framed under Section 25 of the Civil Servants Act, 1973. As these rules provide the basic framework for appointment to Federal civil posts, instructions were issued vide Establishment Division O.M.No. 9/1/73-D.V., dated 29.11.73 laying down a simplified format for notifying recruitment rules since the earlier pattern of detailed recruitment rules for various posts/cadres was no longer considered necessary. The system has its advantages but over the years, the framing of recruitment rules has become an increasingly mechanical exercise and is now reduced to simply inserting uniform standards (of educational requirements, experience, age limits, etc) for equivalent posts in various departments. As a result, the recruitment rules are no more viewed as important and essential instruments of career planning nor do they properly reflect the job requirements particularly in technical posts/cadres. This trend should be reversed and recruitment rules for various posts/cadres should be framed with greater care to serve, on the one hand, as instruments of career planning for the officials concerned and on the other, be tailored around the job requirements particularly in technical cadres.

2. It is, therefore, requested that, while framing recruitment rules, due consideration should be given to job descriptions for laying down the qualifications/experience for posts and the composition of cadre for prescribing percentage, for direct recruitment and promotions. Efforts should be made to safeguard both the department's interest in raising a fully-qualified and experienced cadre and the career interests of its members whose promotions are governed under the provisions of recruitment rules.

3. Establishment Division has also noticed that some Divisions/Departments have framed recruitment rules for isolated posts or very small cadres (comprising 3-4 posts) like telephone operators, lady health visitors, teachers of departmental schools, etc. This is not a satisfactory arrangement because such isolated posts or tiny cadres do not offer adequate prospects of promotion to the incumbents. In such cases, it would be advisable to fill the posts by having officials on deputation from departments which have large cadres operating in the relevant field, such as T&T Department** in the case of telephone operators, Federal/Provincial Health/Education Departments in the case of lady health visitors and teachers, etc. The Divisions/Departments are, therefore, advised not to frame separate recruitment rules for their isolated posts or very small cadres where officials with requisite skills are available in other federal/provincial departments. The posts of the type under reference may be filled by deputation on tenure basis.

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* T&T Department **was converted into Pakistan Telecommunication Corporation Ltd. (PTCL) which has been privatized as Pakistan Telecommunication Company Ltd. (PTCL) by the Government of Pakistan. However, there is now National Telecommunication Corporation (NTC) for the telecommunication needs of government.** [Erstwhile] Telephone and Telegraph Department.
4. As a matter of general policy, a person below the age of 18 years cannot be employed as a government servant. Other than this limitation, prescribing minimum age limits for each post is not only unnecessary but leaves the possibility of denying opportunity to some otherwise qualified and capable candidates on a mere technicality. It has, therefore, been decided that, while framing recruitment rules, no conditions regarding minimum age be mentioned. In the existing cases, Ministries/Divisions may consider the matter and take steps to amend the rules, wherever necessary.

[Authority:—Estt. Div.’s O.M. No. 9/1/73-R.5, dated 22-8-1984].

2.1 Bar Against Making Recruitment Without Framing Recruitment Rules for Civil Posts

Instances have come to the notice of the Establishment Division that appointments to certain posts have been made by the Ministries/Divisions without framing recruitment rules for these posts. Not only does this practice cause hardship to the individuals themselves but also creates administrative difficulties at the time of their promotion/recruitment. It has, therefore, been decided that:

(i) Appointments (by promotion, transfer or direct recruitment) to the posts for which recruitment rules do not exist or have not been finalized in consultation with Establishment Division/FPSC, may not be made in the absence of recruitment rules; and the practice to place the requisitions with FPSC, through the Establishment Division, allowed vide this Division d.o. letter No.9/2/74-DV, dated 15th February, 1975 may be stopped forthwith.

(ii) Recruitment rules for all posts sanctioned with the concurrence of the competent authority, if not in existence, should be framed finalized within three months of the issue of this circular.

(iii) In future, the proposals regarding recruitment rules referred to this Division after the expiry of three months of the creation of posts, will not be entertained by the Establishment Division.

2. In order to simplify the procedure of framing recruitment rules, it has further been arrived at that the decisions contained in para 1 above should be implemented according to the procedure indicated below:-

Every new proposal forwarded to the Establishment Division regarding recruitment rules, should contain the following information/documents:-

(i) Number of post(s) to be filled and the number of the feeding post(s), if any.
(ii) Job-description of the post(s).

(iii) Where a post is to be filled by promotion, the recruitment rules of the feeding posts(s) (if any) may also be furnished.

(iv) Copy of the sanction regarding creation/continuance of post(s), duly endorsed by the Finance Division.

(v) Organizational Chart of the establishment where the post(s) in question exist.

3. All the instructions, issued by the Establishment Division on the subject from time to time, may be deemed to have been superseded to the extent they are inconsistent with the instructions contained in this Office Memorandum.


2.2 Amendment in the Recruitment Rules of Civil Posts

In pursuance of sub-rule(2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 recruitment rules of civil posts are made by Ministries/Divisions in consultation with the Establishment Division. Where the recruitment rules provide for filling a post through promotion, the following standard proviso is laid down in Rule-2 (Method of Appointment): -

"Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer."

2. Sometimes it may be necessary, in the public interest, to fill promotion posts through temporary transfer / posting of a highly qualified civil servant or by deputation of a highly qualified employee of a public sector corporation. In order to make an enabling provision for this purpose in the recruitment rules, the Chief Executive has been pleased to approve that the following proviso shall be added below the above cited proviso in the recruitment rules of all civil posts:-

"Provided further that if no suitable person is available for promotion to a post, it may be filled, in the public interest, by temporary transfer/ posting of a civil servant, or by deputation of an employee of a public sector corporation, in consultation with his appointing authority"
3. Similar proviso may be incorporated in recruitment rules that may be made by Ministries/Divisions in future.


2.3 Framing of Recruitment Rules – Making Ad-Hoc Appointments

It has been observed that the Ministries/Divisions resort to making ad-hoc appointments either in the absence of recruitment rules or during the course of finalization of these rules. It has also been observed that the finalization of recruitment rules take considerable time and the F.P.S.C. do not entertain requisitions for regular appointments or proposals for first extension in ad-hoc appointments unless the rules have been notified. This leads to avoidable administrative complications besides causing financial hardship to the ad-hoc appointees. Ministries/Divisions are, therefore, advised to invariably draft their recruitment rules in the light of model rules already circulated and follow up their finalization/notification on top priority basis so that the time-lag is reduced to the barest minimum. Wherever necessary, Ministries/Divisions may hold joint meetings with the Establishment Division/FPSC so as to eliminate delay in the finalization of the recruitment rules.

[Authority:– Estt. Division’s O.M.No.2/7/85-CP.5 dated 10-6-1987].

2.4 Consultation with F.P.S.C. in Respect of Recruitment Rules

F.P.S.C. not to be consulted in respect of posts in BPS 15 and below.– It has been brought to the notice of this Division by the FPSC that the Commission are receiving references in respect of recruitment rules for posts in BPS 15 and below from various Ministries/Divisions.

2. In this connection attention is invited to para-3 of this Division O.M. of even No. dated 27th August, 1978 wherein it has been mentioned that the Commission will advise the President on matters relating to qualifications for and methods of appointment to, the services and posts recruitment to which is required to be made through the Commission.

3. The Ministries/Divisions are, therefore, advised that the recruitment rules for posts in BPS 15 and below (which do not fall within the purview of the FPSC) may not be referred to the Commission.

[Authority:– Estt. Division’s O.M.No.11/2/78-DV., dated 19-2-1979].
2.5 Framing of Recruitment Rules:
Consultation With FPSC

Recruitment rules for various posts are required to be framed by the Ministries/Divisions concerned in consultation with the Establishment Division in pursuance of rule 3(2) of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. Concurrence of the Federal Public Service Commission is also required with regard to qualifications for, and methods of recruitment to posts in BPS 16 and above, in the light of Section 7(b) Federal Public Service Commission Ordinance, 1977 read with FPSC (Functions) Rules, 1978.

2. The question of finding ways to cut down the inordinate delay often involved in the finalization of the recruitment rules due to protracted correspondence between the Ministry/Division concerned, the Federal Public Service Commission and the Establishment Division has been receiving the attention of the Establishment Division for some time past. It has now been decided on the recommendation of the Committee for Decentralization of Powers recently appointed by the President to appoint a standing committee comprising one representative of the Ministry/Division concerned and one representative of the Establishment Division to finalize the recruitment rules by discussion whenever their finalization is delayed due to difference of opinion between the Ministry or Division concerned and the Establishment Division or between any of the above two and the Federal Public Service Commission will also be invited to the meeting of the Committee where there is a difference of opinion with F.P.S.C.

[Authority. – Estt. Division’s O.M.No.7/6/87-R.5, dated 10-7-1988].

2.6 Standardisation of Pay Scales and Recruitment Rules for Librarians Working in the Federal Government Organizations

Since long, the question for standardisation and rationalization of pay scales, qualifications and experience for Librarians working in the Federal Government organizations has been under consideration of the government. The President has now been pleased to approve the proposal contained in paragraph-3 of Education Division's Summary bearing u.o.No.F.6-13/84-AD(Lib), dated 2-1-1984 and approval conveyed vide Establishment Division U.O.No.8/50/83-R.I., dated 21-8-1985. The contents of paragraph-3 of the Summary approved by the President are reproduced below:

<table>
<thead>
<tr>
<th>Group</th>
<th>Name of Post</th>
<th>Basic Pay Scale</th>
<th>Qualifications/Experience required</th>
<th>Type of Govt. Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Chief Librarian/</td>
<td>20</td>
<td>At least Second Class Master’s Degree in Library Science/ Information Sciences with 17 years professional-cum-administrative experience in BPS 17 and above.</td>
<td>1. National Library</td>
</tr>
<tr>
<td></td>
<td>Director General</td>
<td></td>
<td></td>
<td>2. Federal Department of</td>
</tr>
<tr>
<td>Group</td>
<td>Name of Post</td>
<td>Basic Pay Scale</td>
<td>Qualifications/Experience required</td>
<td>Type of Govt. Library</td>
</tr>
<tr>
<td>-------</td>
<td>--------------</td>
<td>-----------------</td>
<td>-------------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Experience relaxable by one year for those holding Degree from a foreign university. OR Ph.D. in Library Science with 15 years experience in the relevant field.</td>
<td>Libraries.</td>
</tr>
<tr>
<td>II.</td>
<td>Principal Librarian/ Director</td>
<td>19</td>
<td>At least Second Class Master's Degree in Library Science/Information Sciences plus 13 years professional experience in BPS 17 and above. Experience relaxable by one year for those holding degree from a foreign university. OR Ph.D in relevant subject plus 10 years post qualifications experience in the relevant field.</td>
<td>1. National Library 2. Federal Department of Libraries. 3. Other Libraries with 150,000 or more volumes</td>
</tr>
<tr>
<td>III.</td>
<td>Senior Librarian/ Senior Documentation Officer/Senior Bibliographer/ Senior Editor, National Bibliography/ Deputy Director.</td>
<td>18</td>
<td>At least Second Class Master’s Degree in Library Science/Information Sciences/Documentation plus 6 years post qualification experience in the relevant field. Experience relaxable by one year for those holding Degree from a Foreign University.</td>
<td>1. National Library 2. Federal Department of Libraries. 3. Other Libraries with 50,000 or more volumes</td>
</tr>
<tr>
<td>IV.</td>
<td>Librarian/ Bibliographer/ Planning Officer/ Editor, National Bibliography/ Documentation Officer/Research Officer/Assistant Director.</td>
<td>17</td>
<td>At least Second Class Master's Degree in Library Science/Information Sciences. OR Graduate with Diploma in Library Science from a University or Bachelor of Library Science, plus 5 years post qualifications professional experience in BPS-16 otherwise 8 years if not in BPS-16. OR Second Class Master's Degree in relevant subject with Diploma in Library Science or Bachelor of Library Science.</td>
<td>1. National Library 2. Federal Department of Libraries. 3. Other Libraries with 15,000 to 50,000 volumes</td>
</tr>
<tr>
<td>V.</td>
<td>Assistant Librarian/ Junior Librarian/ Assistant Editor/ Assistant Research</td>
<td>16</td>
<td>At least Second Class Bachelor's Degree with Diploma in Library Science or Bachelor of Library Science preferably with experience.</td>
<td>1. National Library 2. Federal Department of Libraries.</td>
</tr>
<tr>
<td>Group</td>
<td>Name of Post</td>
<td>Basic Pay Scale</td>
<td>Qualifications/Experience required</td>
<td>Type of Govt. Library</td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>-----------------</td>
<td>-----------------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>VI.</td>
<td>Sub-Librarian</td>
<td>15</td>
<td>Graduate with Diploma in Library Science from a University or Bachelor of Library Science. OR Graduate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education plus two years experience.</td>
<td>1. National Library. 2. All other government libraries.</td>
</tr>
<tr>
<td>VII.</td>
<td>Library Assistant/Technical Assistant/Reference Assistant/Documentation Asst/Cataloguer/Classifier</td>
<td>(1) BPS 12</td>
<td>Graduate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education. Intermediate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education. Matric with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education.</td>
<td>1. All government libraries.</td>
</tr>
</tbody>
</table>

2. All Ministries/Divisions/Departments are, therefore, advised to initiate action to upgrade/re-designate the existing professional/technical posts of Librarians and to amend their relevant recruitment rules so as to bring the same in conformity with above provisions of the approved Summary. It may, however, be clarified that the upgrading of post implies abolition of the existing post and creation of a new post in a higher grade*. Upgradation of a post does not mean automatic upgradation of its incumbent. Appointment to the upgraded post will have to be made in the manner prescribed for the post under the existing rules. If a post is upgraded with immediate effect, the incumbent would be left without any post (in his pay scale) until he is approved for appointment to higher grade*. In view of this position, Ministries/Divisions are requested that, while sanctioning upgradation of the existing posts, it should be clearly provided in the sanction letter that upgradation of the posts would take effect from the date the post is actually filled by a person in the higher grade*. This would ensure that until the existing incumbent is formally appointed to the higher *grade, the post and the incumbent would continue to be in lower grade*.

* BPS. Besides, appointment is made to posts, not BPS as in Civil Servants Act, 1973, read with Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.
3. If the incumbents working against the posts which have been upgraded do not possess the requisite qualifications/ experience of the upgraded post they will continue to work in their present grade* and they will be allowed to improve their qualifications within a period of 5 years, failing which their grade* would be a dying cadre.

4. The incumbents of posts under Group-VII carrying BPS 13 - 14 will continue to draw their pay in their present scales as personal to them, so long they hold the post and that would be a dying cadre.

5. This issues with the approval of Finance Division and Establishment Division vide No.F.2(59)R.2/83, dated 21-11-1985 and No.8/50/83-R.I dated 14-11-1985 respectively.

[Authority.– Education Division O.M.No.F.6-13/84-AD(Lib), dated 26-12-1985].

2.7 Recruitment Rules for the Posts of Private Secretary (BPS 17) to the Secretaries/ Additional Secretaries and Other Officers in BPS 21/22 Provided with the Services of P.S in the Federal Government

A copy of the Gazette Notification No.SRO 99(KE)/87, dated 22nd October, 1987 on the subject (Annex) is given for information of all the Ministries/Divisions.

2. It may be noted that only those officers in BPS 22/21, other than the Federal Secretaries/Additional Secretaries, are entitled to a Private Secretary who have either been specifically allowed ex-officio secretariat status or have been allowed, with the approval of Establishment and Finance Divisions, to have a Private Secretary (BPS 17) on their personal staff.


* BPS. Besides, appointment is made to posts, not BPS as in Civil Servants Act, 1973, read with Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.
(ANNEX)
NOTIFICATION
Rawalpindi, the 22nd October, 1987

S.R.O.99 (KE)/87:

In pursuance of sub-rule(2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Private Secretary (BPS 17) to the Secretary/Additional Secretary and other officers in BPS 22/21 in the Federal Government:-

2. Method of Appointment.— Appointment to the post shall be made by promotion on the basis of selection by the DPC of the Ministry/Division/Department concerned and with the approval of the appointing authority, from amongst the regularly appointed *Stenographers of the Ministry/Division/Department concerned:

Provided that failing promotion, the post of Private Secretary shall be filled by transfer in accordance with para 4 below.

3. Conditions for Promotion.— Promotion to the post in column 1 below shall be made by selection from amongst the persons who hold the post specified in column 2 on a regular basis and possess qualifications and experience prescribed in column 3:

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Persons eligible</th>
<th>Conditions of eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Secretary</td>
<td>Regularly appointed *Stenographer</td>
<td>Seven years satisfactory service as *Stenographer including service in selection grade.</td>
</tr>
<tr>
<td>(BPS 17)</td>
<td>including those in the selection grade.</td>
<td>*Stenographer including service in selection grade.</td>
</tr>
</tbody>
</table>

4. Qualifications/Conditions for Transfer.— If no suitable person is available for promotion to the post in the Ministry/Division/Department concerned, the vacancy shall be filled in by appointment from amongst the regular *Stenographers, employed in other Ministries/Divisions/Departments who fulfil the conditions for promotion to the post as laid down in para 3 above, in consultation with the Establishment Division.

5. Probation.— Persons appointed by promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973 and rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

6. This supersedes Establishment Division’s Notification No.S.R.O.118 (K)/66, dated 8th February, 1966.

*Now Assistant Private Secretary.
2.8 Recruitment to the Posts of Private Secretaries to the Federal Ministers and Ministers of State

In supersession of the Cabinet Division's O.M.No.112/2/80-Min.I, dated 10th November, 1980 and No.112/18/81-Min.I, dated 13th March, 1982, it is stated that the Federal Ministers and Ministers of State shall appoint their Private Secretaries from the normal source (not from outside), provided it does not involve out of turn/accelerated promotion for the Private Secretary, as follows:

Federal Ministers:

A BPS 16, 17, 18 officer or a Deputy Secretary in his own pay and allowances with a special pay.

Ministers of State:

A BPS 16, 17, 18 officer in his own pay and allowances with a special pay or a government servant in lower pay scale in his own pay and allowances with a special pay.

2. Finance Division's O.M.No.F.1(1)-Imp/83, dated the 18th August, 1983 and No. F.26(1)R-1/80(ii), dated 30th June, 1981 and No.F.1(1)-Imp/83-Pt(iii), dated 15th September, 1983 are modified to the above extent in respect of rates of special pays admissible to the Private Secretaries to the Ministers.

3. This issues with the concurrence of Establishment and the Finance Division conveyed vide their O.M.No.12/1/88-OMG-I, dated 7th April, 1988, and No.F.2(55)R.3/88-615, dated 1st August, 1988 respectively.

[Authority:— Cabinet Division O.M.No.112/6/87-Min.I, dated 20-11-1988.]

2.9 Framing of Recruitment Rules of Project Posts

The Establishment Division keep on receiving references on the following points from Ministries/Divisions for advice:

(i) Whether project posts fall within the purview of the FPSC?

(ii) Whether the recruitment rules of project posts require approval by the Commission in terms of FPSC Ordinance, 1977?

2. The position is clarified in the succeeding paragraphs.

3. The term "project posts" has not been used in the Civil Servants Act, 1973 and the rules made thereunder. The Civil Servants Act, 1973 uses the
expression ‘civil posts in connection with the affairs of the Federation”. Thus the formulation of the question referred to in para 1 is flawed. Projects are executed by the Ministries/Divisions/ Attached Departments/Subordinate Offices, as well as autonomous bodies. If a project is executed by a government department, i.e. Division/Attached Department or Subordinate Office, project posts shall fall in the category of civil posts in connection with the affairs of Federation and fall within the purview of the FPSC in terms of section 7 of the FPSC Ordinance, 1977 and recruitment rules for these posts require the approval of the Commission. Where a project is being executed by an autonomous body, project posts would be outside the purview of the Commission.


2.10 Detailed Recruitment Rules Not Necessary: only Method of Appointment, Qualifications, Experience etc. to be Notified

Reference Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. It is stated that in view of these rules, it is no longer necessary to frame detailed recruitment rules on the pattern of model recruitment rules. It would suffice if only matters specified in sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 i.e. method of appointment, qualifications/ experience etc., are laid down in a notification (specimen at Annex).

2. The Ministries/Divisions are therefore advised to take action accordingly in respect of the posts under them for which recruitment rules have not been framed so far and inform all concerned under them.

[Authority.– Estt. Division’s O.M.No.9/1/73-DV., dated 29-11-1973].

ANNEX

(See para 1, 2.10)

GOVERNMENT OF PAKISTAN

MINISTRY OF ____________________

____________________________(DIVISION)

NOTIFICATION

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of __________ (Designation and Basic Pay Scale of the posts under the Ministry/Division______________).

METHOD OF APPOINTMENT

2. Specify method of appointment to the posts i.e. whether by promotion or direct recruitment. Where posts are required to be filled partly by promotion and partly by direct recruitment, the percentage for promotion/direct recruitment may also be mentioned.
For example:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation and BPS of the Post</th>
<th>By Promotion</th>
<th>By Initial Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>1.</td>
<td>Name of Post</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

*Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer.

*Provided further that if no suitable person is available for promotion to a post, it may be filled, in the public interest, by temporary transfer/posting of a civil servant, or by deputation of an employee of a public sector corporation in consultation with his appointing authority.

**CONDITIONS FOR PROMOTION**

3. Promotion to posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 on a regular basis and possess the qualifications and experience prescribed in column 3.

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Persons eligible</th>
<th>Condition of eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**QUALIFICATIONS/CONDITIONS FOR TRANSFER**

4. Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in the same grade** in which the post to be filled exists, provided the person concerned possesses the qualifications/experience prescribed for direct recruitment or promotion to the post concerned.

**QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT**

5. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification. ***(Unless otherwise provided, the experience prescribed for initial appointment will be the post qualification):**

Provided that the maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Budhist Community, recognized

** BPS.
tribes of the Tribal Areas, Azad Kashmir and Gilgit-Baltistan (Districts of Gilgit, Skardu and Diamir), in accordance with the instructions issued by the Establishment Division:

Provided further that for government servants who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years.

**PROBATION**

*6.(1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed for good and sufficient reasons, to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year, as may be specified at the time of appointment.

(3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.

(4) If no order is issued under sub-rule (3), on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-rule (2):

Provided that, subject to the provisions of proviso to sub-section(2) of section 6 of the Civil Servants Act, 1973 in the absence of an order under sub-rule (3), the period of probation shall, on the expiry of the extended period under sub-rule (2), be deemed to have successfully been completed.

7. This notification issues with the concurrence of the Establishment Division.

**SCHEDULE**
(See para 5)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Designation and grade of the post</th>
<th>Qualifications and experience</th>
<th>Age Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Maximum</td>
</tr>
</tbody>
</table>

Deputy Secretary

2.11 Bar Against Revising Qualifications
Prescribed for the Posts in the
Recruitment Rules

The Federal Public Service Commission have brought to notice that the Ministries/Divisions, while placing requisitions for recruitment to posts under them, deviate from the qualifications and other conditions prescribed for the posts in the recruitment rules. In some cases, requests were received by the Commission for modification of the qualifications after the posts had been advertised.

2. Ministries/Divisions are requested to ensure that qualifications and other conditions prescribed for various posts in the recruitment rules are strictly adhered to. If for any reasons these qualifications and conditions are required to be modified, the revised qualifications should be settled in consultation with the Establishment Division before requisitions are placed with the Commission. Once a requisition has been placed for recruitment and the post has been advertised by the Commission, the qualifications etc., should not be revised.


2.12 Procedure for Creation of Posts of
Officer on Special Duty (O.S.D.) and
Making Appointments Thereto

A question had arisen whether a procedure should be laid down for creation of posts of O.S.D. and making appointments to such posts. The posts of O.S.D. may be created for the following reasons:-

(1) Government servants (member of a regularly constituted service* or otherwise permanent) waiting for posting orders.

**(2) Deputation of a government servant (member of a regularly constituted service* or otherwise deputed) for duty or course of instruction or training in Pakistan or training abroad, for a period exceeding two months, in accordance with the instructions contained in the Ministry of Finance O.M.No.3005-EGI/52, dated 7-5-1952. (Annex)

(3) For doing work of a special nature, e.g. examination and/or implementation of reports of Commissions/ Committees etc.

(4) For overcoming technical difficulties.

2. In all such cases, concurrence of the Ministry of Finance/ Financial Adviser concerned will be necessary before the posts are created.

* or ‘group’.

3. As to the question of appointment to such posts, the matter has been considered in consultation with the Federal Public Service Commission and it has been decided that Establishment Division and the Commission need not be consulted in regard to appointment to the posts created for the reasons stated at para (1) and (2) above.

4. In regard to posts created for the reasons stated at para 1 (3) and (4) above, it has been decided that such posts may be filled by suitable officers either by transfer or by promotion or by direct recruitment on the recommendation of the authority concerned.

5. It has also been decided that the Establishment Division should be consulted before the Ministry of Finance are approached for creating a post of O.S.D. for the reasons stated at (4) above.

6. Apart from the cases as mentioned above, there may be instances in which a temporary government servant holding the post of O.S.D. may be sent for duty/training abroad. It has been decided that in such cases if the temporary government servant is holding the post with the approval of the Federal Public Service Commission or the Selection Board, no consultation will be necessary either with the Commission or the Establishment Division in the case of deputation for duty, but in the case of deputation for training the Establishment Division should be consulted. In the case of officers appointed without consultation with the Commission or Selection Board, the Establishment Division and the Commission both should be consulted before any such officer is deputed for duty or training abroad.


ANNEX
(See para 1(2))

[Copy of Finance Division O.M.No. 3005-EG.I/52, dated 7-5-1952.]

Officiating Arrangements in Vacancies Caused by Deputation of Officers Abroad.

There has been some confusion in the past in regard to the necessity or otherwise for creation of posts for making officiating arrangements in vacancies caused by the deputation of officers abroad. The matter has been examined and the following instructions are issued for the guidance of Ministries/Divisions etc:-

(1) When the officer hands over charges of his post.– The officer concerned is placed on Special Duty and is entirely detached from the duties of the post which he ordinarily holds. A post of Officer on Special Duty would have to be created in the Ministry sponsoring his deputation and the vacancy created in his own Ministry can be filled up in the normal course.
(2) *When the officer does not hand over charge of his post.*- The officer is not detached from the duties of his post and it is not necessary to create a temporary post. In case, however, it becomes necessary to make arrangements for the disposal of the work relating to the post due to the absence of its incumbent, a new post in a lower grade may be created with the sanction of the authority competent to create such lower post for the period of the officer’s absence on duty.

2. The instructions contained in this Ministry’s Office Memorandum No.4561-EB.I/ 1/51, dated the 12th July, 1951, are hereby cancelled.

**Sl. No. 3**

**Provincial/Regional Quotas for Recruitment to the Civil Posts under the Federal Government**

Provincial and Regional quotas prescribed in 1973 for direct recruitment to civil posts under the Federal Government vide Establishment Division’s OM No. 8/9/72-TRV, dated 31.8.1973 have been reviewed and it has been decided by the Federal Government that with immediate effect the following merit, and provincial/regional quotas shall be observed in filling vacancies reserved for direct recruitment to posts under the Federal Government which are filled on All-Pakistan basis:

- Merit quota 7.5%
- Punjab (including Federal Area of Islamabad) 50%
- Sindh 19%

* The share of Sindh will be further
  - sub-allocated in the following ratio:
    - Urban areas namely Karachi, Hyderabad and Sukkur, 40% of 19% or 7.6%
    - Rural areas i.e. rest of Sindh excluding 60% of 19%
    - Karachi, Hyderabad and Sukkur or 11.4%
- K.P.K 11.5%
- Balochistan 6%
- Gilgit Baltistan/FATA 4%
- Azad Kashmir 2%

*[Authority:– Estt. Div.’s OM No. 4/10/2006-R-2, dated 12th February, 2007]*
3.1 Observance of Provincial/Regional Quota by Making Contract Appointments

Refer to the subject cited above and to state that a number of references have been received in the Establishment Division seeking clarification on the point, whether Provincial/Regional Quota are applicable to contract appointments.

2. The matter has been considered in the Establishment Division and it is clarified that as the contract appointments are initial appointments within the meaning of Section 2(1) (c) of the Civil Servants Act, 1973, the instructions relating to Provincial Regional Quota are applicable to such appointments.

3. Ministries/Divisions are requested to bring the above instructions into the notice of attached department/autonomous bodies/semi-autonomous bodies/corporations etc. under their administrative control.

[Authority: Establishment Division’s O.M. No.2/38/2002-CP-I dated 15-08-2002].

3.2 Reservation of 10% Quota for Employment of Women Across-the-Board in Federal Government Services

It has been decided by the Federal Government to reserve with immediate effect, 10% quota for employment of women to all posts across-the-board in Federal Government Services including CSS to be filled by direct recruitment, in addition to their participation in the open merit.

2. This reservation will count as part of overall provincial allocation as contained in the Establishment Division’s OM No. 4/10/2006-R-2, dated 12-2-2007 and will be calculated against the quota of the province of origin of women candidates concerned.

3. The above reservation will not apply to:-

(i) the percentage of vacancies reserved for recruitment on the basis of merit;
(ii) recruitment made by promotion or transfer in accordance with the relevant rules;
(iii) short term vacancies likely to last for less than six months; and
(iv) isolated posts in which vacancies occur only occasionally.

4. The vacancies reserved for women for which qualified women candidates are not available shall be carried forward and filled by women.

5. These orders shall also apply to initial appointments in all autonomous/semi-autonomous bodies/corporations etc. which are administratively controlled by the Federal Government.
6. Ministries/Divisions are requested to kindly bring the above instructions to the notice of all concerned for information and compliance while making future recruitment.


[Authority: Establishment Division’s OM No. 4/15/2006-R-2, dated 22nd May, 2007].

3.3 Reservation of 10% Quota for Women in the Central Superior Services

Reference this Division’s O.M No. 4/2/89-R-2, dated 26-9-1989 whereunder instructions for reservation of 5% of all vacancies in posts in the Federal Government offices to be filled by direct recruitment for women have been issued. The said instructions lay down that the reservation will count as a part of overall provincial allocation as contained in the Establishment Division's O.M No. 8/9/72-TRV, dated 31-8-1973 and will be calculated against the quota of the Province of origin of the woman candidate concerned and will not apply to:

(a) Vacancies reserved for recruitment on the basis of merit;
(b) Recruitment made by promotion or transfer in accordance with the relevant rules;
(c) Short term vacancies likely to last for less than six months;
(d) Isolated posts in which vacancies occur only occasionally; and
(e) Vacancies reserved for women, for which qualified candidates are not available; these vacancies shall be treated as unreserved and filled on merit.

2. It has been decided by the Federal Government that henceforth a 10% quota for fresh recruitment through Central Superior Services *(CSS)*, be reserved for women in addition to their existing eligibility to compete against the laid down provincial/regional quotas for recruitment to civil posts under the Federal Government. This additional 10% reservation will count as a part of overall existing provincial/regional quotas as contained in this Division's O.M No. 8/9/72-TRV, dated 31-8-1973.

3. Allocation of seats to various occupational groups filled in through the CSS* examination shall, in future, be worked out and filled accordingly.

* Note: Occupational Groups/Services appointment to which is made through the Combined Competitive Examination conducted by the FPSC.
4. The Ministries/Divisions, are requested to kindly bring the above instructions to the notice of all concerned for information and compliance.


3.4 Provincial / Regional Quotas for Recruitment to the Civil Posts under the Federal Government

The provincial/regional quotas prescribed in 1973 for direct recruitment to civil posts under the Federal Government vide Establishment Division’s O.M No. 8/9/72-TRV, dated 31-8-1973 have been revised vide Establishment Division’s O.M No. 4/10/2006-R-2, dated 12-2-2007. A question has arisen as to the date from which the revised provincial/regional quotas direct recruitment to civil posts will apply. The matter has been considered in consultation with the FPSC and it has been decided that where the process of recruitment had been finalized and approval of the competent authority obtained prior to 12-2-2007, the provisions or quota prescribed earlier shall apply and appointment letters issued accordingly. In all other cases the quota prescribed vide Establishment Division’s O.M No. 4/10/2006-R-2, dated 12-2-2007 shall apply.

2. Ministries/Divisions are requested to bring the above instructions to the notice; or Attached Departments, Subordinate Offices, Autonomous/Semi-Autonomous Bodies/ Corporations etc. under their administrative control for compliance.

[Authority:- Estab. Div.’s OM No. 4/10/2006-R-2, dated 1st August, 2007]

3.5 Reservation of 05% Quota for Employment of Minorities (Non-Muslims) Across-the-Board in Federal Government Services/Jobs

It has been decided by the Federal Government to reserve, with immediate effect, 05% quota for employment of Minorities (Non-Muslims), as defined in Article 260(3)(b) of the Constitution of the Islamic Republic of Pakistan 1973, to all posts across the board in the Federal Government Services/jobs to be filled by direct recruitment including CSS, in addition to their participation in the open merit.

2. This reservation will have the same parameters as were prescribed for reservation of quota for women vide Establishment Division’s O.M.No.4/15/2006-R.2 dated 22-05-2007 and will count as part of overall provincial allocation as contained in the Establishment Division’s O.M. No.4/10/2006 R-2, dated 12-02-2007 and will be calculated against the quota of the province of origin of the Minority (Non-Muslim) candidate concerned.

3. The above reservation will not apply to:-

i) the percentage of vacancies reserved for recruitment on the basis of merit;
ii) Recruitment made by promotion or transfer in accordance with the relevant rules.

iii) Short terms vacancies likely to last for less than six months; and

iv) Isolated posts in which vacancies occur only occasionally;

4. The vacancies reserved for Minorities (Non-Muslims) for which qualified candidates are not available shall be carried forward and filled by Minority (Non-Muslim) candidates.

5. These orders shall also apply to initial appointments in all attached departments / autonomous / semi-autonomous bodies / corporations/Public corporations and Companies etc. Administratively controlled by the Federal Government.

6. Ministries/Divisions are requested to kindly bring the above instructions to the notice of all concerned for information and compliance while making future recruitment.

7. For removal of any difficulty the interpretation of the Establishment Division shall be final.

[Authority:- Estt.Div.'s O.M.No.4/15/94-R-2 dated 26-05-2009]

3.6 Quota for Posts in Islamabad Capital Territory Administration and Autonomous/Semi Autonomous Bodies

Rules-15 and 16 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, provide as under:-

"Rule-15. Vacancies in posts in BPS 3 to 15 and equivalent in offices which serve only a particular province or region shall be filled by appointment of persons domiciled in the province or region concerned.

Rule-16. Vacancies in posts in BPS 1 and 2 and equivalent shall ordinarily be filled on local basis."

2. Recruitment to posts upto BPS 15 in all the offices of the I.C.T.* administration and other Federal Government offices whose functional jurisdiction is restricted to the Islamabad Capital Territory, is required to be made on regional/local basis in accordance with the above quoted rules.

3. Attention is also invited to the Estt. Division's O.M. No. 8/9/72-TRV/R.2, dated 29-09-1973 under which the provincial/regional quotas have been made applicable to appointments in or equivalent to BPS 17 and above in all Autonomous/Semi-Autonomous Bodies under the administrative control of the

* Islamabad Capital Territory.
Federal Government. As such, recruitment to posts upto BPS 16 in autonomous/semi-autonomous bodies located in Islamabad is outside the provincial/regional quotas.

4. All Ministries/Divisions and Heads of Departments are requested that the above rules/instructions may please be observed strictly while making recruitment to the posts upto BPS 15 in offices/organizations under their control.


3.7 Adherence to Quota for GB & FATA

Reference Establishment Division’s O.M. No. 8/9/72-TRV, dated the 31st August, 1973. It is stated that a combined quota of 4% had been fixed for the Gilgit Baltistan and FATA for recruitment to federal civil services/ posts filled by direct recruitment on an all-Pakistan basis. It is requested that while making recruitment to civil posts under the Federal Government and to posts/vacancies equivalent to BPS 17 and above in corporations/ autonomous bodies, set up or controlled by the Federal Government, the aforesaid quota may kindly be strictly adhered to.

[Authority:– Estt. Division’s O.M. No.4/3/80-R.II dated 8-5-1986].

3.8 Employment of Balochis and Sindhis in Federal Government Organizations at Karachi

Rules 15 and 16 of the Civil Servants (Appointments, Promotion & Transfer) Rules, 1973 lay down that:

“Rule-15. Vacancies in posts in BPS 3 to 15 and equivalent in Offices which serve only a particular province or region shall be filled by appointment of persons domiciled in the province or region concerned.

Rule-16 Vacancies in posts in BPS 1 and 2 and equivalent shall ordinarily be filled on local basis.”

2. Recruitment to posts in BPS 3 to 15 in the offices like Coast Guards and other Federal Government offices, which serve only a particular province or region, shall be made in Sindh & Balochistan by providing employment to locals in accordance with the provisions of Rule 15 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973. Vacancies in posts in BPS 1 to 2 and equivalent shall be filled on local basis as provided in Rule 16 of the rules ibid.

3. Ministries/Divisions are also requested to bring the above instructions to the notice of their Attached Departments, Subordinate Offices, Autonomous/Semi-Autonomous Bodies/Corporations/Authorities under their administrative control for strict compliance.

3.9 Regulation of Provincial/Regional Quotas

Reference Establishment Division's O.M. No. 8/9/72-TRV, dated August 31, 1973 provincial/regional quotas in respect of posts filled in a particular year are to be worked out to 1000th fraction. A province/region, having larger fraction in accordance with the prescribed quotas, is allocated the vacant post for recruitment whereas the province/region not allocated the post due to smaller fraction, gets those fractions carried forward and added to its share in the subsequent year. The procedure for calculating and carrying forward the share of province/region, is indicated in Annex.

2. Ministries/Divisions/Departments etc. are requested to regulate the Provincial/Regional allocations in respect of posts in grade-17 and above filled by direct recruitment after August 31, 1973. A copy of the up-dated statement should invariably be forwarded alongwith summaries sent to the Establishment Division for seeking approval of the competent authority for initial appointment to posts in grade 17 and above.

# Annex

<table>
<thead>
<tr>
<th>Province/Region</th>
<th>Quota (%)</th>
<th>No. of Vacancies</th>
<th>Share</th>
<th>Last Year’s C/F Balance</th>
<th>Total</th>
<th>Vacancies to be allotted</th>
<th>Balance to be carried forward</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Year:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merit</td>
<td>7.5%</td>
<td>3</td>
<td>0.225</td>
<td>-</td>
<td>+0.225</td>
<td>-</td>
<td>+0.225</td>
</tr>
<tr>
<td>Punjab</td>
<td>50%</td>
<td>3</td>
<td>1.500</td>
<td>-</td>
<td>+1.500</td>
<td>2</td>
<td>- 0.500</td>
</tr>
<tr>
<td>Sindh</td>
<td>19%</td>
<td>3</td>
<td>0.570</td>
<td>-</td>
<td>+0.570</td>
<td>1</td>
<td>-0.430</td>
</tr>
<tr>
<td>Sindh (U)</td>
<td>7.6% of 19%</td>
<td>3</td>
<td>0.228</td>
<td>-</td>
<td>+0.228</td>
<td>-</td>
<td>+0.228</td>
</tr>
<tr>
<td>Sindh(R)</td>
<td>11.4% of 19%</td>
<td>3</td>
<td>0.342</td>
<td>-</td>
<td>+0.342</td>
<td>1</td>
<td>-0.658</td>
</tr>
<tr>
<td>K.P.K</td>
<td>11.5%</td>
<td>3</td>
<td>0.345</td>
<td>-</td>
<td>+0.345</td>
<td>-</td>
<td>+0.345</td>
</tr>
<tr>
<td>Balochistan</td>
<td>6%</td>
<td>3</td>
<td>0.180</td>
<td>-</td>
<td>+0.180</td>
<td>-</td>
<td>+0.180</td>
</tr>
<tr>
<td>GB/FATA</td>
<td>4%</td>
<td>3</td>
<td>0.120</td>
<td>-</td>
<td>+0.120</td>
<td>-</td>
<td>+0.120</td>
</tr>
<tr>
<td>AJ&amp;K</td>
<td>2%</td>
<td>3</td>
<td>0.060</td>
<td>-</td>
<td>+0.060</td>
<td>-</td>
<td>+0.060</td>
</tr>
<tr>
<td>2nd Year:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merit</td>
<td>7.5%</td>
<td>5</td>
<td>0.375</td>
<td>0.225</td>
<td>0.600</td>
<td>1</td>
<td>-0.400</td>
</tr>
<tr>
<td>Punjab</td>
<td>50%</td>
<td>5</td>
<td>2.500</td>
<td>- 0.500</td>
<td>2.000</td>
<td>2</td>
<td>-</td>
</tr>
<tr>
<td>Sindh</td>
<td>19%</td>
<td>5</td>
<td>0.950</td>
<td>-0.430</td>
<td>0.520</td>
<td>1</td>
<td>-0.480</td>
</tr>
<tr>
<td>Sindh (U)</td>
<td>7.6% of 19%</td>
<td>5</td>
<td>0.380</td>
<td>+ 0.228</td>
<td>0.608</td>
<td>1</td>
<td>-0.392</td>
</tr>
<tr>
<td>Sindh(R)</td>
<td>11.4% of 19%</td>
<td>5</td>
<td>0.570</td>
<td>- 0.658</td>
<td>-0.088</td>
<td>-</td>
<td>-0.088</td>
</tr>
<tr>
<td>K.P.K</td>
<td>11.5%</td>
<td>5</td>
<td>0.575</td>
<td>+ 0.345</td>
<td>+0.920</td>
<td>1</td>
<td>-0.080</td>
</tr>
<tr>
<td>Balochistan</td>
<td>6%</td>
<td>5</td>
<td>0.300</td>
<td>+0.180</td>
<td>0.480</td>
<td>-</td>
<td>+0.480</td>
</tr>
<tr>
<td>GB/FATA</td>
<td>4%</td>
<td>5</td>
<td>0.200</td>
<td>+ 0.120</td>
<td>0.320</td>
<td>-</td>
<td>+0.320</td>
</tr>
<tr>
<td>AJ&amp;K</td>
<td>2%</td>
<td>2</td>
<td>0.040</td>
<td>+ 0.160</td>
<td>+0.200</td>
<td>-</td>
<td>+0.200</td>
</tr>
<tr>
<td>3rd Year:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merit</td>
<td>7.5%</td>
<td>2</td>
<td>0.150</td>
<td>- 0.400</td>
<td>-0.250</td>
<td>-</td>
<td>-0.250</td>
</tr>
<tr>
<td>Punjab</td>
<td>50%</td>
<td>2</td>
<td>1.000</td>
<td></td>
<td>1.000</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Sindh</td>
<td>19%</td>
<td>2</td>
<td>0.380</td>
<td>-0.480</td>
<td>-0.100</td>
<td>-</td>
<td>-0.100</td>
</tr>
<tr>
<td>Sindh (U)</td>
<td>7.6% of 19%</td>
<td>2</td>
<td>0.152</td>
<td>- 0.392</td>
<td>-0.240</td>
<td>-</td>
<td>-0.240</td>
</tr>
<tr>
<td>Sindh(R)</td>
<td>11.4% of 19%</td>
<td>2</td>
<td>0.228</td>
<td>-0.088</td>
<td>+0.140</td>
<td>-</td>
<td>+0.140</td>
</tr>
<tr>
<td>K.P.K</td>
<td>11.5%</td>
<td>2</td>
<td>0.230</td>
<td>-0.080</td>
<td>+0.150</td>
<td>-</td>
<td>+0.150</td>
</tr>
<tr>
<td>Balochistan</td>
<td>6%</td>
<td>2</td>
<td>0.120</td>
<td>+0.480</td>
<td>+0.600</td>
<td>1</td>
<td>-0.400</td>
</tr>
<tr>
<td>GB/FATA</td>
<td>4%</td>
<td>2</td>
<td>0.080</td>
<td>+0.320</td>
<td>+0.400</td>
<td>-</td>
<td>+0.400</td>
</tr>
<tr>
<td>AJ&amp;K</td>
<td>2%</td>
<td>2</td>
<td>0.040</td>
<td>+ 0.160</td>
<td>+0.200</td>
<td>-</td>
<td>+0.200</td>
</tr>
</tbody>
</table>
3.10 Clarifications Regarding Application of Revised Provincial/Regional Quotas


2. The following clarifications are issued:-

(1) Posts in each grade should be considered separately for purposes of allocation of the prescribed merit and provincial/regional quotas.

(2) The provincial/regional quotas do not apply to posts filled by promotion. These are applicable to direct, including lateral entry, appointments.

(3) Vacancies which cannot be filled by candidates belonging to the province or region to which the vacancy is allocated should be carried over and re-advertised at a later date.

(4) Posts in the Ministry/Division should be allocated separately from posts in Attached Departments and Subordinate Offices. In other words, the allocation should be made separately for each department, office or institution.

(5) Provincial/regional quotas do not apply to posts filled by transfer of government servants to posts in equivalent grades whether on deputation or on secondment as in the case of military officers.


3.11 Isolated Posts - Application of Provincial/Regional Quotas

Refer to the Establishment Division’s O.M.No.8/1/77-W.C., dated 18-04-1977 on the above subject and to say that it is laid down in that office Memorandum that an isolated post should be filled on the basis of merit. The matter has been considered again and it has been held that observance of merit and provincial quota in filling vacancies on all-Pakistan basis is a statutory requirement vide Rule 14 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. It is not, therefore, permissible to fill in an isolated post on merit only. Such a post will also have to be filled in, in accordance with the Rule-14 and the instructions explaining the procedure to be adopted in allocating vacancies to the merit and provincial quotas vide Establishment Division’s O.M.No.9/7/80-A.III., dated the 23rd September, 1980.

[Authority:- Establishment Division’s O.M.No.8/1/77-W.C./R.2 dated 3rd October,1981].
3.12 Recruitment to Civil Posts in the Administration of Gilgit Baltistan

Except appointment in grade 17 in Revenue and Police, recruitment to civil posts in Gilgit Baltistan shall, in future, be made only from amongst the local population of those areas provided they possess the requisite academic qualifications. Persons other than the local residents of Gilgit Baltistan shall not be entitled to apply for appointment to such posts.

2. However, technical posts requiring specialization may be filled, with the prior approval of the Establishment Division from amongst non-residents provided that local candidates with the requisite technical qualifications are not available.

3. The Gilgit Baltistan shall continue to be excluded in respect of the posts in these areas from the purview of the provincial/regional quotas fixed by the government. The Establishment Division’s O.M.No.F. 8/9/72-TRV dated the 31st August, 1973 whereby Gilgit Baltistan have been allocated quota for recruitment to civil posts under the Federal Government, shall apply to All Pakistan posts only.


[Authority:– Estt Division's O.M.No.4/I/83-R.2, dated 24-7-1983].

3.13 Allocation to Balochistan – Measures to Improve the Representation


2. All Ministries/Divisions, Attached Departments, Subordinate Offices and Autonomous Bodies under your administrative control may kindly be directed to ensure that the quota fixed for Balochistan vide Establishment Division O.M.No. F.8/9/72-TRV, dated 31st August, 1973 is duly followed by them in making direct recruitment and that vacancies allocated to Balochistan are filled by candidates domiciled in that province. If candidates with the required qualifications/experience are not available for vacancies other than those required to be filled through Federal Public Service Commission, or if such vacancies have been lying unfilled for want of candidates from Balochistan, full particulars of the vacancy or vacancies in grade in which they exist, the qualifications/ experience prescribed for the post and age requirements etc., may be communicated to the Government of Balochistan for recommending suitable candidates. In the case of
these vacancies which are required to be filled through FPSC and for which the FPSC have failed or fail to make any nominations, the FPSC may be requested to intimate the vacancies to the Government of Balochistan for recommending suitable candidates to them.

3. This D.O. letter may kindly be given wide publicity in the Divisions, Departments, Offices and Autonomous Bodies under your administrative control.

[Authority:– Estt. Secretary's DO letter No.4/3/78-R.II, dated 7-8-1978].

ANNEX

[Copy of Government of Balochistan, Services and General Administration Department letter No. S.O. II-LIV (20)/S&GAD-71 (II), dated the 18th June, 1978]

I am directed to refer to the Cabinet Secretariat (Establishment Division) Office Memoranda No. F. 8/9(A) 72-TRV dated 18th October, 1973 and F. 8/9/72-TRV, dated 31st August, 1973 and to say that in view of the serious problem of unemployed graduates in Balochistan, the MLA Zone ‘D’ has desired that the attention of the Federal Government may be invited to implementing, in full, the provisions of the above mentioned memoranda. The problem is being tackled at the provincial level within the financial constraints. However, the Federal Government including Corporations and Autonomous Bodies under its control could contribute a great deal in meeting this problem by implementing the quota fixed for this province.

2. I further request that this government would appreciate if the Government of Pakistan, Ministries/Divisions including the corporations and autonomous bodies are directed to take immediate steps in this direction. They may also kindly be advised to intimate to the Government of Balochistan, the share of posts at various level for Balochistanis in accordance with the prescribed regional quota, the actual occupancy position and the difference.

3.14 Direction to Ensure Implementation of Balochistan Quota

All the Ministries/Divisions and Attached Departments and Autonomous Bodies under their administrative control are once again requested to kindly ensure the implementation of 6% quota fixed for Balochistan while making direct recruitment. In this connection reference is also invited to Establishment Division's instructions on the subject issued from time to time.


3.15 Provincial/Regional Quotas for Recruitment to Posts in Autonomous/ Semi-Autonomous Bodies/Corporations/Public Sector Companies etc. Owned and Managed by the Federal Government

From the information received in the Establishment Division from the Ministries/ Divisions regarding observance of provincial/regional quota, it has been observed that certain Autonomous Bodies/ Corporations etc. are not adhering to regional quotas as laid down in Establishment Divisions’ instructions referred to in paras 2 and 3 below.

*2. The Establishment Division’s OM No. 8/9/72-TRV, dated 31-8-1973 prescribes the following quota for vacancies reserved for direct recruitment to be filled on all Pakistan basis in the Ministries/ Divisions/Departments/Autonomous Semi-Autonomous Bodies/ Corporations etc.

- Merit 7.5%
- Punjab (including ICT. Islamabad) 50%
- Sindh 19%
- Sindh (R) 11.4% of 19%
- Sindh (Urban) 7.6% of 19 %
- KPK 11.5%
- Balochistan 6%
- GB/FATA 4%
- Azad Kashmir 2%


3. The instructions regarding merit and provincial/regional quota issued *vide* Establishment Division’s OM dated 31-8-1973 were made applicable to senior appointments viz. appointments in or equivalent to grade-17 and above in all Autonomous Semi-Autonomous Bodies which are administratively controlled by the Federal Government *vide* this Division’s OM NO. 8/9/72-TRV, dated 29.9.1973. The provincial/regional quotas as applicable in the federal services, in BPS 3 and above was also made applicable to the autonomous/semi-autonomous bodies/ corporations *vide* Establishment Division’s OM No. 8/5/92-R,7, dated 2-2-1992.

4. Ministries/Divisions are advised to monitor the situation and ensure that all Autonomous Bodies/Corporations under their administrative control observe provincial/regional quotas. Violation of these instructions will render the appointments made as irregular and liable to termination in accordance with the relevant law rules on the subject.


3.16 Advertisement of Federal Government Posts in the Regional/Provincial Press

The Prime Minister has been pleased to direct that advertisements for recruitment to Federal Government posts should be published in the regional/provincial newspapers also in addition to the national press.

2. All Ministries/Divisions are, therefore, requested to take necessary action accordingly and also to issue instructions to the organizations under their control for taking similar steps in this regard.

[Authority:– Estt. Division’s O.M. No. 46/2/85-R-5 dated 10-10-1985].

3.17 Publicity of Federal Posts in FATA

Reference the instructions contained in Establishment Division Office Memorandum No. 8/9/72-TRV, dated the 31st August, 1973 wherein a combined quota of 4% had been fixed for the Gilgit Baltistan and Federally Administered Tribal Areas (FATA) for recruitment to federal civil services/posts filled by direct recruitment on an all-Pakistan basis.

2. During a recent meeting with the President of Pakistan, a delegation of Senators and MNAs from the Federally Administered Tribal Areas (FATA), complained that the advertisements for recruitment against federal civil services/posts reserved for FATA were not being given due publicity in FATA.

3. Ministries/Divisions are requested to bring the above instructions to the notice of all Attached Departments/Subordinate Offices/Autonomous/Semi-autonomous Bodies/Corporations etc., under their administrative control for compliance.

3.18  Compulsory Employment of Disabled Persons

Establishments* to employ disabled persons.– Not less than one per cent of the total number of persons employed by an *establishment at any time shall be disabled persons whose names have been registered with the Employment Exchange of the area in which such establishment is located and against whose names in the register maintained under section 12 an endorsement exists to the effect that they are fit to work.

2. The disabled persons employed against any post in pursuance of sub-section (1) shall be entitled to the terms and conditions which are not less favourable than those of the other persons employed by the establishment against similar posts.

3. When calculating the percentage of the posts in an establishment for the purposes of employment of disabled persons, the fraction of 0.5 and above shall count as a whole number.

[Authority:– Disabled Persons (Employment and Rehabilitation) Ordinance, 1981]

3.19  Strict Observance of 2% Quota for Employment of Disabled Persons in Federal Government Services/Jobs

Refer to Establishment Division’s O.M. of even number dated 15th October, 1998.

2. In pursuance of the Prime Minister order the Federal Government have issued instructions vide Establishment Division’s O.M. under reference, regarding reservation of 2% quota for employment of disable persons to the posts in BPS-15 and below in Federal Government jobs to be filled by direct recruitment in addition to their participation in the open merit, it has, however, been observed that some Ministries/Departments are not being yet providing for the reservation of 2% quota in jobs for disable persons in their advertisement.

3. In view of the above, it is requested to kindly ensure implementation of this very important decision of the government.

[Authority:– Establishment Division’s D.O.No.34/3/86-R-5 dated 10-02-2015].

**“Establishment” means a government establishment, a commercial establishment or an industrial establishment, in which the number of workers employed at any time during a year is not less than one hundred.**
Upgradation of Posts and Procedure for Filling-up of Upgraded Posts

Establishment Division has been receiving proposals for upgradation of posts with immediate effect and also for upgradation of their incumbents. It is clarified that upgradation of a post implies the abolition of the existing post and creation of a new post in the higher grade. Upgradation of a post does not mean automatic upgradation of its incumbent. Appointment to the upgraded post will have to be made in the manner prescribed for that post. If a post is upgraded with immediate effect, the incumbent would be left without any post (in his grade) until he is approved for appointment to higher grade.

2. In view of the position explained above, all Ministries/Divisions are requested that while sanctioning upgradation of the existing posts, it should be clearly provided in the sanction letter that upgradation of the post would take effect from the date the post is filled by a person in the higher grade. This would ensure that until the existing incumbent is formally appointed to higher grade, the post and the incumbent would continue in lower grade.

[Authority:– Estt. Division O.M.No.8/10/83-R.I, dated 6-3-1983].

4.1 Upgradation of Posts

In continuation of Establishment Division’s O.M. No. 8/130/91-R.I, dated 3rd December, 1991, it is stated that the President under sub-para ‘F’ of para 3 of the Presidential directive No. 57/1/CMLA, dated 2nd August 1979 had, inter-alia, frozen upgradation of posts till further orders. Prior to this, the upgradation of posts used to be made with the approval of the Finance Division and Establishment Division. However, after the directive, all the cases of upgradation of posts are submitted to the Prime Minister for approval, in relaxation of the above Presidential directive with the concurrence of Finance Division and Establishment Division.

2. It has come to the notice of the government that Ministries/Divisions/Departments etc. are upgrading the posts without the approval of the competent authority i.e. the Prime Minister and concurrence of the Finance Division (Regulations Wing) and Establishment Division. Similarly, the appointments against the upgraded posts are being made by the Ministries/Divisions/Departments etc. without going through the prescribed selection process or approval of the competent authority. It may be pointed out that the upgradation of posts does not mean automatic upgradation of the incumbents. The appointment against the upgraded post will have to be made in the manner prescribed in the recruitment rules for that post and with the approval of the competent authority. Therefore, upgradations of posts made by the Ministries/Divisions/Departments etc. and appointment of their incumbents
against such posts without going through the prescribed selection process or approval of the competent authority are irregular.

3. In view of the above, Ministries/Divisions are requested not to make any upgradation without the concurrence of Finance Division (Regulations Wing) and Establishment Division and the approval of the Prime Minister. The upgradation of posts, made by the Ministries/Divisions without this process, may be submitted for regularization etc. in the prescribed procedure and for approval of the competent authority. The above position may also be brought to the notice of all Departments/Autonomous/Semi-Autonomous Bodies/Corporations etc. under the administrative control of the Ministries/Divisions.


4.2 Policy for Upgradation/Re-designation of Posts

On a summary submitted recently to the *Chief Executive, he has been pleased to approve the policy for upgradation/re-designation of posts as indicated in the proceeding paragraphs.

2. Henceforth, the upgradation of posts shall be considered in the following cases only:

(a) When it is considered necessary to up-grade certain posts in order to rationalize the administrative structure of a Ministry/Division or a Department to make it more effective or to bring about uniformity of pay scales of similar posts in different organizations.

(b) Where the duties and responsibilities attached to a post have considerably increased.

(c) Where pay scale of a post is considered grossly incommensurate with the qualifications and experience prescribed for appointment to that post.

(d) Up-gradation of a post on personal basis may not be allowed except if any officer, already holding on regular basis a higher grade post, is posted against a post, carrying lower grade, due to exigencies of service.

3. Subject to the observance of the parameters referred to in sub-paras (a) – (d) above, the future proposals for the up-gradation/re-designation of posts shall be processed as under:-

* Now Prime Minister.
The cases for up-gradation/re-designation of the posts in BPS 1 to 19 will be decided by the Finance Division in consultation with the Establishment Division. However, the decision about the proposed up-gradation/re-designation of posts in BPS 1 to 19 will be taken at the level of Secretary, Finance Division and the Secretary Establishment Division.

Cases of up-gradation/re-designation of posts in BPS 20 and above will be submitted to the Chief Executive for approval but after seeking the concurrence of Finance Division and the Establishment Division.

4. "[When the competent authority approves the up-gradation of a post in the situations mentioned in sub-paragraphs (a), (b) and (c) of paragraph 2, appointed to the up-graded post should be made in accordance with the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and the specific rules which regulate appointment to the post.]

5. The above instructions may please be noted by the Ministries/Divisions for strict compliance.

6. "*[ ]


4.3 Upgradation of Clerical/Auditors Posts

The President has been pleased to approve the up-gradation of the following Clerical/Auditors posts as detailed below w.e.f. 01-07-2007:—

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Post</th>
<th>Existing BPS</th>
<th>Up-graded BPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lower Division Clerk (LDC/ Junior Clerk)</td>
<td>BPS-5</td>
<td>BPS-7</td>
</tr>
<tr>
<td>2.</td>
<td>Junior Auditor</td>
<td>BPS-5</td>
<td>BPS-7</td>
</tr>
<tr>
<td>3.</td>
<td>Upper Division Clerk (UDC/Senior Clerk)</td>
<td>BPS-7</td>
<td>BPS-9</td>
</tr>
<tr>
<td>4.</td>
<td>Assistant/Head Clerk</td>
<td>BPS-11</td>
<td>BPS-14</td>
</tr>
<tr>
<td>5.</td>
<td>Senior Auditor</td>
<td>BPS-11</td>
<td>BPS-14</td>
</tr>
</tbody>
</table>

The incumbents of the up-graded posts will also stand up-graded and their pay will be fixed at the stage next above their basic pay in their lower pay scales.

*Now Prime Minister.

2. The President has also been pleased to approve that employees from BPS-1 to BPS-4 would move one scale up in the pay scales w.e.f. 1st July, 2007.

3. The Establishment Division will amend the recruitment rules of the ministerial posts, whereas amendments in the recruitment rules of other posts listed at para 1 above shall be made by the concerned Ministries/Divisions/Departments in consultation with the Establishment Division.

4. As a special dispensation, the annual increment falling due on 1st December, 2007 shall be admissible to the above mentioned employees in the upgraded pay scales.


4.4 Appointment to Upgraded Posts

Refer to the Establishment Division’s O.M. No.8/36/2000-R-I dated 20-01-2001 containing policy of upgradaiton/re-designation of posts and to state as under:—

i) The instructions contained in Establishment Division’s O.M.No. 8/36/2000-R-I dated 20-01-2001 as amended on 03-02-2001 provide that when the competent authority approves the up-gradation of a post on regular basis, appointment to the upgraded post should be made in accordance with the provisions of the Civil Servants(Appointment, Promotion and Transfer) Rules,1973, and the specific rules which regulate appointment to the post.

ii) The instructions contained in Establishment Division’s O.M.No. 8/10/83-R-I dated 06-03-1983 and O.M. No.8/130/91-R-I dated 12-05-1992 provide that up-gradation of a post does not mean automatic up-gradation of its incumbent. Appointment to upgraded post will have to be made in the manner prescribed for that post. If a post is upgraded with immediate effect, the incumbent would be left without any post (in his grade) until he is approved for appointment to higher grade. Therefore, upgradation of posts made by the Ministries/Divisions/ Departments etc. and appointments of their incumbents against such posts without going through the prescribed selection process or approval of the competent authority, are irregular.

2. It would be highly appreciated if the above mentioned instructions are complied with in letter and spirit in order to avoid administrative complications and future litigation.

4.5 Upgradation of the posts of Stenotypist, *Stenographer and Private Secretary

Consequent upon approval of the Prime Minister of Pakistan, the posts of Private Secretaries, *Stenographers and Stenotypists have been upgraded with immediate effect, subject to fulfillment of the conditions mentioned against each.

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Name of the Post</th>
<th>Existing BS</th>
<th>Upgraded BS</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Private Secretary</td>
<td>17</td>
<td>-</td>
<td>Will continue to remain in BS-17 and will be granted BS-18 after putting in 5 years satisfactory service instead of 7 years. The Private Secretaries in BS-18 will further be granted BS-19 after putting in 12 years service in BS-17 and above taking benefit of Establishment Division’s OM No. 1/9/80-R-II dated 2-6-1983. However, on grant of BS-19 nomenclature of the post will be Senior Private Secretary. The existing Private Secretaries in BS-17 will be granted BS-18 on one time basis, irrespective of their length of service in BS-17.</td>
</tr>
<tr>
<td>2</td>
<td>*Stenographer</td>
<td>15</td>
<td>16</td>
<td>With enhancement of qualification for initial appointment from intermediate to Graduation.</td>
</tr>
<tr>
<td>3</td>
<td>Stenotypist</td>
<td>12</td>
<td>14</td>
<td>With enhancement of qualification for initial appointment from Matriculation to Intermediate.</td>
</tr>
</tbody>
</table>

The incumbents of the upgraded posts will also stand upgraded and their pay will be fixed at the stage next above their basic pay in their lower pay scale.

2. The Establishment Division will amend the recruitment rules of the above said posts, accordingly.


4.6 Re-designation of the post of Stenographer (BS-16) as Assistant Private Secretary (BS-16)

In exercise of the power conferred by sub-rule(2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following amendment shall be made in the Recruitment Rules of Establishment Division

* Stenographer re-designated as Assistant Private Secretary.
notified vide SRO. 526(I)/2012, dated 18th April 2012, namely:—

In the aforesaid Recruitment Rules,—

The brackets/words/figures “Stenographer (BPS-16)”, where occurring shall be substituted with the brackets/words/figures “Assistant Private Secretary BPS-16”).

2. This Notification issued with the approval of Establishment Division vide O.M No. 7/6/2002-R-6 (Pt-I), dated 09-4-2013 and FPSC vide letter No. F. 12-04-2012-RR dated 23rd July, 2013.

[Authority:— Estt. Division’s S.R.O. 785(I)/2013, dated 23-07-2013]

4.7 Upgradation of posts alongwith incumbents in the Pakistan Military Accounts Department (PMAD)

In observance of Finance Division Islamabad O.M No. F.9(9)- R-I/2008/-09, dated 3rd April 2010, and Supreme Court of Pakistan Order dated 15th April, 2010, Secretary, Ministry of Defence has been pleased to upgrade following posts alongwith incumbents in Pakistan Military Accounts Department in terms of authority vested with him vide Schedule-3 Serial No. 15 Rules of Business 1973, without prejudice to the Nomenclature or office work /authority of these employees, with effect from 03-04-2010:

<table>
<thead>
<tr>
<th>Sr. #</th>
<th>Name of the Post</th>
<th>Existing Scale</th>
<th>Upgraded Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Accounts Officer</td>
<td>BS-17</td>
<td>BS-18</td>
</tr>
<tr>
<td>2</td>
<td>Assistant Accounts Officer</td>
<td>BS-16</td>
<td>BS-17</td>
</tr>
<tr>
<td>3</td>
<td>Senior Auditor/ Assistant Supervisor</td>
<td>BS-14/15</td>
<td>BS-16</td>
</tr>
<tr>
<td>4</td>
<td>Junior Auditor</td>
<td>BS-7</td>
<td>BS-11</td>
</tr>
</tbody>
</table>

[Authority:— Defence Division’s Notification No.1/8/D-7(MAG)/2010 , dated 12-05-2010].

Sl. No. 5

Physical Fitness


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* FR 10, 10-A: Medical Certificate of health on appointment to government service; appearance before a medical authority for medical examination.

** SR 3, 4, 4-A: Medical Certificate of fitness for government service to be signed by a medical officer; exemptions from producing medical certificate to specified classes of government servants or nature of appointment e.g. temporary/short term or re-employment.
5.1 Verification of Antecedents on First Appointment

Revised procedure for vetting of government employees.– In supersession of all previous instructions on the subject, it has now been decided, in consultation with the Intelligence Bureau, to introduce a simplified and less time-consuming procedure for the verification of antecedents of employees at the time of their first appointment in government service.

2. According to the revised procedure, all Federal Government Ministries/Divisions/Departments, including Federal Public Service Commission, will make simultaneous references for security clearance of fresh employees to the following agencies:-

(a) Intelligence Bureau, Government of Pakistan.
(b) District Police.
(c) Special Branch of Provincial Police concerned.

3. The Intelligence Bureau has undertaken to give a political record check of the candidates direct to the departments concerned within a maximum period of one month. In case a report from the Intelligence Bureau is not received within one month, the department concerned will allow the selected candidates to join their posts on production of character certificates from two government officers not below BPS-17. It will, however, be understood that the appointees will remain on probation for a period of six months or till the receipt of their vetting report. During the probationary period, the new appointees will not be entrusted with sensitive duties/assignments.

4. The District Police and the Special Branch concerned will be required to give clearance in respect of the character and antecedents of fresh/entrants in government service within a maximum period of two months. These agencies will return the verification rolls, after conducting local enquiries, direct to the department concerned and not through the Intelligence Bureau except in cases where the conduct of the candidate has come to adverse notice and this aspect is considered relevant to his appointment in government service.

[Authority.– Cabinet Division's letter No. 12(3)/76-MW(S), dated 31-5-1977].

[Note.– The prescribed form for verification of character and antecedents of candidates selected for appointment under the Federal Government is Form S. 190.
(ANNEX)

GOVERNMENT OF..................
Federal Public Service Commission
Ministry/Division/Office

Verification Roll for candidates for appointment under the Government to be filled in by the candidate in his own handwriting.

1. The name of the post in which the candidate to be appointed.......................

2. Full name (in block letters) with surname and aliases if any Mr./Miss/Mrs............................

3. Previous name (if any) and reasons for change...............................................

4. Father’s name in full with occupation and income (if any).................................

5. Date and place of birth of the candidate give full address.................................

6. Description
   a. (1) Height..........................
   (2) Build i.e., heavy/medium/light...............
   (3) Frame i.e., large/medium/thin.............
   (4) Complexion..................
   (5) Colour of hair............
   (6) Colour of eyes...........
   (7) Visible marks of identification..........

   b. (1) Religion by birth............
   (2) Present Religion..............

7. Residential address (with telephone number if any)
   a. Present.......................
8. **Nationality:**

   a. Pakistan National by birth/migration/naturalization

   b. If naturalized/migrated:

      (1) Previous nationality and address.................

      (2) Date of migration..........  

      (3) Citizenship/Naturalization Certificate Particulars i.e No. date and place of issue etc..........................


9. **Local and other addresses during the last 10 years where the candidate has stayed for more than six months.**

<table>
<thead>
<tr>
<th>Address</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>
10. Educational qualifications showing places of education from the age of 10 years.

<table>
<thead>
<tr>
<th>Name and place of school and college etc.</th>
<th>From</th>
<th>To</th>
<th>Major field of study</th>
<th>Certificate/ diploma degree obtained</th>
</tr>
</thead>
</table>

Note.- A certificate of good character from the Head of Educational Institution last attended by the candidate (to be attached).

11. Knowledge of language:

<table>
<thead>
<tr>
<th>Can understand</th>
<th>Can speak</th>
<th>Can write</th>
</tr>
</thead>
</table>

12. Special training, any field.............

13. Any distinctions obtained in literary, sports or miscellaneous fields:

14. a. Are you capable of sustained physical and mental activity?

b. Have you had any serious illness or any operation in the past three years?

c. How many days you lost from work in the past three years?

15. Has there been any case of mental/nervous illness in your close relatives?

16. a. Do you take alcohol?

b. Do you gamble?
17. a. Government offices or firms, with full description and addresses where the candidate previously worked, and the reasons for leaving:

<table>
<thead>
<tr>
<th>Offices/ Firms</th>
<th>Designation and Pay</th>
<th>From</th>
<th>To</th>
<th>Reasons for leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

b. Present occupation if any:

<table>
<thead>
<tr>
<th>Offices/ Firms</th>
<th>Designation and Pay</th>
<th>From</th>
<th>To</th>
<th>Reasons for leaving</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Note.- Certificate of performance from the Head of the Institution last served by the applicant (to be attached).

18. Offices/firms with full descriptions and addresses where the candidate previously applied without success:

<table>
<thead>
<tr>
<th>Office/Firm</th>
<th>When applied for appointment</th>
<th>Job for which applied</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

19. Particulars of wife (or husband as the case may be) of the candidate:

a. Full name with father's name..........................
b. Nationality ................................
c. Religion.................................
d. Date of birth..........................
e. Place of birth.......................
f. Occupation, if any...................
g. Income, if any......................
20. **Particulars of children:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Sex</th>
<th>Date of Birth</th>
<th>Recent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>b.</td>
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<td></td>
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<tr>
<td>c.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d.</td>
<td></td>
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</tbody>
</table>

21. **Particulars of children or dependents educated or receiving education:**

|------------------|-----------------|------------------------|-----------------|-------------------------------|----------------|

22. **Full particulars of the candidate's near relations, who are in Government service in Pakistan and elsewhere, specifying the posts held, and where posted:**

<table>
<thead>
<tr>
<th>Name of relations</th>
<th>Relationship</th>
<th>Post held</th>
<th>Place of duty</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

23. **Particulars of near relatives/dependents abroad:**

<table>
<thead>
<tr>
<th>Name with Relationship</th>
<th>Nationality</th>
<th>Occupation</th>
<th>Place of Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b.</td>
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<td>c.</td>
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<td>d.</td>
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<td>e.</td>
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<tr>
<td>f.</td>
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<tr>
<td>g.</td>
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<td></td>
<td></td>
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<tr>
<td>h.</td>
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</tbody>
</table>
### 24. (a) Assets:

<table>
<thead>
<tr>
<th>Immovable</th>
<th>Value</th>
<th>Mode of acquiring</th>
</tr>
</thead>
<tbody>
<tr>
<td>...........</td>
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</tbody>
</table>

(b) Movable of more than Rs. 10,000/-

| .................................................. |
| .................................................. |

Total value..........................................................

### 25. Membership of Clubs, Political Parties and Associations (Past and Present) (Name of Organization with date of joining and leaving):

<table>
<thead>
<tr>
<th>Name of Club, Party</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. ....................</td>
<td></td>
<td></td>
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<tr>
<td>b. ....................</td>
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<td>c. ....................</td>
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<tr>
<td>d. ....................</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. ....................</td>
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</tbody>
</table>

### 26. Details of Travels Abroad (including travels for education or training):

a. Passport particulars, if any..............
   including No., date and place of issue..........

b. Countries for which valid..........................

c. Issuing authority....................

d. Period of validity..................

### 27. Names with addresses of at least two references in Pakistan who can testify to the candidate’s character and antecedents:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

### 28. Name and address of your close friends:

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
29. Whether arrested, prosecuted, convicted, restricted or externed in any case, political or otherwise, if so full particulars including dates should be furnished.............

30. Finger prints:

<table>
<thead>
<tr>
<th>Place</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
</table>

Place-------------  Date-------------  Signature-------------

a. I....................... candidate for appointment to.............hereby certify and solemnly affirm that my answers to the above questions are correct to the best of my knowledge and belief.

b. I fully understand that if the above statement is false in any material respect, or omits any material information my appointment is liable to be rejected/terminated and shall render me to legal and disciplinary action including dismissal if I am already in Government service.

Signature...............  
Place.....................  
Date.....................

To be filled in by the Superintendent of Police, etc. concerned at the request of Ministry/Division/office/Federal Public Service Commission.

Remarks by:

Superintendent of Police  
Place--------  
Date--------

D.I.G. Special Branch  
Place--------  
Date--------

Director Intelligence Bureau  
Place--------  
Date--------
FAMILY PARTICULARS

Note.- Full information in respect of Wife (husband in case of female employees), Father, Mother, Brothers, Sisters, Father-in-Law and Mother-in-Law should be furnished as under. In case of wife (or husband as the case may be) additional information in respect of her maiden name, date and place of birth, date and place of marriage, nationality and religion before marriage should also be furnished in remarks column.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Relationship</th>
<th>Age</th>
<th>Nationality</th>
<th>Religion</th>
<th>Sect</th>
<th>Occupation with complete details</th>
<th>Whether dependent on you</th>
<th>Residential address</th>
<th>Political affiliations if any</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
<td>(8)</td>
<td>(9)</td>
<td>(10)</td>
<td>(11)</td>
</tr>
</tbody>
</table>
5.2 Appointment to Higher Posts Without Observing Due Process

In the Establishment Division O.M.No.2/25/69-C.I., dated July 31, 1979, instructions were issued that appointments of officers of lower grades to posts in higher grades without observing the prescribed process must cease. It was also laid down that if it was necessary to do so due to exigencies of services the post should be down-graded with the approval of the Establishment Division.

2. In January, 1981, Rule 8-A and 8-B were inserted in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 vide Establishment Division Notification No.S.R.O.41(I)/81, dated 12th January, 1981. Rule 8-A lays down that no promotion on regular basis shall be made in grades 19 to 21 unless the officer has completed the prescribed length of service. Rule 8-B provides for acting charge appointment in case the most senior civil servant otherwise eligible for promotion does not possess the specified length of service, or in the case of a grade 17 post and above, reserved under the rules for initial appointment, no suitable officer of the grade in which the post exists is available. For vacancies of less than 6 months, or in other cases not covered by Rule 8-B, current charge arrangement can be made in accordance with the Establishment Division O.M.No.1/21/76-AR.I/R.II., dated 18th June, 1980, as amended from time to time. With the issue of the instructions relating to acting charge appointments and current charge arrangements, there should be no difficulty in filling vacancies.

3. The Ministries/Divisions and Departments are once again requested to ensure that all appointments to higher posts, whether on regular basis or on acting charge/current charge basis, should henceforth be made strictly in accordance with the rules, and after observing the prescribed procedure and that on no account should a person be appointed to a higher post otherwise than in accordance with the rules, or without observing the prescribed procedure.

[Authority.– Estt. Division's O.M.No. 5(1)/81-D.II-R/4, dated 12-12-1981].

5.3 Appointment to Higher Posts Other Than in Accordance With Rules and Procedure

It has been observed with regret that despite repeated instructions issued by the Establishment Division regarding appointment of government servants against higher posts other than in accordance with rules and prescribed procedure, Ministries/Divisions and Departments of the Federal Government and the Provincial Governments (in the case of officers belonging to Occupational

* BPS.
"Groups controlled by the Establishment Division) continue to make appointments to higher posts occasionally in disregard of the above instructions. Officers appointed to higher posts without going through the prescribed selection process and approval of the competent authority claim pay and allowances of the higher posts on the basis of judgments of the Federal Service Tribunal and the Supreme Court of Pakistan in a number of such cases. This places the government in an awkward position as pay and allowances of the higher posts have to be allowed to individuals who have not been regularly promoted and who are sometimes not even qualified or eligible for promotion. It also causes heart-burning and resentment among their seniors who were serving elsewhere or were bypassed at the time of making such irregular appointments.

2. While such irregular appointments are claimed to be made in public interest and under unavoidable circumstances it has once again to be emphasized that appointments to higher posts in disregard of the prescribed rules and procedure should be avoided under all circumstances. Various provisions already exist in the rules for making appointments, on acting charge, current charge and additional charge basis, to tide over temporary difficulties. It is, therefore, again reiterated that in future appointments against higher posts should only be made either on a regular basis in the prescribed manner, or on acting charge or current charge basis in accordance with the provisions of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and relevant instructions issued by the government from time to time.

3. Disregard of the above instructions would be viewed seriously and may result in bringing the matter to the notice of the Prime Minister.


5.4 Requirement of Attested/Photo Copies of Supporting Documents From Employment Seekers

At the time of inviting applications for initial appointment through advertisements Ministries/Divisions/Departments etc. require the applicants to submit attested photo copies of Degrees/Testimonials/Experience Certificates/NIC/Domicile, and photograph etc. In the prevailing environment in the country, a job seeker has to apply for a number of posts before he/she succeeds in getting employment. The expenditure and effort involved in the entire process can be well imagined. Similarly, it is difficult for the employer to scrutinize and verify such a large number of documents. Keeping in view the hardships of the job seekers and difficulties of employers, the Prime Minister has been pleased to approve that the following simplified system be followed in general by the Ministries/Divisions unless it is necessary for better selection to call for more detailed documentation at the initial stage of the selection process:-

* Add"and Service".
(i) At the stage of calling the applications, only personal data on a plain paper may suffice to short list the candidates on the basis of suitability.

(ii) Those called for interview may be asked to bring along the original documents.

(iii) Those selected may be required to submit certified copies of the documents for record.

(2) Ministries/Divisions are requested to bring the above instructions into the notice of Attached Departments/Subordinate Offices/Autonomous Bodies/Corporations under their administrative control also for compliance.


5.5 Checking the Genuineness of Educational Certificates/Qualifications etc.

Instances have come to the notice of the Federal Government wherein forged educational certificates have been submitted by certain persons seeking employment under government. It is, therefore, necessary to check thoroughly the genuineness of certificates where the bonafides of persons employed after the 15th August, 1947 are in doubt. One method of checking is to make a reference to the universities which issued the certificates. If this method does not prove successful, cross examination (and other suitable methods which may be possible according to the merits of the case) of the individuals concerned by the appointing authorities themselves may be resorted to. The candidates concerned may also be required to produce two certificates from Gazetted officers in support of their claim to educational qualifications.

2. There may also be cases where the certificates produced are genuine but there is a reasonable doubt that they do not relate to the persons producing them. In such cases, the matter will have to be referred to the District Police authorities for investigation and report.

3. In so far as the competitive examinations conducted by the Federal Public Service Commission are concerned, the original age and educational certificates submitted by the candidates with their applications are fully checked, and necessary enquiries made in all doubtful cases. But, as regards recruitment by selection, the candidates are not generally required to submit their original certificates with their applications. Only attested copies are called for. In these cases, it is essential for the appointing authorities to verify the claims of the candidates as regards age and educational qualifications in the same manner in which their antecedents are verified before appointment. If it is found that a forged certificate has been produced or that the individual, producing a certificate, is not the one to whom it was issued, suitable disciplinary action must be taken against the person concerned, including
dismissal from government service, (if the persons are in government service) and a ban on future employment. In specific cases the matter should be reported to the Police for criminal prosecution.

4. Generally, candidates for recruitment made by selection are required to send passport size copies of their photographs with their applications. But this is not compulsory. It is considered desirable to ask all candidates to submit such photographs with their applications.

[Authority:– Estt. Div.’s Letter No. F.40/650-S.E.I. dated 21-6-1950 to all Provincial Governments].

Endorsement:-

Copy to all Ministries/Divisions with the request that the genuineness of educational certificates produced by persons in the ministerial service of the Federal Secretariat and its Attached Departments, who have been declared fit for retention in government service in pursuance of the instructions contained in the Establishment Division O.M. No. 33/l/48-Ests. (ME), dated the 15th March, 1948 should also be checked and, in case of doubt, verified in accordance with the procedure laid down above.

5.6 Recognition of Defence/Staff Colleges Qualifications as Equivalent to University Degree for Government Employment

Where some posts were advertised by the Establishment Division in the past, the minimum requirement for which was a university degree, some senior officers of the armed forces, who wanted to apply for these posts, did not hold a university degree but they had qualified in various service courses e.g. National Defence College Course, Imperial Defence College Course (now called Royal College of Defence Studies Course), Army War Course, Joint Services Staff College Course, Staff College Course etc.

2. In view of the above position, a proposal made by the Services to the effect that Staff College qualifications may be recognized as equivalent to a university degree for government employment, was considered by the Defence Council, in its meeting held on 11th August, 1973. The President was pleased to approve the proposal to recognize Staff College and other higher defence institutions qualifications given to officers of the Pakistan Armed Forces (Army, Navy and Air Force) as equivalent to the university degree for government employment. The President, however, was further pleased to direct that this recognition would, in no way, encourage the serving officers of the Pakistan Armed Forces (Army, Navy and Air Force) to apply for employment in the civil services, except for their rehabilitation after retirement. The above decision of the Defence Council is conveyed for information and guidance.

[Authority:– Defence Division’s O.M. No.111/73/D-A, dated 14-6-1974].

* National Defence University (NDU).
**Sl. No. 6**

**Determination of Domicile**

Reference Establishment Division's O.M. No. 2/2/67-D.V., dated the 26th August, 1968. It has been observed that the instructions contained therein for determining the domicile of candidates while making appointment to posts are not being complied with faithfully in some cases. These instructions clearly provide that a candidate belonging to Pakistan by origin should be considered for appointment on the basis of domicile of his father. Similarly, a migrant candidate should be considered only against the quota of the province/region where his parents are domiciled and where they have resided for at least three years. In case the parents of a migrant candidate have not migrated to Pakistan, he should be considered for appointment on the basis of his own domicile. All the Ministries/Divisions are requested that, while making ad-hoc appointments against the posts required to be filled through FPSC, they should carefully examine the domicile of the candidates in the light of the above instructions. This may also kindly be brought to the notice of all the departments/organizations under their administrative control for strict compliance.


**6.1 Determination of Domicile for the Purpose of Appointments Against Provincial/Regional Quotas**

According to the decisions contained in the Establishment Division Office Memorandum No.25/113/ 54-SE I, dated the 4th January, 1956 and Office Memorandum No. 1/12/56-R, dated the 14th February, 1958, while a candidate belonging to Pakistan by origin can claim appointment only against the quota of the province/region to which the father of such a candidate belongs, the candidates who have migrated to Pakistan have different options for claiming appointment against provincial/regional quotas. The matter has, therefore, been reconsidered with a view to rationalizing the policy regarding determination of domicile of the candidates for government service, and the following revised orders are issued, in partial modification of the existing instructions:-

(i) There should be no change in the policy regarding the persons belonging to Pakistan by origin, i.e., they should continue to be considered for appointment only against the quota of the province/region to which the father of such a candidate belongs.

(ii) A migrant candidate, whether residing in Pakistan or abroad, should be considered for appointment only against the quota of the province/region where his parents are domiciled and where they have resided for at least 3 years. However, the condition of 3 years' residence should be deemed to be fulfilled if the parents are officially domiciled in a particular province/region but have been living in some other areas for a number of years due to exigencies.
of service. For this purpose, the candidate will be required to produce a domicile certificate from a competent authority that his parents are domiciled in the province/region concerned.

(iii) In case the parents of a migrant candidate have not been considered for appointment against the quota of the province/region where he himself is domiciled and has resided or has been educated for a continuous period of three years immediately before applying for appointment and consideration against the quota of a province/region.

2. The decisions above may please be brought to the notice of all concerned for guidance in future.


(ANNEX I)

(See 6.1 para 1)

[Copy of Estt. Div.’s O.M.No.25/113/54-SEI, dated the 4th January, 1956].

Provincial Quotas on the Basis of Domicile Certificates: The recruitment policy of government, according to which recruitment to the *Central Services is made, is based on a system of Provincial quotas. These quotas were meant for candidates who belonged by origin to the provinces of Pakistan, or who, on migration from Indian provinces had permanently settled down in one of the Pakistan Provinces. However, by means of domicile certificates, a large number of candidates who had come over from India but had not permanently settled in any Pakistan Province were able to enter the *Central Services, thus shutting out candidates belonging by origin to Pakistan provinces from their due share in the administration of the country. What these candidates did was to file declarations before District Magistrates, to the effect that they had renounced their previous domicile and that they had resided for over a year in such provinces as (East Bengal), Sindh and the **N.W.F.P., where competitive conditions were comparatively easier. Having obtained such certificates of domicile on the strength of these declarations, the veracity of which could seldom be properly checked, these candidates would leave that particular province and have no further connection with it. They would then prepare themselves for examinations in areas where educational facilities were better but, by virtue of their domicile certificates, they demanded to be considered for appointment against the quota of one of the above provinces in which they claimed to be domiciled, provided, of course, that they had qualified in the examinations. In actual fact, the Domicile Certificate merely made a refugee candidate eligible for appearing in an

* ‘Federal Services/Groups’.
** Now Khyber Pakhtunkhwa.
examination for appointment to a post in Pakistan and did not confer any right on him to be appointed against the quota of a particular province.

2. In order to ensure that government's recruitment policy is properly carried out and that no candidate enters the "Central Services against the quota of a province who does not belong to that province either by origin or through settling down permanently there, government consider it necessary to provide a check against the entry into the Central* Services of candidates who claim to be considered against provincial quotas on spurious grounds. It has, therefore, been decided that, in the case of candidates who qualify for appointment to the *Central Services, but who do not belong, by origin, to any Pakistan province, they should be admitted against the quota of the province in which they claim to have settled permanently, provided there is proof of three years’ residence/education in the province against whose quota they claim to be considered. This can be established in most cases from educational certificates which the candidates will file with their application. In other cases, where a candidate has been educated in a province for a shorter period although he claims to have resided there for 3 years, other evidence must be produced by the candidate to support his claim. In the case, however, of a refugee candidate studying abroad, or in some parts of Pakistan other than the province against whose quota he claims to be considered, the condition of three years’ residence in that Province should be deemed to be satisfied, if the parents of such a candidate have resided in the Province in question for three years.

3. The decision outlined in the preceding paragraph does not mean that refugee candidates, who fail to prove their claim that they belong to a particular area, are shut out from appointments to the *Central Services. As Ministries are aware, the recruitment policy provides a 20% merit quota and a refugee candidate, who does not satisfy the above requirements, can take his chance in that quota. Finally, it may be added that, in the case of a candidate whose father belongs by birth or by origin to a Pakistan province, it is immaterial where he has received his education or has resided. Such a candidate will be considered, for appointment against the quota of vacancies reserved for that province without any check.

4. The above decision will not be affected by the coming into existence of one province in West Pakistan as no change in the existing recruitment policy is contemplated. The recruitment policy in respect of services and posts under the *Central Government will continue to operate in those areas which constitute the previous Provinces and which will now be expressed in terms of districts comprising those areas.

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* Federal Services/Groups'.
** Federal.
(ANNEX II)
(See 6.1, para 1)

[Copy of Establishment Division Office Memorandum No. 1/12/56-R, dated the 14th February, 1958].

Attention is invited to the Establishment Division Office Memorandum No. 25/113/54-SEI, dated the 4th January, 1956 (Annex I) in which instructions were issued that in the case of a refugee candidate studying abroad or in some parts of Pakistan other than the province against whose quota he claims to be considered, the conditions of three years' residence in that province should be deemed to be satisfied, if the parents of such a candidate have resided in the province in question for three years. It, therefore, follows by implication that in the case of those candidates, whose parents have acquired the domicile in a province/zone, but who, due to the exigencies of service, have been serving outside that province/zone, for a number of years, the conditions of 3 years residence for that province (for the candidate) will be deemed to have been fulfilled for the purpose of being considered against the quota of that province/zone.

6.2 Married Female Candidates -
Determination of Domicile

According to the decisions contained in the Establishment Division Office Memorandum No. 2/2/67-DV, dated the 26th August, 1968, the domicile of a candidate is to be determined on the basis of the domicile of his or her parents and if the parents of a migrant candidate have not migrated to Pakistan, on the basis of his or her own residence and education in the province in which he or she is domiciled. A question has arisen whether a female married candidate can be considered to have the same domicile as that of her husband. The matter has been considered and it has been decided that the domicile of a married female candidate may be accepted to be the same as that of her husband for the purposes of direct recruitment.

[Authority:– Estt. Division's O.M.No.F.8/5/75-WC, dated 12-8-1975].

6.3 Candidates Not Required to Show
Place of Birth of their Fathers for
Purposes of Domicile

As the Ministries/ Divisions are aware, the government observes provincial/regional quotas in filling vacancies reserved for direct recruitment to posts under the Federal Government. It has been brought to the notice of the government that candidates for appointment to federal posts are sometimes required to state the place of birth of their father. This information is not relevant to the determination of domicile of a candidate. The government have, therefore, decided that, in future, no candidate will be asked to state the place of birth of his father. However, the requirement of stating the domicile of father and other particulars like name, address etc., will continue to be observed as before.
2. The Ministries/Divisions are requested to give wide publicity to these instructions.

[Authority:- Estt. Div.'s O.M.No.2/5/77/WC/R-IX, dated 11-1-1978].

6.4 Change of Domicile After Entry into Government Service

A question has arisen whether a person who entered (into) government service on the basis of domicile of a particular province/region of Pakistan can subsequently change his domicile during his service. As a citizen of Pakistan, a government servant can change his domicile according to the law and the rules made thereunder. It has, however, been decided that the domicile of a government servant as declared by him and accepted by government at the time of entry into government service should be treated as final throughout his service career and no subsequent change in his domicile should be recognized for the purpose of terms and conditions of his service including his allocation and liability to transfer.

[Authority:- Estt. Div.'s O.M. No.1/14/71-TRV, dated 20-9-1971].

Sl. No. 7

Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993

In pursuance of Rule 12 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the President is pleased to make the following rules, namely:–

PART I – GENERAL

1. These rules may be called the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.

2. They shall come into force with immediate effect:

   Provided that nothing in these rules shall apply to the appointment to the posts in BPS 17 to be filled through C.S.S. Competitive Examination.

PART II – GENERAL RELAXATION

3. Maximum age limit as prescribed in the recruitment rules shall be relaxed in respect of the candidates mentioned in column (2) below to the extent mentioned against each under column (3):–
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category of candidates</th>
<th>Age relaxation admissible</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of</td>
<td>3 years.</td>
</tr>
<tr>
<td></td>
<td>the Tribal Areas, Azad Kashmir and Gilgit Baltistan for all posts under the Federal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Government.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Candidates belonging to Sindh(R) and Balochistan for posts in BPS 15 and below</td>
<td>3 years.</td>
</tr>
<tr>
<td></td>
<td>under the Federal Government.</td>
<td></td>
</tr>
<tr>
<td>(ii)</td>
<td>Released or Retired Officers personnel of the Armed Forces of Pakistan.</td>
<td>*[15] years or the number</td>
</tr>
<tr>
<td></td>
<td>of years actually served in the Armed Forces of Pakistan, whichever is less.</td>
<td></td>
</tr>
<tr>
<td>(iii)</td>
<td>Government servants who have completed 2 years continuous Government service on the</td>
<td>10 years, upto the age of</td>
</tr>
<tr>
<td></td>
<td>closing date for receipt of applications.</td>
<td>55 years.</td>
</tr>
<tr>
<td>(iv)</td>
<td>Disabled persons for appointment to posts in BPS 15 and below.</td>
<td>10 years</td>
</tr>
<tr>
<td>(v) **</td>
<td>Widow, son or daughter of a deceased civil servant who dies during service</td>
<td>05 years</td>
</tr>
</tbody>
</table>

(4) Where a candidate is entitled to age relaxation under more than one categories specified in rule 3, he shall be allowed relaxation in age only in one category.

"""[4A. (1) Subject to sub-rule (2) the maximum age limit prescribed for initial appointment under any rules for the time being in force shall be relaxed by a period of five years;

(2) The relaxation in upper age limit shall be over and above the relaxation of age admissible to candidates specified in rule 3 or in any other rules for the time being in force].

@[4B. Notwithstanding the provisions contained in these rules or any other rules for the time being in force, the President or the Prime Minister may, on extreme compassionate grounds, grant age relaxation to an individual candidate for a period not exceeding three years over and above the relaxation in upper age limit already admissible, if any].

*[4C. Notwithstanding anything contained in these rules, or any other rules for the time being in force, one-time relaxation in the upper age limit shall be admissible to the persons appointed to the posts, on ad-hoc basis, from the 1st October, 1981, to the 31st December, 1995, to the extent they are overage for initial appointment to the posts, held by them, as and when advertised by the Federal Public Service Commission].

**[4D. Notwithstanding anything contained in these rules or any other rules for the time being in force, the President or the Prime Minister*** may grant age relaxation to the widow, son or daughter of a deceased civil servant who dies during service for such period as may be considered appropriate].

(5) **Repeal.– All existing rules, orders and instructions relating to age relaxation issued from time to time are hereby repealed.

[Authority:– Estt. Div.’s Notification No.S.R.O 1079(1)/93, dated 4-11-1993].

7.1 Clarification Regarding General Relaxation of 5 Years in Upper Age Limit Prescribed in Recruitment Rules

Refer to the Establishment Division’s O.M. No.9/2/91-R-5 dated 28th November,2000 on the above cited subject directing the Ministries/Divisions/Departments that whenever vacancies are advertised by them, it should be clearly highlighted in the advertisement that a general relaxation of five (5) years in upper age limit **SHALL** be admissible to all the candidates and to state that the Senate Standing Committee on Cabinet Secretariat, Inter Provincial Coordination and Special Initiatives, in its meeting held on 11-06-2010, observed that Departments, while advertising various posts had fixed the age limit as 25 years. The Ministries/Divisions did not mention in their advertisements that the candidates shall be entitled to 5 years relaxation in age over and above the age limit prescribed in the Recruitment Rules. The Committee took serious view of this on part of the Departments due to which injustice could have been caused to the people.

2. In light of the recommendations of the Senate Standing Committee, the Ministries/Divisions/Departments are advised that henceforth, the concession of 5 years general relaxation in upper age limit shall be clubbed with the maximum age limit of the post in their advertisements. In case usual upper age limit of posts in various Basic Pay Scales is as in column(2) below, the maximum

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age limit shall be as in column (4) below:

<table>
<thead>
<tr>
<th>Basic Pay Scale</th>
<th>Age Limit</th>
<th>General Age Relaxation</th>
<th>Maximum Age Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
</tr>
<tr>
<td>1-15</td>
<td>25 years</td>
<td>+ 5 years</td>
<td>30 years</td>
</tr>
<tr>
<td>16</td>
<td>28 years</td>
<td>+ 5 years</td>
<td>33 years</td>
</tr>
<tr>
<td>17</td>
<td>30 years</td>
<td>+ 5 years</td>
<td>35 years</td>
</tr>
<tr>
<td>18</td>
<td>35 years</td>
<td>+ 5 years</td>
<td>40 years</td>
</tr>
<tr>
<td>19</td>
<td>40 years</td>
<td>+ 5 years</td>
<td>45 years</td>
</tr>
<tr>
<td>20</td>
<td>45 years</td>
<td>+ 5 years</td>
<td>50 years</td>
</tr>
<tr>
<td>21</td>
<td>50 years</td>
<td>+ 5 years</td>
<td>55 years</td>
</tr>
</tbody>
</table>

3. The Ministries/Divisions are further advised that the following relaxation age limit available to the category of candidates specified below (to the extent mention each) should be clearly mentioned in their advertisements for vacant posts:—

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category of candidates</th>
<th>Age relaxation admissible</th>
</tr>
</thead>
</table>
| (i)     | a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Gilgit Baltistan for all posts under the Federal Government.  
         b) Candidates belonging to Sindh(R) and Balochistan for posts in BPS 15 and below under the Federal Government. | 3 years. |
|         |                         | 3 years. |
| (ii)    | Released or Retired Officers/personnel of the Armed Forces of Pakistan. | 15 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less. |
| (iii)   | Government servants and contract employees who have completed 2 years continuous Government service on the closing date for receipt of applications. | 10 years, up to the age of 55 years. |
| (iv)    | Disabled persons for appointment to posts in BPS 15 and below. | 10 years |
| (v)     | Widow, son or daughter of a deceased civil servant who dies during service | 05 years |

Note: Where a candidate is entitled to age relaxation under more than one categories specified above, he shall be allowed relaxation in age only in one category.
4. In addition to above, the President/Prime Minister may, on extreme compassionate grounds, grant age relaxation to an individual candidate for a period not exceeding three years.

5. Further, where the Ministries/Divisions/Departments have recently advertised various posts and the candidates have appeared in written test but their interviews are yet to be held i.e. their selection process is not over, the said posts may be re-advertised for additional applications with clear rule position about age limit and age relaxations as at paras 2 and 3 above.

6. It may be added that the upper age limit relaxations mentioned at paras 2 and 3 above have been provided in the Initial Appointment to Civil Posts (Relaxation of Upper age Limit) Rules,1993 which are not applicable for recruitment to posts to be filled through Annual Competitive (CSS) Examination conducted by the FPSC.

7. For recruitment to BS-17 posts to be filled through the Annual Competitive (CSS) Examination, the upper age limit is presently 28 years which is relaxable by 2 years for Government Servants, Armed Forces Personnel and other specified categories of candidates.

8. The Ministries/Divisions are requested to strictly observe the above mentioned instructions and also bring the same to the notice of the Departments/Organizations under their administrative control for strict compliance.

[Authority:- Establishment Division’s O.M No.9/2/91-R-5 dated 24-06-2010.]

7.2 Relaxation in Upper Age Limit to Persons Employed in Government Department on Contract Basis

Sub rule (iii) of rule 3 of Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, notified vide SRO 1079(I)/93 dated 4th November, 1993 provides [*15] years relaxation upto 55 years in the upper age limit prescribed in the recruitment rules for Government Servants who have completed 02 years continuous government service on the closing date for receipt of applications.

2. A question has arisen whether the above mentioned relaxation in upper age limit is also available to those persons who are employed on contract basis in government departments? The matter has been examined and it is clarified that the above mentioned relaxation in upper age limit is admissible to “government servants”. The persons employed in a government department, (as distinct from a body corporate established by or under an Act of Parliament) on contract basis are “government servants,” and are eligible for and entitled to

relaxation in upper age limit under sub rule (iii) of rule 3 of the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, subject to fulfilling the other conditions laid down in the said rules.

[Authority.– Establishment Division’s O.M.No.9/2/90-R.5, dated 11-9-2000].

**Sl.No. 8**

**Recruitment Policy for the Federal Services/ Autonomous Bodies/ Corporations-2014**

Refer to Establishment Division’s O.M.No.4/1/93-R-I dated 25-09-2014 regarding lifting of ban on recruitment under the Federal Government and to state that Ministries/Divisions/Attached Departments/Subordinate Offices/ Autonomous Bodies/Semi-Autonomous Bodies/Corporations/Companies/Authorities etc. are required to follow the recruitment policy as under:—

1. Recruitment to posts in BPS-16 and above shall continue to be made through the Federal Public Service Commission as hitherto.

2. Initial appointment to posts which are required to be made on All Pakistan basis shall be made under rule-14 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.

3. Initial appointment to posts in BPS-3 to BPS-15 and equivalent in offices which are required to serve only in a particular Province/Region shall be filled by appointment of persons domiciled in the Province/Region concerned under rule-15 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.

4. Vacancies in posts in BPS-1 and BPS-2 and equivalent shall ordinarily be filled on local basis under rule-16 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.

5. Initial appointment shall be made strictly in accordance with the provisions contained in the Recruitment Rules of the post concerned. In the absence of Recruitment Rules, Ministries / Divisions/Attached Departments / Subordinate Offices/ Autonomous Bodies/Semi-Autonomous Bodies/Corporations/Companies/ Authorities etc. are first required to frame the Recruitment Rules and lay down the eligibility conditions for such appointments. No recruitment shall be made in the absence of approved Recruitment Rules.

6. NOC from the Surplus Pool of Establishment Division shall continue to be obtained for all recruitment.
(vii) The vacancies in each Ministry/Division/Department/Autonomous Body/Corporation, as per the Provincial/Regional quota etc., shall be advertised through widely published National/Provincial/Regional newspapers.

(viii) Minimum of 15 days time limit may be given for receipt of applications.

(ix) Applicants may be required to apply on a prescribed format without being asked for copies of educational qualification etc. However, at the time of written test/interview, the candidates may be asked to bring with them original certificates/documents for satisfaction of the authority.

(x) Regional/Provincial quota, Women quota, Minorities (Non-Muslim) quota and Disabled Persons quota, or any other quota prescribed from time to time, should expressly and clearly be indicated against the vacant post(s) advertised.

(xi) Required qualification and age limit as provided in the recruitment Rules, including general age relaxation, should also be clearly laid down in the advertisement.

(xii) Vacancies in posts should be filled only against the approved sanctioned strength of the said category.

(xiii) Ministries/Divisions/Departments/Attached Departments/Sub-ordinate Offices/Autonomous Bodies/Semi-Autonomous Bodies/Corporations/Authorities etc. are required to finalize the recruitment within 60 days from the date of advertisement.

(xiv) Deficiency in the existing Provincial/Regional representation, if any, in the Federal Services including Autonomous/Semi-Autonomous Bodies may be adjusted.

(xv) Administrative Ministries/Divisions shall ensure merit and transparency in the recruitment process at all levels.

(xvi) The candidates using or attempting to use any extraneous influence at any level shall be liable to be disqualified.

(xvii) Draft advertisements to be published for recruitment may be submitted to Establishment Division for routing of same to Ministry of Information, Broadcasting and National Heritage. No direct advertisements would be placed by any organization.

[Authority:- Establishment Division’s O.M.No.F.53/1/2008-SP dated 22nd October, 2014]
8.1 Mechanism to Ensure Merit Based Recruitment in the Ministries/Divisions/Sub-ordinate Offices/Autonomous/Semi-Autonomous Bodies/Corporations/Companies/Authorities

Refer to Establishment Division’s O.M of even number dated 22nd October, 2014 regarding recruitment policy for the Federal Services, Autonomous Bodies/Corporations and to say that the Federal Government is pleased to devise following mechanism, to ensure transparency and merit based recruitment in the Ministries/Divisions/Attached Departments/Autonomous/Semi-Autonomous Bodies/Corporations/Authorities:-

a) Initial Screening/Short Listing

The initial screening of the applicants would be conducted by the centralized screening test to be carried out by a Testing Agency which would be hired by the Administrative Ministry/Division in consultation with the Establishment Division. Top 05 (Five) candidates would be short listed for interview for each post to be filled through fresh recruitment.

b) Interview

The short listed applicants, as a result of screening test, would be interviewed after verification of academic/professional credentials and testimonial. The Departmental Selection Committee (DSC) constituted vide Rule 2(e) of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 would adjudge the applicant on the following criteria for selection:-

- Score in the test would have 70% weightage
- The rest of 30% weightage would be allocated by the members of the DSC as under:-

1. Chairman 40%
2. Two Members 30% each

Further the DSC would assess the applicants as under:-

1) Relevant qualification/experience 30%
2) Knowledge/Skill relevancy 40% and
3) Personality/Interpersonal Communication skills 30%

Type of Test

While considering suitability for particular jobs, objective type tests will be organized through testing agency with prior permission of the Establishment Division.
d) **Autonomous Bodies/Corporations/Companies/Authorities**

The present system of recruitment to MP Scales and Management Grades M1 to M3 or equivalent will continue. However, for recruitment to other Executive as well as non-Executive grades equitable with government BPS, the selection criteria given above be adopted.

2. In order to oversee and monitor the implementation of above mentioned mechanism of recruitment in the Ministries/Divisions/ Departments/ Sub-ordinate Offices/Autonomous/Semi-Autonomous Bodies/Corporations/ Companies/Authorities, the following monitoring committee shall be constituted in the Establishment Division:-

   a) Additional Secretary (BS-21) Chairman
      or equivalent
   b) JS (BS-20) or equivalent Member
   c) DS (BS-19) or equivalent Member
   d) SO (BS-17) or equivalent Member/Secretary

   [Authority: Establishment Division’s O.M. No.F.53/1/2008-SP dated 16-01-2015].

8.2 **Procedure for Making Recruitment from Abroad**

The question of the procedure which should be adopted when it becomes necessary to resort to recruitment from abroad to civil posts under the *Central Government has been engaging the attention of the Establishment Division for some time. It has now been decided by the Government of Pakistan that recruitment from abroad should be made in the manner indicated in the following paragraphs.

2. If a Ministry considers that it is necessary to make recruitment to civil posts from abroad, it should make a reference to the Federal Public Service Commission, asking them to agree to such recruitment and if they agree, to proceed without delay to take all the steps necessary to make such recruitment. The Federal Public Service Commission will themselves advertise the post or posts abroad and make necessary arrangements for the candidates to be interviewed by Special Selection Committee. Thereafter, the Federal Public Service Commission will make recommendations for the filling of the post or posts in question. In no case should the Ministry itself take steps to advertise the post.

3. There may, however, be exceptional cases in which the Ministries concerned are of the view that recruitment from abroad through the Federal Public Service Commission will prove infructuous, e.g., in the case of appointments to highly technical posts or other posts of considerable importance in connection with which persons of high standing abroad are not likely to respond

* ‘Federal’.
to advertisements and appear for interviews. In such cases, which should be very rare, the prior approval of the Prime Minister will be necessary for recruitment to be made by the Ministry concerned without the assistance of the Federal Public Service Commission. The procedure to be adopted in such cases will be that the matter should be referred to the Establishment Division so that the orders of the Prime Minister can be obtained. Such reference to the Establishment Division should be made only after the Federal Public Service Commission have first agreed to recruitment to the post in question being made from abroad, and it should be accompanied by a Summary for the Prime Minister, explaining why it is necessary for recruitment to be made otherwise than through the Federal Public Service Commission and showing what steps the Ministry have in mind for filling the post or posts in question.

[Authority: Estt. Division’s O.M.No.11/18/49-SE-II, dated 17-1-1951].

Sl. No. 9

Advertisement for Ad-Hoc Appointments

Attention is invited to Establishment Division’s Notification No. 1498(I)/73, dated 20th October, 1973 regarding Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

2. In accordance with Part IV dealing with ad-hoc and temporary appointments, rule 19 lays down that the post shall be advertised and the same procedure as laid down for the initial appointment in Part III shall be followed for making ad-hoc appointments.

3. A number of cases have come to notice where ad-hoc appointments have been made from amongst departmental candidates or from other applicants without an advertisement having been made in the press.

4. This is irregular in future, no proposal for ad-hoc appointments will be entertained unless the post has been duly advertised. The summary of the case submitted to the Establishment Division should invariably state that the post has been advertised and the clipping of the advertisement should be enclosed with the summary.

[Authority: Estt. Division’s O.M. No. 2/23/78-D.III, dated 17-4-1978].

9.1 Ad-Hoc Appointees to be Clearly Told of the Conditions of Their Appointments

It has been noticed that various Ministries/Divisions etc. while advertising posts, falling within the purview of the FPSC, for purposes of making ad-hoc appointments thereto, do not take into account the fact that the appointees on the basis of such advertisements, being replaceable by the FPSC nominees, should
be clearly told of this condition of their appointments. This omission on the part of various Ministries/Divisions, etc. may give rise to complications later on.

2. It is, therefore, requested that, while advertising for ad-hoc appointments to such posts, the Ministries/Divisions etc. should categorically state that the candidates appointed on the basis of such advertisements will be replaceable by the FPSC nominees. The condition may also be communicated to the candidates in the letters/notifications of such appointments so that no appointee claims regular appointment subsequently on the basis of advertisement or appointment letters/notifications.

3. It may also be ensured that requisition for such posts should invariably be sent to the Commission within two months of the filling up of such posts on ad-hoc basis.

[Authority:-- Estt. Division's O.M.No.2/6/74-F.IV, dated 14-6-1974].

9.2 Proposals for Continuance of Ad-Hoc Appointments

It has been observed that placing of requisitions on the Federal Public Service Commission in respect of posts required to be filled through the Commission are delayed by the Ministries/Divisions without any justification and ad-hoc appointments made on such posts are continued for long periods.

2. In this connection, attention is invited to Rule 18 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, which requires that a requisition in the prescribed form shall be forwarded to the Federal Public Service Commission immediately when it is decided to fill the post in question or, if that is not practicable and the post is filled on ad-hoc basis, within two months of the filling of the post.

3. It is, therefore, reiterated that while making ad-hoc appointments against posts falling within the purview of the Federal Public Service Commission, a requisition should be placed on the Commission immediately and in any case not later than two months from the date of filling the post on ad-hoc basis. All proposals relating to ad-hoc appointments and their further continuance should, in future be accompanied by a copy of the requisition sent to the Commission as far as possible, otherwise the Establishment Division may not consider such proposals.

[Authority:-- Estt. Division's O.M.No.2/9/76-D.III, dated 4-6-1976].

9.3 Ad-Hoc Appointments and Approval for Extension

Reference Establishment Division's Office Memorandum No. 2/9/76-D.III, dated 14th March, 1981. It is stated that the instructions contained therein for
making appointment to posts on ad-hoc basis and seeking extensions thereto are not being complied with faithfully. These instructions clearly provide for making ad-hoc appointment for a period not exceeding six months with the approval of competent authority as laid down under rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, as amended. The first extension beyond the initial period of ad-hoc appointment is required to be given after obtaining approval of the FPSC. As such, the approval of the competent authority for this extension is not required. Subsequent extensions for periods not exceeding six months in the ad-hoc appointment shall not require concurrence of the FPSC but approval of competent authority shall, in any case, be obtained. All the Ministries/Divisions are requested to bring these instructions to the notice of all the departments/organizations under their administrative control for compliance.


9.4 Ad-Hoc Appointment – Relaxation in Age Limit

Reference Establishment Division O.M. of even number dated 22nd January, 2000 wherein the period of ad-hoc appointments was extended upto 30.6.2000 or till the availability of FPSC nominees, whichever is earlier, and to say that recent amendments in the FPSC (Functions) Rules, 1978 notified vide SRO/123(1)/2000 dated 15.3.2000 and the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 notified vide SRO No.122(1)/2000 dated 15.3.2000 do not contain any provision for extension of ad-hoc appointment. No ad-hoc appointment can, therefore, be allowed to be extended beyond the period notified under the aforesaid O.M. of 22nd January, 2000.

2. In order to provide ad-hoc appointees, whose period of ad-hoc appointment stood terminated after the last extension on aforesaid date, an opportunity to appear before the FPSC in line with the policy decision circulated vide para 1(11) of Establishment Division letter No.2/3/94-CP.5, dated 21st October, 1997, the upper age limit fixed in the relevant recruitment rules of a post may be refixed/enhanced in consultation with the Establishment Division and the FPSC, if such persons are found to be average to apply to the FPSC even after availing 15 years age relaxation admissible under SRO No.1079(1)/93 dated 4-11-1993 and SRO No. 586(1)/99 dated 18-5-1999.

[Authority:– Establishment Division’s O.M.No.2/3/94-CP.5, dated 8.9.2000].

9.5 Submission of Summaries Regarding Ad-Hoc Appointments

In the appendix to the Establishment Division d.o. letter No. 4/20/74-A.IV, dated the 29th June 1976 detailed procedure governing the submission of cases of ad-hoc appointments has been outlined. It has, however, been noticed that proposals for ad-hoc appointments, which have considerably increased of late, are not submitted in accordance with the instructions laid down therein. Ad-hoc
appointments are to be made only in cases of extreme urgency. But non-adherence to the prescribed procedure leads to delay in their finalization. It is, therefore, reiterated that–

(i) the device of ad-hoc appointment should be resorted to only in cases of genuine urgency;
(ii) the post should be widely advertised/circulated;
(iii) regional/provincial quotas should be strictly observed; and
(iv) particulars of all the applicants should be sent alongwith detailed reasons why the person recommended has been selected.

2. Cases where the above procedure has not been followed will have to be returned to the Ministries un-disposed of.

[Authority:– Estt. Division's d.o. letter No.4/20/74-A.IV, dated 9-4-1977].

9.6 Seniority of Ad-Hoc Appointees for Purposes of Reversion or Termination of Services on Availability of Regular Appointees

No rules or instructions regarding determination of the seniority of ad-hoc appointees have so far been issued. This is due to the fact that ad-hoc service does not reckon for purposes of seniority when the ad-hoc appointment is later on converted to regular appointment. Instructions have also been issued in Establishment Division's O.M. No. 3/29/70-D-III, dated the 7th January, 1971 that ad-hoc appointees should not be promoted to a higher grade*. The question of determination of the seniority of the ad-hoc appointees for purposes of promotion, therefore, does not arise. However, sometimes the question which does arise is as to which one of the several ad-hoc appointees should be reverted when the F.P.S.C. qualified candidates become available. It has been decided that reversion should be made in the reverse order of ad-hoc appointment. However, when the date of ad-hoc appointment of more than one officer is one and the same, the reversion should be made in the reverse order of the seniority in the lower grade if available, otherwise the younger in age should revert first. Reversion for the purposes of this O.M. includes termination of service where the ad-hoc appointee was recruited directly from outside.

[Authority:– Estt. Division's O.M.No.1(8)/72-D.II, dated 4-5-1972].

(ANNEX)

[Extract from Establishment Division O.M.No.3/29/70- D.III, dated the 7th January, 1971].

The following further instructions are issued for regulation of ad-hoc appointments:-

* BPS/Post.
(i) Persons appointed on ad-hoc basis should possess the required qualifications and experience prescribed for posts;

(ii) Persons appointed on ad-hoc basis should not be promoted to higher posts.

9.7 Recruitment of Ad-Hoc Appointments
Made Between October, 1981 to December, 1990

The issue of regularization of ad-hoc appointments made between October, 1981 to December, 1990 has remained under active consideration of the government from time to time. The Prime Minister was pleased to appoint a special Committee under the chairmanship of Secretary Law, Justice and Parliamentary Affairs.

2. The Committee after an indepth discussion of the issue in the light of Supreme Court's judgement in case No. 104 of 1992 recommended the following course of action as the most appropriate manner in which the Honourable Court's judgement is implemented while ensuring simultaneously that the human aspect of the problem gets taken care of to the maximum possible extent:

(i) Cases of ad-hoc appointees who were fully qualified and recruited after properly following the prescribed procedures including invitation of applications through advertisement and observance of provincial quotas. It was agreed that such cases may be referred to the FPSC for confirmation.

(ii) In cases where the prescribed procedures in terms of qualifications, observance of provincial quotas and invitation of applications through advertisement etc. were not observed while making the recruitment, it will be necessary for such appointees to appear alongwith fresh candidates before the FPSC for selection. To enable such ad-hoc appointees to appear before the FPSC as they may have crossed the prescribed maximum age limit for a particular post, it was agreed that appropriate age relaxation may be allowed through an amendment in the relevant SRO*.

3. The recommendations of the Committee have been approved by the Prime Minister.

4. The FPSC may process the cases of ad-hoc appointees for regularization of their appointments accordingly.

[Authority:– Estt. Division’s d.o. letter No.2/3/94-CP.5, dated 29-6-1994].

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Civil Servants (Confirmation) Rules, 1993

In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:

1. **Short title, Commencement and application.**— (1) These Rules, may be called the Civil Servants (Confirmation) Rules, 1993.

   (2) They shall come into force at once.

   (3) They shall apply to all civil servants.

2. **Definitions.**— In these Rules, unless there is anything repugnant in the subject or context,

   (a) "Foreign Service" means service in which a civil servant receives his pay with the sanction of Government from any source other than the Federal Consolidated Fund; and

   (b) "lien" means the title of a civil servant to hold substantively a post on which he has been confirmed.

3. **General Principles of confirmation.**— (1) A civil servant initially appointed to a post, on probation including a civil servant promoted or appointed to a post on transfer, shall on satisfactory completion of his probation, be eligible for confirmation in that post:

   Provided that the confirmation shall be made only against a permanent post:

   Provided further that two or more civil servants shall not be confirmed in the same post and at the same time or in a post on which another civil servant holds a lien:

   Provided also that a civil servant shall not be confirmed on two or more posts at the same time.

   (2) A civil servant shall be considered for confirmation strictly in order of his seniority.

   (3) No confirmation shall be made against the post vacated on dismissal, removal or compulsory retirement of a civil servant until his appeal against such dismissal or, as the case may be, removal or retirement is finally decided.

4. The confirmation shall be made on the recommendations of the Confirmation Committee constituted for the purpose and with the approval of the authorities specified below:-
<table>
<thead>
<tr>
<th>Posts</th>
<th>Composition of the Committees</th>
<th>Confirming authorities</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Posts in BPS 20 and above</td>
<td>Secretary of the Administrative Ministry or an authority controlling the Service/Cadre/Post as Chairman, Additional Secretary or a Joint Secretary where there is no Additional Secretary in the Ministry concerned, and Addl. Secretary Estt. Division as Members. If posts are in an Attached Department or Subordinate Office, the Head of the Attached Department or Head of Office, who controls the particular Service/Cadre/Post may be appointed as Co-opted Member.</td>
<td>Prime Minister</td>
<td></td>
</tr>
<tr>
<td>Posts in BPS 17 to 19</td>
<td>Additional Secretary or Joint Secretary where there is no Additional Secretary in the Administrative Ministry controlling the Service/Cadre/Post as Chairman, and a Joint Secretary and a Senior Deputy Secretary of the Ministry concerned as Members. If posts are in an Attached Department or a Subordinate Office, the head of the Attached Department or Head of Office who controls the particular Service/Cadre/Post may be appointed as Co-opted Member.</td>
<td>Secretary of the Administrative Ministry/Division who controls the particular Service/Cadre/Post.</td>
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</tbody>
</table>

**FOR POST IN BPS 3 TO 16**

| Posts in BPS 11 to 16             | An Officer holding the post in BPS 20 as Chairman and two officers holding the post in BPS 19 as Members. | Secretary of the Ministry/Division concerned or Head of Department provided he is holding the post in BPS 20 or above. | The Administrative Ministry will constitute separate committees for posts in the Ministries/Divisions and Attached Departments/Subordinate Offices. |
| Posts in BPS 10 and below:        | An Officer in BPS 19 as Chairman and two Officers in BPS 18 as Members. |                                      |                                      |

**FOR POSTS IN BPS 1 TO 2**

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<tr>
<th>Posts</th>
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<tr>
<td></td>
<td>Dy. Secretary of the Ministry/Division concerned or Head of Deptt. or Head of Office provided he is holding the post in BPS 19 or above.</td>
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</tr>
</tbody>
</table>
*Provided that in case no post of Joint Secretary or Deputy Secretary exists or the number of such officers in less than the required number in the administrative Ministry or Division for the constitution of the Confirmation Committee, other officers of BPS 20 and BPS 19 in the concerned Ministry or Division may be included in the Committee:

Provided further that in case there is no post in BPS 20 and BPS 19, officer of one-step below status in the concerned Ministry or Division may be included in the Confirmation Committee with the approval of Establishment Division].

5. **Acquiring of lien.**— (1) On confirmation in a permanent post, a civil servant shall acquire a lien in that post and shall retain it during the period when he—

   (a) holds a temporary post other than a post in a service or cadre against which he was originally appointed;

   (b) holds a post on deputation with a foreign government, an international organisation, a multinational corporation or any other organisation outside Pakistan;

   (c) holds a post in Foreign Service in Pakistan**;

   (d) is on leave;

   (e) is called for duty in the Armed Forces as reservist of Armed Forces of Pakistan;

   (f) is under suspension; and

   (g) is on joining time on transfer to another post.

   (2) A civil servant acquiring lien as referred in sub-rule (1), shall cease to hold lien acquired previously on any other post.

6. **Termination of lien.**— (1) The lien of a civil servant who is reduced in rank or reverted to a lower post as a consequence of action taken against him under the Government Servants (Efficiency and Discipline) Rules, 1973, shall be terminated against the post from which he is reduced in rank or, as the case may be, reverted to a lower post:

   Provided that such civil servant shall acquire a lien against the lower post.

   (2) A civil servant shall cease to hold lien against a post if he takes up an appointment on selection in an autonomous body under the control of Federal Government, Provincial Government, local authority or private organisation.

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* Added by SRO No. 104(I)/97, dated 4.2.1997.

** Implies deputation.
(3) Notwithstanding the consent of a civil servant, his lien on a post under the Federal Government shall not be terminated until he acquires lien on any other post.

(4) A confirmed civil servant who, of his own accord, joins some other service, post or cadre on regular basis shall have, after being selected through a regular selection process, the right of reversion to the previous post against which he shall hold lien only during the period of his probation on his new service, post or cadre.

7. **Repeal.**—All existing orders and instructions relating to confirmation of civil servants issued from time to time are hereby repealed.

II. APPOINTMENT

Sl. No. 11

Appointments/Promotions or Transfers to Posts in BPS 18 with Special Pay

Clarification.— The proviso to rule 7 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 requiring that posts in BPS 18 which carry a special pay would also be referred to the Central Selection Board, if proposed to be filled by promotion or transfer, has since been deleted vide Establishment Division's Notification No. S.R.O. 146(I)/84, dated 9th February, 1984. It is clarified that all cases in which a post in Basic Pay Scale 18 carrying some special pay is filled by promotion, will be placed before the appropriate departmental promotion committee. Where a post in Pay Scale 18, carrying a special pay does not fall in the promotion ladder, it would be filled by departmental heads through normal posting and transfer.

[Authority:— Estt. Division's O.M.No.3/6/84-R.2 dated 3-7-1984].

11.1 Re-appointment to *Grade 17 or Above Posts

It appears that some doubt still exists in some quarters about the procedure to be followed in the following cases:-

(a) In case of re-appointment to a post in *Grade 17 or above of an officer whose "first appointment" to a post in *Grade 17 or above was made with the approval of the President/Prime Minister.

(b) In case of appointment to hold full charge of a post in *Grade 17 or above, of an officer who had already been holding current charge of the post.

2. The approval of the President/Prime Minister is not necessary for re-appointment of an officer to a post in *Grade 17 or above whose earlier appointment to that post was made with the approval of the President/Prime Minister and who was subsequently reverted from that post due to no fault of his own. However, where reversion was made as a result of some disciplinary action, fresh approval of the President/Prime Minister would be necessary, if the officer is subsequently re-promoted to a post in *Grade 17 or above.

3. When an officer is appointed to hold current charge of a post in *Grade 17 or above with the approval of the President/Prime Minister, similar approval of the President/Prime Minister is required when the same officer is appointed to hold full charge of the post.


* BPS.
11.2 Re-appointment to Posts and Selection Board

In continuation of the instructions issued in the Establishment Division Office Memorandum No. 3/20/70-D III, dated the 16th September, 1970 it has been decided that if the re-appointment of an officer to a post in “Grade 17 and above took place after more than one year of the reversion from that post, the case should be placed before the Central Selection Board for determining the continued fitness of the officer to hold a post in “Grade 17 or above. After the approval of the Central Selection Board, it would not be necessary to refer the case to the President/ Prime Minister again.

[Authority:– Estt. Division’s O.M.No.3/20/70-D.III, dated 16-9-1971].

11.3 Appointment of Secretaries to Government

Appointment of Secretaries/Acting Secretaries to the Government are made on the recommendation of the Ministers concerned with the approval of the President. There are, however, standing instructions on the subject as contained in the Establishment Division Office Memorandum No. 33 (3)/54-SEI, dated the 29th September, 1954.

2. In terms of the Office Memorandum mentioned above, before any appointment of Secretary/Acting Secretary is decided upon, the Establishment Division should be required to submit a factual note about possible candidates, covering such matters as service, eligibility, tenure, etc., together with their Character Rolls. In practice, however, Ministers tend to make these appointments without consulting the Establishment Division. The President has, therefore, been pleased to observe that it is very necessary to follow the procedure laid down in this respect. I am, therefore, to request you kindly to bring this point to the notice of your Minister.

[Authority:– Estt. Secretary’s d.o. letter No.26(10)/63-AL, dated 31-8-1963].

11.4 Manner of Submission of Cases to the Establishment Minister

The summaries for the Establishment Minister** received from the Ministries/Divisions are found deficient in many respects and do not always contain all the relevant information which has, therefore, to be obtained formally or informally resulting in delays and loss of time. It is, therefore, requested that Summaries for the Establishment Minister** or papers for Central Selection Board seeking approval to an appointment by promotion, direct recruitment, transfer or re-employment, etc. may kindly be prepared in the following manner:-

(i) The subject should be stated in concise and self-explanatory manner.

* BPS.
** Cases are, at present, submitted by the Establishment Division to the Prime Minister.
(ii) The Summary should begin by indicating the number of vacancies and how they have arisen.

(iii) It should then state how these vacancies have to be filled in under the relevant recruitment rules i.e. whether they are to be filled directly, by promotion or by transfer etc. If they are to be filled directly the regional/ provincial quota to which they belong may be specifically indicated.

(iv) In any case, the qualifications and conditions of eligibility for appointment prescribed in the recruitment rules should be stated either in the Summary or in the Annex thereto. If necessary, a copy of the recruitment rules may be enclosed.

(v) The Summary must also indicate the action taken to fill the vacancy viz. whether the post has been notified to F.P.S.C. or directly advertised for ad-hoc appointment etc. and whether F.P.S.C./ Departmental Selection Committee have recommended any candidate. In the case of promotions, the fact that D.P.C. or the C.S.B., as the case may be, has approved the promotion should be stated along with the minutes.

(vi) Full information as to qualifications, experience etc. of candidates recommended for appointment/ promotion/ transfer should be given along with clear indication of their place in the seniority list. The candidate's domicile should be precisely stated. Where proposed promotion would involve supersession, detailed justification thereto may be given along with names etc. of all the eligible candidates and their C.R.s in order of seniority including those who are proposed to be passed over. Otherwise a clear certificate may be given that no supersession is involved.

2. It is requested that the Summaries may please be typed in double space on Summary paper and henceforth two copies of each Summary (along with enclosures) should be invariably sent to the Establishment Division so that the original is returned with the orders of the Establishment Minister and the duplicate retained in the Establishment Division for record.

3. In case the Summaries are not received in the above mentioned manner, the same may have to be returned causing delay in according necessary approval.

[Authority:– Estt. Secretary's d.o., letter No.4/20/74-A IV, dated 11-12-1974].
11.5 Check List of Information/ Material
in Cases to be submitted to the
Establishment Minister

In order to facilitate proper submission of summaries by the Ministries/Divisions, a complete check list of information/material to be incorporated in or attached to the summaries in respect of cases requiring the approval of the Establishment Minister* is enclosed as Appendix. It is requested that in future it may kindly be ensured that this information/material is invariably incorporated in/or furnished with the summaries. Otherwise the summaries will not be processed in this Division and will be returned to the Ministries/Divisions.

[Authority:– Special Secretary (Estt.) d.o. letter No.4/20/74-A.IV, dated 29-6-1976].

* Cases submitted to the Prime Minister or other appointing authority, as the case may be.
APPENDIX

CHECK LIST FOR SUBMISSION OF SUMMARIES FOR THE ESTABLISHMENT MINISTER

A. GENERAL INSTRUCTIONS:

(i) The summary is to be typed in double space.

(ii) Two copies of each summary (alongwith enclosures) are to be sent to the Establishment Division.

(iii) The summary should contain specific recommendation of the Minister incharge about the proposal made in it.

(iv) The number of vacancies and how they have arisen.

(v) A copy of the recruitment rules approved by the Establishment Division. Otherwise, a copy of the draft recruitment rules or method of recruitment, qualifications and experience determined for the post(s) in consultation with the Establishment Division.

(vi) Number of sanctioned posts; their distribution into promotion, direct recruitment and transfer quotas. Complete list of officers holding promotion posts. List of officers holding merit quota posts and regional distribution of posts reserved for direct recruitment alongwith the names and domicile of the incumbents holding these posts.

B. APPOINTMENTS BY PROMOTION:

(i) A copy of the minutes of the meeting of the Departmental Promotion Committee.

(ii) An authenticated copy of the seniority list.

(iii) Full justification for supersession, if any.

(iv) Up-to-date C.R. dossiers of the officers recommended for promotion or supersession.

(v) An abstract of the performance evaluation reports for the last five years in respect of officers recommended for promotion, supersession or to be ignored being on deputation etc. in the proforma as per Annex I, "C" and "D" entries to be written in red ink.

(vi) An abstract of the major personal traits for the last five years of officers recommended for promotion or supersession vide proforma as per Annex II, "C" and "D" entries to be written in red ink.
(vii) If an officer recommended for promotion is on deputation with an organization under the Federal or Provincial Governments or autonomous/semi-autonomous organization, foreign government or an international organization, it may be clearly stated if the deputation is in the interest of public service or not.

(viii) If the officer recommended for promotion is on deputation from another organization a copy of the written consent of that organization to his promotion is to be furnished to the Establishment Division.

(ix) A certificate that the officers recommended for promotion in a particular BPS possess the required length of service in the lower BPS as laid down in the Establishment Division O.M. No. 1/9/80-R. 2 dated 2nd June, 1983.

(x) In case of promotion to BPS19 and above, a copy of the minutes of the meeting of the Central Selection Board together with C.R. dossiers of the officers recommended for promotion.

C. AD-HOC APPOINTMENTS:

(i) Regional quotas to which the vacancies fall.

(ii) Whether the posts were advertised in the press? If so, a copy of such advertisement to be attached.

(iii) Whether the vacancies have been notified to the FPSC for making regular recruitment against them? If so, a copy of the requisition placed with the FPSC is to be attached.

(iv) Full particulars of the candidates tested/interviewed together with their assessment by the Selection Committee.

(v) A copy of the minutes of the meeting of the Selection Committee.

(vi) Bio-data of the candidates recommended.

(vii) Up-to-date C. R. dossier of the candidate being recommended for ad-hoc appointment, if he or she has served in an organization under the Federal or Provincial Government.

(viii) In case of extension in the period of ad-hoc appointment of an officer confidential report on his performance for previous period(s) should be attached.

D. APPOINTMENT THROUGH THE FPSC:

(i) Nomination letter from the FPSC.
(ii) Advertisement issued by the FPSC.

(iii) Regional quota to which the vacancy is allocable.

(iv) Up-to-date *PER dossier of the candidate selected by the FPSC, if he or she is/was in Government service.

(v) Bio-data of the selected candidates or their applications addressed to the FPSC.

E. APPOINTMENT BY TRANSFER:

(i) A certificate that the candidate recommended is holding equivalent post on regular basis in his parent organization.

(ii) Up-to-date *PER dossier of the officer recommended for transfer.

(iii) Whether the transfer is permissible under the recruitment rules?

(iv) Minutes of the meeting of the DPC/Selection Committee.

F. APPOINTMENT BY RE-EMPLOYMENT:

(i) A copy of the minutes of the meeting of the Central Selection Board.

(ii) Bio-data of the candidate recommended for re-employment including age and educational qualifications.

(iii) Up-to-date *PER dossier of the officer recommended for re-employment.

* Annual Confidential Report re-categorized as Annual Restricted Report; hence ARR.
ANNEX I
(See B(v) )
COMPARATIVE PERFORMANCE EVALUATION ANALYSIS IN RESPECT OF OFFICERS
BEING CONSIDERED FOR PROMOTION TO BPS(S)

<table>
<thead>
<tr>
<th>Name of Officers with Designation</th>
<th>Overall Grading</th>
<th>Fitness for Promotion</th>
<th>Rating of Personal traits</th>
<th>Summary of Part II of the P.E.R Form</th>
<th>Adverse entry in</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mr. X.Y.Z. Deputy Director</td>
<td>Average</td>
<td>Below Average</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td>2. Mr.</td>
<td>Average</td>
<td>Below Average</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
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<tr>
<td>3. Mr.</td>
<td>Average</td>
<td>Below Average</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
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<tr>
<td>4. Mr.</td>
<td>Average</td>
<td>Below Average</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
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<tr>
<td>5. Mr.</td>
<td>Average</td>
<td>Below Average</td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
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</tbody>
</table>
ANNEX II
(See B(vi))

COMPARATIVE ANALYSIS OF MAJOR PERSONAL TRAITS IN RESPECT OF BEING CONSIDERED FOR PROMOTION TO BPS

<table>
<thead>
<tr>
<th>Name of Officers with designation</th>
<th>Year</th>
<th>Judgement and sense of proportion</th>
<th>Initiative and Drive</th>
<th>Ability to plan, organize and supervise work</th>
<th>Capacity to guide and train subordinate</th>
<th>Integrity: (a) Intellectual (b) Moral</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Mr. X.Y.Z. Deputy Director</td>
<td>1971</td>
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</table>
11.6 Mode of Notifying Appointments, Promotions etc., after Introduction of the Scheme of Basic Pay Scales

Reference is invited to the Finance Division O.M. No.1(I)-Imp/83, dated 18th August, 1983 laying down a scheme of basic pay scales and fringe benefits for the civil employees of the Federal Government as shown in the schedule to that O.M. It is laid down in the aforesaid O.M. that basic scales shall not be regarded as 'grades' and shall not be referred to as 'grades' in official communications and that the officials shall henceforth be appointed/promoted to posts and not in grades.

2. In pursuance of the aforesaid decisions, necessary amendments to the Civil Servants Act, 1973 and the rules made thereunder have been carried out replacing reference to ‘grades’ by corresponding basic pay scales.

3. It is requested that in future all the notifications and orders relating to initial appointment, appointment by promotion or by transfer and other appointment like ad-hoc appointments should invariably mention appointments to posts and not to grades. A few specimen of the draft notifications are also enclosed for guidance. This form normally be used.


Draft 1 Promotion

No....................

GOVERNMENT OF PAKISTAN
MINISTRY OF .......... Division

Islamabad, the .......... Division

NOTIFICATION

Mr.................................. is promoted .............. to the post of .......... *promoted on officiating basis .............. and is posted as........ in the Ministry/Division/Office of................. until further orders.

Deputy Secretary
to the Government of Pakistan

To

The Manager,
Printing Corporation of Pakistan Press (PCP),
Islamabad.

*To be used in cases of promotion in temporary vacancies like leave or deputation vacancies. Nature of the vacancy and the duration of promotion should be specified in the notification.
Draft-2 Initial Appointment

TO BE PUBLISHED IN PART-II OF THE GAZETTE OF PAKISTAN

No

GOVERNMENT OF PAKISTAN
MINISTRY OF............
............... Division
Islamabad, the

NOTIFICATION

On selection by the Federal Public Service Commission, Mr. is appointed as in the Ministry/Division/Office of w.e.f the date he assumes charge of the post and until further orders.

2. He shall remain on probation for a period of

Deputy Secretary
to the Government of Pakistan

To
The Manager,
Printing Corporation of Pakistan Press, Islamabad

Draft 3 Appointment by Transfer

No

GOVERNMENT OF PAKISTAN
MINISTRY OF............
............... Division
Islamabad, the

NOTIFICATION

Mr. is appointed by transfer to the post of in the Ministry/Division/Office of and is posted as

2. He shall be on probation for a period of

Deputy Secretary
to the Government of Pakistan

To
The Manager,
Printing Corporation of Pakistan Press, Islamabad
Draft 4 Acting Appointment

No………………

GOVERNMENT OF PAKISTAN
MINISTRY OF ..........
.......... Division

Islamabad, the..............

NOTIFICATION

Mr._______________ is appointed on acting charge basis to the post of........ in the Ministry/Division/Office of.......... until further order and is posted as.......... 

Deputy Secretary
to the Government of Pakistan

To

The Manager,
Printing Corporation of
Pakistan Press, Islamabad

Draft 5 Ad-Hoc Appointment

No………………

GOVERNMENT OF PAKISTAN
MINISTRY OF ..........
.......... Division

Islamabad, the......

NOTIFICATION

Mr._______________ is appointed on ad-hoc basis as............ in the Ministry/Division/Office of.............. for a period not exceeding six months or till the availability of a nominee of the Federal Public Service Commission, whichever is earlier.

2. The appointment shall be terminable without notice on the appointment of a person selected by the Federal Public Service Commission.

Deputy Secretary
to the Government of Pakistan.

To

The Manager,
Printing Corporation of Pakistan Press,
Islamabad
11.7 Use of Pay Scale and Name of the Post in the Notification and Summary

Reference Establishment Division's circular O.M.No.3/11/83-R.2, dated the 15th April, 1984 vide which specimen of draft notifications relating to initial appointment, appointment by promotion etc. mentioning the appointments to posts and not to grades, were circulated. It has now been decided that, in future, in all the notifications, summaries and office notes, the name of the post and its pay scale may also be mentioned, where necessary.


11.8 Continuance of the Practice of Notifying All Appointments in BPS 16 or Above in the Gazette

The Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1973, give formal effect to the abolition of classes announced by the Prime Minister on 20th August, 1973. The classification of posts into gazetted and non-gazetted has also been abolished. However, the practice of notifying all appointments to Basic Pay Scales and above in the Gazette will continue to be followed.

[Authority:– Para 2 of Estt. Secretary's d.o. letter No.1/1/73-ARC, dated 10-11-1973].

11.9 Clarification Regarding Notifying of Appointments of Stenographers to Senior Scale (Basic Pay Scale-16)

The appointments to the upgraded posts of Superintendents (BPS 16) in Attached Departments are permitted to be notified in the official Gazette.


11.10 Notifications in Respect of Secretariat Appointments

It has been decided that henceforth all notifications relating to appointments of Secretaries/Acting Secretaries shall be issued by the Establishment Division instead of the Ministries, as has been the practice so far. This course is necessary to avoid notifications being found legally or otherwise defective, as has been found to be the case in some instances. In order to enable this Division to issue the necessary notification, Ministries will send the file to the Establishment Division after Prime Minister's orders have been obtained regarding such appointments.

[Authority:– Establishment Secretary's d.o. letter No.26(19)/63-A. 1, dated 31-8-1963].

*Now Assistant Private Secretary.
11.11 Notifications Regarding Postings, Transfers etc. of Officers of the Status of Joint Secretary and Above

It has been noticed by the Establishment Division that Ministries/Divisions are not fully aware of the correct procedure with regard to obtaining orders for appointment to posts in the Ministries/Divisions and issue of notifications in respect of appointments to such posts. The correct procedure in this regard has, therefore, been explained in the following paragraphs.

2. According to the existing instructions, appointments to the grade of Secretary, Additional Secretary, Acting Secretary and Joint Secretary fall under the purview of the High Level Selection Board while appointments to the posts of Deputy Secretary to the Government of Pakistan [*] come within the scope of the Central Selection Board. The recommendation of the High Level Selection Board/Central Selection Board in respect of these officers have to be obtained by the Establishment Division. Thereafter, action is required to be taken in the following sequence:-

(i) Approval of the President** to the recommendation of the appropriate Selection Board.

(ii) (a) Decision in the Establishment Division in consultation with Ministries/Divisions to post an approved officer to a particular post, and

(b) Submission of a summary to the President** for his specific approval to such appointment.

(iii) Issue of notification by the Establishment Division making the actual appointment.

(iv) Issue of notification by the Ministries/Divisions concerned regarding assumption of charge of the particular post by the selected officer.

3. Action with regard to (i) and (iii) above is required to be taken by the Establishment Division alone. Approval of the President to the appointment of a particular officer to a particular post is at present taken by the administrative Division in which the vacancy exists. This has led to some unforeseen and unhappy consequences, e.g., unwillingness of the administrative Divisions to accept particular officers and allowing the officers to assume charge of their duties before a formal notification has been issued by the Establishment Division. In order to avoid such difficulties, it has now been decided that approval of the President to all Secretariat appointments would be taken by the Establishment Division, in consultation with the Ministries/Divisions.

* The word ‘Section Officer’ omitted.

** Note: The Prime Minister is now the appointing authority for posts in BPS 20 and above vide rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.
4. The next step would be to issue a further notification regarding assumption of charge of the particular post by the selected officer. This notification is to be issued by the Ministries/Divisions concerned. It is, however, emphasised that assumption of charge by the selected officer cannot be from a date prior to but subsequent to the date of notification regarding his appointment by the Establishment Division. In no case can the selected officer assume charge from a date earlier than the date of notification issued by the Establishment Division.


11.12 Approval of Competent Authority and Assumption of Charge

In the Establishment Division O.M. No. 22/25/68-Al, dated the 23rd January, 1969, it was emphasized that the charge of a particular post could be assumed by a government servant, duly approved by the competent authority only from a date subsequent to the date on which the notification of his appointment was issued by the Establishment Division, and that in no case the government servant could assume charge from a date earlier than the date of notification issued by the Establishment Division, unless specifically stated.

2. It has been noticed that the instructions referred to above have not been observed in a number of cases by the Ministries/Divisions and, in some cases government servants were allowed to assume charge of the posts to which they were appointed by the Establishment Division, with effect from dates earlier than the dates of the notifications of their appointments issued by the Establishment Division. In view of this, it is considered necessary to reiterate the position stated in para 1 above. The fact that vacancies were available in certain cases from back dates, is not relevant, and no government servant can be allowed to assume charge of a higher post retrospectively only for that reason. Further, in order to regularise the position, it is requested that all such cases should be reviewed and relevant notifications, if any, which may have been issued by the Ministries/Divisions in contravention of the instructions referred to above, should be cancelled immediately, and revised notifications issued, under intimation to the Establishment Division.

[Authority:—Estt. Division O.M. No. 22/25/73-AV, dated 10-12-1973].

Sl. No. 12

Current/Additional Charge and Acting Charge Appointments

According to the existing instructions all appointments by promotion in higher posts are to be made through regular selection process i.e. with the approval of the Central Selection Board*/Departmental Promotion Committee and the authority competent to make appointment to the BPS in which the vacancy exists. However, in those cases where a vacancy in a higher post occurs for less than

* or Selection Board for posts in BPS 19.
two months and it is considered impossible for good reasons to make arrangements for
day to day work of that post to be carried on otherwise, the current charge of the duties of
that post may be given temporarily, with the approval of the authority competent to make
appointments to the said post, to the most senior officer in the cadre present at the
place or in the organization where the vacancy may have occurred if he is otherwise fit
and eligible for promotion.

2. Situations arise in various departments where higher posts have to be
filled urgently for short periods independently of the normal promotion and
appointment procedure which takes time. The matter has been considered in
consultation with the Ministry of Finance. In order to overcome the difficulty, the
President has been pleased to delegate the power to make current charge
appointments as follows:-

(i) Secretaries/Additional
Secretaries............

(ii) Heads of Attached Department
not below BPS 21 including
Chairman, FPSC and Chairman
Federal Inspection Commission
in respect of their own
officers...............For BPS

17 to 20

(iii) Auditor General of Pakistan
Pakistan Audit Department...

(iv) Military Accountant
General for Military
Accounts Departments......Upto BPS 20

(v) Member Finance, Railway Board for
Railway Audit Department............

(vi) Head of Department as defined in
S.R.2(10) not below BPS-20........For BPS
17 and 18

3. The exercise of the powers as delegated shall be subject to the
observance of the following conditions:-

(i) the arrangement should not be made for a period of less than one
month and should not exceed three months; however, it may be
extended by another three months with the approval of the next higher
authority;

(ii) as soon as the current charge is given, a proposal for regular
appointment should be initiated and referred to DPC/CSB* within a
month; and

* or Selection Board for posts in BPS 19.
(iii) in making current charge arrangement, the senior most officer available in the organization and present at the place where the vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be considered.

4. An officer appointed to hold current charge of a higher post shall be allowed, in term of F.R. 35 and proviso to Section 17 of the Civil Servants Act, 1973 pay in his own grade* plus additional pay equal to **10% of his grade pay.

5. The existing orders on the subject are modified to the above extent.

[Authority:– Estt. Division’s O.M.No.1/21/76-AR.I/R-II, dated 18-6-1980, as amended vide O.M. of even number dated 10-4-1981].

12.1 Clarification Regarding Length of Service for Current Charge

With reference to the Establishment Division's Office Memorandum No. 1/21/76-AR.I/R.II dated the 18th June 1980 it is clarified that for the purpose of making current charge arrangements, it is not necessary to insist on completion of the length of service as prescribed for promotion.

[Authority:– Estt. Division’s O.M. No. 1/4/84-R.2 dated 3-7-1984].

12.2 Enhancement of Special Pay Admissible to an Officer Appointed to Hold Current Charge of a Higher Post

Under the existing orders, an officer appointed to hold current charge of a higher post in addition to the duties of his own post, is allowed in terms of F.R. 35 and proviso to section 17 of Civil Servants Act, 1973, pay of his own post plus special pay equal to 10% of his pay. The position has been reviewed and in order to afford sufficient compensation to a person performing duties of higher post carrying higher responsibilities, it has been decided, with the approval of the competent authority, that in case of current charge appointments to higher posts, special pay shall be admissible at the rate of 20% of pay subject to a maximum of **[Rs.6000 p.m. with effect from 1-7-2005].

2. However, it is emphasized that the current charge arrangements should be made with the approval of the competent authority strictly in accordance with the orders contained in the Establishment Division's O.M.No.1/21/76-A.R.I/R.II, dated 18-6-1980.

[Authority:– Finance Division's O.M. No. F.2(9)-R.3/85, dated 15-3-1987].

* BPS.
** Revised as 20% vide Finance Division O.M.No.F.1(1)/Imp/2005, dated 1-7-2005.
12.3  Current Charge Appointment –
Determination of Seniority
Within an Organization

Reference Establishment Division’s O.M. No. 1/21/76-AR.I/R.II, dated 18th June, 1980 which provides that "the current charge of the duties of that post may be given temporarily, with the approval of the authority competent to make appointment to the said post, to the most senior officer in the cadre present at the place or in the organisation where the vacancy may have occurred if he is otherwise fit and eligible for promotion". Queries have been received as to the definition of the word "place" and "organisation".

2.  The matter has been considered. The word "place" refers to the area in which the office in which the vacancy has arisen is located, e.g., Rawalpindi, Islamabad, Karachi etc. The word "organization" refers to each distinctive administrative unit of department. For instance in a Division which is divided into different Wings each as a distinct entity, the organization will refer to each such Wing.


12.4  Extension in Current Charge Appointment

With reference to the Establishment Division O.M. No. 1/21/76-AR.I/R.II, dated the 18th June, 1980 as amended vide Establishment Division O.M. of 10th April, 1981 a question has been raised as to which authority is competent to extend current charge appointment beyond 6 months.

2.  The delegation made vide the Establishment Division O.M. No. 1/21/76-AR.I/R.II, dated the 18th June, 1980 as amended vide O.M. dated 10th April, 1981 is in partial modification of the Establishment Division O.M. No. 7/22/70-AVII, dated 7th August, 1970. The cases of extension of current charge appointment beyond 6 months will, therefore, continue to be sanctioned by the Establishment Secretary in respect of posts in BPS 17 to 19 and by the President* in respect of posts in BPS 20 and above.

3.  The current charge arrangement is made as a temporary measure pending appointment of a person to the post on a regular basis. It is expected that the case for regular appointment will be simultaneously initiated and finalised within the period of 6 months which is considered sufficient for the purpose. Normally, therefore, there should be no occasion for extending current charge arrangement beyond 6 months. In those cases only where it is necessary to continue the current charge arrangement beyond this period cases, should be referred to the Establishment Division. Such cases should indeed the rare. The case should be

* Now the Prime Minister for posts in BPS 20 and Secretary of the Ministry/Division concerned for posts in BPS 17 to 19.
referred in the form of a summary for the President* in the case of posts in BPS 20 and above and for Establishment Secretary in the case of posts in BPS 17 to 19, stating what action was taken to fill the post on a regular basis, the reasons why it has not been possible to make a regular appointment within the prescribed period of 6 months and full justification for further extension of temporary arrangement. The period for further extension should be as short as possible necessary to make regular arrangements.

4. The proposal to continue payment of additional pay beyond 6 months will also require approval from the Ministry of Finance. The proposals may therefore be referred initially to the Ministry of Finance for their concurrence before referring the case to the Establishment Division.

[Authority:– Estt. Division’s O.M. No 1/21/76-AR-I/R-II dated 6-4-1987].

12.5 Correct Designation of Officers
Holding Current Charge
of Higher Posts

It has been decided in consultation with the Law Division that an officer holding a higher post on current charge basis may use the designation of that post in relation to a duty attached to that post.

[Authority:– Estt. Division’s O.M. No. 1/3/82-R.2, dated 16-12-1982].

12.6 Appointment of Officers on Current Charge
Against Higher Posts and Payment of
Additional Remuneration Therefor

Reference instructions contained in para 3 of Establishment Division O.M. No. 1/21/76-AR-I/R -II dated 6-4-1987 which provide that the extension of current charge arrangement should be sought from the *President and the Establishment Secretary in case of posts in BPS 20 and above and posts in BPS 17-19, respectively. It is stated the aforesaid instructions have been reviewed in consequence of amendment in rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules 1973 notified vide SRO No.276(1)/2000 dated 25.5.2000 under which Secretaries of the Ministries/ Divisions have been authorized to make appointments to posts in BPS 17 to 19, and it is clarified that extension of current charge arrangement to posts in BPS 17 and above is now required to be sought from the appointing authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.

2. While approving/ extending current charge arrangements, the following guidelines are required to be strictly observed:-

(i) Current charge arrangement is a temporary measure pending appointment of a person on regular basis in the prescribed manner.

* Prime Minister.
(ii) Proposal for regular appointment in the prescribed manner should be initiated at the earliest opportunity and current charge arrangement should not be considered as a justification for delay in filling the posts on regular basis in the prescribed manner.

(iii) Six months is considered a sufficiently long period for the purpose of filling of posts on regular basis and, therefore, there should, normally, be no occasion or necessity, for seeking extension of current charge arrangement beyond six months.

(iv) Extension of current charge beyond six months requires prior consultation with the Finance Division before seeking the orders of the competent appointing authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.

(v) Current charge of a higher post can be given only to those persons who fulfill eligibility conditions for regular promotion to that higher post.

(vi) Normally the most senior persons available in the Wing/Unit where higher post falls vacant should be given current charge or higher post.

3. While issuing formal sanction for grant of additional remuneration on account of current charge, it may be specifically certified that the above mentioned guidelines have been kept in view while approving/extending current charge arrangement.


12.7 Combination of Appointments*

Reference paras of the instructions contained in Establishment Division O.M.No.1/21/75-AER.R.2 dated 19.8.1989 which provide that additional charge arrangement in non-identical post in BPS 17 to 19 requires approval of the Establishment Secretary. The above instructions have been reviewed in the light of amendment in rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 notified vide SRO No.276(1)/2000, dated 25.5.2000 under which Secretaries of the Ministries/Divisions concerned have been authorized to make appointment to posts in BPS 17 to 19 consequent upon the aforesaid amendment in rules additional charge arrangement in non-identified posts to BPS 17 to 19 now requires approval of Secretary of the Ministries/Divisions concerned. Cases

involving additional charge of posts borne on the cadre of *APUG and OMG shall, however, continue to be submitted for the approval of Establishment Division. The instructions contained in Establishment Division O.M. No.1/21/76-AR-1/R-II dated 19.8.1989 stand amended accordingly.

2. Ministries/Divisions are requested to bring the above instructions to the notice of all departments concerned.

[Authority:-- Establishment Division's O.M.No.1/15/2000-R.2, dated 2.10.2000].

12.8 Combination of Appointments* -
Authorization to Secretaries

Reference the Establishment Division’s OM No. 1/21/76-AR/I/R,2 dated 19.8.1989 as amended vide its OM No. 1/15/2000-R.2, dated 2.10.2000 on the subject according to which additional charge arrangements in non-identical posts in BPS 17 to BPS 19 can be made with the approval of the Secretary of the Ministry/Division concerned and for the posts borne on the cadre of *APUG and ***OMG with the approval of Establishment Secretary and those in BPS 20 and above with the approval of Prime Minister.

2. In view of the current policy of decentralization of the government, the instructions contained in the above referred OM have been reviewed. The Prime Minister has been pleased to authorize the Secretaries of the Ministries/Divisions to approve additional charge arrangements in non-identical posts in BPS 17 to BPS 20. This arrangement should not be made for a period of less than one month and should not exceed three months. However, it may be extended by another three months with the concurrence of the Establishment Division. Extension of such arrangements beyond six months shall be made with the approval of the Prime Minister.


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* All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were **mutatis mutandis** amended.


*** Office Management Group.
12.9 Additional Charge Appointment: Procedure and Remuneration

Reference Finance Division's circular O.M. No. F.4(14)-R.4/68, dated the 9th September 1971*, the position has been reviewed and in order to afford sufficient compensation to a government servant entrusted with the additional charge** of a vacant identical post, it has been decided, with the approval of the competent authority, that in case of additional charge arrangement, special allowance shall be admissible at a uniform rate of 20% of basic pay not exceeding Rs. 6000 p.m. with effect from 1st July 2005, subject to the fulfillment of the following conditions:-

(i) The work of the vacant post, may, as far as possible, be distributed among more than one government servant of the same status and designation available in the Ministries/Divisions/Departments.

(ii) Where the distribution of the work among more than one government servant is not feasible, the charge of the vacant post may be entrusted, in its entirety, to another government servant. This arrangement should not be made for a period less than one month and should not exceed three months, and it should be allowed with specific approval of the Secretaries/Additional Secretaries/Heads of Attached Departments/Heads of Department not below BPS 21. However, it may be extended by another three months with the approval of next higher authority.

(iii) Immediately on the expiry of six months of the full additional charge of the particular vacant post, the post shall be treated as having been abolished and its duties automatically becoming part of the normal duties of the other existing posts of the same category in the Divisions/Departments concerned. The post so treated as abolished shall not be reviewed without the concurrence of the Financial Adviser concerned.

2. Finance Division's O.M. No. 4(14)-R.4/68, dated the 9th September, 1971 shall be deemed to have been cancelled with effect from 1st February, 1987.

[Authority:– Finance Division's O.M. No. F.2(9)-R-3/85, dated 18-3-1987].

12.10 Combination of Charge/Additional Charge Appointment not to be Notified

The Finance Division's O.M.No.F.4(14)R.4/68, dated 9-9-1971*** authorizes grant of Special Pay at various specified rates in cases in which, in

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* Page 85 of the FR & SR.
** Current charge appointment is now regulated.
accordance with para 2(ii) of that circular, the charge of the vacant post of an officer in an establishment is entrusted in its entirety to another officer of the same status, category and designation in that establishment. A question was raised whether this combination of charges, where the post and the officer concerned belong to a BPS higher than Grade 15, needs or does not need to be notified in the gazette, in order for the above special pay to become payable. The matter has been considered in consultation with the Establishment Division. The position is that the combination of charge in the above category of cases [unlike the combination of appointments under F. R. 49 or under para 1(2) (c) of the pre-Independence Government of India, Finance Department's O.M. No. F.7(3)-Ell/46, dated 26-9-1946] would not have the effect of bringing about any change either in the status of the officer concerned or in his competence to perform official duties. It has accordingly been held that notification, in the gazette, of the combination of charges authorised under para 2(ii) of the above mentioned circular dated 9-9-1971, would be uncalled for.

2. It follows that in cases of the kind referred to in the preceding para, issue of an official letter conveying the approval of the competent authority to the combination of charges in question and to the grant of special pay in accordance with para 2(ii) of the circular dated 9-9-1971 referred to above, would constitute sufficient authority for the Audit to allow the relevant rate of special pay to the officer concerned.


12.11 Appointment on Acting Charge Basis

Reference rule 8-A of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and to state that a civil servant, on appointment to hold a post on Acting Charge basis, shall –

(a) assume full duties and responsibility of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post; and

(b) during the period of such appointment, be entitled to draw fixed pay equal to the minimum stage of the pay at which his pay would have been fixed, had he been appointed to that post on regular basis. Service rendered on acting charge basis in the scale applicable to the post shall not count for purposes of drawal of increments in that BPS. It shall, however, count towards increments in the scale of pay held immediately before appointment on acting charge basis so that on reversion from acting charge appointment his pay in the lower BPS should be fixed at the same stage which he would have reached, but for appointment to the higher BPS;
Provided that if at any time during his appointment on acting charge basis, his substantive pay exceeds his pay fixed on acting charge appointment, he will draw his substantive pay.

[Explanation.– For the purpose of this proviso, officiating pay drawn in a post held on regular basis continuously for three years (including period of leave) or which would have been drawn for that period but for appointment on acting charge basis shall be treated as substantive pay].

[Authority:– Estt. Division’s O.M.No.1/9/80-R II(B), dated 12-1-1981 as amended vide O.M.No.1/1/82-R 2 dated 15-8-1983].

12.12 Acting Charge Appointment – Counting of Service

Reference sub-para (b) of Establishment Division’s O.M.No. 1/9/80-R.II(B) dated 12th January, 1981 as amended vide O.M.No. 1/1/82/R.2, dated 15th August, 1983. It is stated that, in partial modification of the said orders, it has been decided that the service rendered on acting charge basis in respect of appointments falling under rules 8-B(I) and 8-B(3) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 count in the pay scale applicable to the post for the purposes of accrual of increments subject to fulfillment of the following:-

(i) In case of acting charge appointments to posts carrying BPS 18, the incumbents shall have completed 5 years service in BPS 17.

(ii) In case of acting charge appointments to posts carrying BPS 19 and above the incumbents shall have completed the prescribed length of service for respective posts as under:-

(a) Posts in BPS 19 * 12 years service in BPS 17 and above.

(b) Posts in BPS 20 17 years service in BPS 17 and above.

(c) Posts in BPS 21 22 years service in BPS 17 and above.

2. The above decision shall be effective from the First January, 1985. However, in cases of acting charge appointments made during the period from 12th January, 1981 to 31st December, 1984, the increments shall be restored from the due dates but no arrears due on account of restoration of increments prior to 1st January, 1985 shall be allowed.

[Authority:– Estt. Division’s O.M.No.1/25/83-R.2, dated 27-3-1985].

Other Short-Term Appointments

Temporary vacancies upto two months or more—Orders were issued (vide Establishment Division Memorandum No. 54/27/53-ME, dated the 30th September, 1953 and 14th November, 1953) to the effect that:

(i) No vacancy less than 4 months’ duration should be filled;

(ii) Vacancies exceeding 4 months should not normally be filled but may be filled under the personal orders of the Heads of Ministries/Divisions/Departments;

(iii) Exception from (i) and (ii) above may be made in the case of technical staff.

2. The question of filling of short-term vacancies has been considered further and it has since been decided, in supersession of the orders referred to above, that:

(i) No vacancy upto 2 months should be filled;

(ii) Vacancies exceeding 2 months should not normally be filled but may be filled under the personal orders of the Heads of Ministries/Divisions/Departments;

(iii) In case where the nature of work is such that the employment of staff for a short period is unavoidable in the interest of essential work, relaxation in respect of promotion or recruitment to vacancies of even less than 2 months duration should be made and such vacancies should be filled under the personal orders of the Heads of Ministries/Divisions/Departments. Such relaxation should, however, be made only after consultation with the Establishment Division.

[Authority:—Estt. Division’s O.M. No. 54/27/53-ME, dated 8-4-1954 as amended vide O.M. No.11/4/61-F.II (XV), dated 6-4-1962].

Note.—The above orders do not apply to the case of Secretaries to Government for whom separate orders exist.

13.1 Vacancies Caused by Deputation ofOfficers Abroad

There has been some confusion in the past in regard to the necessity or otherwise for creation of posts for making officiating arrangements in vacancies caused by the deputation of officers abroad. The matter has been examined and the following instructions are issued for the guidance of Ministries/Divisions, etc.:—
(1) When the officer hands over charge of his post.- The officer concerned is placed on special duty and is entirely detached from duties of the post which he ordinarily holds. A post of Officer on Special Duty would have to be created in the Ministry sponsoring his deputation and the vacancy created in his own Ministry can be filled up in the normal course.

(2) When the officer does not hand over charge of his post.- The officer is not detached from the duties of his post and it is not necessary to make arrangements for the disposal of the work relating to the post due to the absence of its incumbent. A new post in a lower BPS may be created with the sanction of the authority competent to create such lower post for the period of the officer's absence on duty.

2. The instructions contained in the Ministry of Finance Office Memorandum No. 4561-EG.I/1/51, dated the 12th July, 1951, are hereby cancelled.

[Authority:– Finance Division's O.M.No.3005-EG-I/52, dated 7-5-1952].

13.2 Vacancies Caused by Suspension of Government Servants

The question, whether a vacancy caused by suspension of a government servant can be filled up like other ordinary vacancies has been examined in consultation with the Ministry of Finance and the Law Division. It has been decided that, though a vacancy caused by suspension of an officer cannot be filled up substantively, it can be filled up on an officiating basis, and that no supernumerary post need be created in such case.

2. This supersedes Establishment Division's O.M. No. 2/14/67-CIII dated the 19th September, 1968.


Sl. No. 14

Appointment on Contract Basis

The standard terms and conditions of appointment on contract were last circulated vide Establishment Division's O.M.No. F.10/55/82-R.2, dated 15th January, 1985. These have since been reviewed in consultation with Finance Division and Law and Justice Division.

2. All Ministries/Divisions are requested that, henceforth, the Revised Format may be used in case of contract appointments in the Ministries, Divisions and their Attached Departments and other Organisations under them.

[Authority:– Establishment Division's O.M.No.F.10/52/95-R.2,dated 18-7-1996].
Revised Format

GOVERNMENT OF PAKISTAN
Name of Ministry________

No……………….          Islamabad/Rawalpindi    , 20……..

From: ..........  

To: .......

Subject: EMPLOYMENT ON CONTRACT BASIS

Sir,

I am directed to say that you have been selected for appointment on contract as ....................... under the Federal Government on the following terms and conditions:

1. Post: ....................

2. Place of posting: ............or anywhere within or outside Pakistan as the competent authority may decide.

3. Period of contract: ........ (not exceeding two years) from the date of assumption of charge.

4. Pay: Minimum of the relevant scale of pay. Annual increment shall be admissible as under the normal rules.

5. Allowances: As admissible to corresponding civil servants. However, Qualifications Pay/Allowance, Senior Post Allowance and Orderly Allowance shall not be admissible in case these allowances were taken into account while calculating pension after retirement from previous service.

6. Traveling Allowance: As admissible to civil servants of the corresponding pay scale under the rules.

7. Seniority: This contract appointment does not confer any right for being placed in the gradation/seniority list of the cadre/group to which the subject post belongs.

8. Leave: As admissible under the Revised Leave Rules, 1980. However, provisions contained in Rules 5(c), 8, 11, 14, 16,17, 18, 18-A, 19, 27, 33, 34, 35, 36 and 39 of Rules ibid shall not apply.

All leave at your credit will lapse on the termination of this contract.

10. Pension: Service rendered under this contract shall not qualify for a pension or gratuity.
    Pension in respect of previous service, if any, shall continue to be drawn in addition to pay.

11. General Provident Fund: No contribution towards G.P Fund shall be required.

12. Conduct and Discipline: Rules made and instructions issued by the Government or a prescribed authority as for civil servants under Section 15 and 16 of the Civil Servants Act, 1973 as amended from time to time shall apply.


14. Termination of contract: The appointment during the period of contract shall be liable to termination on 30 days notice on either side or payment of basic pay in lieu thereof, without assigning any reason.

15. Whole Time employment posting and transfer: Whole time of the contract appointee would be at the disposal of the Government. He may be employed in any manner required by appropriate authority without claim for additional remuneration. He shall at all times obey the rules prescribed for the time being for the regulation of the service or cadre to which the post in which he has been employed belongs.

16. Other matters: In respect of other matters not specified in this contract, the rules/regulations as applicable to federal civil servants shall apply.

* [17. Accommodation (i) Persons appointed on contract to civil posts relating to the affairs of the Federation, may be provided the same facility of government owned or hired residence as is admissible to persons of corresponding grade in the civil service.

(ii) Autonomous/semi-autonomous bodies/corporations under the Federal Government may also be advised to follow the aforesaid policy subject to such modification as may be permissible under their prescribed service regulations.]

2. If the above terms and conditions of appointment are acceptable to you, please send your written confirmation by registered post or personally so as to reach the undersigned within one month of the date of this letter.

3. This offer of appointment will be treated as cancelled if you do not convey acceptance thereof or resume duty within the time specified in para 2 above.

Your obedient servant

14.1 Guidelines for Appointment on Contract Basis

It has been noticed with concern that contract appointments were made in the past indiscriminately without proper examination of the need therefor and without ensuring observance of the principle of open merit, and equality of opportunity. It has now been decided by the Chief Executive that the following guidelines should be strictly observed in future while proposing contract appointments to civil posts under the Federal Government:

(i) The department concerned should specifically justify why it is not possible to fill in a vacancy in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and the recruitment rules and where it is considered necessary to fill in a post on contract, it shall only be for a period not exceeding two years. The professional qualifications, experience, and age limit (where necessary) required for the post, shall be prescribed in consultation with the Establishment Division.

(ii) The decision to fill the vacant post on contract basis shall be taken at the level of the Secretary of the Ministry/Division and/or head of the departments/organizations etc.

The post should be advertised and selection made by a Departmental Selection Committee as per following composition:

<table>
<thead>
<tr>
<th>Basic Pay Scales</th>
<th>Composition of the Selection Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPS 20 and above</td>
<td>Minister - Chairman</td>
</tr>
<tr>
<td></td>
<td>Secretary - Member</td>
</tr>
<tr>
<td></td>
<td>J.S (Admn) - Member-cum-Secy.</td>
</tr>
</tbody>
</table>

Note.– In case the post(s) is/are in an Attached Department/Subordinate Office, Head of the Department will be co-opted as member.
BPS 1 to 19

Selection should be made by the Selection Committees/Boards which have been constituted for regular appointments in BPS 19 and below.

(iii) (a) "The condition of open advertisement may be dispensed with, with the approval of the Chief Executive", if it is proposed to appoint a retired civil servant or a retired officer of the armed forces or a retired judge of a superior court, on contract basis.

*** (b) The condition of open advertisement may be relaxed by the **Chief Executive for the purpose of appointment on contract basis of widow, or one child of a deceased civil servant who dies during service provided that such special dispensation may be allowed only for appointment to posts in BS-10 and below.

(c) The condition of open advertisement may also be relaxed by the Prime Minister for the purpose of appointment on contract basis of widow/widower or one child of a deceased civil servant who dies during service and wife/husband or one child of a serving civil servant who becomes "permanently disabled during service" and he/she takes retirement from service provided that such special dispensation may be allowed only for appointment to posts in BPS 10 and below.

Provided further that the widow/widower or a child of a civil servant who dies during service and wife/husband or a child of a serving civil servant who becomes "permanently disabled during service" and he/she takes retirement from service will have to apply for contract appointment within one year after the death of a civil servant or retirement of a permanently disabled civil servant. In case of a minor child of a civil servant, the one year period will start from the date he/she attains the age of 18 years.

(iv) All contract appointments shall be made with the approval of the appointing authority prescribed under the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

(v) As a matter of general policy, the period of contract shall not be extended beyond two years but in exceptional cases where it is considered necessary to extend such appointments beyond the period of two years, the advice/concurrence of the FPSC may be

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** Prime Minister.


@ Subs. vide Establishment Division’s O.M.No.4/1/2005-CP.I, dated 13.4.2005.
sought at least six months in advance of expiry of the period of original appointment, and thereafter approval of the competent authority may be sought. It is clarified that the requirement of seeking advice/concurrence of FPSC is applicable only in respect of posts which fall under the purview of FPSC in accordance with rule 3 of FPSC (Functions) Rules, 1978.

2. Policy guidelines for contract appointments in Autonomous Bodies/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc. owned and managed by the Federal Government shall be issued separately.

3. The *Chief Executive may allow contract appointment of a retired civil servant or a retired officer of the armed forces or a retired judge of a superior court or any other person on MP pay package in the public interest and merit.

   [Authority:– O.M. No.8/10/2000-CP.I, dated 21-3-2000 as amended from time to time].

14.2 Contract Appointments

Ministries/Divisions have been submitting summaries for the *Chief Executive to relax the condition of open advertisement for the purpose of appointment on contract basis of widow or one child of deceased civil servants who die during service. The *Chief Executive’s Secretariat has recently returned such proposals with following observations:

   “It may please be confirmed that no official of such category(s) is awaiting posting/adjustment in the Surplus Pool.”

2. In view of the above, it is necessary that before submitting such proposals to the *Chief Executive, it may be ascertained from Management Services Wing whether any person is available in the surplus pool for the post against which it is proposed to employ widow or child of a deceased civil servant and factual information in this regard should be given in the Summary for the *Chief Executive.


14.3 Standard Terms and Conditions of Contract Appointments – Case of Retired Civil Servants, Retired Officers of the Armed Forces, Retired Judges of Superior Courts

Reference Standard Terms and Conditions of Contract Employment, issued vide Establishment Division’s O.M.No.10/52/95-R.2, dated 18.7.1996, as amended from time to time, the matter has been reviewed in consultation with the Finance Division, and it has been decided with the approval of the competent authority that the terms of re-employment of retired civil servants, retired officers of the armed forces and retired judges of superior courts shall henceforth be as under:—

* Now Prime Minister.
I. **Re-employment on a civil post relating to the affairs of the Federal Government:**

(a) A retired civil servant and a retired officer of the armed forces, re-employed on a civil post equivalent to the post from which he retired, may be allowed the pay, allowances and perquisites sanctioned for the post. His pay may be fixed at that stage of the time scale of the post at which he was drawing his pay before retirement.

(b) A retired judge of the superior courts may be allowed pay, allowances and perquisites sanctioned for the post, and his pay may be fixed at the maximum of the pay scale of the post.

*(c)* A retired civil servant or a retired officer of the armed forces, re-employed against a higher post, may be allowed the last pay drawn plus allowances and perquisites sanctioned for the post.

II. **Re-employment in Autonomous Bodies:**

(a) A retired civil servant and a retired officer of the armed forces and a retired judge of the superior courts, on re-employment in an autonomous body administered or controlled by the Federal Government, may be allowed pay as determined at (a), (b) and (c) above plus the allowances and perquisites sanctioned for the post.

(b) Where the terms and conditions of a post are prescribed in a statute or a statutory notification, the provisions of the statute or the statutory notification, as the case may be, should prevail.

III. **Existing Pensionary benefits to continue.**

The terms and conditions proposed above should have no bearing on the pension to which a retired civil servant or a retired officer of the armed forces or a retired judge of the superior courts may be entitled in accordance with the applicable law and the rules.


14.4 **Standard Terms and Conditions of Contract Appointments – Case of Retired Civil Servants, Retired Officers of the Armed Forces, Retired Judges of Superior Courts**

Reference the instructions contained in Establishment Division’s O.M. No. I0/52/95-R-2 (Pt), dated 21st August, 2001 as amended vide O.M. No. I0/52/95-R-2 (Pt) dated 6th October, 2003 on the above subject. A question has arisen whether on re-employment on contract, annual increment is admissible or

otherwise. The matter has been considered in consultation with the Finance Division and it has been decided that annual increment shall be admissible as under the normal rules.


14.5 Standard Terms and Conditions of Contract Appointment—
Case of Retired Civil Servants, Retired Officers of the Armed Forces, Retired Judges of Superior Courts

Reference Establishment Division’s O.M No. 10/52/95-R-2, dated 21-8-2001 as amended vide O.M of same number dated 6-10-2003 laying down the criteria for fixation of pay of retired civil servants, retired officers of the armed forces and retired judges of the superior courts re-employed on contract against equivalent or higher posts. It is to clarify that the instructions contained in Establishment Division’s O.M referred to above are applicable to all retired civil servants and retired employees of armed forces re-employed on contract against equivalent or higher post on standard terms and conditions. However, there is no such provision regarding fixation of pay of such officers re-employed on contract against a lower post. In such like cases persons re-employed on contract against a lower post are entitled to the pay of the post against which their re-employment has been made.


14.6 Extension in the Period of Contract Appointments for Posts Outside the Purview of FPSC

The guidelines for contract appointments issued vide Establishment Division O.M.No.8/10/2000-CP.I, dated 21-3-2000 lay down inter alia, that:–

(v) "As a matter of general policy the period of contract shall not be extended beyond two years but in exceptional cases where it is considered necessary to extend such appointments beyond the period of two years, the advice/concurrence of the FPSC may be sought at least six months in advance of expiry of the period of original appointment, and thereafter approval of the competent authority may be sought”. It is clarified that the requirement of seeking advice/concurrence of FPSC is applicable only in respect of posts which fall under the purview of FPSC in accordance with rule 3 of FPSC (Functions) Rules, 1978”.

2. The above caveat is only applicable to such posts which fall within the purview of the FPSC in terms of rule 3 of the FPSC (Functions) Rules, 1978 i.e. posts in BPS 16 and above and posts in BPS 11 to 15 in the departments specified vide SRO No.415/2000 dated 19.6.2000.
3. In terms of sub para (iv) of para 1 of above said O.M dated 21-3-2000 contract appointments are required to be made with the approval of the appointing authority prescribed under rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. This means that contract appointment to posts in BPS 20 and above are required to be approved by the Chief Executive*, and extension of such appointments beyond two years would also require the approval of the Chief Executive*.

4. As regards appointments beyond two years to posts in BPS 19 and below falling outside the purview of the FPSC following instructions may be followed:—

(i) extension of contract appointments beyond two years to posts in BPS 17 to 19 shall be subject to the approval of the Establishment Secretary;

(ii) extension of contract appointments beyond two years to posts in BPS 16 shall be subject to approval of the Secretary of the administrative Division concerned and heads of departments in BPS 21;

(iii) extension of contract appointments beyond two years to posts in BPS 15 and below shall be subject to approval of a BPS 21 officers designated by Secretary in the case of Ministries/ Divisions and Head of Department in the case of Attached Departments and subordinate offices;

(iv) the case for extension shall be moved at least two months in advance of the expiry of original appointment.


14.7 Policy Guidelines for Contract Appointments for Posts in Autonomous/ Semi-Autonomous Bodies, Corporations, Public Sector Companies etc. Owned and Managed by the Federal Government

In order to regulate contract appointments in autonomous/semi-autonomous bodies, corporations, public sector companies etc., owned and managed by the Federal Government, the *Chief Executive has been pleased to lay down the following policy guidelines:—

(i) In the case of tenure posts, appointment to which is regulated by specific provisions of a law, rule and policy instructions, contract appointments may be made in the manner prescribed in the applicable law, rules and policy guidelines/directions issued by the Federal Government.
(ii) For projects which have a limited life, appointments may be made on contract basis by the prescribed appointing authority after open advertisement of the vacancies. The advertisement should indicate prescribed academic and professional qualifications, experience, age, provincial/ regional quotas, special quotas etc. where applicable, as per rules/government policy.

(iii) For posts other than those mentioned at (i) and (ii) above, contract appointments should be made only subject to fulfillment and observance of the following conditions:

(a) Where the nature of a particular job/vacant position requires contract appointment for a specific period, standing instructions should be issued by the administrative Ministry/ Division concerned, after consultation with the Chairman of the Board of Directors/ Board of Governors, specifying such posts and the parameters governing appointment on contract basis against such posts.

(b) Vacancies should be advertised in the leading national and regional newspapers.

(c) Selection should be made through regularly constituted Selection Committees/Boards.

(iv) In the case of contract appointments/re-employment of retired civil servants, retired armed forces officers and retired judges of superior courts, the condition of open advertisement shall not be applicable, provided that such appointments shall be made by or with the prior approval of the prescribed authorities in the Federal Government.

*(v) The contract appointment, where justified, may be made for a period of two years initially, on standard terms including termination clause of one month’s notice or one month’s pay in lieu thereof. Extension may be made on two yearly basis].

2. Ministries/Divisions are requested to circulate the above policy guidelines to all Autonomous/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc., owned and managed by the Federal Government for strict compliance.


14.8 Protection of Pay of Contract Employees on Regularization/ Appointment on Regular Basis

The proposals for protection of pay last drawn by the contract employees on their regularization/appointment on regular basis are received in Finance Division and considered/decided on case to case basis. The existing rules/orders on the subject do not provide for protection of pay of contract employees on their regularization. The Courts have held from time to time that the pay of contract employees on their regularization/appointment on regular basis should be protected. The matter has been examined in the light of Court’s Judgments and it has been decided to issue general policy guidelines in this regard. Pay of a non-Gazetted contract employee on his regularization/appointment on regular basis will be protected subject to the following conditions:

i) That the contract appointment has been made on standard terms and conditions circulated by Establishment Division as amended for time to time.

ii) That the contract employee has applied through proper channel and has been properly relieved by the appointing authority. This condition shall not apply in case of regularization on the same post.

iii) That regularization/regular appointment has been made with the approval of competent authority.

iv) That there is no break/interruption between contract service and regular service.

v) That the service rendered on contract basis shall not qualify for pension/gratuity.

vi) That in case of regular appointment in lower grade pay shall not be protected.

2. Ministries/Divisions/Departments are authorized to protect/fix pay in terms of above guidelines. Only those cases may be referred to Finance Division where some clarification or advice of Finance Division is required.

[Authority: Finance Division’s O.M.No.7(9)R-I/2012 dated 31-05-2013]

Sl.No.15

Provision of Government Accommodation to all Government Servants Employed on Contract after Superannuation

In partial modification of Establishment Division O.M. of even number dated 12.8.1998 and 9.10.1998, the competent authority has been pleased to decide that all government servants, who have been re-employed on contract after the age of superannuation, shall be entitled to retain the allotted government accommodation.
2. Ministries/Divisions are requested to bring the above decision to the notice of their Attached Departments and Subordinate Offices.


15.1 Provision of Accommodation to Persons Employed on Contract by Organizations from Own Available Accommodation

Reference Establishment Division O.M.No.10/52/95-R.2(Pt.) dated 12.8.1998. A question has arisen whether the instructions contained therein are applicable to persons employed on contract by the government departments which have their own accommodation. The matter has been considered carefully and the competent authority has been pleased to decide that in case any organisation has official accommodation available (other than pool accommodation of Estate Office) for allotment to its contractual employees, the same may be allotted in accordance with the rules of the respective department.

2. The competent authority has further been pleased to decide that officers/officials on retirement, shall be entitled to retain official accommodation for a period of six (6) months instead of two (2) months, as at present, and no extension shall be allowed beyond the aforementioned period. Retiring officers/officials should prepare themselves accordingly.

3. Ministries/Divisions are requested to bring the above decisions to the notice of the Departments and organisations under their administrative control.

[Authority:– Estt. Div.’s O.M. No.10/52/95-R.2(Pt), dated 1-6-1999].

15.2 Provision of Government-Owned or Hired Residence to Persons Appointed on Contract

In supersession of all previous instructions on the subject, the Chief Executive’s Secretariat* have conveyed approval of the competent authority to the following: -

(i) Persons appointed on contract to civil posts relating to the affairs of the Federation, may be provided the same facility of government owned or hired residence as is admissible to persons of corresponding grade in the civil service.

(ii) Autonomous/semi-autonomous bodies/corporations under the Federal Government may also be advised to follow the aforesaid policy subject to such modification as may be permissible under their prescribed service regulations.

* The Prime Minister’s Sectt. (Public).
2. Ministries/Divisions are, therefore, requested to take necessary action accordingly.


Sl. No. 16

Government Policy in Regard to Autonomous Bodies Established through Resolutions

A number of autonomous bodies were established by the Federal Government from time to time through Resolutions under which some measure of functional autonomy was allowed to the Board of Governors/Board of Directors for the purpose of effective discharge of their allocated responsibilities. The legal status of such organizations came up for consideration before the Supreme Court in Civil Appeal No. 154 of 1988, and it was held by the Court that organizations established through Resolutions were not bodies corporate but government departments, and their employees were held to be civil servants.

2. In the light of the aforesaid decision of the Supreme Court, the question whether the organizations established through Resolution should be made bodies corporate after fulfilling the required legal formality, or be run as a department of government has remained under consideration of the government for some time. The "Chief Executive has now been pleased to approve the following general policy guidelines:-

(i) All Ministries/Divisions incharge of organizations through Resolution should determine in consultation with the Management Services Wing of Cabinet Division** whether those organizations should be run as Government Department (i.e. Attached Department or Subordinate Office) or as autonomous body.

(ii) Whether it is considered necessary in the public interest to run an organization as an autonomous body for the effective discharge of its functions, the Ministries/Divisions concerned under the relevant law or draft a separate legislation in consultation with Law and **Cabinet Divisions for changing legal status of the organizations to that of a body corporate.

3. All Ministries/Divisions are requested to take necessary action accordingly.


* Now Prime Minister.
** Management Services Wing is now under the Establishment Division.
16.1 **Procedure Regarding Appointments in Autonomous/Semi-Autonomous Bodies, Under the Federal Government**

In supersession of the instructions issued vide Office Memorandum No.1/85/94-E.6, dated the 12th September, 1994, henceforth the cases of appointment to various posts in autonomous/semi-autonomous bodies shall be processed in accordance with the following guidelines:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of Case</th>
<th>Selection Procedure</th>
<th>Approving Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.</td>
<td>Appointment of Chief Executive/Head of the Organization</td>
<td>Selection Board headed by the Minister Incharge to consider and recommend from a panel of three names for each vacancy. Provided that, where the charge of a Ministry/Division is held by the Chief Executive*, the Selection Board shall be headed by the Secretary of the respective Ministry/Division.</td>
<td>Prime Minister/Chief Executive</td>
</tr>
<tr>
<td>ii.</td>
<td>(a) Posting of government servants of BPS 21 and above.</td>
<td>To be processed through the Establishment Division.</td>
<td>Prime Minister/Chief Executive</td>
</tr>
<tr>
<td></td>
<td>(b) Posting of government servants of BPS 20</td>
<td>—</td>
<td>Establishment Secretary</td>
</tr>
<tr>
<td></td>
<td>(c) Posting of government servants of BPS 17 to 19</td>
<td>To be processed in the Ministry/Division concerned.</td>
<td>Secretary of Ministry/Division concerned.</td>
</tr>
<tr>
<td></td>
<td>(d) Posting of government servants in BPS 16 and below.</td>
<td>To be processed by the Department concerned.</td>
<td>Heads of Departments.</td>
</tr>
<tr>
<td>iii.</td>
<td>(a) Appointment to posts in Management Grades other than of a Finance Member/Director and those covered by (i) and (ii) above.</td>
<td>Selection Board headed by the Secretary of the Ministry/Division concerned to consider and recommend from a panel of three names for each vacancy.</td>
<td>Prime Minister/Chief Executive</td>
</tr>
<tr>
<td></td>
<td><strong>(b)</strong> Appointments to posts carrying a minimum pay equal to the minimum of BPS 20 and above.</td>
<td>Selection Board headed by the Secretary of the Ministry/Division concerned to consider and recommend from a panel of three names for each vacancy.</td>
<td>Minister Incharge</td>
</tr>
<tr>
<td>iv.</td>
<td>Appointment of Heads of Subsidiary Companies not included in Management Grade.</td>
<td>Selection Board headed by Secretary of the Ministry/Division concerned and recommend from a panel of three names for each vacancy.</td>
<td>Minister Incharge</td>
</tr>
<tr>
<td>v.</td>
<td>Appointment to posts other than those mentioned above.</td>
<td>Through appropriate Selection Board set up in the Organization</td>
<td>*An Officer authorized by Head of the Organization concerned.</td>
</tr>
</tbody>
</table>

** Read Prime Minister.
2. This procedure shall be applicable, *mutatis mutandis*, for selections for these posts from the open market.

3. The constitution of Selection Boards for posts mentioned at Serial Numbers (i), (ii), (iii) and (iv) of para 1 shall be subject to the approval of the Prime Minister/Chief Executive through Establishment Division (unless already so approved). The constitution of the Selection Board at Sr.No. (v) of para 1 shall be approved by the Minister Incharge of the Ministry/Division concerned.

4. In case where the services of any government servant are required for posting on deputation in any autonomous/semi-autonomous body, the administrative Ministry/Division concerned shall propose a panel of at least three names through the Establishment Division in case where the Prime Minister/Chief Executive is the competent authority.

5. Appointment to the post of Member(Finance), Director (Finance) or the Chief Finance Officer in any autonomous/semi-autonomous body irrespective of the designation shall be made with the approval of the Prime Minister/Chief Executive in case the post is in BPS 20, equivalent or above. However, for these posts in BPS 19/equivalent the government’s approval will be accorded by the Finance Secretary in consultation with the Establishment Secretary.

6. All appointments approved by the President or the Chief Executive/Prime Minister shall be notified by the Establishment Division. Posting of officers of BPS 20 in autonomous and semi-autonomous bodies will also be notified by the Establishment Division. The terms and conditions of deputation to autonomous bodies shall be regulated by the prescribed standard terms and conditions of deputation. Any deviation from the standard terms and conditions of deputation shall require prior approval of Finance and Establishment Divisions.

7. In cases where these instructions are in conflict with the provisions of the laws governing any corporation, the provision of the law to the extent of conflict shall prevail.

8. Establishment Division’s U.O.No.1/85/94-E.6, dated the 5th May, 1996 regarding ban on promotion in corporations, is hereby cancelled.


**Sl. No.17**

**Guidelines for Appointment of Consultants**

Consequent upon the findings of various Committees appointed during 2001 to examine the appointments of consultants and deliberations of the Conference held on 13 November, 2001, under the Chairmanship of the COS to the Chief Executive, the competent authority was pleased to direct, *inter alia*, that guidelines regulating the

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appointment of consultants in all Ministries/Divisions and organizations under their administrative control, be framed/ circulated on the approved lines, for compliance by all the Ministries/ Divisions/Organizations. Accordingly, a set of guidelines, in the succeeding paragraphs, is circulated for strict compliance, to ensure that the best persons are transparently and competitively appointed in a cost-effective manner, only when a consciously and formally identified need for consultants exists.

Determination of Need for Consultants:

2. Need identification is a pre-requisite for any organization planning to obtain services of consultants, who are normally required to tender advice, being experts/specialists, on specific (generally technical) issues/projects to:

   (a) Address on uncommon problems;
   (b) Provide technical supervisions; or
   (c) Introduce innovative practices/solutions

Consultancies would generally fall into two broad categories:

(i) **Project Consultancy**– to provide technical support/ supervision by filling vacuum of technical expertise, specific to the project and funded out of development funds; and

(ii) **General/Management Consultancy**– to provide expert advice, unavailable in-house, to introduce innovative solutions to financial/human resources management/ technical issues or to act as agents of change for status-quo oriented permanent employees and commonly paid for out of non-development budget.

A consultancy would, therefore, always be assignment specific and time bound and should be preferred only when it is considered value effective to hire services of a consultant compared to developing in-house expertise.

3. As a first step, the client organization is required to ascertain as to whether or not the required expertise is available within the organization/ govern- ment. In case the expertise is available in-house, reasons for not undertaking the assignment internally may be spelled out and detailed justification, including the following, may be given for hiring the consultant: –

   (i) Terms of reference/specific tasks to be accomplished by the consultant.
   (ii) Details of the outputs required of the consultant.
   (iii) Anticipated benefits from the proposed assignment.
   (iv) Professional expertise and experience required for the task to be undertaken.
   (v) Approximate time required for completion of the job.
   (vi) Cost estimates.
The above information shall be placed for concept clearance before:

(a) A committee headed by the Secretary of the Ministry/Division concerned and including representative of Finance Division, Establishment Division and the Planning & Development Division for non-development budget-funded consultancy; or

(b) The appropriate approval forum for development budget related consultancies.

Procedure for Hiring Consultants:

4. After concept clearance has been received, the following procedure will be pursued by the client Ministry/Division/Department/Organization:

   (i) Consultancy should be widely advertised indicating the requirements mentioned at para-3 above.

   (ii) Advertisement of consultancy will indicate the range of compensation package, including various facilities, depending on the nature of work involved. The applicants will be short-listed and prioritized by an in-house Committee of the client organization.

   (iii) For general/non-development budget funded consultancies, a Selection Board, headed by the Secretary of the Ministry/Division concerned and including a representative each of Establishment Division and Finance Division, will recommend a panel of at least three candidates in order of merit for consideration of the appointing authority. The Selection Board should also recommend the compensation package for the consultants placed on the panel.

   (iv) For development budget/project related consultancies a competent Selection Board of the client organization, including a representative of the Planning & Development Division, shall recommend a panel of at least three names to the appropriate approval forum.

   (v) Financial sanction for the appointment of a consultant on the terms and conditions recommended by the Selection Board should be obtained from the competent authority.

Final Approval:

5. Final approval will be accorded as follows:

   (i) Development project-related consultancies will be approved by the competent approval forum and additional conditionalities of donors will be observed in grant funded consultancies.

   (ii) General/non-development budget funded consultancies will be approved by the Chief Executive, on proposals routed through the Establishment Division.
Contracting Procedure:

6. While making an offer of appointment, the following will be provided in the contract/agreement:–
   
   (i) Statement of objectives of the assignment.
   
   (ii) Responsibilities of the consultant stating particulars of the outputs required of him.
   
   (iii) Responsibilities of the client indicating types of inputs to be provided to the consultant.
   
   (iv) Duration of the contract indicating completion dates/termination of contract.
   
   (v) Financial provisions reflecting manner of payment of remuneration etc.
   
   (vi) General provisions regarding matters like earlier termination of contract.
   
   (vii) Mode of periodic performance appraisal of the consultant.

Others:

7. Following further guidelines will also be kept in view while appointing consultants:–

   (i) No person retired from a government organization will be hired as a consultant only to re-employ him/her.
   
   (ii) Consultants should not be appointed to perform routine functions of an organization.
   
   (iii) Special attention should be given by the Divisions/Organizations to train and develop their own personnel to take up higher responsibilities.
   
   (iv) An objective evaluation and assessment of a consultant’s performance should invariably be undertaken on a periodic basis in a manner especially designed for the job.

8. In addition to the above, following further guidelines will also be strictly complied with:–

   (i) Engagement of retired officers as Consultants/Advisers etc. shall require prior permission of the government, invariably i.e.
   
   (ii) Establishment Division in case of retired civilian officers;
(iii) Defence Division in case of retired defence officers; and

(iv) Law, Justice and Human Rights Division/Supreme Court/ High Courts in case of retired judiciary officers.

(v) The Prime Minister’s Inspection Commission shall conduct regular/periodical checks in order to monitor compliance of the guidelines;

(vi) Any deviation/departure of the prescribed guidelines shall be dealt with seriously and the defaulting officer(s) shall be proceeded against, under E&D laws/rules.

(vii) A uniform proforma be devised containing all essential particulars/details regarding appointment of a Consultant etc. for evaluation/rational decision making by the Selection Committee/Board concerned and approving authority.

9. Ministries/Divisions are requested to kindly comply with the above guidelines and also accordingly inform their related departments/organizations for compliance.

10. This issues with the convenience of the approval of the competent authority by the Prime Minister Secretariat.


17.1 Re-employment of Consultant

After the Age of Superannuation

Reference the guidelines regulating the appointment of Consultants in Ministries/Divisions and Organizations under their administrative control providing inter alia, the following, vide para 8(i) issued under U.O. No. 11-3/2001-MSW-III, dated 25-1-2002:-

“8 (i) Engagement of retired officers as Consultants/Advisers etc. shall require prior permission of the government, invariably i.e.

Establishment Division in case of retired civilian officers;
Defence Division in case of retired defence officers; and
Law, Justice and Human Rights Division/Supreme Court/
High Courts in case of retired judiciary officers.

2. On the other hand instructions contained in Establishment Secretary d.o. No. 5/21/80-A.III/D.4/D.5, dated 18.12.1985 issued with the approval of the Prime Minister provide that consultancies granted after the age of
superannuation will be treated as re-employment and will be subject to the same rules as are applicable to re-employment after superannuation.

3. With a view to drawing a distinction between the consultancies offered to retired officers only to re-employ them after superannuation and those retired/superannuated officers who qualify for consultancy through open competition and are offered perks, privileges (package) laid down for that position, a Summary was submitted to the Prime Minister for approval of suitable modifications/clarifications to the instructions contained in Establishment Secretary’s d.o letter No. 5/21/80-A.III/D.2/D.5 dated 18-12-1985. The Prime Minister has been pleased to approve that the re-employment rules should apply to those government servants who are appointed on contract as Consultants or otherwise after superannuation without open competition. On the other hand, those retired government servants who compete with others in the private sector for a consultancy position on the basis of open competition and are selected on merit should be entitled to the package, perks and privileges laid down for that position. The contract offered without competition and open merit be governed by re-employment rules while consultants selected on the basis of open competition and merit be offered the relevant package, which the position carries.

4. Ministries/Divisions are requested to follow the above instructions and also bring them to the notice of the Attached Departments, Subordinate Offices, Autonomous Bodies/Semi-Autonomous Bodies, Corporations Regulatory Authorities etc. under their administrative control for compliance.

[Authority:– Establishment Division’s No. 10/6/2004-R.2, dated 21st June, 2005]

17.2 Guidelines for Appointment of Consultants – Designing of a Proforma

In pursuance of para-8(ii) of the Guidelines for Appointment of Consultants, circulated vide Estt. Division’s U.O. of even number dated 25.1.2002, a proforma containing essential particulars/details regarding appointment of consultants has been designed for uniform evaluation and rational decision making by the Selection Board and the appointing authority.

2. It is, therefore, requested that information as per the enclosed proforma may invariably be placed before the Selection Board and the appointing authority.

PROFORMA FOR APPOINTMENT OF CONSULTANTS

ESSENTIAL PARTICULARS/DETAILS TO BE PLACED BEFORE THE SELECTION COMMITTEE/BOARD AND APPROVING AUTHORITY

PART – I

(1) Name of the Ministry/Division/Department hiring the Consultant

______________________________

(2) Area of consultancy

______________________________

(3) Duration of consultancy

______________________________

(4) Date of clearance by the Concept Clearance Committee

______________________________

(5) Date of advertisement (copy may be enclosed)

______________________________

(6) Number of applications received for the position

______________________________

(7) Number of Candidates short-listed (Prioritized list* may be enclosed)

______________________________

PART – II

(1) Justification for hiring the consultant on basis of need assessment.

(2) Terms of reference (TOR) of the assignment.

(3) Major activities to be performed under the TOR with date of completion in respect of each activity.

(4) Qualifications, professional experience and other specifications considered necessary for the job.

(5) Cost of hiring the consultant:

   (a) Remuneration to be paid to the consultant.

   (b) Cost of supporting staff.

   (c) Cost of equipment/material.

   (d) Others.

   ____________________________

* Para 4(ii) of the Guidelines for Appointment of Consultants refers.
PART – III

(To be filled when the case is submitted for consideration of the appointing authority)

(1) Names of candidates in order of merit, recommended by the Selection Board, broadly giving reasons for such selection.

(2) Compensation package for the Consultants recommended by the Selection Board.

PART – IV

(1) A profile of each candidate, in case of individuals, and profiles of principals in case of a firm etc., covering the following, may be enclosed along with detailed CV:

(a) Name of the candidate/principal

(b) Age with date of birth

(c) Qualification and experience relevant to the assignment

(d) Other factors which support individual’s/firm’s suitability for the job

(2) Draft contract agreement * may be enclosed.

(I) Candidates short listed when the case is submitted for consideration of the Selection Board.

(II) Panel of candidates recommended by the Selection Board when the case is submitted for consideration of the appointing authority.

Sl. No. 18

Sacked Employees (Re-instatement) Act, 2010

ACT No. XXII OF 2010

An Act to provide relief to persons in corporation service or autonomous or semi-autonomous bodies or in Government service who were dismissed, removed or terminated from service.

WHEREAS it is expedient for the purpose of providing relief to persons who were appointed in a corporation service or autonomous or semi-autonomous

* May be revised/modified, if required, in the light of recommendations of the Selection Board when the case is submitted for consideration of the appointing authority.
bodies or in Government service during the period from the 1st day of November, 1993 to the 30th day of November, 1996 (both days inclusive) and were dismissed, removed or terminated from service during the period from the 1st day of November, 1996 to the 12th day of October, 1999 (both days inclusive);

It is hereby enacted as follows:—

1. **Short title, extent and commencement.**—(1) This Act shall be called the Sacked Employees (Re-instatement) Act, 2010.

   (2) It extends to the whole of Pakistan.

   (3) It shall come into force at once.

2. **Definitions.**— In this Act, unless there is anything repugnant in the subject or context.—

   (a) “Chairman” means Chairman of the Sacked Employees’ Review Board;

   (b) “competent authority” means any officer or body authorized to exercise any power to do any act, thing or work mentioned in or covered under the subject of this Act;

   (c) “defunct organization” means the employer, office, organization or institution which was closed, abandoned or wound up or any employer organization which ceased to exist on or before the 13th day of February, 2009;

   (d) “employer” means the Federal Government or any Ministry or Division or department of the Federal Government or a corporation or organization or autonomous or semi-autonomous body established by or under a Federal law or owned or controlled by the Federal Government;

   (e) “Review Board” or “Sacked Employees’ Review Board” means the Sacked Employees Review Board established under section 12;

   (f) “sacked employee” means.—

   (i) a person who was appointed as a regular or ad hoc employee or on contract basis or otherwise in service of employer, during the period from the 1st day of November, 1993 to the 30th day of November, 1996 (both days inclusive) and was dismissed, removed or terminated from service or whose contract period was expired or who was given forced golden hand shake during the period from the 1st day of November, 1996 to the 12th day of October, 1999 (both days inclusive);
(ii) a person who was appointed as regular or *ad hoc* employee or on contract basis or otherwise or who was a member of the civil service of the Federation or who held a civil post in connection with affairs of the Federation, in a Ministry, Division or department during the period from the 1st day of November, 1993 to the 30th day of November, 1996 (both days inclusive) and was dismissed, removed or terminated from service or whose contract period was expired or who was given forced golden hand shake during the period from the 1st day of November, 1996 to the 12th day of October, 1999 (both days inclusive);

(iii) a person who was appointed or re-instated in service of employer during the period from the 1st day of November, 1993 to the 30th day of November, 1996 (both days inclusive) and who was subsequently dismissed or removed or terminated from service during the period from the 1st day of November, 1996 to the 12th day of October, 1999 (both days inclusive) or who was intermittently dismissed, removed or terminated from service from time to time and re-instated through statuesque order or judgment of any tribunal or any court including the Supreme Court or a High Court or through any administrative order or through withdrawal of any order conveying dismissal, removal or termination or by any other way on any date after the 1st day of November, 1996;

(iv) a person who was appointed during the period from the 1st day of November, 1993 to the 30th day of November, 1996 (both days inclusive) and dismissed, removed or terminated from Government or corporation service on any charges or allegations during or after the period from the 1st day of November, 1996 to the 12th day of October, 1999 (both days inclusive), whether re-instated or taken back into service or not on orders of any tribunal or court including the Supreme Court or a High Court or any other authority;

(v) a person who was appointed or re-instated in service of employer during the period from the 1st day of November, 1993 to the 30th day of November, 1996 (both days inclusive) and dismissed or removed or terminated or dissociated or was discontinued from service on account of closure of his or her employer or office or organization, irrespective of the fact that whether a letter or notification or anything in writing for sacked employee’s dismissal or removal or termination or dissociation or discontinuation of service was issued or not or the status of sacked employee’s service was turned inactive or otherwise; and
(vi) a person who was appointed or re-instated in service of employer during the period from the 1st day of November, 1993 to the 30th day of November, 1996 (both days inclusive) and dismissed, removed or terminated from service of employer on account of absence from duty, misconduct, misappropriation of Government money or stock, or unfitness on medical grounds;

(g) “Secretary” means Secretary of the Ministry under administrative control of which the sacked employee was working or under administrative control of which the sacked employees’ employer was functioning at the time of sacked employee’s dismissal, removal or termination from service or in cases where administrative setup is changed, Secretary of the Ministry under administrative control of which the employer was working at the time of enactment of this Act or in case of defunct organization Secretary of the Ministry under administrative control of which the employer would have been working at the time of enactment of this Act; and

(h) Words referring to singular shall also refer to plural and vice versa and words referring to masculine gender shall also include feminine gender and vice versa.

3. Application of sacked employee.— (1) A sacked employee, as defined in section 2 above, may file an application, within ninety days of the enactment of this Act, to an officer of his employer for re-instatement of his service where the sacked employee shall clearly write the date of application appearing on the face of application.

(2) In case, where sacked employee was serving in a defunct organization, he shall file his application for taking him back into service or in cases where sacked employee has already been re-instated under directions of any tribunal or any court including the Supreme Court or a High Court or otherwise he may file his application for his regularization of service.

(3) The application shall be deemed to have been filed with the employer or authority or officer so authorized for the purpose of this Act, if the sacked employee files the application in person or through his representative or through registered post. In case of filing of application through registered post, receipt of registered post alongwith a copy of the application, available with the sacked employee shall stand sufficient evidence of the fact that the application was filed by the sacked employee, on date appearing on copy of application available with the sacked employee.

4. Re-instatement of employees in service and regularization of employees’ service.— Notwithstanding anything contained in any law, for the
time being in force, or any judgment of any tribunal or any court including the Supreme Court and a High Court or any terms and conditions of appointment on contract basis or otherwise, all sacked employees shall be re-instated in service and their service shall be regularized with effect from the date of enactment of this Act, in the manner provided as under, namely:

(a) a sacked employee appointed on permanent or temporary basis or regular or ad hoc basis or otherwise in any corporation or Government service against a regular or temporary post shall be re-instated any regularized in regular service of the employer on one scale higher to his substantive scale, grade, cadre, group, post or designation, whatever the case may be, held by the sacked employee at the time of his dismissal, removal or termination from service or at the time forced golden hand shake was give to the sacked employee;

(b) a sacked employee appointed on contract basis against a regular or a temporary post and dismissed, removed or terminated from service before or after expiry of the contract period and whether or not he was again appointed and allowed to complete the period of contract, irrespective of the fact that whether a letter or notification for dismissal, removal or termination of the sacked employee’s service or expiry of the contract was issued or not, shall be re-instated and regularized against a regular post of the same scale, grade, cadre, group, post or designation, whatever the case may be, in regular service of the employer;

(c) a sacked employee who was dismissed, removed or terminated from service of Government or any autonomous or semi-autonomous organization on any charges or allegations levelled against him and during or in the result of any enquiry held by the employer or otherwise on directions of any administrative authority or any tribunal or court including the Supreme Court or a High Court, or any other authority, the sacked employee is proved not guilty of those charges or allegations, he shall be re-instated and regularized in service of the employer in same scale, cadre, group, post or designation, whatever the case may be, in following manner, namely:

(i) sacked employee, who has not been re-instated or taken back in service until the day of enactment of this Act, shall immediately be re-instated or taken back into service and regularized with effect from the day of enactment of this Act, alongside all monetary and other service benefits payable and admissible to the sacked employee under provisions of this Act;
(ii) sacked employee, who has already been re-instated or taken back in service under the directions of any tribunal or court including the Supreme Court or a High Court or otherwise, shall immediately be regularized in service of the employer with effect from the day of the enactment of this Act, alongwith all monetary and other service benefits payable and admissible to the sacked employee under provisions of this Act; and

(iii) sacked employees as provided under sub-clauses(i) and (ii) shall be placed at the bottom of seniority list of employer for the scale, cadre, group, post or designation, whatever the case may be, and such sacked employee shall be entitled to promotion, retirement and all other service benefits admissible to the sacked employees under provisions of this Act, and at par with other regular employees of the employer:

Provided that charges or allegations levelled afresh, after judgment, order or directions of the court, under which the sacked employee has been re-instated and the said enquiry was held or charges or allegations levelled at the time of enquiry held under such order or directions of the court or charges or allegation other than levelled at the time of dismissal, removal or termination of sacked employee on basis of which the sacked employee was dismissed, removed or terminated or charges or allegations merely included in the enquiry report and any punishment awarded to the sacked employee on basis of such charges or allegation taken a fresh shall stand nullified and shall have no effect;

(d) a sacked employee appointed as any type of trainee in service of employer shall be re-instated and regularized on the post, he would have occupied after completion of his term or period as trainee, in regular service of the employer, notwithstanding any condition, under provisions of contract or terms and conditions of appointment regarding availability or vacancy of the post at the time of expiration of period for which he was appointed as trainee;

(e) (i) a sacked employee who was given forced golden hand shake shall be re-instated and regularized subject to in lump sum refund of all monetary benefits received by such sacked employee in connection with his or her forced golden hand shake; and

(ii) statement of a sacked employee to the fact that he was forcibly given the golden hand shake in his application, filed under section 3, shall stand enough evidence for purpose of
this Act and the sacked employee shall not be asked for any further evidence to establish the fact that he was given forced golden hand shake by the employer;

(f) a sacked employee re-instated under this Act shall be regularized in the service of the employer in post, scale, grade, cadre, group or designation, whatever the case may be, on which he is re-instated under this act, as a permanent and a regular employee, with effect from the day of enactment of this Act, at par with other regular employees of the employer concerned and shall be placed at bottom of the seniority list, effective as on the date of enactment of this Act, for scale, grade, cadre, post, group or designation, whatever the case may be, in which the sacked employee is re-instated in accordance with the provisions of this Act;

(g) in cases where employer fails to re-instate such sacked employee within fifteen days of the date of application, filed by the employee under section 3, such sacked employee shall stand re-instated with effect from the date of enactment of this Act, on first working day after fifteen days of the application filed under section 3; and

(h) in cases where employer fails to regularize such sacked employee within fifteen days of the date of application filed by the sacked employee under section 3, such sacked employee shall stand regularized with effect from the date of enactment of this Act, on first working day after fifteen days of the date of the application filed under section 3.

5. Sacked employee already reached at the age of superannuation.— In cases where a sacked employee has already reached at the age of superannuation on or before the date of enactment of this Act,—

(a) such sacked employee shall be re-instated and regularized in service of the employer with effect from the date of enactment of this Act, in the manner provided in this Act and shall be notified to have retired from service of the employer with effect from one day after the enactment of this Act, irrespective of age of the sacked employee;

(b) such sacked employee shall be paid an amount equal to three years emoluments as provided under section 16;

(c) such sacked employee shall also be entitled and shall be paid all payments, benefits, privileges and facilities which becomes due on or after or in connection with retirement of regular employees of the concerned employer under law for the time being in force, and in accordance with the rules, procedures and practices applicable for and at par with other regular employees of the employer; and
(d) if the employer fails to notify the re-instatement or regularization or retirement of the sacked employee within specified time as provided in this Act, the sacked employee on fifteenth day of the enactment of this Act, shall stand re-instated and regularized in regular service of the employer with effect from the date of enactment of this Act and on sixteenth day of enactment of this Act shall stand retired from regular service of the employer with effect from one day after the date of enactment of this Act.

6. Sacked employees removed from service on account of closure of employer organization.— In cases where sacked employee was dismissed or removed or terminated from service or his or her service was discontinued or held in abeyance due to closure or disbandment or winding up of the employer’s office, organization or institution, whatever the case may be, or whose employer organization ceased to exist on or before the 13th day of February,2009, whether or not, any type of notification in writing was issued or served on the sacked employee, for his dismissal, removal or termination or discontinuation of his service or for his service held in abeyance, shall be re-instated or taken back in service and absorbed and regularized in service of the employer in the manner provided as under, namely:—

(a) the Secretary, Establishment Division shall be treated as the employer of the sacked employee for purpose of section 3, who shall within fifteen days of application filed by the sacked employee under section 3, re-instate the sacked employee or shall take him back in service if the sacked employee’s employer was closed, disbanded or wound up irrespective of the fact that whether letter or notification was issued for service status of the sacked employee and shall adjust, absorb and regularize the sacked employee in service of the Federal Government in case of employer of the sacked employee was a Ministry or Division or a Government department or any organization not being autonomous or semi-autonomous organization, and shall adjust, absorb and regularize the sacked employee in service of any autonomous or semi-autonomous organization, where employer of the sacked employee was an autonomous or semi-autonomous organization, with effect from the date of enactment of this Act;

(b) the sacked employee shall be placed at the bottom of the seniority list, effective as on the date of enactment of this Act, for the scale, grade, cadre, post, group or designation, whatever the case may be, of the employer including any Ministry or Division or department or office or autonomous or semi-autonomous organization, where his services are placed;
(c) where no separate cadre or seniority list is available for employees of a certain Ministry or Division or department, the Secretary, Establishment Division shall take the sacked employee into service and re-instate and regularize him in service at the bottom of the seniority list of the Establishment Division on the date of enactment of this Act; and

(d) in cases where the Secretary, Establishment Division fails to re-instate or regularize the sacked employee, within fifteen days of application filed under section 3, the sacked employee shall stand re-instated and regularized in regular strength of the Establishment Division with effect from the date of enactment of this Act, irrespective of the employer of sacked employee, whether or not, was any autonomous or semi-autonomous organization.

7. Sacked employees re-instated and again removed from service.— (1) Provisions of this Act shall apply in full to a sacked employee who was re-instated during the period from the 1st day of November, 1993 to the 30th day of November, 1996 (both days inclusive and was again removed or dismissed or terminated from service in any way or whose contract period was expired or was given forced golden hand shake during the period from the 1st day of November, 1996 to the 12th day of October, 1999 (both days inclusive).

(2) Sacked employees once re-instated under any Ordinance promulgated for re-instatement of sacked employees after the 13th day of February, 2009 and again dismissed, removed or terminated from service before or after the expiry of their contract period, shall also be re-instated and regularized in regular service of the employer in accordance with provisions of this Act.

(3) For the purpose of sub-section (1) and (2), the word ‘appointed’, wherever appearing in this Act, shall, wherever needed, be read as ‘re-instated’ and the word ‘again’, wherever needed, shall be read before the words “dismissed or removed or terminated”, for the purpose of implementation of this Act.

8. Joining of duty by sacked employees.— Sacked employee shall resume his duties within ninety days of the letter issued for his re-instatement or the day the sacked employee stands re-instated under the provisions of this Act.

9. Sacked employee presently engaged in any other service.— If any sacked employee is presently engaged in any employment, other than the employment he was dismissed or removed or terminated from, as provided under this Act, shall exercise an option in writing to either resume his service under this
Act or continue his present employment, within forty five days of issuance of letter of his re-instatement or within forty five days of the day the sacked employee stands re-instated under the provisions of this Act.

10. **Change in service structure.**— In cases where any change in structure of any scale, grade, cadre, group, post or designation, whatever the case may be, has been made by the competent authority or employer after the 1st day of November, 1996, the sacked employee on re-instatement shall be placed in service of the employer on one scale higher than the scale, grade, cadre, group or designation, whatever the case may be, from which he was dismissed, removed or terminated from service or given forced golden hand shake.

11. **Sacked employees dismissed, removed or terminated from service on account of absence from duty or misconduct or misappropriation of Government money or stock or unfitness on medical ground.**— A sacked employee, who was dismissed or removed or terminated from service on account of absence from duty or misconduct or any form of misappropriation of Government money or stock or his unfitness on medical grounds, may prefer a petition to the Sacked Employees’ Review Board as provided in section 11.

12. **Establishment of Sacked Employees’ Review Board.**— (1) There is hereby established a Sacked employees’ Review Board consisting of five members including a Joint Secretary or any other officer equivalent to Joint Secretary or a BPS-20 officer from —

(i) Establishment Division;
(ii) Ministry of Law and Justice;
(iii) Ministry of Finance; and
(iv) the Ministry under which the sacked employee or his employer was working on the day of enactment of this Act,

And as its head a Chairman, who shall be a person who is a retired Judge of the Supreme Court or of a High Court and appointed by the Federal Government to review the cases of sacked employees as provided in section 11.

(2) The Chairman of the Sacked Employees’ Review Board shall be appointed on full time basis, who shall hold office till the time none of the petitions remains pending.

(3) The Sacked Employees’ Review Board and the Chairman shall be provided sufficient office accommodation by the Establishment Division in Federal Capital Territory, Islamabad, within ten days of enactment of this Act.

(4) The Secretary, Establishment Division shall, immediately or within ten days of enactment of this Act, place at the disposal of the Chairman at least
following officers and staff, sufficiently competent in their work, to work under the administrative control of the Chairman, namely:

(a) personal staff to the Chairman as entitled to a Federal Secretary;
(b) one Deputy Secretary along with entitled personal staff;
(c) two Section Officers
(d) two “Stenographers or Stenotypists;
(e) two office Assistants;
(f) two Naib Qasids; and
(g) one Daftari.

(5) Any Officer or any employee posted under the administrative control of the Chairman in accordance with the provisions of this Act, shall assume the charge of his office or resume his duties immediately or after the minimum days which are at least required for his traveling to his place of posting through maximum and fastest mode of journey, he is entitled to.

(6) The Secretary, Establishment Division shall provide stationery, office equipments and appliances and any other item needed and requisitioned by the Chairman or any officer working under his administrative control, within three days of the date of requisition.

(7) Establishment Division or any officer of the employer in possession of service record of the sacked employee shall hand over all files, correspondence and all types of record pertaining to the sacked employee, to the officer working under the administrative control of the Chairman, within ten days of the date of enactment of this Act or from the date of posting of first ever officer under the administrative control of the Chairman, whichever is later.

(8) The Chairman shall personally be responsible for non-disposal of the cases within specified time or for any delay occurred in disposal of petition.

13. Petition to the Review Board.—(1) A sacked employee, as provided in section 11, may within ninety days of the enactment of this Act, prefer a petition to the Sacked Employees’ Review Board for review of such order of sacked employee’s dismissal or removal or termination from service on account of absence from duty or misconduct or mis-appropriation of Government money or stock or unfitness on medical grounds.

(2) The petition shall be deemed to have been filed with the Sacked Employees’ Review Board, if the sacked employee files the petition in person or through his representative or through his advocate or attorney or through registered post. In case of filing of petition through registered post, receipt of registered post along with a copy of the petition available with the sacked employee shall stand sufficient evidence of the fact that the petition was filed by the sacked employee.

* Now Assistant Private Secretary vide Estt. Division’s S.R.O.785(I)/2013 dated 13-07-2013.
(3) The Review Board shall not redirect or divert the sacked employee to his employer for any purpose including verification of his service data or record or any other reason to register his petition.

(4) The Review Board shall decide and dispose of the petition within ninety days from the date of petition filed under section 11.

(5) The Sacked Employees' Review Board on consideration of review petition and any other relevant record, subject to provisions of sub-section(6), may confirm, set aside, vary or modify the order in question.

(6) After enquiring into facts, if the Review Board is satisfied that—

(a) the sacked employee was not guilty of charges on basis of which he was removed, dismissed or terminated from service; or

(b) decision for removal, dismissal or termination of sacked employee from service was based on malafide intention; or

(c) the sacked employee was not guilty of willful absence from duty or the circumstances were so created for him that he was compelled to remain absent; or

(d) the sacked employee was not guilty of willful misconduct or he was instigated or circumstances were so made or created for him to cross humanly possible limits of good conduct; or

(e) the sacked employee was not really involved in mis-appropriation, he was accused of or mis-appropriation did not really occur or the sacked employee was dragged into such mis-appropriation or it was so manipulated or maneuvered to indulge him into such case; or

(f) the sacked employee was not really suffering the ailment which he was accused of or on basis of which he was removed, dismissed or terminated from service or the medical certificate or decision of the medical board was mis-understood or it was maneuvered or manipulated to get medical certificate decision of the medical board in such a way, which may lead to removal, dismissal or termination of the sacked employee from service; or

(g) for any other reason, the removal, dismissal or termination of the sacked employee from service was unlawful, the Review Board shall pass an order in writing to re-instate and regularize the sacked employee in regular service of the employer, as provided in sections 4, 5 and 6 and other provisions of this Act.
(7) The Review Board if fails to deliver its decision on any petition within specified period, as provided in sub-section (4), the sacked employee shall stand re-instated and regularized, subject to and in accordance with the provisions of this Act, in regular service of the employer except sacked employees dismissed, removed or terminated from service on account of mis-appropriation of money or stock.

(8) The order of the Sacked Employees’ Review Board passed on the review petition under sub-section(5) or (6) or the sacked employee stood re-instated and regularized under sub-section(7), shall be final and shall not be called in question in any court, authority or tribunal.

(9) In dealing with cases under this Act the Review Board shall have power to regulate its own procedure.

14. Promotion and other benefits, privileges, facilities and payments admissible to sacked employees during future service.— Subject to provisions of this Act, sacked employee once placed in seniority list of the employer, shall be entitled to further promotion and every type of service benefits, privileges, facilities or payments, during his service and after retirements, which shall effect, not before his attaining the age of superannuation, unless otherwise he himself intends to retire under prevailing rules, but not in result of any instigation or any kind of pressure over him to request for voluntary retirement.

15. Creation of supernumerary post.—(1) Where due to non-availability of sanctioned posts in equivalent grade, cadre, group, scale or designation, whatever the case may be, in the Government or any autonomous or semi-autonomous organization, the Secretary of the respective Ministry or Division or head of the department or corporation or autonomous or semi-autonomous organization shall immediately create supernumerary or additional posts to accommodate the sacked employees re-instated under this Act and such arrangements shall continue till the availability of regular posts and adjustment of sacked employees against such regular posts.

(2) Supernumerary or additional posts created under sub-section(1) shall continue till attaining the age of superannuation by the sacked employee or absorption of the sacked employee against a regular post, whichever is earlier, without any approval of any authority or officer or Ministry, which would have otherwise been required under normal conditions.

16. Payment of compensation on re-instatement.— (1) Each sacked employee, whether re-instated in service of corporation or autonomous or semi-autonomous organization or Government under provisions of this Act, or regularized, where sacked employee is already taken back in service under order
of any tribunal or any court including the Supreme Court or a High Court, shall be paid compensation out of employer’s own resources, without waiting for any type of transfer or receipt of funds from any other organization or Ministry, equal to gross monthly emoluments of three years, at the rate of monthly pay and allowances payable at the time of disbursement of installment for the relevant post, grade, cadre, group or designation, whatever the case may be, in which the sacked employee is being re-instated or regularized, if already taken back in service.

(2) The emoluments under sub-section (1) shall be paid to the sacked employee in lump sum or in the following manner, namely:—

(a) first installment equal to twelve months emoluments shall be paid immediately and shall not be delayed beyond seven days of re-instatement;

(b) second installment equal to twelve months emoluments shall be paid immediately after payment of first installment and shall not be delayed beyond one hundred eighty days of re-instatement; and

(c) third installment equal to twelve months emoluments shall be paid immediately after payment of second installment and shall not be delayed beyond three hundred sixty days of re-instatement.

(3) Payment under sub-sections (1) and (2) shall stand sanctioned and approved under this Act and shall not be subject to any type of further approval or sanction from any officer or the Board of Directors or any other type of Board or from any other authority of the autonomous or semi-autonomous organization or Ministry or Division concerned or Finance Division.

(4) The Account General Pakistan Revenue in relation to the Ministries, Divisions or their attached departments or sub-ordinate offices and any officer holding the charge of budget, finance, treasury or accounts in relation to any autonomous or semi-autonomous organization shall not delay the payment and shall ensure to effect payment of the amount payable to sacked employee under this Act, within the time period as provided under sub-section (2).

17. **Cases pending in courts.**—Unless otherwise provided in this Act any type of case or suit or petition filed by a sacked employee pertaining to his service, pending with any tribunal or court including the Supreme Court or a High Court, if any, to the extent of provisions of this Act, shall stand disposed of from the tribunal or the court including the Supreme Court or a high Court, as the case may be, in accordance with provisions of this Act.
18. **Penalty for disobeying or willfully creating hurdles.**— (1) Any one found guilty of willfully disobeying the provisions of this Act or willfully creating hurdles for implementation of the provision of this Act, shall be liable to maximum punishment of removal from service or any other major or minor penalty as may be determined by the appointing authority of such accused officer or employee.

(2) For purpose of sub-section (1), the procedure, as provided in the Government Servants (Efficiency and Discipline) Rules, 1973 of the Federal Government, shall be adopted.

(3) For purpose of sub-section (1), in case of autonomous or semi-autonomous organization, where rules, other than the Government Servants (Efficiency and Discipline) Rules, 1973 are followed, law, rules, regulations, bye-laws or procedure applicable in the organization would be adopted:

Provided that where conflict of law, rules, regulations, bye-laws or procedure arises with that of the Government Servants (Efficiency and Discipline) Rules, 1973 of the Federal Government, the later shall over rule and apply even in case of autonomous or semi-autonomous organization.

19. **Re-instated employees not to claim other service benefits.**— Any sacked employee in corporation or autonomous or semi-autonomous organization or Government service who is re-instated under this Act shall not be entitled to claim seniority or arrears of pay or other service benefits save as provided in this Act.

20. **Act to override other laws.**— (1) The provisions of this Act shall have effect, notwithstanding anything to the contrary, contained in any other law, for the time being in force, or in any judgment of any tribunal or court including the Supreme Court and a High Court.

(2) Provisions of this Act shall supersede any law, rules or procedure applicable or in force in any corporation or autonomous or semi-autonomous organization or Government service, to the extent and whenever and wherever any inconsistency arises.

21. **Power to make rules.**— The Federal Government may make rules to carry out the purposes of this Act.
III. SENIORITY

Sl. No. 19

Preparation* of Seniority Lists BPS Wise

According to sub-section (1) of section 8 of the Civil Servants Act, 1973, seniority lists of all persons employed under the Federal Government are required to be prepared. After promulgation of the All-Pakistan Services (Change in Nomenclature) Rules, 1973, and the Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1973, the former regularly constituted Services ceased to exist. Seniority lists of all officers employed under the Federal Government including officers belonging to the former regularly constituted Services, should, therefore be re-drawn grade-wise. In the case of appointments made by promotion, seniority in a particular grade would be determined according to sub-section (4), of section 8 of the Civil Servants Act, 1973, namely, according to the date of regular appointment to a post in that grade, subject to the proviso that civil servants selected for promotion to a higher grade in one batch shall, on their promotion, retain their inter-se-seniority in the lower grade unless superseded. As for seniority between departmental promotees and direct recruits in grades where posts are filled both by promotion and direct recruitment, the rule already prescribed in the general principles of seniority in Establishment Division O.M. No. 1/16/69-D.II, dated 31st December, 1970 shall continue to be followed. According to these rules officers promoted to a higher grade in a continuous arrangement and as a regular measure in a particular year shall, as a class, be senior to those appointed by direct recruitment in the same year.

2. The Establishment Division have already issued gradation lists in respect of BPS 18 and above of the **All-Pakistan Unified Grades. As for Federal Unified Grades, the Ministries/Divisions are requested to prepare gradation lists for each occupational group under their administrative control. The names of the functional groups and the Ministry/Division administratively concerned with them are:-

* Note.- The instructions contained in this O.M. should be read along with the modified instructions contained in O.M. dated 1-9-1975.

** All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were mutatis mutandis amended.
<table>
<thead>
<tr>
<th>Name of the Occupational Group</th>
<th>Name of the Former Service</th>
<th>Ministry/Division concerned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Foreign Service of Pakistan</td>
<td>Foreign Affairs Group-Comprises posts under the Ministry of Foreign Affairs</td>
<td>Ministry of Foreign Affairs</td>
</tr>
<tr>
<td>2. Pakistan Audit and Accounts Service</td>
<td>Accounts Group-Comprises the former PAAS/PMAS &amp; PRAS</td>
<td>Auditor General/ Ministry of Finance.</td>
</tr>
<tr>
<td>3. Inland Revenue Service</td>
<td>Income Tax Group</td>
<td>Ministry of Finance</td>
</tr>
<tr>
<td>4. Pakistan Customs Service</td>
<td>Pakistan Customs and Excise Service</td>
<td>Ministry of Finance</td>
</tr>
<tr>
<td>5. Commerce and Trade Group</td>
<td>Trade Service of Pakistan</td>
<td>Ministry of Commerce</td>
</tr>
<tr>
<td>6. Information Group.</td>
<td>Information Service of Pakistan</td>
<td>Ministry of Information and Media Development</td>
</tr>
<tr>
<td>7. Secretariat Group</td>
<td>--</td>
<td>Establishment Division</td>
</tr>
<tr>
<td>8. Postal Group</td>
<td>--</td>
<td>Ministry of Communications</td>
</tr>
<tr>
<td>10. Railway (Commercial and Transportation) Group</td>
<td>Pakistan Railway Service</td>
<td>Railways Division</td>
</tr>
<tr>
<td>11. Pakistan Administrative Service (PAS)</td>
<td>District Management Group</td>
<td>Establishment Division</td>
</tr>
<tr>
<td>12. Police Service of Pakistan</td>
<td>Police Group</td>
<td>Establishment Division</td>
</tr>
<tr>
<td>13. Office Management Group (OMG)</td>
<td>Central Secretariat Service</td>
<td>Establishment Division</td>
</tr>
<tr>
<td>14. Economists and Planners Group</td>
<td>--</td>
<td>Planning &amp; Development Division</td>
</tr>
</tbody>
</table>

A proforma in which the gradation list should be prepared is enclosed (Annex). Names of other occupational groups will be notified later.

3. The first issue of the gradation list should be marked "provisional". It should be circulated to the officers concerned and objections or representations invited. Mistakes which may be brought to notice may be rectified by the Ministries and Divisions and any general point raised in the representations may be examined and disposed of in consultation with the Establishment Division. Thereafter, the gradation list will be issued as final.

* "Foreign Affairs Group" renamed as Foreign Services of Pakistan vide Notification No. SRO 936(1)/83 dated 29.9.1983.
* "Accounts Group" renamed as Pakistan Audit & Accounts Service w.e.f. 10th December, 2002 vide Estab. OM No.1/17/92-CPII.
@ Secretariat Group composed of officers of the former CSP, DMG who opted for this Group; officers of OMG on promotion to the posts of Deputy Secretary and officers of other services/ groups who opted for or were inducted in Secretariat Group.
4. A copy of the provisional list may be sent to the Establishment Division also for record. Representations should be disposed of expeditiously and the gradation lists finalised as early as possible.

[Authority:- Estt. Division's O.M.No.1/9/74-ARC, dated 12-9-1974].

(ANNEX)

GRADATION LIST OF FEDERAL UNIFIED GRADES

Name of the Occupational Group.......................... Grade .................

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name and Desig.</th>
<th>Date of Birth</th>
<th>Date of entry in Govt. Service</th>
<th>Date of entry in Grade-17</th>
<th>Date of regular appointment to present grade.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note. (1) Date of regular appointment to present grade (BPS) should be the date of assumption of actual charge in the Grade after issue of promotion/appointment orders by the competent authority.

(2) In the remarks column entries such as serving on deputation to (specify the organisation) with effect from ------ should be made.

(3) Where seniority has been assigned from a date other than the date of regular appointment, the reason for this may be given in the remarks column.

19.1 Seniority of Officers and Occupational Groups After Administrative Reforms

In the Establishment Division Office Memorandum No. 1/9/74-ARC, dated the 12th September, 1974 the Ministries and Divisions were requested to prepare seniority lists grade-wise. It was provided that in the case of appointments made by promotion, seniority in a particular grade should be determined according to sub-section (4) of section 8 of the Civil Servants Act, 1973, namely from the date of regular appointment to a post in a grade.

2. A number of references have been received in the Establishment Division enquiring whether the seniorities in various grades which had already been established according to the previous rules on the subject differently from the principle of date of regular appointment to a grade could not be modified in accordance with the provisions of sub-section (4) of section 8 of the Civil Servants Act, 1973. The matter has been examined in consultation with the Law Division. The position is that consequent upon the Administrative Reforms,
certain cadres have been transformed into occupational groups but the composition of the cadres comprising these groups has remained intact. Examples are; the "Income Tax Group, the "Customs and Excise Group, the Military Lands and Cantonments Group etc. However, in the case of certain other groups for example the Accounts Group*** and the Secretariat Group - a number of cadres have been amalgamated to form a new group or cadre. In the case of groups where the cadre has not been amalgamated with any other cadre, the seniority in different grades as determined under the previous rules before the promulgation of the Civil Servants Ordinance, 1973 (15-8-1973) shall not be disturbed. However, seniority of persons promoted to higher grades after 15-8-1973 shall be determined strictly in accordance with the provisions of sub-section (4) of section 8 of the Civil Servants Act, 1973.

3. In regard to occupational groups which have been formed by amalgamating more than one cadre, no such protection of seniority is either permissible or practicable. The old cadres having ceased to exist, the seniorities in the newly formed groups have to be determined afresh and shall be fixed in accordance with the date of regular appointment to posts in the respective grades.

4. The instructions issued in the Establishment Division Office Memorandum No. 1/9/74-ARC, dated 12-9-1974 and the relevant provisions regarding seniority contained in the instructions about constitution of various occupational groups may be deemed to have been modified to the above extent.

[Authority:– Estt. Division's O.M.No. 1/36/75-D.II, dated 1-9-1975].

19.2 Civil Servants (Seniority) Rules, 1993

In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), read with section 8 thereof, the President is pleased to make the following rules, namely:–

1. Short title, application and commencement.-(1) These rules may be called the Civil Servants (Seniority) Rules, 1993.

(2) They shall apply to all civil servants except those governed under:–

(i) the Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985;

(ii) the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990; and

** Renamed as “Pakistan Customs Service” vide ibid.
(iii) the Establishment Division's O.M. No.1/2/74-ARC, dated 23rd January, 1974, amended vide O.M. No.2/1/75-ARC, dated 3rd March, 1976, and as amended from time to time.

(3) They shall come into force at once.

2. **Seniority on initial appointment.**—(1) Persons initially appointed on the recommendations of the selection authority through an earlier open advertisement shall rank senior to those appointed through a subsequent open advertisement.

(2) If two or more persons are recommended in open advertisement by the selection authority, their *inter-se-seniority* shall be determined in order of merit assigned by the selection authority.

(3) If only one candidate is recommended in open advertisement by the selection authority, he shall count his seniority from:

   (a) the date of recommendation by the selection authority, if he was already holding the same post on ad-hoc basis.

   (b) the date of his joining the post after being recommended by the selection authority if he was not already holding the same post.

3. **Seniority on promotion.**—Seniority in a service, cadre or post to which a civil servant is promoted shall take effect from the date of regular promotion to that service, cadre or posts:

   Provided that—

   (a) Civil servants selected for promotion to higher posts on an earlier date shall be senior to those selected for such promotion on a later date;

   (b) Civil servants selected for promotion to higher posts in one batch shall on their promotion to the higher post, retain their *inter-se-seniority* as in the lower post; and

   (c) Civil servants eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond their control or whose case was deferred while their juniors were promoted to the higher post, shall, on promotion, without supersession, take their seniority with the original batch.

4. **Seniority on appointment by transfer.**—Seniority in service, cadre or post to which a civil servant is appointed by transfer shall take effect from the date of regular appointment to the service, cadre or post;
Provided that—

(a) persons belonging to the same service, cadre or post selected for appointment by transfer to a service, cadre or post in one batch shall, on their appointment, take *inter-se-seniority* in the order of their date of regular appointment in their previous service, cadre or post; and

(b) persons belonging to different services, cadre or posts selected for appointment by transfer in one batch shall take their *inter-se-seniority* in the order of the date of their regular appointment to the post which they were holding before such appointment and, where such date is the same, the person older in age shall rank senior.

*[4A. In the event of merger of Ministries, Divisions, Attached Departments or Sub-ordinate Offices, the *inter-se-seniority* of civil servants, other than those belonging to regularly constituted Occupational Groups and Services, shall be determined in accordance with the date of regular appointment to a cadre or post].*

5. **Seniority of officers of the Armed Forces on induction in civil posts.**—Officers of the Armed Forces of Pakistan who are inducted in a civil service, cadre or post in accordance with the Government orders and instructions shall take seniority in that service, cadre or post from the date of such induction:

Provided that the officers inducted in one batch shall, on induction, retain their inter se seniority as in the Armed Forces of Pakistan.

6. **"Inter-se-seniority of civil servants appointed in the same calendar year."**—Civil servants appointed by promotion, transfer, or initial appointment to a service, cadre, or post shall take seniority from the date of their regular appointment to that service, cadre or post:

Provided that the provisions of this rule shall not in any manner affect or impair the right of existing incumbents.

7. **Repeal and savings.**—The General Principles of seniority circulated vide Establishment Division’s O.M.No.1/16/ 69-D.II, dated the 31st December, 1970***, and all other existing rules, orders and instructions relating to seniority except—

(i) the Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985;

(ii) the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990; and

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(iii) the Establishment Division’s O.M.No.1/2/74-ARC dated 23rd January, 1974, amended vide O.M. No. 2/1/75-ARC, dated the 3rd March, 1976 and as amended from time to time are hereby repealed.

[Authority.– Estab.’s S.R.O. 163(l)/93, dated 28-2-1993].

19.3 Permanent Absorption of Civil Servants of the Devolved Ministries/Divisions/Departments/Organizations

Refer to the points raised by the different Ministries/Divisions/Departments/Organizations regarding the absorption of the employees of the devolved Ministries/Divisions/Departments/Organizations after promulgation of the Ordinance (Ordinance No. V) of 2013 and to clarify as under:-

(i) **Effective date of absorption:-** Effective date of absorption may be the date of issue of order/ notification as the case may be.

(ii) **Fixation of Seniority:** Rule 3(1) of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 provides the following three methods of appointment:-

(a) By promotion

(b) By transfer

(c) By initial appointment

Adjustment/absorption of Civil Servants of the devolved Ministries/Divisions/Departments/Organizations may be treated as appointment by transfer and their seniority may be determined under rule 4 of Civil Servants (Seniority) Rules, 1993 which reads as under:-

Rule-4 (Seniority on appointment by transfer):- Seniority in service, cadre or post to which a civil servant is appointed by transfer shall take effect from the date of regular appointment to the service, cadre or post;

Provided that,—

(a) Person belonging to the same service, cadre or post selected for appointment by transfer to a service, cadre or post in one batch shall, on their appointment, take *inter-se-seniority* in the order of their date of regular appointment in their previous service, cadre or post; and
(b) Persons belonging to different services, cadre or post selected for appointment by transfer in one batch shall take their *inter-se-seniority* in the order of the date of their regular appointment to the post which they were holding before such appointment and, where such date is the same, the person older in age shall rank senior.

(c) Under rule 4-A of the Civil Servants (Seniority) Rules, 1993 in the event of merger of Ministries, Divisions, attached Departments or Subordinate Offices, the *inter-se-seniority* of civil servants, other than regularly constituted occupational Groups & Service shall be determined in accordance with the date of regular to a Cadre or a post.

(iii) **Sanction Strength:** As regards the sanctioned strength, it is clarified that the employees transferred alongwith post and budget may be absorbed against the post transferred at the time of devolution to the Ministries/Divisions/Departments concerned. However the employees transferred against the vacant posts at the time of devolution shall not add to their sanctioned strength. The Ministries/Divisions may work out their sanctioned strength after absorption of the employees of the devolved Ministries/ Divisions/ Departments and may submit the case for revision of their sanctioned strength to the Finance Division for concurrence through Management Services Wing of the Establishment Division.

2. The absorption orders may be expedited in line with the orders of placement issued at the time of devolution of Ministries/Divisions/ Departments *i.e* against the vacant posts/alongwith post & budget *as the case may be.* However, in case of any further query in the matter, it is requested to consult this Division after issuance of absorption orders.


19.4 **Quota Consideration Regarding Permanent Absorption of Civil Servants of the Devolved Ministries/Divisions/ Departments/Organizations**

Refer to Establishment Division O.M of even numbers dated 3-7-2013 and 17-9-2013 on the above noted subject and to say that as per rules absorption/ appointment by transfer is made against the post reserved for direct recruitment. Thereby it has been decided that no absorption in respect of employees of devolved Ministries/ Divisions be made against the post of the Ministry/Division/Department/
Organization meant for promotion quota. Moreover, cases for absorption of the employees of devolved Ministries/ Divisions may be initiated with prior consultation of Management Service Wing, Establishment Division for revision of Notifications/ Office Orders to the extent of their transfer alongwith post & budget to absorb such employees of the devolved Ministries/Divisions against the transferred post to the concerned Ministry /Division.

[Authority:-- Estt. Division M.S.Wing’s O.M. No. 15(5)/2011-MSW-IV, dated 21-10-2013].

Clarification Regarding the Posts Transferred to Different Ministries/ Divisions/Organizations alongwith the Incumbents and Later on Vacated Before Absorption of the Incumbents

Refer to different queries raised by various Ministries/Divisions on the above noted subject and to say that the posts which were transferred to Ministries/Divisions/Organizations alongwith the incumbents of the devolved Ministries/Divisions and later on vacated either due to retirement of the incumbents or some other reason, before permanent absorption of the incumbents, may be treated as a part of the general pool. These posts do not add in to the existing sanctioned strength or structure of the Ministries/Divisions/Organizations. Final fate of such posts shall be decided upon completion of absorption process.


19.5 Operational Guidelines for the Administration of Surplus Pool

In a presentation to the "Chief Executive on “Restructuring and Rightsizing of Federal Ministries/Divisions” held on 28.5.2001, it was, inter alia, decided that the officer-staff ratio (excluding drivers, despatch riders etc.) should be 1:3.2 for the year 2001-2002 and 1:2.5 for the year 2002-2003, and thereafter it would be reviewed again.

2. Each administrative Secretary may be made responsible for ensuring implementation of the above decision by making internal adjustment of staff. If any officer/staff becomes redundant to the requirement of the Ministries/Divisions/Departments as a result of implementation of the above or any other decision, that may be enlisted with the surplus pool for adjustment elsewhere. As a result of implementation of the above said decisions, the number of surplus civil servants will increase manifold.

*Now Prime Minister.
3. In terms of Section 11(2) of the Civil Servants Act, 1973, the services of civil servants holding temporary and permanent posts can be terminated on abolition of such posts. However, on human considerations, government decided in 1993 to create a surplus pool under the charge of the Establishment Division. The civil servants declared surplus as a result of abolition of posts are enlisted in the surplus pool for absorption elsewhere.

4. In order to speed-up the pace of absorption of surplus civil servants, following guidelines have been framed with approval of the competent authority, for effective administration of the surplus pool:

(i) The name of a civil servant, other than ad-hoc employees and persons appointed against leave and deputation vacancies, who may be rendered surplus as a result of reorganization or abolition of a Division/Department/ Organization or reduction in the number of posts shall be placed in the surplus pool administered by Establishment Division for a period of two years whereafter his services shall stand terminated. If a civil servant has already completed two years in the surplus pool on the date of issuance of guidelines, he may be allowed to remain enlisted in the pool for a period of another one year whereafter his services shall stand terminated.

(ii) If a post occupied by a deputationist or a person posted under Section 10 of Civil Servants Act, 1973 is declared surplus, the holder of the post shall be repatriated to his parent organization.

(iii) During the period of his placement in the Surplus Pool a civil servant shall remain on the pay rolls of his parent department and he shall be entitled to pay and allowances which he would have drawn in the post last held by him on regular basis in his parent organization before his placement in the Pool. His post in his parent department shall be treated as supernumerary post and it shall be abolished after his absorption or the period mentioned in sub-para(i) above, whichever be earlier.

(iv) During placement in the surplus pool, civil servants may be given the option to avail leave under rule 27 of the Revised Leave Rules 1980.

(v) Civil servants placed in the surplus pool shall be posted for absorption in other Divisions/Departments/Organizations in accordance with rules 3(3) and 3(4) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and Section 11-A of the Civil Servants Act, 1973.
(vi) Surplus employees in BPS 1 – 5 shall, ordinarily, be posted for absorption at the station of their last posting or place of domicile. Civil servants in BPS 6 and above may be posted at a station other than the station of their last posting or domicile but subject to availability of posts, efforts may be made to arrange their posting nearest to the station of their last posting or their place of domicile.

(vii) Failure of a surplus civil servant to join new post within the prescribed time shall render him liable to removal from the list of surplus pool and termination of his services. Where the competent authority is satisfied that failure of surplus civil servant to report for duty at the place of his new posting within the prescribed time was in circumstances beyond his control, it may, for reasons to be recorded in writing, allow him additional time for joining or consider him for alternative posting at a station other than the one to which he was last posted.

(viii) If a Division/Department/Organization fails to accept the services of a civil servant transferred from surplus pool, the post shall be deemed to have been abolished.

(ix) Legal provision for termination, reversion, E&D proceeding, etc shall be invoked only after the surplus civil servant fails to abide by the government orders within the given time-frame.

5. As regards employees of the autonomous bodies, they are not civil servants and are governed by the regulations/instructions operative in each individual organization. Each Ministry/Division should, therefore, lay down a policy in consultation with the Finance Division for disposal of surplus employees of the autonomous bodies under its administrative control.

6. All Ministries/Divisions are requested to comply with the above instructions/guidelines strictly.

7. This supersedes all the instructions issued on the subject from time to time.


19.6 Merger of the Cadres of Urdu and English Typist/Stenotypist/^[Stenographer for Purposes of Seniority, Promotion etc.

In the past, posts of Urdu Typist, Stenotypist/^[Stenographer have been created in various Ministries/Divisions without consulting the Establishment Division and without prescribing any method of recruitment to these posts including avenues

* Now Assistant Private Secretary.
of promotion on account of which the incumbents of these posts have faced stagnation. The matter has been considered in consultation with the Finance Division and the following decisions have been taken:-

(i) The existing posts of Urdu Typist/Urdu Stenotypist and Urdu *Stenographer are merged with the posts of LDC/English Typist (**RNPS 5/BPS 5), English Stenotypist (**RNPS 8/BPS 12) and English *Stenographer (RNPS 11/BPS 5) respectively.

(ii) The existing incumbents of posts of Urdu Typist/ Stenotypist/ *Stenographer shall form part of the cadre of their English counterparts.

(iii) The Urdu Typists/Stenotypists/*Stenographers who have been allowed pay scales different than those mentioned in (i) above shall also be treated as part of the cadre of their English counterparts. Any such pay scales earlier allowed will be treated as personal to the incumbent of the post concerned.

(iv) The conditions/rules prescribed for appointment to the posts of LDC (English Typist) English Stenotypist and English *Stenographer shall henceforth apply to the posts of Urdu Typist/ Urdu Stenotypist and Urdu *Stenographer, respectively. The incumbents of these posts will, in future, be allowed the same pay scales as are applicable to their English counterparts.

(v) The Urdu Typists/Stenotypists/*Stenographers will enjoy seniority, in the combined cadre with their English counterparts from the date of their continuous regular officiation as such.

(vi) If promotion of an Urdu Typist/Stenotypist/ *Stenographer poses a placement problem, the post held by him may temporarily be upgraded in accordance with the orders/instructions on the subject, to allow him the benefit of promotion.

[Authority:- Estt. Div.’s O.M.No.5/1/77-F.II(R.6), dated 26-6-1988].

* Now Assistant Private Secretary.
IV. PROMOTION

Sl. No. 20

Selection and Non-Selection Posts

Higher tenure posts at the Federal.— Government of Pakistan have decided that it should be brought home once more to all concerned that higher tenure posts at the 'Centre (as in the Provinces) are selection posts which no officer can claim as of right.

[Authority:— Estt. Secretary's D.O letter No.F.2(36)/60-EIX, dated 24-4-1968].

20.1 Selection to be Based More on Merit Than on Seniority

The existing promotion rules should be implemented carefully so as to base selection more on merit than on seniority in the case of selection posts.

[Authority:— Estt. Secretary's d.o. letter No. 7/30/59-SE II, dated 22-9-1959].

20.2 Principles of Promotions to and Confirmation in "Selection Posts"

Attention is invited to paragraph 2 of the Establishment Division Office Memorandum No. 54/2/49-Ests. (ME), dated the 17th January, 1949 in which views of Ministries were invited on the following points:-

(a) ‘A’ was appointed to officiate in a selection post after having been formally selected from amongst various possible candidates, from which he reverted after the expiry of the period of the vacancy. During this period, his work was satisfactory. Subsequently, another vacancy occurred in the same grade. Should “A” be appointed to this vacancy automatically (by virtue of his previous selection) or fresh selection be made.

(b) Whether reversions from or confirmations in selection posts should follow the order in which the persons concerned were promoted to the posts in question (i.e. the candidates first appointed to officiate in the selection post should be confirmed when a permanent vacancy occurs and the candidate last appointed to officiate reverted when a vacancy terminates), or fresh selection should be made from amongst persons officiating in the selection posts each time a permanent vacancy occurs or a vacancy terminates.

The question has been considered in the light of the replies received from Ministries and the opinion of the Federal Public Service Commission, and the following instructions are issued.

* Federal.
2. As regards (a), in accordance with the instructions contained in the Establishment Division Office Memoranda No. F. 33/47-Estts (SEII), dated the 29th January, 1948 and No. 33/49-SE, dated the 18th June, 1949 - Departmental Promotion Committees are required to prepare a list of officers whom they consider fit for promotion in selection posts. This list, which should be revised periodically, should indicate the names of officers who have not been promoted to a higher grade in any capacity, or who have officiated off and on or are officiating against any leave vacancies, or any temporary posts of short duration, and are, therefore, liable to revert in the normal course to the lower grade. The position would thus be that, if "A" is appointed on the recommendations of the Departmental Promotion Committee to a selection post for a short period, after which he reverts to the lower grade*, for no fault of his own, he should be promoted automatically by the appointing authority in the next vacancy that arises if the list is not revised by the Departmental Promotion Committee before the material vacancy arises, or, if the list has, in the meantime, been revised, his position still remains No. 1 on the revised list. In other words, there should be no question of selection when a vacancy occurs; the vacancy should be filled by the promotion of the official who tops the list prepared by the Departmental Promotion Committee and which is in force at the time when the vacancy is filled.

3. As regards (b), reversions should be made in the reverse order of promotion, and confirmations should follow the order of seniority in the *grade concerned. In other words, there should be no fresh selection either for the purpose of reversion or for confirmations.

4. While the list of officials recommended by the Departmental Promotion Committee for promotion to selection posts is being prepared, the claims of all officials eligible for promotion to the *grade concerned, including those who happen to be absent from the office for one reason or the other, should be duly considered, and it should be recorded on the file that this has been done. In this connection attention is also invited to paragraph 5 of the Establishment Division's Office Memorandum No. 6/15/48-ME, dated the 31st March, 1951.

[Authority:— Estt. Division's O.M. No. 54/10/51-ME, dated 31-8-1951].

20.3 Other Posts in the Federal Secretariat, Attached Departments and Subordinate Offices

It has been decided that, with the exception of posts of—

(i) Assistant Secretary;

(ii) Administrative Officer;

*Post/BPS.
(iii) Cashier; and

(iv) Personal Assistants to Ministers and "Stenographers to Secretaries, Joint Secretaries and other officers which carry special pay which should be treated as selection posts, the various posts in the Ministerial Establishment and "Class IV Service in the Pakistan Federal Secretariat (Ministries and Divisions) and its Attached Departments, should be treated as non-selection posts i.e., posts to which promotion should be made according to the principle of "seniority-cum- fitness". For this purpose, it is essential that the standard of fitness should be a very high one. The decision contained in this Office Memorandum should apply to vacancies which are filled from the date of this Office Memorandum.

2. ............... Omitted..............

3. If there are any posts in the Secretariat and its Attached Departments corresponding to the posts of Assistant Secretaries or Administrative Officers, the question whether they should be treated as selection posts should be decided in consultation with the Establishment Division.

4. It is requested that posts in Subordinate Offices should also be classified as selection and non-selection posts by the Ministries concerned, in the light of the instructions contained in this Office Memorandum since it is necessary that the position in this respect should be placed on definite and regular footing, as early as possible.

[Authority:– Cabinet Secretariat, Estt. Branch O.M.No.54/2/49-Ests.(ME), dated 3-4-1950],

20.4 Appointment of Council Assistant

Reference.– Establishment Division Office Memorandum No. 1/29/56-ME, dated the 25th April, 1956.

2. Council Assistant.– The majority of the replies received in the Establishment Division agree that:-

(a) Council Assistant should be appointed from among Assistants only, and that,

(b) the appointment of Council Assistants should be made by ‘Selection’.

* Now Assistant Private Secretary.

** Note.- BPS 1 & 2 Appointment of Jamadars attached to Ministers are made by selection from amongst the Naib Quasids employed in the Ministry/Division concerned at the discretion of the Minister-in-Charge vide Establishment Division Office Memorandum No. 54/4/51-ME, dated 2-6-1951 (Chapter XVIII), Establishment Manual, Volume II.
3. The above views have been accepted by the Establishment Division. If, however, suitable Assistants in a Ministry/Division are not available for employment as Council Assistants, Upper Division Clerks may also be considered for employment as such.

4. Ministries/Divisions are requested to make all further appointments of Council Assistant in the light of the above decision.

[Authority:– Estt. Division’s O.M.No. 1/29/56-ME, dated 25-4-1957].

**Sl. No. 21**

**General Instructions Regarding Promotions**

Sequence in departmental promotions and direct recruitment.-

Reference.- Establishment Division’s Office Memorandum No. 15/38/52-SEII, dated the 22nd June, 1953 (Annex).

2. The replies received from the Ministries and Divisions on the suggestions contained in the above Memorandum have been considered and, in order to ensure that candidates rejected by the Federal Public Service Commission in open competition or selection should not be absorbed in vacancies meant for departmental quotas, it has been decided that the following procedure should be adopted in future:–

(i) where a cadre has definite quotas reserved for departmental promotions and direct recruitment, promotions against the departmental quota should be made first and the posts reserved for direct recruitment filled later. These orders, however, will have no effect on those cadres where recruitment is made solely by direct recruitment or where all appointments are made only by promotion;

(ii) necessary provision regarding the above should be made in all recruitment rules already framed or framed hereafter; and

(iii) in the case of isolated posts, a roster should be maintained in each Ministry and Division to ensure the observance of the prescribed percentage for departmental promotions and direct recruitment.

[Authority:– Estt. Division’s O.M.No.15/38/52-SE II, dated 29-1-1954].
In the case of services and cadres in which under the prescribed recruitment rules a certain percentage of vacancies is reserved for departmental promotion and the remainder for direct recruitment, no uniform procedure is followed as to the sequence in which these vacancies should be filled, that is, whether promotions should be made first and direct recruitment made later or vice versa. The Establishment Division have been considering the question of laying down a uniform procedure in this matter and have tentatively come to the conclusion that it would be an advantage both from the point of view of the department as well as the candidates if promotions are made first and vacancies reserved for direct recruitment filled later. There are, however, advantages and disadvantages on both sides, and these are discussed below:

(i) Promotions to departmental quota to be made first and direct recruitment made later:

Under this system the department concerned can straight away promote the suitable departmental candidates and, having done so, intimate the vacancies meant for direct recruitment to the Federal Public Service Commission. If all the vacancies reserved for promotion cannot be filled due to the dearth of suitable departmental candidates the balance can, if necessary, be added to those reserved for direct recruitment. This system assures promotion to the candidates working in the department according to the principle of seniority-cum-fitness without undue delay and they are not left in suspense as to whether or not they should apply to the Commission. If any of the departmental candidates are superseded in departmental promotion, they still have a chance to compete with outside candidates and may, thereby, be selected as being more suitable in comparison with such candidates. This system, therefore, assures promotion to departmental candidates without their having to wait till the vacancies, etc., are advertised by the Commission, while those superseded in departmental promotion can still appear before the Commission.

A further advantage from the point of view of departmental men* is that they will rank senior to outside candidates selected through direct recruitment as their appointments can be finalized earlier than those of the later.

A disadvantage which might result from this system is that it may not always be possible in actual practice to follow it due to the exigencies of service which may, in certain cases, necessitate direct recruitment being made first and appointments by departmental promotion later. Such cases, as far as can be

* employees; candidates.
seen, are likely to be rare and on the whole it appears that there are definite advantages in following the system whereby recruitment against the departmental quota should precede that through open selection.

(ii) Recruitment by open selection to be made first and by departmental promotions later:

One of the results of this procedure will be that larger number of open vacancies will go to departmental candidates in as much as they will be able in the first place to compete with outsiders in open selection and be approved by the Commission on the basis of their long experience and knowledge of the department. Those who are not selected in the open selection can again be considered for departmental promotion and receive promotion according to departmental seniority. This system, however, is bound to result in deterioration of efficiency since those who are not considered fit by the Commission can still be appointed to higher posts by departmental promotion and the advantage of having fresh blood in the service which the open selection quota in a service is intended to provide will be seriously jeopardized. Apart from the resultant deterioration, this system has a further grave objection inasmuch as a person rejected by the Commission would still be able to secure a like post through departmental promotion.

2. The Federal Public Service Commission, who raised this matter, have suggested that departments should first promote the deserving individuals against the quota fixed for promotion and then throw open the remaining posts for open competition. In accordance with this procedure, no one who has been rejected by the Commission or has not faced any competition will be promoted. This is evidently sound in principle.

3. Considering all the facts, the Establishment Division are of the view that the alternative at (i) above has definite advantages from the point of view of efficiency in public service and the safeguarding of the legitimate interests of the departmental candidates and they are, therefore, inclined to issue orders for its adoption by all Ministries/Divisions/Departments. Before, however, a final decision is taken, Ministries and Divisions are requested kindly to favour the Establishment Division with their views in the matter.

21.1 Recommendation for Promotion Conditionally

Instance have come into the notice of Establishment Division that some officers who are recommended for promotion by the Committee/Selection Board conditionally, are not notified by the concerned Division/Department on fulfillment of that condition(s).
2. The position is clarified that if an officer is recommended for promotion by DPC/DSB/CSB conditionally and approved by the competent authority, the promotion of such an officer may be notified from the date the required condition(s) is fulfilled.

[Authority:- Establishment Division's O.M. No.1/1/2012-CP-II dated 05-10-2015].

Sl. No. 22

Minimum Length of Service for Eligibility for Promotion to Posts in Various BPS

In pursuance of rule 8-A of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and in supersession of the instructions laid down in the Establishment Division's O.M.No.1/9/80 R.II(A), dated the 12th January, 1981, (Annex), the President is pleased to decide that the minimum length of service for promotion to various grades shall be as follows:-

- For BS 18 5 years in BS 17
- For BS 19 12 years in BS 17 and above
- For BS 20 17 years in BS 17 and above
- For BS 21 22 years in BS 17 and above
- *For BS 22 25 years in BS 17 & above and 02 years in BS 21

Provided that:-

(i) Where initial appointment of a person not being a person in government service, takes place in a post in BPS 18, 19 or 20, the length of service specified in this Office Memorandum shall be reduced by the following periods;

<table>
<thead>
<tr>
<th>First appointment in</th>
<th>Reduced by</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPS-18</td>
<td>5 years</td>
</tr>
<tr>
<td>BPS-19</td>
<td>12 years</td>
</tr>
<tr>
<td>BPS-20</td>
<td>17 years</td>
</tr>
</tbody>
</table>

(ii) Where initial appointment of a person already in government service takes place, on recommendations of the Federal Public Service Commission, in a post in BPS 18, 19 or 20, the length of service specified in this Office Memorandum shall be reduced by the periods specified in proviso (i);

“(iii) Where first appointment of a person other than a person covered by proviso (ii) was made to government service in BPS 16 or below, one-half of the service in BPS 16 and one fourth in BPS 15 and below may be counted as service in BPS 17 for computing length of service for the purpose of promotion only.

[Authority:– Estt. Division’s O.M.No.1/9/80-R.2 dated 2-6-1983].

ANNEX


Reference Establishment Division O.M. No. 3/7/74-AR. II, dated 20th May, 1974, 27th August, 1974 and 6th February, 1975, in supersession of the instructions laid down in the aforementioned O.M. the President is pleased to decide that the minimum length of service for promotion to various grades shall be as follows :-

- For BPS 18 5 years in BPS 17.
- For BPS 19 12 years in BPS 17 and above.
- For BPS 20 17 years in BPS 17 and above.
- For BPS 21 22 years in BPS 17 and above.

Provided that where initial appointment takes place in **Grades 18, 19 and 20, the length of service for promotion to higher **Grades shall be as follows, namely:-

- For BPS 19 7 years in BPS 18
- For BPS 20 12 years in BPS 18 and above or 5 years in BPS 19
- For BPS 21 17 years in BPS 18 and above or 5 years in BPS 20.

22.1 Counting of Ad-Hoc Service for the Purpose of Promotion

Under the existing rules, ad-hoc service does not reckon for the purpose of seniority. A point has since been raised whether ad-hoc service rendered in a post followed by regular appointment to that post may be allowed to be computed towards length of service prescribed for promotion to a higher post. The matter has

* The proviso (iii) was substituted vide Estt.Div.’s O.M.No.4/2/2008-CP-69(Pt) dated 18-12-2008, then consequent upon the recommendations of Senate Standing Committee on Cabinet Secretariat (Establishment Division), Inter-Provincial Coordination and Special Initiatives, Establishment Division’s above referred O.M. has been withdrawn vide Estt. Div.’s O.M.No.1/9/80-R-II dated 3rd March,2010. The Status of proviso (iii) above is restored to its previous position as of on 02-06-1983.

** BPS.
been considered in the Establishment Division. It has been decided that the service rendered on ad-hoc basis in a post under the Federal Government, followed by regular appointment to a post in the same pay scale shall be counted towards length of service prescribed for promotion to a higher post provided there is no break between ad-hoc and regular appointments to the post concerned.

2. The above decision may be brought to the notice of all departments/organizations under the administrative control of Ministries/Divisions.


22.2 Counting of Service Rendered Against Higher Post Under Section 10 of the Civil Servants Act, 1973

Section 10 of the Civil Servants Act, 1973 reads as under:—

“10. Posting and transfer:—Every civil servant shall be liable to serve anywhere within or outside Pakistan in any equivalent or higher post under the Federal Government or any Provincial Government or local authority or a corporation or body set up or established by any such Government;

Provided that nothing contained in this section shall apply to a civil servant recruited specifically to serve in a particular area or region.

Provided further that where a civil servant is required to serve in a post outside his service or cadre his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve”.

2. A point was raised how the service rendered by a civil servant posted against a higher post under Section 10 of the Civil Servants Act, 1973 would be counted for the purpose of promotion to higher post of the said civil servant.

3. The matter has been given careful consideration in the Establishment Division. It has been observed that according to section 5 of the Civil Servants Act, 1973 all appointments are required to be made in the prescribed manner i.e. on the recommendations of appropriate Departmental Promotion / Selection Committee (s) or Board(s), as the case may be, and with the approval of the designated appointing authorities followed by a notification promoting such civil servant to higher BPS.

4. Section 10 of the Civil Servants Act, 1973 is a liability provision i.e. a civil servant is liable to serve in an equivalent or higher post. Promotion to a higher post and holding temporary charge of a post are two different aspects. Legally, a person is not in a higher grade until his promotion to the higher post is duly notified and charge of the higher post is formally assumed by him.
5. It has, therefore, been decided that the service rendered by a civil servant against higher post under Section 10 of the Civil Servants Act, 1973 cannot be treated at par with the service rendered by regularly promoted officers in the higher scale for the purpose of promotion to the next higher grade.

6. The decision may be brought to the notice of all concerned.


22.3 Length of Service for Promotion from BPS-16 to BPS-18 Where There is No Intermediate Post in BPS-17

The minimum length of service for promotion to BPS 18 and above was laid down vide Establishment Division’s Office Memorandum No.1/9/80-R.II, dated 12th January, 1981 (Sl.No.22 Annex). The question as to what should be the length of service for promotion from BPS 16 to BPS 18 where there is no intermediate post in BPS 17 has been considered and it has been decided, with the approval of the President, that in such cases the minimum length of service laid down in the recruitment rules relating to posts in BPS 18 for the purpose of promotion from BPS 16 to BPS 18 should be kept as the basis for such promotions.

2. In case there is no such provision in the recruitment rules, action should be taken by the respective Ministry/Division to include such a provision in the recruitment rules.

[Authority:– Estt. Division’s O.M.No.1/9/80-R.2, dated 4-5-1982].

22.4 Possession of Prescribed Minimum Length of Service Does Not Confer a Right to Promotion Over Senior Persons

The prescribed minimum length of service is a condition for eligibility for promotion and does not confer a right to promotion. Where a senior person has not done prescribed service, the junior, as a rule, should not be considered even if he fulfills the prescribed length of service condition.

2. Even for “selection” post, the persons have to be considered in the order of their seniority.

[Authority:– Estt. Division’s U.O. No.1/21/75-D.II. dated 9-7-1975].

22.5 Promotion of Superseded Officers

A question has arisen as to whether a junior officer, who was earlier recommended for promotion but could not be promoted due to non-availability of vacancy should be promoted first in preference to his senior officer who was subsequently recommended for promotion. Attention of the Ministries/Divisions is drawn to the instructions contained in the Establishment Division O.M. No.F.
33/49-SE, dated 18-6-1949 in which it has been stated that the Departmental Promotion Committee is competent to revise the list of candidates fit for promotion periodically. It means that the Departmental Promotion Committee can add to or substract from it, for good and sufficient reasons. After careful consideration, it is now decided that if a vacancy occurs at a time when a senior officer is recommended for promotion, his junior who was recommended earlier will have to be promoted later than the passed over officer.

2. It may be pointed out that Departmental Promotion Committee is only the recommending body to determine the initial suitability of persons eligible for promotion.

[Authority:—Estt. Division’s O.M.No.13/1/67-D.III, dated 30-4-1968].

Sl. No. 23

Promotion Policy (October 1982)

The legal framework for promotion and its procedures has been provided in the Civil Servants Act, 1973 and the Civil Servants (Appointment, Promotion and Transfers) Rules, 1973. The law and rules, by themselves, are not enough to meet the functional requirements and need to be supplemented by a comprehensive and consistent set of policy guidelines.

2. Comprehensive guidelines for Departmental Promotion Committees/ Central Selection Boards have, therefore, been framed with the approval of the President.

1. Salient features of the policy are enumerated below:-

(a) Confidential reports will be given due importance but will not be the sole criterion for promotion to selection posts.

(b) Performance evaluation as reflected in the confidential reports will be quantified according to formula enunciated in the enclosed guidelines and weightage will be given to more recent appointments.

(c) A civil servant, once superseded for promotion will be eligible for reconsideration only after he earns one more confidential report.

(d) The panel for promotion should comprise a minimum of 2 officers for each vacancy in BPS 19 and of 3 officers for each vacancy in BPS 20 or 21.

(e) The minimum length of service prescribed for promotion for various grades will continue to apply.

(f) A civil servant will only be promoted within his own cadre. Those posted against ex-cadre posts will be considered for promotion on
their turn but if selected, the actual promotion will take place only when they rejoin their parent cadre. This will also apply to civil servants serving on ex-cadre posts in Pakistan Missions abroad.

(g) A civil servant on deputation to a foreign government, international agency or a private organisation abroad will be considered for promotion only on his return to Pakistan. He will be given intimation and asked to return to Pakistan before his case comes up for consideration for promotion in accordance with his seniority position; if he fails to return he will not be considered for promotion. Such an officer will have to earn at least one CR* after his return to Pakistan before he is considered for promotion. The clearance/approval already accorded in the past to promote a deputationist would lapse automatically if he fails to return on expiry of the deputation period already approved by the government.

[Authority: Establishment Secretary’s DO Letter No.10(3)/81-CPI (Pt), dated 31-10-1982].

23.1 Revision of the Promotion Policy (October 2007)

The instructions contained in the Promotion Policy and the Guidelines for Departmental Promotion Committees/Central Selection Boards issued under Establishment Division’s D.O. letter No.10(3)/81-CP-1(Pt), dated 31-10-1982 amended from time to time, have been reviewed on the basis of recommendations made by a Committee on Promotion Policy. The terms of reference of the Committee were to develop a comprehensive criteria for selection for promotion/deferment/supersession which is measurable to the extent possible, comparable with regard to performance of each officer on the panel and is based on tangible record duly placed on the dossier and also redefines discretion, of the members and the Boards and, to lay down as to how more objectivity can be brought in the recommendations of the Selection Board. The competent authority has approved the following recommendations:

ELIGIBILITY CRITERIA FOR CONSIDERATION FOR PROMOTION

(a) The eligibility criteria for consideration for promotion shall be as under:

(i) Fulfillment of prescribed minimum length of service in BPS 17 and above for promotion to various scales.

(ii) Satisfactory completion of mandatory training.

(iii) Should possess qualification/experience and other conditions as prescribed in the relevant Recruitment Rules.

(iv) An officer superseded earlier shall be considered after earning Performance Evaluation Report (PER) for one full year. For

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* One Performance Evaluation Report (PER) for full one year.
example, an officer superseded on the basis of his PER’s upto 2004, will become eligible for consideration after earning PER for 2005.

"[(v) Notwithstanding any other condition contained in this Policy no officer in BS-19 in PAS/PSP shall be considered for promotion to BS-20 unless he has completed three (03) years service in BS-17-19 (excluding period of deputation long training leave) in Balochistan.

Provided that:-

(a) The officers in BS-19 who have completed 14 years service or more in BS-17 to 19 on the effective date (i.e. 17 Aug-2012 and are likely to be considered for promotion to BS-20 in the next 03 years shall have to serve for at least 02 years in Balochistan in BS-19 or BS-20 as the case may be.

(b) The officers in BS-19 who have already completed 03 years’ service in BS-17 to 19 in Balochistan will not be required to serve in Balochistan for promotion to BS-20 under sub-para (v) above.

(c) Sub-para (v) above shall not be applicable to lady officers].

"[Provided further that if an officer has not earned Performance Evaluation Report of complete one year and has earned only part Performance Evaluation Report in a calendar year for no fault of his own (i.e. he/she remained OSD without any assignment, remained on mandatory/non-mandatory training and awaiting posting/actualization of promotion) then his/her special report for the period of deficiency earned in next calendar year shall be taken into account to complete the 12 months requirement for the purpose].

[Note: Instructions issued vide Establishment Division’s Office Memorandum No.1/1/2001-CP.2, dated 3rd September, 2005 and 17th November, 2005 regarding earning of full two years reports after supersession and losing of eligibility for consideration after two supersessions, are hereby withdrawn, with immediate effect.]

(b) CONDITIONS FOR DEFERMENT

A civil servant shall be deferred due to the following reasons:-

(i) Not undergone the prescribed training or passed departmental examination.

(ii) Non-submission of Part-I and Part-II of the PER by the concerned officer to his reporting officer in respect of his service in the present grade and the preceding grade.

* Inserted vide Estt.Div.'s O.M.No.1/1/2012-CP-II-B dated 17-08-2012.
When the Board considers the record as incomplete, or wants to further watch the performance of the officer or for any other reason to be recorded in writing.

Disciplinary or departmental proceedings are pending against the civil servant.

The civil servant is on deputation abroad to a foreign government, private organization or international agency irrespective of whether he is located abroad or within the country.

*Method to Calculate PERs of a Deputationist upon his Return*

Before consideration for promotion, a civil servant upon his return from deputation shall be required to earn PER in relation to period of deputation as given below:

<table>
<thead>
<tr>
<th>Period of Deputation</th>
<th>Minimum Period of PER</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>a). Upto one year</td>
<td>Three complete months</td>
<td></td>
</tr>
<tr>
<td>b). Between one to three years</td>
<td>Six complete months</td>
<td></td>
</tr>
<tr>
<td>c). Between three to five years</td>
<td>Twelve complete months</td>
<td></td>
</tr>
</tbody>
</table>

**[(vi) The civil servant's *inter-se-seniority* is sub judice.]**

***[(vii) In case of PAS (former DMG)/PSP officers who have not rendered requisite active service in Balochistan in terms of para 1(a)(v) above].**

2. The civil servant whose promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place

* Subs. & Ins. vide Estt.Div.’s O.M.No.1/1/2001-CP-II dated 02-08-2012.

** Note.— Para 1(b)(vi) of Revised Promotion Policy,2007 has been withdrawn vide Estt.Div.’s O.M. No. 1/1/2012-CP-II dated 29-01-2016. The following course of action will be implemented in case of the Officers whose seniority was sub judiced and they get restored afterwards:

i) All promotions done based on sub judice seniority will be conditional, i.e. subject to final outcome of Court cases.

ii) An officer who gets his seniority restored and becomes senior to already promoted officers in the cadre will be considered for promotion by the relevant board from the date when his junior got promoted.

iii) In case, if the officer retires or expires from service and subsequently, his seniority is restored his/her case will be placed before FR-17 Committee enabling the officer to get Proforma Promotion alongwith all financial benefits.

iv) Junior promoted on sub judice seniority list will be assigned seniority as per final Court Orders and will be reverted in case there is no vacancy.

*** Inserted vide Estt. Div’s No.1/1/2012-CP-II-B dated 17-8-2012.
ceases to exist provided that a civil servant falling in the category mentioned in para 1 (b)(v) above will be considered for promotion only on his return to Pakistan and earning at least one PER for one full year before he is considered for promotion.

"Clarification in Terms of Para 1(b)(v) read with Para 2 above.

Consideration for Promotion of Officers on leave

A Civil Servant on deputation abroad to a foreign government, private organization or international agency is deferred and shall have to earn one PER for 12 complete months before his case is taken up for consideration for promotion. The Promotion Policy 1985 and Revised Promotion Policy, 2007 are, however, silent about the consideration for promotion of officers while they are on long ex-Pakistan leave. Similarly the existing policy is also silent as to whether the officers on long ex-Pakistan leave on joining duty may also earn PER for one full year to become eligible for promotion.

II. With the approval of the Competent authority it has been decided as under:

(a) The civil servants having availed/availing ex-Pakistan leave including extra ordinary leave/study leave as well as similar leave within Pakistan for less than 01 year shall be considered for promotion by the concerned Promotion Committees/ Selection Boards. However on approval by the competent authority, the promotion of these officers shall actualize only on return from leave.

(b) Civil Servants having availed /availing ex-Pakistan leave including extra ordinary leave/study leave as well as similar leave within Pakistan for 01 year or more shall be considered by the respective Promotion Committees/Selection Boards upon earning of PER for full one year after return from leave].

"Further Clarification to Establishment Division’s OM No.1/3/2007-CP-II dated 21-03-2012 on the Subject with reference to para II(a) & (b) above

Rule Position for Changes in Promotion Policy – Consideration for Promotion of Officers on Leave

I. In a case coming to the notice of Establishment Division recently, a Civil Servant has joined duty on 26-05-2011 after availing ex-Pakistan long leave w.e.f. 28-02-2006 to 25-05-2011. He has earned PER for the period from 26-05-2011 to 31-12-2011. A question has arisen as to whether PER of the officer from 26-05-2011 to 31-12-2011 can be considered as PER for full one year when the PER from 01-01-2011 to 25-05-2011 was not due and certificate in lieu thereof is to be place on record.


II. The matter has been examined. It is clarified that one full year PER within the meaning of para II(b) of Establishment Division’s OM dated 21-03-2012 referred in para 1 above means 12 complete months in a calendar year. A Civil Servant having availed/availing ex-Pakistan leave including extra ordinary leave/study leave as well as similar leave within Pakistan for 01 year or more shall have to earn one PER for 12 complete months in a calendar year before his case comes up for consideration for promotion. If such a civil servant upon his return has earned part PER for less than 12 months in a calendar year then a special report for the period of deficiency earned in next calendar year shall be taken into account to complete the 12 months requirement for the purpose.

*Rule Position for Changes in Promotion Policy – Consideration for Promotion of Officers on Leave*

III. Refer to Establishment Division’s O.M.No.1/3/2007-CP-II dated 21-03-2012 and 08-06-2012 on the subject according to which the requirement of 12 months PER was made mandatory for the officers availed/availing ex-Pakistan leave including extra ordinary leave/study leave as well as similar leave within Pakistan for 01 year or more to become eligible for consideration for promotion to higher post.

IV. It has come to the notice of Establishment Division, recently that a civil servant after availing leave rendered eight months service from 01-01-2014 to 31-08-2014 and attended MCMC from 01-09-2014 to 05-12-2014 wherein no PER was required. The question arise whether he has completed the requirement of 12 months PER or otherwise. It is therefore further clarified as under:—

*The civil servants having availed/availing ex-Pakistan leave including extraordinary leave/study leave as well as similar leave within Pakistan for one year or more, the requirement of earning one full year report will start from the date the officer joins back and the training period will also be included for completion of the requirement of 12 months PER.*

3. **SELECTION/NON-SELECTION POSTS**

BPS 19 posts may be taken out of the category of “Non-Selection Posts” and henceforth may be treated as selection posts. Promotion from BPS 17 to BPS 18 posts, being non-selection posts should be based on seniority-cum-fitness i.e. on 100% on the PERs. Condition of passing the Departmental Examination or successfully completion of training courses, as the case may be, shall continue as heretofore.

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** Subs.vide Establishment Division’s O.M.No.1/1/2012-CP-II dated 02-10-2015.
4. **DEVELOPMENT OF COMPREHENSIVE EFFICIENCY INDEX FOR PROMOTION/DEFERMENT/SUPERSESSION:**

(a) The minimum threshold of marks for promotion to various scales shall be as per following table:-

<table>
<thead>
<tr>
<th>Basic Pay Scale</th>
<th>Aggregate marks of Efficiency Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPS 18</td>
<td>50</td>
</tr>
<tr>
<td>BPS 19</td>
<td>'65</td>
</tr>
<tr>
<td>BPS 20</td>
<td>70</td>
</tr>
<tr>
<td>BPS 21</td>
<td>75</td>
</tr>
</tbody>
</table>

(b) The Selection Board shall recommend the officers on the panel securing requisite % and above in the efficiency index for promotion unless deferred (in order of seniority, depending upon the number of vacancies). **An officer meeting the aggregate threshold shall also be superseded if CSB places him in Category-C.** The senior officers, if not recommended for promotion on account of low threshold, shall be superseded whereas the junior officers if not recommended for promotion for want of vacancies shall be deemed not to have been considered”.

5. Whenever an officer, particularly of small cadres, is recommended for deferment, the Board may also decide as to whether a vacancy be reserved or not depending upon public interest vs officer's right for consideration.

6. **PANEL OF OFFICERS PER VACANCY**

The panel of officers per vacancy will be as under:-

<table>
<thead>
<tr>
<th>For promotion to BPS 18 and BPS 19</th>
<th>A minimum of 2 officers per vacancy depending on the availability of eligible officers in the cadre.</th>
</tr>
</thead>
<tbody>
<tr>
<td>For promotion to BPS 20 and BPS 21</td>
<td>A minimum of 3 officers per vacancy depending on the availability of eligible officers in the cadre.</td>
</tr>
</tbody>
</table>

* Subs. vide Establishment Division’s O.M.No.1/1/2012-CP-II dated 02-10-2015.

** Note:-

*Vide* Establishment Division’s O.M.No.1/1/2012-CP-II dated 02-10-2015 Sub para (b) of Revised Promotion Policy,2007 as modified vide Establishment Division’s O.M. dated 12-10-2012 may also be made applicable, mutatis mutandis, in case of DSB.
Provided that the panel would be in addition to superseded cases and not inclusive thereof.

7. **QUANTIFICATION OF PERS, TRAINING EVALUATION AND CSB EVALUATION**

For the purpose of consideration by the CSB, the PERs will be quantified according to the formula given in the addendum to the existing Promotion Policy with the following modifications:

(a) PERs in respect of two preceding grades (BPS) or the last 15 years, whichever is more, will be quantified. If the service of an officer in present and previous grade is less than 15 years, then the deficiency will be met by taking into account the PERs of next lower grade, which will be bracketed with the PERs of preceding grade.

(b) The following marks will be allocated for quantification of PERs, Training Evolution Report and CSB evaluation: —

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Factor</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Quantification of PERs relating to present grade and previous grade(s) @ 60%:40%</td>
<td>70%</td>
</tr>
<tr>
<td>2.</td>
<td>Training Evaluations reports in ratio of 60% :40%</td>
<td>15%</td>
</tr>
<tr>
<td>3.</td>
<td>Evaluation by CSB</td>
<td>15%</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

8. **TRAINING EVALUATION REPORTS**

(a) A total fifteen (15) marks shall be allocated to the Training Evaluation Reports (Nine marks @ 60% for the training in the existing BPS and Six marks @ 40% in the preceding BPS). For example, in the case of promotion to BPS 21 posts, marks for NMC/NDU training will be awarded out of nine marks and marks for *NIPA* training will be awarded out of six marks. Evaluation of the reports from the training institutions shall be worked out as under:-

(i) It shall be on the basis of Grade Percentage already awarded by the National School of Public Policy (National Management College and Senior Management Wing) and its allied training institutions as provided in their reports.

(ii) Previous reports of old Pakistan Administrative Staff College and old *NIPAs where no such percentage has been awarded, points shall be worked out on the basis of weighted average of

* Now NIMs.
the percentage range of grades followed by these institutions as reflected in Table-A below:

**TABLE-A**
Old PASC & *NIPAs*

<table>
<thead>
<tr>
<th>Category</th>
<th>Range</th>
<th>Weighted Average</th>
<th>Points of PASC @60% = 9</th>
<th>Points of NIMs @40% = 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Outstanding</td>
<td>91-100%</td>
<td>95.5%</td>
<td>8.60</td>
<td>5.73</td>
</tr>
<tr>
<td>B. Very Good</td>
<td>80-90%</td>
<td>85%</td>
<td>7.65</td>
<td>5.10</td>
</tr>
<tr>
<td>C. Good</td>
<td>66-79%</td>
<td>72.5%</td>
<td>6.52</td>
<td>4.35</td>
</tr>
<tr>
<td>D. Average</td>
<td>50-65%</td>
<td>57.5%</td>
<td>5.17</td>
<td>3.45</td>
</tr>
<tr>
<td>E. Below Average</td>
<td>35-49%</td>
<td>42%</td>
<td>3.78</td>
<td>2.52</td>
</tr>
</tbody>
</table>

(iii) Grades from National Defence University will be computed according to the weighted average based on the Grading Key for the range provided by the NDU as reflected in Table-B below:

**TABLE-B**
NATIONAL DEFENCE UNIVERSITY

<table>
<thead>
<tr>
<th>Category</th>
<th>Range</th>
<th>Weighted Average</th>
<th>Points @ 60% = 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Outstanding</td>
<td>76-100%</td>
<td>88%</td>
<td>7.92</td>
</tr>
<tr>
<td>B-Plus. Very Good</td>
<td>66-75.99%</td>
<td>71%</td>
<td>6.39</td>
</tr>
<tr>
<td>B High. Good</td>
<td>61-65.99%</td>
<td>63.5%</td>
<td>5.71</td>
</tr>
<tr>
<td>B Average. Average</td>
<td>56-60.99%</td>
<td>58.5%</td>
<td>5.26</td>
</tr>
<tr>
<td>B Low. Below Average</td>
<td>51-55.99%</td>
<td>53.5%</td>
<td>4.81</td>
</tr>
<tr>
<td>B Minus. Below Average</td>
<td>46-50.99%</td>
<td>48.5%</td>
<td>4.36</td>
</tr>
<tr>
<td>C. Below Average</td>
<td>40-45.99%</td>
<td>43%</td>
<td>3.87</td>
</tr>
<tr>
<td>F. Below Average</td>
<td>35-39.99%</td>
<td>37.5%</td>
<td>3.37</td>
</tr>
</tbody>
</table>

* [(iv) Subsequent to introduction of rationalized grading system by NDU with that of NMC grades with effect from the National](#)  

* Inserted vide Estt. Div’s OM No.1/1/2012-CP-II dated 01-08-2013.
Security & War Course (NSWC) 2012-13, the rationalized result (%age) awarded by the NDU shall be taken for quantification of the Training Evaluation Reports (TERs) in respect of the officers who undergo NSWC at NDU. Provided that previous system of quantifying the TERs on the basis of weighted average grading as tabulated at Clause (iii) above shall continue in respect of such officers who attend mandatory training at NDU prior to NSWC 2012-13].

(b) For allocation of marks in case of promotion to BPS 21, training evaluation reports of NDU/PASC be given 60% weightage and those of NIM be given 40% weightage.

(c) For promotion to BPS 20 posts, NIM evaluation reports and evaluation reports of Mid Career Management Course (MCMC) be given weightage of 60% and 40% respectively.

(d) The condition of allocation of marks to MCMC for promotion of BPS 18 and BPS 19 officers will take effect on availability of evaluation reports on them, written by the concerned Training Institutions after 1st January, 2008.

(e) The officers who have been granted exemption from mandatory training having attained the age of 56 years or completed mandatory period of serving in a Training Institution upto 27-12-2005, may be awarded marks on notional basis for the training factor (for which he/she was exempted) in proportion to the marks obtained by them in the PERs.

(f) Status-quo shall be maintained in respect of officers of special cadres referred to in Part-IV of Guidelines attached with the existing Promotion Policy such as Doctors, Teachers, Professors, Research Scientists and incumbents of purely technical posts for promotion within their own line of specialism. However, for calculation of their comprehensive efficiency index, PERs shall carry 70% marks and consideration by the CSB 30%.

[*8-A DECLINING FROM PROCEEDING TO MANDATORY TRAINING

The nominations for mandatory training having been made in order of seniority, if the officer so nominated for training declines to proceed on training for two consecutive training course, then he/she would forfeit the right to consideration for promotion.

Provided that the Prime Minister may dispense with this provision in any case in the public interest].

9. **COMMUNICATION OF REASONS OF DEFERMENT/ SUPERSESSION TO THE OFFICER CONCERNED**

The officers superseded by the CSB be informed about the reasons for his/her supersession/deferment to enable such officers to improve their performance and to complete their record/any other deficiency, as the case may be.

*[Clarification to Para 9 above]*

The para 9 of the said policy, inter-alia, provides that the officers concerned who have been superseded/deferred on recommendations of the CSB may be informed about the reasons for their supersession/deferment.

I. In this connection, a question has arisen as to when the said reasons be communicated to the officer concerned. The matter has been examined. It is clarified that the officers who have been recommended for supersession/deferment may be informed about reasons of the said supersession/deferment immediate after the recommendations of the DPC/DSB/CSB have been approved by the respective competent authority.

II. All the Ministries/Divisions are requested to note the above clarification and also bring the same to the notice of all Attached Departments/Subordinate offices, under their administrative control.

10. With regard to quorum and recommendations of the CSB it is clarified:-

   (1) that no quorum shall be required for holding CSB’s meetings and;

   (2) the recommendations of the Selection Boards duly approved by the competent authority if not actualized, shall not lapse/require re-submission to the CSB.

11. Instructions contained in the existing Promotion Policy and Guidelines for CSB annexed to the said policy, insofar as such instructions are not inconsistent with the provisions of this O.M., shall remain in force.

12. The Ministries/Divisions are requested to bring this decision to the notice of all Attached Departments/Subordinate Offices, under their administrative control, for compliance.


ADDITIONAL PROVISIONS IN REVISED PROMOTION POLICY-2007

Establishment Division OM No.1/3/2007-CP-II dated 21-10-2007 on the above subject and to state that the Competent Authority has been pleased to approve the following additional provisions in the Promotion Policy which would be immediately applicable:

(i) 2/3 of the vacancies of Senior Joint Secretary (BS-21) are allocated to the officers of Secretariat Group who have completed three years of service (excluding the period spent on training and leave) at their credit in BS-20 as is fixed for the other Occupational Groups and Services for promotion to BS-21 as Senior Joint Secretary (BS-21).

(ii) 1/3 of the vacancies of Senior Joint Secretary (BS-21) are reserved for other Occupational Group and Services to clear their long standing back-log because they have reasonably long length of service in BS-20.

(iii) The condition of having three years of service (excluding the period spent on training and leave) in BS-20 shall also be applicable to all promotions to BS-21 of the officers of all Occupational Groups/Services/Ex-Cadre as a mandatory stay.

(iv) In the case of the officers of Pakistan Administrative Service (PAS) additionally they will be required to serve a mandatory period of two years (excluding leave training and OSD) in the Federal Government in BS-20/21 for their promotion to BS-22 as Federal Secretary.

2. The Ministries/Divisions are requested to bring the aforesaid additional provisions in the Revised Promotion Policy 2007 to the notice of all Attached Departments/Sub-ordinate Offices under their administrative control for information and compliance.

[Authority:—Estt.Div’s OM No. F. 1/1/2012-CP-2 dated 30-01-2013]

Conditions Given at (i) & (iii) above shall be Modified as Under:—

"[On 07-02-2013 the Competent Authority had been pleased to approve that the condition of three years mandatory service in BS-20 shall not be applied for promotion to BS-21 posts. As such, this Division’s O.M. dated 30-01-2013 stand modified to this extent.]"

23.2 Changes in Promotion Policy

The Promotion Policy 1985, as modified from time to time, laid down the course mandatory for promotion to higher posts Effective since 20-03-2009, officers attaining the age of **58 years or above were exempted from mandatory

* Modified vide Estt. Division’s O.M.No.1/1/2012-CP-2 dated 04-04-2013.
** All Kinds of exemptions have been withdrawn on the basis of age w.e.f. 31st July,2016 vide Estt.Div.’s O.M.No.F.10/1/2012- CP-II dated 30-12-2015.
training for promotion to BS-20 and BS-21 posts. Effective since 01-01-2009 Mid Career Management Course (MCMC) is not mandatory for those BS-18 officers who are 50 and above years of age for promotion to BS-19. Para IV of the Promotion Policy 1982, read with Revised Promotion Policy, 2007 provide that PERs of Civil Servants in specialist cadre such as doctors, teachers and professors, research scientists etc, carry 70 Marks and consideration by the CSB 30 marks.

2. Revised Promotion Policy, 2007 *inter-alia* provides as under:

(a) Quantification [PERs – 70. Training Evaluation Reports – 15 CSB evaluation – 15 Total marks – 100]

(b) Award of marks to exemptees for the training factor on notional basis in proportion to the marks obtained by them in the PERs.

3. With the approval of the Competent Authority it has now been decided that existing exemption from SMC and NMC at NIM/NDU on attaining the age of *58 years* for promotion to BS-20 and BS-21 will continue. Such civil servants shall be evaluated by CSB on the basis of 30 marks on the analogy of civil servants of specialist cadre.

4. All Ministries/Divisions are requested to note the above decisions and also bring the same to the notice of their Attached departments/Sub-Ordinate offices Autonomous/Semi-Autonomous Bodies/Corporations for their information and strict compliance.


**23.3 Promotion Policy- Revision of Exemption Policy from Mandatory Trainings**

Refer to Establishment Division’s O.M.No. 1/7/2006-CP-II, dated 31-05-2008 and 10/2/2009-CP-II, dated 20-03-2009 on the following subjects:—

i) Amendment in Promotion Policy-Promotion related Administrative Staff Course (ASC)/ Mid Career Management Course (MCMC) for BS-18 Officers.

ii) Promotion Policy-Grant of Exemption/Waiver from Mandatory Training.

2. The Competent Authority has been pleased to approve to withdraw all kinds of exemptions from mandatory trainings on the basis of age w.e.f. 31st July, 2016 to ensure merit based promotion in the best public interest. However, the exemptions extended already to professional and technical cadres will continue as the Professionals/Technocrats undertake their specialized trainings separately.

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* All Kinds of exemptions have been withdrawn on the basis of age w.e.f. 31st July, 2016 *vide* Estt.Div.’s O.M.No.F.10/1/2012- CP-II dated 30-12-2015.
3. The Ministries/Divisions are requested to bring the aforesaid decision of the Competent Authority to the notice of all concerned including Attached Departments/Sub-ordinate Offices under their administrative control for information.

[Authority: Establishment Division’s O.M.No.F.10/1/2012-CP-II dated 30-12-2015].

23.4 Revision of Nominations for NMC, NS&WC, SMC and MCMC

Refer to Establishment Division’s O.M.No.F.10/1/2012-CP-II dated 30th December, 2015 regarding withdrawal of exemption from mandatory training courses on the basis of age and to state that the competent authority in Establishment Division has been pleased to decide that the officers who will retire during the currency of training may not be nominated for the course.

[Authority: Establishment Division’s O.M.No.F.2.4-2015-T-I dated 06-01-2016].

23.5 Revised Policy Guidelines: Concept of Quantification (May, 1985)

The concept of ‘quantification’ was introduced for processing promotion cases but its very success and wider use has given rise to some unintended consequences indicated below:

(i) Although an average PER is satisfactory and should statistically describe a majority of individuals, it has assumed an adverse aura. A contributory factor has been the 4 marks assigned to it in quantification although this did not affect promotion to non-selection posts since the eligibility threshold was also kept at a score of 40 marks only. The respective thresholds were kept higher for selection posts as “satisfactory performance” was not the most reliable indication for an officer’s capacity to pull on equally well at the next higher level. These considerations do not remain valid however when quantification is extended to review/disciplinary cases and for postings abroad. In such cases, suitability can be judged strictly on performance at the individual’s current level and no adverse inference should be drawn from an average (satisfactory) report.

(ii) The other noticeable trend is towards “Inflated” reporting. To some extent this problem was always around but higher eligibility thresholds fixed for selection posts have added to the pressure on reporting/countersigning officers to be overly generous in their assessments. This trend has touched such proportions that the majority of assessments may well be closer to objectivity if reduced by one rung. In other words, most of the average officers are being graded as ‘good’ and the good as ‘very good’. This acts to the disadvantage of the genuinely outstanding officers. Statistically, the latter should comprise around 3 to 5 per cent whereas many Divisions now boast of 30 or 40 per cent officers in the ‘very good’ category of

* For quantification of PERs, Training Evaluation and CSB Evaluation.
their reports are to be believed.

2. In resolving these difficulties, the following parameters were kept in view:

   (a) the responsibility for accurate assessments should remain squarely on reporting/countersigning officers with minimum interference by Establishment Division;

   (b) it should require little or no change in the present PER form; and

   (c) the new pattern should be easily extendable to cover past confidential reports.

3. The following decisions have accordingly been taken:

   (i) The marks assigned to an average report have been raised to 5 i.e. the middle point on the scale from 0-10 marks. The minimum qualifying score for promotion to non-selection posts (up to pay scale 18) would correspondingly be 50 marks. The eligibility thresholds for selection posts would remain unaffected.

   (ii) The marks for a 'very good' report have been reduced to 8 and a new entry for 'outstanding' carrying 10 marks has been added to the existing gradings. In exceptional cases where the reporting/counter signing officers want to rate an officer as 'outstanding', they may draw in their own hand another box in Part VI of the PER form, initial it and write 'outstanding' on the descriptive side. They would also be required to fully justify this assessment in Part V(c) (by the reporting officer) and Part VII (a) (by the countersigning officer). Unless so justified, the assessment would only be deemed to be 'very good' carrying 8 marks.

   (iii) For past reports, a very good grading will be considered as outstanding and carry 10 marks only if (i) all except one or two entries in Parts II to IV of the current PER form or Part II in the previous format are very good (AI) or (ii) accelerated promotion was recommended.

4. The relevant provisions have been incorporated in the promotion policy. A copy of the revised guidelines and addendum is enclosed. They would replace the existing guidelines and addendum.

[Authority:- Estt. Secretary's d.o. Letter No.10(10)/85-CP-1 dated 15-5-1985].

23.6 Amendment in the Policy Governing Civil Servants on Deputation Abroad

In the Promotion Policy issued on 31-10-1982 as modified in 1985 it was provided that a civil servant on deputation to a foreign government, international agency or a private organization abroad will be considered for promotion only on his return to Pakistan. He will be given intimation and asked to return to Pakistan
before his case comes up for consideration for promotion in accordance with his seniority position. Such an officer will have to earn at least one CR after his return to Pakistan before he is considered for promotion. The clearance/ approval already accorded in the past to promote a deputationist would lapse automatically if he fails to return on expiry of the deputation period already approved by the government.

2. Clarifications issued vide Establishment Division OM No. 10(3)81-CP.I, dated 25-6-1984 (Annex) was also in place. The operative part of the said clarifications is reproduced below:

(i) Promotion of a civil servant on deputation to an international agency, foreign government or private organization abroad will only be considered after he resumes duty on return to Pakistan”.

(ii) Such officers may be given timely intimation to return so that they can earn at least one "annual confidential report before their cases come up for consideration in accordance with their seniority position”.

(iii) If an officer returns, his case will be considered for promotion in the normal course. If he does not return in response to such intimation, his case will be deferred till he returns to Pakistan on completion of 5 years and earns a confidential report on his work for one full year after resuming duty. If approved for promotion, he will regain his original seniority.”

(iv) Government may allow an officer to continue against his assignment abroad even after the expiry of 5 years on the request of the officer or his employer. However in all such cases, the officer’s name will be removed from the existing seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period. An officer’s name would be brought back on the seniority list only after he resumed duty on return. In such cases also, the officer must earn a confidential report for one full year before he is considered for promotion. If approved for promotion, he will not regain his seniority. He will be assigned seniority in the higher post only for the date he assumed its charge”.

3. A question has arisen recently as to whether PER for full year or part thereof is required of civil servants who return from deputation abroad within 3 years. The matter has been examined and it has been decided that such a civil servant (on deputation to an international agency, foreign government or private organization who returns within three years) shall also have to earn one PER for

one full year before his case comes up for consideration for promotion in accordance within his seniority position.


23.7 Policy Governing Promotion of Civil Servants on Deputation Abroad

The existing instructions issued by this Division from time to time regarding promotion of a civil servant on deputation to an international agency, foreign government or private organization abroad require that such a civil servant, upon return from deputation, shall have to earn one PER for one full year before his case comes up for consideration for promotion in accordance with his seniority position.

2. In a recent case coming to the notice of this Division, a civil servant had returned from deputation on 1st January, 2008. He served under two different reporting officers during 1st January to 20th April, 2008 (for less than three months) and could not earn part PER(s) due to factors beyond his control. Certificates in lieu of part PER had been placed on record. He, however, earned PER for the remaining part of 2008. The following questions, have therefore, arisen in this respect:-

(a) What are the exact meaning of “one full year” within the above context?

(b) Whether the certificates for the period from 18th January, 2008 to 21 April, 2008 in lieu of part PERs along with part PERs for the period from 22nd April to 31st December, 2008 fulfills the requirement of earning of PER for full one year in this case?

3. The matter has been examined and it is clarified that the one full year means 12 complete months in a calendar year. Therefore, a civil servant on deputation to foreign government, international agency or a private organization shall have to earn one PER for 12 complete months in a calendar year before his case comes up for consideration for promotion in accordance with his seniority.

4. It is further clarified that whereas the certificate in lieu of part PER is a sufficient document for the purpose of quantification, the said certificate does not reflect the performance of a civil servant needed for consideration for promotion.

5. It has, however, been decided that henceforth if a civil servant upon his return has earned part PER for less than 12 months in a calendar year then a special report for the period of deficiency earned in next calendar year shall be taken into account to complete the requirement of 12 months for the purpose.

[Authority:- Estt. Division’s O.M. No.1/1/2001-CP-II dated 14-05-2009.]
ANNEX
(Sl.No.23.6)

[Copy of the Estt. Div.’s O.M. No. 10(3)/81-CP-I, dated 25-06-1984]

Policy concerning promotion of Civil Servants on Deputation Abroad.— A civil servant, if selected for appointment in any international agency, foreign government or private organization abroad, is permitted to go on deputation for a period of 3 years extendable to 5 years on the request of the deputationist or his employer. After expiry of the approved period of deputation, the deputationist is required to come back and resume duty in the country.

2. While on deputation abroad, a civil servant was considered for promotion in accordance with his seniority position but actual promotion took place after he resumed duty on return to Pakistan. This enabled such civil servants to regain their seniority vis-a-vis their juniors on actual promotion. Experience has shown that despite promotion, these officers seldom return even on completion of their approved deputation period. By the time they return, many officers have lost their utility and experience relevant to service needs. Promoting such officers immediately on return may not, therefore, be in public interest.

3. It has, therefore, been decided with the approval of the President that:

(i) Promotion of a civil servant on deputation to an international agency, foreign government or private organization abroad will only be considered after he resumes duty on return to Pakistan.

(ii) Such officers may be given timely intimation to return so that they can earn at least one annual confidential report before their cases come up for consideration in accordance with their seniority position.

(iii) If an officer returns, his case will be considered for promotion in the normal course. If he does not return in response to such intimation, his case will be deferred till he returns to Pakistan on completion of 5 years and earns a confidential report on his work for one full year after resuming duty. If approved for promotion, he will regain his original seniority.

4. Government may allow an officer to continue against his assignment abroad even after the expiry of 5 years on the request of the officer or his employer. However in all such cases, the officer's name will be removed from the existing seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period. An officer's name would be brought back on the seniority list only after he resumes duty on return. In such cases also the officer must earn a confidential report for one full year before he is considered for promotion. If approved for promotion, he will not regain his seniority. He will be assigned seniority in the higher post only from the date he assumes its charge.
5. All Ministries/Divisions are requested to bring the above instructions to the notice of all civil servants already serving on deputation abroad and those allowed to proceed on deputation in future.

23.8 Restructuring of Criteria for Award of Mark Reserved for Central Selection Board

The Instructions contained in the Promotion Policy, 1982 and the Guidelines for Departmental Promotion Committees/Central Selection Boards issued under Establishment Division's d.o. letter No.10(3)/81-CP-I (Pt) dated 31-10-1982. Read with Revised Promotion Policy, 2007 contained in this Division's OM No.1/3/2007/CP-II dated 24-10-2007, amended from time to time have been reviewed on the basis of recommendations by a Committee on the subject.

2. With approval of the Competent Authority, the following changes are hereby made in the said policies/guideline.

(a) The existing parameters/attributes namely 1) Quality & Output of Work, 2) Variety and Relevance of Experience, 3) Top Management Potential contained in the Guidelines for CSB attached with promotion Policy, 1982 read with Revised promotion Policy, 2007 shall continue to apply for consideration of civil servants for promotion, deferment supersession.

(b) New parameters/attributes namely, 1) Integrity/General Reputation/Perception 2) Personality profile, and 3) Conduct Discipline & Behaviour are added in the said Guidelines attached with 1982 Policy.

(c) Quality & Output work and Integrity contained in the Guidelines attached with 1982 Policy as well as relevant boxes in the PER Forms deleted in 2003, are revived. Changes in the PER forms being issued separately.

(d) A new objective Assessment Form (Annexure-A) for assessment of each officer on the panel by CSB against the attributes namely 1) Quality & Output of Work, 2) Integrity/General Reputation/Perception 3) Variety and relevance of Experience, 4) Top Management Potential, 5)Personality Profile, and 6) Conduct, Discipline & Behaviour is hereby introduced.

(e) The said Objective Assessment Form shall be placed before CSB alongwith panel proforma of every officer for his/her objective evaluation by the CSB. The Board shall assess each officer on the panel on the basis of said parameters/attributes. After assessment/evaluation the CSB shall place the officer in any of the following categories and assign appropriate marks accordingly.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Category</th>
<th>Range of Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Category – A</td>
<td>11 to 15</td>
</tr>
<tr>
<td>2.</td>
<td>Category – B</td>
<td>06 to 10</td>
</tr>
<tr>
<td>3.</td>
<td>Category – C</td>
<td>00 to 05</td>
</tr>
</tbody>
</table>
Sub Para-b of Para-4 of Revised Promotion Policy, 2007 provides that the officers securing requisite percentage of marks viz: 70 and 75 will be promoted to BS-20 & 21 respectively. The said para, is modified as under:

"(b) The Selection Board shall recommend the officers on the panel securing requisite % and above in the efficiency index for promotion unless deferred (in order of seniority, depending upon the number of vacancies). An officer meeting the aggregate threshold shall also be superseded if CSB places him in Category-C. The senior officers, if not recommended for promotion on account of low threshold, shall be superseded whereas the junior officers if not recommended for promotion for want of vacancies shall be deemed not to have been considered".

g. The aforementioned criteria for award of 15 marks by the CSB shall henceforth be treated as part of the Guidelines for Selection Board attached with promotion Policy, 1982.

3. The Promotion Policy, 1982 read with Revised Promotion Policy, 2007 as well as the Guidelines for Departmental Promotion Committees/Central Selection Boards attached with the 1982 Policy shall be deemed to have been modified to the above extent.

4. Instructions contained in the Promotion Policy, 1982 read with Revised Promotion Policy, 2007, as amended from time to time, and Guidelines for Departmental Promotion Committees/Central Selection Boards attached with the 1982 Policy in so far as not inconsistent with the provisions of this OM shall remain in force.

5. Subject to the provisions of Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 and such other rules made under the Civil Servant Act, 1973, the Civil Servant shall be considered for promotion to higher post in accordance with the Promotion Policy issued by the Federal Government for the time being in force. The amendment in the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 shall be notified separately.

6. The Ministries/Divisions are requested to bring this decision to the notice of all Attached Departments/Sub-ordinate Offices under their administrative control for compliance.

[Authority: Estt. Div's OM No. 1/1/2012-CP-2 dated 12-10-2012.]
OFFICER’S NAME:__________________________ SENIORITY NO.:________

GROUP/SERVICE/CADRE:________________ PRESENT SCALE_________

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Parameters/Attributes</th>
<th>Total Marks</th>
<th>Marks Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Output of Work and Quality of Work</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 2.    | Variety & Relevance of Experience  
Secretariat/Field Postings; Federal/Provincial Government Postings; Leadership/Routine Postings; Deputation/Foreign Postings. |             |                |
| 3.    | Professional Expertise. | 10          |                |
| 4.    | Personality Profile  
(As known to the Board Members) |             |                |
| 5.    | Conduct, Discipline and Behaviour  
(Observation by RO/CO during last 05 years or as known to the Board Members) |             |                |
| 6.    | Functional Ability and Leadership |             |                |
| 7.    | Estimated Potential for Middle/Higher Management |             |                |
| 8.    | Integrity/General Reputation/Perception  
On the basis of PERs/TERs/Opinion of the Board* | 5            |                |
| 9.    | Total Marks by CSB | 15          |                |
| 10.   | Overall Category  
Cat-A (11-15)  
Cat-B (06-10)  
Cat-C (0-05) |             |                |

*An officer under consideration, getting less than 3 out of five under this parameter may be deferred or superseded by the CSB at their discretion but with reasons to be recorded in writing.

__________________________________________
Secretary CSB

__________________________________________
Dated__________________________

(Chairman CSB)
23.9 Equivalence of PER Grading in Defence and Civilian Organizations

According to the latest Promotion Policy, the equivalence of the overall PER grading for civilian officers serving in defence organizations vis-à-vis those in the civil organizations is as under:

<table>
<thead>
<tr>
<th>PER grading in the Army</th>
<th>PER grading as in the Promotion Policy</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Outstanding</td>
<td>Outstanding</td>
<td>10</td>
</tr>
<tr>
<td>(b) Above Average</td>
<td>Very good</td>
<td>8</td>
</tr>
<tr>
<td>(c) High Average</td>
<td>Good</td>
<td>7</td>
</tr>
<tr>
<td>(d) Average</td>
<td>Average</td>
<td>5</td>
</tr>
<tr>
<td>(e) Low Average</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>(f) Below Average</td>
<td>Poor (unfit for promotion)</td>
<td>0</td>
</tr>
</tbody>
</table>

3. The quantification of marks for entries of “Quality and Output of Work” and “Integrity” would be as under:

<table>
<thead>
<tr>
<th>PER grading in the Army</th>
<th>PER grading as in the Promotion Policy</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Outstanding</td>
<td>Outstanding</td>
<td>10</td>
</tr>
<tr>
<td>(b) Above Average</td>
<td>Very good</td>
<td>8</td>
</tr>
<tr>
<td>(c) High Average</td>
<td>Good</td>
<td>7</td>
</tr>
<tr>
<td>(d) Average</td>
<td>Average</td>
<td>5</td>
</tr>
<tr>
<td>(e) Low Average</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>(f) Below Average</td>
<td>Poor (unfit for promotion)</td>
<td>0</td>
</tr>
</tbody>
</table>


23.10 Civil Servants (Promotion to the Post of Secretary, BS-22 and Equivalent) Rules, 2010

In exercise of the powers conferred by sub-section (1) of section 25 of the Civil Servants Act, 1973 (LXXI of 1973), read with proviso to sub-section (1) of section 9 of the said Act, the Federal Government is pleased to make the following rule, namely:-
1. Short title, application and commencement. – (1) These rules may be called the *Civil Servants (Promotion to the post of Secretary, BS-22 and equivalent) Rules, 2010.*

i. These rules shall apply to all posts in Basic Scale 22 in the All Pakistan Services or, as the case may be, civil service of the Federation or posts in connection with the affairs of the Federation, including the post in BS-22 as Secretary in the Secretariat Group or equivalent in the regularly constituted Occupational Groups and Services and any such post connected with defence, hereinafter referred to as post of Basic Scale 22 in the Federal Government, but shall not apply to the technical posts specified in clause (c) of paragraph 7 (a) of the Finance Division's O.M. F.1 (I) Imp./83, dated the 18th August, 1983, read with instructions issued from time to time lastly modified vide Establishment Division's O.M. No. F.8/3/2006-CP-5 dated 07-05-2009.

ii. They shall come into force with immediate effect.

2. Definitions.— In these rules, unless there is anything repugnant in the subject or context,—

(a) “Appendix” means Appendix to these rules;

(b) “Appointing Authority” means the Prime Minister;

(c) “Board” means the High Powered Selection Board constituted under rule 5;

(d) “Government” means the Federal Government; and

(e) “Secretary” means the Secretary to the Government of Pakistan.

3. Manner of Promotion.— (1) The posts in BS-22 in the Federal Government shall be filled in by promotion from amongst the officers specified in sub-rule (2) with the approval of the appointing authority on the recommendations of the Board.

(2) The officers holding post in Basic Scale 21 on regular basis in an All Pakistan Service or, as the case may be, a civil service of the Federation or a post in connection with the affairs of the Federation and possessing the length of service and fulfilling other conditions specified in rule 4, shall be eligible for promotion to a post in Basic Scale 22 in the respective service, group or cadre to which the officer for the time being belongs:

*Provided that the post of Secretary in BS-22 in the Secretariat Group may be filled in by promotion in the public interest from amongst officers of regularly constituted Occupational Groups and Services possessing the length of service and fulfilling other conditions specified in rule 4, holding, on regular basis, posts in Basic Scale 21.*

(3) Nothing in this rule shall prevent a post in Basic Scale 22 or equivalent already reserved for initial appointment in accordance with the method
of appointment laid down under sub-rule (2) of rule 3 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, in filling such post in accordance with such method.

4. **Length of service and other conditions for promotion.** – An officer shall possess the length of service and fulfill the following conditions for promotion to a post in Basic Scale 22 including the post in BS-22 as Secretary in the Secretariat Group or equivalent in the regularly constituted Occupational Groups and Services in the Federal Government;

   (i) Twenty-five years service in Basic Scale 17 and above, excluding the period of suspension not counted as duty and extraordinary leave, and has completed at least two years in a post in Basic Scale 21.

   (ii) At least three “very good” reports during the last six years;

   (iii) No penalty under Government Servants (Efficiency and Discipline) Rules 1973 or under the Removal from Service (Special Powers) Ordinance, 2000 (since repealed) has been imposed upon him during his tenure in BS-21; and

   (iv) Possesses sufficient variety of experience. Explanation: For the purpose of this rule, experience in the Secretariat or, as the case may be, in any field office shall be an added qualification.

5. **Constitution of High Power Selection Board.** – (1) The Federal Government shall constitute a High Powered Selection Board comprising the following:

   - Prime Minister
   - Principal Secretary to Prime Minister
   - Cabinet Secretary
   - Secretary, Establishment Division
   - Administrative Secretary concerned

   Chairman
   Member
   Member
   Member/ Secretary to the Board
   Co-opted Member

   **Note:** The Chairman may invite any officer holding the post in BS-22 for consultation where deemed appropriate.

   (2) A panel of eligible officers in the order of their seniority shall be submitted to the Board.

   (3) The Establishment Division shall perform the functions of Secretariat of the Board.

6. The existing provisions contained in the Office Memoranda about regularly constituted Occupational Group or Service specified in the Appendix A shall be deemed to have been modified to the above extent.
APPENDIX-A
(See rule 6)

Occupational Groups & Services

<table>
<thead>
<tr>
<th>Name of the Occupational Group/Service</th>
<th>OM constituting the Group/Service as amended from time to time</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Commerce and Trade Group</td>
<td>OM No.6/2/75-ARC dated 08-05-1975</td>
</tr>
<tr>
<td>3. &quot;Customs &amp; Excise Group</td>
<td>OM No.5/2/75-ARC dated 09-05-1975 read with OM No. 6/2/2009-CP.II dated 12-09-2009</td>
</tr>
<tr>
<td>4. Economists and Planners Group</td>
<td>OM No.10/2/75-ARC dated 25-03-1976</td>
</tr>
<tr>
<td>5. &quot;Foreign Service of Pakistan</td>
<td>OM No.3/2/74-ARC dated 08-04-1974</td>
</tr>
<tr>
<td>7. Information Group</td>
<td>OM No.2/8/75-ARC dated 17-06-1977</td>
</tr>
<tr>
<td>8. Military Lands and Cantonment Group</td>
<td>OM No.9/2/75-ARC dated 11-05-1975</td>
</tr>
<tr>
<td>11. Office Management Group</td>
<td>OM No.1/2/74-ARC dated 27-01-1975</td>
</tr>
<tr>
<td>12. Secretariat Group</td>
<td>OM No.2/2/75-ARC dated 12-04-1976</td>
</tr>
</tbody>
</table>


*Renamed as “Pakistan Audit & Accounts Service” vide Estt. Div.’s O.M.No.1/17/92-CP-II dated 10-12-2002.
**Renamed as “Pakistan Customs Service” vide Estt. Div.’s O.M.No.6/2/2009 CP-II dated 12-09-2009.
*** Renamed as “Foreign Service of Pakistan” vide SRO 936(1)/83 dated 29-09-1983.
@@Renamed as “Pakistan Administrative Service” vide Estt. Div.’s O.M.No.6/3/2012 CP-II dated 21-05-2012
I. General

1. The DPC/CSB shall consider the cases of eligible civil servants in order of seniority and either:-

(a) recommend a civil servant for promotion to the next higher post; or

(b) recommend a civil servant for supersession; or

(c) defer consideration of a civil servant's promotion provided that this step will be taken only if:-

(i) the CR dossier is incomplete or any other document/information required by the DPC/CSB for determining a civil servant's suitability for promotion is not available; or

(ii) disciplinary or departmental proceedings are pending against the civil servant whose promotion case comes up for consideration before the DPC/CSB; or

(iii) the civil servant is on deputation abroad to a foreign government, private organisation or international agency; or

(iv) the civil servant does not possess the requisite length of service; or

(v) the civil servant has not undergone the prescribed training or passed the departmental examination for reasons beyond his control; or

(vi) the civil servant's inter-se-seniority is subjudice.

** [2. If a civil servant is superseded he will not be considered for promotion unless he has earned PERs for one full year. If he is again superseded, he shall lose eligibility for further consideration]. The following illustration/elaboration further clarify the position:-

* Sub para (vi) has been withdrawn vide Estt.Div.'s O.M. No. 1/1/2012-CP-II dated 29-01-2016. Please see footnote given at Sl.No.23.1 under para 1(b)(vi) of Revised Promotion Policy,2007.

PERs for one full year shall imply, one full year PER(s) earned after consideration/supersession by the Selection Board and will include the PER which was neither due nor placed before the Selection Board even if it relates to the previous year.

**Illustration I**

If an officer ‘A’ is considered by the Selection Board in Jan, 2007 when his PER for 2006 is neither due nor placed before the Selection Board and superseded. He will be considered after earning one full year PERs for 2006.

**Illustration II**

If an officer ‘B’ is considered by the Selection Board in January, 2007 when his PER for 2006 is not due but placed before the Selection Board and superseded. He will be considered after earning one full year PERs for 2007.

**Illustration III**

If an officer ‘C’ is considered by the Selection Board in May, 2007 when his PER for 2006 is due and placed before the Board and superseded. He will be considered after earning the PER of 2007.

3. The civil servant whose promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist provided that a civil servant falling in the category mentioned in 1(c) (iii) above will be considered for promotion only on his return to Pakistan. If such an officer fails to return on expiry of his approved deputation period, he will have to earn at least one PER after his return to Pakistan before he is considered for promotion.

4. For the purpose of consideration by the DPC/CSB the PERs will be quantified according to the formula given in the Addendum. The civil servants, who fail to come up to the qualifying score, shall not normally be considered for promotion. Relaxation of this condition may only be recommended by the DPC/CSB after recording detailed reasons for the approval of the competent authority.

II. **Promotions on Seniority-cum-Fitness Basis**

1. Posts carrying basic pay scale 19 or below are non-selection posts. Promotions to these posts are to be processed by the Selection Board on the basis of seniority-cum-fitness i.e. 100% on PERs. The condition of successful completion of training courses shall continue, as heretofore. Fitness would be assessed primarily on the officer's work in the lower post.

2. For promotion to a post in basic pay scale 18, however, a civil servant must fulfill the following additional requirements:

(a) Qualifying Service: possess five years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983.

(b) Eligibility Threshold: attain a minimum score of 50 marks for his CRs in accordance with the formula given in the addendum.

(c) Departmental Examination and Training Courses: The condition of passing the departmental examination and successful completion of training courses shall continue as heretofore.

(d) For Promotion to Posts in BPS 18 and 19: a minimum of two officers per vacancy depending on the availability of eligible officers in the cadre.

3. If only 2 reports or less have been recorded on a civil servant's work against a post in basic pay scale 17, the reports earned by him in the next lower posts should also be included in the quantification.

4. Posts carrying basic pay scale 19 are generally supervisory posts. Supervision can be effective only if the supervisor has the relevant experience. These officers are also required to make contribution to policy-making at the lowest rung of the policy-making hierarchy. For promotion to these posts, therefore, a civil servant must fulfill the following requirements:-

(a) Qualifying Service: possess 12 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983.

(b) Eligibility Threshold: attain a minimum score of 60 marks in the CRs in accordance with the formula given in the addendum.

(c) Qualifications: as prescribed by the relevant recruitment rules.

(d) Relevance of Experience: possess experience relevant to the functions of the post to which promotion is being made.

(e) "Quality and Output of Work" and "Integrity": marks calculated in accordance with the formula in the Addendum read with Promotion Policy, 2007 shall be important factors in determining the comparative merit of an officer.

III. Promotion to Selection Posts

1. Posts in BPS 20 and 21 are selection posts. Promotion to these posts is to be processed through the Central Selection Boards.
2. In order to ensure that selection by these Boards does not amount to a mere elimination of the unfit, the Establishment Division shall place a larger panel of eligible officers before the Boards. Depending on the availability of eligible officers in a cadre, the number of officers to be included in the panel shall be as follows:

- For promotion to middle (BPS 20) and senior (BPS 21) management posts: A minimum of 3 officers per vacancy depending on the availability of eligible officer in the cadre.

3. For selection posts, entries under "Quality and Output of Work" and "Integrity" in all the PERs recorded on the civil servant during his service as an officer will also be quantified in accordance with formula given in the Addendum. These marks shall be a crucial factor in determining comparative merit of officers for promotion to selection posts.

4. Posts carrying basic pay scale 20 are middle management posts. Field offices are generally headed by the officers in this scale. It is, therefore, essential that in addition to the relevance of experience these officers must also have a sufficient variety and width of experience so that:

   (i) they acquire an overview of the functions performed by these organizations within the broader framework of government's overall objectives/activities to ensure smooth and effective management at the field level; and

   (ii) they can lend pragmatism to policy formulation in assignments at the Secretariat.

Variety of experience would include experience in the field, corporations, attached departments, different Ministries/Divisions and in our Missions abroad. For promotion to middle management posts, a civil servant must fulfil the following requirements:

- (a) Qualifying Service: possess 17 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983.

- (b) Eligibility Threshold: attain a minimum score of 70 marks in the CRs in accordance with the formula given in the Addendum.

- (c) Qualifications: as prescribed by relevant recruitment rules.

- (d) Relevance of Experience: possess experience relevant to the functions of the post to which promotion is being made.
(e) "Quality and Output of Work" and "Integrity": marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.

(f) Variety of Experience: the Selection Board should give due consideration to the nature of duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well rounded experience should normally be preferred particularly if he has served with distinction in unattractive areas. While some exposure to a corporation, autonomous body or an ex-cadre assignment may be considered a positive feature, this would not be so where an officer has stayed away from his parent cadre for too long.

(g) Training: should have successfully completed a regular course at NIM or an equivalent course in another institution.

5. Posts carrying basic pay scale 21 fall in senior management involving important policy-making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Board will have to apply its collective wisdom to determine the same. A civil servant must fulfil the following conditions for promotion to senior management post:

(a) Qualifying Service: possess 22 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983.

(b) Eligibility Threshold: attain a minimum score of 75 marks in CRs in accordance with the formula given in the Addendum.

(c) Qualifications: as are prescribed by relevant recruitment rules.

(d) Relevance of Experience: possess experience relevant to the functions of the post being filled by promotion.

(e) "Quality and Output of Work" and "Integrity": marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.

(f) Variety of Experience: the Selection Board should give careful consideration to the nature of duties, duration and location of posts previously held by the officer. At this level, a proper assessment
under the criterion may require some distinction between hard or taxing assignments (on account of workload or its complexity) viz-a-viz relatively routine, duties particularly in the secretariat. Depending on the posts to be filled, an officer possessing well-rounded experience with adequate exposure to difficult assignments should normally be preferred.

(g) Training: should have successfully completed a regular course at the Pakistan Administrative Staff College/National Management College. This requirement will be waived for officers who:

(i) have served as head of a training institution for at least one year; or

(ii) have served on the directing staff of a training institution for at least two years; or

(iii) have exceeded the age of 56 years.

(h) Top Management Potential: since officers promoted to this level may be called upon to hold independent charge of a Ministry/Division or to head a major corporation, the Board should satisfy itself about the officer’s maturity, balance and ability to assume such top management positions even at short notice.

IV. Specialist Cadres

Part II and III of the guidelines will not be strictly applicable to civil servants who are in specialist cadres such as doctors, teachers and professors, research scientists and incumbents of purely technical posts for promotion within their own line of specialism. The criteria for promotion in their case would continue to be the technical qualifications, experience and accomplishments (research, publications etc.) relevant to their specialism. However, for calculation of their comprehensive efficiency index, PERs shall carry 70% marks and consideration by the CSB 30%.

23.11 Issuance of Revised PER Forms

This Division’s OM No. F.1/1/2012-CP-2 dated 12th October, 2012 on the above subject and to invite attention towards para-2 (c) of the OM under reference whereby the decision to revive the relevant boxes in the PER forms, deleted in 2003, was circulated

2. It has now been decided that the PERs in respect of all officers in BS-17 & 18 as well as in BS-19 & 20 will be written on the revised PER Forms. The Revised Forms will be available on the website of the Establishment Division id est http://www-establishment.gov.pk for convenience of all concerned. The

* All Kinds of exemptions have been withdrawn on the basis of age w.e.f. 31st July, 2016 vide Estt.Div.’s O.M.No.F.10/1/2012- CP-II dated 30-12-2015.
PERs for the calendar year 2013 will be initiated on the Revised Forms. Similarly, in respect of FBR and its lower formations, the PERs for FY 2012-13 shall be initiated on the Revised Forms.

3. The Ministries/Divisions are requested to bring this decision to the notice of all Attached Departments/Sub-ordinate Offices under their administrative control for compliance.

[Authority: Estt. Div's OM No. 3/2/2012-CP-II dated 15-08-2013]

23.12 Quantification for Quality and Output of Work

With reference to Promotion Policy issued vide Establishment Secretary’s d.o. letter No. 10(10)/85-CP-I, dated 15-5-1985, it is stated that a query has been raised about the quantification of marks for Quality and Output of Work’ and ‘Integrity’. It is clarified that the Promotion Policy is applicable only to overall grading under Part V of the confidential reports. As regards ‘Quality and Output of Work’ and ‘Integrity’, the entries remain the same and will carry their earlier marks except for ‘Average (B)’ rating which has been raised to 5 marks. The marks for the respective entries under these two items would, therefore, be as follows:-

<table>
<thead>
<tr>
<th>Entry</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 1</td>
<td>10</td>
</tr>
<tr>
<td>A</td>
<td>7</td>
</tr>
<tr>
<td>B</td>
<td>5</td>
</tr>
<tr>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>D</td>
<td>0</td>
</tr>
</tbody>
</table>

2. In the Examples VIII & IX, the score for very good has incorrectly been shown as ‘8’ which should be corrected to read as ‘10’ and the examples should be re-worked accordingly.

3. These instructions may please be brought to the notice of all concerned.

[Authority:— Estt. Division's O.M. No. 10(10)/85-CP-I, dated 11-8-1985].
QUANTIFYING THE CONFIDENTIAL REPORTS

I. OVERALL ASSESSMENT

1. All Confidential Reports (CRs) recorded during service as an officer will be considered for promotion to posts carrying basic pay scales 18 to 21 or equivalent.

2. (a) The overall gradings in the CRs are allocated the following marks:

<table>
<thead>
<tr>
<th>Overall Grading</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) Outstanding</td>
<td>10</td>
</tr>
<tr>
<td>(ii) Very Good</td>
<td>8</td>
</tr>
<tr>
<td>(iii) Good</td>
<td>7</td>
</tr>
<tr>
<td>(iv) Average</td>
<td>5</td>
</tr>
<tr>
<td>(v) Below Average</td>
<td>1</td>
</tr>
<tr>
<td>(vi) Poor</td>
<td>0</td>
</tr>
</tbody>
</table>

(b) Separate grading of ‘Outstanding’ has now been introduced but for past reports, a ‘Very Good’ grading will be considered ‘Outstanding’ and carry 10 marks only if (i) all except 1 or 2 entries in parts II to IV of the current PER form or Part-II in the previous format are ‘Very Good’ (A-1) or (ii) accelerated promotion was recommended.

(c) If the overall grading in a CR is ambiguous e.g. placed between ‘Good’ and ‘Average’, the quantification will be based on the lower rating.

(d) In case the assessment of the countersigning officer differs from that of the reporting officer in any CR, the quantification will be based on the overall grading recorded by the countersigning officer.

(e) Where two or more confidential reports were initiated in a calendar year, the marks for that year will be worked out as their average or

* The calculations in the Addendum are subject to modifications as in Revision of Promotion Policy.

** The Performance Evaluation Report (PER), at present categorized as ‘Confidential’ has been re-categorized as ‘Restricted’ and the word ‘Confidential’ appearing on top of Page 1 of PER forms substituted with the word ‘Restricted’. In pursuance of this decision the existing para 5.3 of the Booklet ‘A’ Guide to Performance Evaluation (2004 Edition) has also been substituted as follows:

“5.3 Performance of the Officer reported upon shall be shown to him/her/on his/her request.”

arithmetic mean unless the officer was promoted during the year when the relevant part reports or their arithmetic mean, where required, would be treated as independent PERs for the respective levels.

3. The marks for CRs will be computed separately for each level of posts carrying the same basic pay scale and a weighted aggregate score will be worked out as follows:

- **First Step**
  
  Arithmetic mean will be calculated for each calendar year containing 2 or more CRs vide 2(e) to derive the PER score for that year as follows:
  
  \[
  \overline{M} = \frac{\sum M_y}{N_y}
  \]
  
  - Where
    
    \(M_y\) = marks vide para 2 (a) for each CR recorded in calendar year ‘y’.
    
    \(N_y\) = Number of CRs recorded in year ‘y’.
    
    and \(\sum\) stands for summation.

- **Second Step**
  
  Average marks for each level will be calculated according to the following formula:
  
  \[
  \text{Average marks} = \frac{\sum M}{T}
  \]
  
  - Where
    
    \(M\) = Marks for PERs vide paras 2(a) and 2(e); and
    
    \(T\) = Total number of PERs in posts at that level.

- **Third Step**
  
  Weightage for posts held at each level will be given as follows in computing the aggregate score against a uniform scale of 100 marks for promotion:
  
  (i) to post carrying basic pay scale 18 \(10xA\)
  
  (ii) to post carrying basic pay scale 19 \((6xB)+(4xA)\)
  
  (iii) to post carrying basic pay scale 20 \((5xC)+(3xB)+(2xA)\)
  
  (iv) to post carrying basic pay scale 21 \((5xD)+(3xC)+(A+B)\)
- Where

A = Average marks for reports in posts carrying basic pay scale 17
B = Average marks for reports in posts carrying basic pay scale 18
C = Average marks for reports in posts carrying basic pay scale 19
D = Average marks for reports in posts carrying basic pay scale 20

- Fourth Step

The following additions/deductions shall be made in the total marks worked out in [third step] -

A. Additions:

Officers who serve as members of the faculty in the government training institutions for a minimum of one year in continuity, shall be awarded extra points (maximum upto five points) towards their “blood count” for the purpose of promotion as per the following criteria:

- (a) National Management College
- (b) Executive Development Institute
- (c) National Institute of Public Policy
- (d) National Defence University (NDU)
- (e) Pakistan Administrative Staff College
- (f) National Institute of Management
- (g) Civil Service Academy and all other Government Training Institutions including those meant for specialized training.

| (a) | National Management College | 3 Marks (a) to (e) |
| (b) | Executive Development Institute |
| (c) | National Institute of Public Policy |
| (d) | National Defence University (NDU) |
| (e) | Pakistan Administrative Staff College |
| (f) | National Institute of Management | 2 Marks for (f) |
| (g) | Civil Service Academy and all other Government Training Institutions including those meant for specialized training. | 1 Mark for (g) |

B. Deductions:

- (i) For each major penalty imposed under the Govt. Servants (Efficiency and Discipline) Rules, 1973 | 5 Marks |
- (ii) For each minor penalty imposed under the Government Servants (Efficiency and Discipline) Rules, 1973 | 3 Marks |
- (iii) For adverse remarks deductions be made for such remarks only as were duly conveyed to the officer concerned and were not expunged on his representation, or the officer did not represent. | 1 Mark per CR containing adverse remarks. |

C. **Clarification:**

(a) The officers who had served in a government training institution, including those meant for specialized training in any particular cadre for a period of 2 years or more before 02-01-2006, would continue to get 2 additional marks as per policy in force at that time.

(b) The officers who are posted on or after 02-01-2006 in the institutions, would get additional marks on the completion of one year in terms of modified policy. Similarly, the officers who were serving in training institutions but had not completed 2 years on 02-01-2006 would not get 2 additional marks, but get 3, 2 or 1 mark, as the case may be, in accordance with the modified policy.

➢ Example-I

A civil servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following gradings during his service against posts carrying:

<table>
<thead>
<tr>
<th>Pay Scale</th>
<th>Gradings</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>4 Good and 1 Average</td>
</tr>
<tr>
<td>18</td>
<td>2 Very Good, 6 Good and 1 Average of which the average report and two good reports were earned in one calendar year. The other reports covered full calendar years.</td>
</tr>
<tr>
<td>19</td>
<td>1 Outstanding and 4 Good.</td>
</tr>
</tbody>
</table>

He has served for 3 years in a training institution. His marks for the CRs will be worked out as follows:

➢ First Step

Average/arithmetic mean, for 2 'Good' and 1 Average report earned in one calendar year. 

\[
\frac{(7 \times 2) + (5 \times 1)}{3} = 6.3
\]

➢ Second Step

Average marks for posts carrying basic pay scale 17.

\[
\frac{(7 \times 4) + (5 \times 1)}{5} = 6.6
\]

Average marks for posts carrying basic pay scale 18.
\[
\frac{(8 \times 2) + (7 \times 4) + 6.3}{7} = 7.1
\]

Average marks for posts carrying basic pay scale 19.
\[
\frac{(10 \times 1) + (7 \times 4)}{5} = 7.6
\]

- Third Step
\[(5 \times 7.6) + (3 \times 7.1) + (2 \times 6.6) = 72.5\]

- Fourth Step
Marks for CRs 72.5
Add for service in a training institution 2.0
-----
74.5
-----

His final score for CRs will be. 74.5

- Example-II

A civil servant is being considered for promotion to a post carrying basic pay scale 19. He earned the following gradings during his service against posts carrying:

pay scale 17 3 Good and 2 Average.
pay scale 18 5 Good and 2 Average.

A minor penalty under the Government Servants (Efficiency and Discipline) Rules, 1973 was imposed on him. He also earned adverse remarks in 2 reports.

His marks for the CRs will be worked out as follows:

- First Step:
Average marks for posts carrying basic pay scale 17.
\[
\frac{(7 \times 3) + (5 \times 2)}{5} = 6.2
\]

Average marks for posts carrying basic pay scale 18.
\[
\frac{(7 \times 5) + (5 \times 2)}{7} = 6.4
\]

- Second Step
\[(6 \times 6.4) + (4 \times 6.2) = 63.2\]
Third Step

Marks for CRs 63.2
Less
(i) for minor penalty 3
(ii) for adverse remarks 2
\[-5\]

His final score for CRs will be 58.2.

4. The weightage in the second step at para 3 will be modified to correspond to the number of levels actually served in government in cases where:

(i) the officer joined government service directly in a post carrying basic pay scale 18 or above; or

(ii) the officer has not served against any post carrying an intervening basic pay scale.

Example-III
A civil servant who has joined government service in a post in pay scale 18 is being considered for promotion to a post carrying pay scale 20. He earned the following gradings during his service against posts carrying:

- pay scale 18: 2 Very Good, 3 Good and 2 Average.
- pay scale 19: 2 Very Good and 3 Good.

His marks for the CRs will be worked out as follows:

First Step:

Average marks for posts carrying basic pay scale 18
\[
\frac{(8\times2)+(7\times3)+(5\times2)}{7} = 6.7
\]

Average marks for posts carrying basic pay scale 19
\[
\frac{(8\times2)+(7\times3)}{5} = 7.4
\]

Second Step
\[
(6\times7.4+(4\times6.7)) = 71.2
\]

Third Step
Marks for CRs 71.2

His final score for CRs will be 71.2
Example-IV

A civil servant is being considered for promotion to a post carrying basic pay scale 19 in a cadre where no post exists in basic pay scale 18, he has earned 1 Very Good, 7 Good, 5 Average and one Below Average reports (with adverse entries) in his present post carrying basic pay scale 17. His marks for CRs will be worked out as follows:

- First Step

\[
\text{Average marks for post carrying basic pay scale 17} = \frac{(8\times1)+(7\times7)+(5\times5)+(1\times1)}{14} = 5.9
\]

- Second Step

(10 x 5.9) = 59

- Third Step

Marks for CRs = 59
Less for adverse remarks = -1
His final score for CRs will be = 58

5. Where only two reports or less are available on an officer against posts in a particular basic pay scale, these CRs will be added to the CRs earned in the lower post for calculating the average marks at that level and the principle laid down in para 4 will apply to the weightage to avoid any undue bias attaching to the reports in question.

Example-V

A civil servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following gradings during his service against posts carrying:

<table>
<thead>
<tr>
<th>Pay Scale</th>
<th>Grading</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>4 Very Good, 4 Good and 2 Average.</td>
</tr>
<tr>
<td>18</td>
<td>1 Average and 1 Below Average.</td>
</tr>
<tr>
<td>19</td>
<td>2 very Good, 5 Good and 1 Average.</td>
</tr>
</tbody>
</table>
His marks for CRs will be worked out as follows:

- **First Step**
  
  Average marks for posts carrying basic pay scale 17
  \[
  \frac{(8 \times 4) + (7 \times 4) + (5 \times 2) + (5 \times 1) + (1 \times 1)}{12} = 6.3
  \]

  Average marks for posts carrying basic pay scale 19
  \[
  \frac{(8 \times 2) + (7 \times 5) + (5 \times 1)}{8} = 7.0
  \]

- **Second Step**
  
  \[
  (6 \times 7) + (4 \times 6.3) = 67.2
  \]

- **Third Step**
  
  Marks for CRs
  \[
  \frac{67.2}{\text{His final score for CRs will be}} = 67.2
  \]

**Note:** Independent weightage for only 2 reports against the post in basic pay scale 18 would have skewed his score to 58.

- **Example-VI**
  
  A civil servant being considered for promotion to a post in basic pay scale 18 has earned only 2 reports against his present post but had served for 6 years against a post in basic pay scale 16. He earned the following gradings in his CRs:

  - Pay scale 17: 2 Good.
  - Pay scale 16: 4 Good and 2 Average.

  His marks for CRs will be worked out as follows:

  - **First Step**
    
    Average marks
    \[
    \frac{(7 \times 2) + (7 \times 4) + (5 \times 2)}{8} = 6.5
    \]

  - **Second Step**
    
    \[
    (10 \times 6.5) = 65
    \]

  - **Third Step**
    
    Marks for CRs
    \[
    \frac{65}{\text{His final score for CRs will be}} = 65
    \]
6. Where an officer appointed to a higher post on acting charge basis is considered for regular promotion to that post, the CRs earned during his acting charge appointment will be added to the CRs earned in the lower post for calculating average marks.

- Example-VII

A civil servant appointed on acting charge against a post carrying basic pay scale 19 is to be considered for regular promotion against that post. He has earned 2 good reports in his assignment on acting charge and the following gradings against earlier posts:

- pay scale 17: 3 Good and 2 Average.
- pay scale 18: 2 Very Good, 4 Good and 2 Average.

His marks for CRs will be worked out as follows:

- First Step

  \[ \text{Average marks for posts carrying basic pay scale 17} = \frac{(7 \times 3) + (5 \times 2)}{5} = 6.2 \]

  \[ \text{Average marks for posts carrying basic pay scale 18} = \frac{(8 \times 2) + (7 \times 4) + (5 \times 2) + (7 \times 2)}{10} = 6.8 \]

- Second Step

  \[ (6 \times 6.8) + (4 \times 6.2) = 65.6 \]

- Third Step

  \[ \text{Marks for CRs} = 65.6 \]

  \[ \text{His final score for CRs will be} = 65.6 \]

II. QUALITY AND OUTPUT OF WORK

7. Paragraphs 1 & 2 of the above computation will apply *mutatis mutandis* to quantification of grading recorded on 'Quality and Output of Work' in the CRs.

8. The aggregate score for 'Quality and Output of Work' will be calculated as follows:
\[ \Sigma \text{(Marks x No. of CRs containing the respective grading)} \]

Aggregate score = \[ \frac{\Sigma \text{(Marks x No. of CRs containing the respective grading)}}{\text{Total No. of CRs}} \] \times 10

- **Example-VIII**

  In 17 CRs as civil servant earned the following gradings against the entry for 'Quality and Output of Work':

<table>
<thead>
<tr>
<th>Grading</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Good</td>
<td>5</td>
</tr>
<tr>
<td>Good</td>
<td>8</td>
</tr>
<tr>
<td>Average</td>
<td>4</td>
</tr>
</tbody>
</table>

  His aggregate score in 'Quality and Output of Works' will be as follows:

  \[ \text{Aggregate score} = \frac{[(10 \times 5) + (7 \times 8) + (5 \times 4)]}{17} \times 10 = 74.12 \]

**III. INTEGRITY**

  9. Similarly, the aggregate score of 'Integrity' will be calculated as follows:

  \[ \Sigma \text{(Marks x No. of CRs containing the respective grading)} \]

  Aggregate score = \[ \frac{\Sigma \text{(Marks x No. of CRs containing the respective grading)}}{\text{Total No. of CRs}} \] \times 10

- **Example-IX**

  In 22 CRs a civil servant earned the following gradings against the entries on 'Integrity':

<table>
<thead>
<tr>
<th>Grading</th>
<th>Moral</th>
<th>Intellectual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Good</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Good</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>Average</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>

  His aggregate score in 'Integrity' will be as follows:

  \[ \text{Moral} = \frac{[(10 \times 4) + (7 \times 12) + (5 \times 6)]}{22} \times 10 = 70 \]

* Corrected vide Estt. Div.'s OM No. 10(10/85-CP.I, dated 11-8-1985.*
Intellectual

\[
\frac{[(10\times5)]+(7\times12)+(5\times5)}{22} \times 10 = 72.27
\]

Note: The Promotion Policy has been revised which reflected two changes viz-

(i) PERs in respect of two preceding grades (BPS) or the last 15 years whichever is more are to be quantified.

(ii) Quantification of PERs relating to present grade (BPS and previous grade(s) (BPS) 60%:40% have been awarded 70 marks.

[End]

23.13 Quantification of Two or More Confidential Reports Pertaining to a Calendar Year

Reference Establishment Division's D.O. No.10(10)/85-CP.I, dated 15-5-1985. The question of quantification of two or more confidential reports initiated in a calendar year on the basis of average or arithmetic mean has been under consideration in the Establishment Division. It has been observed that quantification of part report of smaller period overrides the report of larger portion of the year, when calculated on the basis of average or arithmetic mean as is illustrated in the following example:

(a) Report for 9 months as "Average": Marks=05
(b) Report for 3 months as "Outstanding": Marks=10

Mean: Total marks for each CR recorded in the year
Number of CRs recorded in the year.
\[
\frac{5+10}{2} = 7.5
\]

2. To make the formula of quantification more realistic, it has been decided with the approval of the competent authority that, in future, part reports written on an officer in a calendar year will be quantified on the basis of weighted average/proportionately instead of their average or arithmetic mean. The same is illustrated in the following example:-

(a) Report for 9 months as "Average": Marks=05
(b) Report for 3 months as "Outstanding": Marks=10

[Weighted average: Marks for each CR multiplied by No. of months as covered by part reports.

\[
\begin{array}{ccc}
\text{(No. of months a calendar year)} & 5 \times 9 & 45 \quad \text{............} \quad 3.75 \\
12 & 12 \\
10 \times 3 & 30 \quad \text{............} \quad 2.50 \\
12 & 12 \\
\hline
\text{Total} & 6.25
\end{array}
\]

3. However, where there is only one report available on an officer in a calendar year and he could not earn another in the same year owing to the factors beyond his control such a report should be treated as report for full one year.

4. Para 2(e) and 3 of the Addendum to the Promotion Policy issued vide Establishment Division's D.O. No.10(10)/85-CP.I, dated 15-05-1985 referred to above will stand amended to this extent.

5. The competent authority, with a view to maintaining 100% accuracy in the process of quantification of the PERs, has further been pleased to direct as under:-

(a) the quantification sheets shall be signed by the official designated to do so, besides its countersignature by a responsible supervising officer; and

(b) that any incorrect quantification identified during the course of inspection or re-verification shall be treated as an act of inefficiency and misconduct punishable under the Efficiency and Discipline Rules, besides liability under the criminal law.

6. The Ministries/Divisions/Departments are, therefore, requested to bring the above instructions to the notice of all concerned for strict compliance.


23.14 Clarification Regarding Quantification of Part PERs in Case of Incomplete Record

Reference para 3 (Second Step) of the Addendum to Promotion Policy issued vide Establishment Division D.O. No.10(10)/85-CP.I, dated 15-5-1985 amended vide Establishment Division O.M.No.10/1/97-CP.I, dated 12-11-1998 and dated 16-11-1998. It is clarified that where some part PERs due for a calendar year are not available on record (e.g. three part reports were due in a
calendar year and only one or two of them are available on record), the denominator I would be calculated taking into account the ratio of the period for which the part PERs were written with the full calendar year as per formula of $X/12$ where is the number of months for which each part report was written.

- EXAMPLE-1:

A civil servant is being considered for promotion in May, 2002 for a post carrying BPS 18. His record shows the following availability of PERs:

- 1997 Average (full year)
- 1998 Good (full year)
- 1999 Very Good (full year)
- 2000 Very Good Good (Jan – Apr)
  - (May – 15 Aug)

Part PER for the remaining period of the Calendar year is due but not available on record.

- 2001 Good (full year)

His marks for each year will be worked out as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Marks of the reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) 1997</td>
<td>05</td>
</tr>
<tr>
<td>(2) 1998</td>
<td>07</td>
</tr>
<tr>
<td>(3) 1999</td>
<td>08</td>
</tr>
<tr>
<td>(4) 2000</td>
<td>08 x 4 + 07 x 3.5 = 56 x 0.12 = 6.72</td>
</tr>
</tbody>
</table>

His total quantification will be worked out as follows:

$$\frac{(8x1) + (7x2) + (5x1) + 4.71}{1 + 2 + 1 + 7.5} = \frac{31.71}{12} = 2.64 (Say 2.6)$$

**His overall score will be 69**

Quantification of higher posts shall be calculated in the same manner as illustrated in the next example:
EXAMPLE-2:

A civil servant is being considered for promotion to a post carrying BPS 20. He earned the following grading during his service against posts carrying.

BPS 17 = 4 'Good' and 1 Average

BPS 18 = 2 'Very Good', 4 'Good', and 1 'Average' which is a part report for 8 months. The remaining part report for 4 months is due but not initiated by the Reporting Officer.

BPS 19 = 2 'Outstanding', 5 'Good', and 2 'Average'. A perusal of his Dossier reveals that in addition to the above cited 9 PERs, the officer also earned three part reports during one calendar year. Of these, only two part reports, one 'Very Good' for 4 months, and one 'Good' report for 3 months and 15 days for that calendar year is available in the dossier and while the report for the remaining 4 ½ month period is not available on record.

His marks for PERs will be worked out as follows:

First Step

- Weighted average for 1 'Average' (part) report earned in BPS 18 in one calendar year

  \[
  \frac{(5 \times 8)}{12} = \frac{40}{12} = 3.33
  \]

- Weighted average for 1 'Very Good' (4 months part report) and 1 'Good' (3 months 15 days part report) during one calendar year in BPS 19.

  \[
  \frac{(8 \times 4) + (7 \times 3.5)}{12} = \frac{56.5}{12} = 4.71
  \]
Second Step

- Average marks for post carrying BPS 17

\[
\begin{align*}
&= \frac{(7\times 4) + (5\times 1)}{5} \\
&= \frac{33}{5} \\
&= 6.6
\end{align*}
\]

- Average marks for post carrying BPS 18

\[
\begin{align*}
&= \frac{(8\times 2) + (7\times 4) + (3.33)}{6 + 8 + 12} \\
&= \frac{47.33}{26} \\
&= 1.8196153846153847 \\
&= 7.09 \\
&= (X/12)
\end{align*}
\]

- Average marks for post carrying BPS 19

\[
\begin{align*}
&= \frac{(10\times 2) + (7\times 5) + (5.2) + (4.71)}{9 + 7.5 + 12} \\
&= \frac{69.71}{29} \\
&= 2.380344827586207 \\
&= 7.24 \\
&= (X/12)
\end{align*}
\]

Third Step

\[
\begin{align*}
BS 17 &= 2 \times 6.6 = 13.2 \\
BS 18 &= 3 \times 7.09 = 21.27 \\
BS 19 &= 5 \times 7.24 = 36.2 \\
&= 70.67 \text{ (say 71)}
\end{align*}
\]

His final score for PERs will be 71.

[Authority:- Estt. Div.’s O.M.No.10(1)/97-CP.I/CP.II, dated 7.5.2002].

23.15 Clarifications Regarding Quantification Procedures

Reference the Addendum to Promotion Policy issued vide Establishment Division D.O.No.10(10)/85-CP.I, dated 15.5.1985 amended vide Establishment Division O.M.No.10/1/97-CP.I, dated 12-11-1998 and dated 16-11-1998, and
clarified vide Establishment Division O.M.No.10(1)/97-CP.I/CP.II, dated 7.5.2002. The following clarifications are issued with respect to implementation of the quantification procedure:

- Clarification No. 1

2. Para 5 of the Addendum of the Promotion Policy provides that where only 2 reports or less are available on an officer against a post in a particular BPS, these CRs will be added to the CR earned in the lower post for calculating the average marks at that level and the principle laid down in para 4 will apply to the weightage to avoid any undue bias attaching to the reports in question.

3. It has been noted that provision of para 5* may sometimes work to the disadvantage of officers who have earned 2 or less reports in a particular Basic Pay Scale. Since the intention of the policy makers was to ensure that no negative bias enters into the quantification of an officer, it is hereby clarified that the provision of para 5* of Addendum shall be applied only if it works to the advantage of an officer. If, however, the quantification of an officer gets reduced as a result of the provision of para 5*, the procedure specified in para 5 of the Addendum shall not be followed.

Example

Two officers are being considered for promotion to (posts in) BPS 20 and 21 respectively. They earned the following grades during their service against posts carrying:—

<table>
<thead>
<tr>
<th>Officer No. 1</th>
<th>Officer No. 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pay scale 17 (4 ‘Very Good’, 1 ‘Good’, 2 ‘Average’).</td>
<td>Pay Scale 17 (1 ‘Good’ &amp; 1 ‘Average’).</td>
</tr>
<tr>
<td>Pay scale 18 (1 ‘Average’, 1 Below ‘Average’).</td>
<td>Pay Scale 18 (1 ‘Outstanding’, 3 ‘Very Good’ and 4 ‘Good’).</td>
</tr>
<tr>
<td>Pay scale 19 (2 ‘Very Good’, 5 ‘Good’ and 1 ‘Average’).</td>
<td>Pay Scale 19 (2 ‘Very Good’).</td>
</tr>
<tr>
<td>Pay Scale 20 (2 ‘Outstanding’ &amp; 6 ‘Very Good’).</td>
<td>Pay Scale 20 (2 ‘Outstanding’ &amp; 6 ‘Very Good’).</td>
</tr>
<tr>
<td>Quantification without application of para-5 = 58</td>
<td>Quantification without application of para-5 = 80</td>
</tr>
<tr>
<td>Quantification after application of para-5 = 67</td>
<td>Quantification after application of para-5 = 78</td>
</tr>
</tbody>
</table>

NOTE: The officer gains 9 marks with application of para-5. The procedure provided in para-5 of the Addendum shall be followed in this case.

* Para 5 of Addendum to Revised Guidelines – Concept of Quantification in Promotion Policy (May, 1985).
- **Clarification No. 2**

4. Para 3 of the Addendum prescribes 4 steps for calculation of the PER quantifications. The Fourth step provides that the following deductions shall be made from the total quantification of an officer.

1. For each major penalty — 5 marks
2. For each minor penalty — 3 marks
3. For adverse remarks — 1 mark per CR containing adverse remarks

5. It has been the general practice to deduct these marks each time an officer’s quantification is being worked out. This practice was challenged by certain officers and it has been held by the Federal Service Tribunal as well as the Supreme Court of Pakistan that it does not appear to be the intention of the rule makers that deductions on account of penalties on adverse remarks should be made each time the case comes up for consideration by the Board. While deciding the appeal of a civil servant, the competent authority also gave its concurrence to the above and directed the Establishment Division to work out the officer’s quantification without deduction of marks due to penalty.

6. In view of the above, it is hereby clarified that deduction of marks due to penalty or adverse remarks shall be done only once i.e. when an officer’s case comes up for consideration for promotion to the next higher "grade. Once the officer has been promoted to the higher grade no deduction shall be made subsequently.

**Example No. 1**

An officer is being considered for promotion to BPS 19. He was awarded a minor penalty in BPS 18. Deduction of 3 marks shall be made from his total quantification whenever his case comes for promotion to BPS 19. Till such time that he is promoted to the next "grade (i.e. BPS 19 in this case), his overall quantification shall be worked out with deduction of 3 marks.

**Example No. 2**

The same officer is now being considered for promotion to BPS-20”. He was awarded minor penalty in BPS 18 and was subsequently promoted to BPS-19**. While calculating his quantification for promotion to BPS-19**, deduction of 3 marks was made from his total quantification. However, now that the officer has been promoted to BPS 19** and is being considered for promotion to BPS-20** no deduction shall be made from his total quantification.

[[Authority]:— Estt. Div.’s O.M.No.10(1)/97-CP.I (Pt), dated 20.9.2003].

* BPS
** [a post in]
23.16 Promotion Policy Enhancement of Minimum Threshold for Promotion to BPS 21

Attention is invited to the Establishment Secretary's D.O. letter No.10(10)/85.CP-I, dated 15-5-1985 under which the revised promotion policy was circulated.

2. Keeping in view the importance and seniority of the posts in BPS 21, it has been decided with the approval of the competent authority that henceforth the minimum score for 'Overall Assessment' as well as 'Quality and Output of Work' in respect of promotion to these posts would be 75. However, in the case of smaller cadres where only 2 or 3 officers are eligible for consideration and they do not meet the revised standard, the Selection Board may recommend the cases of officers who possess consistently good record but whose score is between 70 to 75, for special consideration.

3. Guidelines annexed to the Promotion Policy referred to above may please be amended accordingly. Other provisions of the policy remain unchanged.

[Authority:- Estt. Division’s O.M.No.10(10)/85-CP-I, dated 12-11-1987].

Sl. No. 24

Exemption from NIMs and Staff College/NDC* Course

Reference Establishment Division's d.o. letter No. 10(10)/85-CP.I, dated the 15th May, 1985 it is stated that apart from those who have crossed the age of "56 years, training requirement at NIM/PASC/NDC* can only be waived for the following categories of officers:-

(i) For Promotion to BPS 20: those who have served on directing staff in BPS 19 for 2 years in NIM, Staff College, *NDC, Civil Services Academy and the specialized training institutions imparting training to officers in BPS 17 and above.

(ii) For Promotion to BPS 21: those who have served on directing staff in BPS 20 for two years in the Staff College, *NDC, NIM and Civil Services Academy or have served for one year as head of NIM/specialized training institutions imparting training to officers in BPS 17 and above.

[Authority:- Estt. Div.’s O.M.No.10(5)/91-CP-I, dated 8-5-1991].

*National School of Public Policy (NSPP), National Management College (NMC) and National Defence University (NDU).

**All Kinds of exemptions have been withdrawn on the basis of age w.e.f. 31st July,2016 vide Estt.Div.’s O.M.No.F.10/1/2012- CP-II dated 30-12-2015.
24.1 Withdrawal of Exemptions from Training Extension in Cut-Off-Date

Reference Establishment Division’s Office Memoranda of even number dated 04-01-2005 & 22-03-2005 regarding withdrawal of exemptions waivers granted for mandatory training at NIM, PASC & NDU. The competent authority has been pleased to extend the cut-off date mentioned therein (i.e. 04-01-2005) upto 27-12-2005. Therefore, the exemptions may now be deemed to have been withdrawn w.e.f. 27-12-2005. The rest of the conditions will remain the same.


24.2 Modification in Condition of Training for Promotion

Reference is invited to the Establishment Secretary’s d.o. letter No.10(1)/85-CP-I, dated the 15th May, 1985 and subsequent O.M.No.10(5)/91-CP-I, dated the 8th May, 1991.

2. In partial modification of the above promotion policy, it has been decided with the approval of the competent authority that the mandatory condition for completion of the prescribed training at NIM and PASC will be waived off in respect of officers of Foreign Service of Pakistan during their posting abroad at the time of consideration of their promotion cases by the respective CSB. However, they will undergo the required training at the existing institutions or Foreign Service Academy (FSA) later during the home phase of their posting.


24.3 Allocation of Marks for MID Career Management Course (MCMC) Mandatory Training for Promotion to BS-19

Establishment Division O.M of even number dated 24-10-2007 and to state that the Competent Authority, has been pleased to approve the following changes in the Revised Promotion Policy, 2007 for promotion to BS-19 on the analogy of promotions to BS-20 and BS-21:

(a) The PERs of regular BS-18 officers for promotion BS-19 will now have weightage of 70 marks.
(b) MCMC is assigned 15 marks.
(c) Evaluation by Departmental\Selection Board will have 15 marks. The DSB will however continue to determine the fitness of person for promotion from BS-18 to BS 19 on the selection basis.

*National School of Public Policy (NSPP), National Management College (NMC) and National Defence University (NDU).
(d) Exemptees from the mandatory training course of MCMC will be evaluated by the Departmental Selection Board against 30 marks (inclusive of 15 marks in lieu of Training).

2. All Ministries/Divisions are requested to note the above decisions and also bring the same to the notice of their Attached Departments/Sub-ordinate Offices, Autonomous/Semi-Autonomous Bodies/Corporations for their information and strict compliance.


24.4 Promotion Related Capacity Building of Civil Servants in BPS 17 to BPS 19 of Various Occupational Groups/Services

In order to ensure an optimum development of human resources available to the government, it is imperative that a continuous process of capacity building is so engineered that training becomes a regular, mandatory requirement, directly linked to vertical growth of civil servants. In this context, the Chief Executive of Pakistan was pleased to decide that officers be trained in regular, short courses to equip them with skills and expertise relevant to their job. It has, therefore, been decided by the government that:

(a) Civil servants prospectively appointed to all Occupational Groups/Services be required to undergo twelve days of short training course, each year after completing the initial common and specialized training programmes, in a predetermined progressive mix of skills and concept courses;

(b) Special focus will be given in Public Finance, Budget Preparation, Accounts etc., in addition to the relevant courses of each Occupational Group. Sample lists of which are annexed;

(c) Officers presently serving in BPS 17 to BPS 19 be required to undergo twelve days of training, starting year, 2002 [till the year of their consideration for promotion to the next higher BPS]; and

(d) Promotion to BPS 18, BPS 19 and BPS 20 be conditional, amongst other criteria, to an assessment of satisfactory participation in these courses.

A sample list of short courses in skills and concepts development identified in consultation with various Ministries/Divisions/Departments is annexed. All the administrative Ministries/Divisions/Departments controlling the regularly constituted Occupational Groups, except Ministry of Foreign Affairs (in whose case policy would be announced later) are requested to arrange short training courses for their officers serving in BPS 17 to BPS 19, every year.

[Authority: Establishment Division’s O.M.No.1/6/2002-CP.II, dated 5-4-2002].

* Now Prime Minister.
** Add ‘and service’
## Annex 1

### 1. COMMERCE AND TRADE GROUP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>a) Basis for International Trade</td>
<td>One week</td>
<td>Foreign Trade Institute of Pakistan (FTIP)</td>
</tr>
<tr>
<td></td>
<td>b) International Marketing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>a) Trade Policies</td>
<td>One week</td>
<td>Foreign Trade Institute of Pakistan (FTIP)</td>
</tr>
<tr>
<td></td>
<td>b) Trade Strategies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>a) National Trade Laws and Institution</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td></td>
<td>b) International Trade Laws and Institutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>a) Marketing Management</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td></td>
<td>b) Marketing Research</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Integration Marketing/Planning Execution</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Products Development</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>6.</td>
<td>a) Promotion of Trade and Investment</td>
<td>12 days</td>
<td>-do-</td>
</tr>
<tr>
<td></td>
<td>b) Managing Trade Fairs/Exhibitions abroad for Trade promotion</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Post fairs follow-up &amp; Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Organization Role and Functions of WTO* and its Implications on Pakistan’s Trade and Investment</td>
<td>-do-</td>
<td>FTIP/IBA**</td>
</tr>
<tr>
<td>8.</td>
<td>Any other subject considered relevant by the controlling Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

* World Trade Organization.
** Institute of Business Administration.
2. *CUSTOMS AND EXCISE GROUP*

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Customs laws and procedures</td>
<td>One week</td>
<td>Directorate of Customs &amp; Excise &amp; Sales Tax Karachi/Lahore/Islamabad and other training institutes where the facility of training is available.</td>
</tr>
<tr>
<td>2.</td>
<td>Levy and Assessment of duties/taxes, Exemption, Repayments, Warehousing, Transit and Transshipment</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Import &amp; Export Policies and Procedures and Concepts related to International Trade.</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Sales Tax Laws &amp; procedure</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Prevention of Smuggling, Search, Seizure &amp; arrest-Inquiries and Investigations</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Central Excise Law and procedure</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Financial Accounting for Tax Officers</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Customs Baggage Rules</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Basic Investigation Techniques</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Any other subject considered relevant by the controlling Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

* Now Pakistan Customs Service.
### 3. *DISTRICT MANAGEMENT GROUP*

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Development Planning/Plan formulation, Planning Machinery in Pakistan</td>
<td>One week</td>
<td>Civil Services Academy NiMs, any other Training Institutes where the facility of Training is available.</td>
</tr>
<tr>
<td>2.</td>
<td>Feasibility Study, Project Preparation, Implementation Monitoring and Evaluation</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Public Finance &amp; Finance Management</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Public Income, its Sources, Effects of Taxation on Production &amp; Distribution</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Public Expenditure, Objects &amp; Classification, Effects of Public Expenditure on Production &amp; Distribution</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Public Debts General Characteristics</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Principles of Audit &amp; Role of Public Accounts Committee</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Public Administration, Sector Management and concept of Public Governors</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Decision Making</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Devolution Plan</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>District Tehsil Administration</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Local Government and Rural Development</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Role of NGO in Development</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Any other subject considered relevant by the controlling Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

*Renamed as “Pakistan Administrative Service” vide Estt. Div.’s O.M.No. 6/3/2012 CP-II dated 21-05-2012.*
### 4. ECONOMISTS AND PLANNERS GROUP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Course on Macro Economic Planning</td>
<td>12 days</td>
<td>PIDE*</td>
</tr>
<tr>
<td>2.</td>
<td>Course on Employment Income and Resource Mobilization</td>
<td>-do-</td>
<td>Pakistan Manpower Institute (PMI)</td>
</tr>
<tr>
<td>3.</td>
<td>Course on Human Resource Management</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>4.</td>
<td>General Course on Management</td>
<td>-do-</td>
<td>Pakistan Planning &amp; Management Institute (PPMI)</td>
</tr>
<tr>
<td>5.</td>
<td>Course on Balance of Payments</td>
<td>-do-</td>
<td>*PIDE</td>
</tr>
<tr>
<td>6.</td>
<td>Course on Debt Management</td>
<td>-do-</td>
<td>*PIDE</td>
</tr>
<tr>
<td>7.</td>
<td>Any other subject considered relevant by the controlling Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

### 5. ** INCOME TAX GROUP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Income Tax Law</td>
<td>One week</td>
<td>Directorate of Training and Research (Income Tax), Lahore</td>
</tr>
<tr>
<td>2.</td>
<td>Investigative Techniques and Commercial Practices</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>3.</td>
<td>Accountancy, Book Keeping and Auditing</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>4.</td>
<td>Knowledge of Computers/Information Technology</td>
<td>-do-</td>
<td>-do-</td>
</tr>
<tr>
<td>5.</td>
<td>Advance Management Programme</td>
<td>12 days</td>
<td>Pakistan Institute of Management Karachi/Lahore</td>
</tr>
<tr>
<td>6.</td>
<td>Financial Management Course</td>
<td>One week</td>
<td>-do-</td>
</tr>
</tbody>
</table>

* Pakistan Institute of Development Economics.
** Now Inland Revenue Service.
7. Skills in Administrative Matters  One week  Pakistan Institute of Management Karachi/Lahore
8. Streamlining Administrative Procedure and Paperwork  -do-  -do-
9. Course in Financial Management for DDOs* or Equivalent Rank  -do-  NIM, Karachi
10. Finance and Accounting for non Financial Executives  -do-  Pakistan Institute of Management, Lahore/Karachi
11. Any other subject considered relevant by the controlling Division/Agency  Duration not more than 12 days

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**6. INFORMATION GROUP**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Duties of Press Officers Abroad</td>
<td>One week</td>
<td>Information Service Academy, PTV Academy or any other Training Institute where the facility of Training is available.</td>
</tr>
<tr>
<td>2.</td>
<td>Projecting Kashmir Abroad</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Conflict Resolution</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Mass Communication As Agent of Socio-Cultural Change</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>International Media and Dealing with Foreign Correspondents</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Publicity, Public Relations and International Relations</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Media Diplomacy and New World Order</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>International News Agencies and their Role in World Politics</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Any other subject considered relevant by the controlling Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
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</table>

### 7. MILITARY LANDS & CANTONMENTS GROUP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Cantonment Act, 1924</td>
<td>One week</td>
<td>NI Ms. CSA* or any other training institute where the facility of training is available.</td>
</tr>
<tr>
<td>2.</td>
<td>Cantonment Property Rules</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Cantonment Servants Rules, 1955</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Cantonment Election Petition Rules 1997</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Administration &amp; Management of Government Land Inside and Outside Cantonment</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Acquisition &amp; Requisitioning of Land or Property for the purpose of Federation</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Resumption, Requisitioning Sale of Property for Defence Services</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Any other subject considered relevant by the controlling Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

### 8. OFFICE MANAGEMENT GROUP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Financial Management</td>
<td>One Week</td>
<td>STI**, PCB***, NIM, PIM® or any other Training Institute where the facility is available.</td>
</tr>
<tr>
<td>2.</td>
<td>Cash Management</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Office Management</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Stress Management</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Time Management</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Budgeting &amp; Financial Control</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Communication Skills</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Legal drafting</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Service Rules</td>
<td>12 days</td>
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<td>10.</td>
<td>Any other subject considered relevant by the controlling Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

*Civil Services Academy.
**Secretariat Training Institute.
***Pakistan Computer Bureau.
®Pakistan Institute of Management.
9. **PAKISTAN AUDIT & ACCOUNTS SERVICE**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
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</tr>
<tr>
<td>1.</td>
<td>ACCOUNTING</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Introduction to Chart of Classification</td>
<td>3 days</td>
<td>Audit &amp; Accounts, Training Institutes, Lahore, Islamabad, Peshawar, Karachi &amp; Railways Accounts Academy, Quetta.</td>
</tr>
<tr>
<td>2.</td>
<td>Compilation of Monthly &amp; Annual Accounts</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Reconciliation of Accounts</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Appropriation and Finance Accounts</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>II.</td>
<td>AUDIT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Value for Money Audit</td>
<td>3 days</td>
<td></td>
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<tr>
<td>2.</td>
<td>Issue in Managing Performance Audit</td>
<td>2 days</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>INTOSAL Auditing Standards</td>
<td>-do-</td>
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</tr>
<tr>
<td>4.</td>
<td>Stage of Development of Project</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Planning for Performance Audit</td>
<td>-do-</td>
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<td>6.</td>
<td>Audit Execution</td>
<td>5 days</td>
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<td>7.</td>
<td>Financial Analysis</td>
<td>2 days</td>
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<td>8.</td>
<td>Audit of Programme</td>
<td>-do-</td>
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<td>9.</td>
<td>Certification Audit</td>
<td>6 days</td>
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<tr>
<td>10.</td>
<td>Evaluation of Internal Controls</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Report Writing</td>
<td>2 days</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Reporting Reviewing Concept &amp; Practical</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Audit of Revenue Receipts</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Any other subject considered Relevant by the controlling Division/Agency</td>
<td>During not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

## POLICE SERVICE OF PAKISTAN

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Crisis Management</td>
<td>3 days</td>
<td>National Police Academy, or any other Training Institute where facility of training is available.</td>
</tr>
<tr>
<td>2.</td>
<td>Traffic Management &amp; Road Safety</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Relation with Prosecution &amp; Prison Administration</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Usage of Information Technology in Policing Welfare</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Various Systems of Policing</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Policing by Objectives</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Crime Scene Management/Major Disorder(s)</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Modern Concepts and Methods of Patrolling</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Interviewing &amp; Interrogating Skills</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Preparation &amp; Scrutiny of Challans</td>
<td>3 days</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Monitoring of Bails, Acquittals and Conviction in Important Cases</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Native &amp; Scope of Criminology, Modern Theories of Crime</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>White Collar Crime &amp; Penology*</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Any other subject considered relevant by the controlling Ministry/Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

* The study of punishment in relation to crime; the management of prisons [Chambers 20th Century Dictionary, 1981]
11. POSTAL GROUP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Budgeting &amp; Financial Management</td>
<td>One week</td>
<td>Postal Staff College or any other training institute where the training facility is available.</td>
</tr>
<tr>
<td>2.</td>
<td>Labour Management Relations</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Post Office Costing Studies</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Postal Management</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Postal Statistics</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Establishment of Special Services with reference to</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) State of Existing Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Competition with Courier Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Importance of Post – Socio-Economic Development</td>
<td>-do-</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Any other subject considered relevant by controlling Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

12. RAILWAYS (COMMERCIAL AND TRANSPORTATION) GROUP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Project Management</td>
<td>One week</td>
<td>PIM&quot;/LUMS&quot;, or any other training institute where the training facility is available.</td>
</tr>
<tr>
<td>2.</td>
<td>Presentation Skills for Management</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Preparation of Marketing Plan</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Development Marketing Skills</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Management Course for Junior Executives</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Financial Management for Non-Financial Management</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Any other subject considered relevant by the controlling Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

*Pakistan Institute of Management.
**Lahore University of Management Services.
### 13. SECRETARIAT GROUP

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institute</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Rules/Laws Applicable to Civil Servants (Module-I)</td>
<td>One week</td>
<td>Secretariat Training Institute/ NIM/CSA* or any other Training Institute where the facility is available.</td>
</tr>
<tr>
<td>2.</td>
<td>Rules/Laws Applicable to Civil Servants (Module-II)</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Economy of Pakistan</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Preparation of Development Schemes</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Project Appraisal, Formulation &amp; Monitoring</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>International Relations</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Human Resource Management</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Management Information System</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Legal Drafting</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Financial Management &amp; Budgeting</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Decision Making</td>
<td>One week</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Any other subject considered relevant by the controlling Division/Agency</td>
<td>Duration not more than 12 days</td>
<td></td>
</tr>
</tbody>
</table>

(ANNEX-2)

**SHORT COURSES FOR CONCEPT DEVELOPMENT FOR OFFICERS IN BPS 18 AND 19 OF ALL GROUPS/SERVICES**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Training Course</th>
<th>Duration</th>
<th>Training Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Reconciliation of Accounts</td>
<td>3 days</td>
<td>Audit &amp; Accounts Training Institute, Karachi/ Lahore/Islamabad/Peshawar, Railways Accounts Academy Quetta.</td>
</tr>
<tr>
<td>2.</td>
<td>Financial Analysis</td>
<td>2 days</td>
<td>-do-</td>
</tr>
<tr>
<td>3.</td>
<td>Planning for Performance Audit</td>
<td>2 days</td>
<td>-do-</td>
</tr>
<tr>
<td>4.</td>
<td>Communication Skills</td>
<td>3 days</td>
<td>P.I.M, NIM</td>
</tr>
<tr>
<td>5.</td>
<td>I.T &amp; E.Govt.</td>
<td>One week</td>
<td>P.C.B, NIMs, PASC</td>
</tr>
</tbody>
</table>

* National Institute of Public Administration; Civil Services Academy.
<table>
<thead>
<tr>
<th>No.</th>
<th>Course Title</th>
<th>Duration</th>
<th>Institution/Departments</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Human Resource Management</td>
<td>One week</td>
<td>NIM/STI</td>
</tr>
<tr>
<td>7.</td>
<td>Introduction of Customs Laws</td>
<td>3 days</td>
<td>Directorate of Customs &amp; Excise &amp; Sales Tax</td>
</tr>
<tr>
<td>8.</td>
<td>Sales Tax &amp; Procedure</td>
<td>3 days</td>
<td>-do-</td>
</tr>
<tr>
<td>9.</td>
<td>Central Excise Laws</td>
<td>3 days</td>
<td>-do-</td>
</tr>
<tr>
<td>10.</td>
<td>Import &amp; Export Policies</td>
<td>3 days</td>
<td>-do-</td>
</tr>
<tr>
<td>11.</td>
<td>Total Quality Management</td>
<td>3 days</td>
<td>CSA/NIMs/PIM</td>
</tr>
<tr>
<td>12.</td>
<td>Devolution Plan</td>
<td>3 days</td>
<td>-do-</td>
</tr>
<tr>
<td>13.</td>
<td>Local Government &amp; Development</td>
<td>3 days</td>
<td>-do-</td>
</tr>
<tr>
<td>14.</td>
<td>Problem Solving &amp; Decision-Making</td>
<td>3 days</td>
<td>CSA/NIMs/PIM</td>
</tr>
<tr>
<td>15.</td>
<td>Macro Economic Planning</td>
<td>3 days</td>
<td>PIDE</td>
</tr>
<tr>
<td>16.</td>
<td>Basic Income Tax Laws</td>
<td>3 days</td>
<td>Directorate of Training (Income Tax Lahore)</td>
</tr>
<tr>
<td>17.</td>
<td>Mass Communication</td>
<td>One week</td>
<td>Information Academy</td>
</tr>
<tr>
<td>18.</td>
<td>Media Diplomacy &amp; New World Order</td>
<td>One week</td>
<td>-do-</td>
</tr>
<tr>
<td>19.</td>
<td>Financial Management</td>
<td>One week</td>
<td>NIM, CSA, STI</td>
</tr>
<tr>
<td>20.</td>
<td>Office Management</td>
<td>One week</td>
<td>Information Academy.</td>
</tr>
<tr>
<td>21.</td>
<td>Legal Drafting</td>
<td>One week</td>
<td>-do-</td>
</tr>
<tr>
<td>22.</td>
<td>Preparation of Budget</td>
<td>One week</td>
<td>-do-</td>
</tr>
<tr>
<td>23.</td>
<td>Stress Management</td>
<td>One week</td>
<td>NIM/CSA/PIM</td>
</tr>
<tr>
<td>24.</td>
<td>Crisis Management</td>
<td>One week</td>
<td>National Police Academy, CSA, NIMs</td>
</tr>
<tr>
<td>25.</td>
<td>Labour Management</td>
<td>One week</td>
<td>NILAT Karachi</td>
</tr>
<tr>
<td>26.</td>
<td>Marketing Skills</td>
<td>One week</td>
<td>PIM, Karachi/NIM</td>
</tr>
<tr>
<td>27.</td>
<td>Civil Servants Act and (APT*) Rules</td>
<td>One week</td>
<td>STI/NIMs</td>
</tr>
<tr>
<td>28.</td>
<td>Efficiency &amp; Discipline Rules &amp; **Removal from Service (Special Powers) Ordinance 2000</td>
<td>One week</td>
<td>-do-</td>
</tr>
<tr>
<td>29.</td>
<td>Preparation of Development Schemes</td>
<td>One week</td>
<td>NIMs/PIDE</td>
</tr>
<tr>
<td>30.</td>
<td>Project Appraisal, Formulation &amp; Monitoring</td>
<td>One week</td>
<td>NIMs/PIDE</td>
</tr>
<tr>
<td>31.</td>
<td>Management Information System</td>
<td>One week</td>
<td>NIM/PASC</td>
</tr>
<tr>
<td>32.</td>
<td>International Relations</td>
<td>One week</td>
<td>CSA/Staff College FSA</td>
</tr>
</tbody>
</table>

*Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. Hence APT.*

**Removal from Service (Special Powers) Ordinance, 2000 has been ceased to exit.
<table>
<thead>
<tr>
<th>No.</th>
<th>Course Title</th>
<th>Duration</th>
<th>Organizers</th>
</tr>
</thead>
<tbody>
<tr>
<td>33.</td>
<td>Investment Analysis &amp; Economic Management</td>
<td>One week</td>
<td>PASC/NIMs/PIDE</td>
</tr>
<tr>
<td>34.</td>
<td>Training of Trainers</td>
<td>One week</td>
<td>PASC/NIMs</td>
</tr>
<tr>
<td>35.</td>
<td>Environmental Preservation</td>
<td>One week</td>
<td>NIM/PASC</td>
</tr>
<tr>
<td>36.</td>
<td>Role of Women in Rural Development</td>
<td>One week</td>
<td>PARD/NCRD*</td>
</tr>
<tr>
<td>37.</td>
<td>Rural Development Administration</td>
<td>One week</td>
<td>PARD/NCRD*</td>
</tr>
<tr>
<td>38.</td>
<td>International Economics</td>
<td>One week</td>
<td>NIMs/PIDE</td>
</tr>
<tr>
<td>39.</td>
<td>Financial Management of Development Projects</td>
<td>One week</td>
<td>-do-</td>
</tr>
<tr>
<td>40.</td>
<td>Business Communication</td>
<td>One week</td>
<td>PIM/NIMs</td>
</tr>
<tr>
<td>41.</td>
<td>Human Rights</td>
<td>One week</td>
<td>NIMs/STI</td>
</tr>
<tr>
<td>42.</td>
<td>Poverty &amp; Public Policy</td>
<td>One week</td>
<td>CSA/NIM/PASC/NCRD*</td>
</tr>
<tr>
<td>43.</td>
<td>Public Relations</td>
<td>One week</td>
<td>CSA/NIM/PASC</td>
</tr>
<tr>
<td>44.</td>
<td>Production &amp; Operation Management</td>
<td>One week</td>
<td>-do-</td>
</tr>
<tr>
<td>45.</td>
<td>Ethics &amp; Public Policies</td>
<td>One week</td>
<td>-do-</td>
</tr>
<tr>
<td>46.</td>
<td>Social Welfare Policies</td>
<td>One week</td>
<td>-do-</td>
</tr>
<tr>
<td>47.</td>
<td>Role of NGOs in Rural Development</td>
<td>One week</td>
<td>PARD/NIM/NCRD*</td>
</tr>
<tr>
<td>48.</td>
<td>Gender &amp; Governance</td>
<td>One week</td>
<td>NIMs/CSA/PASC</td>
</tr>
<tr>
<td>49.</td>
<td>Communicating Effectively through Print Media</td>
<td>One week</td>
<td>Information Academy</td>
</tr>
<tr>
<td>50.</td>
<td>Negotiation Skills</td>
<td>One week</td>
<td>NIM/PIM</td>
</tr>
<tr>
<td>51.</td>
<td>Human Resource Planning</td>
<td>One week</td>
<td>NIM/PASC</td>
</tr>
<tr>
<td>52.</td>
<td>Training Need Assessment</td>
<td>One week</td>
<td>NIM/PASC</td>
</tr>
<tr>
<td>53.</td>
<td>Internet Training</td>
<td>One week</td>
<td>PCB/NIM/PASC</td>
</tr>
<tr>
<td>54.</td>
<td>Effective Record Management</td>
<td>One week</td>
<td>STI/NIM/PIM</td>
</tr>
<tr>
<td>55.</td>
<td>Stores/Purchase Procedure</td>
<td>One week</td>
<td>STI/NIM</td>
</tr>
<tr>
<td>56.</td>
<td>Time Management</td>
<td>One week</td>
<td>NIM/CSA/PIM</td>
</tr>
<tr>
<td>57.</td>
<td>Concept of ISO, 9000</td>
<td>One week</td>
<td>PIM</td>
</tr>
<tr>
<td>58.</td>
<td>Treasury Rules</td>
<td>One week</td>
<td>STI/NIMs</td>
</tr>
<tr>
<td>59.</td>
<td>General Financial Rules</td>
<td>One week</td>
<td>NIM/PIM</td>
</tr>
</tbody>
</table>

* National Centre for Rural Development
<table>
<thead>
<tr>
<th></th>
<th>Program Description</th>
<th>Duration/Training Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>Principles of Good Management</td>
<td>One week</td>
</tr>
<tr>
<td>61</td>
<td>Interpersonal Communication</td>
<td>One week</td>
</tr>
<tr>
<td>62</td>
<td>Public Relations for Front Line Officials</td>
<td>One week</td>
</tr>
<tr>
<td>63</td>
<td>Management of Public Records</td>
<td>One week</td>
</tr>
<tr>
<td>64</td>
<td>Organizational Behaviour</td>
<td>One week</td>
</tr>
<tr>
<td>65</td>
<td>General Principles of Modern Government with Special Reference to Global Capitalism &amp; Role of World Bank, IMF Vis-à-Vis, UNO</td>
<td>One week, NIM/CSA/PIM</td>
</tr>
<tr>
<td>66</td>
<td>The Genesis and Applications of the Idea of Good Governance versus Bureaucracy</td>
<td>One week, NIM/CSA/PIM</td>
</tr>
<tr>
<td>67</td>
<td>Human Resource Development</td>
<td>One week, STI, PIM, NIM</td>
</tr>
<tr>
<td>68</td>
<td>Information Technology and Office Automation</td>
<td>12 days, PCB/NIM</td>
</tr>
<tr>
<td>69</td>
<td>Management Concept and their Application in Third World Countries</td>
<td>One week, NIM/PIM</td>
</tr>
<tr>
<td>70</td>
<td>Concept of Privatisation of Post Merits &amp; De-Merits</td>
<td>One week, Postal Staff College</td>
</tr>
<tr>
<td>71</td>
<td>Computer Literacy/Office-2000</td>
<td>One week, PCB/NIM</td>
</tr>
<tr>
<td>72</td>
<td>Constitution of Pakistan</td>
<td>One week, NIM/CSA</td>
</tr>
<tr>
<td>73</td>
<td>Microsoft Office</td>
<td>One week, PCB/NIM</td>
</tr>
<tr>
<td>74</td>
<td>Out-look</td>
<td>2 days, do</td>
</tr>
<tr>
<td>75</td>
<td>Web-page Designing</td>
<td>2 days, do</td>
</tr>
<tr>
<td>76</td>
<td>Local Area Network (LAN)</td>
<td>2 days, do</td>
</tr>
<tr>
<td>77</td>
<td>Management Theory &amp; Practice</td>
<td>One week, NIM/PIM</td>
</tr>
<tr>
<td>78</td>
<td>(a) Financial Management</td>
<td>6 days, FTIP/PIM/IBA</td>
</tr>
<tr>
<td></td>
<td>(b) Information Technology, &amp; E-Commerce and MIS</td>
<td>6 days</td>
</tr>
</tbody>
</table>

[Note– The list of above training institutions is tentative. Training may be arranged as per available training facilities at any training institutions in the relevant field at the nearest station].
24.5 Nomination of Officers of Autonomous/
Semi-Autonomous Bodies Equivalent to
BS-18, BS-19 & BS-20 for MCMC, SMC & NMC

Refer to above subject and to state that it has been decided that if the
Autonomous / Semi-Autonomous Bodies under the administrative control of Federal
Government/Provincial Government/AJ&K Government intend that their officers
equivalent to BS-18, BS-19 & BS-20 undergo training courses like MCMC, SMC and
NMC at National School of Public Policy alongwith Civil Servants, they shall be
allowed, as and when these courses are circulated subject to fulfillment of the
prescribed criteria. The nominations of such officers should be forwarded through
administrative Ministries/Divisions.


24.6 Withdrawal of Exemption from
NIM Training Course

Reference Establishment Division’s OM No.10(5)/91-CP.I, dated 8th May,
1991 regarding the Promotion Policy-exemption from NIM & Staff College/NDU
Course. In view of the introduction of Entrance Examination, the competent
authority has been pleased to withdraw exemption from NIM training, except in the
case of those officers who have already completed two years of posting in the
training institutions by April 15, 2002.

[Authority:- Establishment Division’s O.M.No.1/3/2001-CP.II, dated 17.5.2002].

24.7 Withdrawal of Exemptions from Training
for Promotion with Exceptions

Reference Establishment Division’s O.M No.10(5)/91-CP.I, dated 8th May,
1991 and all other subsequent Office Memoranda, issued from time to time,
related to the subject issue. It has been decided that, henceforth, all exemptions/
waivers granted for mandatory training at NIM, PASC and NDU, shall be
withdrawn with immediate effect and that no officer shall be considered for
promotion to the higher grade until he/she has successfully completed the
specified course at the required institution. This condition will not be applicable to
civil servants in specialized cadres such as Doctors, Teachers, Professors,
Research Scientists and incumbents of purely technical posts for promotion
within their own line of specialization as envisaged in the existing Promotion
Policy.

2. The withdrawal of these exemption shall have no retrospective effect.

24.8 Promotion Related Administrative Staff Course (ASC) / Mid Career Management Course (MCMC) for BPS 18 Officers

Ref. instructions contained in “Guidelines for Departmental Promotion Committees/Central Selection Boards” annexed to the Promotion Policy have been reviewed and a new sub-para (f) in para 4 of Part III thereof has been added, which reads as under:-

“(f) Training: should have successfully completed Administrative Staff Course (ASC) / Mid Career Management Course (MCMC) at NIM”

2. The promotion related Administrative Staff Course (ASC) / Mid Career Management Course (MCMC) for BPS 18 officers for promotion to BPS 19 would apply in the same manner as NIM and Staff College/National Defence College Courses apply to BPS 19 and BPS 20 officers promotion to higher posts. All officers who successfully complete this Training Course for promotion to BPS 19 except civil servants who are in specialist cadres such as Doctors, Teachers and Professors, Research Scientists and incumbents of purely technical posts will become eligible for promotion.

3. The successful completion of Administrative Staff Course (ASC)/Mid Career Management Course (MCMC) by BPS 18 Officers shall be a mandatory condition for promotion to BPS 19 w.e.f. 1st January, 2008.

[Authority:– Estt. Division’s O.M.No. 1/7/2006-CP-II, dated 9-1-2007].

24.9 Annual Medical Examination Reports- Fitness of a Civil Servant for Posting, Training and Retention in Service

Refer to the instructions contained at paras 4.14 to 4.26 of the Booklet “ A Guide to Performance Evaluation,2004” regarding Annual Medical Examination Reports in respect of the officers in BS-17 & above in the Federal Government. It has been observed that the said instructions are not being complied with, therefore, it becomes difficult to monitor an officer’s health for the purpose of posting, training and retention in service. Besides, several cases have been observed where officers nominated for mandatory training fell seriously ill during training and had to be sent back without completing the training.

2. It is, therefore, advised that the instructions referred in pre-para may be complied with and Annual Medical Examination of every officer be ensured. As the Annual Medical Examination Reports are to be placed in the C.R. dossiers, copy of the Reports may be forwarded to the authorities responsible for maintaining C.R. dossiers.
3. Apropos to above, it has been decided that the latest Medical Report shall henceforth be a compulsory requirement at the time of nomination of officers for mandatory training i.e. MCMC, SMC and NMC/NDU. While sending nomination of officers for mandatory training, their latest Annual Medical Examination Report may also be furnished to the Establishment Division. However, the said requirement shall be applicable w.e.f. 1st January, 2014.

4. The Ministries/Divisions are requested to bring the aforesaid decision of the Competent Authority to the notice of all concerned including Attached Departments/Sub-ordinate Offices under their administrative control for information and compliance.

[Authority:— Estt. Division’s O.M.No.10/1/2012-CP-II dated 17-07-2013]

24.10 Promotion Policy- Grant of Exemption from Mandatory Training on Medical Grounds

Refer to the instructions issued from time to time in respect of mandatory trainings and to say that with the approval of the Competent Authority, it has been decided that the Civil Servants in BS-18, BS-19 and BS-20, if declared medically unfit to undergo training/travel by the Central Medical Board and placed in “B” Category in line with para 4.17 of AGPE, 2004, henceforth shall not be nominated for mandatory training viz (a) Mid Career Management Course (MCMC) (b) Senior Management Course (SMC) (c) National Management Course (NMC) and National Defence Course (NDC) respectively. Their promotion will be deferred by the successive Departmental Selection Boards (DSBs) and Central Selection Boards (CSBs) till the attainment of exemption age as provided under the Policy.

2. The Ministries/Divisions are requested to bring the aforesaid decision of the Competent Authority to the notice of all concerned including Attached Departments/Sub-ordinate Offices under their administrative control for information and compliance.

[Authority:— Establishment Division’s O.M.No.10/1/2012-CP-II dated 11-07-2014].

Sl. No. 25

Setting-Up of the Departmental Promotion Committees for Promotion to Posts Upto and Including BPS 18

For promotion to BPS upto and including 18 and direct recruitment to posts in grades 1 to 15, the Ministries/Divisions will set up one or more Departmental Selection Committees and Departmental Promotion Committees the composition of which will be determined by the Ministry/Division concerned in consultation with the Establishment Division. Proposals for composition of Departmental Selection and Departmental Promotion Committees in respect of each Ministry/Division and Departments and offices under its administrative control may be forwarded to the
Establishment Division. Broadly, the composition of the Committees should be as follows:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>BPS</th>
<th>Composition of the Committee</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i)</td>
<td>Departmental Promotion Committee for BPS 17 and 18.</td>
<td>Secretary or Additional Secretary, a Joint Secretary and a Senior Deputy Secretary. If the posts are in an Attached Department or a Subordinate Office, the Head of the Attached Department or Head of Office may be appointed as Member in lieu of Joint Secretary/Deputy Secretary.</td>
<td>There should preferably be one D.P.C. for posts in BPS 17 and BPS 18 for the Ministry/Division and the Attached Departments and Subordinate Offices under it.</td>
</tr>
<tr>
<td>(ii)</td>
<td>Departmental Selection or Departmental Promotion Committees for BPS 11 to 16.</td>
<td>An officer of BPS 20 and two officers of BPS 19.</td>
<td>There may be separate Committees for posts in the Ministry/Division and Attached Departments/Subordinate Offices under the Ministry/Division.</td>
</tr>
<tr>
<td>(iii)</td>
<td>Departmental Selection or Departmental Promotion Committees for BPS 10 and below.</td>
<td>An officer of BPS 19 and two officers of BPS 18.</td>
<td></td>
</tr>
</tbody>
</table>

[Authority:– Extract from para 6 of Estt. Secretary’s d.o. letter No.1/9/73-F.IV, dated 22-10-1973].

25.1 Composition of Departmental Promotion/Selection Committees

According to rule-4 (1) of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973, the composition of a Departmental Promotion/Selection Committee is to be determined by the Ministry or Division concerned in consultation with the Establishment Division. However, the level at which the composition is to be approved in the Ministry concerned has not been specified.

2. It has, therefore, been decided that composition of the Departmental Promotion Committee for BPS 11 to 18 may be approved at the level of Secretary of a Ministry/Division and the composition of Departmental Promotion Committees for BPS 10 and below may be approved by the Joint Secretary. Each Secretary may, in his Division, authorize Joint Secretary (Admin) in respect of Departmental Promotion/Selection Committees for BPS 10 and below.

25.2 Post in BPS 18 Which Carry Special Pay

It is stated that the proviso to rule 7 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 requiring that posts in BPS 18 which carry a special pay would also be referred to the Central Selection Board if proposed to be filled by promotion or transfer has since been deleted vide Establishment Division’s Notification No. S.R.O. 46(l)/84, dated 9th February, 1984. It is clarified that all cases in which a post in Basic Pay Scale 18 carrying some special pay is filled by promotion will be placed before the appropriate Departmental Promotion Committee*. Where post in Pay Scale 18 carrying a special pay does not fall in the promotion ladder, it would be filled by departmental heads through normal posting and transfer.

[Authority:– Estt. Division’s O.M. No. 3/6/84-R. 2 dated. 3-7-1984].

25.3 Proposals for Promotions

The Ministries/Divisions/Departments while sending proposals for promotion do not furnish the complete information to the Establishment Division. It has, therefore, been desired that in all cases of promotions the Departmental Promotion Committee should also be provided with the following information:-

(a) List of total posts.

(b) Number of posts filled by promotion and initial recruitment.

(c) A confirmation that requisition has been sent to the FPSC for those posts required to be filled in by initial recruitment.


25.4 Appointments Not Exceeding Four Months

With reference to para 8 of this Division’s O.M. No. F-33/I/47-Ests (SE II), dated the 29th January, 1948, it is clarified that the approval of Departmental Promotion Committees is necessary even for appointments for a period not exceeding four months of the officers not in the list or not next in order of the list prepared by the Departmental Promotion Committee.


*BPS. Promotion is to posts/BPS.
25.5  DPC to Make Selection on the Basis of Record

The committees should make their selections in the light of past record of the persons concerned (where available) and the quality of their present work, and with due regard to seniority where other considerations are equal.

[Authority:– Para 5 of Estt. Division O.M.No. 33/I/48-Estt. (ME), dated 15-3-1948].

25.6  DPC Not Competent to Recommend Demotion

It appears from references made recently to the Establishment Division that the scope and functions of Departmental Promotion Committees are not clearly understood. In certain cases Government servants officiating without any condition in higher BPS have been demoted on the recommendation of Departmental Promotion Committees. It is necessary, therefore, that the position should be clarified.

2.  As their name indicates, the function of Departmental Promotion Committees is to make recommendations in respect of promotions and there is nothing in Establishment Division Office Memorandum No. 33/I/47-Ests(SE.II), dated the 29th January, 1948 which relates to the constitution of these Committees, to suggest that these Committees have been given the power to recommend the demotion of an officiating officer.

3.  What Departmental Promotion Committees should do is to prepare a list of officers whom they consider fit for promotion. They should revise this list periodically which means that they can either add to, or subtract from it. An officer who has been substantively promoted to a higher BPS will not of course figure in this list. Similarly, an officer who has been promoted to officiate in a substantive vacancy for an indefinite period should not appear in the list because he is for all practical purposes to continue in the higher BPS. In other words, the officers whose names will be shown in the list maintained by these Committees will be those who have not been promoted to higher BPS in any capacity or who have officiated off and on or who are officiating against leave vacancies or in temporary posts of short duration and are, therefore, liable to revert in the normal course to the lower BPS.

[Authority:– Estt. Division’s O.M. No. F. 33/49-SE, dated 18-6-1949].

25.7  Names of the Selected Persons to be Arranged in the Order of Seniority

In accordance with the Establishment Division Office Memorandum No. 1/16/69-D.II, dated 31st December, 1970, regarding general principles of seniority, persons approved by the competent authority, on regular basis for promotion to higher posts in the same batch shall retain the same seniority on the higher BPS as they were enjoying in the lower grade.

[Authority:– Para 1 of Estt. Division’s O.M.No. 13/1/67-D.III, dated 15-7-1972].
25.8 DPC can Interview Candidates

The question of interviewing candidates, by Departmental Promotion Committee, at the time their cases for promotion are being considered, has been examined in this Division, and it has been decided that a DPC can interview the candidates, if it so desires.


25.9 Minutes of the DPC

The proceedings of the Departmental Promotion Committees are very often drawn up in a sketchy manner and do not give the essential details.

2. It is necessary that detailed minutes should be drawn up to show why certain persons have been approved and what are the reasons for declaring certain other persons unfit for promotion. In promotion for selection posts, mere average reports should not be considered sufficient and greater emphasis should be placed on merit according to the existing instructions.


25.10 Reconstitution of Selection Board for Posts in Basic Pay Scale-19

The competent authority has been pleased to re-constitute the Selection Board for posts in *BPS 19 and equivalent under the Federal Government as under:

(1) Secretary of the Administrative Ministry/Division concerned. Chairman

(2) A representative of Establishment Division not below BPS 21. Member

(3) Head of the respective Department in case of posts in Attached Departments and Subordinate Offices. Member

(4) Chief Secretaries of Provincial Governments for cases of PAS and Inspector Generals of Police for cases of PSP officers. Member

(5) A representative of Law Division not below BPS 21 Member

(6) Additional Secretary/Senior Joint Secretary of the concerned Ministry/Division and Joint Secretary where there is no Additional Secretary/Senior Joint Secretary Member/Secretary


* See Revision of Promotion Policy, 2007.
25.11 Constitution of Selection Board for Promotion of PAS/PSP and OMG Officers to BS-19 and Equivalent Posts

In supersession of Establishment Division’s O.M. of even number dated 10th October, 2007 and in pursuance of this Division’s O.M.No.3/17/2000-R-2 dated 27-06-2000 the revised composition of the DSB of the Establishment Division constituted to consider promotion cases of PAS, PSP and OMG officers from BS-18 to BS-19 or equivalent posts is as under:

a. Establishment Secretary Chairman

b. Chief Secretaries of the Provinces Members (Ex-officio)
   (Punjab, Sindh, Khyber Pakhtunkhwa & Balochistan)
   (For PAS and PSP only)

c. IGPs of the Provinces Member (Ex-officio)
   (Punjab, Sindh, Khyber Pakhtunkhwa & Balochistan)
   (For PSP only)

d. A BS-21 Officer (Additional Secretary Member (Ex-officio)
   /Draftsman) Ministry of Law, Justice
   & HR, Islamabad

e. Additional Secretary-II Member (Ex-officio)
   Establishment Division, Islamabad

f. Joint Secretary(E) Member (Ex-officio)
   Establishment Division

g. Joint Secretary (CP-II) Member (Ex-officio)
   Establishment Division

h. Joint Secretary (CP-I) Member/Secretary
   Establishment Division (Ex-officio)

i. Head/Incharge of the concerned
   Member (Ex-officio)
   attached department


25.12 Revision of Promotion Policy Vis-à-Vis Selection Board for Posts in BPS 19

Ref. Establishment Division’s O.M. No. 1/3/2007-CP-II, dated 24-10-2007 circulating the Revised Promotion Policy to all Ministries/Divisions. It is
to clarify that in terms of new Promotion Policy, BPS 19 posts may be taken out of the category of “Non-Selection Posts” and henceforth may be treated as selection posts. Promotion from BPS 17 to BPS 18 posts, being non-selection posts should be based on seniority-cum-fitness i.e. on 100% on the PERs. Condition of passing the Departmental Examination or successfully completion of training courses, as the case may be, shall continue as heretofore.

[Authority: Estt. Div.’s O.M. No. 1/1/2012-CP-II, dated 02-10-2015]

25.13 Guidelines for Submission of Proposals for Consideration of the Central Selection Board

The proposals received from various Ministries/Divisions for the consideration of the Central Selection Boards are generally deficient in one aspect or the other. Establishment Division has therefore to write back to the sponsoring Division requesting for the missing information/details. Usually, the following deficiencies are noticed in the proposals:-

(i) Proposal form is not signed by the Secretary/Additional Secretary incharge of the Division.
(ii) Complete recruitment rules are not furnished.
(iii) ICP Charts/PER dossiers are not complete. No explanation about the missing reports is available in the dossier.
(iv) Full particulars of officers are not furnished in the seniority list.
(v) Quantification of PER gradings is not correct.
(vi) Number of clear vacancies is not indicated.
(vii) Training status of the officers on the panel is not indicated.

2. Furnishing complete information/details and calculation of score of the officers with accuracy is the responsibility of the sponsoring Division. All the Ministries/Divisions are, therefore, requested to ensure that documents in regard to the proposals for promotion are prepared with utmost care so that the information submitted to the Board is complete and accurate in all respects.

[Authority:– Paras 1 & 2 of Estt. Division O.M No.45/1/88-CP-3(Pt), dated 13-1-1988].

25.14 Proposals for Central Selection Board – Prescribed Forms and Check List (March, 1990)

Deficiencies have been occasionally noticed in the documents sent for submission of promotion proposals to the Central Selection Boards. It will be appreciated that submission of complete and accurate documents (including the correctly calculated quantified scores of PERs) is a pre-requisite for consideration of promotion cases by the Boards.
2. A set of the following prescribed forms is given as specimen, indicating the number of copies required, so that the Ministries/Divisions/Departments concerned may be able to submit complete proposals for promotion:-

(i) Proposal form (CP-I) One copy.
(ii) Panel form (CP-II) 20 Copies.
(iii) Synopsis form (CP-III) 20 Copies.
(iv) Seniority form (CP-IV) One copy for each proposal.
(v) Quantification form (CP-V) One copy for each officer on the panel.

*[ ]

3. It is requested that the required number of copies of these forms, cyclostyled or photo copied legibly, must be attached to each proposal for promotion.

4. For each vacancy, a panel of at least five eligible officers is required. However, in case of smaller cadres where only a few officers are eligible for promotion, complete list, in order of seniority, of all the eligible officers should be enclosed.

5. A check list has been drawn up and enclosed for the guidance of the Ministries/Divisions/Departments.

6. Instructions already issued vide Establishment Division's O.M.No.45/1/88-CP-3(Pt), dated 13th January, 1988 shall be treated to have been amended to the extent mentioned above.

[Authority:-- Estt. Division's O.M.No.45/6/90-CP.3, dated 3-3-1990].

CHECK LIST OF REQUIREMENTS REGARDING PROPOSALS FOR PROMOTION OF OFFICERS

To ensure that:-

(i) the proposal form (CP-I) has been signed by the Secretary/Additional Secretary Incharge of the Division;

(ii) for each vacancy a panel of at least five officers has been submitted and all columns have been accurately filled in the form (CP-II);

(iii) training status of the officers on the panel has been indicated (CP-II);

*CP Forms No. vi, vii and viii excluded vide Estt. OM No. 45/1/88-CP.3, dated 10-3-1999.
(iv) ICP Charts/CR dossiers are complete, explanation about the missing reports is available in the dossiers and all columns have been accurately filled in the synopsis form (CP-III);

(v) seniority list is un-disputed, complete and duly authenticated and indicates full particulars of officers (CP-IV);

(vi) quantification of PER gradings is correct and quantification form is enclosed in respect of each officer on the panel (CP-V);

(vii) a copy of relevant Recruitment Rules has been furnished; and

(viii) requisite number of copies of each form has been sent with the proposal.

25.15 Proposal for Central Selection Board – Revised Forms (March, 1999)

Reference Establishment Division's O.M. of even number dated 13.1.1988 with which different forms required to accompany the proposals for promotion were circulated. In view of the past experience the Proposal Form (CP-I) and Panel Form (CP-II) have been revised. In the light of the revised Proposal Form (CP-I), the following documents will not be required to be attached separately in future:

(i) Vacancies certificate form. (CP-VI)
(ii) Disciplinary/Court case certificate form. (CP-VII)
(iii) Prescribed length of service certificate form (CP-VIII)

2. In view of the above, all Ministries/Divisions/Departments are requested to bring the above position to the notice of all concerned and in future the promotion cases may please be prepared on the revised Proposal Form (CP-I) and Panel Form (CP-II) and sent to the Establishment Division along with the following documents for consideration by the CSB concerned:

(i) Synopsis Form (CP-III)
(ii) Seniority Form (CP-IV)
(iii) Quantification Form (CP-V)

[Authority:– Estt. Div.’s O.M.No.45/1/88-CP.3, dated 10-3-1999].
PROPOSAL FORM

Ministry/Division/Department

1. Name of the post(s) to be filled in by promotion
   Basic Pay Scale and the Occupational Group/ Ex-cadre.

2. Total sanctioned strength of the cadre.

<table>
<thead>
<tr>
<th>Direct</th>
<th>Promotion</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   (a) Percentage of share.

   (b) Number of posts allocated to each category.

   (c) Present occupancy position. List of officers to be attached.

   (d) Number of vacant post(s) in each category.

   (e) Whether any roster is being maintained for allocation to each category?

   If so, copy to be enclosed.

   (f) How the post(s) under promotion quota fell vacant and since when?

In case of more details separate papers be enclosed
<table>
<thead>
<tr>
<th>3. (a)</th>
<th>Recruitment Rules framed or not. If so, copy to be attached.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. (b)</td>
<td>In the absence of Recruitment Rules whether the method of recruitment got approved by the Establishment Division. If so, copy to be attached.</td>
</tr>
<tr>
<td>3. (c)</td>
<td>Person(s) eligible for promotion against vacant post(s).</td>
</tr>
<tr>
<td>3. (d)</td>
<td>Prescribed length of service/experience for promotion.</td>
</tr>
<tr>
<td>3. (e)</td>
<td>Prescribed Qualification, if any.</td>
</tr>
<tr>
<td>3. (f)</td>
<td>Mandatory Training/Course, if any.</td>
</tr>
<tr>
<td>3. (g)</td>
<td>Minimum required qualification.</td>
</tr>
<tr>
<td>4.</td>
<td>Seniority list(s) duly verified to be attached.</td>
</tr>
<tr>
<td>5.</td>
<td>Panel of eligible officer(s) duly signed by a responsible officer to be prepared on the prescribed form.</td>
</tr>
<tr>
<td>6.</td>
<td>Number of PERs/ICP Charts.</td>
</tr>
</tbody>
</table>
7. Certified that the officers included in the panel are eligible in all respect and possess the requisite length of service required for promotion. If not, please give details, and reasons for submission of the case to CSB.

8. Also certified that no disciplinary action under Government Servants (E&D) Rules, 1973 or proceedings on criminal charges in the court of law is pending against any officer included in the panel. If otherwise, indicate the names of officers, seniority number on the panel and brief description/nature of the case.

(To be signed by the Secretary/
Additional Secretary Incharge
of the Division)
FOR PROMOTION TO BS-20 POSTS

(AS ON.............)

In respect of Mr. _____________ Personnel No.__________

Domicile: …………… Service/Group: ……………… Sen. No.:.....

<table>
<thead>
<tr>
<th>Educational Qualification</th>
<th>Date of Birth</th>
<th>Date of Superannuation</th>
</tr>
</thead>
</table>

**SERVICE PARTICULARS**

<table>
<thead>
<tr>
<th>Date of joining Academy (CSA)/SERVICE</th>
<th>Date of promotion in Present Scale</th>
<th>Length of Service</th>
<th>Eligibility for Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BS-19</td>
<td>BS-18</td>
<td>BS-17</td>
</tr>
</tbody>
</table>

**Important Appointments held in the present Rank/Post:**

1.  
2.  
3.  
4.  
5.  
6.  

Extra Ordinary Leave (EOL) (if any): ...............  
Deputation with International Organizations (if any): ...............  
Penalties / Adverse Remarks in BS-19 (if any): ...............  
Training Courses (other than mandatory Training): ...............  

**Gradings of mandatory training at ……………… : ………………**

**Number of PERs in preceding Two Scales / 15 years**

<table>
<thead>
<tr>
<th>Basic Scale</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
<th>Cumulative period of PERs (in Months)</th>
<th>Adverse Report/Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS-19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS-20</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Awaited Reports (PERs)</th>
<th>Additional Information (if any)</th>
</tr>
</thead>
</table>

**EFFICIENCY INDEX**

<table>
<thead>
<tr>
<th>Required threshold</th>
<th>Score of PERs+ Training Reports</th>
<th>Marks awarded by CSB</th>
<th>Total</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Recommendations of CSB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promoted</td>
</tr>
<tr>
<td>Deferred</td>
</tr>
<tr>
<td>Superseded</td>
</tr>
</tbody>
</table>

Prepared by:________________ Checked by:___________
FOR PROMOTION TO BS-21 POSTS  
(AS ON.............)

In respect of Mr. ______________
Personnel No.________

<table>
<thead>
<tr>
<th>Domicile: ............</th>
<th>Service/Group: ...............</th>
<th>Sen. No.:.....</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Qualification</td>
<td>Date of Birth</td>
<td>Date of Superannuation</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>SERVICE PARTICULARS</td>
<td>Date of joining Academy (CSA)/SERVICE</td>
<td>Date of promotion in Present Scale</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lower Ranks</td>
</tr>
<tr>
<td>Present Scale</td>
<td>BS-20</td>
<td>BS-19</td>
</tr>
<tr>
<td>Important Appointments held in the present Rank/Post:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
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<tr>
<td>5.</td>
<td>6.</td>
<td></td>
</tr>
<tr>
<td>Extra Ordinary Leave (EOL) (if any)</td>
<td>:</td>
<td>...............</td>
</tr>
<tr>
<td>Deputation with International Organizations (if any)</td>
<td>:</td>
<td>...............</td>
</tr>
<tr>
<td>Penalties / Adverse Remarks in BS-20 (if any)</td>
<td>:</td>
<td>...............</td>
</tr>
<tr>
<td>Training Courses (other than mandatory Training)</td>
<td>:</td>
<td>...............</td>
</tr>
<tr>
<td>Gradings of mandatory training at ............... : ...............</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of PERs in preceding Two Scales / 15 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Scale</td>
<td>Outstanding</td>
<td>Very Good</td>
</tr>
<tr>
<td>BS-19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS-20</td>
<td></td>
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</tr>
<tr>
<td>Total</td>
<td></td>
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<td>Awaited Reports (PERs)</td>
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<tr>
<td>Additional Information (if any)</td>
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<td>EFFICIENCY INDEX</td>
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<tr>
<td>Required threshold</td>
<td>Score of PERs+ Training Reports</td>
<td>Marks awarded by CSB</td>
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<tr>
<td>Promoted</td>
<td>Deferred</td>
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Prepared by:______________
Checked by:______________
## SENIORITY LIST

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<tr>
<th>Sl. No.</th>
<th>Name of Officer</th>
<th>Domicile</th>
<th>Promotee/ Direct</th>
<th>Date of Birth</th>
<th>Date of first appointment in Govt. service</th>
<th>Date of regular appointment in Basic Pay Scale-17</th>
<th>Date of regular appointment in present pay scale.</th>
<th>Present posting</th>
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Signature_______________________________________

Designation_____________________________________

Date___________________________________________
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<th>YEAR</th>
<th>O.A</th>
<th>Q&amp;OW</th>
<th>INTEGRITY MORAL IN TEL</th>
<th>NPS NO.</th>
<th>YEAR</th>
<th>O.A</th>
<th>Q&amp;OW</th>
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</table>

**QUANTIFICATION FORM**

**NAME**

**SENIORITY NO.**

<table>
<thead>
<tr>
<th>OVER ALL ASSESSMENT</th>
<th>QUALITY &amp; OUTPUT OF WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPS No.</td>
<td>No. of Gradings</td>
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<tr>
<td>19</td>
<td></td>
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</tbody>
</table>

**Average Marks:**

**INTEGRITY (GENERAL/MORAL):**

**INTEGRITY (INTELLECTUAL):**

Marks for ACRS:

Addition for serving in a Training institution from to Deduction for penalty/adverse remarks.

**Final Score:** Score

To be checked and verified by the officer incharge of the Ministry/Division.

For guidance please see overleaf.

Signature
INSTRUCTIONS FOR GUIDANCE

(See CP-V)

While filling in the quantification form overleaf and working out quantification marks the following factors may be kept in view to avoid any error:-

(i) The annual confidential reports carry marks as under:-

```
<table>
<thead>
<tr>
<th>Category of reports</th>
<th>Overall Assessment</th>
<th>Quality and output of work</th>
<th>Integrity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Moral</td>
</tr>
<tr>
<td>Very good</td>
<td>8</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Good</td>
<td>7</td>
<td>07</td>
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<td>Average</td>
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<td>05</td>
<td>05</td>
</tr>
<tr>
<td>Below Average</td>
<td>1</td>
<td>01</td>
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</tbody>
</table>
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“Outstanding Report” was introduced in 1985. So an ‘Outstanding Report’ earned for the calendar year 1985 and that during the subsequent years would carry 10 marks. A ‘Very Good’ report earned during the years proceeding the calendar year 1985 would, however, carry 10 marks provided (i) all except 1-2 entries made in the report are in column A-1 or (ii) the recommendations made in the report are for “accelerated promotion”.

(ii) The equivalence of the ‘Overall, PER gradings for Civilian Officers serving in Defence Organizations vis-à-vis those in the Civil Organizations is as under:-

```
PER gradings in the Defence Organizations                  PER gradings in Civil Organizations
(a) Outstanding                                           Outstanding
(b) Above Average                                          Very Good
(c) High Average                                           Good
(d) Average                                                Average
(e) Low Average                                            Below Average
(f) Below Average/Unfit for promotion                      Poor
```

(iii) DEDUCTIONS are to be made from the total of ‘overall marks’ as indicated below:-

(a) One mark for each adverse report;
(b) 3 marks for each minor penalty imposed on a civil servant in a disciplinary case under (Efficiency and Discipline) Rules, 1973;
(c) 5 marks for each major penalty imposed on a civil servant in a disciplinary case under (Efficiency and Discipline) Rules, 1973.
(iv) Addition of 2 marks is to be made for service in a *[specified training] institution for a period of 2 years or more;

(v) If more than one confidential reports have been initiated on an officer during a calendar year, their average marks would be the marks for the whole calendar year;

(vi) Writing of a confidential report covering part periods of two calendar years is not permissible;

(vii) If the period of a report is less than 3 months, it shall be ignored for purposes of quantification;

(viii) Quantification marks should in round figure;

(ix) If the overall grading in a CR is ambiguous e.g. placed between ‘Good’ and ‘Average’ the quantification will be based on the lower rating;

(x) Where only two reports or less are available on an officer against posts in a particular basic pay scale, these CRs will be added to the CRs earned in the lower post for calculating the average marks.

(xi) Where an officer appointed to a higher post on acting charge basis is considered for regular promotion that post, the CR earned during acting charge appointment will be added to CRs earned in the lower post for calculating average marks.

25.16 Guidelines for Submission of Proposals for Consideration of *Central Selection Board (CSB)*

Reference Establishment Division's O.M.No.45/6/90-CP-3, dated 3.3.1990 wherein guidelines/check-list for submission of proposals for consideration of *CSB* were intimated to the Ministries/Divisions. Under the said guidelines, the proposals signed by the Secretary/Additional Secretary Incharge and accompanied by prescribed documents duly authenticated/stamped by responsible officer, are required to be forwarded to the Establishment Division for submission to the *CSB*.

2. It has been observed in some cases, however, that the proposals for the Central Selection Boards do not fully conform to the laid down requirements on the subject. In some cases, the proposals are not duly signed by the concerned Secretary/ Additional Secretary Incharge while, in others, the accompanying documents are either unattested and/or carrying incorrect/ incomplete information. All this leads to avoidable delays on account of back references to the concerned Ministries/Divisions.

3. It has also been observed in many cases that the documents are forwarded at the Section Officer's level and addressed to his counterpart in this Division. Since the Joint Secretary (Admn) of the Ministry/Division concerned is the focal point there, such proposals for *CSB* must invariably be forwarded under his covering letter after ensuring that all the requisite documents relevant to this exercise have been prepared and duly signed by the concerned officers. Moreover, with a view to enforcing secrecy as well as prompt attention, all such references should, henceforth, be addressed to the Additional Secretary (CP&R)**, Establishment Division, and delivered under a sealed cover. Replies to any query on the part of the Establishment Division (which would not be below the level of Deputy Secretary) should also be furnished at least at the same level if not at the level of Joint Secretary (Admn).

4. All Ministries/Divisions are requested to kindly ensure that their promotion proposals for the consideration of *CSB* are forwarded in the light of the position/requirements of paras 2 & 3 above.

*[Authority:– Estt. Division's O.M. No.45/6/90-CP-3, dated 3-5-1995]*.

25.17 Promotion Policy - Cases Where Disciplinary or Departmental Proceedings are Pending

Attention is invited to Para-1 (c) (II) of the Guidelines for Departmental Promotion Committees/Central Selection Boards issued under Establishment Division's D.O. letter No. 10(10)/85-CP-I, dated 15.5.1985 on Promotion Policy. It is stated that DPC/CSB is required to defer consideration for promotion of officers

*Note:-
As CSB-I & CSB-II are no more in practice.
**Career Planning & Regulations.
against whom disciplinary or departmental proceedings are pending. It has been noticed that while forwarding proposals for placement before DPC/CSB or soliciting approval of the competent authority to the promotion of officers, the Ministries/Divisions do not indicate whether disciplinary or departmental proceedings are pending against any of officers under consideration. This causes avoidable delay in processing cases through the Selection Board and obtaining the orders of the competent authority.

2. It is, therefore, emphasized that while forwarding cases of officers for placement before Central Selection Board or seeking approval of the competent authority to the proposed appointments, a certificate should invariably be recorded that no disciplinary/departmental proceeding is pending against the officers under consideration. This may be brought to the notice of all concerned dealing with such cases.

[Authority:– Estt. Division’s O.M.No.45/3/89-CP-3, dated 21-5-1989].

25.18 Procedure for Referring Cases to the Selection Board

It has been observed that proposals relating to the Central Selection Board are not being sent along with the required number of copies each of the essential documents, like the "proposal proforma" properly filled in, complete C.R. dossiers of the officers, their particulars of service, bio-data, latest seniority lists (arranged according to the new gradation system) etc. Moreover, government servants having (former). East Pakistan domicile and the repatriated PSOWs need to be cleared first by the D.I.B. It is also observed that the particulars of service of the government servants are generally not prepared carefully and the C.R. dossiers are not checked to find out the precise reasons for the missing reports. This has to be ensured in all cases and the latest reports have to be invariably attached to the proposals or the reasons for not attaching such reports have to be clearly indicated.

2. At times, big bundles of C.R. dossiers are sent to the residence of the Secretary, Central Selection Board. This involves great risk (apart from inconvenience) as bulky bundles of C.R. dossiers have to be carried from residence to the office. Moreover, the CR dossiers received just before the meeting cannot be properly checked. In view of this, it is imperative that the C.R. dossiers should be sent to the Establishment Division well in advance of the date of the meeting of the Central Selection Board after due scrutiny insuring that these are complete in all respects. However, if under extraordinary circumstances the CR dossiers have to be sent just before the meeting, the Ministries/Divisions may kindly arrange to deliver these CR dossiers through special messengers in the office of the Secretary, Central Selection Board before the meeting of the Board in which other items are to be discussed.

3. The above mentioned requirements should be invariably kept in view while sending proposals for the consideration of the Central Selection Board.

25.19  Consideration of Cases by Central Selection Board – 
Furnishing of Full Particulars of Candidates 
for Promotion

It has come to the notice of the Central Selection Board that in certain 
cases a particular candidate or candidates is/are recommended out of the total 
total number of candidates considered by the Ministry/Division, without mentioning the 
full particulars of all the candidates. The proper procedure in such cases is to place 
the full particulars of ALL the candidates before the Central Selection Board so that 
the Board may decide which of the candidates are not suitable for the post in 
question. It is accordingly requested that the full particulars of ALL the candidates in 
the field of selection or those who may have been considered by the administrative 
Ministries/Divisions, should be placed before the Central Selection Board in all such 
cases.

[Authority:– Estt. Division’s O.M. No.24/3/75-AV, dated 12-2-1975].

25.20  Re-appointment to Posts 
Within the Purview of 
Selection Board

It has been decided that if the re-appointment of an officer to a post took 
place after more than one year of the reversion from that post the case should be 
placed before the Central Selection Board for determining the continued fitness of 
the officer to hold the post. After approval of the Central Selection Board, it would 
not be necessary to refer the case to the Prime Minister/President again.

[Authority:– Estt. Division’s O.M.No.3/20/70-D.III, dated 16-9-1971].

25.21  Short-Term Appointments and Direct 
Appointments to Higher Secretariat 
Posts-under the Present Orders

Short-term appointments and direct appointments to higher Secretariat 
posts-under the present orders are as under:-

(i) it is not necessary to refer to the Selection Board acting appointments 
made as a purely temporary arrangement for a period not expected to 
exceed 4 months; and

(ii) the Board is not concerned with appointments made from sources 
other than from government service.

2. It has been decided that:–

*(a) the period upto which appointment may be made without consulting 
the Selection Board should be reduced from 4 months to one month; and

* Note:– See rule 8B(4) of Civil Servants (Appointment, Promotion and Transfer) Rules 1973, in the 
present context.
(2) The Selection Board should deal with appointments to higher posts in the Secretariat even in the rare cases when such appointments are made from persons not in Government service, i.e. all appointments which are within the purview of the Selection Board will be made on the recommendations of the Board irrespective of the fact whether or not they are made from among persons already in Government service.

[Authority:– Estt. Division’s O.M. No.33/7/49-SEI, dated 13-8-1951].

25.22 Convention Regarding Acceptance of Recommendations of the Selection Board

The Administrative Enquiry Committee reviewed the working of the Selection Board and in their report made the following recommendations:

(a) that both for protection to Ministers and in the interests of efficient working, the rules about the Selection Board be closely adhered to; and

(b) that there should be a convention whereby the advice of the Selection Board should be accepted quickly and automatically except in wholly exceptional cases.

2. Government considered these recommendations and their orders are as follows:

(a) Accepted.

(b) Government have decided that there should be a convention whereby the advice of the Selection Board should be accepted quickly save in exceptional cases; and that if the Prime Minister or the Minister concerned disagrees with the view of the Selection Board, the case should be returned to the Board for further consideration, and a decision taken by the Prime Minister only after the further views of the Board have been placed before him.

**[The above instructions are neither a law nor a rule and are subservient in the provisions of the Civil Servants Act, 1973 specially with reference to powers of the “competent authority” for giving final approval regarding appointment by promotion. These powers are unfettered and the competent authority may accept, reject or refer back the matter to the Central Selection Board for reconsideration. All these options are available to the Competent Authority whose powers are unfettered to choose any one of the options].**

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3. In dealing with Selection Board cases, these orders of government must be strictly followed.

[Authority:-- Estt. Division's O.M.No.33/3/54-SEI, dated 22-9-1954].

25.23 Promotion of an Officer during Pendency of the Departmental Proceedings

It is the responsibility of the departmental representatives who attend the meetings of the Departmental Promotion Committee/Central Selection Board to apprise the Committee/Board whether or not any departmental proceedings are pending against the government servants whose cases are being considered by the Committee/Board. A serious view should be taken if the departmental representatives do not give information to the committee/board and it later comes to notice that a government servant was promoted notwithstanding the fact that disciplinary proceedings where pending against him. The Ministries/Divisions are requested to strongly impress upon the officers who serve as members of Departmental Promotion Committees or who attend meetings of the Central Selection Board as departmental representatives to scrupulously observe these instructions.

2. The Supreme court of Pakistan vide its judgment dated 16-12-2009 had, inter alia, clarified that any judgment, conviction or sentence recorded under section 31-A of the NAB Ordinance shall hold the field subject to law and since the NRO stands declared as void ab-initio, therefore, any benefit derived by any person in pursuance thereof is also declared never to have legally accrued to any such person and consequently of no legal effect.

3. Despite presence of the self-explanatory instructions mentioned at para-I above, somehow conviction of an officer under NAB Ordinance could not be brought to the notice of the Central Selection Board (CSB) on 22nd December, 2009. This resulted in promotion of the officer to higher position. Honorable Supreme Court of Pakistan took suo moto notice of the case. Corrective measures were taken by all concerned. The matter is under adjudication in Supreme Court of Pakistan.

4. Meanwhile, the instructions mentioned at para – I are reiterated with the request that the same should be brought to the notice of all concerned once again. The responsibility for default, if any, continue to vest in Ministries/Divisions/Departments/Departmental Representatives concerned submitting the proposals for promotion/attending the CSB/DSB/DPC meetings.

5. While forwarding proposals for consideration of CSB, the Ministries/Divisions/Departments are also required to provide the following additional details/certificates:-

(a) Details of penalties, if any, awarded to the officer(s) on the panel during the entire career (BS-17 & above).
(b) Details of punishments under any criminal laws including NAB Ordinance, if any, awarded to the officer(s) on the panel during the entire career (BS-17 & above).

(c) Certificates to the following effects that:

“None of the officers on the panel derived any benefit in pursuance of NRO in the entire career (BS-17 & above) within the meaning of Supreme Court of Pakistan judgment dated 16-12-2009 on NRO.

(d) No punishment has been awarded to any of the officer(s) on the panel under any criminal law including National Accountability Bureau Ordinance in the entire career (BS-17 & above).

6. All Ministries/ Divisions are requested to note the above position for strict compliance and also bring the same to the notice of their Attached Departments/Sub-Ordinate Offices, Autonomous/Semi-Autonomous Bodies/ Corporations for their information /strict compliance.


25.24 Meetings of the Central Selection Board

Reference Cabinet Secretary’s d.o. letter No. 25/1/72-AV, dated the 27th November, 1972 in which it was stated that only Secretaries should represent their Ministries/Divisions at the meetings of the Central Selection Board. If a Ministry/Division is not headed by a Secretary or the Secretary is away on foreign tour, then the most senior officer (Additional Secretary/Joint Secretary) in that Ministry/Division could represent the administrative Ministry. The instructions contained in the Cabinet Secretary d.o. letter dated 27-11-1972, were reiterated in d.o. letter No. 25-1/72-AV, dated the 17th January, 1974 and it was further stated that a Secretary/Additional Secretary was not at all in a position to attend the meeting of the Board, the specific clearance of the Establishment Secretary may please be obtained before deputing some other officer to attend the meeting of the Board. In order to make it convenient for the administrative secretaries to so arrange their engagements as to find time for attending meetings of the Central Selection Board, it was decided to hold meetings of the Board on alternate Thursdays.

2. It has, however, been noticed that even now the Secretaries/Additional Secretaries Incharge of Ministries/Divisions frequently do not attend the meetings of the Board. In future, if the Secretaries/Additional Secretaries incharge of the Ministries/ Divisions concerned do not attend the meetings of the Board, the proposals would be returned to those Ministries/ Divisions unconsidered.

[Authority:– Addl. Secretary(Estt) d.o. letter No.25/4/76-AV, dated 8-10-1976].
25.25 Holding-in-Abeyance Posts for which Suitable Candidates are not Available

The attention of the Ministry of Finance, etc. is invited to the recommendations made by a recent meeting of the Secretaries which considered the question of holding in abeyance posts for which suitable candidates are not available. The relevant extract from the minutes of the Secretaries’ meeting is reproduced below for information and guidance:

"As the Selection Board often faced with the problem of filling a high post simply because the post is lying vacant, it was proposed that it would be preferable to keep such posts in abeyance when capable men of sufficient seniority are not available to fill them rather than to promote junior men who are not fully qualified."

"In the course of discussion it was pointed out that there was no objection to the proposal but in practice one difficulty was likely to be encountered. Past experience has shown that in certain cases where a higher post had been held in abeyance because it was not possible to find a suitable person to fill it and a lower post had been created, temporarily in its place, the Ministry of Finance had raised objection to the subsequent revival of the post when a suitable officer became available to fill it. It was then pointed out that if the higher post existed on a regular basis and it was temporarily held in abeyance for a specified time it could be automatically revised on the expiry of that period without reference to the Ministry of Finance. This apprehension should not, therefore, deter us from making appointments in lower grades against sanctioned appointments of higher grades. It was decided that if any Ministry encountered any difficulty in reviving such a post, the case might be brought to the personal notice of the Secretary of the Ministry of Finance."

2. It is requested that Ministry of Finance, etc., should keep this recommendation in view, when higher posts with which they are administratively concerned, are proposed to be filled.

[Authority:– Cabinet Secretariat, Estt. Branch O.M.No.25/40/50-SEI, dated 8-7-1950].

25.26 Follow-up of Recommendations of Central Selection Board

It has been observed that the recommendations of the Central Selection Board regarding promotions of officers to higher grade are not followed up expeditiously by the administrative Ministries and Divisions, who are required to

* To be read as ‘post(s)/BPS. 
submit summaries for the Minister of State for Establishment, *seeking approval to the promotions etc. recommended by the Central Selection Board. Summaries are received after a lapse of a great deal of time resulting in delayed promotions and consequently representations from the officers affected. It is, therefore, requested that steps may kindly be taken to ensure that the recommendations of the Central Selection Board are followed up without undue delay.

[Authority: Additional Secretary (Estt) D.O. letter No.25/3/75-A.V, dated 11-3-1975].

**Sl. No. 26**

Promotion/Direct Recruitment Quota

A question has arisen as to how the quota for promotion and direct recruitment if prescribed in the ratio of 50:50 in the recruitment rules is to be maintained when the number of available posts is odd and not equally divisible. The matter has been considered in consultation with the FPSC and it has been decided that in such cases weightage may be given to promotion quota. For example, where an odd number of posts, say 9, are to be filled in the ratio of 50:50, five posts should be earmarked for promotion and four for direct recruitment.


**26.1 Filling-up of Vacancies – Distribution According to Quota for Promotion, Transfer and Direct Recruitment**

A question has arisen as to how the vacancies caused by resignation, transfer, etc. of the persons appointed against the quota of departmental candidates or direct recruits, before confirmation of such persons should be filled. The matter has been considered in consultation with the Federal Public Service Commission and it has been decided that the vacancies in various services/posts caused by any reason, should be filled on the basis of the quotas fixed for promotion, transfer and direct recruitment. For this purpose the total number of posts in a cadre should be distributed in accordance with the fixed quotas and the vacancies in such posts should be filled so as to achieve the overall quotas fixed for departmental candidates and direct recruits etc.

2. Suitable amendments should be made in the recruitment rules where necessary, in consultation with the Establishment Division and the Federal Public Service Commission.


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* In the present context it would mean the Prime Minister or any other competent authority, depending on the BPS of the posts as well as the Occupational Group/Service it belongs to.

** In view of *, all summaries are not to be sent to Establishment Division.
26.2 Maintenance of Roster for Application of Promotion/ Initial Appointment Quota

In continuation of Establishment Division’s O.M. of even number dated 30th September, 2015 on the subject cited above; in order to avoid diversity in maintaining of roster for a post to be filled through (a) Promotion (b) initial appointment, or / (c) transfer in accordance with the Recruitment Rules; it has been desired that roster should be maintained, under the signature of Joint Secretary (Admn.) or equivalent, in a single way i.e. by sharing/distribution of sanctioned strength of a post, in whole numbers, to promotion quota and transfer quota or/direct appointment quota, according to the following format:-

Roster

As on 00.00.0000 (date)

For the post of ---------------- BS-------under notified Recruitment Rules vide SRO------------

A. Total Sanction Strength: 00
B. Quota/Share for Promotion: 00% = 00 Posts
C. Quota/Share for Transfer: 00% = 00 Posts
D. Quota/Share for Direct Appointment 00% = 00 Posts

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<th>Sl.No. (must be equal to sanctioned strength ‘A’ above)</th>
<th>Post allocated (to promotion/transfer/ Direct appointment Quota)</th>
<th>Name of officers</th>
<th>Present status of the post (filled/vacant)</th>
<th>Remarks: e.g. how the post become vacant/filled</th>
</tr>
</thead>
</table>

Note:— In case of any change in the sanctioned strength of the post/or share in the promotion transfer/direct appointment quota for recruitment in the relevant Recruitment Rules, the above roster will be revised.

2. It is further clarified that a circle of roster may be started/completed by filling the vacancies in the first instance through promotion then by transfer/or direct appointment (as per the requirement of the rules framed for the post), before another circle for promotion(s) be started. Besides, if any violation has been made in maintaining roster it must be rectified in the first instance, accordingly.

[Authority:– Estt. Division’s O.M.No.21/1/90-R-5 dated 12-11-2015].

Sl.No. 27

Proforma Promotions

The Ministries and Divisions as well as Attached Departments and Subordinate Offices, have, in the past, been ordering proforma promotions (also called promotions in absentia) of persons serving on deputation on foreign service,
or in ex-cadre posts as a matter of course on the sole ground that the deputationist had been approved for promotions by the D.P.C. of the parent department and a person junior to him had been promoted. This has resulted in the deputationists serving away from their parent department or cadre for unduly long periods as such persons not only enjoy better emoluments while on deputation but also feel secure that their interests are being fully protected in their own department.

2. The intention underlying 'proforma promotions' is to protect the interests of the government servant only in circumstances where the government servant is required to serve away from his parent cadre because of a definite requirement of public interest and not merely to suit his own interest. Normally, therefore, a deputationist, as soon as he becomes due for promotion should be required to revert to his parent department or cadre so that he is promoted to the next higher post for which he may have been declared fit. In case an offer of promotion is made to him and he declines to revert, he may be allowed to remain in the outside post on the clear understanding that he will not ask for 'proforma promotion'. Only in exceptional cases where the borrowing department or organization expresses its inability to spare the officer, and the head of the parent department records in writing why he considers it necessary to keep the government servant on deputation in the ex-cadre appointment, may proforma promotions be made. Even in such cases, the period for which the officer is allowed to continue to remain on deputation, with the benefit of proforma promotion, should be judiciously fixed so that the officer reverts to his cadre and is appointed to the post for which he has been approved for promotion, as early as possible. Such period should not normally exceed 6 months. All cases where 'proforma promotions' are allowed for a period exceeding 6 months should be reported to the Establishment Division with full justification.

3. The Ministries/Divisions are also advised that in future whenever they send an officer or member of the staff on deputation to an ex-cadre post, or on foreign service, they should settle in advance the period of deputation with the borrowing office/organization on the expiry of which the government servant should revert to his parent cadre. While selecting persons for deputation, care should also be taken not to depute officers who would soon be coming up or promotion to the next rank in their own cadre and may have to be re-called. In the majority of cases, officers and staff are sent on deputation on their application or request. They should be warned that in case they fall due for promotion, they will have to revert to their parent cadre and they will not be allowed promotions in absentia.

4. The above instructions do not apply to senior appointments in international organizations such as the United Nations, the R.C.D. *Sectt., etc. to which officers are nominated by government having regard to their qualifications, experience and suitability. In such cases, it may be presumed that the services of the officer have been placed on deputation with the foreign organization in the public interest, and 'proforma promotion' when called for, may be made.


* Or the successor organization i.e. E.C.O.
27.1 Consideration for Promotion of a Person on Transfer to Another Office

A permanent ministerial government servant, who is temporarily transferred from one office to another in the public interest, should be considered for promotion to a higher BPS in his parent office as and when a vacancy occurs in the higher BPS and if he is selected for promotion in accordance with the relevant rules, he should be appointed pro forma to the higher BPS so that when he reverts to his parent office he can count, for seniority and increments in the higher BPS, the period for which he remained on deputation. No monetary benefit in respect of his pro forma promotion in the parent office shall be allowed to him while he is on deputation. Proforma promotion in such cases should be made with effect from a date determined in accordance with the 'next below rule and not from any earlier date.

[Authority:– Finance Division’s O.M. No. F.1.(5)-RI-(R.W.P.)/62, dated 21-4-1962].

27.2 Proforma Promotions – Review of Cases

The question has been raised whether the instructions issued in the Establishment Division O.M. No. 1/28/71-D. II, dated 29th July, 1971 regarding proforma promotion apply also to past cases where proforma promotions had already been made prior to the issue of these instructions. The Ministries and Divisions are advised to review all such cases. If the officer had been allowed to proceed on deputation for a specific period, he should be requested to revert to the parent department on expiry of that period. In case no period was specified, the parent department should examine the propriety of re-calling the officer to the parent cadre as it is not administratively desirable that officers and staff should remain away from their parent cadre for unduly long period, say more than 3 years in the case of gazetted officers and 5 years in the case of non-gazetted staff. However, if in the case of a particular department the number involved is large, the recall of the deputationist should be judiciously staggered so that no large scale reversions are caused in the parent office consequent on the re-call of the deputationists. Priority in re-call should be given to those who have been allowed proforma promotion in the parent cadre. Where, however, the borrowing departments are prepared to confirm such officers and staff on their own establishment (provided this is admissible in accordance with the recruitment rules applicable to the post) and the officer or staff is also willing to be so absorbed, reversion to parent cadre may not be insisted upon.

[Authority:– Estt. Division’s O.M.No.1(28)/71-D.II, dated 28-3-1972].
27.3 Reversion of Deputationists to Parent Departments

Cases have come to the notice of the Establishment Division where officers whose services were obtained on deputation for a specific period were not returned by the borrowing department when the parent department asked for their reversion. Attention in this regard is invited to the Establishment Division's O.M.No.1(28)/71-D.II, dated the 28th March, 1972, wherein it was laid down that officers obtained on deputation should be reverted to their parent department on the expiry of the period of deputation. It was further laid down therein that the period of deputation should normally be 3 years in the case of officers in BPS 16 and above 5 years in the case of staff in BPS 15 and below.

2. In the interest of efficient administration, it is reiterated that the above mentioned instructions should be followed rigidly and the deputationists reverted to their parent department on the expiry of the period of deputation unless the intention is to permanently absorb the deputationist in the cadre or department where he is serving on deputation and the recruitment rules for the post provide for such a course. In such cases, the consent of the deputationist to the suspension or termination of lien on his permanent post in the parent department, as well as the agreement of the parent department, should be obtained. With the completion of these formalities the deputationist will be treated as regular member of the establishment of the borrowing department.

3. Where, however, it is not intended to permanently absorb the deputationist in the borrowing department the deputationist must not be allowed to remain away from his parent cadre for unduly protected period; he should be reverted to the parent department on expiry of the period of deputation as originally fixed. If the borrowing department needs the services of another officer having the qualifications or experience possessed by the deputationist, a request should be made to the lending department to depute some other officer in his place possessing the same qualifications or experience as far as possible. The borrowing department in no case should insist on retaining a particular individual beyond the original period of deputation.

4. All Ministries, Divisions and Departments are requested to examine the cases of deputationists with them and take necessary action in the light of the above instructions. If relaxation of these orders is required in any individual case, it may be referred to Establishment Division with full justification.

[Authority:– Estt. Div.’s O.M.No.1(28)/75-D.II, dated 6-3-1975].
27.4 Revised Guidelines for the FR-17(I) Committee/High Level Committee to Consider the Cases of Proforma Promotion on the Basis of Antedated Seniority

Part-I Rule Provisions

The F.R.17(I) reads as under:-

F.R.17(I) subject to any exceptions specifically made in these rules and to the provisions of sub-rule (2), an officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

[Provided that the appointing authority, may if satisfied that a civil servant who was entitled to be promoted from a particular date was, for no fault of his own, wrongfully prevented from rendering service to the Federation in the higher post, direct that such civil servant shall be paid the arrears of pay and allowances of such higher post through proforma promotion or up-gradation arising from the antedated fixation of his seniority].

Part-II Relevant Committee/TORs

2. A Committee was constituted vide Finance Division’s (Regulation Wing) O.M.No.F.3(I)/R-2/94 dated 28-05-2001 to examine the claims under proviso to FR-17 and to advise the Appointing Authority(s) in decision making. The revised composition of the Junior Level Committee on FR-17(1) is as follows:—

Joint Secretary (Regs), Finance Division Chairman

Joint Secretary (Regs), Establishment Division Member

A BS-20 officer of Law, Justice and Human Rights Division to be nominated by the Law Secretary. Member

Joint Secretary of the Ministry/Division concerned. [also for the organizations under the administrative control]. Co-opted Member

Deputy Secretary (Regulations) Finance Division Secretary

3. A High Level Committee was also constituted vide Finance Division (Regulation Wing) O.M. No.3(1)R-2/94-1029-(Pt) dated 10-12-2010 to above
recommendations for cases in the respect of Civil Servants in BS-20 and above under proviso to FR-17(l). The revised composition of the High Level FR-17(l) Committee is as under:-

- Secretary, Finance Division Chairman
- Secretary, Establishment Division Member
- Secretary, Cabinet Division Member
- Secretary, Law, Justice & Human Rights Division Member
- Additional Secretary-I, Establishment Division Member
- Secretary of the Ministry/Division Concerned. Co-opted Member
- Additional Secretary (Regulations), Finance Division Member/Secretary

4. The mandate of the Committee is as under:—

(j) The Junior Level Committee on FR-17(1) headed by Joint Secretary (Regs.) Finance Division shall also make initial scrutiny in cases of civil employees in BPS-20 and above and submit its report to the above High Level Committee for firming up of its recommendations.

(ii) The recommendations of High Level Committee shall be submitted to the appointing authority i.e. Prime Minister for approval.

(iii) The Junior Level Committee on FR-17(1) headed by Joint Secretary (Regs.) Finance Division shall continue to consider/ recommend cases in respect of civil servants in BPS-19 and below.

**Part-III Types of cases not to be considered by the FR-17(l) committee(s)**

5. The Committee(s) shall refer the following types of cases to the respective DPC/Selection Board for consultation before consideration by the Committee:—

(a) A Civil Servant who has not yet been recommended for promotion to higher post by respective Selection Board/ Committee except the cases of retired civil servants who could not be considered for
promotion for no fault of their own and retired on attaining the age of superannuation.

(b) A Civil Servant requesting for proforma promotion in Service Cadre to which he/she does not belong.

(c) A Civil Servant who had been superseded on the recommendation of respective DPC/Selection Board and approved by Competent Authority and the said supersession is still intact.

(d) A Civil Servant requesting for proforma promotion on the ex-cadre posts he/she was not nominated for mandatory training but his/her authority was nominated at the relevant point of time and such nominations for training pertains to period beyond one year.

(e) The Civil Servants who were superseded on the recommendations of respective Selection Board/Committee for the recorded reasons having been approved by the Competent Authority.

Part-IV Types of Cases to be Considered by the FR-17(I) Committee(s)

6. The respective Committee shall consider the cases of Civil Servants for proforma promotion to the next higher post in their own cadre or service/group who have been granted antedated seniority within the meaning of proviso below FR-17:—

(a) A Civil Servant who was deferred for any of the reason indicated in the promotion policy but subsequently it is found that the said reason was wrongfully mention. For instance Mr. ‘A’ was deferred for the reasons that he had not undergone the prescribed training or passed departmental examination. Subsequently it came to notice that he had undergone the mandatory training or passed the departmental examination but the training evaluation report or result of examination could not be submitted to the respective Selection Board/Committee at the relevant point of time.

(a) (i) Cases of retired civil servants who could not be considered for promotion for no fault of their own and retired on attaining the age of superannuation.

(b) A Civil Servant who was not superseded previously on the recommendations of the respective DPC/Selection Board duly approved by Competent Authority but his/her claim has arisen for any other reason.
(c) A Civil Servant recommended by respective Selection Board/Committee for supersession and the recommendations were approved by Competent Authority provided that the said supersession has been converted into deferment for reasons, what so ever, either by Count of Law or Competent Authority.

(d) A Civil Servant who was not recommended initially for promotion to higher post by the respective DPC/Selection Board as his/her score was below the minimum threshold for various reasons including:

(i) non-inclusion of additional marks for serving in training institutions.

(ii) non-inclusion of marks for any PER in the PER score.

(iii) non-inclusion of marks of the Selection Board.

(iv) wrong deletion of marks on account of penalty/adverse remarks etc.

(v) any other reason deemed by the Committee to be a reason for wrongful prevention to hold higher post.

(e) The cases at (d) above to be considered if the respective DPC/Selection Board subsequently took note of said omission(s) and had recommended such Civil Servant for promotion to higher post.

(f) The FR-17 Committees shall not consider the cases beyond the scope of FR-17.

[Authority:—Finance Division’s O.M.No.4(6)Imp/FR-17/2013-277 dated 18-09-2015].

27.5 Promotion on Temporary/Regular Basis

At times, Establishment Division receives proposals for regularising the promotion of those promoted earlier against deputation, leave, etc. vacancies, on the grounds that regular vacancy has since occurred.

2. The matter has been considered in the Establishment Division in light of the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, read with the Promotion Policy covering promotion upto BPS 21. It is clarified that an officer recommended for promotion on temporary basis by the Central Selection Board/Departmental Promotion Committee and approved by the competent authority is liable to reversion to lower post in case the higher post is subsequently either abolished or ceases to exist or its original incumbent joins back. However, if a temporarily promoted officer continues working against the higher post without any break and, in the meanwhile, a regular vacancy in the
cadre becomes available, no fresh clearance of the Central Selection Board/DPC and approval of the competent authority is required for his promotion to higher post on regular basis. The officer will, therefore, be deemed to have been promoted on regular basis with effect from the date of occurrence of the vacancy on regular basis in the cadre, subject to the following conditions:

(a) No disciplinary/criminal proceedings have been initiated against him/her during the period from the date of temporary promotion till the occurrence of vacancy on regular basis.

(b) His/her up-to-date service record would form the basis for assessing fitness for promotion on regular basis i.e. quantified score should not be less than minimum threshold prescribed for the purpose.

[Authority:– Estt. Div.’s O.M.No.30/2/90-CP, dated 18-2-1997].

CLARIFICATION

Refer to Establishment Division’s O.M. No.30/2/90-CP-3 dated 18-02-1997 which inter alia provided for regularizing the promotion of officers who were earlier promoted against deputation, leave etc vacancies on the ground that regular vacancy has occurred subject to satisfaction of the conditions prescribed under the above referred O.M. A number of references are received in the Establishment Division regarding clarification for extending the applicability of this O.M. to the cases of initial appointments made against temporary vacancies.

2. The matter was considered in the Establishment Division and it has been decided to extend the applicability of instructions contained in the above referred O.M. dated 18-02-1997 to cases of initial appointment as well subject to the following conditions:

(i) The initial appointment against the temporary vacancy is made in the manner prescribed for appointment against regular vacancy duly observing regional/provincial quota and qualification & experience prescribed in the Recruitment Rules of the post concerned.

(ii) The incumbent has continuously worked on the temporary vacancy during the period from appointment to the occurrence of the regular vacancy.

(iii) No disciplinary/criminal proceedings have been initiated against him/her during the said period.

(iv) His/her up-to-date service record would form the basis for assessing fitness for the continuation of subject appointment.

[Authority:– Establishment Division’s O.M No.30/2/90-CP-3/R-2 dated 14-04-2014].
27.6 Promotion of Officers while on Deputation on Foreign Service

The position regarding promotion, in their parent cadres, of government servants transferred to 'foreign service' [as defined in Fundamental Rule 9(7)], and the benefits accruing to them from such promotion does not appear to be clear in some quarters.

2. Cases of promotion, in their parent cadres, of government servants who are transferred to foreign service and the emoluments admissible to them are regulated by the provisions of Fundamental Rules 113 and 114 which fall in Chapter XII of Section I of the Fundamental and Supplementary Rules, Vol. I, and not by the proviso to the 'next below rule' (Note below) 'i.e., the second proviso below FR 30 which falls in Chapter IV of that rule and applies in cases of Government servants serving outside their ordinary line within Government service.

3. Under FR 113 a Government Servant transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer and may be given such substantive or officiating promotion in these cadres as the authority competent to order promotion may decide, keeping in view the considerations mentioned in that rule. According to FR 114, read with orders issued thereunder, which have been printed in Appendix No. 11 to the Fundamental and Supplementary Rules, Vol. II, a Government servant transferred to ‘foreign service’ in Pakistan shall, unless his duties in foreign service involve a decided increase in work or responsibility in comparison with duties of his post in Government service, be allowed the same remunerations as he would have received, from time to time, in Government service before his transfer to foreign service. It follows from these orders that if a government servant who is on deputation to foreign service is promoted in his parent cadre, he should, if he continues to remain in foreign service, be allowed the remuneration which he would have received in the higher post in government service to which he is promoted. The higher remuneration would, of course, be payable by the foreign employer.


[Note: (a) The cases of the civil servants on deputation to autonomous/semi-autonomous bodies and corporations under Federal Government & Provincial Governments are regulated under FR 113 and 114 (Chapter XII of Section I of FR and SR Vol I). Under FR 113, a government servant on deputation shall remain in the cadre in which he was included in a substantive or officiating capacity immediately before his transfer on deputation and may be given such substantive or officiating promotion in his own cadre as the authority competent to order promotion may decide, keeping in view the considerations mentioned in that rule. According to FR 114, read with the Orders issued thereunder, Appendix No. 11 to the FR and SR, Vol. II, a government servant transferred or on deputation shall, unless his duties involve a decided increase in work or responsibility in comparison with duties of his post in government service, be allowed the same remunerations as he would have

*Note.- Please see also para 2(7) of the Establishment Secretary's d.o letter No. 10(3)81-CPI(Pt),dated 31-10-82 regarding Promotion Policy.

** deputation.
received, from time to time, in government service before his transfer on deputation. If a government servant who is on deputation is promoted in his parent cadre, he should, if he continues to remain on deputation be allowed the remuneration which he would have received in the higher post in government service to which he is promoted. The higher remuneration would, of course, be payable by the employer i.e. autonomous/semi-autonomous body, corporation or a state owned enterprise.

(b) The cases of the civil servants serving outside the ordinary line within government departments, are covered under FR 30 according to which a government servant appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post unless the officiating appointment involves the assumption of duties and responsibilities of greater importance than those of his own post.

(c) **Next Below Rule**: In initial substantive appointment of a government servant, his pay is fixed, if he holds a lien, on a permanent post in this manner; if the appointment involves assumption of duties and responsibilities of greater importance than those of the permanent post, he will draw as initial pay the stage of time scale next above substantive pay in respect of old post. When appointment to the new post does not involve such assumption, he will as initial pay at the stage of the time scale equal to his substantive pay in respect of the old post, or if there is no such stage, the stage next below that pay plus personal pay equal to the difference, till he earns an increment in the time scale of the old post or in the time scale of the new post, whichever, is less, but if the minimum in the time scale of the new post is higher than his substantive pay he will draw that minimum as initial pay. The guiding principle for the working of the next below rule, as given in FR 30(10) is that an officer outside his regular line should not suffer by forfeiting acting promotion had he remained in his regular line. Thus a fortuitous acting promotion of an Junior Officer to an officer outside the line of promotion, does not give rise to claim under the next below rule.

(d) Procedure for regulating pay under the ‘next below rule’: The Governor General has sanctioned the adoption of the following guiding principle in regard to the working in future of the ‘next below’ rule. The intention of the so-called rule was apparently that an officer out of his regular line should not suffer by forfeiting acting promotion which he would otherwise have received had he remained in his regular line. From that it follows that the fortuitous acting promotion of someone junior to an officer who is out of the regular line does not, in itself, give rise to a claim under the ‘next below’ rule. Before such a claim is established it should be necessary that all the officers senior to the officer who is out of the regular line have been given acting promotion, and also the officer next below him, unless in any case the acting promotion is not given because of inefficiency, unsuitability or leave. In the event of one of these three bars being applicable to the officer immediately below the officer outside his regular line, some other officer, even more junior should have received acting promotion and the officers, if any, in between should have been passed over for one of these reasons.

(Late Govt. of India Finance Department Endst. No. F.27(1)-EX-I/36, dated the 20th February, 1936 and Home Department No. F. 52/36, dated the 6th February, 1936).

The Ministry of Finance has had under consideration the question of operation of the ‘next below rule’ in the offices of the Government of Pakistan. The “next below rule” was a temporary expedient designed to protect government servants from monetary loss and, in effect, meant the temporary upgrading of posts. It was originally intended that the expediency should not last more than six months in individual cases. Whatever may have been the held advantage in the past to leave a man undisturbed in the post by him if the exigencies of the public service required it, the need for such considerations does not exist at present. It is the considered opinion of this Ministry that the concessions of the ‘next below rule’ should not be permitted except in very exceptional circumstances and that, too, for very short periods. It has been decided, therefore, that the cases wherein the benefit of the ‘next below rule’ has been conceded should be reviewed forthwith. The Ministry of Interior/etc. should take steps either to obtain the approval of this Ministry for the continuance of that benefit or to revert the government servant concerned to his parent office.

(Ministry of Finance O.M. No. 1196-R.E.-G./47, dated the 7th December, 1947)
27.7 Promotion of Officers Deputed for Training Abroad

According to para (ii) of the Finance Division O.M. No. F.8(2)/R/(II)/(II)/58, dated the 31st October, 1958, officers proceeding abroad for training are entitled to the pay which would have been admissible to them in Pakistan but for their deputation abroad. It has been brought to the notice of this Ministry that in some cases the officers, while under training abroad, are considered and approved for promotion to higher posts in Pakistan. In this connection, a question has arisen as to what extent the benefit of such promotion should be given to such officers. The matter has been considered and it has been decided that if an officer is on training abroad and his turn for promotion arrives in his parent department or cadre in Pakistan, he should be considered for promotion along with other officers, and if he is approved for promotion in accordance with the relevant rules, he should be appointed formally (not actually) to the post in the higher BPS. This would enable him to occupy, on his return to Pakistan, the position which he would have occupied, had he not gone abroad on training. No financial benefit of the ‘next below rule’ should be allowed to him in respect of his promotion. He should be allowed to count seniority and increment from the date of such promotion, but the actual pay of the higher post should be given to him only when he resumes the duties of the higher post on his return from training.

[Authority:– Finance Division’s O.M. No. 361-R 4/65, dated 25-3-1965].

27.8 Promotion Policy Governing Civil Servants on Training Abroad

The civil servants who are otherwise eligible for promotion but for their being on training abroad, shall, therefore, be considered for promotion by the competent promotion Committees/Boards provided they fulfill the prescribed criteria of promotion. However, on approval by the competent authority, the promotion of these officers shall actualize only on the successful completion of foreign training and on their return to their parent organization in Pakistan.


3. All Ministries/Divisions are requested to bring the above instructions to the notice of the promotion Board/Committees under their control.


(ANNEX)

“Promotion of officers deputed for training abroad:– According to para (ii) of the Finance Division O.M. No. F. 8(2)/R/(II)/58, dated the 31st October, 1958, officers proceeding abroad for training are entitled to the pay which would have been admissible to them in Pakistan but for their deputation abroad. It has been
brought to the notice of this Ministry that in some cases the officers while under training abroad are considered and approved for promotion to higher posts in Pakistan. In this connection, a question has arisen as to what extent the benefit of such promotion should be given to such officers. The matter has been considered and it has been decided that if an officer is on training abroad and his turn for promotion arrives in his parent department or cadre in Pakistan, he should be considered for promotion alongwith other officers, and if he is approved for promotion in accordance with the relevant rules, he should be appointed formally (not actually) to the post in the higher grade. This would enable him to occupy, on his return to Pakistan, the position which he would have occupied had he not gone abroad on training. No financial benefit of the ‘next below rule’ should be allowed to him in respect of his promotion. He should be allowed to count seniority and increment from the date of such promotion, but the actual pay of the higher post should be given to him only when he resumes the duties of the higher post on his return from training.


27.9 Promotion of an Officer/ Official During LPR

A question has arisen whether an officer/official who is on LPR can be considered for promotion against a higher post or otherwise.

2. The matter has been considered and the view held is that LPR is one of the types of leave to which a government servant is entitled. As he continues to be a government servant and can be called even for duty, he can, therefore, be considered for promotion against a higher post during LPR.

3. All Ministries/Divisions are requested to bring these instructions to the notice of all concerned.


27.10 Bar against Promotion of Ad-Hoc Appointees

The following further instructions are issued for regulating ad-hoc appointments:

(i) Persons appointed on ad-hoc basis should possess the required qualifications and experience prescribed for posts.

(ii) Persons appointed on an ad-hoc basis should not be promoted to higher posts.

[Authority:– Estt. Division’s O.M.No.3/29/70-D.III, dated 7-1-1971].
V.  INDUCTION OF COMMISSIONED OFFICERS AND OTHER RANKS RECRUITED OR INDUCTED ON REGULAR OR CONTRACT BASIS IN CIVIL POSTS

**Sl. No. 28**

Provisions Relating to Commissioned Officers and Other Ranks Recruited or Inducted on Regular Basis or on Contract in Civil Posts-Terms and Conditions

It has been decided that armed forces officers seconded to Civil Ministries (other than Defence), Departments of the Federal/ Provincial Governments, autonomous/semi-autonomous bodies and corporations etc. will be governed by the following terms and conditions:-

1. **Tenure**
   
   (a) Officers will normally be seconded for a period upto three years extendable, in exceptional circumstances, by one year by the government, after which the officer will normally either be recalled to the parent service or released. No extension in service will be allowed to officers who complete age/service limits for retirement during secondment.
   
   (b) If the deputation of an officer tends to become indefinitely prolonged, permanent absorption of the officer concerned in the civil cadre by retiring him from the parent service, would be considered.
   
   (c) In case of an emergency, the parent service will have the option of withdrawing a deputed officer without notice, if necessary.
   
   (d) An officer will have the option to request for return to his parent service if he feels that his service career is adversely affected by continued deputation.

2. **Pay and Allowances**

   (a) The deputationists will be entitled to pay of rank, Command/Staff/Charge Pay, Instructional Pay, Qualification pay, Flying Pay/Submarine Pay/Special Service Group Pay/Technical Pay/ Disturbance Pay, Kit Allowance and Non-Practicing Allowance drawn by them in the Military service immediately before their secondment in addition to 20% of pay of the rank as special compensatory allowance.

   (b) Entertainment Allowance.– Entertainment Allowance may be allowed according to the equivalence of rank formula at the rate admissible on the civil side.
(c) Senior Post Allowance.– This allowance will not be admissible in addition to Command/Staff/Charge/ Instructional pay etc.

3. Pension-Including Disability/Family Pension

(a) Pension, including disability/family pension, will be granted to officers under relevant Military Pension Rules. They will count the period of service with the borrowing Ministries/Departments etc. as qualifying service for pension in the Army/Navy/Air Force.

(b) The claims that the officers or their families may have in respect of the disability or death during the period of their employment under the borrowing Ministry/Department etc., or arising out of any disability contracted in such service, shall be determined solely in accordance with the relevant Military Pension Rules, as amended from time to time, and the entire cost of any such pension shall be borne by borrowing Ministries/Departments etc. These Ministries/Departments will also be liable to bear proportionate share of any gratuities/ pensions that may be admissible to these officers in respect of their service under Military Rules. In case of officers on deputation to a Non-Government body, the pension contribution for pension admissible to them under relevant Military Pension Rules, in respect of Service rendered by them on deputation will be payable by the borrowing agency.

4. Leave

(a) The officers will continue to be governed by Military Leave Rules.

(b) Leave account of the officers will be maintained by the parent services in consultation with the borrowing organisations and leave will be granted by the appropriate authorities in borrowing organisations under intimation to Service HQ/CORO*/Record Office concerned. Leave earned in the borrowing organisations will be availed of, as far as possible, before reversion to the services.

5. Rank.– Acting/temporary rank will be retained/relinquished as if the officers had continued in Military Service in the appointment last held.

6. Promotion in the Services.– While on secondment they will not be entitled to acting/temporary promotions. However, substantive/substantive temporary promotions will be made upto the rank held at the time they were seconded to civil department. This paragraph does not apply to AMC officers.


* CORO: Chief Officers’ Record Office.
8. Accommodation etc.
   (a) Government accommodation will be provided under civil rules and rent will be paid under those rules.
   (b) Normal water/electricity charges prevalent at the station will be paid.
   (c) No Service accommodation/furniture will be provided.

9. Purchase of Rations from Service Sources and other Purchases from Canteen Stores Deptts/Officers’ Shops etc.— They will not be entitled to make the above purchases.

10. Provision of Batman.— Batman will not be provided.

11. Cost of Passage/TA for joining post in the Ministry/Department and returning therefrom.— This will be borne by the borrowing Ministry/Department etc.

12. Defence Services Officers Provident Fund Contribution.— The officers will continue to contribute towards DSOP Fund.

13. Advance.— The officers may be allowed House Building Advance/Motor Car Advance from the relevant Services Budget as permissible under relevant Service Rules.

14. Discipline.— The officers will continue to be governed by the provisions of their respective Service Act/Rules/Laws. Day to day conduct and discipline will be governed by the rules of the borrowing Ministries/Departments etc. concerned.

15. In addition to the above, all other special concessions or perquisites such as free residential accommodation, use of transport at government expense etc. which, otherwise normally go with a particular appointment to which the officer may happen to be seconded, will also be admissible to him.

16. The above perquisites are without prejudice to any improvements which the borrowing department may sanction in individual cases under special circumstances in consultation with their financial authorities.

17. Government letters containing the above terms will be issued in individual cases by the borrowing Ministries/Departments etc.

18. The provisions of this *JSI are not applicable to:
   (a) officers serving in the civil armed forces (who will continue to be) governed by their existing rules; and
   (b) officers who are absorbed in the civil department.

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* Joint Services Instructions.
19. This JSI* shall take effect from 14-12-1981.

20. JSI* No. 46/59, PAC-666/60 and Ministry of Defence letter No. 401/64/PS-3 (a) 4005/D-2-A dated the 5th June, 1965 may be treated as superseded by this JSI*.


28.1 Terms and Conditions of Service of Army Engineer Officers Transferred to the Survey of Pakistan

1. General.– A fixed quota of 1/3rd of the available regular vacancies in the Central Service, Class I**, of the Survey of Pakistan in the grade of Assistant Superintendent of Survey shall be reserved for the officers of the Corps of Engineers, Pakistan Army. Normally, the Corps of Engineers officers shall be of 5-6 years commissioned service, including antedate, if any, at the time of appointment in the Survey of Pakistan.

2. Selection.– The Surveyor-General shall intimate to the Military Secretary at General Headquarters the number of vacancies in the grade of Assistant Superintendent of Survey reserved for army officers as and when they fall vacant. The Military Secretary shall then ask for volunteers from the Corps of Engineers and, in consultation with the Engineer-in-Chief, recommend suitable candidates to the Surveyor General. The appointment shall be made by the Government of Pakistan on the recommendations of the Surveyor-General.

3. Probation.–

(a) On first appointment, officers shall be on probation for a period of two years. If an officer is found unsuitable and the Surveyor-General desires his reversion to the army or his services are required by the army during this period he may be reverted to the army by mutual agreement. The officers will have the option to revert to the army during the probationary period.

(b) On successful completion of the probationary period, the officer shall be confirmed as Assistant Superintendent of Survey in the Survey of Pakistan.

4. Training.– The officers shall be exempted by General Headquarters from passing any army promotion examinations, etc. This concession shall, however, cease upon their reversion to the Army either during or on completion of the probationary period, when they may be given a maximum of two chances to pass the appropriate promotion examination.

*Joint Services Instructions.
** BPS 17. Technically, Class I refers to BPS 1-22. Here the nomenclature of the post given implies BPS 17.
5. **Conditions of Service During Probationary Period.**—During the probationary period, the officers shall remain on the effective list of the Army and shall be counted as supernumerary to the authorised strength of the Corps of Engineers, and shall be governed by the following rules:

(a) **Rank.**—

(i) They shall retain rank (including temporary rank) held at the time their services are placed at the disposal of the Survey of Pakistan.

(ii) The grant of time-scale substantive promotion during this period shall be governed by the normal army rules, as may be in force from time to time. Temporary promotions will be allowed on the basis of the ‘next below rule with the prior approval of the Military Secretary.

(b) **Pay and Allowances (other than TA/DA).**—They shall receive the pay and allowances (other than TA/DA) which they would have received in the army on duty.

(c) **TA/DA.**—They shall get TA and DA as are admissible to the officers of corresponding status in the Survey of Pakistan.

(d) **Pension.**—Any claim that these officers or their families may have in respect of their disablement or death during this period of service with the Survey of Pakistan or arising out of any disability contracted in such service shall be determined solely in accordance with the Central Civil Services (Extraordinary Pension) Rules, or any modification or amendment to those rules for the time being in force, and the entire cost of meeting such claim shall be borne by the Survey of Pakistan. The Survey of Pakistan shall also be liable to pay the proportionate share of any service gratuity/pension that may be admissible to the officers in respect of their service with that Department.

(e) **House Rent.**—Rent for accommodation provided by the government shall be recovered under the army rules.

(f) **Medical Treatment.**—The officers and their families shall be entitled to the same medical facilities as their civilian counterparts in the Survey Department.

(g) **Leave.**—Leave shall be admissible as provided in the Military Leave Rules.

(h) **Zonal Allowance.**—The officers, if posted to the zone other than the zone of their domicile shall be entitled to receive a zonal allowance
at the rate and subject to the conditions laid down by the Ministry of Defence.

(i) Discipline.— For the purposes of discipline the officers shall be governed by the provisions of Rule 346 of the Army Regulation Volume I (Rules), 1960.

(j) Confidential Reports.— Performance Evaluation Reports on the officers shall be rendered on the same forms as are in use in the Survey of Pakistan. A copy of the report shall be sent to the Military Secretary.

6. Rules Applicable After Confirmation.— The officers shall be released from the army without any pensionary benefits from the date of the confirmation in the Survey of Pakistan, and placed in the Pakistan Regular Reserve of Officers (PARRO) under the normal rules.

7. Seniority.— On first appointment, an officer shall be appointed as Assistant Superintendent of Survey in the Central Service, Class I*, of the Survey of Pakistan. His seniority in the Service shall count from his date of first commission, including antedate, if any.

8. Recall to Active Duty.— If the service of any military officer transferred to the Survey of Pakistan are required by the Army the Commander-in-Chief, Pakistan Army, may, at discretion order his recall to the Army.

9. Pay.— Their pay on confirmation in the Survey of Pakistan shall be fixed under F.R. 22. For this purpose, the pay in the Army shall be taken to include pay of rank, Staff/Command/Charge/Instructional Pay, Qualification Pay and Disturbance Pay.

10. Medical Treatment.— On confirmation in the Survey of Pakistan, the officers shall be entitled to medical treatment under the rules and on the scale applicable to officers of the Central Government paid from the civil estimates.

11. Leave.— Officers permanently absorbed in the Survey of Pakistan shall be permitted to carry forward their privilege leave earned during Army service.

12. Confidential Reports.— Annual Confidential Reports on officers permanently absorbed in the Survey of Pakistan shall be rendered on the same forms as are in use in the Survey of Pakistan.

13. Option.— Army officers already transferred to the Survey of Pakistan shall have the option to accept the terms and conditions circulated to them vide Engineer-in-Chief's Branch, General Headquarters O.M. No.1454/II/I/EI, dated 14th April 1952, or the new ones prescribed above.

[Authority:— Food & Agriculture Division Notification No.S.R.O.81(K)/65, dated 22-1-1965].

* BPS 17.
** Performance Evaluation Report.
28.2 Use of Military Ranks by Military Personnel and Designation of Civil Employment

Military personnel who are employed in civil posts may use their military ranks in conjunction with their signature on official documents in the manner illustrated below:

- Major A.B.C.
  - or
- Lieutenant Commander A.B.C., P.N.,
  - or
- Squadron Leader A.B.C., P.A.F.

The rank and signature should, in each case, be followed by the designation in civil employment.

2. The provisions of paragraph 1 do not apply to officers of the Regular, the Supplementary and the Volunteer Reserves of Officers and the Territorial Army. Such officers may use their military ranks with their signature on official documents only while they are serving in a military capacity with the Army, Navy or Air Force.

[Authority:-- Estt. Division’s O.M. No. 6/4/61-F.I, dated 4-12-1961].

28.3 Employment of Released/Retired Armed Forces Officers/Personnel in Civil Posts

The Ministry of Defence desires that they should be consulted in regard to the employment of released/retired military officers, in civil posts under the various Ministries/Divisions. Accordingly, it has been decided that whenever any Ministry/Division, or any authority under them propose to employ a released/retired military officer as a result of an application made to them direct (and not through the Ministry of Defence) the Ministry of Defence should be consulted by the Ministry/Division etc. concerned before such an officer is employed by them. The Ministry of Home Affairs etc. are, therefore, requested kindly to bring this decision to the notice of all concerned under them for their information and guidance.


28.4 Preference to Released/Retired Armed Forces Officers in Ex-Cadre Posts in the Civil

The Government of Pakistan have decided that:

(i) in filling ex-cadre posts, released/retired officers of the armed forces should be preferred to candidates from the open market, provided they possess the requisite educational and other qualifications and are otherwise suitable, and
(ii) the maximum age limit, if any, may be relaxed up to a maximum of 10 years or the number of years an officer has actually served, whichever is less.

2. The decision is brought to the notice of all Ministries, Divisions with the request that all concerned under them may be informed of the decision for compliance.

[Authority:– Estt. Division’s O.M. No. 10/5/60-D.V., dated 6-11-1962].

28.5 Employment of Armed Forces (Non-Commissioned Personnel) in Civil Posts

The question of employment of armed forces (non-commissioned) personnel in civil posts has been under consideration for some time past and it has now been decided that in filling civil posts, released/retired personnel of the armed forces should be preferred to candidates from the open market, provided they possess the requisite educational and other qualifications and are otherwise suitable. It has further been decided that the maximum age limit, if any, may be relaxed up to a maximum of 10 years or the number of years a person has actually served the Armed Forces, whichever is less.

2. It is requested that the above decisions may please be brought to the notice of all concerned, for compliance.

[Authority:– Estt. Division’s O.M. No. 10/2/60-D.V., dated 17-9-1964].

28.6 Employment of Armed Forces Officers/Personnel – Provisions in Recruitment Rules

Attention of the Ministries/Divisions is invited to the Establishment Division O.M. No. 10/5/60-D.V., dated 6th November, 1962, and Memo. No.10/2/60-D.V., dated 17th September, 1964. It is stated that in the light of the decisions contained therein provisions on the following lines may be made in the recruitment rules.

(i) In Case of Ex-Cadre Gazetted Posts:

“The maximum age limit will be relaxed in the case of released/retired officers of the armed forces of Pakistan up to a maximum of 10 years or by the number of years an officer has actually served the armed forces, whichever is less.”

(ii) In Case of Non-Gazetted Civil Posts which are Filled Otherwise Than by a Competitive Examination Held by FPSC:

“The maximum age limit will be relaxed in the case of released/retired personnel of the armed forces of Pakistan up to a maximum of 10 years or by the number of years a person has served the armed forces, whichever is less.”
(iii) In Case of Both Ex-Cadre Gazetted Posts and Non-Gazetted Civil Posts:

Released/retired officers/personnel of the armed forces will be preferred to candidates from the open market provided they possess the requisite educational and other qualifications and are otherwise suitable.

Note.- For the purpose (i) above, ex-cadre posts means odd jobs or isolated posts.

[Authority:- Estt. Div.’s O.M. No. 5(1)/2/65-D.V., dated 10-3-1966].

28.7 Employment of Ex-servicemen in Government Departments against Posts in BPS 1-4

Attention is invited to the government decision notified in 1962 to the effect that in filling ex-cadre posts, released/retired officers of the armed forces should be preferred to candidates from the open market provided they possess the requisite educational and other qualifications and are otherwise suitable. Instructions were also issued in 1964 for according preference to released/retired armed forces (Non-Commissioned) personnel for employment in civil posts over candidates from the open market provided they possessed the educational and other qualifications and were otherwise suitable. The instructions provide that the maximum age limit may be relaxed up to a maximum of 10 years or the number of years a person has actually served in the Armed Forces whichever is less. In respect of Class IV jobs, and Class III posts of staff car drivers, the instructions provide for reservation of 50% vacancies for ex-servicemen.

2. The Ministry of Defence have reported that despite these instructions, the efforts of GHQ to provide employment for the maximum number of ex-servicemen have not achieved the desired result. The above instructions are brought to the notice of all Ministries/Divisions, the Attached Departments and the Subordinate Offices with the request that all appointing authorities should ensure strict observance of these instructions so that the maximum possible number of ex-servicemen are absorbed in civil posts.

3. There may also be vacancies both under the Federal Government and the Provincial Governments for which suitably-qualified and experienced candidates from the open market may not be readily available. GHQ is of the view that released/retired armed forces personnel who are not only experienced, energetic, discipline and reliable but also dutiful and willing to work under abnormal conditions, can be suitably employed in the existing vacancies. It is, therefore, requested that vacancies for which suitable departmental/direct recruits are not available should be reported to the Ministry of Defence, Rawalpindi, so that GHQ may be asked to provide a panel of suitable ex-servicemen for selection by the appointing authorities.
4. The instructions in para 3 above do not apply to posts recruitment to which is required to be made, under the relevant rules, through the Federal Public Service Commission. All vacancies in such posts should continue to be reported to the Commission. The eligible ex-servicemen may apply direct to the Commission when the posts are advertised. However, the Ministries/Divisions and the various Departments under them some time do make ad-hoc appointments against posts which are normally required to be filled through the Federal Public Service Commission, subject to replacement by the Federal Public Service Commission nominees and in accordance with the instructions regarding ad-hoc appointments issued by Establishment Division from time to time. It is requested that particulars of vacancies which are intended to be filled on ad-hoc basis, by appointment of persons not already serving in the department, may also be communicated to Ministry of Defence. The ex-servicemen, if appointed on ad-hoc basis, shall be subject to replacement by the F.P.S.C. nominees.

5. It is also requested that suitable instructions may be issued by the Ministries/Divisions to the various autonomous bodies and semi-autonomous bodies under them to employ ex-servicemen in as large a number as possible and for this purpose, details of the posts and the qualifications and experience required may be communicated to Ministry of Defence so that names of suitable ex-serving officers and men may be communicated to them for selection.

[Authority:—Estt. Division’s O.M. No. 17/1/68-D.III, dated 18-10-1971].

28.8 Employment of Ex-Servicemen and Pakistan Armed Services Board (PASB)

In supersession of the existing practice when a vacancy occurs against the quota reserved for ex-servicemen, the demand for filling in such a vacancy should be placed on the Pakistan Armed Services Board Secretariat in the Ministry of Defence. The P.A.S.B. Secretariat will meet the required demand from its own pool or its Provincial Directorate. In case an ex-service man with the required qualifications etc. is not available, the P.A.S.B. Secretariat will inform the department, who has placed the demand of the non-availability of such a person.

[Authority:—Estt. Division’s O.M. No. 14/I/76-D. III, dated 4-6-1976].

28.9 Employment of Ex-Servicemen and Placement of Demand with PASB


[Authority:—Estt. Division’s O.M. No. 14/I/76-D. III, dated 22-11-1976.]
(ANNEX)

[Copy of Government of Pakistan, Ministry of Defence (Defence Division), Rawalpindi, O.M. No. 52/D-14 (W)/1177/76, dated the 30th September, 1976].

Reference is invited to the Establishment Division O.M. No. 14/1/76-D.III, dated the 4th June 1976 under which demand for re-employment of ex-servicemen are to be placed on the Pakistan Armed Services Board, Ministry of Defence, GHQ, Rawalpindi. The Board is in the process of instituting a system for providing suitable ex-servicemen for the required jobs. It will be appreciated that to meet the demand for re-employment of ex-servicemen at least one month's time is needed to enable the Board to call up candidates from their villages, conduct their interviews, select suitable personnel and forward their names to the requisitioning departments. At present the requisitioning departments are giving the Pakistan Armed Services Board only 3 to 4 days time within which all these formalities are to be completed. It is well nigh impossible to complete the required formalities within such a short time.

2. In case the demand is large it would always be available for the requisitioning departments to contact the Pakistan Armed Services Board and its subordinate offices at the provincial/district level, seek their advice and chalk out a coordinated plan for the accomplishment of the task.

3. It is requested that the Federal Ministries/Divisions may kindly be advised to instruct the departments/organizations under their control to allow a minimum period of one month to the Pakistan Armed Services Board for providing the names of suitable ex-servicemen for re-employment.

28.10 Reservation of 50% Vacancies in BPS 1-3 and in BPS 4 of Staff Car Driver/Despatch Rider for Armed Forces Personnel

Reference Establishment Division Office Memorandum No. 25/86/52-SE I, dated the 10th November, 1953. The decision contained in the Office Memorandum under reference has recently been reviewed by government and it has now been decided that 50% of the vacancies in Class IV posts and the Class III posts of Staff Car Driver should be reserved for discharged, retired or demobilized armed forces personnel. The remaining 50% vacancies should be treated as open to all. However, ex-armed forces personnel may compete alongwith others for these vacancies as well.

2. The Ministries/Divisions are requested to bring this decision to the notice of all concerned under them for their information and guidance.

28.11 Employment of Ex-Servicemen from Other Regions if Locally Not Available

According to the existing instructions, the vacancies reserved for ex-servicemen should not be filled by other persons unless the employing authority obtains a certificate from the Welfare and Rehabilitation Directorate, General Headquarters, Rawalpindi to the effect that suitable ex-servicemen are not available for employment. The vacancies in some of these grades are filled locally.

2. It has now been decided that if ex-servicemen are not available locally they can be filled by ex-servicemen from other regions.

[Authority:– Estt. Division’s O.M. No. 14/1/74-D.III, dated 23-12-1975].

28.12 Despatch Rider

In accordance with the instruction contained in the Establishment Division Office Memorandum No. 1/8/58-D.V., dated 19th October, 1962 50% vacancies in Class IV posts and Class III posts of Staff Car Drivers were to be reserved for discharge, retired personnel of Armed Forces.

2. After introduction of the National Pay Scales, such posts have been mentioned in terms of grades.

3. A question has arisen whether the posts of Despatch Riders (now in BPS 4) are governed by the instructions contained in the above mentioned circulars.

4. It is clarified for information of all the Ministries/Divisions that the posts of Despatch Riders in BPS 4 are governed by the above instructions as well as those contained in this Division circulars issued subsequently.

[Authority:– Estt. Division’s O.M. No. 14/4/75-D. III, dated 31-3-1976].

28.13 Submission of Returns in Respect of Employment of Released/ Retired Armed Forces Personnel

The Ministries/Divisions were directed vide Establishment Division Office Memoranda No. 1/18/58 D.V., dated 19th October, 1962, No. 1/14/63-D.V., dated 28th February, 1964 and No. 1/14/63-D.V., dated 14th January, 1965 that 50% of the vacancies in BPS 1 to 3 posts and the posts of Staff Car Drivers (in BPS 4) should be reserved for discharge/ retired or demobilized armed forces personnel, and the procedure to be followed in this connection was described.
2. The Ministries/Divisions are requested that a half yearly return relating to the main Ministry/Division, its Departments and offices giving the following information in respect of grades* 1 to 4 should be sent to the Establishment Division on 31st July and 31st January:

   (1) Grade*.
   (2) Total number of posts.
   (3) Total number of ex-servicemen in the grade*.
   (4) Number of vacancies occurred during the preceding six months.
   (5) Number of vacancies filled in.
   (6) Number of ex-servicemen employed during the preceding six months.
   (7) In case ex-servicemen are not appointed against the vacancies reserved for them, the reasons therefor.

[Authority:– Estt. Division's O.M. No. 17/I/68-D. III, dated 9-5-1974 read with O.M. of even number dated 22-6-1974].

28.14 Employment of Ex-Servicemen in Civil Posts in BPS 1 to 4

It has been observed that certain Ministries/Divisions are not implementing in letter and spirit the instructions issued by this Division regarding employment of ex-servicemen on 50% posts in *Grades 1 to 4 under the Federal Government. In this connection attention is invited to Establishment Division O.M. No. 17/I/68-D. III, dated 9th May, 1974, (-) and subsequent instructions issued vide Establishment Division O.M. Nos. 17/1/68-D. III, dated 22-6-1974; 14-1-74-D.III, dated 16-8-1974; 14-1-73-D.III, dated 28-1-1975; 14-1-74-D.III, dated 23-12-1975 14-1-76-D. III, dated 4-6-1976 14-1-76-D. III, dated 22-11-1976 14-4-75-D. III, dated 31-3-1976 and 14-1-73-D. III, dated 10-6-1977.

2. In Establishment Division O.M.No.17-1-68-D. III, dated 22-6-1974, the returns in the prescribed form were required to be sent on half yearly basis so as to reach this Division by the 31st July and 31st January each year. The returns should now be sent in the enclosed proforma in accordance with the already laid timetable.

3. The Ministries/Divisions are also requested to send a consolidated statement of these returns relating to the Division as a whole including the information relating to their Attached Departments and Subordinate Offices, etc., by the due date as mentioned in para 2 above, with a copy to the Ministry of Defence.


* BPS.
28.15 Employment of Ex-Servicemen in Civil Posts in BPS 1 to 4: Representation to be Ensured

The returns received in the Establishment Division show that ex-servicemen have not been employed in grades 1-4 posts to the extent of the reservation made for them. Ministries/Divisions are, therefore, requested to ensure that the posts reserved for ex-servicemen are filled by such persons as far as possible. The Departments/Offices under the administrative control may please be instructed accordingly.

[Authority:– Estt. Division’s O.M. No. 14/1/73-D.III, dated 29-5-1978].

28.16 „Induction/Re-employment of Officers of Armed Forces of Pakistan in Civil Posts

The question of institutionalizing the induction and re-employment of officers of the armed forces of Pakistan in civil posts has been under consideration for sometime past. The President has now been pleased to decide that induction of officers of the armed forces of Pakistan and their re-employment, as the case may be, shall be regulated by the following instructions:-

PART-I

2. Induction of young officers of armed forces of Pakistan upto 8 years commissioned service in civil posts shall be made in accordance with Part II.

3. Induction of officers of the rank of Major or equivalent who may retire or may have retired on completion of the prescribed age or service limit shall be made in accordance with Part III.

4. Re-employment of officers of the rank of Major or equivalent who may retire or may have retired before completion of the prescribed age or service limit and of retired officers of the rank of Lieutenant Colonel and above and equivalent shall be made in accordance with Part IV.

PART-II

5. Young officers of the armed forces upto 8 years of commissioned service will be eligible for induction in "grade 17 on regular basis upto 10% of the annual direct recruitment vacancies in the specified occupational groups direct recruitment to which is made through the combined competitive examination held by the FPSC annually.

* * * BPS.
** * [Note.- The instructions reproduced under this Serial Number may please be read with subsequent amendments/clarifications].
6. Induction will be made through the High Powered Selection Board constituted by the President for the purpose. The High Powered Selection Board will also determine the Occupational Groups to which the officers are allocated. For this purpose, each Service Chief may be asked to recommend by the 30th June every year names of officers for induction in *grade 17 in various groups, keeping in view their educational qualifications and experience. For each vacancy, a panel of preferably 3 officers may be recommended. The recommendations will be scrutinised by the Ministry of Defence before they are placed before the Board.

7. Officers inducted in various groups will be adjusted against vacancies allocated to the province or provinces to which they belong.

8. The officers will be appointed on regular basis, and the probation period shall be deemed to have been waived. On appointment to the civil post, the officers will sever their connection with the armed forces.

9. The officers will receive the same training as is given to the probationers appointed on the results of the competitive examination held by the FPSC and will be required to pass completely the prescribed examinations during or on conclusion of the training. Their promotion to the higher *grade will be governed by normal rules, and will be subject to the further condition that they have completely passed the prescribed examinations during or on conclusion of the training.

10. The inducted officers will count their seniority from the year in which they are inducted, recruits of the same year retaining their seniority, inter se. They will be placed above the competitioners of the year with whom they receive the training.

11. (a) The pay of the inducted officers in civil *grade will be fixed on the basis of their pay in the substantive rank or temporary rank, if held for one year.

(b) Service rendered in Armed Forces will count towards civil pension.

**PART-III

12. The officers of the rank of Major and equivalent who may retire or may have retired on completion of the prescribed age or service limit will be eligible for induction in *grade 18 on regular basis upto 10% of the annual vacancies in the various groups and cadres in that *grade, as may be specified.

13. Induction will be made through the High Powered Selection Board in accordance with the procedure laid down in para 6.

14. In selecting officers for induction, provincial quotas will be kept in view.

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* BPS.

** Please see revised instructions vide Estt. Div.’s O.M.No.1/19/80-IC.I, dated 4-12-1980.
15. The inducted officers will count seniority in the *grade in which they are inducted from the date of their induction.

16. The pay of inducted officers will be fixed in the civil *grade on the basis of their pay of the substantive rank or temporary rank, if held for one year.

17. The inducted officers will continue to draw their military pension but it shall be deducted from the civil pay. In addition to the military pension, the officers will be entitled to a civil pension on their retirement from civil employment if they have completed the prescribed qualifying service (i.e. 10 years of minimum service). They will be entitled to receive gratuity if they have rendered more than 5 years and less than 10 years of service in the civil post.

PART-IV

18. Officers of the rank of Major/ equivalent who retire or may have retired before completion of the prescribed age or service limit and officers of the rank of Lieutenant Colonel and above and equivalent who may retire or may have retired either after completion of prescribed service or age limit or before such completion will be eligible for re-employment on contract for 3 to 5 years, renewable upto the age of 60, upto the maximum of 10% of annual vacancies in various groups and cadres, as may be specified, on the terms and conditions mentioned hereinafter.

19. Re-employment will be made in *grades equivalent to their substantive rank, or temporary rank, if held for one year, in accordance with the Army rank-civil grade equivalence formula already approved by the President. However, the officers will be eligible for being considered for a subsequent contract in higher grade. **[Re-employment of officers may be considered for a higher grade* either at the time of subsequent contract or after completing service of three years in the existing contract whichever is earlier].

20. Re-employment on contract basis will be made through the High Powered Selection Board which will also determine the group or cadre in which re-employment is to be made. The procedure for selection will be the same as prescribed in para 6.

21. In selecting officers for re-employment provincial quotas will be kept in view.

22. Re-employment on contract in various *grades shall be made by the authorities competent to make appointment to these *grades in accordance with rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

23. The re-employed officers will be eligible for such training as is given to their civilian counterparts.

* BPS/post.
** Added vide Estt. Division O.M.No.1(25)/80-IC.I, date 7.3.1982.
24. Re-employed officers will not have any seniority and will not be placed on the regular Seniority list.

"[25. Pay of the retired officers of the armed forces, who are re-employed in civil posts on contract in **grades equal to the substantive rank or temporary rank, if held for one year, may be fixed at the minimum of the grade in which re-employment is made and full service pension should be paid in addition. Service rendered on civil side shall not qualify for a second pension.]

26. The armed forces officers re-employed on contract shall be liable to serve anywhere within or outside Pakistan, in any post under the Federal Government or Provincial Government or local authorities, or a corporation or body set up or established by such government provided that nothing contained in this paragraph shall apply to an officer re-employed specifically to serve in a particular area or region and further provided that where such an officer is required to serve in a post other than the post in which he has been re-employed, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.

27. ***[Omitted].

28.***[In case no orders are received by the date on which the contractual period expires the contract shall be deemed to have been terminated; unless otherwise ordered].

29. The conduct of re-employed contract officer shall be regulated by rules made, or deemed to have been made or instructions issued, by Government or a prescribed authority as for civil servants under section 15 of the Civil Servants Act, 1973.

30. A re-employed contract officer shall be liable to such disciplinary action and penalties in accordance with the rules made or deemed to have been made under section 16 of the Civil Servants Act, 1973.

31. The armed forces officers re-employed on contract shall be governed by the leave rules contained in the Finance Division O.M. No. F. 1(2)-Rev. I/78, dated the 21st September, 1978 (Note 1 &2 below). However, provisions contained in para 3(ii) and (iii), 5, 6, 10, 11 and 17 shall not apply.

[Note 1: The Revised Leave Rules, 1980 will be applicable. Leave Rules, 1978: 3(ii) (Leave on half Pay) (iii) Leave Preparatory to Retirement, 5 (Leave not due), 6 (Special Leave); 11 (Extraordinary Leave, Leave Without Pay), 10 (Encashment of refused leave); 12 (In-service death), 17 (Authorities refusing leave preparatory to retirement).]

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** BPS.

*** Omitted & substituted vide Estt. Division’s O.M.No. 1(3)/86/CP-6, dated 1-1-1987.
Note 2: Revised Leave Rules, 1980: 6 (Leave on half pay), 9 (Extraordinary Leave, Leave without pay), 11 (Leave not due), 12 (Special leave), 16 (Leave preparatory to retirement), 17 (Encashment of refused leave Preparatory to retirement), 18 (Power to refuse leave preparatory to retirement), 19 (In-service death).

32. The leave at the credit on an officer shall be carried forward in case a contract is extended without any interruption. However, all leave at the credit of an officer shall lapse on the date of final expiry or termination of the contract.

33. The officer will be entitled to T.A. on tour and transfer and to medical attendance and treatment on the scale applicable to civil servants of corresponding grade.

34. Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of his service is provided to an officer of armed forces re-employed on contract under any rules made applicable to him such appeal or application shall, except as may be otherwise prescribed, be made within thirty days or the date of such order.

35. Where no provision for appeal or review exists under the rules in respect of any order or class of orders, a re-employed officer aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order.

36. The existing officers of the category mentioned in this part who have already been appointed on contract in civil posts shall be eligible to elect terms and conditions specified in this part. They shall be required to give their option either to elect their existing conditions of appointment or to elect the terms and conditions laid down in this part for the remaining period of their contract. The option shall be given within two months of the date of issue of this O.M. They will be brought on the terms and conditions laid down in this part with effect from 23rd December, 1979, the date on which the President was pleased to approve the scheme. Those who fail to submit their option by the prescribed date shall be deemed to have elected their existing terms and conditions. Option shall be final.

PART-V

37. Any major difficulties in implementing these decisions will be resolved by reference to a committee comprising Establishment Secretary, Finance Secretary and Law Secretary. The reference will be made through the Establishment Division, who will initially examine it and in case they are unable to remove the difficulty, the matter will be placed before the Committee.

38. This Office Memorandum issued with the concurrence of the Ministry of Finance.


* For amendments in this O.M. No. 14/5/78-D.III, dated 10-02-1980, see subsequent Sl.Nos. 28.17 to 28.31.
28.17 Guidelines for Re-employment of Retired Armed Forces Officers

As per policy circulated vide Establishment Division's O.M. No. 14 (5)/78-D-III, dated 10-02-1980 as amended from time to time, the retired officers of the armed forces are eligible for re-employment, on the recommendations of the DSOSB, against 10% of the annual vacancies, in the specified Ministries/Divisions/Departments/Service Groups of the Federal Government as per procedure/instructions outlined therein. Separate Selection Boards are set up in the Provincial Governments and in the corporations and autonomous/semi-autonomous bodies to select suitable retired officers of the armed forces for re-employment under these governments/corporations etc.

2. The competent authority has been pleased to approve the following further guidelines on the subject:-

(i) As a matter of principle, all requests for re-employment of retired officers of the armed forces may invariably be sent to the Services HQ for proper scrutiny & placing before the DSOSB as per policy and individual requests may not be entertained. As per its existing charter, the Defence Services Officers Selection Board (DSOSB) shall consider cases strictly against 10% annual vacancies in the specified departments/organizations/groups/services listed in Annex.

(ii) Employments/re-employments of defence services officers in civil over and above 10% annual vacancies quota shall continue to be processed by the Establishment Division in coordination with the Defence Division and Services Headquarters/W&R Dte. Of GHQ, after such proposals are cleared by the Prime Minister of Pakistan on merit of each case, and in the public interest.

3. It is requested that these instructions/guidelines may be noted for strict compliance and circulated amongst all the departments/organizations/groups services etc. working under the Ministries/Divisions of the Federal Government/Provincial Governments for similar action.

ANNEX

LIST OF SPECIFIED MINISTRIES/DIVISIONS/SERVICES GROUPS

1. Office Management Group (OMG) (BPS 18 only)
2. Secretariat Group (BPS 19 & above)
3. Information Group -do-
4. Foreign Service of Pakistan -do-
5. Ministry of Education -do-
6. Ministry of Health -do-
7. Ministry of Communications -do-
8. Intelligence Bureau (I.B) -do-
9. Ministry of Railways -do-

28.18 Inclusion of Commissioned Service in Armed Forces in Length of Service in Civil Posts

Under the existing policy army\(^*\) service does not reckon for the purpose of move-over in respect of the officers inducted in civil posts on regular basis under Part-II of induction policy circulated vide Establishment Division's O.M.No.14/5/78-D.III, dated 10-2-1980. The matter has been examined in consultation with the Establishment Division and decided that the commissioned service rendered by an officer in the armed forces prior to induction into the civil post on regular basis under Part-II of Induction Policy, referred to above, may be included in the length of service for the purpose of grant of move-over subject to the following conditions:

(i) There is no break in service between the previous commissioned service rendered by them in the existing government department besides such commissioned service has also been counted towards fixation of pay in the existing government department.

(ii) He is not drawing pension against the service rendered in the armed forces.

[Authority:-- Finance Division’s O.M.No.F.6(12)-R-3/89-Imp-I, dated 31-10-1990].

\(^*\) Pak. Army, PAF & Pak Navy to be read in view of the words ‘armed forces’ used.
28.19 Pay Fixation and Seniority of Armed Forces Officers Inducted in Civil Posts

The question of pay-fixation and seniority of the armed forces officers inducted on permanent basis into the civil in various groups prior to the promulgation of the induction policy, vide this Division's O.M. of even number dated 10th February, 1980 has been under consideration of the government. It has now been decided that pay-fixation and seniority of such officers will be determined on the following conditions:-

(i) These officers will be deemed to have been inducted into their respective groups with effect from the date they started officiating against posts in the said groups on transfer from the army.

(ii) They will count their seniority in the relevant grades with effect from the date of induction.

(iii) Their pay and allowances will be fixed in civil scales of pay in accordance with the rules on the subject.

(iv) In the case of officers who have continued to draw army pay, their present pay will be fixed after allowing them due increments. They will cease to draw army pay and allowances with effect from 1st August, 1981.

(v) Any pay and allowances drawn in excess of the civil rates of pay between the date of their induction and 1st August, 1981 will be written off.

2. The above conditions will also apply to those Defence Services Officers inducted in various groups who have already retired from Defence Service.

[Authority:– Estt. Division's O.M.No.14/5/78-D.II.I dated 14-7-1981].

28.20 Eligibility of Major/Equivalent Retired on Medical Grounds for Induction in Posts in BPS 18/Equivalent

Reference Part-III, para 12 of Establishment Division's Office Memorandum of even number dated 10th February, 1980 the President has been pleased to decide that officers of the rank of Major or equivalent retiring on medical grounds (Category C) before attaining the specified length of service/age will also be eligible for induction in grade 18 on regular basis in the various specified groups and cadres.

[Authority:– Estt. Division's O.M. No.14/5/78-D.III, dated 16-7-1981].
28.21 Resignation by Armed Forces Officers Inducted in Civil Posts

According to para 27, Part IV of Establishment Division's O.M. No. 14/5/78-D. III, dated 10th February, 1980 termination of contract, either on expiry of contract or otherwise, is to be done through the High Powered Selection Board.

2. The President has been pleased to decide that resignations tendered by contract officers need not be processed through the Defence Services Officers Selection Board and that such resignations should be submitted to the competent authority for acceptance without referring them to the aforesaid Board.


28.22 Pay Fixation of Armed Forces Officers Inducted in Civil Posts

Reference Establishment Division's O.M.No.14/5/78-D.3, dated 10th February, 1980 in modification of para 16, Part III, of Estt. Division's O.M. referred to above, the President has been pleased to decide that the pay of serving officers of the armed forces of the rank of Major and equivalent inducted in civil posts on permanent basis, will be fixed as follows:-

(a) These officers will be allowed to get their army pay and allowances during the period of their training except kit allowances; and

(b) On the termination of their training and on regular posting their pay will be fixed in civil post in NPS-18* on the basis of their pay of substantive rank or temporary rank if held for one year, including the following as part of pay:

(i) Disturbance pay.
(ii) Qualification pay.
(iii) Command/Staff/Charge pay.

[Authority:– Estt. Division’s O.M. No. 8(4)/81-CP.V, dated 11-1-1983].

* BPS.
28.23 Termination of Contract of Armed Forces Officers in Civil Posts

Reference is invited to Establishment Division’s O.M. No. 14/5/78-D III, dated 10th February, 1980. It is stated that the Prime Minister has been pleased to direct that the following amendments shall be made in the said office memorandum, namely:-

(a) Para 27 in Part IV shall be omitted, and

(b) for para 28, the following shall be substituted:-

"In case no orders are received by the date on which the contractual period expires, the contract shall be deemed to have been terminated, unless otherwise ordered."

2. To avoid any hardship to officers affected by the amendment in para 28 of the said memorandum, the Prime Minister has been pleased to direct that the said amendment shall not apply to officers whose contractual period has either expired or would expire within 3 months from the date of issue of this amendment but no orders extending or terminating such contracts have been received by the Ministries/Divisions.

3. The Ministries/Divisions are requested to identify and submit such cases, along with their recommendations, to the Establishment Division within the next fortnight for placing them before the Defence Services Officers Selection Board and obtaining orders of the competent authority.

[Authority:-- Estt. Division’s O.M.No.1(3)86-CP-6, dated 1-1-1987].

28.24 Application of Instructions for Induction/Re-employment of Armed Forces Officers to Autonomous Bodies

The President has also been pleased to decide that instructions contained in the Establishment Division O.M. No. 14/5/78-D. III, dated 10th February, 1980 will also apply, mutatis mutandis to the corporations and other autonomous bodies set up by the Federal Government or working under their administrative control.

2. All Ministries/Divisions are requested to advise the corporations and other autonomous bodies under their administrative control to draw instructions for induction or re-employment of officers of armed forces of Pakistan in various posts in the corporations on the lines of the instructions contained in the office memorandum under reference and issue them with the approval of the competent authority.

28.25 **Application of Instructions for Induction/Re-employment of Armed Forces Officers in Autonomous Bodies – Amendment in Recruitment Rules**

With reference to the Establishment Division O.M. No.14/5/78-D. III, dated the 11th February, 1980 it is stated that the instructions contained in Estt. Division's O.M. of even number, dated the 1st January, 1987 will also apply, mutatis mutandis, to the corporations and autonomous bodies set up by the Federal Government or working under their administrative control.

2. All Ministries/Divisions are requested to advise the corporations and other autonomous bodies under their administrative control to make necessary amendments to the instructions issued by them for induction or re-employment of officers of armed forces of Pakistan in various posts in the corporations.

[Authority:– Estt. Division’s O.M. No.1(3)/86-CP.6, dated 14-1-1987].

28.26 **Induction/Re-employment of Armed Forces Officers in Civil Posts – Specification of Groups and Cadres**

Under Establishment Division's O.M.No.14/5/78-D.III, dated 10th February, 1980 10% of the annual vacancies in the specified Occupational Groups and cadres are required to be filled by the retired officers of the armed forces of Pakistan. Groups* and cadres to which these officers can be appointed have now been specified. It has been decided that:

(a) "Except the following, all Occupational Groups will be open to the armed forces officers for induction/re-employment in "Grade 17 and 18:-

(i) Economists and Planners Group.
(ii) Trade and Commerce Group.
(iii) Office Management Group.

(b) The following Groups only will be open for appointment in "Grades 19 and above:-

(1) Secretariat Group.
(2) Foreign Affairs Group
(3) Information Group.

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* Add “and Service”
** Note: For revised instructions, please see Sl.No. 28.27.
*** BPS.
* Now Foreign Service of Pakistan vide Notification No. SRO 936(1)/83 dated 29.9.1983.
2. At present, the Defence Services Officers Selection Board headed by the Minister for Interior is required to select officers of the armed forces for induction/re-employment in civil posts in the Federal Government, Provincial Governments, corporations and autonomous/semi-autonomous bodies set up or established by such governments. It has been felt that there is a need to decentralize the powers for effective implementation of the policy regarding induction/re-employment of the officers of the armed forces. It has therefore, been decided that:

   (a) The Defence Services Officers Selection Board should restrict itself to select officers only for the "All Pakistan Unified Grades and the Federal Unified Grades.

   (b) Separate Selection Boards should be set up in the Provincial Governments to select retired officers of the defence forces for re-employment under those governments.

   (c) Separate Selection Boards should also be set up for re-employment of such officers in the corporations and autonomous/semi-autonomous bodies. These Boards will be headed by the Minister of the administrative Ministry (Division) concerned and should include the Secretary of that Ministry/Division and the Chairman/Managing Director of the corporation concerned.

3. Each Ministry and the Provincial Governments will intimate the number of vacancies allocated/reserved for the Armed Forces Officers by the 30th June each year to the Ministry of Defence under intimation to this Division. Ministry of Defence will recommend/propose a panel of names of the Armed Forces Officers, to be considered for appointment to the posts. Preferably three names should be recommended/proposed for each vacancy. This Division shall also be informed of the final selection made.

4. The Ministries/Divisions and the Provincial Governments are requested to take immediate action for implementing these decisions.


** "All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all Notifications and instructions issued on the subject from time to time were mutatis mutandis amended.
28.27 Induction/Re-employment of Armed Forces Officers in Civil Posts:
Specification of Groups*

In partial modification of Establishment Division O.M. No.14/5/78-D.III, dated 10th February, 1980 it has been decided that:

(i) In future, the induction of serving officers of the armed forces of Pakistan will be confined only to PAS, FSP and **Police Group in ***Grade 17 posts against the following annual intake:

- Pakistan Administrative Service.... 5
- Foreign Affairs Group....... 3
- Police Group................. 2

(ii) No induction of serving armed forces officers in ***Grade 17 & 18 will be made in any other occupational group or service in the Federal Government or provincial Governments.

(iii) Annual induction in ***Grade-18 will not be a regular feature but a limited number of serving Majors or equivalent rank may be chosen by the President. Such cases will be processed through the Defence Services Officers Selection Board and put up to the President for approval.

(iv) Retired officers of the rank of Major or equivalent will be eligible for appointment only in autonomous bodies/ corporations either on contract or regular induction according to the option of the officers. They will also be eligible for appointment on contract basis against 10% vacancies of Section Officers in ***Grade-18 in the Federal Secretariat.

(v) Existing retired officers of the rank of the Major or equivalent, who have been inducted as Section Officers in the Federal Secretariat may also exercise the option for employment on contract basis for an initial period of three years with immediate effect. The last date for exercising this option is 31st March, 1982.

[Authority:– Estt. Div.’s O.M. No. 1/19/80-IC(Pt)/CP-5, dated 1-3-1982].

* Read ‘Services’ and ‘Group’.
** Police Service of Pakistan.
*** BPS.
@ Foreign Service of Pakistan.
28.28 Induction of Armed Forces Officers in Civil Posts – Modification in Instructions

In partial modification of Part III of the Estt. Division’s O.M.No. 14/5/78-D.III, dated 10th February, 1980 on the subject, it has been decided that:

(a) The officers of the rank of Major and equivalent, who may retire or may have retired on completion of the prescribed age or service limit, will be eligible only for induction in *Grade 18 on regular basis in civil posts under the Federal Government and Provincial Governments upto 10% of the annual vacancies in the various groups/cadres, as may be specified.

(b) The officers of the rank of Major and equivalent who may retire, or may have retired on completion of the prescribed age or service limit will be eligible also for induction on regular basis as well as re-employment on contract in *Grade-18 or equivalent posts in corporations and autonomous/ semi-autonomous bodies under the Federal and Provincial Governments upto 10% of the annual vacancies. Both the regular induction and re-employment on contract will be made on recommendations of the High Powered Selection Board.

(c) If selected for appointment to posts in corporations or autonomous/semi-autonomous bodies, the officers will be asked to exercise an option whether they want to be re-employed on contract or permanently inducted on regular basis upto the age of superannuation. Option once exercised shall be final.

(d) Such officers as are re-employed on contract will be governed by the terms and conditions mentioned in Part IV of the Establishment Division O.M. referred to above.

[Authority:– Estt. Division’s O.M.No.1/19/80-IC-I,dated 4-12-1980].

28.29 Extension in Re-employment on Contract of Armed Forces Officers

Attention is invited to the Establishment Division’s Office Memorandum No. 14/5/78-D.III, dated 10th February, 1980, as amended from time to time. It is stated that according to the existing instructions all cases of induction/ re-employment on contract of serving retired officers of the armed forces in civil posts are required to be processed through the Defence Services Officers’ Selection Board. It has now been decided by the Prime Minister that cases of extension in contract re-employment should also be processed through the Board.

* BPS.
2. Cases for extension in contract re-employment are placed before the Board after obtaining a panel of two or more officers in each case from the Ministry of Defence. The Board considers such cases in the light of recommendations of the administrative Ministries/Divisions/Departments, performance/service record of the officer and exigencies of the service. Recording of minutes of the meetings and completion of other formalities such as submission of summaries to the Prime Minister and soliciting his orders take sufficiently long time. According to para-28 of the Policy as amended vide Establishment Division's Office Memorandum of even number dated 1-1-1987 if no orders are received by the date on which the contractual period expires, the contract is deemed to have been terminated. It is also not possible to convene the meetings of the Board frequently and at a short notice.

3. To ensure that cases of extension in contract re-employment are finalized before the maturity of contract appointments, it is imperative that such cases should be initiated well in advance.

4. In view of the position explained above, all Ministries/Divisions/Departments are advised to submit cases of extension in contract re-employment of retired officers of armed forces at least four months in advance of the date of expiry of contract, to ensure timely decision.

[Authority:– Estt. Division's O.M.No.1(3)/88-CP.6, dated 14-3-1988].

28.30 Induction/Re-employment of Armed Forces Officers into Civil Posts

The methodology of induction of officers of the armed forces in civil remained under active consideration of the Establishment Division. The issue was also examined thoroughly by the Recruitment Policy Committee. On the recommendations of the Recruitment Policy Committee, the Prime Minister has been pleased to approve as under:-

(a) Officers of the armed forces, irrespective of their rank, will be eligible for induction in the civil to posts in pay scale 17 only provided–

(i) their overall service record in the armed forces is not below "High Average" and

(ii) they are below 32 years of age.

(b) Induction will be allowed only in the following occupational groups:–

* (i) Pakistan Administrative Service

* Previous District Management Group.
(ii) Foreign Service of Pakistan

(iii) Police Service of Pakistan

(c) Induction will be equal to 10% of annual vacancies in each of these groups with a minimum of 2 vacancies in each group.

(d) Induction/allocation to various Occupational Groups* will be through FPSC instead of Defence Services Officers Selection Board (DSOSB).

(e) Each Service Headquarter shall have a Board which will examine the cases of officers willing to be considered for induction in civil and who fulfill the conditions indicated above.

(f) Each Board shall recommend to the Ministry of Defence names equal to double the number of available vacancies.

(g) The FPSC will select officers and allocate them to occupational groups* on the basis of psychological test, viva voce and regional/provincial quota.

(h) "[Re-employment of the retired officers of the armed forces in civil besides Office Management Group, Secretariat Group, Foreign Service of Pakistan and Information Group has also be extended upto 10% of the annual vacancies in Ministries of Health, Education, Communications and Intelligence Bureau. There will be no re-employment in ***Accounts Group in future]."

2. Policy governing induction/re-employment of the officers of armed forces in civil stands amended to the extent discussed above.

3. The Prime Minister has desired that the nominations already forwarded by the Ministry of Defence for induction in the civil may be treated as the nominations for the year 1991 and forwarded to FPSC for consideration. The needful has been done.

4. The Majors nominated by Ministry of Defence vide Annex-C to O.M.No.2/25/D-24(C.IV)/91, dated 6th July, 1991 will also be considered for induction provided they are below 32 years of age, their overall record in the armed forces is not below "High Average" and they are willing to be inducted in posts in BPS 17.

[Authority:-- Estt. Division's O.M.No.10(1)/91-CP.I, dated 9-9-1991].

* With ref. to para 1 (b) above, it should read 'Group and Services' insofar as it relates to induction.

** Subs. vide Estt. Division O.M.No.8/5/96-CP.6/7, dated 30-8-1997.

*** Pakistan Audit & Accounts Service.
28.31 Re-employment of Retired Armed Forces
Officers in Civil in Specified Service Groups/
Ministries through Defence Services Officers
Selection Board (DSOSB)

Attention is invited to the Establishment Division’s O.M.No.14/5/78-D-III,
dated 10th February, 1980 on the subject amended from time to time. The
Prime Minister has been pleased to approve that the employment of the retired
armed forces officers will be on cyclic basis up to a maximum period of 05(five)
years in each case (commencing from the date of the re-employment of the first
officer against that vacancy) or till the date of attaining the age of 60 years,
whichever is earlier.

2. Policy governing induction/re-employment of the officers of armed
forces in civil stands amended to the extent as mentioned in para 1 above.

[Authority:— Estt. Division’s O.M.No.4/1/96-CP.7, dated 14-2-1998].

28.32 Constitutions and Functions of the
Departmental Promotion Committees

The Cabinet has decided that Departmental Promotion Committees
should be set up in all Ministries to make recommendations in respect of posts
which must be filled by selection and which do not come within the scope of the
Selection Board.

2. The scope of Departmental Promotion Committees shall include
promotions within Class I* or from Class II to Class I and within Class II. It is not,
however, intended that in respect of services which have a senior and a junior
time-scale, the ordinary movement of an officer from the junior to the senior time-
scale should come before the Committee’s purview. Recommendations of
Departmental Committees concerning promotions from Class II* to Class I* shall,
also be subject to the approval of the Federal Public Service Commission.

3. The Committee to be established in each Ministry should consist of
the Secretary or an officer nominated by him and at least two other officers who
preferably should be officers familiar with the work of candidates for promotion.

* Class - Gazetted Posts

<table>
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<tr>
<th>Class</th>
<th>Corresponding Grades</th>
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<tr>
<td>I</td>
<td>BPS 17 to 22</td>
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<tr>
<td>II</td>
<td>BPS 16</td>
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<tr>
<td>III</td>
<td>BPS 11 to 15</td>
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<td>IV</td>
<td>BPS 3 to 10</td>
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<td>V</td>
<td>BPS 1 and 2</td>
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**Gazetted Posts**

**Non-Gazetted Posts**
4. It will be open to each Ministry to have more than one Committee for dealing with promotions to different categories of posts, e.g., one Committee for promotion to posts of Superintendents and another for promotion to other posts. Where separate Committees are set up, it will be desirable to maintain liaison between them by having, for example, a common member.

5. The Public Service Commission should be associated with these Committees to the greatest extent possible. The Commission should invariably be invited to depute a member to sit on all Committees dealing with promotions to and within any Central Service, Class I. It may not be practicable for the Commission, at any rate at present, to be represented on all Committees in connection with promotions to and within the Central Service, Class II, but the list of such services under the control of each Ministry should be examined in order to determine whether or not there are any services in making promotions to which it is particularly desirable to have the Commission represented in the relevant Committee.

6. The promotions recommended will, to the extent desired by the Minister, be subject to the approval of the Minister in charge.

7. The association of the Commission to the extent contemplated, with these departmental promotion Committees is not intended to remove the necessity for a formal reference of a proposal to the Commission in cases where the consultation with the Commission is necessary under statutory rules.

8. The Committees should follow the method of maintaining a list of persons fit for promotion and no departure from the order in that list should be made without the authority of the Committee provided that when the public interest demands an officer not in the list and not next in the order of the list may be appointed for a period not exceeding four months. The list should be revised and brought up-to-date annually.

9. As regards Class III services, Ministries and Heads of Departments should consider organizing Committees on such similar or other lines as might appear suitable to them. It is left open to them to make their own arrangements in regard to Class III appointment.

10. Ministries are requested to proceed with the formation of Departmental Promotion Committees and to supply the Establishment with copies of relevant orders not later than the end of February, 1948.

[Authority: Establishment Division's Office Memorandum No. 33/1/47-Ests-SE II, dated the 29th January, 1948].
VI. MISCELLANEOUS INSTRUCTIONS

**Sl. No. 29**

**Application of Civil Servants (Appointment, Promotion and Transfer) Rules to Posts in BPS 3 to 15**

According to rule 15 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, recruitment to posts in BPS 3 to 15 in offices which serve only a particular province or region is to be made from persons domiciled in that particular province or region. It has been observed that while making recruitment in the regional office, rule-15 is not strictly observed. The Ministries/Divisions are, therefore, requested to identify the regional offices of their attached departments which serve only a particular province or region and ensure the enforcement of rule-15 while making recruitment to posts in BPS 3 to 15 in these offices.

2. Ministries/Divisions and Attached Departments should also monitor the implementation of these instructions.


**Sl.No. 30**

**Grant of BS-21 and BS-22 to Technical/Professional Officers on Account of Meritorious Services**

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. PERs 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 Institute 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

* Now NIM.
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 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.


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.

3. 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.

[Authority:- Establishment Division’s O.M.No.8/2/2011-CP-5 dated 03-10-2012].

30.1 Clarification Regarding Revision of Policy for Grant of BS-21 and BS-22 to Technical and Professional officers on the basis of Meritorious Services

This Division’s O.M of even number dated 25th November, 2008 on the above subject regarding policy for grant of BS-21 and BS-22 to technical and professional officers on the basis of meritorious services and to say that criteria for grant of BS-21 and BS-22 to technical and professional officers on the basis of meritorious services to the extent of length of service has been modified with the approval of competent authority as under:-

For BS-22

Twenty two years service in Basic Scale 17 and above excluding the period of suspension not counted as duty and extraordinary leave and has completed at least two years in a post in Basic Scale 21.
For BS-21

Twenty two years service in Basic Scale 17 and above excluding the period of suspension not counted as duty and extraordinary leave and has completed at least two years in a post in Basic Scale 20.

2. The other terms and conditions for the said grant contained in Finance Division O.M No. F. 2(3)-R 3/86 dated 7th April, 1987 and Establishment Division O.M No. 8/2/97-CP-4 dated 29th December, 2001 read with Establishment Division’s O.M of even number dated 25th November, 2008 shall remain in force as heretofore.

[Authority:– Estt. Division’s O.M. No. F. 8/1/2008/CP-V dated 4-10-2012].

30.2 Grant of BS-21 to Technical and Professional Officers on Account of Meritorious Service

Refer to Finance Division’s O.M.No.F.2(3)R-3/86 dated 07-04-1987 on the above subject and to state that appointment and conditions of service of a person are required to be determined in the case of services of a Province and posts in connection with the affairs of a Province by or under Act of the Provincial Assembly in terms of Article 240(b) and Article 142(c) of the Constitution of Islamic Republic of Pakistan,1973.

2. In view of the above, the decision to grant a higher grade to an employee of a provincial service on meritorious basis falls within the competence of the concerned Provincial Government and such cases do not require any order from the Federal Government, as already conveyed by Establishment Division vide their letter No.8/2/97-CP-5 dated 16-11-2002 (Annexure).

3. Finance Division’s O.M. under reference containing modalities for grant of BPS-21 & 22 to technical and professional officers of Provincial services may be treated to have been amended to the extent as indicated at para-2 above.

No.8/2/97-CP-5
Islamabad, the 16th November,2002.

From: Mr. Muhammad Wishaq,
Section Officer (CP-5)
Tel: 9202534.

To: The Chief Secretary,
Government of Punjab,
Lahore.

The Chief Secretary,
Government of Sindh,
Karachi.

The Chief Secretary,
Government of NWFP,
Peshawar.

The Chief Secretary,
Government of Baluchistan,
Quetta.

Subject: GRANT OF BS-21/22 TO THE TECHNICAL/PROFESSIONAL OFFICERS IN SPECIALLY MERITORIOUS CASES.

Dear Sir,

I am directed to refer to Finance Division O.M.No.F.2(3)-R-3/86 dated 7th April,1987 and Establishment Division O.M.No.8/2/97-CP-5 dated 29-12-2001 the subject noted above and to say that appointment and conditions of service of a person are required to be determined in the case of services of a Province and posts in connection with the affairs of a Province by or under Act of the Provincial Assembly in terms of Article 240(b) and Article 142(c) of the Constitution of Islamic Republic of Pakistan,1973.

2. In view of above, the decision to grant of higher grade to an employee of a provincial service on meritorious basis falls within the competence of the concerned Provincial Government and case does not require any order from the Federal Government.

3. This issues with the approval of the competent authority.

Yours faithfully,

(MUHAMMAD WISHAQ)
SECTION OFFICER

* Now K.P.K.
GOVERNMENT OF PAKISTAN
MINISTRY OF ___________

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Particulars of Posts/officers as on</th>
<th>Main Ministry/Division</th>
<th>Attached Department</th>
<th>Federal Subordinate Offices</th>
<th>Total Columns 3,4&amp;5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>i. Total number of technical/professiona l posts sanctioned in BS-21.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ii. Total number of technical/professiona l posts sanctioned in BS-20.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iii. Total number of officers holding technical/professiona l posts in BS-21 on regular basis.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>iv. Total number of officers holding technical/professiona l posts in BS-20 on regular basis.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>v. Pool posts @ 12.5% of the total number of posts in BS-20 (i.e. of (ii) above).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To be signed by……………………
(Head of the Ministry/Division/
Department or an officer of the status
of a Joint Secretary BS-20)
**ANNEXURE-II**
Ref. Sl.No.30

**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 _____________________

<table>
<thead>
<tr>
<th>Name of the officer</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Domicile</th>
<th>Seniority No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Service/Cadre to which he belongs</th>
<th>Nomenclature &amp; BS of the post held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Technical Qualification &amp; Experience Prescribed in the Recruitment Rules for the post.</th>
<th>Technical Qualification &amp; Experience possessed by the officer.</th>
<th>Add as Annex-II if required.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job description of the post held by the officer</th>
<th>Performance indicators prescribed for the post.</th>
<th>Add as Annex-II if required.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The achievements of the officer in specific measurable terms during last 03 years,</th>
<th>Add as Annex-III if required.</th>
<th>Particulars of publications. Details research papers/books authored by the officer with the names of journals in which research papers were published.</th>
<th>Add as Annex-IV if required.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reasons for which the officer is to be considered as specially meritorious.</th>
<th>Add as Annex-V if required.</th>
<th>Details of significant contribution made by the officer in his field of specialization.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SERVICE PARTICULARS**

<table>
<thead>
<tr>
<th>Date of Joining Government Service</th>
<th>Date of Promotion in Lower Ranks</th>
<th>Length of Service</th>
<th>Eligibility for consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Present Scale BS-20</td>
<td>Service In the Cadre</td>
<td>Y M Y M Y M</td>
</tr>
<tr>
<td></td>
<td>BS-19</td>
<td>In Present Scale</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS-18</td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BS-17</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### IMPORTANT APPOINTMENTS HELD IN THE PRESENT RANK

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Post Held</th>
<th>S.No.</th>
<th>Post Held</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>2.</td>
<td></td>
</tr>
</tbody>
</table>

**Penalties (if any):** 

**Training Courses (other than Mandatory Training, if any):** 

**Grading of Mandatory Training at *NIPA/SMC, if done:** 

### NUMBER OF PERS

<table>
<thead>
<tr>
<th>Basic Scale</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Good</th>
<th>Average Reports</th>
<th>Below Average</th>
<th>Adverse Report/Remarks in BS-19</th>
</tr>
</thead>
<tbody>
<tr>
<td>BS-19</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS-20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Awaited Reports (PERs):** 

**Additional Information:** 

### EFFICIENCY INDEX

<table>
<thead>
<tr>
<th>Required Threshold</th>
<th>Score of PERs &amp; Training Reports</th>
<th>Marks awarded by SSC</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Recommendations of Special Selection Committee**

<table>
<thead>
<tr>
<th>Promoted</th>
<th>Deferred</th>
<th>Superseded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Prepared by**

(Section Officer or Equivalent)

**Checked by**

(Deputy Secretary or Equivalent)

* Now NIM.
### PER GRADING & QUANTIFICATION FORM

**Name:**

<table>
<thead>
<tr>
<th>Year</th>
<th>Post held</th>
<th>Min/Div/ Dept.</th>
<th>Period of PER</th>
<th>PER’S Assessment</th>
<th>Fitness for Promotion</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*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%**

<table>
<thead>
<tr>
<th>Basic Scale</th>
<th>Aggregate Score</th>
<th>Weightage Factor</th>
<th>Points Obtained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Scale</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Previous Scale</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Additions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ii. Deletions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total (A):-</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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)

---

* Now NIM.
Sl. No. 31

Knowledge of Islamic/Pakistan Studies

The President was pleased to direct vide CMLA Secretariat’s directive No. 270 of 1981 that:-

“Various systems and methods of selection are in vogue for inducting individuals in the government at different levels. At the higher level, selection is made by the Public Service Commissions. Separate criteria are prescribed for induction at each level. In all these systems and procedures, one thing must be common, that is, assessment of the candidate’s knowledge of Islamic and Pakistan Studies. Persons without adequate knowledge of these subjects will not be considered fit for appointment to government jobs, irrespective of their proficiency in other fields. Necessary instructions will be issued; as executive orders, immediately, and implementation by all concerned ensured. If an Ordinance is considered to be necessary to give effect to this directive or would help to make its implementation more effective, it may be prepared and submitted to me”.

2. The matter has been examined in the Establishment Division and it has been decided that the existing rules give the Chairman, FPSC and the Departmental Selection Committees adequate powers to prescribe the qualifications for inducting individuals in government departments. There is, therefore, no need for any change in the rules.

3. All selection authorities, however, will ensure that a certain percentage of the marks in any interview/examination carried out for induction of individuals into the government service will be reserved for Islamic and Pakistan Studies. Persons scoring less than pass marks in these subjects will not be considered fit for appointment to government jobs, irrespective of their proficiency in other fields.

[Authority: – Estt. Secretary’s D.O. No.4/14/81-TI, dated 24-6-1981].

Sl. No. 32

Declining Promotion to Evade Transfer to an Unattractive Station

A decision was circulated vide Establishment Division O.M. No. 1/21/76-D. II, dated the 18th September, 1976 (Annex) that if a senior person declines promotion to suit his convenience, he should lose in seniority to the next junior person who is promoted in the relevant vacancy, and that he should not be considered for promotion till after his case for promotion has been considered again by the Selection Board in a subsequent meeting. The competent authority may also
consider the grounds on which promotion has been declined and, in suitable cases, may take disciplinary action (on grounds of misconduct, that is, refusal to obey orders to proceed on transfer to another station) where it is clear that the promotion has been declined to evade transfer to an unattractive station, and may impose the penalty of withholding of promotion for a specified period.

2. It has now been considered that the aforesaid decision is inconsistent with the broad provisions of the Civil Servants Act, 1973. The Establishment Division O.M. No. 1/21/76-D.II, dated 18th September, 1976 is, therefore, withdrawn with immediate effect. All such cases where senior persons decline promotion to suit their convenience shall be decided in future on merits of each case in consultation with Establishment Division.

[Authority:– Estt. Division O.M.No.1/21/76-D.II(R-4), dated 9-5-1982].

(ANNEX)

[Copy of Establishment Division O.M. No. 1/21/76-D.II, dated the 18th September, 1976].

The question as to how the seniority of a person who is cleared for promotion but who declines promotion should be determined when he is subsequently promoted has been considered. It has been decided that if a senior person declines promotion to suit his convenience, he should lose in seniority to the next junior person who is promoted in the relevant vacancy, and that he should not be considered for promotion till after his case for promotion has been considered again by the Selection Board in a subsequent meeting. The competent authority may also consider the grounds on which promotion has been declined and, in suitable cases, may take disciplinary action (on grounds of misconduct that is, refusal to obey orders to proceed on transfer to another station) where it is clear that the promotion has been declined to evade transfer to an unattractive station, and may impose the penalty of withholding of promotion for a specified period.

Sl. No. 33

Supersession and Deferment

An officer who is superseded or whose promotion is deferred comes to know about it automatically when his juniors are promoted to higher grade posts. He need not, therefore, be informed of average reports.

2. The cases of officers whose promotions are deferred may be reconsidered on the basis of their PERs for the next year.