

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 5/43/2017 T-II

Islamabad the, 13th June, 2017

OFFICE MEMORANDUM

Subject: NOMINATIONS OF BS-19 OR EQUIVALENT OFFICERS FOR 22ND SENIOR MANAGEMENT COURSE (SMC) AT NATIONAL MANAGEMENT COLLEGE, LAHORE / NATIONAL INSTITUTE OF MANAGEMENT, KARACHI.

The undersigned is directed to refer to the above subject and to state that 22nd Senior Management Course (SMC) is likely to start w.e.f. 11th September, 2017 at National Management College, Lahore and National Institute of Management, Karachi. Panel of BS-19 or equivalent Officers belonging to various occupational groups/services/ex-cadres of Ministries / Divisions / Departments / Sub-ordinate Offices / Autonomous / Semi-autonomous bodies / Provincial Governments / Government of AJ&K may be forwarded to this Division latest by **15-07-2017**. It may be pointed out that this Division will finalize nominations of officers belonging to PAS, PSP, and Sectt. Group. The nominations received directly from the departments / autonomous organizations etc. shall not be entertained. The following criteria should strictly be observed while nominating the officers:-

- i. Officer(s) is/are in BS-19 or equivalent on regular basis.
- ii. The officer(s) is/are in the promotion zone.
- iii. The officer(s) may be considered in order of seniority in their respective cadres and the officers otherwise senior to them must not be ignored.
- iv. The officers, who are on deputation in international organizations may not be nominated. Similarly, the officers posted in Pakistan's Mission abroad, except those belonging to Foreign Service of Pakistan, may also not be nominated.
- v. The officers (s) on long leave / EoL and are undergoing disciplinary proceeding may also not be nominated.
- vi. The Overall minimum quantified score of PERs should be 70.

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

- i. Panel Proforma duly filled in (Annex-I) & (Annex-II).
- ii. Detailed bio-data.
- iii. Copy of valid seniority list of officers in BS-19.
- iv. Certificate to the effect that no disciplinary proceedings are pending against the nominees under the prescribed rules/law.
- v. Latest Annual Medical Examination Report in respect of nominees.
- vi. Certificate to the effect that no junior officer has been nominated for the course.

Important Requirements

- Proficiency in computer related skills is a pre-requisite for the course. Nominated officers, who are not computer literate, may be advised to immediately start working on computer, so that they do not start the training with a handicap.

- If the Officer is selected for mandatory training declines to proceed on the training for two consecutive training courses, then he /she would forfeit the right to be considered for promotion, provided that the Prime Minister may dispense with this provision (in any case) in the public interest.
- The subject course is mandatory for promotion; therefore, in the event of selection of officers for the training, the controlling Ministries / Divisions / Departments/ Government should relieve the officers.

3. It is pertinent to mention here that course will be fully residential. The course fee is Rs. 2,50,000/- per participant which covers the boarding and lodging expenses at the National Management College Lahore and National Institute of Management Karachi Hostel and expenses on mandatory inland study tour. The Establishment Division will make payment of course fee in respect of the officers of all occupational groups/services. However, the fee in respect of officers belonging to the ex-cadre officers of Federal Government/officers belonging to Provincial Governments and Autonomous Bodies/corporations etc. will be paid by the concerned Ministries/Divisions/Provincial Government/Autonomous Bodies/Corporations.

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

(Muhammad Shahid Dayo)
Deputy Secretary (T-I)
Ph: 051-9207034

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

Copy to:-

1. The Rector, National School of Public Policy, Shahrah-Quaid-e-Azam, Lahore.
2. All Joint Secretaries/DGs, Establishment Division, Islamabad
3. Director (PD), Establishment Division, Islamabad.
4. DS (Computer), Establishment Division, Islamabad.
5. Sr. PS to Secretary, Establishment Division, Islamabad.
6. PSs to Additional Secretary (I&II), Establishment Division, Islamabad.

(Shafqat Ali Chachar)
Section Officer (T-II)
Ph. 051-9103652

CONFIDENTIAL

PANEL PROFORMA IN RESPECT OF NOMINATIONS FOR SMC

NAME:

PRESENT POSTING:

CONTACT NO: TELEPHONE: - _____ MOBILE:- _____

E. MAIL ADDRESS:- _____

SERVICE/ GROUP:

DOMICILE:

DATE OF JOINING SERVICE:

DATE OF BIRTH:

DATE OF SUPERANNUATION:

DATE OF PROMOTION IN BS-19:

SENIORITY NO: _____ AS ON: _____

QUANTIFIED SCORE OF ACRS/PERS:

Overall	Average reports	Adverse reports	Awaited reports

POSTINGS HELD DURING THE LAST FIVE YEARS:

TRAININGS ATTENDED DURING THE LAST FIVE YEARS:

Penalties if any imposed

Under E&D Rules 1973

or any other court of law

Disciplinary action pending,

or in process under E&D rules

or in any court of law, if any.

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

Signature/Stamp of
Administrative Authority

(Annex-II)

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