

**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION**

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No.8/3/2020-T-VI

Islamabad, the <sup>16</sup> December, 2020

**OFFICE MEMORANDUM**

Subject: **NOMINATIONS OF BS-18 OR EQUIVALENT OFFICERS FOR 31<sup>st</sup> MID CAREER MANAGEMENT COURSE AT NATIONAL INSTITUTE OF MANAGEMENT, LAHORE, KARACHI, PESHAWAR AND QUETTA FROM 01-02-2021 TO 09-04-2021.**

The undersigned is directed to refer to the above subject and to state that 31<sup>st</sup> Mid-Career Management Course (MCMC) is likely to start in February, 2021 at National Institute of Management (NIM), Karachi, Lahore, Peshawar and Quetta. Panel of BS-18 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 Azad Jammu & Kashmir and Government of Gilgit-Baltistan, may be forwarded to this Division latest by **31-12-2020**. It may be pointed out that this Division will finalize nominations of officers belonging to PAS, PSP and OMG. The nominations received directly from the departments/ autonomous organizations shall not be entertained. The following criteria should strictly be observed while nominating the officers:-

- i) Officer(s) is / are in BS-18 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, officers posted in Pakistan's Missions abroad, except those belonging to Foreign Services of Pakistan, may not be nominated.
- v) The officers on long leave / EOL and are undergoing disciplinary proceedings may also not be nominated. However, those officers whose disciplinary proceedings are pending for over one year may also be nominated.

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-18.**
- 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.
- vii) Job Description.

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



3. The Course will be fully residential, the Course Fee for each participant is Rs. 225,000/- at NIMs, Karachi Lahore, Peshawar and Quetta, which covers the boarding and lodging expenses at the Hostel and expenses on mandatory inland study tour. It is pertinent to mention here that the course fee of Rs. 225,000/- is for the whole duration of 14 weeks of MCMC. However, in view of the Cabinet directions, it is decided that out of 14 weeks, MCMC Course for 10 weeks will be conducted at NIMs while said course for 4 weeks will be conducted at Specialized Training Institutes/ Academies. Keeping in view the said decision, course fee for period of 10 weeks will be paid to concerned NIMs @ Rs.160,714/- per participant. While course fee for a period of 4 weeks will be paid to concerned Specialized Training Institutes/ Academies @ Rs.64,286/-. The payment of course fee in respect of the officers of all occupational groups and Ex-Cadre officers of all Ministries/Divisions and their attached departments will be made by the Establishment Division while in case of officers Provincial Governments and Autonomous Bodies / Organization etc. nominated for the course shall be arranged by their respective Government/ Organization to Director General, NIM concerned for 10 weeks while for 04 weeks to concerned specialized training Institute/ Academy through Bank draft/ cross cheque/ pay order at the time of joining the course by the officer concerned or as early as possible.

4. It is, therefore requested that nominations along-with requisite information/ documents complete in all respects may be furnished to this Division on or before the closing date. i.e. **31-12-2020**. The nominations received after the due date will not be entertained.


Encl: as above.

  
(Saieed Ramzan)  
Joint Secretary (Training)  
Ph: 051-9103670

1. Secretary, President's Secretariat, Islamabad.
2. Secretary to the Prime Minister, Prime Minister's Office, Islamabad
3. All Secretaries, Federal Ministries/Divisions, Islamabad/Rawalpindi.
4. All Chief Secretaries Provincial Governments/AJ&K Government/ Gilgit – Baltistan, Lahore, Peshawar, Karachi, Quetta, Muzaffarabad and Gilgit
5. The Secretary, 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, Federal Public Service Commission, Islamabad.
10. The Chairman, National Accountability Bureau, Islamabad.
11. The Director General, Intelligence Bureau, Islamabad.
12. The DG (Admin), State Bank of Pakistan, Karachi.
13. The SEVP/Group Chief (HR Management & Administration Group), National Bank of Pakistan (NBP), Karachi.

**Copy to:-**

1. The Rector, National School of Public Policy (NSPP), Lahore
2. The Joint Secretaries / DGs, Establishment Division, Islamabad.
3. Director (PD), Establishment Division, Islamabad
4. Deputy Secretary (IT), Establishment Division, Islamabad.
5. SPS to Secretary, Establishment Division, Islamabad.
6. PS to Additional Secretary (I), Establishment Division, Islamabad.
7. PS to Additional Secretary (II), Establishment Division, Islamabad

  
(Mrs. Alia Asad)  
Deputy Secretary (T-I)  
Ph: 051-9207034

CONFIDENTIAL

PANEL PROFORMA IN RESPECT OF NOMINATIONS FOR MCMC

NAME:

PRESENT POSTING:

CONTACT NO: OFFICE: - \_\_\_\_\_ MOBILE:- \_\_\_\_\_

E. MAIL ADDRESS:- \_\_\_\_\_

SERVICE/ GROUP:

DOMICILE:

DATE OF JOINING SERVICE:

DATE OF BIRTH:

DATE OF SUPERANNUATION:

DATE OF PROMOTION IN PRESENT SCALE:

SENIORITY NO:

POSTINGS HELD DURING THE LAST FIVE YEARS:

TRAININGS ATTENDED DURING THE LAST FIVE YEARS:

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

**MID CAREER MANAGEMENT COURSE (MCMC)**

**(Annex-II)**

1	2	3	4	5	6
No. of sanctioned / duty posts in BS-18	No. of officers attended or presently attending MCMC and awaiting promotion to BS-19	No. of officers who have not attended MCMC	No. of sanctioned/ duty posts in BS-19 in the Cadre / Group / Service	No. of vacancies in BS-19 at present and are likely to occur in next 01 years	Any other relevant information

Signature/Stamp of  
Administrative Authority