

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.8/6/2021-T-VI

Islamabad, the 17th June, 2021

OFFICE MEMORANDUM

Subject: **NOMINATIONS OF BS-18 OR EQUIVALENT OFFICERS FOR 32ND MID CAREER MANAGEMENT COURSE AT NATIONAL INSTITUTE OF MANAGEMENT, LAHORE, KARACHI, PESHAWAR, ISLAMABAD AND QUETTA FROM 27-09-2021 TO 03-12-2021.**

The undersigned is directed to refer to the subject and to state that 32nd Mid-Career Management Course (MCMC) is likely to start in September, 2021 at National Institute of Management (NIM), Karachi, Lahore, Peshawar, Islamabad 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 **05-07-2021**. Further, 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

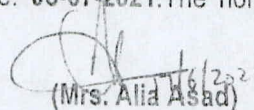
- Proficiency in computer related skills is a pre-requisite for the course. Nominated Officers, who are not computer literate, may be advised to immediately start working on computers.
- According to Civil Servant Promotion (Bs-18 to BS-21) Rules, 2019, Rules 8(b), a civil servant shall be recommended for supersession, if subject to the provisions of rule 22 (The Provincial Governments or as the case may be, the Ministries, Divisions and Departments concerned may make a request for deferment from training of a civil servant only once), he/she fails thrice for any reason to attend the mandatory training.
- The subject course is mandatory for promotion, therefore, in the event of selection of Officers for the training, the controlling Ministries / Divisions / Departments / Governments should relieve the Officers.

Contd...P/2

3. The Course will be fully residential, except NIM, Islamabad having course fee Rs.200,000/- per participant, 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 also indormed that the course fee, 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 Karachi, Lahore, Peshawar & Quetta @ Rs.160,714/- per participant, course fee for period of 10 weeks will be paid to NIM Islamabad @ Rs.135,714/- 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.

4. In case of Officers of Provincial Governments and Autonomous Bodies / Organizations etc. nominated for the course, shall be arranged by their respective Government/ Organizations 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.

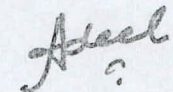
5. It is, therefore requested that nominations along-with requisite information/ documents complete in all respects may be furnished to this Division on or before the closing date. i.e. **05-07-2021**.The nominations received after the due date will not be entertained.


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

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:-

- i. The Rector, National School of Public Policy (NSPP), Lahore
- ii. The Joint Secretaries / DGs, Establishment Division, Islamabad.
- iii. Director (PD), Establishment Division, Islamabad
- iv. Deputy Secretary (IT), Establishment Division, Islamabad.
- v. SPS to Secretary, Establishment Division, Islamabad.
- vi. PS to Additional Secretary (I), Establishment Division, Islamabad.
- vii. PS to Additional Secretary (II), Establishment Division, Islamabad


(Muhammad Adeel Akbar)
Section officer (T-VI)
051-9103567

CONFIDENTIALPANEL PROFORMA IN RESPECT OF NOMINATIONS FOR SMC

NAME: _____

PRESENT POSTING: _____

CONTACT NO: TELEPHONE: _____ MOBILE: _____

E. MAIL ADDRESS: _____

SERVICE GROUP/PARENT DEPARTMENT/MINISTRY: _____

DOMICILE: _____ DATE OF BIRTH: _____

DATE OF JOINING SERVICE: _____

DATE OF SUPERANNUATION: _____

DATE OF PROMOTION IN BS -18: _____

SENIORITY NO: _____ AS ON: _____

POSTINGS HELD DURING THE LAST FIVE YEARS:

Sr No.	Post Held	To	From
1.			
2.			

TRAININGS ATTENDED DURING THE LAST FIVE YEARS:

Sr No.	Training Attended	To	From
1.			
2.			

PENDING PROCEEDINGS/PENALTIES (IF ANY):

1.	<u>Penalties if any imposed</u> <u>Under E&D Rules 1973</u> <u>or any other court of law</u>	
2.	<u>Disciplinary action pending,</u> <u>or in process under E&D rules</u> <u>or in any court of law, if any.</u>	

Certified that the above information is correct as per the record available in this office.Signature/Stamp of
Administrative Authority

(Annex-II)

MID-CAREER MANAGEMENT COURSE (MCMC)

1	2	3	4	5	6
No. of Sanctioned / duty Posts in BS-18	No. of officers attended or presently attending SMC and awaiting promotion to BS-19	No. of officers who have not attended MCMC	No. of positions in BS-19 in the Cadre / Group / Service	No. of vacancies in BS-19 likely to occur in next One year	Any other relevant information

Signature/Stamp of
Administrative Authority

Note: - Please attach a copy of valid seniority list of the officers in BS – 18, with a clear mention of the No of MCMC against the officers who have already attended the said mandatory training.