

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.8/36/2000-R.1

Islamabad, the 21st July, 2022

OFFICE MEMORANDUM

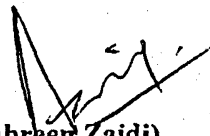
Subject: PROVISION OF DOCUMENTS / INFORMATION WITH THE REFERENCE FOR UPGRADATION / REDESIGNATION OF POSTS.

The undersigned is directed to refer to this Division's even number OM dated June 29, 2022 and to state that a Committee has been constituted in the Establishment Division with the approval of the Prime Minister to consider the cases of upgradation/ redesignation of Civil Posts. The Committee shall meet quarterly to decide the cases. Only the cases received complete in all respects will be considered by the committee. Therefore, all Ministries/Divisions are advised to ensure enclosure of following documents/information along with a comprehensive and well thought proposal;-

- (i) NIS of the current financial year duly endorsed by the F/A Organization which show the continuation of post to be upgraded/ redesignated.
- (ii) Organogram of the Ministry/Division/Department
- (iii) Recruitment Rules of the post to be proposed for upgradation / redesignation
- (iv) Job description of the posts before and after upgradation
- (v) The rationale for up gradation after analyzing/examining the case on the basis of provisions contained in the policy of up-gradation/re-designation of posts issued by Establishment Division
- (vi) Justifications for up-gradation/re-designation of posts, as the case may be, indicating specific point of policy under which proposal is found covered.
- (vii) Re-structuring study conducted by Management Services Wing of Establishment Division
Comparative statement showing the qualification, experience, age limit of post which is proposed to be up-graded corresponding qualification, experience, age limit of identical/same post available in higher pay scale in other Ministry/Division
- (viii) Certificate duly signed by the Secretary of the Ministry/Division that structure of the Department has been examined strictly in line with the policy and that no other reference for up-gradation/ re-designation of posts will be made to Establishment Division till 05 years
- (ix) A certificate that subject matter is not pending in any court of law

2. The general guidelines issued from time to time by this Division are reiterated as under:

- (i) It is imperative that before making a reference to Establishment Division, the facts of the case and the relevant rules/regulation on the subject should be thoroughly studied/ examined
- (ii) If the departments have a legal/regulation wing, it should also be consulted.
- (iii) Administrative Ministry/Division of the Department should examine the proposal and after that a self-contained proposal may be forwarded to this Division
- (iv) Ministries/Divisions should consider the outcomes of the proposed up-gradation/ redesignation in the light of Civil Servants (Seniority) Rules 1993. The up and down of structural hierarchy of the department should be considered and accordingly a comprehensive case may be submitted to this Division


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All Ministries/Divisions
Rawalpindi/Islamabad.