

Government of Pakistan  
Cabinet Secretariat  
Establishment Division

No.8/10/2000-CP.I

Islamabad, the 21<sup>st</sup> March, 2000.

OFFICE MEMORANDUM

Subject:- CONTRACT APPOINTMENTS.

The undersigned is directed to say that 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 concerned department 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 post should be advertised and selection should be made by a Departmental Selection Committee, as per the following composition:-

<u>Scales</u>	<u>Composition of the Committee</u>	
BS-20 and above	Minister	Chairman
	Secretary	Member
	J.S.(Admn)	Member-
		cum-Secy

(Note) In case the post(s) are in an  
Attached Department/Subordinate

Office, Head of the Department will be co-opted as Member.

BS-1 to 19	Secretary	-	Chairman
	JS(Admn)	-	Member
	DS(Admn)	-	Member-cum-Secy

(Note) In case the post(s) are in an Attached Department/Subordinate Office, head of the Attached Department will be co-opted as Member.

- iii) 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.
- 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 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.

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.

  
(Abdul Wadood Khattak)  
Deputy Secretary

All Secretaries/Additional Secretaries(Incharge of the Ministries/Divisions, Islamabad/Rawalpindi.

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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F.No.8/10/2000-CP.I

Islamabad, the 23rd Dec 2000.

OFFICE MEMORANDUM

Subject:- EXTENSION IN THE PERIOD OF CONTRACT APPOINTMENTS FOR POSTS  
OUTSIDE THE PURVIEW OF FPSC.

The Guidelines on contract appointments issued vide Establishment Division O.M.No.8/10/2000-CP.I dated 21-3-2000 laydown interalia, 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".

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 BS-16 and above and posts in BS 11-15 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 OM 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 BS-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 BS-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 BS 17-19 shall be subject to the approval of the Establishment Secretary;

(ii) extension of contract appointments beyond two years to posts in BS-16 shall be subject to approval of the Secretary of the administrative Division concerned and heads of departments in BS-21;

Contd.....P/2.

- (iii) extension of contract appointments beyond two years to posts in BS-15 and below shall be subject to approval of a Grade-21 officer 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.

(ABDUL WADOOD KHATTAK)  
Deputy Secretary

All Ministries/Divisions  
Islamabad/Rawalpindi.  
FPSC.

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
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F.No.8/10/2000-CP.I

Islamabad, the 13<sup>th</sup> August, 2001.

OFFICE MEMORANDUM

Subject:- CONTRACT APPOINTMENTS.

The undersigned is directed to refer to Establishment Division O.M. of even number dated 21<sup>st</sup> and 22<sup>nd</sup> March 2000 on the above subject and to say that the Chief Executive has approved addition of following sub-para to para 1 of the said O.M.:-

- iii(b) "The condition of open advertisement may also 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 to the family of civil servants in BS-15 and below for appointment to posts in BS-5 and below".

**(ABDUL WADOOD KHATTAK)**  
**DEPUTY SECRETARY**

All Secretaries/Additional Secretaries/  
(Incharge of the Ministries/Divisions),  
Islamabad./Rawalpindi.

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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F.No.8/10/2000-CP-I

Islamabad, the 5th January 2002.

Office memorandum

Subject:- CONTRACT APOINTMENTS.

The undersigned is directed to refer to Establishment Division O.M of even number dated 21<sup>st</sup> and 22<sup>nd</sup> March 2000 on the above subject and to say that the Chief Executive has approved substitution of sub para (iii) (b) of para 1 of O.M of even number dated 13<sup>th</sup> August 2001 by the following:-

iii(b): "The condition of open advertisement may also 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".

  
(MUHAMMAD HASSAN KHAN NIAZI)  
SECTION OFFICER

**All Secretaries/Additional Secretaries/  
(Incharge of the Ministries/Divisions),  
Islamabad/Rawalpindi.**

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
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F.No. 8/10/2000-CP.I

Islamabad, the 20~~th~~ April, 2002.

**OFFICE MEMORANDUM**

Subject:- **CONTRACT APPOINTMENTS.**

The undersigned is directed to refer to Establishment Division's O.M. of even number dated 21-3-2000 on the above subject and to say that it has been decided by the competent authority that 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 Department/Organization etc.

2. The competent authority has also approved substitution of sub para (ii) of para 1 of the O.M. referred to above as under :-

- ii) The post should be advertised and selection should be made by a Departmental Selection Committee as per the following composition:-

**Scales**

**BS-20 and above**

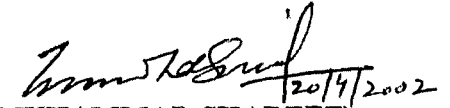
**Composition of the Committee**

Minister - Chairman  
Secretary - Member  
J.S.(Admn) - Member-cum-Secy

(Note) : In case the post(s) are in an Attached Department / Subordinate Office, Head of the Department will be co-opted as member.

**BS-1 to 19**

Selection should be made by the Selection Committees/Boards which have been constituted for regular appointments in Bs-19 and below.

  
(MUHAMMAD SHAREEF)  
Deputy Secretary

**All Secretaries/Addl. Secretaries/  
(Incharge of the Ministries/Divisions),  
Islamabad/Rawalpindi.**

Government of Pakistan  
Cabinet Secretariat  
Establishment Division  
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No. 8/10/2000-CP:I

Islamabad, the 25<sup>th</sup> Sept., 2002

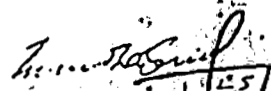
Office Memorandum

Subject: - CONTRACT APPOINTMENTS.

The undersigned is directed to say that 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.

  
(Muhammad Shateef)  
Deputy Secretary (CP-II)

All Secretaries / Addl. Secretaries (Incharge),  
Ministries / Divisions,  
Government of Pakistan,  
Islamabad / Rawalpindi.



Government of Pakistan  
Cabinet Secretariat  
Establishment Division  
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No. 8/10/2000-CP-I

Islamabad, the 6<sup>th</sup> August, 2004

Office Memorandum

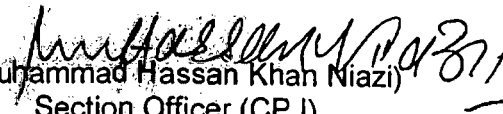
Subject:- CONTRACT APPOINTMENTS

The undersigned is directed to refer to the Establishment Division's O.M. No. 8/10/2000-CP.I dated 21<sup>st</sup> March, 2000 on the above subject and to state that the Prime Minister has approved following amendment / addition in para 1 (iii) (c) of the above quoted O.M:-

- (i) The word "/widower" may also be added after the word "widow".
- (ii) The following proviso may further be added:-

"Provided further that the widow/widower or a child of a civil servant who dies during service will have to apply for contract appointment within one year after the death of a 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".

2. The above mentioned amendment may also be brought to the notice of the attached departments / subordinate offices of the Ministries / Divisions.

  
(Muhammad Hassan Khan Niazi)  
Section Officer (CP.I)  
Phone No. 9208610

All Secretaries / Additional Secretaries Incharge,  
Ministries / Divisions,  
Islamabad / Rawalpindi.

Copy for information to the Wafaqi Mohtasib (Ombudsman)'s Secretariat (Brigadier (R) Zulfiqar Ahmad Khan, Advisor), Islamabad with reference to this Division's u.o. note of oven number dated 3<sup>rd</sup> August, 2004.

(Muhammad Hassan Khan Niazi)  
Section Officer (CP.I)

Government of Pakistan  
Cabinet Secretariat  
Establishment Division

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No. 4/1/2005-CP-I

Islamabad, the 13<sup>th</sup> April, 2005

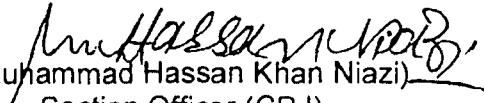
Office Memorandum

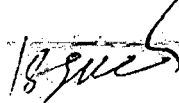
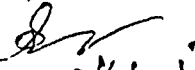
**Subject:- CONTRACT APPOINTMENT.**

The undersigned is directed to refer to Establishment Division's Office Memorandum No. 8/10/2000-CP.I dated 21<sup>st</sup> March, 2000 (amended from time to time) on the above subject and to state that the Prime Minister has been pleased to approve substitution of Para 1 (iii) (c) of the said O.M. with the following:-

"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 "BS-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".

  
(Muhammad Hassan Khan Niazi)  
Section Officer (CP.I)  
Phone No. 9208610

  
  
23/4/05  
All Ministries / Divisions /  
Departments.