

No. 3/8/2000-R.2.

Islamabad, the 27th July, 2000.

OFFICE MEMORANDUM

Subject: **GUIDELINES FOR REVIEW OF CASES OF CIVIL SERVANTS UNDER SECTION 13(1)(i) OF THE CIVIL SERVANTS ACT, 1973**

The undersigned is directed to state that Section 13 of the Civil Servants Act, 1973, as amended vide Civil Servants (Amendment) Ordinance, 2000 lays down as under :-

- “(1) A civil servant shall retire from service-
- (i) On such date after he has completed twenty- . . . years of service for pension or other retirement benefits as the competent authority may, in public interest, direct; or
 - (ii) where no direction is given under clause (i), on the completion of the sixtieth year of his age
- (2) No direction under clause (i) of sub-section (1) shall be made until the civil servant has been informed in writing of the grounds on which it is proposed to make the direction, and has been given a reasonable opportunity of showing cause against the said direction.”

EXPLANATION: In this Section, “competent authority” means the appointing authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973.”

2. The guidelines approved by the Chief Executive for review of cases under Section 13(1)(i) of the Civil Servants Act, 1973 are given in the succeeding paragraphs.

3. When it comes to the notice of the competent authority that a civil servant has, prima facie, ceased to be efficient and that action is warranted against him under Section 13(1)(i) of the Civil Servants Act, 1973, it shall cause the case to be referred to a Review Committee stating the facts of the case alongwith supporting documentary evidence, if any, service record of the person in the form attached as Annex-I, and such other record as may be considered relevant to a case for

the purpose of making a recommendation about his suitability for further retention in service.

4. The Review Committee for officers of BS-20 and above may comprise the following :-

- | | | | |
|-------|--|---|-----------------------|
| (i) | Cabinet Secretary | - | Chairperson (By Name) |
| (ii) | Establishment Secretary | - | Member (ex-officio) |
| (iii) | Secretary of Ministry/
Division concerned. | - | Member (ex-officio) |
| (iv) | Head of Department/Office
(Incharge of the service,
group, cadre, etc.). | - | Member (Co-opted) |
| (v) | Addl. Secretary/Joint Secretary
Establishment Division. | - | Secretary |

5. The Secretary of the concerned administrative Ministry/Division has been authorized to constitute Review Committees for officers of BS-19 and below subject to the proviso that each Review Committee should include a representative of Establishment Division as a Member of the Committee.

6. The Review Committees should examine the cases referred to them, and the Committees may recommend retirement in the following cases :-

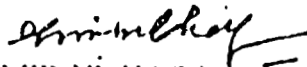
- (a) Where two or more penalties under the Government Servants (Efficiency & Discipline) Rules, 1973, have been imposed on a civil servant.
- (b) Where overall grading of the ACRs is Average, and/or where adverse remarks in regard to acceptance of responsibility, integrity, reliability, output of work and behaviour with the public were recorded in the ACRs (duly conveyed to the concerned civil servant and his representation against it finalized, as per rules).
- (c) Where a civil servant is twice recommended for supersession by the Selection Board/DPC and the recommendation of the Selection Board/DPC is approved by the competent authority.

(d) Where other specific and cogent grounds, including the following, may warrant retirement of a civil servant :-

- (i) persistent reputation of being corrupt;
- (ii) possessing pecuniary resources and/or property etc. disproportionate to his known sources of income; and
- (iii) frequent unauthorized absence from duty.

7. Where the Review Committee recommends retirement of a civil servant, specific reasons for doing so should be given. The recommendation of the Committee should be submitted for the approval of the competent authority. If the competent authority agrees with the recommendation of the Committee, a show cause notice shall be issued to the civil servant under sub-section (2) of Section 13 of the Civil Servants Act, 1973. After receipt of reply to the show cause notice the competent authority shall take the final decision.


8. The above instructions may also be brought to the notice of all Attached Departments and Subordinate Offices.


(AMIR-UL-HAQ)
Deputy Secretary 27/7/2000

Secretaries/Additional Secretaries Incharge
of all Ministries/Divisions (by name)

Copy to :-

1. Auditor General of Pakistan, Islamabad.
2. Director General, Intelligence Bureau, Islamabad.
3. All Chief Secretaries of the Provinces.
4. The Secretary, Federal Public Service Commission, Islamabad.
5. Military Accountant General, Rawalpindi.


(AMIR-UL-HAQ)
Deputy Secretary 27/7/2000

PROFORMA FOR REVIEW OF SERVICE RECORD OF CIVIL SERVANTS, ON COMPLETION OF 25 YEARS QUALIFYING SERVICE FOR PENSION.

- (1) Name
- (2) Date of Birth
- (3) Educational qualifications
- (4) Name of the Post/Department
- (5) Name of the Cadre/Group or Service.
- (6) Date of joining government service
- (7) Details of pre-service and in service training.
- (8) Date of promotion to the present post.
- (9) Date of completion of 25 years service qualifying for pension.
- (10) Details of Service Record.

(a) Synopsis of ACR.

Year	Overall Assessment	Assessment made in the ACR about		
		Quantity and out put of work	Integrity	Fitness for promotion
		(a)	(b)	(c)
1	2		3	

(b) Pen picture recorded in the ACRs during last five years.

(c) Particulars of penalties imposed under the Govt. Servants (Efficiency and Discipline) Rules, 1973:-

Name of Penalty Grounds of Penalty No. and date of penalty
Imposing order.

- (d) Particulars of adverse remarks in regard to acceptance of responsibility, integrity, reliability, out put of work and behavior with the public recorded in the ACRs (duly conveyed to the concerned civil servant and his representation against it finalized, as per rules).
- (e) Particulars of supersessions in which Selection Board/Departmental Promotion Committee twice recommended supersession of a civil servant and the recommendation of the Selection Board/DPC was approved by the competent authority.

Signature
Name
Designation of the
Officer authenticating
the information.