

**OFFICE MEMORANDUM**

**SUBJECT: POLICY GUIDELINES FOR CONTRACT APPOINTMENTS FOR POSTS IN AUTONOMOUS/SEMI-AUTONOMOUS BODIES, CORPORATIONS, PUBLIC SECTOR COMPANIES ETC., OWNED AND MANAGED BY THE FEDERAL GOVERNMENT.**

The undersigned is directed to say that in order to regulate contract appointments in Autonomous/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc., owned and managed by the Federal Government, the Chief Executive has been pleased to lay down the following policy guidelines:-

- (i). In the case of tenure posts, appointment to which is regulated by specific provisions of a law, rule and policy instructions, contract appointments may be made in the manner prescribed in the applicable law, rules and policy guidelines /directions issued by the Federal Government.
- (ii). For projects which have a limited life, appointments may be made on contract basis by the prescribed appointing authority after open advertisement of the vacancies. The advertisement should indicate prescribed academic and professional qualifications, experience, age, provincial /regional quotas, special quotas etc., where applicable, as per rules/ government policy.
- (iii). For posts other than those mentioned at (i) and (ii) above, contract appointments should be made only subject to fulfillment and observance of the following conditions:
  - (a) Where the nature of a particular job/vacant position requires contract appointment for a specific period, standing instructions should be issued by the administrative Ministry/Division concerned, after consultation with the Chairman of the Board of Directors / Board of Governors, specifying such posts and the parameters governing appointment on contract basis against such posts.
  - (b) Vacancies should be advertised in the leading national and regional Newspapers.
  - (c) Selection should be made through regularly constituted Selection Committees / Boards.
- (iv). In the case of contract appointment /re-employment of retired civil servants, retired Armed Forces Officers and retired Judges of Superior Courts, the condition of open advertisement shall not be applicable, provided that such appointments shall be made by or with the prior approval of the prescribed authorities in the Federal Government.
- @ (v). The contract appointment, where justified, may be made for a period of two years initially, on standard terms including termination clause of one month's notice or one month's pay in lieu thereof. Extension may be made on two yearly basis.

(@ Substituted vide Establishment Division's O.M. No.6/2/2000-R-3 dated 29<sup>th</sup> April, 2002).

2. Ministries / Divisions are requested to circulate the above policy guidelines to all Autonomous /Semi-Autonomous Bodies, Corporations, Public Sector Companies etc., owned and managed by the Federal Government for strict compliance.

Sd/-  
(Amir-ul-Haq)  
Deputy Secretary

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

(19)

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
(ESTABLISHMENT DIVISION)

No.6/2/2000-R.3

Islamabad the 13th May, 2002

OFFICE MEMORANDUM

**SUBJECT: POLICY GUIDELINES FOR CONTRACT APPOINTMENT FOR POSTS IN AUTONOMOUS/SEMI-AUTONOMOUS BODIES, CORPORATIONS, PUBLIC SECTOR COMPANIES ETC., OWNED AND MANAGED BY THE FEDERAL GOVERNMENT.**

*P.129*  
*601*

The undersigned is directed to state that certain amendments have been made in the instructions contained in this Division's Office Memorandum No.6/2/2000-R.3, dated the 6<sup>th</sup> May, 2000. In order to facilitate the Ministries/Divisions an updated version of the aforesaid instructions has been prepared and is forwarded to all the Ministries/Divisions for their guidance

*P.127-128*  
*60*

*P.134-135*  
*60*

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

*Amir-ul-Haq*  
(Amir-ul-Haq)  
Deputy Secretary 13/5/02

*01*

*As per list attached*

7132 33/00

(16) 20  
428

**DISTRIBUTION LIST OF ESTABLISHMENT DIVISION**  
**O.M. NO.6/2/2000-R.3 dated 13<sup>th</sup> May, 2002**

1. The Secretary Cabinet Division, Islamabad
2. The Secretary, Commerce Division, Islamabad
3. The Secretary, Communication Division, Islamabad.
4. The Secretary, Culture, Sports, Tourism and Youth Affairs and Minorities Affairs Division, Islamabad
5. The Secretary, Defence Division, Rawalpindi
6. The Secretary, Defence Production Division, Rawalpindi
7. The Secretary, Economic Affairs Division, Islamabad
8. The Secretary Education Division, Islamabad
9. The Secretary, Environment, Local Government and Rural Development Division Islamabad
10. The Secretary, Finance Division Islamabad
11. The Secretary, Food, Agriculture & Livestock, Islamabad
12. The Secretary, Foreign Affairs, Islamabad
13. The Secretary Health Division, Islamabad
14. The Secretary, Housing and Works Division, Islamabad
15. The Secretary, Industries and Production Division
16. The Secretary, Information Technology and Telecommunication Division, Islamabad
17. The Secretary, Information and Media Development Division Islamabad
18. The Secretary Interior Division, Islamabad
19. The Secretary Kashmir Affairs, Northern Area, S&FR Division, Islamabad
20. The Secretary, Labour, Manpower and Overseas Pakistanis Division, Islamabad
21. The Secretary, Law, Justice and Human Rights Division, Islamabad
22. The Secretary, Narcotics Control Division, Islamabad
23. The Secretary, Petroleum and Natural Resources Division, Islamabad
24. The Secretary, Planning and Development Division, Islamabad
25. The Secretary Population Welfare Division, Islamabad
26. The Secretary, Revenue Division, Islamabad
27. The Secretary Ministry of Railway, Islamabad
28. The Secretary, Religious Affairs, Zakar, Ushr Islamabad
29. The Secretary Scientific and Technological Research Division, Islamabad
30. The Secretary Statistics Division, Islamabad
31. The Secretary, Water and Power, Islamabad
32. The Secretary, Women Development, Social Welfare and Special Education Division, Islamabad
33. P.S. to the Chairman, NAB., C.E.Sectt.No.2, Islamabad
34. The Secretary, NRB, C.E.Sectt.No.2, Islamabad
35. OSD(Admn), Chief Executive office, Islamabad

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
(ESTABLISHMENT DIVISION)

744  
21

No.6/2/2000-R.3

Islamabad the 6<sup>th</sup> May, 2000

OFFICE MEMORANDUM

**SUBJECT: POLICY GUIDELINES FOR CONTRACT APPOINTMENTS FOR POSTS IN AUTONOMOUS/SEMI-AUTONOMOUS BODIES, CORPORATIONS, PUBLIC SECTOR COMPANIES ETC., OWNED AND MANAGED BY THE FEDERAL GOVERNMENT.**

The undersigned is directed to say that in order to regulate contract appointments in Autonomous/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc., owned and managed by the Federal Government, the Chief Executive has been pleased to lay down the following policy guidelines:-

- (i) In the case of tenure posts, appointment to which is regulated by specific provisions of a law, rule and policy instructions, contract appointments may be made in the manner prescribed in the applicable law, rules and policy guidelines/directions issued by the Federal Government.
- (ii) For projects which have a limited life, appointments may be made on contract basis by the prescribed appointing authority after open advertisement of the vacancies. The advertisement should indicate prescribed academic and professional qualifications, experience, age, provincial/regional quotas, special quotas etc., where applicable, as per rules/government policy.
- (iii) For posts other than those mentioned at (i) and (ii) above, contract appointments should be made only subject to fulfillment and observance of the following conditions:
  - (a) Where the nature of a particular job/vacant position requires contract appointment for a specific period, standing instructions should be issued by the administrative Ministry/Division concerned, after consultation with the Chairman of the Board of Directors/Board of Governors, specifying such posts and the parameters governing appointment on contract basis against such posts.
  - (b) Vacancies should be advertised in the leading national and regional Newspapers.
  - (c) Selection should be made through regularly constituted Selection Committees/Boards.

Contd.....P2

(175) (22)

(iv) In the case of contract appointment/re-employments of retired civil servants, retired Armed Forces Officers and retired Judges of Superior Courts, the condition of open advertisement shall not be applicable, provided that such appointments shall be made by or with the prior approval of the prescribed authorities in the Federal Government.

\* (v) The Contract appointment, where justified, may be made for a period of two years initially, on standard terms including termination clause of one month's notice or one month's pay in lieu thereof. Extension may be made on two yearly basis  
(\* Substituted vide this Division O.M. No.6/2/2000-R.3 dated the 29<sup>th</sup> April, 2002).

✓ P. 129

2. Ministries/Divisions are requested to circulate the above policy guidelines to all Autonomous/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc., owned and managed by the Federal Government for strict compliance.

Sd/-  
(Amir-ul-Haq)  
Deputy Secretary

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

23  
26

**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
(ESTABLISHMENT DIVISION)**

No.6/2/2000-R.3

Islamabad the 6th May, 2000

**OFFICE MEMORANDUM**

**SUBJECT: POLICY GUIDELINES FOR CONTRACT APPOINTMENTS  
FOR POSTS IN AUTONOMOUS/ SEMI-AUTONOMOUS  
BODIES, CORPORATIONS, PUBLIC SECTOR COMPANIES  
ETC., OWNED AND MANAGED BY THE FEDERAL  
GOVERNMENT.**

The undersigned is directed to say that in order to regulate contract appointments in Autonomous/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc., owned and managed by the Federal Government, the Chief Executive has been pleased to lay down the following policy guidelines :-

- ✓ P.9-10  
Note
- (i) In the case of tenure posts, appointment to which is regulated by specific provisions of a law, rule and policy instructions, contract appointments may be made in the manner prescribed in the applicable law, rules and policy guidelines/directions issued by the Federal Government.
  - (ii) For projects which have a limited life, appointments may be made on contract basis by the prescribed appointing authority after open advertisement of the vacancies. The advertisement should indicate prescribed academic and professional qualifications, experience, age, provincial/regional quotas, special quotas etc., where applicable, as per rules/government policy.
  - (iii) For posts other than those mentioned at (i) and (ii) above, contract appointments should be made only subject to fulfillment and observance of the following conditions:
    - (a) Where the nature of a particular job/vacant position requires contract appointment for a specific period, standing instructions should be issued by the administrative Ministry/Division concerned, after consultation with the Chairman of the Board of

Contd...p.2

24

47

Directors/Board of Governors, specifying such posts and the parameters governing appointment on contract basis against such posts.

- (b) Vacancies should be advertised in the leading national and regional Newspapers.
- (c) Selection should be made through regularly constituted Selection Committees/ Boards.
- (iv) In the case of contract appointments/re-employment of retired civil servants, retired Armed Forces Officers and retired Judges of Superior Courts, the condition of open advertisement shall not be applicable, provided that such appointments shall be made by or with the prior approval of the prescribed authorities in the Federal Government.
- (v) The contract appointment, where justified, may be made for a maximum period of 2 years on standard terms including termination clause of one month's notice or one month's pay in lieu thereof.

2. Ministries/Divisions are requested to circulate the above policy guidelines to all Autonomous/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc., owned and managed by the Federal Government for strict compliance.

*Amir-ul-Haq*  
(AMIR-UL-HAQ) 6/5/2000  
DEPUTY SECRETARY

**Secretaries/Additional Secretaries Incharge of  
all Ministries/Divisions.**

*Issued to  
all Ministries/Divisions  
by  
6/5/2000*

25

P.46-47  
Cor

**DISTRIBUTION OF LIST OF ESTABLISHMENT**  
**DIVISION'S O.M.NO.6/2/2000-R.3 DATED 6-5-2000**

Recd. through  
Pen Book

1. ~~The Secretary, Cabinet Division, Islamabad~~
2. The Secretary, Commerce Division, Islamabad
3. The Secretary, Communication Division, Islamabad
4. The Secretary, Defence Division, Rawalpindi
5. The Secretary, Defence Production Division, Rawalpindi
6. The Secretary, Economic Affairs Division, Islamabad
7. The Secretary, Education Division, Islamabad
8. The Secretary, Environment, Local Government and Rural Development Division
9. The Secretary, Finance Division, Islamabad
10. The Secretary, Food, Agriculture and Livestock Division, Islamabad
11. The Secretary, Foreign Affairs Division, Islamabad
12. The Secretary, Health Division, Islamabad
13. The Secretary, Housing and Works Division, Islamabad
14. The Secretary, Industries and Production Division, Islamabad
15. ~~The Secretary, Information and Media Development Division, Islamabad~~
16. The Secretary, Information Technology and Telecommunication Division, Islamabad
17. The Secretary, Interior Division, Islamabad
18. The Secretary, Kashmir Affairs, Northern Areas, S&FR Division, Islamabad
19. The Secretary, Labour, Manpower and Overseas Pakistanis Division, Islamabad
20. The Secretary, Law, Justice and Human Rights Division, Islamabad
21. The Secretary, Culture, Sports, Tourism and Youth Affairs Division, Islamabad
22. The Secretary, Narcotics Control Division, Islamabad
23. The Secretary, Parliamentary Affairs Division, Islamabad
24. The Secretary, Petroleum and Natural Resources, Islamabad
25. The Secretary, Population Welfare Division, Islamabad
26. The Secretary, Planning and Development Division, Islamabad
27. The Secretary Revenue Division, Islamabad
28. The Secretary, Scientific and Technological Research Division, Islamabad
29. The Secretary, Statistics Division, Islamabad
30. The Secretary Ministry of Railway, Islamabad
31. The Secretary, Religious Affairs and Zakat & Ushr Division, Islamabad
32. The Secretary, Water and Power Division, Islamabad
33. The Secretary, Women Development, Social Welfare and Special Education Division, Islamabad
34. The Secretary Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad
35. The Auditor General of Pakistan, Islamabad
36. The Secretary, National Reconstruction Bureau, Islamabad
37. The Chairman, National Accountability Bureau, Islamabad
38. ~~The Chief Executive Secretariat (Mr. Bashir Ahmed Chouhan, Deputy Secretary) Islamabad~~

35

6/5  
(RAZ Estt. Divn)



(26)

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
(ESTABLISHMENT DIVISION)

No.6/2/2000-R.3

Islamabad the 29th April, 2002

OFFICE MEMORANDUM

**SUBJECT: POLICY GUIDELINES FOR CONTRACT APPOINTMENTS FOR POSTS IN AUTONOMOUS/SEMI-AUTONOMOUS BODIES, CORPORATIONS, PUBLIC SECTOR COMPANIES ETC., OWNED AND MANAGED BY THE FEDERAL GOVERNMENT.**

The undersigned is directed to state that the instructions contained in para 1(v) of Establishment Division's Office Memorandum No.6/2/2000-R.3, dated the 6<sup>th</sup> May, 2000, have been reviewed and it has been decided with the approval of Chief Executive that the provisions of para 1(v) of the O.M. referred to above may be substituted by the following :-

*P. 127-128*  
*low*

*P. 128*  
*low*

"(v) The contract appointment, where justified, may be made for a period of two years initially, on standard terms including termination clause of one month's notice or one month's pay in lieu thereof.. Extension may be made on two yearly basis."

2. All the Ministries/Divisions are, accordingly, requested to note the above referred instructions and to circulate the same amongst the Autonomous/Semi Autonomous Bodies/ Corporations etc., under their administrative control, for compliance thereof.

Secretaries/Additional Secretaries Incharge of  
all Ministries/Divisions, Islamabad/Rawalpindi

*(As per list attached)*

*Amir-ul-Haq*  
(AMIR-UL-HAQ) 27/4/02  
DEPUTY SECRETARY

*Je*

*P. 129*  
DISTRIBUTION LIST OF ESTABLISHMENT DIVISION  
O.M. NO.6/2/2000-R.3 dated 29<sup>th</sup> April, 2002

*22*

1. The Secretary Cabinet Division, Islamabad
2. The Secretary, Commerce Division, Islamabad
3. The Secretary, Communication Division, Islamabad.
4. The Secretary, Culture, Sports, Tourism and Youth Affairs and Minorities Affairs Division, Islamabad
5. The Secretary, Defence Division, Rawalpindi
6. The Secretary, Defence Production Division, Rawalpindi
7. The Secretary, Economic Affairs Division, Islamabad
8. The Secretary Education Division, Islamabad
9. The Secretary, Environment, Local Government and Rural Development Division Islamabad
10. The Secretary, Finance Division Islamabad
11. The Secretary, Food, Agriculture & Livestock, IBD
12. The Secretary, Foreign Affairs, Islamabad
13. The Secretary Health Division, Islamabad
14. The Secretary, Housing and Works Division, Islamabad
15. The Secretary, Industries and Production Division
16. The Secretary, Information Technology and Telecommunication Division, Islamabad
17. The Secretary, Information and Media Development Division Islamabad
18. The Secretary Interior Division, Islamabad
19. The Secretary Kashmir Affairs, Norther Area, S&FR Division, Islamabad
20. The Secretary, Labaour, Manpower and Overseas Pakistanis Division, Islamabad
21. The Secretary, Law, Justice and Human Rights Division, Islamabad
22. The Secretary, Narcotics Control Division, Islamabad
23. The Secretary, Petroleum and Natural Resources Division, Islamabad
24. The Secretary, Planning and Development Division, IBD
25. The Secretary Population Welfare Division, Islamabad
26. The Secretary, Revenue Division, Islamabad
27. The Secretary Ministry of Railway, Islamabad
28. The Secretary, Religious Affairs, Zakar, Ushr Islamabad
29. The Secretary Scientific and Technological Research Division, Islamabad
30. The Secretary Statistics Division, Islamabad
31. The Secretary, Water and Power, Islamabad
32. The Secretary, Women Development, Social Welfare and Special Education Division, Islamabad
33. P.S. to the Chairmabn, NAB., C.E.Sectt.No.2, Islamabad
34. The Secretary, NRB, C.E.Sectt.No.2, Islamabad
35. OSD (Admn), Chief Executive office, Islamabad