

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.1/4/2019-R-5

Islamabad, the 8th June, 2020

(3)

OFFICE MEMORANDUM

Subject: - PROVISIONS OF SUPPORTING INFORMATION/ DOCUMENTS WITH DRAFT RECRUITMENT RULES FOR OBTAINING CONCURRENCE OF ESTABLISHMENT DIVISION OR FRAMING/AMENDMENT OF RECRUITMENT RULES AND UP-GRADATION/RE-DESIGNATION OF POSTS

The undersigned is directed to state that it has been observed that most of the Ministries/Divisions/Departments do not append supporting documents at the time of submission of cases for framing/amendment of Recruitment Rules and the proposal regarding up-gradation/re-designation of posts. This results in delay in the process of analysis of the case as well as approval. Therefore, all Ministries/Divisions/Departments are requested to ensure enclosure of following information/documents while forwarding of proposals regarding:

a. **FRAMING OR AMENDMENT OF RECRUITMENT RULES**

- (i) Sanction to the creation/continuation/up-gradation of posts duly endorsed by Finance Division.
- (ii) A statement showing total number of post(s) with designation, BPS and the total number of their feeding posts.
- (iii) Whether post(s) is/are filled-up or lying vacant? If filled-up what method was adopted and full particulars of the incumbents.
- (iv) Job description of the concerned post(s).
- (v) Comparative statement showing job description of promotional posts and feeding posts.
- (vi) Full justifications in case of revision of Recruitment Rules/amendment thereto.
- (vii) Comparative Statement showing the provisions of Recruitment Rules corresponding provisions of draft Recruitment Rules, in case Recruitment Rules of posts already exists.
- (viii) Organizational chart showing the concerned posts.
- (ix) A certificate that subject matter is not pending in any court of law.
- (x) Draft Recruitment Rules on the prescribed format (printed in Estacode and available on official website of Establishment Division).
- (xi) Clear status of the Department/Organization and its employees.
- (xii) Soft copy of draft Recruitment Rules or amendment.
- (xiii) Clarify whether qualification of posts in BPS-16 and above are proposed in draft Rules is in line with this Division's O.M. of even number, dated 02-05-2019 or otherwise.

b. **UP-GRADATION OF POSTS**

- (i) The rationale for up gradation after analyzing/examining the case on the basis of provision contained in the policy of up-gradation/re-designation of posts issued by Establishment Division.
- (ii) Justifications for up-gradation/re-designation of posts, as the case may be, indicating specific point of policy under which proposal is found covered.
- (ii) Re-structuring study conducted by Management Services Wing of Establishment Division.
- (iii) Recruitment Rules of the subject posts.
- (iv) Job description of the posts.

- (v) 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.
- (vi) Certificate that structure of the Department have been examined strictly in line with policy for up-gradation/re-designation of posts issued by Establishment Division and no other reference for up-gradation/re-designation of posts will be made to Establishment Division till 05 years.
- (vii) A certificate that subject matter is not pending in any court of law.

c. **RE-DESIGNATION OF POSTS**

- (i) In case designation already exists, Recruitment Rules of existing and proposed post for re-designation which is available.
- (ii) Job description of the both posts.
- (iii) Comparative statement showing qualification, experience and age limit of both posts.
- (iv) A certificate that upon re-designation there will be no seniority or other administrative conflict/anomaly and in case of any administrative/ seniority anomaly/conflict or court case, administrative Ministry/ Division will defend the same independently at every forum.
- (v) A certificate that subject matter is not pending in any court of law.
- (vi) Full justifications for re-designation of posts by referring the same designation in hierarchy of Federal Government.

d. **AUTONOMOUS, SEMI AUTONOMOUS ORGANIZATIONS/ CORPORATIONS ETC**

- (i) Copy of Act of Parliament/Ordinance containing the enabling provision regarding framing of Service Rules/Service Regulations/By Laws etc.
- (ii) Approval of Board of Governor/Board of Directors/Governing body etc who is empowered to frame the service rules/regulations.
- (iii) Clear status of the organizations and its employees.
- (iv) Duly signed and stamped Draft Service Rules/Regulations.
- (v) Soft copy should be in the following pattern :

Draft Service Rules	Views/Comments of Establishment Division
1.....	
2.....	

- (vi) Schedules of Recruitment Rules should be on the prescribed format given in the Estacode.
- (vii) For amendment in existing Rules/ Regulations, information may be furnished in the following pattern: -

Existing provisions	Proposed provisions	Justification	Vies/comments of Establishment Division.

2. Ministries/Divisions are also advised to ensure framing of only two sets of Recruitment Rules one for posts in BPS-15 and below and other for posts in BPS-16 and above. Therefore, hereafter, the cases of Recruitment Rules in piece meal form will not be entertained in the Establishment Division.

3. It is also observed that Ministries/Divisions/Departments use to forward their proposal pertaining to those cases which are sub-judice in a court of law without intimating the fact to this Division. Resultantly, this Division unnecessarily becomes a party in that case. It is, therefore, decided that in future such cases will not be entertained by the Establishment Division before final outcome of the case from court of law.

4. In view of above, all Ministries/Divisions/Departments are requested to comply with the instructions narrated above for timely disposal of the case by the Establishment Division. All previous instructions issued by this Division on the subject matter stand modified.

(Tahir Jamil Ahmed)
Deputy Secretary (R-II)

All Ministries/Divisions/Departments.