

## **CIVIL SERVICE OF PAKISTAN (COMPOSITION AND CADRE) RULES, 1954**

WHEREAS the President and the Governors of the Punjab, Sindh and the North-West Frontier Province have agreed that there shall be constituted a Service of the Federation to be known as the Pakistan Administrative Service and that certain posts in connection with the affairs of the Provinces shall be filled by members of that Service and specify, as far as need be, the conditions of service of its members, whether serving in posts in connection with the affairs of the Federation or of a Province:

NOW, THEREFORE, in pursuance of that agreement and in exercise of the powers conferred by Article 146 of the Constitution of Islamic Republic of Pakistan, 1973 and of all other provisions empowering him in this behalf, the President is pleased to make the following Rules:-

1. These Rules may be cited as the Civil Service of Pakistan (Composition and Cadre) Rules, 1954.
2. In these Rules, unless the context otherwise requires:
  - (a) "Cadre post" means any duty post included in the Schedule;
  - (b) "Commission" means the Federal Public Service Commission;
  - (c) "Schedule" means the Schedule to these Rules;
  - (d) "Service" means the Pakistan Administrative Service.
3. Appointments to the Service shall be made by the President on the basis of results of open competitive examination held by the Federal Public Service Commission, except in the case of officers of the Armed Forces, who may be appointed to the Service on the recommendation of the FPSC arrived at through an interview and a scrutiny of service record.
4. Persons appointed to the Service shall, unless the President otherwise directs, be appointed on probation and the President may make rules specifying the terms and incidents of such probation. In particular, he may provide for the removal from the Service during his term of probation of any person whose conduct and progress is unsatisfactory or for the withholding of increments from such persons.
5.
  - 1) The Cadre posts shall be filled either by members of the Service or by persons not being members of the Service, appointed in accordance with the provisions of these Rules.
  - (2) The tenure of the member of the Service appointed to a Provincial sub-Cadre post other than a Chief Secretary appointed under Rule 15, shall be determined by the <sup>1</sup>[Chief Minister or a person authorized by him] by Order.
  - (3) The tenure of the member of the Service appointed to a Federal sub-Cadre post shall be determined by the <sup>2</sup>[Prime Minister or a person authorized by him] by Order.

<sup>1</sup> Subs for "Provincial Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>2</sup> Subs for "Federal Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

(4). A person who is not a member of the Service, temporarily appointed to a Provincial or Federal sub-Cadre post may not hold that post for a period exceeding one year, save with the approval of the <sup>3</sup>[Prime Minister or a person authorized by him] or the <sup>4</sup>[Chief Minister or a person authorized by him] as the case may be.

6. <sup>5</sup>[(1) The posts specified in the Schedule of the Federal sub-Cadre, excluding the posts in the Federal Secretariat specified below, shall be reserved for the officers of the Pakistan Administrative Service, namely:-

- (i) 80% of the sanctioned posts of Deputy Secretary,
- (ii) 75% of the sanctioned posts of Joint Secretary,
- (iii) 100% posts of Senior Joint Secretary,
- (iv) 35% of the sanctioned posts of Additional Secretary,
- (v) 35% of the sanctioned posts of Federal Secretary.]

(2) The Federal posts excluded under sub-rule (1) above, shall be reserved and apportioned amongst other services under the Federal responsibility, as may be specified by the Federal Government from time to time in public interest, keeping in view the deputation reserves of various services without further consultations with the federating units.

(3) <sup>6</sup>[Subject to the provisions of sub-rule (2) of rule 7 and based on the needs of various Ministries and Divisions, vacancies may, in such manner and on such terms and conditions as may be prescribed, be filled on temporary basis from time to time through a competitive process by technically qualified and experienced persons from open market against vacancies in BPS-19 and 20 within the share allocated to Service in Federal Secretariat].

7. (1). The sanctioned posts in the respective Provincial sub-Cadre of the Schedule as specified below shall be reserved for the officers of the Pakistan Administrative Service as per agreed Posts-Sharing arrangement:-

BS-17	BS-18	BS-19	BS-20	BS-21
25%	40%	50%	60%	65%

(2) <sup>7</sup>[The officers of provincial management services or provincial civil services, i.e. executive and secretariat services, of the Provinces, Azad Jammu and Kashmir management group and secretariat group and district management service and office management service of Gilgit-Baltistan, recruited directly in BPS-17 through respective public service commission having minimum of 12 years' service in BPS-17 and above who held a cadre post for a period of 5 years and presently holding post in BPS-19 in the respective service on regular basis shall be eligible for appointment in the Service in BPS-19 on recommendations of the Federal Public Service Commission in the prescribed manner.

Provided that the appointments under this sub-rule shall not exceed 30% of the apportioned share of the Service in Federal sub-cadre in BPS-19 and above.”;]

(3) <sup>8</sup>[Omitted]

<sup>3</sup> Subs for “Federal Government” vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>4</sup> Subs for “Provincial Government” vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>5</sup> Subs vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>6</sup> Added vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>7</sup> Substituted vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>8</sup> Omitted vide SRO No. 1046 (I)/2020 dated 14-10-2020

**8. (1)** The President, in the case of posts in connection with the affairs of the Federation, and the Governor in the case of posts in connection with the affairs of a Province, may, as the exigencies of the public service require, appoint a person not being a member of the Service to any Cadre post.

(2) Every such appointment made by a Governor shall be provisional and, if the person so appointed is intended to hold the appointment, for a period exceeding 3 months, shall forthwith be reported to the President with the reasons for making it and if the President so directs the Governor shall thereupon cancel the appointment.

(3) Any person appointed to hold a Cadre post under this rule shall not be employed in the post for a period exceeding 12 months save with the previous sanction of the President.

**9. (1)** If a Governor proposes to keep any Cadre post in connection with the affairs of a Province vacant for a period exceeding 3 months, he shall forthwith make a report to the President of the reasons for the proposal, the period for which he proposes to keep the post vacant and whether it is proposed to make any and, if so, what arrangements for the performance of the duties of the post held in abeyance.

(2) If the President directs that the post shall be filled, the Governor shall appoint a person to fill it in accordance with the provisions of these rules.

**10.** The President may by special or general order temporarily dispense with the provisions of rules 8 and 9 requiring a Governor to report to the President any case in which a Cadre post is filled otherwise than under rule 7 by a person not being a member of the Service or in which a Cadre post is kept vacant for a period exceeding 3 months.

**11.** The Governor of a Province may direct that two Cadre posts in connection with the affairs of a Province shall be held jointly if he considers this necessary for the purpose of facilitating any leave arrangement or for a period not exceeding 3 months if he considers this necessary for any other purpose.

**12.** No change shall be made in the duties of the holder of any reserved post if, in the opinion of the President, the character of that post would thereby be altered:

Provided that this shall not apply to a temporary change consequential on leave arrangements or to a change not arising from leave arrangements which will not last more than three months.

**13. (1)** The President may from time to time, and in the case of posts in connection with the affairs of a Province, after consultation with the Governor of that Province, remove any post from the Schedule or include any post therein.

(2) A Governor may, if the exigencies of the public service so require, create a cadre post in connection with the affairs of a Province below the rank of a Commissioner of a Division, for a period not exceeding three months. If subsequently the Governor proposes to retain that cadre post for a further period, he shall forthwith make a report to the President of the reasons for the proposal and the period for which he proposes to retain that post and shall act in accordance with such directions as the President may give.

**14.** An officer belonging to the Service shall be liable to serve anywhere in Pakistan

under the Federal Government and may be deputed by that Government to serve under a Provincial Government. He shall submit himself to the orders of the Government under which he is serving for the time being and of all the officers and authorities under whom he may from time to time be placed by that Government. His whole time shall be at the disposal of the Government under which he is serving.

15. (i) The transfer of an officer belonging to the Service from the Province to another or from the Federation to a Province or from a Province to the Federation shall be made by <sup>9</sup>[Prime Minister or a person authorized by him] in consultation with the <sup>10</sup>[Chief Minister or a person authorized by him] <sup>11</sup>[ ] .

(ii) A <sup>12</sup>[Chief Minister or a person authorized by him] may post an officer belonging to the Service whose services have been placed at its disposal on any Cadre-post or equivalent in the public interest, under intimation to the <sup>13</sup>[Prime Minister or a person authorized by him].

(iii) An officer so deputed to a Provincial Government shall not be posted in a higher post except with the approval of the <sup>14</sup>[Chief Minister or a person authorized by him] and in accordance with the prescribed procedure.

(iv) A PAS officer shall be posted as Chief Secretary in a Province by the <sup>15</sup>[Prime Minister or a person authorized by him] in consultation with the <sup>16</sup>[Chief Minister or a person authorized by him] concerned and due consideration will be given to the recommendations of the <sup>17</sup>[Chief Minister or a person authorized by him]:

- Provided that consultation will mean the intimation of a name, or a panel of names of PAS officers to be conveyed to the <sup>18</sup>[Chief Minister or a person authorized by him] concerned for such a posting, preferably in writing. If there is no response from a <sup>19</sup>[Chief Minister or a person authorized by him] within 15 days, the <sup>20</sup>[Prime Minister or a person authorized by him] will proceed to make such an appointment of the named officer or any such officer named on the panel and it will be deemed to have the approval of the <sup>21</sup>[Chief Minister or a person authorized by him] concerned:

- Provided further that if urgency so warrants, the <sup>22</sup>[Prime Minister or a person authorized by him] may convey its proposal by telephone/fax or any other means and hold necessary consultation with the <sup>23</sup>[Chief Minister or a person authorized by him] concerned. If there is no response upto 15 days, the <sup>24</sup>[Prime Minister or a person authorized by him]

<sup>9</sup> Subs for "Federal Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>10</sup> Subs for "Provincial Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>11</sup> Words " or Governments concerned" deleted vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>12</sup> Subs for "Provincial Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>13</sup> Subs for "Federal Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>14</sup> Subs for "Provincial Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>15</sup> Subs for "Federal Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>16</sup> Subs for "Provincial Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>17</sup> Subs for "Provincial Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>18</sup> Subs for "Provincial Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>19</sup> Subs for "Provincial Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>20</sup> Subs for "Federal Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>21</sup> Subs for "Provincial Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>22</sup> Subs for "Federal Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>23</sup> Subs for "Provincial Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

<sup>24</sup> Subs for "Federal Government" vide SRO No. 1046 (I)/2020 dated 14-10-2020

will proceed to pass appropriate orders. A written confirmation of the proceedings would be sent in each such case.

(v) The procedure of deputing to and withdrawal from any Province of a PAS officer will be the same as indicated above, except that Provincial Government may respond to the proposal within a period of one month.]

16. (1) The President may, by rules, provide for the conduct and discipline of officers of the Service, and officers of the Service shall at all times obey such rules, and shall perform such duties as may be assigned to them.

(2) Notwithstanding anything contained in any other law, rule, contract or instructions to the contrary for the time being in force, any person holding a Provincial or Federal sub-Cadre post may be directed by the appropriate government to report to another duty post, station, for training and proceed on leave, as per prescribed procedure.

17. <sup>25</sup>[The Cadre Schedule to the 1954 Agreement shall be amended from time to time, as per Rule 7 by the Establishment Division in consultation with the Provinces].

[Authority.- Establishment Division Notification No. F. 25/12/51-SEI, dated 1-6-1954]

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## Schedule of Cadre strength of the Pakistan Administrative Service

### FEDERAL GOVERNMENT

#### Superior posts

All posts of Deputy Secretary under the Federal Government and all posts of and above the rank of Joint Secretary under the Federal Government or borne on the strength of a Corporation set up or established by, or an organization or an establishment subordinate to, the Federal Government.

### BALUCHISTAN

Superior posts of Commissioner's level and above.....	5
Chief Secretary.....	1
Member, Board of Revenue.....	1
Revenue Commissioner.....	1
Home Secretary.....	1
Commissioner, Planning and Development.	1
 Superior posts of senior scale level..	37
Junior posts.....	3

### SINDH

Superior posts of Commissioner's level and above.....	13
Chief Secretary.....	1
Member, Board of Revenue.....	1
Additional Member, Board of Revenue..	2
Secretary.....	6
Revenue Commissioner.....	1
Land Commissioner.....	1
Commissioner, Social Security Institution.	1
 Superior posts of senior scale level..	43
Junior posts.....	28

**PUNJAB**

Superior posts of Commissioner's level and above.....	24
Chief Secretary.....	1
Additional Chief Secretary.....	2
Additional Chief Land Commissioner.	1
Member, Board of Revenue.....	4
Land Commissioner.....	2
Divisional Commissioner.....	5
Secretary.....	9
Superior posts of senior scale level..	51
Junior posts.....	40

**<sup>26</sup>[KHYBER PAKHTUNKHWA]**

Superior posts of Commissioner's level and above.....	8
Chief Secretary.....	1
Development Commissioner.....	1
Divisional Commissioner.....	3
Member Board of Revenue.....	1
Secretary.....	2
Senior posts of senior scale level....	32
Junior posts.....	15

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<sup>26</sup> Subs for "N.W.F.P" vide SRO No. 1046 (I)/2020 dated 14-10-2020