



F.No.6/4/96-R-3  
Government of Pakistan  
Cabinet Secretariat  
Establishment Division

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Additional Secretary,  
Establishment Division  
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Islamabad, the 02<sup>nd</sup> November, 2021

**Subject: STANDARD FORMAT OF SERVICE RULES IN RESPECT OF AUTONOMOUS BODIES.**

My dear,

I would like to draw your attention to the cited subject and to state that each Autonomous Body is governed by its own enactment and rules & regulations made thereunder. Therefore, soon after an organization is established, it is mandatory to frame service rules in order to run the organization in a legit manner.

02. With a view to facilitate and to standardize the procedure for such organizations, Establishment Division has developed a Standard format of Service Rules for the facility of the Autonomous Bodies. A copy of the Standard format/ Instructions is annexed for implementation in the respective Autonomous Bodies working under your administrative control where service rules have not yet been framed.

03. It is, however, emphasized that whilst framing the Service Rules of Autonomous Bodies apart from following Standard format, guidance may also be sought from Estacode and other relevant compilations of rules issued by Establishment Division / Cabinet Division/ Finance Division etc. Autonomous Bodies may frame their Service Rules as per this format with appropriate modification in line with their respective statutes under which they have been established.

Encls: (As above).

Yours sincerely,

  
(Mirza Nasir-Ud-Din Mashhood Ahmed)  
Additional Secretary

1. Mr. Shoukat Ali,  
Secretary,  
Aviation Division,  
Government of Pakistan,  
Islamabad.

2. Sardar Ahmed Nawaz Sukhera, Secretary, Cabinet Division, Government of Pakistan, <b>Islamabad.</b>	11. Mr. Yousaf Khan , Additional Secretary Incharge, Finance Division, Government of Pakistan, <b>Islamabad.</b>
3. Ms. Naheed S. Durrani, Secretary, Climate Change Division, Government of Pakistan, <b>Islamabad.</b>	12. Mr. Sohail Mehmood, Secretary, Foreign Affairs Division, Government of Pakistan, <b>Islamabad.</b>
4. Mr. Muhammad Sualeh Ahmed Faruqui, Secretary, Commerce Division, Government of Pakistan, <b>Islamabad.</b>	13. Dr. Imran Zeb Khan, Secretary, Housing & Works Division, Government of Pakistan, <b>Islamabad.</b>
5. Mr. Zafar Hasan, Secretary, Communications Division, Government of Pakistan, <b>Islamabad.</b>	14. Mr. Inam Ullah Dharejo, Secretary, Human Rights Division, Government of Pakistan, <b>Islamabad.</b>
6. Lt. Gen. Hilal Hussain (Retd.), Secretary, Defence Division, Government of Pakistan, <b>Rawalpindi.</b>	15. Mr. Jawwad Rafique Malik, Secretary, Industries & Production Division, Government of Pakistan, <b>Islamabad.</b>
7. Lt. Gen. Sadiq Ali, HI(M), Secretary, Defence Production Division, Government of Pakistan, <b>Rawalpindi.</b>	16. Mrs. Shahera Shahid, Additional Secretary Incharge, Information and Broadcasting Division, Government of Pakistan, <b>Islamabad.</b>
8. Mian Asad Hayauddin, Secretary, Economic Affairs Division, Government of Pakistan, <b>Islamabad.</b>	17. Dr. Muhammad Sohail-Rajput, Secretary, Information Technology and Telecom Division, Government of Pakistan, <b>Islamabad.</b>
9. Mrs. Farah Hamid, Secretary, Federal Education and Professional Training Division, Government of Pakistan, <b>Islamabad.</b>	18. Mr. Yousaf Naseem Khokar, Secretary, Interior Division, Government of Pakistan, <b>Islamabad.</b>
10. Mr. Afzal Latif, Secretary, Establishment Division, Government of Pakistan, <b>Islamabad.</b>	19. Mr. Mohsin Mushtaq, Additional Secretary Incharge, Inter Provincial Coordination Division, Government of Pakistan, <b>Islamabad.</b>

<p>20. Lt. (Retd) Ejaz Ahmad Khan, Additional Secretary Incharge, Kashmir Affairs and Gilgit-Baltistan Division Government of Pakistan, <b>Islamabad.</b></p>	<p>28. Mr. Ishrat Ali, Secretary, Overseas Pakistanis and Human Resources Development Division. Government of Pakistan, <b>Islamabad.</b></p>
<p>21. Raja Naeem Akbar (Sr. Consultant), Secretary (Additional Charge), Law and Justice Division Government of Pakistan, <b>Islamabad.</b></p>	<p>29. The Secretary, Parliamentary Affairs Division Government of Pakistan, <b>Islamabad.</b></p>
<p>22. Mr. Rizwan Ahmad, Secretary, Maritime Affairs Division Government of Pakistan, <b>Islamabad.</b></p>	<p>30. Dr. Arshad Mahmood, Secretary, Petroleum Division Government of Pakistan, -- <b>Islamabad.</b></p>
<p>23. Mr. Tahir Khurshid, Additional Secretary Incharge, National Food Security &amp; Research Division Government of Pakistan, <b>Islamabad.</b></p>	<p>31. Mr. Hamed Yaqoob Sheikh, Additional Secretary Incharge, Planning, Development and Special Initiatives Division Government of Pakistan, <b>Islamabad.</b></p>
<p>24. Mr. Aamir Ashraf Khawaja, Secretary, National Health Services, Regulations &amp; Coordination Division Government of Pakistan, <b>Islamabad.</b></p>	<p>32. Mr. Hasan Nasir Jami, Secretary, Privatization Division/Commission Government of Pakistan, <b>Islamabad.</b></p>
<p>25. Dr. Kaleem Imam, Secretary, Narcotics Control Division Government of Pakistan, <b>Islamabad.</b></p>	<p>33. Mr. Muhammad Ali Shahzada, Secretary, Poverty Alleviation and Social Safety Division Government of Pakistan, <b>Islamabad.</b></p>
<p>26. Mr. Asif Hyder Shah, Secretary, National Heritage and Culture Division Government of Pakistan, <b>Islamabad.</b></p>	<p>34. Mr. Ali Raza Bhutta, Secretary, Power Division, Government of Pakistan, <b>Islamabad.</b></p>
<p>27. Mr. Aamir Hasan, Secretary, National Security Division Government of Pakistan, <b>Islamabad.</b></p>	<p>35. Mr. Habib-ur-Rehman Gilani, Secretary, Railways Division Government of Pakistan, <b>Islamabad.</b></p>

<p>36. Sardar Ajaz Ahmad Khan Jaffar, Secretary, Religious Affairs and Interfaith Harmony Division Government of Pakistan, <b>Islamabad.</b></p>	<p>39. Mr. Pervaiz Ahmed Junejo, Secretary, States &amp; Frontier Regions Division Government of Pakistan, <b>Islamabad.</b></p>
<p>37. Dr. Muhammad Ashfaq Ahmed, Additional Secretary Incharge, Revenue Division Government of Pakistan, <b>Islamabad.</b></p>	<p>40. Dr. Shahzad Khan Bangash, Secretary, Water Resources Division Government of Pakistan, <b>Islamabad.</b></p>
<p>38. Dr. Akhtar Nazir, Secretary, Science and Technology Division Government of Pakistan, <b>Islamabad.</b></p>	

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**Subject: STANDARD FORMAT OF SERVICE RULES IN RESPECT OF AUTONOMOUS BODIES.**

<b>Draft Service Rules in respect of Autonomous Bodies (Name of Autonomous Body).</b>	
	NAME OF MINISTRY/DIVISION No..... Date,..... <b><u>NOTIFICATION</u></b> SRO. No.....
1.	Preamble: (Indicating enabling provision as per Act of Parliament / Ordinance). In exercise of Powers conferred by Section --- of -----Act/Ordinance, Federal Government is please to make the following Rules etc.
	<b><u>CHAPTER - I</u></b>
2.	Short title and commencement.
3.	Applicability.
	<b><u>CHAPTER-II</u></b>
4.	Definitions: (including defining Appointing Authority, Appellate Authority, Selection Board/ Promotion Committees etc. as per requirement of the Organization and keeping in view the provisions of the Act).
	<b><u>CHAPTER-III</u></b>
5.	Appointment, Promotion, Transfer, Seniority and Confirmation
	<b><u>Part -I</u></b>
6.	Appointing Authorities (Establishment Division O.M.No.6/4/96-R.3, dated 10-5-1997, as amended from time to time may be followed.
7.	Method of appointment:
8.	Qualification, experience, age limit and other conditions of services.
	<b><u>Part-II</u></b>
9.	<b><u>Appointment</u></b> Conditions for Initial Appointment.  ➤ For appointment against MP Scale Posts, The Management Position Scales Policy, 2020 issued vide Establishment Division's O.M No.1/3/2020-E-6 dated 22 <sup>nd</sup> June, 2020 as amended from time to time may be followed.  ➤ For appointment against SPPS Posts, The Specialized Professional Pay Scale policy issued vide Establishment Division's O.M. No.1/11/2018-E-6 dated 22 <sup>nd</sup> March, 2019 may be followed.

	<b><u>Part-III</u></b>
10.	Appointment by Transfer.
	<b><u>Part-IV</u></b>
11.	Contract Appointment.(Whether in consonance with Establishment Division O.M.No. 6/2/2000-R.3 dated 06-5- 2000 as amended from time to time.
	<b><u>Part-V</u></b>
12.	Probation. <ul style="list-style-type: none"> <li>➤ Section 6 of Civil Servants Act, 1973 and Section 21 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 as amended from time to time may be referred.</li> </ul>
	<b><u>Part-VI</u></b>
13.	<b><u>Promotion</u></b> Eligibility for promotion
14.	Procedure for promotion <ul style="list-style-type: none"> <li>➤ Promotion Policy of the Federal Government as contained in Estacode may be followed.</li> </ul>
	<b><u>Part-VII</u></b>
15.	<b><u>Seniority</u></b> <ul style="list-style-type: none"> <li>i) Seniority on initial recruitment</li> <li>ii) Seniority on promotion</li> <li>iii) Seniority on appointment by transfer</li> <li>iv) Inter-se-seniority of employees appointed through different method.</li> </ul> <ul style="list-style-type: none"> <li>➤ For the purpose of Seniority, the Civil-Servants (Seniority) Rules, 1993 may be followed.</li> </ul>
	<b><u>Part-VIII</u></b>
16.	<b><u>Confirmation</u></b> <ul style="list-style-type: none"> <li>➤ For the purpose of Confirmation, the Civil Servants (Confirmation) Rules, 1993 may be followed.</li> </ul>
	<b><u>CHAPTER-IV</u></b>
17.	Pay and Allowances
18.	Leave <ul style="list-style-type: none"> <li>➤ Revised Leave Rules, 1980 administered by Finance Division as amended from time to time may be followed.</li> </ul>
19.	Joining Time.
20.	Retirement benefits.
	<b><u>CHAPTER-V</u></b>
21.	Retirement from service Section 13 of Civil Servants Act may be followed.
22.	Resignation
23.	Termination of Service Section 11 of Civil Servants Act, 1973 may be followed.



Schedule-II

METHOD OF APPOINTMENT

The method of appointment to the posts shall be as under:-

Sr. No.	Designation and BPS of the post	By Promotion (%)	By initial appointment (%)
1	2	3	4

Schedule-III

CONDITIONS FOR PROMOTION

Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4 :-

Sr. No.	Designation and BPS of the post	Persons eligible	Conditions of eligibility
1	2	3.	4.

Schedule-IV

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

Sr. No.	Designation and BPS of the post	Qualification and experience	Minimum age limit	Maximum age limit
1.	2.	3.	4.	5.

Schedule-V

Selection Boards/ Departmental Promotion / Selection Committees

Sr. No.	Designation and BPS of the Post	Composition of the Selection Board / DPC / DSC	Appointing Authority
1	2	3	4

B. The Qualifications/Experience and Age Limits for Posts in BPS-1 to 15 and BPS16 and above for prescribing in the Recruitment Rules as a guidance. However, Age Relaxation in upper age limit will also be admissible as per Age Relaxation Rules, 1993.



BPS of the Post	Qualification	Length of required experience*	Age Limits	
			Minimum	Maximum
BPS 1-15	----	-	18 years	25 years
BPS-16	Graduation	-	20 years	28 years
BPS-17	Graduation/Master Degree	-	22 years	30 years
BPS-18	Master Degree	05 years	25 years	35 years
BPS-19	Master Degree	12 years	32 years	40 years
BPS-20	Master Degree	17 years	37 years	45 years
BPS-21	Master Degree	22 years	42 years	50 years

- Length of required experience may be relaxed by 02 years in case of M.Phil degree holders and by 04 years in case of Ph.D holders.

**Note.**

- In case where these instructions are in conflict with the provisions of the Laws governing any Autonomous Body/ Corporation etc., the provision of the law to the extent of conflict shall prevail.
- Those Autonomous bodies who have the sanction posts with same nomenclature of ministerial staff e.g. Niab Qasid, Qasid, Daftry, Duplicate Machine Operator, Driver, Dispatch Rider, Lower Division Clerk, Upper Division Clerk, Assistant, Superintendent, Stenotypist, Assistant Private Secretary, Private Secretary etc. Their recruitment rules may be drafted in line with unified recruitment rules of the concerned posts issued by Establishment Division.
- Those Autonomous bodies who has adopted special pay scales may draft their recruitment rules of corresponding/equivalent to Basic Pay Scales and after getting the equivalence of their Posts/ Scales from Finance Division.
- The draft service rules of Autonomous Bodies should include an enabling provision regarding applicability of rules/ regulations / policies related to civil servants in case their respective rules are silent on the matter.

**2. Approval Process:-**

All Autonomous Bodies/ Corporations / Organizations etc. need to be submit its draft Rules for approval to the Competent Authority as specified in their respective Act/ Ordinance. However, these service Rules are required to be submitted to Establishment Division for vetting / concurrence.

3. While submitting the draft Service Rules of Autonomous Bodies for vetting/ concurrence of Establishment Division following instructions may be observed in letter and spirit to avoid delay. Following documents/ information may be furnished with the case for its examination in its true perspective.

- i. Copy of Act of Parliament/ Ordinance containing the enabling provision regarding framing of Service Rules.
- ii. Approval of Board of Governor /Board of Directors/Governing Body etc. before sending the case to Establishment Division.
- iii. Clear status of the organization and its employees. In case it is not determined in the relevant Act of Parliament/ Ordinance it may be got determinate through MS Wing of the Establishment Division before framing the Service Rules.
- iv. A certificate that subject matter is not pending in any court of Law.
- v. The draft Service Rules should be duly signed and stamped on each page by the relevant authority.
- vi. Focal person from the concerned Autonomous Body may be nominated alongwith contact number.
- vii. Soft copy should be on following pattern in MS Word (Portrait Format).

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

- viii. Schedules of Recruitment Rules should be on the prescribed format.
- ix. Organizational Chart.
- x. Flow Chart showing the Promotional posts and their feeding cadres
- xi. For amendment in existing Rules information may be furnished in the following pattern in MS Word (Portrait Format).

Existing Provisions of Service Rules	Draft - Proposed Provisions	Justification	Views/ Comments of Establishment Division
1....	1.....		
2....	2.....		
3....	3.....		

4. The cases of appointment to various posts in autonomous/semi-autonomous bodies /Corporations /Organizations etc. shall be processed in accordance with the following guidelines:-

S.No.	Nature of Case	Selection Procedure	Approving Authority
1.	Appointment of Head of the Organization.	Selection Board headed by the Minister Incharge to consider and recommend from a panel of three names for each vacancy:  Provided that, where the charge of a Ministry/Division is headed by the Prime Minister, the Selection Board shall be headed by a Minister/ Minister of State / Advisor to the Prime Minister / SAPM to Prime Minister	Prime Minister

		nominated by the Prime Minister.	
ii. (a)	Posting of government servants of BS-21 and above	To be processed through the Establishment Division	Prime Minister
(b)	Posting of government servants of BS-20		Establishment Secretary
(c)	Posting of government servants of BS-17 to BS-19	To be processed in the Ministry / Division concerned.	Secretary of concerned Ministry / Division
(d)	Posting of government servants in BS-16 and below	To be processed by the Department concerned.	Heads of Departments
iii. (a)	Appointment to posts in Management Grades other than of a Finance Member / Director and those covered by (i) and (ii) above.	Selection Board headed by the Secretary of the Ministry / Division concerned to consider and recommend from a panel of three names for each vacancy.	Prime Minister
iii. (b)	Appointments to posts carrying a minimum pay equal to the minimum of BPS-20 and above. <i>in BS-20 and equivalent.</i>	Selection Board headed by the Secretary of the Ministry / Division concerned to consider and recommend from a panel of three names for each vacancy.	Minister Incharge
iv.	Appointment of Heads of Subsidiary Companies not included in Management Grade	Selection Board headed by Secretary of the Ministry / Division concerned and recommend from a panel of three names for each vacancy.	Minister Incharge
v.	Appointment to posts other than those mentioned above.	Through appropriate Selection Board set up in the Organization	An officer authorized by the Head of the Organization concerned.

5. This procedure shall be applicable, mutatis mutandis, for selections for these posts from open market.

6. The Constitution of Selection Boards for posts mentioned at Serial Numbers (i), (ii), (iii) and (iv) of Para 4 shall be subject to the approval of the Prime Minister through Establishment Division (unless already so approved). The constitution of the Selection Board at Sr.No.(v) of para 4 shall be approved by the Minister Incharge of the Ministry/Division concerned.

7. In case where the services of any Government Servant are required for posting on deputation in any autonomous/semi-autonomous body, the administrative Ministry/Division concerned shall propose a panel of atleast three names through the Establishment Division in case where the Prime Minister is the competent authority.

8. Appointment to the post of Member (Finance), Director(Finance) or the Chief Finance Officer in any autonomous/semi-autonomous body irrespective of the designation shall be made with the approval of the Prime Minister in case the post is in BS-20, equivalent or above. However, for these posts in BS-19 / equivalent the Government's approval will be accorded by the Finance Secretary in consultation with the Establishment Secretary.

9. All appointments approved by the Prime Minister shall be notified by the Establishment Division. Posting of Officers of BS-20 in autonomous and semi-autonomous bodies will also be notified by the Establishment Division. The terms and conditions of deputation to autonomous bodies shall be regulated by the prescribed standard terms and conditions of deputation. Any deviation from the standard terms and conditions of deputation shall require prior approval of Finance and Establishment Divisions.

10. In cases where these instructions are in conflict with the provisions of the Laws governing any Corporation, the provision of the Law to the extent of conflict shall prevail.

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