

**RULES AND PROCEDURES APPLICABLE
TO OCCUPATIONAL GROUPS/SERVICES**

Sl.No. 1

Framework of Rules and Procedure applicable to:

1.1 Commerce and Trade Group

In pursuance of the Administrative Reforms, it has been decided to form another occupational group to be called the "Commerce and Trade Group". The Group shall comprise posts in the following Departments and such other posts as may be included in the group from time to time.

- (i) *Export Promotion Bureau.
- (ii) Deleted vide Cabinet Division's Memo No. 412/92-Min.I, dated 25.01.1997].
- (iii) Tariff Commission.
- (iv) Cotton Board.
- (v) Department of Insurance.
- (vi) Trade Marks Registry.

2. The Group will be under the administrative control of the Ministry of Commerce and will function within the following framework of rules and procedure.

3. **Grades 1 to 16.—Each Department/ Office will operate separately as hithertofore. The existing instructions in regard to direct recruitment and promotion quotas, the composition of Departmental Promotion and Selection Committees, the Appointing Authorities for various **grades etc. will continue to apply. The provisions of recruitment rules already framed for various categories of posts with the approval of Establishment Division will also continue to apply. All posts to be filled by direct recruitment will be advertised, except posts in **Grade 16 which will be reported to the Federal Public Service Commission.

***4. Grade 17.—@[Sixty per cent of posts in **Grade 17 will be filled through competitive examination to be conducted by the F.P.S.C. and 40% by promotion from amongst the Departmental incumbents holding posts in **Grade 11 and above.] After completion of integrated training at the Academy for Administrative Training@@, the probationer officers allocated to the "Commerce

*Converted into Trade Development Authority of Pakistan.

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***Para 4 to be seen in light of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

@Subs vide Estt. Division O.M. No. 3/3/86-CP-2 dated 8-9-1987.

@@ Civil Services Academy (CSA). May be read as such in subsequent Sl. Nos. wherever it occurs.

and Trade Group" will undergo common departmental training* to be followed by a departmental examination, the details of which will be worked out by the Secretary, Ministry of Commerce, in consultation with this Division and the Federal Public Service Commission. Thereafter, they will be allocated to a particular department. They will ordinarily remain in that department until they get promotion to the higher grade. With the exception of very special cases, there will be no horizontal movement at this stage from one Department to the other.

5. **Grade 18 and above**.— Posts will be filled by promotion or direct recruitment in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and other instructions issued from time to time or by horizontal movement of suitably qualified and experienced officer from other groups. In case of appointment of Director General ML&C, the Prime Minister may appoint any officer of the corresponding rank/grade and having required/special expertise and experience on secondment.

6. Eligibility for posts in the Secretariat.—Officers of Commerce and Trade Group will be eligible for Secretariat posts i.e. Deputy Secretary and Joint Secretary, by horizontal movement, as well as by lateral entry through examination etc.

7. For posts in **Grades 21 and 22.—Additional Secretaries and Secretaries and equivalent, the selection would be made from amongst Government servants of Grade 20 and above and also from amongst professionally qualified persons from other occupational groups as well as the private sector.

8. Lateral entry.— In order to meet shortages of officers in the Commerce and Trade Group or to meet specific requirements, appointments may be made to posts in the Group in any grade by recruitment through lateral entry of persons engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time. Similarly, officers of this group may be posted to appropriate posts in corporations and private organizations under Government management and control.

9. Seniority: **Grades 1 to 16.—Separate Department wise seniority lists would be maintained for all posts in **Grades 1 to 16 as hithertofore, on the basis of continuous regular officiation in the **grade.

10. Seniority: **Grade 17.—All officers of **Grade 17 will be borne on the combined seniority list of the "Commerce and Trade Group". The *inter-se seniority* of direct recruits to **Grade 17 will be determined on the basis of marks obtained at the Federal Public Service Commission examination and the

* There is now a Foreign Trade Institute of Pakistan.

** BPS

*** Amended vide Establishment Division O.M.No.6/4/2004-CP-II (ML&C) dated 29th October, 2014.

assessment during training at the Training Institutes/Academies. Those recruited direct on the basis of interview only shall reckon their seniority from the date of appointment. The seniority of officers promoted to *Grade 17 will be determined with reference to the dates of their regular continuous officiation in *Grade 17. As for seniority of direct recruits *vis-a-vis* promoted officers, the direct recruits of a particular year will as a class rank junior to the promoted officers of that year.

11. Seniority: *Grade 18 and above.— Seniority will be determined in each *grade from the date of regular continuous officiation in the *grade.

12. Officers of other occupational groups working in the Departments referred to in para above.— Such officers of other groups as may be working in posts now borne on the Commerce and Trade Group may be inducted into the Group subject to their option and suitability.

13. Provision for accelerated promotions to posts in *Grade 17.— To enable bright young persons who have failed to secure, through competitive examination conducted by the F.P.S.C., direct entry to *Grade 17 posts, to get another opportunity to compete for these posts, or to get accelerated promotion within the Department, the following two provisions are made:-

- (a) Those of age upto 30 years can appear in the competitive examination conducted by the FPSC provided they have put in at least two years government service;
- (b) There will also be a Departmental Examination under which departmental candidates will be considered for promotion to posts in *Grade 17. All officials having a minimum of five years Government service in *Grade 11 and above employed in the Ministry of Commerce, its Attached Departments and Subordinate Offices which are included in the Commerce and Trade Group, will be eligible to appear in this Examination provided they are otherwise eligible. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination, and 35 years for all subsequent examinations.

14. The Secretary, Ministry of Commerce will prepare a scheme for the Departmental Examination at (b) above and obtain the approval of Establishment Division. Subject to availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 25% of the total vacancies and these promotions will be reckoned against the **[promotion quota].

15. The existing arrangements with regard to personnel management of the "Commerce and Trade Group" will continue under the overall supervision of the Ministry of Commerce who will prepare gradation lists of all officers in

* BPS

** Subs. *vide* Estt. Division O.M. No.3/3/86-CP.2 dated 8-9-1987.

*Grade 17 and above. Each department under the Ministry of Commerce will prepare, issue and maintain seniority lists of *Grade 16 and below. The Ministry of Commerce will submit periodical reports to the Establishment Secretary. Any major difficulty which may arise in the implementation of these instructions will be resolved in a meeting of the Establishment Secretary and the Secretary, Ministry of Commerce.

[Authority.-Estt.Division's O.M. No. 6/2/75-ARC, dated 8-5-1975].

1.2 **Pakistan Customs Service

In pursuance of the Administrative Reforms, it has been decided to constitute the "Pakistan Customs Service". The group shall comprise all posts in the Customs and Central Excise Department. The overall administration of this group will remain with the ***Federal Board of Revenue under the Ministry of Finance. It will function within the following broad framework of rules and regulations.

2. *Grade 1 to *Grade 16.—The existing instructions with regard to direct recruitment and promotion quotas, the composition of Departmental Promotion and Selection Committees, the appointing authorities for various grades, etc., will continue to apply as hithertofore. All posts to be filled by direct recruitment will be advertised except posts in *Grade 16 which will be reported to the Federal Public Service Commission.

3. *Grade 17.— 75% posts in *Grade 17 will be filled through competitive examination conducted by the Federal Public Service Commission and 25% through promotion. After completion of one year's training at the Academy for Administrative Training, the probationer officers allocated to this group will undergo departmental and on-the-job training to be followed by an examination. Officers promoted to *Grade 17 may also be required to undergo such departmental training as the Federal Board of Revenue*** may prescribe.

4. The following provisions are being made to enable educationally qualified persons in *Grade 16 and below to secure entry in *Grade 17:-

- (a) They can appear in the competitive examination upto the age of 30 years provided they have put in at least 2 years service. A maximum of two chances will be allowed after one has entered government service.

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** Nomenclature "Customs and Excise Group" renamed as "Pakistan Customs Service vide Estt. Division's O.M. No. 4/2/75-ARC dated 12-09-2009.

***Revenue Division (Federal Board of Revenue) inserted in the Rules of Business, 1973 (as amended upto 16th January, 2007), vide Cab. Div. Notification No. 4-14/98-Min. I. dated 1-12-1998, Schedule II [Rule 3(3) Distribution of Business Among the Divisions.

- (b) There will also be a departmental examination under which departmental candidates can be considered for accelerated promotion in their own department. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination, and 35 years for all subsequent examinations.

The Federal Board of Revenue* will prepare a scheme for the departmental examination at (b) above and obtain the approval of the Ministry of Finance and Establishment Division. Subject to availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 20% of the total vacancies and these promotions will be reckoned against the direct recruitment quota.

5. **Grade 18 and above.— The procedure for promotion and other matter; as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 will be observed subject to the length of service as prescribed in Establishment Division O.M. No. 3/7/74-AR-II, dated the 29th May, 1974 namely:-

For **Grade 18.....5 years service in **Grade 17.

For **Grade 19.....12 years service in **Grade 17 and above.

For **Grade 20.....15 years service in **Grade 17 and above.

6. Secretariat Posts.— Officers of this group will be also eligible for Secretariat Posts (Deputy Secretary and above) to which appointment is made through examination or by horizontal movement with the approval of the Central Selection Board.

7. Lateral entry.— In order to meet shortages of officers in this Group or to meet specific requirements, appointments may be made to posts in the Group in any **Grade by transfer from other Groups, or by recruitment through lateral entry of persons engaged in a profession, or in the service of a corporation or private organisation, who possess such professional qualifications and experience as may be prescribed from time to time. Similarly, officers of this Group may be posted to appropriate posts in corporations under government management and control.

8. Seniority-(i) **Grades 1 to 16.— Seniority lists for all posts in **Grades 1 to 16 would be maintained as hithertofore on the basis of continuous regular officiation in the **Grade.

(ii) **Grade 17.— The inter se seniority of direct recruits to **Grade 17 will be determined on the basis of order of merit, of probationers determined at

*Revenue Division (Federal Board of Revenue) inserted in the Rules of Business, 1973 (as amended upto 16th January, 2007), vide Cab. Div. Notification No. 4-14/98-Min. I. dated 1-12-1998, Schedule II [Rule 3(3) Distribution of Business Among the Divisions.

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the time of final passing out from the Academy for Administrative Training. The inter se seniority of the promoted officers to *Grade 17 shall be determined according to the date of their regular continuous officiation in *Grade 17. Direct recruits of a particular year, however, shall as a batch be placed junior to the officers promoted to *Grade 17 in that year.

(iii) *Grade 18 and above.—Seniority in each grade will be determined from the date of regular continuous officiation in the *grade.

9. The existing arrangement with regard to personnel management of the Customs and Central Excise Department will continue under the overall supervision of the Federal Board of Revenue and the Ministry of Finance. The Federal Board of Revenue will prepare gradation list of all officers in *Grade 16 and above. The lists will be prepared Grade-wise. Each Collector of Customs and Central Excise will prepare, issue and maintain seniority lists of *Grade 15 and below.

10. The Federal Board of Revenue will submit periodical reports to the Establishment Secretary. Any major difficulty which may arise in the implementation of these instructions will be resolved in a meeting of Establishment Secretary and the Chairman of the Federal Board of Revenue.

[Authority.-Estt. Division's O.M. No. 5/2/75-ARC, dated 9-5-1975].

1.3 **Inland Revenue Service

In pursuance of the Administrative Reforms, it has been decided to constitute the "***Inland Revenue Service". The group shall comprise all posts in the Income Tax Department. The overall administration of this group will remain with the Federal Board of Revenue under the Ministry of Finance. It will function within the following broad framework of rules and procedure:-

2. *Grades 1 to 16.—The existing instructions with regard to direct recruitment and promotion quotas, the composition of Departmental Promotion and Selection Committees, the appointing authorities for various *Grades, etc. will continue to apply as hitherto. All posts to be filled by direct recruitment will be advertised except posts in Grade 16 which will be reported to the Federal Public Service Commission.

3. *Grade 17.— 75% of the posts in *Grade 17 will be filled through competitive examination conducted by the Federal Public Service Commission and 25% through promotion. After completion of one year's training at the Academy for Administrative Training, the probationer officers allocated to this group will undergo departmental and on-the-job training to be followed by an examination. Officers promoted to Grade 17 may also be required to undergo such departmental training as the Federal Board of Revenue may prescribe.

* BPS

** "Income Tax Group" renamed as "Inland Revenue Service" vide Estt. Div.'s O.M.No.F.6/2/2009-C.P.II dated 12-09-2009.

4. The following provisions are made to enable educationally qualified persons in *Grade 16 and below to secure entry in *Grade 17:-

- (a) They can appear in the competitive examination upto the age of 30 years provided they have put in at least 2 years service. A maximum of two chances will be allowed after one has entered Government service.
- (b) There will also be a departmental examination under which departmental candidates can be considered for accelerated promotion in their own department. The upper age limit for this will be 45 years for the first examination, 40 years for the next examination and 35 years for subsequent examinations.

The Federal Board of Revenue will prepare a scheme for the departmental examination at (b) above and obtain the approval of the Ministry of Finance and Establishment Division. Subject to availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 20% of the total vacancies and these promotions will be reckoned against the direct recruitment quota.

5. *Grade 18 and above.—The procedure for promotion and other matters as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, will be observed subject to the length of service as prescribed in Establishment Division O.M. No. 3/7/74. AR II, dated the 20th May, 1974, namely:-

- | | |
|------------------|--|
| For *Grade 18 .. | 5 years service in *Grade 17. |
| For *Grade 19 .. | 12 years service in *Grade 17 and above. |
| For *Grade 20 .. | 15 years service in *Grade 17 and above. |

6. Secretariat Posts.— Officers of this group will be eligible for Secretariat posts in **[All Pakistan Unified Grades] in *Grade 19 and above in accordance with the procedure prescribed for appointment to Secretariat posts of Deputy Secretary and above.

7. Lateral Entry.— In order to meet shortages of officers in this group or to meet specific requirements, appointments may be made to posts in the Group in any *Grade by transfer from other Groups, or by recruitment through lateral entry of persons engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time. Similarly officers of this Group may be posted to appropriate posts in corporations and other organizations under Government management and control.

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**All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

8. Seniority.— (i) *Grade 1 to 16.— Seniority lists for all posts in Grade 1 to 16 would be maintained as hithertofore on the basis of continuous regular officiation in the Grade. The inter se seniority of direct recruits in *Grade 16 in a particular year will be determined in accordance with the merit position obtained by them in the competitive examination conducted by the Federal Public Service Commission.

(ii) *Grade 17.—The inter se seniority of direct recruits in *Grade 17 will be determined on the basis of order of merit of the probationers determined at the time of final passing out from the Academy for Administrative Training. The inter se seniority of officers promoted to *Grade 17 will be determined with reference to the dates of their regular continuous officiation in the grade. As for seniority of direct recruits vis-a-vis promoted officers, the direct recruits of a particular year will as a class rank junior to the promoted officers of that year.

(iii) *Grade 18 and above.— Seniority will be determined in each *Grade from the date of regular continuous officiation in the *Grade.

9. The existing arrangement with regard to personnel management of the Income Tax Department will continue under the overall supervision of the Federal Board of Revenue and the Ministry of Finance. The Federal Board of Revenue will prepare Gradation Lists of all officers in *Grade 16 and above. The lists will be prepared Grade-wise. Each Commissioner of Income Tax will prepare, issue and maintain seniority lists of *Grade 15 and below.

10. The Federal Board of Revenue will submit periodical reports to the Establishment Secretary. Any major difficulties which may arise in the implementation of these instructions will be resolved in a meeting of the Establishment Secretary and the Chairman of the Federal Board of Revenue.

[Authority. -Estt. Division's O.M. No.4/2/75-ARC, dated 09-5-1975].

1.4 Tax Administration Reforms: Reorganization of Federal Board of Revenue - Creation of New Occupational Service Namely Inland Revenue Service

In terms of S.No.10.2.(i) of Schedule-II of Rules of Business,1973 and in continuation of this Division's O.M. No.5/2/75-ARC dated 9-5-1975 and O.M. No. 4/2/75-ARC dated 9-5-1975, to say that in view of the ongoing Tax Administration Reforms that include reorganization of Federal Board of Revenue, it has been decided to create a new Occupational Service namely Inland Revenue Service with immediate effect.

2. All the business concerning Income Tax, Sales Tax and Federal Excise currently being done by the officers and staff of Inland Revenue Service and Pakistan Customs Service is transferred to the new Inland Revenue Service.

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Existing Customs and Excise Group will be renamed as Pakistan Customs Service.

3. Federal Board of Revenue shall seek from each officer and staff of the existing Customs & Excise Group and Income Tax Group an irrevocable option for inclusion or otherwise into the new Inland Revenue Service. Such option once exercised shall be final. In order to facilitate the officers in this process, FBR shall apprise each officer (1) the number of posts which would form part of the new occupational service (2) upon option, the seniority in the new service shall count from the date of regular appointment in the present post in the existing Customs & Excise Group and Income Tax Group in accordance with Civil Servants (Seniority) Rules, 1993, as amended from time to time.

4. Upon receipt of requisite options. Federal Board of Revenue shall proceed as under:-

(a) **Scenario-I**

In case, some officers from the Pakistan Customs Service and some officers from the Inland Revenue Service opt for Inland Revenue Service, the shortage of the Inland Revenue Service shall be met by posting of officers of Pakistan Customs Service and defunct Inland Revenue under Section 10 of the Civil Servants Act, 1973. Depending upon number of options to be exercised by the officers of Pakistan Customs Service and Inland Revenue Service, the tentative cadre strength of new Inland Revenue Service and Pakistan Customs Service may be as under (i.e. equivalent to existing combined strength of the Inland Revenue Service and Pakistan Customs Service):—

New Inland Revenue Service

Functions	Officers
• Federal Excise	218
• Sales Tax	
• Inland Revenue Service	978
Total	1196
• Pakistan Customs Service	

Functions	Officers
Customs	218

Upon completion of exercise of options, the exact cadre strength shall be finalized by the Establishment Division in consultation with Revenue Division.

(b) Scenario-II

In case all the officers of the Customs and Excise Group and Income Tax Group opt for new Service, the Service be renamed as "Pakistan Revenue Service" with common seniority and doing all the revenue and tax business. All officers would be part of one cadre. The tentative cadre strength of new service may be as under (i.e. equivalent to existing combined strength of the Inland Revenue Service and Pakistan Customs Service):—

Functions	Officers
• Federal Excise	218
• Sales Tax	
• Income Tax	978
• Customs	218
Total	1414

Upon completion of exercise of options, the exact cadre strength shall be finalized by the Establishment Division in consultation with Revenue Division.

5. In both the scenarios mentioned in para-4 above, the Income Tax Group officers not opting for the new service will remain in the existing Income Tax Group which will be a defunct and dying cadre without any future intake.

6. The *inter-se-seniority* of the officers of existing Inland Revenue Service and Pakistan Customs Service exercising option for inclusion in the new Pakistan Revenue Service or Inland Service, as the case may be, shall count from the date of regular appointment in the present post in the existing Customs and Excise Group and Income Tax Group in accordance with Civil Servants (Seniority) Rules, 1993, as amended from time to time.

7. Other measures shall be taken as under:—

- (a) All the existing posts currently forming part of Income Tax Group as well as those meant for Federal Excise Business but currently forming part of Customs and Excise Group shall form part of the new Inland Revenue Service with immediate effect. The said posts will, however, be transferred to the new Service upon completion of exercise of option.
- (b) Further recruitment to the existing Income Tax Group is stopped.
- (c) Effective from 2009, fresh recruitment to the newly constituted Inland Revenue Service or Pakistan Revenue Service as the case may be, shall be initiated through Federal Public Service Commission.

8. Establishment Division's O.M. No. 5/2/75-ARC dated 9-5-1975 and O.M. No. 4/2/75-ARC dated 9-5-1975 regarding constitution of existing Inland Revenue Service and Pakistan Customs Service shall be deemed to have been modified to the above extent. In case of inconsistency between the provisions of said O.M.s dated 09-05-1975 and this O.M., the provisions of this O.M. shall have the overriding effect.

9. To overcome the difficulties and interpretation of the methodology an Anomaly Committee is constituted comprising Additional Secretary-II, Establishment Division, Chairman, Federal Board of Revenue and Additional Secretary, Law and Justice Division whose interpretation shall be final subject to approval of Establishment Division.

10. The Anomaly Committee and all others concerned shall ensure that the decisions contained in this O.M. do not create any administrative complications.

[Authority.-Estt. Division's O.M. No. F.6/2/2009-CP-II,, dated 12-9-2009].

1.5 *Pakistan Administrative Service

In continuation of Establishment Division Office Memorandum No. 1/2/74-ARC, dated the 23rd January, 1974 regarding the formation of the Pakistan Audit and Accounts Service, it has been decided with Prime Minister's approval to constitute another occupational group called the *Pakistan Administrative Service, comprising field posts in the civil administration of the district and the division viz. Commissioner, Deputy Commissioner, Additional Deputy Commissioner, Assistant Commissioner and such other posts as may be included in the group from time to time.

2. The *Pakistan Administrative Service will function within the following framework of rules and procedure. These instructions will apply to members of [Omitted] and to all other Government servants holding the posts specified in the Schedule of Cadre Strength of the Civil Service of Pakistan (now called **[All Pakistan Unified Grades]).

3. ***Grades 17 to 19: Recruitment to ***Grade 17 will continue to be made through Federal Public Service Commission as hithertofore except to the extent the posts have to be filled through promotion. Separate orders in this regard will be issued. After completion of integrated training at the Academy for Administrative Training, the probationer officers allocated to Pakistan Administrative Service will undergo departmental training as hithertofore to be followed by an examination. Promotion to ***Grades 18 and 19 will be made by the Central Selection Committee as explained in subsequent paragraphs.

* "District Management Group" renamed as " Pakistan Administrative Service" vide Estt. Division's O.M.No.6/3/2012-CP-II dated 21-05-2012.

**All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

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4. In view of the importance of the post of Deputy*Commissioner which at present is a **Grade 18 post carrying special pay, it has been decided as follows:-

- (i) The post of Deputy Commissioner would be a selection post and selection will be made from amongst officers having at least 10 years service in police, armed forces, civil administration or military lands and Cantonments Department***. The selected persons shall be given training in administration and law, if necessary, before posting as Deputy Commissioner.
- (ii) To ensure appointments of experienced persons, the post of Deputy Commissioner in major Districts will be placed in **Grade 19. As in other groups, for promotion to **Grade 19 a minimum service of 12 years in **Grade 17/18 shall be a condition precedent.

5. **Grade 20.—Promotion to **Grade 20 shall be made by selection from officers of the group who have had at least 15 years of service in **Grades 17-19.

6. Secretarial Posts.— As in other occupational groups, officers of this service will be eligible for Secretariat appointments in accordance with the procedure already prescribed. The officers will be selected, after written tests and interviews, for posts of Deputy Secretary and Joint Secretary in the Federal Government and equivalent posts in the Provincial Secretariat. These posts will be in a common pool to which officers of all Federal and Provincial Departments will be eligible. Those selected for Deputy Secretary and Joint Secretary or equivalent posts would be put through a training programme of 3-4 months. Their final selection would be made after satisfactory completion of training. No posts of the rank of Deputy Secretary and Joint Secretary in the Federal Secretariat, or their equivalent in the Provincial Secretariats tenable by officers of @[All Pakistan Unified Grades] would be filled except from these panels. Relaxation will be made with Prime Minister's approval in individual cases.

7. **Grades 21-22.—For posts of Additional Secretaries and Secretaries to the Federal Government and equivalent posts in the Provincial Governments, selection would be made from government servants of various occupational groups in **Grade 20 and above and also from amongst professionally qualified persons from the private sector.

*Since abolished, except in the ICT administration & FANA, as a result of devolution plan under the local government system introduced in the country. Now District Coordination Officer (DCO) is the principal administrative officer.

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*** Directorate of Military Lands & Cantonments; ref. Rules of Business, 1973 as amended upto 16th January, 2007, rule 4(4), Schedule III.

@All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

8. Lateral entry.— To bring in fresh blood and to relieve shortages, if any, at various levels, lateral entry will be resorted to. Lateral entry selections will be made only by the Federal Government.

"9. *Seniority.— (i) Seniority inter-se of direct recruits to **Grade 17 appointed in a batch to the ***Pakistan Administrative Service on the results of the competitive examination held by the F.P.S.C. shall be determined on the basis of the order of merit of the probationers determined at the time of final passing out from the Academy for Administrative Training. Seniority of direct recruits to **Grade 17 appointed otherwise than through the competitive examination held by the FPSC shall be determined on the basis of the date of continuous regular officiation in that **grade in the Pakistan Administrative Service. If the date of continuous regular officiation is the same, the older in age shall rank senior.

(ii) Seniority in **Grade 18 and above shall be determined on the basis of the date of continuous regular officiation in the **grade provided that those who are selected for promotion to a higher grade in one batch shall, on their promotion to the higher grade retain their inter se seniority as in the lower grade.

(iii) Gradation list of officers in @[All Pakistan Unified Grades] would be issued by the Establishment Division periodically."

10. Under Article 240 of the Constitution, appointments to and conditions of service of persons in the All-Pakistan Services @(now All Pakistan Unified Grades) are to be determined by the Federal Government. The concept of All-Pakistan Services has been retained in the Constitution with a broader national purpose, viz. national integration and cohesion. It is, therefore, emphasized that all matters pertaining to the appointment, promotion, transfer, etc. of members of the @[All Pakistan Unified Grades] are the responsibility of Federal Government.

11. In the past, substantive appointments to posts in **Grade 18 were made on the recommendations of the Federal Public Service Commission by the Federal Government after consulting the Provinces concerned. This procedure was, however, reduced to a mere formality as the Provinces who were permitted to make officiating appointments on temporary basis continued such appointments without interruption. For appointments to **Grades above 18, no reference to Federal Public Service Commission was necessary; in their case recommendations were made by the Provinces to the Federal Government and with their approval promotions were made. While making officiating appointments or making recommendations for

*Subs.vide Estt. Division O.M. No. 2/2/74-ARC, dated 14-12-1976. This amendment takes effect from the date of issuance of Estt. Division O.M.No.2/2/74-ARC, dated 23-2-1974.

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*** "District Management Group" renamed as " Pakistan Administrative Service" vide Estt. Division's O.M.No.6/3/2012-CP-II dated 21-05-2012.

@All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

promotions, the Provinces usually considered only those Government servants who were working within their jurisdiction. The cases of senior persons with good record of service working at the Centre* or in other Provinces were generally not considered by the Provinces. This procedure now requires modification for various reasons. Firstly, under the revised procedure consultation with Federal Public Service Commission in the matter of substantive promotion to **Grade 18 is no longer necessary and, therefore, distinction between officiating and substantive appointments is no longer valid. Secondly, as a result of the introduction of the administrative reforms a number of officers from other services have been inducted into ***[All Pakistan Unified Grades] (which replaces All Pakistan Services). It is, therefore, necessary that their claim for promotion should also be fully taken into account before making appointments to higher **Grades.

12. It has, therefore, been decided that:

- (i) A Central Selection Committee under the Establishment Secretary in which Chief Secretaries of the Provinces would be associated would make recommendations for promotion to **Grade 18 and above. For appointments in the Provinces, the cases will be first submitted to Governor/Chief Minister as at present before submitting the cases to the Prime Minister for approval. Instead of making recommendations in each case of promotion, panels of names for promotion to higher **Grades would be prepared periodically so that whenever vacancies have to be filled at short notice, action would be taken without any delay.
- (ii) @No officer above a certain seniority should remain in the same Province for a period of more than @@5 years. The Central Selection Committee referred to above will look into the implementation of this decision.

[Authority.-Establishment Division's O.M. No. 2/2/74-ARC, dated 23-2-1974 as amended vide Establishment Division's O.M. of even number dated 14-12-1976].

1.6 Classification of Districts

The Federal Government in pursuance of para 4 (ii) of the Establishment Division O.M. No. 2/2/74-ARC. II, dated the 23rd February, 1975 agree to the classification of the following districts as major districts and placing of posts of Deputy Commissioner of these districts in BPS 19:—

*Federal Government.

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*** All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

@ See Rotation Policy.

@@ Also see Rotation Policy for PAS/PSP officers.

Sl. #	Punjab	Sindh	Sl. #	K.P.K	Balochistan
1.	Lahore	1. Karachi	1.	Peshawar	1. Quetta
2.	Rawalpindi	2. Hyderabad	2.	D.I. Khan	2. Zhob
3.	Multan	3. Sukkur	3.	Swat	3. Nasirabad
4.	Bahawalpur	4. Larkana	4.	Abbottabad	4. Mekran
5.	Sahiwal				5. Khuzdar
6.	Gujranwala				6. Kohlu
7.	Sargodha				7. Loralai
8.	Faisalabad				

Placement of the posts in BPS 19 does not imply automatic *upgradation of the incumbent of the posts. The Provincial Government will refer the case of promotion to BPS 19 against these posts to the Establishment Division in accordance with the normal procedure.

[*Authority.*- Estt. Division's Additional Secretary's d.o. letter No.3/16/ 74-ARC-II, dated the 30-8-1975 addressed to Provincial Governments].

1.7 Economists and Planners Group

In pursuance of the Administrative Reforms, it has been decided to constitute another occupational group to be called "Economists and Planners Group" comprising all posts of Economists, Chief, Deputy Chief, Assistant Chief, Research Officers, Planning Officers and Economic Investigators in the Economic Sections of the Planning Division, Economic Affair Division and Finance Division and posts in other Ministries, Divisions and Departments of the Federal Government dealing exclusively with economic matters and planning and development in the economic field. For this purpose the Ministries and Divisions concerned shall communicate to the Planning and Development Division the number and **Grades of all such posts under their administrative control, together with a nominal roll of the incumbents of these posts showing dates of their regular appointment in their present **Grades. Based on the information supplied by the Ministries and Divisions, the Planning and Development Division shall prepare a schedule of posts to be included in the Economists and Planners Group and forward it to the Establishment Division for approval.

2. The Economists and Planners Group will be under the administrative control of the Planning and Development Division, and will function within the following broad framework of rules.

3. **Grades1- 16.— Each Ministry/Division/Department will operate these posts separately as heretofore subject to the overall supervision of the Planning and Development Division. The existing rules, regulations and instructions in regard to direct recruitment, promotion quotas, composition of Promotion and Selection

*For instructions/orders on upgradation.

** BPS

Committee, appointing authorities for various *grades etc. will continue to apply as heretofore. The provisions of recruitment rules already framed for various categories of posts with the approval of the Establishment Division will also continue to apply. All posts to be filled by direct recruitment will be advertised.

4. *Grade 17.— Initial entry to *grade 17 will be made from amongst such probationers, recruited through the competitive examination conducted by the Federal Public Service Commission, as are in possession of the prescribed academic qualifications. After the initial institutional training, the probationers officers will be given such departmental training as may be prescribed, to be followed by an examination the details of which will be prepared by the Planning and Development Division. Thereafter, they will be allocated to various posts in different Ministries/ Divisions/ Departments. They will ordinarily remain in the Ministries/ Divisions/Departments of their original posting until they get promotion to the next higher *grade. With the exception of very special cases, there will be no horizontal movement at this stage from one Ministry/Division/Department to the other.

5. 75% of posts in *grade 17 will be filled by direct recruitment and 25% through promotion on the basis of selection.

6. *Grade 18 and above.—33% posts in *grades 18, 19 & 20 would be filled by promotion if suitably qualified and experienced persons are available. The remaining 67% would be filled by direct recruitment, or transfer, of persons possessing such qualifications and experience as may be prescribed. Direct recruitment will be made through the Federal Public Service Commission.

7. All posts in *grade 17 and above will be selection posts.

8. The procedure for promotion and other matters as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 will be observed.

9. Officers of this group will be eligible for appointment to equivalent posts in the Secretariat and other Groups by horizontal movement, and to posts in higher *grades in the Secretariat Group in accordance with the prescribed procedure.

10. Lateral entry.—In order to meet existing deficiency in *grades 17 and 18, the Planning and Development Division will prepare a scheme for recruitment of young economists possessing Master's Degree in Economics and for their training in Pakistan and abroad (in Ph.D. Fellowships etc.) and submit it to the Establishment Division for approval.

11. To meet specific requirements, appointments may also be made to posts in the Group in any *grade by recruitment through lateral entry of persons either in Government service, or engaged in a profession or in the service of a corporation, or private organization, who possess professional qualifications and experience as may be prescribed for the posts from time to time. Similarly, officers of the Economists and Planners Group may be posted to appropriate posts in corporations and public sector organizations under government management and control.

12. Seniority.—*Grade 1 to 16.— Separate Division-wise/ Department-wise seniority lists would be maintained for all posts in *grades 1 to 16 as hitherto. The seniority as already determined in various grades under the previous rules before the promulgation of the Civil Servants Ordinance, 1973, *i.e.* before 15th August, 1973, shall not be disturbed. However, seniority of persons promoted to higher grades on or after 15th August, 1973 shall be determined on the basis of the date of regular appointment to the grade, provided the persons who are selected for promotion to a higher *grade in one batch shall, on their promotion to the higher *grade, retain their *inter-se-seniority* in the lower *grade.

13. *Grade 17.— All officers of *grade 17 will be borne on a combined seniority list of the "Economists and Planners Group". The *inter-se-seniority* of the direct recruits to *grade 17 will be determined on the basis of the order of merit of the probationers determined on the conclusion of training. The *inter se* seniority of officers promoted to *grade 17 will be determined with reference to the dates of their regular appointment in *grade 17 provided that officers who are selected for promotion to that grade in one batch shall, on their promotion, retain their *inter-se-seniority* in the lower grade as for seniority of direct recruits *vis-a-vis* promoted officers, the direct recruits appointed in a particular year will, as a class, rank junior to the officers appointed by promotion on regular basis in that year.

14. *Grade 18 and above.— Seniority will be determined in each grade from the date of regular appointment to the *grade provided that officers who are selected for promotion to higher grade in one batch shall, on their promotion to a higher *grade, retain their *inter-se-seniority* in the lower *grade. Those appointed by direct recruitment, if more than one person is selected in one batch, shall be assigned seniority in accordance with the order of merit determined at the time of selection provided the selected persons join within the prescribed time.

15. Provision for accelerated promotion of posts in *grade 17.— To enable bright young persons in the Group who fail to secure direct entry to *Grade 17 posts through the Federal Public Service Commission to get another opportunity to compete for these posts or to get accelerated promotion to *Grade 17 within the department, the following provisions are made:-

- (a) Officials of age upto 30 years can appear in the competitive examination conducted by the Federal Public Service Commission

provided they have put in at least two years Government Service. Not more than two chances will be allowed after one has entered government service;

- (b) There will also be a departmental examination for departmental candidates for accelerated promotion to posts in *Grade 17. Subject to possession of such minimum qualifications as may be prescribed, all officials having a minimum of 5 years government service in *Grade 11 and above in the Group will be entitled to appear in this examination. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination and 35 years for subsequent examinations.

16. The Secretary, Planning and Development Division will prepare a scheme for departmental examination mentioned in para 15 and obtain the approval of the Establishment Division. Promotion on accelerated basis through the above examination will, subject to availability of suitable departmental candidates, be limited to the maximum of 25% of the total vacancies in *Grade 17 and these promotions will be reckoned against the direct recruitment quota.

17. The existing arrangements with regard to personnel management of various posts and cadres in the "Economists and Planners Group" will continue but the Secretary, Planning and Development Division in liaison with the Ministry/Division/ Department concerned will be responsible for the smooth implementation of the above instructions. He will prepare *grade-wise gradation list of all officers in *Grade-17 and above. Any major difficulties which may arise in the implementation of these instructions will be resolved in a meeting of the Establishment Secretary, the Secretary Planning & Development Division and such other Secretary or Secretaries as may be co-opted.

[Authority.-Estt. Division's O.M.No.10/2/75-ARC, dated 25-3-1976].

1.8 Foreign** Service of Pakistan

In continuation of Establishment Division Office Memorandum No. 1/2/74-ARC, dated the 23rd January, 1974, it has been decided with the Prime Minister's approval to constitute another occupational group called the "Foreign Affairs Group***" comprising all posts in or under the Ministry of Foreign Affairs. The group will be under the administrative control of the Foreign Ministry and will function within the following framework of procedure, rules and regulations etc.

2. *Grade 1-16.— These comprise posts of Peons, Daftries, Clerks, Assistants, @Stenographers and Office Superintendents. Recruitment will be partly by promotion and partly direct recruitment in accordance with the Civil

* BPS

** The nomenclature of Foreign Affairs Groups was changed to 'Foreign Service of Pakistan' vide Estt. Div.'s Notification No. SRO 936(1)/83, dated 29-9-1983.

***Foreign Service of Pakistan.

@Now Assistant Private Secretary.

Servants (Appointment, Promotion and Transfer) Rules, 1973. As provided in the rules, where appointments are to be made from outside, the posts will be advertised.

3. *Grade 17.— Initial entry to *Grade 17 in the **Foreign Affairs Group will continue to be made as at present through competitive examination conducted by Federal Public Service Commission. On completion of one year's training at the Academy for Administrative Training***, suitable candidates would be allocated to **Foreign Affairs Group on the basis of their ability and aptitude. Thereafter, they would be given departmental or on-the-job training in such a manner that they are exposed to Commercial, Press etc., as well as Diplomatic work.

4. As in the case of @Accounts Group, the following two provisions are being made to enable educationally qualified persons in *Grade 16 and below to secure entry in *Grade 17.

- (a) They can appear in the competitive examination conducted by F.P.S.C. upto the age of 30 years provided they have put in at least 2 years services.
- (b) There will be a departmental examination under which departmental candidates would be considered for promotion to *Grade 17. The age limit for this examination will be 35 years. Such departmental examination will be held by FPSC. Those promoted *Grade 17 will be initially appointed as Section Officers at Headquarters. After training and a spell of duty at Headquarters they would be eligible for posting abroad.

5. *Grade 18.—Promotion to *Grade 18 will be from amongst government servants of Grade 17 who have rendered at least 5 years of service in that *Grade.

6. *Grades 19 and 20.— The existing procedure governing promotions to these Grades would, by and large, remain the same. As in the case of Secretariat Officers, promotion to *Grade 20 will be on the basis of written test and as well as @@Annual Confidential Reports. The minimum length of service for promotion to *Grade 19 and 20 will respectively be 12 years and 15 years in *Grade 17 and above.

7. *Grades 21 and 22.— Selection will be made from Government servants in *Grades 20 and above.

8. Transfer of officers from other Ministries.....

* BPS

** Foreign Service of Pakistan.

*** Civil Service Academy.

@ Now Pakistan Audit and Accounts Service.

@@ Now Performance Evaluation Reports(PERs).

9. Lateral entry.— In view of our expanding requirements to man posts abroad and the need for greater circulation of officers of the *Foreign Affairs Group to other Ministries, the cadre strength of the *Foreign Affairs Group will be kept constantly under review and lateral entry resorted to whenever and in whichever**Grade there is shortage. But apart from the need to meet such shortages, there would be regular lateral entry each year at 1st Secretary/Director and Minister/Director General levels for continuous enrichment of the *Foreign Affairs Group by induction of fresh blood from the private sector as well as other occupational groups. For the next few years the Ministry of Foreign Affairs would submit a report every three months as to how the lateral system is working. On this report, the comments of the Establishment Division would be obtained before submission to the Prime Minister.

10. Exposure to other Ministries.— In order to equip them better for diplomatic work officers of the *Foreign Affairs Group, in the course of their assignment in Pakistan, would be exposed to the work relating to Trade and Commerce, Planning, Public Relations and Publicity and Economic matters. They would be posted, on short term secondments, to Ministries/Organisations/Corporations etc. dealing with these and allied subjects.

11. Secretariat Officers working in Foreign Office.— There are at present a large number of **Grade 17 and **Grade 18 officers belonging to the former Central Secretariat Service who are working in the Foreign Ministry and in Missions abroad. Some of them who are suitable would be permanently inducted into the *Foreign Affairs Group and the rest would be withdrawn in a phased programme.

12. Personnel Wing of the Foreign Ministry.— The two top posts in the Personnel Wing of the Ministry of Foreign Affairs will be manned by officers, not belonging to *Foreign Affairs Group.

13. Seniority etc.— A Unified Gradation List of officers of the *Foreign Affairs Group will be prepared by the Ministry of Foreign Affairs, taking into account the above decisions and in accordance with the principles already adopted for other groups viz-the seniority in each **Grade will be determined from the date of appointment to that **Grade. The strict application of this rule may create hardship in certain cases as for example some Section Officers of former CSS cadre are in **Grade 18 while most of the Directors are also in **Grade 18. Such anomalies have to be removed. To do this and to resolve any major difficulty that may arise as a result of the application of these instructions in regard to seniority a committee has been set up consisting of the Foreign Secretary (Administration) and Establishment Secretary.

[Authority.-Estt. Division's O.M. No. 3/2/74-ARC, dated 8-4-1974, as amended vide O.M.of even numbers dated 21-9-1976, 30-1-1978 and 28-2-1978].

*Foreign Service of Pakistan.

** BPS

1.9 Information Group

In pursuance of the Administrative Reforms, it has been decided to constitute another occupational group to be called "Information Group" which shall comprise all posts in the following Departments and Organizations and such posts in the Ministry of Information and Broadcasting as may be specifically included in the Group:-

- (i) Press Information Department and its Regional Information Offices.
- (ii) Directorate of Research and Reference.
- (iii) External Publicity Wing and its Offices in Pakistan Missions abroad.
- (iv) Border Publicity Organization and its Regional Offices.
- (v) Audit Bureau of Circulation and its Regional Offices.
- (vi) Directorate of Economic Publicity.
- (vii) Directorate of Films and Publications.

The group will be under the administrative control of the Ministry of Information and Broadcasting and will function within the following broad framework of rules and procedure.

2. The posts in *Grade 17 and above included in the Information Group are detailed in the enclosed schedule (**Annex**). The Ministry of Information and Broadcasting may, after consultation with the Establishment Division, add to, or remove any post from the Schedule. In addition, there will be a leave, training and deputation reserve as follows:-

- (1) Leave Reserve....10% of the duty posts.
- (2) Training and Deputation reserve....10% of the duty posts.

3. BPS 1 to 16.— Each Department and Organization will operate these posts as hithertofore. The existing instructions with regard to direct recruitment and promotion quotas, the composition of Promotion and Selection Committees, the Appointing Authorities for various *Grades, etc., will continue to apply. All posts to be filled by direct recruitment will be advertised, except posts in BPS 16 which will be reported to the Federal Public Service Commission.

4. BPS 17.— Seventy-five per cent posts in BPS 17 will be filled through competitive examination conducted by the Federal Public Service Commission. After completion of training at the Academy for Administrative Training, the probationer officers allocated to the Information Group will undergo on-the-job departmental training to be followed by an examination prescribed by Ministry of Information and Broadcasting.

* BPS

5. The remaining 25% posts will be filled by promotion on the basis of selection from amongst BPS 16 Officers of the Ministry of Information and Broadcasting and the Departments and Organizations included in the group.

6. BPS 18 and above.— The posts will be filled by promotion on the basis of selection from amongst eligible officers of the group in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and other instructions issued from time to time, or if no candidate is considered suitable from within the group by horizontal movement of suitably qualified and experienced officers from other groups. Government instructions regarding minimum length of service for eligibility for promotion to BPS 18, 19 and 20 will be observed.

7. Eligibility for senior posts in the Secretariat.— Officers of this group will be eligible for Secretariat posts i.e. Deputy Secretary and Joint Secretary, by horizontal movement, as well as by lateral entry through examination etc.

8. Lateral entry.— In order to meet shortage of officers in the group or to meet specific requirements, appointment may be made in posts in the group in any BPS, by transfer from other groups or by recruitment through lateral entry of persons either in Government service or engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time. Such appointments shall be made through Federal Public Service Commission in consultation with the Establishment Division.

9. Seniority: (a) BPS 1 to 16.— In respect of BPS 1 to 16, separate seniority lists would be maintained for each Department and Organization included in the Information Group, as hitherto, on the basis of continuous regular officiation in the Grade.

(b) BPS 17.— All officers of BPS 17 will be borne on a combined seniority list of the "Information Group". The *inter-se-seniority* of the direct recruits to BPS 17 will be determined on the basis of the order of merit of the probationers determined on the conclusion of training. The *inter-se-seniority* of officers promoted to BPS 17 will be determined with reference to the dates of their regular appointment in BPS 17 provided that officers who are selected for promotion to that Grade in one batch shall, on their promotion, retain their *inter-se-seniority* in the lower BPS. As for seniority of direct recruits *viz-a-viz* promoted officers, the direct recruits appointed in a particular year will, as a class, rank junior to the officers appointed by promotion on regular basis in that year.

(c) BPS 18 and above.— Seniority will be determined in each BPS from the date of regular appointment to the BPS; provided that officers who are selected for promotion to higher BPS in one batch shall, on their promotion to a higher BPS, retain their *inter-se-seniority* in the lower BPS. Those appointed by direct recruitment, if more than one person is selected in one batch, shall be assigned seniority in accordance with the order of merit determined at the time of selection provided the selected persons join within the prescribed time.

Note.—The seniority as already determined in various BPS under the rules in force before the promulgation of the Civil Servants Ordinance, 1973 i.e. before 15-8-1973, shall not, as far as possible be disturbed. However, seniority of persons promoted to higher BPS on or after 15-8-73 shall be determined on the basis of the date of regular appointment to the Grade, provided that the persons who are selected for promotion to a higher Grade in one batch shall, on their promotion to the higher BPS, retain their *inter-se-seniority* in the lower BPS.

10. Provision for accelerated promotion to posts in BPS 17.— To enable bright young persons who have failed to secure through competitive examination conducted by Federal Public Service Commission direct entry to BPS 17 posts, or to get accelerated promotion within the Department, the following two provisions are made:-

- (a) Those of age upto 30 years can appear in the competitive examination conducted by the Federal Public Service Commission provided they have put in at least 2 years service.
- (b) There will also be a departmental examination under which departmental candidates will be considered for promotion to posts in BPS 17. All officials having a minimum of 5 years service in BPS 11 and above in the Ministry of Information and Broadcasting and the departments and organizations, which are included in the Information Group, will be eligible to appear in this examination, provided they fulfill the prescribed conditions. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination and 35 years for all subsequent examinations.

The Ministry of Information and Broadcasting will prepare a scheme for the departmental examination at (b) above and obtain the approval of Establishment Division. Subject to availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 25% of the total vacancies and these promotions will be reckoned against the direct recruitment quota.

11. The existing arrangements with regard to personnel management will continue under the overall supervision of the Ministry of Information and Broadcasting who will prepare gradation lists of all officers in BPS 17 and above. Each Department under the Ministry of Information and Broadcasting included in the group will prepare, issue and maintain seniority lists in respect of BPS 16 and above.

12. The Ministry of Information and Broadcasting will submit periodical reports to the Establishment Secretary. Any major difficulties which may arise in the implementation of these instructions will be resolved in a meeting of the Establishment Secretary and the Secretary, Ministry of Information and Broadcasting.

[Authority.-Estt. Division's O.M. No. 2/8/75-ARC, dated 17-6-1977].

(ANNEX)***SCHEDULE SHOWING POSTS IN BPS 17 AND ABOVE INCLUDED IN THE INFORMATION GROUP**

WING/ DEPARTMENT		NOMENCLATURE OF POST	BPS	NO.OF POSTS
1	2	3	4	
1.	Audit Bureau of Circulation, (Headquarters, Islamabad) Audit Bureau of Circulation, (Lahore/Karachi/ Peshawar/Quetta).	Director	19	1
		Deputy Director	18	1
		Assistant Director	17	1
		Assistant Directors	17	4
		➤Total:		7
2.	External Publicity Wing, Islamabad. (London/New Delhi)	Director General	21	1
		Minister (Information)	20	2
		Directors	19	4
		Press Counselors (Bonn, Cairo, Dhaka, New York, Paris, Riyadh, Tehran, Washington)	19	8
		Deputy Directors	18	6
		Press Attaches	18	17
		(Abu Dhabi, Colombo, Canberra, Beijing, Ankara, Jeddah, Kuala-Lumpur, Kuwait London, New Delhi, Nairobi, Ottawa, Rome, Tokyo, Hong Kong, Jakarta, Washington)		
		Assistant Directors	17	7
		➤Total:		45
		3.	Internal Publicity	Director General
Directors	19			3
Deputy Directors	18			2
Assistant Directors	17			3
➤ Total:				9
4.	Information Service Academy	Director General	20	1
		Directors	19	2
		Deputy Directors	18	3
		➤Total :		6
5.	Press Information Department (Headquarters), Islamabad.	Director General	21	1
		Dy. Directors Genl.	20	2
		Directors	19	7
		Deputy Directors	18	12
		Assistant Directors/ Information Officers	17	32

*Subs.vide Ministry of Information and Media Development (now M/o Information and Broadcasting)
O.M. No. 1(5)/92-IC, dated 24-7-1993.

PID (Regional Information Office), Lahore	Director	19	1
	Deputy Directors	18	3
PID (Sub-Office) Multan/Faisalabad	Deputy Directors	18	2
	Information Officers	17	2
PID (Regional Information Office) Lahore	Assistant Directors/ Information Officers	17	5
		➤Total:	67
PID (Regional Information Office) Karachi	Director	19	1
	Deputy Directors	18	2
PID (Sub-Office) Hyderabad	Deputy Director	18	1
	Information Officer	17	1
PID (Regional Information Office) Karachi	Information Officers/ Assistant Directors	17	6
		➤ Total:	11
PID (Regional Information Office) Peshawar	Director	19	1
	Deputy Directors	18	2
	Research Officer	17	1
	Information Officers	17	2
PID (Sub-Office) D.I. Khan	Information Officer	17	1
		➤Total:	7
PID (Regional Information Office) Quetta	Director	19	1
	Deputy Directors	18	2
	Information Officers	17	2
		➤Total:	5
PID (Regional Information Office) Gilgit PID (Sub-Office) Chilas	Deputy Director	18	1
	Information Officer	17	1
	Information Officer	17	1
		➤Total:	3
6. Directorate of Films and Publications (Headquarters) Ibd. DFP (Lahore Office) Directorate of Films and Publications (Headquarters) Ibd.	Director General	20	1
	Directors	19	2
	Deputy Directors	18	2
	Deputy Director	18	1
	Assistant Directors	17	2
	Assistant Directors	17	4
		➤Total:	12
7. Directorate General (Research and Reference) Ibd.	Director General	20	1
	Directors	19	3
	Deputy Directors	18	9
	Assistant Directors	17	11
		➤Total:	24
8. Central Zakat Administration Finance Div., Ibd.	Deputy Director (To be paid by Central Zakat Administration)	18	1
		➤Total:	1

»Grand Total: 197

(Besides there will be 10% deputation reserve and 10% leave reserve in each pay scale).

1.10 Military Lands and Cantonments Group

In pursuance of the Administrative Reforms, it has been decided to form another Occupational Group to be called "Military Lands and Cantonments Group". The Group shall comprise all posts in the Military Lands and Cantonments Department and such posts as may be included in the group from time to time.

2. The Group will be under the administrative control of the Ministry of Defence and will function within the following broad framework of rules and procedure.

3. BPS 1 to 16.— The existing instructions with regard to direct recruitment and promotion quotas, the composition of Departmental Promotion and Selection Committees, the appointing authorities for various BPS, etc. will continue to apply. The provisions of recruitment rules already framed for various categories of posts with the approval of Establishment Division will also continue to apply. All posts to be filled by direct recruitment will be advertised except posts in BPS 16 which will be reported to the Federal Public Service Commission.

4. BPS 17.— Seventy five percent (75%) posts in BPS 17 will be filled through Competitive Examination to be conducted by the Federal Public Service Commission and 25% by promotion from amongst the departmental incumbents holding posts in BPS 11 and above. After completion of integrated training at the Academy for Administrative Training, the probationer officers allocated to the "Military Lands and Cantonments Group " will undergo common Departmental Training to be followed by a Departmental Examination, the details of which will be worked out by the Secretary, Ministry of Defence in consultation with this Division and the Federal Public Service Commission. Thereafter, they will be allocated to various posts in the Group.

5. BPS 18 and above.— Posts will be filled by promotion or direct recruitment in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and other instructions issued from time to time or by horizontal movement of suitably qualified and experienced officers from other Groups.

6. Eligibility for posts in the Secretariat.— Officers of the Military Lands and Cantonments Group will be eligible for Secretariat posts i.e. Deputy Secretary and Joint Secretary, by horizontal movement as well as by lateral entry through examination etc.

7. Eligibility for posts in the Pakistan Administrative Service.— Officers of the Military Lands and Cantonments Group will also be eligible for induction in the Pakistan Administrative Service on the basis of selection in accordance with a procedure that may be prescribed from time to time.

8. Lateral Entry.— In order to meet shortages of officers in the Military Lands and Cantonments Group or to meet specific requirements, appointments may be made to posts in the Group in any BPS by transfer from other Groups, or by recruitment through lateral entry of persons engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time.

9. Seniority.— (i) BPS 1 to 16.— Separate seniority lists would be maintained for all posts in BPS 1 to 16 as hithertofore on the basis of continuous regular officiation in the BPS.

(ii) BPS 17.— All officers of BPS 17 will be borne on the combined seniority list of the Military Lands and Cantonments Group. The *inter-se-seniority* of direct recruits to BPS 17 will be determined on the basis of order of merit of probationers determined at the time of final passing out from the Academy for Administrative Training. The *inter-se-seniority* of officers promoted to BPS 17 will be determined with reference to the dates of their regular continuous officiation in BPS 17. As for seniority of direct recruits *viz-a-viz* promoted officers, the direct recruits of a particular year will, as a class, rank junior to the officers promoted to BPS 17 in that year.

(iii) BPS 18 and above.—Seniority in each BPS will be determined from the date of regular continuous officiation in the Grade.

10. Provision for accelerated promotion to posts in BPS 17.—To enable bright young persons who have failed to secure direct entry to BPS 17 posts through Competitive Examination conducted by the Federal Public Service Commission to get another opportunity to compete for these posts or to get accelerated promotion within the department, the following two provisions are made:-

- (a) Those of age upto 30 years can appear in the Competitive Examination conducted by the Federal Public Service Commission provided they have put in at least two years Government service. A maximum of two chances will be allowed after one has entered Government service.
- (b) There will also be a departmental examination under which departmental candidates can be considered for accelerated promotion to posts in BPS 17. All officials having a minimum of 5 years Government service in BPS 11 and above will be entitled to appear in this examination provided they are otherwise eligible. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination and 35 years for subsequent examinations.

11. The Secretary, Ministry of Defence, will prepare a scheme for the departmental examination at (b) above and obtain the approval of this Division. Subject to availability of suitable departmental candidates, promotion on

accelerated basis through the above examination will be limited to a maximum of 25% of the total vacancies and these promotions will be reckoned against the direct recruitment quota.

12. The existing arrangements with regard to personnel management of the "Military Lands and Cantonments Group" will continue under the overall supervision of the Ministry of Defence who will prepare Gradation Lists of all officers in BPS 17 and above. The Director, Military Lands and Cantonments will prepare, issue and maintain seniority lists of BPS 16 and below, the Ministry of Defence will submit periodical reports to the Establishment Secretary. Any major difficulty which may arise in the implementation of these instructions will be resolved in a meeting of the Establishment Secretary and the Secretary, Ministry of Defence.

[Authority.- Estt. Division's O.M.No.9/2/75-ARC, dated 11-5-1975].

1.11 Office Management Group

In continuation of the Establishment Division Office Memorandum No.3/2174-ARC dated the 8th April, 1974*, it has been decided to constitute another occupational group called Office Management Group which will comprise:-

- (i) all ministerial posts in the Federal Secretariat from BPS 1 to 16,
- (ii) posts of Section officers in BPS 17 & 18 ; and
- (iii) such other posts including posts in BPS 19 & 20 as may be specified and included in the Group from time to time.

2. Subject to the delegation specified below, the administrative control of the Group will rest with the Establishment Division and will be exercised within the broad framework of rules and procedure as outlined in the succeeding paras.

3. Ministerial Posts from BPS 1 to 16.—Each Ministry/Division will operate these posts as heretofore. The existing rules, regulations and instructions in regard to direct recruitment, promotion, provincial quotas, composition of promotion and selection committees, appointing authorities for various **grades.etc, will continue to apply as heretofore.

4. Initial Composition of Group in Respect of Posts in BPS 17 and Above.—The following officers, including those who are on temporary deputation outside the Federal Secretariat, shall be included in the group on its initial constitution viz:

- (i) Section officers who already stood en-cadred in the former CSS Cadre through notifications issued from time to time.

*Relates to the constitution of the Foreign Service of Pakistan.

** BPS

- (ii) Section officers who were eligible to be en-cadred but notifications could not be issued before the abolition of the CSS Cadre.
- (iii) Section Officers directly recruited by FPSC till the end of 1974*.
- (iv) Ad-hoc Section Officers who qualified in the promotional examinations of 1967 & 1969 but who could not be adjusted on regular basis due to non-availability of posts in the departmental quota.
- (v) Ad-hoc Section Officers who appeared in the promotional examinations of 1967 & 1969 and were cleared by revising the standard in consultation with FPSC.

5. Working Strength of Section Officers.—The strength of duty posts of Section Officers in Federal Secretariat will, for the present, be 750. **[10% percent of these posts will be reserved for appointment on deputation on tenure basis or by transfer of officers in BS-17 and BS-18 from other occupational groups/cadres and provincial civil servants in accordance with para 9 (A)]. There will be leave, training and deputation reserve as under: -

Sanctioned Strength***

- (i) Leave reserve 10% of the duty posts..... 75
- (ii) Training & deputation reserve 15% 112
of the duty posts.

50% of the total strength of these posts will be in BPS 17 and the remaining 50% in BPS-18. No vacancy in BPS 18 would occur if a Section Officer in BPS -18 is deputed to an ex-cadre post or sent on foreign service except when the deputationist ceases to have lien in the parent Group.

6. Placing of Ad-Hoc Section Officers on Regular Footing.—Ad-hoc Section Officers other than those mentioned at clauses (iv) & (v) of para 4 above, are liable to be replaced by FPSC qualified Section Officers. Such of them as are not replaced will be required to take Section Officers (Qualifying) Examination to be conducted by the FPSC. Not more than two chances to clear the examination will be allowed. Final clearance will be given after taking into account the marks obtained by them in the Qualifying Examination, service record and the vacancies available at the time. Such of them as are cleared finally will be placed on regular footing. Those who do not clear it will be reverted.

7. Future Recruitment.—(a)BPS -17: In future 2/3rd of the vacancies of Section Officers in BPS 17 may be filled by direct recruitment through FPSC.

*Amended vide Estt. Division's O.M. No. 10/1/74-C.III(A), dated 17-2-1979.

**Subs vide Estt. Division's O.M. No.7/12/81-C.III (B)/(OMG.II) dated 4-11-1985.

*** Ref. Estt. Div.'s UO No. 13(2)/2000-OMG-I, dated April, 23, 2007.

*[Provided that the appointing authority may, in the public interest, fill up vacant posts falling to the share of initial appointment, through promotion in the prescribed manner].

** (b)(i) The remaining 1/3rd of the vacancies shall be filled by promotion of the departmental eligible candidates through a promotional examination. The promotional examination will be conducted by the FPSC. The condition of eligibility will be eight years service in BS-11 to BS-16 in President's Secretariat, Prime Minister's Secretariat, Senate Secretariat, National Assembly Secretariat, Federal Secretariat, Attached Departments, Wafaqi Mohtasib's Secretariat, Federal Service Tribunal, Federal Public Service Commission, Intelligence Bureau and also the Civilian employees of Pakistan Armed Forces Headquarters and their lower formations.

*** (b) (ii) Appointment on Acting Charge Basis: (a) In the case of vacancies of Section Officers in pay scale, 17 reserved for initial appointment, if the appointing authority is satisfied that the initial appointment will take sufficiently long time, the vacancies may be filled by making appointments on acting charge basis.

- (b) The Section Officers, serving on acting charge basis, may be appointed on regular basis to the posts held by them, depending on their merit position in the promotional examination, service record and availability of vacancies in the promotion quota, on the recommendation of Departmental Promotion Committee.
- (c) Lateral entry.- In order to meet the shortage of officers in the Federal Secretariat or to meet specific requirements, appointments may be made through lateral entry. Appointment through lateral entry will be made against 2/3rd vacancies reserved for direct recruitment.
- (d) Provision for accelerated promotion to the post of BPS 17.- In addition to the provisions made at (b) (i) above, eligible ministerial staff of the Federal Secretariat and its Attached Departments including Assistants, Superintendents, Assistant Private Secretaries and Private Secretaries *etc.* who hold a university degree and who are over the age of 25 years but below the age of 30 years may appear in the examination for direct recruitment of BPS-17 Section Officers conducted by the FPSC if they have been in continuous service for a period of not less than two years. Two chances will be allowed within the prescribed age limits.

* Added vide Establishment Division's O.M. No. 13/4/2004-OMG-I, dated 31-10-2002.

** Subs. vide Establishment Division's O.M.No.13/2/98-OMG-I, dated 2.8.2000.

*** Added vide Estt. Division's O.M. No. 7/12/81-C.III(B)/(OMG-II) dated 4-11-1985.

8. Training.—(a) After completion of their common training at the Academy for Administrative Training, the directly recruited officers allocated to the Office Management Group will be given on the job departmental training to be followed by an examination which may be prescribed.

(b) Those successful at the promotional examination and finally cleared after taking into account marks obtained by them in the promotional examination and their service records shall undergo a training programme conducted at the Secretariat Training Institute before they are actually posted as Section Officers.

9. BPS-18.—Promotion to BPS 18 will be from amongst Section Officers of BPS-17 who have rendered at least 5 years of service in this BPS, in accordance with the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

*9(A) Appointment by Transfer- Civil Servants belonging to other occupational groups, services, cadres and the Provincial Governments, including those serving in the Federal Government on deputation basis, may be appointed as Section Officer in the Federal Government in public interest, on the recommendation of the Departmental Promotion Committee, and with the approval of the competent authority. The consent of the Ministry/Division/ Provincial Government and the officer concerned will be obtained before making such appointments.

10. BPS 19 & 20.—Promotion to such posts in BPS 19 and 20, as may be specified from time to time, will be made by selection from amongst eligible officers of the Group in accordance with the procedure *etc.* laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. Minimum length of service required for eligibility to BPS-19 & 20 will be 12 years and 15 years, respectively in BPS -17 and above. Officers of this Group will also be eligible for the posts of Deputy Secretary and Joint Secretary, selection to which is made on the basis of written test and interview *etc.*

11. BPS-21 & 22.—Selection to posts in these BPS will be made from amongst BPS -20 government servants and professionally qualified persons in the private sector.

12. Seniority.—(a) Separate Division-wise seniority lists would be maintained for all posts in BPS 1 to 16 as hitherto on the basis of continuous regular officiation in the BPS.

(b) All officers of BPS-17 will be borne on one combined seniority list to be drawn up in accordance with the following Principles:-

* Added vide Estt. Division's O.M. No.10/1/74-C.III(A), dated 17-02-1979.

- (i) Those Section Officers who were eligible for regular appointment as such under the former CSS Rules shall, as a class, rank senior to other Section Officers; their *inter-se-seniority* shall be fixed in accordance with provision of the said rules.
- * (ii) The seniority of Section Officers other than those mentioned in (i) above shall be determined on the basis of date of regular continuous officiation as Section Officers provided that the promote officers of a particular year shall, as a class, be senior to the direct recruits of that year. Their inter-se-seniority, however, shall be determined in the case of direct recruits according to the order of merit assigned to them on completion of their training at the Academy for Administrative Training and, in the case of promoted officers, according to their order of merit as determined in the Promotional Examination.
- ** (iii) The officers appointed vide para 7(b)(ii) will be assigned seniority according to merit position obtained by them in the Promotional Examination. The officers appointed on the basis of an earlier promotional examination will, as a batch, rank senior to those appointed on the basis of subsequent promotional examination.
- (c) Seniority in BPS 18 and above will be determined in each BPS from the date of regular continuous officiating in each BPS.
- ** (d) Officers appointed by transfer will be assigned seniority in accordance with Civil Servants Act, 1973 and the rules framed thereunder.

13. General.—The existing provisions of CSS Rules and Section Officers (Probation, Training & Seniority) Rules, 1964 will continue to be in force to the extent they are not in conflict with the provisions of this Office Memorandum. However, this shall not be construed to limit or abridge the powers of the competent authority to issue new rules and instructions or revisions of the existing ones or to deal with cases of members of group in such manner as may appear to be just and equitable.

[*Authority*:— Estt. Div.'s O.M. No. 1/2/75-ARC, dated 27-1-1975].

*Subs. vide Estt. Division's O.M. No.10/1/74-C.III(A), dated 17-2-1979.

**Renumbered vide Estt. Division's O.M. No. 7/12/81-C.III(B)/OMG-II, dated 4-11-1985.

1.12 Pakistan Audit and Accounts Service

Following the introduction of the Administrative Reforms by the Prime Minister on 20th August, 1973 and the abolition of services as a result thereof, the question of formation of new occupational groups to take the place of services has been under consideration of the government. Necessary information was called for from the Ministries/Divisions and Joint Secretary, Administrative Reforms, had detailed discussions with them. The first Ministry to be taken up was the Ministry of Finance. In respect of the Departments etc. under the Ministry of Finance, the President is now pleased to constitute an occupational group called the *Accounts Group which shall comprise all posts in:-

- (i) the Pakistan Audit and Accounts Department, the Military Accounts Department and the Railway Accounts Department;
- **(ii) the Accounts cadres of the ***T&T Department, the Pakistan Post Office and the office of the CAO, Ministry of Foreign Affairs and its sub-offices]; and
- (iii) all Accounts posts under Ministries/Divisions and Departments of the Federal Government @[other than the posts of Budget and Accounts Officers or Finance and Accounts Officers in the Ministries and Divisions of the Federal Secretariat.]

2. The broad framework of rules and regulations *etc.* within which the Group will function is outlined below.

[3. From BPS 1 to BPS 17.— Each Department will operate separately as heretofore except with regard to BPS 17 posts included in the Inter-Departmental Cadre *vide* para 4 below. The existing instructions in regard to quotas for direct recruitment and promotion, the composition of promotion and selection committees, the appointing authorities for various grades *etc.* will continue to apply. All posts to be filled by direct recruitment will be advertised.]

*** [4. Inter-Department Cadre.— (a) All posts in BPS 17 which were formerly borne on the cadre of the former Accounts Services and 25% of BPS 17 accounts posts in the T & T @@Department and Pakistan Post Office Department shall be borne on an Inter-Departmental Cadre. Posts in BPS 17 sanctioned after 20th August, 1973 will be distributed between the Departmental and

* Accounts Group was renamed as Pakistan Audit and Accounts Service w.e.f. 10th December, 2002 *vide* Estt. Division's OM No. 1/17/92-CPII, dated 10th December, 2002.

** Subs. *vide* Estt. Division's O.M.No.10/22/82-R.2 dated 29-11-82 effective from 1-10-1987.

*** T&T Department, converted into Pakistan Telecommunication Corporation Limited (PTCL), stands privatized as Pakistan Telecommunication Company Ltd. The National Telecommunication Corporation (NTC) caters to the government telecommunication requirements.

@ Subs. *vide* Estt. Division's O.M. No. 2/1/75-ARC, dated 3-3-1976.

@@ Ref. to footnote # w.r. to para 1(ii).

Inter-Departmental Cadres in the ratio of 3:1. The Cadre shall in addition comprise all posts in BPS 18 and above in the *Accounts Group. Officers of the Inter-Departmental Cadre will be transferable from one Department to the other.

(b) Appointments to posts in BPS 17 on the initial formation of the Inter-Departmental Cadre will be made by allocating posts to the promotee officers and the direct recruits in BPS 17 in the ratio of 50 : 50, on year-to-year basis. Future appointments to BPS 17 posts in the cadre will also be made by allocating vacancies arising in that pay scale to officers of the Departmental Cadre and the direct recruits in the ratio of 50 : 50. The ratio is subject to review after 5 years.

(c) All officers who are holding posts in BPS 18 and above on regular basis shall be deemed to have been appointed to the Inter-Departmental Cadre in their respective Grades.

(d) The number of BPS 17 officers of a department approved for induction in the Inter-Departmental Cadre shall not exceed 50% of the number of BPS 17 posts contributed by that department to the Inter-Departmental Cadre.

(e) The probationer officers recruited on the results of the competitive examination held by the Federal Public Service Commission who, after completion of integrated training at the Academy for Administrative Training, are allocated to the Accounts Group, will undergo common departmental training, to be followed by an examination the details of which will be prepared by the Auditor General. Thereafter, they will be allocated to a particular Accounts Department. They will ordinarily remain in that Department until they get promotion to the next higher Grades].

**[5. Posts in BPS 18 and above will be filled by promotion of officers of the Inter-Departmental Cadre in accordance with the prescribed procedure.]

6. Secretariat Posts.— Officers of Accounts Departments will be eligible for Secretariat posts and will be selected, after written tests and interviews, for posts in BPS 19 and 20, *i.e.* Deputy Secretary and Joint Secretary. These posts will be in a common pool to which officers of all federal and provincial departments will be eligible. Instead of making selection as and when vacancies occur, panels of officers for appointment to these posts would be prepared after tests as mentioned above. These panels will be prepared twice a year. Those selected for Deputy Secretary and Joint Secretary's posts would be put through a training programme of 3-4 months. Their final selection would be made after satisfactory completion of training. No posts of the rank of Deputy Secretary and Joint Secretary or equivalent in the Provincial Secretariat or the

* Accounts Group was renamed as Pakistan Audit and Accounts Service w.e.f. 10th December, 2002 vide Estt. Division's OM No. 1/17/92-CPII, dated 10th December, 2002.

** Subs vide Estt. Division's O.M. No. 2/1/75-ARC, dated 3-3-1976.

Federal Secretariat, tenable by officers of *[All Pakistan Unified Grades] would be filled except from these panels. (Relaxation will be made with Prime Minister's approval in individual cases).

7. For posts in BPS 21 and 22 *i.e.* Additional Secretaries and Secretaries and equivalent, the selection would be made from government servants of BPS 20 and above and also from amongst professionally qualified persons from the private sector.

8. Lateral Entry.— In order to meet shortages of officers in the Accounts Group, or to meet specific requirements, appointments may be made to posts in the Accounts Group in any grade by recruitment through lateral entry of persons engaged in a profession, or in the service of a corporation or private organization, who possess such professional qualifications and experience as the President may from time to time determine. Similarly, officers of the Accounts Group may be posted to appropriate posts in corporations and private organizations under Government management and control.

9. Seniority: (i) BPS 1 to **[17].—**[Save as provided in (ii) below,] separate Department-wise seniority lists would be maintained for all posts in BPS 1 to **[17] as hitherto on the basis of continuous regular officiation in the Grade. To meet shortages in a particular grade, and to ensure an even pace of promotion of employees in different Departments, it would be permissible to order transfer from one Department to another.

*(ii) BPS17 (Inter-Departmental Cadre).—

- (a) A separate seniority list will be maintained in respect of BPS 17 officers of the Inter-Departmental Cadre;
- (b) The promotee officers adjusted in a particular year will be placed senior to the direct recruits of that year;
- (c) The *inter-se-seniority* of direct recruits of a year or batch will be determined on the basis of the order of merit of the Probationers determined at the time of final passing out from the Academy for Administrative Training.
- (d) The *inter-se-seniority* of the Departmental officers inducted in the Inter-Departmental Cadre in a particular year shall be determined according to the date of their regular continuous officiation.]

(iii) BPS 18 and above.— Seniority will be determined in each grade from the date of regular continuous officiation in the grade.

* All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

** Subs.& added vide Estt. Division's O.M. No. 2/1/75-ARC, dated 3-3-1976.

10. Departmental Examination.— The present departmental examination for promotion to posts in BPS 16 will continue to operate.

11. Provision for accelerated promotion to posts in BPS 17.— To enable bright young persons who have failed to secure through competitive examination conducted by Federal Public Service Commission direct entry to BPS 17 posts, to get another opportunity to compete for these posts, or to get accelerated promotion within the Department, the following two provisions are made:-

- (a) They can appear in competitive examination upto the age of 30 years provided they have put in at least 2 years service. At present this relaxation is admissible upto the age of 28 years and is allowed only if one has not previously appeared in the examination. In future two chances will be allowed after one has entered government service.
- (b) There will also be a departmental examination under which departmental candidates can be considered for accelerated promotion in their own department. The upper age limit for this will be *[45] years for the first examination, 40 years for the next examination and 35 years for all subsequent examinations.

The Auditor General will prepare a scheme for the Departmental Examination at (b) above and obtain the approval of the Ministry of Finance and the Establishment Division. Promotion on accelerated basis through the above examination will, subject to availability of suitable departmental candidates, be limited to a maximum of 25% of the total vacancies. **[]

**[12. The Inter-Departmental Cadre will be administered by the Auditor General and the Departmental Cadres by the respective Heads of Department. The Auditor General will prepare and maintain a gradation list of all officers in Grade 17 and above in the Inter-Departmental Cadre while the Departmental Heads will maintain seniority list of officers and staff in Grade 17 and below in the Departmental Cadres.

****Provided the Auditor General shall not make lateral interventions and transfer/postings in the offices under the control of Controller General of Accounts. For transfer/posting of Inter-Departmental Cadre Officers on posts in Controller General of Accounts Organization, Auditor General will place their services at the disposal of Controller General of Accounts after prior consultations for further posting in the office of CGA and/or in its Organizations.*

*Added vide Estt. Division's O.M.No.2/175-ARC, dated 3-3-1976.

**Omitted and added ibid.

*** Added vide Estt. Div.'s O.M.No.6/5/2012/CP-II dated 17-02-2014.

13. The other existing arrangements with regard to personnel management of the various Accounts Departments and cadres will continue. The Auditor General, in liaison with the Departments concerned, will be responsible for the smooth implementation of the instructions. Any major difficulties which may arise will be resolved in a meeting of the Establishment Secretary, the Finance Secretary and Auditor General].

[*Authority*.-Estt. Division's O.M.No.1/2/74-ARC, dated 23-1-1974].

1.13 Police Service of Pakistan*

In continuation of the Establishment Division O.M. No. 2/2/75/ARC, dated 21-2-1975, it has been decided to constitute another occupational group called the *Police Service of Pakistan which will comprise all Police posts in BPS-17 and above viz. ASP, SP, DIG, A.I.G, I.G, etc. specified in the schedule **(Annex)** of the cadre strength of the former PSP (now called **[All- Pakistan Unified Grades]) as may be revised from time to time.

2. The *Police Service of Pakistan will be under the administrative control of the Establishment Division and will function within the following framework of rules and procedure.

3. BPS 17.— Recruitment to the posts in BPS 17 (Assistant Superintendents of Police) will continue to be made through the FPSC as hitherto. On selection by the FPSC the probationers will be given integrated training at the Civil Services Academy***, Lahore. Those allocated to the * Police Service of Pakistan will be posted to the Provinces and given further specialized training at the National Police Academy @.

4. BPS 18 and above.— Officiating appointments to Grade 18 were hitherto made by the Provincial Governments. As already decided in the case of the @@ District Management Group, all appointments to BPS 18 will henceforth be made by the Federal Government.

5. Appointments to posts in BPS 18 will be made by promotion of officers of BPS 17 of the *Police Service of Pakistan and also of BPS 17 officers of the Provincial Police of the rank of DSP of requisite service and experience who are recommended by the Provincial Governments. Selection for appoint-

* Nomenclature changed from Police Group vide Establishment Division's Notification No. SRO 1033(1)/85, dated 23-10-1985.

**All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

***Renamed from the Academy for Administrative Training.

@Renamed from Police Training College, Sihala.

@@ "District Management Group" renamed as "Pakistan Administrative Service" vide Estt. Division's O.M.No.6/3/2012-CP-II dated 21-05-2012.

ment to posts in BPS 18 and above will be made on the recommendations of the Central Selection Board.

6. Secretariat Posts.— The officers of the *Police Service of Pakistan will be eligible for appointment to the Secretariat Posts (Deputy Secretary and above) selection for which is made by examination or by horizontal movement of officers of the prescribed length of service in other Groups. Appointment by horizontal movement will be made after assessment of suitability and fitness by the Central Selection Board.

7. Lateral Entry.— To bring in fresh blood and to relieve shortages, if any, at various levels, induction in the group may be made by selection from amongst officers of the armed forces or by lateral entry from other sources subject to suitability and fitness being determined by the Selection Board.

8. Seniority.— The *inter-se-seniority* of direct recruits to BPS 17 will be determined on the basis of the order of merit assigned to the probationer officers allocated to the *Police Service of Pakistan on completion of the training at the Civil Services Academy. Seniority in Grade 18 and above would be determined from the date of regular continuous officiation in a BPS. Gradation Lists of Officers in *[All Pakistan Unified Grades] would be issued by the Establishment Division periodically.

[Authority.-Estt. Division's O.M. No. 3/2/75-ARC, dated 31-5-1975].

*Nomenclature changed from Police Group vide Establishment Division's Notification No. SRO 1033(1)/85, dated 23-10-1985.

*All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

ANNEX

S.R.O. 1033(I)/85.—In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:-

1. **Short title and commencement.**— (1) These rules may be called the Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985.

(2) They shall come into force at once.

2. **Definitions.**— In these rules, unless there is anything repugnant in the subject or context,—

(a) "Cadre post" means a post specified in the Schedule;

(b) "Commission" means the Federal Public Service Commission;

(c) "Schedule" means the schedule to these rules;

(d) "Service" means the Police Service of Pakistan referred to in rule 3.

3. **Change in nomenclature and composition.**—(1) Notwithstanding anything contained in the All-Pakistan Services (Change in Nomenclature) Rules, 1973, the Police Group in the *[All Pakistan Unified Grades] is renamed as the Police Service of Pakistan.

(2) The Police Service of Pakistan shall consist of:

(a) persons appointed or deemed to have been appointed to the Police Service of Pakistan in accordance with the Police Service of Pakistan (Composition and Cadre) Rules, 1969;

(b) persons, other than those mentioned in clause (a), appointed to the **Police Group whose names appeared in the gradation list issued on the 28th August, 1980 and persons appointed in the **Police Group after that date but before the commencement of these rules; and

*All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

**Nomenclature changed from Police Group vide Establishment Division's Notification No. SRO 1033(1)/85, dated 23-10-1985.

(c) persons appointed to the Service in accordance with these rules.

4. **Cadre Strength.**— (1) The cadre strength of the service shall be as specified in the Schedule.

(2) The President, or a person authorized by him in this behalf, 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 the Province, remove from or include any post in the Schedule.

5. **Initial appointment.**—(1) Initial appointment to the service against cadre posts in basic BPS 17 shall be made on the basis of the results of the competitive examinations held for the purpose by the Commission.

(2) Unless the appointing authority in any case otherwise directs, a person appointed to the Service under sub-rule (1) shall be appointed to the Service as a probationer in accordance with the rules which the Federal Government may make from time to time, including rules and orders relating to training during probation, and shall be required to undergo such departmental training and pass such departmental examinations as may be specified by the Federal Government or the Government of the Province to which he is allocated.

6. **Appointment of officers of Armed Forces.**— Officers of the Armed Forces of the rank of Captain and Major or equivalent shall be eligible for appointment to the Service in accordance with the procedure laid down by Government and against the cadre posts reserved for them from time to time.

7. **Appointment of members of Police cadre of a Province.**— Members of the Police cadre of a Province shall be appointed to the Service on the basis of selection made on the recommendation of the Governor:

Provided that appointment of members of the police cadre of a Province under this rule shall not exceed 40% of the senior cadre posts in that Province as specified in the Schedule.

[7-A. **Appointment of members of Pakistan Railway Police.**— Member of the Pakistan Railway Police shall be appointed to the service on the basis of selection made on the recommendation of the Ministry of Railways:

Provided that the appointment of members of the Police cadre of Railways under this rule shall not exceed 40% of the senior cadre posts of Pakistan Railway Police as specified in the Schedule].

*Ins. vide Estt. Div.'s Notification No. SRO 258(1)/92, dated 16-04-1992 (E-Wing's note dated 29-11-2007 on File No. 1/8/2002-Manuals-PPARC- Review of Estacode).

[7-B* – Appointment of members of police cadre of the Islamabad Capital Territory.— Members of Police cadre of the Islamabad Capital Territory shall be appointed to the service on the basis of selection made on the recommendations of Ministry of Interior.

Provided that appointment of members of Police cadre under this rule shall not exceed 40% of the senior cadre posts in the Islamabad Capital Territory Police as specified in the schedule].

8. **Appointment by promotion.**— Members of the Service shall be eligible for promotion to higher posts in accordance with the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and the administrative instructions issued from time to time.

9. **General.**—(1) A cadre post shall ordinarily be filled by a member of the Service.

(2) Nothing in sub-rule (1) shall be construed as preventing the posting to a cadre post of a person who is not a member of the Service:

Provided that no such person shall be so posted for a period exceeding twelve months except with the previous sanction of the authority competent to make appointment to the post.

10. **Liability to serve.**— A member of the Service shall be liable to serve anywhere in Pakistan in any post and to hold, if he is so directed, more than one post at the same time.

11. **Seniority.**— (1) The members of the Service referred to in clauses (a) and (b) of sub-rule (2) of rule 3 shall retain the same seniority as is shown in the gradation list as it stood immediately before the commencement of these rules.

(2) Persons appointed to the Service in accordance with these rules shall count seniority from the date of regular appointment against a post in the Service subject to the following conditions, namely:-

- (a) persons selected for initial appointment on the basis of the same competitive examination shall on appointment reckon seniority inter se in accordance with the merit position obtained in that examination;

* Ins. vide Estt. Div.'s Notification No. SRO 258(1)/92, dated 16-04-1992 (E-Wing's note dated 29-11-2007 on File No. 1/8/2002-Manuals-PPARC- Review of Estacode).

- (b) officers of the Armed Forces selected for appointment to a cadre post on regular basis in a batch shall on appointment retain their seniority inter se:

Provided that officers of the Armed Forces appointed in basic Grade 17 in a year shall be treated as senior to probationers appointed in the same year on the basis of the competitive examination held by Commission.

- (c) members of the police cadre of a particular Province selected in a year shall on appointment to the Service take seniority inter se as in the Provincial cadre and in keeping with that sequence, each such member shall reckon his date of regular appointment to the Service from the day the respective vacancy arose in the senior cadre posts reserved in that Province for such officers as specified in the schedule:

Provided that, if the date of regular appointment of officers of two or more Provinces be the same, their seniority inter se shall be determined on the basis of their date of regular appointment to the post of Superintendent of Police;

- (d) officers selected for promotion in the same batch shall on promotion retain their seniority as in the lower post; and
- (e) *the general principles of seniority set out in the Establishment Division O.M. No. 1/16/69-D. II dated the 31st December, 1970, shall apply in matters not covered by these rules.

12. The Police Service of Pakistan (Composition and Cadre) Rules, 1969, are hereby repealed.

[*Authority*:— Estab. Div.'s Notification No. SRO 1033(1)85, dated 23.10.1985 as amended upto 9.10.1988 vide Estt. Div.'s Notification No. SRO No. 1034(1)/98, dated 9.10.1998].

*The principles of seniority stand replaced by Civil Servants (Seniority) Rules, 1993.

SCHEDULE
THE POLICE SERVICE OF PAKISTAN
***CADRE STRENGTH**

I. THE FEDERATION

1. Senior posts:

(A) Islamabad Capital Territory:-	
Inspector General of Police.....	1
Senior Superintendent of Police..	1
Superintendent of Police.....	1
Assistant Inspector General of Police.....	1
 (B) Bureau of Police Research and Development:-	
Director General (I.G.)	1
Directors (D.I.G.)	2
Deputy Director (S.P.)	1
 (C) Federal Control Room:-	
Director, (OSD) Security (D.I.G.)	1
Deputy Directors (S.P.)	6
 (D) Special Security Cell:-	
Director (D.I.G.)	1
Deputy Directors (S.P.)	4
 (E) Intelligence Bureau:-	
Director	1
Joint Directors	4
Deputy Directors	13
Assistant Directors	35
 (F) Federal Investigation Agency:-	
Director General	1
Additional Director General	1
Directors	8
Deputy Directors	25

* The nomenclature of posts borne on the cadre of PSP is reflected in Schedule attached to PSP (Composition, Cadre and Seniority) Rules, 1985. After the issuance of Police Order, 2002 substantial changes have occurred in the posts tenable by PSP officers.

[Source: E-Wing's note dated 29-11-2007 on File No. 1/8/2002-Manuals-PPARC, Review of Estacode].

(G)	Pakistan Railway Police:-	
	Inspector General	1
	Deputy Inspector General	1
	Assistant Inspector General (S.P.)	7
(H)	Pakistan Narcotics Control Board:-	
	Chairman	1
	Directors	5
	Deputy Directors	5
(I)	States and Frontier Regions	
	Division:-	
	Commandant, Frontier Constabulary	
	(Addl.I.G.)	1
	Deputy Commandant, Frontier	
	Constabulary	1
	District Officers,	
	Frontier Constabulary	9
* (J)	Pakistan Motorway Police (M2)	
	Islamabad - Lahore:-	
	Inspector General	1
	Deputy Inspector General	1
	Superintendent of Police	
	➤ Total Number of Senior Posts	143
2.	Leave, deputation and training	
	reserve at 40% of total number	
	of senior posts (143).....	57
3.	★ [Junior posts:-	
	(a) Islamabad Capital Territory	9
	(b) Frontier Constabulary	10
	(c) Pakistan Motorway Police	13
	➤ Total Numbers of Junior Posts	32
	» Total Authorized Strength	
	at the Centre.....	232

*Added & Subs vide Estt. Division's Notification No. S.R.O. No.1034(1)/98 dated 9-10-1998.

II. THE PUNJAB

1. Senior posts:

Inspector General of Police*	1
Addl. Inspectors General of Police.....	2
Commandant, Police Training College, Sihala.....	1
Dy. Inspectors General of Police.....	13
Ranges.....	8
(Rawalpindi, Gujranwala, Lahore, Sargodha, Faisalabad, Multan, Bahawalpur and Dera Ghazi Khan).	
Crime.....	1
Headquarters.....	1
Traffic.....	1
Telecommunication & Transport.....	1
Commandant, Punjab Reserve Police.....	1
Assistant Inspectors General of Police..... (Finance, Establishment, Welfare, Legal and Training)	5
Senior Superintendents of Police..... (Rawalpindi, Lahore, Faisalabad, Multan and Gujranwala).	5
District Superintendents of Police.....	29
(Kasur, Sheikhpura, Attock, Jhelum, Sargodha, Khushab, Mianwali, Bhakhar, Vehari, Sahiwal, Okara, Muzaffargarh, Bahawalpur, Bahawal Nagar, Rahim Yar Khan, Khanewal, Sialkot, Gujrat, Chakwal, Toba Tek Sing, Jhang, D.G. Khan, Rajan-pur, Leyyah and Lahore (Administration, Headquarter, City Cantonment and Traffic).	
Superintendents of Police, Special Branch.....	8
Lahore.....	6
Rawalpindi.....	1
Faisalabad.....	1

* The post of IGP in the provinces has been renamed as Provincial Police Officer (PPO).

Superintendents of Police Prov. Crime (Crimes Branch).....	2
Superintendent of Police, Telecommunication..	1
Superintendent of Police, Motor Transport.....	1
Superintendents of Police, Control Room.....	3
Addl. Superintendents of Police.....	7
(Faisalabad, Rawalpindi, Gujranwala, Multan, Sahiwal, Sargodha and Bahawalpur).	
Deputy Commandant, Punjab Reserve Police....	1
Deputy Commandant, Police Training College, Sihala.....	1
➤ Total Number of Senior Posts:	80

No. of posts to be filled by appointment of Provincial Police officers at 40% of total number of senior posts(80).....32

2. Leave, deputation and training reserve at 40% of the number of senior posts(80).....	32
3. Junior posts for ordinary duties.....	50
➤ Total authorised strength of the Punjab.....	162

III. SINDH

1. Senior posts:	
Inspector General of Police*	1
Addl. Inspector General of Police.....	1
Deputy Inspectors General of Police....	8
Ranges.....	3
(Karachi, Hyderabad & Sukkur)	
Headquarters.....	1
Special Branch.....	1
Training & Inspection.....	1
Crime.....	1
Traffic.....	1
Assistant Inspectors General.....	4

* Renamed as Provincial Police Officer (PPO)

(Establishment, Telecommunication,
Motor Transport and General).

Senior Superintendents of Police..... (Karachi-3, Hyderabad & Sukkur)	5
District Superintendents of Police..... (Sanghar, Tharparkar, Badin, Dadu, Thatta, Nawab Shah, Khairpur, Larkana, Jacobabad and Shikarpur).	10
Superintendents of Police, Crime..... (Sukkur and Karachi).	2
Superintendents of Police, Traffic..... (Karachi-3, Hyderabad, Sukkur & ADIG, Traffic).	6
Superintendents of Police, Special Branch..... (Headquarters, Hyderabad, Sukkur, Survey, Political Security & Asstt. D.I.G.).	6
Superintendents of Police, Karachi..... (CIA, Security and Administration)	3
Commandant, Sindh Constabulary.....	1
Principal, Police Training College, Shahdadpur...	1
Addl. Superintendents of Police..... (Karachi-4, Hyderabad & Sukkur)	6
➤ Total Number of Senior Posts:	54
Number of posts to be filled by appointment of Provincial Police Officers at 40% of total number senior posts(54).....	22
2. Leave, deputation and training reserve at 40% of the total number of senior posts (54).....	22
3. Junior posts for ordinary duties.....	16
Total authorised strength of Sindh....	92

IV. THE *N.W.F.P

1. Senior posts:		
Inspector General of Police**		1
Deputy Inspectors General of Police..		7
Ranges.....		5
(Peshawar, D.I. Khan, Malakand Hazara, and Kohat).		
Headquarters.....		1
Special Branch.....		1
Assistant Inspectors General of Police.....		3
(Traffic, Crime and Telecommunication)		
Senior Superintendents of Police.....		2
(Peshawar and Abbottabad).		
District Superintendents of Police.....		13
(H.Q.Peshawar (Rural), Peshawar (Urban), Mardan, Kohat, D.I. Khan, Bannu, Dir, Swat, Chitral, Mansehra, Kohistan and Karak).		
Superintendents of Police, Special Branch.....		4
(Political, Security, Survey and Special Cell)		
Superintendent of Police, Crime.....		1
Superintendent of Police, Traffic.....		1
Addl. Superintendent of Police, Abbottabad...		1
Principal, Police Training School, Hangu.....		1
Director, Forensic Science Laboratory (Crime Branch).....		1
S.P., Joint Investigation Team (JIT).....		1
S.P.,(Task Force).....		1
Total Number of Senior Posts		37
Number of posts to be filled by appointment of Provincial Police Officers at 40% of total number of senior posts (37)=15		
2. Leave, deputation and training reserve at 40% of the total number of senior posts (37).....		15
3. Junior posts for ordinary duties.....		15
Total authorised strength of the *NWFP		67

* Now K.P.K.

** Renamed as Provincial Police Officer (PPO)

V. BALOCHISTAN

1. Senior posts:		
Inspector General of Police*	1	
Deputy Inspectors General of Police...	4	
Ranges	3	
(Quetta, Sibi and Kalat)		
Special Branch	1	
Assistant Inspectors General of Police....	2	
Senior Superintendent of Police.....	1	
District Superintendents of Police	7	
Sibi, Kalat, Mekran, Lasbella,		
Loralai Pishin and Nasirabad).		
Superintendent of Police, Special Branch....	1	
Superintendent of Police, Crime Branch.....	1	
Superintendent of Police, Telecommunication.	1	
Superintendent of Police, Motor Transport...	1	
Superintendent of Police, Special		
Investigation Cell (SB).....	1	
Commandant, Balochistan Reserve Police.....	1	
Principal, Police Training School, Quetta....	1	
Total Number of Senior Posts:	22	
Number of posts to be filled by appointment of		
Provincial Police Officers at 40% of total number		
of senior posts (22).....	9	
2. Leave, deputation and training reserve at 40%		
of the total number of senior posts (22).....	9	
3. Junior posts for ordinary duties	6	
Total authorised strength of		
Balochistan.....	37	
TOTAL CADRE STRENGTH	**[590]	

1.14 Postal Group

In continuation of Establishment Division Office Memorandum No. 6/2/75-ARC, dated the 8th May, 1975, it has been decided to constitute another Occupational Group to be called the "Postal Group", comprising all posts in the Pakistan Post Office Department (except the Accounts Posts) and such other posts as may be included in the Group from time to time. The administrative control of the group will vest in the Ministry of Communications and will function within the following broad framework of rules and procedure.

* Renamed as Provincial Police Officer (PPO).

**Subs vide Estt. Division's Notification No. S.R.O.1034(1)/98, dated 9-10-1998.

2. *Grade 1-16.—The posts in *Grade 1-16 in the Department will be operated as hithertofore. The existing instructions in regard to direct recruitment and promotion quotas, the composition of Promotion and Selection Committees, the appointing authorities for various scales etc. will continue to apply. All posts to be filled by direct recruitment will be advertised except posts in *Grade 16 which will be reported to the Federal Public Service Commission.

3. *Grade 17.— Seventy-five per cent posts in *Grade 17 will be filled through competitive examination and 25% through promotion. After completion of integrated training at the Academy for Administrative Training, the probationer officers allocated to the Postal Group will undergo departmental training to be followed by an examination, the details of which will be prepared by the Ministry of Communications. Thereafter they will be allocated to various posts in the Postal Group.

4. *Grade 18 and above.— The officers in *Grade 18 and above in the Department will be administered as hitherto. The procedure for promotions and other matters as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 will be observed.

5. Officers of this Group will be eligible for Secretariat posts (Deputy Secretary and above) in accordance with the procedure prescribed for recruitment to these posts from time to time.

6. Lateral Entry.— In order to meet shortages of officers in the Postal Group, or to meet specific requirements, appointments may be made to posts in the Postal Group in any Grade by recruitment through lateral entry of persons engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time.

7. Seniority: (i) *Grade 1-15.— Seniority lists for all posts in *Grade 1-15 will be maintained as hithertofore on the basis of continuous regular officiation in the Grade.

(ii) *Grade 16 & 17.— The *inter-se-seniority* of direct recruits in *Grade 16 will be determined on the basis of the marks obtained at the Federal Public Service Commission examination, whereas the *inter-se-seniority* of direct recruits in *Grade 17 will be determined on the basis of merit of the probationers determined at the time of final passing out from the Academy for Administrative Training.

The *inter-se-seniority* of officers promoted to *Grade 16 and 17 will be determined in their respective *Grades with reference to the dates of their regular continuous officiation in the *Grade. As for seniority of direct recruits *vis-a-vis* promoted officers the direct recruits of a particular year will as a class rank junior to the promoted officers of that year.

(iii) *Grade 18 and above.— Seniority will be determined in each scale from the date of regular continuous officiation in the *Grade.

8. Departmental Examinations.— The present departmental examinations for direct recruits in various scales and for promotion to posts in higher *Grades will continue to operate.

9. Provision for accelerated promotion to posts in *Grade 17.— To enable bright young persons who have failed to secure through competitive examination conducted by Federal Public Service Commission direct entry to *Grade 17 posts to get another opportunity to compete for these posts, or to get accelerated promotion within the Department, the following two provisions are made:-

- (a) they can appear in the F.P.S.C. competitive examination upto the age of 30 years provided they have put in at least two years service. A maximum of two chances will be allowed after one has entered Government service.
- (b) there will also be departmental examination under which departmental candidates can be considered for accelerated promotion in their own department. The upper age limit for this will be 45 years for the first examination, 40 years for the next examination and 35 years for subsequent examinations.

The Director General, Pakistan Post Office will prepare a scheme for the departmental examination at (b) above and obtain the approval of the Ministry of Communications and the Establishment Division. Promotion on accelerated basis through the above examination will, subject to availability of suitable departmental candidates, be limited to a maximum of 25% of the total vacancies. These promotions will be reckoned against direct recruitment quota.

10. The existing arrangements with regard to personnel management in respect of various posts included in the Postal Group will continue. The Director General, Pakistan Post Office, will be responsible for the smooth implementation of the above instructions. He will prepare a scale-wise seniority list of all officers in *Grade 16 and above, while the respective Post Masters General will prepare, issue and maintain seniority lists of official of *Grade 15 and below as hitherto. The Director General will submit periodical reports to the Establishment Secretary. Any major difficulties which may arise in implementation of these instructions will be resolved in a meeting of the Establishment Secretary, Secretary, Ministry of Communications and the Director General, Pakistan Post Office.

[*Authority.* - Estt. Division's O.M.No.7/2/75-ARC, dated 30-5-1975].

1.15 Secretariat Group

In continuation of the Establishment Division Office Memorandum No. 1/2/75-ARC, dated the 27th January, 1975, it has been decided to constitute another occupational group to be called the "Secretariat Group". The Group will comprise posts of Deputy Secretary and above in the Federal Secretariat and such posts in the Provincial Secretariats as are borne on the cadre of *[All Pakistan Unified Grades].

2. The Secretariat Group will be under the administrative control of the Establishment Division and will function in accordance with the rules and procedures outlined below.

3. Deputy Secretary.— Appointment to the post of Deputy Secretary will be made in accordance with the following methods:-

- (i) By promotion of Grade 18 officers of the Office Management Group and the Secretariat Group on the recommendations of the Central Selection Board.
- ** (ii) By horizontal movement from other Occupational Groups of ***Grade 19 Officers who have been recommended by the Ministries/Divisions/Departments or Provincial Governments and have been found fit by the Central Selection Board.
- (iii) By direct appointment on the recommendations of Federal Public Service Commission of persons possessing such qualifications and experience etc., as may be prescribed. ** []

4. Joint Secretary.— Appointment to the post of Joint Secretary will be made as under:-

- (i) By promotion of officers in the ***Grade of Deputy Secretary on the recommendations of the Central Selection Board.
- (ii) By horizontal movement of such ***Grade 20 Officers of the various occupational groups as are recommended by the Ministries/Divisions, Departments, Provincial Governments etc. and are found fit by the Central Selection Board.
- (iii) By direct appointment on the recommendations of the Federal Public Service Commission of persons possessing such qualifications and experience etc. as may be prescribed. @ []

*All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

** Subs vide Estt. Division's O.M.No.2/1/79-R.II, dated 12-6-1979.

***BPS.

@ Omitted vide Estt. Division's OM No. 2/2/75-ARC, dated 7.5.1976

5. Additional Secretary*.— Appointment to the post of Additional Secretary will be made by selection from amongst Joint Secretaries, officers of Grade 20 and above belonging to the various occupational groups, and professionally qualified persons in the public sector enterprises and the private sector.

6. Secretary **(Grade 22).— Appointment to the post of Secretary will be made by selection from amongst Additional Secretaries, officers of **Grade 21 and above in the various occupational groups and professionally qualified persons from the public sector enterprises and the private sector.

7. Provincial Secretariats.—All posts of Deputy Secretary and above in the Provincial Secretariats borne on the cadre of ***[All Pakistan Unified Grades] will be filled on All-Pakistan basis. The selection will be made from amongst officers of the Secretariat Group by promotion, on the recommendations of a Selection Board headed by the Establishment Secretary and consisting of all the Chief Secretaries. Officers of the Office Management Group of the Provincial Government will also be eligible for appointment by promotion to the post of Deputy Secretary in the Provincial Secretariat.

8. Seniority.— Deputy Secretary.— Seniority would be determined from the date of continuous regular officiation as Deputy Secretary, or in a post in **Grade 19, whichever is earlier.

9. Joint Secretary.— The seniority of a Joint Secretary which is a post in **Grade 20 will be determined from the date of his continuous regular officiation in **Grade 20.

10. Additional Secretaries and Secretaries.— The seniority of Additional Secretaries and Secretaries will be determined from the date of continuous regular officiation in **Grade 21 or 22 as the case may be.

11. Training.— Deputy Secretaries and Joint Secretaries appointed on the recommendations of Federal Public Service Commission will undergo a training course of appropriate duration, before their appointment in the Secretariat.

12. In-service training will be an important factor towards determining the fitness for promotion of a Secretariat Officer to the next higher **Grade.

* Add Sr. JS. (BPS 21).

** BPS

*** All Pakistan Services (Change in Nomenclature) Rules, 1973, notified vide SRO 1307(I)/73 dated 14-09-1973, have been repealed vide SRO 89(I)/2014 dated 14-02-2014, whereby all notifications and instructions issued on the subject from time to time were *mutatis mutandis* amended.

13. General.— Horizontal movement of officers of this Group to posts in equivalent *Grades in the other occupational groups will be permissible.

14. The terms and conditions of government servants belonging to this Group will be governed, as in the case of other government servants, by the provisions of the Civil Servants Act, 1973, and rules and orders issued thereunder from time to time.

15. This supersedes Establishment Division O.M. No. 2/2/75- ARC, dated the 21st February, 1975.

[Authority.- Estt. Division's O.M. No. 2/2/75-ARC, dated 12-4-1976].

1.16 Railways (Commercial & Transportation) Group

It has been decided to constitute another occupational group to be called "Railways (Commercial & Transportation) Group" which shall comprise of all posts as may be included in the Group from time to time. The Group will be under the administrative control of the Ministry of Railways and will function with the following broad framework of rules and procedure.

2. The existing posts in BS- 17 to BS-21 indicated in the Schedule to this O.M. shall form part of the Railways (Commercial & Transportation) Group. In addition, there will be a deputation, training and leave reserve as may be determined by the Federal Government from time to time.

3. BS-17.— 80% posts of BS 17 will continue to be filled, as at present through competitive examination conducted by Federal Public Service Commission and 20% through promotion from amongst the departmental incumbents in accordance with the recruitment rules thereof. After completion of Common Training Programme at the Civil Service Academy, Lahore, the probationer officers will undergo the Departmental training before posting as prescribed by the Ministry of Railways. Officers to be promoted to BS-17 may also be required to undergo any such departmental training before promotion as the Ministry of Railways may prescribe in consultation with Establishment Division.

4. All the existing officers holding posts in BS-17 and above on regular basis and have been appointed through Competitive examination or through departmental promotion in Ministry of Railways against seats reserved for Transportation & Commercial cadre shall be deemed to have been appointed in the Railways (Commercial & Transportation) Group in their respective grades.

* BPS

5. BS-18 and above.— The posts will be filled by promotion on the basis of selection from amongst eligible officers of the group in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules,1973 and other instructions issued from time to time, or if no candidate is considered suitable from within the group by horizontal movement of suitably qualified and experience officers from other Occupational Groups/Services. Government instructions regarding minimum length of service for eligibility for promotion to BPS-18,19 and 20 will be observed.

6. Seniority: (i) BS-17. The inter-se-seniority of direct recruits to BS-17 is determined on the basis of Occupational Groups/Services (Probation, Training & Seniority) Rules,1990 and such other rules /instructions as may be issued by the Government from time to time. The inter-se-seniority of the promoted offices to BS-17 shall be determined according to the date of their regular promotion in BS-17 in accordance with Civil Servants (Seniority) Rules,1993.

(ii) Officers appointed to BS-18 and above in the Railways (Commercial & Transportation) Group on regular basis will be governed by Civil Servants (Seniority) Rules,1993.

7. General Cadre Posts.— The officers of the Group will be eligible for posting against general cadre posts in Pakistan Railways in line with the mechanism approved by Railways Board unless specified otherwise by the Government.

8. Secretariat Posts.— Officers of this Group will be eligible for Secretariat posts in BS-19 and above in accordance with the policy and criteria, as may be laid down by the Federal Government from time to time, for such posts in Secretariat Group.

9. The recruitment rules for various posts framed with the concurrence of Establishment Division and FPSC shall remain in force.

10. Any difficulty arising in the implementation of this O.M. will be resolved on the recommendations of an Anomaly Committee comprising representatives (not below the rank of BS-21) of the Establishment Division and Ministry of Railways. The decision of Establishment Secretary in this respect shall be final.

[Authority:- Establishment Division's O.M.No.F.1/13/92-CP-II dated 12-10-2012.]

**SCHEDULE INDICATING THE POSTS IN BS-17 TO BS-21 FORMING
PART OF RAILWAYS (COMMERCIAL & TRANSPORTATION) GROUP
(PARA.2 OF ESTABLISHMENT DIVISION'S O.M.NO.1/13/92-CP-II
DATED 12TH OCTOBER,2012)**

S. No.	Nomenclature	Basic Scale	No. of Posts
1.	Additional General Manager/Freight	21	1
2.	Chief Operating Superintendent	20	2
3.	Chief Commercial Manager	20	2
4.	Chief Commercial Marketing Manager	20	2
5.	Director Operations	20	1
6.	Deputy Chief Operating Superintendent.	19	4
7.	Deputy Divisional Superintendent	19	2
8.	Deputy Chief Commercial Manager	19	4
9.	Joint Director/Traffic/Walton	19	1
10.	Deputy Chief Traffic Manager (Dry Port)	19	1
11.	Deputy Chief Commercial & Marketing Manager	19	3
12.	Joint Director/Traffic and Commercial	19	1
13.	Divisional Transportation Officer	18	8
14.	Divisional Commercial Officer	18	7
15.	Senior Transportation Officer	18	1
16.	Deputy Traffic Manager/Dry Port	18	1
17.	Senior Commercial Manager	18	1
18.	Divisional Marketing Manager	18	2
19.	Deputy Manager Corporate Plan	18	1
20.	Senior Rates Officer	18	1
21.	Deputy Director(Traffic)	18	1
22.	Deputy Director (Commercial)	18	1
23.	Costing Manager (FBU)	18	1
24.	Assistant Transportation Officer	17	20
25.	Assistant Commercial Officer	17	3
26.	Joint Transport Officer	17	2
27.	Junior Commercial Officer	17	5
28.	Assistant Director/Traffic	17	1
29.	Assistant Traffic Manager/Dry Port	17	1
30.	Assistant Marketing Manager/Rates	17	1
31.	Assistant Commercial Manager	17	13
32.	Junior Officer/Coaching	17	1
33.	Assistant Costing Manager	17	1
34.	Station Manager	17	1
Total			98