

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

115

No.21/1/90-R-5

Islamabad, the 30th September, 2015

OFFICE MEMORANDUM

Subject: - MAINTENANCE OF ROSTER FOR APPLICATION OF PROMOTION/INITIAL APPOINTMENT QUOTA.

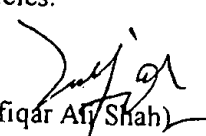
The undersigned is directed to refer to the above cited subject and to say that in terms of Civil Servants (Appointment, Promotion and Transfer) Rules 1973, appointments are made by (a) promotion (b) transfer (c) initial appointment in accordance with the said rules. It has come to the notice of this Division that Ministries / Divisions / Departments are maintaining roster in different ways as under:-

- (i) In percentage wise.
- (ii) By distribution of posts in whole number as promotion/initial appointment quota showing 1st recruitment up till now.
- (iii) By distribution of posts in a whole number as promotion /initial appointment quota showing only sanctioned strength of the posts.

2. Following clarifications for maintenance of a roster for promotion/initial appointment quota were issued vide this Division's O.M. No.21/1/90-R-5 dated 31st July, 1991:-

- (a) At the initial stage of recruitment in a newly created organization, the method of appointment (as prescribed in the relevant recruitment rules) should be applied to total posts in a cadre and thereafter the vacancies occurring in the said cadre to be allocated to promotion and initial appointment quota by maintaining a roster by the organization concerned. Where a cadre also has a specific quota reserved for appointment by transfer, appointments against the said quota should also be made by maintaining a roster.
- (b) The above instructions will not apply in cases where the posts, according to the recruitment rules are required to be filled either by initial appointment or by promotion only but will apply in cases where the posts in a cadre are to be filled by promotion with a sub reservation of promotion quota for different posts in the feeding cadres.

3. Attention is invited to this Division's above mentioned instructions once again with the request that uniformity may be adopted for maintaining roster of vacancies.


(Zulfiqar Ali Shah)
Deputy Secretary
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ALL MINISTRIES/ DIVISIONS/DEPARTMENTS