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No.21/1/90-R.5

Islamabad, the 31st July, 1991.

OFFICE MEMORANDUM.

SUBJECT:- APPLICATION OF QUOTAS OF PROMOTION AND INITIAL APPOINTMENT ON POSTS/VACANCIES.

The undersigned is directed to refer to the subject cited above and to say that references continue to be received in the Establishment Division from various Ministries/Divisions seeking clarification on the point whether the quotas of promotion and initial appointment as prescribed in the recruitment rules should be worked out on total sanctioned posts or on vacancies occurring in a cadre. The matter has been examined in consultation with the Federal Public Service Commission and it has been held that 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 are 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.

2. 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. The Ministries/Divisions/Departments etc. are requested to maintain a roster as above for filling the vacancies under them and ensure that no violation of these instructions takes place.

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4. The above instructions supersede all the existing instructions on the subject.

( HUKAM DAD KIANI )  
JOINT SECRETARY(R)  
Tele: 817016

ALL MINISTRIES/ DIVISIONS.

Copy for ... A.S. to ... (Y. ...)  
H.M. ... with reference to their  
letter ... dated 29th. June, 1991.

( HUKAM DAD KIANI )  
JOINT SECRETARY  
Tele: 810925

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*Issued*  
*[Signature]*  
*1/8/91*