

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

F. No. 5-6/2024-T-I

Islamabad, the 11th October, 2024

OFFICE MEMORANDUM

Subject: NOMINATIONS OF CIVIL PARTICIPANTS FOR NATIONAL SECURITY AND WAR COURSE (NS&WC) 2025-26

The undersigned is directed to refer to the subject cited above and to state that the National Security & War Course 2025-26 is being organized by the National Defence University (NDU), from 2nd week of August, 2025 at NDU, Islamabad. This Division would finalize nominations of officers belonging to PAS, PSP and Secretariat Group, whereas, the nominations of officers belonging to other Groups/Services/Ex-cadre are to be forwarded by their respective controlling Ministries / Divisions. The nominations received directly from the attached departments / autonomous bodies shall not be entertained.

2. The following **criteria** shall be observed while nominating the officers: -
- i. Officer(s) is/are in BS-20 or equivalent on regular basis for nomination to NS&WC.
 - ii. The officer(s) is/are in the promotion zone.
 - iii. Age limit of 55 years at the time of conclusion of course (as on 31.12.2026) be followed while nominating officers on NSC.
 - iv. Seniority
 - a. Owing to the difference in relative seniorities of different groups, the criteria of 'seniority' will be applied for selecting a candidate within a group only,
 - b. Preference will be given to an officer who is senior provided he fulfills the criterion as laid down.
 - c. The individual seniorities of the officers within their respective groups may be clearly mentioned.
 - v. Education: In case of equal seniority, officer with higher educational qualification will be preferred.
 - vi. Medical Latest medical examination report is compulsory for nomination of the officers for National Security Course.
 - vii. Gender Representation
 - a. Gender representation is a significant requirement, which requires to be ensured while nominations of officers for NSC at NDU.
 - b. Preferably 6 to 8 lady officers be nominated and NDU will endeavor to select minimum 4 lady officers irrespective of seniority list.
 - viii. The officers, who are on deputation in international organizations, may not be nominated. Similarly, officer posted in Pakistan's Missions abroad, except those belonging to Foreign Service of Pakistan, may also not be nominated.
 - ix. The officers on long leave/ EOL and are undergoing disciplinary proceedings may not be nominated. However, those officers whose disciplinary proceedings are pending for over one year may also be nominated.
3. The nominating agencies are requested to forward 03 copies of following documents in respect of each nominee: -
- i. ICP Chart and Panel Proforma duly filled in (Annex-I) & (Annex-II).



- ii. Detailed bio-data (along with complete postal address, Cell No. & email) on prescribed format (Annex-III).
- iii. Copy of valid seniority list of officers in BS-20 duly verified.
- iv. Certificate to the effect that no disciplinary proceedings are pending or undergoing on under the Government Servants (Efficiency and Disciplinary) Rules, 2020 or any other court of law.
- v. Latest annual medical examination report in respect of nominees.
- vi. Certificate that no junior officer has been nominated for the course.
- vii. Certificate to the effect that course fee in respect of participants (officers other than occupational groups/services) have been paid to Training Institutes.

4. The course fee is @ Rs. 2,169,462/- per participants. The payment of course fee in respect of officers of occupational groups and ex-cadre officers of all Ministries/Divisions and their attached departments will be made by the Establishment Division while in case of officers of the Provincial Governments and autonomous bodies/organizations etc. nominated for the course shall be arranged by their respective Government/Organization to the President NDU, Islamabad.

5. Attention is also invited to this Division's O.M No. 8/5/2024-T-VI Dated 20th September 2024 regarding Primes Ministers directions wherein all Ministries/Divisions/Provincial Governments were informed to recommend only critical cases requiring withdrawal from mandatory training courses along with cogent reasons at least 15 days before commencement of the course. Hence, no withdrawal will be allowed which deviates the said directions.

6. Concerned Ministries/Divisions are requested that a panel of eligible officers in BS-20, along with the requisite information/documents, may please be sent to this Division, not later than **08.11.2024**.




(Muhammad Afzal)
Section Officer (T-I)
Ph. # 051- 9103495

1. The Secretary, President's Secretariat (Public), Islamabad.
2. The Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3. The Auditor General of Pakistan, Office of the Auditor General of Pakistan, Islamabad.
4. All Secretaries, Federal Ministries/Divisions, Islamabad/Rawalpindi.
5. The Wafaqi Mohtasib, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
6. The Chairman, Federal Board of Revenue (FBR), Islamabad.
7. The Secretary, National Assembly, Islamabad.
8. The Secretary, Senate Secretariat, Islamabad.
9. The Chairman, National Accountability Bureau, Islamabad.
10. The Director General, Inter-Services Intelligence (ISI), Islamabad.
11. The Director General, Intelligence Bureau (IB), Islamabad.
12. The Secretary (Services), S&GAD, Govt. of Sindh, Punjab, Khyber Pakhtunkhwa, Balochistan, Gilgit -Baltistan & Azad Jammu & Kashmir.

Copy to: -

1. The President, National Defence University, Islamabad.
2. The Joint Secretaries (CP-I, CP-II, E, Training and D&L), Establishment Division, Islamabad.
3. Director (PD), Establishment Division, Islamabad.
4. Director (IT), Establishment Division, Islamabad.
5. SPS to Secretary, Establishment Division, Islamabad.
6. PS to Additional Secretary (I&II), Establishment Division, Islamabad.



(Muhammad Afzal)
Section Officer (T-I)

ANNEX-I

PANEL PROFORMA FOR NS&WC 2025-26 FOR BS-20

SENIORITY No.
CONFIDENTIAL
AS ON 2025

NAME SERVICE/GROUP DOMICILE DATE OF JOINING
SERVICE

<u>Date of Birth</u>	<u>Date of Superannuation</u>		
<u>Qualification</u>			
<u>Date of Promotion</u>	<u>BS-18</u>	<u>BS-19</u>	<u>BS-20</u>

Training Courses

Grade Achieved

Penalties if any imposed
Under E&D Rules Removal from Service (Special Power) Ordinance 2000.

Posting held:

BS-17-18

BS-19

BS-20

Postal/Present Address

Mobile/Office Contact No.

Email Address

Signature/Stamp of
Administrative Authority

Annex-II

1	2	3	4	5	6
No. of Sanctioned / duty posts in BS-20	No. of officers who have attended presently attending NMC/NDU	No. of officers who have not attended NMC	No. of sanctioned/ duty posts in BS-21 the Cadre/ Group/ Service	No. of vacancies in BS-21 likely to occur in <u>next 1 year</u>	Any other relevant information

Signature/Stamp of
Administrative Authority

Ann-ex-III

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Annex 'A'
To our letter number 700/7/ND
dated _____ September 2024

BIO DATA CHART
CIVIL SERVICES OFFICERS NOMINATED FOR
NATIONAL SECURITY COURSE - 26

Ser	Participant's Name	Father's Name	Group / Service Cadre	Education Qualification	Date of Birth	Age (as on 15 Aug 25)	Date of Joining Service	Date of Seniority (Estb Div)	Remaining Service (As on 31 Dec 2025)	Appts (Grade-20 with date)	Course Attended (Inland & abroad)	Official Address Telephone Number, E-mail address and CNIC No	Present Address and Permanent Residential Address

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