

Government of Pakistan
Cabinet Secretariat
Establishment Division

No. 21/1/90-R-5

Islamabad, the 12th November, 2015

OFFICE MEMORANDUM

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

In continuation of this Division's O.M. of even number dated 30th September, 2015 on the subject cited above; in order to avoid diversity in maintaining of roster for a post required to be filled through (a) Promotion (b) initial appointment, or / (c) transfer in accordance with the Recruitment Rules; it has been desired that roster should be maintained, under the signature of Joint Secretary (Admn.) or equivalent, in a single way i.e. by sharing/distribution of sanctioned strength of a post, in whole numbers, to promotion quota and transfer quota or / direct appointment quota, according to the following format :-

Roster
As on 00.00.0000 (date)


For the post of ----- BS-----under notified Recruitment Rules vide SRO -----

A. Total Sanctioned Strength:	00	
B. Quota/ Share for Promotion:	00% =	00 Posts
C. Quota/ Share for Transfer:	00% =	00 Posts
D. Quota/ Share for Direct Appointment:	00% =	00 Posts

Sl. No. (must be equal to sanctioned strength/ as above)	Post allocated (to promotion/ transfer / direct appointment Quota)	Name of officers	Present status of the post (filled/vacant)	Remarks: e.g. how the post became vacant/filled

Note: In case of any change in the sanctioned strength of the post/or share in the promotion/ transfer / direct appointment quota for recruitment in the relevant Recruitment Rules, the above roster will be revised.

2. It is further clarified that a circle of roster may be started/completed by filling the vacancies in the first instance through promotion then by transfer / or direct appointment (as per the requirement of the rules framed for the post), before another circle for promotion(s) be started. Besides, if any violation has been made in maintaining roster it must be rectified in the first instance, accordingly.


(Zulfikar Ali Shah)
Deputy Secretary
Ph: 9202015

All Ministries/Divisions,
Government of Pakistan
Islamabad/Rawalpindi.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.21/1/90-R-5

Islamabad, the 30th September, 2015

OFFICE MEMORANDUM

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

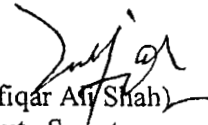
The undersigned is directed to refer to the above cited subject and to say that in terms of Civil Servants (Appointment, Promotion and Transfer) Rules 1973, appointments are made by (a) promotion (b) transfer (c) initial appointment in accordance with the said rules. It has come to the notice of this 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
Ph: 9202915

ALL MINISTRIES/ DIVISIONS/DEPARTMENTS

Government of Pakistan
Cabinet Secretariat
(Establishment Division).

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.

[Handwritten signature]
(HUKAM DAD KIANI)
JOINT SECRETARY(R) %
Tele: 817016

ALL MINISTRIES/ DIVISIONS.

Copy for ... (Mr. J. ...)
Hon'ble ... with reference to their
letter ... dated 29th. June, 1991.

[Handwritten signature]
(HUKAM DAD KIANI)
JOINT SECRETARY
Tele : 810928

INTERNAL DISERIBUTION:

- ✓ 1. All sections of Regulation Wing.
- ✓ 2. All sections of C.P.Wing.
- ✓ 3. All sections of Litigation Wing.

[Handwritten notes]
1/8/91.