

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

F. No. 2/4/2020-T-I

Islamabad, the ^{6th} August, 2020

OFFICE MEMORANDUM

Subject: **NOMINATIONS OF BS-20 OR EQUIVALENT OFFICERS FOR 113TH NMC,
28th SMC & 30th MCMC.**


The undersigned is directed to refer to this Division's O.M.No.2/4/2020-T-I, No.5/49/2020-T-II & No.8/1/2020-T-VI, dated 09-06-2020, on the subject noted above and to say that the Important Requirement mentioned in para 2 of the said O.M. regarding declining to proceed on training is hereby updated in accordance with the provisions of rules 8 (b) and 22 of Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019, as under :-

Existing Provision	Revised Provision
<p>Para 2 Important Requirement</p> <ul style="list-style-type: none">If an Officer is selected for mandatory training, declines to proceed on training for two consecutive training courses, he / she would forfeit the right to be considered for promotion, provided that the Prime Minister may dispense with this provision (in any case) in the public interest"	<p>Para 2 Important Requirements</p> <ul style="list-style-type: none">If a Civil Servant subject to provisions of rule 22 fails thrice to attend the mandatory training courses he/she shall be recommended for supersession for promotion to next higher grade. Rule 22 reads as under:- "22. Decline to proceed on mandatory training.- (1) <u>The provincial governments or as the case may be, the ministries, divisions and departments concerned may make a request for deferment from training of a civil servant only once.</u> (2) <u>Any relaxation of sub-rule (1) shall require specific approval of the Prime Minister."</u>

3. Moreover, the nominated officers may be advised to acquire proficiency in basic IT skills required by NSPP vide their letter No.13/29/2020/Coord-NSPP, dated 22nd July, 2020 (Annex-I).

4. It is also requested that up-to-date seniority list of the cadre of the officers nominated/being nominated for the training may also please be furnished (as per format at Annex.II) indicating against each of the officer that he has done the mandatory course or not.

Encl. as above:


(Muhammad Naeem)
Deputy Secretary (T-I)
Tele: 9207034


- All the Secretaries, Federal Ministries/Divisions, Islamabad/Rawalpindi.
- All the Chief Secretaries of Provinces/AJ&K Governments, Lahore, Peshawar, Karachi, Quetta, Gilgit and Muzaffarabad.

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3. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
4. The Auditor General of Pakistan, Islamabad.
5. The Secretary, National Assembly Secretariat, Islamabad.
6. The Secretary, Senate Secretariat, Islamabad.
7. The Chairman, Federal Board of Revenue (FBR), Islamabad.
8. The Chairman, National Accountability Bureau (NAB), Islamabad.
9. The Chairman Federal Public Service Commission (FPSC), Islamabad.
10. The Director General, ISI, Islamabad.
11. The Director General, IB, Islamabad.
12. The DG (HR), State Bank of Pakistan, Karachi.
13. Vice Chancellor, NED University of Engineering & Technology, University Road, Karachi.
14. The SEVP/Group Chief (HR Management & Administration Group), National Bank of Pakistan (NBP) Building, Head Office, I.I. Chundrigar Road, Karachi.

Copy to:-

1. The Rector, National School of Public Policy (NSPP), Shahrah-e-Quaid-e-Azam, Lahore.
2. All Joint Secretaries/ DGs Establishment Division, Islamabad.
3. Director (PD), Establishment Division, Islamabad.
4. DS (Computers) for placing on web-site.
5. SPS to Secretary, Establishment Division, Islamabad.
6. SPSs to Additional Secretary (I&II), Establishment Division, Islamabad.
7. APS to Joint Secretary (Training), Establishment Division, Islamabad.


(Sajjad Hussain)
Section Officer (T-I)



National School of Public Policy

PABX: 042-99202943-44
Telephone: 042-99202904

Annex-I

National School of Public Policy
Opposite Pearl Continental Hotel
Shahrah-e-Quaid-e-Azam
Lahore

No: 13/29/2020/Coord-NSPP
Date: 22nd July, 2020

✓ **The Joint Secretary (Training),**
Cabinet Secretariat,
Establishment Division,
Islamabad.

Subject: Requirement of Basic Computer Proficiency Skills for NSPP Courses

Kindly refer to Establishment Division's letter No.5/49/2020-T-II dated 9th June, 2020 on the subject of Nominations of BS-19 or Equivalent Officers for 28th SMC (copy enclosed).

2. I am directed to convey that the letter requires the nominated officers to have proficiency in computer skills as a pre-requisite for the course. It is requested that Establishment Division may further clarify to all concerned that NSPP requires proficiency in the following basic computer skills:-

- i. Basic IT skills (Stand-alone Software & Hardware/Device Handling)
 - a. Installing & configuring basic software;
 - b. Proficiency in MS Office: MS Word (including track changes, mail merge etc.), MS Excel (formatting, pivot tables & charts etc.) and Power Point (slide show, slide transitions & animations etc.);
 - c. Using computer hardware and other features: scanning, printing with different options, using a camera, blue tooth devices, etc.;
 - d. Understanding basic IT security skills (threat identification & avoidance etc.);

3. It is requested that nominees to all the NSPP courses may be strongly advised to acquire the proficiency in above stated basic computer skills before joining any NSPP course, please.

DS (T-I) =
Please intimate the Ministries/Departments concerned of this Requirement of Computer Literacy for information.
as desired by NSPP.
in the proposed corrigendum to be issued.
18/7/2020

Copy to:

- i. SO to Rector, NSPP

(Sumaira Ayub)
Addl. Dir. (Coord), NSPP

Annex - II

Seniority List

Seniority No.	Name & Designation of the Officer	Date of Birth/Date of promotion in the present scale	Course done(name of course)/Not done	Reason for not nomination of any senior officer.