

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No. 5/50/2021-T-II

Islamabad the, 04 January, 2021

OFFICE MEMORANDUM

Subject: **NOMINATIONS OF BS-19 OR EQUIVALENT OFFICERS FOR 29TH SENIOR MANAGEMENT COURSE (SMC) AT NATIONAL MANAGEMENT COLLEGE, LAHORE / NATIONAL INSTITUTE OF MANAGEMENT ISLAMABAD, KARACHI AND PESHAWAR FROM 31-05-2021 TO 17-09-2021.**

The undersigned is directed to refer to the subject noted above and to state that 29th Senior Management Course (SMC) likely to start w.e.f. **31st May, 2021** at National Management College, Lahore and National Institute of Management Islamabad, Karachi and Peshawar respectively. Panel of BS-19 or equivalent Officers belonging to various occupational groups/services/including ex-cadre officers of Ministries / Divisions / Departments / Sub-ordinate Offices / Autonomous / Semi-autonomous bodies / Provincial Governments / Government of AJ&K may be forwarded to this Division latest by **26-02-2021**. It may be pointed out that this Division will finalize nominations of officers belonging to PAS, PSP, and Secretariat Group. The nominations received directly from the departments / autonomous organizations etc. shall not be entertained. The following criteria should strictly be observed while nominating the officers:-

- i. Officer(s) is/are in BS-19 or equivalent on regular basis.
 - ii. The officer(s) is/are in the promotion zone.
 - iii. The officer(s) may be considered in order of seniority in their respective cadres and the officers otherwise senior to them must not be ignored.
 - iv. The officers, who are on deputation in international organizations may not be nominated. Similarly, the officers posted in Pakistan's Mission abroad, except those belonging to Foreign Service of Pakistan, may also not be nominated.
 - v. The officers (s) on long leave / EOL and are undergoing disciplinary proceeding may also not be nominated. However, those accused officers whose disciplinary proceedings are pending for over one year may be nominated.
2. The nominating agencies are requested to forward following documents in respect of each nominee:-
- i. Panel Proforma **duly filled in (Annex-I) & (Annex-II)**.
 - ii. Detailed bio-data.
 - ii. Copy of **valid seniority list of officers in BS-19**.

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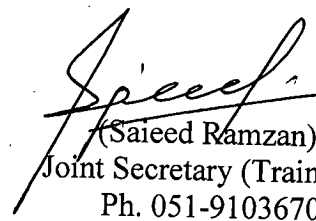
- iv. Certificate to the effect that **no disciplinary proceedings** are pending against the nominees under the prescribed rules/law. However, those accused officers whose disciplinary proceedings are pending for over **one year** are exempted.
- v. **Latest Annual Medical Examination Report** in respect of nominees.
- vi. Certificate to the effect 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 & ex-cadre) have been paid to Training Institutes.

Important Requirements

- Proficiency in computer related skills is a pre-requisite for the course. Nominated officers, who are not computer literate, may be advised to immediately start working on computer, so that they do not start the training with a handicap.
- If the officer is selected for mandatory training declines to proceed on the training for two consecutive training courses, then 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.
- The subject course is mandatory for promotion; therefore, in the event of nomination of officers for the training, the controlling Ministries / Divisions / Departments/ Government should relieve the officers.

3. It is pertinent to mention here that course will be fully residential. The course fee is Rs. 250,000/- per participant which covers the boarding and lodging expenses at the respective NIM centers including expenses on mandatory inland study tour. 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 paid by the Establishment Division while in case of officers of the Provincial Governments and Autonomous Bodies/Organizations etc. nominated for the course, it shall be arranged by their respective Ministries/Divisions/Provincial Governments/Autonomous Bodies/Corporations through Bank draft/cross cheque/pay order at the time of joining the course by the officer concerned or as early as possible.

4. It is, therefore, requested that nominations along with the requisite information / documents complete in all respects may please be forwarded to this Division on or before the closing date i.e. **26-02-2021**.



(Saieed Ramzan) 04/01/21
Joint Secretary (Training)
Ph. 051-9103670

1. Secretary to the President, President's Secretariat, Islamabad.
2. Secretary to the Prime Minister, Prime Minister's Office, Islamabad.

3. All Secretaries, Federal Ministries / Divisions, Islamabad/Rawalpindi.
4. All the Provincial Chief Secretaries /AJ&K Government, Lahore/ Karachi/ Peshawar/ Quetta/ Gilgit and Muzaffarabad.
5. The Registrar, Supreme Court of Pakistan, Islamabad.
6. The Wafaqi Mohtasib, Wafaqi Mohtasib, (Ombudsman)'s Secretariat, Islamabad.
7. The Auditor General of Pakistan, Islamabad.
8. The Chairman, Federal Board of Revenue, Islamabad.
9. The Secretary, National Assembly Secretariat, Islamabad.
10. The Secretary, Senate Secretariat, Islamabad.
11. The Chairman, National Accountability Bureau, Islamabad.
12. The DG, ISI, Islamabad.
13. The DG, IB, Islamabad.
14. D.G. (Admn) State Bank of Pakistan, Karachi.

Copy to:-

1. The Rector, National School of Public Policy, Shahrah-Quaid-e-Azam, Lahore.
2. All Joint Secretaries/DGs, Establishment Division, Islamabad
3. Director (PD), Establishment Division, Islamabad.
4. Director (IT), Establishment Division, Islamabad.
5. Sr. PS to Secretary, Establishment Division, Islamabad.
6. PSs to Additional Secretary (I&II), Establishment Division, Islamabad.


24/01/2024
(Mrs. Alia Asad)
Deputy Secretary (T-I)
Ph. 051-9207034

(Annex-I)

CONFIDENTIAL

PANEL PROFORMA IN RESPECT OF NOMINATIONS FOR SMC

NAME: _____

PRESENT POSTING: _____

CONTACT NO: TELEPHONE: _____ MOBILE: _____

E. MAIL ADDRESS: _____

SERVICE GROUP/PARENT DEPARTMENT/MINISTRY: _____

DOMICILE: _____ DATE OF BIRTH: _____

DATE OF JOINING SERVICE: _____

DATE OF SUPERANNUATION: _____

DATE OF PROMOTION IN BS-19: _____

SENIORITY NO: _____ AS ON: _____

POSTINGS HELD DURING THE LAST FIVE YEARS:

Sr No.	Post Held	To	From
1.			
2.			

TRAININGS ATTENDED DURING THE LAST FIVE YEARS:

Sr No.	Training Attended	To	From
1.			
2.			

PENDING PROCEEDINGS/PENALTIES (IF ANY):

1.	<u>Penalties if any imposed</u> <u>Under E&D Rules 1973</u> <u>or any other court of law</u>	
2.	<u>Disciplinary action pending,</u> <u>or in process under E&D rules</u> <u>or in any court of law, if any.</u>	

Certified that the above information is correct as per the record available in this office.

Signature/Stamp of
Administrative Authority

(Annex-II)

1	2	3	4	5	6
No. of Sanctioned / duty Posts in BS-19	No. of officers attended or presently attending SMC and awaiting promotion to BS-20	No. of officers who have not attended SMC	No. of positions in BS-20 in the Cadre / Group / Service	No. of vacancies in BS-20 likely to occur in next One year	Any other relevant information

Signature/Stamp of
Administrative Authority

Note: - Please attach a copy of valid seniority list of the officers in BS – 19, with a clear mention of the No of SMC against the officers who have already attended the mandatory training.