



YEAR BOOK

2016- 2017

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
ISLAMABAD**



In the Name of Allah,
the Beneficent, the Merciful



Shahid Khaqan Abbasi Prime Minister

Minister Incharge of
Establishment Division

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FOREWARD

It is a matter of great pleasure for me to present the Year Book 2016-2017 of Establishment Division, In pursuance of sub-rule(2) of Rule (25) of the Rules of Business 1973. It includes brief introduction of the Division, as well as its function and performance during the year.



The Year Book 2016-2017 highlights the policies formulated directly by this Division or through its supporting organizations. It is also a brief resume of the major activities and significant achievements / performance made during the calendar year.

The annual Year Book 2016-2017 is a manifestation of the efforts and progress of various Wings and attached formations of the Establishment Division to achieve its goal as envisaged in its vision statement. It also serves as a useful reference within the government as well as for the members of the public who have an interest in the affairs of Establishment Division.

The Establishment Division would welcome suggestions or comments (if any) to improve the quality of this Year Book.

(MAROOF AFZAL)
Secretary
Establishment Division

OUR VISION

The management of the administrative system of the Federal Government in an efficient and effective manner, in keeping with the provisions of the Constitution of the Islamic Republic of Pakistan, the laws enacted there under, and in accordance with the prescribed rules, so as to make it responsive to the needs of the people; to propose, effect, and manage change in the administrative system according to an objective identification of the need for change based on social, economic and political environment.

The Vision of the Establishment Division has static and dynamic dimensions, the former emanating from the past and the latter looking to the present and the future. The first part of the Vision reflects the pristine purpose of its existence while the second part is change oriented. This commitment to change management is reinforced in the Mission Statement of the Establishment Division.

OUR MISSION

To create a modern, effective, responsive, capable and motivated public service based on an Institutionalized Merit System operating within the ambit of Law and Rules.

CHAPTER-I

FUNCTIONS OF ESTABLISHMENT DIVISION UNDER ROB, 1973

1. Regulation of all matters of general applicability to civil posts in connection with the affairs of the Federation:
 - (i) Recruitment;
 - (ii) Promotion;
 - (iii) Verification of character and antecedents;
 - (iii) Conduct and discipline; and
 - (v) Terms and conditions of service (including re-employment after retirement) other than those falling within the purview of the Finance Division.
2.
 - (i) Formation of Occupational Groups.
 - (ii) Policy and administration of:
 - (a) All-Pakistan Unified Groups; and
 - (b) Office Management Group
3. Policy regarding recruitment to various grades.
4. Grant of ex-officio status to non-Secretariat officers.
5.
 - (i) Training in Public Administration.
 - (ii) Matters relating to:
 - (a) National Management College, Lahore;
 - (b) National Institutes of Management Karachi, Quetta, Peshawar, and Islamabad.
 - (c) Pakistan Academy for Rural Development, Peshawar; and
 - (d) Civil Services Academy, Lahore.
6. Federal Government functions with regard to the Federal Public Service Commission.
7. General Service matters, such as:
 - (i) Casual leave;
 - (ii) Office hours;
 - (iii) Liveries of Government servants;
 - (iv) Policy questions regarding association of Fed. Govt. Employees;

- (v) List of persons debarred from future employment under Government.
8. Matters relating to:
 - (i) Central Selection Board;
 - (ii) Special Selection Board, except the Special Selection Boards constituted in the Divisions relating to selection of officers for posting in Pakistan Missions abroad.
 - (iii) Selection Committee for Provincial Posts borne on All Pakistan Unified Grades;
 9. (i) Career Planning;
 - (ii) Instructions for writing and maintenance of Annual Confidential Reports on Civil Servants;
 - (iii) Centralized arrangements in managing original or duplicate Annual Confidential Reports dossiers of officers.
 10. (i) Staff Welfare;
 - (ii) Federal Employees Benevolent Fund and Group Insurance Act, 1969.
 11. Administrative Reforms.
 12. Administration of the Civil Servants Act, 1973, and the rules made there under.
 13. To act as Management Consultants to the Federal Government and to undertake case studies to solve specific management problems utilizing techniques like PERT, CPM, system analysis, operations research and O&M.
 14. Review of organizations, functions and procedures of the Divisions, attached departments, all other Federal Government offices and departments, autonomous organizations and taken over industries with the objective of improving their efficiency.
 15. Periodical review of staff strength in the Divisions, attached departments and all other Federal Government Offices.
 16. Initiation of proposals for simplification of systems, forms, procedures and methods for efficient and economic execution of Government business, minimizing public inconvenience and evolution of built-in safeguards against corruption.
 17. Training of Government functionaries in techniques like O&M, CPM, PERT, systems analysis and operations research both within the country and abroad.
 18. Promotion of the knowledge and use of O&M concepts, PERT & CPM techniques, systems analysis and operations research within all government offices and organizations.
 19. Idea award scheme.
 20. Pakistan Public Administration Research Centre:

- a) Reorganization of a Division or an attached department or a change in the status of an Attached Department.
 - (b) Organization, on a permanent basis of a working unit in a Division other than as a Section.
21. Determination of the Status of Government Offices.



**ORGANOGRAM
OF THE
ESTABLISHMENT DIVISION**

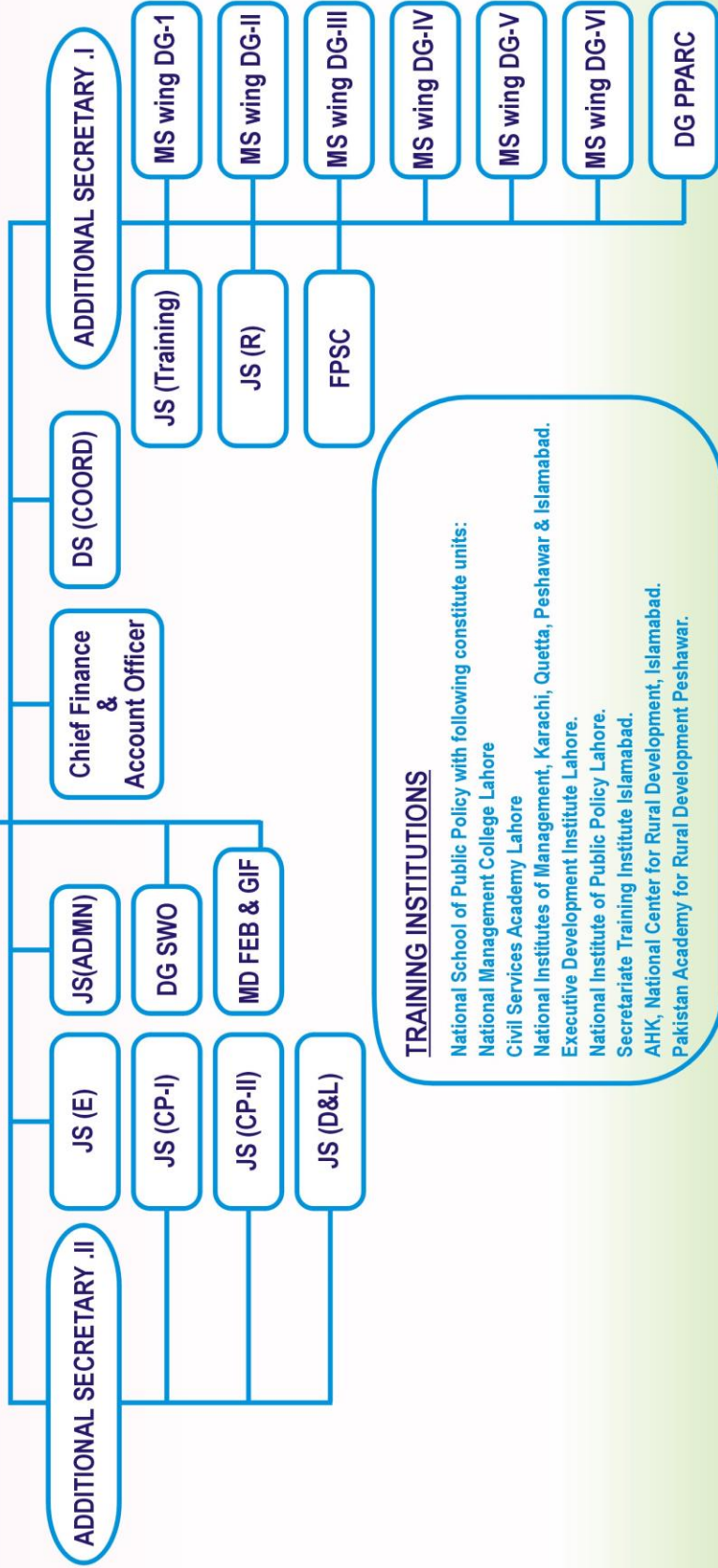
ORGANOGRAM

ESTABLISHMENT DIVISION



**Prime Minister
(Minister In charge)**

ESTABLISHMENT SECRETARY



TRAINING INSTITUTIONS

National School of Public Policy with following constitute units:
 National Management College Lahore
 Civil Services Academy Lahore
 National Institutes of Management, Karachi, Quetta, Peshawar & Islamabad.
 Executive Development Institute Lahore.
 National Institute of Public Policy Lahore.
 Secretariate Training Institute Islamabad.
 AHK, National Center for Rural Development, Islamabad.
 Pakistan Academy for Rural Development Peshawar.

INTRODUCTION

The Establishment Division is headed by the Establishment Secretary who is assisted by (02) Additional Secretaries, (07) Joint Secretaries, (06) Director Generals, (21) Deputy Secretaries, (01) CF&AO, (01) DFA, (51) Section Officers, (14) Deputy Directors, (01) Data Control Officer, (01) Research Officer, (04) Private Secretaries and (01) Programmer alongwith supporting staff of various pay scales leading to a total sanctioned strength of 661 personnel.

In order to accomplish the functions assigned under Rules of Business, 1973 the Establishment Division has been composed into the following Wings / Attached Departments:

- ❖ Administration Wing
- ❖ Career Planning Wing
- ❖ Discipline & Litigation Wing
- ❖ Establishment Wing
- ❖ Regulation Wing
- ❖ Training Wing
- ❖ Management Services Wing

Attached Departments

- i. Secretariat Training Institute (STI), Islamabad
- ii. Staff Welfare Organization (SWO), Islamabad
- iii. Federal Public Service Commission (FPSC), Islamabad
- iv. AHK, (NCRD)

Autonomous Bodies.

- i. National School of Public Policy (NSPP), Lahore.
- ii. Pakistan Administrative Staff College (PASC), Lahore
- iii. Civil Services Academy (CSA), Lahore
- iv. Federal Employees Benevolent and Group Insurance Funds (FEB&GIF), Islamabad
- v. National Institute of Management (NIM), Islamabad, Karachi, Lahore, Peshawar and Quetta.
- vi. Pakistan Academy for Rural Development (PARAD), Peshawar.

LIST OF ATTACHED DEPARTMENTS / AUTONOMOUS BODIES WITH WEBSITE/EMAIL ADDRESSES

S. No.	Name	Tele No	Web/Email
1.	Staff Welfare Organization, Islamabad	051-9201337	NIL
2.	Staff Welfare Organization, Lahore	042-9211933	do
3.	Staff Welfare Organization, Karachi	021-9203312	do
4.	Staff Welfare Organization, Peshawar	091-9212566	do
5.	Staff Welfare Organization, Quetta	081-9211166	do
6.	Secretariat Training Institute, Islamabad	051-9259011	http://www.pakistan.gov.pk/divisions/establishmentdivision/media/REVISED_A TP_2006.htm
7.	FEB & GIF, Islamabad	051-9202935	http://www.pakistan.gov.pk/divisions/establishmentdivision/Benovilen/index.htm
8.	FPSC, Islamabad	051-9205075	http://www.fpsc.gov.pk
9.	National School of Public Policy (NSPP), Lahore	042-9202941	www.nspp.gov.pk
10.	National Management College (NMC), Lahore	042-99203883	www.nspp.gov.pk
11.	National Institute Management, Karachi	021-9244049	www.nim-khi.edu.pk
12.	National Institute of Management (NIM), Peshawar	091-9216270	www.nim.gov.pk
13.	National Institute of Management (NIM), Quetta	081-9254915	www.nimqta.edu.pk
14.	National Institute of Management (NIM), Islamabad	051-9255154	www.nimncrd.gov.pk
15.	National Institute of Management (NIM), Lahore	042-9200920	www.NSPP.gov.pk
16.	Civil Service Academy (CSA), Lahore	042-99202854	www.csa.edu.pk
17.	Executive Development Institute (EDI), Lahore	042-99202943-4	www.nspp.gov.pk
18.	National Institute of Public Policy (NIPP), Lahore	042-99203884	www.nspp.gov.pk
19.	PARD, Peshawar	091-9216270	www.pard.gov.pk



**ADMINISTRATION WING
OF THE
ESTABLISHMENT DIVISION**

CHAPTER-II

AIM / OBJECTIVES

The aim / objective of Admin Wing is to manage official business of the Division smoothly, efficiently by providing effective human resource and logistic support to other wings of the organization. The Admn Wing of Establishment Division performs the following functions to achieve the goals and objectives:-

1. Personal cases of Officers in BS-17 & above of Establishment Division and Officers on Special Duty (OSD's) posted in Establishment Division.
2. Writing and countersigning of Performance Evaluation Reports of Officers of the Establishment Division.
3. Allocation of subjects to various Section /Wings of the Establishment Division.
4. Pension & Farewell Grant etc. cases of officers BS-17 & above in Establishment Division including OSD's.
5. Assistance Package to families of Govt. Officers in BS-17 and above in the Establishment Division including OSD's if any who died while in service.
6. NOC-Permission to visit India.
7. Issuance of Gratis Passport.
8. All affairs pertaining to Cabinet Sub Committee on Regularization of contract / daily wages employees.
9. All matters relating to staff of Establishment Division including Private Secretaries.
10. Provision of staff to the President's Secretariat and Prime Minister's Secretariat from various Ministries / Divisions.
11. Recruitment and Promotion of staff of BS-01 to BS-16.
12. Posting / Transfers of staff of BS-01 to BS-16.
13. Maintaining Performance Evaluation Reports (PER) record in respect of staff in BS-04 to 16.
14. Matters relating to pension cases of staff in BS-01 to 16.
15. Census of employees of Establishment Division and its Attached Departments.
16. Assistance Package for families of Govt. employees who died in service.
17. Deal with Finance Division (FA's Organization) for creation of supernumerary posts.
18. Processing of Pension cases of deceased staff and appointment of employees on contract basis under "Assistance Package".
19. Work relating to Hiring of Official Accommodation for Officers/Officials/OSD's (BS: 1 to 22) of Establishment Division.

20. Re-imburement of Medical Claims of Employees Officer/Officials (BS: 1-16).Serving & Retired Staff and Ex-Cadres Officers,(Superintendent/PS)
21. Issuance of Temporary Security Passes to the Officers / Officials.
22. Issuance of Security Passes to Retired Govt. Officers / Officials.
23. Initiating & Processing of Permanent Security Passes through M/o Interior.
24. Custody of Booklet on "Security of Classified Matter in Government Departments and its relevant matters.
25. Disposed of Pension Cases through Pension Cell of Establishment Division.

Achievement and Performance for the year 2016-17:

- i. Creation of posts of OSD's in the Establishment Division is a regular feature. There were 85 OSD's from 1st July, 2016 to 30th June, 2017 posts were created and continued on quarterly basis to enable them to draw their pays and allowances from the Budget of Establishment Division.
- ii. More than 90 cases of Performance Evaluation Repots received from officers of Establishment Division and forwarded for counter signing officers and finally send to Director PD.
- iii. Preparation of replies to starred and un-starred questions of the National Assembly and Senate of Pakistan and their timely submission to the relevant forum.
- iv. Pension Cases of 18 officers / OSD's (BS-17-22) were finalized.
- v. Farewell grant of 8 officers / OSD's were finalized.
- vi. More than 100 files of Admn-I Section have been scanned and processed for the purpose of e-filling.
- vii. More than 75 medical claims received from the officers of Establishment Division, OSD, retired officers.
- viii. 20 NOC to visit India were issued to the employees of various Ministries / Divisions.
- ix. More than 10 education stipends were forwarded to FEB&GIF.
- x. Circulated and Up dated seniority lists of employees in BS-01 to BS-16
- xi. Promoted 08 employees from LDC to UDC.
- xii. Absorption of 02 employees in Establishment Division.
- xiii. Processed more than 19 Pension Cases.
- xiv. Appointment of more than 5 children of deceased employees on contract basis under "Assistance Package" for the Government Employees who died during service.
- xv. Recruitment of disabled persons under disability quota is under process.
- xvi. Recruitment of Staff BS-01 to BS-16 is under process.
- xvii. Hiring sanctioned issued 500

- | | | |
|--------|---|-----|
| xviii. | De-hiring cases processed | 52 |
| xix. | File transfer cases processed | 22 |
| xx. | Medical Re-imbusement cases processed | 72 |
| xxi. | Permanent security passes issued | 103 |
| xxii. | Temporary security passes issued | 203 |
| xxiii. | Retired employees card issued | 44 |
| xxiv. | An amount of Rs. 47.5 Million of allocated budget plus has been expended for Rent of Residential Accommodation hired for officers/officials of Establishment Division, within the Finance Year-2016-17. | |
| xxv. | In line with Federal Government Policy/Guidelines for better Governance, improved performance and transparency, Honorable Secretary Establishment envisioned to switch over from age-old manual Filing System to E-Filing module and Admn Wing has successfully switched over to 100% E-Filing module in official business. | |
| xxvi. | The office of the Review Board has also adjusted the reinstated sacked employees in service in various Ministries / Divisions / Departments as under:- | |
| | ○ Total number of sacked employees reinstated | 525 |
| | ○ Retired | 34 |
| | ○ Resigned | 08 |
| | ○ Deceased | 12 |
| | ○ Adjusted | 425 |
| | ○ Remaining unadjusted | 46 |
| xxvii | 100% Pension cases of the officers / officials of Establishment Division disposed of during the prescribed time limit. | |

PENSION WELFARE CELL

Pension rules place adequate emphasis on timely finalization of pension cases. However, the situation on ground often reflects institutional indifference as pensioners are seen struggling for pension benefits days and even months after their retirement. Given the magnitude of delays in pension cases a mechanism to ensure timely processing of the pension cases of the 'would be retirees' needed to be developed. To this end, Establishment Division took lead and believing in “**timely begun is timely done**”, devised a mechanism to timely initiate and complete pension cases. It is important to note that this mechanism does not reinvent the process; it rather organizes the process in light of all relevant laws/rules with a facilitative approach, to mitigate and eliminate suffering of retiring employees by timely disbursement of pension.

2. The mechanism comprises of **four key components**, which are briefly given below;

i. **Dedicated Human Resource and Pension Cell:**

To accord priority to pension cases, separate Pension Cell has been set up with dedicated HR headed by a Welfare Officer (Pension) WO (P) and a job description has been framed to give clarity of his role and responsibility.

ii. **Standing Operating Procedure (SOP):**

For effective operation of pension cell, a detailed SOP has been devised with actions, timelines, responsibilities for each action, monitoring/supervision. SOP is provides for proactive approach based on a semi-automated excel data sheet which enables WO(P) to identify and initiate work on pension cases of 'would be retirees' in whose retirement 400 days are left.

iii. **Facilitation through Template Forms/applications incorporated in Pension Guide:**

To achieve uniformity, save time, and avoid redundancies in the process, standard template forms have been devised which are easy to fill and ensure swift correspondence between retiring employee and sections/offices within and outside the Division.

iv. **Congenial/Decent Physical Environment:**

To make the whole exercise look distinct to routine office set up, a separate space has been dedicated for Pension Cell with a congenial and decent physical environment.

3. Based on milestone of timely disbursement of pension in 100 percent of cases made possible by the aforesaid mechanism, this Division deems it in public interest to share the aforesaid framework for information and adoption by all Ministries/ Divisions/Departments etc. so as to afford a dignified exit to retiring employees. To this end the complete mechanism along with Pension Guidelines has been made available on the website of Establishment Division.



**CAREER PLANNING WINGS
OF THE
ESTABLISHMENT DIVISION**

CAREER PLANNING WING

INTRODUCTION

CP Wing consists of two segments; CP Wing-I and CP Wing-II each headed by a BS-20 officer called JS (CP-I) and JS (CP-II) respectively. The main subjects dealt with in CP-II Wing are: Promotion Policy, Promotion of Secretariat Group, PSP and other Occupational Groups and Ex-cadre officers. Promotion to BS-20 and 21 (being selection posts) are recommended by the Central Selection Board (CSB) within the legal framework / promotion policy keeping in view the prescribed eligibility threshold, overall qualification of PERs, length of service, profile of postings and training evaluation reports of a civil servant. While making its recommendations, the CSB also takes into consideration the reputation of a civil servant known to the Board members. CP Wing acts as secretariat of the CSB. In addition CP Wing acts as Secretariat of DSB for promotion from BS-18 to BS-19 APUG as well as of DPC for promotion from BS-17 to BS-18 for DMG and PSP. Furthermore, the CP Wing examines the proposals for promotion from BS-18 to BS-19 in other Occupational Groups and Services and ex-cadre posts considered by the DSB's of respective Ministries / Divisions in which an officer of BS-21 represents Establishment Division.

ROLE AND FUNCTIONS

Being head of the Wings, Joint Secretary (CP-I) & Joint Secretary(CP-II) supervise, monitors and evaluate the cases processed by the Deputy Secretary (CP-I), Deputy Secretary(CP-II), Deputy Secretary(CP-III), Deputy Secretary (CP-IV), Deputy Secretary (CP-V) and Director (PD) on the following aspects:-

- i) The main function of the Wing is to cater for reasonable opportunities for career advancement and retaining capable officers to synchronize the individual aspiration with organizational goals. At the same time it is necessary that the promotion policy/process be so devised as to harmonize an individual's aspiration for self-fulfillment and self-development with the employing organization's need for efficient performance of its function in the public interest.
- ii) Accordingly, Promotion Policy and Performance Evaluation Policy are all dealt with in the CP-II Wing.
- iii) Promotion Papers / Working Papers of the officers for placement before High Powered Selection Board (HPSB), Central Selection Board (CSB), Departmental Selection Board (DSB) and Departmental Promotion Committee (DPC) of the Establishment Division for promotion of officers of various occupational groups / services, to BS-22, BS-21, BS-20, BS-19 and BS-18 posts respectively, including

- Police Service of Pakistan (PSP), Secretariat Group (SG), Office Management Group (OMG), other Occupational Groups and Ex-cadre.
- iv) Examination of the proposals of DSB meetings for promotion to BS-19 posts in different Ministries / Divisions and preparation of briefs for the representatives of the Establishment Division for these meetings.
 - v) FST/ Court cases on the issues pertaining to seniority, supersession, deferment, etc. of PSP and Secretariat Group officers. Preparation of parawise comments and production of record in the courts/FST as and when required.
 - vi) Promotion of PAS, PSP, SG&OMG officers from BS-17 to BS-18, BS-18 to BS-19, BS-19 to BS-20, BS-20 to BS-21 and BS-21 to BS-22.
 - vii) Processing / settlement of the seniority representations/disputes of the said cadre.
 - viii) To coordinate for the High Power Selection Board (HPSB), Central Selection Board (CSB), Departmental Selection Board (DSB) of Establishment Division & Different Ministries/Divisions and Departmental Promotion Committee (DPC) of the Establishment Division for promotion to BS-22, BS-21, BS-20, BS-19 and BS-18 posts in PAS, PSP, OMG and Secretariat Group and other cadres / Ex-Cadres officers .
 - ix) Responsible for receipt and collection of annual performance Evaluation Reports (PERs) in respect of the officers belonging of Pakistan Administrative Service (PAS), Police Service of Pakistan (PSP), Secretariat Group (SG) and Office Management Group (OMG) alongwith the entering PERs in automated system, updating C.R Dossiers, provision of synopsis and quantifications of PERs, preparation / provision of I.C.P charts, as and when requisitioned alongwith the maintenance & safe custody of C.R dossiers.
 - x) Examination of the proposals of DSB meetings for promotion to BS-19 posts in different Ministries / Divisions and preparation of briefs for the representatives of the Establishment Division for these meetings.
 - xi) Processing of cases of retirement of OMG Officers.
 - xii) Intimation of number of vacancies to Federal Public Service Commission (FPSC) for holding CSS examination as well as Section Officers Promotional Examination for OMG.
 - xiii) Processing of the request of Federal Ministers/Minister of State for posting of Private Secretaries with them.
 - xiv) Determination of seniority of PAS officers in BS-17, BS-18, BS-19, BS-20, BS-21 and BS-22.
 - xv) Determination of seniority of OMG officers in BS-17 and BS-18.

- xvi) Preparation of para-wise comments in cases filed by Officers in various courts including FST, regarding seniority and promotion issues.
- xvii) Catering to the representations of PAS, PSP and OMG Officers (BS-17) for seniority & promotion.
- xviii) Provide the CR dossiers record for Promotion of PAS, PSP, SG&OMG officers from BS-17 to BS-18, BS-18 to BS-19, BS-19 to BS-20, BS-20 to BS-21 and BS-21 to BS-22.
- xix) The collection of data, maintenance of manual service History Cards of about 2700 officers of PAS, PSP, Secretariat Group and OMG (BS-17-22), keeping posting lists updated, in coordination with concerned wings of the Establishment Division, Ministries / Divisions and the Provincial Governments, printing/circulation of seniority lists to all concerned, preparation of manual Individual Career Planning (ICP) charts and submission of service history records of these officers to all concerned sections for various purposes including the HPSB, CSB, DSB and DPC, are the major duties of PD-I Section.

A. PROMOTIONS

1. PROMOTIONS OF BS-17 OFFICERS TO BS-18 POSTS.

Group	Date of DPC meetings	Number of officers on the panel	Number of officers promoted on regular basis	Already recommended for regular promotion	Number of officers recommended for Acting Charge appointment
PSP	26-01-2017	40	17	01	15

2. PROMOTIONS OF BS-19 OFFICERS TO BS-20 POSTS.

Group	Date of CSB meetings	Number of officers on the panel	Number of officers promoted on regular basis	Number of officers recommended for Acting Charge appointment
PSP	13-16 December, 2016	134	27	06
	19-23 June, 2017	106	65 (57 already promoted + 08 fresh promoted)	-
Secretariat Group	13-16 December, 2016	70	17	-
	19-23 June, 2017	60	43 (35 already - promoted + 08 fresh promoted)	-

Ex-Cadre	13-16 December, 2016	235	86	-
	19-23 June, 2017	277	110	-
Other Occupational Groups	13-16 December, 2016	467	188	-
	19-23 June, 2017	341	208	-

3. **PROMOTIONS OF BS-20 OFFICERS TO BS-21 POSTS.**

Group	Date of CSB meetings	Number of officers on the panel	Number of officers promoted on regular basis
PSP	13-16 December, 2016	51	14
	19-23 June, 2017	106	65 (57 already promoted + 08 fresh promoted)
Secretariat Group	13-16 December, 2016	48	11
	19-23 June, 2017	41	22 (18 already promoted + 04 fresh promoted)
Ex-Cadre	13-16 December, 2016	15	09
	19-23 June, 2017	31	12
Other Occupational Groups	13-16 December, 2016	191	71
	19-23 June, 2017	206	135

4. **PROMOTIONS OF PSP/BS-21 OFFICERS TO PSP/BS-22 POSTS.**

Group	Date of HPSB meetings	Number of officers on the panel	Number of officers promoted
PSP	01-08-2016	19	02
	09-02-2017	13	01
Secretariat Group	01-08-2016	00	00
	09-02-2017	29	05
Other Occupational Groups	01-08-2016	28	05
	09-02-2017	45	06

B. **SENIORITY FIXATIONS**

During Financial 2016-2017, following seniorities were determined with the approval of competent authority.

- a) Provisional Seniority of BS-19 officers of Secretariat Group was fixed and put up for approval of competent authority.
- b) Seniority of BS-20 officers of Secretariat Group was fixed and circulated.
- c) Provisional seniority of BS-21 officers of Secretariat Group in process.

C. POLICY ISSUES

REVISION / AMENDMENT IN THE REVISED PROMOTION POLICY-2007

1.	<p><u>Review of Promotion Policy - Revision of Objective Assessment Form by the CSB</u></p> <ul style="list-style-type: none"> • A new Objective Assessment Form for evaluation of the officer by CSB has been approved by Competent Authority and accordingly issued on 18-06-2017. • A new Objective Assessment Form for evaluation of the officer by DSB has been approved by Competent Authority and accordingly issued on 07-07-2017. 				
2.	<p><u>Clarification regarding enhancement of career prospects of civil servants, serving in the training institutes</u></p> <ul style="list-style-type: none"> • An Office Memorandum has been issued regarding distribution of marks to the civil servants serving in different training institutes in the wake of change of names of training institutions and courses as under:- <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">Current position</th> <th style="width: 50%; text-align: center;">Amendment</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p><u>Name of training institute Marks</u></p> <ul style="list-style-type: none"> a) National Management College b) Executive Development Institute 3 Marks c) National Institute of Public Policy d) National Defence College e) Pakistan Administrative College f) National Institutes of Public Administration (NIPA) 2 Marks g) Civil Service Academy 1 Marks and all other Government Training Institutions including those meant for Specialized training. </td> <td style="vertical-align: top;"> <p><u>Name of training institute</u></p> <ul style="list-style-type: none"> a) National Management College National Management Wing (NMW) (NMC) b) Executive Development Institute c) National Institute of Public Policy d) National Defence University e) National Management College Senior Management Wing (SMW) (SMC) f) Or any other place where Senior Management Course is conducted. g) NIMs, Civil Service Academy and all other Government Training Institutions including those meant <div style="text-align: right; margin-top: 10px;"> <p>} 3 Marks</p> <p>} 2 Marks</p> <p>} 1 Marks</p> </div> </td> </tr> </tbody> </table> <p style="text-align: center; margin-top: 20px;">Authority: O.M. 1/3/2004-CP-II dated 12-05-2017</p>	Current position	Amendment	<p><u>Name of training institute Marks</u></p> <ul style="list-style-type: none"> a) National Management College b) Executive Development Institute 3 Marks c) National Institute of Public Policy d) National Defence College e) Pakistan Administrative College f) National Institutes of Public Administration (NIPA) 2 Marks g) Civil Service Academy 1 Marks and all other Government Training Institutions including those meant for Specialized training. 	<p><u>Name of training institute</u></p> <ul style="list-style-type: none"> a) National Management College National Management Wing (NMW) (NMC) b) Executive Development Institute c) National Institute of Public Policy d) National Defence University e) National Management College Senior Management Wing (SMW) (SMC) f) Or any other place where Senior Management Course is conducted. g) NIMs, Civil Service Academy and all other Government Training Institutions including those meant <div style="text-align: right; margin-top: 10px;"> <p>} 3 Marks</p> <p>} 2 Marks</p> <p>} 1 Marks</p> </div>
Current position	Amendment				
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CLARIFICATION REGARDING PROMOTION POLICY

Approximately 19 cases regarding clarification of Promotion Policy were disposed of.

CASES RELATING TO AGE RELAXATION

Approximately 23 cases of Age Relaxation were examined as per Rules/Policy and disposed of, accordingly.

CASES RELATING TO EXEMPTION FROM MANDATORY TRAINING

27 cases of exemption from MCMC, SMC and NMC were received from various Ministries/Divisions and disposed of as per Rules/Policy.

SUMMARIES FOR THE PRIME MINISTER

About 05 summaries relating to different subjects / matters submitted to the Prime Minister's Office for approval.

CASES OF PERFORMANCE EVALUATION REPORTS

Nearly 30 cases of interpretation of Performance Evaluation Policy were received from different Ministries/ Divisions and disposed off as per Rules/Policy.

CREATION OF PROVINCIAL POLICE CADRE

Case of Provincial Police Cadre received from Government of Sindh was thoroughly examined and the proposal was regretted with the approval of competent authority.

D. CASES FOR FR-17(I) COMMITTEES OF FINANCE DIVISION, COURT CASES AND REPRESENTATIONS

- a) Thirty (30) cases of retired BS-21 and BS-22 officers of Secretariat Group were recommended by the FR-17(I) Committee, Finance Division for grant of antedated / proforma promotion to BS-20, BS-21 and BS-22 and notification issued with the approval of competent authority.
- b) About 05 cases of retired officer of Secretariat group and 05 cases of PSP officers were forwarded to FR-17(I) Committee, Finance Division for consideration of grant of proforma promotion to BS-21 and BS-22.

E. CONTRACT POLICY OF DECEASED/PERMANENTLY DISABLED EMPLOYEES

- a) Advice/guidance was given in **05** cases forwarded by different Ministries/Divisions regarding contract policy of deceased/ permanently disabled employees.

F. MISCELLANEOUS MATTERS

- a) The case regarding induction of Armed Forces officers against 10% of annual vacancies in DMG, PSP & FSP on the recommendations of FPSC for filling in nine (09) vacancies for the year 2017 is under process.

- b) All the Departments/ Ministry / Divisions of the Federal Government were requested to forward their proposals for the grant of meritorious promotions to BS-21 and BS-22.
- c) About 100 cases of litigation filed by the officers of various occupational groups were dealt in Court of laws and contested via filing parawise comments in each case.
- d) Examined and scrutinized number of 89 proposals for promotion to bS-20 and BS-21 posts of Ex-cadre Offices, in the light of Promotion Policy, Recruitment Rules & instructions thereon and conveyed the discrepancies / deficiencies to the administrative Ministries / Divisions for the CSB held on 13 to 16 December, 2016.

ACHIEVEMENTS/PERFORMANCE 2016-2017

- i) During the years 2016-17 the HPSB/CSB/DSB/DPC considered and recommended the officers of various occupational groups/services for promotion to BS-22, BS-21, BS-20, BS-19 and BS-18. Details are as under:-

MEETINGS OF HPSB (BS-21 TO BS-22)

Meeting of HPSB held on 01.08.2016		
Groups/Services	Panel	Recommended for Promotion
PA&AS	05	01
FSP	05	01
IRS	14	02
PAS	30	06
PSP	10	02
C&T	04	01
Meeting of HPSB held on 09.02.2017		
PA&AS	07	02
FSP	11	01
IRS	22	02
PCS	05	01
PSP	10	01
PAS	49	08
SG	24	03

MEETING OF CSB 13TH – 16TH DECEMBER, 2016

BS-20 to BS-21				
Groups/Services	Panel	Recommended for Promotion	Recommended for Deferment	Superseded
PAS	129	31	31	16
SG	48	11	12	02
PSP	51	14	08	06
Other Occupational Group	190	53	70	05

Ex-Cadre	15	05	03	-
BS-19 to BS-20				
Groups/Services	Panel	Recommended for Promotion	Recommended for Acting charge	Superseded
PAS	93	28 + 06 *	31	02
SG	70	17	16	01
PSP	134	27 + 06*	29	06
Other Occupational Group	466	134	86	24
Ex-Cadre	212	80 + 01*	38	03

* Recommended for acting charge appointment.

MEETINGS OF DSB OF DIFFERENT MINISTRIES/DIVISIONS
(BS-18 TO BS-19)

July, 2016 to June, 2017 (13 Meetings)			
Groups/Services	Panel	Recommended for Promotion	Recommended for Acting charge
Ex-cadre	294	134	10

MEETING OF DPC OF ESTABLISHMENT DIVISION
(BS-17 TO BS-18)

July, 2016 to June, 2017 (Meeting held on 26-01-2017)			
Groups/Services	Panel	Recommended for Promotion	Recommended for Acting charge
PSP	40	18	15
PAS	90	45	43

- ii) During the year (commencing from July, 2016 to June, 2017) 3626 (**Three Thousand Six Hundred Twenty Six**) PERs and 2165 (**Two Thousand One Hundred Sixty Five**) Certificate/CR dossier letters were received. Almost 5791(**Five Thousand Seven Hundred Ninety One**) certificates / CR dossiers were entered in the automated system and I.C.P charts were updated.
- iii) Synopsis/quantification sheets were prepared for the meetings of Departmental Promotion Committee (DPC), Departmental Selection Board (DSB), Central Selection Board (CSB) and High Power Selection Board (HPSB) held for promotions from BS 17-22 as per detail given below:

Sl. No.	Committee Board	Date of Meeting	BPS	Panel of officers				Total
				PSP	PAS	SG	OMG	
1	DPC	26 th January, 2017	17	40	90	-	-	130
2.	CSB	13-16 th December, 2016	20	51	51	48	-	150
			19	134	93	70	-	297

3	HPSB	1 st August, 2016	21	10	30	00	-	40
		9 th February, 2017	21	10	49	24	-	83

iv) Number of quantification sheets prepared for NMC/NS&WC, SMC & MCMC.

Sl. No.	Course year / Number	Information provided on	BPS	Panel of officers				Total
				PSP	PAS	SG	OMG	
1.	105 th NMC	June, 2016	20	59	58	47	-	164
	106 th NMC	February, 2017	20	50	50	50-	-	150
2.	20 th SMC	1 st August, 2016	19	52	57	52	-	161
	21 st SMC	6 th March, 2017		52	57	52	-	161
3.	22 nd MCMC	June, 2016	18	50	50	-	50	150
	23 rd MCMC	February, 2017		60	60	-	60	180

(a) A number of duplicate PERs were received by CP-XI for record in respect of the officers belonging to other occupational groups/services and were aptly placed, as elucidated by the details given below:-

S. No.	Name of Group	No. of PERs(in duplicate) Received
1.	Foreign Service of Pakistan	609
2.	Pakistan Military Accounts	225
3.	PA&AS	210
4.	Trade and Commerce	57
5.	Ex-cadre officers	56
6.	Ministry of Defence, Ex-Cadre	184

(b). Instructions for timely completion of PERs record were issued to controlling agencies under Federal/Provincial Governments and all officers of PAS, PSP, SG and OMG. The same instructions were also posted on the Establishment Division's web-site for general information.

(c). Telephonic communication was also made to officers to complete their PERs record well before the holding of the meeting of Promotional Boards/Committees, in order to avoid incomplete records.

(d). 1259 files of officers of PAS, PSP, SG and OMG have been scanned and uploaded on e-office data base.

v) The following Posting lists of the Secretariat Group, PAS, PSP and OMG officers (BS-17-22) were prepared and circulated to the President's Secretariat, PM's Office, all Chief Secretaries and all concerned officers of the Establishment Division.

S. No	Name of Groups	Posting Lists issued in
1	PAS, PSP, SG & OMG (BS.17-22)	October, 2016
2	PAS, PSP, SG & OMG (BS.17-22)	May, 2017

vi) The details of the total number of records regarding postings/transfer/promotion of PAS, PSP, SG and OMG officers BS(17-22) were updated in the history cards of the officers:-

July 2016 to June 2017:

Name of Group	Number of changes/ updation processed regarding posting /transfer etc.	Number of changes updated
PAS	8635	6986
PSP	7910	6750
Secretariat Group	5505	5750
OMG	6985	4910
Total	29035	24396

- vii) Number of records processed/computerized for posting /transfer/promotion and updation of different particulars of PAS, PSP, SG and OMG officers(BS.17-22) :

Name of Group	Number of records processed regarding posting/ transfer etc.	Number of records coded
PAS	8600	7600
PSP	7840	6120
Secretariat Group	5304	4780
OMG	6785	4550
Total	28529	23050

- viii) About 1800 history cards of officers of PAS, PSP, SG and OMG were updated.
- ix) Service proformas of 1069 officers of PAS, PSP, SG and OMG were received and data was thus consolidated and entered in the data base.

OTHER ACHIEVEMENTS

- a) Fixation of provisional inter-se-seniority of 279 officers of PAS in BS-18.
- b) Provisional Seniority of OMG officers (BS-17), 38th CTP, 40th CTP, 41st CTP, SOPE-2012 and combined seniority of BS-18 was circulated.
- c) The representations in response to circulated provisional seniorities regarding lists and PERs were examined, processed and disposed off.
- d) Information regarding PER grading for nomination/deputation/ postings and mandatory courses such as SMC, MCMC and MMC were provided to Training / E. Wing, and concerned quarters.
- e) E-Filing has been initiated and implemented.
- f) All PERs received after examination, are entered in data base/placed in the C.R dossiers and presented in the meetings of DPC, DSB, CSB and HPSB held for promotions of officers of PAS, PSP, SG and OMG from BS-17 to BS-22.
- g) Following actions were also taken at the desk of CP-XI:
 - (i). Original PERs having deficiencies were returned to quarters concerned after retaining duplicate copies.
 - (ii). Maintained proper record of ex-cadre officers.

- (iii). Fifteen seniority/promotion cases of ex-cadre officers in BS-18 and below were disposed off.
- (iv). Six cases relating to interpretation of PER rules according to AGPE, 2004 of Ex-cadre officers/officials were processed.



**DISCIPLINE & LITIGATION WING
OF THE
ESTABLISHMENT DIVISION**

DISCIPLINE AND LITIGATION WING

A-DISCIPLINE:

INTRODUCTION

Disciplinary procedures are adopted to ensure smooth, just and target-oriented functioning within Government Organizations. The main purpose is to encourage improvement in an employee whose conduct or performance is below acceptable standards. It encourages employees to maintain standards of behavior and performance and provide a fair and consistent method of dealing with alleged low standards. The purpose is also to keep managers and supervisors abreast at how disciplinary matters should be handled.

Delinquent officials need to be punished in order to set example so that others observe rules and regulations. At the same time, it is also necessary to ensure that no official should be punished for the wrong that he had not committed.

Role and Functions

Discipline Wing is responsible to ensure that the fundamental principles of code of conduct are upheld. The Wing deals with disciplinary cases of Civil Servants under the Government Servants (Efficiency & Discipline) Rules, 1973. However, the cases already initiated under the Removal from Service (RSO) (Special Powers) Ordinance, 2000 (repealed since March, 2010) are being processed under the same rules. The focus of this Wing is to process and expedite speedy finalization of the disciplinary cases initiated by the Establishment Division or other Ministries / Divisions in accordance with the law / rules.

Disciplinary cases of all Federal Government Officers in BS-20 or above are referred to the Prime Minister's office after being evaluated by this Wing. This Wing also handles all cases of all officers of Police Service of Pakistan, Pakistan Administrative Service, Secretariat Group and Office Management Group from BS-17 and above. (About 2,700 Officers).

It also processes representations / appeals submitted by persons aggrieved by the orders passed under the above said law / rules and the cases covered under the Government Servants (Conduct) Rules, 1964.

Besides, Asset Declaration record of the Pakistan Administrative Services (PAS), Police Service of Pakistan (PSP), Secretariat Group (SG) & Office Management Group (OMG) Officers is also maintained by this Wing.

GOALS:

S. No.	GOALS
1.	Speedy disposal of disciplinary proceedings.
2.	Timely submission / disposal of Appeals, preferred under Rule 6 of the Civil Servants Appeal Rules, 1977, to the appellate authorities i.e. President,

	Prime Minister and Secretary, Establishment Division.
3.	Collection / Compilation of Declarations of Assets Performa of all PAS, PSP, Secretariat and OMG Officers.
4.	Computerization / scanning of Declaration of Assets of PAS, PSP, Secretariat and OMG Officers.

TARGETS SET FOR YEAR 2016-17

S. No.	TARGETS
1.	Speedy disposal of disciplinary proceedings.
2.	Timely submission / disposal of Appeals, preferred under Rules 6 of the Civil Servants Appeal Rules, 1977, to the appellate authorities i.e. President, Prime Minister and Establishment Secretary.
3.	Collection / completion of Assets Performa of APUG / OMG Officers for the year 2016-17.
4.	Computerization / scanning of Declaration of Assets of APUG / OMG Officers.

ACHIEVEMENTS DURING THE YEAR 2016-17

S. No.	ACHIEVEMENTS
1.	<p>Thirty (30) cases of appeals, under the Civil Servants (Appeal) Rules, 1977, were received out of which Twenty-four (24) were decided by the appellate Authorities i.e. the Prime Minister and Establishment Secretary.</p> <p>Six (6) appeals are under process in the Prime Minister's Office for decision.</p>
2.	<p>By persistent efforts, the rate of submission of the Declaration of Assets has considerably increased over the last few years.</p> <p>This year, around 850 officers were individually contacted.</p> <p>Declaration of Assets of 886 Officers of PAS, PSP, Secretariat and OMG (a total of 1,964 Declaration of Assets) have been received during the year 2016-17.</p>
3.	Declaration of Assets of 1,587 Officers of PAS, PSP, Secretariat and OMG scanned.

OTHER NOTABLE ACTIVITIES / ACCOMPLISHMENTS:

-Nil-

ANALYSIS OF ACHIEVEMENTS WITH GOALS AND TARGETS:

All cases of appeals received in the Wing were processed and there is no pendency. About one third of the officers submitted their asset declaration forms.

PREDICAMENTS (IF ANY):

The process of disciplinary proceedings is slow due to non-adherence of Government Servants (E&D) Rules and ancillary instructions thereof by the Authorized Officers / Inquiry Officers. The Discipline Wing has to depend on the Establishment Wing for nomination of Authorized and Inquiry Officers. In a majority of cases, the AO and IO take long time in completing the process. Add to that, in many cases AOs and IOs do not follow

the due process as indicated to them through the check-list. Thus, at times, the reports are sent back to the AO to remove and rectify the deficiencies.

There are also cases when de-novo proceedings have to be conducted to remove the infirmities and lacunae in such cases or when the Authority does not agree with the recommendations of the AO. Occasionally, disciplinary proceedings stand abated against accused officers, on their superannuation, because of this inordinate delay. Besides, non-availability of timeframe in the Rules *ibid*, for finalization of these proceedings, and inter Divisional consultation also hamper timely finalization of these cases.

Another very important weak link in this process is that there is no clause or rule in the Rules *ibid* which outlines any action against the AO or IO, in case, it is observed that they are delaying the inquiry or, in case, it is observed that they have not diligently carried out the process.

CONCLUSION:

- i. **Disciplinary Cases:** During the year 2016-17, **162** (one hundred and sixty-two) disciplinary cases were initiated against the officers belonging to PAS / PSP / Secretariat Group / OMG / Other Groups and Services, controlled by the Ministries / Divisions, out of which **55** (Fifty-five) cases have been finalized / closed. During the year **02** (two) major penalties and **11** (Eleven) minor penalties have been imposed upon officers and **35** (Thirty-five) officers were exonerated. Action on the remaining cases is under process.
- ii. **Appeals / representations cases:** A total of **30** (Thirty) cases of appeals, under the Civil Servants (Appeal) Rules, 1977, were received out of which **16** (Sixteen) were submitted to the Prime Minister's office for orders of the Prime Minister / Appellate Authority. The Prime Minister passed orders on **10** (ten) appeals, accepting **02** (Two) and rejecting **08** (Eight) appeals, while **06** (Six) appeals are pending in that Office. Remaining **14** (Fourteen) appeals were finalized under the competency of this Division. In addition to the cases as detailed above, in **22** (Twenty-two) cases of employees filing appeal in the Courts. Litigation Wing of Establishment Division had enquired the status of their departmental appeals which were reported to them.
- iii. **Cases other than representations:** **36** (Thirty-six) cases, under Government Conduct Rules, 1964, Government Servants (Marriage with Foreign Nationals) Rules, 1962, and Assembly Business were processed. Out of these, **33** (Thirty three) cases have been disposed of while **03** (Three) are under process.

B- LITIGATION

The Litigation Wing of this Division undertook the following number of cases in various courts/Tribunals during 30-06-2015 to 30-06-2016:-

Name of Courts	Pendency on 30-06-2016	Institution 1-7-2016 to 30-06-2017	Total Cases upto 30-6-2017	Disposed of during the period	Remaining as on 30-6-2017
FST Islamabad, Lahore and Karachi	441	235	676	178	498
Islamabad High Court, Islamabad	1315	462	1813	332	1481
Lahore High Court	155	130	285	123	162
Peshawar High Court	74	39	113	12	101
Sindh High Court, Karachi	70	66	136	34	102
Supreme Court of Pakistan	63	86	149	39	110
Total	2118	1018	3172	718	2454



**ESTABLISHMENT WING
OF THE
ESTABLISHMENT DIVISION**

ESTABLISHMENT WING

INTRODUCTION

E-Wing is headed by Joint Secretary (Establishment). E-Wing further consists of Deputy Secretary (E-I) and Deputy Secretary (E-II) with Sections E-I, E-II, E-III, E-IV, E-V, E-VI and E-VII.

ROLE AND FUNCTIONS:

E-Wing administers the following matters of the officers belonging to Pakistan Administrative Service (PAS), Police Service of Pakistan (PSP), Secretariat Group (SG) and Office Management Group (OMG) officers and handles cases like:-

- Initial appointment of BS-17 officers in PAS, PSP & OMG.
- Transfers / postings of PAS, PSP, SG and OMG officers
- Re-employment
- Contract appointment
- Secondment of officers of Armed Forces against civil posts and;
- Appointment against management grades etc.
- Notifying promotions of PAS, PSP, SG and OMG officers from BS-18 to BS-22.
- Notifications regarding initial appointment in PSP, PAS- including their allocation to provinces- and OMG and termination of probation.
- Implementation of different policies and incentive packages.
- Encadrement of Provincial Police Officers in PSP.
- Processing cases of the cases of PAS, PSP, SG & OMG officers for pension & gratuity.
- Processing medical claims of retired PAS, PSP, SG & OMG officers for reimbursement.
- Coordination between CP-Wing and Provincial Government / Federal Government Organization & update PSP cadre strength.

GOALS/TARGETS

- i. Optimum utilization of human resource through placement of officers to various positions by matching officers' personal attributes knowledge, skills and experience with those required for the job to facilitate decision-making and placement of right man for right job with the ultimate objective is good governance.
- ii. Automation of E-Wing, which has already been started and will be completed within next two years.
- iii. Training of officers / officials posted in E-Wing in matters pertaining to various issues / topics most relevant to their jobs.

ACHIEVEMENTS DURING THE FINANCIAL YEAR 2016-17

- i. Worked out vacancy position for placement before the High Powered Selection Board and Departmental Selection Board for consideration / promotion of officers of PAS, PSP, and SG to BS-22 and BS-19 respectively.
- ii. The following officers belonging to various regularly constituted Occupational Groups/Services were placed against various positions on their promotion to BS-22 as Secretary to Government of Pakistan and equivalent.

S.#	Group	Scale	No of officers
1	Pakistan Administrative Service (PAS)	BS-22	18
2	Police Service of Pakistan (PSP)	BS-22	03
3	Secretariat Group (SG)	BS-22	03
4.	Others	BS-22	02
Total			26

- iii. The following officers belonging to PAS, PSP & OMG were placed against various positions on their promotion to BS-19 in their respective Service / Group:-

S.#	Group	Scale	No of officers
1	Pakistan Administrative Service (PAS)	BS-19	70
2	Police Service of Pakistan (PSP)	BS-19	02
3	Secretariat Group (SG)	BS-19	48
4.	Others	BS-19	-
Total			120

- iv. From July, 2016 to June, 2017, the following number of cases for transfer / posting of the officers belonging to PAS, PSP, SG, OMG & Others from BS-17 to BS-22 were processed in E. Wing of Establishment Division:-

Scale	Name of Occupation Group/Service			
	PAS	PSP	SG	OMG
BS-22	37	18	26	-
BS-21	39	62	27	-
BS-20	64	142	88	-
BS-19	15	90	48	-
BS-18	35	228	-	171
BS-17	42	30	-	154
Total	232	570	189	325

Note (SG-BS-19 to BS-22) & OMG (BS-17 & BS-18)

- v. From July, 2016 to June, 2017, the following number of officers were appointed in BS-17 on the recommendations of the FPSC in PAS, PSP & OMG:-

Scale	Name of Occupation Group/Service		
	PAS	PSP	OMG
BS-17	40	03	26
BS-18	03	-	-

- vi. Automation of E-Wing and Electronic processing of files/cases.
- vii. Preparation of working papers and synopsis for DPC regarding induction of Provincial Police Officers into PSP.

- viii. Postings / transfers of officers of PAS, PSP, SG and OMG, Federal Government from / to provinces, autonomous bodies, corporations and other posts.
- ix. Issuance of notifications regarding proforma promotion of officers to posts in BS-20 and above.
- x. Matters relating to the additional charge, current charge, terms & conditions of deputation, retirement, leave including leave ex-Pakistan, encashment of LPR, preparation of pension papers etc.
- xi. Appointments in the autonomous bodies.
- xii. Deputation of Government officers and their terms & conditions of deputation in autonomous bodies.
- xiii. Policy matters relating to Management grades.
- xiv. Constitution of the Selection Board of the Corporations.
- xv. Appointment against statutory posts.
- xvi. Transfer / posting / deputation and settlement of the terms and conditions, of officers other than Occupational Groups/Services administered by Establishment Division in BS-17 and above including extension of deputation in individual cases.
- xvii. Contract appointment / re-employment in BS-19 and below.
- xviii. Secondment and re-employment of Armed Forces Officers (All Graders).
- xix. Financial assistance package for families of Government employees, who dies in service, and its policy matters/implementation.



**REGULATION WING
OF THE
ESTABLISHMENT DIVISION**

REGULATION WING

INTRODUCTION:

The Regulation Wing mainly deals with framing, amendment and interpretation of the Civil Servants Act, 1973 and the Rules made there under other than those framed by the Finance Division. Regulation Wing is concerned with the interpretation, updating and amendment of the following Laws, Rules and Policies:-

Law:

- Civil Servant Act, 1973.

Rules:

- Civil Servant (Appointment, Promotion and Transfer) Rules, 1973.
- Government Servants (Efficiency and Discipline) Rules, 1973.
- Civil Servants (Seniority) Rules, 1993.
- Initial Appointment to Civil Post (Relaxation of Upper age limit), Rules, 1993.
- Civil Servants (Confirmation) Rules, 1993.
- Civil Servants Appeal Rules, 1977.

Recruitment / Service Rules:

- Uniform Recruitment Rules of Ministerial Posts and Recruitment Rules of Private Secretaries (BS-17) to Secretary/Additional Secretary.
- Vetting of Service Rules framed under Civil Servants (Appointment, promotion & Transfer) Rules, 1973 in respect of different Organizations under the Federal Government.
- Vetting of Service Rules of Autonomous/Semi Autonomous Bodies/Corporations under the Federal Government.

Policies:

- (i) Deputation Policy.
- (ii) Policy of up-gradation/re-designation of civil posts under the Federal Government.
- (iii) Policy on application of Provincial / Regional Quota / Women Quota / Minority (Non Muslim) Quota.
- (iv) Policy on Current Charge Appointment.
- (v) Policy regarding Standard Terms & Conditions of Contract Appointments.
- (vi) Policy regarding posting of serving husband and wife at the same station, unmarried female government servants at the place of residence of their parents/family and that of married female government servants at the place of residence/posting of their husbands who are not in government employment.

GOALS / TARGETS SET FOR THE YEAR 2016- 2017:

There was no specific goal / target assigned during the year 2016-2017 except routine work.

ACIEVEMENTS:

The following cases received from Ministries / Divisions were disposed off / decided:-

S. No.	Nature of Cases	Number of cases disposed off
1.	Amendment in Article 27(1) of the Constitution of Islamic Republic of Pakistan, 1973 regarding extension in the period of observance of regional/provincial quota policy for a further period of 20 years from 14-08-2013. The official Bill has already been laid in the National Assembly.	-
2.	Rule 14 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 amended vide SRO No. 208(1)/2017 dated 28.03.2017 by addition of a proviso for filling up the post of Head of an Organization on merit.	-
3.	In the light of directions of the Prime Minister's Office, necessary administrative instructions regarding current charge appointments have been circulated on 02-02-2017 to all Ministries/Divisions for strict compliance.	-
4.	Rule-3 of the Civil Servants (Seniority) Rules, 1993 amended vide S.R.O No. 1078(I)/2016 dated 22-11-2016 for determination of seniority of officers of Occupational Groups who opt for other Groups/Services on promotion.	
5.	Up gradation and re-designation of posts.	414
6.	Creation of posts except those of Ministry of Finance and Establishment Division.	16
7.	Policy matters relating to age of superannuation and fixation of pay.	01
8.	Terms & conditions of deputation and interpretation thereof	17
9.	Ban Policy.	09
10.	Miscellaneous cases of all Sections of Regulation Wing.	514
11.	Grant of Ex-officio Secretariat status.	01
12.	Acting Charge Appointments	17
13.	Interpretation of Civil Servants Act, 1973 and Rules made thereunder.	110
14.	Regional/Provincial Quota policy	52
15.	Contract appointment, regularization and other matters	109
16.	Parliamentary Business of all sections of Regulation Wing	85
17.	Interpretation of Government Servants (Efficiency & Discipline) Rules, 1973, withdrawal of LPR and withdrawal of Resignation.	25
18.	Vetting of service rules/regulations in respect autonomous bodies/corporation.	20
19.	Cases for advice and interpretation in respect of autonomous bodies/corporations.	50
20.	Deputation cases.	68
21.	Senior Scale cases	12
22.	Seniority cases	16
23.	Composition of Departmental Promotion Committee/ Departmental Selection Committee cases.	25
24.	Framing/Amendment in Recruitment Rules	561
25.	For Advice/Clarification regarding Roster/Recruitment Rules	08
26.	Court Cases	09
27.	All matters relating to Ministerial Staff, including Private Secretaries.	195
28.	Interpretation of Uniform Recruitment rules of Ministerial posts and Recruitment rules of Private Secretaries (BS-17) to Secretary/Additional Secretary.	80
29.	Vetting/Amendment of Recruitment Rules framed under Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 in respect of different Ministries/Divisions allocated to R-6 Section.	30
30.	Up-gradation of posts from BS-15 and below	270
31.	Court Cases upon Up-gradation of posts from BS-01 to BS-15	140
	Grand Total:	2854



**TRAINING WING
OF THE
ESTABLISHMENT DIVISION**

TRAINING WING

The Training Wing is headed by Joint Secretary (T) who is assisted by two Deputy Secretaries (BS-19) and by Six Section Officers.

FUNCTIONS

Training wing caters:

1. Training needs assessment (TNA) of the civil servants and accordingly developing training & capacity building strategies within the country and abroad.
2. Processing and selection of officers for mandatory training programmes (MCMC, SMC, NMC & NSWC).
3. Managing administrative and financial matters of various training institutes of Establishment Division and FPSC to facilitate them to function in a smooth manner.
4. Allocation of Occupational Groups / Services to the CSS exam qualified officers in accordance with the prescribed quota.

Some features of training wing are elaborated as follows:

NOMINATIONS AND CONDUCTING OF CAREER RELATED IN-SERVICE TRAINING COURSES

Training Wing is responsible for nomination of the Government officers belonging to all occupational groups, attached departments, sub-ordinate offices and autonomous / semi-autonomous bodies under the federal government, besides the nomination of officers of the Provincial Governments and Government of AJ&K for career related mandatory training courses. The mandatory training courses are conducted by the National School of Public Policy (NSPP), which is an autonomous body under the administrative control of Establishment Division. The details and achievements of the Wing relating to these training courses are as under:-

(i) National Management Course/National Security & War Course (NMC/NS&WC)

This course is conducted for the senior officers of BS-20, who are eligible for promotion to BS-21. The course is a pre-requisite for promotion to BS-21. The course is conducted twice a year at National Management College, NSPP Lahore. BS-20 officers are allowed to undergo either National Management Course or the National Security & War Course conducted once time each year by National Defense University against the slots reserved for the civil officers.

During the year 2016-17, 105th NMC, 106th NMC and NS&WC 2016-17 were conducted. As a result 110 and 27 government officers were nominated for said course and NS&WC respectively, and 04 officers were nominated for NSW-18, who successfully completed the courses.

(ii) Senior Management Course (SMC)

This course is conducted for the middle level officers of BS-19, who are eligible for promotion to BS-20. The course is a pre-requisite for promotion to BS-20. The course is

conducted twice a year at National Management College, Lahore, National Institutes of Management Lahore, Karachi and Islamabad.

During the year 2016-17, 20th SMC and 21st SMC were conducted and 291 government officers were nominated for the said course, who successfully completed the course.

(iii) Mid-Career Management Course (MCMC)

The course is mandatory for Civil Servants (BS-18) for promotion in BS-19. However, officers of Provincial Governments including Gilgit-Baltistan and AJ&K / Autonomous Bodies / Semi-autonomous Bodies / Corporation have been allowed for the course. The course is conducted twice a year at National Institutes of Management Lahore, Karachi, Peshawar, Quetta and Islamabad.

During the year 2016-17, 22nd MCMC and 23rd MCMC were conducted and 398 government officers were nominated for said course, who successfully completed the course.

Nominations and Conducting of Workshops

(i) National Security Workshop

Training Wing is responsible for nomination of the senior civil bureaucrats (BS-21/22) for participating in the National Security Workshop conducted by National Defense University annually. This workshop is organized for the parliamentarians, army officers, civil officers etc. Training Wing provides funds for this workshop to National Defense University.

Funds amounting to Rs. 7 million were released for the National Security Workshop conducted during the year 2016-17. Moreover, four officers were nominated to participate in the Workshop held during the year.

(ii) Workshop at Executive Development Institute, NSPP Lahore

Training Wing is responsible for nomination of the senior bureaucrats for participating in the Workshop conducted by National School of Public Policy at Executive Development Institute annually. This workshop is organized for the senior bureaucrats and Training Wing provides funds for this workshop.

The workshop was not conducted during the year 2016-17.

FINANCIAL MANAGEMENT

Training Wing is also responsible for financial management of funds allocated in the annual budget for incurring expenditure on mandatory career related training courses, Executive Development Workshop, National Security Workshop and Training of Foreign Government officers (NMC/SMC) from friendly countries.

Finance Division allocated funds amounting to Rs. 284,400,000/- for the Financial Year 2016-17 for the purpose. The expenditures were made within the allocated budget during the year.

ADMINISTRATIVE CONTROL OF ATTACHED DEPARTMENTS AND AUTONOMOUS SEMI-AUTONOMOUS BODIES

The Training Wing deals with the administrative and financial matters of certain training institutes having the status attached department and autonomous / semi-autonomous bodies. These matters include appointments of members of the Boards, service matters of the employees, budgeting, financial releases, re-appropriation of funds etc. The institutes being looked after by the Training Wing are as under:-

1. Akhtar Hameed Khan, National Centre for Rural Development (AHK NCRD)
2. Federal Public Service Commission (FPSC)
3. Pakistan Academy for Rural Development (PARAD)
4. Secretariat Training Institute (STI)
5. National School of Public Policy (NSPP)

All the administrative and financial matters referred to by the above institutes to Training Wing were dealt with efficiently during the year 2016-17.

FOREIGN TRAININGS AND POSTINGS OF NON-FOREIGN SERVICE OF PAKISTAN OFFICERS

Establishment Division's Training Wing is the Secretariat of Special Selection Board, is vested with responsibility to process all cases of postings of non-Foreign Service of Pakistan officers in Pakistan's missions abroad like Commercial Secretaries, Educational Attaches, Labor Attaches, Information Officers, etc. (excluding Intelligence and Defense personnel); grant of diplomatic status to such officers and also deputation of all government servants to international agencies/and foreign governments and UN Specialized Agencies, some other functions of Training Wing also deal with :

- Updating of relevant laws/rules/policies/OMs regarding foreign trainings.
- To process the cases of nominations in respect of Officers belonging to PAS, PSP, SG and OMG received from Provincial Governments/ Ministries/Divisions of Federal Government regarding short/long training scholarships/Master degree program/ seminars/workshops under Technical Assistance programme.
- Dealing with the training matters of CTP in collaboration with CSA
- All matters relating to STP of probationer officers of PAS, PSP and OMG.
- Coordination within Training Wing and attached Departments/Autonomous bodies of Training Wing on miscellaneous matters and provision of consolidated information.
- Ensuring the postings of non FSP officers in Pakistan Missions Abroad.
- Ensuring adequate representation of Pakistan in International Organizations including UN, on deputation, against Pakistan specific posts and open competition positions.
- Dealing with the appointment for CSS, SOPE
- 193 qualifiers of CSS have been appointed in different Occupational Groups and Services on the basis of CSS CE-2016.

TARGETS:

- i. To process the NOC to avail and apply for open merit scholarships (Full bright, Chevening & Aus-Aid etc.)
- ii. Conducting of 45th CTP

- iii. Process cases of foreign postings, of Non-FSP officers and foreign deputations of all government servants as per rules/policy.
- iv. Process cases of grant of diplomatic status to eligible officers posted abroad as per rules/policy.

ACHIEVEMENTS

1. 85 officers have been given NOC to apply and avail various scholarships.
2. A policy, regarding the uniform treatment of officers proceeding abroad to pursue higher degree, has been made an Office Memorandum has been circulated to all Ministries/ Divisions. According to that policy;
 - a. Civil Servants who are selected on open merit scholarship shall be dealt at par with those who are selected for Technical Assistance Programme (TAP) without any discrimination.
 - b. Civil servants may be considered on duty only for one degree programme at one level i.e. once each for Masters, M.Phil and Ph.D etc.
3. A policy regarding the determination of inter-se seniority has been devised. According to that policy;
 - a. The inter-se seniority of the probationer shall be fixed with the batch the probationer completes it CTP.
 - b. The deferment of CTP may be allowed by the appointing authority on compelling medical grounds and Prime Minister on cogent reason.
4. Successful conduct of 44th CTP from 30.09.2016 to 05.04.2017 at Civil Services Academy.
5. Amendment in Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990 to allow deferment on cogent reasons by the Prime Minister.
6. Revision of policy for inter-se-seniority in case of deferment/ repeaters of CTP.
7. Enhancement in upper age limit of candidates for appearance in CSS from 28 to 30 years.
8. Communication of 45 seats to FPSC for conduct of Section Officer Promotional Examination (SOPE) which will be held in May, 2017.
9. 11 cases processed for deputation with International organizations against middle level professional and senior positions belonging to APUG/ occupational groups and Ex- cadre of Federal government.
10. Extension in deputation of 12 officers in with International organizations against middle level professional and senior positions belonging to APUG/ occupational groups and Ex- cadre of Federal government.
11. 03 cases of granting of diplomatic status to eligible officers posted abroad as per policy.
12. In collaboration with the Foreign Training Committee of Economic Affairs Division, Training wing has nominated 62 officers for pursuing long and short term trainings on the basis of Technical Assistance Programme sponsored by different international agencies. Among the 62 officers who had been nominated only 43 availed the facility of training during this year.
13. Revamping of National School of Public Policy through NSPP (Amendment) Ordinance, 2017.

14. Framing of National School of Public Policy Rules, 2017.
15. E-Filing has been introduced instead of manual filing to ensure efficiency and transparency.

ATTACHED DEPARTMENTS AND TRAINING INSTITUTES

The training wing of Establishment Division is primarily responsible for arranging the career related training for officers of the Federal Government and their capacity building through various resources. This purpose is achieved through training institutes. These institutes are;

- (i) Akhtar Hameed Khan, National Centre for Rural Development (AHK NCRD)
- (ii) Federal Public Service Commission (FPSC)
- (iii) Pakistan Academy for Rural Development (PARD)
- (iv) Secretariat Training Institute (STI)
- (v) National School of Public Policy (NSPP)

Achievements/ activities in this regard are reflected in the following paragraphs

Akhtar Hameed Khan, National Centre for Rural Development (AHK NCRD)

(i) Brief Background of Centre

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) was established as a federal training and research institution in the year 1979 as a project of Ministry of Local Government and Rural Development. A PC-I was approved of Rs.7.825 million. The Centre became operational in 1983. It was declared as an Attached Department of the Ministry of Local Government and Rural Development in 1988 and was renamed as Akhtar Hameed Khan National Centre for Rural Development and Municipal Administration (AHKNCRD&MA) in the year 2000. After the devolution of Ministry of Local Government and Rural Development under the 18th amendment in constitution of Pakistan, AHKNCRD is now an Attached Department of Establishment Division since 20-03-2013.

(ii) Purpose, Objectives and Function of Centre

The objectives and function of AHKNCRD are as under:

- a. In-service training of mid-level officers of Local Government and Rural Development Departments and senior level officials belonging to Federal and Provincial Governments, AJ&K and Gilgit Baltistan.
- b. Training of trainers of Provincial Local Government Training Institutes/Academies.
- c. Orientation training to the officials of the nation building departments, development planners, policy makers, community leaders to acquaint them with issues related to rural development.
- d. Curriculum planning and coordination of local government and rural development training programs of national institutions.

- e. Research on different aspects of rural development.
- f. Liaison with international organizations working in the field of rural development.
- g. Training of the elected members of local governments on various aspects of rural development and functioning of local councils.

(iii) AHKNCRD has conducted following training activities during the year 2016-17.

Year	Target (Training Courses, Workshops and Seminars)	Achievement (Training Courses, Workshops and Seminars)	No. of Participants
2016-17	29	25	1186

(iv) AHKNCRD also conducted International activities as per detail given below:

Year	Name of Courses, Workshops and Seminars	Date / Duration	No. of Participants
2016-17	AHKNCRD-AARDO Regional Workshop on "Promotion of Micro-Enterprises for Sustainable Livelihood in Rural Areas".	22-28 August, 2016	20
	AHKNCRD – AARDO Collaborative Workshop-Cum-Training on "Irrigation System and Water Management"	06-15 December, 2016	24

Federal Public Service Commission FPSC

INTRODUCTION:

A statutory body of the Government of Pakistan constituted in 1947, Federal Public Service Commission (FPSC) carries out its functions as articulated under Article 27 of the Constitution of Islamic Republic of Pakistan, 1973. While the FPSC functions have moved with the times, it continues to safeguard the principles of integrity, impartiality and meritocracy. An overview of the performance of the Commission for the financial year 2016-17 is as under:-

Goals set for the period under report were to:

examine and timeline the procedures & processes and to curtail the time consumed for recruitments against federal posts.

- a) augment the usage of Information Technology to enhance proficiency of FPSC
- b) diagnose the reasons for dismal result in CSS Competitive Examination 2016 and suggest measures for improvement
- c) take steps for implementation of Urdu as official language

Targets set for the Year 2016-17:

- a) 100% on-line application processing
- b) conduct of CSS Competitive Examination 2016 & 2017
- c) conduct of Section Officer Promotional Examination-2017
- d) conduct of Professional/Screening Tests for General Direct Recruitment
- e) conduct of Interviews and Viva Voce for General Recruitment and CSS CE
- f) redressal of the grievances of the candidates
- g) capacity building of the FPSC officers/officials

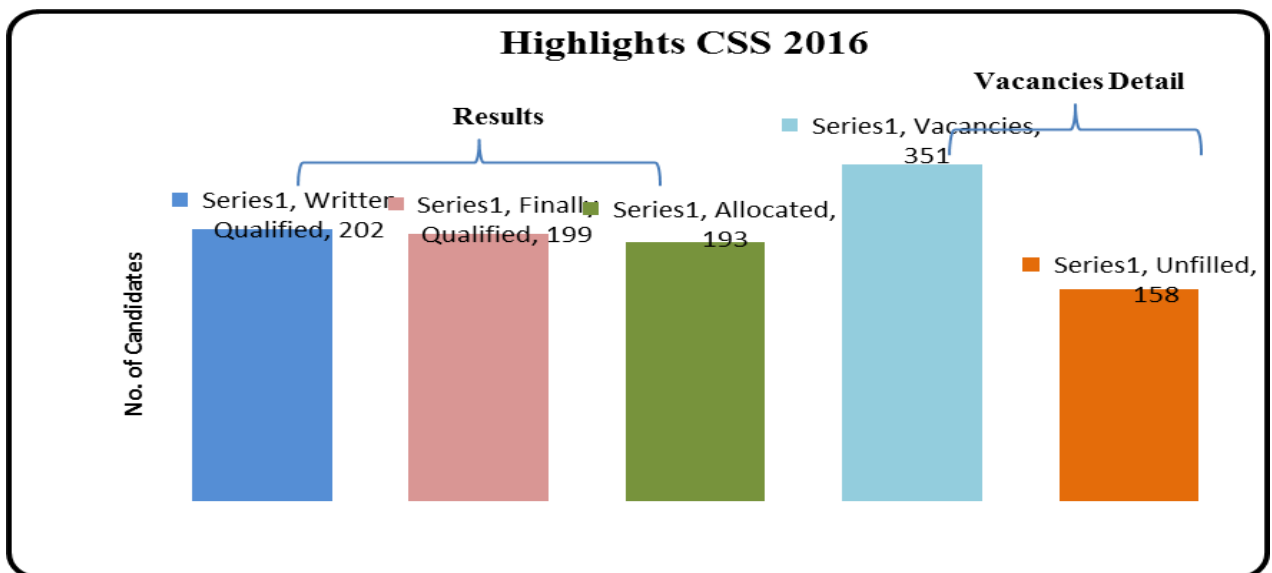
I. Achievements

1. Conduct of CSS Competitive Examination 2016

Written part of CSS Competitive Examination-2016 was held simultaneously at 19 cities, w.e.f 18.02.2016 and 202 (2.09%) candidates qualified the exam as per result announced on 04.10.2016. Psychological Assessment and Viva Voce for CSS 2016 were held from 03.11.2016 to 23.01.2017 and 05.12.2016 to 30.03.2017 respectively. Final result for CSS CE 2016 was announced on 10.05.2017. Statistics on CSS Competitive Examination 2016 are as under:-

Candidates Applied	20717
Candidates Appeared	9643 (46.55%)
Candidates qualified in Written Examination	202 (2.09%)
Finally Qualified	199 (2.06%)
Total vacancies available	351*
Allocated	193 (2%)
Male Candidates	109 (56%)
Female Candidates	84 (44%)
Unfilled vacancies	158

*includes carried over vacancies from previous year



2. CSS Competitive Examination, 2017

Based on the revised scheme and syllabi, written part of CSS Competitive Examination-2017 was held simultaneously at 19 cities from 16.02.2017 to 25.02.2017. In all, 10250 candidates appeared in the Examination. In compliance with the Cabinet decision, the upper age limit was enhanced from 28 years to 30 years for fresh candidates and 32 years for categories specified in Rule 3(ii) of CSS Competitive Examination Rules, 2017.

3. Induction of Armed Forces Officers into Civil Services 2015

The Commission received 35 applications from Ministry of Defense for selection of 09 Armed Forces Officers into Civil Services (04 for PSP, 03 for PAS and 02 for FSP) against 10% reserved quota for CSS Competitive Examination 2015. The Commission scheduled Psychological Assessment and Viva Voce from 03.08.2016 to 10.08.2016 and 16.08.2016 to 19.08.2016 respectively. The Commission recommended 07 officers from Army, 01 officer from Air Force and 01 from Navy for allocation.

4. Final Passing out Examinations

FPSC conducts Final Passing Out Examination (FPOE) of Probationers after completion of their Specialized Training Programme (STP) from Training Institutes/ Academies of respective Groups/ Services. Seniority of Probationers in each Group/Service is determined after qualifying the FPOE. If a Probationer does not pass this examination in four attempts, he/she is liable to be removed from service/group. During the period July 2016 to June 2017, the Commission conducted following Final Passing Out Examinations:-

FPOE 2016

S. No	Name of Group/Service	Registered Candidates
1.	Information Group	07
2.	Pakistan Administrative Service	54
3.	Railways (C & T) Group	03

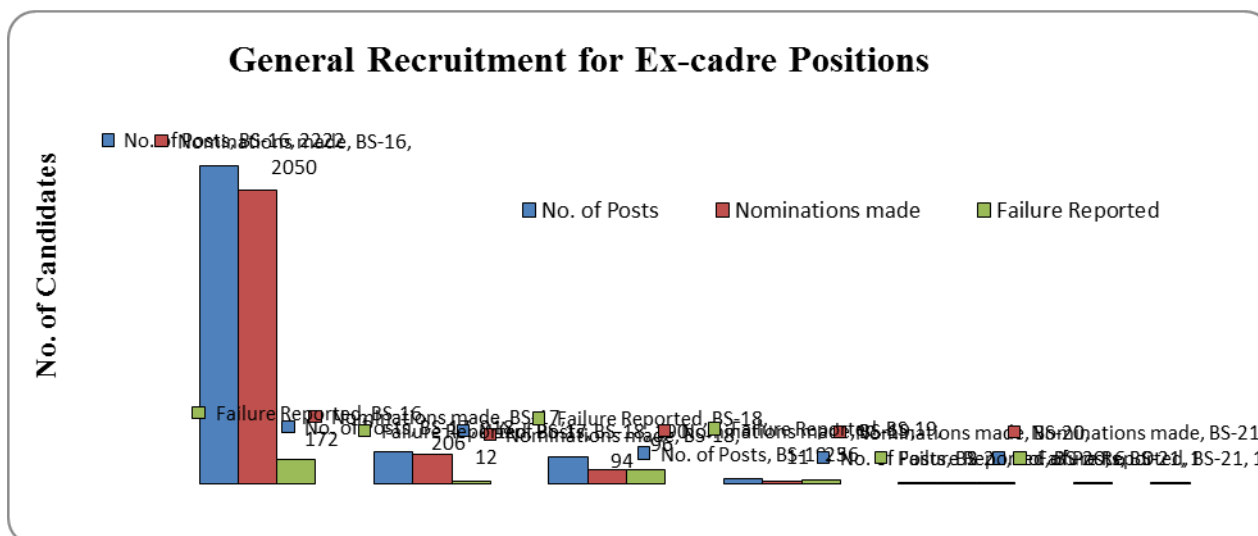
FPOE 2017

S. No	Name of Group/Service	Registered
1.	Postal Group	08
2.	Inland Revenue Service	98
3.	Foreign Service of Pakistan	24
4.	Police Service of Pakistan	41
5.	Information Group	02
6.	Office Management Group	48
7.	Military Lands and Cantonments Group	04
8.	Pakistan Administrative Service	65
9.	Pakistan Audit and Account Service	24
10.	Railway C&T Group	03
11.	Commerce & Trade Group	---
12.	Pakistan Customs Service	14

5. General Recruitment for Ex-cadre Position

During the period, the Commission finalized **230** cases of recruitment involving **2675** posts for Ex-Cadre recruitment (including posts pertaining to previous years). **2363** nominations were made and **312** posts were reported failure due to non-availability of suitable candidates. A brief summary according to basic scale, applications received/ pre-selected for interview and nominations made, is as under:-

Basic Scale	No. of Cases	No. of Posts	Applications Received	Pre-Selected	Nominations made	Failure Reported
BS-16	74	2222	401088	6327	2050	172
BS-17	63	218	60583	734	206	12
BS-18	57	190	9114	546	94	96
BS-19	28	36	480	49	11	25
BS-20	7	8	82	6	2	6
BS-21	1	1	7	0	0	1
Total	230	2675	471354	7662	2363	312



Ministries/Divisions/Departments due to non-availability of suitable candidates from respective quotas.

7. Competitive Examination for Gilgit-Baltistan (Judiciary)

The final result of 05 posts of Civil Judge-cum-Judicial Magistrate (BS-18) for Gilgit-Baltistan Judiciary, earlier advertised in 2012, was finalized during this period. 128 candidates applied, 93 candidates appeared while 35 remained absent. 18 candidates qualified the written exam and were interviewed by the Commission on 27.11.2016. Out of 18 candidates, 15 finally qualified. The Commission recommended 05 top merit candidates for the said post. The recommendations were also conveyed to sponsoring departments on 14.02.2017 after due scrutiny of the documents.

8. Examination for Recruitment of four posts of Assistant Director (BS-17), Survey of Pakistan 2015

The Commission conducted written Examination and interview of 05 written qualified candidates from 07.08.2016 to 08.08.2016. 02 candidates were finally recommended by the Commission leaving 02 posts vacant due to non-availability of qualified candidates from respective quota.

9. Section Officers Promotional Examination-2017

The Commission invited applications for Section Officers Promotional Examination 2017 on 20.11.2016. In written test, 534 appeared out of 1330 registered candidates. Result for written test SOPE-2017 is still awaited.

10. Designing of Test Schemes and Syllabi for General Direct Recruitment

For mandatory written test for General Recruitment, Curriculum and Research Wing of FPSC designed schemes and syllabi for 291 recruitment cases for selection against 2782 posts in BS-16 to BS-21 during the period.

11. Equivalence of Qualification and Recognition of Educational Institutions

After consultation with Higher Education Commission and Pakistan Engineering Council, 112 cases regarding equivalence of degrees and recognition of the educational institutions were processed by Curriculum and Research Wing for consideration of the Commission.

12. Adoption of Urdu as Official Language: In line with Article 251 of the Constitution of Pakistan and the decision of the Cabinet, FPSC took a number of initiatives to promote and implement the national language, as an official language. 8 documents were translated in Urdu in coordination with the National Language Promotion Department and vetted by the Law Division, which include FPSC Ordinance 1977, FPSC (Functions) Rules 1978, FPSC (Composition and Condition of Service) Regulations, 1978, CSS Public Notice, Rules for Competitive Examination CE 2017, Instructions to the candidates for General Recruitment (BS-16 and above), Code of conduct in General Recruitment Examination and Frequently Asked Questions. The Urdu version is now available at FPSC website. An Urdu Committee was also constituted to study the issue and make recommendations for implementation of the decision of the Supreme Court in letter and spirit.

13. Meetings/Conferences

During F.Y 2016-17 several meetings were held in FPSC. Synopsis of some important meetings is as under:

- I. Motivational Talks by Mr. Ahmad Farooq, Member FPSC:** FPSC arranged motivational talks for university/college students. Mr. Ahmad Farooq, Member engaged with the aspirants at Sir Syed University of Engineering & Technology, Karachi on 4th October, 2017 and Government College Lahore.
- II. 154th Meeting of the Commission:** 154th Meeting of the full Commission, under the chair Mr. Naveed Akram Cheema, Chairman FPSC was held on 19.11.2016 at FPSC HQ, Islamabad. FPSC portfolio was reviewed and key decisions were taken to diagnose & suggest measures for improvement in CSS CE, to take steps for

implementation of decisions of the Supreme Court for promotion of Urdu and improving methods of general recruitment.

- III. **Meeting for Steering Committee:** Mr. Akhlaq Ahmed Tarar, Member FPSC presided the meeting of the Steering Committee for Online Recruitment System Phase-I project on 20.12.2016.
- IV. **National Day for Working Women:** FPSC celebrated National Day for Working Women on 22.12.2016 to acknowledge the role of working women in national development as well as to appreciate the efforts made by the women working at FPSC.
- V. **Meeting with Pakistan Navy delegation:** A meeting, chaired by DG (Recruitment) was held on 16-06-2017 with Pakistan Navy delegation. The purpose of the meeting was to conduct the Psychological Assessment of Navy officers for their induction into Civil Posts.

14. Training Courses/Workshops

78 FPSC Officers attended training for “Process Rationalization and Efficiency Enhancement (PREE)” program as developed by the IT Wing of FPSC from 13.07.2016 to 19.07.2016 at FPSC Headquarters. 02 Officer/Official attended Training on “Duties & Responsibilities of DDOs/ Cashiers” w.e.f 12.12.2016 to 16.12.2016 at Secretariat Training Institute and 01 Officer completed “Mid-Career Management Course” from Peshawar.

15. Representation of the Commission on Selection Boards of the Universities

As per statue of some Federal Universities, it is mandatory that the FPSC should have representation in the Selection Boards of the Universities. Following Member represented FPSC in the board’s meetings during the FY 2016-2017:

Name of Member	Name of University
Ambassador (R) Rizwan ul Haq Mahmood	National Defence University Islamabad
	Quaid-i-Azam University Islamabad
	Allama Iqbal Open University Islamabad

16. Service Matters

Under Section 7(b) of the FPSC Ordinance 1977, the Commission is empowered to give advice on Recruitment Rules for posts which fall under its purview. During the period under report, it processed 114 cases, 34 got approved by the Commission whereas 80 cases of recruitment rules submitted by various Ministries/Divisions/Departments are under process. Furthermore, as provided under Section 7(3) of FPSC Ordinance, 1977, 152 appeals/petitions were filed during this period and 130 were decided while remaining cases were still pending for legal reasons.

17. FPSC Online Services

Information Technology Wing of FPSC facilitates applicants for submission of online applications for CSS Examination and all posts in BS-16 and above for ex-cadre posts. In response to Consolidated Advertisements under reported period, over 322,000 applications for various posts in BS-16 and above were processed. IT Wing also processed over 23,000 applications of CSS Competitive Examination 2017. It also generated reports for smooth conduct of CSS Examination 2017. Intimations of major

events to the candidates through Short Message Service (SMS) were sent to over 891,000 candidates. Facility to generate, view and print online admission certificates and Mark Sheets were also provided to the applicants. Website of FPSC i.e. www.fpsc.gov.pk is a major source of information for the general public and the candidates in particular. Software for Recording/Digitalization of decisions of Personal Hearing was developed. Software rolled out after necessary training to officers of Recruitment Wing. All advertisements, press releases, application forms, instructions for the candidates were being uploaded on the website well in time. In order to effectively respond to the queries of candidates, on phone over 20,000 calls & 23,791 e-mails received during the period.

18. FPSC Publications

Curriculum and Research Wing published 4 quarterly Newsletter and one Annual Report 2015 as required under Section 9 of the FPSC Ordinance 1977. The report was also presented to the President of Pakistan and on approval was laid in the Parliament.

Pakistan Academy for Rural Development (PARD), Peshawar

INTRODUCTION:

Pakistan Academy for Rural Development, Peshawar, established in 1957, is the oldest and premier national institution for in service training and research in rural development administration to provide training to the officers of nation building departments as well as for C.S.P. and P.C.S. officers. The Academy is self-contained institute which has facilities of class rooms, a library cafeteria, hostels, guest houses and supporting infrastructure. Besides, conducting training courses for the officers of Federal and Provincial Governments including AJK, the Academy also imparting training courses to international participants drawn from Africa, Middle East, West Asia and Central Asia. These training courses are arranged under bilateral agreements of Government of Pakistan and international agencies such as UNICEF, UNDP, WHO, ILO, GIZ and GTZ. The Academy can extend these facilities to member countries of SAARC and Organization of Islamic Countries and other regions of the world, as Peshawar is the gate-way to the Central Asia. Due to its good performance in the field of human resource development, the Academy was rightly declared as **Center of Excellence for Human Resource Development, Research and Training by the United Nation's Economic and Social Commission for Asia and the Pacific in 1997.**

Aim

To conduct research and provide training in Rural Development Administration for the administrative and supervisory personnel of the federal and provincial services as well as those of Gilgit-Baltistan and AJK.

Vision

"A Centre of Excellence in Training and Research to play pivotal role in Rural Development through capacity building of concerned service providers and stakeholders."

Mission

"PARD is committed to Rural Development through research and capacity building of service providers and stakeholders."

Major functions

Major Functions of the Academy include

- a. To impart in-service training to the administrators in development processes with special reference to rural development;

- b. Training of people from community and other organizations who can influence the process of rural development;
- c. Conduct research in the field of rural development and its administration in order to make the training realistic and meaningful;
- d. Experiment with new techniques of rural development by undertaking action research projects and after experimenting, pass them on to the concerned departments.

ROLE AND FUNCTIONS

To conduct research and provide advanced training in rural development administration for the officers of nation-building departments as well as rural community.

GOALS

S. No.	GOALS
01	Capacity building of Government officers in the area of rural development.
02	Arrange and conduct training for better service delivery in the area of rural and social development
03	Experimentation projects such as Fish Farming; Masjid Maktab; Agricultural Farm; Vocational Training Centre for Women; Nursery Raising, Tunnel Gardening, Trickle Irrigation and Small Hands etc.
04	Conduct social research in the field of rural development and local government.

REPORT/MATERIAL FOR THE YEAR BOOK 2016-17

Achievements

a) Training:

The Academy imparts in-service training in Rural Development and Administration to officials of the Federal, Provincial and Local Governments as well as the elected representatives of Local governments, farmers and personnel of NGOs. A variety of training courses, based on interdisciplinary approach of social sciences and designed to meet the emerging needs of rural development functionaries, are offered. Most of the courses are held on Academy campus whereas some, called off-campus courses, are organized at district headquarters in the four provinces as well as AJK and Gilgit Baltistan. The achievements of the training section are as under:

During the period from July 2016 to June 2017 , PARD targeted and conducted 47 training programmes in which a total of 1395 officers representing various nation building departments from all over the country participated. As per the Academy's charter, the training programmes related to diverse themes of local government and rural development. Major focus was on local government devolution related capacity building programmes for various stakeholders. Other related areas of training included Participatory Rural Development, Project Planning and Management, Natural Resource Management, Agriculture Extension, Environmental Impact Assessment, Gender and Development and other themes of relevance to rural development.

Various training programmes were conducted in collaboration with other national and international organizations like CERD, GRAP, PITE and Directorate of Science & Technology. During the period July, 2016 to June 2017, 1395 numbers officers/officials, farmers and elected representatives were trained in various themes related to their jobs.

Detail of Achievements of Training During the Year 2016-17

Year	No. of Courses	KPK	Punjab	Sindh	Baluchistan	Azad Kashmir	Gilgit-Baltistan	Federal Govt.	FATA	NGOs	Total
2016-17	47	1281	66	09	06	13	03	09	08	--	1395

Details of PARD Training Programmes Conducted during July 2016 to June, 2017

S. No.	Programme Title	Period	No. of Participants
1	Four-day Training on "Fish and Fisheries Conservation and sustainable Development"	July 18-21, 2016	27
2	Five-day Training on "Post-Harvest Losses in Crops, Fruits and Vegetables"	July 25-29, 2016	32
3	Two-day Training on "Removal of Astringency from Persimmon Fruit for Market Price..." (NIFA Collaborative)	September 20-21, 2016	17
4	Five-day Training on "Planning and Management Skills-Galvanizing Coordination for Locally Elected Representatives & Govt: Functionaries"	September 26-30, 2016	26
5	Three-day Training on "Role of Local Govt: in Rural Development (In collaboration with CERD)"	September 27-29, 2016	18
6	One-day Training Need Assessment (TNA) of ADEOs and ASDEOs (In collaboration with PITE)	October 05, 2016	33
7	Five-day Training on Education Management" for ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 16 th Training)	October 17-21, 2016	32
8	Two-day Training on "Capacity Building of Social Welfare Officer in Gender Mainstreaming and Institutional Strengthening" (In collaboration with GRAP-II, Social Welfare Deptt:)	October 20-21, 2016	24
9	Five-day Training on Education Management" for ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 17 th Training)	October 24-28, 2016	30
10	Five-day Training on Education Management" for ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 18 th Training)	October 31-November 04, 2016	34
11	Five-day Training on Education Management" for ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 19 th Training)	November 07-11, 2016	27
12	Five-day Training on Education Management" for	November	31

	ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 20 th Training)	14-18, 2016	
13	Three-day Training National Convention on “Women Empowerment”	November 15-17, 2016	57
14	Five-day Training on “Strengthening Livestock and Dairy Sector in Pakistan”	November 21-25, 2016	40
15	Five-day Training on Education Management” for ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 21 st Training)	November 21-25, 2016	34
16	Five-day Training on Education Management” for ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 22 nd Training)	November 28-December 02, 2016	34
17	Five-day Training on Education Management” for ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 23 rd Training)	December 05-09, 2016	35
18	Effective Official Correspondence and Report Writing Skills	December 06-08, 2016	52
19	Three-day Training on Education Management” for ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 24 th Training)	December 13-16, 2016	39
20	Four-day Training on “Provision of Bio-Pesticides and Bio-Fertilizers for Export Oriented Crops, Fruits and Vegetables”	December 13-15, 2016	31
21	Five-day Training on Education Management” for ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 25 th Training)	December 19-23, 2016	28
22	Five-day Training on “Project Cycle Management”	December 19-23, 2016	15
23	Five-day Training on Education Management” for ADEOs and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (In collaboration with PITE, 26 th Training)	December 26-30, 2016	17
24	Five-day Training Course on “Education Management” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (27 th Training)	January 02-06, 2017	21
25	Three-day Training Course on “Planning and Management Skills for Efficient and Effective Services Delivery”	January 03-05, 2017	26
26	Five-day Training Course on “Education Planning” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (28 th Training)	January 09-13, 2017	27

27	Five-day Training Course on “Education Planning” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (29 th Training)	January 16-20, 2017	27
28	Five-day Training Course on “Education Planning” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (30 th Training)	January 23-27, 2017	32
29	Five-day Training Course on “Efficient Water Management in Agriculture”	January 23-27, 2017	28
30	Five-day Training Course on “Education Planning” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (31 st Training)	January 30-February 03, 2017	26
31	Three-day Training Course on “Kitchen Gardening”	February 01-03, 2017	26
32	Five-day Training Course on “Education Planning” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (32 nd Training)	February 06-10, 2017	29
33	Five-day Training Course on “Education Planning” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (33 rd Training)	February 13-17, 2017	40
34	Five-day Training Course on “Education Planning” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (34 th Training)	February 20-24, 2017	33
35	Five-day Training Course on “Integrated Crops Management”	February 20-24, 2017	38
36	Five-day Training Course on “Education Planning” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (35 th Training)	February 27 to March 03, 2017	33
37	Three-day Training course on “Managerial Excellence for Effective Services Delivery”	March 01-03, 2017	26
38	Five-day Training Course on “Education Planning” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (36 th Training)	March 06-10, 2017	25
39	Five-day Training Course on “Education Planning” for ADEO and ASDEOs of Elementary and Secondary Education Deptt: Govt: of KP (in collaboration with Provincial Institute of Teacher Education, (PITE), KP, Peshawar) (37 th Training)	March 13-17, 2017	28

40	Five-day Training course on “Promotion of Sustainable Rural Development”	March 27-31, 2017	21
41	Five-day Training course on “Project Management” (in collaboration with Directorate of Science & Technology)	April 17-21, 2017	6
42	Two-day Training course on “Agriculture Marketing: Problems and Prospects	April 18-19, 2017	17
43	Three-day Farmers Convention	April 26-28, 2017	100
44	Two-day Training Course on “Project Cycle / PC-I Preparation (in collaboration with GRAP Phase-II/Social Welfare Deptt)	May 03-04, 2017	30
45	Five-day Training course on “Drought Management”	May 08-12, 2017	34
46	Five-day Training course on “Public Financial Management” (in collaboration with Directorate of Science & Technology) 2 nd Training	May 08-12, 2017	5
47	Five-day Training course on “Project Management Professional” (in collaboration with Directorate of Science & Technology) 3 rd Training	May 15-19, 2017	4
		Total	1395

There was no training during the month of June, 2017 (Ramdan Mubarak)

b) Research

Research is one of the basic functions of the Academy. It conducts research in the field of rural development and its administration in order to make the training realistic and meaningful. The research studies/ projects are made more ‘**Problem Centered**’ in order to provide an opportunity to the instructional staff to remain in close touch with live issues of rural development being faced in the field. Following were the activities carried out during the reported period.

Journal of Rural Development & Administration (JORDA)

PARD publishes research based journal namely Journal of Rural Development and Administration (JORDA). It is a Higher Education Commission (HEC) recognized journal and has wide distribution.

JORDA Vol. XLVI- No.2 (July – December, 2015) is in printing stage and will be available shortly. Research articles for JORDA Vol. XLVII- No.1 (January–June, 2016) and Vol. XLVII- No.2 (July – December, 2016) issue have been short listed and are in the review process.

c) Experimentation

Experiment with new techniques of rural development by undertaking action research projects and after experimenting pass them on to the departments.

Following are the on-going experimentation projects of the Academy:

ACTION RESEARCH PROJECTS (EXPERIMENTATION)

1. Masjid Maktab (Mosque Feeder School Project)

The Academy started this project in 1967 by establishing Masjid Maktab in nine villages around Peshawar. The project was based on the idea that in villages where primary schools did not exist, such schools could be started to fill the void. In some villages, where large landholdings and feudal set up was prominent, schools were not encouraged. Some of these villages were picked up and the village community was associated in opening these schools. The village community at times, provides premises for such schools. When a regular primary school is established by the Provincial Education Department, the Maktab School is shifted to another village.

The Academy provides Rs. 1500/- per month as stipend to the Maktab Teachers. In addition, books, black board and ground mats are provided to each Maktab. Every year, an official of the Provincial Education Department conducts the examinations, so that these students can carry government primary certificates for further education. The course of these schools is the same as of the provincial government schools. The project is run with the minimum expenses, if compared with the expenses of primary schools in the Government Sector. The trainees of different training courses of PARD, NIM and PPSA are also inspecting these schools. The Masjid Maktab are evaluated regularly.

Presently there are 09 such schools located in Peshawar District including 05 schools exclusively for girls, 03 for boys whereas 01 school is co-education basis. This project is presently benefiting more than 500 students.

2. Vocational Training Centre for Women:

The Academy had set up an Industrial Centre for Women in March 1966 which was renamed as Vocational Training Centre for Women. Its purpose is to train rural women in basic skills of home industry to enable them to learn income-earning skills and thereby to inculcate spirit of self-help and self-confidence among them.

The Vocational Training Centre for Women is located inside the premises of Academy Campus and is run by qualified lady teachers under the supervision of the Instructor-Incharge. During 2016-17, thirty eight (38) women were trained in various skills in the Centre. Vocational Training Centre for Women has imparted skills training to 1923 students so far. The equipments available at the Centre include sewing machines and embroidery machines which are used for skill learning. A number of different courses on trades and crafts are taught.

Girls attend the center for varying durations and learn skills which they prefer. The number of trainees usually increases during vacations, particularly in summer due to closure of education institutions.

There are two teachers working in the center which impart training in the following skills:

- Embroidery
- Tailoring and Dress making
- Painting/Glass Painting
- Hand & Machine Knitting

Besides, Nazira Quran classes for the girls of the campus have also been started in the premises of the Centre.

3. Fish Pond

Fish rearing is an effective income generating activity that has the potential of being used as an important means of poverty reduction amongst the resource poor local communities. It is an employment generating multi-dimensional activity involving community mobilization and use of idle local resources.

PARD has established a demonstrative Fish Pond over an area of half an acre. Seeds of different fish species namely Raho, Silver, Grass and Morvi are stocked in the pond. The netting ceremony is held once a year through Fisheries Department and provided to the staff members on subsidized rate particularly to low paid employees of the Academy. The next netting is expected during September 2017.

4. Wara Lassoona Project: (Pashto Phrase meaning “Small Hands”)

The Academy organized the Wara Lassoona Project in 1967 incorporating co-curricular activities for boys in rural primary schools. The Project as designed to supplement the prevalent prescribed syllabus with co-curricular activities so that the boys after getting education upto the primary level, not only receive inputs of vocational training but are also motivated to develop their lives within the rural setting.

This project has been revived with Government High School, Academy Town, and Peshawar as the pilot site. The following activities have been initiated and completed.

- Summer Vegetable Sowing
- Basic Skills in Computer Training Course
- Winter Vegetable Cultivation
- Nursery Raising Techniques

d. Agricultural Farm

This farm was established in 1967 to conduct demonstration of improved agricultural techniques for dissemination to the farming community and to establish linkages with different research institutes and replicate their basic research.

1. Trickle Irrigation Project

This project was initiated in May 2006; it covers an area of five kanals of land where 162 plants of lemon and olive are irrigated through the most advanced trickle irrigation. This system is very useful for those farmers who are facing irrigational water shortage. Canal water is used as a source of irrigational water. Experiment is very successful in achieving its objectives and will be replicated in the farmers' fields.

COMPLETED PROJECTS

a. The Ulema Project

The Academy organized an Ulema Centre Project in Peshawar tehsil in 1967. The Project as designed to tap the talent potential of rural Ulema and Pesh Imams for development work by making them more effective religious leaders and agents of social change. The Project was based on the view that Ulema wield great influence and command respect especially in rural areas.

b. Integrated Basic Services for Women

The Academy organized a project for welfare of rural women folk on experimental basis with financial assistance from UNICEF. The prime objective of this project was to involve women folk in the process of development by enabling them to benefit from services and facilities available, so that they can perform income generating activities more efficiently.

c. Integrated Rural Development Programme (IRDP)

IRDP was launched at Daudzai in 1972, to organize a comprehensive experiment in rural development administration. The three basic components of the Project were:

- i. Provision of services and facilities both in public and private sectors, well-coordinated and adequately supported by supplies.
- ii. Upgrading the skills of rural population to enable them to make the best use of the services being provided.
- iii. Integration of public agencies such as development departments with elected Local Councils.

The Project helped in undertaking more clearly the concept, objectives and principle of rural development, in designing training courses for people involved in rural development, in preparing reading materials, providing opportunities for practical work by the participants and formulation of guideline for future course of action.

d. German Aid Projects

The Academy opened 5 IRDP Projects in Peshawar in 1976 with financial assistance from the Federal Republic of Germany to test the viability of Daudzai approach in varied conditions. Most of the findings of these projects were passed on to concerned agencies for use in policy formulations.

Achievements made during July 1, 2016 to June 30, 2017

Major activities carried at PARD Agriculture Farm during Financial Year 2016-17 are:

i) Harvesting Ceremony of Pop-Corn Maize Crop

PARD in collaboration with Cereal Crop Research Institute, Pirsabak (Nowshera), cultivated Pop Corn Maize Crop over an area of about 1x1/2 Kanal. Harvesting of the crop was started on August 05, 2016. A yield of about 150 Kilogram was attained from harvesting of the crop. Mrs. Nighat Mehroze, Director General, PARD/NIM/PPSA inaugurated the harvesting ceremony.

ii) Harvesting Ceremony of Moong Bean

PARD Agriculture Farm in collaboration with Nuclear Institute for Food and Agriculture, Peshawar Agriculture Research System, Khyber Pakhtunkhwa cultivated different varieties of Moong Bean (Ramazan & Karak-1 respectively) over an area of about 4 acres. Harvesting of Moong Bean started on August 17, 2016. A yield of about 38 maunds Moong Bean was achieved from threshing of the crop. Mrs. Nighat Mehroze, Director General, PARD/ NIM/PPSA inaugurated the harvesting ceremony.

iii) **Auction of Maize Fodder & Mott/Rhode Grass**

The crops of Mott/Rhode Grass and Maize Fodder, sown over an area of about 1.5 kanal and 2.5 acre, respectively were auctioned on August 15, 2016. A revenue of Rs. 53,500/- was attained from auction of the crop.

iv) **Pomegranate Harvesting**

PARD has established Orchard of various fruits over an area of about 6 acres in 2015-16. The first picking of Pomegranate fruit was carried out on August 31, 2016. The Director General, inaugurated harvesting of the fruit. A revenue of Rs.4,400/- was attained from sale of the fruit.

v) **Berseem Crop**

Sown Berseem Crop over an area of about 3.5 acres. Mr. Rahimullah Yousafzai, a renowned journalist inaugurated sowing ceremony of the crop on October 19, 2016. The crop was auctioned for Rs. 195,040/-, seed of around 170 Kg. of has also been attained from harvesting of the crop which is supposed for re-sowing in PARD fields. The additional seed will be disposed-off/sale in local market/auction.

vi) **Sowing of Wheat Crop**

Mr. Nadeem Irshad Kayani, Secretary, Management & Professional Development Department, Lahore inaugurated sowing of the Wheat crop Insaf 2015 on November 29, 2016. crop was auctioned and revenue of Rs. 31,500/- was generated..

vii) **Canola Crop**

Canola is the important crop of Brassica group grown as oilseed crops in Pakistan. These have remained one of the major sources of oil in the sub continent for centuries. PARD Agriculture Farm, keeping in view its importance, has sown Canola Crop over an area of about one acre for demonstration of trainees and other visitors of PARD, NIM & PPSA from across the country. A total of 707 Kg. Canola Seed has been attained from threshing of the crop. Oil is extracted from the Canola Seed which would be offered for sale to employees of the institution in due course of time.

viii) **Sunflower Crop**

The crop of Sunflower, which was sown in collaboration with Pakistan Oil Seed Development Board (PODB), Peshawar was harvested. Harvesting of the crop was inaugurated by Mrs. Nighat Mehroze, DG PARD/NIM/PPSA, the crop has given a yield of around 438 Kilogram of Sunflower Seed. The seed is being used for oil extraction purpose (for onward sale to staff of the three institutions).

ix) **Sowing of Peanut and Pop/Sweet Corn crops**

PARD Farm in collaboration with in collaboration with Agriculture University, Peshawar started sowing of Peanut and Pop/Sweet Corn crops on June 08, 2017. The sowing ceremony was inaugurated by DG, PARD/NIM/PPSA.

x) **Establishment of Mushroom Unit**

Mushroom farming has become one of the most important of all the horticultural crops and playing an important role in poverty reduction due to its economical inputs and high return characteristic. PARD therefore, has also established a

Mushroom Unit in close collaboration with Agriculture Research Institute (ARI), Tarnab and Agriculture University, Peshawar for demonstration of trainees and other visitors. Also got trained four PARD staff members in the field of Mushroom Cultivation at ARI Tarnab to handle the Mushroom Unit efficiently and effectively.

Mushrooms harvested during the period were sold to staff of PARD, NIM & PPSA; and revenue has been deposited in relevant PARD account.

xi) Honey Bee Keeping

The Honey Bee Keeping venture, which was started early in 2016, gave its output. Honeys of the following qualities were extracted:

- Forty eight kilogram of Ber Honey; and
- Sixty seven kilogram Pulai Honey

and sold to staff of the three institution PARD/NIM/PPSA at economical rate. The revenue of Rs. 78000/- has been generated.

xii) Other Farm Activities

- a. Carried-out auction of Persimmon and Rough Oranges on October 07, 2016. The revenue of Rs. 57,000/- has been generated.
- b. Carried-out pruning of the trees at PARD; and the firewood so attained was auctioned.
- c. Administration of Fertilizer ,Insecticides & Fungicide to Orchard & other crops
- d. Pruning of the Orchard and refilling of the empty spots through Agriculture Research Institute, Tarnab
- e. Carried-out sale of Canola Oil, Medicinal plants (Alsi, Kalvanji & Haldi etc.) & vegetable items to staff of PARD, NIM & PPSA on economical prices;
- f. Carried-out plastic covering of the tunnel for sowing of Tomato crop;
- g.

8th Farmers' Convention and National Agricultural Exhibition

The 8th National Farmers' Convention was organized during April 26 - 28, 2017 which was participated by more than 100 farmers from all over the country and provided an opportunity to the small and medium level farmers to directly interact with related service providers and other stakeholders to deliberate upon farmers; issues and its possible solutions. The respective experts and stakeholders received full response from the participating male and female farmers, experts and representatives of public and private sector organizations.

National Agriculture Exhibition was also organized by PARD from April 26 - 28, 2017 on the sideline of Farmers' Convention at the Academy Campus. Several public and private sector organizations actively participated in the exhibition and different products and technologies related to Agriculture and livestock were displayed for the visits. The Academy provided free of cost space and stalls to display agricultural products and technologies, variety of seeds, pesticides, machinery etc. Visits, participants and guests of the Convention took keen interest in milking machines, livestock products, tobacco, bio-gas equipments, gypsum stone, solar energy items. Commendation certificates were distributed amongst the exhibitors for successful participation in the exhibition.

RECOMMENDATIONS FOR IMPROVEMENT:

- Linking up PARD training to the career planning of functionaries of Government line departments which would create a genuine training need/demand among the participants and make the capacity building programme being offered by the Academy more meaningful for the target clientele;
- Capacity building of PARD Faculty through a well-planned training programme enabling the Faculty to be exposed to new tools and techniques in the field of rural development;
- Better service structure that provides sufficient opportunities of career building to the Faculty. Present service structure was designed in the 1950s and 1960s and does not meet the present day requirements.

OTHER NOTABLE ACTIVITIES/ACCOMPLISHMENTS:

S. No.	ACTIVITY/ACCOMPLISHMENTS
01	Pakistan Day celebrated with illumination on the office main buildings; hoisting of National Flag as well as colorful programmes including speeches and national songs for children.
02	Facilities provided to other departments/organizations for holding the training programmes at the Academy such as venue; logistics; hostels; auditorium etc.
03	8 th National Farmers' Convention held during April 26 - 28, 2017.

SECRETARIAT TRAINING INSTITUTE (STI)

INTRODUCTION:

Secretariat Training Institute (STI) is an attached department of Establishment Division, with major activity of initial specialized training for Section Officers (BS-17) recruited through CSS and those selected through Promotional Examination held by the FPSC. STI is also entrusted with responsibilities of organizing in-service training for the officers (BS-17 to 19) and officials (BS 1 to 16) in order to enhance their professional skills. Keeping in view defined responsibilities, the achievements of STI from 1st July, 2015 to 30th June 2016 include the following:-

ROLE AND FUNCTIONS:

Mandatory pre-service specialized training programmes were designed for new entrants into Office Management Group on a full-time basis. Apart from initial training, importance of in-service training / refresher courses is beyond any explanation. Therefore, the Institute, with focus to cater diversified training requirements of different Public Sector Organizations, arranged training courses relating to Rules of Business, Office Procedures, Management and Personality Development during the period under reference. These courses included subjects like Problem Solving and Decision Making, Stress Management, Effective Communication and Negotiation Skills, Disaster Management, Promotion Policy/Rules, Procurement Rules and Procedures, Service Laws & Rules Public Sector Management, Budget Preparation and Personal Effectiveness etc. As regards training of staff (BS 1-16), STI is the primary organization for providing opportunity of skill enhancement to this category of employees in the Federal Government in the field of Service Laws/Rules and English/Urdu Stenography.

STI is also providing customized training to various Federal Government Organizations according to their need and requirements, as it has developed a reputation

as Centre of Excellence in imparting knowledge on Secretariat Instructions, Rules of Business and Official Communication. Whereas technical expertise to use Information Technology needs to be enhanced in Federal Government officers, the Institute has also given priority to Information Technology courses as mandatory part of its Annual Training Programme in order to enhance capacity of public sector employees to apply IT tools in the Office Management.

GOALS / TARGETS:

The activities of STI during financial year 2016 – 2017 were carried out keeping in view following goals and targets:

S. No.	Goals / Targets
i).	To bring attitudinal change and equip OMG probationers with basic knowledge and skills in Office Management enabling them to perform their job effectively.
ii).	To impart knowledge and enhance skills of officers in various disciplines to prepare them for their organizational needs.
iii).	To up-grade the knowledge of the staff in Secretariat Norms, practices, procedures and rules.
iv).	To train Officers and staff in the field of information Technology.
v).	To enhance skills of the staff in the areas of shorthand / typing. MIS and E-Government etc.
vi).	To improve performance of the public sector organizations by improving efficiency of the staff.
vii).	To organize courses for officers and staff in Daftri Urdu and Urdu Composing.
viii).	To enhance skills of the officers & staff to develop capacity in Urdu correspondence in pursuance of Government's resolve to give preference to Urdu as an official language.

Above goals / targets were achieved by conducting training courses during the financial year 2016 – 2017 tabulated as under:

Achievements (Financial year 2016 – 2017)

S. No.	Achievements (Financial year 2016 - 2017)	No. of Courses conducted	No. of Participants / Beneficiaries
i).	Specialized pre-service training for Section Officer (OMG)	02	67
ii).	Courses conducted under Executive Programme for officers in BS-17 to BS-19 on various management disciplines.	22	610
iii).	Staff Development Courses relating to Service Laws and Procedures (BS 01- 16)	18	931
iv).	English Stenography Courses	11	572
v).	Urdu Stenography Courses / Urdu computer in-page	07	232
viii).	Customized Training Programmes on special request of Ministries / Divisions Departments in addition to Annual Training Calendar.	05	338
ix).	IT Courses for officers and officials	13	392
	Total	78	3142

NATIONAL SCHOOL OF PUBLIC POLICY (NSPP)

INTRODUCTION:

The National School of Public Policy (NSPP) is mandated, by the federal law, to impart training, research and education to the civil servants in Pakistan and also to the allied officers nominated by the friendly countries. In pursuance of its motto "Knowledge to serve the people", the NSPP functions as the premier training institution of the country *for imparting skills to govern* to the participants of its various training programs conducted by the integral and constituent units across the country. It undertakes research in the field of public policy through its dedicated unit called National Institute of Public Policy. It also offers skill development short training programs in the fields of public policy, leadership and management for the chief executives and senior officers of the public and private sector organizations in Pakistan through its Executive Development Institute. The collaboration with several world class universities and institutions of repute like Harvard Kennedy School has enabled the NSPP to further improve the quality of its teaching, training and research programs.

Functions of NSPP

2. The key functions of the NSPP are:
 1. To provide for instruction, tuition, training, research, demonstration and service in such branches and disciplines of public administration, public policy, law, economics, finance, management sciences, and any other relevant discipline to improve the service delivery.
 2. To provide for in-service training.
 3. To develop standards, conduct examinations and to award Degrees, Diplomas, Certificates and other academic distinctions to persons who have been admitted to and have passed its examinations under prescribed conditions.

To serve as a research institute for the Federal Government on matters of public policy and to advise the Federal Government on such policy matters as are referred to it.

Details of Institutions of the NSPP and Programs

3. As per current setup of the NSPP, the National Management College (NMC), Executive Development Institute (EDI) and National Institute of Public Policy (NIPP) are the Integral Units. The National Institutes of Management (one each at Islamabad, Karachi, Lahore, Peshawar & Quetta) are the Constituent Units.
4. The mandatory in-service training courses i.e. Mid-Career Management Course (MCMC), Senior Management Course (SMC) and the National Management Course (NMC) are offered on the recommendation of the Establishment Division, Government of Pakistan at three levels as per seniority to qualify for promotion to the next grade.
5. Mid-Career Management Course (MCMC) has been devised to bridge the training gap between Mid-Level and Senior Level. This course is conducted at National Institutes of Management for the officers in BS-18. The course is tactical in nature and focuses on public service delivery at local level.
6. The Senior Management Course (SMC) is offered at Senior Management Wing of National Management College, Lahore and also at the National Institutes of Management, Karachi, Peshawar and Islamabad at the operational level for Basic Scale-19 officers so as to strategize policy implementation.

7. The National Management Course (NMC) takes place at the National Management Wing of National Management College, Lahore for Basic Scale-20 officers. It requires the course participants to learn strategic skills and understand the factors bearing on formulation, implementation and perspective of policy making at the national level.

8. The Executive Development Institute (EDI), established in 2007, offers short courses to meet the learning needs of senior leaders of public and private sectors, engaged in legislation, law business, executive, industry, journalism and academia.

9. The National Institute of Public Policy (NIPP) is a 'research institute for the Federal Government on matters of public policy'. Though, in the formative phase, however, it is growing well and emerging as a 'Think Tank' for the Government of Pakistan on Public policy-related issues and concerns. It has undertaken a number of wide-ranging research studies of national importance.

Programs offered by NSPP

- i) 14-Week Mid-Career Management Course for BS-18 officers at National Institute of Management located at Lahore, Islamabad, Peshawar, Quetta and Karachi.
- ii) 16-Week Senior Management Course for BS-19 officers at NMC (Senior Management Wing) Lahore, NIM, Karachi and NIM, Islamabad.
- iii) 18-Week National Management Course at National Management College (National Management Wing), Lahore.

PERFORMANCE DURING 2016-17

Board of Governors and Executive Committee

10. The NSPP functions under the Board of Governors, headed by the President of the Islamic Republic of Pakistan. The affairs of the NSPP are managed through the BOG and its Executive Committee. During the period under review, the 13th meeting of the Board of Governors took place on 19th April, 2017. Furthermore, 20th, 21st & 22nd meetings of the Executive Committee took place on 1st September, 2016, 17th October, 2016 and 14th June, 2017 respectively.

Education, Research & Training Achievements

11. NSPP provides a congenial, conducive and creative environment to nurture advanced leadership qualities of the trainee officers at the National Management College, National Institutes of Management, National Institute of Public Policy and the Executive Development Institute. The Civil Services Academy has been detached from NSPP vide Article 13(aa) of the National School of Public Policy (Amendment) Ordinance, 2016. All the training programs have been designed to bring about distinct changes in the **participant's knowledge, skills and attitudes**, emphasizing the **quality of thinking, quality of judgment** and **quality of decision making** for better governance and improved public service delivery. Therefore, the focus of training during 2016-17 remained on pragmatic and strategic management skills, correspondingly to improve governance and outcomes on continuing basis.

12. The following Education Training and Research activities were accomplished effectively and in a befitting manner during the report period (1st July, 2016 to 30th June, 2017):

Objectives	Achievements			
	Institution	Course	Period	No. of Participants

1. To provide pre-service and in-service training to all the nominees of the Establishment Division at the Integral and Constituent Units of the NSPP	National Management College, Lahore	105 th NMC	01 st August, 2016 to 30 th December, 2016	56
		106 th NMC	20 th February, 2017 to 21 st July, 2017	56
		20 th SMC	15 th August, 2016 to 30 th December, 2016	91
		21 st SMC	6 th March, 2017 to 21 st July, 2017	68
	National Institute of Management, Islamabad	22 nd MCMC	22 nd August, 2016 to 25 th November, 2016	36
		21 st SMC	6 th March, 2017 to 21 st July, 2017	37
	National Institute of Management, Karachi.	20 th SMC	15 th August, 2016 to 30 th December, 2016	52
		21 st SMC	6 th March, 2017 to 21 st July, 2017	43
		22 nd MCMC	22 nd August, 2016 to 25 th November, 2016	50
		23 rd MCMC	20 th February, 2017 to 26 th May, 2017	43
	National Institute of Management, Lahore.	22 nd MCMC	22 nd August, 2016 to 25 th November, 2016	50
		23 rd MCMC	20 th February, 2017 to 26 th May, 2017	53
	National Institute of Management, Peshawar.	22 nd MCMC	22 nd August, 2016 to 25 th November, 2016	55

		23 rd MCMC	20 th February, 2017 to 26 th May, 2017	50
	<i>National Institute of Management, Quetta.</i>	22 nd MCMC	22 nd August, 2016 to 25 th November, 2016	24
		23 rd MCMC	20 th February, 2017 to 26 th May, 2017	37
<i>2. To conduct special programmes for the Federal and Provincial government employees in BS 21 and above which may also include nominees from the private sector and members of Federal and Provincial legislatures.</i>	<i>Executive Development Institute, Lahore</i>	13 th Executive Development Programme “Strategic Dimensions of China-Pakistan Economic Corridor”	15 th August, 2016 to 19 th August, 2016	18
		14 th Executive Development Programme “Leadership and Governance in Food Security”	08 th May 2017 to 12 th May, 2017	11
The officers participated in programmes and procedures (Grand Total):				830
<i>3. Research Projects completed</i>	<i>National Institute of Public Policy, Lahore</i>	The following research projects were completed during 2016-17 <ul style="list-style-type: none"> ➤ Review of outcomes of 7th NFC Award in the context of 18th Amendment for Health and Education Sectors in Punjab and Sindh ➤ A case study on NEPRA ➤ Socio Economic Impact of China Pakistan Economic Corridor (CPEC) ➤ Medium Term Budgetary Frame Work Issues, Challenges and Prospects ➤ Policy Implementation in Pakistan Case Study of Higher Education Commission (HEC) ➤ Local Government Finance in France: Lessons for Pakistan 		

		<p>In Progress</p> <ul style="list-style-type: none"> ➤ Youth Bulge for Gainful Employment ➤ Retooling Governance for Improving Public Service Delivery: Case Study of Right to Public Services Commission Khyber Pakhtunkhwa ➤ E-Governance and Land Record in Punjab
<p>4. <i>Developing strengthening of linkages with international training institutes</i></p>	<p><i>National School of Public Policy</i></p>	<p>The following is status of MoUs between NSPP and counterpart foreign institutions:</p> <ul style="list-style-type: none"> ➤ NSPP-Civil Service Commission of Maldives, Maldives - signed ➤ NSPP–Sri Lanka Institute of Development Administration (SLIDA), Sri Lanka – In progress ➤ NSPP-Asian and Pacific Centre for Transfer of Technology (APCTT), United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) (Republic of Korea) - In Progress

13. It is pertinent to mention that the National School of Public Policy successfully concluded its regular academic activity and training courses during the specified report period. It has been ensured that by aligning its procedures and processes, the National School of Public Policy adheres to the spirit and dynamism of Vision 2025. We pray to Almighty Allah to help us to efficaciously continue NSPP’s mission of improving governance through effective capacity building of public servants.

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**MANAGEMENT SERVICES WING
OF THE
ESTABLISHMENT DIVISION**

MANAGEMENT SERVICES WING

INTRODUCTION:

Management Services Wing (MSW) is a constituent wing of the Establishment Division and is organized into six functional units as well as Pakistan Public Administration Research Centre under the technical supervision of Member (BS-21). Each Unit is headed by a Director General (BS-20). These units deal with the Management consultancy assignments and training of government functionaries in the specialized areas related to management as well as research in Public Administration. There are two field offices of the MS Wing - one at Karachi and the other is at Lahore. These offices are headed by Directors.

ROLE AND FUNCTIONS:

2. The task assigned to the Management Services Wing falls into three broad categories viz., Consultancy, Training and Research. As mandated by the Federal Government Rules of Business, 1973, Establishment Division (Management Services Wing) offers management consultancy services to the Federal Government organizations, to assist them in solving the specific management problems and undertaking re-organization/management studies focusing generally on rationalization of their organization structures, logical distribution of functions, and simplification of operational procedures, developing performance standards and recommending effective staff strength for their smooth functioning. Training programmes are also offered by the Wing which is aimed at developing and upgrading the skills of the Federal Government Employees and to keep them updated on the latest developments in the field of Management. In addition, the following functions have also been allocated to M.S. Wing in the Secretariat Instruction:

“75. To prevent unnecessary expansion of the Government and to avoid duplication/overlapping of functions allocated to Ministries/ Divisions under Schedule II to the Rules of Business, all the Ministries/ Divisions shall comply with the following directions:—

- (i) Utilize the free consultancy services of Management Services Wing as far as possible and save expenditure on foreign/local consultants.
- (ii) Involve Management Services Wing at the time of expansion also. Expansion in their activities and/or in number of personnel should be got cleared by the Management Services Wing.
- (iii) Give representation to the Management Services Wing on all Commissions/Committees concerned with the re-organization of government machinery.”

ACHIEVEMENTS OF MANAGEMENT SERVICES WING

The achievements of the Management Services Wing during the year 2016-17, are briefly as under:-

- i) During the period under review, the Wing has received 228 references / consultancy assignments / receipts on various administrative, procedural, operational as well as management related issues referred to it by the government organizations. Out of which 123 assignments have successfully been completed. Whereas, the remaining assignments are in progress. In addition, the Wing has also disposed off 125 miscellaneous cases received from different Ministries / Divisions / Organizations. The advice rendered therein by the Wing facilitated these organizations in solving their management problems.

- ii) Six (06) short term training courses were conducted under the Managerial Effectiveness Program during the period. Details are as under:-

S.#	Name of Training/ Workshop	Duration	Participants	Place
1	In-House Capacity Building Course for Officers of Management Services Wing of the Establishment Division.	26 – 30 Sept., 2016	21	Islamabad
2	Workshop on “Strategic Intent of Human Resource Management”.	6 – 8 Dec., 2016	48	Karachi
3	Workshop on “Organization Development and Change Management”.	19 – 21 Dec., 2016	58	Lahore
4	Workshop on “Competency Management in the Public Sector Organizations”.	14 – 16 Feb., 2017	39	Islamabad
5	Workshop on “Interpersonal Skills and Self Development”.	22 – 24 May, 2017	58	Lahore
6	Workshop on “Total Quality management for Public Sector Organizations”.	23 – 25 May, 2017	26	Karachi

- iii) The Wing has also dealt with 1441 cases related to Surplus Pool and implementation of recruitment policy as per details below:-

(a) NOC issued for direct recruitment	:	651
(b) No. of advertisements of vacant posts forwarded to PID for publication.	:	274

- (c) Complaints received against recruitment process : 07
- (d) Absorption orders of surplus Civil Servants issued : 09
- (e) Court Cases : 03
- (f) Miscellaneous Correspondence made : 497

iv) Key Performance Indicators (KPIs) in respect of BS-17 and BS-18 positions of all Ministries/ Divisions have successfully been completed in line with the requirements of New Assessment Report Form.

4. The following activities have been performed in the context of post devolution scenario by the Wing, the period under review: -

S. No.	Activities	No. of cases attended / disposed off
1.	Posting / Transfer of employees of devolved Ministries / Divisions	13
2.	Advices / clarifications issued to Ministries / Divisions / Departments.	23
3.	Litigation cases pertaining of Devolution	17
4.	Miscellaneous issues pertaining to Devolution	29

ISO 9001:2015 CELL

5. To standardize the systems and procedures in vogue, the ISO 9001:2015 Certification process was carried out in Establishment Division. To manage these affairs, an ISO Cell was established in the Management Services Wing in 2016. In addition, an ISO Steering Committee was also constituted under the chairmanship of Secretary Establishment to oversee the ISO Certification process and extend support, when needed. The ISO Cell with the technical assistance of consultant firm namely M/s Institute of Occupational Safety, Health and Environment (IOSHE) Pvt. Ltd. And with the assistance of ISO Coordinators nominated from each Wing has developed the Quality Management System based on ISO 9001:2015 in Establishment Division. The activities were performed in phased manner which included:-

- i) Training sessions on various aspects of QMS (ISO 9001:2015);
 - ii) Gap Analysis Exercise;
 - iii) Extensive meetings / consultation with ISO Coordinators, officers / officials of Establishment Division for developing the following ISO mandatory and Technical Documents and compilation of the same in the form of Quality Manuals (Wing-wise) for implementation. These manuals contain the following:
 -
 - Establishment Division's Quality Policy.
 - Wing-wise Quality Objectives.
 - Wing-wise Identification of relevant interested parties / stakeholders.
 - Functions of each Wing of Establishment Division.
 - Job descriptions of each position of Establishment Division.
 - Standard Operation Procedures (SOPs) for the process in vogue in Establishment Division.
 - iv) Conduct of Internal Quality Audit, generation of Internal Audit Reports and taking corrective action for removal of non-conformities identified in the reports;
 - v) Convening of ISO Steering Committee meetings on regular intervals to apprise the members with the progress of certification process;
 - vi) Conduct of External (Third Party) Certification Audit in May, 2017 through the audit team of "M/s National Quality Assurance (NQA), Pakistan", an Accredited Certification Body of United Kingdom Accreditation Service (UKAS);
 - vii) Award of ISO 9001:2015 Certificate to Establishment Division by M/s NQA after verification of QMA in Establishment division in June 2017.
6. After award of the ISO 9001:2015 Certificate, the next stage is the maintenance and making improvement in the system, which is a continuous process. Therefore, the ISO Cell with the assistance of ISO Coordinators will continue to work for making improvement in the existing QMS with the help of surveillance audits.

Pakistan Public Administration Research Centre (PPARC)

As is obvious by the name itself, Research aims to discover new methods and procedures, and is vital for development through constant up-gradation of existing way of doing the things. For the conduct of administrative research a distinct unit exists as a part and parcel of Establishment Division, with the name **Pakistan Public Administration Research Centre**. The Centre is responsible for the performance of the following functions:

- a. Special assignment regarding observance of 6% employment quota for Balochistan under Aghaz-e-Haqooq-e-Balochistan Package (AHBP).
- b. Maintenance of statistics in respect of Federal Government Employees as well as employees of Autonomous / Semi-Autonomous Bodies / Corporations by conducting census / surveys.
- c. Compilation / Revision and printing of Administrative Codes / Manuals.
- d. Simplification of Forms and Procedures.
- e. Research studies on administrative improvement.

2. The above functions are performed by three Sections viz (a) Statistics (b) Manuals & Publications (c) Research. The detail of activities & achievements made by these Sections during the financial year (2016-2017) is as under:-

ASSIGNMENTS COMPLETED (2016-17)

Special assignment relates to Aghaz-e-Haqooq-e-Balochistan Package (AHBP) and observance of 6% Balochistan quota for the employment in Federal Secretariat and all Federal Government Organizations. The PPARC has been able to identify 11357 posts under the Balochistan quota out of which 7927 posts were got filled. (quarterly filled) .

- Annual Statistical Bulletin of Federal Govt. Employees (2014-15) (under print).
- Annual Statistical Bulletin of Employees of Autonomous/Semi-Autonomous Bodies/Corporations under the Federal Government (2014-15) (under print).
- Annual Statistical Bulletin of Federal Govt. Employees (2015-16) (under print).
- Annual Statistical Bulletin of Employees of Autonomous / Semi-Autonomous Bodies / Corporations under the Federal Government (2015-16) (under print).

- A manual on Appoint, Promotion and Transfer Rules (Edition-2016) (under print).
- Bill Book (under print).
- Organization & Functions of Federal Secretariat (Part-II) (under Print).
- Quarterly reports on recording, indexing of files and weeding out of old records.

ASSIGNMENTS IN HAND

- 16th Census of Federal Government Civil Servants. (data processing stage)
- 17th Census of Federal Government Civil Servants. (data processing stage)
- Annual Statistical Bulletin of Federal Govt. Employees (2014-15)
- Annual Statistical Bulletin of Federal Govt. Employees (2016-17) (tabulation stage)
- Annual Statistical Bulletin of Employees of Autonomous / Semi-Autonomous Bodies / Corporations under the Federal Government (2016-17) (tabulation stage)
- Recording, Indexing of Files and Weeding Out of Old Records. (regular activity)
- Secretariat Instructions
- A Hand Book for DDO's
- Organization & Functions of the Federal Secretariat Part-I
- Review & Revision of Civil Standard Forms. (Continuous Process).
- Idea Award Scheme (14th Phase).
- Special assignment regarding observance of 6% employment quota for Balochistan under Aghaz-e-Haqooq-e-Balochistan Package (AHBP). (regular activity).



**PLANNING & MONITORING CELL
OF ESTABLISHMENT DIVISION**

INTRODUCTION:

As per para 6 of the System of Financial Control and Budgeting (September, 2006), in each Ministry/ Division, there shall be a Chief Finance and Accounts Officer (CF&AO) under the Principal Accounting Officer who shall assist him and report to him as part of his team. The CF&AO shall be a well-trained and experienced officer and equivalent to Joint Secretary or Deputy Secretary, as may be appropriate, to assist the Principal Accounting Officer in matters relating to risk management, asset protection, internal control/audit, reconciliation of accounts, monitoring and coordination with DAC,PAC and financial proprieties of expenditure and receipts. The CF&AO shall have such supporting officers and staff as may be necessary. The CF&AO and the officers/staff under him shall be under the administrative control of the Ministry/Division to which he is attached.

Planning & Monitoring Cell (PMC) comprises Chief Finance & Accounts Officer, a BS-20 Officer of Audit & Accounts Group, as its Head, Deputy Secretary (PMC), Section Officer (Budget), Section Officer (F&A), Section Officer (Internal Audit) and Assistant Chief (PMC). The Chief Finance & Accounts Officer works directly under the Principal Accounting Officer (Establishment Secretary) and coordinates his work with the Financial Advisor's Organization.

ROLE AND FUNCTIONS:

- Coordination and Scrutiny of Budget: Expenditure and Receipts.
- Maintenance and Reconciliation of Accounts.
- Coordination of Public Sector Development Programme (PSDP).
- Advice in Delegated Field.
- Processing of cases in Non-Delegated Field.
- Work Relating to Public Accounts Committee (PAC) and Departmental Accounts Committee (DAC) and Audit Observations on Appropriation Accounts and Audit Reports.
- Compliance with Rules, Regulations and Orders.
- Observance of Internal Control prescribed by the CGA in the Ministry/Division Attached Departments and Subordinate Offices.
- Conduct of Internal Audit of the Ministry/Division Attached Departments and Subordinate Offices.

GOALS:

- Approval of the Budget Estimates of Current Expenditure/Receipts and Foreign Exchange in respect of Establishment Division and its Attached Departments/Organizations in accordance with Medium-Term Budgetary Framework (MTBF).
- Release of funds to the Attached Departments/Organizations of the Establishment Division from the allocated Budget of Financial Year 2016-17.
- Approval of budget from PSDP in respect of development projects of Establishment Division and its Attached Departments/Organizations.
- Scrutiny and processing of all development projects up to approval by DDWP/CDWP/ECNEC.

- Monitoring and implementation of the development projects of Establishment Division and its attached Departments/Organizations.
- Observance of Internal Control prescribed by the CGA in the Ministry/Division, Attached Departments and Subordinate Offices.
- Conducting the Internal Audit of the Ministry/Division, Attached Departments and Subordinate Offices and incorporate the results of these inspections in the form of an inspection report and furnished the Internal Audit Report to the Principal Accounting Officer.
- Work relating to Public Accounts Committee and audit observations on appropriation accounts.
- Compliance with the recommendations of DAC and PAC.
- Ensure compliance of all other rule and orders contained in Treasury Rules, General Financial Rules and instructions issued by the Finance Division from time to time.
- Tender advice in the delegated field where called upon.
- Processing of cases with Ministry of Finance.
- Reconciliation of accounts of all Demands of Establishment Division.
- Settlement of audit objections other than cash.

TARGETS:

- Preparation of Budget of Establishment Division (Main).
- Examination/Coordination of Budget Estimates of Current Expenditure, Receipts and Foreign Exchange in respect of Attached Departments/Organizations of the Establishment Division.
- Release of funds to the Attached Departments/Organizations of the Establishment Division
- Supplementary Grants and Re-appropriation of Funds in respect of Establishment Division and its Attached Departments/Organizations.
- Re-appropriation of funds requiring the approval of the Finance Division under the Demands relating to the Establishment Division.
- Creation of posts in Establishment Division including the posts of OSDs.
- Reconciliation of expenditure on monthly basis.
- Provision of reconciliation statements to Finance Division in respect of Attached Departments/ Organizations of Establishment Division along-with a statement containing Demand wise analysis.
- Collection of expenditure reports as required by the Finance Division in respect of Attached Departments/Organizations and furnishing to the Finance Division.
- Convening meetings of DAC to discuss Appropriation Accounts/Audit Reports.
- Coordinating work relating to meetings of PAC and Sub Committees of PAC.
- To conduct the Internal Audit for the F.Y. 2015-16 in respect of Establishment Division (Main).
- Convening meetings of the Departmental Development Working Party (DDWP)
- To follow up action on the decisions taken in the meetings of Pre-CDWP, CDWP/ECNEC for development projects
- To process re-appropriation of funds and supplementary grant of development projects
- To follow up action on the decisions taken by the Priorities Committee.
- To follow up actions on the decisions taken by Annual Plan Coordination Committee (APCC).

- Online entry and follow up of development schemes into the PMES System of Planning Commission.
- Coordinating the work of the following development Projects included in PSDP 2016-17:-
 - Construction of Auditorium for 500 persons at Civil Services Academy, Walton, Lahore.
 - Construction of Overhead Tank and Turbine Including Up-gradation of Auxiliary Services at Civil Services Academy, Walton, Lahore.
 - Refurbishment of Old Fatima Hostel at Civil Services Academy, Walton, Lahore.
 - Construction of Hostel for Female Federal Government Employees at Wafaqi Colony, Lahore.
 - National University of Public Policy and Administration (NUPPA). Lahore (Un-approved).
 - Creation of Sports Facilities/Construction of two (02) Squash Courts at Community Center, Aabpara/Improvement/Upgradation of Day Care Center, G-6 & Ladies Industrial Home at F-6/4, Islamabad.
 - Construction of Holiday Home at Keenjhar Lake, Thatta.
 - Establishment of IT Wing and Online Training Facility at NSPP, Lahore.

ACHIEVEMENTS:

- Budget Estimates of Establishment Division (Main) and Attached Departments/Organizations for F.Y. 2016-17 were processed for approval of the Finance Division within the timeframe set by that Division
- The Budget Orders/NISs of approved budget for F.Y. 2016-17 were deposited in Finance Division within due date.
- The releases of funds to the Attached Departments/Organizations were processed promptly after approval of the funds by the quarters concerned.
- The proposals for supplementary grant, re-appropriation and creation of posts were processed and got finalized to meet the genuine requirement.
- The posts for OSDs posted in Establishment Division were created and continued on quarterly basis to enable the officers to draw their pay & allowance.
- As a regular feature reconciliation of expenditure for the period from July, 2016 to June, 2017 pertaining to Establishment Division (Main Secretariat) and Surplus Staff was carried out every month regularly throughout the year.
- The meetings of the Public Accounts Committee (PAC) to examine the Appropriation Accounts 2012-13, 2002-2003 and Audit Reports 2002-03 & 2013-14 pertaining to the Establishment Division were attended in pursuance of the directives of the National Assembly Secretariat. The meeting convened by Honourable Speaker, National Assembly of Pakistan regarding "Ways and Means to Strengthen the Functioning of Public Accounts Committee (PAC)", was also attended by the Establishment Secretary on Tuesday the 29th November, 2016. On the request of the National Assembly Secretariat (PAC Wing), Working Papers/Input/Recommendations of the Establishment Division duly approved by the Establishment Secretary was prepared and forwarded to the National Assembly Secretariat (PAC Wing).
- The following development projects were completed during 2016-17:-
 - Construction of Auditorium for 500 persons at Civil Services Academy, Walton Lahore.

- Construction of Overhead Tank and Turbine and Auxiliary services at Civil Services Academy, Walton Lahore.
- Refurbishment of Old Fatima Hostel at Civil Services Academy, Walton Lahore.
- Construction of Holiday Home at Keenjhar Lake Thatta.

ANALYSIS OF ACHIEVEMENTS WITH GOALS AND TARGETS:-

All the targets as mentioned above have been successfully achieved.



**ATTACHED DEPARTMENTS/
AUTONOMOUS BODIES
OF THE
ESTABLISHMENT DIVISION**

STAFF WELFARE ORGANIZATION

INTRODUCTION

Staff Welfare Organization is an attached department of Establishment Division Primarily setup to look after the welfare of Federal Government employees and their dependents. It provides social welfare services to Federal Government employees and their dependents through various welfare activities/services. It has a countrywide setup with headquarters at Islamabad and regional offices at four provincial capitals. The Organization is headed by Director General (BS-20) and assisted by 02 Directors (BS-19). The Regional Offices are headed by Chief Welfare officer (BS-18). The organization caters services to 500,000 Government servants. Assuming average family size as 5, the No. of beneficiaries goes up to 2,249,820.

ROLE AND FUNCTIONS:

Efficiency of a good public administration depends on how best the organization is operating the administrative machinery for the benefits of its clientele. The functions of the Organization as per Charter are as under:-

- Assessment of needs and problems of all the F.G. Employees.
- Educational Assistance through award of stipends to F.G. Employees.
- Establishment of Ladies Industrial Homes where dependents of the F.G. Employees are taught various handicrafts/skills to supplement the income of the family and to provide employment opportunities.
- Provision of emergency relief to low paid individual employees in the event of such distress as T.B prolonged sickness or death in the family.
- Setting up of multi-purpose community centers for organizing social and cultural program as well as for mobilizing voluntary efforts of the Government servants for the solution of their community problems of self-help basis.
- Promoting recreational and sports activities amongst the Government servants through sports clubs formed by the employees themselves.
- Provision of Holiday Homes and picnic resorts and organizing subsidized excursions to places of historic and scenic beauty.
- Arranging entertainment programs for Government servants and their families such as Mushairas, Qawwalies, Milad variety shows/film show, Eid re-union and Meena Bazaar etc.
- Provision of libraries for the intellectual benefit of the Government Servants and their family members.
- Provision of equipment in the children parks of the government servants colonies and development of grounds for playing purposes.
- Handling of complaints from the government servants in the matter of such amenities as transport, supply of water, electricity, gas and fuel etc.

GOALS:

S. NO.	GOAL

01	To take such welfare measures that would make Government service more lucrative so as to attract the best possible talents;
02	To fill those gaps in the provision of such services to Government servants which are not being provided by the agencies concerned.
03	To meet the economic, social and psychological needs of all Government servants in every sphere of their community life.
04	Direct Financial assistance
05	Indirect economic relief
06	Provision of recreational facilities
07	Provision of auxiliary services

TARGETS SET FOR THE YEAR 2016-2017:

S.NO.	TARGET
01	Payment of Stipend Award
02	Federal Staff Relief Fund:
03	Rehabilitation Aid:
04	Day Care Centre:
05	Holiday Homes:
06	Ladies Industrial Home:
07	Ambulance, Mortuary Van Service/Coaster Service:
08	Vocational Training Centre /Trade Training Centre:
09	Multipurpose Community Centre/Community Clubs:
10	Hostel for Federal Government Female Employees:
11	Sports and Cultural Activities:
12	Quranic Classes:
13	PSDP Schemes for Welfare of Federal Government Employees

ACHIEVEMENTS DURING THE YEAR 2016-2017

Target	Achievements
01	Award of Stipend: An amount of RS 116.613 million was disbursed to 52785 Federal Government Employees for the payment of tuition fee, purchase of books for their children. Cash Award to students for obtaining
02	Federal Staff Relief Fund: Amount of RS. 16.670 million was disbursed to the 3952 Federal Government employees on account of death and/or their dependents / prolonged illness and purchase of optical.
03	Rehabilitation Aid: The rehabilitation aid provided to 181 disabled Federal Government employees and their dependents in shape of rehabilitation items (Hearing Aid, Wheel Chairs, Tricycle, and Artificial Limbs) costing to Rs. 3.725 million to rehabilitate them and to make them self-supporting.
04	Day Care Centre: The project / scheme aims to meet the requirements of working mothers who have no family member in their homes to look after the children. 33 children of working women benefited with the facility of Day Care Centre at Islamabad and this activity generated revenue of RS 0.065 million.
05	Holiday Homes: Holiday Home at Murree, Sandspit Karachi and Ziarat (Baluchistan) were established to provide excursion facilities to the Federal Government Employees and their dependents. 3323 families of the Federal Government Employees availed the facilities of Holiday Homes at Murree, Sandspit & Ziarat. Through this facility, revenue of RS 2.446 million was generated.
06	Ladies Industrial Home: The aim of this project is to provide training in useful and employment oriented skills such as knitting, embroidery etc. to the

	<p>female dependents of Federal Government employees. LIH at Islamabad has further introduced new courses of short duration in market-oriented skills. These are computer courses, Beautician, Cooking, Handicraft work which are of great help in supplementing the income of the families. Computer courses, Beautification courses, Cooking, Handicraft works, Beads, Interior Decorations and training is provided for capacity building of the staff. About 10735 female completed different skill trainings/Certificate/Diploma courses and RS. 0.539 Million were earned as revenue.</p> <p>Work-order-centres: Two work-order-centers are established at Islamabad and one at Peshawar to provide full support to the ladies to support their families' income and booked 2290 work-orders and generated Rs.0.065 Million as revenue.</p>
07	<p>Ambulance, Mortuary Van and Coaster Service: The ambulance service is provided to the Federal Government employees and their family members in case of illness to pick and drop to hospital/residence. The Service Charges are very nominal and service is being provided round the clock at Islamabad, Peshawar, Lahore and Quetta within the municipal limits.</p> <p>A mortuary van service is provided to carry the dead bodies of Federal Government Employees and / or their dependents from residence to native town within a radius of 350 K.M. which is only available at Islamabad.</p> <p>In order to facilitate the F.G. Employees, coaster service is being provided at Islamabad and Lahore for social functions within a radius of 500 K.M.</p> <p>As many as 922 clients benefited from the above services and revenue generated was Rs.0.906 million.</p>
08	<p>Vocational and Trade Training Centre: About 15331 Federal Government employees and their dependents availed training in the skill of typing, shorthand and basic computer courses in 09 Vocational/Trade Training Centers and RS. 0.965 million generated as revenue.</p>
09	<p>Multipurpose Community Centre/Community Clubs: Multipurpose Community Centre set up to provide avenues for promoting community awareness and social services through community development program. More than 80,000 Federal Government employees benefited directly and indirectly by the facilities/services offered at Community Centers Islamabad, Peshawar, Lahore, Quetta and Karachi. Total 1179 F.G. Employees got the Bookings of Auditorium and Wedding Halls and RS 5.840 million were earned as revenue. Membership of community centers remained as 350 and Rs.0.122 Million earned as revenue.</p>
10	<p>Hostel for Federal Government Female Employees: Temporary Hostel facility is provided at Islamabad to the working women posted at Islamabad/Rawalpindi from different parts of the country and to encourage women to join services and thus help to supplement the family income. 60 females are at present residing in the Hostel for Federal Government female employees at Islamabad and revenue generated was amounting to RS.2.906 million.</p>
11	<p>Sports and Cultural Activities: To provide healthy leisure time activities to the Federal Government employees and their dependents, sports club have been organized. Various sports events, exhibition matches and tournaments were arranged by Staff Welfare Organization, Islamabad, Lahore, Peshawar, Karachi and Quetta. A large number of Federal Government employees and their dependents participated in these tournaments. Sports programs were arranged at Regional Office of Staff Welfare Organization for healthy</p>

	<p>atmosphere and to provide entertainment to the children of Federal Government Employees. Total 62 number of Sports programs was held during the year.</p> <p>Cultural programs were also arranged at Regional Offices of Staff Welfare Organization to increase their mental approach and to celebrate National days and Religious festivals. Total 99 numbers of Cultural Programs were held.</p>
12	Libraries: An amount of Rs.0.020 Million generated from 7 Libraries. Approximately more than 30,000 library members benefit with books, magazines etc. each year.
13	Quranic Classes: For teaching the Holy Quran free of any charges, Quranic classes have been arranged. Dependents of Federal Government employees were taught the Holy Quran at the Regional offices at Lahore, Peshawar and Quetta. About 844 F.G. Employees benefited from this program.
14	Grant-in-Aid: An amount of Rs.0.300 Million under grant in aid is provided to 16 clubs/welfare agencies of Federal Government Employees and their dependents to encourage the employees to utilize their leisure time in healthy activities and to arrange tournaments

PSDP SCHEMES FOR THE WELFARE OF FEDERAL GOVERNMENT EMPLOYEES

Project	Capital Cost	Status
Creation of sports facilities at community center G-6 & up gradation of Day Care Centre at G-6 and Staff Welfare D.G. Office, Islamabad.	33.961 Million	The project is ongoing scheme with total cost of RS. 33.961 (M). the project will be completed upto 31/12/2017.
Construction of Holiday Home Kinjhar Lacke Thatta.	13.952 Million	It is an ongoing schemes will be completed upto 30-09-2017.

OTHER NOTABLE ACTIVITIES/ ACCOMPLISHMENT

S.NO.	ACTIVITY/ACCOMPLISHMENTS:
1	Staff Welfare Organization started to provide the Rehabilitation Aid to the Federal Govt. Employees and their dependent at their doorstep. For collection and deposit of stipend forms, camp offices were established for the convenience of the Federal Govt. Employees at Pak Secretariat, Ministry of Defense, Rawalpindi and M/O CAD, H-9, Islamabad
2	More Ambulances/Coasters including Furniture/Fixture of Holiday Home Murree have been replaced with new one. Moreover, some repair/Maintenance work has also been carried out there.

ANALYSIS OF ACHIEVEMENTS WITH GOALS AND TARGETS:

SWO provided various welfare services as financial assistance to the F.G. Employees i.e. disbursement of stipend award, Federal Staff Relief Fund during the financial year 2016-17 and **Rs. 116.613 million** have been disbursed amongst **52785** beneficiaries and achieved 100% Goals/Targets.

Besides provision of welfare services as indirect economic relief, provision of recreational facilities and auxiliary services. SWO generated revenue of **Rs 16.050 Million**

and **122,162** Federal Government Employees benefited from the above schemes during financial year 2016-17 and also achieved 100% Goals/Targets.

SWO submitted various Development Schemes for the Financial Year 2016-17 to achieve 100 % Goals/Targets.

Predicaments (if any):

The total revenue amounting to Rs.15.103 Million generated from SWO's different schemes was deposited into Government Treasury during the Financial Year 2016-17. It is too difficult to maintain SWO buildings/infrastructure in the absence of allocation of budget for repair maintenance of SWO buildings.

Non-availability of finances for development project badly affected the projects and completion of such projects also delayed for many years.

Conclusion:

SWO is providing its facilities to the F.G. Employees & their dependents throughout the country with its full dedication, zeal and enthusiasm and working day and night for accomplishment of its set Target/Goals. During last Financial Year 2015-16 SWO completed/achieved its 100% targets and goals pertaining to the regular schemes. While targets pertaining to Development projects, SWO succeeded to achieve more than 70% of its Target / Goals.

It is fact that few reforms have been introduced such as, increase in SWO schemes. Revision of SWO schemes rates charges and introduction of new market/employment oriented courses in LIH, VTC and TTC, we can not only serve in a better way to the F.G. Employee & their dependent but also can get handsome increase in revenue.

There is always room for improvement and to run SWO business in a better way the Officers and Staff are committed but there is need of support by superiors and sufficient funds so that SWO may address maximum number of Federal Government Employees.

FEDERAL EMPLOYEES BENEVOLENT & GROUP INSURANCE FUNDS

INTRODUCTION

The Federal Employees Benevolent & Group Insurance Funds (FEB&GIF) were established in April 1969 through promulgation of the FEBF & GI Act, 1969. Objective of launching the FEBF & GI scheme is to provide financial relief in the shape of Benevolent Grant, Sum Assured and other benefits to the Federal Government/autonomous bodies' employees and their families. Presently, it is covering more than 649,000 employees.

Role and Functions

2. The basic role of the Federal Employees Benevolent and Group Insurance Funds is to provide financial relief to the Federal Government employees/their family members. The Funds collect contributions from the employees, invest surplus funds and provide financial benefits under its welfare schemes as admissible under the provisions of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 and the Rules made thereunder. The FEB & GIF are managed by a Board of Trustees constituted under Section 4 of the FEBF & GI Act, 1969.

3. Functions of FEB & GIF are as follows:

- a. Collection of contributions from the employees recovered by the concerned accounts offices through their monthly pay bills.
- b. Investment of funds to finance its welfare schemes.
- c. Sanction and payment of claims under its following welfare schemes:
 - i. Monthly Benevolent Grant on death during service or during retirement or on invalid retirement.
 - Section 13 of FEBF & GI Act, 1969
 - i. Farewell Grant on retirement after twenty years' service.
 - Rule 24 of FEBF & GI Rules, 1972
 - ii. Sum Assured on death of an employee during service.
 - Section 15 of FEBF & GI Act, 1969
 - iii. Lump Sum Grant on Invalid Retirement of an employee.
 - Rule 23 of FEBF & GI Rules, 1972
 - iv. Burial Charges on death of an employee.
 - Rule 20 of FEBF & GI Rules, 1972
 - v. Marriage Grant on marriage of one child of a serving, retired or a deceased employee.

- Rule 19 of FEBF & GI Rules, 1972
- vi. Educational Stipends from post-matric studies to M.Phil.
 - Rule 25 of FEBF & GI Rules, 1972
- vii. Reimbursement of semester/annual fee for studies in Medical, Engineering, IT, Business Studies, D.Pharmacy and Architecture in public sector universities, colleges and institutions.
 - Rule 25-A of FEBF & GI Rules, 1972
- viii. Annual Cash Awards on Essay Writing Competition among children of Federal Government employees.
 - Rule 25(4) of FEBF & GI Rules, 1972
- d. Preparation of proposals for further improvement in the benefits admissible under the Federal Employees Benevolent Fund & Group Insurance Act, 1969 and the Rules made thereunder.
- e. Utilization of surplus funds by introducing new schemes for the welfare of the employees and their family members.

Goals

4. Provide common benefits to the Federal Government employees and certain autonomous bodies and to provide for their group Insurance Fund.

Targets set for the year 2016-17

5. Targets set for the year 2016-17 were as follows:
 - a) Receipts—Receipt on account of contributions of Benevolent and Group Insurance Fund from the employees, Rs. 6,677 million, receipt on account of investment income Rs. 1,946 million and rental income Rs. 121 million were estimated for 2016-17.
 - b) Disbursements—Disbursement of grants of Rs. 5,899.50 million was planned for 2016-17 to the Federal Government employees, employees of autonomous bodies and their family members.

Achievements during the year 2016-17

6. Achievements of 2016-17 were as under:

- a) There was a total receipt of Rs. 8,938.11 million on account of contributions, investment income and BF building rent while total grants paid by the FEB & GIF under its welfare schemes were Rs. 5,593.989 million.
- b) The Honorable Prime Minister of Pakistan approved enhancement in amount of Marriage Grant from Rs. 50,000 to Rs. 100,000 on marriage of one orphan daughter of a Government servant who dies after retirement. In this regard, necessary amendment in Rule 19 of the FEB & GIF has been made and notified in Gazette Notification on 03-01-2017.
- c) Prime Minister Assistance Package provides payment of additional grant out of Benevolent and Group Insurance Fund on security related death during service. After notification of the Prime Minister's death Assistance Package, necessary amendment in FEBF & GI Act, 1969 has been initiated for payment of Additional Monthly Benevolent Grant and Special Lump Sum Grant to families of those employees who die during service in a security related incident.
- d) A proposal to finance students of undergraduate level studying abroad is also under consideration of the Board of Trustees.

Other notable Activities/Accomplishments

- 7. With a view to construct buildings for raising rental income of the Funds, development work on two valuable plots of the FEB & GIF is in hand. Latest actions in this regard are as under:

- a) **Islamabad plot of 4,608 sq. yds. in Blue area—**

Construction of BF Tower on plot in Blue Area has been started in October, 2017. It is a 30 level tower with Shopping Mall, Cineplex, Food Court, Health Club, Office floors and Roof top restaurant.

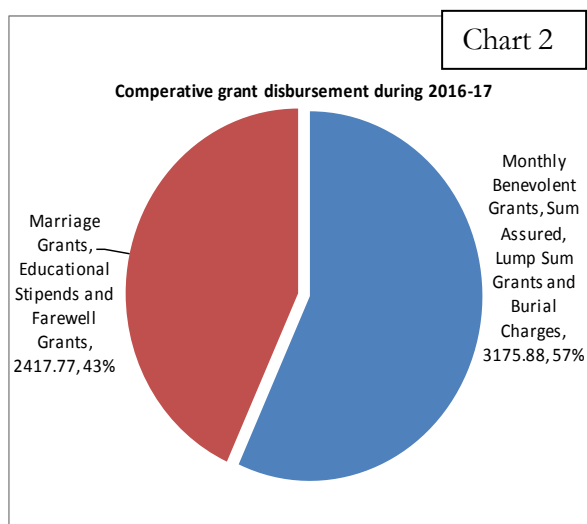
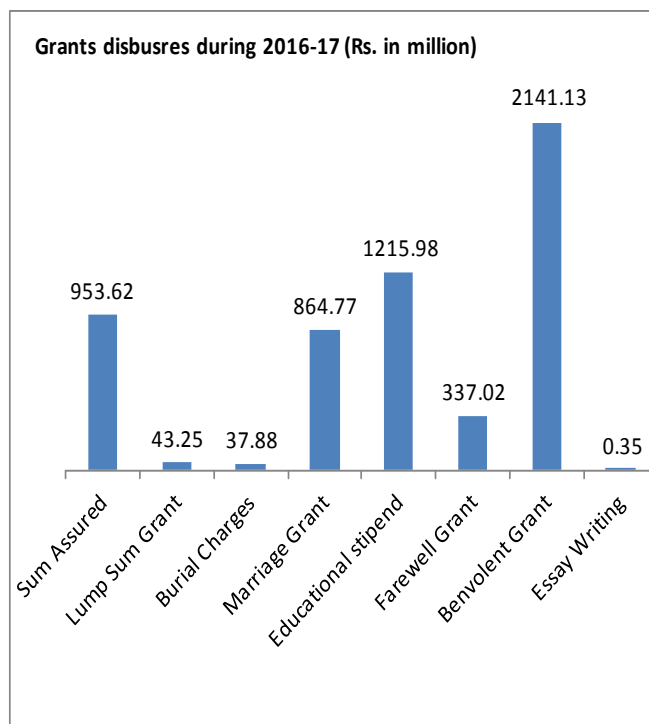
- b) **M. A. Jauhar Town, Lahore, 90 Kanal plot in Finance and Trade Center—**

The project is at planning stage for preparation of design.

Analysis of Achievements with Goals and Targets

8. Objective of launching the FEB & GIF schemes, as specified in the preamble of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 was to provide common benefits to the Federal Government employees and certain autonomous bodies and to provide for their Group Insurance Fund.

9. In addition to the above objectives of the Funds, Sections 14-A, and 17(5) of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 authorize the Board of Trustees to make schemes for the benefit of employees and their families including retired employees if the funds are available after discharging its liabilities under this Act.



10. During 2016-17, the FEB & GIF disbursed Rs. 5593.959 million on account of grants. Welfare scheme-wise disbursement is given in the Chart 1. Prime objective of the Funds is to pay Benevolent Grant and provide for Group Insurance to the Federal Government employees and their families. The grants under welfares schemes of Monthly Benevolent Grant, Sum Assured on death during service, Lump Sum Grant of

invalid retirement and Burial charges relates to the objectives specified in the preamble of the Act, 1969. Other welfare schemes of Marriage Grants, Educational Stipends, Reimbursement of semester/ annual fee and Farewell Grants are ancillary objectives. Share of disbursement under these three schemes remained 43% of the total disbursements which is on lower side. A comparison of payments under these two major welfare schemes is given in the pie chart. The FEB & GIF may endeavor to achieve its main objective and increase benefits under those schemes.

11. The Board of Trustees of FEB & GI Funds is conscious of the fact that maximum benefits should be extended to the employees/their families and every year, the

Board reviews the position of benefits in light of the recommendations of Consultant Actuary. During the last five years, the Funds position was as under:

Year	Contributions (Rs. in million)	Disbursements (Rs. in million)	No. of beneficiaries
2012-13	2,263.835	4,028.652	122,520
2013-14	3,435.706	3,837.730	114,905
2014-15	4,700.68	4,820.05	130,775
2015-16	5,396.69	5,183.51	140,964
2016-17	6,517.930	5,593.989	150,940

12. The above table reveals that a total amount of Rs. 5,593.989 million has been disbursed to the 150,940 beneficiaries during the year 2016-17 while contributions to the tune of Rs. 6,517.930 million were received from the employees.

Predicaments (if any)

13. Sections 12 & 18 of FEBF & GI Act, 1969, specifies that every Federal Government employee is liable to contribute an amount specified in Rule 6 of FEBF & GI Rules, 1972. The contributions towards Group Insurance Fund in respect of the non-gazetted employees are not recovered from their pay; these are paid by the Finance Division vide their letter No.F.6.II/69-B.III-703 dated 15.08.1982. It has been observed that the contributions payable by the Finance Division are neither released in time nor is the entire amount of contributions paid which causes difficulties for the FEB & GI Funds towards releasing financial benefits to the non-gazetted employees and their families. For the year 2016-17 Finance Division has not paid Rs. 5,019.14 million of its committed obligations.

Conclusion

14. The Federal Employees Benevolent and Group Insurance Funds is an autonomous organization under the Administrative control of the Establishment Division managed by a Board of Trustees for welfare of the Federal Government employees. It has successfully devised schemes for the benefit of the employees/their families including retired employees/families of the deceased employees and keeps on making improvements therein with conscious and safe investments. The welfare schemes of Educational Stipends, Re-imburement of Tuition/Semester fees and Marriage Grants in additions to the coverage have thrived the impact of the schemes. The grants under welfare schemes are sanctioned strictly according to the provisions of the Federal

Employees Benevolent Fund and Group Insurance Act, 1969 and the Rules made thereunder. The BoT also makes efforts to generate additional resources to maximize benefits under its welfare schemes.