



# **YEAR BOOK**

## **2017- 2018**

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



In the Name of Allah,  
the Beneficent, the Merciful



# **Mr. Imran Khan**

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 2017-2018 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 2017-2018 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 2017-2018 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.

**(Dr. Ijaz Munir)**  
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;
  - (iv) 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.



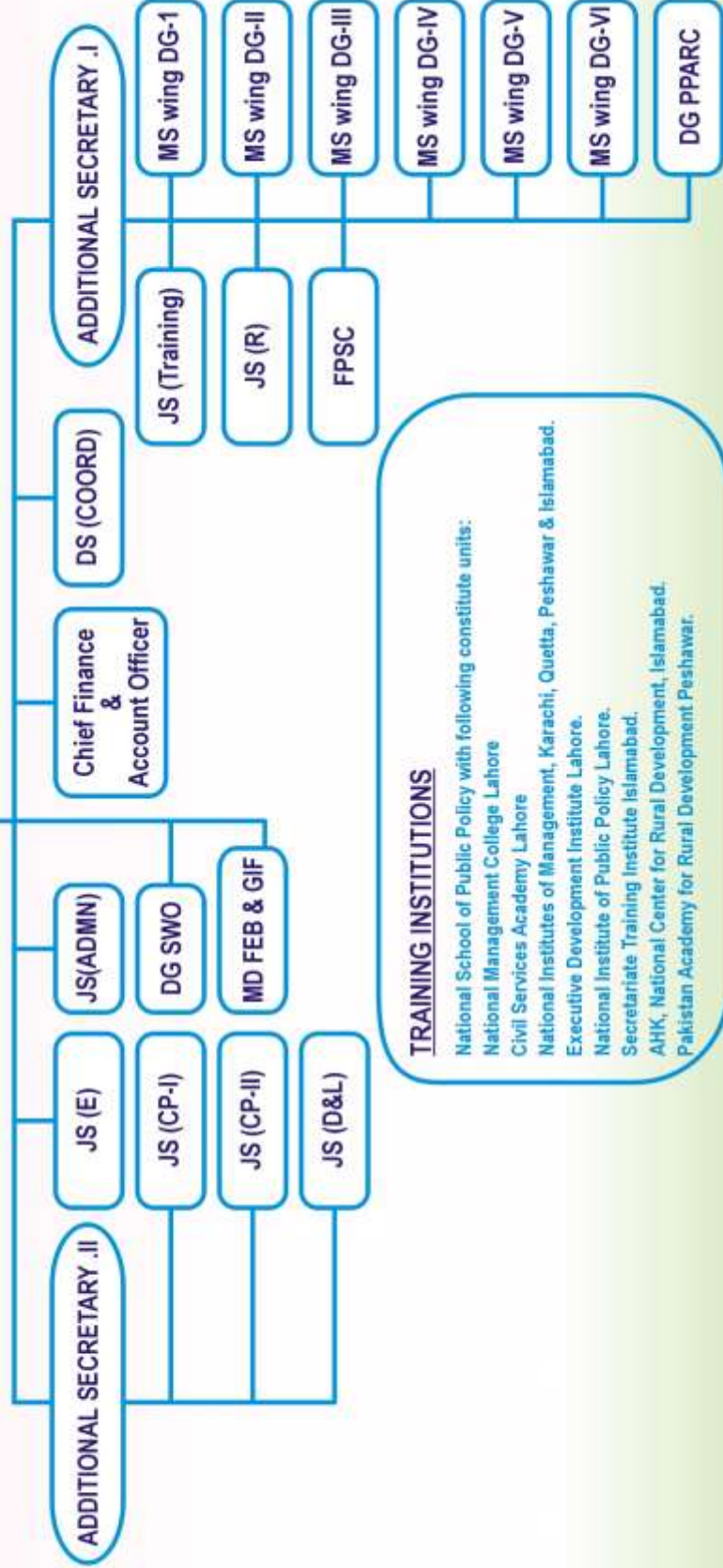
# **ORGANOGRAM OF THE ESTABLISHMENT DIVISION**

# 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 (PARD), Peshawar.

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

<b>S. No.</b>	<b>Name</b>	<b>Tele No</b>	<b>Web/Email</b>
<b>1.</b>	Staff Welfare Organization, Islamabad	051-9201337	<b>NIL</b>
<b>2.</b>	Staff Welfare Organization, Lahore	042-9211933	<b>do</b>
<b>3.</b>	Staff Welfare Organization, Karachi	021-9203312	<b>do</b>
<b>4.</b>	Staff Welfare Organization, Peshawar	091-9212566	<b>do</b>
<b>5.</b>	Staff Welfare Organization, Quetta	081-9211166	<b>do</b>
<b>6.</b>	Secretariat Training Institute, Islamabad	051-9259011	<a href="http://www.pakistan.gov.pk/divisions/establishmentdivision/media/REVISED_ATP_2006.htm">http://www.pakistan.gov.pk/divisions/establishmentdivision/media/REVISED_ATP_2006.htm</a>
<b>7.</b>	FEB & GIF, Islamabad	051-9202935	<a href="http://www.pakistan.gov.pk/divisions/establishmentdivision/Benovilen/index.htm">http://www.pakistan.gov.pk/divisions/establishmentdivision/Benovilen/index.htm</a>
<b>8.</b>	FPSC, Islamabad	051-9205075	<a href="http://www.fpsc.gov.pk">http://www.fpsc.gov.pk</a>
<b>9.</b>	National School of Public Policy (NSPP), Lahore	042-9202941	<a href="http://www.nspp.gov.pk">www.nspp.gov.pk</a>
<b>10.</b>	National Management College (NMC), Lahore	042-99203883	<a href="http://www.nspp.gov.pk">www.nspp.gov.pk</a>
<b>11.</b>	National Institute Management, Karachi	021-9244049	<a href="http://www.nim-khi.edu.pk">www.nim-khi.edu.pk</a>
<b>12.</b>	National Institute of Management (NIM), Peshawar	091-9216270	<a href="http://www.nim.gov.pk">www.nim.gov.pk</a>
<b>13.</b>	National Institute of Management (NIM), Quetta	081-9254915	<a href="http://www.nimqta.edu.pk">www.nimqta.edu.pk</a>
<b>14.</b>	National Institute of Management (NIM), Islamabad	051-9255154	<a href="http://www.nimncrd.gov.pk">www.nimncrd.gov.pk</a>
<b>15.</b>	National Institute of Management (NIM), Lahore	042-9200920	<a href="http://www.NSPP.gov.pk">www.NSPP.gov.pk</a>
<b>16.</b>	Civil Service Academy (CSA), Lahore	042-99202854	<a href="http://www.csa.edu.pk">www.csa.edu.pk</a>
<b>17.</b>	Executive Development Institute	042-99202943-	<a href="http://www.nspp.gov.pk">www.nspp.gov.pk</a>

	(EDI), Lahore		
<b>18.</b>	National Institute of Public Policy (NIPP), Lahore	042-99203884	<a href="http://www.nspp.gov.pk">www.nspp.gov.pk</a>
<b>19.</b>	PARD, Peshawar	091-9216270	<a href="http://www.pard.gov.pk">www.pard.gov.pk</a>



**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/Staff of the Establishment Division.
3. Allocation of subjects to various Section /Wings of the Establishment Division.
4. Pension & Farewell Grant etc. cases of Officials in BS-1-16 and Officers BS-17 & above in Establishment Division including OSD's.
5. Assistance Package to families of Govt. Officials in BS-1-16 and 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 matters relating to Officers / Staff of Establishment Division including Private Secretaries.
9. Provision of staff to the President's Secretariat and Prime Minister's Secretariat from various Ministries / Divisions.
10. Recruitment and Promotion of staff of BS-01 to BS-16.
11. Posting / Transfers of Officers in BS-17 and BS-19 / Staff in BS-01 to BS-16.
12. Matters relating to pension cases of Officers / Staff in BS-01 to 22.
13. Census of employees of Establishment Division and its Attached Departments.
14. To deal with Finance Division (FA's Organization) for creation of supernumerary posts.



15. Processing of Pension cases of deceased staff and appointment of employees on contract basis under "Assistance Package".
16. Work relating to Hiring of Official Accommodation for Officers / Officials of Establishment Division.
17. Re-imburement of Medical Claims of Officers / Staff in (BS-1-21). Serving & Retired.
18. Issuance of Temporary Security Passes to the Officers / Officials.
19. Issuance of Security Passes to Retired Govt. Officers / Officials.
20. Initiating & Processing of Permanent Security Passes through M/o Interior.
21. Custody of Booklet on "Security of Classified Matter in Government Departments and its relevant matters.
22. Work relating to ISO certification.
23. Pursuance to Islamabad High Court order, passed in writ petitions No.1703/2013, 965/2013 and ICA No.352/2014, and with the approval of the Prime Minister of Pakistan, a Committee was constituted under the chairmanship of Mr. Haseeb Athar, former Secretary, to consider the cases relating to regularization of services of contract / daily wages employees. After the retirement of Mr Haseeb Athar, the Committee is was headed by Mian Asad Hayaud Din, Additional Secretary (Incharge), Ministry of Petroleum & Natural Resources. The Establishment Division was declared Secretariat of the Committee provided to Secretarial Assistance to the Committee.
24. Number of preliminary meetings of the Committee were held under the Chairmanship of Mr Haseeb Athar to discuss the cases pertaining to the contract / daily wages employees keeping in view the policy guideline 2008.
25. In view of the large number of the cases and to organize the work methodically, cases that were Sub-Judice in various courts of law are being given preference by the Committee. So far **(129)** meetings have been conducted by the Committee and opportunity of personal hearing to **(4734)** employees has been provided to the petitioners / applicants from the Ministries / Organizations.

26. Furthermore, 151 writ petitions filed by employees of different departments are pending by decision in various Courts of law.
27. The Committee provided opportunity of personal hearing to 4734 petitioner/employees whose cases were referred by various the court of law pertaining to different ministries division and their attached departments
28. The petitioner/ employees of federal government hospital Islamabad filed writ petition 2117/2016 titled Ms Shugufta Hashmat vs FOP in Islamabad high court accordingly a judgment in the writ petition was announced on 02-08-2017 by Mr. justice Ather Minallah. Wherein the petition stand dispose of.
29. Aggrieved petitioners filed ICA against the decision announced by single judge in W.P. No. 2117/2016. And recently, the Division Bench of Islamabad High Court comprising of Mr. Justice Aamer Farooq and Mr Justice Mohsin Akhtar Kayani has announced detail judgment in ICA-No 340/2017, regarding regularization of services of contract/daily wages employees.
30. A meeting was held under the Chairmanship of Cabinet Secretary on 18-08-2018 to assess the implication of the Islamabad High Court Judgment dated 21-06-2018 in ICA-No. 340/2017, after thorough deliberation, it was decided that a CPLA against the judgment of Islamabad High Court Division Bench in ICA-No. 340/2017 may be filed. Following this decision, a CPLA against the judgment is under process in the apex court. Some petitioners have also challenged the decision in the Supreme Court of Pakistan.
31. **Achievement and Performance for the year 2017-18:**
  - i. Creation of posts of OSD's in the Establishment Division is a regular feature. There were 59 OSD's from 1<sup>st</sup> July, 2017 to 30<sup>th</sup> June, 2018 posts were created and continued on quarterly basis to enable them to draw their pays and allowances from the Budget of Establishment Division.

- ii. 61 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 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 09 officers / OSD's (BS-17-22) were finalized.
- v. Farewell grant of 11 officers / OSD's were finalized.
- vi. More than 65 medical claims received from the officers of Establishment Division, OSD, retired officers.
- vii. 21 NOC to visit India were issued to the employees of various Ministries / Divisions.
- viii. More than 16 education stipends were forwarded to FEB&GIF.
- ix. More than 22 cases regarding Gratis / Official Passport were finalized.
- x. Circulated provisional seniority lists of employees in BS-01 to BS-16.
- xi. Scanning of more than 590 files.
- xii. Regularization of 2 officials appointed under PM Assistance Package.
- xiii. Processed more than 15 Pension Cases.
- xiv. Appointment of more than 03 children of deceased employees on contract basis under "Assistance Package" for the Government Employees who died in service.
- xv. Recruitment of Staff BS-09 to BS-15 has been finalized.
- xvi. Issuance of warning / explanation to officials / officers, due to their below average bio-matric attendance.
- xvii. Hiring sanctioned issued 425
- xviii. De-hiring cases processed 48
- xix. File transfer cases processed 23
- xx. Medical Re-imburement cases processed 30
- xxi. Permanent security passes issued 50
- xxii. Temporary security passes issued 112
- xxiii. Retirement Employees card issued 47
- xxiv. An amount of Rs. 40 Million of allocated budget plus 5 Million Pak Rupee of Re-appropriated has been expended for Rent of Residential

Accommodation hired for officers / officials of Establishment Division, with in the fiscal Year-2017-18.

- 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 and Admn-IV Section has successfully switched over to 100% E-Filing module in official business.
- xxvi. The Committee consider the following petitioners of contract / daily wages Employees:-

<b>Total No. of Petitioners Heard</b>	<b>Recommendation issued</b>	<b>Regularized</b>	<b>Pending for Decisions</b>	<b>Remarks</b>
4734	3938	24	796	The Committee become non-functional in light of the judgment given by Islamabad High Court in ICA-No. 340/2017 dated 21 <sup>st</sup> June, 2018

- xxvii. Review Board of Establishment Division deals with reinstatement of Sacked Employees under Section 6 of SER Act, 2010 and permanent adjustment of these reinstated employees in different Ministries / Divisions etc.
- xxviii. The following employees from BS-01 to BS-19 have been re-instated into service and adjusted so far in the Ministries / Divisions etc, detail of which is given below:-

i. Total Number of Employees Reinstated.....	525
ii. Permanent Adjusted in the Ministries etc.....	432
iii. Number of un-adjusted Employees.....	32
iv. Number of Employees Retired from Service.....	39
v. Number of Employees Passed away.....	13
vi. Number of Employees Resigned from Services.....	09
<b>Total.....</b>	<b>525</b>

## **PENSION WELFARE CELL**

The Pension Cell has been established w.e.f 26<sup>th</sup> June, 2016 in Establishment Division pursuant to Honorable Wafaqi Mohtasib (Ombudsman)'s directive.

### **PURPOSE**

Facilitation Measures for Pensioners, Early, Timely Settlement & Finalization of Pension Cases of Government Employees of Establishment Division.

### **VISION**

Excellence in Human Resource Management in Public Service.

### **MISSION**

To create management and develop a Modern, efficient, Effective, Responsive, Capable, responsible and motivated human resource based on an institutionalized merit system to employ modern management tools to improve service delivery at all levels of government.

The Pension Cell has processed / completed and finalized 55 cases during the financial year 2017-2018.



# **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 frame work / promotion policy keeping in view the prescribed eligibility threshold, overall quantification 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 PAS 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.**

<b>Group</b>	<b>Date of DPC meetings</b>	<b>Number of officers on the panel</b>	<b>Number of officers promoted on regular basis</b>	<b>Number of officers recommended for Acting Charge appointment</b>
<b>PSP</b>	<b>19-07-2017</b>	<b>06</b>	<b>01</b>	<b>03</b>
	<b>28-11-2017</b>	<b>39</b>	<b>19</b>	<b>-</b>

### **2. PROMOTIONS OF BS-18 OFFICERS TO BS-19 POSTS.**

<b>Group</b>	<b>Date of DSB meetings</b>	<b>Number of officers on the panel</b>	<b>Number of officers promoted on regular basis</b>	<b>Number of officers recommended for Acting Charge appointment</b>
<b>PSP</b>	<b>19-07-2017</b>	<b>95</b>	<b>28</b>	<b>24</b>
<b>OMG</b>	<b>19-07-2017</b>	<b>85</b>	<b>49</b>	<b>-</b>

### **3. PROMOTIONS OF BS-19 OFFICERS TO BS-20 POSTS.**

<b>Group</b>	<b>Date of CSB meetings</b>	<b>Number of officers on the panel</b>	<b>Number of officers promoted on regular basis</b>	<b>Number of officers recommended for Acting Charge appointment</b>
<b>PSP</b>	09-12 January, 2018	100	34	-
	19 <sup>th</sup> March, 2018	06	01	-
<b>Secretariat Group</b>	09-12 January, 2018	45	11	-
	19 <sup>th</sup> March, 2018	07	01	-
<b>Ex-Cadre</b>	04-07-2017	27	11	-
	09-12 January, 2018	179	76	-
<b>Other Occupational Groups</b>	09-12 January, 2018	320	135	-

#### **4. PROMOTIONS OF BS-20 OFFICERS TO BS-21 POSTS.**

<b>Group</b>	<b>Date of CSB meetings</b>	<b>Number of officers on the panel</b>	<b>Number of officers promoted on regular basis</b>
<b>PSP</b>	09-12 January, 2018	56	17
	19 <sup>th</sup> March, 2018	03	-
<b>Secretariat Group</b>	09-12 January, 2018	53	13
	19 <sup>th</sup> March, 2018	07	-
<b>Ex-Cadre</b>	09-12 January, 2018	34	12
<b>Other Occupational Groups</b>	09-12 January, 2018	201	70

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

<b>Group</b>	<b>Date of HPSB meetings</b>	<b>Number of officers on the panel</b>	<b>Number of officers promoted</b>
<b>PSP</b>	05-10-2017	26	04
	11-12-2017	22	02
	02-05-2018	19	02
<b>Secretariat Group</b>	05-10-2017	22	04
	11-12-2017	17	02

#### **B. SENIORITY FIXATIONS**

During Financial 2017-2018, following seniorities were determined with the approval of competent authority and circulated;

- a) Provisional inter-se-seniority of PSP probationers of 41<sup>st</sup> and 42<sup>nd</sup> CTP.
- b) Provisional Seniority List of BS-21 officers of Police Service of Pakistan.
- c) Provisional Seniority of BS-19 officers of Secretariat Group.
- d) Provisional Seniority of BS-20 officers of Secretariat Group.
- e) Seniority of BS-21 officers of Secretariat Group.

## **C. POLICY ISSUES**

### **REVISION / AMENDMENT IN THE REVISED PROMOTION POLICY-2007**

- i. Changes in Revised Promotion Policy-2007, vide O.M. No. 1/1/2012-CP-II, dated 07-07-2017.
- ii. Additional Provisions in Revised Promotion Policy-2007, vide O.M. No. 1/1/2012-CP-II, dated 27-12-2017.

### **OCCUPATIONAL GROUP/CADRE STRENGTH**

- i. Carried out a detailed exercise for updating the Schedule of the Police Service of Pakistan Cadre and Composition Rules, 1985.
- ii. A number of meetings regarding bifurcation of Pakistan Audit & Accounts Service into two distinct Occupational Services were arranged.

### **CLARIFICATION REGARDING PROMOTION POLICY**

11 cases regarding clarification of Promotion Policy were disposed of.

### **CASES RELATING TO AGE RELAXATION**

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

### **CASES RELATING TO EXEMPTION FROM MANDATORY TRAINING**

26 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**

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

### **CASES OF PERFORMANCE EVALUATION REPORTS**

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

### **CASES OF LITIGATIONS**

45 cases were processed / prepared relating to Para-wise comments pertaining to Litigation cases in FST, High Courts and Hon'ble Supreme Courts of Pakistan with reference to Promotion Policy, Exemption from MCMC, NMC, and SMC etc.

### **DTL OF VARIOUS OCCUPATIONAL GROUPS**

04 cases regarding creation of DTL were received from different Ministries/ Departments and action is under process.

### **MOVE-OVER**

56 cases of Move Over from BS-18 to BS-19 were examined as per rules / policy and disposed of accordingly.

### **INDUCTION**

- i. The case regarding induction of Armed Forces officer against 10% of annual vacancies in PAS, PSP & FSP on the recommendations of FPSC for filling in eight (08) vacancies for the year 2018 was processed.
- ii. To implement the Supreme Court's judgment dated 04-07-2017 and its order dated 30-04-2018, the policy regarding induction of Armed Forces officers against 10% of annual vacancies in PAS, PSP & FSP for sub-division of annual vacancies was processed.

### **TERMINATION OF PROBATIONARY PERIOD (PAS, PAS & OMG)**

83 cases (33 OMG + 14 PSP + 36 PAS) for termination of probationary period were approved by the competent authority i.e. Establishment Secretary.

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

- a) 08 cases of retired BS-21 and BS-22 officers of Secretariat Group were referred to the FR-17(I) Committee of Finance Division for grant of antedated / proforma promotion to BS-20, BS-21 and BS-22.
- b) 04 cases of retired BS-20 and BS-21 officers of Police Service of Pakistan were referred to the FR-17(I) Committee of Finance Division for grant of antedated / proforma promotion to BS-21 and BS-22.

### **E. CONTRACT POLICY OF DECEASED/PERMANENTLY DISABLED EMPLOYEES**

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

## **F. COURT CASES / REPRESENTATIONS**

- a) 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.
- b) About 50 representations filed by the officers of various occupational groups were dealt and disposed as per relevant rules / law / policy.

## **ROLE AND FUNCTIONS OF CP-I (WING):**

- i)** 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.
- ii)** Processing / settlement of the seniority representations/disputes of the said cadre.
- iii)** To coordinate the various boards i.e. the High Power Selection Board (HPSB), Central Selection Board (CSB), Departmental Selection Board (DSB) of Establishment Division & other 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, SG & OMG and other Cadres / Ex-Cadres officers.
- iv)** Processing retirement cases of OMG Officers.
- v)** Intimation of number of vacancies to Federal Public Service Commission (FPSC) for holding CSS examination as well as Section Officers Promotional Examination (SOPE) for OMG.
- vi)** Processing of the request of Federal Ministers/Minister of State for posting of Private Secretaries with them.
- vii)** Determination of seniority of PAS officers in BS-17, BS-18, BS-19, BS-20, BS-21 and BS-22.
- viii)** Determination of seniority of OMG officers in BS-17 and BS-18.

- ix)** Preparation of para-wise comments in cases filed by Officers in various courts including FST, regarding seniority and promotion issues.
- x)** Catering to the representations of PAS, PSP and OMG Officers (BS-17) for seniority & promotion.
- xi)** CP-IX Section is responsible for Maintenance/up-dation of CR Dossiers record, ICP Charts in respect of 2700 officers of PAS, PSP, SG and OMG from BS-22 to BS-17 for the purpose of HPSB, CSB, DSB and DPC. Moreover, quantification sheets, synopsis of PERs and up-dated ICP Charts are forwarded to concerned Sections of Establishment Division on their demand.
- xii)** PERs grading in respect of PAS, PSP, SG and OMG officers, who apply for posting abroad as Community Welfare Attaché, DG (Hajj) or any abroad posting, are sent to Training Wing on their demand.
- xiii)** The collection of data, maintenance of manual service History Cards of about 2700 officers of PAS, PSP, Sectt Group and OMG (BS-17-22), up-dation of posting lists in coordination with concerned wings of Establishment Division, Ministry/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-1 Section. Collection/computerization of Officers Service Proformas of all groups. Provision of posting record of awaited ACRs to CP-9 Section during HPSB, CSB, DSB and DPC.
- xiv)** PD-IV Section is responsible for maintenance of computerized data in respect of about 2700 officers (BS-17-22) of PAS/PSP/SG & OMG cadres. The said information is compiled and printed in form of Internal Posting Lists which is provided to President's Secretariat, Prime Minister's Office, Chief Secretaries/ Inspector General of Police and for internal use of senior officers as well as different Sections of Establishment Division. The required

information is also provided to HPSB/CSB/DSB/DPC on need assessment basis.

**B. ACHIEVEMENTS/PERFORMANCE 2017-2018**

- i. During the years 2017-2018 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)

<b>Meeting of HPSB held on 05-10-2017</b>			
<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>	<b>Not Recommended</b>
PA&AS	06	02	-
FSP	29	05	03
IRS	18	03	02
PCS	12	02	05
PG	03	02	-
Railways Group	02	01	-
PAS	70	11	25
SG	21	03	02
PSP	26	04	05
<b>Meeting of HPSB held on 11-12-2017</b>			
<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>	<b>Not Recommended</b>
FSP	21	01	03
PAS	61	11	25
SG	17	02	06
PSP	22	02	05
<b>Meeting of HPSB held on 02-05-2018</b>			
<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>	<b>Not Recommended</b>
PAS	50	05	
PSP	19	02	
PA&AS	04	02	
FSP	21	04	
IRS	11	02	
ML&C	02	01	
Total	107	16	



**MEETING OF CSB held on 12-01-2018**

<b>BS-20 to BS-21</b>				
<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>	<b>Recommended for Deferment</b>	<b>Superseded</b>
PAS	104	36	47	10
PSP	56	17	11	02
SG	53	13	14	02
Other Occupational Group	201	69	38	19
Ex-Cadre	34	12	02	02
<b>Total</b>	<b>448</b>	<b>147</b>	<b>113</b>	<b>35</b>
<b>BS-19 to BS-20</b>				
<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>	<b>Recommended for Deferment</b>	<b>Superseded</b>
PAS	79	26	33	02
PSP	100	35	53	08
SG	45	11	10	-
Other Occupational Group	320	133	87	14
Ex-Cadre	169	75	24	20
<b>Total</b>	<b>713</b>	<b>280</b>	<b>207</b>	<b>44</b>

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

<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>	<b>Recommended for Acting charge</b>
Ex-cadre	405	62	11

**MEETING OF DSB OF ESTABLISHMENT DIVISION**  
**(BS-18 TO BS-19)**

<b>Meeting held on 19-07--2017</b>		
<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>
PSP	95	28
PAS	127	43
OMG	85	48
MS Wing	02	02
Total	121	121

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

<b>Meeting held on 19-07-2017</b>			
<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>	<b>Recommended for Acting Charge</b>
PAS	02	-	
PSP	06	01	03
OMG	184	83	46

<b>Meeting held on 28-11-2017</b>				
<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>	<b>Promoted on Acting Charge</b>	<b>Deferred/ Superseded</b>
OMG	102	44	33	25
PAS	84	35	-	-
PSP	39	19		

- ii. During the year (commencing from July, 2017 to June, 2018) **2200 (Two Thousand Two Hundred)** PERs and **2350 (Two Thousand Three Hundred Fifty)** certificates/CR Dossiers letter were received. Almost **4450 (Four Thousand Four Hundred Fifty)** certificate/CR Dossiers were entered in the automated system and ICP Charts were updated.
- iii. Synopsis/Quantifications 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) for promotion from BS-17-22 as per detail given below: -

**MEETING OF DPC 2017 TO 2018**  
**(BS-17 TO BS-18)**

<b>19<sup>th</sup> July, 2017</b>	
Groups/Services	Panel
PAS	02
PSP	06
OMG	184
<b>Total Officers</b>	<b>192</b>
<b>28<sup>th</sup> November, 2017</b>	
Groups/Services	Panel
PAS	84
PSP	39
OMG	102
<b>Total Officer</b>	<b>225</b>

**MEETING OF DSB 2017 TO 2018**  
**(BS-18 TO BS-19)**

<b>19<sup>th</sup> July, 2017</b>	
Groups/Services	Panel
PAS	127
PSP	95
OMG	85
<b>Total Officers</b>	<b>307</b>

**MEETING OF CSB 9<sup>TH</sup> TO 12<sup>TH</sup> JANUARY, 2018**  
**(BS-19 TO 20 & 20 TO 21)**

<b>BS-20 to BS-21</b>	
Groups/Services	Panel
PAS	104
PSP	56
SG	53
<b>Total Officers</b>	<b>213</b>

<b>BS-19 to 20</b>	
Groups/Services	Panel
PAS	79
PSP	100
SG	45
<b>Total Officers</b>	<b>224</b>

**MEETING OF HPSB OCTOBER, 2018**  
**(BS- 21 TO BS-22)**

<b>OCTOBER, 2018</b>	
Groups/Services	Panel
PAS	49
PSP	19
SG	15
<b>Total Officers</b>	<b>83</b>

iv. During the year 2018 (January, 2018 to December, 2018) the required information was provided to 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.

Sr. No.	Committ ee Board	Date of Meetings	BPS	Panel of officers				Total
				PSP	PA S	SG	OMG	
1	CSB	January, 2018	20 & 19	56	104	54	-	<b>214</b>
				100	104	53	-	<b>257</b>
		November, 2018		38	81	20	-	<b>139</b>
				80	34	30	-	<b>144</b>
		December, 2018		38	81	20	-	<b>139</b>
80	34	30	-	<b>144</b>				
2	HPSB	May, 2018	21	19	49	15	-	<b>83</b>
		October, 2018		19	49	15	-	<b>83</b>
				<b>Total Officers</b>				<b>1203</b>

v. The following Posting lists of PAS, SG, PSP and OMG officers (BS-17-22) were computerized/processed, generated and printed for circulation to President's Sectt, PM's Office, all Chief Secretaries and all concerned officers of the Establishment Division.

<b>Sr. No</b>	<b>Name of Groups</b>	<b>Posting Lists issued in</b>
1	<b>SG, PAS, PSP &amp; OMG</b> (BS.17-22)	June, 2018
2	<b>SG, PAS, PSP &amp; OMG</b> (BS.17-22)	November, 2018

vi. During the year 2018 (January, 2018 to December, 2018) the required information was provided to High Power Selection Board (HPSB), Central Selection Board (CSB), and Departmental Selection Board (DSB) held for promotions from BS-17-22.

### **OTHER ACHIEVEMENTS**

- a) Provisional Seniority of OMG officers (BS-17), 40<sup>th</sup> CTP, 41<sup>st</sup> CTP, 42<sup>nd</sup> CTP, SOPE-2012 and combined seniority of BS-18 was updated.
- b) The representations in response to circulated provisional seniorities regarding lists were received and are under process.
- c) E-Filing has been initiated and implemented.
- d) The retirement notifications of two Section Officers namely Mr. Ibrar Muhammad and Mr. Abdul Khaliq has been issued.
- e) 01 Private Secretary has been posted with the Federal Minister for Maritime Affairs.
- f) Almost 300 (Three Hundred) CR dossiers of retired officers have been scanned/entered in the automated system.
- g) Endorsement in 5 summaries of IB has been made.



**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 the Governmental Organizations. 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:**

Basically, Discipline Wing is responsible to ensure that the fundamental principles of code of conduct are upheld. It 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 Ministers/Divisions in accordance with the law/rules. It also processes representations/appeals submitted by persons aggrieved by the orders passed the above said law/rules and the cases covered under the Government Servants (Conduct) Rules, 1964. Besides, Asset Declaration record of the PAS, PSP, Secretariat Group & OMG Officers is also maintained by this Wing.

#### **GOALS:**

<b>S.No.</b>	<b>GOAL</b>
01.	Collection / Completion of Assets Proforma of PAS, PSP, Secretariat and OMG Officers
02.	Computerization of Declaration of Assets of PAS, PSP, Secretariat and OMG Officers



### **TARGETS SET FOR THE YEAR 2017-2018:**

<b>S.No.</b>	<b>TARGET</b>
01.	Collection / Completion of Assets Proforma of APUG / OMG Officers for the year 2017-2018.
02.	Computerization of Declaration of Assets of APUG / OMG Officers

### **ACHIEVEMENTS DURING THE YEAR 2017-2018:**

<b>S.No.</b>	<b>ACHIEVEMENT</b>
01.	Declarations of Assets of <b>1684</b> Officers of PAS, PSP, Secretariat and OMG (a total of <b>3,840</b> Declaration of Assets) have been received for the year 2017-2018
02.	Declaration of Assets of <b>1680</b> Officers of PAS, PSP, Secretariat and OMG have been scanned/computerized.

### **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 Assets Declaration Forms.

### **PREDICAMENTS (if any):**

The process of the proceedings is slow due to non-adherence of Government Servants E & D Rules and ancillary instructions thereof by the Authorized officers/Inquiry Officers. In a majority of cases, the AO and IO take long time in completing the process. In many cases AOs and IOs do not follow the due process as indicated to them through the check-list. Thus, at time, the reports are sent back to 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.

Another very important and 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. The E & D Rules are being revised which will incorporate clauses to rectify the anomalies in the concerned Rules.

### **CONCLUSION:**

- i) **Disciplinary Cases:-** During the year 2017-18, **96 (Ninety Six)** disciplinary cases were initiated against the officers belonging to PAS/PSP/Secretariat Group/OMG/ Other Groups and Services, controlled by the Ministers/Divisions out of which **42 (Forty Two)** cases have been finalized/closed. During the year **04 (Four)** major penalties and **06 (Six)** minor penalties have been imposed upon officers and **23 (Twenty-Three)** 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 **27 (Twenty Seven)** were submitted to the Prime Minister's Office for orders of the Prime Minister/President being Appellate Authority. The Prime Minister/President passed orders on **27 (Twenty Seven)** appeals, accepting **03 (Three)** and rejecting **14 (Fourteen)** appeals, while **09 (Nine)** appeals are pending in PM Office. Remaining **03 (Three)** appeals were sent back to Department with certain queries/observations and 01 appeal has time barred.
- iii) **Cases other than appeals:** **05 (Five)** cases, under Government Servant (Conduct) Rules, 1964, Government Servants (Marriage with Foreign Nationals) Rules, 1962, were received. In **03 (Three)** cases permission granted by the Authority while remaining **02 (Two)** cases are under process. **14 (Fourteen)** cases, under the Government Servants (Conduct) Rules, 1964, Government Servants (Permission to participate

in politics and writing in any newspaper or wrote a book, Private Job) and Assembly Business were processed.

### **B- LITIGATION**

The Litigation Wing of Establishment Division handled the following number of cases in various Courts / Tribunals during 30-06-2017 to 30-06-2018:-

<b>Name of Courts</b>	<b>Pendency on 30-06-2017</b>	<b>Instituti on 1-7-2017 to 30-06-2018</b>	<b>Total Cases upto 30-6-2018</b>	<b>Dispose d of during the period</b>	<b>Remainin g as on 30-6-2018</b>
FST Islamabad, Lahore and Karachi	498	152	650	192	458
Islamabad High Court, Islamabad Ex-Cadre Officer	261	204	465	315	150
Islamabad High Court, Islamabad APUG	1233	149	1382	112	1270
Lahore High Court	162	137	299	103	196
Peshawar High Court	101	46	147	25	122
Sindh High Court, Karachi	102	48	150	46	104
Balochistan High Court	18	09	27	05	22
Supreme Court of Pakistan	110	97	207	51	156
<b>Total</b>	<b>2485</b>	<b>842</b>	<b>3327</b>	<b>849</b>	<b>2478</b>



**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 the pension & gratuity cases of PAS, PSP, SG & OMG officers.
- Processing medical claims for reimbursement to the retired officers of PAS, PSP, SG & OMG.
- Coordination between CP-Wing and Provincial Government / Federal Government Organization & update PSP cadre strength.

### **GOALS/TARGETS**

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.

### **ACHIEVEMENTS DURING THE FINANCIAL YEAR 2017-18**

- 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	28
2	Police Service of Pakistan (PSP)	BS-22	08
3	Secretariat Group (SG)	BS-22	06
4.	Others	BS-22	
<b>Total</b>			<b>42</b>

- 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	72
2	Police Service of Pakistan (PSP)	BS-19	52
3	Secretariat Group (SG)	BS-19	39
4.	Others	BS-19	
<b>Total</b>			<b>163</b>

- iv. From July, 2017 to June, 2018, 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	85	20	13	-
BS-21	147	23	43	-
BS-20	93	35	102	-
BS-19	133	40	80	-
BS-18	104	75	-	-
BS-17	50	80	-	-
Total	612	273	238	-

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

- v. From July, 2017 to June, 2018, the following number of officers were appointed in BS-17 on the recommendations of the FPSC in PAS, PSP & OMG:-

	<b>Name of Occupation Group/Service</b>		
Scale	PAS	PSP	OMG
BS-17	39	15	
BS-18	-	-	-

- 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:**

- The Civil Servant Act, 1973.

#### **Rules:**

- The Civil Servant (Appointment, Promotion and Transfer) Rules, 1973.
- The Government Servants (Efficiency and Discipline) Rules, 1973.
- The Civil Servants (Seniority) Rules, 1993.
- The Initial Appointment to Civil Post (Relaxation of Upper age limit), Rules, 1993.
- The Civil Servants (Confirmation) Rules, 1993.
- The Civil Servants Appeal Rules, 1977.
- Civil Servants (Service in International Organization) Rules, 2016.

#### **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 the 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) Wed Lock Policy.

## **GOALS / TARGETS SET FOR THE YEAR 2017- 2018:**

There was no specific goal / target assigned during the year 2017-2018 except routine work.

## **ACIEVEMENTS:**

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

<b>S. No.</b>	<b>Nature of Cases</b>	<b>Number of cases disposed off</b>
1.	Rule 4-A of the Civil Servants (Seniority) Rules, 1993 amended vide SRO No. 437(I)/2018 dated 11-04-2018 for determination of seniority of employees of "devolved" Ministries/Divisions.	01
2.	Up gradation/re-designation of posts in respect of Ministries/Divisions/Departments.	738
3.	Creation of posts.	45
4.	Deputation Policy/Terms & conditions – interpretation.	30
5.	Court Cases	53
6.	Grant of Pay in higher post in view of Supreme Court judgment	10
7.	Miscellaneous cases of all Sections of Regulation Wing.	686
8.	Acting Charge Appointments	25
9.	Interpretation of Civil Servants Act, 1973 and Rules made thereunder.	113
10.	Regional/Provincial Quota policy	102
11.	Contract appointment, regularization and other matters	115
12.	Parliamentary Business (Brief for the Minister and Standing Committees on Senate and National Assembly) & Senate /Assembly Questions	105
13.	Interpretation of Government Servants (Efficiency & Discipline) Rules, 1973, withdrawal of LPR and withdrawal of Resignation.	29
14.	Vetting of Service Rules/ Regulations in respect of Autonomous Bodies/ Corporations.	44
15.	Cases for advice and interpretation in respect of autonomous bodies/corporations.	62
16.	Cases of devolved/merged Ministries/Divisions	20
17.	Seniority cases	17
18.	Deputation cases.	135
19.	Grant of Senior Scale cases	24
20.	Composition of Departmental Promotion Committee/ Departmental Selection Committee cases.	22
21.	Vetting/Amendment of Recruitment Rules framed under Civil Servants Appointment, Promotion & Transfer) Rules, 1973 in respect of different Ministries/Divisions.	298

22.	Interpretation of initial appointment to civil posts (Relaxation in upper age limit) Rules, 1993.	12
23.	Age Relaxation cases under Initial Appointment to civil posts (Relaxation in upper age limit) Rules, 1993.	32
24.	All matters relating to Ministerial Staff, including Private Secretaries.	200
25.	Interpretation of Uniform Recruitment rules of Ministerial posts and Recruitment rules of Private Secretaries (BS-17) to Secretary/Additional Secretary.	175
	<b>Grand Total:</b>	<b>3093</b>



**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 2017-18, 107<sup>th</sup> NMC, 108<sup>th</sup> NMC and NS&WC 2017-18 were conducted. As a result 122 and 29 government officers were nominated

for said course and NS&WC respectively, and 04 officers were nominated for NSW-19, 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 Islamabad, Karachi and Peshawar.

During the year 2017-18, 20<sup>th</sup> SMC and 22<sup>nd</sup> and 23<sup>rd</sup> SMC were conducted and 326 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 2017-18, 24<sup>th</sup> MCMC and 25<sup>th</sup> MCMC were conducted and 387 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. 9.7 million were released for the National Security Workshop conducted during the year 2017-18. Moreover, four officers were nominated to participate in the Workshop held during the year.

### **(ii) Workshop at Executive Development Institute, NSPP Lahore**

The National School of Public Policy at Executive Development Institute annually organizes the workshop for the Senior Bureaucrats and Establishment Division provides the funds for the workshop.

During the year 2017-18 one officer of Management Services Wing nominated by Establishment Division attended the workshop.

## **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. 228,350,000/- for the Financial Year 2017-18 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)
6. Civil Services Academy (CSA)

All the administrative and financial matters referred to by the above institutes to Training Wing were dealt with efficiently during the year 2017-18.

## **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
- 261 qualifiers of CSS have been appointed in different Occupational Groups and Services on the basis of CSS CE-2017.
- 27 candidates qualified for Section Officers Promotional Examination 2016.

### **TARGETS:**

- i. To process the NOC to avail and apply for open merit scholarships (Full bright, Chevening & Aus-Aid etc.)
- ii. Conducting of 46<sup>th</sup> 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. After promulgation of National School of Public Policy (Amendment) Ordinance, 2017, CSA has been segregated from NSPP, therefore, in order to declare the legal status of CSA a draft bill i.e. Civil Services Academy Act, 2019 has been prepared and forwarded to the Law & Justice Division for vetting.
2. In order to review the existing training system in Pakistan Training Need Assessment (TNA) being conducted through consortium for Development Policy research (CDPR), International Growth Centre (IGC) Centre for Economic research in Pakistan (CERP) and the Institute of Development and Economic Alternatives (IDEAS) TNA report prepared by NSPP.
3. Framed AHK National Centre for Rural Development Recruitment Rules, 2019 for the posts BS-20 and below.



4. Stream lined the nomination process for all mandatory trainings by removing the condition of PERs and relaxing the condition of Disciplinary Proceeding in order to ensure merit based nomination.
5. 112 officers have been given NOC to apply and avail various scholarships.
6. Framing of the draft policy guidelines for foreign trainings (both under Technical Assistance Programme and Open Merit Scholarship).
7. Framing of the Quality Objectives of Training Wing for the financial year 2018-19 in respect of ISO 9001:2015 Quality Management System.
8. 25 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.
9. Extension in deputation of 10 officers in with International organizations against middle level professional and senior positions belonging to APUG/ occupational groups and Ex- cadre of Federal government as per rules/ policy.
10. 09 cases of granting of diplomatic status to eligible officers posted abroad as per policy.
11. Conducted/ arranged for Specialized Training Programme of AJ&K's Probationary Officers and arranged their Final Passing Out Examination, 2019.
12. Framed and finalized in consultation with Federal CSS Competitive Examination Rules, 2019 and onwards. The same were approved by the Federal Cabinet.
13. Processed and promulgated Federal Public Service Commission (Validation of Rules) Ordinance, 2018.
14. Framed the National School of Public Policy Rules, 2019.
15. Stream lined the nomination process of all mandatory trainings i.e. MCMC, SMC and NMC by removing the condition of PERs and relaxing the condition of Disciplinary Proceeding in order to ensure merit based nomination.
16. Memorandum of Understanding (MoU) between the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP/ APCICT) and the National School of Public Policy (NSPP) under process for signing.
17. Draft Memorandum of Understanding (MoU) between National School of Public Policy and National Management Institute (NMI) Cairo, Egypt is under process.

### **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 (PARAD)
- (iv) Secretariat Training Institute (STI)
- (v) National School of Public Policy (NSPP)
- (vi) Civil Services Academy (CSA)

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 18<sup>th</sup> 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:

- 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.
- Training of trainers of Provincial Local Government Training Institutes/Academies.
- 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.
- Curriculum planning and coordination of local government and rural development training programs of national institutions.
- Research on different aspects of rural development.
- Liaison with international organizations working in the field of rural development.
- Training of the elected members of local governments on various aspects of rural development and functioning of local councils.

AHKNCRD has conducted following training activities during the year 2017-18.

<b>Year</b>	<b>Target (Training Courses, Workshops and Seminars)</b>	<b>Achievement (Training Courses, Workshops)</b>	<b>No. of Participants</b>
2017-18	36	36	<b>1618</b>

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

<b>Year</b>	<b>Name of Courses, Workshops and Seminars</b>	<b>Date / Duration</b>	<b>No. of Participants</b>
<b>2016-17</b>	AHKNCRD-AARDO Regional Training Workshop on "Disaster Risk Reduction of Management"	24 -31 August, 2017	<b>23</b>
	AHKNCRD - AARDO International Training Workshop on "Irrigation System & Water Management"	12 - 22 December, 2017	<b>23</b>

## **Federal Public Service Commission FPSC**

### **I. Mandate of the Commission:**

The Federal Public Service Commission is a statutory body created under Article 242 of the Constitution of the Islamic Republic of Pakistan, 1973 and is regulated by FPSC Ordinance 1977. The Commission carries out all recruitments on the principles enshrined in Article 27 of the Constitution and continues to safeguard the principles of integrity, impartiality and meritocracy.

Under the guiding principles of Articles 18, 25, 27, 34, 36, and 38 of the Constitution of the Islamic Republic of Pakistan 1973 and under Section 7 of the Federal Public Service Commission Ordinance 1977, the Commission performs its statutory functions, wherein it ensures that the functions of the Commission shall be: -

- a. To conduct tests and examinations for recruitment of persons to All-Pakistan Services, the Civil Services of the Federation and civil posts in connection with affairs of the Federation in Basic Scales 16 and above or equivalent; and
- b. To advise the President:
  - on matters relating to qualifications for and methods of recruitment, to services and posts referred to in clause (a);
  - on the principles to be followed in making initial appointments to the services and posts referred to in clause (a) and in making appointments by promotion to posts in BS-18 and above and transfer from one service or occupational group to another; and
  - on any other matter which the President may refer to the Commission.
- c. To hold examination for promotion for such posts as the Federal Government may, from time to time, by notification in the official gazette, specify.

## **II. The Commission at a glance:**

The Commission consists of a Chairman and eleven Members. The Chairman and Members of the Commission are appointed by the President of Islamic Republic of Pakistan. Secretariat of the Commission is headed by a Secretary (BS-22) and each of seven Wings/Directorates is led by a Director General /Chief (BS-20) to assist the Commission in discharge of its statutory functions.

## **III. Some of the key goals for 2017-18 were:**

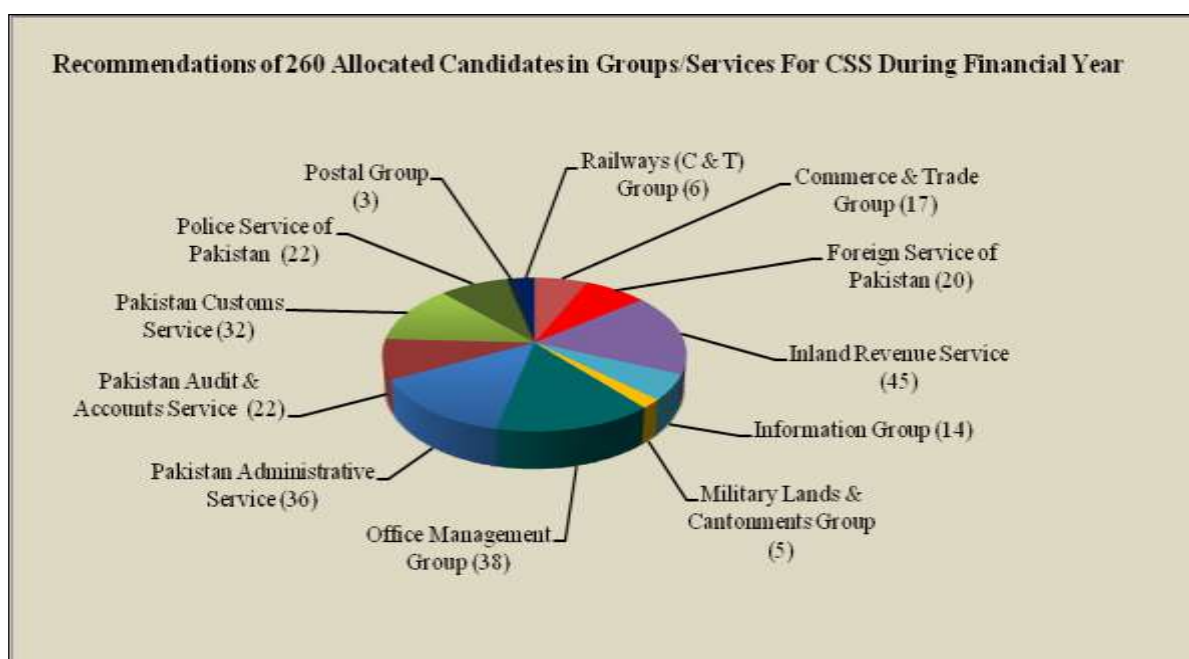
- a) Smooth and transparent conduct of examinations/tests;
- b) Fast tracking of recruitment system through IT interventions;
- c) Selection of best possible candidates for CSS/GR as per availability in the market;
- d) Moving towards automation/ online services;
- e) Devising test scheme and syllabi for ex-cadre technical and professional posts in BS-16 and above;
- f) Studying international best practices for improving recruitment/selection process;
- g) Presentation of Annual Reports to the President and the Parliament.

#### IV. Major Activities/Accomplishments during 2017-18

##### 1. *Recruitment through CSS Competitive Examination*

One of the functions of the Commission is to conduct CSS Competitive Examination annually for recruitment to posts in BS-17 for various occupational groups/services. The Commission finalized the process after announcement of final result on 28.8.2018 for CSS 2017 and conducted CSS CE 2018 at 19 stations from 16.02.2018 to 25.02.2018. Details as below:

<b>Recruitment through CSS CE</b>	<b>CSS CE 2017</b>	<b>CSS CE 2018</b>
Candidates registered	23,025	24,010
Candidates appeared in all written examination	9,391	11,887
Candidates qualified in written examination	312	569 (4.79%)
Candidates finally qualified after interview	310(3.30%) )	u/p
Vacancies available	484	--
Candidates allocated	260	--
Male	155	--
Female	106	---
Un filled vacancies	224	--



## 2. *Psychological Assessment*

During financial year 2017-18, the Commission conducted Psychological Assessment for CSS CE written exam qualified candidates and for ex-cadre posts under General Recruitment, details as follows:

S. #	Psychological Assessment activities	No. of Candidates assessed
1.	CSS Competitive Examination 2016	65
2.	CSS Competitive Examination 2017	312
3.	Section Officers Promotional Examination (SOPE) 2016	28
4.	Induction of 10% reserved quota of Armed Forces Officers into civil posts	31
5.	Recruitment against AD (IB)	21
6.	Recruitment against Assistant Manager	34
7.	Recruitment against AD (IB)	30

## 3. *Final Passing Out Examination for Probationers of Various Occupational Groups/Services*

S.#	Final Passing Out Examinations	No. of Candidates Appeared	No. of Candidates passed	No. of Candidates failed (Absent/Deferment/Result awaited / with held)
1.	for Probationary Officers of CTP 43 <sup>RD</sup> Batch	339	263	76
2.	for Probationary Officers of CTP 44 <sup>th</sup> Batch	314	153	61

#### 4. Recruitment to Ex-Cadre Positions in BS-16 and above

On receipt of requisitions from various Ministries/Divisions/Departments, FPSC initiates recruitment process for ex-cadre posts in BS-16 & above. During financial year 2017-18, the Commission processed recruitment for various technical and professional/ex-cadre posts as per following detail:

<b>Recruitment for Ex-Cadre Positions in BS-16 &amp; above</b>	<b>Financial year 2017-18</b>
Consolidated advertisements issued	11
Vacancies advertised	1900
Applications received during financial year 2017-18	378,000
Requisitions/Cases finalized including backlog	286
Vacancies finalized including backlog	2328
Applications against finalized cases processed in financial year	2,15,784
Candidates called for interview	5414
Recommendations issued against finalized cases	1765



## 5. Screening/Professional Test

During financial year 2017-18; the Commission conducted Screening / Professional Tests for various technical and professional / ex-cadre posts. Details as follows:

S.#	General Recruitment Tests conducted in Financial Year 2017-18	No. of Test Cases	No. of posts	No. of Registered Candidates	No. of Candidates Appeared
1.	Screening (MCQ) Tests conducted	79	1331	237744	138084
2.	Written (Descriptive) Tests Conducted	88	204	7733	2521
3.	Shorthand/Typing Test	30	152	10059	2618
<b>Total</b>		197	1687	255536	143223

## 6. Other Competitive Examinations conducted by FPSC

- i. **During** financial year 2017-18, the Commission also acceded to the request of GB for conducting Competitive Examinations for various technical and professional/ ex-cadre posts under Gilgit Baltistan and Survey of Pakistan. Details as follows:

S. #		Number of posts	No. of Registered Candidates	No. of Candidates Appeared
1.	Recruitment of Additional District & Session Judges in Gilgit Baltistan	02	65	58
2.	Combined Competitive Examination 2017 GB	36	4431	2687
3.	Recruitment of posts of DSP in Gilgit Baltistan	07	1925	--
4.	Recruitment of Assistant Directors in	08	581	207



	Survey of Pakistan			
5.	Section Officer Promotional Examination 2016	28	1330	542
6.	Section Officer Promotional Examination 2017	53	1531	478

- ii. **Ministerial Staff recruitment:** For the first time, online applications for recruitment of Ministerial staff were invited through FPSC in August 2017. A new software module was developed to expeditiously process 7,990 online applications for recruitment against posts in BS-1-15. During the period under report following appointments in BS 15 and below were made. Details as follows:

S.No	Name of the Post	No of Posts Advertised	No. of Application received & Processed	No of Candidates appeared for Test	No of Candidates Appointed
1.	Assistant	09	9557	3992	Recruitment finalized
2.	Stat. Assistant	03	1227	348	Recruitment under process
3.	Stenotypist	17	2393	U/P	Recruitment under process
4.	UDC	02	1444	502	Recruitment finalized
5.	Driver	05	515	185	Recruitment finalized
6.	Lift Operator	01	147	52	Recruitment finalized
7.	Naib Qasid	12	1283	678	Recruitment finalized
8.	Chowkider	02	82	31	Recruitment finalized
9.	Khakroob	01	21	13	Recruitment finalized

## 7. Information Technology Services

In the modern era, organizational efficiency can be gauged through level of implementation of Information Technology. FPSC made all efforts to maximize use of Computer Technology for internal processing and facilitating

the aspirants by providing online services. During financial year 2017-18, following IT Services relating to CSS and General Recruitment were carried out:

<b>S#</b>	<b>Activities</b>	<b>IT Services provided to No. of Candidates</b>
1	Online applications received For CSS Competitive Examination 2018	24,010
2	Online applications received For General Recruitment	378,000
3	Online applications received for Combined Competitive Examination-GB, 2017	6,372
	Online applications received for Section Officer Promotional Examination- 2017	1,531
4	Online admission certificates issued for CSS Competitive Examination 2017	23,025
5	Online detailed Marks Sheets issued for CSS Competitive Examination 2017	310
6	Online admission certificates issued for General Recruitment	255,000
7	Applications processed for conduct of Final Passing Out Examination 44th Batch	314
8	SMS intimations to candidates	652,000
9	E-mails sent	10,544
10	Queries on Phone calls	38,000
11	Queries by E-mails	24,000

### **8. Preparation of Syllabi for Examinations and Tests**

Preparation of syllabi is an important task performed by FPSC, as well drafted syllabi play a vital role to gauge the abilities of a candidate. The Commission makes utmost efforts to research, consult and prepare up-to-date syllabi for each test and examination in consonance with what is being taught at public sector universities recognized by HEC. In 2017, following schemes and syllabi for various examinations and tests were prepared:

<b>Type of Syllabi</b>	<b>Financial year 2017-18</b>
Syllabi designed for screening/professional tests for various ex-cadre posts in BS-16 & above	273
Syllabi designed for CSS Competitive Examination	Implemented
Vetting of syllabi of Final Passing Out Examination	for 12 groups/services

## **9. Advice tendered to Ministries/Divisions on Recruitment Rules/Cases**

Under Section 7(I) (b) of the FPSC Ordinance 1977, one of the statutory functions of the Commission is to advise on matters relating to qualifications for and methods of recruitment of persons to All Pakistan Service, the civil services of the federation and civil posts in connection with affairs of the Federation in Basic Scales 16 and above or equivalent. During current financial year, the Commission tendered its advice to various Ministries/ Divisions/ Departments on recruitment related issues as details below:-

<b>Recruitment Rules (BS-16 &amp; Above)</b>	<b>2017-18</b>
Recruitment Rules received from various Ministries/Divisions/Departments for advice of the Commission	115
Recruitment Rules finalized	35
Cases of Recruitment Rules under process	78
Recruitment Rules cases closed	02
Cases in which Advice of the Commission delayed	--
Cases in which Advice of the Commission was not accepted	02
Cases in which Advice of the Commission ought to have been consulted but was not consulted	01
Cases in which the Commission refused proposal for contract appointment	03
Cases in which the Commission on adhoc appointment declared fit for retention in service on Court Orders	01
Cases in which the Commission accept the request on Contract appointments	03

## **10. Quasi Judicial Functions of the Commission**

Under Section 7 (3) of the FPSC Ordinance 1977:-

- a) A candidate aggrieved by any decision of the Federal Public Service Commission may, within thirty days of such decision, make a representation to the Commission and the Commission shall decide the representation within fifteen days after giving the candidate a reasonable opportunity of hearing. The decision of the Commission, subject to the result of review petition, shall be final;
- b) A candidate aggrieved by the decision of the Commission made under paragraph (a) May, within fifteen days of the decision, submit a review petition to the Commission and the Commission shall decide the review petition within thirty days under intimation to the petitioner.

In compliance of the above, the Commission held personal hearings for 49 rejected candidates relating to CSS and 710 rejected candidates relating to General Recruitment.

- c) Candidates aggrieved by the decision of the Commission made under section 7(3)(d) of the FPSC Ordinance, 1977, filed 342 appeals/petitions at various forums of Law i.e. Courts/Tribunals jurisdiction throughout the Country during the financial year under report.

## 11. Research and Publications

The Commission also published Annual Report 2016 and four Quarterly Bulletins during the year under report. In accordance with Section 9 of the FPSC Ordinance 1977, Annual Report 2016 of the Commission was presented to the President of Islamic Republic of Pakistan by Chairman, FPSC and was subsequently laid before the Parliament.



President Mr. Mamnoon Husain being presented Annual Report 2016 by Chairman FPSC Mr. Naveed Akram Cheema at Aiwan-e-Sadr, Islamabad on 13<sup>th</sup> February, 2018

## 12. Some other developments:

- i. A series of high level meetings were held at the Prime Minister's Office, Cabinet Committee on Law & Justice and Ministry of Planning, Development and Reforms on matters relating to civil service reforms, method of examination and bringing changes in the FPSC related laws.
- ii. The Commission conducted 155<sup>th</sup> Meeting to discuss policy matters relating to CSS Competitive Examinations and General Recruitment.
- iii. Members of the Commission carried out motivational talks at well reputed universities throughout the country for young graduates and civil service aspirants. In this connection, Mr. Ahmad Farooq, Member

FPSC, visited Sir Syed University of Engineering & Technology, Karachi and Government College University, Lahore, wherein he made presentations to a gatherings of over 200 students. The Member also underscored that civil service offers the opportunity to make a difference to people's lives and for learning on the job. Mr. Habibullah Khan Khattak, Member FPSC also held open seminars for CSS aspirants at Quetta, Lahore, Peshawar, Karachi and Gilgit Baltistan. Seminars were interactive, based on general briefing, question-answers sessions and responding to individual queries. The honorable Member emphasized that FPSC selections are totally on merit and as per Government policy. FPSC also remained in contact with Higher Education Commission to establish close liaison with universities/higher educational institutions and students/young graduates to disseminate information about career options in civil service of Pakistan.

- iv. National Day for Working Women on 22<sup>nd</sup> December 2017 was celebrated at FPSC Headquarters in Islamabad.
- v. In compliance with the Supreme Court Judgment, certain initiatives for implementation of Urdu as official language were taken.
- vi. In compliance with the Cabinet decision, the upper age limit for government service was enhanced from 28 to 30 years for fresh candidates and 32 years for categories specified in Rule 3(ii) of CSS CE Rules, 2017.
- vii. In light of the Lahore High Court Judgment in W.P. No. 7572/2016 dated 14.01.2017 and Cabinet decision dated 26.09.2017; the Commission has made changes in the Rules/Application for CE 2018 announcing that under Rule 9(ii), the special candidates are allowed to compete against all Occupational Groups/Services in Competitive Examination.
- viii. The format based on new scheme of Section Officer Promotional Examination (SOPE) was revised. SOPE 2016 finalized in 2018 & SOPE 17, was conducted from 02-07-2018 to 08.07.2018. A new online module was developed for entertaining SOPE applications.
- ix. A software module developed to prepare database for decisions on Personal Hearing to assist the Commission for decision making.
- x. The system developed based on Process Rationalization Exercise of Efficiency Enhancement (PREE) was revitalized and status of recruitment cases under process at FPSC was updated. The system is developed to track and monitor the progress of the cases with respect to their activities and associated timelines.

- Xi. Multiple meetings were held with National Bank of Pakistan (NBP) and a cellular telecom company for provision of facility of examination fee deposit to the candidates using BNP branchless banking services. Technical modalities of the facility have been under process with the NBP.

## **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**

<b>S.No.</b>	<b>GOALS</b>
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 201-18**

### **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 2017 to June 2018, PARD targeted and conducted 23 training programmes in which a total of 750 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 GRAP, FEFA and PPC. During the period July, 2017 to June 2018, 750 numbers officers/officials, farmers and elected representatives were trained in various themes related to their jobs.

### **Detail of Achievements of Training During the Year 2017-18**

Year	No. of Courses	KPK	Punjab	Sindh	Baluchistan	Azad Kashmir	Gilgit-Baltistan	Federal	FATA	NGOs	Total
2017-18	23	577	87	14	60	6	3	3	-	-	750

### **Details of PARD Training Programmes Conducted during July 2017 to June, 2018**

S.No	Programme Title	Period	No. of Participants
1	Three-day Training course on "Appraisal Process for Selection of Community Infrastructure Project"	August 08-10, 2017	10
2	Five-day Training course on "Post Harvest Losses in Crops, Fruits and Vegetables"	August 21-25, 2017	26
3	Two-day Training course on "Sensitization on SDGs with Special Reference to (Goal-5) (in collaboration with GRAP Phase-II/Social Welfare Deptt )"	September 12-13, 2017	24
4	Five-day Training Course on "Strengthening Livestock and Dairy Sector in Pakistan"	September 18-22, 2017	43
5	Three-day Training Course on "Office Procedure and Management in Public Sector Organization"	September 26-28, 2017	32



6	Five-day Training Course on "Value Addition in Fruits and Vegetables in Pakistan"	October 02-06, 2017	30
7	Three-day Training Course on "Climate Change and Rural Development"	November 07-09, 2017	27
8	One-day Training workshop on "Council of Islamic Ideology"	November 23, 2017	3
9	Five-day Training Course on "Planning & Management of Rural Development Project"	December 04-08, 2017	21
10	Twenty-Five day Training Course "93 <sup>rd</sup> FEFA Training Course (HESGC-I) for male lecturers of Govt. Colleges in KP"	December 04-28, 2017	50
11	Three-day Training Course on "Organizational Leadership & Conflict Management in 21 <sup>st</sup> Century for ...	December 11-13, 2017	9
12	Twenty-five day training course for Pre-Service Female Lecturers of Govt: Colleges of Khyber Pakhtunkhwa (In collaboration with Frontier Education Foundation Academy, FEFA)	January 16 to February 09, 2018	50
13	Two-Week Basic Training course for the students of Class 8 <sup>th</sup> Govt: Middle School of Rural Academy	February 12-22, 2018	43
14	One-day Training Workshop on "Community Engagement in Development Initiative"	February 15, 2018	24
15	Five-day Training Course on "Strengthening Live and Dairy Sector in Pakistan"	February 19-23, 2018	37
16	Managerial Excellence for Effective Service Delivery	March 13-15, 2018	39
17	Three-day Training course on "Kitchen Gardening for Income Generation"	March 27-29, 2018	17
18	Five-day Training course on "Environmental Impact Assessment" EIA	April 9-13, 2018	42

19	Three-day Training course on "Appraisal Process for Selection of Community Infrastructure Projects"	April 24-26, 2018	14
20	Five-day Training course on "Income Generation Opportunities for Rural Youth"	May 07-11, 2018	14
21	One-day Training/Seminar on "Haq Haqdar Tak: Role of Teachers in Stability of Peace: Seminar & Art Exhibition" (In collaboration with Pakistan Peace Collective (PPC), Ministry of Information Broadcasting....., Islamabad)	May 15, 2018	97
22	Five-day Training course on "Optimization of Agriculture (through value addition) in Fruit and Vegetables" (Off-Campus at Quetta)	June 25-29, 2018	55
23	Three-day Training Course on "Use of Apps for Effective Services Delivery: Including Hands-on-Training"	June 26-28, 2018	43
<b>Total</b>			<b>750</b>

## **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) has been issued & distributed. Research articles for JORDA Vol. XLVII- No.1 (January–June, 2016) and Vol. XLVII- No.2 (July – December, 2016) issue have been reviewed & is under proofreading stage; the same will be issued very shortly.

### **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 2017-18, forty two (42) women were trained in various skills in the Centre. Vocational Training Centre for

Women has imparted skills training to 1965 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 2018.

### **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

## **Special Outreach Initiatives**

### **a. Water Conservation**

Pakistan Academy for Rural Development playing an expanding role not only in Research and Capacity building for Rural Development but is also setting best examples in resource management.

### **b. Water Metering**

The latest example of its socially responsible practices is metering of water usage at the Residential Colony of the Academy. Till 2018, like all other places, the Campus residents were paying the cost of water usage at a flat rate. This practice on one hand encourages wastage of water and on the other causes losses to public exchequer due to the difference between costs of and recovery from water supply. In order to address both issues, water meters have been installed at the residential units. During Phase-1, in order to inculcate the ownership of this initiative the meters installation was started from residences of senior officers: the first meter was installed at DG House. In the 2<sup>nd</sup> Phase, the meters are being installed at the residences of middle management. In the third phase water meters will be installed at the rest of the residential units.

### **c. Micro-Irrigation Systems Demonstration**

Water conservation is direly needed in the country. To efficiently disseminate the message of water conservation and water saving, efforts were made to contact relevant organization discharge with the mandate of Water Management to install modern and smart micro-irrigation technologies at PARD Campus for the purpose of training of participants. In first phase Water Management Department Government of Khyber Pakhtunkhwa channeled all water courses at the PARD Farm and in second stage ZaraiTarqati Bank ZTBL Islamabad installed a full fledge Micro-Irrigation System to train farmers and other participants of different courses. Thus today all micro- irrigation tools including Drip irrigation technology, Sprinkle and rain gun technologies are available for training and demonstration purpose.

## **Assets Based Community Development Project (ABCD)**

Keeping in view PARD past successful records of launching model Projects like IRDP and Daudzai etc, PARD has launched ABCD model for work in communities on January 4, 2018. Asset Based Community Development (ABCD) is a strategy for sustainable community-driven development in

education, health, access to safe drinking water and youth empowerment through skills improvement. Beyond the mobilization of a particular community ABCD builds on the assets that are already found in the community and mobilizes individuals, associations, and institutions to come together to build on their assets– irrespective of their needs. PARD strongly believes that more valued strategy for sustainable rural development can be recommended while implementing ABCD. For example:

- a. Access to safe Drinking water** in Panam Dehri Peshawar.
- b. Medical care** was extended to Schools children through Free Medical Camps wherein some 1400 students were medically screened and treated.
- c. Youth Skills improvement Centre/ Vocational Training Centre for Women:**Youth empowerment is underway in rural communities in Computers; kitchen gardening and stitching trades etc.
- d. Capacity building & Skills enhancement** measures for community 50 elected representative of project area on Right to information and Right to basic service acts completed.

### **Kissan Conventions**

This Academy regularly conducts Kissan Conventions wherein small farmers throughout the country are invited to raise their issues with Service Providers in Agriculture and take home solutions of their problems. So far nine Kissan Conventions have been successfully held at PARD wherein some 1500 small farmers participated from all over the country, even from far flung places of Baluchistan, Sindh, AJK, Gilgit Baltistan, Chitral& FATA. Copy of the 8<sup>th</sup>Kissan Convention is attached. The report of the 9<sup>th</sup>Kissan Convention held on 18-20<sup>th</sup> December 2018 is under process.

### **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 for 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.

## **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.

## **Achievements made during July 1, 2017 to June 30, 2018**

Major activities carried at PARD Agriculture Farm during Financial Year 2017-18 are:

- Carried-out threshing of Berseem crop in July 2017, and attained around 3 maunds of seed.

- Cultivated Ryegrass over an area of about 1.50 acres in August 2017.
- Auctioned Maize Fodder & Mott/Rhode Grass on September 21, 2017.
- Carried-out of sale of Oranges & Persimmon grown at PARD Campus/orchard, through open auction in September 29, 2017.
- Cultivated Berseem crop over an area of around 5.50 acres in September 2017.
- Cultivated Peanut at an area of about one Kanal in collaboration with Agriculture University, Peshawar. The crop was cultivated in September and harvested in December 2017.
- Extracted 30 Kg. Ber Honey and sold to staff of the three institutions during October 2017.
- Cultivated Lucerne fodder crop at an area of around 2 kanal during November 2017.
- Started cultivation of Mushrooms during November 2017.
- Cultivated barley at an area of around 3 kanals during December 2017.
- Cultivated Kalvanji at an area of around 2 kanals during December 2017.
- Cultivated Alsi at an area of around 1.50 kanals during December 2017.
- Cultivated Canola crop over an area of about 1.25 acres, during December 2017.
- Extracted Oil from Canola Seed and offered for sale to staff of PARD, NIM & PPSA.
- Started harvesting & sale of Lemon in November-December 2017.
- Prepared tunnel (with plastic sheet covering) for off-season vegetable sowing during December 2017.
- Carried out insecticide and fungicides spray over Orchard and other crops cultivated at PARD Agriculture Farm; and stored agricultural produce.

### **Establishment of Kinnow Orchard**

- Established a Kinnow Orchard on February 16, 2018 at PARD Campus in collaboration with Mian Naseem-ur-Rehman Tullah, a farmer of Bhalwal, Sargodah. The Kinnow plantation was jointly inaugurated by Director General, Mrs. Nighat Mehroze; and Mr. Mahmood Javed Bhatti, an alumni of PPSA.

### **Cultivation of Moringa Plants**

- Moringa is an incredible nutrient-dense super food. ! It has seven times the amount of vitamin C in oranges, four times as much calcium and doubles the amount of protein in milk, four times the vitamin A in carrots, and three times the potassium in bananas! In fact, moringa tree leaves registered a higher ORAC (Oxygen Radical



Absorbance Capacity) score (157,000!) than most [antioxidant](#) super foods.

- Pakistan Forest Institute, Peshawar graciously provided few plants of Moringa for plantation at PARD Agriculture Farm. Plantation of Moringa tree was carried-out by Mrs. Nighat Mehroze, Director General, PARD.

### **Demonstration Plot of Sunflower Crop**

- A demo plot of Sunflower was established at PARD Farm in collaboration with Pakistan Oil Seed Development Board (PODB), Peshawar. Harvesting ceremony of the crop was carried-out by Mrs. Nighat Mehroze, DG PARD on June 01, 2018. Mr. Muhammad Mushtaq, Deputy Director PODB also visited the Farm on June 04, 2018 and examined the harvesting process of Sunflower.
- Carried-out harvesting & disposal (sale to staff) of Mushrooms during the period.
- For demonstration to trainees & other visitors, Tomatoes were planted at vegetable tunnel farm. The experience of vertical form of vegetable sowing was well appreciated by the observers.

### **Dengue Spread Control Measurement**

- a) Distributed Dengue Guard Lotion amongst the Malis, Chowkidars, Sweepers, Tubewell Operators and employees residing at D-type quarters;
- b) Carried-out Dengue control spray at Hostels, Offices, Mess, Gym and residential bungalows & quarters and other vulnerable areas.

### **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:**

<b>S.No.</b>	<b>ACTIVITY/ACCOMPLISHMENTS</b>
01	Pakistan Day celebrated on August 14, 2017 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.

## **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 1<sup>st</sup> July, 2017 to 30<sup>th</sup> June 2018 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 / re-fresher 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 Promotion Policy / Rules, Procurement Rules and Procedures, Service Laws & Rules Public Sector Management, Budget Preparation and Personal Effectiveness etc. As regards training of staff (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 2017 – 2018 were carried out keeping in view following goals and targets.

<b>S.No.</b>	<b>Goals / Targets</b>
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 2017 – 2018 tabulated as under:-

<b>S.NO.</b>	<b>Achievements (Financial year 2017 - 2018)</b>	<b>No. of Courses conducted</b>	<b>No. of Participants/ Beneficiaries</b>
i).	Specialized pre-service training for Section Officer (OMG)	01	26
ii).	Courses conducted under Executive Programme for officers in BS-17 to BS-19 on various management disciplines.	22	660
iii).	Staff Development Courses relating to Service Laws and Procedures (BS 01-16)	15	683
iv).	English Stenography Courses	6	251
v).	Urdu Stenography Courses / Urdu computer in-page	9	292
vi).	Customized Training Programmes on special request of Ministries / Divisions Departments in addition to Annual Training Calendar.	06	595
<b>Total</b>		<b>59</b>	<b>2507</b>

# **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:
  - i. To provide for instruction, tuition, higher education, 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.
  - ii. To provide for in-service training
  - iii. 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.
  - iv. 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**

10. Following programs are 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, NIM Peshawar and NIM Islamabad.
- iii) 18-Week National Management Course at National Management College (National Management Wing), Lahore.

## PERFORMANCE DURING 2017-18

### Board of Governors and Executive Committee

11. 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 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> meetings of the Executive Committee of the Board of Governors of NSPP took place on 16<sup>th</sup> August, 2017, 28<sup>th</sup> September, 2017 and 26<sup>th</sup> March, 2018 respectively.

### Education, Research & Training Achievements

12. 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. 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 2017-18 remained on pragmatic and strategic management skills, correspondingly to improve governance and outcomes on continuing basis.

13. The following Education Training and Research activities were accomplished effectively and in a befitting manner during the report period (1<sup>st</sup> July, 2017 to 30<sup>th</sup> June, 2018):

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	107 <sup>th</sup> NMC	11 <sup>th</sup> September, 2017 to 12 <sup>th</sup> January, 2018	<b>70</b>
		108 <sup>th</sup> NMC	12 <sup>th</sup> February to 15 <sup>th</sup> June, 2018	<b>52</b>
		22 <sup>nd</sup> SMC	25 <sup>th</sup> September, 2017 to 12 <sup>th</sup> January, 2018	<b>65</b>
		23 <sup>rd</sup> SMC	26 <sup>th</sup> February to 15 <sup>th</sup> June, 2018	<b>43</b>
	National Institute of Management, Islamabad	24 <sup>th</sup> MCMC	21 <sup>st</sup> August to 24 <sup>th</sup> November, 2017	<b>36</b>
		23 <sup>rd</sup> SMC	26 <sup>th</sup> February to 15 <sup>th</sup> June, 2018	<b>36</b>

	<i>National Institute of Management, Karachi.</i>	22 <sup>nd</sup> SMC	25 <sup>th</sup> September, 2017 to 12 <sup>th</sup> January, 2018	<b>55</b>
		23 <sup>rd</sup> SMC	26 <sup>th</sup> February to 15 <sup>th</sup> June, 2018	<b>49</b>
		24 <sup>th</sup> MCMC	21 <sup>st</sup> August to 24 <sup>th</sup> November, 2017	<b>49</b>
		25 <sup>th</sup> MCMC	1 <sup>st</sup> January to 6 <sup>th</sup> April, 2018	<b>50</b>
	<i>National Institute of Management, Lahore.</i>	24 <sup>th</sup> MCMC	21 <sup>st</sup> August to 24 <sup>th</sup> November, 2017	<b>48</b>
		25 <sup>th</sup> MCMC	1 <sup>st</sup> January to 6 <sup>th</sup> April, 2018	<b>38</b>
	<i>National Institute of Management, Peshawar.</i>	24 <sup>th</sup> MCMC	21 <sup>st</sup> August to 24 <sup>th</sup> November, 2017	<b>49</b>
		25 <sup>th</sup> MCMC	1 <sup>st</sup> January to 6 <sup>th</sup> April, 2018	<b>38</b>
	<i>National Institute of Management, Quetta.</i>	24 <sup>th</sup> MCMC	21 <sup>st</sup> August to 24 <sup>th</sup> November, 2017	<b>45</b>
		25 <sup>th</sup> MCMC	1 <sup>st</sup> January to 6 <sup>th</sup> April, 2018	<b>36</b>
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>Executive Development Institute, Lahore</i>	15 <sup>th</sup> Executive Program "Water Scarcity in Pakistan – Myth or Reality?"	25 <sup>th</sup> September to 29 <sup>th</sup> September, 2017	<b>21</b>
		16 <sup>th</sup> Executive Program "Challenges & Opportunities of Public Private Partnership"	23 <sup>rd</sup> April, 2018 to 27 <sup>th</sup> April, 2018	<b>14</b>
The officers participated in programmes and procedures <b>(Grand Total):</b>				<b>794</b>

<p>3. Research Projects completed</p>	<p>National Institute of Public Policy, Lahore</p>	<p><b>The following research projects were completed during 2017-18</b></p> <p><b><u>Publications</u></b></p> <ul style="list-style-type: none"> <li>➤ Khawaja, S., &amp; Waheed, J. (2017). <b>IT as a Key to Good Governance in Pakistan.</b> In R. Basu &amp; M. S. Rahman (Eds.), <i>Governance in South Asia</i> (pp. 80-105). Delhi: Routledge</li> <li>➤ Report, <b>"Population Management: A dialogue of Stakeholders"</b> 19-20 February, 2018.</li> <li>➤ Course Report, <b>"Decentralization: Implementation with Good Governance"</b> 27-28 March, 2018.</li> <li>➤ Course Report, <b>"Qualitative Research Methods"</b>, 18-19 April, 2018.</li> </ul> <p><b><u>Policy Paper</u></b></p> <ul style="list-style-type: none"> <li>➤ <b>Making Peoples' Lives Easier</b>, Front end bureaucracy for service delivery: Compensation, Training and Service Orientation. A Policy Paper (2018) by Sheikh, Khalid &amp; Waheed.</li> </ul> <p><b><u>Research Studies</u></b></p> <ul style="list-style-type: none"> <li>➤ Youth Bulge for Gainful Employment (2017) by Jahanzeb Waheed</li> <li>➤ Retooling Governance, for Improving Public Service Delivery. Case Study of Right to Services Commission, Khyber Pakhtunkhwa. (2017) by Saifullah Khalid</li> <li>➤ Policy Implementation in Pakistan Case study of Higher Education Commission (HEC) (2017) by Saifullah Khalid</li> <li>➤ Local Government Finance in France:</li> </ul>
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		<p>Lessons for Pakistan (2017) by Jahanzeb Waheed</p> <ul style="list-style-type: none"> <li>➤ Socio Economic Impact of China Pakistan Economic Corridor (CPEC) (2017) by Ayesha Akbar</li> <li>➤ E-Governance and Land Record Management System in Punjab (2017) by Ayesha Akbar</li> </ul> <p><b><u>Other work:</u></b></p> <p><b><u>International Cooperation</u></b></p> <ul style="list-style-type: none"> <li>➤ Hosted French Scholar, Prof. Christian LEQUESNE On “<b>European Union and the transformations of the International Systems</b>”, November, 2018 at NIPP.</li> <li>➤ Hosted A Seven Members Delegation From <b>The Federal Republic of Nigeria</b>, 17 July, 2018.</li> <li>➤ Hosted a Delegation of <b>Sri Lanka Institute of Development Administration (SLIDA)</b> to National School of Public Policy 17-19 September, 2018.</li> <li>➤ Arranged training for two NSPP officers, each in 2017 and 2018, at ENA, Paris.</li> </ul>
<p>5. <i>Developing strengthening of linkages with international training institutes</i></p>	<p><i>National School of Public Policy</i></p>	<p><b>Linkages with International Organizations:-</b></p> <ul style="list-style-type: none"> <li>➤ National school of Public Policy and the Civil Service Commission of Maldives, signed a MoU on 25<sup>th</sup> July 2017 to facilitate exchanges and cooperation initiative in the area of training, education and research.</li> <li>➤ National School of Public Policy and Sri Lanka Institute of Development Administration (SLIDA) signed a MoU on 23<sup>rd</sup> March, 2018 to pursue mutual cooperation and collaboration for the purpose of cultivating high level talents in the field of Public Policy, Public Administration and Management, which will enhance mutual cooperation in the fields of training, research and advisory services subject to the applicable laws and regulations of both the organizations.</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Another agreement has been signed with Virtual University, Lahore for establishment of IT Wing and online training facility at NSPP on 30<sup>th</sup> March, 2018.</li> <li>➤ A Memorandum of Understanding (MoU) between National School of Public Policy (NSPP), Pakistan and Center for Economic Research in Pakistan (CERP) was signed on 1st April, 2018.</li> <li>➤ Modalities are being finalized for another MoU between NSPP and Asian and Pacific Training Centre for Information and Communications Technology for Development (APCICT), a regional institute of UNESCAP, located in Incheon, Republic of Korea to facilitate exchanges and cooperative initiatives between both the organizations in the areas of Training, Education, and Research. The MoUs between NSPP and UNESCAP/APCICT have been approved by the Cabinet Division.</li> <li>➤ 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.</li> </ul>
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4. 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.

## **CIVIL SERVICES ACADEMY (CSA)**

### **Common Training Programme (CTP):**

#### **Introduction**

The Civil Services Academy (CSA) conducts the following two training programmes:

- Common Training Programme ( CTP) at Walton Campus
- Specialized Training Programme (STP) for Probationary Officers of Pakistan Administrative Services (PAS) at mall Campus.

CTP is a 27 weeks long pre-service training for newly recruited BS-17 officers in 12 Occupational Groups of Federal Civil Services in its Walton Campus. These new entrants, called Probationary Officers, are selected on the basis of a Competitive Examination (CSS) held annually by the Federal Public Service Commission.

### **AIMS AND OBJECTIVES OF COMMON TRAINING PROGRAMME (CTP):**

CTP aims to develop Probationary Officers into Civil Servants in the true sense of the word and spirit, enabling them to perform their duties judiciously and effectively in accordance with law. The core focus areas of CTP are knowledge enhancement, skill development and attitudinal change.

The main objectives of Common Training Programme are:

- i. To instill an attitude of compassion, kindness and public service in probationers.
- ii. To rejuvenate and improve the personality of officers, enabling them to carry themselves with confidence, command of language, humility and grace.
- iii. To provide them with cutting-edge knowledge of Contemporary Affairs of Pakistan, proficiency in basic IT skills and public speaking.
- iv. To promote harmony among the probationary officers belonging to various regions and federal services of Pakistan.
- v. To facilitate an understanding of the social, political, economic, administrative and national security related issues that confront Pakistan.
- vi. To sensitize the probationary officers about the need for integrity, discipline, objectivity and effectiveness for optimization of public value and providing improved service delivery to the people – particularly the poor and the disadvantaged.
- vii. The CTP focuses on inculcating core competencies in the areas of attitudinal change, skills development and knowledge enhancement through evidence-based decision-making and problem solving in its trainee officers.
- viii. Common Training Programme is designed keeping in view above aims and objectives.

In line with the aims and objectives the following distribution of grades is being followed for 46<sup>th</sup> CTP:

- |      |                       |     |
|------|-----------------------|-----|
| i.   | Knowledge Enhancement | 34% |
| ii.  | Skills Development    | 34% |
| iii. | Attitudinal Change    | 32% |

## **ACHIEVEMENTS DURING THE YEAR 2017-2018**

- 45<sup>th</sup> Common Training Programme (CTP) was successfully conducted from 18<sup>th</sup> September, 2017 to 28<sup>th</sup> March, 2018 wherein 242 probationary officers were trained.
- 46<sup>th</sup> Common Training Programme which started on 25<sup>th</sup> October, 2018 and is currently in progress and 271 officers are participating in this program including 17 officers from Gilgit Baltistan Service.

## **ACTIVITIES UNDERTAKEN BY PROGRAMME WING DURING THE YEAR 2017-18**

During the year 2017-18, 45<sup>th</sup> CTP was completed on 28<sup>th</sup> March, 2018 and preparations of 46<sup>th</sup> CTP started. The 46<sup>th</sup> CTP commenced w.e.f. 25<sup>th</sup> October, 2018.

### **46<sup>th</sup> Common Training Programme**

During 46<sup>th</sup> CTP following new initiatives have been introduced in the training programme in order to improve its quality and to make it comparable with any of the similar international training program:

#### **i. Moodle Based LMS**

- a. Probationary officers will be able to interact with Faculty through newly developed web based [MOODLE DASHBOARD](#)
- b. Mobile Friendly dashboard to provide enhance mobility through smart phones.
- c. Probationary officer can view:
  - Schedule/Time table, Attendance Details & violations
  - Course Reading material, Assignments & test results
  - Discussion Forum for each course module
  - Syndicate Groups & Syndicate Activities
  - Club & Sports Activities and Announcements

#### **ii. New additions in the Curriculum**

- Diagnostic and Proficiency Test & Class participation will be made a graded activity
- Introduction of the Current Issue Presentations.
- More focus on workshops & seminars, which will be part of evaluation.
- Exams to be held term-wise at the end of each term.
- BCURE-Building Capacity for Using Research Evidence planned in collaboration with CERP.
- Enhancing Psychological Capital for effective service delivery – series of five workshops of psycho-social capital planned.

- Dining etiquette classes with practical.
- Lectures by image consultant on improving dressing sense of probationary officers.
- Make-up classes for IT & Typing in the evenings.
- In order to give the trainee officers best possible exposure, the quality of guest speakers is being further enhanced and prominent experts from respective fields shall be invited to share their ideas thoughts with officers.

### iii. **New additions in co-curricular activities**

- 13 clubs will be constituted including Majlis – Parliamentary debates.
- More emphasis will be placed on the projects being conducted by clubs.
- Field work and community work have been clubbed and their format revised. It includes comparison of working of Public and Private sector.
- More syndicate groups i.e. 19 groups on diversified topics have been constituted.
- Cultural nights have been planned to represent each major region / culture of Pakistan.

### iv. **New additions in extra-curricular activities**

- Emphasis on physical wellbeing of probationary officers.
- Daily PT & Sports sessions planned.
- Sports to be a graded activity.
- New games like squash and hockey to be introduced.
- Sports gala to be organized.
- Field visits to historical places like walled city, museum planned.
- Individual counseling sessions in evenings.
- Parliamentary debates introduced to provide officers opportunity to build argumentative and presentation skills.

### v. **New additions in the training facilities**

- All training related notices to be digitalized.
- Provision of faculty lounge for visiting faculty.

### vi. **Review of teaching methodology**

- Training will be conducted in smaller groups, more emphasis on case study method, workshops.

- Series of extension lectures, individual lectures in academic groups by eminent civil servants, panel discussions are planned.
- Field visits.

vii. **Introduction of Diagnostic and Proficiency Test**

- a. Blended learning—Selected Reading material of core subjects was shared through email to probationary officers & reading material for the class was shared through Moodle in advance.
- b. Proficiency & Diagnostic Test was held immediately after joining.
- c. It will be a graded activity and will carry 10% weightage.
- d. Probationary officers securing at least 50% marks were declared successful
- e. Performance of probationary officers will be reflected in pen picture.

viii. **More effective Assessment Criteria for Course Modules**

- In order to enhance efficacy of lectures, the probationary officers will be encouraged to take active part in the class discussions.
- 30% weightage for the evaluation by the Teaching faculty
- Log book per A.G. per subject is being maintained and duly filled in by class assistant and data is being shared by teaching faculty on fortnightly basis with Training & Coordination (T&C) Section.
- Alternately the teaching faculty is using **Discussion Forum** available in the Moodle to evaluate the participation of the probationers.
- 15% marks for the surprise subject test/class assignments by the teaching faculty at-least three tests/assignments during the term.
- 15% marks to be given by the teaching faculty based on quality and frequency of participation during the class.
- Academic House in-charges and course coordinators are responsible for keeping record of participation during the joint sessions held in the Auditorium.
- The following distribution of marks is being followed for the entire course:
 

✓ Diagnostic & Proficiency Test	10 % marks
✓ Class participation	15% marks
✓ Surprise Tests/Class Assignments	15% marks
✓ Term examination	60% marks

It is expected that these resources will significantly enhance the quality and effectiveness of the Common Training Programme.



**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 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.

### **ROLE AND FUNCTIONS:**

2. The task assigned to the Management Services Wing falls into two broad categories viz., Consultancy and Training. As mandated by the 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 review focusing generally on rationalization of their organization structures, logical distribution of functions, and simplification of operational procedures 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 role has also been entrusted 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**

3. The achievements of the Management Services Wing during the year 2017-18, are briefly as under:-

- i) During the period under review, the Wing has received 321 references relating to Management Studies/Staff review/creation of Posts/status Determination of Organizations and Re-designation / up-gradation of posts etc. referred to it by Ministries / Divisions. Out of which 137 assignments have successfully been completed. Whereas, the remaining assignments are in progress. In addition, the Wing has also disposed off 140 miscellaneous cases received from different Ministries / Divisions / Organizations and Rendered advices / views in 26 cases received from different Ministries / Divisions / Organizations. The advice rendered therein by the Wing facilitated these organizations in solving their management problems.
- ii) Twelve (12) short term training courses were conducted under the Managerial Effectiveness Program during the period. Details are as under:-

<b>S.#</b>	<b>Name of Training/ Workshop</b>	<b>Duration</b>	<b>Participants</b>	<b>Station</b>
1	03-Day Workshop on "Stress Management".	21 – 23 November, 2017	27	Islamabad
2	01-Day In-House Course / Training on "Rules of Business & Secretariat Instructions & Practices".	28 <sup>th</sup> November, 2017	14	Islamabad
3	03-Day Workshop on "Personal Effectiveness".	09 – 11 January, 2018	25	Islamabad
4	01-Day In-House Course/Training on "Management Studies / Management Consultancies".	23 <sup>rd</sup> January, 2018	15	Islamabad
5	01-Day In-House Course / Training on "Noting, Docketing & Referencing".	13 <sup>th</sup> February, 2018	21	Islamabad
6	03-Day Workshop on "Result Based Management".	26 – 28 February, 2018	27	Islamabad
7	03-Day workshop on "Management in Digital Age".	13 – 15 March, 2018	23	Islamabad
8	03-Day Workshop on "Public Sector Management" Theory & Practice".	03 – 05 April, 2018	25	Lahore
9	03-Day Workshop on "Role of Officers in Achieving the Objectives of Good Governance".	09 – 11 April, 2018	18	Islamabad
10	03-Day Workshop on "Personality Development & Interpersonal Skills".	07 – 09 May, 2018	23	Karachi
11	01-Day In-House Course / Training on "Quality Management System".	08 <sup>th</sup> May, 2018	13	Islamabad
12	01-Day Training "Quick and Response of Bureaucracy to Parliamentary Business".	26 <sup>th</sup> June, 2018	22	Islamabad

iii) The Management Services Wing has also dealt with 1694 cases related to Surplus Pool and implementation of recruitment policy as per details below:-

(a) NOC issued for direct recruitment	:	571
(b) No. of advertisements of vacant posts forwarded to PID for publication.	:	304
(c) Complaints received against recruitment process	:	01
(d) Absorption orders of surplus Civil Servants issued	:	61
(e) Court Cases	:	03
(f) Miscellaneous Correspondence made	:	754

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

S. No.	Activities	No. of cases attended / disposed off
1.	Re-transfer / adjustment of Officers / Officials of devolved Ministries / Divisions / Departments	22
2.	Number of advices / clarifications were given / issued to different Ministries / Divisions / Departments.	24
3.	Litigation cases pertaining of devolution	05
4.	Policy / Miscellaneous issues pertaining to Devolution	20
5.	Assembly / Senate Questions, Call Attention Notice.	04

## **ISO 9001:2015 CELL**

### **5. Performance of ISO Quality Management Cell for the Year, 2017-18**

After the ISO 9001:2015 Certification of Establishment Division, the Quality Management Cell of Establishment Division has performed the following major activities for effective maintenance and continual improvement of Quality Management System (QMS) established and implemented in Establishment Division:-

- Organized/conducted Management Review Committee meetings on 05-10-2017 and 11-04-2018.
- Organized following training sessions for the ISO Coordinators, Members of Quality Management Cell and officers of Establishment Division:-
  - a) "Basic Firefighting & Evacuation Procedure" on 30-08-2017.
  - b) "Basic Orientation on ISO 9001:2015 for desk level officers of Establishment Division" on 06-12-2017.
  - c) "Basic Orientation on Quality Management System (ISO 9001:2015 Standard)" for the officers/ officials of MS Wing Lahore office on 15-02-2018.
  - d) "Basic Orientation on Quality Management System (ISO 9001:2015 Standard)" for officers of PPARC on May 09, 2018.
- Evolved/developed procedure for Corrective Action and improvement in Quality Management System (QMS) of Establishment Division and disseminated to all officers of Establishment Division for compliance.
- Developed Quarterly Progress Review Proforma for monitoring the performance of ISO Coordinators with respect to implementation, maintenance and continual improvement of the QMS.
- Developed Client Satisfaction Survey Form for MS Wing.
- Organized and Conducted ISO 9001:2015 QMS Internal Audit of all Wings of Establishment Division from 29-01-2018 to 14-02-2018
- Renamed ISO Steering Committee and ISO Cell as Management Review Committee and Quality Management Cell respectively and revised their TORs accordingly.
- Held ISO Coordinators meeting on December 8, 2017 to review the overall progress of the QMS established and implemented in Establishment Division.

## **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 and publishing bulletins.
- 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 Cells viz (a) Statistics (b) Manuals & Publications (c) Research. The detail of activities & achievements made by these Cells during the financial year (2017-18) is as under:-

### **ASSIGNMENTS COMPLETED (2017-18)**

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 **13118** posts under the Balochistan quota out of which **9023** posts were got filled. (Quarterly reports)

- Annual Statistical Bulletin of Federal Govt. Employees (2016-17).
- Annual Statistical Bulletin of Employees of Autonomous/Semi-Autonomous Bodies/Corporations under the Federal Government (2016-17).
- A Manual on Appointment, Promotion and Transfer Rules (Edition-2016).
- Organization & Functions of Federal Secretariat (Part-II) (Published).
- Draft summary of the Idea Award Scheme (14<sup>th</sup> Phase).
- Development of Website for PPARC as an exclusive link of Establishment Division's website.
- ISO certification of PPARC.
- A workshop on "Implementation of Protection against Harassment of women at workplace Act 2010".

- Conversion of ten stationery items into S-Series Form.
- Six other forms in 'S' series were reviewed & revised in accordance with the decision of Honorable Supreme Court of Pakistan regarding the implementation of Urdu as a National Language.

### **ASSIGNMENTS IN HAND (2017-18)**

- Data collection and processing of 17<sup>th</sup> Census of Federal Government Civil Servants.
- Planning and preparation for 18<sup>th</sup> Census of Federal Government Civil Servants.
- Annual Statistical Bulletin of Federal Government Employees for 2017-18.
- Annual Statistical Bulletin of Employees of Autonomous/Semi-Autonomous Bodies/Corporations under the Federal Government for 2017-18.
- Annual Statistical Bulletin of Federal Government Employees for 2018-19.
- Annual Statistical Bulletin of Employees of Autonomous/Semi-Autonomous Bodies/Corporations under the Federal Government for 2018-19.
- Recording, Indexing of Files and Weeding out of Old Records (Regular activity).
- Review of "A Guide to Performance Evaluation".
- Review of "Secretariat Instructions".
- Review of "Organization & Functions of Federal Secretariat (Part-I)".
- Review & Revision of Civil Standard Forms (Continuous process).
- Special Assignment regarding Observance of 6% employment quota for Balochistan under Aghaz-e-Haqooq-e-Balochistan Package (AHBP) (Regular activity)
- Reconciliation / verification of domiciles of employees recruited against 6% Balochistan quota.



# **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 & 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 2017-18.
- 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/coordination 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 those of the 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. 2016-17 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 2017-18:-
  - Construction of First Floor of Academic Block at Civil Services Academy (CSA), Walton, Lahore.
  - Provision of Security Measures at CSA, Walton Lahore.
  - Construction of Compound Wall, Watch Towers, Electric Flood Lights, Power Supply and Electric Wiring at NIM Karachi.
  - Establishment of IT Wing and Online Training Facility at NSPP, Lahore.
  - National University of Public Policy and Administration (NUPPA), Lahore (Un-approved).

### **ACHIEVEMENTS:**

- Budget Estimates of Establishment Division (Main) and Attached Departments/Organizations for F.Y. 2017-18 were processed for approval of the Establishment Secretary in accordance with the Indicative Budget Ceiling (IBC) within the timeframe set by Finance Division.
- The Budget Orders/NISs of approved budget for F.Y. 2017-18 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 concerned officers to draw their salaries.
- As a regular feature reconciliation of expenditure for the period from July, 2017 to June 2018 pertaining to Establishment Division (Main Secretariat) and Surplus Staff was carried out every month regularly throughout the year.
- The meeting of Departmental Accounts Committee (DAC), held on 21-03-2018 was conducted to examine the Appropriation Accounts (2008-09) and Audit Report (2009-10) of Establishment Division.
- Coordination was made for the meeting of Sub-Committee-III of Public Accounts Committee (PAC) held on 22-03-2018 to examine the Appropriate Accounts (2008-09) and Audit Report (2009-10).

- Internal Audit for the F.Y. 2016-17 and 2017-18 in respect of Establishment Division (Main) has been started with the approval of the Establishment Secretary.
- Execution of the following development projects was coordinated with the concerned departments during 2017-18 :-
  - Construction of First Floor of Academic Block at Civil Services Academy (CSA), Walton, Lahore.
  - Provision of Security Measures at CSA, Walton Lahore.
  - Construction of Compound Wall, Watch Towers, Electric Flood Lights, Power Supply and Electric Wiring at NIM Karachi.

### **ANALYSIS OF ACHIEVEMENTS WITH GOALS AND TARGETS:-**

All the targets as mentioned above have been successfully achieved.

By signing the above report/material for the Year Book 2017-2018, I hereby certify that the information given in this Report/Material is unclassified and reliable.



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

## **STAFF WELFARE ORGANIZATION**

### **INTRODUCTION**

Staff Welfare Organization is an attached department of Establishment Division 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 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:**

<b>S. NO.</b>	<b>GOAL</b>
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 2017-2018:**

<b>S.NO.</b>	<b>TARGET</b>
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

## **ACHIEVEMENTS DURING THE YEAR 2017-18**

<b>Target</b>	<b>Achievements</b>
<b>1.</b>	<b>Award of Stipend:</b> An amount of <b>RS 116.533 million</b> was disbursed to <b>50795</b> Federal Government Employees for the payment of tuition fee, purchase of books for their children. Cash Award to students for obtaining 80% or above marks in University/Board in the final examination in Matric, F.A/F.Sc. and B.A/B.Sc./B.Com. were also granted.
<b>2.</b>	<b>Federal Staff Relief Fund:</b> Amount of <b>RS. 12.666 million</b> was disbursed to the <b>2261</b> Federal Government employees on account of death and/or their dependents / prolonged illness and purchase of optical.
<b>3.</b>	<b>Rehabilitation Aid:</b> The rehabilitation aid provided to <b>258</b> disabled Federal Government employees and their dependents in shape of rehabilitation items (Hearing Aid, Wheel Chairs, Tricycle, and Artificial Limbs) costing to <b>Rs. 2.999 million</b> to rehabilitate them and to make them self-supporting.
<b>4.</b>	<b>Day Care Centre:</b> The project / scheme aims to meet the requirements of working mothers who have no family member in their homes to look after the children. <b>33</b> children of working women benefited with the facility of Day Care Centre at Islamabad and this activity generated revenue of <b>Rs. 0.054 million.</b>
<b>5.</b>	<b>Holiday Homes:</b> Holiday Home at Murree, Sandspit Karachi, Keenjhar Lake, Thatta and Ziarat (Baluchistan) were established to provide excursion facilities to the Federal Government Employees and their dependents. <b>3371</b> families of the Federal Government Employees availed the facilities of Holiday Homes at Murree, Sandspit, Keenjhar Lake & Ziarat. Through this facility, revenue of <b>Rs. 2.424 million</b> was generated.
<b>6.</b>	<b>Ladies Industrial Home:</b> The aim of this project is to provide training in useful and employment oriented skills such as knitting, embroidery etc. to the 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 <b>2322</b> female completed different skill trainings/Certificate/Diploma courses and <b>Rs. 0.492 Million</b> were earned as revenue.



	<p><b>Work-order-centres:</b> 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 <b>2121</b> work-orders and generated <b>Rs 0.052 Million</b> as revenue.</p>
<b>7.</b>	<p><b>Ambulance, Mortuary Van and Coaster Service:</b> 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>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 <b>350 K.M.</b> 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 <b>500 K.M.</b></p> <p>As many as <b>1041</b> clients benefited from the above services and revenue generated was <b>Rs.1.398 million</b>.</p>
<b>8.</b>	<p><b>Vocational and Trade Training Centre:</b> About <b>3644</b> Federal Government employees and their dependents availed training in the skill of typing, shorthand and basic computer courses in 11 Vocational/Trade Training Centers and <b>Rs. 1.086 million</b> generated as revenue.</p>
<b>9.</b>	<p><b>Multipurpose Community Centre/Community Clubs:</b> 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 <b>1608</b> F.G. Employees got the bookings of Auditorium and Wedding Halls and <b>Rs. 1.443 million</b> were earned as revenue. Membership of community centers remained as <b>335</b> and <b>Rs.0.158</b> Million earned as revenue.</p>
<b>10.</b>	<p><b>Hostel for Federal Government Female Employees:</b> 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. During the last financial year <b>58</b> females were availed the facility of Hostel for Federal Government</p>

	female employees at Islamabad and revenue generated was amounting to <b>Rs. 3.499 million.</b>
<b>11.</b>	<p><b>Sports and Cultural Activities:</b> 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 atmosphere and to provide entertainment to the children of Federal Government Employees. Total <b>26</b> 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 <b>92</b> numbers of Cultural Programs were held.</p>
<b>12.</b>	<b>Libraries:</b> An amount of <b>Rs.0.021 Million</b> was generated from 7 Libraries. Approximately more than <b>1913</b> library members benefit with books, magazines etc.
<b>13.</b>	<b>Quranic Classes:</b> 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 <b>854</b> dependents of F.G. Employees benefited from this program.
<b>14.</b>	<b>Grant-in-Aid:</b> An amount of <b>Rs. 0.240</b> Million under grant in aid is provided to <b>12</b> 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.

### **OTHER NOTABLE ACTIVITIES/ ACCOMPLISHMENTS.**

<b>S.NO.</b>	<b>ACTIVITY/ACCOMPLISHMENTS:</b>
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 and National Assembly Secretariat 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 2017-18 and **Rs. 116.533 million** have been disbursed amongst **50795** 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 17.265 Million** and **70,614** Federal Government Employees benefited from the above schemes during financial year 2017-18 and also achieved 100% Goals/Targets.

SWO submitted various Development Schemes for the Financial Year 2017-18 to achieve 100 % Goals/Targets.

### **Predicaments (if any):**

The total revenue amounting to Rs.17.265 Million generated from SWO's different schemes was deposited into Government Treasury during the Financial Year 2017-18. 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 2017-18 SWO completed/achieved its 100% targets and goals pertaining to the regular schemes.

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.

***By signing the above report/material for the yearbook 2017-2018, I hereby certify that the information given in this Report/Material is unclassified and reliable.***

**Signature of the Head of the Wing/  
Attached Department with Official Seal**

## **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 706,059 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
  - ii) Additional Monthly Benevolent Grant (in addition to monthly benevolent grant mentioned at Sr. i above) is paid to family of deceased employee who dies during service in a security related incident.  
—Section 13 (5) of FEBF & GI Act,1969
  - iii) Farewell Grant on retirement after twenty years' service.  
—Rule 24 of FEBF & GI Rules,1972
  - iv) Sum Assured on death of an employee during service.  
—Section 15 of FEBF & GI Act,1969
  - v) Special Lump Sum Grant ranging in addition to payment of Sum Assured as mentioned at Sr. iii above to family of deceased employee who dies during service in a security related incident.  
—Section 15A of FEBF & GI Act,1969
  - vi) Lump Sum Grant on Invalid Retirement of an employee.  
—Rule 23 of FEBF & GI Rules,1972
  - vii) Burial Charges on death of an employee.  
—Rule 20 of FEBF & GI Rules,1972
  - viii) Marriage Grant on marriage of one child of a serving, retired or a deceased employee.  
—Rule 19 of FEBF & GI Rules,1972
  - ix) Educational Stipends from post-matric studies to M.Phil.  
—Rule 25 of FEBF & GI Rules,1972

- x) 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

- xi) 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 2017-18**

- 5. Targets set for the year 2017-18 were as follows:
  - a) Receipts—Receipt on account of contributions of Benevolent and Group Insurance Fund from the employees, Rs. 7,798 million, receipt on account of investment income Rs. 1,859.430 million and rental income Rs. 133 million were estimated for 2017-18.
  - b) Disbursements—Disbursement of grants of Rs. 5,964.40 million was planned for 2017-18 to the Federal Government employees, employees of autonomous bodies and their family members.

## **Achievements during the year 2017-18**

6. Achievements of 2017-18 were as under:

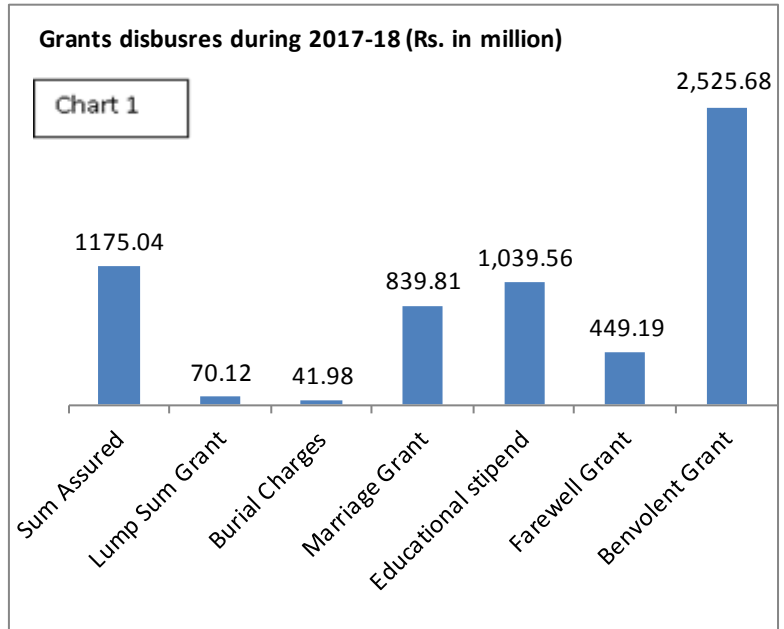
- a) There was a total receipt of Rs. 6,637.85 million on account of contributions, investment income of Rs. 2,713.255 million and BF building rent of Rs. 63.097 million while total grants paid by the FEB & GIF under its welfare schemes were Rs. 6,141.75 million.
- b) The Honourable Prime Minister of 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.
- 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 made 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.
- e) Actuarial study is in progress to assess the financial health of Benevolent and Insurance funds. Further assessment of different proposal of benefits will be considered on receipt of Actuarial report.

## **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 is at advance stage of construction. It is a 30 level tower with Shopping Mall, Cineplex, Food Court, Health Club, Office floors and Roof top restaurant. Contract has been awarded to



successful bidder M/S CTRG-MATRACON JV of package-I (Civil, Electrical and Plumbing Works). The construction work is in progress since October, 2017.

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

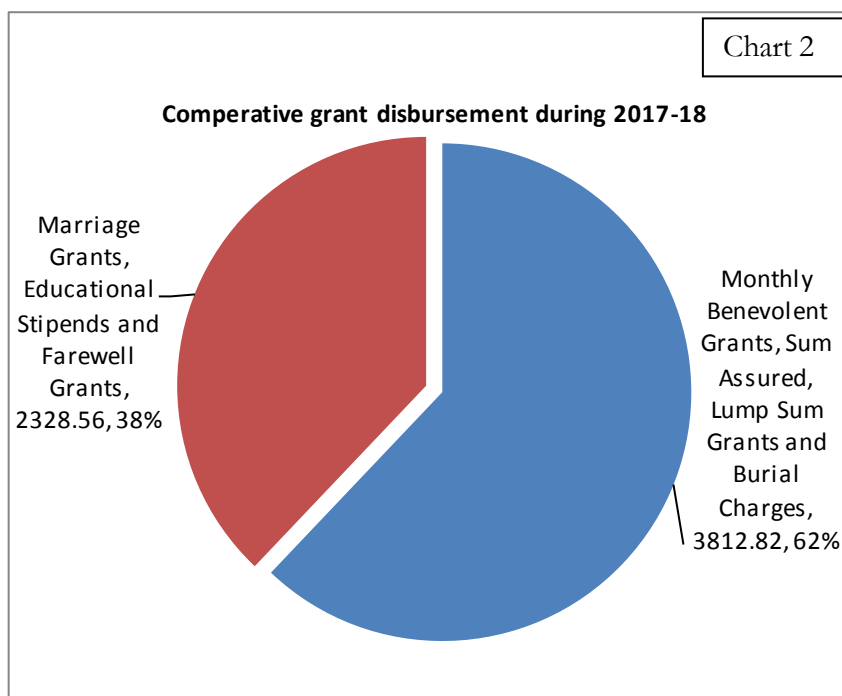
**Trade Center—**The project is at planning stage for preparation of design. M/S Master Consulting Engineers (Private) Limited has been appointed for preparation of design Concept & its Feasibility. Design concept is complete and consultant is working on financial usability and feasibility.

**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 2017-18, the FEB & GIF disbursed Rs. 6,141.75 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 38% 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 endeavour 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:

<b>Year</b>	<b>Contributions (Rs. in million)</b>	<b>Disbursements (Rs. in million)</b>	<b>No. of beneficiaries</b>
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
2017-18	6,637.85	6,141.75	156,684

12. The above table reveals that a total amount of Rs. 6,141.75 million has been disbursed to the 156,684 beneficiaries during the year 2017-18 while contributions to the tune of Rs. 6,637.85 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 2017-18 Finance Division has not paid Rs. 1,720.14 million of its committed obligations. However, total outstanding amount of Group Insurance Fund from Finance Division since 01.04.2014 to date is Rs. 8,363.24 million.

### **Conclusion**

13. 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 Tution/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. For this construction of BF Tower is in progress. An Actuarial study in underway to assure financial health of both the funds.

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