



# **YEAR BOOK**

## **2018- 2019**

**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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## **FOREWORD**

It is a matter of great pleasure for me to present the Year Book 2018-2019 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 2018-2019 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 2018-2019 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 RULES OF BUSINESS (ROB), 1973**

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

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



17. Training of Government functionaries in techniques like O&M, CPM, PERT, systems analysis and operations research both within the country and abroad.
18. Promotion of the knowledge and use of O&M concepts, PERT & CPM techniques, systems analysis and operations research within all government offices and organizations.
19. Idea award scheme.
20. Pakistan Public Administration Research Centre:
  - a) Reorganization of a Division or an attached department or a change in the status of an Attached Department.
  - (b) Organization, on a permanent basis of a working unit in a Division other than as a Section.
21. Determination of the Status of Government Offices.



**ORGANOGRAM  
OF THE  
ESTABLISHMENT DIVISION**

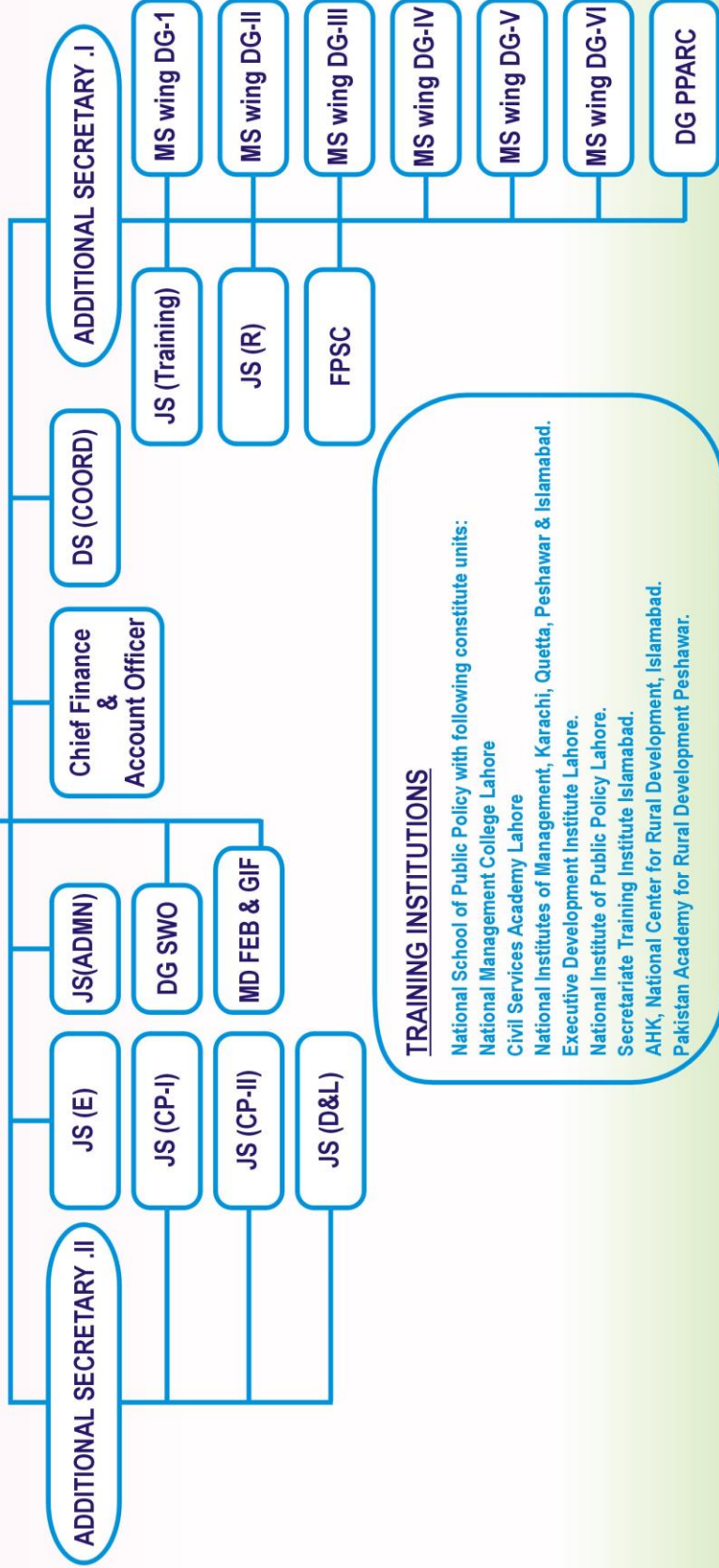


# ORGANOGRAM

## ESTABLISHMENT DIVISION

**Prime Minister  
(Minister In charge)**

**ESTABLISHMENT SECRETARY**



### TRAINING INSTITUTIONS

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

## **INTRODUCTION**

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

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

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

### **Attached Departments**

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

### **Autonomous Bodies.**

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

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

<b>S. No.</b>	<b>Name</b>	<b>Tele No</b>	<b>Web/Email</b>
1.	Staff Welfare Organization Islamabad	051-9201337	<b>NIL</b>
2.	Staff Welfare Organization Lahore	042-9211933	<b>do</b>
3.	Staff Welfare Organization Karachi	021-9203312	<b>do</b>
4.	Staff Welfare Organization Peshawar	091-9212566	<b>do</b>
5.	Staff Welfare Organization Quetta	081-9211166	<b>do</b>
6.	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>
7.	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>
8.	FPSC, Islamabad	051-9205075	<a href="http://www.fpsc.gov.pk">http://www.fpsc.gov.pk</a>
9.	National School of Public Policy (NSPP), Lahore	042-9202941	<a href="http://www.nspp.gov.pk">www.nspp.gov.pk</a>
10.	National Management College (NMC), Lahore	042-99203883	<a href="http://www.nspp.gov.pk">www.nspp.gov.pk</a>
11.	National Institute Management, Karachi	021-9244049	<a href="http://www.nim-khi.edu.pk">www.nim-khi.edu.pk</a>
12.	National Institute of Management (NIM), Peshawar	091-9216270	<a href="http://www.nim.gov.pk">www.nim.gov.pk</a>
13.	National Institute of Management (NIM), Quetta	081-9254915	<a href="http://www.nimqta.edu.pk">www.nimqta.edu.pk</a>
14.	National Institute of Management (NIM), Islamabad	051-9255154	<a href="http://www.nimncrd.gov.pk">www.nimncrd.gov.pk</a>
15.	National Institute of Management (NIM), Lahore	042-9200920	<a href="http://www.NSPP.gov.pk">www.NSPP.gov.pk</a>
16.	Civil Service Academy (CSA), Lahore	042-99202854	<a href="http://www.csa.edu.pk">www.csa.edu.pk</a>
17.	Executive Development Institute (EDI), Lahore	042-99202943-4	<a href="http://www.nspp.gov.pk">www.nspp.gov.pk</a>
18.	National Institute of Public Policy (NIPP), Lahore	042-99203884	<a href="http://www.nspp.gov.pk">www.nspp.gov.pk</a>
19.	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 (OSDs) posted in Establishment Division.
2. Writing and countersigning of Performance Evaluation Reports of Officers of the Establishment Division.
3. Allocation of subjects to various Section /Wings of the Establishment Division.
4. Pension & Farewell Grant etc. cases of officers BS-17 & above in Establishment Division including OSDs.
5. Assistance Package to families of Govt. Officers in BS-17 and above in the Establishment Division including OSDs, if any, who died while in service.
6. NOC/Permission to visit India through Ministry of Interior.
7. Issuance of Gratis Passport.
8. All administrative matters relating to staff of BS-1-16 and also the Private Secretaries (BS-17 to BS-19).
9. Processing of Performance Evaluation Reports of officers/ officials BS-04 to 16 and Private Secretaries (BS-17 to BS-19).
10. Matters relating to Prime Minister's Assistance Package to families of Establishment Division's employees from BS-01 and above including OSD's who die during service.
11. Pension, Marriage Grant, Farewell Grant and Benevolent Grant to officials from BS-01 to BS-16.
12. Cases regarding grant of NOC for issuance of Passport, visits abroad and NOC for appearing against various posts in other Ministries / Divisions / Departments etc.
13. Adjustment of staff of defunct/devolved Ministries / Divisions.
14. Grant of honorarium to the employees of Establishment Division.
15. Census of employees of Establishment Division from BS-01 to BS-16.
16. Nomination for Seasonal Hajj duty.
17. Purchase & Issue of durable/consumable stores.
18. Maintenance/repair etc. of machinery, equipment and durable goods etc.
19. Purchase & issuance of liveries.

20. Provision of office accommodation.
21. Provision of Telephone and Internet facilities to entitled Officers of Establishment Division.
22. Provision of Books/Magazines/Newspapers etc to entitled Officers for official use.

**Achievement and Performance for the year 2018-19:**

- i. Creation of posts of OSDs in Establishment Division is a regular feature. There created 74 posts of OSDs from 1<sup>st</sup> July, 2018 to 30<sup>th</sup> June, 2019 these posts were continued on quarterly basis for the purpose of payment of pay and allowances from the Budget of Establishment Division.
- ii. 41 cases of Performance Evaluation Repots received from officers of Establishment Division and forwarded to the counter signing officers the completed PERs were finally forwarded to Director (PD).
- iii. Preparation of replies of starred/un-starred questions of the National Assembly and Senate of Pakistan.
- iv. Finalization of 12 Pension Cases of officers / OSDs (BS-17-22).
- v. Farewell Grant to 09 officers / OSDs.
- vi. Scanning of over 100 files by Admn-I Section for the purpose of e-filling.
- vii. Issued 21 No Objection Certificate (NOC) for travel abroad to the officers of Establishment Division as well as OSDs.
- viii. Payment on account of 40 claims for reimbursement of medical charges received from serving officers, OSDs and retired officers.
- ix. 07 cases for grant of education stipends forwarded to FEB&GIF.
- x. Finalization of 28 cases of Gratis /Official Passport.
- xi. 04 cases of Assistance Package to families of officers of BS-17 and above of Establishment Division and OSDs, who died in service.
- xii. Finalization of 11 cases of TA on retirement.
- xiii. 04 cases of marriage grant forwarded to FEB & GIF.
- xiv. Completed recruitment process for appointment against 54 vacant posts from BS-09 to BS-15 in Establishment Division (Main).
- xv. Regularization of 02 officials appointed under PM's Assistance Package, 2014.
- xvi. Scanning of more than 500 files for E-filing purpose.
- xvii. Finalized 19 Pension Cases.
- xviii. Appointment of 05 children of deceased employees on contract basis under the Prime Minister's "Assistance Package" for the Government Employees who died in service.



- xix. Extended contracts of the employees working on contract basis under "PM's Assistance Package".
- xx. Processed 15 cases of children of Employees of Establishment Division (Main), for grant of Education Stipend.
- xxi. Promoted 39 employees of BS-01 to BS-17.
- xxii. Granted honorarium to officials/officers on the occasion of Eid-ul-Fitr.
- xxiii. Nominated two employees for seasonal Hajj Duty-2019.
- xxiv. Arrangements were made and facilities provided for conduct of following meetings:

i. High Power Selection Board	BS- 21 to BS-22
ii. Departmental Selection Board	BS- 17 to BS-18 (02 meetings)
iii. Central Selection Board	BS- 20 to BS-21
iv. Central Selection Board	BS- 19 to BS-20

- xxv. Repair/Maintenance/purchase of misc. items/machinery/ furniture etc. to all offices/sections.
- xxvi. Provision of official transport to different Sections/Offices with the approval of Competent Authority.
- xxvii. Provision of stationary items after receipt of requisition / requirements from Sections / Offices.

**Prime Minister's Performance Delivery Unit (PMDU)**

- xxviii. Prime Minister's Performance Delivery Unit (PMDU) established in 2018 has been reorganized with a new vision to promote citizen-centric and participatory governance. PMDU is pioneering a nation-wide complaints and grievance redressal mechanism with special emphasis on facilitation of overseas Pakistanis, women, special persons and foreigners. The primary objective of the unit is to provide citizens' an opportunity to seamlessly communicate with all government entities and have their issues resolved with priority, in accordance with the vision of the Government. The Unit will enable the establishment of a culture of quantified performance management and make the various government entities accountable for their mandated roles and responsibilities. Besides, the Unit will put forward recommendations for amendment and simplification of cumbersome official procedures as evidenced from the database for the purpose of assuring public facilitation.
- xxix. The Unit strives to assure that the registered citizens / members on **Pakistan Citizen's Portal (PCP)** get every possible relief from the Government Organizations being interacted. The citizens / members may have suggestions to put before the authorities or personal complaints and grievances or to report violations of laws by the people or to seek guidance etc. The Unit takes it as a prime responsibility to ensure that all

complaints and suggestions are handled fairly and efficiently through concerned organizations. This manual is designed to help the Government Organizations to efficiently respond to the matters raised on the Portal. The processes described in this manual are intended for understanding and use of all concerned stakeholders.

- xxx. Pakistan Citizen's Portal (PCP), since inception on 28<sup>th</sup> October, 2018 has so far attained 11,8,692 registration of members/citizens and the number is growing @ 1,18000 each month. The PCP App has helped the authorities to resolve 9,87,140 out of 11,73,377 complaints in the last 9 months leaving 42% citizens as satisfied. This is the highest number of registration and resolution of public complaints through any complaint redressal system at national level. The PCP has proved to be the most convenient, efficient and cost-effective interface for over 8000 Govt. Organizations to connect them with citizens in respective domain of service delivery. The major reason behind effectiveness of this new system is that it is under the direct supervision of the Prime Minister.
- xxxii. The PCP App is designed to provide an integrated system that caters for general requirements of the Ministries/Divisions, their attached departments and the Provincial Governments. However, it is designed in such manner that can be customized any time for any kind of specific or generic need of the Organizations. Despite having the most vibrant and largely used mobile application i.e. PCP, it has been observed that some of the Ministries / Divisions intend or have started to design and launch mobile applications to deal public complaints in their respective service delivery domain.
- xxxiii. Establishment Division has received 3,225 complaints so far and 3,116 complaints have been resolved.
- xxxiiii. Sacked Employee (Re-instatement) Act, 2010 enacted to provide relief to persons who were appointed in a corporation service or autonomous or semi-autonomous bodies or in Government service during the period from the 1<sup>st</sup> day of November, 1993 to the 30<sup>th</sup> day of November, 1996 (both days) inclusive) and were dismissed, removed or terminated from service during the period from the 1<sup>st</sup> day of November, 1996 to the 12<sup>th</sup> day of October, 1999 (both days inclusive).
- xxxv. Review Board deals with reinstatement of Sacked Employees under Section 6 of SER Act, 2010, their permanent adjustment in different Ministries / Divisions / Departments etc.
- xxxvi. The details of sacked employees from BS-01 to BS-19 who have been re-instated into service and adjusted in Ministries / Divisions / Departments etc,

## **Total Number of Sacked Employees Reinstated 525**

- i. Permanently adjusted in the Ministries etc..... 432
  - ii. Number of Employees Retired from service ..... 39
  - iii. Number of Employees Passed away ..... 13
  - iv. Number of Employees Resigned from services..... 09
  - v. Number of un-adjusted Employees ..... 32
- xxxvi. During 2018-2019, twenty two (22) reinstated officer / officials have been absorbed / adjusted on permanent basis in different Ministries / Divisions / Departments etc.
- xxxvii. Out of 32 reinstated sacked employees who are awaiting adjustment elsewhere, fifteen (15) officers / officials have been placed on the disposal of different organizations under the administrative control of Establishment Division on temporary attachment basis.

## **PENSION WELFARE CELL**

- xxxviii. In pursuance of Honourable Wafaqi Mohtasib (Ombudsman)'s directive, the Pension Cell has been established w.e.f. 26<sup>th</sup> June, 2016 in Establishment Division.

### **PURPOSE:**

- xxxix. Facilitation for Pensioners and early / timely settlement & finalization of Pension Cases of Establishment Division Employees.
- xxxx. The Pension Cell has completed/finalized 47 cases during the financial year 2018-2019 as under:-

### **2018-2019**

<b>S. No.</b>	<b>Cases Finalized</b>	<b>1<sup>st</sup> Qtr</b>	<b>2<sup>nd</sup> Qtr</b>	<b>3<sup>rd</sup> Qtr</b>	<b>4<sup>th</sup> Qtr</b>	<b>Total</b>
1.	Regular Employees	02	06	03	07	18
2.	Family Pension (In Service Death)	01	-	-	03	04
3.	Transfer of Family Pension (After Retirement Death)	-	02	04	04	10
4.	OSD (Officer on Special Duty)	03	02	02	-	07
5.	Conversion into DCS (Direct Credit System)	01	01	-	01	03
6.	Restoration of Commuted Portion of Pension	-	-	03	01	04
	Revision of pension	-	-	01	-	01
	<b>Total</b>	<b>07</b>	<b>11</b>	<b>13</b>	<b>16</b>	<b>47</b>



**CAREER PLANNING WINGS  
OF THE  
ESTABLISHMENT DIVISION**

## **CAREER PLANNING WING**

### **INTRODUCTION**

CP Wing consists of two segments; CP-I Wing and CP-II Wing 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 PAS, PSP, Secretariat Group, OMG 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 Pakistan Administrative Service (PAS),

- 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-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>OMG</b>	<b>04-01-2019</b>	<b>50</b>	<b>24</b>	<b>02</b>

##### **2. 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>Secretariat Group</b>	<b>26<sup>th</sup> Nov-13<sup>th</sup> Dec, 2018-19</b>	<b>30</b>	<b>07</b>	<b>-</b>
	<b>May, 2019</b>	<b>15</b>	<b>03</b>	<b>-</b>
<b>Ex-Cadre</b>	<b>26<sup>th</sup> Nov-13<sup>th</sup> Dec, 2018-19</b>	<b>177</b>	<b>50</b>	<b>-</b>
	<b>May, 2019</b>	<b>95</b>	<b>26</b>	<b>-</b>
<b>Other Occupational Groups</b>	<b>26<sup>th</sup> Nov-13<sup>th</sup> Dec, 2018-19</b>	<b>277</b>	<b>111</b>	<b>-</b>
	<b>May, 2019</b>	<b>181</b>	<b>49</b>	

### **3. 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>Number of officers recommended for Acting Charge appointment</b>
<b>Secretariat Group</b>	<b>26<sup>th</sup> Nov-13<sup>th</sup> Dec, 2018-19</b>	<b>20</b>	<b>03</b>	<b>-</b>
	<b>May, 2019</b>	<b>15</b>	<b>02</b>	<b>-</b>
<b>Ex-Cadre</b>	<b>26<sup>th</sup> Nov-13<sup>th</sup> Dec, 2018-19</b>	<b>40</b>	<b>16</b>	<b>-</b>
	<b>May, 2019</b>	<b>18</b>	<b>04</b>	<b>-</b>
<b>Other Occupational Groups</b>	<b>26<sup>th</sup> Nov-13<sup>th</sup> Dec, 2018-19</b>	<b>171</b>	<b>58</b>	<b>-</b>
	<b>May, 2019</b>	<b>108</b>	<b>26</b>	<b>-</b>

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

During Financial year 2018-2019, following seniorities were determined with the approval of competent authority and circulated:

- a) Provisional Seniority of BS-19 officers of Secretariat Group.
- b) Provisional Seniority of BS-20 officers of Secretariat Group.
- c) Seniority of BS-21 officers of Secretariat Group.

#### **C. POLICY ISSUES**

##### **CLARIFICATION REGARDING PROMOTION POLICY**

03 cases regarding clarification of Promotion Policy were disposed of.

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

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

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

17 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**

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

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

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



## **CASES OF LITIGATIONS**

175 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 different matters.

## **DTL OF VARIOUS OCCUPATIONAL GROUPS**

DTL quota of Postal Group and Railways (Commercial and Transportation) Group has been notified after approval of the Prime Minister of Pakistan.

## **MOVE-OVER**

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

## **INDUCTION**

- i. 02 Summaries were processed for revision of Policy of Armed Forces officers into Civil Service (BS-17).
- ii. Process of induction of Armed Forces Officers of CSS-2018 was undertaken.

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

- a) 19 cases of retired 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) 23 cases of retired officers of Other Occupational Groups and Ex-cadre were referred to the FR-17(I) Committee of Finance Division for grant of antedated / proforma promotion.

## **E. MERITORIOUS PROMOTION**

Revision of policy of grant of BS-21 on Meritorious ground in consultation with Finance Division is currently under process Honorable Prime Minister's directions.

## **F. REPRESENTATIONS**

- a) Processed 67 number of departmental representations / references from Ministries / division/ Departments regarding seeking comments/ guidance of different matters, were processed.

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

52 case (28 OMG + 10 PSP + 14 PAS) for termination of probationary period were approved by competent authority i.e. Establishment Secretary.

## **CAREER PLANNING (CP-I) WING**

### **A. ROLE AND FUNCTIONS**

- a.** 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.
- b.** Processing / settlement of the seniority representations/disputes of the said cadre.
- c.** Coordination-cum-Secretariat of 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.
- d.** Processing retirement cases of OMG Officers.
- e.** 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.
- f.** Processing of the request of Federal Ministers/Minister of State for posting of Private Secretaries with them.
- g.** Determination of seniority of PAS, PSP officers in BS-17, BS-18, BS-19, BS-20, BS-21 and BS-22.
- h.** Determination of seniority of OMG officers in BS-17 and BS-18.
- i.** Preparation of para-wise comments in cases filed by Officers in various courts including FST, regarding seniority and promotion issues.
- j.** Catering to the representations of PAS, PSP and OMG Officers for seniority & promotion.
- k.** 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-17 to BS-22 for the purpose of DPC, DSB, CSB and HPSB. Moreover, quantification sheets, synopsis of PERs and up-dated ICP Charts are forwarded to concerned Sections of Establishment Division on their demand.
- l.** PERs grading in respect of PAS, PSP, SG and OMG officers, who apply for posting abroad as Community Welfare Attaché, DG (Hajj) or any other posting abroad, are sent to Training Wing on their demand.
- m.** The collection of data, maintenance of manual service History Cards of about 2700 officers of PAS, PSP, Sectt Group and OMG (BS-17 to BS-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.

- n. PD-IV Section is responsible for maintenance of computerized data in respect of about 2700 officers (BS-17 to BS-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 2018-2019**

- i. During the years 2018-2019, 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)**

Groups/Services	<u>29<sup>th</sup> October &amp; 12<sup>th</sup> November, 2018</u>		<u>18<sup>th</sup> March, 2019</u>	
	Panel	Recommended for Promotion	Panel	Recommended for Promotion
PAS	40	7	40	11
PSP	18	02	16	02

**MEETINGS OF CSB**

<u>(BS-20 to BS-21)</u>				
Groups/Services	<u>13<sup>th</sup> to 16<sup>th</sup> December, 2018</u>		<u>27<sup>th</sup> to 29<sup>th</sup> May, 2019</u>	
	Panel	Recommended for Promotion	Panel	Recommended for Promotion
PAS	80	35	52	16
PSP	38	11	16	02
<u>(BS-19 to BS-20)</u>				
PAS	34	17	36	18
PSP	80	33	46	11

\*Data related to SG comes under job description of CP-II Wing and is provided by them.

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

<b>Meeting held on 01-04-2019</b>		
<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>
PSP	121	34
PAS	117	61
OMG	50	24
Ex-Cadre	307	237

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

<b>Meeting held on 18-01-2019</b>			
<b>Groups/Services</b>	<b>Panel</b>	<b>Recommended for Promotion</b>	<b>Recommended for Acting Charge</b>
PAS	98	43	-
PSP	47	17	-
OMG	104	42	36

- ii. During the year 2018-2019 (August, 2018 till date) **500 (Five Hundred)** PERs of other Occupational Group/ Ex-Cadre were received, almost **1200 (Twelve Hundred)** CR dossiers of retired officers have been **scanned/entered** in the automated system.
- iii. During the year 2018-2019, synopsis/quantification sheets of twenty retired officers were prepared for the meetings of Central Selection Board (CSB).
- iv. During the year (commencing from July, 2018 to June, 2019) **1825 (One Thousand Eight Hundred Twenty-Five)** PERs and **1653 (One Thousand Six Hundred Fifty-Three)** certificates/CR Dossiers letter were received. Almost **3500 (Three Thousand Five Hundred)** certificate/CR Dossiers were entered in the automated system and ICP Charts were updated.
- v. During the year 2018-2019, **782 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 to BS-22.

**OTHER ACHIEVEMENTS**

**1. RELATED TO DEFINED JOB DESCRIPTION OF CP-I WING**

- i. Provisional Seniority of OMG officers (BS-17) was updated and circulated.

- ii. Provisional Inter-se-Seniority of PSP probationers of 42<sup>nd</sup> CTP and 43<sup>rd</sup> CTP was determined and circulated.
- iii. Provisional Seniority List of BS-19 and BS-21 officers of PSP was circulated.
- iv. Twenty four representations in response to circulated provisional seniority list of BS-17, BS-18 OMG officers were received and disposed of.
- v. Two Court cases regarding seniority of OMG officers (BS-17) were disposed of.
- vi. Notification of retirement of one officer of OMG was issued.
- vii. Three cases of retired BS-20 and BS-21 officers of PSP and two court cases of retired officers BS-20 and BS-21 officers of PAS were referred to the FR-17 (I) committee of Finance Division for grant of proforma promotion.
- viii. About 28 representation filed by the officers of PSP were dealt and disposed of as per rule.
- ix. About 15 clarification regarding PERs/Promotions have been issued to different Ministries/Divisions.
- x. Endorsement in 5 summaries of IB has been made.
- xi. Updated 2000 History Cards of serving officers of PAS, PSP, Secretariat Group and OMG (BS 17 to BS-22).
- xii. Letters issued to concerned Sections for Provision of missing notification for completion of service History of Officers of PAS, PSP, Secretariat Group and OMG.
- xiii. Maintained and preserved the History cards of retired/Expired Officers of PAS, PSP, Secretariat Group and OMG till date.
- xiv. Manually updated 1200 ICP charts of PAS, PSP, Secretariat Group and OMG.
- xv. Furthermore, 50 files were moved/processed as E-filing during the current financial year.
- xvi. Provisional inter-se-seniority of PAS/BS-21 & BS-20 Officers was determined and circulated.
- xvii. Para-wise comments relating to litigation cases in FST, High Court & Honorable Supreme Court of Pakistan with reference to Seniorities and promotions of PAS, PSP, OMG and Secretariat officers in BS-17, BS-18, BS-19, BS-20 and BS-21 were prepared and processed in the light of available record. One FST case of OMG officers and twenty seven cases of officers of PSP were dealt.
- xviii. Para- wise comments relating to Writ Petition filed in various courts by BS-21 officers belonging to other Occupational Groups/ Services for promotion/ proforma promotion to BS-22.

**2. ACHIEVEMENTS OTHER THAN DEFINED JOB DESCRIPTION:**

- i. E-Filing has been initiated and implemented.
- ii. New Data-base HRMS has been established and functionalized for up-dation of ICP Charts in respect of about 2600 officers belonging to PAS, PSP, SG and OMG (BS-17 to BS-22). It is a great achievement to convert manual ICP Charts into E-ICP Charts.
- iii. In order to timely fill the posts in higher grades for optimum utilization of services, a calendar for holding regular meetings of DPC, DSB, CSB and HPSB was prepared and approved by the Prime Minister.
- iv. The meetings of DPC, DSB, CSB and HPSB are being held as per the approved schedule.
- v. Based on KPIs, new performance management system is being introduced. It will ensure efficient and effective public service.
- vi. A database PIMS (Personal Information Management System) of officers from BS-17 to BS-22 of PAS, PSP, OMG and SG has been developed which ensures provision of immediate service profile for consideration of officers for promotion, posting and other official purposes.



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

## **DISCIPLINE WING**

### **INTRODUCTION:**

Government Servants play a very important role to run the administration of the Country. They are important constituents of the administrative set up of the nation. They are pillars of the Government Departments on whose shoulders the responsibility to implement the government policies lies. They provide public services to the citizens at the grass root level and in the same way, they forward grievances of the public, their representations and demands to higher ups for their effective resolution.

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

### **ROLE AND FUNCTIONS:**

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 & Disciplinary) Rules, 1973. 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 relevant laws /rules.

Disciplinary cases of officers of Pakistan Administrative Service (PAS), Police Service of Pakistan (PSP), Secretariat Group (SG) and Office Management Group (OMG) from BS-17–BS-19 comes in the purview of Secretary Establishment Division whereas BS-20 & above officers of these groups and Ex-Cadre BS-20 & above are referred to the Prime Minister's office after being evaluated by this Wing.

Disciplinary Wing also processes representations/appeals submitted by persons aggrieved by the orders passed in light of the laws/rules already framed and the cases covered under the Government Servants (Conduct) Rules, 1964. Besides, Asset Declaration record of the Pakistan Administrative Services (PAS), Police Service of Pakistan (PSP), Secretariat Group (SG) & Office Management Group (OMG) Officers is also maintained by this Wing.



**GOALS:**

<b>S.No.</b>	<b>GOAL</b>
01.	Speedy disposal of disciplinary proceedings.
02.	Timely submission / disposal of Appeals, preferred under Rule 6 of the Civil Servants Appeal Rules, 1977, to the appellate authorities i.e. President, Prime Minister and Secretary, Establishment Division.
03.	Collection / Completion of Assets Proforma of PAS, PSP, Secretariat and OMG Officers
04.	Computerization of Declaration of Assets of PAS, PSP, Secretariat and OMG Officers

**TARGETS SET FOR THE YEAR 2018-2019:**

<b>S.No.</b>	<b>TARGET</b>
01.	Speedy disposal of disciplinary proceedings.
02.	Timely submission / disposal of Appeals, preferred under Rule 6 of the Civil Servants Appeal Rules, 1977, to the appellate authorities i.e. President, Prime Minister and Secretary, Establishment Division.
03.	Collection / Completion of Assets Proforma of APUG / OMG Officers for the year 2018-2019.
04.	Computerization of Declaration of Assets of APUG / OMG Officers

**ACHIEVEMENTS DURING THE YEAR 2018-2019:**

<b>S.No.</b>	<b>ACHIEVEMENT</b>
01.	By persistent efforts, the rate of submission of the Declaration of Assets has considerably increased over the last few years. Declarations of Assets of <b>1844</b> Officers of PAS, PSP, Secretariat and OMG (a total of <b>4335</b> Declaration of Assets) have been received for the year 2018-2019
02.	Declaration of Assets of <b>3128</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 have been processed and there is no pendency.

**PREDICAMENTS (IF ANY):**

The process of the proceedings is slow due to non-adherence to 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 lacunas 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, but criminal proceeding.

The Efficiency and Disciplinary (E & D), Rules 1973 are being revised which will incorporate clauses to rectify the anomalies in the concerned Rules.

### **CONCLUSION:**

- i) **Disciplinary Cases:** During the year 2018-19, **145** (One Hundred Forty Five) 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 **62** (Sixty Two) cases have been finalized/closed. During the year **06** (Six) major penalties and **18** (Eighteen) minor penalties have been imposed upon officers and **26** (Twenty-Six) officers were exonerated. Action on the remaining cases is under process.
- ii) **Appeals/ representations cases:** A total of **28** (Twenty Eight) cases of appeals, under the Civil Servants (Appeal) Rules, 1977, were received and were submitted to the Appellate Authority. The Appellate Authority accepted or set aside **04** (Four), rejected **09** (Nine) appeals, while **12** (Twelve) appeals are pending in PM Office. Remaining **03** (Three) appeals were withheld / sent back to Departments with certain queries/observations.
- iii) **Cases other than appeals:** **02** (Two) cases, under Government Servants (Marriage with Foreign Nationals) Rules, 1962, were received, finalized and permissions were granted by the Authority in both cases. **09** (Nine) cases, under the Government Servants (Conduct) Rules, 1964, were received. Out of which **05** (Five) cases, were finalized/ permission granted whereas **04** (Four) cases, are under process.

## LITIGATION WING

The Litigation Wing of this Division handled the following number of cases in various courts/Tribunals during 30-06-2018 to 30-06-2019:-

<b>Name of Courts</b>	<b>Pendency on 30-06-2018</b>	<b>Institution 1-7-2018 to 30-06-2019</b>	<b>Total Cases upto 30-6-2019</b>	<b>Disposed of during the period</b>	<b>Remaining as on 30-6-2019</b>
FST Islamabad, Lahore and Karachi	458	132	590	208	382
Islamabad High Court, Islamabad Ex-Cadre Officer	150	258	408	267	141
Islamabad High Court, Islamabad APUG	1270	84	1354	55	1299
Lahore High Court	196	138	334	115	219
Peshawar High Court	122	35	157	13	144
Sindh High Court, Karachi	104	59	163	50	113
Balochistan High Court	22	08	30	03	27
Supreme Court of Pakistan	156	51	207	103	104
<b>Total</b>	<b>2478</b>	<b>765</b>	<b>3243</b>	<b>814</b>	<b>2429</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 2018-19**

- i. Rule 2(2) of the Civil Service of Pakistan (Composition and Cadre) Rules, 1954, governing induction of officers of Provincial Management Services / Provincial Civil Services into Pakistan Management Services / Provincial Civil Services into Pakistan Administrative Service was added vide SRO dated 10-02-2014. Criteria for induction of officers of Provincial Civil Services into Pakistan Administrative Service is being finalized in consultation with Provincial Governments and Government of Gilgit Baltistan and AJ&K taking into consideration decisions taken in recent meeting with their Secretary (Services).

- ii. Pursuant to decision of Federal Cabinet, Establishment Wing vide notification dated 28-02-2019 has constituted Selection committee for Selection of Senior Officers comprising the following:

- 1. Adviser to Prime Minister on Establishment Head of the Committee**
- 2. Mr. Shafqat Mahmood, Member**
- 3. Federal Minister concerned, Member**
- 4. Secretary Establishment, Member**
- 5. Secretary to Prime Minister, Member**

The Selection Committee recommends suitable officers for all posts of BS-22, including Federal Secretaries / Chief Secretaries and Inspector Generals, Police of Provinces / AJK / Gilgit-Baltistan. The meetings of Selection Committee are being held regularly and posting of officers of BS-22 are being made in a transparent manner.

- iii. Establishment Wing worked out and got following amendment approved in Rotation Policy for PAS / PSP officers by the Prime Minister in the public interest.

*“PAS / PSP officers of BS-21 and below who have served in any Provincial Government or Federal Government for a continuous period of not less than ten years may be transferred to the Federal Government or other province, as the case may be, in the public interest. The period spent on EOL / earned leave / study leave OSD / Training / deputation / foreign posting shall be excluded for the purpose of computing continuous period of ten years and will not be treated as a break.”*

The existing Rotation policy is amended to the above extent.

- iv. Pursuant to orders of the Prime Minister, Establishment Wing has further prepared a comprehensive Rotation Policy, 2019 for PAS / PSP officers after consulting provincial governments and all stakeholders to, inter alia, ensure maximum rotation of officers of All Pakistan Services and to meet the deficient federating unit. The policy ibid is likely to replace the existing Rotation Policy for PAS / PSP officers of 2000.
- v. Establishment Wing has prepared new Deputation Policy, 2019 to ensure efficient and effective policy to regulate and manage deputations. The policy is likely to replace the existing Deputation Policy.
- vi. Worked out vacancy position for replacement 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.
- vii. 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	20
2	Police Service of Pakistan (PSP)	BS-22	04
3	Secretariat Group (SG)	BS-22	01
4.	Others	BS-22	
<b>Total</b>			<b>25</b>

- viii. 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	80
2	Police Service of Pakistan (PSP)	BS-19	58
3	Secretariat Group (SG)	BS-19	26
4.	Others	BS-19	
<b>Total</b>			<b>164</b>

- ix. From July, 2018 to June, 2019, 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	117	20	10	-
BS-21	82	58	40	-
BS-20	61	143	93	-
BS-19	45	132	148	-
BS-18	121	123	-	282
BS-17	123	122	-	169
Total	549	598	291	451

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

- x. From July, 2018 to June, 2019, the following number of officers were appointed in BS-17 on the recommendations of the FPSC in PAS, PSP & OMG:-

Scale	Name of Occupation Group/Service		
	PAS	PSP	OMG
BS-17	38	27	64
BS-18	-	-	-

- xi. Automation of E-Wing and Electronic processing of files/cases.
- xii. Preparation of working papers and synopsis for DPC regarding induction of Provincial Police Officers into PSP.
- xiii. Postings / transfers of officers of PAS, PSP, SG and OMG, Federal Government from / to provinces, autonomous bodies, corporations and other posts.
- xiv. Issuance of notifications regarding proforma promotion of officers to posts in BS-20 and above.

- xv. 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.
- xvi. Appointments in the autonomous bodies.
- xvii. Deputation of Government officers and their terms & conditions of deputation in autonomous bodies.
- xviii. Policy matters relating to Management grades.
- xix. Constitution of the Selection Board of the Corporations.
- xx. Appointment against statutory posts.
- xxi. 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.
- xxii. Contract appointment / re-employment in BS-19 and below.
- xxiii. Secondment and re-employment of Armed Forces Officers (All Graders).
- xxiv. 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 thereunder 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 Organizations) 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 2018- 2019:**

There was no specific goal / target assigned during the year 2018-2019 except routine work.

### **ACIEVEMENTS:**

The following cases received from Ministries / Divisions were disposed off / decided during the year 2018-2019:-

S. No.	Nature of Cases	Number of cases disposed off
1.	Amendment in Article 27(1) of the Constitution of Islamic Republic of Pakistan, 1973 regarding extension in the period of observance of regional/provincial quota policy for a further period of 20 years from 14-08-2013. Upon a summary for the Prime Minister by this Division, the matter was referred to CCLC for recommendations to the Cabinet which is under active consideration of the Government.	01
2.	In order to implement the Cabinet decision in Case No. 386/18/2019 dated 16-04-2019, an SRO No. 634(1)/2019 dated 17-06-2019 amending Rule, 14, 15 and 16 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 has been issued.	01
3.	In order to implement the Cabinet decision in Case No. 408/18/2019 dated 16-04-2019 a Committee has been constituted under the Chairmanship of Adviser to the Prime Minister to examine the issue of bifurcation of 4% combined quota of GB/FATA in the Federal Services consequent to merger of FATA with Khyber Pakhtunkhwa pursuant to 25 <sup>th</sup> Constitutional Amendment.	01
4.	Up gradation/re-designation of posts in respect of Ministries/Divisions/Departments.	110
5.	Creation of posts except those of Ministry of Finance and Establishment Division.	35
6.	Deputation Policy/Terms & conditions – interpretation.	07
7.	Lien/Right of reversion	02
8.	Court Cases	27
9.	Miscellaneous cases of all Sections of Regulation Wing.	679
10.	Acting Charge Appointments	22
11.	Interpretation of Civil Servants Act, 1973 and Rules made thereunder.	111
12.	Regional/Provincial Quota policy	97
13.	Contract appointment, regularization and other matters	125
14.	Parliamentary Business.	32
15.	Interpretation of Government Servants (Efficiency & Discipline) Rules, 1973, withdrawal of LPR and withdrawal of Resignation.	34
16.	Vetting of Service Rules/ Regulations in respect of Autonomous Bodies/ Corporations.	46
17.	Cases for advice and interpretation in respect of autonomous bodies/corporations.	75
18.	Cases of devolved/merged Ministries/Divisions	28
19.	Seniority cases	20
20.	Deputation cases.	142
21.	Grant of Senior Scale cases	24
22.	Composition of Departmental Promotion Committee/ Departmental Selection Committee cases.	27
23.	Cases received for Vetting/Amendment of Recruitment Rules framed under Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 in respect of different Ministries/Divisions allocated to R-V section.	395
24.	Interpretation of initial appointment to civil posts (Relaxation in upper age limit) Rules, 1993.	38
25.	Age Relaxation cases under Initial Appointment to Civil Posts (Relaxation in upper age limit) Rules, 1993.	15
26.	All matters relating to Ministerial Staff, including Private Secretaries.	129
27.	Upgradation of posts in BPS-15 and below of all Ministries/Divisions/Departments.	515
28.	Interpretation of uniform Recruitment Rules of Ministerial posts and Recruitment Rules of Private Secretaries (BS-17) posted with Secretary/Additional Secretary.	85
29.	Vetting/Amendment of Recruitment Rules framed under Civil Servants (Appointment, Promotion & Transfer) Rules, 1973 in respect of Ministries/Divisions allocated to R-6 Section.	50
30.	Complaints received from Prime Minister Delivery Units.	199
	<b>Grand Total:</b>	<b>3072</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 2018-19, 109<sup>th</sup> NMC, 110<sup>th</sup> NMC and NS&WC 2018-19 were conducted. As a result 114 and 19 government officers were nominated for said course and NS&WC respectively, and 04 officers were nominated for NSW-20, 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 2018-19, 24<sup>th</sup> and 25<sup>th</sup> SMC were conducted and 312 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/ equivalent 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 2018-19, 26<sup>th</sup> MCMC and 27<sup>th</sup> MCMC were conducted and 398 government officers were nominated for said course, who successfully completed the course.

## **Nominations and Conducting of Workshops**

### **(i) National Security Workshop**

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

Funds amounting to Rs. 9.7 million were released for the National Security Workshop (NSW-20) conducted during the year 2018-19. 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 (NSPP) organizes the workshop for the Senior Bureaucrats (BS-20/21) at its Executive Development Institute, Lahore annually and Establishment Division provides funds for the workshop.

During the year 2018-19 one officer 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. 233,725,000/- for the Financial Year 2018-19 for the purpose. The expenditures/ course fee in respect of participants belonging to various Occupational Groups for the courses 109<sup>th</sup>, 110<sup>th</sup> & NSWC-2018-19, amounting to Rs.86,690,000/- was paid to NSPP & NDU.

## **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), Islamabad
2. Federal Public Service Commission (FPSC), Islamabad
3. Pakistan Academy for Rural Development (PARAD), Peshawar
4. Secretariat Training Institute (STI), Islamabad
5. National School of Public Policy (NSPP), Lahore
6. Civil Services Academy (CSA), Lahore

All the administrative and financial matters referred to by the above institutes to Training Wing were dealt with efficiently during the year 2018-19.

## **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/ foreign deputation.
- 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 during the period. 281 qualifiers of CSS have been appointed in different Occupational Groups and Services on the basis of CSS CE-2018.

## **TARGETS:**

- i. To process the NOC to avail and apply for open merit scholarships (Full bright, Chevening & Aus-Aid etc.)
- ii. Conducting of 47<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 is under process.
2. In order to revamp the existing training system in Pakistan Training Need Assessment (TNA) is 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 has been forwarded to CDPR for further necessary action at their end.
3. In order to streamline AHK National Centre for Rural Development Recruitment Rules, 2019 for the posts BS-20 and below has been framed.
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. During the period 110 officers have been given NOC to apply and avail various scholarships and 37 nominations of officers were forwarded to EAD from Establishment Division.
6. In order to revamp the foreign trainings framed of the draft policy guidelines for foreign trainings (both under Technical Assistance Programme and Open Merit Scholarship).
7. Streamlined the Quality Objectives of Training Wing for the financial year 2018-19 in respect of ISO 9001:2015 Quality Management System.
8. During the period 09 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. Processed extension in deputation of 03 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 during the year.
10. During the year 15 cases of granting of diplomatic status to eligible officers posted abroad were processed as per policy.
11. Conducted/ arranged for Specialized Training Programme of AJ&K's 24 Probationary Officers and arranged their Final Passing Out Examination, 2019.
12. Framed and finalized Federal CSS Competitive Examination Rules, 2019 in consultation with FPSC.
13. In order to revamp framed the National School of Public Policy Rules, 2019.
14. Memorandum of Agreement (MoA) between the United Nations Economic and Social Commission for Asia and the Pacific (ESCAP/ APCICT) and the National School of Public Policy (NSPP) processed for signing.
15. Memorandum of Understanding (MoU) between National School of Public Policy and National Management Institute (NMI) Cairo, Egypt processed for signing.



## **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)**

#### **1. GENERAL**

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) was established as a federal training and research institution in the year 1979. The Centre became functional 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 (AHKNCRD) in the year 2000 in recognition of invaluable services rendered by late Dr. Akhtar Hameed Khan for the cause of community development, strengthening of civil society and socio-economic empowerment of the poor and marginalized people. After 18<sup>th</sup> Amendment on July, 29 2011 NCRD was declared as Attached Department of newly formed Ministry of Professional and Technical Training, however, on 20<sup>th</sup> March, 2013 AHKNRD was declared an Attached Department of Establishment Division.

#### **2. VISION**

Socio-economic empowerment of rural and the under-privileged communities for sustainable development.

#### **3. MISSION**

Knowledge-based capacity building of the development and non-development sector engaged in rural development.

#### **4. Charter / Objectives**

- In-service training of mid-level officials of Local Government, Rural Development and Nation Building Departments, and senior level officials belonging to Provincial and Federal 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 programmes of national institutions.

- Liaison with international organizations/institutions working in the field of rural development (AARDO, CIRDAP and LoGOTRI).
- Training of the elected members of local governments on various aspects of rural development and functioning of local councils

## **5. FACILITIES AVAILABLE**

### **Training Hall**

The Centre has two (02) fully equipped air-conditioned training halls with capacity varying from 30 to 60 seats.

### **Auditorium**

The Centre has an air-conditioned Auditorium with a capacity of hundred and thirty (130) seats. It is equipped multimedia and sound system.

### **Library**

To support its training and research activities, the Centre has a small but growing library containing about 20,000 books and journals in the shape of hard and soft copies. A separate section contains AARDO and CIRDAP.

### **Hostel**

The Centre has a furnished air-conditioned Hostel to accommodate fifty (50) participants on double occupancy basis. It also has a dining hall. Participants of local and International Training Programmes used to stay in hostel.

### **Residential Colony**

NCRD has a Residential Colony of 30 units for officers and staff of various categories inside NCRD Complex.

## **6. FOCUS OF ACTIONS**

The center's activities are focused on six related programmes:-

- a. Training Courses;
- b. Conferences, Seminars and Workshops;
- c. Research;
- d. Liaison with International Agencies and Organizations;
- e. Policy Support to the Ministry;
- f. Collaboration with Provincial Local Government and Rural Development Academies.

## **7. TRAINING PROGRAMMES**

NCRD organizes Training Programmes on different aspects of Rural and Sustainable Development so as to build the capacity of stake holders from Nation Building Departments, LG & RD Departments, NGOs, etc, engaged in Rural Development. NCRD also organize joint training programmes in collaboration with provincial training institutes and governmental/non-governmental organizations/departments and international agencies e.g. Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP), African Asian Rural Development Organization (AARDO), through provision of administrative logistic, secretariat and academic support.

AHKNCRD has so far conducted around 1323 training courses and trained 33800 participants up to June 2019.

a. **System of Training**

Annual Training Calendar (ATC) is prepared as per Financial Year. Expenses on training are met out of annual budget allocations. Nominations for each activity are invited from all Provinces and Federating Units in the country. On the average 40 to 45 training programmes are organized per year. Training Programmes being organized by NCRD are free of cost however, TA/DA to the participants is paid by the nominating agencies / departments. Out-station participants are lodged in NCRD Hostel on payment of room rent by the participants. Food arrangements are made by the participants for which hostel staff is available.

b. **Main Themes of Training**

- Governance;
- Rural Development and Local Government;
- Natural Resources Management;
- Project Management;
- Micro Finance for livelihood & Entrepreneurship;
- Human Resource Development;
- Disaster Management;
- Climate Change.

c. **Number of Courses**

NCRD Organized 1,323 courses during the years 1983 to June 2019 and trained around 33,800 participants. During the year 2018-19 NCRD conducted 44 training programmes and trained 1,944 participants from all Provinces and Federating Units of Pakistan.

**8. CONFERENCES and SEMINARS**

The core objective of the Seminars is to provide a forum to all the relevant Stakeholders, Experts and Scholars in the subject field/s so as to discuss the root causes, current situation and future course of action/strategy related those issues. NCRD has been organizing conferences, workshops and seminars in collaboration with international organizations (AARDO & CIRDAP).

**9. LIAISON WITH INTERNATIONAL ORGANIZATIONS**

NCRD also liaises with International Organizations which aims at promoting Rural Development in Member countries. Pakistan is Member of two International Organizations namely;

- African Asian Rural Development Organization (AARDO)
- Centre on Integrated Rural Development for Asia and The Pacific (CIRDAP)

**AARDO:**

Pakistan is member of AARDO (African Asian Rural Development Organization). AARDO is a New Delhi based international organization. It has 33 members for Asia and Africa. Pakistan became member of AARDO with the prior approval of the Ministry of Foreign Affairs in the year 1997. Establishment Division is Link Ministry of AARDO in Pakistan. AARDO declared NCRD as its Centre of Excellence for organizing International Training Programmes, Workshops and Seminars in 2011.

## CIRDAP:

CIRDAP was established in 1978, headquartered at Dhaka, Bangladesh. Pakistan is founding member of CIRDAP. NCRD is a link institution of CIRDAP. CIRDAP has 15 member countries from Asia and Pacific Regions.

10. The details of activities conducted by AHKNCRD during the year 2018-19 are as follows:-

<b>Training Courses, Workshops and Seminars 2018-19</b>			
<b>S/No.</b>	<b>Courses/Workshops/Seminars</b>	<b>No. of Courses</b>	<b>No. of Participants</b>
1	Training Courses	21	887
2	Training Workshops	11	366
3	National Policy Seminars	3	395
4	International Workshops	3	78
5	Customized Courses/Seminars	6	268
<b>Total:</b>		<b>44</b>	<b>1994</b>

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD) conducted 44 training courses, seminars and workshops collectively in the year 2018-19. There had been an overwhelming response from the various Federal and Provincial Departments / Organizations. A total of 1994 participants were trained coming from all over the country and from AARDO and CIRDAP member countries. Among them, 1530 were male participants while 464 were female participants. The biggest participation came from the capital Islamabad with 745 participants, followed by Punjab with 582, Khyber Pakhtunkhwa with 260 participants, AJK with 115 participants, 99 participants from Sindh, 56 participants from Balochistan and 50 participants from Gilgit-Baltistan, respectively.

AHKNCRD conducted three international training courses/workshops in collaboration with AARDO and CIRDAP in which a total of 78 officials from 11 countries namely; Bangladesh, Jordan, Malaysia, Oman, Pakistan, Palestine, Sri Lanka, Lebanon, R.O Korea, Taiwan and Egypt attended the programmes.

As far as sector wise classification of participants is concerned, 785 participants were from public sector, 623 participants came from NGO/INGOs sector, 572 participants belonged to academia, 12 participants were elected representatives while 2 participants were freelancers.

The details of gender, province and sector-wise distribution of the participants during training courses and workshops have been given in tabulated form as follows:

TOTAL NUMBER OF ACTIVITIES = 44		INTERNATIONAL TRAININGS (3)		TRAINING COURSES(21),WORKSHOPS(11) AND SEMINARS(3)/ CUSTOMIZED PROGRAMMES (6) (41)								
Sector		ABROAD	PAKISTAN	PAKISTAN								
				Province / Region								
				Punjab	Sindh	KP	Balochistan	ICT	AJK	Gilgit-Baltistan	Grand Total	
Public	Male	28	50	196	50	97	25	143	72	32	693	
	Female	4	5	27	2	14	3	25	7	5	92	
	Total	32	55	223	52	111	28	168	79	37	785	
Non-Governmental / NGOs / INGOs / CSOs	Male	0	0	129	29	47	7	233	16	3	464	
	Female	0	0	43	2	12	0	99	1	2	159	
	Total	0	0	172	31	59	7	332	17	5	623	
Academia	Faculty	Male	0	0	40	5	32	11	60	5	1	154
		Female	0	0	29	0	5	0	17	3	0	54
		Total	0	0	69	5	37	11	77	8	1	208
	Students	Male	0	0	62	3	43	8	80	7	3	206
		Female	0	0	56		7	2	85	4	4	158
		Total	0	0	118	3	50	10	165	11	7	364
Total		0	0	187	8	87	21	242	19	8	572	
Freelancers	Male	0	0	0	0	0	0	2	0	0	2	
	Female	0	0	0	0	0	0	0	0	0	0	
	Total	0	0	0	0	0	0	2	0	0	2	
Elected Representatives	Male	0	0	0	8	2	0	1	0	0	11	
	Female	0	0	0	0	1	0	0	0	0	1	
	Total	0	0	0	8	3	0	1	0	0	12	
Grand Total	Male	28	50	427	95	221	51	519	100	39	1530	
	Female	4	5	155	4	39	5	226	15	11	464	
	Total	32	55	582	99	260	56	745	115	50	1994	

### Cumulative Information of Participants in International Training Programmes with Regard to Gender, Sector and Province 2018-19

Number of International Trainings				3			
TOTAL NO. OF PARTICIPANTS							
Country Name	Public Sector			Non-Government Sector			Grand Total
	Male	Female	Total	Male	Female	Total	
India	0	0	0	0	0	0	0
Bangladesh	3	0	3	0	0	0	3
Egypt	2	0	2	0	0	0	0
Lebanon	0	1	1	0	0	0	1
Jordan	4	0	4	0	0	0	4
Malaysia	1	1	2	0	0	0	2
Oman	2	0	2	0	0	0	2
Pakistan	50	5	60	0	0	0	29
Palestine	2	0	2	0	0	0	2
R.O Korea	1	0	0	0	0	0	0
Sri Lanka	3	1	4	0	0	0	8
Taiwan	1	1	2	0	0	0	51
<b>Grand Total</b>	<b>69</b>	<b>9</b>	<b>78</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>78</b>

#### 11. Development Projects

AHKNCRD has made an effort to upgrade its hostel to a level of International standard. The PC-1 for Up-Gradation and Rehabilitation of NCRD Hostel amounting to Rs. 47.937 Million has been approved for PSDP 2019-20 & 2020-21. Rs. 23.47 Million has been allocated for the project for FY 2019-20.

## **FEDERAL PUBLIC SERVICE COMMISSION FPSC**

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

Federal Public Service Commission is the premier federal agency tasked with recruitment of qualified persons established in terms of Article 242 of the Constitution of the Islamic Republic of Pakistan, 1973. The Commission performs its statutory responsibilities under Section 7 of the Federal Public Service Commission Ordinance, 1977, which include the following:

- a. Conducting 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,
- b. Tendering advice to the President of Pakistan on methods and principles to be followed in making initial appointments, appointments by promotion to posts in BS 18 and above and transfer from one service or occupational group to another,
- c. Holding examinations for promotion and,
- d. Performing quasi-judicial functions by taking decisions on representations and review petitions of aggrieved candidates.

### **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/Officer (BS-20) level to assist the Commission in discharge of its statutory functions.

### **III. Performance Highlights:**

#### **1. Examinations and Tests Conducted during 2018-19:**

##### **a. Central Superior Services Competitive Examination 2018 and 2019:**

<b>Category</b>	<b>CSS CE 2018</b>	<b>CSS CE 2019</b>
Total Number of Applicants	24,010	23403
Total Candidates Appeared	11,887	14520(62%)
Qualified in written	569(4.79%)	Male: 9546(66%)
Finally Qualified after Viva Voce	567	Female: 4974(34%)
Vacancies Available	466	-
Candidates Allocated	281	
• Male	170	-
• Female	111	
Vacancies Carried Forward	185	-

##### **b. Psychological Assessment:**

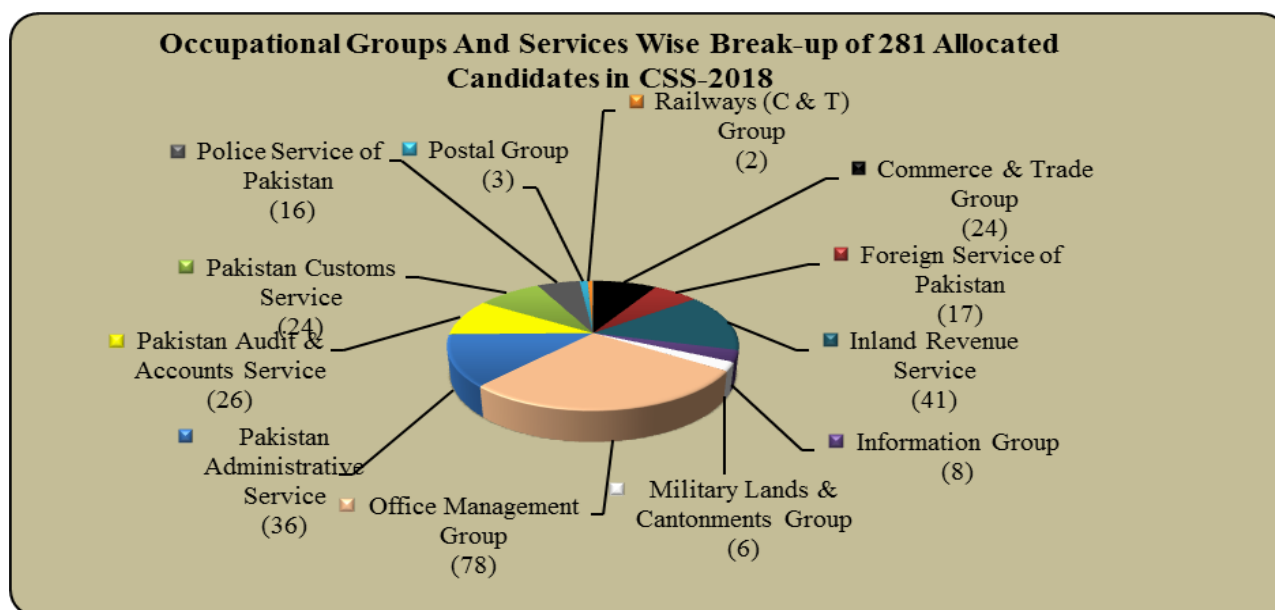
During financial year 2018-19, the Commission conducted Psychological Assessment for CSS CE written exam qualified candidates and selective ex-cadre posts under General Recruitment, details as follows:-

S. NO.	PSYCHOLOGICAL ASSESSMENT ACTIVITIES	NO. OF CANDIDATES ASSESSED
1.	CSS Competitive Examination-2018	569
2.	Induction Of Armed Forces Officers into Civil Posts via CSS-2017 against reserved quota	29
3.	Recruitment against AD (IB)	111
4.	Recruitment against Assistant Manager	40
5.	Cases of Pakistan Naval Officers	240
6.	Section Officers Promotional Examination (SOPE) 2016	27
7.	Section officers Promotional Examination (SOPE) 2017	72

**c. Viva Voce:**

During financial year 2018-19, the Commission conducted Viva Voce for CSS CE written exam qualified candidates as per following schedule:-

S. No.	Viva Voce	From	To	No. of Candidate
1.	For CSS Ce-2018	10-12-2018	25-04-2019	569
2.	For induction of Armed Forces Officers through CSS CE-2017	27-08-2018	31-08-2019	29



**d. Final Passing Out Examination (FPOE) held during 2018-19:** On completion of Common and Specialized training by the probationers of twelve occupational groups/services/selected through Section Officers Promotional Examination, FPSC conducted Final

Passing Out Examinations (FPOEs).The Commission approves the schedule, and conducts examination and re-examination of failed probationers. A detail for the period under report is as follows:

S. No.	Final Passing Examinations	No. of Candidates appeared
1.	For Probationary Officers of CTP 44 <sup>th</sup> Batch	308
2.	For Probationary Officers of CTP 45 <sup>th</sup> Batch	365
3.	Final Passing Out Examination for probationers selected through SOPE-2016	27
4.	Final Passing Out Examination for probationers selected through SOPE-2017	72

**e. Other Competitive Examination conducted by FPSC:** The Commission conducted other Competitive Examinations /Tests for various technical, professional and administrative posts as per following details:

S. No.	Other Competitive Examinations conducted by FPSC throughout the year	Number of posts	No. of Registered Candidates	No. of Candidates Appeared	No. of Candidates Passed
1.	Section Officer Promotional Examination 2017	53	1540	478	72
2.	Recruitment of Civil Judges/Judicial Magistrate in Gilgit Baltistan Judiciary	04	208	149	43
3.	Recruitment of Session Judges in Gilgit Baltistan Judiciary	02	65	58	11
4.	Combined Competitive Examination 2016 GB	36	4431	2687	33
5.	Recruitment of posts of DSP in Gilgit Baltistan	07	1925	Under litigation	
6.	Recruitment of Assistant Directors in Survey of Pakistan	08	581	207	U/p

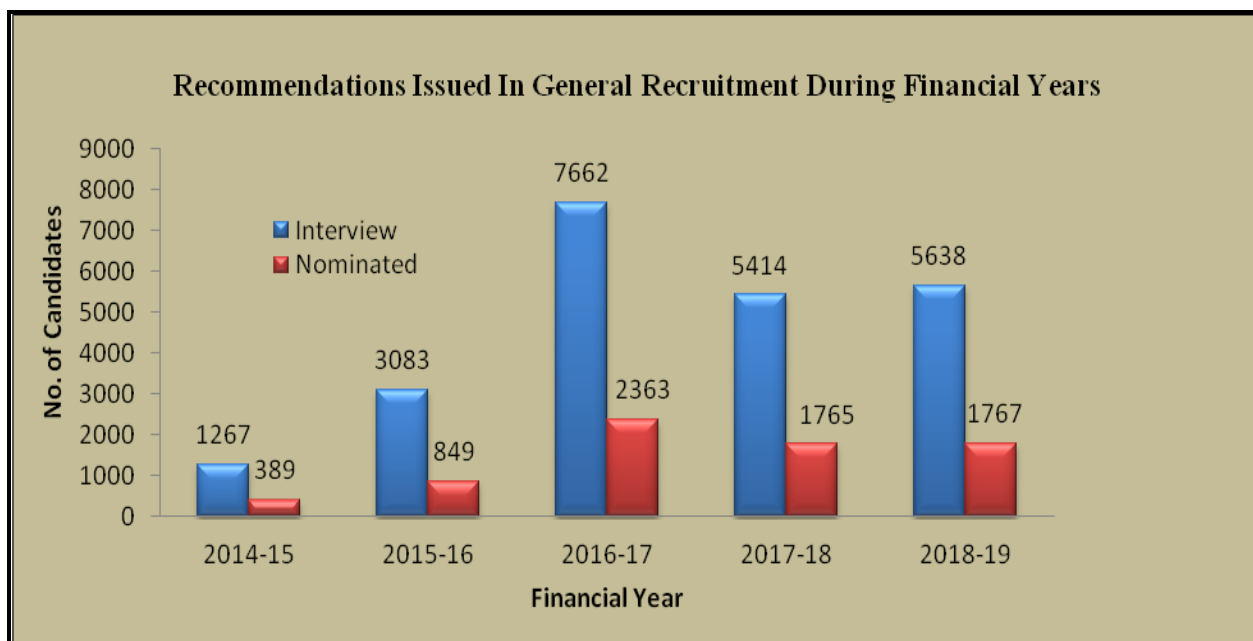
**f. General Recruitment for Ex-Cadre Positions in BS-16 and above**

On receipt of requisitions from various Ministries/Divisions/Departments, FPSC initiates recruitment process for ex-cadre posts in BS-16 & above. During financial year 2018-19, the Commission processed recruitment for various technical and professional/ex-cadre posts as per following detail:

Recruitment for Ex-Cadre Positions in BS-16 & above	Financial year 2018-19
Consolidated advertisements issued	12
Vacancies advertised	3812
Applications received during financial year 2018-19	1,088,247
Cases finalized including backlog	204
Vacancies finalized including backlog	1992



Candidates called for interview	5638
Recommendations issued against finalized cases	1767



**g. Screening/Professional Test**

During financial year 2018-19, the Commission conducted Screening/Professional Tests for various technical and professional/ex-cadre posts. Details as follows:

S. No.	General Recruitment Tests conducted in Financial Year 2018-19	No. of Test Cases	No. of posts	No. of Registered Candidates	No. of Candidates Appeared
1.	Screening (MCQ) Tests conducted	127	3472	1054311	589432
2.	Written (Descriptive) Tests Conducted	86	205	6378	2872
3.	Shorthand/Typing Test	47	246	27558	6252
<b>Total</b>		<b>260</b>	<b>3923</b>	<b>1088247</b>	<b>598556</b>

**IV. Strategic priorities/goals of the Commission and accomplishments during 2018-19:**

The Strategic priorities/goals and accomplishments of FPSC achieved as follows:

**a. Less-paper paradigm/E-Enabled FPSC:**

- Received over 99% applications online for CSS/GR.
- Issued 100% admission certificates online to General Recruitment/Competitive Examination candidates.
- 100% detailed marks sheets for CSS were made available online.

**b. E-Communication:**

- Maintained standard of 100% dispatch of SMS/E-mails to apprise the candidates of major events concerning the cases they had applied.

**c. Endeavoring towards curtailment of time of recruitment cycle:**

- Monitoring and control of activities performed in General Recruitment by PREE (Process Rationalization for Efficiency Enhancement) system software.
- Preventing case delays beyond their projected timeline.

**d. Technology/Software Enhancement:**

- Software/hardware capabilities were upgraded under project titled **Online Recruitment System of FPSC**.
- New/additional features were added to online services for internal/external users.
- Provision of online editing facility in online application to the applicants.
- Improved online services for general recruitment biography verification through NADRA verisys connectivity.
- Improved Bio-data format of candidates for Commission interviews.

**e. Public facilitation/Information dissemination:**

- Online access over information of interest to the candidates and general public through web portal.
- Facilitation centre actively engaged in responding to queries on phone calls/E-mails.
- Control room at FPSC Headquarter and Provincial Offices to effectively responds to queries/issues emerging during examination/tests phases.

**f. New initiatives in pipeline:**

- Development of PC-1 for Computer Based Testing.
- Development of PC-1 for Question Data Bank.
- Establishment of a state of the art Call Centre at FPSC.

**g. Workload Management:**

- Multiple pre/post activity IT based reports are being generated for smooth conduct of exam/tests.
- Pre-scrutiny eligibility reports are being generated to convey deficiencies to the applicants well before conduct of the exam/tests.
- Compilation of treasury receipts data pertaining to FPSC fee collection.
- CNIC verification through NADRA veriSys generated reports.

## **1. 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 2018-19, following IT Services relating to CSS and General Recruitment were carried out:

S. No.	Activities	IT Services Provided
1.	Online applications received For General Recruitment	1,061,700
2.	Online applications received for recruitment of Ministerial posts in FPSC	14,189
3.	Online Detailed Mark sheets issued for CSS-2018	567
4.	Online admission certificates issued for General Recruitment	1,088,247
5.	Online editing facility provided to applicants	1,49,971
6.	SMS intimations to candidates	1,274,800
7.	E-mails sent	15,334
8.	Queries on Phone calls	70,800
9.	Queries by E-mails	39,909

## 2. 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 F.Y 2018-19, following schemes and syllabi for various examinations and tests were prepared:

Type of Syllabi	Financial year 2018-19
Syllabi designed for screening/professional tests for various ex-cadre posts in BS-16 & above	257
Syllabi designed for CSS Competitive Examination	Implemented
Vetting of syllabi of Final Passing Out Examination	for 12 groups/services

## 3. 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:-

Advice issued in Recruitment Rules/Cases (BS-16 & Above)	2018-19
Recruitment Rules received from various Ministries/Divisions/Departments for advice of the Commission	121
Recruitment Rules finalized	42
Cases of Recruitment Rules under process	69
Recruitment Rules cases closed	10
Cases in which Advice of the Commission delayed	03

Cases in which Advice of the Commission was not observed	10
Cases/requisitions received from Ministries/Divisions/Departments in which the Commission considered Contract appointments for retention in service	03

#### 4. Quasi Judicial Functions of the Commission

Under Section 7 (3)(A) 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 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.
- c) In compliance of the above, the Commission held personal hearings for 30 rejected candidates relating to CSS and 500 rejected candidates relating to General Recruitment.
- d) Candidates aggrieved by the decision of the commission made under section 7(3)(d) of the FPSC Ordinance, 1977, filed 345 appeals/petitions at various forums of Law i.e. Courts/Tribunals jurisdiction throughout the country during the financial year under report.

#### 5. RESEARCH AND PUBLICATIONS

The Commission also published Annual Report 2017 and four Quarterly Bulletins during the year under report. In accordance with Section 9 of the FPSC Ordinance 1977, Annual Report 2017 of the Commission was presented to the President of Islamic Republic of Pakistan by Chairman FPSC at Aiwan-e-Sadar, Islamabad on 26<sup>th</sup> September, 2018 and was subsequently laid before the Parliament.



President Dr Arif Alvi being presented Annual Report 2017 by Chairman FPSC , Mr. Naveed Akram Cheema at Aiwan-e-Sadr, Islamabad on 26<sup>th</sup> September, 2018

## 6. SOME OTHER DEVELOPMENTS:

- i. Building diversity and promoting inclusive Provincial/Regional cultures of Pakistan: The Commission achieved the objective of implementing this constitutional requirement by providing jobs to people belonging to different provinces/regions as well as to women and special groups like minorities and people with special needs.
- ii. In light of the Lahore High Court Judgment/Cabinet decision the Commission implemented changes in the Rules/Application forms for CE 2018. In terms of the revised Rule 9(ii), special candidates are now allowed to compete against all Occupational Groups/Services in the Competitive Examination (CSS).
- iii. Chairman, Prime Minister's Task Force on Civil Service Reforms, Dr. Ishrat Hussain, held a meeting with FPSC and discussed civil service reforms and induction related issues.
- iv. FPSC remained engaged with the young graduates to motivate for a career in civil services. Multiple requests were received for seminars/sessions from various Universities/Institutions. Career counseling programs were held at universities of repute at various cities.
- v. 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 other related issues.
- vi. National Qualification Framework of Pakistan standardized and prepared qualifications/titles/nomenclatures of academic degrees offered by HEC recognized Universities/educational Institutions to facilitate Ministries/Divisions to align recruitment rules. The said information has been placed on FPSC website for convenience of Ministries/Divisions.
- vii. Several meetings were held relating to Online Recruitment System of FPSC, PSDP funded project to upgrade IT efficiency and enhanced use of Information Communication Technology at FPSC.
- viii. Meetings were held to flag & focus the performance review of Provincial/Regional Offices of FPSC.
- ix. Meetings to review and monitor system of Process Rationalization for Efficiency Enhancement (PREE), to prevent case delays and issue alerts on pending activities.
- x. Delegation from Civil Service Commission of Maldives visited FPSC Headquarter, Islamabad in connection with recognition of bilateral/mutual cooperation between the organizations relating to civil service.



Chairman FPSC, Mr Haseeb Athar, calls on delegates from Civil Service Commission Maldives at FPSC Headquarter, Islamabad on 21.06.2019.

- xi. Inauguration ceremony of National Bank of Pakistan Sub Branch at FPSC premises was held on 26.04.2019 at FPSC Headquarter, Islamabad.



Inauguration of National Bank of Pakistan Sub Branch at FPSC HQ's Islamabad

- xii. In time responses to queries/questions raised in the parliament relating to FPSC.
- xiii. In response to complaints received through Prime Minister's Delivery Unit Citizen Portal, complaints were received online and processed for appropriate reply communicated through PMDU.

## **Pakistan Academy for Rural Development (PARA), 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**

“PARA 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 2018-19**

#### **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 2018 to June 2019, PARD targeted and conducted 32 training programmes in which a total of 1063 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 capacity building programmes for various stakeholders. Related to areas are 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 SRU, Public Health, Election Commission of Pakistan, FEFA and PPC. During the period July, 2018 to June 2019, 1063 numbers officers/officials, farmers and elected representatives were trained in various themes related to their jobs.

**Detail of Achievements of Training During the Year 2018-19**

Year	No. of Courses	K P K	Punjab	Sindh	Balochi stan	Azad Kashmir	Gilgit-Baltistan	Federal Govt.	F A T A	NGOs	Total
2018-19	32	877	112	12	27	18	14	03	-	-	1063

**Details of PARD Training Programmes Conducted during July 2018 to June, 2019**

S. No.	Programme Title	Period	No. of Participants
1	Three-day Training Course on “Office Procedure & Management in Public Sector”	July 09-11, 2018	48
2	Three-day Training Course on “Kitchen Gardening for Income Generation” at SRSP office <b>Upper Dir (Off-Campus at Upper Dir)</b>	July 09-11, 2018	35
3	Five-day Training Course on “Drought Management”	August 06-10, 2018	22
4	Five-day Training Course on “Role of Effective Communication Skills in Improving Agriculture Productivity”	August 27-31, 2018	24
5	Five-day Training Course on “Water Management & Agriculture Development”	September 10-14, 2018	15
6	Three-day Training Course on “Monitoring and Evaluation of Development Projects”	September 24-26, 2018	32
7	Five-day Training Course on “Adopting Modern Techniques for Development of Agricultural Crops”	October 01-05, 2018	25
8	Four-day Training Course on “Education Planning and Management”	October 22-25, 2018	28
9	Three-day Training Course on “Gender and Development”	November 6-8, 2018	30
10	Four-day Training Course on “Social Research Methodologies and Techniques”	November 12-15, 2018	41
11	Five-day Training Course on “Project Cycle Management of Rural Development”	December 03-07, 2018	38
12	Five-day Training Course on “Optimization of Agriculture (through value addition) in Fruit and Vegetables”	December 17-21, 2018	22
13	Three-day Farmer’s Convention	December 18-20, 2018	114
14	Five-day Training Course on “Capacity Building Training on Computer Skills, M.S Word, Excel and Power Point (In collaboration with SRU/Public Health Engineering Deptt: KP, Peshawar)	January 07-11, 2019	40
15	Five-day Training Course on “Strengthening Live stock and Dairy Sector in Pakistan	January 14-18, 2019	64
16	Five-day Training Course on “Adopting Modern Techniques	February 18-22,	21



	for Development of Agriculture	2019	
17	Three-day Training Course on “Kitchen Gardening for Income Generation”	March 5-7, 2019	28
18	Three-day Training Course on “Capacity Building/Design and Estimation for Tracers and Draftsman of SRU/PHED, KP (In collaboration with SRU/Public Health Engineering Deptt: KP, Peshawar)	March 19-21, 2019	50
19	Five-day Training Course on “Environmental Impact Assessment for Developmental Projects	March 25-29, 2019	24
20	Four-day Training Course on “Capacity Building Training on Computer Skills, M.S Word, Excel and Power Point of SRU/PHED, KP (In collaboration with SRU/Public Health Engineering Deptt: KP, Peshawar)	April 01-04, 2019	32
21	One-day Workshop on “Library Orientation”	April 11, 2019	61
22	Four-day Training Course on “Planning and Management Skills for Efficient and Effective Delivery Services”	April 15-18, 2019	21
23	Three-day Training Course on “Project Proposal Development and Implementation	April 23-25, 2019	15
24	Two-day Training of Master Trainers (ToMT) in collaboration with Provincial Election Commission/UNDP	April 23-24, 2019	24
25	Two-day Training of Master Trainers (ToMT) in collaboration with Provincial Election Commission KP/UNDP	April 26-27, 2019	24
26	Two-day Training of Master Trainers (ToMT) in collaboration with Provincial Election Commission KP/UNDP	April 29-30, 2019	26
27	One-day Workshop on “Haq-Haqdar-Tak: The Role of Teachers in Stability of Peace” In-Collaboration with PPC	April 30, 2019	24
28	One-day Training of Master Trainers (ToMT) in collaboration with Provincial Election Commission KP/UNDP	May 02, 2019	25
29	One-day Training of Master Trainers (ToMT) Computer Training in collaboration with Provincial Election Commission KP/UNDP	May 02, 2019	35
30	One-day Training of Master Trainers (ToMT) in collaboration with Provincial Election Commission KP/UNDP	May 04, 2019	20
31	Five-day Training Course on “Women Empowerment and Economic Development”	June 17-21, 2019	29
32	Five-day Training Course on “Social Research Methodologies and Techniques”	June 24-28, 2019	26
			<b>1063</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 Maktabs 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 Maktabs are evaluated regularly.

Presently there are 04 such schools located in Peshawar District including 03 schools exclusively for girls, 01 for boys. This project is presently benefiting more than 250 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 2018-19, thirty nine (39) women were trained in various skills in the Centre. Vocational Training Centre for Women has imparted skills training to 2038 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. Some 1300 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 2019.

### **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 for students of 8<sup>th</sup> class
- Winter Vegetable Cultivation
- Hygiene/Hand washing and First Aid Training arranged for children of school.

### **Baby Day Care Centre**

A Baby Day Care Centre has been established at the PARD Campus for facilitation of the working women folk of the local/ adjacent areas. Limited number i.e. 15 children are admitted and facilitated to provide better facilities.

## **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.

#### **i) 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.

#### **ii) 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 Zarai Tarqiati Bank ZTBL Islamabad installed a full fledged 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.

## **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.

### **Achievements made during July 1, 2018 to June 30, 2019**

Major activities carried at PARD Agriculture Farm during Financial Year 2018-19 are:

1. Carried-out harvesting of Sunflower & Canola Crops during August 2018 and attained 552 Kg. & 444 Kg. of seeds respectively from both the crops. Extracted oil from seeds of both the crops (during January 2019) for onward sale to staff of PARD, NIM & PPSA.;
2. Harvested Lemon from Lemon Orchard (July 2018 – March 2019) and sold to staff of the institution;
3. Sold Fodder Crop (Losran) on September 03, 2018 through open auction;
4. Established demo plot of Wheat Crop in collaboration with Pirsabak Cereal Crops Research Institute, Nowshera on November 16, 2018. Harvesting carried-out in May 2019 with a produce of around 50 maunds. The produce sold to lower staff of the institution on concessional price;
5. Sown vegetable items i.e. Turnip, Raddish, Carrot, Palak etc. on September 14, 2018; and started harvesting/sale to staff on December 11, 2018;
6. Established demo plot of Canola crop (variety: NIFA Gold) on September 17, 2018 and attained a produce of 838 Kg. of Canola Seed;
7. Planted Cauliflower, Cabbages & Broccoli at Agriculture Farm on October 24, 2018. Produced sold to staff during March-May 2019;
8. Extracted 57 Kg. Ber Honey and offered to staff for sale on October 30, 2018;
9. Carried-out harvesting & sale of Persimmon Fruits (grown at PARD Farm) during September-October 2018;
10. Disposed-off/sold Fodder crops (Berseem & Losran) in November 2018;
11. Medicinal Plants Demo Plot established on November 15, 2018 with items i.e. Ajvine, Aspaghol, Alam, Tukhmi Malanaga & Kalvanji. Harvesting carried-out in May 2019;
12. Established the plot of Quinoa Crop on November 30, 2018. Harvesting of the crop has been carried-out in May 2019;
13. Covered the Tunnel with plastic sheet; and planted Tomato crop on December 14, 2018
14. Started harvesting & sale of Grapefruits & Sweet Oranges in December 2018. The fruit have been sold to staff of the institution;
15. Harvested turmeric during the month of March 2019 (sown during April 2018)
16. Started harvesting and sale of Vegetables from December 26, 2018
17. Disposed-off firewood (small tree branches attained from trimming of trees from time to time) on December 31, 2018.
18. Established plot of Sunflower in collaboration with Pakistan Oil Seed Development Board, Peshawar on March 2019. Harvesting of the crop has been carried-out in June 2019.
19. Carried-out trimming of fruit orchard (with the help of Agriculture Research Institute, Tarnab), and applied fertilizer during November-December 2018;
20. Established a demo plots of Potato and Fresh bean crops, in collaboration with Hazara Agriculture Research Station, Abbottabad on January 03; and January 27, 2019 respectively. The vegetables have been sold to staff of the institution;
21. Carried-out harvesting of Mushrooms during January-March 2019; and sold to staff at concessional price;
22. Attained 57 Kg. Ber Honey and 24.25 Kg. Pulai Honey during March & June 2019 respectively. The Honey sold to staff at concessional price;

23. Sold fruits & flowers of rough oranges (grown at PARD Campus) to Hamdard Laboratory, Peshawar during March 2019;
24. Carried-out of auction of Fodder Crops (alongwith Wheat Bhoosa) on May 22 & June 13, 2019;
25. Established demo plots of Maize (Sorgam & Sada Bahar) during the month of May 2019;
26. Cultivated Moong (4.60 Kanals) & Mash (10.00 Kanals) during the month of June 2019;
27. Carried-out spray on various crops at PARD Farm (especially for controlling mango mealy bugs).

### **PARD IRRIGATION SYSTEM PROJECT 2018-19: ZTBL COLLABORATION**

Zarai Taraqati Bank Limited (ZTBL) established High Efficiency Irrigation System at PARD Agriculture Farm for demonstration to farmers, trainees and other visitors. The Project was inaugurated by Mr. Farhat Karim Hashmi, EVP – Group Head (P&R Div), ZTBL on December 18, 2018.

### **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>
1.	Pakistan Day celebrated on August 14, 2018 with illumination on the office main buildings; hoisting of National Flag as well as colorful programmes including speeches and national songs for children.
2.	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, 2018 to 30<sup>th</sup> June 2019 include the following.

## **ROLE AND FUNCTIONS:**

Mandatory pre-service specialized training programs 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 requirement, 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 with regard to STI of OMG Probationers following 4 subjects have been introduced for internal examination in addition to 10 core subjects of FPOE:-

- i) Public Policy Formulation
- ii) Public Finance & Public Economics
- iii) Information Technology and Future of work
- iv) Project Management

## **GOALS / TARGETS:**

The activities of STI during financial year 2018 – 2019 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 2018-2019 tabulated as under:-

<b>S. No.</b>	<b>Achievements (Financial year 2018-19)</b>	<b>No. of Courses conducted</b>	<b>No. of Participants/ Beneficiaries</b>
i)	Specialized pre-service training for Section Officer	2	75
ii)	Courses conducted under Executive Programme for officers in BS-17 to BS-19 on various	18	582
iii)	Staff Development Courses relating to Service Laws and Procedures (BS 01-16)	23	1358
iv)	English Stenography Courses	09	705
v)	Urdu Stenography Courses / Urdu computer in-page	02	55
vi)	Customized Training Programs on Special request of Ministries/ Divisions Departments in addition to Annual Training Calendar.	02	969
	<b>Total</b>	56	3,044

## **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 and 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 world class 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 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 course i.e. Mid-Career Management Course (MCMC0, 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 (NMC) 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 matter 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 issue 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 2018-19

### Board 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 14<sup>th</sup> and 15<sup>th</sup> meetings of the Board of governs took pale on 18<sup>th</sup> December, 2018 and 18the June, 2019 respectively. Furthermore, 26<sup>th</sup> meeting of the Executive committee took place on 2the August, 2018.

### **Education, Research & Training Achievements**

12. NSP provides a congenial, conductive 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 2018-19 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 in a befitting manner during the report period (1<sup>st</sup> July, 2018 to 30<sup>th</sup> June, 2019):

Objective	Achievements			
	Institution	Course	Period	No. of Participants
I. o provide in-service training to all the nominees of the Establishment Division at the Integral and Constitution Units of the NSPP.	National Management College, Lahore.	109 <sup>th</sup> NMC	13 <sup>th</sup> August 14 <sup>th</sup> December, 2018	58
		110 <sup>th</sup> NMC	11 <sup>th</sup> February to 14 <sup>th</sup> June, 2019	55
		24 <sup>th</sup> SMC	27 <sup>th</sup> August to 14 <sup>th</sup> December , 2018	46
		25 <sup>th</sup> SMC	25 <sup>th</sup> February to 14 <sup>th</sup> June, 2019	50
	National Institute of Management Islamabad	25 <sup>th</sup> SMC	25 <sup>th</sup> February to 14 <sup>th</sup> June, 2019	36
		26 <sup>th</sup> MCMC	6 <sup>th</sup> August to 9 <sup>th</sup> November, 2018	36
		24 <sup>th</sup> SMC	27 <sup>th</sup> August to 14 <sup>th</sup> December , 2018	42
	National Institute of Management, Karachi.	25 <sup>th</sup> SMC	25 <sup>th</sup> February to 14 <sup>th</sup> June, 2019	51
		26 <sup>th</sup> MCMC	6 <sup>th</sup> August to 9 <sup>th</sup> November, 2018	49
		27 <sup>th</sup> MCMC	4 <sup>th</sup> February to 10 <sup>th</sup>	51

			May, 2109	
		26 <sup>th</sup> MCMC	6 <sup>th</sup> August to 9 November, 2108	43
	National Institute of Management, Lahore,	27 <sup>th</sup> MCMC	4 <sup>th</sup> February to 10 <sup>th</sup> May, 2109	48
		24 <sup>th</sup> SMC	27 <sup>th</sup> August to 14 <sup>th</sup> December, 2018	39
	National Institute of Management, Peshawar.	25 <sup>th</sup> SMC	25 <sup>th</sup> February to 14 <sup>th</sup> June, 2019	46
		26 <sup>th</sup> MCMC	6 <sup>th</sup> August to 9 November, 2108	39
		27 <sup>th</sup> MCMC	4 <sup>th</sup> February to 10 <sup>th</sup> May, 2109	42
	National Institute of Management, Quetta.	26 <sup>th</sup> MCMC	6 <sup>th</sup> August to 9 <sup>th</sup> November, 2018	41
		27 <sup>th</sup> MCMC	4 <sup>th</sup> February to 10 <sup>th</sup> May, 2019	49
<b>Objectives</b>	<b>Achievements</b>			
	<b>Institution</b>	<b>Course</b>	<b>Period</b>	<b>No. of Participants</b>
2. To conduct special programs for the Federal and Provincial governments employees in BS-21 and above which may also include nominees from the private sector and members of Federal and Provincial legislatures.	Executive Development Institute, Lahore	One-Day Seminar on “Achieving leadership Excellence”	4 <sup>th</sup> July, 2108	36
		17 <sup>th</sup> Executive Development Program: “Water Crisis: Management and Conservation	29 <sup>th</sup> to 31 <sup>st</sup> October,	22
		18 <sup>th</sup> Executive Development Program: “Environment Pollution-hazardous Health and Economic Impacts”	11 <sup>th</sup> to 13 <sup>th</sup> February	23
		19 <sup>th</sup> Executive Development Program: “Sustainable Sources of Energy for Fast Track Economic Growth”	29 <sup>th</sup> to 30 <sup>th</sup> April, 2019	23
		18 <sup>th</sup> Executive Development Program:	11 <sup>th</sup> to 13 <sup>th</sup> February	23

		“Environment Pollution- hazardous Health and Economic Impacts”		
The offices participated in programs and procedures ( <b>Grand Total</b> )				<b>925</b>

## **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 six months 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 objective of Common Training Programme:**

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 typing 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 are design keeping in view its aims and objectives.

In line with the aims and objectives the following distribution of grades will be followed for 47<sup>th</sup> CTP.

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

### **Achievements during the year 2017-2018**

- 46<sup>th</sup> Common Training Programme (CTP) was successfully conducted from 25<sup>th</sup> October, 2018 to 30<sup>th</sup> April, 2019 wherein 271 officers, including 17 officers from Gilgit Baltistan Service officers, were trained.
- The preparations for 47<sup>th</sup> CTP are in progress which is a batch of 281 probationary officers.

### **Activities undertaken by programme wing during the year 2017-18**

During the year 2018-19, 46<sup>th</sup> CTP was completed on 30<sup>th</sup> April, 2019 and preparations of 47<sup>th</sup> CTP started, The 47<sup>th</sup> CTP is expected to commence around the first and second week of October, 2019.

### **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 were able to interact with faculty through newly developed web based **MOODLE DASHBOARD**.
  - b. Mobile Friendly dashboard was provide a enhance mobility though smart phones.
  - c. Probationary officers 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 participants will be made a graded activity.
  - Introduction of the Current Issue Presentations.
  - More focus on workshops & seminars, which were part of evaluation.
  - Exams held term-wise at the end of each term.
  - BCURE-Building Capacity for Using Research Evidence conducted in collaboration with CERP.
  - Enhancing Psychology Capital for effective service delivery-series of five workshops of psycho-social capital conducted.
  - Dining etiquette classes including practical classes were conducted.

- 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 offices.

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.
- 15% marks were 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

**INITIATIVES FOR 47<sup>TH</sup> COMMON TRAINING PROGRAMME**

In anticipation of the 47<sup>th</sup> CTP, in addition to above, a number of initiatives have been taken which includes steps towards capacity building of not only probationary officers but also faculty members in order to enable a learning environment. These initiatives include:

i. **CSA Web Portal:**

- The objectives of the Portal are to provide an official platform to create a link between alumni and CSA; Foster a spirit of loyalty and ownership in CSA; Update about activities at CSA and engage them; Support for ongoing/upcoming batches by CSA; Provide a platform for CSA's associations of different regions across the country.
- An individual account of each alumnus with his/her profile only where he/ she can access other alumni's updated profiles with all the contact details.
- It would contain various tabs including tab of About Us, Alumni Directory, discussion forum All Events held by Probationary Offices belonging to different provinces of the country demonstrating their cultural heritage during 46<sup>th</sup> CTP, Most Important Event of Passing out Ceremony with Photographs, and much more including Director General's Message, History of CSA, to make the portal more informative for the upcoming batches.

ii. **MOUS with various National and International Institutions:**

○ **LUMS:**

- ✓ Third party evaluation of CTP conducted by team of Lums on the request of CSA. Final report awaited.
- ✓ LUMS. Final report awaited.
- ✓ LUMS will facilitate in mutually identified training areas.
- ✓ Signing of MOU with LUMS is under consideration

○ **Pakistan Naval War College:**

- ✓ Collaboration in best training practices.
- ✓ Signing of MOU with Pakistan Naval War college on mutual exchange of resources, research publications is in pipeline.

○ **Centre for Economic Research in Pakistan (CERP):**

- ✓ MOU signed for collaborating in conduct of BCURE Program.
- ✓ Training of in-house faculty
- 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.

iii. **New additions in extra-curricular activities**

- Emphasis on physical wellbeing of probationary officers.
- Daily PT & Sports sessions.
- Sports were a graded activity.
- New games like squash and hockey introduced.
- 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.

iv. **New additions in the training facilities**

- All training related notices have been digitalized.
- Provision of faculty lounge for visiting faculty.

v. **Review of teaching methodology**

- Training will be conducted in smaller groups, more emphasis on case study method, workshops.
- Series of extensions lectures individual lectures in academic groups by eminent civil servants, panel discussions held.
- Field visits.



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

- a. Blended learning---Selected 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 was 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.

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

- In order to enhance efficacy of lectures. The probationary officers were encouraged to take active part in the class discussions.
- 30% weightage were allocated 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. Impact Assessment of common Training Program.
  
- **Civil Service Commission Maldives:**
  - ✓ CSA interested in long term collaboration with CSA on range of training areas
  - ✓ Talks initiated with Civil Services Commission Maldives on signing an MOU and training of their civil servant CSA.

viii. **Training Need Assessment Workshop:**

- Civil Services Academy arranged TNA workshop on 25<sup>th</sup> July, 2019 to assess training need gaps and deficiencies in CTP.
- Directors of 12 STPs along with representatives of provincial training outfits and constituent units of National School of Public Policy.
- The recommendations given were deliberated upon and are utilized to improvise curriculum of 47<sup>th</sup> CTP.

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 2018-19, are briefly as under:-

- i) During the period under review, the Wing has received 409 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 220 assignments have successfully been completed. Whereas, the remaining assignments are in progress. In addition, the Wing has also disposed off 187 miscellaneous cases received from different Ministries / Divisions / Organizations and Rendered advices / views in 31 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:-

1.	One day in House Training “ <b>Conduct of Cases of Federal Government in Courts</b> ” (11th July, 2018)	13	Islamabad
2.	03-day Training “ <b>Stress Management and Personal Effectiveness</b> ”(04-06, September, 2018)	30	Islamabad
3.	03-day Training “ <b>Strategic Intent of Human Resource Management</b> ” (10-12 September, 2018)	22	Karachi
4.	03-day Training “ <b>Human Resources Management</b> ” (22-24, October, 2018)	22	Lahore
5.	03-day Training “ <b>Knowledge Management: Theory and Practice</b> ” (05-07, November, 2018)	33	Islamabad
6.	03-day Training “ <b>Innovation &amp; Change Management</b> ” (18-20, December, 2018)	29	Islamabad
7.	03-day Training “ <b>Gender Equality and Human Development</b> ” (11-13 February, 2019)	25	Islamabad
8.	One-Day In-House Training on “ <b>Principles of Rendering Advice (For Management Consultancy)</b> ” (20 <sup>th</sup> March, 2019)	13	Islamabad
9.	03-day Training “ <b>Role of Public Policies in Achieving Sustainable Development Goals</b> ” (26-28 March, 2019) *	24	Islamabad

10.	03-day Training “Organizational Development” (01-03 April, 2019)	25	Lahore
11.	One-Day In-House Training on “Official Noting, Drafting & Docketing” (02 <sup>nd</sup> May, 2019)	16	Islamabad
12.	One-Day In-House Training on “Quick & Proper Response of Bureaucracy on Parliamentary Business” (11 <sup>th</sup> June, 2019)	25	Islamabad
<b>Total</b>		<b>277</b>	

iii) The Management Services Wing has also dealt with **2214** cases related to Surplus Pool and implementation of recruitment policy as per details below:-

(a) NOC issued for direct recruitment	:	624
(b) No. of advertisements of vacant posts forwarded to PID for publication.	:	473
(c) Complaints received against recruitment process	:	08
(d) Absorption orders of surplus Civil Servants issued	:	241
(e) Court Cases	:	08
(f) Miscellaneous Correspondence made	:	860

4. As a result of 18<sup>th</sup> Constitution Amendment in year 2010, seventeen (17) Federal Ministries were devolved in three phases. The portfolio of posting/ transfer and allied matters of employees of these Ministries was assigned to Management Services Wing of Establishment Division.

The Wing has performed following functions in connection with portfolio of devolution during 2018-19:-

S. No.	Activities	No. of cases attended / disposed off
1.	Re-transfer / adjustment of Officers / Officials of devolved Ministries / Divisions / Departments	65
2.	Redundant Organization	02
3.	National Assembly/ Senate Question	02
4.	Policy / Misc. issues pertaining to devolution	08

## **ISO 9001:2015 CELL**

### **Performance of ISO Quality Management Cell for the Year 2018-19**

1. Successfully coordinated first ISO 9001:2015 Surveillance Audit of Establishment Division on 06-08-2018.
2. Planned and executed ISO 9001:2015 Internal Audit from 08-01-2019 to 17-01-2019.
3. Conducted four (4) trainings on ISO 9001:2015 QMS for the officers of Establishment Division:
  - Training on ‘Basic Orientation of Quality Management System (ISO 9001:2015 Standard)’ on 25-09-2018 at Training Hall, MS Wing, 4<sup>th</sup> Floor, Shaheed-e-Millat Secretariat, Islamabad
  - Training on ‘Formulation of Quality Objectives’ and ‘Development of Client Satisfaction Survey Form ’in the context of ISO 9001:2015 Standard on 13-12-2018 at Training Hall, MS Wing, 4<sup>th</sup> Floor, Shaheed-e-Millat Secretariat, Islamabad
  - Training on ‘Risk Management in the context of ISO 9001:2015 Quality Management System’ on 27-02-2019 at MS Wing, Lahore office
  - Training on ‘Process Approach and Risk Based Thinking in the context of ISO 9001:2015 Standard’ on 10-04-2019 at Committee Room, Establishment Division, Cabinet Block, Islamabad
4. For getting feedback of client organizations and their evaluation for better service delivery, Quality Management Cell has developed Client Satisfaction Survey Form for MS Wing, Discipline Wing, Regulation Wing, CF&AO and PPARC. The Client Satisfaction Survey Form for other Wings of the Establishment Division is under process and will be developed/ finalized with the coordination and efforts of the respective Wings.
5. To identify the risk involved in the core functions of the Wings of Establishment Division and suggest mitigation measures, the Quality Management Cell has developed Risk Register for MS Wing. Other Wings of the Establishment Division are in the process of preparing Risk Register of their Wings accordingly.

# **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 sections viz (a) Statistics (b) Manuals & Publications (c) Research. The detail of activities & achievements made by these Cells during the financial year (2018-19) is as under:-

### **ASSIGNMENTS COMPLETED (2018-19)**

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 **14086** posts under the Balochistan quota out of which **9521** posts were got filled. (Quarterly reports)

- Annual Statistical Bulletin of Federal Govt. Employees (2017-18).
- Annual Statistical Bulletin of Employees of Autonomous/Semi-Autonomous Bodies/Corporations under the Federal Government (2017-18).
- A guide to performance evaluation (Draft completed).
- Revised draft of the Idea Award Scheme (14<sup>th</sup> Phase).
- Staff ARR forms from BS-4 to BS-16 were approved in new format for printing.
- Reconciliation of the domiciles of 11243 employees belonging to Balochistan in Federal Government recruited against 6% quota under Aghaz-e-Haqooq-Balochistan Package (AHBP).

### **ASSIGNMENTS IN HAND (2018-19)**

- Data collection and processing of 17<sup>th</sup> Census of Federal Government Civil Servants.
- 18<sup>th</sup> Census of Federal Government Civil Servants.
- Annual Statistical Bulletin of Federal Government Employees for 2019-20.
- Annual Statistical Bulletin of Employees of Autonomous/Semi-Autonomous Bodies/Corporations under the Federal Government for 2019-20.
- Recording, Indexing of Files and Weeding out of Old Records (Regular activity).

- Establishment Manual (Edition – 2019) (1st draft completed).
- Review of “Secretariat Instructions” (1<sup>st</sup> draft completed).
- Esta-Code (Edition 2020) (Data Collection)
- 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 of domiciles of employees recruited against 6% Balochistan quota.
- Provision of information regarding 3245 employees recruited against Balochistan domicile in the Federal Government Departments / Autonomous Bodies / Corporations.
- Data Collection regarding the number of domiciles and photo copies of the incumbents from Balochistan.





**CHIEF FINANCE & ACCOUNTS  
OFFICER WING**

## **CHIEF FINANCE & ACCOUNTS OFFICER-WING**

### **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.

CF&AO Wing is headed by the Chief Finance & Accounts Officer, a BS-20 Officer of Audit & Accounts Group and comprises 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 2018-19.
- 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. 2017-18 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 2018-19:-
  - Construction of First Floor of Academic Block at Civil Services Academy (CSA), Walton, Lahore.
  - 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. 2018-19 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. 2018-19 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 2018 to June 2019 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) was held on 15-02-2019 to examine the Appropriation Accounts for the financial years, 2013-14, 2014-15, 2015-16 & 2016-17 and Audit Reports for the Audit Years 2010-11, 2014-15, 2015-16, 2016-17 & 2017-18 of Establishment Division.
- 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.
  - Establishment of IT Wing and Online Training Facility at NSPP, Lahore.

**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 2018-2019, 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 upto 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 Govt servants and their families such as Mushairas, Qawwalies, Milad variety /film shows, Eid re-union and Meena Bazaar etc.
- Provision of libraries for the intellectual benefit of the Government Servants and their family members.
- Provision of equipment in the children parks of the government servants colonies and development of grounds for playing purposes.
- Handling of complaints from the government servants in the matter of such amenities as transport, supply of water, electricity, gas and fuel etc.

**GOALS:**

S. No.	GOAL
01	To take such welfare measures that would make Government service more lucrative so as to attract the best possible talents;
02	To fill those gaps in the provision of such services to Government servants which are not being provided by the agencies concerned.
03	To meet the economic, social and psychological needs of all Government servants in every sphere of their community life.
04	Direct Financial assistance
05	Indirect economic relief
06	Provision of recreational facilities
07	Provision of auxiliary services

**TARGETS SET FOR THE YEAR 2018-2019:**

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

**ACHIEVEMENT DURING THE YEAR 2018-19**

Target	Achievements
01	<b>Award of Stipend:</b> An amount of <b>RS 102.765 million</b> was disbursed to <b>46478</b> Federal Government Employees for the payment of tuition fee, purchase of books for their children. Cash Award to students for obtaining
02	<b>Federal Staff Relief Fund:</b> Amount of <b>RS. 16.081 million</b> was disbursed to the <b>1937</b> Federal Government employees on account of death and/or their



Target	Achievements
	dependents / prolonged illness and purchase of optical.
03	<b>Rehabilitation Aid:</b> The rehabilitation aid provided to <b>322</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.4.044 million</b> to rehabilitate them and to make them self-supporting.
04	<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>24</b> children of working women benefited with the facility of Day Care Centre at Islamabad and this activity generated revenue of <b>RS 0.068 million.</b>
05	<b>Holiday Homes:</b> Holiday Home at Murree, Sandspit Karachi and Ziarat (Baluchistan) were established to provide excursion facilities to the Federal Government Employees and their dependents. <b>2724</b> families of the Federal Government Employees availed the facilities of Holiday Homes at Murree, Sandspit, Keenjhar Lake Thatta & Ziarat. Through this facility, revenue of <b>RS 2.160 million</b> was generated.
06	<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>1993</b> female completed different skill trainings/Certificate/Diploma courses and <b>Rs. 0.429 Million</b> were earned as revenue.  <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>2623</b> work-orders and generated <b>Rs.0.071 Million</b> as revenue.
07	<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.

Target	Achievements
	<p>A mortuary van service is provided to carry the dead bodies of Federal Government Employees and / or their dependents from residence to native town within a radius of <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>1606</b> clients benefited from the above services and revenue generated was <b>Rs.2.131 million.</b></p>
08	<p><b>Vocational and Trade Training Centre:</b> About <b>4168</b> Federal Government employees and their dependents availed training in the skill of typing, shorthand and basic computer courses in 09 Vocational/Trade Training Centers and <b>Rs.1.222 million</b> generated as revenue.</p>
09	<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>1479</b> F.G. Employees got the Bookings of Auditorium and Wedding Halls and <b>Rs 7.711 million</b> were earned as revenue. Membership of community centers remained as <b>5257</b> and <b>Rs.0.210</b> Million earned as revenue.</p>
10	<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. <b>48</b> females are at present residing in the Hostel for Federal Government female employees at Islamabad and revenue generated was amounting to <b>Rs. 4.369 million.</b></p>
11	<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</p>

Target	Achievements
	<p>arranged at Regional Office of Staff Welfare Organization for healthy atmosphere and to provide entertainment to the children of Federal Government Employees. Total <b>10</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>67</b> numbers of Cultural Programs were held.</p>
12	<p><b>Libraries:</b> An amount of <b>Rs.0.042 Million</b> generated from 7 Libraries. Approximately more than <b>30,000</b> library members benefit with books, magazines etc. each year.</p>
13	<p><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>11427</b> F.G. Employees benefited from this program.</p>
14	<p><b>Grant-in-Aid:</b> An amount of <b>Rs. 0.200</b> Million under grant in aid is provided to <b>10 clubs/welfare agencies</b> of Federal Government Employees and their dependents to encourage the employees to utilize their leisure time in healthy activities and to arrange tournaments.</p>

#### **OTHER NOTABLE ACTIVITIES/ ACCOMPLISHMENT**

S. No.	ACTIVITY/ACCOMPLISHMENTS:
1	<p>Staff Welfare Organization started to provide the Rehabilitation Aid to the Federal Govt. Employees and their dependent at their doorstep. For collection and deposit of stipend forms, camp offices were established for the convenience of the Federal Govt. Employees at Pak Secretariat, Ministry of Defense, Rawalpindi.</p>
2	<p>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.</p>

#### **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 2018-19 and **Rs. 102.765 million** have been disbursed amongst **46,478** 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 21.205 Million** and **102,902** Federal Government Employees benefited from the above schemes during financial year 2018-19 and also achieved 100% Goals/Targets.

SWO submitted various Development Schemes for the Financial Year 2018-19 to achieve 100 % Goals/Targets.

**Predicaments (if any):**

The total revenue amounting to Rs.21.205 Million generated from SWO's different schemes was deposited into Government Treasury during the Financial Year 2018-19. 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 2018-19 SWO completed/achieved its 100% targets and goals pertaining to the regular schemes. While targets pertaining to Development projects, SWO succeeded to achieve more than 70% of its Target / Goals.

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

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

# FEDERAL EMPLOYEES BENEVOLENT & GROUP INSURANCE FUNDS



Proposed BF Tower

# 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 2018-19**

5. Targets set for the year 2018-19 were as follows:
- a) Receipts—Receipt on account of contributions of Benevolent and Group Insurance Fund from the employees, Rs. 8,030 million, receipt on account of investment income Rs. 1,875 million and rental income Rs. 146 million were estimated for 2018-19.
  - b) Disbursements—Disbursement of grants of Rs. 6,700 million was planned for 2018-19 to the Federal Government employees, employees of autonomous bodies and their family members.

### **Achievements during the year 2018-19**

6. Achievements of 2018-19 were as under:
- a) There was a total receipt of Rs. 9,598.89 million on account of contributions, investment income of Rs. 3,393.19 million and BF building rent of Rs. 163.964 million while total grants paid by the FEB & GIF under its welfare schemes were Rs. 6,558.05 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—**

- i) A plot measuring 4,608 sq.yds was purchased through open auction from CDA, during 2009 with total price of Rs.967.680 millions located at the commercial zone of Islamabad i.e. Jinnah avenue, Blue Area Islamabad
- ii) A mixed use High Rise Building is under construction which consist 28 levels (including six basements) containing Shopping Mall, Cineplex, Food Court, Swimming pool, Health Club, Offices and Roof top Restaurant.
- iii) According to specialties of the works involved, the Project has been divided into three (3) Packages. The works of Package-I (Civil, Electrical and Plumbing Works) has been awarded at cost of Rs.5,296.43 millions to the successful bidder M/S CTRG-MATRACON JV. The Contractor commences the work at site on 2.10.2017, which is progressing satisfactory.
- iv) Necessary documents for pre-qualification of firms for Package-II (HVAC Works) & Package – III Vertical Transportation (Lifts and escalators) has been prepared and got approved by the Competent Forum.
- v) An advertisement/notices for invitation of Constructing firms for their Pre-qualification on account of Package-II (HVAC) & Package-III (Lifts & Escalators) respecting to subject project were floated in the daily newspapers, and also uploaded on the websites of PPRA and FEB & GIF on 21.3.2019
- vi) During stipulated period of time, Twenty One (21) firms purchased Pre-Qualification documents of Package-II (HVAC), whereas, Fourteen (14) firms purchased Pre-Qualification documents of Packages-III (Lifts & Escalators). The same was send to Project Consultant i.e. M/S EA Consulting (Pvt) Limited, for evaluation/short listing in line with approved criteria.
- vii) Completion date of Package-I is 30.9.2020 therefore, award of Package –II & Package-III to the successful bidder be made in such a way/stage that entire project be completed simultaneously in the said timeframe.
- viii) An advertisement for recruitment of remaining posts sanctioned in the revised PC-I of BF Tower Project, has been published in newspapers. The shot listing of the qualified staff is under process and will be finalized soon.

- ix) Upon decision of Board Of Trustees (BoT), the Financial Business of BF Tower Project has been transacted from separate Bank Account i.e Daily Project Account (DPA), which has been opened and operated since 15.2.2019

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

- i) A plot measuring 90 kanal was purchased through open auction from LDA during 2011, at a total cost of Rs.1.002 billion which is located at Finance & Trade Center, M.A Johar Town, Lahore.
- ii) The Project is at planning stage of development. M/S Master Consulting Engineers (Private) Limited has been appointed for preparation of Design Concept & its Feasibility, Architectural & Engineering Design/Drawings and Construction Supervision.
- iii) The payment in respect of Initial Design Concept submitted by the consultant was made in line with stipulations of signed consultancy contract agreement respecting subject project.
- iv) Work on main project be undertaken in the light of recommendations made in the feasibility study to be conducted by an eminent Associate Chartered Accountancy firm under the Project Consultant.
- v) To secure the plot from the encroachments or any misuse, the construction of “low budgeted pre-cast boundary wall along with a guard room” has been initiated after approval of its PC-I by the Competent Authority
- vi) After short listing constructing firms for “Construction of Precast Boundary wall along with Guard Room” at subject project, the Letter of Acceptance (LoA) was issued to the firm i.e M/S Al-Data Construction Company being lowest evaluated bidder on 27.7.2018. Accordingly, the contract agreement was signed on 17.10.2018.
- vii) Upon approval of Boundary-wall Plan by the LDA, the letter of commencement of work at 90 kanal plot project respecting to construction of pre-cast boundary wall was issued on 18.4.2019
- viii) Staff approved in the respective PC-I of the boundary wall project has been advertisement in the newspapers. After short listing and conducting test/interview, a Sub-engineer and a Chowkedar has been appointed.

## 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 2018-19, the FEB & GIF disbursed Rs. 6,558.05 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

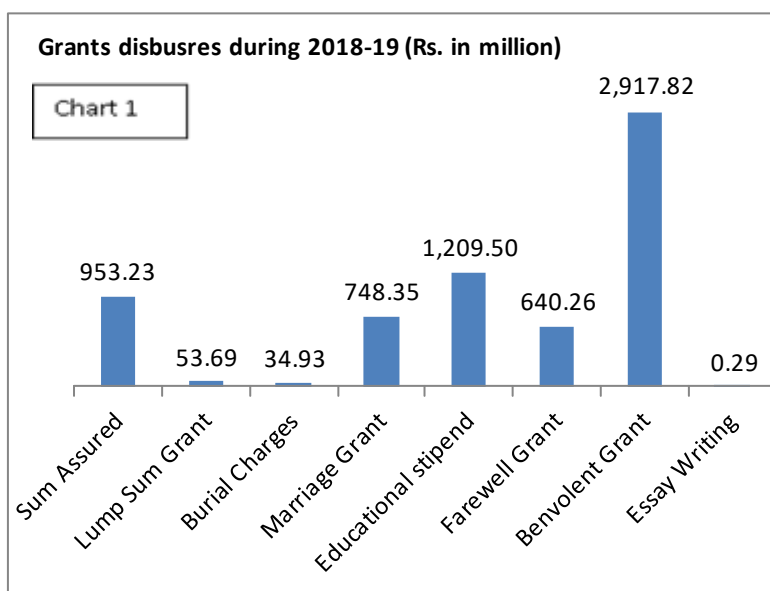
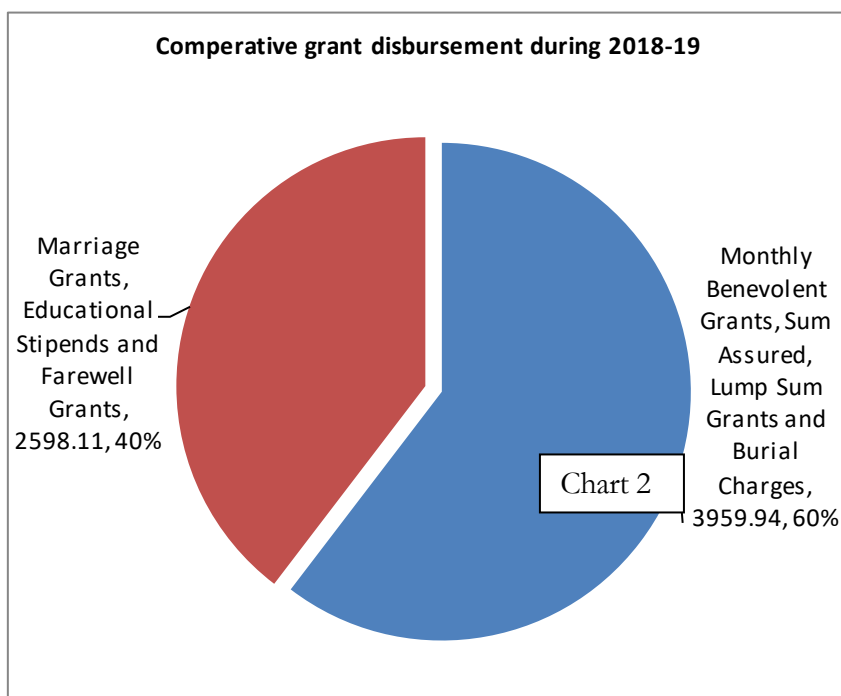


chart. The FEB & GIF may endeavor to achieve its main objective and increase benefits under those schemes.

11. The Board of Trustees of FEB & GI Funds is conscious of the fact that maximum benefits should be extended to the employees/their families and every year, the Board reviews the position of benefits in light of the recommendations of Consultant Actuary. During the last five years, the Funds position was as under:

<b>Year</b>	<b>Contributions (Rs. in million)</b>	<b>Disbursements (Rs. in million)</b>	<b>No. of beneficiaries</b>
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
2018-19	9,598.89	6,558.05	163,491

12. The above table reveals that a total amount of Rs. 6558.05 million has been disbursed to the 163,491 beneficiaries during the year 2018-19 while contributions to the tune of Rs. 9,598.89 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 were neither released in time nor entire amount of contributions were paid which causes difficulties for the FEB & GI Funds towards releasing financial benefits to the non-gazetted employees and their families. For the year 2018-19 Finance Division has paid Rs. 1,654 million in June, 2019 on supplementary grant. But a sum of Rs. 6,739.24 million are still outstanding on account of Group Insurance Fund from Finance Division for the period 01.07.2014 to 30.06.2018.

### **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-imbusement 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.