

No. 3/7/2016-R-II

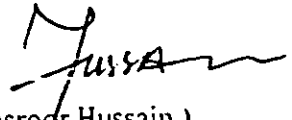
Islamabad, the 10<sup>th</sup> October, 2016

**OFFICE MEMORANDUM**

Subject.- **CIVIL SERVANTS (SERVICE IN INTERNATIONAL ORGANIZATIONS) RULES, 2016.**

The undersigned is directed to enclose herewith a copy of Establishment Division's Notification bearing No. SRO No. 954(1)/2016 dated 07.10.2016 on the subject noted above.

2. Ministries/Divisions are requested to circulate the notification amongst all concerned departments under their administrative control for information and compliance.

  
( Masroor Hussain )  
Section Officer(R-II)  
Ph: 9103587

**ALL SECRETARIES/ADDITIONAL SECRETARIES INCHARGE,  
MINISTRIES/DIVISIONS, ISLAMABAD/RAWALPINDI**

Copy to:-

- (1) Secretary to the President, President's Secretariat (Public), Islamabad.
- (2) Secretary to the Prime Minister with reference to their U.O No. 2(178)/Estab/2016 dated 04.10.2016
- (3) Secretary, Law, Justice & Parliamentary Affairs Division with reference to their Dy. No. 1770/2016/D&L dated 20.09.2016
- (4) Auditor General of Pakistan, Islamabad.
- (5) Controller General of Accounts, Islamabad.
- (6) Director General, I.B Islamabad.
- (7) Secretary, F.P.S.C., Islamabad.
- (8) All Chief Secretaries of the Provinces.
- (9) Principal Information Officer, Press Information Department, Ibd
- (10) Military Accountant General, Rawalpindi.
- (11) Director General, PPARC Management Services Wing, Establishment Division, Islamabad.
- (12) All Joint Secretaries of the Establishment Division,
- (13) Deputy Secretary (Computer), Establishment Division with the request to arrange for its placement on the official website of the Establishment Division, Islamabad.

( Masroor Hussain )  
Section Officer(R-II)

Islamabad, the 7<sup>th</sup> October, 2016

**NOTIFICATION**

S.R.O. No. 954(1)/2016.- In exercise of the powers conferred by sub-section (1) of section 25 of the Civil Servants Act, 1973 (LXXI of 1973) read with Notification No.S.R.O.120(1)/98, dated the 27<sup>th</sup> February, 1998, the Prime Minister is pleased to make the following rules, namely:-

1. **Short title, application and commencement.** – (1) These rules may be called the Civil Servants (Service in International Organizations) Rules, 2016.

(2) They shall apply to the civil servants seeking employment on reserved and specific posts and open posts and deputation in any international organization including an international non-governmental organization, international financial institution and foreign donor agency whether or not on behalf of Pakistan or with prior permission of the Federal Government.

(3) They shall come into force at once.

2. **Definitions.** – (1) In these rules, unless there is anything repugnant in the subject or context,-

(a) "Act" means the Civil Servants Act, 1973(LXXI of 1973);

(b) "appellate authority" means the authority next above the competent authority;

(c) "appointing authority" means the authority specified in rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and other applicable rules under the Act;

(d) "Board" means Special Selection Board constituted under rule 6;

(e) "cadre" means the strength of a Service or Group as part of Service or Group sanctioned as separate unit and includes ex-cadre posts;

(f) "competent authority" means the authority competent to approve deputation under these rules;

- (g) "deputation" means assignment of a civil servant to a post with prior approval of the competent authority, in an international organization;
- (h) "Division" shall have the same meaning as assigned to it under the Rules of Business, 1973;
- (i) "foreign government" means a Government other than Government of Pakistan;
- (j) "international organization" means an international governmental organization or organization working in more than one country including United Nations and its specialized agencies, development agencies of other countries, international non-governmental organizations and companies, foreign government organizations hiring functionaries irrespective of their nationality excepting defence, security and intelligence related foreign governmental organizations;
- (k) "open post" means a post, open to all eligible competing candidates including civil servants not being a post reserved for nomination by the Federal Government;
- (l) "reserved and specific post" means a post where occupancy is limited to Pakistan's officials or alternate between Pakistan and other countries on their turn;
- (m) "Rules" means rules made under the Act;
- (n) "Schedule" means a schedule to these rules;
- (o) "Secretary" shall have the same meaning as assigned to it under the Rules of Business, 1973;
- (p) "static list" means a list of officers on deputation beyond five years approved under the Rules;
- (q) "surety bond" means an undertaking executed by a government servant on the form specified under these rules;
- (r) "tenure" means time period specified for deputation including approved extension under these rules; and
- (s) "UN specialized agencies" mean the agencies of United Nations Organization (UNO) included in the Schedule.

(2) All other words and expressions used, but not defined herein, shall have the same meanings as are assigned to them in the Act and the Rules.

3. **Bar to seek employment in international organizations.**- A civil servant shall not approach an international organization for seeking employment therein without approval of the Federal Government or, as the case may be, the competent authority.

4. **Selection criteria for reserved and specific posts** (1) For the purpose of short listing and selecting civil servants seeking employment on reserved and specific posts, the following procedure shall be adopted, namely:-

- (a) for taking up an assignment in an international organization, a civil servant should have completed five years of service in his cadre.
- (b) all Pakistan specific foreign posts that are vacant and available or are likely to become vacant, shall be circulated amongst all eligible officers of the identified services, cadres and occupational groups, clearly specifying eligibility criteria in terms of educational qualifications, experience, age, grade and so forth;
- (c) there shall be a precondition of passing a written qualifying test, but the test shall be organized by the concerned Ministry through a well reputed testing agency and institution hired through open competitive process;
- (d) the minimum qualifying score in the written test shall be set at sixty percent;
- (e) eighty percent weightage shall be given to the written test scores and twenty percent weightage to the interview scores; and
- (f) no minimum passing marks shall be fixed for the interview and no candidate shall be deemed to have failed in the selection process merely on the basis of his performance in the interview:

Provided that an officer nominated against a post of sensitive or strategic importance as set out in the schedule shall be selected in a transparent manner to be determined by the competent authority.

5. **Method of selection on open posts.**- (1) Subject to rule 3, a civil servant may apply against open post in an international organization.

(2) case of a civil servant, who is selected by any international organization pursuant to application under sub-rule (1), shall be placed before the Board for recommendation before sending it to the competent authority. The Board may call the incumbent civil servant for interview or personal appearance.

6. **Composition of the Board.**- (1) The following shall be members of the Special Selection Board, namely:-

- |     |   |                                 |
|-----|---|---------------------------------|
| (a) | Secretary, Cabinet Division                       | <i>Chairman</i>                 |
| (b) | Secretary, Establishment Division                 | <i>Member</i>                   |
| (c) | Secretary, Economic Affairs Division              | <i>Member</i>                   |
| (d) | Secretary, Foreign Affairs Division               | <i>Member</i>                   |
| (e) | Joint Secretary(Training), Establishment Division | <i>Member - cum - Secretary</i> |
- (2) Secretary, head of the organization or, as the case may be, representative of

concerned department not below BS-21 may be invited as co-opted member of the Board.

(3) The Secretary of the Board shall convene meeting of the Board, with the approval of the Chairman. The Board shall consider the offer of appointment and submit its recommendations to the competent authority.

7. **Competent authority.**- (1) The person specified in column (3) of the Table below shall be the competent authority to approve the cases of deputation to international organizations in respect of civil servants specified in column (2) of the Table, namely:-

S. No.	Civil servants in	Competent authority
(1)	(2)	(3)
1	BS-20 and above	Prime Minister
2	BS-17 to 19	Secretary Establishment Division
3	BS-1 to 16	Secretary of the Ministry or Division concerned

(2) The competent authority may approve the recommendations with or without stipulations deemed expedient including the period of deputation and where applicable extension thereof.

(3) The competent authority may, for reasons to be recorded, refer back a case or cases for reconsideration by the Board.

(4) Where a post for which recommendations have been, or being, formulated is abolished or is withdrawn from circulation for any reason or on any ground, the recommendations of the Board shall be deemed to have lapsed.

8. **Ineligibility.**- A civil servant shall not be eligible to apply for permission under these Rules, who -

- (a) is held guilty of misconduct or inefficiency under the Government Servants (Efficiency and Discipline) Rules, 1973 or convicted of an offence of moral turpitude; and
- (b) has not completed three years of service in his cadre after returning from immediately preceding deputation in international organization.

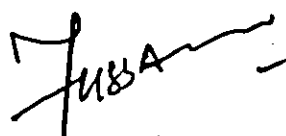
9. **Tenure of deputation.**- (1) The deputation shall be made initially for a period equal to the approved tenure of appointment offered by the borrowing international organization.

(2) In case where the period of deputation is not specified, the period shall be three years extendable to maximum period of two years with the approval of competent authority.

(3) In case of retention of a civil servant after expiry of maximum period of five years he shall be placed on static list.

(4) Surety bond shall be executed by the concerned civil servant, that he shall revert to the parent department on completion of the approved tenure of deputation and in case of default he shall render himself liable to be proceeded against for misconduct under the Government Servants (Efficiency and Discipline) Rules, 1973.

10. **Repeal.**- Any instruments and the policy instructions relating to posting and deputation of a civil servant on foreign assignment are hereby repealed and such repeal shall not in any manner affect operation of orders of posting and deputation of civil servants issued before commencement of these rules.

  
(Masroor Hussain)  
Section Officer

SCHEDULE

[see rules 2 and 4]

The International Organizations of sensitive and strategic importance includes World Bank, International Monetary Fund (IMF), Asian Development Bank (ADB), Islamic Development Bank (IDB), Department for International Development (DFID), US-AID, Organization of Islamic Countries (OIC), Economic Cooperation Organization (ECO); International Atomic Energy Agency (IAEA), World Trade Organization (WTO) International Court of Justice (ICJ), SAARC Secretariat, Commonwealth Secretariat, World Health Organization (WHO), International Labour Organization (ILO), Organization of Petroleum Exporting Countries (OPEC) and International Human Rights Commission (IHRC).

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**Surety Bond**  
[see rules 2 and 9]

I \_\_\_\_\_ S/O \_\_\_\_\_  
 \_\_\_\_\_ an officer of \_\_\_\_\_  
 solemnly declare that I have been offered a position of \_\_\_\_\_  
 \_\_\_\_\_ in the \_\_\_\_\_ and I  
 shall revert to my parent government/department on the completion of my approved tenure  
 of deputation/posting. In case of default I shall render myself liable to disciplinary action  
 under the Government Servants (Efficiency and Discipline) Rules, 1973 for misconduct  
 including recovery of any financial liability/recovery thereof.

\_\_\_\_\_  
 Name and Designation  
 CNIC No. \_\_\_\_\_

Witness No. (1) \_\_\_\_\_  
 Name \_\_\_\_\_  
 CNIC No. \_\_\_\_\_

Witness No. (2) \_\_\_\_\_  
 Name \_\_\_\_\_  
 CNIC No. \_\_\_\_\_