

CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.4/11/2014 T-III

Islamabad, the 01st December 2015.

OFFICE MEMORANDUM

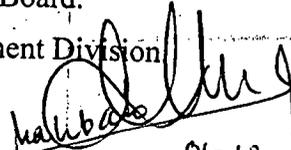
SUBJECT: - DETERMINATION OF INTER-SE SENIORITY WHEN SPECIALIZED TRAINING PROGRAMME (STP) IS DEFERRED/ REPEATED.

The undersigned is directed to refer to the subject cited above and to convey the following decision taken by the competent authority:-

- i) Deferment of STP shall be granted only on compelling medical grounds.
- ii) There shall be no change in inter-se seniority of the probationary officer(s) in case of deferment of STP other than change due to marks/evaluation in STP contributing towards seniority alongwith other determinants. It will be fixed with the same batch the probationary officer(s) completed the CTP.
- iii) All training institutes should be informed that:
 - a) No probationer will be allowed to repeat the entire STP, except in the case of deferment on compelling medical grounds.
 - b) In case of performance below desired level a probationary officer(s) may be asked to attend extra classes; detained for a specified period and in extreme negligence/ misconduct a case may be moved for removal from service. In such cases, the report on the conduct and performance of a probationary officer(s) should be periodically shared with the Establishment Division prior to sending the case for termination from service.
 - c) Instances of bad conduct may be elaborated in the pen picture provided by the training institute.
- iv) In case of not qualifying the examination(s) of STP the probationary officer may be retained for such period so as to qualify the failed subjects but without any effect to the inter-se seniority, other than change due to marks/evaluation in STP contributing towards seniority alongwith other determinants.
- v) A probationary officer shall be allowed:
 - a) Seven days casual leave during STP.
 - b) In addition to these casual leaves he/she may be entitled to a cumulative maximum of 30 days medical leave but on the recommendation of a Special Medical Board.

2. This issues with the approval of Secretary, Establishment Division

(Faisal 131-141/W)


01-12-2015
(Shahbano)
Section Officer (T-III)
Ph # 051-9206557

All Ministries / Divisions / Departments