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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
(ESTABLISHMENT DIVISION)

No.6/2/2000-R.3

Islamabad the 13th May, 2002

OFFICE MEMORANDUM

SUBJECT: POLICY GUIDELINES FOR CONTRACT APPOINTMENT FOR POSTS IN AUTONOMOUS/SEMI-AUTONOMOUS BODIES, CORPORATIONS, PUBLIC SECTOR COMPANIES ETC., OWNED AND MANAGED BY THE FEDERAL GOVERNMENT.

The undersigned is directed to state that certain amendments have been made in the instructions contained in this Division's Office Memorandum No.6/2/2000-R.3, dated the 6th May, 2000. In order to facilitate the Ministries/Divisions an updated version of the aforesaid instructions has been prepared and is forwarded to all the Ministries/Divisions for their guidance

Secretaries/Additional Secretaries Incharge of
All Ministries/Divisions, Islamabad/Rawalpindi.

Amir-ul-Haq
(Amir-ul-Haq)
Deputy Secretary 13/5/02

As per list attached

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DISTRIBUTION LIST OF ESTABLISHMENT DIVISION
O.M. NO.6/2/2000-R.3 dated 13th May, 2002

1. The Secretary Cabinet Division, Islamabad
2. The Secretary, Commerce Division, Islamabad
3. The Secretary, Communication Division, Islamabad.
4. The Secretary, Culture, Sports, Tourism and Youth Affairs and Minorities Affairs Division, Islamabad
5. The Secretary, Defence Division, Rawalpindi
6. The Secretary, Defence Production Division, Rawalpindi
7. The Secretary, Economic Affairs Division, Islamabad
8. The Secretary Education Division, Islamabad
9. The Secretary, Environment, Local Government and Rural Development Division Islamabad
10. The Secretary, Finance Division Islamabad
11. The Secretary, Food, Agriculture & Livestock, Islamabad
12. The Secretary, Foreign Affairs, Islamabad
13. The Secretary Health Division, Islamabad
14. The Secretary, Housing and Works Division, Islamabad
15. The Secretary, Industries and Production Division
16. The Secretary, Information Technology and Telecommunication Division, Islamabad
17. The Secretary, Information and Media Development Division Islamabad
18. The Secretary Interior Division, Islamabad
19. The Secretary Kashmir Affairs, Northern Area, S&FR Division, Islamabad
20. The Secretary, Labour, Manpower and Overseas Pakistanis Division, Islamabad
21. The Secretary, Law, Justice and Human Rights Division, Islamabad
22. The Secretary, Narcotics Control Division, Islamabad
23. The Secretary, Petroleum and Natural Resources Division, Islamabad
24. The Secretary, Planning and Development Division, Islamabad
25. The Secretary Population Welfare Division, Islamabad
26. The Secretary, Revenue Division, Islamabad
27. The Secretary Ministry of Railway, Islamabad
28. The Secretary, Religious Affairs, Zakar, Ushr Islamabad
29. The Secretary Scientific and Technological Research Division, Islamabad
30. The Secretary Statistics Division, Islamabad
31. The Secretary, Water and Power, Islamabad
32. The Secretary, Women Development, Social Welfare and Special Education Division, Islamabad
33. P.S. to the Chairman, NAB., C.E.Sectt.No.2, Islamabad
34. The Secretary, NRB, C.E.Sectt.No.2, Islamabad
35. OSD (Admn), Chief Executive office, Islamabad

No.6/2/2000-R.3

Islamabad the 6th May, 2000

OFFICE MEMORANDUM

SUBJECT: POLICY GUIDELINES FOR CONTRACT APPOINTMENTS FOR POSTS IN AUTONOMOUS/SEMI-AUTONOMOUS BODIES, CORPORATIONS, PUBLIC SECTOR COMPANIES ETC., OWNED AND MANAGED BY THE FEDERAL GOVERNMENT.

The undersigned is directed to say that in order to regulate contract appointments in Autonomous/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc., owned and managed by the Federal Government, the Chief Executive has been pleased to lay down the following policy guidelines:-

- (i) In the case of tenure posts, appointment to which is regulated by specific provisions of a law, rule and policy instructions, contract appointments may be made in the manner prescribed in the applicable law, rules and policy guidelines/directions issued by the Federal Government.
- (ii) For projects which have a limited life, appointments may be made on contract basis by the prescribed appointing authority after open advertisement of the vacancies. The advertisement should indicate prescribed academic and professional qualifications, experience, age, provincial/regional quotas, special quotas etc., where applicable, as per rules/government policy.
- (iii) For posts other than those mentioned at (i) and (ii) above, contract appointments should be made only subject to fulfillment and observance of the following conditions:
 - (a) Where the nature of a particular job/vacant position requires contract appointment for a specific period, standing instructions should be issued by the administrative Ministry/Division concerned, after consultation with the Chairman of the Board of Directors/Board of Governors, specifying such posts and the parameters governing appointment on contract basis against such posts.
 - (b) Vacancies should be advertised in the leading national and regional Newspapers.
 - (c) Selection should be made through regularly constituted Selection Committees/Boards.

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(iv) In the case of contract appointment/re-employments of retired civil servants, retired Armed Forces Officers and retired Judges of Superior Courts, the condition of open advertisement shall not be applicable, provided that such appointments shall be made by or with the prior approval of the prescribed authorities in the Federal Government.

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*(v) The Contract appointment, where justified, may be made for a period of two years initially, on standard terms including termination clause of one month's notice or one month's pay in lieu thereof. Extension may be made on two yearly basis

(* Substituted vide this Division O.M. No.6/2/2000-R.3 dated the 29th April, 2002).

2. Ministries/Divisions are requested to circulate the above policy guidelines to all Autonomous/Semi-Autonomous Bodies, Corporations, Public Sector Companies etc., owned and managed by the Federal Government for strict compliance.

Sd/-
(Amir-ul-Haq)
Deputy Secretary

Secretaries/Additional Secretaries Incharge of
All Ministries/Divisions, Islamabad/Rawalpindi.