CHAPTER 2

RECRUITMENT/APPOINTMENT/SENIORITY AND PROMOTION

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RECRUITMENT, APPOINTMENTS, SENIORITY AND PROMOTIONS

I. (A) RECRUITMENT

Sl. No. 1

Civil Servants (Appointment, Promotion and Transfer) Rules, 1973

In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973* (LXXI of 1973), the President is pleased to make the following Rules, namely:–

PART I –- GENERAL

1. These rules may be called the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

2. In these Rules, unless there is anything repugnant in the subject or context,–

(a) "appointing authority", in relation to a post *means* the person authorized under Rule 6 to make appointment to that post;

(b) **["selection board" *means* a Board constituted by the Federal Government, for the purpose of selection for promotion or transfer to posts in basic pay scales 19 to 21 and equivalent, consisting of such persons as may be appointed by Government from time to time].

(c) "commission" *means* the Federal Public Service Commission;

(d) **[“departmental promotion committee” means a Committee constituted for the purpose of making selection for promotion or transfer to posts under a Ministry, Division, Department or Office of the Federal Government in Basic Pay Scales 18 and below and equivalent; and].

(e) **["departmental selection committee" *means* a Committee constituted for the purpose of making selection for initial appointment to posts under a Ministry, Division, Department or Office of the Federal Government in Basic Pay Scales 1 and above other than appointments which fall within the purview of the Federal Public Service Commission under Rule 3 of the Federal Public Service Commission (Functions) Rules, ***1978; and]

(f) @[Omitted].

3. (1) Appointments to posts shall be made by any of the following methods, namely:–

(a) @@[by promotion [* * * *] in accordance with Part II of these Rules;

(b) by transfer in accordance with Part II of these Rules, and

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* Sl. No. 2, Chapter 1, section 2(g).

** Subs. *vide* Estt. Div.'s Notification SRO No.430(I)/2000, dated 26.6.2000.

*** Sl. No. 4,Chapter 14, Vol. II.

@ Omitted clause (f) *vide* Estt. Div.'s Notification SRO No. 146(I)/84, dated 9-2-1984 (*See* also Sl. No. 174).

Related to promotion to posts in BPS 18 with special pay through CSB.

@@ Subs. *vide* Establishment Division Notification S.R.O. No. 742(I)/2002, dated 28-10-2002.

(c) by initial appointment in accordance with Part III of these Rules].

(2) The method of appointment and the qualifications and other conditions applicable to a post shall be as laid down by the Ministry or Division concerned in consultation with the Establishment Division.

*[(3) "Notwithstanding anything contained in sub-rule(I), or the method of appointment laid down in the recruitment rules, a person who is rendered surplus as a result of the re-organization or abolition of a Division, Department, Office or permanent post in pursuance of any Government decision or as a measure of economy may be appointed to a post in the Basic Pay Scale to which he belonged, if he possesses the qualifications, and fulfils other conditions, applicable to that post"].

**[(4) Where a person referred to in sub-rule (3),–-

(i) possesses educational qualifications which are considered interchangeable with, or equivalent to, the qualification prescribed in the relevant recruitment rules; or

(ii) fulfils the prescribed qualifications and the conditions for initial appointment to the post in the relevant rules except the condition relating to prescribed experience,

the appointing authority may, for reasons to be recorded in writing, relax the requirement of educational qualifications or, as the case may be, the prescribed experience].

4. (1) In each Ministry, Division, Department or Office of the Federal Government, there shall be one or more Departmental Promotion Committees, and Departmental Selection Committees, the composition of which shall be determined by the Ministry or Division concerned in consultation with the Establishment Division.

(2) Each such Committee shall consist of at least three members one of whom shall be appointed Chairman.

5. Where an appointing authority for ***[posts in Basic Pay Scales 15 and below and equivalent] does not accept the recommendation of a Departmental Selection or Departmental Promotion Committee, it shall record reasons therefor and obtain orders of the next higher authority.

@[6. @@[(1)] The appointing authority specified in column (3) of the table below shall be competent to make appointment to the various posts in the Basic Pay Scales specified in column (2) of that table.

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* Added *vide* Establishment Division Notification S.R.O. No. 57(1)/93, dated 25-1-1993.
** Added *vide* Establishment Division Notification S.R.O. No. 961(1)/99, dated 25-8-1999.
*** Added *vide* Establishment Division Notification S.R.O. No.961(I)/99, dated 25-8-1999.
@ Subs. *vide* Estt. Div.'s Notification S.R.O.No.276(I)/2000, dated 25-5-2000.
@@ Renumbered *vide* Estt. Div.'s Notification S.R.O. No.829(I)/2000, dated 16-11-2000.

TABLE

Sl.No. (1)	Basic Pay Scale of Posts (2)	Appointing Authority (3)
1.	Posts in Basic Pay Scales 20 and above or equivalent.	*[Prime Minister].
2.	Posts in Basic Pay Scales 17 to 19 or equivalent.	Secretary of the Ministry or Division concerned.
3.	Posts in Basic Pay Scales 16 or equivalent.	An officer notified by the Secretary of the Ministry or Division concerned.
4.	Posts in Basic Pay Scales 3 to 15 or equivalent.	An officer notified by the Secretary of the Ministry or Division concerned.
5.	Posts in Basic Pay Scales 1 and 2 or equivalent.	An officer notified by the Secretary of the Ministry or Division concerned].

**[Provided that appointment to posts in Basic Pay Scales 20 and above or equivalent in the President's Secretariat shall be made by the President].

***[(2) Notwithstanding anything contained in sub-rule (1), the Appointing Authority specified in column (4) of the table below shall be competent to make appointments to the posts specified in column (3) of that table in the department specified in column (2) thereof.

TABLE

Sl.No. (1)	Name of Department (2)	Basic Pay Scale of posts (3)	Appointing Authority (4)
1.	Pakistan Audit Department and Officers of Inter-Departmental Cadre of Pakistan Audit & Accounts Group@	(i) 17 to 19 or equivalent. (ii) 16 or equivalent. (iii) 3 to 15 or equivalent. (iv) 1 to 2 or equivalent.	Auditor-General of Pakistan. An officer notified by the Auditor-General of Pakistan. An officer notified by the Auditor-General of Pakistan. An officer notified by the Auditor-General of Pakistan].
@@[2.	Intelligence Bureau	(i) 17-19 or equivalent (ii) 1-16 or equivalent	Director-General Intelligence Bureau. Officer(s) notified by the Director General, Intelligence Bureau].
@@@ [3.	Secretariat Training Institute	Posts in BPS 1 to 16 or equivalent	Director, Secretariat Training Institute Islamabad.]

* Subs. *vide* Estt. Div.'s Notification S.R.O. No.1(I)/2003, dated 1-1-2003 w.e.f. 23.11.2002.
** Added *vide* Estt. Div.'s Notification S.R.O. No.607(I)/2002, dated 10-9-2002.
*** Added *vide* Estt. Div.'s Notification S.R.O. No.829(I)/2000, dated 16-11-2000.
@ Now Pakistan Audit and Accounts Service vide Estt. Div.'s OM No. 1/17/92-CP I dated 10th Dec., 2002. *See* Sl. No. 12, Chapter 8.
@@ Added *vide* Estt. Div.'s Notification S.R.O. No.891(I)/2000, dated 14-12-2000.
@@@ Added *vide* Establishment Division Notification No. S.R.O. 733(I)/2000, dated 11.10.2000.

PART II –- APPOINTMENTS BY PROMOTION OR TRANSFER

7. *[Promotions and transfer to posts in basic pay scales 2 to 18 and equivalent shall be made on the recommendation of the appropriate Departmental Promotion Committee and promotions and transfer to posts in basic pay scales 19 to 21 and equivalent shall be made on the recommendation of the Selection Boards].

**[7-A. (1) The Competent Authority may approve the promotion of an officer or official from the date on which the recommendation of the Central Selection Board or, as, the case may be, the Departmental Promotion Committee was made.

(2). Notwithstanding anything in FR 17 the officer or official who expires or superannuates after the recommendations of the Central Selection Board or the Departmental Promotion Committee and before the issuing of the notification, shall stand exempted from assumption of the charge of the higher post. The Principal Accounting Officer or an Officer so authorized, will give a certificate to the effect that the officer or official has expired or superannuated].

8. Only such persons as possess the qualifications and meet the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental Promotion Committee or the Central Selection Board, as the case may be.

*** [8-A. No promotion on regular basis shall be made to posts in Basic Pay Scales @[17] to 22 and equivalent unless the officer concerned has completed such minimum length of service, attended such training and passed such departmental examination, as may be prescribed from time to time].

8-B. (1) Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior civil servant belonging to the cadre or service concerned who is otherwise eligible for promotion does not possess the specified length of service the authority may appoint him to that post on acting charge basis.

(2) @@[omitted]

(3) In the case of a post in *[basic pay scales 17 to 22 and equivalent], reserved

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* Subs. *vide* Establishment Division Notification S.R.O. No.430(I)/2000, dated 26-6-2000.

** Added *vide* Estt. Division Notification No. S.R.O 733(1)/2005, dated 22-7-2005.

*** Subs. *vide* Estt. Div.'S Notification S.R.O. No.850(I)/98, dated 25-7-1998.

@ Amended *vide* Estt. Div.'s Notification SRO No. 835(I)/2000, dated 17-11-2000.

@@ Omitted *vide* Establishment Division Notification S.R.O No.269(I)/2000, dated 19-5-2000. It provided that as long as a civil servant holds the acting charge appointment, a civil servant junior to him shall not be considered for regular promotion but may be appointed on acting charge basis on a higher post. *See* Estacode, 2000, page 28.

* Subs. *vide* Establishment Division Notification S.R.O. No. 146(I)/84, dated 9-2-1984.

under the rules to be filled by initial appointment, where the appointing authority is satisfied that no suitable officer * [drawing pay in basic pay scale] in which the post exists is available in that category to fill the post and it is expedient to fill the post, it may appoint to that post on acting charge basis the most senior officer otherwise eligible for promotion in the organization, cadre or service, as the case may be, in excess of the promotion quota.

(4) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made according to the orders issued from time to time.

(5) Appointment on acting charge basis shall be made on the recommendations of the Departmental Promotion Committee or the Central Selection Board, as the case may be, **same in the case of *[post in basic pay scale 22 and equivalent].

(6) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority.

(7) Acting charge appointment shall not confer any vested right for regular promotion to the post [ ] held on acting charge basis.

9. Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in ***[posts in the same basic pay scale or equivalent to or identical with the posts to be filled].

PART III – INITIAL APPOINTMENT

10. ***[Initial appointment to the All-Pakistan Services, the Civil Services of the Federation and posts in connection with the affairs of the Federation in basic pay scales 16 & above or equivalent, except those which under the Federal Public Service Commission (Functions) Rules, @1978, do not fall within the purview of the Commission, shall be made on the basis of tests and examinations to be conducted by the commission] ; and

11. ***[Initial appointments to posts in basic pay scales 1 to 15 and equivalent, shall be made on the recommendations of the Departmental Selection Committee after the vacancies have been advertised in newspapers].

12. A candidate for initial appointment to a post must possess the educational qualifications and experience and, except as provided in the rules framed for the purpose of relaxation of age limit, must be within the age limit as laid down for the post @@[ ] ;

@@[Provided that unless otherwise specified in the method of appointment, qualifications and other conditions applicable to a post as laid down under sub rule (2) of rule 3, the experience prescribed for initial appointment shall be the post-qualification experience].

*[12-A. Alteration in the date of birth.–The date of birth once recorded at the time of joining government service shall be final and thereafter no alteration in

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** May be read as 'save', typographical error corrected.

***Subs. *vide* Establishment Division Notification S.R.O. No.773(I)/2003, dated 28-7-2003.

@ Sl.No. 4, Chapter 14, Vol. II.

@@ Omitted & added *vide* Establishment Division Notification S.R.O. No. 970(I)/98, dated 9-9-1998.

* Subs. *vide* Establishment Division Notification S.R.O. No. 520(I)/2000, dated 31-7-2000.

the date of birth of a civil servant shall be permissible].

13. A candidate for appointment shall be a citizen of Pakistan:

Provided that this requirement may be relaxed with the approval of the Establishment Division:

Provided further that, in the case of candidates to be appointed on temporary basis to posts in the Pakistan Missions abroad, such relaxation shall not be accorded for a period exceeding one year at a time.

14. Vacancies in the undermentioned posts shall be filled on All-Pakistan basis in accordance with the merit and provincial or regional quotas prescribed by Government from time to time:

(i) All posts in [**][basic pay scales 16 and above and equivalent].

(ii) Posts in [**][basic pay scales 3 to 15 and equivalent] in offices, which serve the whole of Pakistan:

[***] [Provided that if no suitable person holding the domicile of the Province or Region to which a vacancy has been earmarked and fulfilling the prescribed qualifications is found even after the vacancy has been advertised twice, the appointing authority may fill up the vacancy on open merit on contract in the following manner, namely:-

(i) contract appointment shall be made initially for a period of one year, and if the post falls under the purview of the Federal Public Service Commission, the Commission shall be informed about contract appointment;

(ii) if nomination is not received from the Federal Public Service Commission within one year, contract appointment may in the public interest be extended for another one year; and

(iii) the Federal Public Service Commission shall ensure that the nominations of the qualified candidates are made within a period of two years. If Federal Public Service Commission does not find a suitable candidate, it shall advise the appointing authority, for the extension in the contract].

15. Vacancies in posts in [**][basic pay scales 3 to 15 and equivalent] in offices which serve only a particular province or region shall be filled by appointment of persons domiciled in the province or region concerned.

16. Vacancies in posts in [**][basic pay scales 1 and 2 and equivalent] shall ordinarily be filled on local basis.

17. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as Government may prescribe is found not to satisfy these requirements, shall not be appointed.

[**] Subs. *vide* Establishment Division Notification S.R.O. No. 146(I)/84, dated 9-2-1984.

[***] Subs. and added vide Establishment Division Notification S.R.O. No. 784(I)/2002, dated 7-11-2002.

PART-IV. –- *AD-HOC* * AND TEMPORARY APPOINTMENTS

18. **[When under the Federal Public Service Commission (Functions) Rules, ***1978, a post is required to be filled through the Commission, the appointing authority shall forward a requisition to the Commission on a prescribed form immediately. In exceptional cases, *ad-hoc* appointment may, however, be made for a period of six months or less with prior clearance of the Commission as provided in rule 19.

19. When the appointing authority considers it to be in public interest to fill a post falling within the purview of the Commission urgently pending nomination of a candidate by the Commission, it may proceed to fill it on *ad-hoc* basis for a period of six months or less after obtaining prior clearance of the Commission. The post shall be advertised and the same procedures as laid down for initial appointment in Part III shall be followed in making *ad-hoc* appointments].

20. Short term vacancies in the posts falling within the purview of the Commission and vacancies occurring as a result of creation of temporary posts for a period not exceeding six months, may be filled by the appointing authority otherwise that through the Commission on a purely temporary basis after advertising the vacancy.

@20A. Appointment on deputation.- (1) A person in the service of a Provincial Government or an autonomous, semi-autonomous body or corporation or any other organization set-up, established owned, managed or controlled by the Federal Government who possesses the minimum educational qualifications, experience or comparable length of service prescribed for a post shall be eligible for appointment to the said post on deputation for a period of two years on such terms and conditions as may be sanctioned by Federal Government in consultation with the lending Organization.

(2) Subject to any rule or orders on the subject issued by the Federal Government, a civil servant who fulfills the conditions and is considered suitable may be sent on deputation to an autonomous, semi-autonomous body or corporation established by law or to the Provincial Government on such terms and conditions as may be decided by the lending and borrowing organizations.

(3) In case of appointment under sub-rule (1) or sub-rule (2) pension contribution shall invariably be made by the borrowing organizations".

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* *Ad-hoc* (ad hok) for a specific purpose, an *ad-hoc* committee ▸ *Latin*= 'for this'. Oxford American Dictionary, Avon Books – A Division of the Hearst Corporation 105 Madison Avenue New York 10016, 1986, page 12.

** Subs. *vide* Establishment Division S.R.O. No.122(I)/2000, dated 15-3-2000.

*** Sl.No. 4, Chapter 14, Vol. II.

@ Ins *vide* Estab. Div. Notification No. 3/54/2006-R.2, dated the 3rd May, 2007.

*PART V –- PROBATION

21. (1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed for good and sufficient reasons, to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment.

(3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.

(4) If no order is issued under sub-rule (3), on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-rule (2):

Provided that, subject to the provisions of proviso to sub-section (2) of section 6 of the Civil Servants Act, 1973** in the absence of an order under sub-rule (3), the period of probation shall, on the expiry of the extended period under sub-rule (2), be deemed to have successfully been completed.

[**Authority**:– Estt. Div.'s Notification S.R.O.No.1498(I)/73, dated 20-10-1973].

Sl. No. 2
Appointment, Promotion and Transfer Rules for Ministerial Staff

In exercise of the powers conferred by sub-rule (2) of rule-3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973***, the following method, qualifications and other conditions are laid down for appointment to the under-mentioned ministerial posts in the Ministries/Divisions/Departments of the Federal Government: –.

Sl. No.	Designation of post	BPS
1.	Superintendent	16
2.	Assistant Incharge	15
3.	Stenographer	15
4.	Stenotypist	12
5.	Assistant	14@
6.	U.D.C. @@	09@
7.	L.D.C @@	07@

* Added *vide* Establishment Division Notification S.R.O. No. 968(I)/82, dated 21-9-1982.
** Sl. No. 2, Chapter 1.
*** Sl. No. 1.
@ Amended *vide* Estt. Div.'s Notification SRO 823(I)/2007, dated 08-08-2007
@@ Upper Division Clerk; Lower Division Clerk.

METHOD OF APPOINTMENT

2. The method of appointment to the posts shall be as under:

Sl. No.	Designation and BPS of the post	By Promotion	By initial appointment
1.	Superintendent (BPS 16)	100%	--
2.	Assistant Incharge (BPS 15)	100%	--
3.	Stenographer (BPS 15)	50%	50%
4.	Stenotypist (BPS 12)	--	100%
5.	Assistant (BPS 14) *	50%	50%
6.	U.D.C. (BPS 09) ★	50%	50%
7.	L.D.C. (BPS 07) ★	10%	90%

Provided that:

(i) if no suitable person is available/eligible for promotion to the posts of Superintendent and Assistant Incharge, the posts shall be filled in by transfer.

(ii) failing Promotion, the posts of Stenographer, Assistant, U.D.C. And L.D.C. shall be filled in by initial appointment and failing that by transfer:

Provided further that if no suitable person is available for promotion to a post, it may be filled, in the public interest, by temporary transfer/posting of a civil servant, or by deputation of an employee of a public sector corporation, in consultation with his appointing authority.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column (2) below shall be made by selection on the basis of *seniority-cum-fitness* from amongst the persons who hold the posts specified in column (3) on a regular basis and fulfill the conditions prescribed in column (4).

Sl. No.	Designation and BPS of the post	Person eligible	Conditions of eligibility
1.	Superintendent (BPS 16)	(i) Assistant Incharge	03 years service as Assistant Incharge
		(ii) Assistant (when no Assistant Incharge is available/eligible)	05 years service as Assistant.
2.	Assistant Incharge(BPS 15)	Assistant	03 years service as Assistant.
3.	Stenographer (BPS 15)	Stenotypist	03 years service as Stenotypist.
4.	Assistant (BPS 14) ★	U.D.C.	03 years service as U.D.C.
5.	U.D.C. (BPS 09) ★	L.D.C.	03 years service as L.D.C.
6.	L.D.C. (BPS 07) ★	Employees holding posts below BPS 05.	Matric with a minimum typing speed of 30 w.p.m

QUALIFICATION, EXPERIENCE AND AGE LIMIT

* Amended *vide* Estt. Div.'s Notification SRO 823(I)/2007, dated 08-08-2007.

FOR INITIAL APPOINTMENT

4. On the closing date for receipt of applications as fixed in the relevant advertisement, a candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this notification:

Provided that the maximum age limit shall be relaxable in respect of the candidates specified, and to the extent indicated, in the initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

QUALIFICATIONS / CONDITIONS FOR
APPOINTMENT BY TRANSFER

5. Appointment by transfer shall be made in accordance with the provisions of Rule-7 and 9 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation in accordance with the provisions of Section 6 of Civil Servants Act, 1973, read with Rule 21 of the Civil Servants (Appointment. Promotion and Transfer) Rules, 1973.

REPEAL

7. The Recruitment Rules of ministerial posts notified vide S.R.O. No. 248(1)/88, dated 7th April, 1988, are hereby repealed.

SCHEDULE
(*See* para 4)

Sl. No.	Designation and BPS of the Post	Qualification and Experience	Age Limit	
			Minimum	Maximum
1.	Stenographer (BPS 15)	(i) Intermediate. (ii) minimum speed of 100/50 *w.p.m.* in shorthand/typing respectively. (iii) Computer literates preferable.	18 years	25 years
2.	Stenotypist(BPS 12)	(i) Matric (ii) A minimum speed of 80/40 *w.p.m.* in shorthand/typing respectively. (iii) Computer literates preferable.	18 years	25 years
3.	Assistant(BPS 14) *	Graduate.	18 years	25 years
4.	UDC (BPS 09) ★	Intermediate.	18 years	25 years
5.	LDC (BPS 07) ★	Matric.	18 years	25 years

[***Authority***:– Estt. Div.'s SRO 1077(I)/2005, dated 15th October, 2005]

[F. No. 7/6/2002-R-6]

* Amended *vide* Estt. Div.'s Notification SRO 823(I)/2007, dated 08-08-2007

Sl. No. 2-A

Method and Conditions of Appointment to Posts in BPS 4 and Below

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*, the following method, qualifications and other conditions are laid down for appointment to the post in BPS 4 and below in the Ministries and Divisions, Attached Departments and Sub-ordinate Offices under the Federal Government:

METHOD OF APPOINTMENT

2. (1) The method of appointment to the posts shall be as follows:

1.	(i) Staff Car Driver (BPS 4) (ii) **Omitted	100% by initial appointment.
2.	(i) Despatch Rider (BPS 4) (ii) **Omitted	100% by initial appointment.
3.	(i) Duplicating Machine Operator (BPS 4) (ii) **Omitted	50% by promotion, 50% by initial appointment
4.	(i) Daftry (BPS 2) (ii) **Omitted	100% by promotion
5.	(i) Qasid (BPS 2) (ii) **Omitted	100% by promotion.
6.	Naib Qasid (BPS 1)	100% by initial appointment including 10% by Farashes having 10 years satisfactory service.

2. Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer.

3. Vacancies in posts in BPS 1 and 2 shall ordinarily be filled on local basis.

4. Upto 50 per cent of the vacancies in posts in BPS 1 - 4 shall be reserved for *ex*-servicemen.

CONDITIONS FOR PROMOTION

3. Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified, in column 3 on a regular

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* Sl. No. 1

** Omitted *vide* S.R.O 1231(1)/2006.

Note: 'Qasid', literally *means* 'Messenger'; hence Naib (Deputy/Assistant) Qasid.

basis and posses the qualifications and experience prescribed in column 4 :-

Sl.No.	Name & BPS of the Post	Persons eligible	Conditions of eligibility
1.	Duplicating Machine Operator (BPS 4)	Daftry (BPS 2)	(i) 3 years service BPS 2 (ii) Knowledge of operating Duplicating machine essential.
2.	Daftry (BPS 2)	* Naib Qasid (BPS 1)	3 years service in BPS 1
3.	Qasid (BPS 2)	Naib Qasid / Farash (BPS 1)	3 years service in BPS 1

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. (1) A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification.

(2) Provided that the maximum age limit shall be relaxable in accordance with the provisions of Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.

(3) **Omitted
(4) ** Omitted
(5) All the vacancies in posts in BPS 1 - 4 shall be advertised in the press.

QUALIFICATION / CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding posts under the Federal Government on a regular basis in the same Basic Pay Scale in which the post to be filled exists provided the person concerned possesses the qualifications/experience prescribed for initial appointment or promotion to the post concerned.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of Civil Servants Act, 1973, read with rule 21 of the Civil Servants (Appointment, Promotion and Transfer), Rules, 1973.

7. The other provisions specifically applicable to the employees holding posts in BPS 1 to 4 are given in the Appendix*** to this Notification.

8. These rules shall not apply to those Government Organisations who have their own recruitment rules in respect of the posts included in this Notification. However, the terms and conditions specifically applicable to the said employees as given in the Appendix to these rules shall also be applicable to them.

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* Subs. Estt. Div.'s Notification S.R.O 1231(1)/2006, dated 7-12-2000 [No. F.10/4/2006-R-4.
** Omitted *vide* Estt. Div.'s Notification S.R.O 719(1)/2005, dated 13-07-2006[No. F.8/12/93-R-4]
*** *See* Schedule to para 7.

9. This Notification issues with the concurrence of the Establishment Division (R-Wing) as contained in U.O No. F.9/4/90-R-5 dated 29th October, 1990.

SCHEDULE

(*See* para 7)

Sl.No.	Designation and BPS of the post	Qualification and Experience	Max age limit
1.	Staff Car Driver (BPS 4)	(i) Primary Pass (ii) Valid driving license holder and well versed in the traffic rules.	30 years
2.	Despatch Rider (BPS 4)	(i) Primary Pass. (ii) Valid driving license holder and well versed in the traffic rules.	30 years
3.	Duplicating Machine Operator	(i) Primary Pass. (ii) Knowledge of operating duplicating machine essential.	25 years
4.	Daftry (BPS 2)	Primary Pass.	25 years
5.	Qasid (BPS 2)	Primary Pass.	25 years
6.	Naib Qasid (BPS 1)	Primary Pass.	25 years

Note – 1. The candidates should be put through an elementary test in reading and writing and an interview by the Departmental Selection Committee, Marks should be awarded in ratio of 40% for the test and 60% for interview.

Note – 2. In case of technical appointment such as Drivers, Despatch Riders, Duplicating Machine Operators *etc* marks may be awarded in the ratio of 60% for practical and reading and writing test and 40% for interview.

Note – 3. In case of Drivers/Despatch Riders, in addition to the routine medical examination, the report shall also cover drug addicts. Drivers/Despatch Riders shall be required to undergo such medical test every year to ensure safe driving. However, if considered necessary, the Drivers/Despatch Riders may be required to undergo the said medical examination during any period of the year in addition to their annual medical examination.

Note – 4 * Omitted

Note – 5 The minimum academic qualification for initial appointments to BPS 1 posts (other than the post of Naib Qasid) shall be primary pass and the maximum age limit shall be 25 years.

[***Authority***:– Estt. Div.'s S.R.O 1302(1)/90, dated 15th December, 1990].

* Omitted *vide* Estt. Div.'s Notification S.R.O. 1231(1)/2006, dated 7-12-2006.

Sl. No. 3

Bar Against Making Recruitment Without Framing Recruitment Rules for Civil Posts

Instances have come to the notice of the Establishment Division that appointments to certain posts have been made by the Ministries/Divisions without framing recruitment rules for these posts. Not only does this practice cause hardship to the individuals themselves but also creates administrative difficulties at the time of their promotion/ recruitment. It has, therefore, been decided that:-

(i) Appointments (by promotion, transfer or direct recruitment) to the posts for which recruitment rules do not exist or have not been finalized in consultation with Establishment Division/FPSC, may not be made in the absence of recruitment rules; and the practice to place the requisitions with FPSC, through the Establishment Division, allowed vide this Division d.o. letter No.9/2/74-DV, dated 15th February, 1975 may be stopped forthwith.

(ii) Recruitment rules for all posts sanctioned with the concurrence of the competent authority, if not in existence, should be framed/ finalized within three months of the issue of this circular.

(iii) In future, the proposals regarding recruitment rules referred to this Division after the expiry of three months of the creation of posts, will not be entertained by the Establishment Division.

2. In order to simplify the procedure of framing recruitment rules, it has further been arrived at that the decisions contained in para 1 above should be implemented according to the procedure indicated below:-

Every new proposal forwarded to the Establishment Division regarding recruitment rules, should contain the following information/documents:-

(i) Number of post(s) to be filled and the number of the feeding post(s), if any.

(ii) Job-description of the post(s).

(iii) Where a post is to be filled by promotion, the recruitment rules of the feeding posts(s) (if any) may also be furnished.

(iv) Copy of the sanction regarding creation/continuance of post(s), duly endorsed by the Finance Division.

(v) Organizational Chart of the establishment where the post(s) in question exist.

3. All the instructions, issued by the Establishment Division on the subject from time to time, may be deemed to have been superseded to the extent they are inconsistent with the instructions contained in this Office Memorandum.

[***Authority***:– Estt. Div.'s O.M. No.11/1/81-R.5, dated 20-8-1981].

Sl. No. 4
Framing of Recruitment Rules

The methods of appointment of Federal civil posts are regulated under the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973* framed under Section 25 of the Civil Servants Act, 1973**. As these rules provide the basic framework for appointment to Federal civil posts, instructions were issued *vide* Establishment Division O.M.No.9/1/73-D.V., dated 29.11.73*** laying down a simplified format for notifying recruitment rules since the earlier pattern of detailed recruitment rules for various posts/cadres was no longer considered necessary. The system has its advantages but over the years, the framing of recruitment rules has become an increasingly mechanical exercise and is now reduced to simply inserting uniform standards (of educational requirements, experience, age limits, etc) for equivalent posts in various departments. As a result, the recruitment rules are no more viewed as important and essential instruments of career planning nor do they properly reflect the job requirements particularly in technical posts/cadres. This trend should be reversed and recruitment rules for various posts/cadres should be framed with greater care to serve, on the one hand, as instruments of career planning for the officials concerned and on the other, be tailored around the job requirements particularly in technical cadres.

2. It is, therefore, requested that, while framing recruitment rules, due consideration should be given to job descriptions for laying down the qualifications/experience for posts and the composition of cadre for prescribing percentage, for direct recruitment and promotions. Efforts should be made to safeguard both the department's interest in raising a fully-qualified and experienced cadre and the career interests of its members whose promotions are governed under the provisions of recruitment rules.

3. Establishment Division has also noticed that some Divisions/Departments have framed recruitment rules for isolated posts or very small cadres (comprising 3-4 posts) like telephone operators[@], lady health visitors, teachers of departmental schools, etc. This is not a satisfactory arrangement because such isolated posts or tiny cadres do not offer adequate prospects of promotion to the incumbents. In such cases, it would be advisable to fill the posts by having officials on deputation from departments which have large cadres operating in the relevant field, such as T&T Department[@] in the case of telephone operators, Federal/ Provincial Health/Education Departments in the case of lady health visitors and teachers, etc. The Divisions/Departments are, therefore, advised not to frame separate recruitment rules for their isolated posts or very small cadres where officials with requisite skills are available in other federal/provincial departments. The posts of the type under reference may be filled by deputation on tenure basis.

4. As a matter of general policy, a person below the age of 18 years cannot be employed as a government servant. Other than this limitation, prescribing minimum

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* Sl. No. 1.
** Sl. No. 2, Chapter 1.
*** Sl. No. 21.
[@] T&T Department [@@]was converted into Pakistan Telecommunication Corporation Ltd. (PTCL) which has been privatized as Pakistan Telecommunication Company Ltd. (PTCL) by the Government of Pakistan. However, there is now National Telecommunication Corporation (NTC) for the telecommunication needs of government.
[@@][Earswhile] Telephone and Telegraph Department.

age limits for each post is not only unnecessary but leaves the possibility of denying opportunity to some otherwise qualified and capable candidates on a mere technicality. It has, therefore, been decided that, while framing recruitment rules, no conditions regarding minimum age be mentioned. In the existing cases, Ministries/Divisions may consider the matter and take steps to amend the rules, wherever necessary.

[***Authority***:– Estt. Div.'s O.M. No. 9/1/73-R.5, dated 22-8-1984].

Sl. No. 5

Framing of Recruitment Rules – Making *Ad-Hoc* Appointments

It has been observed that the Ministries/Divisions resort to making *ad-hoc* appointments either in the absence of recruitment rules or during the course of finalization of these rules. It has also been observed that the finalization of recruitment rules take considerable time and the F.P.S.C. do not entertain requisitions for regular appointments or proposals for first extension in *ad-hoc* appointments unless the rules have been notified. This leads to avoidable administrative complications besides causing financial hardship to the *ad-hoc* appointees. Ministries/Divisions are, therefore, advised to invariably draft their recruitment rules in the light of model rules already circulated and follow up their finalization/notification on top priority basis so that the time-lag is reduced to the barest minimum. Wherever necessary, Ministries/ Divisions may hold joint meetings with the Establishment Division/FPSC so as to eliminate delay in the finalization of the recruitment rules.

[***Authority***.– Estt.Division O.M.No.2/7/85-CP.5 dated 10-6-1987].

Sl. No. 6

Framing of Recruitment Rules : Consultation With FPSC

Recruitment rules for various posts are required to be framed by the Ministries/Divisions concerned in consultation with the Establishment Division in pursuance of rule 3(2) of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*. Concurrence of the Federal Public Service Commission is also required with regard to qualifications for, and methods of recruitment to posts in BPS 16 and above, in the light of Section 7(b) Federal Public Service Commission Ordinance, 1977** read with FPSC (Functions) Rules, 1978***.

2. The question of finding ways to cut down the inordinate delay often involved in the finalization of the recruitment rules due to protracted correspondence between the Ministry/Division concerned, the Federal Public Service Commission and the Establishment Division has been receiving the attention of the Establishment Division for some time past. It has now been decided on the recommendation of the Committee for Decentralization of Powers recently appointed by the President to appoint a standing committee comprising one representative of the Ministry/Division concerned and one representative of the Establishment Division to finalize the

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* Sl. No. 1.
** Chapter 14, Sl. No.2, Vol. II.
*** Sl. No. 4.

recruitment rules by discussion whenever their finalization is delayed due to difference of opinion between the Ministry or Division concerned and the Establishment Division or between any of the above two and the Federal Public Service Commission will also be invited to the meeting of the Committee where there is a difference of opinion with F.P.S.C.

[***Authority***. – Estt. Division O.M.No.7/6/87-R.5, dated 10-7-1988].

Sl. No. 7

Standardisation of Pay Scales and Recruitment Rules for Librarians Working in the Federal Government Organizations

Since long, the question for standardisation and rationalization of pay scales, qualifications and experience for Librarians working in the Federal Government organizations has been under consideration of the government. The President has now been pleased to approve the proposal contained in paragraph-3 of Education Division's Summary bearing u.o.No.F.6-13/84-AD(Lib), dated 2-1-1984 and approval conveyed *vide* Establishment Division u.o.No.8/50/83-R.I., dated 21-8-1985. The contents of paragraph-3 of the Summary approved by the President are reproduced below:-

Group	Name of Post	Basic Pay Scale	Qualifications/Experience required	Type of Govt. Library
I.	Chief Librarian/ Director General	20	At least Second Class Master's Degree in Library Science/ Information Sciences with 17 years professional-cum-administrative experience in BPS 17 and above. Experience relaxable by one year for those holding Degree from a foreign university. OR Ph.D. in Library Science with 15 years experience in the relevant field.	1. National Library 2. Federal Department of Libraries.
II.	Principal Librarian/ Director	19	At least Second Class Master's Degree in Library Science/ Information Sciences plus 13 years professional experience in BPS 17 and above. Experience relaxable by one year for those holding degree from a foreign university. OR Ph.D in relevant subject plus 10 years post qualifications experience in the relevant field.	1. National Library 2. Federal Department of Libraries. 3. Other Libraries with 150,000 or more volumes

Group	Name of Post	Basic Pay Scale	Qualifications/Experience required	Type of Govt. Library
IIII.	Senior Librarian/ Senior Documentation Officer/Senior Bibliographer/ Senior Editor, National Bibliography/Deputy Director.	18	At least Second Class Master's Degree in Library Science/ Information Sciences/ Documentation plus 6 years post qualification experience in the relevant field. Experience relaxable by one year for those holding Degree from a Foreign University.	1. National Library 2. Federal Department of Libraries. 3. Other Libraries with 50,000 or more volumes.
IV.	Librarian/ Bibliographer/ Planning Officer/ Editor, National Bibliography/ Documentation Officer/Research Officer/Assistant Director.	17	At least Second Class Master's Degree in Library Science/ Information Sciences. OR Graduate with Diploma in Library Science from a University or Bachelor of Library Science, plus 5 years post qualifications professional experience in B-16 otherwise 8 years if not in B-16. OR Second Class Master's Degree in relevant subject with Diploma in Library Science or Bachelor of Library Science.	1. National Library. 2. Federal Department of Libraries. 3. Other Libraries with 15,000 to 50,000 volumes.
V.	Assistant Librarian/ Junior Librarian/ Assistant Editor/ Assistant Research Officer/Assistant Documentation Officer/Deputy Assistant Director	16	At least Second Class Bachelor's Degree with Diploma in Library Science or Bachelor of Library Science preferably with experience.	1. National Library. 2. Federal Department of Libraries. 3. Other Libraries upto 15,000 volumes.
VI.	Sub-Librarian	15	Graduate with Diploma in Library Science from a University or Bachelor of Library Science. OR Graduate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education plus two years experience.	1. National Library. 2. All other government libraries.
VII.	Library Assistant/ Technical Assistant/ Reference Assistant/ Documentation Asstt/ Cataloguer/ Classifier	(1) BPS 12 (2) BPS 10 (3) BPS 9	Graduate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education. Intermediate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education. Matric with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education.	1. All government libraries.

2. All Ministries/Divisions/Departments are, therefore, advised to initiate action to upgrade/redesignate the existing professional/technical posts of Librarians and to amend their relevant recruitment rules so as to bring the same in conformity with above provisions of the approved summary. It may, however, be clarified that the upgradation of post implies abolition of the existing post and creation of a new post in a higher grade*. Upgradation of a post does not mean automatic upgradation of its incumbent. Appointment to the upgraded post will have to be made in the manner prescribed for the post under the existing rules. If a post is upgraded with immediate effect, the incumbent would be left without any post (in his pay scale) until he is approved for appointment to higher grade*. In view of this position, Ministries/Divisions are requested that, while sanctioning upgradation of the existing posts, it should be clearly provided in the sanction letter that upgradation of the posts would take effect from the date the post is actually filled by a person in the higher grade*. This would ensure that until the existing incumbent is formally appointed to the higher grade*, the post and the incumbent would continue to be in lower grade*.

3. If the incumbents working against the posts which have been upgraded do not possess the requisite qualifications/ experience of the upgraded post they will continue to work in their present grade* and they will be allowed to improve their qualifications within a period of 5 years, failing which their grade* would be a dying cadre.

4. The incumbents of posts under Group-VII carrying BPS 13 - 14 will continue to draw their pay in their present scales as personal to them, so long they hold the post and that would be a dying cadre.

5. This issues with the approval of Finance Division and Establishment Division *vide* No.F.2(59)R.2/83, dated 21-11-1985 and No.8/50/83-R.I dated 14-11-1985 respectively.

[***Authority***.– Education Division O.M.No.F.6-13/84-AD(Lib), dated 26-12-1985].

Sl. No. 8

Recruitment Rules for the Posts of Private Secretary (BPS 17) to the Secretaries/ Additional Secretaries and Other Officers in BPS 21/22 Provided with the Services of P.S in the Federal Government

A copy of the Gazette Notification No.SRO 99(KE)/87, dated 22nd October, 1987 on the subject (Annex) is given for information of all the Ministries/Divisions.

2. It may be noted that only those officers in BPS 22/21, other than the Federal Secretaries/Additional Secretaries, are entitled to a Private Secretary who have either been specifically allowed *ex-officio* secretariat status or have been allowed, with the approval of Establishment and Finance Divisions, to have a Private Secretary (BPS 17) on their personal staff.

[***Authority***.– Estt. Div.'S O.M. No.9/2/74-R.6(Pt.2), dated 21-1-1988].

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* BPS. Besides, appointment is made to posts, not BPS as in Civil Servants Act, 1973, Chapter 1, Sl. No. 2 *read* with Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, Sl No. 1.

(ANNEX)
(*See* Sl. No. 8, para 1)

NOTIFICATION

Rawalpindi, the 22nd October, 1987

S.R.O.99 (KE)/87:

In pursuance of sub-rule(2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*, the following method, qualifications and other conditions are laid down for appointment to the post of Private Secretary (BPS 17) to the Secretary/Additional Secretary and other officers in BPS 22/21 in the Federal Government:-

2. *Method of Appointment.*- Appointment to the post shall be made by promotion on the basis of selection by the DPC of the Ministry/Division/ Department concerned and with the approval of the appointing authority, from amongst the regularly appointed Stenographers of the Ministry/ Division/Department concerned:

Provided that failing promotion, the post of Private Secretary shall be filled by transfer in accordance with para 4 below.

3. *Conditions for Promotion.*- Promotion to the post in column 1 below shall be made by selection from amongst the persons who hold the post specified in column 2 on a regular basis and possess qualifications and experience prescribed in column 3;

Name of the Post	Persons eligible	Conditions of eligibility
Private Secretary (BPS 17)	Regularly appointed Stenographers, including those in the selection grade.	Seven years satisfactory service as Stenographer, including service in selection grade.

4. *Qualifications/Conditions for Transfer*.- If no suitable person is available for promotion to the post in the Ministry/ Division/Department concerned, the vacancy shall be filled in by appointment from amongst the regular Stenographers, employed in other Ministries/Divisions/Departments who fulfil the conditions for promotion to the post as laid down in para 3 above, in consultation with the Establishment Division.

5. *Probation*.- Persons appointed by promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973** and rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*.

6. This supersedes Establishment Division's Notification No.S.R.O.118 (K)/66, dated 8th February, 1966.

Sl. No. 9

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* Sl. No.1.

** Sl. No. 2, Chapter 1.

Recruitment to the Posts of Private Secretaries to the Federal Ministers and Ministers of State

In supersession of the Cabinet Division's O.M.No.112/2/80-Min.I, dated 10th November, 1980 and No.112/18/81-Min.I, dated 13th March, 1982, it is stated that the Federal Ministers and Ministers of State shall appoint their Private Secretaries from the normal source (not from outside), provided it does not involve out of turn/accelerated promotion for the Private Secretary, as follows:-

Federal Ministers:
A BPS 16,17,18 officer or a Deputy Secretary in his own pay and allowances with a *special pay.

Ministers of State:
A BPS 16/17/18 officer in his own pay and allowances with a special pay or a government servant in lower pay scale in his own pay and allowances with a *special pay.

2. Finance Division's O.M.No.F.1(1)-Imp/83, dated the 18th August, 1983 and No. F.26(1)R-1/80(ii), dated 30th June, 1981 and No.F.1(1)-Imp/83-Pt(iii), dated 15th September, 1983 are modified to the above extent in respect of rates of special pays admissible to the Private Secretaries to the Ministers.

3. This issues with the concurrence of Establishment and the Finance Division conveyed vide their O.M.No.12/1/88-OMG-I, dated 7th April, 1988, and No.F.2(55)R.3/88-615, dated 1st August, 1988 respectively.

*[**Authority**:–- Cabinet Division O.M.No.112/6/87-Min.I, dated 20-11-1988.*

Sl. No.9-A
Framing of Recruitment Rules of Project Posts

The Establishment Division keep on receiving references on the following points from Ministries/Divisions for advice:-

(i) Whether project posts fall within the purview of the FPSC?

(ii) Whether the recruitment rules of project posts require approval by the Commission in terms of FPSC Ordinance, 1977?

2. The position is clarified in the succeeding paragraphs.

3. The term “project posts” has not been used in the Civil Servants Act, 1973** and the ***rules made thereunder. The Civil Servants Act, 1973** uses the expression ‘civil posts in connection with the affairs of the Federation”. Thus the formulation of the question referred to in para 1 is flawed. Projects are executed by the Ministries/Divisions/ Attached Departments/Subordinate Offices, as well as autonomous bodies. If a project is executed by a government department, *i.e.*

* *See* Chapter 10, Pay, Allowances and other Benefits, Vol. II.
** Sl.No.2, Chapter 1.
*** Sl.No.1.

Division/Attached Department or Subordinate Office, project posts shall fall in the category of civil posts in connection with the affairs of Federation and fall within the purview of the FPSC in terms of section 7 of the FPSC Ordinance, 1977 and recruitment rules for these posts require the approval of the Commission. Where a project is being executed by an autonomous body, project posts would be outside the purview of the Commission.

[***Authority***:–- Estt. Div.'s O.M.No. 7/8/2000-R.6, dated 27.07.2002].

Sl. No. 10

Mode of Appointment of *Daftries and Record Sorters

It has been represented to the Establishment Division, that there exists some doubt as to the method of recruitment to posts of Daftries/Record Sorters in the **Central Secretariat/Attached Departments. So far as the Establishment Division are aware, the practice in undivided India was that posts of Daftries were filled by promotion of ***Peons (including Jamadars). The same practice is being followed in Pakistan and it should be continued. So far as recruitment to posts of Peons is concerned, the policy of government at present is not to impose a standard of literacy. The duties attached to posts of Daftries/Record Sorters, however, require that the incumbents of those posts should be able to read e.g., file numbers and references in circular letters, etc. Literacy to that extent is, therefore, clearly necessary for appointment to posts of Daftries, Record Sorters. Accordingly, promotion to posts of Daftries should be made from amongst Peons*** (including Jamadars) on the principle of "seniority-cum-fitness", but, if the senior most ***Peon is not literate to the extent indicated above, he is not suitable for appointment as a Daftry.

[***Authority***:–- Estt. Division O.M.No.20/2/51-ME, dated 15-9-1951].

Sl. No. 11

Mode of Appointment of Naib Quasids, @Jamadars & Daftries : Seniority-*cum*-Fitness and Principles of Literacy

In the Establishment Division Office Memorandum No. 20/2/51-ME, dated the 15th September, 1951 (Sl. No. 10), it was pointed out that promotion of ***Peons including Jamadars to posts of Daftries should be made on the principle of seniority-*cum*-fitness but that a certain amount of literacy was essential. The illustration given in that Office Memorandum that the candidates should be able to read, *e.g.*, file numbers and references in circular letters, etc., was not intended to be exclusive. The candidate must definitely be able to read in order to be able to trace such papers and others required. A very high standard is not required but it was not intended to laydown merely a minimum standard of semi-literacy.

2. The exact application of these instructions is a matter for the Ministries concerned. As, however, the post is not a selection post, Ministries should not depart from the general principle of seniority-cum-fitness. This principle should not

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* Literally, 'Official'; 'Book Binder'.

** Federal

*** Naib Qasid

@ Literally, 'Leader or Head of Any Number of Persons'.

be interpreted in such a manner as to preclude normal promotion of a Jamadar or a Peon* who can reasonably fulfil his duties as a Daftry; but Ministries should show their discretion in deciding what standard to insist upon when well qualified/literate Peons* are also available.

[***Authority***:– Estt. Division O.M.No. 20/2/61-MEI, dated 30-4-1952.]

Sl. No. 12

Recruitment of Peons ★(Naib Quasids) – Improvement in the Working of Federal Secretariat

The following decisions have been taken on the basis of recommendations made by the Committee appointed by the Cabinet Secretary on the O&M Report on "Improvement in the working of the Federal Secretariat":-

(i) Persons recruited as Peon* should be able to at least read and write.

(ii) To avoid over-crowding in the corridors, Peons* should be persuaded to sit in the Stenotypists' rooms.

2. No standard of literacy was so far prescribed for recruitment to the posts of Peons★ under the Federal Government. Henceforth, Ministries/Divisions/Attached Departments/ Subordinate Offices should recruit only those persons as Peons* who are able to read and write.

3. It may also please be ensured that Peons* sit in the Stenotypists' rooms in order to avoid over-crowding in the corridors.

*[**Authority**.– Estt. Division O.M. No.13/7/74-F.1, dated 13-8-1974].*

Sl. No. 13

Merit/Provincial/Regional Quotas for Recruitment to Civil Posts

Revised ratios of merit and various Provincial/Regional quotas.- The question of revision of the provincial/regional quotas for recruitment to the civil posts under the Federal Government has been under consideration of government for some time. It has been decided that with immediate effect the following merit and provincial/regional quotas shall be observed in filling vacancies reserved for direct recruitment to posts under the Federal Government which are filled on all-Pakistan basis:-

- Merit quota	★★10%
- Punjab (including Federal area of Islamabad)	50%
- Sindh (including Karachi)	19%
➔ The share of Sindh will be further *sub*-allocated in the following ratio:	
- Urban areas namely Karachi, Hyderabad and Sukkur	40% of 19% or 7.6%
- Rural areas *i.e*. rest of Sindh excluding	60% of 19%

★ The post of Peon in the Federal Secretariat has been redesignated as 'Naib Qasid'.

★★ Merit quota reduced to 7.5% *w.e.f*. 12th February, 2007 *vide* Estt. Div. OM No. 4/10/2006-R-2, dated 12th February, 2007 (Sl No. 13-A).

- Karachi, Hyderabad and Sukkur	or 11.4%
- N.W.F.P.	11.5%
- *Balochistan	3.5%**
- Northern Areas and Federally Administered	
- Tribal Areas	4%
- Azad Kashmir	2%

[***Authority***.– Estt. Division O.M. No.8/9/72-TRV, dated 31-8-1973].

Sl. No. 13-A

Provincial/Regional Quotas for Recruitment to the Civil Posts under the Federal Government

Provincial and Regional quotas prescribed in 1973 for direct recruitment to civil posts under the Federal Government vide Establishment Division's OM No. 8/9/72-TRV, dated 31.8.1973 (Sl.No. 13) have been reviewed and it has been decided by the Federal Government that with immediate effect the following merit, and provincial/regional quotas shall be observed in filling vacancies reserved for direct recruitment to posts under the Federal Government which are filled on All-Pakistan basis:-

- Merit quota	7.5%
- Punjab (including Federal Area of Islamabad)	50%
- Sindh	19%
→ The share of Sindh will be further	
- sub-allocated in the following ratio:	
- Urban areas namely Karachi,	
- Hyderabad and Sukkur,	40% of 19% or 7.6%
- Rural areas *i.e.* rest of Sindh excluding	60% of 19%
- Karachi, Hyderabad and Sukkur	or 11.4%
- NWFP	11.5%
- Balochistan	6%
- Northern Areas/FATA	4%
- Azad Kashmir	2%

[Authority:– Estt. Div.'s OM No. 4/10/2006-R-2, dated 12th February, 2007]

Sl. No. 13-B

Reservation of 10% Quota for Employment of Women Across-the-Board in Federal Government Services

It has been decided by the Federal Government to reserve with immediate effect, 10% quota for employment of women to all posts across-the-board in Federal Government Services including CSS to be filled by direct recruitment, in addition to their participation in the open merit.

2. This reservation will count as part of overall provincial allocation as

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* Please *see* clarification *vide* Estt. Division O.M.No.4/3/81-R.2, dated 6-1-1982, Sl.No.42).

** Balochistan quota enhanced to 6% *vide* Sl. No. 13-A

contained in the Establishment Division's OM No. 4/10/2006-R-2, dated 12-2-2007 (Sl. No. 13-A) and will be calculated against the quota of the province of origin of women candidates concerned.

3. The above reservation will not apply to:-
   (i) the percentage of vacancies reserved for recruitment on the basis of merit;
   (ii) recruitment made by promotion or transfer in accordance with the relevant rules;
   (iii) short term vacancies likely to last for less than six months; and
   (iv) isolated posts in which vacancies occur only occasionally.

4. The vacancies reserved for women for which qualified women candidates are not available shall be carried forward and filled by women.

5. These orders shall also apply to initial appointments in all autonomous/semi-autonomous bodies/corporations etc. which are administratively controlled by the Federal Government.

6. Ministries/Divisions are requested to kindly bring the above instructions to the notice of all concerned for information and compliance while making future recruitment.

7. The instructions contained in Establishment Division's OM No. 4/2/89-R-2, dated 26.9.1989 and 3/17/2005-R-2, dated 26.9.2006 (Sl. No. 13-D) stand modified to the above extent.

[***Authority***:– Establishment Division's OM No. 4/15/2006-R-2, dated 22nd May, 2007].

Sl. No. 13-C
Reservation of 10% Quota for Women in the Central Superior Services*

Reference this Division's O.M No. 4/2/89-R-2, dated 26-9-1989 whereunder instructions for reservation of 5% of all vacancies in posts in the Federal Government offices to be filled by direct recruitment for women have been issued. The said instructions lay down that the reservation will count as a part of overall provincial allocation as contained in the Establishment Division's O.M No. 8/9/72-TRV, dated 31.8.1973 (Sl. No. 13), and will be calculated against the quota of the Province of origin of the woman candidate concerned and will not apply to:.

a) Vacancies reserved for recruitment on the basis of merit;
b) Recruitment made by promotion or transfer in accordance with the relevant rules;
c) Short term vacancies likely to last for less than six months;
d) Isolated posts in which vacancies occur only occasionally; and
e) Vacancies reserved for women, for which qualified candidates are not available; these vacancies shall be treated as unreserved and filled on merit.

2. It has been decided by the Federal Government that henceforth a 10% quota for fresh recruitment through Central Superior Services *(CSS), be reserved for women in addition to their existing eligibility to compete against the laid down provincial/regional quotas for recruitment to civil posts under the Federal Government. This additional 10% reservation will count as a part of overall existing provincial/regional quotas as contained in this Division's O.M No. 8/9/72-TRV, dated 31.8.1973 (Sl. No. 13).

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* *Note*: Occupational Groups/Services appointment to which is made through the Combined Competitive Examination conducted by the FPSC.

3. Allocation of seats to various occupational groups filled in through the CSS* examination shall, in future, be worked out and filled accordingly.

4. The Ministries/Divisions, are requested to kindly bring the above instructions to the notice *of* all concerned *for* information and compliance.

[***Authority***:– Estab. Div.'s OM No. 3/17/2005-R-2, dated 26th September, 2006]

Sl. No. 13-D

Reservation of 10% Quota for Employment of Women Across-the-Board in Federal Government Services

It has been decided by the Federal Government to reserve, with immediate effect, 10% quota for employment of women to all posts across the board in Federal Government Services, including CSS* to be filled by direct recruitment, in addition to their participation in the open merit.

2. This reservation will count as part of overall provincial allocation as contained in the Establishment Division's O.M No. 4/10/2006-R-2, dated 12-2-2007 (Sl. No. 13-A) and will be calculated against the quota of the province of origin of women candidates concerned.

3. The above reservation will not apply to:-
   - (i) the percentage of vacancies reserved for recruitment on the basis of merit;
   - (ii) recruitment made by promotion or transfer in accordance with the relevant rules.
   - (iii) short term vacancies likely to last for less than six months; and
   - (iv) isolated posts in which vacancies occur only occasionally;

4. The vacancies reserved for women for which qualified women candidates are not available shall be carried forward and filled by women.

5. These orders shall also apply to initial appointments in all Autonomous/Semi-Semi-Autonomous Bodies/Corporations etc. which are administratively controlled by the Federal Government.

[***Authority***:– Estab. Div.'s OM No. 4/15/2006-R-2, dated 22-5-2007]

Sl. No. 13-E

Provincial / Regional Quotas for Recruitment to the Civil Posts under the Federal Government

The provincial / regional quotas prescribed in 1973 for direct recruitment to civil posts under the Federal Government vide Establishment Division's O.M No. 8/9/72-TRV, dated 31.8.1973 (Sl. No. 13) have been revised *vide* Establishment Division's O.M No. 4/10/2006-R-2, dated 12-2-2001 (Sl. No. 13-A). A question has arisen as to the date from which the revised provincial/regional quotas direct recruitment to civil posts will apply. The matter has been considered in consultation with the FPSC and it has been decided that where the

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* Central Superior Services, now Occupational Groups/Services appointment to which is made through the Combined Competitive Examination conducted by FPSC.

process of recruitment had been finalized and approval of the competent authority obtained prior to 12-2-2007, the provisions or quota prescribed earlier shall apply and appointment letters issued accordingly. In all other cases the quota prescribed *vide* Establishment Division's O.M No. 4/10/2006-R-2, dated 12.2.2007 (Sl. No. 13-A) shall apply.

2. Ministries /Divisions are requested to bring the above instructions to the notice; or Attached Departments, Subordinate Offices, Autonomous/Semi-Autonomous Bodies/ Corporations etc. under their administrative control for compliance.

[***Authority***:– Estab. Div.'s OM No. 4/10/2006-R-2, dated 1st August, 2007]

Sl. No. 14
Quota for Posts in Islamabad Capital Territory Administration and Autonomous/Semi Autonomous Bodies

Rules-15 and 16 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*, provide as under:-

"Rule-15. Vacancies in posts in BPS 3 to 15 and equivalent in offices which serve only a particular province or region shall be filled by appointment of persons domiciled in the province or region concerned.

Rule-16. Vacancies in posts in BPS 1 and 2 and equivalent shall ordinarily be filled on local basis."

2. Recruitment to posts upto BPS 15 in all the offices of the I.C.T.** administration and other Federal Government offices whose functional jurisdiction is restricted to the Islamabad Capital Territory, is required to be made on regional/local basis in accordance with the above quoted rules.

3. Attention is also invited to the Estt. Division's O.M. No. 8/9/72-TRV/R.2, dated 29-09-1973 (Sl. No.45) under which the provincial/regional quotas have been made applicable to appointments in or equivalent to BPS 17 and above in all Autonomous/Semi-Autonomous Bodies under the administrative control of the Federal Government***. As such, recruitment to posts upto BPS 16 in autonomous/semi-autonomous bodies located in Islamabad is outside the provincial/regional quotas.

4. All Ministries/Divisions and Heads of Departments are requested that the above rules/instructions may please be observed strictly while making recruitment to the posts upto BPS 15 in offices/organizations under their control.

[***Authority***.– Estt. Division's O.M. No.8/9/72-TRV/R.2, dated 25-2-1990].

Sl. No. 15
Quota for Azad Jammu & Kashmir Nationals in Pakistan Services

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* Sl. No. 1
** Islamabad Capital Territory.
*** *See* also Sl. Nos. 16, 16-A.

It has been decided that 2% quota in the federal services has been reserved for Azad Jammu and Kashmir, *vide* Estt. Division's O.M.No.8/9/72-TRV, dated 31.8.1973 (Sl.No. 13). It is requested that this quota may please be observed strictly while making direct recruitment to posts in Ministries/Divisions and Departments.

[***Authority***.– Estt. Division's O.M No.4/8/90-R.2, dated 2-9-1990].

Sl. No. 16
Adherence to Quota for NA & FATA*

Reference Establishment Division's O.M. No. 8/9/72-TRV, dated the 31st August, 1973 (Sl. No. 13). It is stated that a combined quota of 4% had been fixed for the Northern Areas and FATA for recruitment to federal civil services/posts filled by direct recruitment on an all-Pakistan basis. It is requested that while making recruitment to civil posts under the Federal Government and to posts/vacancies equivalent to BPS 17 and above in corporations/autonomous bodies, set up or controlled by the Federal Government, the aforesaid quota may kindly be strictly adhered to.

[***Authority***.– Estt. Division's O.M. No.4/3/80-R.II dated 8-5-1986].

Sl. No. 16-A
Employment of Balochis and Sindhis in Federal Government Organizations at Karachi

Rules 15 and 16 of the Civil Servants (Appointments, Promotion & Transfer) Rules, 1973** lay down that -

"Rule-15. Vacancies in posts in BPS 3 to 15 and equivalent in Offices which serve only a particular province or region shall be filled by appointment of persons domiciled in the province or region concerned.

Rule-16 Vacancies in posts in BPS 1 and 2 and equivalent shall ordinarily be filled on local basis."

2. Recruitment to posts in BPS 3 to 15 in the offices like Coast Guards and other Federal Government offices, which serve only a particular province or region, shall be made in Sindh & Balochistan by providing employment to locals in accordance with the provisions of Rule 15 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973**. Vacancies in posts in BPS 1 to 2 and equivalent shall he filled on local basis as provided in Rule 16 of the rules ibid.

3. Ministries/Divisions are also requested to bring the above instructions to the notice of their Attached Departments, Subordinate Offices, Autonomous/ Semi-Autonomous Bodies/Corporations/Authorities under their administrative control for strict compliance.

[***Authority***:– Estt. Div.'s OM No. 4/1/2004-R.2, dated 11th February, 2005]

Sl. No. 17
Verification of Antecedents on First Appointment

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* Northern Areas and Federally Administered Tribal Areas.
** Sl. No. 1.

Revised procedure for vetting of government employees.- In supersession of all previous instructions on the subject, it has now been decided, in consultation with the Intelligence Bureau, to introduce a simplified and less time-consuming procedure for the verification of antecedents of employees at the time of their first appointment in government service.

2. According to the revised procedure, all Federal Government Ministries/Divisions/ Departments, including Federal Public Service Commission, will make simultaneous references for security clearance of fresh employees to the following agencies:-

(a) Intelligence Bureau, Government of Pakistan.

(b) District Police.

(c) Special Branch of Provincial Police concerned.

3. The Intelligence Bureau has undertaken to give a political record check of the candidates direct to the departments concerned within a maximum period of one month. In case a report from the Intelligence Bureau is not received within one month, the department concerned will allow the selected candidates to join their posts on production of character certificates from two government officers not below *Grade-17. It will, however, be understood that the appointees will remain on probation for a period of six months or till the receipt of their vetting report. During the probationary period, the new appointees will not be entrusted with sensitive duties/assignments.

4. The District Police and the Special Branch concerned will be required to give clearance in respect of the character and antecedents of fresh/entrants in government service within a maximum period of two months. These agencies will return the verification rolls, after conducting local enquiries, direct to the department concerned and not through the Intelligence Bureau except in cases where the conduct of the candidate has come to adverse notice and this aspect is considered relevant to his appointment in government service.

[***Authority***.– Cabinet Division letter No. 12(3)/76-MW(S), dated 31-5-1977].

[*Note*.- The prescribed form for verification of character and antecedents of candidates selected for appointment under the Federal Government is Form S. 190. (Annex].

* BPS (Basic Pay Scale) since 1983.

(ANNEX)
(See Sl. No. No. 17)

Form S.190(Revised)

PHOTO

GOVERNMENT OF.....
Federal Public Service Commission
Ministry/Division/Office

Verification Roll for candidates for appointment under the Government to be filled in by the candidate in his own handwriting.

1. The name of the post in which the candidate to be appointed.....

2. Full name (in block letters) with surname and aliases if any Mr./Miss/Mrs.....

3. Previous name (if any) and reasons for change.....

4. Father's name in full with occupation and income (if any).....

5. Date and place of birth of the candidate
give full address.....

6. Description
   a. (1) Height.....
      (2) Build *i.e.,* heavy/medium/light.....
      (3) Frame *i.e.,* large/medium/thin.....
      (4) Complexion.....
      (5) Colour of hair.....
      (6) Colour of eyes.....
      (7) Visible marks of identification.....

   b. (1) Religion by birth.....
      (2) Present Religion.....

7. Residential address (with telephone number if any)

   a. Present.....

   b. Permanent.....

8. Nationality:

a. Pakistan National by birth/migration/naturalization

b. If naturalized/migrated:

(1) Previous nationality and address.....

(2) Date of migration.....

(3) Citizenship/Naturalization Certificate Particulars *i.e* No. date and place of issue etc.....

c. National Identity Card No., date and place of issue.

9. Local and other addresses during the last 10 years where the candidate has stayed for more than six months.

Address	From	To

10. Educational qualifications showing places of education from the age of 10 years.

Name and place of school and college etc.	From	To	Major field of study	Certificate/ diploma degree obtained

Note.- A certificate of good character from the Head of Educational Institution last attended by the candidate (to be attached).

11. Knowledge of language:

Can understand	Can speak	Can write

12. Special training, any field.....

13. Any distinctions obtained in literary, sports or miscellaneous fields:

14. a. Are you capable of sustained physical and mental activity? .....

b. Have you had any serious illness or any operation in the past three years?

c. How many days you lost from work in the past three years?

15. Has there been any case of mental/nervous illness in your close relatives? .....

16. a. Do you take alcohol?

b. Do you gamble?

17. a. Government offices or firms, with full description and addresses where the candidate previously worked, and the reasons for leaving:

Offices/ Firms	Designation and Pay	From	To	Reasons for leaving

b. Present occupation if any:

Offices/ Firms	Designation and Pay	From	To	Reasons for leaving

Note.- Certificate of performance from the Head of the Institution last served by the applicant (to be attached).

18. Offices/firms with full descriptions and addresses where the candidate previously applied without success:

Office/Firm	When applied for appointment	Job for which applied

19. Particulars of wife (or husband as the case may be) of the candidate:

a. Full name with father's name.....

b. Nationality .....

c. Religion.....

d. Date of birth.....

e. Place of birth.....

f. Occupation, if any.....

g. Income, if any.....

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20. Particulars of children:

Name Sex Date of Birth Recent Address

a. .....
b. .....
c. .....
d. .....

21. Particulars of children or dependents educated or receiving education:

a.	b.	c.	d.	e.
a. Name of Child b. Relationship c. Name of institution d. City/country e. Period of education abroad f. How financed				

22. Full particulars of the candidate's near relations, who are in Government service in Pakistan and elsewhere, specifying the posts held, and where posted.

Name of relations	Relationship	Post held	Place of duty

23. Particulars of near relatives/dependents abroad:

Name with Relationship	Nationality	Occupation	Place of Resident
a.			
b.			
c.			
d.			
e.			
f.			
g.			
h.			

24. (a) Assets:

Immovable	Value	Mode of acquiring
.....	.....	.....
.....	.....	.....
.....	.....	.....

(b) Movable of more than Rs. 10,000/-

.....

.....

Total value.....

25. Membership of Clubs, Political Parties and Associations (Past and Present) (Name of Organization with date of joining and leaving):

Name of Club, Party	From	To
a.		
b.		
c.		
d.		
e.		

26. Details of Travels Abroad (including travels for education or training):

a. Passport particulars, if any.....
including No., date and place of issue.....
b. Countries for which valid.....
c. Issuing authority.....
d. Period of validity.....

27. Names with addresses of atleast two references in Pakistan who can testify to the candidate's character and antecedents:

Name	Address
----------	----------
----------	----------
----------	----------

28. Name or address of your close friends:

Name	Address
----------	----------
----------	----------
----------	----------

29. Whether arrested, prosecuted, convicted, restricted or externed in any case, political or otherwise, if so full particulars including dates should be furnished.....

30. Finger prints:

Place-------- Date-------- Signature----------

a. I..... candidate for appointment to.....hereby certify and solemnly affirm that my answers to the above questions are correct to the best of my knowledge and belief.

b. I fully understand that if the above statement is false in any material respect, or omits any material information my appointment is liable to be rejected/terminated and shall render me to legal and disciplinary action including dismissal if I am already in Government service.

Signature.....
Place.....
Date.....

To be filled in by the Superintendent of Police, etc. concerned at the request of Ministry/Division/office/Federal Public Service Commission.

Remarks by:

Superintendent of Police Place----------

Date----------

D.I.G. Special Branch Place----------

Date----------

Director Intelligence Bureau Place----------

Date----------

Annex

FAMILY PARTICULARS

Note.- Full information in respect of Wife (husband in case of female employees), Father, Mother, Brothers, Sisters, Father-in-Law and Mother-in-Law should be furnished as under. In case of wife (or husband as the case may be) additional information in respect of her maiden name, date and place of birth, date and place of marriage, nationality and religion before marriage should also be furnished in remarks column.

Full Name	Relationship	Age	Nationality	Religion	Sect	Occupation with complete details	Whether dependent on you	Residential address	Political affiliations if any	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

Sl. No. 18

Eligibility of Women for Appointment to Posts in the Service of Pakistan

A reference is invited to clause (1) of Article 27* of the Constitution according to which no citizen otherwise qualified for appointment in the service of Pakistan should be discriminated against in respect of any such appointment on the ground of sex. However, specified posts may be reserved for members of either sex if such posts entail the performance of duties and functions which cannot be adequately performed by members of the other sex, vide second proviso to the said clause (1).

2. It recently came to the notice of the Establishment Division that women were declared ineligible for appointment to a post under a Ministry without keeping in view the above constitutional provisions. The Ministries/Divisions are requested to keep in view the constitutional provisions quoted above in case they propose to declare women ineligible for appointment to any post under them, and obtain concurrence of the Establishment Division before doing so. For this purpose, full justification should be furnished to the Establishment Division and the decision incorporated in the relevant recruitment rules.

[***Authority***.– Estt. Division O.M. No.34/l/75-D.V., dated 8-11-1975].

Sl. No. 19

Appointment to Higher Posts Without Observing Due Process

In the Establishment Division O.M.No.2/25/69-C.I., dated July 31, 1979, instructions were issued that appointments of officers of lower grades** to posts in higher grades without observing the prescribed process must cease. It was also laid down that if it was necessary to do so due to exigencies of services the post should be down-graded with the approval of the Establishment Division.

2. In January, ***1981, Rule 8-A and 8-B were inserted in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973@ *vide* Establishment Division Notification No.S.R.O.41(I)/81, dated 12th January, 1981. Rule 8-A lays down that no promotion on regular basis shall be made in grades** 19 to 21 unless the officer has completed the prescribed length of service. Rule 8-B provides for acting charge appointment in case the most senior civil servant otherwise eligible for promotion does not possess the specified length of service, or in the case of a grade** 17 post and above, reserved under the rules for initial appointment, no suitable officer of the

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* Sl.No. 1,Chapter 1.

** BPS

*** Ref. Sl.No.1, Chapter II, Estacode, 1989. For the latest position, see Sl.No.1., as modified/substituted.

@ Sl.No. 1.

grade in which the post exists is available. For vacancies of less than 6 months, or in other cases not covered by Rule 8-B, current charge arrangement can be made in accordance with the Establishment Division O.M.No.1/21/76-AR.I/R.II., dated 18th June, 1980*, as amended from time to time. With the issue of the instructions relating to acting charge **appointments and *current charge arrangements, there should be no difficulty in filling vacancies.

3. The Ministries/Divisions and Departments are once again requested to ensure that all appointments to higher posts, whether on regular basis or on acting charge/current charge basis, should henceforth be made strictly in accordance with the rules, and after observing the prescribed procedure and that on no account should a person be appointed to a higher post otherwise than in accordance with the rules, or without observing the prescribed procedure.

[***Authority***.– Estt.Division O.M.No. 5(1)/81-D.II-R/4, dated 12-12-1981].

Sl. No. 20

Appointment to Higher Posts Other Than in Accordance With Rules and Procedure

It has been observed with regret that despite repeated instructions issued by the Establishment Division regarding appointment of government servants against higher posts other than in accordance with rules and prescribed procedure, Ministries/Divisions and Departments of the Federal Government and the Provincial Governments (in the case of officers belonging to Occupational ***Groups controlled by the Establishment Division) continue to make appointments to higher posts occasionally in disregard of the above instructions. Officers appointed to higher posts without going through the prescribed selection process and approval of the competent authority claim pay and allowances of the higher posts on the basis of judgments of the Federal Service Tribunal and the Supreme Court of Pakistan in a number of such cases. This places the government in an awkward position as pay and allowances of the higher posts have to be allowed to individuals who have not been regularly promoted and who are sometimes not even qualified or eligible for promotion. It also causes heart-burning and resentment among their seniors who were serving elsewhere or were bypassed at the time of making such irregular appointments.

2. While such irregular appointments are claimed to be made in public interest and under unavoidable circumstances it has once again to be emphasized that appointments to higher posts in disregard of the prescribed rules and procedure should be avoided under all circumstances. Various provisions already exist in the rules for making appointments, on acting charge, current charge and additional charge basis, to tide over temporary difficulties. It is, therefore, again reiterated that in future appointments against higher posts should only be made either on a regular basis in the prescribed manner, or on acting charge or current charge basis in

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* Sl.No. 117 to Sl. No. 122-A.
** Sl.No. 127, Sl.No. 128.
*** Add “and Service”.

accordance with the provisions of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973* and relevant instructions issued by the government from time to time.

3. Disregard of the above instructions would be viewed seriously and may result in bringing the matter to the notice of the Prime Minister.

[***Authority***.– Estt. Div.'s O.M.No.14/4/86-R.I, dated 2-5-1988].

Sl. No. 21

Detailed Recruitment Rules Not Necessary : Only Method of Appointment, Qualifications, Experience etc. to be Notified

Reference Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*. It is stated that in view of these rules, it is no longer necessary to frame detailed recruitment rules on the pattern of model recruitment rules. It would suffice if only matters specified in sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 *i.e.* method of appointment, qualifications/ experience etc., are laid down in a notification (specimen at Annex).

2. The Ministries/Divisions are therefore advised to take action accordingly in respect of the posts under them for which recruitment rules have not been framed so far and inform all concerned under them.

[***Authority***.– Estt. Division O.M.No.9/1/73-DV., dated 29-11-1973].

ANNEX

(*See* para 1, Sl. No. No. 21)

GOVERNMENT OF PAKISTAN _____

MINISTRY OF _____

_____(DIVISION)

NOTIFICATION

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of _____ (Designation and Basic Pay Scale of the posts under the Ministry/Division_____).

METHOD OF APPOINTMENT

2. Specify method of appointment to the posts i.e. whether by promotion or direct recruitment. Where posts are required to be filled partly by promotion and partly by direct recruitment, the percentage for promotion/direct recruitment may also be mentioned.

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* Sl.No. 1.

For example:

"The post of _____will be filled by direct recruitment."

"25% of the posts of _____will be filled by promotion".

(If some posts are intended to be filled by transfer that too would require to be specified).

*Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer.

*Provided further that if no suitable person is available for promotion to a post, it may be filled, in the public interest, by temporary transfer/posting of a civil servant, or by deputation of an employee of a public sector corporation in consultation with his appointing authority.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 on a regular basis and possess the qualifications and experience prescribed in column 3.

Name of the post	Persons eligible	Condition of eligibility
1	2	3

QUALIFICATIONS/CONDITIONS FOR TRANSFER

4. Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in the same grade** in which the post to be filled exists, provided the person concerned possesses the qualifications/experience prescribed for direct recruitment or promotion to the post concerned.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS
FOR DIRECT RECRUITMENT

5. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification. ***[Unless otherwise provided, the experience prescribed for initial appointment will be the post qualification]:

Provided that the maximum age limits will be relaxed by 3 years in the case

* Added in pursuance of Estt. Div.'s OM No. 9/2/2002-R.5, dated 28-10-2002 (Sl. No. 21-A)
** BPS.
*** Added, *vide* Estt. Div.'s Notification No. F.9/3/92-R.5, dated 31-10-1992.

of candidates belonging to Scheduled Castes, Budhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, and Northern Areas (Districts of Gilgit, Skardu and Diamir), in accordance with the instructions issued by the Establishment Division:

Provided further that for government servants who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years.

PROBATION

*[6.(1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed for good and sufficient reasons, to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year, as may be specified at the time of appointment.

(3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.

(4) If no order is issued under sub-rule (3), on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-rule (2):

Provided that, subject to the provisions of proviso to sub-section(2) of section 6 of the Civil Servants Act, 1973** in the absence of an order under sub-rule (3), the period of probation shall, on the expiry of the extended period under sub-rule (2), be deemed to have successfully been completed].

7. This notification issues with the concurrence of the Establishment Division.

SCHEDULE
(See para 5)

S.No.	Designation and ***grade of the post	Qualifications and experience	Age Limit	
			Maximum	Minimum

Deputy Secretary

Sl. No. 21-A

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* Subs, *vide* Estt. Division Notification No. S.R.O. 968(1)/82, dated 21-9-1982.
** Sl. No. 2, Chapter 1.
*** For the word 'grade', read/write 'BPS'.

Amendment in the Recruitment Rules of Civil Posts

In pursuance of sub-rule(2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973* recruitment rules of civil posts are made by Ministries/Divisions in consultation with the Establishment Division. Where the recruitment rules provide for filling a post through promotion, the following standard proviso is laid down in Rule-2 (Method of Appointment): -

> **"Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer."**

2. Sometimes it may be necessary, in the public interest, to fill promotion posts through temporary transfer / posting of a highly qualified civil servant or by deputation of a highly qualified employee of a public sector corporation. In order to make an enabling provision for this purpose in the recruitment rules, the Chief Executive has been pleased to approve that the following proviso shall be added below the above cited proviso in the recruitment rules of all civil posts: -

> **"Provided further that if no suitable person is available for promotion to a post, it may be filled, in the public interest, by temporary transfer/posting of a civil servant, or by deputation of an employee of a public sector corporation, in consultation with his appointing authority"**

3. Similar proviso** may be incorporated in recruitment rules that may be made by Ministries/Divisions in future.

[***Authority***:– Estab. Div.'s OM No. 9/2/2002-R.5, dated 28th October, 2002]

Sl. No. 22
Consultation with F.P.S.C. in Respect of Recruitment Rules***

F.P.S.C. not to be consulted in respect of posts in BPS 15 and below.- It has been brought to the notice of this Division by the FPSC that the Commission are receiving references in respect of recruitment rules for posts in BPS 15 and below from various Ministries/Divisions.

2. In this connection attention is invited to para-3 of this Division O.M. of even No. dated 27th August, 1978[@] wherein it has been mentioned that the Commission will advise the President on matters relating to qualifications for and

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* Sl. No. 1.
** Proviso incorporated at Sl. No. 21-Annex.
*** Also please *see* Chapter 14 on FPSC Vol. II.
[@] Sl. No. 5, Chapter 14.

methods of appointment to, the services and posts recruitment to which is required to be made through the Commission.

3. The Ministries/Divisions are, therefore, advised that the recruitment rules for posts in BPS 15 and below (which do not fall within the purview of the FPSC) may not be referred to the Commission.

[***Authority***:– Estt. Division O.M.No.11/2/78-DV., dated 19-2-1979).

Sl. No. 23

Procedure for Creation of Posts of Officer on Special Duty (O.S.D.) and Making Appointments Thereto

A question had arisen whether a procedure should be laid down for creation of posts of O.S.D. and making appointments to such posts. The posts of O.S.D. may be created for the following reasons:-

(1) Government servants (member of a regularly constituted service* or otherwise permanent) waiting for posting orders.

** (2) Deputation of a government servant (member of a regularly constituted service* or otherwise deputed) for duty or course of instruction or training in Pakistan or training abroad, for a period exceeding two months, in accordance with the instructions contained in the Ministry of Finance O.M.No.3005-EGI/52, dated 7-5-1952. (Annex)

(3) For doing work of a special nature, e.g. examination and/or implementation of reports of Commissions/ Committees etc.

(4) For overcoming technical difficulties.

2. In all such cases, concurrence of the Ministry of Finance/Financial Adviser concerned will be necessary before the posts are created.

3. As to the question of appointment to such posts, the matter has been considered in consultation with the Federal Public Service Commission and it has been decided that Establishment Division and the Commission need not be consulted in regard to appointment to the posts created for the reasons stated at para (1) and (2) above.

4. In regard to posts created for the reasons stated at para 1 (3) and (4) above, it has been decided that such posts may be filled by suitable officers either by transfer or by promotion or by direct recruitment on the recommendation of the authority concerned.

5. It has also been decided that the Establishment Division should be consulted before the Ministry of Finance are approached for creating a post of O.S.D. for the reasons stated at (4) above.

6. Apart from the cases as mentioned above, there may be instances in which a temporary government servant holding the post of O.S.D. may be sent for duty/training abroad. It has been decided that in such cases if the temporary

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* or 'group'.

** Amended *vide* Estt. Division O.M.No.11/3/79-DV, dated 11-10-1979.

government servant is holding the post with the approval of the Federal Public Service Commission or the Selection Board, no consultation will be necessary either with the Commission or the Establishment Division in the case of deputation for duty, but in the case of deputation for training the Establishment Division should be consulted. In the case of officers appointed without consultation with the Commission or Selection Board, the Establishment Division and the Commission both should be consulted before any such officer is deputed for duty or training abroad.

[***Authority***:– Estt. Division O.M. No.5(I)/8/67-DV, dated 19-9-1968].

ANNEX
(*See* para 1(2))
[Copy of Finance Division O.M.No. 3005-EG.I/52, dated 7-5-1952.]

Officiating Arrangements in Vacancies Caused by Deputation of Officers Abroad.

There has been some confusion in the past in regard to the necessity or otherwise for creation of posts for making officiating arrangements in vacancies caused by the deputation of officers abroad. The matter has been examined and the following instructions are issued for the guidance of Ministries/Divisions etc:-

(1) *When the officer hands over charges of his post.*- The officer concerned is placed on Special Duty and is entirely detached from the duties of the post which he ordinarily holds. A post of *Officer* on Special Duty would have to be created in the Ministry sponsoring his deputation and the vacancy created in his own Ministry can be filled up in the normal course.

(2) *When the officer does not hand over charge of his post.*- The officer is not detached from the duties of his post and it is not necessary to create a temporary post. In case, however, it becomes necessary to make arrangements for the disposal of the work relating to the post due to the absence of its incumbent, a new post in a lower grade* may be created with the sanction of the authority competent to create such lower post for the period of the officer's absence on duty.

2. The instructions contained in this Ministry's Office Memorandum No.4561-EB.I/ 1/51, dated the 12th July, 1951, are hereby cancelled.

* BPS.

Sl. No. 24
Recruitment to the Upgraded Posts

For the purpose of recruitment, upgradation of a post means the abolition of the existing post and creation of a new post in higher grade*. In view of this, method of recruitment and qualifications etc., for such new posts should be decided in consultation with the Establishment Division and the Federal Public Service Commission before such posts are filled unless the upgraded post is covered by some existing recruitment rules. In this connection attention is invited to the Establishment Division **O.M.No.5(1)/6/65-D.V., dated the 3rd January, 1966.

2. Proper recruitment rules should also be framed for recruitment to such posts in future.

*[**Authority**:*– Estt. Division O.M.No.5(1)/67-DV, dated 16-10-1967].

Sl. No. 25

Upgradation of Posts and Procedure for Filling-up of Upgraded Posts

Establishment Division has been receiving proposals for upgradation of posts with immediate effect and also for upgradation of their incumbents. It is clarified that upgradation of a post implies the abolition of the existing post and creation of a new post in the higher grade*. Upgradation of a post does not mean automatic upgradation of its incumbent. Appointment to the upgraded post will have to be made in the manner prescribed for that post. If a post is upgraded with immediate effect, the incumbent would be left without any post (in his grade*) until he is approved for appointment to higher grade*.

2. In view of the position explained above, all Ministries/Divisions are requested that while sanctioning upgradation of the existing posts, it should be clearly provided in the sanction letter that upgradation of the post would take effect from the date the post is filled by a person in the higher grade*. This would ensure that until the existing incumbent is formally appointed to higher grade*, the post and the incumbent would continue in lower grade*.

*[**Authority**:– Estt. Division O.M.No.8/10/83-R.I, dated 6-3-1983].*

Sl. No. 25-A
Upgradation of Posts

In continuation of Establishment Division's O.M. No. 8/130/91-R.I, dated 3rd December, 1991, it is stated that the President under sub-para 'F' of para 3 of the Presidential directive No. 57/1/CMLA, dated 2nd August 1979 had, inter-alia, frozen upgradation of posts till further orders. Prior to this, the upgradation of posts used to be made with the approval of the Finance Division and

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* BPS.

** *Note*.- With the issuance of Estt.Division O.M.No.11/1/81-R.5, dated 20th August, 1981 (Sl.No.3), the instructions contained in O.M. No.5(1)6/65-DV. dated 3rd January, 1966 have been rendered out of date; hence the latter O.M.omitted.

Establishment Division. However, after the directive, all the cases of upgradation of posts are submitted to the Prime Minister for approval, in relaxation of the above Presidential directive with the concurrence of Finance Division and Establishment Division.

2. It has come to the notice of the government that Ministries/ Divisions/Departments etc. are upgrading the posts without the approval of the competent authority i.e. the Prime Minister and concurrence of the Finance Division (Regulations Wing) and Establishment Division. Similarly, the appointments against the upgraded posts are being made by the Ministries/Divisions/Departments etc. without going through the prescribed selection process or approval of the competent authority. It may be pointed out that the upgradation of posts does not mean automatic upgradation of the incumbents. The appointment against the upgraded post will have to be made in the manner prescribed in the recruitment rules for that post and with the approval of the competent authority. Therefore, upgradations of posts made by the Ministries/Divisions/Departments etc. and appointment of their incumbents against such posts without going through the prescribed selection process or approval of the competent authority are irregular.

3. In view of the above, Ministries/Divisions are requested not to make any upgradation without the concurrence of Finance Division (Regulations Wing) and Establishment Division and the approval of the Prime Minister. The upgradation of posts, made by the Ministries/ Divisions without this process, may be submitted for regularization etc. in the prescribed procedure and for approval of the competent authority. The above position may also be brought to the notice of all Departments/Autonomous/Semi-Autonomous Bodies/Corporations etc. under the administrative control of the Ministries/Divisions.

[***Authority***:– Estt. Div.'s OM No. 8/130/91-R.I, dated 12th May, 1992]

Sl. No.25-B

Policy for Upgradation/Redesignation of Posts

On a summary submitted recently to the Chief Executive, he has been pleased to approve the policy for upgradation/re-designation of posts as indicated in the proceeding paragraphs.

2. Henceforth, the upgradation of posts shall be considered in the following cases only:

(a) When it is considered necessary to up-grade certain posts in order to rationalize the administrative structure of a Ministry/Division or a Department to make it more effective or to bring about uniformity of pay scales of similar posts in different organizations.

(b) Where the duties and responsibilities attached to a post have considerably increased.

(c) Where pay scale of a post is considered grossly incommensurate with the qualifications and experience prescribed for appointment to that post.

(d) Up-gradation of a post on personal basis may not be allowed except if any officer, already holding on regular basis a higher grade post, is posted against a post, carrying lower grade, due to exigencies of service.

3. Subject to the observance of the parameters referred to in sub-paras (a) – (d) above, the future proposals for the up-gradation/re-designation of posts shall be processed as under:-

(i) The cases for up-gradation/re-designation of the posts in BPS 1 to 19 will be decided by the Finance Division in consultation with the Establishment Division. However, the decision about the proposed up-gradation/re-designation of posts in BPS 1 to 19 will be taken at the level of Secretary, Finance Division and the Secretary Establishment Division.

(ii) Cases of up-gradation/re-designation of posts in BPS 20 and above will be submitted to the Chief Executive for approval but after seeking the concurrence of Finance Division and the Establishment Division.

4. *[When the competent authority approves the up-gradation of a post in the situations mentioned in sub-paras (a), (b) and (c) of para 2, appointed to the up-graded post should be made in accordance with the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973**, and the specific rules which regulate appointment to the post.]

5. The above instructions may please be noted by the Ministries/Divisions for strict compliance.

6. ***[ ]

[***Authority***:– Estt. Div.'s O.M.No.F.8/36/2000-R.I, dated 20.1.2001].

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* Subs. *vide* Estt. Div.'s O.M.No.F.8/36/2000-R.I, dated 3-2-2001.

** Sl. No. 1.

*** Deleted *vide* Estt. Div.'s O.M.No.F.8/36/2000-R.I, dated 3-2-2001.

Sl. No. 26

Educational Qualifications for Clerical and other Non-Executive Appointments (upto *Class-II)

It has been decided by government that education up to Intermediate stage should be considered sufficient for clerical and non-executive appointments under government. In view of this decision, qualifications for such posts as referred to above should be revised in consultation with Establishment Division and/or the Central** Public Service Commission, as may be necessary.

2. The persons appointed to such posts should, however, be given sufficient specialist training after recruitment and before employment. The Secretariat Training Institute of the Establishment Division is taking necessary action to formulate a programme for training of clerical staff (Assistants, UDCs, LDCs) of the Ministries and their Attached/ Subordinate Offices. As regards the training of the staff employed in other posts affected by the decision mentioned above, the question may be examined by Divisions concerned and a decision may be taken in consultation with the Establishment Division (Training Wing).

3. The contents of this O.M. may please be brought to the notice of all concerned including the autonomous bodies under the administrative control of government for compliance.

[***Authority***:– Estt. Div.' O.M. No.5/14/62-D.V., dated 3-6-1967].

Sl. No. 26-A

Requirement of Attested/Photo Copies of Supporting Documents From Employment Seekers

At the time of inviting applications for initial appointment through advertisements Ministries/Divisions/Departments etc. require the applicants to submit attested photo copies of Degrees/Testimonials/ Experience Certificates/NIC/Domicile, and photograph etc. In the prevailing environment in the country, a job seeker has to apply for a number of posts before he/she succeeds in getting employment. The expenditure and effort involved in the entire process can be well imagined. Similarly, it is difficult for the employer to scrutinize and verify such a large number of documents. Keeping in view the hardships of the job seekers and difficulties of employers, the Prime Minister has been pleased to approve that the following simplified system be followed in general by the Ministries/Divisions unless it is necessary for better selection to call for more detailed documentation at the initial stage of the selection process:-

(i) At the stage of calling the applications, only personal data on a plain paper may suffice to short list the candidates on the basis of suitability.
(ii) Those called for interview may be asked to bring along the original documents.

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* BPS 16.
** Federal.

(iii) Those selected may be required to submit certified copies of the documents for record.

(2) Ministries/Divisions are requested to bring the above instructions into the notice of Attached Departments/Subordinate Office/Autonomous Bodies/ Corporations under their administrative control also for compliance.

[***Authority***:– Estt. Div.'s OM No. 10/51/2004-R-2, dated 2nd March, 2005]

Sl. No. 27

Bar Against Future Recruitment of Persons Possessing Matriculation Certificates in English Only

The question whether the Matriculation certificate obtained by passing only in the English paper of the Matriculation examination after having passed a proficiency examination in an oriental language or in a Modern Indian/Pakistani language, i.e. Adib Fazil*, Munshi Fazil, etc., should be treated at par with the Matriculation certificate obtained by passing all the prescribed subjects, for the purpose of eligibility for Government service, has been under the consideration of the Establishment Division for some time past. It has now been decided in consultation with the **Central Public Service Commission, that the certificate of former category should not be considered at par with that of the latter category. As a result persons who have obtained the certificate of the former category are not eligible for appointment in the Ministerial Establishment of the *Central Secretariat and its Attached Departments.

2. Persons who have obtained the Matriculation certificate by passing in the English paper only and are employed on a temporary basis in the Ministerial Establishment of the **Central Secretariat/Attached Departments, should be allowed to continue, in their present appointments, on a temporary basis, pending availability of qualified candidates on the results of the Central** Public Service Commission Examinations. Those who have already been confirmed in the Ministerial Establishment of the Central* Secretariat and its Attached Departments should, however, be exempted from obtaining the Matriculation certificate by passing all the prescribed subjects provided that the appointing authorities concerned are satisfied that those persons are otherwise suitable.

[***Authority***:– Estt. Div.'s OM No. 69/2/53-MF, dated 25-6-1954 read with O.M. of even number, dated 28-8-1954].

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* Adeeb Fazil, literally 'Writer' or 'Instructor'; Munshi Fazil, literally, 'Learned Vernacular Clerk'.

** Federal.

Sl. No. 28

Checking the Genuineness of Educational Certificates/Qualifications etc.

Instances have come to the notice of the Federal Government wherein forged educational certificates have been submitted by certain persons seeking employment under government. It is, therefore, necessary to check thoroughly the genuineness of certificates where the bonafides of persons employed after the 15th August, 1947 are in doubt. One method of checking is to make a reference to the universities which issued the certificates. If this method does not prove successful, cross examination (and other suitable methods which may be possible according to the merits of the case) of the individuals concerned by the appointing authorities themselves may be resorted to. The candidates concerned may also be required to produce two certificates from Gazetted officers in support of their claim to educational qualifications.

2. There may also be cases where the certificates produced are genuine but there is a reasonable doubt that they do not relate to the persons producing them. In such cases, the matter will have to be referred to the District Police authorities for investigation and report.

3. In so far as the competitive examinations conducted by the *Central Public Service Commission are concerned, the original age and educational certificates submitted by the candidates with their applications are fully checked, and necessary enquiries made in all doubtful cases. But, as regards recruitment by selection, the candidates are not generally required to submit their original certificates with their applications. Only attested copies are called for. In these cases, it is essential for the appointing authorities to verify the claims of the candidates as regards age and educational qualifications in the same manner in which their antecedents are verified before appointment. If it is found that a forged certificate has been produced or that the individual, producing a certificate, is not the one to whom it was issued, suitable disciplinary action must be taken against the person concerned, including dismissal from government service, (if the persons are in government service) and a ban on future employment. In specific cases the matter should be reported to the Police for criminal prosecution.

4. Generally, candidates for recruitment made by selection are required to send passport size copies of their photographs with their applications. But this is not compulsory. It is considered desirable to ask all candidates to submit such photographs with their applications.

*[**Authority**:– Estt. Div.'s Letter No. F.40/650-S.E.I. dated 21-6-1950 to all Provincial Governments].*

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* Federal.

Endorsement:-

Copy to all Ministries/Divisions with the request that the genuineness of educational certificates produced by persons in the ministerial service of the Federal Secretariat and its Attached Departments, who have been declared fit for retention in government service in pursuance of the instructions contained in the Establishment Division O.M. No. 33/I/48-Ests. (ME), dated the 15th March, 1948 should also be checked and, in case of doubt, verified in accordance with the procedure laid down above.

Sl. No. 29

Educational Qualifications for Recruitment to the Grade of Assistant in the Federal Secretariat and Attached Departments

Reference Establishment Division Office Memorandum No.F.8/1/62-FII, dated the 24th November, 1967 in which it has been stated that the minimum educational qualification for direct recruitment to the grade of Assistant and Upper Division Clerk in the Federal Secretariat/Attached Departments should be Intermediate. It has now been decided that for purpose of direct recruitment in the Federal Government and its Attached Departments:-

(i) A degree should be prescribed as the minimum qualification for the post of Assistant, and

(ii) Diploma in Commerce should be prescribed as an alternative qualification for the post of UDC for which Intermediate would be the minimum qualification.

[***Authority***:– Estt. Division O.M.No.F.1/10/72-F.II., dated 26-9-1973].

Sl. No. 30

Qualifications for Urdu Stenotypists/Stenographers and Urdu Reporters

At present, the Ministerial Establishment in the Federal Secretariat/ Attached Departments do not include a cadre of Urdu Stenographers/Stenotypists. It, however, appears that the need for employing Urdu Stenographers/Stenotypists is already being felt, and the question of prescribing the minimum educational qualifications for appointment to the posts of Urdu Stenographers/Stenotypists has been under the consideration of the Establishment Division.

2. The minimum educational qualification for clerical posts, as well as for posts of Stenographer/Stenotypist, is a Matriculation certificate. The Establishment Division are of the view that this standard should not be reduced in the case of any candidate for employment in the Ministerial Establishment, since they feel that such a course will lead to complications later. It has, accordingly, been decided, in consultation with the Central* Public Service Commission that the minimum educational qualification for Urdu Stenographers/Stenotypists should be the Matriculation examination or an examination treated as equivalent thereto by a recognized University in Pakistan or India, or by the Central* Public Service Commission.

[***Authority***:– Estt. Division's O.M.No.45/2/51.M.E,dated 11-10-1951]

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* Federal

Sl. No. 31

Minimum Educational Qualifications for Direct Recruitment to the Grade of Stenographer in the Federal Secretariat and its Attached Departments

For increasing the efficiency of Stenographers in the Federal Secretariat and its Attached Departments, it has, generally, been felt that a Stenographer should have good knowledge of English. It has, therefore, been decided, in consultation with the *Central Public Service Commission, that the minimum educational qualification for direct recruitment to the grade of Stenographer in the Federal Secretariat and its Attached Departments, should henceforth, be Intermediate. The minimum educational qualification of Matriculation for recruitment to the grade of Stenotypists should continue.

2. It has also been decided that the Stenotypists who are permanent or are eligible for confirmation in the Federal Secretariat and its Attached Departments should continue to be promoted as Stenographers without being required to possess the Intermediate qualification in accordance with the rules. The Stenotypists, who are purely temporary and are not eligible for confirmation in the Federal Secretariat and its Attached Departments, should possess the minimum educational qualification of Intermediate for appointment as purely temporary Stenographers.

[***Authority***:– Estt. Division O.M.No.F.27/61/69-F.II, dated 23-9-1969].

SL. No. 32

Eligibility of Purely Temporary Matriculate Stenotypists for Promotion as Stenographers

It has been decided that Matriculate Stenotypists, who are purely temporary and have rendered at least 3 years service as Stenotypist, will be eligible for promotion/appointment as purely temporary Stenographer.

[***Authority***:– Estt. Division O.M.No.27/61/69-F.II, dated 11-5-1976].

Sl. No. 33

Merger of the Cadres of Urdu and English Typist/Stenotypist/ Stenographer for Purposes of Seniority, Promotion etc.

In the past, posts of Urdu Typist, Stenotypist/Stenographer have been created in various Ministries/Divisions without consulting the Establishment Division and without prescribing any method of recruitment to these posts including avenues of promotion on account of which the incumbents of these posts have faced stagnation. The matter has been considered in consultation with the Finance Division and the following decisions have been taken:-

(i) The existing posts of Urdu Typist/Urdu Stenotypist and Urdu Stenographer are merged with the posts of LDC/English Typist

* 'Federal'.

(*RNPS 5/BPS 5), English Stenotypist (RNPS 8/BPS 12) and English Stenographer (RNPS 11/BPS 15) respectively.

(ii) The existing incumbents of posts of Urdu Typist/ Stenotypist/Stenographer shall form part of the cadre of their English counterparts.

(iii) The Urdu Typists/Stenotypists/Stenographers who have been allowed pay scales different than those mentioned in (i) above shall also be treated as part of the cadre of their English counterparts. Any such pay scales earlier allowed will be treated as personal to the incumbent of the post concerned.

(iv) The conditions/rules prescribed for appointment to the posts of LDC (English Typist) English Stenotypist and English Stenographer shall henceforth apply to the posts of Urdu Typist/Urdu Stenotypist and Urdu Stenographer, respectively. The incumbents of these posts will, in future, be allowed the same pay scales as are applicable to their English counterparts.

(v) The Urdu Typists/Stenotypists/Stenographers will enjoy seniority, in the combined cadre with their English counterparts from the date of their continuous regular officiation as such.

(vi) If promotion of an Urdu Typist/Stenotypist/ Stenographer poses a placement problem, the post held by him may temporarily be upgraded in accordance with the orders/instructions on the subject, to allow him the benefit of promotion.

[***Authority***:– Estt. Div.'s O.M.No.5/1/77-F.II(R.6), dated 26-6-1988].

Sl. No. 34

Recognition of Defence/Staff Colleges Qualifications as Equivalent to University Degree for Government Employment

Where some posts were advertised by the Establishment Division in the past, the minimum requirement for which was a university degree, some senior officers of the armed forces, who wanted to apply for these posts, did not hold a university degree but they had qualified in various service courses e.g. National Defence College** Course, Imperial Defence College Course (now called Royal College of Defence Studies Course), Army War Course, Joint Services Staff College Course, Staff College Course etc.

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* Revised National Pay Scales (1977).

** National Defence University (NDU).

2. In view of the above position, a proposal made by the Services to the effect that Staff College qualifications may be recognized as equivalent to a university degree for government employment, was considered by the Defence Council, in its meeting held on 11th August, 1973. The President was pleased to approve the proposal to recognize Staff College and other higher defence institutions qualifications given to officers of the Pakistan Armed Forces (Army, Navy and Air Force) as equivalent to the university degree for government employment. The President, however, was further pleased to direct that this recognition would, in no way, encourage the serving officers of the Pakistan Armed Forces (Army, Navy and Air Force) to apply for employment in the civil services, except for their rehabilitation after retirement. The above decision of the Defence Council is conveyed for information and guidance.

[***Authority***:– Defence Division O.M. No.111/73/D-A, dated 14-6-1974].

Sl. No. 35

Regulation of Provincial/Regional Quotas

Reference Establishment Division's O.M. No. 8/9/72-TRV, dated August 31, 1973 (Sl.No.13)* provincial/regional quotas in respect of posts filled in a particular year are to be worked out to 1000th fraction. A province/region, having larger fraction in accordance with the prescribed quotas, is allocated the vacant post for recruitment whereas the province/region not allocated the post due to smaller fraction, gets those fractions carried forward and added to its share in the subsequent year. The procedure for calculating and carrying forward the share of province/region, is indicated in *Annex 1.1* and *Annex 1.2.*

2. Ministries/Divisions/Departments etc. are requested to regulate the Provincial/Regional allocations in respect of posts in **grade-17 and above filled by direct recruitment after August 31, 1973. A copy of the up-dated statement should invariably be forwarded alongwith summaries sent to the Establishment Division for seeking approval of the competent authority for initial appointment to posts in grade** 17 and above.

[***Authority***:– Estt. Division O.M. No.9/7/80-A.III, dated 23-9-1980].

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* *See* also Sl.No. 13-A.

** 'BPS'.

Annex 1.1
(Ref. Sl. No. 13)

Province/ Region	Quota (%)	No. of Vacancies	Share	Last Year's C/F Balance	Total	Vacancies to be allotted	Balance to be carried forward
1	2	3	4	5	6	7	8
1ST YEAR: Merit	10%	3	0.300	-	0.300	-	+0.300
Punjab	50%	3	1.500	-	1.500	2	- 0.500
Sindh (U)	7.6%	3	0.228	-	0.228	-	+0.228
Sindh(R)	11.4%	3	0.342	-	0.342	-	+0.342
N.W.F.P.	11.5%	3	0.345	-	0.345	1	- 0.655
Balochistan	3.5%	3	0.105	-	0.105	-	+0.105
FATA	4%	3	0.120	-	0.120	-	+0.120
A/Kashmir	2%	3	0.060	-	0.060	-	+0.060
2ND YEAR:							
Merit	10%	5	0.500	+ 0.300	0.800	1	- 0.200
Punjab	50%	5	2.500	- 0.500	2.000	2	-
Sindh (U)	7.6%	5	0.380	+ 0.228	0.608	1	- 0.392
Sindh(R)	11.4%	5	0.570	+ 0.342	0.912	1	- 0.088
N.W.F.P.	11.5%	5	0.575	- 0.655	0.080	-	- 0.080
Balochistan	3.5%	5	0.175	+ 0.105	0.280	-	+0.280
FATA	4%	5	0.200	+ 0.120	0.320	-	+0.320
A/Kashmir	2%	5	0.100	+ 0.060	0.160	-	+0.160
3RD YEAR: Merit	10%	2	0.200	- 0.200	-	-	- 0.200
Punjab	50%	2	1.000		1.000	1	-
Sindh (U)	7.6%	2	0.152	- 0.392	- 0.240	-	- 0.240
Sindh(R)	11.4%	2	0.228	.088	+0.140	-	+0.140
N.W.F.P.	11.5%	2	0.230	-0.080	+0.150		+0.150
Balochistan	3.5%	2	0.070	+.320	+.350	-	+0.350
FATA	4%	2	0.080	+0.320	+0.400	1	- 0.600
A/Kashmir	4%	2	0.040	+ 0.320	+0.160	-	+0.200

Annex 1.2

(Ref. Sl. No. 13-A)

Province/ Region	Quota (%)	No. of Vacancies	Share	Last Year's C/F Balance	Total	Vacancies to be allotted	Balance to be carried forward
1	2	3	4	5	6	7	8
1ST YEAR:							
Merit	7.5%	3	0.225	-	0.225	-	+0.225
Punjab	50%	3	1.500	-	1.500	2	- 0.500
Sindh (U)	7.6%	3	0.228	-	0.228	-	+0.228
Sindh(R)	11.4%	3	0.342	-	0.342	-	+0.342
N.W.F.P.	11.5%	3	0.345	-	0.345	1	- 0.655
Balochistan	6%	3	0.180	-	0.180	-	0.180
FATA	4%	3	0.120	-	0.120	-	+0.120
A/Kashmir	2%	3	0.060	-	0.060	-	+0.060
2ND YEAR:							
Merit	7.5%	5	0.375	0.225	0.600	1	-0.400
Punjab	50%	5	2.500	- 0.500	2.000	2	-
Sindh (U)	7.6%	5	0.380	+ 0.228	0.608	1	- 0.392
Sindh(R)	11.4%	5	0.570	+ 0.342	0.912	1	- 0.088
N.W.F.P.	11.5%	5	0.575	- 0.655	0.080	-	- 0.080
Balochistan	6%	5	0.300	+0.180	0.480	1	-0.520
FATA	4%	5	0.200	+ 0.120	0.320	-	+0.320
A/Kashmir	2%	5	0.100	+ 0.060	0.160	-	+0.160
3RD YEAR:							
Merit	10%	2	0.200	- 0.200	-	-	- 0.200
Punjab	50%	2	1.000		1.000	1	-
Sindh (U)	7.6%	2	0.152	- 0.392	- 0.240	-	- 0.240
Sindh(R)	11.4%	2	0.228	.088	+0.140	-	+0.140
N.W.F.P.	11.5%	2	0.230	-0.080	+0.150		+0.150
Balochistan	6%	2	0.120	-0.520	-0.400	-	0.400
FATA	4%	2	0.080	+0.320	+0.400	1	- 0.600
A/Kashmir	4%	2	0.040	+ 0.320	+0.160	-	+0.200

Sl. No. 36

Clarifications Regarding Application of Revised Provincial/ Regional Quotas

Reference.-Establishment Division O.M.No.F. 8/9/72-TRV, dated the 31st August, 1973 (Sl.No. 13).

2. The following clarifications are issued:-

(1) Posts in each grade* should be considered separately for purposes of allocation of the prescribed merit and provincial/regional quotas.

(2) The provincial/regional quotas do not apply to posts filled by promotion. These are applicable to direct, including lateral entry, appointments.
(3) Vacancies which cannot be filled by candidates belonging to the province or region to which the vacancy is allocated should be carried over and re-advertised at a later date.
(4) Posts in the Ministry/Division should be allocated separately from posts in Attached Departments and Subordinate Offices. In other words, the allocation should be made separately for each department, office or institution.
(5) Provincial/regional quotas do not apply to posts filled by transfer of government servants to posts in equivalent grades whether on deputation or on secondment as in the case of military officers.

[***Authority***:– Estt. Div.'s O.M. No.8/15/73-TRV, dated 28-11-1973].

Sl. No. 37

Isolated Posts - Application of Provincial/Regional Quotas

In the Establishment Division Office Memorandum No. 1/4/64-D.V., dated the 30th June, 1964 (Annex), it was provided that in applying provincial** quotas to an isolated post, the Ministries and Divisions should be guided by the overall position of other allied posts, higher or lower than the solitary post, in that office. For instance, if there is a solitary post of Deputy Director, the position in the posts of Director and Assistant Director etc. should be taken into consideration to determine the province to which the solitary post should be allocated.

2. A question has arisen how an isolated post should be allocated if it is the only post of its kind in an office and there are no other posts with which it might be suitably combined for purposes of provincial allocation. It has been decided that in such a case the post should be filled on the basis of merit.

[***Authority***:– Estt. Division O.M. No.8/1/77-W.C., dated 8-4-1977].

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* BPS
** regional.

ANNEX
(*See* Sl. No. 37)

[Copy of Establishment Division O.M. No. 1/4/64-D.V., dated the 30th June, 1964].

In continuation of the Establishment Division Office Memorandum of even number, dated the 27th May, 1964*, Ministries/Divisions, etc., are requested to ensure that in case of isolated posts also, the domicile of the candidates to be appointed are invariably indicated. In doing so, the Ministries and Divisions should be guided by the overall position of the posts held by persons belonging to the provinces and regions. For instance, if there is an isolated post of "Director" to be filled in any office, it may be considered by the appointing authority from which province or region the Additional Director or Deputy Director, if any, were appointed, or if an isolated post of Deputy Director is to be filled in, then the position of Director for the post of Deputy Director or officers of equivalent or higher posts e.g., Additional Directors, etc., should be taken into consideration, and in that context it should be examined as to which province or region the particular post should go.

Sl. No. 38
Recruitment to Civil Posts in the Administration of Northern Areas

Except appointment in **grade 17 in Revenue and Police, recruitment to civil posts in Northern Areas shall, in future, be made only from amongst the local population of those areas provided they possess the requisite academic qualifications. Persons other than the local residents of Northern Areas shall not be entitled to apply for appointment to such posts.

2. However, technical posts requiring specialization may be filled, with the prior approval of the Establishment Division from amongst non-residents provided that local candidates with the requisite technical qualifications are not available.

3. The Northern Areas shall continue to be excluded in respect of the posts in these areas from the purview of the provincial/regional quotas fixed by the government. The Establishment Division's O.M.No.F. 8/9/72-TRV dated the 31st August, 1973 (Sl.No. 13), whereby Northern Areas have been allocated quota for recruitment to civil posts under the Federal Government, shall apply to All Pakistan posts only.

4. This supersedes the Establishment Division's O.M. No. 8/9/72-TRV/R.II dated 25th June, 1978.

[***Authority***:– Estt Division O.M.No.4/l/83-R.2, dated 24-7-1983].

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* Sl. No. 11, PP 72-73, Estab. Manual, Vol. III
** Post in BPS 17

Sl. No. 39

Strict Application of Revised Provincial/Regional Quotas in Making Recruitment

Orders regarding revised merit and provincial/regional quotas have already been issued in Establishment Division O.M. No. 8/9/72-TRV, dated the 31st August, 1973*. From the references received in the Establishment Division it is observed that some of the Ministries/Divisions continue to follow the old quotas. It is requested that in all cases of recruitment to be made subsequent to the issue of the above orders, the revised merit and provincial/regional quotas as laid down therein, should be followed strictly.

2. The Federal Public Service Commission have also brought to the notice of Establishment Division that selection of candidates in a number of cases in which requisitions had been placed with the Commission by Ministries/Divisions prior to the issue of the above O.M. has not so far been finalized. It has been decided that even in regard to such pending requisitions, the posts should be filled under the revised merit and provincial/regional quotas as fixed in Establishment Division O.M.No.8/9/72-TRV, dated the 31st August, 1973 (Sl.No.13) and where necessary, the post may be readvertised. Ministries/Divisions are, therefore, requested to take immediate action to intimate revised allocation of the posts in all pending cases to the Federal Public Service Commission.

[***Authority***:– Estt. Div.'s O.M.No.8/9/72-TRV, dated 10-11-1973].

Sl. No. 40

Review of Initial Appointment to Ensure Provincial/Regional Representation

Establishment Division had, under the orders of the Prime Minister, carried out a survey by obtaining information from the Ministries and Divisions concerned regarding deficiencies in regional representations in the posts filled through initial appointment on All Pakistan basis. The results of this survey indicate that on 1-1-1987 there were deficiencies in filling quotas reserved for particular regions. The position may have improved since January, 1987. It is accordingly requested that Secretaries of the Ministries may kindly give their personal attention to this issue and review all direct recruitments made in the main Ministries, Attached Departments and Subordinate Offices as well as Autonomous Bodies under their control. If this scrutiny reveals that the representation of Sindh (Rural), Balochistan, N.A./F.A.T.A. or other regions falls short of their prescribed quota, immediate steps must be taken to advertise the posts and to fill them by ad-hoc recruitment, pending the regular appointment through Federal Public Service Commission.

[***Authority***:– Estt. Secretary's D.O Letter No.5-PD.VI/85, dated 17-9-1987].

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* Sl. No. 13; *See* also Sl. No. 13-A.

Sl. No. 41

Allocation to Balochistan – Measures to Improve the Representation

Reference.-Government of Balochistan, *S&GAD, letter No. SO.II-LIV (20)/S&GAD-71(II), dated 18th June, 1978, (Annex).

2. All Ministries/Divisions, Attached Departments, Subordinate Offices and Autonomous Bodies under your administrative control may kindly be directed to ensure that the quota fixed for Balochistan vide Establishment Division O.M.No. F.8/9/72-TRV, dated 31st August,1973★ is duly followed by them in making direct recruitment and that vacancies allocated to Balochistan are filled by candidates domiciled in that province. If candidates with the required qualifications/experience are not available for vacancies other than those required to be filled through Federal Public Service Commission, or if such vacancies have been lying unfilled for want of candidates from Balochistan, full particulars of the vacancy or vacancies in grade in which they exist, the qualifications/experience prescribed for the post and age requirements etc., may be communicated to the Government of Balochistan for recommending suitable candidates. In the case of these vacancies which are required to be filled through FPSC and for which the FPSC have failed or fail to make any nominations, the FPSC may be requested to intimate the vacancies to the Government of Balochistan for recommending suitable candidates to them.

3. This D.O. letter may kindly be given wide publicity in the Divisions, Departments, Offices and Autonomous Bodies under your administrative control.

[***Authority***:– Estt. Secretary's D.O letter No.4/3/78-R.II, dated 7-8-1978].

ANNEX

(*See* Sl. No. 41, para 1)

[Copy of Government of Balochistan, Services and General Administration Department letter No. S.O. II-LIV (20)/S&GAD-71 (II), dated the 18th June, 1978]

I am directed to refer to the Cabinet Secretariat (Establishment Division) Office Memoranda No. F. 8/9(A) 72-TRV dated 18th October, 1973 (Sl. No. 46) and F. 8/9/72-TRV, dated 31st August, 1973** and to say that in view of the serious problem of unemployed graduates in Balochistan, the MLA Zone `D' ***has desired that the attention of the Federal Government may be invited to implementing, in full, the provisions of the above mentioned memoranda. The problem is being tackled at the provincial level within the financial constraints. However, the Federal Government including corporations and autonomous bodies under its control could contribute a great deal in meeting this problem by implementing the quota fixed for this province.

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* Services and General Administration Department.

** Sl. No. 13 & 13-A.

*** In the present context, 'Chief Minister, Balochistan'.

2. I further request that this government would appreciate if the Government of Pakistan, Ministries/Divisions including the corporations and autonomous bodies are directed to take immediate steps in this direction. They may also kindly be advised to intimate to the Government of Balochistan, the share of posts at various level for Balochistanis in accordance with the prescribed regional quota, the actual occupancy position and the difference.

Sl. No. 42

Observance of Provincial/Regional Quota Allocated to Balochistan

A Special Cell was created in the Ministry of Communications to seek ways and means of finding employment for young graduates belonging to Balochistan. Government have decided that the Special Cell should now be headed by the Governor of Balochistan with the Federal Minister of State for Food and Agriculture as one of the members. The Cell should also co-opt the Federal Secretaries concerned as members, as and when necessary.

2. Pursuant to the decision mentioned in para 1, the Government of Balochistan have established a full-fledged Cell in the S&GAD Department of the Government of Balochistan.

3. The Government of Balochistan have requested that the Ministries, Divisions and Departments of the Federal Government and the autonomous and semi-autonomous bodies etc., under their control may be asked to take the following action:-

(i) In view of the large number of simple B.As/M.As being jobless in the province, due share should be given to this province in all posts under their control for which simple graduates or M.As are eligible. The earmarking of Balochistan quota posts should not be restricted to highly technical/ specialized jobs only. Experience has shown that mainly posts requiring specialized knowledge/ qualifications for which there is great dearth of qualified candidates throughout the country, are allocated to Balochistan.

(ii) Standing instructions may be issued to their selection teams whenever deputed to this province for selection purposes to visit various divisional headquarters* in the province for selection instead of Quetta so that fair chance is given to all the Districts.

(iii) The Ministries/Divisions may associate officers of the Provincial Government with their selection teams during the course of selection in order to facilitate selection of suitable candidates. While in the Divisions/Districts, the Divisional Commissioner/Deputy Commissioners may also be associated with the selection teams.

* Now District Headquarters.

(iv) Selection team may also be authorized to make selection from the large number of jobless persons possessing lower qualifications also for posts below grade* 16 in accordance with the relevant rules.

4. The Ministries/Divisions/Departments and autonomous bodies under their administrative control are requested to take action accordingly.

[***Authority***:– *Estt*. Div. O.M No.4/3/81-R.2, dated 6-1-1982].

Sl. No. 43

Direction to Ensure Implementation of Balochistan Quota

All the Ministries/Divisions and Attached Departments and autonomous bodies under their administrative control are once again requested to kindly ensure the implementation of **3.5% quota fixed for Balochistan while making direct recruitment. In this connection reference is also invited to Establishment Division's instructions on the subject issued from time to time.

[***Authority***:– Estt. Div.'s D.O letter No.4/4/80-R.2, dated 31-10-1985].

Sl. No. 44

Representation to Bahawalpur Division

Reference Establishment Division's Office Memorandum No.8/9/71-TRV, dated the ***31st August, 1973.

2. As will be seen, the prescribed quota, except in the case of Sindh, has not been sub-allocated further on the basis of Divisions@ or Districts or for any other region. It has, however, been represented to government that Bahawalpur is under-represented in the federal and provincial services as well as in corporations and autonomous bodies under the administrative control of the Federal Government. This has created a sense of deprivation amongst the residents of Bahawalpur [Division] which is not desirable. The Prime Minister has, therefore, been pleased to direct that steps should be taken to ensure that Bahawalpur gets its due share in all fields including services.

3. In regard to posts in the various Groups@@ and Cadres coming under the administrative control of Establishment Division, suitable steps are already being taken to see that while filling vacancies in the Punjab quota, some preference may be given to persons of Bahawalpur domicile if they are otherwise qualified and eligible. This procedure is to be followed until they get adequate representation. There is, however, a large number of posts in @@@Grade 16 and below in the Ministries, Divisions, Departments and Corporations, recruitment to which is controlled by the Ministries and Departments themselves. It is requested that while making recruitment to these grades*, care should be taken

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* BPS

** Quota enhanced to 6% w.e.f. 12th February, 2007 *vide* Estab. Div. O.M No. 4/10/2006-R2 dated 12th February, 2007 (Sl. NO. 13-A).

*** Sl. No. 13.

@ No Divisions now Districts.

@@ 'Service' to be added *i.e.* Police Service, Secretariat Group, DMG & OMG.

@@@ BPS; posts.

to give more representation in these grades to those belonging to Bahawalpur Division. Other things being equal, they should get a slight edge over others. Consideration of merit should not be completely ignored. Suitable instructions in this regard may be issued to all those responsible for recruitment in your Ministry and Departments or Corporations under the control of your Ministry. A special report should be sent to this Division after six months regarding the procedures etc. adopted by you and the progress in the matter for the information of the Prime Minister.

[***Authority***:– Cabinet Secretary's D.O letter No.8/10/75-WC, dated 8-4-1975].

Sl. No. 45

Provincial/Regional Quotas for Recruitment to Posts In Autonomous/ Semi-Autonomous Bodies

With reference to the instructions regarding provincial/regional quotas for recruitment to civil posts under the Federal Government issued in Establishment Division Office Memorandum No.F.8/9/ 72-TRV, dated 31st August, 1973** it has been decided that these quotas shall apply also to senior appointments - viz. appointments in or equivalent to *Grade 17 and above. In all autonomous/semi-autonomous bodies which are adminis-tratively controlled by the Federal Government.

2. Ministries/Divisions are requested to issue suitable instructions to all autonomous/semi-autonomous bodies under their administrative control and ensure that these quotas are strictly adhered to.

[***Authority***:– Estt. Div.'s O.M.No.F.8/9/72-TRV.R2, dated 29-9-1973].

Sl. No. 45-A

Provincial/Regional Quotas for Recruitment to Posts in Autonomous/ Semi-Autonomous Bodies/Corporations/Public Sector Companies etc. Owned and Managed by the Federal Government

From the information received in the Establishment Division from the Ministries/ Divisions regarding observance of provincial/regional quota, it has been observed that certain Autonomous Bodies/Corporations etc. are not adhering to regional quotas as laid down in Establishment Divisions' instructions referred to in paras 2 and 3 below.

2. The Establishment Division's OM No. 8/9/72-TRV, dated 31-8-1973** prescribes the following quota for vacancies reserved for direct recruitment to be filled on all Pakistan basis in the Ministries/ Divisions/Departments/Autonomous/Semi-Autonomous Bodies/Corporations etc.

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* BPS

** Sl. No. 13; *See* also Sl. No. 13-A.

– Merit	*10%
– Punjab (including ICT. Islamabad)	50%
– Sindh (R)	11.4%
– Sindh (Urban)	7.6%
– N.W.F.P.	11.5%
– Balochistan	**3.5%
– NA/FATA	4%
– Azad Kashmir	2%
	100%

3. The instructions regarding merit and provincial/regional quota issued *vide* Establishment Division's O.M dated 31.8.1973 (Sl.No. 13) were made applicable to senior appointments *viz.* appointments in or equivalent to grade*** -17 and above in all Autonomous Semi-Autonomous Bodies which are administratively controlled by the Federal Government vide this Division's O.M NO. 8/9/72-TRV, dated @29.9.1973. The provincial/regional quotas as applicable in the federal services, in BPS 3 and above was also made applicable to the autonomous/semi-autonomous bodies/corporations *vide* Establishment Division's O.M No. 8/5/92-R,7, dated 2.2.1992.

4. Ministries/Divisions are advised to monitor the situation and ensure that all Autonomous Bodies/Corporations under their administrative control observe provincial/regional quotas. Violation of these instructions will render the appointments made as irregular and liable to termination in accordance with the relevant law rules on the subject.

[***Authority***:– Estt. Div.'s O.M No. 4/6/2004-R.2, dated 4th May, 2005]

Sl. No. 45-B

Observance of Provincial/Regional Quotas in Autonomous Bodies

It has come to the notice of government that certain autonomous/semi-autonomous bodies/corporations and companies registered under the Companies Act are not observing provincial/regional quotas prescribed by government for civil posts under the Federal Government on the ground that there is a provision for appointment on merit in their law/act or articles of the associations granted under an Act. Since observance of provincial/regional quotas is a amandatory government policy and, if autonomous/semi-autonomous body/ corporation or a company registered under the Companies Act has a different legal or policy provision in their operational frame work, such provision must be revised and brought in conformity with the government policy on provincial/regional quotas.

[***Authority***:– Estt. Div. O.M No. 4/3/2006-R.2, dated the 16th April, 2007].

Sl. No. 46

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* Reduced to 7.5% *vide* Estt. Div. O.M No. 4/10/2006 dated 12th February, 2007. *See* Sl. No. 13 and 13-A.

** Enhanced to 6% *vide* Sl. No. 13- A referred to above.

*** For 'grade' read 'BPS'.

@ Sl. No. 45.

Removal of Imbalances of Provincial Representation in Autonomous Bodies/Corporations

Reference.- Establishment Division O.M.No.F.8/9/72-TRV, dated the 29th September,1973 (Sl. No. 45)

2. It has been decided that efforts should be made to remove the imbalances of provincial representation in autonomous corporations, including banks and Insurance companies. I am to request you to let us know what concrete measures are proposed to be taken to correct imbalances, if any, in autonomous bodies, etc., under your administrative control.

[***Authority***:– Establishment Secretary's D.O. letter No.8/9 (A)/72-TRV, dated 18-10-1973].

Sl. No. 47

Provincial/Regional Representation: Non-Availability of Candidates from Under-Developed Areas and Relaxation of Recruitment Rules

Separate provincial/regional quotas for recruitment to the civil posts under the Federal Government were prescribed in Establishment Division Office Memorandum No.F. 8/9/72-TRV, dated the 31st August, 1973 (Sl. No. 13). In a subsequent O.M. dated the 29th September, 1973 (Sl. No. 45), these quotas were also applied to appointments equivalent to Grade 17* and above in all autonomous and semi- autonomous bodies which are administratively controlled by the Federal Government. It was also emphasized that efforts should be made to remove the imbalance of provincial representation in autonomous corporations including Banks and Insurance Companies.

**2. It has been noticed that one reason for non-availability of candidates from under-developed regions is that persons of suitable age, qualifications and experience are not readily available for nomination. It has, therefore, been decided that in case the vacancy is advertised and no applications are received or, if the applications are received, the candidates do not possess the prescribed age, qualifications and experience, the Ministry/ Division concerned to which the vacancy or vacancies belong, will consider the propriety of relaxing one or all the prescribed conditions depending upon the circumstances of each case. Once the decision regarding the extent of relaxation has been made, formal approval of the authority competent to approve the recruitment rules, the Establishment Division and the Federal Public Service Commission would be obtained. After relaxation has been obtained in the above manner, the vacancies would be re-advertised with the relaxed conditions, so that candidates from the province

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* BPS.

** *Note*.- For instructions regarding relaxation of age limit in case of candidates from Sindh (Rural), Balochistan, FATA and Northern Areas *see* Establishment Division Notification No. S.R.O. 1079(1)/93, dated 4-11-1993 (Sl. No.56).

concerned who may have become eligible may be able to apply and be considered for the job.

[***Authority***:– Estt. Division O.M.No.4/4/78-R.II, dated 8-10-1978].

Sl. No. 48

Compulsory Employment of Disabled Persons

Establishments⋆ to employ disabled persons.- Not less than one per cent of the total number of persons employed by an ⋆establishment at any time shall be disabled persons whose names have been registered with the Employment Exchange of the area in which such establishment is located and against whose names in the register maintained under section 12 an endorsement exists to the effect that they are fit to work.

2. The disabled persons employed against any post in pursuance of sub-section (1) shall be entitled to the terms and conditions which are not less favourable than those of the other persons employed by the establishment against similar posts.

3. When calculating the percentage of the posts in an establishment for the purposes of employment of disabled persons, the fraction of 0.5 and above shall count as a whole number.

[***Authority***:– Disabled Persons (Employment and Rehabilitation) Ordinance, 1981]

Sl. No. 49

Determination of Domicile for the Purpose of Appointments Against Provincial/Regional Quotas

According to the decisions contained in the Establishment Division Office Memorandum No.25/113/ 54-SE I, dated the 4th January, 1956 (Annex I) and Office Memorandum No. 1/12/56-R, dated the 14th February, 1958 (Annex II), while a candidate belonging to Pakistan by origin can claim appointment only against the quota of the province/region to which the father of such a candidate belongs, the candidates who have migrated to Pakistan have different options for claiming appointment against provincial/regional quotas. The matter has, therefore, been reconsidered with a view to rationalizing the policy regarding determination of domicile of the candidates for government service, and the following revised orders are issued, in partial modification of the existing instructions: -

(i) There should be no change in the policy regarding the persons belonging to Pakistan by origin, i.e., they should continue to be considered for appointment only against the quota of the province/region to which the father of such a candidate belongs.

(ii) A migrant candidate, whether residing in Pakistan or abroad,

⋆ "Establishment" means a government establishment, a commercial establishment or an industrial establishment, in which the number of workers employed at any time during a year is not less than one hundred.

should be considered for appointment only against the quota of the province/region where his parents are domiciled and where they have resided for at least 3 years. However, the condition of 3 years' residence should be deemed to be fulfilled if the parents are officially domiciled in a particular province/region but have been living in some other areas for a number of years due to exigencies of service. For this purpose, the candidate will be required to produce a domicile certificate from a competent authority that his parents are domiciled in the province/region concerned.

(iii) In case the parents of a migrant candidate have not been considered for appointment against the quota of the province/region where he himself is domiciled and has resided or has been educated for a continuous period of three years immediately before applying for appointment and consideration against the quota of a province/ region.

2. The decisions above may please be brought to the notice of all concerned for guidance in future.

[***Authority***:– Estt. Div.'s O.M. No.2/2/67-DV, dated 26-8-1968].

(ANNEX I)

(*See* Sl. No. 49, para 1)

[Copy of Estt. Division O.M. No. 25/113/54-SEI, dated the 4th January, 1956].

Provincial Quotas on the Basis of Domicile Certificates: The recruitment policy of government, according to which recruitment to the *Central Services is made, is based on a system of Provincial quotas. These quotas were meant for candidates who belonged by origin to the provinces of Pakistan, or who, on migration from Indian provinces had permanently settled down in one of the Pakistan Provinces. However, by means of domicile certificates, a large number of candidates who had come over from India but had not permanently settled in any Pakistan Province were able to enter the *Central Services, thus shutting out candidates belonging by origin to Pakistan provinces from their due share in the administration of the country. What these candidates did was to file declarations before District Magistrates, to the effect that they had renounced their previous domicile and that they had resided for over a year in such provinces as (East Bengal), Sindh and the N.W.F.P., where competitive conditions were comparatively easier. Having obtained such certificates of domicile on the strength of these declarations, the veracity of which could seldom be properly checked, these candidates would leave that particular province and have no

* 'Federal Services/Groups'.

further connection with it. They would then prepare themselves for examinations in areas where educational facilities were better but, by virtue of their domicile certificates, they demanded to be considered for appointment against the quota of one of the above provinces in which they claimed to be domiciled, provided, of course, that they had qualified in the examinations. In actual fact, the Domicile Certificate merely made a refugee candidate eligible for appearing in an examination for appointment to a post in Pakistan and did not confer any right on him to be appointed against the quota of a particular province.

2. In order to ensure that government's recruitment policy is properly carried out and that no candidate enters the *Central Services against the quota of a province who does not belong to that province either by origin or through settling down permanently there, government consider it necessary to provide a check against the entry into the Central* Services of candidates who claim to be considered against provincial quotas on spurious grounds. It has, therefore, been decided that, in the case of candidates who qualify for appointment to the *Central Services, but who do not belong, by origin, to any Pakistan province, they should be admitted against the quota of the province in which they claim to have settled permanently, provided there is proof of three years' residence/education in the province against whose quota they claim to be considered. This can be established in most cases from educational certificates which the candidates will file with their application. In other cases, where a candidate has been educated in a province for a shorter period although he claims to have resided there for 3 years, other evidence must be produced by the candidate to support his claim. In the case, however, of a refugee candidate studying abroad, or in some parts of Pakistan other than the province against whose quota he claims to be considered, the condition of three years' residence in that Province should be deemed to be satisfied, if the parents of such a candidate have resided in the Province in question for three years.

3. The decision outlined in the preceding paragraph does not mean that refugee candidates, who fail to prove their claim that they belong to a particular area, are shut out from appointments to the Central Services*. As Ministries are aware, the recruitment policy provides a 20% merit quota and a refugee candidate, who does not satisfy the above requirements, can take his chance in that quota. Finally, it may be added that, in the case of a candidate whose father belongs by birth or by origin to a Pakistan province, it is immaterial where he has received his education or has resided. Such a candidate will be considered, for appointment against the quota of vacancies reserved for that province without any check.

4. The above decision will not be affected by the coming into existence of one province in West Pakistan as no change in the existing recruitment policy is

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* 'Federal Services/Groups'.

contemplated. The recruitment policy in respect of services and posts under the *Central Government will continue to operate in those areas which constitute the previous Provinces and which will now be expressed in terms of districts comprising those areas.

(ANNEX II)

(*See* Sl. No. 49, para 1)

[Copy of Establishment Division Office Memorandum No. 1/12/56-R, dated the 14th February, 1958].

Attention is invited to the Establishment Division Office Memorandum No. 25/113/54-SEI, dated the 4th January, 1956 (Annex I) in which instructions were issued that in the case of a refugee candidate studying abroad or in some parts of Pakistan other than the province against whose quota he claims to be considered, the conditions of three years' residence in that province should be deemed to be satisfied, if the parents of such a candidate have resided in the province in question for three years. It, therefore, follows by implication that in the case of those candidates, whose parents have acquired the domicile in a province/zone, but who, due to the exigencies of service, have been serving outside that province/zone, for a number of years, the conditions of 3 years residence for that province (for the candidate) will be deemed to have been fulfilled for the purpose of being considered against the quota of that province/zone.

Sl. No. 50

Determination of Domicile

Reference Establishment Division's O.M. No. 2/2/67-D.V., dated the 26th August, 1968**. It has been observed that the instructions contained therein for determining the domicile of candidates while making appointment to posts are not being complied with faithfully in some cases. These instructions clearly provide that a candidate belonging to Pakistan by origin should be considered for appointment on the basis of domicile of his father. Similarly, a migrant candidate should be considered only against the quota of the province/region where his parents are domiciled and where they have resided for at least three years. In case the parents of a migrant candidate have not migrated to Pakistan, he should be considered for appointment on the basis of his own domicile. All the Ministries/Divisions are requested that, while making ad-hoc appointments against the posts required to be filled through FPSC, they should carefully examine the domicile of the candidates in the light of the above instructions. This may also kindly be brought to the notice of all the departments/ organizations

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* Federal.

** Sl. No. 49.

under their administrative control for strict compliance.

[***Authority***:– Estt. Division O.M.No.2/2/77-W.C/R.2 dated 13-10-1987].

Sl. No. 51
Married Female Candidates - Determination of Domicile

According to the decisions contained in the Establishment Division Office Memorandum No. 2/2/67-DV, dated the 26th August, 1968*, the domicile of a candidate is to be determined on the basis of the domicile of his or her parents and if the parents of a migrant candidate have not migrated to Pakistan, on the basis of his or her own residence and education in the province in which he or she is domiciled. A question has arisen whether a female married candidate can be considered to have the same domicile as that of her husband. The matter has been considered and it has been decided that the domicile of a married female candidate may be accepted to be the same as that of her husband for the purposes of direct recruitment.

[***Authority***:– Estt. Division O.M.No.F.8/5/75-WC, dated 12-8-1975].

Sl. No. 52
Candidates Not Required to Show Place of Birth of their Fathers for Purposes of Domicile

As the Ministries/ Divisions are aware, the government observes provincial/regional quotas in filling vacancies reserved for direct recruitment to posts under the Federal Government. It has been brought to the notice of the government that candidates for appointment to federal posts are sometimes required to state the place of birth of their father. This information is not relevant to the determination of domicile of a candidate. The government have, therefore, decided that, in future, no candidate will be asked to state the place of birth of his father. However, the requirement of stating the domicile of father and other particulars like name, address etc., will continue to be observed as before.

2. The Ministries/Divisions are requested to give wide publicity to these instructions.

[***Authority***:– Estt. Div.'s O.M.No.2/5/77/WC/R-IX, dated 11-1-1978].

Sl. No. 53
Change of Domicile after Entry into Government Service

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* Sl. No. 49.

A question has arisen whether a person who entered (into) government service on the basis of domicile of a particular province/region of Pakistan can subsequently change his domicile during his service. As a citizen of Pakistan, a government servant can change his domicile according to the law and the rules made thereunder. It has, however, been decided that the domicile of a government servant as declared by him and accepted by government at the time of entry into government service should be treated as final throughout his service career and no subsequent change in his domicile should be recognized for the purpose of terms and conditions of his service including his allocation and liability to transfer.

[***Authority***:– Estt. Div.'s O.M. No.1/14/71-TRV, dated 20-9-1971].

Sl. No. 54

Rules for Reservation of Vacancies for the Scheduled Castes

The following rules will be observed in future in pursuance of the decision to reserve vacancies for the Scheduled Castes:-

(i) 6% of all vacancies (as distinct from posts) to be filled by direct recruitment in the [*]All-Pakistan Superior Services and Central Services[**]. [***]Class I, [@]II and [@@]III (including Central Ministerial Service) to which recruitment is made on an All-Pakistan basis will be reserved for Scheduled Castes candidates.

(ii) The reservation referred to above will not apply to:-

(a) [@@@]vacancies reserved for recruitment on the basis of merit;

(b) recruitment made by promotion or transfer in accordance with the relevant rules ;

(c) services and posts which are excluded specifically from the purview of these rules with the concurrence of the Establishment Division on the ground that they require highly technical or special qualifications, or isolated posts in which vacancies occur only very occasionally; and

(d) temporary vacancies likely to last for less than three months.

(iii) In the case of services to which recruitment is made by local areas or

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[*] All Pakistan Unified Grades (APUG), *see* Chapters 7 & 8.

[**] Now Occupational Groups/Services- Federal Unified Grades (FUG), *see* Chapters 7 & 8.

[***] Class I BPS 17 to 22.

[@] Class II BPS 16.

[@@] Class III BPS 3 to 10.

[Ref. Chapter 7, Sl. No. 7, Annex thereto].

[@@@] Amended in the light of Estt. Division O.M No. F-25/10/50- Ests. (SEI), dated 6.10.1950.

circles and not on an All-Pakistan basis, e.g. Class *III posts in the Railways, Posts and Telegraphs Department**, the Customs Services, the Income Tax Department, etc., the total reservation for Pakistan as a whole of 6% of vacancies for Scheduled Castes candidates will be obtained by fixing a percentage for each local area or circle having regard to the population of Scheduled Castes in the area or circle concerned and the rules for recruitment adopted by the Provincial Government of the area or circle concerned. The relevant schemes for effecting this should be drawn up in consultation with the Establishment Division.

(iv) The percentage prescribed will be applied to vacancies in each grade or division of a service to which recruitment is made separately, e.g. clerks `B' grade and `A' grade in the Pakistan Central ***Secretariat, provided that more than one @grade with the same or approximately the same pay and prospects may be combined together for this purpose, with the concurrence of the Establishment Division.

(v) In all cases a minimum standard of qualification will be prescribed for candidates of various communities alike and the reservation for the Scheduled Castes candidates will be subject to this condition.

(vi) If duly qualified, Scheduled Castes candidates are not available to fill the vacancies reserved for them, the vacancies not filled by them will be treated as unreserved and filled on merit.

2. Ministries should initiate action required under sub-paras (ii) (c), (iii) and (iv) of para 1. Ministries should also proceed to lay down the minimum standards of qualifications required in respect of all the services and posts under their control to which recruitment is made direct. As far as possible, the standards should be the same as laid down before Independence.

3. It does not seem necessary to prescribe a model roster to fill the vacancies reserved for the Scheduled Castes candidates. The Head of the Department or Office concerned making recruitment should, however, ensure that Scheduled Castes candidates are allotted their due share of vacancies under these rules promptly and properly.

4..... Omitted.....

5. The question whether reservation for the Scheduled Castes should be

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* Class III: BPS 3 to 10.

** National Telecommunication Corporation (NTC).

*** Federal.

@ BPS.

made in vacancies in *Class IV Services under the **Central Government is under consideration and orders on the subject will issue in due course.

[***Authority***:– Estt. Div.'s O.M.No.56/2/48-Ests.(ME), dated 19-10-1948].

Sl. No. 54-A

Reservation of Six Percent Vacancies for Scheduled Castes

The competent authority has decided to withdraw, with immediate effect, the Establishment Division's O.M. No. 56/2/48-Ests-(ME) dated 19th October, 1948 (Sl. No. 54) regarding separate quota for the Scheduled Castes, who would henceforth compete alongwith other candidates of their own province.

2. Ministries/Divisions are requested to also bring the above position to the notice of all Attached Departments/Sub-ordinate Offices/ Autonomous Bodies/ Corporations etc., under their administrative control.

[***Authority***:– Estt. Div.'s O.M No. F.4/15/94-R.II, dated 24th September, 1996]

Sl. No. 54-B

Publicity of Federal Posts in FATA

Reference the instructions contained in Establishment Division Office Memorandum No. 8/9/72-TRV, dated the 31st August, 1973 (Sl. No. 13) wherein a combined quota of 4% had been fixed for the Northern Areas and Federally Administered Tribal Areas (FATA) for recruitment to federal civil services/posts filled by direct recruitment on an all-Pakistan basis.

2. During a recent meeting with the President of Pakistan, a delegation of Senators and MNAs from the Federally Administrated Tribunal Areas (FATA) , complained that the advertisements for recruitment against federal civil services/posts reserved for FATA were not being given due publicity in FATA.

3. Ministries/Divisions are requested to bring the above instructions to the notice of all Attached Departments/Subordinate Offices/ Autonomous/Semi-autonomous Bodies/Corporations etc., under their administrative control for compliance.

[***Authority***:– Estab. Div.'s O.M No. 3/59/2003-R.2, dated 24th October, 2003]

Sl. No. 55

Publicity to Ensure Due Representation of Scheduled Castes

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* BPS 1&2.

** 'Federal'.

Reference. Establishment Division Office Memorandum No.56/2/48-Estt.(ME), dated the *19th October, 1948.

2. It appears that the six per cent vacancies reserved for Scheduled Castes candidates are not filled by such candidates, the main reason being non-availability of qualified candidates. Therefore, it is desired that while filling the vacancies in which a vacancy or vacancies are reserved for Scheduled Castes candidates, specially when recruitment is made locally, proper publicity should be given in the Scheduled Castes areas in order to ensure that due representation is given to Scheduled Castes candidates in the Central Services**/posts. The Ministries, etc., are, therefore, requested to take necessary action in this respect while making recruitment in future.

[***Authority***:– Estt. Division O.M.No.5/5/57-R, dated 30-10-1957].

Sl. No. 56

Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993

In pursuance of Rule 12 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973***, the President is pleased to make the following rules, namely:–

PART I – GENERAL

1. These rules may be called the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.

2. They shall come into force with immediate effect:

Provided that nothing in these rules shall apply to the appointment to the posts in BPS 17 to be filled through C.S.S. Competitive Examination.

PART II – GENERAL RELAXATION

3. Maximum age limit as prescribed in the recruitment rules shall be relaxed in respect of the candidates mentioned in column (2) below to the extent mentioned against each under column (3):–

Sl.No.	Category of candidates	Age relaxation admissible

* Sl. No. 54 [To be read with Sl. No. 54-A].
** Federal Services/Groups
*** Sl.No.1.

(i)	(a) Candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government. (b) Candidates belonging to Sindh(R) and Balochistan for posts in BPS 15 and below under the Federal Government.	3 years. 3 years.
(ii)	Released or Retired Officers personnel of the Armed Forces of Pakistan.	*[15] years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
(iii)	Government servants who have completed 2 years continuous Government service on the closing date for receipt of applications.	10 years, upto the age of 55 years.
(iv)	Disabled persons for appointment to posts in BPS 15 and below.	10 years
(v) **	Widow, son or daughter of a deceased civil servant who dies during service	05 years

(4) Where a candidate is entitled to age relaxation under more than one categories specified in rule 3, he shall be allowed relaxation in age only in one category.

***[4A. (1) Subject to sub-rule (2) the maximum age limit prescribed for initial appointment under any rules for the time being in force shall be relaxed by a period of five years;

(2) The relaxation in upper age limit shall be over and above the relaxation of age admissible to candidates specified in rule 3 or in any other rules for the time being in force].

*[4B. Notwithstanding the provisions contained in these rules or any other rules for the time being in force, the President or the Prime Minister may, on

* Amended *vide* Establishment Division Notification S.R.O.No.576(I)/2000, dated 17-8-2000.
** Added *vide* Estt. Div.'s Notification S.R.O 1056(I)/2007, dated 24-10-2007 [F.9/2/90-R-5].
*** Subs. *vide* Estt. Division Notification No. S.R.O. 586(1)/99, dated 18-5-1999.
* Added *vide* Estt. Division Notification No.9/2/91-R.5, dated 23-1-1995.

extreme compassionate grounds, grant age relaxation to an individual candidate for a period not exceeding three years over and above the relaxation in upper age limit already admissible, if any].

[**][4C. Notwithstanding anything contained in these rules, or any other rules for the time being in force, one-time relaxation in the upper age limit shall be admissible to the persons appointed to the posts, on ad-hoc basis, from the 1st October, 1981, to the 31st December, 1995, to the extent they are overage for initial appointment to the posts, held by them, as and when advertised by the Federal Public Service Commission].

[***][4D. Notwithstanding anything contained in these rules or any other rules for the time being in force, the President or the Prime Minister[@] may grant age relaxation to the widow, son or daughter of a deceased civil servant who dies during service for such period as may be considered appropriate].

(6) *Repeal*.**-** All existing rules, orders and instructions relating to age relaxation issued from time to time are hereby repealed.

[***Authority***:– Estt. Div.'s Notification No.S.R.O 1079(1)/93, dated 4-11-1993].

Sl. No. 56-A

Clarification Regarding General Relaxation of 5 Years in Upper Age Limit Prescribed in Recruitment Rules

Reference Establishment Division S.R.O. 1079(I)/93, dated 4th November, 1993(Sl. No. 56), which was amended *vide* S.R.O. 586(I)/99, dated 18th May, 1999[@@] to provide as under:-

> "The maximum age limit prescribed for initial appointment under any rules for the time being in force shall be relaxed for a period of five years".

2. It is clarified that:-

(i) the above cited relaxation is with reference to the upper age limit prescribed in the recruitment rules of posts made under sub-rule(2) of rule-3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973[@@@] and is not applicable to the case of Competitive Central Superior Services[†] Examination conducted by the Federal Public Service Commission.

(ii) All the candidates who, otherwise, fulfil the eligibility conditions of initial recruitment to a post as prescribed in the recruitment rules are

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[**] Added *vide* Estt. Division Notification No. S.R.O.798(1)/98, dated 10-7-1998.
[***] Added *vide* Estt. Division Notification No. S.R.O. 294(I)/2002, dated 31-5-2002.
[@] The words 'Chief Executive' subs. with the words 'Prime Minister' *vide* Estt. Div.'s Notification S.R.O 1056(I)/2007, dated 24-10-2007.
[@@] See foot note *** w. ref. to rule 4-A, Sl. No. 56
[@@@] Sl. No. 1.
† Combined Competitive Examination for initial appointment to the Federal Government Occupational Groups/Services, conducted by the FPSC.

entitled to it. Entitlement to the said relaxation is not subject to any discretionary powers.

3. In order to ensure that the above mentioned facility is availed by all intending eligible candidates, it is necessary that, whenever vacancies are advertised and an upper age limit as prescribed in the recruitment rules is mentioned in the advertisement, it should be clearly highlighted in the advertisement that the general concession of relaxation of upper age limit upto five years SHALL be available to all the candidates.

4. All Ministries/Divisions/Departments and the Federal Public Service Commission are, therefore, requested to clearly indicate in their advertisements that government has allowed general relaxation upto five years over the age limit prescribed in the recruitment rules of posts and given in the advertisement.

5. This supersedes Establishment Division O.M. of even number dated 23.11.2000.

[***Authority***:– Estt. Div.'s O.M.No.F.9/2/91-R.5, dated 28.11.2000]

Sl. No. 57
Physical Fitness

Please consult Fundamental *Rules 10 and 10-A and Supplementary Rules** 3, 4 & 4-A of the Compilation of Fundamental & Supplementary Rules, Vol.I, regarding determination of physical fitness of government servants on first appointment and during service.

Sl. No. 58
Appointment to Posts "By Initial Appointment" Method

The procedure of making appointments against posts, falling within the purview of the Federal Public Service Commission, by "initial appointment" either on regular basis through FPSC or on ad-hoc basis pending the availability of FPSC-nominations, is laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973***, and in several communications issued and circulated by the Establishment Division from time to time. Despite this, instances have come to the notice of the Establishment Division where Ministries/Divisions do not properly follow the rules and instructions while making initial appointments. Consequently, proposals received from them are not expeditiously processed in the Establishment Division for want of clarifications on

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* FR 10, 10-A: Medical Certificate of health on appointment to government service; appearance before a medical authority for medical examination.

** SR 3, 4, 4-A: Medical Certificate of fitness for government service to be signed by a medical officer; exemptions from producing medical certificate to specified classes of government servants or nature of appointment e.g. temporary/short term or re-employment.

***Sl. No. 1.

one point or the other, which causes complaint to the referring Ministries/Divisions.

2. With a view, however, to enabling the Ministries/ Divisions to keep in view the method and procedure while making initial appointments, salient relevant rules and instructions have been brought together in the shape of "Guidelines", a copy of which is enclosed for their guidance (Annex).

3. It is requested that the instructions contained in the "Guidelines" should be strictly followed, and in the case of doubt a clarification may please be sought from the Establishment Division.

[***Authority***:– Estt. Division O.M.No.2/9/76.D.III, dated 14-3-1981].

(ANNEX)
(*See* Sl. No. 58, para 2)
GUIDELINES

For Making Appointment Against Posts Falling Within the Purview of The FPSC, and To Be Filled "by Initial Appointment", in Accordance with the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*

(I) **POSTS TO BE FILLED THROUGH FPSC**

(1) The method of appointment and the qualifications and other conditions applicable to a post should be laid down (that is to say, recruitment rules for the post should be framed), if not already done, by the Ministry or Division concerned, in consultation with the Establishment Division and the FPSC.

(2) The vacancies to be filled on All-Pakistan basis "by initial appointment" should be distributed on merit/regional-quota basis, as laid down in the Establishment Division's O.M. No. F. 8/9/72-TR.V, dated 31-8-1973 (Sl. No.13) read with O.M.No. 9/7/ 80-A, III, dated 23 9-1980. (Sl. No.35).

(3) The number of vacancies required to be filled should be referred to FPSC, indicating the requirements of the recruitment rules, and their regional quota, i.e. requisite qualifications/ experience/ age/domicile etc.

*(4) In the absence of the recruitment rules, the requisition to FPSC

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* *Note*.- For revised instructions *see* para 1(i) of the Estt. Division O.M.No.11/1/81-R.5 dated 20-8-1981 (Sl.No.3).

* *Note*.- For revised instructions pl. see para 1(i) of the Estt. Division O.M.No.11/1/81-R.5 dated 20-8-1981 (Sl.No.3).

should be routed through the Establishment Division.

(5) Vacancies, which cannot be filled by candidates belonging to the province or region to which the vacancy is allotted, shall be left vacant, and re-advertised or filled at a later stage by a candidate of the same region. In other words, a vacancy for one region cannot be filled by a candidate of another region, even temporarily or on ad-hoc basis.

(6) The vacancies should continue to be advertised through FPSC, until they are filled, according to their regional quota, by FPSC nominees.

(7) Nominee(s) of FPSC shall normally be accepted by the Ministry/Division/Department concerned. However, if the Ministry etc. does not accept the nomination(s), it shall communicate to the Commission the reasons for the non-acceptance, and after the Commission has expressed its further views in the matter, the case shall be submitted for a decision to the **President, in a self-contained Summary, through the Establishment Division.

(8) Proposal to appoint the FPSC-nominees in ***Grade-17 and above should be referred to the Establishment Division for seeking approval of the competent authority for their appointment. This should be done through a Summary to be signed by the Secretary (or Additional Secretary, if there is no Secretary) of the Ministry/Division concerned.

(9) The Summary should be accompanied by the following documents otherwise the proposal will not be considered by the Establishment Division:-

(i) A copy of the relevant recruitment rules.
(ii) Copy of the requisition sent to FPSC.
(iii) FPSC's letter of nomination.
(iv) Bio-data of each nominee, containing his qualifications/ experience/age/domicile etc.
(v) Character Rolls of such nominees who may already be in government service.

(10) After the competent authority has approved the appointment of the candidates nominated by the FPSC, their appointment shall be notified by the Ministry/Division concerned, under intimation to the FPSC and the Establishment Division.

(II) POSTS TO BE FILLED ON *AD-HOC* BASIS, PENDING THE AVAILABILITY OF FPSC –

** *Note*.- "Prime Minister" may be referred to in the present context *vide* Sl.No.5, Schedule V-A Rules of Business, 1973 (As amended upto 16th January, 2007), read with foot note *** below.

*** For posts in BPS 17 to 19, the appointing authority is now the Secretary/Head of Department of the Ministry or Division concerned administratively controlling the Occupational Groups/ Services/Cadres. The Prime Minister is the appointing authority for posts in BPS 20 and above. Ref. Sl.No.1.

NOMINEES

(a) If a vacancy is required to be filled urgently, it may be filled on ad-hoc basis, for a period not exceeding six months or till the availability of FPSC-nominee, whichever is earlier, provided that the vacancy is referred to FPSC, if not already referred, within two months of the filling of that vacancy on *ad-hoc* basis*.

(b) For making ad-hoc appointment, the vacancies should be advertised in the Press, indicating the requirements of Recruitment Rules and regional quota, i.e. requisite qualifications/experience/age/domicile etc. it should be ensured that there is no disparity in the regional distribution of vacancies, referred to FPSC and advertised for ad-hoc appointment through Press.

(c) In the advertisement for ad-hoc appointment, it should clearly be stated that appointment on ad-hoc basis shall be for six months, or till the availability of FPSC-nominees, whichever is earlier.

(d) Suitable applicants/candidates will be selected by the authorised Departmental Selection Committee.

(e) Prior approval of the competent authority should be obtained to appoint the selected candidates on ad-hoc basis. In the case of ad-hoc appointments to Grade-17** and above, approval should be obtained through a "Summary" to be signed by the Secretary (or Addl. Secretary, if there is no Secretary) of the Ministry concerned, and sent to the Establishment Division for the purpose.

(f) The Summary should be accompanied by the following documents otherwise the proposal will not be considered by the Establishment Division:-

(i) A copy of the relevant recruitment rules.
(ii) Press-cutting of the advertisement made.
(iii) Minutes of the Departmental Selection Committee.
(iv) A statement showing names and other particulars of the selected candidates *viz* their qualification/ experience/ age/domicile etc., supported by their original applications.
(v) Copy of the requisition, and a copy of the covering letter, sent to FPSC.
(vi) A statement showing regional distribution of vacancies, against which ad-hoc appointments are proposed to be made.

(g) Those approved by the competent authority, their appointment shall be notified by the Ministry/Division concerned, under intimation to the

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* For latest position, *see* FPSC Ordinance, 1977 as amended (Sl. No. 2, Chapter 14, Vol II), and FPSC (Functions) Rules, 1978, as amended (Sl. No. 4, Chapter 14, Vol II).

** BPS. *See* footnote *** under Annex to Sl. No. 58.

Establishment Division.

(h) In the letter/notification, relating to ad-hoc appointment, it should specifically be stated that the candidate is being appointed on ad-hoc basis for six months, or till the availability of FPSC-nominee, whichever is earlier.

(i) In case the FPSC are unable to provide nominee(s) within the first six months, and it is necessary, in the interest of public, to let the ad-hoc appointee(s) continue, an extension in the tenure of his/their appointment for a period of not more than six months shall be obtained from the FPSC.

(j) Subsequent extension(s) in the ad-hoc tenure, if necessary, shall be obtained, for a period of not more than six months, from the competent authority, in the manner pointed out at (e) above.

(k) If and when the vacancies are advertised by FPSC, the ad-hoc appointees may apply for the same, through proper channel, and take a chance if they have not already applied.

(l) Persons appointed on ad-hoc basis should not be promoted to higher posts.

(m) Similarly, no promotion should be made on ad-hoc basis, because "ad-hoc basis", when used with reference to an appointment, means appointment of a person on temporary basis pending appointment of a person nominated by the FPSC. *In view of this position, recruitment rules, if any, containing provision for "ad-hoc promotion", should be amended in consultation with the Establishment Division and the FPSC.

(n) As and when an FPSC-nominee becomes available the ad-hoc appointee to the post for that region/domicile shall either be, reverted to his lower post/grade (if he is already a civil servant) or his services terminated (if he is recruited directly from outside) immediately without any notice and without assigning any reason therefor.

Sl. No. 59

Bar Against Revising Qualifications Prescribed for the Posts in the Recruitment Rules

The Federal Public Service Commission have brought to notice that the Ministries/Divisions, while placing requisitions for recruitment to posts under them, deviate from the qualifications and other conditions prescribed for the posts in the recruitment rules. In some cases, requests were received by the Commission for modification of the qualifications after the posts had been advertised.

2. Ministries/Divisions are requested to ensure that qualifications and other conditions prescribed for various posts in the recruitment rules are strictly

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* For present position on *ad-hoc* appointment, *see* FPSC Ordinance 1977 FPSC (Functions) Rules, 1978 as amended (Sl.Nos. 2 and 4), Chapter 14, Vol II.

adhered to. If for any reasons these qualifications and conditions are required to be modified, the revised qualifications should be settled in consultation with the Establishment Division before requisitions are placed with the Commission. Once a requisition has been placed for recruitment and the post has been advertised by the Commission, the qualifications etc., should not be revised.

[***Authority***:– Estt. Division O.M.No.9/3/73-D.V., dated 26-11-1973].

Sl. No. 60
Power to Relax Conditions for Appointment

Reference a provision to the following effect which is being suggested by the FPSC for inclusion in the recruitment rules whenever draft recruitment rules have been referred to them in the recent past:-

> "Provided also that if no suitable candidate is available with the prescribed conditions of age, qualifications, experience etc., the Commission may relax the prescribed conditions if the candidate is otherwise suitable for an appointment to the recruitment".

2. Establishment Division is of the view that relaxation of prescribed conditions by the Commission itself to avoid failure of recruitment is fraught with many administrative and legal implications. The posts with relaxed conditions will have to be re-advertised and if this is not done, the candidates who fulfil the relaxed conditions may go to a court of law against the selections made by the Commission on the ground of having been denied the opportunity to compete for the post under the relaxed conditions.

3. It has, therefore, been decided that the powers to relax the prescribed conditions for appointment to various posts should continue to remain with the competent authority.

[***Authority***:– Estt. Division letter No.9/1/73-R.5, dated 12-6-1984].

Sl. No. 61
Belated Requests for Cancellation/Withdrawal/ Postponement etc. of the Requisitions Received by FPSC

It has been brought to the notice of the Establishment Division by the Federal Public Service Commission that belated requests made to the Commission by various Ministries/ Divisions for the cancellation/ withdrawal/ postponement corrigendum have increased considerably. During the year 1973, 11% of the requisitions received were re-advertised for corrigendum as desired by the Ministries/Divisions concerned while in 1974 this percentage has shot up to 24%. This not only places the Commission in an embarrassing position but also results in considerable delay and waste of time and public money.

2. With a view to obviating the chances of unnecessary delay and waste of public money, all Ministries/Divisions are requested to please take a clear and

firm decision for all the initial recruitments to be made through the Commission while sending the requisitions to that body.

[***Authority***:– Estt. Div.'s O.M.No.2/10/74-F.IV., dated 18-12-1974].

Sl. No. 62
Modifications in Requisitions Placed with FPSC

Reference instructions contained in the Establishment Division O.M. No. 9/3/73-DV, dated 26th November, 1973 (Sl. No. 59) and O.M. No. 2/10/74-F.IV, dated 18th December, 1974 (Sl.No. 61).

2. Instances continue to come to notice where after placing requisitions, for recruitment with the Federal Public Service Commission, the Ministries/Divisions/ Departments have made changes in those requisitions. In some cases, the number of posts notified for recruitment was reduced, in other cases the qualifications notified were modified. There have also been cases where the domicile for the post was changed or the requisition altogether withdrawn after the post had been advertised and the candidates interviewed. Such modifications in requisitions placed with the Commission are not only against the instructions issued by the Establishment Division but also place the Commission as well as the government in great embarrassment, apart from delay in recruitment and wastage of public time and money. It has, therefore, been decided that, in future, if for very cogent reasons a requisition placed with the Commission has to be amended or cancelled, the reference to the Commission should be made under the signature of the Secretary of the Ministry/Division concerned giving the reasons for the proposed amendment. A copy of the communication should be endorsed to the Establishment Division.

[***Authority***:– Estt. Div.'s O.M.No.11/4/76-D.V., dated 17-7-1976].

Sl. No. 63
Change in Requisition for Recruitment Placed with the FPSC

Reference.- Establishment Division O.M. Nos. 9/3/73-DV, dated 26-11-73, 2/10/74-F.IV, dated 18-12-1974 (Sl. No. 61) and 11/4/76-DV, dated 17-7-1976 (Sl. No. 62).

2. It has been brought to the notice of Establishment Division by the Federal Public Service Commission that requests for amendment/ cancellation of the requisitions for recruitment on the plea of amendment in the recruitment rules are still being received by them after the posts are advertised and, in some cases, even after notice for interview is issued. The Commission have observed that such amendments are generally proposed to accommodate ad-hoc appointees who otherwise do not fulfil the requirements of the relevant recruitment rules.

3. As such situations cause embarrassment to the Commission, and result in considerable waste of time and funds spent on re-advertisement, it has been decided that in future no request for amendment/withdrawal of requisition for recruitment will be entertained by the Commission on the plea of an amendment in the recruitment rules. The amendments, if any, will have only prospective and not retrospective application.

[***Authority***:– Estt. Div.'s O.M. No.11/4/76-D.V. dated 19-10-1977].

Sl. No. 64

Check on Amendment, Cancellation/Withdrawal of Requisition Sent to the FPSC

It has been brought to the notice of Establishment Division that Ministries/Divisions etc. after having sent their requisition to the FPSC for recruitment to the posts to be filled by direct recruitment, frequently request for changes in the terms and conditions or even suggest postponement of the recruitment even after posts are advertised. Such actions of Ministries/Divisions not only delay the finalization of the recruitment, but also place the Commission as well as the government in an embarrassing position. It also puts the candidates to a difficult situation leading to unnecessary labour and waste of money.

2. With a view to exercising proper check on such requests for amendment, cancellation/withdrawal of requisition etc., it has been decided that, in future, all such requests should be routed through the Establishment Division by Ministries/ Divisions etc.

3. Strict compliance by all Ministries/Divisions is requested.

[***Authority***:– Estt. Div.'s O.M.No.2/51/78.D.III, dated 11-7-1979].

Sl. No. 65

Revised Requisition Form for Direct-Recruitment Through the Commission

Revised Requisition Form FPSC-21 for use in recruitment of candidates for appointment to various posts by interview method only is **annexed**. It is requested that in future the revised Requisition Form may please be used while forwarding requisition to the Commission, instead of the old Forms.

[***Authority***:– Federal Public Service Commission's letter No.F.16/6/82-RI, dated 4-7-1982].

ANNEX

(See Sl.No. 65)

Revised Requisition Form F.P.S.C.-21

FEDERAL PUBLIC SERVICE COMMISSION
----------(Division)

Requisition for recruitment to the post of----------

"A" FOR CANDIDATES' INFORMATION

(1) (a) Designation of the post.
(b) Number of posts to be filled.
(c) Grade*.
(d) Scale.
(e) Special pay (if any).
(f) Whether higher starting salary admissible if any, upto, and necessary prior sanction of the Ministry of Finance has been obtained?
(g) Any other special concessions such as free quarters, light, water, etc.

(2) Whether permanent or temporary. (if temporary period for which it will last)?

(3) (a) Duties.
(b) Place of duty.

"B" FOR ADVERTISEMENT

(4) Qualifications required (no deviations from notified recruitment rules are permissible).

(a) Academic:(If more than one qualifications are prescribed, preference, if any, as reflected in the recruitment rules).
(b) Training.
(c) Experience.

(The prescribed experience counts after acquiring the requisite basic educational qualification. Whenever the Ministry/Division consider that the prescribed experience gained before acquiring the minimum prescribed educational qualification should also be considered as relevant, this should be made clear, and full justification may please be given for providing this relaxation in the interest of service).

(5) Age Limits.
(a) Minimum.
(b) Maximum.

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* BPS

(Any relaxation, whether in Minimum or Maximum age limits).

(6) Provincial/Regional distribution of post(s) in terms of Recruitment *Policy.

	In figures	In words
Merit *(10%)		
Punjab. (50%)	----------	--------
- Sindh (Urban Areas) (40% of 19% or 7.6%)	----------	-------
- Sindh (Rural Areas). (60% of 19% or 11.4%)	----------	-------
- NWFP(11.5%)	----------	-------
Balochistan *(3.5%)	----------	-------
- N.A.FATA(4%)	----------	-------
Azad Kashmir (2%)	----------	-------

(No change in allocation or reduction in the number of posts would be permitted so far as this requisition is concerned).

Merit *10%

Punjab (including Federal Area of Islamabad) 50%
Sindh 19%

The share of Sindh will be further sub-allocated in the following ratio :

Urban Areas, namely Karachi, Hyderabad and Sukkur 40% of 19% or 7.6%,

Rural Areas, i.e. rest of Sindh excluding Karachi, Hyderabad and Sukkur. 60% of 19% or 11.4%.

N.W.F.P. 11.5%

Balochistan **3.5%

Northern Areas and Federally Administered Tribal Areas 4% and Azad Kashmir 2%.

(7) Are government servants eligible for concession of age, qualifications, experience, etc., which are relaxable in their favour, as per notified recruitment rules.

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* *See* Sl. No. 13-A: Merit 7.5%; Balochistan 6% w.e.f. 12th February, 2007 *vide* Establishment Division O.M No. 4/10/2006-R2, dated 12th February, 2007.

** 6% *w.e.f.* 12th Feb. 2007 *vide* Estab. Div. O.M No. 4(10)/2006/R.2, dated 12th February, 2007, Sl. No. 13-A

(8) Any other condition or qualification not covered by above questions.

(9) Are women eligible in terms of recruitment rules? If women are to be declared ineligible, the Establishment Division's prior approval must be obtained.

"C" OTHER POINTS

(10) Have the recruitment rules, including method of recruitment and qualifications for the posts been approved by the Establishment Division and the Commission? If so, please state.

(a) The Gazette Notification No. and date of the recruitment rules.

(b) Whether the recruitment rules (with amendments if any) amended in consultation with the Establishment Division and the Commission? If so, please give the Gazette Notification No. and date of all amendments and a copy of the same should be enclosed.

(c) An up-to-date and complete copy of recruitment rules must be enclosed with this Requisition.

(11) Was this post advertised previously? if so, in which year (Commission's Consolidated Advertisement No. should be quoted).

(12) Name, telephone number and address of Departmental Representative will be asked by the Commission about a fortnight ahead when the interviews are fixed up.

N.B.- The *D.R. should be of the status of Joint Secretary to the Federal Government and for the sake of uniformity of assessments of candidates, the same D.R. would be required to assist the Commission at all interviews centres for a particular appointment.

* Departmental Representative.

(13) Particulars of the present *ad-hoc* appointee (s).

Name	Date of birth	Qualification	Experience	Domicile	Date of Ad-Hoc Appointment.

(14) It is certified that:

(i) The qualifications, age limits and experience laid down in the above requisition are in accordance with the recruitment rules, which have been published in the Gazette of Pakistan after approval by the Establishment Division and the Federal Public Service Commission.

(ii) The particulars of ad-hoc appointees have been given in the requisition against Column 13. The ad-hoc appointees fulfil all the prescribed qualifications as educational qualification, experience, age limits and *domicile.

(iii) The provincial/regional distribution of posts as given against item No. 6 is in accordance with the Government Recruitment Policy as contained in the Establishment Division's O.M. No. F. 8/9/72-TRV, dated the 31st August, 1973**, as amended from time to time**.

The allocation of the post has not been changed since it was last advertised. The allocation of the post since it was last advertised has been changed with the concurrence of the Establishment Division, as required in their O. M. No. 8/15/73-TRV, dated the 28th November, 1973***.

(iv) The requisition has been signed by an officer of the status of Deputy Secretary or above.

(v) Detailed duties of the post against Column 3 of the requisition have been mentioned and enumerated.

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* Strike out the alternatives not applicable.
** Sl. No. 13; Sl. No. 13-A
*** Sl. No. 36.

(vi) No changes as regards qualification, experience, age, domicile, grade, scale of pay, etc., as far as this requisition is concerned will be accepted, save in unavoidable circumstances when any change in requisition will have to be routed through the Establishment Division. Request for such a change will be signed by the Secretary of the Ministry/Division and routed through the Establishment Division, as required vide O.M. No. 11/4/76-DV, dated the 17th July, 1976* and No. 2/51/78-DIII dated 11th July, 1979**.

Signature.....

Designation of forwarding authority

Sl. No. 66

Forwarding of Applications from Departmental Candidates for Competitive Examinations/Selections

The existing*** rules require that applications for appointments in other offices should be forwarded through proper channel. The question has arisen as to what should be considered the appropriate authority for forwarding applications of the staff employed in a particular office. As only a responsible and fairly senior officer of a Division, etc., is generally in a position to know the staff requirements of his Division, it has been decided, in consultation with the Federal Public Service Commission, that, in the case of a Ministry or Division, the forwarding authority should be at least a Deputy Secretary, and in the case of an Attached Department or a Subordinate Office, it should be the Head of the Department or Office, or an officer of rank equivalent to that of a Deputy Secretary designated by him.

[***Authority***:– Estt. Div.'s O.M.No. 50/I/48-Estt.(ME), dated 3-6-1948].

Sl. No. 67

Forwarding of Applications from Departmental Candidates

Reference.- Establishment Division Office Memorandum No. 50/I/48-Ests. (ME), dated the 3rd June, 1948 (Sl. No. 66).

It has been brought to the notice of the Establishment Division by the Federal Public Service Commission that the instructions contained in the Memorandum referred to above are not being generally followed by Ministries/Divisions, and more often applications in response to the Commission's advertisements are forwarded by the Ministry/Division concerned

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* Sl. No. 62

** Sl. No. 64

*** *Note*: Refer also to Government Servants (Application for Services and Posts) Rules, 1966, Chapter 3. Sl. No. 18.

with endorsements signed by Assistant Secretaries, although the instructions issued in the Office Memorandum referred to above require that the forwarding authority should, at least, be a Deputy Secretary in the case of Ministries/Divisions. It is accordingly requested that the instructions contained in the Establishment Division Office Memorandum referred to above, should please be followed strictly in forwarding applications.

[***Authority***:– Estt. Div.'s O.M.No.50/l/48-Estt.(ME), dated 30-3-1950].

Sl. No. 68

Forwarding of Applications from Departmental Candidates for Examinations/Selections Held by FPSC

Under the existing rules all government servants, whether in provincial or in *central service, have to apply to the Federal Public Service Commission in connection with examinations/ selections held by them through their respective Heads of Departments or Offices. The last date for the respective applications by the Commission is set down in the notice relating to every examination conducted by them and in the advertisements issued in connection with selections to be held by them.

2. The Federal Public Service Commission have pointed out that many such applications are received in their office long after the closing date, and have hitherto been entertained if the Commission were satisfied that candidates themselves were not at fault. The Commission are not prepared to continue this indulgence indefinitely and desire it to be made clear that, in future, late applications will not normally be accepted, whatever the reason. It is, therefore, requested that care should be taken to see that applications of candidates who apply to the Federal Public Service Commission for the Central Superior** and Ministerial Services Examinations and selections are not delayed beyond the permitted date since delay in future will not be condoned.

3. To deprive a candidate of his candidature by reason of a negligent omission to forward his application could be serious act of irresponsibility.

[***Authority***:– Estt. Div.'s Letter No.25/4/53-SEI, dated 23-7-1953 to the Provincial Chief Secretaries with copy to Ministries/Divisions].

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* Federal.

** Occupational Groups/Services.

Sl. No. 69

Forwarding of Applications from Departmental Candidates to FPSC : Departmental Delay not to be Condoned

Reference.- Establishment Division letter No. 25/4/53-SEI, dated the 23rd July, 1953(Sl. No. 68).

2. It has been reported by the Federal Public Service Commission that in several cases the applications from departmental candidates for the various competitive examinations/ selections held by the Federal Public Service Commission are forwarded by the departments concerned very late, without regard to the last date prescribed for receipt of applications announced by the Commission. To avoid recurrence of such delays, the Commission have decided that departmental delays in forwarding the applications of departmental candidates will not normally be condoned. They will be condoned only in exceptional circumstances, which will be considered by the Commission on the merit of each case.

3. In view of what has been stated above, it will be very much appreciated if every possible effort is made to ensure that applications from departmental candidates for appearing at the competitive examinations/selections held by the Federal Public Service Commission are forwarded to the Commission by the due dates. In case of unavoidable delay, reasons should please be recorded, otherwise applications received after the due date will not be entertained by the Commission.

*[**Authority**:– Estt. Division Letter No.8/4/60-E.XIV, dated 18-7-1960 to the Provincial Chief Secretaries with copy to Ministries/Divisions].*

Sl. No. 70

Forwarding of Applications to FPSC : Complaint by Commission about Delay

Reference.- Letters No. 25/4/53-SE-I, dated 23rd July, 1953 (Sl. No. 68) and No. 8/4/60-E, dated 18th July, 1960 (Sl. No. 69).

2. The Federal Public Service Commission has again complained that the applications of departmental candidates are sometimes received late thus causing all round inconvenience and considerable delay in finalization of recruitment cases.

3. It is, therefore, requested that all the departments may please be instructed to strictly observe the instructions contained in the aforesaid letters of Establishment Division while forwarding applications to the FPSC.

[***Authority***:– Estt. Div.'s O.M.No.2/9/73-D.III, dated 24-5-1974].

Sl. No. 71

Failure of the Provincial Governments and Federal Ministries/ Divisions to Inform the F.P.S.C. about Withholding of Application Within One Month of the Closing Date Not to Affect the Candidate's Selection/Appointment

In the Establishment Division's letter No. 8/54/79/F.I(D.5) dated 5th August, 1980 it was requested that the applications, if submitted by Provincial Governments employees through proper channel to FPSC, for posts advertised by the Commission, should please be forwarded on top priority basis; and in case an application is required to be with-held for any reason, the Commission should be informed within one month of the respective "closing date" of the applications.

2. The FPSC have reported that despite the instructions issued on 5th August, 1980, the objective has not been achieved. Several candidates, who appeared before the Commission on the basis of their "duplicate/advance copy", have told the Commission that their original applications fell a prey to the clerical redtapism in their respective offices, and their applications could not be forwarded to the Commission. The Commission have also complained that in several cases, the Provincial Governments as well as the Federal Ministries/Divisions/Departments informed the Commission about the withholding of applications, after the closing date and in certain cases at a stage when the employee/ candidate had even been interviewed. It will be appreciated that with such state of affairs, not only the efforts of the Commission are wasted, but the talented/suitable candidates are also prevented from selection/nomination.

3. Under these circumstances, it has been decided that:-

(i) If the Provincial Governments and the Federal Ministries do not inform the Commission of their refusal, within one month of the "closing date", it will be presumed by the Commission that permission has been granted to the employee/ candidate who has applied in advance; and

(ii) In view of (i) above, if a departmental candidate/ employee is selected/nominated by the Commission, the parent Government/Ministry/ Department/ Corporation etc. of that candidate shall be bound to relieve him, to enable him to join the post for which he has been nominated.

4. All departments/offices/autonomous organizations under the administrative control of the Ministries/Divisions may be informed accordingly.

[***Authority***:– Estt. Div.'s Letter No.8/54/79-F.1-D.(5), dated 16-8-1981].

Sl. No. 72

Recruitment of Candidates on a Pay Higher Than the Minimum Scale of the Post

It has been decided in consultation with the Ministry of Finance that the following procedure shall be adopted in connection with recruitment through the Federal Public Service Commission when it is proposed to appoint a candidate on an initial pay higher than the minimum of the post and the requisition sent to the Commission admits of such higher initial pay being given in suitable cases:

(i) Ordinarily, posts will be advertised on prescribed scales and there need be no provision in the advertisement for a higher initial pay being given. In all such cases, the appointments must be made on the minimum of the scales. No representation for a salary higher than the minimum of the scale will be entertained from any person who enters government service in response to such advertisement without prior consultation with the Federal Public Service Commission and the Ministry of Finance.

(ii) In special cases, however, where due to dearth of suitable candidates or where previous attempts to attract candidates on the minimum of the scale had failed, it may be felt necessary to provide for a higher starting pay. In such cases, whenever the requisitions for recruitment are sent to the Federal Public Service Commission, the prior concurrence of the Ministry of Finance must be obtained, if it is intended in deserving cases to provide a higher initial pay than the minimum of the advertised scale. The limit in the scale up to which the Federal Public Service Commission may be authorised to recommend the starting salary will be laid down by the Finance Ministry in each such case*.

*(iii) Before a recommendation as to the higher initial pay made by the Commission is accepted by the Ministry concerned, the concurrence of the Ministry of Finance must be obtained.

(iv) Normally, no candidate should be given a salary higher than that recommended by the Commission. If, however, in an exceptional case it is considered desirable to give a higher salary to a candidate than that suggested by the Commission, it will be necessary to obtain the concurrence of the Commission before seeking the approval of the Ministry of Finance.

*(v) Any subsequent recommendation made by the Commission must,

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* *Note*: See revised orders *vide* Sl. No. 14 of Annex 1 to the Finance Division's O.M No. F.3(2) Exp. III/2006 dated 13th September, 2006-System of Financial Control and Budgeting (September, 2006)under which the powers stand delegated to the administrative Secretaries of Ministries/Divisions. Under this O.M dated 13th September, 2006 the condition at (v) [Sl. No. 72], too, stands modified as stated above.

* *See* Sl. No 73 and the note thereunder.

before it is accepted, have the prior concurrence of the Ministry of Finance.

2. The procedure outlined above, will apply *mutatis mutandis*, to posts to which recruitment is made on contract. Each such case will however, be considered on its merits as regards the scale of pay and the maximum of the higher start.

[***Authority***:– Estt. Div.'s O.M.No.11/4/50-SEI, dated 16-5-1951].

Sl. No. 73

Grant of Starting Salary to Candidates after Selection by the Federal Public Service Commission

It has been brought to the notice of Establishment Division by the Federal Public Service Commission that Ministries/Divisions sometimes approach the Commission to recommend starting salary higher than the minimum prescribed for the candidates after they have been nominated by the Commission. The position in this respect is stated below.

2. In case it is intended to grant higher starting salary to incumbent of any post, the F.P.S.C. should be informed of such details at the time when the requisition for that post is sent to them to enable them to include this provision in their advertisement. Further, according to Serial No. 16 of **Annexure II** to the Ministry of Finance O.M.No.F 1(5)R 12/80, dated the 11th March, 1981**, the F.P.S.C. may recommend the grant of not more than six premature increments to a nominee only when suitable persons of requisite qualifications are not available on the minimum prescribed pay of the post. In either case the Commission may use its discretion to recommend and to fix the number of such increments within the prescribed limit or not to recommend the premature increments.

3. As explained above, in cases where the F.P.S.C. has nominated a person without recommending premature increments, there is no justification for a Ministry/Division/ Department to ask the Commission for recommendations for such increments.

4. Ministries/Divisions are requested to explain the above position to all the Departments/Offices under their jurisdiction.

[***Authority***:– Estt. Division's O.M.No.2/22/75-D-III, dated 31-3-1976].

** The latest orders are contained in Finance Division's O.M No.F.3(2)-Exp.III/2006 dated 13th September, 2006 referred to in the note under Sl.No. 72.

Sl. No. 74
Recruitment to Posts in BPS 16 and Above

While processing recruitment against various posts in BPS 16 and above under the Federal Government, the administrative Divisions/Departments are required to nominate professionally competent and senior officers (in BPS 20 or above), as Departmental Representatives to assist the Federal Public Services Commission in assessing suitability of the candidates.

2. FPSC has reported that, over the years, it has been noticed that the Departmental Representatives are either not nominated at all or they do not attend on specified dates. At times they come late also. Generally, officers of BPS 19 or below are nominated. They, very often, do not have the requisite experience and/or lack relevant professional/technical expertise in the field of the advertised post. The Commission is not informed about the non-availability of a qualified officer for which last minute alternative arrangements are impossible to make. The names/ addresses of the Departmental Representatives are seldom given, nor are their telephone (Office and Residential) numbers provided. Thus the Commission is prevented from reaching them to ensure their presence.

3. It is, therefore, requested that FPSC's instructions in this regard may kindly be complied with in letter and spirit so as to avoid any untoward situation in future.

[***Authority***:– Estt. Div.'s (Training Wing) Circular No. 3/8/92-T.V. dated 17-10-93].

Sl. No. 75
Recruitment Policy

The legal frame work for recruitment and its procedures has been provided in Civil Servants Act, 1973*; Civil Servants (Appointment, Promotion and Transfer) Rules, 1973**; Federal Public Service Commission Ordinance, 1977*** and Federal Public Service Commission (Functions) Rules, 1978@. The law and rules, by themselves, are not enough to meet the functional requirements and need to be supplemented by a comprehensive and consistent set of policy guidelines.

2. Comprehensive guidelines for recruitment have, therefore, been framed with the approval of the Prime Minister (Annex). The new recruitment policy will take effect immediately. Detailed instructions on some of the points or amendment in rules where necessary are being issued separately.

[***Authority***:– Estt. Division D.O. letter No.10(1)/91-CP-I, dated 1-1-1992].

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* Chapter 1, Sl. No. 2.
** Sl. No. 1.
*** Chapter 14, Vol. II, Sl. No. 2.
@ Chapter 14, Vol. II, Sl. No. 4.

Annex *

(*See* Sl. No. 75, para 2)

RECRUITMENT POLICY FOR THE FEDERAL SERVICES/
AUTONOMOUS BODIES/CORPORATIONS

The existing procedures formulated in the past with regard to recruitment were on the basis of experience; the problem mainly lay in the implementation of the policy which provided large areas of discretion. As per the existing policy, the Federal Public Service Commission was responsible for recruitment in the federal services only to posts in BPS 16 and above. The Autonomous Bodies/Corporations did not come under the purview of the FPSC**. Again the quotas are applicable in Autonomous Bodies/ Corporations only for recruitment to posts in BPS 17 and above.

***2. A new recruitment policy has been formulated laying emphasis on merit, elimination of discretion and the monitoring role of public representatives. Salient features of the new recruitment policy are as under:-

(a) The role of the FPSC in recruitment has been enhanced *. It will also strictly adhere to a maximum period of 6 months from the receipt of requisition for recommending nominees.

(b) Efforts have been made to minimize discretion.

(c) Regional/provincial quotas have been made applicable in Autonomous Bodies/Corporations as is being observed in the federal services[@].

(d) Ad-hoc appointments have been discontinued.

Foot Notes

Foot Note 1:

* For the latest position, see the FPSC Ordinance, 1977 (as amended upto 15-09-2007) (Sl. No. 2, Chapter 14, Vol. II) and FPSC (Functions) Rules, 1978 as amended upto 15-9-2007 (Sl. No. 4, Chapter 14, Vol. II). The Commission shall conduct tests and examination for recruitment to all posts in connection with the affairs of the Federation in BPS 16 & above or equivalent other than those specified in rule 3 thereof.

** The posts in autonomous/semi-autonomous bodies & corporations in the Federal Government do not come under the purview of the FPSC as mentioned in note * above.

*** Comments on para 2 are as follows:

(a) Valid in respect of posts in BPS 16 and above under Federal Government, other than those referred to in Foot Note 1* and ** above. As for autonomous/semi-autonomous bodies/corporations, these are now outside the purview of the FPSC.

(b) Would remain valid as a general principle to be followed by the FPSC, Selection Board/Departmental Selection Committee (DSC) constituted for appointment to posts in autonomous/semi-autonomous bodies.

(c) Remains valid.

(d) 'Ad-hoc' appointments allowed under Federal Government. The concept of '*ad- hoc'* appointment in autonomous/semi-autonomous bodies/corporations is untenable as it is confined to appointment under Federal Government through Departmental Selection Committee (DSC) after placing a requisition with FPSC and advertising a post to permit open competition and representation of provincial/regional quotas.

@ Add 'goups'.

(Continued)

(e) Monitoring role of the Public Representatives in implementation of the recruitment policy has been incorporated.

(f) Five per cent quota for orphans and destitutes has been provided.

(g) Regional/provincial imbalances will be removed.

3. The details of the recruitment policy are as under:-

(a) Recruitment to posts in BPS 16 and above which is around an annual intake of about 1000 will continue to be made through the FPSC. However time taken by the FPSC will be curtailed to a maximum of 6 months from the date of receipt of requisition.

(b) *Recruitment to posts in BPS 11 to 15 for the following departments will be entrusted to the FPSC:-

1. Ministries/Divisions.
2. CBR including Customs and Income Tax Departments.
3. Federal Investigation Agency.
4. ** Pakistan Narcotics Control Board.
5. Pakistan Railways.
6. Immigration and Passport.
7. *** Export Promotion Bureau.
8. Islamabad Capital Territory.
9. Bureau of Emigration and Overseas Employment.
10. Estate Office.
11. [Deleted……]

Foot Note 2:

(e) The monitoring role of public representatives in implementation of government policies, a matter to be decided by government

(f) Quota for women (10%) is provided for (Sl. No. 13-B, 13-C, 13-D). For details *see* foot note on para 1(j), Sl. No. 76.

(g) Remains valid.

*Para 3(b) deleted *vide* FPSC (Functions) Rules, 1978, as amended upto 15-9-2007 (Sl. No. 4, Chapter 14, Vol. II). Under rule 3 of these rules, FPSC's purview is limited to posts in BPS 16 and above in Federal Government except those mentioned therein.

** Later Narcotics Control Division & Anti Narcotics Force.

*** Renamed as Trade Development Authority of Pakistan *w.e.f.* December, 2006

(Continued)

*(c) For posts in other than selected departments, the procedures will be streamlined and merit to be assigned to requisite experience/ academic/technical qualifications.

(d) No weightage should be given to the interview and resorted to only if considered necessary to adjudge the suitability for a particular job. For example, if a person stammers then for a post like that of Radio Broadcaster, physical interview may be essential to detect the disability.

(e) Objective type of tests, if considered necessary to determine the eligibility for a specific post, will be organized with the prior permission of the Establishment Division.

(f) Recruitment should be made on regular, known, periodic intervals in February and August each year, after proper advertisement through electronic and national/regional media. After advertisement, a minimum period of 30 days should be allowed for receipt of applications. No Ministry/Division/ Department/ Organization shall receive applications for any post unless the vacancies are advertised.

(g) Procedures for recruitment to posts in BPS 6 to 10 to be as per (c) to (f) above.

(h) Procedures for recruitment to posts in BPS 1 to 5, like Lower Division Clerk where the qualification is at least Matric, will also be as per (c) to (f) above. For others, as per the present practice.

(i) *Ad-hoc*** appointments irrespective of grades*** will be discontinued. In unavoidable circumstances, all ad-hoc appointments will be made with the specific permission of the Prime Minister. No such appointment will be got regularized under any circumstances.

Foot Note 3:

*(c) One of the Functions of FPSC under the FPSC Ordinance, 1977, as amended upto 15-09-2007 (Sl. No. 2, Chapter 14, Vol. II), read with FPSC (Functions) Rules, 1978, as amended upto 15-09-2007 (Sl. No. 4, Chapter 14, Vol. II).

(d) -do-

(e) -do-

(f) -do-

(g) It should now be in the case of posts upto BPS 15 in terms of FPSC Ordinance, 1977, as amended upto 15-09-2007 (Sl. No. 2, Chapter 14, Vol. II) and FPSC (Functions) Rules, 1978, as amended upto 15-09-2007 (Sl. No. 4, Chapter 14, Vol. II) 14.

(h) LDC is now in BPS 7 *vide* Sl. No. 2.

(i) *Ad-hoc* appointment as per FPSC Ordinance, 1977 and rules referred to in note against (c) above.

** Foot Note 3: For ad-hoc appointments to posts in BPS 16 and above, refer to FPSC (Functions) Rules, 1978 as amended upto 15-9-2007 (Sl. No. 4, Chapter 14, Vol. II).

*** BPS.

(Continued)

*(j) Recruitment to posts in Autonomous bodies/Corporations.

(1) The present system of recruitment to Management Grades M1 to M3 or equivalent is considered satisfactory and will continue.

(2) For appointments of Senior Managers/ Deputy Managers in Grades E1 - E5 and for appointments to non-executive grades equitable with Government BPS 3 and above the selection be based keeping in view the Regional/Provincial quota as applicable in the Federal Services. Method should conform to (c) to (f) above.

(3) No weightage should be given to the interview if considered necessary to adjudge suitability for a particular job.

(k) Age relaxation NOT to be allowed when candidates of correct age are available. This will not apply to those candidates who become overage during the ban.

(l) Parliamentary Committee will be constituted in each Ministry/Division to oversee and monitor the implementation of policy in respect of recruitments made other than through the FPSC. The same would apply to each autonomous body/ corporation.

(m) The regional/provincial quota, if not filled, will be carried forward until/unless suitable hands are available from the provinces/regions concerned. No "substitute" recruitment should be allowed.

(n) The vacancies of each Ministry/Division/ Department/ Autonomous Body/Corporation as per the regional/ provincial quota should be advertised through regional/ provincial/national newspapers/electronic media and that, too, on *Sundays*. This is on the *pattern* of the FPSC where the posts are advertised on *Fridays*.

(o) Booklet of vacancies will be printed by the concerned Ministries/Divisions incorporating all Departments/ Subordinate Offices/Autonomous Bodies/ Corporations in December and June each year and made available on payment to all for information.

Foot Note 4:

*(j) Ref. Foot note on para 1(a), Sl. No. 76

(k) For present position, *see* Sl. No. 56, Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended upto 24-10-2007.

(l) Position as in foot note on (m) & (n), Sl. No. 76.

(m), (n) & (o) remain valid.

(Continued)

[*] (p) An exercise will be carried out to revise the classification of Federal Government offices/ autonomous bodies/corporations functioning on regional/provincial basis. This should be monitored by the Committee of public representatives being established in each Ministry/Division.

(q) Five per cent of the vacancies available to a region/province as per their quota will be reserved for orphans/destitutes. The criteria is being determined separately.

(r) To give relief to the candidates who may become overage as a result of ban imposed by the government since November 1990, the age limit be relaxed by one & half years till 31-12-1992.

(s) The present application of 1% quota for employment of disabled persons should be enforced strictly.

(t) Details regarding the backlog of backward areas for employment in federal services/sutonomous bodies/corporations as per provincial/regional quota should be collected from each Ministry/ Division/Department and then the situation rectified.

(u) The present strength of members of the FPSC be raised from 8 to 10 and additional funds to the tune of Rs.12.55 million be provided to take on the additional work of recruitment to selected posts of BPS 11-15. FPSC to establish regional centres for receipt of applications and conducting of tests/ interviews for the advertised posts in far flung areas like Chitral and Gilgit etc.

(v) The inter se merit in provinces should be on as small a unit as possible - both for Federal and Provincial Governments jobs.

Foot Note 5:

[*] (p) Remains valid, subject to government policy.

(q) Amended *vide* Initial Appointment to Civil Posts (Relaxation and Upper Age Limit) Rules, 1993, as amended upto 17-8-2000 (Sl. No. 56), read with the clarification (Sl. No. 56-A).

(r) Same as in foot note on (j), Sl. No. 76.

(s) Valid.

(t) Valid.

(u) For present strength of the (Chairman & not more than eleven Members) of FPSC, see FPSC (Composition and Conditions of Service) Regulations, 1978 as amended upto 2-7-2007 (Sl. No. 3, Chapter 14, Vol. II). However, FPSC's purview is now limited to posts in BPS 16 and above in the Federal Government as per FPSC Ordinance, 1977 (Sl. No. 2, Chapter 14, Vol. II) and FPSC (Functions) Rules, 1978 (Sl. No. 4, Chapter 14, Vol. II).

(v) Valid.

(Continued)

*Sl. No. 76

Recruitment Policy For the Federal Services/Autonomous Bodies / Corporations****

The question of formulating a merit-based recruitment policy has been under consideration of the government for some time past. The government has decided to lift the ban, with immediate effect, and to lay down the following policy for recruitment:-

(a) Recruitment to posts in BPS 16 and above will continue to be made through the Federal Public Service Commission (FPSC) as hithertofore. However, the time taken by the Commission will be curtailed to a maximum of six months from the date of receipt of requisition.

(b) Recruitment to posts in BPS 11 to 15 in all the Ministries/Divisions, and the following Departments is entrusted to the FPSC:-

(1) Central*** Board of Revenue including its departments such as Customs, Excise, Income Tax etc.

(2) Federal Investigation Agency.

@ (3) Pakistan Narcotics Control Board.

(4) Pakistan Railways.

(5) Immigration and Passport.

(6) Export Promotion Bureau@@.

(7) Islamabad Capital Territory.

(8) Bureau of Emigration and Overseas Employment.

(9) Estate Office.

@@@ (10) Offices of the Chief Controller of Imports and Exports.

Foot Note 6:

* Sl. No. 76 to be read with the Foot Notes 1,2,3 under Sl. No. 75.

** Autonomous bodies, corporations are now outside purview of FPSC.

(a) Valid except the posts excluded from the purview of FPSC, as clarified in note (b) below.

(b) Not valid anymore in view of the FPSC Ordinance, 1977 as amended upto 15-09-2007 (Sl. No. 4) read with FPSC (Functions Rules, 1978 (para 7, Functions of the Commission) (Sl. No. 4), Chapter 14, Vol. II. See also Sl. Nos. 140, 141, 141-A for procedure/policy regarding appointment in autonomous/semi-autonomous bodies under the Federal Government. Under rule 3(a) of the FPSC (Functions) from the purview of the Commission are all the posts in the President's Sectt. & Directorate General, ISI and those filled by appointing a person on contract for a specified period, in addition to posts in BPS 11 to 15.

*** Federal

@ Later Narcotics Control Division & Anti Narcotics Control Force.

@@ Renamed as Trade Development Authority of Pakistan (TDAP) *w.e.f.* December, 2006.

@@@ Abolished

(Continued)

*(c) For the posts in BPS 11 to 15 and BPS 6 to 10 in other than the departments mentioned in (b) above, and the posts in BPS 6 to 10 in all the Ministries/Divisions/ Departments, the procedures will be streamlined and merit will be determined on the basis of requisite experience, academic and technical qualifications, as under:-

(i) No weightage shall be given to the interview, and the interview shall be resorted to only if considered necessary to determine the suitability for a particular job e.g. if a person stammers for a post of Radio Broadcaster etc., physical interview may be essential to detect the disability.

(ii) Objective type of tests, if considered necessary, to determine the eligibility for a specific post, will be organized with the prior permission of the Establishment Division.

(iii) Recruitment shall be made only in the months of February and August each year. All the posts shall be advertised through electronic and national/regional media. No Ministry/Division/ Department/Organization shall receive applications for any post unless the vacancies are advertised. A minimum period of 30 days will be allowed for receipt of applications.

(d) Procedures for recruitment to posts in BPS 1 to 5 such as Lower Division Clerk where the qualification is at least Matric, will also be as per (c) above. For others as per the present practice.

(e) No *ad-hoc* appointment will be made in any Basic Pay Scales. In unavoidable circumstances, such appointments will be made with the specific permission of the Prime Minister. No such appointment shall be regularised under any circumstances.

(f) Age relaxation will not be allowed when candidates of correct age are available. This will not apply to those candidates who have become overage due to the ban on recruitment. They will be allowed age relaxation of one and half years till 31-12-1992.

Foot Note 7:

*(c) It would remain applicable by the prescribed selection committee/board insofar as it relatled to streamlining of procedures and determination of merit on the basis of the variables given therein.

(d) As in (c) above.

(e) *Ad-hoc* appointment in the Federal Government is regulated by the FPSC Ordinance 1977 and FPSC (Functions) Rules, 1978 quoted under (b) above. Under the law and rules, *ad-hoc* appoint is for 6 months subject to placing a requisition with FPSC and the Commission's prior approval. As for autonomous/semi-autonomous bodies, there should be no occasison for ad-hoc appoint as these bodies are outside the purview of the FPSC.

(f) See note under Annex to Sl. No. 75 (with reference to para 3, sub-paras 'q' and 'r') for age relaxation.

(Continued

*(g) The provincial/regional quota if not filled will be carried forward till suitable candidates are available from the Province/Region concerned. No `substitute' recruitment will be made.

(h) The vacancies in each Ministry/Division/ Department/ Autonomous Body/Corporation, as per the provincial/ regional quotas, shall be advertised through National/ provincial/regional newspapers and electronic media on Sundays.

(i) Booklet of vacancies, other than those falling in the purview of the FPSC, will be printed by the concerned Ministries/Divisions in respect of their Departments/ Subordinate Offices/Autonomous Bodies/Corporations in December and June each year and will be made available on payment.

(j) Five per cent of the vacancies available to a Province/Region as per quota will be reserved for orphans/ destitutes. The criterion is being defined separately.

(k) The present application of 1% quota for employment of disabled persons should be strictly adhered to.

Foot Note 8:

*(g) Remains valid as provincial/regional quota is applicable to posts in autonomous/semi-autonomous bodies (Sl. No. 45, 45-A, 45-B, 46 & 47).

(h) Remains valid and applicable.

(i) As in (h) above.

(j) The provincial/regional quota is on the basis of merit and population of provinces/regions (Sl. Nos. 13, 13-A). In September, 1989, a 5% quota in occupational groups/services was reserved for women to be counted as part of of the overall allocation of quota (Sl. No. 13) not applicable to quota for merit (Sl. No. 13-C). This was increased to 10% in Sept. 2006 across-the-board (Sl. No. 13-D). The orders were applicable to autonomous/semi-autonomous bodies/corporations. Necessary clarifications were issued in May, 2007 (Sl. No. 13-B) after the changed reservation of quota (Sl. No. 13, 13-A). As for appointment of widows/children of deceased government servants, in relaxation of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 (Sl. No. 1), Part III (Initial Appointment) & Part IV (Ad-hoc and Temporary Appointments), appointment has to be made in accordance with the procedure prescribed in the aforesaid rules, including the cases of widows/children of the deceased government servants, as decided by the government in January, 2000 in pursuance of a judgement of the Supreme Court (Sl. No. 131).

(k) Remains valid *vide* Sl. No. 48. Implies adjustment within the provincial/regional quota of a disabled person.

(Continued)

*(l) The deficiency in provincial/regional representation of backward areas, if any, in federal services and in the autonomous bodies/corporations will be worked out and intimated to the Establishment Division for rectifying the existing imbalance.

(m) An exercise will be carried out to classify the Federal Government offices/autonomous bodies/ corporations on functional basis *i.e*. All Pakistan, Provincial or Regional. The intake from within a province will be on as small a unit as possible - both for Federal and Provincial Governments jobs. This would be monitored by the Committee of public representatives being established in each Ministry/ Division.

(n) Parliamentary Committees will be constituted by the Prime Minister for each Ministry/Division to oversee and monitor the implementation of policy in respect of recruitment other than through the FPSC. The same would apply to each autonomous body/corporation.

[***Authority***:– Estt. Div.'s O.M.No.3/1/92-R.2, dated 2-1-1992].

Sl. No. 77

***Ad-Hoc* Appointment Pending Regular Selection by the FPSC**

Observance of recruitment policy, regarding provincial/regional quota in making ad-hoc appointments.- The recruitment policy of government regarding provincial/regional quotas etc., is to be observed in all cases of direct recruitment to vacancies including temporary vacancies, expected to last for more than 3 months, *vide* Establishment Division Office Memorandum No. 25/48-SEI, dated the 13th November, 1948 and No. 1/6/59-R, dated the 5th May, 1959**.

2. Since ad-hoc appointments made pending availability of suitable qualified candidates are also temporary appointments, the recruitment policy should be observed in all cases of ad-hoc appointments made by direct appointment in which the candidate is likely to hold the post for more than 3 months or there is a chance of extension of his appointment beyond three months if appointed for a lesser period.

[***Authority***:– Estt. Division's O.M.No.1/22/66-D.V.,dated 17-10-1966].

Foot Note 9:

*(l) Valid.

(m) Covered in the present allocation of quota and clarification issued in pursuance of the policy orders (Sl. No. 13, 13-A). Overseeing by public representatives as considered appropriate by government.

(n) -do-

** *See* Sl. No. 74, Estacode 1989, page 142: O.M. No. 1/6/59-R, dated 5th May, 1959 mentioned above is, in fact, to be considered O.M. No. 1/6/59-R, dated 13th May, 1949, (Sl. No. 3, page 66, E&O.M, Establishment Manual. Vol. III, O&M Wing, Establishment Division).

Sl. No. 78

Advertisement for *Ad-Hoc* Appointments

Attention is invited to Establishment Division's Notification No. 1498(I)/73, dated 20th October, 1973* regarding Civil Servants (Appointment, Promotion and Transfer) Rules, 1973**.

2. In accordance with Part IV dealing with *ad-hoc* and temporary appointments, rule 19 lays down that the post shall be advertised and the same procedure as laid down for the initial appointment in Part III shall be followed for making *ad-hoc* appointments.

3. A number of cases have come to notice where *ad-hoc* appoint-ments have been made from amongst departmental candidates or from other applicants without an advertisement having been made in the press.

4. This is irregular In future, no proposal for *ad-hoc* appointments will be entertained unless the post has been duly advertised. The summary of the case submitted to the Establishment Division should invariably state that the post has been advertised and the clipping of the advertisement should be enclosed with the summary.

[***Authority***:– Estt. Division's O.M. No. 2/23/78-D.III, dated 17-4-1978].

Sl. No. 79

***Ad-Hoc* Appointees to Be Clearly Told of the Conditions of Their Appointments**

It has been noticed that various Ministries/Divisions etc. while advertising posts, falling within the purview of the FPSC, for purposes of making ad-hoc appointments thereto, do not take into account the fact that the appointees on the basis of such advertisements, being replaceable by the FPSC nominees, should be clearly told of this condition of their appointments. This omission on the part of various Ministries/ Divisions, etc. may give rise to complications later on.

2. It is, therefore, requested that, while advertising for ad-hoc appointments to such posts, the Ministries/Divisions etc. should categorically state that the candidates appointed on the basis of such advertisements will be replaceable by the FPSC nominees. The condition may also be communicated to the candidates in the letters/notifications of such appointments so that no appointee claims regular appointment subsequently on the basis of advertisement or appointment letters/notifications.

3. It may also be ensured that requisition for such posts should invariably

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* For present position see rules 18 & 19 as amended (Sl.No. 1) as substituted, read with FPSC Ordinance, 1977 as amended and FPSC (Functions) Rules, 1978) (Chapter 14, Sl. Nos. 2&4, Vol. II).

** Sl. No.1.

be sent to the Commission within two months of the filling up of such posts on ad-hoc basis.

[***Authority***:– Estt. Division's O.M.No.2/6/74-F.IV, dated 14-6-1974].

Sl. No. 80

Avoidance of Favouritism or Nepotism in Making *Ad-Hoc* Appointments

Considerable time often elapses before candidates recommended by the Federal Public Service Commission become available for appointment. Consequently, ad-hoc appointments are made pending selection of suitable candidates by the Commission. In this connection it has been brought to the notice of government that in making ad-hoc appointments, officers in certain Ministries/ Departments indulged in favouritism and nepotism. Government view this with concern and it has been decided that suitable disciplinary action should be taken against the delinquent officers.

2. Acts of favouritism or nepotism being prejudicial to good order or service discipline constitute misconduct as defined in the Government Servants (Efficiency and Discipline) Rules, 1973*. It is, therefore, requested that if instances of favouritism or nepotism or irregularity in making ad-hoc appointments are brought to notice, the officers responsible should be proceeded against under those rules. Suitable instructions may also kindly be issued to all officers concerned in the Ministry including Attached Departments and Subordinate Offices.

[***Authority***:– Estt. Division's D.O. letter No.2/2/62-D.I, dated 15-2-1962].

Sl. No. 81

Recruitment to Posts in BPS 17 and Above on *Ad-Hoc* Basis

The following instructions are issued for making *ad-hoc* appointments in BPS 17 and above, in amplification of the instructions given in Part IV of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973**:-

(1) The decision that it is in the public interest to fill a post urgently, pending nomination of a candidate by the Commission, may be taken by the Secretary of the Ministry/Division.

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* For Government Servants (E&D) Rules, 1973, see Sl. No. 85, Chapter 9, Vol. II.

** Sl.No. 1.

(2) *The vacancy may, in the first instance, be referred to N.D.V.P. if they are in a position to nominate one or more persons registered with them who fulfil the requirements as to age, qualifications, experience, domicile, etc., selection may be confined to these persons; otherwise the post should be advertised.

(3) All eligible applicants should be considered by a Selection Committee headed by Secretary or Additional Secretary of the Ministry/Division and two Members of BPS 19 or above. If the post belongs to an Attached Department or Subordinate Office, the Head of Department or office may be co-opted as a Member.

(4) The record of the Selection Committee together with a summary giving reasons why the post is required to be filled urgently on ad-hoc basis, should be forwarded to the Establishment Division when the case is referred to them for obtaining approval of the competent authority.

(5) After the competent authority has approved the appointment to be made, the letter of appointment may be issued by the Ministry/Division concerned.

[***Authority***:– Estt. Division's O.M.No.D-268/74-D.V., dated 29-6-1974].

Sl. No. 82

***Ad-Hoc* Appointments and Requisitions with FPSC**

It has been observed that sometimes the proposals for *ad-hoc* appointments are forwarded to the Establishment Division for approval of the competent authority without first placing a requisition with the Federal Public Service Commission for regular appointments. It needs hardly to be mentioned that reference of a post to the Commission is a condition precedent for ad-hoc appointment to that post. Non-observance of this simple procedure unnecessarily delays the disposal of such cases. Ministries/ Divisions are, therefore, requested to send proposals for ad-hoc appointments to the Establishment Division only after requisitions have duly been placed with the Federal Public Service Commission in cases where Recruitment Rules have been notified.

[***Authority***:– Estt Division's circular No.2/60/87-CP-5 dated 29-9-1987].

Sl. No. 83

* *Note*: National Development Volunteer Programme wound-up. There is, however, a National Internship Programme (NIP)under the Management Services Wing (MSW) of Establishment Division, though in different form from that of the earswhile N.D.V.P, but almost the same objectives to facilitate employment of the educated youth.

Proposals for Continuance of *Ad-Hoc* Appointments

It has been observed that placing of requisitions on the Federal Public Service Commission in respect of posts required to be filled through the Commission are delayed by the Ministries/Divisions without any justification and ad-hoc appointments made on such posts are continued for long periods.

2. In this connection, attention is invited to Rule 18 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*, which requires that a requisition in the prescribed form shall be forwarded to the Federal Public Service Commission immediately when it is decided to fill the post in question or, if that is not practicable and the post is filled on ad-hoc basis, within two months of the filling of the post.

3. It is, therefore, reiterated that while making ad-hoc appointments against posts falling within the purview of the Federal Public Service Commission, a requisition should be placed on the Commission immediately and in any case not later than two months from the date of filling the post on ad-hoc basis. All proposals relating to ad-hoc appointments and their further continuance should, in future be accompanied by a copy of the requisition sent to the Commission as far as possible, otherwise the Establishment Division may not consider such proposals.

[***Authority***:– Estt. Division's O.M.No.2/9/76-D-III, dated 4-6-1976].

Sl. No. 84

***Ad-Hoc* Appointments and Simultaneous Placements of Requisitions with FPSC**

It has come to the notice of the Establishment Division that the requirement of placing requisition with the Commission has not been observed in many cases with the result that the ad-hoc appointments have continued for unduly prolonged periods. It has, therefore, been decided that in future no proposal for ad-hoc appointment should be made by Ministry/Division/ Department without simultaneously placing a requisition for recruitment to the post with the Commission. In the summary submitted for obtaining approval of the competent authority for making ad-hoc appointment, it should be mentioned that a requisition with the Commission has been placed. Unless this is done, it will be difficult for the Establishment Division to support and process the proposal of the Ministries etc. for ad-hoc appointment.

[***Authority***:– Estt. Division's D.O.letter No.9/2/74-D.V., dated 8-6-1977].

Sl. No. 85

Duration of *Ad-Hoc* Appointment

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* Sl.No.1. Rule 18 substituted. Hence, para 2 to be read in light thereof.

Instructions were issued *vide* Establishment Division's *D.O.* letter No. 9/2/74-DV, dated the 8th June, 1977 (Sl. No. 84), to the effect that no proposal for *ad-hoc* appointment to a post falling within the purview of the F.P.S.C. should be made without simultaneously placing a requisition for recruitment with the Public Service Commission.

2. Cases, however, continue to come to notice where either the requisitions were placed very belatedly with the F.P.S.C. or the matter was not pursued with the Commission, with the result that ad-hoc appointments have continued for unduly long periods of time. In order to reduce the period of ad-hoc appointments to the absolute minimum, it has been decided that:-

(i) *Omitted

(ii) In future, when a post is advertised by a Ministry or Division for the purpose of *ad-hoc* recruitment, a requisition to fill the post should simultaneously be placed with the Commission. No proposal for *ad-hoc* recruitment will be approved by the Establishment Division unless the summary on the subject clearly states that a requisition to fill up the post on regular basis has been placed with the Commission, indicating also the date on which this was done. The maximum period for which an *ad-hoc* appointment will be allowed to continue would be one year including the period of extension.

3. You are requested to ensure compliance with the above instructions. The Federal Public Service Commission are also being requested to ensure that recruitment action is completed expeditiously and that in no case should the time taken for this purpose extend beyond one year of the date on which a requisition to fill up the post is placed with the Commission.

[***Authority***:– Estt. Secretary's D.O. letter No.2/7/77-D.III, dated 15-10-1977].

Sl. No. 86

***Ad-Hoc* Appointments and Approval for Extension**

Reference Establishment Division's Office Memorandum No. 2/9/76-D.III, dated 14th March, 1981 (Sl.No. 58). It is stated that the instructions contained therein for making appointment to posts on *ad-hoc* basis and seeking extensions thereto are not being complied with faithfully. These instructions clearly provide for making ad-hoc appointment for a period not exceeding six months with the approval of competent authority as laid down under rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, **1973, as amended. The first extension beyond the initial period of ad-hoc appointment is required to be given after obtaining approval of the FPSC. As such, the approval of the competent authority for this extension is not required. Subsequent extensions for periods

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* Related to termination of *ad-hoc* appointees on 30th June, 1978 and replacement by Commission's nominees (Chapter II, Sl. No. 61, pp 67-68, Estacode, 1979. Revised instructions w.r.t. Sl. No. 85 are at Sl. No. 87.

** Sl. No. 1.

not exceeding six months in the *ad-hoc* appointment shall not require concurrence of the FPSC but approval of competent authority shall, in any case, be obtained. All the Ministries/Divisions are requested to bring these instructions to the notice of all the departments/organizations under their administrative control for compliance.

[***Authority***:– Estt. Division's O.M.No. 10/8/86-R.2, dated 15-12-1986].

Sl. No. 86-A

***Ad-Hoc* Appointment – Relaxation in Age Limit**

Reference Establishment Division O.M. of even number dated 22nd January, 2000 wherein the period of *ad-hoc* appointments was extended upto 30.6.2000 or till the availability of FPSC nominees, whichever is earlier, and to say that recent amendments in the FPSC (Functions) Rules, 1978* notified *vide* S.R.O/123(1)/2000 dated 15.3.2000 and the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973** notified *vide* S.R.O No.122(1)/2000 dated 15.3.2000 do not contain any provision for extension of *ad-hoc* appointment. No *ad-hoc* appointment can, therefore, be allowed to be extended beyond the period notified under the aforesaid O.M. of 22nd January, 2000.

2. In order to provide *ad-hoc* appointees, whose period of *ad-hoc* appointment stood terminated after the last extension on aforesaid date, an opportunity to appear before the FPSC in line with the policy decision circulated vide para 1(11) of Establishment Division letter No.2/3/94-CP.5, dated 21st October, 1997, the upper age limit fixed in the relevant recruitment rules of a post may be refixed/enhanced in consultation with the Establishment Division and the FPSC, if such persons are found to be average to apply to the FPSC even after availing 15 years age relaxation admissible under SRO No.1079(1)/93 dated 4.11.1993*** and SRO No. 586(1)/99 dated 18.5.1999.@

[***Authority***:– Establishment Division's O.M.No.2/3/94-CP.5, dated 8.9.2000].

Sl. No. 87

Quarterly Returns of *Ad-Hoc* Appointments to the Posts Falling Within the Purview of the Federal Public Service Commission

On re-consideration of the matter, it has been decided to withdraw the instructions contained in sub-para 2(i) of the d.o. letter of even number, dated the 15th October, 1977 (Sl. No. 85).

2. It has been decided that in order to have an up-to-date information about the *ad-hoc* appointments in the Ministries/ Divisions a quarterly return in

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* Sl.No. 4, Chapter 14, Vol. II.

** Sl.No.1.

*** Sl.No. 56.

@ *See* footnote *** on Sl. No. 56.

the proforma (Annex) may be submitted to Establishment Division. The first return pertaining to the quarter ending 31st March 1978 should reach this Division by 10th April, 1978. Subsequent returns may be submitted by the 10th of the month following the end of each quarter.

[***Authority***:– Establishment Secretary's D.O. letter No.2/7/77-D.III, dated 22-2-1978].

Sl. No. 88

Quarterly Return of *Ad-Hoc* Appointments to the Posts Falling Within the Purview of the FPSC (From 1-1-78 to 31-3-78)

Reference d.o. No. 2/7/77-D. III, dated 22nd February, 1978 (Sl. No. 87). Quarterly returns as required were to be submitted in a consolidated form in respect of each Ministry/Division whereas this Division has been receiving statements in piece meal direct from the subordinate offices/ organizations of the Ministries/ Divisions.

2. The Ministries/Divisions are, therefore, requested to submit a consolidated quarterly return of ad-hoc appointments in respect of all the offices/organizations under them in future to DS (R. III) in Establishment Division.

[*Authority:*– Estt. Division's O.M. No. 2/7/77-D.III, dated 20-4-1978].

ANNEX

(*See* Sl. Nos. 87 & 88)

(Establishment Secretary's D.O.Letter No. 2/7/77-DIII, dated the 22nd February, 1978)

QUARTERLY RETURN SHOWING LIST OF AD-HOC APPOINTMENTS IN THE MINISTRIES/DIVISIONS/DEPARTMENTS

Name of Ministry/Division/Department..... For the quarter ending _____

Sr. No.	Name of ad-hoc appointee	Name of posts with grade	Date of ad-hoc appoint-ment	Date of sending requisition to FPSC	Whether ad-hoc appointment/ extension of appointment approved by FPSC/ Estt. Div.	Date of termination of ad-hoc appointment	Remarks
1	2	3	4	5	6	7	8

Sl. No. 89

Submission of Summaries Regarding *Ad-Hoc* Appointments

In the appendix to the Establishment Division D.O. letter No. 4/20/74-A.IV, dated the 29th June 1976 (Sl.No.108) detailed procedure governing the submission of cases of *ad-hoc* appointments has been outlined. It has, however, been noticed that proposals for *ad-hoc* appointments, which have considerably increased of late, are not submitted in accordance with the instructions laid down therein. *Ad-hoc* appointments are to be made only in cases of extreme urgency. But non-adherence to the prescribed procedure leads to delay in their finalization. It is, therefore, reiterated that -

(i) the device of ad-hoc appointment should be resorted to only in cases of genuine urgency;

(ii) the post should be widely advertised/circulated;

(iii) regional/provincial quotas should be strictly observed; and

(iv) particulars of all the applicants should be sent alongwith detailed reasons why the person recommended has been selected.

2. Cases where the above procedure has not been followed will have to be returned to the Ministries un-disposed of.

[***Authority***:– Estt.Division's D.O.letter No.4/20/74-A.IV, dated 9-4-1977].

Sl. No. 90

Seniority of *Ad-Hoc* Appointees for Purposes of Reversion or Termination of Services on Availability of Regular Appointees

No rules or instructions regarding determination of the seniority of *ad-hoc* appointees have so far been issued. This is due to the fact that *ad-hoc* service does not reckon for purposes of seniority when the *ad-hoc* appointment is later on converted to regular appointment. Instructions have also been issued in Establishment Division's O.M. No. 3/29/70-D- III, dated the 7th January, 1971 (Annex), that *ad-hoc* appointees should not be promoted to a higher grade*. The question of determination of the seniority of the ad-hoc appointees for purposes of promotion, therefore, does not arise. However, sometimes the question which does arise is as to which one of the several ad-hoc appointees should be reverted when the F.P.S.C. qualified candidates become available. It has been decided that reversion should be made in the reverse order of ad-hoc appointment. However, when the date of *ad-hoc* appointment of more than one officer is one and the same, the reversion should be made in the reverse order of

* BPS/Post. Ref. Sl.No.1.

the seniority in the lower grade* if available, otherwise the younger in age should revert first. Reversion for the purposes of this O.M. includes termination of service where the ad-hoc appointee was recruited directly from outside.

[***Authority***.- Estt. Division's O.M.No.1(8)/72-D.II, dated 4-5-1972].

(ANNEX)

(*See* Sl. No. 90)

[Extract from Establishment Division O.M.No.3/29/70- D.III, dated the 7th January, 1971].

The following further instructions are issued for regulation of ad-hoc appointments:-

(i) Persons appointed on ad-hoc basis should possess the required qualifications and experience prescribed for posts;

(ii) Persons appointed on ad-hoc basis should not be promoted to higher posts.

Sl. No. 91

Recruitment of Ad-Hoc Appointments Made Between October, 1981 to December, 1990

The issue of regularization of *ad-hoc* appointments made between October, 1981 to December, 1990 has remained under active consideration of the government from time to time. The Prime Minister was pleased to appoint a special Committee under the chairmanship of Secretary Law, Justice and Parliamentary Affairs.

2. The Committee after an indepth discussion of the issue in the light of Supreme Court's judgement in case No. 104 of 1992 recommended the following course of action as the most appropriate manner in which the Honourable Court's judgement is implemented while ensuring simultaneously that the human aspect of the problem gets taken care of to the maximum possible extent:

(i) Cases of *ad-hoc* appointees who were fully qualified and recruited after properly following the prescribed procedures including invitation of applications through advertisement and observance of provincial quotas. It was agreed that such cases may be referred to the FPSC for confirmation.

(ii) In cases where the prescribed procedures in terms of qualifications, observance of provincial quotas and invitation of applications through advertisement etc were not observed while making the recruitment, it will be necessary for such appointees to appear alongwith fresh candidates before the FPSC for selection. To enable such ad-hoc appointees to appear before the FPSC as they may have crossed the prescribed maximum age limit for a

* BPS/post

particular post, it was agreed that appropriate age relaxation may be allowed through an amendment in the relevant S.R.O*.

3. The recommendations of the Committee have been approved by the Prime Minister.

4. The FPSC may process the cases of ad-hoc appointees for regularization of their appointments accordingly.

[***Authority***:– Estt. Division D.O. letter No.2/3/94-CP.5, dated 29-6-1994].

Sl. No. 92

Recruitment Otherwise Than Through the Federal Public Service Commission

[……..]

5. *General procedure for posts in BPS 1 to 15.-* As for recruitment to posts in BPS 1 to 15 which have been excluded from the purview of the Commission and for promotions and transfers to all **Grades which, too, are outside the scope of the Commission, another set of rules called the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973***, has been issued. The main features of these rules are:-

(1) All posts for initial recruitment, whether to be filled on ad-hoc or regular basis, should be advertised by the Ministries/ Divisions or Departments concerned, except posts in BPS 1 and 2 which may be filled by reporting vacancies to the local Employment Exchange.

(2) Proper Selection and Promotion Committees may be constituted to examine cases of all eligible persons and make recommendations. The composition of the Committees will be determined by the Ministries/Divisions concerned in consultation with the Establishment Division.

(3) Minimum qualifications and experience may be prescribed in all cases and no relaxation be allowed in cases of *ad-hoc* appointment.

(4) The appointing authority, where it does not accept the recommendation of the Selection or Promotion Committee, would record reasons for non-acceptance and obtain orders of the next higher authority.

[***Authority***:– Para 5 of the Establishment Secretary's D.O. letter No.1/9/73-F.IV, dated 22-10-1973].

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* Ref. Estt. Div.'s Notification No. S.R.O 1079(1)/93, dated 4-11-93, Sl. No. 56.

** BPS/Posts. Ref. Sl.No. 1.

*** Sl. No.1.

Sl. No. 93

Application of Civil Servants (Appointment, Promotion and Transfer) Rules to Posts in BPS 3 to 15

According to rule 15 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*, recruitment to posts in BPS 3 to 15 in offices which serve only a particular province or region is to be made from persons domiciled in that particular province or region. It has been observed that while making recruitment in the regional office, rule-15 is not strictly observed. The Ministries/Divisions are, therefore, requested to identify the regional offices of their attached departments which serve only a particular province or region and ensure the enforcement of rule-15 while making recruitment to posts in BPS 3 to 15 in these offices.

2. Ministries/Divisions and Attached Departments should also monitor the implementation of these instructions.

[***Authority***:– Estt. Division O.M.No. 5/4/83-R.2, dated 19-11-1984 and O.M. of even number dated 10-4-1986.]

Sl. No. 94

Advertisement of Federal Government Posts in the Regional/ Provincial Press

The Prime Minister has been pleased to direct that advertisements for recruitment to Federal Government posts should be published in the regional/provincial newspapers also in addition to the national press.

2. All Ministries/Divisions are, therefore, requested to take necessary action accordingly and also to issue instructions to the organizations under their control for taking similar steps in this regard.

[***Authority***:– Estt. Division O.M. No. 46/2/85-R-5 dated 10-10-1985].

Sl. No. 95

Procedure for Making Recruitment from Abroad

The question of the procedure which should be adopted when it becomes necessary to resort to recruitment from abroad to civil posts under the **Central Government has been engaging the attention of the Establishment Division for some time. It has now been decided by the Government of Pakistan that recruitment from abroad should be made in the manner indicated in the following paragraphs.

2. If a Ministry considers that it is necessary to make recruitment to civil posts from abroad, it should make a reference to the Federal Public Service Commission, asking them to agree to such recruitment and if they agree, to proceed without delay to take all the steps necessary to make such recruitment. The Federal Public Service Commission will themselves advertise the post or

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* Sl.No. 1.

** 'Federal'.

posts abroad and make necessary arrangements for the candidates to be interviewed by Special Selection Committee. Thereafter, the Federal Public Service Commission will make recommendations for the filling of the post or posts in question. In no case should the Ministry itself take steps to advertise the post.

3. There may, however, be exceptional cases in which the Ministries concerned are of the view that recruitment from abroad through the Federal Public Service Commission will prove infructuous, *e.g.,* in the case of appointments to highly technical posts or other posts of considerable importance in connection with which persons of high standing abroad are not likely to respond to advertisements and appear for interviews. In such cases, which should be very rare, the prior approval of the Prime Minister will be necessary for recruitment to be made by the Ministry concerned without the assistance of the Federal Public Service Commission. The procedure to be adopted in such cases will be that the matter should be referred to the Establishment Division so that the orders of the Prime Minister can be obtained. Such reference to the Establishment Division should be made only after the Federal Public Service Commission have first agreed to recruitment to the post in question being made from abroad, and it should be accompanied by a Summary for the Prime Minister, explaining why it is necessary for recruitment to be made otherwise than through the Federal Public Service Commission and showing what steps the Ministry have in mind for filling the post or posts in question.

[***Authority***:– Estt. Division O.M.No.11/18/49-SE-II, dated 17-1-1951].

I. (B) **PROBATION**

"Probationer" definition S.R.2 (15)- Probationer means a Government servant employed on probation in or against a substantive vacancy in the cadre of a department.

Sl. No. 96

Probationary Period to Be Judiciously Fixed

Where the appointment is on probation, this should be clearly stated in the order, alongwith the probationary period in clear terms. This period will vary according to the nature of the posts, and should be judiciously fixed, but once fixed, it should be rigidly adhered to. In other words, the question whether the probationer's services are to be terminated, or his period of probation is to be extended in accordance with the order of appointment, or he is to be confirmed in his appointment should be examined and decided sufficiently in advance of the

completion of the current period of probation. This will avoid creating false impression that, if the period of probation is completed without any orders being passed, the probationer's service must necessarily have been accepted as satisfactory and justifying confirmation. (..... omit.....). The retention of such persons on probation after the completion of the maximum term of probation provided in the appointment order is most undesirable, and will be tolerated only in the most exceptional circumstances, e.g., where it is absolutely essential to keep the post filled and a substitute is not available.

[***Authority***:– Para 4 of Estt. Division O.M. No.13/10/49-Est.(SE), dated 10-11-1949].

Sl. No. 96-A

Consultation with Establishment Division in Matters Relating to Appointments, Promotions, Deputations *etc*.

In accordance with rule 11 of Rules of Business, "no Division shall, without previous consultation with the Establishment Division, issue or authorise the issue of any orders which involve a change in the terms and conditions of service of federal civil servants". This provision in the rules makes it obligatory for the Ministries/Divisions to consult the Establishment Division, in matters relating to appointment, deputation of civil servants, to any autonomous body or corporation.

2. There have been cases in which Ministries/Divisions have forwarded recommendations affecting the terms and conditions of service of civil servants including their appointment or promotion and on deputation to autonomous bodies outside the Federal Government, directly to the *CMLA's Secretariat for obtaining the orders of the **President. The *CMLA's Secretariat had to re-route these cases to the Establishment Division for examination and comments. Some of these cases had to be referred back to the Ministries/Divisions to obtain relevant documents and information for detailed examination. This led to avoidable waste of time in the expeditious disposal of these cases.

3. All the Ministries/Divisions are requested that cases affecting the terms and conditions of service, promotion and appointments of all civil servants must be routed through the Establishment Division for orders of the competent authority. This will avoid undue burden on the *CMLA's Secretariat and will also ensure timely disposal of cases in accordance with the rules and the approved personnel policies of the government.

[***Authority***:– Estt. Secretary's d.o. letter No. 5/3/80-A-I(B),dated 23-7-1980].

Sl. No. 97

Termination of Probation

All the Ministries/Divisions are requested to inform all officers that an Average Report, though sufficient for retention in government service, does not qualify an officer for promotion to the next Grade***.

[***Authority***: Estt. Div.'s O.M.No.9/6/78-C.III(P), dated 3-1-1979 may also be read with Estt. Division O.M.No.9/6/79-C.III(B), dated 22-2-1979]

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* Now Prime Minister's Secretariat (Public).

** In the present context 'Prime Minister'.

*** BPS/Post. Ref. Sl.No.1.

Sl. No. 98
Bar Against Waiving of the Probationary Period

Under the instructions contained in the Establishment Division Office Memorandum No. 54/8/49-Ests (ME), dated the 8th January, 1951, Assistants, *etc*., nominated on the results of the Ministerial Services Examination conducted by the *Central Public Service Commission against permanent and quasi-permanent vacancies are required to be placed on probation for one year before they can be considered for confirmation. However, the appointing authority has the discretion of extending the said period of probation or terminating it before one year, for good and sufficient reasons which should be recorded in writing. The Establishment Division have further held that the probationary period can be curtailed by the competent authority at his discretion, but it cannot be waived altogether.

2. It has been brought to the notice of the Establishment Division and this Ministry that in certain cases Ministries have not placed on probation the Assistants nominated on a regular basis as required in the Establishment Division Office Memorandum referred to in para 1 above, but have allowed them to count their previous service towards probation in accordance with para (I) (b) of this Ministry Office Memorandum No. F. 5 (72)-R. III/52, dated the 15th April, 1953. This virtually means the waiving altogether of the probationary period which is contrary to the instructions issued by the Establishment Division.

3. In order to remove the above anomaly, it has been decided that for the words "*count towards probation to the extent of one year*" occurring in para (I) (b) of this Ministry's Office Memorandum referred to in para 2 above, the words "be taken into account for the purpose of fixation of pay", shall be substituted. The effect of above amendment is that the previous service as Clerk on a pay not less than Rs. 100 p.m. would be counted for the purpose of fixation of pay, but this would not affect the question of actual probation which will be governed by the orders of the Establishment Division.

[***Authority***:– Finance Division O.M.No.F.2(3)-R.II(I)/57, dated 28-2-1957].

Sl. No. 99
Civil Servants (Confirmation) Rules, 1993

In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973** (LXXI of 1973), the President is pleased to make the following rules, namely:-

1. *Short title, Commencement and application.-* (1) These Rules, may be called the Civil Servants (Confirmation) Rules, 1993.

(2) They shall come into force at once.

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* 'Federal'.
** Sl.No.2, Chapter,1.

(3) They shall apply to all civil servants.

2. *Definitions*.- In these Rules, unless there is anything repugnant in the subject or context,

(a) "Foreign Service" means service in which a civil servant receives his pay with the sanction of Government from any source other than the Federal Consolidated Fund; and

(b) "lien" means the title of a civil servant to hold substantively a post on which he has been confirmed.

3. *General Principles of confirmation.-* (1) A civil servant initially appointed to a post, on probation including a civil servant promoted or appointed to a post on transfer, shall on satisfactory completion of his probation, be eligible for confirmation in that post:

Provided that the confirmation shall be made only against a permanent post:

Provided further that two or more civil servants shall not be confirmed in the same post and at the same time or in a post on which another civil servant holds a lien:

Provided also that a civil servant shall not be confirmed on two or more posts at the same time.

(2) A civil servant shall be considered for confirmation strictly in order of his seniority.

(3) No confirmation shall be made against the post vacated on dismissal, removal or compulsory retirement of a civil servant until his appeal against such dismissal or, as the case may be, removal or retirement is finally decided.

4. The confirmation shall be made on the recommendations of the Confirmation Committee constituted for the purpose and with the approval of the authorities specified below:-

Posts	Composition of the Committees	Confirming authorities	Remarks
1	2	3	4
Posts in BPS 20 and above	Secretary of the Administrative Ministry or an authority controlling the Service/Cadre/Post as Chairman, Additional Secretary or a Joint Secretary where there is no Additional Secretary in the Ministry concerned, and Addl. Secretary Estt. Division as Members. If posts are in an Attached Department or Subordinate Office, the Head of the Attached Department or Head of Office, who controls the particular Service/Cadre/Post may be appointed as Co-opted Member.	Prime Minister	
Posts in BPS 17 to 19	Additional Secretary or Joint Secretary where there is no Additional Secretary in the Administrative Ministry controlling the service/cadre/ post as Chairman, and a Joint Secretary and a Senior Deputy Secretary of the Ministry concerned as Members. If posts are in an Attached Department or a Subordinate Office, the head of the Attached Department or Head of Office who controls the particular service/cadre/post may be appointed as Co-opted Member.	Secretary of the Administrative Ministry/Division who controls the particular service/ cadre/post.	
FOR POST IN BPS 3 TO 16			
Posts in BPS 11 to 16	An Officer holding the post in BPS 20 as Chairman and two officers holding the post in BPS 19 as Members.	Secretary of the Ministry/ Division concerned or Head of Department provided he is holding the post in BPS 20 or above.	The Administrative Ministry will constitute separate committees for posts in the Ministries/Divisions and Attached Department/ Subordinate Offices.
Posts in BPS 10 and below:	An Officer in BPS 19 as Chairman and two Officers in BPS 18 as Members.		
FOR POSTS IN BPS 1 TO 2			
		Dy. Secretary of the Ministry/ Division concerned or Head of Deptt. or Head of Office provided he is holding the post in BPS 19 or above.	

*[Provided that in case no post of Joint Secretary or Deputy Secretary exists or the number of such officers in less than the required number in the administrative Ministry or Division for the constitution of the Confirmation Committee, other officers of BPS 20 and BPS 19 in the concerned Ministry or Division may be included in the Committee:

* Added by S.R.O No. 104(I)/97, dated 4.2.1997.

Provided further that in case there is no post in BPS 20 and BPS 19, officer of one-step below status in the concerned Ministry of Division may be included in the Confirmation Committee with the approval of Establishment Division].

5. *Acquiring of lien*.- (1) On confirmation in a permanent post, a civil servant shall acquire a lien in that post and shall retain it during the period when he -

(a) holds a temporary post other than a post in a service or cadre against which he was originally appointed;
(b) holds a post on deputation with a foreign government, an international organisation, a multinational corporation or any other organisation outside Pakistan;
(c) holds a post in Foreign Service in Pakistan*;
(d) is on leave;
(e) is called for duty in the Armed Forces as reservist of Armed Forces of Pakistan;
(f) is under suspension; and
(g) is on joining time on transfer to another post.

(2) A civil servant acquiring lien as referred in sub-rule (1), shall cease to hold lien acquired previously on any other post.

6. *Termination of lien.*- (1) The lien of a civil servant who is reduced in rank or reverted to a lower post as a consequence of action taken against him under the Government Servants (Efficiency and Discipline) Rules, 1973**, shall be terminated against the post from which he is reduced in rank or, as the case may be, reverted to a lower post:

Provided that such civil servant shall acquire a lien against the lower post.

(2) A civil servant shall cease to hold lien against a post if he takes up an appointment on selection in an autonomous body under the control of Federal Government, Provincial Government, local authority or private organisation.

(3) Notwithstanding the consent of a civil servant, his lien on a post under the Federal Government shall not be terminated until he acquires lien on any other post.

(4) A confirmed civil servant who, of his own accord, joins some other service, post or cadre on regular basis shall have, after being selected through a regular selection process, the right of reversion to the previous post against which he shall hold lien only during the period of his probation on his new service, post or cadre.

7. *Repeal*.- All existing orders and instructions relating to confirmation of civil servants issued from time to time are hereby repealed.

[***Authority***:– Estt. Div.'s Notification No. S.R.O. 285(1)/93, dated 15-4-1993].

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* Implies deputation.
** Sl. No. 85, Chapter 9, Vol. II.

II. **APPOINTMENT**

Sl. No. 100

Appointing Authorities in Respect of Posts in BPS 1 to 11 in the Northern Areas

In exercise of the powers conferred by the first proviso to rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*, the President is pleased to designate all the Heads of Departments in BPS 18 and above in the Northern Areas as appointing authority in respect of posts in BPS 1 to 11 in the Northern Areas.

[***Authority***:– Estt. Division's Notification No. S.R.O. 376(I)/88, dated 29-5-1988].

Sl. No. 101

Appointing Authorities and Departmental Selection Committee and Central Selection Board

The appointing authorities for various Pay Scales are specified in rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973**. The appointing authority for BPS 20 and above is the ***[Prime Minister]. All cases for appointment to these scales, after they have been cleared by the respective Selection Board or Selection Committee, or on receipt of nomination by the F.P.S.C. where recruitment is required to be made through the Commission, shall be forwarded to the Establishment Division together with relevant record for obtaining the orders of the ***[Prime Minister].

[***Authority:–*** Para 7 of Estt. Secretary's D.O. letter No.1/9/73-F.4, dated 22-10-1973].

(Annex)

(See Sl. Nos. 100 & 101)

"Extracts from the Northern Areas Rules of Business, 1994
(Amended upto 15th December, 2007)

Definitions:

2. In these rules, unless there is any thing repugnant to the subject or the context.-

(i) [.....]

(ii) "Business" means all work done by the Government;

(iii) "Case" means a particular matter under consideration and includes all papers relating to it and necessary to enable the matter to be disposed of, viz. correspondence, notes and also any previous papers on the subject or subjects covered by it or connected with it;

(iv) @["Chairman" means the Federal Minister for Kashmir Affairs and Northern Areas Division;]

(iv-i) @@["Chief Executive" means Leader of the majority party in the Assembly;]

(v) "Chief Secretary" means the officer notified by the Federal Government as such in the official Gazette;

(vi) [.....]

(vii) "Department" means a self-contained administrative unit in the Northern Areas responsible for the conduct of business of Government in a distinct and specified sphere, and declared as such by Government;

(viii) [.....]

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* Sl.No.1.

** *Note 1:* The word 'grade' stands substituted with the word 'BPS' with the induction of Scheme of Basic Pay Scales and Fringe Benefits of Civil Employees of the Federal Government (1983) (Chapter 10, Sl.No. 15, Vol II) and *vide* Estt. Div. Notification No. S.R.O 146(I)/84, dated 9-2-1984 (Sl. No. 1, foot note * on rule 14).

Note 2: With ref. to Sl.No. 101, *see* extracts from the Northern Areas Rules of Business, 1994 in the Annex below Sl. No. 101.

*** Subs *vide* Estt. Div. Notification No. S.R.O 1022(I)/85, dated 14-10-1985 for the word "President", Sl. No 1.

@ Substituted *vide* Amendment Notification NO.3 (S)/99-NA.I, dated 15th December, 2007

@@ Inserted *vide* Amendment Notification NO.3 (S)/99-NA.I, dated 15th December, 2007.

(ix) "Gazette" means the official Gazette of Government of Pakistan Gazette of the Northern Areas Administration as the case may be;
(x) "Federal Government" means the Government of Pakistan;
(xi) "Government" means the [Chairman, Chief Executive, and Chief Secretary, Northern Areas];
(xii) "Head of Department" means an officer declared as such by the Government;
(xiii) [.....]
(xiv) [.....]
(xv) "Schedule" means a schedule to these rules:
(xvi) "Secretariat" means the Secretariat of the Chairman when referred to collectively;
(xvii) "Secretary" means the Secretary Incharge of a Department; and
(xviii) "Section" means a basic working unit in a Department as determine by the Government.

3. Allocation of Business. - (1) The Secretariat of the Chairman shall consist of departments specified in Schedule-I".

(2) The Chairman may constitute new departments or vary the composition or number of the departments in consultation with the Federal Government.

(3) The business of the Government shall be distributed amongst several departments in the manner indicated in schedule-II:

Provided that the Chairman may transfer any subject or matter, from the Department to which it stands assigned, in accordance with Schedule-II, to any other Department.

(4) The Chairman may assign:
(a) department;
(b) part of a Department;
(c) parts of different departments;
(d) more than one departments; or one or
(e) one or more departments together with part or parts of other departments; to a Secretary.

Provided that a Department or part of a Department not so assigned shall be in the charge of the Chairman.

4. Organization of Departments.- (1) Each Department shall consist of a Secretary and of such other officials as the Federal Government may determine provided the same person may be Secretary to more than one department.

(2) The Secretary shall by means of a standing order distribute the work of the Department among the officers, branches or sections of the department.

5. Functions of the Chairman. (1) The Chairman shall:
(a) be the head of the Government;
(b) be responsible for co-ordination and implementation of all policy matters;
(c) exercise powers of the Federal Ministry of Finance in relation to the approved budget for Northern Areas as specified in Schedule- III.
(d) exercise administrative powers of the Establishment Division in relation to employees of Northern Areas as specified in Schedule-IV.
(e) perform other function assigned under these rules; and
(f) have the powers to call for any case or information from any Office or Corporation.

(2) List of cases requiring orders of the Chairman are specified at Part-'A' of Schedule- V while the list of cases on which the Chairman shall make orders with the prior approval of Federal Government, are specified at Part '8' of that schedule.

*[**5-A. Delegation of Powers by the Chairman.**- The Chairman may, by order in writing, direct that all or any of his powers under the Rules, subject to such conditions, if any, as may be specified in the order be exercised by any officer or authority subordinate to him.]

6. Functions of the Chief Executive.- **[(1) The Chief Executive shall exercise such powers of the Federal Ministry of Finance in relation to the approved budget for Northern Areas as specified in Schedule-VIII. He shall also exercise administrative powers of the Establishment Division in relation to the employees of Northern Areas as specified in Schedule-IX.]

(2) The cases specified in Part 'C' of Schedule- V shall be submitted to the Chief Executive for his information and the Chief Executive may require any other case to be submitted to him for information.

(3) The Chief Executive shall submit to the Chairman all cases likely to have major political repercussions,

7. [.....]

8. Functions of the Secretary Kashmir Affairs and Northern Affairs Division. (1) Cases ***[pertaining to policy matters] meant for the Chairman shall be submitted through the Secretary, Kashmir Affairs and Northern Affairs Division, who may record his recommendations:

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* Added by Amendment Order No. 14-1l/99-CS dated 28th October, 1999.
** Inserted by Amendment Order No. 1(11)/93 NA-II dated 19th November, 2002.
*** Inserted by Amendment Order No. 1(11)/93 NA-II dated 19th November, 2002

[*]["Provided that summaries to the Chairman by the Chief Secretary Northern Areas shall be submitted directly to the Chairman"].

(2) Orders of the Chairman shall be in writing and shall be communicated through the Secretary, Kashmir Affairs and Northern Areas Division.

9. Functions and powers of the Chief Secretary.- (1) In addition to the duties and functions assigned to him under any other provisions of these rules, the Chief Secretary shall:-

(a) be the official head of the Secretariat;
(b) co-ordinate the activities of all departments;
(c) be generally responsible for all matters affecting public tranquility. [**][******)
(d) have the powers to call for any case or information from any department, Corporation, or an autonomous body [***][******]
(e) [1](record his recommendations, if he deems it necessary, on all cases submitted to him for submission to the Chairman) [@][; and]
(f) [@@][be the Principal Accounting Officer Northern Areas Administration].

10. Duties and functions of Secretary,- (1) The Secretary shall:-

(a) bring to the notice of the Chief Secretary cases which are required to be submitted to the Chairman under the rules;
(b) duly execute the approved policy;
(c) be the official Head of the Department and be responsible for its efficient administration and discipline and for the proper conduct of business assigned to the Department under Rule-3;
(d) keep the Chief Secretary informed of any important cases disposed of without reference to the Chief Secretary;
(e) subject to any general or special orders of the Government in this behalf., issue standing orders specifying the cases or class of cases which may be disposed of by an officer subordinate to the Secretary; and be responsible for observance of these rules in his Department.

(2) While submitting a case for the orders of the Chief Secretary, it shall be duty of the Secretary to suggest a definite line of action.

11. General procedure for disposal of business.- (1) Instructions as to the manner of disposal of the business of the Secretariat shall be issued by the Home, Services, GAD, Revenues & Information in a codified manner.

(2) If any doubt arises, as to the Department to which a case properly pertains, the matter shall be referred to the Chief Secretary who shall obtain the orders of the Chairman, if necessary, and the orders thus passed shall be final.

(3) All orders shall be made in writing and where a verbal order is made; the officer receiving the order shall reduce it in writing and as soon as may be, show it to the authority making the order.

(4) If an order contravenes any law, rule or policy decision it shall be the duty of the officer next below the officer making such order to point it out to the officer making the order and the latter shall refer the case to next higher authority.

12. Orders, instruments, agreements and contracts.- (1) All executive actions of the Government shall be expressed to be taken in the name of the Chairman.

(2) Instructions for the making of contracts on behalf of the Chairman and execution of such contracts and all assurances of property shall be issued by the Home, Services, GAD, Revenues & Information Department.

13. Reference to the Chairman.- (1) No order shall be issued without the approval of the Chairman in cases involving important policy or departure from important policy.

Note: - Departure from policy includes departure from a previous decision of the Chairman.

PART 2 – DEPARTMENTAL PROCEDURE

14. Consultation among Departments. - (1) When the subject of a case concerns more than one Department-

(a) the Department Incharge shall be responsible for consulting the other departments concerned; and
(b) no order shall issue nor shall the case be submitted to the Chairman until it has been considered by all the departments concerned:

Provided that in cases of urgency, with the approval of the Chairman, this requirement may be dispensed with but the case shall, at the earliest opportunity thereafter, be brought to the notice of the other departments concerned.

(2) In the event of difference of opinion between the departments concerned the Secretary, primarily concerned, shall submit the case to the Chairman:

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[*] Ins. by Amendment Notification NO.3 (5)/99 NA-I dated 15th December, 2007.
[**] Omitted by Amendment Order No.1 (11)/93 NA-II dated 19th November, 2002.
[***] Omitted by Amendment Notification NO.3 (5)/99 NA-I dated 15th December, 2007.
[@] Sub. by Amendment Notification NO.3 (5)199 NA-I dated 15th December, 2007.
[@@] Ins. by Amendment Notification No. 3 (5)/99 NA-I dated 15th December, 2007.

Provided that in a matter of urgency, the Secretary primarily concerned may submit the case to the Chairman at any stage.

(3) When a case is referred, by one Department to another for consultation, all relevant facts and the points necessitating the reference shall be clearly brought out.

(4) Even where consultation is not required a Department may, for purpose of information, transmit copies of communications received by it, or show a case, to such other departments, as may be considered to be interested in or would profit by it:

Provided that copies of classified matter shall be distributed in accordance with standing orders issued by the Chief Secretary.

(5) A Secretary may ask to see a case of another Department if it is required for the disposal of a case in his Department.

(6) The Secretary for Finance may ask to see a case of any Department in which any financial consideration is involved.

(7) Requests made under sub-rule (5) or sub rule (6) shall give the reasons for which the case is required and shall be dealt with under the general or special orders of the Secretary. If, for any reason, the case, or relevant extract from it, cannot be made available, the Secretary shall explain the position to the Chief Secretary making the request or bring the matter to the notice of the Chief Secretary, if necessary.

(8) If a Secretary desires any further action to be taken on the case of another department, he shall take up the matter with the Secretary-in-Charge of that Department.

15. Consultation with Home, Services, General Administration, Revenues & Information Department:-

(1) The Home, Services and General Administration Department shall be responsible for:-

(a) the co-ordination of the policy of all departments with respect to the services under their control so as to secure consistency of treatment;

(b) securing to all Government servants the rights and privileges conferred on them by law for the time being in force; and

(c) serving as Secretariat of the Chairman.

(2) No department shall, without the concurrence of the Home, Service and General Administration, authorize any orders other than an order in pursuance of any general or special delegation made by the Home, Services and General Administration which involve:-

(a) reduction or extension in the scope of functions of .a Department as specified in Schedule-II or the transfer of such functions from one Department to another;

(b) re-organization or change in the status of regional offices directly administered by the Department;

(c) interpretation of rules and orders relating to service matters other than rules and orders issued by the Finance Department; and

(d) any change in the terms and conditions of service or the statutory rights and privileges of Government servants.

(3). Consultation with Law Department- The Law Department shall be consulted by other departments:-

(a) on all legal questions arising out of any case;

(b) on the interpretation of any law;

(c) before instituting criminal or civil proceedings in a court of law in which Government is involved; and

(d) whenever criminal or civil proceedings are instituted against Government.

(4) No Department shall consult the Advocate General of the Northern Areas, except through the Law Department, and in accordance with the procedure laid down by that Department. The administrative Department shall draw up specific points on which the opinion of the Advocate General is desired.

(5) If there is disagreement between the views of the Advocate General and the Law Department, their views shall be conveyed verbatim to the Department concerned, and if the Department concerned does not accept the view of the Law Department, the case shall be submitted to the Secretary, Law Department, for decision who may, in his discretion, take the case to the Chairman.

(6) No orders in respect of emoluments, promotion or conditions of service of any officer employed in the Finance Department shall be made and no expenditure proposal relating to that Department shall be sanctioned without prior concurrence of the Home, Services and GAD Department. The Chief Secretary shall perform, in respect of such matters, the functions of the Secretary, Finance Department.

(7) The Secretaries of all the departments shall keep the Chief Secretary generally informed of all matters affecting public tranquility.

16. Consultation with Finance Department- (1) No Department shall, without previous consultation with the Finance Department, authorize any orders other than orders made, in pursuance of any general or special delegation, by the Finance Department, which directly or indirectly affect the finances of the Northern Areas, or which in particular involve:-

(a) relinquishment, remission or assignment of revenue, actual or potential or grant of guarantee against it, or grant of lease of land, mineral, forest or water and power rights;

(b) expenditure for which no provision exists;

(c) a change in the number or grading of posts or in terms and, conditions of service of Government servants or their statutory rights and privileges which have financial implications;

(d) levy of taxes, duties, fee or cesses:

(e) re-appropriations within budget grants:

(f) alteration in financial procedure or in the method of compilation of accounts or of the budget estimates; or

(g) interpretation of rules made by the Finance Department.

(2) No amendment or interpretation of such rules of the civil services. rules as have no financial implication, shall be made by the Finance Department without the prior concurrence of the Home, Services, and General Administration Department.

(3) No proposal, which requires previous consultation with the Finance Department under sub-rule (1), but in which the Finance Department has not concurred, shall be processed with unless a decision to that effect has been taken by the Chairman.

Formal orders shall, nevertheless, be issued only after the Finance Department has exercised scrutiny over the details of the proposal.

(4) Except to the extent that powers may have been delegated to departments under rules framed by the Finance Department, every order of an administrative department, conveying a sanction to be enforced in audit, shall be communicated to the audit authorities through the Finance Department.

17. Reference from the head of regional offices to the Departments.- Cases requiring the approval of the Government shall be referred in as complete form as possible, to the Department concerned by the heads of regional offices. Cases referred to the administrative department shall ordinarily be settled through personal discussion between the officers dealing with the case.

18. Appointments, Posting, Promotions and Transfers.- (1) Transfers of civil servants shown in column-I of Schedule-VI shall be made by the Authority specified against each in column (2) thereof.

(2) The Home, Services and General Administration Department shall be consulted if it is proposed to:-

(a) transfer the holder of a tenure post before the completion of tenure or extend the period of his tenure; and

(b) require an officer to hold charge of more than one post for a period exceeding four months.

(3) **Tenure.-** The normal tenure of posts specified in column (1) of Schedule–VII shall be as shown against such posts in column (2) thereof.

SCHEDULE -II

[*See* rule 3(3)]

DISTRIBUTION OF BUSINESS AMONG DEPARTMENTS

Home, Services, GAD, Revenues and Information Department.

A. Home Department.

1. Public Order and Internal Security.
2. Political intelligence and censorship.
3. Control of petroleum and explosives.
4. Public Amusement Control over places, performances and exhibitions.
5. Crime reports.
6. All matters connected with Police establishment and administration including:-
   a. Police Rules.
   b. Police Works and
   c. Grant of Gallantry awards.
7. Prisons, Reformatories, Remand Homes, borstal and similar institutions, classification and transfer of prisoner, State, Political and Martial Law Prisoners, Good Conduct prisoners and probational Release act.
8. Civil Defence.
9. Compensation for loss of property and life due to civil commotion or while on duty.
10. Rent control and requisitioning of property.
11. Smuggling.
12. Collective fines.
13. Hoarding and black marketing.
14. War Book.
15. Defence planning schemes.
16. Protection of Key points and vital installations.
17. Commutation and remission of sentences mercy petitions.
18. Preventive detention and administration of poress.
19. Prosecutions in respect of newspapers and other publications.
20. Border incidents including incidents where diplomatic action is required.
21. Pilgrims and pilgrimages except Hajj affairs.
22. Political pensions, mutiny allowances and Jagirs.
23. Questions of domicile and applications for Nationality/Naturalization Certificates.
24. Registration of Europeans and British subjects.

25. Recovery of missing persons.
26. Prohibited maps.
27. Enemy property and schedule of persons and firms specified as enemy.
28. Services matters.
29. Liaison with Defence Authorities.
30. Enforcement of provisions of Motor Vehicles Order 1965 and rules thereunder relating to control of traffic and inspection and checking of Motor Vehicles for the purposes of traffic control.
31. The official secret Act, 1923.
32. The Enemy Agent Act, 1943.
33. The Pakistan Control of entry Act, 1952.
34. Appointment of non-official visitor for the jails.
35. Judicial Lock-ups.
36. Extension of visas/stay in Pakistan of Indian nationals and other foreigners.

B. Services Department.

37. District Management Service including :-
    a. Civil Secretariat and Government Offices generally.
    b. Secretariat standing orders and
    c. Memorials and petitions standing orders.
38. Preparation of Civil List and Official Gazette.
39. Services Rules (other than Civil Service Rules) relating to various services and posts and interpretation thereof.
40. Service Associations.
41. Rights and interests of members of service.
42. Appointment of Commissions of inquiry or panel of officers in cases of misconduct of Government servants.
43. Career pattern of Government employees.
44. Departmental Examinations.
45. In-Service/pre-service training of ministerial employees and section officers (probationers).
46. Administrative matters relating to public service commission.

C. General Administration Department.

47. General Co-ordination.
48. Anti Corruption.
49. Advice regarding proper utilization of stationery and printing resources of the Government.
50. Training in Organization and Method.
51. Matters connected with National Institute of Public Administration Lahore.
52. Provision of residential accommodation to Government servants.

2. Law, Prosecution and Local Government & Rural Development Department.

A. Law & Prosecution Department.

1. Conduct of Government litigation including:-
   (a) Appeals and applications for enhancement of sentences and conventions and
   (b) Filing and defending civil suits against Government and Public servants.
   (c) Advice to department on all legal matters including interpretation of laws, rules and orders having the force of law.
2. Government Law Officers, Advocate General, Public Prosecutors, Government Pleaders, Special Counsel, Appoint, transfer, leave fees, etc or :-
3. Matters relating to legal practitioners, including scale of fees.
4. Civil Law and Procedures.

3. Finance, Ushers & Zakat and Cooperatives Department.

A. Finance Department.

1. Management of Public funds be :-
   (a) Supervision and control of Provincial finances.
   (b) preparation of Provincial budget.
   (c) preparation of supplementary estimates and demands of excess grants.
   (d) Ways and means.
2. Public Accounts and Public Accounts Committee.
3. Framing of financial rules for guidance of departments and supervision of maintenance of accounts.
4. Grants, contributions, other allowances and honoraria, contingencies, recoveries from and payment to government department and cases relating to money matter generally, such as deflections, embezzlements and other losses.
5. Banking.
6. Communication of financial sanctions.
7. Creation of new posts.
8. Audit of receipts and expenditure.
9. Local Audit Department.
10. Treasuries and sub-treasures.

[SCHEDULE-III
[*See* rule 5]
STATEMENT SHOWING THE FINANCIAL POWERS DELEGATED TO THE CHAIRMAN NORTHERN AREAS

S. #	Nature of Power	Delegation of Powers to the Chairman
1.	Creation and continuation of temporary posts	Full powers, subject to the budgetary provision.
2.	Sanction of expenditure of honoraria (BS-18 and above officers).	Full powers subject to the budget provision and prescribed conditions.
3.	Writ off losses of above Rs. 50,000.	Full powers subject to prescribed conditions.
4.	Grant-in-Aid.	Full powers subject to the prescribed conditions.
5.	Compensation payable to individuals under any law, rules or judgment of court.	Full powers.
6.	Payment of scholarships.	Full powers subject to the observance of approved rates and budgetary provisions.
7.	Condonation of interruption of services.	Full powers.
8.	Condonation of deficiency in qualifying service.	Full powers.

[*SCHEDULE-IV
[*See* rule 5]
THE ADMINISTRATIVE POWERS OF THE CHAIRMAN.

S. #	Nature of Power	Extent Powers Vested in the Chairman
I.	Appointments. i) Ad-hoc BPS I; to BPS 19 ii) Regular BPS 19 and above. Promotion.	 Appointing Authority subject to the recommendations of the Departmental Promotion Selection Committee. Appointing Authority subject to the recommendations of Federal Public Service Commission.
II.	Promotion. a) BPS 19. b) BPS 20 and above.	 Appointing Authority subject to the recommendations of the Departmental Promotion Committee. Head of the Selection Board. Recommendations of the Selection Board shall be submitted to the Prime Minister for approval.
III.	Disciplinary cases. BPS 19 and above.	 i) the Secretary, KA & NA Division shall be the authorized Officer and the Minister for KA&NA/Chairman, Northern Areas shall be the Authority. ii) in respect of BS-20 and above the Minister KA&NA/Chairman Northern Areas shall be the authorized Officer and the Prime Minister of the Islamic Republic of Pakistan shall be the Authority.
IV.	Training abroad.	Full powers subject to the prescribed conditions.
V.	Leave within Pakistan (Officers BS-19 and above). Ex-Pakistan (for BS-17 and above).	 Full powers, except for officers belonging to all Pakistan Services, subject to the prescribed rules. -do-
VI.	Recruitment rules. a) BPS. 1-15 b) BPS 16 and above.	 Full powers. Approving Authority subject to the clearance of the Federal Public Service Commission.

SCHEDULE - V
PART-A
[*See* rule 5(2)]
List of cases requiring orders of the Chairman

1. Summoning and prorogating of the Northern Areas Legislative Assembly.
2. Appointment of Advisors after consultation with Chief Executive.
3. Matters related to appointment, removal, and resignation of Advocate General, Additional Advocate General, and Assistant Advocate General.
4. Reports relating to the accounts of the Northern Areas.

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* Substituted *vide* Amendment Notification No. 3(5)/99 NA-I dated 15th December, 2007.

5. Making of rules of procedure of the Assembly.
6. Appointment of Officers in the Secretariat.
7. Appointments, promotions, postings, transfer, resignation and removal of Officers as mentioned in Schedules -IV & VI.
8. Annual budget statement before submission to the Finance Department.
9. Authentication of the schedule of authorized expenditure.
10. Supplementary statement of expenditure.
11. Cases in which Federal Government has issued directions.
12. Proposals involving major changes in the functions or powers of Secretaries, Deputy Commissioners and Head of Departments.
13. All cases which are liable to involve the Government into controversy with Federal Government or with any Provincial Government.
14. Cases regarding disciplinary action against members of all Pakistan Service or holders of appointments normally held by them. Cases to be referred to the Federal Government shall be shown to Chairman both before a reference is made to the Federal Government as well as before final orders are issued.
15. Recommendations for the grant of honours and awards.
16. All cases relating to disciplinary action against officers in BPS 17 and above at the stage of initiation of disciplinary action.

SCHEDULE - V
PART-B
[*See* rule 5(2)]
List of cases to be submitted to the Chairman for his orders to be made with the prior approval of the Federal Government

1. Appointment of the Chief Secretary.
2. [……..]
3. Appointment of the Judges of the Chief Court.
4. Matters relating to the leave, pension and privileges of the judges of the Chief Court.
5. Appointment of the Advocate General.
6. [……..]
7. All cases of appointments and promotions of officers in BPS 20 and above.
8. All cases involving financial 'and administrative sanctions, beyond the delegated powers specified in Schedule-III and IV respectively.
9. All cases relating to the imposition of major penalty against Government Servants in BPS 17 and above under the Removal from Service (Special Powers) Ordinance, 2000.
10. [……..]
11. Terms and conditions of services, pay and allowances etc. of the Government employees.
12. All cases of relaxation of service rules.
13. Rules of business.

SCHEDULE - V PART-C
[*See* rule 6(2)]
List of cases to be submitted to the Chief Executive for information.

1. All periodical reports of heads of departments and proposed resolutions and such reports.
2. Press notes issued by the Home, Services and General Administration and Law Department.
3. [……..]

[*]SCHEDULE - VI
[*See* rule 18(1)]
TRANSFERS AND POSTINGS OF OFFICERS

Sr. No.	Designation	Authority
1.	Officers of All Pakistan Service.	Chairman.
2.	Secretary of a department, Deputy Commissioner, Senior Superintendent of Police, Conservator of Forests, Chief Engineer and Managing Director (NATCO).	Chairman.
3.	Officers in BPS 19 except those specified in item (2) above.	Chief Executive.
4.	(i) Officers in BS-18 except those specified in item (2) above.	Chief Secretary.
	(ii) All other officers/Officials in BS-17 (subject to recommendations of the respective Adviser).	-do-

[*] Substituted *vide* Amendment Notification NO.3 (5)/99 NA-I dated 15th December, 2007.

SCHEDULE - VII
[*See* rule 18(3)]
TENURE OF POSTS

1.	Chief Secretary	Three years.
2.	Secretaries / Other officers who are not members of the Secretariat Service.	Three years.
3.	Heads of Departments	Three years.
4.	Deputy Commissioners, other District Regional Officers	Three years.

Note :- The tenure mentioned above may be extended or curtailed by the Chairman NAs.

Sl. No. 102

Appointments/Promotions or Transfers to Posts in BPS 18 With Special Pay

Clarification.- The proviso to rule 7 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973* requiring that posts in BPS 18 which carry a special pay would also be referred to the Central Selection Board, if proposed to be filled by promotion or transfer, has since been deleted *vide* Establishment Division's Notification No. S.R.O. 146(I)/84, dated 9th February, 1984. It is clarified that all cases in which a post in Basic Pay Scale 18 carrying some special pay is filled by promotion, will be placed before the appropriate departmental promotion committee. Where a post in Pay Scale 18, carrying a special pay does not fall in the promotion ladder, it would be filled by departmental heads through normal posting and transfer.

[***Authority***:– Estt. Division O.M.No.3/6/84-R.2 dated 3-7-1984].

Sl. No. 103

Re-appointment to **Grade 17 or Above Posts

It appears that some doubt still exists in some quarters about the procedure to be followed in the following cases:-

(a) In case of re-appointment to a post in Grade** 17 or above of an officer whose "first appointment" to a post in Grade** 17 or above was made with the approval of the President/Prime Minister.

(b) In case of appointment to hold full charge of a post in Grade** 17 or above, of an officer who had already been holding current charge of the post.

2. The approval of the President/Prime Minister is not necessary for re-appointment of an officer to a post in Grade** 17 or above whose earlier appointment to that post was made with the approval of the President/ Prime Minister and who was subsequently reverted from that post due to no fault of his own. However, where reversion was made as a result of some disciplinary action, fresh approval of the President/Prime Minister would be necessary, if the officer is subsequently re-promoted to a post in Grade** 17 or above.

3. When an officer is appointed to hold current charge of a post in *Grade

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* Sl. No.1.

** BPS. National Pay Scales (NPS), also termed 'Grades'** were introduced by government in March, 1972. Sl. No. 103 issued in September, 1970, mentions Grade** 17 and above posts- probably an off-shoot of editorial efforts over the years. See Estacode, 2000, Sl. No. 107, page 172.

17 or above with the approval of the President/ Prime Minister, similar approval of the President/Prime Minister is required when the same officer is appointed to hold full charge of the post.

[***Authority***:– Estt. Division O.M.No.10/2/64-D.I, dated 13-8-1964, as amended *vide* O.M. No.3/20/70-D.III, dated 16-9-1970].

Sl. No. 104

Reappointment to Posts and Selection Board

In continuation of the instructions issued in the Establishment Division Office Memorandum No. 3/20/70-D III, dated the 16th September, 1970 (Sl.No.103), it has been decided that if the re-appointment of an officer to a post in *Grade 17 and above took place after more than one year of the reversion from that post, the case should be placed before the Central Selection Board for determining the continued fitness of the officer to hold a post in *Grade 17 or above. After the approval of the Central** Selection Board, it would not be necessary to refer the case to the President/ Prime Minister again.

[***Authority***:– Estt. Division O.M.No.3/20/70-D.III, dated 16-9-1971].

Sl. No. 105

Appointment of Secretaries to Government

Appointment of Secretaries/Acting Secretaries to the Government are made on the recommendation of the Ministers concerned with the approval of the President***. There are, however, standing instructions on the subject as contained in the Establishment Division Office Memorandum No. 33 (3)/54-SEI, dated the 29th September, 1954.

2. In terms of the Office Memorandum mentioned above, before any appointment of Secretary/Acting Secretary is decided upon, the Establishment Division should be required to submit a factual note about possible candidates, covering such matters as service, eligibility, tenure, etc., together with their Character Rolls. In practice, however, Ministers tend to make these appointments without consulting the Establishment Division. The President has, therefore, been pleased to observe that it is very necessary to follow the procedure laid down in this respect. I am, therefore, to request you kindly to bring this point to the notice of your Minister.

[***Authority***:– Estt. Secretary's d.o. letter No.26(10)/63-AI, dated 31-8-1963].

Sl. No. 106

Manner of Submission of Cases to the Establishment Minister

The summaries for the Establishment Minister received from the Ministries/Divisions are found deficient in many respects and do not always contain all the relevant information which has, therefore, to be obtained formally or informally resulting in delays and loss of time. It is, therefore, requested that Summaries for

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* BPS. Ref. Sl. No. 1.

** Posts in BPS 17 to 18 are within the purview of the DPC *vide* rule 7 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 (Sl. No. 1), while posts in BPS 19, having been declared non-selection posts are now within the purview of the reconstituted Selection Board (Sl. No. 182-A). Posts in BPS 20 and 21 remain within the purview of the CSB (Ref. Revision of Promotion Policy in Oct., 2007, Sl. No. 162-A).

*** Prime Minister.

the Establishment Minister* or papers for Central Selection Board seeking approval to an appointment by promotion, direct recruitment, transfer or re-employment, etc. may kindly be prepared in the following manner:-

(i) The subject should be stated in concise and self-explanatory manner.

(ii) The Summary should begin by indicating the number of vacancies and how they have arisen.

(iii) It should then state how these vacancies have to be filled in under the relevant recruitment rules i.e. whether they are to be filled directly, by promotion or by transfer etc. If they are to be filled directly the regional/ provincial quota to which they belong may be specifically indicated.

(iv) In any case, the qualifications and conditions of eligibility for appointment prescribed in the recruitment rules should be stated either in the Summary or in the **Annex** thereto. If necessary, a copy of the recruitment rules may be enclosed.

(v) The Summary must also indicate the action taken to fill the vacancy viz. whether the post has been notified to F.P.S.C. or directly advertised for ad-hoc appointment etc. and whether F.P.S.C./ Departmental Selection Committee have recommended any candidate. In the case of promotions, the fact that D.P.C. or the C.S.B., as the case may be, has approved the promotion should be stated alongwith the minutes.

(vi) Full information as to qualifications, experience etc. of candidates recommended for appointment/ promotion/ transfer should be given alongwith clear indication of their place in the seniority list. The candidate's domicile should be precisely stated. Where proposed promotion would involve supersession, detailed justification thereto may be given alongwith names etc. of all the eligible candidates and their C.Rs in order of seniority including those who are proposed to be passed over. Otherwise a clear certificate may be given that no supersession is involved.

2. It is requested that the Summaries may please be typed in double space on Summary paper and henceforth two copies of each Summary (alongwith enclosures) should be invariably sent to the Establishment Division so that the original is returned with the orders of the Establishment Minister and the duplicate retained in the Establishment Division for record.

3. In case the Summaries are not received in the above mentioned manner, the same may have to be returned causing delay in according necessary approval.

[***Authority***:– Estt. Secretary's D.O., letter No.4/20/74-A IV, dated 11-12-1974].

Sl. No. 107

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* Cases are, at present, submitted by the Establishment Division to the Prime Minister.

Appointment to Posts in BPS 17 and Above

It has been observed that proposals received from the Ministries/Divisions for appointment to posts in *BPS 17 and above on the recommendations of the FPSC are not complete in all respects. Establishment Division has to make back references for getting the missing information/documents which entails avoidable delays in disposal of such cases. It is, therefore, essential that the following information/documents may invariably be enclosed with summaries sent to the Establishment Division:-

(i) Original letter of FPSC recommending the candidates for the posts.

(ii) Application Forms of the candidates.

(iii) Complete C.R. dossiers of the candidates already in government service.

(iv) A statement showing how the provincial/regional quotas are being observed.

(v) A copy of the recruitment rules.

2. Summaries which do not meet the above requirements will be returned to the sponsoring Ministry.

[***Authority***:– Establishment Secretary's d.o. letter No.1/3/80-A.III, dated 2-8-1980].

Sl. No. 108

Check List of Information/ Material in Cases to be Submitted to the Establishment Minister

In order to facilitate proper submission of summaries by the Ministries/Divisions, a complete check list of information/material to be incorporated in or attached to the summaries in respect of cases requiring the approval of the Establishment Minister** is enclosed as **Appendix.** It is requested that in future it may kindly be ensured that this information/ material is invariably incorporated in/or furnished with the summaries. Otherwise the summaries will not be processed in this Division and will be returned to the Ministries/Divisions.

[***Authority***:– Special Secretary (Estt.) D.O. letter No.4/20/74-A.IV, dated 29-6-1976].

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* For present position, *see* Sl.No.1.

** Cases submitted to the Prime Minister or other appointing authority, as the case may be, w.r. to Sl.No.1.

APPENDIX

CHECK LIST FOR SUBMISSION OF SUMMARIES FOR THE ESTABLISHMENT MINISTER

(*See* Sl. No. 108)

A. GENERAL INSTRUCTIONS:

(i) The summary is to be typed in double space.

(ii) Two copies of each summary (alongwith enclosures) are to be sent to the Establishment Division.

(iii) The summary should contain specific recommendation of the Minister incharge about the proposal made in it.

(iv) The number of vacancies and how they have arisen.

(v) A copy of the recruitment rules approved by the Establishment Division. Otherwise, a copy of the draft recruitment rules or method of recruitment, qualifications and experience determined for the post(s) in consultation with the Establishment Division.

(vi) Number of sanctioned posts; their distribution into promotion, direct recruitment and transfer quotas. Complete list of officers holding promotion posts. List of officers holding merit quota posts and regional distribution of posts reserved for direct recruitment alongwith the names and domicile of the incumbents holding these posts.

B. APPOINTMENTS BY PROMOTION:

(i) A copy of the minutes of the meeting of the Departmental Promotion Committee.

(ii) An authenticated copy of the seniority list.

(iii) Full justification for supersession, if any.

(iv) Up-to-date C.R. dossiers of the officers recommended for promotion or supersession.

(v) An abstract of the performance evaluation reports for the last five years in respect of officers recommended for promotion, supersession or to be ignored being on deputation etc. in the proforma as per **Annex I**, "C" and "D" entries to be written in red ink.

(vi) An abstract of the major personal traits for the last five years of officers recommended for promotion or supersession vide proforma as per **Annex II**, "C" and "D" entries to be written in red ink.

(vii) If an officer recommended for promotion is on deputation with an organization under the Federal or Provincial Governments or

autonomous/semi-autonomous organization, foreign government or an international organization, it may be clearly stated if the deputation is in the interest of public service or not.

(viii) If the officer recommended for promotion is on deputation from another organization a copy of the written consent of that organization to his promotion is to be furnished to the Establishment Division.

(ix) A certificate that the officers recommended for promotion in a particular *grade possess the required length of service in the lower grade* as laid down in the Establishment Division's O.M. No. 1/9/80-R. 2 dated 2nd June, 1983**.

(x) In case of promotion to *Grade 19 and above, a copy of the minutes of the meeting of the Central Selection Board together with C.R. dossiers of the officers recommended for promotion.

C. *AD-HOC* APPOINTMENTS:

(i) Regional quotas to which the vacancies fall.

(ii) Whether the posts were advertised in the press? If so, a copy of such advertisement to be attached.

(iii) Whether the vacancies have been notified to the FPSC for making regular recruitment against them? If so, a copy of the requisition placed with the FPSC is to be attached.

(iv) Full particulars of the candidates tested/interviewed together with their assessment by the Selection Committee.

(v) A copy of the minutes of the meeting of the Selection Committee.

(vi) Bio-data of the candidates recommended.

(vii) Up-to-date C. R. dossier of the candidate being recommended for ad-hoc appointment, if he or she has served in an organization under the Federal or Provincial Government.

(viii) In case of extension in the period of *ad-hoc* appointment of an officer confidential report on his performance for previous period(s) should be attached.

D. APPOINTMENT THROUGH THE FPSC:

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* BPS/post.
** Sl. No. 157.

(i) Nomination letter from the FPSC.

(ii) Advertisement issued by the FPSC.

(iii) Regional quota to which the vacancy is allocable.

(iv) Up-to-date *ACR dossier of the candidate selected by the FPSC, if he or she is/was in Government service.

(v) Bio-data of the selected candidates or their applications addressed to the FPSC.

E. APPOINTMENT BY TRANSFER:

(i) A certificate that the candidate recommended is holding equivalent post on regular basis in his parent organization.

(ii) Up-to-date *ACR dossier of the officer recommended for transfer.

(iii) Whether the transfer is permissible under the recruitment rules?

(iv) Minutes of the meeting of the DPC/Selection Committee.

F. APPOINTMENT BY RE-EMPLOYMENT:

(i) A copy of the minutes of the meeting of the Central Selection Board.

(ii) Bio-data of the candidate recommended for re-employment including age and educational qualifications.

(iii) Up-to-date *ACR dossier of the officer recommended for re-employment.

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* Annual Confidential Report re-categorized as Annual Restricted Report; hence ARR. *See* footnote ** on Addendum to Sl. No. 163.

ANNEX I

(See B(v)

COMPARATIVE PERFORMANCE EVALUATION ANALYSIS IN RESPECT OF OFFICERS BEING CONSIDERED FOR PROMOTION TO GRADE(S)★

Name of Officers with Designation	Overall Grading					Fitness for Promotion					Rating of Personal traits	Summary of Part II of the A.C.R. Form					Adverse entry in	Remarks
	1971	1972	1973	1974	1975	1971	1972	1973	1974	1975		1971	1972	1973	1974	1975		
1. Mr. X.Y.Z. Deputy Director	Average	Below Average	Average	Good	Good	Not Yet fit	Not Yet fit	Premature	Fit	Fit	A I A B C D	– 14 1 –	– 10 5 –	2 12 1 –	5 10 – –	10 5 – –	1972	
2. Mr._____											A I A B C D							
3. Mr._____											A I A B C D							
4. Mr._____											A I A B C D							
5. Mr._____											A I A B C D							

★ *Read* Post/BPS. See Sl. Nos. 109-110.

ANNEX II

(See B(vi)

COMPARATIVE ANALYSIS OF MAJOR PERSONAL TRAITS IN RESPECT OF BEING CONSIDERED FOR PROMOTION TO GRADE★

Name of Officers with designation	Year	Judgement and sense of proportion					Initiative and Drive					Ability to plan, organize and supervise work					Capacity to guide and train subordinate					Integrity: (a) Intellectual (b) Moral					Remarks
		A1	A	B	C	D	A1	A	B	C	D	A1	A	B	C	D	A1	A	B	C	D	A1	A	B	C	D	
1. Mr. X.Y.Z. Deputy Director	1971	–	✓	–	–	–	–	–	–	–	–	–	–	–	–	–	–	–	✓	–	–	–	(b)	(a)	–	–	
	1972	–	✓	–	–	–	–	–	–	✓	–	–	–	–	✓	–	–	–	–	✓	–	–	–	a.c.	–	–	
	1973	–	✓	–	–	–	–	–	✓	–	–	–	–	–	✓	–	–	–	–	✓	–	–	–	–	–	–	
	1974	✓	–	–	–	–	–	–	✓	–	–	–	✓	✓	–	–	–	✓	–	–	–	–	–	–	–	–	
	1975	✓	–	–	–	–	–	–	✓	–	–	–	–	✓	–	–	–	✓	–	–	–	–	–	–	–	–	
2. Mr.	1971																										
	1972																										
	1973																										
	1974																										
	1975																										
3. Mr.	1971																										
	1972																										
	1973																										
	1974																										
	1975																										
4. Mr.	1971																										
	1972																										
	1973																										
	1974																										
	1975																										

★ *Read* Post/BPS. *See* Sl. Nos. 109-110.

Sl. No. 109

Mode of Notifying Appointments, Promotions etc., after Introduction of the Scheme of Basic Pay Scales

Reference is invited to the Finance Division O.M. No.1(I)-Imp/83, dated 18th August, 1983* laying down a scheme of basic pay scales and fringe benefits for the civil employees of the Federal Government as shown in the schedule to that O.M. It is laid down in the aforesaid O.M. that basic scales shall not be regarded as `grades' and shall not be referred to as `grades' in official communications and that the officials shall henceforth be appointed/promoted to posts and not in grades.

2. In pursuance of the aforesaid decisions, necessary amendments to the Civil Servants Act, 1973** and the rules made thereunder have been carried out replacing reference to `grades' by corresponding basic pay scales.

3. It is requested that in future all the notifications and orders relating to initial appointment, appointment by promotion or by transfer and other appointment like ad-hoc appointments should invariably mention appointments to posts and not to grades. A few specimen of the draft notifications are*** also enclosed for guidance. This form normally be used.

[***Authority***:– Estt. Division O.M. No. 3/11/83-R.2(Pt) dated 15-4-1984].

Draft 1 Promotion

(*See* Sl. No. 109, para 3)

No……..

GOVERNMENT OF PAKISTAN
MINISTRY OF .....
..... Division

Islamabad, the .....

NOTIFICATION

Mr..... is promoted .....to the post of ..... @promoted on officiating basis ..... and is posted as..... in the Ministry/Division/Office of..... until further orders.

Deputy Secretary
to the Government of Pakistan

To

The Manager,
Printing Corporation of Pakistan Press (PCP),
Islamabad.

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* Chapter 10, Sl. No. 15. Pay Scales, Allowances & Other Benefits, Vol. II.
** Chapter 1, Sl. No. 2.
*** Drafts 1, 2,3, 4,5.
@ To be used in cases of promotion in temporary vacancies like leave or deputation vacancies. Nature of the vacancy and the duration of promotion should be specified in the notification.

Draft-2 Initial Appointment

See Sl. No. 109, para 3)

TO BE PUBLISHED IN PART-II OF THE GAZETTE OF PAKISTAN

No…….

GOVERNMENT OF PAKISTAN
MINISTRY OF.....
..... Division
Islamabad, the .....

NOTIFICATION

On selection by the Federal Public Service Commission, Mr..... is appointed as ..... in the Ministry/Division/Office of ..... w.e.f the date he assumes charge of the post and until further orders.

2. He shall remain on probation for a period of .....

Deputy Secretary
to the Government of Pakistan

To

The Manager,
Printing Corporation of
Pakistan Press, Islamabad

Draft 3 Appointment by Transfer

(*See* Sl. No. 109, para 3)

No……..

GOVERNMENT OF PAKISTAN
MINISTRY OF.....
..... Division
Islamabad, the .....

NOTIFICATION

Mr..... is appointed by transfer to the post of..... in the Ministry/Division/ Office of..... and is posted as .....

2. He shall be on probation for a period of .....

Deputy Secretary
to the Government of Pakistan

To

The Manager,
Printing Corporation of
Pakistan Press, Islamabad

Draft 4 Acting Appointment
(*See* Sl. No. 109, para 3)

No……

GOVERNMENT OF PAKISTAN
MINISTRY OF .....
..... Division

Islamabad, the.....

NOTIFICATION

Mr..... is appointed on acting charge basis to the post of..... in the Ministry/Division/Office of..... until further order and is posted as.....

Deputy Secretary
to the Government of Pakistan

To

The Manager,
Printing Corporation of
Pakistan Press, Islamabad

Draft 5 *Ad-Hoc* Appointment
(*See* Sl. No. 109, para 3)

No……

GOVERNMENT OF PAKISTAN

MINISTRY OF .....

..... Division

Islamabad, the.....

NOTIFICATION

Mr ..... is appointed on ad-hoc basis as.....in the Ministry/Division/Office of..... for a period not exceeding six months or till the availability of a nominee of the Federal Public Service Commission, whichever is earlier.

2. The appointment shall be terminable without notice on the appointment of a person selected by the Federal Public Service Commission.

Deputy Secretary
to the Government of Pakistan.

To

The Manager,
Printing Corporation of Pakistan Press,
Islamabad

Sl. No. 110

Use of Pay Scale and Name of the Post in the Notification and Summary

Reference Establishment Division's circular O.M.No.3/11/83-R.2, dated the 15th April, 1984 (Sl. No.109) *vide* which specimen of draft notifications relating to initial appointment, appointment by promotion etc. mentioning the appointments to posts and not to grades, were circulated. It has now been decided that, in future, in all the notifications, summaries and office notes, the name of the post and its pay scale may also be mentioned, where necessary.

[***Authority***:– Estt. Division's O.M. No. 3/11/83-R. 2, dated 13-1-1985].

Sl. No. 111

Continuance of the Practice of Notifying All Appointments in BPS 16 or Above in the Gazette

The Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1973*, give formal effect to the abolition of classes announced by the Prime Minister on 20th August, 1973. The classification of posts into gazetted and non-gazetted has also been abolished. However, the practice of notifying all appointments to Basic Pay Scales and above in the Gazette will continue to be followed.

[***Authority***:– Para 2 of Estt. Secretary's D.O. letter No.1/1/73-ARC, dated 10-11-1973].

Sl. No. 112

Clarification Regarding Notifying of Appointments of Stenographers to Senior Scale (Basic Pay Scale-16)

The appointments to the upgraded posts of Superintendents (BPS 16) in Attached Departments are permitted to be notified in the official Gazette.

[***Authority***:– Estt. Division's O.M.No.11/57/80-F.II(B-16) dated 15-1-1984].

Sl. No. 113

Appointment of Stenographers (Selection Scale) Not to Be Notified

Under the Establishment Division's O.M. No. 14/6/73-D.I, dated the 24th October, 1973, as amended *vide* O.M. of even number dated the 8th August, 1974, 25% of the sanctioned posts of Stenographers were placed in **NPS-14. Now the post of Stenographer carries Basic Scale 15 and 25 % of the sanctioned posts will carry Basic Scale-16 *vide* **Annex II** to the Finance Division's O.M. No. F. 1(19-Imp/83) dated the 18th August, 1983*** with effect from the 1st July, 1983.

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* Chapter 7, Sl. No. 7.

** National Pay Scales/now Basic Pay Scales (BPS).

*** Chapter 10, Vol. II, Sl.No. 15.

2. A question has arisen whether the event of appointment/ placement of a Stenographer in Basic Pay Scale 16 is required to be notified in the Official Gazette or not. This issue has been examined in the Establishment Division. According to para-2 of the Finance Division's O. M. under reference, the basic scales which have replaced the Revised National Scales of Pay, will not be regarded as grades and will not be referred to as such in official communications. Further, officials will be appointed/ promoted to posts and not to grades. The Basic Pay Scale 16 is a scale to be carried by a percentage of posts of Stenographer but there will be no new name/new designation of the posts carrying that scale. These posts will still be known as posts of Stenographer (senior scale). Hence the placement of a Stenographer in Basic Pay Scale 16 is not required to be notified. However, if a Stenographer is appointed/promoted as Private Secretary or Secretariat Superintendent, his appointment/ promotion as such will be notified, as these posts carry definite designation and stand placed in *Basic Pay Scale 16.

[***Authority***:– Estt. Division O.M. No. 14/6/73-D.I(F.II) R. VI dated 8-10-1983].

Sl. No. 114

Notifications in Respect of Secretariat Appointments

It has been decided that henceforth all notifications relating to appointments of Secretaries/Acting Secretaries shall be issued by the Establishment Division instead of the Ministries, as has been the practice so far. This course is necessary to avoid notifications being found legally or otherwise defective, as has been found to be the case in some instances. In order to enable this Division to issue the necessary notification, Ministries will send the file to the Establishment Division after Prime Minister's orders have been obtained regarding such appointments.

[***Authority***:– Establishment Secretary's d.o. letter No.26(19)/63-A. 1, dated 31-8-1963].

Sl. No. 115

Notifications Regarding Postings, Transfers etc. of Officers of the Status of Joint Secretary and Above

It has been noticed by the Establishment Division that Ministries/Divisions are not fully aware of the correct procedure with regard to obtaining orders for appointment to posts in the Ministries/Divisions and issue of notifications in respect of appointments to such posts. The correct procedure in this regard has, therefore, been explained in the following paragraphs.

2. According to the existing instructions**, appointments to the grade of Secretary, Additional Secretary, Acting Secretary and Joint Secretary fall under the purview of the High Level Selection Board while appointments to the posts of Deputy Secretary⋆ to the Government of Pakistan [.....]⋆⋆ come within the scope

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***Note*.- All posts of Private Secretary to Secretaries/Additional Secretaries have been upgraded from BPS 16 to BPS 17 *w.e.f.* 1-7-1983 *vide* Estt. Division O.M.No.9/2/74-E.II(R6) dated 18-3-1986 (Chapter 10, Sl. No. 44, Vol. II).

****See* foot note *** on para 2(i)for present position.

⋆ The post of Deputy Secretary (BPS 19)/other posts in BPS 19 have been taken out of the category of

of the Central Selection Board. The recommendation of the High Level Selection Board/Central Selection Board in respect of these officers have to be obtained by the Establishment Division. Thereafter, action is required to be taken in the following sequence:-

(i) Approval of the President*** to the recommendation of the appropriate Selection Board.

(ii) (a) Decision in the Establishment Division in consultation with Ministries/Divisions to post an approved officer to a particular post, and

(b) Submission of a summary to the President*** for his specific approval to such appointment.

(iii) Issue of notification by the Establishment Division making the actual appointment.

(iv) Issue of notification by the Ministries/Divisions concerned regarding assumption of charge of the particular post by the selected officer.

3. Action with regard to (i) and (iii) above is required to be taken by the Establishment Division alone. Approval of the President*** to the appointment of a particular officer to a particular post is at present taken by the administrative Division in which the vacancy exists. This has led to some unforeseen and unhappy consequences, e.g., unwillingness of the administrative Divisions to accept particular officers and allowing the officers to assume charge of their duties before a formal notification has been issued by the Establishment Division. In order to avoid such difficulties, it has now been decided that approval of the President*** to all Secretariat appointments would be taken by the Establishment Division, in consultation with the Ministries/Divisions.

4. The next step would be to issue a further notification regarding assumption of charge of the particular post by the selected officer. This notification is to be issued by the Ministries/ Divisions concerned. It is, however, emphasised that assumption of charge by the selected officer cannot be from a date prior to but subsequent to the date of notification regarding his appointment by the Establishment Division. In no case can the selected officer assume charge from a date earlier than the date of notification issued by the Establishment Division.

[***Authority***:– Estt. Division's O.M.No.22/25/68-AI, dated 23-1-1969].

Sl. No. 116

'Selection Posts' and henceforth i.e. w.e.f. 24th October 2007, shall be treated as 'Non-Selection Posts' promotion to which shall be on seniority-*cum*-fitness basis (Ref. Sl. No. 162-A). As for Selection Board for posts in BPS 19, *see* Sl.No.182-A.

** The word 'Section Officer' omitted.

****Note*: The Prime Minister is now the appointing authority for posts in BPS 20 and above *vide* rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 (Sl. No 1).

Approval of Competent Authority and Assumption of Charge

In the Establishment Division O.M. No. 22/25/68-AI, dated the 23rd January, 1969 (Sl. No. 115), it was emphasized that the charge of a particular post could be assumed by a government servant, duly approved by the competent authority only from a date subsequent to the date on which the notification of his appointment was issued by the Establishment Division, and that in no case the government servant could assume charge from a date earlier than the date of notification issued by the Establishment Division, unless specifically stated.

2. It has been noticed that the instructions referred to above have not been observed in a number of cases by the Ministries/ Divisions and, in some cases government servants were allowed to assume charge of the posts to which they were appointed by the Establishment Division, with effect from dates earlier than the dates of the notifications of their appointments issued by the Establishment Division. In view of this, it is considered necessary to reiterate the position stated in para 1 above. The fact that vacancies were available in certain cases from back dates, is not relevant, and no government servant can be allowed to assume charge of a higher post retrospectively only for that reason. Further, in order to regularise the position, it is requested that all such cases should be reviewed and relevant notifications, if any, which may have been issued by the Ministries/Divisions in contravention of the instructions referred to above, should be cancelled immediately, and revised notifications issued, under intimation to the Establishment Division.

[***Authority***:– Estt. Division O.M. No. 22/25/73-AV, dated 10-12-1973].

Sl. No. 117
Current/Additional Charge and Acting Charge Appointments

According to the existing instructions all appointments by promotion in higher posts are to be made through regular selection process *i.e*. with the approval of the Central Selection Board*/Departmental Promotion Committee and the authority competent to make appointment to the grade** in which the vacancy exists. However, in those cases where a vacancy in a higher post occurs for less than two months and it is considered impossible for good reasons to make arrangements for day to day work of that post to be carried on otherwise, the current charge of the duties of that post may be given temporarily, with the approval of the authority competent to make appointments to the said post, to the most senior officer in the cadre present at the place or in the organization where the vacancy may have occurred if he is otherwise fit and eligible for promotion.

2. Situations arise in various departments where higher posts have to be filled urgently for short periods independently of the normal promotion and

* or Selection Board for posts in BPS 19.
** Post/BPS.

appointment procedure which takes time. The matter has been considered in consultation with the Ministry of Finance. In order to overcome the difficulty, the President has been pleased to delegate the power to make current charge appointments as follows:-

(i)	Secretaries/Additional Secretaries.....	
(ii)	Heads of Attached Department not below grade* 21 including Chairman, FPSC and Chairman Federal Inspection Commission in respect of their own officers.....	For *Grade 17 to 20
(iii)	Auditor General of Pakistan Pakistan Audit Department..	
(iv)	Military Accountant General for Military Accounts Departments.....	Upto *Grade 20
(v)	Member Finance, Railway Board for Railway Audit Department.....	
(vi)	Head of Department as defined in S.R.2(10) not below grade*-20.....	For *Grade 17 and 18

3. The exercise of the powers as delegated shall be subject to the observance of the following conditions:-

(i) the arrangement should not be made for a period of less than one month and should not exceed three months; however, it may be extended by another three months with the approval of the next higher authority;

(ii) as soon as the current charge is given, a proposal for regular appointment should be initiated and referred to DPC/CSB** within a month; and

(iii) in making current charge arrangement, the senior most officer available in the organization and present at the place where the vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be considered.

4. An officer appointed to hold current charge of a higher post shall be allowed, in term of F.R. 35 and proviso to Section 17 of the Civil Servants Act, 1973 pay in his own grade plus additional pay equal to 10% of his grade pay. (See

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* 'BPS'.

** or Selection Board for posts in BPS 19.

revised orders vide Sl. No.119).

5. The existing orders on the subject are modified to the above extent.

[***Authority***:– Estt. Division O.M.No.1/21/76-AR.I/R-II, dated 18-6-1980, as amended *vide* O.M. of even number dated 10-4-1981].

Sl. No. 118

Clarification Regarding Length of Service for Current Charge

With reference to the Establishment Division's Office Memorandum No. 1/21/76- AR.I/R.II dated the 18th June 1980 (Sl. No.117), it is clarified that for the purpose of making current charge arrangements, it is not necessary to insist on completion of the length of service as prescribed for promotion.

[***Authority***:– Estt. Division's O.M. No. 1/4/84-R.2 dated 3-7-1984].

Sl. No. 119

Enhancement of Special Pay Admissible to an Officer Appointed to Hold Current Charge of a Higher Post

Under the existing orders, an officer appointed to hold current charge of a higher post in addition to the duties of his own post, is allowed in terms of F.R. 35 and proviso to section 17 of Civil Servants Act, 1973*, pay of his own post plus special pay equal to 10% of his pay. The position has been reviewed and in order to afford sufficient compensation to a person performing duties of higher post carrying higher responsibilities, it has been decided, with the approval of the competent authority, that in case of current charge appointments to higher posts, special pay shall be admissible at the rate of 20% of pay subject to a maximum of **[Rs.6000 p.m. with effect from 1-7-2005].

2. However, it is emphasized that the current charge arrangements should be made with the approval of the competent authority strictly in accordance with the orders contained in the Establishment Division's O.M.No.1/21/76-A.R.I/R.II, dated 18-6-1980 (Sl. No.117).

[***Authority***:– Finance Division's O.M. No. F.2(9)-R.3/85, dated 15-3-1987].

Sl. No. 120

Current Charge Appointment – Determination of Seniority Within an Organization

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* Chapter 1, Sl.No. 2

** Revised *vide* Finance Division O.M.No.F.1(1)/Imp/2005, dated 1.7.2005 (Chapter 10, Sl. No. 7, para 10 (vi), Vol II).

Reference Establishment Division's O.M. No. 1/21/76- AR.I/R.II, dated 18th June, 1980 (Sl.No.117) which provides that "the current charge of the duties of that post may be given temporarily, with the approval of the authority competent to make appointment to the said post, to the most senior officer in the cadre present at the place or in the organisation where the vacancy may have occurred if he is otherwise fit and eligible for promotion". Queries have been received as to the definition of the word "place" and "organisation".

2. The matter has been considered. The word "place" refers to the area in which the office in which the vacancy has arisen is located, e.g., Rawalpindi, Islamabad, Karachi etc. The word "organization" refers to each distinctive administrative unit of department. For instance in a Division which is divided into different Wings each as a distinct entity, the organization will refer to each such Wing.

[***Authority***:– Estt. Division O.M. No. 1/21/76-AR-I/R.II, dated 14-3-1981].

Sl. No. 121
Extension in Current Charge Appointment

With reference to the Establishment Division O.M. No. 1/21/76-AR.I/R.II, dated the 18th June, 1980 as amended vide Establishment Division O.M. of 10th April, 1981 (Sl.No. 117), a question has been raised as to which authority is competent to extend current charge appointment beyond 6 months.

2. The delegation made *vide* the Establishment Division O.M. No. 1/21/76-AR.I/R.II, dated the 18th June, 1980 as amended vide O.M. dated 10th April, 1981 (Sl. No. 117) is in partial modification of the Establishment Division O.M. No. 7/22/70-AVII, dated 7th August, 1970. The cases of extension of current charge appointment beyond 6 months will, therefore, continue to be sanctioned by the Establishment Secretary in respect of posts in BPS 17 to 19 and by the President* in respect of posts in BPS 20 and above.

3. **The current charge arrangement is made as a temporary measure pending appointment of a person to the post on a regular basis. It is expected that the case for regular appointment will be simultaneously initiated and finalised within the period of 6 months which is considered sufficient for the purpose. Normally, therefore, there should be no occasion for extending current charge arrangement beyond 6 months. In those cases only where it is necessary to continue the current charge arrangement beyond this period cases, should be referred to the Establishment Division. Such cases should indeed the rare. The case should be referred in the form of a summary for the President* in the case of posts in BPS 20 and above and for Establishment Secretary in the case of posts in BPS 17 to 19, stating what action was taken to fill the post on a regular basis, the reasons why it

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* Now the Prime Minister for posts in BPS 20 and Secretary of the Ministry/Division concerned for posts in BPS 17 to 19. See Sl. No. 122-A for details.
** Para 3 to be read with Sl. No. 1 and Sl. No. 122-A.
* Prime Minister.

has not been possible to make a regular appointment within the prescribed period of 6 months and full justification for further extension of temporary arrangement. The period for further extension should be as short as possible necessary to make regular arrangements.

4. The proposal to continue payment of additional pay beyond 6 months will also require approval from the Ministry of Finance. The proposals may therefore be referred initially to the Ministry of Finance for their concurrence before referring the case to the Establishment Division.

[***Authority***:– Estt. Division's O.M. No 1/21/76-AR-I/R-II dated 6-4-1987].

Sl. No. 122

Correct Designation of Officers Holding Current Charge of Higher Posts

It has been decided in consultation with the Law Division that an officer holding a higher post on current charge basis may use the designation of that post in relation to a duty attached to that post.

[***Authority***:– Estt. Division's O.M. No. 1/3/82-R.2, dated 16-12-1982].

Sl. No. 122-A

Appointment of Officers on Current Charge Against Higher Posts and Payment of Additional Remuneration Therefor

Reference instructions contained in para 3 of Establishment Division O. M. No. 1/21/76-AR-I/R -II dated 6-4-1987 (Sl. No. 121) which provide that *the extension of current charge arrangement should be sought from the President and the Establishment Secretary in case of posts in BPS 20 and above and posts in BPS 17-19, respectively.* It is stated the aforesaid instructions have been reviewed in consequence of amendment in rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules 1973** notified *vide* SRO No.276(1)/2000 dated 25.5.2000 under which Secretaries of the Ministries/Divisions have been authorized to make appointments to posts in BPS 17 to 19, and it is clarified that extension of current charge arrangement to posts in BPS 17 and above is now required to be sought from the *appointing authority* prescribed in rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973**.

2. While approving/extending current charge arrangements, the following guidelines are required to be *strictly observed*: -

(i) Current charge arrangement is a temporary measure pending appointment of a person on regular basis in the prescribed manner.

** Sl. No. 1.

(ii) Proposal for regular appointment in the prescribed manner should be initiated at the earliest opportunity and current charge arrangement should not be considered as a justification for delay in filling the posts on regular basis in the prescribed manner.

(iii) Six months is considered a sufficiently long period for the purpose of filling of posts on regular basis and, therefore, there should, normally, be no occasion or necessity, for seeking extension of current charge arrangement beyond six months.

(iv) Extension of current charge beyond six months requires prior consultation with the Finance Division before seeking the orders of the competent appointing authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973*.

(v) Current charge of a higher post can he given only to those persons who fulfill eligibility conditions for regular promotion to that higher post.

(vi) Normally the most senior persons available in the Wing/Unit where higher post falls vacant should be given current charge or higher post.

3. While issuing formal sanction for grant of additional remuneration on account of current charge, it may be specifically certified that the above mentioned guidelines have been kept in view while approving/extending current charge arrangement.

[***Authority***: Estab. Div.'s O.M No. 1/17/2000-R-2, dated 21st Nov., 2000]

Sl. No. 123
Additional Charge Appointments

The President has been pleased to decide -

(a) that combination of appointments in terms of Fundamental Rules (F.R) 49 should be made as a temporary measure and should not ordinarily be made for a period of more than 6 months; and

(b) that apart from the pay admissible under F.R. 49 (a) where applicable, the additional remuneration which may be granted to an Officer, including a Judicial Officer of the rank of Joint Secretary or

* Sl. No. 1

above, who is called upon to perform additional duties, should not exceed an amount equal to 10% of his pay in the original post.

2. In order to comply with the decision mentioned in para l(a) above, necessary measures to fill-up a post on a whole-time basis should be taken as soon as it falls vacant and every possible effort should be made to make a whole-time appointment within the period of six months. If, in any case, it is necessary to continue the full additional charge or current charge arrangement beyond this period, the case should be referred to the Ministry of Finance stating the steps taken to fill the post on a whole-time basis, the reasons why it was not possible to appoint a whole-time officer within the prescribed period and giving full justification for further continuance of the temporary arrangement.

3. For the purpose of the decision given in para 1(b) above, all posts carrying a pay of Rs. 3,000 in the "existing" (pre-31) scale or Rs. 2,000 in the "Prescribed" scales will be regarded as equal in rank to the post of Joint Secretary.

4. The grant of additional pay to officers below the rank of Joint Secretary will continue to be regulated under the existing orders, according to which additional pay not exceeding 20 per cent of the presumptive pay can be granted but, as a consequence of the limits laid down in para 1(b) above, the amount of additional pay granted to officers below the rank of Joint Secretary should not exceed the amount of additional pay admissible to a Joint Secretary under these orders.

[***Authority***:– Finance Division O.M. No. F. 4(46)-RII(III)/56, dated 26-10-1957 as reproduced below F.R. 49].

Sl. No. 123-A

Combination of Appointments*

Reference paras of the instructions contained in Establishment Division O.M.No.1/21/75-AER.R.2 dated 19.8.1989 which provide that additional charge arrangement in non-identical post in BPS 17 to 19 requires approval of the Establishment Secretary. The above instructions have been reviewed in the light of amendment in rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973** notified *vide* SRO No.276(1)/2000, dated 25.5.2000 under which Secretaries of the Ministries/Divisions concerned have been authorized to make appointment to posts in BPS 17 to 19 consequent upon the aforesaid amendment in rules additional charge arrangement in non-identified posts to BPS 17 to 19 now requires approval of Secretary of the Ministries/Divisions concerned. Cases involving additional charge of posts borne on the cadre of APUG and OMG shall, however, continue to be submitted for the approval of Establishment Division. The

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* For foundation of the concept 'Combination of Appointments' see FR 49 and Government decisions reproduced below FR 49, PP 82-86 Compilation of Fundamental Rules and Supplementary Rules, First Edition (Second Reprint), Manager of Publications, Karachi, 1979. For financial compensation, see Sl. No. 125.

** Sl. No.1

instructions contained in Establishment Division O.M. No.1/21/76-AR-1/R-II dated 19.8.1989 stand amended accordingly.

2. Ministries/Divisions are requested to bring the above instructions to the notice of all departments concerned.

[***Authority***:– Establishment Division's O.M.No.1/15/2000-R.2, dated 2.10.2000].

Sl. No. 123-B

Combination of Appointments* - Authorization to Secretaries

Reference the Establishment Division's OM No. 1/21/76-AR/I/R,2 dated 19.8.1989 as amended *vide* its OM No. 1/15/2000-R.2, dated 2.10.2000 (Sl. No. 123-A) on the subject according to which additional charge arrangements in non-identical posts in BPS 17 to BPS 19 can be made with the approval of the Secretary of the Ministry/Division concerned and for the posts borne on the cadre of **APUG and ***OMG with the approval of Establishment Secretary and those in BPS 20 and above with the approval of Prime Minister.

2. In view of the current policy of decentralization of the government, the instructions contained in the above referred OM have been reviewed. The Prime Minister has been pleased to authorize the Secretaries of the Ministries/Divisions to approve additional charge arrangements in non-identical posts in BPS 17 to BPS 20. This arrangement should not be made for a period of less than one month and should not exceed three months. However, it may be extended by another three months with the concurrence of the Establishment Division. Extension of such arrangements beyond six months shall be made with the approval of the Prime Minister.

3. The instructions contained in para 2 & 3 of the Establishment Division's OM No. 1/21/76-AR.I/R2 dated 19.8.1989 and No. 1/15/2000-R.2 dated 2.10.2000 (Sl. NO. 123-A) stand modified to the extent indicated above.

[***Authority***: Estt. Div.'s O.M NO. 3/89/2004-R-2, dated 01-01-2005]

Sl. No. 124

Additional Charge Appointments and Central Selection Board

The question, whether cases of additional charge appointments come within

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* For foundation of the concept 'Combination of Appointments', FR 49 and Government decisions reproduced below FR 49, pages 82-86, Compilation of the Fundamental Rules and Supplementary Rules, First Edition (Secondary Reprint), Manager of Publications, Karachi : 1979. For financial compensation, see Sl. No. 125.

** All Pakistan Unified Grades, i.e. District Management Group, Secretariat Group and the Police Service of Pakistan.

*** Office Management Group.

the scope of the Central Selection Board or not, has been under consideration in the Establishment Division.

2. After careful consideration, it has now been decided that when an officer is appointed to hold additional charge of an equivalent post in terms of the Ministry of Finance O.M. No. 4(46)-R.II (III)/56, dated the 26th October, 1957 (Sl.No. 123), it will not be necessary to obtain the approval of the Central Selection Board. The Ministry concerned may make such an appointment in consultation with the Ministry of Finance. But when an officer is appointed to hold current charge of a higher post for a period exceeding two months, the approval of the Central Selection Board is necessary in accordance with the existing orders.

[***Authority***:– Estt. Division O.M. No. 26(13)/63-AI, dated 2-7-1964].

Sl. No. 125

Additional Charge Appointment: Procedure and Remuneration

Reference Finance Division's circular O.M. No. F. 4(14)-R. 4/68, dated the 9th September 1971*, the position has been reviewed and in order to afford sufficient compensation to a government servant entrusted with the additional charge** of a vacant identical post, it has been decided, with the approval of the competent authority, that in case of additional charge arrangement, special allowance shall be admissible at a uniform rate of 20% of basic pay not exceeding Rs. 6000 p.m. with effect from 1st July 2005, subject to the fulfilment of the following conditions:-

(i) The work of the vacant post, may, as far as possible, be distributed among more than one government servant of the same status and designation available in the Ministries/ Divisions/Departments.

(ii) Where the distribution of the work among more than one government servant is not feasible, the charge of the vacant post may be entrusted, in its entirety, to another government servant. This arrangement should not be made for a period less than one month and should not exceed three months, and it should be allowed with specific approval of the Secretaries/Additional Secretaries/Heads of Attached Departments/Heads of Department not below BPS 21. However, it may be extended by another three months with the approval of next higher authority.

(iii) Immediately on the expiry of six months of the full additional charge of the particular vacant post, the post shall be treated as having been abolished and its duties automatically becoming part of the normal duties of the other existing posts of the same category in the

* Page 85 of the FR & SR book mentioned in Sl. No. 123-A

** Current charge appointment is now regulated by Sl. Nos. 117 to 122-B.

Divisions/Departments concerned. The post so treated as abolished shall not be reviewed without the concurrence of the Financial Adviser concerned.

2. Finance Division's O.M. No. 4(14)-R.4/68, dated the 9th September, 1971 shall be deemed to have been cancelled with effect from 1st February, 1987.

[***Authority***:– Finance Division's O.M. No. F.2(9)-R-3/85, dated 18-3-1987].

Sl. No. 126
Combination of Charge/Additional Charge Appointment Not to Be Notified

The Finance Division's O.M.No.F.4(14)R.4/68, dated 9-9-1971* authorizes grant of Special Pay at various specified rates in cases in which, in accordance with para 2(ii) of that circular, the charge of the vacant post of an officer in an establishment is entrusted in its entirety to another officer of the same status, category and designation in that establishment. A question was raised whether this combination of charges, where the post and the officer concerned belong to a **Grade higher than Grade 15, needs or does not need to be notified in the gazette, in order for the above special pay to become payable. The matter has been considered in consultation with the Establishment Division. The position is that the combination of charge in the above category of cases [unlike the combination of appointments under F. R. 49 or under para 1(2) (c) of the pre-Independence Government of India, Finance Department's O.M. No. F.7(3)-EII/46, dated 26-9-1946***] would not have the effect of bringing about any change either in the status of the officer concerned or in his competence to perform official duties. It has accordingly been held that notification, in the gazette, of the combination of charges authorised under para 2(ii) of the above mentioned circular dated 9-9-1971, would be uncalled for.

2. It follows that in cases of the kind referred to in the preceding para, issue of an official letter conveying the approval of the competent authority to the combination of charges in question and to the grant of special pay in accordance with para 2(ii) of the circular dated 9-9-1971* referred to above, would constitute sufficient authority for the Audit to allow the relevant rate of special pay to the officer concerned.

[***Authority***: Finance Division's O.M.No.D.907-R.4/76-F.4 (19)R.1/76, dated 6-10-1976].

Sl. No. 127
Appointment on Acting Charge Basis

Reference rule 8-A of the Civil Servants (Appointment, Promotion and

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* *See* Sl. Nos. 123-A & 125. For Finance Division OM No. F.4(14)R.4/68, dated 9-9-1971, see Sl. No. 115, pp 99-101, Estacode 1979 or Government decision No. (3) under FR 49, pp 82-85, compilation of FR & SR, Vol. I, First Edition (2nd Reprint), 1978.

** BPS.

*** *See* pp 47-48, O&M Establishment Manual, Vol. I, O&M Wing, Establishment Division, 1968.

Transfer) Rules, 1973*, and to state that a civil servant, on appointment to hold a post on Acting Charge basis, shall -

(a) assume full duties and responsibility of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post; and

(b) during the period of such appointment, be entitled to draw fixed pay equal to the minimum stage of the pay at which his pay would have been fixed had he been appointed to that post on regular basis. Service rendered on acting charge basis in the scale applicable to the post shall not count for purposes of drawal of increments in that grade**. It shall, however, count towards increments in the scale of pay held immediately before appointment on acting charge basis so that on reversion from acting charge appointment his pay in the lower grade** should be fixed at the same stage which he would have reached, but for appointment to the higher grade**;

Provided that if at any time during his appointment on acting charge basis, his substantive pay exceeds his pay fixed on acting charge appointment, he will draw his substantive pay.

[*Explanation.*- For the purpose of this proviso, officiating pay drawn in a post held on regular basis continuously for three years (including period of leave) or which would have been drawn for that period but for appointment on acting charge basis shall be treated as substantive pay].

[***Authority***:– Estt. Division O.M.No.1/9/80-R II(B), dated 12-1-1981 as amended *vide* O.M.No.1/1/82-R 2 dated 15-8-1983].

Sl. No. 128
Acting Charge Appointment – Counting of Service

Reference sub-para (b) of Establishment Division's O.M.No. 1/9/80-R.II(B) dated 12th January, 1981 (Sl.No. 127), as amended vide O.M.No. 1/1/82/R.2, dated 15th August, 1983 (Sl. No. 127). It is stated that, in partial modification of the said orders, it has been decided that the service rendered on acting charge basis in respect of appointments falling under rules 8-B(l) and 8-B(3) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973* count in the pay scale applicable to the post for the purposes of accrual of increments subject to fulfilment of the following:-

(i) In case of acting charge appointments to posts carrying BPS 18, the incumbents shall have completed *5 years service in BPS 17.

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* Sl. No. 1.
** BPS.
* Sl. No. 1

(ii) In case of acting charge appointments to posts carrying BPS 19 and above the incumbents shall have completed the prescribed length of service for respective posts as under:-

(a) Posts in BPS 19	**12 years service in BPS 17 and above.
(b) Posts in BPS 20	17 years service in BPS 17 and above.
(c) Posts in BPS 21	22 years service in BPS 17 and above.

2. The above decision shall be effective from the First January, 1985. However, in cases of acting charge appointments made during the period from 12th January, 1981 to 31st December, 1984, the increments shall be restored from the due dates but no arrears due on account of restoration of increments prior to 1st January, 1985 shall be allowed.

[***Authority***:– Estt. Division's O.M.No.1/25/83-R.2, dated 27-3-1985].

Sl. No. 129
Other Short-Term Appointments

Temporary vacancies upto two months or more.- Orders were issued (vide Establishment Division Memorandum No. 54/27/ 53-ME, dated the 30th September, 1953 and 14th November, 1953) to the effect that:-

(i) No vacancy less than 4 months' duration should be filled;
(ii) Vacancies exceeding 4 months should not normally be filled but may be filled under the personal orders of the Heads of Ministries/Divisions/Departments;
(iii) Exception from (i) and (ii) above may be made in the case of technical staff.

2. The question of filling of short-term vacancies has been considered further and it has since been decided, in supersession of the orders referred to above, that :

(i) No vacancy upto 2 months should be filled;

(ii) Vacancies exceeding 2 months should not normally be filled but may be filled under the personal orders of the Heads of Ministries/Divisions/Departments;

(iii) In case where the nature of work is such that the employment of staff

** Amended *vide* Estt. Division O.M. No. 1/25/83-R 2 dated 31-3-1986.

for a short period is unavoidable in the interest of essential work, relaxation in respect of promotion or recruitment to vacancies of even less than 2 months duration should be made and such vacancies should be filled under the personal orders of the Heads of Ministries/Divisions/ Departments. Such relaxation should, however, be made only after consultation with the Establishment Division.

[***Authority***:– Estt. Division's O.M. No. 54/27/53-ME, dated 8-4-1954 as amended *vide* O.M. No.11/4/61-F.II (XV), dated 6-4-1962].

*Note***.-** The above orders do not apply to the case of Secretaries to Government for whom separate orders exist.

Sl. No. 130
Vacancies Caused by Deputation of Officers Abroad

There has been some confusion in the past in regard to the necessity or otherwise for creation of posts for making officiating arrangements in vacancies caused by the deputation of officers abroad. The matter has been examined and the following instructions are issued for the guidance of Ministries/Divisions, etc:-

(1) *When the officer hands over charge of his post.-* The officer concerned is placed on special duty and is entirely detached from duties of the post which he ordinarily holds. A post of Officer on Special Duty would have to be created in the Ministry sponsoring his deputation and the vacancy created in his own Ministry can be filled up in the normal course.

(2) *When the officer does not hand over charge of his post.-* The officer is not detached from the duties of his post and it is not necessary to make arrangements for the disposal of the work relating to the post due to the absence of its incumbent. A new post in a lower grade* may be created with the sanction of the authority competent to create such lower post for the period of the officer's absence on duty.

2. The instructions contained in the Ministry of Finance Office Memorandum No. 4561-EG.I/1/51, dated the 12th July, 1951, are hereby cancelled.

[***Authority***:– Finance Division's O.M.No.3005-EG-1/52, dated 7-5-1952].

Sl. No. 131
Vacancies Caused by Suspension of Government Servants

The question, whether a vacancy caused by suspension of a government servant can be filled up like other ordinary vacancies has been examined in consultation with the Ministry of Finance and the Law Division. It has been decided

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* BPS

that, though a vacancy caused by suspension of an officer cannot be filled up substantively, it can be filled up on an officiating basis, and that no supernumerary post need be created in such case.

2. This supersedes Establishment Division's O.M. No. 2/14/67-CIII dated the 19th September, 1968.

[***Authority***:– Estt. Division's O.M. No. 6/2/71-DI, dated 20-9-1971].

Sl. No.131-A

Appointment of the Widows of the Deceased Government Servants in Government Departments

Ministries/Divisions/ Departments have been forwarding proposals to the Establishment Division for appointment of widows/children of deceased government servants in relaxation of the procedure prescribed in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973* in pursuance of a Cabinet decision (case No.12/1/96, dated 06.1.1996). It was within the notice of Ministries/Divisions that the said Cabinet decision could not be implemented owing to a judgment of the Supreme Court of Pakistan in Human Rights Case No.104 of 1991, wherein it was held that initial recruitments, both ad-hoc and regular, could only be made after advertising the vacancies publicly and properly, and that any process to the contrary would be violative of the Fundamental Rights (Article 18 of the Constitution).

2. The matter has been examined afresh by the Establishment Division in consultation with the Law and Justice Division and it has been held that no appointment to a civil post can be made in violation of the procedure laid down in the Civil Servants (Appointment, Promotion & Transfer) Rules, 1973*. This includes the cases of widows/dependents of deceased government servants.

3. All Ministries/Divisions are advised to kindly take note of the above stated position. Ministries/Divisions are also requested to bring the above instructions to the notice of Attached Departments, Subordinate Offices, Autonomous/Semi-Autonomous Bodies/ Corporations etc. under their administrative control for information and compliance.

[***Authority***:– Establishment Division's O.M.No.4/1/99-RW-II, dated 8.1.2000].

Sl. No. 132

Appointment on Contract Basis

The standard terms and conditions of appointment on contract were last circulated vide Establishment Division's O.M.No. F.10/55/82-R.2, dated 15th January, 1985*. These have since been reviewed in consultation with Finance

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* Sl.No.1

* Sl. No. 89, Estacode, 1989, pp 152-155.

Division and Law and Justice Division.

2. All Ministries/Divisions are requested that, henceforth, the Revised Format may be used in case of contract appointments in the Ministries, Divisions and their Attached Departments and other Organisations under them.

[***Authority***.– Establishment Division's O.M.No.F.10/52/95-R.2,dated 18-7-1996].

Revised Format
(*See* Sl. No.132)

GOVERNMENT OF PAKISTAN
Name of Ministry———

No……. Islamabad/Rawalpindi , 20…..

From: ……..

To: …….

Subject: EMPLOYMENT ON CONTRACT BASIS

Sir,

I am directed to say that you have been selected for appointment on contract as .....…….. under the Federal Government on the following terms and conditions: –

1. Post:	.....
2. Place of posting:	.....or anywhere within or outside Pakistan as the competent authority may decide.
3. Period of contract:	..... (not exceeding two years) from the date of assumption of charge.
4. Pay:	Minimum of the relevant scale of pay. Annual increment shall be admissible as under the normal rules.
5. Allowances:	As admissible to corresponding civil servants. However, Qualifications Pay/ Allowance, Senior Post Allowance and Orderly Allowance shall not be admissible in case these allowances were taken into account while calculating pension after retirement from previous service.
6. Travelling Allowance:	As admissible to civil servants of the corresponding pay scale under the rules.
7. Seniority:	This contract appointment does not confer any right for being placed in the gradation/ seniority list of the cadre/group to which the subject post belongs.
8. Leave:	As admissible under the Revised Leave Rules, 1980*. However, provisions contained in Rules 5(c), 8, 11, 14,

*Chapter 5, Sl.No. 1.

	16,17, 18, 18-A, 19, 27, 33, 34, 35, 36 and 39 of Rules ibid shall not apply. All leave at your credit will lapse on the termination of this contract.
9. Medical Facilities:	As admissible to officers of the Federal Government under the rules.
10.Pension:	Service rendered under this contract shall not qualify for a pension or gratuity. Pension in respect of previous service, if any, shall continue to be drawn in addition to pay.
11.General Provident Fund:	No contribution towards G.P Fund shall be required.
12.Conduct and Discipline:	Rules made and instructions issued by the Government or a prescribed authority as for civil servants under Section 15 and 16 of the Civil Servants Act, 1973** as amended from time to time shall apply.
13.Appeal:	Civil Servants (Appeal) Rules 1977 with amendments if any shall apply.
14.Termination of contract:	The appointment during the period of contract shall be liable to termination on 30 days notice on either side or payment of basic pay in lieu thereof, without assigning any reason.
15.Whole Time employment posting and transfer:	Whole time of the contract appointee would be at the disposal of the Government. He may be employed in any manner required by appropriate authority without claim for additional remuneration. He shall at all times obey the rules prescribed for the time being for the regulation of the service or cadre to which the post in which he has been employed belongs.
16.Other matters:	In respect of other matters not specified in this contract, the rules/regulations as applicable to federal civil servants shall apply.
***[17. Accommodation	The persons employed on contract shall not be entitled to government accommodation. However, they will be entitled to such house rent allowance as may be prescribed by Government from time to time.]

2. If the above terms and conditions of appointment are acceptable to you, please send your written confirmation by registered post or personally so as to reach the undersigned within one month of the date of this letter.

3. This offer of appointment will be treated as cancelled if you do not convey acceptance thereof or resume duty within the time specified in para 2 above.

Your obedient servant

Sl. No. 133

**Chapter 1, Sl. No. 2.

***Added *vide* Establishment Division Notification No. 10/52/95-R.2(Pt), dated 12-8-1998. *See* also Sl. Nos. 136, 137, 138 & 138-A. Sl. No. No. 138-A contains the latest position.

Guidelines for Appointment on Contract Basis

It has been noticed with concern that contract appointments were made in the past indiscriminately without proper examination of the need therefor and without ensuring observance of the principle of open merit, and equality of opportunity. It has now been decided by the Chief Executive that the following guidelines should be strictly observed in future while proposing contract appointments to civil posts under the Federal Government:–

(i) The department concerned should specifically justify why it is not possible to fill in a vacancy in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973* and the recruitment rules and where it is considered necessary to fill in a post on contract, it shall only be for a period not exceeding two years. The professional qualifications, experience, and age limit (where necessary) required for the post, shall be prescribed in consultation with the Establishment Division.

(ii) The decision to fill the vacant post on contract basis shall be taken at the level of the Secretary of the Ministry/Division and/or head of the departments/organizations etc.

The post should be advertised and selection made by a Departmental Selection Committee as per following composition: –

Basic Pay Scales	*Composition of the Selection Committee*		
➢ **BPS 20 and above**	Minister	-	Chairman
	Secretary	-	Member
	J.S(Admn)	-	Member-*cum*-Secy.

Note.– In case the post(s) is/are in an Attached Department/Subordinate Office, Head of the Department will be co-opted as member.

➢ **BPS 1 to 19** Selection should be made by the Selection Committees/Boards which have been constituted for regular appointments in BPS 19 and below.

(iii) (a) **The condition of open advertisement may be dispensed with, with the approval of the Chief Executive***, if it is proposed to appoint a retired civil servant or a retired officer of the armed forces or a retired judge of a superior court, on contract basis.

(b) The condition of open advertisement may be relaxed, with prior approval of the Chief Executive, in the cases of intake of qualified persons from the market/private sector in exceptional situations where it is not practicable to observe the said condition.

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* Sl.No.1.

** Added *vide* Establishment Division's corrigendum F.No.8/10/2000-CP.I, dated 2.03.2000 and O.M. F.No.810/2000-CP.I, dated 12.08.2005.

*** Prime Minister.

(c) *[The condition of open advertisement may also be relaxed by the Prime Minister for the purpose of appointment on contract basis of widow/widower or one child of a deceased civil servant who dies during service and wife/husband or one child of a serving civil servant who becomes "permanently disabled during service" and he/she takes retirement from service provided that such special dispensation may be allowed only for appointment to posts in BPS 10 and below.

Provided further that the widow/widower or a child of a civil servant who dies during service and wife/husband or a child of a serving civil servant who becomes "permanently disabled during service" and he/she takes retirement from service will have to apply for contract appointment within one year after the death of a civil servant or retirement of a permanently disabled civil servant. In case of a minor child of a civil servant, the one year period will start from the date he/she attains the age of 18 years].

(iv) All contract appointments shall be made with the approval of the appointing authority prescribed under the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973**.

(v) As a matter of general policy, the period of contract shall not be extended beyond two years but in exceptional cases where it is considered necessary to extend such appointments beyond the period of two years, the advice/concurrence of the FPSC may be sought at least six months in advance of expiry of the period of original appointment, and thereafter approval of the competent authority may be sought. It is clarified that the requirement of seeking advice/concurrence of FPSC is applicable only in respect of posts which fall under the purview of FPSC in accordance with rule 3 of FPSC (Functions) Rules, 1978***.

2. Policy guidelines for contract appointments in Autonomous Bodies/Semi Autonomous Bodies, Corporations, Public Sector Companies etc. owned and managed by the Federal Government shall be issued separately.

3. The Chief Executive may allow contract appointment of a retired civil servant or a retired officer of the armed forces or a retired judge of a superior court or any

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* Subs *vide* Establishment Division's O.M.No.4/1/2005-CP.I, dated 13.4.2005.
** Sl. No. 1.
*** Chapter 14, Sl.No. 4, Vol. II.

other person on MP pay package in the public interest and merit.

[***Authority***:– O.M. No.8/10/2000-CP.I, dated 21-3-2000 as amended from time to time].

Sl. No. 134

Standard Terms and Conditions of Contract Appointments – Case of Retired Civil Servants, Retired Officers of the Armed Forces, Retired Judges of Superior Courts

Reference Standard Terms and Conditions of Contract Employment, issued *vide* Establishment Division's O.M.No.10/52/95-R.2, dated 18.7.1996*, as amended from time to time, the mater has been reviewed in consultation with the Finance Division, and it has been decided with the approval of the competent authority that the terms of re-employment of retired civil servants, retired officers of the armed forces and retired judges of superior courts shall henceforth be as under: –

I. Re-employment on a civil post relating to the affairs of the Federal Government:

(a) A retired civil servant and a retired officer of the armed forces, re-employed on a civil post equivalent to the post from which he retired, may be allowed the pay, allowances and perquisites sanctioned for the post. His pay may be fixed at that stage of the time scale of the post at which he was drawing his pay before retirement.

(b) A retired judge of the superior courts may be allowed pay, allowances and perquisites sanctioned for the post, and his pay may be fixed at the maximum of the pay scale of the post.

** (c) A retired civil servant or a retired officer of the armed forces, re-employed against a higher post, may be allowed the last pay drawn *plus* allowances and perquisites sanctioned for the post.

II. Re-employment in Autonomous Bodies:

(a) A retired civil servant and a retired officer of the armed forces and a retired judge of the superior courts, on re-employment in an autonomous body administered or controlled by the Federal Government, may be allowed pay as determined at (a), (b) and (c) above *plus* the allowances and perquisites sanctioned for the post.

(b) Where the terms and conditions of a post are prescribed in a statute or a statutory notification, the provisions of the statute or the statutory notification, as the case may be, should prevail.

III. Existing Pensionary benefits to continue.

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* Sl. No. 132.

** Subs. *vide* Estab. Div. O.M No. 10.52/95-R-2(Pt) dated 6th Octobe, 2003.

The terms and conditions proposed above should have no bearing on the pension to which a retired civil servant or a retired officer of the armed forces or a retired judge of the superior courts may be entitled in accordance with the applicable law and the rules.

2. The standard terms and conditions of contract appointment circulated vide O.M.No.F.10/52/95-R.2, dated 18.7.1996 (Sl.No.132) stand amended to the above extent.

[***Authority***.– Estt. Div.'s O.M. No.10/52/95-R.2(Pt), dated 21-8-2001].

Sl. No. 134-A

Standard Terms and Conditions of Contract Appointments – Case of Retired Civil Servants, Retired Officers of the Armed Forces, Retired Judges of Superior Courts

Reference the instructions contained in Establishment Division's O.M. No. I0/52/95-R-2 (Pt), dated 21st August, 2001 (Sl. No. 134) as amended vide O.M. No. I0/52/95-R-2 (Pt) dated 6th October, 2003 (Sl. No. 134)* on the above subject. A question has arisen whether on re-employment on contract, annual increment is admissible or otherwise. The matter has been considered in consultation with the Finance Division and it has been decided that annual increment shall be admissible as under the normal rules.

[***Authority***: Estab. Div.'s O.M No. 10/17/2007-R-2, dated 19th July, 2007]

Sl. No. 134-B

Standard Terms and Condition of Contract Appointment-Case of Retired Civil Servants, Retired Officers of the Armed Forces, Retired Judges of Superior Courts

Reference Establishment Division's O.M No. to/52/95-R-2, dated 21.8.2001 (Sl. No. 134) as amended vide O.M of same number dated 6.10.2003** laying down the criteria for fixation of pay of retired civil servants, retired officers of the armed forces and retired judges of the superior courts re-employed on contract against equivalent or higher posts. It is to clarify that the instructions contained in Establishment Division's O.M referred to above are applicable to all retired civil servants and retired employees of armed forces re-employed on contract against equivalent or higher post on standard terms and conditions. However, there is no such provision .regarding fixation of pay of such officers re-employed on contract against a lower post. In such like cases persons re-

* Footnote ** on Sl. No. 134.
** Footnote ** on para 1, I, (c), Sl. No. 134.

employed on contract against a lower post are entitled to the pay of the post against which their re-employment has been made.

[***Authority**:* Estt. Div.'s O.M. No. 10/7/2005-R.2, dated 12th January, 2008]

Sl. No.135

Extension in the Period of Contract Appointments for Posts Outside the Purview of FPSC

The guidelines for contract appointments issued vide Establishment Division O.M.No.8/10/2000-CP.I, dated 21.3.2000 (Sl.No. 133) lay down *inter alia*, that: –

(v) **"**As a mater of general policy the period of contract shall not be extended beyond two years but in exceptional cases where it is considered necessary to extend such appointments beyond the period of two years, the advice/concurrence of the FPSC may be sought at least six months in advance of expiry of the period of original appointment, and thereafter approval of the competent authority may be sought". It is clarified that the requirement of seeking advice/concurrence of FPSC is applicable only in respect of posts which fall under the purview of FPSC in accordance with rule 3 of FPSC (Functions) Rules, 1978***"**.

2. The above caveat is only applicable to such posts which fall within the purview of the FPSC in terms of rule 3 of the FPSC (Functions) Rules, 1973** i.e. posts in BPS 16 and above and posts in BPS 11 to 15 in the departments specified *vide* SRO No.415/2000 dated 19.6.2000*.

3. In terms of sub para (iv) of para 1 of above said OM dated 21.3.2000 (Sl.No. 133), contract appointments are required to be made with the approval of the appointing authority prescribed under rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973***. This means that contract appointment to posts in BPS 20 and above are required to be approved by the Chief Executive[@], and extension of such appointments beyond two years would also require the approval of the Chief Executive[@].

4. As regards appointments beyond two years to posts in BPS 19 and below falling outside the purview of the FPSC following instructions may be followed:–

(i) extension of contract appointments beyond two years to posts in BPS 17 to 19 shall be subject to the approval of the Establishment Secretary;

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* FPSC (Functions) Rules, 1978, as amended upto 15-09-2007, Schedule to rule 3(a) thereof, Sl. No. 4, Chapter 14, Vol. II

** Chapter 14, Sl.No.4, Vol. II..

*** Sl.No.1.

@ Prime Minister.

(ii) extension of contract appointments beyond two years to posts in BPS 16 shall be subject to approval of the Secretary of the administrative Division concerned and heads of departments in BPS 21;

(iii) extension of contract appointments beyond two years to posts in BPS 15 and below shall be subject to approval of a Grade-21* officers designated by Secretary in the case of Ministries/ Divisions and Head of Department in the case of Attached Departments and subordinate offices;

(iv) the case for extension shall be moved at least two months in advance of the expiry of original appointment.

[***Authority**:* Estt. Div.'s O.M. No.8/10/2000-CP.I, dated 23-12-2000].

Sl. No. 136

Provision of Government Accommodation to Persons Appointed on Contract, and Retention of Government Accommodation by Retiring Officers/Officials – Cut-off Date

In continuation of Establishment Division O.M. No.10/52/95-R.2(Pt), dated 12.8.1998**, the Prime Minister has been pleased to decide that contract appointees whose terms of contract had been issued prior to 12th August, 1998 and who were in occupation of validly allotted government owned/requisitioned houses prior to 12-8-1998 may be allowed to retain the said accommodation till the expiry of their present tenure of contract appointment.

[***Authority**.*– Estt. Div.'s O.M. No.10/52/95-R2(Pt), dated 9-10-1998].

Sl. No.137

Provision of Government Accommodation to all Government Servants Employed on Contract after Superannuation

In partial modification of Establishment Division O.M. of even number dated 12.8.1998** and 9.10.1998***, the competent authority has been pleased to decide that all government servants, who have been re-employed on contract after the age of superannuation, shall be entitled to retain the allotted government accommodation.

2. Ministries/Divisions are requested to bring the above decision to the notice of their Attached Departments and Subordinate Offices.

[***Authority**:*– Estt. Div.'s O.M. No.10/52/95-R.2(Pt), dated 7-11-1998].

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* BPS.

** *See* Sl. No. 132, read with Revised Format, para 1, item 17. Accommodation added *vide* Estt. Div.'s O.M No. 10/52/95-R-2(Pt), dated 12-08-1998 referred to in foot note under Sl. No 132.

*** Sl.No. 136.

Sl. No. 138

Provision of Accommodation to Persons Employed on Contract by Organizations from Own Available Accommodation

Reference Establishment Division O.M.No.10/52/95-R.2(Pt.) dated 12.8.1998*. A question has arisen whether the instructions contained therein are applicable to persons employed on contract by the government departments which have their own accommodation. The matter has been considered carefully and the competent authority has been pleased to decide that in case any organisation has official accommodation available (other than pool accommodation of Estate Office) for allotment to its contractual employees, the same may be allotted in accordance with the rules of the respective department.

2. The competent authority has further been pleased to decide that officers/officials on retirement, shall be entitled to retain official accommodation for a period of six (6) months instead of two (2) months, as at present, and no extension shall be allowed beyond the aforementioned period. Retiring officers/officials should prepare themselves accordingly.

3. Ministries/Divisions are requested to bring the above decisions to the notice of the Departments and organisations under their administrative control.

[***Authority***:– Estt. Div.'s O.M. No.10/52/95-R.2(Pt), dated 1-6-1999].

Sl. No. 138-A

Provision of Government-Owned or Hired Residence to Persons Appointed on Contract

In supersession of all previous instructions (Sl. Nos. 136, 137, 138) on the subject, the Chief Executive's Secretariat** have conveyed approval of the competent authority to the following: -

(i) Persons appointed *on contract* to civil posts relating to the affairs of the Federation, may be provided the same facility of *government owned or hired residence* as is admissible to persons of corresponding grade in the civil service.

(ii) Autonomous/semi-autonomous bodies/corporations under the Federal Government may also be advised to follow the aforesaid policy subject to such modification as may be permissible under their prescribed service regulations.

2. Ministries/Divisions are, therefore, requested to take necessary action accordingly.

[***Authority***: Estab. Div.'s .OM No. 10/52/95-R.2, dated 25th June, 2001]

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* Sl.No. 132, Revised Format, para 1,17, footnote *** thereunder.

** The Prime Minister's Sectt. (Public).

Sl. No.139

Relaxation in Upper Age Limit to Persons Employed in Government Departments on Contract Basis

Sub rule (iii) of rule 3 of Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993*, notified vide SRO 1079(I)/93 dated 4th November, 1993 provides **[15] years relaxation upto 55 years in the upper age limit prescribed in the recruitment rules for Government Servants who have completed 02 years continuous government service on the closing date for receipt of applications.

2. A question has arisen whether the above mentioned relaxation in upper age limit is also available to those persons who are employed on contract basis in government departments? The matter has been examined and it is clarified that the above mentioned relaxation in upper age limit is admissible to "government servants". The persons employed in a government department, (as distinct from a body corporate established by or under an Act of Parliament) on contract basis are "government servants," and are eligible for and entitled to relaxation in upper age limit under sub rule (iii) of rule 3 of the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, subject to fulfilling the other conditions laid down in the said rules.

[***Authority***.– Establishment Division's O.M.No.9/2/90-R.5, dated 11-9-2000].

Sl. No. 140 ***

Procedure Regarding Appointments in Autonomous/Semi-Autonomous Bodies, Under the Federal Government

In supersession of the instructions issued *vide* Office Memorandum No.1/85/94-E.6, dated the 12th September, 1994, henceforth the cases of appointment to various posts in autonomous/semi-autonomous bodies shall be processed in accordance with the following guidelines:–

Sl.No.	Nature of Case	Selection Procedure	Approving Authority

* Sl.No. 56.

**Subs. *vide* Establishment Division's Notification S.R.O No. 576(1)/2000, dated 17.8.2000, Sl. No. 56, footnote * thereunder.

*** To be read with Sl. No. 140-A

i.	Appointment of Chief Executive/Head of the Organization	Selection Board headed by the Minister Incharge to consider and recommend from a panel of three names for each vacancy. *Provided that, where the charge of a Ministry/Division is held by the Chief Executive**, the Selection Board shall be headed by the Secretary of the respective Ministry/Division.	Prime Minister/ Chief Executive
***ii. (a)	Posting of government servants of BPS 21 and above.	To be processed through the Establishment Division.	Prime Minister/ Chief Executive
(b)	Posting of government servants of BPS 20	-	Establishment Secretary
(c)	Posting of government servants of BPS 17 to 19	To be processed in the Ministry/Division concerned.	Secretary of Ministry/Division concerned.
(d)	Posting of government servants in BPS 16 and below.	To be processed by the Department concerned.	Heads of Departments.
iii. (a)	Appointment to posts in Management Grades other than of a Finance Member/Director and those covered by (i) and (ii) above.	Selection Board headed by the Secretary of the Ministry/Division concerned to consider and recommend from a panel of three names for each vacancy.	Prime Minister/ Chief Executive
@(b)	Appointments to posts carrying a minimum pay equal to the minimum of BPS 20 and above.	Selection Board headed by the Secretary of the Ministry/Division concerned to consider and recommend from a panel of three names for each vacancy.	Minister Incharge
iv.	Appointment of Heads of Subsidiary Companies not included in Management Grade.	Selection Board headed by Secretary of the Ministry/Division concerned and recommend from a panel of three names for each vacancy.	Minister Incharge
v.	Appointment to posts other than those mentioned above.	Through appropriate Selection Board set up in the Organization	*An Officer authorized by Head of the Organization concerned.

2. This procedure shall be applicable, mutatis mutandis, for selections for these posts from the open market.

3. The constitution of Selection Boards for posts mentioned at Serial Numbers

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* Amended *vide* Estt. Div.'s O.M. No. 6/4/96-R.3, dated 6-6-2002 (Sl. No. 140-A).
** Read Prime Minister.
*** Amended *vide* Estt. Division O.M No. 6/4/96-R.3, dated 26.5.2000.
@ Amended *vide* Estt. Div. O.M No. 6/4/96-R.3, dated 26.5.2000.

(i), (ii), (iii) and (iv) of para 1 shall be subject to the approval of the Prime Minister/Chief Executive through Establishment Division (unless already so approved). The constitution of the Selection Board at Sr.No. (v) of para 1 shall be approved by the Minister Incharge of the Ministry/Division concerned.

4. In case where the services of any government servant are required for posting on deputation in any autonomous/semi-autonomous body, the administrative Ministry/Division concerned shall propose a panel of atleast three names through the Establishment Division in case where the Prime Minister/Chief Executive is the competent authority.

5. Appointment to the post of Member(Finance), Director (Finance) or the Chief Finance Officer in any autonomous/semi-autonomous body irrespective of the designation shall be made with the approval of the Prime Minister/Chief Executive in case the post is in BPS 20, equivalent or above. However, for these posts in BPS 19/equivalent the government's approval will be accorded by the Finance Secretary in consultation with the Establishment Secretary.

*[6. All appointments approved by the President or the Chief Executive/Prime Minister shall be notified by the Establishment Division. Posting of officers of BPS 20 in autonomous and semi-autonomous bodies will also be notified by the Establishment Division. The terms and conditions of deputation to autonomous bodies shall be regulated by the prescribed standard terms and conditions of deputation. Any deviation from the standard terms and conditions of deputation shall require prior approval of Finance and Establishment Divisions].

7. In cases where these instructions are in conflict with the provisions of the laws governing any corporation, the provision of the law to the extent of conflict shall prevail.

8. Establishment Division's U.O.No.1/85/94-E.6, dated the 5th May, 1996 regarding ban on promotion in corporations, is hereby cancelled.

[***Authority***.– Establishment Division's O.M.No.6/4/96-R.3, dated 10-5-1997].

Sl. No. 140-A

Procedure Regarding Appointments in Autonomous and Semi-Autonomous Bodies under the Federal Government

According to the instructions contained in Establishment Division's O.M. No. 6/4/96-R.3 dated the 10th May, 1997 (Sl. No. 140), Selection Board for posts of the Chief Executive/Head of the Organizations are required to be headed by the Minister Incharge. There are, however, certain Ministries/Divisions which are under the charge of the Chief Executive of Pakistan** and, being an extremely busy person, he can hardly spare time for such meetings of Selection Boards. As such, it has been decided with the approval of the Chief Executive that the following proviso may be added to the said instructions: -

"Provided that, where the charge of a Ministry/Division is held by the

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* Subs *vide* Establishment Division O.M.No.6/4/96-R.3, dated 10-4-2002.
** Prime Minister of Pakistan.

Chief Executive★ , the Selection Board shall be headed by the *Secretary* of the respective Ministry/Division.

2. It may also be indicated here that the powers of making appointment to residual posts – specified against Serial No. V of para 1 of the said O.M. (Sl. No. 140)- have been given to the Head of the Organization. However, since the Heads of the Organizations cannot personally make all appointments, therefore, the Heads of Organizations have been authorized by the Chief Executive to delegate powers to officers subordinate to them to make appointments to such posts other than the posts mentioned against Serial No. I to IV of the table below para 1 of the aforesaid O.M (Sl. No.140). Therefore, the existing provision against Sr. No. V may be substituted by the following: -

"V. An Officer authorized by the Head of the Organization concerned".

3. The Ministries/Divisions are requested to note the above instructions and also to bring these instructions to the notice of autonomous/semi-autonomous bodies/corporations etc., under their administrative control for compliance thereof.

[***Authority**:* Estab. Div.'s OM No. 6/4/96-R.3, dated 6th June, 2002]

Sl. No.141

Policy Guidelines for Contract Appointments for Posts in Autonomous/ Semi-Autonomous Bodies, Corporations, Public Sector Companies etc. Owned and Managed by the Federal Government

In order to regulate contract appointments in autonomous/semi-autonomous bodes, 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.

(iv) In the case of contract appointments/re-employment 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.

*[(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].

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.

[***Authority***.– Estt. Div.'s O.M. No.6/2/2000-R.3, dated 6-5-2000].

Sl. No. 141-A

Government Policy in Regard to Autonomous Bodies Established through Resolutions

A number of autonomous bodies were established by the Federal Government from time to time through Resolutions under which some measure of functional autonomy was allowed to the Board of Governors/Board or Directors for the purpose of effective discharge of their allocated responsibilities. The legal status of such organizations came up for consideration before the Supreme Court in Civil Appeal. No.154 or 1988, and it was held by the Court that organizations established through Resolutions were not bodies corporate but government departments, and their employees were held to be civil servants.

2. In the light of the aforesaid decision of the Supreme Court, the question whether the organizations established through Resolution should be made bodies corporate after fulfilling the required legal formality, or be run as a department of government has remained under consideration of the government for some time. The Chief Executive has now been pleased to approve the

* Subs. *vide* Establishment Division O.M.No.6/2/2000-R.3, dated 29-4-2002.

following general policy guidelines: -

(i) All Ministries/Divisions incharge of organizations through Resolution should determine in consultation with the Management Services Wing of Cabinet Division* whether those organizations should be run as Government Department (i.e. Attached Department or Subordinate Office) or as autonomous body.

(ii) Whether it is considered necessary in the public interest to run an organization as an autonomous body for the effective discharge of its functions, the Ministries/Division concerned under the relevant law or draft a separate legislation in consultation with Law and *Cabinet Divisions for changing legal status of the organizations to that of a body corporate.

3. All Ministries/Divisions are requested to take necessary action accordingly.

[***Authority***: Estt. Div.'s O.M No. 4/1/91-R.7/R.3, dated 6th September, 2000]

Sl. No.142

Guidelines for Appointment of Consultants

Consequent upon the findings of various Committees appointed during 2001 to examine the appointments of consultants and deliberations of the Conference held on 13 November, 2001, under the Chairmanship of the COS to the Chief Executive, the competent authority was pleased to direct, inter alia, that guidelines regulating the appointment of consultants in all Ministries/Divisions and organizations under their administrative control, be framed/ circulated on the approved lines, for compliance by all the Ministries/Divisions/Organizations. Accordingly, a set of guidelines, in the succeeding paragraphs, is circulated for strict compliance, to ensure that the best persons are transparently and competitively appointed in a cost-effective manner, only when a consciously and formally identified need for consultants exists.

Determination of Need for Consultants:

2. Need identification is a pre-requisite for any organization planning to obtain services of consultants, who are normally required to tender advice, being

* Management Services Wing is now under the Establishment Division.

experts/specialists, on specific (generally technical) issues/projects to:

(a) Address on uncommon problems;

(b) Provide technical supervisions; or

(c) Introduce innovative practices/solutions

Consultancies would generally fall into two broad categories:

(i) *Project Consultancy*– to provide technical support/ supervision by filling vacuum of technical expertise, specific to the project and funded out of development funds; and

(ii) *General/Management Consultancy*– to provide expert advice, unavailable in-house, to introduce innovative solutions to financial/human resources management/ technical issues or to act as agents of change for status-quo oriented permanent employees and commonly paid for out of non-development budget.

A consultancy would, therefore, always be assignment specific and time bound and should be preferred only when it is considered value effective to hire services of a consultant compared to developing in-house expertise.

3. As a first step, the client organization is required to ascertain as to whether or not the required expertise is available within the organization/government. In case the expertise is available in-house, reasons for not undertaking the assignment internally may be spelled out and detailed justification, including the following, may be given for hiring the consultant: –

(i) Terms of reference/specific tasks to be accomplished by the consultant.

(ii) Details of the outputs required of the consultant.

(iii) Anticipated benefits from the proposed assignment.

(iv) Professional expertise and experience required for the task to be undertaken.

(v) Approximate time required for completion of the job.

(vi) Cost estimates.

The above information shall be placed for concept clearance before:

(a) A committee headed by the Secretary of the Ministry/ Division concerned

and including representative of Finance Division, Establishment Division and the Planning & Development Division for non-development budget-funded consultancy; or

(b) The appropriate approval forum for development budget related consultancies.

Procedure for Hiring Consultants:

4. After concept clearance has been received, the following procedure will be pursued by the client Ministry/Division/Department/ Organization:

(i) Consultancy should be widely advertised indicating the requirements mentioned at para-3 above.

(ii) Advertisement of consultancy will indicate the range of compensation package, including various facilities, depending on the nature of work involved. The applicants will be short-listed and prioritized by an in-house Committee of the client organization.

(iii) For general/non-development budget funded consultancies, a Selection Board, headed by the Secretary of the Ministry/Division concerned and including a representative each of Establishment Division and Finance Division, will recommend a panel of at least three candidates in order of merit for consideration of the appointing authority. The Selection Board should also recommend the compensation package for the consultants placed on the panel.

(iv) For development budget/project related consultancies a competent Selection Board of the client organization, including a representative of the Planning & Development Division, shall recommend a panel of at least three names to the appropriate approval forum.

(v) Financial sanction for the appointment of a consultant on the terms and conditions recommended by the Selection Board should be obtained from the competent authority.

Final Approval:

5. Final approval will be accorded as follows:

(i) Development project-related consultancies will be approved by the competent approval forum and additional conditionalities of donors will be observed in grant funded consultancies.

(ii) General/non-development budget funded consultancies will be approved by the Chief Executive, on proposals routed through the Establishment Division.

Contracting Procedure:

6. While making an offer of appointment, the following will be provided in the contract/agreement: –

(i) Statement of objectives of the assignment.

(ii) Responsibilities of the consultant stating particulars of the outputs required of him.

(iii) Responsibilities of the client indicating types of inputs to be provided to the consultant.

(iv) Duration of the contract indicating completion dates/ termination of contract.

(v) Financial provisions reflecting manner of payment of remuneration etc.

(vi) General provisions regarding matters like earlier termination of contract.

(vii) Mode of periodic performance appraisal of the consultant.

Others:

7. Following further guidelines will also be kept in view while appointing consultants:–

(i) No person retired from a government organization will be hired as a consultant only to re-employ him/her.

(ii) Consultants should not be appointed to perform routine functions of an organization.

(iii) Special attention should be given by the Divisions/ Organizations to train and develop their own personnel to take up higher responsibilities.

(iv) An objective evaluation and assessment of a consultant's performance should invariably be undertaken on a periodic basis in a manner especially designed for the job.

8. In addition to the above, following further guidelines will also be strictly complied with: –

(i) Engagement of retired officers as Consultants/Advisers etc. shall require prior permission of the government, invariably *i.e.*

(ii) Establishment Division in case of retired civilian officers;

(iii) Defence Division in case of retired defence officers; and

(iv) Law, Justice and Human Rights Division/Supreme Court/High Courts

in case of retired judiciary officers.

(v) The Chief Executive's Inspection Commission shall conduct regular/ periodical checks in order to monitor compliance of the guidelines;

(vi) Any deviation/departure of the prescribed guidelines shall be dealt with seriously and the defaulting officer(s) shall be proceeded against, under E&D law/rules.

(vii) A uniform proforma be devised containing all essential particulars/ details regarding appointment of a Consultant etc. for evaluation/ rational decision making by the Selection Committee/Board concerned and approving authority.

9. Ministries/Divisions are requested to kindly comply with the above guidelines and also accordingly inform their related departments/ organizations for compliance.

10. This issues with the conveyance of the approval of the competent authority by the Chief Executive Secretariat.

[***Authority***:– Establishment Division, M.S Wing's U.O. No.11-3/2001-MSW-III, dated 25-1-2002].

Sl. No. 142-A

Re-employment of Consultant After the Age of Superannuation

Reference the guidelines regulating the appointment of Consultants in Ministries/Divisions and Organizations under their administrative control providing *inter alia,* the following, vide para 8(i) issued under U.O. NO. 11-3/2001-MSW-III, dated 25.1.2002 (Sl. No. 142):-

"8 (i) Engagement of retired officers as Consultants/Advisers etc. shall require prior permission of the government, invariably i.e.

Establishment Division in case of retired civilian officers;
Defence Division in case of retired defence officers; and
Law, Justice and Human Rights Division/Supreme Court/High Courts in case of retired judiciary officers.

2. On the other hand instructions contained in Establishment Secretary d.o. No. 5/21/80-A.III/D.4/D.5, dated 18.12.1985 issued with the approval of the Prime Minister provide that consultancies granted after the age of superannuation will be treated as re-employment and will be subject to the same rules as are applicable to re-employment after superannuation.

3. With a view to drawing a distinction between the consultancies offered to retired officers only to re-employ them after superannuation and those retired/superannuated officers who qualify for consultancy through open

competition and are offered perks, privileges (package) laid down for that position, a Summary was submitted to the Prime Minister for approval of suitable modifications/clarifications to the instructions contained in Establishment Secretary's d.o letter No. 5/21/80-A.III/D.2/D5 dated 18.12.1985. The Prime Minister has been pleased to approve that the re-employment rules should apply to those "government servants who are appointed on contract as Consultants or otherwise after superannuation without open competition. On the other hand, those retired government servant who complete with others in the private sector for a consultancy position on the basis of open competition and are selected on merit should be entitled to the package, perks and privileges laid down for that position. The contract offered without competition and open merit be governed by re-employment rules while consultants selected on the basis of open competition and merit be offered the relevant package, which the position carries".

4. Ministries/Divisions are requested to follow the above instructions and also bring them to the notice of the Attached Departments, Subordinate Offices, Autonomous Bodies/Semi-Autonomous Bodies, Corporations Regulatory Authorities etc. under their administrative control for compliance.

[***Authority***:– Establishment Division No. 10/6/2004-R.2, dated 21st June, 2005]

Sl. No. 143

Guidelines for Appointment of Consultants – Designing of a Proforma

In pursuance of para-8(ii) of the Guidelines for Appointment of Consultants, circulated vide this Division's U.O. of even number dated 25.1.2002 (Sl.No. 142), a proforma containing essential particulars/details regarding appointment of consultants has been designed for uniform evaluation and rational decision making by the Selection Board and the appointing authority.

2. It is, therefore, requested that information as per the enclosed proforma may invariably be placed before the Selection Board and the appointing authority.

[***Authority***:– Estt Division, M.S Wing's U.O. No.11-3/2001-MSW-III, dated 12-2-2002].

PROFORMA FOR APPOINTMENT OF CONSULTANTS

(*See* Sl. No. 143)

ESSENTIAL PARTICULARS/DETAILS TO BE PLACED BEFORE THE SELECTION COMMITTEE/BOARD AND APPROVING AUTHORITY

PART – I

(1) Name of the Ministry/Division/ Department hiring the Consultant _____

(2) Area of consultancy _____

(3) Duration of consultancy _____

(4) Date of clearance by the Concept Clearance Committee _____

(5) Date of advertisement (copy may be enclosed) _____

(6) Member of applications received for the position _____

(7) Number of Candidates short-listed (Prioritized list* may be enclosed) _____

PART – II

(1) Justification for hiring the consultant on basis of need assessment

(2) Terms of reference (TOR) of the assignment

(3) Major activities to be performed under the TOR with date of completion in respect of each activity

(4) Qualifications, professional experience and other specifications considered necessary for the job

(5) Cost of hiring the consultant:

(a) Remuneration to be paid to the consultant

(b) Cost of supporting staff

(c) Cost of equipment/material.

(d) Others

(6) Anticipated benefits of the proposed consultancy including savings to the organization.

PART – III

(To be filled when the case is submitted for consideration of the appointing authority)

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* Para 4(ii) of the Guidelines for Appointment of Consultants (Sl. No. 142) refers.

(1) Names of candidates in order of merit, recommended by the Selection Board, broadly giving reasons for such selection.

(2) Compensation package for the Consultants recommended by the Selection Board.

PART – IV

(a) A profile of each candidate, in case of individuals, and profiles of principals in case of a firm etc., covering the following, may be enclosed alongwith detailed CV:

(a) Name of the candidate/principal

(b) Age with date of birth

(c) Qualification and experience relevant to the assignment

(d) Other factors which support individual's/firm's suitability for the job

(2) Draft contract agreement *may be enclosed.

(I) Candidates short listed when the case is submitted for consideration of the Selection Board.

(II) Panel of candidates recommended by the Selection Board when the case is submitted for consideration of the appointing authority.

Sl. No.144

Operational Guidelines for the Administration of Surplus Pool

In a presentation to the Chief Executive on "Restructuring and Rightsizing of Federal Ministries/Divisions" held on 28.5.2001, it was, inter alia, decided that the officer-staff ratio (excluding drivers, despatch riders etc.) should be 1:3.2 for the year 2001-2002 and 1:2.5 for the year 2002-2003, and thereafter it would be reviewed again.

2. Each administrative Secretary may be made responsible for ensuring implementation of the above decision by making internal adjustment of staff. If any officer/staff becomes redundant to the requirement of the Ministries/Divisions/Departments as a result of implementation of the above or

* May be revised/modified, if required, in the light of recommendations of the Selection Board when the case is submitted for consideration of the appointing authority.

any other decision, that may be enlisted with the surplus pool for adjustment elsewhere. As a result of implementation of the above said decisions, the number of surplus civil servants will increase manifold.

3. In terms of Section 11(2) of the Civil Servants Act, 1973*, the services of civil servants holding temporary and permanent posts can be terminated on abolition of such posts. However, on human considerations, government decided in 1993 to create a surplus pool under the charge of the Establishment Division. The civil servants declared surplus as a result of abolition of posts are enlisted in the surplus pool for absorption elsewhere.

4. In order to speed-up the pace of absorption of surplus civil servants, following guidelines have been framed with approval of the competent authority, for effective administration of the surplus pool: –

(i) The name of a civil servant, other than ad-hoc employees and persons appointed against leave and deputation vacancies, who may be rendered surplus as a result of reorganization or abolition of a Division/Department/ Organization or reduction in the number of posts shall be placed in the surplus pool administered by Establishment Division for a period of two years whereafter his services shall stand terminated. If a civil servant has already completed two years in the surplus pool on the date of issuance of guidelines, he may be allowed to remain enlisted in the pool for a period of another one year whereafter his services shall stand terminated.

(ii) If a post occupied by a deputationist or a person posted under Section 10 of Civil Servants Act, 1973* is declared surplus, the holder of the post shall be repatriated to his parent organization.

(iii) During the period of his placement in the Surplus Pool a civil servant shall remain on the pay rolls of his parent department and he shall be entitled to pay and allowances which he would have drawn in the post last held by him on regular basis in his parent organization before his placement in the Pool. His post in his parent department shall be treated as supernumerary post and it shall be abolished after his absorption or the period mentioned in sub-para(i) above, whichever be earlier.

(iv) During placement in the surplus pool, civil servants may be given the option to avail leave under rule 27 of the Revised Leave Rules 1980**.

(v) Civil servants placed in the surplus pool shall be posted for absorption in other Divisions/Departments/Organizations in accordance with rules 3(3) and 3(4) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973* and Section 11-

* Chapter 1, Sl. No. 2
** Sl.No. 1. Chapter 5.

A of the Civil Servants Act, 1973*.

(vi) Surplus employees in BPS 1 – 5 shall, ordinarily, be posted for absorption at the station of their last posting or place of domicile. Civil servants in BPS 6 and above may be posted at a station other than the station of their last posting or domicile but subject to availability of posts, efforts may be made to arrange their posting nearest to the station of their last posting or their place of domicile.

(vii) Failure of a surplus civil servant to join new post within the prescribed time shall render him liable to removal from the list of surplus pool and termination of his services. Where the competent authority is satisfied that failure of surplus civil servant to report for duty at the place of his new posting within the prescribed time was in circumstances beyond his control, it may, for reasons to be recorded in writing, allow him additional time for joining or consider him for alternative posting at a station other than the one to which he was last posted.

(viii) If a Division/Department/Organization fails to accept the services of a civil servant transferred from surplus pool, the post shall be deemed to have been abolished.

(ix) Legal provision for termination, reversion, E&D proceeding, etc shall be invoked only after the surplus civil servant fails to abide by the government orders within the given time-frame.

5. As regards employees of the autonomous bodies, they are not civil servants and are governed by the regulations/instructions operative in each individual organization. Each Ministry/Division should, therefore, lay down a policy in consultation with the Finance Division for disposal of surplus employees of the autonomous bodies under its administrative control.

6. All Ministries/Divisions are requested to comply with the above instructions/guidelines strictly.

7. This supersedes all the instructions issued on the subject from time to time.

[***Authority***.– Estt. Division O.M.No.1/4/97-RW.III/CP.9, dated 9-10-2001].

III. **SENIORITY**

Sl. No. 145

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* Sl.No.2, Chapter 2.

Preparation* of Seniority Lists BPS Wise

According to sub-section (1) of section 8 of the Civil Servants Act, 1973**, seniority lists of all persons employed under the Federal Government are required to be prepared. After promulgation of the All-Pakistan Services (Change in Nomenclature) Rules, 1973***, and the Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1973@, the former regularly constituted Services ceased to exist. Seniority lists of all officers employed under the Federal Government including officers belonging to the former regularly constituted Services, should, therefore be re-drawn @@grade-wise. In the case of appointments made by promotion, seniority in a particular @@grade would be determined according to sub-section (4), of section 8 of the Civil Servants Act, 1973, namely, according to the date of regular appointment to a post in that @@grade, subject to the proviso that civil servants selected for promotion to a higher @@grade in one batch shall, on their promotion, retain their inter se seniority in the lower @@grade unless superseded. As for seniority between departmental promotees and direct recruits in @@grades where posts are filled both by promotion and direct recruitment, the rule already prescribed in the general principles of seniority in Establishment Division O.M. No. 1/16/69-D.II, dated 31st December, 1970 shall continue to be followed. According to these rules officers promoted to a higher grade in a continuous arrangement and as a regular measure in a particular year shall, as a class, be senior to those appointed by direct recruitment in the same year.

2. The Establishment Division have already issued gradation lists in respect of @@grade 18 and above of the All-Pakistan Unified Grades. As for Federal Unified Grades, the Ministries/Divisions are requested to prepare gradation lists for each occupational group under their administrative control. The names of the @@@functional groups† and the Ministry/Division administratively concerned with them are :-

Name of the Occupational Group	Name of the Former Service	Ministry/Division concerned
1.* Foreign Affairs Group	Comprises posts under the	Ministry of Foreign Affairs

* *Note*.- The instructions contained in this O.M. should be read alongwith the modified instructions contained in O.M. dated 1-9-1975 (Sl. No.146).

** Chapter 1 Sl.No.2.

*** Chapter 7, Sl.No.6.

@ Chapter 7, Sl. No.7.

@@ BPS.

@@@ For Groups both the words' Occupational' and 'Functional' are used.

† Add 'service(s)'.

* Renamed as Foreign Services of Pakistan *vide* Notiification No. S.R.O 936(1)/83 dated 29.9.1983, ChapterSl.No.6.

	Ministry of Foreign Affairs.	
2.** Accounts Group	Comprises the former PAAS/PMAS & PRAS.	Auditor General/ Ministry of Finance.
3. Federal Revenues (Direct Taxes) Group.	Pakistan Taxation Service.	Ministry of Finance
4. Federal Revenues (Indirect Taxes) Group.	Pakistan Customs and Excise Service	Ministry of Finance
5. Commerce and Trade Group	Trade Service of Pakistan	Ministry of Commerce
6. Information Group.	Information Service of Pakistan	Ministry of Information and Media Development
7. Secretariat Group***	New Group	Establishment Division
8. Postal Group	Pakistan Postal Service	Ministry of Communications
9. Military Lands and Cantonment Group	Pakistan Military Lands and Cantonments Service.	Ministry of Defence
10. Railway (Commercial and Transportation) Group	Pakistan Railway Service	Railways Division
11. District Management Group (DMG)	Civil Service of Pakistan	Establishment Division
12.@ Police Group	Police Service of Pakistan	Establishment Division
13. Office Management Group (OMG)	Central Secretariat Service	Establishment Division
14. Economists and Planners Group	New Group	Planning & Development Division

A proforma in which the gradation list should be prepared is enclosed (Annex). Names of other occupational groups will be notified later.

3. The first issue of the gradation list should be marked "provisional". It should be circulated to the officers concerned and objections or representations invited. Mistakes which may be brought to notice may be rectified by the Ministries and Divisions and any general point raised in the representations may be examined and disposed of in consultation with the Establishment Division. Thereafter, the gradation list will be issued as final.

4. A copy of the provisional list may be sent to the Establishment Division also for record. Representations should be disposed of expeditiously and the gradation lists finalised as early as possible.

[***Authority***:– Estt. Division O.M.No.1/9/74-ARC,dated 12-9-1974].

(ANNEX)

(*See* Sl. No. 145)

GRADATION LIST OF FEDERAL UNIFIED GRADES

** Renamed as Pakistan Audit & Accounts Service *w.e.f.* 10th December, 2002 *vide* Estab. Div. OM No.1/17/92-CPII (Chapter 8, Sl.No.12)

*** Secretariat Group composed of officers of the former CSP, DMG who opted for this Group; officers of OMG on promotion to the posts of Deputy Secretary and officers of other services/groups who opted for or were inducted in Secretariat Group. *See* also para 2, Sl. No. 146.

@ Renamed as Police Services of Pakistan *vide* Estt. Div.'s S.R.O No. 1033(I)/85, dated 23.10.1985 as amended upto 9.10.1998 *vide* Estt. Div. Notification No. S.R.O 1034(1)/98, dated 9.10.1998, Sl. No. 13, Chapter 8.

Name of the Occupational Group*……..... Grade** .....

Sl. No.	Name and Desig.	Date of Birth	Date of entry in Govt. Service	Date of entry in Grade-17	Date of regular appointment to present grade.	Remarks
1	2	3	4	5	6	7

Note. (1) Date of regular appointment to present grade* should be the date of assumption of actual charge in the Grade after issue of promotion/appointment orders by the competent authority.

(2) In the remarks column entries such as serving on deputation to (specify the organisation) with effect from ----- should be made.

(3) Where seniority has been assigned from a date other than the date of regular appointment, the reason for this may be given in the remarks column.

Sl. No. 146

Seniority of Officers and Occupational Groups After Administrative Reforms

In the Establishment Division Office Memorandum No. 1/9/74-ARC, dated the 12th September, 1974 (Sl.No. 145), the Ministries and Divisions were requested to prepare seniority lists **grade-wise. It was provided that in the case of appointments made by promotion, seniority in a particular **grade should be determined according to sub-section (4) of section 8 of the Civil Servants Act, ***1973, namely from the date of regular appointment to a post in a grade.

2. A number of references have been received in the Establishment Division enquiring whether the seniorities in various grades** which had already been established according to the previous rules on the subject differently from the principle of date of regular appointment to a grade** could not be modified in accordance with the provisions of sub-section (4) of section 8 of the Civil Servants Act, ***1973. The matter has been examined in consultation with the Law Division. The position is that consequent upon the Administrative Reforms, certain cadres have been transformed into occupational groups but the composition of the cadres comprising these groups has remained intact. Examples are; the Income Tax Group, the Customs and Excise Group, the Military Lands and Cantonments Group *etc.* However, in the case of certain other groups* for example the Accounts Group** and the Secretariat Group - a number of cadres have been amalgamated to form a new group or cadre. In the case of groups where the cadre has not been amalgamated with any other cadre, the seniority in different grades as determined

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* or Services

** BPS.

*** Chapter 1, Sl. No.2.

* or Service(s)

** Renamed as Pakistan Audit & Accounts Service w.e.f. 10th December, 2002 *vide* Estt (Sl. No. 12, Chapter 8), Div.'s OM No.1/17/92-CPII, dated 10th December, 2002.

under the previous rules before the promulgation of the Civil Servants Ordinance, 1973 (15-8-1973) shall not be disturbed. However, seniority of persons promoted to higher grades*** after 15-8-1973 shall be determined strictly in accordance with the provisions of sub-section (4) of section 8 of the Civil Servants Act, 1973@.

3. In regard to occupational groups which have been formed by amalgamating more than one cadre, no such protection of seniority is either permissible or practicable. The old cadres having ceased to exist, the seniorities in the newly formed groups have to be determined afresh and shall be fixed in accordance with the date of regular appointment to posts in the respective grades.

4. The instructions issued in the Establishment Division Office Memorandum No. 1/9/74-ARC, dated 12-9-1974 (Sl.No. 145) and the relevant provisions regarding seniority contained in the instructions about constitution of various occupational groups may be deemed to have been modified to the above extent@.

[***Authority***:– Estt. Division's O.M.No. 1/36/75-D.II, dated 1-9-1975].

Sl. No. 147
Civil Servants (Seniority) Rules, 1993

In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 @@(LXXI of 1973), read with section 8 thereof, the President is pleased to make the following rules, namely: –

1. *Short title, application and commencement.–(*1) These rules may be called the Civil Servants (Seniority) Rules, 1993.

(2) They shall apply to all civil servants except those governed under: –

(i) the Police Service of Pakistan (Composition Cadre and Seniority) Rules, 1985@@@;

(ii) the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990†; and

(iii) the Establishment Division's O.M. No.1/2/74-ARC, dated 23rd January, 1974, amended vide O.M. No.2/1/75-ARC, dated 3rd March, 1976, and as amended from time to time*.

(3) They shall come into force at once.

2. *Seniority on initial appointment.–(*1) Persons initially appointed on the recommendations of the selection authority through an earlier open advertisement

*** Promotion is now to posts, not grades (now BPS). Refer to Civil Servants (Appointment, Promotion and Transfer Rules), 1973, Sl. No.1.
@ Ref. also to Chapter 7, Sl.No.11.
@@ Chapter 1, Sl.No.2.
@@@ Chapter 8, Sl.No.13, *Annex* thereto.
† Chapter 7, Sl.No.11.
* Chapter 8, Sl. No. 12, Pakistan Audit & Accounts Service.

shall rank senior to those appointed through a subsequent open advertisement.

(2) If two or more persons are recommended in open advertisement by the selection authority, their inter se seniority shall be determined in order of merit assigned by the selection authority.

(3) If only one candidate is recommended in open advertisement by the selection authority, he shall count his seniority from: –

(a) the date of recommendation by the selection authority, if he was already holding the same post on *ad-hoc* basis.

(b) the date of his joining the post after being recommended by the selection authority if he was not already holding the same post.

3. **Seniority on promotion.**–Seniority in a service, cadre or post to which a civil servant is promoted shall take effect from the date of regular promotion to that service, cadre or posts:–

Provided that–

(a) Civil servants selected for promotion to higher posts on an earlier date shall be senior to those selected for such promotion on a later date;

(b) Civil servants selected for promotion to higher posts in one batch shall on their promotion to the higher post, retain their inter se seniority as in the lower post; and

(c) Civil servants eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond their control or whose case was deferred while their juniors were promoted to the higher post, shall, on promotion, without supersession, take their seniority with the original batch.

4. *Seniority on appointment by transfer.*–Seniority in service, cadre or post to which a civil servant is appointed by transfer shall take effect from the date of regular appointment to the service, cadre or post;

Provided that–

(a) persons belonging to the same service, cadre or post selected for appointment by transfer to a service, cadre or post in one batch shall, on their appointment, take *inter se* seniority in the order of their date of regular appointment in their previous service, cadre or post; and

(b) persons belonging to different services, cadre or posts selected for appointment by transfer in one batch shall take their *inter se* seniority in the order of the date of their regular appointment to the post which they were holding before such appointment and, where such date is the same, the person older in age shall rank senior.

*[4A. In the event of merger of Ministries, Divisions, Attached Departments or Subordinate Offices, the *inter se* seniority of civil servants, other than those belonging to regularly constituted Occupational Groups and Services, shall be determined in accordance with the date of regular appointment to a cadre or post].

5. *Seniority of officers of the Armed Forces on induction in civil posts.*–Officers of the Armed Forces of Pakistan who are inducted in a civil service, cadre or post in accordance with the Government orders and instructions shall take seniority in that service, cadre or post from the date of such induction:

Provided that the officers inducted in one batch shall, on induction, retain their *inter se* seniority as in the Armed Forces of Pakistan.

6. *Inter se seniority of civil servants appointed in the same calendar year.*– Persons appointed by transfer in a particular calendar year shall, as a class, be senior to those appointed by promotion or by initial appointment to such posts in that year, and persons promoted to higher posts in a particular calendar year shall, as a class, be senior to those appointed by initial appointment to such posts in that year.

7. *Repeal and savings***.**–The General Principles of seniority circulated vide Establishment Division's O.M.No.1/16/ 69-D.II, dated the 31st December, 1970**, and all other existing rules, orders and instructions relating to seniority except–

(i) the Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985***;

(ii) the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990@; and

(iii) the Establishment Division's O.M.No.1/2/74-ARC dated 23rd January, 1974, amended *vide* O.M. No. 2/1/75-ARC, dated the 3rd March, 1976@@ and as amended from time to time ;

are hereby repealed.

[***Authority***.– Estab. Div.'s S.R.O. 163(I)/93, dated 28-2-1993].

IV. **PROMOTION**

Sl. No. 148

Selection and Non-Selection Posts

Higher tenure posts at the *Centre.- Government of Pakistan have decided that it should be brought home once more to all concerned that higher tenure posts at the *Centre (as in the Provinces) are selection posts which no officer can claim as

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* Added *vide* Estt. Div.'s Notification S.R.O No. 01(I)/2002, dated 1-1-2002.
** Sl. No. 158, pp 224-229, Estacode, 1989.
*** Chapter 8, Sl.No. 13.
@ Chapter 7, Sl.No. 11.
@@ Chapter 8, Sl. No.12.
* Federal Government.

of right.

[***Authority***:– Estt. Secretary's D.O letter No.F.2(36)/60-EIX, dated 24-4-1968].

Sl. No. 149

Other Posts in the Federal Secretariat, Attached Departments and Subordinate Offices

It has been decided that, with the exception of posts of-

(i) Assistant Secretary;
(ii) Administrative Officer;
(iii) Cashier; and
(iv) Personal Assistants to Ministers and Stenographers to Secretaries, Joint Secretaries and other officers which carry special pay which should be treated as selection posts, the various posts in the Ministerial Establishment** and ***Class IV Service in the Pakistan Federal Secretariat (Ministries and Divisions) and its Attached Departments, should be treated as non-selection posts i.e., posts to which promotion should be made according to the principle of "seniority-cum- fitness". For this purpose, it is essential that the standard of fitness should be a very high one. The decision contained in this Office Memorandum should apply to vacancies which are filled from the date of this Office Memorandum.

2..... Omitted.....

3. If there are any posts in the Secretariat and its Attached Departments corresponding to the posts of Assistant Secretaries or Administrative Officers, the question whether they should be treated as selection posts should be decided in consultation with the Establishment Division.

4. It is requested that posts in Subordinate Offices should also be classified as selection and non-selection posts by the Ministries concerned, in the light of the instructions contained in this Office Memorandum since it is necessary that the position in this respect should be placed on definite and regular footing, as early as possible.

[***Authority***:– Cabinet Secretariat, Estt. Branch O.M.No.54/2/49-Ests.(ME), dated 3-4-1950].

Sl. No. 150

** For revised orders, see Sl. No. 151 & 152.

*** *Note*.- BPS 1 & 2 Appointment of Jamadars attached to Ministers are made by selection from amongst the Naib Quasids employed in the Ministry/Division concerned at the discretion of the Minister-in-Charge *vide* Establishment Division Office Memorandum No. 54/4/51-ME, dated 2-6-1951 (Chapter XVIII), Establishment Manual, Volume II.

Ministerial Establishment in Federal Secretariat – Selection and Non-Selection Posts

The various posts in the ministerial establishment of the Federal Secretariat and its Attached Departments are treated as "selection" and "non-selection" *posts, when they are filled by promotion. For this purpose, selection posts mean posts promotion to which is strictly made on merit, seniority playing its part only when other things are equal and non-selection posts are those promotion to which is made according to the principle of seniority subject to fitness. Promotion to posts which are filled on the basis of selection is to be made on the recommendations of the Departmental Promotion Committee of the Ministry/Division concerned, vide Establishment Division Office Memorandum No. 33/I/47-Ests. (SEII), dated the 29th January, 1948**.

2. The posts of Assistant-in-Charge, Council Assistant and Cashier are selection posts, *vide* Establishment Division Office Memoranda No.1/15/57, EXV. dated the 29th October, 1960 (Sl.No. 152); 1/29/56-ME, dated the 25th April, 1957 (Sl.No. 153) and 54/2/49-Ests(ME), dated the 3rd April, 1950 (Sl.No. 149), respectively. It has been brought to the notice of the Establishment Division that the posts mentioned above are sometimes not filled by Ministries/Divisions and Attached Departments on the recommendations of properly constituted Departmental Promotion Committees.

3. The Ministries/Divisions/Attached Departments should kindly note these instructions and take steps to ensure that these posts are filled strictly in accordance with the instructions issued by the Establishment Division in this regard.

[***Authority***:– Estt. Division O.M.No.18/4/64-F.II, dated 25-7-1964].

Sl. No. 151
Superintendents

Instructions were issued *vide* Establishment Division Office Memorandum No. 54/2/49-(ME), dated the 3rd April, 1950 (Sl.No. 149) that the posts of Superintendent in the Pakistan Central*** Secretariat and its Attached Departments should be treated as non-selection posts for the purpose of promotion.

2. In connection with the interim report of the Committee appointed to review the organisation, structure and level of expenditure of Ministries, etc., several Ministries have reported that the decision to treat these posts as non-selection posts has lowered the standard of efficiency, and have recommended that the posts of Superintendent should be treated as selection posts.

3. The question has been further considered by the Establishment Division who have decided that the posts of Superintendent in the Secretariat and its Attached Departments should be treated as selection posts. This decision will have

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* These 'selection' and 'non-selection posts' of ministerial establishment are to be differentiated from the concept of 'selection' and 'non-selection posts' in terms of promotion policies of October 1982 (Sl. No. 162), May, 1985 (Sl. No. 163) and October, 2007 (Sl. No. 162-A).

** Sl. No. 144, page 120, Estacode, 1979. For dates see Sl. No. 35, pp 304-305, Chapter XX, Establishment Manual, Vol. II (1947-1963) reproduced at Sl. No. 246.

*** Federal.

effect from the date of the issue of these orders.

4. For the present, no change is intended in regard to Assistants and Assistants-in-Charge whose appointment will continue to be made on the basis of seniority subject-to-fitness. It is reiterated, however, that it is essential that the standard of fitness should be a very high one if efficiency is not to suffer; and the attention of all Departmental Promotion Committees should please be drawn to this.

[***Authority***:– Estt. Division O.M. No. 54/26/50-ME, dated 22-5-1951].

Sl. No. 152
Assistant-in-Charge

Attention is invited to Establishment Division Office Memorandum No. 54/2/49-Ests (ME), dated the 3rd April, 1950 (Sl.No.149) in which it was stated that the post of Assistant-in-Charge in the Central* Secretariat and its Attached Departments should be treated as non-selection post i.e. post to which promotion should be made according to the principle of `seniority-cum-fitness', and that for this purpose, the standard of fitness should be a very high one. This was reiterated in the Establishment Division Office Memorandum No. 54/26/50-ME, dated the 22nd May, 1951 (Sl.No. 151).

2. Some time ago the question arose whether the post of Assistant-in-Charge should be re-classified as a "Selection post" like that of Superintendent in view of the fact that the duties of the two posts are similar in character. The Ministry of Finance, etc., were requested to communicate their views to the Establishment Division vide their Office Memorandum No. 1/15/57-ME, dated the 9th October, 1957. The replies received from the Ministries and Divisions reveal that a majority are in favour of the proposed change. As the duties of the post of Assistant-in-Charge are similar in character to those of Superintendent, it has, therefore, been decided that the post of Assistant-in-Charge should be reclassified as a "Selection post" promotion to which should be made strictly on merit (seniority playing its part only when other things are equal) from amongst those Assistants who are permanent or eligible for confirmation and have put in at least three years service in that grade*.

3. The decision contained in this Office Memorandum should apply to vacancies which are filled in future.

[***Authority***:– Estt. Division's O.M.No.1/15/57-E.XV, dated 29-10-1960].

Sl. No. 153
Appointment of Council Assistant

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* Federal.
* *Means* 'Post' in terms of Sl.No.1.

Reference.- Establishment Division Office Memorandum No. 1/29/56-ME, dated the 25th April, 1956.

2. *Council Assistant.*- The majority of the replies received in the Establishment Division agree that:-

(a) Council Assistant should be appointed from among Assistants only, and that,

(b) the appointment of Council Assistants should be made by `Selection'.

3. The above views have been accepted by the Establishment Division. If, however, suitable Assistants in a Ministry/Division are not available for employment as Council Assistants, Upper Division Clerks may also be considered for employment as such.

4. Ministries/Divisions are requested to make all further appointments of Council Assistant in the light of the above decision.

[***Authority***:– Estt. Division O.M.No. 1/29/56-ME, dated 25-4-1957].

Sl. No. 154

Selection to Be Based More on Merit Than on Seniority

The existing promotion rules should be implemented carefully so as to base selection more on merit than on seniority in the case of selection posts.

[***Authority***:– Estt. Secretary's D.O. letter No. 7/30/59-SE II, dated 22-9-1959].

Sl. No. 155

Principles of Promotions to and Confirmation in "Selection Posts"

Attention is invited to paragraph 2 of the Establishment Division Office Memorandum No. 54/2/49-Ests. (ME), dated the 17th January, 1949 in which views of Ministries were invited on the following points :-

(a) ‘A' was appointed to officiate in a selection post after having been formally selected from amongst various possible candidates, from which he reverted after the expiry of the period of the vacancy. During this period, his work was satisfactory. Subsequently, another vacancy occurred in the same grade. Should "A" be appointed to this vacancy automatically (by virtue of his previous selection) or fresh selection be made.

(b) Whether reversions from or confirmations in selection posts should follow the order in which the persons concerned were promoted to the posts in question (i.e. the candidates first appointed to officiate in the selection post should be confirmed when a permanent vacancy occurs and the candidate last appointed to officiate reverted when a vacancy terminates), or fresh selection should be made from amongst persons officiating in the selection posts each time a

permanent vacancy occurs or a vacancy terminates.

The question has been considered in the light of the replies received from Ministries and the opinion of the Federal Public Service Commission, and the following instructions are issued.

2. As regards (a), in accordance with the instructions contained in the Establishment Division Office Memoranda No. F. 33/l/47-Ests (SEII), dated the 29th January, 1948* and No. 33/49-SE, dated the 18th June, 1949** - Departmental Promotion Committees are required to prepare a list of officers whom they consider fit for promotion in selection posts. This list, which should be revised periodically, should indicate the names of officers who have not been promoted to a higher grade*** in any capacity, or who have officiated off and on or are officiating against any leave vacancies, or any temporary posts of short duration, and are, therefore, liable to revert in the normal course to the lower grade. The position would thus be that, if "A" is appointed on the recommendations of the Departmental Promotion Committee to a selection post for a short period, after which he reverts to the lower grade***, for no fault of his own, he should be promoted automatically by the appointing authority in the next vacancy that arises if the list is not revised by the Departmental Promotion Committee before the material vacancy arises, or, if the list has, in the meantime, been revised, his position still remains No. 1 on the revised list. In other words, there should be no question of selection when a vacancy occurs; the vacancy should be filled by the promotion of the official who tops the list prepared by the Departmental Promotion Committee and which is in force at the time when the vacancy is filled.

3. As regards (b), reversions should be made in the reverse order of promotion, and confirmations should follow the order of seniority in the grade*** concerned. In other words, there should be no fresh selection either for the purpose of reversion or for confirmations.

4. While the list of officials recommended by the Departmental Promotion Committee for promotion to selection posts is being prepared, the claims of all officials eligible for promotion to the grade* concerned, including those who happen to be absent from the office for one reason or the other, should be duly considered, and it should be recorded on the file that this has been done. In this connection attention is also invited to paragraph 5 of the Establishment Division's Office Memorandum No. 6/15/48-ME, dated the 31st March, 1951.

[***Authority***:– Estt. Division's O.M. No. 54/10/51-ME, dated 31-8-1951].

Sl. No. 156
General Instructions Regarding Promotions

Sequence in departmental promotions and direct recruitment.-

Reference.- Establishment Division's Office Memorandum No. 15/38/52-SEII, dated

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* Sl. No. 144, p. 120, Estacode, 1979, See also Sl. No. 144-A, p. 121, Estacode, 1979. *See* also Sl. No.144-A P-121, Estacode, 1979.
** Sl. No. 178.
*** Post/BPS.
* Post/BPS.

the 22nd June, 1953 (Annex).

2. The replies received from the Ministries and Divisions on the suggestions contained in the above Memorandum have been considered and, in order to ensure that candidates rejected by the Federal Public Service Commission in open competition or selection should not be absorbed in vacancies meant for departmental quotas, it has been decided that the following procedure should be adopted in future :-

(i) where a cadre has definite quotas reserved for departmental promotions and direct recruitment, promotions against the departmental quota should be made first and the posts reserved for direct recruitment filled later. These orders, however, will have no effect on those cadres where recruitment is made solely by direct recruitment or where all appointments are made only by promotion;

(ii) necessary provision regarding the above should be made in all recruitment rules already framed or framed hereafter; and

(iii) in the case of isolated posts, a roster should be maintained in each Ministry and Division to ensure the observance of the prescribed percentage for departmental promotions and direct recruitment.

[***Authority***:– Estt. Division O.M.No.15/38/52-SE II, dated 29-1-1954].

(ANNEX)

(*See* Sl. No. 156, para 1)

[Copy of Establishment Division O.M. No. 15/38/52-SE II, dated the 22nd June, 1953]

In the case of services and cadres in which under the prescribed recruitment rules a certain percentage of vacancies is reserved for departmental promotion and the remainder for direct recruitment, no uniform procedure is followed as to the sequence in which these vacancies should be filled, that is, whether promotions should be made first and direct recruitment made later or *vice versa.* The Establishment Division have been considering the question of laying down a uniform procedure in this matter and have tentatively come to the conclusion that it would be an advantage both from the point of view of the department as well as the candidates if promotions are made first and vacancies reserved for direct recruitment filled later. There are, however, advantages and disadvantages on both sides, and these are discussed below:

(i) Promotions to departmental quota to be made first and direct recruitment made later:

Under this system the department concerned can straight away promote the suitable departmental candidates and, having done so, intimate

the vacancies meant for direct recruitment to the Federal Public Service Commission. If all the vacancies reserved for promotion cannot be filled due to the dearth of suitable departmental candidates the balance can, if necessary, be added to those reserved for direct recruitment. This system assures promotion to the candidates working in the department according to the principle of seniority-cum-fitness without undue delay and they are not left in suspense as to whether or not they should apply to the Commission. If any of the departmental candidates are superseded in departmental promotion, they still have a chance to compete with outside candidates and may, thereby, be selected as being more suitable in comparison with such candidates. This system, therefore, assures promotion to departmental candidates without their having to wait till the vacancies, etc., are advertised by the Commission, while those superseded in departmental promotion can still appear before the Commission.

A further advantage from the point of view of departmental men* is that they will rank senior to outside candidates selected through direct recruitment as their appointments can be finalized earlier than those of the later.

A disadvantage which might result from this system is that it may not always be possible in actual practice to follow it due to the exigencies of service which may, in certain cases, necessitate direct recruitment being made first and appointments by departmental promotion later. Such cases, as far as can be seen, are likely to be rare and on the whole it appears that there are definite advantages in following the system whereby recruitment against the departmental quota should precede that through open selection.

(ii) Recruitment by open selection to be made first and by departmental promotions later:

One of the results of this procedure will be that larger number of open vacancies will go to departmental candidates in as much as they will be able in the first place to compete with outsiders in open selection and be approved by the Commission on the basis of their long experience and knowledge of the department. Those who are not selected in the open selection can again be considered for departmental promotion and receive promotion according to departmental seniority. This system, however, is bound to result in deterioration of efficiency since those who are not considered fit by the Commission can still be appointed to higher posts by departmental promotion and the advantage of having fresh blood in the service which the open selection quota in a service is intended to provide will be seriously jeopardized. Apart from the resultant deterioration, this system has a further grave objection inasmuch as a person rejected by the Commission would still be able to secure a like post through departmental promotion.

2. The Federal Public Service Commission, who raised this matter, have suggested that departments should first promote the deserving individuals against the quota fixed for promotion and then throw open the remaining posts for open competition. In accordance with this procedure, no one who has been rejected by the Commission or has not faced any competition will be promoted. This is

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* employees; candidates.

evidently sound in principle.

3. Considering all the facts, the Establishment Division are of the view that the alternative at (i) above has definite advantages from the point of view of efficiency in public service and the safeguarding of the legitimate interests of the departmental candidates and they are, therefore, inclined to issue orders for its adoption by all Ministries/Divisions/Departments. Before, however, a final decision is taken, Ministries and Divisions are requested kindly to favour the Establishment Division with their views in the matter.

Sl. No. 157

Minimum Length of Service for Eligibility for Promotion to *Posts in Various **Grades

In pursuance of rule 8-A of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*** and in supersession of the instructions laid down in the Establishment Division's O.M.No.1/9/80 R.II(A), dated the 12th January, 1981, (Annex), the President is pleased to decide that the minimum length of service for promotion to various grades shall be as follows:-

- For Grade@ 18	5 years in Grade@ 17
- For Grade @ 19	12 years in Grade@ 17 and above
- For Grade@ 20	17 years in Grade@ 17 and above
- For Grade@ 21	22 years in Grade@ 17 and above

Provided that:-

(i) Where initial appointment of a person not being a person in government service, takes place in a post in BPS 18, 19 or 20, the length of service specified in this Office Memorandum shall be reduced by the following periods;

First appointment in	**Reduced by**
Grade*-18	5 years
Grade*-19	12 years
Grade*-20	17 years

(ii) Where initial appointment of a person already in government service takes place, on recommendations of the Federal Public Service Commission, in a post in BPS 18, 19 or 20, the length of service specified in this Office Memorandum shall be reduced by the periods specified in proviso (i);

(iii) Where first appointment of a person other than a person covered by proviso (ii) was made to government service in BPS 16 or below, one-half of the service in BPS 16 and one fourth in BPS 15 and

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* See Sl.No. 1, Promotion is to posts in BPS.
** BPS.
*** Sl.No.1
@ For 'Grade', read 'BPS'.

below may be counted as service in BPS 17 for computing length of service for the purpose of promotion only.

[***Authority***:– Estt. Division's O.M.No.1/9/80-R.2 dated 2-6-1983].

ANNEX
(*See* Sl. No. 157, para 1)

[Copy of O.M.No.1/9/80-R-II(A),dated 12th January, 1981].

Reference Establishment Division O.M. No. 3/7/74-AR. II, dated 20th May, 1974, 27th August, 1974 and 6th February, 1975, in supersession of the instructions laid down in the aforementioned O.M. the President is pleased to decide that the minimum length of service for promotion to various grades shall be as follows :-

- For Grade* 18	5 years in Grade* 17.
- For Grade* 19	12 years in Grade* 17 and above.
- For Grade* 20	17 years in Grade* 17 and above.
- For Grade* 21	22 years in Grade* 17 and above.

Provided that where initial appointment takes place in Grades* 18, 19 and 20, the length of service for promotion to higher Grades* shall be as follows, namely :-

- For *Grade 19	7 years in Grade* 18
- For *Grade 20	12 years in Grade* 18 and above or 5 years in Grade* 19
- For *Grade 21	17 years in Grade* 18 and above or 5 years in Grade 20.

Sl. No. 158

Counting of *Ad-Hoc* Service for the Purpose of Promotion

Under the existing rules, ad-hoc service does not reckon for the purpose of seniority. A point has since been raised whether ad-hoc service rendered in a post followed by regular appointment to that post may be allowed to be computed towards length of service prescribed for promotion to a higher post. The matter has been considered in the Establishment Division. It has been decided that the service rendered on ad-hoc basis in a post under the Federal Government, followed by regular appointment to a post in the same pay scale shall be counted towards length of service prescribed for promotion to a higher post provided there is no break between ad-hoc and regular appointments to the post concerned.

2. The above decision may be brought to the notice of all departments/organizations under the administrative control of Ministries/Divisions.

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* For 'Grade' read 'BPS'.

[***Authority***:– Estt. Division's O.M.No.10/22/83-R.2, dated 20-3-1988].

Sl. No. 158-A

Counting of Service Rendered Against Higher Post Under Section 10 of the Civil Servants Act, 1973

Section 10 of the Civil Servants Act, 1973* reads as under: -

"10. **Posting and transfer: -** Every civil servant shall be liable to serve anywhere within or outside Pakistan in any equivalent or higher post under the Federal Government or any Provincial Government or local authority or a corporation or body set up or established by any such Government:

Provided that nothing contained in this section shall apply to a civil servant recruited specifically to serve in a particular area or region:

Provided further that where a civil servant is required to serve in a post outside his service or cadre his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve".

2. A point was raised how the service rendered by a civil servant posted against a higher post under Section 10 of the Civil Servants Act, 1973* would be counted for the purpose of promotion to higher post of the said civil servant.

3. The matter has been given careful consideration in the Establishment Division. It has been observed that according to section 5 of the Civil Servants Act, 1973* all appointments are required to be made in the prescribed manner *i.e.* on the recommendations of appropriate Departmental Promotion / Selection Committee (s) or Board(s), as the case may be, and with the approval of the designated appointing authorities followed by a notification promoting such civil servant to higher grade*.

4. Section 10 of the Civil Servants Act, 1973** is a liability provision i.e. a civil servant is liable to serve in an equivalent or higher post. Promotion to a higher post and holding temporary charge of a post are two different aspects. Legally, a person is not in a higher grade until his promotion to the higher post is duly notified and charge of the higher post is formally assumed by him.

5. It has, therefore, been decided that the service tendered by a civil servant against higher post under Section 10 of the Civil Servants Act, 1973* cannot be treated at par with the service rendered by regularly promoted officers in the higher scale for the purpose of promotion to the next higher grade.

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* Sl. No. 2, Chapter 1.

* Sl. No. 2, Chapter 1.

6. The decision may be brought to the notice of all concerned.

[***Authority**:* Estab. Div.'s O.M No. 3/40/2007-R-2, dated 12th Nov., 2007]

Sl. No. 159

Length of Service for Promotion from **Grade-16 to **Grade-18 Where There is No Intermediate Post in **Grade-17

The minimum length of service for promotion to Grade 18 and above was laid down vide Establishment Division's Office Memorandum No.1/9/80-R.II, dated 12th January, 1981 (Annex to Sl. No. 157). The question as to what should be the length of service for promotion from Grade 16 to Grade 18 where there is no intermediate post in Grade 17 has been considered and it has been decided, with the approval of the President, that in such cases the minimum length of service laid down in the recruitment rules relating to posts in Grade 18 for the purpose of promotion from Grade 16 to Grade 18 should be kept as the basis for such promotions.

2. In case there is no such provision in the recruitment rules, action should be taken by the respective Ministry/Division to include such a provision in the recruitment rules.

[***Authority**:*– Estt. Division's O.M.No.1/9/80-R.2, dated 4-5-1982].

Sl. No. 160

Possession of Prescribed Minimum Length of Service Does Not Confer a Right to Promotion Over Senior Persons

The prescribed minimum length of service is a condition for eligibility for promotion and does not confer a right to promotion. Where a senior person has not done prescribed service, the junior, as a rule, should not be considered even if he fulfills the prescribed length of service condition.

2. Even for "selection" post, the persons have to be considered in the order of their seniority.

[***Authority**:*– Estt. Division's U.O. No.1/21/75-D.II. dated 9-7-1975].

Sl. No. 161

Promotion of Superseded Officers

** For 'Grade' read 'BPS'. Also see Sl. No. 1. Promotion is now to a post and not grade.

A question has arisen as to whether a junior officer, who was earlier recommended for promotion but could not be promoted due to non-availability of vacancy should be promoted first in preference to his senior officer who was subsequently recommended for promotion. Attention of the Ministries/Divisions is drawn to the instructions contained in the Establishment Division O.M. No.F. 33/49-SE, dated 18-6-1949 (Sl.No. 178) in which it has been stated that the Departmental Promotion Committee is competent to revise the list of candidates fit for promotion periodically. It means that the Departmental Promotion Committee can add to or substract from it, for good and sufficient reasons. After careful consideration, it is now decided that if a vacancy occurs at a time when a senior officer is recommended for promotion, his junior who was recommended earlier will have to be promoted later than the passed over officer.

2. It may be pointed out that Departmental Promotion Committee is only the recommending body to determine the initial suitability of persons eligible for promotion.

[***Authority***:– Estt. Division's O.M.No.13/1/67-D.III, dated 30-4-1968].

Sl. No. 162
Promotion Policy (October 1982)*

The legal framework for promotion and its procedures has been provided in the Civil Servants Act, 1973** and the Civil Servants (Appointment, Promotion and Transfers) Rules, 1973***. The law and rules, by themselves, are not enough to meet the functional requirements and need to be supplemented by a comprehensive and consistent set of policy guidelines.

2. Comprehensive guidelines* for Departmental Promotion Committees/Central Selection Boards have, therefore, been framed with the approval of the President.

3. Salient features of the policy are enumerated below:-

(a) Confidential reports will be given due importance but will not be the sole criterion for promotion to selection posts.

(b) Performance evaluation as reflected in the confidential reports will be quantified according to formula enunciated in the enclosed guidelines and weightage will be given to more recent appointments.

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* *See* for latest Promotion Policy, Sl. No. 162-A, Revision of the Promotion Policy and Sl. No. 163, Revised Guidelines – Concept of Quantification (May, 1985) w.r.t Promotion Policy (October, 1982).

** Chapter 1, Sl. No. 2.

*** Sl. No. 1.

* Guidelines revised *vide* Sl. No. 163, Estt. Div.'s D.O. letter No. 10(10)/85-CP-1, dated 15-05-1985 as amended upto 24th October, 2007.

(c) A civil servant, once superseded for promotion will be eligible for reconsideration only after he earns one more confidential report.

(d) The panel for promotion should comprise a minimum of 2 officers for each vacancy in grade 19 and of 3 officers for each vacancy in grade** 20 or 21.

(e) The minimum length of service prescribed for promotion for various grades will continue to apply.

(f) A civil servant will only be promoted within his own cadre. Those posted against ex-cadre posts will be considered for promotion on their turn but if selected, the actual promotion will take place only when they rejoin their parent cadre. This will also apply to civil servants serving on ex-cadre posts in Pakistan Missions abroad.

(g) A civil servant on deputation to a foreign government, international agency or a private organisation abroad will be considered for promotion only on his return to Pakistan. He will be given intimation and asked to return to Pakistan before his case comes up for consideration for promotion in accordance with his seniority position; if he fails to return he will not be considered for promotion. Such an officer will have to earn at least one CR*** after his return to Pakistan before he is considered for promotion. The clearance/ approval already accorded in the past to promote a deputationist would lapse automatically if he fails to return on expiry of the deputation period already approved by the government.

[***Authority***:– Establishment Secretary's D.O Letter No.10(3)/81-CPI (Pt), dated 31-10-1982].

Sl. No. 162-A
Revision of the Promotion Policy (October 2007)

The instructions contained in the Promotion Policy* and the Guidelines** for Departmental Promotion Committees/Central Selection Boards issued under Establishment Division's D.O. letter No.10(3)/81-CP-1(Pt), dated 31-10-1982 (Sl. No. 162) amended from time to time, have been reviewed on the basis of recommendations made by a Committee on Promotion Policy. The terms of reference of the Committee were to develop a comprehensive criteria for selection for promotion/deferment/supersession which is measurable to the extent possible, comparable with regard to performance of each officer on the panel and is based on tangible record duly placed on the dossier and also re-defines discretion, of the members and the Boards and, to lay down as to how more objectivity can be brought in the recommendations of the Selection Board. The competent authority has approved the following recommendations: -

2. ELIGIBILITY CRITERIA FOR CONSIDERATION FOR PROMOTION

** BPS
*** One Performance Evaluation Report (PER) for full one year; ref. para 2, Sl. No. 162-A.
* Sl. No. 162
** Sl. No. 163

(a) The eligibility criteria for consideration for promotion shall be as under: -

(i) Fulfillment of prescribed minimum length of service in BPS 17 and above for promotion to various scales.
(ii) Satisfactory completion of mandatory training.
(iii) Should possess qualification/experience and other conditions as prescribed in the relevant Recruitment Rules.
(iv) An officer superseded earlier shall be considered after earning Performance Evaluation Report (PER) for one full year. For example, an officer superseded on the basis of his PER's upto 2004, will become eligible for consideration after earning PER for 2005.

[*Note*: Instructions issued vide Establishment Division's Office Memorandum No.I/1/2001-CP.2, dated 3rd September, 2005*** and 17th November, 2005 regarding earning of full two years reports after supersession and losing of eligibility for consideration after two supersessions, are hereby withdrawn, with immediate effect.]

(b) **CONDITIONS FOR DEFERMENT**

A civil servant shall be deferred due to the following reasons: -

(i) Not undergone the prescribed training or passed departmental examination.
(ii) Non-submission of Part-I and Part-II of the PER by the concerned officer to his reporting officer in respect of his service in the present grade and the preceding grade.
(iii) When the Board considers the record as incomplete, or wants to further watch the performance of the officer or for any other reason to be recorded in writing.
(iv) Disciplinary or departmental proceedings are pending against the civil servant.
(v) The civil servant is on deputation abroad to a foreign government, private organization or international agency.
(vi) The civil servant's inter-se-seniority is subjudice.

2. The civil servant whose promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist provided that a civil servant falling in the category mentioned in para 1 (b)(v) above will be considered for promotion only on his return to Pakistan and earning at least one PER for one full year before he is considered for promotion.

3. **SELECTION/NON-SELECTION POSTS**

BPS 19 posts have been taken out of the category of "Selection Posts" and henceforth shall be treated as non-selection posts*. Promotion from BPS 17

*** Referred to in foot note under para 2 of the Guidelines for DPC/CSB enclosed with Sl. No. 163.
* See also Sl. No. 182-B for instructions/orders issued in pursuance of the Revision of Promotion Policy

to BPS 18 posts and from BPS 18 to BPS 19 posts, being non-selection posts should be based on seniority-cum-fitness, i.e. on 100% on the PERs. Condition of passing the Departmental Examination or successfull completion of training courses, as the case may be, shall continue as heretofore.

4. **DEVELOPMENT OF COMPREHENSIVE EFFICIENCY INDEX FOR PROMOTION/ DEFERMENT/SUPERSESSION:**

(a) The minimum threshold of marks for promotion to various scales shall be as per following table: -

Basic Pay Scale	Aggregate marks of Efficiency Index
BPS 18	50
BPS 19	60
BPS 20	70
BPS 21	75

(b) The Selection Board shall recommend the officers on the panel securing requisite % and above in the efficiency index for promotion unless deferred (in order of seniority, depending upon the number of vacancies).

No officer, meeting the aggregate threshold, shall be superseded. The senior officers, if not recommended for promotion on account of low threshold, shall be superseded whereas the junior officers, if not recommended for promotion for want of vacancies, shall be deemed not to have been considered.

5. Whenever an officer, particularly of small cadre, is recommended for deferment, the Board may also decide as to whether a vacancy be reserved or not depending upon public interest vs officer's right for consideration.

6. PANEL OF OFFICERS PER VACANCY

The panel of officers per vacancy will be as under:-

For promotion to BPS 18 and BPS 19	A minimum of 2 officers per vacancy depending on the availability of eligible officers in the cadre.
For promotion to BPS 20 and BPS 21	A minimum of 3 officers per vacancy depending on the availability of eligible officers in the cadre.

Provided that the panel would be in addition to superseded cases and not inclusive thereof.

7. QUANTIFICATION OF PERS, TRAINING EVALUATION AND CSB EVALUATION

For the purpose of consideration by the CSB, the PERs will be quantified according to the formula given in the addendum* to the existing Promotion Policy (Sl No. 162 & 163) with the following modifications: -

(a) PERs in respect of two preceding grades (BPS) or the last 15

(October, 2007)

* *See* Addendum to Guidelines (Revised) at Sl. No. 163.

years, whichever is more, will be quantified. If the service of an officer in present and previous grade is less than 15 years, then the deficiency will be met by taking into account the PERs of next lower grade, which will be bracketed with the PERs of preceding grade.

(b) The following marks will be allocated for quantification of PERs, Training Evolution Report and CSB evaluation: -

S.No.	Factor	Marks
1.	Quantification of PERs relating to present grade and previous grade(s) @ 60%:40'%.	70%
2.	Training Evaluations reports in ratio of 60% : 40%.	15%
3.	Evaluation by CSB	15%
	Total:	100%

8. **TRAINING EVALUATION REPORTS**

(a) A total fifteen (15) marks shall be allocated to the Training Evaluation Reports (Nine marks @ 60% for the training in the existing BPS and Six marks @ 40% in the preceding BPS). For example, in the case of promotion to BPS 21 posts, marks for NMC/NDU** training will be awarded out of nine marks and marks for NIPA training will be awarded out of six marks. Evaluation of the reports from the training institutions shall be worked out as under: -

(i) It shall be on the basis of Grade Percentage already awarded by the National School of Public Policy (National Management College and Senior Management Wing) and its allied training institutions as provided in their reports.

(ii) Previous reports of old Pakistan Administrative Staff College and old NIPAs where no such percentage has been awarded, points shall be worked out on the basis of weighted average of the percentage range of grades followed by these institutions as reflected in Table-A below:-

TABLE-A
Old PASC & NIPAs

Category	Range	Weighted Average	Points of PASC	Points of NIPAs

** National Management College; National Defence University

***Note*:** Among the 'in-service' training institutions, Pakistan Administrative Staff College (PASC), renamed as NMC as in footnote ** above, alongwith the National School of Public Policy (NSPP), Lahore, while old NIPAs, Lahore, Karachi, Peshawar and Quetta are now renamed as National Institutes of Management (NIMs). See 'Details of Demands and Appropriation Budget 2008-2009, Current Expenditure, Vol. I, Government of Pakistan, Finance Division.

				@60% = 9	@40% = 6
A:	Outstanding	91-100%	95.5%	8.60	5.73
B.	Very Good	80-90%	85%	7.65	5.10
C.	Good	66 -79%	72.5%	6.52	4.35
D.	Average	50-65%	57.5%	5.17	3.45
E.	Below Average	35-49%	42%	3.78	2.52

(iii) Grades from National Defence University will be computed according to the weighted average based on the Grading Key for tile range provided by the NDU as reflected in Table-B below:-

TABLE-B

NATIONAL DEFENCE UNIVERSITY

Category		Range	Weighted Average	Points @ 60% = 9
A.	Outstanding	76-100%	88%	7.92
B-Plus.	Very Good	66-75.99%	71%	6.39
B High.	Good	61-65.99%	63.5%	5.71
B Average.	Average	56-60.99%	58.5%	5.26
B Low.	Below Average	51-55.99%	53.5%	4.81
B Minus.	Below Average	46-50.99%	48.5%	4.36
C.	Below Average	40-45.99%	43%	3.87
F.	Below Average	35-39.99%	37.5%	3.37

(b) For allocation of marks in case of promotion to BPS 21, training evaluation reports of NDU/PASC be given 60% weightage and those of NIPA be given 40% weightage.

(c) For promotion to BPS 20 posts, NIPA evaluation reports and evaluation reports of Mid Career Management Course (MCMC) be given weightage of 60% and 40% respectively.

(d) The condition of allocation of marks to MCMC for promotion of BPS 18 and BPS 19 officers will take effect on availability of evaluation reports on them, written by the concerned Training Institutions after 1st January, 2008.

(e) The officers who have been granted exemption from mandatory training having attained the age of 56 years or completed mandatory period of serving in a Training Institution upto 27.12.2005, may be awarded marks on notional basis for the training factor (for which he/she was exempted) in proportion to the marks obtained by them in the PERs.

(f) Status-quo shall be maintained in respect of officers of special cadres referred to in Part-IV of Guidelines attached with the

existing Promotion Policy such as Doctors, Teachers, Professors, Research Scientists and incumbents of purely technical posts for promotion within their own line of specialism. However, for calculation of their comprehensive efficiency index, PERs shall carry 70% marks and consideration by the CSB 30%.

9. COMMUNICATION OF REASONS OF DEFERMENT/SUPERSESSION TO THE OFFICER CONCERNED

The officers superseded by the CSB be informed about the reasons for his/her supersession/deferment to enable such officers to improve their performance and to complete their record/any other deficiency, as the case may be.

10. With regard to quorum and recommendations of the CSB it is clarified: -

(a) that no quorum shall be required for holding CSB's meetings and;
(b) the recommendations of the Selection Boards duly approved by the competent authority if not actualized, shall not lapse/require re-submission to the CSB.

11. Instructions contained in the existing Promotion Policy* and Guidelines** for CSB **annexed** to the said policy, insofar as such instructions are not inconsistent with the provisions of this O.M., shall remain in force.

12. The Ministries/Divisions are requested to bring this decision to the notice of all Attached Departments/Subordinate Offices, under their administrative control, for compliance.

[***Authority***:– Estt. Div.'s OM No. I/3/2007-CP-II, dated 24th October, 2007]

Sl. No. 163

Revised Policy Guidelines : Concept of Quantification (May, 1985)

The concept of '*quantification' was introduced for processing promotion cases but its very success and wider use has given rise to some unintended consequences indicated below:-

(i) Although an average ACR is satisfactory and should statistically describe a majority of individuals, it has assumed an adverse aura. A contributory factor has been the 4 marks assigned to it in quantification although this did not affect promotion to non-selection posts since the eligibility threshold was also kept to a score of 40 marks only. The respective thresholds were kept higher for selection posts as "satisfactory performance" was not the most reliable indication for an officer's capacity to pull on equally well at the next higher level. These considerations do not remain valid however when quantification is extended to review/disciplinary cases and for

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* Sl. No. 162.
** Sl. No. 163
* For quantification of PERs, Training Evaluation and CSB Evaluation, see paras 7 & 8, Sl. No. 162-A.

postings abroad. In such cases, suitability can be judged strictly on performance at the individual's current level and no adverse inference should be drawn from an average (satisfactory) report.

(ii) The other noticeable trend is towards "Inflated" reporting. To some extent this problem was always around but higher eligibility thresholds fixed for selection posts have added to the pressure on reporting/countersigning officers to be overly generous in their assessments. This trend has touched such proportions that the majority of assessments may well be closer to objectivity if reduced by one rung. In other words, most of the average officers are being graded as 'good' and the good as 'very good'. This acts to the disadvantage of the genuinely outstanding officers. Statistically, the latter should comprise around 3 to 5 per cent whereas many Divisions now boast of 30 or 40 per cent officers in the `very good' category of their reports are to be believed.

2. In resolving these difficulties, the following parameters were kept in view :-

(a) the responsibility for accurate assessments should remain squarely on reporting/ countersigning officers with minimum interference by Establishment Division;

(b) it should require little or no change in the present ACR form; and

(c) the new pattern should be easily extendable to cover past confidential reports.

3. The following decisions have accordingly been taken :-

(i) The marks assigned to an average report have been raised to 5 i.e. the middle point on the scale from 0-10 marks. The minimum qualifying score for promotion to non-selection posts (upto pay scale* 18) would correspondingly be 50 marks. The eligibility thresholds for selection posts would remain unaffected.

(ii) The marks for a `very good' report have been reduced to 8 and a new entry for `outstanding' carrying 10 marks has been added to the existing gradings. In exceptional cases where the reporting/ counter-signing officers want to rate an officer as `outstanding', they may draw in their own hand another box in Part VI of the ACR form, initial it and write 'outstanding' on the descriptive side. They would also be required to fully justify this assessment in Part V (c) (by the reporting officer) and Part VII (a) (by the countersigning officer). Unless so justified, the assessment would only be deemed to be `very good' carrying 8 marks.

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* Posts in BPS 19 taken out of category of Selection Posts *vide* Sl. No. 162-A, Revision of Promotion Policy. Threshold of marks for posts in BPS 18 and BPS 19 is 50 and 60, respectively (para 4(a) Sl. No. 162-A)

(iii) For past reports, a very good grading will be considered as outstanding and carry 10 marks only if (i) all except one or two entries in Parts II to IV of the current ACR form or Part II in the previous format are very good (AI) or (ii) accelerated promotion was recommended.

4. The relevant provisions have been incorporated in the promotion policy. A copy of the revised guidelines and *addendum* is enclosed. They would replace the existing guidelines and addendum.

[***Authority***:– Estt. Secretary's d.o. Letter No.10(10)/85-CP-1 dated 15-5-1985].

[Enclosure to Sl. No. 163]
(*See* para 4)

[REVISED GUIDELINES WITH ADDENDUM THERETO FOR DEPARTMENTAL PROMOTION COMMITTEES/ CENTRAL SELECTION BOARDS]

I. General

1. The DPC/CSB shall consider the cases of eligible civil servants in order of seniority and either:-

(a) recommend a civil servant for promotion to the next higher post; or

(b) recommend a civil servant for supersession; or

(c) defer consideration of a civil servant's promotion provided that this step will be taken only if:-

(i)* the CR dossier is incomplete or any other document/information required by the DPC/CSB for determining a civil servant's suitability for promotion is not available; or

(ii) disciplinary or departmental proceedings are pending against the civil servant whose promotion case comes up for consideration before the DPC/CSB; or

(iii) the civil servant is on deputation abroad to a foreign government, private organisation or international agency; or

(iv) the civil servant does not possess the requisite length of service; or

(v) the civil servant has not undergone the prescribed training or passed the departmental examination for reasons beyond his control; or

(vi) the civil servant's *inter se* seniority is subjudice.

**[2. If a civil servant is superseded he will not be considered for promotion unless he has earned PERs for one full year. If he is again superseded, he shall lose eligibility for further consideration]. The following illustration/elaboration further clarify the position:-

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* To be read with para 1 (b) (ii), Sl. No. 162-A.

** Subs. *vide* Estt. Div.'s OM No. 1/1/2001-CP.II, dated 3-9-2005. In the Revision & Promotion Policy *vide* O.M. dated 24-10-2007 (Sl. No. 162-A), O.M. dated 3-9-2005 stands withdrawn w.e.f. 24-10-2007. A significant change in the policy is that till 23rd October. 2005, an officer, once superseded, was eligible for a second consideration after earning PER for one full year. The second supersession made him ineligible for further consideration. In the revised policy, supersession does not make an officer ineligible for consideration for promotion (para 1(a), Sl. No. 162-A).

*PERs for one full year shall imply, one full year PER(s) earned after consideration/supersession by the Selection Board and will include the PER which was neither due nor placed before the Selection Board even if it relates to the previous year.

Illustration I

If an officer 'A' is considered by the Selection Board in Jan, 2007 when his PER for 2006 is neither due nor placed before the Selection Board and superseded. He will be considered after earning one full year PERs for 2006.

Illustration II

If an officer 'B' is considered by the Selection Board in January, 2007 when his PER for 2006 is not due but placed before the Selection Board and superseded. He will be considered after earning one full year PERs for 2007.

Illustration III

If an officer 'C' is considered by the Selection Board in May, 2007 when his PER for 2006 is due and placed before the Board and superseded. He will be considered after earning the PER of 2007.

3. The civil servant whose promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist provided that a civil servant falling in the category mentioned in 1(c) (iii) above will be considered for promotion only on his return to Pakistan. If such an officer fails to return on expiry of his approved deputation period, he will have to earn at least one ACR after his return to Pakistan before he is considered for promotion.

4. For the purpose of consideration by the DPC/CSB the ACRs will be quantified according to the formula given in the Addendum. The civil servants, who fail to come up to the qualifying score, shall not normally be considered for promotion. Relaxation of this condition may only be recommended by the DPC/CSB after recording detailed reasons for the approval of the competent authority.

II. Promotions on Seniority-cum-Fitness Basis

1. Posts carrying basic pay scale 19 or below are non-selection posts**. Promotions to these posts are to be processed by the Selection Board*** on the basis of seniority-cum-fitness i.e. 100% on PERs. The condition of successful completion of training courses shall continue, as heretofore. Fitness would be assessed primarily on the officer's work in the lower post.

2. For promotion to a post in basic pay scale 18, however, a civil servant

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* Added *vide* Estt. Div.'s O.M. No. 1/1/2001-CP-II (Pt), dated the 17th April, 2007 and amended *vide* Estt. Div.'s O.M No. 1/3/2007-CP-II, dated 24th October, 2007 (Sl. No. 162-A)

** Ref. Sl. No. 162-A, para 3.

*** For posts in BPS 19, Selection Board reconstituted *vide* Sl. No. 182-A.

must fulfil the following additional requirements:

(a) *Qualifying Service:* possess five years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983 (Sl. No. 157).

(b) *Eligibility Threshold:* attain a minimum score of 50 marks* for his CRs in accordance with the formula given in the addendum.

(c) *Departmental Examination and Training Courses:* The condition of passing the departmental examination and successful completion of training courses shall continue as heretofore.

(d) *For Promotion to Posts in BPS 18 and 19:* a minimum of two officers per vacancy depending on the availability of eligible officers in the cadre**.

3. If only 2 reports or less have been recorded on a civil servant's work against a post in basic pay scale 17, the reports earned by him in the next lower posts should also be included in the quantification.

4. Posts carrying basic pay scale 19 are generally supervisory posts. Supervision can be effective only if the supervisor has the relevant experience. These officers are also required to make contribution to policy-making at the lowest rung of the policy-making hierarchy. For promotion to these posts, therefore, a civil servant must fulfill the following requirements:-

(a) *Qualifying Service*: possess 12 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983 (Sl. No. 157).

(b) *Eligibility Threshold:* attain a minimum score of 60 marks in the CRs*** in accordance with the formula given in the addendum.

(c) *Qualifications*: as prescribed by the relevant recruitment rules.

(d) *Relevance of Experience:* possess experience relevant to the functions of the post to which promotion is being made.

(e) *"Quality and Output of Work" and "Integrity":* marks calculated in accordance with the formula in the Addendum (Sl. No. 163) read with Promotion Policy, 2007 (Sl. No. 162-A) shall be important factors in determining the comparative merit of an officer.

III. Promotion to Selection Posts

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* Threshold of marks is 50 for posts in BPS 18 and 60 for posts in BPS 19. Ref. (Sl. No. 162-A).
** Sl. No. 162-A, para 6.
*** See footnote ** on *Addendum* to Sl. No. 163 for recategorization of PER (ACR) as Restricted.

1. Posts in BPS 20 and 21 are selection posts*. Promotion to these posts is to be processed through the Central Selection Boards.

2. In order to ensure that selection by these Boards does not amount to a mere elimination of the unfit, the Establishment Division shall place a larger panel of eligible officers before the Boards. Depending on the availability of eligible officers in a cadre, the number of officers to be included in the panel shall be as follows:-

*For promotion to middle (BPS 20) and senior (BPS 21) management posts.	A minimum of 3 officers per vacancy depending in the availability of eligible officer in the cadre

3. For selection posts, entries under "Quality and Output of Work" and "Integrity" in all the ACRs** recorded on the civil servant during his service as an officer will also be quantified in accordance with formula given in the *Addendum*. These marks shall be a crucial factor in determining comparative merit of officers for promotion to selection posts.

4. Posts carrying basic pay scale 20 are middle management posts. Field offices are generally headed by the officers in this scale. It is, therefore, essential that in addition to the relevance of experience these officers must also have a sufficient variety and width of experience so that:

(i) they acquire an overview of the functions performed by these organizations within the broader framework of government's overall objectives/ activities to ensure smooth and effective management at the field level; and

(ii) they can lend pragmatism to policy formulation in assignments at the Secretariat.

Variety of experience would include experience in the field, corporations, attached departments, different Ministries/Divisions and in our Missions abroad. For promotion to middle management posts, a civil servant must fulfil the following requirements:-

(a) *Qualifying Service:* possess 17 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983 (Sl. No. 157).

(b) *Eligibility Threshold:* attain a minimum score of 70 marks*** in the CRs** in accordance with the formula given in the *Addendum*.

(c) *Qualifications*: as prescribed by relevant recruitment rules.

(d) *Relevance of Experience:* possess experience relevant to the

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* Sl. No. 162-A, para 3.

** *See* footnote ** on *Addendum* to Sl. No. 163.

*** For posts in BPS 21, minimum score enhanced to 75 in November 1987 *vide* Sl. No. 166 and maintained at 75 marks in October 2007 *vide* Sl. No. 162-A (para 4). For posts in BPS 20, the minimum threshold is 70 marks *vide* Sl. No. 162-A, para 4.

functions of the post to which promotion is being made.

(e) *"Quality and Output of Work" and "Integrity":* marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.

(f) *Variety of Experience:* the Selection Board should give due consideration to the nature of duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well rounded experience should normally be preferred particularly if he has served with distinction in unattractive areas. While some exposure to a corporation, autonomous body or an *ex*-cadre assignment may be considered a positive feature, this would not be so where an officer has stayed away from his parent cadre for too long.

(g) *Training:* should have successfully completed a regular course at NIPA or an equivalent course in another institution.

5. Posts carrying basic pay scale 21 fall in senior management involving important policy-making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Board will have to apply its collective wisdom to determine the same. A civil servant must fulfil the following conditions for promotion to senior management post :-

(a) *Qualifying Service:* possess 22 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983 (Sl. No. 157).

(b) *Eligibility Threshold:* attain a minimum score of 75* marks in CRs in accordance with the formula given in the *Addendum*.

(c) *Qualifications:* as are prescribed by relevant recruitment rules.

(d) *Relevance of Experience:* possess experience relevant to the functions of the post being filled by promotion.

(e) *"Quality and Output of Work" and "Integrity":* marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.

* Minimum score enhanced from 70 to 75 marks *vide* Sl. No. 166 in November, 1987. Threshold maintained at 75 marks *vide* Sl. No. 162-A in October, 2007–Revision of Promotion Policy.

(f) *Variety of Experience:* the Selection Board should give careful consideration to the nature of duties, duration and location of posts previously held by the officer. At this level, a proper assessment under the criterion may require some distinction between hard or taxing assignments (on account of workload or its complexity) *viz-a-viz* relatively routine, duties particularly in the secretariat. Depending on the posts to be filled, an officer possessing well-rounded experience with adequate exposure to difficult assignments should normally be preferred.

(g) *Training:* should have successfully completed a regular course at the Pakistan Administrative Staff College/National Defence *College. This requirement will be waived for officers who :

(i) have served as head of a training institution for at least one year; or

(ii) have served on the directing staff of a training institution for at least two years; or

(iii) have exceeded the age of 56 years.

(h) *Top Management Potential:* since officers promoted to this level may be called upon to hold independent charge of a Ministry/Division or to head a major corporation, the Board should satisfy itself about the officer's maturity, balance and ability to assume such top management positions even at short notice.

IV. Specialist Cadres

Part II and III of the guidelines will not be strictly applicable to civil servants who are in specialist cadres such as doctors, teachers and professors, research scientists and incumbents of purely technical posts for promotion within their own line of specialism. The criteria for promotion in their case would continue to be the technical qualifications, experience and accomplishments (research, publications etc.) relevant to their specialism. However, for calculation of their comprehensive efficiency index, PERs shall carry 70% marks and consideration by the CSB 30%**.

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* National Management College (NMC); National Defence University (NDU).

** Ref. Sl. No. 162-A, para 8 (f).

Addendum *

QUANTIFYING THE CONFIDENTIAL REPORTS **
[*See* Sl. No. 163]

I. OVERALL ASSESSMENT

1. All Confidential Reports (CRs***) recorded during service as an officer will be considered for promotion to posts carrying basic pay scales 18 to 21 or equivalent.

2. (a) The overall gradings in the CRs*** are allocated the following marks:

Overall Grading		Marks
(i)	Outstanding	10
(ii)	Very Good	8
(iii)	Good	7
(iv)	Average	5
(v)	Below Average	1
(vi)	Poor	0

(b) Separate grading of 'Outstanding' has now been introduced but for past reports, a 'Very Good' grading will be considered 'Outstanding' and carry 10 marks only if (i) all except 1 or 2 entries in parts II to IV of the current ACR form or Part-II in the previous format are 'Very Good' (A-1) or (ii) accelerated promotion was recommended.

(c) If the overall grading in a CR*** is ambiguous e.g. placed between 'Good' and 'Average', the quantification will be based on the lower rating.

(d) In case the assessment of the countersigning officer differs from that of the reporting officer in any CR***, the quantification will be based on the overall grading recorded by the countersigning officer.

(e) @Where two or more confidential reports were initiated in a calendar year, the marks for that year will be worked out as their average or arithmetic mean unless the officer was promoted during the year when the relevant part reports or their arithmetic mean, where required, would be treated as independent ACRs*** for the respective levels.

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* The calculations in the Addendum are subject to modifications as in Revision of Promotion Policy (Sl. No. 162-A), with particular reference to paras 3 to 8 thereof.

** The Performance Evaluation Report (PER), at present categorized as 'Confidential' has been recategorized as 'Restricted' and the word 'Confidential' appearing on top of Page 1 of PER forms substituted with the word 'Restricted'. In pursuance of this decision the existing para 5.3 of the Booklet 'A' Guide to Performance Evaluation (2004 Edition) has also been substituted as follows:
"5.3 Performance of the Officer reported upon shall be shown to him/her/on his/her request." [Ref. : Estt. Div.'s OM No. 3/18/2005-CP-II, dated 28th Nov., 2007]

*** See footnote ** on *Addendum* to Sl. No. 163.

@ See for amended position para 4, Sl. No. 165.

3. *The marks for CRs will be computed separately for each level of posts carrying the same basic pay scale and a weighted aggregate score will be worked out as follows:

➢ ***First Step***

Arithmetic mean will be calculated for each calendar year containing 2 or more CRs vide 2(e) to derive the ACR score for that year as follows:

$$M = \frac{\Sigma M_y}{N_y}$$

- ***Where***

M_y = marks vide para 2 (a) for each CR recorded in calendar year `y'.
N_y = Number of CRs recorded in year `y'.
and Σ stands for summation.

➢ ***Second Step***

Average marks for each level will be calculated according to the following formula:

$$\text{Average marks} = \frac{\Sigma M}{T}$$

- ***Where***

M = Marks for ACRs vide paras 2(a) and 2(e); and
T = Total number of ACRs in posts at that level.

➢ ***Third Step***

Weightage for posts held at each level will be given as follows in computing the aggregate score against a uniform scale of 100 marks for promotion :

(i) to post carrying basic pay scale 18 10xA
(ii) to post carrying basic pay scale 19(6xB)+(4xA)
(iii) to post carrying basic pay scale 20(5xC)+(3xB)+(2xA)
(iv) to post carrying basic pay scale 21 (5xD)+(3xC)+(A+B)

- ***Where***

A = Average marks for reports in posts carrying basic pay scale 17
B = Average marks for reports in posts carrying basic pay scale 18
C = Average marks for reports in posts carrying basic pay scale 19
D = Average marks for reports in posts carrying basic pay scale 20

[*Note*: Paras 2(e) and 3 of the ***Addendum*** *vide* subject to Sl. No. 165 to the extent indicated therein]. See also Sl. No. 165-A.

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* *See* for amended position para 4, Sl. No. 165, as in Note above.

➢ ***Fourth Step***

The following additions/deductions shall be made in the total marks worked out in [third step]*:-

A. Additions:

Officers who serve as members of the faculty in the government training institutions for a minimum of one year in continuity, shall be awarded extra points (maximum upto five points) towards their "blood count" for the purpose of promotion as per the following criteria:-

(a) National Management College (b) Executive Development Institute (c) National Institute of Public Policy (d) National Defence College@ (e) Pakistan Administrative Staff College@	3 Marks (a) to (e)
(f) National Institute of Public Administration@@	2 Marks for (f)
(g) Civil Service Academy and all other Government Training Institutions including those meant for specialized training].	1 Mark for (g)

B. Deductions:

(i)	For each *major penalty* imposed under the Govt. Servants (Efficiency and Discipline) Rules, 1973@@@	5 Marks
(ii)	For each *minor penalty* imposed under the Government Servants (Efficiency and Discipline) Rules, 1973@@@	3 Marks
(iii)	For adverse remarks deductions be made for such remarks only as were duly conveyed to the officer concerned and were not expunged on his representation, or the officer did not represent.	1 Mark per CR containing adverse remarks.

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* *See* also Sl.No. 165-B, Clarification No.2.

** Subs. & Added *vide* PMs Sectt (Public) u.o.No.106/GS/Estab/2005, dated 10.12.2005 and communicated *vide* Establishment Division's O.M.No.1/3/2004-CP.II, dated 2.1.2006

*** Amended *vide* Estt. Div.'s O.M. No. 10(10)/85-CP-I, dated 4-2-1986.

@ National Defence University (NDU).

@@ National School of Public Policy (NSPP).

@@@ *See* also Sl. No. 85, Chapter 9, Vol. II or Sl. No. 185, Chapter 9, Vol. II Removal from service (Special Powers) Ordinance, 2000.

C. *[Clarification:

(a) The officers who had served in a government training institution, including those meant for specialized training in any particular cadre for a period of 2 years or more *before* 02-01-2006, would continue to get 2 additional marks as per policy in force at that time.

(b) The officers who are posted on or after 02-01-2006 in the institutions, would get additional marks on the completion of one year in terms of modified policy. Similarly, the officers who were serving in training institutions but had not completed 2 years on 02-01-2006 would not get 2 additional marks, but get 3, 2 or 1 mark, as the case may be, in accordance with the modified policy.

➢ *Example I*

A civil servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following gradings during his service against posts carrying:

pay scale 17	4 Good and 1 Average
pay scale 18	2 Very Good, 6 Good and 1 Average of which the average report and two good reports were earned in one calendar year. The other reports covered full calendar years.
pay scale 19	1 Outstanding and 4 Good.

He has served for 3 years in a training institution. His marks for the CRs will be worked out as follows: -

➢ *First Step*

Average/arithmetic mean, for 2 `Good' and 1 Average report earned in one calendar year.

$$\frac{(7 \times 2)+(5 \times 1)}{3} = 6.3$$

➢ *Second Step*

Average marks for posts carrying basic pay scale 17.

$$\frac{(7x4)+(5x1)}{5} = 6.6$$

* Added *vide* Establishment Division's O.M.No.1/3/2004-CP.II, dated 28-6-2006

Average marks for posts carrying basic pay scale 18.

$$\frac{(8x2)+(7x4)+6.3}{7} = 7.1$$

Average marks for posts carrying basic pay scale 19.

$$\frac{(10x1)+(7x4)}{5} = 7.6$$

- *Third Step*

(5x7.6)+(3x7.1)+(2x6.6) = 72.5

- *Fourth Step*

Marks for CRs	72.5
add	
for service in a training institution	2.0

	74.5

His final score for CRs will be.	**74.5**

- *Example II*

A civil servant is being considered for promotion to a post carrying basic pay scale 19. He earned the following gradings during his service against posts carrying;

pay scale 17 3 Good and 2 Average.
pay scale 18 5 Good and 2 Average.

A minor penalty under the Government Servants (Efficiency and Discipline) Rules, 1973* was imposed on him. He also earned adverse remarks in 2 reports.

His marks for the CRs will be worked out as follows:

- *First Step:*

Average marks for posts carrying basic pay scale 17.

$$\frac{(7x3)+(5x2)}{5} = 6.2$$

Average marks for posts carrying basic pay scale 18.

$$\frac{(7x5)+(5x2)}{7} = 6.4$$

* or other applicable law.

- *Second Step*

(6x6.4)+(4x6.2) = 63.2

- *Third Step*

Marks for CRs	63.2
Less	
(i) for minor penalty	3
(ii) for adverse remarks	2
	-5
His final score for CRs will be 58.2.	**58.2**

4. The weightage in the second step at para 3 will be modified to correspond to the number of levels actually served in government in cases where:

(i) the officer joined government service directly in a post carrying basic pay scale 18 or above; or

(ii) the officer has not served against any post carrying an intervening basic pay scale.

- *Example III*

A civil servant who has joined government service in a post in pay scale 18 is being considered for promotion to a post carrying pay scale 20. He earned the following gradings during his service against posts carrying:

pay scale 18 2 Very Good, 3 Good and 2 Average.
pay scale 19 2 Very Good and 3 Good.

His marks for the CRs will be worked out as follows:

- *First Step:*

Average marks for posts carrying basic pay scale 18 $\frac{(8x2)+(7x3)+(5x2)}{7} = 6.7$

Average marks for posts carrying basic pay scale 19 $\frac{(8x2)+(7x3)}{5} = 7.4$

- Second Step

(6x7.4+(4x6.7) = 71.2

➢ *Third Step*

Marks for CRs	71.2
His final score for CRs will be	**71.2**

➢ *Example IV*

A civil servant is being considered for promotion to a post carrying basic pay scale 19 in a cadre where no post exists in basic pay scale 18, he has earned 1 Very Good, 7 Good, 5 Average and one Below Average reports (with adverse entries) in his present post carrying basic pay scale 17. His marks for CRs will be worked out as follows:

➢ *First Step*

Average marks for post carrying basic pay scale 17

$$\frac{(8x1)+(7x7)+(5x5)+(1x1)}{14} = 5.9$$

➢ *Second Step*

(10 x 5.9) 59

➢ *Third Step*

Marks for CRs	59
Less for adverse remarks	-1
His final score for CRs will be.	**58**

5. Where only two reports or less are available on an officer against posts in a particular basic pay scale, these CRs will be added to the CRs earned in the lower post for calculating the average marks at that level and the principle laid down in para 4 will apply to the weightage to avoid any undue bias attaching to the reports in question.

➢ *Example V*

A civil servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following gradings during his service against posts carrying:

pay scale 17	4 Very Good, 4 Good and 2 Average.
pay scale 18	1 Average and 1 Below Average.
pay scale 19	2 very Good, 5 Good and 1 Average.

His marks for CRs will be worked out as follows:

- *First Step*

Average marks for posts carrying basic pay scale 17 $\frac{(8x4)+(7x4)+(5x2)+(5x1)+(1x1)}{12} = 6.3$

Average marks for posts carrying basic pay scale 19 $\frac{(8x2)+(7x5)+(5x1)}{8} = 7.0$

- *Second Step*

(6x7)+(4x6.3) = 67.2

- *Third Step*

Marks for CRs 67.2

His final score for CRs will be 67.2

Note: Independent weightage for only 2 reports against the post in basic pay scale 18 would have skewed his score to 58.

- *Example VI*

A civil servant being considered for promotion to a post in basic pay scale 18 has earned only 2 reports against his present post but had served for 6 years against a post in basic pay scale 16.
He earned the following gradings in his CRs:

pay scale 17 2 Good.

pay scale 16 4 Good and 2 Average.

His marks for CRs will be worked out as follows:

- *First Step*

Average marks $\frac{(7x2)+(7x4)+(5x2)}{8} = 6.5$

- *Second Step*

(10x6.5) = 65

➢ *Third Step*

Marks for CRs = 65

His final score for CRs will be **65**

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6. Where an officer appointed to a higher post on acting charge basis is considered for regular promotion to that post, the CRs earned during his acting charge appointment will be added to the CRs earned in the lower post for calculating average marks.

➢ *Example VII*

A civil servant appointed on acting charge against a post carrying basic pay scale 19 is to be considered for regular promotion against that post. He has earned 2 good reports in his assignment on acting charge and the following gradings against earlier posts :

pay scale 17 3 Good and 2 Average.

pay scale 18 2 Very Good, 4 Good and 2 Average.

His marks for CRs will be worked out as follows :

➢ *First Step*

Average marks for posts carrying basic pay scale 17 $\frac{(7x3)+(5x2)}{5} = 6.2$

Average marks for posts carrying basic pay scale 18 $\frac{(8x2)+(7x4)+(5x2)+(7x2)}{10} = 6.8$

➢ *Second Step*

(6x6.8)+(4x6.2) = 65.6

➢ *Third Step*

Marks for CRs 65.6

His final score for CRs will be **65.6**

II. QUALITY AND OUTPUT OF WORK

7. Paragraphs 1 & 2 of the above computation will apply *mutatis mutandis* to quantification of grading recorded on `Quality and Output of Work' in the CRs.

8. The aggregate score for 'Quality and Output of Work' will be calculated as follows:

$$\text{Aggregate score} = \frac{\Sigma\,(\text{Marks x No. of CRs containing the respective grading})}{\text{Total No. of CRs.}} \times 10$$

➢ *Example VIII*

In 17 CRs as civil servant earned the following gradings against the entry for `Quality and Output of Work'

Very Good	5
Good	8
Average	4

His aggregate score in `Quality and Output of Works' will be as follows:

$$\text{Aggregate score} \quad {}^{\star}\frac{[(10x5)]+(7x8)+(5x4)}{17} x10 = 74.12$$

III. INTEGRITY

9. Similarly, the aggregate score of `Integrity' will be calculated as follows :

$$\text{Aggregate score} = \frac{\Sigma\,(\text{Marks x No. of CRs containing the respective grading})}{\text{Total No. of CRs}} \times 10$$

➢ Example IX

In 22 CRs a civil servant earned the following gradings against the entries on 'Integrity'

Very Good Good Average

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* Corrected *vide* Estt. Div. OM No. 10(10/85-CP.I, dated 11-8-1985.

Moral	4	12	6
Intellectual	5	12	5

His aggregate score in 'Integrity' will be as follows :

Moral $\frac{*[(10x4)]+(7x12)+(5x6)}{22} \times 10 = 70$

Intellectual $\frac{*[(10x5)]+(7x12)+(5x5)}{22} \times 10 = 72.27$

Note: The Promotion Policy (Sl. No. 162-A) has been revised which reflected two changes viz-

(i) PERs in respect of two preceding grades (BPS) or the last 15 years whichever is more are to be quantified.

(ii) Quantification of PERs relating to present grade (BPS and previous grade(s) (BPS) 60%:40% have been awarded 70 marks.

[End]

Sl. No. 163-A

Amendment In the Policy Governing Civil Servants on Deputation Abroad

In the Promotion Policy issued on 31-10-1982 (Sl. No.162)** as modified in 1985 (Sl. No.163), it was provided that a civil servant on deputation to a foreign government, international agency or a private organization abroad will be considered for promotion only on his return to Pakistan. He will be given intimation and asked to return to Pakistan before his case comes up for consideration for promotion in accordance with his seniority position. Such an officer will have to earn at least one CR after his return to Pakistan before he is considered for promotion. The clearance/approval already accorded in the past to promote a deputationist would lapse automatically if he fails to return on expiry of the deputation period already approved by the government.

2. Clarifications issued vide Establishment Division O.M No. 10(3)81-CP.I, dated 25-6-1984 (**Annex**) was also in place. The operative part of the said clarifications is reproduced below:

(i) Promotion of a civil servant on deputation to an international agency, foreign government or private organization abroad will only be considered after he resumes duty on return to Pakistan.

(ii) Such officers may be given timely intimation to return so that they can earn at least one annual confidential report before their cases come up for consideration in accordance with their seniority position.

(iii) If an officer returns, his case will be considered for promotion in the

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* Corrected *vide* Estt. Division O.M No. 10(10)/85-CP.I, dated 11-8-1985.

** *See* also Sl. No. 162-A, para 1(b)(v)

normal course. If he does not return in response to such intimation, his case will be deferred till he returns to Pakistan on completion of 5 years and earns a confidential report on his work for one full year after resuming duty. If approved for promotion, he will regain his original seniority.

(iv) Government may allow an officer to continue against his assignment abroad even after the expiry of 5 years on the request of the officer or his employer. However in all such cases, the officer's name will be removed from the existing seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period. An officer's name would be brought back on the seniority list only after he resumed duty on return. In such cases also, the officer must earn a confidential report for one full year before he is considered for promotion. If approved for promotion, he will not regain his seniority. He will be assigned seniority in the higher post only for the date he assumed its charge.

3. A question has arisen recently as to whether PER for full year or part thereof is required of civil servants who return from deputation abroad within 3 years. The matter has been examined and it has been decided that such a civil servant (on deputation to an international agency, foreign government or private organization who returns within three years) shall also have to earn one PER for one full year before his case comes up for consideration for promotion in accordance within his seniority position.

4. The Ministries/Divisions are requested to bring these clarifications to the notice of all Attached Department/Subordinate Offices under their administrative control for compliance.

[***Authority***:– Estt. Div.'s OM No. 1/1/2001-CP.2 dated 10th July, 2006].

ANNEX

(*See* Sl. No. 163-A, para 2)

[Copy of the Estt. Div.'s O.M. No. 10(3)/81-CP-I, dated 25-06-1984]

*Policy concerning promotion of Civil Servants on Deputation Abroad.-*_____A civil servant, if selected for appointment in any international agency, foreign government or private organization abroad, is permitted to go on deputation for a period of 3 years extendable to 5 years on the request of the deputationist or his employer. After expiry of the approved period of deputation, the deputationist is required to come back and resume duty in the country.

2. While on deputation abroad, a civil servant was considered for promotion in accordance with his seniority position but actual promotion took place after he resumed duty on return to Pakistan. This enabled such civil servants to regain their seniority *vis-a-vis* their juniors on actual promotion. Experience has shown that despite promotion, these officers seldom return even on completion of their

approved deputation period. By the time they return, many officers have lost their utility and experience relevant to service needs. Promoting such officers immediately on return may not, therefore, be in public interest.

3. It has, therefore, been decided with the approval of the President that:-

(i) Promotion of a civil servant on deputation to an international agency, foreign government or private organization abroad will only be considered after he resumes duty on return to Pakistan.

(ii) Such officers may be given timely intimation to return so that they can earn at least one annual confidential report before their cases come up for consideration in accordance with their seniority position.

(iii) If an officer returns, his case will be considered for promotion in the normal course. If he does not return in response to such intimation, his case will be deferred till he returns to Pakistan on completion of 5 years and earns a confidential report on his work for one full year after resuming duty. If approved for promotion, he will regain his original seniority.

4. Government may allow an officer to continue against his assignment abroad even after the expiry of 5 years on the request of the officer or his employer. However in all such cases, the officer's name will be removed from the existing seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period. An officer's name would be brought back on the seniority list only after he resumes duty on return. In such cases also the officer must earn a confidential report for one full year before he is considered for promotion. If approved for promotion, he will not regain his seniority. He will be assigned seniority in the higher post only from the date he assumes its charge.

5. All Ministries/Divisions are requested to bring the above instructions to the notice of all civil servants already serving on deputation abroad and those allowed to proceed on deputation in future.

Sl. No. 163-B

Promotion Policy* - Equivalence of ACR Grading in Defence and Civilian Organizations

According to the latest Promotion Policy,** the equivalence of the over all ACR*** grading for civilian officers serving in defence organziations *vis-à-vis* those in the civil organizations is as under:-

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* To be read with Sl. No. 162-A

** Now the latest Promotion Policy is at Sl. No. 162-A – Revision of Promotion Policy.

*** For Latest position see note ** under Addendum to Revised Guidelines, Sl. No. 163.

	ACR grading in the Army	ACR grading as in the Promotion Policy	Marks
(a)	Outstanding	Outstanding	10
(b)	Above Average	Very good	8
(c)	High Average	Good	7
(d)	Average	Average	5
(e)	Low Average	Below Average	1
(f)	Below Average (unfit for promotion)	Poor	0

2. The quantification of marks for entries of “Quality and Output of Work” and “Integrity” would be as under:-

	ACR grading in the Army	ACR grading as in the Promotion Policy	Marks
(a)	Outstanding	Outstanding	10
(b)	Above Average	Very good	8
(c)	High Average	Good	7
(d)	Average	Average	5
(e)	Low Average	Below Average	1
(f)	Below Average (unfit for promotion)	Poor	0

[***Authority***:– Estt. Div.’s UO No. 10(3)B1-CP.I (A-1) dated 30.10.1986]

Sl. No. 164
Quantification for Quality and Output of Work

With reference to Promotion Policy issued *vide* Establishment Secretary's d.o. letter No. 10(10)/85-CP-I, dated 15-5-1985 (Sl. No.163), it is stated that a query has been raised about the quantification of marks for Quality and Output of Work’ and ‘Integrity'. It is clarified that the Promotion Policy is applicable only to overall grading under Part V of the confidential reports. As regards ‘Quality and Output of Work’ and ‘Integrity’, the entries remain the same and will carry their earlier marks except for ‘Average (B)' rating which has been raised to 5 marks. The marks for the respective entries under these two items would, therefore, be as follows:-

Entry	Marks
A 1	10
A	7
B	5
C	1
D	0

2. In the Examples VIII & *IX, the score for very good has incorrectly been shown as `8' which should be corrected to read as '10' and the examples should be re-worked accordingly.

3. These instructions may please be brought to the notice of all concerned.

[***Authority***:– Estt. Division's O.M. No. 10(10)/85-CP-I, dated 11-8-1985].

Sl. No. 165

Promotion Policy-Quantification of Two or More Confidential Reports Pertaining to a Calendar Year

Reference Establishment Division's D.O. No.10(10)/85-CP.I, dated 15-5-1985**. The question of quantification of two or more confidential reports initiated in a calendar year on the basis of average or arithmetic mean has been under consideration in the Establishment Division. It has been observed that quantification of part report of smaller period overrides the report of larger portion of the year, when calculated on the basis of average or arithmetic mean as is illustrated in the following example:-

(a) Report for 9 months as "Average" : Marks=05
(b) Report for 3 months as "Outstanding": Marks=10

$$\text{Mean: } \frac{\text{Total marks for each CR recorded in the year}}{\text{Number of CRs recorded in the year.}}$$

$$= \frac{5+10}{} = \frac{15}{2} = 7.5$$

2. To make the formula of quantification more realistic, it has been decided with the approval of the competent authority that, in future, part reports written on an officer in a calendar year will be quantified on the basis of weighted average/proportionately instead of their average or arithmetic mean. The same is illustrated in the following example:-

(a) Report for 9 months as "Average" : Marks=05
(b) Report for 3 months as "Outstanding": Marks=10

*[Weighted average: Marks for each CR multiplied by No of

$$\frac{\text{months as covered by part reports.}}{12}$$

(No. of months a calendar year)]

$$\frac{5x9}{12} = \frac{45}{12} \text{ ..... } 3.75$$

$$\frac{10x3}{12} = \frac{30}{12} \text{ ..... } 2.50$$

Total 6.25

3. However, where there is only one report available on an officer in a calendar year and he could not earn another in the same year owing to the factors beyond his control such a report should be treated as report for full one year.

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* *See* Sl.No. 163-A, Guidelines and Addendum thereto. [*Score corrected as in para 2], Sl. No. 164.
** Sl.No. 163.

4. Para 2(e) and 3 of the Addendum to the Promotion Policy issued vide Establishment Division's D.O. No.10(10)/85-CP.I, dated 15-05-1985 (Sl. No. 163) referred to above will stand amended to this extent.

5. The competent authority, with a view to maintaining 100% accuracy in the process of quantification of the ACRs, has further been pleased to direct as under:-

(a) the quantification sheets shall be signed by the official designated to do so, besides its countersignature by a responsible supervising officer; and

(b) that any incorrect quantification identified during the course of inspection or reverification shall be treated as an act of inefficiency and misconduct punishable under the Efficiency and Discipline *Rules, besides liability under the criminal law.

6. The Ministries/Divisions/Departments are, therefore, requested to bring the above instructions to the notice of all concerned for strict compliance.

[***Authority***:– Estt. Division's O.M.No.10/1/97-CP.I, dated 12-11-1998].

Sl. No. 165-A

Clarification Regarding Quantification of Part ACRs in Case of Incomplete Record

Reference para 3 (Second Step) of the Addendum to Promotion Policy issued vide Establishment Division D.O. No.10(10)/85-CP.I, dated 15.5.1985 (Sl. No. 163), amended *vide* Establishment Division O.M.No.10/1/97-CP.I, dated 12.11.1998(Sl. No. 165) and dated 16.11.1998. It is clarified that where some part ACRs due for a calendar year are not available on record (e.g. three part reports were due in a calendar year and only one or two of them are available on record), the denominator I would be calculated taking into account the ratio of the period for which the part PERs were written with the full calendar year as per formula of X/12 where is the number of months for which each part report was written.

➢ *EXAMPLE-1:*

A civil servant is being considered for promotion in May, 2002 for a post carrying BPS 18. His record shows the following availability of ACRs:

1997	Average	(full year)
1998	Good	(full year)
1999	Very Good	(full year)
2000	Very Good	(Jan – Apr)
	Good	(May – 15 Aug)

Part ACR for the remaining period of the Calendar year is due but not available on record.

2001	Good	(full year)

* or law(s)

His marks for each year will be worked out as follows:

Year	Marks of the reports
(1) 1997	05
(2) 1998	07
(3) 1999	08
(4) 2000	08 x 4 07x3.5
	56 12
	56.5 4.71
	12
5) 2001	07

His total quantification will be worked out as follows:

(8x1) + (7x2) + (5x1) + 4.71

1 + 2 + 1 + 7.5
12

31.71 = 6.86 (Say 6.9)
4.625 ---

His overall score will be **69**

Quantification of higher posts shall be calculated in the same manner as illustrated in the next example:

➢ *EXAMPLE-2:*

A civil servant is being considered for promotion to a post carrying BPS 20. He earned the following grading during his service against posts carrying.

BPS 17 = 4 ‘Good’ and 1 Average

BPS 18 = 2 ‘Very Good’, 4 ‘Good’, and 1 ‘Average’ which is a part report for 8 months. The remaining part report for 4 months is due but not initiated by the Reporting Officer.

BPS 19 = 2 ‘Outstanding’, 5 ‘Good’, and 2 ‘Average’. A perusal of his Dossier reveals that in addition to the above cited 9 PERs, the officer also earned three part reports during one calendar year. Of these, only two part reports, one ‘Very Good’ for 4 months, and one ‘Good’ report for 3 months and 15 days for that calendar year is available in the dossier and while the report for the remaining 4 ½ month period is not available on record.

His marks for PERs will be worked out as follows:

> *First Step*

- Weighted average for 1 'Average' (part) report earned in BPS 18 in one calendar year

$$= \frac{(5x8)}{12}$$

$$= \frac{40}{12}$$

$$= 3.33$$

- Weighted average for 1 'Very Good' (4 months part report) and 1 'Good' (3 months 15 days part report) during one calendar year in BPS 19.

$$= \frac{(8x4) + (7x3.5)}{12}$$

$$= \frac{56.5}{12}$$

$$= 4.71$$

> *Second Step*

- Average marks for post carrying BPS - 17

$$= \frac{(7x4) + (5x1)}{5}$$

$$= \frac{33}{5}$$

$$= 6.6$$

- Average marks for post carrying BPS - 18

$$= \frac{(8x2) + (7x4) + (3.33)}{6 + \frac{8}{12}}$$

$$= \frac{47.33}{6.67}$$

$$= 7.09$$

(X /12)

- Average marks for post carrying BPS - 19

$$= \frac{(10x2) + (7x5) + (5.2) + (4.71)}{9 + \frac{7.5}{12}}$$

$$= \frac{69.71}{9.625}$$

$$= 7.24$$

(X/12)

Third Step

BS 17 = 2 X 6.6 = 13.2
BS 18 = 3 X 7.09 = 21.27
BS 19 = 5 X 7.24 = 36.2
= 70.67 (say 71)

His final score for PERs will be 71.

[***Authority***:– Estt. Div.'s O.M.No.10(1)/97-CP.I/CP.II, dated 7.5.2002].

Sl. No. 165-B
Clarifications Regarding Quantification Procedures

Reference the Addendum to Promotion Policy issued *vide* Establishment Division D.O.No.10(10)/85-CP.I, dated 15.5.1985 (Sl.NO. 163), amended *vide* Establishment Division O.M.No.10/1/97-CP.I, dated 12.11.1998(Sl.No.165) and dated 16.11.1998, and clarified vide Establishment Division O.M.No.10(1)/97-CP.I/CP.II, dated 7.5.2002 (Sl. No. 165-A). The following clarifications are issued with respect to implementation of the quantification procedure:-

- Clarification No. 1

2. Para 5 of the Addendum of the Promotion Policy (Sl. No. 163) provides that where only 2 reports or less are available on an officer against a post in a particular BPS, these CRs will be added to the CR earned in the lower post for calculating the average marks at that level and the principle laid down in para 4 will apply to the weightage to avoid any undue bias attaching to the reports in question.

3. It has been noted that provision of para 5* may sometimes work to the disadvantage of officers who have earned 2 or less reports in a particular Basic Pay Scale. Since the intention of the policy makers was to ensure that no negative bias enters into the quantification of an officer, it is hereby clarified that the provision of para 5* of Addendum shall be applied only if it works to the advantage of an officer. If, however, the quantification of an officer gets reduced as a result of the provision of para 5, the procedure specified in para 5 of the Addendum shall not be followed.

Example

Two officers are being considered for promotion to (posts in) BPS 20 and 21 respectively. They earned the following grades during their service against posts carrying:

*Para 5 of *Addendum* to Revised Guidelines – Concept of Quantification in Promotion Policy (May, 1985) (Sl. No. 163).

Officer No. 1	Officer No. 2
• Pay scale 17 (4 'Very Good', 1 'Good', 2 'Average'). • Pay scale 18 (1 'Average', 1 Below 'Average') • Pay scale 19 (2 'Very Good', 5 'Good' and 1 ' Average') • Quantification without application of para-5 58 • Quantification after application of para-5 67 *NOTE:* The officer gains 9 marks with application of para-5. The procedure provided in para-5 of the Addendum shall be followed in this case.	• Pay Scale 17 (1 'Good' & 1 'Average') • Pay Scale 18 (1 'Outstanding', 3 'Very Good' and 4 Good') • Pay Scale 19 (2 'Very Good') • Pay Scale 20 (2 'Outstanding' & 6 'Very Good') • Quantification without application of para-5 = 80 • Quantification after application of para-5 = 78 *NOTE:* The officer loses 2 marks with application of para-5 of the Addendum to Promotion Policy. Hence, the procedure provided in para-5 of the Addendum shall not be followed in this case and quantification of the officer shall be worked out without adding his BPS 19 CRs to the CRs earned in BPS 18

- Clarification No.2

4. Para 3 of the Addendum* prescribes 4 steps for calculation of the ACR quantifications. The Fourth step provides that the following deductions shall be made from the total quantification of an officer.

(1) For each major penalty	5 marks
(2) For each minor penalty	3 marks
(3) For adverse remarks	1 mark per CR containing adverse remarks

5. It has been the general practice to deduct these marks each time an officer's quantification is being worked out. This practice was challenged by certain officers and it has been held by the Federal Service Tribunal as well as the Supreme Court of Pakistan that it does not appear to be the intention of the rule makers that deductions on account of penalties on adverse remarks should be made each time the case comes up for consideration by the Board. While deciding the appeal of a civil servant, the competent authority also gave its concurrence to the above and directed the Establishment Division to work out the officer's quantification without deduction of marks due to penalty.

6. In view of the above, it is hereby clarified that deduction of marks due to penalty or adverse remarks shall be done only once *i.e.* when an officer's case comes up for consideration for promotion to the next higher grade. Once the officer has been promoted to the higher grade no deduction shall be made subsequently.

* Sl. No. 163.

Example No.1

An officer is being considered for promotion to BPS 19. He was awarded a minor penalty in BPS 18. Deduction of 3 marks shall be made from his total quantification whenever his case comes for promotion to BPS 19. Till such time that he is promoted to the next grade (*i.e*. BPS 19 in this case), his overall quantification shall be worked out with deduction of 3 marks.

Example No.2

The same officer is now being considered for promotion to BPS 20⋆. He was awarded minor penalty in BPS 18 and was subsequently promoted to BPS 19⋆. While calculating his quantification for promotion to BPS 19⋆, deduction of 3 marks was made from his total quantification. However, now that the officer has been promoted to BPS 19⋆ and is being considered for promotion to BPS 20⋆ no deduction shall be made from his total quantification.

[***Authority***:– Estt. Div.'s O.M.No.10(1)/97-CP.I (Pt), dated 20.9.2003].

Sl. No. 166

Promotion Policy Enhancement of Minimum Threshold for Promotion to BPS 21

Attention is invited to the Establishment Secretary's D.O. letter No.10(10)/85.CP-I, dated 15-5-1985 (Sl.No.163)⋆⋆ under which the revised promotion policy was circulated.

2. Keeping in view the importance and seniority of the posts in BPS 21, it has been decided with the approval of the competent authority that henceforth the minimum score for `Overall Assessment' as well as `Quality and Output of Work' in respect of promotion to these posts would be 75. However, in the case of smaller cadres where only 2 or 3 officers are eligible for consideration and they do not meet the revised standard, the Selection Board may recommend the cases of officers who possess consistently good record but whose score is between 70 to 75**, for special consideration.

3. ⋆⋆⋆Guidelines **annexed** to the Promotion Policy (Sl.No. 163) referred to above may please be amended accordingly. Other provisions of the policy remain unchanged.

[***Authority***:– Estt. Division's O.M.No.10(10)/85-CP-I, dated 12-11-1987].

Sl. No. 167

Participation in the Regular Course of PASC and NDC being a Pre-Requisite for Promotion of Officers of BPS 20 to BPS 21

Reference is invited to the instructions contained in Establishment Division's letters No.11/14/79-T.II, dated 8th June, 1980 and No. 10(10)/85-CP-I, dated 30th April, 1984, regarding participation in the regular course at Pakistan Administrative

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⋆ [a post in]

⋆⋆ See also Sl. No. 162-A, para 4.

⋆⋆⋆ See footnote * on para 5, Revised Guidelines, Sl. No. 163.

Staff College*, Lahore and National Defence College, Rawalpindi* as a prerequisite for promotion of officers from BPS 20 to BPS 21. It is reiterated for information of all concerned that under the current policy for promotion to BPS 21 a civil servant must fulfill the condition of having successfully completed a regular course at the Pakistan Administrative Staff College* or the National Defence College*. This requirement would only be waived for officers who:

(i) have served as head of a training institution for at least one year, or
(ii) have served on the directing staff of a training institution for at least two years; or
(iii) have exceeded the age of 56 years.

2. It is requested that these instructions are given wide circulation for information of all concerned for strict compliance.

[***Authority***:– Estt. Division letter No. 1/14/79-T.II, dated 17-3-1986].

[*Note*: Departmental Promotion Committees

For rules regarding definition of the "Departmental Promotion Committee" and its composition, please see rules 2 (d) and 4-5 and 7 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973**.]

Sl. No. 168
Linking of Promotion with Training

Promotion Policy provides that for promotion to posts in pay scales 20 and 21, a civil servant must successfully complete a training course at one of the NIPAs*** and Pakistan Administrative Staff College*/National Defence College*, respectively. However, for promotion to posts in pay scale 19, no training courses have, so far, been prescribed. This matter has remained under active consideration of the government. It has now been decided with the approval of the competent authority (Prime Minister) that promotion to posts in pay scale 19 will be linked with successful completion of training at the specialized training institutions run by various Ministries/Divisions for the officers controlled by them.

2. In view of the position discussed above, all Ministries/Divisions administering various occupational groups/services are requested to make necessary arrangements for the training of their officers in pay scale 18 in specialized training institutions run by them on the lines indicated below:-

(a) The course duration should be between 8-10 weeks with emphasis on professionalism in the course;

(b) Evaluation of the trainees may be made in the proforma prescribed for training evaluation in NIPAs and Staff College*;

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* National Management College, (NMC) & National Defence University (NDU) Islamabad. Ref. Sl. No.162-A
** Sl.No.1.
*** National School of Public Policy (NSPP) *vide* National School of Public Policy, 2002 Ordinance No. (XCX of 2002) read with the Estt. Div. Letter No. 2 (3)/2005/CSR/T-6 dated 21st September, 2005.

(c) An exercise may be carried out to ascertain the likely number of officers to be trained at these institutions annually based on the number of officers promoted to BPS 19* in the past by the Ministries/ Divisions concerned;

(d) The additional requirements of faculty and accommodation, if any, may be carried out and translated into monetary terms.

[***Authority***:– Estt. Div.'s (Training Wing) O.M.No.5/22/88-T.II, dated 28-1-1993].

Sl. No. 169

Exemption from NIPA and Staff College/NDC Course**

Reference Establishment Division's d.o. letter No. 10(10)/85-CP.I, dated the 15th May, 1985 (Sl.No. 163), it is stated that apart from those who have crossed the age of 56 years, training requirement at NIPA/PASC/NDC can only be waived for the following categories of officers:-

(i) *For Promotion to BPS 20:* those who have served on directing staff in BPS 19 for 2 years in NIPA, Staff College, NDC, Civil Services Academy and the specialized training institutions imparting training to officers in BPS 17 and above.

(ii) *For Promotion to BPS 21:* those who have served on directing staff in BPS 20 for two years in the Staff College, NDC, NIPA and Civil Services Academy or have served for one year as head of NIPA/specialized training institutions imparting training to officers in BPS 17 and above.

[***Authority***:– Estt. Div.'s O.M.No.10(5)/91-CP-I, dated 8-5-1991].

Sl. No. 169-A

Withdrawal of Exemptions From Training Extension in Cut-Off Date

Reference Establishment Division's Office Memoranda of even number dated 04-01-2005 & 22-03-2005 (Sl.No. 171-D) regarding withdrawal of exemptions waivers granted for mandatory training at NIPA. PASC & NDC**. The competent authority has been pleased to extend the cut off date mentioned therein (*i.e*. 04-01-2005) upto 27-12-2005. Therefore, the exemptions may now be deemed to have been withdrawn w.e.f. 27.12.2005.The rest of the conditions will remain the same.

[***Authority***: Estt. Div's OM No. 1/3/2001-CP.III, dated 27-09-2005].

Sl. No. 170

Modification in Condition of Training for Promotion

Reference is invited to the Establishment Secretary's d.o. letter No.10(1)/85-CP-I, dated the 15th May, 1985 (Sl.No. 163) and subsequent O.M.No.10(5)/91-CP-I, dated the 8th May, 1991 (Sl.No. 169).

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* [a post in]

**National School of Public Policy (NSPP), National Management College (NMC) and National Defence University (NDU).

2. In partial modification of the above promotion policy, it has been decided with the approval of the competent authority that the mandatory condition for completion of the prescribed training at NIPA and PASC will be waived off in respect of officers of Foreign Service of Pakistan during their posting abroad at the time of consideration of their promotion cases by the respective CSB. However, they will undergo the required training at the existing institutions or Foreign Service Academy (FSA) later during the home phase of their positing.

[***Authority***:– Estt. Div.'s O.M.No.10/2/98-CP.I, dated 10-11-1998].

Sl. No. 171

Promotion Related Capacity Building of Civil Servants in BPS 17 to BPS 19 of Various Occupational Groups/Services

In order to ensure an optimum development of human resources available to the government, it is imperative that a continuous process of capacity building is so engineered that training becomes a regular, mandatory requirement, directly linked to vertical growth of civil servants. In this context, the Chief Executive of Pakistan was pleased to decide that officers be trained in regular, short courses to equip them with skills and expertise relevant to their job. It has, therefore, been decided by the government that:–

(a) Civil servants prospectively appointed to all Occupational Groups/Services be required to undergo twelve days of short training course, each year after completing the initial common and specialized training programmes, in a pre-determined progressive mix of skills and concept courses;

(b) Special focus will be given in Public Finance, Budget Preparation, Accounts *etc.,* in addition to the relevant courses of each Occupational Group*. Sample lists of which are **annexed**;

(c) Officers presently serving in BPS 17 to BPS 19 be required to undergo twelve days of training, starting year, 2002 [till the year of their consideration for promotion to the next higher **grade]; and

(d) Promotion to BPS 18, BPS 19 and BPS 20 be conditional, amongst other criteria, to an assessment of satisfactory participation in these courses.

A sample list of short courses in skills and concepts development identified in consultation with various Ministries/ Divisions/Departments is **annexed*****. All the administrative Ministries/ Divisions/Departments controlling the regularly constituted Occupational Groups, except Ministry of Foreign Affairs (in whose case policy would be announced later) are requested to arrange short training courses for their officers serving in BPS 17 to BPS 19, every year.

[***Authority***.–Establishment Division O.M.No.1/6/2002-CP.II, dated 5-4-2002].

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* Add 'and service'

** To be read as post/BPS in pursuance of Sl.No.1.

*** *See* Annex 1 & 2.

(Annex 1)

(*See* Sl. No. 171)

1.COMMERCE AND TRADE GROUP

Sl. No.	Training Course	Duration	Training Institute
1.	a) Basis for International Trade b) International Marketing	One week	Foreign Trade Institute of Pakistan (FTIP)
2.	a) Trade Policies b) Trade Strategies	One week	Foreign Trade Institute of Pakistan (FTIP)
3.	a) National Trade Laws and Institution b) International Trade Laws and Institutions	-do-	-do-
4.	(a) Marketing Management (b) Marketing Research (c) Integration Marketing/Planning Execution	-do-	-do-
5.	Products Development	-do-	-do-
6.	a) Promotion of Trade and Investment b) Managing Trade Fairs/Exhibitions abroad for Trade promotion c) Post fairs follow-up & Analysis	12 days	-do-
7.	Organization Role and Functions of WTO* and its Implications on Pakistan's Trade and Investment	-do-	FTIP/IBA**
8.	Any other subject considered relevant by the controlling Division/Agency	Duration not more than 12 days	

2. CUSTOMS AND EXCISE GROUP

Sl.No.	Training Course	Duration	Training Institute
1.	Customs laws and procedures	One week	Directorate of Customs & Excise & Sales Tax Karachi/Lahore/ Islamabad and other training institutes where the facility of training is available.
2.	Levy and Assessment of duties/taxes, Exemption, Repayments, Warehousing, Transit and Transshipment	-do-	

* World Trade Organization.

** Institute of Business Administration.

3.	Import & Export Policies and Procedures and Concepts related to International Trade.	-do-
4.	Sales Tax Laws & Procedure	-do-
5.	Prevention of Smuggling, Search, Seizure & Arrest-Inquiries and Investigations	-do-
6.	Central Excise Law and Procedure	-do-
7.	Financial Accounting for Tax Officers	-do-
8.	Customs Baggage Rules	-do-
9.	Basic Investigation Techniques	-do-
10.	Any other subject considered relevant by the controlling Division/Agency	Duration not more than 12 days

3. DISTRICT MANAGEMENT GROUP

Sl.No.	Training Course	Duration	Training Institute
1.	Development Planning/Plan formulation, Planning Machinery in Pakistan	One week	Civil Services Academy NIPAs, any other Training Institutes where the facility of Training is available.
2.	Feasibility Study, Project Preparation, Implementation Monitoring and Evaluation	-do-	
3.	Public Finance & Finance Management	-do-	
4.	Public Income, its Sources, Effects of Taxation on Production & Distribution	-do-	
5.	Public Expenditure, Objects & Classification, Effects of Public Expenditure on Production & Distribution	-do-	
6.	Public Debts General Characteristics	-do-	
7.	Principles of Audit & Role of Public Accounts Committee	3 days	

8.	Public Administration, Sector Management and concept of Public Governors	-do-
9.	Decision Making	-do-
10.	Devolution Plan	-do-
11.	District Tehsil Administration	-do-
12.	Local Government and Rural Development	-do-
13.	Role of NGO in Development	-do-
14.	Any other subject considered relevant by the controlling Division/Agency	Duration not more than 12 days

4. ECONOMISTS AND PLANNERS GROUP

Sl.No.	Training Course	Duration	Training Institute
1.	Course on Macro Economic Planning	12 days	PIDE*
2.	Course on Employment Income and Resource Mobilization	-do-	Pakistan Manpower Institute (PMI)
3.	Course on Human Resource Management	-do-	-do-
4.	General Course on Management	-do-	Pakistan Planning & Management Institute (PPMI)
5.	Course on Balance of Payments	-do-	PIDE
6.	Course on Debt Management	-do-	PIDE
7.	Any other subject considered relevant by the controlling Division/Agency	Duration not more than 12 days	

5. INCOME TAX GROUP

Sl.No.	Training Course	Duration	Training Institute
1.	Income Tax Law	One week	Directorate of Training and Research (Income Tax), Lahore
2.	Investigative Techniques and Commercial Practices	-do-	-do-
3.	Accountancy, Book Keeping and Auditing	-do-	-do-
4.	Knowledge of Computers/ Information Technology	-do-	-do-
5.	Advance Management Programme	12 days	Pakistan Institute of Management Karachi/Lahore

* Pakistan Institute of Development Economics

6.	Financial Management Course	One week	-do-
7.	Skills in Administrative Matters	-do-	-do-
8.	Streamlining Administrative Procedure and Paperwork	-do-	-do-
9.	Course in Financial Management for DDOs* or Equivalent Rank	-do-	NIPA, Karachi
10.	Finance and Accounting for non Financial Executives	-do-	Pakistan Institute of Management, Lahore/Karachi
11.	Any other subject considered relevant by the controlling Division/Agency	Duration not more than 12 days	

6. INFORMATION GROUP

Sl. No.	Training Course	Duration	Training Institute
1.	Duties of Press Officers Abroad	One week	Information Service Academy, PTV Academy or any other Training Institute where the facility of Training is available.
2.	Projecting Kashmir Abroad	One week	
3.	Conflict Resolution	One week	
4.	Mass Communication As Agent of Socio-Cultural Change	3 days	
5.	International Media and Dealing with Foreign Correspondents	3 days	
6.	Publicity, Public Relations and International Relations	One week	
7.	Media Diplomacy and New World Order	One week	
8.	International News Agencies and their Role in World Politics	One week	
9.	Any other subject considered relevant by the controlling Division/Agency	Duration not more than 12 days	

* Drawing and Disbursing Officer. *See* for reference 'A Hand Book for Drawing & Disbursing Officers', PPARC, Management Services Wing, Establishment Division.

7. MILITARY LANDS & CANTONMENTS GROUP

Sl. No.	Training Course	Duration	Training Institute
1.	Cantonment Act, 1924	One week	NIPA*, CSA** or any other training institute where the facility of training is available.
2.	Cantonment Property Rules	-do-	
3.	Cantonment Servants Rules, 1955	-do-	
4.	Cantonment Election Petition Rules 1997	-do-	
5.	Administration & Management of Government Land Inside and Outside Cantonment	-do-	
6.	Acquisition & Requisitioning of Land or Property for the purpose of Federation	-do-	
7.	Resumption, Requisitioning Sale of Property for Defence Services	-do-	
8.	Any other subject considered relevant by the controlling Division/Agency	Duration not more than 12 days	

8. OFFICE MANAGEMENT GROUP

Sl. No.	Training Course	Duration	Training Institute
1.	Financial Management	One Week	STI***, PCB@, NIPA*, PIM@@ or any other Training Institute where the facility is available.
2.	Cash Management	-do-	
3.	Office Management	-do-	
4.	Stress Management	3 days	
5.	Time Management	3 days	
6.	Budgeting & Financial Control	One week	
7.	Communication Skills	-do-	
8.	Legal drafting	-do-	
9.	Service Rules	12 days	
10.	Any other subject considered relevant by the controlling Division/Agency	Duration not more than 12 days	

* National Institute of Public Administration.
** Civil Services Academy.
*** Secretariat Training Institute.
@ Pakistan Computer Bureau.
@@ Pakistan Institute of Management.

9. *PAKISTAN AUDIT & ACCOUNTS SERVICE

Sl.No.	Training Course	Duration	Training Institute
I.	**ACCOUNTING**		
	1. Introduction to Chart of Classification	3 days	Audit & Accounts, Training Institutes, Lahore, Islamabad, Peshawar, Karachi & Railways Accounts Academy, Quetta.
	2. Compilation of Monthly & Annual Accounts	-do-	
	3. Reconciliation of Accounts	-do-	
	4. Appropriation and Finance Accounts	-do-	
II.	**AUDIT**		
	1. Value for Money Audit	3 days	
	2. Issue in Managing Performance Audit	2 days	
	3. INTOSAL Auditing Standards	-do-	
	4. Stage of Development of Project	-do-	
	5. Planning for Performance Audit	-do-	
	6. Audit Execution	5 days	
	7. Financial Analysis	2 days	
	8. Audit of Programme	-do-	
	9. Certification Audit	6 days	
	10. Evaluation of Internal Controls	-do-	
	11. Report Writing	2 days	
	12. Reporting Reviewing Concept & Practical	-do-	
	13. Audit of Revenue Receipts	3 days	
	14. Any other subject considered Relevant by the controlling Division/Agency	During not more than 12 days	

10. POLICE SERVICE OF PAKISTAN

Sl. No.	Training Course	Duration	Training Institute
1.	Crisis Management	3 days	National Police Academy, or any other Training Institute where facility of training is available.
2.	Traffic Management & Road Safety	3 days	
3.	Relation with Prosecution & Prison Administration	3 days	

* Renamed vide Establishment Division OM No. 1/17/92-CP.II, dated 10.12.2002.

4.	Usage of Information Technology in Policing Welfare	3 days
5.	Various Systems of Policing	One week
6.	Policing by Objectives	3 days
7.	Crime Scene Management/Major Disorder(s)	3 days
8.	Modern Concepts and Methods of Patrolling	3 days
9.	Interviewing & Interrogating Skills	3 days
10.	Preparation & Scrutiny of Challans	3 days
11.	Monitoring of Bails, Acquittals and Conviction in Important Cases	One week
12.	Native & Scope of Criminology, Modern Theories of Crime	One week
13.	White Collar Crime & Penology*	One week
14.	Any other subject considered relevant by the controlling Ministry/Division/ Agency	Duration not more than 12 days

11. POSTAL GROUP

Sl. No.	Training Course	Duration	Training Institute
1.	Budgeting & Financial Management	One week	Postal Staff College or any other training institute where the training facility is available
2.	Labour Management Relations	-do-	
3.	Post Office Costing Studies	-do-	
4.	Postal Management	-do-	
5.	Postal Statistics	-do-	
6.	Establishment of Special Services with reference to (a) State of Existing Services (b) Competition with Courier Services	-do-	
7.	Importance of Post – Socio-Economic Development	-do-	
8.	Any other subject considered relevant by controlling Division/Agency	Duration not more than 12 days	

* The study of punishment in relation to crime; the management of prisons [Chambers 20th Century Dictionary, 1981]

12. RAILWAYS (COMMERCIAL AND TRANSPORTATION) GROUP

Sl. No.	Training Course	Duration	Training Institute
1.	Project Management	One week	PIM*/LUMS**, or any other training institute where the training facility is available.
2.	Presentation Skills for Management	One week	
3.	Preparation of Marketing Plan	One week	
4.	Development Marketing Skills	One week	
5.	Management Course for Junior Executives	One week	
6.	Financial Management for Non-Financial Management	One week	
7.	Any other subject considered relevant by the controlling Division/Agency	Duration not more than 12 days	

13. SECRETARIAT GROUP

Sl. No.	Training Course	Duration	Training Institute
1.	Rules/Laws Applicable to Civil Servants (Module-I)	One week	Secretariat Training Institute/ NIPA/CSA*** or any other Training Institute where the facility is available.
2.	Rules/Laws Applicable to Civil Servants (Module-II)	One week	
3.	Economy of Pakistan	One week	
4.	Preparation of Development Schemes	One week	
5.	Project Appraisal, Formulation & Monitoring	One week	
6.	International Relations	One week	
7.	Human Resource Management	One week	
8.	Management Information System	One week	
9.	Legal Drafting	One week	
10.	Financial Management & Budgeting	One week	
11.	Decision Making	One week	
12.	Any other subject considered relevant by the controlling Division/Agency	Duration not more than 12 days	

* Pakistan Institute of Management.
** Lahore University of Management Services.
*** National Institute of Public Administration; Civil Services Academy.

(ANNEX-2)

(*See* Sl. No. 171)

SHORT COURSES FOR CONCEPT DEVELOPMENT FOR OFFICERS IN BPS 18 AND 19 OF ALL GROUPS/SERVICES

Sl. No.	Training Course	Duration	Training Institution
1.	Reconciliation of Accounts	3 days	Audit & Accounts Training Institute, Karachi/ Lahore/Islamabad/Peshawar, Railways Accounts Academy Quetta.
2.	Financial Analysis	2 days	-do-
3.	Planning for Performance Audit	2 days	-do-
4.	Communication Skills	3 days	P.I.M, NIPA
5.	I.T & E.Govt.	One week	P.C.B, NIPAs, PASC
6.	Human Resource Management	One week	NIPA/STI
7.	Introduction of Customs Laws	3 days	Directorate of Customs & Excise & Sales Tax
8.	Sales Tax & Procedure	3 days	-do-
9.	Central Excise Laws	3 days	-do-
10.	Import & Export Policies	3 days	-do-
11.	Total Quality Management	3 days	CSA/NIPAs/PIM
12.	Devolution Plan	3 days	-do-
13.	Local Government & Development	3 days	-do-
14.	Problem Solving & Decision- Making	3 days	CSA/NIPAs/PIM
15.	Macro Economic Planning	3 days	PIDE
16.	Basic Income Tax Laws	3 days	Directorate of Training (Income Tax Lahore)
17.	Mass Communication	One week	Information Academy
18.	Media Diplomacy & New World Order	One week	-do-
19.	Financial Management	One week	NIPA, CSA,STI
20.	Office Management	One week	Information Academy.
21.	Legal Drafting	One week	-do-
22.	Preparation of Budget	One week	-do-
23.	Stress Management	One week	NIPA/CSA/PIM
24.	Crisis Management	One week	National Police Academy, CSA, NIPAs
25.	Labour Management	One week	NILAT Karachi
26.	Marketing Skills	One week	PIM, Karachi/NIPA
27.	Civil Servants Act and (APT*) Rules	One week	STI/NIPAs
28.	Efficiency & Discipline Rules & Removal from Service (Special Powers) Ordinance 2000	One week	-do-
29.	Preparation of Development Schemes	One week	NIPAs/PIDE
30.	Project Appraisal, Formulation & Monitoring	One week	-do-

* Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 (Sl. No. 1). Hence APT.

31.	Management Information System	One week	NIPA/PASC
32.	International Relations	One week	CSA/Staff College FSA
33.	Investment Analysis & Economic Management	One week	PASC/NIPAs/PIDE
34.	Training of Trainers	One week	PASC/NIPAs
35.	Environmental Preservation	One week	NIPA/PASC
36.	Role of Women in Rural Development	One week	PARD/NCRD*
37.	Rural Development Administration	One week	PARD/NCRD
38.	International Economics	One week	NIPAs/PIDE
39.	Financial Management of Development Projects	One week	-do-
40.	Business Communication	One week	PIM/NIPAs
41.	Human Rights	One week	NIPAs/STI
42.	Poverty & Public Policy	One week	CSA/NIPA/PASC/NCRD
43.	Public Relations	One week	CSA/NIPA/PASC
44.	Production & Operation Management	One week	-do-
45.	Ethics & Public Policies	One week	-do-
46.	Social Welfare Policies	One week	-do-
47.	Role of NGOs in Rural Development	One week	PARD/NIPA/NCRD
48.	Gender & Governance	One week	NIPAs/CSA/PASC
49.	Communicating Effectively through Print Media	One week	Information Academy
50.	Negotiation Skills	One week	NIPA/PIM
51.	Human Resource Planning	One week	NIPA/PASC
52.	Training Need Assessment	One week	NIPA/PASC
53.	Internet Training	One week	PCB/NIPA/PASC
54.	Effective Record Management	One week	STI/NIPA/PIM
55.	Stores/Purchase Procedure	One week	STI/NIPA
56.	Time Management	One week	NIPA/CSA/PIM
57.	Concept of ISO, 9000	One week	PIM
58.	Treasury Rules	One week	STI/NIPAs
59.	General Financial Rules	One week	NIPA/PIM
61.	Interpersonal Communication	One week	-do-

* National Centre for Rural Development

62.	Public Relations for Front Line Officials	One week	-do-
63.	Management of Public Records	One week	-do-
64.	Organizational Behaviour	One week	-do-
65.	General Principles of Modern Government with Special Reference to Global Capitalism & Role of World Bank, IMF *Vis-à-Vis,* UNO	One week	NIPA/CSA/PIM
66.	The Genesis and Applications of the Idea of Good Governance versus Bureaucracy	One week	NIPA/CSA/PIM
67.	Human Resource Development	One week	STI, PIM, NIPA
68.	Information Technology and Office Automation	12 days	PCB/NIPA
69.	Management Concept and their Application in Third World Countries	One week	NIPA/PIM
70.	Concept of Privatisation of Post Merits & De-Merits	One week	Postal Staff College
71.	Computer Literacy/Office-2000	One week	PCB/NIPA
72.	Constitution of Pakistan	One week	NIPA/CSA
73.	Microsoft Office	One week	PCB/NIPA
74.	Out-look	2 days	-do-
75.	Web-page Designing	2 days	-do-
76.	Local Area Network (LAN)	2 days	-do-
77.	Management Theory & Practice	One week	NIPA/PIM
78.	(a) Financial Management	6 days	FTIP/PIM/IBA
	(b) Information Technology, & E-Commerce and MIS	6 days	

[Note– The list of above training institutions is tentative. Training may be arranged as per available training facilities at any training institutions in the relevant field at the nearest station].

Sl. No. 171-A
Withdrawal of Exemption from ⋆NIPA Training Course

Reference Establishment Division's OM No.10(5)/91-CP.I, dated 8th May, 1991(Sl.No. 169) regarding the Promotion Policy-exemption from NIPA & Staff College/⋆NDC Course. In view of the introduction of Entrance Examination, the competent authority has been pleased to withdraw exemption from NIPA training, except in the case of those officers who have already completed two years of posting in the training institutions by April 15, 2002.

[***Authority***:– Establishment Division O.M.No.1/3/2001-CP.II, dated 17.5.2002].

Sl. No.171-B
Exemptions from Training for Promotion

Reference Establishment Division OM of even number dated 17th May, 2002 (Sl.No. 171-A) on the subject cited above, whereby, exemption from NIPA training was withdrawn except in the case of those officers who had already completed two years of positing in the training institutions by April 15, 2002. The competent authority has now decided to allow exemption to those officers as well who were already serving as directing staff in BPS 19 at National Institutes of Public Administration/Pakistan Administrative Staff College and National Defence College⋆⋆ before 15.04.2002 and subsequently completed two years as directing staff in BPS 19 as allowed to those who had completed two years on that date. The officers posted as directing staff after 15.04.2002 are not eligible to avail this facility.

[***Authority***:– Estt. Div.'s O.M.No.1(3)/2001-CP.II, dated 19.12.2003].

Sl. No. 171-C
Withdrawal of Exemptions from Training for Promotion with Exceptions

Reference Establishment Division's OM No.10(5)/91-CP.I, dated 8th May, 1991 (Sl.No. 169) and all other subsequent Office Memoranda, issued from time to time, related to the subject issue. It has been decided that, henceforth, all exemptions/waivers granted for mandatory training at NIPA, PASC and NDC, shall be withdrawn with immediate effect and that no officer shall be considered for promotion to the higher grade until he/she has successfully completed the specified course at the required institution. This condition will not be applicable to civil servants in specialized cadres such as doctors, teachers, professors, research scientists and incumbents of purely technical posts for promotion within their own line of specialization as envisaged in the existing Promotion Policy⋆⋆⋆.

2. The withdrawal of these exemption shall have no retrospective effect.

[***Authority***:– Estt. Div.'s O.M.No.1/3/2001-CP.II, dated 4.1.2005].

Sl. No. 171-D
Exemptions from Training for Promotion on Basis of Age and Quantification

Reference Establishment Division's Office Memorandum of even number dated 04.01.2005 (Sl.No.171-C) on the subject. Queries have been received from various quarters regarding applicability of exemptions. The position is, therefore, clarified as under:-

(i) All those who had attained the age of fifty six (56) years before 04.01.2005 and all those who had completed the mandatory period for serving in a training institution before 04.01.2005 shall remain exempted.

(ii) Any individual who attained or attains the age of 56 years on or after

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⋆ National School of Public Policy/National Management College (NMC)..

⋆⋆ National Defence University (NDU).

⋆⋆⋆ Ref. to Revised Guidelines – Concept of Quantification in Promotion Policy (October 1982) (Sl. No. 162) & Revised Guidelines – Concept of Quantification (May, 1985) (Sl. No. 163). See Revision of Promotion Policy, October, 2007 (Sl. No. 162-A)

04.01.2005 shall not be exempted. Similarly, any individual who completed or completes the mandatory period of serving in a training institution on or after 04.01.2005 shall not be exempted.

2. The Ministries/Division are requested to bring this decision to the notice of all concerned under them for their information and guidance.

[***Authority***:– Establishment Division O.M.No.1/3/2001-2001-CP.II, dated 22.3.2005].

Sl. No. 171-E

Amendment in Promotion Policy – Promotion Related Administrative Staff Course (ASC) / Mid Career Management Course (MCMC) for BPS 18 Officers

Ref. instructions contained in "Guidelines for Departmental Promotion Committees/ Central Selection Boards" annexed to the Promotion Policy printed at pages 233-240 Estacode, 2000* have been reviewed and a new sub-para (f) in para 4 of Part III thereof has been added, which reads as under: -

"(f) Training: should have successfully completed Administrative Staff Course (ASC) / Mid Career Management Course (MCMC) at NIPA"

2. The promotion related Administrative Staff Course (ASC) / Mid Career Management Course (MCMC) for BPS 18 officers for promotion to BPS 19 would apply in the same manner as NIPA and Staff College/National Defence College Courses apply to BPS 19 and BPS 20 officers promotion to higher posts. All officers who successfully complete this Training Course for promotion to BPS 19 except civil servants who are in specialist cadres such as doctors, teachers and professors, research scientists and incumbents of purely technical posts will become eligible for promotion.

3. The successful completion of Administrative Staff Course (ASC) / Mid Career Management Course (MCMC) by BPS 18 officers shall be a mandatory condition for promotion to BPS 19 w.e.f. 1st January, 2008.

[***Authority***:– Estt. Division's O.M.No. 1/7/2006-CP-II, dated 9-1-2007].

Sl. No. 171-F

Amendment in Promotion Policy - Promotion Related Administrative Staff Course (ASC)/Mid Career Management Course (MCMC) for BPS 18 Officers

Reference Establishment Division's O.M. No. 1/7/2006-CP-II, dated 9th January, 2007 (Sl. No. 171-E) on the above subject. The existing paragraph 3 thereof be substituted with the following:-

"3 The successful completion of Administrative Staff Course (ASC)/Mid Career Management Course (MCMC) by BPS 18 Officers shall be a mandatory condition for promotion to BPS 19 w. e. f. 1st January, 2009. The said course shall not be mandatory for those officers who are 50 and above years of age".

2. The Ministries/Divisions are requested to bring this amendment in the Promotion Policy to the notice of all Attached Departments/Subordinate Offices under their administrative control for compliance.

[***Authority***:– Estt. Div.'s O.M. No. No.1/7/2006 - CP-II, dated 31-05-2008].

Sl. No. 172

Setting-Up of the Departmental Promotion Committees for Promotion to Posts Upto and Including **Grade 18

For promotion to **grade upto and including 18 and direct recruitment to posts in **grades 1 to 15, the Ministries/Divisions will set-up one or more Departmental Selection Committees and Departmental Promotion Committees the composition of which will be determined by the Ministry/Division concerned in consultation with the Establishment Division. Proposals for composition of Departmental Selection and Departmental

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* Sl. No. 163.

** BPS.

Promotion Committees in respect of each Ministry/Division and departments and offices under its administrative control may be forwarded to the Establishment Division. Broadly, the composition of the Committees should be as follows :-

Sr. #	Grade	Composition of the Committee	Remarks
(i)	Departmental Promotion Committee for Grade* 17 and 18.	Secretary or Additional Secretary, a Joint Secretary and a senior Deputy Secretary. If the posts are in an Attached Department or a Subordinate Office, the Head of the Attached Department or Head of Office may be appointed as Member in lieu of Joint Secretary/Deputy Secretary.	There should preferably be one D.P.C. for posts in Grades* 17 and 18 for the Ministry/Division and the Attached Departments and Subordinate Offices under it.
(ii)	Departmental Selection or Departmental Promotion Committees for Grades* 11 to 16.	An officer of Grade* 20 and two officers of Grade* 19.	There may be separate Committees for posts in the Ministry/Division and Attached Departments/Subordinate Offices under the Ministry/Division.
(iii)	Departmental Selection or Departmental Promotion Committees for Grades* 10 and below.	An officer of *Grade 19 and two officers of Grade* 18.	

[***Authority***:– Extract from para 6 of Estt. Secretary's d.o. letter No.1/9/73-F.IV, dated 22-10-1973].

Sl. No. 173

Composition of Departmental Promotion/Selection Committees

According to rule-4 (1) of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973★★, the composition of a Departmental Promotion/Selection Committee is to be determined by the Ministry or Division concerned in consultation with the Establishment Division. However, the level at which the composition is to be approved in the Ministry concerned has not been specified.

2. It has, therefore, been decided that composition of the Departmental Promotion Committee for ★grades 11 to 18 may be approved at the level of Secretary of a Ministry/Division and the composition of Departmental Promotion Committees for grades* 10 and below may be approved by the Joint Secretary. Each Secretary may, in his Division, authorize Joint Secretary (Admn) in respect of Departmental Promotion/Selection Committees for *grades 10 and below.

[***Authority***:– Estt. Division Letter No. 26/1/80-DV, dated 12-10-1980].

Sl. No. 174

★ BPS. Promotion is to posts/BPS *vide* Sl.No.1.

★★Sl.No.1.

Post in BPS 18 Which Carry Special Pay

It is stated that the proviso to rule 7 of the Civil Servants (Appointment Promotion and Transfer) Rules, 1973 requiring that posts in BPS 18 which carry a special pay would also be referred to the Central Selection Board if proposed to be filled by promotion or transfer has since been deleted vide Establishment Division's Notification No. S.R.O. 46(I)/84, dated 9th February, 1984*. It is clarified that all cases in which a post in Basic Pay Scale 18 carrying some special pay is filled by promotion will be placed before the appropriate Departmental Promotion Committee**. Where post in Pay Scale 18 carrying a special pay does not fall in the promotion ladder, it would be filled by departmental heads through normal posting and transfer.

[***Authority***:– Estt. Division O.M. No. 3/6/84-R. 2 dated. 3-7-1984].

Sl. No. 175
Proposals for Promotions

The Ministries/Divisions/Departments while sending proposals for promotion do not furnish the complete information to the Establishment Division. It has, therefore, been desired that in all cases of promotions, the Departmental Promotion Committee should also be provided with the following information:-

(a) List of total posts.

(b) Number of posts filled by promotion and initial recruitment.

(c) A confirmation that requisition has been sent to the FPSC for those posts required to be filled in by initial recruitment.

[***Authority***:– Estt. Division Circular No.47/7/80-CP-4, dated 24-9-1990].

Sl. No. 176
Appointments Not Exceeding Four Months

With reference to para 8 of this Division's O.M. No. F-33/I/47-Ests (SE II), dated the 29th January, 1948***, it is clarified that the approval of Departmental Promotion Committees is necessary even for appointments for a period not exceeding four months of the officers not in the list or not next in order of the list prepared by the Departmental Promotion Committee.

[***Authority***:– Estt. Division O.M. No. 13/I/69-D.III, dated 19-9-1970].

Sl. No. 177
DPC to Make Selection on the Basis of Record

The committees should make their selections in the light of past record of the persons concerned (where available) and the quality of their present work, and with due regard to seniority where other considerations are equal.

[***Authority***:– Para 5 of Estt. Division O.M.No. 33/I/48-Estt. (ME), dated 15-3-1948].

Sl. No. 178

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* Rule 2 (f), Sl.No.1.

** Posts in BPS 19 taken out of the category of Selection Posts to be filled by promotion through a Selection Board, (Sl. No. 162-A & 182-A).

*** Sl. No 195 – extracts.

DPC Not Competent to Recommend Demotion

It appears from references made recently to the Establishment Division that the scope and functions of Departmental Promotion Committees are not clearly understood. In certain cases, government servants officiating without any condition in higher *grades have been demoted on the recommendation of Departmental Promotion Committees. It is necessary, therefore, that the position should be clarified.

2. As their name indicates, the function of Departmental Promotion Committees is to make recommendations in respect of promotions and there is nothingn in Establishment Division Office Memorandum No. 33/l/47-Ests(SE.II), dated the 29th January, 1948** which relates to the constitution of these Committees, to suggest that these Committees have been given the power to recommend the demotion of an officiating officer.

3. What Departmental Promotion Committees should do is to prepare a list of officers whom they consider fit for promotion. They should revise this list periodically which means that they can either add to, or substract from it. An officer who has been substantively promoted to a higher grade* will not of course figure in this list. Similarly, an officer who has been promoted to officiate in a substantive vacancy for an indefinite period, should not appear in the list because he is for all practical purposes to continue in the higher grade. In other words, the officers whose names will be shown in the list maintained by these Committees will be those who have not been promoted to higher grade* in any capacity or who have officiated off and on or who are officiating against leave vacancies or in temporary posts of short duration and are, therefore, liable to revert in the normal course to the lower grade.

[***Authority***:– Estt. Division O.M. No. F. 33/49-SE, dated 18-6-1949].

Sl. No. 179

Names of the Selected Persons to be Arranged in the Order of Seniority

In accordance with the Establishment Division Office Memorandum No. 1/16/69-D.II, dated 31st December, 1970***, regarding general principles of seniority, persons approved by the competent authority, on regular basis for promotion to higher posts in the same batch shall retain the same seniority on the higher grade as they were enjoying in the lower grade.

[***Authority***:– Para 1 of Estt. Division O.M.No. 13/1/67-D.III, dated 15-7-1972].

Sl. No. 180

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* Posts; BPS

** Sl. No. 246

*** General Principles of Seniority *vide* O.M. dated 31st Dec., 1970, referred to at Sl. No. 147, repealed with a few exceptions as in the Civil Servants (Seniority) Rules, 1993 (Sl. No. 147). Yet, the principle given at Sl. No. 179 retained *vide* proviso (b), rules 3 thereof (Sl. No 147). For General Principles of Seniority, *see* Sl. No. 158, pp 224-227, Estacode 1989.

DPC Can Interview Candidates

The question of interviewing candidates by Departmental Promotion Committee at the time their cases for promotion are being considered has been examined in this Division, and it has been decided that a DPC can interview the candidates, if it so desires.

[***Authority***:– Estt. Div.'s O.M.No.13/l/69-D.III, dated 25-3-1969].

Sl. No. 181
Minutes of the DPC

The proceedings of the Departmental Promotion Committees* are very often drawn up in a sketchy manner and do not give the essential details.

2. It is necessary that detailed minutes should be drawn up to show why certain persons have been approved and what are the reasons for declaring certain other persons unfit for promotion. In promotion for selection posts, mere average reports should not be considered sufficient and greater emphasis should be placed on merit according to the existing instructions.

[***Authority***:– Estt. Div.'s O.M.No.13/1/69-D.III, dated 3-11-1970].

Sl. No. 182
Appointments Within the Purview of the Selection Board

In the Establishment Division's O.M. No. 25(5)/64 AI, dated the 24th March, 1966 (**Annex-I**) appointments mentioned under category II of the Establishment Division O.M. No. 33/l/47-Ests (SE I), dated the 29th January, 1948*, carrying a maximum pay of Rs 1,700 or over which were not required to be made through the Federal Public Service Commission, fell within the purview of the Central Selection Board.

2. Consequent upon the introduction of the National Scales of Pay⋆⋆, the position has been reviewed and it has been decided that posts in **Grade-19 shall fall within the purview of the Central Selection Board⋆⋆⋆.

3. [Not reproduced]

4. It is requested that in future 10 copies of the proforma should accompany each proposal for the Selection Board. A copy of the proforma is also enclosed (**Annex-II**).

[***Authority***:– Estt. Division O.M. No. 25/4/73-AV, dated 17-10-1973].

(ANNEX-I)

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* *Note*: For Guidelines for DPC/CSB See Sl.Nos. 162, 162-A, 163, 172, 173, 177, 180-194, 196, 197.
Sl. No. 246

⋆⋆ National Scales of Pay/National Pay Scales (NPS) were introduced in March, 1972. Revised National Pay Scales (RNPS) were introduced in May, 1977 and Basic Pay Scales (BPS), 1983. See Chapter 10-Vol. II, Sl.No.15.

⋆⋆⋆ See footnote ** on Sl. No. 174.

(*See* Sl. No. 182)

[Copy of the Establishment Division O.M. No. 25(5)/64-AI, dated the 24th March, 1966].

In accordance with the Establishment Division's O.M. No. 33/1/47-Ests. (SE), dated the 4th April, 1949, (**Annex III**), appointments having a maximum pay of Rs. 1,750 or more for "old entrants" but less for "new entrants" should be made on the recommendation of the Central Selection Board. In view, however, of the new scales of pay recently promulgated by the Ministry of Finance, the corresponding pay limit is now Rs. 1,700 which is the maximum of Junior Administrative Grade namely Rs.1,600-50-1,700. The present position, therefore, is that posts carrying a maximum pay of Rs. 1,700 or over which are not required to be filled through the Central* Public Service Commission, fall within the scope of the Central Selection Board. This may please be noted for future guidance.

(Annex-II)

(*See* Sl. No. 182)

PROPOSAL FORM FOR THE CENTRAL SELECTION BOARD

1. Ministry/Division
2. Name of the post to be filled.
3. Emoluments of the post (Scale of Pay, Special Pay and Allowances).
4. Duration of vacancy, whether regular or for a limited period.
5. Method of recruitment approved by the government: By departmental promotion/by selection.
6. (a) If recruitment rules framed, enclose a copy of the rules.

   (b) If recruitment rules not framed and issued, state whether the method of recruitment has been approved by Establishment Division.
7. Qualifications and experience required.
8. Names of all officers in order of seniority within the zone of selection/appointment showing their province of domicile.
9. Names of officers whose character rolls are forwarded to the Establishment Division with this proposal.

Note.- Complete character rolls of the officers concerned should accompany the proposal. Reasons for missing reports for any period (s) should invariably be stated.

Signature…….

Secretary to the Government of Pakistan……

Date:_____ Name of Division……

Service particulars of Mr._ ……_____

Position in seniority list ……

Date of birth……..

Province of origin…….

Province of domicile……

Educational qualifications……..

Date of joining service……..

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* Federal Public Service Commission (FPSC), Sl. No. 1 & 2, Chapter 14, Vol. II.

Post held	From	To

(ANNEX III)

(*See* Sl. No. 182)

[Copy of the Establishment Division O.M.No.33/I/47-Ests. (SE), dated the 4th April,1949].

In para 2 of this Secretariat Office Memorandum No. 33/1/47-Ests. (SE I), dated the 29th January, 1948*, in the sub-para relating to "Category II", between the words "over" and "made" insert the words: "for old entrants".

2. The object of the amendment is to make it clear that where the maximum pay of an appointment is Rs. 1,700 or more for "old entrants" but less for "new entrants", the appointment should be made on the recommendation of the Selection Board.

Sl. No. 182-A

Reconstitution of Selection Board for Posts in Basic Pay Scale-19

The competent authority has been pleased to re-constitute the Selection Board for posts in **BPS 19 and equivalent under the Federal Government as under: -

(1)	Secretary of the Administrative Ministry/ Division concerned.	Chairman
(2)	A representative of Establishment Division not below BPS 21.	Member
(3)	Head of the respective Department in case of posts in Attached Departments and Subordinate Offices.	Member
(4)	Chief Secretaries of Provincial Governments . for cases of DMG and Inspector Generals of Police for cases of PSP officers.	Member
(5)	A representative of Law Division not below BPS 21	Member
(6)	Additional Secretary/Senior Joint Secretary of the Ministry/Division concerned and Joint Secretary where there is no Additional Secretary/Senior Joint Secretary	Member/ Secretary

[***Authority:*** Estt. Div.'s OM No. 3/14/2000-R.2, dated 27th June, 2000]

Sl. No. 182-B

Revision of Promotion Policy Vis-à-Vis Selection Board for Posts in BPS 19

* Sl. No. 246.

** See Revision of Promotion Policy, 2007, Sl. No. 162-A. Ref. also to Sl. No. 182-B.

Ref. Establishment Division's O.M. No. 1/3/2007-CP-II, dated 24.10.2007 (Sl. No. 162-A) circulating the Revised Promotion Policy to all Ministries/ Divisions. It is to clarify that in terms of new Promotion Policy, posts in BPS 19 have been declared as non-selection posts. Promotion to these posts will now be based on seniority-cum-fitness i.e. on Performance Evaluation Reports having passed departmental examination or successfully completing training courses, if any, on the recommendation of the Selection Board already constituted *vide* this Division's O.M. No. 3/14/2000-R-II, dated 27-06-2000 (Sl. No. 182-A).

[***Authority**:* Estt. Div.'s O.M. No. 3/14/2000-R-2, dated 12-01-2008]

Sl. No. 183

Guidelines* for Submission of Proposals for Consideration of the Central Selection Board

The proposals received from various Ministries/Divisions for the consideration of the Central Selection Boards are generally deficient in one aspect or the other. Establishment Division has, therefore, to write back to the sponsoring Division requesting for the missing information/details. Usually, the following deficiencies are noticed in the proposals :-

(i) Proposal form is not signed by the Secretary/Additional Secretary incharge of the Division.
(ii) Complete recruitment rules are not furnished.
(iii) ICP Charts/ACR dossiers are not complete. No explanation about the missing reports is available in the dossier.
(iv) Full particulars of officers are not furnished in the seniority list.
(v) Quantification of ACR gradings is not correct.
(vi) Number of clear vacancies is not indicated.
(vii) Training status of the officers on the panel is not indicated.

2. Furnishing complete information/details and calculation of score of the officers with accuracy is the responsibility of the sponsoring Division. All the Ministries/Divisions are, therefore, requested to ensure that documents in regard to the proposals for promotion are prepared with utmost care so that the information submitted to the Boards is complete and accurate in all respects.

*[**Authority**:– Paras 1 & 2 of Estt. Division O.M No.45/1/88-CP-3(Pt), dated 13-1-1988].*

Sl. No. 184

Proposals for Central Selection Board – Prescribed Forms and Check List (March, 1990)

Deficiencies have been occasionally noticed in the documents sent for submission of promotion proposals to the Central Selection Boards. It will be appreciated that submission of complete and accurate documents (including the correctly calculated quantified scores of ACRs) is a pre-requisite for consideration of promotion cases by the Boards.

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* *Note*:- May be seen alongwith Guidelines at Sl.No. 163.

2. A set of the following prescribed forms is given as specimen, indicating the number of copies required, so that the Ministries/ Divisions/Departments concerned may be able to submit complete proposals for promotion:-

(i)	Proposal form	(CP-I) 01 copy.
(ii)	Panel form	(CP-II) 20 Copies.
(iii)	Synopsis form	(CP-III) 20 Copies.
(iv)	Seniority form	(CP-IV) 01 copy for each proposal.
(v)	Quantification	(CP-V) 01 copy for form each officer on the panel.

*[ ]

3. It is requested that the required number of copies of these forms, cyclostyled or photo copied legibly, must be attached to each proposal for promotion.

4. For each vacancy, a panel of at least five eligible officers is required. However, in case of smaller cadres where only a few officers are eligible for promotion, complete list, in order of seniority, of all the eligible officers should be enclosed.

5. A *check list* has been drawn up and enclosed for the guidance of the Ministries/Divisions/Departments.

6. Instructions already issued *vide* Establishment Division's O.M.No.45/1/88-CP-3 (Pt), dated 13th January, 1988** shall be treated to have been amended to the extent mentioned above.

[***Authority***:– Estt. Division O.M.No.45/6/90-CP.3, dated 3-3-1990].

CHECK LIST OF REQUIREMENTS REGARDING PROPOSALS FOR PROMOTION OF OFFICERS

(See Sl. No. 184, para 5)

To ensure that:-

(i) the proposal form (CP-I) has been signed by the Secretary/Additional Secretary Incharge of the Division;

(ii) for each vacancy, a panel of at least five officers has been submitted and all columns have been accurately filled in the form (CP-II);

(iii) training status of the officers on the panel has been indicated (CP-II);

(iv) ICP Charts/CR dossiers are complete, explanation about the missing reports is available in the dossiers and all columns have been accurately filled in the synopsis form (CP-III);

(v) seniority list is undisputed, complete and duly authenticated and indicates full particulars of officers (CP-IV);

(vi) quantification of ACR gradings is correct and quantification form is enclosed in respect of each officer on the panel

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* CP Forms No. vi, vii and viii excluded *vide* Estt. Div. OM No. 45/1/88-CP.3, dated 10-3-1999.

** Sl. No. 183.

(CP-V);

(vii) a copy of relevant recruitment rules has been furnished; and

(viii) requisite number of copies of each form has been sent with the proposal.

Sl. No. 185

Proposal for Central Selection Board – Revised Forms (March, 1999)

Reference Establishment Division's O.M. of even number dated 13.1.1988 (Sl. No. 183) with which different forms required to accompany the proposals for promotion were circulated. In view of the past experience the Proposal Form (CP-I) and Panel Form (CP-II) have been revised. In the light of the revised Proposal Form (CP-I), the following documents will not be required to be attached separately in future:-

(i)	Vacancies certificate form	(CP-VI)
(ii)	Disciplinary/Court case certificate form	(CP-VII)
(iii)	Prescribed length of service certificate form	(CP-VIII)

2. In view of the above, all Ministries/Divisions/ Departments are requested to bring the above position to the notice of all concerned and in future the promotion cases may please be prepared on the revised Proposal Form (CP.I) and Panel Form (CP-II) and sent to the Establishment Division alongwith the following documents for consideration by the CSB concerned:-

(i)	Synopsis Form	(CP-III)
(ii)	Seniority Form	(CP-IV)
(iii)	Quantification Form	(CP-V)

[***Authority***:– Estt. Div.'s O.M.No.45/1/88-CP.3, dated 10-3-1999].

CP-I

PROPOSAL FORM

(*See* Sl. No. 185)

Ministry/Division/Department……..

1. Name of the post(s) to be filled in by promotion Basic Pay Scale and the Occupational Group*/ Ex-cadre. ----------

2. Total sanctioned strength of the cadre.

	Direct	Promotion	Transfer
(a) Percentage of share.			
(b) Number of posts allocated to each category.			

* Service.

(c) Present occupancy position. List of officers to be attached. _____

(d) Number of vacant post(s) in each category. _____

(e) Whether any roster is being maintained for allocation to each category? _____

If so, copy to be enclosed. _____

(f) How the post(s) under promotion quota fell vacant and since when? _____

In case of more details separate papers be enclosed

(g) Whether to be promoted on regular basis or for a limited period due to deputation/long leave etc. _____

3. (a) Recruitment Rules framed or not. If so, copy to be attached. _____

(b) In the absence of Recruitment Rules whether the method of recruitment got approved by the Establishment Division. If so, copy to be attached. _____

(c) Person(s) eligible for promotion against vacant post(s). _____

(d) Prescribed length of service/experience for promotion. _____

(e) Prescribed Qualification, if any. _____

(f) Mandatory Training/ _____

Course, if any.

(g) Minimum required qualification. _____

4. Seniority list(s) duly verified to be attached. _____ _____

5. Panel of eligible officer(s) duly signed by a responsible officer to be prepared on the prescribed form. _____ _____ _____ _____

6. Number of ACRs/ICP Charts. _____

7. Certified that the officers included in the panel are eligible in all respect and possess the requisite length of service required for promotion. If not, please give details, and reasons for submission of the case to CSB.

8. Also certified that no disciplinary action under Government Servants (E&D) Rules, 1973* or proceedings on criminal charges in the court of law is pending against any officer included in the panel. If otherwise, indicate the names of officers, seniority number on the panel and brief description/nature of the case.

(To be signed by the Secretary/Additional Secretary Incharge of the Division)

CP.II

PANEL OF OFFICERS FOR CONSIDERATION OF THE CENTRAL SELECTION BOARD

TOTAL NUMBER OF OFFICERS ALREADY IN PAY SCALE TO WHICH THE PROPOSAL IS TO BE CONSIDERED.....

MINISTRY/DIVISION _____

POST TO BE FILLED _____

NO. OF VACANCIES _____

S. No.	Name/ Desig./ Domicile/ Date of Birth	Training (PASC/ NIPA) Course attended (with dates)	Date of appoint-ment in BPS 17	Present rank/Date of regular promotion/ appointment in present BPS	In case of posting out side cadre to indicate date of posting with tenure period	NO. OF EACH CATEGORY OF ACRs OS VG G A BA Adv Penalty	QUANTIFIED SCORE OF ACRs INTEGRITY O.A. Q&OW MORAL INTELL	Remarks Missing ACRs
1	2	3	4	5	6	7 8 9 10 11 12 13	14 15 16 17	18

Omitted *vide* Estt. Division d.o. letter No.45/1/88-CP-3, dated 18-1-2000.

* Sl. No. 85, Chapter 9, Vol. II. or Removal from service (Special Powers) Ordinance, 2000, Sl. No. 185, Chapter 9, Vol. II.

CONFIDENTIAL

SYNOPSIS FORM
CP-III
Front page

SYNOPSIS OF ACRS

SENIORITY NO.....

PROMOTION CASE
FROM BPS..... TO BPS ....

BRIEF OF ANNUAL CONFIDENTIAL REPORTS

(1) Name of officer with designation ----------
(2) Date of Birth and Domicile ----------
(3) Date of entry in service ----------
(4) Date of entry in present pay scale ----------
(5) Educational qualifications ----------

S.No	Posting	Overall grading for the last 10 years	Fitness for promotion as judged by Countersigning Officer.	Adverse report with remarks	Whether adverse remarks communicated.	Whether representation against adverse remarks made. If so, with what results.
1	2	3	4	5	6	7

SENIORITY FORM
CP-IV

SENIORITY LIST

S. No.	Name of Officer	Domicile	Promotee/ Direct	Date of Birth	Date of first appointment in Govt. service	Date of regular appointment in Basic Pay Scale-17	Date of regular appointment in present pay scale.	Present posting
1	2	3	4	5	6	7	8	9

Signature_____

Designation ----------

Date----------

CP-V

QUANTIFICATION FORM

SENIORITY NO. _____

NAME _____

NPS NO.	YEAR	O.A	Q&OW	INTEGRITY MORAL	INTEGRITY IN TEL:	NPS NO.	YEAR	O.A	Q&OW	INTEGRITY MORAL	INTEGRITY IN TEL:
	1965						1978				
	1966						1979				
	1967						1980				
	1968						1981				
	1969						1982				
	1970						1983				
	1971						1984				
	1972						1985				
	1973						1986				
	1974						1987				
	1975						1988				
	1976						1989				
	1977						1990				

QUANTIFICATION

OVER ALL ASSESSMENT

NPS NO.	No. of Gradings OS	VG	G	A	Mean Score of broken periods
17					
18					
19					
20					

QUALITY & OUTPUT OF WORK

No. of Gradings Very Good	Good	Aver-age	Mean Score of broken periods

Score

INTEGRITY (GENERAL/MORAL)

No. of Gradings Very Good	Good	Aver-age	Mean Score of broken periods

Score

INTEGRITY (INTELLECTUAL)

No. of Gradings Very Good	Good	Aver-age	Mean Score of broken periods

Score

Average Marks:

B - 17
B - 18
B - 19
B - 20
Score

Marks for ACRS:

Addition for serving in a Training Institution from to :

Deduction for penalty/adverse remarks. :

Final Score :

To be checked and verified by the officer Incharge of the Ministry/Division.

For guidance please see overleaf,

Signature

INSTRUCTIONS FOR GUIDANCE

(*See* CP-V)

While filling in the quantification form overleaf and working out quantification marks the following factors may be kept in view to avoid any error: -

(i) The annual confidential reports* carry marks as under: -

Category of reports	Overall Assessment	Quality and output of work	Integrity	
			Moral	Intellectual
Very good	8	10	10	10
Good	7	07	07	07
Average	5	05	05	05
Below Average	1	01	01	01

"Outstanding Report" was introduced in 1985. So an 'Outstanding Report' earned for the calendar year 1985 and that during the subsequent years would carry 10 marks. A 'Very Good' report earned during the years proceeding the calendar year 1985 would, however, carry 10 marks provided (i) all except 1-2 entries made in the report are in column A-1 or (ii) the recommendations made in the report are for "accelerated promotion".

(ii) The equivalence of the 'Overall, ACR gradings for civilian officers serving in defence organizations *vis-à-vise* those in the civil organizations is as under: -

	ACR gradings in Defence Organizations		ACR gradings in Civil Organizations
(a)	Outstanding		Outstanding
(b)	Above Average		Very Good
(c)	High Average		Good
(d)	Average		Average
(e)	Low Average		Below Average
(f)	Below Average/Unfit for promotion		Poor

(iii) DEDUCTIONS are to be made from the total of 'overall marks' as indicated below: -

(a) One mark for each adverse report;

(b) 3 marks for each minor penalty imposed on a civil servant in a disciplinary case under (Efficiency and Discipline) Rules, 1973;

(c) 5 marks for each major penalty imposed on a civil servant in a disciplinary case under (Efficiency and Discipline) Rules, 1973.

(iv) Addition of 2 marks is to be made for service in a **[specified training] institution for a period of 2 years or more;

(v) If more than one confidential reports have been initiated on an officer during a calendar year, their average marks would be the marks for the whole calendar year;

(vi) Writing of a confidential report covering part periods of two calendar years is not permissible;

(vii) If the period of a report is less than 3 months, it shall be ignored for purposes of quantification;

(viii) Quantification marks should in round figure;

(ix) If the overall grading in a CR is ambiguous e.g. placed between 'Good' and 'Average' the quantification will be based on the lower rating;

(x) Where only two reports or less are available on an officer against posts in a particular basic pay scale, these CRs will be added to the CRs earned in the lower post for calculating the average marks.

(xi) Where an officer appointed to a higher post on acting charge basis is considered for regular promotion that post, the CR earned during acting charge appointment will be added to CRs earned in the lower post for calculating average marks.

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* ACR is now Annual Restricted Report (ARR) to be shown to the civil servant on demand.

** Subs. *vide* Estt. Division D.O. letter No. 45/1/88-CP-3, dated 18-1-2000.

Sl. No. 186

Guidelines for Submission of Proposals for Consideration of Central Selection Board-II (CSB-II)/Central Selection Board-I (CSB-I)

Reference Establishment Division's O.M.No.45/6/90-CP-3, dated 3.3.1990 (Sl.No. 184), wherein guidelines/check-list for submission of proposals for consideration of CSB-I and CSB-II were intimated to the Ministries/Divisions. Under the said guidelines, the proposals signed by the Secretary/Additional Secretary Incharge and accompanied by prescribed documents duly authenticated/stamped by a responsible officer, are required to be forwarded to the Establishment Division for submission to the CSB-I/II.

2. It has been observed in some cases, however, that the proposals for the Central Selection Boards do not fully conform to the laid down requirements on the subject. In some cases, the proposals are not duly signed by the Secretary/Additional Secretary Incharge concerned while, in others, the accompanying documents are either unattested and/or carrying incorrect/ incomplete information. All this leads to avoidable delays on account of back references to the concerned Ministries/Divisions.

3. It has also been observed in many cases that the documents are forwarded at the Section Officer's level and addressed to his counterpart in this Division. Since the Joint Secretary (Admn) of the Ministry/Division concerned is the focal point there, such proposals for CSB-I/II must invariably be forwarded under his covering letter after ensuring that all the requisite documents relevant to this exercise have been prepared and duly signed by the officers concerned. Moreover, with a view to enforcing secrecy as well as prompt attention, all such references should, henceforth, be addressed to the Additional Secretary (CP&R)*, Establishment Division, and delivered under a sealed cover. Replies to any query on the part of the Establishment Division (which would not be below the level of Deputy Secretary) should also be furnished at least at the same level, if not at the level of Joint Secretary (Admn).

4. All Ministries/Divisions are requested to kindly ensure that their promotion proposals for the consideration of CSB-I/II are forwarded in the light of the position/requirements of paras 2 & 3 above.

[***Authority***:– Estt. Division O.M. No.45/6/90-CP-3, dated 3-5-1995].

Sl. No. 187

Promotion Policy - Cases Where Disciplinary or Departmental Proceedings are Pending

Attention is invited to para-1 (c) (II) of the Guidelines for Departmental Promotion Committees/Central Selection Boards issued under Establishment Division's D.O. letter No. 10(10)/85-CP-I, dated 15.5.1985 (Sl.No. 163) on Promotion Policy. It is stated that DPC/CSB is required to defer consideration for promotion of officers against whom disciplinary or departmental proceedings are pending. It has

* Career Planning & Regulations.

been noticed that while forwarding proposals for placement before DPC/CSB or soliciting approval of the competent authority to the promotion of officers, the Ministries/Divisions do not indicate whether disciplinary or departmental proceedings are pending against any of officers under consideration. This causes avoidable delay in processing cases through the selection Board and obtaining the orders of the competent authority.

2. It is, therefore, emphasized that while forwarding cases of officers for placement before Central Selection Board or seeking approval of the competent authority to the proposed appointments, a certificate should invariably be recorded that no disciplinary/ departmental proceeding is pending against the officers under consideration. This may be brought to the notice of all concerned dealing with such cases.

[***Authority***:– Estt. Division O.M.No.45/3/89-CP-3, dated 21-5-1989].

Sl. No. 188

Procedure for Referring Cases to the Selection Board

It has been observed that proposals relating to the Central Selection Board are not being sent alongwith the required number of copies each of the essential documents, like the "proposal proforma" properly filled in, complete C.R. dossiers of the officers, their particulars of service, bio-data, latest seniority lists (arranged according to the new gradation system) etc. Moreover, government servants having (former). East Pakistan domicile and the repatriated PSOW need to be cleared first by the D.I.B*. It is also observed that the particulars of service of the government servants are generally not prepared carefully and the C.R. dossiers are not checked to find out the precise reasons for the missing reports. This has to be ensured in all cases and the latest reports have to be invariably attached to the proposals or the reasons for not attaching such reports have to be clearly indicated.

2. At times, big bundles of C.R. dossiers are sent to the residence of the Secretary, Central Selection Board. This involves great risk (apart from inconvenience) as bulky bundles, of C.R. dossiers have to be carried from residence to the office. Moreover, the CR dossiers received just before the meeting cannot be properly checked. In view of this, it is imperative that the C.R. dossiers should be sent to the Establishment Division well in advance of the date of the meeting of the Central Selection Board after due scrutiny insuring that these are complete in all respects. However, if under extraordinary circumstances the CR dossiers have to be sent just before the meeting, the Ministries/Divisions may kindly arrange to deliver these CR dossiers through special messengers in the office of the Secretary, Central Selection Board before the meeting of the Board in which other items are to be discussed.

3. The above mentioned requirements should be invariably kept in view

* Directorate [General] of Intelligence Bureau.

while sending proposals for the consideration of the Central Selection Board.

[***Authority***:– Estt. Div.'s D.O. Letter No.25/7/74-AV, dated 3-10-1974].

Sl. No. 189

Consideration of Cases by Central Selection Board – Furnishing of Full Particulars of Candidates for Promotion

It has come to the notice of the Central Selection Board that in certain cases a particular candidate or candidates is/are recommended out of the total number of candidates considered by the Ministry/Division, without mentioning the full particulars of all the candidates. The proper procedure in such cases is to place the full particulars of ALL the candidates before the Central Selection Board so that the Board may decide which of the candidates are not suitable for the post in question. It is accordingly requested that the full particulars of ALL the candidates in the field of selection or those who may have been considered by the administrative Ministries/Divisions, should be placed before the Central Selection Board in all such cases.

[***Authority***:– Estt. Division O.M. No.24/3/75-AV, dated 12-2-1975].

Sl. No. 190

Re-appointment to Posts Within the Purview of Selection Board

It has been decided that if the re-appointment of an officer to a post took place after more than one year of the reversion from that post, the case should be placed before the Central Selection Board for determining the continued fitness of the officer to hold the post. After approval of the Central Selection Board, it would not be necessary to refer the case to the Prime Minister/President again.

[***Authority***:– Estt. Division O.M.No.3/20/70-D.III, dated 16-9-1971].

Sl. No. 191

Short-Term Appointments and Direct Appointments to Higher Secretariat Posts-under the Present Orders

Short-term appointments and direct appointments to higher Secretariat posts under the present orders are as under.-

(i) it is not necessary to refer to the Selection Board acting appointments made as a purely temporary arrangement for a period not expected to exceed 4 months; and

(ii) the Board is not concerned with appointments made from sources other than from government service.

2. It has been decided that:-

*(a) the period upto which appointment may be made without consulting the Selection Board should be reduced from 4 months to one month; and

(2) The Selection Board should deal with appointments to higher posts in the Secretariat even in the rare cases when such appointments are made from persons not in government service, i.e. all appointments which are within the purview of the Selection Board will be made on the recommendations of the Board irrespective of the fact whether or not they are made from among persons already in Government service.

[***Authority***:– Estt. Division O.M. No.33/7/49-SEI, dated 13-8-1951].

Sl. No. 192

Convention Regarding Acceptance of Recommendations of the Selection Board

The Administrative Enquiry Committee reviewed the working of the Selection Board and in their report made the following recommendations:-

(a) that both for protection to Ministers and in the interests of efficient working, the rules about the Selection Board be closely adhered to; and

(b) that there should be a **convention whereby the advice of the Selection Board should be accepted quickly and automatically except in wholly exceptional cases.

2. Government considered these recommendations and their orders are as follows:-

(a) Accepted.

(b) Government have decided that there should be a convention whereby the advice of the Selection Board should be accepted quickly save in exceptional cases; and that if the Prime Minister or the Minister concerned disagrees with the view of the Selection Board, the case should be returned to the Board for further consideration, and a decision taken by the Prime Minister only after the further views of the Board have been placed before him.

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* *Note*.- *See* rule 8B(4) of Civil Servants (Appointment, Promotion and Transfer) Rules 1973, in the present context Sl.No.1.

** The contents of the OM No. 33/3/54-SEI, dated 22-09-1954 have been upheld by the Lahore High Court, Lahore in Writ Petition No. 7735 of 2005 titled Major Fateh Sher Vs Government of Pakistan and others (Supreme Court: Civil Appeal No. 1017 of 2005). Ref. Estt. Div.'s OM No. 3/23/2007-R-2, dated 22nd June, 2007 (Sl. No. 192-A)

*[The above instructions are neither a law nor a rule and are subservient in the provisions of the Civil Servants Act, 1973** specially with reference to powers of the "competent authority" for giving final approval regarding appointment by promotion. These powers are unfettered and the competent authority may accept, reject or refer back the matter to the Central Selection Board for reconsideration. All these options are available to the competent authority whose powers are unfettered to choose any one of the options].

3. In dealing with Selection Board cases, these orders of government must be strictly followed.

[***Authority***:– Estt. Division O.M.No.33/3/54-SEI, dated 22-9-1954].

Sl. No. 192-A

Convention Regarding Acceptance of Recommendations of the Selection Board – Upholding of Decision of the High Court

Reference instructions contained in Establishment Division's O.M No. 33/3/54-SEI, dated 22.9.1954 (Sl. No. 192). The following foot note may be added under the said O.M before printing of the revised edition of Estacode : -

[Note: -*"The contents of the OM No.. 33/3/54-SEI, dated* 22.9.1954 *have been upheld by the Lahore High Court, Lahore in Writ Petition No.* 7735 *of 2005 titled Major Fateh Sher Vs Government of Pakistan and others (Supreme Court: Civil Appeal No. 1017 of 2005)"].*

[***Authority****:* Estt. Div.'s O.M. No. 3/23/2007-R-2, dated 22-06-2007]

Sl. No. 193

Promotion of an Officer During Pendency of the Departmental Proceedings

It is the responsibility of the departmental representatives who attend the meetings of the Departmental Promotion Committee/Central Selection Board to apprise the Committee/Board whether or not any departmental proceedings are pending against the government servants whose cases are being considered by the Committee/Board. A serious view should be taken if the departmental representatives do not give information to the committee/board and it later comes to notice that a government servant was promoted notwithstanding the fact that disciplinary proceedings where pending against him. The Ministries/Divisions are requested to strongly impress upon the officers who serve as members of Departmental Promotion Committees or who attend meetings of the Central Selection Board as departmental representatives to scrupulously observe these instructions.

[***Authority***:– Para 3 of Estt. Division O.M.No.6/4/74-A-II, dated 6-7-1974].

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* Clarification *vide* OM No. 3/2/2005-CP.6, dated 21-9-2005.

** Sl. No. 2, Chapter 1.

Sl. No. 194
Meetings of the Central Selection Board

Reference Cabinet Secretary's d.o. letter No. 25/1/72-AV, dated the 27th November, 1972 in which it was stated that only Secretaries should represent their Ministries/Divisions at the meetings of the Central Selection Board. If a Division/Ministry is not headed by a Secretary or the Secretary is away on foreign tour, then the most senior officer (Additional Secretary/Joint Secretary) in that Ministry/Division could represent the administrative Ministry. The instructions contained in the Cabinet Secretary d.o. letter dated 27-11-1972, were reiterated in d.o. letter No. 25-1/72-AV, dated the 17th January, 1974 and it was further stated that a Secretary/ Additional Secretary was not at all in a position to attend the meeting of the Board, the specific clearance of the Establishment Secretary may please be obtained before deputing some other officer to attend the meeting of the Board. In order to make it convenient for the administrative secretaries to so arrange their engagements as to find time for attending meetings of the Central Selection Board, it was decided to hold meetings of the Board on alternate Thursdays.

2. It has, however, been noticed that even now the Secretaries/Additional Secretaries Incharge of Ministries/Divisions frequently do not attend the meetings of the Board. In future, if the Secretaries/Additional Secretaries incharge of the Ministries/ Divisions concerned do not attend the meetings of the Board, the proposals would be returned to those Ministries/ Divisions unconsidered.

[***Authority***:– Addl. Secretary(Estt) d.o. letter No.25/4/76-AV, dated 8-10-1976].

Sl. No. 195
Bar Against Direct Correspondence with Provinces for Secretariat Appointments

There should be no direct correspondence between Ministries and the Provincial Governments in regard to obtaining the services of any officer serving in a province for an appointment in the Secretariat whether or not it is one which comes within the purview of the Selection Board. All such correspondence should be conducted by the Establishment Secretary.

[***Authority***:– Para 6(iii) of Estt. Division O.M.No.F.33/1/47-Estt(SE I), dated 29-1-1948★].

Sl. No. 196
Holding-in-Abeyance Posts for which Suitable Candidates are Not Available

The attention of the Ministry of Finance, etc. is invited to the recommendations made by a recent meeting of the Secretaries which considered the question of holding in abeyance posts for which suitable candidates are not available. The relevant extract from the minutes of the Secretaries' meeting is reproduced below for information and guidance:

★ *See* pages 292, 293, 295, 296, 297, 298, 299, 300, 301, 302, 303 – Establishment Manual, Vol. II.

"As the Selection Board often faced with the problem of filling a high post simply because the post is lying vacant, it was proposed that it would be preferable to keep such posts in abeyance when capable men of sufficient seniority are not available to fill them rather than to promote junior men who are not fully qualified."

"In the course of discussion it was pointed out that there was no objection to the proposal but in practice one difficulty was likely to be encountered. Past experience has shown that in certain cases where a higher post had been held in abeyance because it was not possible to find a suitable person to fill it and a lower post had been created, temporarily in its place, the Ministry of Finance had raised objection to the subsequent revival of the post when a suitable officer became available to fill it. It was then pointed out that if the higher post existed on a regular basis and it was temporarily held in abeyance for a specified time it could be automatically revised on the expiry of that period without reference to the Ministry of Finance. This apprehension should not, therefore, deter us from making appointments in lower *grades against sanctioned appointments of higher grades. It was decided that if any Ministry encountered any difficulty in reviving such a post, the case might be brought to the personal notice of the Secretary of the Ministry of Finance."

2. It is requested that Ministry of Finance, etc., should keep this recommendation in view, when higher posts with which they are administratively concerned, are proposed to be filled.

[***Authority***:– Cabinet Secretariat, Estt. Branch O.M.No.25/40/50-SEI, dated 8-7-1950].

Sl. No. 197

Follow-up of Recommendations of Central Selection Board

It has been observed that the recommendations of the Central Selection Board regarding promotions of officers to higher grade are not followed up expeditiously by the administrative Ministries and Divisions, who are required to submit summaries for the Minister of State for Establishment, **seeking approval to the promotions etc. recommended by the Central Selection Board. Summaries are ***received after a lapse of a great deal of time resulting in delayed promotions and consequently representations from the officers affected. It is, therefore, requested that steps may kindly be taken to ensure that the recommendations of the Central Selection Board are followed up without undue delay.

[***Authority***:– Additional Secretary (Estt) D.O. letter No.25/3/75-A.V, ated 11-3-1975].

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* To be read as 'post(s)/BPS' in view of Sl.No. 1.

** In the present context it would mean the Prime Minister or any other competent authority, depending on the BPS of the posts as well as the Occupational Group/Service it belongs to.

*** In view of **, all summaries are not to be sent to Establishment Division.

Sl. No. 198

Observance of Quotas Laid Down For Promotion, Transfer and Direct Recruitment

Vacancies in the Grade of Assistant.- The Establishment Division have had under consideration the question whether if a person has been promoted or appointed as a direct recruit, to a permanent or a quasi-permanent vacancy in the grade of Assistants, in accordance with the procedure referred to above, and his services are terminated, for one reason or the other, before he is confirmed in the vacancy, the vacancy thus caused should be treated as a fresh vacancy for the purpose of the roster referred to above, or whether it should be filled in replacement, i.e. by a departmental candidate or a direct recruit, as it was originally filled, without being counted afresh in the roster. The distribution of vacancies between the departmental candidates and direct recruits is intended to ensure that, as far as possible, the cadre includes promotees and direct recruits in the prescribed ratios. This object can be achieved if the vacancy caused in the above circumstances is not counted as a fresh vacancy but is filled in replacement. It has accordingly been decided that the vacancy caused by the termination of the services of the original incumbent before his confirmation therein should be filled in replacement, i.e. by a departmental candidate or a direct recruit, accordingly it was originally filled, without its being counted afresh for the purpose of the roster.

[***Authority***:– Estt. Division O.M.No.54/12/57-ME, dated 14-7-1951].

Sl. No. 199

Promotion/Direct Recruitment Quota

A question has arisen as to how the quota for promotion and direct recruitment if prescribed in the ratio of 50:50 in the recruitment rules is to be maintained when the number of available posts is odd and not equally divisible. The matter has been considered in consultation with the FPSC and it has been decided that in such cases weightage may be given to promotion quota. For example, where an odd number of posts, say 9, are to be filled in the ratio of 50:50, five posts should be earmarked for promotion and four for direct recruitment.

[***Authority***:– Estt. Division O.M. No. D. 210/84.R.5, dated 3-6-1986].

Sl. No. 200

Filling-up of Vacancies – Distribution According to Quota for Promotion, Transfer and Direct Recruitment

A question has arisen as to how the vacancies caused by resignation, transfer, etc. of the persons appointed against the quota of departmental candidates or direct recruits, before confirmation of such persons should be filled. The matter has been considered in consultation with the Federal Public Service Commission and it has been decided that the vacancies in various services/posts caused by any reason, should be filled on the basis of the quotas fixed for promotion, transfer and direct recruitment. For this purpose the total number of posts in a cadre should be distributed in accordance with the fixed quotas and the vacancies in such posts should be filled so as to achieve the overall quotas fixed for departmental

candidates and direct recruits etc.

2. Suitable amendments should be made in the recruitment rules where necessary, in consultation with the Establishment Division and the Federal Public Service Commission.

[***Authority***:– Estt. Division O.M. No. 5(1)11/67-D.V., dated 21-3-1968].

Sl. No. 201
Provision for Merit Quota in Promotion

The government have decided that where it is possible to identify merit, suitable provision should be made in the recruitment rules for filling 10% to 20% of promotion posts in BPS 16 on the basis of merit. The Ministries/Divisions are requested to ensure that a provision for merit quota is made in the Recruitment Rules for posts in BPS 16 under them.

[***Authority***:– Estt. Div.'s O.M.No.F.1/15/69-F.II, dated 2-3-1970].

Sl. No. 202
Knowledge of Islamic/Pakistan Studies

The President was pleased to direct *vide* CMLA Secretariat's directive No. 270 of 1981 that:-

> "Various systems and methods of selection are in vogue for inducting individuals in the government at different levels. At the higher level, selection is made by the Public Service Commissions. Separate criteria are prescribed for induction at each level. In all these systems and procedures, one thing must be common, that is, assessment of the candidate's knowledge of Islamic and Pakistan Studies. Persons without adequate knowledge of these subjects will not be considered fit for appointment to government jobs, irrespective of their proficiency in other fields. Necessary instructions will be issued; as executive orders, immediately, and implementation by all concerned ensured. If an Ordinance is considered to be necessary to give effect to this directive or would help to make its implementation more effective, it may be prepared and submitted to me".

2. The matter has been examined in the Establishment Division and it has been decided that the existing rules give the Chairman, FPSC and the Departmental Selection Committees adequate powers to prescribe the qualifications for inducting individuals in government departments. There is, therefore, no need for any change in the rules.

3. All selection authorities, however, will ensure that a certain percentage of the marks in any interview/examination carried out for induction of individuals into the government service will be reserved for Islamic and Pakistan Studies. Persons scoring less than pass marks in these subjects will not be considered fit for appointment to government jobs, irrespective of their proficiency in other fields.

[***Authority***:– Estt. Secretary's D.O. No.4/14/81-TI, dated 24-6-1981].

Sl. No. No. 203
Declining Promotion to Evade Transfer to an Unattractive Station

A decision was circulated *vide* Establishment Division O.M. No. 1/21/76-D. II, dated the 18th September, 1976 (**Annex**) that if a senior person declines promotion to suit his convenience, he should lose in seniority to the next junior person who is promoted in the relevant vacancy, and that he should not be considered for promotion till after his case for promotion has been considered again by the Selection Board in a subsequent meeting. The competent authority may also consider the grounds on which promotion has been declined and, in suitable cases, may take disciplinary action (on grounds of misconduct, that is, refusal to obey orders to proceed on transfer to another station) where it is clear that the promotion has been declined to evade transfer to an unattractive station, and may impose the penalty of withholding of promotion for a specified period.

2. It has now been considered that the aforesaid decision is inconsistent with the broad provisions of the Civil Servants Act, 1973*. The Establishment Division O.M. No. 1/21/76-D.II, dated 18th September, 1976 **(Annex)** is, therefore, withdrawn with immediate effect. All such cases where senior persons decline promotion to suit their convenience shall be decided in future on merits of each case in consultation with Establishment Division.

[***Authority***:– Estt. Division O.M.No.1/21/76-D.II(R-4), dated 9-5-1982].

(ANNEX)
(*See* Sl. No. 203)

[Copy of Establishment Division O.M. No. 1/21/76-D.II, dated the 18th September, 1976].

The question as to how the seniority of a person who is cleared for promotion but who declines promotion should be determined when he is subsequently promoted has been considered. It has been decided that if a senior person declines promotion to suit his convenience, he should lose in seniority to the next junior person who is promoted in the relevant vacancy, and that he should not be considered for promotion till after his case for promotion has been considered again by the Selection Board in a subsequent meeting. The competent authority may also consider the grounds on which promotion has been declined and, in suitable cases, may take disciplinary action (on grounds of misconduct that is, refusal to obey orders to proceed on transfer to another station) where it is clear that the promotion has been declined to evade transfer to an unattractive station, and may impose the penalty of withholding of promotion for a specified period.

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* Chapter 1, Sl.No.2.

Sl. No. 204
Supersession and Deferment

An officer who is superseded or whose promotion is deferred comes to know about it automatically when his juniors are promoted to higher grade posts. He need not, therefore, be informed of average reports.

2. The cases of officers whose promotions are deferred may be reconsidered on the basis of their ACRs for the next year.

[***Authority***:– Estt. Div.'s O.M. No.32/4/76-A.IV, dated 6-7-1976].

Sl. No. 205
Proforma Promotions

The Ministries and Divisions as well as Attached Departments and Subordinate Offices, have, in the past, been ordering proforma promotions (also called promotions in absentia) of persons serving on deputation on foreign service, or in ex-cadre posts as a matter of course on the sole ground that the deputationist had been approved for promotions by the D.P.C. of the parent department and a person junior to him had been promoted. This has resulted in the deputationists serving away from their parent department or cadre for unduly long periods as such persons not only enjoy better emoluments while on deputation but also feel secure that their interests are being fully protected in their own department.

2. The intention underlying `proforma promotions' is to protect the interests of the government servant only in circumstances where the government servant is required to serve away from his parent cadre because of a definite requirement of public interest and not merely to suit his own interest. Normally, therefore, a deptutationist, as soon as he becomes due for promotion should be required to revert to his parent department or cadre so that he is promoted to the next higher post for which he may have been declared fit. In case an offer of promotion is made to him and he declines to revert, he may be allowed to remain in the outside post on the clear understanding that he will not ask for 'proforma promotion'. Only in exceptional cases where the borrowing department or organization expresses its inability to spare the officer, and the head of the parent department records in writing why he considers it necessary to keep the government servant on deputation in the ex-cadre appointment, may proforma promotions be made. Even in such cases, the period for which the officer is allowed to continue to remain on deputation, with the benefit of proforma promotion, should be judiciously fixed so that the officer reverts to his cadre and is appointed to the post for which he has been approved for promotion, as early as possible. Such period should not normally exceed 6 months. All cases where 'proforma promotions' are allowed for a period exceeding 6 months should be reported to the Establishment Division with full justification.

3. The Ministries/Divisions are also advised that in future whenever they send an officer or member of the staff on deputation to an ex-cadre post, or on foreign service, they should settle in advance the period of deputation with the borrowing office/organization on the expiry of which the government servant should revert to his parent cadre. While selecting persons for deputation, care should also be taken not to depute officers who would soon be coming up or promotion to the next rank in their own cadre and may have to be re-called. In the majority of cases, officers and staff are sent on deputation on their application or request. They should be warned that in case they fall due for promotion, they will have to revert to their parent cadre and they will not be allowed promotions in absentia.

4. The above instructions do not apply to senior appointments in international organizations such as the United Nations, the R.C.D. *Sectt., etc. to which officers are nominated by government having regard to their qualifications, experience and suitability. In such cases, it may be presumed that the services of the officer have been placed on deputation with the foreign organization in the public interest, and 'proforma promotion' when called for, may be made.

[***Authority***:– Estt. Div.'s O.M. No. 1/28/71-D.II, dated 29-7-1971].

Sl. No. 206
Consideration for Promotion of a Person on Transfer to Another Office

A permanent ministerial government servant, who is temporarily transferred from one office to another in the public interest, should be considered for promotion to a higher **grade in his parent office as and when a vacancy occurs in the higher grade and if he is selected for promotion in accordance with the relevant rules, he should be appointed proforma to the higher grade so that when he reverts to his parent office he can count, for seniority and increments in the higher grade, the period for which he remained on deputation. No monetary benefit in respect of his proforma promotion in the parent office shall be allowed to him while he is on deputation. Proforma promotion in such cases should be made with effect from a date determined in accordance with the 'next below rule'*** and not from any earlier date.

[***Authority***:– Finance Division O.M. No. F.1.(5)-RI-(R.W.P.)/62, dated 21-4-1962].

Sl. No. 207
Proforma Promotions – Review of Cases

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* Or the successor organization i.e. E.C.O.
** BPS/post.
*** *See* footnote under Sl. No. 210.

The question has been raised whether the instructions issued in the Establishment Division O.M. No. 1/28/71-D.II, dated 29th July, 1971 (Sl. No. 205), regarding proforma promotion apply also to past cases where proforma promotions had already been made prior to the issue of these instructions. The Ministries and Divisions are advised to review all such cases. If the officer had been allowed to proceed on deputation for a specific period, he should be requested to revert to the parent department on expiry of that period. In case no period was specified, the parent department should examine the propriety of re-calling the officer to the parent cadre as it is not administratively desirable that officers and staff should remain away from their parent cadre for unduly long period, say more than 3 years in the case of gazetted officers and 5 years in the case of non-gazetted staff. However, if in the case of a particular department the number involved is large, the recall of the deputationist should be judiciously staggered so that no large scale reversions are caused in the parent office consequent on the re-call of the deputationists. Priority in re-call should be given to those who have been allowed proforma promotion in the parent cadre. Where, however, the borrowing departments are prepared to confirm such officers and staff on their own establishment (provided this is admissible in accordance with the recruitment rules applicable to the post) and the officer or staff is also willing to be so absorbed, reversion to parent cadre may not be insisted upon.

[***Authority***:– Estt. Division O.M.No.1(28)/71-D.II, dated 28-3-1972].

Sl. No. 208

Reversion of Deputationists to Parent Departments

Cases have come to the notice of the Establishment Division where officers whose services were obtained on deputation for a specific period were not returned by the borrowing department when the parent department asked for their reversion. Attention in this regard is invited to the Establishment Division's O.M.No.1(28)/ 71-D.II, dated the 28th March, 1972 (Sl.No. 207), wherein it was laid down that officers obtained on deputation should be reverted to their parent department on the expiry of the period of deputation. It was further laid down therein that the period of deputation should normally be 3 years in the case of officers in Grade* 16 and above 5 years in the case of staff in Grade* 15 and below.

2. In the interest of efficient administration, it is reiterated that the above mentioned instructions should be followed rigidly and the deputationists reverted to their parent department on the expiry of the period of deputation unless the intention is to permanently absorb the deputationist in the cadre or department where he is serving on deputation and the recruitment rules for the post provide for such a course. In such cases, the consent of the deputationist to the suspension or termination of lien on his permanent post in the parent department, as well as the agreement of the parent department, should be obtained. With the completion of these formalities the deputationist will be treated as regular member of the establishment of the borrowing department.

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* BPS

3. Where, however, it is not intended to permanently absorb the deputationist in the borrowing department the deputationist must not be allowed to remain away from his parent cadre for unduly protected period; he should be reverted to the parent department on expiry of the period of deputation as originally fixed. If the borrowing department needs the services of another officer having the qualifications or experience possessed by the deputationist, a request should be made to the lending department to depute some other officer in his place possessing the same qualifications or experience as far as possible. The borrowing department in no case should insist on retaining a particular individual beyond the original period of deputation.

4. All Ministries, Divisions and Departments are requested to examine the cases of deputationists with them and take necessary action in the light of the above instructions. If relaxation of these orders is required in any individual case, it may be referred to Establishment Division with full justification.

[***Authority***:– Estt. Div.'s O.M.No.1(28)/75-D.II, dated 6-3-1975].

Sl. No. 209

Promotion on Temporary/Regular Basis

At times, Establishment Division receives proposals for regularising the promotion of those promoted earlier against deputation, leave, etc. vacancies, on the grounds that regular vacancy has since occurred.

2. The matter has been considered in the Establishment Division in light of the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973*, read with the Promotion Policy** covering promotion upto BPS 21***. It is clarified that an officer recommended for promotion on temporary basis by the Central Selection Board/Departmental Promotion Committee and approved by the competent authority is liable to reversion to lower post in case the higher post is subsequently either abolished or ceases to exist or its original incumbent joins back. However, if a temporarily promoted officer continues working against the higher post without any break and, in the meanwhile, a regular vacancy in the cadre becomes available, no fresh clearance of the Central Selection Board/DPC and approval of the competent authority is required for his promotion to higher post on regular basis. The officer will, therefore, be deemed to have been promoted on regular basis with effect from the date of occurrence of the vacancy on regular basis in the cadre, subject to the following conditions:-

(a) No disciplinary/criminal proceedings have been initiated against

* Sl.No.1.
** Sl.No. 162, 162-A & 163.
*** BPS.

him/her during the period from the date of temporary promotion till the occurrence of vacancy on regular basis.

(b) His/her up-to-date service record would form the basis for assessing fitness for promotion on regular basis i.e. quantified score should not be less than minimum threshold prescribed for the purpose.

[***Authority***:– Estt. Div.'s O.M.No.30/2/90-CP-3, dated 18-2-1997].

Sl. No. 210

Promotion of Officers while on Deputation on Foreign Service

The position regarding promotion*, in their parent cadres, of government servants transferred to 'foreign service'** [as defined in Fundamental Rule 9(7)], and the benefits accruing to them from such promotion does not appear to be clear in some quarters.

2. Cases of promotion, in their parent cadres, of government servants who are transferred to foreign service and the emoluments admissible to them are regulated by the provisions of Fundamental Rules 113 and 114 which fall in Chapter XII of Section I of the Fundamental and Supplementary Rules, Vol. I, and not by the proviso to the 'next below rule' (Note below)*** i.e., the second proviso below FR 30 which falls in Chapter IV of that rule and applies in cases of government servants serving outside their ordinary line within government service.

3. Under FR 113 a Government servant transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer and may be given such substantive or officiating promotion in these cadres as the authority competent to order promotion may decide, keeping in view the considerations mentioned in that rule. According to FR 114, read with orders issued thereunder, which have been printed in Appendix No. 11 to the Fundamental and Supplementary Rules, Vol. II, a government servant transferred to `foreign service' in Pakistan shall, unless his duties in foreign service involve a decided increase in work or responsibility in comparison with duties of his post in government service, be allowed the same remunerations as he would have received, from time to time, in government service before his transfer to foreign service. It follows from these orders that if a government servant who is on deputation to foreign service is promoted in his parent cadre, he should, if he continues to remain in foreign service, be allowed the remuneration which he would have received in the higher post in government service to which he is promoted. The higher remuneration would, of course, be payable by the foreign employer.

[***Authority***:– Estt. Division O.M.No.F.6(4)-R-2/65, dated 9-2-1966].

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* *Note*.- Please *see* also para 2(7) of the Establishment Secretary's d.o letter No. 10(3)81-CPI(Pt),dated 31-10-82 regarding Promotion Policy, Sl.No. 162.

** deputation.

*** *Note* under Sl. No. 210.

[*Note*: Ref. para 2, Sl. No. 210: (a) The cases of the civil servants on deputation to autonomous/semi-autonomous bodies and corporations under Federal Government & Provincial Governments are regulated under FR 113, and 114 (Chapter XII of Section I of FR and SR Vol I). Under FR 113, a government servant on deputation shall remain in the cadre in which he was included in a substantive or officiating capacity immediately before his transfer on deputation and may be given such substantive or officiating promotion in his own cadre as the authority competent to order promotion may decide, keeping in view the considerations mentioned in that rule. According to FR 114, read with the Orders issued thereunder, Appendix No. 11 to the FR and SR, Vol. II, a government servant transferred or on deputation shall, unless his duties involve a decided increase in work or responsibility in comparison with duties of his post in government service, be allowed the same remunerations as he would have received, from time to time, in government service before his transfer on deputation. If a government servant who is on deputation is promoted in his parent cadre, he should, if he continues to remain on deputation be allowed the remuneration which he would have received in the higher post in government service to which he is promoted. The higher remuneration would, of course, be payable by the employer i.e. autonomous/semi-autonomous body, corporation or a state owned enterprize.

(b) The cases of the civil servants serving outside the ordinary line within government departments, are covered under FR 30 according to which a government servant appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post unless the officiating appointment involves the assumption of duties and responsibilities of greater importance than those of his own post.]

(c) *Next Below Rule:* In initial substantive appointment of a government servant, his pay is fixed, if he holds a lien, on a permanent post in this manner; if the appointment involves assumption of duties and responsibilities of greater importance than those of the permanent post, he will draw as initial pay the stage of time scale next above substantive pay in respect of old post. When appointment to the new post does not involve such assumption, he will as initial pay at the stage of the time scale equal to his substantive pay in respect of the old post, or if there is no such stage, the stage next below that pay plus personal pay equal to the difference, till he earns an increment in the time scale of the old post or in the time scale of the new post, whichever, is less, but if the minimum in the time scale of the new post is higher than his substantive pay he will draw that minimum as initial pay. The guiding principle for the working of the next below rule, as given in FR 30(10) is that an officer outside his regular line should not suffer by forfeiting acting promotion had he remained in his regular line. Thus a fortuitous acting promotion of an Junior Officer to an officer outside the line of promotion, does not give rise to claim under the next below rule.

(d) Procedure for regulating pay under the 'next below rule': The Governor General has sanctioned the adoption of the following guiding principle in regard to the working in future of the 'next below' rule. The intention of the so-called rule was apparently that an officer out of his regular line should not suffer by forfeiting acting promotion which he would otherwise have received had he remained in his regular line. From that it follows that the fortuitous acting promotion of some one junior to an officer who is out of the regular line does not, in itself, give rise to a claim under the 'next below' rule. Before such a claim is established it should be necessary that all the officers senior to the officer who is out of the regular line have been given acting promotion, and also the officer next below him, unless in any case the acting promotion is not given because of inefficiency, unsuitability or leave. In the event of one of these three bars being applicable to the officer immediately below the officer outside his regular line, some other officer, even more junior should have received acting promotion and the officers, if any, in between should have been passed over for one of these reasons.

(Late Govt. of India Finance Department Endst. No. F.27(1)-EX-I/36, dated the 20th February, 1936 and Home Department No. F. 52/36, dated the 6th February, 1936).

The Ministry of Finance has had under consideration the question of operation of the 'next below rule' in the offices of the Government of Pakistan.The "next below rule" was a temporary expedient designed to protect government servants from monetary loss and, in effect, meant the temporary upgrading of posts. It was originally intended that the

expediency should not last more than six months in individual cases. Whatever may have been the held advantage in the past to leave a man undisturbed in the post by him if the exigencies of the public service required it, the need for such considerations does not exist at present. It is the considered opinion of this Ministry that the concessions of the 'next below rule' should not be permitted except in very exceptional circumstances and that, too, for very short periods. It has been decided, therefore, that the cases wherein the benefit of the 'next below rule' has been conceded should be reviewed forthwith. The Ministry of Interior/etc. should take steps either to obtain the approval of this Ministry for the continuance of that benefit or to revert the government servant concerned to his parent office.

*(*Ministry of Finance O.M. No. 1196-R.E-.G./47, dated the 7th December, 1947*)*

Sl. No. 211

Promotion of Officers Deputed for Training Abroad

According to para (ii) of the Finance Division O.M. No. F.8(2)/R/II (II)/58, dated the 31st October, 1958, officers proceeding abroad for training are entitled to the pay which would have been admissible to them in Pakistan but for their deputation abroad. It has been brought to the notice of this Ministry that in some cases the officers, while under training abroad, are considered and approved for promotion to higher posts in Pakistan. In this connection, a question has arisen as to what extent the benefit of such promotion should be given to such officers. The matter has been considered and it has been decided that if an officer is on training abroad and his turn for promotion arrives in his parent department or cadre in Pakistan, he should be considered for promotion alongwith other officers, and if he is approved for promotion in accordance with the relevant rules, he should be appointed formally (not actually) to the post in the higher *grade. This would enable him to occupy, on his return to Pakistan, the position which he would have occupied had he not gone abroad on training. No financial benefit of the '**next below rule' should be allowed to him in respect of his promotion. He should be allowed to count seniority and increment from the date of such promotion, but the actual pay of the higher post should be given to him only when he resumes the duties of the higher post on his return from training.

*[**Authority**:*– Finance Division O.M. No. 361-R 4/65, dated 25-3-1965***].

Sl. No.211-A

Promotion Policy Governing Civil Servants on Training Abroad

The civil servants who are otherwise eligible for promotion but for their being on training abroad, shall, therefore, be considered for promotion by the competent promotion Committees/Boards provided they fulfil the prescribed criteria of promotion. However, on approval by the competent authority, the promotion of these

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* BPS (post) in terms of Sl.No. 1.

** Ref. Foot note under Sl.No. 210.

*** For promotion in absentia admissible to temporary government servants who have joined Pakistan Army, Navy or Air Force Reserves, see Government orders in Chapter IX, Establishment Manual, Vol. I. Reference is to FR 2 page 1, Part I, Chapter I- Compilation of the FRs and SRs, Vol. I, First Edition (Second Reprint) 1978.

officers shall actualize only on the successful completion of foreign training and on their return to their parent organization in Pakistan.

2. The instructions contained in Sl. No.213 of Estacode (1989 Edition) (**Annex**) stand amended accordingly.

3. All Ministries/Divisions are requested to bring the above instructions to the notice of the promotion Board/Committees under their control.

[***Authority***:– *Estt*. Div.'s O.M. No.F.10(10)/85-CP.I, dated 11.10.2000].

(Annex)

(*See* Sl. No. 211-A)

"Sl.No.213: Promotion of officers deputed for training abroad:- According to para (ii) of the Finance Division O.M. No. F. 8(2)/R/(II)/58, dated the 31st October, 1958, officers proceeding abroad for training are entitled to the pay which would have been admissible to them in Pakistan but for their deputation abroad. It has been brought to the notice of this Ministry that in some cases the officers while under training abroad are considered and approved for promotion to higher posts in Pakistan. In this connection, a question has arisen as to what extent the benefit of such promotion should be given to such officers. The matter has been considered and it has been decided that if an officer is on training abroad and his turn for promotion arrives in his parent department or cadre in Pakistan, he should be considered for promotion alongwith other officers, and if he is approved for promotion in accordance with the relevant rules, he should be appointed formally (not actually) to the post in the higher grade. *This would enable him to occupy, on his return to Pakistan, the position which he would have occupied had he not gone abroad on training. No financial benefit of the 'next below rule' should be allowed to him in respect of his promotion. He should be allowed to count seniority and increment from the date of such promotion, but the actual pay of the higher post should be given to him only when he resumes the duties of the higher post on his return from training.

[***Authority***: Finance Division OM No. 361-R 4/65, dated the 25th March, 1965) Note.- For promotions in absentia admissible to temporary government servants who have jointed Pakistan Army, Navy or Air Force Reserves, see Government orders in Chapter IX, Establishment Manual, Vol.I]**.

Sl. No. 212

Promotion of an Officer/Official During LPR

A question has arisen whether an officer/official who is on LPR* can be considered for promotion against a higher post or otherwise.

2. The matter has been considered and the view held is that LPR is one of the types of leave to which a government servant is entitled. As he continues to be a government servant and can be called even for duty, he can, therefore, be

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* post/BPS.

** *See* footnote *** on Sl. No. 211.

considered for promotion against a higher post during LPR*.

3. All Ministries/Divisions are requested to bring these instructions to the notice of all concerned.

[***Authority***:– Estt. Division O.M.No.10/62/98-R.2, dated 26-6-1998].

Sl. No. 213

Bar against Promotion of *Ad-Hoc* Appointees

The following further instructions are issued for regulating *ad-hoc* appointments:-

(i) Persons appointed on *ad-hoc* basis should possess the required qualifications and experience prescribed for posts.

(ii) Persons appointed on an *ad-hoc* basis should not be promoted to higher posts.

[***Authority***:– Estt. Division O.M.No.3/29/70-D.III, dated 7-1-1971].

V. INDUCTION OF COMMISSIONED OFFICERS AND OTHER RANKS RECRUITED OR INDUCTED ON REGULAR OR CONTRACT BASIS IN CIVIL POSTS

Sl. No. 214

Provisions Relating to Commissioned Officers and Other Ranks Recruited or Inducted on Regular Basis or on Contract in Civil Posts- Terms and Conditions

It has been decided that armed forces officers seconded to civil Ministries (other than Defence), Departments of the **Central/ Provincial Governments, autonomous/semi- autonomous bodies and corporations etc. will be governed by the following terms and conditions:-

1. *Tenure*

(a) Officers will normally be seconded for a period upto three years, extendable, in exceptional circumstances, by one year by the government, after which the officer will normally either be recalled to the parent service or released. No extension in service will be allowed to officers who complete age/service limits for retirement during secondment.

(b) If the deputation of an officer tends to become indefinitely prolonged, permanent absorption of the officer concerned in the civil cadre by retiring him from the parent service, would be considered.

(c) In case of an emergency, the parent service will have the option of withdrawing a deputed officer without notice, if necessary.

(d) An officer will have the option to request for return to his parent

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* Leave Preparatory to Retirement. *See* rule 16 of Revised Leave Rules, 1980, Sl. No. 1, Chapter 5.

** 'Federal'.

service if he feels that his service career is adversely affected by continued deputation.

2. *Pay and Allowances*

(a) The deputationists will be entitled to pay of rank, Command/Staff/Charge Pay, Instructional Pay, Qualification pay, Flying Pay/Submarine Pay/Special Service Group Pay/Technical Pay/Disturbance Pay, Kit Allowance and Non-Practicing Allowance drawn by them in the military service immediately before their secondment in addition to 20% of pay of the rank as special compensatory allowance.

(b) *Entertainment Allowance.-* Entertainment Allowance may be allowed according to the equivalence of rank formula at the rate admissible on the civil side.

(c) *Senior Post Allowance.-* This allowance will not he admissible in addition to Command/Staff/Charge/ Instructional Pay etc.

3. *Pension-Including Disability/Family Pension*

(a) Pension, including disability/family pension, will be granted to officers under relevant Military Pension Rules. They will count the period of service with the borrowing Ministries/Departments etc. as qualifying service for pension in the army/navy/air force.

(b) The claims that the officers or their families may have in respect of the disability or death during the period of their employment under the borrowing ministry/department etc., or arising out of any disability contracted in such service, shall be determined solely in accordance with the relevant Military Pension Rules, as amended from time to time, and the entire cost of any such pension shall be borne by borrowing ministries/departments etc. These ministries/ departments will also be liable to bear proportionate share of any gratuities/ pensions that may be admissible to these officers in respect of their service under Military Rules. In case of officers on deputation to a Non-Government body, the pension contribution for pension admissible to them under relevant Military Pension Rules, in respect of Service rendered by them on deputation will be payable by the borrowing agency.

4. *Leave*

(a) The officers will continue to be governed by Military Leave Rules.

(b) Leave account of the officers will be maintained by the parent

services in consultation with the borrowing organisations and leave will be granted by the appropriate authorities in borrowing organisations under intimation to Service HQ/CORO*/Record Office concerned. Leave earned in the borrowing organisations will be availed of, as far as possible, before reversion to the services.

5. *Rank*.- Acting/temporary rank will be retained/relinquished as if the officers had continued in military service in the appointment last held.

6. *Promotion in the Services.*- While on secondment they will not be entitled to acting/temporary promotions. However, substantive/ substantive temporary promotions will be made upto the rank held at the time they were seconded to civil department. This paragraph does not apply to AMC** officers.

7. *Travelling Allowance/Daily Allowance/Conveyance Allowance.*- As admissible under civil rules.

8. *Accommodation etc.*

(a) Government accommodation will be provided under civil rules and rent will be paid under those rules.
(b) Normal water/electricity charges prevalent at the station will be paid.
(c) No service accommodation/furniture will be provided.

9. *Purchase of Rations from Service Sources and other Purchases from Canteen Stores Deptts/Officers' Shops etc.*- They will not be entitled to make the above purchases.

10. *Provision of Batman.*- Batman will not be provided.

11. *Cost of Passage/TA for Joining Post in the Ministry/Department and Returning Therefrom.*-This will be borne by the borrowing ministry/ department etc.

12. *Defence Services Officers Provident [DSOP] Fund Contribution.*- The officers will continue to contribute towards DSOP Fund.

13. *Advance.*- The officers may be allowed House Building Advance/Motor Car Advance from the relevant Services Budget as permissible under relevant service rules.

14. *Discipline.*- The officers will continue to be governed by the provisions of

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* CORO: Chief Officers' Record Office.
** Army Medical Corps.

their respective service act/rules/laws. Day to day conduct and discipline will be governed by the rules of the borrowing ministries/departments etc. concerned.

15. In addition to the above, all other special concessions or perquisites such as free residential accommodation, use of transport at government expense etc. which, otherwise normally go with a particular appointment to which the officer may happen to be seconded, will also be admissible to him.

16. The above perquisites are without prejudice to any improvements which the borrowing department may sanction in individual cases under special circumstances in consultation with their financial authorities.

17. Government letters containing the above terms will be issued in individual cases by the borrowing ministries/ departments etc.

18. The provisions of this *JSI are not applicable to:-

(a) officers serving in the civil armed forces (who will continue to be governed by their existing rules); and

(b) officers who are absorbed in the civil department.

19. This *JSI shall take effect from 14-12-1981.

20. JSI* No. 46/59, PAC-666/60 and Ministry of Defence letter No. 401/64/PS-3 (a) 4005/D-2-A dated the 5th June, 1965 may be treated as superseded by this JSI*.

[***Authority***:– JSI 4/85-case No.F-2/70/D-24,(C-IV)/83,ASMF Dy.No.164/S/ASMF of 1985]

Sl. No. 215

Terms and Conditions of Service of Army Engineer Officers Transferred to the Survey of Pakistan

1. *General.-* A fixed quota of 1/3rd of the available regular vacancies in the Central Service, Class I*, of the Survey of Pakistan in the grade of Assistant Superintendent of Survey shall be reserved for the officers of the Corps of Engineers, Pakistan Army. Normally, the Corps of Engineers officers shall be of 5-6 years commissioned service, including antedate, if any, at the time of appointment in

* Joint Services Instructions

* BPS 17. *See* Chapter 7, Sl.No. 7. Technically, Class I referes to BPS 1-22. Here the nomenclature of the post given implies BPS 17.

the Survey of Pakistan.

2. *Selection.-* The Surveyor-General shall intimate to the Military Secretary at General Headquarters the number of vacancies in the grade of Assistant Superintendent of Survey reserved for army officers as and when they fall vacant. The Military Secretary shall then ask for volunteers from the Corps of Engineers and, in consultation with the Engineer-in-Chief, recommend suitable candidates to the Surveyor General. The appointment shall be made by the Government of Pakistan on the recommendations of the Surveyor-General.

3. *Probation.-*

(a) On first appointment, officers shall be on probation for a period of two years. If an officer is found unsuitable and the Surveyor-General desires his reversion to the army, or his services are required by the army during this period, he may be reverted to the army by mutual agreement. The officers will have the option to revert to the army during the probationary period.
(b) On successful completion of the probationary period, the officer shall be confirmed as Assistant Superintendent of Survey in the Survey of Pakistan.

4. *Training.-* The officers shall be exempted by General Headquarters from passing any army promotion examinations, etc. This concession shall, however, cease upon their reversion to the army either during or on completion of the probationary period, when they may be given a maximum of two chances to pass the appropriate promotion examination.

5. *Conditions of Service During Probationary Period.-* During the probationary period, the officers shall remain on the effective list of the army and shall be counted as supernumerary to the authorised strength of the Corps of Engineers, and shall be governed by the following rules :-

(a*) Rank.-*

(i) They shall retain rank (including temporary rank) held at the time their services are placed at the disposal of the Survey of Pakistan.

(ii) The grant of time-scale substantive promotion during this period shall be governed by the normal army rules, as may be in force from time to time. Temporary promotions will be allowed on the basis of the 'next below*' rule with the prior approval of the Military Secretary.

(b) *Pay and Allowances (other than TA/DA).-* They shall receive the pay and allowances (other than TA/DA) which they would have received in the army on duty.
(c) *TA/DA.-* They shall get TA and DA as are admissible to the officers

* For explanation of Next below rule, see footnote under Sl.No. 210.

of corresponding status in the Survey of Pakistan.

(d) *Pension.-* Any claim that these officers or their families may have in respect of their disablement or death during this period of service with the Survey of Pakistan or arising out of any disability contracted in such service shall be determined solely in accordance with the Central Civil Services (Extraordinary Pension) Rules, **or any modification or amendment to those rules for the time being in force, and the entire cost of meeting such claim shall be borne by the Survey of Pakistan. The Survey of Pakistan shall also be liable to pay the proportionate share of any service gratuity/pension that may be admissible to the officers in respect of their service with that department.

(e) *House Rent.-* Rent for accommodation provided by the government shall be recovered under the army rules.

(f) *Medical Treatment.-* The officers and their families shall be entitled to the same medical facilities as their civilian counterparts in the Survey Department.

(g) *Leave.-* Leave shall be admissible as provided in the Military Leave Rules.

(h) *Zonal Allowance.-* The officers, if posted to the zone other than the zone of their domicile, shall be entitled to receive a zonal allowance at the rate and subject to the conditions laid down by the Ministry of Defence.

(i) *Discipline.-* For the purposes of discipline the officers shall be governed by the provisions of Rule 346 of the Army Regulation Volume I (Rules), 1960.

(j) *Confidential Reports.-* Annual Confidential Reports on the officers shall be rendered on the same forms as are in use in the Survey of Pakistan. A copy of the report shall be sent to the Military Secretary.

6. *Rules Applicable After Confirmation.-* The officers shall be released from the army without any pensionary benefits from the date of the confirmation in the Survey of Pakistan, and placed in the Pakistan Regular Reserve of Officers (PARRO) under the normal rules.

7. *Seniority.-* On first appointment, an officer shall be appointed as Assistant Superintendent of Survey in the Central Service, Class I*, of the Survey of Pakistan. His seniority in the Service shall count from his date of first commission, including antedate, if any.

** Refer to 'A Manual of Pension Procedures, 2006' published by PPARC.

* BPS 17. *See* Chapter 7, Sl. No. 7.

8. *Recall to Active Duty.-* If the service of any military officer transferred to the Survey of Pakistan are required by the army the Commander-in-Chief, Pakistan Army, may, at discretion order his recall to the army.

9. *Pay.-* Their pay on confirmation in the Survey of Pakistan shall be fixed under [**]F.R. 22. For this purpose, the pay in the Army shall be taken to include pay of rank, Staff/Command/ Charge/Instructional Pay, Qualification Pay and Disturbance Pay.

10. *Medical Treatment.-* On confirmation in the Survey of Pakistan, the officers shall be entitled to medical treatment under the rules and on the scale applicable to officers of the Central Government paid from the civil estimates.

11. *Leave.-* Officers permanently absorbed in the Survey of Pakistan shall be permitted to carry forward their privilege leave earned during Army service.

12. *Confidential Reports.-* Annual Confidential Reports on officers permanently absorbed in the Survey of Pakistan shall be rendered on the same forms as are in use in the Survey of Pakistan.

13. *Option.-* Army officers already transferred to the Survey of Pakistan shall have the option to accept the terms and conditions circulated to them *vide* Engineer-in-Chief's Branch, General Headquarters O.M. No.1454/II/I/EI, dated 14th April 1952, or the new ones prescribed above.

[***Authority***:– *Food* & Agriculture Division Notification No.S.R.O.81(K)/65, dated 22-1-1965].

Sl. No. 216

Procedure for Use of Military Ranks and Titles By Serving and Retired Military Officers While Employed on Civil Posts

A question has been raised whether civil government officers who held temporary military rank during the last war and were granted honorary military rank on release from the army can properly use such rank in their new capacities.

2. The Ministry of Defence have intimated that it is not customary for retired military personnel to use their military rank or honorific titles in conjunction with their signature on private communications or on official documents other than official military documents. While the Government of Pakistan do not think it necessary to issue any formal orders on this question, they would prefer that the normal custom referred to by the Ministry of Defence be followed and that former holders of emergency commissions in civil government employ should cease to use military[*], naval or air force ranks.

[**] Compilation of FRs & SRs, Vol. I, First Edition (Second Reprint), 1978, pp 37-43.

[*] Army.

3. Nothing in this Memorandum refers to officers of the former Indian Political Service who are technically still serving officers of the Pakistan Army and have not retired.

[***Authority***:– Estt. Division O.M. No. 26/1/51-SE,II, dated 6-3-1951].

Sl. No. 217

Use of Military Ranks by Military Personnel and Designation of Civil Employment

Military personnel who are employed in civil posts may use their military ranks in conjunction with their signature on official documents in the manner illustrated below:-

Major A.B.C.
or
Lieutenant Commander A.B.C., P.N.,
or
Squadron Leader A.B.C., P.A.F.

The rank and signature should, in each case, be followed by the designation in civil employment.

2. The provisions of paragraph 1 do not apply to officers of the Regular, the Supplementary and the Volunteer Reserves of Officers and the Territorial Army. Such officers may use their military ranks with their signature on official documents only while they are serving in a military capacity with the army, navy or air force.

[***Authority***:– Estt. Division O.M. No. 6/4/61-F.I, dated 4-12-1961].

Sl. No. 218

Employment of Released/Retired Armed Forces Officers/Personnel in Civil Posts

The Ministry of Defence desires that they should be consulted in regard to the employment of released/retired military officers, in civil posts under the various Ministries/Divisions. Accordingly, it has been decided that whenever any Ministry/Division, or any authority under them propose to employ a released/retired military officer as a result of an application made to them direct (and not through the Ministry of Defence) the Ministry of Defence should be consulted by the Ministry/Division etc. concerned before such an officer is employed by them. The Ministry of Home Affairs etc. are, therefore, requested kindly to bring this decision to the notice of all concerned under them for their information and guidance.

[***Authority***:– Estt. Division O.M. No. 10/4/60-E.XIII, dated 3-6-1961].

Sl. No. 219

Preference to Released/Retired Armed Forces Officers in Ex-Cadre Posts in the Civil

The Government of Pakistan have decided that:-

(i) in filling ex-cadre posts, released/retired officers of the armed forces should be preferred to candidates from the open market, provided they possess the requisite educational and other qualifications and are otherwise suitable, and

(ii) the maximum age limit, if any, may be relaxed upto a maximum of 10 years or the number of years an officer has actually served, whichever is less.

2. The decision is brought to the notice of all Ministries, Divisions with the request that all concerned under them may be informed of the decision for compliance.

[***Authority***:– Estt. Division O.M. No. 10/5/60-D.V., dated 6-11-1962].

Sl. No. 220

Employment of Armed Forces (Non-Commissioned Personnel) in Civil Posts

The question of employment of armed forces (non-commissioned) personnel in civil posts has been under consideration for some time past and it has now been decided that in filling civil posts, released/retired personnel of the armed forces should be preferred to candidates from the open market, provided they possess the requisite educational and other qualifications and are otherwise suitable. It has further been decided that the maximum age limit, if any, may be relaxed up to a maximum of 10 years or the number of years a person has actually served the Armed forces, whichever is less.

2. It is requested that the above decisions may please be brought to the notice of all concerned, for compliance.

[***Authority***:– Estt. Division O.M. No. 10/2/60-D.V., dated 17-9-1964].

Sl. No. 221

Employment of Armed Forces Officers/Personnel – Provisions in Recruitment Rules

Attention of the Ministries/Divisions is invited to the Establishment Division O.M. No. 10/5/60-D.V., dated 6th November, 1962 (Sl.No. 219), and Memo. No.10/2/60-D.V, dated 17th September, 1964 (Sl.No. 220). It is stated that in the light of the decisions contained therein, provisions on the following lines may be made in the recruitment rules.

(i) *In Case of Ex-Cadre Gazetted Posts:*

"The maximum age limit will be relaxed in the case of released/ retired officers of the armed forces of Pakistan upto a maximum of 10 years or by the number of years an officer has actually served the armed forces, whichever is less."

(ii) *In Case of Non-Gazetted Civil Posts which are Filled Otherwise Than by a Competitive Examination Held by FPSC:*

"The maximum age limit will be relaxed in the case of released/ retired personnel of the armed forces of Pakistan upto a maximum of 10 years or by the number of years a person has served the armed forces, whichever is less."

(iii) *In Case of Both Ex-Cadre Gazetted Posts and Non-Gazetted Civil Posts:*
Released/retired officers/personnel of the armed forces will be preferred to candidates from the open market provided they posses the requisite educational and other qualifications and are otherwise suitable.

Note.- For the purpose (i) above, ex-cadre posts means odd jobs or isolated posts.

[***Authority***:– Estt. Div.'s O.M. No. 5(1)/2/65-D.V., dated 10-3-1966].

Sl. No. 222

Employment of Ex-servicemen in Government Departments Against Posts in *Grade 1-4

Attention is invited to the government decision notified in 1962 (Sl.No. 219) to the effect that in filling ex-cadre posts, released/retired officers of the armed forces should be preferred to candidates from the open market provided they possess the requisite educational and other qualifications and are otherwise suitable. Instructions were also issued in 1964 (Sl.No. 220) for according preference to released/retired armed forces (Non-Commissioned) personnel for employment in civil posts over candidates from the open market provided they possessed the educational and other qualifications and were otherwise suitable. The instructions provide that the maximum age limit may be relaxed up to a maximum of 10 years or the number of years a person has actually served in the armed forces whichever is less. In respect of Class* IV jobs, and Class**III posts of staff car drivers, the instructions provide for reservation of 50% vacancies for ex-servicemen.

2. The Ministry of Defence have reported that despite these instructions, the efforts of GHQ to provide employment for the maximum number of ex-servicemen

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* BPS.
* BPS 1-2, Chapter, 7, Sl. No. 7.
** BPS 3-10 *Ibid*.

have not achieved the desired result. The above instructions are brought to the notice of all Ministries/Divisions, the Attached Departments and the Subordinate Offices with the request that all appointing authorities should ensure strict observance of these instructions so that the maximum possible number of ex-servicemen are absorbed in civil posts.

3. There may also be vacancies both under the Federal Government and the Provincial Governments for which suitably-qualified and experienced candidates from the open market may not be readily available. GHQ is of the view that released/retired armed forces personnel who are not only experienced, energetic, disciplined and reliable but also dutiful and willing to work under abnormal conditions, can be suitably employed in the existing vacancies. It is, therefore, requested that vacancies for which suitable departmental/direct recruits are not available should be reported to the Ministry of Defence, Rawalpindi, so that GHQ may be asked to provide a panel of suitable ex-servicemen for selection by the appointing authorities.

4. The instructions in para 3 above do not apply to posts recruitment to which is required to be made, under the relevant rules, through the Federal Public Service Commission. All vacancies in such posts should continue to be reported to the Commission. The eligible *ex*-servicemen may apply direct to the Commission when the posts are advertised. However, the Ministries/Divisions and the various departments under them some time do make *ad-hoc* appointments against posts which are normally required to be filled through the Federal Public Service Commission, subject to replacement by the Federal Public Service Commission nominees and in accordance with the instructions regarding *ad-hoc* appointments issued by Establishment Division from time to time. It is requested that particulars of vacancies which are intended to be filled on *ad-hoc* basis, by appointment of persons not already serving in the department, may also be communicated to Ministry of Defence. The ex-servicemen, if appointed on *ad-hoc* basis, shall be subject to replacement by the F.P.S.C. nominees.

5. It is also requested that suitable instructions may be issued by the Ministries/Divisions to the various autonomous bodies and semi-autonomous bodies under them to employ ex-servicemen in as large a number as possible and for this purpose, details of the posts and the qualifications and experience required may be communicated to Ministry of Defence so that names of suitable ex-serving officers and men may be communicated to them for selection.

[***Authority***:– Estt. Division O.M. No. 17/1/68-D.III, dated 18-10-1971].

Sl. No. 223

Employment of Ex-Servicemen and Pakistan Armed Services Board (PASB)

In supersession of the existing practice when a vacancy occurs against the quota reserved for ex-servicemen, the demand for filling in such a vacancy should

be placed on the Pakistan Armed Services Board (PASB) Secretariat in the Ministry of Defence. The P.A.S.B. Secretariat will meet the required demand from its own pool or its Provincial Directorate. In case an ex-serviceman with the required qualifications etc. is not available, the P.A.S.B. Secretariat will inform the department, who has placed the demand of the non-availability of such a person.

[***Authority***:– Estt. Division O.M. No. 14/l/76-D. III, dated 4-6-1976].

Sl. No. 224

Employment of Ex-Servicemen and Placement of Demand with PASB

Reference Office Memo of even No. dated 4th June, 1976 (Sl.No. 223). The demand for filling vacancies reserved for ex-servicemen should be placed on the Pakistan Armed Services Board Secretariat in the Ministry of Defence. A Copy of the Defence Division Office Memo No. 52/D. 14(W)/1177/76, dated 30th September, 1976 is enclosed (**Annex**) for further guidance in the matter.

[***Authority***:– Estt. Division O.M. No. 14/l/76-D. III, dated 22-11-1976.]

(ANNEX)

(See Sl. No. 224)

[Copy of Government of Pakistan, Ministry of Defence (Defence Division), Rawalpindi, O.M. No. 52/D-14 (W)/1177/76, dated the 30th September, 1976].

Reference is invited to the Establishment Division O.M.No. 14/1/76-D.III, dated the 4th June 1976 (Sl.No. 223) under which demand for re-employment of ex-servicemen are to be placed on the Pakistan Armed Services Board, Ministry of Defence, GHQ, Rawalpindi. The Board is in the process of instituting a system for providing suitable ex-servicemen for the required jobs. It will be appreciated that to meet the demand for re-employment of ex-servicemen at least one month's time is needed to enable the Board to call up candidates from their villages, conduct their interviews, select suitable personnel and forward their names to the requisitioning departments. At present the requisitioning departments are giving the Pakistan Armed Services Board only 3 to 4 days time within which all these formalities are to be completed. It is well nigh impossible to complete the required formalities within such a short time.

2. In case the demand is large it would always be available for the requisitioning departments to contact the Pakistan Armed Services Board and its subordinate offices at the provincial/district level, seek their advice and chalk out a coordinated plan for the accomplishment of the task.

3. It is requested that the Federal Ministries/Divisions may kindly be advised to instruct the departments/organizations under their control to allow a minimum period of one month to the Pakistan Armed Services Board for providing the names of suitable ex-servicemen for re-employment.

Sl. No. 225

Reservation of 50% Vacancies in *Grades 1-3 and in *Grade 4 of Staff Car

Driver/Despatch Rider for Armed Forces Personnel

Reference Establishment Division Office Memorandum No. 25/86/52-SE I, dated the 10th November, 1953. The decision contained in the Office Memorandum under reference has recently been reviewed by government and it has now been decided that 50% of the vacancies in Class IV* posts and the Class **III posts of Staff Car Driver should be reserved for discharged, retired or demobilized armed forces personnel. The remaining 50% vacancies should be treated as open to all. However, ex-armed forces personnel may compete alongwith others for these vacancies as well.

2. The Ministries/Divisions are requested to bring this decision to the notice of all concerned under them for their information and guidance.

[***Authority***:– Estt. Division O.M. No. 1/8/58-D.V., dated 19-10-1962].

Sl. No. 226

Employment of Ex-Servicemen from Other Regions if Locally Not Available

According to the existing instructions, the vacancies reserved for ex-servicemen should not be filled by other persons unless the employing authority obtains a certificate from the Welfare and Rehabilitation Directorate, General Headquarters, Rawalpindi to the effect that suitable ex-servicemen are not available for employment. The vacancies in some of these grades*** are filled locally.

2. It has now been decided that if ex-servicemen are not available locally the vacancies reserved for them may be filled by ex-servicemen from other regions.

[***Authority***:– Estt. Division O.M. No. 14/l/74-D.III, dated 23-12-1975].

Sl. No. 227

Despatch Rider

In accordance with the instructions contained in the Establishment Division Office Memorandum No. 1/8/58-D.V., dated 19th October, 1962 (Sl. No. 225), 50% vacancies in Class IV* posts and Class III** posts of Staff Car Drivers, were to be reserved for discharge, retired personnel of Armed Forces.

2. After introduction of the National Pay Scales***, such posts have been mentioned in terms of grades.

3. A question has arisen whether the posts of Despatch Riders (now in Grade*** 4) are governed by the instructions contained in the above mentioned

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* BPS 1-2, Chapter 7, Sl.No. 7.
** BPS 3-10, Chapter 7, Sl.No. 7.
*** BPS.
* BPS 1 & 2.
** BPS 3 to 10.
*** BPS.

circulars.

4. It is clarified for information of all the Ministries/Divisions that the posts of Despatch Riders in ***Grade 4 are governed by the above instructions as well as those contained in this Division circulars issued subsequently.

*[**Authority**:– Estt. Division O.M. No. 14/4/75-D. III, dated 31-3-1976].*

Sl. No. 228

Submission of Returns in Respect of Employment of Released/ Retired Armed Forces Personnel

The Ministries/Divisions were directed *vide* Establishment Division Office Memoranda No. 1/18/58 D.V., dated 19th October, 1962 (Sl.No. 225), No. 1/14/63-D.V., dated 28th February, 1964, and No. 1/14/63-D.V., dated 14th January, 1965 that 50% of the vacancies in ***Grades 1 to 3 posts and the posts of Staff Car Drivers (in ***Grade 4) should be reserved for discharge/ retired or demobilized armed forces personnel, and the procedure to be followed in this connection was described.

2. The Ministries/Divisions are requested that a half yearly return relating to the main Ministry/Division, its Departments and offices giving the following information in respect of grades*** 1 to 4 should be sent to the Establishment Division on 31st July and 31st January:-

(1) Grade***.
(2) Total number of posts.
(3) Total number of ex-servicemen in the grade***.
(4) Number of vacancies occurred during the preceding six months.
(5) Number of vacancies filled in.
(6) Number of ex-servicemen employed during the preceding six months.
(7) In case ex-servicemen are not appointed against the vacancies reserved for them, the reasons therefor.

[***Authority:–*** Estt. Division O.M. No. 17/l/68-D. III, dated 9-5-1974 read with O.M. of even number dated 22-6-1974].

Sl. No. 229

Employment of Ex-Servicemen in Civil Posts in BPS 1 to 4

It has been observed that certain Ministries/Divisions are not implementing in letter and spirit the instructions issued by this Division regarding employment of ex-servicemen on 50% posts in *Grades 1 to 4 under the Federal Government. In this connection attention is invited to Establishment Division O.M. No. 17/l/68-D. III, dated 9th May, 1974, (-) and subsequent instructions issued vide Establishment Division O.M. Nos. 17/1/68-D. III, dated 22-6-1974; 14-1-74-D.III, dated 16-8-1974;

* BPS.

14-1-73-D.III, dated 28-1-1975; 14-1-74-D.III, dated 23-12-1975 (Sl.No. 226); 14-1-76-D. III, dated 4-6-1976 (Sl.No. 223); 14-1-76-D. III, dated 22-11-1976 (Sl.No. 224); 14-4-75-D. III, dated 31-3-1976 (Sl.No. 227) and 14-1-73-D. III, dated 10-6-1977.

2. In Establishment Division O.M.No.17-1-68-D. III, dated 22-6-1974 (Sl.No. 228), the returns in the prescribed form were required to be sent on half yearly basis so as to reach this Division by the 31st July and 31st January each year. The returns should now be sent in the enclosed **proforma in accordance with the already laid timetable.

3. The Ministries/Divisions are also requested to send a consolidated statement of these returns relating to the Division as a whole including the information relating to their Attached Departments and Subordinate Offices, etc., by the due date as mentioned in para 2 above, with a copy to the Ministry of Defence.

*[**Authority**:– Estt. Division O.M. No. 14/l/73-D.III, dated 19-9-1977].*

Sl. No. 230

Employment of Ex-Servicemen in Civil Posts in BPS 1 to 4 : Representation to be Ensured

The returns received in the Establishment Division show that ex-servicemen have not been employed in *grades 1-4 posts to the extent of the reservation made for them. Ministries/Divisions are, therefore, requested to ensure that the posts reserved for ex-servicemen are filled by such persons as for as possible. The Departments/Offices under the administrative control may please be instructed accordingly.

*[**Authority**:– Estt. Division O.M. No. 14/1/73-D.III, dated 29-5-1978].*

Sl. No. 231 *

Induction/Re-employment of Officers of Armed Forces of Pakistan in Civil Posts

The question of institutionalizing the induction and re-employment of officers of the armed forces of Pakistan in civil posts has been under consideration for sometime past. The President has now been pleased to decide that induction of officers of the armed forces of Pakistan and their re-employment, as the case may be, shall be regulated by the following instructions:-

PART I

2. Induction of young officers of armed forces of Pakistan upto 8 years commissioned service in civil posts shall be made in accordance with Part II.

3. Induction of officers of the rank of Major or equivalent who may retire or

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** Ref.para 2, Sl.No. 228.

* [*Note*.- The instructions reproduced under this Serial Number may please be read with subsequent amendments/clarifications reproduced under Sl.Nos. 232 to 245].

may have retired on completion of the prescribed age or service limit shall be made in accordance with Part III.

4. Re-employment of officers of the rank of Major or equivalent who may retire or may have retired before completion of the prescribed age or service limit and of retired officers of the rank of Lieutenant Colonel and above and equivalent shall be made in accordance with Part IV.

PART II

5. Young officers of the armed forces upto 8 years of commissioned service will be eligible for induction in **grade 17 on regular basis upto 10% of the annual direct recruitment vacancies in the specified occupational groups direct recruitment to which is made through the combined competitive examination held by the FPSC annually.

6. Induction will be made through the High Powered Selection Board constituted by the President for the purpose. The High Powered Selection Board will also determine the Occupational ***Groups to which the officers are allocated. For this purpose, each Service Chief may be asked to recommend by the 30th June every year names of officers for induction in **grade 17 in various groups, keeping in view their educational qualifications and experience. For each vacancy, a panel of preferably 3 officers may be recommended. The recommendations will be scrutinised by the Ministry of Defence before they are placed before the Board.

7. Officers inducted in various groups*** will be adjusted against vacancies allocated to the province or provinces to which they belong.

8. The officers will be appointed on regular basis, and the probation period shall be deemed to have been waived. On appointment to the civil post, the officers will sever their connection with the armed forces.

9. The officers will receive the same training as is given to the probationers appointed on the results of the competitive examination held by the FPSC and will be required to pass completely the prescribed examinations during or on conclusion of the training. Their promotion to the higher grade* will be governed by normal rules, and will be subject to the further condition that they have completely passed the prescribed examinations during or on conclusion of the training.

10. The inducted officers will count their seniority from the year in which they are inducted, recruits of the same year retaining their seniority, inter se. They will be placed above the competitioners of the year with whom they receive the training.

11. (a) The pay of the inducted officers in civil grade will be fixed on the basis of their pay in the substantive rank or temporary rank, if held for one year.

(b) Service rendered in Armed Forces will count towards civil pension.

** BPS

*** Add “and Service”.

*PART III

12. The officers of the rank of Major and equivalent who may retire or may have retired on completion of the prescribed age or service limit will be eligible for induction in grade** 18 on regular basis upto 10% of the annual vacancies in the various groups and cadres in that grade, as may be specified.

13. Induction will be made through the High Powered Selection Board in accordance with the procedure laid down in para 6.

14. In selecting officers for induction, provincial quotas will be kept in view.

15. The inducted officers will count seniority in the **grade in which they are inducted from the date of their induction.

16. The pay of inducted officers will be fixed in the civil **grade on the basis of their pay of the substantive rank or temporary rank, if held for one year.

17. The inducted officers will continue to draw their military pension but it shall be deducted from the civil pay. In addition to the military pension, the officers will be entitled to a civil pension on their retirement from civil employment if they have completed the prescribed qualifying service (*i.e.* 10 years of minimum service). They will be entitled to receive gratuity if they have rendered more than 5 years and less than 10 years of service in the civil post.

PART IV

18. Officers of the rank of Major/ equivalent who retire or may have retired before completion of the prescribed age or service limit and officers of the rank of Lieutenant Colonel and above and equivalent who may retire or may have retired either after completion of prescribed service or age limit or before such completion will be eligible for re-employment on contract for 3 to 5 years, renewable upto the age of 60, upto the maximum of 10% of annual vacancies in various groups and cadres, as may be specified, on the terms and conditions mentioned hereinafter.

19. Re-employment will be made in *grades equivalent to their substantive rank, or temporary rank, if held for one year, in accordance with the army rank-civil grade* equivalence formula already approved by the President. However, the officers will be eligible for being considered for a subsequent contract in higher grade. **[Re-employment of officers may be considered for a higher grade* either at

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* Please *see* revised instructions *vide* Estt. Div.'s O.M.No.1/19/80-IC.I, dated 4-12-1980, Sl. No. 242.

** BPS/post.

* BPS/post.

** Added *vide* Estt. Division O.M.No.1(25)/80-IC.I, dated 7.3.1982.

the time of subsequent contract or after completing service of three years in the existing contract whichever is earlier].

20. Re-employment on contract basis will be made through the High Powered Selection Board which will also determine the group or cadre in which re-employment is to be made. The procedure for selection will be the same as prescribed in para 6.

21. In selecting officers for re-employment, provincial quotas will be kept in view.

22. Re-employment on contract in various *grades shall be made by the authorities competent to make appointment to these *grades in accordance with rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973[***].

23. The re-employed officers will be eligible for such training as is given to their civilian counterparts.

24. Re-employed officers will not have any seniority and will not be placed on the regular [@]gradation list.

[@@][25. Pay of the retired officers of the armed forces, who are re-employed in civil posts on contract in [@@@]grades equal to the substantive rank or temporary rank, if held for one year, may be fixed at the minimum of the grade in which re-employment is made and full service pension should be paid in addition. Service rendered on civil side shall not qualify for a second pension.]

26. The armed forces officers re-employed on contract shall be liable to serve anywhere within or outside Pakistan, in any post under the Federal Government or Provincial Government or local authorities, or a corporation or body set up or established by such government provided that nothing contained in this paragraph shall apply to an officer re-employed specifically to serve in a particular area or region and further provided that where such an officer is required to serve in a post other than the post in which he has been re-employed, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.

27. [*][Omitted].

[***] Sl. No. 1.
[@] or Seniority List.
[@@] Substituted *vide* Estt. Division O.M. No. 14/5/78-D.III, dated 5-5-1980.
[@@@] BPS.
[*] Subs. *vide* Estt. Division O.M.No. 1(3)/86/CP-6, dated 1-1-1987 (Sl. No. 237).

28. In case no orders are received by the date on which the contractual period expires the contract shall be deemed to have been terminated; unless otherwise ordered].

29. The conduct of re-employed contract officer shall be regulated by rules made, or deemed to have been made or instructions issued, by Government or a prescribed authority as for civil servants under section 15 of the Civil Servants Act, 1973**.

30. A re-employed contract officer shall be liable to such disciplinary action and penalties in accordance with the rules made or deemed to have been made under section 16 of the Civil Servants Act, 1973***.

31. The armed forces officers re-employed on contract shall be governed by the leave rules contained in the Finance Division O.M. No. F. 1(2)-Rev. I/78, dated the 21st September, 1978 (Note 1 &2 below). However, provisions contained in para 3(ii) and (iii), 5, 6, 10, 11 and 17 shall not apply.

[*Note 1:* The Revised Leave Rules, 1980 (Chapter 5, Sl.No.1) will be applicable. Leave Rules, 1978: 3(ii) (Leave on half Pay) (iii) Leave Preparatory to Retirement, 5(Leave not due), 6 (Special Leave); 10 (Extraordinary Leave, Leave Without Pay), 10 (Encashment of refused leave); 11 (In-service death), 17 (Authorities refusing leave preparatory to retirement).

Note 2: Revised Leaves Rules, 1980: 6 (Leave on half pay), 9 (Extraordinary Leave, Leave without pay), 11 (Leave not due), 12 (Special Leave), 16 (Leave preparatory to retirement), 17 (Encashment of leave Preparatory to retirement), 18 (Power to refuse leave preparatory to retirement) 18-A (Encashment of leave preparatory to retirement) 19 (In-service death)].

32. The leave at the credit on an officer shall be carried forward in case a contract is extended without any interruption. However, all leave at the credit of an officer shall lapse on the date of final expiry or termination of the contract.

33. The officer will be entitled to T.A. on tour and transfer and to medical attendance and treatment on the scale applicable to civil servants of corresponding grade*.

34. Where a right to prefer an appeal or apply of review in respect of any order relating to the terms and conditions of his service is provided to an officer of armed forces re-employed on contract under any rules made applicable to him such appeal or application shall, except as may be otherwise prescribed, be made within thirty days or the date of such order.

35. Where no provision for appeal or review exists under the rules in respect

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** Chapter 1, Sl.No.2.
*** Chapter 1, Sl.No.2.
* BPS.

of any order or class of orders, a re-employed officer aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order.

36. The existing officers of the category mentioned in this part who have already been appointed on contract in civil posts shall be eligible to elect terms and conditions specified in this part. They shall be required to give their option either to elect their existing conditions of appointment or to elect the terms and conditions laid down in this part for the remaining period of their contract. The option shall be given within two months of the date of issue of this O.M. They will be brought on the terms and conditions laid down in this part with effect from 23rd December, 1979, the date on which the President was pleased to approve the scheme. Those who fail to submit their option by the prescribed date shall be deemed to have elected their existing terms and conditions. Option shall be final.

PART V

37. Any major difficulties in implementing these decisions will be resolved by reference to a committee Comprising Establishment Secretary, Finance Secretary and Law Secretary. The reference will be made through the Establishment Division, who will initially examine it and in case they are unable to remove the difficulty, the matter will be placed before the Committee.

38. This Office Memorandum issued with the concurrence of the Ministry of Finance.

*[**Authority**:– Estt. Division O.M. No. 14/5/78-D. III, dated 10-2-1980]***

Sl.No. 231-A

Guidelines for Re-employment of Retired Armed Forces Officers

As per policy circulated *vide* Establishment Division's O.M. No. 14 (5)/78-D-III, dated 10-02-1980 (Sl.No. 231), as amended from time to time, the retired officers of the armed forces are eligible for re-employment, on the recommendations of the DSOSB, against 10% of the annual vacancies, in the specified Ministries/Divisions/Departments/Service Groups of the Federal Government as per procedure/instructions outlined therein. Separate Selection Boards are set up in the Provincial Governments and in the corporations and autonomous/semi-autonomous bodies to select suitable retired officers of the armed forces for re-employment under these governments/corporations etc.

2. The competent authority has been pleased to approve the following

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** For amendments in this O.M. No. 14/5/78-D.III, dated 10-02-1980, see subsequent Sl. Nos. 231-A to 245.

further guidelines on the subject:-

(i) As a matter of principle, all requests for re-employment of retired officers of the armed forces may invariably be sent to the Services HQ for proper scrutiny & placing before the DSOSB* as per policy and individual requests may not be entertained. As per its existing charter, the Defence Services Officers Selection Board (DSOSB) shall consider cases strictly against 10% annual vacancies in the specified departments/ organizations/groups/ services listed in **Annex**.

(ii) Employments/re-employments of defence services officers in civil over and above 10% annual vacancies quota shall continue to be processed by the Establishment Division in coordination with the Defence Division and Services Headquarters/W&R Dte. Of GHQ, after such proposals are cleared by the Chief Executive** of Pakistan on merit of each case, and in the public interest.

3. It is requested that these instructions/guidelines may be noted for strict compliance and circulated amongst all the departments/ organizations/groups services etc. working under the Ministries/Divisions of the Federal Government/Provincial Governments for similar action.

*[**Authority**: Establishment Division's O.M. No. 3/69/2000-CP-7, dated 27-03-2001]*

Annex

(*See* Sl. No. 231)

LIST OF SPECIFIED MINISTRIES/DIVISIONS/SERVICES/GROUPS

1.	Office Management Group (OMG)	(BPS 18 only)
2.	Secretariat Group	(BPS 19 & above)
3.	Information Group	-do-
4.	Foreign Service of Pakistan	-do-
5.	Ministry of Education	-do-
6.	Ministry of Health	-do-
7.	Ministry of Communications	-do-
8.	Intelligence Bureau (I.B)	-do-
9.	Ministry of Railways	-do-

* Defence Services Officers Selection Board.

** 'Prime Minister'.

Sl. No. 232

Inclusion of Commissioned Service in Armed Forces in Length of Service in Civil Posts

Under the existing policy army* service does not reckon for the purpose of move-over in respect of the officers inducted in civil posts on regular basis under Part-II of induction policy circulated *vide* Establishment Division's O.M.No.14/5/78-D.III, dated 10-2-1980 (Sl. No. 231). The matter has been examined in consultation with the Establishment Division and decided that the commissioned service rendered by an officer in the armed forces prior to induction into the civil post on regular basis under Part-II of Induction Policy, referred to above, may be included in the length of service for the purpose of grant of move-over subject to the following conditions:-

(i) There is no break in service between the previous commissioned service rendered by them in the existing government department besides such commissioned service has also been counted towards fixation of pay in the existing government department.

(ii) He is not drawing pension against the service rendered in the armed forces.

*[**Authority**:– Finance Division O.M.No.F.6(12)-R-3/89-Imp-I, dated 31-10-1990].*

Sl. No. 233

Pay Fixation and Seniority of Armed Forces Officers Inducted in Civil

The question of pay-fixation and seniority of the armed forces officers inducted on permanent basis into the civil in various groups prior to the promulgation of the induction policy, *vide* this Division's O.M. of even number dated 10th February, 1980 (Sl. No.231) has been under consideration of the government. It has now been decided that pay-fixation and seniority of such officers will be determined on the following conditions:-

(i) These officers will be deemed to have been inducted into their respective groups with effect from the date they started officiating against posts in the said groups* on transfer from the army.

(ii) They will count their seniority in the relevant **grades with effect from the date of induction.

(iii) Their pay and allowances will be fixed in civil scales of pay in accordance with the rules on the subject.

(iv) In the case of officers who have continued to draw **army pay, their present pay will be fixed after allowing them due increments. They will cease to draw army pay and allowances with effect from 1st August, 1981.

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* Pak. Army, PAF & Pak Navy to be read in view of the words 'armed forces' used.

* Add 'services'.

** See footnote * on Sl. No 232.

(v) Any pay and allowances drawn in excess of the civil rates of pay between the date of their induction and 1st August, 1981 will be written off.

2. The above conditions will also apply to those Defence Services officers inducted in various groups* who have already retired from Defence Services.

*[**Authority**:– Estt. Division O.M.No.14/5/78-D.II.I dated 14-7-1981].*

Sl. No. 234

Eligibility of Major/Equivalent Retired on Medical Grounds for Induction in Posts in BPS 18/Equivalent

Reference Part-III, para 12 of Establishment Division's Office Memorandum of even number dated 10th February, 1980 (Sl. No. 231). The President has been pleased to decide that officers of the rank of Major or equivalent retiring on medical grounds (Category C) before attaining the specified length of service/age will also be eligible for induction in grade 18*** on regular basis in the various specified groups and cadres.

*[**Authority**:– Estt. Division O.M. No.14/5/78-D.III, dated 16-7-1981].*

Sl. No. 235

Resignation by Armed Forces Officers Inducted in Civil Posts

According to para 27, Part IV of Establishment Division's O.M. No. 14/5/78-D. III, dated 10th February, 1980 (Sl.No. 231) termination of contract, either on expiry of contract or otherwise, is to be done through the High Powered Selection Board.

2. The President has been pleased to decide that resignations tendered by contract officers need not be processed through the Defence Services Officers Selection Board and that such resignations should be submitted to the competent authority for acceptance without referring them to the aforesaid Board.

*[**Authority**:– Estt. Division O.M. No. 1(19)/80-I.C.I. dated 11-8-1981].*

Sl. No. 236

Pay Fixation of Armed Forces Officers Inducted in Civil Posts

Reference Establishment Division's O.M.No.14/5/78-D.3, dated 10th February, 1980 (Sl. No. 231). In modification of para 16, Part III, of Estt. Division's O.M. referred to above, the President has been pleased to decide that the pay of serving officers of the armed forces of the rank of Major and equivalent inducted in civil posts on permanent basis, will be fixed as follows:-

*** BPS/Posts.

(a) These officers will be allowed to get their *army pay and allowances during the period of their training except kit allowances; and

(b) On the termination of their training and on regular posting their pay will be fixed in civil post in NPS-18** on the basis of their pay of substantive rank or temporary rank if held for one year, including the following as part of pay:
   (i) Disturbance pay.
   (ii) Qualification pay.
   (iii) Command/Staff/Charge pay.

*[**Authority**:– Estt. Division O.M. No. 8(4)/81-CP.V, dated 11-1-1983].*

Sl. No. 237

Termination of Contract of Armed Forces Officers in Civil Posts

Reference is invited to Establishment Division's O.M. No. 14/5/78-D III, dated 10th February, 1980 (Sl.No.231). It is stated that the Prime Minister has been pleased to direct that the following amendments shall be made in the said office memorandum, namely:-

(a) Para 27 in Part IV shall be omitted, and
(b) for para 28, the following shall be substituted:-
"In case no orders are received by the date on which the contractual period expires, the contract shall be deemed to have been terminated, unless otherwise ordered."

2. To avoid any hardship to officers affected by the amendment in para 28 of the said memorandum, the Prime Minister has been pleased to direct that the said amendment shall not apply to officers whose contractual period has either expired or would expire within 3 months from the date of issue of this amendment but no orders extending or terminating such contracts have been received by the Ministries/Divisions.

3. The Ministries/Divisions are requested to identify and submit such cases, alongwith their recommendations, to the Establishment Division within the next fortnight for placing them before the Defence Services Officers Selection Board and obtaining orders of the competent authority.

*[**Authority**:– Estt. Division O.M.No.1(3)86-CP-6, dated 1-1-1987].*

Sl. No. 238

Application of Instructions for Induction/Re-employment of Armed Forces Officers to Autonomous Bodies

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* *See* footnote * on Sl. No. 232.
** BPS.

The President has also been pleased to decide that instructions contained in the Establishment Division O.M. No. 14/5/78-D. III, dated 10th February, 1980 (Sl.No. 231), will also apply, mutatis mutandis to the corporations and other autonomous bodies set-up by the Federal Government or working under their administrative control.

2. All Ministries/Divisions are requested to advise the corporations and other autonomous bodies under their administrative control to draw instructions for induction or re-employment of officers of armed forces of Pakistan in various posts in the corporations on the lines of the instructions contained in the office memorandum under reference and issue them with the approval of the competent authority.

*[**Authority**:– Estt. Division O.M. No. 14/5/78-D.III, dated 11-2-1980].*

Sl. No. 239

Application of Instructions for Induction/Re-employment of Armed Forces Officers in Autonomous Bodies – Amendment in Recruitment Rules

With reference to the Establishment Division O.M. No.14/5/78-D. III, dated the 11th February, 1980 (Sl.No.238), it is stated that the instructions contained in Estt. Division's O.M. of even number, dated the 1st January, 1987 (Sl.No.237), will also apply, mutatis mutandis, to the corporations and autonomous bodies set up by the Federal Government or working under their administrative control.

2. All Ministries/Divisions are requested to advise the corporations and other autonomous bodies under their administrative control to make necessary amendments to the instructions issued by them for induction or re-employment of officers of armed forces of Pakistan in various posts in the corporations.

*[**Authority**:– Estt. Division O.M.No.1(3)/86-CP.6,dated 14-1-1987].*

Sl. No. 240

Induction/Re-employment of Armed Forces Officers in Civil Posts – Specification of Groups and Cadres

Under Establishment Division's O.M.No.14/5/78-D.III, dated 10th February, 1980 (Sl.No. 231), 10% of the annual vacancies in the specified Occupational Groups and cadres are required to be filled by the retired officers of the armed forces of Pakistan. Groups* and cadres to which these officers can be appointed have now been specified. It has been decided that:

(a) **Except the following, all Occupational Groups will be open to the armed forces officers for induction/re-employment in ***Grade 17 and 18:-

(i) Economists and Planners Group.

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* Add "and Service"

** Note: For revised instructions, please see Sl.No. 241.

*** BPS.

(ii) Trade and Commerce Group.

(iii) Office Management Group.

(b) The following Groups only will be open for appointment in **Grades 19 and above:-

(1) Secretariat Group.

(2) Foreign Affairs Group[@].

(3) Information Group.

(4) [@@]Accounts Group (for those Officers only who have experience of Finance and Accounts).

2. At present, the Defence Services Officers Selection Board headed by the Minister for Interior is required to select officers of the armed forces for induction/re-employment in civil posts in the Federal Government, Provincial Governments, corporations and autonomous/ semi-autonomous bodies set up or established by such governments. It has been felt that there is a need to decentralize the powers for effective implementation of the policy regarding induction/re-employment of the officers of the armed forces. It has therefore, been decided that:-

(a) The Defence Services Officers Selection Board should restrict itself to select officers only for the All Pakistan Unified Grades and the Federal Unified Grades.

(b) Separate Selection Boards should be set up in the Provincial Governments to select retired officers of the defence forces for re-employment under those governments.

(c) Separate Selection Boards should also be set up for re-employment of such officers in the corporations and autonomous/semi-autonomous bodies. These Boards will be headed by the Minister of the administrative Ministry (Division) concerned and should include the Secretary of that Ministry/Division and the Chairman/ Managing Director of the corporation concerned.

3. Each Ministry and the Provincial Governments will intimate the number of vacancies allocated/reserved for the armed forces officers by the 30th June each year to the Ministry of Defence under intimation to this Division. Ministry of Defence will recommend/propose a panel of names of the armed forces officers, to be considered for appointment to the posts. Preferably three names should be recommended/proposed for each vacancy. This Division shall also be informed of the final selection made.

4. The Ministries/Divisions and the Provincial Governments are requested to take immediate action for implementing these decisions.

[@] Now Foreign Service of Pakistan *vide* Notification No. SRO 936(1)/83 dated 29.9.1983, Chapter 8, Sl.No. 6.

[@@] Now Pakistan Audit & Accounts Service *vide* Estt. Div.'s OM No. 1/17/92-CP II dated 10th December, 2002, Chapter 8, Sl.No. 12.

*[**Authority**:– Estt. Division O.M. No. 1/22/80-Ind.-Cell, dated 29-11-1980].*

Sl. No. 241

Induction/Re-employment of Armed Forces Officers in Civil Posts : Specification of Groups★

In partial modification of Establishment Division O.M. No.14/5/78-D.Ill, dated 10th February, 1980 (Sl. No.231), it has been decided that;

(i) In future, the induction of serving officers of the armed forces of Pakistan will be confined only to DMG, FAG and Police Group in **grade 17 posts against the following annual intake:-

District Management Group.... 5

★★★Foreign Affairs Group..... 3

@Police Group..... 2

(ii) No induction of serving armed forces officers in grade** 17 & 18 will be made in any other occupational group or service in the Federal Government or Provincial Governments.

(iii) Annual induction in **grade-18 will not be a regular feature but a limited number of serving Majors or equivalent rank may be chosen by the President. Such cases will be processed through the Defence Services Officers Selection Board and put up to the President for approval.

(iv) Retired officers of the rank of Major or equivalent will be eligible for appointment only in autonomous bodies/corporations either on contract or regular induction according to the option of the officers. They will also be eligible for appointment on contract basis against 10% vacancies of Section Officers in grade*-18 in the Federal Secretariat.

(v) Existing retired officers of the rank of the Major or equivalent, who have been inducted as Section Officers in the Federal Secretariat may also exercise the option for employment on contract basis for an initial period of three years with immediate effect. The last date for exercising this option is 31st March, 1982.

*[**Authority**:– Estt. Div.'s O.M. No. 1/19/80-IC(Pt)/CP-5, dated I-3-1982].*

★ Read 'Services' and 'Group'

** BPS.

★★★Foreign Service of Pakistan, Chapter 8, Sl. No 6.

@ Police Service of Pakistan, Chapter Ibid, Sl. No 13.

* BPS.

Sl. No. 242

Induction of Armed Forces Officers in Civil Posts – Modification in Instructions

In partial modification of Part III of the Estt. Division's O.M.No.14/5/78-D.III, dated 10th February, 1980 (Sl.No. 231) on the subject, it has been decided that:

(a) The officers of the rank of Major and equivalent, who may retire or may have retired on completion of the prescribed age or service limit, will be eligible only for induction in grade 18 on regular basis in civil posts under the Federal Government and Provincial Governments upto 10% of the annual vacancies in the various groups/cadres, as may be specified.

(b) The officers of the rank of Major and equivalent who may retire, or may have retired on completion of the prescribed age or service limit will be eligible also for induction on regular basis as well as re-employment on contract in *Grade-18 or equivalent posts in corporations and autonomous/ semi-autonomous bodies under the Federal and Provincial Governments upto 10% of the annual vacancies. Both the regular induction and re-employment on contract will be made on recommendations of the High Powered Selection Board.

(c) If selected for appointment to posts in corporations or autonomous/semi-autonomous bodies, the officers will be asked to exercise an option whether they want to be re-employed on contract or permanently inducted on regular basis upto the age of superannuation. Option once exercised shall be final.

(d) Such officers as are re-employed on contract will be governed by the terms and conditions mentioned in Part IV of the Establishment Division O.M. referred to above.

*[**Authority**:– Estt. Division O.M.No.1/19/80-IC-I,dated 4-12-1980].*

Sl. No. 243

Extension in Re-employment on Contract of Armed Forces Officers

Attention is invited to the Establishment Division's Office Memorandum No. 14/5/78-D.III, dated 10th February, 1980 (Sl.No.231), as amended from time to time. It is stated that according to the existing instructions all cases of induction/ re-employment on contract of serving retired officers of the armed forces in civil

posts are required to be processed through the Defence Services Officers' Selection Board. It has now been decided by the Prime Minister that cases of extension in contract re-employment should also be processed through the Board.

2. Cases for extension in contract re-employment are placed before the Board after obtaining a panel of two or more officers in each case from the Ministry of Defence. The Board considers such cases in the light of recommendations of the administrative Ministries/Divisions/Departments, performance/service record of the officer and exigencies of the service. Recording of minutes of the meetings and completion of other formalities such as submission of summaries to the Prime Minister and soliciting his orders take sufficiently long time. According to para-28 of the policy as amended *vide* Establishment Division's Office Memorandum of even number dated 1-1-1987 (Sl. No.237) if no orders are received by the date on which the contractual period expires, the contract is deemed to have been terminated. It is also not possible to convene the meetings of the Board frequently and at a short notice.

3. To ensure that cases of extension in contract re-employment are finalized before the maturity of contract appointments, it is imperative that such cases should be initiated well in advance.

4. In view of the position explained above, all Ministries/ Divisions/Departments are advised to submit cases of extension in contract re-employment of retired officers of armed forces at least four months in advance of the date of expiry of contract, to ensure timely decision.

*[**Authority**:– Estt. Division O.M.No.1(3)/88-CP.6, dated 14-3-1988].*

Sl. No. 244

Induction/Re-Employment of Armed Forces Officers into Civil Posts

The methodology of induction of officers of the armed forces in civil remained under active consideration of the Establishment Division. The issue was also examined thoroughly by the Recruitment Policy Committee. On the recommendations of the Recruitment Policy Committee, the Prime Minister has been pleased to approve as under:-

(a) Officers of the armed forces, irrespective of their rank, will be eligible for induction in the civil to posts in pay scale 17 only provided-
  (i) their overall service record in the armed forces is not below "High Average" and
  (ii) they are below 32 years of age.

(b) Induction will be allowed only in the following occupational groups:-
  (i) District Management Group
  (ii) Foreign Service of Pakistan
  (iii) Police Service of Pakistan

(c) Induction will be equal to 10% of annual vacancies in each of these

groups with a minimum of 2 vacancies in each group.

(d) Induction/allocation to various Occupational Groups* will be through FPSC instead of Defence Services Officers Selection Board (DSOSB).

(e) Each Service Headquarter shall have a Board which will examine the cases of officers willing to be considered for induction in civil and who fulfil the conditions indicated above.

(f) Each Board shall recommend to the Ministry of Defence names equal to double the number of available vacancies.

(g) The FPSC will select officers and allocate them to occupational groups on the basis of psychological test, viva voce and regional/provincial quota.

(h) **[Re-employment of the retired officers of the armed forces in civil besides Office Management Group, Secretariat Group, Foreign Service of Pakistan and Information Group has also be extended upto 10% of the annual vacancies in Ministries of Health, Education, Communications and Intelligence Bureau. There will be no re-employment in ***Accounts Group in future].

2. Policy governing induction/re-employment of the officers of armed forces in civil stands amended to the extent discussed above.

3. The Prime Minister has desired that the nominations already forwarded by the Ministry of Defence for induction in the civil may be treated as the nominations for the year 1991 and forwarded to FPSC for consideration. The needful has been done.

4. The Majors nominated by Ministry of Defence *vide* **Annex-C** to O.M.No.2/25/D-24(C.IV)/91, dated 6th July, 1991 will also be considered for induction provided they are below 32 years of age, their overall record in the armed forces is not below "High Average" and they are willing to be inducted in posts in BPS 17.

*[**Authority**:– Estt. Division O.M.No.10(1)/91-CP.I, dated 9-9-1991].*

Sl. No. 245

Re-Employment of Retired Armed Forces Officers in Civil in Specified Service Groups/Ministries through Defence Services Officers Selection Board (DSOSB)

Attention is invited to the Establishment Division's O.M.No.14/5/78-D-III, dated 10th February, 1980 (Sl. No. 231) on the subject amended from time to time. The Prime Minister has been pleased to approve that the employment of the retired armed forces officers will be on cyclic basis upto a maximum period of 05(five) years in each case (commencing from the date of the re-employment of the first officer against that vacancy) or till the date of attaining the age of 60 years, whichever is earlier.

2. Policy governing induction/re-employment of the officers of armed forces

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* With ref. to para 1 (b) above, it should read 'Group and Services' insofar as it relates to induction.

** Subs *vide* Estt. Division O.M.No.8/5/96-CP.6/7, dated 30-8-1997.

*** Pakistan Audit & Accounts Service, Chapter 8, Sl. No. 12.

in civil stands amended to the extent as mentioned in para 1 above.

*[**Authority**:– Estt. Division O.M.No.4/1/96-CP.7, dated 14-2-1998].*

Sl. No. 246

Constitutions and Functions of the Departmental Promotion Committees

The Cabinet has decided that Departmental Promotion Committees should be set up in all Ministries to make recommendations in respect of posts which must be filled by selection and which do not come within the scope of the Selection Board.

2. The scope of Departmental Promotion Committees shall include promotions within Class I* or from Class II to Class I and within Class II. It is not, however, intended that in respect of services which have a senior and a junior time-scale, the ordinary movement of an officer from the junior to the senior time-scale should come before the Committee's purview. Recommendations of Departmental Committees concerning promotions from Class II* to Class I* shall, also be subject to the approval of the Central Public Service Commission.

3. The Committee to be established in each Ministry should consist of the Secretary or an officer nominated by him and at least two other officers who preferably should be officers familiar with the work of candidates for promotion.

4. It will be open to each Ministry to have more than one Committee for dealing with promotions to different categories of posts, e.g., one Committee for promotion to posts of Superintendents and another for promotion to other posts. Where separate Committees are set up, it will be desirable to maintain liaison between them by having, for example, a common member.

5. The Public Service Commission should be associated with these Committees to the greatest extent possible. The Commission should invariably be invited to depute a member to sit on all Committees dealing with promotions to and within any Central Service, Class I*. It may not be practicable for the Commission, at any rate at present, to be represented on all Committees in connection with promotions to and within the Central Service, Class II*, but the list of such services under the control of each Ministry should be examined in order to determine whether or not there are any services in making promotions to which it is particularly desirable to have the Commission represented in the relevant Committee.

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* Class - Gazetted Posts — Corresponding Grades

Gazetted Posts

(1) Class I .....(1)----------*Grade 17 to 23**

(2) Class II .....(2) ----------Grade 16

Non-Gazetted Posts

(3) Class II .....(3) ----------Grades 11 to 15

(4) Class III.....(4) ----------Grades 3 to 10

(5) Class IV.....(5) ----------Grades 1 and 2

* For 'Grade', read 'BPS' ** For '23' read '22'

Chapter 7, Sl. No. 7.

6. The promotions recommended will, to the extent desired by the Minister, be subject to the approval of the Minister in charge.

7. The association of the Commission to the extent contemplated, with these departmental promotion Committees is not intended to remove the necessity for a formal reference of a proposal to the Commission in cases where the consultation with the Commission is necessary under statutory rules.

8. The Committees should follow the method of maintaining a list of persons fit for promotion and no departure from the order in that list should be made without the authority of the Committee provided that when the public interest demands an officer not in the list and not next in the order of the list may be appointed for a period not exceeding four months. The list should be revised and brought up-to-date annually.

9. As regards Class III* services, Ministries and Heads of Departments should consider organizing Committees on such similar or other lines as might appear suitable to them. It is left open to them to make their own arrangements in regard to Class III appointment.

10. Ministries are requested to proceed with the formation of Departmental Promotion Committees and to supply the Establishment with copies of relevant orders not later than the end of February, 1948.

[***Authority***:– Establishment Division Office Memorandum No. 33/1/47-Ests-SE II, dated the 29th January, 1948].
[Establishment Manual, Vol. II (1947-1963), pp 304-305]