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For Official Use



**A MANUAL ON
APPOINTMENT, PROMOTION
AND TRANSFER
(Edition -2013)**

Compiled & Published By:

**PAKISTAN PUBLIC ADMINISTRATION RESEARCH CENTRE
ESTABLISHMENT DIVISION
CABINET SECRETARIAT
ISLAMABAD**

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FOREWORD

The Pakistan Public Administration Research Centre (PPARC), Management Services Wing, Establishment Division is entrusted with the tasks of compilation, review and printing of administrative codes and manuals. These codes & manuals facilitate the disposal of official business in the Federal Government Organizations. A Manual on Appointment, Promotion and Transfer Rules (Edition-2013) has been formulated in consultation with the Career Planning Wing and Regulation Wing of Establishment Division Islamabad. The book includes all the latest policy guidelines and amendments relevant to the Appointment, Promotion and Transfer Rules issued by the Federal Government from time to time to improve the quality and integrity of the public sector organizations through implementation of effective and pragmatic policy guideline.

2. All these important changes necessitated compilation of this Manual on Appointment, Promotion and Transfer Rules (Ed-2013), would serve the wide range of users and stakeholders *i.e* Ministries/ Divisions /Departments/Offices of the Federal Government and all those interested in the subject. Efforts have been made to include all amendments/changes and new instructions issued by stakeholders. The Manual will hopefully serve as a useful guide.

3. I would like to extend my appreciation to the officers and staff of the Manuals and Publications Cell of PPARC, for their dedicated efforts in the publication of this manual. The efforts of the officers and staff of the Career Planning and Regulation Wing,

Establishment Division who checked the draft, also deserve appreciation.

(Amjad Mehmood)
Additional Secretary

Islamabad 5th December, 2013.

PREFACE

The Pakistan Public Administration Research Centre is pleased to present this publication entitled “A Manual on Appointment, Promotion & Transfer Rules (Edition-2013)”. The idea of this new concept was actually conceived by Mr. Abdul Latif Laghari, Ex-Director General (PPARC), Establishment Division. The book contains on the following chapters:-

- Terms & Conditions of Civil Servants (under Civil Servant Act)
- Recruitment
- Promotion

2. I hope that the readers of the manual specially Government officers and official including those who are engaged in different types of research oriented decision making and as a law student will find this book useful in their sphere of activities.

3. I wish to express my gratitude to Mr. Shahid Rashid, Secretary, Establishment Division and Mr. Amjad Mehmood, Additional Secretary, Establishment Division for extending their full support on intellectual and administrative matters.

4. I would also like to appreciate the efforts of Mr. Muhammad Muazzam Mirza, Director (M&P), Abdul Majeed Naich, Deputy Director (M&P), Ghulam Haider, Printing Officer, Mr. Ghous Bux, Assistant Private Secretary, Mrs. Shaheena Saeed, Assistant Incharge, Mr. Wajid, Proof Reader and other officials of the Manuals Cell for their dedication and hard work in publication of this manual.

5. Any suggestion for further improvement will be highly appreciated which may kindly be brought to the notice of Director, Manuals & Publications, PPARC, Management Services Wing, Establishment Division, Islamabad.

(Nizamuddin Laghari)
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Islamabad 5th December, 2013.

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CIVIL SERVANTS ACT, 1973

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CHAPTER-1

Terms & Conditions of Civil Servants (1-2)

THE SERVICES OF PAKISTAN

CIVIL SERVANTS ACT, 1973

**Constitutional Provisions- Extracts from the Constitution of the Islamic Republic of Pakistan, 1973: Part XII Miscellaneous Chapter-I Service.*

Article 240— Subject to the Constitution, the appointments to and the conditions of service of persons in the service of Pakistan shall be determined—

Appointments to service of Pakistan and conditions of service.

- (a) in the case of the services of the Federation, posts in connection with the affairs of the Federation and All Pakistan Service, by or under Act of [******Majlis-e-Shoora (Parliament)]; and
- (b) in the case of the services of a Province and posts in connection with the affairs of a Province, by or under Act of the Provincial Assembly.

Explanation.—In this Article, “All-Pakistan Service” means a service common to the Federation and the Provinces, which was in existence immediately before the commencing day or which may be created by Act of ******[Majlis-e-Shoora (Parliament)].

Article 241— Until the appropriate Legislature makes a law under Article 240, all rules and orders in force immediately before the commencing day shall, so far as consistent with the provisions of the Constitution, continue in force and may be amended from time to time by the Federal Government or, as the case may be, the Provincial Government.

Existing rules, etc., to continue.

Article 242— (1) ******[Majlis-e-Shoora (Parliament)] in relation to the affairs of the Federation, and the Provincial Assembly of a Province in relation to affairs of the Province, may, by law, provide for the establishment and constitution of a Public Service Commission.

Public Service Commission.

*******[(1A) The Chairman of the Public Service Commission constituted in relation to the affairs of the Federation shall be appointed by the President in his discretion.]

* For the Constitutional Provisions in the Constitutions of Islamic Republic of Pakistan 1956 and 1962, see Annex I, II, III & IV.

** Subs by P.O No. 14 of 1985, Art. 2 and Sch., for ‘Parliament’.

*** Ins. by P.O. 14 of 1985 w.e.f. 2 March; 1985.

(2) A Public Service Commission shall perform such functions as may be prescribed by law.

Continuance
in free, and
adaptation of,
certain laws.

Article 268—(1) Except as provided by this Article, all existing laws shall, subject to the Constitution, continue in force, so far as applicable and with the necessary adaptations, until altered, repealed or amended by the appropriate Legislature.

(2) The laws specified in the Sixth Schedule shall not be altered, repealed or amended * [expressly or impliedly] without the previous sanction of the President [** accorded after consultation with the Prime Minister].

(3) For the purpose of bringing the provisions of any existing law into accord with the provisions of the Constitution (other than Part II of the Constitution), the President may by Order, within a period of two years from the commencing day, make such adaptation, whether by way of modification, addition or omission, as he may deem to be necessary or expedient, and any such Order may be made so as to have effect from such day, not being a day earlier than the commencing day, as may be specified in the Order.

(4) The President may authorize*** the Governor of a Province to exercise, in relation to the Province, the powers conferred on the President by clause (3) in respect of laws relating to matters with respect to which the Provincial Assembly has power to make laws.

(5) The powers exercisable under clause (3) and (4) shall be subject to the provisions of an Act of the appropriate Legislature.

(6) Any court, tribunal or authority required or empowered to enforce an existing law shall, notwithstanding that no adaptations have been made in such law by an Order made under clause (3) or clause (4), construe the law with all such adaptations as are necessary to bring it into accord with the provisions of the Constitution.

(7) In this Article, “existing laws” means all laws (including Ordinances, Orders-in-Council, Orders, rules, bye-laws, regulations and Letters Patent constituting a High Court, and any notifications and other legal instruments having the force of law) in force in Pakistan or any part thereof, or having extra-territorial validity, immediately before the commencing day.

* Ins. by Legal Framework Order, 2002.

** Added by Legal Framework Order, 2002.

*** For such authorization, see Gazette of Pakistan, 1973, Extraordinary, Part II, page 2001.

Explanation.—In this Article, “in force”, in relation to any laws, means having effect as law whether or not the law has been brought into operation.

Article 212—(1) Notwithstanding anything hereinbefore contained, the appropriate Legislature may by Act * [provide for the establishment of] one or more Administrative Courts or Tribunals to exercise exclusive jurisdiction in respect of—

Administrative
Courts and
Tribunals.

- (a) matters relating to the terms and conditions of persons [who are or have been] in the service of Pakistan, including disciplinary matters;
- (b) matters relating to claims arising from tortious acts of Government, or any person in the service of Pakistan, or of any local or other authority empowered by law to levy any tax or cess and any servant of such authority acting in the discharge of his duties as such servant; or
- (c) matters relating to the acquisition, administration and disposal of any property which is deemed to be enemy property under any law.

(2) Notwithstanding anything hereinbefore contained, where any Administrative Court or Tribunal is established under clause (1), no other court shall grant an injunction, make any order or entertain any proceeding in respect of any matter to which the jurisdiction of such Administrative Court or Tribunal extends ** [and all proceedings in respect of any such matter which may be pending before such other court immediately before the establishment of the Administrative Court or Tribunal *** [other than an appeal pending before the Supreme Court] shall abate on such establishment]:

Provided that the provisions of this clause shall not apply to an Administrative Court or Tribunal established under an Act of a Provincial Assembly unless, at the request of that Assembly made in the form of a resolution, @ [Majlis-e-Shoora (Parliament)] @@ by law extends the provisions to such a Court or Tribunal.

* Subs. and shall be deemed always to have been so substituted by the Constitution (First Amendment) Act, 1974 (33 of 1974), section 12, for “establish”.

** Inst. and shall be deemed always to have been so inserted by the Constitution (First Amendment) Act, 1974 (33 of 1974), section 12.

*** Inserted and shall be deemed always to have been so inserted by the Constitution (Fifth Amendment) Act, 1976 (62 of 1976), section 15.

@ Subs. by P.O. No. 14 of 1985. Art. 2 and Sch., for ‘Parliament’.

@@ For such law, see the Provincial Service Tribunal (Extension of Provisions of the Constitution) Act, 1974 (32 of 1974).

(3) An appeal to the Supreme Court from a judgment, decree, order or sentence of an Administrative Court or Tribunal shall lie only if the Supreme Court, being satisfied that the case involves a substantial question of law of public importance, grants leave to appeal.

Safeguard
against
discrimination
in services.

Article 27—(1) No citizen otherwise qualified for appointment in the service of Pakistan shall be discriminated against in respect of any such appointment on the ground only of race, religion, caste, sex, residence or place of birth:

Provided that, for a period not exceeding * [forty] years from the commencing day, posts may be reserved for persons belonging to any class or area to secure their adequate representation in the service of Pakistan:

Provided further that, in the interest of the said service, specified posts or services may be reserved for members of either sex if such posts or services entail the performance of duties and functions which cannot be adequately performed by members of the other sex.

**Provided also that under-representation of any class or area in the service of Pakistan may be redressed in such manner as may be determined by an Act of Majlis-e-Shoora (Parliament)”.

(2) Nothing in clause (1) shall prevent any Provincial Government, or any local or other authority in a Province, from prescribing, in relation to any post or class of service under that Government or authority, conditions as to residence in the Province, for a period not exceeding three years, prior to appointment under that Government or authority.

Promotion of
social and
economic well-
being of the
people.

Article 38. The State shall —

- (a) secure the well-being of the people, irrespective of sex, caste, creed or race, by raising their standard of living, by preventing the concentration of wealth and means of production and distribution in the hands of a few to the detriment of general interest and by

* Substituted and shall be deemed always to have been so substituted by the Constitution (Sixteenth Amendment) Act., 1999 (7 of 1999), s. 2, for “twenty”, which was previously subs. by P.O. No. 14 of 1985, Art. 2 and Sch., for “ten”.

** Subs. and Ins. vide 18th Amendment of the constitution section 10, Act, 2010 dated 20-4-2010.

ensuring equitable adjustment of rights between employers and employees, and landlords and tenants;

- (b) provide for all citizens, within the available resources of the country, facilities for work and adequate livelihood with reasonable rest and leisure;
- (c) provide for all persons employed in the service of Pakistan or otherwise, social security by compulsory social insurance or other means;
- (d) provide basic necessities of life, such as food, clothing, housing, education and medical relief, for all such citizens, irrespective of sex, caste, creed or race, as are permanently or temporarily unable to earn their livelihood on account of infirmity, sickness or unemployment;
- (e) reduce disparity in the income and earnings of individual, including persons in the various classes of the service of Pakistan;*
- (f) eliminate *riba* as early as possible ** [; and]

***[(g) ensure that the shares of the Provinces in all Federal services, including autonomous bodies and corporations established by, or under the control of, the Federal Government, shall be secured and any omission in the allocation of the shares of the Provinces in the past shall be rectified.]

* The word “and” omitted by the Constitution (Eighteenth Amdt.) Act, 2010 (10 of 2010), s.12.

** Sub. Ibid; for the full-stop.

*** New paragraph (g) added ibid.

(Annex-I)

Extracts from the Constitution of the Islamic Republic of Pakistan, 1956.

THE SERVICES OF PAKISTAN**CHAPTER I. – SERVICES**

Conditions of service of persons in the service of Pakistan.

179.—(1) No person who is not a citizen of Pakistan shall be eligible to hold any office in the service of Pakistan;

Provided that the President or, in relation to a Province, the Governor, may authorize the temporary employment of a person who is not a citizen of Pakistan;

Provided further that a person who is, immediately before the Constitution Day, a servant of the Crown in Pakistan shall not be disqualified from holding any office in the service of Pakistan on the ground only that he is not a citizen of Pakistan.

(2) Except as expressly provided by the Constitution, the appointment and conditions of service of persons in the service of Pakistan may be regulated by Act of the appropriate legislature.

Tenure of office of persons employed in public services.

180.—Except as expressly provided by the Constitution—

- (a) every person who is a member of a defence service, or of a civil service of the Federation, or of an All-Pakistan Service, or holds any post connected with defence, or a civil post in connection with the affairs of the Federation, shall hold office during the pleasure of the President, and
- (b) every person who is a member of a civil service of a Province or holds any civil post in connection with the affairs of a Province, other than a person mentioned in paragraph (a) of this Article, shall hold office during the pleasure of the Governor.

Dismissed disciplinary matters etc.

181.—(1) No person who is a member of a civil service of the Federation or of a Province, or of an All-Pakistan Service, or holds a civil post in connection with the affairs of the Federation, or of a Province, shall be dismissed or removed from service, or reduced in rank, by an authority subordinate to that by which he was appointed.

(2) No such person as aforesaid shall be dismissed or removed from service, or reduced in rank, until he has been

given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him:

Provided that this clause shall not apply—

- (a) where a person is dismissed or removed from service or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge; or
- (b) where an authority empowered to dismiss or remove from service a person, or to reduce him in rank, is satisfied that for some reason, to be recorded by that authority, it is not reasonably practicable to give that person an opportunity of showing cause; or

where the President or the Governor, as the case may be, is satisfied, for reasons to be recorded by him, that in the interest of the security of Pakistan or any part thereof, it is not expedient to give to that person such an opportunity.

***182.**—Except as expressly provided by the Constitution or an Act of the appropriate legislature, appointments to the civil services of, and civil posts in the service of, Pakistan shall be made—

Recruitment and
conditions of
service.

- (a) in the case of services of the Federation and posts in connection with the affairs of the Federation, by the President or such person as he may direct;
- (b) in the case of services of a Province and posts in connection with the affairs of a Province, by the Governor of the Province, or such person as he may direct.

(2) Except as expressly provided by the Constitution, or an Act of the appropriate legislature, the conditions of service of persons serving in a civil capacity shall, subject to the provisions of this Article, be such as may be prescribed—

- (a) in the case of persons serving in connection with the affairs of the Federal, by ^{**} rules made by the

* For the Pakistan Military Lands and Cantonments Service (Class I) Probation, Training and Seniority Rules, 1956, see Gazette of Pakistan, 1956, Extraordinary, pp. 1153-1164.

** For the Karachi Excise Subordinate Service Recruitment Rules, see Gaz. of P., 1956, Pt. VI, pp 67 & 168.

President, or by some person authorized by the President to make rules for the purpose;

- (b) in the case of persons serving in connection with the affairs of a Province, by * rules made by the Governor of the Province, or by some person authorized by the Governor to make rules for the purpose;

Provided that it shall not be necessary to make rules regulating the conditions of service of persons employed temporarily on the condition that their employment may be terminated on one month's notice or less; and nothing in this clause shall be construed as requiring the rules regulating the conditions of service of any class of persons to extend to any matter which appears to the rule-making authority to be a matter not suitable for regulation by rule in the case of that class:

Provided further that no such Act as is referred to in this clause shall contain anything inconsistent with the provisions of clause (3).

(3) The rules under clause (2) shall be so framed as to secure—

- (a) that the tenure and conditions of service of any person to whom this Article applies shall not be varied to his disadvantage; and
- (b) that every such person shall have at least one appeal against any order which—
 - (i) punishes or formally censures him; or
 - (ii) alters or interprets to his disadvantage any rule affecting his conditions of service; or
 - (iii) terminates his employment otherwise than upon his reaching the age fixed for superannuation:

Provided that when any such order is the order of the President or the Governor, the person affected shall have no right of appeal, but may apply for review of that order.

* Rules for the grant of anticipatory pension, see Gazette of West Pakistan, 1956, Pt. I, pp. 509-515.

183.—(1) In the Constitution “All Pakistan Services” means the services common to the Federation and the Provinces which were the All-Pakistan Services immediately before the Constitution Day. All Pakistan Services.

(2) Parliament shall have exclusive power to make laws with respect to the All-Pakistan Services.

(3) Articles 182 and 188 shall apply to the All-Pakistan Services as they apply to Services of the Federation.

(4) No member of an All-Pakistan Service shall be transferred to a Province to serve in connection with the affairs of that Province, or be transferred from that Province, except by order of the President made after consultation with the Governor of that Province.

(5) While a member of an All-Pakistan Service is serving in connection with the affairs of a Province, his promotion and transfer within that Province, and the initiation of any disciplinary proceedings against him in relation to his conduct in that Province, shall take place by order of the Governor of that Province.

(Annex – II)

*Extracts from the Constitution of the Islamic Republic of Pakistan,
1962.*

THE SERVICES OF PAKISTAN**CHAPTER I. – TERMS AND CONDITIONS OF SERVICE, ETC.**

Terms and
conditions of
service to be
regulated by
law.

174.—Subject to this Constitution, the appointment of persons to, and the terms and conditions of service of persons in, the service of Pakistan may be regulated by law.

Persons in
Public service
to be citizens.

175.—A person who is not a citizen of Pakistan shall not, except as provided in clause (2) of this Article, be eligible to hold any office in the service of Pakistan.

(2) A person who, immediately before the commencing day, was in the service of Pakistan shall not be disqualified from continuing in the service of Pakistan by reason only that he is not a citizen of Pakistan.

Tenure of office
of persons in
service, etc.

176.—Subject to this Constitution—

- (a) a person who is a member of an All-Pakistan Service, of any of the Defence Services of Pakistan or of a civil service of the Centre, or who holds a post connected with defence or a civil post in connection with the affairs of the Centre, shall hold office during the pleasure of the President; and
- (b) a person who is a member of a civil service of a Province, or who, except as a member of an All-Pakistan Service, holds a civil post in connection with the affairs of a Province, shall hold office during the pleasure of the Governor of the Province.

Removal from
office, etc.

177.—(1) Subject to this Constitution, a person who is a member of an All-Pakistan Service or of a civil service of the Centre or of a Province, or who holds a civil post in connection with the affairs of the Centre or of a Province—

- (a) shall not be dismissed or removed from service, or reduced in rank, by an authority subordinate to that by which he was appointed unless that subordinate authority has been expressly empowered to do so by an authority not so subordinate; and

- (b) subject to clause (2) of this Article, shall not be dismissed or removed from service, or be reduced in rank, unless he has been given a reasonable opportunity of showing cause against the action proposed to be taken with respect to him.

(2) Paragraph (b) of clause (1) of this Article shall not apply—

- (a) where a person is dismissed or removed from service, or reduced in rank, on the ground of conduct which has led to his conviction, entailing imprisonment, on a criminal charge; or
- (b) where an authority empowered to dismiss or remove a person from service, or to reduce a person in rank, considers that, in the circumstances of the case, it is not practicable to give to the person an opportunity of showing cause or that it would be prejudicial to the security of Pakistan for the person to be given such an opportunity.

178.—(1) Subject to this Constitution and Law—

- (a) appointments to an All-Pakistan Service or to a civil service of the Centre, or to a civil post in connection with the affairs of the Centre, shall be made by the President or a person authorized by the President in that behalf; and
- (b) appointments to a civil service of a Province, or to a civil post in connection with the affairs of a Province, shall be made by the Governor of the Province or a person authorized by the Governor in that behalf.

Appointments
to civil posts,
etc.

(2) Subject to this Constitution and law, the terms and conditions of service of persons serving in a civil capacity in the service of Pakistan (other than persons whose terms and conditions of service are specified in this Constitution) shall be as prescribed—

- (a) in the case of a person who is a member of an All-Pakistan Service or who is serving in connection with the affairs of the Centre – by rules made by the President or by a person authorized by the President in that behalf; and

- (b) in the case of a person (not being a member of an All-Pakistan Service) who is serving in connection with the affairs of a Province – by rules made by the Governor of the Province or by a person authorized by the Governor in that behalf.

(3) Rules made for the purposes of clause (2) of this Article shall be so framed as to ensure—

- (a) that the terms and conditions of service of a person (in so far as those terms and conditions relate to remuneration or age fixed for superannuation) are not varied to his disadvantage; and
- (b) that where an order is made which—
 - (i) punishes or formally censures a person;
 - (ii) alters or interprets to the disadvantage of a person any rule affecting his terms or conditions of service; or
 - (iii) terminates the employment of a person otherwise upon his reaching the age fixed for superannuation,

he shall, except where the order is made by the President or a Governor, have at least one appeal against the order and, where the order is made by the President or a Governor, he shall have the right to apply to the President or the Governor for a review of the order.

Temporary employees.

179.—(1) Subject to this Constitution and law, the President, in relation to the affairs of the Centre, and the Governor of a Province, in relation to the affairs of a Province, may authorize the temporary employment of persons in the service of Pakistan and may make rules for regulating such temporary employment.

(2) The preceding Articles of this Chapter (other than Article 174) do not apply to or in relation to the temporary employment of persons in the service of Pakistan.

(Annex-III)

*Extracts from the Constitution of the Islamic Republic of
Pakistan, 1956.*

THE SERVICES OF PAKISTAN**CHAPTER I.— PUBLIC SERVICE COMMISSIONS**

184.—(1) Subject to the provisions of this Article, there shall be a Public Service Commission for the Federation, and a Public Service Commission for each Province. Public Service
Commissions.

(2) The Public Service Commission for the Federation, if requested so to do by the Governor of a Province, may, with the approval of the President, exercise all or any of the functions of the Public Service Commission of the Province.

(3) Where the Federal Public Service Commission is exercising the functions of a Provincial Public Service Commission in respect of any matter, references in the Constitution or in any Act to the Provincial Public Service Commission shall, unless the context otherwise requires, be construed, in relation to that matter, as references to the Federal Public Service Commission.

185.—In the case of the Federal Public Service Commission the President, and in the case of a Provincial Public Service Commission the Governor, may by regulations determine— Composition of
Public Service
Commissions.

- (a) the number of members of the Commission and their conditions of service; and
- (b) the number of members of the staff of the Commission and their conditions of service.

186.—(1) The Chairman and other members of a Public Service Commission shall be appointed, in the case of the Federal Public Service Commission by the President in his discretion, and in the case of a Provincial Public Service Commission by the Governor of the Province in his discretion. Appointment,
etc., of members
of Public Service
Commissions.

(2) Not less than one half of the members of a Public Service Commission shall be persons who have held office in the service of Pakistan for not less than fifteen years.

Explanation.—for the purposes of this Article the service of Pakistan shall be deemed to include the service of the Crown in British India, and the service of the Crown in Pakistan before the Constitution Day.

(3) The term of office of the Chairman and other members of the Federal Public Service Commission and of a Provincial Public Service Commission shall be five years.

(4) Any member of a Public Service Commission may resign his office by writing under his hand addressed, in the case of the Federal Public Service Commission to the President, and in the case of a Provincial Public Service Commission to the Governor.

(5) On ceasing to hold office—

- (a) the Chairman of the Federal Public Service Commission shall not be eligible for further employment in the service of Pakistan;
- (b) the Chairman of a Provincial Public Service Commission shall be eligible for appointment as Chairman or other member of the Federal Public Service Commission, or as Chairman of another Provincial Public Service Commission, but shall not be eligible for any other employment in the service of Pakistan; and
- (c) a member of a Public Service Commission, other than the Chairman thereof, shall be eligible for appointment as Chairman or other member of any Public Service Commission other than that on which he has already served, but shall not be eligible for any other employment in the service of Pakistan:

Provided that a person who is a member of a Public Service Commission may be appointed as Chairman of that Commission for the unexpired term of his office.

187.—(1) A member of a Public Service Commission shall not be removed from office except on the ground of misbehaviour or infirmity of mind or body.

Removal of
the members
of public
service

(2) A member of the Federal Public Service Commission shall not be removed from office except in the manner applicable to a Judge of a High Court.

(3) A member of a Provincial Public Service Commission shall not be removed from office except by an order of the Governor of the Province made in a case where the Supreme Court, on reference having been made to it by the Governor, has reported that the member ought to be removed on a ground such as is mentioned in clause (1).

188.—(1) It shall be the duty of the Federal Public Service Commission and a Provincial Public Service Commission to conduct examinations for appointment to the services and posts connected with the affairs of the Federation, or the Province, as the case may be.

Functions of
public service
commissions

(2) The President, in respect of services and posts in connection with the affairs of the Federation, and the Governor of a Province, in respect of services and posts in connection with the affairs of the Province, may make regulations specifying the matters in which generally or in any particular class of case, or in any particular circumstances, it shall not be necessary for a Public Service Commission to be consulted; but, subject to such regulations the appropriate Public Service Commission shall be consulted—

- (a) on all matters relating to methods of recruitment to civil services and posts, and qualifications of candidates for such services and posts;
- (b) on the principles to be followed in making appointments to civil services and posts and in making promotions and transfers from one service to another, and on the suitability of candidates for such appointments, promotions or transfers;
- (c) on all disciplinary matters affecting a person in the service of the Federal or a Provincial Government in a civil capacity, including compulsory retirement whether for disciplinary reasons or otherwise, and memorials or petitions relating to such matters;

- (d) on any claim by or in respect of a person who is serving or has served under the Federal or a Provincial Government in a civil capacity that any costs incurred by him in defending any legal proceedings instituted against him in respect of acts done or purported to be done in the execution of his duty should be paid out of the Federal Consolidated Fund or the Provincial Consolidated Fund, as the case may be;
- (e) on any proposal to withhold a special or additional pension or to reduce an ordinary pension; and
- (f) on any claim for the award of a pension or allowance in respect of injuries sustained while serving under the Federal or a Provincial Government in a civil capacity, and any question as to the amount of any such award;

and it shall be the duty of the Public Service Commission to advise on any matter so referred to them, and on any other matter which the President or the Governor, as the case may be, may refer to the Commission.

(3) Where under the Constitution or any law, rules are made for regulating the appointment or conditions of service of persons in the service of Pakistan, but not under the control of the Federal Government or a Provincial Government, such rules may provide for consultation with the appropriate Public Service Commission; and, subject to any express provision of the Constitution or of the said law, clause (2) shall apply *mutatis mutandis*.

189.—(1) An Act of Parliament may provide for the exercise of additional functions by the Federal Public Service Commission, and an Act of a Provincial Legislature may provide for the exercise of additional functions by the Provincial Public Service Commission.

190.—(1) It shall be the duty of the Federal Public Service Commission to present to the president annually a report on the work done by the Commission, and the President shall cause a copy of the report to be laid before the National Assembly; and it shall be the duty of each Provincial Public Service Commission to present to the Governor annually a report on the work done by the Commission, and the Governor shall cause a copy of the report to be laid before the Provincial Assembly.

(2) The report shall be accompanied by a memorandum setting out—

- (a) the cases, if any, in which the advice of the Commission was not accepted and the reasons therefore;
- (b) the matters, if any, on which the Commission ought to have been consult, but was not consulted, and the reasons therefore.

(Annex-IV)

Extracts from the Constitution of the Islamic Republic of Pakistan, 1962.

THE SERVICES OF PAKISTAN

CHAPTER 2.— PUBLIC SERVICE COMMISSIONS.

Public Service
Commissions.

180.—There shall be a Central Public Service Commission for the Centre, and a Provincial Public Service Commission for each Province.

Composition of
Public Service
Commissions.

181.—In the case of the Central Public Service Commission, the President, and in the case of a Provincial Public Service Commission, the Governor of the Province concerned, may by Order determine:—

- (a) the number of members of the Commission; and
- (b) the number of members of the staff of the Commission and their terms and conditions of service.

Appointment,
etc., of members
of Public Service
Commissions.

182.—The members of the Central Public Service Commission shall be appointed by the President, and the members of a Provincial Public Service Commission shall be appointed by the Governor of the Province concerned.

(2) The terms and conditions of service of a member of the Central Public Service Commission shall be determined by Act of the Central Legislature or, until so determined, by the President, and the terms and conditions of service of a member of a Provincial Public Service Commission shall be determined by Act of the Legislature of the Province concerned or, until so determined, by the Governor of the Province.

(3) Not less than one-half of the members of a Commission shall be persons who are at the time of appointment, or who have been at some time before appointment, in the service of Pakistan.

(4) Where a person appointed as member of a Commission was, immediately before his appointment, in the service of Pakistan, his rights as a person in the service of Pakistan shall not, subject to his appointment and service as such a member, be affected.

183.—(1) Before entering upon his office, a member of a Commission shall make an oath in such form set out in the First Schedule as is applicable to his office. Oath of Office.

(2) The oath shall be made:—

- (a) in the case of a member of the Central Public Service Commission – before the Chief Justice of the Supreme Court; and
- (b) in the case of a member of a Provincial Public Service Commission – before the Chief Justice of the High Court of the Province concerned.

184.—(1) A member of a Commission shall, subject to this Article, hold office for a term of three years from the date on which he enters upon his office. Term of Office.

(2) A member of a Commission shall not be removed from office except in the manner prescribed in clauses (5) and (6) of Article 128 for the removal from office of a Judge, and in the application of those clauses for the purposes of this clause, any reference in those clauses to a Judge shall be read as a reference to a member of the Commission.

(3) A member of a Commission may resign his office by writing under his hand addressed:—

- (a) in the case of a Central Public Service Commission—to the President; and
- (b) in the case of a Provincial Public Service Commission—to the Governor of the Province concerned.

185.—(1) The functions of the Central Public Service Commission shall be:— Functions of Central Public Service Commission.

- (a) to conduct tests and examinations for the selection of suitable persons for appointment to the All Pakistan Services, the civil services of the Centre and civil posts connected with the affairs of the Centre;
- (b) to advise the President on any matter on which the Commission is consulted under clause (2) of this Article or which is referred to the Commission by the President; and

- (c) such other functions as may be prescribed by law.

(2) Except to the extent that the President, after consulting the Commission, may provide otherwise by Order, the President shall, in relation to the All-Pakistan Services, the civil services of the Centre and civil posts connected with the affairs of the Centre, consult the Central Public Service Commission with respect to—

- (a) matters relating to qualifications for, and methods of recruitment to, services and posts;
- (b) the principles on which appointments and promotions should be made;
- (c) the principles on which persons belonging to one service should be transferred to another;
- (d) matters affecting terms and conditions of service and proposals adversely affecting pension rights; and
- (e) disciplinary matters.

Functions of
Provincial Public
Service
Commission.

186.—(1) The functions of a Provincial Public Service Commission shall be—

- (a) to conduct tests and examinations for the selection of suitable persons for appointment to the civil services of the Province concerned and civil posts connected with the affairs of the Province;
- (b) to advise the Governor of the Province on any matter on which the Commission is consulted under clause (2) of this Article or which is referred to the Commission by the Governor; and
- (c) such other functions as may be prescribed by law.

(2) Except to the extent that the Governor of a Province, after consulting the Public Service Commission of the Province, may provide otherwise by Order, the Governor shall, in relation to the civil services of the Province and civil posts connected with the affairs of the Province, consult the Commission with respect to—

- (a) matters relating to qualifications for, and methods of recruitment to, services and posts;
- (b) the principles on which appointments and promotions should be made;
- (c) the principles on which persons belonging to one service should be transferred to another;
- (d) matters affecting terms and conditions of service and proposals adversely affecting pension rights; and
- (e) disciplinary matters.

187.—The Governor of a Province may, with the approval of the President, refer to the Central Public Service Commission a matter relating to the services of the Province or posts connected with the affairs of the Province.

Reference by Province to the Central Commission.

188.—Where the President or a Governor does not accept the advice of a Commission, he shall inform the Commission accordingly.

Commission to be advised when advice not acceptable.

189.—(1) Each Commission shall, not later than the fifteenth day of January in each year, prepare a report on its activities during the year ending on the previous thirty-first day of December and submit the report —

Annual Report.

- (a) in the case of the Central Public Service Commission – to the President; and
- (b) in the case of the Public Service Commission of a Province—to the Governor of the Province.

(2) The report shall be accompanied by a memorandum setting out, so far as is known to the Commission—

- (a) the cases, if any, in which its advice was not accepted, and the reasons why the advice was not accepted; and
- (b) the cases where the Commission ought to have been consulted but was not consulted, and the reasons why it was not consulted.

(3) The President or the Governor, as the case may be, shall cause the report and memorandum to be laid before the National Assembly or the Provincial Assembly, as the case requires, at the first meeting of the Assembly held after the thirty-first day of January in the year in which the report was submitted.

Definition.

190.—In this Chapter, “Commission” means the Central Public Service Commission or a Provincial Public Service Commission.

***CIVIL SERVANTS ACT, 1973(ACT NO. LXXI OF 1973)**

An Act to regulate the appointment of persons to, and the terms and conditions of service of persons in, the service of Pakistan.

WHEREAS it is expedient to regulate by law, the appointment of persons to, and the terms and conditions of service of persons in, the service of Pakistan, and to provide for matters connected therewith or ancillary thereto;

It is hereby enacted as follows:-

1. Short title, application and commencement.—

- (1) This Act may be called the Civil Servants Act, 1973.
- (2) It applies to all civil servants wherever they may be.
- (3) It shall come into force at once.

PRELIMINARY

2. Definitions.—(1) In this Act, unless there is anything repugnant in the subject or context,—

- (a) “*ad hoc* appointment” means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;
- (b) “civil servant” means a person who is a member of an All Pakistan Service or of a civil service of the Federation, or who holds a civil post in connection with the affairs of the Federation, including any such post connected with defence, but does not include—
 - (i) a person who is on deputation to the Federation from any Province or other authority;
 - (ii) a person who is employed on contract, or on work-charged basis or who is paid from contingencies; or

* The Act received assent of the President on the 26th September, 1973 and was published in the Gazette of Pakistan, Extra Part I, September, 29, 1973.

- (iii) a person who is a “worker” or “workman” as defined in the Factories Act, 1934 (XXV of 1934), or the Workman’s Compensation Act, 1923 (VIII of 1923);
- (c) “initial appointment” means appointment made otherwise than by promotion or transfer;
- (d) “pay” means the amount drawn monthly by a civil servant as pay and includes technical pay, special pay, personal pay and other emoluments declared by the prescribed authority to be pay;
- (e) “permanent post” means a post sanctioned without limit of time;
- (f) “prescribed” means prescribed by rules;
- (g) “rules” means rules made or deemed to have been made under this Act;
- (h) “selection authority” means the Federal Public Service Commission, a departmental selection board, departmental selection committee or other authority or body on the recommendation of, or in consultation with which any appointment or promotion, as may be prescribed, is made; and
- (i) “temporary post” means a post other than a permanent post.

(2) For the purposes of this Act, an appointment, whether by promotion or otherwise, shall be deemed to have been made on regular basis if it is made in the prescribed manner.

TERMS AND CONDITIONS OF SERVICE OF CIVIL SERVANTS

3. Terms and conditions.— [(i)] The terms and conditions of a civil servant shall be as provided in this Act and the rules.

*[(ii) The terms and conditions of service of any person to whom this Act applies shall not be varied to his disadvantage].

4. Tenure of office of civil servants.- Every civil servant shall hold office during the pleasure of the President.

5. Appointments.- Appointments to an All-Pakistan Service or to a civil service of the Federation or to a civil post in connection with the affairs of the Federation, including any civil post connected with defence, shall be made in the prescribed manner by the President or by a person authorised by the President in that behalf.

6. Probation.— (1) An initial appointment to a service or post referred to in section 5, not being an ad hoc appointment, shall be on probation as may be prescribed.

(2) Any appointment of a civil servant by promotion or transfer to a service or post may also be made on probation as may be prescribed.

Where, in respect of any service or post, the satisfactory completion of probation includes the passing of a prescribed examination, test or course or successful completion of any training, a person appointed on probation to such service or post who, before the expiry of the original or extended period of his probation, has failed to pass such examination or test or to successfully complete course or the training shall, except as may be prescribed otherwise,—

- (a) if he was appointed to such service or post by initial recruitment, be, discharged; or
- (b) if he was appointed to such service or post by promotion or transfer, be reverted to the service or post from which he was promoted or transferred and against which he holds a lien or, if there be no such service or post, be discharged:

Provided that, in the case of initial appointment to a service or post, a civil servant shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified as satisfactory in the opinion of the appointing authority.

* Re-numbered and added *vide* Civil Servants (Amendment) Act V of 1996, s.2, dated 17-3-1996.

7. Confirmation.— (1) A person appointed on probation shall, on satisfactory completion of his probation, be eligible for confirmation in a service or, as the case may be, a post as may be prescribed.

(2) A civil servant promoted to a post *[*] on regular basis shall be eligible for confirmation after rendering satisfactory service for the period prescribed for confirmation therein.

(3) There shall be no confirmation against any temporary post.

(4) A civil servant who, during the period of his service, was eligible to be confirmed in any service or against any post retires from service before being confirmed shall not, merely by reason of such retirement, be refused confirmation in such service or post or any benefits accruing therefrom.

(5) Confirmation of a civil servant in a service or post shall take effect from the date of occurrence of permanent vacancy in that service or post or from the date of continuous officiation, in such service or post, whichever is later.

8. Seniority.—(1) For proper administration of a service, cadre or *[post] the appointing authority shall cause a seniority list of the members for the time being of such service, cadre or *[post] to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such service, cadre or *[post], as the case may be.

(2) Subject to the provisions of sub-section (1), the seniority of a civil servant shall be reckoned in relation to other civil servants belonging to the same *[service or cadre] whether serving in the same department or office or not, as may be prescribed.

(3) Seniority on initial appointment to a service, cadre or post shall be determined as may be prescribed.

(4) Seniority in *[a post, service or cadre] to which a civil servant is promoted shall take effect from the date of regular appointment to that post:

* The words “or Grade” omitted and subs. *vide* Civil Servants (Amendment) Ordinance No. III of 1984 (*w.e.f.* 1-7-1983).

Provided that civil servants who are selected for promotion to a higher *[post] in one batch shall, on their promotion to the higher *[post], retain their *inter se* seniority as in the lower *[post].

9. Promotion.— (1) A civil servant possessing such minimum qualifications as may be prescribed shall be eligible for promotion to a *[higher] post for the time being reserved under the rules for departmental promotion in **[] the service or cadre to which he belongs ***[:]

***[“Provided that the posts of—

- (a) Additional Secretary and Senior Joint Secretary may, in the public interest, be filled by promotion from amongst officers of regularly constituted Occupational Groups and services holding, on regular basis, posts in Basic Pay Scale 20; and
- (b) Secretary may, in the public interest, be filled by, promotion from amongst officers of regularly constituted Occupational Groups and services holding, on regular basis, posts in Basic Pay Scale 21;

In such manner and subject to such conditions as may be prescribed.]

(2) A post referred to in sub-section (1) may either be a selection post or a non selection post to which promotions shall be made as may be prescribed—

- (a) in the case of a selection post, on the basis of selection on merit; and
- (b) in the case of a non-selection post, on the basis of seniority-cum-fitness.

[@][(3) Promotion to posts in basic pay scales 20 and 21 and equivalent shall be made on the recommendations of a Selection Board which shall be headed by the Chairman, Federal Public Service Commission].

* The words “or Grade” omitted and subs. *vide* Civil Servants (Amendment) Ordinance No. III of 1984(*w.e.f.* 1-7-1983).

** Omitted s.4, *ibid.*

*** Subs. and added *vide* Civil Servants (Amendment) Ordinance No. XXXIII of 2001, dated 4-8-2001.

[@] Added *vide* Civil Servants (Amendment) Ordinance No.XLIII of 2000, dated 6-7-2000.

10. Posting and transfer.— Every civil servant shall be liable to serve any where 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.

11. Termination of Service.— (1) The service of a civil servant may be terminated without notice—

- (i) during the initial or extended period of his probation:

Provided that, where such civil servant is appointed by promotion on probation or, as the case may be, is transferred from one ** [service], cadre or post to another ** [service] cadre or post, his service shall not be so terminated so long as he holds a lien against his former post in such ** [service] cadre or post but he shall be reverted to his former ** [service], cadre or post as the case may be;

- (ii) on the expiry of the initial or extended period of his employment; or
- (iii) if the appointment is made *ad hoc* terminable on the appointment of a person on the recommendation of the selection authority, on the appointment of such person.

* Ins. *vide* Civil Servants (Amendment) Act V of 1996, s.3, dated 17-3-1996.

** Subs *vide* Civil Servants (Amendment) Ordinance No. III of 1984 (w.e.f. 1.7.1983).

(2) Where, on the abolition of a post or reduction in the number of posts in a cadre or *[service] the services of a civil servant are required to be terminated, the person whose services are terminated shall ordinarily be the one who is the most junior in such cadre or * [.service].

(3) Notwithstanding the provisions of sub-section (1), but subject to the provisions of sub-section (2), the service of a civil servant in temporary employment or appointed *ad hoc* shall be liable to termination on fourteen days' notice or pay in lieu thereof.

*[11-A. Absorption of civil servants rendered surplus.— Notwithstanding anything contained in this Act, the rules, agreement, contract or the terms and conditions of service, a civil servant who is rendered surplus as a result of re-organization or abolition of a Division, department, office or abolition of a post in pursuance of any Government decision may be appointed to a post, carrying basic pay scale equal to the post held by him before such appointment, if he possesses the qualifications and fulfils other conditions applicable to that post:

Provided that where no equivalent post is available he may be offered a lower post in such manner, and subject to such conditions, as may be prescribed and where such civil servant is appointed to a lower post the pay being drawn by him in the higher post immediately preceding his appointment to a lower post shall remain protected].

** [11 B. (1) Where it is brought to the notice of the appointing authority that appointment of a person to a civil post was made without observing the prescribed procedure or without fulfilling the prescribed qualification, experience and age limit, it may send a reference to the Federal Public Service Commission for determination whether he is fit to hold the post to which he was appointed and, if not, whether he is fit to hold any other post compatible with his qualification and experience.

(2) On receipt of the advice of the Federal Public Service Commission on a reference made under sub-section (1), the appointing authority may pass such order of appointment or termination of service as may be considered by it to be just and equitable:

* Inserted *vide* Civil Servants (Amendment) Ordinance No. XX of 2001.

** Added *vide* Civil Servants (Amendment) Ordinance No. CXXX of 2002 promulgated on 13.11.2002.

Provided that if it is proposed to pass order of termination of service in the light of the advice of the Commission, a reasonable opportunity of showing cause against the order of termination, shall be provided.

(3) Where an order of appointment is made on the advice of the Commission, it shall be treated as a case of fresh appointment and seniority of such an appointee shall be determined in accordance with the Civil Servants (Seniority) Rules, 1993].

12. * [Reversion to a lower post etc.— (1) A civil servant appointed to a higher post on *ad hoc*, temporary or officiating basis shall be liable to reversion to his lower post.

(2) No civil servant shall be dismissed or removed from service or reduced in rank by an authority subordinate to that by which he was appointed.

(3) No such civil servant as aforesaid shall be dismissed or removed from service, or reduced in rank, until he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him:

Provided that this sub-section shall not apply:—

- (i) Where a civil servant is dismissed or removed from service or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge; or
- (ii) Where the President or any person authorised by him under the rules is satisfied, for reasons to be recorded in writing, that in the interest of the security of Pakistan or any part thereof, it is not expedient to give to that civil servant such an opportunity].

12-A. ** [Certain persons to be liable to removal, etc. Notwithstanding anything contained in this Act or in the terms and conditions of a civil servant appointed or promoted during

* Subs. *vide* Civil Servants (Amendment) Act V of 1996, s.4, dated 17-3-1996.

** Subs. *vide* Civil Servants (Amendment) Ordinance No. XXXIV of 1980.

the period from the first day of January, 1972, to the fifth day of July, 1977, the President or a person authorised by him in this behalf may,—

- (a) without notice, remove such a civil servant from service or revert him to his lower post *[* *] as the case may be, on such date as the President or, as the case may be, the person so authorised may, in the public interest, direct; or
- (b) in a case where the appointment or promotion of such a civil servant is found by the President or, as the case may be, the person so authorised to suffer from a deficiency in the minimum length of service prescribed for promotion or appointment to the higher grade, direct, without notice, that seniority in such case shall count from the date the civil servant completes the minimum length of service in such appointment or promotion, as the case may be].

13. **[Retirement from service.—(1) A civil servant shall retire from service—

- (i) on such date after he has completed ***[twenty] years of service qualifying for pension or other retirement benefits as the competent authority may, in public interest, direct; or
- (ii) where no direction is given under clause (i), on the completion of the sixtieth year of his age.

(2) No direction under clause (i) of sub-section (1) shall be made until the civil servant has been informed in writing of the grounds on which it is proposed to make the direction, and has been given a reasonable opportunity of showing cause against the said direction.

Note.- Persons whose service has been terminated under section 12-A of the Civil Servants Act, 1973 are not disqualified from future employment under Government *vide* Estt. Division O.M. No. 4/9/78-Rev.1, dated 22-1-1984.

* The words “or Grade” omitted *vide* Civil Servants (Amendment) Ordinance No.III of 1984.

** Subs. *vide* Civil Servants (Amendment) Ordinance No. XX of 2000, dated 1.6.2000.

*** Subs. *vide* Civil Servants (Amendment) Ordinance No. XXXIV of 2001, promulgated on 4-8-2001.

Explanation: In this Section, “competent authority” means the appointing authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973].

14. Employment after retirement.— (1) A retired civil servant shall not be re-employed under the Federal Government, unless such re-employment is necessary in the public interest and is made with the prior approval of the authority next above the appointing authority:

Provided that, where the appointing authority is the President, such re-employment may be ordered with the approval of the President.

(2) Subject to the provisions of sub-section (1) of section 3 of the *ex-Government Servants (Employment with Foreign Governments) (Prohibition) Act, 1966 (XII of 1966)*, a civil servant may, during leave preparatory to retirement, or after retirement from Government service, seek any private employment:

Provided that, where employment is sought by a civil servant while on leave preparatory to retirement or within two years of the date of his retirement, he shall obtain the prior approval of the prescribed authority.

15. Conduct.— The conduct of a civil servant shall be regulated by rules made, or instructions issued, by Government or a prescribed authority, whether generally or in respect of a specified group or class of civil servants.

16. Efficiency and discipline.— A civil servant shall be liable to prescribed disciplinary action and penalties in accordance with the prescribed procedure.

17. Pay.— A civil servant appointed to a post *[* *] shall be entitled, in accordance with the rules, to the pay sanctioned for such post *[* *] :

Provided that, when the appointment is made on a current charge basis or by way of additional charge, his pay shall be fixed in the prescribed manner:

Provided further that where a civil servant has under an order which is later set aside, been dismissed or removed from

* The words “or Grade” Omitted *vide* Civil Servants (Amendment) Ordinance No. III of 1984, *w.e.f.* 1-7-1983.

service or reduced in rank, he shall, on the setting aside of such order, be entitled to such arrears of pay as the authority setting aside such order may determine.

18. Leave.— A civil servant shall be allowed leave in accordance with the leave rules applicable to him, provided that the grant of leave will depend on the exigencies of service and be at the discretion of the competent authority.

19. Pension and Gratuity.— (1) On retirement from service, a civil servant shall be entitled to receive such pension or gratuity as may be prescribed.

(2) In the event of the death of a civil servant, whether before or after retirement, his family shall be entitled to receive such pension, or gratuity, or both, as may be prescribed.

(3) No pension shall be admissible to a civil servant who is dismissed or removed from service for reasons of discipline, but Government may sanction compassionate allowance to such a civil servant, not exceeding two-thirds of the pension or gratuity which would have been admissible to him had he been invalided from service on the date of such dismissal or removal.

(4) If the determination of the amount of pension or gratuity admissible to a civil servant is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, according to the length of service of the civil servant which qualifies for pension or gratuity; and any over payment consequent on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such civil servant or his family.

20. Provident Fund.— (1) Before the expiry of the third month of every financial year, the accounts officer or other officer required to maintain provident fund accounts shall furnish to every civil servant subscribing to a provident fund the account of which he is required to maintain a statement under his hand showing the subscriptions to, including the interests accruing thereon, if any, and withdrawals or advances from his provident fund during the preceding financial year.

(2) Where any subscription made by a civil servant to his provident fund has not been shown or credited in the account by the accounts or other officer required to maintain such

account, such subscription shall be credited to the account of the civil servant on the basis of such evidence as may be prescribed.

21. Benevolent Fund and Group Insurance.— All civil servants and their families shall be entitled to the benefits admissible under the Central Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969), and the rules made thereunder.

22. Right of appeal or representation.— (1) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of his service is provided to a civil servant under any rules applicable to him, such appeal or application shall, except as may be otherwise prescribed be made within thirty days of the date of such order.

(2) Where no provision for appeal or review exists under the rules in respect of any order or class of orders, a civil servant 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:

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

MISCELLANEOUS

23. Saving.— Nothing in this Act or in any rule shall be construed to limit or abridge the power of the President to deal with the case of any civil servant in such manner as may appear to him to be just and equitable:

Provided that, where this Act or any rule is applicable to the case of a civil servant, the case shall not be dealt with in any manner less favourable to him than that provided by this Act or such rule.

*[23A. Indemnity.— No suit, prosecution or other legal proceedings shall lie against a civil servant for anything done in his official capacity which is in good faith done or intended to be done under this Act or the rules, instructions or directions made or issued thereunder.

* Added *vide* Civil Servants (Amendment) Ordinance No. LXI of 2001 dated 7-11-2001.

23B. Jurisdiction barred.— Save as provided under this Act and the Service Tribunals Act, 1973 (LXX of 1973), or the rules made thereunder, no order made or proceedings taken under this Act, or the rules, made thereunder by the President or any officer authorized by him shall be called in question in any Court and no injunction shall be granted by any Court in respect of any decision made, or proceedings taken in pursuance of any power conferred by, or under, this Act or the rules made thereunder].

24. Removal of difficulties.— If any difficulty arises in giving effect to any of the provisions of this Act, the President may make such order, not inconsistent with the provisions of this Act, as may appear to him to be necessary for the purpose of removing the difficulty:

Provided that no such power shall be exercised after the expiry of one year from the coming into force of this Act.

RULES

25. Rules.— (1) The President or any person authorised by the President in this behalf, may make such rules as appear to him to be necessary or expedient for carrying out the purposes of this Act.

(2) Any rules, orders or instructions in respect of any terms and conditions of service of civil servants duly made or issued by an authority competent to make them and in force immediately before the commencement of this Act shall, in so far as such rules, orders or instructions are not inconsistent with the provisions of this Act, be deemed to be rules made under this Act.

26. Repeal.— The Civil Servants Ordinance, 1973 (XIV of 1973), is hereby repealed.

[Authority:- The Act received assent of the President on the 26th September, 1973 and was published in the Gazette of Pakistan, Extra Part I, dated 29-9-1973]

The Civil Servants (Validation of Rules) Ordinance, 2001

ORDINANCE NO. II OF 2001

AN

ORDINANCE

To validate certain rules made under the Civil Servants Act, 1973 and certain actions taken thereunder—

WHEREAS it is expedient to validate certain rules made under the Civil Servants Act, 1973 (LXXIII of 1973), for the purpose hereinafter appearing;

AND WHEREAS the National Assembly and the Senate stand suspended in pursuance of the Proclamation of Emergency of the fourteenth day of October 1999, and the Provisional Constitution Order No. 1 of 1999;

AND WHEREAS the President is satisfied that circumstances exist which render it necessary to take immediate action;

NOW, THEREFORE, in pursuance of the Proclamation of Emergency of the fourteenth day of October, 1999, and the Provisional Constitution Order No.1 of 1999, read with the Provisional Constitution (Amendment) Order No.9 of 1999, and in exercise of all powers enabling him in that behalf, the President of the Islamic Republic of Pakistan is pleased to make and promulgate the following Ordinance:—

1. Short title and commencement.—(1) This Ordinance may be called the Civil Servants (Validation of Rules) Ordinance, 2001.

(2) It shall come into force at once.

2. Validation of certain rules.—(1) The Civil Servants Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990, the Civil Servants (Seniority) Rules, 1993 and the Civil Servants (Confirmation) Rules, 1993 and all notifications amending the aforesaid Rules immediately before the commencement of the Ordinance are hereby affirmed and shall be deemed always to have been validly made.

(2) All orders made, proceedings taken, acts done, instructions issued, powers exercised, appointments made thereunder by any authority which were made, taken, done or purported to have been made, taken, done, issued, or exercised

immediately before the commencement of this Ordinance shall be deemed to have been validly made, taken, done, issued or exercised and deemed always to have had effect accordingly.

Annual Confidential Reports- Part of Terms and Conditions of Service

To be part of terms and conditions of service.— Annual Confidential Reports held to be part of terms and conditions of service- Masood Ahmad Khan, a Prosecuting Inspector of Police, was posted in Gujrat. The Superintendent of Police of that district recorded the remarks in dispute in the Annual Confidential Report for the period 15th August, 1975 to 31st December, 1975. He filed an appeal and, by its order dated 17th June, 1979, the Punjab Services Tribunal expunged these remarks. Hence this petition for special leave to appeal.

2. It has been submitted before us* that an appeal lies only against a final order and that the remarks are not a final order in any case because they are meant only to give opportunity to the persons to correct themselves. We find absolutely no merit in this submission. The entries in the Annual Confidential Reports are a final order subject only to their expunction by a higher authority.

3. It was also submitted that an appeal lies only against an order pertaining to the terms and conditions of service and that an entry in the Annual Confidential Report does not fall within that category. We again do not see eye to eye with the learned counsel on this point. Annual Confidential Reports are very much a part of the terms and conditions of the service of an employee. There are positive instructions and rules on the basis of which these entries are made and on the basis of which they can be expunged. It is not denied that they can be made the basis for retiring a person from service. This petition has no merit and is dismissed.

(c.f. 1981 Supreme Court Monthly Review 840)

* Supreme Court of Pakistan.

CHAPTER-2

RECRUITMENT

(41-42)

**CIVIL SERVANTS (APPOINTMENT, PROMOTION
AND TRANSFER) RULES, 1973**

(PART-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].

* Subs. vide Estt. Div.’s S.R.O. No. 430(I)/2000, dated 26-6-2000.

(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;]

(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

(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 (1), or the method of appointment laid down in the recruitment rules, a person who is rendered surplus as a result of the reorganization 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"].

*Subs. *vide* Estt. Div.'s S.R.O. No. 430(I)/2000, dated 26-6-2000.

** Omitted clause (f) *vide* Estt. Div.'s SRO No. 146(I)/84, dated 9-2-1984. Related to promotion to posts in BPS 18 with special pay through CSB.

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

@ Added *vide* Establishment Division S.R.O. No. 57(1)/93, dated 25-1-1993.

*[(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 therefore and obtain orders of the next higher authority.

* Added *vide* Establishment Division S.R.O. No. 961(1)/99, dated 25-8-1999.

** Added *vide* Estt. Division; S.R.O. No. 760(1)/99 dated 28-8-1999.

* [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.

TABLE

| S. No. | Basic Pay Scale of Posts | Appointing Authority |
|--------|---|--|
| 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 scale 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.

* 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.

*** 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.

TABLE

| Sl. No. | Name of Department | Basic Pay Scale of Posts | Appointing Authority |
|----------------|--|---|--|
| (1) | (2) | (3) | (4) |
| *1. | Pakistan Audit Department and Officers of Inter-Departmental Cadre of 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. | Controller General of Accounts | BS-17 and equivalent posts in the offices specified in section 6 of the Controller General of Accounts (Appointment, Functions and Powers), Ordinance, 2001 (XXIV of 2001). | Controller General of Accounts. |

* Amended *vide* Estt. Div.'s S.R.O. No. 829(I)/2000 dated 16-11-2000.** Added *vide* Estt. Div.'s S.R.O. No. 891(I)/2000, dated 14-12-2000.*** Added *vide* Estt. Div.'s S.R.O. No. 30 (I)/2007, dated 09-01-2007.

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.

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

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

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

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

(2) * [omitted]

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

* Omitted *vide* Establishment Division 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.

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

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

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 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

* Subs. *vide* Establishment Division S.R.O. No. 773(1)/2003, dated 28-7-2003.

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

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

abroad, such relaxation shall not be accorded for a period exceeding one year at a time.

14. Vacancies in the under mentioned 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].

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

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

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.

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 than through the Commission on a purely temporary basis after advertising the vacancy.

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

** Ad-hoc (ad hoc) 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.

*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 not exceeding three years which may be extended for another 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.

**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):

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

** Added *vide* Establishment Division Notification S.R.O. No. 968(I)/82, dated 21-9-1982.

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. | Assistant Private Secretary | 16* |
| 4. | Stenotypist | 14* |
| 5. | Assistant | 14** |
| 6. | U.D.C. | 09** |
| 7. | L.D.C | 07** |

* Upgraded *vide* F.Div. O.M.No.19(55)Legal-II/2010-1055 dated 23-12-2011.

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

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) | (2) | (3) | (4) |
| 1. | Superintendent (BPS-16) | 100% | -- |
| 2. | Assistant Incharge (BPS-15) | 100% | -- |
| 3. | Assistant Private Secretary (BPS-16)* | 50% | 50% |
| 4. | Stenotypist (BPS-14)* | -- | 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 Assistant Private Secretary , 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.

* Upgraded vide F.Div. O.M.No.19(55)Legal-II/2010-1055 dated 23-12-2011.

** Upgraded vide Estt. Div's RSO No. 823(I)/2007, dated 08-08-2007.

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).

TABLE

| Sl. No. | Designation and BPS of the post | Person eligible | Conditions of eligibility |
|---------|---|---|---|
| (1) | (2) | (3) | (4) |
| 1. | Superintendent (BPS 16) | (i) Assistant Incharge. (ii) Assistant (when no Assistant Incharge is available/eligible). | 03 years service as Assistant Incharge or *05 years service as Assistant Incharge and Assistant. |
| 2. | Assistant Incharge(BPS 15) | Assistant | 03 years service as Assistant. |
| 3. | Assistant Private Secretary BPS 16 [†] | 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 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

* Upgraded *vide* F.Div. O.M.No.19(55)Legal-II/2010-1055 dated 23-12-2011.

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

*** Amended *vide* Estt. Div.'s SRO 1094(1)/2008, dated 30-09-2008.

the initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

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

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

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. | Assistant Private Secretary (BPS 16)* | (i) Graduation (ii) Minimum speed of 100/50 w.p.m. in shorthand/typing respectively. (iii) Computer literates preferable. | 18 years | 25 years |
| 2. | Stenotypist (BPS 14) | (i) Intermediate (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 | 28 years |
| 4. | UDC (BPS 09)** | Intermediate. | 18 years | 25 years |
| 5. | LDC (BPS 07)** | Matric with minimum speed of 30 w.p.m.in typing. | 18 years | 25 years |

[**Authority**:-Estt. Div.'s SRO 1077(I)/2005, dated 15th October, 2005] [F. No. 7/6/2002 R-6]

* Upgraded *vide* F.Div. O.M.No.19(55)Legal-II/2010-1055 dated 23-12-2011

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

Sl. No. 3**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 posts 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) Quasid (BPS 2) (ii) ★ Omitted | | 100% by promotion. |
| 6. | Naib Quasid (BPS 1) | | 100% by initial appointment including 10% by Farashes having 10 years satisfactory service. |

(2) Provided that if no suitable persons 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.

* Vide SRO 1231(1)/2006

CONDITIONS FOR PROMOTION

3. Promotion to the posts in column 2 of table below shall be made by selection from amongst the persons who hold the posts specified, in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4:—

TABLE

| Sr. 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 Quasid (BPS-1) | 3 years service in (BPS-1) |
| 3. | Quasid (BPS-2) | Naib Quasid / 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.

(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.

* Subs. Estt. Div.'s Notification SRO 1231(1)/2006, dated 7-12-2000 [No. F.10/4/2006-R-4.

** Omitted *vide* Estt. Div.'s Notification SRO 719(1)/2005, dated 13-07-2006 [No. F.8/12/93-R-4]

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 Schedule below.

8. These rules shall not apply to those Government Organizations 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 Schedule to these rules shall also be applicable to them.

SCHEDULE

| S. No. | Designation and BPS of the post | Qualification and Experience | Maximum 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 Quasid (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].

“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. 4
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

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

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. 5
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.

* Now Prime Minister's Secretariat (Public).

* In the present context 'Prime Minister'.

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. 6
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]

Sl. No. 7
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

* BPS/Post
** 'Federal'

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. 8

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

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

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

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. 9

**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, 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 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. 10

**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”:-

* The post of Peon in the Federal Secretariat has been redesignated as ‘Naib Qasid’.

- (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. 11
UPGRADATION OF THE POSTS OF LOWER GRADE
EMPLOYEES.**

Finance Division's O.M. No. 1(1)-R/2011-75/12 dated 02-02-2012 on the subject cited above and to state that Establishment Divisions recommends as under.

- (i) The post Qasid /Daftry (BS-02) may be up-graded to BS-4.
- (ii) All the existing N/Q working in BS-01 or in the BS-02 may be moved on one scale above in their respective pay scales.
- (iii) The past of staff car driver (BS-04), Machine Operator (BS-04) may up-graded to BS-06 as most of them were move one scale above w.e.f. 01-07-2007 and are working in BS-06.

[*Authority*- Estt. Division O.M. No. 10/16/2007-R-I, dated 17-02-2012].

**Sl. No. 12
VERIFICATION OF ANTECEDENTS ON FIRST
APPOINTMEN**

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

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

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)

Form S.190 (Revised)



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.....

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.....

Sl. No. 13
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 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].

*BPS.

Sl. No. 14
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 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].

* Add "and Service".

Sl. No. 15
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. 16
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 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].

* 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.

(ANNEX)

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 read with O.M. No. 9/7/ 80-A, III, dated 23 9-1980.

(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 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.

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

** *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.

(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.

* 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.

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

Sl. No. 17**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. 18**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 |
|-----------|---|--|
| (i) | (a) Candidates belonging to Scheduled Castes, Buddhist Community, recog-nized 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 com-pleted 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 |

* 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].

(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 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].

(1) *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].

* 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.

*** 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.

CLARIFICATION

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, 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 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

* See foot note *** w. ref. to rule 4-A.

*** Combined Competitive Examination for initial appointment to the Federal Government Occupational Groups/Services, conducted by the FPSC.

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. 19
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].

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.
- (e) Monitoring role of the Public Representatives in implementation of the recruitment policy has been incorporated.
- (f) Five per cent (5%) 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.....]
- (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.
- (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.
- (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/ autonomous 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.

Sl. No. 20

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. 21

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. 22

APPOINTING AUTHORITIES IN RESPECT OF POSTS IN BPS 1 TO 11 IN GILGIT BALTISTAN

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) now Gilgit Baltistan 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. 23
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].

* *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) and *vide* Estt. Div. Notification No. S.R.O 146(I)/84, dated 9-2-1984.

Note 2: See extracts from the Northern Areas Rules of Business, 1994 in the Annex below.

** Subs *vide* Estt. Div. Notification No. S.R.O 1022(I)/85, dated 14-10-1985 for the word “President”.

(Annex)

“Extracts from the *Northern Areas Rules of Business, 1994**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) [.....]
- (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) [.....]

* Now Gilgit Baltistan.

** 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.

- (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 Gilgit Baltistan 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 Gilgit Baltistan Affairs Division.— (1) Cases ^{***}[pertaining to policy matters] meant for the Chairman shall be submitted through the Secretary, Kashmir Affairs and Gilgit Baltistan Affairs Division, who may record his recommendations:

* Added by Amendment Order No. 14-11/99-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 Gilgit Baltistan 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) ^{*}(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

[@] 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.

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:

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

1. **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. |

* Substituted *vide* Amendment Notification No. 3(5)/99 NA-I dated 15th December, 2007.

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.
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

| <u>Sl. No.</u> | <u>Designation</u> | <u>Authority</u> |
|----------------|--|------------------|
| 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- |

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#1.— The tenure mentioned above may be extended or curtailed by the Chairman Gilgit Baltistan.

Note#2.— Whenever the work "Northern Areas" occurs, it may be deemed "Gilgit Baltistan".

* Substituted *vide* Amendment Notification NO.3 (5)/99 NA-I dated 15th December, 2007.

Sl. No. 24
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. 25
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. 26**APPOINTMENT TO UPGRADED POSTS**

Reference to the Establishment Division's O.M. No.8/39/2000-R-I, dated 20-01-2001 containing policy of up-gradation – re-designing of posts and to state as under:-

- (i) The instructions contained in Establishment Division's O.M. No. 8/36/2001-R-I dated 20-01-2001 as amended on 03-02-2001 provide that when the competent authority approves the up-graded of a post on regular basis, appointment to the upgraded posts on regular basis, appointment to the upgraded posts on regular basis, appointment to the upgraded post should be made in accordance with the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rule, 1973 and the specific rules which regulate appointment to the post.
- (ii) The instructions contained in Establishment Division's O.M.No. 8/36/91-R-I dated 6/3/1983 and O.M.No. 8/130/91-R-I dated 12-5-1992 provide that up gradation of a post does not mean automatic up gradation of its incumbent. Appointment to 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. Therefore up gradation 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.

2. It would be highly appreciated if the above mentioned instructions are complied with in letter and spirit in order to avoid administrative complications and future litigation.

[*Authority*:-Estt: Div. D.O. letter No.8/36/2000/R-I. dated 31-12-2008]

Sl. No. 27**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 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. 28**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, 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

* BPS National Pay Scales (NPS), also termed 'Grades'*** were introduced by government in March, 1972.

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. 29

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. 30

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 the Establishment Minister*** or papers for Central Selection Board seeking approval to

* 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, while posts in BPS 19, having been declared non-selection posts are now within the purview of the reconstituted Selection Board. Posts in BPS 20 and 21 remain within the purview of the CSB (Ref. Revision of Promotion Policy in Oct., 2007).

** Prime Minister.

*** Cases are, at present, submitted by the Establishment Division to the Prime Minister.

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. 31

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].

APPENDIX**CHECK LIST FOR SUBMISSION OF SUMMARIES FOR
THE ESTABLISHMENT MINISTER****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.

* BPS/post.

- (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:

- (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 ARR 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 ARR 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 ARR dossier of the officer recommended for re-employment.

ANNEX I
(See B(v))

COMPARATIVE PERFORMANCE EVALUATION ANALYSIS IN RESPECT OF OFFICERS BEING CONSIDERED FOR PROMOTION TO GRADE(S) ★

ANNEXURE I
(Specimen)
COMPARATIVE PERFORMANCE EVALUATION ANALYSIS IN RESPECT OF 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 RR | Not Yet fit | Premature | Fit | Fit | A 1 | 2 | 5 | 10 | 3 | 1972 | | |
| 2. Mr. _____ | | | | | | | | | | | A 1 | | | | | | | |
| 3. Mr. _____ | | | | | | | | | | | A 1 | | | | | | | |
| 4. Mr. _____ | | | | | | | | | | | A 1 | | | | | | | |
| 5. Mr. _____ | | | | | | | | | | | A 1 | | | | | | | |

ANNEX II
(See B(vi))
COMPARATIVE ANALYSIS OF MAJOR PERSONAL TRAITS IN RESPECT OF BEING CONSIDERED FOR PROMOTION TO GRADE*

(Specimen)

COMPARATIVE ANALYSIS OF MAJOR PERSONAL TRAITS 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.

(PART-B)**SUBMISSION OF CASES TO FPSC****Sl. No. 1
REQUISITIONS PLACED WITH FPSC**

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

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. 2
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 and 11/4/76-DV, dated 17-7-1976.

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. 3
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.

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

**Sl. No. 4
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

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.

* BPS

(The prescribed experience counts after acquiring the requisite basic educational qualification. Whenever the Ministry/Division considers 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.

(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 *(7.5%) | | |
| - Punjab. (50%) | ----- | ----- |
| - Sindh (Urban Areas) (40% of 19% or 7.6%) | ----- | ----- |
| - Sindh (Rural Areas). (60% of 19% or 11.4%) | ----- | ----- |
| - K.P.K(11.5%) | ----- | ----- |
| - Balochistan*(6%) | ----- | ----- |
| - ** Gilgit Baltistan /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 * 7.5%

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

* 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.

** Now Gilgit Baltistan.

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 **6%

Gilgit Baltistan 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.
- (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 Number 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 Number and date of all amendments and a copy of the same should be enclosed.

* Now Khyber Pakhtunkhwa.

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

(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 Number 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.

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

| 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

* Departmental Representative.
 ** Strike out the alternatives not applicable.

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.
- (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. 5
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. 50/1/48-Estt.(ME), dated 3-6-1948].

Sl. No. 6
FORWARDING OF APPLICATIONS FROM DEPART-
MENTA CANDIDATES

Reference.- Establishment Division Office Memorandum No. 50/1/48-Ests. (ME), dated the 3rd June, 1948.

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 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.50/1/48-Estt.(ME), dated 30-3-1950].

* Note: Refer also to Government Servants (Application for Services and Posts) Rules, 1966.

Sl. No. 7
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]

Sl. No. 8
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.

2. It has been reported by the Federal Public Service Commission that in several cases the applications from

* Federal.

** Occupational Groups/Services.

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. 9
FORWARDING OF APPLICATIONS TO FPSC:
COMPLAINT BY COMMISSION ABOUT DELAY.**

Reference.— Letters No. 25/4/53-SE-I, dated 23rd July, 1953 and No. 8/4/60-E, dated 18th July, 1960.

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. 10**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. 11

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.

Sl. No. 12
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*.

* *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.

- (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, 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.13

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 hitherto fore. 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.
- (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

* Federal.

** Later Narcotics Control Division & Anti Narcotics Control Force.

*** Renamed as Trade Development Authority of Pakistan (TDAP) *w.e.f.* December, 2006.

@ Abolished.

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.
- (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 2% quota for employment of disabled persons should be strictly adhered to.
- (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].

(PART-C)**SHORT TERM APPOINTMENTS****Sl. No. 1****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.2**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].

Sl. No. 3

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* appointments 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]

* 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. 4**AD-HOC APPOINTEES TO BE CLEARLY INFORMED 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 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. 5**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. 6

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.
- (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 reason 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. 7
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. 8
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. 9**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. 10**DURATION OF AD-HOC APPOINTMENT**

Instructions were issued *vide* Establishment Division's D.O. letter No. 9/2/74-DV, dated the 8th June, 1977 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

* Related to termination of *ad-hoc* appointees on 30th June, 1978 and replacement by Commission's nominees

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. 11

AD-HOC APPOINTMENTS AND APPROVAL FOR EXTENSION

Reference Establishment Division's Office Memorandum No. 2/9/76-D.III, dated 14th March, 1981. 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 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. 12**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 up to 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.13**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.

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 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. 14
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 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)

[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:-

- a. Persons appointed on ad-hoc basis should possess the required qualifications and experience prescribed for posts;
- b. Persons appointed on ad-hoc basis should not be promoted to higher posts.

* BPS/Post

Sl. No. 15
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].

(PART-D)**CURRENT CHARGE APPOINTMENTS****Sl. No. 1****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 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 For *** Grade Federal Inspection Commission 17 to 20 in respect of their own officers.....
- (iii) Auditor General of Pakistan Pakistan Audit Department..

* or Selection Board for posts in BPS 19.

** Post/BPS.

*** 'BPS.

Sl.No. 2**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, 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. 3**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.

[*Authority*:-- Finance Division's O.M. No. F.2(9)-R.3/85, dated 15-3-1987].

* Revised *vide* Finance Division O.M. No.F.1 (1)/Imp/2005, dated 1-7-2005.

Sl.No. 4
CURRENT CHARGE APPOINTMENT – DETERMINATION OF SENIORITY WITHIN AN ORGANIZATION

Reference Establishment Division's O.M. No. 1/21/76-AR.I/R.II, dated 18th June, 1980 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. 5
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 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 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

* Now the Prime Minister.

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 be 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 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. 6

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. 7

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 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.
- (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 be 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. 8
APPROVAL OF COMPETENT AUTHORITY AND
ASSUMPTION OF CHARGE**

In the Establishment Division O.M. No. 22/25/68-AI, dated the 23rd January, 1969, 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 regularize 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. 9**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 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 1(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

Sl.No. 10
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 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].

* 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.

Sl.No. 11**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 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 stand modified to the extent indicated above.

[*Authority*: Estt. Div.'s O.M NO. 3/89/2004-R-2, dated 01-01-2005]

* All Pakistan Unified Grades, *i.e.* District Management Group, Secretariat Group and the Police Service of Pakistan.

** Office Management Group.

Sl.No. 12
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].

* 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.

Sl.No. 13
ADDITIONAL CHARGE APPOINTMENTS AND CENTRAL SELECTION BOARD

The question, whether cases of additional charge appointments come within 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, 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. 14
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.

* Page 85 of the FR & SR book.

- (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 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. 15

APPOINTMENT ON ACTING CHARGE BASIS

Reference rule 8-A of the Civil Servants (Appointment, Promotion and 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. 16
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, as amended vide O.M.No. 1/1/82/R.2, dated 15th August, 1983. 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(1) 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.

* BPS.

- (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. 17

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;

* Amended *vide* Estt. Division O.M. No. 1/25/83-R 2 dated 31-3-1986.

- (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 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. 18

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. 19

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 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. 20

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 Division and Law and Justice Division.

* BPS

** Sl. No. 89, Estacode, 1989, pp 152-155.

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

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, 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. 21
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.

* 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. 138-A contains the latest position.

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.
- (c) ***[The condition of open advertisement may also be relaxed by the Prime Minister for the purpose of appointment on contract basis of

* 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.

*** Subs *vide* Establishment Division's O.M.No.4/1/2005-CP.I, dated 13.4.2005.

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*.

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

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 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. 22

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.

1. 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 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. 23

ADMISSIBILITY OF ANNUAL INCREMENT IN THE 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. 10/52/95-R-2 (Pt), dated 21st August, 2001

* Subs. *vide* Estab. Div. O.M No. 10.52/95-R-2(Pt) dated 6th October, 2003.

as amended *vide* O.M. No. IO/52/95-R-2 (Pt) dated 6th October, 2003 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. 24

PAY FIXATION-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 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 reemployed on contract against a lower post. In such like cases persons re-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. 25

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 lay down *inter alia*, that:-

- (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. 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, 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;
- (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. 26**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. 27**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].

Sl.No. 28**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 organizations under their administrative control.

[*Authority*:-- Estt. Div.'s O.M. No.10/52/95-R.2(Pt), dated 1-6-1999].

Sl.No. 29

PROVISION OF GOVERNMENT-OWNED OR HIRED RESIDENCE TO PERSONS APPOINTED ON CONTRACT

In supersession of all previous instructions 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]

* The Prime Minister's Sectt. (Public).

Sl.No. 30
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. 31
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 bodies, corporations, public sector companies etc., owned and managed by the Federal Government, the Chief Executive has been pleased to lay down the following policy guidelines:–

- (i) In the case of tenure posts, appointment to which is regulated by specific provisions of a law, rule and

* Subs. vide Establishment Division’s Notification S.R.O No. 576(1)/2000, dated 17.8.2000.

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. 32

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 experts/specialists, on specific (generally technical) issues/projects to:

- (a) Address on uncommon problems;
- (b) Provide technical supervisions; or
- (c) Introduce innovative practices/solutions

* Subs. *vide* Establishment Division O.M.No.6/2/2000-R.3, dated 29-4-2002.

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. 33
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:-

“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. 34
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, 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

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)

- (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
- (b) 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. 35**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 any other decision, that may be enlisted with the surplus pool for

* 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.

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-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].

(PART-E)
REGIONAL QUOTAS FOR RECRUITMENT
TO THE CIVIL POSTS

Sl.No. 1
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 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%
- K.P.K 11.5%
- Balochistan 6%
- Gilgit Baltistan/FATA 4%
- Azad Kashmir 2%

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

Sl.No. 2
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, 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.

* *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. 3
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 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;

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

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. 4
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 have been revised *vide* Establishment Division's O.M No. 4/10/2006-R-2, dated 12-2-2001. 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 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 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. 5
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 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. 6

QUOTA FOR AZAD JAMMU & KASHMIR NATIONALS IN PAKISTAN SERVICES

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. 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].

* Islamabad Capital Territory

Sl.No. 7**ADHERENCE TO QUOTA FOR GILGIT BALTISTAN & FATA**

Reference Establishment Division's O.M. No. 8/9/72-TRV, dated the 31st August, 1973. It is stated that a combined quota of 4% had been fixed for the Gilgit Baltistan/ 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. 8**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 be 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. 9
REGULATION OF PROVINCIAL/REGIONAL QUOTAS

Reference Establishment Division’s O.M. No. 8/9/72-TRV, dated August 31, 1973 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 *Annexure*.

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].

* ‘BPS’.

ANNEXURE

QUOTA FRACTION TABLE

| 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 | - | 0.2250 | - | 0.2250 |
| Punjab | 50% | 3 | 1.5000 | - | 1.5000 | 2 | -0.5000 |
| Sindh* | 19% | 3 | 0.5700 | - | 0.5700 | 1 | -0.4300 |
| Sindh(R) | 11.4% | 3 | 0.3420 | - | 0.3420 | 1 | -0.6580 |
| Sindh (U) | 7.6% | 3 | 0.2280 | - | 0.2280 | - | 0.2280 |
| K.P.K | 11.5% | 3 | 0.3450 | - | 0.3450 | - | 0.3450 |
| Balochistan | 6% | 3 | 0.1800 | - | 0.1800 | - | 0.1800 |
| Gilgit Baltistan | 4% | 3 | 0.1200 | - | 0.1200 | - | 0.1200 |
| AJK | 2% | 3 | 0.0600 | - | 0.0600 | - | 0.0600 |
| 2ND YEAR | | | | | | | |
| Merit | 7.5% | 5 | 0.3750 | 0.2250 | 0.6000 | 1 | -0.4000 |
| Punjab | 50% | 5 | 2.5000 | -0.5000 | 2.0000 | 2 | - |
| Sindh* | 19% | 5 | 0.9500 | -0.4300 | 0.5200 | 1 | -0.4800 |
| Sindh(R) | 11.4% | 5 | 0.5700 | -0.6580 | 0.0880 | - | -0.0880 |
| Sindh (U) | 7.6% | 5 | 0.3800 | 0.2280 | 0.6080 | 1 | -0.3920 |
| K.P.K | 11.5% | 5 | 0.5750 | 0.3450 | 0.9200 | 1 | -0.0800 |
| Balochistan | 6% | 5 | 0.3000 | 0.1800 | 0.4800 | - | 0.4800 |
| Gilgit Baltistan | 4% | 5 | 0.2000 | 0.1200 | 0.3200 | - | 0.3200 |
| AJK | 2% | 5 | 0.1000 | 0.0600 | 0.1600 | - | 0.1600 |
| 3RD YEAR | | | | | | | |
| Merit | 7.5% | 2 | 0.1500 | -0.4000 | -0.2500 | - | -0.2500 |
| Punjab | 50% | 2 | 1.0000 | - | 1.0000 | 1 | - |
| Sindh* | 19% | 2 | 0.3800 | -0.4800 | -0.1000 | - | -0.1000 |
| Sindh(R) | 11.4% | 2 | 0.2280 | -0.0880 | +0.1400 | - | 0.1400 |
| Sindh (U) | 7.6% | 2 | 0.1520 | 0.3920 | -0.2400 | - | -0.2400 |
| K.P.K | 11.5% | 2 | 0.2300 | -0.0800 | +0.1500 | - | 0.1500 |
| Balochistan | 6% | 2 | 0.1200 | 0.4800 | -0.6000 | 1 | -0.4000 |
| **Gilgit Baltistan / FATA | 4% | 2 | 0.0800 | 0.3200 | +0.4000 | - | 0.4000 |
| *AJK | 2% | 2 | 0.0800 | 0.1600 | 0.2000 | - | 0.2000 |

[Authority:- Estt. Division's O.M. No. 4 (10)2006/R-2, dated 12-2-2007]

* Estt. Division O.M.No. 4/5/87-R-2, dated 12-08-1991

** Amended vide Estt Division U.O.No.3/20/2010-R-II dated 23-09-2010

Sl.No. 10
CLARIFICATIONS REGARDING APPLICATION OF
REVISED PROVINCIAL/ REGIONAL QUOTAS

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

2. The following clarifications are issued:-
- (2) Posts in each grade* should be considered separately for purposes of allocation of the prescribed merit and provincial/regional quotas.
 - (3) The provincial/regional quotas do not apply to posts filled by promotion. These are applicable to direct, including lateral entry, appointments.
 - (4) 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.
 - (5) 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.
 - (6) 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. 11
RECRUITMENT TO CIVIL POSTS IN THE
ADMINISTRATION OF GILGIT BALTISTAN

Except appointment in **grade 17 in Revenue and Police, recruitment to civil posts in Gilgit Baltistan shall, in future, be made only from amongst the local population of those areas provided they possess the requisite academic qualifications.

* BPS

** Post in BPS 17

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 Gilgit Baltistan 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, 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.41/83-R.2, dated 24-7-1983].

Sl.No. 12

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 and where necessary, the post may be re-advertised. 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. 13
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, Gilgit Baltistan/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].

Sl.No. 14
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 may kindly be directed to ensure that the quota fixed for Balochistan *vide*

* Services and General Administration Department.

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.

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

ANNEX

[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 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.

2. I further request that this government would appreciate if the Government of Pakistan, Ministries/Divisions

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

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. 15

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.
- (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. 16
DIRECTION TO ENSURE IMPLEMENTATION OF
BALUCHISTAN 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 ***6% quota fixed for Baluchistan 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].

* Now District Headquarters.

** BPS

*** Substituted *vide* Estab. Div. O.M No. 4/10/2006-R2 dated 12th February, 2007

Sl.No. 17
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 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].

* Now only Districts.

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

*** BPS; posts.

Sl.No. 18
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.

| | |
|-------------------------------------|-------|
| – Merit | *7.5% |
| – Punjab (including ICT. Islamabad) | 50% |
| – Sindh | 19% |
| – Sindh (R) | 11.4% |
| – Sindh (Urban) | 7.6% |
| – K.P.K | 11.5% |
| – Balochistan | 6% |
| – Gilgit Baltistan/FATA | 4% |
| – Azad Kashmir | 2% |
| Total | 100% |

* Amended *vide* Estt. Div. O.M No. 4/10/2006 dated 12th February, 2007.

3. The instructions regarding merit and provincial/regional quota issued *vide* Establishment Division's O.M dated 31.8.1973 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 were 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. 19
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 mandatory 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].

* For 'grade' read 'BPS'.

Sl.No. 20
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.

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.

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

Sl.No. 21
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. In a subsequent O.M. dated the 29th September, 1973, 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

* BPS.

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

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 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. 22

COMPULSORY EMPLOYMENT OF DISABLED PERSONS

Establishments to employ disabled persons.*- Not less than two (2%) 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]

* "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.

Sl.No. 23
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 recruitment, 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 recruitment, 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. 24
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. 25
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. 26
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. 27
ISOLATED POSTS — APPLICATION OF PROVINCIAL
QUOTAS

Refer to the Establishment Division's O.M.No. 8/1/77-W.C, dated 18-04-1977 on the above subject and to say that it is laid down in that Office Memorandum that an isolated post should be filled on the basis of merit. The matter has been considered

again and it has been held that observance of merit and provincial quota in filling vacancies on all-Pakistan basis is a statutory requirement *vide* Rule 14 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. It is not, therefore, permissible to fill in an isolated post on merit only. Such a post will also have to be filled in in accordance with the Rule-14 and the instructions explaining the procedure to be adopted in allocating vacancies to the merit and provincial quotas *vide* Establishment Division's O.M. No. 9/7/80-A.III., dated the 23rd September, 1980.

[*Authority*:- Estt. Div.'s O.M.No.8/1/77-w.c/R.2, dated 3-10-1981].

(PART-F)**FRAMING OF RECRUITMENT RULES****Sl.No. 1****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 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. 2

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

* 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.

** [Erstwhile] Telephone and Telegraph Department.

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. 3
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. 4
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 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. 5

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 |
| III. | Senior Librarian/ Senior Documentation Officer/ Senior Bibliographer/ Senior Editor, National Bibliography/Dep uty 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. |

| Group | Name of Post | Basic Pay Scale | Qualifications/ Experience required | Type of Govt. Library |
|-------|---|--|--|---|
| 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) BPS12 (2) BPS10 (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

* BPS. Besides, appointment is made to posts, not BPS as in Civil Servants Act, 1973, read with Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

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. 6

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].

(ANNEX)

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. |

* Now Assistant Private Secretary (APS)

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

Sl.No.7

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

** See Chapter 10, Pay, Allowances and other Benefits, Vol. II. (Esta-Code (Ed-2007))

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. 8

Up-gradation of the Post of Private Secretary to Federal Secretaries/ Additional Secretaries and Other Officers in BPS 21 and 22 Provided With the Services of Private Secretary in the Federal Government

The Prime Minister has been pleased to approve the following proposals made by the Establishment Division in consultation with the Finance Division:-

- (a) All the posts of Private Secretary to the Secretaries/Additional Secretaries and other officers in BPS 21 and 22 provided with the services of Private Secretary in the Federal Government alongwith their incumbents who have been appointed to these posts on regular basis, are upgraded from BPS 16 to BPS 17 with effect from 1st July, 1983.
- (b) The incumbents of the post of Private Secretary (BPS 17) will be eligible for the grant of BPS 18 after putting in ten years satisfactory service in BPS 17 unless they move-over to BPS 18 from an earlier date.
- (c) The special pay admissible to the Private Secretary (BPS 16) to the Secretary/Additional Secretary and other officers in *[BPS 22 and 21] at the rate of *[Rs.800] and * [Rs.600] p.m. respectively will continue to be admissible in BPS 17/18.
- (d) No arrears due to retrospective upgradation of the post from BPS 16 to 17 and on account of accrual of increments shall be admissible prior to the date of issue of this O.M.

[Authority.- Estt. Division O.M. No.9/2/74-F.II(R.6), dated 18-3-1986].

* Amended vide Estt.Division O.M. No.9/2/74-F.II(R.6), dated 19-3-1986.

* Revised vide Finance Division's O.M.No.F.4(2)-R.5/2006 dated 15th March,2013..

Sl.No. 9**Clarification Regarding Up-gradation of Posts of Private Secretaries to Federal Secretaries/Additional Secretaries and Other Officers in BPS 21 and BPS 22 Provided with Services of Private Secretary**

On upgradation of the post of Private Secretary from BPS 16 to BPS 17 with effect from 1st July, 1983, vide this Division's O.M. No. 9/2/74-F.II (R-6), dated 18th March, 1986, the following points have been raised by various Ministries/ Divisions:-

- (i) Whether the service rendered in the posts below BPS 17 prior to 1st July, 1983 will be computed according to the existing rules for the purpose of allowing BPS 18 subject to usual conditions.
- (ii) Whether the benefit of upgradation would be admissible to the existing incumbents of the post of P.S. only or it would also be available to those who were working as P.S. on 1st July, 1983 but were subsequently appointed to other posts from a date subsequent to 1st July, 1983 but hold lien on the post of Private Secretary.
- (iii) Whether an official working as a P.S. on 1st July, 1983 and holding lien against that post but subsequently appointed to another post on acting charge basis can be allowed, on his request, to revert to the post of Private Secretary.
- (iv) Whether a P.S. who held the post of P.S. on 1st July, 1983 but is presently on deputation elsewhere, is entitled to grant of BPS 17 with effect from 1st July, 1983.
- (v) Whether on upgradation the fixation of pay in BPS 17 shall be permissible according to the general principles as laid down in para 7(b) of Finance Division's O.M. No. F. 1(l)-Imp/83, dated 18th August, 1983, as allowed to the Stenotypists/ *Stenographers.

* Now APS vide F.D O.M. No.1(110) R-1/2012/24/13 dated 28-02-2013

2. The above issues have been examined in consultation with the Finance Division and the following decisions have been taken:-

- (i) Unlike the posts of Section Officer, 50% of which stand placed in BPS 18, no post of P.S. stands placed in BPS 18 in terms of this Division's O.M. dated 18th March, 1986. It only provides for grant of BPS 18 to the incumbents of the post after putting in 10 years satisfactory service as P.S. in BPS 17. There is, as such, no question of computation of service rendered in posts in BPS 16 and below for the purpose of grant of BPS 18.
- (ii) The orders dated 18th March, 1986 provide for upgradation of the post of P.S. alongwith the incumbents. This clearly signifies that a person who is effectively holding the post of P.S. in BPS 16 on regular basis at the time of issue of these orders, is to be given the benefit of upgradation. Therefore, a person who had left that post on any account and was not holding it on the date of issue of those orders, cannot be extended the benefit of upgradation.
- (iii) An official who was no more effectively holding the post of P.S. on the date of issue of orders of upgradation and stood appointed to another post of his own volition, has no right to invoke his lien to revert to the post of P.S. He would continue to hold lien on the post of P.S. but can only revert as P.S. on abolition or termination of the other post/ appointment.
- (iv) As the officer was not actually holding the post of P.S. on 18th March, 1986, he will not be entitled to the benefits of upgradation of the post. However, this benefit will accrue to him from the date he is repatriated and re-occupies the post of P.S. in his parent office.
- (v) The matter is still receiving attention and decision arrived at will be communicated in due course.

3. Any orders issued by the Ministries/Divisions which are not in line with the instructions contained in paragraph 2 above, may be modified/withdrawn.

[Authority.- Estt. Division O.M. No.9/2/74-F.II(R-6), dated 25-6-1986].

Sl.No. 10
UPGRADATION OF THE POSTS OF STENOTYPIST, STENOGRAPHER AND PRIVATE SECRETARY

Consequent upon approval of the Prime Minister of Pakistan, the posts of Private Secretaries, Stenographers and Stenotypists have been upgraded with immediate effect subject to fulfillment of the conditions mentioned against each:-

| Sr. | Name of the Post | Existing BS | Upgraded BS | Condition |
|-----|-------------------|-------------|-------------|---|
| 1. | Private Secretary | 17 | - | <p>Will continue to remain in BS-17 and will be granted BS-18 after putting in 5 years satisfactory service instead of 7 years. The Private Secretaries in BS-18 will further be granted BS-19 after putting in 12 years service in BS-17 and above taking benefit of Establishment Division's O.M. No.1/9/80-R-II, dated 2-6-1983. However, on grant of BS-19 nomenclature of the post will be Senior Private Secretary.</p> <p>The existing Private Secretaries in BS-17 will be granted BS-18 on one time basis, irrespective of their length of service in BS-17.</p> |

| | | | | |
|----|--------------|----|----|---|
| 2. | Stenographer | 15 | 16 | With enhancement of qualification for initial appointment from intermediate to Graduation. |
| 3. | Stenotypist | 12 | 14 | With enhancement of qualification for initial appointment from Matriculation to Intermediate. |

2. The incumbents of the upgraded posts will also stand upgraded and their pay will be fixed at the stage next above their basic pay in their lower pay scale.

3. The Establishment Division will amend the recruitment rules of the above said posts, accordingly.

[*Authority:* Finance Division O.M. No. 19(55)legal-II/2010-1055 dated 23 December, 2011]

Sl.No. 11
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.* 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].

(PART-G)**DETERMINATION OF DOMICILE****Sl.No. 1****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, 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)

[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 further connection with it. They would then prepare themselves for examinations in areas where educational facilities were better but, by virtue of their

* 'Federal Services/Groups'.

** Now Khyber Pakhtoon Khawa.

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

** 'Federal Services/Groups'.

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 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)

[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.

* Federal.

Sl.No. 2
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 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. 3
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. 4
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.

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

Sl.No. 5
CHANGE OF DOMICILE AFTER ENTRY INTO GOVERNMENT SERVICE

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. 6
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.

* All Pakistan Unified Grades (APUG), *see* Chapters 7. of Estacode, 2007.

** Now Occupational Groups/Services- Federal Unified Grades (FUG).

*** Class I (BPS 17 to 22).

@ Class II (BPS 16).

@@ Class III (BPS 3 to 10).

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

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

* National Telecommunication Corporation (NTC).

** Federal.

*** BPS.

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 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. 7

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 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/ Subordinate 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. 8

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 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.

* BPS 1&2.
** 'Federal'.

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]

CHAPTER-3

PROMOTION

(241-242)

**CIVIL SERVANTS (APPOINTMENT, PROMOTION
AND TRANSFER) RULES, 1973**

CHAPTER 3

PROMOTION

PART - A SENIORITY

Sl.No. 1

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

* BPS.

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. | 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 & 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 |

* For Groups both the words 'Occupational' and 'Functional' are used.

** Add 'service(s)'.

[@] Renamed as Foreign Services of Pakistan *vide* Notification No. S.R.O 936(1)/83 dated 29.9.1983.

^{@@} Renamed as Pakistan Audit & Accounts Service *w.e.f.* 10th December, 2002 *vide* Estab. Div. OM No.1/17/92-CPII.

^{@@@} 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.

| Name of the Occupational Group | Name of the Former Service | Ministry/Division concerned |
|---|-----------------------------------|------------------------------------|
| 10. Railway (Commercial and Transportation) Group | Pakistan Railway Service | Railways Division |
| 11. *Pakistan Administrative Group (PAS) | 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].

* Estt.Div.'s O.M.No.6/3/2012-CP-II dated 21-05-2012.

** 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.

(ANNEX)

GRADATION LIST OF FEDERAL UNIFIED GRADES

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. 2**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, 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.

* or Services
** BPS.

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 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 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].

* or Service(s)

** Renamed as Pakistan Audit & Accounts Service w.e.f. 10th December, 2002 *vide* Estt. Div.'s OM No.1/17/92-CPII, dated 10th December, 2002.

*** Promotion is now to posts, not grades (now BPS). Refer to Civil Servants (Appointment, Promotion and Transfer Rules), 1973.

Sl.No. 3
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 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

* Added *vide* Estt. Div.'s Notification S.R.O No. 01(I)/2002, dated 1-1-2002.

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].

Sl.No. 4 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.

* Sl. No. 158, pp 224-229, Estacode, 1989.

- (2) They shall come into force at once.
- (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 | Prime Minister | |

| | | | |
|--------------------------------|---|---|---|
| | 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. | | |
| 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. | |
| 1 | 2 | 3 | 4 |
| 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 | 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. | Head of Department provided he is holding the post in BPS 20 or above. | |
| 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 is less than the required number in the administrative Ministry or Division for the

* Added by S.R.O No. 104(I)/97, dated 4.2.1997.

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:

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 or 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.

* Implies deputation

(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].

PART- B**Sl.No. 1****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.
- (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.

* See for latest Promotion Policy, Revision of the Promotion Policy and Sl. No. 163, Revised Guidelines – Concept of Quantification (May, 1985) w.r.t Promotion Policy (October, 1982).

** Guidelines revised *vide* Estt. Div.'s D.O. letter No. 10(10)/85-CP-1, dated 15-05-1985 as amended upto 24th October, 2007.

*** BPS

- (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*:- Estab. Secretary's D.O Letter No. 10(3)/81-CPI (Pt),
dated 31-10-1982].

Sl.No. 2
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 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

* One Performance Evaluation Report (PER) for full one year; ref. para 2.

Selection Board. The competent authority has approved the following recommendations:-

1. **Eligibility Criteria for Consideration for Promotion**

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.*
[It has been decided with the approval of the competent authority that Civil Servants in BS-19 and BS-20 who attain the age of 58 years or above will **henceforth** be exempted from mandatory training viz (a) Senior Management Course (SMC) (b) National Management Course (NMC) and National Defence Course (NDC) for promotion to BS-20 and BS-21 posts respectively.]
- (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.1/1/2001-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.]

* Amended *vide* O.M.No.10/2/2009-CP-II dated 20-03-2009.

** Referred to in foot note under para 2 of the Guidelines for DPC/CSB.

2. **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 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 successful completion of training courses, as the case may be, shall continue as heretofore.

* See also for instructions/orders issued in pursuance of the Revision of Promotion Policy(October, 2007)

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 BS-18 and BS-19 | A minimum of 2 officers per vacancy depending on the availability of eligible officers in the cadre. |
| For promotion to BS-20 and BS-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 with the following modifications:-

- (a) PERs in respect of two preceding grades (BPS) or the last 15 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 BS and Six marks @ 40% in the preceding BS). For example, in the case of promotion to BS 21 posts, marks for NMC/NDU**

* See Addendum to Guidelines (Revised).

** National Management College; National Defence University

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

| Sl. No. | Category | Range | Weighted Average | Points of PASC @60% = 9 | Points of NIPAs @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 |

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.

- (iii) Grades from National Defence University will be computed according to the weighted average based on the Grading Key for the 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%.
- (iv) Subsequent to introduction of rationalized grading system by NDU with that of NMC grades with effect from the National Security & War Course (NSWC) 2012-13, the rationalized result (% age) awarded by the NDU shall be taken for quantification of the Training Evaluation reports (TERs) in respect of the officers who undergo NSWC at NDU. Provided that the previous system of quantifying the TERs on the basis of weighted average grading as tabulated at Clause-(iii) above shall continue in respect of such officers who attend mandatory training at NDU prior to NSWC 2012-13.

[*Authority:-* Estt: Div. O.M.No.1/1/2009-CP-II, dated 01-08-2013]

Note:- Civil Servants in BS-19 and BS-20 who attain the age of 58 years or above will henceforth be exempted from mandatory Training viz (a) Senior Management Course (SMC) (b) National Management Course (NMC) and National Defence Course (NDC) for promotion to BS-20 and BS-21 respectively.

“8-A. DECLINING FROM PROCEEDING TO MANDATORY TRAINING

The nominations for mandatory training having been made in order of seniority, if the officer so nominated for training declines to proceed on training for two consecutive training courses then he /she would forfeit the right to consideration for promotion.

Provided that the Prime Minister may dispense with this provision in any case in the public interest.”

[*Authority:-* Estt: Div. O.M.No.10/2/2009-CP-II(Pt-IX), dated 19-12-2011]

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. 1/3/2007-CP-II, dated 24th October, 2007]

**Sl.No. 3
ALLOCATION OF MARKS FOR MID CAREER
MANAGEMENT COURSE (MCMC) MANDATORY
TRAINING FOR PROMOTION TO BS-19**

Refer to this Division's O.M. of even number dated 24-10-2007 and to state that the Competent Authority, has been pleased to approve the following changes in the Revised promotion Policy, 2007 for promotion to BS-19 on the analogy of promotions to BS-20 and BS-21:-

- (a) The PERS of regular BS-18 officers for promotion to BS-19 will now have weightage of 70 marks.
- (b) MCMC is assigned 15 marks.

- (c) Evaluation by departmental Selection Board will have 15 marks. The DSB will, however, continue to determine the fitness for a person for promotion from BS-18 to BS-19 on non-selection basis.
- (d) Example from the mandatory training course of MCMC will be evaluated by the Departmental Selection Board against 30 marks (inclusive of 15 marks in lieu of training).

All Ministries Divisions are requested to note the above decisions and also bring the same to the notice of their Attached Departments/ Sub-Ordinates Offices, Autonomous/Semi Autonomous Bodies/Corporations for their information and strict compliance.

*[Authority:- Estt. Div.'s OM No. 1/3/2007-CP-II (Main),
dated 02nd March, 2007]*

**[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:-

**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.

* 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, 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)).

** 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.

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 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).

* For posts in BPS 19, Selection Board reconstituted.

- (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.
- (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 read with Promotion Policy, 2007 shall be

* Threshold of marks is 50 for posts in BPS 18 and 60 for posts in BPS 19.

** See footnote**on *Addendum* to for re-categorization of PER (ACR) as Restricted.

important factors in determining the comparative merit of an officer.

III. Promotion to Selection Posts

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.
- (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 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

* For posts in BPS 21, minimum score enhanced to 75 in November 1987 and maintained at 75 marks in October 2007 (para 4). For posts in BPS 20, the minimum threshold is 70 marks.

** Note:- Civil Servants in BS-19 and BS-20 who attain the age of 58 years or above will henceforth be exempted from mandatory Training viz (a) Senior Management Course (SMC) (b) National Management Course (NMC) and National Defence Course (NDC) for promotion to BS-20 and BS-21 respectively.

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.
- (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.
- (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

* Minimum score enhanced from 70 to 75 marks *vide* in November, 1987. Threshold maintained at 75 marks *vide* in October, 2007—Revision of Promotion Policy.

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.
- (i) Note:- Civil Servants in BS-19 and BS-20 who attain the age of 58 years or above will henceforth be exempted from mandatory Training viz (a) Senior Management Course (SMC) (b) National Management Course (NMC) and National Defence Course (NDC) for promotion to BS-20 and BS-21 respectively.

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%.

Sl.No. 4

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

* National Management College (NMC); National Defence University (NDU).

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.

[Authority:— Estt. Division's O.M.No.10/22/83-R.2, dated 20-3-1988].

Sl.No.5

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.

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. 6
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. 7
PROMOTION OF SUPERSEDED OFFICERS

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 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 subtract 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. 8
PROMOTION POLICY OF 2010

In exercise of the powers conferred by sub-section (1) of section 25 of the Civil Servants Act, 1973 (LXXI of 1973), *read with proviso to sub-section (1) of section 9 of the said Act*, the *Federal Government* is pleased to make the following rule, namely:-

1. Short title, application and commencement.- (1) These rules may be called the *Civil Servants (Promotion to the post of Secretary, BS-22 and equivalent) Rules, 2010*.

(2) These rules shall apply to all posts in Basic Scale 22 in the All Pakistan Services or, as the case may be, civil service of the Federation or posts in connection with the affairs of the Federation, including the *post in BS-22 as Secretary in the Secretariat Group or equivalent in the regularly constituted Occupational Groups and Services* and any such post connected with defence, hereinafter referred to

as post of Basic Scale 22 in the Federal Government, but shall not apply to the technical posts specified in clause (c) of paragraph 7 (a) of the Finance Division's O.M. f.1 (I) Imp./83, dated the 18th August, 1983, **read with instructions issued from time to time lastly modified vide Establishment Division's O.M. No. F.8/3/2006-CP-5 dated 07-05-2009.**

(3) They shall come into force with immediate effect.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context,—

- (a) “Appendix” means Appendix to these rules;
- (b) “Appointing Authority” means the Prime Minister;
- (c) “Board” means the High Powered Selection Board constituted under rule 5;
- (d) “Government” means the Federal Government; and
- (e) “Secretary” means the Secretary to the Government of Pakistan.

3. **Manner of Promotion.**— (1) The posts in BS-22 in the Federal Government shall be filled in by promotion from amongst the officers specified in sub-rule (2) with the approval of the appointing authority on the recommendations of the Board.

(2) The officers holding post in Basic Scale 21 on regular basis in an All Pakistan Service or, as the case may be, a civil service of the Federation or a post in connection with the affairs of the Federation and possessing the length of service and fulfilling other conditions specified in rule 4, shall be eligible for promotion to a post in Basic Scale 22 in the respective service, group or cadre to which the officer for the time being belongs:

Provided that the post of Secretary in BS-22 in the Secretariat Group may be filled in by promotion in the public interest from amongst officers of regularly constituted Occupational Groups and Services possessing the length of service and fulfilling other conditions specified in rule 4, holding, on regular basis, posts in Basic Scale 21.

(3) Nothing in this rule shall prevent a post in Basic Scale 22 or equivalent already reserved for initial appointment in accordance with the method of appointment laid down under sub-rule (2) of rule 3 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, in filling such post in accordance with such method.

4. Length of service and other conditions for promotion.— An officer shall possess the length of service and fulfill the following conditions for promotion to a post in Basic Scale 22 *including the post in BS-22 as Secretary in the Secretariat Group or equivalent in the regularly constituted Occupational Groups and Services* in the Federal Government;

- (i) Twenty-five years service in Basic Scale 17 and above, excluding the period of suspension not counted as duty and extraordinary leave, and has completed at least two years in a post in Basic Scale 21.
- (ii) At least three “very good” reports during the last six years;
- (iii) No penalty under Government Servants (Efficiency and Discipline) Rules 1973 or under the Removal from Service (Special Powers) Ordinance, 2000 (since repealed) has been imposed upon him during his tenure in BS-21; and
- (iv) Possesses sufficient variety of experience. Explanation: For the purpose of this rule, experience in the Secretariat or, as the case may be, in any field office shall be an added qualification.

5. Constitution of High Power Selection Board.—

(1) The Federal Government shall constitute a High Powered Selection Board comprising the following:-

| | |
|---------------------------------------|--------------------------------------|
| Prime Minister | Chairman |
| Principal Secretary to Prime Minister | Member |
| Cabinet Secretary | Member |
| Secretary, Establishment Division | Member/ Secretary to the Board |

Administrative Secretary concerned

Co-opted
Member

Note:- The Chairman may invite any officer holding the post in BS22 for consultation where deemed appropriate.

(2) A panel of eligible officers in the order of their seniority shall be submitted to the Board.

(3) The Establishment Division shall perform the functions of Secretariat of the Board.

6. *The existing provisions contained in the Office Memoranda about regularly constituted Occupational Group or Service specified in the Appendix A shall be deemed to have been modified to the above extent.*

APPENDIX-A*(See rule 6)***Occupational Groups & Services**

| <i>Name of the Occupational Group/Service</i> | <i>OM constituting the Group/Service as amended from time to time</i> |
|---|--|
| 1. <i>Pakistan Audit & Accounts Service</i> | <i>OM No.1/2/74-ARC dated 23-01-1974</i> |
| 2. <i>Commerce and Trade Group</i> | <i>OM No.6/2/75-ARC dated 08-05-1975</i> |
| 3. <i>Customs and Excise Group</i> | <i>OM No.5/2/75-ARC dated 09-05-1975 read with OM No. 6/2/2009-CP.II dated 12-09-2009</i> |
| 4. <i>Economists and Planners Group</i> | <i>OM No.10/2/75-ARC dated 25-03-1976</i> |
| 5. <i>Foreign Service of Pakistan</i> | <i>OM No.3/2/74-ARC dated 08-04-1974</i> |
| 6. <i>Income Tax Group</i> | <i>OM No.4/2/75-ARC dated 09-05-1975 read with OM No. 6/2/2009-CP.II dated 12-09-2009</i> |
| 7. <i>Information Group</i> | <i>OM No.2/8/75-ARC dated 17-06-1977</i> |
| 8. <i>Military Lands and Cantonment Group</i> | <i>OM No.9/2/75-ARC dated 11-05-1975</i> |
| 9. <i>Police Service of Pakistan</i> | <i>SRO. 1033 (I)/85 dated 23-10-1985 as amended from time to time read with OM No. 3/2/75-ARC dated 31-05-1975</i> |
| 10. <i>Postal Group</i> | <i>OM No.7/2/75-ARC dated 30-05-1975</i> |

| | |
|-------------------------------|---|
| 11. Office Management Group | OM No.1/2/75-ARC dated 27-01-1975 |
| 12. Secretariat Group | OM No.2/2/75-ARC dated 12-04-1976 |
| 13. District Management Group | OM No.2/2/74-ARC dated 23-02-1974 as amended vide OM of even number dated 14-12-1976 |

[Authority:-- Estt. Division S.R.O. 798 (I)/2010, dated 16-8-2010].

Sl.No. 9 CHANGE IN PROMOTION POLICY

Promotion Policy 1985, as modified from time to time, laid down the course mandatory for promotion to higher posts. Effective since 20-03-2009, officers attaining the age of 58 years or above were exempted from mandatory training for promotion to BS-20 and BS-21 posts. Effective since 01-01-2009 Mid Career Management Course (MCMC) is not mandatory for those BS-18 officers who are 50 and above years of age for promotion to BS-19. Para IV of the Promotion Policy, 1982 read with Revised Promotion Policy, 2007 provide that PERs of Civil Servants in specialist cadre such as doctors, teachers and professors, research scientists etc., carry 70 Marks and consideration by the CSB marks.

2. Revised Promotion Policy, 2007, inter-alia, provides as under:

- a) Quantification [PERs – 70, Training Evaluation Reports – 15, CSB evaluation – 15, total marks – 100].
- b) Award of marks to exemptees for the training factor on notional basis in proportion to the marks obtained by them in the PERs.

3. With the approval of the Competent Authority it has now been decided that existing exemption from SMC and NMC at NMC/NDU on attaining the age of 58 years for promotion to BS-20 and BS-21 will continue. Such civil servants shall be evaluated by CSB on the marks on the analogy of civil servants of specialists cadres.

4. All Ministries/Divisions are requested to note the above decisions and also bring the same to the notice of their Attached Departments /Sub-Ordinates Offices, Autonomous/Semi Autonomous Bodies / Corporations for their information and strict compliance.

[*Authority*:- Estt. Division's O.M.No.1/3/2007-CP-II, dated 31-01-2012].

Sl.No. 10
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)

[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.

Sl.No. 11
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. 12
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 deputationist, 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. 13

PROFORMA PROMOTIONS – REVIEW OF CASES

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, 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

* Or the successor organization *i.e.* E.C.O.

** Note:- After instruction of Promotion Policy 1982/84 read with Revised Promotion Policy,2007. Deletion of the O.M.No.1/28/1-D-II, dated 29-07-1971.

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. 14
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].

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 authorize the issue of any orders which involve a change in the terms and conditions of service of federal civil servants". This provisions in the rules makes it obligatory for the Ministries/Divisions to consult the Establishment Division, in matter 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

* BPS/post.

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-I (B), dated 23-7-1980].

Sl.No. 15

PROMOTION ON TEMPORARY/REGULAR BASIS

At times, Establishment Division receives proposals for regularizing 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 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. 16
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' *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

*deputation.

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].

(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. 17**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, 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.

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.

* BPS

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. 18
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**].

* BPS.

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.

Sl.No. 19
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 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)

“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

* Post/BPS.

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 joined Pakistan Army, Navy or Air Force Reserves, see Government orders in Chapter IX, Establishment Manual, Vol.I].

Sl.No. 20
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 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. 21
CHANGES IN PROMOTION POLICY – CONSIDERATION FOR PROMOTION OF OFFICERS ON LEAVE.

In terms of Para-1 (b)(v) read with Para -2 of the Revised Promotion Policy 2007, a Civil Servant on deputation abroad to a foreign government, private organization or international agency is deferred and shall have to earn one PER for 12 complete months before his case is taken up for consideration for promotion. The Promotion policy 1985 and Revised Promotion Policy, 2007 are, however, silent about the consideration for promotion of officers while they are on long ex-Pakistan leave. Similarly the existing policy is also silent as to whether the officers on long ex-Pakistan leave on joining duty may also earn PER for one full year to become eligible for promotion.

* Leave Preparatory to Retirement. See rule 16 of Revised Leave Rules, 1980.

2. With the approval of the Competent Authority, it has been decided as under:-

- a) The Civil servants having availed/availed *ex*-Pakistan leave including extra ordinary leave/study leave as well as similar leave within Pakistan for **less than 01 year** shall be considered / Selection Boards. However, on approval by the competent authority, the promotion of these officers shall actualize only on return from leave.
- b) Civil Servants having availed/availed *ex*-Pakistan leave including extra ordinary leave/study leave as well as similarly leave within Pakistan **for 01 year or more** shall be considered by the respective Promotion Committees/Selection Boards upon earning of PER for full one year after return from leave.

3. All Ministries/Divisions are requested to note the above decisions and also bring the same to the notice of their Attached Departments/Sub-Ordinates Offices, Autonomous/Semi Autonomous Bodies/Corporations for their information and strict compliance.

[Authority:- Estt. Division O.M.No.1/3/2007-CP-II (Pt-XIX-B),
dated 21-3-2012].

Sl.No. 22

RULE POSITION FOR CHANGES IN PROMOTION POLICY – CONSIDERATION FOR PROMOTION OF OFFICERS ON LEAVE.

Refer to this Division's O.M.No. 1/3/2007-CP-II dated 21-03-2013 on the subject noted above, wherein it was clarified that:-

- a) The civil servants having availed /availed *ex*-Pakistan leave including extra ordinary leave/study leave as shall be considered for promotion by Pakistan for **less than 01 year** shall be considered for promotion by the concerned Promotion Committees/Selection Boards. However, on approval by the competent authority, the promotion of these officers shall actualize only on return from leave.

- b) Civil Servants having availed/availing *ex*-Pakistan leave including extra ordinary leave/study leave as well as similar leave within Pakistan **for 01 year or more shall** be considered by the respective Promotion Committees/Selection Boards upon earning of PER for full one year after return from leave.

2. In accordance coming to the notice of this Division recently, a Civil Servant has joined duty on 26-05-2011 after availing *ex*-Pakistan long leave w.e.f. 20-02-2006 to 25-05-2011. He has earned PER for the period from 26-05-2011 to 31-12-2011. A question has arisen as to whether PER of the officer from 26-05-2011 to 31-12-2011 was not due and certificate in lieu thereof is to be place on record.

3. the matter has been examined. It is clarified that one full year PER within the meaning of para 2(b) of this Division's OM dated 21-03-2012 referred in para 1 above means 12 complete months in a calendar year. A civil Servant having availed/availing *ex*-Pakistan leave including extra ordinary leave/study leave as well as similar leave within Pakistan **for 01 year or more** shall have to earn one PER for 12 complete months in a calendar year before his case comes up for consideration for promotion. If such a civil servant upon his return has earned part PER for less than 12 months in a calendar year then a special report for the period of deficiency earned in next calendar year shall be taken into account to complete the 12 months requirement for the purpose.

[*Authority*:- Estt. Division O.M.No.1/3/2007-CP-II (Pt-XIX-B),
dated 08-6-2012].

PART- C**LENGTH OF SERVICE FOR PROMOTION****Sl.No. 1****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. 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. 2**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

* BPS.

** For 'Grade', read 'BPS'.

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 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

[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. 3**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

* For ‘Grade’ read ‘BPS’.

** 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, May, 1985 and October, 2007.

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. 33/1/47-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; 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. 4

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 of right.

[*Authority*:- Estt. Secretary's D.O letter No.F.2(36)/60-EIX, dated 24-4-1968].

Sl.No. 5

SUPERINTENDENTS

Instructions were issued *vide* Establishment Division Office Memorandum No. 54/2/49-(ME), dated the 3rd April, 1950 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.

* Federal Government.

* Federal.

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 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. 6 **ASSISTANT-IN-CHARGE**

Attention is invited to Establishment Division Office Memorandum No. 54/2/49-Ests (ME), dated the 3rd April, 1950 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.

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. 7

APPOINTMENT OF COUNCIL ASSISTANT

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. 8
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

* Now Assistant Private Secretary (APS)

** *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.

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 Sectt. Estt. Branch O.M.No.54/2/49-Ests.(ME),
dated 3-4-1950].

Sl.No. 9
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. 10
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. 33/1/47-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.

* 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.

** Post/BPS.

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. 11

GENERAL INSTRUCTIONS REGARDING PROMOTIONS

Sequence in departmental promotions and direct recruitment.—

Reference.— Establishment Division's Office Memorandum No. 15/38/52-SEII, dated 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

* Post/BPS.

- (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)

[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

* Employees; candidates.

the Commission or has not faced any competition will be promoted. This is 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.

PART-D
CONFIDENTIAL REPORTS

Sl.No. 1
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 ARR 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 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

* For quantification of PRRs, Training Evaluation and CSB Evaluation.

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 ARR 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 grading. 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 ARR 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.

* Posts in BPS 19 taken out of category of Selection Posts *vide* Revision of Promotion Policy. Threshold of marks for posts in BPS 18 and BPS 19 is 50 and 60, respectively.

- (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 ARR 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].

Addendum*

QUANTIFYING THE CONFIDENTIAL REPORTS**

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 |

* The calculations in the Addendum are subject to modifications as in Revision of Promotion Policy, with particular reference to paras 3 to 8 thereof.

** The Performance Evaluation Report (PER), at present categorized as 'Confidential' has been re-categorized 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]

(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 ARR for the respective levels.

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:

$$\frac{M}{N_y} = \frac{\sum M_y}{N_y}$$

• **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:

$$\text{Average marks} = \frac{\sum M}{T}$$

• **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 (Estab-Code-2007).

➤ **Fourth Step**

*The following additions/deductions shall be made in the total marks worked out in [third step]**:-

* 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.

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 <i>major penalty</i> imposed under the Govt. Servants (Efficiency and Discipline) Rules, 1973. | 5 Marks |
| (ii) | For each <i>minor penalty</i> 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. |

* National Defence University (NDU).

** National School of Public Policy (NSPP).

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.

$$\frac{(7 \times 2) + (5 \times 1)}{3} = 6.3$$

* Added *vide* Establishment Division's O.M.No.1/3/2004-CP.II, dated 28-6-2006.

➤ *Second Step*

$$\begin{array}{l} \text{Average marks for posts} \\ \text{carrying basic pay} \\ \text{scale 17.} \end{array} \quad \frac{(7 \times 4) + (5 \times 1)}{5} = 6.6$$

$$\begin{array}{l} \text{Average marks for} \\ \text{posts carrying} \\ \text{basic pay scale 18.} \end{array} \quad \frac{(8 \times 2) + (7 \times 4) + 6.3}{7} = 7.1$$

$$\begin{array}{l} \text{Average marks for} \\ \text{posts carrying} \\ \text{basic pay scale 19.} \end{array} \quad \frac{(10 \times 1) + (7 \times 4)}{5} = 7.6$$

$$\text{➤ } \textit{Third Step} \quad (5 \times 7.6) + (3 \times 7.1) + (2 \times 6.6) = 72.5$$

➤ *Fourth Step*

$$\begin{array}{l} \text{Marks for CRs add} \end{array} \quad 72.5$$

$$\begin{array}{l} \text{for service in a training institution} \end{array} \quad 2.0$$

$$\begin{array}{r} \text{-----} \\ 74.5 \end{array}$$

$$\text{-----}$$

$$\text{His final score for CRs will be.} \quad \underline{\underline{74.5}}$$

➤ *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. | $\frac{(7 \times 3) + (5 \times 2)}{5}$ | = 6.2 |
|--|---|-------|

| | | |
|--|---|-------|
| Average marks for posts carrying basic pay scale 18. | $\frac{(7 \times 5) + (5 \times 2)}{7}$ | = 6.4 |
|--|---|-------|

➤ *Second Step* $(6 \times 6.4) + (4 \times 6.2) = 63.2$

➤ *Third Step*

| | |
|--------------------------|------|
| Marks for CRs Less | 63.2 |
| (i) for minor penalty | 3 |
| (ii) for adverse remarks | 2-5 |
| | 63.2 |

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.

* or other applicable law.

➤ *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:*

$$\begin{array}{l} \text{Average marks for posts} \\ \text{carrying basic pay scale 18} \end{array} \quad \frac{(8 \times 2) + (7 \times 3) + (5 \times 2)}{7} = 6.7$$

$$\begin{array}{l} \text{Average marks for} \\ \text{posts carrying} \\ \text{basic pay scale 19} \end{array} \quad \frac{(8 \times 2) + (7 \times 3)}{5} = 7.4$$

➤ *Second Step*

$$(6 \times 7.4) + (4 \times 6.7) = 71.2$$

➤ *Third Step*

$$\begin{array}{l} \text{Marks for CRs} \\ \hline \end{array} \quad 71.2$$

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*

$$\begin{array}{l} \text{Average marks for} \\ \text{post carrying basic} \\ \text{pay scale 17} \end{array} \quad \frac{(8 \times 1) + (7 \times 7) + (5 \times 5) + (1 \times 1)}{14} = 5.9$$

➤ *Second Step*

$$(10 \times 5.9) \qquad 59$$

➤ *Third Step*

$$\text{Marks for CRs Less} \qquad 59$$

$$\text{for adverse remarks} \qquad \underline{-1}$$

$$\text{His final score for CRs will be.} \qquad \underline{\underline{58}}$$

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*

$$\begin{array}{l} \text{Average marks} \\ \text{for posts carrying} \\ \text{basic pay scale 17} \end{array} \quad \frac{(8 \times 4) + (7 \times 4) + (5 \times 2) + (5 \times 1) + (1 \times 1)}{12} = 6.3$$

$$\begin{array}{l} \text{Average marks for} \\ \text{posts carrying} \\ \text{basic pay scale 19} \end{array} \quad \frac{(8 \times 2) + (7 \times 5) + (5 \times 1)}{8} = 7.0$$

➤ *Second Step*

$$(6 \times 7) + (4 \times 6.3) = 67.2$$

➤ *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 | $\frac{(7 \times 2) + (7 \times 4) + (5 \times 2)}{8}$ | = 6.5 |
|---------------|--|-------|

➤ *Second Step*

$$(10 \times 6.5) = 65$$

➤ *Third Step*

| | |
|---------------|------|
| Marks for CRs | = 65 |
|---------------|------|

| | |
|--|-----------|
| His final score for CRs will be | 65 |
|--|-----------|

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*

$$\begin{array}{l} \text{Average marks for} \\ \text{posts carrying} \\ \text{basic pay scale 17} \end{array} \quad \frac{(7 \times 3) + (5 \times 2)}{5} = 6.2$$

$$\begin{array}{l} \text{Average marks} \\ \text{for posts carrying} \\ \text{basic pay scale 18} \end{array} \quad \frac{(8 \times 2) + (7 \times 4) + (5 \times 2) + (7 \times 2)}{10} = 6.8$$

➤ *Second Step*

$$(6 \times 6.8) + (4 \times 6.2) = 65.6$$

➤ *Third Step*

$$\text{Marks for CRs} \quad 65.6$$

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:

$$\text{Aggregate score} = \frac{\Sigma (\text{Marks} \times \text{No. of CRs containing the respective grading})}{\text{Total No. of CRs}} \times 10$$

➤ *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:

$$\text{Aggregate score} = \frac{*[(10 \times 5)] + (7 \times 8) + (5 \times 4)}{17} \times 10 = 74.12$$

III. INTEGRITY

9. Similarly, the aggregate score of 'Integrity' will be calculated as follows :

$$\text{Aggregate score} = \frac{\Sigma (\text{Marks} \times \text{No. of CRs containing the respective grading})}{\text{Total No. of CRs}} \times 10$$

➤ *Example IX*

In 22 CRs a civil servant earned the following gradings against the entries on 'Integrity'

| | <u>Very Good</u> | <u>Good</u> | <u>Average</u> |
|--------------|------------------|-------------|----------------|
| Moral | 4 | 12 | 6 |
| Intellectual | 5 | 12 | 5 |

* Corrected *vide* Estt. Div. OM No. 10(10/85-CP.I, dated 11-8-1985.

His aggregate score in 'Integrity' will be as follows:

$$\text{Moral} \quad \frac{*[(10 \times 4)] + (7 \times 12) + (5 \times 6)}{22} \times 10 = 70$$

$$\text{Intellectual} \quad \frac{*[(10 \times 5)] + (7 \times 12) + (5 \times 5)}{22} \times 10 = 72.27$$

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]

Note:- Revised addendum is being revised and will be available as and when notified.

Sl.No. 2

REVISED PANEL PROFORMAE FOR PROMOTION TO BS-19 POSTS

Revised Panel Proforma and PER Grading and Quantifications form, in accordance to this Division's O.M.No.1/3/2007-CP-II(Main) dated 02-03-2012 for promotion to BS-19 BS posts for necessary action.

[Authority:- Estt. Div. O.M.No.1/4/2011-CP-III dated 20-04-2012]

* Corrected *vide* Estt. Division O.M No. 10(10)/85-CP.I, dated 11-8-1985.

CP-II
Confidential

PANEL PROFORMA
FOR PROMOTION TO BS-19
(As on --/--/----



Seniority No.____

| Name | Cadre | Domicile | Present Scale | Date of Birth | | |
|---|--|---------------------------------|--|----------------|--------------------------|---------------------------------------|
| | | | BS-18 | --/--/--- | | |
| Education Qualification:- | | | | | | |
| Date of Joining Service | Length of Service in Present Cadre | | | | | |
| | | Year | | Months | | |
| In other Group/Service/ Cadre | i) | ¼ of BS-1 to 15 | | & | | |
| | ii) | ½ of BS-16 | | & | | |
| | iii) | In BPS 17 | | & | | |
| | iv) | In BPS 18 | | & | | |
| i) In present cadre in BPS 1-15 | | | | & | | |
| ii) In present cadre in BNS-16: | Total Service | | | & | | |
| iii) In present cadre in BS-17: | EOL in BS..... | | | & | | |
| iv) Date of Promotion in BS-18: | Net Service | | | & | | |
| IMPOTANT APPOINTMENT HELD IN THE BS 17/18 RANK/POST: | | | | | | |
| 1. | | 2. | | | | |
| 3. | | 4. | | | | |
| 5. | | 6. | | | | |
| Penalties in BS-17 and above (if any) | | | | | | |
| GRADING OF MCMC :- | | | | | | |
| Grading/Quantification of PERs in BS-18 | | | | | | |
| Basic Scale | Out- Standing | Verv Good | Good | Average | Below Average | Adverse Report Remarks |
| | | | | | | |
| AWAITED REPORTS (PERS) | | | ADDITIONAL INFORMATION (IF ANY) | | | |
| | | | | | | |
| EFFICIENCY INDEX | | | | | | |
| Required Threshold | Score of PERS+ Training Reports | Marks awarded by DSB | Total | | | |
| 60 | | | | | | |
| Recommendation of DSB | | | | | | |
| Promoted | Deferred | Superseded | | | | |

Prepared by

Checked by

Countersigned by

**PER GRADING & QUANTIFICATION FORM
(FOR PROMOTION FROM BS-18 TO BS-19)**

Name:- MR (Group / BS-18) Seniority No.
Date of Birth:

| Year | Post held | Min/Div /Deptt | Period of PER | | PER's Assessment | | Fitness for promotion | Score |
|-------------------------------|-----------|----------------|---------------|----|------------------|-------|-----------------------|-------|
| | | | From | To | By RO | By CO | | |
| Previous Scale (BS-17) | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Aggregate Score = | | | | | | | | |
| Present Scale (BS-18) | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Aggregated Score = | | | | | | | | |

CALCULATION OF SCORE

| <u>A:PERs Quantified</u> | <u>Basic Scale</u> | <u>Aggregated Score</u> | <u>Weight age Factor</u> | <u>Point Obtained</u> |
|-----------------------------------|--------------------|-------------------------|--------------------------|-----------------------|
| Score: 60:40 @ 70% | Present Scale | | 0.42 | |
| | Previous scale | | 0.28 | |
| | Addition (If any) | | | |
| | Deletion (If any) | | | |
| | Total | | | |
| B:Training: @ 15% | MCMC (B) | | <u>0.15</u> | |
| Total : (A+B) | | | | |

Sl.No. 3
AMENDMENT IN THE POLICY GOVERNING CIVIL
SERVANTS ON DEPUTATION ABROAD

In the Promotion Policy issued on 31-10-1982 as modified in 1985, 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 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.
- (b) Establishment Division's O.M. No. 1/1/2001-CP-II dated 10th July, 2006. Regardless of the period of deputation, such civil servants shall have to earn PER for one full year before consideration for promotion. 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 with his seniority position.

- (c) **The revised Promotion Policy circulated vide OM No.1/3/2007-CP-II, dated 14-05-2009, Para 1(b)(v) and para 2;** the civil servant shall be deferred (among other things) for being on deputation abroad to a foreign government, private organization or international agency and such a civil servant 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.
- (d) **Establishment Division's O.M.No.1/1/2001-CP-II, dated 14-05-2009 containing operational instructions.** One full year within the meaning of Establishment Division's O.M. dated 10-07-2006 means twelve (12) complete months in a calendar year. If a civil servant upon his return earned part for less than twelve months in a calendar year then a special report for a period of deficiency earned in next calendar year shall be taken in to account to complete the requirement for twelve months for the purpose.

3. With the approval of the Competent Authority **it has now been decided that:-**

- (a) It is clarified that relevant OM's of Establishment Division dated 10-07-2006 governing civil servants on deputation **aboard** also govern the deputation to an International Organization/agency **located within the country,**
- (b) The para 2(b)(v) of Revised Promotion Policy, 2007 issued vide Establishment Division;s OM No.1/3/2007-CP-II, dated 24-10-2007 shall be amended as under:
 - “(v) The Civil Servant is on deputation to a foreign government, private organization or International Agency, irrespective of whether he is located abroad or within the country.”

- (c) Before consideration for promotion a civil servant upon his return from deputation shall be required to earn PER in relation to period of deputation as given below:

| <u>Period of Deputation</u> | <u>Minimum period of PER</u> | <u>Remarks</u> |
|---------------------------------|------------------------------|--|
| a). Upto one year | Three complete months | Other conditions contained in Establishment |
| b). Between one to three years | Six complete months | Division's OM.No. 10 th July, 2006 and 14 th May, 2009 shall |
| c). Between three to five years | Twelve complete month. | continue to apply |

4. The Ministries/Divisions are requested to bring the aforesaid amendments 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-II dated 02nd Aug,2012].

Sl.No. 3-A

POLICY GOVERNING PROMOTION OF CIVIL SERVANTS ON DEPUTATION ABROAD

Instruction issued by Establishment Division from time to time regarding promotion of a civil servant on deputation to an international agency, foreign government or private organization abroad require that such a civil servant upon return from deputation, **shall have to earn one PER for one full year before year before his case comes up for consideration for promotion** in accordance with his seniority position.

2. In a recent case coming to the notice of this Division, a civil servant had returned from deputation on 1st January, 2008. He served under two different reporting officers during 1st January to 20th April, 2008 (for less than three months) and could not earn part PER(s) due to factors beyond his control. Certificates in lieu of part PER had been placed on record. He, however, earned PER for the remaining part of 2008. The following questions, have therefore, arisen in this respect.

- a) What are the exact meaning of "one full year" within the above context?

- b) Whether the certificates for the period from 18th January, 2008 to 21st April, 2008 in lieu of part PERs alongwith part PERs for the period from 22nd April to 31st December, 2008 fulfils the requirement of earning of PER for full one year in this case?

3. The matter has been examined and it is clarified that the one full year means 12 complete months in a calendar year. Therefore, a civil servant on deputation to foreign Government, International agency or a private organizations shall have earn one PER for 12 complete months in a calendar year before his case comes up for consideration for promotion in accordance with his seniority.

4. It is further clarified that whereas the certificate in lieu of part PER is a sufficient document for the purpose of quantification, the said certificate does not reflect the performance of a civil needed for consideration for promotion.

5. It has, however, been decided that henceforth if a civil servant upon his return has earned part PER for less than 12 month in a calendar year then a special report for the period of deficiency earned in next calendar year shall be taken into account to complete the requirement of 12 months for the purpose.

[Authority:-- Estt. Div.'s OM. No. 1/1/2001-CP-II dated 14-05-2009]

Sl.No.4

PROMOTION POLICY - EQUIVALENCE OF ARR 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 organizations *vis-à-vis* those in the civil organizations is as under:-

| | ARR grading in the Army | ARR 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:-

| | ARR grading in the Army | ARR 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. 5

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, 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:-

| <u>Entry</u> | <u>Marks</u> |
|--------------|--------------|
| 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. 6
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

$$\text{Mean: } \frac{\text{Total marks for each CR recorded in the year}}{\text{Number of CRs recorded in the year.}} \\ = \frac{5+10}{2} = \frac{15}{2} = 7.5$$

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 months as covered by part reports.
 12

(No. of months a calendar year)]

$$\frac{5 \times 9}{12} = \frac{45}{12} \dots\dots\dots 3.75$$

$$\frac{10 \times 3}{12} = \frac{30}{12} \dots\dots\dots 2.50$$

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.

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 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. 7
CLARIFICATION REGARDING QUANTIFICATION OF PART ARRS 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, amended *vide* Establishment Division O.M.No.10/1/97-CP.I, dated 12.11.1998 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 X 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 ARR:

| | | |
|------|-----------|----------------|
| 1997 | Average | (full year) |
| 1998 | Good | (full year) |
| 1999 | Very Good | (full year) |
| 2000 | Very Good | (Jan – Apr) |
| | Good | (May – 15 Aug) |

Part ARR 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:

| <u>Year</u> | <u>Marks of the reports</u> |
|-------------|--|
| (1) 1997 | 05 |
| (2) 1998 | 07 |
| (3) 1999 | 08 |
| (4) 2000 | $08 \times \frac{4}{12} + 07 \times \frac{3.5}{12}$ $\frac{56}{12} \quad 4.71$ $\frac{56.5}{12}$ |
| 5) 2001 | 07 |

His total quantification will be worked out as follows:

$$\frac{(8 \times 1) + (7 \times 2) + (5 \times 1) + 4.71}{4.625} = \frac{31.71}{4.625} = 6.86 \text{ (Say 6.9)}$$

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

$$\begin{aligned}
 &= \frac{(5 \times 8)}{12} \\
 &= \frac{40}{12} \\
 &= 3.33
 \end{aligned}$$

- 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.

$$\begin{aligned}
 &= \frac{(8 \times 4) + (7 \times 3.5)}{12} \\
 &= \frac{56.5}{12} \\
 &= 4.71
 \end{aligned}$$

> *Second Step*

- Average marks for post carrying BPS - 17

$$= \frac{(7 \times 4) + (5 \times 1)}{5}$$

$$= \frac{33}{5}$$

$$= 6.6$$

- Average marks for post carrying BPS - 18

$$= \frac{(8 \times 2) + (7 \times 4) + (3.33)}{6 + 8}$$

$$= \frac{47.33}{12}$$

$$= 6.67$$

$$= 7.09$$

$$(X/12)$$

- Average marks for post carrying BPS - 19

$$= \frac{(10 \times 2) + (7 \times 5) + (5.2) + (4.71)}{9 + 7.5}$$

$$= \frac{69.71}{12}$$

$$= 9.625$$

$$= 7.24$$

$$(X/12)$$

> *Third Step*

$$BS 17 = 2 \times 6.6 = 13.2$$

$$BS 18 = 3 \times 7.09 = 21.27$$

$$BS 19 = 5 \times 7.24 = 36.2$$

$$= 70.67 \text{ (say 71)}$$

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. 8
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, amended *vide* Establishment Division O.M. No.10/1/97-CP.I, dated 12.11.1998 and dated 16.11.1998, and clarified *vide* Establishment Division O.M. No.10(1)/97-CP.I/CP.II, dated 7.5.2002. 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 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:

| Officer No. 1 | Officer No. 2 |
|---------------|---------------|
|---------------|---------------|

*Para 5 of *Addendum* to Revised Guidelines – Concept of Quantification in Promotion Policy (May, 1985).

| | |
|--|---|
| <ul style="list-style-type: none"> • 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 <p><i>NOTE:</i> 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.</p> | <ul style="list-style-type: none"> • 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') • <u>Quantification without application of para-5 = 80</u> • <u>Quantification after application of para-5 = 78</u> <p><i>NOTE:</i> 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</p> |
|--|---|

- **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.

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].

* [a post in]

(PART- E)**LINKING OF PROMOTION WITH TRAINING****Sl.No.1****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*;
- (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].

* 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.

** [a post in]

Sl.No. 2
**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. 3
**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 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].

* National School of Public Policy (NSPP), National Management College (NMC) and National Defence University (NDU).

Sl.No. 4
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 and subsequent O.M.No.10 (5)/91-CP-I, dated the 8th May, 1991.

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 posting.

[*Authority*:— Estt. Div.'s O.M.No.10/2/98-CP.I, dated 10-11-1998].

Sl.No. 5
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].

* Add 'and service'

** To be read as post/BPS in pursuance of Sl.No.1.

*** See Annex 1 & 2.

(ANNEX-1)

1. COMMERCE AND TRADE GROUP

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|--|
| 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 c) | -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 | |

* World Trade Organization.

** Institute of Business Administration.

2. CUSTOMS AND EXCISE GROUP

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|---|
| 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- | |
| 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. *PAKISTAN ADMINISTRATIVE SERVICES

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|--|
| 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 | |

* Changed vide Establishment Division's order No.6/3/2012-CP-II dated 21-05-2012

4. ECONOMISTS AND PLANNERS GROUP

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|---|
| 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

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|---|-----------------|---|
| 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 |
| 6. | Financial Management Course | One week | -do- |
| 7. | Skills in Administrative Matters | -do- | -do- |

* Pakistan Institute of Development Economics

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|--|
| 8. | Streamlining Administrative Procedure and Paperwork | -do- | Pakistan Institute of Management Karachi/Lahore |
| 9. | Course in Financial Management for DDOs* or Equivalent Rank | -do- | NIM, 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

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|---|-----------------|---|
| 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 | |

* Drawing and Disbursing Officer. See for reference 'A Hand Book for Drawing & Disbursing Officers', PPARC, Management Services Wing, Establishment Division.

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|---------------------------|
| 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 | |

7. MILITARY LANDS & CANTONMENTS GROUP

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|--|
| 1. | Cantonment Act, 1924 | One week | NIM*, 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 | |

* National Institute of Management.

** Civil Services Academy.

8. OFFICE MANAGEMENT GROUP

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|--|
| 1. | Financial Management | One Week | STI*, PCB**, NIM*, 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 | |

* Secretariat Training Institute.

** Pakistan Computer Bureau.

*** Pakistan Institute of Management.

9. *PAKISTAN AUDIT & ACCOUNTS SERVICE

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|------------------------------|--|
| 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 | |

* Renamed vide Establishment Division OM No. 1/17/92-CP.II, dated 10.12.2002.

10. POLICE SERVICE OF PAKISTAN

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|---|
| 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 | |
| 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 | |

* The study of punishment in relation to crime; the management of prisons [Chambers 20th Century Dictionary, 1981]

11. POSTAL GROUP

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|---|
| 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 | |

12. RAILWAYS (COMMERCIAL AND TRANSPORTATION)
GROUP

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|--|
| 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 | |

* Pakistan Institute of Management.

** Lahore University of Management Services.

13. SECRETARIAT GROUP

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institute</i> |
|----------------|--|--------------------------------|---|
| 1. | Rules/Laws Applicable to Civil Servants (Module-I) | One week | Secretariat Training Institute/ NIM/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 | |

* National Institute of Management; Civil Services Academy.

(ANNEX-2)

SHORT COURSES FOR CONCEPT DEVELOPMENT FOR OFFICERS IN BPS 18 AND 19 OF ALL GROUPS/SERVICES

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institution</i> |
|----------------|-----------------------------------|-----------------|---|
| 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, NIM |
| 5. | I.T & E.Govt. | One week | P.C.B, NMs, PASC |
| 6. | Human Resource Management | One week | NIM/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/NIMs/PIM |
| 12. | Devolution Plan | 3 days | -do- |
| 13. | Local Government & Development | 3 days | -do- |
| 14. | Problem Solving & Decision-Making | 3 days | CSA/NIMs/PIM |
| 15. | Macro Economic Planning | 3 days | PIDE |
| 16. | Basic Income Tax Laws | 3 days | Directorate of Training (Income Tax Lahore) |

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institution</i> |
|----------------|---|-----------------|------------------------------------|
| 17. | Mass Communication | One week | Information Academy |
| 18. | Media Diplomacy & New World Order | One week | -do- |
| 19. | Financial Management | One week | NIMs, CSA,STI |
| 20. | Office Management | One week | Information Academy. |
| 21. | Legal Drafting | One week | Information Academy. |
| 22. | Preparation of Budget | One week | -do- |
| 23. | Stress Management | One week | NIM/CSA/PIM |
| 24. | Crisis Management | One week | National Police Academy, CSA, NIMs |
| 25. | Labour Management | One week | NILAT Karachi |
| 26. | Marketing Skills | One week | PIM, Karachi/NIM |
| 27. | Civil Servants Act and (APT*) Rules | One week | STI/NIMs |
| 28. | Efficiency & Discipline Rules & Removal from Service (Special Powers) Ordinance | One week | -do- |
| 29. | Preparation of Development Schemes | One week | NIMs/PIDE |
| 30. | Project Appraisal, Formulation & Monitoring | One week | -do- |
| 31. | Management Information System | One week | NIM/PASC |
| 32. | International Relations | One week | CSA/Staff College FSA |
| 33. | Investment Analysis & Economic Management | One week | PASC/NIMs/PIDE |

* Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.
Hence APT.

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institution</i> |
|----------------|---|-----------------|-----------------------------|
| 34. | Training of Trainers | One week | PASC/NIMs |
| 35. | Environmental Preservation | One week | NIM/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 | NIMs/PIDE |
| 39. | Financial Management of Development Projects | One week | -do- |
| 40. | Business Communication | One week | PIM/NIMs |
| 41. | Human Rights | One week | NIMs/STI |
| 42. | Poverty & Public Policy | One week | CSA/NIM/PASC/NCRD |
| 43. | Public Relations | One week | CSA/NIM/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/NIM/NCRD |
| 48. | Gender & Governance | One week | NIMs/CSA/PASC |
| 49. | Communicating Effectively through Print Media | One week | Information Academy |
| 50. | Negotiation Skills | One week | NIM/PIM |
| 51. | Human Resource Planning | One week | NIM/PASC |
| 52. | Training Need Assessment | One week | NIPA/PASC |
| 53. | Internet Training | One week | PCB/NIPA/PASC |

** National Centre for Rural Development

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institution</i> |
|----------------|---|-----------------|-----------------------------|
| 54. | Effective Record Management | One week | STI/NIM/PIM |
| 55. | Stores/Purchase Procedure | One week | STI/NIM |
| 56. | Time Management | One week | NIM/CSA/PIM |
| 57. | Concept of ISO, 9000 | One week | PIM |
| 58. | Treasury Rules | One week | STI/NIMs |
| 59. | General Financial Rules | One week | NIM/PIM |
| 61. | Interpersonal Communication | One week | -do- |
| 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 <i>Vis-à-Vis</i> , UNO | One week | NIM/CSA/PIM |
| 66. | The Genesis and Applications of the Idea of Good Governance versus Bureaucracy | One week | NIM/CSA/PIM |
| 67. | Human Resource Development | One week | STI, PIM, NIM |
| 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/NIM |
| 72. | Constitution of Pakistan | One week | NIM/CSA |

| <i>Sl. No.</i> | <i>Training Course</i> | <i>Duration</i> | <i>Training Institution</i> |
|----------------|--|-----------------|-----------------------------|
| 73. | Microsoft Office | One week | PCB/NIM |
| 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 | NIM/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. 6
WITHDRAWAL OF EXEMPTION FROM *NIM
TRAINING COURSE

Reference Establishment Division's OM No.10 (5)/91-CP.I, dated 8th May, 1991 regarding the Promotion Policy-exemption from NIM & Staff College/*NDC Course. In view of the introduction of Entrance Examination, the competent authority has been pleased to withdraw exemption from NIM 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. 7
EXEMPTIONS FROM TRAINING FOR PROMOTION

Reference Establishment Division OM of even number dated 17th May, 2002 on the subject cited above, whereby, exemption from NIM training was withdrawn except in the case of those officers who had already completed two years of posting 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 Management /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. 8
WITHDRAWAL OF EXEMPTIONS FROM TRAINING
FOR PROMOTION WITH EXCEPTIONS

Reference Establishment Division's OM No.10 (5)/91-CP.I, dated 8th May, 1991 and all other subsequent Office Memoranda, issued from time to time, related to the subject issue.

* National institute of Management/National Management College (NMC)..
** National Defence University (NDU).

It has been decided that, henceforth, all exemptions/waivers granted for mandatory training at NIM, 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 exemptions shall have no retrospective effect.

[Authority:- Estt. Div.'s O.M.No.1/3/2001-CP.II, dated 4.1.2005].

Sl.No. 9

EXEMPTIONS FROM TRAINING FOR PROMOTION ON BASIS OF AGE AND QUANTIFICATION

Reference Establishment Division's Office Memorandum of even number dated 04.01.2005 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 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.

* Ref. to Revised Guidelines – Concept of Quantification in Promotion Policy (October,1982) & Revised Guidelines – Concept of Quantification (May, 1985). See Revision of Promotion Policy, October, 2007.

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. 10

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 NIM”

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 NIM 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. 11

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 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].

(PART-F)**DEPARTMENTAL PROMOTION COMMITTEES****Sl.No. 1****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 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:-

| Sl.No. | 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].

* BPS.

Sl.No. 2
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. 3
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].

*BPS Promotion is to posts/BPS.

** Rule 2 (f).

*** Posts in BPS 19 taken out of the category of Selection Posts to be filled by promotion through a Selection Board.

Sl.No. 4
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. 5
APPOINTMENTS NOT EXCEEDING FOUR MONTHS

With reference to para 8 of this Division's O.M. No. F-33/1/47-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. 13/1/69-D.III, dated 19-9-1970].

Sl.No. 6
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. 33/1/48-Estt. (ME), dated 15-3-1948].

Sl.No. 7**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 nothing in Establishment Division Office Memorandum No. 33/1/47-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 subtract 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].

* Posts; BPS

Sl.No. 8
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. 9
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.13/1/69-D.III, dated 25-3-1969].

Sl.No. 10
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].

* 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.

Sl.No. 11
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. 33/1/47-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].

* 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.

(ANNEX-I)

[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)**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.

* Federal Public Service Commission (FPSC).

- 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.....

| Post held | From | To |
|-----------|------|----|
|-----------|------|----|

(ANNEX III)

[Copy of the Establishment Division O.M.No.33/47-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. 12**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 |

* See Revision of Promotion Policy, 2007.

- (6) Additional Secretary/Senior Joint Secretary of the Ministry/Division concerned and Joint Secretary Secretary where there is no Additional Secretary/Senior Joint Secretary Member/

[Authority: Estt. Div.'s OM No. 3/14/2000-R.2, dated 27th June, 2000]

Sl.No. 13
REVISION OF PROMOTION POLICY VIS-À-VIS
SELECTION BOARD FOR POSTS IN BPS 19

Ref. Establishment Division's O.M. No.1/3/2007- CP-II, dated 24.10.2007 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.

[Authority: Estt. Div.'s O.M. No. 3/14/2000-R-2, dated 12-01-2008]

Sl.No. 14
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/ARR 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 ARR 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. 15
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.

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].

Sl.No.16

GUIDELINE FOR SUBMISSION OF PROPOSALS FOR CONSIDERATION OF DEPARTMENTAL SELECTION BOARD (DSB) / PROMOTIONS FROM BS-18 TO BS-19

Refer to the Establishment Division's OM. No. 45/6/90-CP-3 dated 3rd May 1995 wherein guidelines for submission of proposal for Central Selection Board I&II were initiated to the Ministries/Divisions. Under the said guidelines, the proposals signed by the Secretary/additional Secretary Incahrge and accompanied by prescribed documents duly authenticated/stamped by responsible officers, are required to be forwarded to the Establishment division under covering letter of Joint Secretary (Admn) concerned.

2. In terms of Establishment Division's Notification, dated 27th June, 2000 the Departmental Selection Board (DSB) to consider the promotions from BS-18 to 19, is headed by the Secretary of the concerned Ministry / Divisions. As such the observations/proposals were received in this Division that the

* CP Forms No. vi, vii and viii excluded *vide* Estt. Div. OM No. 45/1/88-CP.3, dated 10-3-1999.

proposals for DSB may not be signed by the Secretary/Additional Secretary Incharge.

3. The matter has been examined. It has been decided that, in partial modification of the Division's OM dated 3rd May, 1995 the proposals for the DSB may now submitted duly signed by the Additional Secretary/ Sr. Joint Secretary or equivalent officer of the concerned Ministry / Divisions accompanied with other relevant documents under the where there is no Additional Secretary/Sr. Joint Secretary, the Joint Secretary concerned may signed the Proposal Form. A certificate may, however, be attached with the Proposal Form that the proposal has been duly approved by the Secretary/ Additional Secretary Incharge.

4 All the ministries/Divisions are further requested to kindly ensure that their promotion proposals for the consideration of DSB are submitted to Establishment Division in the light of this Division's OM dated 3rd may, 1995, as modified vide para-3 above, at least 07 working days before the scheduled date for DSB meeting.

[Authority:- Establishment Division Office Memorandum No.45/6/1990-CP-III dated 20th July, 2012]

Sl.No. 17
CHECK LIST OF REQUIREMENTS REGARDING
PROPOSALS FOR PROMOTION OF OFFICERS

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 (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. 18
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].

PROPOSAL FORM

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.

(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

* Service.

- (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 ARRs/ 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 appointment 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 | | | | | QUANTIFIED SCORE OF ACRs | | | Remarks Missing ACRs | | | |
|--------|---------------------------------------|--|-------------------------------|--|--|------------------------------|----|---|----|----|--------------------------|---------|-----------|----------------------|------|------|--------------|
| | | | | | | OS | VG | G | A | BA | Adv | Penalty | INTEGRITY | | O.A. | Q&OW | MORAL INTELL |
| 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.

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-vis* those in the civil organizations is as under:-

| | ARR gradings in Defence Organizations | ARR 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 |

* ACR is now Annual Restricted Report (ARR).

- (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.

* Subs. vide Estt. Division D.O. letter No. 45/1/88-CP-3, dated 18-1-2000.

(PART-G)**INDUCTION OF COMMISSIONED OFFICERS AND
OTHER RANKS RECRUITED OR INDUCTED ON
REGULAR OR CONTRACT BASIS IN CIVIL POSTS****Sl.No. 1****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 service if he feels that his service career is adversely affected by continued deputation.

* 'Federal'.

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 be 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.

* CORO: Chief Officers' Record Office.

** Army Medical Corps.

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 Depts/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 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. 2

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

* Joint Services Instructions

** BPS 17. *See* Chapter 7, Sl.No. 7. Technically, Class I refers to BPS 1-22. Here the nomenclature of the post given implies BPS 17.

years commissioned service, including antedate, if any, at the time of appointment in 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 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.

* For explanation of Next below rule.

** Refer to 'A Manual of Pension Procedures, 2006' published by PPARC.

- (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) *Restricted 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 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.

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.

* BPS 17.

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. *Restricted Reports.*— Annual Restricted 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. 3

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

** Compilation of FRs & SRs, Vol. I, First Edition (Second Reprint), 1978.

commissions in civil government employ should cease to use military*, naval or air force ranks.

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. 4
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. 5
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.

* Army.

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. 6
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.7
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. 8
**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, and Memo. No.10/2/60-D.V, dated 17th September, 1964. 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 possess 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. 9
EMPLOYMENT OF EX-SERVICEMEN IN GOVERNMENT
DEPARTMENTS AGAINST POSTS IN *GRADE 1-4

Attention is invited to the government decision notified in 1962 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 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 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.

* BPS.

** BPS 1-2.

*** BPS 3-10 *Ibid.*

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. 10
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. 14/1/76-D. III, dated 4-6-1976].

Sl.No. 11
EMPLOYMENT OF EX-SERVICEMEN AND PLACEMENT
OF DEMAND WITH PASB

Reference Office Memo of even No. dated 4th June, 1976. 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. 14/1/76-D. III, dated 22-11-1976.]

(ANNEX)

[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 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. 12

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. 13

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. 14/1/74-D.III, dated 23-12-1975].

* BPS 1-2.
 ** BPS 3-10.
 * BPS.

Sl.No. 14
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 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. 15
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, 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

** BPS 1 & 2.

*** BPS 3 to 10.

@ BPS.

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. 17/1/68-D. III, dated 9-5-1974 read with O.M. of even number dated 22-6-1974].

Sl.No. 16
POLICY GOVERNING PROMOTION OF CIVIL
SERVANTS ON DEPUTATION ABROAD

The existing instructions issued by this Division from time to time regarding promotion of a civil servant on deputation to an international agency, foreign government or private organization abroad require that such a civil servant, upon return from deputation, shall have to earn one PER for one full year before his case comes up for consideration for promotion in accordance with his seniority position.

2. In a recent case coming to the notice of this Division, a civil servant returned from deputation on 1st January, 2008. He served under two different reporting officers during 1st January to 20th April, 2008 (for less than three months) and could not earn part PER(s) due to factors beyond his control. Certificates in lieu of part PER had been placed on record. He, however, earned PER for the remaining part of 2008. The following questions, have therefore, arisen in this respect:-

- a) What are the exact meaning of “one full year” within the above context?
- b) Whether the certificates for the period from 18th January, 2008 to 21st April, 2008 in lieu of part PERs alongwith part PERs for the period from 22nd April to 31st December, 2008 fulfills the requirement of earning of PER for full one year in this case?

3. The matter has been examined and it is clarified that the one full year means 12 complete months in a calendar year. Therefore, a civil servant on deputation to foreign government, international agency or a private organization shall have to earn one PER for 12 complete months in a calendar year before his case comes up for consideration for promotion in accordance with his seniority.

4. It is further clarified that whereas the certificate in lieu of part PER is a sufficient document for the purpose of quantification, the said certificate does not reflect the performance of a civil servant needed for consideration for promotion.

5. It has, however, been decided that henceforth if a civil servant upon his return has earned part P.E.R. for less than 12 months in a calendar year then a special report for the period of deficiency earned in next calendar year shall be taken into account to complete the requirement of 12 months for the purpose.

Sl.No. 17

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. 17/1/68-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; 14-1-73-D.III, dated 28-1-1975; 14-1-74-D.III, dated 23-12-1975; 14-1-76-D. III, dated 4-6-1976 (Sl. No. 223); 14-1-76-D. III, dated 22-11-1976;

* BPS.

14-4-75-D. III, dated 31-3-1976 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. 14/1/73-D.III, dated 19-9-1977].

Sl.No. 18
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 far 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. 19
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,

* Ref. para 2.

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 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.

* BPS

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.

***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.

* Please see revised instructions *vide* Estt. Div.'s O.M.No.1/19/80-IC.I, dated 4-12-1980.

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 the time of subsequent contract or after completing service of three years in the existing contract whichever is earlier].

* BPS/post.

* Added *vide* Estt. Division O.M.No.1 (25)/80-IC.I, dated 7.3.1982.

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].

** 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.

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.

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 ** .

[Note 1: The Revised Leave Rules, 1980 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)].

**BPS.

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 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]**

* For amendments in this O.M. No. 14/5/78-D.III, dated 10-02-1980.

Sl.No. 20
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, 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 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.

* Defence Services Officers Selection Board.

** 'Prime Minister'.

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

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- |

Sl.No. 21

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 . 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

* Pak. Army, PAF & Pak Navy to be read in view of the words 'armed forces' used.

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 services 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. 22
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 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.

* Add 'services'.

- (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. 23

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. 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. 24

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 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. 25
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. 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:-

- (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. 26
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. 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. 27
APPLICATION OF INSTRUCTIONS FOR
INDUCTION/RE-EMPLOYMENT OF ARMED FORCES
OFFICERS TO AUTONOMOUS BODIES

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 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. 28
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, it is stated that the instructions contained in Estt. Division's O.M. of even number, dated the 1st January, 1987, 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. 29
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.
 - (ii) Trade and Commerce Group.

* Add "and Service"

** BPS.

(iii) Office Management Group.

- (a) 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.

* Now Foreign Service of Pakistan *vide* Notification No. SRO 936(1)/83 dated 29.9.1983.

** Now Pakistan Audit & Accounts Service *vide* Estt. Div.'s OM No. 1/17/92-CP II dated 10th December, 2002.

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.

[Authority:— Estt. Division O.M. No. 1/22/80-Ind.-Cell, dated 29-11-1980].

Sl.No. 30
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.III, dated 10th February, 1980, 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.

* Read 'Services' and 'Group'

** BPS

*** Foreign Service of Pakistan.

@ Police Service of Pakistan.

* BPS.

- (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 1-3-1982].

Sl.No. 31
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 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. 32

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, 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 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. 33

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.

* 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.

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. 34

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 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. 35

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.

| ★ | <u>Class - Gazetted Posts</u> | <u>Corresponding Grades</u> |
|---|--|----------------------------------|
| | | <u>Gazetted Posts</u> |
| | (1) Class I(1)----- | *Grade 17 to 23** |
| | (2) Class II(2)----- | Grade 16 |
| | | <u>Non-Gazetted Posts</u> |
| | (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' | |

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]

Sl.No. 36
INDUCTION IN SECRETARIAT GROUP AS DEPUTY SECRETARY (BS-19)

Refer to para 3 of this Division's O.M.No. 2/2/75-ARC, dated 12-04-1976 (relevant extract enclosed) which provides different methods for appointment as Deputy Secretary in the Secretariat Group including appointment by horizontal movement of BS-19 regular officers of various occupational groups and services. The present Government has reviewed the matter in the light of (a) to give some special dispensation of officers/persons

belonging to Balochistan. (b) to provide opportunities for appointment of persons having rendered longer satisfactory service on higher positions in the Autonomous /Semi Autonomous Bodies /Corporation as Deputy Secretary in Government of Pakistan.

2. With the approval of /Competent Authority, it has now been decided to modify para 3 of Establishment Division's O.M.No. 2/2/75-ARC, dated 12-04-1976 constituting the Secretariat Group as under:-

Modified para 3 of the O.M. constituting Secretariat Group

Deputy Secretary

Appointment to the post of Deputy Secretary will be made in accordance with the following methods:-

- i) By promotion of Grade 18 officers of the Office Management Group on the recommendations of the Departmental Selection Board except to the extent indicated at (ii) to (v) below.
- ii) By horizontal movement from other Occupational Groups /Service/Cadre of regular BS-19 Officers who have been recommended by the Ministries/divisions Departments **OR regular BS-19 Provincial Civil Servants recommended by the respective Provincial Governments** and have been found fit by the Central Selection Board **in accordance with criteria laid down by the Federal Governments against the 10% of sanctioned posts of Deputy Secretary (BS-19). The said 10% posts shall be further sub-divided in the ratio of 50:50 for induction of Civil Servants from Federal Government and Civil Servants from Provincial Governments.**
- iii) By direct appointment on the recommendations of Federal Public Service Commission of persons possessing such qualifications and experience etc., as may be prescribed.
- iv) **Appointment of persons in BS-19 or equivalent in the service of an Autonomous , Semi Autonomous Body**

or Corporation or any other organization set up, establishment owned managed or controlled by the Federal Government or Provincial Government recommended by the respective Governments and found fit by the Federal Public Service Commission in accordance with the criteria laid down by the Federal Government in consultation with FPSC against additional 10% of sanctioned posts of Deputy Secretary (BS-19) as and when so decided by the government. The said 10% seats shall be further sub-divided in the ratio of 50:50 for induction of persons in the service of Federal Government and those persons in service of Provincial Government.

- v) 10% of annual vacancies of Deputy Secretary (BS-19) to be filled by the retired officers of Armed Forces of Pakistan on the recommendation of Defence Services Officers Selection Board in line with the existing policy for induction / re-employment of officers of Armed Services as may be modified from time to time.**

3. The Criteria for induction of regular (BS-19) officers of the Federal Occupational Groups/ Services and the BS-19 Civil Servants of Provincial Governments as Deputy Secretary (BS-19) in the Secretariat Group shall be as under:-

- i) The regular BS-19 officers of Federal Occupational Group/Service/Cadre/Provincial Governments as recommended by the respective Ministries/Divisions/Departments /Provincial Governments concerned.
- ii) The officer has rendered at least 12 years service in BS-17 & above in terms of instructions issued by the Federal Government from time to time, and having served for two years in BS-19 in the Federal Secretariat on deputation /under Section 10 of Civil Servants Act, 1973.
- iii) PERs of the last twelve years in BS-17 & above or the actual service rendered in B-17 & above, as the case

| | |
|-------|---|
| | may be will be quantified. 70 marks will be assigned for PERs quantification. |
| iv) | 30 marks will be assigned for assessment of suitability by the Central Selection Board. |
| v) | The selection will be on the basis of centralized merit in PERs/assessment by CSB. |
| vi) | These officers will be considered in order of seniority against seats as may be reserved / allotted to each Occupational Group/ Service/ Ex-cadre/ Provincial/ Region. |
| vii) | Provided that other things remaining the same, Civil Servants belonging to Balochistan shall be given preference. |
| viii) | Seniority shall reckon from the date of regular induction in Secretariat Group in accordance with Civil Servants (Seniority) Rules, 1973. |
| ix) | No disciplinary action under the Government Servants (E&D) Rules, 1973 or proceedings on criminal charges in the Court of Law is pending against the officer. |
| x) | The officer did not derive any benefit in pursuance of NRO in the entire career (BS-17 & above) within the meaning of Supreme Court of Pakistan's Judgment dated 16-12-2009 on NRO. |
| xi) | No punishment has been awarded under any criminal law including NAB Ordinance to the officer concerned on the panel in the entire career (BS-17 & above). |

4. Persons in BS-19 or equivalent in the service of Autonomous/Semi Autonomous Bodies or Corporations etc. set-up, established, owned, managed or controlled by the Federal Government or Provincial Government shall be considered for induction as Deputy Secretary (BS-19) in the Secretariat Group in

accordance with the following eligibility criteria devised in consultation with FPSC:-

| Sl No. | Criteria | Requisite eligibility |
|---------------|---------------------------------|--|
| (a) | Minimum education qualification | Graduation |
| (b) | Experience | A regular officer holding post in BS-19/equivalent in Federal /Provincial Government or in Autonomous Bodies /Semi Autonomous /Corporations working under the Federal /Provincial Government with minimum 12 years service equivalent to BS-17 and above. If doubt arises in equivalence in any case, decision shall be taken by Establishment Division in consultation with Federal Public Service Commission. |
| (c) | Age | Not exceeding 50 year so other similar reports in a post equivalent to BS-17 and above reasonable period and ear n pension as Civil Servant. |
| (d) | Weightage of PERs | Satisfactory PERs or other similar reports in a post equivalent to BS-17 and above without adverse remarks. |
| (e) | Interview | FPSC shall conduct viva for purpose of selection. Qualifying marks in viva voce shall be 101 our of 200. |
| (f) | Other matters | The officers will be considered in order of seniority against seats as may be reserved/ allotted to each of this category. |

| | | |
|--|--|--|
| | | <p>Seniority shall reckon from the date of regular induction in Secretariat Group in accordance with Civil Servants (Seniority) Rules, 1993.</p> <p>No disciplinary action under the Government Servants (E&D) Rules, 1973 or proceedings on criminal charges in the Court of Law is pending against the officer.</p> <p>The officer did not derive any benefit in pursuance of NRO in the entire career (BS-17 & above) within the meaning of Supreme Court of Pakistan's Judgment dated 16-12-2009 on NRO.</p> <p>No punishment has been awarded under any criminal law including NAB Ordinance to the officer concerned on the panel in the entire career (BS-17 & above).</p> <p>Merit/Provincial /Regional quota as described by the Government shall apply mutatis on vacancies to be filled through induction.</p> <p>Other things remaining the same, persons belonging to Balochistan shall be given preference.</p> |
|--|--|--|

5. The aforesaid induction shall be made gradually so as to complete the target of inductions of 20% (10+10) of the sanctioned posts of Deputy Secretary in next 2-3 years,

[*Authority*:- Establishment Division O.M No.1/15/92-CP-II
dated 04-10-2011]

Sl.No. 36-A
INDUCTION IN SECRETARIAT GROUP AS DEPUTY SECRETARY (BS-19)

Refer to Establishment Division's O.M.No. of even number dated 4th October, 2011 regarding policy for induction as Deputy Secretary (BS-19) in Secretariat Group, inter-alia, conveying the criteria for said induction of regular officers (BS-19/ equivalent in the service of autonomous/semi Autonomous bodies/Corporations, etc, and to state that with approval of the Competent Authority, the following new para 6 is added to said OM dated 04-10-2011.

- “6. The Prime Minister may permit, where he considers it necessary, relaxation of this OM in individual case for induction of person in BS-19/equivalent in the service of Autonomous Bodies- Corporations as Deputy Secretary (BS-19) in Secretariat Group”.

Sl.No. 36-B
INDUCTION IN SECRETARIAT GROUP AS DEPUTY SECRETARY (BS-19)

Refer to Establishment Division's OM of even number dated 07-03-2012, inter-alia, providing powers to relax the criteria contained in this Division's OM, dated 04-10-2012 for induction and Deputy Secretary (BS-19) in Secretariat Group on the above subject and state that with the approval of the Competent Authority the said OM dated 07-03-2012 is hereby with drawn, ab-initio.
