

CHAPTER XIII

**MERGER OF SERVICES/  
CADRES INTO A UNIFIED  
GRADED STRUCTURE**  
( 1117 - 1118 )

**MERGER OF SERVICES/CADRES INTO A UNIFIED  
GRADED STRUCTURE**

*Sl. No. 1*

The Government have taken the following decisions:-

- (a) All the services and cadres would be merged into a single unified graded structure with equality of opportunity for all who enter the service at any stage based on the required professional and specialized competence necessary for each job.
- (b) All `classes' among Government servants would be abolished and replaced by a single unified graded structure, a Peon or equivalent at the bottom, a Secretary or Departmental Head at the top. The existing classification of dividing the services into Class I to Class IV would no longer operate. The road upwards to the very top to be open to all on merit and required educational and professional qualifications.
- (c) The use of `service' labels would be discontinued forthwith.
- (d) The Unified Structure would be designed to provide for entitlement to promotions to the higher posts throughout the range of public service; for horizontal movement from one cadre to another including the movement of technical personnel to the cadre of general management carrying posts of an

executive nature; there would also be scope for out of turn promotion to the exceptionally meritorious officers.

- (e) The correct grading of each post would be determined by job evaluation, job description, professionalism and specialization.
- (f) With the merger of all classes and services into a single Unified Graded Structure, the various functional and professional services will become branches of a single service.
- (g) There would be provision that Government may take talented officers from the private sector such as banking, insurance, industry and trade as well as from other professions for jobs at the appropriate levels in the Central and Provincial Secretariats and Departments as well as Government sponsored corporations, autonomous and semi-autonomous bodies.

2. These orders are being put into operation with immediate effect. Each post would be appropriately graded taking into account the duties and responsibilities attached to the post. This would involve a detailed exercise. It has been decided that this exercise will be done by the Establishment Division in consultation with the Ministries and other organizations and the Provincial Governments. For this purpose a special cell has been created in the Establishment Division called the Administrative Reforms Cell. The Establishment Secretary will be incharge of this Cell and he will be assisted by an officer of the rank of Joint Secretary. The Joint Secretary will be visiting the Ministries and Provinces for

the implementation of Government decisions and will hold discussions at the appropriate levels, if necessary. Before finalizing, the Establishment Secretary will hold discussions with the Secretaries of the Ministries concerned. Thereafter orders of the Prime Minister will be obtained wherever necessary. For Services and Cadres for which the Establishment Division is responsible the necessary action will be initiated by the Establishment Division.

3. As there will be one Unified Cadre for posts included in the All Pakistan Services, the CSP Composition and Cadre Rules have been suitably amended.

4. As under the new Constitution, Government is committed to enact a law to govern the terms and conditions of Government servants, an \*Ordinance has been issued by the President on this subject.

5. The present Efficiency and Disciplinary Rules are extremely cumbersome and dilatory in their operation. These Rules have also been revised on the recommendations of the Administrative Reforms Committee.

6. It is provided in the Constitution that suitable laws will be issued on the functions of the Public Service Commission.

[Authority.- Estt. Secretary's D.O.Letter No.1/1/73-ARC, dated 21-8-1973].

Sl. No. 2

*Discontinuance of the use of service labels on the name plates etc. of the officers.-* The Prime Minister in his address to the nation on Administrative Reforms on the 20th August, 1973, announced that the use of `service labels' should be discontinued forthwith. All Ministries and Divisions are requested to ensure strict compliance with this decision within the Ministries/Divisions and their Attached Departments and

Subordinate Offices. Use of service labels on name plates whether at office or residence of officers or on visiting cards should be discontinued forthwith.

[Authority.- Estt. Division Letter No.1/2/73-ARC, dated 24-8-1973].

Sl. No. 3

Instances have come to notice where abbreviations like D.M.G., T.A.G., etc., have been used in Gazette notifications and

\_\_\_\_\_ \*Note.-Civil Servants Ordinance 1973 (Ordinance No. XIV of 1973) replaced by Civil Servants Act, 1973 (Act No. LXXI of 1973).

in other official communications after the names and designations of officers belonging to these groups. The abbreviations S.A.S. (Subordinate Accounts Service) has also been used in certain notifications. The use of such abbreviations is against Government instructions on the subject.

2. All Ministries and Divisions are requested to ensure that abbreviations of the above type are not used as they are apt to take the place of former service labels which is against the spirit of the Administrative Reforms.

[Authority.- Estt. Division O.M. No. 1/2/73-ARC, dated 26-1-1977].

Sl. No. 4

*Notification of appointments in Grade 16 and above.- The classification of posts into gazetted and non-gazetted has also been abolished. However, the practice of notifying all appointments to Grade 16 and above in the Gazette will continue to be followed.*

[Authority.- Para 2 of Estt. Secretary's d.o.letter No.1/1/73-ARC, dated 10-11-1973].

Sl. No. 5

*Discontinuance of the practice of notifying appointments in terms of Grades.*- Attention is invited to the Finance Division O.M. No. 1(l)Imp/83, dated 18-8-1983 laying down a scheme of basic pay scales and fringe benefits for the civil employees of the Federal Government as shown in the schedule to that O.M. It is laid down in the aforesaid O.M. that basic scales shall not be regarded as 'grades' and shall not be referred to as 'grades' in official communications and that the officials shall henceforth be appointed/promoted to posts and not in grades.

2. In pursuance of the aforesaid decisions, necessary amendments to the Civil Servants Act, 1973 and the rules made thereunder have been carried out replacing references to 'grades' by corresponding basic pay scales.

3. It is requested that in future all the notifications and orders relating to initial appointment, appointment by promotion or by transfer and other appointments like *ad hoc* appointments should invariably mention appointments to posts and not to grades.

[Authority.- Estt. Division O.M. No. 3/11/83-R2(Pt), dated 15-4-1984].

### **All Pakistan Services (Change in Nomenclature) Rules, 1973**

*Sl. No. 6*

In exercise of the powers conferred by section 25 of the Civil Servants Ordinance, 1973 (XIV of 1973), the President is pleased to make the following rules:-

- (1) These rules may be called the All-Pakistan Services (Change in Nomenclature) Rules, 1973, and shall come into force at once.
- (2) These rules apply to all members of the Civil Service of Pakistan and the Police Service of

Pakistan.

- (3) Notwithstanding anything contained in any rule, order, resolution or instruction, the names of the Civil Service of Pakistan and the Police Service of Pakistan are, with immediate effect, changed to All-Pakistan Unified Grades and all references to Civil Service of Pakistan and Police Service of Pakistan in any rule, order, resolution or instruction shall be construed as references to All-Pakistan Unified Grades.
- (4) All persons who, immediately before the coming into force of these rules, were members of the Civil Service of Pakistan or the Police Service of Pakistan are appointed, in their existing posts, to All Pakistan Unified Grades.

*[Authority.- Estt. Division Notification No. S.R.O. 1307(1)/73, dated 14-9-1973].*

**Civil Servants (Change in  
Nomenclature of Services and  
Abolition of Classes) Rules, 1973**

*Sl. No. 7*

The rules (Annexure) provide that all Federal Services and posts, other than those included in All-Pakistan Unified Grades, shall be called Federal Unified Grades. There shall thus be three

Unified Grades namely:

- (1) All-Pakistan Unified Grades.
- (2) Federal Unified Grades.
- (3) Provincial Unified Grades.

The Provincial Governments are being requested to issue similar orders to designate the services and posts under them as Provincial Unified Grades.

2. Attention in particular is invited to rule 8 of the Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1973 whereby all reservations of posts for purposes of appointment, promotion or transfer in favour of persons belonging to a particular service or cadre or a particular post have been abolished. The intention of this rule is that no individual Government servant should claim promotion or appointment to a particular post as a matter of right on the basis of provisions in existing recruitment rules or other instructions. Action is in hand to frame fresh rules in the light of Administrative Reforms. For example, certain rules for posts in All-Pakistan Unified Grades have already been issued in S.R.O. 1238(I)/73 (Sl.No.10), dated the 21st August, 1973. In other cases, discussions are in progress with Ministries and Divisions concerned. However, in order not to create a vacuum, the existing quotas for promotion and direct recruitment for various posts may continue to be observed until further orders.

*[Authority.- Paras 3&4 of Estt. Division D.O. letter No. 1/1/73-ARC, dated 10-11-1973].*

#### ANNEXURE

Copy of Establishment Division, Notification No. S.R.O.1530(I)/73, dated the 3rd November, 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:-

1. (1) These rules may be called the Civil Servants (Change in Nomenclature of Services and abolition of Classes) Rules, 1973.

(2) They shall come into force at once.

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

- (1) 'Classes' means Class I, Class II, Class II (non-Gazetted) Class III and Class IV, in which the civil posts and services are classified under the Civil Services (Classification, Control and Appeal) Rules or any other rules or orders for the time being in force;
- (2) 'Federal Unified Grades' comprise all services and civil posts connected with the affairs of the Federation other than those included in the All-Pakistan Unified Grades under the All-Pakistan Services (Change in Nomenclature) Rules, 1973;
- \* (3) 'Grade' means a National Scale of Pay in which a post or group of posts is placed;
- (4) 'Services' means the civil services of the Federation.

3. Notwithstanding anything contained in any rule, order, \_\_\_\_\_ \*Pl. see also Civil Servants (Amendment) Ordinance, 1984.

resolution or instruction, the names of services are, with immediate effect, changed to Federal Unified Grades and all references to a service in any rule, order, resolution or instruction shall, consistent with the subject and context, be construed as reference to the respective Federal Unified Grade.

*Explanation.*- For the purposes of this rule and rule 5,

'respective Federal Unified Grade' means the Grade to which a civil servant is entitled in respect of his existing post under the National Scales of pay.

4. All civil posts connected with the affairs of the Federation, not being posts in the All-Pakistan Unified Grades, shall belong to one of the Federal Unified Grades.

5. All persons who immediately before the coming into force of these rules were members of a service or held a civil post connected with the affairs of the Federation, not being a post in the All-Pakistan Unified Grades, are appointed in their existing posts to the respective Federal Unified Grades.

6. Notwithstanding anything contained in the Civil Services (Classification, Control and Appeal), Rules and any other rules or orders for the time being in force, all classes and classifications of services and posts as gazetted and non-gazetted are abolished.

7. For the purposes of applications of any existing rule, order or instruction, reference to a class or to a post as gazetted or non-gazetted shall be construed as reference to the corresponding \*Grade as specified in the table below:-

<i>Class - Gazetted posts</i>	<i>Corresponding Grades</i>
(1) Class I .....	(1) Grade 17 to 23.
(2) Class II .....	(2) Grade 16.

\* The word 'Grade' wherever appeared in the present context may be construed to have been amended as basic pay scale.

*Non-Gazetted posts*

- (3) Class II .....(3) Grades 11 to 15.
- (4) Class III.....(4) Grades 3 to 10.
- (5) Class IV.....(5) Grades 1 and 2.

8. Notwithstanding anything contained in any rule, order or instruction, all reservations or posts for purposes of appointment, promotion or transfer in favour of persons belonging to a particular service or cadre, or holding a particular post, are abolished.

*[Authority.- Estt. Division D.O. Letter No. 5/1/73-ARC.II, dated 30-10-1973].*

**Civil Service of Pakistan  
(Composition and Cadre)  
Rules, 1954**

*Sl. No. 8*

WHEREAS the Governor-General and the Governors of East Bengal, the Punjab, Sindh and the North-West Frontier Province have agreed that there shall be constituted a Service of the Federation to be known as the Civil Service of Pakistan and that certain posts in connection with the affairs of the Provinces shall be filled by members of that Service and specify, as far as need be, the conditions of service of its members, whether serving in posts in connection with the affairs of the Federation or of a Province:

NOW, THEREFORE, in pursuance of that agreement and in exercise of the powers conferred by sub-sections (1) and (2) of section 241 of the Government of India Act, 1935, and of all other provisions empowering him in this behalf, the Governor-General is pleased to make the following Rules:-

1. These Rules may be cited as the Civil Service of Pakistan (Composition and Cadre) Rules, 1954.

2. In these Rules, unless the context otherwise requires:

- (a) "Cadre post" means any duty post included in the Schedule.
- (b) "Commission" means the \*[Federal Public Service Commission];
- (c) "Schedule" means the Schedule to these Rules;
- (d) "Service" means the Civil Service of Pakistan.

\*\*[3. (1) Appointments to the Cadre posts shall be made by the President in accordance with rules to be made by him for the purpose.

(2) Every person, not being a member of the Service, who is appointed to a Cadre post in accordance with the rules regulating such appointment shall, -

- (a) on his appointment to that post, become a member of the Service; and
- (b) on his confirmation in the Service, cease to be a member of the Service, if any, to which he belonged immediately before such confirmation].

4. Persons appointed to the Service shall, unless the \*\*\*[President] otherwise directs, be appointed on probation and the \*\*\*[President] may make rules specifying the terms and incidents of such probation. In particular, he may provide for the removal from the Service during his term of probation of any person whose conduct and progress is unsatisfactory or for the withholding of increments from such persons.

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\*Subs for "Pakistan Public Service Commission" *vide* Estt. Division Notification No. S.R.O. 1237(I)/73, dated 21-8-1973.

\*\*Subs *ibid*, for Rule 3.

*\*\*\*Subs ibid, for "Governor General"*

\*[5-7]

8. (1) The *\*\*[President]*, in the case of posts in connection with the affairs of the Federation, and the Governor in the case of posts in connection with the affairs of a Province, may, as the exigencies of the public service require, appoint a person not being a member of the Service to any Cadre post.

(2) Every such appointment made by a Governor shall be provisional and, if the person so appointed is intended to hold the appointment, for a period exceeding 3 months, shall forthwith be reported to the *\*\*[President]* with the reasons for making it and if the *\*\*[President]* so directs the Governor shall thereupon cancel the appointment.

(3) Any person appointed to hold a Cadre post under this rule shall not be employed in the post for a period exceeding 12 months save with the previous sanction of the *\*\*[President]*.

9. (1) If a Governor proposes to keep any Cadre post in connection with the affairs of a Province vacant for a period exceeding 3 months, he shall forthwith make a report to the *\*\*[President]* of the reasons for the proposal, the period for which he proposes to keep the post vacant and whether it is proposed to make any and, if so, what arrangements for the performance of the duties of the post held in abeyance.

(2) If the *\*\*[President]* directs that the post shall be filled, the Governor shall appoint a person to fill it in accordance with the provisions of these rules.

10. The *\*\*[President]* may by special or general order temporarily dispense with the provisions of rules 8 and 9 requiring a Governor to report to the *\*\*[President]* any case in

which a Cadre post is filled otherwise than under rule 7 by a person not being a member of the Service or in which a Cadre post is kept vacant for a period exceeding 3 months.

<sup>\*</sup>Rules 5 to 7 omitted, *ibid*

<sup>\*</sup>Subs *ibid*, for "Governor General"

11. The Governor of a Province may direct that two Cadre posts in connection with the affairs of a Province shall be held jointly if he considers this necessary for the purpose of facilitating any leave arrangement or for a period not exceeding 3 months if he considers this necessary for any other purpose.

12. No change shall be made in the duties of the holder of any reserved post if, in the opinion of the <sup>\*</sup>[President], the character of that post would thereby be altered:

Provided that this shall not apply to a temporary change consequential on leave arrangements or to a change not arising from leave arrangements which will not last more than three months.

13. (1) The <sup>\*</sup>[President] may from time to time, and in the case of posts in connection with the affairs of a Province, after consultation with the Governor of that Province, remove any post from the Schedule or include any post therein.

<sup>\*\*</sup>(2) A Governor may, if the exigencies of the public service so require, create a cadre post in connection with the affairs of a Province below the rank of a Commissioner of a Division, for a period not exceeding three months. If subsequently the Governor proposes to retain that cadre post for a further period, he shall forthwith make a report to the <sup>\*</sup>[President] of the reasons for the proposal and the period for which he proposes to retain that post and shall act in accordance with such directions as the <sup>\*</sup>[President] may give].

14. An officer belonging to the Service shall be liable to

serve anywhere in Pakistan under the \*\*\*[Federal Government]  
and

\*Subs *ibid*, for "Governor General".

\*\*Added *vide* Estt. Division Notification No. S.R.O. 830(K), dated 7-7-1960.

\*\*\*Subs for "Central Government" *vide* Estt. Division Notification No. S.R.O. 1237(I)/73,  
dated 21-8-1973.

may be deputed by that Government to serve under a Provincial Government. He shall submit himself to the orders of the Government under which he is serving for the time being and of all the officers and authorities under whom he may from time to time be placed by that Government. His whole time shall be at the disposal of the Government under which he is serving.

15. The transfer of an officer belonging to the Service from one Province to another or from the Centre to a Province or from a Province to the Centre shall be made by the \*[Federal Government] in consultation with the Provincial Government or Governments concerned.

16. The \*\*[President] may by rules provide for the conduct and discipline of officers of the Service, and officers of the Service shall at all times obey such rules, and shall perform such duties as may be assigned to them.

17. Subject to the provisions of section 10 of the Indian Independence Act, 1947, the \*\*[President] may frame rules regulating the remuneration and other conditions of service of officers of the Service.

[Authority.- Estt. Division Notification No. F.25/12/51-SEI, dated 1-6-1954].

**\*\*\*Schedule of Cadre strength of the Civil Service of Pakistan**

## **FEDERAL GOVERNMENT**

**Superior posts**

All posts of Deputy Secretary under the Federal Government and all posts of and above the rank of Joint Secretary under the Federal Government or borne on the strength of a Corporation set up or established by, or an organization or an establishment subordinate to, the Federal Government.

\*Subs for "Central Government" *vide* Estt. Division Notification No.S.R.O.1237(I)/73, dated 21-8-1973.

\*\*Subs *ibid*, for "Governor General".

\*\*\*Subs *vide* Estt. Division Notification No.S.R.O. 1237(I)/73, dated 21-8-1973.

### BALUCHISTAN

Superior posts of Commissioner's level and above.....	5
Chief Secretary.....	1
Member, Board of Revenue.....	1
Revenue Commissioner.....	1
Home Secretary.....	1
Commissioner, Planning and Development.	1
Superior posts of senior scale level..	37
Junior posts.....	3

### SINDH

Superior posts of Commissioner's level and above.....	13
Chief Secretary.....	1
Member, Board of Revenue.....	1
Additional Member, Board of Revenue..	2
Secretary.....	6
Revenue Commissioner.....	1
Land Commissioner.....	1
Commissioner, Social Security Institution.	1

Superior posts of senior scale level..	43
Junior posts.....	28

## PUNJAB

Superior posts of Commissioner's level and above.....	24
Chief Secretary.....	1
Additional Chief Secretary.....	2
Additional Chief Land Commissioner.	1
Member, Board of Revenue.....	4
Land Commissioner.....	2
Divisional Commissioner.....	5
Secretary.....	9
Superior posts of senior scale level..	51
Junior posts.....	40

## N.W.F.P.

Superior posts of Commissioner's level and above.....	8
Chief Secretary.....	1
Development Commissioner.....	1
Divisional Commissioner.....	3
Member Board of Revenue.....	1
Secretary.....	2
Senior posts of senior scale level....	32
Junior posts.....	15

Sl. No. 9

Under Rule 5 (1) of rules promulgated *vide* S.R.O. 1238 (I)/73, dated the 21st August, 1973, the President is pleased to approve the appointment of all Government servants who

were holding a cadre post on the 21st August, 1973, to All-Pakistan Unified Grades.

*[Authority.- Estt. Division Notification No. 1/1/73-ARC, dated 14-9-1973].*

*Sl. No. 10*

In exercise of the powers conferred by rule 3 of the Civil Service of Pakistan (Composition and Cadre) Rules, 1954, the President is pleased to make the following rules:-

1. In these rules, "Cadre post" and "Service" have the same meaning as in the Civil Service of Pakistan (Composition and Cadre) Rules, 1954.

2. Appointments to the Cadre posts may be made at the following stages, namely:-

- (i) Posts of the rank of Assistant Commissioner or Sub-Divisional Officer and equivalent posts under the Federal Government or a Provincial Government;
- (ii) Posts of the rank of Deputy Secretary under the Federal Government and equivalent posts under that Government or a Provincial Government;
- (iii) Posts of the rank of Joint Secretary under the Federal Government and equivalent posts under that Government or a Provincial Government;
- (iv) Posts of the rank of Additional Secretary under the Federal Government and equivalent posts under that Government or a Provincial Government;
- (v) Posts of the rank of Secretary under the Federal Government and equivalent posts under that

## Government or a Provincial Government.

3. (1) Appointments to the post of Assistant Commissioner or Sub-Divisional Officer or an equivalent post shall be made through competitive examination except that a certain percentage of posts determined by the President may be filled by promotion from lower ranks or through induction of persons from outside Government service.

(2) Persons serving under the Federal Government or a Provincial Government who have completed service as specified in the second column of the table below shall be eligible for appointment to the post in the first column of the table:

TABLE

Cadre post of the rank of Deputy Secretary	8 years service as Assistant Commissioner or SDO or in an equivalent post.
Cadre post of the rank of Joint Secretary	15 years service as Assistant Commissioner or SDO or in an equivalent or higher post or 5 years service as Deputy Secretary or an equivalent post.
Cadre post of the rank of Additional	20 years service as Assistant Commissioner or SDO or in an Secretary equivalent or higher post or 5 years service as Joint Secretary.
Cadre post of the rank of Secretary	23 years service as Assistant Commissioner or SDO or in an equivalent or higher post or 7 years service as Joint Secretary or 2 years

service as Additional Secretary.

(3) The President may relax the condition as to the length of service in suitable cases.

4. A person engaged in a profession or in the service of a private Organisation who possesses such minimum educational qualifications as the President may from time to time determine and has to his credit experience or, as the case may be, length of service comparable with that indicated in rule 3 shall also be eligible for appointment to a Cadre post.

5. (1) Every Government Servant, not being a member of the Service, who is holding a Cadre post, at the commencement of these rules shall, subject to the approval of the President, become a member of the Service.

(2) A Government servant referred to in sub-rule (1) who has not completed one year of service in the Cadre post shall be on probation until he completes one year and one who has been holding the Cadre post for a year or more may, subject to the approval of the President be confirmed in that post.

(3) Upon his confirmation in a Cadre post under sub-rule (2) a Government servant shall-

- (a) if he was a member of any service immediately before such confirmation, cease to be such member; and
- (b) if he held a lien on any post immediately before such confirmation, cease to hold such lien.

\*[(4) A person confirmed in a Cadre post before the commencement of these rules shall, for the purposes of sub-rule (3), be deemed to have been confirmed, in that post

under sub-rule (2) immediately after such commencement].

[Authority.- Estt. Division Notification No. S.R.O.1238(I)/73, dated 21-8-1973].

**Occupational  
Groups and Services  
(Probation, Training  
and Seniority)  
Rules, 1990**

*Sl. No. 11*

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 and commencement.**-(1) These rules may be called the Occupational Groups and Services (Probation, Training and Seniority) Rules 1990.

(2) These rules shall take effect from 1st October, 1990.

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\*Added *vide* Estt. Division Notification No.S.R.O. 1308(I)/73, dated 14-9-1973.

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

- i) "Commission" means the Federal Public Service Commission;
- ii) "Examination" includes any exercise approved by the Government which is intended to test a probationer in a field of training during the training programme;
- iii) "Final Passing Out Examination" means the Final Passing Out Examination conducted by the Commission or the department concerned after

conclusion of specialized training;

- iv) "Government" means the Federal Government;
- v) "Head of training institution" means the head of a training institution or place where members of an occupational group or service are imparted training;
- vi) "Inductee" means a person transferred to any occupational group or service by induction from the Armed Forces;
- vii) "Initial training" means the training prior to specialized training undertaken by the probationers of any one occupational group or service or jointly by combination of any occupational groups or services at a training institution or place that the Government may specify;
- viii) "Occupational group or service" means any group or service recruitment to which is made through the competitive examination conducted by the Commission from time to time against BPS-17 posts under the Federal Government or any occupational group or service transfer to which is made from the Armed Forces by induction and includes the following:-
  - a) Accounts Group
  - b) Commerce and Trade Group
  - c) Customs and Excise Group
  - d) District Management Group
  - e) Foreign Service of Pakistan
  - f) Income Tax Group
  - g) Information Group
  - h) Military Lands and Cantonment Group

- i) Office Management Group
  - j) Police Service of Pakistan
  - k) Postal Group
  - l) Railways (Commercial and Transportation) Group; and
  - m) any other service or group which may be notified by the Government as such.
- ix) "Probationer" means a person appointed to any occupational group or service on probation and includes an inductee; and
- x) "Specialized training" means training subsequent to the initial training undertaken by the probationers of an occupational group or service at a training institution or place that the Government may specify.

**3. Training programme and examination.-** (1) Every probationer shall undergo training in such training institutions and at such places and for such periods as the Government may specify.

(2) A probationer shall qualify every examination to the satisfaction of the head of the training institution where he is undergoing training.

(3) In addition to 1400 marks of CSS examination, 500 marks shall be allocated for initial training programme, 600 marks for specialized training programme and 1000 marks for the final passing out examination.

(4) Every probationer shall be required to qualify the Final Passing Out Examination in the subjects approved by the Government.

(5) The maximum of 1000 marks allocated for Final Passing Out Examination shall be distributed among the

subjects as approved by the Government.

(6) A probationer who fails to qualify in any subject in the Final Passing Out Examination shall be allowed two more chances to appear in the examination to be held subsequently in such subject or subjects.

**4. Effect of unsatisfactory completion of training programme.-** If on the conclusion of a training programme, the performance or conduct of a probationer is determined by the head of the training institution to be unsatisfactory, the Government may require such probationer to undergo such further training as it deems fit.

(2) If a probationer is prevented by sickness or any other adequate cause from completing a training programme to the satisfaction of the head of the training institution, the Government may require him to undergo such further training as it deems fit.

**5. Probationer missing the Final Passing Out Examination.-** If after completing his training to the satisfaction of the head of training institution, a probationer is prevented by ill health or other adequate cause from taking, in full or in part, the Final Passing Out Examination, the Government may arrange for him to be examined specially.

**6. Probationer failing to qualifying in the Final Passing Out Examination.-** (1) A probationer who fails to qualify in the Final Passing Out Examination shall have his increments withheld until such time he qualifies such examination.

(2) A probationer who fails to qualify in the Final Passing Out Examination in three attempts shall be liable to be removed from service.

(3) Absence from the Final Passing Out Examination,

without permission of the Government, shall be deemed to be a failure to qualifying in that examination.

**7. Seniority.-** (1) The seniority of the probationers shall be determined by the Government after Final Passing Out Examination.

(2) Inductees who join the initial training programme shall be given notional marks in a manner that each inductee has the same marks as the senior most probationer of the occupational group in which the inductee has been inducted.

(3) Inductees who join a specialized training programme directly shall be given notional marks equal to the marks obtained by the senior most probationer of the occupational group including the marks in the initial training programme.

(4) For the purpose of determining the *inter-se* seniority of the probationers who commence their training with initial training programme the marks obtained by a probationer in the competitive examination of the Commission or his notional marks, as the case may be, shall be added to the marks obtained by him in the initial training programme, specialized training programme and the marks obtained by qualifying the Final Passing Out Examination in his first attempt.

(5) For the purpose of determining the *inter-se* seniority of the inductees who commence their training with the initial training programme or a specialized training programme, the notional marks given to such an inductee and the marks obtained by him in the initial training programme and specialized training programme, as the case may be, shall be added to the marks obtained by him by qualifying the Final Passing Out Examination in the first attempt.

**8. Probation.-** The period of probation of a probationer

shall be two years or for such period as the Government may extend for successful completion of training programme.

9. **Bond.-** A probationer shall, before the commencement of the training, execute a Bond, with a surety, to refund in the event of his failing to complete his training or resigning from his service during the period of training or within three years thereafter, all such amounts paid to him or spent in connection with his training.

10. **Penalty.-** (1) A probationer who fails to comply with the provisions of these rules, or to obey any orders which he may receive from the Government, or from the Provincial Government under which he is serving, or from the head of institution or from any faculty member of the training institution or an officer under whom he may be receiving field training, or who neglects his probationary studies, or is guilty of conduct unbecoming of an officer shall be liable for removal from service or to such other action as the Government may direct.

(2) Before a probationer is removed from service he shall be given an opportunity to show cause.

11. **Over-riding effect.-** The provisions of these rules shall have effect notwithstanding anything contained in any other rule or rules for the time being in force with regard to any occupational group or service.

12. **Repeal.-** The Civil Service of Pakistan (Probation, Training and Seniority) Rules, 1954, are hereby repealed.

Sl. No. 12

*Promotion of officers of the All-Pakistan Unified Grades from Grade 17 to Grade 18.-* According to All-Pakistan Unified Grades (Probation, Training and Seniority) Rules, 1954, probation of a probationer appointed to Grade 17 does not terminate unless he has passed the following examinations:

- (i) the Academy test;
- (ii) an examination held by the FPSC, generally called the Final Passing Out Examination.

The Officers are also required to pass such departmental examinations within 3 years of joining a province by such standards as may be prescribed by the Provincial Government concerned. Failure (i) to pass the Academy test and the Final Passing Out Examination or (ii) to pass the Final Passing Out Examination in two attempts or (iii) to pass the departmental examinations makes a probationer liable to removal from the service.

2. It has been observed that the Provincial Governments have in the past promoted officers from Grade 17 (then known as junior scale) to Grade 18 (senior scale) without the officers having passed the departmental examinations or the Final Passing Out Examination. Promotion of officers from Grade 17 to Grade 18 with-out their having fully cleared the Academy test, the Final Passing Out Examination and departmental examinations is irregular.

3. It has, therefore been decided that in future:

- (i) an officer of the All-Pakistan Unified Grades in Grade 17 should not be promoted to Grade 18 unless:-
  - (a) he has completely passed all the

examinations prescribed by the All-Pakistan Unified Grades (Probation, Training and Seniority) Rules; and

- (b) the probation period has been successfully completed and formally terminated.
- (ii) the probation period should in future be terminated by issue of a Gazette notification on successful completion of the probation period. This notification will be issued by the Establishment Division in consultation with the Provincial Government concerned.

[Authority.- Estt. Division Letter No.10/4/73-Cl, dated 29-11-1973 to all Provincial Governments].

*Sl. No. 13*

*Creation/abolition of posts of Joint Secretary, Deputy Secretary and Section Officers.-* Posts of Secretary, Joint Secretary and Deputy Secretary at the Centre are borne on the C.S.P. Cadre, which is administered by the Establishment Division. It has, however, been noticed that additions to/deletion from this Cadre are made by Ministries without consulting the Establishment Division. It has, therefore, been decided that prior concurrence of the Establishment Division in addition to that of the Ministry of Finance, should invariably be obtained before any additional post is created on the C.S.P. or any existing post is abolished.

[Authority.- Estt. Division O.M. No. 1/9/61-Cl, dated 14-9-1961].

*Sl. No. 14*

The Ministry of Finance are requested that they should withhold financial approval unless the proposal has first been cleared by the Establishment Division.

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[*Authority.*- Para 4 of Estt. Division O.M.No. 26(1)/ 68-AI(CI), dated 20-2-1968].