

**RULES AND PROCEDURES  
APPLICABLE TO  
OCCUPATIONAL GROUPS  
( 1145 - 1146 )**

**RULES AND PROCEDURES APPLICABLE  
TO OCCUPATIONAL GROUPS**

**Accounts Group**

*Sl. No. 1*

Following the introduction of the Administrative Reforms by the Prime Minister on 20th August, 1973 and the abolition of services as a result thereof, the question of formation of new occupational groups to take the place of services has been under consideration of the Government. Necessary information was called for from the Ministries/Divisions and Joint Secretary, Administrative Reforms, had detailed discussions with them. The first Ministry to be taken up was the Ministry of Finance. In respect of the Departments etc. under the Ministry of Finance, the President is now pleased to constitute an occupational group called the Accounts Group which shall comprise all posts in:-

- i) the Pakistan Audit and Accounts Department, the Military Accounts Department and the Railway Accounts Department;
- \*[(ii) the Accounts cadres of the T&T Department, the Pakistan Post Office and the office of the CAO, Ministry of Foreign Affairs and its sub-offices]; and
- (iii) all Accounts posts under Ministries/Divisions and Departments of the Federal Government \*\* [other than the posts of Budget and Accounts Officers or Finance and Accounts Officers in the Ministries and Divisions of the Federal Secretariat.]

2. The broad framework of rules and regulations etc. within which the Group will function is outlined below.

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\*Subs *vide* Estt. Division O.M.No.10/22/82-R.2 dated 29-11-82 effective from 1-10-1987.

\*\*Subs *vide* Estt. Division O.M. No. 2/1/75-ARC, dated 3-3-1976.

\*[3. *From Grade 1 to Grade 17.*- Each Department will operate separately as heretofore except with regard to Grade 17 posts included in the Inter-Departmental Cadre *vide* para 4 below. The

existing instructions in regard to quotas for direct recruitment and promotion, the composition of promotion and selection committees, the appointing authorities for various grades etc. will continue to apply. All posts to be filled by direct recruitment will be advertised.]

\*[4. *Inter-Department Cadre.*- (a) All posts in Grade 17 which were formerly borne on the cadre of the former Accounts Services and 25% of Grade 17 accounts posts in the T & T Department and Pakistan Post Office Department shall be borne on an Inter-Departmental Cadre. Posts in Grade 17 sanctioned after 20th August, 1973 will be distributed between the Departmental and Inter-Departmental Cadres in the ratio of 3:1. The Cadre shall in addition comprise all posts in Grade 18 and above in the Accounts Group. Officers of the Inter-Departmental Cadre will be transferable from one Department to the other.

(b) Appointments to posts in Grade 17 on the initial formation of the Inter-Departmental Cadre will be made by allocating posts to the promotee officers and the direct recruits in Grade 17 in the ratio of 50 : 50, on year-to-year basis. Future appointments to Grade 17 posts in the cadre will also be made by allocating vacancies arising in that pay scale to officers of the Departmental Cadre and the direct recruits in the ratio of 50 : 50. The ratio is subject to review after 5 years.

(c) All officers who are holding posts in Grade 18 and above on regular basis shall be deemed to have been appointed to the Inter-Departmental Cadre in their respective Grades.

(d) The number of Grade 17 officers of a department approved for induction in the Inter-Departmental Cadre shall not exceed 50% of the number of Grade 17 posts contributed by that department to the Inter-Departmental Cadre.

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<sup>2</sup>Subs *vide* Estt. Division  
O.M.No.2/1/75-ARC, dated 3-3-1976.

(e) The probationer officers recruited on the results of the competitive examination held by the Federal Public Service Commission who, after completion of integrated training at the

Academy for Administrative Training, are allocated to the Accounts Group, will undergo common departmental training, to be followed by an examination the details of which will be prepared by the Auditor General. Thereafter, they will be allocated to a particular Accounts Department. They will ordinarily remain in that Department until they get promotion to the next higher Grades].

\*[5. Posts in Grade 18 and above will be filled by promotion of officers of the Inter-Departmental Cadre in accordance with the prescribed procedure.]

6. *Secretariat Posts.*- Officers of Accounts Departments will be eligible for Secretariat posts and will be selected, after written tests and interviews, for posts in Grades 19 and 20, *i.e.* Deputy Secretary and Joint Secretary. These posts will be in a common pool to which officers of all Federal and Provincial departments will be eligible. Instead of making selection as and when vacancies occur, panels of officers for appointment to these posts would be prepared after tests as mentioned above. These panels will be prepared twice a year. Those selected for Deputy Secretary and Joint Secretary's posts would be put through a training programme of 3-4 months. Their final selection would be made after satisfactory completion of training. No posts of the rank of Deputy Secretary and Joint Secretary or equivalent in the Provincial Secretariat or the Federal Secretariat, tenable by officers of All-Pakistan Unified Grades would be filled except from these panels. (Relaxation will be made with Prime Minister's approval in individual cases).

7. For posts in Grades 21 and 22 *i.e.* Additional Secretaries and Secretaries and equivalent, the selection would be made from Government servants of Grade 20 and above and also from amongst professionally qualified persons from the private sector.

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\*Subs *vide* Estt. Division  
O.M. No. 2/1/75-ARC, dated 3-3-1976.

8. *Lateral entry.*- In order to meet shortages of officers in the Accounts Group, or to meet specific requirements, appointments may be made to posts in the Accounts Group in any grade by recruitment

through lateral entry of persons engaged in a profession, or in the service of a corporation or private organization, who possess such professional qualifications and experience as the President may from time to time determine. Similarly, officers of the Accounts Group may be posted to appropriate posts in corporations and private organizations under Government management and control.

9. *Seniority: (i) Grades 1 to \* [17] .-* \*\*[Save as provided in (ii) below,] separate Department-wise seniority lists would be maintained for all posts in Grade 1 to \* [17] as hitherto on the basis of continuous regular officiation in the Grade. To meet shortages in a particular grade, and to ensure an even pace of promotion of employees in different Departments, it would be permissible to order transfer from one Department to another.

\*\*\*[(ii) *Grade 17 (Inter-Departmental Cadre).*- (a) A separate seniority list will be maintained in respect of Grade 17 officers of the Inter-Departmental Cadre;

(b) The promotee officers adjusted in a particular year will be placed senior to the direct recruits of that year;

(c) The *inter-se* seniority of direct recruits of a year or batch will be determined on the basis of the order of merit of the Probationers determined at the time of final passing out from the Academy for Administrative Training.

(d) The *inter-se* seniority of the Departmental officers inducted in the Inter-Departmental Cadre in a particular year shall be determined according to the date of their regular continuous officiation.]

\*Added *vide* Estt. Division O.M. No.2/1/75-ARC, dated 3-3-1976.

\*\*Added *ibid*.

\*\*\*Subs *ibid*.

(iii) *Grade 18 and above.*- Seniority will be determined in each grade from the date of regular continuous officiation in the grade.

10. *Departmental Examination.*- The present departmental examination for promotion to posts in Grade 16 will continue to operate.

11. *Provision for accelerated promotion to posts in Grade 17.*- To enable bright young persons who have failed to secure through competitive examination conducted by Federal Public Service Commission direct entry to Grade 17 posts, to get another opportunity to compete for these posts, or to get accelerated promotion within the Department, the following two provisions are made:-

- (a) They can appear in competitive examination upto the age of 30 years provided they have put in at least 2 years service. At present this relaxation is admissible upto the age of 28 years and is allowed only if one has not previously appeared in the examination. In future two chances will be allowed after one has entered Government service.
- (b) There will also be a departmental examination under which departmental candidates can be considered for accelerated promotion in their own department. The upper age limit for this will be \* [45] years for the first examination, 40 years for the next examination and 35 years for all subsequent examinations.

The Auditor General will prepare a scheme for the Departmental Examination at (b) above and obtain the approval of the Ministry of Finance and the Establishment Division. Promotion on accelerated basis through the above examination will, subject to availability of suitable departmental candidates, be limited to a

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\*Added *vide* Estt. Division  
O.M.No.2/1/75-ARC, dated 3-3-1976.

maximum of 25% of the total vacancies. \* [ ]

\*[12. The Inter-Departmental Cadre will be administered by the Auditor General and the Departmental Cadres by the respective Heads of Department. The Auditor General will prepare and maintain a gradation list of all officers in Grade 17 and above in the Inter-Departmental Cadre while the Departmental Heads will maintain seniority lists of officers and staff in Grade 17 and below in the Departmental Cadres.

13. The other existing arrangements with regard to personnel management of the various Accounts Departments and cadres will continue. The Auditor General, in liaison with the Departments concerned, will be responsible for the smooth implementation of the instructions. Any major difficulties which may arise will be resolved in a meeting of the Establishment Secretary, the Finance Secretary and Auditor General].

[Authority.- Estt. Division O.M.No.1/2/74-ARC, dated 23-1-1974].

## **Commerce and Trade Group**

### *Sl. No. 2*

In pursuance of the Administrative Reforms, it has been decided to form another occupational group to be called the "Commerce and Trade Group". The Group shall comprise posts in the following Departments and such other posts as may be included in the group from time to time.

- (i) Export Promotion Bureau.
- \*\* (ii) Import and Export (Control) Department.
- \*\* (iii) Tariff Commission.
- (iv) Cotton Board.
- (v) Department of Insurance.

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\*Omitted & Added *vide* Estt. Division O.M.No.2/1/75-ARC, dated 3-3-1976.

\*\*In view of the recent decisions of the Government these departments stands transferred to other Ministries/Divisions.

- \* (vi) Trade Marks Registry.

2. The Group will be under the administrative control of the Ministry of Commerce and will function within the following framework of rules and procedure.

3. *Grades 1 to 16.*- Each Department/ Office will operate separately as hithertofore. The existing instructions in regard to direct recruitment and promotion quotas, the composition of Departmental Promotion and Selection Committees, the Appointing Authorities for various grades etc. will continue to apply. The provisions of recruitment rules already framed for various categories of posts with the approval of Establishment Division will also continue to apply. All posts to be filled by direct recruitment will be advertised, except posts in Grade 16 which will be reported to the Federal Public Service Commission.

4. *Grade 17.*- \*\*[Sixty per cent of posts in Grade 17 will be filled through competitive examination to be conducted by the F.P.S.C. and 40% by promotion from amongst the Departmental incumbents holding posts in Grade 11 and above.] After completion of integrated training at the Academy for Administrative Training, the probationer officers allocated to the "Commerce and Trade Group" will undergo common Departmental training to be followed by a departmental examination, the details of which will be worked out by the Secretary, Ministry of Commerce, in consultation with this Division and the Federal Public Service Commission. Thereafter, they will be allocated to a particular Department. They will ordinarily remain in that Department until they get promotion to the higher grade. With the exception of very special cases, there will be no horizontal movement at this stage from one Department to the other.

5. *Grade 18 and above.*- Posts will be filled by promotion or direct recruitment in accordance with the procedure laid down

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\*In view of the recent decisions of the Government these departments stands transferred to other Ministries/Divisions.

\*\*Subs vide Estt. Division O.M. No. 3/3/86-CP-2 dated 8-9-1987.

in the Civil Servants (Appointment, Promotion and Transfer) Rules,

1973 and other instructions issued from time to time or by horizontal movement of suitably qualified and experienced officers from other groups. The officers in all Departments will be administered jointly.

6. *Eligibility for posts in the Secretariat.*- Officers of Commerce and Trade Group will be eligible for Secretariat posts *i.e.* Deputy Secretary and Joint Secretary, by horizontal movement, as well as by lateral entry through examination etc.

7. *For posts in Grades 21 and 22.*- Additional Secretaries and Secretaries and equivalent, the selection would be made from amongst Government servants of Grade 20 and above and also from amongst professionally qualified persons from other occupational groups as well as the private sector.

8. *Lateral entry.*- In order to meet shortages of officers in the Commerce and Trade Group or to meet specific requirements, appointments may be made to posts in the Group in any grade by recruitment through lateral entry of persons engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time. Similarly, officers of this group may be posted to appropriate posts in corporations and private organizations under Government management and control.

9. *Seniority: Grades 1 to 16.*- Separate Department-wise seniority lists would be maintained for all posts in Grades 1 to 16 as hithertofore, on the basis of continuous regular officiation in the grade.

10. *Seniority: Grade 17.*- All officers of Grade 17 will be borne on the combined seniority list of the "Commerce and Trade Group". The inter-se seniority of direct recruits to Grade 17 will be determined on the basis of marks obtained at the Federal Public Service Commission examination and the assessment during training at the Training Institutes/Academies. Those recruited direct on the basis of interview only shall reckon their seniority from the date of appointment. The seniority of officers promoted to Grade 17 will be

determined with reference to the dates of their regular continuous officiation in Grade 17. As for seniority of direct recruits vis-a-vis promoted officers, the direct recruits of a particular year will as a class rank junior to the promoted officers of that year.

11. *Seniority: Grade 18 and above.* - Seniority will be determined in each grade from the date of regular continuous officiation in the grade.

12. *Officers of other occupational groups working in the Departments referred to in para above.* - Such officers of other groups as may be working in posts now borne on the Trade and Commerce Group may be inducted into the Group subject to their option and suitability.

13. *Provision for accelerated promotions to posts in Grade 17.*- To enable bright young persons who have failed to secure, through competitive examination conducted by the F.P.S.C., direct entry to Grade 17 posts, to get another opportunity to compete for these posts, or to get accelerated promotion within the Department, the following two provisions are made:-

- (a) Those of age upto 30 years can appear in the competitive examination conducted by the FPSC provided they have put in at least two years Government service;
- (b) There will also be a Departmental Examination under which departmental candidates will be considered for promotion to posts in Grade 17. All officials having a minimum of five years Government service in Grade 11 and above employed in the Ministry of Commerce, its Attached Departments and Subordinate Offices which are included in the Commerce and Trade Group, will be eligible to appear in this Examination provided they are otherwise eligible. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination, and

35 years for all subsequent examinations.

14. The Secretary, Ministry of Commerce will prepare a scheme for the Departmental Examination at (b) above and obtain the approval of Establishment Division. Subject to availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 25% of the total vacancies and these promotions will be reckoned against the [promotion quota].

15. The existing arrangements with regard to personnel management of the "Commerce and Trade Group" will continue under the overall supervision of the Ministry of Commerce who will prepare gradation lists of all officers in Grade 17 and above. Each department under the Ministry of Commerce will prepare, issue and maintain seniority lists of Grade 16 and below. The Ministry of Commerce will submit periodical reports to the Establishment Secretary. Any major difficulty which may arise in the implementation of these instructions will be resolved in a meeting of the Establishment Secretary and the Secretary, Ministry of Commerce.

[Authority.- Estt. Division O.M. No. 6/2/75-ARC, dated 8-5-1975].

### **Customs and Excise Group**

*Sl. No. 3*

In pursuance of the Administrative Reforms, it has been decided to constitute the "Customs and Excise Group". The group shall comprise all posts in the Customs and Central Excise Department. The overall administration of this group will remain with the Central Board of Revenue under the Ministry of Finance.

\*Subs. vide Estt.Division O.M. No.3/3/86-CP.2 dated 8-9-1987.

It will function within the following broad framework of rules and regulations.

2. *Grade 1 to Grade 16.*- The existing instructions with regard to direct recruitment and promotion quotas, the composition of Departmental Promotion and Selection Committees, the appointing authorities for various grades, etc., will continue to apply as hithertofore. All posts to be filled by direct recruitment will be advertised except posts in Grade 16 which will be reported to the Federal Public Service Commission.

3. *Grade 17.*- 75% posts in Grade 17 will be filled through competitive examination conducted by the Federal Public Service Commission and 25% through promotion. After completion of one year's training at the Academy for Administrative Training, the probationer officers allocated to this group will undergo departmental and on-the-job training to be followed by an examination. Officers promoted to Grade 17 may also be required to undergo such departmental training as the Central Board of Revenue may prescribe.

4. The following provisions are being made to enable educationally qualified persons in Grade 16 and below to secure entry in Grade 17:-

- (a) They can appear in the competitive examination upto the age of 30 years provided they have put in at least 2 years service. A maximum of two chances will be allowed after one has entered Government service.
- (b) There will also be a departmental examination under which departmental candidates can be considered for accelerated promotion in their own department. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination, and 35 years for all subsequent examinations.

The Central Board of Revenue will prepare a scheme for the departmental examination at (b) above and obtain the approval of the Ministry of Finance and Establishment Division. Subject to

availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 20% of the total vacancies and these promotions will be reckoned against the direct recruitment quota.

5. *Grade 18 and above.*- The procedure for promotion and other matter; as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, will be observed subject to the length of service as prescribed in Establishment Division O.M. No. 3/7/74-AR-II, dated the 29th May, 1974, namely:-

For Grade 18.....5 years service in Grade 17.

For Grade 19.....12 years service in Grade 17 and above.

For Grade 20.....15 years service in Grade 17 and above.

6. *Secretariat Posts.*- Officers of this group will be also eligible for Secretariat Posts (Deputy Secretary and above) to which appointment is made through examination or by horizontal movement with the approval of the Central Selection Board.

7. *Lateral entry.*- In order to meet shortages of officers in this Group or to meet specific requirements, appointments may be made to posts in the Group in any Grade by transfer from other Groups, or by recruitment through lateral entry of persons engaged in a profession, or in the service of a corporation or private organisation, who possess such professional qualifications and experience as may be prescribed from time to time. Similarly, officers of this Group may be posted to appropriate posts in corporations under Government management and control.

8. *Seniority-(i) Grades 1 to 16.*- Seniority lists for all posts in Grades 1 to 16 would be maintained as hithertofore on the basis of continuous regular officiation in the Grade.

(ii) *Grade 17.*- The *inter se* seniority of direct recruits to Grade 17 will be determined on the basis of order of merit, of probationers determined at the time of final passing out from the Academy for Administrative Training. The *inter se* seniority of the

promoted officers to Grade 17 shall be determined according to the date of their regular continuous officiation in Grade 17. Direct recruits of a particular year, however, shall as a batch be placed junior to the officers promoted to Grade 17 in that year.

(iii) *Grade 18 and above.*- Seniority in each grade will be determined from the date of regular continuous officiation in the grade.

9. The existing arrangement with regard to personnel management of the Customs and Central Excise Department will continue under the overall supervision of the Central Board of Revenue and the Ministry of Finance. The Central Board of Revenue will prepare gradation list of all officers in Grade 16 and above. The lists will be prepared Grade-wise. Each Collector of Customs and Central Excise will prepare, issue and maintain seniority lists of Grade 15 and below.

10. The Central Board of Revenue will submit periodical reports to the Establishment Secretary. Any major difficulty which may arise in the implementation of these instructions will be resolved in a meeting of Establishment Secretary and the Chairman of the Central Board of Revenue.

*[Authority.- Estt. Division O.M. No. 5/2/75-ARC, dated 9-5-1975].*

### **District Management Group**

*Sl. No. 4*

In continuation of Establishment Division Office Memorandum No. 1/2/74-ARC, dated the 23rd January, 1974, regarding the formation of the Accounts Group, it has been decided with Prime Minister's approval to constitute another occupational group called the District Management Group, comprising field posts in the civil administration of the district and the division viz. Commissioner, Deputy Commissioner, Additional Deputy Commissioner, Assistant Commissioner and such other posts as may

be included in the group from time to time.

2. The District Management Group will function within the following framework of rules and procedure. These instructions will apply to members of All Pakistan Unified Grades and to all other Government servants holding the posts specified in the Schedule of Cadre Strength of the Civil Service of Pakistan (now called All-Pakistan Unified Grades).

3. *Grades 17-19.*- Recruitment to Grade 17 will continue to be made through Federal Public Service Commission as hitherto fore except to the extent the posts have to be filled through promotion. Separate orders in this regard will be issued. After completion of integrated training at the Academy for Administrative Training, the probationer officers allocated to District Management Group will undergo departmental training as hitherto fore to be followed by an examination. Promotion to Grades 18 and 19 will be made by the Central Selection Committee as explained in subsequent paragraphs.

4. In view of the importance of the post of Deputy Commissioner which at present is a Grade 18 post carrying special pay, it has been decided as follows:-

- (i) The post of Deputy Commissioner would be a selection post and selection will be made from amongst officers having at least 10 years service in Police, Armed Forces, Civil Administration or Military Lands and Cantonments Departments. The selected persons shall be given training in administration and law, if necessary, before posting as Deputy Commissioner.
- (ii) To ensure appointments of experienced persons, the post of Deputy Commissioner in major Districts will be placed in Grade 19. As in other groups, for promotion to Grade 19 a minimum service of 12 years in Grade 17/18 shall be a condition precedent.

5. *Grade 20.*- Promotion to Grade 20 shall be made by selection from officers of the group who have had at least 15 years of service in Grades 17-19.

6. *Secretarial Posts.*- As in other occupational groups, officers of this group will be eligible for Secretariat appointments in accordance with the procedure already prescribed. The officers will be selected, after written tests and interviews, for posts of Deputy Secretary and Joint Secretary in the Central Government and equivalent posts in the Provincial Secretariat. These posts will be in a common pool to which officers of all Federal and Provincial Departments will be eligible. Those selected for Deputy Secretary and Joint Secretary or equivalent posts would be put through a training programme of 3-4 months. Their final selection would be made after satisfactory completion of training. No posts of the rank of Deputy Secretary and Joint Secretary in the Federal Secretariat, or their equivalent in the Provincial Secretariats tenable by officers of All-Pakistan Unified Grades would be filled except from these panels. Relaxation will be made with Prime Minister's approval in individual cases.

7. *Grades 21-22.*- For posts of Additional Secretaries and Secretaries to the Central Government and equivalent posts in the Provincial Governments, selection would be made from Government servants of various occupational groups in Grade 20 and above and also from amongst professionally qualified persons from the private sector.

8. *Lateral entry.*- To bring in fresh blood and to relieve shortages, if any, at various levels, lateral entry will be resorted to. Lateral entry selections will be made only by the Federal Government.

"9. \**Seniority.*- (i) Seniority *inter-se* of direct recruits to Grade 17 appointed in a batch to the District Management Group on the results of the competitive examination held by the F.P.S.C.

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\*Subs *vide* Estt. Division O.M. No. 2/2/74-ARC, dated 14-12-1976. This amendment takes effect from the date of issuance of Estt.

Division O.M.No.2/2/74-ARC, dated 23-2-1974.

shall be determined on the basis of the order of merit of the probationers determined at the time of final passing out from the Academy for Administrative Training. Seniority of direct recruits to Grade 17 appointed otherwise than through the competitive examination held by the FPSC shall be determined on the basis of the date of continuous regular officiation in that grade in the District Management Group. If the date of continuous regular officiation is the same, the older in age shall rank senior.

(ii) Seniority in Grade 18 and above shall be determined on the basis of the date of continuous regular officiation in the grade provided that those who are selected for promotion to a higher grade in one batch shall, on their promotion to the higher grade retain their *inter se* seniority as in the lower grade.

(iii) Gradation list of officers in All-Pakistan Unified Grades would be issued by the Establishment Division periodically."

10. Under Article 240 of the Constitution appointments to and conditions of service of persons in the All-Pakistan Services (now All Pakistan Unified Grades) are to be determined by the Federal Government. The concept of All-Pakistan Services has been retained in the Constitution with a broader national purpose, *viz.* national integration and cohesion. It is, therefore, emphasized that all matters pertaining to the appointment, promotion, transfer, etc. of members of the All-Pakistan Unified Grades are the responsibility of Federal Government.

11. In the past substantive appointments to posts in Grade 18 were made on the recommendations of the Federal Public Service Commission by the Federal Government after consulting the Provinces concerned. This procedure was, however, reduced to a mere formality as the Provinces who were permitted to make officiating appointments on temporary basis continued such appointments without interruption. For appointments to Grades above 18, no reference to Federal Public Service Commission was necessary; in their case recommendations were made by the

Provinces to the Federal Government and with their approval promotions were made. While making officiating appointments or making recommendations for promotions, the Provinces usually considered only those Government servants who were working within their jurisdiction. The cases of senior persons with good record of service working at the Centre or in other Provinces were generally not considered by the Provinces. This procedure now requires modification for various reasons. Firstly, under the revised procedure consultation with Federal Public Service Commission in the matter of substantive promotion to Grade 18 is no longer necessary and, therefore, distinction between officiating and substantive appointments is no longer valid. Secondly, as a result of the introduction of the administrative reforms a number of officers from other services have been inducted into All-Pakistan Unified Grades (which replaces All Pakistan Services). It is, therefore, necessary that their claim for promotion should also be fully taken into account before making appointments to higher Grades.

12. It has, therefore, been decided that:

- (i) A Central Selection Committee under the Establishment Secretary in which Chief Secretaries of the Provinces would be associated would make recommendations for promotion to Grade 18 and above. For appointments in the Provinces, the cases will be first submitted to Governor/Chief Minister as at present before submitting the cases to the Prime Minister for approval. Instead of making recommendations in each case of promotion, panels of names for promotion to higher Grades would be prepared periodically so that whenever vacancies have to be filled at short notice, action would be taken without any delay.
- (ii) No officer above a certain seniority should remain in the same Province for a period of more than 5 years. The Central Selection Committee referred to above will look into the implementation of this decision.

[Authority.- Estt. Division O.M. No. 2/2/74-ARC, dated 23-2-1974 as amended *vide* Estt. Division O.M. of even number dated 14-12-1976].

*Sl. No. 5*

The Federal Government in pursuance of para 4 (ii) of the Establishment Division O.M. No. 2/2/74-AR. II, dated the 23rd February, 1975, agree to the classification of the following districts as major districts and placing of posts of Deputy Commissioner of these districts in Grade 19:

Sindh	N.W.F.P.	Punjab	Balochistan
Hyderabad	Peshawar	Quetta	Lahore
Rawalpindi	Sukkur	D.I. Khan	Zhob
Multan	LarkanaSwat	Abbottabad	Loralai
Faisalabad	Karachi		Kohlu Agency
Sargodha			Nasirabad
Bahawalpur			
Khuzdar			
Sahiwal			Mekran
Gujranwala			

Placement of the posts in Grade 19 does not imply automatic upgradation of the incumbent of the posts. The Provincial Government will refer the case of promotion to Grade 19 against these posts to the Establishment Division in accordance with the normal procedure.

[Authority.- Estt. Division Additional Secretary's d.o. letter No.3/16/ 74-ARC-II, dated the 30-8-1975 addressed to Provincial Governments].

**Economists and  
Planners Group**

*Sl. No. 6*

In pursuance of the Administrative Reforms, it has been decided to constitute another occupational group to be called

"Economists and Planners Group" comprising all posts of Economists, Chief, Deputy Chief, Assistant Chief, Research Officers, Planning Officers and Economic Investigators in the Economic Sections of the Planning Division, Economic Affairs Division and Finance Division and posts in other Ministries, Divisions and Departments of the Federal Government dealing exclusively with economic matters and planning and development in the economic field. For this purpose the Ministries and Divisions concerned shall communicate to the Planning and Development Division the number and Grades of all such posts under their administrative control, together with a nominal roll of the incumbents of these posts showing dates of their regular appointment in their present Grades. Based on the information supplied by the Ministries and Divisions, the Planning and Development Division shall prepare a schedule of posts to be included in the Economists and Planners Group and forward it to the Establishment Division for approval.

2. The Economists and Planners Group will be under the administrative control of the Planning and Development Division, and will function within the following broad framework of rules.

3. *Grades 1 - 16.*- Each Ministry/Division/Department will operate these posts separately as heretofore subject to the overall supervision of the Planning and Development Division. The existing rules, regulations and instructions in regard to direct recruitment, promotion quotas, composition of Promotion and Selection Committee, appointing authorities for various grades etc. will continue to apply as heretofore. The provisions of recruitment rules already framed for various categories of posts with the approval of the Establishment Division will also continue to apply. All posts to be filled by direct recruitment will be advertised.

4. *Grade 17.*- Initial entry to grade 17 will be made from amongst such probationers, recruited through the competitive examination conducted by the Federal Public Service Commission, as are in possession of the prescribed academic qualifications. After the initial institutional training, the probationers officers will be given such departmental training as may be prescribed, to be followed by

an examination the details of which will be prepared by the Planning and Development Division. Thereafter, they will be allocated to various posts in different Ministries/ Divisions/ Departments. They will ordinarily remain in the Ministries/ Divisions/Departments of their original posting until they get promotion to the next higher grade. With the exception of very special cases, there will be no horizontal movement at this stage from one Ministry/Division/Department to the other.

5. 75% of posts in grade 17 will be filled by direct recruitment and 25% through promotion on the basis of selection.

6. *Grade 18 and above.*- 33% posts in grades 18, 19 & 20 would be filled by promotion if suitably qualified and experienced persons are available. The remaining 67% would be filled by direct recruitment, or transfer, of persons possessing such qualifications and experience as may be prescribed. Direct recruitment will be made through the Federal Public Service Commission.

7. All posts in grade 17 and above will be selection posts.

8. The procedure for promotion and other matters as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 will be observed.

9. Officers of this group will be eligible for appointment to equivalent posts in the Secretariat and other Groups by horizontal movement, and to posts in higher grades in the Secretariat Group in accordance with the prescribed procedure.

10. *Lateral entry.*- In order to meet existing deficiency in grades 17 and 18, the Planning and Development Division will prepare a scheme for recruitment of young economists possessing Master's Degree in Economics and for their training in Pakistan and abroad (in Ph.D. Fellowships etc.) and submit it to the Establishment Division for approval.

11. To meet specific requirements, appointments may also be

made to posts in the Group in any grade by recruitment through lateral entry of persons either in Government service, or engaged in a profession or in the service of a corporation, or private organization, who possess professional qualifications and experience as may be prescribed for the posts from time to time. Similarly, officers of the Economists and Planners Group may be posted to appropriate posts in corporations and public sector organizations under Government management and control.

12. *Seniority.- Grade 1 to 16.-* Separate Division-wise/ Department-wise seniority lists would be maintained for all posts in grades 1 to 16 as hithertofore. The seniority as already determined in various grades under the previous rules before the promulgation of the Civil Servants Ordinance, 1973, *i.e.* before 15th August, 1973, shall not be disturbed. However, seniority of persons promoted to higher grades on or after 15th August, 1973 shall be determined on the basis of the date of regular appointment to the grade, provided the persons who are selected for promotion to a higher grade in one batch shall, on their promotion to the higher grade, retain their *inter se* seniority in the lower grade.

13. *Grade 17.-* All officers of grade 17 will be borne on a combined seniority list of the "Economists and Planners Group". The *inter-se* Seniority of the direct recruits to grade 17 will be determined on the basis of the order of merit of the probationers determined on the conclusion of training. The *inter se* seniority of officers promoted to grade 17 will be determined with reference to the dates of their regular appointment in grade 17 provided that officers who are selected for promotion to that grade in one batch shall, on their promotion, retain their *inter se* seniority in the lower grade As for seniority of direct recruits *vis-a-vis* promoted officers, the direct recruits appointed in a particular year will, as a class, rank junior to the officers appointed by promotion on regular basis in that year.

14. *Grade 18 and above.-* Seniority will be determined in each grade from the date of regular appointment to the grade provided that officers who are selected for promotion to higher grade in one batch shall, on their promotion to a higher grade, retain their

*inter se* seniority in the lower grade. Those appointed by direct recruitment, if more than one person is selected in one batch, shall be assigned seniority in accordance with the order of merit determined at the time of selection provided the selected persons join within the prescribed time.

15. *Provision for accelerated promotion of posts in grade 17.*- To enable bright young persons in the Group who fail to secure direct entry to Grade 17 posts through the Federal Public Service Commission to get another opportunity to compete for these posts or to get accelerated promotion to Grade 17 within the department, the following provisions are made:-

- (a) Officials of age upto 30 years can appear in the competitive examination conducted by the Federal Public Service Commission provided they have put in at least two years Government Service. Not more than two chances will be allowed after one has entered Government service;
- (b) There will also be a departmental examination for departmental candidates for accelerated promotion to posts in Grade 17. Subject to possession of such minimum qualifications as may be prescribed, all officials having a minimum of 5 years Government service in Grade 11 and above in the Group will be entitled to appear in this examination. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination and 35 years for subsequent examinations.

16. The Secretary, Planning and Development Division will prepare a scheme for departmental examination mentioned in para 15 and obtain the approval of the Establishment Division. Promotion on accelerated basis through the above examination will, subject to availability of suitable departmental candidates, be limited to the maximum of 25% of the total vacancies in Grade 17 and these promotions will be reckoned against the direct recruitment quota.

17. The existing arrangements with regard to personnel management of various posts and cadres in the "Economists and Planners Group" will continue but the Secretary, Planning and Development Division in liaison with the Ministry/Division/Department concerned will be responsible for the smooth implementation of the above instructions. He will prepare grade-wise gradation list of all officers in Grade-17 and above. Any major difficulties which may arise in the implementation of these instructions will be resolved in a meeting of the Establishment Secretary, the Secretary Planning & Development Division and such other Secretary or Secretaries as may be coopted.

[Authority.- Estt. Division O.M.No.10/2/75-ARC, dated 25-3-1976].

**\*Foreign Service  
of Pakistan**

*Sl. No.7*

In continuation of Establishment Division Office Memorandum No. 1/2/74-ARC, dated the 23rd January, 1974, it has been decided with the Prime Minister's approval to constitute another occupational group called the "Foreign Affairs Group" comprising all posts in or under the Ministry of Foreign Affairs. The group will be under the administrative control of the Foreign Ministry and will function within the following framework of procedure, rules and regulations etc.

2. *Grade 1-16.*- These comprise posts of Peons, Daftries, Clerks, Assistants, Stenographers and Office Superintendents. Recruitment will be partly by promotion and partly direct recruitment in accordance with the Civil Servants (Appointment,

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\*The nomenclature of the Foreign Affairs Group changed to a "Foreign Service of Pakistan" vide Estt. Division Notification No. S.R.O. 936(I)/83, dated 29-9-1983.

Promotion and Transfer) Rules, 1973. As provided in the rules, where appointments are to be made from outside, the posts will be advertised.

3. *Grade 17.*- Initial entry to Grade 17 in the Foreign Affairs Group will continue to be made as at present through competitive examination conducted by Federal Public Service Commission. On completion of one year's training at the Academy for Administrative Training, suitable candidates would be allocated to Foreign Affairs Group on the basis of their ability and aptitude. Thereafter, they would be given departmental or on-the-job training in such a manner that they are exposed to Commercial, Press etc., as well as Diplomatic work.

4. As in the case of Accounts Group, the following two provisions are being made to enable educationally qualified persons in Grade 16 and below to secure entry in Grade 17.

- (a) They can appear in the competitive examination conducted by F.P.S.C. upto the age of 30 years provided they have put in at least 2 years services.
- (b) There will be a departmental examination under which departmental candidates would be considered for promotion to Grade 17. The age limit for this examination will be 35 years. Such departmental examination will be held by FPSC. Those promoted Grade 17 will be initially appointed as Section Officers at Headquarters. After training and a spell of duty at Headquarters they would be eligible for posting abroad.

5. *Grade 18.*- Promotion to Grade 18 will be from amongst Government servants of Grade 17 who have rendered at least 5 years of service in that Grade.

6. *Grades 19 and 20.*- The existing procedure governing promotions to these Grades would, by and large, remain the same.

As in the case of Secretariat Officers, promotion to Grade 20 will be on the basis of written test and as well as Annual Confidential Reports. The minimum length of service for promotion to Grade 19 and 20 will respectively be 12 years and 15 years in Grade 17 and above.

7. *Grades 21 and 22.*- Selection will be made from Government servants in Grades 20 and above.

\*8. *Transfer of officers from other Ministries.....*

9. *Lateral entry.*- In view of our expanding requirements to man posts abroad and the need for greater circulation of officers of the Foreign Affairs Group to other Ministries, the cadre strength of the Foreign Affairs Group will be kept constantly under review and lateral entry resorted to whenever and in whichever Grade there is shortage. But apart from the need to meet such shortages, there would be regular lateral entry each year at 1st Secretary/Director and Minister/Director General levels for continuous enrichment of the Foreign Affairs Group by induction of fresh blood from the private sector as well as other occupational groups. For the next few years the Ministry of Foreign Affairs would submit a report every three months as to how the lateral system is working. On this report, the comments of the Establishment Division would be obtained before submission to the Prime Minister.

10. *Exposure to other Ministries.*- In order to equip them better for diplomatic work officers of the Foreign Affairs Group, in the course of their assignment in Pakistan, would be exposed to the work relating to Trade and Commerce, Planning, Public Relations and Publicity and Economic matters. They would be posted, on short term secondments, to Ministries/Organisations/ Corporations etc. dealing with these and allied subjects.

11. *Secretariat Officers working in Foreign Office.*- There are at present a large number of Grade 17 and Grade 18 officers

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\*Note.-The administrative control of these posts would now revert to the respective Ministries

and Divisions who exercised such control before the formation of Foreign Affairs Group.

belonging to the former Central Secretariat Service who are working in the Foreign Ministry and in Missions abroad. Some of them who are suitable would be permanently inducted into the Foreign Affairs Group and the rest would be withdrawn in a phased programme.

12. *Personnel Wing of the Foreign Ministry.*- The two top posts in the Personnel Wing of the Ministry of Foreign Affairs will be manned by officers, not belonging to Foreign Affairs Group.

13. *Seniority etc.*- A Unified Gradation List of officers of the Foreign Affairs Group will be prepared by the Ministry of Foreign Affairs, taking into account the above decisions and in accordance with the principles already adopted for other groups *viz*-the seniority in each Grade will be determined from the date of appointment to that Grade. The strict application of this rule may create hardship in certain cases as for example some Section Officers of former CSS cadre are in Grade 18 while most of the Directors are also in Grade 18. Such anomalies have to be removed. To do this and to resolve any major difficulty that may arise as a result of the application of these instructions in regard to seniority a committee has been set up consisting of the Foreign Secretary (Administration) and Establishment Secretary.

[*Authority.*- Estt. Division O.M. No. 3/2/74-ARC, dated 8-4-1974, as amended *vide* O.M.of even numbers dated 21-9-1976, 30-1-1978 and 28-2-1978].

### **Income tax Group**

*Sl. No. 8*

In pursuance of the Administrative Reforms, it has been decided to constitute the "Income Tax Group". The group shall comprise all posts in the Income Tax Department. The overall administration of this group will remain with the Central Board of Revenue under the Ministry of Finance. It will function within the following broad framework of rules and procedure:-

2. *Grades 1 to 16.*- The existing instructions with regard to direct recruitment and promotion quotas, the composition of Departmental Promotion and Selection Committees, the appointing authorities for various Grades, etc. will continue to apply as hithertofore. All posts to be filled by direct recruitment will be advertised except posts in Grade 16 which will be reported to the Federal Public Service Commission.

3. *Grade 17.*- 75% of the posts in Grade 17 will be filled through competitive examination conducted by the Federal Public Service Commission and 25% through promotion. After completion of one year's training at the Academy for Administrative Training, the probationer officers allocated to this group will undergo departmental and on-the-job training to be followed by an examination. Officers promoted to Grade 17 may also be required to undergo such departmental training as the Central Board of Revenue may prescribe.

4. The following provisions are made to enable educationally qualified persons in Grade 16 and below to secure entry in Grade 17:-

- (a) They can appear in the competitive examination upto the age of 30 years provided they have put in at least 2 years service. A maximum of two chances will be allowed after one has entered Government service.
- (b) There will also be a departmental examination under which departmental candidates can be considered for accelerated promotion in their own department. The upper age limit for this will be 45 years for the first examination, 40 years for the next examination and 35 years for subsequent examinations.

The Central Board of Revenue will prepare a scheme for the departmental examination at (b) above and obtain the approval of the Ministry of Finance and Establishment Division. Subject to

availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 20% of the total vacancies and these promotions will be reckoned against the direct recruitment quota.

5. *Grade 18 and above.*- The procedure for promotion and other matters as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, will be observed subject to the length of service as prescribed in Establishment Division O.M. No. 3/7/74. AR II, dated the 20th May, 1974, namely:-

For Grade 18 ..	5 years service in Grade 17.
For Grade 19 ..	12 years service in Grade 17 and above.
For Grade 20 ..	15 years service in Grade 17 and above.

6. *Secretariat Posts.*- Officers of this group will be eligible for Secretariat posts in All Pakistan Unified Grades in Grade 19 and above in accordance with the procedure prescribed for appointment to Secretariat posts of Deputy Secretary and above.

7. *Lateral Entry.*- In order to meet shortages of officers in this group or to meet specific requirements, appointments may be made to posts in the Group in any Grade by transfer from other Groups, or by recruitment through lateral entry of persons engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time. Similarly officers of this Group may be posted to appropriate posts in corporations and other organizations under Government management and control.

8. *Seniority.*- (i) *Grade 1 to 16.*- Seniority lists for all posts in Grade 1 to 16 would be maintained as hithertofore on the basis of continuous regular officiation in the Grade. The *inter se* seniority of direct recruits in Grade 16 in a particular year will be determined in accordance with the merit position obtained by them in the

competitive examination conducted by the Federal Public Service Commission.

(ii) *Grade 17.*- The *inter se* seniority of direct recruits in Grade 17 will be determined on the basis of order of merit of the probationers determined at the time of final passing out from the Academy for Administrative Training. The *inter se* seniority of officers promoted to Grade 17 will be determined with reference to the dates of their regular continuous officiation in the grade. As for seniority of direct recruits *vis-a-vis* promoted officers, the direct recruits of a particular year will as a class rank junior to the promoted officers of that year.

(iii) *Grade 18 and above.*- Seniority will be determined in each Grade from the date of regular continuous officiation in the Grade.

9. The existing arrangement with regard to personnel management of the Income Tax Department will continue under the overall supervision of the Central Board of Revenue and the Ministry of Finance. The Central Board of Revenue will prepare Gradation Lists of all officers in Grade 16 and above. The lists will be prepared Grade-wise. Each Commissioner of Income Tax will prepare, issue and maintain seniority lists of Grade 15 and below.

10. The Central Board of Revenue will submit periodical reports to the Establishment Secretary. Any major difficulties which may arise in the implementation of these instructions will be resolved in a meeting of the Establishment Secretary and the Chairman of the Central Board of Revenue.

[Authority.- Estt. Division O.M. No.4/2/75-ARC, dated 09-5-1975].

### **Information Group**

*Sl. No. 9*

In pursuance of the Administrative Reforms, it has been

decided to constitute another occupational group to be called "Information Group" which shall comprise all posts in the following Departments and Organizations and such posts in the \*Ministry of Information and Broadcasting as may be specifically included in the Group:-

- (i) Press Information Department and its Regional Information Offices.
- (ii) Directorate of Research and Reference.
- (iii) External Publicity Wing and its Offices in Pakistan Missions abroad.
- (iv) Border Publicity Organization and its Regional Offices.
- (v) Audit Bureau of Circulation and its Regional Offices.
- (vi) Directorate of Economic Publicity.
- (vii) Directorate of Films and Publications.

The group will be under the administrative control of the Ministry of Information and Broadcasting and will function within the following broad framework of rules and procedure.

2. The posts in Grade 17 and above included in the Information Group are detailed in the enclosed schedule (Annexure). The \*Ministry of Information and Broadcasting may, after consultation with the Establishment Division, add to, or remove any post from the Schedule. In addition, there will be a leave, training and deputation reserve as follows:-

- (1) Leave Reserve....10% of the duty posts.
- (2) Training and Deputation reserve....10% of the duty posts.

\*In the present context may be read as Ministry of Information & Media Development.

3. *Grades 1 to 16.*- Each Department and Organization will operate these posts as hithertofore. The existing instructions with regard to direct recruitment and promotion quotas, the composition of Promotion and Selection Committees, the Appointing Authorities for various Grades, etc., will continue to apply. All posts to be filled by direct recruitment will be advertised, except posts in Grade 16 which will be reported to the Federal Public Service Commission.

4. *Grade 17.*- Seventy-five per cent posts in Grade 17 will be filled through competitive examination conducted by the Federal Public Service Commission. After completion of training at the Academy for Administrative Training, the probationer officers allocated to the Information Group will undergo on-the-job departmental training to be followed by an examination prescribed by Ministry of Information and Broadcasting.

5. The remaining 25% posts will be filled by promotion on the basis of selection from amongst Grade 16 Officers of the Ministry of Information and Broadcasting and the Departments and Organizations included in the group.

6. *Grade 18 and above.*- The posts will be filled by promotion on the basis of selection from amongst eligible officers of the group in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and other instructions issued from time to time, or if no candidate is considered suitable from within the group by horizontal movement of suitably qualified and experienced officers from other groups. Government instructions regarding minimum length of service for eligibility for promotion to Grades 18, 19 and 20 will be observed.

7. *Eligibility for senior posts in the Secretariat.*- Officers of this group will be eligible for Secretariat posts *i.e.* Deputy Secretary and Joint Secretary, by horizontal movement, as well as by lateral entry through examination etc.

8. *Lateral entry.*- In order to meet shortage of officers in the

group or to meet specific requirements, appointment may be made in posts in the group in any Grade, by transfer from other groups or by recruitment through lateral entry of persons either in Government service or engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time. Such appointments shall be made through Federal Public Service Commission in consultation with the Establishment Division.

9. *Seniority:* (a) *Grades 1 to 16.*- In respect of Grades 1 to 16, separate seniority lists would be maintained for each Department and Organization included in the Information Group, as hithertofore, on the basis of continuous regular officiation in the Grade.

(b) *Grade 17.*- All officers of Grade 17 will be borne on a combined seniority list of the "Information Group". The *inter se* seniority of the direct recruits to Grade 17 will be determined on the basis of the order of merit of the probationers determined on the conclusion of training. The *inter se* seniority of officers promoted to Grade 17 will be determined with reference to the dates of their regular appointment in Grade 17 provided that officers who are selected for promotion to that Grade in one batch shall, on their promotion, retain their *inter se* seniority in the lower Grade. As for seniority of direct recruits *viz-a-viz* promoted officers, the direct recruits appointed in a particular year will, as a class, rank junior to the officers appointed by promotion on regular basis in that year.

(c) *Grade 18 and above.*- Seniority will be determined in each Grade from the date of regular appointment to the Grade; provided that officers who are selected for promotion to higher Grade in one batch shall, on their promotion to a higher Grade, retain their *inter se* seniority in the lower Grade. Those appointed by direct recruitment, if more than one person is selected in one batch, shall be assigned seniority in accordance with the order of merit determined at the time of selection provided the selected persons join within the prescribed time.

*Note.*- The seniority as already determined in various Grades

under the rules in force before the promulgation of the Civil Servants Ordinance, 1973 *i.e.* before 15-8-1973, shall not, as far as possible be disturbed. However, seniority of persons promoted to higher Grades on or after 15-8-73 shall be determined on the basis of the date of regular appointment to the Grade, provided that the persons who are selected for promotion to a higher Grade in one batch shall, on their promotion to the higher Grade, retain their *inter se* seniority in the lower Grade.

10. *Provision for accelerated promotion to posts in Grade 17.*- To enable bright young persons who have failed to secure through competitive examination conducted by Federal Public Service Commission direct entry to Grade 17 posts, or to get accelerated promotion within the Department, the following two provisions are made:-

- (a) Those of age upto 30 years can appear in the competitive examination conducted by the Federal Public Service Commission provided they have put in at least 2 years service.
- (b) There will also be a departmental examination under which departmental candidates will be considered for promotion to posts in Grade 17. All officials having a minimum of 5 years service in Grade 11 and above in the \*Ministry of Information and Broadcasting and the Departments and Organizations, which are included in the Information Group, will be eligible to appear in this examination, provided they fulfil the prescribed

\*In the present context may be read as Ministry of Information & Media Development.

conditions. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination and 35 years for all subsequent

examinations.

The \*Ministry of Information and Broadcasting will prepare a scheme for the departmental examination at (b) above and obtain the approval of Establishment Division. Subject to availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 25% of the total vacancies and these promotions will be reckoned against the direct recruitment quota.

11. The existing arrangements with regard to personnel management will continue under the over-all supervision of the Ministry of Information and Broadcasting who will prepare gradation lists of all officers in Grade 17 and above. Each Department under the \*Ministry of Information and Broadcasting included in the group will prepare, issue and maintain seniority lists in respect of Grade 16 and above.

12. The \*Ministry of Information and Broadcasting will submit periodical reports to the Establishment Secretary. Any major difficulties which may arise in the implementation of these instructions will be resolved in a meeting of the Establishment Secretary and the Secretary, \*Ministry of Information and Broadcasting.

*[Authority.- Estt. Division O.M. No. 2/8/75-ARC, dated 17-6-1977].*

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\*In the present context may be read as Ministry of Information & Media Development.

## ANNEXURE

\*SCHEDULE SHOWING POSTS IN BPS 17 AND ABOVE INCLUDED IN THE INFORMATION GROUP

NOMENCLATURE DEPARTMENT	BPS OF POST	NO.OF 1	WING/ POSTS
2	3	4	
	1. Audit Bureau of		Director
19	1		
Circulation, (Headquarters, Islamabad)	Deputy Director	18	1
	Assistant Director	17	1
Audit Bureau of Circulation, (Lahore/Karachi/ Peshawar/Quetta).	Assistant Directors	17	4
			Total : 7
2. External Publicity Wing, Islamabad.	Director General	21	1
	Minister (Informa- tion)(London/New Delhi)	20	2
	Directors	19	4
	Press Counselors (Bonn, Cairo, Dhaka, New York, Paris, Riyadh, Tehran, Washington)	19	8
	Deputy Directors	18	6
	Press Attaches (Abu Dhabi, Colombo, Canberra, Beijing, Ankara, Jeddah, Kuala-Lumpur,Kuwait London, New Delhi, Nairobi, Ottawa, Rome, Tokyo,Hong Kong, Jakarta, Washington)	18	17
	Assistant Directors	17	7
	Total :	45	
3. Internal Publicity	Director General	20	1
	Directors	19	3
	Deputy Directors	18	2
	Assistant Directors	17	3
			Total: 9

\*Subs vide Ministry of  
Information and Media Development O.M.No.1(5)/92-IC, dated 24-7-1993.

2	3	4	4.	1	Information
Director General	20	1			
Service Academy	Directors	19			2
	Deputy Directors	18			3
				Total :	6
5. Press Information	Director General	21			1
Department	Dy. Directors Genl.	20	2		
(Headquarters),	Directors	19		7	
Islamabad.	Deputy Directors	18		12	
	Assistant Directors/ Information Officers		17		32
PID (Regional	Director	19		1	
Information	Deputy Directors	18	3		
Office), Lahore					
PID (Sub-Office)	Deputy Directors	18	2		
Multan/Faisalabad	Information Officers		17		2
PID (Regional	Assistant Directors/ Information Officers	17		5	
Information					
Office) Lahore				Total :	13
PID (Regional	Director	19		1	
Information	Deputy Directors	18	2		
Office) Karachi					
PID (Sub-Office)	Deputy Director	18		1	
Hyderabad	Information Officer	17		1	
PID (Regional	Information Officers/ Assistant Directors	17		6	
Information					
Office)Karachi					
			Total:	11	
PID (Regional	Director	19		1	
Information	Deputy Directors	18	2		
Office)	Research Officer		17		1
Peshawar	Information Officers	17	2		

PID (Sub-Office) D.I. Khan	Information Officer	17	1	
	Total:	7		
PID (Regional Information Office) Quetta	Director	19	1	
	Deputy Directors	18	2	
	Information Officers	17	2	
	Total:		5	
PID (Regional Information Office) Gilgit	Deputy Director	18	1	
	Information Officer	17	1	
			1	
2	3	4		PID (Sub-Office)
	Information Officer	17	1	
Chilas			Total:	3
6. Directorate of Films and Publications (Headquarters)IBD.	Director General	20	1	
	Directors	19	2	
	Deputy Directors	18	2	
DFP (Lahore Office)	Deputy Director	18	1	
	Assistant Directors	17	2	
Directorate of Films and Publications (Headquarters)IBD.	Assistant Directors	17	4	
			Total:	12
7. Directorate General (Research and Reference) Ibd.	Director General	20	1	
	Directors	19	3	
	Deputy Directors	18	9	
	Assistant Directors	17	11	
			Total:	24
8. Central Zakat Administration Finance Div., Ibd.	Deputy Director (To be paid by Central Zakat Administration)	18	1	

(Besides there will be 10% deputation reserve and 10% leave reserve in each pay scale).

### **Military Lands and Cantonment Group**

#### *Sl. No. 10*

In pursuance of the Administrative Reforms, it has been decided to form another Occupational Group to be called "Military Lands and Cantonment Group". The Group shall comprise all posts in the Military Lands and Cantonment Department and such posts as may be included in the group from time to time.

2. The Group will be under the administrative control of the Ministry of Defence and will function within the following broad framework of rules and procedure.

3. *Grades 1 to 16.*- The existing instructions with regard to direct recruitment and promotion quotas, the composition of Departmental Promotion and Selection Committees, the Appointing Authorities for various Grades, etc. will continue to apply. The provisions of recruitment rules already framed for various categories of posts with the approval of Establishment Division will also continue to apply. All posts to be filled by direct recruitment will be advertised except posts in Grade 16 which will be reported to the Federal Public Service Commission.

4. *Grade 17.*- Seventy five percent (75%) posts in Grade 17 will be filled through Competitive Examination to be conducted by the Federal Public Service Commission and 25% by promotion from amongst the departmental incumbents holding posts in Grade 11 and above. After completion of integrated training at the Academy for Administrative Training, the probationer officers allocated to the "Military Lands and Cantonment Group " will undergo common Departmental Training to be followed by a Departmental

Examination, the details of which will be worked out by the Secretary, Ministry of Defence in consultation with this Division and the Federal Public Service Commission Thereafter, they will be allocated to various posts in the Group.

5. *Grade 18 and above.*- Posts will be filled by promotion or direct recruitment in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and other instructions issued from time to time or by horizontal movement of suitably qualified and experienced officers from other Groups.

6. *Eligibility for posts in the Secretariat.*- Officers of the Military Lands and Cantonment Group will be eligible for Secretariat posts i.e. Deputy Secretary and Joint Secretary, by horizontal movement as well as by lateral entry through examination etc.

7. *Eligibility for posts in the District Management Group.*- Officers of the Military Lands and Cantonment Group will also be eligible for induction in the District Management Group on the basis of selection in accordance with a procedure that may be prescribed from time to time.

8. *Lateral entry.*- In order to meet shortages of officers in the Military Lands and Cantonment Group or to meet specific requirements, appointments may be made to posts in Group in any Grade by transfer from other Groups, or by recruitment through lateral entry of persons engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time.

9. *Seniority - (i) Grades 1 to 16.*- Separate seniority lists would be maintained for all posts in Grades 1 to 16 as hithertofore on the basis of continuous regular officiation in the Grade.

(ii) *Grade 17.*- All officers of Grade 17 will be borne on the combined seniority list of the Military Lands and Cantonment Group. The *inter se* seniority of direct recruits to Grade 17 will be

determined on the basis of order of merit of probationers determined at the time of final passing out from the Academy for Administrative Training. The *inter se* seniority of officers promoted to Grade 17 will be determined with reference to the dates of their regular continuous officiation in Grade 17. As for seniority of direct recruits *viz-a-viz* promoted officers, the direct recruits of a particular year will, as a class, rank junior to the officers promoted to Grade 17 in that year.

(iii) *Grade 18 and above.*- Seniority in each Grade will be determined from the date of regular continuous officiation in the Grade.

10. *Provision for accelerated promotion to posts in Grade 17.*- To enable bright young persons who have failed to secure direct entry to Grade 17 posts through Competitive Examination conducted by the Federal Public Service Commission to get another opportunity to compete for these posts or to get accelerated promotion within the department, the following two provisions are made:-

- (a) Those of age upto 30 years can appear in the Competitive Examination conducted by the Federal Public Service Commission provided they have put in at least two years Government service. A maximum of two chances will be allowed after one has entered Government service.
- (b) There will also be a departmental examination under which departmental candidates can be considered for accelerated promotion to posts in Grade 17. All officials having a minimum of 5 years Government service in Grade 11 and above will be entitled to appear in this examination provided they are otherwise eligible. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination and 35 years for subsequent examinations.

11. The Secretary, Ministry of Defence, will prepare a

scheme for the departmental examination at (b) above and obtain the approval of this Division. Subject to availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 25% of the total vacancies and these promotions will be reckoned against the direct recruitment quota.

12. The existing arrangements with regard to personnel management of the "Military Lands and Cantonment Group" will continue under the overall supervision of the Ministry of Defence who will prepare Gradation Lists of all officers in Grade 17 and above. The Director, Military Lands and Cantonment will prepare, issue and maintain seniority lists of Grade 16 and below, the Ministry of Defence will submit periodical reports to the Establishment Secretary. Any major difficulty which may arise in the implementation of these instructions will be resolved in a meeting of the Establishment Secretary and the Secretary, Ministry of Defence.

*[Authority.- Estt. Division O.M.No.9/2/75-ARC, dated 11-5-1975].*

### **Office Management Group**

*Sl. No. 11*

In continuation of the Establishment Division Office Memorandum No.3/2/74-ARC, dated the 8th April, 1974, it has been decided to constitute another occupational group called Office Management Group which will comprise:-

- (i) all ministerial posts in the Federal Secretariat from Grades 1 to 16;
- (ii) posts of Section Officers in Grades 17 and 18; and
- (iii) such other posts including posts in Grades 19 and 20 as may be specified and included in the Group from time to time.

2. Subject to the delegation specified below, the administrative control of the Group will rest with the Establishment Division and will be exercised within the broad framework of rules and procedure as outlined in the succeeding paras.

3. *Ministerial posts from Grades 1 to 16.*- Each Ministry/ Division will operate these posts as heretofore. The existing rules, regulations and instructions in regard to direct recruitment, promotion, provincial quotas, composition of promotion and selection committees, appointing authorities for various Grades etc. will continue to apply as heretofore.

4. *Initial composition of the group in respect of posts in Grade 17 and above.*- The following officers including those who are on temporary deputation outside the Federal Secretariat shall be included in the group on its initial constitution *viz:*

- (i) Section Officers who already stood encadred in the former CSS Cadre through notifications issued from time to time.
- (ii) Section Officers who were eligible to be encadred but notifications could not be issued before the abolition of the CSS Cadre.
- (iii) Section Officers directly recruited by Federal Public Service Commission till the end of \* [1974].
- (iv) *Ad hoc* Section Officers who qualified in the promotional examinations of 1967 and 1969 but who could not be adjusted on regular basis due to non-availability of posts in the departmental quota.
- (v) *Ad hoc* Section Officers who appeared in the promotional examinations of 1967 and 1969 and were cleared by revising the standard in consultation with the Federal Public Service Commission.

5. *Working strength of Section Officers.*- The strength of duty posts of Section Officers in Federal Secretariat will for the present, be 750. \*\*[10% of these posts will be reserved for appointment on deputation on tenure basis or by transfer of officers in Grade 17 and 18 from other occupational groups/cadres and provincial civil servants in accordance with para 9(A).] There will be leave, training and deputation reserve as under:-

- (i) Leave reserve 10% of the duty post .....75
- (ii) Training and deputation reserve 15%.....112

\*Amended *vide* Estt. Division O.M. No. 10/1/74-C.III(A), dated 17-2-1979.

\*\*Subs *vide* Estt. Division O.M. No.7/12/81-C.III (B)/(OMG.II) dated 4-11-1985.

50% of the total strength of these posts will be in Grade 17 and the remaining 50% in Grade 18. No vacancy in Grade 18 would occur if a Section Officer in Grade 18 is deputed to an *ex-cadre* post or sent on foreign service except when the deputationist ceases to have lien in the parent Group.

6. *Placing of ad hoc Section Officers on regular footing.*- *Ad hoc* Section Officers other than those mentioned at clauses (iv) and (v) of para 4 above, are liable to be replaced by Federal Public Service Commission qualified Section Officers. Such of them as are not replaced will be required to take Section Officer (Qualifying) Examination to be conducted by the Federal Public Service Commission Not more than two chances to clear the examination will be allowed. Final clearance will be given after taking into account the marks obtained by them in the Qualifying Examination, service record and the vacancies available at the time. Such of them as are cleared finally will be placed on regular footing. Those who do not clear it will be reverted.

7. *Future Recruitment: (a) Grade 17.*- In future 2/3rd of the vacancies of Section Officers in Grade 17 may be filled by direct recruitment through Federal Public Service Commission.

(b) <sup>\*</sup>[(i)] The remaining 1/3rd of the vacancies shall be filled by promotion of the departmental eligible candidates through a promotional examination. The promotional examination will be conducted by the <sup>\*\*</sup>[Federal Public Service Commission]. The condition of eligibility will be eight years service in the Federal Secretariat in Grades 11 to 16 or eight years service as Superintendent, Private Secretary, Assistant, Stenographer etc. in the Attached Department.

<sup>\*</sup>[(ii) Appointment on acting charge basis:

(a) In the case of vacancies of Section Officers in Grade 17 reserved for initial appointment if, the

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<sup>\*</sup>Added *vide* Estt. Division O.M. No. 7/12/81-C.III(B)/(OMG-II) dated 4-11-1985.

<sup>\*\*</sup>Amended *vide* Estt. Division O.M. No. 2/1/80-C.III(A) dated 28-6-1981.

appointing authority is satisfied that the initial appointment will take sufficiently long time, the vacancies may be filled by making appointments on acting charge basis.

(b) The Section Officers serving on acting charge basis may be appointed on regular basis to the posts held by them, depending on their merit position in the promotional examination, service record and availability of vacancies in the promotion quota, on the recommendation of Departmental Promotion Committee.]

(c) *Lateral entry.*- In order to meet the shortage of officers in the Federal Secretariat or to meet specific requirements, appointments may be made through lateral entry. Appointment through lateral entry will be made against 2/3rd vacancies reserved for direct recruitment.

(d) *Provision for accelerated promotion to the post of Grade 17.*- In addition to the provisions made at (b)

above, eligible ministerial staff of the Federal Secretariat and its Attached Departments including Assistants, Superintendents, Stenographers and Private Secretaries etc. who hold a university degree and who are over the age of 25 years but below the age of 30 years may appear in the examination for direct recruitment of Grade 17 Section Officers conducted by the Federal Public Service Commission if they have been in continuous service for a period of not less than two years. Two chances will be allowed within the prescribed age limits.

8. *Training.*- (a) After completion of their common training at the Academy for Administrative Training, the directly recruited officers allocated to the Office Management Group will be given on-the-job/departmental training to be followed by an examination which may be prescribed.

(b) Those successful at the promotional examination and finally cleared after taking into account marks obtained by them in the promotional examination and their service records shall undergo a training programme conducted at the Secretariat Training Institute before they are actually posted as Section Officers.

9. *Grade 18.*- Promotion to Grade 18 will be from amongst Section Officers of Grade 17 who have rendered at least 5 years of service in this Grade, in accordance with the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

\*[9-A. *Appointment by transfer.*- Civil servants belonging to other occupational groups, services, cadres and the Provincial Governments, including those serving in the Federal Government on deputation basis, may be appointed as Section Officers in the Federal Government, in public interest, on the recommendation of the Departmental Promotion Committee, and with the approval of the competent authority. The consent of the Ministry/Division/ Provincial Government and the officer concerned will be obtained before making such appointments.]

10. *Grades 19 and 20.*- Promotion to such posts in Grades 19 and 20 as may be specified from time to time will be made by selection from amongst eligible officers of the Group in accordance with the procedure etc., laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. Minimum length of service required for eligibility to Grades 19 and 20 will be 12 years and 15 years respectively in Grade 17 and above. Officers of this Group will also be eligible for the posts of Deputy Secretary and Joint Secretary, selection to which is made on the basis of written test and interview etc.

\*Added *vide* Estt. Division O.M. No.7/12/81-C.III(B)/(OMG-II) dated 4-11-1985.

11. *Grades 21 and 22.*- Selection to posts in these Grades will be made from amongst Grade 20 government servants and professionally qualified persons in the private sector.

12. *Seniority.*- (a) Separate Division-wise seniority lists would be maintained for all posts in Grades 1 to 16 as hitherto on the basis of continuous regular officiation in the Grade.

(b) All officers of Grade 17 will be borne on one combined seniority list to be drawn up in accordance with the following principles:-

- (i) Those Section Officers who were eligible for regular appointment as such under the former CSS Rules shall, as a class, rank senior to other Section Officers. Their *inter se* seniority shall be fixed in accordance with the provisions of the said rules.
- \* (ii) "The seniority of Section Officers other than those mentioned in (i) above shall be determined on the basis of date of regular continuous officiation as Section Officers provided that the Promotee Officers

of a particular year shall, as a class, be senior to the direct recruits of that year. Their *inter-se* seniority, however, shall be determined in the case of direct recruits according to the order of merit assigned to them on completion of their training at the Academy for Administrative Training and, in the case of promoted officers, according to their order of merit as determined in the Promotional Examination."

\*\*[(iii) The officers appointed *vide* para 7(b) (ii) will be assigned seniority according to merit position obtained by them in the promotional examination. The officers appointed on the basis of an earlier promotional examination will, as a batch, rank

<sup>\*</sup>Subs *vide* Estt. Division

O.M. No.10/1/74-C.III(A), dated 17-2-1979.

\*\*Added *vide* Estt. Division O.M. No.7/12/81-C.III(B)/(OMG-II), dated 4-11-1985.

to those appointed on the basis of subsequent promotional examination.]

(c) Seniority in Grade 18 and above will be determined in each Grade from the date of regular continuous officiation in each Grade.

\*[(d) Officers appointed by transfer will be assigned seniority in accordance with Civil Servants Act and the rules framed thereunder.]

13. *General.*- The existing provisions of CSS Rules (Annexure I) and Section Officers (Probation, Training and Seniority) Rules, 1964 (Annexure II) will continue to be in force to the extent they are not in conflict with the provisions of this Office Memorandum. However, this shall not be construed to limit or abridge the powers of the competent authority to issue new rules and instructions or revisions of the existing ones or to deal with cases of members of group in such manner as may appear to be just and equitable.

[*Authority.*- Estt. Division O.M. No. 1/2/75-ARC, dated 27-1-1975].

ANNEXURE I

**CENTRAL SECRETARIAT SERVICE (CLASS I)  
RULES, 1965**

**S.R.O. 284(R)/65.-** In exercise of the powers conferred by Article 178 of the Constitution, the President is pleased to make the following rules, namely:-

**CENTRAL SECRETARIAT SERVICE (CLASS I)  
RULES, 1965**

**1. Short title and commencement.** - (1) These rules may be called the Central Secretariat Service (Class 1) Rules, 1965.

\*Added *vide* Estt. Division O.M. No.7/12/81-C.III(B)/(OMG-II), dated 4-11-1985.

(2) They shall come into force at once.

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

- (a) "Commission" means the Central Public Service Commission;
- (b) "Secretariat" means the Secretariat of the Central Government including the President's Secretariat (Public);
- (c) "Service" means the Central Secretariat Service (Class I) constituted under rule 3.

**3. Constitution of Service.-** There shall be constituted a service to be known as the Central Secretariat Service (Class 1) and consisting of-

- (a) Persons appointed to the Service on the initial

constitution of the Service as provided in rule 5; and

- (b) Persons subsequently appointed to the Service by direct recruitment or by promotion in accordance with these rules.

**4. Cadre strength and Grades.-** (1) The following posts of Section Officers in the Secretariat and such other posts as the Central Government may specify in this behalf shall be borne on the cadre of the Service, namely:-

(a) Duty Posts:

Ordinary Grade.....	365
Selection Grade.....	91

Total: 456

*Less* 10% reserved for appointment on deputation or tenure basis of officers of the Central Superior Services or Provincial Civil Services.

(b) Leave Reserve.....	46
(c) Training and Deputation Reserve.....	68

Grand Total: 570

(2) The number of members of the Service shall be 524 which may be varied, from time to time, by the Central Government.

(3) The time scale of the Service shall be as follows:-

(a) Ordinary Grade:-

- (i) For promotees and Direct Recruits Rs.450-50-1,000.

(ii) For former Assistant Secretaries redesignated as Section Officers Rs.800-50-1,200.

(b) Selection Grade for 20% of Duty Posts Rs.1,125-75-1,500.

**5. Initial constitution of the Service.-** (1) The following officers, including those who are on temporary deputation outside the Secretariat, shall, subject to the availability of vacancies, be appointed to the Service on its initial constitution, namely:-

- (a) former Assistant Secretaries and Under Secretaries, not being persons belonging to any of the Central Superior Services or Provincial Civil Service, who were officiating as Deputy Secretaries or were employed against other posts immediately before the first day of October, 1959;
- (b) former Assistant Secretaries and Under Secretaries not being persons belonging to any of the Central Superior Services or Provincial Civil Services, who were redesignated as Section Officers before the 14th day of September, 1961;
- (c) Commissioned Officers of the Defence Services and other Class I Officers, not being persons belonging to any of the Central Superior Services or Provincial Civil Services, who were appointed as Section Officers in the Secretariat before the 14th day of September, 1961;
- (d) such of the Superintendents, Assistants and other Class II officials appointed as Section Officers in the Secretariat before the 14th day of September, 1961, as have been declared in consultation with the Commission, fit for permanent retention; [ ]
- (e) such of the persons recruited as Section Officers

through the Commission on the basis of competitive examinations before the commencement of these rules as have completed their probationary period satisfactorily and have been declared fit for permanent retention; \*\*[and]

\*\*\*[(f) officers appointed as Section Officers after the 13th day of September, 1961 but before the 23rd day of October, 1965, as have been declared in consultation with the Commission, fit for permanent retention.]

(2) If any officer of any of the categories mentioned in sub-rule (1) is not absorbed in the Service on its initial constitution on account of the absence of a vacancy, he shall be appointed to the Service as soon as a vacancy arises.

\_\_\_\_\_ \*The word `and' omitted  
vide Estt. Division Notification No. S.R.O. 507 (I)/71, dated 30-10-1971.

\*\*Full stop omitted and the word `and' added *ibidi*.

\*\*\*Added *ibid*.

**6. Future recruitment to the service.-** (1) Vacancies occurring in the ordinary Grade of the Service after its initial constitution has been completed shall be filled in the manner hereinafter provided, namely:-

- (a) eighty per cent of the vacancies shall be filled by direct recruitment in accordance with these rules;
- (b) fifteen per cent of the vacancies shall be filled by promotion from amongst Superintendents and such of the Assistants serving in the Secretariat as have qualified for appointment as such at a Ministerial Services or other examination held for the purpose by the Commission or are eligible for confirmation as such; and
- (c) five per cent of the vacancies, shall be filled by promotion from amongst Personal Assistants to the President, Private Secretaries to Ministers having a

lien on Class II Secretariat Posts, Private Secretaries to Secretaries and of the Principal Secretary to President, Personal Assistants to Ministers or Secretaries and of the Provincial Secretary to President and such of the Stenographers serving in the Secretariat as have qualified for appointment as such at the Stenographers Examination held for the purpose by the Commission or are eligible for confirmation as such.

(2) Appointments to vacancies arising in the selection Grade shall be made through the Central Selection Board by selection from amongst such of the officers in the ordinary Grade as have rendered a minimum of ten year's service in a Class I post which counts for seniority in the Section Officers Grade.

**7. Direct recruitment.-** (1) Subject to rule 6, direct recruitment to the Service shall be made by competitive examination for admission to the Service to be held in Pakistan and, if necessary, abroad at such time and places as the Central Government may prescribe by notice issued through the Commission.

(2) Every such notice shall include information about subjects of the examination qualifying marks, medical examination and other relevant matters, and shall also, when possible, announce the number of vacancies to be filled on the results of the examination.

(3) The examination may be a combined one for the purpose of making appointment to the Service and any other service.

(4) No candidate shall be allowed to appear more than twice in the examinations held for admission to the service.

**8. Eligibility.-** (1) Subject to sub-rule (2), a candidate for appointment to the Service by direct recruitment shall-

- (a) be a citizen of Pakistan or a person deriving his nationality from the State of Jammu and Kashmir;

- (b) hold a degree of a recognized University; and
- (c) have attained the age of twenty one years and shall not have attained the age of twenty five years on the date prescribed for this purpose in the notice issued through the Commission:

Provided that Ministerial staff of the Central Government including Assistants, Superintendents, Stenographers and Private Secretaries who hold a University degree and who are over the age of 25 years and under the age of 28 years on the date prescribed for the purpose in the "Notice" issued by the Commission and who hold substantively a permanent appointment, or have been in continuous service for a period of not less than 2 years prior to the last date for receipt of application, may be admitted to the examination provided they are eligible and are recommended by the Head of their Department.

(2) The maximum age limit shall be relaxable, in the case of scheduled castes and candidates from the Tribal Areas, to the same extent as may be permitted by the Central Government from time to time for recruitment to the Central Superior Services.

**9. Appointment to be in order of merit.-** Appointments by direct recruitment to the vacancies to be filled on the results of the examination held by the Commission shall be made by the Central Government in the order of merit of the candidates as declared by the Commission keeping in view such provincial and regional quotas as may be fixed by the Central Government from time to time.

**10. Probation.-** Candidates appointed by direct recruitment shall be on probation for a period of two years and shall undergo training in accordance with the Section Officers (Probation, Training and Seniority) Rules, 1964.

**11. Recruitment by promotion.-** <sup>\*</sup>(1) Appointments by

promotion shall be made on the basis of written competitive examinations and interviews both to be held by the Central Public Service Commission. The interviews shall follow the written competitive examination and only those candidates shall be allowed to appear in them who qualify in the written competitive examination.

(2) Only those persons shall be eligible for appointment against the quotas mentioned in clauses (b) and (c) of sub-rule (1) of rule 6 as have rendered at least 10 years service, in a class II post in the Secretariat.

**12. Prospects of promotion.-** The officers appointed to the Service shall be eligible for promotion to higher Grades in the Secretariat, twenty per cent of the posts of Deputy Secretaries being reserved for them.

\*Subs *vide* Estt. Division

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Notification No. S.R.O. 28(R)/66, dated 2-3-1966.

**13. Seniority.-** The seniority of those appointed as Section Officers will count from the date of their continuous appointment subject to the following principles:-

- (1) (i) The seniority of those initially appointed to the service under clause (a), (b), (c) and (d) of sub-rule (1) of rule 5 shall be fixed as shown below in the descending order of the following categories to which they belonged:-
  - (a) Assistant Secretaries in the Central Secretariat who were either permanent or were appointed against quasi-permanent vacancies.
  - (b) Other Assistant Secretaries from the date of continuous appointment; officers of the Defence Services from the dates of their appointments as

Major in the Army; or equivalent rank in other Forces; Class I officers of the Central Government from the dates they drew the salary of Rs.750 P.M. in their respective time scale of pay in the old scale.

- (c) Officers, not included in (b), of the Defence Services, from their date of Commission, and of Civil Class I Services from the date of their entry into Class I.
  - (d) Central Class II Officers (Gazetted).
  - (e) Central Class II Officers (Non-gazetted).
- (ii) In each of the above categories, permanent as a class shall be senior to temporary officials. For this purpose, permanent employees will be grouped with those appointed on a quasi-permanent basis.
  - (iii) When the date of continuous appointment of two or more officers is one and the same the *inter se* seniority shall be fixed in accordance with the continuous length of service in the next lower post but when such length of service is not ascertainable or where there is no such lower post, in accordance with age.
  - (iv) Notwithstanding the above, the previous seniority *inter se* of the officers from the same service or Grade, obtaining at the time of appointment to the Grade of Section Officer shall, other things being equal, not be disturbed.

- (v) Officers belonging to the categories in this sub-rule shall as a class be senior to all other officers appointed to the service.

(2) Seniority of direct recruits appointed under clause (e) of sub-rule (1) of rule 5 and clause (a) of sub-rule (1) of rule 6 shall be fixed as follows:-

- (i) Those appointed on results of the competitive examinations held in 1960, 1961 and 1962 in accordance with their respective order of merit in the said competitive examinations.
- (ii) Those appointed on the result of Central Superior Services Examination, 1963 and subsequent examinations, in accordance with rule 11 of the Section Officers' (Probation, Training and Seniority) Rules, 1964:

Provided that those appointed on the results of a previous examination shall be senior to those appointed on the results of a subsequent examination.

- \*2 (a) The officers mentioned in clause (f) of sub-rule (1) of rule 5 shall count their seniority *inter se* as well as *viz-a-viz* officers mentioned in clause (e) of sub-rule (1) of rule 5 from the date of their continuous appointment as Section Officers:

Provided that the officers who before their appointment as Section Officers, were Assistant Secretaries in the Central Secretariat shall count their seniority from the date of their continuous appointment as Assistant Secretaries in the Central Secretariat.

- (3) Seniority *inter se* of promotees appointed under clauses

(b) and (c) of sub-rule (1) of rule 6 shall be fixed in accordance with the order of merit assigned to them by the Commission at the time of their selection for appointment as Section Officers.

*N.B.*- Marks obtained by an officer at the competitive examination prescribed in rule 11 of these Rules shall be taken into consideration for fixing the order of merit.

(4) Seniority of promotees *vis-a-vis* direct recruits shall be fixed in accordance with the principle that promotees as a class shall be senior to direct recruits of the same year.

[*Authority.*- Estt. Division Notification No. S.R.O 284 (R)/65 (3/27/60-C.III), dated 23-10-1965].

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\*Added *vide* Estt. Division Notification No. S.R.O. 507(1)/71, dated 30-10-1971.

## ANNEXURE II

### **SECTION OFFICERS' (PROBATION, TRAINING AND SENIORITY) RULES, 1964**

In exercise of the powers conferred by paragraph (a) of clause (2) of Article 178 of the Constitution, the President is pleased to make the following rules, namely:-

1. These Rules may be called the Section Officers' (Probation, Training and Seniority) Rules, 1964.

2. These Rules shall apply to persons recruited as Section Officers on the basis of a competitive examination held by the Commission.

3. In these rules, unless there is anything repugnant in the

subject or context:-

- (a) "Commission" means the Central Public Service Commission;
- (b) "the Government" means the Central Government;
- (c) "Probationer" means a person appointed as Section Officer on probation until the period of his probation ends.

4. (1) Every person selected for appointment as Section Officer on the basis of a competitive examination held by the Commission shall be appointed on probation.

(2) Subject to the provisions of sub-rule (4) of rule 8 and rule 9, the period of probation of a probationer shall be two years unless the Government, in any case, extends it by a further period or periods not exceeding one year in the aggregate.

(3) The services of a probationer may at any time be terminated without assigning any reason therefor, and shall be terminated if he does not successfully complete his period of probation.

5. (1) Every Probationer shall undergo training at such institutions, at such places, and for such periods as the Government may decide, in consultation with the Commission.

(2) The curricula for training shall be such as may be prescribed by the Government in consultation with the Commission.

6. The officers under whom a probationer is trained or works for any period shall prepare and submit to the Government a confidential report in respect of such probationer on his work, conduct and performance during such period.

7. (1) The annual increment of a probationer may be withheld

for such period as the Government may direct if he fails to qualify in any of the examinations referred to in rules 8 and 10, or if the Government considers his work, conduct, or performance unsatisfactory.

(2) The withholding of increments under this rule shall not affect a probationer's future increments.

8. (1) Every probationer shall, after the conclusion of his institutional training, be required to qualify at an examination to be held by the Commission.

(2) The examination shall be in such subjects, carrying, in the aggregate, a maximum of one thousand marks as the Central Government may prescribe specifying the distribution of marks among the various subjects.

<sup>\*</sup>(3) A probationer who fails to qualify in any subject or subjects in an examination referred to in sub-rule (1) shall be allowed two more chances to appear at the examinations to be held

<sup>\*</sup>Subs *vide* Estt. Division Notification No.9/2/66-C.III(B), dated 28-12-1972.

subsequently by the Commission in such subject or subjects.

<sup>\*</sup>(4) If a probationer fails to qualify in all the subjects of the examination referred to in sub-rule (2) even after having been allowed the subsequent chances as provided in sub-rule (3), his services shall be terminated except in the case of a probationer who has failed to qualify in one subject only, in which case he will be reduced in seniority and placed at the bottom of the batch with which he appears in the examination in his third chance and forfeit one increment for a period of one year.

(5) If any probationer is prevented by sickness or any other adequate cause from appearing in the whole or part of the examinations referred to in sub-rule (1) or (3) the Government may

arrange for him to be specially examined in any or all of the subjects prescribed for such examinations after such interval as it may, after consulting the Commission and having regard to the circumstances of the case, consider suitable.

9. (1) The period of probation of a probationer shall not end until he has fully qualified in the examinations referred to in rules 8 and 10 has earned satisfactory confidential reports under rule 6.

(2) Every probationer shall, before commencement of his training, execute a bond in the form prescribed by the Government with one surety to refund all moneys paid to him or spent in connection with his training, as may be determined by the President, in the event of his resigning the service during the period of probation or within 3 years thereafter.

10. After he has completed his institutional training, a probationer shall be posted to such Ministry, Division or other office as the Government may direct, and shall there perform the duties allotted to him, and pass such departmental examinations by such standards as the Government may prescribe in this behalf.

\*Subs *vide* Estt. Division Notification No.9/2/66-C.III(B), dated 28-12-1972.

11. (1) All persons to whom these rules apply and who have been appointed on the basis of the same examination shall rank in seniority amongst themselves in the descending order of the sum of the marks obtained by them in (i) the competitive examination on the basis of which they were selected for appointment; and (ii) the first attempt in the examination held under sub-rule (1) of rule 8.

(2) For the purposes of the fixation of the seniority of a probationer whose case falls within sub-rule (5) of rule 8, the Government may, in consultation with the Commission, pass such orders as it may consider equitable.

12. The service of a probationer shall count for leave and

pension from the date of his first joining an institution for training under rule 5.

[Authority.- Estt. Division Notification No. S.R.O.90(R), dated 2-9-1964].

*Sl. No. 12*

*Fixation of inter se seniority of Section Officers appointed by direct recruitment.-* Principles regarding the fixation of *inter se* seniority of Section Officers appointed by direct recruitment on the basis of competitive examinations conducted by the Federal Public Service Commission are contained in the Section Officers (Probation, Training and Seniority) Rules, 1964.

2. A question has arisen whether the *inter se* seniority of Section Officers appointed on the basis of competitive examinations held in 1960, 1961 and 1962 should also be fixed in accordance with the principles mentioned above or it should be fixed according to the positions obtained by them in the competitive examination.

3. It was mentioned in the notice issued by the Federal Public Service Commission for the 1960 examination that the seniority of candidates in question would be according to their order of merit in the competitive examination. Furthermore, no mention about the fixation of *inter se* seniority, or about Seniority Rules which were then to be framed, was made in the notices for the 1961 and 1962 examinations and the Section Officers (Probation, Training and Seniority) Rules, 1964, did not prescribe the principles of seniority, with retrospective effect, for Section Officers appointed on the basis of those examinations.

4. It has therefore, been decided that the *inter se* seniority of candidates appointed on the basis of 1960, 1961 and 1962 examinations should be fixed according to their order of merit in the competitive examinations.

[Authority.- Estt. Division O.M. No. 1/21/64-C.III, dated 20-8-1965].

**\*Police Service  
of Pakistan**

*Sl. No. 13*

In continuation of the Establishment Division O.M. No. 2/2/75/ARC, dated 21-2-1975, it has been decided to constitute another occupational group called the Police Group which will comprise all Police posts in Grade-17 and above viz. ASP, SP, DIG, Addl.I.G, I.G, etc. specified in the schedule (Annexure) of the cadre strength of the former PSP (now called All-Pakistan Unified Grades) as may be revised from time to time.

2. The Police Group will be under the administrative control of the Establishment Division and will function within the following framework of rules and procedure.

3. *Grade 17.-* Recruitment to the posts in Grade 17 (Assistant Superintendents of Police) will continue to be made through the FPSC as hitherto. On selection by the FPSC the probationers will be given integrated training at the Academy for Administrative Training, Lahore. Those allocated to the Police Group will be posted to the Provinces and given further specialized training at the Police Training College, Sihala.

\_\_\_\_\_ \*Nomenclature changed  
vide Estt. Division Notification No. S.R.O. 1033(I)/85 dated 23-10-1985.

4. *Grade 18 and above.-* Officiating appointments to Grade 18 were hitherto made by the Provincial Governments. As already decided in the case of the District Management Group, all appointments to Grade 18 will henceforth be made by the Federal Government.

5. Appointments to posts in Grade 18 will be made by promotion of officers of Grade 17 of the Police Group and also of Grade 17 officers of the Provincial Police of the rank of DSP of requisite service and experience who are recommended by the Provincial Governments. Selection for appointment to posts in Grade 18 and above will be made on the recommendations of the Central

Selection Board.

6. *Secretariat Posts.*- The officers of the Police Group will be eligible for appointment to the Secretariat Posts (Deputy Secretary and above) selection for which is made by examination or by horizontal movement of officers of the prescribed length of service in other Groups. Appointment by horizontal movement will be made after assessment of suitability and fitness by the Central Selection Board.

7. *Lateral entry.*- To bring in fresh blood and to relieve shortages, if any, at various levels, induction in the group may be made by selection from amongst officers of the Armed Forces or by lateral entry from other sources subject to suitability and fitness being determined by the Selection Board.

8. *Seniority.*- The *inter se* seniority of direct recruits to Grade 17 will be determined on the basis of the order of merit assigned to the probationer officers allocated to the Police Group on completion of the training at the Academy for Administrative Training. Seniority in Grade 18 and above would be determined from the date of regular continuous officiation in a Grade. Gradation Lists of Officers in All-Pakistan Unified Grade would be issued by the Establishment Division periodically.

[Authority.- Estt. Division O.M. No. 3/2/75-ARC, dated 31-5-1975].

## ANNEXURE

**S.R.O. 1033(I)/85.**- 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 Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985.

(2) They shall come into force at once.

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

- (a) "Cadre post" means a post specified in the Schedule;
- (b) "Commission" means the Federal Public Service Commission;
- (c) "Schedule" means the schedule to these rules;
- (d) "Service" means the Police Service of Pakistan referred to in rule 3.

3. **Change in nomenclature and composition.**- (1) Notwithstanding anything contained in the All-Pakistan Services (Change in Nomenclature) Rules, 1973, the Police Group in the All-Pakistan Unified Grades is renamed as the Police Service of Pakistan.

- (2) The Police Service of Pakistan shall consist of:
  - (a) persons appointed or deemed to have been appointed to the Police Service of Pakistan in accordance with the Police Service of Pakistan (Composition and Cadre) Rules, 1969;
  - (b) persons, other than those mentioned in clause (a), appointed to the Police Group whose names appeared in the gradation list issued on the 28th August, 1980 and persons appointed in the Police Group after that date but before the commencement of these rules; and
  - (c) persons appointed to the Service in accordance with these rules.

4. **Cadre Strength.**- (1) The cadre strength of the service shall be as specified in the Schedule.

(2) The President, or a person authorized by him in this behalf, 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 the Province, remove from or include any post in the Schedule.

**5. Initial appointment.-** (1) Initial appointment to the service against cadre posts in basic Grade 17 shall be made on the basis of the results of the competitive examinations held for the purpose by the Commission.

(2) Unless the appointing authority in any case otherwise directs, a person appointed to the Service under sub-rule (1) shall be appointed to the Service as a probationer in accordance with the rules which the Federal Government may make from time to time, including rules and orders relating to training during probation, and shall be required to undergo such departmental training and pass such departmental examinations as may be specified by the Federal Government or the Government of the Province to which he is allocated.

**6. Appointment of officers of Armed Forces.-** Officers of the Armed Forces of the rank of Captain and Major or equivalent shall be eligible for appointment to the Service in accordance with the procedure laid down by Government and against the cadre posts reserved for them from time to time.

**7. Appointment of members of Police cadre of a Province.-** Members of the Police cadre of a Province shall be appointed to the Service on the basis of selection made on the recommendation of the Governor:

Provided that appointment of members of the police cadre of a Province under this rule shall not exceed 40% of the senior cadre posts in that Province as specified in the Schedule.

\*[7-A. Appointment of members **of Pakistan Railway Police.-** Member of the Pakistan Railway Police shall be appointed to

the service on the basis of selection made on the recommendation of the Ministry of Railways:

Provided that the appointment of members of the Police cadre of Railways under this rule shall not exceed 40% of the senior cadre posts of Pakistan Railway Police as specified in the Schedule].

**8. Appointment by promotion.-** Members of the Service shall be eligible for promotion to higher posts in accordance with the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and the administrative instructions issued from time to time.

**9. General.-** (1) A cadre post shall ordinarily be filled by a member of the Service.

(2) Nothing in sub-rule (1) shall be construed as preventing the posting to a cadre post of a person who is not a member of the Service:

Provided that no such person shall be so posted for a period exceeding twelve months except with the previous sanction of the authority competent to make appointment to the post.

**10. Liability to serve.-** A member of the Service shall be liable to serve anywhere in Pakistan in any post and to hold, if he

\*Ins vide Estt. Division Notification No. S.R.O. 258(1)/92, dated 16-4-1992.  
is so directed, more than one post at the same time.

**11. Seniority.-** (1) The members of the Service referred to in clauses (a) and (b) of sub-rule (2) of rule 3 shall retain the same seniority as is shown in the gradation list as it stood immediately before the commencement of these rules.

(2) Persons appointed to the Service in accordance with these rules shall count seniority from the date of regular appointment against a post in the Service subject to the following conditions, namely:-

- (a) persons selected for initial appointment on the basis of the same competitive examination shall on appointment reckon seniority *inter se* in accordance with the merit position obtained in that examination;
- (b) officers of the Armed Forces selected for appointment to a cadre post on regular basis in a batch shall on appointment retain their seniority *inter se*:

Provided that officers of the Armed Forces appointed in basic Grade 17 in a year shall be treated as senior to probationers appointed in the same year on the basis of the competitive examination held by Commission.

- (c) members of the police cadre of a particular Province selected in a year shall on appointment to the Service take seniority *inter se* as in the Provincial cadre and in keeping with that sequence, each such member shall reckon his date of regular appointment to the Service from the day the respective vacancy arose in the senior cadre posts reserved in that Province for such officers as specified in the schedule:

Provided that, if the date of regular appointment of officers of two or more Provinces be the same, their seniority *inter se* shall be determined on the basis of their date of regular appointment to the post of Superintendent of Police;

- (d) officers selected for promotion in the same batch shall on promotion retain their seniority as in the lower post; and
- (e) \* the general principles of seniority set out in the Establishment Division O.M. No. 1/16/69-D. II dated the 31st December, 1970, shall apply in matters not

covered by these rules.

12. The Police Service of Pakistan (Composition and Cadre) Rules, 1969, are hereby repealed.

**THE**

**SCHEDULE**

**POLICE SERVICE OF PAKISTAN  
CADRE STRENGTH**

[See rules 4 & 7]

**I. THE FEDERATION**

1. Senior posts:

(A) Islamabad Capital Territory:-

Assistant Inspector General of Police.....			Inspector General of Police..... Senior Superintendent of Police..... Superintendent of Police.....
		1	

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\*The principles of seniority stand replaced by Civil Servants (Seniority) Rules, 1993 reproduced under (Sl.No. 138, Chapter-II).

(B) Bureau of Police Research and Development:-

Director General (I.G.)			1
Directors (D.I.G.)			2
Deputy Director (S.P.)			1

(C) Federal Control Room:-

Director, (OSD) Security (D.I.G.)			1
Deputy Directors (S.P.)			6

	(D)	Special Security Cell:-		
		Director (D.I.G.)		1
		Deputy Directors (S.P.)		4
	(E)	Intelligence Bureau:-		
		Director		1
		Joint Directors		4
		Deputy Directors		13
		Assistant Directors		35
	(F)	Federal Investigation Agency:-		
		Director General		1
General		Additional 1 Directors	Director	
		Deputy Directors		8
				25
	(G)	Pakistan Railway Police:-		
		Inspector General		1
General		Deputy Inspector		
			1	
			Assistant Inspector General (S.	
	(H)	Pakistan Narcotics Control Board:-		
		Chairman		1
		Directors		5
		Deputy Directors		5
	(I)	States and Frontier Regions Division:-		

	Commandant, Frontier Constabulary (Addl. I.G.)	1	
	Deputy Commandant, Frontier Constabulary	1	
	District Officers, Frontier Constabulary	9	
*[(J)	Pakistan Motorway Police (M2) Islamabad - Lahore:-		
	Inspector General	1	
	Deputy Inspector General		1
	Superintendent of Police		2]
	Total Number of Senior Posts	143	
2.	Leave, deputation and training reserve at 40% of total number of senior posts (143).....		57
3.	*[Junior posts:-		
	(a) Islamabad Capital Territory	9	
	(b) Frontier Constabulary	10	
	(c) Pakistan Motorway Police	13	
	Total Numbers of Junior Posts	32]	
	Total authorized strength at the Centre.....		<u>232</u>

\*Added & Subs *vide* Estt.

Division Notification No. S.R.O. No.1034(1)/98 dated 9-10-1998.

II. THE

PUNJAB

Senior posts:

Inspector General of Police.....	1	
Commandant, Police Training College, Sihala.....		1
		Dy. Inspectors General of Police
Ranges.....	8	
(Rawalpindi, Gujranwala, Lahore, Sargodha, Faisalabad, Multan, Bahawalpur and Dera Ghazi Khan).		
Crime.....	1	
Headquarters.....	1	
Traffic.....	1	
Telecommunication & Transport.....	1	
Commandant, Punjab Reserve Police.....	1	
Assistant Inspectors General of Police..... (Finance, Establishment, Welfare, Legal and Training)	5	
Senior Superintendents of Police..... (Rawalpindi, Lahore, Faisalabad, Multan and Gujranwala).	5	
District Superintendents of Police.....	29	
(Kasur, Sheikhpura, Attock, Jhelum, Sargodha, Khushab, Mianwali, Bhakhar, Vehari, Sahiwal, Okara, Muzaffargarh, Bahawalpur, Bahawal Nagar, Rahim Yar Khan, Khanewal, Sialkot, Gujrat, Chakwal,		

Toba Tek Sing, Jhang, D.G. Khan, Rajan-pur,  
Leiah and Lahore (Administration,  
Headquarter, City Cantonment, and Traffic).

Superintendents of Police, Special Branch.....		8
Lahore.....	6	
Rawalpindi.....	1	
Faisalabad.....	1	
Superintendents of Police Prov. Crime (Crimes Branch).....		2
Superintendent of Police, Telecommunication..	1	
Superintendent of Police, Motor Transport.....	1	
Superintendents of Police, Control Room.....	3	
Addl. Superintendents of Police.....	7	
(Faisalabad, Rawalpindi, Gujranwala, Multan, Sahiwal, Sargodha and Bahawal- pur).		
Deputy Commandant, Punjab Reserve Police....	1	
Deputy Commandant, Police Training College, Sihala.....	1	
Total Number of Senior Posts:		80

No. of posts to be filled by appointment  
of Provincial Police officers at 40% of total  
number of senior posts(80).....32

2.	Leave, deputation and training reserve at 40% of the number of senior posts(80).....	32
3.	Junior posts for ordinary duties.....	50
	Total authorised strength of the Punjab.....	162

### III. SINDH

## I. Senior posts:-

Inspector General of Police.....		1
Addl. Inspector General of Police.....		1
Deputy Inspectors General of Police....		8
Ranges.....	3	
(Karachi, Hyderabad & Sukkur)		
Headquarters.....	1	
Special Branch.....		1
Training & inspection.....	1	
Crime.....	1	
Traffic.....	1	
Assistant Inspectors General.....		4
(Establishment, Telecommunication, Motor Transport and General).		
Senior Superintendents of Police.....		5
(Karachi-3, Hyderabad & Sukkur)		
District Superintendents of Police.....		10
(Sanghar, Tharparkar, Badin, Dadu, Thatta, Nawab Shah, Khairpur, Larkana, Jacobabad and Shikarpur).		
Superintendents of Police, Crime.....		2
(Sukkur, and Karachi).		
Superintendents of Police, Traffic.....		6
(Karachi-3, Hyderabad, Sukkur & ADIG, Traffic).		
Superintendents of Police, Special Branch....		6
(Headquarters, Hyderabad, Sukkur, Survey, Political Security & Asstt. D.I.G.).		
Superintendents of Police, Karachi.....		3
(CIA, Security and Administration)		
Commandant, Sindh Constabulary.....		1
Principal, Police Training College, Shahdadpur...		1
Addl. Superintendents of Police.....		6
(Karachi-4, Hyderabad & Sukkur)		
Total Number of Senior Posts:		<u>54</u>

	Number of posts to be filled by appointment of Provincial Police Officers at 40% of total number senior posts (54).....	22
2.	Leave, deputation and training reserve at 40% of the total number of senior posts (54).....	22
3.	Junior posts for ordinary duties.....	16
	Total authorised strength of Sindh....	92

#### IV. THE N.W.F.P.

##### I. Senior posts:

	Inspector General of Police.....	1
	Deputy Inspectors General of Police..	7
	Ranges.....	5
	(Peshawar, D.I. Khan, Malakand Hazara, and Kohat).	
	Headquarters.....	1
	Special Branch.....	1
	Assistant Inspectors General of Police.....	3
	(Traffic, Crime and Telecommunication)	
	Senior Superintendents of Police.....	2
	(Peshawar and Abbottabad).	
	District Superintendents of Police.....	13
	(H.Q.Peshawar (Rural), Peshawar (Urban), Mardan, Kohat, D.I. Khan, Bannu, Dir, Swat, Chitral, Mansehra, Kohistan and Karak).	
	Superintendents of Police, Special Branch.....	4
	(Political, Security, Survey and Special Cell)	

Superintendent of Police, Crime.....	1
Superintendent of Police, Traffic.....	1
Adtl. Superintendent of Police, Abbottabad...	1
Principal, Police Training School, Hangu.....	1
Director, Forensic Science Laboratory (Crime Branch).....	1
S.P., Joint Investigation Team (JIT).....	1
S.P.,(Task Force).....	1
<b>Total Number of Senior Posts</b>	<b>37</b>

Number of posts to be filled by appointment of Provincial Police Officers at 40% of total number of senior posts (37)=15

2. Leave, deputation and training reserve at 40% of the total number of senior posts (37).....	15
3. Junior posts for ordinary duties.....	15
<b>Total authorised strength of the NWFP.</b>	<b>67</b>

## V. BALOCHISTAN

### 1. Senior posts:

Inspector General of Police.....	1
Deputy Inspectors General of Police... Ranges ..... 3 (Quetta, Sibi and Kalat) Special Branch ..... 1	4
Assistant Inspectors General of Police....	2
Senior Superintendent of Police.....	1

District Superintendents of Police Sibi, Kalat, Mekran, Lasbella, Loralai Pishin and Nasirabad).	7
Superintendent of Police, Special Branch.....	1
Superintendent of Police, Crime Branch.....	1
Superintendent of Police, Telecommunication.	1
Superintendent of Police, Motor Transport...	1
Superintendent of Police, Special Investigation Cell (SB).....	1
Commandant, Baluchistan Reserve Police.....	1
Principal, Police Training School, Quetta.....	1
Total Number of Senior Posts:	22

Number of posts to be filled by  
appointment of Provincial Police  
Officers at 40% of total number of  
senior posts (22).....9

2. Leave, deputation and training reserve at 40% of the total number of senior posts (22).....	9
3. Junior posts for ordinary duties .....	6
Total authorised strength of	—

Balochi

## VI. TOTAL CADRE STRENGTH ..

\*[590]

*Sl. No. 14*

The 1/3 quota reserved for Provincial Police officers of the  
senior cadre posts in Provinces has been increased to 40 per cent

\*Subs vide Estt. Division

Notification No. S.R.O.1034(1)/98, dated 9-10-1998.

with the approval of the Secretary Establishment Division. No formal orders have so far been notified.

[Authority.- Estt. Division U.O. Note No. 286/83 E-3 Police, dated 10-3-1983].

## **Postal Group**

### *Sl. No. 15*

In continuation of Establishment Division Office Memorandum No. 6/2/75-ARC, dated the 8th May , 1975, it has been decided to constitute another Occupational Group to be called the "Postal Group", comprising all posts in the Pakistan Post Office Department (except the Accounts Posts) and such other posts as may be included in the Group from time to time. The administrative control of the group will vest in the Ministry of Communications and will function within the following broad framework of rules and procedure.

2. *Grade 1-16.*- The posts in Grade 1-16 in the Department will be operated as hitherto. The existing instructions in regard to direct recruitment and promotion quotas, the composition of Promotion and Selection Committees, the appointing authorities for various scales etc. will continue to apply. All posts to be filled by direct recruitment will be advertised except posts in Grade 16 which will be reported to the Federal Public Service Commission.

3. *Grade 17.*- Seventy-five per cent posts in Grade 17 will be filled through competitive examination and 25% through promotion. After completion of integrated training at the Academy for Administrative Training, the probationer officers allocated to the Postal Group will undergo departmental training to be followed by an examination, the details of which will be prepared by the Ministry of Communications. Thereafter they will be allocated to various posts in the Postal Group.

4. *Grade 18 and above.*- The officers in Grade 18 and above in the Department will be administered as hitherto. The procedure

for promotions and other matters as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 will be observed.

5. Officers of this Group will be eligible for Secretariat posts (Deputy Secretary and above) in accordance with the procedure prescribed for recruitment to these posts from time to time.

6. *Lateral entry.*- In order to meet shortages of officers in the Postal Group, or to meet specific requirements, appointments may be made to posts in the Postal Group in any Grade by recruitment through lateral entry of persons engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time.

7. *Seniority: (i) Grade 1-15.*- Seniority lists for all posts in Grade 1-15 will be maintained as hitherto on the basis of continuous regular officiation in the Grade.

*(ii) Grade 16 & 17.*- The *inter se* seniority of direct recruits in Grade 16 will be determined on the basis of the marks obtained at the Federal Public Service Commission examination, whereas the *inter se* seniority of direct recruits in Grade 17 will be determined on the basis of merit of the probationers determined at the time of final passing out from the Academy for Administrative Training.

The *inter se* seniority of officers promoted to Grade 16 and 17 will be determined in their respective Grades with reference to the dates of their regular continuous officiation in the Grade. As for seniority of direct recruits *vis-a-vis* promoted officers the direct recruits of a particular year will as a class rank junior to the promoted officers of that year.

*(iii) Grade 18 and above.*- Seniority will be determined in each scale from the date of regular continuous officiation in the Grade.

8. *Departmental Examinations.*- The present departmental examinations for direct recruits in various scales and for promotion to posts in higher Grades will continue to operate.

9. *Provision for accelerated promotion to posts in Grade 17.*- To enable bright young persons who have failed to secure through competitive examination conducted by Federal Public Service Commission direct entry to Grade 17 posts to get another opportunity to compete for these posts, or to get accelerated promotion within the Department, the following two provisions are made:-

- (a) they can appear in the F.P.S.C. competitive examination upto the age of 30 years provided they have put in at least two years service. A maximum of two chances will be allowed after one has entered Government service.
- (b) there will also be departmental examination under which departmental candidates can be considered for accelerated promotion in their own department. The upper age limit for this will be 45 years for the first examination, 40 years for the next examination and 35 years for subsequent examinations.

The Director General, Pakistan Post Office will prepare a scheme for the departmental examination at (b) above and obtain the approval of the Ministry of Communications and the Establishment Division. Promotion on accelerated basis through the above examination will, subject to availability of suitable departmental candidates, be limited to a maximum of 25% of the total vacancies. These promotions will be reckoned against direct recruitment quota.

10. The existing arrangements with regard to personnel management in respect of various posts included in the Postal Group will continue. The Director General, Pakistan Post Office, will be responsible for the smooth implementation of the above instructions. He will prepare a scale-wise seniority list of all officers in Grade 16 and above, while the respective Post Masters General will prepare,

issue and maintain seniority lists of official of Grade 15 and below as hitherto. The Director General will submit periodical reports to the Establishment Secretary. Any major difficulties which may arise in implementation of these instructions will be resolved in a meeting of the Establishment Secretary, Secretary, Ministry of Communications and the Director General, Pakistan Post Office.

[Authority.- Estt. Division O.M.No.7/2/75-ARC, dated 30-5-1975].

### **Secretariat Group**

*Sl. No. 16*

In continuation of the Establishment Division Office Memorandum No. 1/2/75-ARC, dated the 27th January, 1975, it has been decided to constitute another occupational group to be called the "Secretariat Group". The Group will comprise posts of Deputy Secretary and above in the Federal Secretariat and such posts in the Provincial Secretariats as are borne on the cadre of All-Pakistan Unified Grades.

2. The Secretariat Group will be under the administrative control of the Establishment Division and will function in accordance with the rules and procedure outlined below.

3. *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 and the Secretariat Group on the recommendations of the Central Selection Board.
- <sup>\*</sup>(ii) By horizontal movement from other Occupational Groups of Grade 19 Officers who have been recommended by the Ministries/Divisions/

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<sup>\*</sup>Subs *vide* Estt. Division O.M.No.2/1/79-R.II, dated 12-6-1979.

Departments or Provincial Governments and have been found fit by the Central Selection Board.

- (iii) By direct appointment on the recommendations of Federal Public Service Commission of persons possessing such qualifications and experience etc., as may be prescribed. \* [ ]

4. *Joint Secretary*.- Appointment to the post of Joint Secretary will be made as under:-

- (i) By promotion of officers in the Grade of Deputy Secretary on the recommendations of the Central Selection Board.
- (ii) By horizontal movement of such Grade 20 officers of the various occupational groups as are recommended by the Ministries/ Divisions, Departments, Provincial Governments etc. and are found fit by the Central Selection Board.
- (iii) By direct appointment on the recommendations of the Federal Public Service Commission of persons possessing such qualifications and experience etc.,as may be prescribed. \* [ ]

5. *Additional Secretary*.- Appointment to the post of Additional Secretary will be made by selection from amongst Joint Secretaries, officers of Grade 20 and above belonging to the various occupational groups, and professionally qualified persons in the public sector enterprises and the private sector.

6. *Secretary (Grade 22)*.- Appointment to the post of Secretary will be made by selection from amongst Additional Secretaries, officers of Grade 21 and above in the various occupational groups and professionally qualified persons from the public sector enterprises and the private sector.

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\*Omitted *vide* Estt. Division

O.M.No.2/2/75-ARC, dated 7-5-1976.

7. *Provincial Secretariats.*- All posts of Deputy Secretary and above in the Provincial Secretariats borne on the cadre of All-Pakistan Unified Grades will be filled on All-Pakistan basis. The selection will be made from amongst officers of the Secretariat Group by promotion, on the recommendations of a Selection Board headed by the Establishment Secretary and consisting of all the Chief Secretaries. Officers of the Office Management Group of the Provincial Government will also be eligible for appointment by promotion to the post of Deputy Secretary in the Provincial Secretariat.

8. *Seniority.- Deputy Secretary.*- Seniority would be determined from the date of continuous regular officiation as Deputy Secretary, or in a post in Grade 19, whichever is earlier.

9. *Joint Secretary.*- The seniority of a Joint Secretary which is a post in Grade 20 will be determined from the date of his continuous regular officiation in Grade 20.

10. *Additional Secretaries and Secretaries.*- The seniority of Additional Secretaries and Secretaries will be determined from the date of continuous regular officiation in Grade 21 or 22 as the case may be.

11. *Training.*- Deputy Secretaries and Joint Secretaries appointed on the recommendations of Federal Public Service Commission will undergo a training course of appropriate duration, before their appointment in the Secretariat.

12. In-service training will be an important factor towards determining the fitness for promotion of a Secretariat Officer to the next higher Grade.

13. *General.*- Horizontal movement of officers of this Group to posts in equivalent Grades in the other occupational groups will be permissible.

14. The terms and conditions of Government servants belonging to this Group will be governed, as in the case of other Government servants, by the provisions of the Civil Servants Act, 1973, and rules and orders issued thereunder from time to time.

15. This supersedes Establishment Division O.M. No. 2/2/75-ARC, dated the 21st February, 1975.

*[Authority.- Estt. Division O.M. No. 2/2/75-ARC, dated 12-4-1976].*

*Sl. No. 17*

It has been decided with the approval of the Prime Minister that Government servants in the following Grades will now be eligible for appointment to Secretariat posts, indicated against each, by horizontal movement and without examination:-

Grade 20 .....	Joint Secretary.
Grade 19 .....	Deputy Secretary.
Grade 18 with 12 Years service in Grade 17 and above	Deputy Secretary.

2. The appointment will, however, be made if they are considered fit for these posts by the Central Selection Board.

3. You are requested to kindly let us have recommendations of suitable officers in the above categories working in groups and departments under your administrative control whom you consider fit for the posts of Deputy Secretary and Joint Secretary. These names will then be placed before the Central Selection Board.

*[Authority.- Establishment Secretary's D.O. letter No.25/14/73-AV. dated 6-2-1975].*

*Sl. No. 18*

According to para 10 of the Establishment Division Office Memorandum No. 2/2/75-ARC, dated 21st February, 1975, the seniority of Joint Secretary which is a post in Grade 20 will be

determined from the date of his continuous regular officiation in Grade 20. Some doubt seems to exist about the correct interpretation of this provision. The provision is explained below.

2. Posts on which was formerly Senior Administrative Grade were placed in National Pay Scale No. 20 with effect from 1st March, 1972. Therefore, the holders of Senior Administrative Grade could not be said to be in Grade 20 earlier than 1st March, 1972. Consequently, the seniority of an officer who had been holding a post in Senior Administrative Grade and was later appointed as Joint Secretary would be reckoned from 1st March, 1972, or the date of appointment as Joint Secretary, whichever is earlier.

*[Authority.- Estt. Division O.M.No.1/1/75-ARC-II, dated 4-4-1973].*

### **Change of Occupational Groups/Services**

*Sl. No. 19*

Ministries/Divisions/Provincial Governments should not forward applications/representations relating to change of occupational groups to the Establishment Division.

2. All Ministries/Divisions/Provincial Governments are requested to comply with these instructions so as to reduce the problems arising out of numerous requests for change of groups and in keeping with the principles of sound personnel management.

*[Authority.- Paras 3&4 of Estt. Division O.M.No. 1/4/88-T.V(Pt.XIII), dated 24-4-1990].*

### **Initial Training of the Probationers appointed to various Groups/Services on the Results of the Annual Competitive Examination held by the FPSC**

*Sl. No. 20*

In partial modification of Establishment Division's Office Memoranda (listed from Serial 1-11 at Annexure) the government has decided that notwithstanding the provisions relating to the training of probationers of occupational groups/services contained in the said office memoranda the probationers of one or more groups/services may henceforth be required to undergo and successfully complete their initial training separately or collectively as the case may be at one or more training institutions and places as may be specified by government from time to time. It may be further stated that initial training shall be followed by respective departmental specialized or on the job training as the case may be for these occupational groups/services.

2. The probationer who fails to comply with the provisions of these rules or to obey any order which he/she obtains from government or from Director/Head of the training institution or from any other duly constituted authority or who neglects his probationary studies, or is guilty of conduct unbecoming an officer of an occupational group/service shall be liable to removal from group/service or to such other action as the competent authority may direct as provided for under the Government Servants (Efficiency and Discipline) Rules, 1973.

3. This Office Memorandum shall also apply to probationers appointed to other groups not specified in the Annex to this O.M. including Railway (Commercial & Trade) Group who are appointed on the results of the annual competitive examination held by the FPSC.

*[Authority.- Estt. Division O.M. No. 1/36/82-T.V, dated 8-4-1990].*

## ANNEXURE

### PROVISIONS RELATING TO THE TRAINING OF PROBATIONERS

\_\_\_\_\_  
Name of the

Reference to the paragraph and the Estt.  
Group/Service Division O.M. containing the provisions.

1. Accounts  
Group Paragraph 4(e) of O.M.No.1/2/74-ARC,  
dated 23.1.1974 constituting the Group.
2. Commerce & Trade Group Paragraph 4 of O.M. No. 6/2/75-ARC, dated  
the 8-5-1975 constituting the Group.
3. Customs & Excise Group Paragraph 3 of O.M. No.5/2/75-ARC, dated  
9-5-1975 constituting the Group.
4. District Management Group Paragraph 3 of O.M.No.2/2/74-ARC, dated  
23-2-1974 constituting the Group.
5. Foreign Service of Pakistan Paragraph 3 of O.M.No.3/2/74-ARC, dated  
8.4.1974 constituting the service/Group.
6. Income Tax Group Paragraph 3 of O.M. No.4/2/75-ARC,dated  
9.5.1975 constituting the Group.
7. Information Group Paragraph 4 of O.M. No. 2/8/75-ARC, dated  
17.6.1977 constituting the Group.
8. Military Lands and Cantonment Paragraph 4 of O.M. No.9/2/75-ARC, dated  
11.5.1975 Group constituting the Group
9. Office Management Group Paragraph 8(a) of O.M.No.1/2/75-ARC,  
dated 27.1.1975 constituting the Group.
10. Police Service of Pakistan Paragraph 3 of 3/2/75-ARC, dated  
31.5.1975 constituting the Group/Service.
11. Postal Group Paragraph 3 of O.M. No. 3/2/75-ARC, dated  
30.5.1975 constituting the Group.