

PROBATION

"Probationer" definition

S.R.2 (15)- Probationer means a Government servant employed on probation in or against a substantive vacancy in the cadre of a department.

Probationary period to be judiciously fixed

Sl. No. 100

Where the appointment is on probation, this should be clearly stated in the order, alongwith the probationary period in clear terms. This period will vary according to the nature of the posts, and should be judiciously fixed, but once fixed, it should be rigidly adhered to. In other words, the question whether the probationer's services are to be terminated, or his period of probation is to be extended in accordance with the order of appointment, or he is to be confirmed in his appointment should be examined and decided sufficiently in advance of the completion of the current period of probation. This will avoid creating false impression that, if the period of probation is completed without any orders being passed, the probationer's service must necessarily have been accepted as satisfactory and justifying confirmation. (..... omit.....). The retention of such persons on probation after the completion of the maximum term of probation provided in the appointment order is most undesirable, and will be tolerated only in the most exceptional circumstances, *e.g.*, where it is absolutely essential to keep the post filled and a substitute is not available.

[Authority:- Para 4 of Estt. Division O.M. No.13/10/49-Est.(SE), dated 10-11-1949].

Termination of Probation

Sl. No. 101

All the Ministries/Divisions are requested to inform all Officers that an Average Report though sufficient for retention in Government service does not qualify an Officer for promotion to the next Grade.

[Authority.- Estt. Division O.M.No.9/6/78-C.III(P), dated 3-1-1979 may also be read with Estt. Division O.M.No.9/6/79-C.III(B), dated 22-2-1979.

Sl. No. 102

Bar against waiving of the probationary period.- Under the instructions contained in the Establishment Division Office Memorandum No. 54/8/49-Ests (ME), dated the 8th January, 1951, Assistants, etc., nominated on the results of the Ministerial Services Examination conducted by the Central Public Service Commission against permanent and quasi-permanent vacancies are required to be placed on probation for one year before they can be considered for confirmation. However, the appointing authority has the discretion of extending the said period of probation or terminating it before one year, for good and sufficient reasons which should be recorded in writing. The Establishment Division have further held that the probationary period can be curtailed by the competent authority at his discretion, but it cannot be waived altogether.

2. It has been brought to the notice of the Establishment Division and this Ministry that in certain cases Ministries have not placed on probation the Assistants nominated on a regular basis as required in the Establishment Division Office Memorandum referred to in para 1 above, but have allowed them to count their previous service towards probation in accordance with para (I) (b) of this Ministry Office Memorandum No. F. 5 (72)-R. III/52, dated the 15th April, 1953. This virtually means the waiving altogether of the probationary period which is contrary to the instructions issued by the Establishment Division.

3. In order to remove the above anomaly, it has been decided that for the words "count towards probation to the extent of one year" occurring in para (I) (b) of this Ministry's Office Memorandum referred to in para 2 above, the words "be taken into account for the

purpose of fixation of pay", shall be substituted. The effect of above amendment is that the previous service as Clerk on a pay not less than Rs. 100 p.m. would be counted for the purpose of fixation of pay, but this would not affect the question of actual probation which will be, governed by the orders of the Establishment Division.

[Authority.- Finance Division O.M.No.F.2(3)-R.II(I)/57, dated 28-2-1957].

**Civil Servants (Confirmation)
Rules, 1993**

Sl. No. 103

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

1. Short title, Commencement and application.- (1) These Rules, may be called the Civil Servants (Confirmation) Rules, 1993.

(2) They shall come into force at once.

(3) They shall apply to all civil servants.

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

(a) "Foreign Service" means service in which a civil servant receives his pay with the sanction of Government from any source other than the Federal Consolidated Fund; and

(b) "lien" means the title of a civil servant to hold substantively a post on which he has been confirmed.

3. General Principles of confirmation.- (1) A civil servant initially appointed to a post, on probation including a civil servant promoted or appointed to a post on transfer, shall on satisfactory completion of his probation, be eligible for confirmation in that post:

Provided that the confirmation shall be made only against a permanent post:

Provided further that two or more civil servants shall not be confirmed in the same post and at the same time or in a post on which another civil servant holds a lien:

Provided also that a civil servant shall not be confirmed on two or more posts at the same time.

(2) A civil servant shall be considered for confirmation strictly in order of his seniority.

(3) No confirmation shall be made against the post vacated on dismissal, removal or compulsory retirement of a civil servant until his appeal against such dismissal or, as the case may be, removal or retirement is finally decided.

4. The confirmation shall be made on the recommendations of the Confirmation Committee constituted for the purpose and with the approval of the authorities specified below:-

	Composition of the Committees	Confirming authorities	Posts		Remarks
			1.	2.	
	3.	4.			
Posts in BPS-20 and above	Secretary of the Administrative Ministry or an authority controlling the Service/Cadre/ Post as Chairman, Additional Secretary or a Joint Secretary where there is no Additional Secretary in the Ministry concerned, and Addl. Secretary Estt. Division as Members. If posts are in an Attached Department or Subordinate Office, the Head of the Attached Department or Head of Office,	Prime Minister			

who controls the particular Service/Cadre/Post may be appointed as Co-opted Member.

	3.	4.	1.	2.
Posts in BPS-17 to 19	Additional Secretary or Joint Secretary where there is no Additional Secretary in the Administrative Ministry controlling the service/cadre/post as Chairman, and a Joint Secretary and a Senior Deputy Secretary of the Ministry concerned as Members. If posts are in an Attached Department or a Subordinate Office, the head of the Attached Department or Head of Office who controls the particular service/cadre/post may be appointed as Co-opted Member.		Secretary of the Administrative Ministry/Division who controls the particular service/cadre/post.	

FOR POST IN BPS-3 TO 16

Posts in BPS-11 to 16	*An Officer holding the post in BPS-20 as Chairman and two officers holding the post in BPS-19 as Members.	Secretary of the Ministry/ Division concerned or Head of Department provided he is holding	*The Administrative Ministry will constitute separate committees for posts in the
Posts in BPS-10 and below:	*An Officer in BPS-19 as Chairman and two Officers in BPS-18 as Members.	the post in BPS-20 or above.	Ministries/ Divisions and Attached Departments/ Subordinate Offices.

FOR POSTS IN BPS-1 TO 2

Dy. Secretary
of the Ministry/
Division concerned
or Head of Deptt.
or Head of Office
provided he is
holding the post
in BPS-19 or above.

5. Acquiring of lien.- (1) On confirmation in a permanent post, a civil servant shall acquire a lien in that post and shall retain it during the period when he -

(a) holds a temporary post other than a post in a service or cadre against which he was originally appointed;

(b) holds a post on deputation with a foreign government, an international organisation, a multinational corporation or any other organisation outside Pakistan;

(c) holds a post in Foreign Service in Pakistan;

(d) is on leave;

(e) is called for duty in the Armed Forces as reservist of Armed Forces of Pakistan;

(f) is under suspension; and

(g) is on joining time on transfer to another post.

(2) A civil servant acquiring lien as referred in sub-rule (1), shall cease to hold lien acquired previously on any other post.

6. Termination of lien.- (1) The lien of a civil servant who is reduced in rank or reverted to a lower post as a consequence of action taken against him under the Government Servants (Efficiency and Discipline) Rules, 1973, shall be terminated against the post from which he is reduced in rank or, as the case may be, reverted to a

lower post:

Provided that such civil servant shall acquire a lien against the lower post.

(2) A civil servant shall cease to hold lien against a post if he takes up an appointment on selection in an autonomous body under the control of Federal Government, Provincial Government, local authority or private organisation.

(3) Notwithstanding the consent of a civil servant, his lien on a post under the Federal Government shall not be terminated until he acquires lien on any other post.

(4) A confirmed civil servant who, of his own accord, joins some other service, post or cadre on regular basis shall have, after being selected through a regular selection process, the right of reversion to the previous post against which he shall hold lien only during the period of his probation on his new service, post or cadre.

7. **Repeal.**- All existing orders and instructions relating to confirmation of civil servants issued from time to time are hereby repealed.

[Authority:- Estt. Division Notification No. S.R.O. 285(1)/93, dated 15-4-1993].

SECTION B

APPOINTMENTS

Sl. No. 104

Appointing Authorities in respect of posts in BPS-1 to 11 in the Northern Areas.- In exercise of the powers conferred by the first proviso to rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the President is pleased to designate all the Heads of Departments in BPS-18 and above in the Northern Areas as appointing authority in respect of posts in BPS 1 to 11 in the

Northern Areas.

[Authority.- Estt. Division Notification No. S.R.O. 376(I)/88, dated 29-5-1988].

Note.- The word 'Grade' stands substituted with the word 'BPS' with the introduction of Scheme of Basic Pay Scales and Fringe Benefits of civil employees of the Federal Government (1983) and *vide* Estt. Division Notification No. S.R.O. 146(I)/84, dated 9-2-1984.

Sl. No. 105

The appointing authorities for various Pay Scales are specified in rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. The appointing authority for BPS 20 and above is the * [Prime Minister]. All cases for appointment to these scales, after they have been cleared by the respective Selection Board or Selection Committee, or on receipt of nomination by the F.P.S.C. where recruitment is required to be made through the Commission, shall be forwarded to the Establishment Division together with relevant record for obtaining the orders of the * [Prime Minister].

[Authority.- Para 7 of Estt. Secretary's d.o. letter No.1/9/73-F.4, dated 22-10-1973].

**Appointments/promotions
or transfers to posts in
BPS 18 with Special Pay**

Sl. No. 106

Clarification.- The proviso to rule 7 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 requiring that posts in BPS 18 which carry a special pay would also be referred to the Central Selection Board if proposed to be filled by promotion or transfer, has since been deleted *vide* Establishment Division's Notification No. S.R.O. 146(I)/84, dated 9th February, 1984. It is clarified that all cases in which a post in Basic Pay Scale 18 carrying some special pay is filled by promotion will be placed before the appropriate departmental promotion committee. Where a post in Pay Scale 18 carrying a special pay does not fall in the promotion ladder,

it would be filled by departmental heads through normal posting and transfer.

[Authority.- Estt.Division O.M.No.3/6/84-R.2 dated 3-7-1984].

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

Sl. No. 107

Re-appointment to Grade 17 or above posts.-It appears that some doubt still exist in some quarters about the procedure to be followed in the following cases:-

(a) In case of re-appointment to a post in Grade 17 or above of an officer whose "first appointment" to a post in Grade 17 or above was made with the approval of the President/Prime Minister.

(b) In case of appointment to hold full charge of a post in Grade 17 or above, of an officer who had already been holding current charge of the post.

2. The approval of the President/Prime Minister is not necessary for re-appointment of an officer to a post in Grade 17 or above whose earlier appointment to that post was made with the approval of the President/ Prime Minister and who was subsequently reverted from that post due to no fault of his own. However, where reversion was made as a result of some disciplinary action, fresh approval of the President/Prime Minister would be necessary if the officer is subsequently re-promoted to a post in Grade 17 or above.

3. When an officer is appointed to hold current charge of a post in Grade 17 or above with the approval of the President/ Prime Minister, similar approval of the President/Prime Minister is required when the same officer is appointed to hold full charge of the post.

[Authority.- Estt. Division O.M.No.10/2/64-D.I, dated 13-8-1964, as amended *vide* O.M. No.3/20/70-D.III, dated 16-9-1970].

Sl. No. 108

In continuation of the instructions issued in the Establishment Division Office Memorandum No. 3/20/70-D III, dated the 16th September, 1970, it has been decided that if the re-appointment of an officer to a post in Grade 17 and above took place after more than one year of the reversion from that post, the case should be placed before the Central Selection Board for determining the continued fitness of the officer to hold a post in Grade 17 or above. After the approval of the Central Selection Board, it would not be necessary to refer the case to the President/ Prime Minister again.

[Authority.- Estt. Division O.M.No.3/20/70-D.III, dated 16-9-1971].

Sl. No. 109

Appointment of Secretaries to Government.- Appointment of Secretaries/Acting Secretaries to the Government are made on the recommendation of the Ministers concerned with the approval of the President. There are, however, standing instructions on the subject as contained in the Establishment Division Office Memorandum No. 33 (3)/54-SEI, dated the 29th September, 1954.

2. In terms of the Office Memorandum mentioned above, before any appointment of Secretary/Acting Secretary is decided upon, the Establishment Division should be required to submit a factual note about possible candidates, covering such matters as service, eligibility, tenure, etc., together with their Character Rolls. In practice, however, Ministers tend to make these appointments without consulting the Establishment Division. The President has, therefore, been pleased to observe that it is very necessary to follow the procedure laid down in this respect. I am, therefore, to request you kindly to bring this point to the notice of your Minister.

[Authority.- Estt. Secretary's d.o. letter No.26(10)/63-AI, dated 31-8-1963].

**Manner of submission of cases
to the Establishment Minister**

Sl. No. 110

The summaries for the Establishment Minister received from the Ministries/Divisions are found deficient in many respects and do not always contain all the relevant information which has, therefore, to be obtained formally or informally resulting in delays and loss of time. It is, therefore, requested that Summaries for the Establishment Minister or papers for Central Selection Board seeking approval to an appointment by promotion, direct recruitment, transfer or re-employment, etc. may kindly be prepared in the following manner:-

(i) The subject should be stated in concise and self-explanatory manner.

(ii) The Summary should begin by indicating the number of vacancies and how they have arisen.

(iii) It should then state how these vacancies have to be filled in under the relevant Recruitment Rules *i.e.* whether they are to be filled directly, by promotion or by transfer etc. If they are to be filled directly the regional/provincial quota to which they belong may be specifically indicated.

(iv) In any case, the qualifications and conditions of eligibility for appointment prescribed in the Recruitment Rules should be stated either in the Summary or in the Annexure thereto. If necessary a copy of the Recruitment Rules may be enclosed.

(v) The Summary must also indicate the action taken to fill the vacancy *viz.* whether the post has been notified to F.P.S.C. or directly advertised for *ad hoc* appointment etc. and whether F.P.S.C./ Departmental Selection Committee have recommended any candidate. In the case of promotions the fact that D.P.C. or the C.S.B., as the case may be, has approved the promotion should be stated alongwith the minutes.

(vi) Full information as to qualifications, experience etc. of candidates recommended for appointment/ promotion/transfer should be given alongwith clear indication of their place in the seniority list. The candidate's domicile should be precisely stated. Where proposed promotion would involve

supersession, detailed justification thereto may be given alongwith names etc. of all the eligible candidates and their C.Rs in order of seniority including those who are proposed to be passed over. Otherwise a clear certificate may be given that no supersession is involved.

2. It is requested that the Summaries may please be typed in double space on Summary paper and henceforth two copies of each Summary (alongwith enclosures) should be invariably sent to the Establishment Division so that the original is returned with the orders of the Establishment Minister and the duplicate retained in the Establishment Division for record.

3. In case the Summaries are not received in the above mentioned manner, the same may have to be returned causing delay in according necessary approval.

[Authority.- Estt. Secretary's d.o., letter No.4/20/74-A IV, dated 11-12-1974].

Sl. No. 111

It has been observed that proposals received from the Ministries/Divisions for appointment to posts in BPS 17 and above on the recommendations of the FPSC are not complete in all respects. Establishment Division has to make back references for getting the missing information/documents which entails avoidable delays in disposal of such cases. It is, therefore, essential that the following information/documents may invariably be enclosed with summaries sent to the Establishment Division:-

- (i) Original letter of FPSC recommending the candidates for the posts.
- (ii) Application Forms of the candidates.
- (iii) Complete C.R. dossiers of the candidates already in Government service.
- (iv) A statement showing how the provincial/regional quotas are being observed.

- (v) A copy of the recruitment rules.

2. Summaries which do not meet the above requirements will be returned to the sponsoring Ministry.

[Authority.- Estt. Secretary's d.o. letter No.1/3/80-A.III, dated 2-8-1980].

Sl. No. 112

Check list of information/ material in cases to be submitted to the Establishment Minister.- In order to facilitate proper submission of summaries by the Ministries/Divisions a complete check list of information/material to be incorporated in or attached to the summaries in respect of cases requiring the approval of the Establishment Minister is enclosed as Appendix. It is requested that in future it may kindly be ensured that this information/ material is invariably incorporated in/or furnished with the summaries. Otherwise the summaries will not be processed in this Division and will be returned to the Ministries/Divisions.

[Authority.- Special Secretary (Estt.) d.o. letter No.4/20/74-A.IV, dated 29-6-1976].

APPENDIX

CHECK LIST FOR SUBMISSION OF SUMMARIES FOR THE ESTABLISHMENT MINISTER

A. GENERAL INSTRUCTIONS:

- (i) The summary is to be typed in double space.
- (ii) Two copies of each summary (alongwith enclosures) are to be sent to the Establishment Division.
- (iii) The summary should contain specific recommendation of the Minister incharge about the proposal made in it.
- (iv) The number of vacancies and how they have arisen.

(v) A copy of the recruitment rules approved by the Establishment Division. Otherwise, a copy of the draft recruitment rules or method of recruitment, qualifications and experience determined for the post(s) in consultation with the Establishment Division.

(vi) Number of sanctioned posts; their distribution into promotion, direct recruitment and transfer quotas. Complete list of officers holding promotion posts. List of officers holding merit quota posts and regional distribution of posts reserved for direct recruitment alongwith the names and domicile of the incumbents holding these posts.

B. APPOINTMENTS BY PROMOTION:

(i) A copy of the minutes of the meeting of the Departmental Promotion Committee.

(ii) An authenticated copy of the seniority list.

(iii) Full justification for supersession, if any.

(iv) Up-to-date C.R. dossiers of the officers recommended for promotion or supersession.

(v) An abstract of the performance evaluation reports for the last five years in respect of officers recommended for promotion, supersession or to be ignored being on deputation etc. in the proforma as per Annexure I, "C" and "D" entries to be written in red ink.

(vi) An abstract of the major personal traits for the last five years of officers recommended for promotion or supersession *vide* proforma as per Annexure II, "C" and "D" entries to be written in red ink.

(vii) If an officer recommended for promotion is on deputation with an organization under the Federal or Provincial Governments or autonomous/semi-autonomous organization, Foreign

Government or an international organization, it may be clearly stated if the deputation is in the interest of public service or not.

(viii) If the officer recommended for promotion is on deputation from another organization a copy of the written consent of that organization to his promotion is to be furnished to the Establishment Division.

(ix) A certificate that the officers recommended for promotion in a particular grade possess the required length of service in the lower grade as laid down in the Establishment Division O.M. No. 1/9/80-R. 2 dated 2nd June, 1983.

(x) In case of promotion to Grade 19 and above, a copy of the minutes of the meeting of the Central Selection Board together with C.R. dossiers of the officers recommended for promotion.

C. *AD HOC* APPOINTMENTS:

(i) Regional quotas to which the vacancies fall.

(ii) Whether the posts were advertised in the Press? If so, a copy of such advertisement to be attached.

(iii) Whether the vacancies have been notified to the FPSC for making regular recruitment against them? If so, a copy of the requisition placed with the FPSC is to be attached.

(iv) Full particulars of the candidates tested/interviewed together with their assessment by the Selection Committee.

(v) A copy of the minutes of the meeting of the Selection Committee.

(vi) Bio-data of the candidates recommended.

(vii) Up-to-date C. R. dossier of the candidate being recommended for *ad hoc* appointment, if he or she has served in an organization under the Federal or Provincial Government.

(viii) In case of extension in the period of *ad hoc* appointment of an officer confidential report on his performance for previous period(s) should be attached.

D. APPOINTMENT THROUGH THE FPSC:

(i) Nomination letter from the FPSC.

(ii) Advertisement issued by the FPSC.

(iii) Regional quota to which the vacancy is allocable.

(iv) Up-to-date ACR dossier of the candidate selected by the FPSC, if he or she is/was in Government service.

(v) Bio-data of the selected candidates or their applications addressed to the FPSC.

E. APPOINTMENT BY TRANSFER:

(i) A certificate that the candidate recommended is holding equivalent post on regular basis in his parent organization.

(ii) Up-to-date ACR dossier of the officer recommended for transfer.

(iii) Whether the transfer is permissible under the recruitment rules?

(iv) Minutes of the meeting of the DPC/Selection Committee.

F. APPOINTMENT BY RE-EMPLOYMENT:

(i) A copy of the minutes of the meeting of the Central Selection Board.

(ii) Bio-data of the candidate recommended for re-employment including age and educational qualifications.

(iii) Up-to-date ACR dossier of the officer recommended for re-employment.

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ANNEXURE I

(Specimen)

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

page 196 and 197 (1989 edition) Annexure I and II to be scanned.

page 196 and 197 (1989 edition) Annexure I and II to be scanned.

**Mode of notifying
Appointments,
Promotions etc.,
after introduction
the scheme of Basic
Pay Scales**

Sl. No. 113

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

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

3. It is requested that in future all the notifications and orders relating to initial appointment, appointment by promotion or by transfer and other appointment like *ad hoc* appointments should invariably mention appointments to posts and not to grades. A few specimen of the draft notifications are also enclosed for guidance. This form normally be used.

[Authority.- Estt. Division O.M. No. 3/11/83-R.2(Pt) dated 15-4-1984].

Draft 1 Promotion

No.

GOVERNMENT OF PAKISTAN

MINISTRY OF

..... Division

Islamabad, the

NOTIFICATION

Mr..... is promotedto the post of
*promoted on officiating basis and is posted as.... in the
Ministry/Division/Office of..... until further orders.

To
The Manager,
Printing Corporation of Pakistan Press (PCP),
Islamabad.

*Deputy Secretary
to the Government of Pakistan*

*To be used in cases of promotion in temporary vacancies like leave or deputation vacancies. Nature of the vacancy and the duration of promotion should be specified in the notification.

Draft-2 Initial Appointment

TO BE PUBLISHED IN PART-II OF THE GAZETTE OF
PAKISTAN

No.

GOVERNMENT OF PAKISTAN

MINISTRY OF.....

..... Division

Islamabad, the

NOTIFICATION

On selection by the Federal Public Service Commission,
Mr..... is appointed as in the
Ministry/Division/Office of w.e.f the date he assumes
charge of the post and until further orders.

2. He shall remain on probation for a period of
.....

*Deputy Secretary
to the Government of Pakistan*

To
The Manager,
Printing Corporation of
Pakistan Press, Islamabad

Draft 3 Appointment by Transfer

No.

GOVERNMENT OF PAKISTAN

MINISTRY OF.....

..... Division

Islamabad, the

NOTIFICATION

Mr..... is appointed by transfer to the post of..... in the Ministry/Division/ Office of..... and is posted as

2. He shall be on probation for a period of

*Deputy Secretary
to the Government of Pakistan*

To
The Manager,
Printing Corporation of
Pakistan Press, Islamabad

Draft 4 Acting Appointment

No.

GOVERNMENT OF PAKISTAN

MINISTRY OF

..... Division

Islamabad, the.....

NOTIFICATION

Mr..... is appointed on acting charge basis to the post of..... in the Ministry/Division/Office of..... until further order and is posted as.....

*Deputy Secretary
to the Government of Pakistan*

To
The Manager,
Printing Corporation of
Pakistan Press, Islamabad

Draft 5 Ad Hoc Appointment

No.

GOVERNMENT OF PAKISTAN

MINISTRY OF

..... Division

Islamabad, the.....

NOTIFICATION

Mr is appointed on *ad hoc* basis as.....in the Ministry/Division/Office of..... for a period not exceeding six months or till the availability of a nominee of the Federal Public

Service Commission, whichever is earlier.

2. The appointment shall be terminable without notice on the appointment of a person selected by the Federal Public Service Commission.

*Deputy Secretary
to the Government of Pakistan.*

To
The Manager,
Printing Corporation of
Pakistan Press, Islamabad

Sl. No. 114

Use of pay scale and name of the post in the Notification and summary.- Reference Establishment Division's circular O.M.No.3/11/83-R.2, dated the 15th April, 1984 (Sl. No.113) *vide* which specimen of draft notifications relating to initial appointment, appointment by promotion etc. mentioning the appointments to posts and not to grades, were circulated. It has now been decided that, in future, in all the notifications, summaries and office notes, the name of the post and its pay scale may also be mentioned, where necessary.

[Authority.- Estt. Division O.M. No. 3/11/83-R. 2, dated 13-1-1985].

Sl. No. 115

Continuance of the practice of notifying all appointments in BPS 16 or above in the Gazette.- The Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1973, give formal effect to the abolition of classes announced by the Prime Minister on 20th August, 1973. The classification of posts into gazetted and non-gazetted has also been abolished. However, the practice of notifying all appointments to Basic Pay Scales and above in the Gazette will continue to be followed.

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

Sl. No. 116

Clarification regarding notifying of appointments of stenographers to senior scale (Basic Scale-16).- The appointments to the upgraded posts of Superintendents (BPS-16) in Attached Departments are permitted to be notified in the official Gazette.

[Authority.- Estt. Division O.M.No.11/57/80-F.II(B-16) dated 15-1-1984].

Sl. No. 117

Under the Establishment Division's O.M. No. 14/6/73-D.I, dated the 24th October, 1973, as amended *vide* O.M. of even number dated the 8th August, 1974, 25% of the sanctioned posts of Stenographers were placed in NPS-14. Now the post of Stenographer carries Basic Scale 15 and 25 % of the sanctioned posts will carry Basic Scale-16 *vide* Annexure II to the Finance Division's O.M. No. F. 1(19-Imp/83) dated the 18th August, 1983 with effect from the 1st July, 1983.

2. A question has arisen whether the event of appointment/placement of a Stenographer in Basic Scale 16 is required to be notified in the Official Gazette or not. This issue has been examined in the Establishment Division. According to para-2 of the Finance Division's O. M. under reference, the basic scales which have replaced the Revised National Scales of Pay, will not be regarded as grades and will not be referred to as such in official communications. Further, officials will be appointed/ promoted to *posts* and not to *grades*. The Basic Scale 16 is a scale to be carried by a percentage of posts of Stenographer but there will be no new name new designation of the posts carrying that scale. These posts will still be known as posts of Stenographer (senior scale). Hence the placement of a Stenographer in Basic Scale 16 is not required to be notified. However, if a Stenographer is appointed/promoted as Private Secretary or Secretariat Superintendent, his appointment/promotion as such will be notified as these posts carry definite designation and stand placed in *Basic Scale 16.

[Authority.- Estt. Division O.M. No. 14/6/73-D.I(F.II) R. VI dated 8-10-1983].

*Note.- All posts of Private Secretary to Secretaries/Additional Secretaries have been

upgraded from BPS 16 to BPS 17 w.e.f. 1-7-1983 *vide* Estt. Division O.M.No.9/2/74-E.II(R6) dated 18-3-1986.

Sl. No. 118

Notifications in respect of Secretariat Appointments.- It has been decided that henceforth all notifications relating to appointments of Secretaries/Acting Secretaries shall be issued by the Establishment Division instead of the Ministries, as has been the practice so far. This course is necessary to avoid notifications being found legally or otherwise defective, as has been found to be the case in some instances. In order to enable this Division to issue the necessary notification, Ministries will send the file to the Establishment Division after Prime Minister's Orders have been obtained regarding such appointments.

[*Authority.*- Establishment Secretary's d.o. letter No.26(19)/63-A. 1, dated 31-8-1963].

Sl. No. 119

Notifications regarding postings, transfers etc.of officers of the status of Joint Secretary and above.- It has been noticed by the Establishment Division that Ministries/Divisions are not fully aware of the correct procedure with regard to obtaining orders for appointment to posts in the Ministries/Divisions and issue of notifications in respect of appointments to such posts. The correct procedure in this regard has, therefore, been explained in the following paragraphs.

2. According to the existing instructions, appointments to the grade of Secretary, Additional Secretary, Acting Secretary and Joint Secretary fall under the purview of the High Level Selection Board while appointments to the posts of Deputy Secretary to the Government of Pakistan * [.....] come within the scope of the Central Selection Board. The recommendation of the High Level Selection Board/Central Selection Board in respect of these officers have to be obtained by the Establishment Division. Thereafter, action is required to be taken in the following sequence:-

- (i) Approval of the ^{**}President to the recommendation of the appropriate Selection Board.

“The word “Section Officer” omitted.

^{**} Note.- The Prime Minister is now the appointing authority for posts in BPS 20 and above vide rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

- (ii) (a) Decision in the Establishment Division in consultation with Ministries/Divisions to post an approved officer to a particular post, and
- (b) submission of a summary to the ^{*}President for his specific approval to such appointment.
- (iii) Issue of notification by the Establishment Division making the actual appointment.
- (iv) Issue of notification by the Ministries/Divisions concerned regarding assumption of charge of the particular post by the selected officer.

3. Action with regard to (i) and (iii) above is required to be taken by the Establishment Division alone. Approval of the President to the appointment of a particular officer to a particular post is at present taken by the Administrative Division in which the vacancy exists. This has led to some unforeseen and unhappy consequences, e.g., unwillingness of the Administrative Divisions to accept particular officers and allowing the officers to assume charge of their duties before a formal notification has been issued by the Establishment Division. In order to avoid such difficulties it has now been decided that approval of the President to all Secretariat appointments would be taken by the Establishment Division, in consultation with the Ministries/Divisions.

4. The next step would be to issue a further notification regarding assumption of charge of the particular post by the selected officer. This notification is to be issued by the Ministries/ Divisions concerned. It is, however, emphasised that assumption of charge by the selected officer cannot be from a date prior to but subsequent to the date of notification regarding his appointment by the Establishment Division. In no case can the selected officer assume

charge from a date earlier than the date of notification issued by the Establishment Division.

[Authority.- Estt. Division O.M.No.22/25/68-AI, dated 23-1-1969].

** Note.- The Prime Minister is now the appointing authority for posts in BPS 20 and above vide rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. Sl. No. 120*

In the Establishment Division O.M. No. 22/25/68-AI, dated the 23rd January, 1969, it was emphasised that the charge of a particular post could be assumed by a Government servant, duly approved by the competent authority only from a date subsequent to the date on which the notification of his appointment was issued by the Establishment Division, and that in no case the Government servant could assume charge from a date either than the date of notification issued by the Establishment Division, unless specifically stated.

2. It has been noticed that the instructions referred to above have not been observed in a number of cases by the Ministries/ Divisions and, in some cases Government servants were allowed to assume charge of the posts to which they were appointed by the Establishment Division, with effect from dates either than the dates of the notifications of their appointments issued by the Establishment Division. In view of this, it is considered necessary to reiterate the position stated in para 1 above. The fact that vacancies were available in certain cases from back dates, is not relevant, and no Government servant can be allowed to assume charge of a higher post retrospectively only for that reason. Further, in order to regularise the position, it is requested that all such cases should be reviewed and relevant notifications, if any, which may have been issued by the Ministries/Divisions in contravention of the instructions referred to above, should be cancelled immediately, and revised notifications issued, under intimation to the Establishment Division.

[Authority.- Estt. Division O.M. No. 22/25/73-AV, dated 10-12-1973].

Current/additional charge and acting charge appointments

Sl. No. 121

According to the existing instructions all appointments by promotion in higher posts are to be made through regular selection process *i.e.* with the approval of the Central Selection Board/ Departmental Promotion Committee and the authority competent to make appointment to the grade in which the vacancy exists. However, in those cases where a vacancy in a higher post occurs for less than two months and it is considered impossible for good reasons to make arrangements for day to day work of that post to be carried on otherwise, the current charge of the duties of that post may be given temporarily, with the approval of the authority competent to make appointments to the said post, to the senior most officer in the cadre present at the place or in the organization where the vacancy may have occurred if he is otherwise fit and eligible for promotion.

2. Situations arise in various departments where higher posts have to be filled urgently for short periods independently of the normal promotion and appointment procedure which takes time. The matter has been considered in consultation with the Ministry of Finance. In order to overcome the difficulty, the President has been pleased to delegate the power to make current charge appointments as follows:-

- (i) Secretaries/Additional Secretaries.....
- (ii) Heads of Attached Department not below grade 21 including Chairman, FPSC and Chairman Federal Inspection Commission in respect of their own officers..... For Grade 17 to 20
- (iii) Auditor General of Pakistan Pakistan Audit Department..
- (iv) Military Accountant

	General for Military Accounts Departments.....	Upto Grade 20
(v)	Member Finance, Railway Board for Railway Audit Department.....	
(vi)	Head of Department as defined in S.R.2(10) not below grade-20.....	For Grade 17 and 18

3. The exercise of the powers as delegated shall be subject to the observance of the following conditions:-

- (i) the arrangement should not be made for a period of less than one month and should not exceed three months. However, it may be extended by another three months with the approval of the next higher authority;
- (ii) as soon as the current charge is given, a proposal for regular appointment should be initiated and referred to DPC/CSB within a month; and
- (iii) in making current charge arrangement, the senior most officer available in the organisation and present at the place where the vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be considered.

4. An officer appointed to hold current charge of a higher post shall be allowed, in term of F.R. 35 and proviso to Section 17 of the Civil Servants Act, 1973 pay in his own grade plus additional pay equal to 10% of his grade pay. (Please see revised orders *vide* Sl. No.123 below)

5. The existing orders on the subject are modified to the above extent.

[Authority.- Estt. Division O.M.No.1/21/76-AR.I/R-II, dated 18-6-1980, as amended *vide* O.M. of even number dated 10-4-1981].

Sl. No. 122

With reference to the Establishment Division's Office Memorandum No. 1/21/76- AR.I/R.II dated the 18th June 1980 (Sl. No.121), it is clarified that for the purpose of making current charge arrangements it is not necessary to insist on completion the length of service as prescribed for promotion.

[Authority.- Estt. Division O.M. No. 1/4/84-R.2 dated 3-7-1984].

Sl. No. 123

Enhancement of special pay admissible to an officer appointed to hold current charge of a higher post.- Under the existing orders an officer appointed to hold current charge of a higher post in addition to the duties of his own post, is allowed in terms of F.R. 35 and proviso to Section 17 of Civil Servants Act, 1973, pay of his own post plus special pay equal to 10% of his pay. The position has been reviewed and in order to afford sufficient compensation to a person performing duties of higher post carrying higher responsibilities, it has been decided, with the approval of the competent authority, that in case of current charge appointments to higher posts, special pay shall be admissible at the rate of 20% of pay subject to a maximum of *Rs.1000 p.m. with effect from 1-2-1987.

2. However it is emphasized that the current charge arrangements should be made with the approval of the competent authority strictly in accordance with the orders contained in the Establishment Division's O.M.No.1/21/76-A.R.I/R.II, dated 18-6-1980 (Sl. No.121).

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

*Revised *vide* Finance Division O.M.No.F.2(2)R.3/92-474, dated 16-6-1992.

Sl. No. 124

Reference Establishment Division's O.M. No. 1/21/76-AR.I/R.II, dated 18th June, 1980 which provides that "the current charge of the duties of that post may be given temporarily, with the approval of the authority competent to make appointment to the said post, to the most senior officer in the cadre present at the place or in the organisation where the vacancy may have occurred if he is otherwise fit and eligible for promotion". Queries have been received as to the definition of the word "place" and "organisation".

2. The matter has been considered. The word "place" refers to the area in which the office in which the vacancy has arisen is located, *e.g.*, Rawalpindi, Islamabad, Karachi etc. The word "organization" refers to each distinctive administrative unit of department. For instance in a Division which is divided into different Wings each as a distinct entity, the organization will refer to each such Wing.

[*Authority*.- Estt. Division O.M. No. 1/21/76-AR-I/R.II, dated 14-3-1981].

Sl. No. 125

With reference to the Establishment Division O.M. No. 1/21/76-AR.I/R.II, dated the 18th June, 1980 as amended *vide* Establishment Division O.M. of 10th April, 1981 a question has been raised as to which authority is competent to extend current charge appointment beyond 6 months.

2. The delegation made *vide* the Establishment Division O.M. No. 1/21/76- AR.I/R.II, dated the 18th June, 1980 as amended *vide* O.M. dated 10th April, 1981 is in partial modification of the Establishment Division O.M. No. 7/22/70-AVII, dated 7th August, 1970. The cases of extension of current charge appointment beyond 6 months will, therefore, continue to be sanctioned by the

Establishment Secretary in respect of posts in BPS 17 to 19 and by the President in respect of posts in BPS 20 and above.

3. The current charge arrangement is made as a temporary measure pending appointment of a person to the post on a regular basis. It is expected that case for regular appointment will be simultaneously initiated and finalised within the period of 6 months which is considered sufficient for the purpose. Normally, therefore, there should be no occasion for extending current charge arrangement beyond 6 months. In those cases only where it is necessary to continue the current charge arrangement beyond this period cases should be referred to the Establishment Division. Such cases should indeed be rare. The case should be referred in the form of a summary for the President in the case of posts in BPS 20 and above and for Establishment Secretary in the case of posts in BPS 17 to 19, stating what action was taken to fill the post on a regular basis, the reasons why it has not been possible to make a regular appointment within the prescribed period of 6 months and full justification for further extension of temporary arrangement. The period for further extension should be as short as possible necessary to make regular arrangements.

4. The proposal to continue payment of additional pay beyond 6 months will also require approval from the Ministry of Finance. The proposals may therefore be referred initially to the Ministry of Finance for their concurrence before referring the case to the Establishment Division.

[Authority.- Estt. Division O.M. No 1/21/76-AR-I/R-II dated 6-4-1987].

Sl. No. 126

Correct designation of officers holding current charge of higher posts.- It has been decided in consultation with the Law Division that an officer holding a higher post on current charge basis may use the designation of that post in relation to a duty attached to that post.

[Authority.- Estt. Division O.M. No. 1/3/82-R.2, dated 16-12-1982].

Sl. No. 127

Additional Charge appointments.- The President has been pleased to decide -

- (a) that combination of appointments in terms of Fundamental Rules (F.R) 49 should be made as a temporary measure and should not ordinarily be made for a period of more than 6 months; and
- (b) that apart from the pay admissible under F.R. 49 (a) where applicable, the additional remuneration which may be granted to an Officer, including a Judicial Officer of the rank of Joint Secretary or above, who is called upon to perform additional duties, should not exceed an amount equal to 10% of his pay in the original post.

2. In order to comply with the decision mentioned in para 1(a) above, necessary measures to fill up a post on a whole-time basis should be taken as soon as it falls vacant and every possible effort should be made to make a whole-time appointment within the period of six months. If, in any case, it is necessary to continue the full additional charge or current charge arrangement beyond this period, the case should be referred to the Ministry of Finance stating the steps taken to fill the post on a whole-time basis, the reasons why it was not possible to appoint a whole-time officer within the prescribed period and giving full justification for further continuance of the temporary arrangement.

3. For the purpose of the decision given in para 1(b) above, all posts carrying a pay of Rs. 3,000 in the "existing" (pre-31) scale or Rs. 2,000 in the "Prescribed" scales will be regarded as equal in rank to the post of Joint Secretary.

4. The grant of additional pay to officers below the rank of

Joint Secretary will continue to be regulated under the existing orders, according to which additional pay not exceeding 20 per cent of the presumptive pay can be granted but, as a consequence of the limits laid down in para 1(b) above, the amount of additional pay granted to officers below the rank of Joint Secretary should not exceed the amount of additional pay admissible to a Joint Secretary under these orders.

[Authority.- Finance Division O.M. No. F. 4(46)-R.II(III)/56, dated 26-10-1957 as reproduced below F.R. 49].

Sl. No. 128

The question whether cases of additional charge appointments come within the scope of the Central Selection Board or not has been under consideration in the Establishment Division.

2. After careful consideration it has now been decided that when an officer is appointed to hold additional charge of an equivalent post in terms of the Ministry of Finance O.M. No. 4(46)-R.II (III)/56, dated the 26th October, 1957, it will not be necessary to obtain the approval of the Central Selection Board. The Ministry concerned may make such an appointment in consultation with the Ministry of Finance. But when an officer is appointed to hold current charge of a higher post for a period exceeding two months, the approval of the Central Selection Board is necessary in accordance with the existing orders.

[Authority.- Estt. Division O.M. No. 26(13)/63-AI, dated 2-7-1964].

Sl. No. 129

Reference Finance Division's circular O.M. No. F. 4(14)-R. 4/68, dated the 9th September 1971, the position has been reviewed and in order to afford sufficient compensation to a Government servant entrusted with the additional charge of a vacant identical post, it has been decided with the approval of the competent authority, that in case of additional charge arrangement, special allowance shall be

admissible at a uniform rate of 20% of basic pay not exceeding Rs. 800 p.m. with effect from 1st February 1987, subject to the fulfillment of the following conditions:-

- (i) The work of the vacant post, as far as possible, be distributed among more than one Government Servant of the same status and designation available in the Ministries/Divisions/Departments.
- (ii) Where the distribution of the work among more than one Government Servant is not feasible, the charge of the vacant post may be entrusted, in its entirety, to another Government Servant. This arrangement should not be made for a period less than one month and should not exceed three months and it should be allowed with specific approval of the Secretaries/Additional Secretaries/Heads of Attached Departments/Heads of Department not below BPS-21. However, it may be extended by another three months with the approval of next higher authority.
- (iii) Immediately on the expiry of six months of the full additional charge of the particular vacant post, the post shall be treated as having been abolished and its duties automatically becoming part of the normal duties of the other existing posts of the same category in the Divisions/Departments concerned. The post so treated as abolished shall not be reviewed without the concurrence of the Financial Adviser concerned.

2. Finance Division's O.M. No. 4(14)-R.4/68, dated the 9th September, 1971 shall be deemed to have been cancelled with effect from 1st February, 1987.

[Authority.- Finance Division O.M. No. F.2(9)-R-3/85, dated 18-3-1987].

Sl. No. 130

The Finance Division's O.M.No.F.4(14)R.4/68, dated 9-9-1971 authorises grant of Special Pay at various specified rates in cases in which, in accordance with para 2(ii) of that circular, the charge of the vacant post of an officer in an establishment is entrusted in its entirety to another officer of the same status, category and designation in that establishment. A question was raised whether this combination of charges, where the post and the officer concerned belong to a Grade higher than Grade 15, needs or does not need to be notified in the gazette, in order for the above special pay to become payable. The matter has been considered in consultation with the Establishment Division. The position is that the combination of charge in the above category of cases [unlike the combination of appointments under F. R. 49 or under para 1(2) (c) of the pre-Independence Government of India, Finance Department's O.M. No. F. 7 (3)-EII/46, dated 26-9-1946] would not have the effect of bringing about any change either in the status of the officer concerned or in his competence to perform official duties. It has accordingly been held that notification, in the gazette, of the combination of charges authorised under para 2(ii) of the above mentioned circular dated 9-9-1971, would be uncalled for.

2. It follows that in cases of the kind referred to in the preceding para, issue of an official letter conveying the approval of the competent authority to the combination of charges in question and to the grant of special pay in accordance with para 2(ii) of the circular dated 9-9-1971 referred to above, would constitute sufficient authority for the Audit to allow the relevant rate of special pay to the officer concerned.

[Authority.- Finance Division O.M.No.D.907-R.4/76-F.4 (19)R.1/76, dated 6-10-1976].

Sl. No. 131

Appointment on Acting Charge basis.- Reference rule 8-A of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and to state that a civil servant, on appointment to hold a post

on Acting Charge basis, shall -

- (a) assume full duties and responsibility of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post; and
- (b) during the period of such appointment, be entitled to draw fixed pay equal to the minimum stage of the pay at which his pay would have been fixed had he been appointed to that post on regular basis. Service rendered on Acting Charge basis in the scale applicable to the post shall not count for purposes of drawal of increments in that grade. It shall, however, count towards increments in the scale of pay held immediately before appointment on Acting Charge basis so that on reversion from Acting Charge appointment his pay in the lower grade should be fixed at the same stage which he would have reached, but for appointment to the higher grade;

Provided that if at any time during his appointment on acting charge basis, his substantive pay exceeds his pay fixed on acting charge appointment, he will draw his substantive pay.

Explanation.- For the purpose of this proviso, officiating pay drawn in a post held on regular basis continuously for three years (including period of leave) or which would have been drawn for that period but for appointment on acting charge basis shall be treated as substantive pay.

[Authority.- Estt. Division O.M.No.1/9/80-R II(B), dated 12-1-1981 as amended *vide* O.M.No.1/1/82-R 2 dated 15-8-1983].

Sl. No. 132

Reference sub para (b) of Establishment Division's O.M.No. 1/9/80-R.II(B) dated 12th January, 1981, as amended *vide* O.M.No. 1/1/82/R.2, dated 15th August, 1983, it is stated that in partial

Other short-term appointments

Sl. No. 133

Temporary vacancies upto two months or more.- Orders were issued (*vide* Establishment Division Memorandum No. 54/27/ 53-ME, dated the 30th September, 1953 and 14th November, 1953) to the effect that:-

- (i) No vacancy less than 4 months' duration should be filled;
- (ii) Vacancies exceeding 4 months should not normally be filled but may be filled under the personal orders of the Heads of Ministries/Divisions/Departments;
- (iii) Exception from (i) and (ii) above may be made in the case of technical staff.

2. The question of filling of short-term vacancies has been considered further and it has since been decided, in supersession of the orders referred to above, that :

- (i) No vacancy upto 2 months should be filled;
- (ii) Vacancies exceeding 2 months should not normally be filled but may be filled under the personal orders of the Heads of Ministries/Divisions/Departments;
- (iii) In case where the nature of work is such that the employment of staff for a short period is unavoidable in the interest of essential work, relaxation in respect of promotion or recruitment to vacancies of even less than 2 months duration should be made and such vacancies should be filled under the personal orders of the Heads of Ministries/Divisions/Departments.

Such relaxation should, however, be made only after consultation with the Establishment Division.

[*Authority.*- Estt. Division O.M. No. 54/27/53-ME, dated 8-4-1954 as amended *vide* O.M. No.11/4/61-F.II (XV), dated 6-4-1962].

Note.- The above orders do not apply to the case of Secretaries to Government for whom separate orders exist.

Sl. No. 134

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

- (1) *When the officer hands over charge of his post.*- The officer concerned is placed on special duty and is entirely detached from duties of the post which he ordinarily holds. * A post of Officer on Special Duty would have to be created in the Ministry sponsoring his deputation and the vacancy created in his own Ministry can be filled up in the normal course.
- (2) *When the officer does not hand over charge of his post.*- The officer is not detached from the duties of his post and it is not necessary to make arrangements for the disposal of the work relating to the post due to the absence of its incumbent. A new post in a lower grade may be created with the sanction of the authority competent to create such lower post for the period of the officer's absence on duty.

**Note.*- Pl. see Estt. Division O.M. No. 5(1)8/67-DV, dated 19-9-1968.

2. The instructions contained in the Ministry of Finance Office Memorandum No. 4561-EG.I/1/51, dated the 12th July, 1951, are hereby cancelled.

[Authority.- Finance Division O.M.No.3005-EG-1/52, dated 7-5-1952].

Sl. No. 135

Vacancies caused by suspension of Government servants.-
The question whether a vacancy caused by suspension of a Government servant can be filled up like other ordinary vacancies has been examined in consultation with the Ministry of Finance and the Law Division. It has been decided that though a vacancy caused by suspension of an officer cannot be filled up substantively; it can be filled up on an officiating basis, and that no supernumerary post need be created in such case.

2. This supersedes Establishment Division's O.M. No. 2/14/67-CIII dated the 19th September, 1968.

[Authority.- Estt. Division O.M. No. 6/2/71-DI, dated 20-9-1971].

SECTION "C"

SENIORITY

***Preparation of seniority lists grade-wise**

Sl. No. 136

According to sub-section (1) of section 8 of the Civil Servants Act, 1973, seniority lists of all persons employed under the Federal Government are required to be prepared. After promulgation of the All-Pakistan Services (Change in Nomenclature) Rules, 1973, and the Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1973, the former regularly constituted Services ceased to exist. Seniority lists of all officers employed under the Federal Government including Officers belonging to the former regularly constituted Services, should, therefore be re-drawn

grade-wise. In the case of appointments made by promotion, seniority in a particular grade would be determined according to subsection (4), of section 8 of the Civil Servants Act, 1973, namely, according to the date of regular appointment to a post in that grade, subject to the proviso that civil servants selected for promotion to a higher grade in one batch shall, on their promotion, retain their *inter se* seniority in the lower grade unless superseded. As for seniority between departmental promotees and direct recruits in grades where posts are filled both by promotion and direct recruitment, the rule already prescribed in the general principles of seniority in Establishment Division O.M. No. 1/16/69-D.II, dated 31st December, 1970 shall continue to be followed. According to these rules officers promoted to a higher grade in a continuous arrangement and as a regular measure in a particular year shall as a class be senior to those appointed by direct recruitment in the same year.

2. The Establishment Division have already issued gradation lists in respect of grade 18 and above of the All-Pakistan Unified Grades. As for Federal Unified Grades the Ministries/ Divisions are requested to prepare gradation lists for each occupational group under their administrative control. The names of the functional groups and the Ministry/Division administratively concerned with them are :-

*Note.- The instructions contained in this O.M. should be read alongwith the modified instructions contained in O.M. dated 1-9-1975 (Sl. No.137).

Name of the Occupational Group	Name of the Former Service	Ministry/Division concerned
1. Foreign Affairs Group	Comprises posts under the Ministry of Foreign Affairs.	Ministry of Foreign Affairs
2. Accounts Group	Comprises the former PAAS/PMAS & PRAS.	Auditor General/ Ministry of Finance.
3. Federal Revenues (Direct Taxes) Group.	Pakistan Taxation Service.	Ministry of Finance
4. Federal Revenues (Indirect Taxes) Group.	Pakistan Customs and Excise Service	Ministry of Finance
5. Commerce Group	Trade Service of Pakistan	Ministry of Commerce
6. Information Group.	Information Service of Pakistan	Ministry of Information and Media Development
7. Secretariat Group	Central Secretariat Service	Establishment Division
8. Postal Group	Pakistan Postal Service	Ministry of Communications
9. Military Lands and Cantonment Group	Pakistan Military Lands and Cantonment Service.	Ministry of Defence
10. Railway (Commercial and Transportation)Group	Pakistan Railway Service	Railways Division
11. District Management Group (DMG)		Establishment Division
12. Police Group		Establishment Division
13. Office Management Group (OMG)		Establishment Division
14. Economists and Planners Group		Planing & Development Division

A proforma in which the gradation list should be prepared is enclosed (Annexure). Names of other occupational groups will be notified later.

3. The first issue of the gradation list should be marked "provisional". It should be circulated to the officers concerned and objections or representations invited. Mistakes which may be brought to notice may be rectified by the Ministries and Divisions and any general point raised in the representations may be examined and disposed of in consultation with the Establishment Division. Thereafter, the gradation list will be issued as final.

4. A copy of the provisional list may be sent to the Establishment Division also for record. Representations should be disposed of expeditiously and the gradation lists finalised as early as possible.

[Authority.- Estt. Division O.M.No.1/9/74-ARC,dated 12-9-1974].

ANNEXURE

GRADATION LIST OF FEDERAL UNIFIED GRADES

Name of the Occupational Group..... Grade

No.	Date of Designation.	Date of Birth	Date of entry in Govt. Service.	Date of entry in Grade 17	Sl. No.	Name	and
						Regular appointment to present grade.	
					1	2	
	3	4	5	6	7		

Note. (1) Date of regular appointment to present grade should be the date of assumption of actual charge in the Grade after issue of promotion/appointment orders by the competent authority.

- (2) In the remarks column entries such as serving on deputation to (specify the organisation) with effect from----- should be made.
- (3) Where seniority has been assigned from a date other than the date of regular appointment, the reason for this may be given in the remarks column.

Sl. No. 137

In the Establishment Division Office Memorandum No. 1/9/74-ARC, dated the 12th September, 1974 in which the Ministries and Divisions were requested to prepare seniority lists grade-wise. It was provided that in the case of appointments made by promotion, seniority in a particular grade should be determined according to sub-section (4) of section 8 of the Civil Servants Act, 1973, namely from the date of regular appointment to a post in a grade.

2. A number of references have been received in the Establishment Division enquiring whether the seniorities in various grades which had already been established according to the previous rules on the subject differently from the principle of date of regular appointment to a grade could not be modified in accordance with the provisions of sub-section (4) of section 8 of the Civil Servants Act, 1973. The matter has been examined in consultation with the Law Division. The position is that consequent upon the Administrative Reforms, certain cadres have been transformed into occupational groups but the composition of the cadres comprising these groups has remained intact. Examples are; the Income Tax Group, the Customs and Excise Group, the Military Lands and Cantonments Group etc. However, in the case of certain other groups-for example the Accounts Group and the Secretariat Group - a number of cadres have been amalgamated to form a new group or cadre. In the case of groups where the cadre has not been amalgamated with any other cadre, the seniority in different grades as determined under the previous rules before the promulgation of the Civil Servants Ordinance, 1973 (15-8-1973) shall not be disturbed. However, seniority of persons promoted to higher grades after 15-8-1973 shall be determined strictly in accordance with the provisions of

sub-section (4) of section 8 of the Civil Servants Act, 1973.

3. In regard to occupational groups which have been formed by amalgamating more than one cadre, no such protection of seniority is either permissible or practicable. The old cadres having ceased to exist, the seniorities in the newly formed groups have to be determined afresh and shall be fixed in accordance with the date of regular appointment to posts in the respective grades.

4. The instructions issued in the Establishment Division Office Memorandum No. 1/9/74-ARC, dated 12-9-1974 and the relevant provisions regarding seniority contained in the instructions about constitution of various occupational groups may be deemed to have been modified to the above extent.

[Authority.- Estt. Division O.M.No. 1/36/75-D.II, dated 1-9-1975].

Civil Servants (Seniority) Rules, 1993

Sl. No. 138

In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), read with section 8 thereof, the President is pleased to make the following rules, namely:-

1. Short title, application and commencement.- (1) These rules may be called the Civil Servants (Seniority) Rules, 1993.

(2) They shall apply to all civil servants except those governed under:-

- (i) the Police Service of Pakistan (Composition Cadre and Seniority) Rules, 1985;
- (ii) the Occupational Group and Services (Probation, Training and Seniority) Rules, 1990; and

- (iii) the Establishment Division's O.M. No.1/2/74-ARC, dated 23rd January, 1974, amended *vide* O.M. No.2/1/75-ARC, dated 3rd March, 1976, and as amended from time to time.

- (3) They shall come into force at once.

2. Seniority on initial appointment.- (1) Persons initially appointed on the recommendations of the selection authority through an earlier open advertisement shall rank senior to those appointed through a subsequent open advertisement.

(2) If two or more persons are recommended in open advertisement by the selection authority their *inter se* seniority shall be determined in order of merit assigned by the selection authority.

(3) If only one candidate is recommended in open advertisement by the selection authority, he shall count his seniority from:-

- (a) the date of recommendation by the selection authority, if he was already holding the same post.
- (b) the date of his joining the post after being recommended by the selection authority if he was not already holding the same post.

3. Seniority on promotion.- Seniority in a service, cadre or post to which a civil servant is promoted shall take effect from the date of regular promotion to that service, cadre or posts:-

Provided that -

- (a) Civil servants selected for promotion to higher posts on an earlier date shall be senior to those selected for such promotion on a later date;

- (b) Civil servants selected for promotion to higher posts in one batch shall on their promotion to the higher post, retain their *inter se* seniority as in the lower post; and
- (c) Civil servants eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond their control or whose case was deferred while their juniors were promoted to the higher post, shall, on promotion, without supersession, take their seniority with the original batch.

4. **Seniority on appointment by transfer.**- Seniority in service, cadre or post to which a civil servant is appointed by transfer shall take effect from the date of regular appointment to the service, cadre or post;

Provided that -

- (a) persons belonging to the same service, cadre or post selected for appointment by transfer to a service, cadre or post in one batch shall, on their appointment, take *inter se* seniority in the order of their date of regular appointment in their previous service, cadre or post; and
- (b) persons belonging to different services, cadre or posts selected for appointment by transfer in one batch shall take their *inter se* seniority in the order of the date of their regular appointment to the post which they were holding before such appointment and, where such date is the same, the person older in age shall rank senior.

5. **Seniority of officers of the Armed Forces on induction in civil posts.**- Officers of the Armed Forces of Pakistan who are

inducted in a civil service, cadre or post in accordance with the Government orders and instructions shall take seniority in that service, cadre or post from the date of such induction:

Provided that the officers inducted in one batch shall, on induction, retain their *inter se* seniority as in the Armed Forces of Pakistan.

6. Inter se seniority of civil servants appointed in the same calendar year.- Persons appointed by transfer in a particular calendar year shall, as a class, be senior to those appointed by promotion or by initial appointment to such posts in that year, and persons promoted to higher posts in a particular calendar year shall, as a class, be senior to those appointed by initial appointment to such posts in that year.

7. Repeal and savings.- The General Principles of seniority circulated *vide* Establishment Division's O.M.No.1/16/ 69-D.II, dated the 31st December, 1970, and all other existing rules, orders and instructions relating to seniority except -

- (i) the Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985;
- (ii) the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990; and
- (iii) the Establishment Division's O.M.No.1/2/74-ARC dated 23rd January, 1974, amended *vide* O.M. No. 2/1/75-ARC, dated the 3rd March, 1976 and as amended from time to time.

are hereby repealed.

[Authority.- Estt. Division Notification No. S.R.O. 163(I)/93, dated 28-2-1993].

SECTION `D`

PROMOTIONS

**Selection and
non-selection
posts**

Sl. No. 139

Higher tenure posts at the Centre.- Government of Pakistan have decided that it should be brought home once more to all concerned that higher tenure posts at the Centre (as in the Provinces) are selection posts which no officer can claim as of right.

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

Sl. No. 140

Other posts in the Federal Secretariat, Attached Departments and Subordinate Offices.- It has been decided that, with the exception of posts of -

- (i) Assistant Secretary;
- (ii) Administrative Officer;
- (iii) Cashier; and
- (iv) Personal Assistants to Ministers and Stenographers to Secretaries, Joint Secretaries and other officers which carry special pay which should be treated as selection posts, the various posts in the Ministerial Establishment and *Class IV Service in the Pakistan Federal Secretariat (Ministries and Divisions) and its Attached Departments, should be treated as non-selection posts i.e., posts to which promotion should be made according to the principle of "seniority-cum- fitness". For this purpose, it is essential that the standard of fitness should be a very high one. The decision contained in this Office

Memorandum should apply to vacancies which are filled from the date of this Office Memorandum.

2..... Omitted.....

3. If there are any posts in the Secretariat and its Attached Departments corresponding to the posts of Assistant Secretaries or Administrative Officers, the question whether they should be treated as selection posts should be decided in consultation with the Establishment Division.

Note.- Appointment of Jamadars attached to Ministers are made by selection from amongst the Naib Quasids employed in the Ministry/Division concerned at the discretion of the Minister-in-Charge *vide* Establishment Division Office Memorandum No. 54/4/51-ME, dated 2-6-1951.

4. It is requested that posts in Subordinate Offices should also be classified as selection and non-selection posts by the Ministries concerned, in the light of the instructions contained in this Office Memorandum since it is necessary that the position in this respect should be placed on definite and regular footing, as early as possible.

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

Sl. No. 141

The various posts in the ministerial establishment of the Federal Secretariat and its Attached Departments are treated as "selection" and "non-selection" posts, when they are filled by promotion. For this purpose, selection posts mean posts promotion to which is strictly made on merit, seniority playing its part only when other things are equal and non-selection posts are those promotion to which is made according to the principle of seniority subject to fitness. Promotion to posts which are filled on the basis of selection is to be made on the recommendations of the Departmental Promotion Committee of the Ministry/Division concerned, *vide* Establishment Division Office Memorandum No. 33/1/47-Ests. (SEII), dated the 29th January, 1948.

2. The posts of Assistant-in-Charge, Council Assistant and

Cashier are selection posts, *vide* Establishment Division Office Memoranda No.1/15/57, EXV. dated the 29th October, 1960; 1/29/56-ME, dated the 25th April, 1957 and 54/2/49-Ests(ME), dated the 3rd April, 1950, respectively. It has been brought to the notice of the Establishment Division that the posts mentioned above are sometimes *not* filled by Ministries/Divisions and Attached Departments on the recommendations of properly constituted Departmental Promotion Committees.

3. The Ministries/Divisions/Attached Departments should kindly note these instructions and take steps to ensure that these posts are filled strictly in accordance with the instructions issued by the Establishment Division in this regard.

[Authority.- Estt. Division O.M.No.18/4/64-F.II, dated 25-7-1964].

Sl. No. 142

Superintendents: Instructions were issued *vide* Establishment Division Office Memorandum No. 54/2/49-(ME), dated the 3rd April, 1950 that the posts of Superintendent in the Pakistan Central Secretariat and its Attached Departments should be treated as *non-selection* posts for the purpose of promotion.

2. In connection with the interim report of the Committee appointed to review the organisation, structure and level of expenditure of Ministries, etc., several Ministries have reported that the decision to treat these posts as non-selection posts has lowered the standard of efficiency, and have recommended that the posts of Superintendent should be treated as selection posts.

3. The question has been further considered by the Establishment Division who have decided that the posts of Superintendent in the Secretariat and its Attached Departments should be treated as selection posts. This decision will have effect from the date of the issue of these orders.

4. For the present, no change is intended in regard to

Assistants and Assistants-in-Charge whose appointment will continue to be made on the basis of seniority subject-to-fitness. It is reiterated, however, that it is essential that the standard of fitness should be a very high one if efficiency is not to suffer; and the attention of all Departmental Promotion Committees should please be drawn to this.

[Authority.- Estt. Division O.M. No. 54/26/50-ME, dated 22-5-1951].

Sl. No. 143

Assistant-in-Charge: Attention is invited to Establishment Division Office Memorandum No. 54/2/49-Ests (ME), dated the 3rd April, 1950 in which it was stated that the post of Assistant-in-Charge in the Central Secretariat and its Attached Departments should be treated as non-selection post *i.e.* post to which promotion should be made according to the principle of 'seniority-cum-fitness', and that for this purpose, the standard of fitness should be a very high one. This was reiterated in the Establishment Division Office Memorandum No. 54/26/50-ME, dated the 22nd May, 1951.

2. Some time ago the question arose whether the post of Assistant-in-Charge should be re-classified as a "Selection post" like that of Superintendent in view of the fact that the duties of the two posts are similar in character. The Ministry of Finance, etc., were requested to communicate their views to the Establishment Division *vide* their Office Memorandum No. 1/15/57-ME, dated the 9th October, 1957. The replies received from the Ministries and Divisions reveal that a majority are in favour of the proposed change. As the duties of the post of Assistant-in-Charge are similar in character to those of Superintendent, it has therefore been decided that the post of Assistant-in-Charge should be reclassified as a "Selection post" promotion to which should be made strictly on merit (seniority playing its part only when other things are equal) from amongst those Assistants who are permanent or eligible for confirmation and have put in at least three years service in that grade.

3. The decision contained in this Office Memorandum should apply to vacancies which are filled in future.

[Authority.- Estt. Division O.M.No.1/15/57-E.XV, dated 29-10-1960].

Sl. No. 144

Reference.- Establishment Division Office Memorandum No. 1/29/56-ME, dated the 25th April, 1956 (Not re-produced).

Council Assistant.- The majority of the replies received in the Establishment Division agree that:-

- (a) Council Assistant should be appointed from among Assistants only, and that,
- (b) the appointment of Council Assistants should be made by 'Selection'.

The above views have been accepted by the Establishment Division. If however, suitable Assistants in a Ministry/Division are not available for employment as Council Assistants, Upper Division Clerks may also be considered for employment as such.

2. Ministries/Divisions are requested to make all further appointments of Council Assistant in the light of the above decision.

[Authority.- Estt. Division O.M.No. 1/29/56-ME, dated 25-4-1957].

Sl. No. 145

Selection to be based more on merit than on seniority.- The existing promotion rules should be implemented carefully so as to base selection more on merit than on seniority in the case of selection posts.

[Authority.- Estt. Secretary's d.o. letter No. 7/30/59-SE II, dated 22-9-1959].

Sl. No. 146

Principles of promotions to and confirmation in "Selection posts".- Attention is invited to paragraph 2 of the Establishment

Division Office Memorandum No. 54/2/49-Ests. (ME), dated the 17th January, 1949 in which views of Ministries were invited on the following points :-

- (a) 'A' was appointed to officiate in a selection post after having been formally selected from amongst various possible candidates, from which he reverted after the expiry of the period of the vacancy. During this period his work was satisfactory. Subsequently, another vacancy occurred in the same grade. Should "A" be appointed to this vacancy automatically (by virtue of his previous selection) or fresh selection be made.
- (b) Whether reversions from or confirmations in selection posts should follow the order in which the persons concerned were promoted to the posts in question (*i.e.* the candidates first appointed to officiate in the selection post should be confirmed when a permanent vacancy occurs and the candidate last appointed to officiate reverted when a vacancy terminates), or fresh selection should be made from amongst persons officiating in the selection posts each time a permanent vacancy occurs or a vacancy terminates.

The question has been considered in the light of the replies received from Ministries and the opinion of the Federal Public Service Commission, and the following instructions are issued.

2. As regards (a), in accordance with the instructions contained in the Establishment Division Office Memoranda No. F. 33/1/47-Ests (SEII), dated the 29th January, 1948 and No. 33/49-SE, dated the 18th June, 1949 - Departmental Promotion Committees are required to prepare a list of officers whom they consider fit for promotion in selection posts. This list, which should be revised periodically, should indicate the names of officers who have not been promoted to a higher grade in any capacity, or who have officiated off and on or are officiating against any leave vacancies, or any temporary posts of short duration, and are, therefore, liable to revert

in the normal course to the lower grade. The position would thus be that, if "A" is appointed on the recommendations of the Departmental Promotion Committee to a selection post for a short period, after which he reverts to the lower grade, for no fault of his own, he should be promoted automatically by the appointing authority in the next vacancy that arises if the list is not revised by the Departmental Promotion Committee before the material vacancy arises, or, if the list has in the meantime been revised his position still remains No. 1 on the revised list. In other words, there should be no question of selection when a vacancy occurs; the vacancy should be filled by the promotion of the official who tops the list prepared by the Departmental Promotion Committee and which is in force at the time when the vacancy is filled.

3. As regards (b), reversions should be made in the reverse order of promotion, and confirmations should follow the order of seniority in the grade concerned. In other words, there should be no fresh selection either for the purpose of reversion or for confirmations.

4. While the list of officials recommended by the Departmental Promotion Committee for promotion to selection posts is being prepared, the claims of all officials eligible for promotion to the grade concerned, including those who happen to be absent from the office for one reason or the other, should be duly considered, and it should be recorded on the file that this has been done. In this connection attention is also invited to paragraph 5 of the Establishment Division Office Memorandum No. 6/15/48-ME, dated the 31st March, 1951.

[Authority.- Estt. Division O.M. No. 54/10/51-ME, dated 31-8-1951].

General Instructions regarding promotions

Sl. No. 147

Sequence in departmental promotions and direct recruitment.-

Reference.- Establishment Division Office Memorandum No. 15/38/52-SEII, dated the 22nd June, 1953 (Annexure).

The replies received from the Ministries and Divisions on the suggestions contained in the above Memorandum have been considered and, in order to ensure that candidates rejected by the Federal Public Service Commission in open competition or selection should not be absorbed in vacancies meant for departmental quotas, it has been decided that the following procedure should be adopted in future :-

- (i) Where a cadre has definite quotas reserved for departmental promotions and direct recruitment, promotions against the departmental quota should be made first and the posts reserved for direct recruitment filled later. These orders, however, will have no effect on those cadres where recruitment is made solely by direct recruitment or where all appointments are made only by promotion;
- (ii) necessary provision regarding the above should be made in all recruitment rules already framed or framed hereafter; and
- (iii) in the case of isolated posts, a roster should be maintained in each Ministry and Division to ensure the observance of the prescribed percentage for departmental promotions and direct recruitment.

[Authority.- Estt. Division O.M.No.15/38/52-SE II, dated 29-1-1954].

ANNEXURE

Copy of Establishment Division O.M. No. 15/38/52-SE II, dated the 22nd June, 1953.

In the case of services and cadres in which under the prescribed recruitment rules a certain percentage of vacancies is

reserved for departmental promotion and the remainder for direct recruitment, no uniform procedure is followed as to the sequence in which these vacancies should be filled, that is, whether promotions should be made first and direct recruitment made later or *vice versa*. The Establishment Division have been considering the question of laying down a uniform procedure in this matter and have tentatively come to the conclusion that it would be an advantage both from the point of view of the Department as well as the candidates if promotions are made first and vacancies reserved for direct recruitment filled later. There are, however, advantages and disadvantages on both sides, and these are discussed below:

- (i) *Promotions to departmental quota to be made first and direct recruitment made later:*

Under this system the department concerned can straight away promote the suitable departmental candidates and, having done so, intimate the vacancies meant for direct recruitment to the Federal Public Service Commission. If all the vacancies reserved for promotion cannot be filled due to the dearth of suitable departmental candidates the balance can, if necessary, be added to those reserved for direct recruitment. This system assures promotion to the candidates working in the department according to the principle of seniority-*cum*-fitness without undue delay and they are not left in suspense as to whether or not they should apply to the Commission. If any of the departmental candidates are superseded in departmental promotion, they still have a chance to compete with outside candidates and may thereby be selected as being more suitable in comparison with such candidates. This system, therefore, assures promotion to departmental candidates without their having to wait till the vacancies, etc., are advertised by the Commission, while those superseded in departmental promotion can still appear before the Commission.

A further advantage from the point of view of departmental men is that they will rank senior to outside candidates selected through direct recruitment as their appointments can be finalized earlier than those of the later.

A disadvantage which might result from this system is that it may not always be possible in actual practice to follow it due to the exigencies of service which may in certain cases necessitate direct recruitment being made first and appointments by departmental promotion later. Such cases, as far as can be seen, are likely to be rare and on the whole it appears that there are definite advantages in following the system whereby recruitment against the departmental quota should precede that through open selection.

- (ii) *Recruitment by open selection to be made first and by departmental promotions later:*

One of the results of this procedure will be that larger number of open vacancies will go to departmental candidates in as much as they will be able in the first place to compete with outsiders in open selection and be approved by the Commission on the basis of their long experience and knowledge of the Department. Those who are not selected in the open selection can again be considered for departmental promotion and receive promotion according to departmental seniority. This system, however, is bound to result in deterioration of efficiency since those who are not considered fit by the Commission can still be appointed to higher posts by departmental promotion and the advantage of having fresh blood in the service which the open selection quota in a service is intended to provide will be seriously jeopardized. Apart from the resultant deterioration, this system has a further grave objection

in as much as a person rejected by the Commission would still be able to secure a like post through departmental promotion.

2. The Federal Public Service Commission who raised this matter, have suggested that departments should first promote the deserving individuals against the quota fixed for promotion and then throw open the remaining posts for open competition. In accordance with this procedure, no one who has been rejected by the Commission or has not faced any competition will be promoted. This is evidently sound in principle.

3. Considering all the facts, the Establishment Division are of the view that the alternative at (i) above has definite advantages from the point of view of efficiency in public service and the safeguarding of the legitimate interests of the departmental candidates and they are, therefore, inclined to issue orders for its adoption by all Ministries/Divisions/Departments. Before, however, a final decision is taken, Ministries and Divisions are requested kindly to favour the Establishment Division with their views in the matter.

Sl. No. 148

Minimum length of service for eligibility for promotion for various grades.- In pursuance of rule 8-A of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and in supersession of the instructions laid down in the Establishment Division's O.M.No.1/9/80 R.II(A), dated the 12th January, 1981, (Annexure), the President is pleased to decide that the minimum length of service for promotion to various grades shall be as follows:-

For Grade 18	5 years in Grade 17
For Grade 19	12 years in Grade 17 and above
For Grade 20	17 years in Grade 17 and above
For Grade 21	22 years in Grade 17 and above

Provided that:-

- (i) Where initial appointment of a person not being a person in government service takes place in a post in BPS 18, 19 or 20 the length of service specified in this Office Memorandum shall be reduced by the following periods;

<i>First appointment in</i>	<i>Reduced by</i>
Grade-18	5 years
Grade-19	12 years
Grade-20	17 years

- (ii) Where initial appointment of a person already in government service takes place, on recommendations of the Federal Public Service Commission, in a post in BPS 18, 19 or 20, the length of service specified in this Office Memorandum shall be reduced by the periods specified in proviso (i);
- (iii) Where first appointment of a person other than a person covered by proviso (ii) was made to government service in BPS 16 or below, one-half of the service in BPS 16 and one fourth in BPS 15 and below may be counted as service in BPS 17 for computing length of service for the purpose of promotion only.

[Authority.- Estt. Division. O.M.No.1/9/80-R.2 dated 2-6-1983].

ANNEXURE

Copy of O.M.No.1/9/80-R-II(A),dated 12th January, 1981.

Reference Establishment Division O.M. No. 3/7/74-AR. II, dated 20th May, 1974, 27th August, 1974 and 6th February, 1975, in supersession of the instructions laid down in the aforementioned O.M. the President is pleased to decide that the minimum length of

service for promotion to various grades shall be as follows :-

For Grade 18	5 years in Grade 17.
For Grade 19	12 years in Grade 17 and above.
For Grade 20	17 years in Grade 17 and above.
For Grade 21	22 years in Grade 17 and above.

Provided that where initial appointment takes place in Grades 18, 19 and 20, the length of service for promotion to higher Grades shall be as follows, namely :-

For Grade 19	7 years in Grade 18
For Grade 20	12 years in Grade 18 and above or 5 years in Grade 19
For Grade 21	17 years in Grade 18 and above or 5 years in Grade 20

Sl. No. 149

Counting of ad hoc service for the purpose of promotion.-
Under the existing rules *ad hoc* service does not reckon for the purpose of seniority. A point has since been raised whether *ad hoc* service rendered in a post followed by regular appointment to that post may be allowed to be computed towards length of service prescribed for promotion to a higher post. The matter has been considered in the Establishment Division. It has been decided that the service rendered on *ad hoc* basis in a post under the Federal Government, followed by regular appointment to a post in the same pay scale shall be counted towards length of service prescribed for promotion to a higher post provided there is no break between *ad hoc* and regular appointments to the post concerned.

2. The above decision may be brought to the notice of all

departments/organizations under the administrative control of Ministries/Divisions.

[Authority.- Estt. Divisions O.M.No.10/22/83-R.2, dated 20-3-1988].

Sl. No. 150

Length of service for promotion from Grade-16 to Grade-18 where there is no intermediate post in Grade-17.- The minimum length of service for promotion to Grade 18 and above was laid down *vide* Establishment Division's Office Memorandum No.1/9/80-R.II, dated 12th January, 1981. The question as to what should be the length of service for promotion from Grade 16 to Grade 18 where there is no intermediate post in Grade 17 has been considered and it has been decided, with the approval of the President, that in such cases the minimum length of service laid down in the recruitment rules relating to posts in Grade 18 for the purpose of promotion from Grade 16 to Grade 18 should be kept as the basis for such promotions.

2. In case there is no such provision in the recruitment rules, action should be taken by the respective Ministry/Division to include such a provision in the recruitment rules.

[Authority.- Estt. Division O.M.No.1/9/80-R.2, dated 4-5-1982].

Sl. No. 151

Possession of prescribed minimum length of service does not confer a right to promotion over senior persons.- The prescribed minimum length of service is a condition for eligibility for promotion and does not confer a right to promotion. Where a senior person has not done prescribed service, the junior, as a rule, should not be considered even if he fulfills the prescribed length of service condition.

2. Even for "selection" post, the persons have to be considered in the order of their seniority.

[Authority.- Estt. Division U.O.No.1/21/75-D.II. dated 9-7-1975].

Sl. No. 152

Promotion of superseded officers.- A question has arisen as to whether a junior officer, who was earlier recommended for promotion but could not be promoted due to non-availability of vacancy should be promoted first in preference to his senior officer who was subsequently recommended for promotion. Attention of the Ministries/Divisions is drawn to the instructions contained in the Establishment Division O.M.No.F. 33/49-SE, dated 18-6-1949 in which it has been stated that the Departmental Promotion Committee is competent to revise the list of candidates fit for promotion periodically. It means that the Departmental Promotion Committee can add to or subtract from it, for good and sufficient reasons. After careful consideration, it is now decided that if a vacancy occurs at a time when a senior officer is recommended for promotion, his junior who was recommended earlier will have to be promoted later than the passed over officer.

2. It may be pointed out that Departmental Promotion Committee is only the recommending body to determine the initial suitability of persons eligible for promotion.

[Authority.- Estt. Division O.M.No.13/1/67-D.III, dated 30-4-1968].

Promotion Policy

Sl. No. 153

The legal frame-work for promotion and its procedures has been provided in the Civil Servants Act, 1973 and the Civil Servants (Appointment, Promotion and Transfers) Rules, 1973. The Law and Rules, by themselves, are not enough to meet the functional requirements and need to be supplemented by a comprehensive and consistent set of policy guidelines.

2. Comprehensive guidelines for Departmental Promotion Committees/Central Selection Boards have, therefore, been framed

with the approval of the President.

3. Salient features of the policy are enumerated below:-

1. Confidential reports will be given due importance but will not be the sole criterion for promotion to selection posts.
2. Performance evaluation as reflected in the confidential reports will be quantified according to formula enunciated in the enclosed guidelines and weightage will be given to more recent appointments.
3. A civil servant, once superseded for promotion will be eligible for reconsideration only after he earns one more confidential report.
4. The panel for promotion should comprise a minimum of 2 officers for each vacancy in grade 19 and of 3 officers for each vacancy in grade 20 or 21.
5. The minimum length of service prescribed for promotion for various grades will continue to apply.
6. A civil servant will only be promoted within his own cadre. Those posted against *ex-cadre* posts will be considered for promotion on their turn but if selected, the actual promotion will take place only when they rejoin their parent cadre. This will also apply to civil servants serving on *ex-cadre* posts in Pakistan Missions abroad.
7. A civil servant on deputation to a foreign government, international agency or a private

organisation abroad will be considered for promotion only on his return to Pakistan. He will be given intimation and asked to return to Pakistan before his case comes up for consideration for promotion in accordance with his seniority position, if he fails to return he will not be considered for promotion. Such an officer will have to earn at least one CR after his return to Pakistan before he is considered for promotion. The clearance/ approval already accorded in the past to promote a deputationist would lapse automatically if he fails to return on expiry of the deputation period already approved by the Government.

[Authority.- Establishment Secretary's d.o. Letter No.10(3)/81-CPI (Pt), dated 31-10-1982].

Sl. No. 154

The concept of 'quantification' was introduced for processing promotion cases but its very success and wider use has given rise to some unintended consequences indicated below:-

- (i) Although an average ACR is satisfactory and should statistically describe a majority of individuals, it has assumed an adverse aura. A contributory factor has been the 4 marks assigned to it in quantification although this did not affect promotion to non-selection posts since the eligibility threshold was also kept to a score of 40 marks only. The respective thresholds were kept higher for selection posts as "satisfactory performance" was not the most reliable indication for an officer's capacity to pull on equally well at the next higher level. These considerations do not remain valid however when quantification is extended to review/disciplinary cases and for postings abroad. In such cases, suitability can be judged

strictly on performance at the individual's current level and no adverse inference should be drawn from an average (satisfactory) report.

- (ii) The other noticeable trend is towards "Inflated" reporting. To some extent this problem was always around but higher eligibility thresholds fixed for selection posts have added to the pressure on reporting/countersigning officers to be overly generous in their assessments. This trend has touched such proportions that the majority of assessments may well be closer to objectivity if reduced by one rung. In other words, most of the average officers are being graded as 'good' and the good as 'very good'. This acts to the disadvantage of the genuinely outstanding officers. Statistically, the latter should comprise around 3 to 5 per cent whereas many Divisions now boast of 30 or 40 per cent officers in the 'very good' category of their reports are to be believed.

2. In resolving these difficulties, the following parameters were kept in view :-

- (a) the responsibility for accurate assessments should remain squarely on reporting/countersigning officers with minimum interference by Establishment Division;
- (b) it should require little or no change in the present ACR form; and
- (c) the new pattern should be easily extendable to cover past confidential reports.

3. The following decisions have accordingly been taken :-

- (i) The marks assigned to an average report have been raised to 5 *i.e.* the middle point on the scale from 0-10 marks. The minimum

qualifying score for promotion to non-selection posts (upto pay scale 18) would correspondingly be 50 marks. The eligibility thresholds for selection posts would remain unaffected.

- (ii) The marks for a `very good' report have been reduced to 8 and a new entry for `outstanding' carrying 10 marks has been added to the existing gradings. In exceptional cases where the reporting/ counter-signing officers want to rate an officer as `outstanding', they may draw in their own hand another box in Part VI of the ACR form, initial it and write `outstanding' on the descriptive side. They would also be required to fully justify this assessment in Part V(c) (by the reporting officer) and Part VII (a) (by the countersigning officer). Unless so justified, the assessment would only be deemed to be `very good' carrying 8 marks.
- (iii) For past reports, a very good grading will be considered as outstanding and carry 10 marks only if (i) all except one or two entries in Parts II to IV of the current ACR form or Part II in the previous format are very good (AI) or (ii) accelerated promotion was recommended.

4. The relevant provisions have been incorporated in the promotion policy. A copy of the revised guidelines and addendum is enclosed. They would replace the existing guidelines and addendum.

[Authority:- Estt. Secretary's d.o. Letter No.10(10)/85-CP-1 dated 15-5-1985].

**GUIDELINES FOR DEPARTMENTAL PROMOTION
COMMITTEES/CENTRAL SELECTION BOARDS**

I. General

1. The DPC/CSB shall consider the cases of eligible civil servants in order of seniority and either:-

- (a) recommend a civil servant for promotion to the next higher post; or
- (b) recommend a civil servant for supersession; or
- (c) defer consideration of a civil servant's promotion provided that this step will be taken only if:-
 - (i) the CR dossier is incomplete or any other document/information required by the DPC/CSB for determining a civil servant's suitability for promotion is not available; or
 - (ii) disciplinary or departmental proceedings are pending against the civil servant whose promotion case comes up for consideration before the DPC/CSB; or
 - (iii) the civil servant is on deputation abroad to a foreign government, private organisation or international agency; or
 - (iv) the civil servant does not possess the requisite length of service; or
 - (v) the civil servant has not undergone the prescribed training or passed the departmental examination for reasons beyond his control; or
 - (vi) the civil servant's *inter se* seniority is subjudice.

2. If a civil servant is superseded he will not be considered for promotion unless he has earned one more CR for one full year.

3. The civil servant whose promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist provided that a civil servant falling in the category mentioned in 1(c) (iii) above will be considered for promotion only on his return to Pakistan. If such an officer fails to return on expiry of his approved deputation period, he will have to earn at least one ACR after his return to Pakistan before he is considered for promotion.

4. For the purpose of consideration by the DPC/CSB the ACRs will be quantified according to the formula given in the addendum. The civil servants who fail to come up to the qualifying score shall not normally be considered for promotion. Relaxation of this condition may only be recommended by the DPC/CSB after recording detailed reasons for the approval of the competent authority.

II. Promotions on Seniority-cum-Fitness Basis

1. Posts carrying basic pay scale 18 or below are non-selection posts. Promotions to these posts are to be processed by the DPCs on the basis of seniority-*cum*-fitness. Fitness would be assessed primarily on the officer's work in the lower post.

2. For promotion to a post in basic pay scale 18, however, a civil servant must fulfil the following additional requirements:

- (a) *Qualifying Service:* possess five years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983.
- (b) *Eligibility threshold:* attain a minimum score of 50 marks for his CRs in accordance with the formula given in the addendum.

3. If only 2 reports or less have been recorded on a civil servant's work against a post in basic pay scale 17, the reports earned by him in the next lower posts should also be included in the quantification.

III. Promotion to Selection Posts

1. Posts in basic pay scale 19 or higher are selection posts. Promotions to these posts are to be processed through the Central Selection Boards.

2. In order to ensure that selection by these Boards does not amount to a mere elimination of the unfit the Establishment Division shall place a larger panel of eligible officers before the Boards. Depending on the availability of eligible officers in a cadre, the number of officers to be included in the panel shall be as follows:-

- | | | |
|-----|--|---|
| (a) | for promotion to
supervisory posts. | A minimum of 2 officers
for every vacancy. |
| (b) | for promotion to
middle and senior
management posts. | A minimum of 3 officers
for every vacancy. |

3. For selection posts, entries under "*quality and output of work*" and "*Integrity*" in all the ACRs recorded on the civil servant during his service as an officer will also be quantified in accordance with formula given in the Addendum. These Marks shall be a crucial factor in determining comparative merit of officers for promotion to selection posts.

4. Posts carrying basic pay scale 19 are generally supervisory posts. Supervision can be effective only if the supervisor has the relevant experience. These officers are also required to make contribution to policy-making at the lowest rung of the policy-making hierarchy. For promotion to these posts, therefore, a civil servant must fulfil the following requirements:-

- (a) *Qualifying Service:* possess 12 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983.
- (b) *Eligibility threshold* attain a minimum score of 60 marks in the CRs in accordance with the formula given in the addendum.
- (c) *Qualifications:* as prescribed by the relevant recruitment rules.
- (d) *Relevance of Experience:* possess experience relevant to the functions of the post to which promotion is being made.
- (e) *"Quality and Output of Work"* and *"Integrity"* marks calculated in accordance with the formula in the Addendum shall be important factors in determining the comparative merit of an officer.

5. *Posts carrying basic pay scale 20* are middle management posts. Field offices are generally headed by the officers in this scale. It is, therefore, essential that in addition to the relevance of experience these officers must also have a sufficient variety and width of experience so that:

- (i) they acquire an overview of the functions performed by these organizations within the broader framework of government's overall objectives/ activities to ensure smooth and effective management at the field level; and
- (ii) they can lend pragmatism to policy formulation in assignments at the Secretariat.

Variety of experience would include experience in the field, corporations, attached departments, different Ministries/Divisions and in our Missions abroad. For promotion to middle management

posts, a civil servant must fulfil the following requirements:-

- (a) *Qualifying Service*: possess 17 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983.
- (b) *Eligibility threshold*: attain a minimum score of 70 marks in the CRs in accordance with the formula given in the Addendum.
- (c) *Qualifications*: as prescribed by relevant recruitment rules.
- (d) *Relevance of Experience*: possess experience relevant to the functions of the post to which promotion is being made.
- (e) *"Quality and Output of Work"* and *"Integrity"*: marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.
- (f) *Variety of experience*: the Selection Board should give due consideration to the nature of duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well rounded experience should normally be preferred particularly if he has served with distinction in unattractive areas. While some exposure to a corporation, autonomous body or an *ex-cadre* assignment may be considered a positive feature, this would not be so where an officer has stayed away from his parent cadre for too long.
- (g) *Training*: should have successfully completed a regular course at NIPA or an equivalent course in another institution. This requirement will be waived for officers who :

- (i) have served as head of a training institution for at least one year; or
- (ii) have served on the directing staff of a training institution for at least two years; or
- (iii) have attended a regular course at the Staff College/NDC; or
- (iv) have exceeded the age of 56 years.

6. *Posts carrying basic pay scale 21* fall in senior management involving important policy-making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Board will have to apply its collective wisdom to determine the same. A civil servant must fulfil the following conditions for promotion to senior management post :-

- (a) *Qualifying Service*: possess 22 years service as an officer subject to the provisions contained in Establishment Division's O.M. No. 1/9/80-R-II (A), dated 2-6-1983.
- (b) *Eligibility threshold*: attain a minimum score of 70 marks in CRs in accordance with the formula given in the Addendum.
- (c) *Qualifications*: as are prescribed by relevant recruitment rules.
- (d) *Relevance of Experience*: possess experience relevant to the functions of the post being filled by promotion.
- (e) *"Quality and Output of Work"* and *"Integrity"*: marks

calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.

- (f) *Variety of Experience:* the Selection Board should give careful consideration to the nature of duties, duration and location of posts previously held by the officer. At this level, a proper assessment under the criterion may require some distinction between hard or taxing assignments (on account of work load or its complexity) *viz-a-viz* relatively routine duties particularly in the secretariat. Depending on the posts to be filled, an officer possessing well rounded experience with adequate exposure to difficult assignments should normally be preferred.
- (g) *Training:* should have successfully completed a regular course at the Pakistan Administrative Staff College/National Defence College. This requirement will be waived for officers who :
 - (i) have served as head of a training institution for at least one year; or
 - (ii) have served on the directing staff of a training institution for at least two years; or
 - (iii) have exceeded the age of 56 years.
- (h) *Top Management Potential:* since officers promoted to this level may be called upon to hold independent charge of a Ministry/Division or to head a major corporation, the Board should satisfy itself about the officer's maturity, balance and ability to assume such top management positions even at short notice.

IV. Specialist Cadres

Part II and III of the guidelines will not be strictly applicable to civil servants who are in specialist cadres such as doctors, teachers and professors, research scientists and incumbents of purely technical posts for promotion within their own line of specialism. The criteria for promotion in their case would continue to be the technical qualifications, experience and accomplishments (research, publications etc.) relevant to their specialism.

Addendum

QUANTIFYING THE CONFIDENTIAL REPORTS

I. OVERALL ASSESSMENT

1. All Confidential Reports (CRs) recorded during service as an officer will be considered for promotion to posts carrying basic pay scales 18 to 21 or equivalent.

2. (a) The overall gradings in the CRs are allocated the following marks:

<i>Overall Grading</i>	<i>Marks</i>
(i) Outstanding	10
(ii) Very Good	8
(iii) Good	7
(iv) Average	5
(v) Below Average	1
(vi) Poor	0

(b) Separate grading of 'outstanding' has now been introduced but for past reports, a Very Good grading will be considered outstanding and carry 10 marks only if (i) all except 1 or 2 entries in parts II to IV of the current ACR form or part-II in the previous format are Very Good (A-1) or (ii) accelerated promotion was recommended.

(c) If the overall grading in a CR is ambiguous *e.g.* placed between Good and Average, the quantification will be based on the lower rating.

(d) In case the assessment of the countersigning officer differs from that of the reporting officer in any CR, the quantification will be based on the overall grading recorded by the countersigning officer.

(e) Where two or more confidential reports were initiated in a calendar year, the marks for that year will be worked out as their average or arithmetic mean unless the officer was promoted during the year when the relevant part reports or their arithmetic mean, where required, would be treated as independent ACRs for the respective levels.

3. The marks for CRs will be computed separately for each level of posts carrying the same basic pay scale and a weighted aggregate score will be worked out as follows:

First Step

Arithmetic mean will be calculated for each calendar year containing 2 or more CRs *vide* 2(e) to derive the ACR score for that year as follows:

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

Where

M_y = marks *vide* para 2 (a) for each CR recorded in calendar year 'y'.

N_y = Number of CRs recorded in year 'y'.

and \sum stands for summation.

Second Step

Average marks for each level will be calculated according to the following formula:

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

Where

M = Marks for ACRs *vide* paras 2(a) and 2(e); and

T = Total number of ACRs in posts at that level.

Third Step

Weightage for posts held at each level will be given as follows in computing the aggregate score against a uniform scale of 100 marks for promotion :

- (i) to post carrying basic pay scale 18 $10 \times A$
- (ii) to post carrying basic pay scale 19 $(6 \times B) + (4 \times A)$
- (iii) to post carrying basic pay scale 20 $(5 \times C) + (3 \times B) + (2 \times A)$
- (iv) to post carrying basic pay scale 21 $(5 \times D) + (3 \times C) + (A + B)$

Where

A = Average marks for reports in posts carrying basic pay scale 17

B = Average marks for reports in posts carrying basic pay scale 18

C = Average marks for reports in posts carrying basic pay scale 19

D = Average marks for reports in posts carrying basic pay scale 20

Fourth Step

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

A. Additions:

- (i) for serving in a Government 2 marks
training institution,
including those meant for
specialized training in any
particular cadre, for a period

of 2 years or more

B. Deductions:

- | | | |
|-------|---|---|
| (i) | for each major penalty imposed under the Govt. Servants (Efficiency and Discipline) Rules, 1973 | 5 marks |
| (ii) | for each minor penalty imposed under the Government Servants (Efficiency and Discipline) Rules, 1973 | 3 marks |
| (iii) | for adverse remarks (deductions be made for such remarks only as were duly conveyed to the concerned officer and were not expunged on his representation, or the officer did not represent) | 1 mark per CR containing adverse remarks. |

*Amended *vide* Estt. Division O.M.No.10(10)/85-CP-I dated 4-2-1986.

Example I

A Civil Servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following gradings during his service against posts carrying:

pay scale 17	4 Good and 1 Average
pay scale 18	2 Very Good, 6 Good and 1 Average of which the average report and two

245

good reports were earned in one calendar year. The other reports covered full calendar years.

pay scale 19 1 Outstanding and 4
Good.

He has served for 3 years in a training institution. His marks for the CRs will be worked out as follows: -

First Step

Average/arithmetic mean,
for 2 'Good'
and 1 Average report earned
in one calendar year. $\frac{(7 \times 2) + (5 \times 1)}{3} = 6.3$

Second Step

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

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

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

Third Step

$(5 \times 7.6) + (3 \times 7.1) + (2 \times 6.6) = 72.5$

Fourth Step

Marks for CRs 72.5

<i>add</i>		
for service in a training institution		2.0

		74.5

His final score for CRs will be.	74.5	

Example II

A Civil Servant is being considered for promotion to a post carrying basic pay scale 19. He earned the following gradings during his service against posts carrying;

pay scale 17 3 Good and 2 Average.
 pay scale 18 5 Good and 2 Average.

A minor penalty under the Government Servants (Efficiency and Discipline) Rules, 1973 was imposed on him. He also earned adverse remarks in 2 reports.

His marks for the CRs will be worked out as follows:

First Step:

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

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

Second Step

$$(6 \times 6.4) + (4 \times 6.2) = 63.2$$

Third Step

Marks for CRs	63.2	
<i>Less</i>		
(i) for minor penalty		3
(ii) for adverse remarks		2
	-5	
	58.2	

His final score for CRs will be 58.2.

4. The weightage in the second step at para 3 will be modified to correspond to the number of levels actually served in Government in cases where:

- (i) the officer joined Government service directly in a post carrying basic pay scale 18 or above; or
- (ii) the officer has not served against any post carrying an intervening basic pay scale.

Example III

A Civil Servant who has joined Government service in a post in pay scale 18 is being considered for promotion to a post carrying Pay Scale 20. He earned the following gradings during his service against posts carrying:

pay scale 18 2 Very Good, 3 Good and 2 Average.

pay scale 19 2 Very Good and 3 Good.

His marks for the CRs will be worked out as follows:

First Step:

Average marks for posts carrying basic pay scale 18 $(8 \times 2) + (7 \times 3) + (5 \times 2) = 6.7$
7

Average marks for posts carrying basic pay scale 19 $(8 \times 2) + (7 \times 3) = 7.4$
5

Second Step

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

Third Step

Marks for CRs 71.2

His final score for CRs will be 71.2

Example IV

A Civil Servant is being considered for promotion to a post carrying basic pay scale 19 in a cadre where no post exists in basic pay scale 18, he has earned 1 Very Good, 7 Good, 5 Average and one Below Average reports (with adverse entries) in his present post carrying basic pay scale 17. His marks for CRs will be worked out as follows:

First Step

Average marks for post carrying basic pay scale 17 $(8 \times 1) + (7 \times 7) + (5 \times 5) + (1 \times 1) = 5.9$
14

Second Step

(10 x 5.9)	59
------------	----

Third Step

Marks for CRs	59
<i>Less</i>	
for adverse remarks	-1
	58

His final score for CRs will be 58.

5. Where only two reports or less are available on an officer against posts in a particular basic pay scale, these CRs will be added to the CRs earned in the lower post for calculating the average marks at that level and the principle laid down in para 4 will apply to the weightage to avoid any undue bias attaching to the reports in question.

Example V

A Civil Servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following gradings during his service against posts carrying:

pay scale 17	4 Very Good, 4 Good and 2 Average.
pay scale 18	1 Average and 1 Below Average.
pay scale 19	2 very Good, 5 Good and 1 Average.

His marks for CRs will be worked out as follows:

First Step

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

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

Second Step

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

Third Step

$$\text{Marks for CRs} \quad 67.2$$

His final score for CRs will be 67.2

Note: Independent weightage for only 2 reports against the post in basic pay scale 18 would have skewed his score to 58.

Example VI

A Civil Servant being considered for promotion to a post in basic pay scale 18 has earned only 2 reports against his present post but had served for 6 years against a post in basic pay scale 16. He earned the following gradings in his CRs:

pay scale 17 2 Good.
pay scale 16 4 Good and 2 Average.

His marks for CRs will be worked out as follows:

First Step

$$\frac{\text{Average marks } (7 \times 2) + (7 \times 4) + (5 \times 2)}{8} = 6.5$$

Second Step

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

Third Step

Marks for CRs = 65

His final score for CRs will be 65.

6. Where an officer appointed to a higher post on *acting charge basis* is considered for regular promotion to that post, the CRs earned during his acting charge appointment will be added to the CRs *earned in the lower post for* calculating average marks.