

Example VII

A Civil Servant appointed on acting charge against a post carrying basic pay scale 19 is to be considered for regular promotion against that post. He has earned 2 good reports in his assignment on acting charge and the following gradings against earlier posts :

pay scale 17 3 Good and 2 Average.
 pay scale 18 2 Very Good, 4 Good and 2 Average.

His marks for CRs will be worked out as follows :

First Step

Average marks for $(7 \times 3) + (5 \times 2)$
 posts carrying _____ = 6.2
 basic pay scale 17 5

Average marks $(8 \times 2) + (7 \times 4) + (5 \times 2) + (7 \times 2)$
 for posts carrying _____ = 6.8
 basic pay scale 18 10

Second Step

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

Third Step

Marks for CRs 65.6

His final score for CRs will be 65.6.

II. QUALITY AND OUTPUT OF WORK

7. Paragraphs 1 & 2 of the above computation will apply *mutatis mutandis* to quantification of grading recorded on `Quality and Output of Work' in the CRs.

8. The aggregate score for `Quality and Output of Work' will be calculated as follows:

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

Example VIII

In 17 CRs as civil servant earned the following gradings against the entry for `Quality and Output of Work'

Very Good	5
Good	8
Average	4

His aggregate score in `Quality and Output of Works' will be as follows:

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

*Corrected vide Estt. Division O.M.No.10(10)/85-CP.1, dated 11-8-1985.

III. INTEGRITY

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

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

Example IX

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

	Very Good	Good	Average
Moral	4	12	6
Intellectual	5	12	5

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

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

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

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

Sl. No. 155

Reference is invited to promotion policy issued *vide* Establishment Secretary's d.o. letter No. 10(10)/85-CP-I, dated 15-5-1985 (Sl. No.154) and it is stated that a query has been raised about the quantification of marks for 'quality and output of work' and 'integrity'. It is clarified that the distinction policy, is applicable only to overall grading under Part V of the confidential reports. As regards 'quality and output of work' and 'integrity', the entries remain the same and will carry their earlier marks except for 'Average (B)' rating which has been raised to 5 marks. The marks for the respective entries under these two items would therefore be as follows:-

Entry	Marks
A 1	10
A	7
B	5
C	1
D	0

2. In the Examples VIII & IX the score for very good has incorrectly been shown as '8' which should be corrected to read as '10' and the examples should be re-worked accordingly.

3. These instructions may please be brought to the notice of all concerned.

[Authority.- Estt. Division O.M. No. 10(10)/85-CP-I, dated 11-8-1985].

Sl. No. 156

Promotion Policy-Quantification of two or more confidential reports pertaining to a calendar year.- Reference Establishment Division's D.O. No.10(10)/85-CP.I, dated 15-5-1985, the question of quantification of two or more confidential reports initiated in a calendar year on the basis of average or arithmetic mean has been under consideration in the Establishment Division. It has been observed that quantification of part report of smaller period overrides the report of larger portion of the year, when calculated on the basis of average or arithmetic mean as is illustrated in the following

example:-

- a) Report for 9 months as "Average" : Marks=05
- b) Report for 3 months as "Outstanding": Marks=10

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

2. With a view to make the formula of quantification more realistic, it has been decided with the approval of the competent authority that, in future, part reports written on an officer in a calendar year will be quantified on the basis of weighted average/proportionately instead of their average or arithmetic mean. The same is illustrated in the following example:-

- a) Report for 9 months as "Average" : Marks=05
- b) Report for 3 months as "Outstanding": Marks=10

* $\frac{\text{[Weighted average: Marks for each CR multiplied by No of months as covered by part reports.]}}{12}$

(No of months a calendar year)]

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

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

Total 6.25

*Amended *vide* Estt. Division Corrigendum No. 10/1/97-CP.I, dated 16-11-1998.

3. However, where there is only one report available on an officer in a calendar year and he could not earn another in the same year owing to the factors beyond his control such a report should be treated as report for full one year.

4. Para 2(e) and 3 of the Addendum to the Promotion Policy issued *vide* Establishment Division's D.O. No.10(10)/85-CP.I, dated 15-05-1985 referred to above will stand amended to this extent.

5. The competent authority with a view to maintain 100% accuracy in the process of quantification of the ACRs, has further been pleased to direct as under:-

- a) the quantification sheets shall be signed by the official designated to do so, besides its countersignature by a responsible supervising officer; and
- b) that any incorrect quantification identified during the course of inspection or reverification shall be treated as an act of inefficiency and misconduct punishable under the Efficiency and Discipline Rules, besides liability under the criminal law.

6. The Ministries/Divisions/Departments are, therefore, requested to bring the above instructions to the notice of all concerned for strict compliance.

[Authority.- Estt. Division O.M.No.10/1/97-CP.I, dated 12-11-1998].

Sl. No. 157

Promotion policy enhancement of minimum threshold for promotion to BPS 21.- Attention is invited to the Establishment Secretary's d.o.letter No.10(10)/85.CP-I, dated 15-5-1985 (Sl.No.154) under which the revised promotion policy was circulated.

2. Keeping in view the importance and seniority of the posts in BPS 21, it has been decided with the approval of the competent authority that henceforth the minimum score for 'Overall Assessment' as well as 'Quality and Output of Work' in respect of promotion to these posts would be 75. However, in the case of smaller cadres where only 2 or 3 officers are eligible for consideration and they do not meet the revised standard, the Selection Board may recommend

the cases of officers who possess consistently good record but whose score is between 70 to 75, for special consideration.

3. Guidelines annexed to the promotion policy referred to above may please be amended accordingly. *Other provisions of the policy remain unchanged.*

[Authority.- Estt. Division O.M.No.10(10)/85-CP-I, dated 12-11-1987].

Sl. No. 158

Participation in the regular course of PASC and NDC being a pre-requisite for promotion of officers of BPS-20 to BPS-21.- Reference is invited to the instructions contained in Establishment Division's letters No.11/14/79-T.II, dated 8th June, 1980 and No. 10(10)/85-CP-I, dated 30th April, 1984, regarding participation in the regular course at Pakistan Administrative Staff College, Lahore and National Defence College, Rawalpindi as a pre-requisite for promotion of officers from BPS-20 to BPS-21. It is reiterated for information of all concerned that under the current policy for promotion to BPS-21 a civil servant must fulfil the condition of having successfully completed a regular course at the Pakistan Administrative Staff College or the National Defence College. This requirement would only be waived for officers who:

- (i) have served as head of a training institution for at least one year, or
- (ii) have served on the directing staff of a training institution for at least two years; or
- (iii) have exceeded the age of 56 years.

2. It is requested that these instructions are given wide circulation for information of all concerned for strict compliance.

[Authority.- Estt. Division letter No. 1/14/79-T.II, dated 17-3-1986].

Departmental Promotion Committees

For rules regarding definition of the "Departmental Promotion Committee" and its composition, please see rules 2 (d) and 4-5 and 7 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

Sl. No. 159

Linking of Promotion with Training.- Promotion Policy provides that for promotion to posts in pay scales 20 and 21 a civil servant must successfully complete a training course at one of the NIPAs and Pakistan Administrative Staff College/National Defence College respectively. However, for promotion to posts in pay scale 19, no training courses have so far been prescribed. This matter has remained under active consideration of the government. It has now been decided with the approval of the competent authority (Prime Minister) that promotion to posts in pay scale 19 will be linked with successful completion of training at the specialized Training Institutions run by various Ministries/Divisions for the officers controlled by them.

2. In view of the position discussed above all Ministries/ Divisions administering various occupational groups/services are requested to make necessary arrangements for the training of their

officers in pay scale 18 in specialized training institutions run by them on the lines indicated below:-

- a) The course duration should be between 8-10 weeks with emphasis on professionalism in the course;
- b) Evaluation of the trainees may be made in the proforma prescribed for training evaluation in NIPAs and Staff College;

- c) An exercise may be carried out to ascertain the likely number of officers to be trained at these institutions annually based on the number of officers promoted to BPS-19 in the past by the Ministries/ Divisions concerned;
- d) The additional requirements of faculty and accommodation, if any, may be carried out and translated into monetary terms.

[Authority.- Estt. Division (Training Wing) O.M.No.5/22/88-T.II, dated 28-1-1993].

Sl. No. 160

Exemption from NIPA and Staff College/NDC Course.- Reference Establishment Division's d.o. letter No. 10(10)/85-CP.I, dated the 15th May, 1985, it is stated that apart from those who have crossed the age of 56 years, training requirement at NIPA/PASC/NDC can only be waived for the following categories of officers:-

- i) *For promotion to BPS-20:* those who have served on directing staff in BPS-19 for 2 years in NIPA, Staff College, NDC, Civil Services Academy and the specialized training institutions imparting training to officers in BPS-17 and above.
- ii) *For promotion to BPS-21:* those who have served on directing staff in BPS-20 for two years in the Staff College, NDC, NIPA and Civil Services Academy or have served for one year as head of NIPA/specialized training institutions imparting training to officers in BPS-17 and above.

[Authority.- Estt. Division O.M.No.10(5)/91-CP-I, dated 8-5-1991].

Sl. No. 161

Reference is invited to the Establishment Secretary's d.o.

letter No.10(1)/85-CP-I, dated the 15th May, 1985 and subsequent O.M.No.10(5)/91-CP-I, dated the 8th May, 1991.

2. In partial modification of the above promotion policy, it has been decided with the approval of the competent authority that mandatory condition for completion of the prescribed training at NIPA and PASC will be waived off in respect of officers of Foreign Service of Pakistan during their posting abroad at the time of consideration of their promotion cases by the respective CSB. However, they will undergo the required training at the existing institutions or FSA later during the home phase of their positing.

[Authority.- Estt. Division O.M.No.10/2/98-CP.I, dated 10-11-1998].

Sl. No. 162

Setting-up of the Departmental Promotion Committees for promotion to posts upto and including Grade 18.- For promotion to grade upto and including 18 and direct recruitment to posts in grades 1 to 15, the Ministries/Divisions will set up one or more Departmental Selection Committees and Departmental Promotion Committees the composition of which will be determined by the Ministry/Division concerned in consultation with the Establishment Division. Proposals for composition of Departmental Selection and Departmental Promotion Committees in respect of each

Ministry/Division and Departments and offices under its administrative control may be forwarded to the Establishment Division. Broadly, the composition of the Committees should be as follows:-

Composition of the Committee	Remarks	Grade
1.	2.	3.

(i) Departmental Promotion Committee for Grade 17 and 18.	Secretary or Additional Secretary, a Joint Secretary and a Senior Deputy Secretary. If the posts are in an Attached Department or a Subordinate Office, the Head of the Attached Department or Head of Office may be appointed as Member in lieu of Joint Secretary/Deputy Secretary.	There should preferably be one D.P.C. for posts in Grades 17 and 18 for the Ministry/Division and the Attached Departments and Subordinate Offices under it.
(ii) Departmental Selection or Departmental Promotion Committees for Grades 11 to 16.	An officer of Grade 20 and two officers of Grade 19.	There may be separate Committees for posts in the Ministry/Division and Attached Departments/Subordinate Offices under the Ministry/Division.
(iii) Departmental Selection or Departmental Promotion Committees for Grades 10 and below.	An officer of Grade 19 and two officers of Grade 18.	

[Authority.- Extract from para 6 of Estt. Secretary's d.o. letter No.1/9/73-F.IV, dated 22-10-1973].

Sl. No. 163

According to rule-4 (1) of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973, the composition of a Departmental Promotion/Selection Committee is to be determined by the Ministry or Division concerned in consultation with the Establishment Division. However, the level at which the composition is to be approved in the Ministry concerned has not been specified.

2. It has therefore been decided that composition of the Departmental Promotion Committee for grades 11 to 18 may be approved at the level of Secretary of a Ministry/Division and the

composition of Departmental Promotion Committees for grades 10 and below may be approved by the Joint Secretary. Each Secretary may, in his Division, authorize Joint Secretary (Admn) in respect of Departmental Promotion/Selection Committees for grades 10 and below.

[Authority.- Estt. Division Letter No. 26/1/80-DV, dated 12-10-1980].

Sl. No. 164

Post in BPS-18 which carry special pay.- It is stated that the proviso to rule 7 of the Civil Servants (Appointment Promotion and Transfer) Rules, 1973 requiring that posts in BPS 18 which carry a special pay would also be referred to the Central Selection Board if proposed to be filled by promotion or transfer has since been deleted *vide* Establishment Division's Notification No. S.R.O. 46(I)/84, dated 9th February, 1984. It is clarified that all cases in which a post in Basic Pay Scale 18 carrying some special pay is filled by promotion will be placed before the appropriate Departmental Promotion Committee. Where post in Pay Scale 18 carrying a special pay does not fall in the promotion ladder, it would be filled by departmental heads through normal posting and transfer.

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

Proposals for Promotions

Sl. No. 165

The Ministries/Divisions/Departments while sending proposals for promotion do not furnish the complete information to the Establishment Division. It has, therefore, been desired that

in all cases of promotions the Departmental Promotion Committee should also be provided with the following information:-

- (a) List of total posts.
- (b) Number of posts filled by promotion and initial

recruitment.

- (c) A confirmation that requisition has been sent to the FPSC for those posts required to be filled in by initial recruitment.

[Authority.- Estt. Division Circular No.47/7/80-CP-4, dated 24-9-1990].

Sl. No. 166

Appointments not exceeding four months.- With reference to para 8 of this Division's O.M. No. F-33/1/47-Ests (SE II), dated the 29th January, 1948, it is clarified that the approval of Departmental Promotion Committees is necessary even for appointments for a period not exceeding four months of the officers not in the list or not next in order of the list prepared by the Departmental Promotion Committee.

[Authority.- Estt. Division O.M. No. 13/1/69-D.III, dated 19-9-1970].

Sl. No. 167

DPC to make selection on the basis of record.- The committees should make their selections in the light of past record of the persons concerned (where available) and the quality of their present work, and with due regard to seniority where other considerations are equal.

[Authority.- Para 5 of Estt. Division O.M.No. 33/1/48-Estt. (ME), dated 15-3-1948].

Sl. No. 168

D.P.C. not competent to recommend demotion.- It appears from references made recently to the Establishment Division that the scope and functions of Departmental Promotion Committees are not clearly understood. In certain cases Government servants officiating without any condition in higher grades have been demoted on the

recommendation of Departmental Promotion Committees. It is necessary, therefore, that the position should be clarified.

2. As their name indicates, the function of Departmental Promotion Committees is to make recommendations in respect of *promotions* and there is nothing in Establishment Division Office Memorandum No. 33/1/47-Ests(SE.II), dated the 29th January, 1948 which relates to the constitution of these Committees, to suggest that these Committees have been given the power to recommend the *demotion* of an officiating officer.

3. What Departmental Promotion Committees should do is to prepare a list of officers whom they consider fit for promotion. They should revise this list periodically which means that they can either add to, or subtract from it. An officer who has been substantively promoted to a higher grade will not of course figure in this list. Similarly, an officer who has been promoted to officiate in a substantive vacancy for an indefinite period should not appear in the list because he is for all practical purposes to continue in the higher grade. In other words, the officers whose names will be shown in the list maintained by these Committees will be those who have not been promoted to higher grade in any capacity or who have officiated off and on or who are officiating against leave vacancies or in temporary posts of short duration and are, therefore, liable to revert in the normal course to the lower grade.

[Authority.- Estt. Division O.M. No. F. 33/49-SE, dated 18-6-1949].

Sl. No. 169

Names of the selected persons to be arranged in the order of seniority.- In accordance with the Establishment Division Office Memorandum No. 1/16/69-D.II, dated 31st December, 1970, regarding general principles of seniority, persons approved by the competent authority, on regular basis for promotion to higher posts in the same batch shall retain the same seniority on the higher grade as they were enjoying in the lower grade.

[Authority.- Para 1 of Estt. Division O.M.No. 13/1/67-D.III, dated 15-7-1972].

Sl. No. 170

DPC can interview candidates.- The question of interviewing candidates, by Departmental Promotion Committee, at the time their cases for promotion are being considered, has been examined in this Division, and it has been decided that a DPC can interview the candidates, if it so desires.

[Authority.- Estt. Division O.M.No.13/1/69-D.III, dated 25-3-1969].

Sl. No. 171

*Minutes of the *D.P.C.*- The proceedings of the Departmental Promotion Committees are very often drawn up in a sketchy manner and do not give the essential details.

2. It is necessary that detailed minutes should be drawn up to show why certain persons have been approved and what are the reasons for declaring certain other persons unfit for promotion. In promotion for selection posts mere average reports should not be considered sufficient and greater emphasis should be placed on merit according to the existing instructions.

[Authority.- Estt. Division O.M.No.13/1/69-D.III, dated 3-11-1970].

*Note.- For Guidelines for D.P.C./C.S.B please see Sl.No.154.

Sl. No. 172

Appointments within the purview of the Selection Board.- In the Establishment Division's O.M. No. 25(5)/64AI, dated the 24th March, 1966 (Annexure-II) appointments mentioned under category II of the Establishment Division O.M. No. 33/1/47-Ests (SE I), dated the 29th January, 1948, carrying a maximum pay of Rs 1,700 or over

which were not required to be made through the Federal Public Service Commission, fell within the purview of the Central Selection Board.

2. Consequent upon the introduction of the National Scales of Pay, the position has been reviewed and it has been decided that posts in Grade-19 shall fall within the purview of the Central Selection Board.

3. [Not reproduced]

4. It is requested that in future 10 copies of the proforma should accompany each proposal for the Selection Board. A copy of the proforma is also enclosed (Annexure I).

[Authority:- Estt. Division O.M. No. 25/4/73-AV, dated 17-10-1973].

ANNEXURE-I

PROPOSAL FORM FOR THE CENTRAL SELECTION BOARD

1. Ministry/Division
2. Name of the post to be filled.
3. Emoluments of the post (Scale of Pay, Special Pay and Allowances).
4. Duration of vacancy, whether regular or for a limited period.
5. Method of recruitment approved by the Government:
By departmental promotion/by selection.
6. (a) If recruitment rules framed, enclose a copy of the rules.

(b) If recruitment rules not framed and issued, state, whether the method of recruitment has been approved by Establishment Division.
7. Qualifications and experience required.
8. Names of all officers in order of seniority within the

zone of selection/appointment showing their Province of domicile.

9. Names of officers whose character rolls are forwarded to the Establishment Division with this proposal.

Note.- Complete character rolls of the officers concerned should accompany the proposal. Reasons for missing reports for any period (s) should invariably be stated.

Signature

Secretary to the Government of Pakistan.

Date: _____

Name of Division

Service particulars of Mr.

Position in seniority list

Date of birth

Province of origin

Province of domicile

Educational qualifications

Date of joining service

		Post	held
From	To		

ANNEXURE II

Copy of the Establishment Division O.M. No. 25(5)/64-AI, dated the 24th March, 1966.

In accordance with the Establishment Division O.M. No. 33/1/47-Ests. (SE), dated the 4th April, 1949, (Annexure III), appointments having a maximum pay of Rs. 1,750 or more for "old entrants" but less for "new entrants" should be made on the recommendation of the Central Selection Board. In view however of

the new scales of pay recently promulgated by the Ministry of Finance the corresponding pay limit is now Rs. 1,700 which is the maximum of Junior Administrative Grade namely Rs.1,600-50-1,700. The present position therefore is that posts carrying a maximum pay of Rs. 1,700 or over which are not required to be filled through the Central Public Service Commission, fall within the scope of the Central Selection Board. This may please be noted for future guidance.

ANNEXURE III

Copy of the Establishment Division O.M.No.33/1/47-Ests. (SE), dated the 4th April,1949.

In para 2 of this Secretariat Office Memorandum No. 33/1/47-Ests. (SE I), dated the 29th January, 1948, in the sub-para relating to "Category II", between the words "over" and "made" insert the words: "for old entrants".

2. The object of the amendment is to make it clear that where the maximum pay of an appointment is Rs. 1,700 or more for "old entrants" but less for "new entrants", the appointment should be made on the recommendation of the Selection Board.

***Guidelines for submission of proposals for consideration of the Central Selection Board**

Sl. No. 173

The proposals received from various Ministries/Divisions for the consideration of the Central Selection Boards are generally deficient in one aspect or the other. Establishment Division has therefore to write back to the sponsoring Division requesting for the missing information/details. Usually, the following deficiencies are noticed in the proposals :-

- (i) Proposal form is not signed by the Secretary/ Additional Secretary incharge of the Division.
- (ii) Complete recruitment rules are not furnished.
- (iii) ICP Charts/ACR dossiers are not complete. No explanation about the missing reports is available in the dossier.
- (iv) Full particulars of officers are not furnished in the seniority list.
- (v) Quantification of ACR gradings is not correct.
- (vi) Number of clear vacancies is not indicated.
- (vii) Training status of the officers on the panel is not indicated.

2. Furnishing complete information/details and calculation of score of the officers with accuracy is the responsibility of the sponsoring Division. All the Ministries/Divisions are, therefore, requested to ensure that documents in regard to the proposals for promotion are prepared with utmost care so that the information submitted to the Boards is complete and accurate in all respects.

[Authority.- Paras 1 & 2 of Estt. Division O.M No.45/1/88-CP-3(Pt), dated 13-1-1988].

**Note.- May be seen with Guidelines at Sl.No.154.*

Sl. No. 174

Deficiencies have been occasionally noticed in the documents sent for submission of promotion proposals to the Central Selection Boards. It will be appreciated that submission of complete and accurate documents (including the correctly calculated quantified scores of ACRs) is a pre-requisite for consideration of promotion cases by the Boards.

2. A set of the following prescribed forms is given as specimen, indicating the number of copies required, so that the Ministries/Divisions/Departments concerned may be able to submit complete proposals for promotion:-

- i) Proposal form (CP-I) One copy.
- ii) Panel form (CP-II) 20 Copies.
- iii) Synopsis form (CP-III) 20 Copies.
- iv) Seniority form (CP-IV) One copy for each proposal.
- v) Quantification (CP-V) One copy for form each officer on the panel.

* []

3. It is requested that the required number of copies of these forms, cyclostyled or photo copied legibly, must be attached to each proposal for promotion.

4. For each vacancy, a panel of at least five eligible officers is required. However, in case of smaller cadres where only a few officers are eligible for promotion, complete list, in order of seniority, of all the eligible officers should be enclosed.

*(CP Forms No. vi, vii and viii excluded *vide* Estt. Division O.M.No.45/1/88-CP.3, dated 10-3-1999).

5. A check list has been drawn up and enclosed for the guidance of the Ministries/Divisions/Departments.

6. Instructions already issued *vide* Establishment Division's O.M.No.45/1/88-CP-3(Pt), dated 13th January, 1988 shall be treated to have been amended to the extent mentioned above.

[Authority.- Estt. Division O.M.No.45/6/90-CP.3, dated 3-3-1990].

CHECK LIST OF REQUIREMENTS REGARDING PROPOSALS FOR PROMOTION OF OFFICERS

To ensure that:-

- i) the proposal form (CP-I) has been signed by the Secretary/Additional Secretary Incharge of the Division;

- ii) for each vacancy a panel of at least five officers has been submitted and all columns have been accurately filled in the form (CP-II);
- iii) training status of the officers on the panel has been indicated (CP-II);
- iv) ICP charts/CR dossiers are complete, explanation about the missing reports is available in the dossiers and all columns have been accurately filled in the synopsis form (CP-III);
- v) seniority list is un-disputed, complete and duly authenticated and indicates full particulars of officers (CP-IV);
- vi) quantification of ACR gradings is correct and quantification form is enclosed in respect of each officer on the panel (CP-V);
- vii) a copy of relevant Recruitment Rules has been furnished; and
- viii) requisite number of copies of each form has been sent with the proposal.

Sl. No. 175

Reference Establishment Division's O.M. of even number dated 13.1.1988 with which different forms required to accompany the proposals for promotion were circulated. In view of the past experience the Proposal Form (CP-I) and Panel Form (CP-II) have been revised. In the light of the revised Proposal Form (CP-I), the following documents will not be required to be attached separately in future:-

- i) Vacancies certificate (CP-VI) form.

- ii) Disciplinary/Court case certificate form. (CP-VII)
- iii) Prescribed length of service certificate form. (CP-VIII)

2. In view of the above, all Ministries/Divisions/ Departments are requested to bring the above position to the notice of all concerned and in future the promotion cases may please be prepared on the revised Proposal Form (CP.I) and Panel Form (CP-II) and sent to the Establishment Division alongwith the following documents for consideration by the CSB concerned:-

- i) Synopsis Form (CP-III)
- ii) Seniority Form (CP-IV)
- iii) Quantification Form (CP-V)

[Authority:- Estt. Division O.M.No.45/1/88-CP.3, dated 10-3-1999].

CP-I

PROPOSAL FORM

Ministry/Division/Department

1. Name of the post(s) to be -----
 --filled in by promotion -----
 --
 Basic Pay Scale and the -----
 --
 Occupational Group/ -----
 --
 Ex-cadre.
2. Total sanctioned strength of the cadre.

	Direct	Promotion	Transfer
	_____	_____	_____

- a) Percentage of share.

- b) Number of posts allocated to each category. _____
- c) Present occupancy position. List of officers to be attached. _____
- d) Number of vacant post(s) in each category. _____
- e) Whether any roster is being maintained for allocation to each category? _____
If so, copy to be enclosed. _____
- f) How the post(s) under promotion quota fell vacant and since when? _____

In case of more details separate papers be enclosed

- g) Whether to be promoted on regular basis or for a limited period due to deputation/long leave etc. _____
3. a) Recruitment Rules framed or not. If so, copy to be attached. _____
- b) In the absence of Recruitment Rules whether the method of recruitment got approved by the Establishment Division. If so, copy to be attached. _____
- c) Person(s) eligible for promotion against _____

vacant post(s).

- d) Prescribed length of service/experience for promotion. _____
- e) Prescribed Qualification, if any. _____
- f) Mandatory Training/ Course, if any. _____
- g) Minimum required qualification.

4. Seniority list(s) duly verified to be attached. _____

5. Panel of eligible officer(s) duly signed by a responsible officer to be prepared on the prescribed form. _____

6. Number of ACRs/ICP Charts.

7. Certified that the officers included in the panel are eligible in all respect and possess the requisite length of service required for promotion. If not, please give details, and reasons for submission of the case to CSB.

8. Also certified that no disciplinary action under Government Servants (E&D) Rules, 1973 or proceedings on criminal charges in the court of law is pending against any officer included in the panel. If otherwise, indicate the names of officers, seniority number on the panel and brief description/nature of the case.

(To be signed by the Secretary/
Additional Secretary Incharge
of the Division)

CP.II

**PANEL OF OFFICERS FOR CONSIDERATION OF THE
CENTRAL SELECTION BOARD**

I) TOTAL NUMBER OF OFFICERS ALREADY IN PAY SCALE TO WHICH THE PROPOSAL IS TO BE CONSIDERED.....

MINISTRY/DIVISION

_____ POST TO BE FILLED _____ NO. OF VACANCIES _____

*II) []

S. No	Name/ Designation/ Domicile /Date of Birth	Training (PASC/ NIPA) Course attended (with dates)	Date of appointment in BPS-17	Present rank/Date of regular promotion /appointment in present BPS	In case of posting out side cadre to indicate date of posting with tenure period	NO. OF EACH CATEGORY OF ACRs							QUANTIFIED SCORE OF ACRs				REMARKS MISSING ACRS
						OS	VG	G	A	BA	Adv	Penalty	INTEGRITY				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

*Omitted vide Estt. Division d.o. letter No.45/1/88-CP-3, dated 18-1-2000.

CONFIDENTIAL

SYNOPSIS FORM

CP-III

Front page

SYNOPSIS OF ACRS

SENIORITY NO.....

PROMOTION CASE
FROM BPS..... TO BPS

BRIEF OF ANNUAL CONFIDENTIAL REPORTS

- 1) Name of officer with designation -----

Date of Birth and Domicile -----

- 2) Date of entry in service -----

- 3) Date of entry in present pay scale -----

- 4) Educational qualifications -----

S.No.	Posting	Overall grading for the last 10 years	Fitness for promotion as judged by Countersigning Officer.	Adverse report with remarks	Whether adverse remarks communicated.	Whether representation against adverse remarks made. If so, with what results.
1	2	3	4	5	6	7

SENIORITY LIST

S. No.	Name of Officer	Domicile	Promotee / Direct	Date of Birth	Date of first appointment in Govt. service	Date of regular appointment in Basic Pay Scale-17	Date of regular appointment in present pay scale.	Present posting
1	2	3	4	5	6	7	8	9

Signature_____

Designation

Date.....

CP-V TO BE SCANNED

**Guidelines for submission
of Proposals for Consideration**

**of Central Selection Board-II
(CSB-II)/Central Selection
Board-I (CSB-I)**

Sl. No. 176

Reference Establishment Division's O.M.No.45/6/90-CP- 3, dated 3.3.1990, wherein guidelines/check-list for submission of proposals for consideration of CSB-I and CSB-II were intimated to the Ministries/Divisions. Under the said guidelines, the proposals signed by the Secretary/Additional Secretary Incharge and accompanied by prescribed documents duly authenticated/stamped by responsible officer, are required to be forwarded to the Establishment Division for submission to the CSB-I/II.

2. It has been observed in some cases, however, that the proposals for the Central Selection Boards do not fully conform to the laid down requirements on the subject. In some cases, the proposals are not duly signed by the concerned Secretary/ Additional Secretary Incharge while, in others, the accompanying documents are either unattested and/or carrying incorrect/ incomplete information. All this leads to avoidable delays on account of back references to the concerned Ministries/Divisions.

3. It has also been observed in many cases that the documents are forwarded at the Section Officer's level and addressed to his counter-part in this Division. Since the Joint Secretary (Admn) of the concerned Ministry/Division is the focal point there, such proposals for CSB-I/II must invariably be forwarded under his covering letter after ensuring that all the requisite documents relevant to this exercise have been prepared and duly signed by the concerned officers. Moreover, with a view to enforce secrecy as well as prompt attention, all such references should, henceforth, be addressed to the Additional Secretary (CP&R), Establishment Division, and delivered under a sealed cover. Replies to any query on the part of the Establishment Division (which would not be below the level of Deputy Secretary) should also be furnished at least at the same level if not at the level of Joint Secretary (Admn).

4. All Ministries/Divisions are requested to kindly ensure that their promotion proposals for the consideration of CSB-I/II are forwarded in the light of the position/requirements of paras 2 & 3 above.

[Authority.- Estt. Division O.M. No.45/6/90-CP-3, dated 3-5-1995].

**Promotion Policy -
cases where
disciplinary or
departmental
proceedings
are pending**

Sl. No. 177

Attention is invited to Para-1 (c) (II) of the Guidelines for Departmental Promotion Committees/Central Selection Boards issued under Establishment Division's D.O. letter No. 10(10)/85-CP-I, dated 15.5.1985 on Promotion Policy, it is stated that DPC/CSB is required to defer consideration for promotion of officers against whom disciplinary or departmental proceedings are pending. It has been noticed that while forwarding proposals for placement before DPC/CSB or soliciting approval of the competent authority to the promotion of officers, the Ministries/Divisions do not indicate whether disciplinary or departmental proceedings are pending against any of officers under consideration. This causes avoidable delay in processing cases through the selection Board and obtaining the orders of the competent authority.

2. It is, therefore, emphasized that while forwarding cases of officers for placement before Central Selection Board or seeking approval of the competent authority to the proposed appointments, a certificate should invariably be recorded that no disciplinary/departmental proceeding is pending against the officers under consideration. This may be brought to the notice of all concerned dealing with such cases.

[Authority.- Estt. Division O.M.No.45/3/89-CP-3, dated 21-5-1989].

**Procedure for referring
cases to the Selection
Board**

Sl. No. 178

It has been observed that proposals relating to the Central Selection Board are not being sent alongwith the required number of copies each of the essential documents, like the "proposal proforma" properly filled in, complete C.R. dossiers of the officers, their particulars of service, bio-data, latest seniority lists (arranged according to the new gradation system) etc. Moreover, Government servants having East Pakistan domicile and the repatriated POWs need to be cleared first by the D.I.B. It is also observed that the particulars of service of the Government servants are generally not prepared carefully and the C.R. dossiers are not checked to find out the precise reasons for the missing reports. This has to be ensured in all cases and the latest reports have to be invariably attached to the proposals or the reasons for not attaching such reports have to be clearly indicated.

2. At times, big bundles of C.R. dossiers are sent to the residence of the Secretary, Central Selection Board. This involves great risk (apart from inconvenience) as bulky bundles, of C.R. dossiers have to be carried from residence to the office. Moreover, the CR dossiers received just before the meeting can not be properly checked. In view of this, it is imperative that the C.R. dossiers should be sent to the Establishment Division well in advance of the date of the meeting of the Central Selection Board after due scrutiny insuring that these are complete in all respects. However if under extraordinary circumstances the CR dossiers have to be sent just before the meeting, the Ministries/Divisions may kindly arrange to deliver these CR dossiers through special messengers in the office of the Secretary, Central Selection Board before the meeting of the Board in which other items are to be discussed.

3. The above mentioned requirements should be invariably kept in view while sending proposals for the consideration of the Central Selection Board.

[Authority.- Estt. Division D.O.Letter No.25/7/74-AV, dated 3-10-1974].

Sl. No. 179

It has come to the notice of the Central Selection Board that in certain cases a particular candidate or candidates is/are recommended out of the total number of candidates considered by the Ministry/Division, without mentioning the full particulars of all the candidates. The proper procedure in such cases is to place the full particulars of ALL the candidates before the Central Selection Board so that the Board may decide which of the candidates are not suitable for the post in question. It is accordingly requested that the full particulars of ALL the candidates in the field of selection or those who may have been considered by the administrative Ministries/Divisions, should be placed before the Central Selection Board in all such cases.

[Authority.- Estt. Division O.M. No.24/3/75-AV, dated 12-2-1975].

Sl. No. 180

Re-appointment of posts within the purview of Selection Board.- It has been decided that if the re-appointment of an officer to a post took place after more than one year of the reversion from that post the case should be placed before the Central Selection Board for determining the continued fitness of the officer to hold the post. After approval of the Central Selection Board, it would not be necessary to refer the case to the Prime Minister/President again.

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

Sl. No. 181

Short-term appointment and direct appointments to higher Secretariat posts-under the present orders.-

- (i) it is not necessary to refer to the Selection Board acting appointments made as a purely temporary arrangement for a period not expected to exceed 4 months; and
- (ii) the Board is not concerned with appointments made from sources other than from Government service.

2. It has been decided that:-

- * (a) the period upto which appointment may be made without consulting the Selection Board should be reduced from 4 months to one month; and

Note.- Pl. see rule 8B(4) of Civil Servants (Appointment, Promotion and Transfer) Rules 1973, in the present context.

(2) The Selection Board should deal with appointments to higher posts in the Secretariat even in the rare cases when such appointments are made from persons not in Government service, *i.e.* all appointments which are within the purview of the Selection Board will be made on the recommendations of the Board irrespective of the fact whether or not they are made from among persons already in Government service.

[Authority.- Estt. Division O.M. No.33/7/49-SEL, dated 13-8-1951].

Sl. No. 182

Convention regarding acceptance of recommendations of the

Selection Board.- The Administrative Enquiry Committee reviewed the working of the Selection Board and in their report made the following recommendations:-

- (a) that both for protection to Ministers and in the interests of efficient working, the rules about the Selection Board be closely adhered to; and
- (b) that there should be a convention whereby the advice of the Selection Board should be accepted quickly and automatically except in wholly exceptional cases.

2. Government considered these recommendations and their orders are as follows:-

- (a) Accepted.
- (b) Government have decided that there should be a convention whereby the advice of the Selection Board should be accepted quickly save in exceptional cases; and that if the Prime Minister or the Minister concerned disagrees with the view of the Selection Board, the case should be returned to the Board for further consideration, and a decision taken by the Prime Minister only after the further views of the Board have been placed before him.

Clarification: “ The above instructions are neither a law nor a rule and are subservient to the provision of the Civil Servants Act 1973 and Civil Servants (Appointment, Promotion and Transfer) rules 1973 specially with reference to power of the “Competent Authority” for giving final approval regarding appointment by promotion. These powers are unfettered and the Competent Authority may accept, reject or refer back the matter to the Central Selection Board for reconsideration. All these options are available to the Competent Authority whose powers are unfettered to choose any one of the options”

3. In dealing with Selection Board cases, these orders of Government must be strictly followed.

[Authority.- Estt. Division O.M.No.33/3/54-SEI, dated 22-9-1954].

Sl. No. 183

Promotion of an Officer during pendency of the departmental proceedings.- It is the responsibility of the departmental representatives who attend the meetings of the Departmental Promotion Committee/Central Selection Board to apprise the Committee/Board whether or not any departmental proceedings are pending against the Government servants whose cases are being considered by the Committee/Board. A serious view should be taken if the departmental representatives do not give information to the committee/board and if later comes to notice that a government servant was promoted notwithstanding the fact that disciplinary proceedings were pending against him. The Ministries/Divisions are requested to strongly impress the officers who serve as members of Departmental Promotion Committees or who attend meetings of the Central Selection Board as departmental representatives to scrupulously observe these instructions.

[Authority.- Para 3 of Estt. Division O.M.No.6/4/74-A-II, dated 6-7-1974].

Sl. No. 184

Meetings of the Central Selection Board.- Kindly refer to Cabinet Secretary's d.o.letter No. 25/1/72-AV, dated the 27th November, 1972 in which it was stated that only Secretaries should represent their Ministries/Divisions at the meetings of the Central Selection Board. If a Division/Ministry is not headed by a Secretary or the Secretary is away on foreign tour, then the senior most officer (Additional Secretary/Joint Secretary) in that Ministry/Division could represent the administrative Ministry. The instructions contained in the Cabinet Secretary d.o.letter dated 27-11-1972, were reiterated in

d.o.letter No. 25-1/72-AV, dated the 17th January, 1974 and it was further stated that a Secretary/ Additional Secretary was not at all in a position to attend the meeting of the Board, the specific clearance of the Establishment Secretary may please be obtained before deputing some other officer to attend the meeting of the Board. In order to make it convenient for the administrative secretaries to so arrange their engagements as to find time for attending meetings of the Central Selection Board, it was decided to hold meetings of the Board on alternate Thursdays.

2. It has however, been noticed that even now the Secretaries/Additional Secretaries incharge of Ministries/Divisions frequently do not attend the meetings of the Board. In future, if the Secretaries/Additional Secretaries incharge of the Ministries/ Divisions concerned do not attend the meetings of the Board, the proposals would be returned to those Ministries/ Divisions unconsidered.

[Authority.- Additional Secretary(Estt) d.o.letter No.25/4/76-AV, dated 8-10-1976].

**Bar against direct
correspondence with
Provinces for Secretariat
appointments**

Sl. No. 185

There should be no direct correspondence between Ministries and the Provincial Governments in regard to obtaining the services of any officer serving in a Province for an appointment in the Secretariat whether or not it is one which comes within the purview of the Selection Board. All such correspondence should be conducted by the Establishment Secretary.

[Authority.- Para 6(iii) of Estt. Division O.M.No.F.33/1/47-Estt(SEI), dated 29-1-1948].

Sl. No. 186

Holding in abeyance posts for which suitable candidates are not available.- The attention of the Ministry of Finance, etc. is invited to the recommendations made by a recent meeting of the Secretaries which considered the question of holding in abeyance posts for which suitable candidates are not available. The relevant extract from the minutes of the Secretaries' meeting is reproduced below for information and guidance:

"As the Selection Board often faced with the problem of filling a high post simply because the post is lying vacant, it was proposed that it would be preferable to keep such posts in abeyance when capable men of sufficient seniority are not available to fill them rather than to promote junior men who are not fully qualified."

"In the course of discussion it was pointed out that there was no objection to the proposal but in practice one difficulty was likely to be encountered. Past experience has shown that in certain cases where a higher post had been held in abeyance because it was not possible to find a suitable person to fill it and a lower post had been created, temporarily in its place, the Ministry of Finance had raised objection to the subsequent revival of the post when a suitable officer became available to fill it. It was then pointed out that if the higher post existed on a regular basis and it was temporarily held in abeyance for a specified time it could be automatically revised on the expiry of that period without reference to the Ministry of Finance. This apprehension should not, therefore, deter us from making appointments in lower grades against sanctioned appointments of higher grades. It was decided that if any Ministry encountered any difficulty in reviving such a post, the case might be brought to the personal notice of the Secretary of the Ministry of Finance."

2. It is requested that Ministry of Finance, etc., should keep this recommendation in view, when higher post with which they are administratively concerned, are proposed to be filled.

[Authority.- Cabinet Secretariat, Estt. Branch O.M.No.25/40/50-SEI, dated 8-7-1950].

Sl. No. 187

It has been observed that the recommendations of the Central Selection Board regarding promotions of officers to higher grade are not followed up expeditiously by the administrative Ministries and Divisions, who are required to submit summaries for the Minister of State for Establishment, seeking approval to the promotions etc. recommended by the Central Selection Board. Summaries are received after a lapse of a great deal of time resulting in delayed promotions and consequently representations from the officers affected. It is, therefore, requested that steps may kindly be taken to ensure that the recommendations of the Central Selection Board are followed up without undue delay.

[Authority.- Additional Secretary (Estt)D.O.letter No.25/3/75-A.V, dated 11-3-1975].

**Observance of quotas laid
down for promotion, transfer
and direct recruitment**

Sl. No. 188

Vacancies in the grade of Assistant.- The Establishment Division have had under consideration the question whether if a person has been promoted or appointed as a direct recruit, to a permanent or a quasi-permanent vacancy in the grade of Assistants, in accordance with the procedure referred to above, and his services are terminated, for one reason or the other, before he is confirmed in the vacancy, the vacancy thus caused should be treated as a fresh vacancy for the purpose of the roster referred to above, or whether it should be filled in replacement, *i.e.* by a departmental candidate or a direct recruit, as it was originally filled, without being counted afresh in the roster. The distribution of vacancies between the departmental candidates and direct recruits is intended to ensure that, as far as possible, the cadre includes promotees and direct recruits in the prescribed ratios. This object can be achieved if the vacancy caused in the above circumstances is not counted as a fresh vacancy but is filled in replacement. It has accordingly been decided that the vacancy caused by the termination of the services of the original

incumbent before his confirmation therein should be filled in replacement, *i.e.* by a departmental candidate or a direct recruit, accordingly it was originally filled, without its being counted afresh for the purpose of the roster.

[Authority.- Estt. Division O.M.No.54/12/57-ME, dated 14-7-1951].

Sl. No. 189

Promotion/direct recruitment quota.- A question has arisen as to how the quota for promotion and direct recruitment if prescribed in the ratio of 50:50 in the recruitment rules is to be maintained when the number of available posts is odd and not equally divisible. The matter has been considered in consultation with the FPSC and it has been decided that in such cases weightage may be given to promotion quota. For example, where an odd number of posts, say 9, are to be filled in the ratio of 50:50, five posts should be earmarked for promotion and four for direct recruitment.

[Authority.- Estt. Division O.M. No. D. 210/84.R.5, dated 3-6-1986].

Sl. No. 190

A question has arisen as to how the vacancies caused by resignation, transfer, etc. of the persons appointed against the quota of departmental candidates or direct recruits, before confirmation of such persons should be filled. The matter has been considered in consultation with the Federal Public Service Commission and it has been decided that the vacancies in various services/posts caused by any reason, should be filled on the basis of the quotas fixed for promotion, transfer and direct recruitment. For this purpose the total number of posts in a cadre should be distributed in accordance with the fixed quotas and the vacancies in such posts should be filled so as to achieve

the overall quotas fixed for departmental candidates and direct recruits etc.

2. Suitable amendments should be made in the recruitment rules where necessary, in consultation with the Establishment Division and the Federal Public Service Commission.

[Authority.- Estt. Division O.M. No. 5(1)11/67-D.V., dated 21-3-1968].

Sl. No. 191

Provision for merit quota in promotion.- The Government have decided that where it is possible to identify merit, suitable provision should be made in the Recruitment Rules for filling 10% to 20% of promotion posts in BPS 16 on the basis of merit. The Ministries/Divisions are requested to ensure that a provision for merit quota is made in the Recruitment Rules for posts in BPS 16 under them.

[Authority.- Estt. Division O.M.No.F.1/15/69-F.II, dated 2-3-1970].

Sl. No. 192

Knowledge of Islamic/Pakistan Studies.

The President was pleased to direct *vide* CMLA Secretariat's directive No. 270 of 1981 that:-

"Various systems and methods of selection are in vogue for inducting individuals in the Government at different levels. At the higher level, selection is made by the Public Service Commissions. Separate criteria are prescribed for induction at each level. In all these systems and procedures, one thing must be common, that is, *assessment of the candidate's knowledge of Islamic and Pakistan Studies. Persons without adequate knowledge of these subjects will not be considered fit for appointment to Government jobs, irrespective of their proficiency in other fields.* Necessary instructions will be issued; as executive orders, immediately, and implementation by all concerned ensured. If an Ordinance is considered to be necessary to give effect to this directive or would help to make its implementation more effective, it may be prepared

and submitted to me".

2. The matter has been examined in the Establishment Division and it has been decided that the existing rules give the Chairman, FPSC and the Departmental Selection Committees adequate powers to prescribe the qualifications for inducting individuals in Government departments. There is, therefore, no need for any change in the Rules.

3. All selection authorities, however, will ensure that a certain percentage of the marks in any interview/examination carried out for induction of *individuals into the Government service will be reserved for Islamic and Pakistan Studies*. Persons scoring less than pass marks in these subjects will not be considered fit for appointment to Government jobs, irrespective of their proficiency in other fields.

[Authority.- Estt. Secretary's D.O. No.4/14/81-TI, dated 24-6-1981].

Sl. No. 193

Declining promotion to evade transfer to an unattractive station.- A decision was circulated *vide* Establishment Division O.M. No. 1/21/76-D. II, dated the 18th September, 1976 (Annexure) that if a senior person declines promotion to suit his convenience, he should lose in seniority to the next junior person who is promoted in the relevant vacancy, and that he should not be considered for promotion till after his case for promotion has been considered again by the Selection Board in a subsequent meeting. The competent authority may also consider the grounds on which promotion has been declined and, in suitable cases, may take disciplinary action (on grounds of misconduct, that is, refusal to obey orders to proceed on transfer to another station) where it is clear that the promotion has been declined to evade transfer to an unattractive station, and may impose the penalty of withholding of promotion for a specified period.

2. It has now been considered that the aforesaid decision is inconsistent with the broad provisions of the Civil Servants Act, 1973. The Establishment Division O.M. No. 1/21/76-D.II, dated 18th September, 1976 is therefore withdrawn with immediate effect. All

such cases where senior persons decline promotion to suit their convenience shall be decided in future on merits of each case in consultation with Establishment Division.

[Authority.- Estt. Division O.M.No.1/21/76-D.II(R-4), dated 9-5-1982].

ANNEXURE

Copy of Establishment Division O.M.No. 1/21/76-D.II, dated the 18th September, 1976.

The question as to how the seniority of a person who is cleared for promotion but who declines promotion should be determined when he is subsequently promoted has been considered. It has been decided that if a senior person declines promotion to suit his convenience, he should lose in seniority to the next junior person who is promoted in the relevant vacancy, and that he should not be considered for promotion till after his case for promotion has been considered again by the Selection Board in a subsequent meeting. The competent authority may also consider the grounds on which promotion has been declined and, in suitable cases, may take disciplinary action (on grounds of misconduct that is, refusal to obey orders to proceed on transfer to another station) where it is clear that the promotion has been declined to evade transfer to an unattractive station, and may impose the penalty of withholding of promotion for a specified period.

Sl. No. 194

An officer who is superseded or whose promotion is deferred comes to know about it automatically when his juniors are promoted to higher grade posts. He need not, therefore, be informed of average reports.

2. The cases of officers whose promotions are deferred may

be reconsidered on the basis of their A.C.Rs for the next year.

[Authority.- Estt. Division O.M. No.32/4/76-A.IV, dated 6-7-1976].

Sl. No. 195

Proforma promotions.- The Ministries and Divisions as well as Attached Departments and Sub-ordinate offices, have in the past been ordering proforma promotions (also called promotions *in absentia*) of persons serving on deputation on foreign service, or in *ex-cadre* posts as a matter of course on the sole ground that the deputationist had been approved for promotions by the D.P.C. of the parent Department and a person junior to him had been promoted. This has resulted in the deputationists serving away from their parent Department or cadre for unduly long periods as such persons not only enjoy better emoluments while on deputation but also feel secure that their interests are being fully protected in their own Department.

2. The intention underlying 'proforma promotions' is to protect the interests of the Government servant only in circumstances where the Government servant is required to serve away from his parent cadre because of a definite requirement of public interest and not merely to suit his own interest. Normally, therefore, a deputationist, as soon as he becomes due for promotion should be required to revert to his parent Department or cadre so that he is promoted to the next higher post for which he may have been declared fit. In case an offer of promotion is made to him and he declines to revert, he may be allowed to remain in the outside post on the clear understanding that he will not ask for 'proforma promotion'. Only in exceptional cases where the borrowing Department or organization expresses its inability to spare the officer, and the Head of the parent Department records in writing why he considers it necessary to keep the Government servant on deputation in the *ex-cadre* appointment, may proforma promotions be made. Even in such cases the period for which the officer is allowed to continue to remain on deputation, with the benefit of proforma promotion, should be judiciously fixed so that the officer reverts to his cadre and is appointed to the post for which he has been approved for promotion,

as early as possible. Such period should not normally exceed 6 months. All cases where 'proforma promotions' are allowed for a period exceeding 6 months should be reported to the Establishment Division with full justification.

3. The Ministries/Divisions are also advised that in future whenever they send an officer or member of the staff on deputation to an *ex-cadre* post, or on foreign service, they should settle in advance the period of deputation with the borrowing office/organization on the expiry of which the Government servant should revert to his parent cadre. While selecting persons for deputation, care should also be taken not to depute officers who would soon be coming up or promotion to the next rank in their own cadre and may have to be re-called. In the majority of cases, officers and staff are sent on deputation on their application or request. They should be warned that in case they fall due for promotion, they will have to revert to their parent cadre and they will not be allowed promotions *in absentia*.

4. The above instructions do not apply to senior appointments in international organizations such as the United Nations, the R.C.D. Sectt., etc. to which officers are nominated by Government having regard to their qualifications, experience and suitability. In such cases it may be presumed that the services of the officer have been placed on deputation with the foreign organization in the public interest, and 'proforma promotion' when called for, may be made.

[Authority.- Estt. Division O.M. No. 1/28/71-D.II, dated 29-7-1971].

Sl. No. 196

A permanent ministerial Government servant who is temporarily transferred from one office to another in the public interest should be considered for promotion to a higher grade in his parent office as and when a vacancy occurs in the higher grade and if he is selected for promotion in accordance with the relevant rules, he should be appointed *proforma* to the higher grade so that when he reverts to his parent office he can count, for seniority and increments

in the higher grade, the period for which he remained on deputation. No monetary benefit in respect of his proforma promotion in the parent office shall be allowed to him while he is on deputation. Proforma promotion in such cases should be made with effect from a date determined in accordance with the 'next below rule' and not from any earlier date.

[Authority.- Finance Division O.M. No. F.1.(5)-RI-(R.W.P.)/62, dated 21-4-1962].

Sl. No. 197

The question has been raised whether the instructions issued in the Establishment Division O.M. No. 1/28/71-D. II, dated 29th July, 1971, regarding proforma promotion apply also to past cases where proforma promotions had already been made prior to the issue of these instructions. The Ministries and Divisions are advised to review all such cases. If the officer had been allowed to proceed on deputation for a specific period, he should be requested to revert to the parent department on expiry of that period. In case no period was specified, the parent department should examine the propriety of re-calling the officer to the parent cadre as it is not administratively desirable that officers and staff should remain away from their parent cadre for unduly long period, say more than 3 years in the case of gazetted officers and 5 years in the case of non-gazetted staff. However, if in the case of a particular department the number involved is large, the re-call of the deputationist should be judiciously staggered so that no large scale reversions are caused in the parent office consequent on the re-call of the deputationists. Priority in re-call should be given to those who have been allowed proforma promotion in the parent cadre. Where, however, the borrowing departments are prepared to confirm such officers and staff on their own establishment (provided this is admissible in accordance with the Recruitment Rules applicable to the post) and the officer or staff is also willing to be so absorbed, reversion to parent cadre may not be insisted upon.

[Authority.- Estt. Division O.M.No.1(28)/71-D.II, dated 28-3-1972].

Sl. No. 198

Cases have come to the notice of the Establishment Division where officers whose services were obtained on deputation for a specific period were not returned by the borrowing department when the parent department asked for their reversion. Attention in this regard is invited to the Establishment Division's O.M.No.1(28)/71-D.II, dated the 28th March, 1972, wherein it was laid down that officers obtained on deputation should be reverted to their parent department on the expiry of the period of deputation. It was further laid down therein that the period of deputation should normally be 3 years in the case of officers in Grade 16 and above 5 years in the case of staff in Grade 15 and below.

2. In the interest of efficient administration it is reiterated that the above mentioned instructions should be followed rigidly and the deputationists reverted to their parent department on the expiry of the period of deputation unless the intention is to permanently absorb the deputationist in the cadre or department where he is serving on deputation and the recruitment rules for the post provide for such a course. In such cases, the consent of the deputationist to the suspension or termination of lien on his permanent post in the parent department, as well as the agreement of the parent department, should be obtained. With the completion of these formalities the deputationist will be treated as regular member of the establishment of the borrowing department.

3. Where, however, it is not intended to permanently absorb the deputationist in the borrowing department the deputationist must not be allowed to remain away from his parent cadre for unduly protected period; he should be reverted to the parent department on expiry of the period of deputation as originally fixed. If the borrowing department needs the services of another officer having the qualifications or experience possessed by the deputationist, a request should be made to the lending department to depute some other officer in his place possessing the same qualifications or experience as far as possible. The borrowing department in no case should insist on retaining a particular individual beyond the original

period of deputation.

4. All Ministries, Divisions and Departments are requested to examine the cases of deputationists with them and take necessary action in the light of the above instructions. If relaxation of these orders is required in any individual case, it may be referred to Establishment Division with full justification.

[Authority.- Estt. Division O.M.No.1(28)/75-D.II, dated 6-3-1975].

Promotion on Temporary/ Regular Basis

Sl. No. 199

At times, Establishment Division receives proposals for regularising the promotion of those promoted earlier against deputation, leave, etc. vacancies, on the grounds that regular vacancy has since occurred.

2. The matter has been considered in the Establishment Division in light of the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, read with the Promotion Policy covering promotion upto BS-21. It is clarified that an officer recommended for promotion on temporary basis by the Central Selection Board/Departmental Promotion Committee and approved by the competent authority is liable to reversion to lower post in case the higher post is subsequently either abolished or ceases to exist or its original incumbent joins back. However, if a temporarily promoted officer continues working against the higher post without any break and in the meanwhile a regular vacancy in the cadre becomes available, no fresh clearance of the Central Selection Board/DPC and approval of the competent authority is required for his promotion to higher post on regular basis. The officer will, therefore, be deemed to have been promoted on regular basis with effect from the date of occurrence of the vacancy on regular basis in the cadre, subject to the following conditions:-

- a) No disciplinary/criminal proceedings have been initiated against him/her during the period from the date of temporary promotion till the occurrence of vacancy on regular basis.
- b) His/her upto date service record would form the basis for assessing fitness for promotion on regular basis i.e. quantified score should not be less than minimum threshold prescribed for the purpose.

[Authority.- Estt. Division O.M.No.30/2/90-CP-3, dated 18-2-1997].

Sl. No. 200

**Promotion of officers while on deputation on foreign service.*- The position regarding promotion, in their parent cadres, of Government servants transferred to 'foreign service' [as defined in Fundamental Rule 9(7)], and the benefits accruing to them from such promotion does not appear to be clear in some quarters.

**Note.*- Please see also para 2(7) of the Estt.Secretary's d.o letter No.10(3)81-CPI(Pt), dated 31-10-82 regarding promotion policy.

2. Cases of promotion, in their parent cadres, of government servants who are transferred to foreign service and the emoluments admissible to them are regulated by the provisions of Fundamental Rules 113 and 114 which fall in Chapter XII of Section I of the Fundamental and Supplementary Rules, Vol. I, and not by the proviso to the 'next below rule' i.e., the second proviso below FR 30 which falls in Chapter IV of that rule and applies in cases of Government servants serving outside their ordinary line within Government service.

3. Under FR 113 a Government servant transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer and may be given such substantive or officiating promotion

in these cadres as the authority competent to order promotion may decide, keeping in view the considerations mentioned in that rule. According to FR 114, read with orders issued thereunder, which have been printed in Appendix No. 11 to the Fundamental and Supplementary Rules, Vol. II, a Government servant transferred to 'foreign service' in Pakistan shall, unless his duties in foreign service involve a decided increase in work or responsibility in comparison with duties of his post in Government service, be allowed the same remunerations as he would have received, from time to time, in Government service before his transfer to foreign service. It follows from these orders that if a Government servant who is on deputation to foreign service is promoted in his parent cadre, he should, if he continues to remain in foreign service, be allowed the remuneration which he would have received in the higher post in Government service to which he is promoted. The higher remuneration would, of course, be payable by the foreign employer.

[Authority.- Estt. Division O.M.No.F.6(4)-R-2/65, dated 9-2-1966].

Sl. No. 201

Promotion of officers deputed for training abroad.- According to para (ii) of the Finance Division O.M. No. F.8(2)/R/II (II)/58, dated the 31st October, 1958 officers proceeding abroad for training are entitled to the pay which would have been admissible to them in Pakistan but for their deputation abroad. It has been brought to the notice of this Ministry that in some cases the officers while under training abroad are considered and approved for promotion to higher posts in Pakistan. In this connection, a question has arisen as to what extent the benefit of such promotion should be given to such officers. The matter has been considered and it has been decided that if an officer on training abroad and his turn for promotion arrives in his parent department or cadre in Pakistan, he should be considered for promotion alongwith other officers, and if he is approved for promotion in accordance with the relevant rules, he should be

appointed formally (not actually) to the post in the higher grade. This would enable him to occupy on his return to Pakistan the position which he would have occupied had he not gone abroad on training. No financial benefit of the 'next below rule' should be allowed to him in respect of his promotion. He should be allowed to count seniority and increment from the date of such promotion, but the actual pay of the higher post should be given to him only when he resumes the duties of the higher post on his return from training.

[Authority.- Finance Division O.M. No. 361-R 4/65, dated 25-3-1965].

Sl. No. 202

Promotion of an Officer/Official during LPR.- A question has arisen whether an officer/official who is on LPR can be considered for promotion against a higher post or otherwise.

2. The matter has been considered and the view held is that LPR is one of the types of leave to which a government servant is entitled. As he continues to be a Government servant and can be called even for duty, he can, therefore, be considered for promotion against a higher post during LPR.

3. All Ministries/Divisions are requested to bring these instructions to the notice of all concerned.

[Authority.- Estt. Division O.M.No.10/62/98-R.2, dated 26-6-1998].

Sl. No. 203

Bar against promotion of ad hoc appointees.- The following further instructions are issued for regulating *ad hoc* appointments:-

- (i) Persons appointed on *ad hoc* basis should possess the required qualifications and experience prescribed for posts.
- (ii) Persons appointed on an *ad hoc* basis should not be promoted to higher posts.

[Authority.- Estt. Division O.M.No.3/29/70-D.III, dated 7-1-1971].

SECTION E

PROVISIONS RELATING TO COMMISSIONED OFFICERS AND OTHER RANKS RECRUITED OR INDUCTED ON REGULAR BASIS OR ON CONTRACT IN CIVIL POSTS

Terms and conditions

Sl. No. 204

It has been decided that Armed Forces officers seconded to civil Ministries (other than Defence), Departments of the Central/ Provincial Governments, Autonomous/Semi- autonomous Bodies and Corporations etc. will be governed by the following terms and conditions:-

1. *Tenure*
 - (a) Officers will normally be seconded for a period upto three years extendable, in exceptional circumstances, by one year by the Government, after which the officer will normally either be recalled to the parent service or released. No extension in service will be allowed to officers who complete age/service limits for retirement during secondment.
 - (b) If the deputation of an officer tends to become indefinitely prolonged, permanent absorption of the officer concerned in the civil cadre by retiring him from the parent service, would be considered.

- (c) In case of an emergency, the parent service will have the option of withdrawing a deputed officer without notice, if necessary.
- (d) An officer will have the option to request for return to his parent service if he feels that his service career is adversely affected by continued deputation.

2. *Pay and allowances*

- (a) The deputationists will be entitled to pay of rank, Command/Staff/Charge Pay, Instructional Pay, Qualification pay, Flying Pay/Submarine Pay/Special Service Group pay/Technical pay/Disturbance pay, Kit Allowance and Non-Practicing Allowance drawn by them in the Military service immediately before their secondment in addition to 20% of pay of the rank as special compensatory allowance.
- (b) *Entertainment Allowance.*- Entertainment Allowance may be allowed according to the equivalence of rank formula at the rate admissible on the civil side.
- (c) *Senior Post Allowance.*-This allowance will not be admissible in addition to Command/Staff/Charge/ Instructional pay etc.

3. *Pension including disability/Family Pension*

- (a) Pension including disability/family pension will be granted to officers under relevant Military Pension Rules. They will count the period of service with the borrowing Ministries/Departments etc. as qualifying

service for pension in the Army/Navy/Air Force.

- (b) The claims that the officers or their families may have in respect of the disability or death during the period of their employment under the borrowing Ministry/Department etc., or arising out of any disability contracted in such service, shall be determined solely in accordance with the relevant Military Pension Rules as amended from time to time, and the entire cost of any such pension shall be borne by borrowing Ministries/Departments etc. These Ministries/Departments will also be liable to bear proportionate share of any gratuities/ pensions that may be admissible to these officers in respect of their service under Military Rules. In case of officers on deputation to a Non-Government body, the pension contribution for pension admissible to them under relevant Military Pension Rules, in respect of Service rendered by them on deputation will be payable by the borrowing agency.

4. *Leave*

- (a) The officers will continue to be governed by Military Leave Rules.
- (b) Leave account of the officers will be maintained by the parent services in consultation with the borrowing organisations and leave will be granted by the appropriate authorities in borrowing organisations under intimation to Service HQ/OORO/Record Office concerned. Leave earned in the borrowing organisations will be availed of, as far as possible, before reversion to the

services.

5. *Rank.-* Acting/temporary rank will be retained/relinquished as if the officers had continued in Military Service in the appointment last held.

6. *Promotion in the Services.-* While on secondment they will not be entitled to acting/temporary promotions. However, substantive/substantive temporary promotions will be made upto the rank held at the time they were seconded to civil department. This paragraph does not apply to AMC officers.

7. *Travelling Allowance/Daily Allowance/Conveyance Allowance.-* As admissible under civil rules.

8. *Accommodation etc.*

- (a) Government accommodation will be provided under civil rules and rent will be paid under those rules.
- (b) Normal water/electricity charges prevalent at the station will be paid.
- (c) No Service accommodation/furniture will be provided.

9. *Purchase of rations from service sources and other purchases from canteen stores Depts/Officers shops etc.-* They will not be entitled to make the above purchases.

10. *Provision of Batman.-* Batman will not be provided.

11. *Cost of Passage/TA for joining post in the Ministry/ Department and returning therefrom.-* This will be borne by the borrowing Ministry/Department etc.

12. *Defence Services Officers Provident Fund Contribution.-* The officers will continue to contribute towards DSOP

Fund.

13. *Advance*.- The officers may be allowed House Building Advance/Motor Car Advance from the relevant Services Budget as permissible under relevant Service Rules.

14. *Discipline*.- The officers will continue to be governed by the provisions of their respective Service Act/Rules/Laws. Day to day conduct and discipline will be governed by the rules of the borrowing Ministries/Departments etc. concerned.

15. In addition to the above, all other special concessions or perquisites such as free residential accommodation, use of transport at Government expense etc. which, otherwise normally go with a particular appointment to which the officer may happen to be seconded, will also be admissible to him.

16. The above perquisites are without prejudice to any improvements which the borrowing department may sanction in individual cases under special circumstances in consultation with their financial authorities.

17. Government letters containing the above terms will be issued in individual cases by the borrowing Ministries/ Departments etc.

18. The provisions of this JSI are not applicable to:-

- (a) Officers serving in the Civil Armed Forces (who will continue to be governed by their existing rules); and
- (b) officers who are absorbed in the civil department.

19. This JSI shall take effect from 14-12-1981.

20. *JSI No. 46/59, PAC-666/60 and Ministry of Defence letter No. 401/64/PS-3 (a) 4005/D-2-A dated the 5th June, 1965 may*

be treated as Superseded by this JSI.

[Authority:- JSI 4/85-case No.F-2/70/D-24,(C-IV)/83,ASMF Dy.No.164/S/ASMF of 1985.

**Terms and Conditions of
Service of Army Engineer
Officers transferred to
the Survey of Pakistan**

Sl. No. 205

1. **General.-** A fixed quota of 1/3rd of the available regular vacancies in the Central Service, Class I, of the Survey of Pakistan in the grade of Assistant Superintendent of Survey shall be reserved for the officers of the Corps of Engineers, Pakistan Army. Normally, the Corps of Engineers officers shall be of 5-6 years commissioned service, including antedate, if any, at the time of appointment in the Survey of Pakistan.

2. **Selection.-** The Surveyor-General shall intimate to the Military Secretary at General Headquarters the number of vacancies in the grade of Assistant Superintendent of Survey reserved for Army officers as and when they fall vacant. The Military Secretary shall then ask for volunteers from the Corps of Engineers and, in consultation with the Engineer-in-Chief, recommend suitable candidates to the Surveyor General. The appointment shall be made by the Government of Pakistan on the recommendations of the Surveyor-General.

3. Probation.-

- (a) On first appointment, officers shall be on probation for a period of two years. If an officer is found unsuitable and the Surveyor-General desires his reversion to the Army or his services are required by the Army during this period he may be reverted to the

Army by mutual agreement. The officers will have the option to revert to the Army during the probationary period.

- (b) On successful completion of the probationary period, the officer shall be confirmed as Assistant Superintendent of Survey in the Survey of Pakistan.

4. **Training.-** The officers shall be exempted by General Headquarters from passing any Army promotion examinations, etc. This concession shall, however, cease upon their reversion to the Army either during or on completion of the probationary period, when they may be given a maximum of two chances to pass the appropriate promotion examination.

5. **Conditions of Service during Probationary period.-** During the probationary period, the officers shall remain on the effective list of the Army and shall be counted as supernumerary to the authorised strength of the Corps of Engineers, and shall be governed by the following rules :-

(a) *Rank.-*

- (i) They shall retain rank (including temporary rank) held at the time their services are placed at the disposal of the Survey of Pakistan.
- (ii) The grant of time-scale substantive promotion during this period shall be governed by the normal Army rules, as may be in force from time to time. Temporary promotions will be allowed on the basis of the 'next below' rule with the prior approval of the Military Secretary.

- (b) *Pay and Allowances (other than TA/DA).-* They shall receive the pay and allowances (other than TA/DA) which they would have received in the Army on duty.

- (c) *TA/DA.*- They shall get TA and DA as are admissible to the officers of corresponding status in the Survey of Pakistan.
- (d) *Pension.*- Any claim that these officers or their families may have in respect of their disablement or death during this period of service with the Survey of Pakistan or arising out of any disability contracted in such service shall be determined solely in accordance with the Central Civil Services (Extraordinary Pension) Rules, or any modification or amendment to those rules for the time being in force, and the entire cost of meeting such claim shall be borne by the Survey of Pakistan. The Survey of Pakistan shall also be liable to pay the proportionate share of any service gratuity/pension that may be admissible to the officers in respect of their service with that Department.
- (e) *House Rent.*- Rent for accommodation provided by the Government shall be recovered under the Army rules.
- (f) *Medical Treatment.*- The officers and their families shall be entitled to the same medical facilities as their civilian counterparts in the Survey Department.
- (g) *Leave.*- Leave shall be admissible as provided in the Military Leave Rules.
- (h) *Zonal Allowance.*- The officers, if posted to the zone other than the zone of their domicile shall be entitled to receive a zonal allowance at the rate and subject to the conditions laid down by the Ministry of Defence.
- (i) *Discipline.*- For the purposes of discipline the officers shall be governed by the provisions of Rule 346 of the Army Regulation Volume I (Rules), 1960.

- (j) *Confidential Reports.*- Annual Confidential Reports on the officers shall be rendered on the same forms as are in use in the Survey of Pakistan. A copy of the report shall be sent to the Military Secretary.

6. Rules applicable after confirmation.- The officers shall be released from the Army without any pensionary benefits from the date of the confirmation in the Survey of Pakistan, and placed in the Pakistan Regular Reserve of Officers (PARRO) under the normal rules.

7. Seniority.- On first appointment, an officer shall be appointed as Assistant Superintendent of Survey in the Central Service, Class I, of the Survey of Pakistan. His seniority in the Service shall count from his date of first commission, including antedate, if any.

8. Recall to Active Duty.- If the service of any military officer transferred to the Survey of Pakistan are required by the Army the Commander-in-Chief, Pakistan Army, may, at discretion order his recall to the Army.

9. Pay.- Their pay on confirmation in the Survey of Pakistan shall be fixed under F.R. 22. For this purpose, the pay in the Army shall be taken to include pay of rank, Staff/Command/Charge/Instructional Pay, Qualification Pay and Disturbance Pay.

10. Medical Treatment.- On confirmation in the Survey of Pakistan, the officers shall be entitled to medical treatment under the rules and on the scale applicable to officers of the Central Government paid from the civil estimates.

11. Leave.- Officers permanently absorbed in the Survey of Pakistan shall be permitted to carry forward their privilege leave earned during Army service.

12. Confidential Reports.- Annual Confidential Reports on officers permanently absorbed in the Survey of Pakistan shall be rendered on the same forms as are in use in the Survey of Pakistan.

13. **Option.-** Army officers already transferred to the Survey of Pakistan shall have the option to accept the terms and conditions circulated to them vide Engineer-in-Chief's Branch, General Headquarters O.M. No.1454/II/I/EI, dated 14th April 1952, or the new ones prescribed above.

[Authority.- Food & Agriculture Division Notification No.S.R.O.81(K)/65, dated 22-1-965].

Sl. No. 206

Procedure for use of military ranks and titles by serving and retired military officers while employed on civil posts.- A question has been raised whether civil Government officers who held temporary military rank during the last war and were granted honorary military rank on release from the Army can properly use such rank in their new capacities.

2. The Ministry of Defence have intimated that it is not customary for retired military personnel to use their military rank or honorific titles in conjunction with their signature on private communications or on official documents other than official military documents. While the Government of Pakistan do not think it necessary to issue any formal orders on this question, they would prefer that the normal custom referred to by the Ministry of Defence be followed and that former holders of emergency commissions in civil Government employ should cease to use Military, Naval or Air Force ranks.

3. Nothing in this Memorandum refers to officers of the former Indian Political Service who are technically still serving officers of the Pakistan Army and have not retired.

[Authority.- Estt. Division O.M. No. 26/1/51-SE,II, dated 6-3-1951].

Sl. No. 207

Military Personnel who are employed in civil posts may use their military ranks in conjunction with their signature on official documents in the manner illustrated below:-

Major A.B.C.

or

Lieutenant Commander A.B.C., P.N.,

or

Squadron Leader A.B.C., P.A.F.

The rank and signature should, in each case, be followed by the designation in civil employment.

2. The provisions of paragraph 1 do not apply to officers of the Regular, the Supplementary and the Volunteer Reserves of Officers and the Territorial Army. Such Officers may use their military ranks with their signature on official documents only while they are serving in a military capacity with the Army, Navy or Air Force.

[Authority:- Estt. Division O.M. No. 6/4/61-F.I, dated 4-12-1961].

Sl. No. 208

Employment of released/retired Armed Forces Officers/Personnel in civil posts.- The Ministry of Defence desires that they should be consulted in regard to the employment of released/retired military officers, in civil posts under the various Ministries/Divisions. Accordingly, it has been decided that whenever any Ministry/Division, or any authority under them propose to employ a released/retired military officer as a result of an application made to them direct (and not through the Ministry of Defence) the Ministry of Defence should be consulted by the Ministry/Division etc. concerned before such an officer is employed by them. The

Ministry of Home Affairs etc. are, therefore, requested kindly to bring this decision to the notice of all concerned under them for their information and guidance.

[Authority.- Estt. Division O.M. No. 10/4/60-E.XIII, dated 3-6-1961].

Sl. No. 209

The Government of Pakistan have decided that:-

- (i) in filling *ex-cadre* posts, released/retired officers of the Armed Forces should be preferred to candidates from the open market, provided they possess the requisite educational and other qualifications and are otherwise suitable, and
- (ii) the maximum age limit, if any, may be relaxed upto a maximum of 10 years or the number of years an officer has actually served, whichever is less.

2. The decision is brought to the notice of all Ministries, Divisions with the request that all concerned under them may be informed of the decision for compliance.

[Authority.- Estt. Division O.M. No. 10/5/60-D.V., dated 6-11-1962].

Sl. No. 210

The question of employment of Armed Forces (non-commissioned) personnel in civil posts has been under consideration for some time past and it has now been decided that in filling civil posts, released/retired personnel of the Armed Forces should be preferred to candidates from the open market, provided they possess the requisite educational and other qualifications and are otherwise suitable. It has further been decided that the maximum age limit, if any, may be relaxed up to a maximum of 10 years or the number of years a person has actually served the Armed Forces, whichever is less.

2. It is requested that the above decisions may please be brought to the notice of all concerned, for compliance.

[Authority.- Estt. Division O.M. No. 10/2/60-D.V., dated 17-9-1964].

Sl. No. 211

Attention of the Ministries/Divisions is invited to the Establishment Division O.M. No. 10/5/60-D.V., dated 6th November, 1962, and Memo. No.10/2/60-D.V, dated 17th September, 1964 and it is stated that in the light of the decisions contained therein provisions on the following lines may be made in the recruitment rules.

(i) *In case of ex-cadre Gazetted posts:*

"The maximum age limit will be relaxed in the case of released/ retired officers of the Armed Forces of Pakistan upto a maximum of 10 years or by the number of years an officer has actually served the Armed Forces, whichever is less."

(ii) *In case of non-Gazetted civil posts which are filled otherwise than by a competitive examination held by FPSC:*

"The maximum age limit will be relaxed in the case of released/ retired personnel of the Armed Forces of Pakistan upto a maximum of 10 years or by the

number of years a person has served the Armed Forces, whichever is less."

(iii) *In case of both ex-cadre gazetted posts and non-gazetted civil posts:*

Released/retired officers/personnel of the Armed Forces will be preferred to candidates from the open market provided they possess the requisite educational

and other qualifications and are otherwise suitable.

Note.- For the purpose (i) above, *ex-cadre* posts means odd jobs or isolated posts.

[*Authority.*- Estt. Division O.M. No. 5(1)/2/65-D.V., dated 10-3-1966].

Sl. No. 212

Employment of Ex-servicemen in Government Departments against posts in Grade 1-4.- Attention is invited to the Government decision notified in 1962 to the effect that in filling *ex-cadre* posts, released/retired officers of the Armed Forces should be preferred to candidates from the open market provided they possess the requisite educational and other qualifications and are otherwise suitable. Instructions were also issued in 1964 for according preference to released/retired Armed Forces (Non-Commissioned) personnel for employment in civil posts over candidates from the open market provided they possessed the educational and other qualifications and were otherwise suitable. The instructions provide that the maximum age limit may be relaxed up to a maximum of 10 years or the number of years a person has actually served in the Armed Forces whichever is less. In respect of Class IV jobs, and Class III posts of staff car drivers, the instructions provide for reservation of 50% vacancies for *ex-servicemen*.

2. The Ministry of Defence have reported that despite these instructions, the efforts of GHQ to provide employment for the maximum number of *ex-servicemen* have not achieved the desired result. The above instructions are brought to the notice of all Ministries/Divisions, the Attached Departments and the Subordinate Offices with the request that all appointing authorities should ensure strict observance of these instructions so that the maximum possible number of *ex-servicemen* are absorbed in civil posts.

3. There may also be vacancies both under the Federal Government and the Provincial Governments for which suitably

qualified and experienced candidates from the open market may not be readily available. GHQ is of the view that released/retired Armed Forces personnel who are not only experienced, energetic, discipline and reliable but also dutiful and willing to work under abnormal conditions, can be suitably employed in the existing vacancies. It is, therefore, requested that vacancies for which suitable departmental/direct recruits are not available should be reported to the Ministry of Defence, Rawalpindi, so that GHQ may be asked to provide a panel of suitable *ex-servicemen* for selection by the appointing authorities.

4. The instructions in para 3 above do not apply to posts recruitment to which is required to be made, under the relevant rules, through the Federal Public Service Commission. All vacancies in such posts should continue to be reported to the Commission. The eligible *ex-servicemen* may apply direct to the Commission when the posts are advertised. However, the Ministries/Divisions and the various Departments under them some time do make *ad hoc* appointments against posts which are normally required to be filled through the Federal Public Service Commission, subject to replacement by the Federal Public Service Commission nominees and in accordance with the instructions regarding *ad hoc* appointments issued by Establishment Division from time to time. It is requested that particulars of vacancies

which are intended to be filled on *ad hoc* basis, by appointment of persons not already serving in the Department, may also be communicated to Ministry of Defence. The *ex-servicemen* if appointed on *ad hoc* basis shall be subject to replacement by the F.P.S.C. nominees.

5. It is also requested that suitable instructions may be issued by the Ministries/Divisions to the various autonomous bodies and semi-autonomous bodies under them to employ *ex-servicemen* in as large a number as possible and for this purpose, details of the posts and the qualifications and experience required may be communicated to Ministry of Defence so that names of suitable *ex-serving* officers and men may be communicated to them for selection.

[Authority.- Estt. Division O.M. No. 17/1/68-D.III, dated 18-10-1971].

Sl. No. 213

In supersession of the existing practice when a vacancy occurs against the quota reserved for *ex*-servicemen, the demand for filling in such a vacancy should be placed on the Pakistan Armed Services Board Secretariat in the Ministry of Defence. The P.A.S.B. Secretariat will meet the required demand from its own pool or its Provincial Directorate. In case an *ex*-serviceman with the required qualifications etc. is not available, the P.A.S.B. Secretariat will inform the Department, who has placed the demand of the non-availability of such a person.

[Authority.- Estt. Division O.M. No. 14/1/76-D. III, dated 4-6-1976].

Sl. No. 214

Reference Office Memo of even No. dated 4th June, 1976. The demand for filling vacancies reserved for *ex*-servicemen should be placed on the Pakistan Armed Services Board Secretariat in the Ministry of Defence. A copy of the Defence Division Office Memo No. 52/D. 14(W)/1177/76, dated 30th September,

1976 is enclosed (Annexure) for further guidance in the matter.

[Authority.- Estt. Division O.M. No. 14/1/76-D. III, dated 22-11-1976.]

ANNEXURE

Copy of Government of Pakistan, Ministry of Defence (Defence Division), Rawalpindi, O.M. No. 52/D-14 (W)/1177/76, dated the 30th September, 1976.

Reference is invited to the Establishment Division O.M.No. 14/1/76-D.III, dated the 14th June 1976 under which demand for re-employment of *ex*-servicemen are to be placed on the Pakistan Armed Services Board, Ministry of Defence, GHQ, Rawalpindi. The Board is in the process of instituting a system for providing suitable

ex-servicemen for the required jobs. It will be appreciated that to meet the demand for re-employment of *ex*-servicemen at least one month's time is needed to enable the Board to call up candidates from their villages, conduct their interviews, select suitable personnel and forward their names to the requisitioning departments. At present the requisitioning departments are giving the Pakistan Armed Services Board only 3 to 4 days time within which all these formalities are to be completed. It is well nigh impossible to complete the required formalities within such a short time.

2. In case the demand is large it would always be available for the requisitioning departments to contact the Pakistan Armed Services Board and its subordinate offices at the Provincial/District level, seek their advice and chalk out a coordinated plan for the accomplishment of the task.

3. It is requested that the Federal Ministries/Divisions may kindly be advised to instruct the Departments/organizations under their control to allow a minimum period of one month to the Pakistan Armed Services Board for providing the names of suitable *ex*-servicemen for re-employment.

Sl. No. 215

Reservation of 50% vacancies in Grades 1-3 and in Grade 4 of Staff Car Driver/Despatch Rider.- Reference Establishment Division Office Memorandum No. 25/86/52-SE I, dated the 10th November, 1953. The decision contained in the Office Memorandum under reference has recently been reviewed by Government and it has now been decided that 50% of the vacancies in Class IV posts and the Class III posts of Staff Car Driver should be reserved for discharged, retired or demobilized Armed Forces personnel. The remaining 50% vacancies should be treated as open to all. However, *ex*-armed forces personnel may compete alongwith others for these vacancies as well.

2. The Ministries/Divisions are requested to bring this decision to the notice of all concerned under them for their information and guidance.

[Authority.- Estt. Division O.M. No. 1/8/58-D.V., dated 19-10-1962].

Sl. No. 216

According to the existing instructions the vacancies reserved for *ex*-servicemen should not be filled by other persons unless the employing authority obtains a certificate from the Welfare and Rehabilitation Directorate, General Headquarters, Rawalpindi to the effect that suitable *ex*-servicemen are not available for employment. The vacancies in some of these grades are filled locally.

2. It has now been decided that if *ex*-servicemen are not available locally the vacancies reserved for them may be filled by *ex*-servicemen from other regions.

[Authority.- Estt. Division O.M. No. 14/1/74-D.III, dated 23-12-1975].

Sl. No. 217

Despatch Rider.- In accordance with the instruction contained in the Establishment Division Office Memorandum No. 1/8/58-D.V., dated 19th October, 1962, 50% vacancies in Class IV posts and Class III posts of Staff Car Drivers were to be reserved for discharge, retired personnel of Armed Forces.

2. After introduction of the National Pay Scales, such posts have been mentioned in terms of grades.

3. A question has arisen whether the posts of Despatch Riders (now in Grade 4) are governed by the instructions contained in the above mentioned circulars.

4. It is clarified for information of all the Ministries/Divisions that the posts of Despatch Riders in Grade 4 are governed by the above instructions as well as those contained in this Division

circulares issued subsequently.

[Authority.- Estt. Division O.M. No. 14/4/75-D. III, dated 31-3-1976].

Sl. No. 218

Submission of returns in respect of employment of released/retired armed forces personnel.- The Ministries/Divisions were directed *vide* Establishment Division Office Memoranda No. 1/18/58 D.V., dated 19th October, 1962, No. 1/14/63-D.V., dated 28th February, 1964, and No. 1/14/63-D.V., dated 14th January, 1965 that 50% of the vacancies in Grades 1 to 3 posts and the posts of Staff Car Drivers (in Grade 4) should be reserved for discharge/ retired or demobilized armed forces personnel, and the procedure to be followed in this connection was described.

2. The Ministries/Divisions are requested that a half yearly return relating to the main Ministry/Division, its Departments and offices giving the following information in respect of grades 1 to 4 should be sent to the Establishment Division on 31st July and 31st January:-

- (1) Grade.
- (2) Total number of posts.
- (3) Total number of *ex*-servicemen in the grade.
- (4) Number of vacancies occurred during the preceding six months.
- (5) Number of vacancies filled in.
- (6) Number of *ex*-servicemen employed during the preceding six months.
- (7) In case *ex*-servicemen are not appointed against the vacancies reserved for them, the reasons therefor.

[Authority.- Estt. Division O.M. No. 17/1/68-D. III, dated 9-5-1974 read with O.M. of even number dated 22-6-1974].

Sl. No. 219

It has been observed that certain Ministries/Divisions are not implementing in letter and spirit the instructions issued by this Division regarding employment of *ex*-servicemen on 50% posts in Grades 1 to 4 under the Federal Government. In this connection attention is invited to Establishment Division O.M. No. 17/1/68-D. III, dated 9th May, 1974, (-) and subsequent instructions issued *vide* Establishment Division O.M. Nos. 17/1/68-D. III, dated 22-6-1974; 14-1-74-D.III, dated 16-8-1974; 14-1-73-D.III, dated 28-1-1975; 14-1-74-D.III, dated 23-12-1975; 14-1-76-D. III, dated 4-6-1976; 14-1-76-D. III, dated 22-11-1976; 14-4-75-D. III, dated 31-3-1976 and 14-1-73-D. III, dated 10-6-1977.

2. In this Division O.M.No.17-1-68-D. III, dated 22-6-1974 the returns in the prescribed form were required to be sent on half yearly basis so as to reach this Division by the 31st July and 31st January each year. The returns should now be sent in the enclosed proforma in accordance with the already laid time-table.

3. The Ministries/Divisions are also requested to send a consolidated statement of these returns relating to the Division as a whole including the information relating to their Attached Departments and Subordinate Offices, etc. by the due date as mentioned in para 2 above, with a copy to the Ministry of Defence.

[Authority.- Estt. Division O.M. No. 14/1/73-D.III, dated 19-9-1977].

Sl. No. 220

The returns received in the Establishment Division show that *ex*-servicemen have not been employed in grades 1-4 posts to the extent of the reservation made for them. Ministries/Divisions are, therefore, requested to ensure that the posts reserved for *ex*-servicemen are filled by such persons as for as possible. The

Departments/Offices under administrative control may please be instructed accordingly.

[Authority.- Estt. Division O.M. No. 14/1/73-D.III, dated 29-5-1978].

**Induction/re-employment
of officers of Armed Forces
of Pakistan in civil posts**

**Sl. No. 221*

Note.- The instructions reproduced under this Serial Number may please be read with subsequent amendments/clarifications reproduced under Sl.Nos. 220 & 222 - 225 Sl.Nos. 228 - 233.

The question of institutionalising the induction and re-employment of officers of the Armed Forces of Pakistan in civil posts has been under consideration for sometime past. The President has now been pleased to decide that induction of officers of the Armed Forces of Pakistan and their re-employment, as the case may be, shall be regulated by the following instructions:-

PART I

2. Induction of young officers of Armed Forces of Pakistan upto 8 years commissioned service in civil posts shall be made in accordance with Part II.

3. Induction of officers of the rank of Major or equivalent who may retire or may have retired on completion of the prescribed age or service limit shall be made in accordance with Part III.

4. Re-employment of officers of the rank of Major or equivalent who may retire or may have retired before completion of the prescribed age or service limit and of retired officers of the rank of Lieutenant Colonel and above and equivalent shall be made in accordance with Part IV.

PART II

5. Young officers of the Armed Forces upto 8 years of commissioned service will be eligible for induction in grade 17 on regular basis upto 10% of the annual direct recruitment vacancies in the specified occupational groups direct recruitment to which is made through the combined competitive examination held by the FPSC annually.

6. Induction will be made through the High Powered Selection Board constituted by the President for the purpose. The High Powered Selection Board will also determine the Occupational Groups to which the officers are allocated. For this purpose, each Service Chief may be asked to recommend by the 30th June every year names of officers for induction in grade 17 in various groups, keeping in view their educational qualifications and experience. For each vacancy, a panel of preferably 3 officers may be recommended. The recommendations will be scrutinised by the Ministry of Defence before they are placed before the Board.

7. Officers inducted in various groups will be adjusted against vacancies allocated to the Province or Provinces to which they belong.

8. The officers will be appointed on regular basis, and the probation period shall be deemed to have been waived. On appointment to the civil post, the officers will sever their connection with the Armed Forces.

9. The officers will receive the same training as is given to the probationers appointed on the results of the competitive examination held by the FPSC and will be required to pass completely the prescribed examinations during or on conclusion of the training. Their promotion to the higher grade will be governed by normal rules, and will be subject to the further condition that they have completely passed the prescribed examinations during or on conclusion of the training.

10. The inducted officers will count their seniority from the

year in which they are inducted, recruits of the same year retaining their seniority, *inter se*. They will be placed above the competitioners of the year with whom they receive the training.

11. (a) The pay of the inducted officers in civil grade will be fixed on the basis of their pay in the substantive rank or temporary rank, if held for one year.

(b) Service rendered in Armed Forces will count towards civil pension.

*PART III

12. The officers of the rank of Major and equivalent who may retire or may have retired on completion of the prescribed age or service limit will be eligible for induction in grade 18 on regular basis upto 10% of the annual vacancies in the various groups and cadres in that grade, as may be specified.

13. Induction will be made through the High Powered Selection Board in accordance with the procedure laid down in para 6.

14. In selecting officers for induction, provincial quotas will be kept in view.

15. The inducted officers will count seniority in the grade in which they are inducted from the date of their induction.

16. The pay of inducted officers will be fixed in the civil grade on the basis of their pay of the substantive rank or temporary rank, if held for one year.

17. The inducted officers will continue to draw their military pension but it shall be deducted from the civil pay. In addition to the military pension, the officers will be entitled to a civil pension on

their retirement from civil employment if they have completed the prescribed qualifying service (*i.e.* 10 years of minimum service). They will be entitled to receive gratuity if they have rendered more than 5 years and less than 10 years of service in the civil post.

instructions *vide* Estt. Division O.M.No.1/19/80-IC.I, dated 4-12-1980. Please see revised

PART IV

18. Officers of the rank of Major/ equivalent who retire or may have retired before completion of the prescribed age or service limit and officers of the rank of Lieutenant Colonel and above and equivalent who may retire or may have retired either after completion of prescribed service or age limit or before such completion will be eligible for re-employment on contract for 3 to 5 years, renewable upto the age of 60, upto the maximum of 10% of annual vacancies in various groups and cadres, as may be specified, on the terms and conditions mentioned hereinafter.

19. Re-employment will be made in grades equivalent to their substantive rank, or temporary rank, if held for one year, in accordance with the Army rank-civil grade equivalence formula already approved by the President. However, the officers will be eligible for being considered for a subsequent contract in higher grade.

*[Re-employment of officers may be considered for a higher grade either at the time of subsequent contract or after completing service of three years in the existing contract whichever is earlier].

20. Re-employment on contract basis will be made through the High Powered Selection Board which will also determine the group or cadre in which re-employment is to be made. The

procedure for selection will be the same as prescribed in para 6.

21. In selecting Officers for re-employment provincial quotas will be kept in view.

*Added *vide* Estt. Division
O.M.No.1(25)/80-IC.I, dated 7.3.1982.

22. Re-employment on contract in various grades shall be made by the authorities competent to make appointment to these grades in accordance with rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

23. The re-employed officers will be eligible for such training as is given to their civilian counterparts.

24. Re-employed officers will not have any seniority and will not be placed on the regular gradation list.

*[25. Pay of the retired officers of the Armed Forces, who are re-employed in civil posts on contract in grades equal to the substantive rank or temporary rank, if held for one year, may be fixed at the minimum of the grade in which re-employment is made and full service pension should be paid in addition. Service rendered on civil side shall not qualify for a second pension.]

26. The Armed Forces officers re-employed on contract shall be liable to serve anywhere within or outside Pakistan, in any post under the Federal Government or Provincial Government or local authorities, or a Corporation or body set up or established by such Government provided that nothing contained in this paragraph shall apply to an officer re-employed specifically to serve in a particular area or region and further provided that where such an officer is required to serve in a post other than the post in which he has been re-employed, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.

27. **[].

**[28. In case no orders are received by the date on which the contractual period expires the contract shall be deemed to have been terminated; unless otherwise ordered].

*Subs *vide* Estt. Division O.M. No. 14/5/78-D.III, dated 5-5-1980.

**Omitted and added *vide* Estt. Division O.M.No. 1(3)/86/CP-6, dated 1-1-1987.

29. The conduct of re-employed contract officer shall be regulated by rules made, or deemed to have been made or instructions issued, by Government or a prescribed authority as for civil servants under section 15 of the Civil Servants Act.

30. A re-employed contract officer shall be liable to such disciplinary action and penalties in accordance with the rules made or deemed to have been made under section 16 of the Civil Servants Act, 1973.

31. The Armed Forces officer re-employed on contract shall be governed by the leave rules contained in the Finance Division O.M. No. F. 1(2)-Rev. I/78, dated the 21st September, 1978. However, provisions contained in para 3(ii) and (iii), 5, 6, 10, 11 and 17 shall not apply.

32. The leave at the credit on an officer shall be carried forward in case a contract is extended without any interruption. However, all leave at the credit of an officer shall lapse on the date of final expiry or termination of the contract.

33. The officer will be entitled to T.A. on tour and transfer and to medical attendance and treatment on the scale applicable to civil servants of corresponding grade.

34. Where a right to prefer an appeal or apply of review in respect of any order relating to the terms and conditions of his service is provided to an officer of Armed Forces re-employed on contract under any rules made applicable to him such appeal or application shall, except as may be otherwise prescribed, be made within thirty days or the date of such order.

35. Where no provision for appeal or review exists under the rules in respect of any order or class of orders, a re-employed officer aggrieved by any such order may, within thirty days of the communication to him of such order made a representation against

it to the authority next above the authority which made the order.

36. The existing officers of the category mentioned in this part who have already been appointed on contract in civil posts shall be eligible to elect terms and conditions specified in this part. They shall be required to give their option either to elect their existing conditions of appointment or to elect the terms and conditions laid down in this part for the remaining period of their contract. The option shall be given within two months of the date of issue of this O.M. They will be brought on the terms and conditions laid down in this part with effect from 23rd December, 1979, the date on which the President was pleased to approve the scheme. Those who fail to submit their option by the prescribed date shall be deemed to have elected their existing terms and conditions. Option shall be final.

PART V

37. Any major difficulties in implementing these decisions will be resolved by reference to a committee comprising Establishment Secretary, Finance Secretary and Law Secretary. The reference will be made through the Establishment Division who will initially examine it and in case they are unable to remove the difficulty, the matter will be placed before the Committee.

38. This Office Memorandum issued with the concurrence of the Ministry of Finance.

[Authority.- Estt. Division O.M. No. 14/5/78-D. III, dated 10-2-1980].

Sl. No. 222

Under the existing policy Army service does not reckon for

the purpose of move-over in respect of the officers inducted in civil posts on regular basis under Part-II of induction policy circulated *vide* Establishment Division's O.M.No.14/5/78-D.III, dated 10-2-1980. The matter has been examined in consultation with the Establishment Division and decided that the commissioned service rendered by an officer in the Armed Forces prior to induction into the civil post on regular basis under Part-II of Induction Policy, referred to above, may be included in the length of service for the purpose of grant of move-over subject to the following conditions:-

- (i) There is no break in service between the previous commissioned service rendered by them in the existing Government department besides such commissioned service has also been counted towards fixation of pay in the existing Government department.
- (ii) He is not drawing pension against the service rendered in the Armed Forces.

[Authority.- Finance Division O.M.No.F.6(12)-R-3/89-Imp-I, dated 31-10-1990].

Sl. No. 223

The question of pay-fixation and seniority of the Armed Forces officers inducted on permanent basis into the civil in various groups prior to the promulgation of the induction policy, *vide* this Division's O.M. of even number dated 10th February, 1980 (Sl. No.221) has been under consideration of the Government. It has now been decided that pay-fixation and seniority of such officers will be determined on the following conditions:-

- (i) These officers will be deemed to have been inducted into their respective groups with effect from the date they started officiating against posts in the said groups on transfer from the Army.
- (ii) They will count their seniority in the relevant grades with effect from the date of induction.

- (iii) Their pay and allowances will be fixed in civil scales of pay in accordance with the rules on the subject.
- (iv) In the case of officers who have continued to draw Army pay, their present pay will be fixed after allowing them due increments. They will cease to draw Army pay and allowances with effect from 1st August, 1981.
- (v) Any pay and allowances drawn in excess of the civil rates of pay between the date of their induction and 1st August, 1981 will be written off.

2. The above conditions will also apply to those Defence Services officers inducted in various groups who have already retired from Defence Service.

[Authority.- Estt. Division O.M.No.14/5/78-D.III dated 14-7-1981].

Sl. No. 224

Reference Part-III, para 12 of Establishment Division's Office Memorandum of even number dated 10th February, 1980 (SI. No. 221), the President has been pleased to decide that officers of the rank of Major or equivalent retiring on medical grounds (Category C) before attaining the specified length of service/age will also be eligible for induction in grade 18 on regular basis in the various specified groups and cadres.

[Authority.- Estt. Division O.M. No.14/5/78-D.III, dated 16-7-1981].

Sl. No. 225

According to para 27, Part IV of Establishment Division's O.M. No. 14/5/78-D. III, dated 10th February, 1980 termination of contract, either on expiry of contract or otherwise, is to be done through the High Powered Selection Board.

2. The President has been pleased to decide that resignations tendered by contract officers need not be processed through the Defence Services Officers Selection Board and that such resignations should be submitted to the competent authority for acceptance without referring them to the aforesaid Board.

[Authority.- Estt. Division O.M. No. 1(19)/80-I.C.I. dated 11-8-1981].

Sl. No. 226

Reference Establishment Division's O.M.No.14/5/78-D.3, dated 10th February, 1980 (Sl. No. 221), in modification of para 16, Part III, of Estt. Division's O.M. referred to above, the President has been pleased to decide that the pay of serving officers of the Armed Forces of the rank of Major and equivalent inducted in civil posts on permanent basis, will be fixed as follows:-

- (a) These officers will be allowed to get their Army pay and allowances during the period of their training except kit allowances; and
- (b) On the termination of their training and on regular posting their pay will be fixed in civil post in NPS-18 on the basis of their pay of substantive rank or temporary rank if held for one year, including the following as part of pay:
 - (i) Disturbance pay.
 - (ii) Qualification pay.
 - (iii) Command/Staff/Charge pay.

[Authority.- Estt. Division O.M. No. 8(4)/81-CP.V, dated 11-1-1983].

Sl. No. 227

Reference is invited to Establishment Division's O.M. No. 14/5/78-D III, dated 10th February, 1980 (Sl.No.221) it is stated that the Prime Minister has been pleased to direct that the following amendments shall be made in the said office memorandum, namely:-

- (a) Para 27 in Part IV shall be omitted, and
- (b) for para 28, the following shall be substituted:-

"In case no orders are received by the date on which the contractual period expires, the contract shall be deemed to have been terminated, unless otherwise ordered."

2. To avoid any hardship to officers affected by the amendment in para 28 of the said memorandum, the Prime Minister has been pleased to direct that the said amendment shall not apply to officers whose contractual period has either expired or would expired within 3 months from the date of issue of this amendment but no orders extending or terminating such contracts have been received by the Ministries/Divisions.

3. The Ministries/Divisions are requested to identify and submit such cases, alongwith their recommendations, to the Establishment Division within the next fortnight for placing them before the Defence Services Officers Selection Board and obtaining orders of the competent authority.

[Authority.- Estt. Division O.M.No.1(3)86-CP-6, dated 1-1-1987].

Sl. No. 228

The President has also been pleased to decide that instructions contained in the Establishment Division O.M. No. 14/5/78-D. III, dated 10th February, 1980, will also apply, *mutatis mutandis* to the corporations and other autonomous bodies set up by the Federal Government or working under their administrative control.

2. All Ministries/Divisions are requested to advise the corporations and other autonomous bodies under their administrative control to draw instructions for induction or re-employment of officers of Armed Forces of Pakistan in various posts in the corporations on the lines of the instructions contained in the office memorandum under reference and issue them with the approval of the competent authority.

[Authority.- Estt. Division O.M. No. 14/5/78-D.III, dated 11-2-1980].

Sl. No. 229

With reference to the Establishment Division O.M. No.14/5/78-D. III, dated the 11th February, 1980 (Sl.No.228) it is stated that the instructions contained in Estt. Division's O.M. of even number, dated the 1st January, 1987 (Sl.No.227), will also apply, *mutatis mutandis* to the corporations and autonomous bodies set up by the Federal Government or working under their administrative control.

2. All Ministries/Divisions are requested to advise the corporations and other autonomous bodies under their administrative control to make necessary amendments to the instructions issued by them for induction or re-employment of officers of Armed Forces of Pakistan in various posts in the corporations.

[Authority.- Estt. Division O.M.No.1(3)/86-CP.6,dated 14-1-1987].

Sl. No. 230

Under Establishment Division's O.M.No.14/5/78-D.III, dated 10th February, 1980, 10% of the annual vacancies in the specified Occupational Groups and cadres are required to be filled by the

retired officers of the Armed Forces of Pakistan. Groups and cadres to which these officers can be appointed have now been specified. It has been decided that:

- (a) *except the following all Occupational Groups will be open to the Armed Forces Officers for induction/re-employment in Grade 17 and 18:-
 - (1) Economists and Planners Group.
 - (2) Trade and Commerce Group.
 - (3) Office Management Group.

- (b) The following Groups only will be open for appointment in Grades 19 and above:-
 - (1) Secretariat Group.
 - (2) Foreign Affairs Group.
 - (3) Information Group.
 - (4) Accounts Group (for those Officers only who have experience of Finance and Accounts).

**Note.* - For revised instructions, please see Sl. No. 231 of this Chapter.

2. At present the Defence Services Officers Selection Board headed by the Minister for Interior is required to select Officers of the Armed Forces for induction/re-employment in civil posts in the Federal Government, Provincial Governments, Corporations and Autonomous/Semi-Autonomous Bodies set up or established by such Governments. It has been felt that there is a need to decentralize the

powers for effective implementation of the policy regarding induction/re-employment of the officers of the Armed Forces. It has therefore, been decided that:-

- (a) The Defence Services Officers Selection Board should restrict itself to select officers only for the All Pakistan Unified Grades and the Federal Unified Grades.
- (b) Separate Selection Boards should be set up in the Provincial Governments to select retired officers of the Defence Forces for re-employment under those Governments.
- (c) Separate Selection Boards should also be set up for re-employment of such officers in the corporations and autonomous/semi-autonomous bodies. These Boards will be headed by the Minister of the Administrative Ministry concerned and should include the Secretary of that Ministry and the Chairman/Managing Director of the corporation concerned.

3. Each Ministry and the Provincial Governments will intimate the number of vacancies allocated/reserved for the Armed Forces Officers by the 30th June each year to the Ministry of Defence under intimation to this Division. Ministry of Defence will recommend/propose a panel of names of the Armed Forces Officers, to be considered for appointment to the posts. Preferably three names should be recommended/proposed for each vacancy. This Division shall also be informed of the final selection made.

4. The Ministries/Divisions and the Provincial Governments are requested to take immediate action for implementing these decisions.

Sl. No. 231

In partial modification of Establishment Division O.M. No.14 /5/78-D.III, dated 10th February, 1980 (Sl. No.221), it has been decided that;

- (i) In future, the induction of serving officers of the Armed Forces of Pakistan will be confined only to DMG, FAG and Police Group in grade 17 posts against the following annual intake:-

District Management Group.... 5

Foreign Affairs Group..... 3

Police Group..... 2

- (ii) No induction of serving Armed Forces Officers in grade 17 & 18 will be made in any other occupational group or service in the Federal Government or provincial Governments.
- (iii) Annual induction in grade-18 will not be a regular feature but a limited number of serving Majors or equivalent rank may be chosen by the President. Such cases will be processed through the Defence Services Officers Selection Board and put up to the President for approval.
- (iv) Retired officers of the rank of Major or equivalent will be eligible for appointment only in Autonomous Bodies/Corporations either on contract or regular induction according to the option of the officers. They will also be eligible for appointment on contract basis against 10% vacancies of Section Officers in grade-18 in the Federal Secretariat.

- (v) Existing retired officers of the rank of the Major or equivalent, who have been inducted as Section Officers in the Federal Secretariat may also exercise the option for employment on contract basis for an initial period of three years with immediate effect. The last date for exercising this option is 31st March, 1982.

[Authority.- Estt. Division O.M. No. 1/19/80-IC(Pt)/CP-5, dated I-3-1982].

Sl. No. 232

In partial modification of Part III of the Estt. Division's O.M.No.14/5/78-D.III, dated 10th February, 1980 on the subject, it has been decided that:

- (a) The officers of the rank of Major and equivalent, who may retire or may have retired on completion of the prescribed age or service limit, will be eligible only for induction in grade 18 on regular basis in civil posts under the Federal Government and Provincial Governments upto 10% of the annual vacancies in the various groups/cadres, as may be specified.
- (b) The officers of the rank of Major and equivalent who may retire, or may have retired on completion of the prescribed age or service limit will be eligible also for induction on regular basis as well as re-employment on contract in Grade-18 or equivalent posts in corporations and autonomous/ semi-autonomous bodies under the Federal and Provincial Governments upto 10% of the annual vacancies. Both the regular induction and re-employment on contract will be made on recommendations of the High Powered Selection Board.
- (c) If selected for appointment to posts in corporations or autonomous/semi-autonomous bodies, the officers

will be asked to exercise an option whether they want to be re-employed on contract or permanently inducted on regular basis upto the age of superannuation. Option once exercised shall be final.

- (d) Such officers as are re-employed on contract will be governed by the terms and conditions mentioned in Part IV of the Establishment Division O.M. referred to above.

[Authority.- Estt. Division O.M.No.1/19/80-IC-I,dated 4-12-1980].

Sl. No. 233

Attention is invited to the Establishment Division's Office Memorandum No. 14/5/78-D.III, dated 10th February, 1980 (Sl.No.221), as amended from time to time and it is stated that according to the existing instructions all cases of induction/re-employment on contract of serving retired officers of the Armed Forces in civil posts are required to be processed through the Defence Services Officers' Selection Board. It has now been decided by the Prime Minister that cases of extension in contract re-employment should also be processed through the Board.

2. Cases for extension in contract re-employment are placed before the Board after obtaining panel of two or more officers in each case from the Ministry of Defence. The Board considers such cases in the light of recommendations of the Administrative Ministries/Divisions/Departments, performance/service record of the officer and exigencies of the service. Recording of minutes of the meetings and completion of other formalities such as submission of summaries to the Prime Minister and soliciting his orders take sufficiently long time. According to para-28 of the Policy as amended *vide* Establishment Division's Office Memorandum of even number dated 1-1-1987 (Sl. No.225) if no orders are received by the date on which the contractual period expires, the contract is deemed

to have been terminated. It is also not possible to convene the meetings of the Board frequently and at a short notice.

3. To ensure that cases of extension in contract re-employment are finalized before the maturity of contract appointments, it is imperative that such cases should be initiated well in advance.

4. In view of the position explained above, all Ministries/ Divisions/Departments are advised to submit cases of extension in contract re-employment of retired officers of Armed Forces *at least four months in advance of the date of expiry of contract, to ensure timely decision.*

[Authority.- Estt. Division O.M.No.1(3)/88-CP.6, dated 14-3-1988].

Sl. No. 234

Induction/Re-employment of Armed Forces Officers into civil posts.- The methodology of induction of officers of the armed forces in civil remained under active consideration of the Establishment Division. The issue was also examined thoroughly by the Recruitment Policy Committee. On the recommendations of the Recruitment Policy Committee, the Prime Minister has been pleased to approve as under:-

- a) Officers of the armed forces, irrespective of their rank, will be eligible for induction in the civil to posts in pay scale 17 only provided-
 - i) their overall service record in the armed forces is not below "High Average" and
 - ii) they are below 32 years of age.
- b) Induction will be allowed only in the following occupational groups:-
 - i) District Management Group

- ii) Foreign Service of Pakistan
- iii) Police Service of Pakistan

- c) Induction will be equal to 10% of annual vacancies in each of these groups with a minimum of 2 vacancies in each group.

- d) Induction/allocation to various occupational groups will be through FPSC instead of Defence Services Officers Selection Board (DSOSB).

- e) Each Service Headquarter shall have a Board which will examine the cases of officers willing to be considered for induction in civil and who fulfil the conditions indicated above.

- f) Each Board shall recommend to the Ministry of Defence names equal to double the number of available vacancies.

- g) The FPSC will select officers and allocate them to occupational groups on the basis of psychological test, *viva voce* and regional/provincial quota.

- h) * [Re-employment of the retired officers of the Armed Forces in civil besides office Management Group, Secretariat Group, Foreign Service of Pakistan and Information Group has also be extended upto 10% of the annual vacancies in Ministries of Health, Education, Communications and Intelligence Bureau. There will be no re-employment in Accounts Group in future].

2. Policy governing induction/re-employment of the officers of armed forces in civil stands amended to the extent discussed above.

3. The Prime Minister has desired that the nominations already forwarded by the Ministry of Defence for induction in the

civil may be treated as the nominations for the year 1991 and forwarded to FPSC for consideration. The needful has been done.

4. The Majors nominated by Ministry of Defence *vide* Annex-C to O.M.No.2/25/D-24(C.IV)/91, dated 6th July, 1991 will also be considered for induction provided they are below 32 years of age, their overall record in the armed forces is not below "High Average" and they are willing to be inducted in posts in BPS-17.

[Authority.- Estt. Division O.M.No.10(1)/91-CP.I, dated 9-9-1991].

Sl. No. 235

Re-employment of retired Armed Forces Officers in civil in specified service Groups/Ministries through Defence Services Officers Selection Board (DSOSB).- Attention is invited to the Establishment Division's O.M.No.14/5/78-D-III, dated 10th February, 1980 on the subject amended from time to time, the Prime Minister has been pleased to approve that the

Subs *vide* Estt. Division
O.M.No.8/5/96-CP.6/7, dated 30-8-1997.

re-employment of the retired Armed Forces officers will be on cyclic basis upto a maximum period of 05(five) years in each case (commencing from the date of the re-employment of the first officer against that vacancy) or till the date of attaining the age of 60 years, whichever is earlier.

2. Policy governing induction/re-employment of the officers of Armed Forces in civil stands amended to the extent as mentioned in Para 1 above.

[Authority.- Estt. Division O.M.No.4/1/96-CP.7, dated 14-2-1998].