

Imp/63 dated 3rd April, 1963 with effect from 1st February, 1979 as follows:-

Rates of special pay admissible at present	Revised rates of special pay	Rs. 15 p.m.
		Rs. 20 p.m.
Rs. 20 p.m.	Rs. 25 p.m.	
Rs. 25 p.m.	Rs. 30 p.m.	
Rs. 30 p.m.	Rs. 35 p.m.	

2. It has also been decided that the special pay of Rs.10 p.m. sanctioned to Jamadars attached to Ministers/Secretaries/ Additional Secretaries in the Federal Secretariat *vide* this Division's O.M. F. 4 (8)/RI/74, dated 17th May, 1974 and to Daftaries *vide* this Division's O.M. No. 26 (10)-RI/72-1108, dated 6th January, 1976 shall also be enhanced to Rs. 20 p.m. with effect from the same date.

[Authority.- Finance Division O.M. No. 1011-R4/79-F.4(43) RI/78, dated 19-5-1979].

*Sl. No. 26*

Reference Finance Division's O.M. No.1011-R.4/79-F. 4(43)-RI/78, dated the 19th May, 1979, it has also been decided that the special pay of Rs. 35 p.m. sanctioned to any civil servant shall be raised to Rs.45 pm *w.e.f* 1st February, 1979 or from the date of its actual grant to a civil servant whichever is later.

[Authority.- Finance Division O.M. No. F. 4(43)-RI/78, dated 7-10-1979].

**Revision of rates of special  
pays admissible to Quasids and  
Daftries in the Federal Government**

*Sl. No. 27*

The President has been pleased to decide that the special pay of Rs. 20 sanctioned to Quasids attached to Ministers/ Secretaries/Additional Secretaries in the Federal Secretariat and the

Daftries in the Federal Government *vide* Finance Division O.M. No.1011-R.4/79, F-4(43)-R.I/78 dated 19th May, 1979 (Sl. No. 25) shall be enhanced to Rs. 30 per month with effect from 1st July, 1986.

[Authority.- Finance Division O.M.No.F.3(4)-R.I/86, dated 1-7-1986].

**Grant of special pay to  
Lift Operators in the  
Federal Government**

*Sl. No. 28*

The President has been pleased to decide that Lift Operators in the Federal Government will be allowed a special pay of Rs. 35 p.m. in addition to their pay in the Basic Pay Scale applicable to them.

2. These orders will take effect from 01-07-1986.

[Authority.- Finance Division O.M. No. F.3(3)-R.I/86, dated 1-7-1986].

**Grant of Senior Scale to  
Assistants in the Federal  
Secretariat**

*Sl. No. 29*

The question of grant of senior scale (NPS-14) to the Assistants in the Pakistan Federal Secretariat has been under consideration for some time past. Following decisions have now been taken in consultation with the Finance Division:-

(i) That 25% of the total sanctioned posts in the Cadre of Assistant in each Ministry/Division may be placed in NPS-14.

(ii) Promotion to the senior scale (NPS-14) may be made on the basis of selection on merit, in accordance with the prescribed procedure. The persons holding the posts of Assistant Incharge will also be eligible for the grant of

senior scale (NPS- 14).

(iii) Fixation of initial pay on promotion to the senior scale of Assistant (NPS-14) may be done under the ordinary rules *i.e.* without granting any premature increments.

(iv) These decisions will take effect from 1st June, 1979.

[Authority.- Estt. Division O.M., No. 4/4/79-F.II, dated 13-8-1979].

*Sl. No. 30*

With reference to Establishment Division's O.M. No. 4/4/79-F.II dated the 13th August, 1979, (Sl. No.29) it has been decided, in consultation with the Finance Division, that the pay of Assistant Incharge may be fixed in N.P.S. 15 *w.e.f.* 1st June, 1979, or the date of their placement in N.P.S. 14 by virtue of their seniority in the grade of Assistant, whichever is later.

[Authority.- Estt. Division O.M. No.4/4/79-F.II, dated 15-5-1980].

*Sl. No. 31*

The Assistants Incharge were made eligible for placement in Senior Scale (NPS-14) with effect from 1st June, 1979, on the basis of their presumptive seniority on the posts of Assistant under this Division's O.M. of even No. dated the 13th August, 1979 (Sl. No. 29). As a consequence, most of the Assistants Incharge in the Federal Secretariat were placed in NPS-14 and their pay was fixed in that grade with effect from 1st June, 1979. It was, however, decided later on to place Assistants Incharge in NPS-15 under this Division's O.M. of even number dated the 15th May, 1980 (Sl.No.30).

2. Some of the Ministries/Divisions are facing difficulties in refixing the pay of Assistants Incharge in NPS-15. It is, therefore, clarified, in consultation with the Finance Division, that the pay of the Assistants Incharge, working as such prior to 1st June, 1979, and placed in NPS-14 on the basis of their presumptive seniority on the post of Assistant, will first be fixed on presumptive basis in NPS-14 with effect from 1st June, 1979, and then will be refixed in NPS-15

w.e.f. from the same date.

[Authority.- Estt. Division O.M. No. 4/4/79, F.II, dated 4-9-1980].

### **Grant of Selection Grade to Stenographers**

Sl. No. 32

\*Twenty five per cent of the sanctioned posts of Stenographers were placed in senior scale (NPS-14) with effect from 1st June, 1973 *vide* Establishment Division's O.M. No. 14/6/73-D.I, dated the 24th October, 1973, as modified *vide* O.M. No. 14/6/73-D.I, dated the 8th August, 1974. Similarly, 25% of the sanctioned posts in the cadre of Assistants were placed in NPS-14 with effect from 1st June, 1979 *vide* Establishment Divisions's O.M. No. 4/4/79-F.II, dated the 13th August, 1979 (Sl. No.29).

2. A question has been raised how the number of posts in NPS-11 should be worked out for placement in NPS-14. In this connection a reference is invited to the Finance Division's O.M. No. F.1(13)-P.C.I/49, dated the 3rd January, 1950 which provides that while calculating the number of posts for selection grade Stenographers, fractions of 0.5 or above should be taken as one post and fractions below 0.5 should be ignored. It is clarified that in respect of the posts of Stenographers and Assistants where 0.5 fraction appears both in respect of Grade-11 posts and Grade-14 posts, the fraction in respect of Grade-14 post should be taken as

$\frac{33}{100}$  Posts of Stenographers were subsequently placed in Selection Grade (Sl.No. 33).

one post and the fraction in respect of Grade-11 post should be ignored. The following table will illustrate the method:-

		No. of total posts
NPS-11/75%	NPS-14/25%	
1	(0.75) = 1	(0.25)=Nil

744

2	(1.50) = 1	(0.50) = 1
3	(2.25) = 2	(0.75) = 1
4	(3.00) = 3	(1.00) = 1
		and so on

[Authority.- Estt. Division O.M. No. 4/1/83-R.VI, dated 22-1-1983].

*Sl. No. 33*

33% posts of Stenographers shall be placed in Selection Grade (B-16).

[Authority.- Finance Division O.M. No.1(45)Imp-II/87, dated 17-3-1991].

**Grant of Selection Grade to  
Clerical Posts with effect  
from 1st July, 1987**

*Sl. No. 34*

(i) Thirty three per cent posts of L.D.Cs (BPS-5) shall be placed in Selection Grade BPS-7.

(ii) The Senior Clerks (B-6) of the Provincial Governments shall be allowed BPS-7 and 33% of posts be placed in Selection Grade (BPS-9).

(iii) Thirty three per cent posts of U.D.Cs (BPS-7) shall be placed in Selection Grade (BPS-9).

(iv) Thirty three per cent posts of Assistants in Federal Secretariat shall be placed in BPS-15 in place of existing 25% posts in BPS-14.

[Authority.- Finance Division O.M.No.1/7/Imp.II/87, dated 1-7-1987].

*Sl. No. 35*

Thirty three per cent posts of LDC, UDC, Assistant and

Superintendent have been placed in Selection Grade *vide* Finance Division's Office Memoranda No. 1/7/Imp. II/87, dated 1st July, 1987 and No. 1/28/Imp. II/87, dated 14th September, 1987.

2. A question has been raised as to how the number of posts in the above cadres should be worked out for placement in the Selection Grade. It is clarified that while calculating 33% posts to be placed in Selection Grade, any fraction of the post equal to or more than 0.50 may be treated as one post, whereas such fraction on the other side may be ignored. The following table will illustrate the position:-

	Posts other than in the cadre of LDC, UDC, Asstt. & Superintendent	Posts in in Selection Grade (67%)	No.of total posts Selection Grade (33%)
	1	0.67 = 1	0.33 = 0
	2	1.34 = 1	0.66 = 1
	3	2.01 = 2	0.99 = 1
	4	2.68 = 3	1.32 = 1
	5	3.35 = 3	1.65 = 2

[Authority.- Estt. Division O.M. No.1/4/87-R.6, dated 3-11-1987].

*Sl. No. 36*

In continuation of Finance Division's O.M. No. F. 1/7/Imp. II/87, dated the 1st July, 1987 (SI. No. 34), the President has been pleased to decide that 25% posts of Assistants (B-11) working in the Attached Departments under the Federal Government, shall be placed in Selection Grade B-15 *w.e.f.* 1st April, 1988.

[Authority.- Finance Division O.M.No.F.1/3/Imp.II/88, dated 25-4-1988].

### **Selection Grade for Diploma Engineers**

*Sl. No. 37*

Consequent on placing of 33% posts of Diploma Engineers in the Federal Government in BPS-16 *vide* Finance Division O.M. No. F.1(2)/R.I/91-D.1006 dated 25.8.1991, the following clarifications are made to settle the issue in the Federal Government:-

i) The benefit is applicable in all the Federal Government Ministries/Divisions/Departments including Pakistan Railways where the post of Diploma Engineer exists carrying prescribed qualification *i.e.* Matriculate plus 3 years' diploma from a recognized Institutions.

ii) The Diploma Engineers were granted Selection Grade (BPS-16) to 25% of posts *vide* Finance Division O.M. No. F.1(24) NG. Imp.II/75-Dy. No.105/76 dated 19.2.76. With the O.M. of 25.8.1991 referred to above the percentage of Selection Grade (BPS) of the posts of Diploma Engineers has only been enhanced from 25% to 33%.

iii) Since this is not a new benefit, the same terms and conditions already in force prior to the present enhancement of percentage will remain applicable as such, except the increase in percentage *w.e.f.* 25.8.1991.

iv) The Provincial Governments may if consider necessary adopt the benefit for their Diploma Engineers on the same terms and conditions.

2. The terms and conditions applicable on the Selection Grade allowed to 25% of the posts (which has been raised to 33%) are reproduced below for convenience:-

a) Only regular posts of Diploma Engineers have to be taken into account for the purpose of calculating 25% posts in BPS-16. The regular posts mean both permanent and temporary posts. Temporary posts which have been sanctioned for a period of not less than or there is a reason to believe that they will not terminate within a period of three years or more will be taken into account for this purpose excluding temporary posts sanctioned for temporary jobs such as for execution of Projects.

b) 25% is to be calculated on the basis of total permanent and temporary posts (sanctioned on regular basis) of Diploma Engineers

in BPS-11 to 15. However where a certain percentage of Diploma Engineers in BPS-11 are reserved for unqualified promotees, the number of such posts may be excluded for the purpose of calculation of number of posts in BPS-16. The unqualified promotees to BPS-11 could, however, be considered for promotion to BPS 16 in accordance with the service rules of the Department concerned and subject to 10 years service and passing the prescribed Departmental Examination.

c) The initial date of effect in such cases will be from the date of issue of this Division O.M. No. F.1(1) NG-Imp.II/76, dated the 19th February, 1976.

*[Authority.- Finance Division O.M. No.F.1(2)/R-I/91-Pt., dated 18-1-1992].*

### **Grant of Selection Grade to the Accountants**

*Sl. No. 38*

From 1.6.1991 onwards, the Accountants in BPS-16 in the Audit and Accounts Departments shall be allowed 33% Selection Grade in BPS-17.

*[Authority.- Finance Division O.M. No.F.1(12)-Imp.II/91, dated 19-8-1991].*

*Clarification.-* It is clarified that the facility of Selection Grade has been allowed only to Accountants who are serving in Audit and Accounts Departments under the administrative control of Auditor General of Pakistan.

*[Authority.- Finance Division O.M. No. F.1(26)Imp./91, dated 07-8-1993].*

### **Award of Selection Grade in different Cadres**

*Sl. No. 39*

The following conditions for grant of Selection Grade/senior scale are proposed by Establishment Division:-

a) Selection Grade may be granted on the basis of seniority-*cum*-fitness.

b) The official to whom Selection Grade is proposed to be granted must have successfully completed his probationary period and must possess the following length of service in his existing Pay Scale:-

- |     |   |                                      |
|-----|---|--------------------------------------|
| i)  | For grant of Selection Grade in BPS-18 and Pay Scales above.              | As prescribed for promotion to these |
| ii) | For grant of Selection Grade in BPS-17 and the existing Pay Scales below. | Three years service in               |

[Authority.- Finance Division O.M. No. F.1(39)Imp./95, dated 30-6-1996].

**Assistant-in-Charge  
in Attached Departments  
to be in B-15**

*Sl. No. 40*

In continuation of Finance Division's O.M. No. F. 1/3/IMP.II/88, dated the 25th April, 1988 on the above mentioned subject (Sl. No. 36), the President has been pleased to decide that the post of Assistant-in- Charge in the Attached Departments of the Federal Government shall be placed in B-15, with special allowance of Rs. 100 p.m. with effect from 1st January, 1988.

[Authority.- Finance Division O.M.No.F.1(17)-Imp-II/88, dated 7-8-1988].

**Grant of premature  
increments to graduate  
Auditors**

*Sl. No. 41*

In partial modification of the provisions of para 3(i) of the Finance Division O.M. No. F.1(1)-Imp. 1/77, dated 28th April, 1977, it has been decided that the pay of such graduate Auditors in the Pakistan Audit Department and Pakistan Military Accounts Department who had entered service before 1st May, 1977 and were entitled to four premature increments, shall be fixed at a Stage not lower than Rs. 391 in the Revised National Pay Scale No. 7.

[Authority.- Finance Division O.M. No. 5/(II)-Imp.1/77, dated 1-2-1978].

*Sl. No. 42*

It has been decided that the pay of graduate Auditors in the Pakistan Audit Department and Pakistan Military Accounts Department who had entered service before 1st May, 1977, and were entitled to four premature increments, should be fixed at a stage not lower than Rs. 405 instead of Rs. 391 in the Revised National Pay Scale No. 7.

[Authority.- Finance Division O.M. No. F. 5 (11)-Imp.I/77, dated 14-11-1978].

**Grant of advance increments  
to officials for possessing/  
attaining higher educational  
qualifications**

*Sl. No. 43*

\*[(a) (i) From 1-6-1991 onwards advance increments shall be allowed without the condition of the second Division to the officials]  
\*\*[in BPS 1-16] for possessing or acquiring higher educational qualifications over and above prescribed qualifications in the relevant Recruitment Rules to the extent given below:-

	Number of advance increments for obtaining		
	Matric	F.A./F.Sc.	B.A./B.Sc.
M.A./M.Sc.			

a) Where the prescribed qualification is Non-Matric.	2	4	6	8
b) Where the prescribed qualification is Matric.	Nil	2	4	6
c) Where the prescribed qualification is F.A./F.Sc.	Nil	Nil	2	4
*Subs <i>vide</i> Finance Division				
O.M. No.F.1(12)-Imp-II/91, dated 29-6-1991.				
**Amended <i>vide</i> Finance Division O.M. No.F.6(10)Imp/91-Vol.III, dated 8-7-1996.				
d) Where the prescribed qualification is B.A./B.Sc.	Nil	Nil	Nil	2

The advance increments already allowed in terms of para 6 of O.M.No.F.1(7)Imp-II/87, dated the 1st July, 1987 would be doubled from 1-6-1991.

(ii) The advance increments shall be allowed at the time of recruitment or acquisition of higher qualification whichever is later. In cases where the employee is already at the maximum of the scale, he may be allowed the number of advance increments beyond the maximum of the scale as personal pay to be absorbed at the time of his move-over/promotion. Those employees who had acquired higher qualification in 3rd Division prior to 1-6-1991 and were not granted advance increments earlier would henceforth would be allowed advance increments *w.e.f.* 1-6-1991.

(b) Engineers and Doctors shall also be allowed four advance increments in case they possess or acquire a post-graduate degree in their relevant field for which they have not been allowed any qualification pay.

(c) The advance increment/increments shall be allowed at the time of recruitment or acquiring higher qualification during service. In cases where the employee is already at the maximum of his pay scale, he would be allowed the requisite number of increments as

personal pay to be absorbed on moving over/promotion to higher pay scale.

[Authority.- Finance Division O.M. No. 1/7/Imp. II/87, dated 1-7-1987].

### **Grant of Advance Increments to Engineers and Doctors**

*Sl. No. 44*

Reference to para 6(b) of Finance Division O.M. No. 1/7/Imp-II/87, dated 1-7-1987 wherein four advance increments have been allowed to Engineers and Doctors on possessing or acquiring post-graduate degree in relevant field and *vide* para-15 of Finance Division O.M. No. F.11(1)Imp./83, dated 18-8-1983 a condition has been imposed on professionals (Engineers and Doctors also) that for the entitlement of advance increments on possessing or acquiring specified qualifications, these professionals must be working in Universities, Colleges, Research Institutions or Technical Departments whereas no such condition is specially mentioned in para 6(b) of Finance Division O.M. No.1/7/Imp-II/87, dated 1-7-1987. A question has been raised whether condition as mentioned in para 15 of O.M. dated 18.8.1983 is equally applicable on the provision of para 6 (b) of O.M. dated 1-7-1987 or otherwise?

2. The matter has been considered and it is clarified that both the letters are to be read together subject to the condition *i.e.* those working in Universities, Colleges, Research Institutions or Technical Departments, as imposed in para-15 of Finance Division O.M. dated 18.8.1983 with regard to grant of advance increments to professionals which is equally applicable to Doctors and Engineers for advance increments under para 6(b) of Finance Division O.M. dated 1.7.1987.

[Authority.- Finance Division O.M. No.F.1(12)Imp/94, dated 17-11-1994].

*Sl. No. 45*

It has now been decided that such employee holding the post on or after 1-6-1992 for which there is no prescribed qualification in

the Recruitment Rules and is filled by 100% promotion basis, will be allowed advance increments on possessing/acquiring higher qualification than prescribed for the feeding post as per criteria laid down in Para 5 (i) of Finance Division O.M.No.1(12)Imp.II/91, dated 29-6-1991 *w.e.f.* 1-6-1991 for the purpose of fixation of pay. Pay so fixed will be admissible with effect from 1-10-1992.

*[Authority.- Finance Division O.M. No.F.1(9)-Imp.II/91.Pt(G), dated 4-10-1992].*

**Grant of Senior Scale  
(NPS-7) to Drivers/  
Despatch Riders**

*Sl. No. 46*

The question of grant of Senior Scale to Drivers/Despatch Riders of government vehicles has been under consideration of this Division for some time past. It has now been decided to raise from 25% to \* [50%] of the total posts of Drivers/Despatch Riders of government vehicles may be placed in senior scale in every Ministry/Department.

2. The grant of senior scale will be subject to the following conditions:-

(i) NPS-7 will be granted to the Drivers who have put in 15 years service as Drivers/Despatch Riders;

(ii) if a Driver/Despatch Rider has rendered more than 10 years but less than 15 years of such service he may be allowed pay in NPS-6, NPS-7 may be allowed on completion of 15 years of such service;

(iii) if a Driver/Despatch Rider has completed more than 5 years but less than 10 years of such service he may be allowed pay in NPS-5, NPS-6 and NPS-7 may be allowed on completion of 10 and 15 years service in accordance with the above; and

(iv) the above scale will not be allowed to a Driver/Despatch Rider who has not completed 5 years of such service.

3. The fixation of pay in the higher scale will be allowed at a stage next above the existing basic pay in the lower scale without any premature increment, which is allowed only on

\_\_\_\_\_ \*Amended *vide* Estt. Division O.M.No. 15/2/75 F.IV.F1 dated 10-1-1981.

promotion from a lower to higher post.

[Authority.- Estt. Division O.M. No. 15/2/75-F.I, dated 7-5-1980].

**Grant of Senior Scale  
(BPS-2, 3&4) to Naib Quasid,  
Quasid and Daftries**

*Sl. No. 47*

The President has been pleased to decide that \*[30% posts] of Naib Quasids, Quasids and Daftries working in the Federal Government organizations shall be placed in selection grade *w.e.f.* 1st January, 1988 as under:-

of	Existing the Post	Selection Pay Scale	Sl.No. Grade	Name
1.	Naib Quasid	B-1	B-2	
2.	Quasid B-1 with	special pay of Rs.30 pm.	B-3	
3.	Daftry B-1 with	special pay of Rs.30 pm.	B-4	

2. The special pay of Rs.30 p.m. admissible under the existing orders to Quasids and Daftries, shall continue to be admissible to

them when placed in selection grade.

[Authority.- Finance Division O.M. No.F.1/56/Imp.II/87, dated 15-12-1987].

\*Revised *vide* Finance Division O.M.No.1(10)Imp-II/91,dated 27-8-1991.

*Sl. No. 48*

Reference Finance Division's O.M. No. 1/56/IMP-II/87, dated the 15th December, 1987 (Sl. No.47). The President has been pleased to decide that the posts of Quasid and Daftry under the Federal Ministries/Divisions/Departments shall be upgraded from BPS-1 to BPS-2, without any special pay.

2. The special pay of Rs. 30 p.m. presently admissible to Quasids and Daftries shall cease to be admissible forthwith. It will, however, be counted as part of basic pay for purposes of fixation of pay in BPS-2.

3. The above orders shall be effective from the 1st August, 1988.

[Authority.- Finance Division O.M. No. F.1/56/IMP-II/87, dated 8-8-1988].

### **Grant of Selection Grade to Stenotypists**

*Sl. No. 49*

The President has been pleased to decide that \* [33% posts] of Stenotypist (B-12) working in Ministries/Divisions and Departments of the Federal Government shall be placed in Selection Grade B-14 *w.e.f.* 1st April, 1988.

2. Selection Grade shall be allowed strictly on the basis of seniority-*cum*-fitness.

[Authority.- Finance Division O.M. No. F.1/45/IMP-II/87, dated 25-4-1988].

**Upgradation of the post of  
Duplicating Machine Operators**

*Sl. No. 50*

It has been decided to upgrade the post of Duplicating

---

*Revised vide Finance Division O.M. No.1(45)Imp.II/87, dated 17-3-1991.*

Machine Operators employed under the Federal Government from NPS-3 to NPS-4 *w.e.f.* from the 1st September, 1980.

2. The pay of existing Duplicating Machine Operators will be refixed in NPS-4 according to the normal rules.

*[Authority.- Estt. Division O.M. No. 13/2/80 F.I, dated 22-9-1980].*

**Grant of Selection  
Grade to Duplicating  
Machine Operators**

*Sl. No. 51*

The President has been pleased to decide that Duplicating Machine Operators working in Ministries/Divisions/Attached Departments & Subordinate Offices of the Federal Government who have put in 10 years service or more as D.M.O. shall be allowed Selection Grade B-5 *w.e.f.* the 1st January, 1988.

*[Authority.- Finance Division O.M. No.F.1/55/Imp.II/87, dated 22-2-1988].*

**Move-over to employees of  
the Federal Government  
Corporations/Autonomous  
Organizations**

*Sl. No. 52*

*Procedure for fixation of pay where a civil servant is allowed to move over to a higher NPS under the NPS Scheme.- The relevant*

provisions in the Fundamental Rules have in the past been interpreted differently in the matter of fixation of initial pay in the higher scales in the cases of the category referred to above. In a number of those cases, the civil servant concerned has been treated as entitled, under F.R. 22 (a) (i), to the stage in the higher scale next above his last pay in the lower scale, while in others, initial pay in the higher scale equal to the last pay in the lower scale has been allowed under F. R. 22 (a) (ii).

2. It has been decided that, in cases of fixation of pay governed by the Fundamental Rules, irrespective of any provisions to the contrary in those Rules, where a civil servant is not transferred from one post to another but is transferred from a lower to a higher scale, initial pay in the higher scale will be fixed at the stage next above the pay admissible in the lower scale as on the eve of the transfer to the higher scale. This decision will come into force with effect from 1st March, 1972 and would not apply to cases which had been settled before that date.

[Authority.- Finance Div. O.M. No. D.438-R 4/75,F.2(31) RI/75, dated 18-6-1975].

*Sl. No. 53*

*Appointment of an official to a post carrying that very higher NPS to which he had moved over earlier.*- In connection with the general orders issued in this Division's O. M. No. F. (2)/NG-Imp. I/72, dated 27th December, 1972 on the above subject, a case of the following nature has come to notice. If the holder of a post of Time-Scale Clerk in the P.P.O. Department having remained for some time at the maximum of the NPS No. 7 of that post *viz.* Rs. 370 is transferred, under the above general orders, to the next higher NPS No. 8 without having been promoted to a higher post, he would be entitled, under this Division's O.M. No.D.438-R4/75, F.2(31)-RI/ 75, dated 18-6-75, to initial pay of Rs. 380 in NPS No. 8. If soon thereafter he was to be promoted to the next higher post of L.S.G. Clerk carrying NPS No. 8, his initial pay in the latter post would not be higher than Rs. 380 *vide* F.R. 22(a) (ii) read with F.R. 30 (2).If, however, the same Government servant had been promoted to the higher post of L.S.G. Clerk right from the maximum of NPS No. 7 of

the lower post of Time Scale Clerk, he would have been entitled, under Clause (I) of Part I of the Scheme of National Scales, to initial pay of Rs. 395 in NPS No. 8.

2. It has been decided that, in case of the category prescribed in the preceding para, the initial pay of the Government servant on promotion to the higher post as fixed under the ordinary rules, will, where necessary, be enhanced by a stage so that it will not be lower than the initial pay that would have been admissible to him if he had been promoted to the above higher post from the maximum of the National Pay Scales of the lower post in question without having first been transferred to the next higher National Pay Scales under this Division's Office Memorandum dated 27-12-1972 referred to in para 1 above. This decision will take effect from 1st March, 1972.

[Authority.- Finance Division O.M. No.435/75/F. 2(33)/ 75-RI, dated 11-7-1975].

N.B.- Please see paras 5 and 6 of Finance Division's O.M. No. 1(1)Imp/83, dated 18-8-1983 (Sl.No.4).

*Sl. No. 54*

The President has been pleased to decide that the concession of move-over to the next higher pay scales (without having to wait at the maximum of a pay-scale for three years) may be allowed to all civil employees of the Federal Government in BPS-16 to 19 from 1st December of the year following the year in which they reach the maximum of pay scale, subject to the following provisions:-

(1) The cases of move-over of employees from BPS-16 to 17 and from BPS-17 to 18 would be scrutinized and recommended by the move-over Committee constituted as follows:-

(i) *Ministries/Divisions*

- (a) Additional  
Secretary or  
Joint Secretary  
(if there be no  
Additional

*Chairman*

Secretary).

(b) Joint Secretary/  
Deputy Secretary  
of the Adminis-  
trative Ministry/  
Division. *Member*

(c) Joint Secretary/  
Deputy Secretary  
of the Finance  
Division. *Member*

(ii) *Attached Departments/Subordinate Offices.*

(a) Additional  
Secretary or  
Joint Secretary  
of the Adminis-  
trative Ministry/  
Division. *Chairman*

(b) An officer of  
the Department  
holding post in  
BPS-20 or at least  
in BPS-19, if there  
be no officer in  
BPS-20 (in respect  
of cases of attached  
department). *Member*

or

Head of the Subordinate  
Office concerned (in  
respect of cases of  
Subordinate Offices). *Member*

\*[(c)

Joint Secretary

*Member*

in case of move-over  
from B-18 to B-19  
and from B-19 to  
B-20) Deputy  
Secretary (in  
case of move-over

\*Subs. *vide* Finance Division's O.M. No.F.1(82)-R.3/85, dated 03-3-1986.

from B-16 to B-17 and from  
B-17 to B-18) of the Finance  
Division].

- (i) The cases would then be processed by the Establishment Division to obtain approval of the competent authority.
- (ii) For move-over to BPS-18 the employees should have completed at least five years of service in BPS-17. Service rendered in pay scales below BPS-17 will be computed according to the existing formula.
- (iii) For move-over to BPS-17 and 18, the employee should have earned from average to good reports without any adverse entry during the last five years, inclusive of the year of move-over.
- \*[(iv) The cases of move-over of employees from BPS-18 to 19 and from BPS-19 to 20 will be scrutinized and recommended by a Selection Committee consisting of Secretary of the administrative Ministry concerned and a representative each of Establishment and Finance Divisions

not below the rank of Joint Secretary. However, in case of Establishment Division, the Selection Committee may be headed by an Additional Secretary. The cases would then be processed

\*Subs. *vide* Finance Division O.M.No.9(2)R.3/93, dated 13-3-1993.

by the Establishment Division to obtain the approval of the competent authority].

- (v) The eligibility of the employees for move-over to BPS-19 to 20 would be subject to their having completed the length of service of 12 and 17 years respectively in BPS-17 and above. Service rendered in scales below BPS-17 will be computed according to the existing formula.
- (vi) For move-over to BPS-19, the employee should have earned generally good reports and for move-over to BPS-20, at least good or higher reports without any adverse entry during the last five years, inclusive of the year of move-over.
- (vii) In case an employee fails to fulfil the condition prescribed in (iii) or (vi) above, as the case may be, he shall wait at the maximum of the pay scale till he has earned in succession the requisite number of reports of the required standard without adverse entry, and his move-over shall take effect from 1st December of the year

in which last such report is earned.

- (viii) The move-over shall not be construed to be a promotion to the post of higher Basic Pay Scale, but the higher pay scale will be treated to be an extension of the existing Basic Pay Scale of the post held by the employee. Therefore, the incident of move-over shall not be notified.
- (ix) \* [The pay of employees who are allowed the move-over shall be fixed at the stage next above their existing pay in the lower scale. No pre- mature increment will be admissible. However, in case of officers who have moved-over from B-19 to B-20 and are subsequently promoted on regular basis, they will continue to draw the salary at the same stage, until such time the next increment becomes due in the Basic Pay Scale (B-20) under the normal rules].
- (x) In case of move-over to BPS-20, no Entertainment Allowance, Senior Post Allowance, Residence Orderly/Orderly Allowance or any other fringe benefits shall be admissible to the employees.
- \*\*[(xi) The employee allowed to move-over shall not be entitled to any change in rental ceiling. The house rent allowance, which is calculated with reference to the minimum of the relevant basic pay scale shall continue to be payable on the basis of the

minimum of the scale of the post in which the employee originally belongs].

\*Subs *vide* Finance Division O.M.No. F.1(7)-R.3/85, dated 01-8-1994.

\*\*Subs *vide* Finance Division O.M.No. F.2 (7)Imp.I/88, dated 07-4-1988.

(xii) The employees shall not be allowed two successive move-overs. However, if an employee having moved over to a particular scale, is subsequently promoted to a post carrying the same scale, he may again become eligible for further move-over.

\*[(xiii) Those who become eligible for move-over during the currency of a calendar year either because of the grant of selection grade, grant of advance increments, re-fixation of pay or promotion etc. shall be allowed move-over from 1st of the month of December which follows immediately thereafter, provided that other conditions on the subject are fulfilled].

2. The above decision would be effective from 1st December, 1985 *i.e.* all those employees who reached the maximum of pay scale 16 to 19 on or before 1st December, 1984 would be eligible to be considered for move over to the next scale *w.e.f.* 1st December, 1985 (except employees of technical and professional categories who are already eligible for Move-Over from an earlier date).

3. The guidelines for the scrutiny of the cases of move-over by the Selection Committee/Move-over Committees are contained in the Annexure to this Office Memorandum.

4. This O.M. and the annexed guide-lines are issued with the concurrence of the Establishment Division.

\_\_\_\_\_\*Added vide Finance Division O.M. No.F.9(14)R.3/93-Vol-II, dated 19-5-1994.

5. This Division's O.M. No. F. 1(63)-R. 3/85 (ii) dated 2-9-1985 may be treated to have been superseded by this O. M. However, the cases in which move-over has already been allowed will not be reviewed in the light of (Annexure) guidelines.

[Authority.- Finance Division O.M. No.F.1(82)R-3/85, dated 1-1-1986].

#### ANNEXURE

**SUBJECT:-** *Guidelines for considering cases of move-over of employees in BPS-16 to BPS-19.*

The following are the guidelines for processing the cases of move-over.

2. Cases of move-over of employees in BPS-18 and 19 shall be scrutinized and recommended by a Selection Committee comprising the Secretary of the Administrative Ministry concerned [or in the case of Attached Department, the Head of the Department if he is drawing pay in BPS-22] and a representative each of the Establishment and Finance Divisions not below the rank of Joint Secretary. The Ministries and Divisions shall prepare a working paper for the Selection Committee embodying the particulars of each officer as per proforma enclosed with these guidelines.

3. Cases of move-over of employees in BPS-16 and 17 will be scrutinized by the concerned Move-over Committee and will be approved by the competent authority. The proforma referred to in para 2 above will also be used in this case.

4. While considering an employee for move-over, the Selection Committee/Move-over Committee should briefly indicate the grounds for their recommendation. If a case is postponed, the

exact ground for postponement *vide* para 7 of the guidelines should always be specified. The Ministries/Divisions and Departments should ensure that when the reason for which the case was postponed ceases to exit, the case is placed before the Selection Committee/Move-over Committee as early as possible.

\*Ins *vide* Finance Division O.M. No. F. 1(82)-R. 3/83, dated 5-10-1986.

### **Criteria for Move-over**

5. An employee must fulfil the following requirements for move-over to pay-scales 17,18, 19 and 20, as the case may be:

- (i) He should be a regular member of the service, cadre or post concerned and should have completed the following length of service to a post in the pay-scale in which he is to move-over:

B-18	-	5 years
B-19	-	12 years
B-20	-	17 years

- \*[(ii) If the period in the existing post/scale is less than five years, the reports of the previous post may be included to complete the requisite number of reports for the last five years. In case of the persons directly recruited, the previous instructions on the subject matter will continue].
- (iii) No penalty under the relevant rules was imposed on him during the last five years.
- (iv) He has not reached his present pay-scale by move-over.

6. Subject to fulfilment of the conditions mentioned in the preceding paragraphs move-over would be admissible from 1st December of the year following the year in which he reached the maximum of his basic pay scale.

7. The Selection Committee/Move-over Committee may postpone consideration of a case:-

- (i) If the officer is on long leave or is under suspension, or disciplinary action is pending against him or he is on deputation abroad or posted to an ex-cadre post abroad; or

\*Subs *vide* Finance Division's O.M.No.F.7(I)Imp.I/90-Vol.I, dated 29-8-1990.

- (ii) his CR dossier is incomplete or some other information is wanting.

8. If a case was postponed and the employee concerned is subsequently allowed move-over, this will be allowed with immediate effect in cases covered under para 7(i) above and the qualifying period from the date the move-over was due to the actual date of move-over shall count towards increments in fixation of pay. If the case was postponed under para 7(ii) above, move-over shall be allowed from the date the move-over was due.

PROFORMA

GOVERNMENT OF PAKISTAN  
MINISTRY \_\_\_\_\_

Division/Department/Office \_\_\_\_\_

Particulars of the Officers for Selection Committee/Move-over  
Committee

Name..... Post held.....  
Date of Birth.....  
Basic Pay Scale (Number and scale).....  
Present Pay Rs.....

- 1. (i) Date of first appointment in government service on regular basis and method of

appointment.

- (ii) Post and scale of pay in which appointment was made.
2. Date of appointment in the present post on regular basis and method of appointment.
3. State how the officer has reached his present pay-scale (*i.e.* by move-over or by appointment/promotion).
4.
  - (i) Date of reaching the maximum of the pay scale.
  - (ii) Date from which move-over to the next scale is admissible.
5. Seniority position in the cadre (extract of seniority list to be appended).
6. If the officer is on long leave of six months or more, leave preparatory to retirement, deputation abroad or on posting abroad, indicate the nature of absence, the commencing date and the date of its expiry.
7. Whether there is a post in higher scale in the service, cadre or group reserved for promotion. If so-
  - (i) its designation & scale.
  - (ii) number of vacancies available on the 1st December on which move-over is due.
  - (iii) whether the government servant is eligible for promotion according to the conditions laid down in the recruitment rules/promotion policy.

- 8. Total length of service in pay scale 17 and above possessed by the officer on the 1st December of the year on which move-over is due (actual calculations should be appended).
- 9. Analysis of confidential reports for the last 5 years.

Year	Overall Work	Output Quality	Integrity Moral	Intellectual	Fitness For
promotion			General		

\*Final assessment as made by the countersigning officer should be given.

- 10. Adverse entries (if any) during the above period. Indicate year, nature of adverse entry, whether it was communicated, whether it was expunged or retained. (If a representation against adverse remarks is pending, it should be indicated).
- 11. Whether under suspension. If so, from which date.
- 12. Whether any disciplinary case is pending against him.
- 13. Penalties, if any, imposed during the last 5 years.

Signature.....  
 Designation.....  
 (To be signed by a senior officer)

Sl. No. 55

Reference Finance Division's O.M. No. F. 1(82)-R. 3/85, dated 1st January, 1986 (Sl. No. 54), it is stated that references have been received in this Division seeking clarifications regarding processing of move-over cases which have been considered in consultation with the Establishment Division. In order to ensure expeditious finalization of move-over cases, it has been decided that:

- (i) All cases of move-over of officers upto BPS-20, irrespective of the Service/Groups to which they

belong, would be processed by the Ministries/ Divisions/Departments where the employees are working. The confidential record of the officer, if not available, may be obtained from the concerned Ministries/Divisions administering the Service/ Cadre/Group;

- (ii) The cases of Government servants who are posted in or are on deputation to the Corporations/ Autonomous Bodies would be processed by the  
\*parent Government/Departments, after which they will be allowed to move-over to the next pay scale.
- (iii) Cases of move-over from BPS-16 to BPS-17 and BPS-17 to BPS-18 may be approved by the Secretaries of the administrative Ministries/ Divisions on the recommendations of the Move-over Committee. They will not be referred to the Establishment Division for obtaining approval of the competent authority.
- (iv) Cases of move-over from BPS-18 to BPS-19 and BPS-19 to BPS-20 after being processed by the Selection Committee, would be referred to the Establishment Division for obtaining approval of Establishment Secretary who has been designated as competent authority to allow move-over in these cases.

[Authority.- Finance Division O.M. No. F.1(82)-R.3/85, dated 19-2-1986].

*Sl. No. 56*

Reference Finance Division's O.M. No. F. 1(82)-R. 3/85, dated 1st January, 1986 (Sl. No. 54), it is stated that various Ministries/Divisions have approached this Division that all those Federal Government employees (in BPS-16-19) who reached the maximum of their pay scale on 1st December, 1986 may be allowed

move-over to the next higher scale *w.e.f.* 1st December, 1987.

2. The matter has been examined in this Division. According to the instructions issued *vide* Finance Division O.M. referred to above, every employee is required to stay at the maximum of his scale for one year to be eligible for move-over to

*\*Note.-* Parent Governments/Departments mean the administrative Ministries and Divisions of the Federal Government and departments of Provincial Governments which control the concerned autonomous bodies/corporations etc. (Clarified *vide* Finance Division O.M.No.F.1(82) R-3/85 dated 5-11-1986).

the next higher scale. The employees who reached the maximum of their scale on 1st December, 1986 did not stay at the maximum for one year due to the revision of the scales *w.e.f.* 1st July, 1987. Since such employees reached the maximum of their scale (Revised) on 1st December, 1987, they would be eligible for moveover to the next higher scale *w.e.f.* 1st December, 1988, instead of 1st December, 1987.

3. The above instructions will also be applicable to employees of those Corporations and Autonomous organizations which are otherwise covered under the move-over policy *vide* this Division's O.M. No. F. 1(I)R.3/86, dated 27th February, 1986.

[*Authority.-* Finance Division O.M.No. F. 7(I)-Imp.I/88, dated 28-3-1988].

*Sl. No. 57*

Enquiries have been received, from the Ministries/ Divisions/Departments requesting the Finance Division to clarify if the remarks "Not yet fit for promotion" entered in the ACR of a Government servant has any bearing with the grant of move-over and to be counted as adverse remarks.

2. The matter has been examined in this Division as well as by the Establishment Division and it has been decided that since the entry in the ACR "Not yet fit for promotion" relates to promotion, the above entry may not be taken into account while allowing move-over to a Government servant, subject to fulfilment of the other conditions

prescribed in the O.M. No.F.1(82)-R.3/85 dated 1st January, 1986 issued by this Division.

[Note: The above decision will be applicable from the date of introduction of the Move-over scheme].

[Authority.- Finance Division O.M. No.F.7(6)-Imp.I/89, dated 12-12-1989].

*Sl. No. 58*

The matter has been re-examined in the Finance Division

\_\_\_\_\_ \*Added *vide* Finance Division O.M. No.F.9(7)R.5/96-Vol.I, dated 26-5-1996.

and the competent authority has decided to allow move-over to the next higher scale *w.e.f.* 1.12.1987 to all Federal Government employees (BPS 1-19) who had reached the maximum of their basic pay scale on 1.12.1986. However, no arrears would be admissible prior to issue of this Office Memorandum.

2. The above amendment in policy will also applicable to employees of those Corporations and Autonomous organizations who are otherwise covered under the move-over policy *vide* this Division's O.M. No. 1(1)-R.3/86, dated 27.2.1986.

3. The Finance Division's O.M. dated 28.3.1988 (Sl. No. 56) referred to in para 1 above may be treated as amended from the date of issue of this Office Memorandum.

[Authority.- Finance Division O.M. No.F.7(7)-Imp.I/90, dated 29-9-1990].

*Sl. No. 59*

Enquiries are being received from the Ministries/Divisions as to whether initial *ad hoc* service followed by regular service in the same scale rendered by a civil servant should be counted to determine the requisite length of service prescribed for move-over to next higher scale.

2. The matter has been considered in the Finance Division in

consultation with the Establishment Division. It has been decided that the continued service in the same scale may be included in the length of service specified in para 2(2) of this Division's O.M. No. 1(1)-R.3/86 dated 15-6-1986 subject to condition that there is no break in service and this service has been counted towards fixation of pay in the new/existing Federal Government Department with the approval of the Competent Authority.

[Authority.- Finance Division O.M. No. F.7(4)-Imp.I/88, dated 4-12-1990].

*Sl. No. 60*

References from various quarters have been received in the Finance Division to clarify the position whether the cases of such officers which have already been cleared by the respective Move-over Committees for allowing move-over *w.e.f.* 1.12.1988 needs to be placed before these committees for reconsideration in the light of the decision taken by the Finance Division in O.M. dated 29-9-1990.

2. It has been decided that in consultation with the Establishment Division only fresh cases will be required to be placed before the respective move-over committees. The cases already decided by these committees need not be put up for allowing move-over *w.e.f.* 1.12.1987 instead of 1.12.1988.

[Authority.- Finance Division O.M.No.7(1)-IMP.I/90, dated 27-4-1991].

*Sl. No. 61*

It has been decided that cases in which move-over has already been decided on or before 9th October, 1994 need not be put up again to the Move-over Committees/Selection Committees for ante-dation, consequent upon the issue of Finance Division's O.M. No. F.9(9)-R.3, dated 9-10-1994. In such situation, the cases may be decided by re-fixation of pay: provided that there is no violation of the prescribed instructions on the subject including those determining eligibility for grant of move-over.

[Authority.- Para 2 of Finance Division O.M.No.F.9(7)-R.3/94-Vol.I, dated 14-11-1994].

*Sl. No. 62*

Reference Finance Division's O.M. No.F.1(12)Imp/94(i), dated 15.6.1994. The queries have been received in this Division about the eligibility for the grant of move-over to those BPS 17-19 employees, from 1.12.1994, who had reached the maximum of the relevant pay scales on 1.12.1993.

2. This aspect of the revision of pay scales has been examined in this Division, in consultation with the Establishment Division, and the view held is that such employees shall be eligible for the grant of move-over from 1.12.1994. However, since their pay will be fixed on 1.6.1994, at the maximum of the relevant pay scale on presumptive basis (without arrears), the grant of move-over from 1.12.1994 will also be presumptive. The financial benefits of move-over in such cases will accrue from 1.6.1995, when their pay will actually be fixed at the maximum of their respective pay scales. No arrears/refund etc. will be admissible on this account. However, such cases will be considered after June, 1995.

[Authority.- Finance Division O.M. No.F.9(14)R.3/95, dated 13-4-1995].

*Sl. No. 63*

*Move-over Policy Instructions.-* According to Finance Division's O.M. No.F.1(82)R.3/85, dated 1-1-1986 (Sl.No.54), the concession of Move-over to civil employees of Federal Government in BPS-16 to BPS-19 from 1st December of the year following the year in which they reach the maximum of their pay scales, subject to certain conditions was allowed. Later on the facility of move-over was allowed during the currency of a calendar year to those Government servants who became eligible either because of grant of Selection Grade, advance increments, refixation of pay or promotion *vide* Finance Division's O.M. No.9(14)R.3/93-Vol-II, dated 19-6-1994. This concession was made effective *w.e.f.* 1-6-1992 and afterwards *w.e.f.* 1-1-1986 for Government servants and *w.e.f.* 27-2-1986 for employees of Corporations, without arrears, *vide* Finance

Division's O.M. No.9(9)R-3/93, dated 9-10-1994. This concession was withdrawn by cancelling the relevant orders *vide* Finance Division's O.M. No.F.9(14)R-3/94-Pt, dated 18-4-1995. However, this facility was kept operative for those Government servants to whom move-over had become due between 9th October, 1994 and 18th April, 1995, *vide* Finance Division's O.M. No. F.9(28)R-3/94, dated 13-9-1995 it was clearly mentioned therein that this concession will not be available on or after 18-4-1995. But the Finance Division is still receiving such references contrary to the instructions dated 13-9-1995.

2. To avoid complications and to set the move-over policy back on track, it has been decided to cancel the Finance Division's O.M. No.F.9(28)R-3/94, dated 13-9-1995 with immediate effect. Now the move-over cases of same year pertaining to the period prior to 18-4-1995 would not be entertained and the cases already decided before that date would not be re-opened. Henceforth an official on reaching the maximum of the relevant pay scale either by promotion or through advance increments or Selection Grade etc. shall be allowed move-over to next higher scale only from 1st of December of the year following the year in which he reaches the maximum of the scale subject to fulfillment of condition of length of service and service record etc.

3. According to policy instructions of 1988, civil employees of the Federal Government were allowed move over to the next higher basic pay scale with effect from 1st December of the year following the year in which they reach the maximum. These instructions were inferred erroneously to imply one year's stay at the maximum before becoming entitled to move over. This is not the case. It is clarified that the term following year, used in the instructions of 1986, in fact means next calendar year. These instructions therefore, clearly refer to admissibility of move over from 1st of December of the next calendar year. For example if an officer reaches the maximum of his scale during 2nd December to 31st December, 1997 he will be eligible for move over from 1st December of following (next) year i.e. 1-12-1998. Similarly if an officer reaches the maximum of his scale on 1-1-1997 he will be entitled for move over on 1-12-1998 (next calendar year).

4. The above clarifications/instructions will also be applicable to all employees of Government Corporations/ Autonomous Organizations.

[Authority.- Finance Division O.M. No.F.10(2)R-3/99, dated 7-10-1999].

*Sl. No. 64*

*Grant of Move-over to Army Officers inducted in Civil Posts.-*

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, 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. 65*

*Grant of Move-over to Government servants in BPS 1 to 15.-*

BPS 1-15 employees are entitled to consecutive and automatic grant of move-over on reaching the maximum of their Pay Scale; subject to the condition that they fulfil other requirements. In their case neither D.P.C. nor Move-over Committee has any role to play. However, the grading/standard of their A.C.Rs is to be ensured by the respective administration.

[Authority.- Finance Division O.M. No.F.9(14)R.3/92-587, dated 18-4-1993].

*Sl. No. 66*

Reference Cabinet Division's u.o. note No.1/3/94-C-IV, dated 20-10-1994, it is clarified that:-

- (1) the consideration of move-over cases in respect of employees in BPS 1-15 may be postponed if disciplinary action is pending against them; and
- (2) if the employee is exonerated from all the charges he will get move-over from the due date with all financial benefits. But if he is penalized as a result of the disciplinary action, he will have to wait for the next 4 years for the grant of move-over.

[Authority.- Finance Division O.M. No.F.9(4)-R.3/93-1397, dated 31-10-1994].

*Sl. No. 67*

*Minor penalty of censure not bar for move-over.*- References have been received from different quarters as to whether minor penalty of censure is to be considered as bar in the move-over to next higher scale or otherwise. The matter has been considered in the Finance Division in consultation with Establishment Division and it has been decided that the censure being a minor penalty of lowest order bordering warning, may be ignored while deciding the case of move-over to next higher scale. This issues with the approval of competent authority.

[Authority.- Finance Division O.M. No. F.9(5)-R.3/92, dated 27-10-1992].

*Sl. No. 68*

*Fixation of pay of Government servants concerned on their promotion to higher posts carrying pay scales to which they have already reached by move-over.*- In accordance with Finance Division's O.M. No.D.435-R.I,F.2(33)/75-R.I, dated the 14th July, 1975 benefit of next stage equal to one increment in fixation of pay was admissible to such a Government servant who is promoted to a

higher post carrying pay scale to which he had moved-over earlier.

2. It has now been decided in consultation with the Auditor General of Pakistan that a Government servant who is promoted to a higher post carrying pay scale to which he has already reached by way of move-over will also be entitled to the benefit of a premature increment *i.e.* next stage plus one premature increment over the stage which he had reached by way of move-over but not beyond the maximum of the scale of the higher post to which he has been promoted.

3. These orders would be effective from 1-12-1985, but no arrears would be allowed on account of this re-fixation of pay prior to 1-1-1990. Cases decided prior to \* [1-12-1984] by allowing next stage under this Division's O.M. dated 14-7-1975 quoted above shall not be reopened.

[Authority.- Finance Division O.M. No.F.8(2)R.2/88, dated 3-4-1990].

*Sl. No. 69*

It has been decided to allow arrears of fixation of pay on account of move-over *w.e.f.* 1-12-1987 to all Federal Government employees.

2. The above decision will also be applicable to the employees of those corporations and autonomous organizations who are otherwise covered under the move-over policy *vide* Finance Division's O.M. No.F.1(1)-R.3/86, dated 27-2-1986.

[Authority.- Finance Division O.M.No.F.7(7)-Imp.1/90, dated 8-12-1990].

*Sl. No. 70*

Where a Government servant drawing pay upto BPS-18 has moved over to a higher basic pay scale, and his pay fixed according to the prescribed procedure and then later on he is promoted to that Basic Pay Scale, his pay will be enhanced by one stage.

Where a civil servant is not appointed from one post to another, but only change of scale is involved, initial pay in the higher scale will be fixed at the stage next above the pay admissible in the lower scale as on the eve of transfer to the higher scale. The case of upgradation of posts, appointment to Selection Grade posts other than Section Officers and move-over from a

\*Amended *vide* Finance Division's O.M. No.F.8(2)R.2/88, dated 2-6-1991.

lower to higher basic pay scale will be governed by these orders.orders.

[*Authority.-* Ministry of Finance O.M. No.893-R3/81, dated 24-10-1981].

*Sl. No. 71*

In cases where an employee, before reaching the maximum of a basic scale of pay, is appointed to another post on a higher basic scale of pay between 2nd June and 30th November of a calendar year may, at his option, get his pay in the higher scale refixed from 1st December, of the above year of promotion with reference to his presumptive pay on that date in the pre-promotion scale.

[*Authority.-* Ministry of Finance O.M. No. F.3(2)Gaz. Imp. 1/75, dated 14-10-1975, F.5(2)(4) Imp. 1/78, dated 20-3-1978 and R-2/81 Dy.No.1318/R-2/81, dated 15-12-1981 and No. F.1(49)/R-3(A)/87, dated 18-3-1984].

*Sl. No. 72*

In order to adopt a uniform mode of fixation of pay where a Government servant already drawing pay in a pay scale by virtue of selection grade, or otherwise holding a lower post in the pay scale, is promoted to a higher post falling in the same pay scale, it has been decided to allow next stage equal to one increment in fixation of pay on promotion in such cases.

2. There are also cases where special pay has been attached to one or both the posts involved and has been specifically protected for fixation of pay purposes like that of P.As./Stenographers in the Federal Secretariat. It has been decided to adopt the following mode

of fixation of pay for a Government servant falling in such cases:-

- (i) If no special pay is attached to the lower post but it is available in the higher post, his pay on promotion would be fixed at the same stage plus special pay of higher post would be allowed;
- (ii) If special pay is attached to the lower post but not the higher post, his pay on promotion would be at next stage after adding pay plus special pay;
- (iii) If special pay is attached to both lower and higher posts and:
  - (a) if the difference in special pay is more than one increment, he would be allowed present pay plus higher special pay;
  - (b) if the difference is less than one increment, he would be allowed next stage plus special pay of higher post.

3. Ministries/Divisions/Departments etc. are accordingly requested to get the cases of fixation of pay involved settled on the above lines with the Audit/Accounts Officers concerned as already pointed out in the Finance Division's O.M. No. F.1087-R.2/91, dated 02-09-1991. However, to ascertain the relevant degree of importance of the duties and responsibilities the recruitment rules of the post and a declaration on the lines suggested in Audit Instruction (3) below F.R. 30 may be kept in view.

4. These orders would be effective from 01.06.1991. Cases already decided prior to this date shall not be re-opened.

*[Authority.- Finance Division O.M. No.F.2(8)-R.I(1)/80, dated 17-11-1991].*

*Sl. No. 73*

It has come to the notice of Finance Division that while

interpreting the eligibility for grant of next stage in cases where the pay of a junior official at particular stage was higher than the senior official have ignored the criteria of uniform length of service and allowed next stage to the senior employee by treating a case of anomaly. It may be clarified that the benefit of next stage in pay fixation in the context of O.M. dated 19-9-1992 referred above would accrue only in cases where the two officials are similarly placed and have equal length of service.

[Authority.- Finance Division O.M. No. F.1(34)-Imp/92-Vol.IV, dated 24-7-1994].

**Grant of basic pay scale  
21 and 22 to technical and  
professional officers in  
specially meritorious cases**

*Sl. No. 74*

Reference para 7(A) (c) of the Finance Division's O. M. No.1 (1)Imp./83, dated 18th August, 1983, regarding the grant of basic pay scale 21 and 22 to technical and professional officers, it is stated that it did not lay down modalities for the grant of scale 21 and 22 in meritorious cases. Some criteria were later laid down and a Committee was set up to make recommendations for the grant of scale 21 and 22. The basis for calculation of 12.5% of posts in scale 20 was also modified. However, difficulties continued to be felt in implementing the provisions particularly in the provinces.

2. The matter has, therefore, been reviewed in consultation with Establishment Division and with the approval of the Prime Minister the following principles and guidelines are laid down, in supersession of all instructions issued from time to time for processing the cases for the grant of scale 21 or 22 to professional and technical officers:-

- (i) In specially meritorious cases, BPS 21 or 22, along with allowances and fringe benefits may be allowed with the approval of the Prime Minister, to technical and professional officers without requiring them to

move from their technical posts where their expertise is particularly needed.

- (ii) The maximum number of posts for grant of BPS 21 and 22 shall not exceed 12-1/2% of existing technical and professional posts in BPS-20 in each province and in each administrative Division of the Federal Government including its attached departments and subordinate offices. The number of such posts in BPS-20 should be calculated separately to form one single pool for each administrative Division/Provincial Government. The Provincial Governments may recommend the grant of scale 21 or 22 upto the following maximum limits:-

Punjab	20 posts
Sind	14 posts
NWFP	10 posts
Balochistan	6 posts

The maximum limits in respect of provinces would be reviewed in due course.

- (iii) The number of technical posts calculated for the purpose of grant of scale 21 or 22 or allocated to each province is subject to the availability of suitable persons for such grant.
- (iv) In specially meritorious cases the officers of BPS-20 shall be considered only for the grant of scale 21. Scale 22 may be granted in meritorious cases to those officers, who have served for at least 2 years in BPS-21.
- (v) The grant of scale 21 or 22, as the case may be, shall be admissible to officer only once in his career.
- (vi) Grant of scale 21 or 22 to the officer will be personal to him. There would be no need to upgrade the post.

He would, however, carry this higher scale in the event of his transfer to another post.

- (vii) The specially meritorious cases for the grant of scale 21 or 22 would be scrutinized and recommended by a Selection Committee constituted as follows:-

*Federal Government:*

1. Finance Minister.....Chairman
2. Secretary,  
Establishment Division.....Member
3. Secretary,  
Finance Division.....Member
4. Secretary of the  
administrative  
Ministry/Division  
concerned.....Member

The Establishment Division shall function as Secretariat of the Committee.

*Provincial Governments:*

The Provincial Governments may set up their own Provincial Special Selection Committee headed by the Chief Minister and consisting of Chief Secretary and such other members as may be determined by the Chief Minister.

- (viii) The following conditions will be observed in recommending specially meritorious cases:-
- i. The officer holds the technical post in the cadre concerned on regular basis and possesses professional/technical qualifi-

cations as laid down in the recruitment rules.

- ii. He should have completed 22 years of service in scale 17 and above for the grant of scale 21 or 22.
  - iii. His confidential reports should be good/very good with no adverse entry.
  - iv. His expertise is particularly needed in the technical post held by him.
- (ix) The Federal Ministries/Divisions shall submit the proposals for the grant of scale 21 or 22, in specially meritorious cases to the Establishment Division for placing them before the Special Selection Committee. The particulars of each officer shall be shown in the proforma attached as annexure to this O.M. The Establishment Division shall process the proposals, place them before the Committee and obtain orders of the Prime Minister on the recommendations. The approval of the Prime Minister would be conveyed by the Establishment Division to the Ministry/Division concerned for the issue of necessary sanction.
- (x) The Provincial Special Selection Committee shall process the cases on the basis of these instructions and the proforma attached. The Provincial Government shall forward its recommendations to the Establishment Division in the form of a Summary over the signature of the Chief Secretary to obtain orders of the Prime Minister. The approval of the Prime Minister would be conveyed by the Establishment Division to the provincial government concerned.

3. Any difficulty felt in the implementation of these instructions shall be referred to the Ministry of Finance.

[Authority.- Finance Division O.M. No.F. 2(3)-R.3/86, dated 7-4-1987].

**Annexure**

**PROFORMA**

GOVERNMENT OF PAKISTAN

\_\_\_\_\_DIVISION

A.	Particulars of post/officer as on (give the date)	Main Ministry/ Division	Attached Departments	Federal Subordinate Office	Total of columns 2,3&4
(2)	(3)	(4)	(5)	(1)	
i.	Total number of technical/ professional posts sanctioned in BPS-20.				
ii.	Total number of officers holding technical/ professional posts in BPS-20 or 21, as the case may be, on regular basis.				
iii.	Pool posts 12.5% of the total number of posts in BPS-20 (i.e. of (i) above).				
B.	Particulars of officer proposed for grant of BPS 21/22.				
1.	Name of the officer				

2. Date of birth
3. Technical/  
professional  
category to  
which the post  
belongs.

---

(2)                      (3)                      (4)                      (5)                      (1)

4. Qualification  
including technical  
qualification  
possessed by the  
officer
5. Service/cadre  
to which he  
belongs
6. Present posting
7. Date of regular  
appointment to  
a post in BPS  
20 or 21 and  
its designation
8. Total length of  
service in posts  
in Basic Pay  
Scale 17 and  
above possessed  
by the officer

(Note:- Details may be given in Appendix-A).

- 9 (1) Analysis of  
confidential  
records  
(Appendix-B)
- (2) C.R. Score-

overall  
grading,  
quality/  
output and  
integrity.

- 10. In the case of adverse entry, indicate the year, nature of adverse entry, whether it was communicated, whether it was expunged or retained. (If a representation against adverse remarks is pending, it should be indicated).
- 11. State whether he has been suspended or any penalty

---

(2)                      (3)                      (4)                      (5)                      (1)

has been imposed or any proposal for disciplinary action or suspension is under consideration.

- 12. State the reasons for which his case is considered to be a "specially meritorious" case, and how his expertise is particularly needed in the technical post.

Signature .....

designation .....

(To be signed a senior officer)

**Appendix-A**

*Details of length of service*

Designation of post held	Method of appointment	Pay scale	Service rendered (period with date)	Calculation Years    Months
BPS-17		BPS-18		
		BPS-19		
		BPS-20		
		BPS-21		

Total:

Signature of  
Controlling officer**Appendix-B***Analysis of Confidential Reports*

Year	*Overall assessment	Work		*Integrity		For	Fitness	
		*Output	Quality	Moral	General		Intellectual	
	Promotion							

\*Final assessment as made by the countersigning officer.

**Grant of additional remuneration  
for holding charge of more than  
one identical post**

*Sl. No. 75*

It has been decided with the approval of the competent authority, that in case of additional charge arrangement, special allowance shall be admissible at a uniform rate of 20% of basic pay not exceeding \* [Rs.1100] p.m. with immediate effect subject to the fulfilment of the following conditions:-

- (i) The work of the vacant post as far as possible, be distributed among more than one Government servant of the same status and designation available in the

## Ministries/Divisions/Departments.

- (ii) Where the distribution of the work among more than one Government servant is not feasible, the charge of the vacant post may be entrusted, in its entirety, to another Government servant. This arrangement should not be made for a period less than one month and should not exceed three months and it should be allowed with specific approval of the Secretaries/Additional Secretaries/Heads of Attached Departments/Heads of Department not below BPS-21. However, it may be extended by another three months with the approval of next higher authority.
- (iii) Immediately on the expiry of six months of the full additional charge of the particular vacant post, the post shall be treated as having been abolished and its duties automatically becoming part of the normal duties of the other existing posts of the same category in the Divisions/Departments concerned.

\*Revised *vide* Finance Division O.M. No.2(2)-R.3/92, dated 23-4-1992.

The post so treated as abolished shall not be revived without the concurrence of the Financial Adviser concerned.

- \*[(iv) Where the services of judicial officers and supplementary staff are borrowed by the Federal Government to perform duties in addition to their own duties in Special Courts and Tribunals established for specified periods, the period of additional charge (beyond six months) may be continued with the approval of the authority which appointed such judicial officers in Special Courts in addition to their original appointments].

2. Finance Division's O.M. No. 4(14)-R. 4/68, dated the 9th

September, 1971 shall be deemed to have been cancelled with effect from 1st February, 1987.

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

**Grant of additional charge  
remuneration to BPS 1-15  
employees**

*Sl. No. 76*

There should be no bar on the grant of additional remuneration to the government employees even in BPS 1 to 15. However, the authority to allow additional charge rests in BPS-21 officer.

[Authority.- Finance Division O.M. No.F.3(17)R.3/93-1249, dated 28-9-1994].

**Appointment on Acting  
Charge Basis**

*Sl. No. 77*

With reference to rule 8-A of the Civil Servants

\*Added *vide* Finance Division's O.M. No.F.3(22)-R.3/94, dated 26-5-1994.

(Appointment, Promotion and Transfer) Rules, 1973, and it is stated that a civil servant, on appointment to hold a post on acting charge basis, shall -

- (a) assume full duties and responsibility of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post; and
- (b) during the period of such appointment, be entitled to draw fixed pay equal to the minimum stage of the pay at which his pay would have been fixed had he been appointed to that post on regular basis. Service

rendered on Acting Charge basis in the scale applicable to \* [the post shall not count for purposes of drawal of increment in that grade]. It shall, however, count towards increments in the scale of pay held immediately before appointment on Acting Charge basis so that on reversion from Acting Charge appointment his pay in the lower grade should be fixed at the same stage which he would have reached, but for appointment to the higher grade.

[Authority.- Finance Division O.M.No.1/9/81-R-II(B), dated 12-1-1981].

*Sl. No. 78*

Attention is invited to sub para (b) of Establishment Division's Office Memorandum No. 1/9/80-R.II(B) dated the 12th January, 1981, as amended *vide* Office Memorandum No. 1/1/82/R.2, dated the 15th August 1983, it is stated that in partial modification of the said order it has been decided that the service rendered on acting charge basis in respect of appointments falling under rules 8-B(1) and 8-B(3) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 count in the pay scale applicable to the post for the purposes of accrual of increments

\*Service rendered on acting charge basis allowed to count for increments *vide* Estt. Division O.M. No. 1/25/83-R.2, dated 27-3-85 (Sl.No. 79).

subject to fulfilment of the following:-

- (i) In case of acting charge appointments to posts carrying BPS-18, the incumbents shall have completed \* [5] years service in B-17.
- (ii) In case of acting charge appointments to posts carrying BPS-19 and above the incumbents shall have completed the prescribed length of service for respective posts as under:-
  - (a) Posts in BPS-19                    \* [12] years service in

BPS-17 and above.

- (b) Posts in BPS-20 17 years service in BPS-17 and above.
- (c) Posts in BPS-21 22 years service in BPS-17 and above.

2. The above decision shall be effective from the 1st January, 1985. However, in cases of acting charge appointments made during the period from 12th January, 1981 to 31st December, 1984, the increments shall be restored from the due dates but no arrears due on account of restoration of increments prior to 1st January, 1985 shall be allowed.

[Authority.- Estt. Division O.M. No. 1/25/83-R.2, dated 27-3-1985].

**Enhancement of special pay  
admissible to an officer  
appointed to hold current  
charge of a higher post**

*Sl. No. 79*

Under the existing orders an officer appointed to hold

\*Amended *vide* Estt. Division O.M. of even number, dated 31-3-1986.

current charge of a higher post in addition to the duties of his own post, is allowed in terms of F.R. 35 and proviso to Section 17 of Civil Servants Act, 1973, pay of his own post plus special pay equal to 10% of his pay. The position has been reviewed and in order to afford sufficient compensation to a person performing duties of higher post carrying higher responsibilities, it has been decided, with the approval of the competent authority, that in case of current charge appointments to higher posts, special pay shall be admissible at the rate of 20% of pay subject to a maximum of \* [Rs.1100 p.m with immediate effect].

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

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

**Payment of arrears to  
Government servants on  
reinstatement**

*Sl. No. 80*

Reference is invited to the Law Division's O.M.No. F.7(8)/70-Sol(I), dated 12-8-1970, which stated *inter alia* that, in accordance with the Supreme Court's judgement in CA No. 28 of 1969 (West Pakistan Vs. Mrs. A.V. Issacs), if the dismissal of a Government servant is held to be unlawful he has to be allowed salary for the period he was kept out of service, reduced by the amount, if any, that he might have earned by way of salary, or as profits, on account of having accepted some employment, or having been engaged in some profitable business, during the above period. Thus, the legal status of Government servant's claims for arrears of pay and allowances is no longer the same as had been indicated in para 3 of this Ministry's D.O. No. F. 9 (15)-RI (Rwp)/61, dated 23-12-1961 (not reproduced). Consequently, it is no longer appropriate for the enquiry committee referred to in para

\*Revised *vide* Finance Division O.M. No.2(2)-R.3/92, dated 23-4-1992.

4 of that D.O. to consider on merits, in cases in which Government servants are restored to their posts as a result of Court's decisions, as to whether or not, and to what extent, pay and allowances for the period of their absence from duty should be restored.

2. It has accordingly been decided that, in cases where a Government servant is reinstated retrospectively as a result of a Court's decision, the functions of the enquiry committee to be set up under para 4 of this

Ministry's D.O. No. F. 9(15)-RI (Rwp)/ 61, dated 23-12-1961 as amended (Annexure) would henceforth be as follows:-

- (a) The Ministry/Division/Department as the case may be, may obtain from the Government servant concerned a solemn declaration, supported by an affidavit, as to the particulars of his employment, or engagement in profitable business, during the period of his absence from duty, and the amount earned by him by way of salary from such employment, or as profits in such business.
- (b) After examining such evidence as might be available, and cross-examining, if necessary the Government servant, the Ministry/Division/ Department as the case may be, may give their finding as to whether or not the above declaration is *prima facie* acceptable and on what grounds.
- (c) If the declaration is found to be *prima facie* unacceptable, the Ministry/Division/Department as the case may be, should refer the case to the committee, which before giving their finding as to the amount earned by the Government servant during the period of absence from duty, may get the declaration properly verified/ scrutinized by any agency they consider appropriate. For example, if the case had been dealt with by the Federal Investigation Agency at an earlier stage in any connection, this verification/scrutiny may be arranged to be carried out by that Agency. For purposes of this verification/scrutiny assistance of the relevant Income Tax authorities, may also be sought, if the Government servant concerned is an Income-tax payer.
- (d) In case the reinstatement of the Government servant has been ordered by the Court on account of the relevant administrative action having been found to

be defective, the Committee should also give their findings,

- (i) as to which officers were responsible for that defectiveness of administrative action; and
- (ii) as to whether any, and what part, of the amount payable to the Government servant by way of net salary for the period of his absence from duty, might justifiably be recovered from such officers. The recovery from such officers will, of course, follow departmental proceedings under the Government Servants (Efficiency and Discipline) Rules.

3. The above instructions do not apply to cases in which Government servants are reinstated as a result of acceptance of appeals by departmental appellate authorities which will continue to be regulated by the provisions of F.R. 54, as hitherto.

*[Authority.- Finance Division O.M.No.D.781-R4/73-F.3(4)-RI/73, dated 10-7-1973].*

#### ANNEXURE

Copy of para 4 of the Finance Division D.O.letter No.9 (15) RI(Rwp)/61, dated 23-12-1961.

4. If as a result of Court's decision, a Government servant is restored to his post, the question whether pay and allowances for the period he was under suspension or was removed from service should be decided on the merit of each case. For this purpose it is suggested that in all cases the Ministry or Department concerned should order a departmental enquiry headed by the representative of the Ministry/Department administratively concerned with their Financial Adviser/Deputy Financial Adviser as a member of the Committee. This Committee should consider whether on the merits of the case, Government would be justified in restoring the official concerned the pay and allowances for the period involved and, if so, whether in full or in part. In coming to a conclusion whether pay and allowances to

an individual should or should not be restored, the Committee should keep in view the provisions of F.R.54.

**Extra remuneration for  
acting as Arbitrator**

*Sl. No. 81*

A question regarding extra remuneration to be received by Government servants for acting as arbitrator was under consideration in the Establishment Division. The following decisions have been taken in consultation with the Ministry of Finance and the Law Division:

- (i) Remuneration to be received by a Government servant for acting as arbitrator should not in any individual case exceed Rs. 750 of which one-third will be credited to Government and remaining will be retained by the Government servant.
- (ii) The total amount of net fee (*i.e.*, after crediting one-third to Government), should not exceed the pay of the officer in any calendar year. If an officer considers that ceiling of Rs. 750 would be inadequate in any particular case, he should obtain prior approval of the administrative Ministry for receiving a higher amount. So long as the amount of the net fee does not exceed the pay of the officer during the calendar year, the administrative Ministry will have the power to accord approval without consulting its F.A. A copy of such sanction should, however, be endorsed to the F.A. for information.
- (iii) Where the proposed fee in any individual case or the total fee during calendar year exceeds the Government servant's pay, the approval of the F.A. of the Ministry would be necessary. The F.A. should refer such cases to the Regulation Wing of the Ministry of Finance.

- (iv) The time for ascertaining the pay of an officer where the total net fee is to be regulated will be the time when the last arbitration case is proposed to be taken up in any calendar year.

It is requested that the following information should also be sent to Establishment Division alongwith the consolidated statement:-

- (a) The nature of arbitration clauses in the contracts entered into by different agencies of the Government with private parties. It may also be indicated as to what consideration governed the choice of the particular officer.
- (b) Whether Government servants act as arbitrators only in contracts entered into by the Government with private parties or they act as arbitrators in other cases also where the contract is between private parties.
- (c) The number of officers required to act as arbitrators in the Ministry/Division and the average time taken by them on this work.

*[Authority.- Paras 1 & 3 of Estt. Division O.M. No. 9/1/70-D.IV, dated 18-3-1971].*

### **Option for Residence Orderly or Orderly Allowance**

*Sl. No. 82*

It has been decided that, in view of the nature of their duties and responsibilities, officers in Grade 20 and above may be provided with an Orderly at their residence out of the sanctioned strength of Naib Quasids of the Ministry/Division/Department concerned.

*[Authority.- Estt. Division O.M. No. 13/4/77-F.I., dated 30-4-1977].*

*Sl. No. 83*

Reference Establishment Division, O.M. No. 13/4/77-F.I dated the 30th April, 1977, regarding provision of an Orderly to officers in Basic Pay Scale 20 and above at their residences. In this connection it has been decided in consultation with the Establishment Division that entitled officers may be allowed an option either to retain the Orderly or to receive an Orderly Allowance of \* [Rs.1900 p.m.] in lieu thereof.

2. The option for Orderly Allowance will be exercised in writing and will be communicated to the audit office through the head of the office concerned. The following procedure will be observed in this regard:-

- (i) Those opting for the Orderly Allowance would furnish a certificate to their audit office to the effect that they have not been provided with an Orderly by the office or have surrendered the one already provided to them. This certificate should be endorsed to the audit office by the officer incharge of administration of the concerned organization.
- (ii) No new post of Naib Quasid may be created in a Ministry/ Division/Department without ensuring that

\*Revised *vide* Finance Division O.M. No.F.1(3)Imp-II/89, Vol-III, dated 3-7-1995.

the Residence Orderly surrendered by an officer has been gainfully utilized in the office.

- (iii) In the event of an officer in receipt of Orderly Allowance opting for the residence Orderly, it will be the responsibility of the officer as well as the officer incharge of Administration of the concerned organization to intimate the audit office about it and have the Orderly Allowance discontinued from the date the Residence Orderly is provided out of the existing sanctioned strength of the organization.

[Authority.- Finance Division O.M.No.F.1(3)-Imp.II/85, dated 24-10-1985].

*Sl. No. 84*

The entitled officers shall be allowed Orderly Allowance during all kinds of leave except extraordinary leave. Such officers shall also be allowed Orderly Allowance during foreign training abroad provided their families remain in Pakistan.

[Authority.- Finance Division O.M.No.F.1(3)Imp.II/85, dated 29-4- 1987].

**Senior Post Allowance**

*Sl. No. 85*

The Senior Post Allowance is admissible at the following rates:-

BPS-20	*Rs. 600 per month
BPS-21	*Rs. 800 per month
BPS-22	*Rs.1000 per month

2. The Senior Post Allowance is treated as part of pay for the purpose of drawal of leave salary during leave on full pay/half pay including leave preparatory to retirement.

[Authority.- Finance Division O.M.No.F.2(11)Imp.1/77, dated 3-7-1977].

\_\_\_\_\_\*Revised *vide* Finance  
Division O.M. No.F.1(12)-Imp-II/91, dated 19-8-1991.