

CHAPTER 7

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

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I. MERGER OF SERVICES/CADRES

Sl. No. 1

Merger of Services/Cadres into a Unified Graded Structure

The government have taken the following decisions:-

- (a) All the services and cadres would be merged into a single unified graded structure with equality of opportunity for all who enter the service at any stage based on the required professional and specialized competence necessary for each job.
- (b) All `classes' among government servants would be abolished and replaced by a single unified graded structure, a *Peon or equivalent at the bottom, a Secretary or Departmental Head at the top. The existing classification of dividing the services into Class-I** to Class-IV** would no longer operate. The road upwards to the very top to be open to all on merit and required educational and professional qualifications.
- (c) The use of `service' labels would be discontinued forthwith.
- (d) The Unified Structure would be designed to provide for entitlement to promotions to the higher posts throughout the range of public service; for horizontal movement from one cadre to another including the movement of technical personnel to the cadre of general management carrying posts of an executive nature; there would also be scope for out of turn promotion to the exceptionally meritorious officers.
- (e) The correct grading of each post would be determined by job evaluation, job description, professionalism and specialization.
- (f) With the merger of all classes and services into a single Unified Graded Structure, the various functional and professional services will become branches of a single service.
- (g) There would be provision that government may take talented officers from the private sector such as banking, insurance, industry and trade as well as from other professions for jobs at the appropriate levels in the ***Central and Provincial Secretariats and Departments as well as government sponsored corporations, autonomous and semi-autonomous bodies.

* Naib Quasid.

<u>Class - Gazetted Posts</u>	<u>Corresponding Grades</u>
	<u>Gazetted Posts</u>
(1) Class I(1)-----	@ Grade 17 to 23@@
(2) Class II(2)-----	Grade 16
	<u>Non-Gazetted Posts</u>
(3) Class II(3)-----	Grades 11 to 15
(4) Class III.....(4)-----	Grades 3 to 10
(5) Class IV.....(5)-----	Grades 1 and 2

(Sl. No. 7)

*** Federal.

@ For 'Grade', read 'BPS'

@@ For '23' read '22'

2. These orders are being put into operation with immediate effect. Each post would be appropriately graded taking into account the duties and responsibilities attached to the post. This would involve a detailed exercise. It has been decided that this exercise will be done by the Establishment Division in consultation with the Ministries and other organizations and the Provincial Governments. For this purpose, a special cell has been created in the Establishment Division called the Administrative Reforms Cell. The Establishment Secretary will be incharge of this Cell and he will be assisted by an officer of the rank of Joint Secretary. The Joint Secretary will be visiting the Ministries and Provinces for the implementation of government decisions and will hold discussions at the appropriate levels, if necessary. Before finalizing, the Establishment Secretary will hold discussions with the Secretaries of the Ministries concerned. Thereafter, orders of the Prime Minister will be obtained wherever necessary. For Services and Cadres for which the Establishment Division is responsible, the necessary action will be initiated by the Establishment Division.

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

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

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

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

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

Sl. No. 2

Discontinuance of the Use of Service Labels on the Name Plates etc. of the Officers

The Prime Minister in his address to the nation on Administrative Reforms on the 20th August, 1973, announced that the use of `service labels' should be discontinued forthwith. All Ministries and Divisions are requested to ensure strict compliance with this decision within the Ministries/Divisions and their Attached Departments and Subordinate Offices. Use of service labels on name plates whether at office or residence of officers or on visiting cards should be discontinued forthwith.

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

* The Civil Service of Pakistan (Composition and Cadre) Rules, 1954. See Sl.No. 8.

** Note: Civil Servants Ordinance 1973 (Ordinance No. XIV of 1973) replaced by Civil Servants Act, 1973 (Act No.LXXI of 1973), Chapter 1, Sl. No.2.

Sl. No. 3

Prohibition of Use of Service Abbreviations

Instances have come to notice where abbreviations like D.M.G., T.A.G*, etc., have been used in Gazette notifications and in other official communications after the names and designations of officers belonging to these groups. The abbreviations S.A.S. (Subordinate Accounts Service) has also been used in certain notifications. The use of such abbreviations is against government instructions on the subject.

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

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

Sl. No. 4

Notification of Appointments in **Grade 16 and Above

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

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

Sl. No. 5

Discontinuance of the Practice of Notifying Appointments in Terms of Grades

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

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

3. It is requested that in future all the notifications and orders relating to initial

* Tribal Areas Group later merged with DMG.

** For words 'Grades', wherever appearing in this Chapter, read 'BPS' except in Sl. No 5.

*** Chapter 10, Sl. No. 15 Vol. II.

@ Chapter 1, Sl.No.2.

@@ Chapter 2, Sl.No.1.

appointment, appointment by promotion or by transfer and other appointments like ad hoc appointments should invariably mention appointments to posts and not to grades.

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

II. THE ALL PAKISTAN SERVICES/ ALL PAKISTAN UNIFIED GRADES (APUG) AND FEDERAL UNIFIED GRADES (FUG)

Sl. No. 6

All Pakistan Services (Change in Nomenclature) Rules, 1973

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

- (1) These rules may be called the All-Pakistan Services (Change in Nomenclature) Rules, 1973, and shall come into force at once.
- (2) These rules apply to all members of the Civil Service of Pakistan and the Police Service of Pakistan.
- (3) Notwithstanding anything contained in any rule, order, resolution or instruction, the names of the Civil Service of Pakistan and the Police Service of Pakistan are, with immediate effect, changed to All-Pakistan Unified Grades and all references to Civil Service of Pakistan and Police Service of Pakistan in any rule, order, resolution or instruction shall be construed as references to All-Pakistan Unified Grades^{**}.
- (4) All persons who, immediately before the coming into force of these rules, were members of the Civil Service of Pakistan or the Police Service of Pakistan are appointed, in their existing posts, to All Pakistan Unified Grades.

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

Sl. No. 7

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

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

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

The Provincial Governments are being requested to issue similar orders to

^{*} Civil Servants Act, 1973, Chapter 1, Sl.No.2.

^{**} See Sl. No. 15 for reorganization of APUG into four Occupational Groups/Service.

designate the services and posts under them as Provincial Unified Grades.

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

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

(ANNEX)

(See Sl. No. 7)

[Copy of Establishment Division, Notification No. S.R.O.1530(I)/73, dated the 3rd November, 1973].

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

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

(2) They shall come into force at once.

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

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

* Sl.No. 7, Annex.

** Chapter 1, Sl.No.2.

*** O&M Establishment Manual, Vol I, 1968, Chapter II.

@ Sl. No. 6.

- * (3) ** 'Grade' means a National Scale of Pay in which a post or group of posts is placed;
- (4) `Services' means the civil services of the Federation.

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

Explanation.- For the purposes of this rule and rule 5, `respective Federal Unified Grade' means the Grade to which a civil servant is entitled in respect of his existing post under the National Scales of Pay.

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

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

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

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

<u>Class - Gazetted Posts</u>	<u>Corresponding ***Grades</u>
(1) Class I(1)	***Grade 17 to 23 [@] .
(2) Class II(2)	Grade 16.
	Non-Gazetted posts
(3) Class II(3)	***Grades 11 to 15.
(4) Class III.....(4)	Grades 3 to 10.
(5) Class IV.....(5)	Grades 1 and 2.

* Civil Servants Act, 1973, Sl. No. 2, Chapter 1. The words 'or grade' omitted vide Civil Servants (Amendments) Ordinance No. III of 1984, w.e.f. 1.7.1983.

** See footnote [@] on rule 2(1).

*** For 'Grade', read 'BPS'.

[@] For '23' read '22'.

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

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

Sl. No. 8

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

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

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

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

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

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

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

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

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

* 'President' subs. *vide* Estab. Div. Notification No. SRO 1237(1)/73, dated 21.8.1973 (Sl. No. 10) for 'Governor General.

** Subs. For Pakistan Public Service Commission "*vide* Estt. Division Notification No. SRO 1237(I)/73, dated 21-8-1973 (Sl. No. 10).

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

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

** [5-7]

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

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

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

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

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

10. The * [President] may by special or general order temporarily dispense with the provisions of rules 8 and 9 requiring a Governor to report to the * [President] any case in which a Cadre post is filled otherwise than under rule 7 by a person not being a member of the Service or in which a Cadre post is kept vacant for a period exceeding 3 months.

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

* Subs for "Governor General", footnote on page 581.

** Rules 5 to 7 omitted, *ibid*.

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

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

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

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

14. An officer belonging to the Service shall be liable to serve anywhere in Pakistan under the ** [Federal Government] and may be deputed by that Government to serve under a Provincial Government. He shall submit himself to the orders of the Government under which he is serving for the time being and of all the officers and authorities under whom he may from time to time be placed by that Government. His whole time shall be at the disposal of the Government under which he is serving.

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

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

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

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

* Subs for "Governor General".

** Subs for "Central Government" vide Estt. Div's Notification No. SRO 1237(I)/73, dated 21-8-1973 (Sl. No.10).

*** Federal.

Schedule of Cadre strength of the Civil Service of Pakistan*FEDERAL GOVERNMENT****Superior posts**

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

BALUCHISTAN

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

SINDH

Superior posts of Commissioner's level and above.....	13
Chief Secretary.....	1
Member, Board of Revenue.....	1
Additional Member, Board of Revenue..	2
Secretary.....	6
Revenue Commissioner.....	1
Land Commissioner.....	1
Commissioner, Social Security Institution.	1
Superior posts of senior scale level..	43
Junior posts.....	28

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

PUNJAB

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

N.W.F.P.

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

Sl. No. 9

Appointment of Government Servants Holding Cadre Posts to All Pakistan Unified Grades (APUG)

Under Rule 5 (1) of rules promulgated vide S.R.O. 1238 (I)/73, dated the 21st August, 1973 (Sl. No. 10), the President is pleased to approve the appointment of all government servants who were holding a cadre post on the 21st August, 1973, to All-Pakistan Unified Grades.

[Authority.- Estt. Div.'s Notification No. 1/1/73-ARC, dated 14-9-1973].

Sl. No. 10

Rules Regarding Appointment to Cadre Posts

In exercise of the powers conferred by rule 3 of the Civil Service of Pakistan (Composition and Cadre) Rules, 1954 (Sl. No. 8), the President is pleased to make the following rules:-

1. In these rules, "Cadre post" and "Service" have the same meaning as in the Civil Service of Pakistan (Composition and Cadre) Rules, 1954 (Sl. No 8).

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

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

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

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

TABLE

Cadre post of the rank 8 years service as Assistant of Deputy Secretary	Commissioner or SDO [*] or in an equivalent post.
---	--

Cadre post of the rank 15 years service as Assistant of Joint Secretary	Commissioner or SDO or in an equivalent or higher post or 5 years service as Deputy Secretary or an equivalent post.
---	--

Cadre post of the rank 20 years service as Assistant of Additional Secretary	Commissioner or SDO or in an Secretary equivalent or higher post or 5 years service as Joint Secretary.
--	---

Cadre post of the rank of Secretary	23 years service as Assistant Commissioner or SDO or in an
-------------------------------------	--

^{*} Sub-Divisional Officer.

equivalent or higher post or 7 years service as Joint Secretary or 2 years service as Additional Secretary.

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

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

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

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

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

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

*[(4) A person confirmed in a Cadre post before the commencement of these rules shall, for the purposes of sub-rule (3), be deemed to have been confirmed, in that post under sub-rule (2) immediately after such commencement].

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

Sl. No. 11

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

In exercise of the powers conferred by section 25 read with Section 6 and 8 of the Civil Servants Act 1973** (LXXI of 1973), the President is pleased to make the following amendments in the Occupational Groups and Services

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

** Sl. No. 2, Chapter 1.

(Probation, Training and Seniority) Rules 1990*.

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

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

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

** (i) "appointing authority" means the person authorized to make appointment to that post under rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973***.

(ia) "Commission" means the Federal Public Service Commission;

(ii) "Examination" includes any exercise approved by the Government which is intended to test a probationer in a field of training during the training programme ;

(iii) "Final Passing Out Examination" means the Final Passing Out Examination conducted by the Commission or the department concerned after conclusion of specialized training;

(iv) "Government" means the Federal Government *** (in the Establishment Division) ;

(v) "Head of training institution" means the head of a training institution or place where members of an occupational group or service are imparted training ;

(vi) "Inductee" means a person transferred to any occupational group or service by induction from the Armed Forces ;

(vii) "Initial training" means the training prior to specialized training undertaken by the probationers of any one occupational group or service or jointly by combination of any occupational groups or services at a training institution or place that the Government may specify ;

(viii) "Occupational Group or Service" means any group or service recruitment to which is made through the competitive examination conducted by the Commission from time to time against BPS 17 posts under the Federal Government or any occupational group or service transfer to which is

* Added *vide* SRO 478(I)/91, dated 15-05-1991.

** Added *vide* SRO 766(I)/2001, dated 06-11-2001.

*** Chapter 2, Sl. No.1.

made from the Armed Forces by induction and includes the following:

- (a) Accounts Group*
- (b) Commerce and Trade Group.
- (c) Customs and Excise Group
- (d) District Management Group
- (e) Foreign Service of Pakistan **
- (f) Income Tax Group
- (g) Information Group
- (h) Military Lands and Cantonments Group.
- (i) Office Management Group
- (j) Police Service of Pakistan ***
- (k) Postal Group
- (l) Railways (Commercial & Transportation) Group and
- (m) any other service or group which may be notified Government as such.

(ix) "Probationer" means a person appointed to any occupational group or service on probation and includes an inductee; and

(x) "Specialized training" means training subsequent to the initial training undertaken by the probationers of an occupational group or service at a training institution or place that the Government may specify.

@3. *Training Programmes and examinations.*-- (1) Every probationer shall undergo training in such training institutions and at such places and at time and for such period and appear in such examinations as the government may specify. Any probationer who fails to undergo prescribed training and qualify the prescribed examination shall render his appointment liable to termination without notice: Provided that the Appointing Authority may, on the recommendations of a Special Medical Board and the Federal Public Service Commission allow deferment of training and examination if so justified on the basis of compelling medical grounds" ;

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

(3) In addition to 1500 marks of CSS^{@@} examination, 500 marks shall be allocated for initial training programme, 600 marks for specialized training programme and 1000 marks for the final passing out examination.

(4) Every probationer shall be required to qualify the Final Passing

* Renamed as Pakistan Audit & Accounts Service w.e.f. 10th December 2002 vide Estt. Div.'s O.M. No. 1/17/92-CP-II, dated 10-12-2002, Sl. No. 12, Chapter 8.

** Foreign Affairs Group renamed as 'Foreign Service of Pakistan' vide Estt. Div.'s Notification No. SRO 936(1)/83, dated 29-09-1983, Sl. No. 6, Chapter 8.

*** Police Group renamed as 'Police Service of Pakistan' vide Estt. Div.'s Notification No. SRO 1033(1)/85, dated 23-10-1985, Sl. No. 13, Chapter 8.

@ Added vide SRO 258(I)/2001, dated 28-04-2001.

@@ Competitive Examination conducted by FPSC for Occupational Groups/Services.

Out Examination in the subjects approved by the Government.

(5) The maximum of 1000 marks allocated for Final Passing Out Examination shall be distributed among the subjects as approved by the Government.

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

* (7) The Income Tax Group and Customs and Excise Group probationers, with effect from 31st Common Training Program (CTP), shall qualify the MBA Tax Management Program. The MBA Tax Management and its evaluation shall be considered for all relevant rules and purposes under these rules and in addition to the marks specified in sub-rule (3), twelve hundred marks shall be allocated for MBA Tax Management Program for the Probationers of the aforesaid Groups.

4. *Effect of unsatisfactory completion of training programme.--* (1) It on the conclusion of a training programme, the performance or conduct of a probationer is determined by the head of the training institution to be unsatisfactory, the Government may require such probationer to undergo such further training as it deems fit.

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

** 5. *Probationer missing the Final Passing Out Examination.--* If after completing his training to the satisfaction of the head of training institution, a probationer is prevented by ill health from taking in full or in part the Final Passing Out Examination, the government may arrange for him to be examined specially and if such probationer fails to take the Final Passing Out Examination arranged for him specially, he shall render his appointment liable to termination without notice”;

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

** (2) A probationer who does not qualify in the Final Passing Out Examination shall:

(a) lose his one increment if he fails in the first attempt.

(b) be relegated in seniority to the bottom of his batch if he fails in the

* Added vide SRO.771 (1)/2006, dated 24.07.2006.

** Added vide SRO 258(I)/2001, dated 28-04-2001

- second attempt; and
- (c) be discharged from the service under clause (a) of sub-section (2) of section 6 of the Civil Servants Act, 1973* if he fails in the third attempt:

**“Provided that the Government may, as a matter of grace, provide the probationers who could not qualify in their Final Passing Out Examination upto the 31st December, 2002, an additional chance to appear in the Final Passing Out Examination on such date and at such place as it may notify, and if a probationer does not qualify in the examination or fails to avail of the additional chance, he shall be removed from service”.

(3) Absence from the Final Passing Out Examination, without permission of the Government shall be deemed to be a failure to qualifying in that examination.

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

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

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

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

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

8. *Probation.*-- The period of probation of a probationer shall be two

* Chapter 1, Sl. No.2.

** Added *vide* SRO 275 (I)/2002 dated 17-5-2002

*** Added *vide* SRO 766(I)/2001. dated 06-11-2001

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

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

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

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

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

12. *Repeal.*-- The Civil Service of Pakistan (Probation, Training and Seniority) Rules, 1954 (Annex), are hereby repealed (and all such other rules relating to the subject are hereby repealed), [copy annexed].

[*Authority: Estab. Div.'s S.R.O. 874(I)90., dated 23rd August, 1990*]

(ANNEX)

(See Sl. No. 11, para 12)

Civil Service of Pakistan (Probation, Training and Seniority) Rules, 1954

Pursuant to rule 4 of the Civil Service of Pakistan (Composition and Cadre) Rules, 1954**, the Governor-General has been pleased to make the following rules :-

1. These Rules may be called the Civil Service of Pakistan (Probation, Training and Seniority) Rules, 1954.

2. In these Rules:-

* Added vide SRO 766(I)/2001, dated 06-11-2001.

** Sl. No. 8.

- (i) "the Academy" means the Civil Service Academy, Lahore;
- (ii) "the Commission" means the Pakistan Public Service Commission;
- (iii) "the Director" means the Director of the #Civil Service Academy Lahore;
- (iv) "the Government" means the Central Government;
- (v) "Probationer" means a person appointed to the Service on probation;
- (vi) "Service" means the Civil Service of Pakistan.

3. Every probationer shall undergo training at such places and for such periods as the Government may decide. This training shall normally include a period spent at the Academy, a period spent in East Bengal and a period spent abroad.

*4. During training at the Academy, every probationer shall be required to satisfy the Director in subjects forming part of the training and approved by the Government. In this connection, there shall be allotted a maximum mark of 500, distributed between subjects as approved by the Government *[.....].

4-A. Every probationer shall, before the commencement of this training, execute a bond, with one surety, to refund all moneys paid to him or spent in connection with his training, as may be determined by the President, in the event of failing to complete his probation to the satisfaction of the President or resigning his service during that period or within three years thereafter.

5. A probationer who fails to satisfy the Director shall have his increments withheld for a period of three months, the withholding not to affect future increments; but he shall have to satisfy the Director in such subject or subjects in an examination held subsequently.

*6 On the conclusion of his training in East Pakistan, every probationer shall be required to satisfy the Commission in an examination in subjects approved by the Government. In connection with this examination, there shall be allotted a maximum marks of 1,000, distributed between subjects as approved by the Government, and the marks obtained from this maximum by each probationer shall be used in the manner laid down in Rule 14 below in deciding his seniority.

7. If a probationer fails to satisfy the Commission in any subject or

* As amended *vide* Estt. Div. Notification No. 2/7/63-D.II, dated the 20th September, 1966.

subjects in the examination referred to in Rule 6, Government may direct that he be re-examined by the Commission.

8. A probationer who fails to satisfy the Commission in the examination referred to in Rule 6, shall have his second increment withheld for a period of three months, the withholding not to affect future increments. In addition, the Government may require the probationer to undergo such further training as it thinks fit.

9. A probationer who, having failed to satisfy the Director in one or more subjects, fails to satisfy the Commission in one or more of these subjects, or who, having failed to satisfy the Commission in one or more subjects, fails to qualify in one or more of those subjects at the subsequent examination referred to in rule 7 shall be liable to such penalty, whether by way of removal from the Service, or loss of seniority or withholding of increments as the Governor-General may direct.

10. Where a probationer's training includes a period of study spent abroad, the probationer shall be required to devote himself to the pursuit of such studies and the Government may call for reports from suitable persons on the probationer's work. A probationer who fails to reach a satisfactory standard in such studies shall have his next increment withheld for a period of six months, the withholding not to affect future increments.

11. The Governor-General may in any case waive the withholding of the increment provided for in Rule 5, 8 or 10.

12. (1) On the conclusion of his training every probationer shall proceed to Province to which he has been deputed by the Government and shall there perform the duties allotted to him and pass, within three years of joining that Province, such departmental examinations by such standards as may be prescribed by the Government of that Province.

(2) Failure to pass the departmental examinations referred to in sub-rule (1) within the stipulated period shall be considered as "inefficiency" for the purpose of the Government Servants (Efficiency and Discipline) Rules, 1960 and penalised only by removal from service.

13. (1) The period of probation of a probationer shall be two years or such longer period as the Government may at the time of his appointment specify.

(2) The period of probation under sub-rule (1) may by order made before the expiry of such period be extended by a period or successive periods not exceeding one year in the aggregate.

(3) Notwithstanding anything in the two foregoing sub-rules the

probationary period shall not expire before the probationer has satisfied the Director and the Commission in any examination held under these Rules.
(4) Nothing in this rule shall operate to the prejudice of the provisions of rule 20.

*[14. The probationers appointed in one year shall rank in seniority, *inter-se*, in accordance with the sum of (i) the marks obtained in the open competitive examination, (ii) the marks, out of maximum of 500, obtained during training at the Academy and (iii) the marks out of a maximum of 1,000 obtained in the examination referred to in Rule 6; provided that, notwithstanding the above, where the Government directs that a probationer undergo a further course of training, they may pass such orders fixing his seniority as may be expedient.]

15. If any probationer is prevented by sickness or any other adequate cause from completing his course of studies at the Academy or from appearing at the examination referred to in Rules 6 and 7, the Government may arrange for him to be specially examined in any or all of the subjects prescribed for these examinations after such interval as may seem to them suitable, having regard to the circumstances of the case, and may pass such orders fixing his seniority as may be expedient.

16. The service of a probationer shall count for leave and pension from the date of his joining the Academy.

17. Probationers shall be entitled to travelling allowance at the prescribed rates for Class I Officers on tour in respect of any journey performed during the period of their probation under the orders of the authority to whom their training is entrusted, and at transfer rates for themselves and their families, if accompanying them, in respect of journeys to East Bengal for training and from East Bengal to any part of Pakistan on posting.

18. The Director shall, when a probationer has completed four months in the Academy and again when he leaves the Academy, submit to the Government confidential reports on his work and conduct. The Collector of the district in which a probationer receives training in East Bengal shall submit one month before the anticipated termination of the probationer's training in East Bengal, a confidential report to the Commissioner who shall forward it to Government through the Chief Secretary, East Bengal, and the Director.

19. A probationer who fails to comply with the provisions of these rules or to obey any orders which he may receive from the Government or from the Provincial Government under which he is serving, or from the Director, or from any other duly constituted authority, or who neglects his probationary studies, or is guilty of conduct unbecoming an officer of the Civil Service of Pakistan, shall be liable to removal from the Service or to such other action as the Governor-General may direct. Before a probationer is removed from service, he shall be given an opportunity to show cause against such action as required

* As amended vide Estt. Div. Notification No. 2/7/63-D.II, dated the 20th September, 1966.

under Section 240(3) of the Government of India Act, 1935.

20. Nothing in these Rules shall be construed as limiting the power of the Governor-General to remove at any time a probationer from the Service if reasons exist which, in his judgment, justify such action, or as limiting his power to impose penalties as he deems expedient for misconduct or neglect of duties, or as requiring him to disclose reasons for any action taken under these Rules.

[**Authority:** Notification No. 25/47/49SEI, dated the 15th June, 1954 —as amended upto September, 1966].

Sl. No. 12

Promotion of Officers of the All-Pakistan Unified Grades from *Grade 17 to Grade 18

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

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

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

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

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

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

* BPS.

** The reference is to the Civil Service of Pakistan (Probation, Training and Seniority Rules), 1954 (Annex to Sl. No. 11) repealed *vide* Estt. Div. Notification No. SRO 874(I)/90, dated 1990 and replaced by Occupational Groups and Services (Probation, Training and Seniority Rules, 1990(Sl.No.11)).

the All-Pakistan Unified Grades (Probation, Training and Seniority) Rules* and

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

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

Sl. No. 13

Creation/Abolition of Posts of Joint Secretary, Deputy Secretary and Section Officers

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

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

Sl. No. 14

Sanction of Post Not to be Issued Without Clearance by Establishment Division

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

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

Sl. No. 15

* See Sl. No. 11 for present position.

** Federal Government.

*** Now DMG, a constituent Group of APUG, along with Secretariat Group and Police Service of Pakistan (PSP).

® DMG (District Management Group), successor to CSP (Civil Service of Pakistan).

Reorganisation of APUG in to four Occupational Groups*–Seniority of Members of the Group

Reference Establishment Secretary's circular d.o. Nos. 5/1/73-ARC, dated the 7th September, 1973**, 2/2/73-AVI, dated 26th November, 1973***, and 2/1/74-AVI, dated the 29th May, 1974, alongwith which the combined seniority lists of officers of All-Pakistan Unified Grades in various grades were circulated.

2. In the meantime, the All-Pakistan Unified Grades has been reorganised into four Occupational Groups – the Secretariat Group, the District Management Group, the Police Group and the Tribal Areas Group. The rules and procedures etc. governing the administration of each of these Groups have already been issued and sent to you vide the Establishment Division's Office Memoranda No. 2/2/75-ARC, dated 21st February, 1975[@] (Secretariat Group) No. 2/2/74-ARC, dated 23rd February, 1974^{@@} (District Management Group), No. 3/2/75-ARC, dated 31st May, 1975^{@@@} (Police Group) and d.o. No. 1/6/73-ARC, dated 20th October 1973[†] (Tribal Areas Group). Consequently, the seniority lists have now been drawn up separately in respect of each Group.

3. As already indicated, each group will henceforth be managed under the respective rules quoted above. A member of a particular Group will be governed by prospects of promotion and advancement available within the Group. While entry into other Groups by horizontal movement is possible with the approval of Central Selection Board, there will be no automatic mobility from one Group to the other. In other words, officers shown in any particular Group will now belong to that Group once for all unless specifically selected and approved for movement to another Group.

4. You may now kindly inform the officers under your administrative control accordingly. Officers shown in the Secretariat Group but belonging originally to some other Group may let this Division know finally as to whether they would like to remain in the Secretariat Group or go back to their parent Group. Option once exercised will be final. Such option should reach us not later than 31st October, 1975. Failure to exercise option by that date will be presumed to be an option for the Group where the name appears presently.

5. In the meantime, these lists may be treated as provisional and in case there are any omissions or discrepancies, these may please be communicated to us immediately for rectification.

[**Authority**:– Establishment Secretary's d.o. letter No. 2/4/75-AVI, dated 2-10-1975]

* Add "and Service".

** Sl. No. 15, page 1012, Estacode, 1989.

*** Sl. No. 16, page 1012, Estacode, 1989.

@ Sl. No. 17, Chapter 8.

@@ Sl. No. 3, Chapter 8.

@@@ Sl. No. 13, Chapter 8.

† Sl. No. 20, pp 597-598, Estacode, 1979. See also Sl. No. 22, page 1099, Estacode, 1989.