

## CHAPTER 8

**RULES AND PROCEDURES APPLICABLE TO OCCUPATIONAL GROUPS**

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[General Note: The word (s) 'Grade (s)', wherever occurring, may be read as 'BPS'; ref. Chapter 1, Sl. No. 2, and Chapter 2, Sl. No.1. Appointment is to posts in BPS].

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## I. RULES AND PROCEDURES APPLICABLE TO OCCUPATIONAL GROUPS/SERVICES

Sl. No. 1

### **Framework of Rules and Procedure applicable to Commerce and Trade Group**

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

- (i) \*Export Promotion Bureau.
- (ii) Deleted vide Cabinet Division's Memo No. 412/92-Min.I, dated 25.01.1997].
- (iii) Tariff Commission.
- (iv) Cotton Board.
- (v) Department of Insurance.
- (vi) Trade Marks Registry.

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

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

\*\*4. *Grade 17.*- \*\*\*[Sixty per cent of posts in Grade 17 will be filled through competitive examination to be conducted by the F.P.S.C. and 40% by promotion from amongst the Departmental incumbents holding posts in Grade 11 and above.] After completion of integrated training at the Academy for Administrative Training<sup>®</sup>, the probationer officers allocated to the "Commerce and Trade Group" will undergo common departmental training<sup>@@</sup> to be followed by a departmental examination, the details of which will be worked out by the Secretary, Ministry of Commerce, in consultation with this Division and the Federal Public Service Commission. Thereafter, they will be allocated to a particular department. They will ordinarily

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\* Converted into Trade Development Authority of Pakistan.

\*\* Para 4 to be seen in light of Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990, Chapter 7, Sl. No. 11.

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

<sup>®</sup> Civil Services Academy (CSA). May be read as such in subsequent Sl. Nos. wherever it occurs.

<sup>@@</sup> There is now a Foreign Trade Institute of Pakistan.

[Note: The work 'Grade' wherever appearing in this Chapter (or elsewhere) may be taken as 'post(s) in BPS'.]

remain in that department until they get promotion to the higher grade. With the exception of very special cases, there will be no horizontal movement at this stage from one department to the other.

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

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

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

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

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

10. *\*\*Seniority: Grade 17.*- All officers of Grade 17 will be borne on the combined seniority list of the "Commerce and Trade Group". The *inter-se* seniority of direct recruits to Grade 17 will be determined on the basis of marks obtained at the Federal Public Service Commission examination and the assessment during training at the training institutes/academies. Those recruited direct on the basis of interview only shall reckon their seniority from the date of appointment. The seniority of officers promoted to Grade 17 will be determined with reference to the dates of their regular continuous officiation in Grade 17. As for seniority of direct recruits *vis-a-vis* promoted officers, the direct recruits of a particular year will as a class rank junior to the promoted officers of that year.

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

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\* Chapter 2, Sl. No. 1.

\*\*See footnote \*\* on para 4.

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

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

- (a) Those of age upto 30 years can appear in the competitive examination conducted by the FPSC provided they have put in at least two years government service;
- (b) There will also be a Departmental Examination under which departmental candidates will be considered for promotion to posts in Grade 17. All officials having a minimum of five years government service in Grade 11 and above employed in the Ministry of Commerce, its Attached Departments and Subordinate Offices which are included in the Commerce and Trade Group, will be eligible to appear in this Examination provided they are otherwise eligible. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination, and 35 years for all subsequent examinations.

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

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

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

Sl. No. 2

### **Framework of Rules and Procedure applicable to Customs and Excise**

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\* Ref. para 1.

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

## Group

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

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

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

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

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

The Central Board of Revenue\* will prepare a scheme for the departmental examination at (b) above and obtain the approval of the Ministry of Finance and Establishment Division. Subject to availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 20% of the total vacancies and these promotions will be reckoned against the direct recruitment quota.

5. *Grade 18 and above.*- The procedure for promotion and other matter; as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules,

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\* Revenue Division (Federal Board of Revenue) inserted in the Rules of Business, 1973 (as amended upto 16<sup>th</sup> January, 2007), vide Cab. Div. Notification No. 4-14/98-Min. I. dated 1-12-1998, Schedule II [Rule 3(3)Distribution of Business Among the Divisions, Sl. No. 27-A, page 90.

\*\*See footnote @@ Sl. No. 1.

1973\*, will be observed subject to the length of service as prescribed in Establishment Division O.M. No. 3/7/74-AR-II, dated the 29th May, 1974\*\*, namely:-

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

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

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

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

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

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

\*\*\**(ii) Grade 17*.- The inter se seniority of direct recruits to Grade 17 will be determined on the basis of order of merit, of probationers determined at the time of final passing out from the Academy for Administrative Training<sup>@</sup>. The *inter se* seniority of the promoted officers to Grade 17 shall be determined according to the date of their regular continuous officiation in Grade 17. Direct recruits of a particular year, however, shall as a batch be placed junior to the officers promoted to Grade 17 in that year.

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

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

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

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\* Chapter 2, Sl. No.1.

\*\* For present position, see Chapter 2, Sl. No. 157.

\*\*\* See footnote\*\* under Sl. No.1.

@ Civil Services Academy.

@@ Federal; Revenue Division.

the Chairman of the Central Board of Revenue.

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

Sl. No. 3

### **Framework of Rules and Procedure applicable to District Management Group**

In continuation\* of Establishment Division Office Memorandum No. 1/2/74-ARC, dated the 23rd January, 1974 (Sl.No. 12), regarding the formation of the Accounts Group\*, it has been decided with Prime Minister's approval to constitute another occupational group called the District Management Group, comprising field posts in the civil administration of the district and the division viz. Commissioner, Deputy Commissioner, Additional Deputy Commissioner, Assistant Commissioner and such other posts as may be included in the group from time to time\*\*.

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

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

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\* Renamed as Pakistan Audit and Accounts Service. See foot note under Sl.No. 12. The word 'continuation' used as Sl. No. 3 was issued subsequent to Sl. No. 12, both now renumbered in alphabetical order.

\*\* *[Note: Detailed nomenclature of posts borne on the cadre of DMG has not been fixed since creation of the Group in 1973. However, DMG is being treated as the successor group/service to former CSP in several respects, and, as normal practice, DMG officers are posted against some of the posts previously tenable by the former CSP officers. Constitutional provision of use of services of the officers of the Group by both Federal and Provincial Governments also bounds the DMG officers to work in Federal as well as Provincial Governments. However, the O.M. creating the DMG mentions only a few posts in the Provincial Governments as included in the DMG Cadre. With commencement of the Local Government Ordinance, 2001, several of these posts have been abolished. However, the services of the DMG officers are being utilized against the newly-created posts under the Devolution Plan. But, so far, only Government of the Punjab has modified the provincial rules concerned to this effect while the other provinces have yet to frame/bring about similar changes in the rules. Corresponding changes in the Federal Government rules/instructions may follow that, and are, obviously, not in place at the moment.]*

**[Source: E-Wing's Note dated 29-11-2007 on PPARC  
File No. 1/8/2002-Manuals-PPARC- Review of Estacode]**

@ Foot note \*\* w.r. to para 4, Sl. No. 1.

\* See Sl. No. 11, Chapter 7, Civil Services Academy. National Management College (NMC) (formerly Pakistan Administrative Staff College (PASC)& NIPA (National Institute of Public Administration)National School of Public Policy (NSPP) are the in-service training institutions.

\*\* Promotion to posts in BPS 18 is done through Departmental Selection committee, BPS 19 through Selection Board (Sl. No. 182-A) and BPS 20 & 21 through Central Selection Board.



as explained in subsequent paragraphs.

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

- (i) The post of Deputy Commissioner<sup>\*\*\*</sup> would be a selection post and selection will be made from amongst officers having at least 10 years service in police, armed forces, civil administration or military lands and Cantonments Department<sup>@@</sup>. The selected persons shall be given training in administration and law, if necessary, before posting as Deputy Commissioner<sup>@</sup>.
- (ii) To ensure appointments of experienced persons, the post of Deputy Commissioner<sup>@</sup> in major Districts will be placed in Grade 19. As in other groups, for promotion to Grade 19 a minimum service of 12 years in Grade 17/18 shall be a condition precedent.

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

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

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

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\*\*\* Board for promotion to posts in BPS 19 (Sl. No 182-A, Chapter 2); DPC for posts in BPS-18.

@ Since abolished, except in the ICT administration & FANA, as a result of devolution plan under the local government system introduced in the country. Now District Coordination Officer (DCO) is the principal administrative officer.

@@ Directorate of Military Lands & Cantonments; ref. Rules of Business, 1973 as amended upto 16<sup>th</sup> January, 2007, rule 4(4), Schedule III, Sl. No. 13, page 98.

@@@ These provisions could not be implemented as the Administrative Reforms, 1973 remained half-implemented.

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

"9. \*\* *Seniority*.- (i) Seniority *inter-se* of direct recruits to Grade 17 appointed in a batch to the District Management Group on the results of the competitive examination held by the F.P.S.C. shall be determined on the basis of the order of merit of the probationers determined at the time of final passing out from the Academy for Administrative Training. Seniority of direct recruits to Grade 17 appointed otherwise than through the competitive examination held by the FPSC shall be determined on the basis of the date of continuous regular officiation in that grade in the District Management Group. If the date of continuous regular officiation is the same, the older in age shall rank senior.

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

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

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

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

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\* Lateral entry mentioned in para 8 was initially made. Later on, it was not done. Yet the provision in the OM constituting DMG continued to appear in the Estacodes, 1979, 1989 and 2000.

\*\* Subs *vide* Estt. Division O.M. No. 2/2/74-ARC, dated 14-12-1976. This amendment takes effect from the date of issuance of Estt. Division O.M.No.2/2/74-ARC, dated 23-2-1974. Para 9 to be seen in light of footnote \*\* under Sl. No. 1.

\*\*\* All Pakistan Unified Grades were originally composed of four groups-Secretariat Group, DMG, Tribal Areas Group (TAG vide Sl. No. 15 Chapter 7) and Police Group (renamed as Police Service of Pakistan (PSP) in 1985 (Sl. No. 13, Chapter 8). On promulgation of the Police Order, 2002, (Sl. No. 15, Chapter 8), the PSP is governed by the Framework of Rules and Procedures Applicable to Police Service of Pakistan read with the Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985 (Sl. No. 13, Chapter 8) and the aforementioned Police Order, 2002 (Sl. No. 15, Chapter 8). Yet the Constitution, 1973 (Article 240) provides for All Pakistan Service (later termed APUG. APUG is thus to be taken as the Group/Services common to both the Federal Government and the Provincial Governments, as differentiated from the Federal Unified Grades (FUG- the group/services meant to serve in the Federal Government.

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

12. It has, therefore, been decided that:

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

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

Sl. No. 4

### **Classification of Districts**

The Federal Government in pursuance of para 4 (ii) of the Establishment Division O.M. No. 2/2/74-ARC. II, dated the 23rd February, 1975 (Sl.No. 3), agree to the classification of the following districts as major districts and placing of posts of Deputy Commissioner of these districts in Grade 19:

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<sup>\*</sup> Federal Government.

<sup>\*\*</sup> See Rotation Policy (Sl. No. 12, 12-A, Chapter 3).

<sup>\*\*\*</sup> Also see Rotation Policy for DMG/PSP officers, Chapter 3, Sl.No. 12 and 12-A.

<u>Sl.No.</u>	<u>Punjab</u>	<u>Sindh</u>	<u>Sl.No.</u>	<u>NWFP</u>	<u>Balochistan</u>
1.	Lahore	1. Karachi	1.	Peshawar	1. Quetta
2.	Rawalpindi	2. Hyderabad	2.	DI Khan	2. Zhob
3.	Multan	3. Sukkur	3.	Swat	3. Nasirabad
4.	Bahawalpur	4. Larkana	4.	Abbotabad	4. Mekran
5.	Sahiwal				5. Khuzdar
6.	Gujranwala				6. Kohlu
7.	Sargodha				7. Loralai
8.	Faisalabad				

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

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

Sl. No. 5

### **Framework of Rules and Procedure applicable to Economists and Planners Group**

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

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

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

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\* For instructions/orders on upgradation, see Chapter 2, Sl. Nos. 24, 25, 25-A and 25-B.

of posts with the approval of the Establishment Division will also continue to apply. All posts to be filled by direct recruitment will be advertised.

4. *Grade 17.*- Initial entry to grade 17 will be made from amongst such probationers, recruited through the competitive examination conducted by the Federal Public Service Commission, as are in possession of the prescribed academic qualifications. After the initial institutional training, the probationers officers will be given such departmental training as may be prescribed, to be followed by an examination the details of which will be prepared by the Planning and Development Division. Thereafter, they will be allocated to various posts in different Ministries/ Divisions/ Departments. They will ordinarily remain in the Ministries/ Divisions/Departments of their original posting until they get promotion to the next higher grade. With the exception of very special cases, there will be no horizontal movement at this stage from one Ministry/Division/Department to the other.

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

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

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

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

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

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

11. To meet specific requirements, appointments may also be made to posts in the Group in any grade by recruitment through lateral entry of persons either in government service, or engaged in a profession or in the service of a corporation, or private organization, who possess professional qualifications and experience as may be prescribed for the posts from time to time. Similarly, officers of the Economists and Planners Group may be posted to appropriate posts in corporations

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\* Chapter 2, Sl.No.1.

and public sector organizations under government management and control.

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

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

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

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

- (a) Officials of age upto 30 years can appear in the competitive examination conducted by the Federal Public Service Commission provided they have put in at least two years government service. Not more than two chances will be allowed after one has entered government service;
- (b) There will also be a departmental examination for departmental candidates for accelerated promotion to posts in Grade 17. Subject to possession of

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\* *Note:* The Civil Servants Ordinance, 1973 (XIV of 1973) repealed by the Civil Servants Act, 1973 which received assent of the President on the 26<sup>th</sup> September, 1973 and was published in the Gazette of Pakistan, Extra Part-I, September 29, 1973 (Sl. No. 2, Chapter 1).

such minimum qualifications as may be prescribed, all officials having a minimum of 5 years government service in Grade 11 and above in the Group will be entitled to appear in this examination. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination and 35 years for subsequent examinations.

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

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

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

Sl. No.6

### **Framework of Rules and Procedure applicable to Foreign\* Service of Pakistan**

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

2. *Grades 1-16.-* These comprise posts of \*Peons, Daftries\*\*, Clerks, Assistants, Stenographers and Office Superintendents. Recruitment will be partly by promotion and partly direct recruitment in accordance with the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973\*\*\*. As provided in the rules, where appointments are to be made from outside, the posts will be advertised.

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\* The nomenclature of Foreign Affairs Groups was changed to 'Foreign Service of Pakistan' *vide* Estt. Div. Notification No. SRO 936(1)/83, dated 29-9-1983.

\*\* Foreign Service of Pakistan.

\* Naib Qasid (Assistant Messenger).

\*\* 'Official', "Book Binder".

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

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

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

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

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

6. *Grades 19 and 20.*- The existing procedure governing promotions to these Grades would, by and large, remain the same. As in the case of Secretariat Officers, promotion to Grade 20 will be on the basis of written test and as well as Annual Confidential Reports. The minimum length of service for promotion to Grade 19 and 20 will respectively be 12 years and 15 years in Grade 17 and above.

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

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

9. *Lateral entry.*- In view of our expanding requirements to man posts abroad and the need for greater circulation of officers of the \*\*Foreign Affairs Group to other Ministries, the cadre strength of the \*\*Foreign Affairs Group will be kept constantly under review and lateral entry resorted to whenever and in whichever Grade there is

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® See footnote \*\* under Sl. No.1.

@@ Civil Services Academy.

@@@ Now Pakistan Audit and Accounts Service; ref. Sl. No. 12.

\* *Note.*-The administrative control of these posts would now revert to the respective Ministries and Divisions who exercised such control before the formation of Foreign Affairs Group (now Foreign Service of Pakistan).

\*\* Foreign Service of Pakistan.



shortage. But apart from the need to meet such shortages, there would be regular lateral entry each year at 1st Secretary/Director and Minister/Director General levels for continuous enrichment of the Foreign Affairs Group by induction of fresh blood from the private sector as well as other occupational groups. For the next few years, the Ministry of Foreign Affairs would submit a report every three months as to how the lateral system is working. On this report, the comments of the Establishment Division would be obtained before submission to the Prime Minister.

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

11. *Secretariat Officers working in Foreign Office.*- There are at present a large number of Grade 17 and Grade 18 officers belonging to the former Central Secretariat Service who are working in the Foreign Ministry and in Missions abroad. Some of them who are suitable would be permanently inducted into the Foreign Affairs Group and the rest would be withdrawn in a phased programme.

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

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

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

Sl. No. 7

### **Framework of Rules and Procedure applicable to Income Tax Group**

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\*\*\* Footnote\*\* under Sl. No.1. also covers probation and seniority.

@ OMG.

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

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

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

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

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

The \*Central Board of Revenue will prepare a scheme for the departmental examination at (b) above and obtain the approval of the Ministry of Finance and Establishment Division. Subject to availability of suitable departmental candidates, promotion on accelerated basis through the above examination will be limited to a maximum of 20% of the total vacancies and these promotions will be reckoned against the direct recruitment quota.

5. *Grades 18 and above.*- The procedure for promotion and other matters as

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\* Federal; Revenue Division.

\*\* See footnote \*\* on Sl. No.1.

\*\*\* Civil Services Academy.

\* See footnote\*\* Sl. No.2, para 3; Federal Board of Revenue.

laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973<sup>\*\*</sup>, will be observed subject to the length of service as prescribed in Establishment Division O.M. No. 3/7/74. AR II, dated the 20th May, 1974<sup>\*\*\*</sup>, namely:-

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

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

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

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

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

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

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

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

9. The existing arrangement with regard to personnel management of the Income Tax Department will continue under the overall supervision of the Central Board of Revenue and the Ministry of Finance. The Central Board of Revenue will prepare Gradation Lists of all officers in Grade 16 and above. The lists will be

<sup>\*\*</sup> Chapter 2, Sl. No. 1.

<sup>\*\*\*</sup> For present position, see Sl. No. 157, Chapter 2.

<sup>⑧</sup> Footnote <sup>\*\*</sup> under Sl. No.1. also covers probation and seniority.

<sup>@@</sup> Civil Services Academy.

<sup>\*</sup> Federal; Revenue Division.

prepared Grade-wise. Each Commissioner of Income Tax will prepare, issue and maintain seniority lists of Grade 15 and below.

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

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

Sl. No. 8

### **Framework of Rules and Procedure applicable to Information Group**

In pursuance of the Administrative Reforms, it has been decided to constitute another occupational group to be called "Information Group" which shall comprise all posts in the following departments and organizations and such posts in the Ministry of Information and Broadcasting as may be specifically included in the Group:-

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

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

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

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

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

\*4. *Grade 17.*- Seventy-five per cent posts in Grade 17 will be filled through competitive examination conducted by the Federal Public Service Commission. After completion of training at the Academy for Administrative Training\*\*, the

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\*\* See footnote \*\* on Sl. No. 2, para 3.

\* See footnote \*\* on Sl. No.1, read with para 9 below.

\*\* Civil Services Academy.

probationer officers allocated to the Information Group will undergo on-the-job departmental training to be followed by an examination prescribed by Ministry of Information and Broadcasting.

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

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

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

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

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

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

(c) *Grades 18 and above.*- Seniority will be determined in each Grade from the date of regular appointment to the Grade; provided that officers who are selected for promotion to higher Grade in one batch shall, on their promotion to a higher Grade, retain their *inter se* seniority in the lower Grade. Those appointed by

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

<sup>@</sup> Ref. para 9 (b). Footnote on para 4 covers probation and seniority.

<sup>@@</sup> Ref. footnote\*\* on Sl. No 1.

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

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

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

- (a) Those of age upto 30 years can appear in the competitive examination conducted by the Federal Public Service Commission provided they have put in at least 2 years service.
- (b) There will also be a departmental examination under which departmental candidates will be considered for promotion to posts in Grade 17. All officials having a minimum of 5 years service in Grade 11 and above in the Ministry of Information and Broadcasting and the departments and organizations, which are included in the Information Group, will be eligible to appear in this examination, provided they fulfil the prescribed conditions. The upper age limit for this examination will be 45 years for the first examination, 40 years for the next examination and 35 years for all subsequent examinations.

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

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

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

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

**(ANNEX)**

(See Sl. No. 8)

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

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

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

	Deputy Directors	18	3
		➤	<b>Total : 6</b>
5. Press Information Department (PID) (Headquarters), Islamabad.	Director General	21	1
	Dy. Directors Genl. Directors	20	2
	Directors	19	7
	Deputy Directors	18	12
	Assistant Directors/ Information Officers	17	32
PID (Regional Information Office), Lahore	Director	19	1
	Deputy Directors	18	3
PID (Sub-Office) Multan/Faisalabad	Deputy Directors	18	2
	Information Officers	17	2
PID (Regional Information Office) Lahore	Assistant Directors/ Information Officers	17	5
		➤	<b>Total : 67</b>
PID (Regional Information Office) Karachi	Director	19	1
	Deputy Directors	18	2
PID (Sub-Office) Hyderabad	Deputy Director	18	1
	Information Officer	17	1
PID (Regional Information Office) Karachi	Information Officers/ Assistant Directors	17	6
		➤	<b>Total: 11</b>
PID (Regional Information Office) Peshawar	Director	19	1
	Deputy Directors	18	2
	Research Officer	17	1
	Information Officers	17	2
	Information Officer	17	1
PID (Sub-Office) D.I. Khan		➤	<b>Total: 7</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
PID (Regional Information Office) Quetta	Director	19	1
	Deputy Directors	18	2
	Information Officers	17	2
		➤	<b>Total: 5</b>
PID (Regional Information Office) Gilgit	Deputy Director	18	1
	Information Officer	17	1
PID (Sub-Office)	Information Officer	17	1



Chilas				
			➤	<b>Total: 3</b>
6. Directorate of	Director General	20		1
Films and	Directors	19		2
Publications	Deputy Directors	18		2
(Headquarters)IBD.	Assistant Directors	17		4
Directorate of	Deputy Director	18		1
Films and	Assistant Directors	17		2
Publications, Lhr Office			➤	<b>Total: 12</b>
7. Directorate General	Director General	20		1
(Research and	Directors	19		3
Reference) Ibd.	Deputy Directors	18		9
	Assistant Directors	17		11
			➤	<b>Total: 24</b>
8. Central Zakat	Deputy Director	18		1
Administration	(To be paid by			
Finance Div., Ibd.	Central Zakat			
	Administration)		➤	<b>Total: 1</b>
			»	<b>Grand Total: 197</b>

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

#### Sl. No. 9

### **Framework of Rules and Procedure applicable to Military Lands and Cantonments Group**

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

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

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

\*4. *Grade 17.*- Seventy five percent (75%) posts in Grade 17 will be filled through Competitive Examination to be conducted by the Federal Public Service Commission and 25% by promotion from amongst the departmental incumbents holding posts in Grade 11 and above. After completion of integrated training at the Academy for Administrative Training\*\*, the probationer officers allocated to the "Military Lands and Cantonments Group " will undergo common Departmental Training to be followed by a Departmental Examination, the details of which will be worked out by the Secretary, Ministry of Defence in consultation with this Division and the Federal Public Service Commission Thereafter, they will be allocated to various posts in the Group.

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

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

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

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

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

\**(ii) Grade 17.*- All officers of Grade 17 will be borne on the combined seniority list of the Military Lands and Cantonments Group. The inter se seniority of direct recruits to Grade 17 will be determined on the basis of order of merit of probationers determined at the time of final passing out from the Academy for Administrative Training\*\*. The inter se seniority of officers promoted to Grade 17 will be determined with reference to the dates of their regular continuous officiation in

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\*See footnote \*\* on Sl.No. 1 which covers probation and seniority.

\*\* Civil Services Academy.

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

\* See footnote \*\* on Sl.No.1 which covers probation and seniority.

\*\* Civil Services Academy.

Grade 17. As for seniority of direct recruits *viz-a-viz* promoted officers, the direct recruits of a particular year will, as a class, rank junior to the officers promoted to Grade 17 in that year.

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

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

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

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

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

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

Sl. No. 10

**Framework of Rules and Procedure Applicable to Office Management Group**

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

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

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

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

4. *Initial Composition of Group in Respect of Posts in Grades 17 and Above.*- The following officers, including those who are on temporary deputation outside the Federal Secretariat, shall be included in the group on its initial constitution viz:-

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

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

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

50% of the total strength of these posts will be in Grade 17 and the remaining 50% in Grade-18. No vacancy in Grade 18 would occur if a Section Officer in

\* Related to the constitution of the Foreign Service of Pakistan, SI. No. 6.

\*\* Subs. for 1973 vide Estt. Division O.M. No. 10/1/74-C.III(A), dated 17<sup>th</sup> February, 1979.

\*\*\* Subs. for the words '10% of these posts will be reserved for appointment on deputation on tenure basis of officers from other occupation groups' vide Estab. Division's OM No. 7/12/81-C.III(B)/OMG.II dated 4<sup>th</sup> November, 1985.

Grade-18 is deputed to an ex-cadre post or sent on foreign service except when the deputationist ceases to have lien in the parent Group.

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

7. *Future Recruitment.*-

(a) *Grade-17:* In future 2/3<sup>rd</sup> of the vacancies of Section Officers in Grade 17 may be filled by direct recruitment through FPSC\*.

\*\*Provided that the appointing authority may, *in the public interest*, fill up vacant posts falling to the share of initial appointment, through promotion in the prescribed manner.

\*\*\* (b) (i) The remaining 1/3<sup>rd</sup> of the vacancies shall be filled by promotion of the departmental eligible candidates through a promotional examination. The promotional examination will be conducted by the FPSC<sup>@</sup>. The condition of eligibility will be eight years service in BPS-11 to BPS-16 in President's Secretariat, Prime Minister's Secretariat, Senate Secretariat, National Assembly Secretariat, Federal Secretariat, Attached Departments, Wafaqi Mohtasib's Secretariat, Federal Service Tribunal, Federal Public Service Commission, Intelligence Bureau and also the Civilian employees of Pakistan Armed Forces Headquarters and their lower formations.

@@ (b) (ii) *Appointment on Acting Charge Basis.*- (a) In the case of vacancies of Section Officers in pay scale, 17 reserved for initial appointment, if the appointing authority is satisfied that the initial appointment will take sufficiently long time, the vacancies may be filled by making appointments on acting charge basis.

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

(c) *Lateral entry.*- In order to meet the shortage of officers in the

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\* Further direct recruitment in OMG through FPSC was discontinued *vide* Estab. Division's OM No. 1/10/2000-CP-II, dated 23<sup>rd</sup> October, 2000.

\*\* Added *vide* Establishment Division O.M. No. 13/4/2000-OMG.I, dated 31.10.2002

\*\*\* Renumbered as 7 (b) (i) *vide* Estab. Division's O.M. No. 7/12/81-C-III(B) (OMG-II) dated 4<sup>th</sup> Nov., 1985 read with OM No. 31/4/2004-OMG.I, dated 2.8.2008.

@ Subs. for 'Establishment Division' *vide* Establishment Division's O.M. No. 2/1/80-C.III(A), dated 28<sup>th</sup> June, 1981. This amendment will take effect from 6-4-1981.

@@ Added as 7(b) (ii) (a) & (b) *vide* Estt. Division O.M. dated 4-11-1985.

Federal Secretariat or to meet specific requirements, appointments may be made through lateral entry. Appointment through lateral entry will be made against 2/3<sup>rd</sup> vacancies reserved for direct recruitment.

(d) *Provision for accelerated promotion to the post of Grade 17.*- In addition to the provisions made at (b) (i) above, eligible ministerial staff of the Federal Secretariat and its Attached Departments including Assistants, Superintendents, Stenographers and Private Secretaries etc. who hold a university degree and who are over the age of 25 years but below the age of 30 years may appear in the examination for direct recruitment of Grade-17 Section Officers conducted by the FPSC if they have been in continuous service for a period of not less than two years. Two chances will be allowed within the prescribed age limits.

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

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

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

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

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

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\* See footnote \*\* under Sl. No. 1.

\*\* Added *vide* Estt. Division O.M. No.10/1/74-C.III(A), dated 17<sup>th</sup> February, 1979.

\* Chapter 2, Sl. No. 1.

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

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

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

(i) Those Section Officers who were eligible for regular appointment as such under the former CSS Rules shall, as a class, rank senior to other Section Officers; their inter-se seniority shall be fixed in accordance with provision of the said rules.

(ii)\*\* The seniority of Section Officers other than those mentioned in (i) above shall be determined on the basis of date of regular continuous officiation as Section Officers provided that the promotee officers of a particular year shall, as a class, be senior to the direct recruits of that year. Their inter-se seniority, however, shall be determined in the case of direct recruits according to the order of merit assigned to them on completion of their training at the Academy for Administrative Training\*\*\* and, in the case of promoted officers, according to their order of merit as determined in the Promotional Examination.

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

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

(d)\* [Officers\*\* appointed by transfer will be assigned seniority in accordance with Civil Servants Act, 1973 and the rules framed thereunder].

13. *General.*-\*\*\* The existing provisions of CSS Rules and Section Officers (Probation, Training & Seniority) Rules, 1964 will continue to be in force to the extent they are not in conflict with the provisions of this Office Memorandum.

\*\* Subs. *vide* Estab. Division O.M. No. 10/1/74-C.III (A) dated 17<sup>th</sup> February, 1979.

\*\*\* Civil Services Academy.

@ Renumbered *vide* Estab. Division O.M. No. 1/12/81-C.III(B) (OMG.II) dated 4<sup>th</sup> November, 1985.

\* Renumbered *vide* O.M. No. 1/12/81-C-III (B) (OMG-II) dated 4<sup>th</sup> November, 1984.

\*\* Amended *vide* OM dated 4<sup>th</sup> November, 1985, *ibid*.

\*\*\* See Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990, Sl. No. 11, Chapter 7.

However, this shall not be construed to limit or abridge the powers of the competent authority to issue new rules and instructions or revisions of the existing once or to deal with cases of members of group in such manner as may appear to be just and equitable.

[**Authority**:- Estt. Division O.M.No. 1/2/75-ARC, dated 17-1-1975 as amended vide Establishment Division OMs No. 10/1/74-C.III(A), dated 17<sup>th</sup> Feb. 1979, No. 2/1/80-C.III (A), dated 28<sup>th</sup> June, 1981, No. 7/12/81-C.III (B)/OMG.II, dated 4<sup>th</sup> November, 1985, No. 1/10/2000-CP.II, dated 23<sup>rd</sup> October, 2000 and No. 13/4/2000-OMG.I, dated 31<sup>st</sup> October, 2002].]

Sl. No. 10-A

**Central Secretariat Service (Class I) Rules, 1965**

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

CENTRAL SECRETARIAT SERVICE (CLASS I)  
RULES, 1965

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

(2) They shall come into force at once.

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

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

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

- (a) Persons appointed to the Service on the initial constitution of the Service as provided in rule 5; and
- (b) Persons subsequently appointed to the Service by direct recruitment or by promotion in accordance with these rules.

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

(a) Duty Posts:

Ordinary Grade..... 365

<sup>®</sup> Constitution of 1962. See Chapter 1, Sl. No. 1, **Annex II**, Vol. I



Selection Grade..... 91

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Total: 456<sup>1</sup>

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

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

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Total: 114<sup>2</sup>

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Grand Total (1+2): 570

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

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

(a) Ordinary Grade:-

- (i) For promotees and Direct Recruits Rs.450-50-1,000.
- (ii) For former Assistant Secretaries redesignated as Section Officers Rs.800-50-1,200.

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

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

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

Commission, fit for permanent retention;\*[ ]

- (e) such of the persons recruited as Section Officers through the Commission on the basis of competitive examinations before the commencement of these rules as have completed their probationary period satisfactorily and have been declared fit for permanent retention; \*\*[and]
- \*\*\*[(f) officers appointed as Section Officers after the 13th day of September, 1961 but before the 23rd day of October, 1965, as have been declared in consultation with the Commission, fit for permanent retention.]

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

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

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

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

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

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

\*\*\* Added *ibid*.

post which counts for seniority in the Section Officers Grade.

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

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

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

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

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

- (a) be a citizen of Pakistan or a person deriving his nationality from the State of Jammu and Kashmir;
- (b) hold a degree of a recognized University; and
- (c) have attained the age of twenty one years and shall not have attained the age of twenty five years on the date prescribed for this purpose in the notice issued through the Commission:

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

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

**9. Appointment to be in order of merit.-** Appointments by direct

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

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

11. **Recruitment by promotion.**- \*\* (1) Appointments by promotion shall be made on the basis of written competitive examinations and interviews both to be held by the Central Public Service Commission. The interviews shall follow the written competitive examination and only those candidates shall be allowed to appear in them who qualify in the written competitive examination.

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

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

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

- (1) (i) The seniority of those initially appointed to the service under clause (a), (b), (c) and (d) of sub-rule (1) of rule 5 shall be fixed as shown below in the descending order of the following categories to which they belonged:-
  - (a) Assistant Secretaries in the Central Secretariat who were either permanent or were appointed against quasi-permanent vacancies.
  - (b) Other Assistant Secretaries from the date of continuous appointment; officers of the Defence Services from the dates of their appointments as Major in the Army; or equivalent rank in other Forces; Class I officers of the Central Government from the dates they drew the salary of Rs.750 P.M. in their respective time scale of pay in the old scale.

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\* Sl. No. 10-B.

\*\* Subs vide Estt. Division Notification No. S.R.O. 28(R)/66, dated 2-3-1966.

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

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

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

Seniority) Rules, 1964\*:

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

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

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

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

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

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

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

Sl. No. 10-B

### **Section Officers' (Probation, Training and Seniority) Rules, 1964**

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

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

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\* Sl. No. 10-B.

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

\* Constitution of 1962. See Chapter 1, Sl. No. 1, **Annex II**, Vol. I

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

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

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

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

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

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

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

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

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

7. (1) The annual increment of a probationer may be withheld for such period as the Government may direct if he fails to qualify in any of the examinations referred to in rules 8 and 10, or if the Government considers his work, conduct, or performance unsatisfactory.

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

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

(2) The examination shall be in such subjects, carrying, in the aggregate, a

maximum of one thousand marks as the Central Government may prescribe specifying the distribution of marks among the various subjects.

\* (3) A probationer who fails to qualify in any subject or subjects in an examination referred to in sub-rule (1) shall be allowed two more chances to appear at the examinations to be held subsequently by the Commission in such subject or subjects.

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

(5) If any probationer is prevented by sickness or any other adequate cause from appearing in the whole or part of the examinations referred to in sub-rule (1) or (3), the Government may arrange for him to be specially examined in any or all of the subjects prescribed for such examinations after such interval as it may, after consulting the Commission and having regard to the circumstances of the case, consider suitable.

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

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

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

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

(2) For the purposes of the fixation of the seniority of a probationer whose case falls within sub-rule (5) of rule 8, the Government may, in consultation with the

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



Commission, pass such orders as it may consider equitable.

12. The service of a probationer shall count for leave and pension from the date of his first joining an institution for training under rule 5.

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

Sl. No. 11

**Fixation of 'inter-se' Seniority of Section Officers Appointed by Direct Recruitment**

Principles regarding the fixation of inter se seniority of Section Officers appointed by direct recruitment on the basis of competitive examinations conducted by the Federal Public Service Commission are contained in the Section Officers (Probation, Training and Seniority) Rules, 1964 (Sl. No. 10-B).

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

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

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

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

Sl. No. 12

**Framework of Rules and Procedure applicable to \*Pakistan Audit and Accounts Service**

Following the introduction of the Administrative Reforms by the Prime Minister on 20th August, 1973 and the abolition of services as a result thereof, the question of formation of new occupational groups to take the place of services has

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\* Sl. No. 10-B

\* Accounts Group was renamed as Pakistan Audit and Accounts Service. W.e.f. 10<sup>th</sup> December, 2002 vide Estt. Division OM No. 1/17/92-CP11, dated 10<sup>th</sup> December, 2002.

been under consideration of the government. Necessary information was called for from the Ministries/Divisions and Joint Secretary, Administrative Reforms, had detailed discussions with them. The first Ministry to be taken up was the Ministry of Finance. In respect of the departments etc. under the Ministry of Finance, the President is now pleased to constitute an occupational group called the Accounts Group which shall comprise all posts in:-

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

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

[3. *From Grade 1 to Grade 17.*- Each department will operate separately as heretofore except with regard to Grade 17 posts included in the Inter-Departmental Cadre *vide* para 4 below. The existing instructions in regard to quotas for direct recruitment and promotion, the composition of promotion and selection committees, the appointing authorities for various grades etc. will continue to apply. All posts to be filled by direct recruitment will be advertised.]

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

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

\*\*\* T&T Department, converted into Pakistan Telecommunication Corporation Limited (PTCL), stands privatized as Pakistan Telecommunication Company Ltd. The National Telecommunication Corporation (NTC) caters to the government telecommunication requirements. The post of Telephone Operators continue to exist in various organizations in government.

@ Chief Accounts Officers.

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

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

\*\* Ref. to footnote w.r. to para 1(ii).

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

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

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

(e) The probationer officers recruited on the results of the competitive examination held by the Federal Public Service Commission who, after completion of integrated training at the Academy for Administrative Training, are allocated to the Accounts Group<sup>\*\*\*</sup>, will undergo common departmental training, to be followed by an examination the details of which will be prepared by the Auditor General. Thereafter, they will be allocated to a particular Accounts Department. They will ordinarily remain in that Department until they get promotion to the next higher Grades].

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

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

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\*\*\* See note \* on Sl. No. 12 title.

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

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

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

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

®[(ii) *Grade 17 (Inter-Departmental Cadre).*]-

- (a) A separate seniority list will be maintained in respect of Grade 17 officers of the Inter-Departmental Cadre;
- (b) The promotee officers adjusted in a particular year will be placed senior to the direct recruits of that year;
- (c) The *inter-se* seniority of direct recruits of a year or batch will be determined on the basis of the order of merit of the Probationers determined at the time of final passing out from the Academy for Administrative Training\*.
- (d) The *inter-se* seniority of the Departmental officers inducted in the Inter-Departmental Cadre in a particular year shall be determined according to the date of their regular continuous officiation.]

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

10. *Departmental Examination.*- The present departmental examination for

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\* See note \* on Sl. No.12 title.

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

\*\*\* Added *vide* *ibid*.

® Subs. *vide* *ibid*.

\* Civil Services Academy.

promotion to posts in Grade 16 will continue to operate.

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

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

The Auditor General will prepare a scheme for the Departmental Examination at (b) above and obtain the approval of the Ministry of Finance and the Establishment Division. Promotion on accelerated basis through the above examination will, subject to availability of suitable departmental candidates, be limited to a maximum of 25% of the total vacancies. \*[ ]

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

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

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

Sl. No. 13

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

## Framework of Rules and Procedure applicable to Police Service of Pakistan\*

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

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

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

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

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

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

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

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\* Nomenclature changed from Police Group *vide* Establishment Division's Notification No. SRO 1033(1)/85, dated 23-10-1985 (See **Annex**)

\*\* Renamed from the Academy for Administrative Training.

\*\*\* Renamed from Police Training College, Sihala.

\* See footnote \* on title Sl. No. 13 and paras 1-4.

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

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

## ANNEX

(See Sl. No. 13)

**S.R.O. 1033(I)/85.-** In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:-

1. **Short title and commencement.**- (1) These rules may be called the Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985.

(2) They shall come into force at once.

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

(a) "Cadre post" means a post specified in the Schedule;

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

(c) "Schedule" means the schedule to these rules;

(d) "Service" means the Police Service of Pakistan referred to in rule 3.

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

(2) The Police Service of Pakistan shall consist of:

(a) persons appointed or deemed to have been appointed to the Police Service of Pakistan in accordance with the Police Service of Pakistan (Composition and Cadre) Rules, 1969;

(b) persons, other than those mentioned in clause (a), appointed to the Police Group whose names appeared in the gradation list issued on the 28th August, 1980 and persons appointed in the Police Group after that date but before the commencement of these rules; and

(c) persons appointed to the Service in accordance with these rules.

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

(2) The President, or a person authorized by him in this behalf, may, from time to time, and in the case of posts in connection with the affairs of a Province after consultation with the Governor of the Province, remove from or include any

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\*\* Chaptre 7, Sl. No. 6.

post in the Schedule.

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

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

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

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

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

\*[7-A. Appointment of members of **Pakistan Railway Police.-** Member of the Pakistan Railway Police shall be appointed to the service on the basis of selection made on the recommendation of the Ministry of Railways:

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

[7-B\* – Appointment of members of police cadre of the Islamabad Capital Territory – Members of Police cadre of the Islamabad Territory shall be appointed to the service on the basis of selection made on the recommendations of Ministry of Interior.

Provided that appointment of members of Police cadre under this rule shall not exceed 40% of the senior cadre posts in the Islamabad Capital Territory Police as specified in the schedule].

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\* Ins. *vide* Estt. Div.'s Notification No. SRO 258(1)/92, dated 16-04-1992 (E-Wing's note dated 29-11-2007 on File No. 1/8/2002-Manuals-PPARC- Review of Estacode).

\* Ins. *vide* Estt. Div.'s Notification No. SRO 258(1)/92, dated 16-04-1992 (E-Wing's note dated 29-11-2007 on File No. 1/8/2002-Manuals-PPARC- Review of Estacode).



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

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

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

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

**10. Liability to serve.-** A member of the Service shall be liable to serve anywhere in Pakistan in any post and to hold, if he is so directed, more than one post at the same time.

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

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

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

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

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

Provided that, if the date of regular appointment of officers of two or

more Provinces be the same, their seniority inter se shall be determined on the basis of their date of regular appointment to the post of Superintendent of Police;

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

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

*[Authority: Estab. Div. Notification No. SRO 1033(1)85, dated 23.10.1985 as amended upto 9.10.1988 vide Estt. Div. Notification No. SRO NO. 1034(1)98, dated 9.10.1998].*

**SCHEDULE**  
**THE POLICE SERVICE OF PAKISTAN**  
**\*CADRE STRENGTH**  
[See rules 4 & 7]

**I. THE FEDERATION**

1. Senior posts:

(A)	Islamabad Capital Territory:-	
	Inspector General of Police.....	1
	Senior Superintendent of Police..	1
	Superintendent of Police.....	1
	Assistant Inspector General of	

\* The principles of seniority stand replaced by Civil Servants (Seniority) Rules, 1993, (Sl.No. 147, Chapter-2). However, in this case the rules at Sl. No. 11 Chapter 7, apply.

\* The nomenclature of posts borne on the cadre of PSP is reflected in Schedule attached to PSP (Composition Cadre and Seniority) Rules, 1985. After the issuance of Police Order, 2002 substantial changes have occurred in the posts tenable by PSP officers. However, its incorporation in the Schedule is yet to be finalized by CP Wing, Establishment Division.

**[Source: E-Wing's note dated 29-11-2007 on File No. 1/8/2002-Manuals-PPARC, Review of Estacode.**

	Police.....	1
(B)	Bureau of Police Research and Development:-	
	Director General (I.G.)	1
	Directors (D.I.G.)	2
	Deputy Director (S.P.)	1
(C)	Federal Control Room:-	
	Director, (OSD) Security (D.I.G.)	1
	Deputy Directors (S.P.)	6
(D)	Special Security Cell:-	
	Director (D.I.G.)	1
	Deputy Directors (S.P.)	4
(E)	Intelligence Bureau:-	
	Director	1
	Joint Directors	4
	Deputy Directors	13
	Assistant Directors	35
(F)	Federal Investigation Agency:-	
	Director General	1
	Additional Director General	1
	Directors	8
	Deputy Directors	25
(G)	Pakistan Railway Police:-	
	Inspector General	1
	Deputy Inspector General	1
	Assistant Inspector General (S.P.)	7
(H)	Pakistan Narcotics Control Board:-	
	Chairman	1
	Directors	5
	Deputy Directors	5
(I)	States and Frontier Regions	
	Division:-	
	Commandant, Frontier Constabulary (Addl. I.G.)	1
	Deputy Commandant, Frontier Constabulary	1
	District Officers, Frontier Constabulary	9

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

## II. THE PUNJAB

### 1. Senior posts:

Inspector General of Police* .....	1
Addl. Inspectors General of Police.....	2
Commandant, Police Training College, Sihala.....	1
Dy. Inspectors General of Police.....	13
Ranges.....	8
(Rawalpindi, Gujranwala, Lahore, Sargodha, Faisalabad, Multan, Bahawalpur and Dera Ghazi Khan).	
Crime.....	1

\* Added & Subs. *vide* Estt. Division Notification No. S.R.O. No.1034(1)/98 dated 9-10-1998.

\* The post of IGP in the provinces has been renamed as Provincial Police Officer (PPO)

Headquarters.....	1
Traffic.....	1
Telecommunication & Transport.....	1
Commandant, Punjab Reserve Police.....	1
Assistant Inspectors General of Police..... (Finance, Establishment, Welfare, Legal and Training)	5
Senior Superintendents of Police..... (Rawalpindi, Lahore, Faisalabad, Multan and Gujranwala).	5
District Superintendents of Police.....	29
(Kasur, Sheikhpura, Attock, Jhelum, Sargodha, Khushab, Mianwali, Bhakhar, Vehari, Sahiwal, Okara, Muzaffargarh, Bahawalpur, Bahawal Nagar, Rahim Yar Khan, Khanewal, Sialkot, Gujrat, Chakwal, Toba Tek Sing, Jhang, D.G. Khan, Rajan-pur, Leiah and Lahore (Administration, Headquarter, City Cantonment, and Traffic).	
Superintendents of Police, Special Branch.....	8
Lahore.....	6
Rawalpindi.....	1
Faisalabad.....	1
Superintendents of Police Prov. Crime (Crimes Branch).....	2
Superintendent of Police, Telecommunication..	1
Superintendent of Police, Motor Transport.....	1
Superintendents of Police, Control Room.....	3
Addl. Superintendents of Police..... (Faisalabad, Rawalpindi, Gujranwala, Multan, Sahiwal, Sargodha and Bahawal- pur).	7
Deputy Commandant, Punjab Reserve Police....	1
Deputy Commandant, Police Training College, Sihala.....	1
<b>➤ Total Number of Senior Posts:</b>	<b>80</b>
No. of posts to be filled by appointment of Provincial Police officers at 40% of total number of senior posts(80).....	32

2. Leave, deputation and training reserve at 40%

	<u>of the number of senior posts(80).....</u>	32
3.	<u>Junior posts for ordinary duties.....</u>	50
	➤ <b>Total authorised strength of the Punjab.....</b>	<b>162</b>

### III. SINDH

#### 1. Senior posts:

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

\* Renamed as Provincial Police Officer (PPO)

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

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

##### I. Senior posts:

Inspector General of Police* .....	1
Deputy Inspectors General of Police..	7
Ranges.....	5
(Peshawar, D.I. Khan, Malakand Hazara, and Kohat).	
Headquarters.....	1
Special Branch.....	1
Assistant Inspectors General of Police.....	3
(Traffic, Crime and Telecommunication)	
Senior Superintendents of Police.....	2
(Peshawar and Abbottabad).	
District Superintendents of Police.....	13
(H.Q.Peshawar (Rural), Peshawar (Urban), Mardan, Kohat, D.I. Khan, Bannu, Dir, Swat, Chitral, Mansehra, Kohistan and Karak).	
Superintendents of Police, Special Branch.....	4
(Political, Security, Survey and Special Cell)	
Superintendent of Police, Crime.....	1
Superintendent of Police, Traffic.....	1
Addl. Superintendent of Police, Abbottabad...	1
Principal, Police Training School, Hangu.....	1
Director, Forensic Science Laboratory (Crime Branch).....	1
S.P., Joint Investigation Team (JIT).....	1
S.P.,(Task Force).....	1
<b>Total Number of Senior Posts</b>	<b>37</b>

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\* Renamed as Provincial Police Officer (PPO)

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

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

### V. BALOCHISTAN

#### 1. Senior posts:

Inspector General of Police* .....	1
Deputy Inspectors General of Police...	4
Ranges .....	3
(Quetta, Sibi and Kalat)	
Special Branch .....	1
Assistant Inspectors General of Police....	2
Senior Superintendent of Police.....	1
District Superintendents of Police	7
Sibi, Kalat, Mekran, Lasbella, Loralai, Pishin and Nasirabad).	
Superintendent of Police, Special Branch.....	1
Superintendent of Police, Crime Branch.....	1
Superintendent of Police, Telecommunication.	1
Superintendent of Police, Motor Transport...	1
Superintendent of Police, Special Investigation Cell (SB).....	1
Commandant, Baluchistan Reserve Police.....	1
Principal, Police Training School, Quetta.....	1

**Total Number of Senior Posts: 22**

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

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

\* Renamed as Provincial Police Officer (PPO)



Balochistan.....

37

**VI. TOTAL CADRE STRENGTH ..****\*590**

[Note: The case for revision of Cadre Strength of PSP is under process and has not yet been notified. The sanctioned cadre strength of PSP is 590 as per Schedule attached with Police Service of Pakistan (Composition, Cadre and Seniority Rules, 1985) Ref. Estt. Div.'s OM No. F.3/1/86(Pt)-CP-II, dated 23-06-2007].

Sl. No. 14

**Increase in Quota Reserved for Provincial Police Officers**

The 1/3 quota reserved for Provincial Police officers of the senior cadre posts in Provinces has been increased to 40 per cent \*\* with the approval of the Secretary Establishment Division. No formal orders have so far been notified.

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

Sl. No. 15

**The Police Order, 2002****[Extracts, from the Police Order, 2002]**

In pursuance of the Proclamation of Emergency of the fourteenth day of October, 1999, and the Provisional Constitution Order No. 1 of 1999, and in exercise of all powers enabling him in that behalf, the Chief Executive of the Islamic Republic of Pakistan is pleased to make and promulgate the following Order:-

CHAPTER I  
PRELIMINARY

1. **1. Short title, extent and commencement.** – (1) This Order may be called the Police Order, 2002.

2. **2. Definitions.-**

(xxv) 'senior ranks' means members of the police above the rank of Inspector as set out in the First Schedule;

**FIRST SCHEDULE  
SENIOR AND JUNIOR RANKS  
[Article 2 (xiii) and Article 2 (xxv)]**

3. 1. Senior Police Ranks

- (i) Inspector-General
- (ii) Additional Inspector General
- (iii) Deputy Inspector General
- (iv) Assistant Inspector General/Senior Superintendent
- (v) Superintendent

\* Subs vide Estt. Division Notification No. S.R.O.1034(1)/98, dated 9-10-1998.

\*\* Also see rule 7 of Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985 (**Annex** to Sl. No. 13). Formal orders mentioned herein, therefore, stand issued vide rule 7, as mentioned.

(vi) Assistant Superintendent/Deputy Superintendent

**CHAPTER III  
CONSTITUTION AND ORGANIZATION OF THE  
POLICE**

**4. 6. Separate police establishment for each general police area.** – The Government shall maintain a separate police establishment for every general police area.

**5. 7. Constitution of police.** - (1) The police establishment for each general police area shall consist of such numbers in the senior and junior ranks and have such organization as the Government may from time to time determine.

(2) The recruitment criteria, Pay and Allowances and all other conditions of service of the police shall be such as the Government may from time to time determine.

(3) The recruitment in the police other than ministerial and specialist cadres shall be in the rank of Constable, Assistant Sub-Inspector and Assistant Superintendent of Police:

Provided that selection for direct recruitment in the rank of Assistant Sub-Inspector shall be through the appropriate Public Service Commission and shall not exceed twenty-five percent of total posts in that rank:

Provided further that 25% of the quota for departmental promotions to the rank of Assistant Sub-Inspector shall be filled, subject to rules, through selection by the appropriate Public Service Commission from graduate Constables or Head Constables of clean record.

(4) The recruitment in the rank of Assistant Superintendent of Police shall be through the Federal Public Service Commission on all Pakistan basis.

(5) The recruitment in the rank of Constable and Assistant Sub-Inspector shall be on the basis of the district of domicile which for all service matters shall be their administrative unit up to the rank of Deputy Superintendent of Police and only such officers shall be posted to their district of domicile for field assignments. There will be no such bar on the posting of officers of other districts for investigation, traffic, security, reserve, and intelligence duties. Subject to rules, Inspectors and Deputy Superintendents of Police shall be promoted on the basis of provincial seniority.

(6) Every police officer while on police duty shall have all the powers and privileges of a police officer throughout Pakistan and be liable to serve at any time in any branch, division, bureau and section.

**6. 8. Police to be organized on functional basis.** - (1) The police establishment constituted under Article 7 shall, as far as practicable, be organised on functional basis into branches, divisions, bureaus and sections.

(2) The branches, divisions, bureaus and sections referred to in clause (1) may include -

- (a) Investigation;
- (b) Intelligence;
- (c) Watch and Ward;
- (d) Reserve Police;
- (e) Police Accountability;
- (f) Personnel Management;
- (g) Education and Training;
- (h) Finance and Internal Audit;
- (i) Crime Prevention;
- (j) Crime against women;
- (k) Traffic Planning and Management;
- (l) Criminal Identification;
- (m) Information Technology;
- (n) Transport;
- (o) Research and Development;
- (p) Legal Affairs;
- (q) Welfare;
- (r) Estate Management.

(3) The specialist investigators shall be operationally responsible to the officer in-charge of the investigation branch.

(4) Every police officer shall be liable for posting to any branch, division, bureau and section, or anywhere in or outside the police.

(5) Posting to any specialist branch, division, bureau or section shall be subject to necessary training and experience in accordance with the rules.

**7. 9. Superintendence of police.** - (1) The superintendence of police throughout a general police area shall vest in the appropriate Government.

(2) The power of superintendence under clause (1) shall be so exercised as to ensure that police performs its duties efficiently and strictly in accordance with law.

**8. 10. Administration of the police.** - (1) Administration of police in a general police area shall vest in the Provincial Police Officer, Capital City Police Officer or City Police Officer posted under Article 11, or Article 15, as the case may be.

(2) The Provincial Police Officer, Capital City Police Officer and City Police Officer, as the case may be, shall exercise such powers and perform such functions and duties and shall have such responsibilities as may be provided by or under this Order and any other law for the time being in force.

(3) The police officers mentioned in clause (1) may for direction and control issue standing orders not inconsistent with the Order or rules made hereunder for the efficient functioning of the police.

(4) Provincial Police Officer shall prepare a provincial annual policing

plan for review by the Provincial Public Safety \* [and Police Complaints] Commission. The plan shall include -

- (a) objectives of policing;
- (b) financial resources likely to be available during the year;
- (c) targets; and
- (d) mechanism for achieving these targets.

**9. 11. Posting of Provincial Police Officer, Capital City Police Officer and Head of Federal Law Enforcement Agency.** - (1) The Provincial Government shall, out of a panel of three police officers recommended \*\* [\*\*\*] by the Federal Government, post a police officer of the rank of Inspector General of Police as Provincial Police Officer of the Province:

Provided that before a police officer is posted as Provincial Police Officer under clause (1) the Federal Government shall place his services at the disposal of the Provincial Government.

(2) The Federal Government in the case of Islamabad Capital Territory and the Provincial Government in the case of Capital City District shall post a police officer not below the rank of Additional Inspector General of Police as Capital City Police officer out of three officers recommended by the National Public Safety Commission, or on the recommendation of the Provincial Police Officer, as the case may be.

(3) The Federal Government shall, out of a panel of three suitable police officers recommended by the National Public Safety Commission post head of a Federal Investigation Agency, Pakistan Railway Police, Pakistan Motorway and Highway Police and Frontier Constabulary.

(4) During temporary absence of the police officers mentioned under clause (1) and clause (2) the next senior officer may exercise all or any of the powers, perform all or any of the functions and duties, and discharge all or any of the responsibilities of the Provincial Police Officer, or Capital City Police Officer, as the case may be.

(5) The Provincial Police Officer, posted under clause (1) shall have administrative and financial powers as *ex-officio* Secretary to the Provincial Government and other powers under this Order, or any other law for the time being in force and Islamabad Capital City Police Officer posted under clause (2) shall have the same administrative and financial powers.

(6) Subject to job description of each post under the rules, the police officers mentioned in clauses (1) and (2) may, by a general or special order, empower any officer subordinate to him to exercise and perform all or any of the powers, functions or duties to be exercised or performed under this Order.

**10. 12. Term of office of Provincial Police Officer, Capital City Police Officer and Head of a Federal Law Enforcement Agency.** - (1) The term of office of Provincial Police Officer, Capital City Police Officer and Head of a Federal Law

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\* Inserted *vide* the Police Order (Third Amendment) Ordinance, 2005.

\*\* The words "by the National Public Safety Commission from a list provided" omitted *vide* *ibid*.

Enforcement Agency posted under Article 11 shall be three years from the date of his posting.

<sup>\*</sup>(2) The Provincial Government may, with the approval of the Federal Government, repatriate, or the Federal Government may, on its own accord, recall, a Provincial Police Officer.

(3) The Provincial Public Safety and Police Complaints Commission may, for reasons to be recorded in writing, recommend to the Provincial Government for repatriation of the Provincial Police Officer before the expiry of his term of office and the Provincial Government may thereupon move the Federal Government for his repatriation in accordance with clause (2).]

(4) The Federal Government may with the agreement of National Public Safety Commission transfer Islamabad Capital City Police officer and Head of a Federal Law Enforcement Agency before the expiry of his tenure.

(5) The Federal Government or the National Public Safety Commission may initiate premature transfer of the officer mentioned in clause (4) for unsatisfactory performance of duties:

<sup>\*\*</sup>Provided that before initiating such transfer, the Commission shall give the concerned officer an opportunity of being heard in person.]

(6) <sup>\*</sup> [ \*\*\*\* ]

**11. 13. Posting of Additional Inspectors General of Police.** - The Government may post such number of Additional Inspectors General of Police to assist the, Provincial Police Officer, or Capital City Police Officer, as the case may be, in the efficient performance of his duties as it may deem fit, in consultation with the Provincial Police Officer, or Capital City Police Officer, as the case may be.

**12. 14. Appointment of experts.** – (1) The Government may, on recommendation of the appropriate Public Service Commission, appoint one or more experts to assist the Provincial Police Officer and Capital City Police Officer or City Police Officer.

(2) The qualifications, eligibility, terms and conditions of service of experts shall be as prescribed.

**13. 15. Posting of City Police Officer and District Police Officer.** - (1) The Provincial Police Officer may post a City Police Officer for a city district notified as a

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<sup>\*</sup> Clause (2) and (3) “(2) The Provincial Government, with agreement of Provincial Public Safety Commission and the Capital City Public Safety Commission may transfer the Provincial Police Officer or Capital City Police Officer before the expiry of his tenure as the case may be.

(3) The Provincial Government or the respective Public Safety Commission may initiate the case of premature transfer of the officers mentioned in clause (2) for unsatisfactory performance of duties” substituted *vide* the Police Order (Third Amendment) Ordinance, 2005.

<sup>\*\*</sup> The proviso “Provided that before premature transfer of the officers mentioned in clause (3) and clause (5) the appropriate Commission shall give the concerned officer an opportunity of being heard in person” substituted *vide ibid*.

<sup>\*</sup> Clause “(6) The Federal Government may with the agreement of the National Public Safety Commission recall a Provincial Police Officer or the Capital City Police Officer” omitted *vide ibid*.

general police area and the District Police Officer in a district within a general police area \*\* [with the approval of] the Government.

(2) The term of office of City Police Officer or District Police Officer, as the case may be, shall be three years from the date of his posting.

\*\*\*[(3) Under exceptional circumstances due to exigency of service or on grounds of misconduct and inefficiency which warrant major penalty under the relevant rules, the City Police Officer or District Police Officer may be transferred, with the approval of the Government, before completion of the term of office.]

**14. 16. Administration of police in a district.-** (1) Subject to this Order, the administration of police throughout a district, other than a capital city district and a city district, shall vest in a District Police Officer posted under Article 15.

(2) The District Police Officer may delegate any of his powers and functions conferred on him to a Superintendent of Police, Assistant or Deputy Superintendent of Police posted under Article 17.

(3) The Capital City Police Officer and the City Police Officer shall have administrative and financial powers of the head of an attached department.

(4) A Capital City Police Officer posted under article 11 and a City Police Officer posted under Article 15 shall exercise the powers vested in them under clause (3) above and Article 10 subject to the operational control by the Provincial Police Officer.

**15. 17. Posting of Deputy Inspector General, Senior Superintendent, Superintendent, Assistant Superintendent, Deputy Superintendent. -** (1) Subject to this Order, the Government shall post in consultation with Provincial Police Officer, or Capital City Police Officer, as the case may be, for any part of a general police area or for police headquarters, such number of Deputy Inspector General of Police as it may deem fit.

(2) Provincial Police Officer or the Capital City Police Officer shall post Senior Superintendents, Superintendents, Assistant and Deputy Superintendents of Police in the general police area.

(3) Every officer posted under clause (1) and clause (2) shall exercise and perform such powers, functions and duties, as assigned to him under this Order, or any other law for the time being in force.

**16. 18. Posting of head of investigation. -** (1) The head of investigation in a general Police area other than the Capital City District or the City District shall be of the rank of Additional Inspector General of Police.

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\*\* The words "in consultation with the" substituted *vide* the Police Order (Third Amendment) Ordinance, 2005.

\*\*\* Clause "(3) The City Police Officer or District Police Officer may be transferred before completion of normal tenure of three years on specific grounds such as inefficiency and ineffectiveness with the concurrence both of the Zila Nazim and the District Public Safety Commission, after he has been heard in person by the District Public Safety Commission" substituted *vide* *ibid*.

(2) The head of investigation in a Capital City District or City District shall not be below the rank of Senior Superintendent of Police.

(3) The head of investigation in a District shall not be below the rank of Superintendent of Police and shall be responsible to his own hierarchy subject to general control of the District Police Officer [.]

\*\*[Provided that the Investigation Wing shall be located within the Police Station and shall be responsible to its own hierarchy in the District under the general control of Officer-in-charge of the Police Station.]

(4) All registered cases shall be investigated by the investigation staff in the district under the supervision of the head of investigation:

Provided that the Government may, by a special or general order, may entrust investigation of offences under Local and Special Laws as defined in the Pakistan Penal Code and punishable with imprisonment for a term not exceeding three years with or without any other punishment, to the police station staff.

(5) The District Police Officer shall not interfere with the process of investigation. The head of investigation shall however keep the District Police Officer informed of the progress of all cases which have a bearing on public order. The District Police Officer shall provide full support to the Head of investigation in the performance of his duties.

(6) Investigation shall not be changed except after due deliberations and recommendations by a board headed by an officer not below the rank of Senior Superintendent of Police and two Superintendents of Police, one being in-charge of the investigation of the concerned district:

Provided that the final order for the change of investigation shall be passed by head of investigation in the general police area who shall record reasons for change of such investigation:

Provided further that the second change of investigation may only be allowed with the approval of the Provincial Police Officer, or the Capital City Police Officer, as the case may be.

\***[Explanation.-** For the purpose of this Article, “general control” means the relationship between the authority of the officer-in-charge of Investigation in a District or a Police Station and the District Police Officer and officer-in-charge of the Police Station, as the case may be. This relationship requires full support to the officer-in-charge of Investigation in the performance of his duties and officer-in-charge of Investigation shall coordinate with the District Police Officer or officer-in-charge of the

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\* The “full stop” substituted *vide* the Police Order (Third Amendment) Ordinance, 2005.

\*\* Added *vide* *ibid*.

\* Added *vide* the Police Order (Third Amendment) Ordinance, 2005.

police station, as the case may be, and provide information to him on all matters which have a bearing on watch and ward and public order functions. Any directions in this regard by the officer vested with general control shall not explicitly or impliedly interfere in the conduct of investigation or transfer of investigation and diversion of manpower or resources of Investigation to other police functions.]

**17. 19. Appointment of Director of Police Communications etc.** - Subject to rules, Provincial Police Officer, or Capital City Police Officer, or City Police Officer, as the case may be, may appoint Director of Wireless, Motor Transport and Computer for the whole of the general police area or for any part thereof and such number of officers and staff as may be determined from time to time.

**18. 20. Posting of heads of police training institutions.** - (1) The Federal Government shall post a police officer of the rank of Inspector General of Police as Commandant of the National Police Academy.

(2) Provincial Police Officer or Capital City Police Officer may post an officer not below the rank of Deputy Inspector General of Police as Commandant of the police training college and an officer not below the rank of Senior Superintendent of Police as Principal of each police training school within the general police area under his charge.

**19. 21. Constitution of regions and divisions etc.** - (1) The Provincial Police Officer may with the approval of the Government constitute police regions.

\*\*(2) The Provincial Police Officer, Capital City Police Officer or the City Police Officer may, with the approval of the Government,-

- (i) divide districts into police divisions, sub-divisions and police stations;
- (ii) sub-divide police stations into police posts; and
- (iii) define the limits and extent of such divisions, sub-divisions, police stations and police posts:]

Provided that the limits and extent of such divisions, police stations and police posts shall, as far as practicable, be coterminus with the limits of Tehsils, or Town in a city district and Unions.

(3) A police region under clause (1) shall be headed by a police officer not below the rank of Deputy Inspector General of Police:

Provided that where the size of police establishment is more than ten thousand the region shall be headed by a police officer not below the rank of Additional Inspector General of Police.

(4) A police division shall be under an officer not below the rank of a Superintendent of Police; a police sub-division under an officer not below the rank of

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\*\* Clause "(2) Within the budgetary allocations, Provincial Police Officer, Capital City Police Officer, or the City Police Officer, as the case may be, may: -

- (a) divide districts into police divisions, sub divisions and police stations;
- (b) sub-divide the police stations into police posts; and
- (c) define the limits and extent of such-divisions, sub divisions, police stations and police posts" substituted *vide ibid.*



an Assistant or Deputy Superintendent of Police; and a police station shall be under an officer of the rank of Inspector of Police:

Provided that an officer of the rank of Assistant Superintendent of Police may be posted as head of a police station, assisted by Inspectors as officer incharge in selected police stations \*[:]

\*\*[Provided further that the term of office of an officer under whom a police division, sub-division or police station respectively is placed shall be the same as that of Head of District Police from the date of posting and any transfer before completion of his term of office will only take place due to exigency of service or misconduct warranting major penalty.]

**20. 22. Transfer to other police establishment.** - Subject to rules, the appropriate Government may transfer any police officer appointed under this Order from police constituted for one general police area to another.

**21. 23.Oath or affirmation by members of police.** – (1) Every member of the police shall on appointment make and subscribe before Provincial Police Officer or Capital City Police Officer or City Police Officer, or head of a training institution, an oath or affirmation according to the form set out in the second Schedule.

(2) Assistant Superintendents of Police shall make and subscribe to the said oath or affirmation before Commandant, National Police Academy.

**22. 24. Suspension of police officer.** - (1) Subject to rules, the authority or an officer authorised in this behalf by the authority shall have power to suspend a member of police.

(2) The powers and functions vested in a member of police shall remain suspended while such officer is under suspension:

Provided that notwithstanding his suspension such member shall not cease to be a member of police and shall continue to be subject to the control of the same authorities to which he would have been, but for his suspension.

**23. 27. General powers of Provincial Police Officer etc.** - Subject to this Order and rules made there-under, Provincial Police Officer and Head of District Police, as the case may be, shall within their respective spheres of authority, direct and regulate all matters of recruitment, training, postings, transfers, promotions, arms, drill, discipline, clothing, distribution of duties, and any other matter concerning the efficient fulfilment of duties by the police under his control.

**24. 28. Powers of Provincial Police Officer, Capital City Police Officer and City**

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\* The "full stop" substituted *vide* the Police Order (Third Amendment) Ordinance, 2005.

\*\* Added *vide* *ibid*.

**Police Officer concerning police accounts.** - (1) Provincial Police Officer, Capital City Police Officer or City Police Officer shall have authority to investigate and regulate all matters of accounts connected with the police and all persons concerned shall be bound to give reasonable aid and facilities in conducting such investigation and to conform to his orders consequent thereto.

(2) The power of Provincial Police Officer, Capital City Police Officer and City Police Officer to regulate accounts under clause (1) shall be without prejudice to the Auditor General's authority to audit police accounts.

*(Authority: Police Order, 2002 as amended upto December, 2006)*

Sl. No. 16

### **Framework of Rules and Procedure applicable to Postal Group**

In continuation of Establishment Division Office Memorandum No. 6/2/75-ARC, dated the 8th May, 1975 (Sl. No. 1), it has been decided to constitute another Occupational Group to be called the "Postal Group", comprising all posts in the Pakistan Post Office Department (except the Accounts Posts) and such other posts as may be included in the Group from time to time. The administrative control of the group will vest in the Ministry of Communications and will function within the following broad framework of rules and procedure.

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

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

4. *Grade 18 and above.*- The officers in Grade 18 and above in the Department will be administered as hitherto. The procedure for promotions and other matters as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 will be observed.

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

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\* See footnote \*\* on Sl. No.1.

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

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

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

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

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

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

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

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

examination and 35 years for subsequent examinations.

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

10. The existing arrangements with regard to personnel management in respect of various posts included in the Postal Group will continue. The Director General, Pakistan Post Office, will be responsible for the smooth implementation of the above instructions. He will prepare a scale-wise seniority list of all officers in Grade 16 and above, while the respective Post Masters General will prepare, issue and maintain seniority lists of official of Grade 15 and below as hitherto. The Director General will submit periodical reports to the Establishment Secretary. Any major difficulties which may arise in implementation of these instructions will be resolved in a meeting of the Establishment Secretary, Secretary, Ministry of Communications and the Director General, Pakistan Post Office.

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

Sl. No. 17

### **Framework of Rules and Procedure applicable to Secretariat Group**

In continuation of the Establishment Division Office Memorandum No. 1/2/75-ARC, dated the 27th January, 1975 (Sl. No. 10), it has been decided to constitute another occupational group to be called the "Secretariat Group". The Group will comprise posts of Deputy Secretary and above in the Federal Secretariat and such posts in the Provincial Secretariats as are borne on the cadre of All-Pakistan Unified Grades.

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

3. *Deputy Secretary.*- Appointment to the post of Deputy Secretary will be made in accordance with the following methods:-

- (i) By promotion of Grade 18 officers of the Office Management Group and the Secretariat Group on the recommendations of the Central Selection Board.
- \* (ii) By horizontal movement from other Occupational Groups of Grade 19 Officers who have been recommended by the Ministries/ Divisions/Departments or Provincial Governments and have been found fit by the Central Selection Board.

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

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

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

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

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

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

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

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

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

10. *Additional Secretaries and Secretaries*.- The seniority of Additional Secretaries and Secretaries will be determined from the date of continuous regular

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\*\* Omitted *vide* Estt. Division OM No. 2/2/75-ARC, dated 7.5.1976

\*\*\* Add Sr. JS. (BPS 21).

officiation in Grade 21 or 22 as the case may be.

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

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

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

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

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

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

Sl. No. 18

**Eligibility of Officers for Appointment in Secretariat Posts**

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

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

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

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

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

Sl. No. 19

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\* Chapter 1, Sl. No. 2, Vol. I.

\*\* BPS.

\* BPS.

## **Seniority of Joint Secretaries and Holders of Former Senior Administrative Grade**

According to para 10 of the Establishment Division Office Memorandum No. 2/2/75-ARC, dated 21st February, 1975\*\*, the seniority of Joint Secretary which is a post in Grade\* 20 will be determined from the date of his continuous regular officiation in Grade\* 20. Some doubt seems to exist about the correct interpretation of this provision. The provision is explained below.

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

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

## **II. CHANGE OF OCCUPATIONAL GROUPS/SERVICES**

Sl. No. 20

### **Change of Occupational Groups/Services – Compliance with Instructions**

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

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

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

Sl. No. 20-A

### **Change of Occupational Group Prohibition Against Mutual Exchange**

The Prime Minister has been pleased to direct that any request(s)/application(s) for mutual exchange of officers from one Occupational Group/Service to another shall not be entertained. It has also been decided that Government Servants (Applications for Services and Posts) Rules, 1966\* be strictly observed, without exception.

2. Strict compliance by all concerned is requested.

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\*\* Referred to at para 15, Sl. No. 17.

\* Chapter 3, Sl. No. 18, Vol. I.

[*Authority: Estt. Div.'s OM No. 1/4/98-T.V. dated 19-11-1998*]

Sl. No. 21

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

In partial modification of Establishment Division's Office Memoranda (listed at Serial No. 1-11 at **Annex**), the government has decided that, notwithstanding the provisions relating to the training of probationers of occupational groups/services contained in the said office memoranda, the probationers of one or more groups/services may henceforth be required to undergo and successfully complete their initial training separately or collectively, as the case may be, at one or more training institutions and places, as may be specified by government from time to time. It may be further stated that initial training shall be followed by respective departmental specialized or on-the-job training, as the case may be, for these occupational groups/services.

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

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

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

**(ANNEX)**

(See Sl. No. 21)

**PROVISIONS RELATING TO THE TRAINING OF PROBATIONERS**

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Name of the Group/Service	Reference to the paragraph and the Estab. Division O.M. containing the provisions.
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1. \* Accounts Group    Paragraph 4(e) of O.M.No.1/2/74-ARC, dated 23-1-1974

\*\* Sl. No. 85, Chapter 9, Vol. II; See also Sl. No. 185, Removal from Service (Special Powers), Ordinance, 2000, Vol. II.

\* Pakistan Audit and Accounts Service, Sl. No.12.



constituting the Group\*. (Sl. No. 12).

2. Commerce & Trade Group Paragraph 4 of O.M. No. 6/2/75-ARC, dated 8-5-1975 constituting the Group. (Sl. No. 1).
  3. Customs & Excise Group Paragraph 3 of O.M. No.5/2/75-ARC, dated 9-5-1975 constituting the Group. (Sl. No. 2).
  4. District Management Group Paragraph 3 of O.M.No.2/2/74-ARC, dated 23-2-1974 constituting the Group. (Sl. No. 3).
  5. Foreign Service of Pakistan Paragraph 3 of O.M.No.3/2/74-ARC, dated 8-4-1974 constituting the service/Group. (Sl. No. 6)
  6. Income Tax Group Paragraph 3 of O.M. No.4/2/75-ARC,dated 9-5-1975 constituting the Group. (Sl. No. 7).
  7. Information Group Paragraph 4 of O.M. No. 2/8/75-ARC, dated 17-6-1977 constituting the Group. (Sl. No. 8).
  8. Military Lands and Cantonment Group Paragraph 4 of O.M. No.9/2/75-ARC, dated 11-5-1975 constituting the Group (Sl. No. 9).
  9. Office Management Group Paragraph 8(a) of O.M.No.1/2/75-ARC, dated 27.1.1975 constituting the Group. (Sl. No. 10).
  10. Police Service of Pakistan Paragraph 3 of 3/2/75-ARC, dated 31.5.1975 constituting the Group/Service. (Sl. No. 13).
  11. Postal Group Paragraph 3 of O.M. No. 3/2/75-ARC, dated 30.5.1975 constituting the Group. (Sl. No. 16).
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