

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

No.F.8/36/2000-R.1

Islamabad, the 20th January, 2001

OFFICE MEMORANDUM

Subject: UP-GRADATION/REDESIGNATION OF POSTS.

The undersigned is directed to say that, on a Summary submitted recently to the Chief Executive, he has been pleased to approve the policy for up-gradation/redesignation of posts as indicated in the succeeding paragraphs.

2. Henceforth, the up-gradation of posts shall be considered in the following cases only:-

- (a) When it is considered necessary to up-grade certain posts in order to rationalize the administrative structure of a Ministry/Division or a Department to make it more effective or to bring about uniformity of pay scales of similar posts in different organizations.
- (b) Where the duties and responsibilities attached to a post have considerably increased.
- (c) where pay scale of a post is considered grossly incommensurate with the qualifications and experience prescribed for appointment to that post.
- (d) Up-gradation of a post on personal basis may not be allowed except if any officer, already holding on regular basis a higher grade post, is posted against a post, carrying lower grade, due to exigencies of service.

3. Subject to the observance of the parameters referred to in sub-paras (a)-(d) above, the future proposals for the up-gradation/re-designation of posts shall be processed as under:-

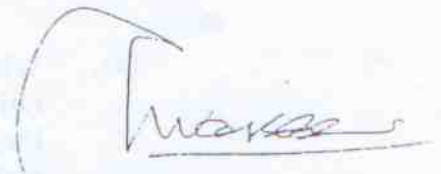
- (i) The cases for up-gradation/re-designation of the posts in BS-1 to 19 will be decided by the Finance Division in consultation with the Establishment Division. However, the decision about the proposed up-gradation/re-designation of posts in BPS-1 to 19 will be taken at the level of Secretary, Finance Division and the Secretary, Establishment Division.

- (ii) Cases of up-gradation/re-designation of posts in BPS-20 and above will be submitted to the Chief Executive for approval but after seeking the concurrence of the Finance Division and the Establishment Division.

4. It may also be pointed out that the up-gradation of posts does not mean automatic up-gradation of the incumbents of these posts as well. In fact, the appointment against the up-graded post is required to be made in the manner prescribed in the Recruitment Rules for that particular post and with the approval of the competent authority therefor.

5. The above instructions may please be noted by the Ministries/Division for strict compliance thereof.

6. This supersedes Establishment Division's O.M. No.8/130/91-R.1, dated 12<sup>th</sup> May, 1992 on the subject of 'up-gradation of posts.'



( NASEER UDDIN )  
Joint Secretary(R)

All Ministries/Divisions

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
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No.8/36/2000-R.1

Islamabad, the 3rd February, 2001

OFFICE MEMORANDUM

Subject: UP-GRADATION/RE-DESIGNATION OF POSTS.

The undersigned is directed to refer to this Division's O.M. of even number, dated 20<sup>th</sup> January, 2001, on the above subject and to state that para 4 of the said O.M. is substituted as under:-

"When the competent authority approves the up-gradation of a post in the situations mentioned in sub-paras (a), (b) and (c) of para 2, appointment to the up-graded post should be made in accordance with the provisions of the Civil Servants (Appointments, Promotion and Transfer) Rules, 1973, and the specific rules which regulate appointment to the post."

2. So far as para 6 of the O.M. dated 20-1-2001 (referred to above) is concerned, it may kindly be treated as deleted.

  
( NASEER UDDIN )  
Joint Secretary(R)

All Ministries/Divisions



D.O.No. 8/36/2000/R-I  
GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

Hikhar Ahmed,  
Acting Secretary,  
Tele: 9212118

Islamabad, the 31<sup>st</sup> December, 2008.

Subject:- APPOINTMENT TO UPGRADED POSTS.

My dear Secretary


Kindly refer to the Establishment Division's O.M. No. 8/36/2000-R-I dated 20-1-2001 containing policy of upgradation/re-designation of posts and to state as under:-

- (i) The instructions contained in Establishment Division's O.M.No.8/36/2000-R-I dated 20-1-2001 as amended on 3.2.2001 provide that when the competent authority approves the up-gradation of a post on regular basis, appointment to the upgraded post should be made in accordance with the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, and the specific rules which regulate appointment to the post.
- (ii) The instructions contained in Establishment Division's O.M.No.8/10/83-R-I dated 6.3.1983 and O.M.No.8/130/91-R-I dated 12.5.1992 provide that *upgradation of a post does not mean automatic upgradation of its incumbent. Appointment to upgraded post will have to be made in the manner prescribed for that post. If a post is upgraded with immediate effect, the incumbent would be left without any post (in his grade) until he is approved for appointment to higher grade.* Therefore, upgradation of posts made by the Ministries/Divisions/Departments etc. and appointments of their incumbents against such posts without going through the prescribed selection process or approval of the competent authority, are irregular.

2. It would be highly appreciated if the above mentioned instructions are complied with in letter and spirit in order to avoid administrative complications and future litigation.

With regards.

Yours sincerely,

  
(Hikhar Ahmed)

All Ministries/Divisions,  
Islamabad/Rawalpindi.