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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

CABINET SECRETARIAT

(Establishment Division)

NOTIFICATION

Islamabad, the 3rd December, 2019

S.R.O. 1493(I)/2019.— In exercise of the powers conferred by subsection (1) of section 25 of the Civil Servants Act, 1973 (LXXI of 1973) read with Notification No. S.R.O. 120(I)/98 dated the 27th February, 1998, the Prime Minister is pleased to make the following rules, namely:

1. **Short title, application and commencement.**— (1) These rules shall be called the Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019.

(2) These rules shall apply for promotion of civil servants to all posts in Basic Pay Scales 18 to 21 for the time being reserved for promotion in their respective cadres or services.

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(3) These rules shall come into force at once.

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

- (a) "Act" means the Civil Servants Act, 1973(LXXI of 1973);
- (b) "actualization" means assumption of charge of the higher post upon promotion;
- (c) "appointing authority" shall have the same meaning as assigned thereto in rule 2 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973;
- (d) "Central Selection Board" or "CSB" means a board constituted under clause (b) of rule 2 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 to consider promotion of civil servants to BPS-20/21 and equivalent;
- (e) "consideration for promotion" means consideration of a civil servant for promotion by the CSB, respective DSB or DPC irrespective of the recommendations made by such CSB, DSB or DPC resulting in his/her promotion, acting charge appointment, deferment or supersession;
- (f) "Departmental Selection Board" or "DSB" means a board constituted under clause (b) of rule 2 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 to consider promotion of civil servants to BPS-19 and equivalent;
- (g) "Departmental Promotion Committee" or "DPC" means a committee constituted under clause (d) of rule 2 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 to consider promotion of civil servants to BPS-18 and equivalent;
- (h) "deferment" means deferment of a civil servant for promotion, approved by the appointing authority on recommendations of the CSB, DSB or DPC, as the case may be, for reasons to be recorded in writing;
- (i) "dossier" means the detailed record and information with regard to an officer;
- (j) "field posting" means the posting of officers of Police Service of Pakistan or any particular occupational group or service against any particular post and in specified departments or organizations as notified by the Establishment Division through policy instructions;

- (k) "Government" means the Federal Government;
- (l) "mandatory training" means the training of an officer required for consideration of his/her promotion to a particular post or basic pay scale as provided in rule 19;
- (m) "promotion" means appointment by promotion as provided in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973;
- (n) "schedule" means schedule to these rules; and
- (o) "supersession" means the decision of the appointing authority on the recommendations of the CSB, DSB or DPC, as the case may be, to supersede an officer for promotion to a higher basic pay scale or post on a particular occasion.

(2) All other words and expressions used but not defined in these rules shall, unless the context otherwise requires, have the same meanings assigned thereto in the Constitution of the Islamic Republic of Pakistan, Civil Servants Act, 1973 (LXXI of 1973) and rules made thereunder.

3. Composition of CSB, DSB and DPC.—(1) The constitution of CSB and DSB shall be notified by the Establishment Division with the approval of Prime Minister.

(2) The DPC shall be constituted in accordance with rule 4 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

4. Consideration by CSB, DSB and DPC.—(1) The CSB, DSB or DPC, as the case may be, shall consider a civil servant for promotion in order of seniority and in accordance with these rules or the recruitment rules or the criteria specified for promotion to the particular post.

(2) While making consideration under sub-rule (1), the CSB, DSB or DPC, as the case may be, shall follow the provisions of these rules and guidelines set out in Schedule-I to these rules.

(3) Subject to availability of a post for the time being reserved for promotion, a civil servant shall be considered for promotion and after such consideration, he shall be recommended for—

- (a) promotion; or
- (b) appointment on acting charge basis; or
- (c) deferment; or
- (d) supersession.

(4) Subject to rule 8-B of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the consideration as well as recommendations of a civil servant for acting charge appointment shall be made in accordance with the manner of consideration of a civil servant for promotion.

5. Approval of recommendations by the appointing authority.—

(1) The recommendations made by the CSB, DSB or DPC shall have no effect unless approved by the appointing authority concerned.

(2) In case a civil servant is recommended for promotion by the CSB, DSB or DPC conditionally and such recommendations have been approved by the appointing authority, the promotion of such a civil servant shall be notified after the required conditions are fulfilled.

(3) The appointing authority shall have the powers to approve or reject or remand back the recommendations of the CSB, DSB or DPC.

(4) In case of rejection or remand back of any particular recommendations, the appointing authority shall record reasons for doing so.

(5) Recommendations of the CSB, DSB or DPC duly approved by the appointing authority if not actualized shall lapse after one year reckoned from the date of such approval by the appointing authority and such cases shall require re-submission for consideration by the CSB, DSB or DPC concerned, provided that the delay in such actualization is attributable to the officer recommended for promotion.

6. Eligibility criteria for consideration for promotion.— (1) The minimum criteria for consideration of promotion to various posts shall be —

- (a) fulfillment of length of service for promotion to any particular post or basic pay scale or grade that has been separately specified;

Provided that the conditions made by the President as reproduced in Schedule-II shall apply while calculating the length of service of the civil servant for his/her promotion;

- (b) satisfactory completion of mandatory training;
- (c) possession of qualification and experience and other conditions as prescribed in the relevant recruitment rules, if notified separately;
- (d) fulfillment of mandatory conditions of the rotation policy so specified for any service, group or cadre;
- (e) fulfillment of policy for field posting, if so specified for any service, group or cadre; and

(f) fulfillment of other terms and conditions for the time being in force.

(2) The minimum criteria under sub-rule(1) in no way shall vest the right whatsoever for promotion to a particular post.

7. Conditions for deferment. – On consideration for promotion in order of seniority, a civil servant shall be recommended for deferment, if—

- (a) the officer does not meet the eligibility criteria as contained in rule 6;
- (b) the officer has not submitted Part-I and Part-II of his/her performance evaluation report (PER) form to his/her reporting officer;
- (c) the CSB, DSB or DPC considers that service record of the officer is incomplete in any aspect;
- (d) the CSB, DSB or DPC wants to further watch performance of the officer for any reason to be recorded in writing;

Provided that period of performance to be watched under this clause shall not exceed twelve months;

- (e) disciplinary or departmental proceedings are pending against the civil servant:

Provided that this clause shall not be applicable in cases, where on the date of consideration of the civil servant for promotion, such proceedings are pending for more than a year and the delay has not been caused by any reason attributable to the officer;

- (f) the civil servant is for a period of not less than one year on deputation to a foreign government or international agency irrespective of whether it is located abroad or within the country;
- (g) the civil servant is availing ex-Pakistan leave including extra ordinary leave or study leave as well as similar leave within Pakistan for a period of not less than one year;
- (h) the civil servants who have availed ex-Pakistan leave including extra-ordinary leave or study leave as well as similar leave within Pakistan for a period of not less than one year and have not earned one full year PER on return from such leave;
- (i) an inquiry, investigation, case or a reference is pending against any civil servant in Anti-Corruption Establishment, Federal

Investigation Agency, National Accountability Bureau or such other organization by whatever name called for:

Provided that this clause shall not be applicable in such cases, where on the date of consideration of a civil servant for promotion, such an inquiry, investigation, case or reference is pending against him for more than three years and the delay has not been caused by any reason attributable to the officer;

- (j) the civil servant has not submitted his/her annual declaration of assets forms for the last five years; or
- (k) there is any other reason to be recorded in writing by the CSB, DSB or DPC as the case may be.

8. Conditions for supersession.— A civil servant shall be recommended for supersession, if -

- (a) he/she does not meet the requisite threshold for promotion to a particular post or grade in any particular service, group or post;
- (b) subject to the provisions of rule 22, he/she fails thrice for any reason to attend the mandatory training; or
- (c) there is any other reason which shall be recorded in writing by the CSB, DSB or DPC as the case may be.

9. Consideration of promotion in case seniority is sub-judice.—(1) A civil servant whose seniority is sub-judice may be considered for promotion subject to final outcome of the court case.

(2) The promotion if approved under sub-rule (1) shall be considered a temporary promotion and the juniors so promoted on the basis of a sub-judice seniority shall be assigned seniority as per final court orders and in case no vacancy remains available in the cadre, the junior most shall be reverted to lower post or grade, as the case may be.

10. Consideration of promotion of civil servants who were deferred/superseded. - (1) A civil servant deferred, except under clause (d) of rule 7, shall be considered for promotion again after the reason on the basis of which the deferment took place ceases to exist.

(2) The civil servants falling in the category mentioned in clauses (g) and (h) of rule 7 shall be considered for promotion only on return to a cadre post and earning at least one PER for full year before consideration for promotion.

(3) The one full year PER referred in sub-rule (2) means a report of twelve complete months inclusive of period spent on mandatory training:

Provided that if an officer has not earned PER of complete one year (twelve months) and has earned only part PER in that year for reasons beyond his/her control, then his/her special report, for the period of deficiency, earned subsequently shall be taken into account to complete the twelve months requirement for the purpose.

(4) In a case where an officer has returned from deputation abroad or joined duty after availing leave of one year or more but no PER is due in the present grade, his/her overall PER grading for the previous grade shall be counted, for the purpose of quantification in the present grade:

Provided that only such cases shall be covered under this sub-rule wherein an officer after such return from deputation abroad or leave has served within the cadre for a period of one complete year reckoned from the date the officer assumes duty after such return till the date of holding the meeting of the CSB, DSB or DPC, as the case may be.

Provided further that in such cases a satisfactory special report of the officer in present basic pay scale shall invariably be required but the same shall not be quantified under any circumstances.

(5). A civil servant, once superseded for promotion under rule 8 shall be eligible for reconsideration only after he/she earns one more PER of one full year.

11. Consideration for promotion of civil servants who are on deputation abroad.—(1) Promotion of a civil servant on deputation to an international agency or foreign government abroad or within the country for a period not less than one year shall only be considered after the officer resumes duty on his/her cadre post.

(2) Before consideration for promotion a civil servant upon his/her return from deputation shall be required to earn PER for period mentioned in column (3) of the table below in relation to period of deputation as mentioned in column (2) of that Table, namely:—

TABLE

S. No.	Period of deputation	Minimum period of PER
(1)	(2)	(3)
1.	One year	Three complete months
2.	Between one to three years	Six complete months
3.	Above three years	Twelve complete months

(3) In case the period of deputation is less than one year, the civil servant shall be considered for promotion but the officer shall actualize his/her promotion on return from such a deputation on a cadre post.

12. Consideration for promotion of civil servants who are on leave.—(1) A civil servant having availed or availing ex-Pakistan leave or leave within Pakistan including extra ordinary leave or study leave shall be considered for promotion by the CSB or concerned DSB or DPC, provided such leave is less than one year. However, on approval of recommendation of promotion by the appointing authority, the promotion shall be actualized on return from leave.

(2) A civil servant having availed or availing ex-Pakistan leave or leave within Pakistan including extra ordinary leave or study leave for a period of not less than one year shall be required to earn a PER for one full year after the officer joins back:

Provided, that the training period and the training evaluation report (TER) shall also be included for the purpose of computation of twelve complete months period and evaluation.

Provided further, that one full year shall start from the date the officer joins back.

Provided further that civil servants availing scholarships after a competitive process and through Technical Assistance Program shall only be required to produce the evidence of successful completion of the course and the provision of sub-rule (2) of rule 12 shall not apply to such cases.

13. Reservation of vacancies.— In case of deferment of seniors, particularly in small cadres, the CSB, DSB or the DPC may, as it may deem fit, recommend to reserve a vacancy or vacancies for future promotions in the cadre for reasons to be recorded in writing.

14. Promotion to various posts.— (1) The posts in BPS-19 to BPS-21 shall be selection posts, while the posts in BPS-18 shall be non-selection posts.

(2) For selection posts, PERs and TERs shall be given due importance as prescribed under these rules. Dossier and collective judgment of the CSB or DSB shall also be taken into account.

(3) Promotion from BPS-17 to BPS-18 posts, shall be on seniority-cum-fitness, based on PERs score, passing of the departmental examination, successful completion of training courses, as the case may be, if so prescribed.

15. Specialist cadres.— (1) The condition of mandatory training as contained in clause (b) of sub rule (1) of rule 6 shall not be strictly applicable to civil servants belonging to specialist cadres such as doctors, engineers, teachers, professors, research scientists and incumbents of purely technical posts, for promotion within their own lines of specialization under their respective service rules.

(2) In case of interpretation of this rule and to declare any particular post or cadre as “specialist cadre” for the purposes of exemption of mandatory training, the Establishment Division shall examine such cases and decide the same as deemed appropriate.

16. Efficiency index for promotion, deferment and supersession.— The minimum threshold of marks for promotion to various basic pay scales mentioned in column (2) of the Table below shall be as mentioned in column (3) of that Table, namely:-

TABLE

S.No.	Basic Pay Scale	Aggregate marks of efficiency index
(1)	(2)	(3)
1.	BS-18	60
2.	BS-19	65
3.	BS-20	70
4.	BS-21	75

17. Panel of officers per vacancy.—(1) A panel consisting of a minimum of two officers per vacancy shall be submitted for consideration of the CSB, DSB or DPC depending on availability of the eligible officers in the cadre.

(2) The panel of officers under sub-rule (1) shall be in addition to cases of officers superseded in previous meetings of the CSB, DSB or DPC.

18. Quantification of PERs, training evaluation reports and CSB, DSB and DPC evaluation.—(1) For the purpose of consideration by the CSB, DSB and DPC, the PERs shall be quantified in accordance with the formula as set out in Schedule III.

(2) For the purposes of promotion to BPS-18, the PERs shall have the weightage of hundred percent.

(3) For the purposes of promotion to the posts in BPS-19, BPS-20 and BPS-21, the following quantification method shall be followed namely:—

- (a) PERs in respect of two preceding BPS or the last fifteen years whichever is more shall be quantified. If the service of an officer in present and previous BPS is less than fifteen years then the deficiency shall be met by taking into account the PERs of next lower BPS, which shall be bracketed with the PERs of preceding BPS. Quantification of PERs relating to present and previous BPS will have a ratio of 60%:40%;
- (b) the marks mentioned in column (3) of the table below shall be allocated for quantification of PERs, training evaluation report and CSB and DSB evaluation as mentioned in column (2) of the Table namely:-

TABLE

S. No.	Factor	Marks
(1)	(2)	(3)
1.	Quantification of PERs	40%
2.	Training Evaluation Reports (TERs)	30%
3.	Evaluation by CSB and DSB	30%
4.	Total	100%

- (c) the objective assessment form as set out in Schedule-IV to these rules shall be placed before the CSB and DSB along with panel proforma of every officer for objective evaluation. The CSB and DSB shall assess each officer on the panel on the basis of parameters and attributes as given in the respective objective assessment form for promotion;
- (d) the CSB or DSB, as the case may be, shall apply its collective judgment to determine the fitness for promotion to selection posts as per parameters given in the objective assessment form and shall award marks to an officer and place him in category A, B or C in accordance with the classification given in the following Table, namely:-

TABLE

Category	Marks
(1)	(2)
A	21 to 30
B	11 to 20
C	01 to 10

- (e) in such cases whereby a civil servant was not required to undergo mandatory training, weightage of PERs shall be 50% and marks out of 50% shall be awarded by the CSB and DSB; and
- (f) in case, a civil servant has been appointed in the cadre in the present scale, his/her PERs of the present scale shall be given the total weightage assigned to the PERs in the Table under clause (b).

19. Trainings.—Except civil servants belonging to specialist cadres, every civil servant shall successfully undergo the mandatory trainings mentioned in column (3) of the table below for promotion to next higher BPS as mentioned in that Table namely:-

TABLE

S. No.	For promotion from	Name of course
(1)	(2)	(3)
1.	BPS-18 to BPS-19	Mid-Career Management Course (MCMC)
2.	BPS-19 to BPS-20	Senior Management Course (SMC)
3.	BPS-20 to BPS-21	National Management Course (NMC)/ National Security and War Course (NSWC) at NDU

20. Training evaluation reports.— A total thirty marks shall be allocated to the last two training evaluation reports (18 marks @ 60% for the training in the present scale and 12 marks @ 40% in the previous scale). In case of promotion to BPS-19, there is only one training, hence calculation shall be made out of 30 marks. Evaluation of reports from the training institutions shall be worked out as set out in Schedule-V.

21. Exemption from mandatory training.— Subject to provisions of clause (b) of rule 8, an officer who is likely to retire within two years from service on attaining the age of superannuation shall be exempted from the mandatory training.

22. Declining to proceed on mandatory training.— (1) The provincial governments or as the case may be, the ministries, divisions and departments concerned may make a request for deferment from training of a civil servant only once.

(2) Any relaxation of sub-rule (1) shall require specific approval of the Prime Minister.

23. Communication of reasons of deferment and supersession.—

The civil servants deferred or superseded shall, immediately after the recommendations of the CSB, DSB and DPC have been approved by the respective appointing authority, invariably be informed about the reasons of their deferments and supersessions.

24. Responsibilities of the Departmental Representative.—

While forwarding proposals for consideration of CSB, DSB and DPC the administrative Ministries, Divisions and Departments shall follow the guidelines set out in Schedule-VI.

25. Repeal.—The policy instructions including promotion policy, issued by the Establishment Division from time to time and all other policy instructions related to promotion of civil servants in BPS-18, BPS-19, BPS-20 and BPS-21, in so far as inconsistent to these rules, are hereby repealed.

[F. No. 1/1/2018-CP-II]

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SCHEDULE-I

[See rule 4(2)]

Guidelines for CSB/DSB/DPC

While considering cases of officers on the panel, the CSB, DSB and DPC concerned shall adhere to the following guidelines, namely:—

- (a) performance evaluation reports shall be given due importance but shall not be the sole criterion for promotion to selection posts;
- (b) a civil servant shall only be promoted within his/her own group, service or cadre, as the case may be, against the vacancies allocated thereof. Those posted out of their group, service or cadre shall be considered for promotion on their turn but if selected, the actual promotion shall take place only when they rejoin their parent group, service or cadre.
- (c) a civil servant superseded will not be considered for promotion unless he/she has earned PERs for one full year. The following illustration/elaboration further clarify the position:

PERs for one full year shall imply, one full year PER(s) earned after consideration/supersession by the Selection Board and will include the PER which was neither due nor placed before the Selection Board even if it relates to the previous year.

Illustration-I

If an officer 'A' is considered by the Selection Board in Jan, 2019 when his/her PER for 2018 is neither due nor placed before the Selection Board and superseded. He will be considered after earning one full year PERs for 2018.

Illustration II

If an officer 'B' is considered by the Selection Board in January, 2019 when his/her PER for 2018 is not due but placed before the Selection Board and superseded. He/she will be considered after earning one full year PERs for 2019.

Illustration III

If an officer 'C' is considered by the Selection Board in May, 2019 when his/her PER for 2018 is due and placed before the Board and superseded. He will be considered after earning the PER of 2019.

- (d) Posts carrying basic pay scale 19 are generally supervisory posts. Supervision can be effective only if the supervisor has the relevant experience. These officers are also required to make contribution to policy-making at the lowest rung of the policy-making hierarchy. For promotion to these posts, therefore, a civil servant must fulfill qualifying service, eligibility threshold, qualifications, training, relevance of experience, quality and output of work and integrity.
- (e) Posts carrying basic pay scale 20 are middle management posts. Field offices are generally headed by the officers in this scale. It is, therefore, essential that in addition to the relevance of experience these officers must also have a sufficient variety and width of experience so that:
 - (i) they acquire an overview of the functions performed by these organizations within the broader framework of government's overall objectives/ activities to ensure smooth and effective management at the field level; and
 - (ii) they can lend pragmatism to policy formulation in assignments at the Secretariat. Variety of experience would include experience in the field, corporations, attached departments, different Ministries/Divisions and in our Missions abroad.

For promotion to middle management posts, a civil servant must fulfill qualifying service, eligibility threshold, qualifications, relevance of experience, quality and output of work and integrity, variety of experience and training.

Selection Board should give due consideration to the nature of duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well rounded experience should normally be preferred particularly if he/she has served with distinction in unattractive areas. While some exposure to a corporation, autonomous body or an ex-cadre assignment may be considered a positive feature, this would not be so where an officer has stayed away from his/her parent cadre for too long.

- (f) Posts carrying basic pay scale 21 fall in senior management involving important policy-making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Board will have to apply its collective judgment to determine the same.

For promotion to senior management posts, a civil servant must fulfill qualifying service, eligibility threshold, qualifications, relevance of experience, quality and output of work and integrity, variety of experience, training and Top Management Potential.

Since officers promoted to this level may be called upon to hold independent charge of a Ministry/Division or to head a major corporation, the Board should satisfy itself about the officer's maturity, balance and ability to assume such top management positions even at short notice.

SCHEDULE-II

[See rule 6(1)(a)]

MINIMUM LENGTH OF SERVICE FOR ELIGIBILITY FOR PROMOTION TO POSTS IN VARIOUS BPS

In pursuance of rule 8-A of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and in supersession of the instructions laid down in the Establishment Division's O.M.No.1/9/80 R.II (A), dated the 12th January, 1981,

the President is pleased to decide that the minimum length of service for promotion to various basic pay scales shall be as follows:—

- For BPS 18 5 years in BS 17
- For BPS 19 12 years in BS 17 and above
- For BPS 20 17 years in BS 17 and above
- For BPS 21 22 years in BS 17 and above
- For BPS 22 25 years in BS 17 & above and 02 years in BS 21

Provided that:—

- (i) Where initial appointment of a person not being a person in government service, takes place in a post in BPS 18, 19 or 20, the length of service specified in this Office Memorandum shall be reduced by the following periods;

First appointment in	Reduced by
BPS-18	5 years
BPS-19	12 years
BPS-20	17 years

- (ii) Where initial appointment of a person already in government service takes place, on recommendations of the Federal Public Service Commission, in a post in BPS 18, 19 or 20, the length of service specified in this Office Memorandum shall be reduced by the periods specified in proviso (i);
- (iii) Where first appointment of a person other than a person covered by proviso (ii) was made to government service in BPS 16 or below, one-half of the service in BPS 16 and one fourth in BPS 15 and below may be counted as service in BPS 17 for computing length of service for the purpose of promotion only.

SCHEDULE-III

[See rule 18(1)]

QUANTIFYING THE PERFORMANCE EVALUATION REPORTS

1. In accordance with clause (a) of sub-rule 3 of rule 18 of Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019, Performance Evaluation Reports (PERs) of an officer will be considered for promotion to posts carrying basic pay scales 18 to 21 or equivalent.

2. (a) The overall gradings in the PERs are allocated the following marks:

<u>Overall Grading</u>	<u>Marks</u>
(i) Outstanding	10
(ii) Very Good	8
(iii) Good	7
(iv) Average	5
(v) Below Average	1

- (b) If the overall grading in a PER is ambiguous e.g. placed between 'Good' and 'Average', the PER will be returned to R.O/C.O for clarification.
- (c) In case the assessment of the countersigning officer differs from that of the reporting officer in any PER, the quantification will be based on the overall grading recorded by the countersigning officer.
- (d) In case where there is a second countersigning officer, the quantification will be based on the overall grading recorded by the second countersigning officer.
- (e) Where two or more performance evaluation reports were initiated in a calendar year, the marks for that year shall be quantified as the sum of the weighted averages of these PERs.
- (f) Where an officer, appointed to a higher post on acting charge basis, is considered for regular promotion to that post, the PERs earned during his acting charge appointment will be added to the PERs earned in the lower post for calculating average marks.

3. The marks for PERs shall be computed separately for each grade/level of posts carrying the same basic pay scale and a weighted aggregate score will be worked out as follows:

- a) For each calendar year earning 02 or more PERs vide para 2 (e), part reports in a calendar year will be quantified on the basis of weightage average proportionately, instead of their arithmetic mean/average, to determine the yearly score of PERs.
- b) To calculate the PER scores in a Basic Pay Scale/Grade, the average of all the yearly scores will be taken.
- c) Weightage will be applied to the PER score and training score for computing the aggregate score, as per clauses (a), (b) & (e) of sub-rule 3 of rule 18 and as per rule 20.
- d) The following addition/deductions shall be made in the total marks worked out:

A. Additions

Officers who serve as members of the faculty in the government training institutions for a minimum of one year in continuity, shall be awarded extra points (maximum upto five points) towards their "blood count" for the purpose of promotion as per the following criteria:—

a)	National Management College National Management Wing (NMW)(NMC)	3 Marks (a) to (d)
b)	Executive Development Institute	
c)	National Institute of Public Policy	
d)	National Defence University	
e)	National Management College Senior Management Wing (SMW) (SMC)	2 Marks for (e) to (f)
f)	Or any other place where Senior Management Course is conducted.	
g)	NIMs, Civil Service Academy and all other Government Training Institutions including those meant for Specialized training	1 Mark for (g)

- i) The officers who had served in a government training institution, including those meant for specialized training in any particular cadre for a period of 2 years or more before 02-01-2006, would continue to get 2 additional marks as per policy in force at that time.
- ii) The officers who are posted on or after 02-01-2006 in the institutions, would get additional marks on the completion of one year in terms of modified policy. Similarly, the officers who were serving in training institutions but had not completed 2 years on 02-01-2006 would not get 2 additional marks, but get 3, 2 or 1 mark, as the case may be, in accordance with the modified policy.

B. Deductions:

(i)	For each major penalty imposed under the Govt. Servants (Efficiency and Discipline) Rules, 1973	5 Marks
(ii)	For each minor penalty imposed under the Govt. Servants (Efficiency and Discipline) Rules, 1973	3 Marks
(iii)	For adverse remarks deductions be made for such remarks only as were duly conveyed to the officer concerned and were not expunged on his representation, or the officer did not represent	1 Mark per PER containing adverse remarks

The deduction of marks due to penalty or adverse remarks shall be done only once i.e. when an officer's case comes up for consideration for promotion to the next higher grade. Once the officer has been promoted to the higher grade no deduction shall be made subsequently.

Example No. 1

An officer is being considered for promotion to BPS 19. He was awarded a minor penalty in BPS 18. Deduction of 3 marks shall be made from his total quantification whenever his case comes for promotion to BPS 19. Till such time that he is promoted to the next grade (*i.e.* BPS 19 in this case) his overall quantification shall worked out with deduction of 3 marks.

Example No. 2

The same officer is now being considered for promotion to BPS-20. He was awarded minor penalty in BPS 18 and was subsequently promoted to BPS-19. While calculating his quantification for promotion to BPS-19, deduction of 3 marks was made from his total quantification. However, now that the officer has been promoted to BPS 19 and is being considered for promotion to BPS-20 no deduction shall be made from his total quantification.

Exemption from Training

If an officer is exempted from one or both trainings on the basis of either belonging to a specialist cadre or on attaining a certain age as given in rule 21 of these rules, his/ her training score will not be calculated and the 30 marks of the training shall be placed at the disposal of the CSB or DSB as the case may be.

Single Training

In case an officer of BS-19 doesn't need two trainings, the weight-age for the attended training shall be taken as 0.30

Endorsement of Quantification Score

To maintaining 100% accuracy in the process of quantification of the PERs, following process shall be adopted:

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

Schedule-IV
[See rule 18(3)(c)]

CONFIDENTIAL

GOVERNMENT OF PAKISTAN
MINISTRY/DIVISION _____

OBJECTIVE ASSESSMENT BY CENTRAL/DEPARTMENTAL
SELECTION BOARD

Officer's Name: _____

Seniority No: _____

Group/Service/Cadre: _____

Present Scale: _____

Sr. No	Parameters/Attributes	Total Marks 30	Marks Assigned
1.	Output and quality of work Proficiency/productivity/objectivity/effectiveness Dossier and documentary evidence	3	
2.	Variety and Relevance of Experience Secretariat/Field postings: Federal/Provincial Government Postings; Leadership/Routine Postings; Deputation/Foreign Postings	3	
3.	Professional Expertise Organization/methodical/reliability under pressure/ knowledgeable/level headedness. Based on dossier and career profile, TERS	3	
4.	Personality Profile (As known to the Board Members primarily on the basis of dossier/documentary evidence)	3	
5.	Conduct, Discipline, Behavior Observation by RO/CO during the last 05 years OR as known to the Board Members primarily on the basis of dossier/documentary evidence	3	
6.	Leadership Functional ability/confidence/decision-making; based on dossier, TERS, PERs	3	
7.	Estimated Potential for Middle/ Higher Management Based on PERs and TERS; Management Skills, Ability to take decisions, Strategic Thinking, Leadership Qualities, Drive for Results and Accomplishments in BPS-19 and 20 in policy formulation and implementation.	3	
8.	Integrity/ General Reputation/Perception Professional Ethics/Conduct; On the basis of PERs/TERS/Opinion of the Board primarily based on the dossier/documentary evidence.	3	

Sr. No	Parameters/Attributes	Total Marks 30	Marks Assigned
9.	Commitment to Public Service; Devotion to duty/drive/motivation based on PERs, Career Profile, Dossier	3	
10.	Teamwork; Communication/motivation/interpersonal relations based on Career profile, PERs, TERs	3	
TORAL MARKS			

Overall Category _____

SCHEDULE-V

[See rule 20]

Evaluation of reports from the training institutions shall be worked out as under:

- (a) it shall be on the basis of grade percentage already awarded by the National School of Public Policy (National Management College and Senior Management Wing) and its allied training institutions and NS&W Course at NDU as provided in their reports;
- (b) in respect of reports of former Pakistan Administrative Staff College and former NIPAs where no such percentage has been awarded, points shall be worked out on the basis of weighted average of the percentage range of grades followed by these institutions as reflected in Table A below:

TABLE A

S.No.	Category	Range	Weighted Average	Points of PASC@ 60%=18	Points of NIPAs @ 40%=12
(1)	(2)	(3)	(4)	(5)	(6)
1.	A Outstanding	91 to 100%	95.50%	17.19	11.46
2.	B Very Good	80 to 90%	85.00%	15.3	10.20
3.	C Good	66 to 79%	72.50%	13.05	8.70
4.	D Average	50 to 65%	57.50%	10.26	6.84
5.	E Below Average	35 to 49%	42.00%	7.56	5.04

- (c) grades from National Defence University shall be computed according to the weighted average based on the grading key for the range provided by the NDU as reflected in Table B below:-

Table B

S. No.	Category		Range	Weighted Average	Points @ 60% = 18
(1)	(2)		(3)	(4)	(5)
1.	A	Outstanding	76-100%	88.00%	15.84
2.	B-Plus	Very Good	66-75.99%	71.00%	12.78
3.	B-High	Good	61-65.99%	63.50%	11.42
4.	B-Average	Average	56-60.99%	58.50%	10.52
5.	B-Low	Below Average	51-55.99%	53.50%	9.62
6.	B-Minus	Below Average	46-50.99%	48.50%	8.72
7.	C	Below Average	40-45.99%	43.00%	7.74
8.	F	Below Average	35-39.99%	37.50%	6.74

- (d) subsequent to introduction of rationalized grading system by NDU with that of NMC grades with effect from the National Security and War Course (NSWC) 2012-13, the rationalized result (%age) awarded by the NDU shall be taken for quantification of the training evaluation reports (TERs) in respect of the officers who undergo NSWC at NDU, provided that the previous system of quantifying the TERs on the basis of weighted average grading as tabulated in clause(c) shall continue in respect of such officers who attend mandatory training at NDU prior to NSWC 2012-13.

SCHEDULE-VI

[See rule 24]

Guidelines for Ministries, Divisions, Departments and Responsibilities of Departmental Representative

- (1) The Administrative Ministries, Divisions and Departments shall submit their cases of promotion for placing before CSB, DSB or DPC on following prescribed forms specimen of which are given at annexures:-
- | | | |
|-------|----------------------------|-----------|
| (i) | Proposal form (CP-I) | Annex-I |
| (ii) | Panel form (CP-II) | Annex-II |
| (iii) | Synopsis form (CP-III) | Annex-III |
| (iv) | Seniority form (CP-IV) | Annex-IV |
| (v) | Quantification form (CP-V) | Annex-V |
- (2) The Administrative Ministries, Divisions and Departments shall ensure that documents related to the proposals for promotion are prepared with utmost care so that the information submitted to the CSB, DSB and DPC is complete and accurate in all respects and shall also ensure that:

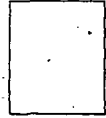
- (i) Proposal form is signed by the Secretary/Additional Secretary incharge of the Division.
 - (ii) Complete recruitment rules are furnished.
 - (iii) ICP Charts/PER dossiers are complete. Explanation about the missing reports is available in the dossier and all columns have been accurately filled in the synopsis form.
 - (iv) Full particulars of officers are furnished in the seniority list which is final after circulation, un-disputed, complete and duly authenticated.
 - (v) Quantification of PER gradings is correct and quantification form is enclosed in respect of each officer on the panel.
 - (vi) Number of clear vacancies is indicated.
 - (vii) Training status of the officers on the panel is indicated and training reports are enclosed in respect of each officer on the panel.
- (3) The departmental representatives who attend the meetings of the CSB, DSB and DPC shall apprise the CSB, DSB and DPC whether or not any departmental proceedings or investigations/trial by NAB, FIA, ACE etc. are pending against the government servants whose cases are being considered by the CSB, DSB and DPC.
- (4) Any benefit derived by any person in pursuance of a judgment, conviction or sentence passed under section 31A of the National Accountability Ordinance, 1999 declared by the Supreme Court as void ab-initio, shall not hold the field.
- (5) While forwarding proposals for consideration of CSB, DSB and DPC the administrative Ministries, Divisions and Departments shall provide the following additional details and certificates, namely:-
- (a) details of penalties, if any, awarded to the officers on the panel during the entire career (BPS-17 and above);
 - (b) details of punishments under any criminal laws including National Accountability Ordinance, 1999, if any, awarded to the officers on the panel during the entire career (BPS-17 and above);
 - (c) certificate to the effect that none of the officers on the panel derived any benefit in pursuance of National Reconciliation Ordinance, 2007 (NRO) in the entire career (BPS-17 and above) within the meaning of the Supreme Court of Pakistan judgment dated 16-12-2009 on NRO; and
 - (d) certificate to the effect that no punishment has been awarded to any of the officers on the panel under any criminal law including National Accountability Ordinance, 1999 in the entire career (BPS-17 and above).

Annex-I**PROPOSAL FORM**

Ministry/Division/Department		
1.	Name of the post(s) to be filled in by promotion	
	Basic Pay Scale and the Occupational Group/ Ex-cadre	
2.	Total sanctioned strength of the cadre	Direct Promotion Transfer
(a)	Percentage of share	
	(b) Number of posts allocated to each category	
	(c) Present occupancy position List of officers to be attached	
	(d) Number of vacant post(s) in each category	
	(e) Whether any roster is being maintained for allocation to each category? If so, copy to be enclosed	
	(f) How the post(s) under promotion quota fell vacant and since when? In case of more details separate papers be enclosed	
	(g) Whether to be promoted on regular basis or for a limited period due to deputation/long leave etc.	
	3.	(a) Recruitment Rules framed or not. If so, copy to be attached
(b) In the absence of Recruitment Rules whether the method of recruitment got approved by the Establishment Division. If so, copy to be attached		
(c) Person(s) eligible for promotion against vacant post(s)		
(d) Prescribed length of service/experience for promotion		
(e) Prescribed Qualification, if any		
(f) Mandatory Training/ Course, if any		
(g) Minimum required qualification		
4.	Seniority list(s) duly verified to be attached	
5.	Panel of eligible officer(s) duly signed by a responsible officer to be prepared on the prescribed form	
6.	Number of PERs/ICP Charts	
7.	Certificate that the officers included in the panel are eligible in all respect and possess the required length of service required for promotion	
8.	Certificate that no disciplinary action under Govt. Servants (E&D) Rules 1973, proceeding on criminal charges in the court of law is pending against any officer including in the panel.	

Annex-II

**PANEL PROFORMA FOR CENTRAL SELECTION BOARD
FOR PROMOTION TO BS-21 POSTS
(AS ON -----)**



In respect of _____ Personnel No. _____

Domicile:		Service/Group:			Sen. No.:		
Educational Qualification				Date of Birth		Date of superannuation	
SERVICE PARTICULARS							
Date of joining Academy (CSA)/ SERVICE	Date of Promotion in			Length of Service		Eligibility for consideration	
	Present Scale BS- 20	Lower Ranks		Total	In Present Scale		
BS-19		BS-18					
Important Appointments held in the present Rank/Post:							
1.				2.			
3.				4.			
5.							
Penalties / Adverse Remarks in BS-20 (if any)							
Training Courses (other than mandatory Training)							
Grading of mandatory trainings at NMC :							
NIPA:							
Number of PERs in BS-19 & BS-20							
Basic Scale.	Out-standing	Very Good	Good	Average	Below Average	Cumulative Period of PERs (in month)	Adverse Report/ Remarks
BS-18/19							
BS-20							
Total							
Awaited Reports (PERs)		Additional Information (if any)					
EFFICIENCY INDEX							
Required Threshold	Score of PERs + Training Reports			Marks awarded by CSB		Total	
75							
Recommendations of CSB							
Promoted			Deferred			Superseded	

Prepared by: _____

Checked by: _____

**PANEL PROFORMA FOR
CENTRAL SELECTION BOARD
FOR PROMOTION TO BS-20 POSTS
(AS ON -----)**

In respect of Mr. _____

Personnel No. _____

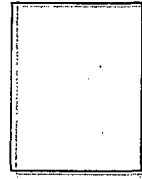
Domicile:		Service/Group:			Sen. No.		
Educational Qualification				Date of Birth		Date of superannuation	
SERVICE PARTICULARS							
Date of joining Academy (CSA)/ SERVICE	Date of Promotion in				Length of Service		Eligibility for consideration
	Present Scale BS-19	Lower Ranks		Total	In Present Scale		
		BS-18	BS-17				
Important Appointments held in the present Rank/Post:							
1.		2.					
3.		4.					
5.		6.					
7.		8.					
9.		10.					
Extra Ordinary Leave (EOL) (if any): Deputation with International Organizations (if any): Penalties/Adverse Remarks in BS-19 (if any): Training Courses (other than mandatory Training): Grading of mandatory trainings at							
MCMC : SMC : Number of PERs in BS-17/18 & BS-19							
Basic Scale	Outstanding	Very Good	Good	Average	Below Average	Cumulative period of PERs (in Months)	Adverse Report/Remarks in BS-19
BS-17							
BS-18							
BS-19							
Total							
Awaited PERs		Additional Information (if any)					
Service in the Province of Balochistan							
EFFICIENCY INDEX							
Required Threshold	Score of PERs + Training Reports			Marks awarded by CSB		Total	
70							
Recommendations of CSB							
Promoted		Deferred			Superseded		

Prepared by _____

Checked by _____

Wing Name
CONFIDENTIAL

**PANEL PROFORMA
FOR PROMOTION TO BS-19**
(As on 00-00-00)



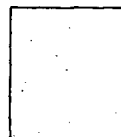
SENIORITY NO --

NAME	CADRE	DOMICILE	PRESENT SCALE	DATE OF BIRTH		
XYZ			BS-18			
Educational Qualification:-						
DATE OF JOINING SERVICE		LENGTH OF SERVICE IN PRESENT CADRE				
i) In other Group/Service/Cadre		In BS-17 -Years -Months				
ii) In present Cadre in BS-17		In BS-18 -Years -Months				
iii) Date of Promotion in BS-18		Total service -Years -Months				
		EOL in BS ___ 00 Years 00 Months				
		Net service Years Months				
Important Appointments held in the BS-17/18 Rank/Post:						
Penalties imposed under E&D rules (if any) :						
GRADING OF MCMC:-						
GRADING/QUANTIFICATION OF PERs IN BS-18.						
Basic Scale	Out-standing	Very Good	Good	Average	Below Average	Adverse Report/Remarks
BS-18						
Awaited Reports (PERs)			Additional Information (if any)			
➤ Fresh						
EFFICIENCY INDEX						
Required Threshold	Score of PERs + Training Reports			Marks awarded by DSB		Total
65	PER+ Training=					
Recommendations of DSB						
Promoted		Deferred			Superseded	

Prepared by

Checked by

PANEL PROFORMA

CONFIDENTIAL
FOR PROMOTION TO BS-18Seniority No. -
AS ON 00-00-00**NAME** **SERVICE/GROUP** **DOMICILE** **DATE OF JOINING**
OF SERVICE

Date of Birth : - Date of Superannuation : -

Educational Qualification :-

QUANTIFIED SCORE OF PERS

<u>Prescribed Threshold</u>	<u>PERS Score</u>	<u>Adverse Remarks</u>	<u>Awaited Reports</u>
50	-	-	-

Conditions Of Eligibility

Length of Service (5 years):	Required (5 Years)
Clearance of FPOE:	Required to be cleared
Probationary Period:	need to be terminated
Minimum Threshold:	50 Marks

EOL availed during service:
If on deputation/training abroad, period thereof
Penalties imposed under E&D Rules, if any:**Postings held:****Note:-**

Annex-III

SYNOPSIS OF PERsSeniority No.

Name of the officer : Mr. (Group/Service)

Educational Qualification :

1.	2.	3.	4.	Pen picture	
				5.	6.
Year	Posting	Overall Grading	Fitness of Promotion	Reporting officer (with Name and Designation)	Countersigning Officer (With Name and Designation)
				PERFORMANCE INTEGRITY PEN PICTURE <u>SPECIAL APTITUDE / AREA OF PROFESSIONAL EXPERTISE.</u> <u>TRAINING AND DEVELOPMENT NEEDS:</u> Sd/- Reporting Officer	-Sd- Counter Signing Officer.

Annex-IV

SENIORITY LIST

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

Signature _____

Designation _____

Date _____

Annex-V
For Promotion to BS-21

PER GRADING-& QUANTIFICATION FORM

Name: - MR.

(Group/BS—)

Seniority No.

Date of Birth: 00-00-0000

Year.	Post held	Min/Div/Deptt	Period of PER		PER'S Assessment		Fitness for promotion	Score
			From	To	By RTI	By CO		
Previous Scale (BS-18)								
Aggregate Score =								
Previous Scale (BS-19)								
Aggregate Score =								
Present Scale (BS-20)								
Aggregate Score =								

CALCULATION OF SCORE

A: PERs Quantified Score: 60 : 40 @ 40 %	Basic Scale				Aggregate Score	Weightage Factor	Points Obtained
	Present Scale						
	Previous scale						
	Additions (If any)						
	Deletions (If any)						
Total :-							
B: Training : @ 30 %	NMC/NDU					0.21	
	SMC					0.14	
	LHR	KAR	IBD	PSH			
Total : 70 %					Total : (A+B)		

For Promotion to BS-20

PER GRADING & QUANTIFICATION FORM

Name: - MR.

(Group/BS-----)

Seniority No.

Date of Birth: 00-Dec-0000

Year	Post/held	Min/Div/Deptt	Period of PER		PER'S Assessment		Fitness for promotion	Score
			From	To	By RO	By CO		
Previous Scale (BS-17)								
Aggregate Score =								
Previous Scale (BS-18)								
Aggregate Score =								
Present Scale (BS-19)								
Aggregate Score =								

CALCULATION OF SCORE

A: PERS	Basic Scale	Aggregate Score	Weightage Factor	Points Obtained
Quantified Score: 60 : 40 @ 40 %	Present Scale		0.30	
	Previous scale		0.20	
	Additions (If any)			
	Deletions (If any)			
	Total :-			
B: Training : @ 30 %	SMC		0.21	
	MCMC		0.14	
	LHR KAR QTA PSH			
Total : 70 %	Total : (A+B)			

For Promotion to BS-19

PER GRADING & QUANTIFICATION FORM

Name: -

(Group---/BS---)

Seniority No.

Date of Birth: 00-00-0000

Year	Post held	Min/Div/Deptt	Period of PER		PER'S Assessment		Fitness for promotion	Score
			From	To	By RO	By CO		
Previous Scale (BS-17)								
Aggregate Score =								
Present Scale (BS-18)								
Aggregate Score =								

CALCULATION OF SCORE

A: PERs	Basic Scale	Aggregate Score	Weightage Factor	Points Obtained
Quantified Score: 60 : 40 @ 40 %	Present Scale		0.42	
	Previous scale		0.28	
	Additions (If any)			
	Deletions (If any)			
	Total :-			
B: Training : @ 30 %	MCMC		0.15	
	LHR KAR QTA PSH			
	Total : 70 %	Total : (A+B)		

For Promotion to BS-18

PER GRADING & QUANTIFICATION FORM

Name: - MR.

(Group—/BS—)

Seniority No.

Date of Birth: 00-00-0000

Year	Post held	Min/Div/Dep't	Period of PER		PER'S Assessment		Fitness for promotion	Score
			From	To	By RO	By CO		
Present Scale (BS-17)								
Aggregate Score =								

CALCULATION OF SCORE

PERs Quantified Score:	Basic Scale	Aggregate Score	Weightage Factor	Points Obtained
@ 100 %	Present Scale		1.00	
	Additions (If any)			
	Deletions (If any)			
	Total :-			
Total : 100 %		Total : (A)		

