

No. 1/3/2007-CP-II

Islamabad, the 24th October, 2007.

OFFICE MEMORANDUM

Subject:- REVISION OF THE PROMOTION POLICY

The undersigned is directed to say that instructions contained in the Promotion Policy and the Guidelines for Departmental Promotion Committees/Central Selection Boards issued under Establishment Division's D.O. letter No.10(3).81-CP-I(Pt), dated 31-10-1982, amended from time to time, printed in the Estacode, 2000 have been reviewed on the basis of recommendations made by a Committee on Promotion Policy. The term of reference of the Committee were to develop a comprehensive criteria for selection for promotion/deferment/supersession which is measurable to the extent possible, comparable with regard to performance of each officer on the panel and is based on tangible record duly placed on the dossier and also re-defines discretion of the members and the Boards and, to lay down as to how more objectivity can be brought in the recommendations of the Selection Board. The competent authority has approved the following recommendations:-

ELIGIBILITY CRITERIA FOR CONSIDERATION FOR PROMOTION

(a) The eligibility criteria for consideration for promotion shall be as under:-

- (i) Fulfillment of prescribed minimum length of service in BS-17 and above for promotion to various scales.
- (ii) Satisfactory completion of mandatory training.
- (iii) Should possess qualification/experience and other conditions as prescribed in the relevant Recruitment Rules.
- (iv) An officer superseded earlier shall be considered after earning Performance Evaluation Report (PER) for one full year. For example, an officer superseded on the basis of his PER's upto 2004, will become eligible for consideration after earning PER for 2005.

Note: Instructions issued vide Establishment Division's Office Memoranda No.1/1/2001-CP.2, dated 3rd September, 2005 and 17th November, 2005 regarding earning of full two years reports after supersession and losing of eligibility for consideration after two supersessions, are hereby withdrawn, with immediate effect.

(b) CC The CONDITIONS FOR DEFERMENT

A civil servant shall be deferred due to the following reasons:-

- (i) Not undergone the prescribed training or passed departmental examination.
- (ii) Non submission of Part-I and Part-II of the PER by the concerned officer to his reporting officer in respect of his service in the present grade and the preceding grade.
- (iii) When the Board considers the record as incomplete, or wants to further watch the performance of the officer or for any other reason to be recorded in writing.
- (iv) Disciplinary or departmental proceedings are pending against the civil servant.
- (v) The civil servant is on deputation abroad to a foreign government, private organization or international agency.
- (vi) The civil servant's inter se seniority is subjudice.

2. The civil servant whose promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist provided that a civil servant falling in the category mentioned in Para 1 (b)(v) above will be considered for promotion only on his return to Pakistan and earning at least one PER for one full year before he is considered for promotion.

3. SELECTION/NON-SELECTION POSTS

BS-19 posts have been taken out of the category of "Selection Posts" and henceforth shall be treated as non-selection posts. Promotion from BS-17 to BS-18 posts and from BS-18 to BS-19 posts, being non-selection posts should be based on seniority cum fitness, i.e. on 100% on the PERs. Condition of passing the Departmental Examination or successfully completion of training courses, as the case may be, shall continue as here to fore.

4. DEVELOPMENT OF COMPREHENSIVE EFFICIENCY INDEX FOR PROMOTION/ DEFERMENT/SUPERSESSON:

(a) The minimum threshold of marks for promotion to various scales shall be as per following table:-

Basic Pay Scale	Aggregate marks of Efficiency Index
BPS-18	50
BPS-19	60
BPS-20	70
BPS-21	75

(b) The Selection Board shall recommend the officers on the panel securing requisite % and above in the efficiency index for promotion unless deferred (in order of seniority, depending upon the number of vacancies). No officer meeting the aggregate threshold, shall be superseded. The senior officers, if not recommended for promotion on account of low threshold, shall be superseded whereas the junior officers if not recommended for promotion for want of vacancies shall be deemed not to have been considered.

5. Whenever an officer, particularly of small cadres, is recommended for deferment the Board may also decide as to whether a vacancy be reserved or not depending upon public interest vs officer's right for consideration.

6. PANEL OF OFFICERS PER VACANCY

The panel of officers per vacancy will be as under:-

For promotion to BS-18 and BS-19	A minimum of 2 officers per vacancy depending on the availability of eligible officers in the cadre.
For promotion to BS-20 and BS-21	A minimum of 3 officers per vacancy depending on the availability of eligible officers in the cadre

Provided that the panel would be in addition to superseded cases and not inclusive thereof.

7. QUANTIFICATION OF PERS, TRAINING EVALUATION AND CSB EVALUATION

For the purpose of consideration by the CSB the PERs will be quantified according to the formula given in the addendum to the existing Promotion Policy with the following modifications:-

(a) PERs in respect of two preceding grades (BPS) or the last 15 years whichever is more will be quantified. If the service of an officer in present and previous grade is less than 15 years then the deficiency will be met by taking into account the PERs of next lower grade which will be bracketted with the PERs of preceding grade.

(b) The following marks will be allocated for quantification of PERs, Training Evolution Report and CSB evaluation :-

S.No.	Factor	Marks
1.	Quantification of PERs relating to present grade and previous grad(s) @ 60%:40%.	70%
2.	Training Evaluations reports in ratio of 60% : 40%..	15%
3.	Evaluation by CSB	15%
	Total:	100%

42% + 28%

TRAINING EVALUATION REPORTS

(a) A total fifteen (15) marks shall be allocated to the Training Evaluation Reports(Nine marks @ 60% for the training in the existing BPS and Six marks @ 40% in the preceding BPS). For example, in the case of promotion to BS-21 posts, marks for NMC/NDU training will be awarded out of Nine marks and marks for NIPA training will be awarded out of six marks. Evaluation of the reports from the Training Institutions shall be worked out as under:-

- i) 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 as provided in their reports.
- ii) Previous reports of old Pakistan Administration Staff College and old 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.

Old PASC & NIPAs

Category	Range	Weighted Average	Points of PASC @60% = 9	Points of NIPAs @40% = 6
A: Outstanding	91-100%	95.5%	8.60	5.73
B. Very Good	80-90%	85%	7.65	5.10
C. Good	66 - 79%	72.5%	6.52	4.35
D. Average	50-65%	57.5%	5.17	3.45
E. Below Average	35-49%	42%	3.78	2.52

- iii) Grades from National Defence University will 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

NATIONAL DEFENCE UNIVERSITY

Category	Range	Weighted Average	Points (@60% = 9)
A. Outstanding	76-100%	88%	7.92
B-Plus. Very Good	66-75.99%	71%	6.39
B High. Good	61-65.99%	63.5%	5.71
B Average. Average	56-60.99%	58.5%	5.26
B Low. Below Average	51-55.99%	53.5%	4.81
B Minus. Below Average	46-50.99%	48.5%	4.36
C. Below Average	40-45.99%	43%	3.87
F. Below Average	35-39.99%	37.5%	3.37

- (b) For allocation of marks in case of promotion to BS-21, training evaluation reports of NDU/PASC be given 60% weightage and those of NIPA be given 40% weightage.
- (c) For promotion to BS-20 posts, NIPA evaluation reports and evaluation reports of Mid Career Management Course (MCMC) be given weightage of 60% and 40% respectively.
- (d) The condition of allocation of marks to MCMC for promotion of BS-18 and BS-19 officers will take effect on availability of evaluation reports on them, written by the concerned Training Institutions after 1st January, 2008.
- (e) The officers who have been granted exemption from mandatory training having attained the age of 56 years or completed mandatory period of serving in a Training Institution upto 27.12.2005, may be awarded marks on notional basis for the training factor (for which he/she was exempted) in proportion to the marks obtained by them in the PERs.
- (f) Status quo shall be maintained in respect of officers of special cadres referred to in Part-IV of Guidelines attached with the Existing Promotion Policy such as Doctors, Teachers, Professors, Research Scientists and incumbents of purely technical posts for promotion within their own line of specialism. However, for calculation of their comprehensive efficiency index, PERs shall carry 70% marks and consideration by the CSB 30%.

9. COMMUNICATION OF REASONS OF DEFERMENT/SUPERSESSON TO THE OFFICER CONCERNED

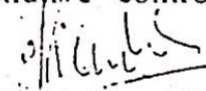
The officers superseded by the CSB be informed about the reasons for his/her supersession/deferment to enable such officers to improve their performance and to complete their record/any other deficiency, as the case may be.

10. With regard to quorum and recommendations of the CSB it is clarified:-

- (1) that no quorum shall be required for holding CSB's meetings and;
- (2) the recommendations of the Selection Boards duly approved by the competent authority if not actualized, shall not lapse/require re-submission to the CSB.

11. Instructions contained in the Existing Promotion Policy and Guidelines for CSB annexed to the said policy in so far as such instructions are not inconsistent with the provisions of this O.M., shall remain in force.

12. The Ministries/Divisions are requested to bring this decision to the notice of all Attached Departments/Subordinate Offices, under their administrative control, for compliance.

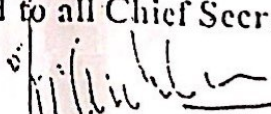

(Hafiz M. Ziauddin)
Deputy Secretary to the
Government of Pakistan

11 Ministries/Divisions,
Islamabad/Rawalpindi

Copy for information and necessary action to :-

1. Prime Minister's Secretariat(Public),(Raja Hasan Abbas, J.S-IA-II) with reference to their U.O. No.32/LRP/Estab/2007, dated 12th October, 2007; Islamabad.
2. Office of the Auditor General of Pakistan, Islamabad.
3. Director General, Intelligence Bureau, Islamabad.
4. Chairman, Federal Public Service Commission, Islamabad.
5. Secretary, Federal Public Service Commission, Islamabad.
6. Secretary, National Reconstruction Bureau, Islamabad.
7. Secretary, National Accountability Bureau, Islamabad.

Copy for information also forwarded to all Chief Secretaries of the Provinces.


(Hafiz M. Ziauddin)
Deputy Secretary to the
Government of Pakistan