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HEP ALS Ay
(Regulation Section-I)

Dated Quetta, the July 17, 2012
To

The Additional Chief Secretary (Dev), P&O Departuent, Guetta.
The Senior Mernber, Board of Revenue, Bulochistiu, Quetta. .
The Chairman, Chief Minister's Inspection Team, Ouetta

The Chairman, Balochistan Public Service Commission, Queita
The Chairman, Balochistiur Development Authority, Quetta,
The Principal Secretary to Guvernor Balochistan, Quetta

The Principal Secretary to Chicf Minister Balochistan, Quetta
All the Administrative Secretaries 5) to BOven ninent of
Balochistan _ Dep:wtment, ,

9, The Secretary Balochistan 'Provincial Assembly, Quetta.

10, All Divisional Commissioners in Bolochistan, |

II, AU Heads of Attached Departunents in Balochistan. -

12, -The: Director General:Public Relation Balochistan, Guetta. -

13, The Control ler, Printing wad Stationery Department, UU

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Subject: TIE RALOCHISPA AN CLV uF pERVANTS! promot {ON 5ok icy. 2012. Dy.

Tam directed to refer to the subject noted above iid to say dat the

Government of Balochistan has adopted/circulated the Proinotion Policy of Wederal

"Government with some ornission and addi lions. Whenever, any wnendimentin Promotion |

Policy is made by the Federal Govern:ment then the Provinces adopted 'such changes in

f order to. bring uniformity i in the Promotion Policy across the country. 'Wherefore, it has

heen decided to consolidate the adopted Promu tion Policy of the Federal Government in'

"a single document duly approved by the Con apetenit Authority title "the Balochistan

Civil Servants' Pr omotion Policy, 2012". This following Pr omotion Policy will apply, to

"promotions of all civil servants. holding appointment on regular basis and' shall be

effective with immediate effect:-

— 'The legal framework for promotion and its procedures has been provided

in the Balochistan Civil Servants Act, 1974 and the Balochistan Civil Servants

(Appointment, Promotion and Transfer) Rules, 2009, The law and rules, by themselves,

are not enough to meet the functional requirements and need to be supplemented by a comprehensive and consistent set of policy & guidelines. The word "promotion" as defined

in the Balochistan Civil Servants Act, 1974 means appointment by promotion of a civil

servant possessing such minimum qualifications as may be prescribed shall be eligible

for promotion to a higher post for the time being reserved under the rules for

internal promotion in the service or cadre to which he belongs. It means the taking -

of a farther step on a ladder, it is anywhere an employee after having

in a particular post or having otherwise qualified himself is appointed KS Section 16

regarded as a higher post in that particular line that it is called "promotion". Promotion is

State wide,

not only implies advancement to a higher post but also involves discharge of responsibility and assumption of the charge of the higher post. A post may either

selection post or non-selection post to which promotion shall be made as (a) in the

case of a selection post: (a) selection on the basis of seniority-cum-merit; and (b) in the

case of a non-selection post, on the basis of seniority-cum-merit.

3; No civil servant has a claim to ask for promotion as of right, and the power of refusal of promotion is a matter which is within the exclusive discretionary domain

of the executive authorities concerned in the matter. The right guaranteed under Article 16

of the Constitution cannot take away the right of Government to pick and choose persons

for employment in Government service. It cannot be said that the act of the

Government in exempting some members of service from passing the test required to

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be promoted and its denial of such exemption to other members by itself constitutes an unequal discriminatory treatment. The act of the Government in giving promotion to a civil servant does not result in infringement of his fundamental right

under the Constitution. Ordinarily it would be for the Administrative Department

to refer the matter to the promoting authority to determine the suitability of the incumbent after an assessment of all relevant considerations such as seniority, competence, character, rectitude, and antecedent official records, none of which is less important than the others

for the preservation of purity and efficiency in public service. The basis of government

consideration in all promotions is what may be aptly described as merit or suitability

Seniority is in substance one of the elements in the assessment of merit. 2 quality

opportunity can never be used to exclude the idea of selection. It only requires that while making the selection, the Administrative Departments should apply the same standards to all persons similarly situated with respect to the question in hand. Equality

of opportunity should not be Senalenwdl with absolute equality, and the Constitution do:

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not prohibit the prescription, of reasonable rules for selectign. Even in regard

Promotional posts other than pple tion post, idea of selection i is not ruled out. Seniori
by itself can never confer ny absolute right of promotion irrespective of otlu

considerations. No provision exists which provides that promotion from lower grade

higher grade or post shall be automatic upon the expiry of the prescribed period .

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ligibility and not entitled to promotion. The mere compar atively higher academi

qualifications, in the absence of rules to the contrary, docs not give an xy preferential rigt

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of promotion, toa civil servant i those ciyil servants in the same se rvice or class wl.

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though senior to him possesses qualification, Even in cases v here sremoron und:

Tiles i is required to be made strictly on the basis cf merit the mere academic: quadifics atia

EN r€ sole criteria for de termination of comparative merits of the candidates A

promotion. The qualification is one of the elements to be considered in as:
merits which also includes experience, rectitude and antecedent service records.
these constituents is less important than the academic qualification in the asse:

of suitability or merit for promotion,

The promotion from one post or class of service to another is governed by the principles and seniority in a specific cadre cannot be ignored in case of promotion. Appointments are said to be in the same "class" when they are in the same Department, and bear the same designation, or have been declared by the Government to be in the same class. Appointments in the same class are sometimes divided into "Grades" according to pay. The principle for promotion from one post to another should be "by selection on merit with due regard to seniority" and that this principle should be applied uniformly all along the line from the lowest to the highest posts and from one class of service to another. For this purpose, "merit" does not mean good service record only, but also includes experience, qualifications and suitability for the post or service to which promotion is being made. The value of all these different factors has to be assessed by rating the officer's fitness for promotion. The words "with due regard to seniority" imply that, while emphasis is to be placed on good service record, qualifications and aptitude for the higher post, the officer's relative seniority in the cadre, from which promotion is being made, should be given due weight, the greater the disparity in seniority the greater should be the junior officer's superiority in point of merit. It is not the intention that every officer in the cadre from which promotion is being made should be considered for promotion. An officer should put in a certain minimum years of service in the cadre in which he is, before he is considered for promotion to a higher post or service. What period of service should be depended upon the conditions of the cadre in which he is and the status of the post or service to which he would be promoted. This period should be

specified in the Service Rules.

5. General Instructions Regarding Promotions

It is the responsibility of the Head of the Administrative Department (in

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respect of posts in BPS-16 and above) and the Heads of the Attached Department (in

respect of BPS-15 and below posts) to immediately initiate processing of the promotion - cases whenever any vacancy becomes available and reserved for the Departmental Promotion quota, in favour of Civil Servants belonging to a particular service or cadre, or holding a particular post. Six months is considered a sufficiently long period for the purpose of filling of posts by promotion on regular basis/acting basis and officiating basis. Posts in each grade/Basic Pay Scale should be considered separately for purposes of allocation of the prescribed quotas. Sequence in — promotions and direct

allocation, determination and distribution of respective quotas, the following procedure

to be adopted:-

(a) where a cadre has definite quotas reserved for departmental promotions and direct recruitment, promotions * against departmental quota should be made first and the posts reserved for direct recruitment filled later. These orders, however, will have no effect on those cadres where recruitment is made solely by direct recruitment or where all appointments are made only by promotion;

(b) necessary provisions of the respective recruitment rules already framed have to be kept in view while filling in the departmental promotion quotas;

(c) where the vacancies in various services/ posts caused by any reason should be filled on the basis of the quotas fixed for promotion, transfer and direct recruitment. For this purpose the total number of posts in a cadre should be distributed in accordance with the fixed quotas and the vacancies in such posts should be filled so as to achieve the overall quotas fixed for departmental candidates and direct recruits etc. For calculating the same the total number of sanctioned posts; their distribution into promotion, direct recruitment and transfer quotas with complete list of officers holding

promotion posts, direct recruitment posts and transfer posts (if any) along with the names of the incumbents holding these posts;

(d) the quota for promotion and direct recruitment if prescribed in the ratio of 50:50 in the recruitment rules is to be maintained when the number of available posts is odd and not equally divisible, in such cases weightage may be given to promotion quota. For example, where an odd number of posts, say 9, are to be filled in the ratio of 50:50, five (5) posts should be earmarked for promotion and four (4) for direct recruitment;

where in the case of isolated posts, a roster should be maintained in each Administrative Department for ISP5-17 and above posts/ Attached Department for BPS-16 and below posts to ensure the observance of the prescribed percentage for departmental promotions and direct recruitment. : ;

(1) While calculating the minimum length of Service required for promotion to various grades by the Civil Servants belonging to a particular service or cadre, or holding a particular post, shall be based upon, Service rendered in the relevant Department, Cadre, post, discipline /speciality, Grade.

6. Minimum Length of Service for Eligibility for Promotion to Posts in

Various Grades. The minimum length of service for promotion to various grades shall be as follows:-

(a) for the Civil Servants who are promotees in the respective grades:-
i For posts in BPS-L7 and below 3 years in respective Basic Pay Scale or as prescribed in relevant Service Rules,

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12 years in BPS-17 and above.

For posts in Basic Pay Scale -19

iv. | For posts in Basic Pay Scale -20. | 17 years in BPS-17 and above,

Vo | For posts in Basic Pay Scale -22 22: years in-B PS-17.and. or above or at,

(b) Service rendered in the lower pay scales for promotion to BPS-18 only shall be counted as follows:

where first appointment of a person other than a person covered by proviso (c) 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 purposes of promotion to BPS-18 only.

(c) where initial appointment of a civil servant, takes place, on

recommendations of the Balochistan Public Service Commission, in a post

in BPS-18, BPS-19 or BPS-20, the length of service specified in proviso. (a) above shall be reduced by the following periods;

First appointment	Reduced by	After reduction required
Length of Service for		
promotion in next Basic		

Pay Scale shall be:

7-years service in BPS-18 for promotion in BPS-19

Basic Pay Scale-18
Post.

Basic Pay Scale-19	12 years	12 years in BPS-18 and above
Post. as or	5-years service in BPS-19	
for promotion in BPS-20		

Basic Pay Scale-20	17 years	17 years in Basic Pay
Post. Scale-18 and above or	5-years	
service in BPS-20 for promotion in BPS-21		

(d) Counting of Ad-Hoc Service for the Purpose of Promotion_

Under the existing rules, ad-hoc service does not reckon for the purpose of seniority. However, the service rendered on ad-hoc basis in a cadre and on a same post under the Provincial Government, followed by regular

appointment to a post in the same pay scale shall be counted towards length of service prescribed for promotion to a higher post provided there is no break between ad-hoc and regular appointments to the post

concerned.

Counting of Service rendered against Higher Post on acting charge

basis. The civil servant is liable to serve in an equivalent or higher post.

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Promotion to a higher post and holding temporary charge of a post are two different aspects. Legally, a person is not in a higher grade until his -promotion to the higher post is duly notified and charge of the higher post . is formally assumed by him. Therefore, the service rendered by a civil servant against higher post cannot be treated at par with the service rendered by regularly promoted officers in the higher scale for the purpose

of promotion to the next higher grade.

(f) Length of Service for Promotion from Basic Pay Scale -16 post to Basic

Pay Scale-18 where there is no Intermediate Post in Basic Pay Scale...

The minimum length of service for promotion to Basic Pay Scale-18 and above is laid down in para-5 and sub-para-(a) and (c) above. The question as to what should be the length of service for promotion from Basic Pay Scale-16 to Basic Pay Scale-18 where there is no intermediate post in Basic Pay Scale-17 has been considered and it has been decided, with the approval of the Competent Authority, that in such cases the minimum * length of service laid down in the recruitment rules relating to posts in Basic Pay Scale-18 for the purpose of promotion from BPS-16 to BPS-18 should be kept as the basis for such promotions. In case there is no such provision in the recruitment rules, action should be taken by the respective Administrative Department to include such a provision in the recruitment

rules, in consultation with SAGAD.

(g) Counting of period spent on Extra Ordinary Leave (without pay). The period spent on Extra Ordinary Leave without pay shall not be counted

towards the prescribed length of service for promotion,

(h) Study leave and period spent upon Deputation will count as service for 'promotion and all other kind of leave (beyond 4 months) shall not be

treated as service rendered in the Basic Pay Scale.

es _ Possession of Prescribed Minimum Length of Service Does Not Confer

is a condition for eligibility for promotion and does not confer a right to promotion. Where a senior person has not done prescribed service, the junior, as a rule, should not be considered even if he fulfills the prescribed length of service condition. Even for "selection" post, the persons have to be considered in the order of their seniority. Where

the appointing authority considers it to be in the public interest to fill a post reserved

AR OYA : the rules for departmental promotion and the most senior civil servant belonging

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where or service concerned who is then the first eligible person in the list of eligible persons

the specified length of service the authority may appoint him to that post on acting

charge basis in terms of Rule-8 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009.

(a)

(9)

8. Type of Promotions,

Regular Promotion: Regular promotion shall be made against a clear vacancy, reserved for departmental promotions quota calculated in terms of Para-5 above, which may occur due to promotion of the incumbent to a higher post on regular basis, his retirement, death, dismissal, removal from service, creation of a new post or any other such reason,

Promotion on Acting-Charge Basis: Promotion, on acting charge basis shall be made against a clear vacancy, reserved for departmental promotions quota calculated in terms of Para-5 above, which may occur due to promotion of the incumbent to a higher post on regular basis, his retirement, death, dismissal, removal from service, creation of a new post or any other such reason, but in a case where a civil servant does not possess the requisite length of service/experience prescribed in the service rules or prescribed in Para-6 above then he may be considered for appointment on acting-charge basis in terms of Rule-8 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009. Consequent upon such appointment, the Civil Servant shall not be entitled for seniority in the category of next higher post/Basic Pay Scale.

Promotion on Officiating Basis:

G) In the case of a Civil Servant with a substantive post on a permanent establishment, holds a lien and such post falls vacant temporarily in consequence of the absence of the substantive incumbent as a result of deputation, posting outside the cadre, long leave, suspension for a period of more than six months or appointment on acting-charge basis of the incumbent or is reserved under the rules to be filled by transfer, if none is available for transfer the appointing authority on the advice/recommendations of the Departmental Promotion Committee or the Provincial Selection Board, may make appointment by promotion against such post on officiating basis:

Provided that a post reserved for regular promotion, on deferment of a civil servant due to any reason, may be filled by promotion on officiating basis.

(ii) No person shall be promoted on officiating basis unless he

possess the qualification and length of service/experience prescribed for the post and his promotion as such is approved by the Chairman of the appropriate Selection Authority.

Gii} Officiating promotion shall be made on the same terms and conditions as to pay as are prescribed for regular appointment by promotion. :

Provided that the officiating promotion did not create
-any vested right for continuance and reversion to substantive
post did not amount to reversion.

{iv} Consequently upon such Promotion, the Civil Servants Shall not
be entitled for seniority in the category of next higher post/
Basic Pay Scale.

{v} When an officer recommended for promotion on temporary
basis/officiating basis by the Provincial Selection Board/
, Gramubandi Promotion Committee and approved by the
competent authority is liable to reversion to lower post in
case the higher post is subsequently either abolished or
ceases to exist or its original incumbent joins back',
However, if a temporarily promoted officer continues working
against the higher post without any 'break and, in the
meanwhile, a regular vacancy in the cadre becomes available,
no fresh clearance of the Provincial Selection Board/DPC is
required for his promotion to higher post on regular basis:
The officer will, therefore, be promoted on regular basis with
the prior approval of the Competent Authority with effect from,
the date of occurrence of the vacancy on regular basis in the
RE - cadre, subject to the following conditions:-

{a} No disciplinary/criminal proceedings have been
initiated against him/her during the period from the
date of temporary promotion till the occurrence of
vacancy on regular basis.

{b} His/her up-to-date service record would form the basis
for assessing fitness for promotion on regular basis i.e.
quantified score should not be less than a minimum
threshold prescribed for the purpose.

{d} Promotion in absence.

{i} A Government servant transferred to foreign service shall

remain in the cadre or cadres in which he was included in a
substantive or officiating capacity immediately before his
transfer. He may be given such substantive or officiating
promotion in those cadres as the authority competent to
order promotion may decide. In giving promotion such
authority shall take into account (a) the nature of the work
performed in foreign service, and (b) the promotion given to
juniors in the cadre in which the question of promotion
arises.

(11) In any individual case the competent authority may grant
promotion to a Government servant, outside his cadre or
cadres but in his own line, such promotion as it considers he
would have obtained had he not been transferred to foreign service.

NOTE —The words "in his own line" used in the above rule refer to
posts to which a Government servant may normally look for

promotion in his own department or office.

(iii) Consideration for Promotion of a Person on Transfer to

Another Office A permanent civil servant, who is

temporarily transferred from one office to another. in the

case of public interest, should be considered for promotion to a

higher post in his parent office as and when

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avacancy occurs.in the higher Basic Pay Scale/post and if

is selected for promotion in accordance with the relevans
“ules, he should be. appointed to the higher Basic Pay
scale /post so that when he reverts to his parent office he can .
count, for seniority and increments in the higher grade, the
period for which he remained on posting. No monetary benefit

‘in respect of his this promotion if the parent office shall be:
‘allowed to him while he is on posting to an other Department.

Promotion in such cases should be made with effect from a
date determined in accordance with the ‘next below nile’ and
not from-any carher date.

Promotion of Officers Deputed for Training/ Scholarship
Abroad. The officers proceeding abroad for training are
entitled to the pay which would have been admissible to them
in Pakistan but for their deputation abroad. In some cases
the officers, while under training abroad, are considered and
approved for promotion to higher posts in Pakistan. If an
officer is on training abroad and his turn for promotion
arrives in his parent department or cadre in Pakistan, he
should be considered for promotion along with other officers,
and if he ts approved for promotion in accordance with the
relevantrules, he should be appointed formally (not actually)
to the post in the higher Basic pay Scale/post. This would.
euable him to occupy, on his return to Pakistan, the position
which he would have occupied had he not gone abroad on
training. No financial benefit of the ‘next below rule’ should
be allowed to him in. respect of his promotion: He should be
allowed to count seniority and increment from the date of
such promotion, but the actual pay of the higher post should
be given ‘9 him only when he resumes the duties of the
higher post on his return from training.

The civil servants who are otherwise eligible for promotion
but for their being on training abroad, shall, therefore, be
considered for promotion by the competent promotion
Commultees/Bourds provided they fulfil the prescribed
criteria of promotion. However, on approval by the competent
authority, the promotion of these officers shall actualize only
on the successful completion of foreign training and on their
return to their parent organization in Pakistan,

The civil servants on deputation to Federal Government,
Provincial Government, autonomous/scmi-autonomous
organization heing controlled by the Provincial Government
shall be considered for promotion and informed to actualize
their promotion within. their respective cadres and
Government. They shall have to stay and not be allowed to go

back immediately after promotion. Such stay shall be not less than a minimum of one year to complete probationary period in the cadre. If he/she declines his/her actual promotion will take place only when he/she returns to his/her parent cadre. His/her seniority in the higher post shall, however, stand protected,

Promotion after having availed leave or during availing leave.

(a) The civil servants having availed /availing Ex-Pakistan earned leave including extra Ordinary leave/study

leave as well as similar leave within Pakistan for it
thau OI year shall be considered for promotion by th
concerned Promotion Conunittees/ Selection Boards,
However, on approval by the competent authority, the

' promotion of these officers shall actualize only on
return from leave. Their seniority shall, however,
remain intact. .

(b) The civil servants haviny availed/ availing lex-Pakistan
earned leave including extra ordinary leave/study
leave as well as similar leave within Pakistan for O1
year or more shall be considered for promotion by the
respective Promotion Comunittees/Selection Boards
upon earning of PER of full one year after return from
leave, Their seniority shall, however, remain-intact.

9. Bar against Promctiou of Ad-Hoc Appointses: Although persons
appointed on ad-hoc basis should possess the required quahfications and expericnce
prescribed for posts, but the ad hoc service docs not reckon for the purpose of seniority

and the ad hoc appointee should not be promoted to a hisher grade.

10. Linking of promotion with training: (a) In order to ensure an

optimum development of human resources available to the government, it is imperative
that a continuous process of capacity building {s so engincered that training becomes a
regular, mandatory requirement, directly linked to vertical growth of civil servants. In this
context, the Compctent Authority has been pleased to decide that officers be Wained in:
regular, short courses to equip theru with skills and expertise relevant to their job. It has,
therefore, been decided by the government that successful completion of the following
trainings are mandatory for promotions of oficers ofittre Provincial Civil Service (ie. BCS
(EB) and BSS Cadres}) and for the employees of other cadres as determined by the

Government and incorporated in the Service Rules of the specific cadre:

. Mid-Career Management Course at National Institute of
Management (NIM) for promotion to BFS-19.

. Senior Management Course at National Management College ior
promotion to BPS-20

. . National Manageiuent Course at National Management College for
promotion to BPS-21,

(b) This condition will not be applicable to civil servants in specialized cadres
such. as Doctors, Teachers, Professors, Research Scientists and incumbents of purely
technical posts or as determined by the Government for promotion within their own line
of specialization as envisaged in the existing Promotion Policy.

{c} _ The qualifying thresholds of quantification of P:2Rs for nomination to
these trainings are as under:

.SMC = 70

"NMC = 75

(4) There will be no exemptions from mandatory trainings. An officer may, however, request for temporary exemption in a particular moment in time but grant such exemption would be at the discretion of the competent authority. No such request with regard to an officer would be made by the Government Departments concerned.

(c) Three officers shall be nominated for each slot of training on the basis of their seniority. Those unwilling to attend will be dropped at their own expense without prejudice to the rights of others and without thwarting or minimizing the chance of improving the quality of service.

(f) The nominations for mandatory training having been made in order to seniority, if the officer so nominated for training declines to proceed on training for two consecutive training courses, then he/she would forfeit the right to consider for promotion.

Provided that the Chief Minister may dispense with this provision in any case in the public interest.

Exemption:

(i) MCMC: — The successful completion of Administrative Staff

College Course (ASC) /Mid Career Management Course,*
(MCMC) by BPS-18 officers shall be mandatory condition to BPS-19 with effect from 1st January, 2009.
The said course shall not be mandatory for those officers who are 50⁺ and above years of age.
Exemptions from the mandatory training course of MCMC will be evaluated by the Provincial Selection Board against 30 marks (inclusive of 15 marks in lieu of training).

(ii) SMC: The Civil Servants in BPS-19 who attained the age of

58 years or above will be exempted with effect from 28th May, 2009 from mandatory training viz Senior Management Course (SMC).

(iii) NMC: The Civil Servants in BPS-20 who attained the age of 58 years or above will be exempted with effect from 28th May, 2009 from mandatory training viz National Management Course (NMC) and National Defence

Course (NDC) for promotion to BPS-21 posts.

(iv) Existing exemption from SMC and NMC at NMC/NDU on attaining the age of 58 years for promotion to BPS-20 and BPS-21 will continue. Such civil servants shall be evaluated by PSB(s)/PSSC on the basis of 30 marks on the analogy of civil servants special cadres: ~ mentioned at para-17.

Lids,

Development of Comprehensive Efficiency Index for Promotion /Deferment/
Supersedes®

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sion:

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

: '
Beisic Pay Scale

BPS-18

BPS-19

BPS-20

(b) The Selection Board shall recommend the officers on the panel of requisite percentage and above in the efficiency index for promotion deferred (in order of seniority, depending upon the number of vacancies). No officer meeting the aggregate threshold, shall be superseded. The 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.

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

or not depending upon public interest vs officer's right for consideration.

12. Quantification of PEs, Training Evaluation and Analysis

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

(a) PEs in respect of two preceding grades (GPS) 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 PEs of next lower grade, which will be bracketed with the PEs of preceding grade. , : ,

(b) The following marks will be allocated for quantification of PEs, Training Evaluation Report and PSB evaluation :-

Factor Marks

Quantification of PEs relating to present grade and previous grade(s) @ 60:40%.

to

Training Evaluation reports in ratio of 60% : 40%.

Evaluation by PSB.

Total: 100%

13. 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. '

F v4 i) Previous reports of old Pakistan Administrative 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

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of grades followed by these Institutions as reflected in Table

below:-

TABLE-A

Grade

Grade Category of Range Weighted Points | Points of Points of

Average PASC NIPAs

- 90% = 9 | 80% = 8

Grade 90-100% 95.5% 8.60 8.73

BO-CONG | SH% 7.65 5.10

80 ~ 89% 72.5% 6.52 6.6

Average 80-89% 97.5%, 8.45

Below Average 70-79% 7

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 Points | Points of Points of

Grade Category of Range Weighted Points | Points of Points of

A Outstanding 90-100% 95% 8.60 8.73

B-Plus Very Good 80-89% 72.5% 6.52 6.6

B Good 70-79% 72.5% 6.52 6.6

Below Average 60-69% 67.5% 6.12 6.2

Below Average 50-59% 57.5% 5.37 5.5

Below Average 40-49% 47.5% 4.62 4.7

Below Average 30-39% 37.5% 3.87 4.0

Below Average 20-29% 27.5% 3.12 3.2

Below Average 10-19% 17.5% 2.37 2.5

(b)

For allocation of marks in case of promotion to BS-21, trainee's evaluation reports of NDU/PASC be given 60% weightage and those of NDA be given 40% weightage.

For promotion to BS-20 posts, NIPA evaluation reports and evaluation reports of Mid Career Management Course (MCMC) be given 60% and 40% respectively.

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.

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 PSB 30%.

a) BPS-20 and above posts shall be "Selection Posts" and the BPS-19 posts have been taken out of the category of "Selection Posts" and "shall be treated as non-selection posts with effect from 14th December, 2007.

b) Promotion from BPS-17 to BPS-18 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 heretofore.

c) Promotion from BPS-18 to BPS-19 posts, being non-selection posts should be based on the analogy of promotions to BPS-20 and BPS-21 as follows, Condition of passing the Departmental Examination or successfully completion of training courses, as the case may be, shall continue as heretofore.

(i) The PERs of regular BPS-18 officers for promotion to BPS-19 will have weightage of 70 marks;

(ii) MCMC is assigned 15 marks;

(iii) = Evaluation by Provincial Selection Board will have 15 marks.

The PSB will, however, continue to determine the fitness of a person for promotion from BPS-18 to BPS-19 on non-selection

-basis.

a) BPS-16 and below posts are also "non-selection posts" and 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 heretofore.

15. Promotions on Seniority-cum-Fitness Basis

(a). Posts carrying basic pay scale 19 or below are non-selection posts.

Promotions to BPS-17 and BPS-18 posts are to be processed by the Provincial Selection Board(s) on the basis of seniority-cum-fitness i.e. 100% on PERs. The condition of successful completion of training courses shall continue, as heretofore.

Fitness would be assessed primarily on the officer's work in the lower post.

(b). For promotion to a post in Basic Pay Scale 18, however, a civil servant must fulfil the following additional requirements in addition to para-1+ (c):

(i) Qualifying Service: possess five years service as an officer subject to the provisions contained in Para-6 above.

(ii) Eligibility Threshold: attain a minimum score of 50 marks for his P.I.Rs in accordance with the formula given in the addendum'

(iii) Departmental Examination and Training Courses: The condition of passing the departmental examination and successful completion of training courses shall continue as heretofore.

(iv) For Promotion to Posts in BPS 18 and 19: a minimum of two

officers per vacancy depending on the availability of eligible officers in the cadre.

(c) If only 2 reports or less have been recorded on a civil servant's work against

a post in basic pay scale 17, the reports earned by him in the next lower posts should

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{d) Promotion to BPS-17 and beléw shall be made on the basis. of Synopsis
PERs of the last 3 to 5 years.

{e} 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 male contribution to policy-making at the lowest rung of the
policy- maldang hierarchy. For promotion to these posts, therefore, a civil servant iitst

full the following requirements:-

At) Qualifying Service: possess 12 years service as an officer su bject to
the provisions contained in para-6 above.

{ii) Eligibility Threshold: attain a minimum score of 70 matks in

the P.E.Rs in accordance with the formula given in the addendum. :

(iti) Qualificatio ations: as prescribed by the relevant recruitment rules. a,

(iv) Relevance of Experience: possess expericnce relevant to the
functions of the post to which promotion is being made.

“tv “Quality and Output of Work” and “Integrity”: ‘marks calculated
in accordance with the formula in the Addendum shall be important
factors in determining the comparative merit of an officer.

16. Promotion to Selection Posts

a) Posts in BPS 20 and 21 are selection posts. Promotion to these posts 1s

to be processed through the Provincial Selection Board{s}.

(i) In order to ensure that selection by these Boards does notamount toamey
jimation of the unfit, the Services and General Administration Department shall place
a larger panel of cligible officers before the Board(s). Depending on the availability of.
eligible officers in a cadre, the number of officers to be included in the panel shall be as

follows:-

For promotion to middle | Aminimum of 3 officers per vacancy
(BPS 20) and senior (BPS 21) | depending in the availability of
management pests. eligible officer in the cadre.

(1) For selection posts, entries under “Quality and Output of Work” and

“Inteprity” in all the P.E.Rs recorded on the civil servant during his service as. an

officer will also be quantified in accordance with formula given in the Addendum. These

marks shall be a crucial factor in determining comparative merit of officers for promotion

to selection posts,

{b}. Posts carrying basic pay scale 20 are middle management posts. Field

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:

'they acquire an overview of the functions performed by these organization

within the broader framework of government's overall objectives /activities
to ensure smooth and effective management at the held level; and

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 Departments, For promotion to middle management posts,

a civil servant must fulfil the following requirements:-

(c)

(i) Qualifying Service: possess 17 years service as an Officer subject to
the provisions contained in para-6 above.

(ii) Eligibility Threshold: attain a minimum score of 70 marks in the
P.E.Rs in accordance with the formula given in the Addendum.

(ii) | Qualifications: as prescribed by relevant recruitment rules.

(iv) Relevance of Experience: possess experience relevant to the
functions of the post to which promotion is being made.

(v) "Quality and Output of Work" and "Integrity": marks calculated
in accordance with the formula in the Addendum shall be a crucial
factor in determining the comparative merit of an officer.

(vi) Variety of Experience: the 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 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 parent cadre for too long.

(vii) Training: should have successfully completed a regular course at

NIM or an equivalent course in another institution,

Posts carrying basic pay scale 21 fall in senior Management post

These posts are 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 wisdom to determine the same. A civil

servant must fulfil the following conditions for promotion to senior

management post :-

(i) Qualifying Service: posscss 22' years service as an officer subject'to the provisions contained in para-6 above.

ii) Lligibility Threshold: attain'a minimum score of 75 marks in P.IE.Rs in accordance with the formula given in the Addendum.

iti) Qualifications: as are prescribed by relevant recruitment rules.

iv) Relevance of Experience: possess experience relevant to the functions of the post being filled by premotion.

v) "Quality and
in accordance w itt 1 h the feted in the Addendum shall be a crucial factor in determining the comparative merit of an officer.

{vi} Varicty of Experience: The Selection Board should give careful consideration to the nature of duties, duration and location of posts previously held by the officer. At this level, a proper assessment under the criterion may require some distinction between hard or taxing assignments (on account of workload or its complexity) viz-a-viz relatively routine, duties particularly in the secretariat:

. Depending on the posts to be filled, an officer possessing well-rounded experience with adequate exposure to difficult assignments should normally be preferred.

P aletar "Administrative Staff Coltcue/ National Defence 'Univer sity. This re quirement will be waived for officers who :

(i) have served as nead ofa training institution for at least one year; or

(ii) have served on the directing staff ofa training fashion for at least two years; or

(iti) have exceeded the age of 58 years.

(ec) Top Management Potential: since officers promoted to this level may be called upon to hold independent charge of a Department 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.

. The above guidelines will not be strictly applicable to civil servants who &re in ee cadres such as doctors, teachers and professors, research scientists and incumbents of purely technical posts for promotion within their own linc of specialism. The criteria for promotion in their case would continue to be the technical qualifications, experience and accomplishments (research, publications etc.) relevant to their specialism as prescribed in their Service Rules. However, for calculation of their comprehensive

Seiencey index, PERs shall carry 70% marks and consideration by the PSB 30%,

PERs of Civil Servants in Special Cadres such as Doctors, Teachers and sunieesars, Research Scientists etc. carry 70 marks and consideration by the PSB 30 marks [Total marks 100]. Award of marks to exernpteas for the training factor on

notational basis in proportion to the marks obtained by them in the VERs.

18. Panel of Officers per Vacancy

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

For promotion to BPS-17 and Leiw. | A minimum of 2 officers/officials

additional depending on the
availability of eligible officers/
officials in the cadre.

For promotion to BPS-18 and BPS-19 | A minimum of 2 officers per vacancy
: depending on the availability of
eligible officers in the cadre.

For promotion to BPS- 2p and BpPS-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,

19. Eligibility criteria for consideration for Promotion

A civil servant shall be considered for promotion to posts reserved 'for
promotion subject to his suitability and assessment who are holding the -post

substantively i.e. on regular basis,

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

(1) Only notified final seniority list will be accepted while considering a

case of promotion of a civil servant. No tentative or provisional
seniority list will be accepted, The appointing authorities must
ensure Publication of seniority lists in official Gazette each year in
the month of January as per existing instructions and format-issued'
by the S&GAD.

(ii) He must have satisfactorily completed the probation period.

(iii) He should possess the qualification/experience and fulfill other
conditions as provided in the relevant service rules.

{v) Fulfilment of prescribed minimum length of service in BPS-I- and
above for promotion to various scales, reflected herein above in
Para-6.

(vi) Satisfactory completion of mandatory training,

(vii) Successful completion and passing of of mandatory prescribed departmental examination.

(vii) Should possess qualification/experience and other conditions as prescribed in the relevant Recruitment Rules.

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(ix) Service record including PiRs is complete.

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*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 2011, will become eligible for consideration after earning PER for 2012,

**The civil servant is on deputation abroad to a foreign government, private organization or international agency 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.

**The civil servants having availed/availing Ex-Pakistan Earned

Leave including extra Ordinary leave/study leave as well as similar leave within Pakistan for 01 year or more shall be considered for promotion by the respective Promotion Committees/Selection Boards upon earning of PER of full one year after return from leave.

Award of minor or major penalties. Minor penalty of withholding of promotion for a specific period, will take effect from the date when a junior is considered for promotion and is promoted on regular basis for the first time.

Beyond minor punishment does not stand in the way of promotion,

If there are any NAB investigations/ Court cases/formal enquiry or any other disciplinary proceedings are being conducted against an officer, the fact of such investigations needs to be placed before the relevant PSB/DPC as the case may be. The PSB/DPC may take a considered decision on merits of the case.

Relevant Recruitment Service Rules are available duly notified by the S&GAD. .

the 1 types of Leave to which a civil servant is entitled. As he continues to be a government servant and can be called even for

duty, he can, therefore, be considered for promotion against a higher

post during LPR. However, the civil servant so Promote shall not be

required to join/report to parent Department and his promotion

shall be actualized accordingly from the date of promotion.

When a senior person declines promotion to suit his convenience: If a senior person declines promotion to suit his convenience, he should lose his seniority to the next junior person who is promoted in the relevant vacancy, and that he should not be considered for promotion till after his case for promotion has been considered again by the Selection Board/Departmental Promotion Committee in the subsequent meeting, on availability of the fresh vacancy for the Departmental promotion quota.

Up-gradation of Posts and Procedure for Filling-up of Upgraded Posts:

Up-gradation of a post and promotion of an officer from lower to higher scale are two distinct issues which should not be linked together. Up-gradation of a post on account of expansion in area of jurisdiction and responsibilities is within the purview of Finance Department, whereas, promotion of an officer to a higher scale is entirely a different issue which falls under the exclusive jurisdiction, of the PSB or the DPC depending upon the scale of the officer/ official.

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For the purpose of recruitment, Up-gradation of a post means the abolition of the existing post and creation of a new post in higher Basic Pay Scale. Up-gradation of a post does not mean automatic up-gradation of its incumbent to the next higher Basic Pay Scale, Appointment to the 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 Basic pay Scale) until he is approved for appointment to higher grade. In view of this, method of recruitment and qualifications etc., for such new posts decided in consultation with the S&GAD, and the post in question fall to the Category of the Departmental Promotion Quota, the case of the civil servant against the Up-graded post may be sent for placement before the Provincial Selection Board or the Departmental Promotion Committee as the case may be for consideration, if

(b) If a civil servant is superseded he will not be considered for Promotion unless he 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/DPC and will include the PER which was neither due nor placed before the Selection Board /DPC even if it relates to the Previous year, : , :

'Illustration }

If an officer 'A' is considered by the Selection Board in Jan, 2012 when his PER for

2011 is neither due nor placed before the Selection Board or DPC as the case may

be and Superseded. He will be considered after earning one full year PERs for 1, , :

Illustration 1

If an officer 'B' is considered by the Selection Board in January, 2012 when his PER for 2011 is not due but placed before the Selection Board or DPC as the case may be and Superseded, He will be considered after earning one 'full Year PERs for

Illustration It
Illustration TT

Tfan officer 'C' is Considered by the Selection Board or DPC as the case Taay be in May, 2011 when his PER for 2010 is due and placed before the Board and Superseded. He will be considered after earning the PER of 2011,

TRA question arises that if a Civil Servant has joined duty on 26-05-2011 after availing ex-Pakistan long leave W.o.f, 28-02-2006 to 25-05-2011. He has earned PER for the Period from 26-05-2011 to 31-12-2017, a question has arisen as to whether PER of the officer from 26-05-2011 to 31-12-2017 can be considered as: PER for full one year when the PER from 01-01-2011 to 25-05-2014 was not due and certificate in lieu thereof was placed on record, © .

It is clarified that one full year PER within the Meaning of sub-para (a) (xi) and (xii) 'above means '12 complete months in a calendar year. A Civil Servant having availed /availing Ex-Pakistan leave including extra ordinary leave/study

'leave as well as similar leave-within Pakistan for OL year or more or on return

from deputation abroad etc, shall have to earn PER for 19 Complete months in a

__ calendar year before his Case comes up for consideration for Promotion. If such a

Civil Servant upon his return has earned part PER for less than 19 months in a calendar year then a Special report for the period of deficiency earned 'in next calendar year shall be taken into account to complete the 19 months requirement for the purpose,

20% Working Paper for the P&B/PSSC/DPC:

For Seere iat or Pichd posts:

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—_ Working Papers have to be prepared by:-

(i) In case of BPS-17 and above Field posts by the Section Officer, (Services-VIII)- S&GAD, and under the signatures of Secretary S&GAD. : R

(ii) In case of Secretariat BPS-16 and above posts, by the Section Officer (Services-II)-S&GAD, under the signature of Deputy Secretary - (Services-I) for the post of BPS-16 and under the signatures of Secretary Sés »GAD for the posts in BPS-17 and above.

(iii) In case of Secretariat BPS-15 and below posts, by the Section Officer (Services-V)-S&GAD, under the Signature of Section Officer.

For the post of Attached Departments:

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(i) In case of posts in B ps- 15 and below by the Head of Attached Department, under his signature.

(i) In case of BPS-16 and above posts, by the Section Officer concerned :

under the signature of Deputy Secretary concerned for the post of BPS-16 and under the signature of Secretary concerned for the posts in BPS-17 and above. ,

The concerned Department/Office/Section shall give the following details : in the Working paper:-

(i) Total number of sanctioned posts with-proof(s).
(ii) Method of promotion as per Service Rules' duly notified by the S&GAD.

{iii} Bifurcation of posts falling in promotion and initial recruitment quota, if any, as per para-5 of this promotion policy and details of vacancies available by promotion: For calculating the same the total number of sanctioned posts; their distribution into promotion, direct recruitment and transfer quotas with complete list of officers holding promotion posts, direct recruitment posts and transfer posts (if any) along with the names of the incumbents holding these posts.

(iv) Causes of occurrence of vacancies duly. supplemented by.

documentary evidence.

rescribed qualification, experience, Jength- of — service,
raining/Deparimental Examination, Threshold etc. under the
elevant rules/ policies

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(vi) Remarks of the previous meetings, if considered carlier.

(vii) Seniority position as per Final seaterey list issued by the concerned
Competent Authority in the prescribed manner and .on. the
prescribed format. :

(viii), Tancl of Civil Servants proposed to be considered for promotion .
strictly in accordance with the notified. final seniority list (not™
according to the tentative or provisional seniority list). ‘

(ix) Detailed Service account of each officer/ official Having full service particulars as well as Synopsis and Quantification of PERs,

(x) Details of penalties awarded and gist of charges.

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(xi) . Details of pending inquiries and gist of charges,
. C43). Result of tanning/examination Prescribed for the posts,
(xiii). Relevant Certificates

(xiv). Present status of the officer, whether Working in cadre or otherwise,

(xv) PER grading & Quantification Form must be attached -as per.
Prescribed formula annexed in Addendum,

(xvi) © Synopsis of PERs as per prescribed format annexed to this Policy,

(xvii) Clear recommendations of the Department be added,

(xviii) Additional information, if any,

(xix) The Working Paper for PSB/PSSC/Dpc should be submitted .__
[Weeks before the meeting, : ;

The Departments concerned shall also be required to submit the Check list,
Profile of the Recommendees' along with Working Papers and other related
documents, duly attested by the concerned Section Officer,

», ds ' - Competent authorities to seek advice: All the Promotions to the

Posts in basic Pay scales 2 to 16 and equivalent shall be made on the advice/
recommendations of the appropriate Departmental Promotion Committees (i.e.
Departmental Promotion Committee No-I for making advice for Promotion from BPS-15
to BPS-16, Departmental Promotion Committee No-II, for making advice for Promotion
from BPS-1 to BPS-5); and to the Posts in basic Pay scales 17 and above or equivalent,
shall be made on the advice/recommendations of the Provincial Selection Boards (i.e.
Provincial Selection Board-I for Making advice from BPS-17 to BPS-20 and Provincial
Selection Board-II for making advice for promotion from BPS-20 to BPS-21 and
Provincial Special Selection Committee (PSSC) for Branch of BPS-27 and BPS-22 to
technical and Professional Officers in Specially Meritorious cases). In each Department,

or office of Government, there shall be one or more Departmental Promotion Committees
consisting of at least four members one of whom shall be appointed as Chairman by the
Department concerned in Consultation with the Services and General Administration

. Department.

| . Power to Recommend Demotion; The Scope and function
of Provincial Selection Boards and Departmental Promotion Committees are either to

for promotion to the higher Post/Basic pay Scale or to

TS/SS, in accordance with law/rules but is not competent .

to give advice for demotion to lower post/Basic pay Scale. As the demotion is a kind of reduction in lower post/Basic pay Scale, which is a major penalty under the Balochistan Employees' Efficiency and Discipline Act, 2011 and is imposed upon an employee in the prescribed manner in the aforesaid provisions of the Act. However, PSB/DPC as the case

may -be,, may tal

cognizance of. the matter while' detecting later, that - the advice/recommendation sought/piven was contrary to law/rules, regulations and

policies, therefore, can recommend for reversion to meet the requirement of rules, =

23% Conditions for Deferment

(1) 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.

i) | When the Board considers the record as incomplete, or wants to further watch the performance of the officer or for any other reason io be recorded in writing.

ftv). Disciplinary or departmental proceedings, anti-Corruption, or 'other enquiries or criminal caseeø are pending against the civil servant, However, *-preliminary inquiry/probe in. the Department or complaint pending with anti-Corruption Establishment shall not: be considered' as a cause of deferment. :

(v) The civil servant is on deputation abroad to a foreign government, private organization or international agency, If returned to Pakistan but has not yet earned one full year's PER. '

(vi) The civil servant's inter-se seniority is subjudice.

(vi) Promotion of officers still on probation after their promotion in their existing Basic Scales shall not be considered.

(vii} A civil servant who has resigned shall not be considered for promotion no matter the resignation has yet to be accepted.

(viii). A civil servant initially appointed to a post in a Government Department but retaining lien in a department shall not be considered for promotion in his parent department. However, in case he returns to parent department, he would be considered for promotion only after he earns PER for one calendar year,

(ix) The civil servants havin gavailed/ availing Ex-Pakistan Earned Leave including extra Ordinary leave/study leave as well as

similar leave within Pakistan for 01 year or more have not

i earned of PER of full one year after return from leave

> / aN (x) The civil servants "who are on Extra Ordinary Leave without
3) Neiman "pay for 01 year or more,

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(xi) - Pinal seniority is not published in the prescribed manner,

(xii) Relevant Service Rules duly notified by die S&GAD are not available.

consider ed as soon.as the reason on the basis of. avhich “deferment took place ceases’ to éxist provided that a civil servant falling in the category mentioned in sub-para 1 (v) and. (ix) above will be considered for promotion only on his return to Pakistan /from leave and earning at least one PEER for one full year before he is considered for promotion.

Provided that one full year PER within the me caning of sub-para 1 (v) and

(ix). above means 12 complete months in a calendar year. A Civil Servant having

availed / availing ex-Pakistan leave inchiding extra ordinary leave /study leave as

well as similar leave within Pakistan for O1 year or move or on return. from

deputation abroad etc, shall have to eam PER for 12 complete months in a

calendar year before his case comes up for consideration for promotion. If such a.

civil servant upon his return has earned part PER for less than 12 months in a calendar year then a special report for the period of deficiency earned in next calendar year shall be taken into account to complete the 12 months requirement

for the purpose.

Supersession:

(i) In case of Selection Posts the Board shall supersede those civil

servants who do not fulfill the eligibility threshold.

(ii). In Case of Non-Sclection Posts the recommending authority PSB or
' the DPC as the case may be, may recommend a civil 'servant for

“supersession on the basis of any one or more of ‘the: following :

reasons:-

(a) The record of the officer contains adverse remarks ‘(not expunged after representation) during the last three years.

(b} He has failed to qualify or failed to appear in the prescribed deparmental examination (within the pr escribed attempts).

(c} If the officer is unable to qualify the requisite Mandatory Training or his performance in the mandatory training is unsatisfactory. :

(d) Hc has been awarded more than three major penalties’ within

five years of the date of consideration for promotion.

“(e) He has been awarded four or more minor penalties anning the last five years.

Where itis proposed io recommend a civil Servant for supersession of promotion, detailed justification thereto may be given along with names : ‘and seniority positions etc,

2 The civil servant whose promotion has- been deferred. will. be.

25. Appointing Authorities/Competent Authorities to accept the adv.

ANN :

recommendations of Recommending Authorities: "Appointing Authorit,

Competent Authority" in relation to a post, means the authority competent to make appointments/approve the recommendations / advice of the Provincial Selection Boards, Departmental Promotion Comunittce and Provincial Special Selection Committee to various posts shall be as authorised under Rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer] Rules, 2009. The advices of the Departmental Promotion Comittces or the Provincial Selection Boards or Provincial Special Selection Committee as the case may be shall be placed before the concerned appointing

authorities,

Provided that where. appointing authority for posts in basic pay scales 16 and helow or equivalent docs not accept the recornmendations of the appropriate - Departmental Promotion Committee, it shall record its reasons and obtain orders of the next higher authority.

26: Promotion not advised by the Competent Forum: The Departmental Promotion

Committees or the Provincial Selection Boards or Provincial Special Selection Comittce as the case may be has not advised/recommended for promotion under the rules but the Competent Authority made promotion with the approval of the higher

authority/competent authority it shall be irregular and can be recalled with notice.

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aes Promotion of Superseded Officers: Whether a junior officer, who was earlier recommended for promotion but could not be promoted due to non-availability of vacancy due to one reason or the other, should be promoted first in preference to his senior officer who was subsequently recommended for promotion. It is, therefore, decided if a vacancy occurs at a time when a senior officer is recommended for promotion, his junior who was recommended carlcr will have to be promoted later than

the passed over officer.

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Communication of reasons of Deferment/Supersession to the Officer concerned.

The Civil Servants who have been recommended for supersession/deferment may be informed through Order/Notification, while notifying the promotion of his other colleagues, about reasons of said supersession/deferment immediately after the reconunendations of PSB/PSSC/DPC have been approved by the respective Competent Authority to enable such officers to improve their performance and to complete their

record /any other deficiency, as the case may be.

Quorum and Recommendations of the PSB/DPC: It is clarified:-

Ba (Y : that no quorum shall be required for holding PSB's/DPC 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 PSB/DPC.

30. As a matter of policy, all Administrative Departments/Attached Departments/Directorates as well as other organizations under their administrative control shall:~

(a) Prepare Certificates at the end of every year i.e. by 31 December that no- promotion case upto Brs-316 is pending in the Administrative Department, Directorate as well as other organization under the administrative control. After getting the said certificates signed by the Secretary/Head of Attached Departments, it may be forwarded to the S&GAD for record,

(b) Furnish Certificates (duly signed by Administrative secretary) to the S&GAD by 31st December to the effect that No promotion case for BPS-17 to BPS-21 is pending in the Administrative Department as well as other organizations under their administrative control.:

(c) Since promotion of officers in autonomous Bodies fall outside purview of the PSB, except those are included in the purview of PSB) the Certificate: (duly signed by Secretary/Head of Attached Department) in respect of officers of the Autonomous Bodies, be kept in the respective Administrative Department concerned,

31. * The above instructions may be strictly adhered to in letter and spirit and also circulated amongst the subordinate offices for compliance. —

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A copy is forwarded to:- en :

The Additional Secretary (Regulation) S&GAD
The Additional Secretary (Administration) S&GAD
The Deputy Secretary (Staff) to Chief Secretary Balochistan
The Deputy Secretary (Services-]) S&GAD

The Deputy Secretary (Services-II) S&GAD

The Deputy Secretary (Admin) S&GAD

The Deputy Secretary (Regulations)-S&GAD

The Deputy Secretary (Judicial and Inquiry) S&GAD
The P.S. to Secretary S&GAD.

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- Addendum

QUANTIFYING THE CONFIDENTIAL REPORTS

I]. OVERALL J ASSESSMENT

1. All Confidential Reports (P.E.Rs) recorded during service as an officer will be

considered for Promotion to posts carrying basic pay scales 18 to 24 or equivalent,

2. (a) The overall] grading in the P.E.Rs are allocated the following marks:

Overall Grading Marks

(I). Outstanding 10

(ii) Very Good 8

{tiil)- Good 7

(iv) Average 3

(v) Below Average aL

0

(vi) Poor

'(b) Separate grading of 'outstanding' has now been introduced but for past reports, a Very Good grading will be considered outstanding and carry 10 marks only if (f} all except 1 or 2 entries in' parts' II to Iv of the current PER form or part- J] in the previous format are Very Good (A-1) or (u) accelerated promotion was recommended. °

ic} If the overall grading in a CR is ambiguous e.g, placed 'between Good and Average, the quantification willbe based on the lower rating,

(d) In case the assessment of the countersigning officer differs from that of the reporting officer in any CR, the quantification will be based on the overall grading recorded by the countersigning officer,

(e) Where two or more confidential reports' were initiatedina calendar year, the marks for that year will be worked out as their average or arithmetic mean unless the officer was promoted during the year wher the relevant part reports or their arithmetic mean, whéré required, would be treated as independent PERs for the respective levels. 0 :

3 The marks for P.E.Rs will be computed Separately for each level of posts carrying the same basic pay scale and a weighted aggregate score will be worked out as follows:

First Step

Arithinetic mean will be calculated for each calendar year containing 2 or more 'P.E.Rs vide 2(e) to derive the PER score for that yeariag follows:

6: Where

M, = marks vide para 2 (

a) for each CR recorded in calendar year "y",.

N, = Number of P.E.Rs recorded in year "y",

"and © stands for summa

Second Step

cTormala: =.

2 . 7 °

_ Average marks = 3 at:

4

e Where

tion...

Average. marks foreach devel wilt be taleulated "aécording to the following

M = Marks for PERs vide paras 2(a) and 2(e); and

T.= Total number of PERs in posts at that level,

>. Third Step .

Weightage for posts held at cach level will be given as followy in computing the ,
ageregate score against a uniform scale of 100 marks for promotion - '

(I) to post carrying basic pay

(ii) to post Carrying basic pay

(iti) to post Carrying basic pay

(iv) to post carrying basic pay

e Where

"scale 18 (10x)

seale 19 (6x13)+(4sca)

scale 20 (SxC)+(3xB)+(2xA)

scale 21 (SxD)+(3xC)+(A+B)

A= Average marks for reports in posts carrying basic pay scale 17

B = Average marks for reports in posts carrying basic pay scale 18:

C = Average marks for reports in posts carrying basic Pay scale 19

Ds= Average marks for reports in posts Carrying basic pay scale 20

> Fourth Step' ~

The following additions /deductions shall be made in the tota: martes ;

worked out in the "[third step,]

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 Anne College \
- (b) Executive Development Institute

i) National Institute of Public Policy 3 Marks (a) to (e))

(d) National Defence College

(c) Paldam Administrative Staff College i"

(j) National Institute of Public

t 2 Marks for (f)
Administration

{ø} Civil Service Academy and all other
Government Training Institute 1 Mark for {g}
including those incant for specialized
Z training.

B. Deductions:

For each, mayer penalty imposed under
the Balochistan Eemployecs' Efficiency and S Marks
Discipline Act, 2011 or any other relevant

law on the subject.

(ii) For each minor penalty imposed under
, the Balochistan Employecs' Efficiency and 3 Marks
Discipline Act, 2011 or any other relevant

law on the subject.

(113) For adverse remarks deductions be made
for. such remarks only as 'were duly 1 Mark per CR
conveyed to the officer concerned and containing adverse
were not expunged on his representation, remarks.

or the officer did not represent.

However, the above policy is not applicable to civil servants in BPS-16 and
below. In this case, the concerned assessing authorities will take into
consideration the entire service record with weightage to be given for recent
reports and any minor penalty will not be a bar to promotion of such a civil
servant.

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.

An officer is being considered for promotion to BPS 19. He was awarded a minor
penalty in BPS 18. Deduction of S 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

be worked out with deduction of 3 marks.

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'Example No.2

The same officer is now being considered for promotion to BPS 20. He was awarded minor penalty in BPS-15 and was subsequently promoted to BPS- 19, While calculating his quantification for promotion to BPS-9, 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,

C.. _ Clarification:

(a) 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.

(b) 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.

Example I

A Civil Servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following grading during his service against posts carrying:

pay scale 17 4 Good and 1 Average

pay scale 138 2 Very Good, 6 Good and 1 Average of

which the average report and two good reports were earned in one calendar year. The other reports covered full calendar years, :

pay scale 19. 1 Outstanding: and 4 Good

He has served for 3 years in a training institution. His marks for the P.E.Rs | will be worked out as follows: -

First Step

Average/arithmetic mean, for 2 "Good! $(7 \times 2) + (5 \times 1) = 6.3$ and 1 Average report earned in one 3 calendar year. ,

Second Step.

. Average marks for posts carrying $(7 \times 4) + (5 \times 1) = 6.6$ - basic pay scale 17. 5 ;
Average marks for posts carrying $(8 \times 2) + (7 \times 4) + 6.3 = 7.1$

_ Basic pay scale 18. 7

Average marks for posts carrying (0x1) +(7 xt) =7.6

basic pay scale 19, a.

Third Step fn

$$(5 \times 7.6) + (3 \times 7.1) + (2 \times 6.6) = 72.5$$

Ww ne

4;

Fourth Step

Marks for CR's "2:5

add for service in a training institution - 2.0

His final score for P.E.Rs will be. 74.5

Example If

A Civil Servant is being considered for promotion to a post carrying basic pay scale 19. He earned the following gradings during his service against posts carrying;

pay scale 17 3 Good and. 2 Average.

pay scale 18 5S Good and 2 Average.

A minor penalty under the Balochistan Employees' Efficiency and Discipline Act, 2011 or any other relevant law on the subject was imposed on him. He also earned adverse remarks in 2 reports.

His marks for the P.E.Rs will be worked out as follows:

* ~ - First Step:

Average marks for posts carrying $(7 \times 3) + (5 \times 2) = 6.2$

basic pay scale 17, . is

Average marks for posts carrying $(7 \times 5) + (4 \times 2) = 6.4$

basic pay scale 18, 7

= ~ Second Step

: $(6 \times 6.4) + (4 \times 6.2) = 63.2$

= Third Step : 7

Marks for P.E.Rs 63.2

Less ;

(1) for minor penalty 3

(ii) for adverse remarks 2

aeeweeeweeeee 8

58.2

His final score for P.E.Rs will be 58.2

The weightage in the second step at para 3 will be modified to correspond to the

number of levels actually served in Government in cases where:

served

(2) the officer joined Government service directly in a post carrying basic pay scale 18 or above; or

(ii) the officer has not served against any post carrying an intervening basic pay

seale. » *

Example If

A Civil Servant who has joined Government service in a post in pay scale 18 is being considered for promotion to a post carrying Pay Scale 20. He earned the following

gradings during his service against posts carrying:

pay scale 18 2 Very Good, 3 Good and 2 Average

Pay scale 19 2 Very Good and 3 Good.

Pid

His marks for the P.E.Rs will be worked out as follows:

' First Step:

Average marks for posts carrying $(3 \times 2)4(7 \times 3)4(52.2) = 6.7$

basic pay scale 18 7

Average marks for posts carrying - (issahe $(7 \times 3) = 7$ 4

basic pay scale 19 5

a Second Step

; , $(0 \times 7.414(4240.7) = 71.2$

> Third Step

Marks for P.E.Rs : 71.2

His final score for PLE Rs willbe 71.2

= Example Iv :

A Civil Servant is being considered for promotion to a post carrying basic pay scale 19 in acadre where no post exists in basic pay scale 18, he has earned 1 Very Good, 7 Good, 5 Average and one Below Average reporis (with adverse entries) in his present:post carrying busic pay scale 17. His marks for P.E.Rs will be worked eut as follows:

> First Step

Average marks for post carrying $(8 \times 1)1-(7 \times 7)+(5 \times 5)4-(1 \times 1) = 5.9$ basic pay scale 17 14

=~

=

Second Step

: $(10 \times 5.9) = 59$

Third Step

Marks for PLE.Rs | 59

Less for adverse remarks -I

58

His final score for P.E.Rs willbe 58.

5. Where only two reports or less are available on an officer against posts ina

particular basic pay scale, these P..Rs will be added to the P.E.Rs earned in the lower post for calculating the average marks at that level and the principle laid down.

in para 4 will apply to the weightage to avoid any Tae bias attaching to the reports in question.

It is clarified that this provision shall be applied only if it works to the advantage of an officer. If, however, the quantification of an officer gets reduced as a result of the provision, the procedure specilied in Para 5 herein above eteu not be followed.

Example.V

~ A Civil Servant is being considered for promotion to a post carrying basic pay scale

20; -He earned the following gradings during his service against posts carrying:

oO

pay scale 17) : 4 Very Good, 4+ Good and 2 Average
pay; scale 18 1 Average and 1 Below Average.

» ORY scale 19 ; 2 very Good, 5 Good and 1 Average.

His marks for P.E.Rs will be worked out as follows:

> First Step

Average marks for posts (8x4)+(7x4)4(Ex2)+(Sx1)+(1x1) = 6.3
carrying basic pay 12
scale 17

Average marks for posts oS {8x2}+(7xS)+(Sx1) = 7.0
8
Q

carrying basic Pay scale 19

Poa Second Step ;
i ' (6x7)+(4x6.3) = 67.2
Dia Third Step

Marks for P.E.Rs 67.2
His final score for P.E.Rs will be 67.2

Note: Independent weightage for only 2 reports against the post in basic pay sr
18 would have skewed his score to 58. «
Example VI '

A Civil Servant being considered for promotion to a post in basic pay scale 181
earned only 2 reports against his present post but had served for 6 years again:
post in basic pay scale 16. He earned the following gradings in his P.E.Rs:

pay scale 17 2 Good.
p2y scale 16 4 Geod and 2 Average.

Tis marks for P.E.Rs will be worked out as follows:

> First Step

Average marks T2Q)A(7RNA(SX2Q) = 6.5
= Second Step

(10x6.5) = 65
2 Third Step

Marks for P.E.Rs = 65
His final score for P.E.Rs will be =65

6. Where an officer appointed to a higher post on acting charge basi

considered for regular promotion to that post, the P.E.Rs eamed during his act
charge appointment will be added to the P.E.Rs earned in the lower post
calculating average marks,

= fxample VIL

A Civil Servant appointed on acting charge against a post carrying basic;
seale 19 is to be considered for remular promotion against that post. He has cari
2 goed reports in his assignment en acting charge and the following gradi

against earlier posts:

3 Good and 2 Average

2 Very Good, 4 Good and 2 Average

His marks for P.B.is will be worked out as follows:

= First Step

Average marks for : $(7 \times 3) + (5 \times 2)$

Posts carrying basic -----++-- = 6.2

Pay scale 17 i)

Average marks for $\{8 \times 2\} + (7 \times 4) + (5 \times 2)4 - (7 \times 2)$;

posts carrying basic —.---++-----<--es-eere ence = 6.8

pay scale 18 10

> Second Step - $(6 \times 6.8) + (4 \times 6.2) = 65.6$

> Third Step : Marks for P.E.Rs = 65.60

His final score for P.E.Rs will be 7 = 66

Quantification of two or more confidential reports pertaining to a calendar
: . yearn

Reference Establishment Division's D.O, No.10(10)/85- CP-1, dated 15.5.1985, the question of quantification of two or more confidential reports initiated in a calendar year on the basis of average or arithmetic mean has been under consideration in. the Establishment Division. It has been observed that quantification of part report of smaller period overrides the report of larger portion of the year, when calculated on the basis of average or arithmetic mean. as is illustrated in the following example:-

a) Report for 9 months as "Average" : 'Marks= 05

b) Report for 3 months as "Outstanding" : Merks= 10

= $\frac{5 \times 9 + 10 \times 3}{12} = 7.50$

2 2

2. With a view to make the formula of quantification more realistic, it has been decided

with the approval of the competent authority that, in future, part reports written on an officer in a calendar year will be quantified on the basis of weighted average/proportionately instead of their average or arithmetic mean. The same is illustrated in the following: example:- ,

a) Report for 9 months as "Average" > Marks= 05

b) Report for 3 inonths as "Outstanding" +: Marks= 10

Weighted Average:

Marks for each CR multiplied by No of months as covered by part reports

s (12

(Number of months'a calendar year)

= $\frac{5 \times 9 + 10 \times 3}{12} = 7.50$

L2

= SO susnswneeeenes cesea 2.50
12

Total: 6.25

12, -

13.

Whether any disciplinary proceedings were conducted against the officer(s) if so with what,

“results? (Copy of the final verdict to be attached).

Brief of Annual Confidential Reports in respect of BPS-17 and above.

a. Quantifications:

\$s. BPS | Years

No

b. Synopsis:

Ho, of gradings of each category of P.E.Rs

_ OVERALL ASSESSMENT:

OS | VG

Posting | Overall | Fitness for | Adverse | Whether|/Whether

grading | promotion as | report | adverse | representation

for the | judged by } with / remarks | against adverse

last 5/4 t h e | remarks communicated } remarks made,

years Countersign- “{ if so, with What
ine Officer results,

Name of post (s) to be filled in by promotion »
with Basic Pay Scale of the post. :

Method of recruitment notified by the Government :
(Enclose copy of Recruitment Rules),

‘Total sanctioned strength of the cadre:

Direct Promotion

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.

i. How the post(s) under promotion quota fell —

if Whether to be promoted on regular basis or otherwise?

a. Recruitment Rules framed (copy to be attached).

b. Person(s) eligible for promotion against vacant posts(s):

a Prescribed length of Service/experience for promotion.

(Enclose legible copies of Recruitment Rules)

d. Prescribed qualification under the rules.

GH Mandatory Training/Course if any.

€ Minimum required qualification,

Qu. #Numbers of Technical/Scientific Papers required,

(ii)

(iii)

(iv)'

INS FOR GUIDANCE WHILE QUANTIFYING

The following additions are proposed in the brief for making quantification of the officers for promotion of BS-17 and above. -

The officer can only quantify when he has earned a report in the feeder cadre. ,

Para-5 of an addendum for guideline of quantification state as under:-

"Where only two reports or less are available on an officer against posts in particular basic pay scale, these P.E.Rs will be added to the P.E.Rs earned in the lower post for calculating the average marks at that level and the principle laid down in para-4 will apply to the weightage to avoid any undue bias attaching to the reports in question". :

- This was further clarified as under:-

"It has been noted that provision of Para-5 may come times work to the disadvantage of officers who have earned two or less reports in a particular basic pay scale. Since the intention of the policy makers was to ensure that no undue bias enters into the quantification of an officer, it is hereby clarified that the provision of Para-5 of Addendum shall be applied only if it works to the advantage of an officer. If however, the quantification of an officer gets reduced as a result of the provision Para-5, the procedure specified in para-5 of the Addendum shall not be followed".

Para-6 also taken into consideration while making quantification the deduction of marks due to penalty or adverse remarks shall be done 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,

The columns of "Quality & Output of work and Integrity" are no longer in the revised Performance Evaluation Report Form. As a result, only the quantified score of officers in "Overall Assessment" shall, henceforth, be taken into account by the Provincial Selection Board (PSB) while considering promotion of officers to next grade.

Writing of a PER covering part periods of two calendar years is not permissible,

If a period of report is less than 3 months, it shall be ignored for purposes of quantification.

Quantification marks should be in round figure.

If the overall grading in a PER is ambiguous e.g., placed between 'Good' and 'Average' the quantification will be based on the lower rating.

Where only two reports or less are available on an officer against posts 1 and 2 of a particular basic pay scale, these PERs will be added to the PERs earned at the lower post for calculating the average marks.

Where an officer appointed to a higher post on acting charge basis is considered for regular promotion at that post, the PER earned during acting charge appointment will be added to PERs earned in the lower post for calculating average marks.

10.

11.

12.

14.

and was prorabben/appo nted to this caure on

Final Seniority list to be attached.

. Panel of eligible officer(s)..

Number of P.t.Ks encosed with the proposal:

Certified that the officers included in the panel-are eligible in all respect and possess the requisite length of service, quatification, experience required for promotion

Certified that no seniority dispute exists amongst the members of this cadre-nor the civil servants inter-se seniority is subjudice in the Court.of. Law,
Q

Certified that no officer already approved for promotion against any of the posts. is awai ting posting orders, i ‘

Certified that these vacancies belong to the promotion quota under the Recruitment Rules.

Certified that the proposed/recommendee civil servant isa regular rievedBey of this cadre as

Whether the civil servant is: working in the cadre if not then indicate position whether is on deputation/Extra Ordinary Leave without pay/Foreign Training etc.

If the promotion case is of proforma promotion, then'whether the S&GAD and Finance

Department has been consulted in the matter if so enclose copies of their consent.

Whether the posts is available from the date the proforma promotion is being recorcnmended or the supernumerary post has been sanctioned by the Finance Department. Also clearly: indicate whether the proforina promotion is recommended with financial benefits or otherwise?

Also. certified that no disciplinary action under Balochistan: Civil: Servants E&D° Rules, 1992/Balochistan Province Removal from Service (Special: Powers): Ordinance, 2000/the . Balochistan Employees' Efficiency and Discipline Act, 2011. or proceedings on criminal charges in the Court of Law is pending against any officer included in the. panel. If: otherwise, indicate fet names. of officers, seniority | number on the panel ala brief description/nature of ca :

{Tobe sige by the Secretary}

Name:

Designation:

Date:

(xi) The assessment of an officer/official should be based on his entire ' and not only on a portion of it. It is, however, in the discretion of assessing authority to give greater weight to the most recent reports, but the older reports should not be completely ignored and should be taken into consideration for an overall evaluation of the service record.

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Wag

(SAEED AHMED)

ion Officer (Regulation-]]
aN S&GAD
tudne No.: 081-9201916

"Page 36 of 42

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ISYNOPSIS OF PERs OF LAST 5 YEARS

PROMOTION CASE SEMORITY NO:

FROM BPS TO RPS

BRIEF OF ANNUAL PERFORMANCE EVALUATION REPORTS

{l) Name of Officer:

(2) Father's Name:___

(3) Desimnation:

(4) Pate of Birth

(5) Pate of entry in service

(9) Date of appointment/promotcn in present pay scale:

Aaverse pepert
with remarks (if
any)

Overall
grading.

Whether
representation
against adverse
remnuks inde, if
bo, with whal
resulta,

Whether adverse
remarks
communicated

Whether (iJquatified
Depritmental

Near} Fost held Pen
Perical Ticture

Examination
(ilattendted NEM and
NMC mandatory
courses cte with yrar
nad marka,

Counters

siyning,
CiSecr

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SYNOPSIS OF PERs OF LAST 3-5 YEARS

PROMOTION CASE SENIORITY NO:

FROM BPS yO BPS.

a)

Nane of Official: :

2) Father's Name:

3) Designation:

4) Date of Birth _

(5) Date of entry in service _

6) Date of appointment/ promotion in present pay scale:

Year/ Period Post held | Remarks by Remarks by the Vitness for -

. the Reporting Countersigniny, promotion

Officer Officer

**Appllcable for promoton of Nun-Gazetted einployees

PROGPILE OF MB, (RECOMMENDEE)

1. Name and Parentage

Ror

Date of Superannuation

au

A, Date of joining Service

5. District of Local/Domicile

7.

1 S

red

ON

Educational Qualification

! ds Position in Final seniority list :

i

f ar

Ir 8. Date of promotions in

I : . (Copies of promotion orders to be attached)

mal Ns

HT j B-16

he : ii B-17

ili, B48 .

i ve B20

9. Posts held {last five years)

:

| Post Held

\

Laced) 10. Particulars of training/Courses -received. -

Name of Training/Course

Name of Institution.

in Country or Abroad. | or Abroad.

From —

11, Countries visited

r _

From To

Name of Country Purpose

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Description

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Detailed Working Paper

-2.-- | Proofs. (Admin Approval/ Budget' Book} of total)"

sanctioned strength of the cadre.

Copy of the Notification through which these posts have further been allocated to the

Copy of the Service Rules through which the post is governed.

Present incumbency in the cadre (with proofs).

respective cadre/service/specialty/ discipline. °

Page No.

Remarks

How did the vacancies under promotion quota accrue? (with proofs).

Profile of Recommender duly signed. by the Administrative Secretary.

Copy of the Final Seniority list duly issued in the prescribed manner by the Competent Authority.

Certificate that the seniority is undisputed/not subjugate against any forum.

Copies of the first appointment order and subsequent all appointment/promotion orders of the officers included in the panel. i

Copies of the certificates of mandatory Training Courses attended by officers included in the panel.

Copies of the Degrees/ qualifications possessed by the officers as per Service Rules.

Copies of the published Scientific papers in a reputed/standard journals, with the certificate that these papers have not been utilized by the officer earlier (where applicable),

14. Service Experience certificate (if required), but in the cadre on regular basis.

15. The officer is not on probation and has completed two years probation satisfactorily.

10. P.E.Rs Synopsis of last five years on: the prescribed format duly signed by the concerned Section officer.

P.E.Rs quantifications on the prescribed format duly as well as C.R, Note of the missing periods (if any) signed by the concerned Section officer.

'Certificate that 'no disciplinary action/ proceedings/Court case/NAB or criminal charges in any court of law are pending or being contemplated against any of the officers included "in the panel if pending enclose Order of \ Inquiry/ Statement of Allegations)

To

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Subject:

No. S§.0-(R-1)/1(15)/2012-SSGAD/3483-3587

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DEA hd' s
(Regulation Scction-I])

Dated Quetta, the 31" December, 2012

The Additional Chief Secretary (Dev), P&D Departinent, Quetta.
The Senior Member, Board of Revenue, Balochistan, Quetta.
The Chairman, Chief Minister's Inspection Team, Quetta

The Chairman, Balochistan Public Service Commission, Quetta
The Chairman, Balochistan Development Authority, Quetta.
The Principal Secretary to Governor Balochistan, Quetta

The Principal Secretary to Chief Minister Balochistan, Quetta
All the Administrative Secretaries to Government
Balochistan Department.

The Secretary Balochistan Provincial Assembly, Quetta.

All Divisional Commissioners in Balochistan,

All Heads of Attached Departments in Balochistan.

The Director General Public Relation Balochistan, Quetta.

The Controller, Printing and Stationery Department, Quetta.

of

AMENDMENTS IN THE BALOCHISTAN CIVIL SERVANTS' rpRONKIOTION

POLICY-2012.,

The undersigned is directed tu refer to the S&GAD's circular letter No. S.O-
(R-I))/1(15)/2012-S&GAD/2216-2315 dated 17" July, 2012 und consequent upon

amendments made by the Federal Government in the Promotion Policy, the Government of Balochistan is pleased to make the following amendments in "the Balochistan Civil Servants' Promotion Policy- 2012", namely:-

In the aforesaid Promotion Policy,-

(1) for sub-para (a) of Para 11, the following shall be substituted:-

(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

50

60

70

(2) Sub para (a) (x!) of para-19, shall be substituted as under:-

“(xi) The civil servant is on deputation to a Foreign Government, Private Organization or International Agency irrespective of whether it is located abroad or within the Country shall be considered for promotion only after he resumes duty on return to Pakistan or in parent Department. Such Civil Servants may be given timely intimation to return so that they can earn PER in relation to period of deputation as given below before their cases come up for consideration in accordance with their seniority position:-

Period of Deputation Minimum Period of PER

a). Upto One (1) year Three (3) complete months

b). Between one (1) to three (3) years Six (6) Complete months

c). Between three (3) to five (5) years Twelve (12) complete months”

(3). In sub para (b) para 19, below the Illustration-III, the para of

clarifications shall be substituted as under:-

“It is clarified that one full year PER within the meaning of sub-para (a) (xii) above means 12 complete months in a calendar year. A Civil Servant having availed/availing ex-Pakistan leave including extra ordinary leave/study leave as well as similar leave within Pakistan for 1 year or more shall have to earn PER for 12 complete months in a calendar year before his case comes up for consideration for promotion. If such a civil servant upon his return has earned part PER for less than 12 months in a calendar year then a special report for the period of deficiency earned in next calendar year shall be taken into account to

complete the 12 months requirement for the purpose.”

(4) For Sub-para (v) of sub-para (1) of para 23 (1), the following shall be

substituted:-

“(v) The civil servant on deputation to a Foreign Government, Private Organization or International Agency irrespective of whether it is located abroad or within the Country resumes duty on return to Pakistan or in parent Department and such Civil Servant has not yet earned the required PER in

relation to period of deputation.”

(5) for sub-para (2) of Para 23, the following shall be substituted:-

"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 sub-para 1 (ix) above will be considered for promotion only on his return to Pakistan from leave and earning the required PER, before he is considered for promotion.

Provided that one full year PER within the meaning of sub-para 1 (ix) above means 12 complete months in a calendar year. A Civil Servant having availed / availing ex-Pakistan leave including extra ordinary leave / study leave as well as similar leave within Pakistan for 01 year or more shall have to earn PER for 12 complete months in a calendar year before his case comes up for consideration for promotion. If such a civil servant upon his return has earned part PER for less than 12 months in a calendar year then a special report for the period of deficiency earned in next calendar year shall be taken into account to

complete the 12 months requirement for the purpose."

3. The Administrative Departments are requested to strictly adhere the aforesaid amendments and also bring into the notice of the all Attached Departments /

Subordinate Offices, under their administrative control for compliance.

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x HEB Phégy no. 081-5201916

A copy is forwarded to:- Re

The Additional Secretary (Regulation) S&GAD

The Additional Secretary (Administration) S&GAD

The Deputy Secretary (Stafi) to Chief Secretary Balochistan

The Deputy Secretary (Genral) to Chief Secretary Balochistan

The Deputy Secretary (Services-I) S&GAD

The Deputy Secretary (Services-II) S&GAD

The Deputy Secretary (Admn) S&GAD

The Deputy Secretary (Regulations)-S&GAD

The Deputy Secretary (Judicial and Inquiry) S&GAD

The P.S. to Secretary S&GAD. \4

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No. S.O-(R-1)/1(15)/2013-SGAD/ //32-/23)
GOYCRNMENT OF Baluchistan YAN
SERVICES AND GEOWAL AbbilNiSy RATION

WE P ah
(Regulation Section-I)

Dated Quetta, the 9th March, 2013

The Additional Chief Secretary (Dev), P&D Department, Quetta.
The Senior Member, Board of Revenue, Balochistan, Quetta.
The Chairman, Chief Minister's Inspection Team, Quetta
The Chairman, Balochistan Public Service Commission, Quetta
The Chairman, Balochistan Development Authority, Quetta.
The Principal Secretary to Governor Balochistan, Quetta
The Principal Secretary to Chief Minister Balochistan, Quetta
All the Administrative Secretaries to Government of
Balochistan Department.

9. The Secretary Balochistan Provincial Assembly, Quetta.

10. ~All Divisional Commissioners in Balochistan.

“ 11. All Heads of Attached Departments in Balochistan.

12. The Director General Public Relation Balochistan, Quetta.

13. The Controller, Printing and Stationery Department, Quetta.

OO! TS) OD GH oS GOr bO e ,

Subject: 2> AMENDMENTS IN THE BALOCHISTAN CIVIL, SERVANTS'
PROMOTION POLICY-2012. 2

The undersigned is directed to refer to the S&GAD's circular letter
No. S.O-(R-I)/1(15)/2012-S&GAD/2216-2315 dated 17th July, 2012, circular letter
No.S.O-(R-I) /1{15)/2013-S&GAD/3488-3587 dated 31st December, 2012 and consequent
upon amendments made by the Federal Government in the Promotion Policy, the
Government of Balochistan is pleased to make the following amendments in “the

Balochistan Civil Servants' Promotion Policy- 2012", namely:-

2. In the aforesaid Promotion Policy,-

(1) the following second proviso shall be inserted below sub para-2 of

para-23:-

“Provided further that if an officer has not earned Performance
Evaluation Report for complete one year and has earned only part
Performance Evaluation Report in a calendar year for no fault of his
own (i.e. he/she remained OSD without any assignment, remained
on mandatory/non-mandatory training and awaiting posting/
actualization of promotion) then his/her special report for the period
of deficiency earned in next calendar year shall be taken into

account to complete the 12 - months requirement for the purpose”.

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(2) the following proviso shall be inserted below Illustration-III, sub para (b) of para-19:- .

“Provided further that if an officer has not earned Performance Evaluation Report for complete one year and has earned only part Performance Evaluation Report in a calendar year for no fault of his own (i.e. he/she remained OSD without any assignment, remained on mandatory/non-mandatory training and awaiting posting/ actualization of promotion) then his/her special report for the period of deficiency earned in that calendar year shall be taken into

account to complete the 12 - months requirement for the purpose”,

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3, The Administrative Departments are requested to strictly adhere the aforesaid amendments and also bring into the notice of the all Attached Departments/ = Subordinate Offices, under their administrative control for compliance.

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Officer (Regulation-])

S&GAD

ivo.: 081-9201916

A copy is forwarded to:-

1. The Additional Secretary (Regulation) S&GAD
2. The Additional Secretary (Administration) S&GAD
- * 3. The Deputy Secretary (Staff) to Chief Secretary Balochistan
4. The Deputy Secretary (General) to Chief Secretary Balochistan
5. The Deputy Secretary (Services-I) S&GAD
6. The Deputy Secretary (Services-II) S&GAD
7. The Deputy Secretary (Admin) S&GAD
8. The Deputy Secretary (Regulations)-S&GAD
9. The Deputy Secretary (Judicial and Inquiry) S&GAD
10. The P.S. to Secretary S&GAD. -

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as signed AHMED

Deputy Officer (Regulation-])

of tq, \S&GAD

-Agency 081-9201916

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GOVERNWEET OF BALOCHISTAN

DEPARTMENT

(REGULATION-{})

Dated Queita, the __. gv , January, 2014

To

1 The Additional Chief Secretary (Dev;) P&D Bepartment, Quetta.

2. The Senior Member, Board of Revenue Balochistan, Quetta.

3. The Chairman, CMIT, BPSC, Balochistan, Quetta.

4 The Principal Secretary lo Governor Balochistan, Quetta,

oe The Principal Secretary lo Chief Minister, Balochistan, Quella

6. All the Aciministrative Scerctaries, Government of Balochistan,

7. The Secretary Balochistan Provincial Assembly, Quetta.

8. All the Divisional Comnussioners in Balochistan

““aumalet 9. All the Head of Attached Departments in
Balochistan,

10. The Director Generali Public Relations, Balochistan, Quetta.

11. The Controller, Printing and Stationery Department, Quetta.

Suibicet:- SRD AMENDMENT IW UrHE BALoc AN CIVIL SERVANTS’

PROMOTION POLICY 2012.

The undersigned is directed to refer t0 the S&GAD’s circular letter
No.\$-O-(R-I)/1{15)/2012-S&GAD/22160-2316 dated 17% July, 2012, circular
letter No. S.O-(R-I)/1(15)/2012-S&GAD/3488-3587 duted 318 December, 2012,
circular letter No. S.O-(R-1)/1(15)/2013-S&GAID/ 1132-1231 dated 25% March,
2013 and consequent upon insertion of new clause by the Federat Government
in the Promotion Policy, the Government of Balochistan is pleased to insert the
toliowing new clause below sul para fu) (iil) of para-13 of “the Balochistan Civil
Servants’ Promotion Policy-2012”, namely:-

“(iv) Subsequent to introduction of rationalized gracing system by
NDU with that of NMC grades with effect from the National
Security & War Course (NSWC) 2012-13, the rationalized result
(Yoage) 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' at Clause (iii) above shall continue in respect of such officers who attend mandatory training at NDU

prior to NSWC 2012-13".

De The Administrative Departments are requested to strictly adhere the aforesaid) amendments and «also. bring into the notice. of the all Attached Departments/Subordinate offices, under their administrative

contro] for compliance.

ae

A copy is forwarded to:

The Additional Secretary (Regulation) S&GAD, Quetta.

The Additional Secretary (Admn:) S&GAD, Quetta.

The Addilional Secretary (Staff) to Chief Secretary, Balochistan.

The Additional Secretary (General) to Chief Secretary, Balochistat

The Deputy Secretary (Services-]) SéGAD, Quetta.

The Deputy Secretary (Services-]) S@GAD, Quetta.

The Deputy Secretary (Admn:) S&GAD, Quetta.

The Deputy Secretary (Regulation) S&@GAD, Quetta.

The Deputy Sceretary (Judicial and luquiry) S@GAD, Quetta.

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10. The P.S. to Secretary, S@GAD.

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Subject:-

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No.\$O(R-1)1(15)S&GAD-2014/2388-2487
GOVERNMENT OF BALOCHISTAN
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
{(REGULATION-)}

Dated Quetta, the 30th October, 2014

The Additional Chief Secretary (Dev:) P&D Department, Quetta.
The Senior Member, Board of Revenue Balochistan, Quetta.

The Chairman, CMIT, BPSC, Balochistan, Quetta.

The Principal Secretary to Governor Balochistan, Quetta.

The Principal Secretary to Chief Minister, Balochistan, Quetta

All the Administrative Secretaries, Government of Balochistan,
. _ _ _ _ Quetta,

The Secretary Balochistan Provincial Assembly, Quetta.

All the Divisional Commissioners in Balochistan
All the Head of Attached Departments in Balochistan,

. The Director General Public Relations, Balochistan, Quetta.
. The Controller, Printing and Stationery Department, Quetta.

4th AMENDMENT IN THE BALOCHISTAN CIVIL SERVANTS'
PROMOTION POLICY-2012.

The undersigned is directed to refer to the S&GAD's circular letter

No.S.O(R-I)1(15)2012-S&GAD/2216-2315 dated 17th July, 2012, circular letter
No.S.O(R-I) 1(15)2012-S&GAD/ 3488-3587 dated 31st December, 2012, circular
letter No.S.O(R-I)1(15)2013-S&GAD/1132-1231 dated 25th March, 2013
circular letter No.S.O(R-I)1(15)2013-S&GAD/5-104 dated 3rd January, 2014

and consequent upon amendments made by the Federal Government in the Promotion Policy, the Government of Balochistan is pleased to make the following amendments in "the Balochistan Civil Servants' Promotion Policy-2012", namely:-

BON

WNre

In the aforesaid Promotion Policy:-

Quality and Out-put of Work

Variety of Experience

Relevance of experience

Top Management Potential

New parameters/attributes namely:

Integrity /General Reputation/ Perception

. Personality Profile

. Conduct, discipline & Behaviour.

(Page: 16 and 17 of the Balochistan Civil Servants' Promotion Policy, 2012)

existing para 11 (b), shall be substituted as under:-

(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). An officer meeting

the aggregate threshold shall also be superseded if PSB

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shall be superseded whereas the junior officers if not recommended for promotion for want of vacancies shall be deemed not to have been considered. The aforesaid criteria for award of 15 marks by the PSB shall henceforth be treated as part of the Guidelines for Selection Board attached with Promotion Policy, 2012.

(2) existing para (iv) of the Instructions for Guidance While Quantifying shall be substituted as under:-

A new Objective Assessment Form for assessment of each officer on the Panel by PSB against the attributes" namely 1) Quality & Out-put of Work; 2) Integrity/General Reputation/Perception; 3) Variety and Relevance of Experience; 4) Top Management Potential; 5) Personality Profile; and 6) Conduct, discipline and Behaviour is hereby introduced.

The said Objective Assessment Form shall be placed before the PSB alongwith Panel proforma of every officer for his/her objective evaluation by the PSB. The Board shall assess each officer on the panel on the basis of said parameters/attributes. After assessment/evaluation, the PSB shall place the officer in any of the following categories and assign appropriate marks accordingly:-

S.No. Category Range of Marks

1. Category -A 11 to 15
2. Category -B 06 to 10
- » 3. Category -C 00 to 05

The above objective Assessment Form shall be adopted and annexed with the Balochistan Civil Servants' Promotion Policy-2012.

2 The Administrative Departments are requested to strictly adhere the aforesaid amendments and also bring into the notice of the

all Attached Departments/Subordinate Offices, under their administrative

control for compliance. — \ -

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My (AED AWD)

Commissioner (Reg:-I)

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A copy is forwarded to:

The Additional Secretary (Staff) to Chief Secretary, Balochistan.

The Additional Secretary (General) to Chief Secretary, Balochistan.

The Additional Secretary (Regulation) S&GAD, Quetta.

The Additional Secretary (Admn:} S&GAD, Quetta.

The Deputy Secretary (Services-I] S&GAD, Quetta.

The Deputy Secretary (Services-II} S&GAD, Quetta.

The Deputy Secretary (Admin:.) S&GAD, Quetta.

The Deputy Secretary (Regulation) S&GAD, Quetta.

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Government of Balochistan

Name of Department _ —

OBJECTIVE ASSESSMENT BY PROVINCIAL SELECTION BOARD

Officer's Name: . Seniority No.

Group/ Service / Cadre: _ Present Scale.

a S.No| Parameters /Avixib ates oo Toul) Marks |

| a | Marks) Assigned

(1. | Output of Work and Quality of Work |

wae 2. Variety & Relevance of Experience |

~ | Secretariat/Field Postings; Federal/Provincial Government | |

Posting; Leadership/ Routine Postings; Deputation /Foreign ' Postings.

3. | Professional Expertise. _ — - ———

4. Personality Profile | 10 |

(As known to the Board Members)

D: Conduct, Discipline and behaviour — , ~|

[Observation by RO/CO during last 05 years OR as known | | ; to the Board Members} | '

6. Functional ability and Leadership» OO

oe 4. = — — — — SSRIS NEST _ eis

7. Estimated Potential for Middle/Higher Management

Based on PERs and 'Training Evaluation Reports: 1

Management Skills, Ability to take decisions, Strategic |

"oh | Thinking, Leadership Qualities, Drive for Results and |

Accomplishments in BPS-19 and 20 in policy formulation |

| & implementation. ;

8. | Integrity/General Reputation/Perception rr ae _

in |On the basis of PERs/ TERs/ Opinion of the Board* _ ee

9. |TotalMarksby PSB 7 fois fo

'10. | Overall Category a

fee Cat- A Cat- B Cat- C

!(11-15) (06-10) (0-05)

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An officer under consideration, getting less than. 3 out of five under this parameter may be deferred or superseded by the PSB at their discretion but with reasons to be recorded in writing.

Dated _

(Chairman PSB)

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No.S.O(R- V1 (15))S&GAD-2016/2153-2252
GOVERNMENT OF BALOCHISTAN
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS SECTION-11)

Dated Quetta, the 18th August, 2016.

To

1. The Additional Chief Secretary (Dev:) P&D Department, Quetta.
 2. The Senior Member, Board of Revenue Balochistan, Quetta.
 3. The Chairman, BPSC, CMIT Balochistan, Quetta.
 4. The Principal Secretary to Governor Balochistan, Quetta.
 5. The Principal Secretary to Chief Minister, Balochistan, Quetta
 6. All the Administrative Secretaries; Government of Balochistan,
 7. The Secretary Balochistan Provincial Assembly, Quetta.
 - 8, All the Divisional Commissioners in Balochistan
 9. All the Head of Attached Departments in Balochistan, _ .
 10. The Director General Public Relations, Balochistan, Quetta.
 11. The Chief Controller, Printing and Stationery Department, Quetta.
- Subject:- Sth AMENDMENT IN 'THE BALOCHISTAN CIVIL SERVANTS'

The undersigned is directed to refer to the S&GAD's circular letter No.S.O (8-1) L(19)2012-S&GAD/2216-2315 dated 17 July, 2012, circular letter No.S.O(R-I) 1(15)2012-S&GAD /3488-3587 dated 31 December, 2012, circular letter No.S.O(R-1) 1(15)2013-S&GAD/1132-1231 dated 25th March, 2013 circular letter No.S O(R-H) 1(1S)2013-S@GAD/S-104 dated 3 January, 2014 and circular letter No.S.OUe-1) T1S)S&GAD-2014/2388-2487 dated 30th October, 2014 and consequent upon amendments made by the Federal Government in the Promotion Policy, the Government of Balochistan is pleased to make the following amendments in "the Balochistan Civil

Servants' Promotion Policy-2012", namely:-
In the aforesaid Promotion Policy,-

(1) for sub para (b) of paragraph 6, the following shall be substituted:

(b) Service rendered in the lower pay scales for promotion to BPS-18, BPS-19 and BPS-20 shall be counted as follows:

" where first appointment of a person other than a person covered by proviso (c) was made to government service in BPS-16 or below, one-half of the service in BPS-16 and one-fourth of BPS 15 and below may be counted as service in BPS-17 for computing length of service for the purpose

of promotion only,

for sub para {g} of paragraph 10, the following shall be substituted:- .

(g) The Competent Authority has been pleased to approve to withdraw all kinds of exemptions from mandatory trainings mentioned at para 10 (a) above, on the basis of age with immediate effect to ensure merit based promotion in the

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best public interest. However, the exemptions ex

bs already as mentioned in paragraph 10) (b) ale

professional and technical cadres will continue a

c - Professionals/Technocrats undertake their speci

. Wainiigs separately, Lh

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(3) for sub-para (a) of Para 11, the following shall be substitt

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

| Basic Pay Scale Aggregate marks of

Efficiency Index |

BPS-19 _ 65 |

¢ _ BPS20 0 J 70

,

(4) for sub-para (a) of Para 15, the folowing shall be substitu

BS-19 posts my be taken out of the Cutegory of "Non-Sclec
Posts" and henceforth may be treated as selection po

Promotion from BS-17 to BS-18 posts, being non-sclection px
should be biased on seniority-cum-fitness i.c. on 100%: on
PERs. Condition of passing the Departmental Examination

Ta) * successlully completion of training courses, as the case may
shall as here to fore.

ul

Existing para (iv) of the Instructions for Guidance W
Quantifying shall be substituted es under:

{c) A new Objective Assessment Criteriz for assessment of
officer on the panel by the PSI for promotion in BPS-19 a
x, above against the attributes namely (1) Output of Work a
" Quality of Work (2) Varicty & Relevance of [experience
Professional Ixpertise (4) Personality. Profile (5) Condu
Discipline and Behaviour (o) functional Ability and Leaders!
(7) Estumated Potential for Middle/Higher Management
Integriiy/ General Reputation / Perception, Ar
assessment/evaluauion, the PSB may place the officer in any
the following categories and assign appropriate mar
accordingly: -

S.No. Category Range of Marks

1. Category - A =iltols

2. Category - B = 06 to 10
3 Category - C = 00 to 005

The above objective Assessment Form shall be
and annexed as) Annexure! with the
Servants' Promotion Policy-2012.

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Balochistan Ciy

(dq) A new Objective Assessment Criteria for assessinent

of ca
officer on the pancl

by the PSB for promotion in BPS-17 al
BPS-18 containing attributes Namely (1) Output of Work ar
Quality of Work (2) Professional Expertise (3) Personatity Prof
(4) Conduct, Discipline and Lehaiour (5) Functional Ability a:
Leadership (6) Estimated Potential for Middle Management {
Integrity/General Reputation/Perceytion., Afier USSCSSIICH
evaluation, the PSB may place the officer jn any of the followin
categorics and assign appropriate marks accordingly:

Page 02 cf 04

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\$.No. Category Range of Marks

I. Category - A = 11 to 15

Category - B = 06 to 10

Category - G = 06 to 08

The above objective Assessment Form shall be adopted and annexed as Annexure-I} with the Balochistan Civil Servants' Promotion Policy-2012,

in paragraph 19, sub para (a), after sub-clause (xvii), the following new entries shall be inserted, namely,-

(xix).

"Consequent upon omission of entries in paragraph 23, sub

para 1] and clause (vi), the following course of action will be implemented, in case of the Officers whose seniority was sub-judiced and they get restored afterwards:

(c) All promotions done based on sub judice seniority will be conditional, i.e. subject to final outcome of Court cases;

(d) An officer who get his seniority restored and becomes senior to already promoted officers in the cadre will be considered for proforma promotion by the relevant Board from the date when his juniors get promoted in pursuance of Proforma Promotion Policy, 2011;

(g) In case, if the officer retires or expires from service and subsequently, his seniority is restored his/her case will be placed before relevant Board enabling the officer/widow to get Proforma promotion along with all financial benefits; and

(h) Juniors promoted on sub judice seniority list will be assigned seniority as per final Court's Orders and will be reverted to his original post in case there is no

3

vacancy is available on that date.

entries in paragraph 23, sub para (a) and clause (vi) shall be omitted;

after paragraph 25, the following new entries shall be inserted, namely,-

25-A.

in pursuance of Rule 7-A of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009, the Competent Authority may approve the promotion of an officer or official from the date on which the recommendation of the Provincial Selection Board or, as the case may be, the Departmental Promotion Committee was made. However, in various instances the Provincial Selection Board or Departmental Promotion Committee considers and recommends the officer/official for promotion subject to fulfilment of service conditions which are met by the individual at the date. Now it has been decided that all officers recommended for promotion by OPC or PSB conditionally and approved by the competent authority, the promotion of such an officer may be ratified from the date the required condition: (3) is fulfilled.

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Page 03 of 04

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2: The Administrative Departments are requested to. strictly —
aforesaid amendments and also bring into the notice of the all Attached Der

Subordinate Offices, under their administrative control for compliance.

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A copy 1s forwarded to:

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ne Additional Secretary (Rcpulations) S&GAD, Quetta.
he Additional Secretary (Admn:) S&GAD, Quetta.
ne Deputy Sceretary (Services-1) S&GAD, Ouctta.
ic Deputy Sceretary (Services-II) S&GAD, Quetta.
'the Deputy Secictary (Adiun:) S&GAD, Quetta.
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ie Deputy Secretary (Reguiations) S&GAD, Quetta.

The Deputy Sceretary (Judicial and Inquiry) S&GAD, Quetta.
'he Section Officer (VI) SAGAD.

he P.S. to Sceretlary, S&GAD,

11. Master File.

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Government of Balochistan

Name of Department

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CONFIDENTIAL

OBJECTIVE ASSESSMENT BY PROVINCIAL SELECTION BOARD FOR
PROMOTION IN BYS-19 AND ABOVE.

pent

Officer's Name: Seniority No.

Group/Service/Cadre: oo Present Scale,

"ad S.No Paramieters/Attributes Yotal; Wiarks

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, 1. | Output of Work and Quality of Work a

| Variety & Relevance of Experience

Secretariat/ Field Postings; Fedcral/ Provincial Government

i Posting; Leadership/ Routine Postings; Deputation/ Foreign

ia | Postings.

8. | Professional Expertise. \

| 4, Personality Profile OO 10

; | (As known to the Board Members}

* '5. |Conduct, Discipline aud Behaviour

: | {Observation by RO/CO during last OS years OR as known

| ito the Board Members :

;6. | Functional ability and Leadership oO |

7. | stimated Potential for Middle/Higher Management — |

/Based on PERs: and Vraiuing Evaluation Reports:

\ | >Management Skills, Ability to take decisions, Strategic

west 'Thinking, Leadership Qualities, Drive for Results and

: | Accomplishments in BPS-19 and 20 in policy formulation

° & implementation.

| 8. Integrity/General Reputation/ Perception 5

lo. | On the basis of PERs/ TIERs/ Opmion of the Board*_ a

bs 9. | Total Marks by PSB | 15 |

1 10. | Overall Category

;Cat- A Cat- B Cat- C

| (1-15) (06-10) (O-O5) i

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An officer under consideration, getting less than 3 out of five under this
parameter may be deferred or stiperseded by the PSB at their discretion

but with reasons to be recorded in writing.

secretary PSB

Dated

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CONFIDENTIAL

Government of Balochistan

t

. Name of Department

OBJECTIVE ASSESSMENT BY PROVINCIAL SELECTION BOARD

Officer's Name. Seniority No.

* At PO pemen te cufiø spy i : Precent Scale

Group/Service/Cadre: Present Scale

| S.No| . Parameters/Aiiributes | Total! Marks

_ oe - ; _| Marks) Assignec

|. | Output of Work and Quality of Work |

i : 2, Professional Expertise.

Le Personality Profile

TM~ } | (As known to the Board Members} 10

Ned: "4. |Conduet, Discipline and Behaviour Cis

[Observation by RO/CO during lust O05 years OR as known |

to the Board Members|

5. |Functional ability and Leadership |

|6. || Estimated Potential for Middle Management = =

Based on PERs and Training Evaluation Reports:

Management Skills, Ability to take decisions, Stratcgic

Thinking, Leadership Quahtics.

'| 7. |Integrity/General Reputation/Perception . i 5

A Ney _| On the basis of PERs/ TERs/ Opinion of the Board* oy)

a ¥ "/ 8. | Total Marks by PSB | ES

vw (9, | Overall Category |

Cat- A Cat- B Cat- C i

(11-18) (06-10) {Q-05) |

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An officer under consideration, getting less than 3 out of five under this parameter may be deferred or superseded by the PSB al their discretion but with reasons to be recorded in writing.

seerelary Phils

Dated

(Chairman PSI3 }

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retin G
"eo No.\$O(R-1)1(15)S&GAD-2018/ 9593 Db jo
GOVERNMENT OF BALOCHISTAN
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS SECTION-}}

Dated Quetta, the 12 June, 2019.

To

1. The Additional Chief Secretary (Dev:) P&D Department, Quetta.
2. The Senior Member, Bourd of Revenue Balochistan, Quetta.
3. The Chairman, BPSC, CMIT Balochistan, Quetta.
4. The Principal Sceretary to Governor Balochistan, Quetta.
5. The Principal Secretary to Chic! Minister, Balochistan, Quetta
- if 6 A the Administrative Scerctaries, Government of Balochistan,
- : f 7. 'the Seeretary Balochistan Provincial Assembly, Quetta.
8. All the Divisional Connnissioners in Balochistan,
All the Head of Attached Departments tn Balochisian. _
'the Director General Public Relations, Balochistan, Quella.

II. The Chief Controller, Printing and Stationery Department, Quetta,

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Subject- 6!" AMENDMENT IN THE BALOCHISTAN Civil _ SERVANTS'
PROMOTION POLICY-2012.

The undersigned is directed to refer to the S&GAD's circular Ictler Nu.S.O
(R-PL(1S)2012-S&GAD/2216-2315 dated 17% July, 2012, circular letter No.S.O(R-Y
11S)2012-S&GAD/3488-3587 dated SIs December, 2012,, circular letter No.S.O(R-f}
HIS2O1S-S&GAD/ 1132-1231 dated 25% March, 2013, circular letter No.S.Q(IR-1)
HAS)2O13-S@GAD/5-104 dated Se January, 2014. circular leer No.S.O(R-1)
HAS)S&GAD-2014/2388-2487 dated 30% October, 2014 and circular letier No. S.O(k-
IJIIS)S&GAD-2016/2153-2252 dated IS August, 2016, the Government of
Balochistan is pleased to make the following amendment/insertion after sub-clitse fa) of
sub-para (xvii) of Para 19 of the Balochistan Civil Servant's Promotion Policy, 2012:-

Note: has been decided that up-yrudation and promotion causes

against the posts of Superuiuendents/ Private Secretary which have been

upgraded to B17 only shall be placed before the Departmental Promotion

Comittee No.) forthwith.

2. The Adimmistrative Depurunents are requested to strictly adhere to the

aforesaid suuencdinents and also bring into the notice of the all Attached Deparunents / Subordinate Offices, under their administrative control lor compliance.

fore (SAEED AHMED)

“Under Seeretary (Regulations-I)

i Phone # 9201916

a : Dated. Even.

The Additional Sceretary (Stal) to Chief Secretary, Balochistan.

The Additional Secretary (Regulations)/(AdmnjJS&GAD, Quetta.

The Deputy Secretary (Services-IH) S&GAD, Quetta.

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4d. All the Deputy Sceretaries in SWGAD

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The P.S. to Scerctary, S

(SAEED AHMED)

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No.8. O(1k-1) UL S}S&GAD-2018/490+4+-5003
GOVERNMENT OF BALOCHIS TAN
SHINVICES AND GENEKAL ADMINISTRATION
DEPARTMENT
(RUGOLATIONS SisC'TION-1)

Dated Quetta, the 11 November, 2019.

The Additional Chief Secretary (Dev:) P&D Department, GoB, Quetta.

The Additional Chief Secretary (Home) Home & Tribal Affairs Department,
GoB, Quetta.

The Senior Member/All Members Board of Revenue Balochistan, Quetta.

The Chairman, BPSC, CMIT Balochistan, Quetta.

The Principal Secretary to Governor Balochistan, Quetta

The Principal Secretary to Chief Minister, Balochistan, Quetta

All the Administrative Secretaries, GoB, Quetta.

The Secretary Balochistan Provincial Assembly, Quetta.

All the Divisional Commissioners in Balochistan

10. All the Head of Attached Departments in Balochistan,

II. The Director General Public Relations, Balochistan, Quetta.

12, The Chief Controller, Printing and Stationery Department, Quetta.

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ONDA W

Subject:- 7th AMENDMENT IN THE BALUCHISTAN CIVIL SERVANTS' PROMOTION
POLICY-2012.

The undersigned is directed to refer to the S&GAD's circular letter No.S.O (R-1)1(15)2012-S&GAD/2216-2315 dated 17th July, 2012, circular letter No.S.O(R-1)1(15)2012-S&GAD/3488-3587 dated 31 December, 2012, circular letter No.S.O(R-1)1(15)2013-S&GAD/1132-1231 dated 25th March, 2013, circular letter No.S.O(-1)1(15)2013-S&GAD/5-104 dated 3 January, 2014, circular letter No.S.O(R-1)1(15)S&GAD-2014/2388-2487 dated 30th October, 2014, circular letter No. S.O(R-1)1(15)S&GAD-2016/2153-2252 dated 18th August, 2016 and circular No. S.O(R-1)S&GAD-2018/3340-3439 dated 30th July, 2019, the Government of Balochistan is pleased to make the following amendment in sub-para (g) of para 10 of the Balochistan Civil Servants' Promotion Policy, 2012:-

“(g) Exemption:

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y The exemption from mandatory trainings of MCMC, SMC and NMC

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is hereby allowed with immediate effect only in respect of the officers who attained the age of 58 years and complete all other pre-requisites prescribed in the Balochistan Civil Servants' Promotion Policy-2012/relevant Service Rules, for their promotion to the higher grades”.

2. Consequent upon the above amendment, all Administrative Departments are hereby requested to strictly adhere to the aforesaid amendment and also bring into the notice of the all Attached Departments/Subordinate Offices, under their administrative control for compliance and take-up the case for necessary amendments in their relevant

Service Rules with the appropriate forum, please. WN

(SAEED 'ails

'Under Secretary (Kegulations-J)

Phone # 9261916

No. Even:" oe a Eveu.

A copy is forwarded to:. a

The Additional Secr is (Stam to Chief Secrelary, Balochistan.

The Additional Secretary (Regulations) /{Admn: JS@GAD, Quetta.

The Deputy Secretary (Services-II]) SwGAD, Quetta.

All the Deputy Secretaries in S&GAD

The P.S. to Secretary, S&GAD. /

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No.8.O(R- 1) 1{15}S&GAD-2020 /3168-3267
GOVERNMENT OF BALUCHISTAN
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS SECTION-)

[Our Faith, Corruption Free Pakistan

Dated Quetta, the 27th October, 2020.

1. The Additional Chief Secretary (Dev:) P&D Department, Govt, Quetta.

The Additional Chief Secretary (Home) Home & Tribal Affairs Department,
GoB, Quetta.

The Senior Member/All Members Board of Revenue Balochistan, Quetta.
The Chairman, BPSC, CMIT Balochistan, Quetta.

The Principal Secretary to Governor Balochistan, Quetta.

The Principal Secretary to Chief Minister, Balochistan, Quetta
All the Administrative Secretaries, GoB, Quetta.

The Secretary Balochistan Provincial Assembly, Quetta.
All the Divisional Commissioners in Balochistan
All the Head of Attached Departments in Balochistan, =.
The Director General Public Relations, Balochistan, Quetta.

The Chief Controller, Printing and Stationery Department, Quetta.

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Subject:- 8 AMENDMENT IN THE BALUCHISTAN CIVIL SERVANTS' EMPLOYMENT PROMOTION
POLICY-2012.

The undersigned is directed to refer to the S&GAD's circular letter No.S.O (R-
i 5)2012-S&GAD/2216-2315 dated 17th July, 2012, circular letter No.S.O(R-I)
1(15)2012- -S&GAD /3488-3587 dated 31st December, 2012, circular letter No.S.O(R-)}
1(15)2013-S&GAD/1132-1231 dated 25th March, 2013, circular letter No.5.O(R-I)
4(15)2013-S&GAD /5-104 dated 34 January, 2014, circular letter No.8.O(R- 1) 1{15}S&GAD-
2014/2388-2487 dated 30th October, 2014, circular letter No. SOIR Lj L(15)58&GAD-
2016/2153-2252 dated 18 August, 2016, circular No. S.O(R-ISA&GAD-2018/3340-3439
dated 30th July, 2019 and circular No. S.O(15)1(15)S&GAD-2018/4904-5003 dated 11
November, 2019, the Government of Balochistan is pleased to insert the following proviso in
paragraph 8, sub-para (b) of the Balochistan Civil Servants' Promotion Policy, 2012:-
"Provided that the Provincial Selection Board(s) or Departmental
Promotion Committee(s), as the case may be, shall recommend

appointment on acting charge where required length of service is short by one year or less in all cases”,

Di. The Administrative Departments are requested to strictly adhere to the aforementioned amendment and also bring in the notice of the all Attached Departments/

Subordinate Offices, under their administrative control for compliance.

(SAEED AHMED)

Under Secretary (Regulations-I)

No. Even. Dated. Even.

A copy is forwarded to:-

1. The Additional Secretary (Staff) to Chief Secretary, Balochistan.

The Additional Secretary (Regulations-I) {Admn:JS@GAD, Quetta.

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