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&GAD/2719-2819  
GOVERNMENT OF BALOCHISTAN a]

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SERVICES AND GENERAL ADMINISTRATION

DEPARTMENT |  
(Regulation Section-I) |

1 Dated Quetta, the 22<sup>nd</sup> October, 2011

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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.

PAAARONH

Subject: PROFORMA PROMOTION POLICY-2011

The undersigned is directed to refer to the subject noted above

and to say that the existing proforma promotion policy circulated vide S&GAD's  
letter No. \$O.III-6(47)(R)/S&GAD-75 dated 17<sup>th</sup> May, 1981 has been reviewed

in order to resolve the various difficulties and confusions in the application of

the policy and to make it more clear and easy to apply.

2. The following policy guidelines regarding grant of

Proforma promotion to civil servants as well as proforma promotion

and "notional" promotion to retired "civil servants" are hereby issued:-

#### 1) PROFORMA PROMOTION (DEFINITION)

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date, but for no fault of  
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## SENIORITY AND PROFORMA PROMOTION

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It is clarified that proforma promotion !s not a necessary pr  
ermination of seniority of a civil servant.

requisite for the det  
civil servant is determined under the

Inter-se-seniority of a  
Balochistan Civil Servants (Seniority) Rules, 2009. Under Rule 4  
(c) of ibid Rules, Civil servants eligible for promotion who could  
not be considered for promotion in the original reference in  
circumstances beyond their control or inadvertently omitted from  
consideration in the original reference and superseded, when  
they are subsequently considered and approved for promotion or  
whose case was deferred while their juniors were promoted to the  
higher posts, shall on promotion, without supersession take their  
seniority with the original batch. Therefore, proforma promotion  
is not a necessary prerequisite for restoration of original  
seniority. The appointing authorities should therefore restore  
seniority in such cases through a speaking order. However,

proforma promotion in such cases is to be granted for the

purpose of financial benefits,

## GRANTED

The salient features of the proforma promotion policy issued vide  
letter No.SOR-III-6(47)/(R)/S&GAD-75 dated 17.5.1981 and  
subsequent policy letters, which will continue to be applicable,

are recapitulated as under:-

(a) Proforma Promotion shall generally be granted in cases where an official whose junior has been promoted

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following reasons:-

i) The seniority of two officials is in dispute. The senior official is promoted on due date but subsequently the junior official establishes his claim of seniority by obtaining a favourable decision from Government or the Balochistan Services Tribunal or any other court of law.

ii) The official is under suspension or is facing a departmental inquiry and therefore, his promotion is deferred. If eventually he is exonerated of the charges, he becomes entitled for proforma promotion from the date on which he would otherwise have been promoted.

iii) An official is considered unfit for promotion because of adverse remarks in the Character Roll. Subsequently, he succeeds in getting the remarks expunged.

iv) In cases where an official might be ignored for promotion due to a clerical error or incomplete record or plain negligence.

v) An official is dismissed from Government Service through a departmental proceeding or court of law, subsequently on department appeal or on decision of a court of law, he is re-instated in service; he shall be entitled for proforma promotion from the date his juniors were promoted (if any).

vi) If an official is on deputation and his promotion becomes due in the parent cadre so the official be asked to re-join his parent department, if he declines to re-join, then he is not entitled for Proforma promotion on repatriation,

vii) On finalization of disciplinary action against an official and awarded penalty of stoppage of promotion and on his appeal the penalty is set aside, so in this connection, the official shall be entitled for proforma promotion.

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\ viii) If a civil servant was imposed penalty of stoppage of promotion for a specific period, on expiry of period he shall not be entitled for proforma promotion. However, will be entitled for promotion with immediate effect on first available vacancy.

ix) If a civil servant was imposed penalty of reduction in rank/lower post/grade for a specific period, on



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romotion retrospectively. However, trospectively  
given the pay of the higher post re ie when a  
because pay of a higher post is Sea in the higher

Government servant actually works i

post.

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(b) The senior will have no case for proforma promotion if t!

junior was promoted on officiating basis.

PROFORMA PROMOTION TO BE CONSIDERED AT THE TIME  
\_ OF REGULAR PROMOTION. .

—SLAR PROMOTION,

Previously, under the policy regarding proforma Promotion, an officer/official was first promoted with immediate effect and, thereafter, on his representation, his case for grant proforma

(a) The case of Proforma promotion Shall be considered by the relevant committee/board / authority at the time of Tederal Promotion of the concerned ciyi Servant (if he was

vil wrongfully prevented from Promotion earlier due to any in order to reduce the

of the reasons given in para- II(a)),

work load at all levels and also to mi

caused to the civil Servant, whose

been delayed due to no fault of his own,

(b) The Administrative Department shall, therefore, Process the working papers for such promotions accordingly, This will obviate the necessity of individuals for filing separate

Tepresentation for proforma Promotion after their regular Promotion,

(c) In such cases of

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v)

(d) In old cases, the existing procedure shall continue i.e., where an officer has already been promoted with immediate effect, he should file a representation for grant of proforma promotion and his case for Proforma

promotion will be considered by the relevant committee/board.

(e) In cases where a person, who was eligible for Proforma

promotion under the conditions mentioned in III (a) read with IV (a), but could not be granted Proforma promotion and was only considered for promotion with immediate effect, in such cases also, his claim for proforma promotion may be considered later as per previous practice. However, the departments should ensure that generally the proforma promotion must be granted in such cases at the time of regular promotion to the civil servant, if he was wrongfully prevented from promotion earlier.

#### PROFORMA PROMOTION OF RETIRED OFFICERS/OFFICIALS

This means a case where a senior officer/ official was deferred for promotion due to no fault of his own and his junior was promoted and subsequently the senior was also promoted. During his service, but could not get proforma promotion during service and retired.

Since a retired "civil servant" is no longer in service, therefore, he ceases to be a civil servant. Since promotion can be granted only to a civil servant, a retired officer/ official cannot avail the benefit of promotion/ proforma promotion.

However, keeping in view the hardship caused to the retired 'civil servant', it has been decided that in case where a civil servant was wrongfully prevented from promotion (para-III (a) refers) and was subsequently promoted during his service, but could not get proforma promotion during his service and retired, such officer may be considered for proforma promotion, provided he files a representation to this effect during his service. The

representation filed after retirement shall not be considered.



## NOTIONAL L PROMOTION TO RETIRED CIVIL SERVANT

This means a case :  
where a senior officer/official was deferred for  
promotion  
due to some reason and his junior was promoted and  
subsequently after the senior  
officially after removal of the reason of deferment, the senior  
becomes eligible for higher post,  
eligible but could not be promoted to a higher post,  
during his service and retired.

As explained above at serial No.V, a retired 'civil servant' cannot  
be considered for promotion because he ceases to be a civil  
servant on his retirement. Therefore, a retired person cannot  
avail the benefit available exclusively  
to a civil servant, a retired  
to a civil servant. Since  
promotion can only be granted  
officer/official cannot be considered for promotion on notional  
basis.

cases of Regulation wings of S&GAD and

3. For the purpose the advice  
of case before the

mandatory prior to placement 0:  
11 scrutinize the case in the light  
of the

Finance Department shall be managed  
by the S&GAD wing

PSB/DPC as the case may be  
whether the civil servant is an

of rules and give recommendations with

recommendation from a specialist  
the case whether the civil servant  
is with financial or without

fic date or otherwise and the Finance

grant of proforma pro  
t is entitled for

Department shall examine

grant of proforma promotion from a speci

financial benefits.

4. The Administrative Departments are requested to circulate this

policy to all concerned for compliance.

Section Officer (Regulation-I)  
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