

**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION**

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No. 5-3/2024-T-II (35<sup>th</sup> SMC)

Islamabad the, <sup>th</sup>27 December, 2023

**OFFICE MEMORANDUM**

Subject: **NOMINATIONS OF BS-19 OR EQUIVALENT OFFICERS FOR 35<sup>th</sup> SENIOR MANAGEMENT COURSE (SMC) AT NATIONAL INSTITUTE OF MANAGEMENT ISLAMABAD, LAHORE, KARACHI AND PESHAWAR FROM 25-03-2024 TO 12-07-2024.**

The undersigned is directed to refer to the subject noted above and to state that 35<sup>th</sup> Senior Management Course (SMC) likely to start w.e.f. **25<sup>th</sup> March, 2024** at National Institute of Management Islamabad, Lahore, Karachi and Peshawar respectively. Panel of BS-19 or equivalent Officers belonging to various occupational groups/services/including ex-cadre officers of Ministries / Divisions / Departments / Sub-ordinate Offices / Autonomous / Semi-autonomous bodies / Provincial Governments / Government of AJ&K may be forwarded to this Division latest by **10-02-2024**. It may be noted that this Division will finalize nomination of officers belonging to PAS, PSP, and Secretariat Group. The nominations received directly from the departments / autonomous organizations etc. shall not be entertained. The following criteria should strictly be observed while nominating the officers:-

- i. Officer(s) is/are in BS-19 or equivalent on regular basis.
- ii. The officer(s) is/are in the promotion zone.
- iii. The officer(s) may be considered in order of seniority in their respective cadres and the officers otherwise senior to them must not be ignored.
- iv. The officers, who are on deputation in international organizations may not be nominated. Similarly, the officers posted in Pakistan's Mission abroad, except those belonging to Foreign Service of Pakistan, may also not be nominated.
- v. The officers (s) on long leave / EOL and are undergoing disciplinary proceeding may also not be nominated. However, those accused officers whose disciplinary proceedings are pending for over one year may be nominated.
- vi. In terms of Rule 21 of Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019 an officer who is likely to retire within two years from service on attaining the age of superannuation shall be exempted from the mandatory training.

2. The nominating agencies are requested to forward following documents in respect of each nominee:-

- i. Panel Proforma duly filled in (Annex-I) & (Annex-II).
- ii. Copy of valid seniority list of officers in BS-19.
- iii. Certificate to the effect that no disciplinary proceedings are pending against the nominees under the prescribed rules/law. However, those accused officers whose disciplinary proceedings are pending for over one year are exempted.
- iv. Copy of the Latest Annual Medical Examination Report in respect of nominees.
- v. Certificate to the effect that no junior officer has been nominated for the course.

3. Further, it may be noted that no nominations shall be processed/entertained if :-

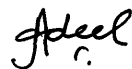
- i. Nominations are received after the due date.
- ii. Nominations with incomplete documents.
- iii. Advance copies of nominations with no intimation from parent department.
- iv. Withdrawals are received after the due date
- v. Advance copies of withdrawals not directed through parent department
- vi. Provisional contested seniority lists.

4. Proficiency in computer related skills is a pre-requisite for the course. Nominated officers, who are not computer literate, may be advised to immediately start working on computer, so that they do not start the training with a handicap.

5. It is informed that the subject course is mandatory for promotion and in case of failure to join the same, the officer concerned would be dealt with under **Rule 8(b)** of the Civil Servant Promotion (BS-18 to BS-21) Rules, 2019. In the event of nomination of an officer for the training, the controlling Ministries / Divisions / Departments/ Government are bound to relieve him for the training course without fail as per the Prime Minister's directive, issued vide this Division's D.O letter No.5/11/2000-T-II/T-I dated 10-06-2014. The Ministries/ Divisions / Departments shall make stopgap arrangements, as the nominated officers are not required to attend their offices while undergoing training. Non-compliance of the directions of the Prime Minister can attract disciplinary proceedings under the Government Servants (E&D) Rules, 2020. Moreover, according to **Rule 8(b)** of the Civil Servant Promotion (BS-18 to BS-21) Rules, 2019, a civil servant shall be liable to supersession in terms of the provisions of Rule 22 *ibid*, if he/she fails thrice to attend the mandatory training course.

6. It is pertinent to mention here that course will be fully residential. The course fee is Rs. 350,000/- per participant which covers the boarding and lodging expenses at the respective NIM centers including expenses on mandatory inland study tour. The payment of course fee in respect of officers of occupational groups and Ex-cadre officers of all Ministries/Divisions and their attached departments will be paid by the Establishment Division while in case of officers of the Provincial Governments and Autonomous Bodies/Organizations etc. nominated for the course, it shall be arranged by their respective Ministries/Divisions/Provincial Governments/Autonomous Bodies/Corporations through Bank draft/cross cheque/pay order at the time of joining the course by the officer concerned or as early as possible.

7. It is, therefore, requested that nominations along with the requisite information/ documents complete in all respects may please be forwarded to this Division before the closing date i.e. **10-02-2024**. No nomination shall be entertained after the closing date.




(Muhammad Adeel Akbar)  
Section Officer (T-II)  
Ph. 051-9103652

1. Secretary to the President, President's Secretariat, Islamabad.
2. Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3. All Secretaries, Federal Ministries / Divisions, Islamabad/Rawalpindi.
4. All the Provincial Chief Secretaries /AJ&K Government, Lahore/ Karachi/ Peshawar/ Quetta/ Gilgit and Muzaffarabad.
5. The Registrar, Supreme Court of Pakistan, Islamabad.
6. The Wafaqi Mohtasib, (Ombudsman)'s Secretariat, Islamabad.
7. The Auditor General of Pakistan, Islamabad.
8. The Chairman, Federal Board of Revenue, Islamabad.
9. The Secretary, National Assembly Secretariat, Islamabad.
10. The Secretary, Senate Secretariat, Islamabad.
11. The Chairman, National Accountability Bureau, Islamabad.
12. The DG, ISI, Islamabad.
13. The DG, IB, Islamabad.
14. D.G. (Admn) State Bank of Pakistan, Karachi.

**Copy to:-**

1. The Rector, National School of Public Policy, Shahrah-Quaid-e-Azam, Lahore.
2. All Joint Secretaries/DGs, Establishment Division, Islamabad
3. Director (PD), Establishment Division, Islamabad.
4. Director (IT), Establishment Division, Islamabad.
5. Sr. PS to Secretary, Establishment Division, Islamabad.
6. PSs to Additional Secretary (I&II), Establishment Division, Islamabad.

  
(Muhammad Adeel Akbar)  
Section Officer (T-II)  
Ph. 051-9103652

**PANEL PROFORMA IN RESPECT OF NOMINATIONS FOR SMC**

NAME: \_\_\_\_\_

PRESENT POSTING: \_\_\_\_\_

CONTACT NO: TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

E. MAIL ADDRESS: \_\_\_\_\_

SERVICE GROUP/PARENT DEPARTMENT/MINISTRY: \_\_\_\_\_

DOMICILE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DATE OF JOINING SERVICE: \_\_\_\_\_

DATE OF SUPERANNUATION: \_\_\_\_\_

DATE OF PROMOTION IN BS-19: \_\_\_\_\_

SENIORITY NO: \_\_\_\_\_ AS ON: \_\_\_\_\_

**POSTINGS HELD DURING THE LAST FIVE YEARS:**

Sr No.	Post Held	To	From
1.			
2.			

**TRAININGS ATTENDED DURING THE LAST FIVE YEARS:**

Sr No.	Training Attended	To	From
1.			
2.			

**PENDING PROCEEDINGS/PENALTIES (IF ANY):**

1.	<u>Penalties if any imposed</u> <u>Under E&amp;D Rules 1973</u> <u>or any other court of law</u>	
2.	<u>Disciplinary action pending,</u> <u>or in process under E&amp;D rule</u> <u>s</u> <u>or in any court of law, if any.</u>	

**Certified that the above information is correct as per the record available in this office.**

Ministry Name \_\_\_\_\_

Department Name \_\_\_\_\_

1	2	3	4	5	6
No. of Sanctioned / duty Posts in BS-19	No. of officers attended or presently attending SMC and awaiting promotion to BS-20	No. of officers who have not attended SMC	No. of positions in BS-20 in the Cadre / Group / Service	No. of vacancies in BS-20 likely to occur in next One year	Any other relevant information

Signature/Stamp of  
Administrative Authority

**Note: - Please attach a copy of valid seniority list of the officers in BS-19, with a clear mention of the No. of SMC against the officers who have already attended the mandatory training.**