

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No. 45/6/1990-CP-III

Islamabad, the 19th June, 2025

OFFICE MEMORANDUM

Subject: - **GUIDELINES FOR SUBMISSION OF PROPOSALS FOR CONSIDERATION OF DEPARTMENTAL SELECTION BOARD (DSB)/ PROMOTIONS FROM BS-18 TO BS-19.**

The undersigned is directed to refer to Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019 wherein guidelines for submission of proposals for Departmental Selection Board (DSB) for promotion from BPS-18 to BPS-19 are available. However, it has been observed that Ministries/Divisions often submit the working papers on the last working day before the scheduled DSB meeting. This practice causes administrative difficulties for this Division, as it leaves insufficient time to properly scrutinize the working papers prior to meetings of the Boards. It is therefore requested that:

- i. Promotion proposals / working papers for the consideration of DSB must be submitted to Establishment Division, in light of **Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019** and guidelines given in **Schedule-VI, at least Seven (07) working days before the scheduled date for DSB meeting.**
 - ii. The overall marks of MCMC should be calculated after the calculation of MCMC & Domain Specific Training (DST) marks in ratio of 70:30.
 - iii. In addition to the above, certificate circulated by this Division vide OM No 1/1/2018-CP-II-(VOL-I) dated 15.04.2025 (**Annex-I**) duly signed by the Secretary to the DSB should be made part of the working papers.
 - iv. After submission of the working papers through E-Office, concerned officer of BS-17/18 may also be deputed to review the working papers of DSB for timely removal of any deficiency to avoid delay.
 - v. Working papers should be sent through E-Office, hard copy of working papers shall not be entertained.
 - vi. All documents of the working papers should be signed / verified by the Secretary to the DSB.
2. All Ministries / Divisions are requested to kindly ensure that proposals for consideration of DSB are forwarded in light of the above instructions/requirements.


(Saeed Akhter Khan)
Section Officer (CP-III)
Ph. 9207298

The Secretaries /Additional Secretaries Incharge
of all the Ministries/ Divisions,
Islamabad / Rawalpindi.

Copy for information to:

- i. S. P. S. to Secretary, Establishment Division, Islamabad.
- ii. P. S. to Additional Secretary-II, Establishment Division, Islamabad.
- iii. Joint Secretary (Admn), Establishment Division, Islamabad.
- iv. A.P.S. to J.S (CP-I), Establishment Division, Islamabad.
- v. A.P.S. to D.S (CP-I), Establishment Division, Islamabad.



GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION



No.1/1/12018-CP-II (VOL-I)

Islamabad, the 15th April , 2025

OFFICE MEMORANDUM

SUBJECT: JUDGMENT DATED 13.09.2024 PASSED BY THE SUPREME COURT OF PAKISTAN IN CIVIL PETITION NO. 949, 1025, 1028, 1132 TO 1134 OF 2023 FILED BY MOHSIN RAZA GONDAL AND OTHERS

The undersigned is directed to refer to Supreme Court of Pakistan judgment dated 13.09.2024 in the subject Civil Petitions and to convey that the cadre administrators would henceforth be required to furnish a certificate ([copy enclosed](#)) in respect of officers(cadre/Ex-cadre), at the time of forwarding the the cases for consideration of promotion by the DSB/ CSB under the Civil Servants Promotion (BS-18 to BS-21) Rules, 2019.

PUBLIC (Wing),
Muhammad Shakeel Malik
Secretary To The President
AIWAN -E- SADR,
Islamabad

AGP's Chamber (Wing),
Muhammad Ajmal Gondal
Auditor-General of Pakistan
Constitution Avenue, G-5/2 Islamabad,
Islamabad

Administration (Wing),
Kamran Ali Afzal
Cabinet Secretary
Cabinet Division,
Islamabad

Admin (Wing),
Dr. Kazim Niaz

**Amir Muhammad Afridi
S.O(CP-II)**

Monday, September 15, 2025, 11:13:22 AM
Amir Muhammad Afridi
Section Officer CP-II
16 April , 2025, 11:13:22 AM
Saeed Akhbar Khan
Section Officer CP-III
Monday, September 15, 2025, 3:24 PM

Name of Ministry/ Division/Department

CERTIFICATE

It is certified that no such officer is included in the panel for consideration for promotion by the board under Civil Servants Promotion, Rules 2019, who's services had been regularized by Cabinet Sub-Committee on Regularization of Contract Employees and his fitness for appointment to the particular post, against which the officer was regularized by the said committee, has so far not been determined by Federal Service Commission (FPSC) in term of Honorable Supreme Court of Pakistan Judgment dated 18.09.2024 in Civil Petition No. 949, 1025, 1028, 1132 to 1134 of 2023 filed by Mohsin Raza Gondal and Others, except the following:

Name & Designation of concerned authority with date.