

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

\*\*\*\*\*

No. 45/6/1990-CP-3

Islamabad the 20<sup>th</sup> July, 2012

**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 the Establishment Division's O.M. No. 45/6/90-CP-3, dated 3<sup>rd</sup> May, 1995, wherein guidelines for submission of proposals for Central Selection Board I & II were intimated to the Ministries / Divisions. Under the said guidelines, the proposals signed by the Secretary / Additional Secretary Incharge and accompanied by prescribed documents duly authenticated / stamped by responsible officers, are required to be forwarded to the Establishment Division under covering letter of Joint Secretary (Admn) concerned.

2. In terms of Establishment Division's Notification, dated 27<sup>th</sup> June, 2000, the Departmental Selection Board (DSB) to consider the promotions from BS-18 to BS-19, is headed by the Secretary of the concerned Ministry / Division. As such, the observations/proposals were received in this Division that the proposals for DSB may not be signed by the Secretary / Additional Secretary Incharge.

3. The matter has been examined. It has been decided that in partial modification of this Division's O.M. dated 3<sup>rd</sup> May, 1995, the proposals for the DSB may now be submitted duly signed by the Additional Secretary / Sr. Joint Secretary or equivalent officer of the concerned Ministry / Division accompanied with other relevant documents under the signatures of Joint Secretary (Admn) or equivalent. However, where there is no Additional Secretary / Sr. Joint Secretary, the Joint Secretary concerned may sign the Proposal Form. A certificate may, however, be attached with the Proposal Form that the proposal has been duly approved by the Secretary / Additional Secretary Incharge.

4. All the Ministries / Divisions are further requested to kindly ensure that their promotion proposals for the consideration of DSB are submitted to Establishment Division in the light of this Division's O.M dated 3<sup>rd</sup> May, 1995, as modified vide para-3 above, at least 07 working days before the scheduled date for DSB meeting.



(Miran Mohiyuddin)  
Deputy Secretary (CP-I)  
Ph # 051-9205748

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

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

\*\*\*\*\*

No. 45/6/1990-CP-3

Islamabad the 21<sup>st</sup> July, 2017

**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 the Establishment Division's O.M. No. 45/6/90-CP-3, dated 20<sup>th</sup> July, 2012 on the subject.

2. It is reiterated that promotion proposals for the consideration of DSB are required to submit to Establishment Division at least 07 working days before the date for DSB meeting.

3. The proposal(s)/working paper for the DSB can be submitted duly signed by the Additional Secretary / Sr. Joint Secretary or equivalent officer of the concerned Ministry / Division accompanied with other relevant documents, duly verified under the signatures of Joint Secretary (Admn) or equivalent. However, where there is no Additional Secretary / Sr. Joint Secretary, the Joint Secretary concerned may sign the Proposal Form. A certificate may, however, be attached with the Proposal Form that the proposal has been duly approved by the Secretary / Additional Secretary Incharge.

(Muhammad Abdus Salam)  
Section Officer (CP-III)  
Ph. 9207298

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

Waqar Sharif  
Programmer  
Tuesday, 18 February, 2025, 3:34:57 PM