

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

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F. No. 2/3/2025-T-I

Islamabad, the 10<sup>th</sup> June, 2025

OFFICE MEMORANDUM

Subject: **GUIDELINES FOR NOMINATIONS OF BS-20 OR EQUIVALENT OFFICERS FOR NATIONAL SECURITY & WAR COURSE AT NATIONAL DEFENCE UNIVERSITY, ISLAMABAD**

The undersigned is directed to refer to the subject cited above and to state that according to Rule 19 of the Civil Servants Promotion (BS-18 to BS-21) Rules, 2019, the officers in BS-20 or equivalent shall successfully undergo the mandatory training course of National Management Course (NMC)/National Security & War Course (NS&WC) for their consideration for promotion to BS-21. The NMC is conducted twice a year at National School of Public Policy, Lahore, whereas National Security & War Course (NS&WC) is conducted once a year at National Defence University, Islamabad. Since both the courses equally fulfil the condition of mandatory training required for the promotion to BS-21, therefore following guidelines shall be observed for the nominations in addition to the criteria & conditions circulated for each course from time to time.

- i. If any officer who is nominated for NMC as per seniority for the first time, requests this Division for a nomination to NS&WC instead of NMC, such a request can be considered by this Division, subject to the laid down criteria for nominations for NS&WC. The officer concerned shall invariably endorse a copy of his/her request for nomination for NS&WC to his/her concerned department.
- ii. Once the officer is nominated for NS&WC by this Division, he/she shall not be considered for the next NMC(s), till the time final selection of the officer for NS&WC is conveyed by the NDU.
- iii. If any officer is selected for NS&WC by the NDU, it will be mandatory for him/her to join the course as he/she shall not be considered for nomination in the NMCs, subsequently. Further, concerned Ministry/Division/Provincial Governments etc shall be bound to relieve the officers to attend the NS&WC course, without fail.
- iv. An officer, who is selected for NS&WC by NDU shall not submit any request for deferment, including requests from concerned department for his/her withdrawal from the NS&WC.
- v. Based on the request as per para (i), if any officer nominated for NS&WC by this Division is subsequently not selected by the NDU, for any reason, the officer concerned will be nominated for the immediately next NMC training.
- vi. Additional nominations for NS&WC which are received at belated stage or received once the panel for NS&WC is finalized by this Division, shall not be considered.

  
(Riaz Ali Maitlo) 10/06/25  
Deputy Secretary (T-I) / 25  
051-9127034

1. All Secretaries, Federal Ministries/Divisions, Islamabad/Rawalpindi.
2. All Chief Secretaries Provincial Governments/AJ&K Government/Gilgit-Baltistan, Lahore, Peshawar, Karachi, Quetta, Muzaffarabad and Gilgit.
3. The Registrar, Supreme Court of Pakistan, Islamabad.

4. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
5. The Auditor General of Pakistan, Islamabad.
6. The Secretary, National Assembly Secretariat, Islamabad.
7. The Secretary, Senate Secretariat, Islamabad.
8. The Chairman, Federal Public Service Commission, Islamabad.
9. President, National Defence University, Islamabad.
10. The Chairman, National Accountability Bureau, Islamabad.
11. The Director General, Intelligence Bureau, Islamabad.
12. The DG (Admin), State Bank of Pakistan, Karachi.



**(Naheed Akhter Chachar)**  
Section Officer (T-I)  
051-9103495

Waqar Sharif  
Programmer  
Tuesday, 10 June, 2025, 4:39:39 PM

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Tuesday, 10 June, 2025, 4:39:39 PM