

**MOST IMMEDIATE**

**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION**

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No.8/8/2025-T-VI

Islamabad, the 29<sup>th</sup> December, 2025

**OFFICE MEMORANDUM**

Subject: **NOMINATIONS OF BS-18 OR EQUIVALENT OFFICERS FOR 46<sup>TH</sup> MID CAREER MANAGEMENT COURSE AT NATIONAL INSTITUTES OF PUBLIC ADMINISTRATION KARACHI, LAHORE, ISLAMABAD, PESHAWAR AND QUETTA FROM 09-03-2026 TO 15-05-2026.**

The undersigned is directed to refer to the above subject and to state that 46<sup>th</sup> Mid-Career Management Course (MCMC) is scheduled w.e.f. **09-03-2026 to 15-05-2026** at National Institute of Public Administration (NIPA), Karachi, Lahore, Islamabad, Peshawar and Quetta. Panel of BS-18 or equivalent officers belonging to various occupational groups/services/ex-cadres of Ministries /Divisions /Departments/Sub-ordinate offices/Autonomous/Semi-autonomous bodies/Provincial Governments/ Government of Azad Jammu & Kashmir and Government of Gilgit-Baltistan, may be forwarded to this Division latest by **25-01-2026**. It is pointed out that this Division will finalize nominations of the officers belonging to PAS, PSP and OMG. The nominations received directly from the departments/ autonomous organizations shall not be entertained. The following criteria should strictly be observed while nominating the officers:

- i) Officer(s) is / are in BS-18 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, officers posted in Pakistan's Missions abroad, except those belonging to Foreign Services of Pakistan, may not be nominated;
- v) The officers who are on long leave / EOL / undergoing disciplinary proceedings may not be nominated. However, those officers whose disciplinary proceedings are pending for over one year or more may be nominated;
- vi) In terms of Rule 21 of Civil Servant 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, signed and stamped (**Annex-I**);
- ii) Number of sanctioned posts in BS-18 and 19, Number of officers who has/have not attended MCMC and vacancies available in BS-19 (**Annex-II**);
- iii) Copy of **valid seniority list** of officers in BS-18;
- iv) **Certificate to the effect that no disciplinary proceedings are pending** against the nominees under the prescribed rules/law;
- v) **Latest Annual Medical Examination Report** in respect of nominees;



- vi) **Certificate to the effect that no junior officer has been nominated for the course;**
- vii) **Job Description** of the officer(s) nominated;
- viii) **Certificate to the effect that the provided seniority list is valid/final and is not contested in any court of law.**

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

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

4. Besides above, following instructions are to be complied with:

- i. **The nominating agencies should forward nomination papers duly attested (every page of nomination papers) by a relevant officer not below BS-17.**
- ii. **The requests for change of stations will only be entertained within seven (07) days of issuance of first nomination letter by this Division.**

5. 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 the development of computer skills, so that they do not start the training with a handicap.

6. Furthermore, it is informed that the subject course is mandatory for promotion. In case of failure to undergo the same, the officer concerned would be dealt under Rule 8(b) of the Civil Servant Promotion (BS-18 to BS-21) Rules, 2019; therefore, in the event of nomination of officers for the training, the controlling Ministries/Divisions/Departments/ Governments are bound to relieve the officers on their selection for 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 Civil Servants (E&D) Rules, 2020. Furthermore, 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 Rule 22 ibid, if he/she fails to attend the mandatory training course.

7. It is pertinent to mention here that the Course will be fully residential. However, in view of the Cabinet directions, it is decided that out of 14 weeks, MCMC Course for 10 weeks will be conducted at NIPAs while said course for 4 weeks will be conducted at Specialized Training Institutes/ Academies. Keeping in view the said decision, course fee for period of 10 weeks will be paid to concerned NIPAs, Karachi, Lahore, Islamabad, Peshawar, and Quetta @ Rs.230,000/- per participant which covers the boarding and lodging expenses at the Hostel and expenses on mandatory inland study tour and @ Rs.64,286/- per participant for domain specific training for 4 weeks will be paid to concerned Specialized Training Institute (STI). The payment of course fee in respect of the officers of occupational groups and Ex-Cadre officers of all



Ministries/Divisions and their attached departments will be made by the Establishment Division while in case of officers of Provincial Governments and Autonomous Bodies / Organization etc., nominated for the course, the fee shall be arranged by their respective Government/ Organization to the Director General NIPA concerned for 10 weeks while for 04 weeks to concerned Specialized Training Institute/ Academy through Bank draft/ cross cheque/ pay order at the time of joining the course by the officer concerned or as early as possible.

8. Keeping above in view, it is, therefore requested that nominations along-with requisite information/ documents, complete in all respects, may be furnished to this Division before the closing date i.e. **25-01-2026**. No nomination shall be entertained after the closing date.

Encl: as above.

  
(Riaz Ali Maitlo) / 29/12/25  
Deputy Secretary (T-I)

1. Secretary, 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 Chief Secretaries Provincial Governments/AJ&K Government/ Gilgit - Baltistan, Lahore, Peshawar, Karachi, Quetta, Muzaffarabad and Gilgit
5. The Registrar, Supreme Court of Pakistan, Islamabad
6. The Secretary, Wafaqi Mohtasib, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
7. The Auditor General of Pakistan, Islamabad.
8. The Secretary, National Assembly Secretariat, Islamabad.
9. The Secretary, Senate Secretariat, Islamabad.
10. The Chairman, Federal Public Service Commission, Islamabad.
11. The Chairman, National Accountability Bureau, Islamabad.
12. The Director General, Intelligence Bureau, Islamabad.
13. The DG (Admin), State Bank of Pakistan, Karachi.
14. The SEVP/ Group Chief (HR Management & Administration Group), National Bank of Pakistan (NBP), Karachi.

Copy to: -

1. The Rector, National School of Public Policy (NSPP), Lahore
2. The Joint Secretaries / DGs, Establishment Division, Islamabad.
3. Director (PD), Establishment Division, Islamabad.
4. Deputy Secretary (IT), Establishment Division, Islamabad.
5. SPS to Secretary, Establishment Division, Islamabad.
6. PS to Additional Secretary (I), Establishment Division, Islamabad.
7. PS to Additional Secretary (II), Establishment Division, Islamabad.

  
(Dr. Amin Ullah) / 29/12/2025  
Section Officer (T-VI)  
Ph: 051-9103567

**(Annex-I)**

**CONFIDENTIAL**

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

NAME:

PRESENT POSTING:

CONTACT NO: OFFICE: - \_\_\_\_\_ MOBILE:- \_\_\_\_\_

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

SERVICE/ GROUP:

DOMICILE:

DATE OF JOINING SERVICE:

DATE OF BIRTH:

DATE OF SUPERANNUATION:

DATE OF PROMOTION IN PRESENT SCALE:

SENIORITY NO:

POSTINGS HELD DURING THE LAST FIVE YEARS:

TRAININGS ATTENDED DURING THE LAST FIVE YEARS:

**Disciplinary action pending,**

**or in process under Civil Servants (E&D) Rules, 2020/**

**Criminal Proceedings in NAB/ FIA/any court of law, if any.**

Certified that the above information is correct/ found in order.

Signature/Stamp of  
Administrative Authority

**MID CAREER MANAGEMENT COURSE (MCMC)**

**(Annex-II)**

<b>No. of sanctioned / duty posts in the Group / Service/Cadre in BS-18</b>	<b>No. of officers in the in the Group / Service/Cadre who have attended or presently attending MCMC and awaiting promotion to BS-19</b>	<b>No. of officers in the in the Group / Service/Cadre who have not attended MCMC</b>	<b>No. of sanctioned/ duty posts in BS-19 in the in the Group / Service/Cadre</b>	<b>No. of posts presently vacant in BS-19 in the Group / Service/Cadre and vacancies likely to occur in the next one year.</b>	<b>Any other relevant information</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>

Signature/Stamp of  
Administrative Authority