

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

F. No. 2/4/2021-22.T-I

Islamabad, the 04th January, 2022

OFFICE MEMORANDUM

Subject: **NOMINATIONS OF BS-20 OR EQUIVALENT OFFICERS FOR 116TH NATIONAL MANAGEMENT COURSE (NMC) AT NATIONAL MANAGEMENT COLLEGE, LAHORE W.E.F. 11-04-2022 to 12-08-2022.**

The undersigned is directed to refer to the subject cited above and to state that 116th National Management Course (NMC) will be conducted w.e.f **11-04-2022 to 12-08-2022** at National Management College, NSPP, Lahore. Panel of BS-20 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 AJ&K/Government of Gilgit Baltistan may be forwarded to this Division latest by **11-02-2022**. It may be pointed out that this Division will finalize nominations 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-20 or equivalent on regular basis.
- ii. The officer(s) is/are in the promotion zone.
- iii. The officers may be considered in order of seniority in their respective cadres and the officers otherwise senior to them should not be ignored. (Final/ Provisional Seniority list of the respective cadre may be supplied).
- iv. The officers, who are on deputation in international organizations, may not be nominated. Similarly, officer posted in Pakistan's Missions abroad, except those belonging to Foreign Service of Pakistan, may also not be nominated.
- v. The officers on long leave/ EOL and those who are undergoing disciplinary proceedings may not be nominated. However, those accused officers whose disciplinary proceedings are pending for over one year may also be nominated.

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) Detailed bio-data.
- (iii) Copy of valid seniority list of officer in BS-20.
- (iv) Certificate to the effect that no disciplinary proceedings are pending against the nominees. However, those accused officers whose disciplinary proceedings are pending for over one year are exempted.
- (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.

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(vii) Certificate to the effect that course fee in respect of participants (officers other than occupational groups/services) have been paid to Training Institutes.

(viii) Consent of the officer for joining the course.

3. Further, it is also proposed that no nominations shall be processed/entertained when

- i. Nominations are received after the due date.
- ii. Nominations/incomplete documents.
- iii. Advance copies of nominations with no intimation from parent department.
- iv. Withdrawals received after the due date.
- v. Advance copies of withdrawals not directed through parent department.
- vi. Withdrawals on the basis of personal desire to join particular course or station.
- vii. Provisional contested seniority lists.

4. It has been observed that the Ministries/Divisions/Departments regret to spare the officers upon final nomination. It is being communicated that nominations received for the subject trainings will be considered as 'Final' and no last moment departmental withdrawals without valid reasons will be processed.

Important Requirements

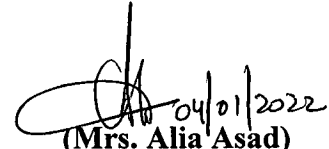
- Proficiency in computer related skills is a pre-requisite for the course. Nominated officers, who are not computer literate, may be advised to immediately start working on computer, so that they do not start the training with a handicap.
- According to Rule 8 (b) of Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019, a Civil Servant shall be recommended for supersession if he / she fails thrice for any reason to attend the mandatory training.”
- The subject course is mandatory for promotion; therefore, in the event of selection of officers for the training, the controlling Ministries/ Divisions/Departments/Governments should relieve the officers.

5. The course fee is Rs. 1,000,000/- per participant which covers the boarding and lodging expenses at the National Management College Hostel and expenses on mandatory inland/foreign 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 made by the Establishment Division while in case of officers of the Provincial Governments and autonomous bodies/organizations etc. nominated for the course shall be arranged by their respective Government/Organization to the Director General, NIM concerned through Bank draft/ cross cheque / pay order at the time of joining the course by the officer concerned or as early as possible.

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6. It is, therefore, requested that nominations along-with the requisite information/ documents complete in all respects may be forwarded to this Division on or before the closing date i.e 11-02-2022.


(Mrs. Alia Asad)
Deputy Secretary (T-I)

1. The Secretary, President's Secretariat (Public), Islamabad.
2. The Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3. All the Secretaries, Federal Ministries/Divisions, Islamabad/Rawalpindi.
4. All the Chief Secretaries of Provinces/AJ&K Governments, Lahore, Peshawar, Karachi, Quetta, Gilgit and Muzaffarabad.
5. The Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
6. The Auditor General of Pakistan, Islamabad.
7. The Secretary, National Assembly Secretariat, Islamabad.
8. The Secretary, Senate Secretariat, Islamabad.
9. The Chairman, Federal Board of Revenue (FBR), Islamabad.
10. The Chairman, National Accountability Bureau (NAB), Islamabad.
11. The Chairman Federal Public Service Commission (FPSC), Islamabad.
12. The Director General, ISI, Islamabad.
13. The Director General, IB, Islamabad.
14. The DG (HR), State Bank of Pakistan, Karachi.
15. Vice Chancellor, NED University of Engineering & Technology, University Road, Karachi.
16. The SEVP/Group Chief (HR Management & Administration Group), National Bank of Pakistan (NBP) Building, Head Office, I.I. Chundrigar Road, Karachi.

Copy to:-

1. The Rector, National School of Public Policy (NSPP), Shahrah-e-Quaid-e-Azam, Lahore.
2. All Joint Secretaries/ DGs Establishment Division, Islamabad.
3. Director (PD), Establishment Division, Islamabad.
4. DS (Computers) for placing on web-site.
5. SPS to Secretary, Establishment Division, Islamabad.
6. SPSs to Additional Secretary (I&II), Establishment Division, Islamabad.
7. APS to Joint Secretary (Training), Establishment Division, Islamabad.


(Dr. Hira Anwaar)
Section Officer (T-I)

PANEL PROFORMA FOR NMC FOR BS-20

SENIORITY No.

CONFIDENTIAL

AS ON 2022

NAME SERVICE/GROUP DOMICILE DATE OF JOINING SERVICE

<u>Date of Birth</u>	<u>Date of Superannuation</u>		
<u>Qualification</u>			
<u>Date of Promotion</u>	BS-18	BS-19	BS-20

Training Courses

Grade Achieved

Penalties if any imposed

Under E&D Rules Removal from Service (Special Power) Ordinance 2000.

Posting held:

BS-17-18

BS-19

BS-20

Postal/Present Address

Mobile/Office Contact No.

Email Address

Signature/Stamp of
Administrative Authority

Annex-II

1	2	3	4	5	6
No. of Sanctioned / duty posts in BS-20	No. of officers who have attended presently attending NMC/NDU	No. of officers who have not attended NMC/NDU	No. of sanctioned/ duty posts in BS-21 the Cadre/ Group/ Service	No. of vacancies in BS-21 likely to occur in next 1 years	Any other relevant information

Signature/Stamp of
Administrative Authority