

MOST IMMEDIATE

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

F. No. 2/3/2025.T-1

Islamabad the, 24th June, 2025

The Rector,
National School of Public Policy,
Lahore.

Subject: - **NOMINATIONS OF BS-20 OR EQUIVALENT OFFICERS FOR 123RD NATIONAL MANAGEMENT COURSE (NMC) AT NATIONAL SCHOOL OF PUBLIC POLICY (NSPP), LAHORE FROM 30TH JUNE, 2025 TO 31ST OCTOBER, 2025**

I am directed to refer to this Division's O.M. of even number dated 20.03.2025, 29.05.2025 and 17.06.2025 the subject cited above and to state that competent authority has been pleased to approve the withdrawal and additional nominations / replacement of the following BS-20 or equivalent officers for the subject course:

A. Withdrawal

Sr.No	Name and Designation of the officer	Service/ Group
1.	Mr. Adnan Arshad Aulakh, Joint Secretary, Interior and Narcotics Control Division, Islamabad.	PAS
2.	Mr. Muhammad Usman, Joint Secretary Ministry of Defence Production, Rawalpindi.	SG
3.	Syed Ahsan Mumtaz, At the disposal of NDMA, Islamabad	SG
4.	Mr. Kashif Gulzar, Joint Secretary, Commerce Division, Islamabad	SG
5.	Mr. Arshad Jan Pathan, Ambassador, Parep Bucharest,	FSP
6.	Mr. Muhammad Saqif Saeed, Chief, Admn Pool, FBR (Hqrs) Islamabad	PCS
7.	Ms. Azmat Tahira, Director, Directorate of PCA (Central), Lahore	PCS

B. Additional Nominations/ Replacement

Sr. No.	Name and Designation of the Officers	Service/ Group
1.	Mr. Fayaz Ahmad Jatoi, Secretary Finance Department, Govt of the Sindh.	PAS
2.	Mr. Shahzad Hameed Durrani, Joint Secretary, Interior and Narcotics Control Division, Islamabad.	SG
3.	Mrs. Nasira Batool Jafri, Joint Secretary, Economic Affairs Division, Islamabad	SG
4.	Ghulam Mustafa Wahocho, Director EPZA, Industries & Production Division, Karachi	SG
5.	Mr. Asim Ali Khan, Consul General, Parep Los Angeles	FSP
6.	Mr. Usman Bajwa, Director, Strategic Tariff and Revenue Analysis Wing, FBR (Hqrs), Islamabad	PCS
7.	Mr. Basit Maqsood Abbasi, Chief Collector of Customs (OPS) Enforcement, Islamabad	PCS

2. The course will be commencing w.e.f. **30.06.2025**. The officers are required to report on **27.06.2025**. The above nominations are subject to provision of latest Annual Medical Examination Reports (**Annex-I**) to be submitted to NSPP. For further queries Mr. Rana Akbar Ali (0321-4088255) Coordinator, NSPP may be contacted

3. It is informed that the subject course is mandatory for promotion and 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; provides that a civil servant shall be liable to supersession subject to the provisions of Rule 22 *ibid*, if he / she fails thrice for any reason to attend the mandatory training. Therefore, in the event of nomination of officers for the training, the controlling Ministries / Divisions / Departments / Government 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 read with this Division's O.M No. 4/4/2021-T-I dated 15-02-2022, 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.

4. The course will be fully residential. The course fee is **Rs. 2,200,000/- per participant is under revision due to discontinuation of FST**. 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 paid by the Establishment Division while in case of officers of the Provincial Governments and Autonomous Bodies / Organizations etc. nominated for the course, it shall be arranged by their respective Ministries / Divisions / Provincial Governments/ Autonomous Bodies / Corporations through Bank draft/ cross cheque / pay order at the time of joining the course by the officer concerned or as early as possible.

5. Attention is also invited to this Division's O.M. No. 8/5/2024-T-VI dated 20th September, 2024 regarding Prime Minister's directions wherein all Ministries/Divisions/Provincial Governments etc. were informed to recommend only critical cases requiring withdrawal from mandatory training course along with cogent reasons. **Hence, no withdrawal will be allowed which deviates the said directions.**


(Riaz Ali Maitlo) 24/06/25
Deputy Secretary (T-I) / 25
Ph. 051-9207034

Copy to:

1. The Secretary, President's Secretariat (Public), Islamabad.
2. The Advisor to the Prime Minister, Prime Minister's Office, Islamabad.
3. The Secretary, Foreign Affairs Division, Islamabad.
4. The Secretary, Interior & Narcotics Control Division, Islamabad.
5. The Secretary, Defence Production Division, Rawalpindi.
6. The Secretary, Commerce Division, Islamabad.
7. The Secretary, Economic Affairs Division, Islamabad.
8. The Secretary, Industries & Production Division, Islamabad.
9. The Chairman, FBR, Islamabad.
10. The Secretary (S&GAD), Government Sindh, Karachi

11. The Director General, National Disaster Management Authority (NDMA), Islamabad
12. All concerned officers.
13. DS, Training and Coordination, NMC, Lahore.
14. Director (PD), Establishment Division, Islamabad.
15. Director (IT), Establishment Division, Islamabad.
16. SPS to Secretary, Establishment Division, Islamabad.
17. PS to Special Secretary, Establishment Division, Islamabad.
18. PS to Additional Secretaries (I&II), Establishment Division, Islamabad.



(Naheed Akhter Chachar)
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**PROFORMA-B
ANNUAL MEDICAL REPORT
AGE 35 and Above**

Name: _____ Age: _____ Years

Post held: _____

Ministry under which employed: _____

1.	General condition:	a. Physical deformity; Yes/No b. Height in meters _____ c. Weight in Kg _____ d. BMI _____
2.	Any ongoing treatment of fatal/chronic disease	If Yes, provide details
3.	Mental Health Assessment	Appearance, behavior, anxiety/stress signs and emotional stability
4.	Locomotion (Any deformity interfering with performance of normal work and to what degree) *If yes provide details	Yes*/No _____
5.	Physical Examination	a. Pulse b. Blood Pressure c. Pallor d. Jaundice e. Thyroid
6.	Examination (Chest, Cardiovascular, Abdomen, CNS)	
7.	Eye sight (Visual standards in accordance with recruitment relax able accordance to age and correctible with the glasses)	<u>N</u> <u>D</u> R L
8.	Hearing Assessment (if any sign of disease of ear)	
9.	Investigations: i) Blood CP ii) ESR iii) LFTs & RFTs iv) Serum lipid profile (F) v) Blood Sugar (F) vi) HbA1c vii) HbsAg viii) Anti HCV ix) HIV x) Urine R/E xi) ECG xii) ECHO (if required) xiii) ETT(if required) xiv) PSA xv) Ultrasound Abdomen & Pelvis	

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	xvi) Mammogram (5 yearly after 45 years of age)	
10.	X-Ray Chest (PA view) Note: If required	
11.	Category assigned	
12.	Name Designation of Doctor (Nominated by the Head of the Hospital – Tertiary Care/District Headquarter) PMDC No. Signature & Stamp Dated	
13.	Remarks	

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System Analyst
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Instructions for Annual Medical Examination

AGPE-2004 under para 4.14 and 4.17 provides detailed guidelines for Medical Examination of officers in BS-17 and above, that: -

(i) **Every officer of the Federal Government shall be medically examined once in every calendar year.** The primary aim of the same is to discover their illnesses, if any, at an early stage so that early treatment is ensured. The said medical examination is also required to make timely decisions like retention of the officers in service, nomination for mandatory trainings, and for consideration of officers for promotion to higher posts involving discharge of strenuous duties.

(ii) The medical examination of the officers shall be conducted on the following prescribed proforma:-

a) **Proforma-A** (for officers up-to the age of 35 years); and,

b) **Proforma-B** (for officers aged 35 years and above).

(iii) The said medical examination shall be carried out in any Government Tertiary Care Hospitals/ District Headquarter Hospitals through Medical Officer, duly authorized by the head of said hospital for the purpose:

Provided that the Annual Medical Examination of the officers, belonging to different services, posted in Pakistan Missions abroad shall be conducted at the respective stations.

(iv) The reports of the Annual Medical Examination, in the prescribed format, shall be furnished by the authorized officer directly to the referring Ministry/ Division/ Department/ Provincial Government/ ICT Administration, as the case may be.

(v) **The respective cadre administrator, Secretary of the Ministry/ Division/ Head of Department and Provincial Governments/ ICT Administration, as the case may be, shall ensure that every officer of BS-17 and above, posted/ working under their supervision shall undergo the annual medical examination.**

The Annual Medical Reports of the respective officers shall be forwarded by the concerned Ministry/ Division/ Department / Provincial Government to the respective cadre administrators of the officers concerned by 31st March every year.

(vi) The Annual Medical Reports of the officers of the Establishment Division, posted anywhere inside or outside the country, shall be forwarded to Director (PD), Establishment Division by 31st March every year.

(vii) **Additionally, all cadre administrators including Secretaries of Ministries/ Divisions/ Heads of Departments / ICT Administration and Provincial Governments shall provide a certificate to the Establishment Division by 30th April every year to the effect that every officer of the Federal Government in BS-17 and above, under their administrative supervision, has been medically examined and his/ her Annual Medical Report has been sent to the respective cadre administrators.**

(viii) The Annual Medical Reports in respect of officers belonging to PAS, SG, PSP and OMG shall be submitted to Director (PD), Establishment Division by 31st March every year.

(ix) The serving officers of Armed Forces, seconded to the Civil will be examined by the medical authorities of the respective services. If they have already retired and severed their connection with the Armed Forces, they will be examined by the civil medical authorities mentioned above.

(x) The cadre administrators shall ensure that Annual Medical Reports of the officers, so received, shall be retained in a separate "Medical Roll" of the officer, which shall be attached with his/ her C.R. Dossier.

(xi) An officer who is declared by the relevant medical officer as permanently and completely incapacitated and is placed in Category C on grounds of mental illness or mental health issues, shall be subject to further examination by a Medical Board to be constituted by the Establishment Division, in consultation with M/o National Health Services, Regulations & Coordination, in order to ensure that such assessment is not used unfairly to the detriment of the officer.

(xii) If the assessment by the Medical Board also places the officer in category C, the assessment of such Board will be placed before an Assessment Committee, comprising at least three members of FPSC, to be constituted by the Chairman, FPSC, which shall examine the case and submit its recommendations to the Prime Minister, through Establishment Division, for assigning an appropriate category to the officer on the basis of final assessment of medical health.

Para 2.17 of AGPE-2004

As per prescribed formats, on the basis of their medical fitness, the officers will be divided in the following categories:

Category A- An officer who has not been definitively disabled due to any serious medical condition or defect.

Category B- An officer who has sustained a serious medical condition or defect resulting in partial disability, but remains fit to perform specific types of duties, such as sedentary or limited-scope responsibilities.

Category C- An officer who is permanently and completely incapacitated.