

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

Islamabad, the 6th August 2025

F. No. 5/6/2024-T-I

The President,
National Defence University,
Islamabad.

Subject:- **NOMINATIONS OF BS-20 OR EQUIVALENT OFFICERS FOR NATIONAL SECURITY & WAR COURSE 2025-26 AT NATIONAL DEFENCE UNIVERSITY (NDU), ISLAMABAD FROM 11TH AUGUST 2025 TO 04TH JANUARY, 2026**

I am directed to refer to National Defence University (NDU)'s letter No.700/17/ND dated 30-07-2025 and 31.07.2025 on the subject cited above and to state that National Defence University (NDU) has selected the following BS-20 officers for the subject Course.

SrNo.	Name and Designation	Service/Group
1	Capt. (R) Atta Muhammad , Director, National Police Bureau, Islamabad	PSP
2	Ms. Sheena Ali Mansoor , Joint Secretary/ Financial Advisor, Finance Division (Military Finance Wing), Islamabad	PA&AS

2. As per the Prime Minister's directive, issued vide this Division's DO letter No.5/11/2000-T-II/T-I dated 10-06-2014, this Division's OM No. No.5/11/2000-T-II/T-I dated 11-07-2019 and OM No. 4/4/2021 dated 15-02-2022, all Ministries/Divisions/ Departments are bound to relieve officers on their selection for training course without fail. The Ministries/ Divisions / Departments shall make stop-gap arrangements as the nominated officers are not required to attend their offices while undergoing training. Non-compliance of directions of the Prime Minister shall result in disciplinary proceedings under Civil Servants (Efficiency & Discipline) Rules, 2020. Moreover, under Rule 8(b) of the Civil Servant Promotion (BS-18 to BS-21) Rules, 2019, a civil servant shall be liable to supersession if he/she fails thrice for any reason to attend the mandatory training.

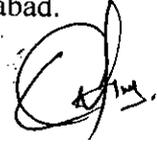
3. The course fee is Rs.2,169,462/- per participant. The payment of course fee in respect of officers of occupational groups and ex-cadre officers of all Ministries/Divisions and their attached departments will be made by the Establishment Division while in case of officers of the Provincial Governments and autonomous bodies/organizations etc. nominated for the course shall be arranged by their respective Government/Organization to the President NDU, Islamabad.

4. All selected officers are required to deposit **requisite documents as per Annex-I (containing in CDs communicated)** and Separability Certificate as per **Annex-II** while report to National Defence University (NDU) at 1000 hours on **09.08.2025** for familiarization visit / briefing. For any further query, kindly contact Maj. Syed Hassan Abbas, General Staff Officer-2 (Training) Alpha Division (Cell Number 0336-9074962).


(Riaz Ali Maitlo) 06/08/25
Deputy Secretary (T-I)
051-9207034

Copy to:

1. The Secretary, President's Secretariat (Public), Islamabad.
2. The Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3. The Auditor General, Office of the Auditor General of Pakistan, Islamabad
4. The Secretary, Ministry of Interior & Narcotics, Islamabad.
5. All nominated officers,
6. Joint Secretary (E), Establishment Division, Islamabad.
7. Director (IT), Establishment Division, Islamabad.
8. D.S. (Coord), National Defence University, Islamabad.
9. Director (PD), Establishment Division, Islamabad.
10. SPS. to Secretary, Establishment Division, Islamabad.
11. SPS to Special Secretary, Establishment Division, Islamabad.
12. PS to Additional Secretaries (I & II), Establishment Division, Islamabad.



(Naheed Akhter Chachar)
Section Officer (T-I)

Waheed Ahmed Shaikh
System Analyst
Thursday, 07 August, 2025, 4:31:3 PM

Waheed Ahmed Shaikh
System Analyst
Thursday, 07 August, 2025, 4:31:3 PM

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Annexure C

REQUIREMENT OF DOCUMENTS
TO BE SUBMITTED BY 01 AUG 2025

1. Following forms are in CD for completion and early return to A Div NDU, Islamabad:-

Ser	Details of Documents	Quantity	Remarks
a.	Bio Data Form / Svc Record proforma	1 Copy	
b.	Hospital System Form	1 Copy	
c.	Library Card Form	1 Copy	
d.	NDU Security Card Form	1 Copy	
e.	Vehicle Entry Sticker Form	1 Copy	
f.	Email Address	-	
g.	Telephone Contact (Office)	-	
h.	Telephone Contact (Self)	-	

2. Following documents are also required, please:-

Ser	Details of Documents	Quantity	Remarks
a.	Photocopy of Passport	5 x Copies	
b.	Photocopies of all academics docus i.e martic, FA/FSc, BA/BSc, MA/MSc/MS, M.Phil/PhD or any other degrees	1 Copy	
c.	Photocopy of vehicle registration form	1 Copy	
d.	Photographs	<ul style="list-style-type: none"> • 20 x Passport size • 10 x 1"x1" size 	With Blue or white background without headgear
e.	Photocopy of CNIC	10 x Copies	

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Annexure B

To NDU Letter Number 700/17/ND
dated 30 Jul 2025

CERTIFICATE - SPARED FOR NSC-26

Certified that I have handed over the charge of my appointment to the relieving officer and I have been spared by my Ministry / Department to attend NSC-26 at NDU for the entire duration of the course as required vide Cabinet Secretariat, Establishment Division letter number 5/11/2000-T-B/T-1 dated 10 June 2014.

(Signature of officer concerned)

COUNTERSIGNED

(Signature of next Superior Officer)

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