

**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION**

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

Islamabad the, 20<sup>th</sup> March, 2025

**OFFICE MEMORANDUM**

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

The undersigned is directed to refer to the subject noted above and to state that 123<sup>rd</sup> National Management Course (NMC) is likely to start from **30<sup>th</sup> June, 2025 to 31<sup>st</sup> October, 2025** at National School of Public (NSPP), Lahore. Panel of BS-20 or equivalent Officers belonging to various occupational groups/services/including ex-cadre officers of Ministries / Divisions / Departments / Sub-ordinate Offices / Autonomous / Semi-autonomous bodies / Provincial Governments / Government of AJ&K may be forwarded to this Division latest by **15-04-2025**. 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 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, the officers posted in Pakistan's Mission abroad, except those belonging to Foreign Service of Pakistan, may also not be nominated.
- (v) The officers (s) on long leave / EOL or undergoing disciplinary proceeding may also not be nominated. However, those accused officers whose disciplinary proceedings are pending for over one year may be nominated.
- (vi) In terms of Rule 21 of Civil Servants 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 (Annex-I) & (Annex-II).
- (ii) Copy of valid seniority list of officers in BS-20.
- (iii) Certificate to the effect that no disciplinary proceedings are pending against the nominees under the prescribed rules/law. However, those accused officers whose disciplinary proceedings are pending for over one year are exempted.
- (iv) Copy of the Latest Annual Medical Examination Report in respect of nominees.
- (v) Certificate to the effect that no junior officer has been nominated for the course.
- (vi) Consent of the officer for joining the course.

3. Further, it may be noted that no nominations shall be processed/ entertained if,
- Nominations are received after the due date.
  - Nominations with incomplete documents.
  - Advance copies of nominations with no intimation from parent department.
  - Withdrawals are received after the due date
  - Advance copies of withdrawals not directed through parent department
  - Provisional contested seniority lists.

4. 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.

5. 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/ 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. 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. Moreover, 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 subject to the provisions of Rule 22 *ibid*, if he/she fails thrice for any reason to attend the mandatory training.

6. It is pertinent to mention here that course will be fully residential. The course fee is Rs. 2,200,000/- per participant (**is under process due to discontinuation of FST**) which covers the boarding and lodging expenses at the respective NSPP center including expenses on mandatory inland 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, 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.

7. Attention is also invited to this Divisions O.M NO.8/5/2024-T-VI dated 20<sup>th</sup> 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 courses along with cogent reasons. Hence, no withdrawal will be allowed which deviates from the said directions.

8. It is, therefore, requested that nominations along with the requisite information/ documents complete in all respects may please be forwarded to this Division before the closing date i.e. **15-04-2025**. No nomination shall be entertained after the closing date.

  
(Riaz Ali Maitlo)  
Deputy Secretary (T-I)  
Ph. 051-9207034

20/03/2025

1. The Secretary to the President, President's Secretariat, Islamabad.
2. The Secretary to the Prime Minister, Prime Minister's Office, Islamabad.
3. The Auditor General of Pakistan, Office of the Auditor General of Pakistan, Islamabad.
4. All Secretaries, Federal Ministries / Divisions, Islamabad/Rawalpindi.
5. All the Chief Secretaries of Provinces including AJK, Gilgit Baltistan, Government of the Punjab, Sindh, Khyber Pakhtunkhwa, and Balochistan.
6. The Secretaries (S&GAD), Government of the Punjab, Sindh, Khyber Pakhtunkhwa, and Balochistan, including AJK and Gilgit Baltistan.
7. The Registrar, Supreme Court of Pakistan, Islamabad.
8. The Secretary Wafaqi Mohtasib, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
9. The Chairman, Federal Board of Revenue, Islamabad.
10. The Secretary, National Assembly Secretariat, Islamabad.
11. The Secretary, Senate Secretariat, Islamabad.
12. The Chairman, National Accountability Bureau, Islamabad.
13. The Director General, Inter-Services Intelligence, Islamabad.
14. The Director General, Intelligence Bureau, Islamabad.
15. The Director General (Admn), State Bank of Pakistan, Karachi.

**Copy to:-**

1. The Rector, National School of Public Policy (NSPP), Lahore.
2. All Joint Secretaries/DGs, Establishment Division, Islamabad
3. DS (Coord), National School of Public Policy, Lahore.
4. Director (PD), Establishment Division, Islamabad.
5. Director (IT), Establishment Division, Islamabad.
6. Sr. PS to Secretary, Establishment Division, Islamabad
7. APS to Special Secretary, Establishment Division, Islamabad
8. PSs to Additional Secretary (I&II), Establishment Division, Islamabad.



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

**PANEL PROFORMA FOR NMC FOR BS-20**

NAME \_\_\_\_\_  
SERVICE/GROUP \_\_\_\_\_ CTP NO. (FOR OCCUPATIONAL GROUP) \_\_\_\_\_  
SENIORITY NO. \_\_\_\_\_ AS ON \_\_\_\_\_  
DOMICILE \_\_\_\_\_ DATE OF JOINING SERVICE \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ DATE OF SUPERANNUATION \_\_\_\_\_  
QUALIFICATION \_\_\_\_\_

DATE OF PROMOTION IN BS-18 ( \_\_\_\_\_ ) BS-19( \_\_\_\_\_ ) BS-20( \_\_\_\_\_ )

**POSTINGS HELD**

Post Held	From	To
BS-17		
BS-18		
BS-19		
BS-20		

**TRAINING COURSES ATTENDED**

Sr. No	Name of Course	From	To	Grade

**PENDING PROCEEDINGS/ PENALTIES (IF ANY):**

	Penalties if any imposed Under E&D Rules of 1973/ 2020 Removal from Service (Special Power) Ordinance 2000 or any other court of law	
	Disciplinary action pending, or in process under E&D 2020 rules Or in any court of law, if any	

**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 attended or presently attending NMC/NDU and awaiting promotion to BS-21	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 year	Any other relevant information

Signature/Stamp of  
Administrative Authority

Note: **Please attach a copy of valid seniority of the officers in BS-20 with a clear mention of the Course No. of NMC/NDU against the officers who have already attended the mandatory training.**