



GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION



No.5(28)/2024-MSW-I-P-003

Islamabad, the 04th February , 2025

OFFICE MEMORANDUM

SUBJECT: OUTSOURCING OF GENERAL, NON-CORE SERVICES (CLEANING, PLUMBING, GARDENING ETC.)

The undersigned is directed to refer to Establishment Division's O.M. No. 1(1)/2023-Member/MSW dated 18.10.2024 on the subject noted above and to state that this Division has been receiving a number of queries regarding the said O.M. To address these queries, following clarifications are offered:

S.#	Query	Clarification
1	Completion of the ongoing recruitment process against posts of general, non-core service categories/cadres.	Ongoing recruitment process will be immediately stopped. In case Ministries/Divisions/ Departments/ Sub-ordinate Offices/ Organizational Entities require the services rendered by these positions, the same may be managed through outsourcing.
2	Hiring of services of Naib Qasids, DMO, Sweeper and Farash etc. on daily wage basis.	Decision of outsourcing of general non-core services is to be implemented through engagement of third-party contractor/vendor and by observing relevant PPRA Rules/Regulations. The very purpose of introducing outsourcing model is to avoid any permanent financial liability on the Federal Government. Whereas, direct hiring at minimum wage has the probability of claim by the hired individuals for regularization in due course of time, since precedents are available, where in past daily wagers/contract employees were able to get their services regularized by filing legal suits or through different Parliamentary Commissions/ Committees etc.
3	Promotion of Naib Qasid / Farash to the post of Qasid as and when vacated in future and other similar promotion.	In view of recent instructions contained in Establishment Division's O.M. dated 18.10.2024, all vacant posts of the nomenclatures mentioned at 2(iii) shall be abolished immediately and in case the posts are currently occupied shall be declared dying posts/cadres and stand abolished through natural attrition such as retirement/termination/death of current incumbent. These instructions shall be adhered to in letter & spirit and applicable to all such specified nomenclatures of posts irrespective of being feeding/ promotional/ isolated posts. Accordingly, the post of Qasid if currently occupied shall be declared as a dying post and as and when it gets vacated, it shall stand abolished. However, the existing incumbents of general, non-core posts shall be given the benefit of Time Scale Promotions, as per policy

4	Filling up general, non-core vacant posts through transfer of such staff from and to different field formations of same Department/Organizational Entity.	It depends upon the relevant service rules/regulations of concerned organization. However, the post vacated by an employee so transferred to fill another vacant post shall stand abolished. Both posts cannot be retained simultaneously.
5	Filling up such vacant posts through Deputation.	It is not permissible as in case of deputation, the substantive post held by the deputationist remains intact on the budget of lending department till his/her absorption/ appointment by transfer by the borrowing department. Therefore, filling up such vacant posts through deputations will not serve the purpose of Cabinet Decision which is to drastically reduce such posts for rightsizing of the Federal Government.
6	Filling up such vacant posts by absorption of surplus employees through Surplus Pool Establishment Division.	<p>The enlisted surplus civil servants can be absorbed against such vacant posts of Federal Government Organizations as per Rule 3 (3) and 3(4) of Civil Servant APT Rules 1973 due to the following reasons:</p> <ol style="list-style-type: none"> 1. The general non-core service posts are being abolished/declared dying in pursuance of the decision of the Federal Cabinet meeting held on 27-08-2024 whereas absorption of surplus civil servants against vacant civil posts is required under Section 11A of Civil Servants Act, 1973 and Rules made thereunder. 2. The absorption of surplus civil servants against such vacant posts if not processed, they will continue enlisted on Surplus Pool against supernumerary posts without any future absorption elsewhere. 3. The absorption of surplus civil servants against reported vacant posts under Section 11A of CSA, 1973 will abolish the supernumerary posts, therefore, will not add any financial liability on the Government exchequer. <p>Therefore, concerned Division/Department/Subordinate Office before notifying abolition of such vacant posts may send a request to Surplus Pool for absorption of suitable surplus civil servants and if not available then the said post (s) to be notified as abolished.</p>



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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

F. No. 1(1)/2023-Member /MSW

Islamabad, 18th October, 2024

Subject: OUTSOURCING OF GENERAL, NON-CORE SERVICES (CLEANING, PLUMBING, GARDENING ETC.)

The undersigned is directed to refer to the subject noted above and to state that Federal Cabinet in its meeting held on 27.08.2024 *inter alia* approved the recommendations of Committee on Rightsizing of the Federal Government as below:

“Outsourcing of General, Non-core Services (Cleaning, Plumbing, Gardening etc.)”

2. For the compliance of this Decision, the responsibility was entrusted to all Ministries/Divisions as per Cabinet Division's Memorandum No. 28/CM/2024-D dated 3-9-2024. Pursuant to the above, following measures may also be considered by all Ministries/Divisions, Departments and Organizational Entities under their administrative control:

- i. In future, Establishment Division will not recommend subject positions in case of new creation of posts referred by Ministries/Divisions.
- ii. No recruitment against such posts may be made in case the existing posts are lying vacant or otherwise shall be declared as dying posts/cadres.
- iii. The request for creation of the posts having nomenclature like Naib Qasid, Qasid, Khidmatgar, Daftri, Chowkidar, Security Guard, Frash, Cleaner, Khakroob, Sanitary Worker, Sweeper, Washerman, Mali/Gardner, Record Sorter, Helper, Cook, Barbar, Loader, Attendant, Gestetner Operator, DMO, Carpenter, Electrician, Lift Operator, Plumber, Aya etc. may not be referred to Establishment Division. The existing sanctioned posts of these nomenclatures may also be declared as dying posts.
- iv. The General/Common/Non-core Services may be managed through outsourcing.

3. In view of the above, it is requested that further action may please be taken for the implementation of the aforementioned Decision of the Federal Cabinet in its true letter and spirit.


(Rana Nasir Amin)
Director (MS Wing)

All Ministries/ Divisions,
(Secretaries/Additional Secretaries (Incharge),
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