

No. 10/10/94-R.2

Islamabad, the 22nd March, 1994.

OFFICE MEMORANDUM

Subject:- POSTINGS AND TRANSFERS

The undersigned is directed to say that it has been observed that Government instructions with regard to normal tenure for an officer on the same job/post issued from time to time are not being followed with the result that in some Ministries/Divisions/Departments officers have continued to work on the same desk for unduly long periods. The position has been reviewed and the competent authority has laid down the following criteria for posting/transfer of the officers working in Ministries/Divisions and the Attached Departments/Subordinate Offices, Autonomous and Semi-Autonomous Organizations, under their administrative control:

I. POSTING/TRANSFERS WITHIN PAKISTAN

- i) The normal tenure of an officer on the same post should be three years. Posting of an officer on the same post beyond the normal tenure will require concurrence of the competent authority, in each case.
- ii) Shifting of the officers may be phased in a manner that no dislocation in the official work takes place due to large scale transfers.
- iii) Ordinarily, three months notice should be given to the officer who is to be transferred. Exception may, however, be made in case the officer is required to be shifted immediately in the public interest with the approval of the competent authority.

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- iv) Orders for pre-mature transfers in the Ministries/Divisions/Departments of the Federal Government should be referred to the Establishment Division; and in the Autonomous/Semi-Autonomous Organizations to the administrative Ministry concerned.
- v) These instructions will not, strictly apply to technical and professional officers/experts recruited for particular posts. However, posting/transfer of such officers may also be rotated in their parent departments/cadres as far as possible in accordance with the rules of the post.

II. POSTINGS/TRANSFERS TO PAKISTAN MISSIONS ABROAD (OTHER THAN POSTS ADMINISTERED BY MINISTRY OF FOREIGN AFFAIRS).

- i) Posts in foreign missions abroad should be filled on the basis of detailed job descriptions to be prepared by the controlling Ministry;
- ii) The controlling Ministry should prepare a panel of suitable officers for the post;
- iii) The panel of suitable officers should be considered by a committee of the controlling Ministry including a representative of the Establishment Division.
- iv) The recommendations of the Committee should be considered by the Special Selection Board; and
- v) The recommendations of the Special Selection Board should be submitted to the competent authority for approval.

Ministries/Divisions are requested to proceed further in the matter of postings/transfers as above and bring these instructions to the notice of all Departments, Offices, Autonomous/Semi-Autonomous Bodies and Corporations under their control for strict compliance.

(MANZUR HUSAIN)
Additional Secretary

All Ministries/Divisions.

22/3/94