



Joint Secretary CP-I
Ph: 9211245

F. No. 1-1/2019-JS(CP-I)
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
ISLAMABAD

Islamabad the 2nd October, 2020

Subject:- DEVELOPMENT/INITIATION OF SELF-SUSTAINING PUBLIC WELFARE SCHEME(S)

In continuation of this office D.O letters of even number dated 8th and 26th November 2019 on the subject noted above, it is requested that the enclosed D.O letter addressed to all PAS/PSP officers of 37th CTP and onwards may be brought into the notice of officers who are currently posted and serving in the Provincial Government/Ministry/Division/Organization under your administrative control, please.

Regards,

Yours sincerely,

(Muhammad Jahanzeb)

1. Secretaries/Additional Secretaries Incharge of Ministries/Divisions, Islamabad/Rwp.
2. Chief Secretaries, Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan and Gilgit Baltistan.
3. Inspectors General of Police, Punjab, Sindh, Khyber Pakhtunkhwa, Balochistan and Gilgit Baltistan.



Additional Secretary-II
Ph: 9212118

F. No. 1-1/2019-JS(CP-I)
GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
ISLAMABAD

Islamabad the 2nd October, 2020

Subject:- **SELF-SUSTAINING INITIATIVES AND CASE STUDY REPORTS**

The Federal Cabinet in its meeting held on 22nd October 2019 decided that BS-17/18 officers belonging to PAS and PSP are required to take self-sustaining initiatives aimed at enhancing welfare of citizens, improvement of service delivery, and grievance redressal in their area of responsibility. The purpose of introducing the requirement is to impress upon the young officers the importance of innovation and self-initiative. Accordingly, officers are required to submit report of at least one such initiative they have taken in BS-17/18. That report will be considered at the time of their promotion to BS-19.

2. In addition BS-17/18 PAS and PSP officers are also required to prepare and submit at least one case based on their personal experience and observations during service which can be used as a case study in training institutions. A case study paper or simply a case presents reality in such a manner that puts the reader in the role of a participant in a particular situation. In training of public managers, a case study provides a substitute for the direct experience of a situation.
3. Further, BS-17/18 PAS and PSP officers are also expected to learn one regional language during their field postings and inform the Establishment Division.
4. To further elaborate upon the above requirements, following guidelines have been prepared:

REPORT ON SELF-SUSTAINING INITIATIVE

- i) The report should be a self-contained document of maximum 1000 to 1200 words (excluding title page).
- ii) Title page should clearly mention officer's full name, grade, service, designation and tenure of posting during which self-sustaining initiative was undertaken as well as name and designation of supervisory officer(s) at that time.
- iii) The report is expected to mention clearly (but not be necessarily limited to):

- a) the nature of the initiative, including a precise description of targeted outcome or desired change as well as clear details of inputs and outputs;
- b) the immediate impact of the initiative;
- c) whether the initiative required any resource mobilization;
- d) if the initiative required building a network or partnership with community, NGOs, individual citizens or if it tapped Corporate Social Responsibility component of any private enterprise, and details thereof;
- e) if the initiative related to business process improvement, particularly related to citizens' access to or improvement in quality of public services, and details thereof;
- f) if the initiative aimed at welfare of vulnerable segments of society, and details thereof; and
- g) the measures that make the initiative sustainable.

CASE STUDY PAPER

- i) The Case Study Paper should be a self-contained document of maximum 3000 words (excluding title page).
- ii) Title page should clearly mention officer's full name, grade, service, designation and tenure of posting during which observations/experiences that led to development of case study occurred as well as name and designation of supervisory officer(s) at that time.
- iii) A case should be about some significant issue related to public management based on personal and direct experience while working on a field posting.
- iv) The paper should contain sufficient information so that those who study the case can draw inferences from it.
- v) All relevant facts, including instances of internal and extraneous pressure and challenges, should be narrated in a matter-of-fact manner.
- vi) The case should merely describe a real situation of significance without incorporating personal conclusions or inferences drawn (which should be left to the reader).

GENERAL GUIDELINES

- i) To allow sufficient time to plan and undertake above activities, the requirement to submit report on self-sustaining initiative, case study paper and learning of regional language will apply to officers from 37th CTP (which will complete 12 years of service on 1st January 2022) and onwards.



- ii) These requirements will apply to all officers who are either presently working or are posted in future for at least 6 (six) months on BS-17/18 assignments outside the federal and provincial secretariats.
- iii) The requirement is to submit a report on self-sustaining initiative and a case study paper at least once during BS-17/18.
- iv) Officers should send reports and confirmation of learning a regional language directly to Joint Secretary (Career Planning-I), Establishment Division (hard copy as well as email at: jscpl@establishment.gov.pk) for inclusion in their profile, evaluation and consideration during promotion board.

5. We in the Establishment Division look forward to learning about your initiatives, experiences and observations.

Best regards.

Awais Manzur Sumra
02.X.2020
(Awais Manzur Sumra)

All PAS/PSP Officers of 37th CTP and onwards