



THE BALOCHISTAN CIVIL SERVANTS' PROMOTION POLICY- 2012

{17th July, 2012}

(As modified upto 27th October, 2020)

Compiled by
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GOVERNMENT OF BALOCHISTAN



**SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT**

(Regulation Section-I)

Dated Quetta, the July 17, 2012

To

1. The Additional Chief Secretary (Dev), P&D Department, Quetta.
2. The Senior Member, Board of Revenue, Balochistan, Quetta.
3. The Chairman, Chief Minister's Inspection Team, Quetta
4. The Chairman, Balochistan Public Service Commission, Quetta
5. The Chairman, Balochistan Development Authority, Quetta.
6. The Principal Secretary to Governor Balochistan, Quetta
7. The Principal Secretary to Chief Minister Balochistan, Quetta
8. All the Administrative Secretaries to Government of Balochistan _____ Department.
9. The Secretary Balochistan Provincial Assembly, Quetta.
10. All Divisional Commissioners in Balochistan.
11. All Heads of Attached Departments in Balochistan.
12. The Director General Public Relation Balochistan, Quetta.
13. The Controller, Printing and Stationery Department, Quetta.

Subject: THE BALOCHISTAN CIVIL SERVANTS' PROMOTION POLICY-2012.

I am directed to refer to the subject noted above and to say that the Government of Balochistan has adopted/circulated the Promotion Policy of Federal Government with some omission and additions. Whenever, any amendment in Promotion Policy is made by the Federal Government then the Provinces adopted such changes in order to bring uniformity in the Promotion Policy across the country. Therefore, it has been decided to consolidate the adopted Promotion Policy of the Federal Government in a single document duly approved by the Competent Authority title "**the Balochistan Civil Servants' Promotion Policy, 2012**". This following Promotion Policy will apply to promotions of all civil servants holding appointment on regular basis and shall be effective with immediate effect:-

2. The legal framework for promotion and its procedures has been provided in the Balochistan Civil Servants Act, 1974 and the Balochistan Civil

Servants (Appointment, Promotion and Transfer) Rules, 2009. The law and rules, by themselves, are not enough to meet the functional requirements and need to be supplemented by a comprehensive and consistent set of policy guidelines. The word "promotion" as defined in the Balochistan Civil Servants Act, 1974 means appointment by promotion of a civil servant possessing such minimum qualifications as may be prescribed shall be eligible for promotion to a higher post for the time being reserved under the rules for departmental promotion in the service or cadre to which he belongs. It means the taking of a further step on a ladder. It is anywhere an employee after having gained experience in a particular post or having otherwise qualified himself is appointed to a post which is regarded as a higher post in that particular line that it is called "promotion". Promotion not only **implies** advancement to a higher post but also involves shouldering of higher responsibility and assumption of the charge of the higher post. A post may either be a selection post or a non-selection post to which promotion shall be made as (a) in the case of a selection post on the basis of selection on seniority-cum-merit; and (b) in the case of a non-selection post, on the basis of seniority-cum-fitness.

3. No civil servant has a claim to ask for promotion as of right, and the giving or refusal of promotion is a matter which is within the exclusive discretionary domain of the executive authorities concerned in the matter. The equality guaranteed under the Constitution cannot take away the right of Government to pick and choose proper persons for employment in Government service. It cannot be said that the act of the Government in exempting some members of service from passing the test required to be passed for promotion and its denial of such exemption to other members by itself constitutes an unequal discriminatory treatment. The act of the Government in not giving promotion to a civil servant does not result in infringement of his fundamental rights under the Constitution. Ordinarily it would be for the Administrative Departments concerned or the promoting authority to determine such suitability of the incumbent after an assessment of all relevant considerations such as seniority, competence, rectitude, and antecedent official records, none of which is less important than the other for the preservation of purity and efficiency in public service. The basis or governing consideration in all promotions is what may be shortly described as merit or suitability. Seniority

is in substance one of the elements in the assessment of merit. Equality of opportunity can never be taken to exclude the idea of selection. It only requires that while making the selection, the Administrative Departments should apply same standards to all persons similarly situated with respect to the question in hand. Equality of opportunity should not be confused with absolute equality, and the Constitution does not prohibit the prescription of reasonable rules for selection. Even in regard to promotional posts other than selection post, idea of selection is not ruled out. Seniority by itself can never confer any absolute right of promotion irrespective of other considerations. No provision exists which provides that promotion from lower grade to higher grade or post shall be automatic upon the expiry of the prescribed period of eligibility and not entitled to promotion. The mere comparatively higher academic qualifications, in the absence of rules to the contrary, does not give any preferential right of promotion, to a civil servant over those civil servants in the same service or class who although senior to him possesses qualification. Even in cases where promotion under rules is required to be made strictly on the basis of merit the mere academic qualification is not the sole criteria for determination of comparative merits of the candidates for promotion. The qualification is one of the elements to be considered in assessing the merits which also includes experience, rectitude and antecedent service record. None of these constituents is less important than the academic qualification in the assessment of suitability or merit for promotion.

4. The promotion from one post or class of service to another is governed by the principles and seniority in a specific cadre cannot be ignored in case of promotion. Appointments are said to be in the same “class” when they are in the same Department, and bear the same designation, or have been declared by the Government to be in the same class. Appointments in the same class are sometimes divided into “Grades” according to pay. The principle for promotion from one post to another should be “by selection on merit with due regard to seniority” and that this principle should be applied uniformly all along the line from the lowest to the highest posts and from one class of service to another. For this purpose, “merit” does not mean good service record only, but also includes experience, qualifications and suitability for the post or service to which promotion is being made. The value of all these different

factors has to be assessed in rating the officer's fitness for promotion. The words "with due regard to seniority" imply that, while emphasis is to be placed on good service record, qualifications and aptitude for the higher post, the officer's relative seniority in the cadre, from which promotion is being made, should be given due weight, the greater the disparity in seniority the greater should be the junior officer's superiority in point of merit. It is not the intention that every officer in the cadre from which promotion is being made should be considered for promotion. An officer should put in a certain minimum years of service in the cadre in which he is, before he is considered for promotion to a higher post or service. What this period of service should be depended upon the conditions of the cadre in which he is and the status of the post or service to which he would be promoted. This period should be specified in the Service Rules.

5. **General Instructions Regarding Promotions**

It is the responsibility of the Head of the Administrative Department (in respect of posts in BPS-16 and above) and the Heads of the Attached Department (in respect of BPS-15 and below posts) to immediately initiate processing of the promotion cases whenever any vacancy become available and reserved for the Departmental Promotion quota, in favour of Civil Servants belonging to a particular service or cadre, or holding a particular post . Six months is considered a sufficiently long period for the purpose of filling of posts by promotion on regular basis/acting basis and officiating basis. Posts in each grade/Basic Pay Scale should be considered separately for purposes of allocation of the prescribed quotas. Sequence in departmental promotions and direct recruitment, determination and distribution of respective quotas, the following procedure to be adopted:-

- (a) where a cadre has definite quotas reserved for departmental promotions and direct recruitment, promotions against the departmental quota should be made first and the posts reserved for direct recruitment filled later. These orders, however, will have no effect on those cadres where recruitment is made solely by direct recruitment or where all appointments are made only by promotion;

- (b) necessary provisions of the respective recruitment rules already framed have to be kept in views while filling in the departmental promotion quotas;
- (c) where the vacancies in various services/posts caused by any reason, should be filled on the basis of the quotas fixed for promotion, transfer and direct recruitment. For this purpose the total number of posts in a cadre should be distributed in accordance with the fixed quotas and the vacancies in such posts should be filled so as to achieve the overall quotas fixed for departmental candidates and direct recruits etc. For calculating the same the total number of sanctioned posts; their distribution into promotion, direct recruitment and transfer quotas with complete list of officers holding promotion posts, direct recruitment posts and transfer posts (if any) along with the names of the incumbents holding these posts;
- (d) the quota for promotion and direct recruitment if prescribed in the ratio of 50:50 in the recruitment rules is to be maintained when the number of available posts is odd and not equally divisible, in such cases weightage may be given to promotion quota. For example, where an odd number of posts, say 9, are to be filled in the ratio of 50:50, five (5) posts should be earmarked for promotion and four (4) for direct recruitment;
- (e) in the case of isolated posts, a roster should be maintained in each Administrative Department for BPS-17 and above posts/ Attached Department for BPS-16 and below posts to ensure the observance of the prescribed percentage for departmental promotions and direct recruitment.
- (f) While calculating the minimum length of Service required for promotion to various grades by the Civil Servants belonging to a particular service or cadre, or holding a particular post, shall be based upon, Service rendered in the relevant Department, Cadre, post, discipline/speciality, Grade.

6. **Minimum Length of Service for Eligibility for Promotion to Posts in Various Grades.** The minimum length of service for promotion to various grades shall be as follows:-

- (a) for the Civil Servants' who are promotees in the respective grades:-

| | | |
|------|----------------------------------|---|
| i. | For posts in BPS-17 and below | 3 years in respective Basic Pay Scale or as prescribed in relevant Service Rules. |
| ii. | For posts in Basic Pay Scale -18 | 5 years in BPS-17 |
| iii. | For posts in Basic Pay Scale -19 | 12 years in BPS-17 and above. |
| iv. | For posts in Basic Pay Scale -20 | 17 years in BPS-17 and above. |
| v. | For posts in Basic Pay Scale -21 | 22 years in BPS-17 and above. |

- ¹[(b) Service rendered in the lower pay scales for promotion to BPS-18, BPS-19 and BPS-20 shall be counted as follows:

where first appointment of a person other than a person covered by proviso (c) was made to government service in BPS-16 or below, one-half of the service in BPS-16 and one-fourth in BPS 15 and below may be counted as service in BPS-17 for computing length of service for the purpose of promotion only.]

- (c) where initial appointment of a civil servant, takes place, on recommendations of the Balochistan Public Service Commission, in a post in BPS-18, BPS-19 or BPS-20, the length of service specified in proviso (a) above shall be reduced by the following periods;

| First appointment in | Reduced by | After reduction required length of Service for promotion in next Basic Pay Scale shall be: |
|-----------------------------|-------------------|--|
| Basic Pay Scale-18 Post. | 5 years | 7-years service in BPS-18 for promotion in BPS-19 |
| Basic Pay Scale-19 Post. | 12 years | 12 years in BPS-18 and above or 5-years service in BPS-19 for promotion in BPS-20 |
| Basic Pay Scale-20 Post. | 17 years | 17 years in Basic Pay Scale-18 and above or 5-years service in BPS-20 for promotion in BPS-21 |

1

Substituted by 5th amendment issued vide S&GAD's circular letter No. S.O. (R-1)1(15)/S&GAD-2016/2153-2252 dated 18th August, 2016

(d) **Counting of Ad-Hoc Service for the Purpose of Promotion**

Under the existing rules, ad-hoc service does not reckon for the purpose of seniority. However, the service rendered on ad-hoc basis in a cadre and on a same post under the Provincial Government, followed by regular appointment to a post in the same pay scale shall be counted towards length of service prescribed for promotion to a higher post provided there is no break between ad-hoc and regular appointments to the post concerned.

(e) **Counting of Service rendered against Higher Post on acting charge basis.**

The civil servant is liable to serve in an equivalent or higher post. Promotion to a higher post and holding temporary charge of a post are two different aspects. Legally, a person is not in a higher grade until his promotion to the higher post is duly notified and charge of the higher post is formally assumed by him. Therefore, the service rendered by a civil servant against higher post cannot be treated at par with the service rendered by regularly promoted officers in the higher scale for the purpose of promotion to the next higher grade.

(f) **Length of Service for Promotion from Basic Pay Scale -16 post to Basic Pay Scale-18 where there is no Intermediate Post in Basic Pay Scale-17.**

The minimum length of service for promotion to Basic Pay Scale-18 and above is laid down in para-5 and sub-paras-(a) and (c) above. The question as to what should be the length of service for promotion from Basic Pay Scale-16 to Basic Pay Scale-18 where there is no intermediate post in Basic Pay Scale-17 has been considered and it has been decided, with the approval of the Competent Authority, that in such cases the minimum length of service laid down in the recruitment rules relating to posts in Basic Pay Scale-18 for the purpose of promotion from BPS-16 to BPS-18 should be kept as the basis for such promotions. In case there is no such provision in the recruitment rules, action should

be taken by the respective Administrative Department to include such a provision in the recruitment rules, in consultation with S&GAD.

(g) **Counting of period spent on Extra Ordinary Leave (without pay).** The period spent on Extra Ordinary Leave without pay shall not be counted towards the prescribed length of service for promotion.

(h) Study leave and period spent upon Deputation will count as service for promotion and all other kind of leave (beyond 4 months) shall not be treated as experienced rendered in the Basic Pay Scale.

7. **Possession of Prescribed Minimum Length of Service Does Not Confer a Right to Promotion Over Senior Persons.** The prescribed minimum length of service is a condition for eligibility for promotion and does not confer a right to promotion. Where a senior person has not done prescribed service, the junior, as a rule, should not be considered even if he fulfills the prescribed length of service condition. Even for "selection" post, the persons have to be considered in the order of their seniority. Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior civil servant belonging to the cadre or service concerned who is otherwise eligible for promotion does not possess the specified length of service the authority may appoint him to that post on acting charge basis in terms of Rule-8 the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009.

8. **Type of Promotions.**

(a) **Regular Promotion:** Regular promotion shall be made against a clear vacancy, reserved for departmental promotions quota calculated in terms of Para-5 above, which may occur due to promotion of the incumbent to a higher post on regular basis, his retirement, death, dismissal, removal from service, creation of a new post or any other such reason.

- (b) **Promotion on Acting-Charge Basis:** Promotion on acting charge basis shall be made against a clear vacancy, reserved for departmental promotions quota calculated in terms of Para-5 above, which may occur due to promotion of the incumbent to a higher post on regular basis, his retirement, death, dismissal, removal from service, creation of a new post or any other such reason, but in a case where a civil servant does not possess the requisite length of service/experience prescribed in the service rules or prescribed in Para-6 above then he may be considered for appointment on acting-charge basis in terms of Rule-8 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009. Consequent upon such appointment, the Civil Servant shall not be entitled for seniority in the category of next higher post/Basic Pay Scale:

²[Provided that the Provincial Selection Board(s) or Departmental Promotion Committee(s), as the case may be, shall recommend appointment on acting charge where required length of service is short by one year or less in all cases.]

- (c) **Promotion on Officiating Basis:**

- (i) In the case of a Civil Servant with a substantive post on a permanent establishment, holds a lien and such post falls vacant temporarily in consequence of the absence of the substantive incumbent as a result of deputation, posting outside the cadre, long leave, suspension for a period of more than six months or appointment on acting-charge basis of the incumbent or is reserved under the rules to be filled by transfer, if none is available for transfer the appointing authority on the advice/recommendations of the Departmental Promotion Committee or the Provincial Selection Board, may make appointment by promotion against such post on officiating basis:

Provided that a post reserved for regular promotion, on deferment of a civil servant due to any, reason, may be filled by promotion on officiating basis.

- (ii) No person shall be promoted on officiating basis unless he possesses the qualification and length of service/experience prescribed for the post and his promotion as such is approved by the Chairman of the appropriate Selection Authority.

- (iii) Officiating promotion shall be made on the same terms and conditions as to pay as are prescribed for regular appointment by promotion.

Provided that the officiating promotion did not create any vested right for continuance and reversion to substantive post did not amount to reversion.

- (iv) Consequent upon such Promotion, the Civil Servant shall not be entitled for seniority in the category of next higher post/ Basic Pay Scale.

- (v) When an officer recommended for promotion on temporary basis/officiating basis by the Provincial Selection Board/ Departmental Promotion Committee and approved by the competent authority **is liable to reversion to lower post in case the higher post is subsequently either abolished or ceases to exist or its original incumbent joins back.** However, if a temporarily promoted officer continues working against the higher post without any break and, in the meanwhile, a regular vacancy in the cadre becomes available, no fresh clearance of the Provincial Selection Board/DPC is required for his promotion to higher post on regular basis. The officer will, therefore, be promoted on regular basis with the prior approval of the Competent Authority with effect from the date of occurrence of the vacancy on regular basis in the cadre, subject to the following conditions:-

- (a) No disciplinary/criminal proceedings have been initiated against him/her during the period from the date of temporary promotion till the occurrence of vacancy on regular basis.

- (b) His/her up-to-date service record would form the basis for assessing fitness for promotion on regular basis i.e. quantified score should not be less than minimum threshold prescribed for the purpose.

(d) **Promotion in absentia.**

- (i) A Government servant transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer. He may be given such substantive or officiating promotion in those

cadres as the authority competent to order promotion may decide. In giving promotion such authority shall take into account (a) the nature of the work performed in foreign service, and (b) the promotion given to juniors in the cadre in which the question of promotion arises.

- (ii) In any individual case the competent authority may grant promotion to a Government servant, outside his cadre or cadres but in his own line, such promotion as it considers he would have got had he not been transferred to foreign service.

NOTE —The words "in his own line" used in the above rule refer to posts to which a Government servant may normally look for promotion in his own department or office.

- (iii) **Consideration for Promotion of a Person on Transfer to Another Office** A permanent civil servant, who is temporarily transferred from one office to another in the public interest, should be considered for promotion to a higher Basic Pay Scale/post in his parent office as and when a vacancy occurs in the higher Basic Pay Scale/post and if he is selected for promotion in accordance with the relevant rules, he should be appointed to the higher Basic Pay Scale/post so that when he reverts to his parent office he can count, for seniority and increments in the higher grade, the period for which he remained on posting. No monetary benefit in respect of his this promotion in the parent office shall be allowed to him while he is on posting to an other Department. Promotion in such cases should be made with effect from a date determined in accordance with the 'next below rule' and not from any earlier date.

- (iv) **Promotion of Officers Deputed for Training/ Scholarship Abroad.** The officers proceeding abroad for training are entitled to the pay which would have been admissible to them in Pakistan but for their deputation abroad. In some cases the officers, while under training abroad, are considered and approved for promotion to higher posts in Pakistan. If an officer is on training abroad and his turn for promotion arrives in his parent department or cadre in Pakistan, he should be considered for promotion along with other officers, and if he is approved for promotion in accordance with the relevant rules, he should be appointed formally (not actually) to the post in the higher Basic pay Scale/post. This would enable him to occupy, on his return to Pakistan, the position which he would have occupied had he not gone

abroad on training. No financial benefit of the 'next below rule' should be allowed to him in respect of his promotion. He should be allowed to count seniority and increment from the date of such promotion, but the actual pay of the higher post should be given to him only when he resumes the duties of the higher post on his return from training.

- (v) The civil servants who are otherwise eligible for promotion but for their being on training abroad, shall, therefore, be considered for promotion by the competent promotion Committees/Boards provided they fulfil the prescribed criteria of promotion. However, on approval by the competent authority, the promotion of these officers shall actualize only on the successful completion of foreign training and on their return to their parent organization in Pakistan.
- (vi) The civil servants on deputation to Federal Government, Provincial Government, autonomous/semi-autonomous organization being controlled by the Provincial Government shall be considered for promotion and informed to actualize their promotion within their respective cadres and Government. They shall have to stay and not be allowed to go back immediately after promotion. Such stay shall be not less than a minimum of one year to complete probationary period in the cadre. If he/she declines his/her actual promotion will take place only when he/she returns to his/her parent cadre. His/her seniority in the higher post shall, however, stand protected.
- (vii) **Promotion after having availed leave or during availing leave.**
 - (a) The civil servants having availed/availing Ex-Pakistan earned leave including extra Ordinary leave/study leave as well as similar leave within Pakistan for less than 01 year shall be considered for promotion by the concerned Promotion Committees/Selection Boards. However, on approval by the competent authority, the promotion of these officers shall actualize only on return from leave. Their seniority shall, however, remain intact.
 - (b) The civil servants having availed/availing Ex-Pakistan earned leave including extra ordinary leave/study leave as well as similar leave within Pakistan for 01 year or more

shall be considered for promotion by the respective Promotion Committees/Selection Boards upon earning of PER of full one year after return from leave. Their seniority shall, however, remain intact.

9. **Bar against Promotion of Ad-Hoc Appointees:** Although persons appointed on ad-hoc basis should possess the required qualifications and experience prescribed for posts, but the ad hoc service does not reckon for the purpose of seniority and the ad hoc appointee should not be promoted to a higher grade.

10. **Linking of promotion with training:** (a) In order to ensure an optimum development of human resources available to the government, it is imperative that a continuous process of capacity building is so engineered that training becomes a regular, mandatory requirement, directly linked to vertical growth of civil servants. In this context, the Competent Authority has been pleased to decide that officers be trained in regular, short courses to equip them with skills and expertise relevant to their job. It has, therefore, been decided by the government that successful completion of the following trainings are mandatory for promotions of officers of the Provincial Civil Service (i.e. BCS (EB) and BSS Cadres) and for the employees of other cadres as determined by the Government and incorporated in the Service Rules of the specific cadre:-

- Mid-Career Management Course at National Institute of Management (NIM) for promotion to BPS-19.
- Senior Management Course at National Management College for promotion to BPS-20
- National Management Course at National Management College for promotion to BPS-21.

(b) This condition will not be applicable to civil servants in specialized cadres such as Doctors, Teachers, Professors, Research Scientists and incumbents of purely technical posts or as determined by the Government for promotion within their own line of specialization as envisaged in the existing Promotion Policy.

(c) The qualifying thresholds of quantification of PERs for nomination to these trainings are as under:

MCMC = 70

SMC = 70

NMC = 75

(d) There will be no exemptions from mandatory trainings. An officer may, however, request for temporary exemption in a particular moment in time but grant of such exemption would be at the discretion of the competent authority. No such request with regard to an officer would be made by the Government Departments concerned.

(e) Three officers shall be nominated for each slot of training on the basis of their seniority. Those unwilling to attend will be dropped at their own expense without prejudice to the rights of others and without thwarting or minimizing the chance of improving the quality of service.

(f) The nominations for mandatory training having been made in order to seniority, if the officer so nominated for training declines to proceed on training for two consecutive training courses, then he/she would forfeit the right to consider for promotion.

Provided that the Chief Minister may dispense with this provision in any case in the public interest.

³[(g) The Competent Authority has been pleased to approve to withdraw all kinds of exemptions from mandatory trainings mentioned at para 10 (a) above, on the basis of age with immediate effect to ensure merit based promotion in the best public interest. However, the exemptions extended already as mentioned in paragraph 10 (b) above to professional and technical cadres will continue as the Professionals/Technocrats undertake their specialized trainings separately.

11. **Development of Comprehensive Efficiency Index for Promotion/Deferment/ Supersession:**

⁴[(a) The minimum threshold of marks for promotion to various scales shall be as per following table:

| <i>Basic Pay Scale</i> | <i>Aggregate marks of Efficiency Index</i> |
|------------------------|--|
| <i>BPS-18</i> | <i>50</i> |
| <i>BPS-19</i> | <i>65</i> |
| <i>BPS-20</i> | <i>70</i> |
| <i>BPS-21</i> | <i>75]</i> |

3 Substituted by 5th amendment issued vide S&GAD's circular letter No. S.O. (R-I)1(15)/S&GAD-2016/2153-2252 dated 18th August, 2016

4 Substituted by 5th amendment issued vide S&GAD's circular letter No. S.O. (R-I)1(15)/S&GAD-2016/2153-2252 dated 18th August, 2016

- ⁵(b) The Selection Board shall recommend the officers on the panel securing requisite % and above in the efficiency index for promotion unless deferred (in order of seniority, depending upon the number of vacancies). An officer meeting the aggregate threshold shall also be superseded if PSB places him in Category-C. The senior officers, if not recommended for promotion on account of low threshold, shall be superseded whereas the junior officers if not recommended for promotion for want of vacancies shall be deemed not to have been considered. The aforesaid criteria for award of 15 marks by the PSB shall henceforth be treated as part of the Guidelines for Selection Board attached with Promotion Policy, 2012.]
- (c) Whenever an officer, particularly of small cadres, is recommended for deferment the Board may also decide as to whether a vacancy be reserved or not depending upon public interest vs officer's right for consideration.

12. **Quantification of PERs, Training Evaluation and PSB Evaluation**

For the purpose of consideration by the PSB the PERs will be quantified according to the formula given in the addendum to the existing Promotion Policy with the following modifications:-

- (a) PERs in respect of two preceding grades (BPS) or the last 15 years whichever is more will be quantified. If the service of an officer in present and previous grade is less than 15 years then the deficiency will be met by taking into account the PERs of next lower grade, which will be bracketed with the PERs of preceding grade.
- (b) The following marks will be allocated for quantification of PERs, Training Evaluation Report and PSB evaluation :-

| S.No | Factor | Marks |
|------|---|-------------|
| 1 | Quantification of PERs relating to present grade and previous grade(s) @ 60%:40%. | 70% |
| 2 | Training Evaluation reports in ratio of 60% : 40%. | 15% |
| 3 | Evaluation by PSB | 15% |
| | <i>Total:</i> | <i>100%</i> |

13. **Training Evaluation Reports:**

- (a) A total fifteen (15) marks shall be allocated to the Training Evaluation Reports(Nine marks @ 60% for the training in the

existing BPS and Six marks @ 40% in the preceding BPS). For example, in the case of promotion to BS-21 posts, marks for NMC/NDU training will be awarded out of Nine marks and marks for NIPA training will be awarded out of six marks. Evaluation of the reports from the Training Institutions shall be worked out as under:-

- i) It shall be on the basis of Grade Percentage already awarded by the National School of Public Policy (National Management College and Senior Management Wing) and its allied Training Institutions as provided in their reports.
- ii) Previous reports of old Pakistan Administrative Staff College and old NIPAs where no such percentage has been awarded, points shall be worked out on the basis of weighted average of the percentage range of grades followed by these Institutions as reflected in Table- A below:-

TABLE-A
Old PASC & NIPAs

| Category | Range | Weighted Average | Points of PASC @60% = 9 | Points of NIPAs @40% = 6 |
|------------------|----------|------------------|-------------------------|--------------------------|
| A: Outstanding | 91-100% | 95.5% | 8.60 | 5.73 |
| B. Very Good | 80-90% | 85% | 7.65 | 5.10 |
| C. Good | 66 – 79% | 72.5% | 6.52 | 4.35 |
| D. Average | 50-65% | 57.5% | 5.17 | 3.45 |
| E. Below Average | 35-49% | 42% | 3.78 | 2.52 |

- iii) Grades from National Defence University will be computed according to the weighted average based on the *Grading Key* for the range provided by the NDU as reflected in Table-B below:-

TABLE-B
National Defence University

| Category | Range | Weighted Average | Points @60% = 9 |
|-----------------------|-----------|------------------|-----------------|
| A Outstanding | 76-100% | 88% | 7.92 |
| B-Plus Very Good | 66-75.99% | 71% | 6.39 |
| B High Good | 61-65.99% | 63.5% | 5.71 |
| B Average Average | 56-60.99% | 58.5% | 5.26 |
| B Low Below Average | 51-55.99% | 53.5% | 4.81 |
| B Minus Below Average | 46-50.99% | 48.5% | 4.36 |
| C. Below Average | 40-45.99% | 43% | 3.87 |
| F. Below Average | 35-39.99% | 37.5% | 3.37 |

⁶[iv] Subsequent to introduction of rationalized grading system by NDU with that of NMC grades with effect from the National Security & War Course (NSWC) 2012-13, the rationalized result (%age) awarded by the NDU shall be taken for quantification of the Training Evaluation Reports (TERs) in respect of the officers who undergo NSWC at NDU. Provided that the previous system of quantifying the TERs on the basis of weighted average grading as tabulated at Clause (iii) above shall continue in respect of such officers who attend mandatory training at NDU prior to NSWC 2012-13.]

- (b) For allocation of marks in case of promotion to BS-21, training evaluation reports of NDU/PASC be given 60% weightage and those of NIPA be given 40% weightage.
- (c) For promotion to BS-20 posts, NIPA evaluation reports and evaluation reports of Mid Career Management Course (MCMC) be given weightage of 60% and 40% respectively.
- (d) The condition of allocation of marks to MCMC for promotion of BS-18 and BS-19 officers will take effect on availability of evaluation reports on them, written by the concerned Training Institutions after 1st January, 2008.
- (e) Status quo shall be maintained in respect of officers of special cadres referred to in Part-IV of Guidelines attached with the Existing Promotion Policy such as Doctors, Teachers, Professors, Research Scientists and incumbents of purely technical posts for promotion within their own line of specialism. However, for calculation of their comprehensive efficiency index, PERs shall carry 70% marks and consideration by the PSB 30%.

14. **Selection/Non-selection Posts**

- a) BPS-20 and above posts shall be "Selection Posts" and the BPS-19 posts have been taken out of the category of "Selection Posts" and shall be treated as non-selection posts with effect from 14th December, 2007.
- b) Promotion from BPS-17 to BPS-18 posts, being non-selection posts should be based on seniority cum fitness, i.e. on 100% on the PERs. Condition of passing the Departmental Examination or successfully completion of training courses, as the case may be, shall continue as heretofore.
- c) Promotion from BPS-18 to BPS-19 posts, being non-selection posts should be based on the analogy of

promotions to BPS-20 and BPS-21 as follows. Condition of passing the Departmental Examination or successfully completion of training courses, as the case may be, shall continue as heretofore.

- (i) The PERs of regular BPS-18 officers for promotion to BPS-19 will have weightage of 70 marks;
 - (ii) MCMC is assigned 15 marks;
 - (iii) Evaluation by Provincial Selection Board will have 15 marks. The PSB will, however, continue to determine the fitness of a person for promotion from BPS-18 to BPS-19 on non-selection basis.
- d) BPS-16 and below posts are also “non-selection posts” and being non-selection posts should be based on seniority cum fitness, i.e. on 100% on the PERs. Condition of passing the Departmental Examination or successfully completion of training courses, as the case may be, shall continue as heretofore.

15. **Promotions on Seniority-cum-Fitness Basis**

⁷[(a). BS-19 posts may be taken out of the category of “Non-Selection Posts” and henceforth may be treated as selection posts. Promotion from BS-17 to BS-18 posts, being non-selection posts should be based on seniority-cum-fitness i.e. on 100% on the PERs. Condition of passing the Departmental Examination or successfully completion of training courses, as the case may be, shall as here to fore.]

(b). For promotion to a post in Basic Pay Scale 18, however, a civil servant must fulfil the following additional requirements in addition to para-14 (c): -

- (i) **Qualifying Service:** possess five years service as an officer subject to the provisions contained in Para-6 above.
- (ii) **Eligibility Threshold:** attain a minimum score of 50 marks for his P.E.Rs in accordance with the formula given in the addendum.
- (iii) **Departmental Examination and Training Courses:** The condition of passing the departmental examination and successful completion of training courses shall continue as heretofore.

(iv) **For Promotion to Posts in BPS 18 and 19:** a minimum of two officers per vacancy depending on the availability of eligible officers in the cadre.

(c) If only 2 reports or less have been recorded on a civil servant's work against a post in basic pay scale 17, the reports earned by him in the next lower posts should also be included in the quantification.

(d) Promotion to BPS-17 and below shall be made on the basis of Synopsis of PERs of the last 3 to 5 years.

(e) Posts carrying Basic Pay Scale 19 are generally supervisory posts. Supervision can be effective only if the supervisor has the relevant experience. These officers are also required to make contribution to policy-making at the lowest rung of the policy-making hierarchy. For promotion to these posts, therefore, a civil servant must fulfill the following requirements:-

- (i) **Qualifying Service:** possess 12 years service as an officer subject to the provisions contained in para-6 above.
- (ii) **Eligibility Threshold:** attain a minimum score of 70 marks in the P.E.Rs in accordance with the formula given in the addendum.
- (iii) **Qualifications:** as prescribed by the relevant recruitment rules.
- (iv) **Relevance of Experience:** possess experience relevant to the functions of the post to which promotion is being made.
- (v) **"Quality and Output of Work" and "Integrity":** marks calculated in accordance with the formula in the Addendum shall be important factors in determining the comparative merit of an officer.

16. **Promotion to Selection Posts**

(a) **Posts in BPS 20 and 21 are selection posts.** Promotion to these posts is to be processed through the Provincial Selection Board(s).

(i) In order to ensure that selection by these Boards does not amount to a mere elimination of the unfit, the Services and General

Administration Department shall place a larger panel of eligible officers before the Board(s). Depending on the availability of eligible officers in a cadre, the number of officers to be included in the panel shall be as follows:-

| | |
|--|---|
| For promotion to middle (BPS 20) and senior (BPS 21) management posts. | A minimum of 3 officers per vacancy depending in the availability of eligible officer in the cadre. |
|--|---|

(ii) **For selection posts, entries under "Quality and Output of Work" and "Integrity" in all the P.E.Rs** recorded on the civil servant during his service as an officer will also be quantified in accordance with formula given in the Addendum. These marks shall be a crucial factor in determining comparative merit of officers for promotion to selection posts.

(b). **Posts carrying basic pay scale 20 are middle management posts.** Field offices are generally headed by the officers in this scale. It is, therefore, essential that in addition to the relevance of experience these officers must also have a sufficient variety and width of experience so that:

- they acquire an overview of the functions performed by these organizations within the broader framework of government's overall objectives/activities to ensure smooth and effective management at the field level; and
- they can lend pragmatism to policy formulation in assignments at the Secretariat.

Variety of experience would include experience in the field, corporations, attached departments, different Departments. For promotion to middle management posts, a civil servant must fulfil the following requirements:-

- (i) **Qualifying Service:** possess 17 years service as an officer subject to the provisions contained in para-6 above.
- (ii) **Eligibility Threshold:** attain a minimum score of 70 marks in the P.E.Rs in accordance with the formula given in the Addendum.
- (iii) **Qualifications:** as prescribed by relevant recruitment rules.
- (iv) **Relevance of Experience:** possess experience relevant to the functions of the post to which promotion is being

made.

- (v) **"Quality and Output of Work" and "Integrity":** marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.
- (vi) **Variety of Experience:** the Selection Board should give due consideration to the nature of duties, duration and location of posts previously held by the officer. Depending on the post to be filled, an officer possessing well rounded experience should normally be preferred particularly if he has served with distinction in unattractive areas. While some exposure to a corporation, autonomous body or an ex-cadre assignment may be considered a positive feature, this would not be so where an officer has stayed away from his parent cadre for too long.
- (vii) **Training:** should have successfully completed a regular course at NIM or an equivalent course in another institution.

- (c) **Posts carrying basic pay scale 21 fall in senior management posts.** These posts are involving important policy-making or extensive administrative jurisdictions. In addition to the circulation value and variety of experience the incumbents must possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine the potential for successfully holding posts in top management. This potential cannot be judged by mathematical formula. The Selection Board will have to apply its collective wisdom to determine the same. A civil servant must fulfil the following conditions for promotion to senior management post :-

- (i) **Qualifying Service:** possess 22 years service as an officer subject to the provisions contained in para-6 above.
- (ii) **Eligibility Threshold:** attain a minimum score of 75 marks in P.E.Rs in accordance with the formula given in the Addendum.
- (iii) **Qualifications:** as are prescribed by relevant recruitment rules.
- (iv) **Relevance of Experience:** possess experience relevant to

the functions of the post being filled by promotion.

- (v) **"Quality and Output of Work" and "Integrity":** marks calculated in accordance with the formula in the Addendum shall be a crucial factor in determining the comparative merit of an officer.
- (vi) **Variety of Experience:** The Selection Board should give careful consideration to the nature of duties, duration and location of posts previously held by the officer. At this level, a proper assessment under the criterion may require some distinction between hard or taxing assignments (on account of workload or its complexity) viz-a-viz relatively routine, duties particularly in the secretariat. Depending on the posts to be filled, an officer possessing well-rounded experience with adequate exposure to difficult assignments should normally be preferred.
- (d) **Training:** should have successfully completed a regular course at the Pakistan Administrative Staff College/National Defence University. This requirement will be waived for officers who :
 - (i) have served as head of a training institution for at least one year; or
 - (ii) have served on the directing staff of a training institution for at least two years; or
 - (iii) have exceeded the age of 58 years.
- (e) **Top Management Potential:** since officers promoted to this level may be called upon to hold independent charge of a Department or to head a major corporation, the Board should satisfy itself about the officer's maturity, balance and ability to assume such top management positions even at short notice.

17. **Specialist Cadres**

The above guidelines will not be strictly applicable to civil servants who are in specialist cadres such as doctors, teachers and professors, research scientists and incumbents of purely technical posts for promotion within their own line of specialism. The criteria for promotion in their case would continue to be the technical qualifications, experience and accomplishments (research, publications etc.) relevant to their specialism as prescribed in their Service Rules. However, for calculation of their comprehensive efficiency index, PERs shall carry 70% marks and consideration by the PSB 30%.

PERs of Civil Servants in Special Cadres such as Doctors, Teachers and professors, Research Scientists etc. carry 70 marks and consideration by the PSB 30 marks [Total marks 100]. Award of marks to exemptees for the training factor on notational basis in proportion to the marks obtained by them in the PERs.

18. **Panel of Officers per Vacancy**

The panel of officers per vacancy will be as under:-

| | |
|------------------------------------|---|
| For promotion to BPS-17 and below. | A minimum of 2 officers/officials additional depending on the availability of eligible officers/officials in the cadre. |
| For promotion to BPS-18 and BPS-19 | A minimum of 2 officers per vacancy depending on the availability of eligible officers in the cadre. |
| For promotion to BPS-20 and BPS-21 | A minimum of 3 officers per vacancy depending on the availability of eligible officers in the cadre |

Provided that the panel would be in addition to superseded cases and not inclusive thereof.

19. **Eligibility criteria for consideration for Promotion**

A civil servant shall be considered for promotion to posts reserved for promotion subject to his suitability and assessment who are holding the post substantively i.e. on regular basis.

- (a) The eligibility criteria for consideration for promotion shall be as under:-
- (i) Only notified final seniority list will be accepted while considering a case of promotion of a civil servant. No tentative or provisional seniority list will be accepted. The appointing authorities must ensure Publication of seniority lists in official Gazette each year in the month of January as per existing instructions and format issued by the S&GAD.
 - (ii) He must have satisfactorily completed the probation period.
 - (iii) He should possess the qualification/experience and fulfill other conditions as provided in the relevant service rules.

- (v) Fulfilment of prescribed minimum length of service in BPS-1 and above for promotion to various scales, reflected herein above in Para-6.
- (vi) Satisfactory completion of mandatory training.
- (vii) Successful completion and passing of mandatory prescribed departmental examination.
- (viii) Should possess qualification/experience and other conditions as prescribed in the relevant Recruitment Rules.
- (ix) Service record including **PERs** is complete.
- (x) *An officer superseded earlier shall be considered after earning Performance Evaluation Report (PER) for one full year. For example, an officer superseded on the basis of his PER's upto 2011, will become eligible for consideration after earning PER for 2012.
- ⁸(xi) The civil servant is on deputation to a Foreign Government, Private Organization or International Agency irrespective of whether it is **located abroad or within the Country** shall be considered for promotion only after he resumes duty **on return to Pakistan or in parent Department.** Such Civil Servants may be given timely intimation to return so that they can earn PER in relation to period of deputation as given below before their cases come up for consideration in accordance with their seniority position:-

| Period of Deputation | Minimum Period of PER |
|---|------------------------------|
| a). Upto One (1) year | Three (3) complete months |
| b). Between one (1) to three (3) years | Six (6) complete months |
| c). Between three (3) to five (5) years | Twelve (12) complete months] |

- (xii) ******The civil servants having availed/availing Ex-Pakistan Earned Leave including extra Ordinary leave/study leave as well as similar leave within Pakistan for 01 year or more shall be considered for promotion by the respective Promotion Committees/Selection Boards upon earning of

PER of full one year after return from leave.

- (xiii) **Award of minor or major penalties.** Minor penalty of withholding of promotion for a specific period, will take effect from the date when a junior is considered for promotion and is promoted on regular basis for the first time.

Provided minor punishment does not stand in the way of promotion.

- (xiv) If there are any NAB investigations/Court cases/formal enquiry or any other disciplinary proceedings are being conducted against an officer, the fact of such investigations needs to be placed before the relevant PSB/DPC as the case may be. The PSB/DPC may take a considered decision on merits of the case.
- (xv) Relevant Recruitment Service Rules are available duly notified by the S&GAD.

- (xvi) **Promotion of an Officer/Official During LPR.** The LPR is one of the types of leave to which a government servant is entitled. As he continues to be a government servant and can be called even for duty, he can, therefore, be considered for promotion against a higher post during LPR. However, the civil servant so promoted shall not be required to join/report the parent Department and his promotion shall be actualized accordingly from the date of promotion.

- (xvii) **When a senior person declines promotion to suit his convenience:** If a senior person declines promotion to suit his convenience, he should lose his seniority to the next junior person who is promoted in the relevant vacancy, and that he should not be considered for promotion till after his case for promotion has been considered again by the Selection Board/Departmental Promotion Committee in the subsequent meeting, on availability of the fresh vacancy for the Departmental promotion quota.

- (xviii) **Up-gradation of Posts and Procedure for Filling-up of Upgraded Posts:**

Up-gradation of a post and promotion of an officer from lower to higher scale are two distinct issues which should not be linked together. Up-gradation of a post on account of expansion in area of jurisdiction and responsibilities is within the purview of Finance Department, whereas, promotion of an officer to a higher scale is entirely a different issue which falls under the exclusive jurisdiction of the PSB or the DPC depending upon the scale of the officer/ official.

For the purpose of recruitment, up-gradation of a post means the abolition of the existing post and creation of a new post in higher Basic Pay Scale. Up-gradation of a post does not mean automatic up-gradation of its incumbent to the next higher Basic pay Scale. Appointment to the upgraded post will have to be made in the manner prescribed for that post. If a post is upgraded with immediate effect, the incumbent would be left without any post (in his Basic pay Scale) until he is approved for appointment to higher grade. In view of this, method of recruitment and qualifications etc., for such new posts decided in consultation with the S&GAD, and the post in question fall to the category of the Departmental Promotion Quota, the case of the civil servant against the up-graded post may be sent for placement before the Provincial Selection Board or the Departmental Promotion Committee as the case may be for consideration.

⁹**Note:** *It has been decided that up-gradation and promotion cases against the posts of Superintendents/Private Secretary which have been upgraded to B-17 only shall be placed before the Departmental Promotion Committee No.I forthwith.*

- ¹⁰[(xix) Consequent upon omission of entries in paragraph 23, sub para 1 and clause (vi), the following course of action will be implemented in case of the Officers whose seniority was sub-judiced and they get restored afterwards:
- (a) All promotions done based on sub judice seniority will be conditional, i.e. subject to final outcome of Court cases;
 - (b) An officer who get his seniority restored and becomes senior to already promoted officers in the cadre will be considered for proforma promotion by the relevant Board from the date when his juniors get promoted in pursuance of Proforma Promotion Policy, 2011;
 - (c) In case, if the officer retires or expires from service and subsequently, his seniority is restored his/her case will be placed before relevant Board enabling the officer/widow to get Proforma promotion

9

Inserted by 6th amendment issued vide S&GAD's circular letter No. S.O. (R-1)1(15)/S&GAD-2018/2593-2692 dated 12th June, 2019

10

New entries inserted by 5th amendment issued vide S&GAD's circular letter No. S.O. (R-1)1(15)/S&GAD-2016/2153-2252 dated 18th August, 2016

alongwith all financial benefits; and

- (d) Juniors promoted on sub judge seniority list will be assigned seniority as per final Court's Orders and will be reverted to his original post in case there is no vacancy is available on that date.]

- (b) If a civil servant is superseded he will not be considered for promotion unless he has earned PERs for one full year. The following illustration/elaboration further clarify the position:-

*PERs for one full year shall imply, one full year PER(s) earned after consideration/supersession by the Selection Board/DPC and will include the PER which was neither due nor placed before the Selection Board/DPC even if it relates to the previous year.

Illustration I

If an officer 'A' is considered by the Selection Board in Jan, 2012 when his PER for 2011 is neither due nor placed before the Selection Board or DPC as the case may be and superseded. He will be considered after earning one full year PERs for 2011.

Illustration II

If an officer 'B' is considered by the Selection Board in January, 2012 when his PER for 2011 is not due but placed before the Selection Board or DPC as the case may be and superseded. He will be considered after earning one full year PERs for 2012.

Illustration III

If an officer 'C' is considered by the Selection Board or DPC as the case may be in May, 2011 when his PER for 2010 is due and placed before the Board and superseded. He will be considered after earning the PER of 2011.

****A question arises that if a Civil Servant has joined duty on 26-05-2011 after availing ex-Pakistan long leave w.e.f. 28-02-2006 to 25-05-2011. He has earned PER for the period from 26-05-2011 to 31-12-2011. A question has arisen as to whether PER of the officer from 26-05-2011 to 31-12-2011 can be considered as PER for full one year when the PER from 01-01-2011 to 25-05-2011 was not due and certificate in lieu thereof was placed on record.**

¹¹[It is clarified that one full year PER within the meaning of sub-para (a) (xii) above means 12 complete months in a calendar year. A Civil Servant having availed/availed ex-Pakistan leave including extraordinary leave/study leave as well as similar leave within Pakistan **for 01 year or more** shall have to earn PER for 12 complete months in a calendar year before his case comes up for consideration for promotion. If such a civil servant upon his return has earned part PER for less than 12 months in a calendar year then a special report for the period of deficiency earned in next calendar year shall be taken into account to complete the 12 months requirement for the purpose.]

¹²[Provided further that if an officer has not earned Performance Evaluation Report for complete one year and has earned only part Performance Evaluation Report in a calendar year for no fault of his own (i.e. he/she remained OSD without any assignment, remained on mandatory/non-mandatory training and awaiting posting/ actualization of promotion) then his/her special report for the period of deficiency earned in next calendar year shall be taken into account to complete the 12 - months requirement for the purpose.]

20. **Working Paper for the PSB/PSSC/DPC:**

For Secretariat or Field posts:

- (a) The Working Papers have to be prepared by:-
- (i) In case of BPS-17 and above Field posts by the Section Officer (Services-VIII)- S&GAD, and under the signatures of Secretary S&GAD.
 - (ii) In case of Secretariat BPS-16 and above posts, by the Section Officer (Services-II)-S&GAD, under the signature of Deputy Secretary (Services-I) for the post of BPS-16 and under the signatures of Secretary S&GAD for the posts in BPS-17 and above.
 - (iii) In case of Secretariat BPS-15 and below posts, by the Section Officer (Services-V)-S&GAD, under the Signature of Section Officer.

11 Substituted by 1st amendment issued vide S&GAD's circular letter No.S.O.(R-1)/1(15)/2012-S&GAD/3488-3587 dated 31st December, 2012

12 Inserted by 2nd amendment issued vide S&GAD's circular letter No.S.O.(R-1)/1(15)/2013-S&GAD/1132-1231 dated 25th March, 2013

For the post of Attached Departments:

- (i) In case of posts in BPS-15 and below by the Head of Attached Department, under his signature.
- (i) In case of BPS-16 and above posts, by the Section Officer concerned, under the signature of Deputy Secretary concerned for the post of BPS-16 and under the signature of Secretary concerned for the posts in BPS-17 and above.
- (b) The concerned Department/Office/Section shall give the following details in the Working paper:-
 - (i) Total number of sanctioned posts with proof(s).
 - (ii) Method of promotion as per Service Rules duly notified by the S&GAD.
 - (iii) Bifurcation of posts falling in promotion and initial recruitment quota, if any, as per para-5 of this promotion policy and details of vacancies available by promotion. For calculating the same the total number of sanctioned posts; their distribution into promotion, direct recruitment and transfer quotas with complete list of officers holding promotion posts, direct recruitment posts and transfer posts (if any) along with the names of the incumbents holding these posts.
 - (iv) Causes of occurrence of vacancies duly supplemented by documentary evidence.
 - (v) Prescribed qualification, experience, length of service, training/Departmental Examination, Threshold etc. under the relevant rules/policies.
 - (vi) Remarks of the previous meetings, if considered earlier.
 - (vii) Seniority position as per Final Seniority list issued by the concerned Competent Authority in the prescribed manner and on the prescribed format.
 - (viii) Panel of Civil Servants proposed to be considered for promotion strictly in accordance with the notified final seniority list (not according to the tentative or provisional seniority list).
 - (ix) Detailed service account of each officer/official giving full service particulars as well as synopsis and Quantification of PERs.
 - (x) Details of penalties awarded and gist of charges.

- (xi) Details of pending inquiries and gist of charges.
- (xii) Result of training/examinations prescribed for the posts.
- (xiii) Relevant Certificates
- (xiv) Present status of the officer, whether working in cadre or otherwise.
- (xv) PER grading & Quantification Form must be attached as per prescribed formula annexed in Addendum.
- (xvi) Synopsis of PERs as per prescribed format annexed to this Policy.
- (xvii) Clear recommendations of the Department be added.
- (xviii) Additional information, if any.

- (xix) The Working Paper for PSB/PSSC/DPC should be submitted two weeks before the meeting.

The Departments concerned shall also required to submit the Check list, Profile of the Recommendees' along with Working Papers and other related documents, duly attested by the concerned Section Officer.

21. **Competent authorities to make/give advice:** All the promotions to the posts in basic pay scales 2 to 16 and equivalent shall be made on the advice/ recommendations of the appropriate Departmental Promotion Committees (i.e. Departmental Promotion Committee No-I for making advice for promotion from BPS-15 to BPS-16, Departmental Promotion Committee No-II, for making advice for promotion from BPS-1 to BPS-15); and to the post in basic pay scales 17 and above or equivalent, shall be made on the advice/recommendations of the Provincial Selection Boards (i.e. Provincial Selection Board-I for making advice from BPS-17 to BPS-20 and Provincial Selection Board-II for making advice for promotion from BPS-20 to BPS-21 and Provincial Special Selection Committee (PSSC) for grant of BPS-21 and BPS-22 to technical and Professional Officers in specially meritorious cases). In each Department or office of Government, there shall be one or more Departmental Promotion Committees consisting of at least four members one of whom shall be appointed as Chairman by the Department concerned in consultation with the Services and General Administration Department.

22. **PSB/DPC Not Competent to Recommend Demotion:** The scope and functions of Provincial Selection Boards and Departmental Promotion Committees are either to give advice/recommendations for promotion to the higher post/Basic pay Scale or to advice for deferment or supersession, in accordance with law/rules but is not competent to give advice for demotion to lower post/Basic pay Scale. As the demotion is a kind of reduction in lower post/Basic pay Scale, which is a major penalty under the Balochistan Employees' Efficiency and Discipline Act, 2011 and is imposed upon an employee in the prescribed manner in the aforesaid provisions of the Act. However, PSB/DPC as the case may be, may take cognizance of the matter while detecting later that the advice/recommendation sought/given was contrary to law/rules, regulations and policies, therefore, can recommend for reversion to meet the requirement of rules.

23. **Conditions for Deferment**

- (1) A civil servant shall be deferred due to the following reasons:-
 - (i) Not undergone the prescribed training or passed departmental examination.
 - (ii) Non submission of Part-I and Part-II of the PER by the concerned officer to his reporting officer in respect of his service in the present grade and the preceding grade.
 - (iii) When the Board considers the record as incomplete, or wants to further watch the performance of the officer or for any other reason to be recorded in writing.
 - (iv) Disciplinary or departmental proceedings, anti-Corruption, or other enquiries or criminal cases are pending against the civil servant. However, preliminary inquiry/probe in the Department or complaint pending with anti-Corruption Establishment shall not be considered as a cause of deferment.
 - ¹³(v) The civil servant on deputation to a Foreign Government, Private Organization or International

Agency irrespective of whether it is **located abroad or within the Country** resumes duty **on return to Pakistan or in parent Department** and such Civil Servant has not yet earned the required PER in relation to period of deputation.]

¹⁴[(vi) *****].

- (vi) Promotion of officers still on probation after their promotion in their existing Basic Scales shall not be considered.
- (vii) A civil servant who has resigned shall not be considered for promotion no matter the resignation has yet to be accepted.
- (viii) A civil servant initially appointed to a post in a Government Department but retaining lien in a department shall not be considered for promotion in his parent department. However, in case he returns to parent department, he would be considered for promotion only after he earns PER for one calendar year.
- (ix) The civil servants having availed/availed Ex-Pakistan Earned Leave including extra Ordinary leave/study leave as well as similar leave within Pakistan for 01 year or more have not earned of PER of full one year after return from leave.
- (x) The civil servants who are on Extra Ordinary Leave without pay for 01 year or more.
- (xi) Final seniority is not published in the prescribed manner.
- (xii) Relevant Service Rules duly notified by the S&GAD are not available.

¹⁵[2. The civil servant whose promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist provided that a civil servant falling in the category mentioned in sub-para 1 (v) and (ix) above will be considered for promotion only on his return to Pakistan/from leave and earning the required PER, before he is considered for promotion.

14 Omitted by 5th amendment issued vide S&GAD's circular letter No. S.O. (R-1)1(15)/S&GAD-2016/2153-2252 dated 18th August, 2016

15 Substituted by 1st amendment issued vide S&GAD's circular letter No.S.O.(R-1)/1(15)/2012-S&GAD/3488-3587 dated 31st December, 2012

Provided that one full year PER within the meaning of sub-para 1 (ix) above means 12 complete months in a calendar year. A Civil Servant having availed/availing ex-Pakistan leave including extraordinary leave/study leave as well as similar leave within Pakistan **for 01 year or more** shall have to earn PER for 12 complete months in a calendar year before his case comes up for consideration for promotion. If such a civil servant upon his return has earned part PER for less than 12 months in a calendar year then a special report for the period of deficiency earned in next calendar year shall be taken into account to complete the 12 months requirement for the purpose.]

¹⁶[Provided further that if an officer has not earned Performance Evaluation Report for complete one year and has earned only part Performance Evaluation Report in a calendar year for no fault of his own (i.e. he/she remained OSD without any assignment, remained on mandatory/non-mandatory training and awaiting posting/ actualization of promotion) then his/her special report for the period of deficiency earned in next calendar year shall be taken into account to complete the 12 - months requirement for the purpose.]

24.

Supersession:

- (i) In case of Selection Posts the Board shall supersede those civil servants who do not fulfill the eligibility threshold.
- (ii) In case of Non-Selection Posts the recommending authority PSB or the DPC as the case may be, may recommend a civil servant for supersession on the basis of any one or more of the following reasons:-
 - (a) The record of the officer contains adverse remarks (not expunged after representation) during the last three years.
 - (b) He has failed to qualify or failed to appear in the prescribed departmental examination (within the prescribed attempts).
 - (c) If the officer is unable to qualify the requisite

Mandatory Training or his performance in the mandatory training is unsatisfactory.

- (d) He has been awarded more than three major penalties within five years of the date of consideration for promotion.
- (e) He has been awarded four or more minor penalties during the last five years.

Where it is proposed to recommend a civil servant for supersession of promotion, detailed justification thereto may be given along with names and seniority positions etc.

25. **Appointing Authorities/Competent Authorities to accept the advice/ recommendations of Recommending Authorities:** "Appointing Authority/ Competent Authority" in relation to a post, means the authority competent to make appointments/ approve the recommendations/ advice of the Provincial Selection Boards, Departmental Promotion Committee and Provincial Special Selection Committee to various posts shall be as authorised under Rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009. The advices of the Departmental Promotion Committees or the Provincial Selection Boards or Provincial Special Selection Committee as the case may be shall be placed before the concerned appointing authorities.

Provided that where appointing authority for posts in basic pay scales 16 and below or equivalent does not accept the recommendations of the appropriate Departmental Promotion Committee, it shall record its reasons and obtain orders of the next higher authority.

¹⁷[25-A. In pursuance of Rule 7-A of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009, the Competent Authority may approve the promotion of an officer or official from the date on which the recommendation of the Provincial Selection Board or, as the case may be, the Departmental Promotion Committee was made. However, in various instances the Provincial Selection Board or Departmental Promotion Committee considers and recommends the officer/official for promotion subject to fulfilment of

service conditions which are met by the individual at a later date. Now it has been decided that if an officers recommended for promotion by DPC or PSB conditionally and approved by the competent authority, the promotion of such an officer may be notified from the date the required condition (s) is fulfilled.]

26. **Promotion not advised by the Competent Forum:** The Departmental Promotion Committees or the Provincial Selection Boards or Provincial Special Selection Committee as the case may be has not advised/recommended for promotion under the rules but the Competent Authority made promotion with the approval of the higher authority/competent authority it shall be irregular and can be recalled with notice.

27. **Promotion of Superseded Officers :** Whether a junior officer, who was earlier recommended for promotion but could not be promoted due to non-availability of vacancy due to one reason or the other, should be promoted first in preference to his senior officer who was subsequently recommended for promotion. It is, therefore, decided if a vacancy occurs at a time when a senior officer is recommended for promotion, his junior who was recommended earlier will have to be promoted later than the passed over officer.

28. **Communication of reasons of Deferment/Supersession to the Officer concerned.**

The Civil Servants who have been recommended for supersession/deferment may be informed through Order/Notification, while notifying the promotion of his other colleagues, about reasons of said supersession/deferment immediately after the recommendations of PSB/PSSC/DPC have been approved by the respective Competent Authority to enable such officers to improve their performance and to complete their record/any other deficiency, as the case may be.

29. **Quorum and Recommendations of the PSB/DPC:** I t i s clarified:-

- (1) that no quorum shall be required for holding PSB's/DPC meetings and;
- (2) the recommendations of the Selection Boards duly approved by

the competent authority if not actualized, shall not lapse/require re-submission to the PSB/DPC.

30. As a matter of policy, all Administrative Departments/Attached Departments/Directorates as well as other organizations under their administrative control shall:-

- (a) Prepare Certificates at the end of every year i.e. by 31st December that **no promotion case upto BPS-16** is pending in the Administrative Department, Directorate as well as other organization under the administrative control. After getting the said certificates signed by the Secretary/Head of Attached Departments, it may be forwarded to the S&GAD for record.
- (b) Furnish Certificates (duly signed by Administrative Secretary) to the S&GAD by 31st December to the effect that **No promotion case for BPS-17 to BPS-21** is pending in the Administrative Department as well as other organizations under their administrative control.
- (c) Since promotion of officers in autonomous Bodies fall outside purview of the PSB, (*except those are included in the purview of PSB*) the Certificate (duly signed by Secretary/Head of Attached Department) in respect of officers of the Autonomous Bodies, be kept in the respective Administrative Department concerned.

31. The above Promotion Policy may be strictly adhered to in letter and spirit and also circulated amongst the subordinate offices for compliance.

(SAEED AHMED)
Section Officer (Regulation-I)
S&GAD
Phone No.: 081-9201916

A copy is forwarded to:-

1. The Additional Secretary (Regulation) S&GAD
2. The Additional Secretary (Administration) S&GAD
3. The Deputy Secretary (Staff) to Chief Secretary Balochistan
4. The Deputy Secretary (Services-I) S&GAD
5. The Deputy Secretary (Services-II) S&GAD
6. The Deputy Secretary (Admn) S&GAD
7. The Deputy Secretary (Regulations)-S&GAD
8. The Deputy Secretary (Judicial and Inquiry) S&GAD

9. The P.S. to Secretary S&GAD.

(SAEED AHMED)
Section Officer (Regulation-I)
S&GAD
Phone No.: 081-9201916

QUANTIFYING THE CONFIDENTIAL REPORTS

I. OVERALL ASSESSMENT

1. All Confidential Reports (P.E.Rs) recorded during service as an officer will be considered for promotion to posts carrying basic pay scales 18 to 21 or equivalent.

2. (a) The overall grading in the P.E.Rs are allocated the following marks:

| <i>Overall Grading</i> | <i>Marks</i> |
|------------------------|--------------|
| (I) Outstanding | 10 |
| (ii) Very Good | 8 |
| (iii) Good | 7 |
| (iv) Average | 5 |
| (v) Below Average | 1 |
| (vi) Poor | 0 |

(b) Separate grading of 'outstanding' has now been introduced but for past reports, a Very Good grading will be considered outstanding and carry 10 marks only if (I) all except 1 or 2 entries in parts II to IV of the current PER form or part- II in the previous format are Very Good (A-1) or (ii) accelerated promotion was recommended.

(c) If the overall grading in a CR is ambiguous *e.g.* placed between Good and Average, the quantification will be based on the lower rating.

(d) In case the assessment of the countersigning officer differs from that of the reporting officer in any CR, the quantification will be based on the overall grading recorded by the countersigning officer.

(e) Where two or more confidential reports were initiated in a calendar year, the marks for that year will be worked out as their average or arithmetic mean unless the officer was promoted during the year when the relevant part reports or their arithmetic mean, where required, would be treated as independent PERs for the respective levels.

3. The marks for P.E.Rs will be computed separately for each level of posts carrying the same basic pay scale and a weighted aggregate score will be worked out as follows:

➤ **First Step**

Arithmetic mean will be calculated for each calendar year containing 2 or more P.E.Rs *vide* 2(e) to derive the PER score for that year as follows:

$$\frac{M = \sum M_y}{N_y}$$

● **Where**

M_y = marks *vide* para 2 (a) for each CR recorded in calendar year 'y'.
 N_y = Number of P.E.Rs recorded in year 'y'.
and Σ stands for summation.

Second Step

Average marks for each level will be calculated according to the following formula:

$$\text{Average marks} = \frac{\sum M}{T}$$

● **Where**

M = Marks for PERs *vide* paras 2(a) and 2(e); and
T = Total number of PERs in posts at that level.

➤ **Third Step**

Weightage for posts held at each level will be given as follows in computing the aggregate score against a uniform scale of 100 marks for promotion :

- (I) to post carrying basic pay scale 18 (10xA)
- (ii) to post carrying basic pay scale 19 (6xB)+(4xA)
- (iii) to post carrying basic pay scale 20 (5xC)+(3xB)+(2xA)
- (iv) to post carrying basic pay scale 21 (5xD)+(3xC)+(A+B)

● **Where**

A = Average marks for reports in posts carrying basic pay scale 17
B = Average marks for reports in posts carrying basic pay scale 18
C = Average marks for reports in posts carrying basic pay scale 19
D = Average marks for reports in posts carrying basic pay scale 20

➤ **Fourth Step**

The following additions/deductions shall be made in the total marks worked out in the *[third step.]

A. Additions:

Officers who serve as members of the faculty in the government training institutions for a minimum of one year in continuity, shall be awarded extra points (maximum upto five points) towards their “blood count” for the purpose of promotion as per the following criteria:-

| | | |
|-----|---|--------------------|
| (a) | National Management College | 3 Marks (a) to (e) |
| (b) | Executive Development Institute | |
| (c) | National Institute of Public Policy | |
| (d) | National Defence College | |
| (e) | Pakistan Administrative Staff College | |
| (f) | National Institute of Public Administration | 2 Marks for (f) |
| (g) | Civil Service Academy and all other Government Training Institute including those meant for specialized training. | 1 Mark for (g) |

B. Deductions:

| | | |
|-------|--|---|
| (i) | For each major penalty imposed under the Balochistan Employees’ Efficiency and Discipline Act, 2011 or any other relevant law on the subject. | 5 Marks |
| (ii) | For each minor penalty imposed under the Balochistan Employees’ Efficiency and Discipline Act, 2011 or any other relevant law on the subject. | 3 Marks |
| (iii) | For adverse remarks deductions be made for such remarks only as were duly conveyed to the officer concerned and were not expunged on his representation, or the officer did not represent. | 1 Mark per CR containing adverse remarks. |

However, the above policy is not applicable to civil servants in BPS-16 and below. In this case, the concerned assessing authorities will take into consideration the entire service record with weightage to be given for recent reports and any minor penalty will not be a bar to promotion of such a civil servant.

Deduction of marks due to penalty or adverse remarks shall be done only once i.e. when an officer's case comes up for consideration for promotion to the next higher grade. Once the officer has been promoted to the higher grade no deduction shall be made subsequently.

Example No.1

An officer is being considered for promotion to BPS 19. He was awarded a minor penalty in BPS 18. Deduction of 3 marks shall be made from his total quantification whenever his case comes for promotion to BPS 19. Till such time that he is promoted to the next grade (i.e. BPS 19 in this case), his overall quantification shall be worked out with deduction of 3 marks.

Example No.2

The same officer is now being considered for promotion to BPS 20. He was awarded minor penalty in BPS-18 and was subsequently promoted to BPS- 19. While calculating his quantification for promotion to BPS-9, deduction of 3 marks was made from his total quantification. However, now that the officer has been promoted to BPS-19 and is being considered for promotion to BPS-20 no deduction shall be made from his total quantification.

C. Clarification:

- (a) The officers who had served in a government training institution, including those meant for specialized training in any particular cadre for a period of 2 years or more before 02-01-2006, would continue to get 2 additional marks as per policy in force at that time.
- (b) The officers who are posted on or after 02-01-2006 in the institutions, would get additional marks on the completion of one year in terms of modified policy. Similarly, the officers who were serving in training institutions but had not completed 2 years on 02-01-2006 would not get 2 additional marks, but get 3, 2 or 1 mark, as the case may be, in accordance with the modified policy.

➤ ***Example I***

A Civil Servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following grading during his service against posts carrying:

| | |
|--------------|---|
| pay scale 17 | 4 Good and 1 Average |
| pay scale 18 | 2 Very Good, 6 Good and 1 Average of which the average report and two good reports were earned in one calendar year. The other reports covered full calendar years. |
| pay scale 19 | 1 Outstanding and 4 Good |

He has served for 3 years in a training institution. His marks for the P.E.Rs will be worked out as follows: -

➤ **First Step**

Average/arithmetical mean, for 2 'Good' and 1 Average report earned in one calendar year. $\frac{(7 \times 2) + (5 \times 1)}{3} = 6.3$

➤ **Second Step**

Average marks for posts carrying basic pay scale 17. $\frac{(7 \times 4) + (5 \times 1)}{5} = 6.6$

Average marks for posts carrying Basic pay scale 18. $\frac{(8 \times 2) + (7 \times 4) + 6.3}{7} = 7.1$

Average marks for posts carrying basic pay scale 19. $\frac{(10 \times 1) + (7 \times 4)}{5} = 7.6$

➤ **Third Step**

$$(5 \times 7.6) + (3 \times 7.1) + (2 \times 6.6) = 72.5$$

➤ **Fourth Step**

➤

| | | |
|---|-------|------|
| Marks for CR's | 2.5 | |
| add for service in a training institution | 2.0 | |
| | ----- | |
| Total | | 74.5 |

His final score for P.E.Rs will be. 74.5

➤ **Example II**

A Civil Servant is being considered for promotion to a post carrying basic pay scale 19. He earned the following gradings during his service against posts carrying;

| | |
|--------------|-----------------------|
| pay scale 17 | 3 Good and 2 Average. |
| pay scale 18 | 5 Good and 2 Average. |

A minor penalty under the Balochistan Employees' Efficiency and Discipline Act, 2011 or any other relevant law on the subject was imposed on him. He also earned adverse remarks in 2 reports.

His marks for the P.E.Rs will be worked out as follows:

➤ **First Step:**

Average marks for posts carrying basic pay scale 17. $\frac{(7 \times 3) + (5 \times 2)}{5} = 6.2$

Average marks for posts carrying basic pay scale 18. $\frac{(7 \times 5) + (5 \times 2)}{7} = 6.4$

➤ **Second Step**

$$(6 \times 6.4) + (4 \times 6.2) = 63.2$$

➤ **Third Step**

➤

| | |
|--------------------------|-------|
| Marks for P.E.Rs | 63.2 |
| Less | |
| (I) for minor penalty | 3 |
| (ii) for adverse remarks | 2 |
| | ----- |
| | - 5 |
| | ----- |
| | 58.2 |
| | ----- |

His final score for P.E.Rs will be **58.2**

4. The weightage in the second step at para 3 will be modified to correspond to the number of levels actually served in Government in cases where:

- (i) the officer joined Government service directly in a post carrying basic pay scale 18 or above; or
- (ii) the officer has not served against any post carrying an intervening basic pay scale.

➤ **Example III**

A Civil Servant who has joined Government service in a post in pay scale 18 is being considered for promotion to a post carrying Pay Scale 20. He earned the following gradings during his service against posts carrying:

| | |
|--------------|-----------------------------------|
| pay scale 18 | 2 Very Good, 3 Good and 2 Average |
| pay scale 19 | 2 Very Good and 3 Good. |

His marks for the P.E.Rs will be worked out as follows:

➤ **First Step:**

Average marks for posts carrying basic pay scale 18 $\frac{(8 \times 2) + (7 \times 3) + (5 \times 2)}{7} = 6.7$

Average marks for posts carrying basic pay scale 19 $\frac{(8 \times 2) + (7 \times 3)}{5} = 7.4$

➤ **Second Step**

$(6 \times 7.4) + (4 \times 6.7) = 71.2$

➤ **Third Step**

Marks for P.E.Rs 71.2

His final score for P.E.Rs will be **71.2**

➤ **Example IV**

A Civil Servant is being considered for promotion to a post carrying basic pay scale 19 in a cadre where no post exists in basic pay scale 18, he has earned 1 Very Good, 7 Good, 5 Average and one Below Average reports

(with adverse entries) in his present post carrying basic pay scale 17. His marks for P.E.Rs will be worked out as follows:

➤ **First Step**

Average marks for post carrying scale 17 $\frac{(8 \times 1) + (7 \times 7) + (5 \times 5) + (1 \times 1)}{14} = 5.9$ basic pay

➤ **Second Step**

$(10 \times 5.9) = 59$

➤ **Third Step**

| | |
|--------------------------|-------|
| Marks for P.E.Rs | 59 |
| Less for adverse remarks | -1 |
| | ----- |
| | 58 |
| | ----- |

His final score for P.E.Rs will be **58**.

5. Where only two reports or less are available on an officer against posts in a particular basic pay scale, these P.E.Rs will be added to the P.E.Rs earned in the lower post for calculating the average marks at that level and the principle laid down in para 4 will apply to the weightage to avoid any undue bias attaching to the reports in question.

It is clarified that this provision shall be applied only if it works to the advantage of an officer. If, however, the quantification of an officer gets reduced as a result of the provision, the procedure specified in Para 5 herein above shall not be followed.

➤ **Example V**

A Civil Servant is being considered for promotion to a post carrying basic pay scale 20. He earned the following gradings during his service against posts carrying:

| | |
|--------------|------------------------------------|
| pay scale 17 | 4 Very Good, 4 Good and 2 Average |
| pay scale 18 | 1 Average and 1 Below Average. |
| pay scale 19 | 2 very Good, 5 Good and 1 Average. |

His marks for P.E.Rs will be worked out as follows:

➤ **First Step**

Average marks for posts carrying basic pay scale 17 $\frac{(8 \times 4) + (7 \times 4) + (5 \times 2) + (5 \times 1) + (1 \times 1)}{12} = 6.3$

Average marks for posts carrying basic Pay scale 19 $\frac{(8 \times 2) + (7 \times 5) + (5 \times 1)}{8} = 7.0$

➤ **Second Step**

$(6 \times 7) + (4 \times 6.3) = 67.2$

➤ **Third Step**

Marks for P.E.Rs 67.2

His final score for P.E.Rs will be **67.2**

Note: Independent weightage for only 2 reports against the post in basic pay scale 18 would have skewed his score to 58.

Example VI

A Civil Servant being considered for promotion to a post in basic pay scale 18 has earned only 2 reports against his present post but had served for 6 years against a post in basic pay scale 16. He earned the following gradings in his P.E.Rs:

pay scale 17 2 Good.

pay scale 16 4 Good and 2 Average.

His marks for P.E.Rs will be worked out as follows:

➤ **First Step**

Average marks $\frac{(7 \times 2) + (7 \times 4) + (5 \times 2)}{8} = 6.5$

➤ **Second Step**

$(10 \times 6.5) = 65$

➤ **Third Step**

Marks for P.E.Rs = 65

His final score for P.E.Rs will be = **65**

6. Where an officer appointed to a higher post on *acting charge basis* is considered for regular promotion to that post, the P.E.Rs earned during his acting charge appointment will be added to the P.E.Rs earned in the lower post for calculating average marks.

➤ **Example VII**

A Civil Servant appointed on acting charge against a post carrying basic pay scale 19 is to be considered for regular promotion against that post. He has earned 2 good reports in his assignment on acting charge and the following gradings against earlier posts:

Pay scale 17 3 Good and 2 Average

Pay scale 18 2 Very Good, 4 Good and 2 Average

His marks for P.E.Rs will be worked out as follows:

➤ **First Step**

$$\begin{array}{r} \text{Average marks for} \\ \text{Posts carrying basic} \\ \text{Pay scale 17} \end{array} \quad \frac{(7 \times 3) + (5 \times 2)}{5} = 6.2$$

$$\begin{array}{r} \text{Average marks for} \\ \text{posts carrying basic} \\ \text{pay scale 18} \end{array} \quad \frac{(8 \times 2) + (7 \times 4) + (5 \times 2) + (7 \times 2)}{10} = 6.8$$

➤ **Second Step** $(6 \times 6.8) + (4 \times 6.2) = 65.6$

➤ **Third Step** Marks for P.E.Rs = 65.60

His final score for P.E.Rs will be = **66**

Quantification of two or more confidential reports pertaining to a calendar year:

Reference Establishment Division’s D.O. No.10(10)/85- CP-1, dated 15.5.1985, the question of quantification of two or more confidential reports initiated in a calendar year on the basis of average or arithmetic mean has been under consideration in the Establishment Division. It has been observed that quantification of part report of smaller period overrides the report of larger portion of the year, when calculated on the basis of average or arithmetic mean as is illustrated in the following example:-

- a) Report for 9 months as “Average” : Marks= 05
- b) Report for 3 months as “Outstanding” : Marks= 10

Mean: $\frac{\text{Total marks for each CR recorded in the year}}{\text{Number of P.E.Rs recorded in the year}}$

$$= \frac{5 + 10}{2} = \frac{15}{2} = \mathbf{7.50}$$

2. With a view to make the formula of quantification more realistic, it has been decided with the approval of the competent authority that, in future, part reports written on an officer in a calendar year will be quantified on the basis of weighted average/proportionately instead of their average or arithmetic mean. The same is illustrated in the following example:-

- a) Report for 9 months as “Average” : Marks= 05
- b) Report for 3 months as “Outstanding” : Marks= 10

Weighted Average:

Marks for each CR multiplied by No of months as covered by part reports

12

(Number of months a calendar year)

$$\frac{5 \times 9}{12} = \frac{45}{12} \dots\dots\dots 3.75$$
$$\frac{10 \times 3}{12} = \frac{30}{12} \dots\dots\dots 2.50$$

Total: **6.25**

INSTRUCTIONS FOR GUIDANCE WHILE QUANTIFYING

The following additions are proposed in the brief for making quantification of the officers for promotion of BS-17 and above.

- (i) The officer can only quantify when he has earned a report in the feeding cadre.
- (ii) Para-5 of a addendum for guideline of quantification state as under:-

“Where only two reports or less are available on an officer against posts in a particular basic pay scale, these P.E.Rs will be added to the P.E.Rs earned in the lower post for calculating the average marks at that level and the principle laid down in para-4 will apply to the weightage to avoid any undue bias attaching to the reports in question”.

This was further clarified as under:-

“It has been noted that provision of Para-5 may come times work to the disadvantage of officers who have earned two or less reports in a particular basic pay scale. Since the intention of the policy makers was to ensure that the negative bias enters into the quantification of an officer, it is hereby clarified that the provision of Para-5 of Addendum shall be applied only if it works to the advantage of an officer. If however, the quantification of an officer gets reduced as a result of the provision Para-5, the procedure specified in para-5 of the Addendum shall not be followed”.

- (iii) Para-6 also taken into consideration while making quantification that deduction of marks due to penalty or adverse remarks shall be done only once i.e. when an officer’s case comes up for consideration for promotion to the next higher grade. Once the officer has been promoted to the higher grade, no deduction shall be made subsequently.

- ¹⁸(iv) (a) A new Objective Assessment Criteria for assessment of each officer on the panel by the PSB for promotion in BPS-19 and above against the attributes namely (1) Output of Work and Quality of Work (2) Variety & Relevance of Experience (3) Professional Expertise (4) Personality Profile (5) Conduct, Discipline and Behaviour (6) Functional Ability and Leadership (7) Estimated Potential for Middle/Higher Management (8) Integrity/General Reputation/ Perception. After assessment/evaluation, the PSB may place the officer in any of the following categories and assign appropriate marks accordingly:-

| S.No. | Category | Range of Marks |
|--------------|-----------------|-----------------------|
| 1 | Category -A | 11 to 15 |
| 2 | Category -B | 06 to 10 |
| 3 | Category -C | 00 to 05 |

The above objective Assessment Form shall be adopted and annexed as Annexure-I with the Balochistan Civil Servants' Promotion Policy-2012.

- (b) A new Objective Assessment Criteria for assessment of each officer on the panel by the PSB for promotion in BPS-17 and BPS-18 containing attributes namely (1) Output of Work and Quality of Work (2) Professional Expertise (3) Personality Profile (4) Conduct, Discipline and Behaviour (5) Functional Ability and Leadership (6) Estimated Potential for Middle Management (7) Integrity/General Reputation/Perception. After assessment/ evaluation, the PSB may place the officer in any of the following categories and assign appropriate marks accordingly:-

| S.No. | Category | Range of Marks |
|--------------|-----------------|-----------------------|
| 1 | Category -A | 11 to 15 |
| 2 | Category -B | 06 to 10 |
| 3 | Category -C | 00 to 05 |

The above objective Assessment Form shall be adopted and annexed as Annexure-II with the Balochistan Civil Servants' Promotion Policy-2012.]

- (v) Writing of a PER covering part periods of two calendar years is not permissible.
- (vi) If a period of report is less than 3 months, it shall be ignored for purposes of quantification.
- (vii) Quantification marks should be in round figure.
- (viii) If the overall grading in a PER is ambiguous e.g. placed between 'Good' and 'Average' the quantification will be based on the lower rating.
- (ix) Where only two reports or less are available on an officer against posts in a particular basic pay scale, these PERs will be added to the PERs earned in the lower post for calculating the average marks.

- (x) Where an officer appointed to a higher post on acting charge basis is considered for regular promotion that post, the PER earned during acting charge appointment will be added to PERs earned in the lower post for calculating average marks.
- (xi) The assessment of an officer/official should be based on his entire service and not only on a portion of it. It is, however, in the discretion of the assessing authority to give greater weight to the more recent reports, but the older reports should not be completely ignored and should be taken into consideration for an overall evaluation of the service record.

(SAEED AHMED)
Section Officer (Regulation-I)
S&GAD
Phone No.: 081-9201916

Government of Balochistan

Name of Department _____

**OBJECTIVE ASSESSMENT BY PROVINCIAL SELECTION BOARD FOR
PROMOTION IN BPS-19 AND ABOVE**

Officer's Name: _____

Seniority No. _____

Group/Service/Cadre: _____

Present Scale _____

| S. No | Parameters/Attributes | Total Marks | Marks Assigned |
|-------|--|-------------|----------------|
| 1 | Output of Work and Quality of Work | 10 | |
| 2 | Variety & Relevance of Experience Secretariat/Field Postings; Federal/Provincial Government Posting; Leadership/Routine Postings; Deputation/Foreign Postings. | | |
| 3 | Professional Expertise. | | |
| 4 | Personality Profile (As known to the Board Members) | | |
| 5 | Conduct, Discipline and Behaviour [Observation by RO/CO during last 05 years OR as known to the Board Members] | | |
| 6 | Functional ability and Leadership | | |
| 7 | Estimated Potential for Middle/Higher Management Based on PERs and Training Evaluation Reports: Management Skills, Ability to take decisions, Strategic Thinking, Leadership Qualities, Drive for Results and Accomplishments in BPS-19 and 20 in policy formulation & implementation. | | |
| 8 | Integrity/General Reputation/Perception On the basis of PERs/TERs/Opinion of the Board* | 5 | |
| 9 | Total Marks by PSB | 15 | |
| 10 | Overall Category Cat- A Cat- B Cat- C (11-15) (06-10) (0-05) | | |

*An officer under consideration, getting less than 3 out of five under this parameter may be deferred or superseded by the PSB at their discretion but with reasons to be recorded in writing.

Secretary PSB

Dated _____

(Chairman PSB)]

Government of Balochistan

Name of Department _____

OBJECTIVE ASSESSMENT BY PROVINCIAL SELECTION BOARD

Officer's Name: _____ Seniority No. _____

Group/Service/Cadre: _____ Present Scale _____

| S. No | Parameters/Attributes | Total Marks | Marks Assigned |
|--------------|---|--------------------|-----------------------|
| 1 | Output of Work and Quality of Work | 10 | |
| 2 | Professional Expertise. | | |
| 3 | Personality Profile (As known to the Board Members) | | |
| 4 | Conduct, Discipline and Behaviour [Observation by RO/CO during last 05 years OR as known to the Board Members] | | |
| 5 | Functional ability and Leadership | | |
| 6 | Estimated Potential for Middle/Higher Management Based on PERs and Training Evaluation Reports: Management Skills, Ability to take decisions, Strategic Thinking, Leadership Qualities. | | |
| 7 | Integrity/General Reputation/Perception On the basis of PERs/TERs/Opinion of the Board* | 5 | |
| 8 | Total Marks by PSB | 15 | |
| 9 | Overall Category Cat- A (11-15) Cat- B (06-10) Cat- C (0-05) | | |

*An officer under consideration, getting less than 3 out of five under this parameter may be deferred or superseded by the PSB at their discretion but with reasons to be recorded in writing.

Secretary PSB

Dated _____

(Chairman PSB)]

***SYNOPSIS OF PERs OF LAST 5 YEARS**

PROMOTION CASE

SENIORITY NO: _____

FROM BPS _____ TO BPS _____

BRIEF OF ANNUAL PERFORMANCE EVALUATION REPORTS

- (1) Name of Officer: _____
- (2) Father's Name: _____
- (3) Designation: _____
- (4) Date of Birth _____
- (5) Date of entry in service _____
- (6) Date of appointment/promotion in present pay scale: _____

| Year/ Period | Post held | Pen Picture | Overall grading | Fitness for promotion as judged by Counter- signing Officer | Adverse report with remarks (if any) | Whether adverse remarks communicated | Whether representation against adverse remarks made, if so, with what results. | Whether (i)qualified Departmental Examination (ii)attended NIM and NMC mandatory courses etc with year and marks. |
|-----------------|-----------|----------------|--------------------|--|--|--|---|--|
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |

*Applicable to the BS-16 and above employees only..

****SYNOPSIS OF PERs OF LAST 3-5 YEARS**

PROMOTION CASE

SENIORITY NO:_____

FROM BPS_____ TO BPS_____

BRIEF OF ANNUAL PERFORMANCE EVALUATION REPORTS

- (1) Name of Official:_____
- (2) Father's Name:_____
- (3) Designation:_____
- (4) Date of Birth_____
- (5) Date of entry in service_____
- (6) Date of appointment/promotion in present pay scale:_____

| Year/ Period | Post held | Remarks by the Reporting Officer | Remarks by the Countersigning Officer | Fitness for promotion |
|--------------|-----------|----------------------------------|---------------------------------------|-----------------------|
| | | | | |
| | | | | |
| | | | | |
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**Applicable for promotion of Non-Gazetted employees

PROFILE OF MR. (RECOMMENDEE)

1. Name and Parentage :
2. Date of Birth :
3. Date of Superannuation :
4. Date of joining Service :
5. District of Local/Domicile :
6. Educational Qualification :
7. Position in Final seniority list :
8. Date of promotions in :
(Copies of promotion orders to be attached)
 - i. B-16
 - ii. B-17
 - iii. B-18
 - iv. B-19
 - v. B-20
9. Posts held (last five years) :

| S.No | Post Held | From | To |
|------|-----------|------|----|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

10. Particulars of training/Courses received.

| In Country or Abroad. | | Name of Training/Course | Name of Institution. |
|-----------------------|----|-------------------------|----------------------|
| From | To | | |
| | | | |

11. Countries visited

| From | To | Name of Country | Purpose |
|------|----|-----------------|---------|
| | | | |

12. Whether any disciplinary proceedings were conducted against the officer(s) if so with what results? (Copy of the final verdict to be attached).

13. Brief of Annual Confidential Reports in respect of BPS-17 and above.

a. Quantifications:

| S. No | BPS | Years | No. of gradings of each category of P.E.Rs OVERALL ASSESSMENT | | | | | | | Remarks of Missing P.E.Rs |
|-------|-----|-------|--|----|---|---|----|-----|---------|---------------------------|
| | | | OS | VG | G | A | BA | Adv | Penalty | |
| | | | | | | | | | | |

b. Synopsis:

| Sr. No | Years | Posting | Overall grading for the last 5 years | Fitness for promotion as judged by the Countersigning Officer | Adverse report with remarks | Whether adverse remarks communicated | Whether representation against adverse remarks made, if so, with what results. |
|--------|-------|---------|--------------------------------------|---|-----------------------------|--------------------------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

PROPOSAL FOR THE PROVINCIAL SELECTION BOARD

1. Name of post (s) to be filled in by promotion :
with Basic Pay Scale of the post.

2. Method of recruitment notified by the Government :
(Enclose copy of Recruitment Rules).

3. Total sanctioned strength of the cadre:

| | | |
|--------|-----------|----------|
| Direct | Promotion | Transfer |
|--------|-----------|----------|

a. Percentage of share:

b. Number of posts allocated to each category.

c. Present occupancy position (List of officers to be attached)

d. Number of vacant post(s) in each category.

e. How the post(s) under promotion quota fell vacant?

- f. Whether to be promoted on regular basis or otherwise?
4.
 - a. Recruitment Rules framed (copy to be attached).
 - b. Person(s) eligible for promotion against vacant posts(s):
 - c. Prescribed length of Service/experience for promotion.
(Enclose legible copies of Recruitment Rules)
 - d. Prescribed qualification under the rules.
 - e. Mandatory Training/Course if any.
 - f. Minimum required qualification.
 - g. Numbers of Technical/Scientific Papers required.
5. Final Seniority list to be attached.
6. Panel of eligible officer(s).
7. Number of P.E.Rs enclosed with the proposal.
8. Certified that the officers included in the panel are eligible in all respect and possess the requisite length of service, qualification, experience required for promotion.
9. Certified that no seniority dispute exists amongst the members of this cadre nor the civil servants inter-se seniority is subjudice in the Court of Law.
10. Certified that no officer already approved for promotion against any of the posts is awaiting posting orders.
11. Certified that these vacancies belong to the promotion quota under the Recruitment Rules.
12. Certified that the proposed/recommendee civil servant is a regular member of this cadre and was promoted/appointed to this cadre on _____ as _____
13. Whether the civil servant is working in the cadre if not then indicate position whether is on deputation/Extra Ordinary Leave without pay/Foreign Training etc.
14. If the promotion case is of proforma promotion, then whether the S&GAD and Finance Department has been consulted in the matter if so enclose copies of their consent. Whether the posts is available from the date the proforma promotion is being recommended or the supernumerary post has been sanctioned by the Finance Department. Also clearly indicate whether the proforma promotion is recommended with financial benefits or otherwise?

15. Also certified that no disciplinary action under Balochistan Civil Servants E&D Rules, 1992/Balochistan Province Removal from Service (Special Powers) Ordinance, 2000/the Balochistan Employees' Efficiency and Discipline Act, 2011 or proceedings on criminal charges in the Court of Law is pending against any officer included in the panel. If otherwise, indicate the names of officers, seniority number on the panel and brief description/nature of case.

(To be signed by the Secretary)

Name: _____

Designation:

Date:

CHECK LIST

| S. No. | Description | Page No. | Remarks |
|--------|--|----------|---------|
| 1. | Detailed Working Paper | | |
| 2. | Proofs (<i>Admn Approval/Budget Book</i>) of total sanctioned strength of the cadre. | | |
| 3. | Copy of the Notification through which these posts have further been allocated to the respective cadre/service/specialty/discipline. | | |
| 4. | Copy of the Service Rules through which the post is governed. | | |
| 5. | Present incumbency in the cadre (with proofs). | | |
| 6. | How did the vacancies under promotion quota accrue? (with proofs). | | |
| 7. | Profile of Recommendee duly signed by the Administrative Secretary. | | |
| 8. | Copy of the Final Seniority list duly issued in the prescribed manner by the Competent Authority. | | |
| 9. | Certificate that the seniority is undisputed/not subjudice against any forum. | | |
| 10. | Copies of the first appointment order and subsequent all appointment/promotion orders of the officers included in the panel. | | |
| 11. | Copies of the certificates of mandatory Training Courses attended by the officers included in the panel. | | |
| 12. | Copies of the Degrees/qualifications possessed by the officers as per Service Rules. | | |
| 13. | Copies of the published Scientific Papers in a reputed/standard journals, with the certificate that these papers have not been utilized by the officer earlier (where applicable). | | |
| 14. | Service Experience certificate (if required), but in the cadre on regular basis. | | |

| | | | |
|-----|--|--|--|
| 15. | The officer is not on probation and has completed two years probation satisfactorily. | | |
| 16. | P.E.Rs Synopsis of last five years on the prescribed format duly signed by the concerned Section officer. | | |
| 17. | P.E.Rs quantifications on the prescribed format duly as well as C.R. Note of the missing periods (if any) signed by the concerned Section officer. | | |
| 18. | Certificate that no disciplinary action/proceedings/Court case/NAB or criminal charges in any court of law are pending or being contemplated against any of the officers included in the panel (<i>if pending enclose Order of Inquiry/Statement of Allegations</i>) | | |