PAKISTAN POST OFFICE

POST OFFICE MANUAL

Volume IV

ESTABLISHMENTS

2nd Edition

(Corrected up to 1st January, 2004)

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PREFACE TO SECOND EDITION

This is the Second Edition of the Post Office Manual Volume-IV in an updated form. The First Edition was previously published by the Department as corrected upto 1st August, 1952.

This Volume is a compendium of laws, rules and regulations and administrative instructions issued by the Government regarding service and other affiliated matters. The rules contained in this Volume of the Post Office Manual supersede all previous rules and circulars on the subjects herein treated off.

Each and every functionary of the Department is bound to act in accordance with the basic laws, rules and regulations contained in this Volume. All officers and employees of the Department must carefully read these rules, as no breach of the rules will be excused on the plea of the ignorance. If any order contravening the provisions contained in this Volume is passed by any administrative authority, the case should be resubmitted to him for reconsideration and obtaining specific orders in the matter in writing.

Every effort has been made to bring the rules corrected upto date. However, the possibility of printing errors or omissions cannot be ruled out. Intimation of any error, omission or suggestion for its improvement would be highly appreciated and promptly attended to.

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POST OFFICE MANUAL

VOLUME IV

ESTABLISHMENTS

CHAPTER 1

APPOINTMENTS AND PROMOTIONS

GENERAL RULES

1. The following general rules apply equally to all civil servants of all branches of the Department unless it is otherwise expressly specified as applicable to a particular branch or to a particular class of civil servants.

STATUTORY PROVISIONS

2.(1) It is laid down in Article 240 of the Constitution of the Islamic Republic of Pakistan of 1973 that subject to the Constitution, the appointments to and the conditions of service of persons in the service of Pakistan shall be determined in the case of services of the Federation, posts in connection with the affairs of the Federation and All Pakistan Service, by or under Act of Majlis-e-Shoora (Parliament).

(2) It is laid down in Article 241 of the Constitution that until the appropriate Legislature makes a law under Article 240, all rules and orders in force immediately before the commencing day shall, so far as consistent with the provisions of the Constitution, continue in force and may be amended from time to time by the Federal Government or, as the case may be, the Provincial Government.

3. With a view to regulating the appointment of persons to, and the terms and conditions of service of persons in the service of Pakistan, and to provide for matters connected therewith or ancillary thereto the Civil Servant Act, 1973 (LXXI of 1973) was promulgated on 29th September, 1973. The Civil Service Act,1973 as amended from time to time is reproduced as Appendix No.1 to this Volume.

POWERS

4. The appointing authorities vested with the powers to appoint

civil servants against posts in various Basic Pay Scales are specified in rule 6 of the Civil Servant (Appointment, Promotion and Transfer) Rules, 1973 which are reproduced as Appendix No.2 to this Volume.

5(1) All cases for initial appointment to posts in Basic Pay Scale 1 to 15 will invariably be placed before the appropriate Departmental Selection Committee for consideration. After clearance of the cases, by the respective Departmental Selection Committee these will be put up to the competent appointing authority concerned for approval.

(2) All cases for initial appointment to posts in Basic Pay Scale 16 and above, on receipt of nomination by the Federal Public Service Commission where recruitment is required to be made through the Commission, will be forwarded together with relevant record for obtaining the orders of the appointing authority concerned.

(3) All cases for promotion to higher posts, in Basic Pay Scale 2 to 18 and in Basic Pay Scale 19 to 21 or appointment by transfer to equivalent posts after clearance by the appropriate Departmental Promotion Committee or Selection Board, as the case may be, will be submitted to the competent appointing authority concerned along with all the relevant record for obtaining his orders.

6. The powers of the Director-General, Heads of Circles and their subordinate officers to make recruitment by initial appointment, to promote civil servants to higher posts and to order appointment by transfer to equivalent posts are laid down in the Post Office Manual, Volume III.

FRAMING OF RECRUITMENT RULES

7. The method of appointment to all posts under the Department are regulated under the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973. As these rules provide the basic frame work for appointment to various posts, therefore, recruitment rules in the prescribed format for all posts are required to be framed by the Department in consultation with the Ministry of Communications and the Establishment Division. The recruitment rules besides laying down percentage for initial appointment, quota for promotion and appointment by transfer to various posts will also prescribe conditions of eligibility for promotion and educational qualifications and experience, age limits, etc; for direct recruitment.

8. The recruitment rules for isolated posts or small cadres comprising three or four posts are not to be framed. Such posts in view of poor prospects of promotion of incumbents will be filled by

deputation of the civil servants from other Government Departments.

9. The recruitment rules after vetting by the competent authority will be notified in the Gazette of Pakistan as well as in the Director General's Circular.

BAR AGAINST MAKING RECURITMENT WITHOUT FRAMING RECRUITMENT RULES

10. Appointment to any post under the Department without framing recruitment rules in consultation with the Establishment Division and without having been first notified in the Gazette of Pakistan is highly irregular and an act of misconduct. Non-existence of recruitment rules not only causes hardship to the irregularly appointed individuals subsequently but also creates administrative difficulties for the departmental authorities involving embarrassment in the Courts of Law.

11. In a case where recruitment to a post is specified to be made 100 per cent by initial appointment it will not be filled by current charge appointment or on acting charge basis or by promotion in any circumstances. It is to be noted that in such a case as no method of appointment other than the recruitment by initial appointment stands prescribed in the recruitment rules and also that no feeding cadre exists down the line no appointment other than by initial recruitment on the recommendation of the Departmental Selection Committee or Federal Public Service Commission, as the case may be, can be made against such a vacant post. Pending selection of a person by initial appointment the vacant post may be filled by entrusting its charge in its entirety on dual charge basis to a civil servant holding a post in the same or higher Basic Pay Scale whether in an identical or non identical cadre, with the prior approval of the Director General.

RECRUITMENT BY INITIAL APPOINTMENT

12(1). A candidate for recruitment to a post by initial appointment must be a citizen of Pakistan. This requirement may be relaxed in exceptional cases with the approval of the Establishment Division.

(2) A person dismissed for misconduct will not be considered for appointment to any post under the Government.

13(1). A candidate for initial appointment to a post must possess the prescribed educational qualifications and experience and, except as provided in the rules framed for the purpose of relaxation

of age limit, must be within the age limit as laid down for the post in the relevant recruitment rules.

(2) A person who has not attained the age of 18 years will not be considered for appointment to any post under the Government.

14. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as Government may prescribe is found not to satisfy these requirements, will not be appointed. The candidates appointed against the vacancies reserved for disabled persons should be fit to work notwithstanding their disability or physical defect.

15. Initial appointment to all posts in Basic Pay Scale 1 to 15 to the extent as specified in the relevant recruitment rules will be made on the recommendation of the prescribed Departmental Selection Committee, the composition of which will be determined by the competent authority.

16. Vacancies in posts in Basic Pay Scales 3 to 15 in offices, which serve the whole of Pakistan, will be filled in on All Pakistan basis in accordance with the merit and provincial or regional quotas prescribed by the Government from time to time. The recruitment by initial appointment to posts in BPS-3 to 15 in the offices of Director General, Pakistan Post Office, Chief Controller of Stamps, Director of Accounts, Pakistan Post Office, etc; will be made on All Pakistan basis after the vacancies have been advertised in national news papers on any Sunday allowing a period of at least 30 days for receipt of applications.

17. The vacancies in posts in Basic Pay Scale 3 to 15 in offices which serve only a particular Province or Region will be filled by appointment of persons domiciled in the Province or Region concerned after the vacancies have been advertised in the Press. The vacancies will be publicised in the Regional / Provincial and National newspapers on any Sunday. A minimum period of 30 days will be allowed for receipt of applications from the candidates / applicants. A copy of the Advertisement will also be exhibited on the Notice Board of Post Offices and Administrative Offices in the Province or Region concerned.

18. The vacancies in posts in Basic Pay Scale 1 and 2 will ordinarily be filled on local basis after their advertisement in the press through a Regional news papers on any Sunday allowing at least 30 days time for the receipt of applications. The vacancies will also be reported to the Local Employment Exchange, if functioning, besides

displaying the copy of Advertisement on the Notice Board of Post Offices. In cases where recruitment is also required to be made partly from Ex-servicemen a copy of the Advertisement will also be sent to the District Armed Services Board of the area / district concerned.

19. Initial appointment to all posts in Basic Pay Scale 16 and above falling within the purview of the Federal Public Service Commission will be filled in by the competent appointing authority on the recommendation of the Federal Public Service Commission selected in open advertisement from amongst the persons who possess the qualifications and experience as specified in the Schedule to the relevant recruitment rules to the post.

20. Immediately on occurrence of a vacancy in Basic Pay Scale 16 and above in the Department which falls within the purview of the Federal Public Service Commission, the matter will be referred to the Commission in the revised Requisition Form FPSC - 21 for filling in the post on regular basis. The requisition will be sent to the Commission over the signature of the Head of the Department or by an officer not below Basic Pay Scale 19 designated by him within a week of the availability of a clear vacancy.

21. Initial appointment to posts in Basic Pay Scale 17 in the Postal Occupational Group in the Federal Unified Grade will be made on the result of the Central Superior Services Examination held by the Federal Public Service Commission on All Pakistan basis.

22. The requisition for filling the vacancies in posts in Basic Pay Scale 17 in Postal Occupational Group will be sent to the Establishment Division by the Department over the signature of a senior officer not below Basic Pay Scale 20.

OBSERVANCE OF PROVINCIAL AND REGIONAL QUOTAS

23. The recruitment policy of the Government, according to which the posts under the Federal Government are to be filled on All Pakistan basis, is based on a system of merit and provincial or regional quotas. The following merit, provincial and regional quotas will be observed in filling vacancies, in posts in Basic Pay Scale 3 and above under the Department reserved for direct recruitment on all Pakistan basis: -

Merit quota	10%
Punjab (including Federal area of Islamabad)	50%
Sindh (including Karachi)	19%
The share of Sindh will be further sub-allocated in the following ratio:	
Urban areas namely Karachi,Hyderabad and Sukkur.	40% of 19% or 7.6%
Rural areas i.e. rest of Sindh excluding	60% of 19%
Karachi, Hyderabad and Sukkur	or 11.4%
North Western Frontier Province	11.5%
Balochistan	3.5%
Northern Areas and Federally Administered	4%
Tribal Areas	
Azad Kashmir	2%

24.(1) Provincial or Regional quotas in respect of posts to be filled in a particular year are to be worked out upto 1000th fraction. A Province or Region having larger fraction in accordance with the prescribed quotas will be allocated the vacant post for recruitment whereas a Province or Region not allocated the post due to smaller fraction gets those fractions carried forward and added to its share in the subsequent year.

(2) For the purpose of calculating and carrying forward the share of each Province or Region a Register will be kept and maintained chronologically in a proforma which will contain columns, namely; (1) Province / Region, (2) Prescribed Quota (%), (3) Total No. of available vacancies, (4) Share of vacancies, (5) Last year's Carried Forward Balance, (6) Total Share, (7) No. of Vacancies to be allotted and (8) Balance to be carried forward.

25. In the application of Provincial or Regional quotas, the vacancies in posts in each Basic Pay Scale are to be considered separately for the purposes of allocation of the prescribed merit and Provincial /Regional quotas.

26.(1) The Provincial or Regional quotas are applicable to initial appointments only and do not apply to posts to be filled by promotion. The vacancies which cannot be filled by candidates belonging to the Province or Region to which the vacancy is allocated will be carried over and re-advertised at a later date. In other words, a vacancy for one province or region will not be filled by a candidate of another

province or region, even temporarily or on ad hoc basis.

(2) The vacancy may, however in the meanwhile, be filled temporarily by entrusting the charge of the vacant post on current charge basis or acting charge basis, as the case may be. This course of action will be resorted to only if relevant recruitment rules lay down the method for filling in the post concerned by promotion also in addition to filling it by initial appointment.

27. Provincial or Regional quotas also do not apply to posts filled by transfer of civil servants holding posts in equivalent Basic Pay Scale whether on deputation or on secondment, as the case may be. These posts are filled on the recommendation of the Departmental Promotion Committee or Selection Board, as the case may be, in accordance with the quota prescribed in the relevant recruitment rules.

28. In case of an isolated post of its kind, the vacancy will be filled on the basis of merit. However, if there are other allied posts, higher or lower, than the solitary post, the position will be considered after combining all these posts.

QUOTA FOR WOMEN CANDIDATES

29. Under the provisions of the Constitution of Pakistan no citizen otherwise qualified for appointment in service of Pakistan is to be discriminated against in respect of any such appointment on the ground of sex. In case it is proposed to declare women ineligible for appointment to any post the concurrence of the Establishment Division will be obtained and the decision incorporated in relevant recruitment rules to the post concerned.

30. Five percent of all vacancies in posts in each Basic Pay Scale (B.P.S) to be filled on All Pakistan basis by direct recruitment will be reserved for women. This reservation will count as part of overall Provincial or Regional allocation and will be calculated against the quota of the Province or Region of origin of women candidate concerned.

31. The reservation of Women quota will not apply to (a) vacancies reserved for recruitment on the basis of merit, (b) recruitment made by promotion or transfer in accordance with the relevant rules, (c) short term vacancies likely to last for less than six months, (d) isolated posts in which vacancies occur only occasionally, and (e) vacancies reserved for women, for which qualified candidates are not available. These vacancies will be treated as unreserved and filled on merit.

32. All advertisements inviting applications for jobs under the Federal Government will clearly indicate the number of vacancies earmarked for women within the Provincial or Regional quota.

33.(1) The reservation of Women quota will not apply to posts in BPS-3 to 15 in offices which serve only a particular Province or Region and are required to be filled by appointment of persons domiciled in the Province or Region concerned.

(2). The vacancies in posts in BPS 1 and 2, which are ordinarily to be filled on local basis, will also not fall within the purview of Women quota.

34. The appointments will be made on the recommendation of the Departmental Selection Committee strictly in accordance with the provisions of the recruitment rules to the post concerned.

QUOTA FOR DISABLED PERSONS

35. Under the provisions of section 10 of the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981, two percent of the total vacant posts reserved for initial appointment under the Federal Government will compulsorily be filled from amongst disabled persons declared as such by the competent medical officer authorised by the Government and provided that they are declared fit to work. Section 10 of the Ordinance, 1981 is reproduced below:-

"10. (1) Establishments to employ disabled persons:- Not less than one percent of the total number of persons employed by an establishment at any time shall be disabled persons whose names have been registered with the Employment Exchange of area in which such establishment is located and against whose names in the register maintained under section 12 an endorsement exists to the effect that they are fit to work.

(2) The disabled persons employed against any post in pursuance of sub-section (1) shall be entitled to the terms and conditions which are not less favourable than those of persons employed by the establishment against similar posts.

(3) When calculating the percentage of the post in any establishment for the purposes of employment of disabled persons the fraction of 0.5 and above shall count as a whole number."

Note.— Under the Prime Minister's Directive the quota for disabled persons was raised to two per cent for the purpose of employment against posts under the Federal Government.

36. When calculating the percentage of the posts in an establishment for the purposes of employment of disabled persons, the entire establishment in BPS-1 to 15 of a Division / Unit / Office will be taken into account. However, a fraction of 0.5 and above will count as a whole number while fraction of less than 0.5 will be ignored for calculating two per cent quota for disabled persons.

37. The provisions of the Ordinance will be implemented in letter and spirit while placing requisition with the Federal Public Service Commission for making initial recruitment against vacancies in posts in BPS-16 and above.

38. The number of vacancies falling in the quota of disabled persons and earmarked as such will be clearly mentioned in the advertisements and given wide publicity through press. The provision in regard to ten years age relaxations in upper age limit for recruitment of disabled persons for posts in BPS-15 and below will also be indicated in the advertisement. A copy of the advertisement will be sent to the Employment Exchange concerned as well as to the National Council for Rehabilitation of Disabled Persons, Islamabad besides exhibiting it on the Notice Board of Post Offices and Administrative Offices in the Department.

39. Disabled persons will also be required to take the recruitment examination wherever prescribed and must possess the experience and qualification, etc; as laid down in the relevant recruitment rules. Their appointment will also be subject to recommendation of the appropriate Departmental Selection Committee.

40.(1) It is not binding to recruit disabled persons in those cadres or posts where they are unable to perform duties because of their disability which is classified into (i) visually handicapped, (ii) physically handicapped, (iii) mentally retarded, (iv) hearing impairment (deaf and dumb) and (v) multiple disability. Two percent requirement of employment of disabled persons will be fulfilled by recruiting them in any of the Basic Pay Scale within the same Division / Unit / Office.

(2) For the purpose of Ordinance the entire Department comprising employees in BPS 1 to 21 will be taken into consideration. Disabled persons of any category in any Basic Pay Scale according to their qualification or ability in line with the existing provisions of the relevant recruitment rules will be appointed.

41. The instructions regarding ban on recruitment and reduction of staff strength will not be applicable to disabled persons. As and

when a vacancy falling in the quota of disabled persons falls vacant recruitment process will be initiated promptly by the appointing authority concerned. The recruitment will be subject to the procedure as prescribed under the recruitment rules.

42. In cases where no suitable disabled person is available against disabled quota the vacancies will be carried over and re-advertised in the national or regional news papers, as the case may be.

43. (1) In case the Federal Government does not grant exemption under section 18 of the Ordinance from paying salaries under section 11 of the Ordinance, then necessary action will be taken in the light of section 11 of the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981 which reads as under:-

"Section 11. Establishment to pay to the Fund:- An establishment which does not employ a disabled person as required by section 10 shall pay in to the Funds each month the sum of money it would have paid as salary or wages to disabled person had he been employed."

(2) Any establishment, which fails to pay into the Fund any sum it was required to pay under section 11 shall be punishable with fine under section 20 of the Ordinance, 1981."

44. The amount which stands fixed @ Rs.2000 per month for each vacant post of 2 per cent quota will be remitted through a crossed cheque in the name of account titled as National Council for the Rehabilitation of Disabled Persons, Islamabad. The cheque will be forwarded to the Ministry of Women Development, Social Welfare and Special Education, Government of Pakistan, Islamabad.

QUOTA FOR SCHEDULED CASTE CANDIDATES

45. Six percent of all vacancies as distinct from posts, to be filled on all Pakistan basis by initial appointment will be reserved for candidates belonging to Scheduled Castes.

46. The reservation for Scheduled Caste candidates will not apply to (a) vacancies reserved for recruitment on the basis of merit, (b) recruitment made by promotion or transfer in accordance with the relevant rules, (c) posts which are excluded specifically from the purview of these rules with the concurrence of the Establishment Division or isolated posts and (d) temporary vacancies likely to last for less than three months.

47. In the case of posts to which recruitment is made on local, Unit or Circle basis and not on All-Pakistan basis, the total reservation for Pakistan as a whole of 6 per cent of vacancies for Scheduled Caste candidates will be obtained.

48. If duly qualified Scheduled Caste candidates are not available to fill the vacancies reserved for them, the vacancies not filled by them will be treated as unreserved and filled on merit.

49.(1) While filling the vacancies the number of vacancies falling in the quota reserved for Scheduled Caste candidates, will be clearly and specifically indicated in the advertisements, specially when recruitment is made locally. Proper publicity will be necessary in order to ensure due representation of candidates belonging to Scheduled Castes on the cadres or posts.

(2). The appointments will be made on the recommendation of the Departmental Selection Committee strictly in accordance with the provisions of the recruitments rules to the post concerned.

QUOTA FOR EX-SERVICEMEN

50. Fifty percent of the vacancies earmarked for recruitment by initial appointment against the posts of Naib Qasids , Security Guards, Watch and Ward, Gunmen, Armed Guards, Chowkidars, Farash (BPS-1), Runners, Mail Peons, Porters (BPS-2), and Staff Car Drivers, Dispatch Riders (BPS-4) will be reserved for the released or retired personnel of the Armed Forces of Pakistan. On occurrence of vacancies in 50 per cent quota reserved for ex-servicemen a reference will be made, giving at least one month time by the appointing authority to the District Armed Services Board of the area or region concerned, to recommend suitable ex-servicemen for consideration and appointment against the vacant posts.

51. The number of vacancies falling in the quota of ex-servicemen will be clearly mentioned in the advertisement. The provision in regard to age relaxation in upper age limit for recruitment of ex-servicemen will also be indicated in the advertisement.

52. The appointments will be made on the recommendation of the Departmental Selection Committee strictly in accordance with the provisions of the recruitments rules to the post concerned.

HEALTH CERTIFICATE

53. The rules regarding production of a medical certificate of health by a candidate for permanent appointment by initial recruitment to Government service and determination of physical fitness of the civil servants during service will be found in Fundamental Rule 10 and 10-A and Supplementary Rules 3, 4 and 4-A of the Fundamental and Supplementary Rules.

54. All candidates recruited by initial appointment to posts in BPS-17 and above under the Federal Government should be examined by a Medical Board. The persons who are already in service under the Federal Government need not be required to undergo medical examination.

55. When a candidate for appointment is sent up for medical examination, he will be supplied with a letter addressed to the medical officer, furnishing, inter alia, the number of National Identity Card issued to him and a brief description of him, mention being made of some special distinguishing mark (such as a scar) or other peculiarity by which the medical officer may identify the individual to be examined.

AGE ON APPOINTMENT.

56. The rules regarding conditions of age on initial appointment to Government service will be found in the Schedule to the relevant Recruitment Rules to the post concerned.

57. Any person who has not attained the age of 18 years will not be eligible to hold a post under the Department.

58. A candidate for initial appointment to any post under the Federal Government except, as provided in the rules for the purpose of relaxation of upper age limit, must be within the age limit as laid down for the post. The maximum age limit as prescribed in the recruitment rules has to be observed strictly.

59. No departmental appointing authority is competent to grant relaxation in upper age limit except as admissible under the provisions contained in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, which have been reproduced as Appendix No.3. to this Volume.

60. The President or Prime Minister, may on extreme compassionate grounds, grant age relaxation to an individual candidate

for a period not exceeding three years over and above the relaxation in upper age limit already admissible, if any, to the widow, son or daughter of a deceased civil servant who dies during service, for such period as may be considered appropriate.

61.(1) When issuing orders of appointment of persons over 25 years of age, the exact age (date of birth) of the applicant must always be mentioned in the letter of appointment.

(2) The date of birth once recorded at the time of joining government service will be final and thereafter no alteration in the date of birth of a civil servant will be permissible.

62. The age limit does not apply in the case of non-pensionable appointments.

63. Except with the specific approval of the President or Prime Minister no person will be admitted to the Department in pensionable service of the Government whose age exceeds the prescribed upper limit of age as specified in the Schedule in the relevant Recruitment Rules to a post read with the provisions contained in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1973, unless he is appointed by transfer from some other Government Department.

EDUCATIONAL QUALIFICATIONS

64. The minimum educational qualifications for appointment by initial recruitment to various posts under the Government will be prescribed in the relevant recruitment rules in consultation with the competent authority.

65. Where the bonafides of the persons producing educational certificate for seeking employment under Government are in doubt, the genuiness of the certificate suspected to be forged one will be checked after making a reference to the Board of Intermediate and Secondary Education or University or Educational Institution concerned which issued the certificate or resorting to other methods according to the merit of case.

66. There may also be cases where the certificates produced are genuine but there is a reasonable doubt that they do not relate to the persons producing them. In such cases the matter will be referred to the District Police authorities for investigation and report.

DETERMINATION OF DOMICILE

67. With respect to posts to be filled by initial recruitment whether by competition or by qualifying examination or by selection, the domicile of candidates should be determined in accordance with the rules on the subject.

68. No person will be eligible for appointment to a post in the Department unless he is a Pakistani national domiciled in Pakistan.

69. A person can have only one domicile at a time.

70. The domicile of a candidate belonging to Pakistan by birth or origin will be determined on the basis of the domicile of his father in Pakistan.

71. The domicile of origin prevails until a new domicile has been acquired.

72. A candidate who alters and acquires a new domicile will be admitted against the quota of the Province or Region in which he has settled permanently provided there is proof of his residence / education in that Province or Region for at least three years.

73. The domicile of a married female candidate may be accepted to be the same as that of her husband for the purposes of recruitment by initial appointment.

74. The domicile of a civil servant as declared by him and accepted by the Government at the time of entry into Government service will be treated as final throughout his service career and no subsequent change in his domicile will be recognized for the purpose of terms and condition of his service including his allocation and liability to transfer.

LETTERS OF RECOMMENDATION OBJECTIONABLE.

75.(1) The practice of bringing letters by a person for appointment against a post in the Department from high dignitaries or persons who are not in a position to judge the merits of the case, but who happen to be acquaintances or friends of the appointing authority, or who are believed to have political or other influence, is highly objectionable. Such letters recommending for appointment or asking for any favour in this behalf will not be attended to by the appointing authorities.

(2) The acts of favoritism and nepotism on the part of the appointing authorities being prejudicial to good order and service discipline constitute mis-conduct in terms of rule 2(4) of the Government Servants (Efficiency and Discipline) Rules, 1973. If any such instance comes to the notice of any of the higher authorities subsequently at any time, the appointing authority concerned should be proceeded against under the provisions of the relevant rules.

ORDERS OF APPOINTMENT

76.(1) In every case in which a person is newly appointed to a post or is appointed on acting or current charge basis against a higher post or given additional charge of an identical or non-identical post in the same basic pay scale, a written order will be given to him over signature of the officer authorized to make the appointment and a copy of such order will be sent without delay to the authority by whom the pay of the person appointed will be drawn.

(2) In case of civil servants in BPS-16 and above, a copy of such written orders will also be sent to the Director of Accounts, Pakistan Post Office Department.

(3) In the case of transfers of officials of the Post Office from the jurisdiction of one head post office to that of another, a copy will also be sent to the Postmaster by whom the pay of the civil servant transferred was last drawn.

77.(1) In the case of a person newly appointed to a post by initial recruitment, the controlling officer will, before allowing him to assume his duties, obtain from him the following declarations as indicated below:-

In the case of all officials and extra departmental agents.

DECLARATION

I do hereby declare that I have read / had explained to me the Government Servants Conduct Rules, 1964 and thoroughly understood them.

Place.....
Date.....20

Signature
Name
Designation

DECLARATION

I do hereby declare that I have read / had explained to me rule 103 of the Post Office Manual Volume II, and agree to abide by its terms.

Place.....
Date.....20

Signature
Name
Designation

DECLARATION

I do hereby declare that I have read / had explained to me rule 394-A of Post Office Manual, Volume II and clearly understand that I become liable to the provisions and penalties laid down therein.

Place.....
Date.....20

Signature
Name
Designation

(2) In the case of those persons not knowing English the declarations should be prepared in Urdu or a Regional language.

(3) The declarations should be attached to the character sheets or confidential records, as the case may be, of the officials concerned, and in the case of extra-departmental agents, to their security bonds, except that, if an extra-departmental agent is exempt from furnishing security, his declarations will be kept along with the security bonds of other officials at a place where his security bond would have been kept according to the entries in the register of security bonds, had he not been so exempt.

78. In the case of a person newly appointed by initial recruitment to a permanent or temporary post in which security has to be furnished, the officer making the appointment will specifically state in the order of appointment whether the person appointed has furnished security or not.

79. There must be a clear understanding at the time a person is engaged, on the question whether he is or is not eligible for any allowance or fringe benefits and the officer having the power to appoint will make a note to this effect in the letter of appointment and in the orders of appointment.

DETERMINATION OF SUITABILITY OF A PERSON FOR APPOINTMENT IN GOVERNMENT SERVICE.

80. Before appointing or nominating persons to vacancies in the Department, whether in a permanent or temporary capacity, careful enquiry must be made regarding their character and antecedents and no one may be employed in the Department who is unable to furnish satisfactory references. The appointing authority should satisfy that the character of the person is such as to render him / her in all respects suitable for appointment to the post to which he / she is to be appointed. It will be the responsibility of the appointing authority to satisfy itself on this point before making the appointment.

METHOD OF VERIFICATION OF CHARACTER AND ANTECEDENTS OF CANDIDATES.

81. Before making appointment to a post under the Department, whether on regular or ad-hoc basis (ad-hoc appointment to a post below BPS-16 is not permissible), the appointing authority must satisfy itself that the character and antecedents of the applicant are such as render him in all respects suitable for the particular job. For verification of character and antecedents of a candidate at the time of his first appointment under the Department, the appointing authority will make simultaneous references for security clearance to the following Agencies:-

(a) Intelligence Bureau, Government of Pakistan.
(b) District Police.
(c) Special Branch of concerned Provincial Police.

82. The Intelligence Bureau will give a political record check of the candidate direct to the appointing authority within a maximum period of one month. In case a report from the Intelligence Bureau is not received within one month, the appointing authority may allow the selected candidate to join his post on production of character certificates in the Form-I given hereinafter from two Government officers not below BPS-17. It will, however, be understood that the appointee will remain on probation for a period of six months or till the receipt of vetting report from the Intelligence Bureau. During the probationary period, the new appointee will not be entrusted with sensitive duties / assignment.

83. The District Police and the Special Branch of the Provincial Police will give clearance in respect of the character and antecedents of fresh entrant in Government service within a maximum period of two months. These Agencies will return the verification rolls, after

conducting local enquiries, direct to the appointing authority and not through the Intelligence Bureau except in cases where the conduct of the candidate has come to adverse notice and this aspect is considered relevant to his appointment in Government service.

84. The appointing authority will decide each case on merits, but the following principles are of general application and should be observed in determining a person's suitability for appointment:-

(a) Persons who have at any time been convicted of offences involving moral turpitude or persons who have been dismissed by the Federal or any Provincial Government will be considered ineligible.

(b) While no person should be considered unfit for employment solely because of his political opinions, care must be taken NOT to employ any person who is likely to be disloyal to the Government or in any way likely to abuse the confidence placed in him. Ordinarily persons who are known to be engaged in or are in sympathy with subversive activities, including members of any party or organisastion the aim of which is to undermine legally constituted authority or to change the existing order of society by violent means or to subvert the Government of Pakistan, should be considered unfit for appointment under the Department. Participation in such activities at any time after attaining the age of 19 years and within three years of the date of enquiry should be considered as evidence that the person is actively engaged in such activities, unless in the interval there is a positive evidence of a change of attitude.

(c) If a report indicates that there is nothing known against the applicant himself but he is closely related to or associated with persons who have taken part in subversive activities or who belong to an undesirable party or organization the case will be examined on its merits. If there is reason to believe that the candidate has himself become tainted with the views of his relatives or associates he should be deemed ineligible for employment under the Department.

85. The candidate will fill in the Verification Roll in the prescribed form reproduced as Appendix No. 63 to this Volume in quadruplicate, in his own handwriting and submit it to the appointing authority.

86. Normally the character and antecedents of a candidate should be verified before he is actually appointed. If in any particular case, the exigency of administration does not permit of the appointment of a person being delayed pending verification of his / her character and antecedents, he/she may be appointed provisionally on the production

of a certificate of character from two Government officers not below BPS-17 or Army Commissioned Officers or from a stipendiary Magistrate pending the result of enquiries in regard to his/her character and antecedents. If a candidate is unable to produce such certificate, he will not be allowed to join duty unless his character and antecedents are verified by the agencies concerned.

87. No character certificate will be granted by any officer, as a matter of courtesy as such courteous acts are likely to mislead Government and result in undesirable elements getting into service. It is imperative, therefore, that officers should exercise the greatest care and caution when certifying the character and antecedents of a candidate. All officers are warned that if, on the basis of satisfactory reports from them, a candidate is accepted for Government service and later on is found to be undesirable from the security point of view, responsibility will rest on the officer concerned for having given wrong information as a reference, and he will be dealt with accordingly.

88. Verification Form duly completed and Character Certificates should be filed with the confidential record or character sheets of the persons concerned. In the case of extra-departmental agents in respect of whom the usual enquiries regarding their character and antecedents have not been dispensed with, the enquiry papers may be kept with their security bonds with necessary remarks in the register of security bonds. If, however, an extra-departmental agent is exempted from furnishing a security bond the enquiry papers in the case may be kept along with security bonds of other officials in the place where his security bond would otherwise have been kept, i.e. , in the order of entries in the register of security bonds, had he not been so exempted, necessary remarks being recorded in the register.

Note.-A statement duly attested by the appointing officer and containing marks of identification and other descriptive particulars including thumb and finger impressions as recorded in the first page of a service book or service roll should be filed along with the enquiry papers regarding the character and antecedents in respect of candidates for future appointment in the Department. A similar attested statement should be obtained in respect of all extra-departmental agents, the statement in the case of extra-departmental branch postmasters being attested by the Assistant Superintendents of Post Offices. The statement in respect of extra-departmental agents should be filed along with their enquiry papers, and in the case of those for whom no enquiry papers are prescribed, it should be kept with their security bonds according to the procedure laid down in the above rule for the filing of enquiry papers of extra-departmental agents.

FORM-I
CHARACTER CERTIFICATE

Certified that I have known Mr./Mrs./Miss..... son/wife/daughter of Mr.....for the last..... years and.....months and that to the best of my knowledge and belief he / she bears a reputable character and has no antecedents which render him / her unsuitable for Government employment.

2. Mr. / Mrs./ Miss.....is/is not related to me.

Place..... Signature.....
Date..... Name.....
Designation.....
Official Stamp.

PROMOTION TO A HIGHER POST

89.(1) Promotion means an advancement of a civil servant from a lower post to a higher post in a cadre against a vacancy specifically reserved for such advancement under the relevant recruitment rules.

(2) Promotion does not imply automatic assumption of responsibility of a higher post. The promotion is effective when the civil servant gets monetary benefit of the higher post.

90. A civil servant possessing such minimum qualifications and other conditions as may be prescribed in the recruitment rules to the post concerned will be eligible for promotion to a higher post for the time being reserved under the rules for departmental promotion in the cadre to which he belongs.

91. The posts of (i) Additional Secretary and Senior Joint Secretary, and (ii) Secretary may, in the public interest, be filled by promotion from amongst officers of regularly constituted Occupational Groups and services holding, on regular basis, posts in Basic Pay Scale 20 and 21 respectively in such manner and subject to such conditions as may be prescribed.

92.(1) A post may either be a selection post or a non- selection post to which promotions will be made as may be prescribed-

(a) in the case of a selection post, on the basis of selection on merit; and

(b) in the case of a non-selection post, on the basis of seniority-cum-fitness.

(2). All posts in the Department which are required to be filled by promotion will be classified as selection and non-selection posts. The various posts where standard of efficiency and performance is regarded as a very high one should be treated as selection posts. However the posts in ministerial establishment and all posts in BPS-1 and 2 should be classified as non-selection. For this purpose, selection posts mean posts promotion to which is strictly made on merit, seniority playing its part only when other things are equal and non-selection posts are those, promotion to which is made according to the principle of seniority subject to fitness. It is essential that the standard of fitness should be a very high one so that efficiency does not suffer.

(3). Promotion to a non-selection post should be made normally in order of seniority, but the Departmental Promotion Committee may pass over any senior civil servant whom it does not consider fit for such promotion. In a case where the first three senior persons are all fit for promotion, but the first person is good, the second better and the third the best, the first person and not the third or the second person should be promoted.

93. Promotion to posts in basic pay scales 2 to 18 will be made by the competent appointing authority on the recommendation of the appropriate Departmental Promotion Committee constituted for the purpose. No civil servant will be appointed on regular basis to a higher post unless he is considered fit and fulfills all the conditions prescribed in the recruitment rules.

94. Promotion to the posts in the Basic Pay Scales 19 and above will be made by the competent appointing authority on the recommendation of the Selection Board by selection from amongst the best officers in the Department, seniority being regarded only where other qualifications are practically equal.

95.(1) The minimum qualifying length of service for promotion to a higher post as presently fixed by the Government covering also the cases of persons recruited by initial appointment in a post in BPS-18, 19 or 20 will be as follows:

Particular of higher post	**Qualifying Length of Service**
BPS-18.	5 years
BPS- 19.	12 years in BPS-17 and above; or 7 years in BPS-18.

BPS-20.	17 years in BPS-17 and above; or 12 years in BPS-18 and above; or 5 years in BPS-19.
BPS-21.	22 years in BPS-17 and above; or 17 years in BPS-18 and above; or 10 years in BPS-19 and above; or 5 years in BPS-20.

(2) For the purpose of promotion, one-half of the Government service in BPS-16 and one-fourth in BPS-15 and below may be counted as service in BPS-17 for computing the requisite length of service of a civil servant.

96. The service rendered on ad-hoc basis in a post followed by regular appointment to a post in the same pay scale will 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.

97. The Departmental Promotion Committee may interview the eligible candidates if it so desires.

98. The principles enunciated above do not apply to current charge appointments in short term vacancies, not exceeding three months provided that the civil servant is the senior most available at a station in the organization or office.

99. No civil servant will be promoted to a higher post unless (a) he has successfully completed the prescribed training and also has completely passed all the examinations prescribed by the rules and his probation has been terminated by a specific order by the competent authority.

100. Where reversion of a civil servant to a lower post is made as a result of punitive action under the disciplinary rules, etc; he will not be re-promoted to a higher post without clearance of his case by the appropriate Departmental Promotion Committee or Selection Board, as the case may be, and without obtaining fresh approval of the appointing authority.

101. There is no bar to a civil servant being considered for promotion to a higher post during the pendency of disciplinary proceedings. A copy each of the charge sheet and the statement of allegations should be put up before the Departmental Promotion Committee or Selection Board. It will be for the said forum to take cognizance of the allegations / charges and ask for a progress report, postpone consideration of the case or ignore it.

102. Promotion of a civil servant on deputation abroad will only be considered after he resumes duty on return to Pakistan. Such an officer may be given timely intimation to return to Pakistan so that he can earn at least one annual confidential report before his case comes up for consideration in accordance with his seniority position. If the officer returns, his case will be considered for promotion in the normal course. If he does not return in response to such intimation, his case will be deferred till he returns to Pakistan on completion of five years and earns a confidential report on his work for one full year after resuming duty. If approved for promotion, he will regain his original seniority.

103. A civil servant may be allowed by the Government to continue against his assignment abroad even after the expiry of five years on the request of the officer or his employer. In such a case the name of the officer will be removed from the existing seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period. The officer's name would be brought back on the seniority list only after he resumes duty on return from abroad. The officer must earn a confidential report for one full year before he is considered for promotion. If approved for promotion he will not regain his seniority. He will be assigned seniority in a higher post only from the date he assumes its charge.

104. Promotion of a civil servant to a higher post on ad-hoc basis is not permissible in any circumstances.

105. If the reappointment of a civil servant takes place after more than one year of the reversion from the post the case will be placed afresh before the Departmental Promotion Committee for determining his continued fitness to hold the higher post.

106. The names of the civil servants approved or superseded for promotion to a higher post are not to be notified or made public. A civil servant who is superseded or whose promotion is deferred will come to know about it automatically when his juniors are promoted to the higher post. Accordingly whatever vacancies against the posts in higher Basic Pay Scale are available, orders promoting the civil servants approved by the competent appointing authority on the recommendation of the appropriate Departmental Promotion Committee or Selection Board will be issued or notified, as the case may be.

107. No appointment of a civil servant to a higher post is permissible to be made notwithstanding the recommendation of the Departmental Promotion Committee or Selection Board unless its

recommendations are approved in writing by the competent appointing authority and a formal notification or promotion orders are issued.

108. The appointing authority is not competent to order the promotion of a civil servant from a date earlier than the date of signing the minutes by the members of the Departmental Promotion Committee or Selection Board even if a clear vacancy in the cadre may be forthcoming from an earlier date.

109. The names of civil servants approved by the competent appointing authority on the basis of recommendation of the Departmental Promotion Committee or Selection Board for promotion on regular basis to a higher post in the same batch will retain the same seniority in the higher Basic Pay Scale as they were enjoying in the lower Basic Pay Scale or cadre.

110. A civil servant promoted by the appointing authority on the recommendation of the Departmental Promotion Committee or Selection Board cannot assume the charge of a higher post from a date earlier than the date of approval of the minutes of the Departmental Promotion Committee by the appointing authority even though a clear vacancy in the cadre may be available from an earlier date.

111. The detailed instructions regarding processing of cases by the Departmental Promotion Committee and Selection Board will be found in Chapter III of this Volume.

USE OF OUTSIDE INFLUENCE

112. The practice of bringing or attempting to bring outside pressure by a departmental official for promotion to a higher post from persons who are not in a position to judge the merits of the case, but who happen to exercise political or other influence, directly or indirectly, to bear on the official's superior is highly objectionable. This act is not only in serious breach of Government Servants (Conduct) Rules, 1964 but also constitutes misconduct as defined in rule 2 (4) of the Government Servants (Efficiency and Discipline) Rules, 1973. Stern action will be taken by the competent authority against those involved in this unfair practice.

DEFERMENT OF OR FOREGOING OF PROMOTION

113. If a civil servant approved for promotion to the next higher cadre or post makes a written request for deferment of such promotion for any reason for a short period not exceeding three months it may ordinarily be granted by the competent authority. The period of

deferment may be extended by an other three months by the competent appointing authority in special and exceptional cases.

114. In a case where a civil servant makes a request for deferment of his promotion for a period exceeding six months on any ground or foregoes promotion permanently but subsequently withdraws his request, he will not be considered by the competent appointing authority for such promotion unless he is cleared afresh by the appropriate Departmental Promotion Committee in a subsequent meeting. On promotion he will lose his original seniority and his seniority will reckon below the batch of civil servants promoted on the recommendation of the appropriate Departmental Promotion Committee in its last meeting.

RECRUITMENT TO THE UPGRADED POSTS

115. The up-gradation of a post implies the abolition of the existing post in a basic pay scale and creation of a new post in a higher basic pay scale. The upgraded post cannot be filled unless the upgraded post is covered by some existing recruitment rules. Further the upgradation of a post does not mean automatic upgradation of its incumbent. Appointment to up-gradated post will have to be made in the manner prescribed for that post in the relevant recruitment rules. The civil servant will be appointed to a higher post only on the recommendation of the appropriate Departmental Promotion Committee.

116. If a post is upgraded with immediate effect the incumbent will be left without any post in his basic pay scale until he is approved for appointment to a higher post. In such a case the sanction letter must clearly provide that up-gradation of the post will take effect from the date the post is filled by a person in the higher basic pay scale. This will ensure that until the existing incumbent is formally appointed to a higher basic pay scale, the post and the incumbent would continue in lower basic pay scale.

APPOINTMENTS BY TRANSFER

117. Appointments by transfer in the Department to posts in Basic Pay Scale 2 to 18 and in BPS-19 to 21 will be made on the recommendation of the appropriate Departmental Promotion Committee or Selection Board, as the case may be.

118. Appointments by transfer from one cadre to another in the same basic pay scale will be made to the extent of the percentage of posts to be filled in by transfer as specified in the relevant recruitment rules to the post concerned. If in the recruitment rules

no quota for filling in a post by transfer in a cadre stands earmarked, no appointment by transfer can be made in that cadre by inducting a civil servant in the same basic pay scale and cadre or in a different cadre from an other administrative Unit or office in any circumstances.

119. Appointment by transfer will be made from amongst the persons holding appointment on a regular basis under the Federal Government in the same Basic Pay Scale in which the post to be filled exists provided the persons concerned possess the qualification and experience prescribed for initial appointment or promotion to the post concerned.

120. Persons appointed by transfer will be on probation for a period of one year. This period may be curtained for good and sufficient reasons to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment.

PROBATION

121. Under rule 2 (15) of the Supplementary Rules, a probationer means a Government servant employed on probation in or against a substantive vacancy in the cadre of a Department.

122. Persons appointed by initial recruitment, (not being on an ad hoc appointment) or by promotion or by transfer to a post will be on probation for a period of one year or for such period as prescribed in the relevant recruitment rules.

123. The period of probation may be curtailed for good and sufficient reasons, to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year or as may be specified by the appointing authority at the time of appointment. It is to be noted that the probation cannot be waived altogether at the discretion of the appointing authority.

124. (1) On the successful completion of probation period, the competent appointing authority will, by specific order, terminate the probation.

(2) A civil servant whose probation has not been terminated will not be relieved from the Department to join any other post on deputation or posting within or outside Pakistan.

125. If no order is issued under the preceding rule, on the expiry of the first year of probation period, the period of probation will be

deemed to have been extended under rule 123.

126. Subject to the provisions of proviso to sub-section (2) of the Civil Servants Act, 1973 in the absence of an order under rule 124, the period of probation will, on the expiry of the extended period under rule 123, be deemed to have successfully been completed.

127. In the case of initial appointment to a post, a civil servant will not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified as satisfactory in the opinion of the appointing authority.

128. A person already holding a post under the Government will on appointment to a new post will also be placed on probation irrespective of the length of his service and treated at par with other probationers.

129. A candidate employed on a temporary or ad hoc basis will not be placed on probation, because he is replaceable on availability of a regular incumbent. If he is placed on probation it will give him the false impression that he would eventually be confirmed in due course, as successful completion of the probationary period is normally followed by confirmation.

130. When the appointment is made on probation, this will be clearly stated in the offer of appointment and the formal order indicating the probationary period in clear terms. The period of probation for each post stands specified in the recruitment rules.

131. Where a period of probation is fixed, it must ordinarily be spent on active service. In calculating the time spent on probation for the purpose of termination of period of probation, the period of leave other than casual leave must be excluded.

132. Probationary period will be clearly and judiciously fixed but once fixed it should generally be rigidly adhered to. The question whether the probationer's services are to be terminated, or his period of probation is to be extended or his services are to be continued by terminating his probation will be examined and decided sufficiently in advance of the completion of the current period of probation. In the absence of such an exercise and without any orders being passed, it will create an impression that probationer's services must necessarily have been accepted as satisfactory and justifying confirmation.

133. Where, in respect of any post, the satisfactory completion of probation includes the passing of a prescribed examination, test or course or successful completion of any training, a person appointed on

probation to such post who before the expiry of the original or extended period of his probation, has failed to pass such examination or test or to successfully complete course of the training will, except as may be prescribed otherwise:-

a) if he was appointed to such post by initial recruitment, be discharged; or

b) if he was appointed to such post by promotion or transfer, be reverted to the post from which he was promoted or transferred and against which he holds a lien or, if there be no such post, be discharged:

134. Except as provided otherwise in the Rules the probationer will be entitled to the minimum of the Basic Pay Scale and all usual allowances. He will, however, be entitled to annual increment in the scale only after he has completed the probation period satisfactorily, undergone training successfully and cleared all the prescribed examinations, if any.

NOTIFICATION IN THE GAZETTE OF PAKISTAN.

135.(1) Appointments, promotions, grant of leave, retirements, etc., of officers in BPS-17 and above which are sanctioned by the Government of Pakistan or by the Director-General, are notified in the Gazette of Pakistan. Notifications made by the Government of Pakistan appear in Part I and those by the Director General in Part II of the Gazette of Pakistan.

(2). The postings and transfers as well as assumption of charge of a particular post by an officer in BPS-17 and above should be notified in the Gazette of Pakistan.

(3). In the case of officers in BPS-16, only the first regular appointment to, and retirement from their posts should be notified in the Gazette of Pakistan.

136. Appointments on acting charge basis as well as adhoc appointments to all posts in BPS-17 and above will be notified in the Gazette of Pakistan.

137. The notification in the Gazette of Pakistan, of the combination of charges, additional or dual charge appointments is not necessary.

MARRIAGE WITH FOREIGN NATIONALS

138.(1) Under the provisions of the Government Servants

(Marriage with Foreign Nationals) Rules,1962, a marriage or promise of marriage with a foreign national by any Government servant except with those of Indian Muslims with prior approval of the Government is not permitted.

(2) The permission for ex post facto approval for marriage with a foreign national in relaxation of aforesaid Rules or on the pretext of ignorance of rules will not be granted by the Government.

(3) All civil servants who enter Government service will specifically take notice of the provisions of the Government Servants (Marriage with Foreign Nationals) Rules,1962 at the time of assumption of duties. The civil servants particularly the young one while going abroad will also clearly keep in mind the provisions contained in the aforesaid Rules.

(4) The contravention of the provisions of the Government Servants (Marriage with Foreign Nationals) Rules,1962 will be considered as misconduct rendering those found guilty, liable to any of the major penalties under the Government Servants(Efficiency and Discipline) Rules,1973.

139. The Government Servants (Marriage with Foreign Nationals) Rules,1962 are reproduced as Appendix No.8 to this Volume.

CHAPTER II

OTHER APPOINTMENTS

CURRENT CHARGE APPOINTMENTS

140.(1) When a vacancy in a higher post occurs for a period of not less than one month and it is considered impossible for good reasons to make arrangements for day to day work of that post to be carried on otherwise, the current charge of the duties of that post may be given temporarily in addition to the duties of one's own post to the senior most civil servant in the cadre present at the place or in the organization where the vacancy becomes available, if he is otherwise fit and eligible for promotion.

(2) If a post in a cadre has to be filled 100 per cent by initial appointment and the recruitment rules to the post concerned do not lay down the method for filling in the post concerned by promotion in addition to by initial appointment, the vacancy will not be filled on current charge basis in any circumstances. In such a case the vacancy may be filled by dual charge appointment.

141. The current charge appointments against the vacant post for a period of not less than one month and not exceeding 3 months will be made with the approval of the competent authority indicated below:

i)	Head of Attached Department not below BPS-21.	:	For BPS 17 to 20
ii)	Head of Department as defined in S.R.2(10) not below BPS-20.	:	For BPS-17
iii)	An officer not below BPS-20.	:	For BPS-11 to 16
iv)	Appointing Authority	:	For BPS-5 to 10
v)	An officer not below BPS-16	:	For 1 to 4

Note.- As the appointment to hold current charge of a higher post does not actually amount to promotion to that post or cadre, therefore, in the appointment orders the word "promoted" must not find its way.

142. The current charge arrangement will not be made for a period of less than one month and should not exceed three months. As soon as current charge is given a proposal for regular appointment should be initiated immediately but of course within a month, if a

clear vacancy has arisen. In case the post is expected to remain vacant for a period of six months or more, the case should be placed before the Departmental Promotion Committee or Selection Board, as the case may be, for filling the post on acting charge basis.

143. For making current charge arrangements the civil servant should be holding his own post on regular basis at the same station where the vacancy has arisen. The current charge of a post cannot be given in isolation. It must be given in combination with one's own post. The word "place" refers to the area, in which the office in which vacancy has arisen is located e.g. Islamabad, Rawalpindi., Karachi, etc. The word "organization" refers to each distinctive administrative unit of the Department. For instance, an Assistant Superintendent, Postal Life Insurance, cannot be given current charge of the post of Superintendent of Post Offices (BPS-16) or Senior Postmaster (BPS-16) for the obvious reasons that the vacancy has not arisen in the same organization.

144. For the purpose of making current charge arrangements it is not necessary to insist on completion of the length of service as prescribed for promotion and overall gradings or score of Annual Confidential Reports. The officer should be in the promotion line in the feeding cadre. For instance an Assistant Superintendent (BPS-11) cannot be given current charge of a post in BPS-17. Similarly a Time Scale Clerk or a Sorter (BPS-7) cannot hold the current charge of a post in Higher Selection Grade BPS-11. In these cases the incumbents holding a post in BPS-16 and an official in Lower Selection Grade (BPS-9) respectively being only in line of promotion will be eligible for appointment on current charge basis to the higher post.

145. An officer on holding higher post on current charge basis may use the designation of that post in relation to a duty attached to that post.

146. The current charge arrangement may be extended by another three months with the approval of the next higher authority after explaining the reasons for inability to fill the post on a regular basis or acting charge basis before the expiry of the initial period of three months as well as giving full justification for further extension of current charge arrangement.

147. The current charge arrangement is made as a temporary measure pending appointment of a person to the post on a regular basis or acting charge basis. Normally, therefore, there should be no occasion for extending current charge arrangement beyond 6 months. However, when it appears necessary to continue the current charge

arrangement beyond six months the cases pertaining to posts in BPS-2 to 16 should be referred to the Director General with full justification at least one month before the completion of first six months for consideration. All cases for continuation of current charge arrangements against posts in BPS-17 and above will be taken up with the Ministry of Communications / Establishment Division after stating in detail the action taken to fill the post on a regular basis or acting charge basis, as the case may be, and giving full justification for further extension of temporary arrangement.

148.(1) An officer appointed to hold current charge of a higher post will be allowed in terms of Fundamental Rule 35 and proviso to section 17 of the Civil Servants Act, 1973, special pay at the rate of 20 per cent of pay subject to a maximum of Rs.1500 per month with effect from 1st January, 2000.

(2) No special pay will be payable to a civil servant after the completion of current charge arrangement against a post for a period of six months without the concurrence of the Finance Division to whom the proposal for extension of current charge arrangement beyond six months should be sent initially before referring the case to the Ministry of Communications / Establishment Division.

ADDITIONAL CHARGE APPOINTMENTS

149. As and when a post falls vacant the work of the vacant post should, as far as possible, be distributed among more than one civil servant of the same status and designation available in the Department.

150.(1) When the distribution of the work among more that one civil servant is not feasible, combination of appointments in terms of Fundamental Rule 49 may be made as a temporary measure. The post will be filled on a whole time basis as soon as it falls vacant. The charge of the vacant post will be entrusted, in its entirety to another civil servant holding a post in the same or higher Basic Pay Scale in an identical or non-identical cadre in addition to his own normal duties. The additional charge arrangement will not be made for a period of less than one month and should not exceed three months.

(2) The additional or dual charge arrangement will only be allowed with the specific approval of Head of Department not below BPS-21.

151. The additional charge appointment of identical or non-identical post may be extended by another three months with the prior

approval of the next authority for which the case will be initiated well in time but at least one month before the expiry of the initial period of three months.

152. Immediately on the expiry of six months of the full additional charge of the particular vacant post, the post will be treated as having been abolished and its duties automatically becoming part of the normal duties of the other existing posts of the same categories in the Department. The post so treated as abolished will not be revived without the concurrence of the Financial Adviser, Ministry of Communications.

153. There is no bar to entrust the additional charge of the vacant post in BPS 1 to 15 in the Department to a civil servant holding a post in the same or higher Basic Pay Scale in an identical or non-identical cadre and to the grant of additional remuneration to such employees in BPS 1 to 15 in the Department.

154. In case of additional charge arrangement apart from the pay admissible under Fundamental Rule 49 (a) where applicable special allowance will also be admissible at a uniform rate of 20 per cent of basic pay not exceeding Rs.1500 per month with effect from 1st January, 2000.

155. The notification, in the Gazette of Pakistan, of the combination of charges will not be necessary.

OTHER SHORT TERM APPOINTMENTS

156. In case of deputation of an officer abroad for training or otherwise a post of Officer on Special Duty will be required to be created. The officer concerned will be placed on special duty and detached entirely from the duties of the post, which he ordinarily holds. After the officer hands over the charge of his post, the vacancy created as a result thereof may be filled up in the normal course as deemed appropriate.

157. When an officer proceeding on deputation abroad does not hand over the charge of his post, the incumbent is not detached from the duties of his post. As no vacancy is caused it cannot be filled up by current charge arrangement or by dual charge appointment.

158. A vacancy caused by suspension of a civil servant can be filled up on current charge or acting charge basis, as the case may be. In such a case no supernumerary post needs to be created. However, a vacancy caused by suspension cannot be filled up on regular basis.

APPOINTMENTS ON ACTING CHARGE BASIS

159.(1) When 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 who is otherwise eligible for promotion does not possess the specified length of service, the authority may appoint him (not promote him) to that post on acting charge basis on the recommendation of the Departmental Promotion Committee subject to fulfillment of other conditions as laid down in the relevant recruitment rules to the post concerned.

(2) This provision is also applicable to civil servants in BPS-15 and below in the Department.

160. In the case of a post reserved under the rules to be filled by initial appointment, where the appointing authority is satisfied that no suitable person is available to fill the post and it is expedient to fill the post, it may on the recommendation of the Departmental Promotion Committee appoint to that post on acting charge basis on the recommendation of the Departmental Promotion Committee the most senior civil servant otherwise eligible for promotion in the cadre in excess of the promotion quota.

161. Acting charge appointment will be made against posts which are likely to fall vacant for a period of six months or more.

162. Appointment on acting charge basis will be made by the appointing authority only on the recommendation of the Departmental Promotion Committee or the Selection Board, as the case may be.

163. Acting charge appointment will not amount to appointment by promotion on regular basis for any purpose including seniority. It will also not confer any vested right for regular promotion to the post held on acting charge basis. As and when a clear vacancy becomes available in the promotion quota or a civil servant becomes eligible for promotion by virtue of having completed the specified length of service, the case of such a civil servant along with others will again be placed before the Departmental Promotion Committee or Selection Board, as the case may be, for approval for promotion on regular basis to the post concerned.

164. A civil servant on appointment to hold a post on acting charge basis will assume full duties and responsibility of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post.

AD HOC APPOINTMENTS

165. Recruitment by initial appointment on ad-hoc basis to a post in BPS-1 to BPS-15 in the Department is not permissible in any circumstances on the plea of extreme urgency. In case a clear vacancy occurs it may be advertised in the Press immediately and filled on regular basis. However, if the post is required to be manned urgently it may be filled by appointment on current charge basis or additional charge basis by the competent authority for a period not exceeding three months. Such an appointment may be extended for a period of another three months with the prior approval of the authority above the authority, which approved such appointment.

166. Recruitment by initial appointment to all posts in BPS-16 and above in the Department falls within the purview of the Federal Public Service Commission. No vacancy can, therefore, be filled by the Department on its own. A vacancy reserved for initial appointment and falling vacant has to be referred by the appointing authority to the Commission immediately after filling the Revised Requisition Form FPSC-21 for direct recruitment through the Commission. The Requisition Form has to be signed by the Head of the Department or by an officer in BPS-19 or above designated by him before forwarding it to the Commission.

167. In case a vacancy is required to be filled urgently in the public interest pending recommendation of a candidate by the Commission, the appointing authority may proceed to fill it on adhoc basis for a period of six months or less after obtaining prior clearance of the Federal Public Service Commission. The post will be advertised and the same procedure as laid down for initial appointment will be followed in making ad hoc appointments. A vacancy falling in the share of one province or region in accordance with the prescribed quota will not be filled by a candidate of another province or region even on ad hoc basis.

168. The time to be taken by the Federal Public Service Commission to fill a vacancy after placement of requisition on the Commission has been fixed by the Government to a maximum period of six months from the date of receipt of requisition from the appointing authority concerned.

169. For making adhoc appointment to any post in Basic Pay Scale 16 and above in the Department, the competent appointing authority will cause the vacancy to be advertised in the Press indicating the name of post with Basic Pay Scale, number of vacancies, Provincial / Regional quota, requisite qualifications,

experience, maximum and minimum age limits etc.; and other conditions as prescribed in the Recruitment Rules clearly stating that appointment on adhoc, basis will be for six months, or less pending the availability of the nominee of the Federal Public Service Commission. The same procedure as laid down for initial appointment will be followed in making adhoc appointments. The candidates / applicants will be subjected to a test or examination, if prescribed in the Recruitment Rules. The successful candidates will also appear before the appropriate Departmental Selection Committee or Selection Board, as the case may be, for interview, etc. Prior approval of the competent appointing authority will be obtained to appoint the recommended candidate on ad hoc basis. The appointment of the candidate will be notified by the Department under intimation to the Establishment Division.

170. In case the Federal Public Service Commission are unable to provide its nominee within the six months, and it is necessary, in the interest of public service to let the adhoc appointee continue, an extension in tenure of his appointment for a period not more than six months may be made with the prior clearance of the Commission and after obtaining the approval of the appointing authority. No proposal for extension in adhoc appointment will be entertained by the Government under any circumstances without prior concurrence of the Commission.

171. The ad hoc appointees may apply for the post through proper channel as and when the vacancies are advertised in the Press by the Federal Public Service Commission, and take a chance if they have not already applied. The appropriate authority for forwarding application of an ad hoc appointee is the Head of Department or an Officer in BPS-19 designated by him. The application of candidate will be forwarded promptly and in any case sufficiently before the permitted date. If the application is withheld, the Commission will be informed latest within one month of the closing date of applications.

172. Persons appointed on adhoc basis will not be posted to higher posts. Similarly no promotion will be made on adhoc basis, because "adhoc basis" when used with reference to an appointment means appointment of a person on temporary basis pending appointment of a person nominated by the Federal Public Service Commission.

173. As and when a nominee of the Federal Public Service Commission becomes available the adhoc appointee to the post will either be reverted to his lower post, if he is already a civil servant, or his services terminated if he is recruited directly from outside, immediately without any notice and without assigning any reasons therefor..

174. If the appointing authority does not accept the nomination(s) of the Commission it will communicate the reasons for the non-acceptance and after the Commission has expressed its further views in the matter, the case will be submitted for a decision to the Prime Minister, in a self containing Summary, through the Establishment Division.

APPOINTMENTS ON CONTRACT BASIS

175(1) The appointments on contract basis to posts under the Department will be made after due examination of the need therefor and observance of the principles of open merit and equality of opportunity.

(2) The contract appointment will be made only when it is not possible to fill in a vacancy in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 and the Recruitment Rules to the post concerned and where it is considered necessary to fill in a post on contract.

176.(1) The decision to fill a vacant post in BPS-19 and above on contract basis will be taken at the level of the Secretary of the Ministry of Communications. The decision to fill a vacant post in any cadre in BPS-1 to 18 on contract basis in the Department will be taken by the Pakistan Postal Services Management Board in its meeting.

(2) After a decision has been taken to fill a post in basic pay scale 19 and above on contract basis for the requisite period of time at the appropriate level as laid down in the preceding sub-rule, the matter will be referred to the Establishment Division for approval of the proposal in principle. The Department will have to specifically justify why it is not possible to fill in a vacancy in accordance with the procedure laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules,1973 and the Recruitment Rules to the post concerned.

(3) After receipt of the concurrence of the Establishment Division to fill in a vacancy on contract basis, the post will be advertised in the Press and the same procedure as laid down in the rules for filling in a vacancy by initial appointment will be followed.

177. The professional qualifications, experience, and age limit (where necessary) required for the post will be prescribed in consultation with the Establishment Division.

178. The contract appointment will only be for a period not exceeding two years.

179. The appointment on contract basis against the post will be made by selection by a Departmental Selection Committee as per the following composition:-

Basic Pay Scale	**Composition of the Selection Committee:**	
20 and above	Minister	Chairman
	Secretary	Member
	Joint Secretary (Administration)	Member cum Secretary

Note.- In case of posts in the Pakistan Post Office Department, the Director General will be co-opted as member of the Selection Committee.

1 to 19	Selection will be made by the appropriate Departmental Selection Committee / Selection Board which have been constituted for regular appointments in BPS-19 and below.

180.(1) The condition of open advertisement may be dispensed with, with the approval of the Prime Minister if it is proposed to appoint a retired civil servant or a retired officer of the Armed Forces or a retired Judge of a superior court, on contract basis.

(2) The condition of open advertisement may be relaxed, with prior approval of the Prime Minister in the cases of intake of qualified persons from the market or private sector, in exceptional situations where it is not practicable to observe the said condition.

(3) The condition of open advertisement may also be relaxed by the Prime Minister for the purpose of appointment on contract basis of widow, or one child of a deceased civil servant who dies during service provided that such special dispensation may be allowed only for appointment to posts in BPS-10 and below.

181. All contract appointments will be made with the approval of the appointing authority prescribed under the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 or Schedule of Administrative Powers contained in Post Office Manual Volume III.

182. As a mater of general policy the period of contract will not be extended beyond two years but in exceptional cases where it is considered necessary to extend such appointments beyond the period of two years, the advice / concurrence of the Federal Public Service Commission may be sought at least six months in advance of expiry of the period of original appointment, and thereafter approval of the competent authority must be obtained. The requirement of seeking

advice / concurrence of Federal Public Service Commission is applicable only in respect of posts which fall under the purview of Federal Public Service Commission in accordance with rule 3 of Federal Public Service Commission (Functions) Rules, 1978.

183. The Prime Minister may allow contract appointment of a retired civil servant or a retired officer of the Armed Forces or a retired Judge of a superior court or any other person on MP pay package in all public interest and merit.

184. The persons employed on contract basis are not entitled to Government accommodation. Nevertheless a civil servant re-employed on contract after the age of superannuation will be allowed to retain the allotted Government accommodation. Similarly in case any Department has any official accommodation available, other than pool accommodation of Estate Office, for allotment, it may be allotted to the contractual employee in accordance with the existing rules on the subject.

185. The terms and conditions of employment on contract basis to be offered to the selected persons will be drawn in the revised format prescribed by the Establishment Division.

ENROLMENT FOR ARMY POSTAL SERVICE

186.(1) The civil servants working in Post Offices, Mail Sorting and Transportation, Returned Letter Offices, Postal Stock Depots, etc; against specified posts on regular basis in the Pakistan Post Office Department may volunteer for enrolment for Army Postal Service. They must sign a certificate accepting the conditions set forth in the prescribed form of application and send it to the Superintendent of Post Offices or First Class Postmaster, as the case may be. The Unit Officer should send the application along with his Annual Confidential Reports and Personal File to the Army Postal Service authorities through the Head of the Circle.

(2) The volunteers for field service must be physically fit and of active habits. The Unit Officer must make sure that the volunteers fulfill the following medical standard:-

(a) Height : 5 feet 6 inches(normal);

(b) Chest : Normal 32 inches (minimum); Expanded : 34 inches;

(c) Vision: 6 / 6 Both eyes without glasses;

(d) Should be of a normal built, neither very slim nor sturdy;

(e) Should not have undergone any major surgical operation or be suffering from any serious disease; and

(f) Should not be flat footed.

(3) The Postal volunteers must be within the prescribed maximum age limit as laid down in the Rules. An official in BPS-1 to 4 wishing to apply for enrolment for Army Postal Service should not be over the age of 40 years while an employee in BPS-5 to 7 should be below 47 years.

(4) The civil servants volunteering themselves for Army Postal Service should not be involved in any loss and fraud case and no disciplinary proceedings be pending against them.

(5) A postal official or officer who has not completed his prescribed period of probation and whose probation has not been terminated by a specific order by the competent authority will not be eligible to apply for Army Postal Service.

(6) The persons who have already served in the Army Postal Service are not eligible for re-enrolment.

(7) The period of service of the personnel enrolled into the Army Postal Service will be for so long as an individual's services may be required. They will also be liable for service in any part of the world.

(8) The enrolled personnel will be entitled to payment of allowances and fringe benefits in addition to their Pay, Good Conduct Pay and Postal Operation Allowance being drawn by them while working in the Pakistan Post Office Department.

187. The rules relating to Volunteers for Army Postal Service and terms and conditions of service for personnel of the Pakistan Post Office Department to be employed in the Pakistan Army Postal Service will be found in Appendix No. 62 to this Volume.

APPOINTMENT OF EXTRA DEPARTMENTAL AGENTS

188.(1) Before employing persons as Extra Departmental Agents, comprising Extra Departmental Sub Postmasters, Extra Departmental Branch Postmasters, Extra Departmental Delivery Agents, Extra Departmental Mail Carriers, etc; who do not hold Government or quasi- Government posts or who are not Government pensioners, careful enquiry must be made regarding their character and antecedents and no one may be employed in the Department who is unable to furnish satisfactory references. The appointing authority should satisfy that the character of the person is such as to render him in all respects suitable for appointment under the Department. It will be the responsibility of the appointing authority to satisfy itself on this point before making the appointment.

(2) Whenever possible, branch offices should be placed in charge of extra-departmental agents such as school masters, station masters, shop keepers, land-holders and pensioned servants of Government, who have sources of income apart from their allowances for postal work. School masters, Station masters and others who are paid servants should not, however, be appointed as extra-departmental branch postmasters without the previous consent of their official superiors or employers, as the case may be. A police officer who is not a pensioner may not be employed as an extra-departmental agent without the pervious sanction of the Postmaster General.

(3) When an extra-departmental Sub Postmaster falls sick or has to remain temporarily absent from his work in the Sub-Office, arrangements should be made to appoint another extra departmental Sub-Postmaster to fill the temporary officiating vacancy. If such an arrangement is not possible a Leave reserve clerk should be deputed from the nearest station to perform the work of the extra departmental Sub-Office.

APPOINTMENT OF FRANCHISED POSTMASTERS

189. In order to ensure economy and convenience of customers Franchised Post Offices are established in commercial centers. These offices provide only a limited number of postal facilities at their counters. These offices are run by persons in the private sector. Careful enquiries about the character and antecedents of the persons concerned as well as their competency to run the Franchised Post Offices should be made before appointing them as Franchised Postmasters.

OUTSOURCING OF SERVICES

190. Certain services like watch and ward, security, maintenance of cleanliness and sanitation of office premises, booking and delivery of articles of letter and parcel mail including Express Post items, etc; may be outsourced to the private sector, if financially viable and in the public interest. For this purpose competitive tenders will be called from the reputed and well established companies and organizations for providing the requisite services to the Department. The contracts will be executed by the competent authority or his nominee holding a post not below Basic Pay Scale 19 in the Department with the successful bidder for a period not exceeding three years, which should be terminable after serving a notice of two months from either side, without assigning any reason.

CHAPTER III

DEPARTMENTAL PROMOTION AND SELECTION COMMITTEES AND SELECTION BOARD

DEPARTMENTAL PROMOTION COMMITTEE

191.(1) For promotion upto and including BPS-18 posts, the Department will set up one or more Departmental Promotion Committees the composition of which will be determined by the Department in consultation with the Pakistan Postal Services Management Board / Establishment Division.

(2) In each Circle, Unit or Office in the Department there will be one or more Departmental Promotion Committees for considering the cases of promotion of civil servants to higher posts in BPS-2 to BPS-15. The composition of these committees will be determined by the Department in consultation with the competent authority.

192. The constitution of the Departmental Promotion Committees will be notified by the Department in the Director General's Circular.

193.(1) The Departmental Promotion Committee will consist of at least three members. The senior most member will act as Chairman of the Departmental Promotion Committee.

(2) The competent authority may direct to associate a co-opted member in the deliberations of the Departmental Promotion Committee for tendering professional and technical advice in any matter placed before the Committee as well as to assess the suitability of a civil servant for promotion to a higher post..

194. While constituting a Departmental Promotion Committee it will be ensured that members of the Committee stand posted at one and the same station irrespective of the branch, office or circle to which they belong to avoid unnecessary expenditure on Traveling Allowance , Daily Allowance, etc; and to help early convening of the meeting of the Committee.

195. In case where more than one officer in a designated Basic Pay Scale stand posted at a station the senior most officer available in any Office, Circle or Organization of the Department in the relevant designated Basic Pay Scale and present at the station on the date of convening the meeting of the Departmental Promotion Committee will be associated in the meeting.

196. In offices and organizations where the requisite number of officers is not available, the officers holding the posts in the specified Basic Pay Scale from neighbouring offices will be associated in the meeting of the Departmental Promotion Committee as ordered by the authority higher than the appointing authority in each case.

197. A member of the Departmental Promotion Committee should withdraw himself from deliberations voluntarily whenever the promotion case of an eligible civil servant who happens to be related to him is likely to come up for consideration before the Committee.

198. The appointing authority will not act either as member or chairman of the Departmental Promotion Committee.

199.(1) For considering promotion to a higher post, the officer incharge of the Administration, Staff, Personnel or Human-Resource Management Branch, as the case may be, will prepare a Brief for the Departmental Promotion Committee within 7 days of the date of occurrence of a clear vacant post in a cadre.

(2) The "Brief" will interalia show the name of the post with Basic Pay Scale to be filled up, total sanctioned strength of the Cadre, percentage as well as number of posts allocated to promotion quota and transfer category, present occupancy on regular basis of number of posts by promotees and transferees, total number of clear vacancies in the cadre including the posts held on acting charge basis and current charge basis in each category to be filled up, total number of civil servants to be recommended by the Departmental Promotion Committee on regular basis and / or acting charge basis, the date(s) since when post(s) falling in the share of promotion quota fell vacant and how the vacancies became available, prescribed length of service, experience or qualification required for promotion to the vacant post, etc.

(3) A copy of the 'Brief' will be supplied to all the members of the Departmental Promotion Committee at least 10 days before the proposed date of convening the meeting of the Departmental Promotion Committee.

200. The following documents will be provided to the Departmental Promotion Committee at the time of the convening the meeting:-

(i) Brief for the Departmental Promotion Committee.

(ii) Copy of relevant recruitment rules of the post to be filled up.

(iii) Annual Confidential Reports dossiers of all eligible civil

servants complete in all respects (explanation about missing reports must be available in the dossiers),

(iv) Seniority List of all eligible civil servants upto at least five times the number of vacancies to be filled up.

(v) Relevant files and information connected with the promotion cases of eligible civil servants who are under suspension or are facing departmental or criminal proceedings or are un-authorisedly absent from duty.

201.(1) The seniority list of eligible civil servants will include those employees who:-

(i) happen to be on leave of any kind including leave preparatory to retirement or are absent from the office or Department for one reason or the other,

(ii) happen to be working against a higher post on current charge or acting charge basis,

(iii) are on deputation or are working in another cadre outside their normal line of promotion and holding lien in the parent cadre,

(iv) had been approved previously by the Departmental Promotion Committee for promotion to a higher post for a specified period.

(2) .The seniority list will exclude the name of a civil servant who had been approved for promotion to the next higher post on regular basis and promoted (i) against a clear vacancy; or (ii) appointed to officiate in a vacancy for indefinite period; or (iii) in an arrangement on termination of which he was reverted to the lower post for no fault of his own but was re-promoted before the approved list had not been revised by the Departmental Promotion Committee.

(3). Remarks column of the seniority list will contain the following information:-

(i) penalty awarded or adverse entry recorded during last five years, if any, and whether appeal, if preferred, is pending for disposal;

(ii) under suspension (indicate from what date);

(iii) whether departmental disciplinary proceedings or criminal charges in a Court of Law are pending;

(iv) seniority is under dispute and a representation or appeal is under consideration of the competent authority;

(v) name of Department/ Organisation to which on deputation (indicate exact period and designation of post held);

(vi) on long leave exceeding four months (indicate exact period);

(vii) absence from duty un-authorisedly (indicate exact date). ;

(viii) training courses attended during the entire service career; and

(ix) the date of qualifying the prescribed departmental examination, if any.

(4) The Seniority List must be undisputed and complete in all respects and should contain full particulars of all the eligible civil servants. Each page of the seniority list will be verified and authenticated by the officer incharge or any other responsible officer over his signature.

202. The submission of any incorrect information to the Departmental Promotion Committee or suppression of any material information or any inaccuracy identified during the course of examination of case by the Departmental Promotion Committee will be treated as an act of inefficiency and misconduct on the part of the officer authenticating the documents. The delinquent officer will not, only be punishable under the Government Servants (Efficiency and Discipline) Rules, 1973 or Removal from Service (Special Powers) Ordinance, 2000 but will also be liable to face criminal proceedings under the Criminal Law.

203.(1) The number of civil servants required to be recommended by the Departmental Promotion Committee for promotion to posts in BPS-7 and below will be determined after taking into account the existing available clear vacancies plus the vacancies likely to arise during the next six months as a result of retirements, promotions, etc; in the cadre in the Department.

(2) For promotion to posts in BPS-8 and above the number of civil servants to be recommended by the Departmental Promotion Committee for promotion should not exceed the existing clear vacancies in the cadre on the date of meeting of the Committee.

204. Whenever the list of the civil servants recommended for promotion to a higher post is exhausted and / or fresh vacancies become available, the appointing authority will cause the submission of promotion case promptly to the appropriate Departmental Promotion Committee but in any case within a fortnight of the date of occurrence of a vacancy for consideration and for recommending the names of suitable civil servants for promotion to the next higher post.

205. The Departmental Promotion Committee will consider the cases of eligible civil servants in order of seniority and either:-

(a) recommend a civil servant for promotion to the next higher post : or

(b) recommend a civil servant for supersession: or

(c) defer consideration of a civil servant's promotion provided that this step will be taken only if:-

(i) the Confidential Record dossier is incomplete or any other document or information required by the Departmental Promotion Committee for determining a civil servant's suitability for promotion is not available: or

(ii) disciplinary or departmental proceedings are pending against the civil servant whose promotion case comes up for consideration before the Departmental Promotion Committee: or

(iii) the civil servant is on deputation abroad to a foreign government, private organization or international agency: or

(iv) the civil servant does not possess the requisite length of service: or

(v) the civil servant has not undergone the prescribed training or passed the departmental examination for reasons beyond his control: or

(vi) the civil servant's inter se seniority is subjudice.

206. If a civil servant is superseded by the competent appointing authority on the recommendation of the Departmental Promotion Committee he will not be considered for promotion unless he has earned one more Confidential Report for one full year.

207. 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 rule 205 (c) (iii) above will be considered for promotion only on his return to Pakistan. He will also have to earn at least one Annual Confidential Report for full one year after his return to Pakistan before he is considered for promotion.

208. The posts carrying basic pay scale 18 or below are normally non-selection posts unless declared selection posts. Promotions to non-selection posts are to be processed by the prescribed Departmental Promotion Committee on the basis of seniority-cum-fitness. Fitness would be assessed primarily on the basis of confidential record and

work of the civil servant in the lower post. Selection posts mean posts promotion to which is made on merit. The Confidential reports are given due importance but are not the sole criterion for promotion to selection posts.

209. A civil servant eligible for promotion to a non- selection post must have earned at least average Confidential Reports during the last five years of his service. In case average Confidential Reports for the whole period of last five years are earned, then the civil servant concerned will not be eligible for promotion, if all the reports are not free from any adverse entry. In case of good or very good reports one or two adverse entries, if any, may be ignored by the Departmental Promotion Committee on merit of each case provided the civil servant concerned has not been imposed any major or minor penalty under the Government Servants (Efficiency and Disciplinary) Rules, 1973 or the Removal from Service (Special Powers) Ordinance, 2000.

210.(1) To become eligible for consideration for promotion to a selection post, which includes all supervisory posts in BPS-11 to BPS-17, a civil servant must have earned at least Good or Very Good Confidential Reports for any three calendar years and average reports for not more than two years during the last five year.

(2) No major or minor penalty should have been imposed on the civil servant during the last 5 years on the finalization of the departmental disciplinary proceedings against him. During this period the Confidential Reports should also not contain any adverse remarks. In case the civil servant concerned has earned Good or Very Good reports during the last five years one or two adverse entries, if any, may be ignored by the Departmental Promotion Committee on merit of each case.

(3) The adverse remarks recorded in the Confidential Reports should be such as had been conveyed to the civil servant concerned and were duly receipted by him and were not expunged on his representation or he did not prefer an appeal.

211. The minimum eligibility threshold for promotion to a BPS-18 post is that the officer should attain a minimum qualifying score of 50 marks for all his confidential reports earned while holding a post in BPS-17 on the Scale from 0-10 marks in accordance with the formula prescribed by the Establishment Division for the purpose. Besides the officer should also have rendered a service of 5 years in BPS-17 on regular basis.

212. The Confidential Reports of an officer in BPS-17 and above

will be quantified according to the formula and the procedure laid down in the rule hereinafter in this Volume.

213. The minimum length of service, qualifications, experience and other conditions prescribed in the relevant recruitment rules for regular promotion to a higher post will be strictly observed by the Departmental Promotion Committee. The Departmental Promotion Committee is not vested with the authority to relax any of the prescribed conditions.

214.(1) For the purpose of computing the length of service of a civil servant for promotion to a higher post, one-half of the Government service in BPS-16 and one-fourth in BPS-15 and below will be counted as service in BPS-17.

(2) In a case where in the absence of an intermediate post in BPS-17, the recruitment rules provide a line of promotion from BPS-16 to BPS-18, the civil servants in the feeding cadre may be allowed to count one-fourth of service rendered by them in posts in BPS-15 and below as service in BPS-16 for the purpose of eligibility for promotion.

215. A civil servant will only be promoted within his own cadre. A civil servant posted against a post other than in his own parent cadre will be invariably considered for promotion by the Departmental Promotion Committee. However, if he is recommended for promotion by the Departmental Promotion Committee the actual promotion to a higher post will take place only when he joins his parent cadre.

216. The Departmental Promotion Committee is only the recommending body to determine the suitability of persons eligible for promotion. The Departmental Promotion Committee is required to consider and recommend the civil servants in order of their seniority. The Departmental Promotion Committee cannot recommend a civil servant for promotion out of turn.

217. The Departmental Promotion Committee will make its recommendations in the light of the Confidential Reports of the civil servants concerned and the quality of their work particularly during the last 5 years with due regard to seniority when other considerations are equal.

218. The Departmental Promotion Committee may interview the eligible civil servants. However, no weightage will be given to the interview by the Departmental Promotion Committee. The interview will be resorted to detect the physical disability in the discharge of

duties of a particular type of post, if any.

219. Where an appointing authority for posts in BPS-15 and below does not accept the recommendation of a Departmental Promotion Committee, it will record reasons therefor and obtain orders of the next higher authority.

220. In case the appointing authority for posts in BPS-16 and above does not accept the recommendation of a Departmental Promotion Committee, it will refer the matter again to the Departmental Promotion Committee for reconsideration after recording reasons therefor and obtaining prior concurrence of the Establishment Division.

221. The proceedings of the Departmental Promotion Committee will be drawn up in detail. The minutes will show why certain civil servants have been recommended for promotion. Where proposed recommendation involves supersession of certain civil servants, detailed justification thereto will be given. The Committee will state in detail the reasons for declaring such persons unfit for promotion in the minutes. Besides the names of all eligible civil servants in the order of their seniority, the names of recommendees as well as the names of those civil servants proposed to be passed over along with their seniority position in the seniority list will also be given by the Committee while recording minutes.

222. The names of the civil servants recommended by the Departmental Promotion Committee for promotion to a higher post will be arranged in order of their seniority as contained in the seniority list placed before it for consideration. The Departmental Promotion Committee is not vested with the authority of altering the seniority of the recommendees. The Departmental Promotion Committee will either clear a civil servant for promotion or declare him unfit for promotion.

223. The Departmental Promotion Committee is not competent to recommend the demotion of a civil servant as it is beyond its terms of reference.

224. The names of civil servants either recommended or not recommended for promotion by the Departmental Promotion Committee to a higher post are to be kept strictly confidential at all stages by all the members of the Committee as well as by all other functionaries of the Department handling the promotion case.

225. The names of the civil servants approved or superseded for

promotion to a higher post are not to be notified or made public by any departmental authority. The appointing authority will notify the promotion of the civil servants against the available clear vacancies against the posts in higher Basic Pay Scale.

226. No appointment to a higher post by promotion can be ordered unless the recommendation of the Departmental Promotion Committee are formally approved by the competent appointing authority and written promotion orders are issued.

227. Even if a clear vacancy in the cadre may be available from an earlier date, a civil servant will not be appointed by promotion to a higher post (a) from a date earlier than the date of signing the minutes by the members of the Departmental Promotion Committee, or (b) from a date earlier than the date of approval of the minuets of the Departmental Promotion Committee by the competent appointing authority.

228. A civil servant cannot be ordered to assume the charge of a higher post from a date earlier than the date of (a) signing the minutes of the Departmental Promotion Committee or (b) approval of the minutes by the appointing authority even though a clear vacancy in the cadre may be available from an earlier date.

229. If the re-appointment of a civil servant takes place after more than one year of the reversion from the post the case will be placed afresh before the Departmental Promotion Committee for determining his continued fitness to hold the higher post.

DEPARTMENTAL SELECTION COMMITTEE

230. To ensure efficiency of service and to select really suitable and competent persons for initial appointment to posts in BPS 1 to BPS-15, the Department will constitute one or more Departmental Selection Committees, the composition of which will be determined by the Department in consultation with the competent authority.

231. The instructions contained in the preceding rules for processing cases of promotion to a higher post by the Departmental Promotion Committee will also apply to the Departmental Selection Committee mutatis mudandis unless there is some thing repugnant in the subject or context.

232. In the case of competitive examination for outside candidates, only those candidates will be interviewed by the Departmental Selection Committee, who have qualified the written portion of the

examination by securing aggregate marks in a higher bracket (not below 45 per cent), and fall within the merit quota or the quotas reserved for various Provinces or Regions on the basis of the available vacancies. The short listing of successful candidates will be effected to minimize discretion in the interview by giving undue weightage to interview.

233. In a case where recruitment is made purely on the basis of total marks obtained by the candidates in the academic examination, a merit list of all the eligible candidates will be prepared. The merit list will then be short listed and only those candidates will be called for appearing for interview before the Departmental Selection Committee whose names appear at the top of the merit list and who in view of fixed number of available vacancies are likely to be offered appointment. In calling the candidates for interview a reasonable allowance for the number of candidates to be placed on the waiting list will also be made.

234. Unless it is expressly provided otherwise in the recruitment rules or in the instructions contained in Chapter XVI, the interview of the candidates will merely be a qualifying one. No marks will be given to the candidates in the interview, the purpose being to determine simply whether the candidate is suitable for appointment under the Government or otherwise. Where a candidate is disqualified in the interview, the Departmental Selection Committee will record reasons therefor.

235. The number of candidates to be recommended by the Departmental Selection Committee for initial appointment will be equal to the number of clear vacancies in the cadre.

236.(1) The Departmental Selection Committee in its minutes will also give a list of candidates to be placed on the waiting list indicating that in case any of the recommended candidates does not accept appointment, the post will be offered to the next candidate placed in the waiting list in the order of merit.

(2) No vacancy will be offered to any candidate on the waiting list after all the vacancies advertised in the press have been filled in fully.

237. Where an appointing authority for posts in BPS-15 and below does not accept the recommendation of the Departmental Selection Committee it will record reasons therefor and obtain the order of the next higher authority.

SELECTION BOARD

238. The Federal Government will constitute a Selection Board for the purpose of selection of civil servants for promotion to posts in Basic Pay Scale 19 to 21 or transfer to equivalent posts.

239. In order to ensure that selection by the Selection Board does not amount to a mere elimination of unfit a larger panel of eligible officers at least five times the number of vacancies will be placed before the Board.

240. The cases for promotion of officers to posts in BPS-19 to 21 will be submitted to the Establishment Division through the Ministry of Communications accompanied with the documents, in the revised format, namely; (i) Proposal Form (CP-I) one copy, (ii) Panel Form (CP-II) 20 copies, (iii) Synopsis Form (CP-III) 20 copies, (iv) Seniority Form (CP-IV) one copy for each proposal, (v) Quantification Form (CP-V) one copy for each officer on the panel.

241. The confidential reports of an officer in BPS-17 and above will be quantified as follows :-

			Integrity	
Category of Reports	**Overall Assessment**	**Quality and Output of Work**	**Moral**	**Intellectual**
Outstanding	10	N.A	N.A	N.A.
Very Good	8	10	10	10
Good	7	7	7	7
Average	5	5	5	5
Below Average	1	1	1	1
Poor	0	0	0	0

Note.- The 'Outstanding Report' was introduced in 1985. So an 'Outstanding Report' earned for the calendar year 1985 and that during the subsequent years would carry 10 marks. A 'Very Good' report earned during the years preceding the calendar year 1985 would, however, carry 10 marks provided (i) all except 1-2 entries made in the report are in column A-1 or (ii) the recommendations made in the report are for 'accelerated promotion'.

242. If a confidential report does not cover a full calendar year, the part reports written on an officer in a calendar year will be quantified on the basis of weighted average being more realistic instead of working out the simple average or arithmetic mean of the part reports.

243. Where there is only one report available on an officer in a calendar year covering the period of three months or more but less than a full calendar year, such a report will be treated as report for full one year. This will be subject to the condition that the officer could not earn another report in the same calendar year owing to the factors beyond his control.

244.(1) In the first instance average marks for reports in posts held in each Basic Pay Scale will be calculated thereafter the prescribed weightage for posts held in each Basic Pay Scale will be given for computing the aggregate score of an officer.

(2). In the aggregate score of overall grading an addition of 2 marks will be made for serving in a Government training institution, including those meant for specialized training in any particular cadre, for a period of 2 years or more.

(3) The deductions of 5 marks for each major penalty and of 3 marks for each minor penalty imposed under the Government Servants (Efficiency and Discipline) Rules, 1973 will be made in the total marks worked out in accordance with the prescribed formula. Similarly deductions of one mark per Confidential Report containing adverse remarks will be made from the aggregate score of the officer. The deductions will be made for such remarks only as were duly conveyed to the concerned officer and were not expunged on his representation, or the officer did not represent.

245.(1) The eligibility threshold for promotion to various posts as fixed by the Government will be strictly observed. The minimum score of marks for (i) overall grading (ii) quality of work (iii) output of work (iv)moral integrity and (v) intellectual integrity in Confidential Reports calculated in accordance with the formula prescribed by the Establishment Division to be attained by an officer for promotion to a post in Basic Pay Scale 19 and 20 will be 60 and 70 respectively, while for promotion to a post in BPS-21 the eligibility threshold will be 75.

(2) Promotion to posts in basic pay scale 20 and 21 will be made on the recommendations of a Selection Board which will be headed by the Chairman Federal Public Service Commission.

(3) There is a convention regarding acceptance of recommendation of the Selection Board regarding promotion to a higher post.

246. In the case of a smaller cadre where only two or three officers are eligible for consideration and they do not meet the

minimum threshold of 75 marks for promotion to BPS-21, the Selection Board may recommend the cases of officers who possess consistently good record but whose score is between 70 to 75, for consideration.

247.(1) The minimum qualifying length of service for promotion to a higher post in BPS-19 to 21 as presently fixed by the Government covering also the cases of persons recruited by initial appointment in a post in BPS-18, 19 or 20 will be as laid down in rule 95 of this Volume.

(2) For the purpose of promotion, one-half of the Government service in BPS-16 and one-fourth in BPS-15 and below may be counted as service in BPS-17 for computing the requisite length of service of a civil servant.

248. For promotion to a post in BPS-20 the officer must have participated in a regular course at National Institute of Pubic Administration.

249. The requirement of participation in the prescribed course for promotion to a post in BPS-20 will only be waived for officers who (i) have served on the directing staff in BPS-19 for two years in National Institute of Public Administration, Pakistan Administrative Staff College, National Defence College , Civil Services Academy and the specialized training institutions imparting training to officers in BPS-17 and above; or (ii) have exceeded the age of 56 years.

250. The successful completion of a regular course at Pakistan Administrative Staff College or National Defence College, will be a pre-requisite for promotion to a BPS- 21 post.

251. The exemption of completion of a regular course at the Pakistan Administrative Staff College or the National Defence College for promotion to a post in BPS-21 will only be given to those officers who have (i) crossed the age of 56 years; or (ii) served on directing staff in BPS-20 for two years in the Pakistan Administrative Staff College, National Defence College; National Institute of Public Administration and Civil Services Academy; or (iii) served for one year as head of National Institute of Public Administration or the specialized training institutions imparting training to officers in BPS-17 and above.

CHAPTER IV

RECRUITMENT EXAMINATIONS AND FEES

SCHEDULE OF EXAMINATIONS

252. With a view to streamlining the recruitment process for selection of duly qualified persons for appointment to vacant posts and to obviate all sorts of complaints, the competent authority will observe the following schedule, as far as possible, in holding recruitment examinations for initial appointment as well as departmental promotion examination, wherever prescribed:-

SCHEDULE

Sl.No.	**Name of Examination.**	**Month of holding the Examination/Test/making Selection.**
1.	Examination for (i) promotion to posts in BPS-2 to 4 and (ii) initial appointment to posts in BPS-1 to 5 of all branches.	For (i) February and August each year and for (ii) May and November each year.
2.	Examination for (i) promotion and (ii) Selection of candidates for initial appointment to the posts of Lower Division Clerks in Circle and Administrative Offices.	For (i) June and December each year and for (ii) July each year.
3.	Examination for (i) promotion and (ii) Selection of candidates for initial appointment to the posts of Upper Division Clerks in Circle and Administrative Offices.	For (i) April and October each year and for (ii) September each year.
4.	Examination for promotion to posts of (i)Time Scale Clerks in Post Offices Including Foreign Post, (ii) Time Scale Clerks/Sorters in Mail Sorting and Transportation, and (iii) Time Scale Clerks in Returned Letter Offices.	April and October each year.

5.	Selection of candidates for initial appointment to the posts of (i) Time Scale Clerks in Post Offices including Foreign Post, (ii) Time Scale Clerks / Sorters in Mail Sorting and Transportation, and (iii) Time Scale Clerks in Returned Letter Offices.	March and September each year.
6.	Test for (i) initial appointment to the posts of Stenotypists and Stenographers and (ii) promotion to the posts of Stenographers in the Department.	For (i) two months following the month in which vacancy occurs, and for (ii)month in which vacancy occurs.
7.	Competitive Examination for promotion to the posts of Assistant Superintendents of Post Offices, Assistant Superintendents of Mail Sorting and Transportation and Assistant Superintendents, Postal Life Insurance.	October each year
8.	Competitive Examination for initial Appointment to the posts of Assistant Superintendents of Post Offices, Assistant Superintendents of Mail Sorting and Transportation and Assistant Superintendents, Postal Life Insurance.	November each year
9.	Examination for promotion to the post of Post Office/ Mail Sorting and Transportation Accountants (BPS-9).	July each year.
10.	Competitive Examination for promotion to the post of Junior Accountants (Part-1 of the Post Office S. A. S. Accountants).	April each year.
11.	Selection of candidates for initial appointment to the post of Junior Accountant.	December each year.

12.	Examination for promotion to the post. of Senior Accountants (Part-II of the Post Office S. A. S. Accountants).	January each year
13.	Competitive Examination for initial appointment to the posts of Lower Division Clerks in Directorate General.	July each year.
14.	Competitive Examination for initial appointment to the posts of Upper Division Clerks in Directorate General.	August each year.
15.	Competitive Examination for initial appointment to the posts of Assistants in Directorate General.	September each year.
16.	Selection of candidates for initial appointment to the posts in other cadres in the Department.	September each year.
17.	Yearly examination in sorting of Mail Sorting and Transportation Sorters.	First three months of each calendar year.

253.(1) The holding of above examinations will be subject to availability of vacant posts in the respective cadres.

(2) The question papers of examinations held for recruitment to the posts in BPS-5 to 10 and BPS-11 and above will be set by officers not below BPS-18 and BPS 19 respectively. If requisite number of examiners are not forthcoming then the officers from other Circles / Organizations in the Department may be entrusted with this job.

254. In case special examinations in the months other than those specified above are required to be held to meet the unforeseen shortage of staff the approval of the next higher authority or the Director General, as the case may be, will be obtained.

255 .The holding of recruitment examinations for initial appointment will be notified through Press, which will contain information as to the name of the post with Basic Pay Scale, number of vacancies required to be filled, qualification and experience required, maximum age, as prescribed in the recruitment rules, provision in regard to age relaxation in upper age limit under the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules,1993, merit, provincial and regional quotas in case recruitment

is to be made on All Pakistan basis, number of vacancies reserved for women, disabled persons and candidates belonging to Scheduled Castes, documents required to be attached with the application, likely dates of examination, last date for receipt of applications from intending candidates; etc.

256. The vacancies will be advertised in the Regional / Provincial and National news papers, as the case may be, on any Sunday. A minimum period of 30 days will be allowed for receipt of applications from the candidates. A copy of the Advertisement will also be exhibited on the Notice Board of Post Offices and Administrative Offices in the Department.

257. The holding of departmental competitive or qualifying examinations will be notified in the Director General's or Head of Circle's monthly circulars, as the case may be. Advance copy of the Circular will be sent to the Divisions / Units for wide publicity amongst the staff concerned and for displaying on the Notice Board of Post Offices and Administrative Offices.

DETERMINATION OF MERIT ON THE MARKS SECURED IN ACADEMIC EXAMINATIONS

258. In cases where no recruitment examination has been prescribed under the recruitment rules for initial appointment to posts in BPS-15 and below, the selection will be based on pure merit determined in accordance with the marks obtained by the candidates in the examination held by the Board of Intermediate and Secondary Education or the University, as the case may be.

259. In cases where the prescribed minimum academic qualification is Intermediate, the candidates will be placed in the following categories for consideration for initial appointment against the available vacancies. Those in a higher category according to the order shown below, will be placed en-bloc above those who fall in a lower category:-

i) First Class Masters.
ii) First Class Graduates
iii) First Class Intermediates
iv) Second Class Masters
v) Second Class Graduates.
vi) Second Class Intermediates.
vii) Third Class Masters.
viii) Third Class Graduates.
ix) Third Class Intermediates.

260. The first category will be exhausted before cases of the candidates falling in the next category come up for consideration by the Departmental Selection Committee.

261. The inter-se merit of candidates in each category will be determined according to marks obtained by the candidates in that category.

262. A candidate who figures in more than one categories will be given the position which is most advantageous to him. For example, a first class Intermediate who is also a second class graduate will be given the position according to marks obtained by him in the Intermediate examination as being in the higher category.

263. Where different maximum marks for examinations are laid down by different Educational Institutions, Boards or Universities, percentage of marks obtained in that examination will be calculated for determining the comparative merit position of the candidates.

264. Keeping into view the available number of vacancies to be filled in, the merit list will appropriately be short listed for the purpose of calling the candidates for appearing before the Departmental Selection Committee for interview.

265. Unless it is expressly provided otherwise in the relevant recruitment rules or instructions contained in Chapter XVI of this Volume, no marks will be given to the candidates in the interview. The interview will merely be for the purpose of determining the suitability of a candidate for appointment to the post under the Department or otherwise.

EXAMINATION FEE AND APPLICATION FEE FOR RECRUITMENT

266. The fee for admission in the examination for initial appointment or in the departmental examination for promotion to a post under the Department will be deposited by the candidates at the rates as specified from tome to time in the Director General's Circular.

267. The Examination fee or application fee, as the case may be, will be deposited by a candidate in any Post Office under head "Unclassified Receipt on account of Examination Fee - Non-refundable".

268. The receipt in form ACG-67 in original granted by the Post Office will be attached by the candidate with his application before

dispatch to the specified authority, failing which the application will not be entertained by the Department. The departmental candidates will submit their applications along with the receipt in form ACG-67 through usual prescribed channel to the competent authority holding the examination or making initial appointment against a higher post, as the case may be.

269. The Admission fee/Application fee will be non-refundable. No claim for its refund will be entertainable in any circumstances.

CHAPTER V

TRANSFERS AND POSTINGS

GENERAL RULES

270. The following general rules apply equally to all civil servants of different branches in the Department unless it is otherwise expressly specified as applicable to a particular branch or to a particular class of civil servants.

POWERS

271. The powers of the Director-General, the Head of a Circle and subordinate authorities to sanction transfers and postings of a civil servant in the Department are laid down in the Schedule of Administrative Powers in the Post Office Manual, Volume III.

272. All transfers, changes of headquarters and special duties of officers in BPS-16 and above should be communicated to the Director General and to the Audit Office as laid down in the Posts and Telegraphs Initial Accounts Code, Volume I.

CONDITIONS OF TRANSFERS

273. The rules regarding transfers of civil servants otherwise than for the public convenience will be found in Part VII of the Administrative Instructions published as Appendix No.3 to the Fundamental and Supplementary Rules.

274. Every civil servant of the Department recruited on All Pakistan basis is liable to be transferred and serve any where within or outside Pakistan in any equivalent or higher post under the Federal Government or any Provincial Government or local authority or a corporation or body set up or established by any such Government. This provision will not apply to a civil servant recruited specifically to serve in a particular area or region.

275. A civil servant recruited specifically to serve in a particular Province, Region, Circle, Division, Unit or Area will not be transferred outside that Province, Region, Circle, Division, Unit. or Area. Such a civil servant will however be liable to be transferred and serve any where within the jurisdiction of Province, Region, Circle, Division, Unit or Area concerned in which he was recruited.

276. The civil servants will not be transferred as a result of

taking leave for short period for which only current charge or dual charge or acting charge arrangements, as the case may be, should be made.

277. The tendency to resort to postings through deputationists is not desirable. It must be understood that deputation is not a normal prescribed method of appointment. Under the provisions of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, three methods of appointments stand prescribed. All appointments are required to be made either by promotion or by initial appointment or by transfer. Filling of the posts by transfer through deputationists leads to the following implications;

(i). In case of promotion posts, the promotions of Departmental Officers / Officials are delayed or stopped.

(ii) In case a post is required to be filled through initial appointment, quota of a particular province or region is affected adversely.

278. Ordinarily three months notice will be given to the civil servant who is to be transferred. Exception may be made in case the civil servant is required to be shifted immediately in the public interest with the approval of the competent authority.

279.(1) Any proposal for premature transfer of a civil servant in BPS-16 and below will be referred to the authority next above the appointing authority for clearance.

(2) All cases for premature transfer of officers in BPS-17 and above will be referred to the Chairman, Pakistan Postal Services Management Board for approval.

(3) All cases for transfer of officers in BPS-21 and above will be referred by the Department to the Ministry of Communications for orders.

280. In view of hardship faced, the posting of husband and wife at the same station may be considered with compassion if interests of public service would permit subject to availability of a post in the same Basic Pay Scale. Such a posting should not be made by dislocation of any civil servant already serving at a particular station unless his transfer is necessitated by compelling reasons of public interest or within the frame work of general policy of posting and transfers.

281 The requests of unmarried female civil servants for their posting at the place of residence of their parents / family may be considered compassionately keeping in view the provisions contained in the preceding paragraph.

282. A civil servant transferred to another post will not be granted any leave for any period except by the authority to whose control he is transferred.

283. Appointment to a post by transfer should be made only on the recommendations of the appropriate Departmental Promotiontion Committee, provided recruitment rules to the post concerned specify quota for the purpose.

284. Every officer transferred from one station to another must report his movements to the officer under whose immediate orders he may be proceeding to serve. These reports must be made, first, on being relieved; secondly, on starting; and afterwards, once a week while in progress to join.

285. Officers of Postal Group in BPS-17 and BPS-18 and Postal Superintendents BPS-16 should not be posted to their home Districts (whether by birth or by domicile) as Divisional Superintendents or Unit Officer. The Director General may in special circumstances allow an exception to be made to this rule.

ISSUE OF RECOMMENDATORY LETTERS BY MEDICAL AUTHORITIES FOR POSTINGS AND TRANSFERS

286. A Government medical officer is prohibited, under the rules of his Department, from recommending that a civil servant be transferred from, or that he be excused from proceeding to, a particular station on the score of health; nor is he at liberty to offer an opinion as to the nature of the duties or the place of employment of an official unless requested to do so by the superior of the civil servant concerned.

USE OF EXTRANEOUS INFLUENCE FOR POSTINGS AND TRANSFERS

287. The practice of attempting to bring political or extraneous influences, directly or indirectly, for posting and transfer is not only in breach of the provisions of the Government Servants (Conduct) Rules, 1964, but it also constitutes misconduct in terms of rule 2(4) of the Government Servants (Efficiency and Discipline) Rules, 1973. Apart from initiating any disciplinary proceedings against the civil

servant concerned for bringing extraneous influence for his posting and transfer, a note to this effect should also be placed in his confidential report dossier.

POSTING OF TOWN INSPECTORS

288. Appointment to the posts of Town Inspectors, which are, normally attached to General or Head Post Offices and Circle Offices, will be made by the appointing authority by transfer on the recommendation of the Departmental Promotion Committee, on the basis of selection, from amongst Higher Selection Grade officials (BPS-11) and who possess the qualification and the experience prescribed below:-

(a) Should have good knowledge of both spoken and written English. His ability to comprehend English may be proved from a written test to be held by the competent appointing authority, at his discretion;

(b) Should have good knowledge of postal work and in the case of Town Inspectors in post offices have held charge of an office as a Sub-Postmaster;

(c) Should have an aptitude for out-door work and be able to conduct enquiries;

(d) Must be of active habits and smart in appearance; and

(e) Must not be over 50 years of age.

289. The main consideration for selection of a Higher Selection Grade official (BPS-11) should be that the selectee must be fit to perform the duties as Town Inspector. Seniority will not be the major consideration. No appeal will lie against the decision of the appointing authority.

290. The official appointed as a Town Inspector should not, ordinarily, be allowed to hold such a post for more than three years continuously at one time and should not, ordinarily, be brought back to the same post until the lapse of an interval of three years.

POSTING OF SUB POSTMASTERS INCHARGE

291.(1) Great care should be exercised by the controlling authority in posting the departmental officials to hold charge of post offices. Ordinarily sub offices with four clerks should be under the charge of officials in Lower Selection Grade who have completed three years service in BPS-9 on regular basis. The post offices with three and two clerks should be under the charge of the officials who have

completed not less than seven and five years service respectively in BPS-7 on regular basis. The single- handed sub offices should be placed under the charge of officials who have completed not less than three years service in BPS-7 on regular basis.

(2). Sub Offices having five or more clerks should be under the charge of officials in the Higher Selection Grade who have completed at least three years service in the cadre.

292. In special and exceptional cases, keeping in view the local circumstances and monetary responsibilities of an office, this rule may, however, be departed from only by the Postmaster General.

QUALIFICATIONS REQUIRED FOR POSTING OF POSTAL OFFICIALS.

293. The chief qualifications required of the following classes of officials while considering their postings and transfers are noted against each:-

(i) Postmasters.-The postmaster should be a man of business-habits and understand account-keeping. He should be thoroughly acquainted with the rules of the Post Office as laid down in the Volumes of the Post Office Manual, and also well versed with the accounting procures and rules as contained in Post and Telegraph Initial Account Codes and Fundamental and Supplementary Rules. He should also have sound knowledge of the rules for the public as published in the Post Office Guide. He should be familiar with the object and use of all the forms prescribed for the Post Office. He should be able efficiently to supervise the work done by the clerks, and to maintain strict discipline in his office. He should be energetic and intelligent and able to act with judgment and promptitude in cases of robbery, fraud, etc. He should show tact and courtesy in his dealings with the public transacting business with the Post Office.

(ii) Assistant Superintendent of Post Office.- An Assistant Superintendent must be a man of active habits and physically able to stand the strain of constant traveling by night as well as by day. He must be thoroughly acquainted with the work of post offices and the positions of post offices and mail lines. He must also be able to conduct efficiently the investigations that are entrusted to him.

(iii). Overseer—The Overseer must constantly travel over his beat. He must be a man of strong constitution and active habits. He should ordinarily be a native of the district in which he is employed, so that his local knowledge will assist him in properly supervising and

controlling the road establishment. He must be able to read and write English, Urdu and the local language of the district.

(iv) Postmen and village postmen.- Postmen and village postmen must be honest trustworthy and of active habits. In case of promotees they must be able to read names and addresses written in English, Urdu and in a local language, to write simple English and Urdu, to work simple sums in arithmetic and have knowledge of relevant provisions of the Post Office Guide.

(v) Manager and clerks of a Returned Letter Office.- The manager and the clerks of a Returned Letter Office should be perfectly trustworthy and should possess a good knowledge of English. The clerks should be so selected that no difficulty will be experienced in reading the various characters of the Regional and local languages. They should be required to commit to memory that portion of the Classified List of Pakistan Post Offices and Mail Sorting and Transportation Offices and Sections (with Appendices), which includes the names of the post offices in the Circle or Circles served by the Returned Letter Office in which they are employed.

POSTING OF OFFICIALS INCHARGE IN MAIL SORTING AND TRANSPORTATION

294.(1) The vacancies in the Mail and Sorting Offices, Sections, Sub-Record Offices and against the posts of Time Scale Head Sorters and Sub-Record Clerks having not more than two clerks or sorters should, ordinarily be filled in from amongst those Sorters who have completed 5 years service in BPS-7 on regular basis.

(2). The in charge of Mail and Sorting Offices, Sections, Record Offices composed of three Sorters and in charge of Time-scale Head Sorters and Record Clerk should, ordinarily, be an official who has completed at least 7 years service in BPS-7 on regular basis.

295. Large Mail and Sorting Offices, Sections, Record Offices in charge of Head Sorters, Records Clerks in the Lower Selection Grade should be filled by suitable approved officials of the Lower Selection Grade who have completed three years service in BPS-9 on regular basis.

296. Mail and Sorting Offices, Record Offices incharge of Head Sorters, Record Clerks in the Higher Selection Grade, should be filled in by approved officials of the Higher Selection Grade. In case of non-availability of approved officials, these posts may be filled for a period exceeding one month but less than three months on current charge

basis from amongst the officials of the Lower Selection Grade or on dual charge basis from amongst the Higher Selection Grade officials or from amongst the Assistant Superintendents, Mail Sorting and Transportation as a stop gap arrangements.

297. While ordering the postings and transfers in the Mail Sorting and Transportation, the chief qualifications as required of the following officials as noted against each should be kept in view by the controlling officers:

(i) Assistant Superintendents, Mail Sorting and Transportation.- An Assistant Superintendent must be a man of active habits and physically able to stand the strain of constant railway travelling by night as well as by day. He must be acquainted with sorting, the positions of the mail offices, the beats of the sections, the nature and extent of the work done by each office and section, the different train services and the mail routes off the lines of railway in the Division. Above all, he must possess a thorough knowledge of the sorting arrangements and of the rules relating to the work of sorters. He must also be able to conduct efficiently the investigations that are entrusted to him.

(ii) Head Sorter.- The head sorter should be a man of good character and intelligence, and able to decipher addresses easily. He should be able to read the characters of the local Pakistani languages in which articles for the offices served by his section are usually addressed. He should be thoroughly acquainted with the sorting list of the section and also with the rules in the Post Office Manuals relating to work in the Mail Sorting and Transportation. He should be practically familiar with the duties appertaining to all the departments of a set, so as to instruct the other sorters when necessary. He should be able to supervise the work by the sorters and to maintain strict discipline in the van or office.

(iii) Mail Agent.- The mail agent should be a man of good character and intelligence. He must be thoroughly acquainted with the sorting list of the office, and also with the Manual rules for the conduct of work.

(iv) Mail Guard.- The mail guard should be a man of good character, and in case of promotee he must be able to read and write English and Urdu and in a local language, to work simple sums in arithmetic and have knowledge of relevant provisions of the Post Office Guide.. He must be thoroughly acquainted with the sorting list of the section and also with the Manual rules for the conduct of work.

DISTRIBUTION LIST

298. In the Mail Sorting and Transportation the Superintendent must prepare from the register of sanctioned establishments a distribution list in form Est-43, a copy of which should be furnished to the head record clerk and extracts to each other record clerk in the Division as regards the establishments of, and attached to, his record office. Whenever any permanent change is made in the distribution of the establishments in the Division, a fresh list should be prepared and furnished to the head record clerk and extracts from the list should, when necessary, be furnished to the record clerks concerned.

YEARLY EXAMINATION IN SORTING FOR DETERMINING THE POSTING OF SORTERS

299. With a view to judging the suitability of sorters for doing sorting work, every record clerk, sub-record clerk, sorter, reserve sorter and clerk will be examined in sorting once a year. The examination will be conducted by the Superintendent or the Assistant Superintendent Mail Sorting and Transportation, as may be convenient.

300. The first part of the examination consists of sorting by means of the sorting case and sorting cards, which are supplied to every record office. These cards must not be printed but the names of the post-towns must be written on them in English and Urdu in the handwriting of different persons, the post-towns selected being mostly those served by the sections attached to the record office. One thousand sorting cards some representing fully pre-paid articles and bearing a cross or some other distinguishing mark on the reverse, and others representing unpaid articles will be supplied to each sorter, and he will be required to sort them in an hour on the expiration of which the sorting case will be examined, and the number of errors in sorting, together with the number of cards left unsorted, noted against the name of the sorter concerned. The result will prove, in the case of each sorter, whether he can sort correctly and at the same time rapidly, and whether he can read English and Urdu hand-writing with facility. The sorters examined will be classified as follows:-

Class A.- if the number of cards missorted and left unsorted together does not exceed 5.

Class B.-If the number of cards missorted and left unsorted together exceeds 5 but does not exceed 20.

Class C.-If the number of cards missorted and left unsorted together exceeds 20.

301. The second part of the examination consists of making the sorter answer, orally or in writing, at his option, two questions each from the Classified List of Pakistan Post Office, District Mail Offices, Mail and Sorting Offices and Mail Sorting and Transportation Sections (with Appendices), due mail list and due bag list, i.e., repeat or write from memory (a) the names of sub and branch offices in account with head offices, the head offices selected being mostly those for which the section or mail office makes up bags, (b) particulars of the due mails received and dispatched (in the case of sections) at certain stations in the beat, or (in the case of mail offices) at certain times during working hours, and (c) particulars of the number and description of bags due to be received from, and dispatched to, offices and sections with which mails are exchanged. The mistakes made by the sorter will be recorded and opportunity will also be taken to test his knowledge of the rules relating to the Mail Sorting and Transportation in the Post Office Manual, Volume II, V, and VII and in the Sorting List.

302. Any Sorter who does not successfully pass these periodical examinations is liable to have his annual increment stopped and the services of a reserve sorter who fails to pass the examination within a reasonable time will be dispensed with after initiating disciplinary proceedings against him. The result of the examination of officials on probation will be noted in a register kept by the Divisional Superintendent. From this information he will judge as to the advisability or otherwise of retaining the services of each probationer. As a rule probationers who at the end of 12 months from the date of their recruitment fail to be placed in class A will be discharged after giving a show cause notice as required under disciplinary rules.

POSTING OF POSTAL METEOROLOGICAL OBSERVERS

303. Transfers of officials to whom meteorological work is assigned should not take place more frequently than is absolutely necessary. To prevent these instructions from being overlooked, the Superintendents should make a distinguishing mark in the registers of sanctioned establishment against the names of post offices where there are meteorological observatories worked by postal officials, and in the gradation list a note should be made against the names of the postal officials who perform or are competent to perform, the duties of meteorological observers.

304. When a postal meteorological observer has to be transferred, an official acquainted with meteorological work should, if available, be appointed in his place.

305. When a postal meteorological observer is transferred, he must remain at his office for at least two days after the arrival of his successor before leaving to take up his new appointment, so that he may thoroughly instruct his successor in the work of recording observations. The relieved officials should record in the charge report (Form A.C.G.-61) that he has thoroughly instructed the relieving official in his meteorological duties while the latter should at the same time note that he has thoroughly learnt them.

306. Arrangement should be made at every meteorological station where two or more postal officials are employed that, besides the permanent observer, a second hand should be trained in meteorological duties so that in a case of emergency the observation work may not suffer.

TRANSFER OF CHARGE

307. The rules regarding the transfer of the charge of an office will be found in Part II of the Administrative Instructions published as Appendix No. 3 to the Fundamental and Supplementary Rules.

308. The orders of transfer must in each case specify in detail how the transfer is to be carried out, i.e., to or from whom and under what circumstances each official concerned will make or take over charge, and whether charge is to be relinquished or assumed on a specified date or as each official is relieved. As a general rule, when two officers are to exchange charges, the officer to be first relived should be ordered to make over charge to one of the next senior officers who will hold charge temporarily until relieved.

309. In cases where an officer is relieved of a charge without making it over to any one, he should sign the charge report in form A.C.G.-61 alone as having relinquished charge, altering the entries to suit the requirements of the case. In cases where an officer takes over charge of an appointment, which is not held by another officer, he should sign the charge report alone as having assumed charge, altering the entries to suit the requirements of the case.

310. The officer proceeding on transfer should briefly prepare a "Note to Successor" describing important cases, major issues and directions in which they are developing and any other matter that his successor should know so as to enable him to handle the problems properly at different levels.

311. A civil servant transferred may not, without urgent necessity or special orders of the Head of the office, leave the station before

the arrival of the permanent successor, and there must be no delay in making over charge after the arrival of the relieving officer.

312. When the charge of an office is transferred from one officer to another, the relieving officer must before signing the charge report check the several books, registers and accounts of the office including stores and all valuables, and verify the balances in hand as prescribed in Articles 241-243 of the Posts and Telegraphs Initial Account Code, Volume I.

313. When the transfer of charge involves maintenance and handing or taking over of classified and accountable documents, the instructions contained in the booklet " Security of Classified Matter in Government Departments" should be followed.

314. When the head of an office is granted informal leave, it will rest with the authority granting such leave to decide how far the provisions in the preceding rules are to be observed in making over charge of the office. Cash, stamps and other valuables of the office should, however, be taken charge of and a formal charge report should be signed by the relieving and relieved civil servants and submitted to the officer sanctioning the leave.

315. In the event of any disagreement between the relieved and the relieving civil servant a reference should be made to the Head of the Circle or Director General as the case may be.

REPORTS OF TRANSFER OF CHARGE

316. Reports of transfer of charges by officers including Heads of Circles should be sent by post to the next higher authority and to the Audit Office concerned in form A.C.G.-61. When a civil servant is appointed to hold current charge of a post in BPS-16, charge report is to be signed and issued. Besides, a list of files and formal exchange of cash, stamps and other valuable should also be taken under receipt, which should be signed by the relieving and relieved civil servants.

TRANSFERS TO FILL TEMPORARY VACANCIES

317. Transfers of operative and supervising officials to fill up temporary vacancies should be avoided whenever practicable. In making arrangements to fill up vacancies of short duration the persons transferred by promotion or absence on leave or otherwise from an office or from a station, current charge arrangements in cases of vacancies of exceeding one month but not of more than three month's duration may be confined to the officials in the section or branch of

the office or in the sub-office where the vacancy occurs, even if this affects the interests of a senior qualified civil servant available elsewhere in the cadre by a junior official who is actually appointed to hold the post on current charge basis.

318. In case of promotion, transfer or absence on leave or otherwise of any operative or supervisory officials in the cadres in which other civil servants in the equivalent Basic Pay Scale are working at the same station or in a Sub-Division or Division in a Circle, the vacancies of not less than one month's duration but not exceeding three month's duration may be filled on additional or dual charge basis from amongst the officials in an identical or non identical cadre holding post in the same basic pay scale with the approval of the competent authority.

ARRANGEMENT FOR THE PERFORMANCE OF DUTIES OF A PROPOSER FOR INSURANCE SENT FOR MEDICAL EXAMINATION

319. When a postal official is absent from duty for the purpose of being medically examined for insurance with the Postal Life Insurance, temporary arrangements may, if necessary, be made for the performance of his duties during his absence provided that no extra cost on account of pay is imposed thereby of the Government.

TRANSIT MEMO

320. A copy of the transit memo. in Form A.C.C.-76 will be received by the Head of the Circle or the Superintendent from the Head Postmaster or Head Record Clerk, as the case may be, of the office to the jurisdiction of which any civil servant in respect of whose traveling allowance bill the Head of the Circle or the Superintendent is the countersigning officer, is transferred. The memo should be examined with reference to the traveling allowance bill of the official and the joining time checked, and if the joining time has been exceeded, or if any other error is found, instructions should be issued to the Head Postmaster or Head Record Clerk, as the case may be, how to adjust the matter, and, if necessary, the matter should be brought to the notice of the Audit Office. If no error is found, the memo. should be initialled by the countersigning officer and filed in his office.

CHARGE REPORTS OF OFFICIALS WHOSE PAY IS DRAWN ON ESTABLISHMENT PAY-BILL

321. In the case of civil servants whose pay is drawn on

establishment pay-bills, every transfer or assumption of charge must be reported by post on the same day, in the prescribed from of charge report (Form A.C.G.-61), to the Superintendent or, in the case of Postmasters who are not subordinate to the Superintendent, to the Head of the Circle. Similarly in the case of BPS-1 and 2 officials a transfer or assumption of charge must be reported to the head office concerned in the form of a charge report duly signed by him.

322. Transfers of sorters holding selection grade appointments will be reported to the Head of the Circle. Transfers of head record clerks will in addition be reported to the local post offices.

323. Postmasters of head offices who are subordinate to the Superintendent must also report every transfer or assumption of charge to the Head of the Circle.

324. A copy of the charge report showing the date of making over charge should be sent to the postmaster or head record clerk, as the case may be, by whom the relieved civil servant's pay was last drawn, and in the case of an official posted to a new appointment or to a vacant charge, a copy of the charge report showing the date of assumption of charge should be forwarded to the postmaster or the head record clerk by whom his pay will be drawn for the first time in his new appointment. All the copies of the charge report will be signed by both the relieved and relieving civil servants.

325. When the charge to be relinquished or taken over is not in a head office or head record office or sub-office or record office or sub-record office, a sufficient number of blank charge report forms will be sent with the orders of transfer or appointment to both the relieved and relieving civil servants.

326. When an Overseer who is required to convey or escort cash is transferred or newly appointed, notice will be given by the Superintendent to the central office of the beat and all the offices which are served by the Overseer; and if the Overseer is a new man, or is not known to any particular postmaster, or sub or branch postmaster, the notice will, when necessary, contain a sufficient description of the Overseer to prevent the possibility of personation.

OBSERVANCE OF TENURE OF POSTS

327. The maximum period for which an officer in BPS-16 to BPS-20 may hold an individual post under the Pakistan Post Office Department will not exceed four years.

328. The maximum period for which an officer in BPS-16 to 17 in the Accounts Cadre may hold an individual post under the Pakistan Post Office Department will not exceed three years except that in the Internal Audit Cell of the Pakistan Post Office Directorate General a particular post will not be held by an individual for a period exceeding two years.

329. In exceptional cases, prescribed tenure of an officer at an individual post may be extended by the Director General on the merit of the case for a period of six months in each spell but not exceeding one year in aggregate on the specific recommendation of the Head of Circle over his signature justifying as to why the officer cannot be replaced on completion of the prescribed tenure and also stating the appointments held by the officer period-wise during the last 10 years of his service in the Department.

330. Interruptions on account of deputation or leave etc, from 4 to 12 months may be deducted from the maximum period of stay. In such cases the tenure may be extended by the period equal to such interruptions.

331. Officers may not normally be transferred from one post to another before the expiry of prescribed tenure unless such transfer is necessitated to accommodate another officer whose transfer is due.

332. An officer will not ordinarily be brought back to the same post until the lapse of an interval equivalent to the maximum period for which the post may be held as fixed in the rules.

333. Where an officer is transferred to another Circle on promotion to the next higher cadre or post, he will not be transferred from that Circle before completion of a period of at least two years unless such transfer is made on promotion.

334. An officer deputed for training in or outside Pakistan, on completion of training, will ordinarily be reposted to his original post, if he had not completed its tenure.

335. Every officer in BPS-16 in Postal Superintendents cadre and an officer in BPS-17 (Postal Group) will ordinarily hold charge of a Postal Division and Mail Sorting and Transportation Division / Unit each for at least two years.

336. A solitary post in a cadre will be exempt from the prescribed tenure of post.

ROTATION OF CHARGES OF OFFICIALS

337. The maximum period for which an incumbent may hold an individual post in BPS-15 and below in the Department will normally be five years.

338. The following posts should not ordinarily be occupied by the same official continuously at a time for more than the period shown against each:-

(1)	Clerks working in sub-Accounts Department. ..	6 months
(2)	Clerks who handle cash or valuables	2 years
(3)	Treasurers.	2 Years
(4)	Clerks in Savings Units (For rotation from one point to another).	2 years
(5)	Clerks in post boxes branch of a Head Office ..	1 year
(6)	Clerks in Savings Bank branch of a Head Office	2 years
(7)	Cashiers in Administrative Offices	2 years
(8)	Town Inspectors	3 years
(9)	Head Postmasters and Sub Postmasters (Higher Selection Grade and Lower Selection Grade) ..	3 years
(10)	Postmasters (Time Scale)	3 years
(11)	Postmasters (Departmental Branch Post Offices)	3 years
(12)	Cash Overseers	2 years
(13)	Mail Overseers and Overseer Postmen	3 years
(14)	Postmen and Village Postmen(For rotation from one Beat to another)	2 years
(15)	Junior Accountants	3 years
(16)	Assistant Superintendents of Post Offices ..	4 years
(17)	Assistant Superintendents, Mail Sorting and Transportation	4 years
(18)	Assistant Superintendents, Postal Life Insurance (Field and Office)	4 years

Note 1.- The incumbents of the posts of departmental branch postmasters, mail overseers, cash overseers, overseer postmen, sorting postmen, reader postmen and head postmen are interchangeable.

Note 2.- The posts of postmen and village postmen are interchangeable.

Note 3.- Inter-Circle, inter-Unit or inter Area transfers of officials in BPS-15 and below recruited to serve a specific Circle, Unit or Area are not permissible, as being violative of first provision to section 10 of the Civil Servants, Act, 1973 and relevant recruitment rules to the post concerned

339. The Assistant Superintendents of Post Offices and Mail Sorting and Transportation should not ordinarily remain in charge of the same sub-division for more than the prescribed tenure at a time as fixed in the preceding rule.

340. The posts of Stenographers and Stenotypist or where there is a solitary post in a cadre are exempt from the purview of observance of the tenure of the post as fixed in the rules..

341. Interruptions on account of deputation or leave, etc; from four to twelve months should be deducted from the period of normal tenure, which should be extended, by the period of such interruptions.

342. An official deputed for training, on termination of training, will be posted to his original post, if he had not completed its tenure.

343. A civil servant should not ordinarily be brought back to the same Division, Sub-Division or post, as the case may be, until the lapse of an interval equivalent to the maximum period for which the post may be held as fixed in the above rules.

344. In special cases, where sufficient and valid reasons exist, civil servants in BPS-15 and below may be allowed by the Head of the Circle to be retained in the same post for such period as may be necessary up to a period of six months at one spell but not exceeding one year in aggregate beyond the period prescribed in the above rules. Such extensions will, however require the prior personal clearance of the Director General in writing. For this purpose the Head of Circle will take up the case at least three months before the completion of the prescribed period of tenure of the civil servant concerned. over his signature with the Director General showing the appointments held designation-wise, period-wise and station-wise during the last 10 years by the official concerned and also stating the detailed reasons for allowing extension and indicating why the official concerned is not replaceable after completion of the prescribed tenure of the post.

SUBMISSION OF REPORTS REGARDING NON-ROTATION OF CHARGES

345.(1) The Heads of Circles will report on the 1st of July each year to the Director General the cases, if any, in which the instructions regarding rotation of charges of officers in BPS-16 and above and of officials in BPS-15 and below in the Divisions., Units and Offices under his administrative jurisdiction contained in the preceding rules in this Chapter could not be given effect to as well as the reasons for which this could not be done.

(2) The report will, inter alia, indicate name, designation, basic pay scale, date of entry in the Department, date of appointment in the present cadre as well as period of stay of the civil servant concerned designation-wise, cadre-wise and station- wise during the last 10 years of his service in the Department.

CHAPTER VI

SENIORITY

SENIORITY LIST

346. It is laid down in section 8 (1) of the Civil Servants Act, 1973 that for proper administration of a service, cadre or post the appointing authority shall cause a seniority list of the members for the time being of such service, cadre or post to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such service, cadre or post as the case may be. According to this statutory provision, seniority lists of all persons employed under the Department are required to be prepared periodically by the controlling officers.

347.(1) The appointing authority concerned will issue copies of seniority lists of all civil servants in BPS-1 to 16 separately for each cadre once in two years to all offices concerned as corrected up to 1st January, in which the names and other particulars of all officers / officials under their control will be shown in addition to statistical information regarding the various classes of staff employed in their administrative jurisdiction, their sanctioned strength, scales of pay and allowances, etc.

(2) Combined Circle seniority list of all civil servants separately in the cadre of (i)Assistant Superintendents of Post Offices, Assistant Superintendents Mail Sorting and Transportation. Higher Selection Grade Officials (General Line) working in Post Offices, Foreign Posts, Mail Sorting and Transportation and Returned Letters Offices and (ii) Assistant Superintendents Office and Field in the Postal Life Insurance Organisation will be issued once in three years. Similarly combined seniority lists of civil servants will be issued once in three years where promotion to a higher post is made form amongst employees in different cadres.

(3) Combined Circle seniority list of Time Scale Clerks, and Mail Sorting and Transportation Sorters in the entire circle will be issued once in five years.

(4) Combined Seniority List of officials in BPS-6 and below who have qualified the prescribed departmental examination and have become eligible for promotion to the next higher post in BPS-2 to 7 will be issued annually.

Note.—A single seniority list will be maintained for the incumbents of the posts of departmental branch postmasters, mail overseers, cash overseers, overseer postmen, sorting postmen, reader postmen and head postmen.

348. The Seniority List of Officers in BPS-17 and above in all cadres and combined seniority lists of Superintendents of Post Offices / Mail Sorting and Transportation / Assistant Directors, Postal Life Insurance and incumbents of other posts included in the Postal Superintendents Cadre BPS-16, Senior Accountants / Assistant Accounts Officers (BPS-16), Computer Operators (BPS-16), Assistant Engineers (Civil) (BPS-16),etc; will be issued by the Directorate General annually as corrected upto 1st January.

349. The first issue of the seniority list should be marked "provisional". It should be circulated to the civil servants concerned and objections or representations invited. Mistakes which may be brought to notice may be rectified by the issuing authorities and any general point raised in the representations may be examined and disposed of in consultation with the Directorate General or Establishment Division, as the case may be. Thereafter the seniority list will be issued as final.

350. A copy of the provisional seniority list of Postal Group Officers will also be sent to the Establishment Division for record.

GENERAL PRINCIPLES OF SENIORITY

351.(1) The seniority of a person in the cadre to which he is appointed by direct recruitment, or promotion or transfer will be determined in the cadre concerned according to the date of regular appointment to a post in that cadre in accordance with the provisions of the Civil Servants (Seniority) Rules, 1993, which are reproduced as Appendix No. 4 to this Volume.

(2) The Civil Servants (Seniority) Rules,1993 will apply to all civil servants except those governed under the Occupational Group and Services (Probation, Training and Seniority) Rules, 1990 and except those covered under the Establishment Division's Office Memorandum of January, 1974 and March, 1976.

(3) A seniority list of Civil Servants which has been circulated but has not been challenged within a period of three years of its circulation can not be revised even through some discrepancies or administrative error might have come to notice.

SENIORITY ON INITIAL APPOINTMENT

352. Persons initially appointed on the recommendations of the selection authority through an earlier open advertisement will rank senior to those appointed through a subsequent open advertisement.

353(1) If two or more persons are recommended in open advertisement by the selection authority their inter se seniority will be determined in order of merit assigned by the selection authority.

(2) The seniority of an official in the cadre to which the recruitment is made through competitive examination, will be fixed according to the order of merit in the examination including viva voce test, if prescribed.

Note.- When two or more candidates secure equal aggregate marks in the final selection list the seniority of candidates recruited by initial appointment will be determined on the basis of aggregate marks obtained in the written portion of the competitive examination.

(3) If no examination has been prescribed the seniority will be fixed in accordance with the marks obtained in the academic examination conducted by the Board of Intermediate and Secondary Education or University, as the case may be.

354. If only one candidate is recommended in open advertisement by the selection authority, he will count his seniority from (a) the date of recommendation by the selection authority, if he was already holding the same post; (b) the date of his joining the post after being recommended by the selection authority if he was not already holding the same post.

SENIORITY ON PROMOTION

355.(1) Seniority in a cadre or post to which a civil servant is promoted will take effect from the date of regular promotion to that cadre or post.

(2) Civil servants selected for promotion to higher posts on an earlier date will be senior to those selected for such promotion on a later date.

356. The seniority of an official in the cadre to which promotion is made on the basis of the departmental competitive examination, will be fixed according to the order of merit obtained in the examination.

Note 1.-When two or more candidates secure equal marks in the aggregate in the departmental competitive examination, the seniority will be determined on the basis of their seniority in the lower cadre.

357. If the examination is qualifying, seniority will be fixed according to the position of the official on the waiting list. In case the departmental examination is open to officials of different cadres in different basic pay scales, the seniority should be fixed according to the position of the qualified officials in their cadres starting from the highest basic pay scale and going down to the lowest basic pay scale.

358. The officials who have qualified the prescribed departmental examination on an earlier date will be assigned seniority enblock over those who qualify the examination on a later date.

359. The civil servants selected for promotion to higher posts in one batch will on their promotion to the higher post, retain their inter se seniority as in the lower post or cadre.

360. Where promotion of only one civil servant is made on the recommendation of the Departmental Promotion Committee his seniority will reckon from the date of his regular appointment.

361. Civil servants eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond their control or whose case was deferred while their juniors were promoted to the higher post, will, on promotion, without supersession, take their seniority with the original batch.

SENIORITY ON APPOINTMENT BY TRANSFER

362. Seniority in service, cadre or post to which a civil servant is appointed by transfer will take effect from the date of regular appointment to the service, cadre or post;

363. The persons belonging to the same service, cadres or posts selected for appointment by transfer to a service, cadre or post in one batch will, on their appointment, take inter se seniority in the order of their date of regular appointment in their previous service, cadre or post;

364. The persons belonging to different services, cadres or posts selected for appointment by transfer in one batch will take their inter se seniority in the order of the date of their regular appointment to the post which they were holding before such appointment and, where such date is the same, the person older in age will rank senior.

365. In the event of merger of Departments or Subordinate Offices, the inter se-seniority of civil servants, other than those belonging to regularly constituted Occupational Groups and Services, will be determined in accordance with the date of regular appointment to a cadre or post.

INTER–SE SENIORITY OF CIVIL SERVANTS APPOINTED IN THE SAME CALENDAR YEAR

366. In cadres to which appointments are made partly by promotion and partly by direct recruitment, persons promoted to the higher post or cadre on a regular basis in a particular calendar year will, as a class, rank senior to those appointed by initial appointment to such posts in that year.

Note 1.-Regular appointment means an appointment made with the approval of the competent authority on the recommendation of the appropriate departmental promotion committee, departmental selection committee or selection board, as the case may be, and in accordance with the recruitment rules prescribed for the posts concerned.

Note 2.-An appointment made in excess of the quota reserved for promotion or direct recruitment, as the case may be, will not be treated as regular appointment.

Note 3.-An appointment made in excess of the prescribed provincial or regional quota against vacancies reserved to be filled by direct recruitment will not be treated as regular appointment.

367. Persons appointed by transfer in a particular calendar year will as a class, be senior to those appointed by promotion or by initial appointment to such posts in that year.

SENIORITY ON DEFERMENT OR FOREGOING OF PROMOTION

368. In a case where a civil servant defers promotion for a period exceeding six months on any ground or foregoes promotion permanently but subsequently withdraws his request, he will on promotion, reckon his seniority below the batch of civil servants promoted on the recommendation of the appropriate Departmental Promotion Committee in its last meeting.

MISCELLANEOUS

369. Ad hoc service does not reckon for purposes of seniority when the ad hoc appointment is later on converted into regular appointment.

370. In case of availability of regular incumbents or retrenchments, etc. the reversion should be made in the reverse order of ad-hoc appointment.

371. In case the date of ad-hoc appointment of more than one persons happens to be the same, the reversion should be made in the reverse order of seniority in the lower cadre, if available, otherwise the younger in age should revert first.

Note.-Reversion includes termination of service where the ad hoc appointee was recruited by initial appointment.

372. A civil servant on deputation abroad and resuming duty on return to Pakistan before or on completion of five years, if approved for promotion to a higher post, will regain his original seniority.

373. A civil servant continuing his assignment abroad even after the expiry of five years will be removed from the existing seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period. His name would be brought back on the seniority list only after he resumes duty on return to Pakistan. If approved for promotion, he will not regain his seniority but will be assigned seniority in a higher post only from the date he assumes its charge.

CHAPTER VII

CONFIRMATION

GENERAL PROVISIONS

374. A person appointed to a post by initial recruitment or promotion or by transfer will, on satisfactory completion of his probation, be eligible for confirmation in that post in accordance with the provisions of the Civil Servants (Confirmation) Rules, 1993 which are reproduced as Appendix No.5 to this Volume.

375. The confirmation will be made only against a permanent post and in no case against a temporary post.

376. Two or more civil servants will not be confirmed in the same post and at the same time or in a post on which another civil servant holds a lien.

377. A civil servant will be considered for confirmation strictly in order of his seniority. A junior civil servant will not be confirmed in preference to his senior if he is also eligible for confirmation.

378. No confirmation will be made against a post vacated on dismissal, removal or compulsory retirement of a civil servant until his appeal against such dismissal or, as the case may be, removal or retirement is finally decided

379. The confirmation will be made on the recommendations of the Confirmation Committee constituted for the purpose and with the approval of the authorities specified in rule 4 of the Civil Servants (Confirmation) Rules, 1993.

380. A civil servant promoted to a post on regular basis will be eligible for confirmation after rendering satisfactory service for the period prescribed for confirmation therein.

381. A civil servant who, during the period of his service, was eligible to be confirmed in any cadre or against any post retires from service before being confirmed will not, merely by reason of such retirement, be refused confirmation in such cadre or post or any benefits accruing there from.

382. Confirmation of an employee in a cadre or post will take effect from the date of occurrence of permanent vacancy in that cadre or post or from the date of regular appointment, in such cadre or post, which-ever is later.

GUIDELINES REGARDING CONFIRMATIONS

383. The following guide lines will be kept in view for approving confirmation:-

i). A periodical review should be made to place on permanent footing in various cadres all temporary posts which have been in existence continuously for five years or more and have been created for work of a permanent nature and are likely to continue for an indefinite period, with the approval of the competent authority.

ii) A roster of permanent vacancies in various cadres should be drawn up showing dates from which permanent vacancies have occurred.

iii) The confirmation will be made only after the seniority lists have been drawn, circulated to all concerned and finalized after consideration of the representations, if received, while considering the cases of making confirmation. The seniority lists should be undisputed in all respects.

iv) The confidential record of the civil servants will be scrutinized with a view to see that there is nothing adverse, which may warrant deferment of their confirmation.

v) A civil servant who has been appointed to a post on regular basis in accordance with the prescribed method of recruitment, has completed the period of probation satisfactorily and has passed the prescribed examination, if any, will only be eligible for confirmation.

vi) Confirmation will be made only against clear vacancies in permanent posts on which no other civil servant holds any lien.

vii) Where confirmation of senior civil servants is deferred on account of indifferent record of service, vacancies should be reserved for them and they should be informed of their shortcomings. Their cases should be considered after receipt of fresh Annual Confidential Report on them by the Confirmation Committee.

viii) A civil servant against whom disciplinary action is pending should not be confirmed. If a person junior to him is to be confirmed, a vacancy should be earmarked for the senior person. He should be considered for confirmation in the light of the decision that may be taken in the disciplinary case.

ix) If a civil servant already holds a lien against some other post

in another Department or cadre, his written consent to termination of his lien against that post will be obtained before he is confirmed against another post.

x) If a person is to be confirmed in the borrowing department, the consent of his parent department where he holds a lien as well as the consent of the civil servant concerned in writing will be obtained.

xi) Confirmation in promotion posts will be made in the ascending order, i.e. person, who is eligible for confirmation in more than one post, will be confirmed first in the lower post and then, step by step, in higher posts from the dates he is due for confirmation in these posts.

xii) No civil servant who has been appointed on ad hoc basis will be confirmed.

xiii) In the case of isolated posts where it is difficult to prepare a combined seniority list the incumbent holding the post may be confirmed provided he fulfills all other conditions of eligibility.

xiv) A direct recruit on completion of prescribed period of probation, should be confirmed in the cadre or post from the date of commencement of his probation provided a permanent post is available for him from that date or from the date of availability of a permanent post, whichever is later.

xv) A promotee civil servant should be confirmed in the post from the date he was promoted to that post on regular basis, provided a permanent post is available for him from that date or from the date of availability of a permanent post, whichever is later.

xvi) A civil servant may make a request to the competent authority either not to confirm him at all or to defer his confirmation for a specific period. In the former case if the request is accepted, he will cease to have any further claim for confirmation on the post he holds or the one on which he was due to be confirmed. In the latter case, it is open to the authority concerned to accept or refuse the request. The request for postponement of confirmation may be refused if it adversely affects the interests of any other employee in the cadre. The civil servant will, therefore, either forego confirmation altogether or choose to be confirmed from the due date.

xvii) If it is proposed to deconfirm a civil servant in order to rectify an administrative error, he should be given an opportunity to show cause against such action.

ACQUIRING OF LIEN

384.(1) On confirmation in a permanent post, a civil servant will acquire a lien in that post and will retain it during the period when he-

(a) holds a temporary post other than a post in a service or cadre against which he was originally appointed;

(b) holds a post on deputation with a foreign government, an international organization, a multinational corporation or any other organization outside Pakistan;

(c) holds a post in Foreign Service in Pakistan.

(d) is on leave;

(e) is called for duty in the Armed Forces as reservist of Armed Forces of Pakistan;

(f) is under suspension; and

(g) is on joining time on transfer to another post.

(2) A civil servant acquiring lien as referred in the above sub-rule will cease to hold lien acquired previously on any other post.

TERMINATION OF LIEN

385. The lien of a civil servant who is reduced in rank or reverted to a lower post as a consequence of action taken against him under the Government Servants (Efficiency and Discipline) Rule, 1973 or Removal from Service (Special Powers) Ordinance, 2000, will be terminated against the post from which he is reduced in rank or, as the case may be, reverted to a lower post. In such a case such a civil servant will acquire a lien against the lower post.

386. A civil servant will cease to hold lien against a post if he takes up an appointment on selection in an autonomous body under the control of Federal Government, Provincial Government, local authority or private organization.

387. Notwithstanding the consent of a civil servant, his lien on a post under the Federal Government will not be terminated until he acquires lien on any other post.

388. A confirmed civil servant who, of his own accord, joins some other service, post or cadre on regular basis will have, after being selected through a regular selection process, the right of reversion to the previous post against which he will hold lien only during the period of his probation on his service, new post or cadre.

CHAPTER VIII

LEAVE

GENERAL PROVISIONS

389. The provisions regarding grant of leave and other matters connected therewith are contained in the Revised Leave Rules, 1980 which are re-produced as Appendix No. 7 of this Volume.

390.(1) A civil servant will earn leave only on full pay which will be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay". The duty period of fifteen days or less in a calendar month will be ignored and that of more then fifteen days will be treated as a full calendar month for the purpose.

(2) There will be no maximum limit on the accumulation of Leave on Full Pay.

391. The maximum period of leave on full pay that may be granted at one time will be (a) 120 days without medical certificate, (b) 180 days with medical certificate and plus (c) 365 days on medical certificate from leave account in entire service.

392.(1) Leave on full pay may, at the option of the civil servant, be converted into leave on half pay. The debit to the leave account will be made at the rate of one day of the leave on full pay for every two days of the leave on half pay, the fraction of one-half counting as one full day's leave on full pay.

(2) There will be no limit on the grant of leave on half pay so long as it is available on conversion in the leave account.

(3) The request for conversion of leave referred to in sub-rule (1) will be specified by the civil servant in his application for the grant of leave.

393.(1) A civil servant can be granted extraordinary leave (leave without pay) for each spell of ten years of continuous service. If a civil servant has not completed ten years of continuous service on each occasion or time the extraordinary leave without pay for a maximum period of two years, may be granted at the discretion of the Head of his Office. Maximum leave availed during one continuous period should also not exceed five years.

(2) The conversion of extra ordinary leave in to 'leave not due' is not permissible after the 'leave not due' has been availed of by the civil servant concerned

394.(1) 'Leave not due' applied for by a civil servant with or without Medical Certificate is leave as admissible under the rules.

(2) 'Leave not due' is required to be got sanctioned from the competent authority before the civil servant concerned proceeds on leave. It is not permissible to grant 'leave not due' after commencement or expiry of leave.

395.(1) Leave will be applied for, expressed, and sanctioned in terms of days.

(2) No leave ex-Pakistan will be granted to a civil servant against whom disciplinary action is pending.

396. An audit report will not be mandatory before the leave is sanctioned. The audit report in such cases will however be obtained subsequently.

LEAVE APPLICATIONS

397.(1) Application for leave from officers and other members of the staff must be prepared in form G.F.R.-13, App-37 or App.38, as the case may be. The civil servant must invariably furnish in the Application for Leave his full postal address while on leave along with telephone contact number, if any.

(2) An application for leave from an extra-departmental sub-postmaster must be prepared in form App-45. It should be preserved for three years after the connection of the extra-departmental sub-postmaster ceases with the Department.

398. Application for leave must be submitted by the civil servants in time to enable the necessary arrangements to be made for the performance of the absentee's duties during his absence. Should the application not be submitted in proper time and in the prescribed form, the leave applied for may be refused or postponed.

ORDERS ON LEAVE APPLICATIONS

399.(1) A leave application in form G.F.R.-13, App-37 from an officer in BPS-16 and above will be forwarded, to the authority who is competent to sanction the leave, along with his recommendation and

proposal for filling up the vacancy. The competent authority will dispose of the leave application after obtaining a certificate of admissibility to the leave applied for from the Audit Office, if practicable.

(2) .Applications for leave from civil servant in BPS-15 and below for whom service books or service rolls are maintained will be prepared in form G.F.R.-13 or App-38 prescribed for such officials and submitted to the officer in charge of the office where the applicant's leave account is maintained and his service book or service roll is kept. This officer will examine the leave account and the service book or service roll and will, if the leave applied for is admissible, sign the certificate on the form of leave application. The application will then be sent on, without delay, to the officer who is competent to sanction leave..

(3). Applications for leave from employees for whom neither a leave account nor a service book or a service roll is kept, will be submitted direct to the applicant's immediate superior.

(4). The applicant's immediate superior will, if he is the officer authorized to deal with the application, pass orders on it, otherwise he will forward the application and service book (if any) to the proper officer with his recommendations and proposals for filling up the vacancy. The competent authority will then dispose of the application.

400.(1) The officer who is authorized to deal with the leave application will satisfy himself as to the title to the leave applied for by reference to the certificate of admissibility of leave recorded on the leave application. If the officer grants the leave, an order will be issued, specifying the arrangements ordered in consequence of the vacancy. A copy of the order will be furnished to the head of the applicant's office and to the head of the office from which the official's pay is drawn, and to each of the officials concerned.

(2) When a postman or village postman or a civil servant in BPS-1 and 2, who is required to furnish security under rule 191 of the Post Office Manual, Volume II, is absent on leave or deputation, his substitute must be one who is an approved candidate and has given the prescribed security. If, however, no such substitute can be obtained, and the absentee cannot furnish a substitute to work on his (absentee's) responsibility, the competent authority may appoint a trustworthy substitute.

ABSENCE FROM DUTY WITHOUT SANCTION OF LEAVE PROHIBITED

401. When a civil servant applies for grant of leave he should wait for sanction of leave and must not leave the place of his duty before the leave applied for is actually granted by the competent authority in writing. It is clearly stated in rule 67 of the Fundamental Rules that leave cannot be claimed as of right. The grant of leave cannot be anticipated in any circumstances.

402. A civil servant cannot absent himself from headquarters during leave, holidays or casual leave without obtaining permission from the competent authority. The civil servant concerned must take permission of the authority which sanctioned the leave before leaving his headquarters station and keep his controlling officer advised of the change of address.

GRANT OF LEAVE IN CERTAIN CASES

403. A civil servant who is summoned by a court of Law to give evidence other wise than on behalf of the state in a criminal, civil or any other case not connected with his official duties will not be treated on duty but should be granted leave.

404. A civil servant transferred to another post should not be allowed leave for any period, except by the authority to whose control he is transferred. After the date of issue of transfer orders, leave will be allowed and notified only by the authority under whose control the civil servant is posted.

405. A civil servant who works as Khuddam-ul-Hajjaj and remains away from his official duty to work as Khuddam may be granted special leave on full pay for that period outside his leave account.

STUDY LEAVE

406. Study leave to a civil servant may be granted as additional leave subject to usual conditions and in accordance with the provisions contained in the Study Leave Rules as prescribed by the President (F.R.84), in consultation with the Financial Adviser (Communications), in exceptional cases, after it has been established that proposed course of studies will be beneficial in a relation to the functions of the Pakistan Post Office Department. Study leave outside Pakistan may be granted only if suitable and / or equivalent facilities in the particular field of study are not available within the country.

407. Study leave may be granted to permanent officers in BPS-16 and above to study the course of L.L.M. (Shariah and Law) introduced by the Islamic University, Islamabad, subject to the limit and other conditions as laid down in Appendix 9 of the Fundamental Rules and Supplementary Rules, Volume II and orders issued there under.

408. All cases of grant of study leave will be referred by the Heads of Circles to the Director General who will seek the approval of the Communications Division / Establishment Division.

GRANT OF LEAVE TO CIVIL SERVANTS IN VACATION INSTITUTIONS

409.(1) A civil servant employed in the schools established and run by the Department will earn leave on full pay at the rate of one day for every calendar month of duty rendered by him, if he avails himself of full vacation in a calendar year.

(2). If during any year a civil servant in the school is prevented from availing himself of the full vacation, he will earn leave as for a civil servant in a non-vacation department for that year.

(3). If a civil servant avails himself of only part of the vacation he will earn leave as in sub-rule (1) plus such proportion of 30 days as the, number of days of vacation not taken bears to the full vacation.

GRANT OF LEAVE ON MEDICAL CERTIFICATE

410. When a civil servant submits a medical certificate for the grant of leave it will be by an authorized medical attendant or other registered medical practitioner in the prescribed form given in Appendix No.7 to this Volume.

411. The medical certificate must be submitted by the civil servant immediately and in any case it must reach the Head of Office within three days of falling sick and availing of leave on medical grounds. In case of failure of the civil servant to observe these instructions, he will be liable to face disciplinary action for willful absence from duty and gross misconduct..

412. A civil servant who has been granted leave on medical certificate may not return to duty without first producing a medical certificate of fitness in the form attached to the Revised Leave Rules, 1980.

OVERSTAYAL AFTER SANCTIONED LEAVE

413.(1) Unless the leave of a civil servant is extended by the Head of his Office, a civil servant who remains absent after the expiry of his leave will not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence will be debited against his leave account.

(2) Such debit will, if there is insufficient credit in the leave account, be adjusted against future earning.

COMPULSORY WAITING

414.(1) If a civil servant on reporting for duty on due date, on expiry of the leave granted to him, is not taken on duty on any ground, the period so spent in compulsory waiting will be treated as period spent on duty.

(2). The competent authority to treat such period as duty will be the Head of the Department in respect of civil servants in BPS-7 and below and the Director General in respect of civil servants in BPS-8 and above.

MAINTENANCE OF LEAVE ACCOUNT

415.(1) The leave account in respect of employees in BPS-15 and below in the department will be maintained as part of their service books by their controlling officers.

(2). The leave account of the civil servants in BPS-16 and above will be maintained by the Director Accounts, Pakistan Post Office Department.

ACCEPTANCE OF EMPLOYMENT WHILE ON LEAVE

416 A civil servant on leave will not take any service or accept any employment without obtaining the previous sanction of the authority specified in rule 69 of the Fundamental Rules.

CASUAL LEAVE

417. According to the administrative instructions contained in Part V (2) of Appendix No. 3, to the Fundamental and Supplementary Rules, casual leave is not a recognized form of leave and is not subject to any rules made by the Government. Technically, therefore,

a civil servant on casual leave is not treated as absent from duty and his pay is not intermitted. For administrative reasons and, in order to ensure, as far as possible, uniformity of treatment in this respect, the instructions contained in the succeeding rules for regulating the grant of casual leave to the officers and officials of the Department must be strictly observed.

418.(1) Casual leave cannot be claimed as of right.

(2) Casual leave is limited to a maximum of 20 days in a calendar year. The year, for this purpose, must in all cases, be taken as the period of 12 months from 1st January to 31st December. The total number of casual leave admissible to a civil servant newly appointed to a post during a calendar year will be calculated proportionately to the period of his service during the first calendar year.

(3) The number of days specified is a maximum only and no one can claim the maximum number of days of casual leave in a year as of right.

(4) Casual leave is intended essentially for short periods of absence due to unexpected contingencies. Therefore, such leave should ordinarily be granted for short periods at a time. In any case not more than 15 days casual leave at a time should be granted to a civil servant. For longer periods of absence regular leave should ordinarily be taken.

(5) Casual leave may be prefixed or suffixed to a closed, public or optional holiday.

(6) Casual leave may be sandwiched in between two closed or optional holidays.

(7) If a closed or an optional holiday falls between two days of casual leave it will be reckoned and counted as a casual leave.

(8) Casual leave may be granted within the prescribed limit at one time so as to spread it over two calendar years provided leave is due. In such a case a part of casual leave will be debited against the account of one calendar year and a part of it against the account of the following calendar year.

(9) Casual leave may not ordinarily be refused unless the presence of a civil servant is absolutely necessary e.g. in an emergency or in very extraordinary circumstances.

(10) Except in the cases specified in rules hereinafter, the grant of casual leave is, in each case, subject to the clear condition that no extra expenditure will be incurred in consequence of the absence of an official on casual leave. Casual leave can be granted only when this can be done without inconvenience to public administration and the work of the absentee can be distributed and performed by the remaining staff or can be held up without inconvenience pending his return to duty.

(11) The authority competent to grant leave to a civil servant may also permit him to avail himself of casual leave ex-Pakistan in special circumstances. No casual leave ex-Pakistan will be granted to a civil servant against whom disciplinary proceedings are pending.

(12) The authority competent to grant leave may grant casual leave to a civil servant deputed outside Pakistan on temporary official duty or on training, either before the commencement or after the expiry of the sanctioned period of deputation only in exceptional circumstances.

(13) The authority competent to grant casual leave is the head of the office, and where the applicant himself is the head of the office, the authority immediately superior to him.

Note 1.- A branch postmaster or an extra departmental sub-postmaster is not the head of an office for the purposes of this instruction.

Note 2.-In the case of officials in BPS- 1 to 4 the power to grant casual leave will be exercised by the heads of offices subject to the condition that if a substitute is required in place of an absentee, the authority competent to arrange for the substitute will be the authority competent to sanction the casual leave.

(14) The decision of competent authority to grant or not to grant casual leave is final in all cases.

(15) The absence from office of the civil servants due to imposition of curfew should be treated as casual leave but it will not be debited to casual leave account.

(16) The absence from the headquarters station during casual leave or holidays is not allowed without obtaining permission of the competent authority.

419. Casual leave need not be reported nor recorded in absentee statements, in service books or service rolls. It should be noted in loose sheets in form Est.-50 The forms should be kept with the authority empowered to sanction casual leave, or with any civil servant specified by him. Inspecting officers should scrutinize a proportion of these casual leave sheets.

420. When an official is transferred, the officer maintaining his casual leave sheets will forward them enclosed in a service registered cover direct to the officer by whom they are to be maintained.

421. No casual leave should be forfeited on account of late attendance of employees. The late-comers should be dealt with under the disciplinary rules.

422. Rest and Recreation leave for fifteen days, debit of which is raised to ten days, is not admissible from casual leave account.

423. The cases in which the grant of casual leave involves evasion of rules will be found in the Administrative Instructions contained in Part V (2) of Appendix No. 3 to the Fundamental and Supplementary Rules, Volume II.

INCURRING OF EXPENDITURE IN THE ABSENCE OF OFFICIALS ON CASUAL LEAVE.

424. Expenditure may be incurred on account of the absence of officials on casual leave only in the case of single handed or two-handed post offices, or such offices where although the sanctioned establishment exceeds two it is not possible to make local arrangements to fill up a casual leave vacancy in the following cases:-

(a) by employment of substitutes in post offices, in the place of postmen and officials in BPS- 1 and 2;

(b) by payment of traveling allowance to substitutes ;

425. Expenditure may be incurred as shown below on account of the absence of officials on casual leave in Mails Sorting and Transportation, record offices, mail offices, traveling sections, or such offices where although the sanctioned establishment exceeds two it is not possible to make local arrangements to fill up a casual leave vacancy:-

(a) by payment of extra duty allowance;

(b) by employment of substitutes in the Mail Sorting and Transportation, in the place of mail guards, van-peons porters and officials in BPS-1 and 2;

(c) by payment of traveling allowance to substitutes ; and

(d) by payment of extra duty allowance to a sorter substitute in a case where a sorter in the Mail Sorting and Transportation proceeds on casual leave when no leave reserve sorter is

available to perform the work of the absentee and the work of the absentee sorter cannot be held up or distributed among the staff on duty so that a substitute, i.e., a sorter at rest, has to be placed on extra duty to carry on the work of the absentee, on payment to the substitute of extra duty allowance.

EMPLOYMENT OF SUBSTITUTES IN CASUAL LEAVE VACANCIES

426.(1) Employment of paid substitutes in casual leave vacancies of postmen, village postmen and postal officials in BPS-1 and 2 will ordinarily be restricted to offices at which the number of postmen, village postmen and subordinate staff in BPS 1 and 2 together does not exceed 4.

(2) Head of Postal Circles may at their discretion relax the above condition in individual cases in which owing to the absence of an abnormally large number of Postmen and postal subordinate staff in BPS-1 and 2, it is found impossible to distribute the work of those granted casual leave among the staff present for duty.

(3) Paid substitutes may only be employed in the place of absentees granted casual leave on account of illness or urgent private affairs. The head of the office should make such enquiries as may be necessary to satisfy himself regarding the necessity for the absence.

(4) The amount to be paid to a substitute employed under these rules must not exceed the minimum pay of the time scale in force at the office concerned for the class to which the absentee belong. Payment must be made direct to the substitute, whose receipt should be obtained.

(5) All claims for payments to substitutes under these rules should be submitted for approval before payment, to the Divisional Superintendent or First Class Postmaster concerned, accompanied by the leave applications and any other documents necessary to establish the validity of the claims. The head of the office must certify on the claims that the employment of the substitutes was absolutely essential to carry on the work of those granted casual leave in accordance with rules. Claims falling under sub rule (2) will be passed on to the Head of the Circle for sanction.

(6) When granting casual leave to a postmen or subordinate staff in BPS- 1 and 2 in circumstances necessitating the employment of a substitute the head of the office will warn the applicant for leave of

his liability for the pay of the substitute in the event of the claim being subsequently found to be admissible.

(7) The employment of a paid substitute under these rules in respect of any particular postmen or postal subordinate staff in BPS-1 and 2 will be limited ordinarily to 10 days in any one financial year. Divisional Superintendents and First Class Postmasters may however, raise the limit to 20 days at their discretion.

(8) A substitute to be employed under these rules will ordinarily be produced by the leave applicant for acceptance by the head of the office, or the head of the office may select a substitute. In either case, both the leave applicant who provides his own substitute and the head of the office will be held personally responsible for the good behavior of the substitute and liable for any losses that may arise from his employment.

427.(1) The above rule will also be applicable for the employment of paid substitutes in casual leave vacancies of mail guards, van peons, porters and other subordinate staff in BPS- 1 and 2 in the Mail Sorting and Transportation.

(2) For the purpose of this rule the head of the office is the Assistant Superintendent, Mail Sorting and Transportation, Record or Sub-Record Clerk in the Selection Grade, as the case may be, in charge of the office or section,

(3) The powers of Divisional Superintendents of Post Offices and/ or First Class Postmasters under the preceding rule will be exercised by the Divisional Superintendent, Mail Sorting and Transportation.

QUARANTINE LEAVE

428. Quarantine leave is in the nature of extra casual leave. It is granted by the head of office in presence of an infectious disease to the extent as the Medical Officer or Public Health Officer may recommend in the certificate. Such a leave will be outside leave account.

Note 1.- Cholera, small-pox, plague, typhus fever, and cerebrospinal meningitis may be considered as infectious diseases for the purpose of this rule.

Note 2-. In case of chicken-pox quarantine leave should not be sanctioned unless the Health Officer concerned considers that because of doubt as to the presence of small-pox, there is reason for the grant of such leave.

Note 3-. Such other diseases as may be declared by any Provincial Government as infectious may also be considered as infectious diseases for the purposes of this rule.

429. Quarantine leave is granted to cover absence from duty of a civil servant necessitated by order of a competent authority not to attend office in consequence of the presence of an infectious disease in him or his household.

430. Quarantine leave may also be granted when necessary in continuation of other leave.

431. A civil servant on quarantine leave is not intermitted. The period of such leave will be treated as duty with full pay and allowances.

LEAVE RESERVE STAFF

432. The percentage of leave reserve staff in the Post Office is 17. An establishment of clerks calculated on this basis is sanctioned for each Division and First Class Head Office to form a leave reserve. The number of clerks sanctioned in this leave reserve is just sufficient to provide for all vacancies caused by the absence on leave of the following classes of employees:-

(a) Head Postmasters and Postmasters.

(b) Higher Selection Grade and Lower Selection Grade officials.

(c) Assistant Superintendents of Post Offices (including Sub-Divisional Assistant Superintendents).

(d) Town Inspectors.

(e) Clerks in post offices (excluding seasonal clerks).

(f) Clerks in the offices of Superintendents of Post Offices.

433. The percentage of leave reserve staff in the Mail Sorting and Transportation is 20. An establishment of Sorters calculated on this basis is sanctioned for each Mail Sorting and Transportation Division to form a leave reserve which is just sufficient to provide for all vacancies caused by the absence on leave of the following classes of employees:-

(i) Head and Sub Record Clerks in Mail Sorting and Transportation.

(ii) Higher Selection Grade and Lower Selection Grade officials.

(iii) Assistant Superintendents, Mail Sorting and Transportation.

(iv) Sorters and Clerks in the Mail Sorting and Transportation

(v) Sorters and Clerks in the offices of the Divisional Superintendents and Superintendents, Mail Sorting and Transportation.

434. In calculating the leave reserve justified by the prescribed standard all fractions above half should be considered as equal to one and the fraction of half or less than half should be ignored.

435. A new entrant should invariably fill an appointment in the reserve staff and appointments to the operative staff should be made from the reserve staff in strict order of seniority.

Note: This rule does not prevent a clerk not belonging to the reserve staff being transferred to fill vacancies caused by short or long leave.

436. A clerk or sorter in the reserve staff draws his own pay even when working for an extraneous agent or against the post of any other official drawing pay less than his own.

437. A clerk or sorter in the reserve staff, when not acting in a leave vacancy, will be attached to any convenient post office or record office where he will assist the regular staff in the different branches in the manner directed by the Postmaster or Record Clerk.

438. When in an establishment comprising officials in BPS-15 and below having a sanctioned leave reserve, the number of absentees on ordinary leave is equal to or in excess of this reserve, the grant of further leave is subject to the condition that no extra expenditure is caused thereby to the Department. When, however, in such circumstances it is necessary to grant leave on medical certificate, current charge or dual charge arrangements can be made for a period of not less one month or exceeding three months or outsiders employed in the leave vacancies so caused, but such arrangements should cease and outsiders, if any, should be discharged as soon as the total number of absentees on leave of all kinds is brought within the sanctioned leave reserve.

439. Leave reserve should be treated as an integral part of the cadres concerned and the persons who are appointed against that reserve should not be labelled as such.

CHAPTER IX

DEPUTATIONS

GENERAL

440. A civil servant is regarded on deputation when he is appointed or transferred, through the process of selection, to a post in a department or service altogether different from the one to which he permanently belongs. He continues to be placed in this category so long as he holds the new post in an officiating or a temporary capacity but ceases to be regarded as such either on confirmation in the new post or on reversion to his substantive post.

441. The deputation allowance is admissible only on deputation of a civil servant to "Foreign Service in Pakistan" which has been defined in rule 9 (7) of the Fundamental and Supplementary Rules. According to this rule a civil servant is considered to be on deputation to Foreign Service in Pakistan when he receives his pay from outside the general revenues of the Federation, or a Province or Railways fund. The deputation allowance is not admissible in cases of deputation to Ministries, Divisions, Attached Departments or subordinate offices of the Federal Government, Provincial Governments or Railways.

442. In accordance with Rule 11 of Rules of Business, no "Division shall, without previous consultation with the Establishment Division issue or authorise the issue of any orders which involve a change in the terms and condition of service of Federal civil servants" This provision in the rules makes it obligatory for all concerned to consult the Establishment Division in matters relating to appointment, deputation of civil servants, to any autonomous body or corporation.

443. The normal period of deputation for all categories of civil servants will be three years. This period may be extended by two years with the prior approval of the competent authority.

444. The initial deputation in the case of civil servants holding posts in BPS-1 to 18 will be approved by the Chairman, Pakistan Postal Services Management Board..

445. All cases of initial deputation of civil servants holding posts in BPS-19 and above will be referred to the Ministry of Communications / Establishment Division for obtaining the approval of the competent authority.

446. The letter regarding deputation of a civil servant to another

department or organisation will be drawn in accordance with the standard terms and conditions of deputations of the civil servants to Foreign Service in Pakistan. The terms and conditions of deputation of an officer in BPS-17 and above will be drawn in consultation with the Finance Division and Establishment Division.

447. The competent authority to grant extension in deputation beyond the initial period of three years to the civil servants in basic pay scale 1 and 2 will be the Head of the Department declared as such under Supplementary Rule 2(10). The Chairman, Pakistan Postal Services Management Board will decide the cases of grant of extension in deputation beyond the initial period of three years to the civil servants in BPS-3 to 18.

448. The cases for grant of extension beyond the initial period of three years to the officers in BPS-19 and above will be referred to the Ministry of Communications / Establishment Division.

449. On completion of the maximum period of five years both the borrowing and the lending organizations will ensure immediate repatriation of the deputationist. In case it is not possible to repatriate a civil servant to the parent organization for compelling reasons, the case should be referred to the Establishment Division at least six months before the completion of the maximum period of five years fully explaining the circumstances for non-repatriation of the civil servant and the measures taken to obtain or groom a replacement of the deputationist.

450. A civil servant while on deputation will not be confirmed by the borrowing organization without the prior formal concurrence of the lending department as well as the written consent of the deputationist concerned.

451. The applications of civil servants for jobs under foreign Governments and other International Organisations, etc; except for jobs under the World Bank which are advertised in foreign news papers or magazines will not be entertained. No such proposal should be forwarded to the Establishment Division for consideration by the Selection Board.

452. A civil servant will not be allowed to seek employment with the private firms, bodies or persons outside Pakistan on their own or through the Bureau of Emigration and Overseas Employment or Overseas Employment Corporation. The civil servants should apply only against the posts under the foreign Governments advertised in Pakistan.

453. The practice of receiving or soliciting offers of appointment from private firms or organisations based in foreign countries is against the Government Servants Conduct Rules, 1964. Any civil servant receiving such an offer of appointment directly will not be allowed to go on deputation abroad. He will have to resign from Government service before he is allowed to accept the appointment with a private firm or organisation in a foreign country. Only such nomination will be entertained by the Government in which offers have been received by the Department through proper channel

454. On receipt of a vacancy notice against a post by the Department from an International Organisation it should be adequately circulated amongst the qualified persons. The names of qualified civil servants who fulfill the job description provided by a Foreign Agency should only be recommended for consideration and final nomination by the Special Selection Board.

455. The names of at least three officers who are properly qualified for the job should be recommended to the Establishment Division through the Economic Affairs Division. The cases for appointment against a job in an International Agency or Foreign Government should be submitted complete in all respects to the Economic Affairs Division along with the following documents; (1) Bio data 6 copies (2) Job description 6 copies (3) Summary statement in the prescribed proforma 6 copies (4) Sparability certificate signed by the Secretary / Head of Department, and (5) Confidential Report dossier complete with photograph of the officer thereon.

456. A uniform rate of recovery of pension contribution at 33.33 percent of the mean of minimum and maximum of pay scale of the post held by the civil servant concerned at the time of his proceeding on deputation to foreign service within Pakistan or abroad, plus other emoluments reckonable for pension which would have been admissible to him had he not been deputed on foreign service, will be made.

457. The terms and conditions of service for civil servants who proceed abroad on deputation will be issued in the prescribed format containing the standard terms and conditions as approved by the Government.

TRANSFER OF SERVICE TO ANOTHER GOVERNMENT OFFICE OR DEPARTMENT

458. The conditions governing the requests of civil servants to transfer their services to another Government office or Department are prescribed in Government Servants (Applications for Services and

Posts) Rules, 1966 which have been reproduced in Appendix No. 6 of this Manual.

459.(1) The officials appointed to a post either by promotion or by direct recruitment will (a) not be considered for appointment to, and (b) not be allowed to apply for posts in other offices of Government or of Statutory Bodies carrying a higher Basic Pay Scale till they have rendered an appreciable length of service in the former post.

(2) This ban will, however, not apply to-

(i) Appointments made through the Federal Public Service Commission or the Selection Board.

(ii) Posts within the normal promotion prospects of the civil servant concerned e.g, the posts of Section Officers in the case of Superintendents of the Directorate General; and

(iii) Purely temporary civil servants who are not likely to be employed permanently in the Department or cadre in which they are employed.

(3) Departures from the above instructions will be made only in special cases.

460. The civil servants in BPS-16 or below who have completed two years service and have failed to secure direct entry into BPS-17 through competitive examination can take two more chances upto the age of 30 years in competitive examination. The provision of rule 4 of the Government Servants (Applications for Posts and Services) Rules, 1966 will not be applied in the case of such civil servants (in BPS-16 and below) who wish to take two chances in Competitive Examination upto the age of 30 years.

461. Ex-Government servants employed by United Nations. or its Agencies are not affected by the ex-Government Servants (Employment with Foreign Governments) (Prohibition) Act, 1966 which appears as Appendix No.10 to this Volume.

462. The appropriate authority for forwarding the applications of the civil servants employed in a particular office is the Head of the Department or an officer in BPS-19 designated by him.

CHAPTER X

RESIGNATION, TERMINATION AND REVERSION

RESIGNATION FROM GOVERNMENT SERVICE

463. There is no provision in the Civil Servants Act, 1973 where under a civil servant who wants to terminate his employment is required to give or can give 14 days notice or forfeits his pay to Government in lieu thereof. Nevertheless the services of a temporary civil servant are liable to termination by the competent authority under sub-section 11 of the Civil Servants Act, 1973, on fourteen days notice or pay in lieu thereof.

464. A civil servant who wishes to terminate his appointment will invariably submit his resignation in writing through proper channel and continue in service till his resignation is formally accepted by the competent authority.

465. The authority receiving the resignation from a civil servant should at once adjust all departmental claims outstanding against him. Pending acceptance of his resignation he should be employed on such duty as he can perform without any charge of public property. All payments to him from the post office, if any will also be stopped at the same time.

466. The resignation of the civil servant concerned will be forwarded immediately along with a proposal to the competent authority regarding its acceptance or other wise. The civil servant concerned will wait and in the mean time continue in service till further written orders. If the civil servant absents himself from duty he is liable to be proceeded against under the Government Servants (Efficiency and Discipline) Rules, 1973 or Removal from Service (Special Powers) Ordinance, 2000 which may also result in dismissal from Government service and initiation of criminal proceedings under the Pakistan Essential Service (Maintenance) Act, 1952.

467. The proposal for acceptance or non acceptance of resignation of a civil servant for submission to the competent authority apart from accompanied by the original letter of resignation, will, inter alia, contain the information on the following points:-

(i) Whether any dues are recoverable from the officer.

(ii) Whether any disciplinary proceedings are pending or are contemplated against him.

(iii) Whether the officer concerned is required to serve the Government for any specified period in accordance with the terms and conditions of his appointment. If so, whether that period has expired. If it has not expired, whether any money spent on his training, etc; are recoverable in accordance with any rule or bond executed by him.

468(1). A civil servant who has once tendered resignation will not absent himself from duties without proper leave in writing.

(2). The civil servant will not be relieved of his duties by any subordinate authority in anticipation of the acceptance of his resignation by the competent authority.

469. The competent authority may or may not accept the resignation of the civil servant.

470. If the resignation is accepted the civil servant concerned does not continue his service and his presence in office should not be insisted upon.

471. A civil servant who tenders resignation during pendency of disciplinary proceedings against him to avoid dismissal from service will not be accepted. The resignation of a civil servant in BPS-1 to 16 whose conduct is under enquiry and against whom disciplinary proceedings are contemplated will not be accepted without the prior clearance of the Director General. In case resignation is accepted the disciplinary proceeding against him should cease forthwith for the reasons that he no longer remains in Government service. Any orders of dismissal or discharge, etc; passed after acceptance of resignation will be legally void and inoperative.

WITHDRAWAL OF RESIGNATION

472.(1). In case a civil servant withdraws his resignation before its acceptance by the competent authority, the resignation should be deemed to have been withdrawn.

(2) In case the resignation is withdrawn after its acceptance but before the civil servant is relived of his duties, it will be open to the authority accepting the resignation to allow the civil servant concerned to withdraw the resignation on the merits of the case.

GRANT OF SERVICE CERTIFICATE AFTER RESIGNATION OR DISCHARGE

473. There should be no objection to issue a service certificate on the request of a temporary civil servant having resigned or having been discharged from service.

474. The Service Certificate will be issued in the prescribed format. The certificate being issued will specify (i) the nature and the duration of appointment held by the person concerned, (ii) reasons for termination of his services and whether his work was satisfactory, and whether the authority granting the certificate has any objection to the person concerned being appointed in another Government Office.

475. No requests by the person concerned for issue of such certificates should normally be refused. Nevertheless the certificate cannot be claimed as of right.

DESERTION FROM DUTY

476. A civil servant who has applied for leave, but before the leave is sanctioned absents himself from duty and leaves the station of his duty without permission, or a civil servant who has proceeded on leave but subsequently applies for extension of leave which is not granted or having resigned his appointment withdraws himself from duty before acceptance of his resignation by the competent authority, not only renders himself liable to be proceeded against departmentally but also contravenes the provisions of the Pakistan Essential Service (Maintenance) Act, 1952, which makes all employment under Government as essential service.

477. A civil servant, who without reasonable excuse abandons his employment or absents himself from work, will render himself liable to prosecution in a court of law. On conviction by the Court of Law he is liable to be punished with imprisonment and fine under section 5 and 7 of the Pakistan Essential Service (Maintenance) Act, 1952.

TERMINATION OF SERVICE

478.(1) The service of a civil servant may be terminated without notice-

(i) during the initial or extended period of his probation:

Provided that, where such civil servant is appointed by promotion on probation or, as the case may be, is transferred from one cadre or post to another cadre or post, his service

will not be so terminated so long as he holds a lien against his former post in such cadre or post but he will be reverted to his former, cadre or post as the case may be;

(ii) on the expiry of the initial or extended period of his employment; or

(iii) if the appointment is made ad hoc terminable on the appointment of a person on the recommendation of the selection authority, on the appointment of such person.

(2). Where, on the abolition of a post or reduction in the number of posts in a cadre the services of a civil servant are required to be terminated, the person whose services are terminated will ordinarily be the one who is the most junior in such cadre.

(3). Notwithstanding the provisions of sub-rule (1), but subject to the provisions of sub-rule (2), the service of a civil servant in temporary employment or appointed ad hoc will be liable to termination on fourteen days notice or pay in lieu thereof.

479. Except under the provisions of section 11 of the Civil Servants Act, 1973, the services of a civil servant cannot be terminated without notice and without assigning reasons merely because of a statement in the order of appointment that his appointment will be purely temporary and liable to termination at any time without any notice or reasons being assigned. No civil servant is a temporary employee as long as the employment is for an indefinite period or against a post, which continues to exist for an indefinite period.

480. Under the provisions of the rule 436 of the Civil Service Regulations a reasonable notice should be given to a civil servant in a permanent employee of the Government before his services are dispensed with on the abolition of his post. A notice of discharge of at least three months will be given to him. In case the civil servant is on leave, the order will not be brought into operation until the leave expires.

481. The persons employed on contract should normally be given three months notice clause in the contract. At the time of appointing a person on contract it should be stipulated in the agreement that the services of the contract employee are liable to be terminated on three months notice on either side before expiry of the period of the contract.

REVERSION TO A LOWER POST

482.(1) A civil servant appointed to a higher post on ad hoc, temporary or officiating basis will be liable to reversion to his lower post.

(2) No civil servant will be dismissed or removed from service or reduced in rank by an authority subordinate to that by which he was appointed.

(3) No such civil servant as aforesaid will be dismissed or removed from service, or reduced in rank, until he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him;

Provided that this sub-rule will not apply :-

(i) Where a civil servant is dismissed or removed from service or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge; or

(ii) Where the President or any person authorized by him under the rules is satisfied, for reasons to be recorded in writing, that in the interest of the security of Pakistan or any part thereof, it is not expedient to give to that civil servant such an opportunity.

483. If a civil servant is, on account of misconduct or inefficiency, reduced to a lower post, or to a lower stage in his time-scale the authority ordering such reduction will specify the period for which it will be effective and also state whether, on restoration, it will operate to postpone future increments and if so, to what extent in conformity with Fundamental Rule 29.

484. If a civil servant is appointed to a higher post on the recommendation of the Departmental Promotion Committee for a short period after which he reverts to a lower post, for no fault of his own, he should be promoted automatically by the appointing authority in the next vacancy that arises within one year of the date of his clearance by the Departmental Promotion Committee, if the list is not revised by the Committee before the material vacancy arises.

485. The reversion of a civil servant from a higher post to a lower post will be made in the reverse order of promotion.

486. A civil servant inducted into an Occupational Group with his consent by horizontal movement will not be allowed to opt out and revert to his original Group.

487. The reversion of the civil servants appointed on ad hoc basis on availability of the nominee of the Federal Public Service Commission or otherwise should be made in the reverse order of ad hoc appointments.

488. When the date of ad-hoc appointment of more than one civil servant is the one and the same, the reversion should be made in the reverse order of the seniority in the lower cadre, if available, other wise the younger in age should revert first. Reversion for the purposes of this rule includes termination of service where the ad hoc appointee was recruited directly by the Commission from out side.

CHAPTER XI

RETIREMENT

RETIREMENT ON ATTAINING THE AGE OF SUPERANNUATION

489. A civil servant will retire from service on the completion of sixtieth year of his age if the competent authority has not issued any direction in public interest to retire him from service on such a date after he has completed twenty years of service qualifying for pension or other retirement benefits.

490. The controlling officer will maintain a register of civil servants who are due to retire from service on attaining the age of superannuation during the next three years. This register will be up-dated in the month of January each year.

491. The competent authority will at least one year before the date of superannuation of the civil servant concerned, issue an order permitting him to retire from service. This order will help the administration to recover dues, if any, outstanding against the civil servant, facilitate payment of pension and other dues to him in time.

492. In case a civil servant nearing the age of superannuation is on deputation to an other Department, the orders regarding his retirement will be issued by his parent office at least one year before the actual date of his retirement on superanuation.

493. If a civil servant is kept in service beyond the age of superannuation, the officer responsible for this irresponsible act will be liable to disciplinary action under the Government Servants (Efficiency and Discipline) Rules, 1973 / Removal from Service (Special Powers) Ordinance, 2000.

RETIREMENT FROM SERVICE IN PUBLIC INTEREST

494. A civil servant will retire from service on such date after he has completed twenty years of service qualifying for pension or other retirement benefits as the competent authority may, in public interest, direct.

Note.-The competent authority means the appointing authority.

495. No direction to retire a civil servant will be made until he has been informed in writing of the grounds in which it is proposed

to make the direction, and has been given a reasonable opportunity of showing cause against the said direction.

496. A civil servant retired in public interest will be entitled to pension, as admissible under the ordinary rules. For this purpose the requirement of Article 470 of the Civil Service Regulations regarding rendition of a certificate that the service rendered by the civil servant is approved and satisfactory stands waived of by the Government.

VOLUNTARY RETIREMENT

497. Subject to the provisions of the Pakistan Essential Service (Maintenance) Act, 1952, all civil servants will have the right to retire on a Retiring Pension after completing 25 years of qualifying service. Provided that a civil servant, who intends to retire before attaining the age of superannuation, will, at least three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him, or any other Authority as prescribed by the Government indicating the date on which he intends to retire.

498. The right given by the above rule to retire on retiring pension after completion of 25 years qualifying service will not, however, be available to a civil servant against whom a departmental enquiry or disciplinary proceedings are pending.

499. The right to retire from service accrues to a civil servant only after he has completed 25 years of service qualifying for pension. He can therefore, exercise this option and submit a written intimation of his intention to retire only after the date of completion of his 25 years of service qualifying for pension after excluding periods of extra ordinary leave, breaks in service, etc. Application for Leave Preparatory to Retirement, if due and intended to be availed of, will also be submitted after the date of completion of 25 years of qualifying service.

500. The competent authority issuing orders for retirement should ensure that the civil servant concerned has completed 25 years of service qualifying for pension. The competent authority will pass orders regarding the retirement of the civil servant only after the receipt of the formal certificate from the Audit Officer concerned in the prescribed proforma for having completed 25 years service or more qualifying for pension.

WITHDRAWAL OF APPLICATION FOR VOLUNTARY RETIREMENT

501. If a civil servant withdraws his application for voluntary retirement or modifies the date of retirement, before its acceptance by the competent authority, the application or the date of retirement will be deemed to have been withdrawn or modified, as the case may be.

502.(1) The option to withdraw or modify the request for voluntary retirement is available to a civil servant only before the said request is accepted by the competent authority. The request for premature retirement once accepted by the competent authority cannot be allowed to be withdrawn or modified.

(2) The person concerned cannot be recalled to duty by any departmental authority after acceptance of request for voluntary retirement by the competent authority as it will amount to re-employment for which approval of the Prime Minister is required.

503. The appointing authority or any other authority as prescribed by the Government will be competent to accept request for voluntary retirement from service from a civil servant.

504. If a civil servant desires to quit service before completion of 25 years of service qualifying for pension, he may do so by tendering resignation from service. In that event, he will not be entitled to any pensionary benefits.

RETIREMENT ON ABOLITION OF POST

505. Where, on the abolition of a post or reduction in the number of posts in a cadre, the civil servant, who has rendered at least ten years of service qualifying for pension is rendered surplus, he will be deemed to have retired from service.

506. In case, the civil servant has less than 10 years service on the date of abolition of the post, he will be struck off the strength and be entitled for the grant of gratuity at the rate of one month's pay for every completed year or a part thereof exceeding six months of satisfactory regular service, excluding the period of (a) Extraordinary Leave, and (b) suspension, if such suspension is not followed by re-instatement with retrospective effect.

COMPULSORY RETIREMENT

507. The compulsory retirement is retirement which takes place as

a punitive action under the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973 or Removal from Service (Special Powers) Ordinance, 2000.

508. The civil servant will be entitled to pension as admissible under ordinary rules. For this purpose the rendition of a certificate under Article 470 of the Civil Service Rules that the service rendered by the civil servant is approved and satisfactory will not be necessary.

RETIREMENT ON INVALID PENSION

509. If the authorized medical authority after examining a civil servant certifies that he is completely and permanently incapacitated for further service, the findings of the medical authority will be communicated to the civil servant concerned immediately. The civil servant may within seven days of the receipt of official intimation of the findings of the medical authority, apply to the Director General Health for a review of his case by a second Medical Board who will arrange for the convening of a reviewing Medical Board consisting of persons who were not members of the first Board. If the second Medical Board also certifies that the civil servant is permanently incapacitated for further service, the competent authority may require him to retire from service and may grant him such invalid pension and / or gratuity as may be admissible to him under the rules and the competent authority may also do so as if the civil servant had himself applied for an invalid pension.

510. In case the reviewing Medical Board holds that the civil servant is fit for service, he will be reinstated forthwith and the period of his absence will be treated as duty. If, however, the Board certifies that the civil servant is not fit but there is a reasonable prospect of his recovery the competent authority may grant him leave including extraordinary leave for such period as the medical authority recommends, provided it is due and admissible to the employee. The competent authority may also do so if the employee had himself applied for the leave.

511. The fee of the reviewing Medical Board will be paid by the civil servant concerned.

CHAPTER XII

PENSION AND GRATUITY

PENSION RULES

512. The provisions governing the grant of pensions and gratuities will be found in rule 13 of the Civil Service Regulations, as amended from time to time, and section 19 of the Civil Servants Act, 1973.

RETIREMENT

513. The provisions regarding compulsory retirement of a civil servant will be found in section 13 of the Civil Servants Act, 1973 and Fundamental Rule 56.

VERIFICATION OF SERVICE

514.(1) One of the main causes in delay in timely sanction of pension is the incomplete entries and lack of prescribed periodic checks of the service books of the civil servants. The entries in the service book should be clearly made, verified and attested by the officer concerned. The officer next above should record an annual certificate in the service book in token of the correctness of the entries made therein. These service books should be got verified from the Audit Office after the completion of the 10 years, 20 years,25 years service, and in respect of the period after 25 years service of the civil servant concerned when he is actually due to retire. On the basis of these certificates the head of the office should also record a consolidated certificate in respect of the entire service period stating, "Service……..from…….. to…….. verified from ……..There is no known disqualifying spell during the above service except as detailed below (the period and nature of spell(s) to be indicated)". This certificate should be recorded before submission of the case to the Audit Office. The length of pensionable service accepted in Audit through the different stages mentioned above should be recorded in both the copies of the Service Book with the stamp of verification duly authenticated. The Service Book will be taken as the sole basis for verification of service below BPS-16 for pension.

(2) The service book should be maintained in duplicate, the duplicate being kept in the custody of the civil servant concerned. Entries in the duplicate service book will as far as possible be made simultaneously with those in the original service book. However, only original copy of service book would constitute the authority for sanction of pension. The duplicate service book would serve as a

means of contemporary evidence or for completion of the original service book or its reconstruction in the event of its being lost or destroyed. In the case of transfer of the civil servant the original service book duly completed to the date of transfer should be sent to the new head of the office and a copy of entries relating to the office from which transfer takes place will be maintained in that office; a certificate to this effect will invariably be recorded in the covering letter under which the service book is transferred.

(3) The cost of duplicate service book will be borne by the civil servant concerned.

(4) The attention of the civil servants in BPS-15 and below should also be drawn to the provisions of S.R. 202 and informed that it is their duty to see that their service books are properly maintained as prescribed in S.R. 199. They should be permitted to examine their Service Books at any time they desire to do so. They should be encouraged to inspect their service books periodically in order to satisfy themselves about their correct maintenance. They will also be required to ensure that all entries in their Service Book are recorded and attested in time. They should in their own interest promptly bring to the notice of the authority concerned any entry which has been allowed to fall in arrear in any case.

HISTORY FILE OF OFFICERS

515. The Audit Office will complete History of Services of the officers in BPS-16 and above and keep them up-to-date. The File should contain (a) gazette notifications, (b) charge reports, (c) a separate card or booklet showing the dates of assumption and relinquishment of each post and emoluments drawn, and (d) a leave account showing the various kinds of leave taken by the officer from time to time. The History File should be shown to the officer concerned in January each year and his acknowledgement obtained on it after settling any discrepancy that may be noticed.

NOMINATION FOR DEATH-CUM-RETIREMENT, GRATUITY AND PENSION

516.(1) Every civil servant, after entry in service, should be required to submit Nominations for Death-Cum-Retirement Gratuity / Pension / Pay and Allowances in the revised Forms A and B as prescribed by the Finance Division. The nominations in the prescribed proforma should be communicated to the Audit Office in case of officers in BPS-16 and above and to the Head of Office in case of civil servants in BPS-15 and below.

(2) The nomination can be made by a civil servant in Form "A" when he has a family and wishes to nominate one member thereof or in Form "B" when he has a family and wishes to nominate more than one member thereof.

(3) The nomination can be cancelled by the civil servant at any time by sending a notice in writing to the appropriate authority along with a fresh nomination.

ENQUIRIES TO BE MADE TO ASCERTAIN WHO ARE LIKELY TO RETIRE

517. The competent authority concerned must make a point of knowing the names of his subordinates who are likely to retire within the period of next three years. For this purpose, enquiries are to be made in the month of January each year and the names of all those persons who are likely to retire within the next 36 months should be ascertained and noted in a special register. The entries in the special register should be verified by an officer in BPS-16 or above in Circle Offices and supervising officers or heads of offices in other offices.

518. From the Special Register, the names of the civil servants who are to retire within the next one year should be ascertained. Having done so the officer concerned must proceed to take action as hereinafter described.

PRELIMINARY INSTRUCTIONS

519.(1) One year before the expected date of retirement on superanuation of every civil servant, an administrative order will be issued by the competent authority permitting the civil servant to retire from service from the specified date. Simultaneously the authority dealing with pension cases must initiate preparation of pension papers.

(2) The Accounts Office should be addressed to supply History of Service, leave account, extraordinary leave statement and statement of twelve months emoluments. He should also address the authorities concerned to check all the records to see whether any recoveries of Government dues are outstanding against the employee concerned with a view to taking necessary action for making timely recoveries before the civil servant actually retires.

(3) The Head Post Office concerned will also be addressed by the Head of the Office to furnish the Last Pay Certificate and No Demand Certificate

(4) In every case in which a civil servant is to retire on superanuation or otherwise, he should be supplied with three sets of requisite pension forms and instructed to apply in writing to be admitted to pension. The civil servant concerned should be informed that his pension, in the event of his being entitled to a pension, will commence from the date on which he ceased to be borne on the establishment unless the delay (should there be any) can be explained to the satisfaction of the authority sanctioning the pension.

(5) The formal application for pension in form C.S..R. 25 (Revised) and application for Commutation of pension in form S-156 (Revised), if any, should be obtained from the would-be-pensioner at least six months before the expected date of retirement on superannuation and as soon as possible in all other cases.

STEPS TO BE TAKEN IN RESPECT OF UN-VERIFIED PERIOD OF SERVICE

520.(1) In a case where service book is incomplete a preliminary statement must be taken down from the applicant containing information namely, (a) the date, by the Christian era, on which the applicant was born, (b) list of appointments, substantive and officiating, held during the service for which pension is claimed, showing, when any appointment was only an officiating one, what substantive appointment was held at the same time. The dates of beginning and ending of each appointment, the pay drawn in each, and the names of the offices from which the pay was drawn, should be stated, (c) dates of beginning and ending of each period of leave, and (d) an explanation of each interruption in service.

(2) Any documents, which he may possess, bearing on his service, such as appointment orders etc., should be obtained from him.

521.(1) The following officers are competent to record statements, depositions, etc., which may have to be taken from the applicant or from his witnesses or contemporaries for the purpose of pension rules:

(i) Assistant Superintendents of Post Offices, Assistant Superintendents, Mail Sorting and Transportation and Investigating Assistant Superintendents.;

(ii) Town Inspectors;

(iii) Head and Sub-Postmasters in Higher Selection Grade; and

(iv) All officers of the Department in BPS-16 or above.

(2) An officer recording statements, depositions, etc., under this rule should invariably attest the documents.

522. The next step is to ask the Director of Accounts, Pakistan Post Office or the head of the office, as the case may be, to verify the services claimed. The Audit Office should be supplied with a statement of the service claimed.. In preparing the verification memo, the entries relating to leave and other periods of absence from duty should be written in red ink. If the applicant for pension has served under the jurisdiction of several head post offices or different Audit Offices, the authorities concerned should be requested simultaneously to verify the respective portions of service.

Note 1.- In cases in which the competent authority to fill up the appointment vacated by a retiring officer is the Head of a Circle, the statement of services of the retiring officer should be submitted to the Director of Accounts, Pakistan Post Office for purposes of verification through the Head of the Circle.

Note 2.- In cases in which the competent authority to fill up the appointment vacated by a retiring official is a civil servant in BPS-15 or below, the statement of services should be submitted to the Director of Accounts, Pakistan Post Office or the Head of the Office as the case may be, by the Unit Officer concerned.

Note 3.-In the case of a civil servant in BPS-1 and 2, the head of the office concerned should be called upon to verify the applicant's service, as far as possible, from office records.

523. In making the entries in the verification memo. the head of the office must show distinctly what portion of the service has been verified from the records of his office and what portion from other offices. If the applicant is found to have also served in other establishment or any other Department, the Accounts Office concerned should be addressed for the verification of the applicant's service.

524. When all the verification memos, have been received, it can be ascertained what portion of the service has been verified from the records and what portion has not been so verified, and collateral evidence must be collected for the latter, but before steps are taken to obtain collateral evidence, the Audit Office concerned should be requested to assist in the enquiry by consulting his audit registers. If the Audit Office is unable to supply the required information, steps should then be taken to obtain collateral evidence.

525.(1) The statement of the applicant is to be taken down only for the period, which cannot be verified from records. This will be the formal statement and it must therefore be recorded with great care, clearness and accuracy.

(2) When there is no appointment order or other document to prove the applicant's first appointment, he should be asked to refer to local circumstances or mention some important public event, which may have taken place at or about the time of his appointment of the names of the superior officers by whom he was appointed or under whom he served.

(3) As the date of first appointment is very important, great care and pains must be taken to elicit that information and to fix the date with sufficient accuracy and beyond all doubt.

(4) The names of the offices in which he has worked and the length of service, in each office of appointment should be recorded.

(5) He should be required to give the names of witnesses who can testify to the service, which cannot be verified from office records. The witnesses should be contemporary employees failing these, respectable local residents outside the service or officials of recognized position.

526. The statements of the witnesses must then be taken down in the same way as the applicant's. There is no objection to the witnesses deposing to the entire period of the applicant's service, but attention must be chiefly directed towards obtaining evidence only for the period, which cannot be verified from record.

Note:-The continuity of an applicant's service cannot be established by the mere production of orders of transfer issued at various times unless they receive support from collateral evidence.

527.(1) In recording the statements of the witnesses, the exact reasons which enable them to speak as to the occupation of another man during a certain part of his life, the places where they lived or where they were employed and how they were in a position to know what the applicant for pension or gratuity was doing, must be ascertained and distinctly noted. The age of the witnesses must also be noted in the statements, as it will show whether they are competent to testify to the circumstances related.

(2) The requisite verification statement and the collateral evidence should all be obtained expeditiously if not already done in the past.

INSTRUCTIONS FOR PROMPT DISPOSAL OF PENSION PAPERS

528.(1) Pension papers of retiring civil servants should be prepared with utmost care to ensure that the same are complete in all respects and have not to be returned for correction of mistakes and the supply of omissions. All officers must deal promptly with pension applications and submit all the information and documents required complete at one time so that pension cases are finalized expeditiously and no hardship is caused to the concerned persons in getting their pension on due dates.

(2) It is laid down in Article 906 of the Civil Service Regulation (C.S.R.) that all authorities dealing with the applications for pension should bear in mind that delay in the payment of pension causes hardships to the pensioners. It is essential to ensure, therefore, that the retired employee begins to receive his pension on the date on which it falls due.

(3) It has been laid down in CSR-907 that every employee should, in his own interest, submit his formal application for pension to the departmental authority concerned six months in advance of the date of his actual or anticipated retirement. However,(i) in cases in which the date of retirement cannot be foreseen six months in advance, the application should be submitted immediately after the date of retirement is settled; and (ii) an employee proceeding on leave preparatory to retirement in excess of six months, should submit the application at the time of proceeding on such leave, if they specifically declare that they propose to retire at the end of their leave.

Note.- This rule is intended to obviate delay in the settlement of claims for pension and to ensure that civil servant may not retire under the misapprehension that he has earned a pension which is subsequently found to be inadmissible. There is indeed no limitation on the period after retirement within which an application for pension or gratuity must be submitted.

APPLICATION FOR PENSION

529. The printed application for pension and or gratuity, in Form CSR-25 (Revised) and Commutation Form 'A' (S-156), if any, in duplicate should be obtained at least six months before the expected date of superannuation of the civil servant concerned. Part I of the Form C.S.R.-25 will be filled in and signed by the applicant himself/ herself.

530.(1) Specific remarks required on the 4th page of the application for pension should be given by the Head of the office or other

competent authority who will also affix his signature in the space provided for the purpose.

(2) The Pension Papers in Form C.S.R-25 (Revised) and Commutation Form 'A' (S-156), if any, in duplicate along with all the requisite documents mentioned in the rule hereinafter will be forwarded by the Head of office at least four months before the expected date of retirement on superannuation of the civil servant to the authority competent to sanction the pension of the civil servant concerned.

531 (1). The pension sanctioning authority will be requested to accord administrative sanction to the grant of pension and / or commutation and for submission of pension papers to the Director of Accounts, Pakistan Post Office along with the documents listed below:-

1) Application for pension in Form C.S.R-25 (Revised);
2) Form A-Commutation of Civil Pension (S.156(Revised) if any;
3) Invalid certificate in original (if the claim is for invalid pension);
4) (a) Application for Family Pension in case of death of the civil servant;
   (b) Death Certificate;
   (c) Non-remarriage certificate;
   (d) Non-separation certificate;
   (e) Single widow certificate, or other wise;
5) Declaration from the pensioner regarding grant of anticipatory Pension required under 922 (a) C. S. R., if some delay is anticipated in the settlement of final pension;
6) Copy of retirement order/Gazette notification of retirement;
7) Service book duly brought up to date and attested / History of Service duly completed;
8) (a) Statement of services;
   (b) Verification of entire service in the prescribed proforma duly completed and signed;
9) Last Pay Certificate;
10) Specimen signature and thumb and finger impression card(Est.54);
11) Specimen signatures;
12) Leave Account;
13) Extra ordinary Leave Statement;
14) No Demand Certificate;
15) Consent for recovery of Government Dues;
16) Photographs in passport size;

17) Copies of National Identity Card;
18) Statement of 12 months emoluments issued by the Accounts Office;
19) List of Family Members;
20) Affidavit regarding vacation of hired or Government accommodation within the grace period after retirement; and
21) Option for new pay scales.

(2) The details recorded against items 1, 2, 3, 4 and 17 of form CSR-25, (Revised) should be entered in block capitals.

(3) In filling up the "place of payment" against column 17 of the pension application, care must be taken to see that it is a head or a sub-post office.

(4) The pensioners will bear the cost of their photographs. The production of a photograph will not be necessary in the case of purdah observing ladies. The system of obtaining pensioners' photographs is applicable to gratuities also.

(5) The system of identification by means of photographs is in addition to that of recording the thumb and finger impressions which will remain a permanent and reliable record of a pensioner's identity.

(6) Care should be taken to give the applicant's name and last designation including the spelling of the name, in a uniform way in the several documents in which the information appears. This is specially necessary as regards the documents to be furnished to the officer by whom the pension(or gratuity) is to be paid, so that there may be no doubt as to the applicant's identity.

(7) When a last pay certificate is issued in connection with an application for pension, the form provided in connection with transfers on duty should be altered suitably. The detail of recoveries and amount to be recovered should be noted on the reverse clearly.

(8) When documents in local languages are submitted, they must be accompanied by translations in English, which should be duly attested by the officer submitting the application.

(9) A civil servant retiring on attaining the age of 60 years will be allowed commuted value of pension as applicable at the age of 60 years instead of at the age of 61 years if he applies for commutation while in Government service. In all other cases the commuted value of pension will be admissible under the formula of age next birthday.

(10) In case the application for commutation of pension in Form S-156 is not submitted by a civil servant retiring on superannuation before the completion of the age of 60 years, then the age next birthday will be reckoned as 61 years for the purposes of calculation of commuted value.

532.(1) The discrepancies relative to the applicant's age, service, etc., must be reconciled. The entries of date of birth in both service books and service rolls should invariably be accepted in preference to any contrary statement made at the time of retirement. When only the year of birth is specified in the service book or service roll, the 1st July should be taken as the date of birth, and when the year and month are specified but not the precise date, the 16th of the month should be taken as the date of birth.

(2) The entries in service books and service rolls cannot be altered without the express permission of the Director-General.

533. An explanation of any suspension or degradation should be given, and the papers on the subject should be submitted if they can be procured. The reason for reduction of pay (if any) should also be explained.

534. Whenever it is proposed to grant any special concession, e.g., condonation of deficiencies in service, etc., in connection with pension, a report from the Audit officer should invariably be obtained in the first instance before the proposal is submitted to the authority competent to sanction it.

535. In the application drawn up in the printed form of application for pension(or gratuity) specific information is required to be given by the Head of office on the heads shown on the 4th page of the form which should be given with clearness and precision without any erasure or overwriting. Any correction or deletion, if any, should be authenticated over the signature of the authority concerned.

SUBMISSION OF PENSION CASES TO THE PENSION SANCTIONING AUTHORITY

536.(1) The applications for pension should, after final preparation by the offices concerned, be submitted to the authorities concerned competent to sanction pension, The pension sanctioning authority should state in section (6) of the pension application form (orders of the pension sanctioning authority) whether the past service and conduct of the official were satisfactory or not and in the latter case it should be explained why past service is considered unsatisfactory.

(2) When the service has been proved, it has still to be remembered that the nature of the service has to be carefully considered. The Government does not undertake to grant full pension according to the service of the applicant, except on the understanding that such service has been good service. There is too great a tendency to treat the grant of full pension as a matter of course. Such recommendations must not be made unless the service can fairly be said to have been on the whole really good service, in the sense of honest and hard-working service, to the best of the ability of the person who claims the pension.

(3) After according administrative sanction for the grant of pension, the pension papers complete in all respects should be forwarded at least three months before the expected date of superannuation of the civil servant concerned to the Director of Accounts, Pakistan Post Office for necessary report upon the claim or with necessary recommendation for the grant of pension admissible under the rules. The Director of Accounts should on receipt of pension papers take necessary steps expeditiously for rectification of omissions and commissions, if any, to ensure issue of pension payment order a fortnight before the civil servant retires from service on superanuation.

537. Whenever a sanctioning authority forwards an application to the Director of Accounts for report upon the claim, he should invariably record on the application his recommendation stating whether the pension claimed should be admitted or not, the recommendation, of course, being made after due consideration of the facts of each case. With every application for pension sent to Director of Accounts, whether by the sanctioning authority for a report or by a lower authority for onward transmission to the sanctioning authority, must be submitted the requisite documents listed in the rule above.

538. The applications for pension and / or gratuity of a civil servant, whose pension requires the sanction of the Director-General should be submitted by the Head of the Circle direct to the Director-General. who will forward them to the Director of Accounts, Pakistan Post Office concerned for report upon the claims, or with necessary recommendation for the grant of pension admissible under the rules, as the case may be.

GRANT OF FAMILY PENSION

539. With each application for the grant of family pension, besides the requisite documents as referred to in the rule hereto above, the

following documents duly signed and attested should also be submitted:-

(a) Claim application of beneficiary (in case of more than one wife, claim applications from both the wives should be obtained);

(b) Separate list of family members of each wife with age, marital status, etc; along with consent statements regarding surrendering of right;

(c) Single widow certificate or otherwise, non-separation certificate, and non-remarriage certificate;

(d) Three copies of thumb impression cards;

(e) Three copies of National Identity Card;

(f) Three copies of photographs;

(g) Identity card of the deceased employee;

(h) Pension payment order, if any;

(i) Death certificate of the deceased employee, and

(j) Form 'B'.

PAYMENT OF FAMILY PENSION

540.(1) If a civil servant remains missing or un heard of for a period of twelve months to the satisfaction of the departmental authority concerned, the family pension may be allowed to his heirs as admissible under the prescribed rules without insisting for production of a death certificate provided that (i) the spouse of the civil servant claiming to be entitled to the pensionary benefits of the missing person shall, before such benefits are paid, guarantee, through affidavit or as the pensionary authority may require, the repayment of pensionary benefits to the missing person if subsequently he appears and makes any claim therto. (ii) The pensionary authority shall not be responsible for repayment of any pensionary benefits to the missing person which have already been paid to his spouse or family members who shall personally be responsible for satisfaction thereof on appearance of the missing person.

(2) The family pension will be admissible to the widow for life or until marriage of the widow or in her absence to the sons up to 21 years age and to unmarried daughters until they marry or attain the age of 21 years which ever is earlier.

(3) The grant of family pension to dependent disabled or retarded children of the retired civil servant will be admissible for life without any age limit

SANCTION OF ANTICIPATORY PENSION

541. Administrative as well as audit and accounts authorities must exercise the power to sanction anticipatory pension, whenever required, to avoid any delay in the payment of pension. When the preparation of pension case presents difficulties which are likely to involve prolonged enquiries or when civil servant has been unexpectedly retired and it is clear that his pension cannot be sanctioned within a month, the officer concerned should at once ask the authority competent to sanction the pension to address the Audit office to arrange for an anticipatory pension under the provisions of Article 922 of the Civil Service Regulations. The settlement of such provisional payments should be made so as to admit of their disbursement not later than one month after the civil servant has ceased to hold his post, and with effect from the date on which he retired. The documents listed in the rule herein above should invariably be sent to the Audit Office along with the application for anticipatory pension along with a declaration as prescribed in Article 922 (a) of the Civil Service Regulations and requisite medical certificate of incapacity for further service in case of invalid pension.

APPLICATION FOR INVALID PENSION

542. If an officer is applying for an Invalid pension his incapacity for service must be established by a medical certificate granted by the competent Medical Board.

543. The applicant must undergo medical examination. For this purpose he should be sent to the competent Medical Board with a letter, in which, inter alia, it should be stated what his age is as shown in official records.

Note:-When medical certificate of incapacity is produced by an applicant, it should be seen that it bears the thumb and finger impressions of his left hand and also that they have been duly attested by the competent medical authority..

AWARD OF EXTRAORDINARY PENSION

544. All applications for the grant of extraordinary pension duly completed in all respects should be submitted by the Head of the Circle to the Director General.

545. The Federal Government have discretionary powers to award extraordinary pensions or gratuities in special cases where the conditions of Article 746-B are not strictly fulfilled, as for instance,

when an officer is killed or injured in, or in consequence of, the due performance of his official duties, or because of his official position. Any case in which it appears to the Government that the claim to an extraordinary or gratuity is doubtful should be referred to the Finance Division for decision.

546. If in the circumstances described in Article 746-D, it be decided to award a pension or gratuity to a civil servant or his family, the amount of the award will be fixed by the Government with reference to the character and service of the civil servant, the nature of the risk undergone and his conduct in accepting it, and the pecuniary circumstances and prospects of the claimant, the maximum award being that which would be admissible in a corresponding case falling under Article 746-B. The form and conditions of the award will ordinarily be the same as those prescribed for a corresponding case under that Article, but the Government may modify these at their discretion, e.g., they may award an equivalent gratuity in lieu of pension, or vice versa if they think that this would be to the benefit of the recipient or desirable on administrative grounds.

EXPLANATION TO BE AFFORDED OF SERVICE REJECTED

547. When any portion of the pensionable service of an applicant is rejected so as to affect the amount of the pension, it is necessary to acquaint the officer having power to sanction the pension fully with the reasons for the rejection and briefly to describe the nature and scope of the efforts made to verify the service rejected.

SUMMARY OF EVIDENCE NECESSARY WHEN SERVICE HAS BEEN VERIFIED BY COLLATERAL EVIDENCE

548. A summary of the evidence must accompany the papers for pension and gratuity in all cases in which a portion of the service has been verified by collateral evidence. A mere formal statement that the service has been established is not sufficient. The officer concerned must report the exact nature of the investigation made and the conclusion at which he has arrived.

SCRUTINY OF PENSION PAPERS IN THE AUDIT OFFICE

549. On receipt of the pension papers in the Audit Office the same should be subjected to a minute scrutiny at the level of an officer not below BPS-17. In case any document or information is wanting or mistakes have to be rectified, it should be done at once and in any case within one month of the receipt of pension papers in the Audit

Office. In case of delay on the part of the pension sanctioning authority to rectify omissions and commissions expeditiously the matter should be reported by the Director of Accounts demi-officially to the Head of Circle or Director General, as the case may be.

ISSUE OF PENSION PAYMENT ORDER

550. In a case in which a claim to pension as recommended by the pension sanctioning authority is found to be in order in all respects, the Director of Accounts, Pakistan Post Office will issue Pension Payment Order at least a fortnight before the date of retirement on superannuation from service of the civil servant concerned, giving an intimation to this effect to the pensioner and the sanctioning authority when returning the pension papers with the certificate and report. The payment of pension will not be made in any case before the effective date of retirement of the pensioner concerned.

Exception:-When a pension (or gratuity) is sanctioned before submission of the pension papers to the Director of Accounts, Pakistan Post Office - vide Article 914-A (a) of the Civil Service Regulations, the service roll and pension papers should also be forwarded to the Director of Accounts, Pakistan Post Office along with the copy of the order sanctioning the pension (or gratuity).

Note:— If the retiring civil servant is in possession of a government residence or hired residence, payment of commutation will be made only on execution of an undertaking on a judicial stamped paper duly attested by a First Class Magistrate for the vacation of Government accommodation on or before the end of grace period after retirement.

REGISTER OF PENSION CASES

551. A register of pension cases disposed of by a sanctioning authority should be maintained in form Est-57. Each such pension case should be entered in the register as soon as it is closed, and the entry should be initialled at the time by the sanctioning authority. A responsible officer should secure the closed pension cases in question in his personal custody and when he is relieved, the relieving official should check the entries in the register and see that all the cases are on record when he takes charge of his appointment.

Note.- Where the authority sanctioning the pension is subordinate to officers in BPS-16 and above, such a pension case should be entered in the register in the divisional or unit office, with suitable remarks. No register need be maintained by such subordinate authority.

552. All officers concerned must keep a constant watch over the pension work of their offices. They must personally scrutinize the

Register of pension and gratuity cases. They should take immediate steps to accelerate the completion of cases which are pending despite the expiry of the date of superannuation of a civil servant concerned or in other cases for three months or more. They should take special precaution that these pensions or gratuities are sanctioned by them personally if they are empowered to do so or sent to the officers concerned for sanction if they are not competent authority as soon as they are complete in all respects, and that the papers on which their signature is necessary are also signed by them.

SUBMISSION OF RETURNS OF PENDING PENSION CASES

553.(1) Every Unit Officer should submit to the Head of the Circle on the 1st of each month a return in the prescribed proforma of the applications for pension or gratuity which were pending in his Unit or Office at the close of a calendar month as well as a statement showing the pension cases settled during the preceding month. On receipt of such returns by the Circle Offices the information which they contain should be embodied along with information relating to cases pending in their offices in a consolidated form. These consolidated returns should then be placed before the Head of the Circle for review and necessary action to expedite the settlement of the pending pension cases.

(2) The Heads of Circles should submit a monthly statement showing the pending pension cases and the pension cases settled during the preceding month by 25th of each month to the Director General for scrutiny. Similar returns should also be prepared for the Office of the Director of Accounts, Pakistan Post Office and submitted to the Director General for review.

(3) The Head of Circles should in cases of delay fix responsibility and furnish along with his remarks to the Director General the names of the pension sanctioning authorities at fault after obtaining their written explanation. Very serious notice will be taken of any neglect or dilatoriness on the part of the authorities dealing with pension cases.

(4) All officers concerned must personally scrutinize the monthly returns of pending pension and gratuity cases. They should take immediate steps to accelerate the completion of cases which the return shows to be pending despite the expiry of the date of superannuation of a civil servant concerned or in other cases for three months or more. They should also, from time to time, test the completeness and accuracy of the return by reference to the cases themselves when these come up before them.

GRATUITY TO MAIL SORTING AND TRANSPORTATION OFFICIALS INJURED IN RAILWAY ACCIDENTS

554. Officials of the Mail Sorting and Transportation are eligible in the same way as State Railway servants under Article 747- A of the Civil Service Regulations for the grant of gratuities to those who may be injured, or to the representatives of those who may be killed, in railway accidents whilst in the execution of their duties.

PROCEDURE TO BE OBSERVED IN GRATUITY CASES ARISING FROM RAILWAY ACCIDENTS

555. When a Superintendent receives an application for gratuity under the preceding rule he should submit, without any loss of time, to the Head of the Circle a brief account of the accident, an application in the prescribed form in the case of an official injured or killed, accompanied by a medical certificate from a competent Medical Authority.

556. The Head of the Circle will submit the application, accompanied by the documents mentioned above, for the orders of the Director-General.

COMPENSATION TO OFFICIALS UNDER THE WORKMEN'S COMPENSATION ACT

557. The principal classes of employees in the Pakistan Post Office Department who are included within the definition of "workman" in clause (n) of sub-section (1) of Section 2 of the Workmen's Compensation Act, 1923, read with Schedule II thereto are the following, provided that they are employed on monthly wages not exceeding the amount prescribed under the relevant law:-

Class of employee:	**Relevant clauses in Schedule II**
Town Inspector (Postal), Assistant Superintendent Mail Sorting and Transportation. Inspector of Peons, Orderly Peons to the Assistant Superintendent Mail Sorting and Transportation, Head Postman, Postman, Village Postman, Letter Box Peon, Mail Peon, Runner, Mail Guard, M.S.T Sorter, M.S.T Porter, Van Peon, Mail Overseer, Extra-Departmental Mail Carrier, Extra-Departmental Messenger, Jamadar, Motor Driver.	Clause (xiii)

Officials employed as Treasurer Clerks and performing outdoor duties in the Pakistan Post Office Department.	Clause (xiii)(a)

Note: - The above list of employees is merely intended for the guidance of departmental officers, and does not have any statutory force.

POWERS OF SANCTION

558. The officers mentioned in the Schedule below are authorized to sanction expenditure on the grant of compensation payable under the Workmen's Compensation Act, 1923 (VIII of 1923) and to the extent indicated therein.

	Authorities:	Extent of delegation.
i)	Director General	Full powers
ii)	All Postmasters-General	Full Powers

Note:- On receipt of the above sanction the payment of the compensation will be arranged for by the Director of Accounts, Pakistan Post Office.

SETTLEMENT OF CLAIMS DISPOSED OF UNDER THE WORKMEN'S COMPENSATION ACT 1923

559. The Heads of Circles should submit each Year to the Director-General a consolidated return in the prescribed form showing the settlement of claims disposed of under the Workmen's Compensation Act,1923 on or before the 1st September following the calendar year to which it relates.

CHAPTER XIII

RE-EMPLOYMENT AFTER RETIREMENT

GUIDE LINES FOR RE-EMPLOYMENT

560.(1) A retired civil servant will not be re-employed beyond the age of superannuation unless such re-employment is in the public interest and provided that it does not cause a promotion blockade. The retiring civil servant should be a highly competent person with a distinction in his profession or field and should also be medically fit.

(2) The re-employment of a retired person should be recommended only in exceptional cases where it is considered that the experience gained by him will be gainfully utilized, particularly in fields where suitably qualified and experienced persons are not available to replace him.

(3) The proposal duly signed by the Secretary Communications should be received in the Establishment Division six months before the civil servant is due to attain the age of superannuation.

(4) Re-employment beyond the age of superannuation in all cases requires the approval of the Prime Minister. Accordingly no case for re-employment or extension in re-employment should be initiated unless specifically asked for.

(5) No civil servant will be allowed to continue in service beyond the age of superannuation on the grounds that proposal for his re-employment had been submitted. It is the responsibility of the head of office that the civil servant relinquishes the charge of the post if no decision is received by the date on which the civil servant concerned attains the age of 60 years.

(6) No proposal for grant of ex post facto approval to re-employment or extension in re-employment will be entertainable by the Government in any circumstances.

(7) The civil servants retired in the public interest on completion of 20 years service qualifying for pension or as a result of show cause notice will not be considered for re-employment to any post under the Government.

(8) A civil servan who was dismissed or absconded will not be considered for employment against any post under the Government.

(9) Consultancies granted to the civil servants after the age of superannuation will be treated as re employment and will be subject to same rules as are applicable to re-employment after superannuation.

PRODUCTION OF MEDICAL CERTIFICATE ON RE-EMPLOYMENT

561. Under S.R. 4-A (6) retired Government servants re-employed immediately after retirement are exempted from producing medical certificate of the health if there has been no break between the retirement and re-employment of the Government servants. A medical certificate of physical fitness is necessary in all cases of re-employment in which an interval occurs between the retirement and re-employment of a Government servant in any basic pay scale.

SEEKING OF PRIVATE EMPLOYMENT

562. A civil servant may, subject to the provisions of sub-section (1) of section 3 of the Ex-Government Servants Employment with Foreign Governments (Prohibition) - Act, 1966 (Act No. XII of 1966), seek any private employment during leave preparatory to retirement or after retirement from Government service. The aforementioned Act, 1966 is reproduced as Appendix No. 10 to this Volume.

563 In case the commercial employment is sought by a civil servant while on leave preparatory to retirement or within two years of the date of his retirement, he will obtain the prior approval of the prescribed authority.

564 A civil servant on leave preparatory to retirement or within two years of his retirement may under take any service or accept any employment with the previous sanction of (a) the Prime Minister if the proposed service or employment lies elsewhere than in Pakistan and (b) the Prime Minister or any lower authority empowered to appoint him if the proposed service or employment lies in Pakistan.

CHAPTER XIV

BENEVOLENT FUND AND GROUP INSURANCE

GENERAL

565. The Benevolent Fund and Group Insurance Scheme was introduced by the Government in 1969 after enactment of the Federal Employees Benevolent Fund and Group Insurance Act, 1969. The basic idea of this scheme is to provide immediate financial cover and relief to the family members on the death of Government servant during service or after retirement within the prescribed period or in cases of complete incapacitation of the employees during service.

FEDERAL EMPLOYEES BENEVOLENT FUND

566. Every employee is required to pay to the Benevolent Fund monthly subscription at the rate specified in column 3 of the SECOND SCHEDULE to the Federal Employees Benevolent Fund and Group Insurance Rules, 1972. The amount of subscription will be deducted from the pay of the employee at source and credited or remitted to the Fund.

567.(1) Every employee will file the prescribed nomination (Form A) for Benevolent Fund and Group Insurance in triplicate with the Head of his Office. The Head of Office will sign all the nomination forms. He will return one copy to the employee concerned duly authenticated; one copy will be placed in the personal file of officers in BPS-16 and above or in the Service Book of the employees in BPS-15 and below, as the case may be. One copy of Form 'A' will be placed in the Master Folder to be maintained separately by the Department for its officers in BPS-16 and above and its employees in BPS-1 to 15.

(2) As regards the officers in BPS-16 and above one copy will be sent to the Director of Accounts, Pakistan Post Office for record, and an acknowledgement to this effect will be obtained from the Accounts Office and kept in the Personal File of the officer concerned.

568. After every three years review of Nomination Forms of all officials in BPS-1 to 15 and of all officers in BPS-16 and above will be undertaken to record changes and incorporate corrections and bring it up to date. In case of marriage of a bachelor employee or death of a nominee, necessary amendment will be made. A check will also be carried out to ensure that Nomination Forms of all the civil servants on record are up to date.

569. If an employee is declared by the prescribed medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and for that reason is retired or removed from service, he will be entitled to receive for life such benevolent grant from the Benevolent Fund as specified in column (4) of the Second Schedule of the Rules ibid. or where the employee dies during the continuance of his employment, or during retirement before attaining the age of seventy years, his spouse will be entitled to receive for life such benevolent grant from the Benevolent Fund as specified in column (4) of the Second Schedule.

570. If the deceased employee has no spouse or the spouse dies, other members of his family wholly dependent upon him will be entitled to receive benevolent grant from Benevolent Fund as prescribed for a period of fifteen years or upto the date the deceased employee would have attained the age of seventy years, whichever is earlier.

571. The period of fifteen years will be reckoned from the date from which the deceased employee or as the case may be, the spouse became eligible for such grant.

572. On the death of an employee, the amount of benevolent grant payable will be paid to the spouse of the civil servant or such wholly dependent member or members of his family as he might have nominated in accordance with the rules in full or in the shares specified by him at the time of making of nomination.

573. Where no valid nomination made by the employee subsists at the time of his death, the amount of benevolent grant will be paid to such member or members of his family, subject to such conditions imposed with a view to ensuring that the amount is justly and equitably utilized for the maintenance and benefit of all the members of family as may be prescribed or may, consistently with the rules, be determined by the Board of Trustees of the Federal Employees Benevolent and Insurance Funds or an officer authorized by the Board in that behalf.

574. In case of death of a retired Government Servant occurring before the age of 60 years the determination of Benevolent grant payable to the nominee(s) will be on the basis of pay last drawn by the employee and not on the basis of pension last received by the deceased pensioner.

FEDERAL EMPLOYEES GROUP INSURANCE

575. Every employee will be liable to pay to the Federal Employees Insurance Fund a monthly premium at the rate specified in column 3 of the THIRD SCHEDULE to the Federal Employees Benevolent Fund and Group Insurance Rules, 1972 for his life insurance. The amount of premium as far as possible will be deducted at the source from the pay of the employee and credited or remitted to the Fund.

576. Premia on behalf of employees in BPS 1-15 will be paid by the Government to the Fund for their life insurance.

577. In the event of the death of an employee occurring by what so ever cause, during the continuance of his employment, the Board of Trustees of the Federal Employees Benevolent and Insurance Funds will pay to the family of the deceased employee as nominated by him a sum as prescribed.

578. The amount of sum assured payable effective from 1st January 1996 will be at the rate given in column 4 of the THIRD SCHEDULE of the Rules ibid.

SUBMISSION OF APPLICATIONS FOR BENEVOLENT GRANTS

579.(1) According to rule 12 of the Federal Employees Benevolent Fund and Group Insurance Rules, 1972, the Head of the office of the civil servant will forward through the Head of the Department an application in Form 'B' to the Director Regional Board, Federal Employees Benevolent and Group Insurance Funds concerned upon his death during continuance of employment or after retirement before attaining the age of 70 years or when he is declared by the prescribed Medical Board to have been completely incapacitated physically or mentally to discharge the duties of his employment and is, for that reason removed from service on the recommendation of the Medical Board. All the columns of the prescribed Form "B" will be properly completed in all respects. The requisite documents will be attached with the application in Form 'B' before its submission by the Head of the Department to the Director, Regional Board concerned.

(2) Apart from the documents listed in Part II of the Form 'B' (Revised) the documents, namely, an application from the beneficiary intimating death of the employee and arranging payment of Benevolent Fund and Group Insurance, retirement orders of the deceased employee in case of death after retirement, Schedule of last three months

deduction of Benevolent Fund and Group Insurance of the deceased employee, Photo copies of National Identity Card of the beneficiary, Photo copies of the National Identity card of the deceased civil servant, specimen signature and Thumb and Finger Impression Card in form EST-54, specimen signature, Declaration regarding single widow, Declaration of Non-remarriage, Declaration of non-separation judicially during life time of the deceased, List of family members, Declaration regarding surrendering rights of share by heirs of the deceased, consent for recovery of Government dues, etc; be sent to the Regional Board concerned. While sending claim papers the Head of Department will also certify over his signature that the deceased civil servant was a member of the Federal Employee Benevolent Fund and Group Insurance established under the Federal Employees Benevolent Fund and Group Insurance Act, 1969 and has been a regular subscriber to the Federal Employees Benevolent Fund and Group Insurance Fund till the date of his retirement / death. He will also certify that the deceased was Federal Government employee within the meaning of "Employees" as defined in Section 2(4) of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 and was not on deputation from any Provincial Department or any Autonomous Body.

580. All claims for Benevolent grants and the specified amount of insurance must be initiated within 30 days of the causality and in case any delay is anticipated in preparation of claim papers the Director Regional Board concerned should be informed about the casualty within 30 days of occurrence.

581. A monthly statement showing the position of pending Benevolent Fund and Group Insurance cases as at the close of the preceding month should be submitted in the prescribed proforma by 20th of each calendar month by the Heads of Circles to the Director General for review and orders.

582. The Federal Employees Benevolent Fund and Group Insurance Rules, 1972 as amended from time to time are reproduced in Appendix No. 10 to this Volume.

CHAPTER XV

RECRUITMENT AND PROMOTION OF OFFICERS

POWERS

583 The authorities competent to make recruitment by initial appointment, appointment by promotion or appointment by transfer against the various posts mentioned in this Chapter are specified in the Schedule to the Post Office Manual Volume III.

RECRUITMENT TO POSTS IN BASIC PAY SCALE 16 IN POST OFFICE AND MAIL SORTING AND TRANSPORTATION

584. The Postal Superintendents BPS-16 cadre in the Department consists of Superintendents, Post Offices, Superintendents, District Mail Offices, Superintendents, Mail Sorting and Transportation, Senior Postmasters, Assistant Controllers, Foreign Post, Assistant Directors, Training Officers (Postal Training Centers) and all other posts included in the cadre of Postal Superintendents.

585(1) Appointment to the posts in the cadre of Postal Superintendents (BPS-16) will be made by promotion on the basis of selection on the recommendation of the Departmental Promotion Committee on Circle basis from a combined seniority list of the departmental officials holding the posts of Assistant Superintendents of Post Offices, Assistant Superintendents, Mail Sorting and Transportation and Higher Selection Grade (General Line) officials working in Post Offices, Foreign Posts, Mail Sorting and Transportation and Returned Letter Office on a regular basis within that Circle and who have rendered at least five years service in BPS-11 and above.

(2) The rules for recruitment to the posts in the cadre of Postal Superintendents (BPS-16) are given in Appendix No.17.

RECRUITMENT TO THE POSTS OF ASSISTANT DIRECTOR POSTAL LIFE INSURANCE

586. The cadre of Assistant Directors, Postal Life Insurance in BPS-16 comprises the Assistant Directors working in the Postal Life Insurance Field Units and in the office of the General Manager, Postal Life Insurance.

587(1) Appointment to the posts of Assistant Directors (Office)

and Assistant Directors (Field), Postal Life Insurance (BPS-16) will be made by promotion on the basis of selection on the recommendation of the Departmental Promotion Committee on Circle basis from a combined seniority list comprising the Assistant Superintendents (Office) and Assistant Superintendents (Field) (BPS-11) in the Postal Life Insurance Organization who have rendered at least five years service in BPS-11 on regular basis.

(2) The rules for recruitment to the posts of Assistant Directors (BPS-16) Postal Life Insurance are given in Appendix No.17.

588. After promotion, the officers in the above branches will be posted to vacant BPS-16 posts in their respective cadres namely, (a) Superintendents of Post Offices, Mail Sorting and Transportation, etc; and (b) Assistant Directors (Office / Field), Postal Life Insurance in their respective Circle. They will be placed on probation for a period of one year. Thereafter they will attend the Postal Management Course of 12 weeks duration at the Postal Staff College, Islamabad as and when conducted during the year.

RECRUITMENT TO THE POSTS IN POSTAL GROUP

589 (1) The Postal Group which is a constituent of the Federal Unified Grade was formed on 30th May, 1975 on the introduction of the Administrative Reforms by the Government and the abolition of Services under the Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1973. The salient features of the Administrative Reforms-Postal Group are described in Appendix No. 12 to this Volume.

(2) The methods of appointment to Postal Group are regulated under the provisions of the Civil Servants (Appointment Promotion and Transfer) Rules, 1973 framed under section 25 of the Civil Servants Act, 1973. As these rules provide the basic framework for appointment to Federal Civil Posts, therefore detailed and separate rules for recruitment to posts in BPS-17 and above need to be prepared in consultation with the Establishment Division, Government of Pakistan.

(3) The rules for recruitment to the various posts in Postal Group in the Federal Unified Grade framed with the approval of the Establishment Division and published in Part II of the Gazette of Pakistan Extraordinary are given in Appendix No.13 to this Volume.

590(1) Recruitment to 60 percent posts in Basic Pay Scale-17 in the Federal Unified Grade (Postal Group) will be made on the basis of a Combined Competitive Examination held by the Federal Public

Service Commission.

(2) Forty percent posts in BPS-17 Postal Group will be filled by promotion on the basis of selection on the recommendation of the Departmental Promotion Committee from amongst the departmental officers in BPS-16 figuring in a combined seniority list comprising the cadres of Superintendents of Post Offices/Mail Sorting and Transportation, Postmasters, Assistant Directors, Postal Life Insurance, Assistant Controllers, Training Officers and incumbents of other posts included in the Postal Superintendents cadre (BPS-16) who have rendered at least three years service in the Department on regular basis in BPS-16.

(3) Promotion against 25 percent of the posts earmarked in BPS-17 in Postal Group for departmental promotion quota (which is 40 % in toto) will be made through a departmental competitive examination as and when a vacancy becomes available.

(4) The rules for Accelerated Promotion to posts in BPS-17 Postal Group of departmental candidates in BPS-16 containing conditions for eligibility for appearing in the competitive examination, syllabus of examination, etc; is contained in Appendix No. 16 to this Volume.

(5) A departmental officer in BPS-16 promoted to a BPS-17 post in the Postal Group will be on probation for a period of one year. He will also be required to attend such training course as the Government may determine.

(6) After selection by the Federal Public Service Commission on the basis of the result of the Central Superior Services Examination the selectee will be appointed by the Government as Postal Group Probationary Officer BPS-17 in the Department. The appointment on probation will be subject to the provisions of section 6 of the Civil Servants Act, 1973 read with rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

591(1) Recruitment to 100 percent posts in the Federal Unified Grade (Postal Group) in BPS-18 will be made by promotion on the recommendation of the appropriate Departmental Promotion Committee from amongst the officers in Postal Group who have rendered 5 years service on regular basis in BPS-17 in the Department .

(2) Recruitment to 100 per cent posts in BPS-19 (Postal Group) will be made by promotion on the basis of selection on the recommendation of the Selection Board from amongst the officers in BPS-18 (Postal Group) who have rendered 12 years service in BPS-17 and above in the Department.

(3) Promotion to 100 per cent posts in BPS-20 (Postal Group)will be made by promotion on the basis of selection on the recommendation of the Selection Board from amongst the officers in BPS-19 (Postal Group) who have rendered 17 years service in BPS-17 and above in the Federal Unified Grade (Postal Group).

(4). Promotion to 100 per cent posts in BPS-21 (Postal Group) will be made on the basis of selection on the recommendation of the Selection Board from amongst the officers in BPS-20 (Postal Group) who have rendered 21 years service in BPS-17 and above in the Federal Unified Grade (Postal Group).

(5) The Guide Lines for promotion to higher posts under the Federal Government are laid down by the Establishment Division which should be followed rigidly.

592. The rules for recruitment to the posts in the Federal Unified Grade (Postal Group) in BPS-17 and above under the Pakistan Post Office are given in Appendix No.13 to this Volume.

593. (1) On completion of combined training at the Civil Services Academy, the Postal Group Probationary Officers (BPS-17) will report to the Director, Postal Staff College, Islamabad who will conduct and supervise their specialized training in accordance with the Schedule of Training for Postal Group Probationary Officers which appears as Appendix No.14 to this Volume.

(2) On conclusion of training of 21 weeks in various fields and branches of the department, in accordance with the items at (a) to (i) of the Schedule of training, the Probationary Officers will be required to clear the first two papers of the departmental examination. On completion of their training of 11 weeks in the fields at (j) to (q) above they will be subjected to a written test in Papers III and IV. After undergoing last phase of training of 21 weeks they will be required to pass the remaining two papers of the prescribed departmental examination. The Probationary Officers who are unable to clear any of the papers of the departmental examination in the first attempt will take these papers along with papers in the ensuing examination..

594.(1) The Postal Group Probationary Officers (BPS-17) will have to qualify the Final Passing Out Examination conducted by the Federal Public Service Commission. The syllabus for the Final Passing Out Examination for Postal Group Probationers appears at Appendix No.15 to this Volume. The syllabus for Final Passing Examination for

Postal Group Probationers has been framed and approved by the Government in pursuance of sub-rule (4) of rule 3 of the Occupational Group and Services (Probation, Training and Seniority) Rules, 1990. The aforesaid Rules, 1990 are given in Appendix No.11 to this Volume.

(2) A probationer who fails to qualify in any subject in the Final Passing Out Examination will be allowed two more chances to appear in the examination to be held subsequently in such subject or subjects.

(3) If on the conclusion of the training programme the performance or conduct of a probationer is determined by the head of the training institution to be unsatisfactory, or if a probationer is prevented by sickness or any other adequate cause from completing a programme the Government may require such probationer to undergo such further training as it deems fit.

(4) A probationer who fails to qualify in the Final Passing Out Examination will have his increments withheld until such time he qualifies such examination.

(5) Absence from the Final Passing Out Examination without permission of the Government will be deemed to be failure to qualify in that examination.

595. A probationer who fails to qualify in the Final Passing Out Examination in three attempts will be liable to be removed from service. However, before a probationer is removed from service he will be given a reasonable opportunity of showing cause against the action proposed to be taken against, him.

596. The seniority of the Postal Group Probationary Officers (BPS-17) will be determined by the Government after they clear the Final Passing Out Examination conducted by the Federal Public Service Commission.

597. The probation of a Postal Group Probationary Officer BPS-17 will be two years or for such period as the Government may extend for successful completion of training programme.

598. On successful completion of probation period the appointing authority will, by specific order terminate the probation of the Postal Group Probationary Officer BPS-17 which will be notified.

599.(1) A Postal Group Probationary Officer (BPS-17) who has completed all the prescribed training and passed the departmental examination but has not cleared the Final Passing Out Examination

may be allowed to hold independent charge of a Division or Unit.

(2) An officer whose probation has not been terminated by a specific order of the appointing authority will not be relived from the Department to join any other post under the Federal Government or any Organisation. Such an officer will also not be deputed for any training within or out side Pakistan.

600. A Postal Group Probationer will, before the commencement of the training execute a Bond, with a surety to refund in the event of his failing to complete his training or resigning from his service during the period of training or within three years, thereafter, all such amounts paid to him or spent in connection with his training.

601. On the satisfactory completion of the period of probation and successful conclusion of the specialized departmental training and passing the Final Passing Out Examination, etc; the Postal Group Probationary Officers (BPS-17) will be eligible for confirmation in a post in the cadre from the date of his original appointment provided a permanent vacancy is available from that date, otherwise from the date of availability of such vacancy.

602.(1) The Postal Group Officers in BPS-17 and BPS-18 should not be appointed as Head of the Division or Unit against the posts in their home districts.

(2) All the Postal Group Officers will be required to serve in all the Provinces and Regions of Pakistan by rotating them after completion of the prescribed tenure of a post. Nevertheless they will be liable to serve anywhere within or outside country in any equivalent or higher post under the Federal Government or any Provincial Government or local authority, or a corporation or body set up or established by any such Government.

603. No promotion on regular basis will be made to posts in Basic Pay Scale 18 and above unless the officer concerned has completed such minimum length of service, attended such training and passed such departmental examination as may be prescribed by the Government from time to time.

RECRUITMENT TO THE POSTS IN DEPARTMENTAL ACCOUNTS CADRE

604. The establishment in the departmental cadre of the Accounts Wing in the Department consists of officers in Basic Pay Scale 16 comprising Senior Accountants, Accountant Superintendents and Assistant Accounts Officers and BPS-17 officers comprising Accounts

Officers and Assistant Chief Accounts Officers in the Department.

605. Recruitment to the posts of Senior Accountants, Accountant Superintendents and Assistant Accounts Officers in BPS-16 in the Departmental Accounts Cadre will be made 100 percent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Junior Accountants in the Department.

606(1) In the offices other than in the office of the Director of Accounts, Pakistan Post Office Department two third vacancies in the BPS-16 cadre will be filled in by promotion in order of seniority from amongst Junior Accountants working in the cadre who have rendered three years service as Junior Accountant (BPS-12) and have qualified Post Office SAS Accountants Examination Part-II, the syllabus of which is given in Annexure I to Appendix No.25 of this Volume. The syllabus of the examination has been prescribed by the Director General in consultation with the Auditor General of Pakistan.

(2) The percentage of qualifying marks in each paper will be 40 per cent and 45 per cent in aggregate. Obtaining of at least 40 percent marks in practical will be essential. A candidate who has not qualified Part I of the SAS Examination will not be allowed to appear in Part II of the said examination

(3) In making appointments by promotion one third vacancies in the cadre will be filled from amongst Junior Accountants (BPS-12) who have rendered five years service as Junior Accountant (BPS-12) on regular basis in the department and who have not been able to qualify the Post Office SAS Accountant Examination Part- II.

607.(1) In the Office of the Director of Accounts two third of the vacancies of the Accountant Superintendents (BPS-16) will be filled from amongst Junior Accountants (BPS-12) in order of seniority who have qualified S.A.S. Accountants Examination Part II and have rendered three years service as Junior Accountant or five years service as Senior Accounts Clerk and from amongst the Senior Accounts Clerks (BPS-11), in case of non-availability or ineligibility of Junior Accountants provided that they have passed S.A.S. Accountants Examination Part-II.

(2) Appointment against one third of the vacancies of the Accountant Superintendents (BPS-16) will be made from amongst the Junior Accountants (BPS-12) who have not been able to pass the S.A.S. Accountants Examination Part-II and have rendered three years service as Junior Accountant or from amongst the Senior Accounts Clerks (BPS-11) who have completed five years service as Senior Accounts Clerk on regular basis, in case of non-availability or

ineligibility of Junior Accountants.

608. Recruitment to the posts of Accounts Officers (BPS-17) Departmental Cadre will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Senior Accountants/Accountant Superintendents /Assistant Accounts Officers (BPS-16) who have rendered five years service on regular basis in the Department.

609.(1) Rules for recruitment to the posts of Senior Accountants/Accountant Superintendents (BPS-16) and Assistant Chief Accounts Officers/Accounts Officers (BPS-17) are given in Appendix No.25 to this Volume.

(2) The duties prescribed for the Senior Accountant Incharge of the Accounts Branch in a Head Post Office are laid down in Appendix No.27 to this Volume.

RECRUITMENT TO THE POSTS IN ACCOUNTS GROUP.

610. The establishment in the inter departmental cadre of the Accounts Wing of the department consists of officers of the Accounts Group in Basic Pay Scale 17 (Inter Departmental Cadre) and all posts in Accounts Group in BPS-18 to 20 in the Department.

611. All posts in the Accounts Group in BPS-17 Inter Departmental Cadre and BPS-18 and above in the Pakistan Post Office Department are borne on the strength of the Accounts Group of the Federal Unified Grade. The Auditor General of Pakistan administratively controls the Accounts Group so far as postings, transfers and career development of officers in BPS-17 and above in the Accounts Group is concerned. The officers of the Accounts Group in BPS-17 to 20 are transferable from one Department to an other.

612. The officers of the Accounts Group in BPS-17 will be recruited by initial appointment by the Federal Government partly (75 %) on the basis of the result of Central Superior Services Examination conducted by the Federal Public Service Commission on all Pakistan basis and partly (25 %) by induction of departmental officers in BPS-17 of the constituent departments under the Federal Government.

613. Twenty five percent of Accounts posts in the Department are borne on Inter Departmental Cadre. These posts will be filled by transfer of Accounts Officers in BPS-17 as shown below: -

(i) Appointment against 12 ½ percent posts will be made by

induction of Departmental Accounts Officers (BPS-17) into Inter Departmental Cadre Accounts Group by the Auditor General of Pakistan on the recommendation of the Departmental Promotion Committee.

(ii) Appointment against 12 ½ percent posts will be made by transfer and posting of officers of the Inter Departmental Cadre in BPS-17 Accounts Group by the Auditor General of Pakistan.

614. The posts of Deputy Chief Accounts Officers (BPS-18), Directors Accounts (BPS-19) and Chief Accounts Officer (BPS-20) in the Department will be filled 100 per cent by the Auditor General of Pakistan by transfer and posting of officers of the Accounts Group in the equivalent Basic Pay Scale in which the post to be filled exists in the Department.

RECRUITMENT OF WELFARE OFFICERS AND ADMINISTRATIVE OFFICERS

615.(1) Recruitment to the posts of Welfare Officers (BPS-16) and Administrative Officers (BPS-16) will be made on Circle basis by promotion on the recommendation of the Departmental Promotion Committee from amongst the Head Assistants (BPS-11) who have rendered five years service in BPS-11 and above on regular basis.

(2) The rules for recruitment to the posts of Welfare Officers and Administrative Officers are given in Appendix No.21 to this Volume.

RECRUITMENT OF ASSISTANT CONTROLLER OF STAMPS

616.(1) Recruitment to the posts of Assistant Controller (BPS-16) in the Stamps Organization will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Store Keepers (BPS-14) who have rendered three years service in the relevant field on regular basis.

(2) If no person is found suitable for promotion, the post will be filled on the recommendation of the Departmental Promotion Committee by transfer of an officer holding the post of Postal Superintendent (BPS-16).

(3) The rules for recruitment to the posts of Assistant Controller (BPS-16) in the Stamps Organization under the Department are given in Appendix No. 36 to this Volume.

RECRUITMENT OF MEDICAL OFFICER AND MEDICAL SUPERINTENDENT

617. The establishment in the Medical Cadre of the Department consists of Medical Officers (BPS-17) and Medical Superintendents (BPS-18).

618. Recruitment to the posts of Medical Officers (BPS-17) will be made by initial recruitment on the recommendation of the Federal Public Service Commission from amongst the persons who hold M.B.B.S Degree preferably with practical experience and who are between the age of 23 and 33 years and failing that by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment under the Government on regular basis provided the person concerned possesses the qualification/ experience prescribed for initial appointment to the post concerned.

619(1) Recruitment to the posts of Medical Superintendents (BPS-18) will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Medical Officers who have completed five years service in BPS-17) on regular basis in the Department.

(2) In case no Medical Officer is available or eligible for promotion, the post will be filled by initial appointment through the Federal Public Service Commission on open advertisement from amongst the persons who hold M.B.B.S. Degree with five years service in a recognized Hospital and who are within the age of 25 and 35 years.

620. The rules for recruitment to the posts of Medical Officers (BPS-17) and Medical Superintendents (BPS-18) in the Dispensaries and Hospitals under the Pakistan Post Office are given in Appendix No.51 to this Volume.

RECRUITMENT OF HEAD MISTRESS IN MODEL SCHOOLS

621.(1) Recruitment to the post of Headmistress (BPS-17) in the Model School under the Pakistan Post Office will be made 100 percent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Senior Teachers who are Graduate with Bachelor of Education (B.Ed.) and have completed five years service as Senior Teacher on regular basis.

(2) If no suitable person is available for promotion, the post will be filled in by initial appointment on the recommendation of the Federal Public Service Commission in open advertisement from amongst the persons who hold Second Class or Grade 'C' Master's Degree with B.Ed./M.Ed. or equivalent qualification having two years teaching experience after B.Ed./ M.Ed. and who are between the age of 21 and 30 years.

(3) In case the post of Headmistress can not be filled by initial appointment, it will be filled by transfer by selection on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment on a regular basis under the Government in BPS-17 provided that the person concerned possesses the qualifications and experience prescribed for initial appointment or promotion to the post of Headmistress (BPS-17).

622. The recruitment rules for appointment to the post of Headmistress (BPS-17) in the Model Schools under the Department are given in Appendix No.53 to this Volume.

RECRUITMENT OF OFFICERS IN THE GENERAL CADRE IN THE DIRECTORATE GENERAL

623. The posts in the secretarial branch of the Pakistan Post Office Directorate General consist of the following categories:-

(a) Deputy Assistant Director (Superintendent) (BPS-16);

(b) Assistant Director (BPS-17); and

(c) Deputy Director (BPS-18).

624. Recruitment to the posts of Deputy Assistant Director (Superintendent) (BPS-16) will be made 100 percent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Assistants (BPS-11) having five years service in BPS-11 on regular basis and failing that by initial appointment and failing both by transfer.

625. Recruitment to the posts of Assistant Director (BPS-17) will be made 100 percent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Deputy Assistant Directors (Superintendents) BPS-16 who have rendered three years service in BPS-16 on regular basis and failing that by initial appointment on the recommendation of the Federal Public Service Commission in open advertisement and failing both by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment under the Federal

Government in BPS-17 on regular basis.

626.(1) Recruitment to the posts of Deputy Directors (BPS-18) will be made partly (5o %) by initial appointment and partly (50 %) by promotion and failing both by transfer.

(2) Promotion to 50 per cent posts of Deputy Directors (BPS-18) will be made from amongst the Assistant Directors (BPS-17) who have completed five years service in BPS-17 on regular basis.

(3) In case no departmental officer is available or eligible for promotion, then the post will be filled by initial appointment through the Federal Public Service Commission in open advertisement from amongst the persons who hold second class Master's Degree and have five years administrative experience in a responsible position.

(4) In case the post of Deputy Director cannot be filled by promotion or by initial recruitment then it may be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment under the Federal Government in BPS-18 on regular basis.

(5) Recruitment to 50 per cent posts of Deputy Directors will be made by initial appointment through the Federal Public Service Commission in open advertisement from amongst the persons who hold Master's Degree and have five years administrative experience in a responsible position.

627. The recruitment rules for appointment to the posts in the Post Office Directorate General specified above are given in Appendix No.55 to this Volume.

RECRUITMENT OF OFFICERS IN OTHER BRANCHES

628. Recruitment rules to the posts of Statistical Investigator (BPS-16) and Cost and Statistical Officer (BPS-17) under the Department are given in Appendix No.61 to this Volume.

629. The rules for recruitment to the post of Customers Relations Officer (BPS-18) under the Department are given in Appendix No.60 to this Volume.

630.(1) Recruitment to the post of Private Secretary (BPS-17) will be made 100 percent by promotion on the basis of selection on the recommendation of the appropriate Departmental Promotion Committee from amongst the Stenographers who have rendered on

regular basis 7 years satisfactory service in the Cadre.

(2) In case no suitable person is available for promotion, the post of Private Secretary will be filled in by appointment on the recommendation of the Departmental Promotion Committee from amongst the Stenographers, employed in the Department who have completed 7 years satisfactory service on regular basis as Stenographer in the Department.

631. The rules for recruitment to the post of Private Secretary (BPS-17) are given in Appendix No.56 to this Volume.

RECRUITMENT OF CIVIL ENGINEERS

632. The establishment in the Civil Engineering Branch of the Department consists of the following classes of officers: -

(a) Assistant Engineer (Civil) (BPS-16);

(b) Assistant Executive Engineer (Civil) (BPS-17);

(c) Executive Engineer (Civil) (BPS-18); and

(d) Superintending Engineer (Civil) (BPS-19).

633.(1) Recruitment to the posts of Assistant Engineer (Civil) BPS-16 will be made 100 percent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Sub Engineers (Building) (BPS-11) who hold post- Matric three years Diploma in Civil Engineering Technology and have rendered five years service on regular basis as Sub-Engineer and from amongst the Draftsmen (BPS-11) who hold post-Matric three years Diploma in Architecture Technology and have completed five years service as Draftsman on regular basis.

(2) The promotion to the post of Assistant Engineer (Civil) will be made on the basis of a combined seniority list consisting of Sub Engineers (Building) and Draftsmen drawn on all Pakistan basis.

634.(1) Recruitment to the posts of Assistant Executive Engineer (Civil) (BPS-17) will be made partly (20 %) by promotion and partly (80 %) by initial appointment.

(2) Promotion to 20 per cent posts of Assistant Executive Engineer (Civil) (BPS-17) will be made on the recommendation of the Departmental Promotion Committee from amongst the Assistant Engineers (Civil) (BPS-16) who have three years service at their credit as Assistant Engineer (Civil) (BPS-16) on regular basis in the Department.

(3) Recruitment to 80 per cent posts of Assistant Executive Engineer (Civil) BPS-17 will be made by initial appointment on the recommendation of the Federal Public Service Commission in open advertisement from amongst the persons who hold Bachelors Degree or equalent qualification in Civil Engineering from a recognized University preferably having practical experience and who are between the age of 20 and 28 years.

635.(1) Recruitment to the post of Executive Engineer (Civil) (BPS-18) will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Assistant Executive Engineers (Civil) (BPS-17) who possess Engineering Degree and have rendered five years service in the cadre on regular basis in the Department.

(2) In case no person is eligible for promotion to the post of Executive Engineer (Civil), then the vacancy will be filled by initial appointment through the Federal Public Service Commission in open advertisement from amongst the candidates who hold Bachelors degree or equivalent qualification in Civil Engineering from a recognized University having at least five years experience in the relevant field in a responsible position and who are within the age limit of 25 to 35 years.

636.(1) Recruitment to the post of Superintending Engineer (BPS-19) will be made 100 per cent by promotion on the recommendation of the Selection Board from amongst the Executive Engineers (Civil)(BPS-18) who hold an Engineering Degree and have rendered 12 years service in BPS-17 or above and in case of direct recruitment to post in BPS-18 have rendered seven years service in the Department on regular basis in BPS-18.

(2). In case no person in the feeding cadre possesses the prescribed length of service, qualification and experience then the post of Superintending Engineer will be filled in on the recommendation of the Federal Public Service Commission in open advertisement from amongst the candidates who hold Bachelor's Degree in Civil Engineering from a recognized University having 12 years experience in the relevant field in a responsible position and who are between the age of 32 and 40 years.

637. The rules for recruitments to the various posts in Civil Engineering Branch in BPS-16 to BPS-19 are given in Appendix No.38 to this Volume.

RECRUITMENT OF MECHANICAL AND ELECTRICAL ENGINEERS

638. The establishment in the Mechanical and Electrical Engineering Branch of the Department consists of the following classes of officers:-

(a) Assistant Engineer (BPS-16); and

(b) Assistant Divisional Engineer (BPS-17);

639.(1) Recruitment to the posts of Assistant Engineers (BPS-16) Mechanical and Electrical will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2). Fifty percent posts of Assistant Engineers (BPS-16) will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Sub-Engineers Electrical or Mechanical (BPS-11) who have put in on regular basis 8 years service as Sub-Engineer in the Department.

(3). Recruitment to fifty percent posts of Assistant Engineers (BPS-16) in the Mechanical and Electrical Branches of the Department will be made by initial appointment on the recommendation of the Federal Public Service Commission in open advertisement from amongst the persons who hold post- Matric three years Diploma in Mechanical or Electrical or Electronic Technology from a Government Technical College having five years practical experience in Mechanical or Electrical or Electronic Branch of a Government Department, Autonomous body or a well established Private Institution or Industry of repute and who are within the maximum age limit of 32 years.

640.(1) Recruitment to the posts of Assistant Divisional Engineer (BPS-17) Mechanical / Electrical will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2) Fifty percent posts of Assistant Divisional Engineer (BPS-17) will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Assistant Engineers (BPS-16) who have rendered at least three years service as Assistant Engineer (BPS-16) in the Department on regular basis.

(3). Recruitment to fifty percent posts of Assistant Divisional Engineers (BPS-17) will be made by initial appointment on the recommendation of the Federal Public Service Commission in open advertisement from amongst the candidates who hold Bachelor of

Science Degree in Engineering or equivalent in Mechanical or Electrical Engineering from a recognized University preferably having practical experience and whose maximum age is not over 32 years.

641. The rules for recruitment to the posts of Assistant Engineer (BPS-16) and Assistant Divisional Engineer (BPS-17) in the Mechanical and Electrical Branches of the Department are given in Appendix No.42 to this Volume.

RECRUITMENT OF DIVISIONAL ENGINEER AUTOMATION AND MECHANIZATION

642.(1) Recruitment to the post of Divisional Engineer (Automation and Mechanization) (BPS-18) will be made 100% by promotion on the recommendation of the Departmental Promotion Committee from amongst the Assistant Divisional Engineers (BPS-17) who have completed 5 years service in BPS-17 in the Department on regular basis.

(2). In case the post of Divisional Engineer (Automation and Mechanization) (BPS-18) cannot be filled by promotion due to non-availability or ineligibility of persons in the feeding cadre, it will be filled by initial appointment on the recommendation of the Federal Public Service Commission in open advertisement from amongst the persons who hold B.Sc. Degree in Engineering or Mechanical or Electrical from a recognized University and who have five years experience in Postal Mechanization / Automation and are between the age of 26 and 40 years.

(3). In the event of the post of Divisional Engineer (Automation and Mechanization) (BPS-18) remaining unmanned either by promotion or initial appointment, it will be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment under the Federal Government / Autonomous bodies on a regular basis in BPS-18 provided the person concerned possesses the qualifications / experience prescribed for initial appointment to the post concerned.

643. The rules for recruitment to the post of Divisional Engineer (Automation and Mechanization) (BPS-18) are given in Appendix No.41 to this Volume.

RECRUITMENT OF BOILER ENGINEER

644. Recruitment to the post of Boiler Engineer (BPS-16) will be made 100 per cent by initial appointment on the recommendation of

the Federal Public Commission in open advertisement from amongst the candidates who possess post-Matric certificate of competency for Second Class Engineer granted under the Boilers Act, 1973 and who are between the age of 20 and 30 years.

645. The rules for recruitment to the post of Boiler Engineer (BPS-16) are given in Appendix 44 to this Volume.

RECRUITMENT OF ASSISTANT ENGINEER MAIL MOTOR SERVICE

646.(1) Recruitment to the post of Assistant Engineer (BPS-16) Mail Motor Service will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Mechanics (BPS-11) and Supervisors (BPS-12) who have rendered seven years service as Mechanic (BPS-11) or five years service as Supervisor (BPS-12) on regular basis provided that they also pass the Departmental test as prescribed by the Director General from time to time.

(2). In case no departmental official is eligible for promotion to the post of Assistant Engineer (BPS-16) then the post will be filled in by initial appointment on the recommendation of the Federal Public Service Commission from amongst the candidates who possess post-Matric three years Diploma in Automobile Technology from a Polytechnic Institute recognized by the Government and have five years experience in the relevant field provided they have not crossed the maximum age of 32 years.

(3). In the event of the post of Assistant Engineer (BPS-16) remaining unmanned either by promotion or by initial appointment then it will be filled in by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment under the Federal Government on a regular basis in BPS-16 provided the person concerned possesses the qualification and experience prescribed for initial appointment or promotion to the post concerned.

647. The rules for recruitment to the post of the Assistant Engineer (BPS-16) Mail Motor Service under the Department are given in Appendix No-47 to this Volume.

RECRUITMENT OF OFFICERS IN COMPUTER WING

648. The establishment in BPS-16 and above in the Computer Wing of the Department consists of the following classes of the officers:-

(a) Computer Operator (BPS-16);

(b) Programmer (BPS-17);

(c) Systems Analyst (BPS-18); and

(d) Director (BPS-19).

649.(1) Recruitment to the posts of Computer Operator (BPS-16) will be made partly (50 %) by promotion and partly (50 %) by initial appointment.

(2) Fifty percent posts of Computer Operator (BPS-16) will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Data Processing Supervisors BPS-15 who have completed two years service in BPS-15 on regular basis.

(3) Fifty percent posts of Computer Operator BPS-16 will be manned by initial appointment through open advertisement on the recommendation of the Federal Public Service Commission from amongst the persons who hold second class Bachelor's Degree in Computer Science. Mathematics, Statistics, Physics or Economics with three years experience in the field of computer operation or data processing and who have not crossed the maximum age limit of 32 years.

650.(1) Recruitment to the posts of Programmers (BPS-17) will be made partly (50 %) by promotion and partly (50 %) by initial appointment.

(2). Fifty percent posts of Programmers (BPS-17) will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Computer Operators (BPS-16) who have rendered three years service in BPS-16 on regular basis in the Department and who have completed a course in Computer Programming in COBOL, FORTRAN or other high level languages.

(3). Recruitment to fifty percent posts of Programmers (BPS-17) will be made by initial appointment on the recommendation of the Federal Public Service Commission in open advertisement from amongst the persons who hold Second Class Master's Degree in Computer Science or hold Second Class Master's Degree in Mathematics, Statistics, Physics or Economics with two years experience in Programme writing as well as training in Computer Programming. The candidates should not be over the age of 32 years.

651.(1) Recruitment to the posts of Systems Analysts (BPS-18) will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Programmers (PBS-17) who have rendered five years service in BPS-17 on regular basis in the Department and who have successfully completed the training course prescribed for System Analyst.

(2). In case no departmental officer in the cadre of Programmer (BPS-17) possesses the qualifications and experience prescribed for promotion to the post of Systems Analyst (BPS-18) then the post will be filled by initial appointment through the Federal Public Service Commission from amongst the persons who have the qualifications and experience laid down in the Schedule to the recruitment rules.

(3) In case the post of Systems Analyst can not be filled by promotion or initial recruitment then it may be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment under the Federal Government on a regular basis in BPS-18 provided the person concerned possesses the qualifications / experience prescribed for initial appointment or promotion to the post of Systems Analyst.

652.(1) Recruitment to the post of Director (BPS-19) will be made 100 per cent by promotion on the recommendation of the Selection Board from amongst the Systems Analysts (BPS-18) who have completed 12 years service on regular basis in the Department in BPS-17 and above or seven years service in BPS-18 in case of initial appointment to a post in BPS-18 .

(2). If no officer in the Department possesses the experience prescribed for promotion then the post of Director Computer will be filled by initial appointment on the recommendation of the Federal Public Service Commission in open advertisement from amongst the persons who have the qualification and experience as laid down in the Schedule to the recruitment rules.

(3) In case the post of Director (BPS-19) cannot be filled by promotion or initial recruitment, it will be filled by transfer on the recommendation of the Selection Board from amongst the persons holding appointment under the Federal Government on a regular basis in BPS-19 in the field of Computer and having the qualifications and experience prescribed for initial appointment or promotion to the post of Director Computer (BPS-19).

653. The recruitment rules for appointment to various posts in BPS-16 to 19 in the Computer Wing of the Department are given in

Appendix No.49 to this Volume.

GENERAL GUIDELINES FOR MAKING RECRUITMENT

654.(1) Recruitment by initial appointment, promotion or transfer against any post in BPS-16 or above will be made strictly in accordance with the method, conditions and other provisions laid down in the rules for recruitment to the post concerned notified in the Gazette of Pakistan after vetting by the competent authority.

(2) No recruitment will be made against any post in any cadre not mentioned in this Chapter without first having notified the recruitment rules in the Gazette of Pakistan after vetting by the competent authority.

(3) The concurrence of the Finance Division will be necessary before sanctioning a new post in BPS-16 or above or for re-designating or revival of any existing post.

CHAPTER XVI

RECRUITMENT AND PROMOTION OF OFFICIALS

POWERS

655. The authorities competent to make recruitment by initial appointment or order appointment by promotion or by transfer against the various posts mentioned in this Chapter are specified in the Schedule of the Post Office Manual Volume III.

GENERAL GUIDELINES FOR MAKING RECRUITMENT

656.(1) Recruitment by promotion or initial appointment or by transfer to any post in BPS-15 and below in any cadre in the Department not mentioned in this Chapter will be made strictly in accordance with the method and other provisions contained in the rules for recruitment to be framed by the Department in consultation with the competent authority. Till the recruitment rules are notified in the Gazette of Pakistan , no appointment will be made by any authority against any post for which no recruitment rules stand framed.

(2) The prior approval of the Director General will be necessary before sanctioning a new post or for redesignating an existing post in BPS-1 to 15. The Head of the Circle is barred to exercise any powers in this respect without written orders of the Director General.

RECRUITMENT OF STAFF IN POSTAL CIRCLE OFFICES

657. The ministerial establishment in Postal Circle Offices consists of (i) Head Assistants and Managers, Postal Stock Depot (BPS-11) (ii) Head Clerks (BPS-9), (iii) Upper Division Clerks (BPS-7), and (iv) Lower Division Clerks (BPS-5)

658. Recruitment to the posts of Head Assistant and Managers Postal Stock Depot (BPS-11) will be made 100 percent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Head Clerks (BPS-9) who have rendered five years service as Head Clerk (BPS-9) on regular basis in the Cadre.

659. Recruitment to the posts of Head Clerks (BPS-9) will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Upper Division Clerks (BPS-7) who have rendered three years service as Upper Division Clerk

(BPS-7) on regular basis in the Cadre.

660. Recruitment to the posts of Upper Division Clerk (BPS-7) will be made (a) 35 per cent by promotion (b) 40 per cent by initial appointment; and (c) 25 per cent by transfer from amongst the Time Scale Clerks (BPS-7) and Sorters (BPS-7) in Post Offices, Mail Sorting and Transportation, Bag Office and Returned Letter Office.

661(1) Thirty five per cent posts of Upper Division Clerks will be filled by promotion on the recommendation of the Department Promotion Committee from amongst the Lower Division Clerks (BPS-5) who have rendered three years service as Lower Division Clerk (BPS-5) and who have qualified the Departmental Examination, the syllabus of which is given in Annexure II to Appendix No 22 to this Volume.

(2) The departmental examination will be qualifying one and appointment on its result will be made on the basis of seniority in the feeding cadre. A waiting list of qualified candidates will be maintained which will remain valid for six months following the date of announcement of the result of examination.

(3) Any vacancy occurring after six months of the date of announcement of the result of the departmental examination will not be offered to any successful candidate on the waiting list but will be carried over for next examination.

(4) A candidate who qualifies in the departmental examination but is not selected for appointment during the period the list of successful candidates remains valid will have to qualify again in the departmental examination to become eligible for appointment to the post of Upper Division Clerk.

662.(1) Recruitment to 40 percent posts of Upper Division Clerks will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Intermediate or equivalent and are not over the age of 25 years.

(2) The selection will be based on pure merit determined in accordance with the marks obtained by the candidates in the relevant academic examination held by the Board of Intermediate and Secondary Education. The candidates who have obtained marks in a higher bracket (more than 50 per cent) will only be called for interview. No marks will be awarded to the candidates in the interview. The Departmental Selection Committee will either clear a candidate or reject him for appointment under the Department after recording reasons therefor in the minutes.

(3) A waiting list of candidates, for the purpose of filling in the announced vacancies which despite issue of appointment letters remain unmanned after expiry of one month due to non-joining of the selected candidates, will also be prepared. This list will not exceed 50 percent of the number of vacancies notified in the Press.

(4) The list of successful candidates will not remain valid after all the vacancies announced in the press have been filled in fully.

663. Recruitment to 25 percent posts of Upper Division Clerks will be made by transfer on the recommendation of the Departmental Promotion Committee from amongst the Time Scale Clerks and Sorters in Post Offices, Mail Sorting and Transportation, Bag Offices and Returned Letter Office holding appointment on regular basis in Basic Pay Scale 7 provided that they possess the qualifications and experience prescribed for initial appointment to the post of Upper Division Clerk.

664. Recruitment to the posts of Lower Division Clerks will be made partly (50 %) by promotion and partly (50%) by initial appointment.

665.(1) Fifty percent posts of Lower Division Clerks will be filled in by promotion on the recommendation of the Departmental Promotion Committee from amongst the departmental officials below BPS-5 who are at least Matriculate and have rendered three years service in BPS-1 and above on regular basis and have qualified the prescribed Departmental Examination, the syllabus of which is given in Annexure-I to Appendix No. 22 to this Volume.

(2) The examination will be qualifying one and appointments on its result will be made on the basis of seniority in the feeding cadre. A departmental candidate in higher Basic Pay Scale will get preference over those in the lower Basic Pay Scale for promotion to the post of Lower Division Clerk.

(3) A waiting list of qualified candidates will be prepared which will remain valid for six months following the date of announcement of the result of the examination.

(4) Any vacancy occurring after six months of the date of announcement of the result of departmental examination will not be offered to any successful candidate but will be carried over for next examination.

(5) A candidate who qualifies in the departmental examination but is not selected for appointment during the period the list of successful candidates remains valid will have to qualify again in the departmental examination to become eligible for appointment to the post of Lower Division Clerk.

666(1) Recruitment to 50 percent posts of Lower Division Clerks will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate and qualify in a typing test for which the minimum standard will be 30 words per minute. Preference well be given to those candidates who are computer literate.

(2) As the selection will be based on pure merit determined in accordance with the marks obtained by the candidates in the Matriculation Examination, therefore, the candidates who have obtained marks in a higher bracket will only be called to appear in the qualifying typing test keeping in view the number of vacancies announced in the press. No marks will be awarded to the candidates in the interview by the Departmental Selection Committee. No waiting list will be maintained after all the vacancies notified in the press have been filled..

667. The rules for recruitment to the above posts in Postal Circle Offices are given in Appendix No.22 to this Volume.

RECRUITMENT OF ASSISTANT SUPERINTENDENTS

668. Recruitment to the posts of Assistant Superintendents of Post Offices and Assistant Superintendents, Mail Sorting and Transportation (BPS-11) will be made on Postal Circle basis partly (75%) by promotion and partly (25%) by initial appointment.

669.(1) Seventy five percent posts of Assistant Superintendents of Post Offices will be filled in by promotion on the recommendation of the Departmental Promotion Committee from amongst the Clerks (BPS-7) in Post Offices and other officials in BPS-7 and above who (i) are at least Matriculate, (ii) have rendered five years unblemished service on regular basis in the Department in BPS-7 and above, (iii) have passed the Departmental Competitive Examination, the syllabus of which is given in Annexure-A to Appendix No. 18 of this Volume, are not more than 45 years of age on the last date fixed for receipt of applications, (v) are able to read, write and speak with facility at least one of the local languages of the Circle to which the candidate belongs, and (vi) are able to ride bicycle / motor cycle.

(2) The examination which will be held by the Director General, as and when required in a Postal Circle, will consist of five written papers and a Viva Voce test carrying 100 marks. Each paper will be of three hours duration and consist of 100 marks. A candidate must obtain at least 35 per cent marks in each written paper and 40 per cent in the total to qualify in the written papers of the examination. The qualifying marks in the viva-voce test will be 40 per cent which will be added to the total marks obtained in written papers.

(3) The selection will be made strictly in order of final merit as disclosed by the aggregate marks obtained in the Competitive Examination including viva-voce test and to the extent of the number of vacancies notified for each Circle in the Director General's Circular at the time of announcement of holding the Examination. No waiting list will be maintained after all the vacancies notified in the Circular have been filled in.

(4) Seventy five percent posts of Assistant Superintendents, Mail Sorting and Transportation will be filled in by promotion on the recommendation of the Departmental Promotion Committee from amongst the Clerks and Sorters BPS-7 in Mail Sorting and Transportation and other officials of the Pakistan Post Office Department holding posts in BPS-7 and above and who fulfill the conditions of eligibility as specified in clauses (i) to (vi) of sub rule (1). The selection will be made according to the instructions contained in the preceding sub-rules.

(5) The candidates selected by promotion for appointment as Probationary Assistant Superintendent of Post Offices and Assistant Superintendent Mail Sorting and Transportation will undergo 16 weeks departmental training in various offices and branches of the Department including 6 weeks training at a Postal Training Centre.

670.(1) Recruitment to 25 percent posts of Assistant Superintendents of Post Offices / Assistant Superintendents, Mail Sorting and Transportation will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Graduate and are within the age limit of 25 years and who successfully compete in the Competitive Examination, the syllabus of which is given in Annexure-B of Appendix No. 18 to this Volume.

(2) The examination which will be held by the Director General as and when required in a Postal Circle will consist of two written papers, namely, Paper I-English (Essay, Precise and Drafting), Paper II- Part A- Pakistan Studies and Part B- Islamic Studies and a Viva

Voce test carrying 100 marks. Each paper will be of three hours duration and consist of 100 marks. A candidate must obtain at least 35 per cent marks in each written paper and 40 per cent marks in aggregate to qualify in the written portion of the Examination. The candidates who qualify the written portion of the Examination will only be called for Viva-Voce test for which qualifying marks will be 40 per cent. A candidate who obtains less than 40 per cent marks in the viva voce test will be considered to have failed in the Competitive Examination.

(3) The selection will be made strictly in order of final merit as disclosed by the aggregate marks obtained in the Competitive Examination including viva-voce test and to the extent of the number of vacancies notified for each Circle in the press at the time of announcement of holding the Examination. No waiting list will be maintained after all the vacancies notified in the press have been filled in.

(4) The candidates selected by initial recruitment for appointment as Probationary Assistant Superintendent of Post Offices and Assistant Superintendent Mail Sorting and Transportation will undergo 14 weeks departmental training in various offices and branches of the Department including 6 weeks training at a Postal Training Centre.

(5) After completion of the prescribed departmental training the Probationary Assistant Superintendents will have to pass the departmental examination in the first four papers of the syllabus given in Annexure-A to Appendix No. 18 of this Volume. A candidate who fails to clear the departmental examination in three attempts will be discharged from service after giving him a show cause notice.

RECRUITMENT OF SUPERVISORY AND OTHER STAFF IN OPERATIVE OFFICES

671. The establishment in Post Offices, Mail Sorting and Transportation, Foreign Posts and Returned Letter Office in the Department consists of (i) Higher Selection Grade officials, (BPS-11) (ii) Lower Selection Grade officials (BPS-9), (iii) Time Scale Clerks and Sorters (BPS-7) and (iv) other staff in BPS-6 and below.

672.(1) Appointment to 60 per cent posts in Higher Selection Grade cadre in Post Office Branch including Foreign Post will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Lower Selection Grade officials in Post Offices including Foreign Post who have rendered three years service in Lower Selection Grade (BPS-9) on regular basis.

(2). Forty percent posts in the Higher Selection Grade cadre in Post Office Branch including Foreign Post will be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the Assistant Superintendents of Post Offices.

673. Recruitment to 100 per cent posts of Higher Selection Grade in Mail Sorting and Transportation will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Lower Selection Grade officials in Mail Sorting and Transportation who have rendered three years service in Lower Selection Grade (BPS-9) on regular basis.

674. Appointment to 100 percent posts in Higher Selection Grade in the Returned Letter Office will be made on the recommendation of the Departmental Promotion Committee from amongst the Lower Selection Grade officials in Returned Letter Office who have rendered three years service in Lower Selection Grade (BPS-9) on regular basis.

675. Appointment to 100 percent posts in Lower Selection Grade in (i) Post Offices including Foreign Post, (ii) Mail Sorting and Transportation and (iii) Returned Letter Office will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst (a) Time Scale Clerks in Post Offices and Foreign Post , (b) Time Scale Clerks and Sorters in Mail Sorting and Transportation, and (c) Time Scale clerks in Returned Letter Office respectively who have rendered ten years service in BPS-7 and above in the respective Branches of the Department on regular basis.

676. Recruitment to the posts of Time Scale Clerks / Sorters (BPS-7) in (i) Post Offices, (ii) Foreign Post, (iii) Mail Sorting and Transportation, and (iv) Returned Letter Office will be made partly (50 %) by promotion and partly (50 %) by initial appointment by selection from amongst the persons who are domiciled in the civil revenue division within which the jurisdiction of the recruiting Division or Unit falls.

677.(1) Fifty percent posts of Clerks and Sorters in the respective Branches will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the departmental officials in BPS-2 to 6 who (i) have rendered five years service in the Department which is relaxable to three years in the case of Matriculate candidates, and (ii) qualify the departmental examination, the syllabus of which is given in Annexure-I to Appendix No.19 to this Volume. The candidates belonging to Bag Control Office, Postal Training Centre and the Pakistan Post Office Directorate General must

be domiciled in the Circle which holds the Examination.

(2) The names of the qualified candidates will be arranged in order of seniority as they enjoyed in the lower cadre in the Unit. A departmental candidate in higher Basic Pay Scale will get preference over those in lower Basic Pay Scale for promotion to the post of Clerk / Sorter. The appointing authority will make appointments strictly in accordance with the list of successful candidates supplied by the Head of the Circle which will remain valid for six months from the date of declaration of result of the examination.

(3) Any vacancy becoming available after six months of the date of announcement of result of examination will not be offered to any candidate on the waiting list but will be carried over.

(4) A candidate who qualifies in the departmental examination but is not selected for appointment during the period the list of successful candidates remains valid will have to qualify again in the departmental examination to become eligible for appointment to the post of Clerk/Sorter .

678.(1) Recruitment to 50 per cent posts of Clerks and Sorters in the respective Branches will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Intermediate and are not over the age of 25 years.

(2) The selection for appointment by initial recruitment to the posts of Clerks / Sorters will be based on pure merit determined in accordance with the marks obtained by the candidates in the Intermediate Examination held by the Board of Intermediate and Secondary Education. In case the candidates possess higher educational qualifications than the prescribed one, then the list of candidate, will be drawn in accordance with the rule contained in Chapter IV of this Volume. The candidates who have secured marks in a higher bracket will only be called for interview keeping into view the number of vacancies advertised in the press. No marks will be awarded for the interview conducted by the Departmental Selection Committee, which will be qualifying one.

(3) A short waiting list of candidates for filling vacancies which despite issue of appointment letters remain unmanned after expiry of one month due to non-joining of the selected candidates will also be prepared. The waiting list of successful candidates will not exceed 50 percent of the number of vacancies notified in the Press. The successful candidates placed on the waiting list should invariably be informed of their position in the list of successful candidates. The

waiting list will not remain valid and will be scrapped forthwith after all the vacancies notified in the Press at the time of inviting applications for initial appointment have been filled in.

(4) No vacancy occurring in the cadre after publication of original advertisement in the Press will be offered to any candidate placed in the waiting list.

679. The rules for recruitment to the above posts in the operative offices in Post Office including Foreign Post, Mail Sorting and Transportation and Returned Letter Office are given in Appendix No. 19 to this Volume.

RECRUITMENT OF STAFF IN POSTAL LIFE INSURANCE

680.(1) The establishment below Basic Pay Scale 16 in the Postal Life Insurance Organisation in the Department consists of (i) Assistant Superintendents (Field) (BPS-11), (ii) Assistant Superintendents (Office) (BPS-11), (iii) Head Clerks (BPS-9), (iv) Upper Division Clerks (BPS-7) and (v) Lower Division Clerks (BPS-5).

(2). Besides the above, other classes of staff, namely (a) Accounts Assistants (BPS-11),(b) Senior Accounts Clerks (BPS-11), (c) Medical Supervisor (BPS-11), (d) Junior Accounts Clerks (BPS-7), (e) Typists (BPS-7), (f) Ledger Clerks (BPS-7), (g) Store Keepers (BPS-7) and (h) Librarian (BPS-7) also exist in the Postal Life Insurance Organisation.

(3) No rules for recruitment to the posts of Accounts Assistants (BPS-11), Medical Supervisor (BPS-11), Typists (BPS-7), Ledger Clerks (BPS-7), Store Keepers (BPS-7) and Librarian (BPS-7) in the Postal Life Insurance Organisation stand framed. Till relevant recruitment rules are framed and published in the Gazette of Pakistan no appointment of any person in these cadres will be permissible to be made by promotion, initial recruitment or by transfer by any authority.

RECRUITMENT OF ASSISTANT SUPERINTENDENTS (FIELD)

681. Recruitment to the posts of Assistant Superintendents (Field), Postal Life Insurance will be made partly (75%) by promotion and partly (25%) by initial appointment.

682.(1) Seventy five per cent posts of Assistant Superintendents (Field) will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Upper Division Clerks(BPS-7), Time Scale Clerks (BPS-7) in Post Offices, Sorters (BPS-7) in the Mail Sorting and Transportation and Head Clerks (Lower

Selection Grade) (BPS-9) in the Department who are registered as Canvassers for not less than 5 years in Postal Life Insurance Organization and have secured minimum prescribed fresh business of Postal Life Insurance during the last 5 years with a lapsation ratio of not more than 15% and compete successfully in the departmental examination consisting of three papers each of 3 hours duration and carrying 100 marks each as detailed in Annexure I to Appendix No.23 to this Volume.

(2) The candidates who secure 33% marks in each paper and 40% marks in the aggregate will be declared successful in the written portion of the Examination and will be called for a Viva Voce Test comprising 100 marks. The qualifying marks in Viva Voce Test will be 33 per cent and 40 per cent in aggregate in the Competitive Examination.

(3) The selection will be made strictly in order of final merit as disclosed by the aggregates marks obtained in the Competitive Examination including viva-voce test and to the extent of number of vacancies notified in the Director General Circular. No candidate will be offered any appointment after all the vacancies announced in the Circular at the time of inviting applications for appearing in the Examination have been completely filled in.

(4) After final selection for appointment on probation as Assistant Superintendents (Field), the departmental candidates will be required to undergo 9 weeks training as detailed in Annexure IV to Appendix No.23 to this Volume including 4 weeks training at the Postal Training Centre.

683.(1) Recruitment to 25 per cent posts of Assistant Superintendents (Field) will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Graduate or equivalent from a recognized University and have successfully competed the Competitive Examination consisting of two papers of 100 marks each of 3 hours duration as detailed in Annexure II to Appendix No.23 to this Volume.

(2) The candidates who clear the written portion of the examination consisting of Paper I-English (Essay, Précis and Drafting) and Paper II, Pakistan Studies and Islamic Studies (Part A- Pakistan Studies and Part B-Islamic Studies) securing at least 40 per cent marks in the aggregate will only be called for a Viva Voce Test comprising 100 marks. The qualifying marks in each paper and Viva Voce Test will be 33 per cent and 40 per cent in aggregate.

(3) The waiting list of successful candidates will not remain valid after all the vacancies notified in the Press have been filled in.

(4) After final selection for appointment on probation as Assistant Superintendent (Field) the Probationers will attend a training course of 16 weeks and will also be required to pass the Final Passing Out Examination consisting of two papers of departmental rules, etc. A probationer who fails to qualify the Final Passing Out Examination in three attempts will be removed from service / reverted to his former post, if any, held on regular basis, after giving him opportunity of showing cause against the action proposed to be taken against him.

684. The rules for recruitment to the posts of Assistant Superintendents (Field), Postal Life Insurance are given in Appendix No.23 to this Volume.

RECRUITMENT OF STAFF IN THE OFFICE OF GENERAL MANAGER POSTAL LIFE INSURANCE

685. Appointment to the posts of Assistant Superintendents (Office) will be made 100% by promotion on the recommendation of the Departmental Promotion Committee from amongst Head Clerks (BPS-9) who have rendered 5 years service as Head Clerk (BPS-9) on regular basis in the Circle.

686. The posts of Head Clerks will be filled 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Upper Division Clerks (BPS-7) who have rendered 3 years service as Upper Division Clerks (BPS-7) on regular basis in the Circle.

687.(1) Recruitment to the posts of Upper Division Clerks will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2) Fifty per cent posts of Upper Division Clerks will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Lower Division Clerks (BPS-5) who possess 3 years service as Lower Division Clerks (BPS-5) and who have qualified the prescribed departmental examination consisting of three papers of 100 marks each as detailed in Annexure II to Appendix No.24 to this Volume.

(3) The qualifying marks in each paper will be 33%. The examination will be qualifying one and appointment on its result will

be made on the basis of seniority in the cadre of Lower Division Clerks. A waiting list of the qualified candidates will be maintained which will remain valid for six months following the date of announcement of the result of the examination. No vacancy becoming available after six months of the date of declaration of result of examination will be offered to any candidate on the waiting list.

688.(1) Recruitment to 50 per cent posts of Upper Division Clerks will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Intermediate or equivalent from a recognized Board of Intermediate and Secondary Education and who are within the maximum age limit of 25 years.

(2) The appointment will be made by selection based on pure merit determined in accordance with the marks obtained by the candidates in the Intermediate Examination. The candidates who have secured marks in a higher bracket will only be called to appear before the Departmental Selection Committee for interview. No marks for interview will be awarded to the candidates. The Departmental Selection Committee will either clear a candidate for appointment to the post of Upper Division Clerk or reject him altogether after recording reasons in the minutes.

(3) The waiting list of successful candidates will not remain valid after all the vacancies notified in the Press have been filled in.

689. Recruitment to the posts of Lower Division Clerks will be made partly (50%) by promotion and partly (50%) by initial appointment.

690.(1) Recruitment to 50% posts of Lower Division Clerks will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst departmental officials below BPS-5 who are Matriculate and have rendered 3 years service in BPS-1 and above. The eligible departmental officials will also have to qualify the prescribed departmental examination consisting of three papers of 100 marks each of 2 hours duration as detailed in Annexure-I to Appendix No.24 to this Volume. A candidate will have the option to attempt questions of Paper-II (Arithmetic) and Paper-III (General Knowledge) in Urdu also. The pass percentage in each paper will be 33 percent.

(2) The examination will be qualifying one and appointment on its result will be made on the basis of seniority in the feeding cadres. The departmental candidates in higher Basic Pay Scale will get

preference over those in lower Basic Pay Scale for promotion to the post of Lower Division Clerk. A waiting list of qualified candidates will be maintained which will remain valid for six months following the date of announcement of the result of examination. No vacancy becoming available after six months of the date of declaration of result of examination will be offered to any candidate on the waiting list.

(3) A candidate who qualifies in the departmental examination but is not selected for appointment during the period the list of successful candidates remains valid will have to qualify again in the departmental examination to become eligible for appointment to the post of Lower Division Clerk.

691.(1) Recruitment to 50 per cent of the posts of Lower Division Clerks will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate and possess typing speed of 30 word per minute and are preferably computer literate and who are not over the age of 25 years. The appointment will be made by selection based on pure merit determined in accordance with the marks obtained by the candidates in the Matriculation examination held by Board of Intermediate and Secondary Education.

(2) The candidates who have secured marks in a higher bracket (more than 50 per cent) will only be called for appearing in the Typing test keeping in view the number of vacancies announced in the Press. The Departmental Selection Committee will judge the suitability of the candidates for appointment to the post of Lower Division Clerk under the Government. However, no marks will be awarded for the interview while clearing the candidates.

(3) The waiting list will become null and void after all the vacancies advertised in the Press have been filled in fully.

692. The rules for recruitment to the aforesaid posts in the Postal Life Insurance Organisation are given in Appendix No.24 to this Volume.

RECRUITMENT OF JUNIOR ACCOUNTANTS

693. The establishment in the Accounts Branch of the Department below BPS-16 consists of (i) Junior Accountants (BPS-12) and Post Office and Mail Sorting and Transportation Accountants (BPS-9).

694. Recruitment to the posts of Junior Accountants will be made on Circle or Organisation basis partly (66 2/3) by promotion and partly

(33 1/3) by initial appointment.

695 (1) Promotion to sixty six and two-third per cent posts of Junior Accountants will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the departmental officials in BPS-7 to 11 who have rendered four years service in BPS-7 to 11 and have qualified Part I of the Post Office Accountants Examination, the syllabus of which is given in Annexure II to Appendix No. 26 to this Volume.

(2) The examination will consist of eight papers. Each paper will carry 100 marks. The qualifying marks in each paper will be 40 percent and 45 percent in the aggregate. Obtaining of at least 40 percent marks in practical papers will be essential. A candidate who secures pass marks in aggregate but fails in one paper of Part I Examination or a candidate who obtains 60 per cent. marks in any paper will be exempted from appearing again in that paper at any subsequent examination.

(3) The candidates obtaining highest marks in the Examination will be cleared on merit by the Departmental Promotion Committee against the available vacancies. The remaining qualified candidates will be placed on the waiting list which will remain valid for one year from the date of announcement of the result of the Examination. No vacancy becoming available after one year from the date of declaration of result of examination will be offered to any successful candidate on the waiting list. Nevertheless the Examination for promotion to the posts of Junior Accountants will be held annually by the Department.

(4) After selection for appointment against the posts of Junior Accountants, the Probationers will undergo practical and on the job training for 60 days at various offices and in different fields including 14 days briefing at the Postal Training Centre.

696.(1) Recruitment to thirty three and one-third per cent posts of Junior Accountants will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who hold a degree of Bachelor of Commerce from a recognized University and who are within the age limit of 18 and 25 years.

(2) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket (more than 50 percent) in the Bachelors of Commerce Examination will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the marks obtained in the Bachelors of Commerce Examination conducted by the University and 20 per cent

for the interview.

Note.- As the weightage in this example is 80 per cent, therefore, the total marks obtained by a candidate in the Bachelors of Commerce Examination will be multiplied by 80 and the product will be divided by the aggregate marks in that Examination

(3) On selection for initial appointment to the post of Junior Accountant the Probationers will undergo training for 22 weeks in accordance with the training programme given in Annexure-V to Appendix No 26 to this Volume.

(4) On completion of training, the Probationary Junior Accountants will be required to pass Part I of the Post Office Accountants Examination as per prescribed syllabus. A Probationer will be allowed two chances for clearing the examination failing which he will be discharged from service after giving him a reasonable opportunity of showing cause against the action proposed to be taken against him.

RECRUITMENT OF POST OFFICE AND MAIL SORTING AND TRANSPORTATION ACCOUNTANTS

697.(1) Appointment to the posts of Post Office and Mail Sorting and Transportation Accountants (BPS-9) will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the persons who (i) are at least Matriculate, (ii) have rendered three years service in BPS- 7 to 8 as Post Office Clerk or Mail Sorting and Transportation Sorter, and (iii) have qualified the departmental examination, the syllabus of which is given in Annexure-I to Appendix No. 26 to this Volume.

(2) The Examination will consist of four papers each carrying 100 marks. Each paper will be of three hours duration. The pass percentage in each paper will be 35 and in aggregate 40 per cent. A candidate securing 50 per cent marks in any paper in the Examination will be exempted from re-appearing in that paper.

(3) The candidates who secure highest marks in the Examination will be selected in order of merit against the available vacancies. The remaining qualified officials will be placed on a waiting list which will remain valid for one year from the date of announcement of result of the Examination.

(4) No vacancy becoming available after one year of the date of announcement of the result of the examination will be offered to any successful candidate on the waiting list.

(5) A candidate who qualifies in the examination but is not

selected for appointment during the period the list remains valid will have to re-appear in the examination to become eligible for appointment to the post concerned.

EXAMINATION FOR APPOINTMENT TO THE POSTS OF JUNIOR ACCOUNTANTS AND POST OFFICE AND MAIL SORTING AND TRANSPORTATION ACCOUNTANTS

698. In order to obtain a competent class of Junior Accountants and Post Office and Mail Sorting and Transportation Accountants an examination will be held from time to time under the conditions prescribed below:-

(a) The departmental officials who have rendered the prescribed length of service on regular basis in BPS-7 and above will be eligible to sit in the Examination. Any official, so desiring should apply in the prescribed Form to the controlling officer for permission to appear at the Accounts Service Examination. The Superintendent or First Class Postmaster or Unit Officer, as the case may be, will then submit all the applications received by him with his recommendation to the Head of the Circle by the target date. The last date for receipt of applications will be fixed by the Department. No application will be entertained after the target date.

(b) An official who has been awarded any statutory penalty or given adverse remarks, during the last five years due to criminal intent, dishonesty, disobedience of reasonable and good orders of his superior officer will not be admitted to the examination.

(c) The examination will be held as required at centers to be fixed by Head of Circle and will ordinarily be at the headquarters of Postal Circle.

(d) Papers will be set and marked by Postal Group and Accounts Group officers in BPS-19 or above serving within or out side the Department.

(e) Each candidate will be allowed three chances to appear in the examination.

(f) A candidate who does not sit for the examination after being given permission to do so will be treated as having appeared and failed. The Head of the Circle may, however, exercise his

discretion in this direction if failure to appear is due to sickness, supported by a proper medical certificate issued by the authorized Medical Attendant in a Government Hospital or is due to some other reason which is beyond the control of the candidate. The Head of the Circle is the final authority in this respect and no appeal will lie against his decision.

(g) The Probationary Junior Accountants undergoing departmental training in their respective Circles will also be eligible to appear in Part-I Examination as and when held.

(h) The candidates will be required to make their own arrangements for departmental books and publications required for the examination.

(i) The Heads of Circles will make necessary arrangements for providing the examination hall, adequate number of answer books and also nominate a supervising officer not below BPS-19 as well as Invigilators in BPS-16 and above for conducting the examination at each Centre on the prescribed dates.

(j) The Heads of Circles will issue Roll Numbers to the eligible candidates who fulfill the conditions of eligibility for admission to the Examination, after careful scrutiny of their applications which may be preserved with them. A list in the prescribed form showing the names of candidates, Roll Number assigned to them etc; will be sent to the Directorate-General by the target date.

(k) The result of the examination will be tabulated in the Directorate General, and the names of the successful candidates will be notified and published in the Director-General's Circular, arranged Circle by Circle and in order of merit.

(l) Traveling allowance to and from the place of examination will be allowed only to successful candidates.

(m) The answer books attempted by the candidates and evaluated by the Examiners will be preserved for three years counting from the date of announcement of result of the Examination.

699. The rules for recruitment to the posts of Junior Accountants and Post Office and Mail Sorting and Transportation Accountants are given in Appendix No.26 to this Volume.

700. The duties prescribed for Junior Accountants Incharge of Accounts Branch in a Head Post Office are laid down in Appendix No.27 of this Volume which should be strictly adhered to by them.

RECRUITMENT OF STAFF IN THE OFFICE OF DIRECTOR OF ACCOUNTS

701. The establishment below BPS-16 in the office of Director of Accounts, Pakistan Post Office Department consists of (i) Junior Accountants(BPS-12) (ii) Senior Accounts Clerks (BPS-11) , (iii) Junior Accounts Clerks (BPS-5), (iv) Machinist/ Duplicating Machine (Gestetner) Operators (BPS-4) and (v) Sorters (BPS-3).

702.(1) Recruitment to the posts of Junior Accountants will be made partly. (66 2/3 %) by promotion and partly (33 1/3 %) by initial appointment.

(2)(a) Sixty six and two-third per cent posts of Junior Accountants will be filled by promotion from amongst departmental officials in BPS-7 to 11 on the recommendation of the Departmental Promotion Committee who have rendered 4 years service in BPS-7 to 11 on regular basis and who qualify Part I of the Accountants Examination as per syllabus given in Annexure II to Appendix No.26 to this Volume.

(b) The procedure and conditions for selection of departmental officials for promotion will apply mutatis mutandis as given here before.

(3)(a) Recruitment to thirty three and one-third per cent posts of Junior Accountants will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who possess Bachelor's of Commerce Degree from a recognized University and who are between the age of 18 and 25 years.

(b) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket (more than 50 percent) in the Bachelors of Commerce Examination will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the marks obtained in the Bachelors of Commerce Examination conducted by the University and 20 per cent for the interview.

(c) The finally selected candidates will undergo training for a

period of 22 weeks in different branches and cells of offices and study procedures in detail. At the end of the training period the probationers will be required to pass Post Office Accountant Examination Part I, the syllabus of which is given in Annexure II to Appendix No.26 to this Volume. The probationer will be allowed two chances for clearing the Examination.

(d) A probationer who fails to qualify in the Post Office Accountant Examination Part I will be removed from service after giving him opportunity of showing cause against the action proposed to be taken against him.

703. The rules for recruitment to the posts of Junior Accountants are given in Appendix No.26 to this Volume.

704.(1) Recruitment to the posts of Senior Accounts Clerks will be made initially 100 per cent by promotion of Accounts Clerks BPS-7 and subsequently partly (25%) by promotion and partly (75%) by initial appointment.

(2) Twenty five per cent posts of Senior Accounts Clerks will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst (a) Accounts Clerks BPS-7 who have rendered 8 years service as Accounts Clerks (BPS-7) or (b) from Graduate Accounts Clerks or (c) from amongst the Junior Accounts Clerks Selection Grade (BPS-7) in order of seniority who have rendered at least 3 years service in the cadre on regular basis in the office of the Director of Accounts or (d) from amongst the Graduate Junior Accounts Clerks..

(3)(a) Recruitment to 75 per cent posts of Senior Accounts Clerks will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Graduate and are within the maximum age limit of 25 years.

(b) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket in the Bachelor's Examination will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the marks obtained in the Bachelor's Examination conducted by the University and 20 per cent for the interview.

705.(1) Recruitment to the posts of Junior Accounts Clerks will be made partly (25%) by promotion and partly (75%) by initial appointment.

(2)(a) Twenty five per cent of posts of Junior Accounts Clerks will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the regularly appointed departmental candidates below BPS-5 in the office of the Director of Accounts who are Matriculate and have typing speed 30 of words per minutes.

(b) The names of the candidates who qualify in the typing test will be arranged in order of seniority as they enjoyed in the lower cadre. A departmental candidate in a higher Basic Pay Scale will get preference over those in a lower Basic Pay Scale for promotion to the post of Junior Accounts Clerks. The appointing authority will make appointments strictly in accordance with the list of successful candidates, which will remain valid for six months. Any vacancy becoming available after six months of the date of announcement of result of qualifying test will not be offered to any candidate on the waiting list but will be carried over.

(3)(a) Recruitment to 75 per cent posts of the Junior Accounts Clerks (BPS-5) will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate and qualify a typing test provided they are not over the age limit of 25 years. Preference will be given to those candidates who are computer literate.

(b) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket (more than 50 percent) in the Matriculation Examination will only be called to appear for a typing test. The candidates who qualify in the typing test will be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the marks obtained in the Matriculation Examination conducted by the Board and 20 per cent for the interview.

706(1) Recruitment to the post of Machinists/ Duplicating Machine (Gestetner) Operators will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2) Fifty per cent posts of Machinists/ Duplicating Machine (Gestetner) Operators will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst departmental candidates in BPS-2 and BPS-1 in order of seniority who are Primary pass and have 2 years service on regular

basis in BPS 1 and above in the office of the Director of Accounts. The eligible officials must essentially have the knowledge of operating the Duplicating Machines.

(3)(a) Recruitment to 50 per cent posts of Machinists/Duplicating Machine (Gestetner) Operators will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Middle (8th Class) pass and who are not over the age limit of 25 years.

(b) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical test in operating Duplicate Machines and a simple test in reading and writing. The test will be conducted by an officer not below BPS-16. Marks will be awarded by the Departmental Selection Committee in the ratio of 60 per cent for practical test, 20 per cent for reading and writing and 20 per cent for interview.

707.(1) Recruitment to the posts of Sorters will be made partly (50 %) by promotion and partly (50 %) by initial appointment.

(2) Promotion to 50 per cent posts of sorters will be made on the recommendation of the Departmental Promotion Committee from amongst the departmental officials in BPS-2 and 1 who have rendered two years service in BPS-1 and above on regular basis and who are Primary (5th Class) Pass.

(3)(a) Recruitment to 50 per cent posts of Sorters will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Middle (8th Class) pass and who are within maximum age limit of 25 years.

(b) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a test in writing a piece of Urdu language and of simple English of about 100 words each from dictation and in Arithmetic (Middle standard). The test will be conducted by an officer not below BPS-16. The test will be competitive one and selection for appointment will be made strictly in order of merit in the test No marks will be awarded by the Departmental Selection Committee for interview which will be qualifying one.

708. The rules for recruitment to the aforesaid posts in the office of the Director of Accounts are given in Appendix No.28 to this Volume.

RECRUITMENT OF STAFF IN THE CIVIL ENGINEERING BRANCH

709. The establishment of civil servants below BPS-16 in the Civil Engineering Branch of the Department consists of (i) Sub Engineers (Building) (BPS-11), (ii) Painters (BPS-4), (iii) Masons (BPS-3), (iv) Plumbers (BPS-3), and (v) Carpenters (BPS-3).

710.(1) Recruitment to the posts of Sub Engineers (Building) will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee form amongst the persons who hold post Matric 3 years Diploma in Civil Engineering Technology from any Polytechnic Institute recognized by the Government preferably having practicable experience in the relevant field and who are between the age of 18 and 30 years.

(2) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket in the Diploma will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the marks obtained in the Diploma and 20 per cent for the interview.

711. The Rules for recruitment to the posts of Sub Engineers (Building) are given in Appendix No.39 to this Volume.

712. The rules for recruitment to the posts of Painters, Masons, Plumbers and Carpenters in the Civil Engineering Branch are given in Appendix No. 20 to this Volume. The detailed procedure for recruitment to these posts is contained in the rules appearing herein after in this Chapter.

RECRUITMENT OF STAFF IN THE DRAWING BRANCH

713. The establishment below BPS-16 in the Drawing Branch of the Department consists of (i) Draftsmen (BPS-11), (ii) Junior Draftsmen (BPS-7),(iii) Tracer (BPS-5) and (iv) Ferro Printers (BPS-3).

714(1). Recruitment to the posts of Draftsmen will be made partly (50%) by promotion and partly (50 %) by initial appointment.

(2). Appointment to 50 per cent posts of Draftsmen will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Junior Draftsmen who have 3 years service as Junior Draftsmen (BPS-7) and above and in case of their non availability or ineligibility from amongst Tracers who possess 6

years service as Tracer in BPS-5 or above on regular basis.

(3)(a). Recruitment to 50 per cent posts of Draftsmen will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who hold post Matric 3 years Diploma in Architectural Technology or Draftsmanship or Civil Engineering from any Polytechnic Institute recognised by the Government preferably having practical experience and who are between the age of 18 and 25 years.

(b) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket in the Diploma will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the marks obtained in the Diploma and 20 per cent for the interview.

715.(1) Recruitment to the posts of Junior Draftsmen will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who hold post Matric one year diploma in Architecture or who have completed Draftsman's course of 9 months from any recognized Polytechnic Institute provided they have one year practical experience and are not over the age of 25 years.

(2) The eligible candidates who have obtained a higher Grade in the Diploma will only be called to appear in a practical test to be conducted by an Assistant Engineer. The Departmental Selection Committee will award marks in the ratio of 60 per cent for the Grade in Diploma, 20 per cent for the marks obtained in the practical test and 20 per cent for the interview.

716.(1) Recruitment to posts of Tracers will be made partly (50%) by promotion and partly(50%) by initial appointment.

(2). Fifty per cent posts of Tracers will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Ferro Printers who have 2 years service as Ferro Printers in BPS-3 on regular basis and who are Matriculate.

(3).(a) Recruitment to 50 per cent posts of Tracers will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have completed post Matric diploma course of at least 6 months in Architecture or who have completed Draftsman's course of at least 6 months from any recognized Polytechnic Institute and who are between the age of 18 and 25 years. The candidates who have practical experience in the

relevant field will be given preference.

(b) The eligible candidates who have obtained marks in a higher bracket in the Matriculation Examination will only be called to appear in a practical test to be conducted by an Assistant Engineer. The Departmental Selection Committee will award marks in the ratio of 50 per cent for the marks obtained in the Matriculation Examination 30 per cent for the marks obtained in the practical test and 20 per cent for the interview.

717.(1). Recruitment to the posts of Ferro Printers will be made partly (50%) by promotion and partly (50 %) by initial appointment.

(2). Fifty percent posts of Ferro Printer will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the departmental officials in BPS 1 and 2 who have passed Middle (8th class) and have 3 years service in BPS-1 and above on regular basis in the cadre. The officials must also qualify in the practical test in Ferro Printing work conducted by an Assistant Engineer.

(3).(a) Fifty per cent posts of Ferro Printers will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Middle (8th class) and possess 2 years practical experience of Ferro printing work and who are between the age of 18 and 25 years.

(b) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical test in handling Ferro Printing Machine conducted by an Assistant Engineer. The Departmental Selection Committee will award marks in the ratio of 75 per cent for the marks obtained in the practical test and 25 per cent for interview.

718. The rules for recruitment to the aforesaid posts in the Drawing Branch are given in Appendix No. 40 to this Volume.

RECRUITMENT OF STAFF IN THE MECHANICAL ENGINEERING BRANCH

719. The establishment below BPS-16 in the Mechanical Engineering branch of the Department consists of (i) Sub Engineers (BPS-11) (ii) Technicians (BPS-7) (iii) Mistries (BPS-5) (iv) Fitters (BPS-4) and (v)Wiremen (BPS-1).

720.(1) Recruitment to the posts of Sub Engineers will be made partly (50%) by promotion and partly (50 %) by initial appointment

and failing that by transfer.

(2) Fifty percent posts of Sub Engineers will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst Technicians who have at their credit 5 years experience as Technician BPS-7 on regular basis in the Cadre.

(3)(a) Fifty per cent posts of Sub Engineers will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who possess post Matric 3 years Diploma in Mechanical Technology from a Government Technical College and who are not over the age of 25 years

(b) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket in the Diploma will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the marks obtained in the Diploma and 20 per cent for the interview.

(4) In case the post of Sub Engineer cannot be filled by initial appointment it will be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment on regular basis under the Federal Government as Sub Engineer (BPS-11) provided the person concerned possesses the qualifications and experience prescribed for initial appointment to the post concerned.

721.(1) Recruitment to the posts of Technicians will be made partly (50%) by promotion and partly (50%) by initial appointment and failing that by transfer.

(2). Fifty per cent posts of Technicians will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Mistries who have rendered three years service as Mistries (BPS-5) on regular basis in the cadre.

(3).(a) Fifty per cent posts of Technicians will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who posses post Matric Proficiency Certificate of Trade Training Course of 12 to 18 months of Fitter or Machinist from Technical Training Centre recognized by the Provincial Government and who are not over the age of 25 years.

(b) The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the technical qualifications and 20 per cent for the interview.

(4) In case the post of Technician remains unmanned by initial appointment it may be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding the post of Technician in BPS-7 under the Federal Government provided the person concerned possesses the qualification and experience prescribed for initial appointment to the post concerned.

722.(1) Recruitment to the posts of Mistries will be made partly (50 %) by promotion and partly (50 %) by initial appointment and failing that by transfer.

(2) Fifty percent posts of Mistries will be filled by promotion on the recommendation of the Departmental Promotion committee from amongst the Fitters who have 2 years experience as Fitters (BPS-4) in the cadre on regular basis.

(3).(a) Fifty percent posts of Mistries will be filled by initial appointment on the recommendation of the Departmental selection Committee from amongst the persons who have passed Middle (8th class) and have proficiency of Trade Training Course of 6 to 9 months of Fitters or Machinist from a Technical Training Centre recognized by the Provincial Government and who are within the maximum age limit of 25 years.

(b) The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the technical qualifications and 20 per cent for the interview.

(4) In case the post of Mistry cannot be filled by initial appointment it will be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons who hold the post of Mistry in BPS-5 under the Federal Government provided they possess the qualifications and experience prescribed for initial appointment.

723.(1) Recruitment to the posts of Fitters will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Wiremen who have 3 years experience as Wiremen (BPS-1) on regular basis in the Department.

(2).(a) If no departmental official is available or eligible for promotion to the post of Fitter, the post will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst outside candidates who have passed Middle (8th Class) or Matriculation examination and who possess 3 years practical job experience in the Government Department or Private

Institution/Industry and who are not over the age of 25 years.

(b) The Departmental Selection Committee will award marks to the candidates in the ratio of 40 per cent for academic qualification, 40 per cent for technical qualifications / experience and 20 per cent for the interview.

(3). If the post of Fitter remains unmanned either by promotion or by initial recruitment then it may be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding the post of Fitter in BPS-4 on regular basis under the Federal Government provided the persons concerned possess the qualifications and experience prescribed for initial appointment to the post concerned.

724.(1) Recruitment to the posts of Wiremen will be made 100 per cent by initial appointment from amongst the persons who are Primary (5th class) pass and hold Government Competency Licence for Wiremen and who are not over the age of 25 years.

(2). The Departmental Selection Committee will award marks to the candidates in the ratio of 60 per cent for academic and technical qualification, 20 per cent for experience and 20 per cent for the interview.

725. The rules for recruitment to the aforesaid mentioned posts in the Mechanical Branch are given in Appendix No.43 to this Volume.

RECRUITMENT OF STAFF IN THE ELECTRICAL ENGINEERING BRANCH

726. The establishment below BPS-16 in the Electrical Engineering branch of the Department consists of (i) Sub Engineers (BPS-11) (ii) Technician (BPS-7) (iii)Mistries (BPS-5) and (iv) Wiremen (BPS-1).

727.(1) Recruitment to the posts of Sub Engineer will be made partly (50 %) by promotion and partly (50 %) by initial appointment and failing that by transfer.

(2). Recruitment to the posts of Sub Engineers will be made 50 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Technicians who have at their credit 5 years experience as Technician BPS-7 on regular basis in the cadre.

(3).(a) Fifty per cent posts of Sub Engineers will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who possess post

Matric 3 years Diploma in Electrical or Electronics Technology from a Government Technical College and who are not over the age of 25 years.

(b) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket in the Diploma will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the marks obtained in the Diploma and 20 per cent for the interview.

(4) In case the post of Sub Engineer can not be filled by initial appointment it will be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment on regular basis under the Federal Government as Sub Engineer (BPS-11) provided the person concerned possesses the qualifications and experience prescribed for initial appointment to the post concerned.

728(1) Recruitment to the posts of Technicians will be made partly (50%) by promotion and partly (50%) by initial appointment and failing that by transfer.

(2). Fifty per cent posts of Technicians will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Mistries who have rendered three years service as Mistries (BPS-5) on regular basis in the cadre.

(3).(a) Recruitment to fifty per cent posts of Technicians will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who posses post Matric Proficiency Certificate of Trade Training Course of 12 to 18 months in Electrical from a Technical Training Centre recognized by the Provincial Government.

(b) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket in the Proficiency Certificate will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the marks obtained in the Proficiency Certificate and 20 per cent for the interview.

(4) In case the post of Technician remains unmanned by initial appointment, it may be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons

holding the post of Technician in BPS-7 on regular basis under the Federal Government provided the person concerned possesses the qualifications and experience prescribed for initial appointment to the post of Technician.

729.(1) Recruitment to the posts of Mistries will be made partly (50%) by promotion and partly (50%) by initial appointment and failing that by transfer.

(2). Fifty per cent posts of Mistires will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst Wiremen who have rendered 5 years service as Wiremen (BPS-1) on regular basis in the Department.

(3).(a) Fifty per cent posts of Mistires will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Middle (8th class) and have proficiency of Trade Training Course of 6 to 9 months in Electrical from a Technical Training Cenrtre recognized by the Provincial Government and who are within the maximum age limit of 25 years.

(b) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket in the Proficiency of Trade Training Course Certificate will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 80 per cent for the marks obtained in the Trade Training Course and 20 per cent for the interview.

(4) In case the post of Mistry can not be filled by initial appointment it may be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons who are holding on regular basis the post of Mistry (BPS-5) under the Federal Government provided that they possess the qualifications and experience prescribed for initial appointment to the post concerned.

730.(1) Recruitment to the posts of Wiremen will be made 100% by initial appointment on the recommendation of the Departmental Selection Committee from amongst persons who hold Government Competency Licence for Wiremen and who are not over the age of 25 years.

(2) The Departmental Selection Committee will award marks to the candidates in the ratio of 60 per cent for the qualifications, 20 per cent for the test and 20 per cent for the interview.

731. The rules for recruitment to the aforesaid posts in the Electrical Branch are given in Appendix No.43 to this Volume.

RECRUITMENT OF STAFF IN THE AIR CONDITIONING BRANCH

732. The establishment below BPS-16 in the Air Conditioning Branch in the Department consists of (i). Air Conditioning Plant Supervisor (BPS-11) (ii).Chiller Operator (BPS-7) (iii). Air Conditioning Mechanic (BPS-7) and (iv).Boiler Operator (BPS-7).

733.(1) Recruitment to the posts of Air Conditioning Plant Supervisor will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the departmental officials in order of seniority in a combined seniority list of Boiler Operator (BPS-7), Chiller Operator (BPS-7) and Air Conditioning Mechanics (BPS-7) who have put in 3 years service in BPS-7 and above in the relevant trade in the Department on regular basis.

(2) In case no departmental official is available or eligible for promotion, the post of Air Conditioning Plant Supervisor will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed F.Sc. examination and possess Certificate of Competency for III class Boiler Engineer granted under the Boilers Act, 1923 or 2 years Certificate in Refrigeration and Air Conditioning from a Provincial Board of Technical Education provided that they are within the age limits of 20 and 28 years. The candidates who possess experience in the relevant trade will be given preference.

(3) As the selection for initial appointment will be based mainly on merit therefore the eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical / written test in the relevant trade. The Departmental Selection Committee will award marks to the candidates in the ratio of 50 per cent for the practical /written test and 50 per cent for the interview.

734. The rules for recruitment to the post of Air Conditioning Plant Supervisor are given in Appendix No. 45 to this Volume.

735.(1) Recruitment to the posts of Chiller Operator and Air Conditioning Mechanic will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who possess post Matric 2 years

Certificate in Refrigeration and Air Conditioning from the Provincial Board of Technical Education preferably having practical experience in the relevant field and who are within the age limit of 18 and 25 years.

(2) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical / written test in the relevant trade. The Departmental Selection Committee while making selection of candidates will award 50 per cent marks for the marks obtained in the Certificate in the Refrigeration and Air conditioning, 30 per cent for practical/written test and 20 per cent for interview.

736.(1) Recruitment to the posts of Boiler Operators will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the candidates who hold post Matric certificate of competency for III class Boiler Engineer granted under the Boilers Act, 1923 preferably having practical experience and who are within the age limit of 18 and 25 years..

(2) As the selection for initial appointment will be based mainly on merit therefore the eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical / written test in the relevant trade. The Departmental Selection Committee will award marks to the candidates in the ratio of 50 per cent for the practical /written test and 50 per cent for the interview.

737. The rules for recruitment to the posts of Chiller Operator, Air Conditioning Mechanic and Boiler Operator in the Air Conditioning Branch are given in Appendix No.46 to this Volume.

RECRUITMENT OF STAFF IN THE MAIL MOTOR SERVICE BRANCH

738. The establishment in the Mail Motor Service Branch of the Department consists of (i) Supervisors (BPS-12) (ii) Mechanics (BPS-11) (iii) Time Keepers (BPS-7) (iv) Fitters (BPS-5) (v) Dispatch Riders (BPS-4) (vi) Drivers (BPS-4) (vii) Mail Peons (BPS-2); and (viii) Cleaners (BPS-1).

739. Recruitment to the posts of Supervisors will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Mechanics who have 2 years service as Mechanic (BPS-11) on regular basis in the cadre.

740.(1) Recruitment to the posts of Mechanics will be made partly (33 1/3 %) by promotion and partly (66 2/3 %) by initial

appointment.

(2) Recruitment to thirty three and one-third per cent posts of Mechanics will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Fitters who have 5 years service as Fitters (BPS-5) on regular basis in the cadre.

(3)(a) Sixty six and two-third per cent posts of Mechanics will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have post Matric 3 years Diploma in Auto Mobile Technology from any Polytechnic Institute recognized by the Government and who are not over the age of 25 years.

(b) As the selection will be based mainly on merit therefore the candidates who have obtained marks in a higher bracket in the Diploma will only be called to appear before the Departmental Selection Committee. The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical test in the relevant trade conducted by an Assistant Engineer. The Departmental Selection Committee will award marks to the candidates in the ratio of 50 per cent for the marks obtained in the Diploma 30 per cent for the practical test and 20 per cent for the interview.

741.(1) Recruitment to the posts of Time Keepers will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from a combined seniority list of the Drivers and Dispatch Riders who have rendered on regular basis 5 years service as Driver or Dispatch Rider (BPS-4) in the cadre provided that they are Matriculate.

(2) In case no official is available or eligible for promotion to the post of Time Keeper it will be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the Time Scale Clerks (BPS-7) in the Post Office and from Sorters (BPS-7) in the Mail Sorting and Transportation.

742.(1) Recruitment to the posts of Fitters will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate and possess six months Proficiency Certificate in Auto Mobile Technology from any Board of Technical Education and who are not over the age of 25 years.

(2) The candidates who have obtained a higher Grade in the Proficiency Certificate in Automobile technology will only be called for practical test and interview. The eligible candidates prior to appearing

before the Departmental Selection Committee will be subjected to a practical test in the relevant trade. The Departmental Selection Committee will award marks in ratio of 40 per cent for the Grade obtained in Proficiency Certificate, 40 per cent for the practical test and 20 per cent for interview.

743.(1) Recruitment to 100 per cent posts of Dispatch Riders will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed 5th class and are able to read and write one of the local languages and who possess a valid Motor Cycle / Scooter licence provided that they are not over the age of 25 years.

(2) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a test in driving Motor Cycle/Scooter. Marks will be awarded in the ratio of 50 per cent for practical test, 30 per cent for experience and 20 per cent for interview.

744.(1)(a) Recruitment to the posts of Drivers will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who possess heavy vehicle driving licence and who are not over the age of 25 years. Fifty per cent of the advertised vacancies will be filled in from amongst the Ex-servicemen of Armed Forces.

(b) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a test in driving a heavy vehicle. Marks will be awarded in the ratio of 50 per cent for driving test, 30 per cent for experience in driving a heavy vehicle and 20 per cent for interview.

(2) In case the post of Driver can not be filled by initial appointment it will be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons who hold the post of Driver on regular basis under the Government provided that they possess the qualifications / experience prescribed for initial appointment to the post concerned.

745. Recruitment to the posts of Mail Peons will be made 100 per cent by transfer on the recommendation of the Departmental Promotion Committee from amongst the Mail Peons in Post Offices and Van Peons in the Mail Sorting and Transportation.

746.(1) Recruitment to the posts of Cleaners will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have

passed 5th class and are not over the age of 25 years.

(2) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical test in cleaning a vehicle and an elementary test in reading and writing. The Departmental Selection Committee will award marks to the candidates in the ratio of 50 per cent for the practical test, 30 per cent for reading and writing and 20 per cent for interview.

747. The rules for recruitment to the above posts in the Mail Motor Service Branch are given in Appendix No. 48 to this Volume.

RECRUITMENT OF STAFF IN THE COMPUTER WING

748. The establishment below BPS-16 in the Computer Wing of the Department consists of the following categories of the staff :-

i). Data Processing Supervisors (BPS-15);
ii). Data Coders (BPS-12); and
iii). Data Entry Operators (BPS-10).

749.(1) Recruitment to the posts of Data Processing Supervisors will be made partly (50 %) by promotion and partly (50%) by initial appointment.

(2)(a) Fifty per cent posts of Data Processing Supervisors will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Data Coders who have 3 years service in BPS-12 on regular basis in the Cadre .

(b) In case of non-availability or ineligibility of Data Coders, the post of Data Processing Supervisor will be filled from amongst the Data Entry Operators who have rendered 7 years service in BPS-10 on regular basis in the Cadre.

(3)(a) Fifty per cent posts of Data Processing Supervisors will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who hold 2nd Class Bachelor's degree with Mathematic / Physics / Statistics / Economics and who have 3 years experience in the field of Data Processing and supervisory experience in Data Control / or Punch / Verifier Operation and who are within the maximum age limit of 25 years.

(b). As the selection will be based on merit therefore the candidates who have obtained marks in a higher bracket in the Bachelor's Examination will only be called for a practical test and

interview. The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical test in data processing. The Departmental Selection Committee will award marks to the candidates in the ratio of 50 per cent for the marks obtained in the Bachelors Examination conducted by the University, 30 per cent for the practical test in data processing, etc; and 20 per cent for the interview.

750.(1) Recruitment to the posts of Data Coders will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2) Fifty per cent posts of Data Coders will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Data Entry Operators who possess 3 years service in BPS-10 on regular basis in the Cadre.

(3)(a) Fifty per cent posts of Data Coders will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have 2nd Class Bachelor degree with Mathematics / Physics/ Statistics/ Economics with two years experience of filling, editing, coding of forms for Data Processing and who are not over the age of 25 years.

(b) As the selection will be based on merit, therefore, the candidates who have obtained marks in a higher bracket in the Bachelor's Examination will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks in the ratio of 60 per cent for the marks obtained in the Bachelor's Examination conducted by the University, 20 per cent for the experience and 20 per cent for interview.

751.(1) Recruitment to the posts of Data Entry Operators will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate (2nd Division) and who have minimum speed of 10,000 Key Depressions per hour punching/ data entry/ verification and who are within the maximum age limit of 25 years.

(2) As the selection will be based on merit therefore the candidates who have obtained marks in a higher bracket in the Matriculation Examination will only be called for a practical test and interview. The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical test in data processing. The Departmental Selection Committee will award marks to the candidates in the ratio of 40 per cent for the marks obtained in the Matriculation Examination, 40 per cent for the

practical test in data processing and 20 per cent for the interview.

752. The rules for recruitment to the above posts in the Computer Wing are given in Appendix No.50 to this Volume.

RECRUITMENT OF STAFF IN THE POSTAL STAMPS ORGINAISATION

753. The establishment below BPS-16 in the Postal Stamps Organization under the Department consists of (1) Store Keepers (BPS-14) (ii) Assistant Store Keepers (BPS-12) (iii) Assistant Superintendents (BPS-11) (iv) Upper Division Clerks (BPS-7) (v) Lower Division Clerks (BPS-5) (vi) Duplicating(Gestetner) Machine Operators (BPS-4) (vii) Stamps Checkers (BPS-3) and (viii) Tin Smiths (BPS-3).

754. Recruitment to the posts of Store Keepers will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Assistant Store Keepers who have rendered 3 years service as Assistant Store Keeper (BPS-12) on regular basis in the Postal Stamps Organization.

755. Recruitment to the posts of Assistant Store Keepers will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Assistant Superintendents who have completed 2 years service as Assistant Superintendents (BPS-11) on regular basis in the Organization.

756. Recruitment to 100 per cent posts of Assistant Superintendents will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Upper Division Clerks who have rendered 5 years service as Upper Division Clerks (BPS-7) on regular basis in the Organization.

757. Recruitment to the posts of Upper Division Clerks will be made partly (50%) by promotion and partly (50%) by initial appointment.

758(1) Fifty per cent posts of Upper Division Clerks will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Lower Division Clerks (BPS-5) who have rendered 3 years service as Lower Division Clerks (BPS-5) and who qualify in the departmental examination, the syllabus of which is given in Annexure-II to Appendix No.37 to this Volume.

(2) The examination will consist of two papers of 100 marks each. The qualifying marks will be 33 % in each paper. The examination will be qualifying one and appointment on its result will be made on the basis of seniority in the cadre of Lower Division

Clerks.

(3) The names of the qualified candidates will be arranged in order of seniority as they enjoyed in the cadre of Lower Division Clerks. The appointing authority will make appointments strictly in accordance with the list of successful candidates A waiting list of qualified candidates will be maintained which will remain valid for 6 months following the date of announcement of the result of examination. Any vacancy becoming available after six months of the date of announcement of the result of examination will not be offered to any candidate on the waiting list but will be carried over to the next examination.

(4) A candidate who qualifies in the departmental examination but is not appointed during the period the list of successful candidate remains valid will have to re-appear and qualify again in the departmental examination to become eligible for promotion to the post of Upper Division Clerk.

759.(1) Recruitment to 50 per cent posts of Upper Division Clerks will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Intermediate Examination or equivalent from a recognized Board of Intermediate and Secondary Education.

(2) The eligible candidates who have obtained marks in a higher bracket in the Intermediate Examination or equivalent will only be called to appear before the Departmental Selection Committee. The selection for appointment to the post of Upper Division Clerks will be based on pure merit determined in accordance with the marks obtained by the candidates in the relevant academic examination held by the Board of Intermediate and Secondary Examination. The Departmental Selection Committee will judge the suitability or otherwise of the candidates for appointment under the Department but no marks will be awarded for interview.

(3) The appointment will be made to the extent of number of vacancies advertised in the press. No appointment will be made against any vacancy which becomes available after all the vacancies notified in the Press have been filled in fully.

760.(1) Recruitment to the posts of Lower Division Clerks will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2) Fifty per cent posts of Lower Division Clerks will be filled by promotion on the recommendation of the Departmental Promotion

Committee from amongst the departmental officials in BPS 4 and below working in the Postal Stamps Organization and who are Matriculate. The eligible officials will be required to qualify in the departmental examination, the syllabus of which is given in Annexure I to Appendix No.37 to this Volume.

(3) The examination will consist of two papers each carrying 100 marks of 2 hours duration. The candidates will have the option to attempt questions of Papers-II (Arithmetic) in Urdu also. The pass percentage in each paper will be 33%. This examination will be qualifying one and appointment on its result will be made on the basis of seniority in the feeding cadre. The departmental candidates in a higher basic pay scale will get preference over those in a lower basic pay scale in promotion to the posts of Lower Division Clerks.

(4) A waiting list of qualified candidates will be maintained which will remain valid for six months following the date of announcement of the result of examination. No appointment will be made against any vacancy which becomes available after six months of the date of announcement of the result of the departmental examination.

(5) A candidate who qualifies in the departmental examination but is not appointed during the period the list of successful candidate remains valid will have to re-appear and qualify again in the departmental examination to become eligible for promotion to the post of Lower Division Clerk.

761.(1) Recruitment to 50 per cent posts of Lower Division Clerks will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Matriculation Examination and possess typing speed of 30 words per minute and who are within the maximum age limit of 25 years. Preference will be given to those condidates who are computer literate.

(2) As the selection will be made on merit therefore the candidates who have obtained marks in a higher bracket in the Matriculation Examination will only be called for typing test keeping into view the number of vacancies announced in the press.. The eligible candidates who qualify the typing test will only appear before the Departmental Selection Committee. The selection will be based purely on merit determined in accordance with the marks obtained in the Matriculation Examination. The Departmental Selection Committee will judge the suitability or otherwise of the candidates for appointment as Lower Division Clerk but no marks will be awarded

for the interview.

(3) The waiting list for successful candidates will become null and void after all the vacancies advertised in the Press have been filled in fully .

762. The recruitment rules to the posts in BPS-5 and above in the Postal Stamps Organization are given in Appendix No.37 to this Volume.

763.(1) The recruitment rules to the posts in BPS-4 and below in the Postal Stamps Organisation will be found in Appendix No 20 to this Volume. The detailed procedure for recruitment to these posts is given in the subsequent rules in this Chapter.

(2) The rules for recruitment to the post of Tin Smith are yet to be framed. Till the rules for recruitment to the post of Tin Smith are framed in consultation with the competent authority, no appointment by promotion or initial recruitment or by transfer will be made in this cadre by any departmental authority.

RECTUITMENT OF PARA-MEDICAL STAFF

764. The establishment below BPS-16 in the Para-Medical Branch under the Department consists of (i) Medical Supervisors (BPS-12) (ii) Laboratory Technicians (BPS-9) (iii) Store Keepers cum Clerks (BPS-7) (iv) Dispensers (BPS-6) (v) Mid Wife (BPS-6) (vi) Assistant Mid Wife (BPS-4) and (vii) Dai (BPS-3).

765(1) Recruitment to the posts of Medical Supervisors will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2). Fifty per cent posts of Medical Supervisors will be filled by promotion on the recommendation of the Departmental Promotion Committee in order of seniority in the cadre from amongst the (i) Laboratory Technicians in (BPS-9) who have rendered 3 years service as Laboratory Technicians (BPS-9), or (ii) Store Keepers cum Clerks (BPS-7) who have rendered 5 years service as Store Keepers cum Clerks (BPS-7) provided that they possess Dispensers Diploma / Certificate from a Government recognized Institute, or (iii) Dispensers (BPS-6) who possess 7 years service as Dispenser in (BPS-6) and above on regular basis in the cadre.

(3)(a) Recruitment to 50 per cent posts of Medical Supervisors will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have

passed Intermediate Examination with Science and possess a Diploma in Dispensing from a Government recognized Institute having a 5 years experience in the relevant field in a hospital provided they are between the age of 18 and 25 years.

(b) The candidate must be registered in category C as Dispenser. The Departmental Selection Committee will award 50 per cent marks for the marks obtained in the F.Sc. Examination, 30 per cent for experience in Dispensing and 20 per cent for interview. The candidates having experience in administrative work will be given preference.

766.(1) Recruitment to the posts of Laboratory Technicians will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate with Science and possess Diploma in Laboratory Technician from the School of Medical Technology / National Institute of Health, Islamabad or any other recognized Institute and have preferably 2 years experience in the respective trade in a hospital provided that they are between the age of 18 and 25 years.

(2) The candidates who have obtained marks in Diploma in higher bracket will only be called for interview. The Departmental Selection Committee will award marks in the ratio of 80 per cent for the marks obtained by the candidates in Diploma and 20 per cent for the interview.

767.(1) Appointment to the posts of Store Keepers cum Clerks will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the Dispensers (BPS-6) who have rendered 3 years service as Dispensers on regular basis in the cadre.

(2)(a) If no suitable person is available for promotion, the post of Store Keeper cum Clerk will be filled in by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who possess post Matric Diploma in Dispensing from a Government recognized Institute and have 2 years experience in the relevant field in a hospital provided that they are between the age of 18 and 25 years.

(b) For making selection for initial appointment, the candidates who have obtained marks in a higher bracket in the Matriculation Examination will only be called for interview. The Departmental Selection Committee will award marks in the ratio of 50 per cent for the marks obtained in the Matriculation Examination, 30 per cent for experience in Dispensing and 20 per cent for

interview.

768.(1) Recruitment to the posts of Dispensers will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Matriculation Examination with Science and possess a Diploma in Dispensing from a Government recognized Institute and are between the age of 18 and 25 years.

(2) The candidates who have obtained marks in a higher bracket in the Matriculation Examination will only be called for interview. The Departmental Selection Committee will award marks in the ratio of 50 per cent for the marks obtained in the Matriculation Examination, 30 per cent for experience in Dispensing and 20 per cent for interview.

769.(1) Recruitment to the posts of Mid Wife will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2) Fifty per cent posts of Mid Wife will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Assistant Mid Wife (BPS-4) who have rendered 5 years service as Assistant Mid Wife on regular basis.

(3)(a) Fifty per cent posts of Mid Wife will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate with Science and possess a Diploma in Mid Wifery and are within the age limit of 18 and 25 years.

(b) The candidates who have obtained marks in a higher bracket in the Matriculation Examination will only be called for interview. The Departmental Selection Committee will award 50 per cent marks for the marks obtained in the Matriculation Examination, 30 per cent for experience as Mid Wife and 20 per cent for interview.

770.(1) Recruitment to the posts of Assistant Mid Wife will be made partly (33 %) by promotion and partly (67%) by initial appointment.

(2) Promotion to 33 per cent posts of Assistant Mid Wife will be made on the recommendation of the Departmental Promotion Committee from amongst the Dai (BPS-3) who have rendered 5 years service as Dai on regular basis.

(3)(a) Recruitment to 67 per cent posts of Assistant Mid Wife will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed 8th Class and have qualified as Dai from a recognized Institute and possess 3 years experience in a Hospital provided that they are between the age of 18 and 25 years.

(b) The Departmental Selection Committee will award marks to the eligible candidates in the ratio of 30 per cent for qualifications, 30 per cent for experience and 40 per cent for the interview.

771.(1) Recruitment to the posts of Dai will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Primary (5th Class) and have qualified as Dai from a recognized Institute and possess 2 years experience in the trade in a Hospital and are within the age limit of 18 and 25 years.

(2) The Departmental Selection Committee will award marks to the eligible candidates in the ratio of 30 per cent for qualifications, 30 per cent for experience and 40 per cent for the interview.

772. The recruitment rules to the aforementioned posts in Para Medical Branch of the Department are given in Appendix No.52 to this Volume.

RECRUITMENT OF TEACHING STAFF

773. The establishment below BPS-16 in the Schools/Educational Institutions under the Department consists of (i) Senior Teachers (BPS-15) (ii) Junior Teachers (BPS-9 (iii) Arts and Crafts Teachers (BPS-9) (iv) Physical Training Teachers (BPS-9) (v) Drawing Teachers (BPS-9) and (vi) Laboratory Assistants (BPS-7).

774.(1) Recruitment to the posts of Senior Teachers will be made partly (50 %) by promotion and partly (50 %) by initial appointment.

(2) Fifty percent posts of Senior Teachers will be filled by promotion on the recommendation of the Department Promotion Committee from amongst the Junior Teachers (BPS-9) who have completed 5 years service as Junior Teacher on regular basis in the Department and hold a BA/ B.Sc. Degree with B.Ed or possess equivalent qualifications from a recognized University / Institution.

(3)(a) Recruitment to 50% posts of the Senior Teachers will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are

Graduate in the relevant subject / field of study with 2nd Class B.Ed and who are not over the age of 25 years.

(b) As the selection for recruitment of candidates by initial appointment will be based on merit therefore the candidates who have obtained marks in a higher bracket in the Bachelor's of Education Examination will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks to the candidates in the ratio of 40 per cent for the marks obtained in the relevant subject in the Bachelor's Examination conducted by the University, 40 per cent for the marks obtained in the B.Ed. Examination and 20 per cent for the interview.

(4) In case the post of Senior Teacher can not be filled by initial appointment it will be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment under the Government on regular basis as Senior Teacher (BPS-15) provided they possess the qualifications / experience prescribed for initial appointment or promotion to the post concerned.

775(1) Recruitment to 100 per cent posts of Junior Teachers will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Intermediate in the relevant subject or field of study with Certificate of Training and who are not over the age of 25 years.

(2) The eligible candidates who have obtained marks in a higher bracket in the Certificate of Training will only be called for interview. The Departmental Selection Committee will award marks in the ratio of 40 per cent for the marks obtained in the relevant subject in the Intermediate Examination, 40 per cent for the marks obtained by the candidates in the Certificate of Training and 20 per cent for interview.

776.(1) Recruitment to 100 per cent posts of Arts and Crafts Teachers will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Intermediate with Diploma in Arts and Crafts and who are not over the age of 25 years.

(2) The eligible candidates who have obtained marks in a higher bracket in the Diploma will only be called for interview. The Departmental Selection Committee will award marks in the ratio of 80 per cent for the marks obtained by the candidates in the Diploma in Arts and Crafts and 20 per cent for interview.

777.(1) Recruitment to 100 per cent posts of Physical Training Teachers will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Intermediate with Junior Diploma in Physical Education or

possess equivalent qualifications and who are not over the age of 25 years.

(2) The candidates who have obtained marks in a higher bracket in the Junior Diploma will only be called for interview. The Departmental Selection Committee will award marks in the ratio of 80 per cent for the marks obtained by the candidates in the Junior Diploma and 20 per cent for interview.

778.(1) Recruitment to 100 per cent posts of Drawing Teachers will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Intermediate and possess 2 years Teachers Training Certificate in Drawing or have equivalent qualifications provided that they are not over the age of 25 years.

(2) The candidates who have obtained marks in a higher bracket in the Teachers Training Certificate in Drawing will only be called for interview. The Departmental Selection Committee will award marks in the ratio of 80 per cent for the marks obtained by the candidates in the Teachers Training Certificate in Drawing and 20 per cent for interview.

779.(1) Recruitment to 100 per cent posts of Laboratory Assistants will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed F.Sc Examination and who are not over the age of 25 years.

(2) As the selection will be based on merit therefore the candidates who have obtained marks in a higher bracket in the F.Sc Examination will only be called to appear before the Departmental Selection Committee. The Departmental Selection Committee will award marks in the ratio of 40 per cent for the aggregate marks obtained in the F.Sc. Examination, 40 per cent for the marks obtained in the relevant Science subject in the F.Sc. Examination and 20 per cent for the interview.

780. The rules for recruitment to the above mentioned posts in the Education Branch of the Department are given in Appendix No.54 to this Volume.

RECRUITMENT OF STENOTYPISTS AND STENO GRAPHERS

781. The establishment below BPS-16 in the cadres of Steno Typists and Stenographers under the Department consists of (i)

Stenographers (BPS-15) (English/ Urdu) and (ii) Steno Typists (BPS-12) (English/ Urdu).

782.(1) Recruitment to the posts of Stenographers will be made partly (50 %) by promotion and partly (50 %) by initial appointment.

(2) Appointment to 50 per cent posts of Stenographers (English/Urdu) will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Steno Typists (BPS-12) (English/ Urdu) who have rendered at least 3 years service as Steno Typist on regular basis and have unblemished record of service and qualify in the Departmental Examination with a speed of 100/50 words per minute in shorthand/ typing respectively.

(3) Recruitment to 50 per cent posts of Stenographers will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Intermediate and who are not over the age of 25 years and who compete successfully in the Competitive Examination with a minimum speed of 100/50 words per minute in shorthand / typing respectively.

783.(1) Recruitment to 100 per cent posts of Steno Typists will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Matriculation Examination and who compete successfully in the Competitive Examination with a speed of 80/40 words per minute in the shorthand / typing respectively and who are not over the age of 25 years. Preference will be given to those candidates who are computer literate

(2) As the selection for recruitment of candidates by initial appoint will be based on merit, therefore, the candidates who have obtained at least 50 per cent marks in the Matriculation Examination will only be called for short hand / typing test to be conducted by an officer not below BPS-17. The Departmental Selection Committee will not award marks for the interview which will be qualifying one.

784. The rules for recruitment to the posts of Stenographers and Steno Typists are given in Appendix No.29 to this Volume.

RECRUITMENT OF STAFF IN THE SECURITY BRANCH

785. The establishment of Security Branch in the Department consists of the following categories of the staff:-

i) Inspectors Security (BPS-9); and
ii) Security Supervisors (BPS-7).

786.(1) Recruitment to the posts of Inspectors (Security) in the Department will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who (a) have passed Matriculation Examination or possess an equivalent qualification and are Ex. Army Junior Commissioned Officer having 5 years experience on security points in the Army or (b) are Intermediate and possess 3 years experience of security job and preferably have the specialized training in the relevant field and are within the age limit of 21 to 30 years.

(2) The Departmental Selection Committee will award marks in the ratio of 40 per cent for the marks obtained in the Matriculation or Intermediate Examination, as the case may be, 40 per cent for the experience/specialized training and 20 per cent for the interview.

787. Recruitment rules to the post of Inspector (Security) are given in Appendix No.31 to this Volume.

788.(1) Recruitment to the posts of Security Supervisors will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2)(a) Fifty per cent posts of Security Supervisors will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Inspectors of Naib Qasids (BPS-5) who have rendered 3 years service in BPS-5 on regular basis and have security experience in the Armed Forces or Police.

(b) In case no departmental candidate is eligible for promotion the post falling in the share of promotion quota will be filled in by initial appointment.

(3).(a) Recruitment to 50 per cent posts of Security Supervisors will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate and possess 3 years experience in the field of maintenance of security in the Armed Forces, Police or in any other organization and who are within the age limit of 21 to 30 years.

(b) The Departmental Selection Committee will award marks in the ratio of 40 per cent for the marks obtained in the Matriculation or Intermediate Examination, as the case may be, 40 per cent for the experience/specialized training and 20 per cent for the interview.

789. Recruitment rules to the posts of Security Supervisors are given in Appendix No.30 to this Volume.

RECRUITMENT OF CONSERVANCY INSPECTORS

790.(1) Recruitment to the posts of Conservancy Inspectors (BPS-5) in the Department will be made 100 per cent by initial appointment on the recommendation of the Department Selection Committee from amongst the persons who hold Diploma in sanitation and hygiene from a recognized institute preferably having practical experience and who are within the age limits of 18 and 30 years.

(2) The selection will be based on merit. The Departmental Selection Committee will award marks to the candidates in the ratio of 50 per cent for the technical qualifications, 30 per cent for experience and 20 per cent for interview.

791. The rules for recruitment to the post of Conservancy Inspector are given in Appendix No.32 to this Volume.

RECRUITMENT OF CIVIL DEFENCE INSTRUCTORS

792.(1) Recruitment to the posts of Civil Defence Instructors (BPS-7) in the Department will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate and have successfully completed Civil Defence General and Technical Instructors Courses or Civil Defence Specialist Instructors Warden/Rescue/Casualty Service Course and who are within the age limits of 18 and 30 years.

(2) The selection will be based on merit. The Departmental Selection Committee will award marks to the candidates in the ratio of 30 per cent for the marks obtained in the Matriculation Examination, 50 percent for technical qualifications and 20 per cent for interview.

793. The rules for recruitment to the post of Civil Defence Instructors are given in Appendix No.33 to this Volume.

RECRUITMENT OF LIBRARIANS

794.(1) Recruitment to the posts of Librarian (BPS-7) in the Department will be made 100 per cent by initial appointment on the recommendation of the Department Selection Committee from amongst the persons who are Matriculate and possess Certificate /Diploma in Library Science from a Government recognized Institute and who are

within the age limits of 18 and 25 years.

(2) The selection will be based on merit. The Departmental Selection Committee will award marks to the candidates in the ratio of 30 per cent for the marks obtained in the Matriculation Examination, 50 percent for Certificate/Diploma in Library Science and 20 per cent for interview.

795.(1) The rules for recruitment to the post of Librarian in the Postal Training Centres under the Pakistan Post Office are given in Appendix No.34 to this Volume.

(2) The instructions for standardization of pay scales and the recruitment rules for Librarians working in the Federal Government Organizations are also given in Appendix No.35 to this Volume.

RECRUITMENT OF FRENCH KNOWING ASSISTANT

796. The establishment in the French Translation Branch consists of the French knowing Assistant (BPS-12) in the Department.

797.(1) Recruitment to the posts of French knowing Assistant will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Graduate and have a Proficiency Certificate in French language from a recognized Educational Institute and who are within the age limit of 18 to 25 years.

(2) The Departmental Selection Committee will award marks in the ratio of 40 per cent marks obtained in the Bachelor's Examination conducted by the University, 50 per cent for proficiency in French language and 10 per cent for the interview.

798. Recruitment rules to the posts of French knowing Assistant are given in Appendix No.57 to this Volume.

RECRUITMENT OF MINISTERIAL STAFF IN THE DIRECTORATE GENERAL

799. The ministerial establishment in the Pakistan Post Office Directorate-General consists of the following categories of the staff :-

(i) Assistants In charge (BPS-15);
(ii) Assistants (BPS-11);
(iii) Upper Division Clerks (BPS-7); and
(iv) Lower Division Clerks (BPS-5).

800. Recruitment to the posts of Assistant In charge will be made 100 percent by promotion on the recommendations of the Departmental Promotion Committee from amongst the Assistants who have rendered 3 years service as Assistant on regular basis in the cadre.

801. Recruitment to the post of Assistants will be made partly (50%) by promotion and partly (50%) by initial appointment.

802. Fifty percent posts of Assistants will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Upper Division Clerks who have rendered 3 years service as Upper Division Clerk on regular basis.

803.(1) Recruitment to 50 per cent posts of Assistants will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Graduate and are not over the age of 28 years and have successfully competed in the competitive examination.

(2) The eligible candidates who have obtained atleast 50 per cent marks in the Bachelors Examination will only be called to sit in the competitive examination. The examination will consist of two papers namely, Paper-I English (Essay, Precis and General English) and Paper-II General knowledge, Current Affairs, Pakistan Studies and Islamic Studies. The Paper II will be of objective type. The qualifying marks in each paper will be 33 per cent and 45 per cent in the aggregate. The candidates who qualify the written portion of the competitive examination by obtaining marks in a higher bracket will only be called for interview. The appointment will be made on merit on the basis of marks obtained in the competitive examination.

(3) No marks for interview will be awarded to the candidates. The Departmental Selection Committee will either clear a candidate for appointment to the post of Assistant or reject him altogether.

(4) The waiting list of the successful candidates will be prepared which will not remain valid after all the vacancies announced in the press have been filled in fully.

804.(1) Recruitment to the posts of Upper Division Clerks will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2) Fifty per cent posts of Upper Division Clerks will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Lower Division Clerks (BPS-5) who

possess 3 years service as Lower Division Clerks (BPS-5) on regular basis.

(3) Recruitment to 50 per cent post of Upper Division Clerks will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Intermediate and or not over the maximum age of 25 years and who have successfully competed in the competitive examination.

(4) The eligible candidates who have obtained at east 50 per cent marks in the Intermediate examination will only be called to sit in the examination. The examination will consist of two papers, namely, Paper-I English (Essay, Precis and General English) and Paper-II General Knowledge, Current Affairs, Pakistan Studies and Islamic Studies. The Paper II will be of objective type. The qualifying marks in each paper will be 33 per cent and 45 per cent in aggregate. The candidates who have obtained marks in the higher bracket in the competitive examination will only be called for interview. The appointment will be made on merit on the basis of marks obtained in the competitive examination.

(5) No marks for interview will be awarded to the candidates. The Departmental Selection Committee will either clear a candidate for appointment to the post of Upper Division Clerk or reject him altogether.

(6) No waiting list of successful candidates will be maintained after all the vacancies notified in the Press have been filled in fully.

805. Recruitment to the posts of Lower Division Clerks will be made partly (50%) by promotion and partly (50%) by initial appointment.

806(1) Recruitment to 50% posts of Lower Division Clerks will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the departmental officials below BPS-5 who are Matriculate and have typing speed of 30 words per minute.

(2) The typing test will be qualifying one and appointment on its result will be made on the basis of seniority in the feeding cadres. The departmental candidates in higher Basic Pay Scale will get preference over those in lower Basic Pay Scale for promotion to the post of Lower Division Clerk.

(3) A waiting list of qualified candidates will be maintained which will remain valid for six months following the date of announcement of the result of examination. No vacancy becoming

available after six months of the date of declaration of result of examination will be offered to any candidate on the waiting list.

(4) A candidate who qualifies in the typing test but is not selected for appointment during the period the list of successful candidates remains valid will have to qualify again in the typing test to become eligible for appointment to the post of Lower Division Clerk.

807(1) Recruitment to 50 per cent posts of Lower Division Clerks will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate and possess typing speed of 30 words per minute and who are not over the age of 25 years. Preference will be given to those candidates who are computer literate.

(2) The candidates who have secured at least 50 per cent marks in the Matriculation Examination will only be called to appear in the Typing test, of course keeping in view the number of vacancies announced in the Press. The appointment will be made by selection based on pure merit determined in accordance with the marks obtained by the candidates in the Matriculation Examination held by the Board of Intermediate and Secondary Education.

(3) The Departmental Selection Committee will judge the suitability of the candidates for appointment to the post of Lower Division Clerk under the Government. However, no marks will be awarded for the interview while clearing the candidates.

(4) The waiting list will become null and void after all the vacancies advertised in the Press have been filled in fully.

808. The rules for recruitment to the aforesaid posts in the Pakistan Post Office Directorate General are given in Appendix No.58 to this Volume.

RECRUITMENT OF STENOTYPISTS AND STENO GRAPHERS IN THE DIRECTORATE GENERAL

809. The establishment in the cadres of Steno Typists and Stenographers in the Directorate General consists of (i) Stenographers (BPS-15) (English/Urdu) and (ii) Steno Typists (BPS-12) (English/ Urdu).

810.(1) Recruitment to the posts of Stenographers will be made partly (50 %) by promotion and (50 %) by initial appointment.

(2) Appointment to 50 per cent posts of Stenographers (English/ Urdu) will be made by promotion on the recommendation of the

Departmental Promotion Committee from amongst the Steno Typists (BPS-12) (English/ Urdu) who have rendered at least 3 years service as Steno Typist on regular basis and have unblemished record of service and qualify in the test with a speed of 100/50 words per minute in shorthand/ typing respectively.

(3) Recruitment to 50 per cent posts of Stenographers will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Intermediate and who are not over the age of 25 years and who compete successfully in the Competitive Examination with a minimum speed of 100/50 words per minute in shorthand / typing respectively.

811.(1) Recruitment to 100 per cent posts of Steno Typists will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Matriculation Examination and who compete successfully in the Competitive Examination with a speed of 80/40 words per minute in the shorthand / typing respectively and who are not over the age of 25 years. Preference will be given to those candidates who are computer literate

(2) As the selection for recruitment of candidates by initial appoint will be based on merit, therefore, the candidates who have obtained at least 50 per cent marks in the Matriculation Examination will only be called for short hand / typing test to be conducted by an officer not below BPS-17. The Departmental Selection Committee will not award marks for the interview which will be qualifying one.

812. The rules for recruitment to the posts of Stenographers (BPS-15) and Steno typist (BPS-12) in the Pakistan Post Office Directorate-General appear in Appendix No.58 to this Volume.

RECRUITMENT OF STAFF IN MISCELLANEOUS CADRES

813. The establishment in BPS-4 and below in the miscellaneous caders of the Department consists of (i) Staff Car Drivers (BPS-4) (ii) Dispatch Riders (BPS-4) (iii) Duplicating Machine Operators (BPS-4) (iv) Daftries (BPS-2) (v) Qasids (BPS-2) and (vi) Naib Qasids (BPS-1).

814.(1) Recruitment to the posts of Staff Car Drivers will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Primary examination and possess a valid driving licence and are well versed in the traffic rules and are not over the age of 30 years. Fifty per cent posts of Staff Car Drivers will be reserved

for Ex-Servicemen.

(2) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical test in driving. Marks will be awarded in the ratio of 60 % for practical test and reading and writing test and 40 % for interview.

815.(1) Recruitment to the posts of Dispatch Riders will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Primary pass and hold a valid driving licence and are well versed in the traffic rules and are not over the age of 30 years. Fifty per cent posts of Dispatch Riders will be reserved for Ex- Servicemen.

(2) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical test in driving. Marks will be awarded in the ratio of 60 % for practical test and reading and writing test and 40 per cent for interview.

816.(1) Recruitment to the posts of Duplicating Machine Operators will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2)(a) Fifty per cent posts of Duplicating Machine Operators will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Daftries (BPS-2) who have rendered 3 years service in BPS-2 and essentially have knowledge of operating Duplicating Machine.

(b) If no suitable person is available for promotion, the post reserved for promotion will be filled by initial appointment and failing that by transfer.

(3)(a) Recruitment to 50 per cent posts of Duplicating Machine Operators will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Primary pass and essentially have the knowledge of operating Duplicating Machine and who are not over the age of 25 years. Fifty per cent posts of Duplicating Machine Operators will be reserved for Ex- Servicemen.

(b) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to practical test in operating Duplicating Machines. Marks will be awarded in the ratio of 60 % for practical test and reading and writing test and 40 % for interview.

817.(1) Recruitment to 100 per cent posts of Daftries will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Qasids (BPS-2) who have rendered 3 years service in BPS-2 on regular basis in the cadre.

(2). If no suitable person is available for promotion the post will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Primary pass and are not over the age of 25 years. The eligible candidates will be put through an elementary test in reading and writing. The Departmental Selection Committee will award marks in the ratio of 40 per cent for the test and 60 per cent for interview.

(3). In case the post of Daftry cannot be filled either by promotion or by initial appointment it will be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding the post of Daftry (BPS-2) under the Federal Government on a regular basis provided that the person concerned possesses the qualifications / experience prescribed for initial appointment or promotion to the post of Daftry.

818.(1) Recruitment to 100 per cent posts of Qasids will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Naib Qasids (BPS-1) who have served for 3 years in BPS-1 on regular basis.

(2) If no suitable person is available for promotion the post will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Primary pass and are not over the age of 25 years. The Departmental Selection Committee will award marks in the ratio of 40 per cent for the elementary test in reading and writing and 60 per cent for interview.

(3) In case the post of Qasid cannot be filled either by promotion or by initial appointment it will be filled by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding the post of Qasid (BPS-2) under the Federal Government on a regular basis provided that the person concerned possesses the qualification / experience prescribed for initial appointment or promotion to the post of Qasid.

819.(1) Recruitment to 100 per cent posts of Naib Qasids will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Primary pass and are not over the age of 25 years. Fifty per cent of

advertised vacancies for filling the posts of Naib Qasids will be reserved for Ex-Servicemen.

(2) The candidates prior to appearing before the Departmental Selection Committee will be put through an elementary test in reading and writing. Marks will be awarded in the ratio of 40 per cent for the test and 60 per cent for interview.

820. Recruitment rules to the aforesaid posts in BPS-4 and below are given in Appendix No.59 to this Volume.

RECRUITMENT OF STAFF IN BASIC PAY SCALE 6 AND BELOW

821. The establishment in BPS-6 in the Department consists of (i)Departmental Branch Postmasters, (ii) Head Postmen, (iii) Sorting Postmen, (iv) Mail Overseers, (v) Cash Overseers (vi) Cash Overseers in the Pakistan Post Office Directorate General, and (vii) Delivery Agents.

822. Recruitment to 100 per cent posts of Departmental Branch Postmasters will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Postmen and Village Postmen (BPS-5) who have rendered 3 years service in BPS-4 and 5 on regular basis and who have qualified in the Departmental Examination, the syllabus of which is given in Annexure II to Appendix No.20 to this Volume.

823. Recruitment to 100 per cent posts of Head Postmen, Sorting Postmen, Mail Overseers and Cash Overseers will be made by promotion on the recommendation of the Departmental Promotion Committee on the basis of seniority in the feeding cadre from amongst the Postmen and Village Postmen (BPS-5) who have rendered 3 years service in BPS-4 and 5 on regular basis.

824. Recruitment to the posts of Cash Overseers in Pakistan Post Office Directorate-General will be mads 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the officials in BPS-5 and below who (i) have 5 years service in the Department (ii) are Matriculate and (iii) have practical experience of Cash Branch.

825. Recruitment to the posts of Delivery Agents for performance of Express Post work will be made (i) 25 per cent by promotion from amongst the Assistant Delivery Agents (BPS-4), (ii) 25 per cent by promotion from amongst the Postmen and Village Postmen BPS-5 and (iii) 50 per cent by initial appointment.

826.(1) Promotion to 25 per cent posts of Delivery Agents will be made from amongst the Assistant Delivery agents(BPS-4) while 25 per cent posts will be filled by promotion from amongst the Postmen and Village Postmen in BPS-5 on the recommendation of the Departmental Promotion Committee. Only those departmental officials will be eligible for promotion to the higher post who (i) have rendered 3 years service in BPS-4 and above in case of Assistant Delivery Agents and in BPS-5 in case of Postmen and Village Postmen; (ii)are 8th Class pass, (iii)possess a Motor Cycle driving licence and (iv) and have qualified in the Departmental Examination, the syllabus of which is given in Annexure-III to Appendix No 20 to this Volume.

(2) The names of the qualified candidates will be arranged in order of seniority as they enjoyed in the lower cadre. The appointing authority will make appointments strictly in accordance with the list of successful candidates which will remain valid for six months from the date of declaration of result of examination. Any vacancy becoming available after six months of the date of announcement of result of examination will not be offered to any candidate on the waiting list but will be carried over to the next examination.

(3) A candidate who qualifies in the departmental examination but is not selected for appointment during the period the list of successful candidates remains valid will have to re-appear and qualify again in the departmental examination to become eligible for promotion to the higher post.

827.(1) Recruitment to 50 per cent posts of Delivery Agents will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who (i) are Matriculate, (ii) possess Motor Cycle Driving Licence, (iii) compete successfully in the Examination consisting of Paper I- General Knowledge and Pakistan Studies and Paper II -Arithmetic, and (iv) are not over the age of 25 years.

(2) The selection will be based on pure merit determined in accordance with the marks obtained by the candidates in the competitive examination. The candidates who have secured marks in a higher bracket in the competitive examination will only be called for interview keeping into view the number of vacancies advertised in the press. No marks will be awarded to the candidates for interview which will be qualifying one. The Departmental Selection Committee will either clear a candidate or reject him for appointment under the Department after recording reasons therefor in the minutes.

828. The establishment in BPS-5 in the Department consists of (i)

Postmen and Village Postmen, (ii) Mail Guards, (iii) Inspector of Naib Qasids, and (iv) Tailors.

829. Recruitment to the posts of Postmen and Village Postmen and Mail Guard (BPS-5) will be made partly (75 %) by promotion and partly (25 %) by initial appointment.

830.(1) Seventy five per cent posts of (i) Postmen / Village Postmen (BPS-5) and (ii) Mail Guard (BPS-5) will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Postmen and Village Postmen in BPS-4 and Mail Guards in BPS-4 respectively who have rendered three years service in BPS-4 and have qualified in the Departmental Examination, the syllabus of which is given in Annexure-II to Appendix No.20 to this Volume.

(2) The names of the qualified candidates will be arranged in order of seniority as they enjoyed in the lower cadre in the Unit. The appointing authority will make appointments strictly in accordance with the list of successful candidates which will remain valid for six months from the date of declaration of result of the examination.

(3) A candidate who has qualified in the departmental examination but is not appointed against the higher post will have to reappear and qualify again in the departmental examination to become eligible for promotion.

(4) Any vacancy becoming available after six months of the date of announcement of result of examination will not be offered to any candidate on the list of successful candidates but will be carried over to the next examination.

831.(1) Recruitment to 25 per cent posts of Postmen and Village Postmen (BPS-5) in Post Offices and Mail Guards (BPS-5) in Mail Sorting and Transportation will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Matriculate and are within the age limit of 25 years.

(2) As the selection for appointment by initial recruitment to the posts of Postmen and Village Postmen and Mail Guards (BPS-5) will be made on merit, therefore, the candidates who have obtained marks in a higher bracket (say more than 50 percent) in the Matriculation Examination will only be called for interview keeping into view the number of vacancies advertised in the press. The selection will be based on pure merit determined in accordance with the marks obtained by the candidates in the Matriculation Examination held by the Board of Intermediate and Secondary Education. No marks will be

awarded for the interview conducted by the Departmental Selection Committee, which will be qualifying one.

(3) The appointing authority will make appointments strictly in accordance with the merit list to the extent of the number of vacancies advertised in the press. The merit list will become null and void after all the vacancies advertised in the press have been filled in fully.

(4) A merit list of candidates to fill in only short term vacancies falling in the quota of direct recruits which become available after all the vacancies advertised in the press have been filled in will also be prepared. The list will not be lengthy one. The successful candidates will be informed of their position in the list. The short term appointment will not be made for a period exceeding two months. The candidates appointed against short term vacancies will have no claim for regular appointment in the cadre. Such candidates will have to apply again as and when the vacancies are advertised in the Press subsequently and compete for selection for appointment by initial recruitment.

832.(1) Recruitment to the posts of Inspector of Naib Qasids will be made partly (50 %) by promotion and partly (50 %) by initial appointment.

(2) Promotion to 50 per cent posts of Inspector of Naib Qasids will be made on the recommendation of the Departmental Promotion Committee from amongst the Assistant Inspectors of Naib Qasids who have rendered 3 years service in BPS-3 on regular basis and who possess security experience in the Armed Forces or Police.

(3)(a) Recruitment to 50 percent posts of Inspector of Naib Qasids will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are 8th class pass and have 5 years experience of the security job preferably in Armed Forces or Police and who are not over the age of 25 years.

(b) The Departmental Selection Committee will award marks to the candidates in the ratio of 40 per cent for educational qualifications, 40 per cent for experience and 20 per cent for the interview.

833.(1) Recruitment to the posts of Tailors (BPS-5) will be made partly (50 %) by promotion and partly (50 %) by initial appointment.

(2) Fifty percent posts of Tailors will be filled by promotion on

the recommendation of the Departmental Promotion Committee from amongst the departmental officials in BPS-4 and below who (i) have rendered 5 years service in Department on regular basis, (ii) have proficiency in the job/trade; and (iii) have qualified in the practical test in tailoring.

(3)(a) Recruitment to 50 per cent posts of Tailors will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who (i) are 5th class pass, (ii)have proficiency in the job/trade, (iii) compete successfully in practical test in tailoring and (iv) are within the age limit of 25 years.

(b) The Departmental Selection Committee will award marks to the candidates in the ratio of 60 per cent for the practical test, 30 per cent for experience and 10 per cent for interview.

834. The establishment in BPS-4 in the Department consists of (i) Postmen and Village Postmen, (ii) Mail Guards (iii) Duplicating (Gestetner) Machine Operators, (iv) Painters, and (v) Assistant Delivery Agents.

835.(1) Recruitment to 100 per cent posts of Postmen and Village Postmen(BPS-4) will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the officials in BPS- 3 and BPS-2 who have rendered two years service in BPS-2 and above and have qualified in the Departmental Examination, the syllabus of which is given in Annexure II to Appendix N0. 20 to this Volume.

(2) The names of the qualified candidates will be arranged in order of seniority as they enjoyed in the lower cadre in the Unit. The appointing authority will make promotion to the post of Postman and Village Postman strictly in order of seniority in the feeding cadres in accordance with the list of successful candidates. A departmental candidate in higher Basic Pay Scale will get preference over those in lower Basic Pay Scale for promotion to the post of Postman and Village Postman.

(3) A list of successful candidates will also be prepared which will remain valid for six months from the date of declaration of result of examination. Any vacancy becoming available after six months of the date of announcement of result of examination will not be offered to any candidate on the waiting list but will be carried over to the next examination.

(4) A candidate who qualifies in the departmental examination

but is not selected for appointment to the post of Postman and Village Postman during the period the list of successful candidates remains valid will have to re-appear and qualify again in the departmental examination to become eligible for promotion to the higher post.

836.(1) Recruitment to 100 per cent posts of Mail Guards (BPS-4) will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Head Porters and Porters (BPS-2) who have rendered two years service in BPS-2 and above on regular basis and have qualified in the prescribed Departmental Examination, the syllabus of which is given in Annexure II to Appendix No. 20 to this Volume.

(2) The promotion will be made from amongst the successful candidates in order of seniority in the feeding cadre.

(3) A waiting list of successful candidates will also be prepared which will remain valid for six months

(4). A candidate who qualifies in the departmental examination but is not selected for appointment during the period the list of successful candidates remains valid will have to sit again and qualify in the prescribed Departmental Examination to acquire eligibility for promotion to the higher post.

(5) No vacancy becoming available in the cadre after six months of the date of declaration of result of examination will be offered to any candidate on the list of successful candidates but will be carried over to the next examination.

837.(1) Recruitment to the posts of Duplicating (Gestetner) Machine Operators(BPS-4) will be made partly (50 %) by promotion and partly (50%) by initial appointment.

(2)(a) Promotion to fifty per cent posts of Duplicating (Gestetner) Machine Operators will be made on the recommendation of the Departmental Promotion Committee from amongst the departmental officials in BPS-3 and below who (1) have rendered four years service in the Department on regular basis, (ii) have proficiency in handling different types of Duplicating Machines (iii) have qualified in the practical test in handling Duplicating Machines conducted by an officer not below BPS-16.

(b) The appointment will be made on the basis of seniority in the feeding cadres. The departmental candidates in higher basic pay scale will get preference over those in a lower basic pay scale in

promotion to the post of Duplicating (Gestetner) Machine Operator.

(c) The waiting list of qualified candidates will remain valid for six months only from the date of declaration of result of the practical test.

(3)(a) Recruitment to 50 percent posts of Duplicating (Gestetner) Machine Operator will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who (i) are 8th class pass, (ii) have proficiency in handling different types of Duplicating Machines, (iii) have successfully competed in the practical test in handling Duplicating Machines conducted by an officer not below BPS-16, and (iv) are within the age limit of 25 years.

(b) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical test in handling Duplicate Machines. The Departmental Selection Committee will award marks to the candidates in the ratio of 60 per cent for practical test, 20 per cent for experience and 20 per cent for interview.

838.(1) Recruitment to the posts of Painters (BPS-4) will be made partly (50%) by promotion and partly (50 %) by initial appointment.

(2)(a) Promotion to 50 per cent posts of Painters will be made on the recommendation of the Departmental Promotion Committee from amongst the departmental officials in BPS-3 and below who have rendered 4 years service on regular basis in the cadre and have proficiency in the job/trade and who have qualified in the practical test in painting conducted by an Assistant Engineer.

(b) The appointment will be made on the basis of seniority in the feeding cadre. The departmental candidates in higher basic pay scale will get preference over those in lower basic pay scales in promotion to the post of Painters.

(c) The waiting list of qualified candidates will remain valid for six months only from the date of holding the practical test.

(3)(a) Recruitment to 50 per cent posts of Painters will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed 5th class and possess proficiency in the job/trade and compete successfully in the practical test in painting conducted by an Assistant Engineer and provided that the candidates are within the age limit of 25 years.

(b) The Departmental Selection Committee will award marks to

the candidates in the ratio of 60 per cent for the practical test, 20 per cent for experience and 20 per cent for interview.

839.(1) Recruitment to the posts of Assistant Delivery Agents will be made partly (50 %) by promotion and partly (50 %) by initial appointment.

(2)(a) Fifty per cent posts of Assistant Delivery Agents will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the officials in BPS-3 and BPS-2 who (i) have rendered four years service in BPS-2 and above on regular basis in the Department, (ii) are 8th Class pass, (ii) are able to ride a bicycle. (Preference will be given to those officials possessing Motor Cycle driving licence), and (iv) have qualified in the prescribed Departmental Examination, the syllabus of which is given in Annexure II to Appendix No. 20 to this Volume.

(b) The appointment will be made on the basis of seniority in the feeding cadres. The departmental candidates in higher basic pay scale will get preference over those in a lower basic pay scale in promotion to the post of Assistant Delivery Agent.

(c) The waiting list of qualified candidates will remain valid for six months only from the date of declaration of result of the examination.

(3)(a) Recruitment to 50 per cent posts of Assistant Delivery Agents will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who (i) are 8th Class pass, (ii) are able to ride a bicycle. (Preference will be given to those candidates who possess Motor Cycle driving licence),(iii) have competed successfully in the Examination consisting of Paper I- Dictation in Urdu and English language, Paper II- General knowledge and Pakistan Studies, and Paper III-Arithmetic and (iv) are within the age limit of 25 years.

(b) The selection for appointment will be based on pure merit determined in accordance with the marks obtained in the competitive examination to the extent of the vacancies announced in the Press. No marks will be awarded by the Departmental Selection Committee for interview.

(c) No appointment will be offered to any successful candidate after all the vacancies advertised in the press have been filled in fully.

840. The establishment in BPS-3 in the Department consists of (i) Stamp Vendors, (ii) Stamp Checkers, (iii) Record Keepers (iv) Assistant

Inspector of Naib Qasids, (v) Head Malies, (vi) Carpenters, (vii) Plumbers, and (viii) Masons.

841. Recruitment to the posts of Stamp Vendors (BPS-3) will be made partly (75 %) by promotion and partly (25 %) by initial appointment.

842.(1) Seventy five per cent posts of Stamp Vendors will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the Runners, Mail Peons, Porters, Head Porters, and Record Keepers (BPS-2) who (i) have rendered two years service in the cadre (ii) are 5th Class pass, and (ii) qualify in the prescribed Departmental Examination.

(2) The names of the qualified candidates will be arranged in order of seniority as they enjoyed in the lower cadre in the Unit. The appointing authority will make promotion to the post of Stamp Vendor strictly in order of seniority in the feeding cadres in accordance with the list of successful candidates.

(3) A list of successful candidates will also be prepared which will remain valid for six months from the date of declaration of result of examination. Any vacancy becoming available after six months of the date of announcement of result of examination will not be offered to any candidate on the waiting list but will be carried over to the next examination.

(4) A candidate who qualifies in the departmental examination but is not selected for appointment to the post of Stamp Vendor during the period the list of successful candidates remains valid will have to re-appear and qualify again in the departmental examination to become eligible for promotion to the higher post.

843.(1) Recruitment to 25 percent posts of Stamp Vendors will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who (i) are 8th Class pass, (ii) have competed successfully in the prescribed Examination and (iii) are within the age limit of 25 years. The Extra Departmental Agents who fulfill the prescribed conditions will be given preference.

(2) The selection for appointment will be based on pure merit determined in accordance with the marks obtained in the competitive examination to the extent of the vacancies announced in the Press. No marks will be awarded by the Departmental Selection Committee for interview.

844.(1) Appointment to the posts of Stamps Checkers will be

made 100 per cent by promotion and failing that by initial appointment.

(2) Promotion to 100 per cent posts of Stamps Checkers will be made on the recommendation of the Departmental Promotion Committee from amongst the departmental officials in BPS-2 and BPS-1 who have rendered 4 years service in the Department and are 5th class pass and have proficiency in the job / trade.

(3) The promotion will be made on the basis of seniority in the feeding cadre. An official in higher basic pay scale will get preference over those in the lower basic pay scale.

(4) If due to non-availability or ineligibility of departmental officials, the post of Stamp Checkers can not be filled by promotion it will filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed 8th Class and possess practical experience of job / trade and who are within the maximum age limit of 25 years.

845.(1) Recruitment to the posts of Record Keepers (BPS-3) will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the officials on BPS-2 and BPS-1 who (i) have rendered four years service in the Department on regular basis, (ii) are 5th Class pass, and (iii) have proficiency in the job / trade.

(2) In case due to non availability or ineligibility of departmental officials the posts of Stamps Checkers can not be filled by promotion, then it will be filled by initial appointment from amongst the persons who are 8th Class pass and have practical experience of job/trade and are within the age limit of 25 years.

846.(1)(a) Recruitment to the posts of Assistant Inspector of Naib Qasids (BPS-3) will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee in order of seniority from amongst the officials in BPS-2 and BPS-1 who (i) have rendered four years service in the Department on regular basis, (ii) are 5th Class pass and (iii) possess security experience in Armed Forces or Police.

(b) The appointment will be made on the basis of seniority in the feeding cadres. The departmental candidates in a higher basic pay scale will get preference over those in a lower basic pay scale for promotion to the higher post.

(2)(a) In case the aforementioned post can not be filled by

promotion, it will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are 8th Class pass and have three years security experience in the Armed Forces or Police.

(b) The Departmental Selection Committee will award marks in ratio of 40 per cent for educational qualifications, 40 per cent for experience and 20 per cent for interview.

847.(1) Recruitment to 100 percent posts of Head Malies will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the Malies BPS-1 who have rendered 2 years service in the cadre on regular basis.

(2)(a) In case the post of Head Malies can not be filled by promotion it will be filled by initial appointment from amongst the persons who are Middle (8th class) pass and have 3 years practical experience of the job and who compete successfully in the practical test in the relevant job conducted by an officer not below BPS-16 and provided that the candidates are within the maximum age limit of 25 years.

(b) The Departmental Selection Committee will award marks in the ratio of 40 per cent for educational qualifications, 40 per cent for experience and 20 per cent for interview.

848.(1) Recruitment to the posts of Masons, Plumbers and Carpenters will be made partly (50%) by promotion and partly (50%) by initial appointment.

(2) Recruitment to 50 per cent posts of Masons, Plumbers and Carpenters will be made by promotion on the recommendation of the Departmental Promotion Committee from amongst the departmental officials in BPS-1 and 2 having 4 years service on regular basis in the cadre and who have proficiency in the job/ trade and also qualify in the practical test in the relevant trade conducted by an Assistant Engineer.

(3) (a) Fifty per cent posts of Masons, Plumbers and Carpenters will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Primary (5th Class) pass and are able to read and write one of the local languages and have proficiency in the job/trade and compete successfully in the practical test in the relevant trade conducted by an Assistant Engineer.

(b) The Departmental Selection Committee will award marks

in the ratio of 40 per cent for educational qualifications, 40 per cent for experience and 20 per cent for interview.

RECRUITMENT OF STAFF IN BASIC PAY SCALE 2 AND 1

849. The establishment in Basic Pay Scale 2 in the Department consists of (i)Runners; (ii)Mail Peons; (iii) Porters; (iv) Record Keepers, and (v) Head Porters.

850. Recruitment to the posts of Runners, Mail Peons and Porters will be made partly (25 %) by promotion and partly (75 %) by initial appointment subject to the condition that 50 percent of the vacancies reserved for initial appointment will be filled in from amongst the ex- servicemen.

851.(1) Twenty five per cent posts of Runners, Mail Peons and Porters will be filled by promotion on the recommendation of the Departmental Promotion Committee from amongst the officials in BPS-1 who have completed 2 years service in the cadre on regular basis and who qualify in the Departmental Examination as per the syllabus given in Annexure-I to Appendix No.20 to this Volume.

(2) The names of the qualified candidates will be arranged in order of seniority as they enjoyed in the lower cadre. The appointing authority will make promotion to the higher post strictly in order of seniority in the feeding cadre from the list of successful candidates.

(3) A list of successful candidates will also be prepared which will remain valid for six months from the date of declaration of result of examination. Any vacancy becoming available after six months of the date of announcement of result of examination will not be offered to any candidate on the waiting list but will be carried over to the next examination.

(4) A candidate who qualifies in the departmental examination but is not selected for appointment to the higher post during the period the list of successful candidates remains valid will have to re-appear and qualify again in the departmental examination to become eligible for promotion to the higher post.

852.(1) Recruitment to 75% posts of Runners, Mail Peons and Porters will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed 8th class and who compete successfully in the examination, the syllabus of which is given in Annexure-I to Appendix No.20 to this Volume and who are within the maximum age limit of 25 years.

(2) The Extra Departmental Agents working in the Department who fulfill the prescribed conditions will be given preference for appointment against the posts of Runners and Mail Peons.

(3) As the efficiency of a mail line depends in a great measure on the selection of the runners, none but strong, active men, who are able to carry the mails at the prescribed speed and bear a good character should be selected for appointment in the cadre

(4) The selection for appointment to the post will be based on pure merit determined in accordance with the marks obtained by the candidates in the competitive examination. After all the vacancies advertised in the Press have been filled fully no further appointment will be made in the cadre on regular basis.

(5) A list of successful candidates will also be prepared on the basis of marks obtained in the competitive examination for the purpose of filling in short term vacancies which become available in the quota reserved for initial recruitment. The short term appointment will not be made for a period exceeding two months. Such candidates will have no claim for regular appointment in the cadre for which they will have to reappear and compete in the competitive examination to be held subsequently.

853.(1) Recruitment to the posts of Record Keepers will be made 100 per cent by promotion on the recommendation of the Departmental Promotion Committee from amongst the officials in BPS-1 in the cadre who have completed 3 years service on regular basis and who have proficiency in the job/ trade.

(2)(a) In case no person is available or eligible for promotion, the post of Record Keeper will be filled by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed 8th Class and possess practical experience of the job/trade provided that they are within the maximum age limit of 25 years.

(b) The Departmental Selection Committee will award marks to the candidates in the ratio of 40 per cent for educational qualifications, 40 per cent for experience and 20 per cent for interview

854. Recruitment to the posts of Head Porters will be made 100 per cent by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons holding appointment on regular basis in the Department in BPS-2.

855. The establishment in Basic Pay Scale 1 in the Department consists of (i) Naib Qasids (ii) Security Guards (iii) Watch and Ward (iv) Sanitary Workers (v) Attendants in Post Office Inspection Quarters (vi) Malies (vii) Labourers (viii) Qasids and (ix) Daftaries.

856.(1)(a) Recruitment to 100 per cent posts of Naib Qasids, Security Guards and Watch and Ward will be made by initial appointment on the recommendation of Departmental Selection Committee from amongst the persons who have passed 5th class and have competed successfully in the examination, the syllabus of which is given in Annexure-I to Appendix No.20 to this Volume and who are within the maximum age limit of 25 years.

(b) Fifty per cent vacancies in the aforesaid cadres will be reserved for the ex-servicemen.

(2) The selection for appointment to the post will be based on pure merit determined in accordance with the marks obtained by the candidates in the competitive examination. After all the vacancies advertised in the Press have been filled in fully no further appointment will be made in the cadre on regular basis.

(3) A list of successful candidates will be prepared for making only short term appointments in order of merit in the competitive examination. The candidates will be appointed temporarily for a period not exceeding two months. Such candidates will have no claim for regular appointment in the cadre for which they will have to reappear in the competitive examination to be held subsequently and compete for selection for appointment to the post concerned.

857. Recruitment to 100 per cent posts of Sanitary Workers will be made by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Primary Examination and possess 3 years practical experience of the job/ trade and who compete successfully in the practical test in the relevant job/ trade and who are within the maximum age limit of 25 years.

858.(1) Recruitment to 100 per cent the posts of Attendants in Post Office Inspection Quarters will be made by initial appointment on the recommendation of the Departmental Section Committee from amongst the persons who have passed Primary Examination and are able to read and write one of the local languages and who have proficiency in cooking foods, provided that they are within the maximum age limit of 25 years.

(2) The eligible candidates prior to appearing before the Departmental Selection Committee will be subjected to a practical test in cooking foods. The Committee will award marks to the candidates in the ratio of 60 per cent for the test in cooking foods, 20 per cent for experience and 20 per cent for interview.

859.(1) Recruitment to the posts of Malies will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who are Primary pass and have three years practical experience of the job of Mali and compete successfully in the practical test in the relevant job / trade and who are not over the age of 25 years.

(2) The Departmental Selection Committee will award marks in the ratio of 60 per cent for the proficiency in relevant job/trade, 20 per cent for reading and writing test and 20 per cent for interview.

860.(1) Recruitment to the posts of Labourers will be made 100 per cent by initial appointment on the recommendation of the Departmental Selection Committee from amongst the persons who have passed Primary Examination and are within the maximum age limit of 25 years.

(2) The Departmental Selection Committee will award marks in the ratio of 40 per cent for reading and writing test and 60 per cent for interview.

861. Recruitment to 100 per cent posts of Qasids and Daftaries will be made by transfer on the recommendation of the Departmental Promotion Committee from amongst the persons who are holding on regular basis the post of Naib Qasid in the Department.

862. The rules for recruitment to the above mentioned posts in BPS-6 and below in the Department are given in Appendix No.20 to this Volume.

CHAPTER XVII

REVISION OF ESTABLISHMENT

POWERS

863. The Powers of the Officers of the Department in respect of creation, revision or abolition of establishments are defined in the Schedule of Financial Powers of Officers of the Pakistan Post Office Department.

SUBMISSION OF PROPOSALS FOR FIXED ESTABLISHMENTS TO THE DIRECTOR GENERAL

864.(1) Proposals made by Superintendents of Post Offices and Mail sorting and Transportation and first class postmasters and verified by the Audit office will be submitted by Heads of Circles to the Director General direct (and not through the Audit office). In such cases, the papers containing the verification certificate furnished by the Audit office will be forwarded to the sanctioning authority by the Head of the Circle who will add the following sentence in his forwarding letter:—

"The figures shown as representing the present cost of the establishments/portion of establishment affected by this proposal has been verified by the Audit office in its verification certificate No._____ dated the _____(enclosed)."

(2) In all other cases, Head, of Circles will submit proposals to the Director-General through the Audit office. This procedure will apply also in the case of other officers directly subordinate to the Director-General, e.g. the Chief Controller of Stamps and Director of Accounts, Pakistan Post Office Department, etc.

NOTE.—Every proposal must be submitted to the Director-General at least six weeks in advance of the date from which sanction is desired and in the case of Post Office and Mail Sorting and Transportation; where necessary, it must be supported by a statistical memorandum and a copy of the value return.

PERSONAL RESPONSIBILITY FOR INCREASES IN ESTABLISHMENT CHARGES

865. Before sanctioning proposals for the creation or revision of fixed establishments or for the employment of experimental and temporary establishments, the authority empowered to sanction or revise the establishment must personally scrutinise them and satisfy

himself that they are fully justified with reference to the standards and rules on the subject.

PREPARATION OF PROPOSALS REGARDING FIXED ESTABLISHMENTS

866. Every letter containing a proposal for the creation, revision or abolition of fixed establishments should explain fully the grounds on which it is based and in addition, state the financial effect clearly, that is to say, the letter should show the present cost of the establishment or portion of establishment affected, details of the number and pay of the appointments which it is proposed to add or modify, and the cost after revision of the establishment or portion of establishment concerned, the particulars being exhibited in tabular form. (For further instructions, *see* Posts and Telegraphs Initial Account *Code*, Volume I). For this purpose the establishment charges should be taken to be divided into four portions, as shown below:-

(a) In the case of a head office or a very large sub-office—
(1) clerical establishment ;
(2) delivery establishment ;
(3) other establishment in BPS-1 and above ;
(4) other items (e.g., contingent allowance of the office, house-rent. etc.)

(b) In the case of a Mail Sorting and Transportation Division—
(1) sorters establishment ;
(2) mail guards establishment ;
(3) other establishment in BPS-I and above ;
(4) other items (e.g., contingent allowance, allowance to attendants at rest house, etc.).

EXCEPTION.—When it is proposed to revise or abolish an existing house-rent charge or to incur a new one, details should be given only in respect of the items of house-rent that are affected by the proposal.

867. When it is proposed to transfer an appointment or other establishment charge from one office or division to another, two proposals should be submitted, (a) one for the abolition of the appointment or charge under its old office or division, and *(b)* another for the creation of the appointment or charge under its new office or division.

868. In the case of an office, line, appointment or other establishment charge which is proposed for only a portion of each year or the cost of which is higher during a portion of a year than during the rest of the year, one-twelfth of its total annual cost should be

taken as its monthly cost.

SUBMISSION OF PROPOSALS REGARDING FIXED ESTABLISHMENTS TO THE HEAD OF THE CIRCLE

869. Every proposal made by a Superintendent or first class head postmaster must be submitted to the Head of the Circle through the Audit office which is responsible for the audit of the establishment concerned at least two months in advance of the date from which sanction is desired and where necessary, it must be supported by a statistical statement in form Est. 2, Est. 3 or Est. 3*(a)* as the case may be.

870. A value return in form Est. 5 or Est 6 *(a)*, as the case my be, should be submitted with every proposal:-

(1) in connection with experimental post offices,

(2) for increasing the establishment charge of a branch office (departmental and extra-departmental),

(3) for converting a branch office into a sub-office,

(4) for closing an office on the ground of its being unremunerative,

(5) for increasing the cost of those mail lines which benefit branch offices only.

PROPOSALS FOR TEMPORARY ESTABLISHMENTS

871. Proposals for the employment of temporary establishments should be submitted by Superintendents and first class head postmasters to the Head of the Circle direct, that is, not through the Audit office. The grounds on which the proposal is based should be clearly and fully stated and the date from and the period for which the establishment is likely to be required should be specified. Proposals should be submitted as far in advance as possible of the date from which sanction is desired.

NOTE.—When it is found that a sanctioned temporary establishment stands in need of revision, a fresh proposal should be submitted to the Head of the Circle stating the revised temporary establishment for which sanction is actually needed.

SANCTION TO PROPOSALS REGARDING FIXED AND TEMPORARY ESTABLISHMENT

872. If a proposal submitted to the competent authority is approved of by him and does not require the sanction of a higher authority, he will issue an order of sanction to the officer who submitted the proposal, sending simultaneously copies of it to the Audit office and to the Head-postmaster or Superientendent, Mail Sorting and Transportation, concerned (unless the proposals was submitted by that officer). The order of sanction will specify the date from which the proposal should be carried into effect and, in the case of a temporary establishment, the period for which it may be employed.

873. Under no circumstances should effect be given to a revision of fixed establishment from a date earlier than the one specified in the order of sanction and it will hardly ever be necessary to carry it out-from a later date. In exceptional cases, where the latter course is unavoidable, a report must be submitted immediately to the competent authority stating the date from which the sanction will be carried out and this date will, at the same time, be intimated to the other officers to whom copies of sanction were sent. *If the sanction involves an increase in expenditure, the competent authority will inform the Audit Office of the revised date of effect without delay, and if a decrease is involved, he will issue a revised sanction, Similarly, if it is found that the period for which a temporary establishment has been sanctioned requires alteration, a report must be submitted to the competent authority without delay, stating the period for which sanction is actually needed, and on receipt of this report a revised order will be issued by him.*

874. (1) If a proposal which requires the Director General's orders is approved of by him, the Head of the Circle will receive an order of sanction, in which the date from which the alteration in the fixed establishment should be carried out or the period for which the temporary establishment may be employed, as the case may be, will be specified. The necessary extract from this order will be communicated by the Head of the Circle to the officer by whom the proposal was submitted, and a copy of it will be sent to the head postmaster or the Superintendent, Mail Sorting and Transportation, concerned (unless the proposal was submitted by him). If, for any reason, the sanction to the revision of a fixed establishment cannot be carried out from the date specified by the Director-General or the period of employment of temporary establishment specified in his sanction requires alteration, a report must be submitted at once to the Director-General stating the date from which the sanction will be carried out or the period for which sanction is actually needed. In the former case, the revised date of effect will be communicated also to the Audit Office.

(2) A sanction involving an increase in expenditure which has not been carried out within a year of the date specified in it, requires renewal by the sanctioning authority.

REGISTER OF SANCTIONED ESTABLISHMENT

875. The Superintendent must keep up a register of sanctioned establishments for his Division, in the form A.C.G. 19*(a)* used for the same purpose in head offices. He must be careful to see that this register is kept corrected up-to-date.

PERIODICAL REVIEW OF THE WORK OF OFFICES AND SECTIONS

876. It is necessary, in the best interests alike of the Department and of the officials concerned that the work of head offices and the larger sub-offices and of mail offices and sections shall periodically be brought under review in relation to the strength of their establishments, so as to ensure that the staff shall be commensurate with the amount of work in each case.

877. For this purpose, the Head of the Circle will arrange to receive, at fixed intervals, statistics of the work of each head office and of each of the larger sub-offices in their Circle *(a)* during the whole of the month when its work is heaviest and (b) during the whole of the month when its work is lightest. This interval should ordinarily be :-

(a) All departments of the General Post Offices located at the Federal and Provincial Capitals and their town sub-offices on a higher scale than the lower selection grade	Every two years
(b) All head offices in BPS-17, BPS-16 and higher selection grade ...	Every three years
(c) All sub-offices in the higher selection grade and lower selection grade ...	Every four years
(d) All other sub-offices	Every five years

878.(1) On receipt of the statistical returns the Head of the Circle will after satisfying himself that the figures are reliable, consider the question of retaining the staff of the office or section concerned.

(2) Special statistics must be taken between the periodical reviews if an abnormal rise or fall in traffic makes such a course advisable.

ROAD ESTABLISHMENTS

879. The road establishment of each mail line, *i.e.,* number of runners employeed to carry the mails, will depend on the length of the line and the weight of mails ordinarily to be conveyed. Wherever practicable, the same runner will be required to carry mail in both directions over his stage.

880. (1) Before submitting to the Head of the Circle any proposal to increase the permanent strength of the road establishment of a mail line (except in cases where the length of the line is increased), the Superintendent must first satisfy himself that it is impossible by any arrangement to make the existing road establishment equal to the work required. He must carefully consider whether this cannot be done by revising the mail arrangements, diverting a portion of the mails to another line sending the letter and parcel mails in the same bag, reducing the sizes of the bags, reducing the number of bags by establishing sorting sub-offices, or any other practicable device.

(2) Every Sub Divisional Assistant Superintendent and Divisional Superintendent must carry out a yearly review of all the mail lines under his jurisdiction with a view to ensuring speedy and economical transmission of mails. He should keep in view the following guidelines while carring out periodical review of mail lines:

(a) The mail line of a foot runner may preferably be converted into a motorized mail line consequent upon the opening of a new road within the interior of the district provided the mails can be conveyed speedily and economically. The mails, which are conveyed through departmental foot runners, may be arranged to be carried through the bus or wagon operators after calling competitive tenders and executing mail motor contract with the successful bidder.

(b) The transmission of mail on a smaller mail may be effected by engaging one or two extra-departmental mail carriers, as the situation warrants, instead of employing the services of a whole time departmental mail runner for the carriage of mails at a higher cost.

(c) The conveyance of mail through a Travelling Mail Peon may be dispensed with, wherever practicable, after calling competitive tenders and entering into a contract for carriage of mails from one place to an other with the bus or wagon operators plying their passenger vehicles on the existing and prospective mail routes. The

mails may be sent through weighment system on railway lines where this service can be utilized profitably by the Department.

881. In all cases in which runners are employed solely for the benefit of a single office, they must be sanctioned as part of the establishment of that office.

METHOD OF CALCULATING THE INCOME AND COST OF A POST OFFICE

882. (1) The expenditure of the post office department is composed of two main elements (a) expenditure on post offices on processing of postal items and expenditure on transacting other postal and agency business (b) over-head charges consisting of expenditure on administrative and incidental charges for smooth running of postal service. The income earned by the department on the performance of these varied functions is thus to be appropriated between these two principal elements.

(2) The income of the post office is derived from the various postal and non-postal items of work performed by it and its subordinate offices. The income from each operation is apportioned between the Heads, Sub and Branch Offices according to the proportion of the work it has to perform to complete the transaction. The method for calculation of the income of each category of post office is detailed below:-

A-METHOD OF CALCULATION OF INCOME OF A HEAD POST OFFICE :

(a) **Postal Articles:**

(i) 65% of the total value of postage stamps sold and postage realised in cash by the Head Post Office;

(ii) 50% of the postage collected on un-paid and in-sufficiently paid articles delivered by the office, and

(iii) 10% of the postage due on un-paid and in-sufficiently paid articles posted at the office.

(b) Money Orders Commission:

0.50% of the value of Money Orders (excluding service money orders) issued and paid at the Head Office itself.

Plus:

0.05% of the value of Money Orders (excluding Service Money

Orders) issued and paid in the attached sub offices and in branch offices in account with these sub offices.

Plus:
0.30% of the value of Money Orders issued and paid in branch offices in direct account with the head office.

(c) Urgent and Fax Money Orders Commission:
52% of the amount of commission realised on issue of Urgent and Fax Money Orders at the Head Office.

(d) P.T. Work :
1.50% of the amount of collection made at the head office itself.

Plus:
0.40% of the amount of collection made at the sub offices in account with the head office.

(e) Savings Bank and Savings Certificates:
0.75% of the total gross collections made at the office itself

Plus:
0.20% of the gross collection made at the attached sub offices and 0.15% of the collection made at the branch offices in account with these sub offices.

Plus:
0.45% of the gross collections made at the branch offices in direct account with the head office.

(f) Military and other Pension Payments:
2% of the amount of pension paid (excluding payments to postal pensioners) in the head office itself.

Plus:
0.80% of the amount of pension paid at the attached sub offices and the branch offices in account with these sub offices.

Plus:
1.20% of the amount of pension paid at the branch offices in direct account with head office.

(g) **Delivery of Telegraph Messages:**
60 paisa per message delivered at the head office itself.

Plus:

5 paisa per message delivered at the sub offices in account with the head office.

(h) Telephone Revenue Collection Charges:

60 Paisa per bill (of the collection of T.R. charges) paid at the head office itself.

Plus:

5 paisa per bill (of the collection of T.R. charges) paid at the sub office in account with head office.

(i) Pakistan Postal Order Commission:

52% of the amount of commision realized on sale of Pakistan Postal Orders at the Head Office.

(j) Postal Draft Commission:

52% of the amount of commission realized on issue of Postal Drafts at the Head Office.

(k) Utility Bills Collection Charges:

Re. 1.04 per bill (of the collection of WAPDA, WASA, Sui Gas, etc; bills) paid at the Head Office.

(I) Television Licence Commission:

Rs. 2.60 per T.V. licence issued or renewed at the Head Office.

(m) Post Boxes Fees:

52% of the fee realized on Post Boxes and Bags rented out.

B- METHOD OF CALCULATION OF INCOME OF A SUB POST OFFICE:

(a) Postal Articles:

(i) 55% of the total value of postage stamp sold and postage realised in cash by the sub post office.

(ii) 55% of the postage collected on un-paid and in-sufficiently paid articles delivered by the office.

(iii) 10% of the postage due on un-paid and in-sufficiently paid articles posted at the office.

(b) Money Order Commission:

0.45% of the value of Money Orders (excluding Service Money Orders) issued and paid by the sub office itself.

Plus:

0.20% of the value of Money Orders issued and paid by the Branch Offices in-account with the sub office.

(c) Urgent Money Orders Commission.
50% of the amount of commission realised on issue of Urgent Money Orders at the sub office.

(d) P.T. Work :
1.10% of the amount of collection made at the sub office.

(e) Savings Bank and Savings Certificates :
0.55% of the gross collection made at the sub office itself.

Plus:
0.30% of the gross collection made at the branch offices in account with the sub office.

(f) Military and Other Pension Payments:
1.20% of the amount of pension paid (excluding payments to Postal pensioners) at the sub office itself.

Plus:
0.40% of the amount of pension paid at the branch office in account with the sub office.

(g) Delivering of Telegraph Messages:
55 paisa per message delivered at the sub office itself.

(h) Telephone Revenue Collection Charges:
55 paisa per bill (of the collection of T.R. charges) paid at the sub office itself.

(i) Pakistan Postal Order Commission:
50% of the amount of commission realized on sale of Pakistan Postal Orders at the Sub Office.

(j) Utility Bills Collection Charges:
Re. 1.00 per bill (of the collection of WAPDA, WASA, Sui Gas, etc; Bills) paid at the Sub Office.

(k) Television Licence Commission:
Rs. 2.50 per T.V. licence issued or renewed at the Sub Office.

(l) Post Boxes Fees:
50% of the fee realized on Post Boxes and Bags rented out.

C- METHOD OF CALCULATION OF INCOME OF A BRANCH POST OFFICE:

(a) Postal Articles:

(i) 50% of the total value of postage stamps sold and postage realised in cash by branch post office.

(ii) 55% of the postage collected on un-paid and in-sufficiently paid articles delivered by the office.

(iii) 10% of the postage due on un-paid and in-sufficiently paid articles posted at the office.

(b) Money Orders Commission:

0.20% of the value of Money Orders (excluding service Money Orders) issued and paid at the Branch Office.

(c) Savings Bank and Savings Certificates :

0.30% of the gross collection made at the Branch Office,

(d) Military and other Pension Payments :

0.80% of the amount of pension paid (excluding payments to Postal pensioners) at the Branch Office.

NOTE.—The income on account of ordinary money orders should be worked out by adding up the value of money orders issued and paid by an office (excluding service money orders) and multiplying the result of addition by the prescribed percentages of the commission, as shown against item (b) above.

METHOD OF CALCULATION OF COST OF AN OFFICE

883. (1) The cost of an Office will consist of the following items of expenditure:-

(a) The establishment charges of the office.

(b) Fixed Stationery Allowance

(c) Fire-Wood Allowance, if admissible.

(d) The line establishment charges, if any that are maintained solely for the benefit of the office and could be abolished if the office were closed.

(e) Assessed rent of the office as assessed by the Assistant Engineer (Civil) every three years if it is held in a departmental building. In case of rented buildings the actual rent paid to the landlord.

(f) House rent allowance paid to the incharge of Post Office in lieu of rent free accommodation, if any.

NOTE.—Establishment charges are to be calculated on the average of the pay scales in force *plus* usual allowances admissible at the station.

(2). In cases in which it is impossible to work out with any degree of accuracy the cost of the line establishment that may be said to be maintained solely for the benefit of the office and item (d) under the head "Cost" has, therefore, to be excluded from calculation, items (a) and (b) under the head "Income" should be reduced by 10 percent.

SPECIAL INSTRUCTIONS REGARDING FIXED ESTABLISHMENTS

884. In regard to the revision of establishment of Post Offices and Mail Sorting and Transportation the prescribed time test (as revised by a Commitee constituted by the Director General in September, 1998 for review of time test formula under the overall supervision of Mr. Muhammad Akhtar, Retired Deputy Director General (Establishment), Pakistan Post Office and issued vide Special Director General Circular No. 01 dated 1st January, 2000) should be carefully observed.

885. The following standards will be kept in view while determining the category of a sub office:-

(a) A sub office justifying the sanction of 4 to 6 time scale clerks will be headed by an official in Lower Selection Grade in Basic Pay Scale 9.

(b) A sub office justifying the employment of 7 to 15 time scale clerks will have its in-charge in Higher Selection Grade in Basic Pay Scale 11.

(c) A sub office having a sanctioned strength of 16 or more time scale clerks will be established under the charge of a Postmaster in Basic Pay Scale 16.

Note.— With a view to expanding the postal net work the attention will be focused on the opening of new sub offices in the vicinity of the locality instead of upgrading the existing sub office into Basic Pay Scale 16.

(d) Ordinarily no sub office will be established under the charge of a Postmaster in Basic Pay Scale 17 or above.

886. The following principles will be taken as a general guide for considering the establishment or upgradation of a Head Office:-

(a) As a matter of policy no Head Office will be set up under the charge of an official holding a post in Lower Selection Grade in Basic Pay Scale 9 or below.

(b) A Head Office justifying the sanction of less than 30 employees in Basic Pay Scale 1 and above will be placed under the charge of an official holding a post in Higher Selection Grade in Basic Pay Scale 11.

(c) A Head Office justifying the sanction of 30 to 175 employees in Basic Pay Scale 1 to 15 will be placed under the charge of a Postmaster holding a post in Basic Pay Scale 16.

Note.- The total number of posts in Basic Pay Scale 1 to 15 standing sanctioned for the Head Office itself will only be reckoned for determining the status of a Head Office. The staff employed in the post offices in account with the Head Office or working in the Town Post Offices under the administrative control of the Postmaster, if any, will be excluded.

(d) A Head Office justifying the employment of over 175 employees in Basic Pay Scale 1 to 15 will be placed under the charge of a Postmaster holding a post in Basic Pay Scale 17.

(e) A Head Office under the charge of Chief Postmaster in Basic Pay Scale 18 will be established only at the Federal and Provincial Capitals of the country, if justified on the basis of work.

(f) A Head Office will be established only at the headquarters of a Revenue district in a Postal Circle.

887. For the purpose of sanctioning clerical staff for the office of the Divisional Superintendent of Post Offices and Mail Soring and Transportation as well as for Administration Branch of a Head Office, the following formula will be kept in view:-

(a) Office of the Divisional Superintendent of Post Offices and Administration Branch of Head Office.—

(i) One clerk for every 35 posts sanctioned in Basic Pay Scale 6 and above for the entire unit including leave reserve clerks.

(ii) One clerk for every 420 employees in Basic Pay Scale 1 to 5 and extra departmental employees sanctioned for the unit.

(b) Office of the Divisional Superintendent of Mail Sorting and Transportation including Head Record Clerk.—

(i) At the rate of 6.87 percent of the sanctioned strength of the Sorters in Basic Pay Scale 7 including leave reserve sorters in the Unit.

(ii) One clerk for every 250 officials in Basic Pay Scale 7 to 15 in the Unit.

(iii) One clerk for every 150 officials in Basic Pay Scale 1 to 6 in the Unit.

Note.- The fraction of 0.5 and above of the justified staff will be reckoned as a whole number.

888. (1) The clerical staff to be provided for a combined office will be that which is sufficient for its total work after making the allowance for its telegraph working hours. The following standards will be taken as a general guide as to the number of messages that a clerk is capable of dealing with :-

(a) In small offices in which the telegraph traffic is not continuous and the clerk has to perform all the operations connected with the booking and despatch of messages—40 to 50 messages a day.

(b) In offices with continuous telegraph traffic and more than two men for signalling work—60 messages a day.

(c) In important offices in which the clerk employed for signalling work have little or no clerical work to do—80 messages a day.

(2). In providing messengers for a combined office, the following will be regarded as rough standards under ordinary conditions :-

(a) When messages have to be delivered on foot—one adult messenger for every 20 messages a day.

(b) When a bicycle is used—one messenger for every 25 messages a day.

(3). In the case of small combined offices in which the employment of a whole-time messenger is not justified by the volume of traffic, extra-departmental messengers may be employed instead of employing casual labour in the form of hired coolies provided that the

cost of employing an extra-departmental agent is less than the estimated cost of employing hired coolies for the delivery of the messages received.

(4). The delivery of massages may also be entrusted to the postman, village postman and extra departmental agents in addition to their own work.

889. (1) Every Divisional Superintendent of Post Offices and Postmaster must carry out a yearly review of the work of every postman and village postman under his administractive control with a view to ensuring optimum utilization of human resources. In order to determine the total work hours of a postman or a village postman, the following Delivery Beat Test Form will be used by the Testing Officer:

DELIVERY BEAT TEST FORM

Name of Post Office:
Delivery: 1st / 2nd / 3rd; Whether Mixed/Paid/Accountable:
Nature of Village Beat: Daily/Tri-weekly/Bi-weekly/Weekly/Other.
Name of Postman/Village Postman:
Beat Number:
Nature of Beat: Foot/Cycle/Motor Cycle/Other.
Distance from Post Office to starting point of Beat: Km.
Actual lenght of prescribed Delivery Beat: Km.
Distance from terminal point of Beat to Post Office: Km.
Time of attendance at Post Office with date:
Time of return to Post Office with Date: _____
No. of articles for delivery:-

(a) Ordinary _____

(b) Accountable _____

No. of points of call:
(a) where deliverable paid articles number upto 5:
(b) where deliverable paid articles number more than 5:

1. Preparation time:

Paid		Mixed		Accountable	
Hrs.	Mts.	Hrs.	Mts.	Hrs.	Mts.
00	45	00	45	01	00

2. Coverage of distance from P.O. to starting point of beat. Km.
(5. K.m. per hour on foot, 10 K.m. per hour on cycle and 15 K.m. per hour on motor cycle) (if the postmen are dropped starting point of their beat in departmental vehicle the actual time taken should be indicated).

3. Coverage of prescribed Beat: _____Hrs._____Mts._____
(5 K.m. per hour on foot, 10 K.m. per hour on cycle and 15 K.m. per hour on motor cycle)
4. Time consumed in delivery: _____Hrs._____Mts._____

1 minute per point of call for paid articles numbering upto 5:
2 minutes per point of call if number of paid articles exceeds 5:
2 minutes for each accountable article or Money order:
2 minutes for each flight of stairs climbed:

5. Time consumed in returning to Post Office from terminal of Beat: _____Hrs._____Mts._____
(5 K.m. per hour on foot, 10 K.m. per hour on Cycle and 15 K.m. per hour on motor cycle).

6. Adjustment on return:

Paid		Mixed		Accountable	
Hrs.	Mts.	Hrs.	Mts.	Hrs.	Mts.
00	15	00	30	00	45

7. (a) Total work hours per working day. _____
(total of items 1 to 6).
(b) Total staff hours: 8 hours (excluding 30 minutes for rest = 450 minutes):

8. Special remarks, if any: _____

_____

_____

Date: _____ (Signature of Testing Officer)

Name: _____

Designation: _____

_____

Date: _____ (Countersigned by the Unit Officer)

Name: _____

Designation: _____

Note 1.- A postman working in a bicycle beat and covering a total distance of 10 kilometers from starting point of the beat or post office and back is generally expected to deliver 350 paid unregistered articles of letter and parcel mails at 250 points of call and 30 accountable

articles and money orders daily. In big cities and congested urban areas if actual coverage of beat is less than 10 kilometers then the postman should be required to deliver proportionately more articles either paid or accountable or both.

Note 2.-A village postman travelling a distance of 20 kilometers on bicycle in a day should be capable of delivering 200 paid unregistered articles and 25 accountable articles including money orders per day.

Note 3.- A postman delivering mail on foot and traversing a distance of 7 kilometers daily in his beat should be required to deliver 300 paid articles at 225 points of call and 30 accountable articles including money orders per day.

Note 4.- In a delivery post office where there is a solitary post of postman and the actual quantum of the work of the post is less than 5 hours a day, then the delivery work of the Post Office should be managed by engagement of one or more extra departmental delivery agents ensuring that no such person performs duty for more than three hours a day. Alternatively the postman, in addition to performing the delivery work, should also be required to perform the work of the post of the Mail Peon Packer/Letter Box Peon, etc; as integral part of his duty. In such a case the post of Mail Peon, etc; if already standing sanctioned, will be withdrawn, simultaneously re-designating the existing post of Postman as Postman-cum-Mail Peon with the approval of the competent authority.

(2). In calculating the number of postmen and letter-box peons that are required for an office having regard to all the circumstances of the locality, it must be remembered that ordinarily such an official may properly be required to walk at least 16 kilometres (10 miles) a day with a total attendance of at least 8 hours.

(3). For the purpose of calculating the income of a permanent postman or village postman, the procedure laid down for experimental postmen and village postmen should be adopted.

890. Arrangements must be made to ensure the correctness of figures in value returns and statistical statements and to see that they have not been manipulated in any way.

SPECIAL INSTRUCTIONS REGARDING EXPERIMENTAL ESTABLISHMENTS

891. (1) No experimental post office postman or village postman may be sanctioned for a longer period than six months at a time and no extensions of experimental periods may be sanctioned unless there

is a reasonable hope that the office or appointment will prove self-supporting at the end of two years, that is to say, the first extension may not be sanctioned unless during the period of the original experiment, there was a development of new income of an appreciable amount with reference to cost, the second extension may not be sanctioned unless the income during the first extension was appreciably in excess of that during the period of the original experiment and the third extension may not be sanctioned unless the income during the second extension was appreciably in excess of that during the period of the first extension.

NOTE.—The cost of an appointment of postman or village, postman is the pay and allowances of the appointment.

(2) Except in the case of experimental offices opened in large towns, no experimental office may be made permanent unless its total income covers its total cost *plus* 25 per cent, of the cost. In special cases, however, the Head of the Circle may sanction the permanency of an office when the condition of 25 per cent. is not satisfied, provided that the total income covers the total cost. The same rule applies to the making permanent of experimental postmen or village postmen.

NOTE.—If an experimental office in a village proves to be unremunerative even after 24 months, and the continuation of the experimental period is not justified, the office may be closed and another experimental office serving the same total area may be opened in a neighbouring village if any improvement in income is anticipated by this step.

(3) In the case of an experimental office opened in a large town, the condition as to *new* income is not ordinarily applicable. Before sanctioning the permanency of such an office, the Head of the Circle must satisfy himself that an office is really required permanently in the locality in which it has been opened. The Head of the Circle must also in each such case examine the position of existing offices near the proposed office with a view to ascertain whether some reduction in their cost is not practicable.

(4) Arrangements must be made to ensure the correctness of figures in value returns and to see that they have not been manipulated in any way.

PROPOSAL FOR OPENING OF EXPERIMENTAL POST OFFICES

892. If the Superintendent has reason to believe that a post office is required in any particular locality and that the *new* income to be

created by the opening of the office will soon be sufficient to render it eligible for permanency, he will have value returns kept, in form Est.5, for one month in respect of all classes of articles received for, and where possible, dispatched from, the locality to be served by the proposed office as well as of money orders received for payment in that locality. The value returns will be kept by the parent office of the proposed office. Frequently it will not be possible to make a useful return of articles dispatched, as before the opening of a post office many of the articles may have been posted in a neighbouring office or in the letter-box of a market-town or have been given into the hands of a village postman.

893. If the revenue shown by these value return, in form Est. 5, confirms the Superintendent's expectations, he will submit a proposal to the Head of the Circle for sanction to the opening of the office experimentally. The letter to the Head of the Circle, which will not be submitted through the Audit office, will show the establishment of the proposed office and will be accompanied by copies of the value returns referred to above, a statistical statement, in form Est. 4, and a sketch map showing the relative positions of the proposed office and the post office or offices in its immediate neighbourhood, together with the distances between them, as well as the position and length of any existing or proposed mail line.

SANCTION TO OPENING OF EXPERIMENTAL POST OFFICES

894. If the Superintendent's proposal is approved, the Head of the Circle will issue an order to the Superintendent sanctioning the opening of the proposed post office for a period of six months and send copies of the order *simultaneously* to the head office concerned and to the Audit office. The order of sanction will invariably specify the date from which it will be carried into effect and under no circumstances must the office be opened from an earlier date. If, for any special reason, the office cannot be opened by the date fixed, a report showing the date from which the sanction will be carried out must be submitted at once by the Superintendent to the Head of the Circle. This latter date will, at the same time, be intimated by the Superintendent to the head office, and the Head of the Circle will inform the Audit office of the revised date without delay.

STATUS OF EXPERIMENTAL POST OFFICES

895. Experimental post offices will be given the status of extra-departmental branch offices and placed in communication only with the account office. The only exception to this rule is that of an

experimental office opened in a large town. Such an office will ordinarily be given the status of sub-office, but even when it is a branch office it may be placed in communication also with the Mail Sorting and Transportation or with an office which is not its account office.

896. It will frequently be found that the residents of a locality without a post office require either greater facilities for sending money orders, posting parcels and registered and insured articles, and conducting savings bank transactions, or an improved delivery. In the former case, it will generally be possible to meet the wants of the residents by opening an office without a separate delivery agent, while in the latter case, the employment of an additional postman or village postman will generally be the appropriate remedy. Either of these measures is generally more economical than opening at once a new office with a full delivery staff and is frequently to be preferred.

NOTE.—Experimental offices will be supplied with only a date-stamp and a seal. On an office being made permanent, the experimental stamp and seal will be returned to the Stock Depot.

VALUE RETURNS OF EXPERIMENTAL POST OFFICES

897. For each of the first, four of the six months for which an experimental post office is sanctioned, value returns, in form Est. 5, must be kept separately by it, as also by its account office. The monthly value returns will be signed in the case of the experimental post office by its postmaster, and in the case of the account office by the head or sub-postmaster. The value return of the experimental office will be sent on the first of the succeeding month to the account office which will forward it without delay to the Superintendent with its own value return.

898. If the experimental office has been placed in communication with an office which is not its account office, that office as well as the account office must keep value returns under this rule in respect of articles exchanged with the experimental office.

NOTE.—Value returns of experimental offices placed in communication with the Mail Sorting and Transportation need not be kept by the record or sub-record office of the M.S.T.

SUPERINTENDENT'S REPORT ON EXPERIMENT

899. The Superintendent will calculate the income of the experimental office from the value returns sent to him. The figures in the value returns kept separately by the experimental office and its

account office should be compared, and if they agree, the returns may be accepted as correct. If they do not agree, the Superintendent must make enquiries about the difference and satisfy himself as to the figures that may be accepted as correct. If the experimental office is in communication with an office other than its account office, the corresponding figures in the value returns kept by the account office and by the other office will be added together in making this comparison.

900. The Superintendent will prepare value returns in form Est. 6(a), showing the monthly income of the office, as calculated by him, during the experimental period and prior to the experimental period, The consolidated value return will be sent to the Head of the Circle not later than the 15th of the fifth month of the experimental period with a letter in which the Superintendent will state whether , having regard to the prescribed conditions he recommends that the office should be made permanent, either at its original or at a reduced cost, or that the experiment should be extended, or that the office should be closed. The letter will not be submitted through the Audit office.

NOTE 1.—A comparison of the details of the value returns kept during the experimental period with those of the value returns kept for one month prior to the opening of the office will show whether the income of the experimental office is due merely to a transfer of traffic from the parent office or wholly or partly to the development of new traffic.

NOTE 2.—If it was not possible to keep a correct return of articles dispatched before the experiment, the value of postage stamps borne by, or the amount of postage due on, such articles will be taken to be the same as that on similar articles received for delivery. If, however, in such a case, the delivery jurisdiction of the experimental office is very much smaller than the area from which it receives dispatches *e.g.* in the case of an office without a separate delivery agent, there can be no real contrast between the return kept before and during the experimental period, and the new income must therefore be estimated on a careful consideration of the details of the returns instead of being taken to be the difference between the incomes shown by them.

SANCTION TO PERMANENCY OR CLOSURE OR EXTENSION OF EXPERIMENTAL PERIOD

901. If, having regard to the prescribed conditions, the Head of the Circle decides that the office should be made permanent, or that its experimental period should be extended, he will issue the appropriate order of sanction to the Superintendent, sending copies of it at the same time to the Head Office concerned and to the Audit Office. If the Head of the Circle decides that the office should be closed on the expiry of the period for which it was sanctioned, no further orders will be necessary, but if the experimental period is to be curtailed, a specific sanction to its closure will be issued and communicated to the Head Office concerned and to the Audit Office.

902. When an extension of the experimental period of an office has been sanctioned by the Head of the Circle, the subsequent procedure will be the same as that following the sanction of that authority to its original opening and a similar procedure will be followed in connection with each subsequent extension of its experimental period.

PERIODICAL CHECKS OF INCOME AFTER PERMANENCY

903. The Assistant Superintendent must visit the office twice during the first year of its permanency, allowing an interval of six months between the visits, with the object of testing by actual observation the value of the work performed. On the occasion of each of the visits, he must prepare a statistical statement in the form of the ordinary value return, with the addition of the following information for the preceding six months:-

(a) number of money orders issued ;
(b) number of money orders paid ;
(c) number of registered articles posted ;
(d) number of registered articles received for delivery ;
(e) number of parcel mail articles posted ;
(f) number of parcel mail articles received for delivery ;
(g) number of savings bank deposits ;
(h) number of savings bank withdrawals ;
(i) number of other items not listed above ;

904. It must be remembered that this is an important check, and that any falling-off in new income must be made the subject of careful inquiry. Experience has shown that the income of a newly established office has, during the visit of an Assistant Superintendent, been fictitiously increased by the posting of postcards and letters to fictitious addresses by interested persons, and therefore, the visit during which the check prescribed by this rule is carried out must not be for a shorter period than three days, so that with ordinary care and vigilance the Assistant Superintendent may not be imposed upon. The statistical statement will be sent by the Assistant Superintendent to the Superintendent with any remarks which he may have to make.

NOTE 1.—Should the Superintendent be in the vicinity of the office at about the time when this check is due, he must ordinarily undertake it himself.

NOTE 2.—The period of halt in the case of branch offices which do not exchange mails with the M.S.T. may be curtailed from 3 to 2 days. In the case of branch offices which are not in direct communication with the M.S.T; and Assistant Superintendent may carry out the check at the account office, if it happens to be nearer and more easily accessible.

905. A value return of the new office must also be kept for one month in each of the two half-years by the account office and by any other office with which the new office is in direct communication. These returns will be forwarded to the Superintendent for disposal. In those cases in which the income is so low that it is advisable to close an office, the Superintendent will refer the matter to the Head of the Circle.

OPENING OF POST OFFICES ON RECEIPT OF NON-RETURNABLE CONTRIBUTIONS

906. (1) If any of the existing post offices is working at a loss exceeding Rs. 1800 per annum and there is no prospect of its paying its way in the near future, the Provincial Government or Party, who desire its retention, should be called upon to furnish a non-returnable contribution, payable strictly in advance, sufficient to meet the full estimated loss on its working for one year.

(2) Where a new post office or mail line is required solely to serve the interests of a small section of the public, *e.g.* a factory or mill, or for the sole interests of a Provincial Government e.g., to meet the requirements of the police, political or military authorities, and is unlikely to prove remunerative in the near future, it may be opened provided a non-returnable contribution to cover the whole of the estimated loss on the working of the office for one year is paid in advance.

(3) For the second and subsequent years of the post office the non-returnable contribution should be equal to the amount of the loss on the working of the office for the preceding year, based on value returns for four alternate months from among the first nine months of the preceding year. This non-returnable contribution should be realised within the remaining three months.

(4) When at any stage in the existence of a post office originally opened, or being retained, on a non-returnable contribution, such contribution ceases, the office should be considered as an ordinary experimental office. Further retention of the office should be governed exactly by the same conditions as those prescribed for the extension of the periods for keeping open experimental post offices.

(5) A post office opened on a non-returnable contribution may be retained without observing any time-limit so long as the equivalent of the loss is received as a non-returnable contribution.

EXPERIMENTAL POSTMEN AND VILLAGE POSTMEN

907. If the Superintendent has reason to believe that a postman or village postman is required in a rural locality and that the new income to be created by the employment of the postman or village postman will soon be sufficient to render the appointment self-supporting he will have value returns kept for one month of all classes of articles received for delivery and money orders received for payment within the area to be served by the proposed postman or village postman, and in estimating the income of the area, twice the value of postage stamps or postage due on articles received for delivery within it will be taken into account, that is to say, the postage paid or due on articles posted from the area will be regarded respectively as being equal to that on articles received for delivery within it.

908. If the income shown by these value returns confirms the Superintendent's expectations, he will submit a proposal to the Head of the circle for the employment of the postman or village postman experimentally. The letter to the Head of the Circle, which will not be submitted through the Audit office, will be accompanied by copies of the value returns referred to above. If the Superintendent's proposal is approved of, the prescribed procedure will be followed *mutatis mutandis*.

909. For each of the first four of the six months for which the appointment is sanctioned, a value return for the jurisdiction of the postman or village postman must be kept by the head, sub or branch postmaster of the office to which the postman or village postman is attached. The postage realised on unpaid articles delivered will be taken from the village postman's register. The value return for each month will be signed by the postmaster concerned and dispatched in original to the Superintendent on the first of the succeeding month.

910. As to the rest of the procedure, the instructions laid down in this behalf will be followed *mutatis mutandis*.

911. In cases where the employment of full-time postmen is not justified, extra-departmental delivery agents may be employed on the following conditions;-

(i) They may be authorised to deliver all articles, registered letters and parcels (excluding insured and value payable and articles on which customs duty is due) and to pay money orders of an aggregate amount of Rs. 2,000 at a time.

(ii) They should possess some independent means of subsistence or should have spare time to earn sufficient income in addition to the allowance they obtain from the Department to give them a total sum which is a living wage approximating to the standard prescribed for departmental employees of similar status.

(iii) They should not be employed as village postmen, that is, they should invariably return to the office on the the same day and render an account of the articles given to them for delivery, insufficient time to allow of the fulfillment of the requirements of condition (2).

(iv) They should not be given an allowance exceeding Rs. 500 per *mensem*

912. (1) Every delivery post office should have, as far as possible, at least one delivery agent, whether departmental or extra-departmental, attached to it. This post should be considered as an integral and indispensable part of the office establishment and need not be required to satisfy the condition of self support by itself.

(2) In offices where an extra-departmental delivery agent is the only member of the delivery staff, his post may, if it does not satisfy the prescribed conditions be replaced by that of departmental postman or village postman, even if the latter post is not self-supporting, provided the office as a whole is working within the permissible limit of loss.

(3) Additional posts of postmen or village postmen may, even if they are not self-supporting, be created if justified by the amount of work, provided the office as a whole continues to be remunerative even after this addition to its establishment.

PROPOSALS FOR MONSOON ARRANGEMENTS

913. On the 1st April of each year the Superintendent must submit to the Head of the Circle a report showing the alterations that are necessary in respect of the arrangements sanctioned for the preceding year in order to render them appropriate for the ensuing monsoon. The necessity for each alteration must be fully explained and the various increases and decreases in expenditure must be detailed. The charges in respect of which no alteration is proposed need not be mentioned.

ECONOMY IN MONSOON ARRANGEMENTS

914. Each item of the proposed monsoon charges must be carefully considered with reference to the nature of the district in which it is to be incurred and the importance of the post offices or villages to be served.

915. In district where every family has one or more boats, it will be the duty of each postman and village postman to provide himself at his own cost with a small dugout or boat whenever he requires one for delivery purposes. In other districts the special arrangements that are necessary for the deliveries in the rains must be made with the strictest regard for economy. The whole charge on account of any postman or village postman, including the charge for his boat, must not be excessive with reference to the value of the postage on the articles to be delivered ; and a village which cannot be visited without a boat need not, unless it is very important, be served as frequently as in the dry season.

916. Monsoon charges for bamboo-bridges and private ferries must not be incurred except on important mail line and they must never be incurred merely to serve a village or group of villages temporarily cut off from a post office. Ordinarily the villagers, if requested to do so, will themselves arrange for the passage of the village postman or fetch their letters themselves from the post office.

917. When runner lines have to be replaced by boat lines in the rains, there will ordinarily be no increase in expenditure unless the post offices to be served are important ones. For unimportant offices and villages it will generally be sufficient to give in the rains a service which costs the same as that during the dry season even though it may be somewhat slower. Except on very important lines, the same men will be employed as runners and as boatmen.

SANCTION TO MONSOON ARRANGEMENT

918. If a proposal submitted to the Head of the Circle is approved and does not require the sanction of the Director-General, he will issue an order of sanction to the Superintendent, sending copies of it simultaneously to the head postmaster concerned and to the Audit Office. The order of sanction, which will be numbered in a separate series, will specify the period for which the establishment may be employed.

919. If a proposal which requires the Director-General's orders is approved, the Head of the Circle will receive an order of sanction, in

which the period during which the establishment may be employed will be specified. A copy of this order will be communicated by the latter to the Superintendent and to the head postmaster concerned.

CARRYING OUT OF MONSOON ARRANGEMENTS

920. The Superintendent must take steps in time to carry out the monsoon arrangements sanctioned for his Division and instruct the overseers regarding the arrangements to be made in their respective beats and see that his instructions are understood and followed, Superintendents and Assistant Superintendents must also take measures to see that monsoon charges are paid correctly and punctually and must never omit to make local inquiries, when travelling, as to their due payment.

921. If, owing to any unusual cause, any establishment is required in addition to those originally proposed and sanctioned, the Superintendent may, if delay would otherwise result, employ the extra establishment in anticipation of sanction; but he must at once submit a report to the Head of the Circle explaining fully why the establishment is needed and stating the period for which it is likely to be required. On receipt of this report, the Head of the Circle will sanction the extra establishment himself if he is competent to do so; otherwise he will authorise the disbursement of its cost out of the cash balance of the office concerned as a contingent charge and obtain the sanction of the Director-General to the total sum actually disbursed as soon as this is known.

922. The overseer must notify to the Superintendent the dates on which the monsoon establishments are employed and dispensed with, and this information will be communicated by the Superintendent to the head office concerned. Monsoon establishments must not be employed longer than they are actually required—not necessarily for the entire period for which they are sanctioned. If, however, owing to protracted rains, unusually prolonged floods, etc., the monsoon arrangements have to be continued even beyond the sanctioned period, a report must be submitted at once to the Head of the Circle explaining the position and asking for sanction to the disbursement of the additional sums required as contingent charges. When the monsoon is over, a supplementary statement must be submitted to the Head of the Circle who will sanction, or obtain the Director-General's sanction to, the additional charges, as the case may require.

PRESS SORTING OFFICE

923. Before a proposal is made to open a new Press Sorting Office, the following points should be considered:-

(1) Whether the proposed office is a real necessity from the Post Office point of view.

(2) Whether the work cannot be done at the nearest Post Office or Mail Sorting and Transportation Office without the employment of any extra staff.

(3) Whether the paper cannot be allowed to be posted at as late an hour as possible without extending the hours of business of the Post Office or of the Mail Shorting and Transportation Office to which the work would be transferred.

924. When an application for the opening of a Press Sorting Office is received and the Head of the Circle concerned decides that its opening is necessary from the Post Office point of view, the office should be opened provided that the Press concerned places at the disposal of the Department the necessary suitable accommodation for the office free of rent and gives an undertaking in writing to that effect. The Press concerned may at the discretion of the Head of the Circle also be called upon to bear the charges for the conveyance of mails between the Press Office newly opened and the Post Office, Mail Sorting and Transportation Office, section or railway station, as the case may be, and to deposit the amount in advance every month to meet the charges if the Press Sorting Office cannot conveniently be served by an existing line or by a line which may be subsequently opened.

925. If the Head of the Circle decides that the opening of the office is not necessary from the Post Office point of view and that its opening is in the interests of the Press, then such office should be opened on the following conditions:-

(1) The Press should place at the disposal of the Department free of rent such accommodation as is necessary for the office to be opened.

(2) That the Press should bear the charges for the conveyance of mails between the Press Office and the post office, Mail Sorting and Transportation Office, section, or railway station, as the case may be.

(3) That it should bear the charges on account of additional staff that may be employed in the Press Office as a result of its opening.

(4) That the Press gives in writing an undertaking to pay the charges above-mentioned and deposits every month in advance, the cost determined by the Head of the Circle.

NOTE 1.—The cost of the staff should be calculated on the average pay of each official employed in the office *plus* 35 per cent. for leave and pensionary charges.

NOTE 2.—If the staff of the office is merely to be transferred from some other office where the work is reduced as a result of the opening of the new office, no charges should be made for staff.

926. No Press Sorting Office should be opened as an experimental office nor should such an office be opened until the paper in question is well establishment and there are reasonable grounds to believe that its circulations will be maintained at the existing figure which is high enough to justify the establishment of a Press Sorting Office on its premises.

EMPLOYMENT OF SUBSIDIARY SORTERS

927. When determining the establishment required for a sorting section, the number of sorters needed in each set to deal with the work through-out the trip—not at the stage where it is heaviest—must be taken into consideration. In the majority of sections, the work varies at different stages of the trip, being light at certain points and heavy at others, and to meet cases of this kind, subsidiary sorters will be employed to assist the set where the work is heavy.

928. The beats of subsidiary sorters will usually lie at either end of the beat of a section, where work, as a rule, is heavy but the conditions of work in a section may necessitate the employment of subsidiary sorters at other points than at the two ends. In submitting proposal full particulars must, therefore, be given as to the stations between which subsidiary sorters are to travel and the mails with which they will have to deal.

RETURNS OF DEPARTMENTAL ESTABLISHMENT ON THE VARIOUS SCALES OF PAY

929. As soon as possible after the expiry of the 30th June of each year, Heads of Circles will submit to the Director General statement showing the number of civil servants in Basic Pay Scale 20 and below cadre wise as well as extra departmental employees in their Circles on the 30 June of each year. Temporary, seasonal and experimental establishments should be excluded from the statements.

APPENDIX NO. 1

CIVIL SERVANTS ACT, 1973 (ACT NO. LXXI OF 1973).

An Act to regulate the appointment of persons to, and the terms and conditions of service of persons in, the service of Pakistan.

WHEREAS it is expedient to regulate by law, the appointment of persons to, and the terms and conditions of service of persons in, the service of Pakistan, and to provide for matters connected therewith or ancillary thereto;

It is hereby enacted as follows:-

1. **Short Title, Application and Commencement.**-(1) This Act may be called the Civil Servants Act, 1973,

(2). It applies to all civil servants wherever they may be.

(3). It shall come into force at once.

CHAPTER I. - PRELIMINARY

2. **Definitions.**-(1) In this Act, unless there is anything repugnant in the subject or context.-

(a) "ad hoc appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;

(b) "civil servant" means a person who is a member of an All-Pakistan Service or of a civil service of the Federation, or who holds a civil post in connection with the affairs of the Federation, including any such post connected with defence, but does not include:-

(i) a person who is on deputation to the Federation from any Province or other authority;

(ii) a person who is employed on contract, or on work-charged basis or who is paid from contingencies; or

(iii) a person who is a "worker" or "workman" as defined in the Factories Act, 1934 (XXV of 1934). or the Workman's Compensation Act, 1923 (VIII of 1923);

(c) "initial appointment" means appointment made otherwise than by promotion or transfer;

(d) "pay" means the amount drawn monthly by a civil servant as pay and includes technical pay, special pay, personal pay and other emoluments declared by the prescribed authority to be pay;

(e) "permanent post" means a post sanctioned without limit of time;

(f) "prescribed" means prescribed by rules;

(g) "rules" means rules made or deemed to have been made under this Act;

(h) "selection authority" means the Federal Public Service Commission, a departmental selection board, departmental selection committee or other authority or body on the recommendation of, or in consultation with which any appointment or promotion, as may be prescribed, is made; and

(i) "temporary post" means a post other than a permanent post.

(2) For the purpose of this Act, an appointment, whether by promotion or otherwise, shall be deemed to have been made on regular basis if it is made in the prescribed manner.

CHAPTER II.–TERMS AND CONDITIONS OF SERVICE OF CIVIL SERVANTS

3. **Terms and conditions.**-[(i)] The terms and conditions of a civil servant shall be as provided in this Act and the rules.

*[(ii) The terms and conditions of service of any person to whom this Act applies shall not be varied to his disadvantage].

4. **Tenure of office of civil servants.**- Every civil servant shall hold office during the pleasure of the President.

* Renumbered and added vide Civil Servants (Amendment) Act V of 1996. S. 2, dated, 17-3-

5. **Appointments.**-Appointments to an all-Pakistan Service or to a civil service of the Federation or to a civil post in connection with the affairs of the Federation, including any civil post connected with defence, shall be made in the prescribed manner by the President or by a person authorised by the President in that behalf.

6. **Probation.**-(1) An initial appointment to a service or post referred to in section 5, not being an *ad hoc* appointment, shall be on probation as may be prescribed.

(2) Any appointment of a civil servant by promotion or transfer to a service or post may also be made on probation as may be prescribed.

Where, in respect of any service or post, the satisfactory completion of probation includes the passing of a prescribed examination, test or course or successful completion of any training, a person appointed on probation to such service or post who, before the expiry of the original or extended period of his probation, has failed to pass such examination or test or to successfully complete course or the training shall, except as may be prescribed otherwise.-

(a) if he was appointed to such service or post by initial recruitment, be discharged; or

(b) if he was appointed to such service or post by promotion or transfer, be reverted to the service or post from which he was promoted or transferred and against which he holds a lien or, if there be no such service or post. be discharged:

Provided that, in the case of initial appointment to a service or post, a civil servant shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified as satisfactory in the opinion of the appointing authority.

7. **Confirmation.**-(1) A person appointed on probation shall, on satisfactory completion of his probation, be eligible for confirmation in a service or, as the case may be, a post as may be prescribed.

(2) A civil servant promoted to a post *[ ] on regular basis shall be eligible for confirmation after rendering satisfactory service for the period prescribed for confirmation therein.

(3) There shall be no confirmation against any temporary post.

* The words "or Grade" omitted vide Civil Servants (Amendment Ordinance No. III of 1984 (w.e.f. 1-7-1983)

(4) A civil servant who, during the period of his service, was eligible to be confirmed in any service or against any post retires from service before being confirmed shall not, merely by reason of such retirement, be refused confirmation in such service or post or any benefits accruing therefrom.

(5) Confirmation of a civil servant in a service or post shall take effect from the date of occurrence of permanent vacancy in that service or post or from the date of continuous officiation, in such service or post whichever is later.

8. **Seniority.**-(1) For proper administration of a service, cadre or *[post] the appointing authority shall cause a seniority list of the members for the time being of such service, cadre or *[post] to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such service, cadre or*[post], as the case may be.

(2) Subject to the provisions of sub-section (1), the seniority of a civil servant shall be reckoned in relation to other civil servants belonging to the same *[service or cadre] whether serving in the same department or office or not, as may be prescribed.

(3) Seniority on initial appointment to a service. cadre or post shall be determined as may be prescribed.

(4) Seniority in *[a post, service or cadre] to which a civil servant is promoted shall take effect from the date of regular appointment to that post:

Provided that civil servants who are selected for promotion to a higher* [post] in one batch shall, on their promotion to the higher *[post], retain their *inter-se* seniority as in lower *[post].

9. **Promotion.**- (1) 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:

*** [Provided that the posts of-

(a) Additional Secretary and Senior Joint Secretary may, in the public interest, be filled by promotion from amongst officers of

* subs. vide Civil Servants (Amendments) Ordinance No. III of 1984 (w.e.f. 1-7-1983)
** Omitted vide Civil Servants (Amendments) Ordinance No. III of 1984 S.4.(w.e.f. 1-7-1983)
*** Ins. vide Civil Servants (Amendments) Ordinance No. XXXIII of 2001 (w.e.f. 4-8-2001)

regularly constituted Occupational Groups and services holding, on regular basis, posts in Basic Pay Scale 20; and

(b) Secretary may, in the public interest, be filled by promotion from amongst officers of regularly constituted Occupational Groups and services holding, on regular basis, posts in Basic Pay Scale 21,

In such manner and subject to such conditions as may be prescribed.]

(2) A post referred to in sub-section (1) may either be a selection post or a non selection post to which promotions shall be made as may be prescribed.-

(a) in the case of a selection post, on the basis of selection on merit: and

(b) in the case of a non-selection post, on the basis of seniority-*cum*-fitness.

@ [(3)Promotion to posts in basic pay scale 20 and 21 and equivalent shall be made on the recommendations of a Selection Board which shall be headed by the Chairman, Federal Public Service Commission.]

10. **Posting and transfer**.-Every civil servant shall be liable to serve any where within or outside Pakistan, in any *[equivalent or higher] post under the Federal Government, or any Provincial Government or local authority, or a corporation or body set up or established by any such Government:

Provided that nothing contained in this section shall apply to a civil servant recruited specifically to serve in a particular area or region:

Provided further that, where a civil servant is required to serve in a post outside his service or cadre, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.

11. **Termination of Service.**-(1) The service of a civil servant may be terminated without notice-

* Ins. vide Civil Servants (Amendments) Act V of 1996 S.3. dated 17-3-1996
@ Added vide Ordinance No. XLIII of 2000 (w.e.f. 6-9-2000)

(i) during the initial or extended period of his probation:

Provided that, where such civil servant is appointed by promotion on probation or, as the case may be, is transferred from one *[service], cadre or post to another *[service] cadre or post, his service shall not be so terminated so long as he holds a lien against his former post in such *[service], cadre or post but he shall be reverted to his former *[service], cadre or post as the case may be;

(ii) on the expiry of the initial or extended period of his employment; or

(iii) if the appointment is made ad hoc terminable on the appointment of a person on the recommendation of the selection authority, on the appointment of such person.

(2) Where, on the abolition of a post or reduction in the number of posts in a cadre or *[service] the services of a civil servant are required to be terminated, the person whose services are terminated shall ordinarily be the one who is the most junior in such cadre or *[service].

(3) Notwithstanding the provisions of sub-section (1), but subject to the provisions of sub-section (2), the service of a civil servant in temporary employment or appointed *ad hoc* shall be liable to termination on fourteen days' notice or pay in lieu thereof.

[11A. **Absorption of civil servants rendered surplus.— Notwithstanding any-thing contained in this Act, the rules, agreement, contract or the terms and conditions of service, a civil servant who is rendered surplus as a result of re-organization or abolition of a Division. department. office or abolition of a post in pursuance of any Government decision may be appointed to a post, carrying basic pay scale equal to the post held by him before such appointment, if he possesses the qualifications and fulfils other conditions applicable to that post;

Provided that where no equivalent post is available he may be offered a lower post in such manner, and subject to such conditions, as may be prescribed and where such civil servant is appointed to a lower post the pay being drawn by him in the higher post immediately preceding his appointment to a lower post shall remain protected.]

* Subs vide Civil Servants (Amendments Ordinace No. III of 1984, w.e.f 1-7-1983
** Ins. vide Civil Servants (Amendment) Ordinance No. XX of 2001 S.2 dated 14-4-2001

*[12. **Reversion to a lower post etc.**—(1) A civil servant appointed to a higher post on *ad hoc*, temporary or officiating basis shall be liable to reversion to his lower post.

(2) No civil servant shall be dismissed or removed from service or reduced in rank by an authority subordinate to that by which he was appointed.

(3) No such civil servant as aforesaid shall be dismissed or removed from service or reduced in rank, until he has been given a reasonable opportunity of showing cause against the action proposed to be taken against him:

Provided that this sub-section shall not apply;-

(i) Where a civil servant is dismissed or removed from service or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge; or

(ii) Where the President or any person authorised by him under the rules is satisfied, for reasons to be recorded in writing, that in the interest of the security of Pakistan or any part thereof, it is not expedient to give to that civil servant such an opportunity].

12-A. **Certain persons to be liable to removal, etc.- Notwithstanding anything contained in this Act or in the terms and conditions of a civil servant appointed or promoted during the period from the first day of January, 1972, to the fifth day of July, 1977, the President or a person authorised by him in this behalf may.—

(a) without notice, remove such a civil servant from service or revert him to his lower post ***[ ], as the case may be, on such date as the President or, as the case may be, the person so authorised may, in the public interest, direct; or

(b) in a case where the appointment or promotion of such a civil servant is found by the President or, as the case may be, the person so authorised to suffer from a deficiency in the minimum length of service prescribed for promotion or appointment to the higher grade, direct, without notice, that seniority in such case shall count from the date the civil servant completes the minimum length of service in such appointment or promotion, as the case may be.

* Subs vide Civil Servants (Amendments) Act V of 1996. S. 4 dated 17-3-1996

** Subs vide Civil Servants (Amendments) Ordinance No. XXXIV of 1980.

Note.-Persons whose service have been terminated under section 12-A of the Civil Servants Act. 1973 are not disqualified from future employment under government vide Estt. Division O.M. No. 4/9/78-Rev.I. dated 22-1-1984.

*** The word "or Grade" omitted vide Civil Servants (Amendments) Ordinance No. III of 1984.

*[13. **Retirement from service.**—(I) A civil servant shall retire form service.

(i) On such date after he has completed **[twenty] years of service qualifying for pension or other retirement benefit as the competent authority may, in public interest, direct; or

(ii) Where no direction is given under claue (1), on the completion of the sixtieth year of his age.

(2). No direction under clause (i) of sub-section (1) shall be made until the civil servant has been informed in writing of the grounds on which it is proposed to make the "direction", and has been given a reasonable opportunity of showing cause against the said direction.

EXPLANATION.—In this Section. "competent authority" means the appointing authority prescribed in rule 6 of the Civil Servants (Appointment. Promotion and Transfer) Rules, 1973.]

14. **Employment after retirement.**-(1) A retired civil servant shall not be re-employed under the Federal Government, unless such re-employment is necessary in the public interest and is made with the prior approval of the authority next above the appointing authority:

Provided that, where the appointing authority is the President, such re-employment may be ordered with the approval of the President.

(2) Subject to the provisions of sub-section (1) of section 3 of the Ex-Government Servants (Employment with Foreign Governments) (Prohibition) Act, 1966 (XII of 1966), a civil servant may, during leave preparatory to retirement, or after retirement from Government service, seek any private employment:

Provided that, where employment is sought by a civil servant while on leave preparatory to retirement or within two years of the date of his retirement, he shall obtain the prior approval of the prescribed authority.

15. **Conduct.**-The conduct of a civil servant shall be regulated by rules made, or instructions issued, by Government or a prescribed authority, whether generally or in respect of a specified group or class of civil servants.

* Subs vide Civil Servants (Ammendment) Act No. No. IV of 1989, dated 20-5-1989 and Civil Servants (Amendment) Ordinance No. XX of 2000 dated 1-6-2000

** Civil Servants (Amendment) Ordinance No. XXXIV of 2001. (w.e.f. 4-8-2001)

16. **Efficiency and discipline.**-A civil servant shall be liable to prescribed disciplinary action and penalties in accordance with the prescribed procedure.

17. **Pay.**-A civil servant appointed to a post *[ ] shall be entitled, in accordance with the rules, to the pay sanctioned for such post *[ ]:

Provided that, when the appointment is made on a current-charge basis or by way of additional charge, his pay shall be fixed in the prescribed manner:

Provided further that where a civil servant has, under an order which is later set aside, been dismissed or removed from service or reduced in rank, he shall, on the setting aside of such order, be entitled to such arrears of pay as the authority setting aside such order may determine.

18. **Leave.**-A civil servant shall be allowed leave in accordance with the leave rules applicable to him, provided that the grant of leave will depend on the exigencies of service and be at the discretion of the competent authority.

19. **Pension and Gratuity.**-(1) On retirement from service, a civil servant shall be entitled to receive such pension or gratuity as may be prescribed.

(2) In the event of the death of a civil servants, whether before or after retirement, his family shall be entitled to receive such pension, or gratuity, or both, as may be prescribed.

(3) No pension shall be admissible to a civil servant who is dismissed or removed from service for reasons of discipline, but Government may sanction compassionate allowance to such a civil servant, not exceeding two-thirds of the pension or gratuity which would have been admissible to him had he been invalided from service on the date of such dismissal or removal.

(4) If the determination of the amount of pension or gratuity admissible to a civil servant is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority,according to the length of service of the civil servant which qualifies for pension or gratuity; and

* "or Grade" Omitted vide Civil Servants 9Amendment) Ordinance No. III of 1984 w.e.f. 1-7-1983.

any over payment consequent on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such civil servant or his family.

20. **Provident Fund.**- (1) Before the expiry of the third month of every financial year, the accounts officer or other officer required to maintain provident fund accounts shall furnish to every civil servant subscribing to a provident fund the account of which he is required to maintain a statement under his hand showing the subscriptions to, including the interests accruing thereon, if any, and withdrawals or advances from his provident fund during the preceding financial year.

(2) Where any subscription made by a civil servant to his provident fund has not been shown or credited in the account by the accounts or other officer required to maintain such account, such subscription shall be credited to the account of the civil servant on the basis of such evidence as may be prescribed.

21. **Benevolent Fund and Group Insurance.-**All civil servants and their families shall be entitled to the benefits admissible under the Central Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969), and the rules made thereunder.

22. **Right of appeal or representation.**-(1) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of his service is provided to a civil servant under any rules applicable to him, such appeal or application shall, except as may be otherwise prescribed be made within thirty days of the date of such order.

(2) Where no provision for appeal or review exists under the rules in respect of any order or class of orders, a civil servant aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order:

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

CHAPTER III. - MISCELLANEOUS

23. **Saving.**-Nothing in this Act or in any rule shall be construed to limit or abridge the power of the President to deal with the case of any civil servant in such manner as may appear to him to be just and equitable:

Provided that, where this Act or any rule is applicable to the case of a civil servant, the case shall not be dealt with in any manner less favourable to him than that provided by this Act or such rule.

*[23A. **Indemnity.**-No suit, prosecution or other legal proceedings shall lie against a civil servant for anything done in his official capacity which is in good faith done or intended to be done under this Act or the rules, instructions or directions made or issued thereunder.]

*[23B. **Jurisdiction barred.**-Save as provided under this Act and the Service Tribunals Act, 1973 (LXX of 1973), or the rules made thereunder, no order made or proceedings taken under this Act, or the rules made thereunder by the President or any officer authorized by him shall be called in question in any court and no injunction shall be granted by any Court in respect of any decision made, or proceedings taken in pursuance of any power conferred by, or under, this Act or the rules made thereunder.]

24. **Removal of difficulties.**-If any difficulty arises in giving effect to any of the provisions of this Act, the President may make such order, not inconsistent with the provisions of this Act, as may appear to him to be necessary for the purpose of removing the difficulty:

Provided that no such power shall be exercised after the expiry of one year from the coming into force of this Act.

CHAPTER IV. - RULES

25. **Rules.**-(1) The President or any person authorised by the President in this behalf, may make such rules as appear to him to be necessary or expedient for carrying out the purposes of this Act.

(2) Any rules, orders or instructions in respect of any terms and conditions of service of civil servants duly made or issued by an authority competent to make them and in force immediately before the commencement of this Act shall, in so far as such rules, orders or

* Ins. vide Civil Servants (Amendment) Ordinance No LXI 2001, dated 7-11-2001)

instructions are not inconsistent with the provisions of this Act, be deemed to be rules made under this Act.

[Authority.- The Act received assent of the President on 26-9-1973 and was published in the Gazette of Pakistan. Extraordinary Part I. Dated 29-9-1973.]

APPENDIX NO. 2

CIVIL SERVANTS (APPOINTMENT, PROMOTION AND TRANSFER) RULES, 1973

In exercise of the powers conferred by section 25 of the Civil Servants Act. 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:—

PART I - GENERAL

1. These rules may be called the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

2. In these rules, unless there is anything repugnant in the subject or context,—

(a) "appointing authority". in relation to a post means the person authorized under rule 6 to make appointment to that post;

*[(b) "Selection Board" means a Board constituted by the Federal Government for the purpose of selection for promotion or transfer to posts in basic pay scales 19 to 21 and equivalent, consisting of such persons as may be appointed by Government from time to time;]

(c) "Commission" means the Federal Public Service Commission;

**[(d) "Departmental Promotion Committee" means a Committee constituted for the purpose of making selection for promotion or transfer to posts under a Ministry, Division, Department or Office of the Federal Government in basic pay scales 18 and below and equivalent;]

**[(e) "Department Selection Committee". means a Committee constituted for the purpose of making selection for initial appointment to posts under a Ministry, Division. Department or Office of the Federal Government in basic pay scales 1 and above other than appointments which fall within the purview of the Federal Public Service Commission under rule 3 of the Federal Public Service Commission (Functions) Rules, 1978; and

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* Subs vide Estt. Division Notification No. S.R.O. 227(I)/98, dated 4-4-1998, and No. S.R.O. 430(I)/2000 dated 26-6-2000.

** Subs clause (d) and (e) vide Estt. Division Notification No. S.R.O. 430 (I) / 2000 dated 26-6-2000.

(f) *[**Omitted].**

3. (1) Appointments to posts shall be made by any of the following methods, namely:—

(a) by promotion or transfer in accordance with Part II of these rules; and

(b) by initial appointment in accordance with Part III of these rules.

2. The method of appointment and the qualifications and other conditions applicable to a post shall be as laid down by the Ministry or Division concerned in consultation with the Establishment Division.

@[(3) Notwithstanding anything contained in sub-rule(I). or the method of appointment laid down in the recruitment rules a person who is rendered surplus as a result of the reorganization or abolition of a Division, Department, Office or permanent post in pursuance of any Government decision or as a measure of economy may be appointed to a post in the basic pay scale to which he belonged, if he possesses the qualifications, and fulfills other conditions, applicable to that post].

**[(4)Where a person referred to in sub-rule (3).-

(i) possesses educational qualifications which are considered interchangeable with, or equivalent to, the qualification prescribed in the relevant recruitment rules; or

(ii) fulfills the prescribed qualifications and the conditions for initial appointment to the post in the relevant rules except the condition relating to prescribed experience;

the appointing authority may, for reasons to be recorded in writing, relax the requirement of educational qualifications or, as the case may be, the prescribed experience].

4. (1) In each Ministry. Division, Department or Office of the Federal Government; there shall be one or more Departmental Promotion Committees, and Departmental Selection Committees, the composition of which shall be determined by the Ministry or Division concerned in consultation with the Establishment Division.

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* Subs & (Omitted clause f) vide Estt. Division Notification No. S.R.O. 146(I)/84 dated 9-2-1984

@ Added vide Estt. Division Notification No. S.R.O. 57(I)/93, dated 25-1-1993.

** Added vide Estt. Division Notification No. S.R.O. 961(I)/99, dated 25-8-1999.

(2) Each such Committee shall consist of at least three members one of whom shall be appointed Chairman.

5. Where an appointing authority for *[posts in basic pay scales 15 and below and equivalent] does not accept the recommendation of a Departmental Selection or Departmental Promotion Committee, it shall record reasons therefor and obtain orders of the next higher authority.

*[6(1) The appointing authority specified in column (3) of the table below shall be competent to make appointment to the various posts in the basic pay scales specified in column (2) of that table.

TABLE

S. No.	Basic pay scale of posts	Appointing Authority
1	2	3
1.	Posts in Basic Pay Scale-20 and above or equivalent.	Prime Minister of Pakistan.
2.	Posts in Basic Pay Scale 17 to 19 or equivalent.	Secretary of the Ministry or Division concerned.
3.	Posts in Basic Pay Scale 16 or equivalent.	An officer notified by the Secretary of the Ministry or Division Concerned.
4.	Posts in basic pay Scales 3 to 15 or equivalent.	An officer notified by the Secretary of the Ministry or Division Concerned.
5.	Posts in Basic pay Scales 1 and 2 or equivalent.	An officer notified by the Secretary of the Ministry or Division Concerned.]

**[(2)Notwithstanding anything contained in sub-rule (1), the Appointing Authority specified in column (4) of the table below shall be competent to make appointments to the posts specified in column (3) of that table in the department specified in column (2) thereof.

* Subs *vide* Cabinet Secretariat (Establishment Division)'s Extraordinary Gazette Notification No. S.R.O. 276 (I)/2000, dated 25th May, 2000 and S.R.O.

** Rules 6 renumbered as 6(I) and thereafter new sub-rule (2) added vide S.R.O. 829(I)/2000, dated 17-11-2000

APPENDIX NO.2

TABLE

S. No.	Name of Department	Basic pay scale of Posts	Appointing Authority
1	2	3	4
1.	Pakistan Audit Department and officers of Inter-Departmental Cadre of Accounts Group	(i) 17 to 19 or equivalent	Auditor-General of Pakistan
		(ii) 16 or equivalent	An officer notified by the Auditor-General of Pakistan
		(iii) 3 to 15 or equivalent.	An officer notified by the Auditor-General of Pakistan.
		(iv) 1 to 2 or equivalent.	An officer notified by the Auditor-General of Pakistan.
*[2.	Intelligence Bureau	(i) 17—19 or equivalent.	Director General Intelligence Bureau.
		(ii) 1—16 or equivalent	Officer (s) notified by the Director General, Intelligence Bureau.]

PART II. - APPOINTMENTS BY PROMOTION OR TRANSFER

**[7. Promotion and transfer to posts in basic pay scales 2 to 18 and equivalent shall be made on the recommendation of the appropriate Departmental Promotion Committee and promotions and transfer to posts in basic pay scales 19 to 21 and equivalent shall be made on the recommendation of the Selection Boards.]

8. Only such persons as possess the qualifications and meet the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental Promotion Committee or the Selection Boards, as the case may be.

***[8-A. No promotion on regular basis shall be made to posts in basic pay scales @[17] to 22 and equivalent unless the officer concerned has completed such minimum length of service, attended such trainig and passed such departmental examination. as may be prescribed from time to time].

8-B. (1) Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental

* In sub-rule (2), in table, new serial no. 2 and entries relating thereto added vide S.R.O. 891(I)/2000, dated 15-12-2000.

** Subs vide Establishment Division Notification No. S.R.O. 630(I)/2000, dated 26the June, 2000.

*** Subs vide Estt. Division Notification No. S.R.O. 850(I)/98, dated 25-7-1998.

@ Subs. vide S.R.O. 835(I)/2000, dated 20-11-2000.

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.

*(2) [Omitted]

(3) In the case of a post in **[basic pay scales 17 to 22 and equivalent]. reserved under the rules to be filled by initial appointment, where the appointing authority is satisfied that no suitable officer ***[drawing pay in basic pay scale] in which the post exists is available in that category to fill the post and it is expedient to fill the post, it may appoint to that post on acting charge basis the most senior officer otherwise eligible for promotion in the organization, cadre or service, as the case may be, in excess of the promotion quota.

(4) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six month, current charge appointment may be made according to the orders issued from time to time.

(5) Appointment on acting charge basis shall be made on the recommendations of the Departmental Promotion Committee or the Central Selection Board, as the case may be, save in the case of *[post in basic pay scale 22 and equivalent].

(6) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority.

(7) Acting charge appointment shall not confer any vested right for regular promotion to the post ****[ ] held on acting charge basis.

9. Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in *[posts in the same basic pay scale or equivalent to or identical with the posts to be filled].

PART III. - INITIAL APPOINTMENT

@[10. Initial appointment to the All-Pakistan Services, the Civil Services of the Federation and Posts in connection with the affairs of the Federation in basic pay scales 16 and above or equivalent @@[ ]

* Omitted vide Estt. Division Notification No. S.R.O. 269(I)/2000, dated 19-5-2000.
** Subs vide Estt. Division Notification No. S.R.O. 835(I)/2000, dated 20-11-2000.
*** Subs vide Estt. Division Notification No. S.R.O. 146(I)/84. dated 9-2-1984.
**** Subs./Omitted vide Estt. Division No. S.R.O. 146(I)/84 dated 9-2-1984.
@ Subs vide Estt. Division Notification No. S.R.O. 733(I)/2003, dated the 28th July, 2003.
@@Omitted & Subs vide Estt. Division Notification No. S.R.O. 820(I)/94. dated 29-8-1994.

except those which, under the Federal Public Service Commission (Functions) Rules. 1978, do not fall within the purview of the Commission, shall be made on the basis of tests and examinations to be conducted by the Commission.]

@[11. Initial appointments to posts in basic pay scales 1 to 15 and equivalent, shall be made on the recommendations of the Departmental Selection Committee after the vacancies have been advertised in newspapers].

12. A candidate for initial appointment to a post must possess the educational qualifications and experience and, except as provided in the rules framed for the purpose of relaxation of age, limit, must be within the age limit as laid down for the post* [ ]:

*[Provided that unless otherwise specified in the method of appointment, qualifications and other conditions applicable to a post as laid down under sub rule (2) of rule 3, the experience prescribed for initial appointment shall be the post-qualification experience].

**[12-A. The date of birth once recorded at the time of joining government service shall be final and thereafter no alteration in the date of birth of a civil servant shall be permissible.

13. A candidate for appointment shall be a citizen of Pakistan:

Provided that this requirement may be relaxed with the approval of the Establishment Division.

Provided further that, in the case of candidates to be appointed on temporary basis to posts in the Pakistan Missions abroad, such relaxation shall not be accorded for a period exceeding one year at a time.

14. Vacancies in the undermentioned posts shall be filled on All-Pakistan basis in accordance with the merit and provincial or regional quotas prescribed by Government from time to time:

(i) All posts in ***[basic pay scales 16 and above and equivalent].

(ii) Posts in ***[basic pay scales 3 to 15 and equivalent] in offices, which serve the whole of Pakistan.

15. Vacancies in posts in ***[basic pay scales 3 to 15 and equivalent] in offices which serve only a particular province or region

* Omitted & added vide Estt. Division Notification No. S.R.O. 970(I)/98. dated 9-9-1998.
** New rule 12-A added vide S.R.O. 521(I)/2000, dated 31-7-2000.
*** Subs. vide Estt. Division Notification No. S.R.O. 146(I)/84, dated 9-2-1984.
@ Subs. vide Estt. Division Notification No. S.R.O. 733(I)/2003, dated the 28th July, 2003.

shall be filled by appointment of persons domiciled in the province or region concerned.

16. Vacancies in posts in *[basic pay scales 1 and 2 and equivalent] shall ordinarily be filled on local basis.

17. A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as Government may prescribe is found not to satisfy these requirements, shall not be appointed.

PART IV. - *AD HOC* AND TEMPORARY APPOINTMENTS

**18. When under the Federal Public Service Commission (Functions) Rule, 1978, a post is required to be filled through the Commission, the appointing authority shall forward a requisition to the Commission on a prescribed form immediately. In exceptional cases, *ad hoc* appointment may, however, be made for a period of six months or less with prior clearance of the Commission as provided in rule 19.

**19. When the appointing authority considers it to be in public interest to fill a post falling within the purview of Commission urgently pending nomination of a candidate by the Commission, it may proceed to fill it on *ad hoc* basis for a period of six months or less after obtaining prior clearance of the Commission. The post shall be advertised and the same procedures as laid down for initial appointment in Part III shall be followed in making ad hoc appointments.

20. Short term vacancies in the posts falling within the purview of the Ccommission and vacancies occurring as a result of creation of temporary posts for a period not exceeding six months, may be filled by the appointing authority otherwise that through the Commission on a purely temporary basis after advertising the vacancy.

***PART V. - PROBATION

21. (1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed for good and sufficient reasons, to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be specified

* Subs vide Estt. Division Notification No S.R.O. 146(I)/84 dated 9-2-1984
** Subs vide Estt. Division Notification No. S.R.O. 122(I)/2000, dated 15-3-2000.
*** Added vide Estt. Division Notification No. S.R.O. 968(I)/82, dated 21-9-1982.

at the time of appointment.

(3) On the successful completion of probation period, the appointing authority shall, by specific order, terminate the probation.

(4) If no order is issued under sub-rule (3), on the expiry of the first year of probation period, the period of probation shall be deemed to have been extended under sub-rule(2):

Provided that, subject to the provisions of proviso to sub-section (2) of section 6 of the Civil Servants Act, 1973 in the absence of an order under sub-rule (3), the period of probation shall, on the expiry of the extended period under sub-rule (2), be deemed to have successfully been completed.

[Authority, Estt. Division Notification No. S.R.O. 1498(I)/73, dated 20-10-1973 published in the Gazette of Pakistan Extraordinary Part II, dated 20-10-1973].

APPENDIX NO. 3

Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.

In pursuance of rule 12 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the President is pleased to make the following rules, namely:—

PART I. - GENERAL

1. These rules may be called the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993.

2. They shall come into force with immediate effect:

Provided that nothing in these rules shall apply to the appointment to the posts in BPS-17 to be filled through C.S.S. Competitive Examination.

PART II. - GENERAL RELAXATION

3. Maximum age limit as prescribed in the recruitment rules shall be relaxed in respect of the candidates mentioned in column (2) below to the extent mentioned against each under column(3):-

Sl. No.	Category of candidates	Age relaxation admissible
1	2	3
i) (a)	Candidates belonging to Scheduled Castes, Buddhist Community, recognised tribes of the Tribal Areas, Azad Kashmir and Northern Areas for all posts under the Federal Government.	3 years
b)	Candidates belonging to Sindh(R) and Balochistan for posts in BPS-15 and below under the Federal Government.	3 year

ii)	Released or Retired Officers personnel of the Armed Forces of Pakistan	@[15] years or the number of years actually served in the Armed Forces of Pakistan, whichever is less.
iii)	Government servants who have completed 2 years continuous Government service on the closing date for receipt of applications.	10 years, upto the age of 55 years.
iv)	Disabled persons for appointment to posts in BPS-15 and below.	10 years

4. Where a candidate is entitled to age relaxation under more than one categories specified in rule 3, he shall be allowed relaxation in age only in one category.

*[4A. (1) Subject to sub-rule (2) the maximum age limit prescribed for initial appointment under any rules for the time being inforce shall be relaxed by a period of five years:

(2) The relaxation in upper age limit shall be over and above the relaxation of age admissible to candidates specified in rule 3 or in any other rules for the time being in force].

**[4B. Notwithstanding the provisions contained in these rules or any other rules for the time being in force, the President or the Prime Minister may, on extreme compassionate grounds, grant age relaxation to an individual candidate for a period not exceeding three years over and above the relaxation in upper age limit already admissible, if any].

***[4C. Notwithstanding anything contained in these rules, or any other rules for the time being in force, one-time relaxation in the upper age limit shall be admissible to the persons appointed to the posts, on ad-hoc basis, from the 1st October, 1981, to the 31st December, 1995, to the extent they are overage for initial appointment to the posts, held by them, as and when advertised by the Federal Public Service Commission].

@ Subs. for "10" vide No. S.R.O. 576(I)/2000, dated 21-8-2000.
* Subs. vide Estt. Division Notification No. S.R.O. 586(I)/99 dated 18-5-1999.
** Added vide Estt. Division Notification No. S.R.O. 79(I)/95&9/2/91-R.5, dated 23-1-1995.
*** Added vide Estt. Division Notification No. S.R.O. No. 798(I)/98, dated 10-7-1998.

*[4D. Notwithstanding anything contained in these rules or any other rules for the time being in force, the President or the Prime Minister may grant age relaxation to the widow, son or daughter of a deceased civil servant who dies during service for such period as may be considered appropriate].

5. **Repeal**.-All existing rules, orders and instructions relating to age relaxation issued from time to time are hereby repealed. [No. F. 9/2/93-R.51]

[Authority.- Estt. Division Notification No. S.R.O. 1079(I)/93, dated 4-11-1993]

* Added vide Estt. Division Notification No. S.R.O. 294(I)/2002 dated 31-5-2002.

APPENDIX NO. 4

CIVIL SERVANTS (SENIORITY) RULES, 1993

In exercise of the powers conferred by section 25 of the Civil Servant Act, 1973 (LXXI of 1973), read with section 8 thereof, the President is pleased to make the following rules, namely:-

1. **Short title, application and commencement.**-(1) These rules may be called the Civil Servants (Seniority) Rules, 1993.

(2). They shall apply to all civil servants except those governed under:-

(i) the Police Service of Pakistan (Composition Cadre and Seniority) Rules, 1985;

(ii) the Occupational Group and Services (Probation, Training and Seniority) Rules, 1990; and

(iii) the Establishment Division's O.M. No. 1/2/74-ARC, dated 23rd January, 1974, amended vide O.M. No. 2/1/75-ARC, dated 3rd March, 1976, and as amended from time to time.

(3) They shall come into force at once.

2. Seniority on initial appointment.-(1) Persons initially appointed on the recommendations of the selection authority through an earlier open advertisement shall rank senior to those appointed through a subsequent open advertisement.

(2) If two or more persons are recommended in open advertisement by the selection authority their *inter se* seniority shall be determined in order of merit assigned by the selection authority.

(3) If only one candidate is recommended in open advertisement by the selection authority, he shall count his seniority from:-

(a) the date of recommendation by the selection authority, if he was already holding the same post.

(b) the date of his joining the post after being recommended by the selection authority if he was not already holding the same post.

3. Seniority on promotion.-Seniority in a service, cadre or post to which a civil servant is promoted shall take effect from the date of regular promotion to that service, cadre or posts:-

Provided that -

(a) Civil servants selected for promotion to higher posts on an earlier date shall be senior to those selected for such promotion on a later date;

(b) Civil servants selected for promotion to higher posts in one batch shall on their promotion to the higher post, retain their *inter-se* seniority as in the lower post; and

(c) Civil servants eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond their control or whose case was deferred while their juniors were promoted to the higher post, shall, on promotion, without supersession, take their seniority with the original batch.

4. Seniority on appointment by transfer.- Seniority in service, cadre or post to which a civil servant is appointed by transfer shall take effect from the date of regular appointment to the service, cadre or post;

Provided that :—

(a) Persons belonging to the same service, cadre or post selected for appointment by transfer to a service, cadre or post in one batch shall, on their appointment, take inter-se seniority in the order of their date of regular appointment in their previous service, cadre or post; and

(b) persons belonging to different services, cadre or posts selected for appointment by transfer in one batch shall take their *inter-se* seniority in the order of the date of their regular appointment to the post which they were holding before such appointment and, where such date is the same, the person older in age shall rank senior.

***4A.** In the event of merger of Ministries, Divisions Attached Departments or Subordinate Offices, the *inter-se*-seniority of civil servants, other than those belonging to regularly constituted Occupational Groups and Services, shall be determined in accordance with the date of regular appointment to a cadre or post.

* Inserted vide Estt. Division Notification No. 1(I)/2002, dated 1-1-2002.

5. Seniority of officers of the Armed Forces on induction in civil posts.-Officers of the Armed Forces of Pakistan who are inducted in a civil service, cadre or post in accordance with the Government orders and instructions shall take seniority in that service, cadre or post from the date of such induction:

Provided that the officers inducted in one batch shall, on induction, retain their *inter se* seniority as in the Armed Forces of Pakistan.

6. Inter se seniority of civil servants appointed in the same calendar year.- Persons appointed by transfer in a particular calendar year shall, as a class, be senior to those appointed by promotion or by initial appointment to such, posts in that year, and persons promoted to higher posts in a particular calendar year shall, as a class, be senior to those appointed by initial appointment to such posts in that year.

7. **Repeal and savings.**-The General principles of seniority circulated *vide* Establishment Division's O.M. No. 1/16/69-D.11, dated the 31st December, 1970, and all other existing rules, orders and instructions relating to seniority except -

(i) the Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985:

(ii) the Occupational Groups and Services (Probation, Training and Seniority) Rules, 1990; and

(iii) the Establishment Division's O.M. No. 1/2/74-ARC dated 23rd January, 1974, amended *vide* O.M. No. 2/1/75-ARC, dated the 3rd March, 1976 and as amended from time to time.

are hereby repealed.

[Authority: Estt. Division Notification No S.R.O. 163(I)/93 dated 28-2-1993, published in the Gazette of Pakistan, Extraordinary, Part II dated 28th February, 1993].

APPENDIX NO. 5

CIVIL SERVANTS (CONFIRMATION) RULES, 1993

In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:-

1. Short title, Commencement and application.- (1) These Rules, may be called the Civil Servants (Confirmation) Rules, 1993.

(2) They shall come into force at once.

(3) They shall apply to all civil servants.

2. Definitions.-In these Rules, unless there is anything repugnant in the subject or context.

(a) "Foreign Service" means service in which a civil servant receives his pay with the sanction of Government from any source other than the Federal Consolidated Fund: and

(b) "lien" means the title of a civil servant to hold substantively a post on which he has been confirmed.

3. General Principles of confirmation.-(1) A civil servant initially appointed to a post, on probation including a civil servant promoted or appointed to a post on transfer, shall on satisfactory completion of his probation, be eligible for confirmation in that post:

Provided that the confirmation shall be made only against a permanent post:

Provided further that two or more civil servants shall not be confirmed in the same post and at the same time or in a post on which another civil servant holds a lien:

Provided also that a civil servant shall not be confirmed on two or more posts at the same time.

(2) A civil servant shall be considered for confirmation strictly in order of his seniority.

(3) No confirmation shall be made against the post vacated on dismissal, removal or compulsory retirement of a civil servant until his appeal against such dismissal or, as the case may be, removal or retirement is finally decided.

4. The confirmation shall be made on the recommendations of the Confirmation Committee constituted for the purpose and with the approval of the authorities specified below:-

Posts	**Composition of the committees**	**Confirming authorities**	**Remarks**
1	2	3	4
Posts in BPS-20 and above	Secretary of the Administrative Ministry or an authority controlling the Service/Cadre/ Post as Chairman, Additional Secretary or a Joint Secretary where there is no Additional Secretary in the Ministry concerned, and Addl. Secretary Estt. Division as Members. If posts are in an Attached Department or Subordinate Office, the Head of the Attached Department or Head of Office, who controls the particular Service/Cadre/Post may be appointed as Co-opted Member.	Prime Minister	
Posts in BPS-17 to 19	Additional Secretary or Joint Secretary where there is no Additional Secretary in the Administrative Ministry controlling the service/cadre/ post as Chairman, and a joint Secretory and a Senior Deputy Secretory of the Ministry concerned as Members. If posts are in an Attached Department or a Subordinate Office, the head of the Attached Depart-ment or Head of Office who controls the particular service/cadre/post may be appointed as Co-opted Member.	Secretary of the Administrative Ministry/Division who controls the particular service/ cadre/post	

APPENDIX NO.5

FOR POST IN BPS-3 TO 16

Posts in BPS-11 to 16	An Officer holding the post in BPS-20 as Chairman and two officers holding the post in BPS-19 as Members.	Secretary of the Ministry/ Division concerned or Head of Department provided he is holding the post in BPS-20 or above.	The Administrative Ministry will constitute separate committees for Minitries/ Divisions and Attached Departments/ Subordinate Offices.
Posts in BPS-10 and below	An Officer in BPS-19 as Chairman and two Officers in BPS-18 as Members.		

FOR POSTS IN BPS-1 TO 2

		Dy. Secretary of the Ministry/ Division concerned or Head of Deptt. or Head of Office Provided he is holding the post in BPS-19 or above.	

*[Provided that in case no post of Joint Secretary or Deputy secretary exists or the number of such officers is less than the required number in the Administrative Ministry or Division for the constitution of the Confirmation Committee, other officers of BPS-20 and BPS-19 in the concerned Ministry or Division may be included in the Committee;

Provided further that in case there is no post in BPS-20 and BPS-19, officers of one step below status in the concerned Ministry or Division may be included in the Confirmation Committee with the approval of the Establishment Division.]

5. Acquiring of lien.-(I) On confirmation in a permanent post, a civil servant shall acquire a lien in that post and shall retain it during the period when he -

(a) holds a temporary post other than a post in a service or cadre against which he was originally appointed:

* Added *vide* S.R.O. 29 (KE) 1997, dated 04/02/1997.

(b) holds a post on deputation with a foreign government, an international organisation, a multinational corporation or any other organisation outside Pakistan:

(c) holds a post in Foreign Service in Pakistan:

(d) is on leave:

(e) is called for duty in the Armed Forces as reservist of Armed Forces of Pakistan;

(f) is under suspension: and

(g) is on joining time on transfer to another post.

(2) A civil servant acquiring lien as referred in sub-rule (1), shall cease to hold lien acquired previously on any other post.

6. Termination of lien.-(1) The lien of a civil servant who is reduced in rank or reverted to a lower post as a consequence of action taken against him under the Government Servants (Efficiency and Discipline) Rules. 1973, shall be terminated against the post from which he is reduced in rank or, as the case may be, reverted to a lower post:

Provided that such civil servant shall acquire a lien against the lower post.

(2) A civil servant shall cease to hold lien against a post if he takes up an appointment on selection in an autonomous body under the control of Federal Government, Provincial Government, local authority or private organisation.

(3) Notwithstanding the consent of a civil servant, his lien on a post under the Federal Government shall not be terminated until he acquires lien on any other post.

(4) A confirmed civil servant who, of his own accord, joins some other service, post or cadre on regular basis shall have, after being selected through a regular selection process, the right of reversion to the previous post against which he shall hold lien only during the period of his probation on his new service, post or cadre.

7. **Repeal.**-All existing orders and instructions relating to confirmation of civil servants issued from time to time are hereby repealed.

[Authority.— Estt. Division Notification No. S.R.O. 285(I)/93, dated 15-4-1993.

APPENDIX NO. 6

GOVERNMENT SERVANTS (APPLICATIONS FOR SERVICES AND POSTS) RULES, 1966.

In exercise of the power conferred by paragraph (a) of clause (2) of Article 178 and clause (1) of Article 179 of the Constitution, the President is pleased to make the following rules, namely:-

1. Short title, application and commencement.-(1) These rules may be called the Government Servants (Applications for Services and Posts) Rules, 1966.

(2) They shall apply to every person who is a member of an All-Pakistan Service or holds any post in connection with the affairs of the Centre except:-

(a) persons to whom the Pakistan Railway Establishment Code applies; and

(b) members of such Services and holders of such posts as the Central Government may, by notification in the official Gazette, specify.

(3) They shall come into force at once.

2. Definitions.-In these rules unless there is anything repugnant in the subject or context.-

(a) "competitive examination" means a competitive examination held by the Central Public Service Commission or a Provincial Public Service Commission for recruitment to any Service or post and includes any method whatever adopted for recruitment to the Central Engineering Services; and

(b) "temporary Government servant" means a person who is temporarily employed in connection with the affairs of the Centre, but does not include a person employed on contract or on probation *[against a permanent post or as probationer of a regularly constituted service].

3. Manner of making applications.-No Government servant shall apply for appearing at any competitive examination or for appointment to any post other than the post which, he for the time being, holds except.

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* Subs vide Estt. Division Notification No. 4/1/57-F.I. dated 20-2-1968.

(a) for appearing at a ministerial services competitive examination through the head of the office, Ministry or Division in which he is employed; and

(b) for appearing at a competitive examination other than a ministerial services competitive examination or for appointment to a service or post to be filled, otherwise than by a competitive examination with the prior permission in writing of the head of the office, Ministry or Division in which he is employed, who may, for reasons to be recorded in writing, refuse such permission if he considered that such permission would not be consistent with the interests of the public service.

@**4.** ***Permission to be given or application to be forwarded not more than twice.***-(1) Subject to the provisions of rule 3, the applications of, or permission to, a Government servant for appearing at competitive examinations at which he is otherwise eligible to appear shall not be withheld or refused, but in no case shall the applications be forwarded or permission be granted for appearing at more than two ministerial services competitive examinations during any calendar year or at more than two competitive examinations other than ministerial services competitive examinations during the whole service of a Government servant:

Provided that a Government servant appointed on the results of a competitive examination other than a ministerial services competitive examination shall not be permitted to apply for such examination more than once during his whole service.

(2) Subject to the provisions of rule 3, Government servant shall apply more than twice in any calendar year for, or for appearing at any test or interview for appointment in, or for the transfer of his services to, a service or post to be filled otherwise than by a competitive examination, in another office. Ministry or Division of the Central Government or under the Provincial Government or a public statutory corporation.

(3) Notwithstanding anything contained in sub-rules (1) and (2), the applications of, or permission to a Government servant employed on contract for a specified period, for appointment in a Service or post or for appearing at a competitive examination test or interview, may be withheld or refused if it appears that in the event of selection for appointment to any Service or post pursuant to such application, or on the result, of such examination, test or interview, such Government

@ For modified orders please see Estt. Division O.M. No. 1/21/76-T. III dated 2-8-1976

servant will have to be released before the expiry of his period of contract and that such release would not be consistent with the interest of the public service.

5. **Release of Government servants for appointment to a better Service or post.**-(1) Where a Government servant who applied in accordance with rule 3 for appearing at a competitive examination is selected for appointment on the result, of such examination, his release for such appointment shall not be withheld or refused if he is a member of a Service in a group and is selected for appointment to a Service in a higher group, but not to a Service in the same or a lower group. For the purpose of this rule, the Central Services are grouped in the following descending order:-

1st Group	Civil Service of Pakistan Pakistan Foreign Service
2nd Group	Police Service of Pakistan
3rd Group	Finance Services eligible for the Economic Pool. Pakistan Audit and Accounts Service. Pakistan Railway Accounts Service. Pakistan Military Accounts Service, Pakistan Taxation Service and Pakistan Customs and Excise Service.
4th Group	Pakistan Postal Service (Class I) and Pakistan Military Lands and Cantonment Service.
5th Group	Central Secretariat Service (Class I) and other Class I Services and Posts.
6th Group	Class II (Gazetted) Services and posts.
7th Group	Non-Gazetted Services and posts.

ILLUSTRATION

A Police Service of Pakistan Officer shall be released for appointment to the Civil Service of Pakistan or Pakistan Foreign Service, but not to any of the Finance Services. A Pakistan Taxation Service Officer shall not be released for appointment to the Pakistan Audit and Accounts Service; or a Pakistan Military Lands and Cantonment Service Officer to the Pakistan Postal Service (Class I).

(2) If any person who before his appointment to a Service of the Centre or a post in connection with the affairs of the Centre, had appeared at a competitive examination, test or interview or applied

for appointment to a Service or post, it is, on the result of such examination, test or interview or pursuant to such application, selected for and offered appointment to a Service or post other than the one to which he belongs or which he holds, his release for such appointment, if desired by him, shall not be withheld or refused.

(3) Notwithstanding anything contained in sub-rules (1) and (2), release before the expiry of the period of contract of a Government servant employed on contract for a specified period may be withheld or refused if such release would not be consistent with the interests of the public service.

6. Temporary Government Servants.-Notwithstanding anything contained in these rules, the applications of, or permission to a temporary Government servant for appointment to any service or post or for appearing at any competitive examination, test or interview or his release on being selected for any service or post pursuant to such application or on the results of such examination, test or interview shall not be withheld or refused.

7. Exemption.-The President may, in such cases as he thinks fit, exempt any Government servant or class of Government servants from the operation of, or relax the restrictions imposed by, these rules.

8. Repeal.-The Government Servants' Applications for posts (Central Services) Rules. 1953, as amended from time to time, are hereby repealed. [No. 4/1/57-F-I]

[Authority: Estt. Division Notification No. S.R.O. 593(KE)/66 dated 8-6-1966]

APPENDIX NO. 7

REVISED LEAVE RULES, 1980.

S.R.O. 1313 (I)/80.-In exercise of the powers conferred by section 25 of the Civil Servants Act. 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:-

1. Short title, application and commencement.-(1) These rules may be called the Revised Leave Rules, 1980.

(2) They shall apply to all civil servants other than those who were employed before the first day of July, 1978, and opted not to be governed by the Revision of Leave Rules issued under the Finance Division's Office Memorandum No. F. 1(2)-Rev.1/78. dated the 21st September, 1978.

(3) They shall come into force at once.

2. When leave carned.-(1) All service rendered by a civil servant qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

*(2) Any period spent by a civil servant in foreign service qualifies him to earn leave provided that contribution towards leave salary is paid to the Government on account of such period.

3. Earning and accumulation of leave.-(1) A civil servant shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay", duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.

(2) If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

3. There shall be no maximum limit on the accumulation of such leave.

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* *Note.*-Please *See* revised Government Orders / instructions vide para (2) of Appendix II-A of the Compilation of Fundamental & Supplementary Rules. Vol-II(1985 edition).

4. **Civil servants in vacation department.**- A civil servant in vacation department may earn leave on full pay:-

(a) When he avails himself of full vacation in a calendar year– at the rate of one day for every calendar month of duty rendered;

(b) When during any year he is prevented from availing himself of the full vacation– as for a civil servant in a non-vacation department for that year; and

(c) When he avails himself of only a part of the vacation _____ as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. **Leave on full pay.**- The maximum period of leave on full pay that may be granted at one time shall be as follows:-

(a)	Without medical certificate	120 days
(b)	With medical certificate	180 days
	Plus	
(c)	On medical certificate from leave account in entire service	365 days

Note: Under the Prescribed Leave Rules, 1955, leave on half average pay could be converted into leave on full pay on the strength of Medical Certificate up to a maximum of twelve months in terms of leave on full pay in the whole service. The account of this kind of leave was separately maintained in column 14(a) of the leave account under the said Rules. Such leave availed of by the civil servants before the introduction of these rules, shall be debited against the maximum limit of 365 days fixed under this rule.

6. **Leave on half pay.**-Leave on full pay may, at the option of the civil servant, be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.

(2) The request for conversion of leave referred to in sub-rule (1) shall be specified by the civil servant in his application for the grant of leave.

(3) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

7. Leave to be applied, etc., in terms of days.-Leave shall be applied for expressed, and sanctioned, in term of days.

8. Carry forward of existing leave.-All leave at credit in the account of civil servant on the first day of July, 1978, shall be carried forward and expressed in terms of leave on full pay and the leave account in such cases shall, with effect from the first day of July, 1978, or, in the case of a civil servant who was on leave on that date, with effect from the date of his return from leave, be recast as under:-

(i) Leave on average pay:
(a) 1 month ..... 30 days
(b) 1 day ..... 1 day

(ii) Leave on half average pay:
(a) 1 month ..... 15 days
(b) 2 day ..... 1 day

Note.-Fractions, if any, shall be ignored.

9. Extraordinary leave (leave without pay).-(1) Extraordinary leave without pay may be granted on any ground upto a maximum period of five years at a time, provided that the civil servant to whom such leave is granted has been in continuous service for a period of not less than ten years, and in case a civil servant has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of his office:

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

(2) Extraordinary leave up to a maximum period prescribed under sub-rule (1) may be granted, subject to the conditions stated therein, irrespective of the fact whether a civil servant is a permanent or a temporary employee.

*(3) Extraordinary leave may be granted retrospectively in lieu of absence wihtout leave.

10. Recreation leave.-Recreation leave may be granted for fifteen days once in a calendar year, the debit to the leave account may, however, be for ten days leave on full pay:

* Added vide Finance Division Notification No. F.I(45)-R 4/81, dated 13-2-1982

Provided that such leave shall not be admissible to a civil servant in a vacation department.

11. Leave not due.-(1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.

(2) Such leave may be converted into leave on half pay.

(3) Such leave shall be granted only when there are reasonable chances of the civil servant resuming duty on the expiry of the leave.

(4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority. *[ ].

12. Special leave.-(1) A female civil servant, on the death of her husband, may be granted special leave on full pay, when applied for a period not exceeding one hundred and thirty days.

(2) Such leave shall not be debited to her leave account.

(3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either alongwith her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

13. Maternity leave.-(1) Maternity leave may be granted on full pay, outside the leave account, to a female civil servant to the extent of ninety days in all from the date of its commencement or forty-five days from the date of her confinement, whichever be earlier.

(2) Such leave may not be granted for more than three times in the entire service of a female civil servant except in the case of a female civil servant employed in a vacation department who may be granted maternity leave without this restriction.

(3) For confinements beyond the third one, the female civil servant would have to take leave from her normal leave account.

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* Omitted vide Finance Division Notification No. S.R.O. 218(KE)/93, dated 24-10-1993

(4) The spells of maternity leave available of prior to the coming into force of these rules shall be deemed to have been taken under these rules.

(5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female civil servant.

*(6) Leave salary to be paid during maternity leave shall be regulated, as for other leave, in accordance with the formula contained in the Finance Division Office Memorandum No. F 9(16)-R. 1/69, dated the 26th July, 1969, read with its Office Memorandum of even number dated the 28th November, 1969.

(7) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accures during such leave and the effect of such an increment will be given after the expiry of maternity leave.

14. Disability leave.-(1) Disability leave may be granted outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a civil servant, other than a seaman or a civil servant in part-time service, disabled by injury ailment or disease contacted in course or in consequence of duty or official position.

(2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay of the remaining period.

15. Leave *ex*-Pakistan.-(1) Leave *ex*-Pakistan may be granted on full pay to a civil servant who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specific request to that effect.

(2) The leave pay to be drawn abroad shall be restricted to a maximum of three thousand rupees per month.

(3) The leave pay shall be payable in Sterling if such leave is spent in Asia other than Pakistan and India.

(4) Such leave pay shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.

*Note.- Please see Government decision under rule 6 of the Prescribed Leave Rules, 1955, reproduced in Appendix 7-B of the Compilation of FR&SR Vol II (1985 edition)

(5) The civil servants appointment after the 17th May, 1958, shall draw their leave salary in rupees in Pakistan irrespective of the country where they spend their leave.

(6) Leave *ex*-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rules 5, 6 and 9.

16. Leave preparatory to retirement.- (1) The maximum period up to which a civil servant may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave may be taken, subject to availability, either on full pay, or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the civil servant.

*[(3) An officer of BPS-21 or BPS-22 who, on or after the 19th day of February, 1991 opts to retire voluntarily after he has completed twenty-five years of service qualifying for pension may be granted leave preparatory to retirement equal to entire leave at his credit in his leave account on full pay or till the date on which he completes the sixtieth years of his age, whichever is earlier;

Provided that such officer shall not be entitled to conversion of leave preparatory to retirement on full pay, under rule 6 into leave on half pay].

[17. **Encashment of refused leave preparatory to retirement.- (1) If in case of retirement on superannuation or voluntary retirement on completion of thirty years qualifying service a civil servant cannot for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of one hundred and eighty days leave on full pay].

(2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding one hundred and eighty days.

(3) The payment of leave pay in lieu of such refused leave may be made to the civil servant either in lump-sum at the time of retirement or may at his option be drawn by him month-wise for the period of leave so refused.

(4) For the purpose of lump-sum payment in lieu of such leave,

* Added vide Finance Division O.M. No. F.I(8)-R 4/89, dated 30-5-1991.
** Subs vide Finance Division's Notification No. S.R.O. 28(I)/86, dated 10-3-1986.

only the "Senior Post Allowance" will be included in "Leave Pay" so admissible.

(5) In case a civil servant on leave preparatory to retirement dies before completing one hundred and eighty days of such leave his family shall be entitled to lump-sum payment equal to the period falling short of one hundred and eighty days.

18. Power to refuse leave preparatory to retirement, etc.- (1) Ordinarily, leave preparatory to retirement shall not be refused.

(2) All order refusing leave preparatory to retirement to a civil servant and recalling civil servant from leave preparatory to retirement shall be passed only by the authorities specified below:

*[(i) For civil servants in BPS-20 and above	Prime Minister.
(ii) For civil servants in BPS-17 to 19	Appointing Authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973; and
(iii) For civil servants in BPS-16 and below.	Appointing Authority prescribed in rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.]

(3) The authorities specified in sub-rule (2) shall not delegate these powers to any other authority.

*[(4) All proposals regarding refusal of Leave Preparatory to Retirement to the Officers in BPS-17 and above shall be submitted to the respective appointing authorities with detailed Justification atleast three months before the officer is due to proceed on such leave].

[18-A. **Encashment of leave preparatory to retirement.- (1) A civil servant may fifteen months before the date of superannuation or thirty years qualifying service on or after the 1st July, 1983, at his option, be allowed to encash his leave preparatory to retirement if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser which is due and admissible].

***[Provided that a civil servant who does not exercise the option within the specified period shall be deemed to have opted for encashment of LPR].

+ Subs vide Finance Division Notification No. S.R.O. 67(KE)/2001, dated 21-4-2001.
** Subs. vide Finance Division Notification No. F. 1(73)-R.4/84, dated 18-12-1984.
*** Added vide Finance Division Notification No. F. 1(1)-R-4/90-320, dated 11-3-1990.

*[(2) In lieu of such leave, leave pay may be claimed for the actual period of such leaves subject to a maximum of one hundred and eighty days].

**[(3)If at any time during such period leave is granted on account of ill health supported by medical certificate or for performance of Haj. the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for half the period of leave so granted for example, if an employee who has opted for encashment of such leave, has taken sixty days leave, his cash compensation equal to thirty days leave shall be forfeited.

(4) The civil servant shall submit the option to the authority competent to sanction leave preparatory to retirement, who shall accept the option and issue formal sanction for the payment of cash compensation].

***[(5) For the purpose of payment to lieu of such leave.-

(a) the rate of leave pay shall be the rate admissible @[at the time the leave pay is drawn].

(b) the leave pay may be drawn at any time for the period for which duty has already been rendered: and

(c) only the "Senior Post-Allowance" will be included in the leave pay as admissible].

@@**[19. In-service death, etc.** (1) In case a civil servant dies, or is declared permanently incapacitated for further service by a Medical Board, while in service, a lump-sum payment equal to leave pay up to one hundred and eighty days out of the leave at his credit shall be made to his family as defined for the purposes of family pension or, as the case may be, to the civil servant.

(2) For the purpose of lump-sum payment under sub-rule (1), only the "Senior Post Allowance" will be included in the "leave pay" so admissible".

20. Reasons need not be specified, etc.-(1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a civil servant.

(2) Leave applied for on medical certificate shall not be refused:

* Subs vide Finance Division Notification No. S.R.O. 1022(I)/85, dated 14-10-1985.
** Subs vide Finance Division Notification No. F.1(73)-R. 4/84, dated 18-12-1984.
*** Subs vide Finance Division Notification No. S.R.O. 1022(I)/85, dated 14-10-1985.
@ Subs vide Finance Division Notification No. F.1(73)-R-4/84, dated 12-3-1986.
@@ Amended vide Finance Division Notification No. F.1(34) R-4/85, dated 16-9-1985.

Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or Medical Board, as the case may be, to have the applicant medically examined.

21. **Leave when starts and ends.**-Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from that day following that on which a civil servant hands over the charge of his post and may end on the day preceding that on which he resumes duty.

22. Recall from leave, etc.-(1) If a civil servant is recalled to duty compulsorily with the personal approval of the head of his office from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.

(2) In case the civil servant is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

(3) If the return from leave is optional, the civil servant is entitled to no concession.

23. Overstayal after sanctioned leave, etc.- (1) Unless the leave of a civil servant is extended by the head of his office, a civil servant who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

24. Any type of leave may be applied.-A civil servant may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a civil servant may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may, proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay, and without pay.

25. Combination of different types of leave, etc.-One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the civil servant:

Provided that leave preparatory to retirement shall not be conbined with any other kind of leave.

26. Civil servant on leave not to join duty without permission before its expiry.-Unless he is permitted to do so by the authority which sanctioned his leave, a civil servant on leave may not return to duty before the expiry of the period of leave granted to him.

27. Leave due may be granted on abolition of post, etc.-(1) When a post is abolished, leave due to the civil servant, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

28. Manner of handing over charge when proceeding on leave, etc.— (1) A civil servant proceeding on leave shall hand over the charge of his post, and if he is in Grade 16 and above, he shall, while handing over charge of the post sign the charge relinquishment report.

(2) If leave *ex*-Pakistan has been sanctioned on medical grounds, the civil servant shall take abroad with him a copy of the medical statement of his case.

29. Assumption of charge on return from leave, etc.-(1) A civil servant, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

30. Accounts offices to maintain leave account. (1) Leave account in respect of a civil servant shall be maintained as part of his service book.

(2) The accounts offices shall maintain the leave accounts of civil servants of whom they were maintaining the accounts immediately before the coming into force of these rules.

31. Leave to lapse when civil servant quits service.- All leave at the credit of a civil servant shall lapse when he quits service.

32. Pay during leave.- (1) Leave pay admissible during leave on full pay shall be the greater of:-

(a) the average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and

(b) the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

(2) When leave on half pay is taken, the amounts calculated under clauses (a) and (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

*[(3) A civil servant shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of civil servants takes place or an annual increment occurs during the period of leave of the civil servant].

33. Departmental leave.-(1) Departmental leave may be granted to civil servants drawing pay in Grade 1 to 9 in the National Pay Scales and serving in the Survey of Pakistan or in any such other department as may be notified by the Finance Division on the conditions laid down in this rule.

(2) Departmental leave may be granted only to a civil servant whose services are temporarily not required and no leave other than leave-not-due is admissible.

(3) A subsistence allowance at such rate as the officer granting the leave may think fit but not exceeding half pay may be granted during departmental leave.

(4) The allowance shall be payable only on return to and resumption of duty after the expiration of the leave, whether taken by itself or combined with departmental leave without pay:

Provided that if a civil servant dies while on departmental leave, the amount of allowance, if any, otherwise admissible upto date of his death be paid to his heirs.

* Added vide Finance Division Notification No. F. 1(6)R-4/93 dated 21-9-1994.

(5) Departmental leave with subsistence allowance may be granted during the recess by the head of the party or office to which the civil servant belongs only when the officer granting the leave considers it desirable to re-employ him in the ensuing field season and the leave so granted may, in special cases, be extended by the Surveyor-General up to a maximum of five hundred and forty days at a time.

(6) Departmental leave with subsistence allowance may be granted at times other than the recess for not more than one hundred and eighty days at a time by a Director or Deputy Director, Survey of Pakistan, provided such leave is granted in the interest of public service or work and not at the civil servant's own request.

(7) Leave granted may in special cases be extended by the Surveyor-General upto a maximum of three hundred and sixty five days at a time.

(8) Leave on medical certificate shall in no circumstances be regarded as granted in the interest of public service or work.

(9) Departmental leave without pay may be granted by the Surveyor-General in continuation of departmental leave with subsistence allowance in special cases as authorized by the Finance Division by a general or special order.

(10) When a civil servant holds a post in which the Surveyor-General considers that he is unlikely to be eligible for departmental leave in future, the Surveyor-General may by special order in writing declare that, with effect from such date not being earlier than the civil servant's last return from departmental leave as the Surveyor-General may fix, any balance of leave at debit in the civil servant's leave account shall be cancelled, and all leave earned after such date will be credited as due in the civil servant's leave account, and all leave taken after such date, including departmental leave with allowances,if any, will be debited to it.

(11) Departmental leave may be combined with any other kind of leave which may be due.

34. **Sick leave to a seaman.**-A civil servant serving as an officer, warrant officer or petty officer on a government vessel may, while undergoing medical treatment for sickness or injury, either on his vessel or in hospital, be granted leave on full pay, outside his leave account, for a period not exceeding forty-five days by the master or the captain of the vessel provided that the civil servant is not

malingering or his ill health is not due to such of his own actions as cause or aggravate disease or injury.

35. **Leave to disabled seaman.**-A civil servant referred to in rule 34 who is disabled while performing his duty may be allowed leave on full pay for a maximum period not exceeding ninety days on each occasion if:-

(a) the disability is duly certified by a government Medical Officer.

(b) the disability is not due to the civil servant's own carelessness, and

(c) the vacancy caused by his absence is not filled up.

36. Leave earned by civil servant employed in non-continuous establishment.- (1) A civil servant employed in a non-continuous establishment may be granted only earned leave and disability leave as admissible to and subject to the conditions laid down for, a civil servant employed in a continuous establishment and no other kind of leave shall be admissible to such civil servants.

(2) A civil servant who is transferred from a non-continuous establishment to a continuous establishment and *vice versa* shall carry forward the balance of earned leave at his credit on the date of his transfer.

Explanation.- In this rule. "non-continuous establishment" means an establishment which does not function throughout the year and "continuous establishment" means an establishment which functions throughout the year.

37. Quarantine leave.-(1) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of civil servant on such leave:

Provided that where the exigencies of service are compelling, the head of the office may employ a substitute for reasons to be recorded in writing.

(2) A civil servant may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

38. Leave application, its sanction, etc.-(1) Except where otherwise stated, an application for leave or for an extension of leave

must be made to the head of office where a civil servant is employed and, in the case of the head of office, to the next-above administrative authority and the extent of leave due and admissible shall be stated in the application.

(2) An audit report shall not be necessary before the leave is sanctioned.

(3) When a civil servant submits a medical certificate for the grant of leave, it shall be by an authorized medical attendant *[or other registered medical practitioner] in the form attached to these rules.

**[(3-A). No civil servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the form attached to these rules.]

(4) Leave as admissible to a civil servant under these rules may be sanctioned by the head of a Ministry, Division, Department, Office or any other officer authorized by him to do so and, when so required, leave shall be notified in the official Gazette.

(5) In cases where all the applications for leave cannot in he interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications, consider:-

(i) whether, and how many applicants can, for the time being, best be spared;

(ii) whether any applicants were last recalled compulsorily from leave; and

(iii) whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

39. Hospital leave and study leave.-Subject to these rules, the provisions regarding hospital leave and study leave contained in the Fundamental Rules and Supplementary Rules shall apply to the civil servants.

@[40. **Relaxation of Rules.**-The Federal Government may in a case of hardship relax all or any of the provision of these Rules:

* Ins vide Finance Division Notification No. 847-R.4/83, dated 19-11-1983.
** Added ibid.
@ Added vide Finance Division Notification No. F.I(4)-R. 4/92, dated 1-11-1992.

Provided that such relaxation shall not be less favourable to any benefit available to a Civil Servant under these Rules].

[*Authority*: Finance Division S.R.O. No. 1313(I)/80, dated 20-12-1980, as amended.

Form-I

FORM OF MEDICAL CERTIFICATE

Signature of applicant

MEDICAL CERTIFICATE FOR CIVIL SERVANTS RECOMMENDED FOR LEAVE OR EXTENSION

I ..... after careful .....

personal examination of the case, hereby cartify that ..... whose signature is given above, is suffering from ..... and I consider that a period of absence from duty of ..... with effect from ..... is absolutely necessary for the restoration of his health

Dated, the .....

Government Medical Attendant
**or*
Other Registered Medical Practitioner

Form-II

**[FORM OF MEDICAL CERTIFICATE OF FITNESS TO RETURN TO DUTY

I.....do hereby certify that I have carefully examined.....of the.....department, and find that he has recovered from his illness and is now fit to resume duties in Government service. I also certify that before arriving at this decision I have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken into consideration in arriving at my decision.

Dated, the .....

Government Medical Attendant
or
Other Registered Medical Practitioner

* Added vide Finance Division O.M. No. F-1(22)R-4/82 dated 22-12-1982.
** Added vide Finance Division Notification No. 847-R, 4/83 dated 19-11-1983.

APPENDIX NO.7

G. F. R. 13

APPLICATION FOR LEAVE

Notes.-Items 1 to 9 must be filled in by all applicants. Item 12 applies only in the case of Government servants of Grade 16 and above.

1. Name of applicant
2. Leave Rules applicable
3. Post held
4. Department or Office
5. Pay
6. House rent allowance, conveyance allowance or other compensatory allowances drawn in the present post.
7. (a) Nature of leave applied for
   (b) Period of leave in days
   (c) Date of commencement
8. Particular Rule/Rules under which leave is admissible
9. (a) Date of return from Last Leave
   (b) Nature of leave
   (c) Period of leave in days

Dated:

Signature of applicant

10. Remarks and recommendation of the Controlling Officer.

11. Certified that leave applied for is admissible under Rule ..... and necessary conditions are fulfilled.

Signature

Dated: _____ *Designation*

12. Report of Audit Officer

Signature

Dated: _____ *Designation*

13. Orders of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post or another post carry the compensatory allowances being drawn by him.

Signature

Dated: _____ *Designation*

Form A.T.C. 8

FORM III

FORM OF LEAVE ACCOUNT UNDER THE REVISED LEAVE RULES, 1980
[Approved *vide* Finance Division's letter No. F.1(3)-Rev. 1/78, dated 18-1-1979]

Leave Account of Mr./Miss/Mrs. ----------

Date of commencement of service ----------

Date of attaining the age of superannuation ---------- (N.B.–Instructions for filling in the form are printed on the reverse)

Government/Department served under																					
PERIOD OF DUTY				Leave earned on full pay @ 4 days for each calendar month		Leave at credit (Column 21 + 6)		LEAVE TAKEN													
							PERIOD		Leave on full pay without medical certificate subject to maximum of 120 days & 365 days in case of LPR.		Leave on full pay on medical certificate subject to maximum of 180 days		Leave on full pay on medical certificate subject to a maximum of 365 days in entire service.		LEAVE ON HALF PAY		Recreation leave of 15 days in a year but 10 days to be debited.		LEAVE NOT DUE		ABSENCE	
From	To	YMD	Full calendar month	Days		Days	From	To	Days		Days		Days		Days		Days		Days		Days	
															In terms of half pay		In terms of full pay		In terms of half pay		Actual No. of days	No. of days debitable (double the actual number)
1	2	3	4	5	6	7	8	9	10		11		12		13	14	15		16	17	18	19

Total leave (Columns 10 + 11 + 12 + 14 + 15 + 17 + 19)	Balance on 1-7-1978 or return from leave Columns 7-20)	Remarks	ATTESTATION
Days	Days		
20	21	22	23

APPENDIX NO.7

EXPLANATORY INSTRUCTIONS FOR FILLING UP THE LEAVE ACCOUNT FORM

1. This leave account will be mainted for all civil servants of the Federal Government who were in service on the 1st July, 1978 including those who were on leave on that date and have not opted to retain the existing leave rules and all others, who enter service on or after 1st July, 1978.

2. All leave at credit in the account of a civil servant who was in service on the 1st July, 1978 shall be converted in terms of leave on full pay at the following rates:

(i) L.A.P.
(a) 1 month .....30 days
(b) 1 day .....1 day

(ii) L.H.A.P.
(a) 1 month .....15 days
(b) 2 days .....1 days

(Fractions if any to be ignored)

3. The Leave account shall commence with an opening entry "Due on 1-7-1978" or in the case of a civil servant, who was on leave on 1-7-1978 with effect from the date of his return from leave. For the purpose of computing the leave at credit, the service upto 30-6-1978 will be taken into account. The leave due in terms of leave on full pay in days will be noted in Column No. 21.

4. (i) In calculating the leave earned on full pay at the rate of 4 days for every calendar month the duty period of 15 days or less in a calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose. If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only. There shall be no maximum limit on accumulation of this leave.

(ii) The provision in (i) above will not apply to a vacation department. In such case, a civil servant may earn leave on full pay (a) when he avails himself of full vacation in a calendar year _____ at the rate of one day for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the

full vacation _____ as for a civil servant in a non-vacation department for that year, and (c) when he avails himself of only a part of the vacation _____ as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. (a) Leave on full pay may be converted into leave on half pay at the option of the civil servant; the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the civil servant in his application for the grant of leave.

(b) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

6. L.P.R. on full pay will be noted in column No. 10 while that on half pay in columns No. 13 and 14.

7. Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the civil servant resuming duty.

8. The grant of Special leave, Maternity leave, Disability leave, Extra-ordinary leave, payment of leave pay for refused L.P.R. upto a maximum of 180 days, lump-sum payment equal to full pay upto 180 days out of leave at credit made to the family of a Government servant whose death occurs while in service. Seaman Sick Leave, Departmental leave, study leave, Hospital leave and Quarantine leave shall be noted in column No. 22, Maternity leave other than three times in entire service shall, however, be debited to the relevant column of the leave account.

9. When a Government servant applies for leave columns 2 to 7 shall be filled in showing the period of duty upto the date preceding that on which a Government servant intends to go on leave. The full calendar months to be noted in column 5 shall be worked out on the lines indicated in para 4 above.

10. When a Government servant returns from leave columns 8 to 23 shall be filled according to the nature of leave. If leave not due is availed of the minus balance to be shown in column No. 21 should be written in red ink.

APPENDIX NO. 8

GOVERNMENT SERVANTS (MARRIAGE WITH FOREIGN NATIONALS) RULES, 1962.

In exercise of the powers conferred by clause (2) of article 178 of the Constitution, the President is pleased to make the following rules namely:-

1. Short title, application and commencement.-(1) These rules may be called the Government Servants (Marriage with Foreign Nationals) Rules, 1962.

(2) They shall apply to every person who is a member of an All-Pakistan Service or who is serving in a civil capacity in connection with the affairs of the Central Government, but shall not apply to any person who is employed on contract.

(3) They shall come into force at once.

2. Definitions.-In these rules, unless there is anything repugnant in the subject or context:-

(a) "foreign national" means a person who is not a citizen of Pakistan.

(b) "government servant" means a person in the service of Pakistan to whom these rules apply whether such person is, for the time being, on foreign service or not;

(c) "marriage" means matrimonial relationship entered into in accordance with any law for the time being in force or any religious rites or ceremonies, and its grammatical variations and cognate expressions shall be construed accordingly;

(d) "misconduct" has the same meaning as in the Government Servants (Efficiency and Discipline) Rules, 1960.

***3. "Marriage with Foreign nationals prohibited.**-(1) Subject to the provisions of sub-rule (2), a Government servant who marries or promises to marry a foreign national shall be guilty of misconduct and render himself liable to any of the major penalties under the Government Servants (Efficiency and Discipline) Rules, 1973.

(2) A Government servant, may with the prior permission of the Federal Government marry or promise to marry a Muslim Citizen of India.

* Subs. vide Estt. Division Notification No. S.R.O. 497(I)/81 dated 27-5-1981.

(3) The grant of permission under sub-rule (2) shall be at the discretion of the Federal Government, and may be subject to such conditions, if any, as it may specify."

4. Supersession of previous rules, notifications, etc.-These rules shall supersede all previous rules, notifications and instructions relating to the conditions of marriage of a Government servant.

[*Authority*.-Estt. Division Notification No. S.R.O. 341 (K)/63(4)/103/5, dated 29-4-1963 as amended up to 13-9-1965.]

NOTE.— Officials who propose to marry Indian nationals should submit applications on the form prescribed *vide* Establishment Division O.M. No. 4/103/59-D-II dated the 11th June, 1963.

APPENDIX NO. 9

*[FEDERAL] EMPLOYEES BENEVOLENT FUND AND GROUP INSURANCE RULES, 1972

In exercise of the powers conferred by section 23 of the *[Federal] Employees Benevolent Fund and Group Insurance Act. 1969 (II of 1969), the *[Federal] Government is pleased to make the following rules, namely:-

1. **Short title and commencement.**-(1) These rules may be called the *[Federal] Employees Benevolent Fund and Group Insurance Rules, 1972.

(2) They shall come into force at once.

2. **Definitions.**-In these rules, unless there is anything repugnant in the subject or context.

(a) "Accounts Officer" in relation to an employee means the concerned officer specified in the **[First Schedule];

(b) "Act" means the *[Federal] Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969);

(c) "Form" means a form annexed to these rules;

(d) "Organization" means such body corporate, institution, organization or autonomous body as has been specified by the *[Federal] Government under sub-clause (e) of clause (4) of section 2;

(e) "Secretary" means the Secretary of the Board; and

(f) "Section" means a section of the Act.

3. **Meeting of the Board.**-(1) The meeting of the Board shall be held at Islamabad or any other place approved by the Board at least once in each quarter.

(2) An extraordinary meeting of the Board may be called on the requisition of not less than three members thereof by the Chairman to consider any urgent matter:-

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* Subs *vide* Act No. XXV of 1975.

** Subs *vide* Estt. Division Notification No. S.R.O. 754(I)/88, dated 4-9-1988.

Provided that the members requisitioning the meeting shall clearly state the object of the meeting.

(3) Not less than seven clear days' notice shall be given for convening an extraordinary meeting:

Provided that the Chairman may, if he considers necessary, convene a meeting at a shorter notice.

(4) The members shall not be paid any remuneration by the Board for attending meetings or any daily allowance or travelling allowance to and from the place of their official duties to the place of the meeting.

4. Duties of the Secretary.-(1) All decisions of the meetings of the Board shall be recorded in a minute book to be maintained by the Secretary.

(2) Subject to the general control and supervision of the Chairman, the Secretary shall be responsible for -

(a) the conduct of correspondence on behalf of the Board;

(b) the maintenance of all records of the Board:

(c) the presentation of the budget for each financial year to the Board:

(d) the preparation of the agenda and all matters ncillary to the meetings of the Board; and

(e) the performance of such other functions as may be assigned to him by the Board.

5. Custody of the Funds-The moneys credited to the Benevolent Fund and the Insurance Fund shall be deposited in the National Bank of Pakistan or in such other scheduled bank as may be approved by the Board for purpose.

***[6. Contribution to and benefits from Benevolent Fund.**- (1) Every employee shall make a monthly payment to the Benevolent Fund at the rate specified in column (3) of the Second Schedule.

(2) The monthly Benevolent grant under section 13 shall be paid in accordance with the scale specified in column (4) of the Second Schedule].

* Subs. and inserted vide Estt. Division Notification No. S.R.O. 754(I)/88, dated 4-9-1988.

*[6A. **Subscription to and benefits from Group Insurance Fund.**- (1) Every employee shall make a monthly payment to the Group Insurance Fund at the rate specified in column (3) of the Third Schedule.

(2) A sum specified in column (4) of the Third Schedule shall be paid to the family of an employee who dies while in service].

7. **Payment of subscriptions or premia in default.**-(1) Where the amount of subscription to the Benevolent Fund or the premium to the Insurance Fund cannot, for any reason, be deducted from the pay of an employee the employee shall-

(a) in case he is serving abroad, remit the amount to the head of his department; and

(b) in any other case, remit the amount to the Director (Budget and Accounts) Board of Trustees, Federal Employees Benevolent and Group Insurance Funds.

(2) In the case referred to in clause (a) of sub-rule (1), the head of the department, and in the case referred to in clause (b) of sub-rule (1), the Secretary shall deposit the amount received by him to the credit of the Benevolent Fund or, as the case may be, the Insurance Fund, in the National Bank of Pakistan or any other scheduled bank approved by the Board under rule 5.

(3) Any amount of subscription to the Benevolent Fund or any premium to the Insurance Fund remaining unpaid due to inadvertence or negligence of the employee or otherwise shall, upon a direction in writing of the Board, be deducted, in the case of an employee of an organization, by the head of the organization, and in any other case, by the Accounts Officer, from the salary of such employee.

(4) Where the Accounts Officer or the head of the organization, as the case may be, upon a request being made in writing by the employee finds that deduction of the amounts remaining unpaid will result in any hardship to the employee,he may deduct the amount in such number of installments, not exceeding twelve, as he may decide.

[8. **Medical authority for declaring an employee incapacitated.- The Medical authority for purposes of clause (a) of section 13 shall be a Board constituted by the Ministry of Health and consisting of three Medical Officers one of whom shall be a specialist

* Subs and inserted vide Estt. Division Notification No. S.R.O. 754(I)/88, dated 4-9-1988, and thereafter deleted vide Act, No. XII of 1996 w.e.f. 4-9-1988.

** Subs *vide* Estt. Division Notification No. S.R.O.94(1)/84 dated 24-1-1984.

in the field to which the incapacity of the employee to be examined relates].

*9. [***]

10. **Nomination of beneficiaries of the benevolent grant and of the sum assured.**- (1) Every employee shall make a nomination conferring on one or more members of his family the right to receive a specified share of the benevolent grant or the sum assured that may be payable under section 13 or section 15.

(2) The employee may provide in the nomination-

(a) that, in the even of any one of the nominees predeceasing the employee, the right conferred upon that nominee under sub-rule (1) shall pass to such other member or members of the employee's family as he may specify in the nomination; and.

(b) that the nomination in respect of all or any of the nominees shall become void in the event of the happening of any contingency specified therein.

(3) Every nomination shall be in Form "A".

(4) An employee may at any time cancel a nomination made under sub-rule (1) and make a fresh nomination.

(5) A nomination under sub-rule (1), or a fresh nomination under sub-rule (4), made by an employee shall be in triplicate and one copy of the nomination or, as the case may be, fresh nomination shall be signed by the head of the office and returned to the employee, one copy shall be placed in the Confidential Report or, as the case may be, Service Book of the employee and the *[third copy shall be placed in the Master Folder to be maintained by the department concerned].

(6) A nomination under sub-rule (1), or a fresh nomination under sub-rule (4), made by an employee shall, to the extent it is valid take effect on the date on which it is received by the **[department] to whom it is sent under sub-rule(5).

11. Payment of benevolent grant and the sum assured where no valid nomination subsists.- Where no valid nomination made by the employee subsists at the time of his death in relation to the whole of the amount of the benevolent grant and the sum assured or any part thereof, the whole amount or, as the case may

* Omitted *vide* Estt. Division Notification No. S.R.O. 754(1)/88 dated 4-9-1988
** Subs *vide* Estt. Division Notification NO. S.R.O.754(1)/88 dated 4-9-1988

be, the part to which the nomination does not relate, shall be paid to the member or members of the family of the deceased employee in the manner hereinafter appearing:-

(a) The Board or an officer authorized by it in this behalf, may determine the members of the family of the deceased employee who are eligible to receive the benevolent grant and the sum assured:

Provided that if the members of the family of the deceased employee are determined by an officer authorized by the Board, any member may, within thirty days of such determination, appeal to the Board.

(b) If the members of the family of the deceased employee agree to nominate any one of them to receive the benevolent grant and the sum assured, the payment shall be made to that member.

(c) If there is no such agreement, the payment shall be made in the following manner:-

(i) if the deceased employee is survived by wife or as the case may be, husband, the benevolent grant and the sum assured shall be paid to her or, as the case may be, him: and, in case the deceased employee is survived by more than one wife, the amount of the benevolent grant and the sum assured, shall be distributed between them in the ratio of the number of members each one of them will maintain:

Provided that the recipient shall undertake to utilize the amount so received for the maintenance and benefit of all the members of the family of the deceased employee;

(ii) If the deceased employee is not survived by wife or, as the case may be, husband, the amount of the benevolent grant and the sum assured shall be distributed amongst the members of the family of the deceased employee keeping in view the requirement of each member.

12. **Submission of application for benevolent grant, etc.**-(1) On the death of an employee during the continuance of his employment, the head of the office of such employee shall forward through the head of the department, an application in Form 'B' to the Board for payment of the benevolent grant and the sum assured.

(2) When an employee is declared by the Medical authority to have been completely incapacitated physically or mentally to discharge the duties of his employment and is, for that reason, removed from service, the head of the office of such employee shall forward, through the head of the department, an application in Form 'B' to the Board for payment of the benevolent grant.

(3) Upon receipt of an information that a retired employee has died within the period laid down in rule 9, the head of the office wherefrom such employee retired shall forward, through the head of the department, an application in Form 'B' to the Board for payment of the benevolent grant.

(4) Upon receipt of an application under this rule, the board shall, after making such enquiry and taking such evidence in the case of an application under sub-rule (3) as it may consider necessary, pay the benevolent grant, or the sum assured, or both as the case may be, to the person entitled to receive it under section 13, or rule 10, or, rule 11, as the case may be.

*[13. **Life time arrears.**-The Benevolent Grant which was not drawn by the beneficiary during his life shall be paid to his family members up to Rs. 5000 on production of an Indemnity Bond:

Provided that, the total amount exceeds Rs. 5000 it shall be paid on production of a Succession Certificate].

[14. **Neglect of Receipt of Benevolent Grant.

If the benevolent grant is not drawn for a continuous period of ***[one year] or more, further payment will be stopped and shall be resumed on obtaining fresh instructions of the Board of Trustees in deserving cases.

*[15. **Discontinuance of Grant.**-(1) The Benevolent Grant shall be discontinued if-

(a) an employee retired on medical grounds under clause (a) of section 13 gets usefully employed or sets up viable business and his monthly income exceeds @[Rs. 2100:] or

(b) the recipient of the grant ceases to be a member of the family as defined in sub-section (5) of section 2.

* Subs. vide Estt. Division Notification No. S.R.O. 754(I)/88, dated 4-9-1988.
** Added *vide* Estt. Division Notification No. S.R.O. 95(1)/84 dated 24-1-1984
*** Subs *vide* Estt. Division Notification No. S.R.O. 560(1)/86 dated 20-5-1986
@ Revised *vide* Estt. Division Notification No. S.R.O. 218(1)/96 dated 13-3-1996

(2) The recipient of grant shall be required to furnish a certificate every quarter that he has not ceased to be eligible for the grant on account of marriage, employment or setting up business as the case may be].

*[16. **Monthly Income of the dependent Family Member upto Rs. **[2100] to be Ignored.**-A person having a monthly income of Rs. **[2100] or less +[may in appropriate cases] be considered to be wholly dependent upon the deceased employee.]

***[17. **Payment of Benevolent Grant to Insane Person.**-In case of insane persons benevolent grant shall be paid to the nominee or in case no nomination exists through the eligible family member under rule 11 (a).]

@[18. **Exemption of Personal Appearance for Receipt of Benevolent Grant from Bank:** A female grantee not accustomed to appear in public or any grantee who is unable to appear in consequence of bodily illness or infirmity may receive his or her monthly benevolent grant through a representative upon the production of life certificate signed by a Gazetted officer of Basic Scale 17 or above or by some other well known trustworthy person].

@[19. **Payment of Grant to an Incapacitated or a Deceased Employee for the Marriage of one Daughter:-**

A lump sum amount of Rs. 5000/- (Rupees five thousand only) shall be payable to an incapacitated employee or the family member(s) of a deceased employee who is/are in receipt of a Benevolent Grant on or after 1-1-1995 for the marriage of one daughter, subject to the following conditions;-

(a) The incapacitated or the deceased employee must be in basic pay scale 1 to 16 (excluding employee who are in BPS-16 but have been moved to BPS-17).

(b) The marriage of the daughter takes place on or after 1st January, 1995: and

(c) The grant shall be paid on production of a marriage certificate issued by the competent authority, within the period of six months from the date of marriage. A relaxation of six months

* Added vide Estt. Division Notification No. S.R.O. 95(1)/84 dated 24-1-1984.
** Subs vide Estt. Division Notification No. S.R.O. 218(I)/96, dated 13-3-1996.
*** Subs vide Estt. Division Notification No. S.R.O. 95(I)/84 dated 24-1-1984.
@ Added vide Estt. Division Notification No. S.R.O. No. 540(I)/96, dated 5-6-1996.
+ Subs. vide Estt. Division Notification No. S.R.O. 754(I)/88, dated 4-9-1988.

in the time period may be sanctioned by the Managing Director, Federal Employees Benevolent and Group Insurance Funds].

*[20. A lump sum payment of Rs. 3,500/- shall be made as burial charges to the bereaved family on the death of an employee if he/she dies on or after 8-1-1996 while in service or after invalidation/reirement before attaining the age of seventy years, provided that the deceased was a non-gazetted employee (BPS 1 to 15) or quivalent as defined in the "Federal Employees Benevolent Fund and Group Insurance Act, 1969"].

[21. **Payment of Sum Assured.-The Board shall directly pay to the family member(s) of a deceased employee, a sum specified in column (4) of the third Schedule, as sanctioned under section 15 of the Federal Employees Benevolent Fund and Group Insurance Act. 1969 (II of 1969)].

***[22. **Medical Incapacitation.**- (1) Where a Board constituted under rule 8, recommends eighty per cent or more disability for an incapacitated employee shall be treated as completely incapacitated physically or mentally for the purposes of section 13 of the FEBF & GI Act (II of 1969)].

* Added vide Estt. Division Notification No. S.R.O. No. 1165(I)/96 dated 2-10-1996 w.e.f. 8-1-1996

** Added vide Estt. Division Notification No. S.R.O. 121(I)/1996 dated 22-10-1996 w.e.f. 1-7-1995

APPENDIX NO.9

THE FIRST SCHEDULE

[See Rule 2 (a)]

1. Accountant General, Pakistan Revenue, Islamabad.
2. Accountant General, Pakistan Revenue Sub-office, Lahore.
3. Accountant General, Pakistan Revenue Camp Office Karachi.
4. Accountant General, Pakistan Revenue, Sub-office, Karachi.
5. Accountant General, Pakistan Revenue, Sub-office Quetta.
6. Accountant General, Pakistan Revenue, Camp Office Gilgit
7. Director, Pakistan Post Office Accounts, Lahore.
8. Director, Telegraph and Telephones, Accounts, Lahore.
9. Chief Accounts Officer, M/o Foreign Affairs, Islamabd.
10. Directorate of Accounts M/o Food and Agriculture, Karachi.
11. Pakistan Mint, Lahore.
12. Geological Survey of Pakistan, Quetta.
13. Directorate of Accounts National Savings, Rawalpindi.
14. Controller of Military Accounts, Air Force, Peshawar.
15. Controller of Military Accounts, (RC), Rawalpindi.
16. Controller of Military Accounts. (DPP & ISO's), Rawalpindi.
17. Controller of Military Accounts, (FWO), Rawalpindi.
18. Controller of Military Accounts, (DP), Rawalpindi.
19. Controller of Military Accounts, (O), Rawalpindi.
20. Controller of Military Accounts, (LC), Lahore.
21. Controller of Military Pension, Lahore.
22. Controller of Military Accounts, (FC), Lahore.
23. Controller of Military Accounts, (KC), Karachi.
24. Controller of Naval Accounts, Karachi.
25. Deputy Controller of Military Accounts, N.A., Gilgit.
26. Controller of Local Audit, Lahore.
27. Military Engineering Services.
28. Controller of Factories Accounts, Wah Cantt.

*THE SECOND SCHEDULE

[See Rule 6]

BENEVOLENT FUND

The rate of contribution to the Benevolent Fund and the amount of monthly grants payable out of the Benevolent Fund will be as under:

Sl. No.	Monthly pay	Rate of monthly contribution	Rate of monthly Benevolent Grant
1	2	3	4
	Rs.		Rs.
1.	501 to 600	.....	11	270
2.	601 - 700	.....	13	300
3.	701 - 800	.....	15	330
4.	801 - 900	.....	17	360
5.	901 - 1000	.....	19	390
6.	1001 - 1100	.....	21	420
7.	1101 - 1200	.....	23	450
8.	1201 - 1300	.....	25	480
9.	1301 - 1400	.....	27	510
10.	1401 - 1500	.....	29	540
11.	1501 - 1600	.....	31	570
12.	1601 - 1700	.....	33	600
13.	1701 - 1800	.....	35	630
14.	1801 - 1900	.....	37	660
15.	1901 - 2000	.....	39	690
16.	2001 - 2100	.....	41	720
17.	2101 - 2200	.....	43	750
18.	2201 - 2300	.....	45	780
19.	2301 - 2400	.....	47	810
20.	2401 - 2500	.....	49	840
21.	2501 - 2600	.....	51	870
22.	2601 - 2700	.....	53	900
23.	2701 - 2800	.....	55	930
24.	2801 - 2900	.....	57	960
25.	2901 - 3000	.....	59	990
26.	3001 - 3100	.....	61	1020
27.	3101 - 3200	.....	63	1050
28.	3201 - 3300	.....	65	1080
29.	3301 - 3400	.....	67	1110
30.	3401 - 3500	.....	69	1140
31.	3501 - 3600	.....	71	1170
32.	3601 - 3700	.....	73	1200
33.	3701 - 3800	.....	75	1230

34.	3801 - 3900	.....	77	1260
35.	3901 - 4000	.....	79	1290
36.	4001 - 4100	.....	81	1320
37.	4101 - 4200	.....	83	1350
38.	4201 - 4300	.....	85	1380
39.	4301 - 4400	.....	87	1410
40.	4401 - 4500	.....	89	1440
41.	4501 - 4600	.....	91	1470
42.	4601 - 4700	.....	93	1500
43.	4701 - 4800	.....	95	1530
44.	4801 - 4900	.....	97	1560
45.	4901 - 5000	.....	99	1590
46.	5001 - and above	.....	100	1620

*THE THIRD SCHEDULE

[See Rule 6A]

GROUP INSURANCE

The rate of contribution to the Group Insurance Fund and the amount of sum assured to be paid to the family of an employee, with effect from first January, 1996, shall be as under:-

Sl. No.	Monthly pay (Rs.)	Rate of Monthly Contribution (Rs)	Sum assured (Rs)
1	2	3	4
1.	upto 1500	24.50	70,000
2.	1501 2000	29.75	85,000
3.	2001 2500	35.00	100,000
4.	2501 3000	40.25	115,000
5.	3001 3500	45.50	130,000
6.	3501 4000	50.75	145,000
7.	4001 4500	56.00	160,000
8.	4501 5000	61.25	175,000
9.	5001 5500	66.50	190,000
10.	5501 6000	71.75	205,000
11.	6001 6500	77.00	220,000
12.	6501 7000	82.25	235,000
13.	7001 7500	87.50	250,000
14.	7501 8000	92.75	265,000
15.	8001 8500	98.00	280,000
16.	8501 9000	103.25	295,000
17.	9001 9500	108.50	310,000
18.	9501 10000	113.75	325,000

* Subs *vide* Act No. XIII of 1996 w.e.f. 4-9-1988.

1	2		3	4
19.	10001	10500	119.00	340,000
20.	10501	11000	124.25	355,000
21.	11001	11500	129.50	370,000
22.	11501	12000	134.75	385,000
23.	12001	12500	140.00	400,000
24.	12501	13000	145.25	415,000
25.	13001	13500	150.50	430,000
26.	13501	14000	155.75	445,000
27.	14001	14500	161.00	460,000
28.	14501	15000	166.25	475,000
29.	15001	15500	171.50	490,000
30.	15501	16000	176.75	505,000
31.	16001	& above	182.00	520,000]

* Third Schedule substituted *vide* Estt. Division Notification No. S.R.O. 21(I)/96 dated 28-12-1995 w.e.f. 1-1-1996

FORM 'A'

[See Rule 10]

Name and Designation of the employee _____
Service/Department _____

I hereby nominate the person/persons mentioned below who is/are member/members of my family as defined in section 2 of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969), to receive the benevolent grant and the sum assured in the event of my death.

PART I

(For wife/husband only)

Name of nominee/nominees	Relationship	Age	Specification of share	Remarks

PART II

(For members of family other than wife/husband)

Name of nominee/nominees	Relationship	Age	Specification of share	Remarks

Certified that the member or members of my family mentioned in Part II are wholly dependent upon me.

The earlier nomination made by me may kindly be treated as cancelled.

Dated_____ _____
Signature or thumb impression of the employee

Witnesses: (Name in block letters)
Service and Department

1. _____
(Signature/thumb impression)

_____
(Name and Designation in block letters)

2. _____
(Signature/thumb impression)

_____
(Name and Designation in block letters)

_____
Signature and seal of the head of the office

FORM 'B'

[See Rule 12]
PART I

1. (a) Name of the deceased/incapacitated employee _____
_____
(b) Father's/Husband's name _____
(c) His/her service or department _____
(d) Head of Office _____
(e) Station/Place of last posting _____
(f) Last appointment held _____

2. Pay per month i.e. ..... a) Basic pay
b) Special pay
c) Technical pay
d) Personal pay

e) Indexation pay
f) .....

3. Date of Birth _____
4. Date of entry into service _____
5. Date of death (death cases only)
6. Date of removal from service on account of

   a) Incapacitation _____
   b) Retirement _____
   c) Death during service _____

7. Name/Names of nominee/nominees (Nomination required both in death and invalid cases)

Name	Age	Relationship	Profession	Martial status	Monthly Income
(a)					
(b)					
(c)					
(d)					
(e)					
(f)					

8. Address of nominee(s) of the deceased or incapacitated employee where correspondence can be made. (In death cases where there is no nomination similar particulars of eligible dependent may be given).

9. Branch of National Bank of Pakistan nearest to the residence of beneficiary/beneficiaries.

10. Period for which contributions to Benevolent and Group Insurance Funds were not paid _____
_____

PART II

11. Following Documents must be submitted with Claim:

   (a) *Annex "A".*-A copy of last pay certificate by the Head of the Office duly attested by the Head of Department.

   (b) *Annex "B".*-Attested photostat copy of the page of service book/document showing date of birth.

   (c) *Annex "C".*- Attested photostat copy of the page of service book showing date of entry in service.

(d) *Annex "D"*.- (Death cases only). Three copies of death certificate duly attested. These may be in the form of office order notifying the death, certificate by a medical officer or extract from the register of births/death of Union Council/Union Committee/Municipal Committee.

(e) *Annex "E"*.-(Invalid Cases) A copy of the Medical Board proceedings duly attested by the Head of the Department. Medical Board must comprise of three Medical Officers one of them being a specialist. Medical Board proceeding must record the case history and the exact nature of disability. (See Part IV).

(f) *Annex "F"*.-Nomination form duly attested.

(g) *Annex "G"*.- List of family members and dependents i.e. wife/wives, children, father, mother, minor brothers and unmarried/divorced sisters. The list should indicate name, relationship, age, marital status, profession, monthly income and present address.

(h) Annex *"H"*.– Wholly dependence certificate (other than wife and husband) by the Head of the Department.

(i) *Annex "I"*.-Envelope containing four copies of photographs duly attested in respect of each nominee or the incapacitated employee bearing the name of the person on the reverse of three photos and one on the face. In case of purdah observing ladies, photographs will not be required. A certificate that they are purdah observing must be attached.

(j) *Annex "J"*.-Four signatures/thumb impressions on separate sheets (four on each sheet) of each nominee/dependents incapacitated employee duly attested by the competent authority.

PART III

CERTIFICATES BY THE HEAD OF DEPARTMENT

1. Certified that the information contained above is correct according to our record.

2. Certified that the above named employee is/was neither a contingency work charged employee nor a deputationist from any Provincial Government (In case of a deputationist from one Federal

Government Department to another, the case will be preferred by his parent Department).

3. Certified that the employee died during the continuance of his service (death cases only).

4. Certified that the employee died after retirement before attaining the age of seventy years (death after retirement cases only).

5. Certified that the above claim has been preferred for the first time and has not been sent previously.

N.B.-Score out which is not applicable.

Dated:_____ *Seal & Signature*

Head of the Office

Forwarded to the Director, Regional Board, Federal Employees Benevolent and Group Insurance Funds, Islamabad/Lahore/Karachi.

Dated:_____ *Seal & Signature*

Head of the Office

PART IV

INVALIDATION CERTIFICATE FEDERAL EMPLOYEES
See CSR Articles 442-(d),(e),443(a),(b),(c) and 447

1. **Important Instructions**

(a) All columns must be typed.

(b) All columns must be filled. Those not applicable must be crossed.

(c) Head of the Department is personally responsible for accurate completion of this form.

(d) An individual will not be removed from service until Head of the Department has approved the Medical Board proceedings.

(e) Medical Board must comprise three members one being a Specialist.

APPENDIX NO.9

Name _____ S/o, D/o, W/o _____

Designation _____ Office _____

Department _____ Total service _____

Age: Per statement/documents _____ per appearance _____

Identification marks _____

_____

Left hand thumb impressions/signature duly attested.

Opinion: (A detailed statement of medical case, and of the treatment adopted as per CSR 443 (a). If necessary attach documents).

Signature and Seal of Medical Specialis

2. **Opinion of the Medical Board**

In consequence of _____

We consider him/her (name)_____

a) To be completely and permanently incapacitated for further service of any kind.

b) Completely and permanently incapacitated for service in the Department to which he/she belongs.

c) Incapacitated for service in the appointment which he now holds but we are of the opinion that he/she is (or may after resting for_____months be) fit for further service of less laborious character than that which he/she has been doing.

d) His/her degree of disability % _____

e) His/her incapacity does/does not appear to have been caused/aggravated or accelerated by irregular or intemperate habits.

*Dated:*_____ *President* _____
(Name, Signature & seal)

*Member:*_____ *Member* _____
(Name, Signature & Seal *(Name, Signature & Seal)*

APPENDIX NO.9

APPROVED/NOT APPROVED

For partial disability See CSR Article 447 (b). If a person is likely to improve after a certain period he may be given long leave admissible to him instead of invaliding him out of service.

Place _____

Dated _____

HEAD OF DEPARTMENT
(Name, Signature and Seal)

APPENDIX NO. 10

EX-GOVERNMENT SERVANTS (EMPLOYMENT WITH FOREIGN GOVERNMENTS) (PROHIBITION) ACT, 1966 (ACT NO. XII OF 1966)

An Act to prohibit ex-Government servants from seeking or taking up employment with a foreign Government or foreign Agency.

WHEREAS, in the interest of the security of Pakistan, it is expedient to prohibit *Ex*-Government Servants from seeking or taking up employment with a foreign Government or foreign agency.

AND WHEREAS the national interest in relation to the security of Pakistan requires Central legislation in the matter under clause(2) of Article 131 of the Constitution:

It is hereby enacted as follows:-

1. Short title, extent and commencement.-(1) This Act may be called the *Ex*-Government Servants (Employment with Foreign Governments) (Prohibition) Act. 1966.

(2) It extends to the whole of Pakistan.

(3) It shall come into force at once.

2. Definitions-In this Act, unless there is anything repugnant in the subject or context.

(a) "*ex*-Government servant" means any person who was, at any time appointed or employed as an officer or servant of the Central Government or a Provincial Government and has ceased to be so appointed or employed:

(b) "foreign agency" means any office or establishment of the diplomatic or consular representative of a foreign Government by whatever name called and includes any information, public relations, trade or commercial agency, service, centre or foundation established or maintained by any such Government or by any person who is a national of a foreign country; and

(c) "Foreign Government" means the Government of a foreign country.

3. Prohibition of employment, etc.-(1) No *ex*-Government

servant shall, except with the previous permission in writing of the *[Federal Government] or a person *[or authority authorized by it in this behalf] seek or take up employment as an officer or servant of a foreign government or a foreign agency.

(2) No *ex*-Government servant who is, at the commencement of this Act, in the service of a foreign government or a foreign agency shall, except with the permission in writing of the Central Government continue in such service after the expiry of three months from such commencement.

[4. **Penalty.- Whoever contravenes the provisions of section 3 shall be punishable with imprisonment for a term which may extend to seven year, or with fine which may extend to fifty thousand rupees or with forfeiture of property, or with any two or more of the said punishments].

[**Authority**.-The act was published in the Gazette of Pakistan Extraordinary Part-I dated 7-7-1966].

* Section 3 amended *vide* Ordinance NO. XXIX of 1984 dated 27-6-1984

** Subs and added *vide* Ordinance NO. XI of 1982 dated 15-5-1982.

APPENDIX NO. 11

OCCUPATIONAL GROUPS AND SERVICES (PROBATION, TRAINING AND SENIORITY) RULES, 1990

In exercise of the powers conferred by section 25 of the Civil Servants Act 1973 (LXXI of 1973), the President is pleased to make the following rules, namely:-

1. **Short title and commencement.**— (1)These rules may be called the occupational Groups and Services (Probation, Training and Seniority) Rules, 1990.

(2) These rules shall take effect from 1st October, 1990.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context:-

i) "Commission" means the Federal Public Service Commission;

ii) "Examination" includes any exercise approved by the Government which is intended to test a probationer in a field of training during the training programme;

iii) "Final Passing Out Examination" means the Final Passing Out Examination conducted by the Commission or the department concerned after conclusion of specialized training;

iv) "Government" means the Federal Government;

v) "Head of training institution" means the head of a training institution or place where members of an occupational group or service are imparted training;

vi) "Inductee" means a person transferred to any occupational group or service by induction from the Armed Forces;

vii) "Initial training" means the training prior to specialized training undertaken by the probationers of any one occupational group or service or jointly by combination of any occupational groups or services at a training institution or place that the Government may specify;

viii) "Occupational group or service" means any group or service recruitment to which is made through the competitive examination conducted by the Commission from time to time against BPS-17 posts under the Federal Government or any

occupational group or service transfer to which is made from the Armed Forces by induction and includes the following:

a. Accounts Group
b. Commerce and Trade Group
c. Customs and Excise Group
d. District Management Group
e. Foreign Service of Pakistan
f. Income Tax Group
g. Information Group
h. Military Lands and Cantonment Group
i. Office Management Group
j. Police Service of Pakistan
k. Postal Group
l. Railways (Commercial and Transportation Group; and
m. any other service or group which may be notified by the Government as such.

ix) "Probationer" means a person appointed to any occupational group or service on probation and includes an inductee; and

x) "Specialized training" means training subsequent to the initial training undertaken by the probationers of an occupational group or service at a training institution or place that the Government may specify.

3. **Training programme and examination.**— (1) Every probationer shall undergo training in such training institutions and at such places and for such periods as the Government may specify.

(2) A probationer shall qualify every examination to the satisfaction of the head of the training institution where he is undergoing training.

(3) In addition to 1400 marks of CSS examination, 500 marks shall be allocated for initial training programme, 600 marks for specialized training programme and 1000 marks for the final passing out examination.

(4) Every probationer shall be required to qualify the Final Passing Out Examination in the subjects approved by the Government.

(5) The maximum of 1000 marks allocated for Final Passing Out Examination shall be distributed among the subjects as approved by the Government.

(6) A probationer who fails to qualify in any subject in the Final

Passing Out Examination shall be allowed two more chances to appear in the examination to be held subsequently in such subject or subjects.

4. **Effect of unsatisfactory completion of training programme.**— If on the conclusion of a training programme, the performance or conduct of a probationer is determined by the head of the training institution to be unsatisfactory, the Government may require such probationer to undergo such further training as it deems fit.

(2). If a probationer is prevented by sickness or any other adequate cause from completing a training programme to the satisfaction of the head of the training institution, the Government may require him to undergo such further training as it deems fit.

5. **Probationer missing the Final Passing Out Examination.**— If after completing his training to the satisfaction of the head of training institution, a probationer is prevented by ill health or other adequate cause from taking, in full or in part, the Final Passing Out Examination, the Government may arrange for him to be examined specially.

6. **Probationer failing to qualifying in the Final Passing Out Examination.**— (1) A probationer who fails to qualify in the Final Passing Out Examination shall have his increments withheld until such time he qualifies such examination.

(2) A probationer who fails to qualify in the Final Passing Out Examination in three attempts shall be liable to be removed from service.

(3) Absence from the Final Passing Out Examination, without permission of the Government, shall be deemed to be a failure to qualifying in that examination.

7. **Seniority.**— (1) The seniority of the probationers shall be determined by the Government after Final Passing Out Examination.

(2) Inductees who join the initial training programme shall be given notional marks in a manner that each inductee has the same marks as the senior most probationer of the occupational group in which the inductee has been inducted.

(3) Inductees who join a specialized training programme directly shall be given notional marks equal to the marks obtained by the senior most probationer of the occupational group including the marks in the initial training programme.

(4) For the purpose of determining the *inter-se* seniority of the probationers who commence their training with initial training programme the marks obtained by a probationer in the competitive examination of the Commission or his notional marks, as the case may be shall be added to the marks obtained by him in the initial training programme, specialized training programme and the marks obtained by qualifying the Final Passing Out Examination in his first attempt.

(5) For the purpose of determining the *inter-se* seniority of the inductees who commence their training with the initial training programme or a specialized training programme, the notional marks given to such an inductee and the marks obtained by him in the initial training programme and specialized training programme, as the case may be, shall be added to the marks obtained by him by qualifying the Final Passing Out Examination in the first attempt.

8. Probation.— The period of probation of a probationer shall be two years or for such period as the Government may extend for successful completion of training programme.

9. Bond.— A probationer shall, before the commencement of the training, execute a Bond, with a surety, to refund in the event of his failing to complete his training or resigning from his service during the period of training or within three years thereafter, all such amounts paid to him or spent in connection with his training.

10. Penalty.— (1) A probationer who fails to comply with the provision of these rules, or to obey any orders which he may receive from the Government, or from the Provincial Government under which he is serving , or from the head of institution or from any faculty member of the training institution or an officer under whom he may be receiving field training, or who neglects his probationary studies, or is guilty of conduct unbecoming of an officer shall be liable for removal from service or to such other action as the Government may direct.

(2) Before a probationer is removed from service he shall be given an opportunity to show cause.

11. **Over-riding effect.**— The provisions of these rules shall have effect notwithstanding anything contained in any other rule or rules for the time being in force with regard to any occupational group or service.

12. **Repeal.**— The Civil Service of Pakistan (Probation, Training and Seniority) Rules. 1954. are hereby repealed.

[Authority:– Estt. Division Notification No. S.R.O. 874(I)/90 dated 23-8-1990]

APPENDIX NO. 12

ADMINISTRATIVE REFORMS-POSTAL GROUP

In continuation of Establishment Division Office Memorandum No. 6/2/75-ARC, dated the 8th May, 1975, it has been decided to constitute another Occupational Group to be called the "Postal Group" comprising all posts in the Pakistan Post Office Department (except the accounts posts) and such other posts as may be included in the Group from time to time. The administrative control of the group will vest in the Ministry of Communications and will function within the following broad framework of rules and procedure.

2. **Grades 1—16—**The posts in Grade 1—16 in the Department will be operated as hithertofore. The existing instructions in regard to direct recruitment and promotion quotas, the composition of Promotion and Selection Committee, the appointing authorities for various grades, etc., will continue to apply. All posts to be filled by direct recruitment will be advertised except posts in Grade 16 which will be reported to the Federal Public Service Commission.

3. **Grade 17—***60% posts in Grade 17 will be filled through competitive examination and 40% through promotion. After completion of integrated training at the academy for Administrative Training, the probationer officers allocated to the Postal Group will undergo departmental training to be followed by an examination, the details of which will be prepared by the Ministry of Communications. Thereafter, they will be allocated to various posts in the Postal Group.

4. **Grade 18 and above—**The officers in Grade 18 and above in the Department will be administered as hitherto. The procedure for promotion and other matters as laid down in the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 will be observed.

5. Officers of this Group will be eligible for Secretariat posts (Deputy Secretary and above) in accordance with the procedure prescribed for recruitment to these posts from time to time.

6. ***Lateral Entry*—**In order to meet shortages of officers in the Postal Group, or to meet specific requirements, appointments may be made to posts in the Postal Group in any grade by recruitment through lateral entry of persons engaged in a profession or in the service of a corporation or private organization, who possess such professional qualifications and experience as may be prescribed from time to time.

* This ratio of 75% and 25% which was effective from the 1st January, 1977 was modified to 60% and 40% vide Estt. Division Notification No. S.R.O. 404(I)/86, dated 20th April, 1986 (See Appendix No. 13).

7. ***Seniority.— (i) Grades*** **1—15—**Seniority lists for all posts in Grades 1-15 will be maintained as hithertofore on the basis of continuous regular officiation in the grade.

(ii) *Grades 16 & 17.***—**The inter-se seniority of direct recruits in grade 16 will be determined on the basis of the marks obtained at the Federal Public Service Commission examination, whereas the **inter-se* seniority of direct recruits in Grade 17 will be determined on the basis of merit of the probationers determined at the time of final passing out from the Academy for Administrative Training.

The *inter-se* seniority of officers promoted to Grades 16 and 17 will be determined in their respective grades with reference to the dates of their regular continuous officiation in the grade. As for seniority of direct recruits vis-à-vis promoted officers, the direct recruits of a particular year will as a class rank junior to the promoted officers of that year.

(iii) Grade 18 and above.— Seniority will be determined in each grade from the date of regular continuous officiation in the grade.

8. ***Departmental Examinations.—*** The present departmental examinations for direct recruits in various grades and for promotion to posts in higher grades will continue to operate.

9. ***Provision for accelerated promotion to posts in Grade 17.—*** To enable bright young persons who have failed to secure through competitive examination conducted by F.P.S.C. direct entry to Grade 17 posts to get another opportunity to compete for these posts, or to get accelerated promotion within the Department the following two provisions are made:-

(a) they can appear in the F.P.S.C. competitive examination up to the age of 30 years provided they have put in at least two years service. A maximum of three chances will be allowed after one has entered Government service.

(b) there will also be departmental examination under which departmental candidates can be considered for accelerated promotion in their own Department. The upper age limit for this will be 45 years for the first examination, 40 years for the next examination and 35 years for subsequent examinations. Rules for Departmental examination are contained in Appendix No. 16, to this Volume.

* For determination of inter-se seniority see Occupational Group and Services (Probation, Training and Seniority) Rules, 1990 and Civil Servants Seniority) Rules, 1993s.

The Director General, Pakistan Post office will prepare a scheme for the departmental examination at (b) above and obtain the approval of the Ministry of Communications and the Establishment Division. Promotion on accelerated basis through the above examination will, subject to availability of suitable departmental candidates, be limited to a maximum of 25% of the total vacancies falling in the share of promotees. These promotion will be reckoned against promotion quota.

10. The existing arrangements with regard to personnel management in respect of various posts included in the Postal Group will continue. The Director General, Pakistan Post Office, will be responsible for the smooth implementation of the above instructions. He will prepare a grade-wise seniority list of all officers in Grade 16 and above, while the respective Postmasters General will prepare, issue and maintain seniority lists of officers of grade 15 and below as hitherto. The Director General will submit periodical reports to the Establishment Secretary. Any major difficulties which may arise in implementation of these instructions will be resolved in a meeting of the Establishment Secretary. Secretary, Ministry of Communications and the Director-General, Pakistan Post Office.

(No.S.21-21/73)

[Authority:–Establishment Division, Rawalpindi's O.M. No. 7/2/75-ARC,dated 30th May, 1975].

* The acceleration promotion which was previously reckoned against direct recruitment quota was modified vide Estt. Division Notification NO. S.R.O. 404(I)/86, dated 20-4-1986. (See Appendix No. 13).

APPENDIX NO. 13

RULES FOR RECRUITMENT TO THE POSTS IN THE FEDERAL UNIFIED GRADE (POSTAL GROUP) IN BPS-17 AND ABOVE UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts in the Federal Unified Grade (Postal Group) in BPS-17 and above under the Pakistan Post Office.

METHOD OF APPOINTMENT

2. (a) Recruitment to the posts in BPS-17 shall be made by the following methods:-

(i) 40 per cent of the posts shall be filled in by promotion from amongst Departmental candidates (BPS-16) in accordance with para 3 below:

Provided that the departmental candidates may be considered for accelerated promotion through a departmental Competitive Examination. Further, such promotion on accelerated basis will be subject to availability of suitable departmental candidates and limited to a maximum of 25 per cent of the total vacancies. These promotions will be reckoned against the promotion quota. The scheme for accelerated promotion containing syllabus and other conditions have been notified *vide* this Ministry's notification No. S.R.O. 716(1)/85, dated 20th August, 1985.

Provided further that in case suitable departmental candidates for accelerated promotion are not available, the posts will be filled in by promotion in accordance with para 3 below.

(ii) 60 per cent of the posts shall be filled in by direct recruitment on the results of a combined competitive Examination held by the Federal Public Service Commission.

(b) Appointment to posts in Basic Pay Scales 18, 19, 20 and 21 shall be made by promotion from among Departmental officers in accordance with para-3 below.

APPENDIX NO.13

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in Column 2 on regular basis and possess the qualification and experience prescribed in Column 3:—

Name of the post	Persons eligible	Condition of eligibility
1	2	3
Federal Unified Grades (Postal Group)		
(a) BPS-17		
Superintendents of Post Offices/ Railway Mail Service/Centralized Sorting Office, City Superintendents/Deputy Controllers of Post Offices, Postmasters, Controller of Stamps, Assistant Directors, Postal Life Insurance, Assistant Postmasters-General (Junior), Superintendents Sorting and Air Division and Assistant Deputy Directors General.	Superintendents of Post Offices/Railway Mail Service/ Foreign Post/Sorting and Air Division/Centralized Sorting Office, Postmasters, Assistant Directors, Assistant Controllers, Vice Principals/Training Officers and incumbents of other BPS-16 posts included in Postal Group.	3 years service in BPS-16
(b) BPS-18.		
Assistant Postmasters-General (Senior), Assistant General Managers, Postal Life Insurance Assistant Deputy Directors-General, Senior Superintendent, Foreign Post, Principals, Postal Training Centres, Senior Superintendents of Post Offices/ Centralized Sorting Office/ Sorting and Air Division and Senior Postmasters.	Superintendents of Post Offices/ Railway Mail Service/Centralized Sorting Office, City Superintendents/Deputy Controllers of Post Offices, Postmasters, Controller of Stamps, Assistant Directors, Postal Life Insurance, Assistant Postmasters-General (Junior), Superintendents Sorting and Air Division and Assistant Deputy Directors General. (BPS-17)	5 years service in BPS-17.
(c) BPS-19.		
Deputy Postmasters-General Controller of Post Offices, Chief Postmasters, Directors, Postal Life Insurance, Assistant Directors General, Director, International Postal Services, Chief Controller of Stamps, Joint Director, Postal	Assistant Postmasters-General (Senior) Assistant General Manager, Postal Life Insurance, Assistant Deputy Directors General, Senior Superintendent, Foreign Post, Principals, Postal Training Centres, Senior Superintdents of Post Offices/	12 years service in BPS-17.

Staff College and Postmaster-General, Quetta.	Centralized Sorting Office/Sorting and Air Division and Senior Postmasters (BPS-18).	
(d) BPS-20.		
Postmasters General, General Managers, Postal Life Insurance, Deputy Directors-General and Director, Postal Staff College.	Deputy Postmasters-General, Controller of Post Offices, Chief Postmasters, Directors, Postal Life Insurance, Assistant Director-General, Director, International Postal Services, Chief Controller of Stamps, Joint Directors, Postal Staff College and Postmaster-General, Quetta (BPS-19).	17 years service in BPS-17 and above.
(e) BPS-21.		
Director General, Pakistan Post Office and *Ex*-Officio Additional Secretary to the Government of Pakistan in the Ministry of Communications.	Postmasters-General, General Managers, Postal Life Insurance, Deputy Directors General and Director Postal Staff College (BPS-20).	22 years service in BPS-17 and above.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidates must posses the qualifications and must be within the age limits as may be notified by the Federal Public Service Commission for the Combined Competitive Examination.

5. Every Probationer shall undergo training at the Civil Services Academy for such period and in such subjects as may be prescribed and on its conclusion pass the examination. He will also be attached for training with Army for the period as may be prescribed. Thereafter, he shall undergo specialized training in the professionally relevant disciplines of the Pakistan Post Office for such period as may be prescribed. On the conclusion of the specialized training, he shall be required to pass the Final Passing Out Examination, which shall be conducted by the Federal Public Service Commission. Specialized training programme and syllabus of Final Passing Out Examination are contained in Appendix No. 14 and 15 of Post Office Manual, Volume-IV.

PROBATION

6. Persons appointed by promotion and direct recruitment shall be on probation for a period of one year and two years, respectively. This period may be curtailed for good and sufficient reasons to be recorded or, if considered necessary, it may be extended for a period not exceeding one year, as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973.

7. This Notification issues with the concurrence of the Establishment Division and Federal Public Service Commission as contained in their O.M. No. 28/2/77-R,5 dated the 10th April, 1986, and letter No. F.15-14/82-S, dated 6th November, 1985 respectively, and supersedes this Ministry's Notification No. S.R.O. 43 (KE) 77, dated 23rd October, 1977.

[S. 20-2/76-II.]

[*Authority:-* Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 404 (1) 86, dated 20th April, 1986 Published in Part-II of the Gazette of Pakistan Extraordinary, Islamabad dated 21st April, 1986.]

APPENDIX NO. 14

SCHEDULE OF TRAINING OF POSTAL GROUP PROBATIONARY OFFICERS IN BASIC PAY SCALE 17.

On completion of the combined training at the Civil Services Academy, the specialized departmental training of the Postal Group Probationary Officers in Basic Pay Scale 17 will be conducted in accordance with the programme given below:-

(a) Preliminary orientation—Attachment with a Tutor. The tutor shall familiarize the probationers with the aims and objectives of the Department, its organizational set up and the role which the probationer is likely to play on completion of his training and probation. : : : 1 week.

(b) Briefing about the next phase : : 1 week.

(c) Attachment with a GPO for getting thorough knowledge of the various departments. During this period, the probationer shall practically work in each department of the GPO in clerical and supervisory cadres. He shall prepare the establishment bill for one month and work as Junior Accountant and Senior-Accountant. He shall also work as Assistant Postmaster and Deputy Postmaster : : : 7 weeks.

(d) Attachment with the Assistant Director (Field) Postal Life Insurance : : : 1 week.

(e) Attachment with the Superintendent of the Post Offices for learning inspection and enquiry work. The probationer shall go out with the Superintendent for this purpose : : : 2 weeks.

(f) Independent charge as Assistant Superintendent Post Offices (Office) : : : 2 weeks.

(g) Independent charge as Sub Divisional Assistant Superintendent of Post Offices : : : 6 weeks.

(h) Preparatory time for Examination : : 1 week

(i) Training consolidation and Evaluation at Postal Staff College followed by a written test of two papers of 100 marks each : : : 1 week

Paper 1 : Questions will be set from the Post Office Guide (except Section III and IV and Sub Section I and II of Section V), P.O. Manual Volume IV and P.O. Manual Volume VI.

Paper II : Post Office Manual Volume VIII, B.O. Rules, P.T. Rules, P.O.I.F. Rules, Government Servants (Efficiency and Discipline) Rules, 1960 and 1973 and Revised Leave Rules, 1980.

(j) Briefing about the next phase of training : 1 week

(k) Attachment with Divisional Superintendent, Railway Mail Service for acquittance with the work of the Division. For this purpose, he shall also travel with the Superintendent R.M.S. : : : 2 weeks

(l) Attachment with Foreign post : : 1 week

(m) Attachment with International Mail office : 1 week

(n) Independent charge as Assistant Sperintendent Railway Mail Service : : : 2 weeks

(o) Independent charge as Head Record Clerk.. 2 weeks

(p) Preparatory time for Examination : : 1 week

(q) Training consolidation and Evaluation at Postal Staff College, Islamabad followed by a written test of two papers of 100 marks each : : : 1 week

Paper III : Post Office Manual Volume-II
Post Office Manual Volume-III
Post Office Manual Volume-V
Post Office Manual Volume-VII

Paper IV : P.O. Guide (Section III, IV and Sub Sections I and II of Section-V), Foreign Post Manual Volume-I and II, P.O. Manual Volume-I.

(r) Briefing about the next phase of training : 1 week

(s) Independent charge of General Post Office of a BPS-16 status as Senior Postmaster : : : 8 weeks

(t) Postal Management Course at the Postal Staff College, Islamabad during which a research paper case study of 50 marks shall be given to the probationer on a subject to be selected by the Director Postal Staff College. At the termination of the course the probationer will be subjected to a written test comprising two papers of 75 marks each : : : 12 weeks

Paper V : (With the aid of Books) FR&SR, P&T IAC Volume-I, Civil Services Regulations, Provident Fund (Central Services Rules), Federal Employees Benevolent Fund and Group Insurance Act, 1969 and Federal Employees Benevolent Fund and Group Insurance Rules, 1972.

Paper VI : Civil Servants Act, 1973, Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, Government Servants Conduct Rules, 1964, Civil Servants (Appeal) Rules, 1977, Petition Instructions, IRO, 1969 and the topics included in the syllabus of the Postal Management Course.

Note 1.— The detailed programme for each phase of training shall be supplied by the Director, Postal Staff College.

Note 2.— The Director, Postal Staff College shall issue orders regarding attachment of the probationary officer for specialized training and for holding independent charge of a post.

Note 3.— The probationary officer shall remain attached for specialized training with local GPO. Divisional offices and other offices in Islamabad and Rawalpindi or in the neighbouring units. The probationary officer shall be entrusted with the independent charge of a post at nearly station from Islamabad.

Note 4.— The actual incumbent of the post shall remain on duty during the period the probationary officer holds independent charge of a post during the course of specialized department training.

Note 5.— The tutor shall maintain a progress sheet in respect of each probationary officer. A six monthly report regarding work of each probationary officer shall be submitted to the Director General by the Director, Postal Staff College.

Note 6.— On the basis of the written assessment received from the unit officer concerned with whom the probationary officer remained attached for specialized training or under whom he held independent charge of a post, the tutor shall write the Annual Confidential Report of the Probationary officer and put up to the Joint Director, Postal Staff College for countersignature.

Note 7.— During each period of training, the Probationary Superintendent should read the books that relate to the work in which he is practically engaged.

[S.20-2/90]

Authority:— Director General, Pakistan Post Office, Circular No. 1 dated 15th July, 1991.

APPENDIX NO. 15

SYLLABUS OF FINAL PASSING OUT EXAMINATION FOR POSTAL GROUP PROBATIONERS

In pursuance of sub-rule (4) of rule 3 of the Occupational Group and Services (Probation, Training and Seniority) Rules, 1990, the competent authority has been pleased to approve the syllabus of Final Passing Out Examination for Postal Group Probationers in Basic Pay Scale 17 as given below:-

SYLLABUS FOR FPOE (POSTAL GROUP)

First Paper **Marks: 150**

I. POST OFFICE GUIDE :

— Section.I—General Rules.
— Section.II—Inland Letter and Parcel Post
— Section.III—Foreign Letter Post
— Section.IV—Foreign Parcel Post
— Section.V—Money Orders (both inland and foreign).
— Section.VI—Post Office Savings Bank (All Accounts)
— Section.VII—Post Office Certificates (Defence Savings Certificates, Special Savings Certificates, Regular Income Certificates, etc.).
— Section.VIII— Postal Giro Service
— Section.IX—Postal Life Insurance and Post Office Annuities.
— Section.X—Official Postal Articles
— Section.XI—Collection of Provincial Taxes and Fees.
— Section.XIII—Issue Department-State Bank of Pakistan
— Section.XIV— Payment of Pensions.

II. POST OFFICE INSURANCE FUND RULES

III. POSTAL LIFE INSURANCE MANUAL

IV. POST OFFICE ANNUITIES RULES.

V. PAKISTAN POST OFFICE RULES, 1961:

— Priliminary.
— Rates of Postage
— Main Conditions of Transmission by post of Postal Articles.
— Registration of Postal Articles.
— Insurance of Postal Articles.
— Value-Payable Post.
— Money Orders.
— Official Postal Articles.
— General Rules.

VI. POST OFFICE ACT, 1898:

— Preliminary (title, extent, application and commencement, definition) and meanings of "in course of transmission by post" and "delivery".
— Privilege and Protection of the Government.
— Postage
— Postage Stamps
— Conditions of Transmission of Postal Articles
— Registration, Insurance and Value payable post
— Undelivered Postal Articles
— Ship Letters
— Money Orders
— Penalties and procedure (Offence by officers of the Post Office. Other offences and General Ones).
— Supplemental.

VII. THE GOVERNMENT SAVINGS BANKS ACT, 1873:

— Preliminary (title, extent and interpretation).
— Deposits belonging to the Estates of deceased persons.
— Deposits belonging to Minors.
— Deposits belonging to lunatics.
— Deposits made by married women.
— Rules regulating Certificates and Payments.

VIII. THE POST OFFICE CASH CERTIFICATES ACT, 1917 AND THE POST OFFICE SAVINGS CERTIFICATES ORDINANCE, 1944.

IX. BRANCH OFFICE RULES :

— Preliminary Rules.
— Miscellaneous Rules.
— Stamps, Seals, Books and Forms.
— Receipt and delivery of Mails.
— Despatch of Mails.
— Special rules for Branch Offices not authorized to perform Registration and Parcel work independently.
— Special rules for Branch Offices authorized to perform Savings Bank and Cash Certificates.
— Rules for the Transaction of Cash Certificates Business.

APPENDIX NO.15

Second Paper **Marks: 200**

I. POST OFFICE MANUAL VOLUME-V:

— Definitions.
— Miscellaneous Rules (Mail and Sorting Department, Registration and Parcel Departments, General, Disposal of Surplus Bags, Other Provisions regarding Bags).
— Investigations (General Rules, Cases of Highway Robbery, Cases of theft or loss, Cases of fraud and misappropriation).
— Transmission of mails as under the weighment system.
— Complaints.
— Criminal proceedings and Civil Suits.
— Forged, counterfeit and Deferred Postage Stamps, Silver Coins and Currency notes.

II. POST OFFICE MANUAL VOLUME-VI:

— Miscellaneous Rules.
— Sorting Department (General Rules).
— Delivery Department (General Rules).
— Registration and Parcel Departments.
— Money Order Department.
— Savings Bank.
— Post Office Savings Certificates.
— Cash and Savings Certificate (Old Issues).
— Post Bags.
— Duties of Postman. Village Postman. Mail Peons and Letter Box Peons and Packers.

III POST OFFICE MANUAL VOLUME-VII:

— Miscellaneous Rules.
— General Rules for Sections and Mail Offices.
— Sorting Sections and Sorting Mail Offices.
— Primary and Secondary Sorting System.
— Transit Sections and Transit Mail Offices.
— Record Offices.
— Porters and Van Peons.
— Inland Air Mail.

Third Paper **Marks : 150**

I. POST OFFICE MANUAL VOLUME-II:

— Organization
— Discipline
— Appeals and Petitions
— Personal Matters
— Security Deposits
— Stock

— Forged, Counterfeit and Defaced Postage Stamps, Silver Coins and Currency Notes
— Printing
— Contracts
— Buildings
— Miscellaneous Rules
— Budget Estimates and Control

II. FOREIGN POST MANUAL VOLUME I AND II

III. POST OFFICE MANUAL VOLUME III:
— Schedules of Administrative powers of different officers

IV. POST OFFICE MANUAL VOLUME IX:
— Detailed procedure of Postal Training

V. QANOON-E-SHAHADAT, 1984.
— Relevancy of Facts
— Admissions
— Statements by persons who cannot be called as Witnesses
— Statements made under Special Circumstances
— How much of a statement is to be proved
— Judgements of Courts of Justice when relevant
— Opinions of third persons when relevant
— Character when relevant
— Facts when need not be proved
— Oral and documentary evidence
— Public Documents
— Production and effect of evidence
— Estoppel
— Witnesses

VI. PAKISTAN PENAL CODE:
— Introduction
— General Explanations
— Abetment

Fourth Paper **Marks : 150**

I. FUNDAMENTAL RULES AND SUPPLEMENTARY RULES:
— General Conditions of Service
— Definitions
— Pay
— Addition to Pay
— Combination of appointment
— Deputation out of Pakistan
— Dismissal, Removal and Suspension
— Compulsory Retirement

— Leave Rules
— Joining Time
— Foreign Service
— Drawing of Compensatory Allowances
— Fee
— Travelling Allowance
— Record of Service. (Gazetted and non-Gazetted Government Servants)
— Allotment of Government Residences
— Rent of Government Residences

II. REVISED LEAVE RULES, 1980

III. FEDERAL EMPLOYEES BENEVOLENT FUND AND GROUP INSURANCE ACT,1969

IV. FEDERAL EMPLOYEES BENEVOLENT FUND AND GROUP INSURANCE RULES, 1972.

V. GENERAL PROVIDENT FUND CENTRAL SERVICES RULES

VI. CIVIL SERVICE REGULATIONS
— Chapter on pension only

Fifth Paper **Marks : 150**

I. POST OFFICE MANUAL VOLUME-VI:
(Chapters 10 and 11)
— General Rules
— Transactions between Head Office and sub-office and *Vice Versa.*
— Transactions with Branch Offices and Village Postmen.
— Accounts in Sub-Offices.

II. P & T INITIAL ACCOUNT CODE VOLUME-I:
— General Principles and Rules
— General Outlines of the System of Accounts
— Allocation of Expenditure between Capital Revenues Reserve Fund and Working Expenses
— Relations with Audit
— Supply of Funds and other remittance Transactions
— Supply of Stamps
— Cash
— Revenue Receipts
— Pay and Allowances General Rules
— Gazetted Officer's bills
— Establishment
— Contingent Charges
— Miscellaneous Advances

— Post Office Accounts
— Railway Mail Service Accounts
— Miscellaneous Charges

Sixth Paper **Marks : 200**

I. POST OFFICE MANUAL VOLUME-IV :

— Appointments and Promotions
— Other Appointments
— Departmental Promotion and Selection Committees and Selection Board.
— Transfers and Postings
— Seniority
— Confirmation
— Leave
— Deputations
— Resignations, Termination and Reversion
— Reemployment after retirement
— Revision of Establishment
— Rules for recruitment to all posts under the Pakistan Post Office.

II. POST OFFICE MANUAL VOLUME-VIII:

— Head of Circles
— Superintendents
— Assistant Superintendent of Post Offices
— Assistant Superintendent of RMS
— Town Inspectors of Post Offices and Overseer Postmen
— Sorting Supervisor in RMS
— Overseer
— Stock Depots
— Returned Letter Offices
— Breaks and Accidents

III. THE GOVERNMENT SERVANTS (EFFICIENCY AND DISCIPLINE) RULES, 1973.

IV. THE CIVIL SERVANTS (APPEAL) RULES, 1977.

V. THE CIVIL SERVANTS ACT, 1973.

VI. THE CIVIL SERVANTS (APPOINTMENT, PROMOTION AND TRANSFER) RULES, 1973.

VII. GOVERNMENT SERVANTS (CONDUCT) RULES, 1964:

— Offences on or relating to Public Servants
— Offices relating to Coin and Government Stamps.
— Offences against property (up to Section 424 only)
— Offences relating to Documents and Trade of property marks (up to Section 477 only)

VIII. CRIMINAL PROCEDURE CODE:

— Preliminary
— Arrest, Escape and Retaking
— Processes to Compel Appearance
— Processes to compel the production of documents and other movable property, and for the discovery of persons wrongfully confined.
— Information to the police and their powers to investigate
— Summary Trials
— Lunatics
— Bails
— Proceedings in case of certain offences affecting the Administration of justice.
— Maintenance of Wives and Children
— Directions of the Nature of Habeas Corpus
— Public Prosecutor
— Commissions for the examination of witnesses
— Special Rules of Evidence

IX. SERVICES TRIBUNAL ACT, 1973.

X. INDUSTRIAL RELATIONS ORDINANCE, 1969:

— Preliminary
— Rights and privileges oif Registered Trade Union and Collective Bargaining Agents
— Joint Consultation, Conciliation and Mediation
— Penalties and procedure
— Miscellaneous

XI. TRADE UNION ACT, 1926.

[No.S.17-13/93.]

Authority:— Director General, Pakistan Post Office, Circular No. 9 dated 15th September,1998.

APPENDIX NO. 16

RULES FOR ACCELERATED PROMOTION TO POSTS IN B-17 (POSTAL GROUP) OF DEPARTMENTAL EMPLOYEES THROUGH A DEPARTMENTAL COMPETITIVE EXAMINATION:

In pursuance of sub-para 2 of para 9 of the Establishment Division's O.M. No. 7/2/75-ARC, dated the 30th May, 1975 as amended *vide* their O.M. No. 3/12/78-CP, II, dated 26th December, 1981, creating the Postal Group and in supersession of the scheme/rules circulated *vide* Annexure-III to the Director-General's Circular No. 9, dated 16th November, 1977, the following rules for the 'Departmental Examination for acceleraterd promotion to B-17 are laid down:

SELECTION OF OFFICERS AND METHOD OF DEPARTMENTAL EXAMINATION

1. A departmental competitive examination will be held periodically to consider suitable B-16 officers for accelerated promotion to B-17 in the Pakistan Post Office. The method for such promotion will be that the Director-General will initially consider those B-16 officers for accelerated departmental promotion to B-17 who have, during the last five years, earned at least three "Very Good" Confidential Reports and whose record is otherwise satisfactory. The officer who meets the above criteria, shall be subjected to a competitive examination, syllabus of which is given in the Annexure. The final selection for accelerated promotion to B-17 to the extent of availability of vacancies shall be made on the basis of merit obtained in the competitive examination. Such promotions will be limited to a maximum of 25% of the total vacancies in the share of departmental quota. Qualifying in the examination shall confer no right to appointment and no waiting list shall be maintained:

Provided that as an interim arrangement for initial two years, B-16 officers who have during the last 5 years earned at least three "Good" to "Very Good" Confidential Reports and whose record is otherwise satisfactory may be allowed admission to the accelerated promotion examination.

FREQUENCY OF SELECTION

2. Selection for such promotion to B-17 shall be made periodically and not necessarily on a yearly basis, subject to the availability of vacancies.

APPENDIX NO.16

QUALIFYING MARKS

3. A candidate, who obtains at least 40% marks in each written paper and in *viva-voce* and 60% in the aggregate, shall be considered to have qualified in the examination.

SENIORITY

4. The inter-se-seniority of the selected officers will be determined on the basis of marks obtained in the competitive examination. The seniority of the candidates selected on the results of accelerated promotion examination *vis-à-vis* those promoted in the ordinary course, in a particular year, shall be determined with reference to their date of appointment. For this purpose, the date on which the first officer of a particular group takes over charge of his post in B-17 shall be treated to be the date of regular appointment of the entire group.

AGE - LIMIT

5. The upper age-limit for the examination will be 35 years provided that for the first two examinations it will be 50 and 45 years respectively.

NUMBER OF CHANCES

6. Not more than three chances will be allowed to a departmental officer. Permission allowed to a candidate will count as one 'chance' even if the candidate does not appear in the examination.

PROBATION

7. The persons promoted under the accelerated promotion scheme shall, for the purpose of probation, be governed like other promoted officers by the provisions contained in Part-V of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 as amended. The selected candidates shall be required to undergo and successfully complete such training and for such period as may be prescribed by the Director-General.

APPENDIX NO.16

ANNEXURE

The syllabus for the examination shall be as below:—

Paper No. 1: Islamiat and Pakistan Studies. 100 Marks

(i) Islamiat: Basic injunctions prescribed by the Holy Quran; Life and works of the Holy Prophet; Basic tenets of Islam; Islamic norms and values of life.

(ii) Pakistan Studies: Ideology and emergence of Pakistan in the historical perspective; Efforts for Islamisation of Society in Pakistan, Geography of Pakistan its global situation, geographical conditions; natural resources, agriculture, industry, education, etc.

Paper No. II: Essay Writing, Precis and General Knowledge (covering every day science and current affairs). 100 Marks

Paper No.III: Service Rules. 100 Marks

The paper will be set from the following books :

(a) Fundamental and Supplementary Rules (Volumes I & II)
(b) Revised Leave Rules, 1980
(c) Pension Rules (Current)
(d) Civil Servants Act, 1973
(e) Civil Servants (Appointment, Promotion and Transfer) Rules, 1973
(f) Government Servants (Efficiency and Discipline) Rules, 1973
(g) Industrial Relations Ordinance, 1969
(h) Government Servants (Conduct) Rules, 1964
(i) Civil Servants (Appeal) Rules, 1977
(j) Service Tribunals Act, 1973

[Authority:— Establishment Division's U.O.No. 2/1/82-R2, dated 5th June 1984 and 4th April, 1985 and Ministry of Communications, Pakistan Post Office Notification No. S.R.O. 796 (I)/85, dated 20th August, 1985.

APPENDIX NO. 17

RULES FOR RECRUITMENT TO THE POSTS OF POSTAL SUPERINTENDENTS AND ASSISTANT DIRECTORS POSTAL LIFE INSURANCE (BPS-16) UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of Postal Superintendents and Assistant Directors, Postal Life Insurance (BPS-16) under the Pakistan Post Office:-

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by promotion on Circle basis from amongst departmental candidates in accordance with para 3 below:-

Provided that officials belonging to the categories of (a) Superintendents in the Pakistan Post Office, Directorate-General (BPS-(16), (b) Selection Grade Stenographers (BPS-16) and (c) Head Assistants of Circle Offices (BPS-11) who prior to promulgation of these rules, had qualified in the competitive examination held for recruitment of Assistant Superintendents of Post Offices/Railway Mail Service (BPS-11) from amongst departmental candidates, shall continue to be eligible for selection as Postal Superintendents and Assistant Directors Postal Life Insurance (BPS-16).

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 2 below in a Circle shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis within that Circle and possess the qualifications and experience prescribed in column 4:—

S. No.	Name of the Post	Persons eligibile	Conditions of Eligibility
1	2	3	4
1.	Superintendents of Post Offices/ Foreign Post/Railway Mail Service/ Sorting and Air Division/Centralized Sorting Office/City Superintendents of Post Offices/Postmasters/Assistant	(i) Assistant Superintendents of Post Ofices (BPS-11). (ii) Assistant Superintendents of Railway Mail Service (BPS-11).	Must have rendered five years service in BPS-11

	Directors/Vice Principals/Training Centres, and all other posts included in the cadre of Postal Superintendents (BPS-16).	(iii) Higher Selection Grade(BPS-11) (General Line) Officials Working in Post Offices, Foreign Posts, Railway Mail Service and Returned Letter Offices.	and above.
		(iv) Assistant Superintendents BRL (BPS-11).	
2.	Assistant Directors (Office and Field) Postal Life Insurance (BPS-16).	(i) Assistant Superintendents (Office and Field) in the PLI Organisation (BPS-11).	–Do–

The names of eligible officials will be arranged in accordance with their seniority in a combined seniority list for a Circle drawn up on the basis of regular appointment to the posts shown in column 3 above. For this purpose, only approved service shall be taken into consideration.

TRAINING

Persons selected for appointment by promotion shall undergo departmental training for such period as may be prescribed by the Director-General.

PROBATION

4. Persons appointed by promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or, if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Section 6 of Civil Servants Act, 1973.

5. This Notification issues with the concurrence of the Establishment Division and Federal Public Service Commission as contained in their O.M.No. 32/1/84-R. 5, dated 24th September, 1986 and letter No. F.15-2/84-S dated 26th April, 1987, respectively and supersedes this Ministry's Notification No. S.R.O. 7(KE)/75, dated 14th February, 1975.

(S. 20-3/75)

Authority:— Ministry of Communications (Pakistan Post Office) Notifications No. S.R.O. 416(I)/87, dated 24th May, 1987, published in Part-II of the Gazette of Pakistan Extraordinary, Islamabad 31st May, 1987.

APPENDIX NO. 18

RULES FOR RECRUITMENT TO THE POSTS OF ASSISTANT SUPERINTENDENT OF POST OFFICES/ASSISTANT SUPERINTENDENT OF RAILWAY MAIL SERVICE (BPS-11) UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 , the following method, qualifications and other conditions are laid down for appointment to the posts of Assistant Superintendents of Post Offices/Assistant Superintendents Railway Mail Service (BPS-11) under the Pakistan Post Office :-

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made on Postal Circle basis by the following methods:-

(a) 75 per cent of the posts shall be filled in by promotion from amongst departmental candidates in accordance with para 3 below:

(b) 25 per cent of the posts shall be filled in by initial appointment in accordance with para 4 below:

Provided that Assistant Superintendent in the Postal Life Insurance Organisation and Assistant Superintendents (BRL) shall also be permitted to appear in the examination to enable them to acquire eligibility for promotion to BPS-16 (Postal Superintendents and Assistant Directors, Postal Life Insurance).

CONDITIONS OF PROMOTION

3. Promotion to posts in Column 2 below shall be made in order of merit on Postal Circle basis through a departmental competitive examination from amongst the persons who hold the posts specified in Column 3 on regular basis and possess the qualifications and experience prescribed in Column 4:-

S. No.	Name of the posts	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Assistant Superintendents of Post Offices (BPS-11)	Clerks (BPS-7) in Post Offices, and other officials of the Pakistan Post Office	(a) Must be at least Matriculate; (b) Five years unblemished service on regular basis in BPS-7 and

	Department holding posts in BPS-7 and above.	above in the Pakistan Post Office Department;
2. Assistant Superintendents Railway Mail Service (BPS-11).	Clerks and Sorters (BPS-7) in Railway Mail Service Offices and other officials of the Pakistan Post Office Department holding posts in BPS-7 and above.	(c) Must have passed the Departmental competitive Examination, the syllabus of which is given in Annexure-A to this Notification; (d) Must not be more than 45 years of age on the last date fixed for receipt of applications; (e) Must be able to read, write and speak with facility at least one of the local languages of the Circle to which the candidate belongs; (f) Should be able to ride a bicycle.

QUALIFICATIONS/EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. Candidates must be domiciled in the area served by the Postal Circle and possess the educational qualifications and experience and must be within the age-limit as mentioned against the posts concerned in the Schedule to this Notification :

Provided that the maximum age-limit will be relaxed by three years in the case of candidates belonging to Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division :

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age-limit may be relaxed by not more than 10 years, upto the age of 55 years, wherever applicable.

TRAINING

5. All candidates appointed by promotion or initial appointment shall before appointment be required to undergo training as detailed in the Annexures C and D to these rules.

PROBATION

6. Persons appointed by promotion or initial appointment shall be on probation for a period of one year. This period may be curtailed

for good and sufficient reasons to be recorded, or , if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Section 6 of the Civil Servants Act, 1973.

7. This notification issue with the concurrence of Establishment Division vide O.M. No. 470/84-R. 5, dated 11th January, 1987 and supersedes the existing recruitment rules to the posts of Assistant Superintendents of Post Office and Assistant Superintendents of Railway Mail Service:—

SCHEDULE

(*See* para 4)

S. No.	Designation and Basic Pay Scale of the post	Qualifications and Experience	Maximum Age-limit
1	2	3	4
1.	Assistant Superintendent of Post Offices/Assistant Superintendents Railway Mail Service (BPS-11).	(i) Graduate or equivalent from a recognized University. (ii) Must successfully compete the Competitive Examination, the Syllabus of which is given in Annexure-B to this Notification. (iii) After completion of the prescribed departmental training, to pass the departmental test in the first four papers of syllabus given in Annexure-A.	25 years

Annexure–A

SYLLABUS FOR THE COMPETITIVE EXAMINATION FOR DEPARTMENTAL CANDIDATES

First Paper :-
(Without the aid of Books)
Total Marks : 100
Time : 3 hours

For all candidates :-
(1) Post Office Guide
(2) Post Office Manual, Volume-III
(3) Post Office Manual, Volume-IV
(4) post Office Manual, Volume-V.

Second Paper :-
(Without the aid of books)

(A) For all candidates:—
(1) Post Office Manual, Volume II.

Total Marks 100
Time : 3 hours

(2) Post Office Manual, Volume VIII (except Chapter I)

(B) For candidates for appointment as Assistant Superintendents of Post Offices:-
(1) Post Office Manual Volume-VI.
(2) Branch Office Rules.

(C) For candidates for appointment as Assistant Superintendents of Railway Mail Service :-
(1) Post Office Manual Volume-VII

Third Paper :-
(With the aid of books)
Total Marks 100
Time : 3 hours

(A) For all candidates :-
(1) Posts and Telegraphs Initial Account Code, Volume I (Chapter 1,2,4 to 7,9 to 16 and Appendix 14).
(2) Fundamental Rules (except Rules 82,94 to 100,102 and 109 to 130).
(3) Supplementary Rules (except Rules 166 to 174,242 to 266, 274 to 283 and 307 to 310 and Appendices).
(4) Civil Service Regulations (Chapters on Pensions only).

(B) For candidates for appointment as Assistant Superintendents of Post Offices:-
(1) Appendix 23 to the P&T Initial Account Code, Volume I.

(C) For candidates for appointment as Assistant Superintendents of Railway Mail Service :-
(1) Appendix 24 to the P&T Initial Account Code, Volume I.

Fourth Paper :-
(Without the aid of books)
Total Marks 100
Time : 3 hours

For all candidates:-
(1) The Post Office Act, 1898.
(2) The Pakistan Post Office Rules,1961.
(3) The Government Savings Bank Act, 1873.

(4) The Post Office Cash Certificates Act,1917
(5) The Qanun-e-Shahadat, 1984. Evidence Act.
(6) The Pakistan Penal Code (Chapters I, II, V, IX, XII, XVII to Section 424 and XVIII to Section 477-A).
(7) The Code of Criminal Procedure (Chapters I, V, VI, VII, XIV, XXII, XXIV, XXV, XXXIX to XLI).
(8) Trade Unions Act, 1926.
(9) Industrial Relations Ordinance, 1969.

Fifth Paper :-
(Without the aid of Books)
Total Marks 100
Time : 3 hours

PART-A. English Essay, Precis Writing, drafting and composition.

PART-B. General Knowledge, Pakistan Studies and Current Affairs.

Viva Voce Test:–
Total Marks 100

The object of Viva Voce Test shall be to judge the candidates personality, intelligence, smartness, general knowledge and capacity for taking responsibility.

Annexure–B

SYLLABUS FOR THE COMPETITIVE EXAMINATION FOR OUTSIDE CANDIDATES FOR INITIAL APPOINTMENT

		Marks	Time
Paper-I	English: (Essay, Precis and drafting)	100	3 Hours
Paper-II	Pakistan Studies and Islamic Studies	100	3 Hours
	Part-A Pakistan Studies .. .. (Ideology and emergence of Pakistan in the historical perspective, Efforts for Islamisation of Society in Pakistan. Geography of Pakistan, its global situation, Geographical Conditions, Natural Resources, Agriculture, Industry, Manpower, Educational, etc).	50	

	Part-B. Islamic Studies	50
	(Basic Injuctions prescribed by the Holy Quran, Life and Work of Holy Prophet, Basic tenets of Islam, Islamic Norms and values of life).	
Viva-Voce	**Test** : The object of the test shall be to judge the candidate's personality, intelligence, smartness, General Knowledge and capacity for taking responsibility.	100

Note 1.— The candidates shall have the option to reply Questions of paper-II above in Urdu also.

Note 2.— Non-Muslim candidates shall not be required to take Part-B viz Islamic Studies portion of Paper-II. However, the marks obtained by a non-Muslim candidate in Part-A viz Pakistan Studies shall be doubled to determine total marks in Paper-II.

Annexure C

PRACTICAL TRAINING PROGRAMME FOR THE DEPARTMENTAL CANDIDATES SELECTED FOR APPOINTMENT TO THE POST OF ASSISTANT SUPERINTENDENTS OF POST OFFICES AND ASSISTANT SUPERINTENDENTS OF RAILWAY MAIL SERVICE.

(i)	To be attached to the office of the Superintendent of Post Offices/Railway Mail Service, as the case may be, for learning the work of the Assistant Superintendent (Office) and other work of the office. : : : :	5 weeks
(ii)	To be attached to an Assistant Superintendent of Post Offices/Railway Mail Service for learning practical work : : :	5 weeks
(iii)	To be attached to the Postal Training Centre	6 weeks
	Total	**16 weeks**

Annexure–D

TRAINING PROGRAMME FOR OUTSIDE CANDIDATES SELECTED FOR APPOINTMENT TO THE POST OF ASSISTANT SUPERINTENDENTS OF POST OFFICES AND ASSISTANT SUPERINTENDENTS OF MAIL SORTING AND TRANSPORTATION

(1) Probationary Assistant Superintendents of Post Offices:

(i)	Attachment to a Head Post Office to learn work on each important point in each Branch:	3 weeks
(ii)	Attachment to an Assistant Superintendent of Post Offices for learning Inspection, enquiry and other work of the Assistant Superintendent	3 weeks
(iii)	Attachment to the office of the Superintendent of Post Offices for learning the work of an Assistant Superintendent (Office) : :	1 week
(iv)	To hold independent charge of a Sub-Post Office : : :	1 week
(v)	Postal Training Centre : : :	6 weeks
	Total	**14 weeks**

(2) Probationary Assistant Superintendents of Mail Sorting and Transportation:

(i)	Attachment to a Sorting Mail Office : :	1 week
(ii)	Attachment to a Head Record Office : :	1 week
(iii)	Attachment to the Assistant Superintendent of Mail Sorting and Transportation : :	2 weeks
(iv)	Attachment to the office of a Superintendent :	1 week
(v)	To work independently as Head Sorter of a Sorting Mail Office : : :	1 week
(vi)	To work independently as a Head Sorter of a Sorting Section : : : :	1 week
(vii)	To work independently as a Sub-Record Clerk	1 week
(viii)	Postal Training Centre : : :	6 weeks
	Total	**14 weeks**

Annexure E

DETAILS OF DEPARTMENTAL COMPETITIVE EXAMINATIONS

Appointment to the posts, either by promotion or initial appointment, shall be made strictly in order of final merit as disclosed by the aggregate marks obtained in the Competitive Examination to be held by the Director General as and when required in a Postal Circle and to the extent of the number of vacancies notified for each Circle at the time of announcement of the examination. A candidate must obtain at least 35 per cent marks in each written paper and 40 per cent in the total to qualify in the written portion of the examination. If a departmental candidate who has obtained the prescribed minimum of 40 per cent marks in the aggregate of the written papers but has failed in only one such paper, the deficiency upto a maximum of 5 marks in that paper shall be condoned by the Director General. Candidates (Departmental and outsiders) on qualifying the written portion of the examination shall be subjected to a *viva-voce*-test. The marks obtained at the viva-voce-test shall be added to the total marks obtained in written papers to determine the final order of merit of the candidates in the Competitive Examination. However a candidate who obtains less than 40 per cent marks in the viva-voce-test shall be considered to have failed in the Competitive Examination.

2. The application for appearing in the Competitive Examination will be submitted in the prescribed form before the closing date accompanied with the prescribed examination fee payable by means of crossed Pakistan Postal Order, which shall not be refundable in any case.

3. In the event of adequate number of qualified candidates not forth-coming against the posts reserved for promotion or initial appointment in a particular year, the deficiency in one category will be made up from the qualified candidates of the other category and *vice versa* of the same Circle.

4. The candidates shall be eligible for appointment to one of the above posts in a Postal Circle within the jurisdiction of which they are domiciled and which they specify clearly in their application for admission to the Departmental Competitive Examination.

[*Authority*:— Ministry of Communications (Pakistan Post Office) Notification No. SRO. 78(I)/87, dated 27th January, 1987 and No. SRO. 172(I)/88,dated 3rd March, 1988 published in the Gazette of Pakistan Extraordinary, dated Islamabad the 28th January, 1987 and 9th March, 1988 respectively and Director General Circular No. 15 dated 15th July, 2003.]

[S. 54-9/66-V.]

APPENDIX NO. 19

RULES FOR RECRUITMENT TO THE POSTS OF TIME SCALE CLERKS AND SORTERS (BPS-7), TIME SCALE SUB-POSTMASTERS (BPS-7) RECORD CLERKS, SUB RECORD CLERKS AND HEAD SORTERS (BPS-7), LOWER SELECTION GRADE (BPS-9) AND HIGHER SELECTION GRADE (BPS-11), IN POST OFFICE, FOREIGN POSTS, RAILWAY MAIL SERVICE AND RETURNED LETTER OFFICE, UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of Time Scale Clerks and Sorters (BPS-7). Time Scale Sub-Postmasters (BPS-7), Record Clerks, Sub Record Clerks and Head Sorters (BPS-7), Lower Selection Grade (BPS-9) and Higher Selection Grade (BPS-11) in Post Offices, Foreign Posts, Railway Mail Service and Returned Letter Offices, under the Pakistan Post Office:-

METHOD OF RECRUITMENT

2. Recruitment to the posts will be made by the following methods:—

(1) Time Scale Clerks and Sorters (BPS-7) :

(a) 50% of the posts will be filled in by promotion from amongst departmental candidates in accordance with para 3 below.

(b) 50% of the posts will be filled in by initial appointment by selection from amongst the persons who are domiciled in the civil revenue division within which the jurisdiction of the recruiting Division or Unit falls in accordance with para 5 below:

Provided that if sufficient number of departmental candidates is not available for promotion, the posts left unfilled from 50% reserved quota shall be offered to outside candidates.

(2) Time Scale Sub Postmasters, Record Clerks including Sub Record Clerks and Head Sorters (BPS-7 + Special Pay of Rs. 50 per month + Free Residence):

By promotion in accordance with para 3 below.

(3) Lower Selection Grade (BPS-9): Postmasters / Assistant Postmasters /Sub Record Clerks/Records Clerks/Head Sorters and Assistant Managers :

By promotion from amongst departmental candidates in accordance with para 3 below.

(4) Higher Selection Grade (BPS-11) : Head Postmasters/Deputy Postmasters/Head Record Clerks/Chief Head Sorters/Managers :

(a) In Post Office Branch including Foreign Post 60% posts will be filled in by promotion from amongst departmental candidates in accordance with para 3 below and 40% posts will be filled in by transfer of Assistant Superintendents of Post Offices, in accordance with para 4 below.

(b) In Railway Mail Service and Returned Letter Offices, by promotion from amongst departmental candidates in accordance with para 3 below.

CANDITIONS OF PROMOTION

3. Promotion to posts in column 2 will be made on the recommendations of the Departmental Promotion Committee from amongst the persons who hold the posts specified in column 3 on regular basis and possess the qualifications and experience prescribed in column 4:

Sl. No.	Name of the Post	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Time Scale Clerks and Sorters (BPS-7). (a Post Offices :	Runners, Mail Peons, Porters Record Keepers, Head Porters (BPS-2), Stamps Venders, Stamps Checkers, Record Keepers, Assistant Inspectors of Naib Qasids, Head Malies, Carpenters, Plumbers, Masons and Blue Printers (BPS-3), Postman/Village Postman, Duplicating (Gestetner) Machine Operators, Painters, Drivers, Despatch Riders, Assistant Mid Wife, Assistant Delivery Agents, (BPS-4), Lower Division Clerks, Electric Mistry, Inspectors of Naib Qaisd, Tracers and Tailors (BPS-5) Departmental Branch Postmasters, Head Postman, Sorting Postmen, Mail Overseers, Cash Overseers (in the Pakistan Post Office, Directorate General) Dispenser, Conservancy Inspectors, Delivery Agents (BPS-6).	(I) Five years service in the Department which is relaxible to three years in the case of Matriculate candidates. (ii) Must qualify the departmental examination, the syllabus of which is given in Annexure-I to this Notification. (iii) Candidates belonging to Bag Control Office, Postal Training Centre Circle Offices, and the Pak. P.O. Dte.Central must be domiciled in the Circle which holds the examination.

(b)	Foreign Post.	Packer, Porters (BPS-2) etc, in Foreign Post.	—Do—
(c)	Railway Mail Service.	Packers, Porters (BPS-2) and Mail Guards (BPS-4) etc. in Railway Mail Service.	—Do—
(d)	Returned Letter Offices.	Packers (BPS-2) etc. in Returned Letter Office.	—Do—

Provided that the departmental candidates in higher Basic Pay Scale will get preference over those in lower Basic Pay Scale for promotion to the posts shown at S.No. (1) above.

2.	(a) Time Scale Sub-Postmasters (BPS-7).	Time Scale Clerks (BPS-7) in Post Offices.	Five years service in BPS-7.
	(b) Time Scale Record Clerks, Sub Record Clerks and Head Sorters (BPS-7).	Time Scale Clerks/Sorters (BPS-7) in Railway Mail Service.	
3.	Lower Selection Grade (BPS-9):		
	(a) Post Offices including Foreign Post.	Time Scale Sub Postmasters (BPS-7) and Time Scale Clerks (BPS-7) in Foreign Post.	Ten years service in BPS-7.
	(b) Railway Mail Service.	Time Scale Record Clerks including Sub Record Clerks, Head Sorters, in Railway Mail Service.	
	(c) Returned Letter Offices.	Time Scale Clerks (BPS-7) in Returned Letter Offices.	
4.	Higher Selection Grade (BPS-11):		
	(a) Post Offices including Foreign Post.	Lower Selection Grade (BPS-9) in Post Offices including Foreign Post.	Three years service in lower Selection Grade (BPS-9).
	(b) Railway Mail Service.	Lower Selection Grade (BPS-9) in Railway Mail Service.	
	(c) Returned Letter Offices.	Lower Selection Grade (BPS-9) in Returned Letter Offices.	

QUALIFICATIONS/CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis in the Pakistan Post Office Department in the same basic pay scale in which the post to be filled exists provided the persons concerned possess the

qualifications and experience prescribed for initial appointment or promotion to the post concerned.

QUALIFICATIONS EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

5. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this notification :

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to Schedule Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division :

Provided further that for Government servants who have completed at least 2 years Government service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years, wherever applicable.

TRAINING

6. All the candidates recruited by promotion or initial appointment will be required to undergo such training for such periods and pass the departmental examinations, as may be prescribed from time to time by the Director General.

PROBATION

7. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of Civil Servants Act,1973.

8. This Notification is in supersession of this Ministry's Notification No. S.R.O. 9 (KE)/73, S.R.O. 74 (KE)/74 and S.R.O. 75 (KE)/74 dated 26th February, 1973, 30th September and 30th September, 1974 respectively and issues with the concurrence of the Establishment Division vide O.M. No. 13/1/86-R 5, dated 8-10-1987.

APPENDIX NO.19

SCHEDULE

(*See* para 5)

Sl. No.	Designation and Basic Pay Scale of the Post	Qualification and Experience	Maximum age-limit
1.	Time Scale Clerks/Sorters (BPS-7) in Post Offices, Foreign Post, Railway Mail Service and Returned Letter Offices.	Intermediate or equivalent from a recognized Board of Intermediate and Secondary Education/University/ Institution.	25 years

Annexure-I

SYLLABUS OF EXAMINATION FOR DEPARTMENTAL CANDIDATES

Paper I English **Marks : 100** **Time : 2 Hours**

The Paper will consist of:

(i) A passage in English from a departmental publication consisting of 100 words to be copied out in a neat and legible hand:

(ii) A passage in English from one of the departmental publications or circulars consisting of 100 words to be translated into simple Urdu:

(iii) A piece of composition in English in the form of a report to be drafted to the official superior; and

(iv) A passage in English consisting of 100 words to be dictated from one of the departmental publications.

Paper II Arithmetic **Marks : 100** **Time : 2 Hours**

The paper will consist of sums of additions and subtractions, cross totalling and simple sums of multiplication and division, percentages and simple interest.

Paper III Departmental Rules Marks : 100 **Time : 2 Hours**

The paper will consist of departmental rules and regulations containing questions from Post Office Guide.

Note 1. The candidates will have the option to attempt questions of paper II and III above in Urdu also.

2. The pass percentage in each paper will be 33%.

APPENDIX NO.19

FOR DEPARTMENTAL CANDIDATES

(i) The Head of the Circle will hold departmental examination for promotion once or more during a year on an appointed day at selected centres simultaneously, subject to availability of vacancies in the share of departmental candidates. The names of the qualified candidates will be arranged in order of seniority as they enjoyed in the lower cadre in the unit. The appointing authority will make appointments strictly in accordance with the list of successful candidates supplied by the Head of the Circle which will remain valid for six months from the date of declaration of result. A qualified candidate belonging to one unit will not be allocated to another unit for appointment as Clerk or Sorter under any circumstances to avoid subsequent complications.

(ii) A candidate who qualifies in the departmental examination but is not selected for appointment during the period the list of successful candidate remains valid will have to qualify again in the departmental examination to become eligible for appointment to posts shown at serial No. (1) of para 3 of these rules.

FOR OUTSIDE CANDIDATES

(i) The Head of the Circle will issue a Notice for advertisement in three principal newspapers published in his Circle giving sufficient time to the intending candidates for submission of applications. The area over which the jurisdiction of the recruiting unit extends shall also be indicated so that the candidates may know of the civil revenue Division for which they would be eligible for appointment on merit basis. The merit list of qualified candidates will be compiled on the basis of civil revenue division falling within the jurisdiction of a Circle. A copy of this notice will also be exhibited on the Notice Boards of all Head Post Offices in the Circle.

(ii) For each recruiting unit, the Head of the Circle will constitute a Departmental Selection Committee consisting of three officers other than the appointing authority, preferably available at the same station and if there be no such officer from neighbouring Units. The Departmental Selection Committee will select the required number of candidates for filling in vacancies in the recruiting unit. The selection will be based on pure merit determined in accordance with the marks obtained by the

candidates in the Intermediate Examination held by the Board of Intermediate and Secondary Education or the University as the case may be. As the candidates will have the background of diverse educational institutions, the Committee will ensure uniformity of standard while selecting the candidates. A candidate for appointment must be in good mental and bodily health and free from any physical defect to interfere with the discharge of his duties.

(iii) In making initial appointments against 25% posts from amongst outside candidates, preference will be given to the sons, daughters, grandsons and grand daughters (paternal and maternal), dependent brothers and sisters, dependent sons and daughters of brothers and sisters and dependent husbands and wives of the serving and retired employees of the department, subject to the condition that either the candidate or the official on whom he is dependent must be domiciled within the civil revenue division of the unit where the vacancy lies.

(iv) The Committee will prepare a list in duplicate of selected candidates in order of merit and forward one copy to the recruiting unit and the other copy to the Head of the Circle.

(v) Appointments will be offered to the candidates by the Appointing Authority strictly in accordance with the merit determined by the Committee.

(S. 20-10/72)

Authority:— Ministry of Communications (Pakistan Post Office)'s Notification No. S.R.O. 954(1)/87 dated 7th December, 1987 and No. S.R.O. 1173(I)/90 dated 14th November, 1990 published in Part II of the Gazette of Pakistan, Extraordinary, dated December 10,1987, and November 15, 1990 respectively.

APPENDIX NO. 20

RULES FOR RCRUITMENT TO THE POSTS IN BPS.1–6 UNDER THE PAKISTAN POST OFFICE:

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts in BPS 1–6 mentioned in para 2 below under the Pakistan Post Office.

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following method:—

S. No.	Name of Post	Method of recruitment
1	2	3
BPS-1		
1.	Naib Qasids	100% by initial appointment subject to the condition that 50% posts shall be filled in from amongst the ex-servicemen.
2.	Security Guards	
2	(a) Watch and Ward .. .. (with special pay Rs. 50/- P.M.)	
3.	Sanitary Workers	100% by initial appointment.
4.	Attendants in Post Office Inspection Quarters. ..	
5.	Malies	
5	(a) Labourer	
6.	Qasids	100% by selection from Naib Qasids BPS-1.
6.	Daftries	
BPS-2		
8.	Runners	25% by promotion and 75% by initial appointment subject to the condition that 50% of the posts for initial appointment shall be filled in from amongst the ex-servicemen.
9.	Mail Peons	
	.. ..	
10	Porters	
11	Record Keepers	100% by promotion and failing that by initial appointment.
12	Head Porters	By transfer
BPS-3		
13	Stamps Vendors	75% by promotion and 25% by initial appointment.
14	Stamps Checkers	100% by promotion and failing that by initial appointment.
15	Record Keepers	
16	Assistant Inspector of Naib Qasids	— Do —
17	Head Malies	— Do —

18	Carpenters	50% by promotion and 50% by initial appointment
19.	Plumbers	
20	Masons	
BPS-4		
21.	Postmen/Village Postmen ..	100% by promotion
22	Mail Guards	
23	Duplicating (Gestetner) .. Machine Operator.	50% by promotion and 50% by initial appointment.
24	Painters	
25	Assistant Delivery Agents ..	50% by promotion and 50% by initial appointment.
BPS-5		
26	Tailors	50% by promotion and 50% by initial appointment.
27	Inspector of Naib Qasids ..	
28	Postmen/Village Postmen ..	75% by promotion and 25% by initial appointment.
29	Mail Guards	
BPS-6		
30	Departmental Branch Postmaster	
31	Head Postmen	
32	Sorting Postmen	
33	Mail Overseers	100% by promotion
34	Cash Overseer	
35	Cash Overseer in the Pakistan Post Office Directorate General	
36	Delivery Agents	(i) 25% by promotion from Assistant Delivery Agents (BPS-4). (ii) 25% by promotion from Postmen/Village Postmen (BPS-5). (iii) 50% by initial appointment.

CONDITIONS OF PROMOTION

3. Promotion to posts in column 2 below shall be made from amongst persons who hold the posts specified in column 3 on a regular basis and possess the qualification and experience prescribed in column 4 :-

S. No.	Name of post	Persons eligible	Condition of eligibility
1	2	3	4
BPS-2			
1.	Runners	Naib Qasids, Security Guards, Sanitary Workers, Attendants in Post Office Inspection Quarters, Malies, Qasids and Daftries (BPS-1) in the Department.	(i) 2 years service in the Department. (ii) Must qualify in the departmental examination, the syllabus of which is given in Annexure-1 to this Notification.
2.	Mail Peons		
3.	Porters		

4.	Record Keepers	- Do -	(i) 3 years service in the Department. (ii) Proficiency in the job/trade.
BPS-3			
5.	Stamps Vendors	Runners Mail peons, Porters Record Keepers, Head Porters (BPS-2).	(i) 2 years service in the cadre. (ii) Must be 5th class pass. (iii) Must qualify in the departmental examination, the syllabus of which is given in Annexure 11 to this Notification.
6.	Stamps Checkers	Naib Qasids, Security Guards, Sanitary Workers, Attendants in Post Office Inspection Quarters, Malies, Qasids, Daftries (BPS-I) Runners, Mail, peons, Porters, Record Keepers, Head Porters (BPS-2).	(i) 4 years service in the Department. (ii) Must be 5th class pass. (iii) Proficiency in the job/trade.
7.	Record Keepers		
8.	Assistant Inspector of Naib Qasids.	- Do -	(i) 4 years service in the Department. (ii) Must be 5th class pass. (iii) Security experience in Armed Forces/Police.
9.	Carpenters	- Do -	(i) 4 years service in the Department. (ii) Proficiency in the job/trade. (iii) Must qualify in the practical test in the relevant trade conducted by an Assistant Engineer.
10	Plumbers	- Do -	
11	Masons	- Do -	
12	Head Malies	Malies (BPS-1)	2 years service in the cadre.
BPS-4			
13	Postmen/Village Postmen	Runners, Mail Peons, Porters, Record Keepers, Head Porters (BPS-2) Stamps Vendors, Stamps Checkers, Record Keepers, Assistant Inspector of Naib Qasids, Head Malies, Carpenters, Plumbers, Masons (BPS-3) in the Department.	(i) 2 years service in BPS-2 and above. (ii) Must qualify in the departmental examination, the syllabus of which is given in Annexure 11 to this Notification.

14	Assistant Delivery Agents	-Do-	(i) 4 years service in the Department. (ii) 8th class pass. (iii) Must be able to ride a bicycle preference will be given to those possessing Motor Cycle driving licence. (iv) Must qualify in the departmental examination, the syllabus of which is given in Annexure 11 to this Notification.
15	Mail Guards	Porters, Head Porters (BPS-2)	(i) 2 years service in BPS-2 and above. (ii) Must qualify in the departmental examination, the syllabus of which is given in Annexure 11 to this Notification
16	Duplicating (Gestetner) Machine Operator	Naib Qasids, Security Guards, Sanitary Workers, Attendants in Post Offices Inspection Quarters, Malies, Qasids, Daftries (BPS-1) Runners, Mail Peons, Porters, Record Keepers, Head Porters, (BPS-2) Stamps Vendors, Stamps Checkers, Record Keepers, Assistant Inspector of Niab Qasids, Head Malies, Carpenters, Plumbers, Masons (BPS-3) in the Department.	(i) 4 years service in the Department. (ii) Proficiency in handling different types of Duplicating Machines. (iii) Must qualify in the practical test in handling duplicating Machines.
17	Painters	- Do -	(i) 4 years service in the Department. (ii) Proficiency in the job/trade. (iii) Must qualify in the practical test in painting.
BPS-5			
18	Tailors	Naib Qasids, Security Guards, Sanitary Workers, Attendents in Post Office Inspection Quarters, Malies, Qasids, Daftries (BPS-I) Runners, Mail Peons, Porters, Packers, Record Keepers, Head Porters (BPS-2) Stamps Vendors, Stamps Checkers, Record Keepers, Assistant Inspector of Naib Qasids, Head Malies, Carpenters, Plumbers,	(i) 5 years service in the Department. (ii) Proficiency in the job/trade. (iii) Must qualify in the practical test in tailoring.

		Masons (BPS-3) Postmen/Village Postmen, Mail Guards, Duplicating (Gestetner) Machine Operators, Painters (BPS-4).	
19	Inspector of Naib Qasids	Assistant Inspector of Naib Qasids.	(i) 3 years service in BPS-3. (ii) Security experience in the Armed Forces/Police.
20	Postmen/Village Postmen	Postmen/Village Postmen (BPS-4)	(i) 3 years service in BPS-4. (ii) Must qualify in the departmental examination, the syllabus of which is given in Annexure 11 to this Notification.
21	Mail Guards	Mail Guards (BPS-4)	
BPS-6			
22	Departmental Branch Postmasters.	Postmen/Village Postmen (BPS-5)	(i) 3 years service in BPS-4 and 5 (ii) Must qualify in the departmental examination, the syllabus of which is given in Annexure 11 to this Notification.
23	Head Postmen	Postmen/Village Postmen (BPS-5)	3 years service in BPS-4 and 5.
24	Sorting Postmen		
25.	Mail Overseers		
26	Cash Overseers		
27	Cash Overseer in the Pakistan Post Office Directorate General	Naib Qasids,Security Guards, Qasids, Daftries (BPS-1) Assistant Inspector of Naib Qasids (BPS-3) Duplicating (Gestetner) Machine Operators (BPS-4) Inspector of Naib Qasids (BPS-5).	(i) 5 years service in the Department (ii) Must be Matric pass (iii) Practical experience of cash Branch
28	Delivery Agents	Assistant Delivery Agents (BPS-4) Postmen and Village Postmen (BPS-4 and 5).	(i) 3 years service in BPS-4 and above. (ii) 8th class psss. (iii) Must possess Motor Cycle driving livence. (iv) Must qualify in the departmental examination, the syllabus of which is given in Annexure III to this Notification.

Provided that whenever candidates belonging to different basic pay scales are eligible to appear in a departmental examination qualified candidates in a higher BPS will get preference in promotion over those belonging a lower Basic Pay Scale.

QUALIFICATIONS EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this Notification.

Provided that the maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (District of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division.

Provided further that for Government Servants, who have completed at least 2 years Government service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years, where-ever applicable.

QUALIFICATIONS/CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis under the Federal Government in the same basic pay scale in which the post to be filled exists provided the persons Concerned possess the qualifications and experience prescribed for initial appointment or promotion to the post concerned.

PROBATION

6. Persons appointment by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act. 1973.

7. This Notification issues with the concurrence of the Establishment Division *vide* O.M. No. 28/2/78-R.5 dated 29-9-1988 and supersedes this Ministry's Notification No. S.R.O. 953(I)/80 dated 23rd September, 1980, No. S.R.O. 1205(I)/82, dated 12th December, 1982 and S.R.O.953(I)/83 dated 6-10-1983.

APPENDIX NO. 20

SCHEDULE

(*See* para 4)

Sl. No.	Designation and Basic Pay Scale of the post:	Qualification and experience	Maximum Age limit:
1	2	3	4
BPS-1			
1.	Naib Qasids	(i) 5th class pass	25 years.
2.	Security Guards	(ii) Must compete successfully in the examination,the syllabus of which is given in Annexure-I to this Notification.	
2	(a) Watch and Ward	(i) Primary Pass (ii) Must compete successfully in the examination, the syllabus of which is given in Annexure-I to this Notification.	25 years.
3.	Attendants in Post Office Inspection Quarters	(i) Primary Pass (ii) Must be able to read and write one of the local languages (iii) Proficiency in cooking foods. Inspection Quarters.	25 years
4.	Sanitary Workers	(i) Primary pass	25 years
5.	Malies	(ii) 3 years practical experience of the job/trade. (iii) Must compete successfully in the practical test in the relevant job/trade.	
5	(a) Labourer	Primary pass	25 years
BPS-2			
6.	Runners	(i) 8th class pass.	25 years
7.	Mail Peons	(ii) Must compete successfully in the Examination, the syllabus of which is given in Annexure I to this Notification.	
8.	Porters	(iii) Extra Departmental Agents will be given preference for appointment against the posts of Runners and Mail Peons.	
9.	Records Keepers	(i) 8th class pass. (ii) Practical experience of the job/trade.	25 years
BPS-3			
10	Stamp Vendors	(i) 8th class pass (ii) Must compete successfully in the examination, the syllabus of which is given in Annexure II to this Notification. (iii) Extra Departmental Agents will be given preference.	25 years

11 Stamps Checkers 12 Record Keepers	(i) 8th class pass (ii) Practical experience of job/trade.	25years
13 Assistant Inspectors of Naib Qasids	(i) 8th class pass (ii) 3 years security experience in the Armed Forces or Police.	25 years
14 Carpenters 15 Plumbers 16 Masons	(i) Must be able to read and write one of the local languages. (ii) Proficiency in the job/trade. (iii) Must compete successfully in the practical test in the relevant trade conducted by an Assistant Engineer.	25 years
BPS-4		
17 Duplicating (Gestetner) Machine Operators	(i) 8th class pass (ii) Proficiency in handling different types of Duplicating Machines. (iii) Must compete successfully in the practical test in handling Duplicating Machines.	25 years
18 Painters	(i) 5th class pass (ii) Proficiency in the job/trade (iii) Must compete successfully in the practical test in painting.	25 years
19 Assistant Delivery Agents	(i) 8th class pass (ii) Must be able to ride a bicycle, preference will be given to those candidates who possess motor cycle driving licence. (iii) Must compete successfully in the examination, the syllabus of which is given in Annexure II to this Notification.	25 years
BPS-5		
20 Postman/Village postman 21 Mail Guards in Railway Mail Service.	Matric	25 years
22 Tailors	(i) 5th class pass (ii) Proficiency in the job/trade (iii) Must compete successfully in the practical test in tailoring.	25 years
23 Inspector of Naib Qasids	(i) 8th class pass (ii) 5 years experience of security job preferably in Armed Forces or Police.	25 years
BPS-6		
24 Delivery Agents	(i) Matric (ii) Must possess Motor Cycle Driving Licence (iii) Must compete successfully in the examination, the syllabus of which is given in Annexure-III to this Notification.	25 years

APPENDIX NO. 20

Annexure-I

SYLLABUS OF EXAMINATION FOR POSTS IN BPS 1-2:

PAPER-I	English: Reading about 20 names and addresses in English	50 marks
PAPER-II	Urdu: Writing a piece of Urdu language of about 100 words from dictation (Primary standard).	50 marks
PAPER-III	Arithmetic: Simple sums of additions, substruction, multiplication and division (Primary standard).	50 marks Time:2 hours

Note: (1) Paper-III will be set in Urdu language.
(2) The pass percentage in each paper shall be 33%.

Annexure-II

SYLLABUS OF EXAMAINATION FOR POSTS IN BPS: 3-4 AND 5:

Paper-I Dictation:

(A) Writing a piece of Urdu language of about 100 words from dictation (Middle standard). — 50 marks

(B) Writing a piece of simple English of about 100 words from dictation (Middle standard). — 50 marks

Paper-II **Departmental Rules/General Knowledge and Pakistan Studies:** — 100 marks, Time:3 hours

Post Office Guide (Section I and II Clauses 1 to 95) (For Departmental candidates only).

General knowledge and Pakistan Studies (For outside candidates only)

Paper-III Arithmetic : — 100 marks, Time:3 hours

Sums of addition substractions, multiplications and division with ability to add up Rupees and Paisas (Middle standard).

Note: (1) The candidates shall have the option to attempt papers II and III in Urdu language.
(2) The pass percentage in each paper shall be 33%.
(3) Recruitment shall be confined to persons who are domiciled in the area to which the jurisdiction of the recruiting unit extends.

APPENDIX NO. 20

Annexure-III

SYLLABUS OF EXAMINATION FOR POSTS IN BPS-6:

Paper-I	**Departmental Rules General knowledge and Pakistan Studies:** Branch Office Rules and Post Office Guide. (For Departmental candidates only) General knowledge and Pakistan Studies (For outside candidates only).	100 marks Time:3 hours
Paper-II	**Arithmetic:** Sums of addition substractions multiplications and division with ability to add-up Rupees and Paisas (Middle standard)	50 marks Time:2 hours

Note: (1) The pass percentage in each paper shall be 33%.
(2) The candidates shall have the option to attempts papers I and II in Urdu language.

GENERAL PROVISIONS

The departmental officials in BPS-I employed in Directorate General, Circle Offices, Bag Control Office, Postal Training Centres, and Returned Letter Offices shall be eligible for BPS-2 posts in Post Office Units in which they are domiciled and on qualifying the examination shall be allocated to the Unit to which they had given option at the time of seeking admission to the test, subject to the extent of availability of vacancies. They shall, however, as a class rank, junior to the selected candidates belonging to the Unit in which examination has been held.

2. The list of qualified candidates, departmental as well as outside, will remain valid for six months from the date of declaration of result.

3. In the case of departmental candidates, the Examination is qualifying and appointments of the qualified persons shall be made to the extent of the available vacancies on the basis of seniority in the feeding cadre, while in the case of outside candidates, the Examination is competitive and appointment shall be made strictly in order of merit.

4. In making initial appointment to the posts in BPS-1 to 6, wherever applicable, from amongst outside candidates, preference will be given to the extent not exceeding 10 percent to sons and daughters of the serving and retired employees of the Department.

5. If sufficient number of departmental candidates are not available for promotion, the posts left unfilled from reserved quota

shall be offered to outside candidates. In case outside candidates are not available to fill the posts reserved for them, the posts left unfilled shall be carried over to the next recruitment.

6. In offices which cater to the need of whole of Pakistan, initial appointments to posts in BPS-3 and above shall be made on All Pakistan basis after observing the Provincial/Regional quotas prescribed by Government from time to time.

7. All promotions/initial appointments shall be made on the recommendation of the appropriate Departmental Promotion Committee/Departmental Selection Committee as the case may be.

8. Heads of Divisions/Units shall hold Examination for promotion or initial appointment, as the case may be, once a year or more on an appointed day at selected centers simultaneously, subject to availability of vacancies in the share of departmental and outside candidates.

(S. 20-3/85)

Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 1029 (I)/88 dated 8th November, 1988, No. S.R.O. 604(I)/92 dated 16th March, 1993 and No. S.R.O. 621 (I)/96 dated 18th June, 1996 published in Part II of Gazette of the Pakistan Extra-Ordinary Islamabad dated the 14-11-1988, 19-7-1993 and 22-7-1996 respectively.

APPENDIX NO. 21

RULES FOR RECRUITMENT TO THE POSTS OF WELFARE OFFICERS (BPS-16) AND ADMINISTRATIVE OFFICERS (BPS-16) IN POSTAL CIRCLE OFFICES UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of Welfare Officers (BPS-16) and Administrative Officers (BPS-16) in Postal Circle Offices, under the Pakistan Post Office.

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made on Circle basis by promotion on the basis of selection from amongst the Head Assistants (BPS-11).

CONDITIONS FOR PROMOTION

3. Promotion to posts in column I below shall be made by selection from amongst the persons who hold the posts specified in column 2 on a regular basis and possess the qualifications and experience prescribed in column 3 :

Name of the posts	Persons eligible	Conditions of eligibility
1	2	3
Welfare Officers (BPS-16) and Administrative Officers (BPS-16) in Postal Circle Offices.	Head Assistants (BPS-16)	Five years service in BPS-11 and above.

PROBATION

4. Persons appointed by promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probationer shall be subject to the provisions of Section 6 of the Civil Servants Act, 1973.

5. This Notification issues with the concurrence of the Establishment Division, *vide* O.M. No. 25/2/75-DV/R.5 dated 3rd December, 1986 and FPSC *vide* letter No. F.12-82/86/S, dated 20th September, 1987 and supersedes this Ministry's Notification No. S.R.O. 15 (KE)/75, dated 1st April, 1975.

[Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 824 (I)/87 dated 7th October, 1987 published in Part-II of the Gazette of Pakistan Extraordinary, Islamabad dated 18th October, 1987].

APPENDIX NO. 22

RULES FOR RECRUITMENT TO THE POST OF LOWER DIVISION CLERKS (BPS-5) UPPER DIVISION CLERKS (BPS-7) HEAD CLERKS (BPS-9) AND HEAD ASSISTANTS/MANAGERS, POSTAL STOCK DEPOT (BPS-11) IN POSTAL CIRCLE OFFICES (INCLUDING OFFICES OF PRINCIPALS POSTAL TRAINING CENTRES) UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 , the following method, qualifications and other conditions are laid down for appointment to the posts of Lower Division Clerks (BPS-5), Upper Division Clerks (BPS-7), Head Clerks (BPS-9) and Head Assistants/Managers Postal Stock Depot (BPS-11) in Postal Circle Offices (including offices of Principals, Postal Training Centres) under the Pakistan Post Office:—

METHOD OF APPOINTMENT

2. Recruitment to the posts shall be made by the following methods :-

(1) Lower Division Clerks (BPS-5):
   (a) 50% of posts shall be filled in by promotion from, amongst Departmental candidates in accordance with para 3 below.
   (b) 50% of the posts shall be filled in by initial appointment in accordance with para 4 below.

(2) Upper Division Clerks (BPS-7):
   (a) 35% of the posts shall be filled in by promotion from amongst Departmental candidates in accordance with para 3 below.
   (b) 25% of the posts shall be filled in by transfer of Time Scale Clerks/Stores (BPS-7) in Post Office, Railway Mail Service, Bag Office and Returned Letter Offices in accordance with para 5 below.
   (c) 40% of the posts shall be filled in by initial appointment in accordance with para 4 below.

(3)	*Head Clerks (BPS-9)*	By promotion from amongst departmental candidates in accordance with para 3 below.
(4)	*Head Assistant/Managers Postal Stock Depots (BPS-11).*	

CONDITIONS OF PROMOTION

3. Promotion to posts in Column 2 below shall be made from amongst the persons who hold the posts specified in Column 3 on

regular basis and possess the qualifications and experience prescribed in Column 4 :—

Sl. No.	Name of the posts	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Lower Division Clerks (BPS-5)	Departmental candidates below (BPS-5)	(i) Must be at least Matriculate. (ii) Three years service in BPS-1 and above (iii) Must qualify the prescribed Departmental Examination, the syllabus of which is given in Annexure-I to this Notification.
2.	Upper Division Clerks (BPS-7)	Lower Division Clerks (BPS-5).	(1) Three years service as Lower Division Clerks (BPS-5) (2) Must qualify in the Departmental Examination, the syllabus of which is given in Annexure-II to this Notification.
3.	Head Clerks (BPS-9)	Upper Division Clerks (BPS-7)	Three years service as Upper Division Clerk(BPS-7)
4.	Head Assistants/Managers Postal Stock Depots (BPS-11).	Head Clerks(BPS-9)	Five years service as Head Clerk (BPS-9).

QUALIFICATIONS/EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age-limit as mentioned against the post concerned in the Schedule to this notification:

Provided that the maximum age-limit will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Buddhist Community, Tribal Areas, Azad Kashmir and Northern Areas in accordance with the instructions issued by the Establishment Division:

Provided further that for Government servants who have completed at least 2 years continuous Government service maximum age-limit may be relaxed by not more than 10 years upto the age of 55 years, wherever applicable.

APPENDIX NO. 22

QUALIFICATIONS/CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment on regular basis under the Federal Government in the same pay scale in which the post to be filled exists provided the persons concerned possess the qualifications and experience prescribed for initial appointment to the post concerned.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on promotion shall be subject to the provisions of section 6 of the Civil Servants Act, 1973.

7. This notification is in supersession of this Ministry's Notification No. S.R.O. 61 (KE)/74 dated 6th July, 1974, and S.R.O. 765 (I)/85, dated 7th August, 1985 and issues with the concurrence of the Establishment Division *vide* O.M.No. 32/2/84-R.5, dated 17th June, 1987.

SCHEDULE

(*See* para 4)

Sl. No.	Designation and Basic Pay Scale of the Post	Qualifications and Experience	Age limit
1	2	3	4
1.	Lower Division Clerks (BPS-5)	(i) Matric (ii) Typing speed of 30 words per minute.	25 years
2.	Upper Division Clerks (BPS-7)	Intermediate or equivalent from a recognised Board of Intermediate and Higher Secondary Education.	25 years

Annexure-I

SYLLABUS OF EXAMAINATION FOR THE POST OF LOWER DIVISION CLERKS FOR DEPARTMENTAL CANDIDATES

Paper-I *English* Marks : 100 *Time* : 2 Hours

The paper shall consist of:

(i) A passage in Urdu consisting of about 100 words to be translated into English :

(ii) A passage of about 100 words from one of the departmental publications or circulars to be translated into Urdu;

(iii) A passage of about 100 words in English to be dictated from one of the departmental publications.

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Paper-II Arithmetic *Marks* : 100 *Time* : 2 Hours

The paper shall consist of sums of addition, subtraction, cross totaling, multiplication, division and percentages.

Paper-III General Knowledge Marks : 100 Time : 2 Hours

Basic information about Pakistan, Islamic Ideology and the Post Office Department.

Note: (i) This examination is qualifying and appointments on its result shall be made on the basis of seniority in the feeding cadre. A waiting list of qualified candidates will be maintained which will remain valid for six months following the date of announcement of the result of examination. A departmental candidate in higher Basic Pay Scale will get preference over those in lower Basic Pay Scale for promotion to the post of Lower Division Clerks.

(ii) The candidates shall have the option to attempt questions of Papers II and III above in Urdu also.

(iii) The pass percentage in each paper shall be 33 per cent.

Annexure II

SYLLABUS OF EXAMINATION FOR THE POST OF UPPER DIVISION CLERKS FOR DEPARTMENTAL CANDIDATES

	Subject	Time	Marks
Paper-I	English. Essay, Precis-Writing, Drafting and Correction of mistakes in English.	2 1/2 Hours	100
Paper-II	General Knowledge. (Basic Information about Pakistan Islamic Idealogy and Current Affairs.	2 1/2 Hours	100
Paper-III	Departmental Rules and Procedures (Manual of Office Procedure).	2 1/2 Hours	100

Note:-(i) This examination is qualifying and appointment on its result shall be made on the basis of seniority in the feeding cadre. A waiting list of qualified candidates will be maintained which will remain valid for six months following the date of announcement of the result of examination.

(ii) The qualifying marks in each paper shall be 33 percent.

APPENDIX NO. 22

GENERAL

(1) Initial appointments in the cadre of Upper Division Clerk and Lower Division Clerk will be made by selection based on pure merit determined in accordance with the marks obtained by the candidates in the relevant academic Examinations held by the Board of Intermediate and Secondary Education and as prescribed in the Schedule to this Notification, to the extent of the number of vacancies notified in the newspapers, by the Head of the Circle. Provided that in the case of Lower Division Clerks all candidates, before final selection, determination of merit and appointment shall have to appear in a qualifying typing test for which the minimum standard shall be 30 words per minute. Appointments will be confined to persons who are domiciled in the area to which the jurisdiction of the Circle extends.

(2) As the candidates for initial appointments will have the background of diverse educational institutions the Departmental Selection Committee will ensure uniformity of standard while selecting the candidates. The Departmental Selection Committee, *inter-alia*, will also test the knowledge of candidates in English language by putting a few questions orally at the time of Interview of candidates for appointment to the posts of Upper Division Clerks and Lower Division Clerks.

(3) If sufficient number of departmental candidates are not available for promotion, the posts left unfilled from reserved quota shall be offered to outside candidates. In case outside candidates are not available to fill the posts reserved for them, the posts left unfilled shall be carried over to the next recruitment.

Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 541 (I)/87, dated 29th June, 1987 and No. S.R.O. 148 (I)/91 dated 24th December, 1990 published in Part-II of the Gazette of Pakistan Extraordinary Islamabad the 1st July, 1987 and 28th February, 1991 respectively.

APPENDIX NO. 23

RULES FOR RECRUITMENT TO THE POSTS OF ASSISTANT SUPERINTENDENTS (FIELD) POSTAL LIFE INSURANCE (BPS-11) UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other condition are laid down for appointment to the posts of Assistant Superintendents (Field), Postal Life Insurance (BPS-11) under the Pakistan Post Office.

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following method :-

(i) 75 per cent of the posts shall be filled in by promotion,
(ii) 25 per cent posts shall be filled in by initial appointment.

Provided that if sufficient number of Departmental candidates are not available for promotion, the posts left unfilled from the 75 per cent reserved quota of Departmental candidates, shall be offered to outside candidates. In case out-side candidates are not available to fill in the vacancies reserved for them, the vacancies left unfilled shall be carried forward to the next recruitment.

CONDITION FOR PROMOTION

3. Promotion to posts in Column I below shall be made by selection from amongst the persons who hold the post specified in Column 2 on a regular basis and possess the qualifications and experience prescribed in Column 3:-

Designation and BPS of the Posts	Persons eligible	Conditions of eligibility
Assistant Superintendents (Field) Postal Life Insurance (BPS-11)	(i) Upper Division Clerks (BPS-7) (ii) Time Scale Clerks/Sorters (BPS-7). (iii) Head Clerks LSG (BPS-9).	(a) Should be registered as canvasser for not less than 5 years in the PLI. (b) Should have secured the minimum prescribed fresh business of PLI during the last 5 years with a lapsation ratio of not more than 15%.

	(c) Must qualify the Departmental examination, the syllabus of which is given in Annexure-I to this Notification.

QUALIFICATIONS, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this Notification.

Provided that the maximum age limit will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, Northern Area (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division.

Provided further that the Government servants who have completed at least 2 years continuous Government service, maximum age-limit may be relaxed by not more than 10 years, upto the age of 55 years, wherever applicable.

TRAINING

5. The candidates provisionally appointed by promotion or initial appointment shall be required to undergo training as detailed in Annexure IV for departmental candidates and in Annexure V for outside candidates. On completion of the training, the candidates shall have to qualify the final passing out Examination, the syllabus of which is given in Annexure III to this Notification.

PROBATION

6. Persons appointed by initial appointment or promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or, if considered necessary, if may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973.

This Notification issues with the concurrence of the Establishment Division conveyed *vide* their O.M. No. 13/5/87-R.5, dated 20th October, 1987 and supersedes this Ministry's Notification No. S.R.O. 53 (KE)/74 dated 6th June, 1974.

APPENDIX NO. 23

SCHEDULE

(*See* para 4)

S. No.	Designation and Basic Pay Scale of the post	Qualification and Experience	Maximum Age limit
1.	Assistant Superintendents (Field) Postal Life Insurance (BPS-11)	(i) Graduate or equivalent from a recognized University. (ii) Must successfully compete the Competitive Examination, the syllabus of which is given in Annexure-II to this Notification.	25 years

OTHER PROVISIONS

(i) Appointment shall be made on the results of a combined competitive examination held for recruitment to the cadres of Assistant Superintendents of Post Offices/Railway Mail Service/Postal Life Insurance for outsides candidates.

(ii) Candidates who qualify the competitive examination but are not selected for appointment to the cadres of Assistant Superintendents of Post Offices/Railway Mail Service as a result of insufficient number of vacancies shall be offered the posts of Assistant Superintendents (Field) Postal Life Insurance to the extent of the vacancies available.

(iii) Appointment to the post shall be made on Postal Life Insurance Circle basis strictly in order of merit as disclosed by the aggregate marks finally awarded to each candidate and to the extent of the number of vacancies notified for initial appointment.

Annexure-I

SYLLABUS FOR THE COMPETITIVE EXAMINATION FOR DEPARTMENTAL CANDIDATES

(Referred to in para 3)

		Marks	***Time***
Paper-I	English (Essay, Precis and Drafting)	100	3 Hours
Paper-II	Simple Arithmetic (Matric Standard)	100	3 Hours
Paper-III	Departmental Rules (consisting of questions from Post Office Insurance Fund Rules, Post Office Annuities Rules, Postal Life Insurance Manual and Postal Life Insurance Hand Book for convassers No. I, II & III.	100	3 Hours
Viva Voce Test	.. ..	100	

Note:— The qualifying marks in each paper and *Viva Voce* Test shall be 33% and 40% in aggregate.

Annexure-II

SYLLABUS FOR THE COMPETITIVE EXAMAINATION FOR OUTSIDE CANDIDATES

(Referred to in Schedule)

		Marks	***Time***
Paper-I	English (Essay, Precis and Drafting)	100	3 Hours
Paper-II	Pakistan Studies and Islamic Studies *Part-A Pakistan Studies*-Ideology and emergence of Pakistan in the historical perspective, Efforts for Islamisation of Society in Pakistan, Geography of Pakistan, its global situation, Geographical condition, Natural Resources, Agriculture, Industry, Manpower, Education etc). .. .. .. (50 marks) Part-B. Islamic Studies - (Viz Basic Injunctions prescribed by the Holy Quran; Life and Work of Holy Prophet; Basic tenets of Islam, Islamic Norms and Values of life). .. .. (50 marks)	100	3 Hours
Viva Voce Test:—	The object of the test shall be to judge the candidate's personality, Intelligence, smartness, general knowledge and capacity for taking reesponsibility.	100	

Note: 1. The candidates shall have the option to reply questions of Paper-II above in Urdu also.

2. Non-Muslim candidates shall not be required to take the Islamic Studies portion of Paper-II. However, the marks obtained by a non-Muslim candidate in Part-A viz Pakistan Studies shall be doubled to determine total marks in Paper-II.

Note: The qualifying marks in each paper and Viva Voce Test shall be 33% and 40% in aggregate.

Annexure-III

SYLLABUS FOR FINAL PASSING OUT EXAMINATION

(Referred to in Schedule)

		Marks	***Time***
Paper-I	Departmental Rules consisting of Questions from Post Office Insurance Fund Rules and Post Office Annuities Rules.	100	3 Hours
Paper-II	Departmental Rules consisting of question from Postal Life Insurance Hand Book for Canvassers No. I, II & III and Postal Life Insurance Manual.	100	3 Hours
Qualifying Marks :	A candidate who obtains 33% marks in each paper and 40% in aggregate shall be considered to have qualified the Final Passing out Examination.		

Annexure-IV

TRAINING PROGRAMME FOR DEPARTMENTAL CANDIDATES SELECTED FOR APPOINTMENT AS ASSISTANT SUPERINTENDENTS (FIELD) POSTAL LIFE INSURANCE

1.	Attachment to a General Post Office to learn Postal Life Insurance work.	1	week.
2.	Attachment with Assistant Director (Field) to learn techniques of selling Postal Life Insurance business.	2	weeks
3.	Attachment to the Office of the General Manager, Postal Life Insurance to learn work in Postal Life Insurance Circle Office.	2	weeks
4.	Postal Training Centre	4	weeks
	Total	9	weeks

Annexure-V

TRAINING PROGRAMME FOR OUTSIDE CANDIDATES SELECTED FOR APPOINTMENT AS ASSISTANT SUPERINTENDENTS (FIELD) POSTAL LIFE INSURANCE

1.	Postal Training Centre	4	weeks
2.	Attachment to a General Post Office to learn Postal Life Insurance work.	2	weeks
3.	Attachment to the office of the General Manager, Postal Life Insurance to learn work in Postal Life Insurance Circle.	2	weeks
4.	Attachment with Assistant Director (Field) to learn techniques of selling Postal Life Insurance business.	4	weeks
5.	Attachment with Assistant Superintendent (Field) to learn various Postal Life Insurance procedures	4	weeks
	Total	16	weeks

(Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 158 (1)/88 dated 28th February, 1988 published in Part-II of the Gazette of Pakistan, Extraordinary, Islamabad dated 3rd March, 1988).

(S.20-28/72).

APPENDIX NO. 24

RULES FOR RECRUITMENT TO THE POSTS OF LOWER DIVISION CLERKS (BPS-5), UPPER DIVISION CLERKS (BPS-7), HEAD CLERKS (BPS-9) AND ASSISTANT SUPERINTENDENTS (OFFICE) (BPS-11) IN THE OFFICE OF THE GENERAL MANAGER POSTAL LIFE INSURANCE AND POSTAL LIFE INSURANCE FIELD OFFICES UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of Lower Division Clerks (BPS-5), Upper Division Clerks (BPS-7), Head Clerks (BPS-9), and Assistant Superintendents (Office) (BPS-11), in the office of the General Managers, Postal Life Insurance and Postal Life Insurance Field Offices under the Pakistan Post Office :-

METHOD OF APPOINTMENT

2. Recruitment to the posts shall be made by the following method :-

(1) *Lower Division Clerks* (BPS-5):
   (a) 50 per cent of the posts shall be filled in by promotion from amongst Departmental candidates in accordance with para 3 below.

   (b) 50 per cent of the posts shall be filled in by initial appointment in accordance with para 4 below.

(2) *Upper Division Clerks* (BPS-7):
   (a) 50 per cent of the posts shall be filled in by promotion from amongst Departmental candidates in accordance with para 3 below.

   (b) 50 per cent of the posts shall be filled in by initial appointment in accordance with para 4 below.

(3) *Head Clerks (BPS-9)* By promotion from amongst departmental candidates in accordance with para 3 below.

(4) *Assistant Superintendents (Office) (BPS-11).* - Do -

APPENDIX NO. 24

CONDITIONS OF PROMOTION

3. Promotion to posts in Column 2 below shall be made from amongst the persons who hold the posts specified in Column 3 on regular basis and possess the qualifications and experience prescribed in Column 4:-

Sl. No.	Name of the Posts	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Lower Division Clerks (BPS-5)	Departmental candidates below BPS-5.	(1) Matriculate. (2) Three years service in BPS-1 and above. (3) Must qualify the prescribed departmental examination, the syllabus of which is given in Annexure-I to this Notification.
2.	Upper Division Clerks (BPS-7)	Lower Division Clerks(BPS-5)	(1) Three years service as Lower Division Clerk (BPS-5). (2) Must qualify in the Departmental Examination, the syllabus of which is given in Annexure-II to this Notification.
3.	Head Clerks (BPS-9)	Upper Division Clerk (BPS-7)	Three years service as Upper Division Clerk (BPS-7).
4.	Assistant Superintendents (Office) (BPS-11)	Head Clerks(BPS-9)	Five years service as Head Clerk(BPS-9).

QUALIFICATIONS/EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age-limit as mentioned against the post concerned in the Schedule to this notification:

Provided that the maximum age-limit will be relaxed by three years in the case of candidates belonging to Schedule Castes, Buddhist Community, Tribal Areas, Azad Kashmir and Northern Areas in accordance with the instructions issued by the Establishment Division:

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age-limit

may be relaxed by not more than 10 years upto the age of 55 years, where-ever applicable.

QUALIFICATIONS/CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment on regular basis under the Federal Government in the same pay scale in which the post to be filled exists provided the persons concerned possess the qualifications and experience prescribed for initial appointment to the post concened.

PROBATION

6. Persons appointed by promotion or initial appointments or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year, as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973.

7. This notification is in supersession of this Ministry's Notification No. S.R.O. 61(KE)/74 dated 6th July, 1974 and S.R.O. 1141 (I)/79, dated 15th July, 1979 and issues with the concurrence of the Establishment Division, *vide* O.M.No. 28/3/78-DV, dated 15th July, 1987.

SCHEDULE

(See Para 4)

Sl. No.	Designation and Basic pay of the post	Qualification and Experience	Age Limit
1	2	3	4
1.	Lower Division Clerks (BPS-5)	(i) Matric (ii) Typing speed of 30 words per minute.	25 years
2.	Upper Division Clerks (BPS-7)	Intermediate or equivalent from a recognized Board of Intermediate and Secondary Education.	25 years

APPENDIX NO. 24

Annexure-I

SYLLABUS OF EXAMINATION FOR THE POST OF LOWER DIVISION CLERKS FOR DEPARTMENTAL CANDIDATES

Paper-I	*English*	*Marks : 100*	*Time : 2 hours*

The paper shall consist of :

(i) A passage in Urdu consisting of about 100 words to be translated into English;

(ii) A passage of about 100 words from one of the departmental publications or circulars to be translated into Urdu;

(iii) A passage of about 100 words in English to be dictated from one of the departmental publications.

Paper-II	*Arithmetic*	*Marks : 100*	*Time : 2 hours*

The paper shall consist of sums of addition, subtraction, cross totaling, multiplication, division and percentages.

Paper-III	*General Knowledge*	*Marks : 100*	*Time : 2 hours*

Basic information about Pakistan, Islamic Ideology and the Post Office Department :

Note : (i) This examination is qualifying and appointments on its result shall be made on the basis of seniority in the feeding cadre. A waiting list of qualified candidates will be maintained which will remain valid for six months following the date of announcement of the result of examination. A departmental candidate in higher Basic Pay Scale will get preference over those in lower Basic Pay Scale for promotion to the post of Lower Division Clerks.

(ii) The candidates shall have the option to attempt questions of Papers II and III above in Urdu also.

(iii) The pass percentage in each paper shall be 33 per cent.

Annexure II

SYLLABUS OF EXAMINATION FOR THE POST OF UPPER DIVISION CLERKS FOR DEPARTMENTAL CANDIDATES

	Subject	*Time*	*Marks*
Paper-I	English-Essay, Precis-Writing, Drafting and Correction of mistakes in English.	1 1/2 hours	100
Paper-II	General Knowledge (Pakistan Studies and Current Affairs).	2 1/2 hours	100
Paper-III	Departmental Rules and Procedures (PLI Manual, P.O. Insurance Fund Rules) and Post Office Annuities Rules.	2 1/2 hours	100
	Total marks		300

Note: (i) This examination is qualifying and appointment on its results shall be made on the basis of seniority in the feeding cadre. A waiting list of qualified candidates will be maintained which will remain valid for six months following the date of announcement of the result of examination.

(ii) The qualifying marks is 33 per cent in each paper.

GENERAL

(1) Initial appointments in the cadre of Upper Division Clerk and Lower Division Clerk will be made by selection based on pure merit determined in accordance with the marks obtained by the candidates in the relevant academic Examinations held by the Board of Intermediate and Secondary Education and as prescribed in the Schedule to this Notification, to the extent of the number of vacancies notified in the newspapers by the General Manager. Provided that in the case of Lower Division Clerks all candidates, before final selection, determination of merit and appointment shall have to appear in a qualifying typing test for which the minimum standard shall be 30 words per minute. Appointments will be confined to persons who are domiciled in the area to which the jurisdiction of the Postal Life Insurance Circle extends.

(2) As the candidates for initial appointments will have the background of diverse educational institutions the Departmental Selection Committee will ensure uniformity of standard while selecting the candidates. The Departmental Selection Committee, *inter-alia* will also test the knowledge of candidates in English language by

putting a few questions orally at the time of Interview of candidates for appointment to the posts of Upper Division Clerks and Lower Division Clerks.

(3) If sufficient number of departmental candidates are not available for promotion, the posts will be filled by initial appointment and failing that the posts shall be carried over to the next recruitment.

[S.20-15/73]

[Authority:– Ministry of Communications (Pakistan Post Office) Notifications No. S.R.O. 655 (I)/87, dated 11th July, 1987 and No. S.R.O. 1146(I)/90, dated 5th November, 1990 published in Part-II of the Gazette of Pakistan Extra-ordinary Islamabad the 15h August, 1987 and 7th November, 1990 respectively].

APPENDIX NO. 25

RULES FOR RECRUITMENT TO THE ACCOUNTS POSTS IN BPS-16 AND BPS-17 (DEPARTMENTAL CADRE) UNDER THE PAKSITAN POST OFFICE DEPARTMENT

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to Accounts posts in BPS-16 and BPS-17 (Departmental Cadre) under the Pakistan post Office Department:—

METHOD OF APPOINTMENT

2. The method of appointment of the posts shall be as under:-

Sl. No.	Designation and BPS of the posts.	Method of appointment
1.	Senior Accountant/ Accountant Superintendent (BPS-16)	100% by Promotion subject to the following distribution:- (i) One third by promotion without qualifying Post Office SAS Accountants Examination Part -II (ii) Two-third by 'promotion on qualifying Post Office SAS Accountants Examination Part-II-
2.	Assistant Chief Accounts Officer/ Accounts Officer (BPS-17).	100% by promotion.

Provided that if no suitable person is available for promotion, the post or posts reserved for promotion shall be filled by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4:-

Sl. No.	Designation of the Post	Conditions of eligibility	Persons eligible
1	2	3	4
1.	Senior Accountant Accountant Supdts. (BPS-16) in the Offices other than in the office of the Director of Accounts	Against two-third of the vacancies Junior Accountants (BPS 12)	(a) 3 years service as Junior Accountant (BPS-12)

			(b) Passing of SAS Accountants Examination Part-II. the syllabus of which will be as prescribed by the Director General, Pakistan Post Office in consultation with the Auditor General of Pakistan.
		Against one-third of the vacancies.	
		Junior Accountants (BPS-12)	5 years service as Junior Accountant (BPS-12)
		Against two-third of the vacancies	
2.	Accountant Superintendent (BPS-16) in the Office of the Director of Accounts.	(i) Junior Accountants (BPS-12) (ii) Senior Accounts Clerk (BPS-11/15 in case of non-availability/non-eligibility of Junior Accountants.	(a) 3 years service as Junior Accountant or 5 years services as Senior Accounts Clerk
			(b) Passing of SAS Accountants Examination Part-II, the syllabus of which will be as prescribed by the Director General, Pakistan Post Office in consultation with the Auditor General of Pakistan
		Against one-third of the vacancies.	
		(i) Junior Accountants (BPS-12)	3 years service as Junior Accountant. OR
		(ii) Senior Accounts Clerks (BPS-11/15) in case of non availability/non eligibility of Junior Accountants	5 years service as Senior Accounts Clerks.
3.	Assistant Chief Accounts Officer/ Accounts Officer (BPS-17).	Senior Accountant/ Accountant Superinetendent (BPS-16)	Five years service as Senior Accountant / Accountant Superintendent (BPS-16)

QUALIFICATIONS/CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding appointment under the Federal Government on a regular basis in the same Basic Pay Scale in which the post to be filled exists, provided the person concerned possesses the qualification/experience prescribed for promotion to the post concerned.

PROBATION

5. The persons appointed, by promotion or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to provisions of section 6 of Civil Servants Act, 1973, read with rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

GENERAL

6. The percentage of qualifying marks in each paper of SAS Accountants Examination Part-II shall be 40%. The percentage of qualifying marks in aggregate shall be 45%. Obtaining of at least 40% marks in practical papers will be essential.

7. A candidate who has not qualified Part-I of the SAS examination shall not be allowed to appear in Part II of the said examintion.

8. A candidate who secures pass marks in aggregate but fails in one paper will be exempted from re-appearing in other papers at subsequent examination.

9. A candidate failing at an examination but passing in any paper by securing at least 60% marks will be exempted from re-appearing in that paper at subsequent examinations.

10. This Notification issues with the concurrence of the Establishment Division as contained in their O.M. No. 28/5/77-R. 5 dated 14th November, 1991 and supersedes this Ministry's (Pakistan Post Office) Notification No. S.R.O. 742(I)/81 dated 8th July, 1981 and SRO 157 (I)/83 dated 12th February, 1983 as amended from time to time, in respect of the posts included in this notification.

[S.21-12/76].

Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 38(I)/92 dated 31st December, 1991 published in the Gazette of Pakistan Extraordinary dated Islamabad January 21, 1992.

APPENDIX NO. 25

Annexure-I

SYLLABUS OF PAKISTAN POSTAL SERVICES CORPORATION ACCOUNTANTS EXAMINATION PART-II

Paper/Subject	Course Outlines	Suggested Reading Material
1	2	3
Paper-I. Coomerical Accounting	Basic structure of accounting journals, ledgers and trial balance, accounting cycle (adjusting process, work sheets. profit and loss accounts, balance sheet, etc.), Debtors and creditors Merchandise and Inventories, Deferral and accruals, Fixed Assets and Tangible Assets, Companies Organizations and Operations, share holders equity earnings and dividends and Financial statement analysis.	Accounting Principles by Niswonger and Fess.
Paper-II: Cost Accounting	Fundamentals of Cost Accounting, Cost Accounting and its Contributions to management, Cost concepts, classification and systems, the flow of cost and costing procedure, factory overhead, material and Inventory cost controls, Materials costing, Labour cost accounting, and controls, Process cost accounting, Standard cost; direct or variable costing. Introduction to data processing and computers.	Cost Accounting Volume-I by Abdul Rehman Khan.
Paper-III: Organization and Methods	Management Principles, Modern Management, principles of organization, organization techniques, office Management, All chapters of Post Office Manual Volume-II.	Principles of Management written by Syed Shaukat Ali and Syed Jamil Ahmed, and Post Office Manual Volume-II
Paper-IV Foreign Post Accounts (Practical) (With the aid of books)	SECTION-A Foreign Post accounts, Collection of Statistics and preparation of Accounts in Pakistan, System of exchange of Correspondence and accounts with Great Britain and Northern Ireland, Settlement of Inter-Administration Accounts, Mails by Ships otehr than Mails ships.	Foreign Post Manual Volume-I
	SECTION-B Accounts with parcel union countries, Rules relating to teh exchange of parcels with non-parcel Union countries.	Foreign Post Manual Volume-II

APPENDIX NO. 25

Paper-V: Postal Life Insurance Accounts (Practical) (With the aid of books)	Calculation of paid up value, surrender value, Loan Accounts, interest on loans, conversion of policies and other related matters relating to offices PLI organization.	PLI Account Code, PLI Manual and Post Office Insurance Fund Rules, Post Office Annuities Rules, Insurance Act, 1938, Federal Employees Benevolent Fund and Group Insurance Act and Rules.

Note:—

1. Each paper will consist of 100 marks and the time allowed for each paper will be three hours.

2. A candidates will apply for admission to the Accountants Examination Part-II in the prescribed Application Form as per specimen given in Annexure-A to item III of Part-II of Pakistn Postal Services Corporation Gazette No. 5 dated 15th April, 1995.

3. A candidate who has not qualified Part-I of the Accoutants Examination shall not be allowed to appear in Part-II of the Accountants Examination.

4. A candidate shall not be eligible for admission to the Accountants Examination Part-II unless he has been holding, on regular basis, the post of Junior Accountant for at least three years or the post of Senior Accounts Clerk for at least five years under the Pakistan Postal Services Corporation as on the last date fixed for receipt of application for admission by the Head of Circle/Organization.

5. The percentage of qualifying marks in each paper of Accountants Examinations Part-II shall be 40%. The percentage of qualifying marks in agregate shall be 45%. Obtaining of at least 40% marks in practical Paper will be essential.

6. A candidate who secures pass marks in aggregate but fails in one paper will be exempted from appearing in other papers at subsequent examination.

7. A candidate failing in an examination but passing in any paper by securing at least 60% marks will be exempted from re-appearing in that paper at subsequent examinations.

(S. 21-12/76)

[PPSC Gazette No. 01 dated 15th January, 1996]

Annexure II

APPLICATION FORM FOR ADMISSION IN THE POST OFFICE ACCOUNTANT EXAMINATION PART-II

1. Full name of applicant.
2. Designation/Post held with name of Office/Unit.
3. Date of birth.
4. Educational Qualification.
5. Domicile (District and Province)
6. Date of entry in Government Service and Basic Pay Scale.
7. Date of Passing Part-I (Junior Accountant) Examination.
8. Date of regular appointment as Junior Accountant.
9. Whether appointed as Junior Accountant by initial appointment or by promotion on qualifying Part-I (Junior Accountant) Examination:—
   (i) Date of joining for departmental Training.
   (ii) Date of completion of departmental Training
10. State the year(s) if any in which you appeared in Part-II Examination earlier.
11. Part-II examination in which the applicant seeks admission.
12. Subjects and papers in which the applicant is to appear in Part-II Examination.

    Note:— In case the applicant has got exemption, marks in each paper obtained in previous Examination should be stated.

13. Name of Centre at which the applicant desires to appear for taking Part-II Examination.

Declaration

I hereby declare that the particulars mentioned above by me in this form are true to the best of my knowledge and belief. If any information furnished above are found incorect, I shall be liable to be disqualified in Part-II Examination even after passing the said examination.

Name_____
Designation _____
Date _____

[S. 21-12/76]

APPENDIX NO. 26

RULES FOR RECRUITMENT TO THE POSTS IN THE ACCOUNTS SERVICE UNDER THE PAKISTAN POSTAL SERVICES CORPORATION

In pursuance of section 31 (2) of Pakistan Postal Services Corporation Ordinance, 1994 the following method, qualification and other conditions are laid down for appointment to posts in the Accounts Service under the Pakistan Postal Services Corporation:-

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following method:-

Name of Post	Method of Appointment
1. Post Office/Railway Mail Service Accountant (BPS-9)	By promotion from amongst departmental candidates in accordance with rule 3(i) below.
2. Junior Accountant (BPS-12)	(i) 66 2/3% by promotion in accordance with rule 3(ii) below. (ii) 33 1/3% by initial appointment in accordance with rule 4 below.

Note:– Appointment to above posts wil be made on Circle/Organization basis. However inter Circle/Organization transfers shall be made in the interest of service by the Chairman Postal Services Corporation.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on regular basis and possess the qualifications and experience specified in column 4:

S. No.	Name of Post	Persons Eligible	Conditions of Eligibility
1	2	3	4
1.	Post Office/Railway Mail Service Accountant (BPS-9)	P.O. Clerks/R.M.S. Sorters (BPS 7-8)	(i) Must be at least Matriculate. (ii) Three years service in BPS 7-8 as P.O. Clerk/RMS Sorter. (iii) Must qualify the departmental

			examinations as per syllabus in Annexure I.
2.	Junior Accountant (BPS-12)	Departmental Official in BPS 7-11	(i) Four years service in BPS 7-11 (ii) Must qualify Part-I of the Pakistan Postal Services Corporation Accountant Examination as per syllabus at Annexure II.

Note:– Form of application for admission to post Office/Railway Mail Service Part-I Accountant Examination is at Annexure III.

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

4. A candidate must possess the educational qualification and experience and must be within the age limits as mentioned against the Post concerned in the Schedule to this Notification. Unless otherwise provided, the experience prescribed for initial appointment will be the post qualification experience.

Provided that the maximum age limit will be relaxed by three years in case of candidats belonging to scheduled castes, Buddhist Community, recognized Tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division from time to time;

Provided further that for Government Servants who have completed at least three years continuous Government Service, maximum age limit my be relaxed by not more then 10 years upto the age of 55 years wherever appliable.

PROBATION

5. (a) The persons appointed by promotion and initial appointment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment.

(b) Departmental officials selected for appointment to the posts of Junior Accountant on the result of Part-I Pakistan Postal Services Corporation Accountants examination shall undergo practical and on the job training in different fields and offices in accordance with training programme as may be prescribed from time to time.

(c) The candidates selected for initial appointment to the Posts of Junior Accountants will undergo training in different fields and offices in accordance with the training programme as may be prescribed from time to time. On completion of training, they shall be required to pass subsequently Part-I of Pakistan Postal Service Corporation Accountant examination as per prescribed syllabus. A candidate will be allowed two chances for clearing the examination failing which he/she will be discharged from service.

(d) A candidate must secure at least 35 per cent marks in each paper and 40 per cent in the aggregate to qualify the departmental examination for appointment to the post of Post Offices/RMS Accountant (BPS-9). A candidate securing 50 per cent marks in any paper of the above examination shall be exempted from re-appearing in that paper.

(e) The percentage of qualifying marks in each subject of Accountants Part-I shall be 40 per cent while the percentage of qualifying marks in aggregate shall be 45 per cent. Obtaining of at least 40 per cent marks in practical papers will be essential. A candidate who secures pass marks in aggregate but fails in one paper will be exempted from re-appearing in other papers at subsequent examination. A candidate failing at an examination but passing in any paper by securing at least 60 per cent marks will be exempted from re-appearing in that paper at subsequent examination.

6. This Notification supersedes Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 742 (I)/81, dated 8th July, 1981 and S.R.O. 157(I)/83, dated 12th February, 1983 in respect of posts included in this Notification.

SCHEDULE

[See Rules 4]

S. No.	Designation and Basic Pay Scale	Qualification and experience	Age limit Maximum	Age limit Minimum
1	2	3	4	
A.	Juinor Accountant (BPS-12)	B. Com from a recognized University.	25	18

[3(15)/93-P.O.]

Aneexure I

SYLLABUS FOR DEPARTMENTAL EXAMINATION OF POST OFFICE RMS ACCOUNTANTS, POST OFFICE DEPARTMENT

Paper-I English **Total Marks 100**

(i)	Summary of the given passage	30
(ii)	Letter Writing	20
(iii)	Essay of about 200 words on a given topic ..	30
(iv)	Answers to question set from the given paragraph	20

Paper-II Arithmetic (Matric Standard) 100

Paper-III Fundamental Rules and Supplementary Rules (with the Aid of Books): 100

SECTION A.—FUNDAMENTAL AND SUPPLEMENTARY RULES

(i) Extent of application and definitions.
(ii) General conditions of service.
(iii) Pay.
(iv) Additions to pay.
(v) Combination of appointments.
(vi) Deputation out of Pakistan.
(vii) Dismissal, Removal and Suspension.
(viii) Compulsory retirement.
(ix) Leave.
(x) Joining Time (Revised Leave Rules, 1980).

SECTION B.—CIVIL SERVICE REGULATIONS

(i) Procedure relating to pensions.
(ii) Ordinary pensions.
(iii) General Rules.
(iv) Conditions of qualifying service.
(v) Rules for reckoning services.
(vi) Conditions of grant of pensions.
(vii) Amount of pension.
(viii) Re-employment.

Note.— Eight questions will be set and candidates shall be required to attempt five questions in all selecting at least two questions from each Section.

APPENDIX NO. 26

PAPER-IV GENERAL FINANCIAL RULES AND PROCEDURES (WITH THE AID OF BOOKS) TOTAL MARKS: 100

SECTION A.—FOR ALL CANDIDATES

Initial Account Code Volume-I.

CHAPTER 2.— General outlines of the system of Accounts.

CHAPTER 4.— Relations with Audit.

CHAPTER 7.— Cash.

CHAPTER 9.— Pay and Allowances (General Rules).

CHAPTER 11.— Establishment Bills.

CHAPTER 12.— Contingent Charges.

CHAPTER 13.— Miscellaneous Charges.

SECTION B.—FOR POST OFFICE CANDIDATES ONLY

1. Initial Account Code Volume-I.

CHAPTER 5.— Supply of funds and other Remittance Transactions.

CHAPTER 15.— Post Office Accounts.

2. Post Office Manual Volume-VI.

CHAPTER 5.— Deposit Accounts.

CHAPTER 7.— Relating to void inland Money Orders only.

CHAPTER 10.— Sub-Accounts.

CHAPTER 11.— Accounts in Sub-Offices.

SECTION C.—FOR RMS CANDIDATES ONLY

1. Initial Account Code Volume-I.

CHAPTER 16.— Railway Mail Service Accounts.

APPENDIX 24.— Rules regarding conveyance of Mails and the construction, haulage and maintenance of vehicles on the Railways.

2. Post Office Manual Volume-II.

CHAPTER 1.— General (Disbursement of pay and allowances, extra duty and outstation Allowances Bills, and other allied matters relating to submission of accounts, etc.)

Note 1.— Out of eight questions to be set the candidates shall be asked to attemipt five questions in all selecting three questions from section A and two questions either from Section B or Section C (ONE question shall compulsorily be attempted by all candidates from Appendix-4 Revised Chart of classification).

Note 2.— Each paper will consist of 100 marks.

Note 3.— Time allowed for each paper will be three hours.

Note 4.— The pass percentage in each paper will be 35 and in aggregate 40 per cent.

Annexure II

SYLLABUS OF POST OFFICE ACCOUNTANT EXAMINATION PART-I

Paper/Subject	Course Outlines	Prescribed Reading Material/Recommended Books
1	2	3
PAPER-I Precis and Correspondence	Precis of correspondence; notes; passages; etc.; objects of precis-writing; Form and style; omission of details. Drafting official correspondence; kinds of Letters, *i.e.,* letters, office mamorandum, U.O. Notes, D.O. Letters, Telegrams, self-margin etc.; basic qualities of letters and other communications; accuracy and Coherence style to readers taste.	Precis writing and Drafting (T.M. Dogar). Precis writing by (Late) Tasnim Mirza; Precis writing Exercises Vol-I and II printed by AATI ; Precis of Communications Printed by AATI. Written Communication in Business (By Shurter): Communication through Letter and Reports (Menning and Wilkinson); Secretariat Instructions on Noting and Drafting issued by O.M. Division.
PAPER-II Report Writing	Principles and practice; Planning, gathering material; organizing material; writing reports; logical writing reports; logical presentation of facts and opinions; use of graphs; general	Language of Audit Reports (GAO) Report Manual (GAO); Notes of report writing prepared by Auditor General; Draft Para by A TI: Inspection Reports by AAT.

1	2	3
	pattern of audit notes ; reports and draft paras of statutory reports of Auditor General. *Note.*— Apart from the conceptual side of report writing, the candidates will also be required to produce a systematic report from a jumbled or disorganized data given in the question paper	
PAPER-III Services and Financial Rules. (Theoretical). **PAPER-IV** Services and Financial Rules. (Practical).	General conditions of rules relating to fixation and revision of pay; other additions to pay; dismissal; removal and suspension from serivce; leave rules (including leave procedure) Joining time and foreign service, advances. Conduct and Discipline Rules; Pension Rules and procedures. Provident Fund Rules; Benevolent Fund and Group Insurance Rules; Treasury and Financial Rules issued by the Federal Government (including Budget procedure); withdrawal of funds; control over expenditure etc., covering also the financial procedure incorporated in the Constitution and other relevant sections.	FR & SR Vol-I & II; Compendium of Pension Rules; General Service Fund; Benevolent Fund and Group Insurance Rules. GFR Volume-I & II; Pay Revision Rules and TA Rules, Prescribed Leave Rules (as amended). Audit Code (Chap 2 to 5 of Sec. IV and Appendix 3); Audit Manual (Chap. 4 to 12, 14 and 16). Civil Servants Act, 1973: Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, Efficiency and Discipline Rules, 1973; Government Servants Conduct Rules, 1964. Revised System of Financial Control and Budgeting.

1	2	3
PAPER-V Government Accounts and Audit and Budget. (Theoretical) **PAPER-VI** Government Accounts and Audit and Budget. (Practical).	Government Accounting, Auditing and Budgeting pertaining to Postal Services Corporation. Consolidation of Postal accounts pre-checks; Postchecks budget preparation; issuance of observation; settlements; keeping and maintenance of reocord dealing with audit observation and settlements of items and appropriation accounts, etc.	Post Office Manual Vol-II (Chapter XII only). Budget of Pakistan Postal Services Corporation for the last two years. Appropriation Accounts of Pakistan Postal Services Corporation) and Audit Reports thereon for the last two years. P & T Account Code (Chapter 1 to 7, 9 and 10). Audit Code: P&T General Audit Code. Audit Manual (Chapter 2 and 30 only relevant to appropriation Accounts). Scheme of Departmentalisation of Accounts of Post Office Department. An introduction to the Accounts and Audit. Accounts Code-Vol. I to IV (Excluding PW Accounts and Defence Accounts); Audit Manual ; New Chart of Accounts.

1	2	3
PAPER-VII Post Office Accounts Rules and Procedures. (Theoretical) **PAPER-VIII** Post Office Accounts Rules and Procedures. (Practical)	Post Office Accounts Rules and Procedures Calculation of Profit on Savings Bank Accounts and Savings Certificates; Contract: Building: RMS Vans. General outlines of system of Accounts; general principles and methods of Accounts; inter-departmental transactions; recoveries in Government Accounts; Chart of Accounts. Departmental abstracts Classified abstracts pre-audit payment; departmental Cash Accounts; exchange and settlement accounts; inter-departmental adjustments accounts with foreign Governments; consolidation of accounts, transfer entries; journal and ledger; monthly and Annual Accounts of Pakistan Postal Services Corporation.	P&T Technical Audit Code Vol-II (Excluding Chapters 1,2,3, Appendix-A); Post Office Manual Vol-VI (Chapters 7,8, Except Part-III and 9,11); Post Office Manual Volume II (Chapter X & XI); Contracts of Buildings P&T Initial Accounts Code Vol-I with appendices; Post Office Manual Vol-VIII (Chapter-II) New Chart of classification of Pakistan Postal Services Corporation (Appendix 4 to P&TIAC Vol-I).

Notes:—

1. Each paper will consist of 100 marks.
2. Time allowed for Paper-I and II will be 2 1/2 hours and for Paper III to VIII it will be three hours.
3. Each candidate will apply for admissin to the Examination in the prescribed Application Form.
4. The percentage of qualifying marks-in each Paper shall be 40% The percentage of qualifying marks in agregate shall be 45%. Obtaining of at least 40% marks in practical Paper will be essential.
5. A candidate who secures pass-marks in aggregate but fails in one Paper will be exempted from re-appearing in other Papers at subsequent examination.
6. A candidate failing at an examination but passing in any paper by securing at least 60% marks will be exempted from re-appearing in that Paper at subsequent examination.

Annexure-III

APPLICATION FORM FOR ADMISSION IN POST OFFICE/RMS ACCOUNTANTS AND PART-I OF PAKISTAN POST OFFICE ACCOUNTANT EXAMINATION

1. Full name of applicant.
2. Designation/Post held with name of Office/Unit.
3. Date of birth.
4. Educational qualification
5. Domicile (District and Province)
6. Date of entry in Government Service.
7. Date of regular appointment as
8. Whether appointed by initial appointment or by promotion.
9. State the year(s) if any in which you appeared in Examination, before.
10. Examination in which the applicant seeks admission.
11. Subjects and papers in which the applicant is to appear in the Examination.

Note.— In case the applicant has got exemption, marks in each paper obtained in previous Examination should be stated.

12. Name of Centre at which the applicant desires to appear for taking the Examination.

DECLARATION

I _____ hereby declare that the particulars mentioned above by me in this form are true to the best of my knowledge and belief. If any information furnished above are found wrong, I shall be liable to be disqualified in the Examination even after passing the said examination.

Name:
Designation:
Date:

Authority: Ministry of Communications (Pakistan Post Office) Notifications No. S.R.O. 728(I)/94, dated 14th July, 1994 and Corrigendum No. 3(15)/93-P.O. dated 24th May, 1995 Published in Part-II of the Gazette of Pakistan Extraordinary, Islamabad the 20th July 1994 and 27th May, 1995 respectively.

Aneexure IV

TRAINING OF DEPARTMENTAL CANDIDATES SELECTED FOR APPOINTMENT AS JUNIOR ACCOUNTANTS

The official who pass the Part-I of the Post Office Subordinate Accountants Service Examination shall undergo practical and on the job training for a period of 2 months in different offices/units before their posting as Junior Accountants as per the following schedule:—

1.	Postal Trainig Centre	14 days
2.	General Post Office	10 days
3.	Foreign Post	7 days
4.	Head Record Office	7 days
5.	Office of General Manager, PLI	4 days
6.	Office of Director of Accounts, Post Office Department	10 days
7.	Transit & Holidays	8 days
	Total :–	60 days

2. The Trainees will start their training at a Postal Training Centre where they will be fully briefed about the organisation and functions of the Post Office Department and its accounting and auditing structure and the techniques and modalities of accounting and auditing. Thereafter, the trainees will undergo training according to the programme given in para 1 above.

3. At the end of each phase of practical training the trainees will submit their progress reports to the Postmaster General/Head of the Organization concerned through the Heads of Offices to whom they are attached for the practical training. The concerned Head of Offices will forward those reports with his comments about the successful completion of that phase of training and also the interest taken by each trainee.

4. The Postmaster General/Head of Organization may disqualify any official who has not completed his practical training satisfactorily.

Annexure-V

TRAINING OF CANDIDATES SELECTED FOR INITIAL APPOINTMENT AS JUNIOR ACCOUNTANTS

On selection for initial appointment to the post of Junior Accountants, the probationer will undergo training for a period of 22 weeks in the following offices and study the procedure indicated against each:-

Phase-I Postal Training Centre = 6 Weeks

— Origin of the post.
— Development of Postal Services after independence.
— Organization and functions of Post Office Department
— Importance of the Post in socio-economic development of Pakistan
— Introduction to accounting and auditing system in Pakistan Post Office
— Organization and its objectives
— Evolution of Financial Management
— General Principles
— Financial Accounting and Book-Keeping
— Sources of Postal Revenue
— Rate Structure and Costing of Service
— Rationalization of Tariff
— Forecasting and Budgetting
— New Items statements
— Revised Estimates
— Anticipatory Final Grants
— Demands for grants
— Revenue and Capital Budget.
— Leakage of Revenue
— Expenditure Statements.
— Estimates and Actuals.
— Audit and Accountability
— Financial Powers.
— Lectures on Introductory Management and Class Discussion.
— Review of all phases of Training with particular reference to relevant Account Books.
— Extension Leacture by Departmental Officers as well as Guest Speakers from other organizations.

Phase-II General Post Office = 4 Weeks

— Preparation and checking of establishment pay bills and acquittance rolls.
— Preparation and checking of memo of un-disbursed pay and allowances.
— Preparation and checking of schedules of receipt and payments, with reference to Head Office Cash Book.

— Preparation and checking of Head Office Cash Book and Postmaster's Balance-sheet.

— Preparation and checking of register of contingent charges and preparation of extract contingent bills and "Not Payable".

— "Contingent Bill".

— Preparation of monthly accounts return, its examination and sumission to Director of Accounts, Post Office Department, Lahore.

— Maintenance of register of losses and recoverable advances.

— Maintenance of service books and service rolls.

— Fixation of Pay.

— Preparation of statements A & B.

— Preparation of PLI ledger cards.

— Preparation of Budget and Revised Estimates.

— Sattlement of Local Audit Inspection Reports and objections statements.

— Preparation of P.O., S.O. and Head Office summaries.

— Preparation of monthly accounts return, its examination and submission to Director of Accounts, Post Office Department, Lahore.

Phase-III Mail Sorting and Transportation Division = 2 Weeks

— Preparation of cash book.

— Preparation and checking of cash abstract.

— Preparation of monthly account return, its checking and submission to Director of Accounts, Post Office Department, Lahore.

— Preparation of report of losses, etc, for Audit.

— Register of losses and recoverable advances.

— Disposal of Local Audit Inspection Reports.

Phase-VI Foreign Post = 2 Weeks

— Services which give rise to transit charges.

— Transit charges on closed mails sent by land, Sea or Air and whare-housing charges.

— Collection of statistics for transit charges.

— Calculation of number of bags and weights of closed despatches, preparation of statement of closed dispatches

— Payment of transit charges.

— Calculation of conveyance charges in respect of closed mails carried by air.

— Calculation of conveyance charges for air mail articles sent in open transit.

— Determination of weight of air mails and a decouvert air mail correspondence.

— Preparation of accounts relating to closed mails sent in transit through Pakistan Services.

— Check and disposal of accounts relating to closed mails sent in transit through services of other countries by Pakistan.

— Preparation of abstract of transit charges.

— Preparation of General Account with U.K.

— Preparation and settlement of accounts with other Postal Administrations.

— Payment of gratuities to owners of ships other than mail ships.

— Accounts with Postal Union Countries appropriation charges, settlement of accounts.

— Accounts with Non-Union Countries. Preparation and settlement of accounts.

— Terminal dues

— Disposal of Local Audit Inspection Reports.

Phase-V Circle Office = 2 Weeks

— Noting and drafting in Circle Office.

— Preparation of Budget and Revised Estimates of Receipt and Expenditure.

— Control over expenditure

— Checking of memo of disbursement of pay and allowances.

— Checking of "Not payable contingent bill" received from subordinate units.

— Settlement of Local Audit Inspection Reports.

— Preparation of pension cases.

— Procedure of examination of proposals for opening of new Post Office and creation of new posts.

— Procedure of retention of temporary posts and making them permanent.

— Examination and checking of classification of works expenditure.

Phase-VI Office of General Manager PLI = 2 Weeks

— Examination of proposals for insurance.

— Posting of premia in ledger cards and accounting of premia.
— Checking of claims on maturity, death or surrender of policies.
— Calculation of surrender value, paid up value.
— Calculation of revised value of policies.
— Conversion of policies (*i.e.* either alterations from life to E.A. and *vice-versa* or ante-dating or post dating of maturity of E.A. Policies.
— Procedure for admittance and clearance of items on C.E. basis.
— Procedure for payment of honorarium/Renewal Commission to the Canvassers.
— Valuation of P.L.I. Fund.
— Disposal of Local Audit Inspection Reports.
— Reconciliation of departmental and Account Office figures.

Phase-VII Office of Director of Accounts Post Office Department Lahore = 4 Weeks

— Examination of accounts received from Head Office and Railway Mail Service Divisions.
— Audit of vouchers/bills received with accounts before posting in classified abstract.
— Preparation of classified abstract of receipts and payments.
— Preparation of statements of disbursed Accounts.
— Preparation and examination of detailed book and circle abstract receipts and payments.
— Preparation and examination of General abstract of receipts and payments.
— Examination of exchange accounts received from Civil accounts offices and their adjustment in P.O. Accounts.
— Preparation and examination of exchange accounts to be sent to civil accounts office.
— Compilation of M.O. Accounts.
— Compilation of S.B. and C.C. Accounts.
— Examination of pension cases and issue of PPO's Audit of pension gratuity and commutation payment vouchers.
— Examination of Misc. Broad Sheets maintained.
— Preparation of Finance and Revenue Accounts.
— Preparation of Appropriation Accounts.
— Checking and compilation of return/schedule of:
(a) Customs Duty and Sales Tax.
(b) Zakat.

(c) Omitted
(d) G.P. Fund subscription

— Preparation of Broad sheets/Ledgers and calculation of profit.

— Maintenance and upkeep of stock of Postal Orders.

— Detailed study of procedure regarding settlement of cases of loss and defalcations.

2. At the end of the above training period, the probationers will be required to qualify the Post Office. Accountant Examination Part-I, the syllabus of which is given in Annexure-II to this Appendix.

3. During the course of practical training in various branches/cells of an office, the probationers shall be divided into groups each consisting of not more than two candidates. The probationers shall perform all the items of work listed above practically as far as possible and route the cases dealt with by them through the officials incharge with whom attached. Day to day performance and progress of the probationers shall also be kept under close watch by the Head of the Unit/Branch Officer concerned. The probationers shall submit regularly their weekly progress reports showing the training received to the officials incharge imparting practical training who shall record his observations before passing the reports to the Head of the Unit/Branch for review and remarks. The interest taken by the officials incharge in imparting training to the probationers shall be evaluated by the Unit Officer/Branch Officer for mentioning in their Annual Confidential Reports. At the end of each phase of the training all the weekly reports submitted by the probationers shall be bundled by the Head of Unit/Branch Officer and sent to the Postmaster General/Head of Organization alongwith his detailed remarks indicating the interest taken and the progress made by the probationers while undergoing training. The competent authority may terminate the services of any probationer who has not completed his practical training satisfactorily.

[Authority: Director General Pakistan Post Office, Circular No. 15 dated 16th February, 1989 for Annexures IV and V]

APPENDIX NO. 27

DUTIES PRESCRIBED FOR JUNIOR/SENIOR ACCOUNTANT INCHARGE OF ACCOUNTS BRANCH IN POST OFFICE.

Before Independence, Time Scale Clerks/Sorters on passing a departmental test were employed as Postal Accountants in Post Offices. The more important duties relating to accounts were, therefore, assigned to the Postmaster in charge personally. After independence with the expansion in Postal Services, not only the number of Post Offices has increased considerably but the accounts cadre has also expanded, resulting in creation of posts of Junior and Senior Accountants Incharge of Accounts branch in large Head Offices. Accordingly, it has been decided to assign the following duties to Junior or Senior Accountants who are incharge of Accounts Branch of Head Post Offices.

2. The Junior/Senior Accountant incharge of Accounts Branch in the Post Office will be responsible for :-

(i) writing up of Head Office cash book (ACG-4). The balance sheet will however, be written by the Postmaster or Deputy Postmaster as the case may be,

(ii) Preparation and checking of pay bills and acquittance rolls of the establishment within the accounts jurisdiction of the head office and putting them up to the Postmaster for his signature. In a head Office where Senior Accountant is incharge of Accounts Branch, pay bills and acquittance rolls will be signed by him instead of the Postmaster.

maintenance of contingent expenditures register, preparation of contingent bill and timely submission of monthly not-payable contingent bill to the Head of the Circle for countersignature and abstract contingent bill to the Director of Accounts;

maintenance and proper upkeep of register of losses, recoverable advances and retrenchment in form ACG-60;

maintenance of register of attachment orders issued by Courts, recovery of amount attached, remittance of amount to Court concerned and submission of monthly statement in form Pa-32 to the Head of the Circle;

(iii) correctness and timely submission of accounts returns relating to accounts branch to the Director of Accounts and other concerned offices;

(iv) preparation of consolidated Treasury and Postal receipts, and verification thereof from the Treasury Officer / District Accounts Officer concerned;

(v) comparison of head office cash book with schedules of receipts and payment;

(vi) comparision of head office cash book with treasury pass book;

(vii) comparision of the head office summary with schedules of receipts and payments and checking thereof, respectively;

(viii) examining of acquittance rolls and preparation of memo of un-disbursed pay and allowance;

(ix) Preparation of memo of disbursement of pay and T.A. and its timely submission to the Postmaster General for counter signature;

(x) maintainging of service books, service rolls and leave accounts and attestation of entries therein and their safe custody;

(xi) recording of certificates of annual verification of services in service book/rolls;

(xii) furnishing of leave admissibility certificates;

(xiii) arranging re-attestation of descriptive particulars on the first page of service books/rolls after every five years.

(xiv) maintaining of Security/Fidelity Gurantee Bonds of the staff within the accounts jurisdiction of the head office and their timely renewal as prescribed in Chapter V of Post Office Manual, Volume-II;

(xv) maintenance of the register of sanctioned establishment;

(xvi) preparation of Budget Estimates, Revised Estimates and Final Grant and their timely submission to Head of the Circle;

maintenance of Budget allotment and expenditure register under each detailed head and submission of monthly expenditure statement to the Head of the Circle and the Director of Accounts.

(xvii) preparation of monthly revenue statement and its timely submission to the Head of the Circle;

(xviii) dealing with objections raised by the Director of Accounts or Director-General, Audit;

(xix) fixation of pay of staff within the accounts jurisdiction of the head office and verification thereof from the Director of Accounts:

(xx) maintaining of records in respect of GPF subscriptions made and loans taken by officials in Basic Pay Scale 1 and 2;

(xxi) maintaining of Pension Payment Orders of Post Office and PTCL and other pensioners and preparation of requisite schedules of payment;

(xxii) checking at least once a month Savings Bank and Money Orders Journals of any date with a view to verify their correctness; and

(xxiii) checking register of cheques at least twice a month to ensure that all cheques received in postal transactions are duly entered in the register and remitted to Treasury promptly. To see that cheques sent to Treasury were duly acknowledged and their clearance intimated to the concerned Post Office.

(xxiv) Endorsing of Pay Orders on the vouchers bills presented for payment before their submission to Treasury.

Note 1. Postmaster will be over-all incharge of the administration and general supervision of the Unit including the accounts branch.

Note 2. In addition to the above duties, the Postmaster can assign any other duty to the Junior/Senior Accountant incharge relating to accounts matter.

Note 3. Senior/Junior Accountant incharge of Accounts Branch may assign the job of writing up of the head office cash book to any of his subordinates subject to the condition that over-all respondibility will rest with him.

[Authority: Director General Pakistan Post Office, Circular No. 14 dated 16th May, 1983.]

APPENDIX NO. 28

RULES FOR RECRUITMENT TO THE POSTS OF MACHINISTS/DUPLICATING MACHINE (GESTETNER) OPERATORS (BPS-4), SORTERS (BPS-3), JUNIOR ACCOUNTS CLERKS (BPS-5) AND SENIOR ACCOUNTS CLERKS (BPS-11), IN THE OFFICE OF THE DIRECTOR OF ACCOUNTS PAKISTAN POSTAL SERVICES CORPORATION.

In pursuance of sub-rule (2) of Rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the under mentioned posts in the office of the Director of Accounts, Pakistan Postal Services Corporation.

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following method:-

Sl. No.	Designation and Basic Pay Scale of the posts	Method of appointment
1	2	3
1.	Machinists/Duplicating Machine (Gestetner) Operator (BPS-4)	(a) 50% by promotion. (b) 50% by initial appointment.
2.	Sorters (BPS-3)	(a) 50% by promotion. (b) 50% by initial appointment.
3.	Junior Accounts Clerks (BPS-5).	(a) 25% by promotion. (b) 75% by initial appointment.
4.	Junior Accounts Clerks, Selection Grade (BPS-7).	By promotion.
5.	Senior Accounts Clerks, (BPS-11).	Initially by promotion of Accounts Clerks (BPS-7) and subsequently by the following method :- (a) 25% by promotion (b) 75% by initial appointment.
6.	Senior Accounts Clerks, Selection Grade (BPS-15).	By promotion.

APPENDIX NO. 28

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on regular basis and possess the qualifications and experience prescribed in column 4:-

Sl. No.	Name and BPS of the posts	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Machinists/Duplicating Machine (Gestetner) Operator (BPS-4).	Departmental candidates in BPS-1 and 2.	(i) Primary Pass. (ii) Two years service in BPS-I and above
2.	Sorters (BPS-3)	- Do -	- Do -
3.	Junior Accounts Clerks (BPS-5).	Departmental candidates below BPS-5.	(i) Matriculate. (ii) Typing speed of 30 words per minute.
4.	Junior Accounts Clerks Selection Grade (BPS-7).	Junior Accounts Clerks (BPS-5).	On the basis of seniority-*cum*-fitness.
5.	Senior Accounts Clerks (BPS-11).	(a) Accounts Clerks (BPS-7).	8 years service as Accounts Clerks (BPS-7).OR Graduate.
		(b) Junior Accounts Clerks (Selection Grade) (BPS-7).	3 years service as Junior Accounts Clerks (Selection Grade) (BPS-7) OR Graduate.
6.	Senior Accounts Clerks Selection Grade (BPS-15).	Senior Accounts Clerks (BPS-11).	On the basis of seniority-*cum-fitness.*

Note:After the promotion of existing incumbents of the post of Accounts Clerks (BPS-7) as Senior Accounts Clerks (BPS-11), the cadre of Accounts Clerks shall stand abolished.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be with in the age limits as mentioned against the post concerned in the Schedule to this Notification:

Provided that the maximum age limit will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized Tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division:

Provided further that for Government servants who have completed two years continuous Government service, maximum age limit may be relaxed by not more than 10 years up to the age of 55 years wherever applicable.

QUALIFICATION/CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in the same basic pay scale in which the post to be filled exists, provided the person concerned possesses the qualifications experience prescribed for initial appointment or promotion to the post concerned.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. The period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973, read with rule 21 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

7. This Notification issues with the concurrence of the Establishment Division contained in their O.M. No. 32/1/85-R. 5, dated 27th July, 1989, 21st May, 1991 and 10th August, 1991.

SCHEDULE
(*see* para 4)

Sl. No.	Designation and Basic Pay Scale of the Post	Qualifications and experience	Age limit Maximum
1	2	3	4
1.	Machinist/Duplicating Machine (Gestetner) Operator. (BPS-4).	Middle Pass.	25 years.
2.	Sorters (BPS-3)	Middle Pass.	25 years.

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3.	Junior Accounts Clerks (BPS-5).	(i) Matriculate. (ii) Must qualify written test.	25 years.
4.	Senior Accounts Clerks (BPS-11).	Graduate.	25 years.

[S. 20-2/85.]

Authority:- Ministry of Communications, Pakistan Postal Services Corporation (Pakistan Post Office) Notification No. S.R.O. 958 (I)/92 dated 2nd September, 1992 published in Part II of the Gazette of Pakistan Extraordinary Islamabad October 7, 1992.

APPENDIX NO. 29

RULES FOR RECRUITMENT TO THE POSTS OF STENOTYPISTS (BPS-12) STENOGRAPHERS (BPS-15) AND STENOGRAPHERS (SELECTION GRADE BPS-16) IN CIRCLE OFFICES / DIVISIONS / UNITS AND ADMINISTRATIVE OFFICES UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualification and other conditions are laid down for appointment to the posts of English or Urdu Stenotypists (BPS-12), Stenographers (BPS-15) and Stenographers (Selection Grade (BPS-16) in Circle Offices/Divisions/Units and Administrative Offices, under the Pakistan Post Office.

METHOD OF APPOINTMENT

2. Recruitment to the posts shall be made by the following methods:-

(i) 100 per cent posts of Stenotypists (BPS-12) shall be filled in by direct appointment in accordance with para 4 below.

(ii) (a) 50 per cent posts of Stenographers (BPS-15) shall be filled in by promotion from amongst departmental candidates in accordance with para 3 below.

(b) 50 per cent posts of Stenographers (BPS-15) shall be filled in by direct appointment in accordance with para 4 below.

(iii) 100 per cent posts of Stenographers (Selection Grade-BPS-16) shall be filled in by promotion from amongst departmental candidates in accordance with para 3 below:

Provided that appointment to the posts by direct recruitment shall be made strictly in order of merit as disclosed by the aggregate marks obtained in the Competitive Examination to be held by the Head of the Circle/Administrative Office and to the extent of the number of vacancies notified at the time of announcement of the examination:

Provided further that appointment by direct recruitment shall be confined to persons who are domiciled in the area to which the jurisdiction of the Circle/Organization/Unit/Division extends. In Offices which serve the whole of Pakistan the recruitment will be made on an All Pakistan basis, with due regard to Provincial/Regional quotas, as may be determined by the Establishment Division from time to time:

Provided further that failing availability of suitable departmental candidates for promotion to the post of Stenographers, the posts left un-filled from the 50 per cent reserved promotion quota shall be filled in by direct recruitment:

Provided further that the incumbents of posts of Urdu Stenotypists/ Stenographers shall form part of the cadre of their English counterparts for the purpose of promotion to the next higher post in the Circle/Administrative Office/Unit.

CONDITIONS OF PROMOTION

3. Promotion to posts in column 2 shall made by selection from amongst the persons who hold the posts specified in column 3 on regular basis and posses the qualifications and experience prescribed in Column 4:-

Sl. No.	Name of the post.	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Stenographers (BPS-15) (English) or Urdu).	Stenotypists (BPS-12) (English or Urdu).	(i) At least 3 years service as Stenotypists. (ii) Must have unblemished record of service. (iii) Must compete successfully in the departmental competitive examination with a speed of 100/50 words per minute in shorthand / typing respectively.
2.	Stenographers (Selection Grade) (BPS-16).	Stenographers (BPS-15) (English or Urdu).	(i) Must have unblemished record of service. (ii) Selection on merit.

QUALIFICATIONS/EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT

4. Candidates must possess the educational qualifications and experience and must be within the age-limit as mentioned against the post concerned in the Schedule to this notification:

Provided that maximum age-limit will be relaxed by three years in the case of candidates belonging to Buddhist Community recognized tribes of the Tribal Area, Azad Kashmir and Northern Areas (District of Gilgit, Skardu and Diamir), in accordance with the instructions issued by the Establishment Division :

Provided further that for Government servants who have completed

at least 2 years continuous Government service, maximum age-limit may be relaxed by not more than 10 years wherever applicable.

PROBATION

5. Persons appointed by direct recruitment or promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973.

6. This notification issues with the concurrence of the Establishment Division and supersedes this Ministry's Notification No. S. R. O. 13 (KE)/73 dated 31-3-1973.

SCHEDULE
(See para 4)

Sl No.	Designation and Basic pay Scale of the post	Qualification and Experience	Maximum Age-limit
1	2	3	4
1.	Steno-typists (BPS-12) (English or Urdu).	(i) Matriculation. (ii) Must compete successfully in the competitive examination with a speed of 80/40 words per minute in Shorthand/typing respectively.	25 years
2.	Stenographers (BPS-15) (English or Urdu).	(i) Intermadiate. (ii) Must compete successfully in the competitive examination with a speed of 100/50 words per minute in Shorthand/Typing respectively,.	25 years

(S. 20-4 85).

Authority:- Ministry of Communication (Pakistan Post Office)Notification No. 403 (I)/86 dated 19th April, 1986 published in Part-II of the Gazette of Pakistan Extraordinary, Islamabad dated 21st April, 1986.

APPENDIX NO. 30

RULES FOR RECRUITMENT TO THE POSTS OF SECURITY SUPERVISOR (BPS-7) UNDER THE PAKISTAN POSTAL SERVICES CORPORATION.

In pursuance of sub-section 2 (e) of Section 31 of the Pakistan Postal Services Corporation Ordinance, 1994, the following method, qualification and other conditions are laid down for appointment to the post of Security Supervisor (BPS-7) under the Pakistan Postal Services Corporation.

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made 50% by promotion and 50% by initial appointment:

Provided that if no departmental candidate is eligible for promotion, the post falling in the share of promotion quota shall be filled in by initial appointment.

CONDITION FOR PROMOTION

3. Promotion to the posts in column 2 below shall be made on the basis of selection from amongst the persons who hold the post specified in column 3 and possess the qualification and experience prescribed in column 4:-

Sl. No.	Name of the Post.	Persons eligible	Conditions of eligibility.
1.	2.	3.	4.
1.	Security Supervisor (BPS-7).	Inspector of Naib Qasids (BPS-5).	i) 3 years service in BPS-5. ii) Security experience in the Armed Forces/Police.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT.

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this Notification. The experience will be the post qualification experience.

Provided that the maximum age limit will be relaxed for the period and for categories of candidates as laid down in the Initial

Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993 promulgated *vide* Government of Pakistan Notification NO. SRO 1079 (I)/93 dated 4th November, 1993.

PROBATION

5. Persons appointed by promotion or initial appointment shall be on probation for a period of one year. The period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment.

SCHEDULE
(See Rule 4)

Sl. No.	Designation and BPS of the post.	Qualification and Experience.	Age limits. Min.	Max.
1.	2.	3.	4.	
1.	Security Supervisor (BPS-7).	i. Matriculate ii. Three years experience in The field of maintenance of Security in the Armed Forces, Police or any other Organization.	21	30

[S (II) 20-3/93]

Authority:- Ministry of Communication Notification No. S. R. O. 727 (I)/94 dated 14th July 1994, published in Part II of the Gazette of Pakistan Extraordinary Islamabad the 20th July, 1994.

APPENDIX NO. 31

RULES FOR RECRUITMENT TO THE POST OF INSPECTOR (SECURITY) (GRADE-9) UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Inspector (Security) (Grade-9) under the Pakistan Post Office:-

Method of Appointment

2. Recruitment to the post shall be made by direct appointment in accordance with para. 3 below.

QUALIFICATIONS/EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

3. Candidates must possess the educational qualifications and experience and must be within the age-limit as mentioned against the post concerned in the Schedule to this notification:

Provided that the maximum age-limit will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilgit, Ghizar, Skardu, Ghanche and Diamir) in accordance with the instructions issued by the Establishment Division

Provided further that in case of *ex*-servicemen, maximum age-limit shall be relaxed by 10 years or number of years of service whichever is less, while there shall be no age-limit for Reservists/Pensioners of the Armed Forces.

PROBATION

4. Person appointed by direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servants Act, 1973.

5. This notification issues with the concurrence of the Establishment Division.

APPENDIX NO. 31

SCHEDULE

(*See* para. 3)

Sl. No.	Designation and Grade of the Post	Qualification and experience	Age limits	
			Max.	Min.
(i)	Inspector (Security) Foreign Post, Karachi (Grade 9)	(i) Must be Matriculate or an equivalent qualification. (ii) Must be an *ex*-Army Junior Commissioned Officer having five years' experience on Security Points in the Army. *OR* (i) Must be Intermediate. (ii) Three years experience of Security job (Preferably with specialized training.)	30 yrs	21yrs

(S. 20-1/80).

[Authority:- Ministry of Communications (Pakistan Post Office) Notification No. S. R. O. 432(I)/81, dated 9th May, 1981, published in Part-II of Gazette of Pakistan, Extraordinary, dated Islamabad, the 11th May, 1981.]

APPENDIX NO. 32

RULES FOR RECRUITMENT TO THE POSTS OF CONSERVANCY INSPECTORS (GRADE-5) UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Conservancy Inspectors (Grade-5), under the Pakistan Post Office:-

METHOD OF APPOINTMENT

2. The post of Conservancy Inspector will be filled in by direct recruitment.

QUALIFICATIONS, EXPERIENCE AND AGE-LIMIT FOR DIRECT RECRUITMENT

3. A candidate must possess the educational qualifications and experience and must be within the age-limits as mentioned against the post concerned in the Schedule to this Notification:

Provided that the maximum age limits will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilgit, Baltistan and Diamir), in accordance with the instructions issued by the Establishment Division.

PROBATION

4. Appointment shall be made on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servants, Act, 1973.

5. This Notification issues with the concurrence of the Establishment Division.

APPENDIX NO. 32

SCHEDULE
(*See* para 3)

Sl. No.	Designation and Grade of the post		Qualifications and experience	Age-limits Max.	Age-limits Min.
1.	Conservancy Inspectors (Grade-5)	(i)	Diploma in Sanitation and Hygiene from a recognized Institute.	30 years	18 years
		(iii)	Practical experience preferable.		

(S. 20-2/74)

Authority:- Ministry of Communications (Pakistan Post Office's Notification No. S. R. O. 6(KE)/75, dated 31st January, 1975, and No. S. R. O. 6/(KE)/79, dated 17th January, 1979, published in Part II of Gazette of Pakistan, Extraordinary, dated the 6th February, 1975, and 21st January, 1979.

APPENDIX NO, 33

RULES FOR RECRUITMENT TO THE POSTS OF CIVIL DEFENCE INSTRUCTORS (GRADE-7) UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Civil Defence Instructors (Grade-7), under the Pakistan Post Office:-

2. **Method of Appointment**-The Post of Civil Defecne Instructor will be filled in by direct recruitment.

3. **Qualifications, Experience and Age-limit for Direct Recruitment.**-A candidate must possess the educational qualifications and experience and must be within the age-limits as mentioned against the post concerned in the Schedule to this Notification:

Provided that the maximum age-limit will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilgit, Baltistan and Diamir), in accordance with the instructions issued by the Establishment Division.

4. **Probation-**Appointment shall be made on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servants Act, 1973.

5. This Notification issues with the concurrence of the Establishment Division.

SCHEDULE
(*See* para 3)

Sl. No.	Designation and Grade of the post	Qualifications and experience	Age-limits Max.	Min.
1.	Civil Defence Instructor (Grade-7).	(i) Matric. (ii) Civil Defence General and Technical Instructors Courses.	30 years	18 years

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	OR
	Civil Defence Specialist Instructors Warden/Rescue/Casualty Service Course.

(S. 20-6/74)

[Authority:- Ministry of Communications (Pakistan Post Office)'s Notification No. S. R. O. 31 (KE)/76, dated the 13th May, 1976 published in Part II of Gazette of Pakistan, Extraordinary, dated the 18th May, 1976.]

APPENDIX NO. 34

RULES FOR RECRUITMENT TO THE POST OF LIBRARIAN (GRADE-7) IN POSTAL TRAINING CENTRES, UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of Librarian (Grade-7) in the Postal Training Center, under the Pakistan Post Office :-

METHOD OF APPOINTMENT

2. The post of Librarian will be filled in by direct recruitment.

QUALIFICATIONS, EXPERIENCE AND AGE-LIMITS FOR DIRECT RECRUITMENT

3. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this Notification.

Provided that the maximum age-limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilgit, Baltistan and Diamir) in accordance with the instructions issued by the Establishment Division.

PROBATION

4. Appointment shall be made on probation for a period of one year. This period may be curtailed for good and suffticient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of Civil Servants Act, 1973.

5. This Notification issues with the concurrence of the Establishment Division.

APPENDIX NO. 34

SCHEDULE

(See para 3.)

Sl. No.	Designation and Grade of the post	Qualifications and experience	Age-limits Maximum	Age-limits Minimum
1.	Librarian in Postal Training Centre (Grade-7)	(i) Must have passed at least Matriculation Examination or equivalent from a recognized Board of Secondary Education Or University. (ii) Must Possess Certificate/Diploma in Library Science from a Governmemt recognized Institute.	25 years	18 years

(No S. 20-6/71).

Authority:- Ministry of Political Affairs and Communications (Pakistan Post Office)'s Notification No. S. R. O. 50(KE)/74, dated the 25th May, 1974, published in Part-II of Gazette of Pakistan, Extraordinary, dated the 27th May, 1974.

APPENDIX NO. 35

STANDARDISATION OF PAY SCALES AND RECRUITMENT RULES FOR LIBRARIANS WORKING IN THE FEDERAL GOVERNMENT ORGANIZATIONS

Since long the question for standardisation and rationalization of pay scales, qualifications and experience for librarians working in the Federal Government Organizations has been under consideration of the Government. The President has now been pleased to approve the proposal contained in paragraph-3 of Education Division's Summary bearing u.o.No.F. 6-13/84-AD(Lib), dated 2-1-1984 and approval conveyed *vide* Establishment Division u.o.No. 8/50/83-R.I., dated 21-8-1985. The contents of paragraph-3 of the Summary approved by the President are reproduced below :-

Group	Name of Post	Basic Pay Scale	Qualifications/Experience required	Type of Govt. Library
1	2	3	4	5
I.	Chief Librarian Director General	20	At least Second Class Master's Degree in Library Science/ Information Sciences with 17 years professional-cum-administrative experience in B-17 and above. Experience relaxable by one year for those holding Degree from a Foreign University. OR Ph.D. in Library Science with 15 years experience in the relevant field.	1. National Library 2. Federal Department of Libraries.
II.	Principal Librarian/ Director	19	At least Second Class Master's Degree in Library Science/ Information Sciences plus 13 years professional experience in B-17 and above, Experience relaxable by one year for those holding Degree from a Foreign University. OR Ph.D. in relevant subject plus 10 years post qualifications experience in the relevant field.	1. National Library 2. Federal Department of Libraries. 3. Other Libraries with 150,000 or more volumes

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1	2	3	4	5
III.	Senior Librarian/ Senior Documentation Officer/Senior Bibliographer/Senior Editor, National Bibliography/Deputy Director.	18	At least Second Class Master's Degree in Library Science/ Information Sciences/ Documentation plus 6 years post qualification experience in the relevant field. Experience relaxable by one year for those holding Degree from a Foreign University.	1. National Library 2. Federal Department of Libraries. 3. Other Libraries with 50,000 or more volumes.
IV.	Librarian/ Bibliographer/ Planning Officer/ Editor. Notional Bibliography. Documentation Officer/Research Officer/Assistant Director.	17	At least Second Class Master's Degree in Library Science/ Information Sciences. OR Graduate with Diploma in Library Science from a University or Bachelor of Library Science plus 5 years post qualifications professional experience in B-16 otherwise 8 years if not in B-16. OR Second Class Master's Degree in relevant subject with Diploma in Library Science or Bachelor of Library Science	1. Notional Library. 2. Federal Department of Libraries. 3. Other Libraries with 15,000 to 50,000 volumes.
V.	Assistant Librarian/ Junior Librarian/ Assistant Editor/ Assistant Research Officer/Assistant Documentation Officer/Deputy Assistant Director	16	At least Second Class Bachelor's Degree with Diploma in Library Science or Bachelor of Library Science preferably with experience.	1. National library. 2. Federal Department of Libraries. 3. Other Libraries upto 15,000 volumes.
VI.	Sub-Librarian	15	Graduate with Diploma in Library Science from a University or Bachelor of Library Science. OR Graduate with Certificate in Library Science from Institutions recognized and notified by the Ministry of	1. National Library 2. All other Government Libraries.

1	2	3	4	5
			Education plus two years experience.	
VII.	Library Assistant/ Technical Assistant/ Reference Assistant/ Documentation Asstt/ Cataloguer/Classifier	1) B-12	Graduate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education.	1. All Government Libraries.
		2) B-10	Intermediate with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education.	
		3) B-9	Matric with Certificate in Library Science from Institutions recognized and notified by the Ministry of Education.	

2. All Ministries/Divisions/Departments are therefore advised to initiate action to upgrade/redesignate the existing professional/technical posts of Librarians and to amend their relevant recruitment rules so as to bring the same in conformity with above provisions of the approved Summary. It may, however, be clarified that the upgradation of post implies abolition of the existing post and creation of a new post in a higher grade. Upgradation of post does not mean automatic upgradation of its incumbent. Appointment to the upgraded post will have to be made in the manner prescribed for the post under the existing rules. If a post is upgraded with immediate effect, the incumbent would be left without any post (in his pay scale) until he is approved for appointment to higher grade. In view of this position, Ministries/Divisions are requested that while sanctioning upgradation of the existing posts, it should be clearly provided in sanction letter that upgradation of the posts would take effect from the date the post is actually filled by a person in the higher grade. This would ensure that until the existing incumbent is formally appointed to higher grade the post and the incumbent would continue to be in lower grade.

3. If the incumbents working against the posts which have been upgraded do not possess the requisite qualifications/ experience of the upgraded post they will continue to work in their present grade and they will be allowed to improve their qualifications within a period of 5 years failing which their grade would be a dying cadre.

4. The incumbents of posts under Group-VII carrying B-13-14 will continue to draw their pay in their present scales as personal to them

so long they hold the post and that would be a dying cadre.

5. This issues with the approval of Finance Division and Establishment Division *vide* No. F.2(59) R.2/83, dated 21-11-1985 and No. 8/50/83-R.I dated 14-11-1985 respectively.

[Authority:- Education Division O. M. No. F.6-13/84-AD(Lib), dated 26-12-1985].

APPENDIX NO. 36

RULES FOR RECRUITMENT TO THE POSTS OF ASSISTANT CONTROLLER (BPS-16) IN THE STAMPS ORGANIZATION UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Assistant Controller (BPS-16) in the Stamps Organisation under the Pakistan Post Office :-

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by promotion in accordance with para 3 below provided that if no one is found suitable for promotion, the post shall be filled by transfer of an officer holding the post of Postal Superintendent (BPS-16).

CONDITIONS FOR PROMOTION

3. Promotions to posts in Column 2 shall be made by selection from amongst the persons who hold the posts specified in Column 3 on a regular basis and possess the qualifications and experience prescribed in Column 4:-

Sl. No.	Name of the Post	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Assistant Controller (BPS-16)	Storekeeper (BPS-14)	3 years service in BPS-14 in the relevant field.

QUALIFICATION/CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis under the Department in the same BPS in which the post to be filled exists.

PROBATION

5. Persons appointed by promotion or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 the Civil Servants Act, 1973.

6. This notification issues with the concurrence of the Establishment Division and the approval of the Federal Public Service Commission as contained in their O. M. No. 32/2/82-R. 5, dated 24th September, 1986 and letter No. F. 12-23/86-S, dated 23rd July, 1987 respectively and supersedes this Ministry's Notification No. S. R. O. 1066 (I)/83, dated the 21st November, 1983.

[S. 20-3/82.]

[Authority:- Ministry of Communications (Pakistan Post Office) Notification No. S. R. O. 685 (I)/87, dated 22nd August, 1987, published in Part-II of the Gazette of Pakistan Extraordinary Islamabad the 22nd August, 1987.]

APPENDIX NO. 37

RULES FOR RECRUITMENT TO THE POSTS IN VARIOUS CADRES IN THE POSTAL STAMPS ORGANISATION UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of Lower Division Clerks (BPS-5), Upper Division Clerks (BPS-7), Assistant Superintendents (BPS-11), Assistant Storekeepers (BPS-12) and Storekeepers (BPS-14) in the Postal Stamps Organization, under the Pakistan Post Office :-

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following method :-

(1) Lower Division Clerks (BPS-5) :
  (a) 50 per cent of the posts shall be filled in by promotion.
  (b) 50 per cent of the posts shall be filled in by initial appointment.

(2) Upper Division Clerks (BPS-7) :
  (a) 50 per cent of the posts shall be filled in by promotion.
  (b) 50 per cent of the posts shall be filled in by initial appointment.

(3)	Assistant Superintendents (BPS-11).	100 per cent by promotion.
(4)	Assistant Storekeepers (BPS-12).	
(5)	Storekeepers (BPS-14).	

CONDITIONS OF PROMOTION

3. Promotion to posts in Column 2 below shall be made from amongst the persons who hold the posts specified in Column 3 on a regular basis and possess the qualifications and experience prescribed in Column 4 :-

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Sl. No.	Designation of the post	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Lower Division Clerks (BPS-5),	Niab Qasids, Security Guards, Sanitary Workers (BPS-1), Stamp Checkers, Plumber, Masons, Carpenters, Tin Smith (BPS-3) and Duplicating (Gestetner) Machine Operators (BPS-4), etc., in the Postal Stamps Organization.	1. Matricultate. 2. Must qualify in the Departmental Examination, the syllabus of which is given in Annexure-I to this Notification.
2.	Upper Division Clerks (BPS-7).	Lower Division Clerks (BPS-5).	1. 3 years service as Lower Division Clerks (BPS-5) 2. Must qualify in the Departmental Examination, the syllabus of which is given in Annexure-II to this Notification.
3.	Assistant Superintendents (BPS-11).	Upper Division Clerks (BPS-7).	5 years service as Upper Division Clerks (BPS-7).
4.	Assistant Storekeepers (BPS-12).	Assistant Superintendents (BPS-11).	2 years service as Assistant Superintendent (BPS-11).
5.	Storekeepers (BPS-14).	Assistant Storekeepers (BPS-12),	3 years service as Assistant Storekeeper (BPS-12).

QUALIFICATIONS/EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age-limit as mentioned against the post concerned in the Schedule to this notification:

Provided that the maximum age-limit shall be relaxed by three years in the case of candidates belonging to Schedule Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establisment Division.

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age-limit may be relaxed not more than 10 years, upto the age of 55 years wherever applicable.

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PROBATION

5. Persons appointed by promotion or initial appointment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or, if considered necessary, it may be extended for a period not exceeding one year, as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of Civil Servants Act, 1973.

6. This notification is in supersession of this Ministry's Notification No. S. R. O. 49 (KE)/74, dated 25th May, 1974, S. R. O. 61 (KE)/74, dated 6th July, 1974, and S. R. O. 1066 (I)/83, dated 21st November, 1983 and issues with the concurrence of the Establishment Division, *vid*e O.M. No. 32/2/82-R. 5, dated 23rd August, 1987.

SCHEDULE

(*See* Para 4)

Sl. No.	Designation and Basic Pay. Scale of the post	Qualifications and Experience	Maximum Age-Limit
1	2	3	4
1.	Lower Division Clerks (BPS-5).	(i) Matric (ii) Typing speed of 30 words per minute	25 years
2.	Upper Division Clerks (BPS-7)	Intermediate or equivalent from a recognised Borad of Intermediate and Secondary Education.	25 years

Annexure I

SYLLABUS OF EXAMINATION FOR THE POST OF LOWER DIVISION CLERKS FOR DEPARTMENTAL CANDIDATES

PAPER-I English *Marks: 100* *Time: 2 Hours*

The paper shall consist of :

(i) A passage in urdu consisting of about 100 words to be translated into English;

(ii) A passage of about 100 words from one of the departmental publications or circulars to be translated into Urdu ;

(iii) A passage of about 100 words in English to be dictated from one of the departmental publications.

PAPER-II Arithmetic *Marks: 100* *Time: 2 Hours*

The paper shall consist of sums of addition, subtraction, cross-totalling, multiplication, division and percentages.

Note: (i) This examination is qualifying and appointment on its result shall be made on the basis of seniority in feeding cadre. A waiting list of qualified candidates shall be maintained which will remain valid for six months following the date of announcement of the result of examination. A departmental candidate in higher Basic Pay Scale shall get preference over those in lower Basic Pay Scale for promotion to the post of Lower Division Clerk.

(ii) The candidates shall have the option to attempt questions of Papers II in Urdu also.

(iv) The pass percentage in each paper shall be 33 per cent.

Annexure II

SYLLABUS OF EXAMINATION FOR THE POST OF UPPER DIVISION CLERKS FOR DEPARTMENTAL CANDIDATES

	Subject	Time	Marks
Paper-I	English-Essay, Precis-Writing, Drafting and Correction of mistakes in English.	2-1/2 Hours	100
Paper-II	Departmental Rules and Procedures. Supply and distribution of Stamps Manual. IAC, Vol I (Appendix 5 only).	2-1/2 Hours	100
		Total Marks	**200**

Note : (i) This examination is qualifying and appointment on its result shall be made on the basis of seniority in the feeding cadre. A waiting list of qualified candidates shall be maintained which will remain valid for six months following the date of announcement of the result of examination.

(ii) The qualifying marks is 33 per cent in each paper.

GENERAL

(1) Initial appointment in the cadre of Upper Division Clerk and Lower Division Clerk shall be made by selection based on pure merit determined in accordance with the marks obtained by the candidates in the relevant academic Examinations held by the Board of Intermediate and Higher Secondary Education and as prescribed in the Schedule to this Notification, to the extent of the number of vacancies notified in the newspapers by the Chief

Controller of Stamps. Provided that in the case of Lower Division Clerks all candidates, before final selection, determination of merit and appointment shall have to qualify a typing test for which the minimum standard shall be 30 words per minute. While making initial appointments, Provincial / Regional quota, as prescribed by the Government, shall be observed.

(2) As the candidates for initial appointment will have the background of diverse educational institutions the Departmental Selection Committee shall ensure uniformity of standard while selecting the candidates. The Departmental Selection Committee, *inter alia*, will also test the knowledge of candidates in English language by putting a few questions orally at the time of Interview of candidates for appointment to the posts of Upper Division Clerks and Lower Division Clerks.

(3) If sufficient number of departmental candidates are not available for promotion, the posts left unfilled from reserved quota shall be offered to outside candidates. In case outside candidates are not available to fill the posts reserved for them, the posts left unfilled shall be carried over to the next recruitment.

[S. 20-3/82.]

[Authority:- Ministry of Communications (Pakistan Post Office) Notification No. S. R. O. 170 (I)/88, dated 19th January, 1988 published in Part-II of the Gazette of Pakistan, Extraordinary dated Islamabad the 9th March, 1988.]

APPENDIX NO. 38

RULES FOR RECRUITMENT TO THE POSTS OF ASSISTANT ENGINEER (CIVIL) (BPS-16), ASSISTANT EXECUTIVE ENGINEER (CIVIL) (BPS-17), EXECUTIVE ENGINEER (CIVIL) (BPS-18) AND SUPERINTENDING ENGINEER (BPS-19) UNDER PAKISTAN POSTAL SERVICES CORPORATION.

In pursuance of section 31 (2) of the Pakistan Postal Services Corporation Ordinance, 1994, the following method, qualification and other conditions are laid down for appointment to the post of Assistant Engineer (Civil) (BPS-16), Assistant Executive Engineer (Civil) (BPS-17), Executive Engineer (Civil) (BPS-18) and Superintending Engineer (BPS-19) under the Pakistan Postal Services Corporation.

METHOD OF APPOINTMENT.

2. Appointment to the posts shall be made by following method :-

SL. No.	Name of the Posts.	Method of Appointment.
1.	Superintending Engineer (BPS-19).	100% by promotion and failing that by initial appointment.
2.	Executive Engineer (Civil) (BPS-18).	100% by promotion and failing that by initial appointment.
3.	Assistant Executive Engineer (Civil) (BPS-17).	20% by promotion and 80% by initial appointment.
4.	Assistant Engineer (Civil) (BPS-16).	100% by promotion.

CONDITIONS FOR PROMOTION

3. Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and possess the qualification and experience prescribed in column 4:-

Sl. No.	Nome of the Post	Parsons Eligible.	Conditions of Eligibility.
1.	Superintending Engineer (BPS-19).	Executive Engineer (Civil) (BPS-18)	Engineering degree with 12 years service in BPS-17 or above and in case of direct

			recruitment to post in BPS-18, 7years service in the Corporation.
2.	Executive Engineer (Civil) (BPS-18).	Assistant Executive Engineer (Civil) (BPS-17).	Engineering degree with 5 years service in BPS-17 in the Corporation.
3.	Assistant Executive Engineer (Civil) (BPS-17).	Assistant Engineer (Civil) (BPS-16).	3 Years service as Assistant Engineer (Civil) (BPS-16).
4.	Assistant Engineer (Civil) (BPS-16).	i) Sub-Engineer (Building) (BPS-11).	i) Postmatric 3 years Diploma in Civil Engineering Technology ii) 5 years service as Sub-Engineer.
		ii) Draftsman (BPS-11).	i) Postmatric 3 years Diploma in Architecture Technology. ii) 5 years service as Draftsman.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT.

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this Notification. The experience prescribed for initial appointment will be the post qualification experience:

Provided that the maximum age limits will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Budhist community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir), in accordance with the instructions issued by the Establishment Division:

Provided further that maximum age limit may be relaxed by not more than 10 years upto the age of 55 years in the cases of

Government Servants or the employees of the Corporation and have completed at least 2 years continuous government service or the service of the Corporation.

PROBATION

5. Persons appointed by promotion or initial appointment shall be on probation for a period of one year. The period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment.

6. This Notification supersedes Ministry of Communications Notification No. SRO. 1250 (I)/81, dated 24th November, 1981 and SRO. 840 (I)/82, dated 1st September, 1982 and issues with the concurrence of Establishment Division *vide* their O. M. No. 6/2/94-R. 3, dated 09-06-1994.

SCHEDULE
(*See* Rule 4)

Sl. No.	Designation and BPS of the Post	Qualification and Experience	Age Limit. Max.	Min.
1.	2.	3.	4.	
1.	Superintending Engineer (BPS-19).	Bachelor's Degree in Engineering in Civil from a recognized University with 12 years experience in the relevant field in a responsible position.	40 yrs	32yrs
2.	Executive Engineer (Civil) (BPS-18).	i) Bachelor's Degree or equivalent qualification in Civil Engineering from a recognized University. ii) At least 5 years experience in the relevant field in a responsible position.	35yrs	25yrs

APPENDIX NO. 38

3.	Assistant Executive Engineer (Civil) (BPS-17).	i) Bachelor's Degree or equivalent qualification in Civil Engineering from a recognized University. ii) Practical Experience preferable.	28yrs	20yrs

[S. 20-2/81]

Authority:- Ministry of Communications Notification No. S. R. O. 680 (I)/94 dated 29th June, 1994 published in Part II of the Gazette of Pakistan Extraordinary Islamabad the 7th July, 1994.

APPENDIX NO. 39

RULES FOR RECRUITMENT TO THE POSTS OF SUB-ENGINEERS (BUILDINGS) (GRADE 11), UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and conditions are laid down for appointment to the post of Sub-Engineers (Buildings) (Grade 11) under the Pakistan Post Office:-

METHOD OF APPOINTMENT

2. Recruitment to the posts will be made by direct appointment on the basis of selection.

QUALIFICATIONS/EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

3. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this Notification:

Provided that the maximum age limit will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilgit, Baltistan and Diamir), in accordance with the instructions issued by the Establishment Division.

PROBATION

4. Persons appointed by direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointments on probation shall be subject to the provisions of Article 6 of the Civil Servants Act, 1973.

5. This Notification is being issued with the concurrence of the Establishment Division.

APPENDIX NO. 39

SCHEDULE

(*See* para 3)

Sl. No.	Designation and Grade of the posts	Qualification and experience	Age Min.	Age Max.
1.	Sub-Engineers (Buildings) (Grade 11)	(i) Post-Matric three years Diploma in Civil Engineering Technology from any Polytechnic Institute recognized by the Government. (ii) Practical experience preferable.	18 yrs	30 yrs

Authority:- Ministry of Communications (Pakistan Post Office)'s Notification No. S. R. O. 19 (KE)/75, dated 12th April, 1975, published in Part II of Gazette of Pakistan, Extraordinary, dated the 16th April, 1975.

(S. 20-7/74)

APPENDIX NO. 40

RULES FOR RECRUITMENT TO THE POSTS OF FERRO PRINTER (BPS-3), TRACER (BPS-5), JUNIOR DRAFTSMAN (BPS-7), AND DRAFTSMAN (BPS-11) IN THE DRAWING BRANCH UNDER THE PAKISTAN POST OFFICE DEPARTMENT.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to posts in different cadres of the Drawing Branch under the Pakistan Post Office Department :-

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following method:-

Sl. No.	Name and Basic Pay Scale of the Post :	Method of Appointment.
1	2	3
1.	Ferro Printer (BPS-3)	i) 50% by promotion. ii) 50% by initial appointment.
2.	Tracer (BPS-5)	i) 50% by promotion. ii) 50% by initial appointment.
3.	Junior Draftsman (BPS-7)	100% by initial appointment.
4.	Draftsman (BPS-11)	i) 50% by promotion. ii) 50% by initial appointment.

CONDITIONS FOR PROMOTION

3. Promotions to posts in column 2 below shall be made by selection on Circle/ Organization basis from amongst the persons specified in column 3 who hold the posts on a regular basis and possess the qualifications and experience prescribed in column 4:-

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Sl. No.	Name and Basic pay Scale of the post :	Persons eligible	Conditions of eligibility :
1.	2.	3.	4.
1.	Ferro Printer (BPS-3)	Departmental officials in BPS-1 and 2.	i) Three years service in BPS-1 and above in the Department. ii) Middle (8th class) Pass. iii) Must qualify in the practical test in Ferro Printing work conducted by an Assistant Engineer.
2.	Tracer (BPS-5)	Ferro Printer (BPS-3).	i) Two years service as Ferro Printer in BPS-3. ii) Must be Matriculate.
3.	Draftsman (BPS-11)	Junior Draftsman (BPS-7)/ Tracer (BPS-5).	Three years service as Junior Draftsman in BPS-7 and above or six years service as Tracer in BPS-5 and above.

QUALIFICATIONS/EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualification and experience and must be within the age limits as mentioned against the posts concerned in the Schedule to this Notification.

Provided that the maximum age limit shall be relaxed by three years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Baltistan, and Diamir.), in accordance with the instructions issued by the Establishment Division.

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years, wherever applicable.

APPENDIX NO. 40

QUALIFICATIONS/CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis under the Federal Government in the same basic pay scale in which the post to be filled exists provided the persons concerned possesses the qualifications and experience prescribed for initial appointment or promotion to the post concerned.

PROBATION

6. Persons appointment by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provision of Section 6 of the Civil Servants, Act, 1973.

7. This Notification issues with the concurrence of the Establishment Division conveyed *vide* their O. M. No. 21/1/89-R. 5 dated 13-04-1991 and 10-09-1991 and supersedes this Ministry's Notification No. SRO. 66(KE)/76 dated 20th October, 1976.

SCHEDULE

(See para 4)

Sl. No.	Basic pay Scale:	Qualification and Experience :	Age limits Max.	Min.
1	2	3	4	
1.	Ferro Printer (BPS-3)	i) Middle (8th Class) Pass. ii) Practical experience of Ferro Printing work for two years.	25 yrs	18 yrs
2.	Tracer (BPS-5)	I) Postmatric at least six months Diploma course in Architecture. or Draftsman's course of at least 6 months from any recognized Polytechnic Institute.	25 yrs	18 yrs

		ii) Practical experience preferable.		
3.	Junior Draftsman (BPS-7)	i) Postmatric one year Diploma course in Architecture or Draftsman's course of 9 months from any recognized Polytechnic Institute.	25 yrs	18 yrs
		ii) One year practical experience.		
4.	Draftsman (BPS-11)	Postmastric three years Diploma in Architectural Technology or Draftsmanship or Civil Engineering from any Polytechnic Institute recognized by the Government (practical experience preferable)	25 yrs	18 yrs

(S. 20-4/72)

Authority:- Ministry of Communication (Pakistan Post Office)'s Notification No S.R.O. 980 (I)/91 dated 9th September, 1991 and No. S.R.O. 121 (I)/92 dated 29th January, 1992 published in the Gazette of Pakistan Extraordinary Islamabad dated 22nd February, 1992.

APPENDIX NO. 41

RULES FOR RECRUITMENT TO THE POST OF DIVISIONAL ENGINEER (AUTOMATION AND MECHANIZATION) (BPS-18) UNDER THE PAKISTAN POSTAL SERVICES CORPORATION.

In pursuance of section 31(2) of the Pakistan Postal Services Corporation Ordinance, 1994, the following method, qualification and other conditions are laid down for appointment to the post of Divisional Engineer (Automation and Mechanization) (BPS-18) under the Pakistan Postal Services Corporation.

METHOD OF APPOINTMENT

2. Appointment to the post of Divisional Engineer (Automation and Mechanization) (BPS-18) shall be made 100% by promotion and failing that by initial appointment and failing initial appointment by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to the post in column 2 below shall be made by selection from amongst the persons who hold the post specified in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4 below:-

Sr.	Name of the Post	Persons Eligible	Conditions of Eligibility
1	2	3	4
1.	Divisional Engineer Automation and Mechanization) (BPS-18)	Assistant Divisional Engineer (BPS-17)	5 years service in BPS-17.

CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding appointment under the Federal Government/Corporation/Autonomous bodies on a regular basis in the same Basic Pay Scale in which the post to be filled exists, provided the persons concerned possesses the qualifications/experience prescribed for initial appointment.

APPENDIX NO. 41

QUALIFICATIONS/EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

5. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this Notification.

Provided that the maximum age limit will be relaxed for the period and for categories of candidates as laid down in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993 promulgated vide Government of Pakistan, Establishment Divisions, Notification No.S.R.O 1079(I)/93 dated 4th November, 1993.

PROBATION

6. Persons appointment by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if consider necessary it may be extended for a period not exceeding one year, as may be prescribed at the time of appointment.

7. This Notification issues with the concurrence of the Establishment Division as contained in their O.M. No. 6/2/94-R-3(Pt) dated 12th March, 1996.

SCHEDULE

(*See* Para-5)

Sr. No.	Designation & BPS of the Post	Qualification and Experience	Age Limit Max.	Age Limit Min.
1	2	3		4
1.	Divisional Engineer (Automation and Mechanization) (BPS-18)	i. B.Sc Engineering or Mechanical or Electrical Engineering from a recognized University. ii. Five years experience in Postal Mechanization/Automation	40 Years	26 Years

S(II).20-4/93)

Authority:— Ministry of Communications O.M. No.3 (15) / 93-P.O. (Vol. II) dated 14th October, 1996 and No. S.R.O. 621(I)/96 dated 18th June, 1996 published in the Gazette of Pakistan Extraordinary dated Islamabad the 22nd July, 1996.

APPENDIX NO.42

RULES FOR RECRUITMENT TO THE POSTS OF ASSISTANT ENGINEER (BPS-16) AND ASSISTANT DIVISIONAL ENGINEER (BPS-17) IN MECHANICAL AND ELECTRICAL BRANCHES UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts of Assistant Engineer (BPS-16) and Assistant Divisional Engineers (BPS-17) in Mechanical and Electrical Branches under the Pakistan Post Office.

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by following methods:-

S. No.	Name of the Post	By promotion	By initial appointment
1	2	3	4
1.	Assistant Engineers (BPS-16)	50%	50%
2.	Assistant Divisional Engineers (BPS-17)	50%	50%

Provided that if no person is found suitable for promotion, then the post or posts reserved for promotion shall be filled by initial appointment and failing initial appointment by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4:

S. No.	Name of posts	Persons eligible	Conditions of eligibility
1.	2	3	4
1.	Assistant Engineer (BPS-16)	Sub-Engineers Electrical or Mechnical (BPS-11)	8 years service as Sub-Engineer (BPS-11).
2.	Assistant Divisional Engineer (BPS-17)	Assistant Engineer (BPS-16)	3 years service as Assistant Engineer (BPS-16)

APPENDIX NO. 42

QUALIFICATIONS/EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidiate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification:

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division:

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years, wherever applicable.

QUALIFICATIONS/CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment under the Federal Government on a regular basis in the same Basic Pay Scale in which the post to be filled exists, provided the person concerned possesses the qualifications / experience prescribed for initial appointment or promotion to the post concerned.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provision of section 6 of Civil Servants Act, 1973.

7. This notification issues with the concurrence of the Establishment Division and Federal Public Service Commission as contained in their O.M. No. 32/1/79-R-5, dated 30th April, 1987 and letter No. F-15-3/82-S, dated 15th October, 1987, respectively and supersedes this Ministry's Notification No. S.R.O. 39 (KE)/75, dated 26th May, 1975, and S.R.O. No. 682 (I).79, dated the 16th July, 1979.

APPENDIX NO. 42

SCHEDULE
(See para 4)

S. No.	Designation and Basic Pay Scale of the post	Qualification and experience	Maximum age limit
1.	2	3	4
1.	Assistant Engineer (BPS-16)	Post-Matric 3 years Diploma in Mechanical or Electrical or Electronics Technology from a Government Technical College with 5 years practical experience in Mechanical or Electrical or Electronics Branch, of a Government Department, autonomous body or a well established Private Institution / industry of repute	32 years
2.	Assistant Divisional Engineer (BPS-17)	(i) B.Sc. Engineering degree or equivalent in Mechanical or Electrical Engineering from a recognized University. ii) Practical experience preferable	32 years

(S. 20-4/78)

Authority:—Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 928 (I)/87, dated November, 1987 published in Part-II of the Gazette of Pakistan, Extraordinary, dated Islamabad, the 26th November, 1987.

APPENDIX NO. 43

RULES FOR RECRUITMENT TO VARIOUS POSTS IN THE ELECTRICAL AND MECHANICAL BRANCHES UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the under mentioned posts in the Electrical and Mechanical Branches under the Pakistan Post Office:-

i) Wiremen ..... (BPS-1)
ii) Fitters ..... (BPS-4)
iii) Mistries ..... (BPS-5)
iv) Technicians ..... (BPS-7)
v) Sub-Engineers ..... (BPS-11)

METHOD OF APPOINTMENT

2. The posts shall be filled in as follows:-

Sl. No.	Name and Pay Scale of the Post	Method of appointment
Mechanical Branch		
1.	Wiremen (BPS-1)	By initial appointment
2.	Fitters (BPS-4)	By promotion and failing that by initial appointment and failing that by transfer.
3.	Mistries (BPS-5)	i) 50% by promotion
4.	Technicians (BPS-7)	ii) 50% by initial appointment and failing that by transfer.
5.	Sub-Engineers (BPS-11)	
Electrical Branch		
6.	Wiremen (BPS-1)	By initial appointment
7.	Mistries (BPS-5)	i) 50% by promotion
8.	Technicians (BPS-7)	ii) 50% by initial appointment and failing that by transfer.
9.	Sub-Engineers (BPS-11)	

CONDITIONS FOR PROMOTION

3. Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on regular basis and possess the experience prescribed in column 4:-

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S. No.	Name and basic pay scale of the post	Persons eligible	Conditions of eligibility
1.	2	3	4
Mechanical Branch			
1.	Fitters (BPS-4)	Wiremen (BPS-1)	Three years experience as Wiremen (BPS-1)
2.	Mistries (BPS-5)	Fitters (BPS-4)	Two years experience as Fitters (BPS-4)
3.	Technicians (BPS-7)	Mistries (BPS-5)	Three years experience as Mistries (BPS-5)
4.	Sub-Engineers (BPS-11)	Technicians (BPS-7)	Five years experience as Technicians (BPS-7)
Electrical Branch			
5.	Mistries (BPS-5)	Wiremen (BPS-1)	Five years experience as Wiremen (BPS-1)
6.	Technicians (BPS-7)	Mistries (BPS-5)	Three years experience as Mistries (BPS-5)
7.	Sub-Engineers (BPS-11)	Technicians (BPS-7)	Five years experience as Technicians (BPS-7)

QUALIFICATIONS / EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this notification:

Provided that the maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Ghanchi, Ghizar, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division:

Provided further that for Government Servants, who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years, wherever applicable.

QUALIFICATIONS/CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment on regular basis under the Federal

Government in the same pay scale in which the post to be filled exists provided the persons concerned possess the qualifications and experience prescribed for initial appointment to the post concerned.

PROBATION

6. Persons appointed by promotion or initial appointment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provision of section 6 of Civil Servants Act, 1973.

7. This Notification issues with the concurrence of the Establishment Division *vide* O.M. No. 32/1/79-R-5, dated 15th March, 1987 and supersedes this Ministry's Notification No. S.R.O. 39 (KE)/75, dated 26th May, 1975, and S.R.O. No. 40 (KE).75, dated 26th May, 1975.

SCHEDULE

(*See* Para-4)

S. No.	Designation and Basic Pay Scale of the post	Qualification and Experience	Maximum age limit
1.	**2**	**3**	**4**
	Mechanical Branch		
1.	Wiremen (BPS-1)	Government Competency Licence for wiremen	25 years
2.	Fitters (BPS-4)	i) Middle/Matric ii) Three years practical job experience in Government Department or private institution/industry.	25 years
3.	Mistries (BPS-5)	i) Middle ii) Proficiency of trade Training Course of 6 to 9 months of Fitter or Machinist from Technical Training Centre recognized by the Provincial Government.	25 years
4.	Technicians (BPS-7)	Post-Matric proficiency Certificate of Trade Training Course of 12 to 18 months of Fitter or Machinist from Technical Training Centre recognized by the Provincial Government.	25 years
5.	Sub Engineer (BPS-11)	Post Matric 3 years Diploma in Mechanical Technology from a Government Technical College.	25 years
	Electrical Branch		
1.	Wiremen (BPS-1)	Government Competency Licence for wiremen.	25 years

2.	Mistries (BPS-5)	i) Middle ii) Proficiency Certificate of Trade Training Course of 6 to 9 months in Electrical from Technical Training Centre recognized by the Provincial Government.	25 years
3.	Technicians (BPS-7)	Post Matric Proficiency Certificate of Trade Training Course of 12 of 18 months in Electrical from a Technical Training Centre recognized by the Provincial Government	25 years
4.	Sub-Engineer (BPS-11)	Post Matric three years Diploma in Electrical or Electronics Technology from a Government Technical College	25 years

(S. 20-4/78)

Authority:—Ministry of Commuications (Pakistan Post Office) Notifications No. S.R.O. 390(I)/87, dated 16th May, 1987 published in Part-II of the Gazette of Pakistan Extraordinary, dated Islamabad, the 16th May, 1987).

APPENDIX NO. 44

RULES FOR RECRUITMENT TO THE POST OF BOILER ENGINEER (GRADE-16) UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Boiler Engineer (Grade-16) under the Pakistan Post Office:-

METHOD OF APPOINTMENT

2. The post will be filled in by direct recruitment.

QUALIFICATIONS / EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

3. A candidate must posses the educational qualifications and experience and must be within the age-limits as mentioned against the post concerned in the schedule to this notification:

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Budhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir), in accordance with the instructions issued by the Establishment Division:

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age limit may be relaxed by not more than 10 years.

PROBATION

4. Persons appointed by direct recuitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servants Act, 1973.

5. This notification issues with the concurrence of the Establishment Division and Federal Public Service Commission.

APPENDIX NO. 44

SCHEDULE

(*See* Para-3)

S. No.	Designation and Grade of the post	Qualification & Experience	Age-Limit Max.	Min.
1	2	3	4	
1.	Boiler Engineer (Grade-16)	i) Matric ii) Certificate of competency for Second Class Engineer granted under the Boilers Act, 1973.	30 yrs	20 yrs

(S. 20-2/79)

Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 808(I)/81 dated 21st July, 1981 published in the Gazette of Pakistan Extraordinary dated Islamabad the 25th July, 1981.

APPENDIX NO. 45

RULES FOR RECRUITMENT TO THE POST OF A.C. PLANT SUPERVISORS (BPS-II) IN THE HEADQUARTERS, PAKISTAN POSTAL SERVICES CORPORATION, ISLAMABAD.

1. In pursuance of Section 31 (2) of Pakistan Postal Services Corporation Ordinance, 1994, the following method, qualification and other conditions are laid down for appointment to the post of A.C. Plant Supervisor (BPS-11) in the Headquarters, Pakistan Postal Services Corporation, Islamabad:-

METHOD OF APPOINTMENT

2. The post of A.C. Plant Supervisor (BPS-11) shall be filled by promotion and failing that by initial appointment.

CONDITIONS FOR PROMOTION

3. Promotion to the post in column 2 below shall be made on the basis of seniority cum-fitness from amongst the persons who hold the posts specified in column 3 and possess the qualification and experience prescribed in column 4:-

S. No.	Name of the post	Persons Eligible	Conditions of Eligibility
1	2	3	4
1.	A.C. Plant Supervisor (BPS-11)	i) Boiler Operator (BPS-7) ii) Chiller Operator (BPS-7) iii) Air Conditioning Mechanic (BPS-7)	Three years service in BPS-7 and above.

QUALIFICATIONS, EXPERIENCE AND AGE LIMIT FOR INITIAL APPOINTMENT

4. A candidate must posses the educational qualification and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this notification. Unless otherwise provided, the experience prescribed for initial appointment will be the post qualification experience.

Provided that the maximum age limit will be relaxed by three years in the case of candidates belonging to scheduled castes, Buddhist

Community, recognized Tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division.

Provided further that for Government servants/employees who have completed two years continuous service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years wherever applicable.

PROBATION

5. Persons appointed by promotion or initial appointment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment.

6. This Notification issues with the concurrence of the Establishment Division *vide* their O.M. No. 6/2/94-R.3, dated 9th June, 1994.

SCHEDULE

(*See* Rule-4)

S. No.	Designation and BPS of the Post.	Qualification and Experience	Age-Limit Max.	Min.
1	2	3	4	
1.	A.C. Plant Supervisor (BPS-11)	i) F.Sc. ii) Certificate of competency for III class Boiler Engineer granted under the Boilers Act, 1923. OR Two years certificate in Refrigeration and Air Conditioning from Provincial Board of Technical Education. iii) Experience preferable.	28 yrs	20 yrs

[No. 3(11)/94-P.O.]

Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 681(I)/94 dated 29th June, 1994 published in Part II of the Gazette of Pakistan Extraordinary dated Islamabad the 7th July, 1994

APPENDIX NO. 46

RULES FOR RECRUITMENT TO DIFFERENT TECHNICAL POSTS FOR AIR-CONDITIONING PLANT UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to different technical posts for Air conditioning plant, under the Pakistan Post Office:-

METHOD OF APPOINTMENT

2. Recruitment to the posts shall be made by direct appointment in accordance with part 3 below.

QUALIFICATIONS/EXPERIENCE AND AGE LIMITS FOR DIRECT RECRUITMENT

3. Candidates must possess the educational qualifications and experience and must be within the age-limits as mentioned against the post concerned in the Schedule to this Notification.

Provided that the maximum age-limit will be relaxed by three years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognised tribes of the tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division.

Provided further that in case of *ex*-servicemen, maximum age-limit shall be relaxed by 10 years or number of years of service whichever is less, while there shall be no age-limit for Reservists/Pensioners of the Armed Forces:

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age limit may be relaxed by not more than 10 years, wherever applicable.

PROBATION

4. Persons appointed by direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servants Act, 1973.

APPENDIX NO. 46

5. This notification issues with the concurrence of the Establishment Division.

SCHEDULE

(*See* Para-3)

Sl. No.	Designation and Grade of the post	Qualifications and Experience	Age-Limit Max.	Min.
1	2	3	4	
1.	Boiler Operator (Grade 7)	i) Matriculation ii) Certificate of competency for III class Boiler Engineer granted under the Boilers Act, 1923. iii) Practical Experience preferable.	25	18
2.	Chiller Operator and Air-conditioning Mechanic (Grade 7)	a) Matriculation b) Two years certificate in Refrigeration and Air-conditioning from the Provincial Board of Technical Education. c) Practical Experience preferable.	25	18

(No. S. 20-4/82)

Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 346(I)/83 dated 10th April, 1983, published in Part II of the Gazette of Pakistan Extraordinary dated Islamabad the 13th April, 1983.

APPENDIX NO. 47

RULES FOR RECRUITMENT TO THE POST OF ASSISTANT ENGINEER MAIL MOTOR SERVICE (BPS-16) UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Assistant Engineer, Mail Motor Service (BPS-16) in the Pakistan Post Office.

METHOD OF APPOINTMENT

2. Recruitment to the post shall be made by promotion in accordance with para 3 below and failing that by initial appointment in accordance with para 4 below and failing that by transfer in accordance with para 5 below.

CONDITIONS FOR PROMOTION

3. Promotion to posts, in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 on a regular basis and possess the qualifications and experience prescribed in column 3:

Name of the post	Persons eligible	Conditions of eligibility
Assistant Engineer, BPS-16	Mechanics, BPS-11 and Supervisors, BPS-12.	Seven years service as Mechanic, BPS-11 or five years service as Supervisor, BPS-12. Subject to passing the Departmental test to be prescribed by the Director General from time to time.

QUALIFICATIONS / EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT.

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification.

Provided that the maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal areas, Azad Kahsmir and Northern Areas (Districts of Gilgit, Skardu and Diamir), in accordance with the instructions issued by the Establishment Division.

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years, wherever applicable.

QUALIFICATIONS / CONDITIONS FOR TRANSFER

5. Appointments by transfer shall be made from amongst the persons holding appointment under the Federal Government on a regular basis in the same BPS in which the post to be filled exists, provided the person concerned possesses the qualifications /experience prescribed for initial appointment or promotion to the post concerned.

PROBATION

6. Persons appointed by promotion or/initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of Civil Servants Act, 1973.

7. This notifications issues with the concurrence of the Establishment Division and Federal Public Services Commission conveyed *vide* O.M NO. 26/5/74-DV/R.5, dated 28-12-1986 and letter No. F-12-50/86-S, dated 24-06-1987 respectively and supersedes this Ministry's Nonfiction No. SRO.12(KE)73, dated 15th March, 1973.

SCHEDULE

(*See* para 4)

Designation and Basic Pay Scale of the post	**Qualifications and experience**	**Maximum age limit.**
Assistant Engineer, Mail Motor Service BPS-16.	(i) Postmatric 3 years diploma in Automobile Technology from any Polytechnic Institute recognized by the Government. (ii) Five years experience in the relevant field.	32 years.

(S.20-20/72)

Authority:– Ministry of Communications (Pakistan Post Office) Notification No. SRO 615, (I)/87, dated 26th July, 1987 and No. SRO 980/(I)/91 dated 9th September, 1991 published in Part-II of the Gazette of Pakistan Extraordinary, dated 29th July, 1987 and dated 30th September, 1991 respectively.

APPENDIX NO. 48

RULES FOR RECRUITMENT TO POSTS IN VARIOUS CADRES IN THE MAIL MOTOR SERVICE UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts in different cadres of the Mail Motor Service under the Pakistan Post Office.

METHOD OF APPOINTMENT

2. Recruitment to the posts shall be made by the following methods:-

Sl. No.	Name of the post	Method of recruitment
1.	Cleaners (BPS-1)	By initial appointment in accordance with para 5 below.
2.	Mail Peons (BPS-2)	By transfer of Mail Peons/Van Peons (BPS-2) in Post Office and Railway Mail Service in accordance with para 4 below.
3.	Drivers (BPS-4)	By initial appointment in accordance with para 5 below subject to the condition that 50% of the vacancies will be filled in from amongst the ex-servicemen of the Armed Forces and failing that by transfer in accordance with para 4 below.
4.	Despatch Riders (BPS-4)	By initial appointment in accordance with para 5 below.
5.	Fitters (BPS-5)	By initial appointment in accordance with para 5 below.
6.	Time Keepers (BPS-7)	By promotion of eligible Drivers and Dispatch Riders in accordance with para 3 below or failing that by transfer of suitable Time Scale Clerks (BPS-7) in Post Offices and Railway Mail Service in accordance with para 4 below.
7.	Mechanics (BPS-11)	(1) 33-1/3% of the posts shall be filled by promotion from amongst Departmental candidates in accordance with para 3 below. (2) 66-2/3% of the posts shall be filled by initial appointment in accordance with para 5 below.
8.	Supervisors (BPS-12)	By Promotion in accordance with para 3 below.

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CONDITIONS FOR PROMOTION

3. Promotion to posts in Column 2 below shall be made through a departmental test to be prescribed by the Director General from time to time from amongst the persons who hold the posts specified in Column 3 on regular basis and posses the qualifications and experience prescribed in Column 4:-

Sl. No.	Name of the Posts	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Time-Keepers (BPS-7)	Drivers and Dispatch Riders (BPS-4)	Five years service as Driver/ Despatch Rider provided he is a Marticulate.
2.	Mechanics (BPS-11)	Fitters (BPS-5)	Five years service as Fitter (BPS-5)
3.	Supervisors (BPS-12)	Mechanics (BPS-11)	Two Years service as Mechanic (BPS-11).

QUALIFICATIONS / CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis in an identical cadre in which the posts to be filled exist, provided the persons concerned possess the qualifications/experience prescribed for initial appointment or promotion to the post concerned.

QUALIFICATIONS/EXPERIENCE AND AGE-LIMIT FOR INITIAL APPOINTMENT

5. A candidate must possess the educational qualifications and experience and must be within the age-limit as mentioned against the posts concerned in the Schedule to this notification.

Provided that the maximum age-limit will be relaxed by three years in the case of candidates belonging to Scheduled caste, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashime and Northern Areas in accordance with the instructions issued by the Establishment Division.

Provided further that for Government, servants who have completed at least 2 years continuous government service, maximum age-limit may be relaxed by not more than 10 years, wherever applicable.

Provided further that in case of *ex*-servicemen maximum age-limit shall be relaxed by 10 years or number of years of service whichever is less, while there shall be no age-limit for reservists/pensioners of the Armed Forces.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973.

7. This notification issues with the concurrence of the Establishment Division conveyed *vide* their O.M No. 26/5/74-DV/R-5, dated 28-10-1986 and supersedes this Ministry's Notification No. S.R.O 77/(KE)/74, dated 9th October, 1974.

SCHEDULE

(See Para 5)

Sl. No.	Designation and Basic Pay Scale of the posts	Qualifications and Experience	Miximum age-limit
1.	Cleaners (BPS-1)	Should be able to read and write one of the local languages.	25 Years
2.	Drivers (BPS-4)	Heavy Vehicle Driving Licence	25 Years
3.	Despatch Riders (BPS-4)	a) Must be able to read and write one of the local languages. b) Motor Cycle/ Scooter Driving Licence.	25 Years
4.	Fitters (BPS-5)	a) Matriculate b) 6 months Proficiency Certificate in Auto-mobile Technology from any Board of Technical Education.	25 Years
5.	Mechanics (BPS-11)	Post Matric three years Diploma in Automobile Technology from any Polytechnic Institute recognised by the Government.	25 Years

(S.20-20/72.)

(Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O 80 (I)87, dated 27th January, 1987, Published in Part-II of the Gazette of Pakistan Extraordinary, dated Islamabad, the 28th January, 1987).

APPENDIX NO. 49

RULES FOR RECRUITMENT TO THE POSTS OF DIRECTOR (BPS-19), SYSTEMS ANALYST (BPS-18), PROGRAMMER (BPS-17) AND COMPUTER OPERATOR (BPS-16) IN COMPUTER CELL UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973, the following method, qualifications and other conditions are laid down for appointment to the following posts in Computer Cell under the Pakistan Post Office:-

1. Director BPS-19
2. Systems Analyst, BPS-18
3. Programmer, BPS-17
4. Computer Operator, BPS-16

METHOD OF APPOINTMENT

2. Initially all the posts shall be filled by initial appointment and subsequently by the following method:-

S.No.	Name of the post	Method of recruitment	
		By Promotion	By Initial appointment
1.	Director BPS-19	100 %	–
2.	Systems Analyst, BPS-18	100 %	–
3.	Programmer BPS-17	50 %	50 %
4.	Computer Operator BPS-16	50 %	50 %

Provided that if no suitable person is a available for promotion then the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to posts, in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on regular basis and possess the qualifications and experience prescribed in column 4.

APPENDIX NO. 49

S. No.	Name of the Posts	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Director BPS-19	Systems Analyst BPS-18	12 years service in BPS-17 and above or 07 years service in BPS-18 in case of initial appointment in BPS-18
2.	Systems Analyst BPS-18	Programmer BPS-17	i) 5 years service in BPS-17. ii) Must have successfully completed the training course prescribed for Systems Analyst.
3.	Programmer BPS-17	Computer Operator BPS-16	i) Course in Computer Programming in COBOL, FORTRAN or other high level languages.
4.	Computer Operator BPS-16	Data Processing Supervisor BPS-15	2 years service in BPS-15.

QUALIFICATIONS / EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the schedule to this notification.

Provided that the maximum age limit, will be relaxed by 3 years in the case of candidates belonging to scheduled Castes, Buddhist Community, recognized Tribes of the Tribal Areas, Azad Kashmir, and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division.

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age limit may be relaxed by not more than 10 year upto the age of 55 years wherever applicable.

QUALIFICATIONS / CONDITIONS FOR TRANSFER

5. Appointments by transfer shall be made from amongst the person holding appointment under the Federal Government on a regular basis in the same BPS in which the post to be filied exists, provided the person concerted possesses the qualifications /experience prescribed for initial appointment or promotion to the post concerned.

APPENDIX NO. 49

PROMOTION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of Civil Servants Act, 1973.

7. This notification issues with the concurrence of Establishment Division and Federal Public Service Commission as contained in their OM No. 13/4/87-R-5, dated 14-10-1987 and letter No/. 12-31/87-S, dated 15th February, 1988, respectively.

SCHEDULE

(*See* Para-4)

S. No.	Designation and BPS of the Post	Qualifications and experience	Maximum age limit
1	2	3	4
1.	Director BPS-19	i) Second Class Master's Degree in Computer Science/Mathematics/Physics/Statistics/Economics/2nd Class B.Sc. Engineering Degree. ii) 12 Years experience of programming, systems analysis and operations research, including 3 years experience of supervising the systems and programming staff in a computer installation. iii) Training in Systems analysis operations research.	45 Years
2.	Systems Analyst BPS-18	i) 2nd Class Master's Degree in Computer Science/Mathematics/Physics /Statistics/Economics/2nd Class B.Sc. Engineering Degree. ii) 5 years experience in the filed of electronic data processing including 3 years experience of computer programming in COBOL FORTRAN or other high level language. iii) Training in Systems Analysis.	35 Years
3.	Programmer BPS-17	2nd Class Master's Degree in Computer Science. or 2nd class Master's Degree in Mathematics/ Statistics/Physics/Economics with two years experince in programme writing and training in computer programming.	32 Years
4.	Computer Operator BPS-16	i) 2nd class Bachelor's Degree in Computer science/Mathematics/Physics/Statistics/Economics.	

	ii) 3 years experience in the filed of computer operation/Data processing.	32 Years

(S-20-1/87)

(Authority) Ministry of Communications (Pakistan Pos Office) Notification No. SRO-171 (I) 88 dated 22nd February, 1988 and SRO 1149 (1) 89 dated 25th November 1989 published in part II of the Gazette of Pakistan Extraotionary Islamabad dated 9th March 1988 and 28th November, 1989 respectively).

APPENDIX NO. 50

RULES FOR RECRUITMENT TO THE POSTS OF DATA ENTRY OPERATORS (BPS-10), DATA CODERS (BPS-12) AND DATA PROCESSING SUPERVISORS (BPS-15) IN COMPUTER CELL UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the following posts in Computer Cell under the Pakistan Post Office:-

1. Data Entry Operator (BPS-10).
2. Data Coders (BPS-12).
3. Data Processing Supervisors BPS-15).

METHOD OF APPOINTMENTS

2. Initially the posts mentioned in para-1 above shall be filled in by initial appointment and subsequently by the following method:-

Sl. No.	Name of Post	Method of recruitment
1	2	3
1.	Data Entry Operators (BPS-10)	By Initial appointment
2.	Data Coders (BPS-12)	i) 50 % by promotion
3.	Data Processing Supervisors (BPS-15)	ii) 50 % by initial appointment

Provided that failing promotion the post(s) reserved for promotion shall be filed in by initial appointment and failing that by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to posts in Column 2 below shall be made by selection from amongst the persons who hold the posts specified in Column 3 on regular basis and possess the qualifications and experience prescribed in Column 4:-

S.No.	Name of the Posts	Persons eligible	Conditions for eligibility
1	2	3	4
1.	Data Coders (BPS-12)	Data Entry Operators (BPS-10)	3 years service in BPS-10
2.	Data Processing Supervisors (BPS-15)	Data Coders (BPS-12) OR Data Entry Operators BPS-10)	3 years service in BPS-12 7 years service in BPS-10

APPENDIX NO. 50

QUALIFICATIONS / CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis under the Federal Government in the same scale in which the post to be filled exists, provided the persons concerned possess the qualifications / experience prescribed for initial appointment to the post concerned.

QUALIFICATIONS / EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

5. A candidate must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the schedule to this notification:-

Provided that the maximum age-limit will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (District of Gilgit, Skardu and Diamir) in accordance with instructions issued by the Establishment Division:

Provided further that for Government servants, who have completed at least 2 years Government service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years, wherever applicable.

PROBATION

6. Person appointed by promotion or transfer or initial appointment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973.

7. This notification issues with the concurrence of the Establishment Division *vide* their O.M No. 13/4/87-R.5, dated 14th October, 1987.

SCHEDULE

(*See* Para 5)

S. No.	Designation and Basic Pay Scale of the Post	Qualification and experience	Maximum age-Limit
1	2	3	4
1.	Data Entry Operator (BPS-10)	i) Matric Second Division ii) Minimum speed of 10,000 key depressions per hour for punching/ data entry/ verification.	25 years

2.	Data Coders BPS-12)	i) Second Class Bachelor's Degree with 25 years Mathematics/Physics/Statistics/Economics. ii) 2 years experience of filing, editing, coding of forms for data processing
3.	Data Processing Supervisors (BPS-15)	i) Second Class Bachelor's degree with 25 years Mathematics/Physics/Statistics/Economics. ii) 3 years experience in the field of data processing and supervisory experience in Data Control/or Punch/Verifier Operation.

(S,20-1/87)

Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O 907 (I)/87 dated 18th November, 1987 and No. SRO 786 (I)/94 dated 28th July, 1994, Published in Part-II of the Gazette of Pakistan Extraordinary, Islamabad dated 23rd November, 1987 and 15th August, 1994 respectively.

APPENDIX NO. 51

RULES FOR RECRUITMENT TO THE POSTS OF MEDICAL OFFICERS (GRADE 17) AND MEDICAL SUPERINTENDENTS (GRADE 18) IN DISPENSARIES UNDER THE PAKISTAN POST OFFICE

In supersession of this Ministry's Notification No. SRO 15(KE)/77, dated the 14th June, 1977, and in pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973,the following method, qualifications and other conditions are laid down for appointment to the posts of Medical Officers (Grade 17) and Medical Superintendents (Grade 18) in Dispensaries under the Pakistan Post Office:-

METHOD OF APPOINTMENT

2. Recruitment to the posts shall be made by the following methods:-

S.No.	Name of the Post	Method of recruitment
i)	Medical Officers Grade 17)	By direct recruitment and failing that by transfer.
ii)	Medical Superintendents (Grade 18).	By Promotion and failing that by direct recruitment.

CONDITIONS FOR PROMOTION

3. Promotions to posts in Column I below shall be made by selection from amongst the persons who hold the posts specified in Column 2 on a regular basis and possess the qualifications and experience prescribed in Column 3:

Name of the Post (1)	Persons eligible (2)	Condition of eligibility (3)
Medical Superintendent (Grade 18)	Medical Officers (Grade 17)	Five Years services in (Grade 17)

QUALIFICATIONS / CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis in the same grade in which the post to be filled exists, provided the person concerned possesses the qualifications / experience prescribed for direct recruitment to the post concerned.

APPENDIX NO.51

QUALIFICATIONS / EXPERIENCE AND AGE-LIMITS FOR DIRECT RECRUITMENT

5. A candidate must possess the educational qualification and experience and must be within the age-limits as mentioned against the post concerned in the schedule to this Notification:

Provided that the maximum age-limits will be relaxed by three years in the case of candidates belonging to the Scheduled castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division.

Provided further that for Government servants who have completed at least 2 years continuous Government service, maximum age-limit may be relaxed by not more than 10 year.

PROBATION

6. Persons appointed by promotion or direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of Civil Servants Act, 1973.

7. This Notification issues with the concurrence of the Establishment Division and Federal Public Services Commission.

SCHEDULE

(*See* Para 5)

S. No.	Designation and Grade of the Post	Qualification & Experience	Age-Limits Max.	Min.
1.	Medical Officers (Grade 17).	i) M.B.B.S Degree ii) Practical experience preferable.	33 Years	23 Years
2.	Medical Superintendent (Grade 18).	i) M.B.B.S. Degree ii) Five Years service in a recognized Hospital.	35 years	25 years

(S.20-5/75)

[Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O 133 (I)/82, dated 14th February, 1982, published in Part II of the Gazette of Pakistan, Extraordinary, dated Islamabad, the 15th February, 1982.]

APPENDIX NO. 52

RULES FOR RECRUITMENT TO THE PARA MEDICAL POSTS IN THE DISPENSARIES UNDER THE PAKISTAN POST OFFICE DEPARTMENT

In pursuance of sub rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules 1973, the following method, qualifications and other conditions are laid down for appointment of para medical staff in the Dispensaries under the Pakistan Post Office Department under the Ministry of Communications:-

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following method:-

Sl. No.	Designation and BPS of the Post	By promotion	By initial appointment
1.	2.	3.	4.
01.	Dai (BPS-3)	—	100 %
02.	Assistant Mid-Wife (BPS-4)	33 %	67 %
03.	Mid-wife (BPS-6)	50 %	50 %
04.	Dispenser BPS-6)	—	100 %
05.	Storekeeper Cum Clerk (BPS-7)	100 %	--
06.	Laboratory Technician (BPS-9)	—	100 %
07.	Medical Supervisor (BPS-12)	50 %	50 %

Provided that if no suitable person(s) is avilable for promoion, the post or posts reserved for promotion shall be filled in by initial appointment.

CONDITIONS FOR PROMOTION

Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the post specified in column 3 on a regular basis and possess the qualifications and experience prescribed in column4 :-

Sl. No.	Designation and BPS of the Post	Persons Eligible:	Conditions of Eligibility
1	2	3	4
1.	Assistant Mid-wife (BPS-4)	Dai (BPS-3)	Five years service as Dai.
2.	Mid-Wife (BPS-6)	Assistant Mide-wife (BPS-4)	Five years service as Assistant Mid-wife.
3.	Storekeeper Cum Clerk (BPS-7)	Dispenser BPS-6)	Three years service as Dispenser

4.	Medical Supervisor (BPS-12)	Laboratory Technician (BPS-9) OR Storekeeper-Cum-Clerk (BPS-7) OR Dispenser (BPS-6/Selection Grade BPS-8).	i) Three years service as Laboratory Technician in BPS-9 or five years service as Storekeeper in BPS-7 or seven years service as Dispenser in BPS-6 and above. ii) The Store-Keeper must possess Dispenser's Diploma / Certificate from a Government recognized institute.

QUALIFICATIONS / EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. On the closing date for receipt of applications as fixed in the relevant advertisement, a candidate for initial appointment to a post must possess the educational qualification and experience and must be within the age limits as mentioned against the post concerned in the schedule to this Notification. Unless other wise provided, the experience prescribed for initial appointment shall be the experience gained in a regular full time paid job after acquiring the prescribed basic qualification.

Provided that the maximum age limit shall be relaxed in respect of the candidates specified, and to the extent indicated, in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993 notified *vide* Establishment Division's S.R.O 1079 (I) /93 dated 04-11-1993 as amended from time to time.

PROBATION

5. Persons appointment by promotion or initial appointment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973 read with rule 21 of the Civil Servants (Appointment Promotion and Transfer) Rules, 1973 .

6. This Notification issues with the concurrence of the Establishment Division *vide* their O.M No. 2/1/96, R-5, dated 28-05-1998 and supersedes Ministry of Communications (Pakistan Post Office) Notification No., S.R.O 1066(I)/81 dated 29th September, 1981.

APPENDIX NO.52

SCHEDULE

(*See* Para - 4)

Sl. No.	Designation and Basic Pay Scale of the post	Qualification and experience	Age Limits (Years) Min -- Max	
1	2	3	4	
1.	Dai (BPS-3).	i) Primary (5th Class) Pass. ii) Qualified as Dai from a recognized institute. iii) Two years experience in the trade in a Hospital.	18	25
2.	Assistant Mid-Wife (BPS-4)	i) Middle (8th Class) pass. ii) Qualified as Dai from a recognized institute. iii) Three years relevant experience in a Hospital.	18	25
3.	Mid-Wife (BPS-6).	i) Matric with Science. ii) Diploma in Mid wifery.	18	25
4.	Dispenser (BPS-6)	i) Matric with Science. ii) Diploma in Dispensing from a Government recognized Institute.	18	25
5.	Storekeeper Cum-Clerk (BPS-7)	i) Matric. ii) Diploma in Dispensing from a Government recognized Institute. iii) Two years experience in the relevant field in a Hospital.	18	25
6.	Laboratory Technician (BPS-9).	i) Matric with Science. ii) Diploma in Laboratory Technician form school of Medical Technology/ National Institute of Health Islamabad or any recognized institute. iii) Two years experience in the respective trade in a Hospital preferable.	18	25
7.	Medical Supervisor (BPS-12).	i) Intermediate with Science. ii) Diploma in Dispensing from a Government recognized Institute. iii) Five years experience in the relevant filed in a Hospital.	18	25

(S.20-2/77-III)

Authority:- Ministry of Communications (Pakistan Post Office) Notification No. S.R.O 823(I)/98, dated 14th July, 1998, published in the Gazette of Pakistan, Extraordinary, dated Islamabad, the 20th July, 1998.)

APPENDIX NO. 53

RULES FOR RECRUITMENT TO THE POST OF HEAD MISTRESS (BPS-17) IN THE MODEL SCHOOLS UNDER THE PAKISTAN POST OFFICE DEPARTMENT

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfers) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Headmistress (BPS-17) in the Model Schools under the Pakistan Post Office Department.

METHOD OF APPOINTMENT

2. The post shall be filled 100% by promotion, provided that if no suitable person is available for promotion, the post shall be filled by initial appointment and failing that by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to the post in column 1 below shall be made by selection from amongst the persons who hold the post specified in Column 2 on regular basis and possess the qualification and experience prescribed in Column 3.

Name & BPS of the Post	Persons Eligible	Conditions of Eligibility
1	2	3
Headmistress (BPS-17)	Senior Teacher	i. Graduate with B.Ed ii. Five years service as Senior Teacher.

QUALIFICATIONS / EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this notification.

In these Rules, unless there is anything repugnant in the subject or context:-

(i) "Experience" means the experience gained in a regular full time paid job after obtaining the prescribed basic qualifications.

(ii) The period spent by a candidate in obtaining degree of M.Phil on Ph.D in the relevant field shall be treated as practical experience upto a maximum period of two and four years

respectively for the purpose of initial appointment, provided that:

(a) A candidate who has obtained the degree of M.Phill or Ph.D during service shall not be entitled to a double benefit of counting the said period as service towards experience prescribed for the post; and

(b) This concession shall not be available for the post for which the prescribed qualification is M.Phil or Ph.D.

(iii) Maximum age-limit shall be relaxed in respect of the candidates specified, and to the extent indicated in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended from time to time.

(iv) Eligibility of candidates shall be reckoned as on the closing date, fixed for submission of applications in accordance with the Recruitment Rules and the Instructions issued by the Government and the Federal Public Service Commission from time to time.

APPOINTMENT BY TRANSFER

5. Appointment by transfer shall be made by selection from amongst the persons holding appointment on a regular basis under the Government in the same basic pay scale in which the post to be filled exists, provided that the person concerned possesses the qualifications and experience prescribed for initial appointment or promotion to the post concerned.

PROBATION

6. Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons, to be recorded, or if, considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act. 1973, read with rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

7. This Notification issues with the concurrence of the Establishment Division *vide* O.M No. 32/1/82-R-5, dated 14th July, 1999 and the Federal Public Service Commission *vide* their letter No.F-15-2/98-S dated 15th January, 2000 and supersedes this Ministry's Notification No. SRO.62(I)/83 dated 25-01-1983, in respect of the post included in this Notification.

APPENDIX NO.53

SCHEDULE
(See Rule 4)

Name & BPS of the Post	Qualification and Experience	Age Limits Min.	Max.
Headmistress (BPS-17)	i. 2nd Class or Grade "C" Master's Degree with B.Ed / M.Ed or equivalent qualification. ii Two years teaching experience after B.Ed/M.Ed.	21 yrs	30 yrs

(S. 20-5/81-IV)

Authority:– Ministry of Communications (Pakistan Post Officer) Notification No. S.R.O 96(I)/2000 Dated 18 February, 2000 published in Part-II of the Gazette of Pakistan Extra-ordinary dated, 29 February, 2000.

APPENDIX NO. 54

RULES FOR RECRUITMENT TO DIFFERENT POSTS IN THE TEACHING CADRES IN THE SCHOOLS / EDUCATIONAL INSTITUTIONS UNDER THE PAKISTAN POST OFFICE DEPARTMENT.

In pursuance of sub-rule (2) of rule (3) of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to different posts in the teaching cadres in the Schools / Educational Institutions under the Pakistan Post Office Department.

METHOD OF APPOINTMENT

Appointment to the posts shall be made by the following method:-

Sl.No.	Name and Basic Pay of the post	Method of Appointment
1.	Laboratory Assistant (BPS-7)	By initial appointment
2.	Drawing Teacher (BPS-9)	— Do —
3.	Physical Training Teacher (BPS-9)	— Do —
4.	Arts & Crafts Teacher (BPS-9)	— Do —
5.	Junior Teacher (BPS-9)	— Do —
6.	Senior Teacher (BPS-15)	i) 50% by promotion. ii) 50% by initial appointment.

Provided that if no suitable person is available for promotion, the post shall be filled in by initial appointment and failing initial recruitment, by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and possess the qualifications and experience prescribed in column 4:-

Sl. No.	Name & BPS of the posts	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Senior Teachers (BPS-15)	Junior Teachers (BPS-9)	i) 5 years service as Junior Teacher ii) B.A. / B.Sc, B.Ed. or equivalent qualification from a recognized university / Institution.

(Note:— One third of each of the posts of Junior Teachers (BPS-9), Physical

Training Teacher (BPS-9) and Drawing Teacher (BPS-9) shall be in selection grade (BPS-12). One third of the posts of Senior Teachers (BPS-15) shall be in selection grade (BPS-17). The selection grade posts shall be filled on the basis of seniority-cum-fitness:

QUALIFICATIONS / EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. A candidate must possess the educational qualifications and experience and must be with in the age limits as mentioned against the post concerned in the schedule to this Notification.

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to scheduled castes, Buddhist Community, recognized Tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instruction issued by the Establishment Division.

Provided further that for Government servants who have completed at least 2 years continuous Government Service maximum age limit may be relaxed by not more than 10 years upto the age of 55 years wherever applicable.

QUALIFICATIONS / CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment under the Government on a regular basis in the same basic pay scale in which the post to be filled exists, provided the persons concerned possess the qualifications / experience prescribed for initial appointment or promotion to the post concerned.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of Civil Servants Act. 1973 read with rule 21 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

This Notification issues with the concurrence of the Establishment Division O.M No. 32/1/82-R.5 dated 18th Sept. 1991 and supersedes this Ministry's Notification No. SRO.62(1)/83 dated 25th January, 1983 and SRO-826(I)/84 dated 25th September, 1984.

APPENDIX NO.54

SCHEDULE
(See Para 4)

Sl. No.	Designation and Basic Pay Scale of the post.	Qualification and experience	Age limit (Maximum)
1	2	3	4
1.	Laboratory Assistant (BPS-7)	F.Sc	25 years
2.	Drawing Teacher (BPS-9)	i) Intermediate ii) Two years teacher Training Certificate in Drawing or equivalent qualification.	25 years
3.	Physical Training Teacher (BPS-9)	Intermediate with Junior Diploma in Physical Education or equivalent qualification.	25 years
4.	Arts and Crafts Teacher (BPS-9)	Intermediate with Diploma in Arts and Crafts.	25 years
5.	Junior Teacher (BPS-9)	Intermediate with C.T in the relevant subject/field of study.	25 years
6.	Senior Teacher (BPS-15)	i) Graduate ii) Second Class B.Ed. in the relevant subject / field of study.	25 years

(S.20-5/81)

Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 1168(I)/90 dated 12-11-1991 published in the Gazette of Pakistan Extraordinary dated Islamabad, the 18th November, 1991.

APPENDIX NO. 55

RULES FOR RECRUITMENT TO THE POSTS OF DEPUTY ASSISTANT DIRECTOR (BPS-16), ASSISTANT DIRECTOR (BPS-17) AND DEPUTY DIRECTOR (BPS-18) IN THE PAKISTAN POST OFFICE DIRECTORATE GENERAL UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the following posts in the Pakistan Post Office Directorate General under the Ministry of Communications:-

1. Deputy Assistant Director (BPS-16)
2. Assistant Director (BPS-17)
3. Deputy Director (BPS-18)

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following method:-

Sl. No.	Name and Basic Pay Scale of the post.	Method of Appointment
1.	Deputy Assistant Director (BPS-16)	By promotion and failing that by Initial appointment and failing both by transfer.
2.	Assistant Director (BPS-17)	— Do —
3.	Deputy Director (BPS-18)	50% by initial appointment. 50% by promotion and failing that by initial appointment and failing both by transfer.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on regular basis and possess the qualifications and experience prescribed in column 4:-

APPENDIX NO.55

Sl. No.	Name and BPS of the posts	Persons eligible	Conditions of eligibility
1	2	3	4
1.	Deputy Assistant Director (BPS-16)	Selection Grade Assistants (BPS-15)/ Assistants (BPS-11)	5 years service in BPS-11 and above.
2.	Assistant Director (BPS-17)	Deputy Assistant Director (BPS-16)	3 years service in BPS-16.
3.	Deputy Director (BPS-18)	Assistant Director (BPS-17)	5 years service in BPS-17.

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT:

4. A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the Schedule to this Notification.

Provided that the maximum age limit will be relaxed by three years in case of candidates belonging to Scheduled Castes, Buddhist Community, Recognized Tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division.

Provided further that for Government servants who have completed at least two years continuous Government service maximum age limit may be relaxed by not more than 10 years upto the age of 55 years wherever applicable.

QUALIFICATIONS/CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding appointment under the Federal Government on regular basis in the same basic pay scale in which the post to be filled exists, provided the persons concerned possess the qualification/experience prescribed for initial appointment or promotion to the post concerned.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of Civil Servants Act. 1973.

7. This Notification issues with the concurrence of the Establishment Division and FPSC as contained in their O.M No. 32/3/85-R.5 dated 12th May, 1991 and letter No.F.12-14/85-S dated 13th June, 1989 respectively and supersedes this Ministry's Notification No.SRO. 372(I)/88 dated 25th May, 1988.

SCHEDULE

(*See* para-4)

Sl. No.	**Designation and Basic Pay Scale of the post.**	**Qualification and experience**	**Age limit (Maximum)**
1	**2**	**3**	**4**
1.	Deputy Assistant Director (BPS-16)	i) 2nd Class Bachelor's Degree. ii) 5 years experience in the filed of administration and service matters.	28 years
2.	Assistant Director (BPS-17)	i) 2nd Class Master's Degree ii) 2 years experience in a responsible position in the filed of administration and service matters.	30 years
3.	Deputy Director (BPS-18)	i) 2nd Class Master's Degree ii) 5 years administrative experience in a responsible position.	35 years

(No. S. 20-1/85)

Authority:– Ministry of Communication (Pakistan Post Office) Notification No. S.R.O. 617(I)/91 dated 15th June, 1991 Pablished in the Gazette of Pakistan, Extraordinary dated Islamabad, the July 6, 1991, and O.M. No. 3 (15)/93-P.O (Vol II) dated 31st August, 1995.

APPENDIX NO.56

RECRUITMENT RULES FOR THE POSTS OF PRIVATE SECRETARY (B-17) TO THE SECRETARIES/ ADDITIONAL SECRETARIES AND OTHER OFFICERS IN BPS-21/22 PROVIDED WITH THE SERVICES OF P.S. IN THE FEDERAL GOVERNMENT.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Private Secretary (BPS-17) to the Secretary/Additional Secretary and other officers in BPS-22/21 in the Federal Government:-

METHOD OF APPOINTMENT

2. Appointment to the post shall be made by promotion on the basis of selection by the DPC of the Ministry/Division/Department concerned and with the approval of the appointing authority, from amongst the regularly appointed Stenographers of the Ministry/Division/Department concerned:

Provided that failing promotion the post of Private Secretary shall be filled by transfer in accordance with para 4 below.

CONDITIONS FOR PROMOTION

3. Promotion to the post in column-1 below shall be made by selection from amongst the persons who hold the post specified in column 2 on a regular basis and possess qualifications and experience prescribed in column 3:

Name of the post	Persons eligible	Conditions of eligibility
1	2	3
Private Secretary	Regularly appointed Stenographers, including those in the selection grade.	Seven years satisfactory service as Stenographer, including service in selection grade.

QUALIFICATIONS / CONDITIONS FOR TRANSFER

4. If no suitable person is available for promotion to the post in the Ministry / Division / Department concerned, the vacancy shall be filled in by appointment from amongst the regular Stenographers, employed in other Ministries / Divisions / Departments who fulfill the conditions for promotion to the post as laid down in para 3 above, in consultation with the Establishment Division.

APPENDIX NO.56

PROBATION

5. Persons appointed by promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of section 6 of the Civil Servants Act, 1973 and rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

6. This supersedes Establishment Division's Notification No. S.R.O.118(K)/66, dated 8th February, 1966.

Authority:– Establishment Division's Notification No.S.R.O.99(KE)/87 dated 22nd October, 1987.

APPENDIX NO.57

RULES FOR RECRUITMENT TO THE POST OF FRENCH KNOWING ASSISTANT (BPS-12) UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualification and other conditions are laid down for appointment to the posts of French knowing Assistant (BPS-12) in the Pakistan Post Office under the Ministry of Communications.

METHOD OF APPOINTMENT

2. Appointment to the posts shall be made by the following method:

Sl. No.	Designation and BPS of the post	By promotion	By initial appointment
1	2	3	4
1.	French knowing Assistant (BPS-12)	—	100% by initial appointment

Provided that if no suitable person is available for initial appointment, the post shall be filled by appointment by transfer.

QUALIFICATION EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

3. On the closing date for receipt of applications as fixed in the relevant advertisement, a candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the schedule to this notification. Unless otherwise provided, the experience prescribed for initial appointment shall be the experience gained in a regular full-time paid job after acquiring the prescribed basic qualification.

Provided that the maximum age limit shall be relaxed in respect of the candidates specified, and to the extent indicated in the Initial Appointment to Civil Posts (Relaxation of Upper Age Limit) Rules, 1993, as amended, from time to time.

4. Appointment by transfer shall be made from amongst the persons holding appointment under the Government on a regular basis in the same basic pay scale or equivalent to or identical with the post to be filled provided the person concerned possesses the

qualifications/experience prescribed for initial appointment to the post concerned.

PROBATION

5. Persons appointed by initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointments on probation shall be subject to the provisions of Section 6 of the Civil Servants Act. 1973 read with rule 21 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

6. This Notification issues with the concurrence of the Establishment Division *vide* O.M No. 21/1/97-R-5 dated 5th March, 1998.

SCHEDULE

(*See* Para-3)

Sl. No.	Designation and basic pay scale of the post:	Conditions of eligibility	Age Limits Min.	Max.
1	2	3	4	
1.	French Knowing Assistant (BPS-12)	i) Graduate ii) Proficiency Certificate in French Language from a recognized educational institute.	18	25

(S(11)-20-1/95)

Authority:– Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 499(I)/98 dated 31st March, 1998, published in the Gazette of Pakistan. Extra ordinary Islamabad dated 30th May, 1998. Director General, Pakistan Post Office, Circular No.04 dated the 15th April, 1998.

* Ins vide Finance Division O.M. No. F. I(45)lmp.II/87, dated 25-4-1988.

APPENDIX NO. 58

APPOINTMENT, PROMOTION AND TRANSFER RULES FOR MINISTERIAL STAFF UNDER THE FEDERAL GOVERNMENT

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the ministerial posts in Ministries/Divisions and Departments under the Federal Government:

METHOD OF APPOINTMENT

2. The posts shall be filled in as follows:-

Name of post	Promotion	Direct Recruitment
1	2	3
L.D.C.	10%	90%
LDC (Selection Grade)	100%	–
UDC	50%	50%
UDC (Selection Grade)	100%	–
Assistant	50%	50%
Assistant (Selection Grade)	100%	–
Assistant Incharge	100%	–
Superintendent	100%	–
Superintendent (Selection Grade)	100%	–
Stenotypist	–	100%
"Stenotypist (Selection Grade)"	100%	–
Stenographer	50%	50%
Stenographer (Selection Grade)"	100%	–

Provided that:—

(i) Failing promotion the posts falling in the promotion quota, except the posts of Superintendent, Assistant Incharge and all the selection grade posts shall be filled in by direct recruitment and failing direct recruitment by transfer.

(ii) Failing promotion due to non-availability of suitable person the posts of Assistant Incharge and Superintendent shall be filled in by transfer as prescribed by the Establishment Division from time to time.

CONDITIONS FOR PROMOTION

3. Promotion to posts in column 1 below shall be made by selection from amongst the persons who hold the posts specified in column 2 on a regular basis and possess the qualifications and experience prescribed in column 3.

Name of the post	Person eligible	Conditions of eligibility
1	2	3
L.D.C	Qasid, N/Qasid, Daftry, Record Sorter, DMO, and other employees holding lower posts.	Matriculate with Typing speed 30 w.p.m
LDC (Selection Grade)	LDC	Selection on seniority-*cum*-fitness.
U.D.C	LDC	3 years service as LDC
UDC (Selection Grade).	UDC	Seniority-*cum*-fitness.
Assistant	UDC	3 years service as UDC.
Assistant (Selection Grade).	Assistant	Selection on the basis of seniority-*cum*-fitness.
Assistant Incharge	Assistant/Assistant (Selection Grade)	3 years service as Assistant (Selection Grade) or Assistant.
*Stenotypist (Selection Grade)	Stenotypist	Seniority-*cum*-fitness
Stenographer	Stenotypist	3 years service as Stenotypist
Stenographer (Selection Grade)	Stenographer	Selection on the basis of seniority-*cum*-fitness
Superintendent	Assistant Incharge/	5 years service as Assistant

* Ins vide Finance Division O.M. No. F.I(4)lmp.II/87, dated 25-4-1988.

	Assistant (Selection Grade)/Assistant	Incharge/Assistant Selection Grade)/Assistant.
Superintendent (Selection Grade)	Superintendent	Selection on the basis of Seniority-*cum*-fitness.

Note:— Promotion to the posts of UDC. Assistant and Stenographer will be made on the basis of seniority-*cum*-fitness. Grant of selection grade in the post of LDC, UDC, Assistant, Stenographer and Superintendent will also be made on the basis of Seniority-*cum*-fitness. Promotion to the post of Assistant Incharge and Superintendent will be made by selection on merit. Promotion to the post of LDC will also be made on the basis of merit.

QUALIFICATIONS/CONDITIONS FOR TRANSFER

4. Appointment by transfer shall be made from amongst the persons holding equivalent appointment in the Ministries / Divisions / Departments under the Federal Government on a regular basis, provided they possess the qualifications/experience prescribed for direct recruitment or promotion to the post concerned.

QUALIFICATIONS/EXPERIENCE AND AGE LIMIT FOR DIRECT RECRUITMENT

5. A candidate must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the schedule to this notification:

Provided that the maximum age limits will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, Northern Areas (District of Gilgit, Skardu and Diamir), FATA, Sindh (R) and Balochistan in accordance with the instructions issued by the Establishment Division:

Provided further that the maximum age limit may be relaxed but not more than 10 years in respect of Government servants who have completed at least 2 years continuous service on the closing date of the advertisement and only upto the age of 55 years, if applicable.

PROBATION

6. Persons appointed by promotion or direct recruitment or by transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons, to be recorded; or, if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment or during the probation period. Appointment on probation shall be subject to the

provisions of section 6 of Civil Servants Act, 1973, read with rule 21 of the Civil Servants Act, 1973, read with rule 21 of the Civil Servents (Appointment, Promotion and Transfer) Rules, 1973.

SCHEDULE

(See Para 5)

Sl. No.	Name of the Post	Qualifications / Experience	Maximum age limit
1.	LDC	Matriculation with typing speed 30 w.p.m	25 years
2.	UDC	Intermediate	25 years
3.	Assistant	Graduate	28 years
4.	Stenotypist	Matric with 80/40 w.p.m speed in shorthand and typing respectively.	25 years
5.	Stenographer	Intermediate with 100/50 w.p.m. speed in shorthand and typing respectively.	25 years

Note:— Minimum age limit for initial appointment to the ministerial posts shall be 18 years.

[Authority, Estt. Division Notification No. S.R.O. 248(I)/88, dated 7-4-1988]

APPENDIX NO. 59

RULES FOR RECRUITMENT TO THE POSTS OF STAFF CAR DRIVER (BPS-4), DISPATCH RIDER (BPS-4), DUPLICATING MACHINE OPERATOR (BPS-4), DAFTRY (BPS-2), QASID (BPS-2) AND NAIB QASID (BPS-1) UNDER THE PAKISTAN POST OFFICE

In pursuance of sub-rule (2) of rule 3 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the posts in BPS-4 and below under the Pakistan Post Office Department:-

METHOD OF APPOINTMENT

2(1) The method of appointment to the posts shall be as follows:-

S. No.	Name of Post	Method of Recruitment
1.	2.	3.
1.	(i) Staff Car Driver (BPS-4).	100% by initial appointment
	(ii) Staff Car Driver (Selection Grade BPS-5,6,7).	100% by promotion
2.	(i) Despatch Rider (BPS-4).	100% by initial appointment
	(ii) Despatch Rider (Selection Grade BPS-5,6,7).	100% by promotion
3.	(i) Duplicating Machine Operator (BPS-4).	50% by initial appointment 50% by promotion
	(ii) Duplicating Machine Operator (Selection Grade BPS-5).	100% by promotion
4.	(i) Daftry (BPS-2).	100% by promotion
	(ii) Daftry (Selection Grade BPS-4).	100% by promotion
5.	(i) Qasid (BPS-2).	100% by promotion
	(ii) Qasid (Selection Grade (BPS-3).	100% by promotion
6.	Naib Qasid (BPS-1).	100% by initial appointment including 10% by Farashs having 10 years satisfactory service.

(2.) Provided that if no suitable persons is available for promotion, the post or posts reserved for promotion shall be filled by initial appointment and failing that by transfer.

(3.) Vacancies in posts in BPS-1 and 2 shall ordinarily be filled on local basis.

(4.) Upto 50 percent of the vacancies in posts in BPS-1 - 4 shall be reserved for *ex*-servicemen.

APPENDIX NO.59

CONDITIONS FOR PROMOTION

3. Promotion to the posts in column 2 below shall be made by selection from amongst the persons who hold the posts specified in column 3 on a regular basis and posses the qualifications and experience prescribed in column 4:-

Sl. No.	Name and BPS of the Post.	Persons eligible	Conditions of eligibility.
1	2	3	4
1.	Duplicating Machine Operator (BPS-4)	(i) Daftry (BPS-2)	(i) 3 years service in BPS-2 (ii) Knowledge of operating duplicating machine essential
2.	Daftry (BPS-2)	Qasid (BPS-2)	3 years service in BPS-2
3.	Qasid (BPS-2	Naib Qasid (BPS-1)	3 years service in BPS-1

QUALIFICATIONS, EXPERIENCE AND AGE LIMITS FOR INITIAL APPOINTMENT

4. (1) A candidate must possess the educational qualifications and experience and must be within the age limits as mentioned against the post concerned in the schedule to this notification.

(2) Provided that the maximum age limits will be relaxed by 3 years in the case of candidates belonging to scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Skardu and Diamir) in accordance with the instructions issued by the Establishment Division.

(3) Provided further that for Government servants, who have completed at least 2 years continuous Government Service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years, wherever applicable.

(4) Also provided that in the case of released/retired personnel of the Armed Forces, the maximum age limit shall be relaxed upto a maximum period of 10 years of the number of years actually served in the armed forces, whichever is less. However, there will be general relaxation in the case of reservists and pensioners for

admittance into the pensionable service of State without any upper age limit but not beyond the age of 60 years.

(5) All the vacancies in posts in BPS-1-4 shall be advertised in the press.

QUALIFICATIONS/CONDITIONS FOR TRANSFER

5. Appointment by transfer shall be made from amongst the persons holding posts under the Federal Government on a regular basis in the same basic pay scale in which the post to be filled exists, provided the persons concerned possesses the qualifications/experience prescribed for initial appointment or promotion to the post concerned.

PROBATION

6. Persons appointed by promotion or initial appointment or transfer shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year, as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provision of section 6 of Civil Servants Act. 1973, read with rule 21 of Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.

7. The other provisions specifically applicable to the employees holding posts in BPS-1 to 4 are given in the Appendix to this Notification.

8. This Notification issues with the concurrence of the Establishment Division (R-Wing) as contained in U.O F.9/4/90-R.5 dated 29th October, 1990.

SCHEDULE

(*See* Para-4)

Sl. No.	Designation and BPS of the Post	Qualification and Experience.	Max. age limit
1.	Staff Car Driver (BPS-4)	i) Primary Pass. ii) Valid driving licence holder and well versed in the traffic rules.	30 years
2.	Despatch Rider (BPS-4)	i) Primary Pass. ii) Valid driving licence holder and well versed in the traffic rules.	30 years
3.	Duplicating Machine Operator (BPS-4).	i) Primary Pass. ii) Knowledge of operating	25 years

		duplicating Machines essential.	
4.	Daftry (BPS-2)	Primary Pass.	25 years
5.	Qasid (BPS-2)	Primary Pass.	25 years
6.	Naib Qasid (BPS-1)	Primary Pass.	25 years

Note-1: The candidates should be put through an elementary test in reading and writing and an interview by the Departmental Selection Committee, Marks should be awarded in ratio of 40% for the test and 60% for interview.

Note-2: In case of technical appointments such as Drivers, Despatch Riders, Duplicating Machine Operators, etc., marks may be awarded in the ratio of 60% for practical and reading and writing test and 40% for interview.

Note-3: In case of Drivers/Despatch Riders, in addition to the routine medical examination, the report shall also cover drug addicts. Drivers/Despatch Riders shall be required to undergo such medical test every year to ensure safe driving. However, if considered necessary, the Drivers/Despatch Riders may be required to undergo the said medical examination during any period of the year in addition to their annual medical examination.

Note-4: For candidates from Sindh (R), Balochistan, FATA and Nrothern Areas, relaxation upto 3 years in maximum age of 25 years may be allowed for initial recruitment to posts of Duplicating Machine Operator, Deftry, Qasid and Naib Qasid in the Federal Secretariat.

This relaxation will be given by the Secretary/Additional Secretary Incharge of the Ministry/Division concerned.

Note-5: The minimum academic qualification for initial appointments to BPS-1 posts (other than the post of Naib Qasid) shall be primary pass and the maximum age limit shall be 25 years.

(S.20-3/85)

Authority:– Establishment Division's Notification No. S.R.O 1302(I)/90 dated 15-12-1990 Published in Part-11 of Gazette of Pakistan, Extraordinary, Islamabad, dated the 18th December, 1990 read with their O.M No. 28/2/78-R-5 dated 02-08-1997.

APPENDIX NO. 60

RULES FOR RECRUITMENT TO THE POST OF CUSTOMERS RELATIONS OFFICER (GRADE 18), AN *EX*-CADRE POST, UNDER THE PAKISTAN POST OFFICE

In pursuance of sub rule (2) of rule 3 of the Civil Servants (Appointment Promotion and Transfer) Rules, 1973, the following method, qualifications and other conditions are laid down for appointment to the post of Customers Relations Officer (Grade 18), an ex-cadre post, under the Pakistan Post Office:—

METHOD OF APPOINTMENT

2. The post will be filled in by direct recruitment, and failing that by transfer.

QUALIFICATIONS/CONDITIONS FOR TRANSFER

3. Appointment by transfer shall be made from amongst the persons holding appointments on a regular basis in the same grade under the Federal / Provincial Governments, in which the post to be filled exists, provided that the persons concerned possess the qualifications/experience prescribed for direct recruitment. There will be no upper age-limit for such a transferee.

QUALIFICATIONS, EXPERIENCE AND AGE-LIMITS FOR DIRECT RECRUITMENT

4. A candidate must posses the educational qualifications and experience and must be within the age-limits as mentioned against the post concerned in the schedule to this notification:

Provided that the maximum age-limit will be relaxed by 3 years in the case of candidates belonging to Scheduled Castes, Buddhist Community, recognized tribes of the Tribal Areas, Azad Kashmir, Northern Areas (Districts of Gilgit, Ghizer, Skardu, Ghanche and Diamir) in accordance with the instructions issued by the Establishment Division.

PROBATION

5. Persons appointed by direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded, or if considered necessary, it may be extended for a period not exceeding one year, as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servants Act, 1973.

6. This Notification is being issued with the concurrence of the Establishment Division.

SCHEDULE

(*See* Para-4)

Sl. No.	Designation and Grade of the Post	Qualification and Experience	Age limit Max.	Age limit Min.
1	2	3	4	
1.	Customers Relations Officer (Grade 18)	i) Degre in Journalism or Master Degree in one of the Social Sciences. (ii) Five years experience in public relations/publicity media.	35 yrs	25 yrs

(S.20-1/77)

Authority: Ministry of Communications (Pakistan Post Office)'s Notification No. S.R.O. 51(KE)/77, dated the 8th December, 1973, published in Part II of the Gazette of Pakistan, Extra ordinary, dated the 11th December, 1977.

APPENDIX NO. 61

RULES FOR RECRUITMENT TO THE COST AND STATISTICAL POSTS (GRADES 16 AND 17) UNDER THE PAKISTAN POST OFFICE.

In pursuance of sub rule(2) of rule 3 of the Civil Servants (Appointment Promotion and Transfer) Rules, 1973, the following methods, qualifications and other conditions are laid down for appointment to the Cost and Statistical Posts (Grade 16 and above) under the Pakistan Post Office.

METHOD OF APPOINTMENT

2. Recruitment to the posts shall be made by the following methods:-

S.No.	Name of Post	Method of Recruitment
1.	Statistical Investigator (Grade 16)	By direct appointment
2.	Cost and Statistical Officer (Grade-17)	By promotion. If no one is found suitable for promotion, then the post shall be filled by direct recruitment.

CONDITIONS FOR PROMOTION

3. Promotion to posts in Column-1 below shall be made by selection from amongst the persons who hold the posts specified in Column-2 on regular basis and possess the qualifications and experience prescribed in Column-3:-

Name of the Post	Person eligible	Conditions for eligibility
1	**2**	**3**
Cost and Statistical Officer (Grade-17)	Statistical Investigator (Grade 16)	Must have completed five years service in the grade.

QUALIFICATIONS/EXPERIENCE AND AGE LIMITS FOR DIRECT APPOINTMENT.

4. A candidate must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this notification.

Provided that the maximum age limit will be relaxed by 3 years in the case of candidates belonging to scheduled castes, Buddhist

Community, recognized tribes of the Tribal Areas, Azad Kashmir and Northern Areas (Districts of Gilgit, Ghizer, Skardu, Diamir and Ghanche).

Provided further that for Government servants who have completed at least 2 years service, maximum age limit may be relaxed by not more than 10 years upto the age of 55 years.

5. The prescribed conditions including qualifications, experience and age limit etc., will be relaxable in the case of candidates belonging to under-developed areas, in the light of instructions contained in the Establishment Division's O.M No. 4/4 / 78-R-II, dated 8th October, 1978.

PROBATION

6. Persons appointed by promotion or direct recruitment shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or if considered necessary it may be extended for a period not exceeding one year as may be prescribed at the time of appointment. Appointment on probation shall be subject to the provisions of Article 6 of the Civil Servants Act, 1973.

7. This notification issues with concurrence of the Establishment Division and Federal Public Service Commission.

SCHEDULE

(*see* para 4)

Sl. No.	Designation and Grade of the post	Qualifications and experience	Age Limits Min.	Max.
1.	Statistical Investigators (Grade-16).	Second Class Master's Degree in Statistics or any other Social Science with Statistics as a subject:	21 yrs	30 yrs
2.	Cost and Statistical Officer (Grade-17)	i) Degree from a recognized University. ii) Associate member of the Institute of Cost and Management. iii)Two years experience in Cost Accounting.	25 yrs	35 yrs

(S.20-1/78)

[Authority: Ministry of Communications (Pakistan Post Office) Notification No. S.R.O. 747(I)/80 dated 9th July, 1980, published in part II of the Gazette of Pakistan Extraordinary, dated the 14 july, 1980]

APPENDIX NO. 62

VOLUNTEERS FOR ARMY POSTAL SERVICE.

A postal official volunteering for Army Postal Service must sign a certificate accepting the conditions set forth in the form of application for enrollment as a Volunteer for Army Postal Service (In Form App-36 Annexure-C) and no official will be accepted as a volunteer unless he produces a certificate from the Superintendent or first class postmaster, to whom he is subordinate, to the effect that he is of active habits, intelligent and likely to be of use in the field. Every applicant should be informed by the Head of his Circle, as early as possible, of the orders passed on his application.

2. The Head of a Circle is required to maintain a list of selected volunteers called the "Field Force List". The list should contain the particulars mentioned in the form of application for enrolment (Form App. 36). This list should be in two parts, the first part containing the names and other particulars of all Postal officers in BPS-16 and above in the Pakistan Post Office, Department and the second part containing the names of all other classes of officials under the following heads:-

A-Post Office, Mail Sorting and Transportation and Returned Letter Offices.

1. Assistant Superintendents of Post Offices.
2. Assistant Superintendents of Mail Sorting and Transportation.
3. Higher Selection Grade officials.
4. Lower Selection Grade officials.
5. Clerks, sorters, sub-postmaster having 10 years service in the cadre.
6. Clerks, sorters, sub-postmasters, having 5 years service in the cadre.
7. Overseers, head postman, etc.
8. Postmen and village postmen.
9. Officials in BPS-1 and 2 including, packers, mail peons, naib qasids, etc.

B-Circle Office and Stock Depots.

10. Selection Grade Officials.
11. Upper Division Clerks.
12. Lower Division Clerks.

3. This list should be revised and brought up-to-date by the 31st March and 30th September of each year by taking into account (a) new volunteers (b) those transfered to and from other circles and (c) those who have been struck off the list on account of retirement, death or for any other reason.

4. The Head of Circle on receipt of a requisition from the Director General or Army Postal Service authorities should immediately arrange to relieve for reporting at the specified station those enlisted volunteers who fulfill the medical standard and other prescribed conditions to the satisfaction of their controlling officers concerned.

5 Upper age limits for enrollment in Army Postal Service are given below:-

Rank	*Maximum Age Limit*
Subedar Major	52 years
Subedar	50 years
Naib Subedar	47 years
Havildar or equivalent	43 years
Naik and below	40 years

6. There is no minimum age limit for enrolment into Army Postal Service for the employees under the Department

7. Postal employees on enrolment will be entitled to the following allowances in addition to their Pay, Good Conduct Pay and Postal Operational Allowance.

(i) *Non Field Area:* Field Allowance @ 25% of basic pay.
(ii) *Field Area:* Field Allowance @ 50% of basic pay.
(iii) *Special Messing* Allowance in addition to free messing:-
  (a) Junior Commissioned Officers @ Rs.25/= per day.
  (b) Non Commissioned Officers/Other Ranks @ Rs.15/= per day.
(iv) Free uniform
(v) Free medical facilities.
(vi) Six 50% rebated Air Vouchers within the country.
(vii) Six 50% concessional railway warrants within the country.
(viii) Conveyance allowance as admissible under rules.
(ix) Free Hair Cutting and Washing Service.
(x) Self Shaving allowance at different rates at different stations.
(xi) Journey Allowance @ 300/= per month.
(xii) If living with family out of the Unit lines.

a) Compensation in lieu of Quarter:

Junior Commissioned Officer	Rs. 728/= p.m
Havildar / Naik	Rs. 488/= p.m
Sepoy /	Rs. 385/= p.m

b) Conservancy Allowance:

Junior Commissioned Officer	Rs.20/= p.m
All others	Rs.15/= p.m

*(c) Ration Money @ 26.74 per day.
*(d) Hair Cutting and Washing Allowance at different stations:-

e.g at Rawalpindi	Rs.220/= p.m.
Muzaffarabad	Rs.260/= p.m.
Gilgit	Rs.251/= p.m.

*There rates are subject to revision from time to time.

(xiii) If living within the Units:-
  (a) One half Conservancy Allowance.
  (b) ½ CILQ (if married) or house rent allowance admissible at station of duty in civil.

(xiv) Northern Area Compensatory Allowance (admissible in Northern Areas only) at different stations:-
  (a) 75% of 20% of basic pay at Gilgit proper.
  (b) 75% of 30% of basic pay at Skardu, Kel, etc.

8. Postal employees on their release from the Army Postal Service will be allowed posting at the station of their choice even outside the Circle, subject to availability of a vacancy in the respective cadre/post, with benefit of seniority.

9. The enclosed annexure-A supersedes the terms and conditions contained in Ministry of Defence letter No. 4891/44/PS-2, dated 1st September, 1950 circulated vide Director General's Special Circular No.2 dated 15-11-1976.

(X-2-5/65-IV)

Annexure A

TERMS AND CONDITIONS OF SERVICE FOR PERSONNEL OF THE PAKISTAN POST OFFICE TO BE EMPLOYEED IN THE PAKISTAN ARMY POSTAL SERVICE

SECTION-1 — GENERAL

1. **Eligibility:** Army Postal Service will be manned exclusively by male personnel of the Post Office Department.

2. **Liability for Service.** All personnel employeed with the Pakistan Army Postal Service will be liable for service in any part of the world.

3. **Period of Army Service.** Period of army service will be for so long as an individual's services may be required.

4. **Medical Standards.** All officers, junior commissioned officers and other ranks are required to be physically fit for general service. They will be medically examined at the army station nearest to their civil duty station or at the mobilization station as may be ordered before they are accepted for army service.

5. **Civil Increments.** Army service including leave shall count for increments of civil pay as they become due under the normal civil rules.

6. **Promotions, Confirmation and Departmental Examination:**

a) During army service an individual will be eligible for promotion on the civil side as if he remained in civil employ. At the discretion of the Director General Pakistan Post Office, such promotion may be provisional and when so made will, for technical purposes be regarded as made in an officiating capacity.

b) Confirmation, on reversion to the civil side shall depend on the individual proving himself fit.

c) Promotion in army rank shall not entitle an individual to promotion in the parent department but an individual who receives civil promotion (permanent or officiating) while in army employment shall be eligible for promotion in the appropriate army rank. Such promotion will be given only if a vacancy appropriate to the higher rank exists in the relative establishment and the individual concerned is considered fit to hold the higher army rank. In the absence of these conditions he may be reverted to civil employ; but in such a case, the individual may, at the discretion of Director Army Postal Service be given the option either to revert to his parent department or to continue in army service in his previous lower rank while drawing, if one is holding a post in Basic Pay Scale 1 to 16, the higher emoluments as indicated in para 22e below.

d) Where promotions and confirmation in officiating appointments in the parent department are based on departmental examinations, opportunity shall be given for intending candidates to appear at examinations held at suitable centers in the field to synchronize with the same examination held in his parant department. But where the formation commander is satisfied that the holding of such an examination in the field (including preparation for the examination and movement of candidates) would in any way prejudice the requirements or efficiency of the Army Postal Service or be unfair to the candidates themselves, he may at his discretion decide against the holding of the examination in the field or cancel it if already notified. In every such case the candidate who, but for such cancellation, would have taken the examination shall be allowed to appear at the next corresponding examination

whether the same is held during or after termination of their army service in relaxation, where necessary, of any age, service or other limitations.

7. **Lien.** Individuals holding substantive civil appointments shall be allowed to retain lien on those appointments including tenure posts and rotational charges. Officials who proceed on army service from tenure or rotational posts shall be allowed to avail themselves of the unexpired portion of their tenure or rotational period on return to their civil duty in relaxation, where necessary of age, service or other limitations that may operate against them by reason only of their having been away on army service.

8. **Pension.** All army service including all leave in respect of such service shall count as qualifying service for civil pension and pension contribution for this service shall be paid from Defence Service Estimates as laid down in rule 116 of the Fundamental Rules and Appendix XI-A thereto as amended from time to time.

9. **Pay and allowances at Army Rates**

a) Pay and allowances at army rates shall be admissible from the day an individual is relieved from his civil post provided he reports within ten days to the appropriate army authorities and is accepted for army service after the prescribed medical examination. In case an individual deputed for Army Postal Service is declared unfit medically or otherwise for army service he shall forthwith return to his civil duty station without availing himself of any further joining time and the entire period of his absence from his civil post shall be treated as duty in his civil post and the pay and allowances for the period and the travelling allowance payable for the two way journey (at transfer rates) shall be debitable to Defence Service Estimates.

b) Pay and allowances at army rates shall be discontinued on the date from which army service including any leave granted by the army under current army rules, terminates.

c) The higher rates of compensatory allowance laid down for service out of Pakistan if detailed or in a field service area will be admissible from the day the individual embarks for overseas or enters a field service area upto the day on which he disembarks in Pakistan or re-enters a non field service area.

10. **Leave.** During army service, leave will be governed by such rules and conditions as may from time to time be applicable to corresponding ranks of the Pakistan Army.

11. **Medical Attendance.** Medical attendance for himself and family shall be allowed under the conditions as for corresponding ranks of the army and their families.

12. **Disability and Family Pension.** During their service with the Army Postal Service officers, junior commission officers and other ranks will be governed by the current army rules.

13. **Other Concessions.** All persons commissioned or enrolled under these regulations shall be eligible for the following concession, allowances and awards namely:-

a. All post office officials called for services with the Army Postal Service shall be eligible to receive transfer grant and travelling allowance on transfer rates from the civil station to the army duty station for themselves and to the home or the selected place of residence for their families as admissible to civil postal emoployees at the rates inforce from time to time.

b. On release to civil, post office officials will be entitled to transfer grant and travelling allowance on transfer rates from demobilization centres to civil duty stations to which they are posted on reversion. Travelling allowance will also be admissible for the families from the home town or selected place of residence to the civil duty stations of the individuals.

c. For movements within Pakistan and also to and from overseas stations, Army Postal Service personnel shall be allowed travelling allowance as admissible to the corresponding army ranks under the provisions of the Passage Regulation, 1980.

d. Officials proceeding out of Pakistan or to field service area or earmarked for service in such areas will be granted special leave on full pay up to ten days with free conveyance to and from their homes. In case the move of the head of the family is cancelled after the family had moved to a selected place of residence the latter shall be entitled to free conveyance from such place of residence to join the former.

14. Modifications in Terms and Conditions of Service. Government may, in consultation with Director General, Pakistan Post Office modify these terms and conditions, in a case where postal

personnel required to serve with an international force (including a UN Force) but such modifications shall not on the whole render the terms and conditions less advantageous to individuals than those laid down herein.

15. Termination of Commission. Postal Officers, junior commissioned officers and other ranks who stand trial through a court martial for offences punishable under the Pakistan Army Act, 1952 (XXXIX of 1952) will not be dismissed or removed from the civil service. Recommendations of the Court martial will be conveyed to the Pakistan Post Office for ultimate decision and the services of such postal officers, junior commissioned officers and other ranks spared from the Army.

SECTION 2 — OFFICERS

16. **Commission, Rank and Promotion.** Officers shall be granted short service commission as substantive Second lieutanment and shll be granted temporary ranks appropriate to the posts to which they are appointed in the relative establishment. Further promotion will depend on the availability of a vacancy and the officer being considered fit for the job. Postal officers shall be exempted from the promotional examination prescribed for army officers.

17. **Pay and Allowances.** Duty Pay. Officers will be entitled as pay and allowances including command/staff pay commensurate with the army rank held.

18. **Other Conditions.** Outfit allowance, disability and family pension, accommodation and travelling concession, honours and awards and all other matters not dealt with specifically in these terms, will be governed by such rules and conditions as from time to time be applicable to short service commissioned officers.

19. **Termination of Commission:**

a) Termination of commission and service shall be governed by rule 12 of the Pakistan Army Act Rules, 1954 and the regulations applicable to the Pakistan Army.

b) An officer may except during war on giving suitable notice be permitted to revert to his parent services. But in that case the decision would rest with the Government of Pakistan.

SECTION 3 — OFFICIAL IN BPS 1 TO 16

20. **Enrolment:**

a) All officials in BPS 1 to 16 shall be enrolled under the Pakistan Army, Act, 1952 (XXXIX of 1952) and shall be enrolled personnel required to be given lance appointment or non-commissioned rank which will be attested before such appointments.

b) Volunteers for enrolment must be able and willing to face the rigours and hazards of army life and to perform, apart from their postal duty, such work as the pitching of tents. Volunteers from basic pay scale No. 1 and 2 shall, in addition, serve as batmen to officers and junior commissioned officers of Army Postal Service and load, un-load and carry mail, ration and other store for the unit.

c). In case of *ex*-army personnel serving with the Pakistan Post Office who are re-empolyeed with the Pakistan Army Postal Service, the upper age limits will not be applicable.

21. **Rank and Promotion:**

a) An official in BPS - 1 to 16 shall be given an army rank to which he is entitled as specified in Annex-**B** but may be granted a higher rank in the filed if he is called upon to assume higher responsibilities. But for the two months, the higher rank would remain unpaid unless the official would in his parent department be due for promotion to a civilian rank to which higher military rank corresponds.

b) Individuals selected for appointments of junior commissioned officers/non-commissioned officers authorized in table of organization and equipment will be enrolled as sepoys and attested as such. They will then be promoted as junior commissioned officers/non-commissioned officers, as the case may be from the date of their enrolment and their promotion being subject to satisfactory verification of their character/antecedents by the civil police. The grant of junior commission to such personnel shall not be notified in the Gazette of Pakistan.

c) Further promotion will be governed by the temporary promotion rule which may from time to time be applicable to the corresponding personnel of the Pakistan Army.

d) Names and other particulars of individuals who are given junior commissioned officer rank will be forwarded by Central Army Post Office to PA Directorate, Adjutant General Branch, General Headquarters.

22. **Pay and Allowances:**

a. Officials in BPS 1 to 16, while in army employ, shall draw the civil pay plus increases as follows:-

(1) In Pakistan, when not in a field service area, at the rate of 25% of civil pay.

(2) Out of Pakistan or in field service area at the rate of 50% of civil pay.

Note:- (a) These increases are classified as "Compensatory Allowance".

(b) The term “civil pay” for the purpose of this paragraph means the pay as defined in Fundamental Rule 9(21) (a) including special pay of the civil post at that would have been held substantively or in an officiating capacity from time to time by an official had he not proceeded on army service.

(c) For the purpose of calculation of the percentage increase, the term civil pay will exclude such items as frontier house allowance or other allowances, but house rent and other allowances shall continue to be drawn by the official in case he was in receipt of such allowances immediately before his coming over to the army. The house rent and other allowances sanctioned to civil employees will be admissible to them during their service with the Army Postal Service.

b. Allowances paid to regular troops for serving under specified conditions and particular localities. If any such allowance was drawn in civil, only the difference will be paid.

c. An individual promoted in the field to a post carrying a higher army rank than that which is based from time to time on his civil pay under Annex.B, his pay will be fixed in consultation with the audit office. He will draw pay of the civil post corresponding to army higher rank plus percentage increases referred to in sub para a above.

Note:— In case of promotion from a lower to a higher post, where the stage in the basic pay scale of the higher post, next above, the substantive pay in the basic pay scale of the lower post, gives a pay increase equal to or less than a full increment, the initial pay in the basic pay scale pertaining to the higher post will be fixed after allowing a premature increment in the basic pay scale of the higher post.

d. Official in BPS 1 to 16, who would have been promoted to

officer's ranks in officiating capacity, had they remained in their parent department instead of going over to army service, shall have the option to draw, for the period during which they would have so officiated whichever is more favourable of the following emoluments.

(1) Pay that would have been admissible in the civil appointment in BPS 1 to 16 plus army compensatory allowance at the rates in sub para a above and any other concessions admissible to them as official of BPS 1 to 16, or
(2) Pay that would have been admissible in the officiating civil appointment in PBS-17 or above plus military compensatory allowance at the rates laid down in sub para a above; or
(3) Army pay and allowances of the rank. This option will continue even after the grant of temporary commission and will cease when the personnel are promoted substantively to officers ranks in their parent department when the provisions of Section 2 above will apply.

e. Official of BPS 1 to 16 of the post office department employed in the Pakistan Army Postal Service who are promoted or who would have been promoted but for their proceeding on field service substantively or in an officiating capacity, to higher appointments on the civil side will draw the pay and allowances of the higher appointment to which promoted or would have been promoted, even if a vacancy does not exist in the table of organization and equipment of that unit in the rank or for the appointment to which an individuals promotion on civil side entitles him.

f. Special pay authorized to certain categories of officials of the Pakistan Post Office will continue to be drawn in army service in addition to civil pay and increase allowed under rules for so long as there is a certificate from the competent authority that the official would have continued to draw that special pay on his civil post had he not proceeded on army service. In case an individual is working against a similar post against which he was in receipt of special pay in civil, he will get the difference of special pay while in uniform.

g. Appointments made in course of service with Army Postal Service to the posts specified in table below will carry special pay noted against each:-

APPENDIX NO.62

TABLE

	Nature of Post in Army Postal Service	Special Pay
(1)	Junior commissioned officer Assistant Superintendent, Army Postal Service/Superintendent.	Rs.35.00
(2)	Junior Commissioned officer Accountant/Assistant	Rs.25.00
(3)	Junior commissioned officer Incharge Army Postal Service Unit	Rs.25.00
(4)	Junior commissioned officer Location	Rs.25.00
(5)	Junior commissioned officer Treasurer	Rs.25.00
(6)	Junior commissioned officer Accountant (Unqualified)	Rs.15.00
(7)	Junior commissioned officer Head Sorters	Rs.15.00
(8)	Junior commissioned officers working in correspondence / Accounts Branches.	Rs.15.00
(9)	Junior commissioned officer Typist	Rs.15.00

h. Officials of BPS 1 to 16 granted temporary commission shall be governed by the rules in Section 2.

23. **Miscellaneous Concessions and Awards.** All persons enrolled or enlisted under these regulations shall be eligible for the following allowances and awards namely:-

a) Free rations or ration allowance in lieu thereof at the scale or rates and under conditions applicable to regular troops.

b) Free clothing and equipment according to the usual scales applicable to corresponding ranks of the army.

c) Hair cutting and washing services will be provided as per army rules for corresponding ranks inforce from time to time.

d) Compensation in lieu of quarters will be admissible under the army rules inforce to postal personnel holding army rank of junior commissioned officers and other ranks who are not provided with government accommodation. Individuals in receipt of compensation under this para will cease to be eligible for house rent, admissible under para 22(Note 6) above.

e) Campaign medals, stars and other awards under the same conditions as may apply to corresponding ranks of the army. All other matters not dealt with specificially here, will be covered by such rules and conditions as may, from time to time, be applicable to corresponding ranks of the army.

f) On release or discharge, leave pending retirement or invalidment or release or discharge of army postal service personnel will be treated in accordance with rules applicable to corresponding ranks of the army.

g) After the grant of privilege leave pending discharge from Army Postal Service any unavailed portion of privilege leave shall neither be credited to the civil leave account of the individual nor be availed of latter; and

h) On return from field on leave and reversion to their appointments on the expiration of that leave, they shall be granted travelling allowance under current army rules.

24. **Advances, etc.** Applications for the grant of advances for the purchase of conveyance and house building and grant from the Pakistan Post Office Welfare Fund to the Army Postal Service personnel shall be submitted to the DADPS QMG's Branch, Log Directorate, GHQ, Rawalpindi for consideration and sanction on merits.

Annexure-B

ENTITLEMENT OF RANKS ENROLLED INTO ARMY POSTAL SERVICE

Civil Posts	*Scales*	*Revised Pay Scales, 2001*	*Military Ranks*	
BPS-1 and 2	1	Rs.1870-55 - 3520	Sepoy	Z.1
	2	Rs.1915-65 - 3865		
BPS-3 and 4	3	Rs.1980-75 - 4230	Nk	Z.2
	4	Rs.2040-85 - 4590		
BPS-5 to 7	5	Rs.2100-100-5100	N/Sub	X-1
	6	Rs.2160-110-5460		
	7	Rs.2220-120-5820		
BPS-8 to 10	8	Rs.2310-130-6210	Sub.	X-2/X-3
	9	Rs.2410-145-6760		
	10	Rs.2490-160-7290		
BPS-11 to 16	11	Rs.2590-175-7840	Sub/Sub Maj	X-2/X-4
	12	Rs.2745-195-8595		
	13	Rs.2925-215-9375		
	14	Rs.3100-240-10300		
	15	Rs.3285-265-11235		
	16	Rs.3805-295-12655		

Note 1.—Good Conduct Pay Rs.85/= per month (For postal employees in basic

pay scale 1-15).

Note 2.— Postal Operational Allowance Rs.140/= per month. (For Postal employees in basic pay scales 1-16).

Annexure-C

APPLICATION FOR ENROLMENT AS A VOLUNTEER FOR ARMY POSTAL SERVICE

PART-I PERSONAL AND SERVICE PARTICULARS

1. Name_____
2. Father's name _____
3. a) Present post/appointment_____
   b) Educational qualification _____
4. Date of Birth_____BPS No._____
5. Height (not less than 160 CMs)_____
6. Weight_____
7. Chest (normal)_____
8. Chest (expanded)_____
9. Service particulars_____

Cadre	Date of effect Date of entry	Substantive temporary	Remarks
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____

Note:- Only substantive promotions or officiating promotions against clear vacancies should be shown.

10. Pay now drawn. Basic pay Rs_____Dearness Allce Rs_____ Specialy pay if any Rs_____Total: Rs_____
11. Languages known a. Speak_____
    b. Read/Write_____

12. Community/Caste/Religion._____
13. Married/Single No. of children, if married_____
14. No of dependent family members_____
15. Particulars of postal trainings undergone a._____
    b._____c._____d._____

PART-II EXPERIENCE OF WORK

16. On civil side. a. Postal Operative Branches with period
_____
_____
_____

b. Correspondence and Typing with period
_____
_____
_____

17. Deleted.

PART-III UNDERTAKING BY THE VOLUNTEER

18. I accept the Terms and Conditions of Service laid down in Army Postal Manual 1986, and circulated by the Director General, I request that my name be enrolled in the list of volunteers for military service.

19. In case I am selected for any specialized training instituted for volunteers for military service, I undertake not to withdraw my name from the aforesaid list except on medical grounds or other unforeseen difficulties which I shall prove to the satisfaction of departmental superiors. I also undertake that I will not withdraw my name from the list of volunteers at a later stage.
Date:_____ Signatures_____

PART-IV CERTIFICATE BY THE CONTROLLING OFFICER

Certified that the particulars given in this form have been verified and found correct and the applicant Mr_____ _____S/O_____ bears a good moral character, is intelligent and of active habits. He is not involved in loss/fraud, discipline cases and no proceedings are pending against him. He, by appearance is physically fit for military service.

Signatures.....
Name.....
Date_____ Designation.....

APPENDIX NO. 63

Form S. 190 (Revised)

FORM FOR VERIFICATION OF CHARACTER AND ANTECEDENTS OF CANDIDATES SELECTED FOR APPOINTMENT UNDER THE GOVERNMENT

PHOTO

Government of.....
Federal Public Service Commission
Ministry/Division/Office

Verification Roll for candidates for appointment under the Government to be filled in by the candidate in his own handwriting.

1. The name of the post in which the candidate to be appointed.....

2. Full name (in block letters) with surname and aliases (if any) Mr./Miss/Mrs.....

3. Previous name (if any) and reasons for change.....

4. Father's name in full with occupation and income (if any).....

5. Date and place of birth of the candidate give full address.....

6. Description
   a) (1) Height.....
      (2) Build *i.e* heavy/medium/light.....
      (3) Frame *i.e* large/medium/thin.....
      (4) Complexion.....
      (5) Colour of hair.....
      (6) Colour of eyes.....
      (7) Visible marks of identification.....
   b) (1) Religion by birth.....
      (2) Present Religion.....

7. Residential address (with telephone number, if any)
   a) Present.....
   b) Permanent .....

8. Nationality:
   a) Pakistan National By birth/migration/naturalization
   b) If naturalized/migrated:

(1) Previous nationality and address…….
(2) Date of migration……
(3) Citizenship/Naturalization Certificate Particulars i.e No. date and place of issue, etc……..

c. National Identity Card No. date and place of issue, etc.

9. Local and other addresses during the last 10 years where the candidate has stayed for more than six months.

Address	From	To

10. Educational qualifications showing places of education from the age of 10 years.

Name and place of school and college etc.	From	To	Major field of study	Certificate/ diploma degree obtained

Note:— A certificate of good character from the Head of Educational Institution last attended by the candidate (to be attached).

11. Knowledge of Language:

Can understand	**Can speak**	**Can write**

12. Special training, any field……..

13. Any distinctions obtained in literary, sports or miscellaneous fields:

14. (a) Are you capable of sustained physical and mental activity?

b. Have you had any serious illness or any operation in the past three years?

c. How many days you lost from work in the past three years?

15. Has there been any case of mental/nervous illness in your close relatives?

16. a) Do you take alcohol?
b) Do you gamble?

17. a) Government offices or firms, with full description and addresses where the candidate previously worked, and the reasons for leaving:

Offices/ Firms	Designation and pay	From	To	Reasons for leaving

b. Present occupation, if any:

Offices/ Firms	Designation and pay	From	To	Reasons for leaving

Note:— Certificate of performance from the Head of the Institution last served by the applicant (to be attached).

18. Offices/firms with full descriptions and addresses where the candidate previously applied without success:

Office/Firm	When applied for appointment	Job for which applied

19. Particulars of wife (or husband as the case may be) of the candidate:

a) Full name with father's name.....

b) Nationality.....

c) Religion .....

d) Date of Birth.....

e) Place of Birth.....

f) Occupation, if any.....

g) Income, if any.....

20. Particulars of children:

Name	Sex	Date of Birth	Recent Address
a.....			
b.....			
c.....			
d.....			

21. Particulars of children or dependents educated or receiving education:

a	b	c	d	e
a. Name of Child				
b. Relationship				
c. Name of Institution				
d. City/Country				
e. Period of education abroad				
f. How financed				

APPENDIX NO.63

22. Full particulars of the candidate's near relations, who are in Government service in Pakistan and elsewhere, specifying the posts held, and where posted.

Name of relations	Relationship	Post held	Place of duty

23. Particulars of near relatives/dependents abroad:

Name with Relationship	Nationality	Occupation	Place of resident

a. .....
b. .....
c. .....
d. .....
e. .....
f. .....
g. .....
h. .....

24. (a) Assets:

	Immovable	Value	Mode of acquiring
	----------	-------	----------
	----------	-------	----------
	----------	-------	----------

(b) Movable of more than Rs. 10,000/=

.....
.....
Total Value: .....

25. Membership of Clubs, Political Parties and Associations (Past and Present) (Name of Organization with date of joining and leaving):

APPENDIX NO.63

Name of Club, Party	From	To
a. ……..		
b. …….		
c. ……..		
d. ……..		
e. …….		

26. Details of Travels Abroad (including travels for education or training):

a. Passport particulars, if any……..
including No…. date and place of issue……..
b. Countries for which valid…….
c. Issuing authority……
d. Period of validity ……

27. Names with addresses of at least two references in Pakistan who can testify to the candidate's character and antecedents:

Name	Address
---------	----------
---------	----------
---------	----------

28. Name or address of your close friends:

Name	Address
---------	----------
---------	----------
---------	----------

29. Whether arrested, prosecuted, convicted, restricted or extended in any case, political or otherwise, if so full particulars including dates should be furnished…….

30. Finger Prints :

Place _____ Date _____ Signature _____

a. I.....candidate for appointment to..... hereby certify and solemnly affirm that my answers to the above questions are correct to the best of my knowledge and belief.

b. I fully understand that if the above statement is false in any material respect, or omits any material information my appointment is liable to be rejected/terminated and shall render me to legal and disciplinary action including dismissal if I am already in Government service.

Signature .....
Place .....
Date .....

To be filled in by the Superintendent of Police, etc., concerned at the request of Ministry / Division / Office / Federal Public Service Commission.

Remarks By:

Superintendent of Police — Place _____ Date _____

D.I.G Special Branch — Place _____ Date _____

Director Intelligence Bureau — Place _____ Date _____

FAMILY PARTICULARS

Note: Full information in respect of Wife (husband in case of female employees), Father, Mother, Brothers, Sisters, Father-in-Law and Mother-in-Law should be furnished as under. In case of wife (or husband, as the case may be) additional information in respect of her maiden name, date and place of birth, date and place of marriage, nationality and religion before marriage should also be furnished in remarks column.

Full Name	Relationship	Age	Nationality	Religion	Sect	Occupation with complete details	Whether dependent on you	Residential address.	Political affiliation if any	Remarks

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