

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 1/13/96-R-6

Islamabad, the 14th July, 2016

OFFICE MEMORANDUM

Subject: - UP-GRADATION OF MINISTERIAL POSTS

The undersigned is directed to refer to the Finance Division's O.M. No. 9(7)R-I/2014-515/2016, dated 1-7-2016 on the above subject and to say that ministerial posts are governed by a set of Recruitment Rules notified by Establishment Division which are applicable on all Ministries/Divisions/Departments/Attached Departments of the Federal Government. These posts are separately sanctioned in respective Ministries/Divisions /Departments/Attached Departments. Establishment Division can only issue sanction letters for posts available in this Division. Therefore, Finance Division may issue and circulate the decision for up-gradation of posts amongst all Ministries/Divisions/Departments with request for issuance of sanction letters with that effect. Establishment Division will make amendment in the Recruitment Rules afterwards.

(Tahir Jamil Ahmad)
Section Officer
Ph: 9103655

Finance Division,
(Mr. Zia-ur-Rehman,
Section Officer (R-1),
Government of Pakistan,
Islamabad.

F.No.9(7)R-I/2014-515/2016

Islamabad, the 1st July, 2016

OFFICE MEMORANDUM

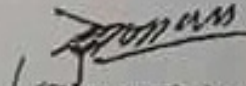
Subject:- UP-GRADATION OF MINISTERIAL POSTS

The undersigned is directed to refer to Establishment Division's O.M.No.1/13/96-R-6 dated 25th January, 2016 on the subject noted above and to convey the concurrence of Finance Division for up-gradation of the posts of following Ministerial staff w.e.f. 01-07-2016:-

Sr.No.	Posts	From	To	Grant	Enhancement of Qualification
1.	Assistant Incharge	15	Dying cadre	16 (one time dispensation)	6 weeks Training MS Word+Excel from Secretariat Training Institute / Pakistan Computer Bureau.
2.	Assistant	14	15	16 (one time dispensation)	6 weeks Training MS Word+Excel from Secretariat Training Institute / Pakistan Computer Bureau.
3.	Upper Division Clerk	09	11	-	3 weeks Training MS Word+Excel from Secretariat Training Institute / Pakistan Computer Bureau.
4.	Lower Division Clerk	07	09	-	3 weeks Training MS Word+Excel from Secretariat Training Institute / Pakistan Computer Bureau.

2. The incumbents of the upgraded post will be entitled to the annual increment falling due on 1st December, 2016 if otherwise admissible.
3. The above up-gradation is subject to amendment in the Recruitment Rules and filling up the up-graded post in accordance with Establishment Division's D.O. No.8/36/2000/R-I, dated 31st December, 2008.
4. A sanction letter to this effect may be referred for endorsement of this Division.

The Secretary,
Establishment Division,
Government of Pakistan,
Islamabad



(Zia-ur-Rehman)
Section Officer(R-I)

PRIME MINISTER'S OFFICE
ISLAMABAD

Subject: UP-GRADATION OF MINISTERIAL POSTS

The Prime Minister has been pleased to approve the proposal mentioned in para 26, as endorsed by Ministry of Law, Justice and Human Rights vide para 27 of the summary.

Establishment Division shall coordinate with Finance Division as well as line Ministries at the time of formulation of budget proposals for FY 2016-17 to ensure allocation of necessary resources for the purpose.


(Fawad Hashim Fawad)
Additional Secretary
19-11-2015

Secretary
15-4/3 (A)/1