

**GOVERNMENT OF PAKISTAN
(REVENUE DIVISION)
FEDERAL BOARD OF REVENUE**

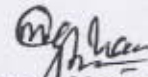
C.No. 1(5)/2012-M-I

Islamabad, the 9th June, 2012.

CIRCULAR

Subject: **INDUCTION IN SECRETARIAT GROUP AS JOINT SECRETARY (BS-20)**

The Establishment Division has invited nominations of Civil Servants (BS-20) as well as persons in BS-20/equivalent in the service of Federal/Provincial Autonomous Bodies/Semi Autonomous Bodies/Corporations etc. for induction as Joint Secretary (BS-20) in the Secretariat Group in terms of policy circulated vide that Division's O.M. No.6/1/2012-CP-II (A) dated 30.05.2012. All BS-20 officers of Pakistan Customs Service/Inland Revenue Service who are willing for induction as Joint Secretary (BS-20) in the Secretariat Group are requested to convey their willingness to the Board immediately but not later than **15.06.2012**.



(Muhammad Yousaf Khan)
Secretary (Mgt. Customs-I)

DISTRIBUTION

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.6/1/2012-CP-II (A)

Islamabad, 30th May, 2012.

OFFICE MEMORANDUM

Subject:- INDUCTION IN SECRETARIAT GROUP AS JOINT SECRETARY
(BS-20)

The undersigned is directed to say that with the approval of Competent Authority, it has now been decided to modify para 4 (relevant extract enclosed) of Establishment Division's O.M. No. 2/2/75-ARC, dated 12-04-1976 constituting the Secretariat Group as under:-

Modified para 4 of the O.M. dated 12-04-1976 constituting Secretariat Group
Joint Secretary

Appointment to the post of Joint Secretary will be made in accordance with the following methods:-

- i) By promotion of officers in the Grade of Deputy Secretary on the recommendations of the Central Selection Board.
- ii) By horizontal movement from other Occupational Groups/Service/Cadre of regular BS-20 Officers who have been recommended by the Ministries/ Divisions Departments OR regular BS-20 Provincial Civil Servants recommended by the respective Provincial Governments who meet the laid down criteria and recommended by the Central Selection Board against the 06% annual vacancies of Joint Secretary (BS-20). The said 06% annual vacancies shall be further sub-divided in the ratio of 50:50 for induction of Civil Servants from Federal Government and Civil Servants from Provincial Governments.
- iii) By direct appointment on the recommendations of Federal Public Service Commission of persons possessing such qualifications and experience etc., as may be prescribed.
- iv) Appointment of persons in BS-20 or equivalent in the service of an Autonomous, Semi Autonomous Body or Corporation or any other Organization set up, established, owned, managed or controlled by the Federal Government or Provincial Government recommended by the respective Governments who meet the laid down criteria and recommended by the Federal Public Service Commission against 04% of annual vacancies of Joint Secretary (BS-20) as and when so decided by the government. The said 04% vacancies shall be further sub-divided in the ratio of 50:50 for induction of persons in the service of Federal Government and those persons in service of Provincial Governments.

FBR eDOX Dy. No. 78527-R
Received in /Ch. Sectt.
on 01 JUN 2012

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2. The Criteria devised in consultation with FPSC for induction of regular BS-20 officers of the Federal Occupational Groups/Services and the BS-20 Civil Servants of Provincial Governments as Joint Secretary (BS-20) in the Secretariat Group shall be as under:-

- a. The regular BS-20 officers of Federal Occupational Group/ Service/Cadre / Provincial Governments as recommended by the respective Ministries/ Divisions/ Departments/ Provincial Governments concerned.
- b. The officer has rendered at least 17 years service in BS-17 & above in terms of instructions issued by the Federal Government from time to time, and having served for two years in BS-20 in the Federal Secretariat on deputation/under Section 10 of Civil Servants Act, 1973.
- c. PERs of the last twelve years in BS-17 & above or the actual service rendered in BS-17 & above, as the case may be, will be quantified. 70 marks will be assigned for PERs quantification. However, the officers will only be eligible if they have earned grading "Good" or equivalent and above in their PERs in grade 17 & above.
- d. 30 marks will be assigned for assessment of suitability by the Central Selection Board.
- e. The selection will be on the basis of centralized merit in PERs/assessment by CSB.
- f. The officers will be considered in order of seniority against seats as may be reserved/ allotted to each Occupational Group/Service/ Cadre/ Ex-cadre/ Province/Region.

Provides that other things remaining the same, Civil Servants belonging to Balochistan shall be given preference.

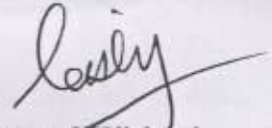
- g. Seniority shall reckon from the date of regular induction in Secretariat Group in accordance with Civil Servants (Seniority) Rules, 1993.
- h. No disciplinary action under the Government Servants (E&D) Rules, 1973 or proceedings on criminal charges in the Court of Law is pending against the officer.
- i. The officer did not derive any benefit in pursuance of NRO in the entire career (BS-17 & above) within the meaning of Supreme Court of Pakistan's Judgment dated 16-12-2009 on NRO.
- j. No punishment has been awarded under any criminal law including NAB Ordinance to the officer concerned on the panel in the entire career (BS-17 & above).

3. Persons in BS-20 or equivalent in the service of Autonomous/Semi Autonomous Bodies or Corporations etc. set-up, established, owned, managed or controlled by the Federal Government or Provincial Governments shall be considered for

induction as Joint Secretary (BS-20) in the Secretariat Group in accordance with the following eligibility criteria devised in consultation with FPSC:-

Sl. No	Criteria	Requisite eligibility
(a)	Minimum educational qualification	Master's Degree in Human Resources Management / Financial Management / Law/ Economics / Public Administration / Public Policy.
(b)	Experience	A regular officer holding post in BS-20/equivalent in Autonomous Bodies /Semi Autonomous Bodies/Corporations working under the Federal/Provincial Government with minimum 17 years service equivalent to BS-17 and above. If doubt arises in equivalence in any case, decision shall be taken by Establishment Division in consultation with Federal Public Service Commission.
(c)	Age	Not exceeding 50 years so that he may serve the Federal Government for reasonable period and earn pension as Civil Servant.
(d)	Weightage of PERs	Good/equivalent and above PERs or other similar reports in a post equivalent to BS-17 and above without adverse remarks.
(e)	Interview	FPSC shall conduct viva for the purpose of selection. Qualifying marks in viva voce shall be 101 out of 200.
(f)	Other matters	The officers will be considered in order of seniority against seats as may be reserved/ allotted to each of this category. Seniority shall reckon from the date of regular induction in Secretariat Group in accordance with Civil Servants (Seniority) Rules, 1993. No disciplinary action under the Government Servants (E&D) Rules, 1973 or proceedings on criminal charges in the Court of Law is pending against the officer. The officer did not derive any benefit in pursuance of NRO in the entire career (BS-17 & above) within the meaning of Supreme Court of Pakistan's Judgment dated 16-12-2009 on NRO. No punishment has been awarded under any criminal law including NAB Ordinance to the officer concerned on the panel in the entire career (BS-17 & above). Merit/Provincial/Regional Quota as described by the Government shall apply mutatis mutandis on vacancies to be

Sl. No	Criteria	Requisite eligibility
		filled through induction. Other things remaining the same, persons belonging to Balochistan shall be given preference.



(Muhammad Wishaq)

Deputy Secretary

Tele: 9207036

Secretaries/ Additional Secretaries
In-charge of the Ministries / Divisions
Islamabad/Rawalpindi.

Secretariat Group

Sl. No. 16

In continuation of the Establishment Division Office Memorandum No. 1/2/75-ARC, dated the 27th January, 1975, it has been decided to constitute another occupational group to be called the "Secretariat Group". The Group will comprise posts of Deputy Secretary and above in the Federal Secretariat and such posts in the Provincial Secretariats as are borne on the cadre of All-Pakistan Unified Grades.

2. The Secretariat Group will be under the administrative control of the Establishment Division and will function in accordance with the rules and procedure outlined below.

3. *Deputy Secretary*. - Appointment to the post of Deputy Secretary will be made in accordance with the following methods:-

(i) By promotion of Grade 18 officers of the Office Management Group and the Secretariat Group on the recommendations of the Central Selection Board.

*(ii)

By horizontal movement from other Occupational Groups of Grade 19 Officers who have been recommended by the Ministries/Divisions/ *Subs *vide* Estt. Division

O.M.No.2/1/79-R.II, dated 12-6-1979.

Departments or Provincial Governments and have been found fit by the Central Selection Board.

(iii) By direct appointment on the recommendations of Federal Public Service Commission of persons possessing such qualifications and experience etc., as may be prescribed. []

4. *Joint Secretary*. - Appointment to the post of Joint Secretary will be made as under:-

(i) By promotion of officers in the Grade of Deputy Secretary on the recommendations of the Central Selection Board.

(ii) By horizontal movement of such Grade 20 officers of the various occupational groups as are recommended by the Ministries/ Divisions, Departments, Provincial Governments etc. and are found fit by the Central Selection Board.

(iii) By direct appointment on the recommendations of the Federal Public Service Commission of persons possessing such qualifications and experience etc., as may be prescribed. []

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Additional Secretary.-Appointment to the post of Additional Secretary will be made by selection from amongst Joint Secretaries, officers of Grade 20 and above belonging to the various occupational groups, and professionally qualified persons in the public sector enterprises and the private sector.

Secretary (Grade 22).-Appointment to the post of Secretary will be made by selection from amongst Additional Secretaries, officers of Grade 21 and above in the various occupational groups and professionally qualified persons from the public sector enterprises and the private sector.

*Omitted *vide* Estt. Division

O.M.No.2/2/75-ARC, dated 7-5-1976.

Provincial Secretariats.-All posts of Deputy Secretary and above in the Provincial Secretariats borne on the cadre of All-Pakistan Unified Grades will be filled on All-Pakistan basis. The selection will be made from amongst officers of the Secretariat Group by promotion, on the recommendations of a Selection Board headed by the Establishment Secretary and consisting of all the Chief Secretaries. Officers of the Office Management Group of the Provincial Government will also be eligible for appointment by promotion to the post of Deputy Secretary in the Provincial Secretariat.

Seniority.- Deputy Secretary.-Seniority would be determined from the date of continuous regular officiation as Deputy Secretary, or in a post in Grade 19, whichever is earlier.

Joint Secretary.-The seniority of a Joint Secretary which is a

post in Grade 20 will be determined from the date of his continuous regular officiation in Grade 20.

Additional Secretaries and Secretaries.-The seniority of Additional Secretaries and Secretaries will be determined from the date of continuous regular officiation in Grade 21 or 22 as the case may be.

Training.- Deputy Secretaries and Joint Secretaries appointed on the recommendations of Federal Public Service Commission will undergo a training course of appropriate duration, before their appointment in the Secretariat.

In-service training will be an important factor towards determining the fitness for promotion of a Secretariat Officer to the next higher Grade.

General.- Horizontal movement of officers of this Group to posts in equivalent Grades in the other occupational groups will be permissible.

The terms and conditions of Government servants belonging to this Group will be governed, as in the case of other Government servants, by the provisions of the Civil Servants Act, 1973, and rules and orders issued thereunder from time to time.

This supersedes Establishment Division O.M. No. 2/2/75- ARC, dated the 21st February, 1975.

[Authority.- Estt. Division O.M. No. 2/2/75-ARC, dated 12-4-1976].