

Government of Pakistan  
Cabinet Secretariat  
Establishment Division  
AAAA

No.F.10/1/2012-CP-II

Islamabad, the 17<sup>th</sup> July, 2013

OFFICE MEMORANDUM


**Subject: ANNUAL MEDICAL EXAMINATION REPORTS - FITNESS OF A CIVIL SERVANT FOR POSTING, TRAINING AND RETENTION IN SERVICE.**

The undersigned is directed to refer to the instructions contained at paras 4.14 to 4.26 of the Booklet "A Guide to Performance Evaluation, 2004" regarding Annual Medical Examination Reports in respect of the officers in BS-17 & above in the Federal Government. It has been observed that the said instructions are not being complied with, therefore, it becomes difficult to monitor an officer's health for the purpose of posting, training and retention in service. Besides, several cases have been observed where officers nominated for mandatory training fell seriously ill during training and had to be sent back without completing the training.

2. It is, therefore, advised that the instructions referred in pre-para may be complied with and Annual Medical Examination of every officer be ensured. As the Annual Medical Examination Reports are to be placed in the C.R. dossiers; copy of the Reports may be forwarded to the authorities responsible for maintaining C.R. dossiers.

3. Apropos to above, it has been decided that the latest Medical Report shall henceforth be a compulsory requirement at the time of nomination of officers for mandatory training i.e. MCMC, SMC and NMC/NDU. While sending nomination of officers for mandatory training, their latest Annual Medical Examination Report may also be furnished to the Establishment Division. However, the said requirement shall be applicable w.e.f. 1<sup>st</sup> January, 2014.

4. The Ministries / Divisions are requested to bring the aforesaid decision of the Competent Authority to the notice of all concerned including Attached Departments/Sub-ordinate Offices under their administrative control for information and compliance.

  
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The Secretaries/Additional Secretaries Incharge  
of the Ministries/Divisions,  
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