

(ANNEX)
(See Sl. No. 8, para 1)

NOTIFICATION

Rawalpindi, the 22nd October, 1987

S.R.O.99 (KE)/87:

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:-

2. Method of Appointment.- 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.

3. Conditions for Promotion.- 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
Private Secretary (BPS 17)	Regularly appointed Stenographers, including those in the selection grade.	Seven years satisfactory service as Stenographer, including service in selection grade.

4. Qualifications/Conditions for Transfer.- 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 fulfil the conditions for promotion to the post as laid down in para 3 above, in consultation with the Establishment Division.

5. Probation.- 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.

Sl. No. 9

* Sl. No.1.

** Sl. No. 2, Chapter 1.

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 a 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 the 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 the 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 BPS 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].

Sl. No. 8

Recruitment Rules for the Posts of Private Secretary (BPS 17) to the Secretaries/ Additional Secretaries and Other Officers in BPS 21/22 Provided with the Services of P.S in the Federal Government

A copy of the Gazette Notification No.SRO 99(KE)/87, dated 22nd October, 1987 on the subject (Annex) is given for information of all the Ministries/Divisions.

2. It may be noted that only those officers in BPS 22/21, other than the Federal Secretaries/Additional Secretaries, are entitled to a Private Secretary who have either been specifically allowed *ex-officio* secretariat status or have been allowed, with the approval of Establishment and Finance Divisions, to have a Private Secretary (BPS 17) on their personal staff.

[Authority.— Estt. Div.'S O.M. No.9/2/74-R.6(Pt.2), dated 21-1-1988].

* BPS. Besides, appointment is made to posts, not BPS as in Civil Servants Act, 1973, Chapter 1, Sl. No. 2 read with Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, Sl No. 1.

Recruitment to the Posts of Private Secretaries to the Federal Ministers and Ministers of State

In supersession of the Cabinet Division's O.M.No.112/2/80-Min.I, dated 10th November, 1980 and No.112/18/81-Min.I, dated 13th March, 1982, it is stated that the Federal Ministers and Ministers of State shall appoint their Private Secretaries from the normal source (not from outside), provided it does not involve out of turn/accelerated promotion for the Private Secretary, as follows:-

Federal Ministers:

A BPS 16,17,18 officer or a Deputy Secretary in his own pay and allowances with a *special pay.

Ministers of State:

A BPS 16/17/18 officer in his own pay and allowances with a special pay or a government servant in lower pay scale in his own pay and allowances with a *special pay.

No. 2: Finance Division's O.M.No.F.1(1)-Imp/83, dated the 18th August, 1983 and No. F.26(1)R-1/80(ii), dated 30th June, 1981 and No.F.1(1)-Imp/83-Pt(iii), dated 15th September, 1983 are modified to the above extent in respect of rates of special pays admissible to the Private Secretaries to the Ministers.

CO 3: This issues with the concurrence of Establishment and the Finance Division conveyed vide their O.M.No.12/1/88-OMG-I, dated 7th April, 1988, and No.F.2(55)R.3/88-615, dated 1st August, 1988 respectively.

[Authority:— Cabinet Division O.M.No.112/6/87-Min.I, dated 20-11-1988.

SI. No.9-A

Framing of Recruitment Rules of Project Posts

The Establishment Division keep on receiving references on the following points from Ministries/Divisions for advice:-

- (i) Whether project posts fall within the purview of the FPSC?
- (ii) Whether the recruitment rules of project posts require approval by the Commission in terms of FPSC Ordinance, 1977?

2. The position is clarified in the succeeding paragraphs.

1973 3. The term "project posts" has not been used in the Civil Servants Act, 1973** and the ***rules made thereunder. The Civil Servants Act, 1973** uses the expression 'civil posts in connection with the affairs of the Federation'. Thus the formulation of the question referred to in para 1 is flawed. Projects are executed by the Ministries/Divisions/ Attached Departments/Subordinate Offices, as well as autonomous bodies. If a project is executed by a government department, i.e.

* See Chapter 10, Pay, Allowances and other Benefits, Vol. II.

** SI.No.2, Chapter 1.

*** SI.No.1.