



AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
SERVICES & GENERAL ADMINISTRATION DEPARTMENT
(General Section)

No. S&GAD/G-5(25)/2024

"Muzaffarabad"
Dated: 26th February, 2024

CIRCULAR

To

1. Additional Chief Secretary (Gen./Dev.),
2. Senior Member Board of Revenue,
3. All Administrative Secretaries,
4. Additional Secretary (Gazetted),

Azad Govt. of the State
of Jammu & Kashmir.

SUBJECT: NOMINATIONS OF BS-18 OR EQUIVALENT OFFICERS FOR 40TH MID CAREER MANAGEMENT COURSE AT NATIONAL INSTITUTE OF MANAGEMENT, KARACHI, LAHORE, ISLAMABAD, PESHAWAR AND QUETTA FROM 29-04-2024 TO 05-07-2024

I am directed to refer to the subject noted above and to enclose herewith a copy of self-explanatory Office Memorandum No. 8/2/2024-T-VI dated 9th February, 2024 along with enclosures received from the Cabinet Secretariat, Establishment Division, Government of Pakistan, Islamabad and to request that nominations of eligible officer(s) of BS-18 fulfilling the requisite criteria mentioned in the above referred Office Memorandum for 40th Mid Career Management Course (MCMC) may please be forwarded to S&GAD (General Section), latest by 28th February, 2024 for further necessary action, please.

02. Nominations received after cut-off date shall not be entertained.

Encls: (05 pages)

Copy to:

1. Chief Secretary, GoAJ&K.
2. Secretary, Services & General Administration Department.
3. Senior Additional Secretary, S&GAD.
4. Mr. Muhammad Farooq, Deputy Secretary (T-I), Cabinet Secretariat, Establishment Division, GoP, Islamabad w.r.t. above referred office memorandum dated 9th February, 2024.
5. System Administrator, S&GAD.
6. Office copy.


26.2.24
Section Officer (Gen-I)
Ph # 05822-921974


26.2.24
Section Officer (Gen-I)

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION**

No.8/2/2024-T-VI

Islamabad, the 09th February, 2024

OFFICE MEMORANDUM

Subject: **NOMINATIONS OF BS-18 OR EQUIVALENT OFFICERS FOR 40TH MID CAREER MANAGEMENT COURSE AT NATIONAL INSTITUTE OF MANAGEMENT KARACHI, LAHORE, ISLAMABAD, PESHAWAR AND QUETTA FROM 29-04-2024 TO 05-07-2024.**

The undersigned is directed to refer to the above subject and to state that 40th Mid-Career Management Course (MCMC) is scheduled w.e.f. 29-04-2024 to 05-07-2024 at National Institute of Management (NIM), Karachi, Lahore, Islamabad, Peshawar and Quetta. Panel of BS-18 or equivalent officers belonging to various occupational groups/services/ex-cadres of Ministries /Divisions /Departments/Sub-ordinate offices/Autonomous/Semi-autonomous bodies/Provincial Governments/ Government of Azad Jammu & Kashmir and Government of Gilgit-Baltistan, may be forwarded to this Division latest by 05-03-2024. It is pointed out that this Division will finalize nominations of officers belonging to PAS, PSP and OMG. The nominations received directly from the departments/ autonomous organizations shall not be entertained. The following criteria should strictly be observed while nominating the officers:

- i) Officer(s) is / are in BS-18 or equivalent on regular basis.
- ii) The Officer(s) is / are in the promotion zone.
- iii) The officer(s) may be considered in order of seniority in their respective cadres and the officers otherwise senior to them must not be ignored.
- iv) The officers who are on deputation in international organizations may not be nominated. Similarly, officers posted in Pakistan's Missions abroad, except those belonging to Foreign Services of Pakistan, may not be nominated.
- v) The officers who are on long leave / EOL / undergoing disciplinary proceedings may also not be nominated. However, those officers whose disciplinary proceedings are pending for over one year may be nominated.
- vi) In terms of Rule 21 of Civil Servant Promotion (BPS-18 to BPS-21) Rules, 2019, an officer who is likely to retire within two years from service on attaining the age of superannuation shall be exempted from the mandatory training.

Secretary SAGAD


2. The nominating agencies are requested to forward following documents in respect of each nominee:

- i) Panel Proforma duly filled in (Annex-I).
- ii) Number of sanctioned posts in BS-18 and 19, Number of officers who have/have not attended MCMC and vacancies available in BS-19 (Annex-II).
- iii) Copy of valid seniority list of officers in BS-18.
- iv) Certificate to the effect that no disciplinary proceedings are pending against the nominees under the prescribed rules/law.
- v) Latest Annual Medical Examination Report in respect of nominees.
- vi) Certificate to the effect that no junior officer has been nominated for the course.
- vii) Job Description of the officer(s) nominated.
- viii) Certificate to the effect that the provided seniority list is valid/final and is not contested in any court of law.

Secy SAGAD

8. It is, therefore requested that nominations along-with requisite information/ documents, complete in all respects, may be furnished to this Division before the closing date i.e. 05-03-2024. No nomination shall be entertained after the closing date.

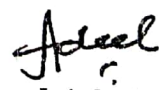
Encl: as above.


(Muhammad Farooq)
Deputy Secretary (T-I)

1. Secretary, President's Secretariat, Islamabad.
2. Secretary to the Prime Minister, Prime Minister's Office, Islamabad
3. All Secretaries, Federal Ministries/Divisions, Islamabad/Rawalpindi.
4. All Chief Secretaries Provincial Governments/AJ&K Government/ Gilgit - Baltistan, Lahore, Peshawar, Karachi, Quetta, Muzaffarabad and Gilgit
5. The Registrar, Supreme Court of Pakistan, Islamabad
6. The Secretary, Wafaqi Mohtasib, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
7. The Auditor General of Pakistan, Islamabad.
8. The Secretary, National Assembly Secretariat, Islamabad.
9. The Secretary, Senate Secretariat, Islamabad.
10. The Chairman, Federal Public Service Commission, Islamabad.
11. The Chairman, National Accountability Bureau, Islamabad.
12. The Director General, Intelligence Bureau, Islamabad.
13. The DG (Admin), State Bank of Pakistan, Karachi.
14. The SEVP/ Group Chief (HR Management & Administration Group), National Bank of Pakistan (NBP), Karachi.

Copy to: -

1. The Rector, National School of Public Policy (NSPP), Lahore
2. The Joint Secretaries / DGs, Establishment Division, Islamabad.
3. Director (PD), Establishment Division, Islamabad.
4. Deputy Secretary (IT), Establishment Division, Islamabad.
5. SPS to Secretary, Establishment Division, Islamabad.
6. PS to Additional Secretary (I), Establishment Division, Islamabad.
7. PS to Additional Secretary (II), Establishment Division, Islamabad.


(Muhammad Adeel Akbar)
Section Officer (T-VI)
Ph: 051-9103567

CONFIDENTIAL

PANEL PROFORMA IN RESPECT OF NOMINATIONS FOR MCMC

NAME:

PRESENT POSTING:

CONTACT NO: OFFICE: - _____ MOBILE:- _____

E. MAIL ADDRESS:- _____

SERVICE/ GROUP:

DOMICILE:

DATE OF JOINING SERVICE:

DATE OF BIRTH: _____

DATE OF SUPERANNUATION:

DATE OF PROMOTION IN PRESENT SCALE:

SENIORITY NO:

POSTINGS HELD DURING THE LAST FIVE YEARS:

TRAININGS ATTENDED DURING THE LAST FIVE YEARS:

Disciplinary action pending,

or in process under Civil Servants (E&D) Rules, 2020/

Criminal Proceedings in NAB/ FIA/any court of law, if any.

Certified that the above information is correct/ found in order.

Signature/Stamp of
Administrative Authority

MID CAREER MANAGEMENT COURSE (MCMC)

(Annex-II)

No. of sanctioned / duty posts in the Group / Service/Cadre in BS-18	No. of officers in the in the Group / Service/Cadre who have attended or presently attending MCMC and awaiting promotion to BS-19	No. of officers in the in the Group / Service/Cadre who have not attended MCMC	No. of sanctioned/ duty posts in BS-19 in the in the Group / Service/Cadre	No. of posts presently vacant in BS-19 in the Group / Service/Cadre and vacancies likely to occur in the next one year.	Any other relevant information
1	2	3	4	5	6

Signature/Stamp of
Administrative Authority