

051-9245853



Government of Pakistan
FINANCE DIVISION
(Regulations Wing)
*FBC Building, Near State Bank of
Pakistan*

F.No.4(6)Imp/FR-17/2013-277

Islamabad, the 18th September, 2015

OFFICE MEMORANDUM

Subject:- **REVISED GUIDELINES FOR FR-17(1) COMMITTEES TO CONSIDER
THE CASES OF PROFORMA PROMOTION.**

The undersigned is directed to refer to the subject noted above and to forward herewith revised guidelines for FR-17(1) Committees incorporating the amendments approved by the Prime Minister alongwith its annexure containing a list of documents, required for consideration of cases for proforma promotion, for necessary action by all concerned.


(Muhammad Azam Awan)
Section Officer (Imp/FR-17)

All Ministries/Divisions/Departments

P.T.C.

Copy also forwarded for information to:

1. President's Secretariat (Public), Islamabad.
2. President's Secretariat (Personal), Islamabad.
3. Prime Minister's Office (Internal), Islamabad.
4. Prime Minister's Office (Public), Islamabad.
5. National Assembly Secretariat, Islamabad.
6. Senate Secretariat, Islamabad.
7. Election Commission of Pakistan, Islamabad.
8. Supreme Court of Pakistan, Islamabad.
9. Federal Shariat Court, Islamabad.
10. Auditor General of Pakistan, Islamabad.
11. Controller General of Accounts, Islamabad.
12. AGPR, Islamabad/Lahore/Peshawar/Karachi/Quetta.
13. Military Accountant General, Rawalpindi.
14. Capital Development Authority, Islamabad.
15. Office of the Chief Commissioner, Islamabad.
16. Federal Public Service Commission, Islamabad.
17. Secretary, Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad.
18. Pakistan Atomic Energy Commission, Islamabad.
19. Central Directorate of National Savings, Islamabad.
20. National Accountability Bureau, Islamabad.
21. Intelligence Bureau, Islamabad.
22. DG Post Offices, Islamabad.
23. Economic Adviser's Wing, Finance Division, "S" Block, Pak. Sectt. Islamabad.
24. Secretariat Training Institute, Islamabad.
25. Earthquake Reconstruction & Rehabilitation Authority (ERRA), Islamabad.
26. Web Administrator, Finance Division, Islamabad (for uploading at Finance Division's website).


(Muhammad Azam Awan)
Section Officer (Imp/FR-17)

GOVERNMENT OF PAKISTAN
Cabinet Secretariat
ESTABLISHMENT DIVISION

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Subject: **REVISED GUIDELINES FOR THE FR-17(1) COMMITTEES TO CONSIDER THE CASES OF PROFORMA PROMOTION.**

Part-I Rule Provisions.

The FR-17(1) reads as under:

“FR-17(1) subject to any exceptions specifically made in these rules and to the provisions of sub-rule(2), an officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties”.

[Provided that the appointing authority may, if satisfied, that a civil servant who was entitled to be promoted from a particular date was, for no fault of his own, wrongfully prevented from rendering service to the Federation in the higher post, direct that such civil servants shall be paid the arrears of pay and allowances of such higher post through proforma promotion or up-gradation arising from the ante-dated fixation of his seniority].

Part-II Relevant Committees/ToRs.

2. A Committee was constituted vide Finance Division's (Regulations Wing) O.M. No.F.3(1)R-2/94 dated 28-05-2001 to examine the claim under proviso to FR-17(1) and to advise the Appointing Authority(s) in decision making. **The revised composition of the Junior Level Committee on FR-17(1) is as follows:**

Joint Secretary (Regs), Finance Division.	Chairman
Joint Secretary (Regs), Establishment Division.	Member
A BS-20 officer of Law, Justice and Human Rights Division to be nominated by the Law Secretary.	Member
Joint Secretary of the Ministry/Division concerned. [also for the organizations under its administrative control].	Co-opted Member
Deputy Secretary (Reg-II), Finance Division.	Secretary

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3. A High Level Committee was also constituted vide Finance Division (Regulation Wing) O.M. NO.3(1)R-2/94-1029(Pt) dated 10-12-2010 to make recommendations for cases in respect of civil servants in BS-20 and above under proviso to FR-17(1). The revised composition of the High Level FR-17(1) Committee is as under :-

Secretary, Finance Division	Chairman
Secretary, Establishment Division	Member
Secretary, Cabinet Division	Member
Secretary, Law, Justice and Human Rights Division.	Member
Additional Secretary-I, Establishment Division	Member
Secretary of the Ministry/Division concerned.	Co-opted Member
Additional Secretary (Regulations), Finance Division.	Member/Secretary

4. The mandate of the Committee is as under:-
- The **Junior Level Committee on FR-17(1)** headed by Joint Secretary (Regs) Finance Division shall also make initial scrutiny in cases of civil employees in BS-20 and above and submit its report to the High Level Committee on FR-17(1) for firming up of its recommendations.
 - The recommendations of High Level Committee shall be submitted to the appointing authority i.e. Prime Minister for approval.
 - The **Junior Level Committee on FR-17(1)** headed by Joint Secretary (Regs) Finance Division shall continue to consider / recommend cases in respect of civil servants in BS-19 and below.

Part-III

TYPES OF CASES NOT TO BE CONSIDERED BY THE FR-17(1) COMMITTEE(S).

5. The Committee(s) shall refer the following types of cases to the respective DPC/Selection Board for consultation before consideration by the Committee:

- A civil servant who has not yet been recommended for promotion to higher post by respective Selection Board/Committee **except the cases of retired civil servants who could not be considered for promotion for no fault of their own and retired on attaining the age of superannuation.**

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- b) A civil servant requesting for proforma promotion in Service/Cadre to which he/she does not belong.
- c) A civil servant who had been superseded on the recommendation of respective DPC/Selection Board and approved by Competent Authority and the said supersession is still intact.
- d) A civil servant requesting for proforma promotion on the excuse that he/she was not nominated for mandatory training but his/her junior was nominated at the relevant point of time and such nominations for training pertains to period beyond one year.
- e) The civil servants who were superseded on the recommendations of respective Selection Board/Committee for the recorded reasons having been approved by the Competent Authority.

Part-IV

TYPE OF CASES TO BE CONSIDERED BY THE FR-17(1) COMMITTEE(S).

6. The respective Committee shall consider the cases of Civil Servants for proforma promotion to the next higher post in their own cadre or service/group who have been granted antedated seniority within the meaning of proviso below FR-17(1):

- a) A civil servant who was deferred for any of the reason indicated in the promotion policy but subsequently it is found that the said reason was wrongfully mentioned. For instance Mr. 'A' was deferred for the reasons that he had not undergone the prescribed training or passed departmental examination. Subsequently, it came the notice that he had undergone the mandatory training or passed the departmental examination but the training evaluation report or result of examination could not be submitted to the respective Selection Board/Committee at the relevant point of time.
- (a) (i) Cases of retired civil servants who could not be considered for promotion for no fault of their own and retired on attaining the age of superannuation.**
- b) A civil servant who was not superseded previously on the recommendations of the respective DPC/Selection Board duly approved by Competent Authority but his/her claim had arisen for any other reason.
- c) A civil servant recommended by respective Selection Board/Committee for supersession and the recommendations were approved by Competent Authority provided that the said supersession has been converted into deferment for reasons, what so ever, either by Court of Law or Competent Authority.

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- d) A civil servant who was not recommended initially for promotion to higher post by the respective DPC/Selection Board as his/her score was below the minimum threshold for various reasons including:
- i. non-inclusion of additional marks for serving in training institutions.
 - ii. non-inclusion of marks for any PER in the PER score.
 - iii. non-inclusion of marks of the Selection Board.
 - iv. wrong deletion of marks on account of penalty/adverse remarks etc.
 - v. any other reason deemed by the Committee to be a reason for wrongful prevention to hold higher post.
- e) The cases at (d) above to be considered if the respective DPC/Selection Board subsequently took note of said omission(s) and had recommended such Civil Servant for promotion to higher post.
- f) **FR-17 Committees shall not consider the cases beyond the scope of FR-17.**
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**INFORMATION/PAPERS REQUIRED FOR CONSIDERATION OF
THE CASES BY FR-17(1) COMMITTEES**

1. Availability of vacancy on the date on which promotion has been proposed.
 2. Seniority position of the officer duly supported with copies of seniority list as on that date.
 3. Length of service indicating date of entry into service, date of promotion to each post, date of retirement etc.
 4. Training reports, PER threshold, panel proforma.
 5. Fitness for promotion clearly indicating that there was no adverse entry and no penalty was imposed.
 6. No disciplinary proceedings were pending and there was no NAB/NRO case against the officer as on that date on which promotion is being proposed.
 7. Relevance of experience.
 8. DPC/SB/CSB/HPSB minutes in case the officer was deferred/superseded.
 9. DPC/SB/CSB/HPSB minutes when juniors were promoted.
 10. DPC/SB/CSB/HPSB minutes when the concerned officer was promoted, if so.
 11. Orders for ante-dated fixation of seniority of aggrieved person against a post/scale against which relief has been sought by him.
 12. Seniority lists (earlier/new i.e. re-adjusted after ante-dated fixation of seniority, duly authenticated).
 13. Copies of notifications of juniors and the officer concerned for promotion to higher post for which pay and allowances have been requested by the applicant.
 14. Approval of Prime Minister in case the supersession of the officer has been converted into deferment.
 15. Financial impact on account of payment of arrears of pay and allowances.
 16. Copies of Court's orders, if any, along with status of decision, review/appeal, if filed.
 17. Any other document which the administrative Ministry/Division wants to place before the FR-17(1) Committees.
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