

Islamabad, the 25th October, 2012

OFFICE MEMORANDUM


Subject:- **Appointment on an Officer of Lower Grade to a Post of Higher Grade and Grant of Pay of the Higher Post.**

In continuation of Finance Division's O.M. No. F. 8(1)R-2/2007 dated 28.07.2008 and O.M. No. F. 8(4)R-2/97-1204/09 dated 24-02-2009 on the subject noted above, the undersigned is directed to say that the cases for appointment of an Officer of lower grade to a post of higher grade and grant of pay of higher post are received in the Finance Division without providing necessary information/documents required for processing the cases which causes delay in their disposal.

2. For swift disposal of such cases the Ministries/Divisions/Departments are requested to attach the following supporting documents/information while referring the case to the Finance Division:-

- i) Approval of the Competent Authority and notification.
- ii) Charge assumption report of higher post.
- iii) Charge relinquishment report of lower post.
- iv) Service statement duly attested by AGPR/DDO etc.
- v) ~~Completion certificate of mandatory training where required.~~
- vi) Seniority list duly attested by concerned Administrative department.
- vii) Certificate confirming that the post of higher grade does not stand abolished in terms of Sl. No. 1 (Column-5) of Annex-I of the System of Financial Control and Budgeting-2006.
- viii) Specific conditions/requirements if any which necessitated the appointment of officer/official on higher post.
- ix) Reference of Recruitment Rules or copy of relevant recruitment rules applicable to the higher grade post.

3. All Ministries/Divisions/Departments are advised again that only those cases may be referred to the Finance Division which are covered and fulfill all the conditions laid down in Finance Division O.M. No. 8(4)R-2/97-1204/09 dated 24.02.2009 and O.M. No. 8(1)R-2/2007 dated 28.07.2008.


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All Ministries/Divisions/Departments