

CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. 1/13/96-R-6

Islamabad, the 10th August 2016

OFFICE MEMORANDUM

Subject: - UP-GRADATION OF MINISTERIAL POSTS

The Competent Authority is pleased to approve up-gradation/grant of higher scale to the following ministerial posts as mentioned against each w.e.f 01-07-2016: -

| Designation of the posts | Existing pay scales | Up-graded pay scales | Remarks |
|--------------------------|---------------------|----------------------|---|
| Assistant Incharge | BPS-15 | - | The existing incumbents are granted BPS-16 as one time dispensation. The posts of Assistant Incharge (BPS-15) are henceforth declared as a dying cadre. |
| Assistant | BPS-14 | BPS-15 | The existing incumbents are allowed Grant of BPS-16 as one time dispensation. |
| Upper Division Clerk | BPS-09 | BPS-11 | - |
| Lower Division Clerk | BPS-07 | BPS-09 | - |


2. The Competent Authority is also pleased to decide that henceforth the qualifying of the following courses from the National Information Technology Board (NITB) shall be a precondition both for promotion and initial appointment to under-mentioned ministerial posts: -

| Sl. No. | Designation and BPS of the post | Additional condition for promotion/initial appointment |
|---------|---------------------------------|---|
| 1. | Assistant (BPS-15) | 6 Weeks Basic IT Training Course (including MS Office) conducted by NITB. |
| 2. | Upper Division Clerk (BPS-11) | 3 Weeks Basic IT Training Course (including MS Office) conducted by NITB. |
| 3. | Lower Division Clerk (BPS-09) | 3 Weeks Basic IT Training Course (including MS Office) conducted by NITB. |

3. The pay of the incumbents on up-gradation/grant of higher scale shall be fixed in accordance with rules made/orders issued, by Finance Division. The said incumbents shall be entitled to annual increment falling due on 1st December, 2016.

4. Amendments in the Recruitment Rules of ministerial staff to the above effect are under consideration in Establishment Division and shall be provided to Ministries/Divisions shortly.

5. Ministries/ Divisions are advised to amend the pay scales of Assistant, UDC & LDC in their Budget Order/NIS in line with para 2 above in-consultation with the FA Organizations concerned.


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All Ministries/Divisions
Islamabad/Rawalpindi