



OFFICE OF THE
AUDITOR GENERAL OF PAKISTAN
Constitution Avenue, Islamabad

No. 315/Trg/NOC/Local/2015/64

Dated: December 16 , 2019

To,

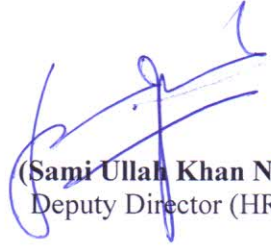
1. The Controller General of Accounts, Islamabad
2. The Military Accountant General, Rawalpindi.
3. The Rector, Pakistan Audit & Accounts Academy, Lahore.
4. All Directors General of Audit (FAOs)

Subject: ELIGIBILITY CRITERIA FOR POST GRADUATE DEGREE PROGRAMS (LOCAL) SCHOLARSHIP/FELLOWSHIP

In order to guide the process of considering candidature of employees of the Department applying for post graduate degree programs inside Pakistan either on self-finance basis or through scholarship/fellowship, the Auditor General of Pakistan is pleased to approve the subject eligibility criteria with immediate effect. These Criteria are forwarded herewith for your information, further dissemination and necessary action please.

2. This supersedes all previous instructions on the subject matter to the extent covered in these Criteria

Encl.: As above


(Sami Ullah Khan Niazi)
Deputy Director (HRM)

Copy to:

1. All Deputy Auditors General/DGs/Directors, Local
2. Director to AGP, Local
3. AAO (IT) for uploading on DAGP's website

OFFICE OF THE AUDITOR GENERAL OF PAKISTAN

Eligibility Criteria for Post Graduate Degree Programs (Local) / Scholarships / fellowships**A: Purpose:**

1. The Eligibility Criteria are issued to guide the process of considering candidature of employees of the Department intending to pursue Post Graduate Degree Programs within Pakistan

B: Definitions: Various terms used in this document carry the following meanings:

- a. **Controlling Officer:** The officer under whose direct command the applicant is serving. Different categories of controlling officer are broadly listed as below:
 - i. Head of Office in Field Offices
 - ii. DAG/DG/Dir concerned in AGP office
- b. **Department:** Office of the Auditor General of Pakistan and Department of the Auditor General of Pakistan
- c. **Employee:** An employee of the Office of the Auditor General of Pakistan and Department of the Auditor General of Pakistan
- d. **HR Wing:** Human Resource Wing of the Office of the Auditor General of Pakistan
- e. **Sponsoring Agency:** Body or institute which offers a scholarship/Fellowship opportunity to pursue Masters / MS / M. Phil. / PhD degree / any other postgraduate degree and provide funds for the purpose
- f. **Degree Program:** for the purpose of this document degree program means studies undertaken to obtain Masters / M. Phil / PhD / or any other post graduate degree

C: Applicability and Jurisdiction

1. The Eligibility Criteria shall come into force with immediate effect.
2. All applications, duly recommended by the supervisory officer concerned, shall be processed by HR Wing for approval of the competent authority.

D: Eligibility Requirements

1. Only regular BPS-17-20 officers, who have completed their probationary period, are eligible to apply.

E: Exceptions to the General Eligibility Requirements

1. Where a scholarship/fellowship opportunity has been notified directly by a sponsoring agency, without involvement of Government of Pakistan and does not involve any government funding, or where an employee is willing to pursue degree program on self-finance basis, he/she shall be eligible to apply. However, the candidate, irrespective of source of funding, shall apply through proper channel and has to obtain a No Objection

Certificate (NOC) from the HR Wing prior to applying for the opportunities, which would be valid for programs having openings within one year of its issuance

F: Specific Criteria

2. The Eligibility Criteria provided in this document shall be read with the specific criteria for eligibility notified by the respective sponsoring agency in each case.

G: Detailed Eligibility Criteria

1. The detailed eligibility considerations for the postgraduate opportunity are provided hereunder.

i. Basic Pay Scale

If not otherwise specified by sponsoring agency, employees of following grades shall be allowed to apply for the scholarship/fellowship programs:

Inter-Departmental Cadre
- BPS-17 and above.

Departmental Cadre
- BPS-17 and above.

This criterion will not be applicable to a case covered under the provisions of Section E of this document; or where sponsoring agency has allowed an employee of BPS-16 or below, to apply for a particular degree program, subject to fulfillment of other criteria.

ii. Upper Age Limit

Upper age limit for different grades is as follows:

Inter-Departmental Cadre
- 35 years for BPS-17
- 42 years for BPS-18
- 47 years for BPS-19
- 52 years for BPS-20

Departmental Cadre
- Same as for IDC

Otherwise, upper age limit specified by sponsoring agency shall apply.

In special circumstances, where degree program is considered essential for an employee below BPS-17 with upper age limit of 40 years, he/she can also be allowed to pursue studies.

iii. Minimum Required Qualification

Minimum required qualification would be at least 16 Years education, if not specified; otherwise the minimum qualification criterion notified by sponsoring agency would apply.

iv. Disciplinary Proceedings

Application should not be forwarded by the Controlling Officers, if:

- Disciplinary proceedings against the applicant are in process; and
- Penalty period has not ended by closing date of submission of application.

215/c

211/c

v. Relevance of Discipline/subject of scholarship/fellowship to the job

Discipline chosen must be relevant to future career prospects of the officer and needs of the department except where employee is willing to pursue studies on his own expense and time.

Priority areas of study/disciplines have been circulated by HRM vide letter No. 248-HR-AUSAID/Vol-VII/C/319, dated 13.11.2018 (**Annexure-B**), as amended from time to time.

vi. Forwarding of Application Through Proper Channel

The application must be forwarded by the Controlling Officer to HR Wing. In case, applicants are required to apply online, they must seek NOC from HR wing in advance

Employees on deputation are required to forward Forms through competent authority in the borrowing Government or entity to the HR wing of AGP

Nominations of IDC Officers working under CGA and MAG will be forwarded by CGA and MAG Office to HRM Wing of AGP Office for further processing under the applicable rules/policy.

vii. Length of Service

If not otherwise specified by sponsoring agency, then the following minimum length of service would be required in the grade in which the officer is serving:

Inter-Departmental Cadre

- Termination of probationary period.

Departmental Cadre

- Termination of probationary period.
- At least 03 years of service.

viii. Surety Bond and Undertaking

If not otherwise specified by sponsoring agency, then the employee would be required to submit to HR Wing a Surety Bond/Undertaking to serve the Department on return for at least 02-year. The Surety Bond and the Undertaking are required to be provided with application, for grant of NOC to pursue the studies, along with proof of his/her selection

For the purpose of signing Surety Bond of the officer, by employee intending to avail scholarship/fellowship program. Authorities designated for signing surety bonds have been defined in HRM Wing's Circular No. 360-HRM-I/Misc Circular/236, dated 31.08.2018 (Annexure-A)

ix. Adherence to Timelines

Applications will not be entertained if these are not received to HRM Wing of AGP Office at least 10 working days before the cut-off date given by sponsoring agency

x. Competent Authority for Granting NOC

Deputy Auditor General (A&C) is competent to grant NOC for applying to degree program.

xi. Up-dating the HRMIS

Upon completion of degree program, the officer shall update his/her profile in the HRMIS.