



Office of the  
**AUDITOR GENERAL OF PAKISTAN.**  
Audit House, Constitution Avenue, Islamabad.

No: 753 /Dir(A)/3-1/NMC&NS&WC/2020 Date: 17.08.2020

**CIRCULAR**

Subject: **NOMINATIONS OF BS-20 OFFICERS OR EQUIVALENT OFFICERS FOR 113<sup>TH</sup> NMC, 28<sup>TH</sup> SMC & 30<sup>TH</sup> MCMC**

The undersigned is directed to refer Establishment Division's Office Memo F.No.2/4/2020-T-I, dated 06.08.2020 alongwith a copy of National School of Public Policy, Lahore letter No. 13/29/2020/Coord-NSPP, dated 22.07.2020 on the subject cited above (copies enclosed) for information and strict compliance.

Encl: **As Above**

  
(ZULFIQAR KHAN)  
Director (Administration)

Copy to the: -

- 1) Director (HRM) Local with the request to forward this letter along with enclosure to the all PA&AS officers through E-mail.
- 2) Audit Officer (Confidential-II), Local
- 3) AAO (IT & Computer) with the direction to upload the same on the official website of this office.

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**GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION**

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F. No. 2/4/2020-T-I

Islamabad, the 6<sup>th</sup> August, 2020

**OFFICE MEMORANDUM**

Subject: **NOMINATIONS OF BS-20 OR EQUIVALENT OFFICERS FOR 113<sup>TH</sup> NMC, 28<sup>th</sup> SMC & 30<sup>th</sup> MCMC.**

The undersigned is directed to refer to this Division's O.M.No.2/4/2020-T-I, No.5/49/2020-T-II & No.8/1/2020-T-VI, dated 09-06-2020, on the subject noted above and to say that the Important Requirement mentioned in para 2 of the said O.M. regarding declining to proceed on training is hereby updated in accordance with the provisions of rules 8 (b) and 22 of Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019, as under :-

Existing Provision	Revised Provision
<p>Para 2 <u>Important Requirement</u></p> <ul style="list-style-type: none"> <li>If an Officer is selected for mandatory training, declines to proceed on training for two consecutive training courses, he / she would forfeit the right to be considered for promotion, provided that the Prime Minister may dispense with this provision (in any case) in the public interest"</li> </ul>	<p>Para 2 <u>Important Requirements</u></p> <ul style="list-style-type: none"> <li>If a Civil Servant subject to provisions of rule 22 fails thrice to attend the mandatory training courses he/she shall be recommended for supersession for promotion to next higher grade. Rule 22 reads as under:-  <b>"22. Decline to proceed on mandatory training.-</b> (1) <u>The provincial governments or as the case may be, the ministries, divisions and departments concerned may make a request for deferment from training of a civil servant only once.</u>  (2) <u>Any relaxation of sub-rule (1) shall require specific approval of the Prime Minister."</u></li> </ul>

Director Admin  
Dy. No. 1254  
Date: 12/08/20

3. Moreover, the nominated officers may be advised to acquire proficiency in basic IT skills required by NSPP vide their letter No.13/29/2020/Coord-NSPP, dated 22<sup>nd</sup> July, 2020 (Annex-I).

4. It is also requested that up-to-date seniority list of the cadre of the officers nominated/being nominated for the training may also please be furnished (as per format at Annex.II) indicating against each of the officer that he has done the mandatory course or not.

**Encl. as above:**

*For strict compliance. circulate it also.*

*DA [Signature]*

*[Signature]*

(Muhammad Naeem)  
Deputy Secretary (T-I)  
Tele: 9207034

- All the Secretaries, Federal Ministries/Divisions, Islamabad/Rawalpindi.
- All the Chief Secretaries of Provinces/AJ&K Governments, Lahore, Peshawar, Karachi, Quetta, Gilgit and Muzaffarabad.

01 AUG 2020  
Dy. No. 437

Auditor General of Pakistan

*Di (Admin)  
12/08/20  
[Signature]*

*Immediate, as directed, pls  
10/08/2020  
[Signature]*

Contd...Pg

Diary No. 1183





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✓ The Joint Secretary (Training),  
Cabinet Secretariat,  
Establishment Division,  
Islamabad.

Subject: Requirement of Basic Computer Proficiency Skills for NSPP Courses

Kindly refer to Establishment Division's letter No.5/49/2020-T-II dated 9<sup>th</sup> June, 2020 on the subject of Nominations of BS-19 or Equivalent Officers for 28<sup>th</sup> SMC (copy enclosed).

2. I am directed to convey that the letter requires the nominated officers to have proficiency in computer skills as a pre-requisite for the course. It is requested that Establishment Division may further clarify to all concerned that NSPP requires proficiency in the following basic computer skills:-

- i. Basic IT skills (Stand-alone Software & Hardware/Device Handling)
  - a. Installing & configuring basic software;
  - b. Proficiency in MS Office: MS Word (including track changes, mail merge etc.), MS Excel (formatting, pivot tables & charts etc.) and Power Point (slide show, slide transitions & animations etc.);
  - c. Using computer hardware and other features: scanning, printing with different options, using a camera, blue tooth devices, etc.;
  - d. Understanding basic IT security skills (threat identification & avoidance etc.);

3. It is requested that nominees to all the NSPP courses may be strongly advised to acquire the proficiency in above stated basic computer skills before joining any NSPP course, please.

DS (T-I) -  
Please intimate the Ministries/Departments concerned of this Requirement of Computer Literacy, for information.

- Copy to:
- i. SO to Rector, NSPP

(Sumaira Ayub)  
Addl. Dir. (Coord), NSPP  
in the proposed corrigendum to be issued.  
10/8/20  
2020