

Ser. No - 14
581

GOVERNMENT OF PAKISTAN
MINISTRY OF POVERTY ALLEVIATION & SOCIAL SAFETY

MINUTES OF THE MEETING

Subject: REGULARIZATION OF ASSISTANT PRIVATE SECRETARY (BPS-16) ON ACTING CHARGE BASIS, IN THE MINISTRY OF POVERTY ALLEVIATION & SOCIAL SAFETY, ISLAMABAD

A meeting of the Departmental Promotion Committee, comprising of the following officers of M/o PA&SS was held on 11th June, 2025 at 11:30 A.M. in the Committee Room under the Chairmanship of Joint Secretary (P&D), M/o PA&SS to consider regularization of already promoted Assistant Private Secretary (BPS-16) on acting charge basis.

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|----|---|-------------------|
| 1. | Mr. Shahzad Nawaz Cheema
Joint Secretary (P&D) | Chairman |
| 2. | Ms. Nishaa Ishtiaq
Deputy Secretary (Organizations) | Member |
| 3. | Mr. Abdul Fateh Ujjan
Deputy Secretary (A&F) | Member/ Secretary |

2 The DPC was apprised that the following officials were promoted to the post of Assistant Private Secretary (BS-16) on acting charge basis on 20-09-2023.

S.No.	Name	Date of Promotion
1.	Mr. Zain Tariq	20-09-2023
2.	Mr. Muhammad Mazhar Mushtaq	20-09-2023
3.	Ms. Sana Arshed	20-09-2023
4.	Mr. Muhammad Usman Arshad	20-09-2023

3 The DPC was apprised about the promotion criterion and conditions of eligibility for promotion on regular basis as the above named officials are to be regularized after completion of one year's service as APS (BPS-16) with immediate effect.

4 The DPC was apprised that one (01) year PERs quantification in respect of abovementioned officials is mentioned as follows:

S.No.	Name	PER 2024
1.	Mr. Zain Tariq	Outstanding
2.	Mr. Muhammad Mazhar Mushtaq	Outstanding(8-months) Good(4-months)
3.	Ms. Sana Arshed	Outstanding
4.	Mr. Muhammad Usman Arshad	Very Good

5 The DPC was informed that no disciplinary proceedings or inquiries were pending in NAB/FIA against the officials recommended for promotion and a certificate to this effect was provided in the working paper.

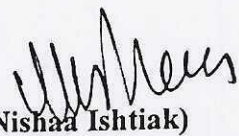
6 The Committee examined the service record, PERs quantification and all other relevant documents of the candidates. The Committee, after thorough deliberation, unanimously made following recommendations:-

S.No.	Name	Recommendation
		Regularized as APS(BS-16) with immediate effect
1.	Mr. Zain Tariq	-DO-
2.	Mr. Muhammad Mazhar Mushtaq	-DO-
3.	Ms. Sana Arshed	-DO-
4.	Mr. Muhammad Usman Arshad	-DO-

7. The Committee also recommended that upon promotion, the above named officers may be placed on probation for a period of 01 year, extendable as per rules and their seniority may be reckoned under the provisions of Civil Servant (Seniority) Rules-1993.

8. The meeting ended with the vote of thanks.


(Abdul Fatch Ujjan)
Deputy Secretary (A&F)
Member/ Secretary


(Nishaa Ishtiaq)
Deputy Secretary (Organizations)
Member


(Shahzad Nawaz Cheema)
Joint Secretary (P&D)
Chairman

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GOVERNMENT OF PAKISTAN
MINISTRY OF POVERTY ALLEVIATION & SOCIAL SAFETY

MINUTES OF THE MEETING

Subject: PROMOTION OF ASSISTANT (BS-15/16) TO THE POST OF SUPERINTENDENT (BS-16) IN THE MINISTRY OF POVERTY ALLEVIATION & SOCIAL SAFETY, ISLAMABAD

A meeting of the Departmental Promotion Committee, comprising of the following officers of M/o PA&SS was held on 11th June, 2025 at 11:30 A.M in the Committee Room under the chairmanship of Joint Secretary (P&D), M/o PA&SS to consider promotion case of Assistant (BPS-15/16) to the post of Superintendent (BS-16):

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|----|--|-------------------|
| 1. | Mr. Shahzad Nawaz Cheema
Joint Secretary (P&D) | Chairman |
| 2. | Ms. Nishaa Ishtiaq
Deputy Secretary (Organizations) | Member |
| 3. | Mr. Abdul Fateh Ujjan
Deputy Secretary (A&F) | Member/ Secretary |

2. Following vacancy position against the post of Superintendent (BS-16) was presented before the DPC in accordance with the provisions of Civil Servants (APT) Rules-1973

Sanctioned Posts	Filled Posts	Vacant	Method of Appointment
03	02	01	By 100% promotion

3. The DPC was apprised about the promotion criterion and conditions of eligibility for promotion to the post Superintendent(BS-16) as laid down in Civil Servants (APT) Rules-1973 as under:-

- i. At least 03 years of service as Assistant-Incharge (BS-15)
- ii. At least 05 years of service as Assistant (BS-14)

4. The Committee was informed that as per current seniority list of Assistant (BS-15/16) the following officials with quantification of PERs are senior most who are to be considered for promotion by the DPC:

S #	Name of the Assistant (BS-16)	Score obtained as per PERs					
		2020	2021	2022	2023	2024	
1.	Mr. Mehr Khan Abro	outstanding	outstanding	outstanding	outstanding	outstanding	50/50
		10	10	10	10	10	
2.	Mr. Muhammad Hafeez on (LPR)	Very Good	Very Good	Very Good	Good	Missing	31/50
		08	08	08	07	0	
3.	Mr. Nadeem Ahmad Siddiqui	Very Good	outstanding	outstanding	Very Good	Very Good	44/50
		08	10	10	08	08	

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5. The DPC was apprised that 05 years of PERs quantification was needed as a pre-requisite for promotion and above mentioned officials have completed prescribed length of service for promotion to the post of Superintendent (BPS-16).

6. The DPC was informed that no disciplinary proceedings or inquiries were pending in NAB/FIA against the officials recommended for promotion and a certificate to this effect was provided in the working paper.

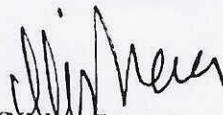
7. The Committee examined the service record, PERs quantification and all other relevant documents of the candidates. The Committee, after thorough deliberation, unanimously made following recommendations:-

S #	Name of Officers	Recommendation
1	Mr. Mehr Khan Abro	Recommended for Promotion

8. The Committee also recommended that upon promotion, the above named official may be placed on probation for a period of 01 year, extendable as per rules and their seniority may be reckoned under the provisions of Civil Servant (Seniority) Rules-1993.

9. The meeting ended with the vote of thanks.


(Abdul Fatah Ujjan)
Deputy Secretary (A&F)
Member/ Secretary


(Nishaa Ishtiaq)
Deputy Secretary (Organizations)
Member


(Shalazad Nawaz Cheema)
Joint Secretary (P&D)
Chairman

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GOVERNMENT OF PAKISTAN
MINISTRY OF POVERTY ALLEVIATION & SOCIAL SAFETY

MINUTES OF THE MEETING

Subject: PROMOTION OF UPPER DIVISION CLERK (BS-13) TO THE POST OF ASSISTANT (BS-15) IN THE MINISTRY OF POVERTY ALLEVIATION & SOCIAL SAFETY, ISLAMABAD

A meeting of the Departmental Promotion Committee, comprising of the following Officers of M/o PA&SS was held on 03rd March, 2026 at 12:00 hrs under the Chairmanship of Joint Secretary (A&F), M/o PA&SS to consider promotion case of Upper Division Clerk (BPS-13) to the post of Assistant (BS-15):

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|----|---|-------------------|
| 1. | Mr. Ghulam Mujtaba Joyo
Joint Secretary (A&F) | Chairman |
| 2. | Ms. Nishaa Ishtiaq
Deputy Secretary (Policy) | Member |
| 3. | Mr. Abdul Fatch Ujjan
Deputy Secretary (A&F) | Member/ Secretary |

2. Following vacancy position against the post of Assistant (BS-15) was presented before the DPC in accordance with the provisions of Civil Servants (APT) Rules-1973

Sanctioned Posts	Filled Posts	Vacant	Method of Appointment
18	15	03	50% Direct 50% Promotion

3. The DPC was apprised about the promotion criterion and conditions of eligibility for promotion to the post Assistant (BS-15) as laid down in Civil Servants (APT) Rules-1973 as under:-

- i. At least 03 years of service as Upper Division Clerk (BS-13)
- ii. 6 weeks Basic IT Training Course including (MS Office) conducted by NITB.

4. The Committee was informed that as per current seniority list of Upper Division Clerk (BS-13) the following officials with quantification of PERs are senior most who are to be considered for promotion by the DPC:

S#	Name of the UDC's (BS-13)	Years					Score obtained
		2021	2022	2023	2024	2025	
1.	Mr. Ghulam Sarwar Chandio	V. Good 08	V. Good 08	V. Good 08	V. Good 08	OS 10	84/100
2.	Mr. Usman Haider	V. Good 08	V. Good 08	Good 7	Good 07	V. Good 08	76/100
3.	Mr. Mudassar Hussain	OS 10	OS 10	V. Good 08	OS 10	OS 10	96/100

5. The DPC was apprised that 05 years of PERs quantification was needed as a pre-requisite for promotion and above mentioned officials have completed prescribed length of service for promotion to the post of Assistant (BPS-15). It is pertinent to mention here that Estacode Edition-2021 Conditions for promotion *clause-3* is as under:-

" Provided that, subject to prescribed eligibility criteria, an official who likely to retire, within two years form service, on attaining the age of superannuation, shall be exempted from the mandatory training of NITB"

6. The DPC was informed that no disciplinary proceedings or inquiries were pending in NAB/FIA against the official recommended for promotion and a certificate to this effect was provided in the working paper

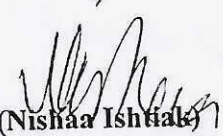
7. The Committee examined the service record, PERs quantification and all other relevant documents of the candidates. The Committee, after thorough deliberation, unanimously made following recommendations:-

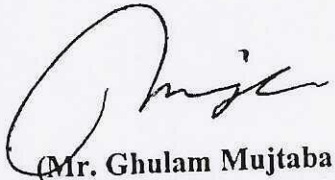
Name of Official	Recommendation
Mr. Ghulam Sarwar Chandio	Recommended for Promotion

8. The Committee also recommended that upon promotion, the above named official may be placed on probation for a period of 01 year, extendable as per rules and their seniority may be reckoned under the provisions of Civil Servant (Seniority) Rules-1993.

9. The meeting ended with the vote of thanks.


(Abdul Fatah Ujjan)
Deputy Secretary (A&F)
Member/Secretary


(Nishaa Ishfaq)
Deputy Secretary (Policy)
Member


(Mr. Ghulam Mujtaba Joyo)
Joint Secretary (A&F)
Chairman

GOVERNMENT OF PAKISTAN
MINISTRY OF POVERTY ALLEVIATION AND SOCIAL SAFETY

SUBJECT: MINUTES OF THE MEETING FOR GRANT OF TIME SCALE TO ASSISTANTS FROM BS-16 TO BS-17.

A meeting of the Time Scale Committee-I (TSC-I) comprising of the following members was held on 4th August, 2026 under the chairpersonship of the Additional Secretary, M/o Poverty Alleviation and Social Safety for consideration of the case for grant of First Time Scale on completion of 10 years' service in current substantive pay scale to Assistants of this Ministry from BS-16 to BS-17 in light of Finance Division's O.M. No. 9(7)R-I/2014-233/2022 dated 28-05-2022 (Annex-I):-

1.	Secretary (BS-22) / Additional Secretary (BS-21)	Chairperson
2.	Joint Secretary (BS-20)	Member
3.	Deputy Secretary (A&F) (BS-19)	Member/Secretary

2. The meeting started with the name of Almighty Allah. The Committee was informed that according to the above mentioned policy, Assistants who are in BS-16 w.e.f. 01-07-2016 (presently performing their duties as Assistant) (Annex-II) are eligible for first Time Scale i.e. BS-17 vide Finance Division (Regulation Wing)'s O.M. dated 28-05-2022 after completion of requisite length of service i.e. 10 years on 30-06-2026.

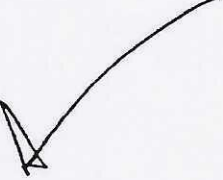
3. After scrutiny of personal record and PERs of the officials who meets the criteria mentioned at Finance Division's O.M. No. 9(7)R-I/2014-233/2022 dated 28-05-2022, the TSC-I has made the following recommendations as mentioned against each:

S. No.	Names	Basic Pay Scale	Date of entry into present scale	Remarks
1.	Mr. Nadeem A. Siddiqui	16	01-07-2016	Eligible for grant of First Time Scale i.e. BS-16 to BS-17 on the grounds of completion of prescribed length of service, PERs and No disciplinary action.
2.	Mr. M. Habib Khan	16	01-07-2016	-do-
3.	Mr. Ghulam Mujtaba	16	01-07-2016	-do-
4.	Mr. Muhammad Siddique Langha	16	01-07-2016	The Committee considered the case and unanimously decided that his time scale will be considered by the TSC-I upon his joining to the Ministry or on receipt of the Consent from BISP as advised by the Ministry of Finance, Islamabad (Annex-III). Moreover, this Ministry vide letter dated 24-06-2026 requested BISP for Mutual Consent but the reply has not been received till date (Annex-IV).

4. Therefore, the Time Scale Committee-I (TSC-I) unanimously recommended for grant of First Time Scale to the above named officials from BS-16 to BS-17 except Serial No. 4.

5. The meeting ended with a vote of thanks to and from the Chair.


(Jamil Akhtar Khan)
Joint Secretary (A&F)
M/o Poverty Alleviation and Social Safety
Member


(Sumaira Samad)
Additional Secretary
M/o Poverty Alleviation and Social Safety
Chairperson


(Nayyab Imran)
Deputy Secretary (A&F)
M/o Poverty Alleviation and Social Safety
Member/Secretary