

**OFFICE OF THE  
MILITARY ACCOUNTANT GENERAL  
Kashmir Road, Rawalpindi Cantt.**

No: /AN/04-XXXV111

July, 2022

The Dy. MAG Rawalpindi;  
All Controllers.

Subject: UPGRADATION / REDESIGNATION OF POSTS.

Please find enclosed herewith a copy of Establishment Division's O.M. No.8/36/2000-R-1 dated.29/06/2022 on the above subject, received vide Ministry of Defence U.O. No.2/2/D-18/2022 dated.05/07/2022 for information and strict compliance.

— 51 —  
(ABDUL GHAFFAR)  
Accounts Officer (AN-I)

No. 368/197 /AN/04-XXXVIII dated 21 /07/2022

Copy to:-

1. The Section Officer (D-7) Ministry of Defence.
2. The Accounts Officer (Automation) Local.
3. The Accounts Officer Digital Library Cell (Local).
4. PS to the MAG.
5. APS to the Dy. MAG.
6. I.C.O. to the AMAG (Admin)
7. All Groups of 'AN' Section (Local).
8. AT-VIII, AT-XII (CPA).

  
Accounts Officer (AN-I)


  
upto

GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE  
(DEFENCE DIVISION)  
\*\*\*\*\*



Subject:- **UPGRADATION / REDESIGNATION OF POSTS**

Kindly **find enclosed** herewith a copy of Establishment Division's O.M. No. 8/36/2000-R-I dated 29<sup>th</sup> June, 2022, on the above cited subject, on the above cited subject for information and strict compliance, please.

  
(Harman Ishtaq)  
Section Officer


MAG, Pakistan Military Accounts Deptt, Rwp.  
Surveyor General, Survey of Pakistan, Rwp.  
DG, Military Lands & Cantonments, Rwp.  
DG, Pakistan Armed Services Board, Rwp.  
DG, Pakistan Maritime Security Agency, Karachi  
DG, FGEIs (C/G) Directorate, Rawalpindi.

Dte Gen, ISI, Islamabad  
Director (Admin) JSHQ, Chakiala, Rwp  
SD Dte (SD-1), GHQ, Rawalpindi  
Director (Admin) AHQ, Islamabad  
Director (Admin), NHQ, Islamabad.

**Min of Def U.O. No. 2/2/D-18/2022 dated 5<sup>th</sup> July, 2022**

Copy for information to: -

**Snr.JS-V**  
**JS-I**  
**JS-II**  
**JS-IV**  
**JS-VII**  
**DS (Army-C)**  
**DS (Budget)**  
**DCM**  
**APS to JS-III**

  
AAO (GP-I)

04 - 1000/10

No. 8/36/2000-R-I

OFFICE MEMORANDUM

Subject: UPGRADATION/REDESIGNATION OF POSTS

The undersigned is directed to say that, on a Summary submitted recently to the Prime Minister, he has been pleased to approve the policy for upgradation / redesignation of posts in Basic Pay Scale (BPS) system as indicated in the succeeding paragraphs.

Henceforth, the up-gradation of posts shall be considered in the following cases:

- (a) When it is considered necessary to up-grade certain posts in order to rationalize the administrative structure of a Ministry/Division or a Department to make it more effective or to bring about uniformity of pay scales of similar posts in different organizations.
- (b) Where the duties and responsibilities attached to a post have considerably increased.
- (c) Where pay scale of a post is considered grossly incommensurate with the qualifications and experience prescribed for appointment to that post.
- (d) Up-gradation of a post on personal basis may not be allowed except if any officer, already holding on regular basis a higher grade post, is posted against a post, carrying lower grade, due to exigencies of service.

3. Subject to the observance of the parameters referred to in sub-para (a)-(d) of para 2 above, the proposals for the up-gradation/re-designation of posts shall be processed by the following upgradation committee:

- |                                                           |                  |
|-----------------------------------------------------------|------------------|
| 1) Secretary, Establishment Division                      | Chairman         |
| 2) Secretary, Finance Division                            | Member           |
| 3) Secretary, Concerned Ministry                          | Member           |
| 4) Member, MS Wing                                        | Member           |
| 5) Joint Secretary (Regulation)<br>Establishment Division | Member/Secretary |
| 6) Any Member to be co-opted by the Committee             |                  |

2180/AS-I  
17-22  
1307 (DSC)  
17-22  
17/7

3548/AS-I  
30-6-22

30-6-22

5149/Smy  
30-6-22

1418/D-18  
9/7/22

117  
24-12  
DSUC  
1/11  
19/7/22  
4



**Terms of Reference (TORs) of Upgradation Committee**

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- i. All requests for seeking up-gradation/redesignation will be sent to the above committee.
- ii. The committee will consider upgradation/redesignation matters on case-to-case basis received from Ministries / Divisions.
- iii. Departments should route the cases through line Ministries / Divisions.
- iv. The committee will decide on the cases for upgradation/redesignation of the posts in BPS 1 to BPS 19. The Division concerned as per parameters of existing policy shall submit the cases of upgradation of posts in BS 20 and above for review by the committee before submission to Prime Minister along with the recommendations of the committee.
- v. Joint Secretary (Regulation), Establishment Division shall be the Secretary of the committee and will provide secretarial support to the Committee.

*NB: - The committee shall meet on quarterly basis to decide the cases of upgradation. However, the chairman of the committee may convene the meeting at his discretion.*

4. When the competent authority approves the up-gradation of a post in the situations mentioned in sub-para (a), (b) and (c) of para 2, appointment to the upgraded post should be made in accordance with the provisions of the Civil Servants (Appointments, Promotion and Transfer) Rules, 1973, and the specific rules which regulate appointment to the post.

The Honourable Supreme Court of Pakistan in Civil Appeals No. 101 & 102-P of 2011 has ordered as under:-

*"The upgradation cannot be made to benefit a particular individual in terms of promoting him to a higher post and further providing him with the avenues of lateral appointment or transfer or posting. In order to justify the upgradation, the Government is required to establish that the department needs re-structuring, reform or to meet the exigency of service in the public interest. In the absence of these pre-conditions, upgradation is not permissible"*

The above instructions may please be noted by the Ministries/Division for strict compliance thereof.

This supersedes Establishment Division's OM No. 8/36/2000-R-1 dated 20-01-2001; OM No. 8/36/2000-R-1 dated 03-02-2001; OM No. 8/36/2000-R-1 dated 11-09-2018 and others on the subject of 'upgradation/redesignation of posts'

  
(Mukhtar Paras Shah)  
Joint Secretary (R)

Ministries/Divisions