



**No. 1(71)/ 2019/IRC
GOVERNMENT OF PAKISTAN
INSTITUTIONAL REFORMS CEL
(CABINET DIVISION)
PRIME MINISTER'S OFFICE**

Islamabad, the 19th March, 2020

Subject: **CABINET COMMITTEE FOR MP SCALES**

The Cabinet in its meetings held on 10th December, 2019 and 14th January, 2020 has constituted a Committee under the convenorship of Adviser to the Prime Minister on IRA, comprising Minister for Federal Education & Professional Training and Secretaries of Establishment and Finance Divisions.

2. It is requested that all proposals regarding conversion of existing posts into MP/SPPS scales may kindly be sent to the undersigned for the consideration of the Committee. The proposal must be in the form of working paper with following details: -

- i. Title of the post with BPS
- ii. Is this a promotion post as per existing rules (Y/N)
- iii. Description of organization with annual budget and total employees (max 45 words)
- iv. Job Description for the post (max 45 words)
- v. Rationale for conversion of the post (max 45 words)
- vi. Proposed education qualifications
- vii. Proposed experience requirements
- viii. Proposed five Key Performance Indicators with annual targets
- ix. Is there any suitable serving officer available in the Division for the post?

(Qamar Zaman)
Joint Secretary (IRC)
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All Secretaries of Ministries/ Divisions