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No. RDA/Admn/F-672/539/2023  
**GOVERNMENT OF THE PUNJAB**  
**RAWALPINDI DEVELOPMENT AUTHORITY**  
**Murree Road, Liaquat Bagh, Rawalpindi**

Dated: 25, October, 2023

Subject: **MINUTES OF THE MEETING OF DEPARTMENTAL PROMOTION COMMITTEE (BS-16 & ABOVE) HELD ON THE 1<sup>st</sup> SEPTEMBER, 2023 IN THE OFFICE OF DIRECTOR GENERAL, RDA**

A meeting of Departmental Promotion Committee to consider the promotion cases in BS-16 & above was held on 01.09.2023 at 1130 hours under the Chairmanship of Director General, RDA in DG office. Following attended the meeting:-

- |      |  |                    |
|------|--|--------------------|
| i.   | Mr. Saif Anwar Jappa<br>Director General, RDA              | Chairman           |
| ii.  | Mr. Arshad Raza<br>Chief Engineer, RDA                     | Member             |
| iii. | Malik Ghazanfar Ali Awan<br>Director (Admn & Finance), RDA | Member / Secretary |
| iv.  | Ms. Sana Nadeem<br>Section Officer (E-I) /Rep. of HUD&PHED | Member             |

Following agenda items were considered and decisions taken by the Departmental Promotion Committee.

**AGENDA NO. 1:-**

Subject: **PROMOTION TO THE POST OF DIRECTOR (NON-TECHNICAL) / BS-19 ON REGULAR BASIS**

The promotion case of Mr. Asif Mahmood, Deputy Director (General Cadre) /BS-18 working as Director (Estate Management) / BS-19 on acting charge basis was placed before the Departmental Promotion Committee for consideration against the post of Director (General Carde) /BS-19 on regular basis. It was briefed by the Director (Admn & Finance), RDA that the agenda has been prepared in light of guide-lines given in para 19 of the Promotion Policy, 2010 highlighting total number of sanctioned posts, bifurcation of posts, method of recruitment / promotion etc.

**RECOMMENDATION:-**

After detailed deliberation, the committee evaluated 15 marks in favour of the officer and recommended the promotion of Mr. Asif Mahmood against the post of Director (General Cadre)/ BS-19 on regular basis subject to clearance from Anti-Corruption Establishment that no FIR is registered against him till the date of DPC and completion of ACRs and certificate to the effect that no audit para / inquiry is pending against the officer.

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**AGENDA NO. 2:-**

**Subject: PROMOTION TO THE POST OF DEPUTY DIRECTOR (URBAN PLANNING/PLANNING/BUILDING CONTROL) / BS-18 ON REGULAR BASIS**

The promotion case of Mr. Muhammad Samee Ullah Khan, Assistant Director Planning / BS-17 was placed before the Departmental Promotion Committee for consideration against the post of Deputy Director (Urban Planning/ Planning/ Building Control) /BS-18 on regular basis. It was briefed by the Director (Admn & Finance), RDA that the agenda has been prepared in light of guide-lines given in para 19 of the Promotion Policy, 2010 highlighting total number of sanctioned posts, bifurcation of posts, method of recruitment / promotion etc.

**RECOMMENDATION:-**

As per available record, 8 FIRs have been registered against the Mr. Muhammad Samee Ullah Khan which are at various stages in concerned Department. The Committee deferred his promotion case. Whereas, the case of Mr. Atif Mahmood, Assistant Director (B.C) / BS-17 was also considered by the Committee for his promotion to the post of Deputy Director (BC), /BS-18 on acting charge basis. Perusal of record transpired that an FIR No. 09 dated 08.03.2022 in a case regarding Wallayat Complex is registered against him in Anti-Corruption Establishment. The Committee deferred his promotion case.

It was informed by Director (Admn & Finance), RDA that the promotion case of Mr. Muhammad Samee Ullah Khan was earlier considered by DPC in its meeting held on 09.07.2020 and was deferred due to registration of FIRs against him. Being aggrieved, he had submitted an application on 21.08.2023 stating that said condition of deferment may be reviewed in the light of clause 7(i) of Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019. After detailed deliberation it was decided that advice be sought from Government of the Punjab, HUD&PHE Department regarding applicability of clause 7(i) of Civil Servants Promotion (BPS-18 to BPS-21) Rules, 2019 to the employees of Rawalpindi Development Authority. The explanation of clause 7(i) says that it shall not be applicable in such cases, where on the date of consideration of civil servant for promotion, such an inquiry, investigation, case or reference is pending against him for more than three years and the delay has not be caused by any reason attributable to the officer.

**AGENDA NO. 3:-**

**Subject: PROMOTION TO THE POST OF ASSISTANT DIRECTOR (ENGINEERING)/ BS-17 ON REGULAR BASIS**

The promotion case of Mr. Nadeem Jamal, Sub-Engineer / BS-16 working as Assistant Director (Engineering) / BS-17 on acting charge basis was placed before the Departmental Promotion Committee for consideration against the post of Assistant Director (Engineering), RDA / BS-17 on regular basis. It was briefed by the Director (Admn & Finance), RDA that the agenda has been prepared in light of guide-lines given in para

19 of the Promotion Policy, 2010 highlighting total number of sanctioned posts, bifurcation of posts, method of recruitment / promotion etc.

**RECOMMENDATION:-**

After detailed deliberation and going through the record of the officer, the committee recommended the promotion of Mr. Nadeem Jamal against the post of Assistant Director (Engineering), RDA /BS-17 on regular basis subject to clearance from Anti-Corruption Establishment that no FIR is registered against him till the date of DPC and certificate to the effect that no audit para / inquiry is pending against the officer.

It was informed by Director (Admn & Finance) / Secretary that Mr. Muhammad Akram Nadeem, Assistant Director (Engineering), RDA / BS-18, upon attaining the age of superannuation, has retired from RDA service on 30.06.2023, thus, another post of Assistant Director (Engineering), RDA against 20% promotion quota has become vacant and promotion case of Mr. Muhammad Aslam Shah, Sub-Engineer / BS-16 can be considered. The Committee acceded and considered his promotion case to the post of Assistant Director (Engineering), RDA / BS-17 on regular basis.

After detailed deliberation and going through the record of the officer, the committee recommended the promotion of Mr. Muhammad Aslam Shah, Sub-Engineer / BS-16 to the post of Assistant Director (Engineering), RDA /BS-17 on regular basis subject to clearance from Anti-Corruption Establishment that no FIR is registered against him till the date of DPC, completion of ACRs of missing period and certificate to the effect that no audit para / inquiry is pending against the officer.

**AGENDA NO. 4:-**

**Subject: PROMOTION TO THE POST OF ASSISTANT DIRECTOR (GENERAL CADRE)/ BS-17 ON REGULAR BASIS**

The promotion cases of Mr. Muhammad Saghir, Mr. Khawar Saleem and Mr. Muhammad Naveed, Admn Officer / BS-16 were placed before the Departmental Promotion Committee for consideration against the post of Assistant Director (General Cadre), RDA / BS-17 on regular basis. It was briefed by the Director (Admn & Finance), RDA that the agenda has been prepared in light of guide-lines given in para 19 of the Promotion Policy, 2010 highlighting total number of sanctioned posts, bifurcation of posts, method of recruitment / promotion etc.

**RECOMMENDATION:-**

After detailed deliberation and going through the record of the officers, the committee recommended the promotion of Mr. Muhammad Saghir against the post of Assistant Director to DG / Administration / Land Development & Estate Management) /BS-17 on regular basis subject to clearance from Anti-Corruption Establishment that no FIR is registered against him till the date of DPC and certificate to the effect that no audit para / inquiry is pending against the officer.

Cases of promotion of Admn Officers Mr. Khawar Saleem and Mr. Muhammad Naveed were thoroughly discussed for the post of Assistant Director (General Cadre). It was informed by Director (Admn & Finance), RDA that Mr. Khawar Saleem and Mr. Muhammad Naveed were promoted to the post of Admn Officer / BS-16 from Assistant / BS-16 on the recommendations of Departmental Promotion Committee held on 22.12.2021 and 08.04.2022 respectively. It was also informed by the Director (Admn & Finance), RDA that Mr. Dilshad Ali was promoted from Admn Officer to Assistant Director to DG / Administration / Land Development & Estate Management) /BS-17 who had completed more than 5 years service (i.e. 6 years 05 months) as Admn Officer vide DPC meeting held on 22.12.2021. There was diversion of opinion among the members of DPC on 5 years tenure as Admn Officer, it was opined by Chief Engineer, RDA that tenure of Assistant and Admn Officer in BS-16 should be counted for their promotion as Assistant Directors, whereas, Chairman of the Committee and Departmental Rep. were of the view that 5 years service as Admn Officer is mandatory for eligibility of promotion as Assistant Director. Relevant Service Regulations are reproduced:-

50% by initial recruitment / deputation and 50% by promotion on the basis of seniority-cum-fitness amongst the Admn Officers who hold B.A. / B.Sc or equivalent degree with at least 5 years service in Grade-16.

Mr. Khawar Saleem and Mr. Muhammad Naveed do not have 5 years service as Admn Officer, however, they have more than 7 years service in BS-16 including period of the posts of Assistants. The Committee, thus, deferred their promotion cases at this stage and decided that advice be sought from Government of the Punjab, HUD&PHE Department that either 5 years service is required as Admn Officer or in BS-16 for promotion to the post of Assistant Director to DG / Administration / Land Development & Estate Management) /BS-17 and after clarification and advice of the department, case will be placed in the next Departmental Promotion Committee meeting.

**AGENDA NO. 5:-**

**Subject: PROMOTION TO THE POST OF PA/ STENOGRAPHER / BS-16 ON REGULAR BASIS**

The promotion case of Mr. Asim Nawaz, Stenographer, RDA / BS-15 was placed before the Departmental Promotion Committee for consideration against the post of PA / Stenographer, RDA / BS-16 on regular basis. It was briefed by the Director (Admn & Finance), RDA that the agenda has been prepared in light of guide-lines given in para 19 of the Promotion Policy, 2010 highlighting total number of sanctioned posts, bifurcation of posts, method of recruitment / promotion etc.

**RECOMMENDATION:-**

After detailed deliberation and going through the record of the officer, the committee deferred the promotion of Mr. Asim Nawaz, Stenographer RDA as the official has been awarded minor penalties in four different inquiries during last five years.

**AGENDA NO. 6:-**

**Subject: PROMOTION TO THE POST OF SENIOR HEAD DRAFTSMAN  
/ BS-16 ON REGULAR BASIS**

The promotion case of Mr. Muhammad Afzal, Head Draftsman, RDA / BS-15 was placed before the Departmental Promotion Committee for consideration against the post of Senior Head Draftsman / BS-16 on regular basis. It was briefed by the Director (Admn & Finance), RDA that the agenda has been prepared in light of guide-lines given in para 19 of the Promotion Policy, 2010 highlighting total number of sanctioned posts, bifurcation of posts, method of recruitment / promotion etc.

**RECOMMENDATION:-**

After detailed deliberation and going through the record of the officer, the committee deferred the promotion of Mr. Muhammad Afzal, Head Draftsman, RDA due to incomplete CR Dossier.



**Ms. Sana Nadeem**  
Section Officer (E-I) /  
Rep. of HUD&PHED  
(Member)



**Malik Ghazanfar Ali Awan**  
Director (A&F), RDA  
(Member / Secretary)



**Arshad Raza**  
Chief Engineer  
(Member)



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**Saif Anwar Jappa**  
Director General  
(Chairman)