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No. RDA/Admn/F-672/ 04 /2022  
**GOVERNMENT OF THE PUNJAB**  
**RAWALPINDI DEVELOPMENT AUTHORITY**  
**Murree Road, Liaquat Bagh, Rawalpindi**  
Dated: 07 January, 2022

Subject: **MINUTES OF THE MEETING OF DEPARTMENTAL PROMOTION COMMITTEE (BS-1 TO 15) HELD ON 22<sup>nd</sup> DECEMBER, 2021 IN THE OFFICE OF DIRECTOR (ADMN & FINANCE), RDA**

A meeting of Departmental Promotion Committee to consider the promotion cases in BS-1 to 15 was held on the 22.12.2021 at 11:00 A.M under the Chairmanship of Director (Admn & Finance), RDA in his office. Following attended the meeting:-

- |      |   |                   |
|------|---|-------------------|
| i.   | Mr. Asif Mahmood<br>Director (Admn & Finance), RDA            | Chairman          |
| ii.  | Mr. Imran Munir<br>XEN PHED, Rawalpindi /<br>Rep. of HUD&PHED | Member            |
| iii. | Mr. Jamshaid Aftab<br>Director (LU&BC), RDA                   | Member            |
| iv.  | Mr. Iftikhar Ali<br>Deputy Director (Admn)                    | Member/ Secretary |

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

**AGENDA NO. 1:-**

Subject: **PROMOTION TO THE POST OF DRIVER/ BS-06 ON REGULAR BASIS**

The promotion case of Mr. Zahoor Ahmed, Driver / BS-04 holding BS-07 moveup was placed before the Departmental Promotion

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Committee for consideration against the post of Driver /BS-06 on regular basis. It was briefed by the Deputy Director (Admn), 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 official, the committee recommended the promotion of Mr. Zahoor Ahmed, Driver / BS-04 against the post of Driver / BS-06 (moveup BS-7) subject to provision of No FIR Certificate from Anti-Corruption Establishment, Rawalpindi that no FIR is registered against him by the date of DPC i.e. 22.12.2021.

**AGENDA NO. 2:-**

**Subject: PROMOTION TO THE POST OF JUNIOR CLERK / BS-11 ON REGULAR BASIS**

The promotion case of following Class-IV employees was placed before the Departmental Promotion Committee for consideration against the posts of Junior Clerk /BS-11 on regular basis:-

- i) Mr. Habib-ur-Rehman
- ii) Mr. Zafar Hayat
- iii) Mr. Muzamil Hussain

It was briefed by the Deputy Director (Admn), 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 officials, the committee recommended the promotion of following




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officials against the post of Junior Clerk / BS-11 on regular basis subject to provision of No FIR Certificate from Anti-Corruption Establishment, Rawalpindi that no FIR is registered against them by the date of DPC i.e. 22.12.2021:-

- i) Mr. Habib-ur-Rehman
- ii) Mr. Zafar Hayat
- iii) Mr. Muzamil Hussain


  
**Imran Munir**  
XEN PHED, Rawalpindi /  
Rep. of HUD&PHED  
(Member)

  
**Iftikhar Ali**  
Deputy Director (Admn) /  
(Member / Secretary)

  
**Jamshaid Aftab**  
Director (MP&TE) /  
(Member)

  
**Asif Mahmood**  
Director (A&F), RDA  
(Chairman)

The recommendations of the DPC are approved in the capacity of the appointing authority.

  
**Asif Mahmood**  
Director (A&F), RDA  
Appointing Authority





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**RAWALPINDI DEVELOPMENT AUTHORITY**  
**(ADMN & FINANCE DIRECTORATE)**

**ATTENDANCE SHEET**

Subject: **DEPARTMENTAL PROMOTION COMMITTEE MEETING (BS-1 TO 15)**  
**HELD ON 22.12.2021 AT 11:00 A.M**

Sr. #	Name	Designation	Signature
1.	Asif Mahmood	Director (Admn & Finance)	
2.	Imran Munir	Rep of Dy Secretary HUD YEN PHED RWP	
3.	Tamshaid Malik	Dir (LU & BC) RDA	
4.	Iftikhar Ali	Dy: Director (A) RDA.	
5.			
6.			
7.			

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