

THE PUNJAB POLICE DEPUTY SUPERINTENDENTS AND SUPERINTENDENTS (APPOINTMENT BY PROMOTION) SERVICE RULES 2020

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**GOVERNMENT OF THE PUNJAB
PROVINCIAL POLICE OFFICER**

08 February, 2021

NOTIFICATION

No.HP-III/3-19/2020.- In exercise of the powers conferred under Article 112 of the Police Order, 2002 (C.E.O. No. 22 of 2002), Provincial Police Officer, with the prior approval of the Provincial Government, is pleased to make the following rules:

1. Short title and commencement.- (1) These rules shall be cited as the Punjab Police Deputy Superintendents and Superintendents (Appointment by Promotion) Service Rules 2020.

(2) These rules shall come into force at once.

2. Definitions.- (1) In the rules:

- (a) "appointing authority" means the Chief Minister of the Government of the Punjab for the post of Superintendent of Police (BS-18) and Provincial Police Officer for the post of Deputy Superintendents of Police (BS-17);
- (b) "Board" means Departmental Promotion Board constituted under rule 13 of the rules;
- (c) "Committee" means Departmental Promotion Committee constituted under rule 12 of the rules;
- (d) "Government" means the Government of the Punjab;
- (e) "Order" means the Police Order, 2002 (C.E.O. No. 22 of 2002);
- (f) "PER" means the performance evaluation report;
- (g) "quantification" means the allocation of points under different factors mentioned in the rules to meet the eligibility threshold;
- (h) "rules" means the Punjab Police Deputy Superintendents and Superintendents (Appointment by Promotion) Service Rules 2020;
- (i) "senior cadre post" means a senior cadre post reflected in the Police Service of Pakistan (Composition, Cadre and Seniority) Rules, 1985;
- (j) "seniority list" means the notified seniority list prepared under rule 5 of the rules; and
- (k) "TER" means the training evaluation report.

(2) A word used but not defined in the rules shall have the same meaning as assigned to it in the Order.

3. Appointment by promotion to the posts of Deputy Superintendent of Police (BS-17) and Superintendent of Police (BS-18).- Appointment by promotion to the posts of Deputy Superintendent of Police and Superintendent of Police shall be made on the basis of seniority-cum-fitness from amongst the Inspectors of Police and Deputy Superintendents of Police, respectively, of each service, branch, department, bureau or unit.

4. Seniority.- (1) The seniority of an officer shall be fixed from the date of regular appointment to that post.

(2) An officer who is selected for promotion to higher post in one batch shall, on his promotion to the higher post, retain his *inter-se* seniority in the lower post.

(3) When an officer junior in a lower post is promoted to a higher post by superseding an officer senior to him and subsequently, such superseded officer is also promoted, the officer promoted first shall be senior to the one promoted subsequently.

(4) If an officer eligible for promotion is not considered for promotion in the original reference or whose case was deferred due to the circumstances beyond his control while his junior was promoted to the higher post, shall, on promotion, without supersession, take his seniority with the original batch.

5. Preparation, maintenance and notification of seniority lists.- (1) Separate seniority lists of Inspectors and Deputy Superintendents of Police belonging to a service, branch, department, bureau or unit shall be prepared and maintained at the Central Police Office.

(2) The seniority lists prepared under sub-rule (1) shall be notified by the respective appointing authorities, on yearly basis.

6. Promotion.- (1) The promotion to the post of Deputy Superintendent of Police and Superintendent of Police shall be made in accordance with the sanctioned strength in respective service, branch, department, bureau or unit.

(2) For promotion to the post of Superintendent of Police, 40% of the sanctioned strength in BS-18 shall be reserved for the Deputy Superintendents of Police.

(3) The 40% share of Deputy Superintendents of Police for promotion to the post of Superintendent of Police shall be distributed to the feeding branches on the basis of sanctioned strength of each branch as per following formula:

$$\frac{\text{Share of Deputy Superintendent of Police (40\%)}}{\text{Total sanctioned posts of DSP of all branches}} \times \text{sanctioned strength of concerned Branch}$$

7. Types of promotion.- The types of promotion shall be as under:

(a) **Regular promotion.**- Regular promotion shall be made against a clear vacancy, which may occur due to promotion of the incumbent to a higher post on regular basis, his retirement, death, dismissal, removal from service, creation of a new post or any other such reason.

- (b) **Promotion on acting-charge basis.**- Where the appointing authority is satisfied on report of the Committee or Board, as the case may be, that no suitable officer is available to fill a post or in the public interest the appointing authority considers to fill a post reserved under the rules for promotion and the most senior Inspector or Deputy Superintendent of Police belonging to the respective service, branch, department, bureau or unit who is otherwise eligible for promotion but does not possess the specified length of service, the appointing authority may appoint such Inspector or Deputy Superintendent of Police to the post of Deputy Superintendent or Superintendent of police, as the case may be, on acting-charge basis on the recommendations of the Committee or Board, as the case may be.
- (c) **Promotion on officiating basis:** In case, a post falling vacant temporarily as a result of proceeding of an officer on deputation, leave of more than six months, posting out of the cadre, suspension or appointment on acting-charge basis and a post reserved due to deferment, the Committee or Board, as the case may be, may consider that such post may filled by posting and if none is available by posting, then appointing authority may make appointment by promotion against such post on officiating basis.
- (d) No Inspector or Deputy Superintendent of Police shall be promoted, by the appointing authority, on officiating basis unless such Inspector or Deputy Superintendent of Police possesses the qualification and experience prescribed for the post.
- (e) Promotion on officiating basis shall not confer any right of promotion on regular basis and such promotion shall be liable to be terminated as soon as an Inspector or Deputy Superintendent of Police becomes available for promotion on regular basis.
- (f) Promotion on officiating basis shall be made on the same terms and conditions pertaining to pay as are prescribed for regular appointment by promotion.

8. Probation.- (1) After regular promotion, the officer shall be on probation for a period of one year. The competent authority may extend the probation for a maximum of one more year for reasons recorded in writing.

(2) Before completion of probation, for reasons recorded in writing in terms of sub-rule (5) below, the competent authority may revert the officer to the previous rank.

(3) On satisfactory completion of probation period, the appointing authority shall confirm the officer, through a notification, from the date of regular promotion.

(4) In case an officer is not reverted within the probation period or a notification of confirmation is not issued at the end of probation period, the officer shall be deemed to have been confirmed from the date of regular promotion.

(5) An officer may not be confirmed on the following grounds:

- (a) registration of an FIR on charges of corruption by Anti-Corruption Establishment or Federal Investigation Agency, unless acquitted by the court;
- (b) arrest or initiation of inquiry by National Accountability Bureau, unless the proceedings are dropped by NAB or the officer is acquitted by the court;
- (c) framing of charges by a court against the officer in a criminal case, other than under clauses (a) and (b), unless acquitted by the court; and
- (d) earning an adverse PER during probation, if not expunged.

9. Eligibility criteria for promotion to the post of Deputy Superintendent of Police.- (1) For appointment by promotion to the post of Deputy Superintendent of Police, the eligibility criteria shall be as under:

- (a) satisfactory completion of, minimum, seven years of regular service as Inspector;
- (b) service record comprising PERs of last seven years;
- (c) successful completion of mandatory training in the form of following courses:
 - (i) probationer or upper class course and advance class course for Inspectors of General Executive Branch, Legal Branch, Traffic Sergeant Branch and Traffic Warden Service; and
 - (ii) advance technical training course for Inspectors of Telecommunication Branch, Transport Branch and Finger Print Bureau;
- (d) for Inspectors of General Executive Branch, Counter Terrorism Department, District Investigation Branch, Regional Investigation Branch, Provincial Investigation Branch or in any other Specialized Squad or Wing of the Investigation Branch, posting for, minimum, two years in a police station or the respective branch, squad or wing, as the case may be, as an Inspector or Sub-Inspector shall be required. However after 31.12.2023, experience as Sub-Inspector shall not be considered;
- (e) for Inspectors of Traffic Sergeant Branch, Traffic Warden Service, Telecommunication Branch, Transport Branch, Special Branch or Finger Print Bureau, posting for, minimum, two years as Inspector or Sub-Inspector in the respective branch, service or bureau, as the case may be. However, after 31.12.2023, experience as Sub-Inspector shall not be considered; and
- (f) for Inspectors of Legal Branch, posting for, minimum, two years as Inspector Legal in a District or Regional Police Office or Central Police Office.

(2) The eligibility threshold, for determining fitness for promotion of Inspectors to the post of Deputy Superintendent of Police, shall be 65% of

quantification of PERs, TERs and evaluation by the Committee as given in rule 19 of the rules.

(3) An Inspector, whose seniority is sub judice, may be considered for promotion subject to final outcome of the court case.

(4) An award of minor penalty of withholding of promotion for a specific period, awarded within last five years, shall take effect from the date when a junior officer is considered for promotion and is promoted on regular basis for the first time.

10. Eligibility criteria for promotion to the post of Superintendent of Police.-

(1) For appointment by promotion to the post of Superintendent of Police, the eligibility criteria shall be as under:

- (a) satisfactory completion of, minimum, five years of regular service in the post of Deputy Superintendent of Police;
- (b) service record comprising PERs of last seven years;
- (c) successful completion of mandatory training in the form of following courses:
 - (i) Junior Command Course of a duration of four months for Deputy Superintendents of Police of General Executive Branch, Legal Branch, Traffic Sergeant Branch and Traffic Warden Service; and
 - (ii) specialized technical course for Deputy Superintendents of Police of Telecommunication Branch, Transport Branch and Finger Print Bureau;
- (d) for a Deputy Superintendent of Police of General Executive Branch, minimum, two years field experience as Sub-Divisional Police Officer or Deputy Superintendent of Police, Investigation, Deputy Superintendent of Police, Headquarters, Deputy Superintendent of Police, Counter Terrorism Department or Deputy Superintendent of Police, Special Branch;
- (e) for a Deputy Superintendent of Police of Traffic Sergeant Branch or Traffic Warden Service, minimum, two years field experience as Deputy Superintendent of Police, Traffic including postings in Traffic Headquarters Branch, Punjab or Deputy Superintendent of Police, Training Institute of Traffic Sergeant Branch or Deputy Superintendent of Police, Traffic Warden Service;
- (f) for a Deputy Superintendent of Police of Legal Branch, posting for, minimum, two years as Deputy Superintendent of Police, Legal, in any District or Regional Police Office or the Central Police Office or a unit; and
- (g) for Deputy Superintendents of Police of Telecommunications or Transport Branches or Finger Print Bureau, minimum, two years' service in respective branch or bureau.

(2) The eligibility threshold, for determining fitness for promotion of Deputy Superintendent of Police to the post of Superintendent of Police, shall be 70% of

quantification of PERs, TERs and evaluation by the Committee as given in rule 19 of the rules.

(3) A Deputy Superintendent of Police, whose seniority is sub judge, may be considered for promotion subject to final outcome of the court case.

(4) An award of minor penalty of withholding of promotion for a specific period, awarded within last five years, shall take effect from the date when a junior is considered for promotion and is promoted on regular basis for the first time.

11. Consideration of officers for promotion.- For promotion to the posts of Deputy Superintendent of Police and Superintendent of Police, a minimum of two eligible officers against each vacancy shall be considered from a branch or service or unit.

12. Departmental Promotion Committee.- The promotion to the post of Deputy Superintendent of Police, shall be made on the recommendation of the following Committee:

- | | | |
|-------|---|------------------|
| (i) | Additional Inspector General of Police, Establishment, Punjab | Chairman |
| (ii) | Deputy Inspector General of Police, Headquarters, Punjab | Member |
| (iii) | Deputy Inspector General of Police, Establishment-I, Punjab | Member/Secretary |
| (iv) | Deputy Inspector General of Police, Special Branch, Punjab | Member |
| (v) | representative of Home Department not below the rank of Deputy Secretary | Member |
| (vi) | representative of Regulations Wing of S&GAD, not below the rank of Deputy Secretary | Member |

13. Departmental Promotion Board.- The promotion to the post of Superintendent of Police, shall be made on the recommendation of the following Committee:

- | | | |
|-------|---|------------------|
| (i) | Provincial Police officer/Inspector General of Police/PPO, Punjab | Chairman |
| (ii) | Additional Inspector General of Police, Establishment, Punjab | Member |
| (iii) | Additional Inspector General of Police, Special Branch, Punjab | Member |
| (iv) | Deputy Inspector General of Police, Establishment-I, Punjab | Member |
| (v) | Deputy Inspector General of Police, Headquarters, Punjab | Member/Secretary |
| (vi) | representative of the Home Department not below the rank of Additional Secretary | Member |
| (vii) | representative of Regulations Wing of S&GAD, not below the rank of Additional Secretary | Member |

(viii) representative of Services Wing of S&GAD not below the rank of Deputy Secretary.

Member

14. Deferment.- (1) The Committee or Board, as the case may be, after considering the eligible officers for promotion against a vacancy as given under the rules, may recommend deferment of an officer, if:

- (a) his eligibility criteria, under rules 9 or 10, is not fulfilled; or
- (b) he has failed to submit his PERs to reporting officer by 31st of January each year; or
- (c) he has submitted incomplete PERs to reporting officer; or
- (d) his service record is incomplete on his behalf; or
- (e) his PERs contain adverse remarks and decision on the representation, if filed within limitation, is pending for last five years; or
- (f) disciplinary or departmental proceedings are pending against him; or
- (g) he is suspended at the time of meeting of Committee or Board; or
- (h) criminal proceedings, after framing of charge, are pending against him before a court of law, for more than one year and the delay is attributed to the accused officer; or
- (i) he is on deputation for one year or more to a Foreign Government or international agency, except those on United Nations peace keeping mission, irrespective of whether it is located abroad or within the country; or
- (j) he is on leave ex-Pakistan including extraordinary leave or study leave as well as similar leave within Pakistan for a period of one year or more; or
- (k) he has availed leave ex-Pakistan including extra-ordinary leave or study leave as well as similar leave within Pakistan for a period of one year or more and has not earned one full year performance evaluation report on return from such leave; or
- (l) he has not submitted annual declaration of assets for last five years; or
- (m) any other reason is recorded against him by the Committee or Board.

(2) The following shall not be the reasons of deferment:

- (a) disciplinary or departmental proceedings are pending for more than a year and the delay has not been attributed to the officer;
- (b) charge has been framed in criminal proceedings and trial is pending for more than a year and the delay has not been attributed to the officer; and

- (c) PERs are submitted up to 31st January and not initiated or countersigned up to 31st March by the reporting officer and countersigning authority.

(3) The Committee or Board may, for the reasons, recorded in writing, watch the performance of the officer for a period not exceeding twelve months and call a special report for the purpose.

15. Promotion of officers deferred.- (1) An officer whose promotion has been deferred shall become eligible for consideration as soon as the reason on the basis of which deferment took place ceases to exist except in case given in clauses (j) and (K) of sub-rule (1) of rule 14 of the rules.

(2) The officers who are deferred falling in the category mentioned in clauses (j) and (K) of sub-rule (1) of rule 14 of the rules, shall be considered for promotion only on return to a post and earning at least one PER for full year, inclusive of period spent on mandatory training, before consideration for promotion.

(3) If an officer has not earned PER for a complete one year and has earned only part PER in that year for reasons beyond his control, then his special report for the period of deficiency, earned subsequently, shall be taken into account to complete twelve months requirement for the purpose.

(4) In a case where an officer has returned from deputation abroad or joined duty after availing leave for one year or more but no PER is due in his present grade, his overall PER grading for the previous grade shall be counted, for the purpose of quantification in the present grade.

(5) In a case PER is not due, satisfactory special report of the officer in his present basic pay scale shall invariably be required but the same shall not be quantified under any circumstances.

(6) An officer, once superseded for promotion shall be eligible for reconsideration only after the officer earns one more PER of one full year.

16. Supersession.- (1) The Committee or Board, as the case may be, may supersede an officer on any of the following grounds:

- (a) For promotion to the post of Deputy Superintendent of Police, if:
- (i) he does not fulfill the eligibility threshold of 65% marks; or
 - (ii) PERs of last three years, contain adverse remarks; or
 - (iii) he fails to qualify or appear in the departmental promotion examination in three attempts; or
 - (iv) his performance in the departmental promotion examination or training is unsatisfactory; or
 - (v) he is awarded one or more major penalties within last three years prior to the date of consideration for promotion; or
 - (vi) he is awarded three or more minor punishments within last three years prior to date of consideration for promotion.

- (b) For promotion to the post of Superintendent of Police, if:
 - (i) he does not fulfill the eligibility threshold of 70% marks; or
 - (ii) PERs of last three years, contain adverse remarks; or
 - (iii) he fails to qualify or appear in the departmental promotion examination in three attempts; or
 - (iv) his performance in the mandatory training course is unsatisfactory; or
 - (v) he is awarded one or more major penalties within last five years prior to the date of consideration for promotion; or
 - (vi) he is awarded three or more minor punishments within last five years prior to the date of consideration for promotion.

(2) If cause of supersession is removed, the officer shall be considered in next meeting of Committee or Board.

17. Effect of supersession.- (1) An officer who is superseded on any account shall not be considered for promotion for one year. If the officer is superseded again, the supersession shall be for two years and if the officer is superseded thrice, it shall be treated as permanent supersession.

(2) In case, an officer is superseded permanently, he may be considered for:

- (a) retirement on his request; or
- (b) compulsory retirement after completion of twenty years of service qualifying for pension or other retirement benefits as the competent authority may, in public interest, consider fit.

18. Communication of reasons of deferment or supersession.- The officer who is deferred or superseded under the rules shall be informed about reasons for such deferment or supersession to enable him to improve his performance and to complete his record or any other deficiency, as the case may be.

19. Quantification of PERs, TERs and evaluation by the Committee or Board.- (1) For promotion to the posts of Deputy Superintendent of Police and Superintendent of Police, PERs of last seven years shall be considered and quantified.

(2) If the service of an officer in his present basic scale is less than seven years then the deficiency shall be met by taking into account the PERs of next lower basic scale.

(3) If an officer was on leave or out of service or his period under each reporting officer was less than three months for a whole year during last seven years, the PER of a year prior to the seven year period may be considered for calculation.

(4) If in a whole year at least one PER of three months or more is available, and the PER of remaining part is not available due to transfer of initiating

officer or the officer concerned, the available PER shall be considered for entire year.

(5) PERs in respect of preceding basic scale or the last seven years whichever is more shall be quantified.

(6) If the service of an officer in his present and previous basic scale is less than seven years then the deficiency shall be met by taking into account the PERs of next lower basic scale, which shall be bracketed with the PERs of preceding basic scale.

(7) Quantification of PERs relating to present and previous basic scale shall have a ratio of 60%:40%.

(8) The minimum period during which an officer is expected to form judicious opinion about the work of subordinate officer for the purpose of writing a report on his work and conduct shall be at least three months.

(9) Overall, the marks shall be allocated as under:

Factors	Marks
Quantification of PERs relating to present grade and previous grade 60%:40%	50%
Training Evaluation Reports relating to present grade and previous grade 60%:40%	30%
Evaluation by Committee or Board	20%
Total	100%

(10) Over all grading in the PERs, for the period prior to 2013, shall be as under:

Over all grading	Marks
Outstanding	10
Very Good	8
Good	7
Average	5
Below Average	1
Poor	0

(11) For promotion to the post of Deputy Superintendent of Police, evaluation of training courses shall be as under:

- (a) total of thirty marks shall be allocated to the TERs (eighteen marks @ 60% for the training in the existing basic scale such as advance class course or advance technical training course for Inspectors and twelve marks @ 40% in the preceding basic scale Probationer or Upper Class Course). The marks of next lower training course shall be calculated @ 40%.
- (b) officers who have been promoted to the rank of Inspector before upper class course became mandatory, the marks of next lower training course shall be calculated @ 40%.
- (c) officers attaining fifty-eight years age or above shall be exempted from the course and average marks shall be granted to them.

(12) For promotion to the post of Superintendent of Police, evaluation of training courses shall be as under:

- (a) passing of Junior Command Course for Deputy Superintendents of Police for General Executive Branch, Legal Branch and Traffic Branch.
- (b) passing of Specialized Technical Course for Deputy Superintendents of Police of Telecommunications Branch, Transport Branch and Finger Prints Bureau.
- (c) total of thirty marks shall be allocated to the Training Evaluation Reports (eighteen marks @ 60% for the training in the existing basic scale such as Junior Command Course or Specialized Technical Courses devised for Deputy Superintendent of Police and twelve marks @ 40% in the preceding basic scale such as Advance Training Course).
- (d) in case of exemption due to attaining fifty-eight year or above, the evaluation of next lower training course shall be calculated @ 40%.
- (e) officers attaining fifty-eight years or above shall be exempted from the course and average marks shall be granted to them.
- (f) officers who have been promoted to the rank of Deputy Superintendents of Police before advance class course became mandatory, the marks of next lower training course shall be calculated @ 40%.
- (g) In case no grade or score was awarded in the past to an officer who successfully completed a promotion course, he shall be deemed to have achieved "D" or "average" grade in terms of table given in sub-rule (15).

(13) Where TER contains general remarks without percentage, the weightage shall be as given under:

Category	Range	Weighted Average	Points of Junior Command/ Technical Course @ 60% =18	Points of Advance Training Course @ 40% = 12
A: Outstanding	91-100%	95.5%	17.27	11.46
B: Very Good	80-90%	85%	15.30	10.20
C: Good	66-79%	72.5%	13.05	8.7
D: Average	50-65%	57.5%	10.35	6.90
E: Below Average	35-49%	42%	7.56	5.40

Note: Further explanation has been provided in Schedules I and II.

20. Quantification of PERs, TERs and Board evaluation.- Quantification of PERs, TERs and Board evaluation shall be as under:

- (a) for the purpose of consideration by the Board, the PERs shall be quantified in accordance with the formula as set out in rule 19.
- (b) for the purposes of promotion to BPS-17 and BPS-18, the PERs shall have the weightage of 100%.
- (c) PERs in respect of preceding basic scale or the last seven years whichever is more shall be quantified. If the service of an officer

in present and previous basic scale is less than seven years then the deficiency shall be met by taking into account the PERs of next lower basic scale, which shall be bracketed with the PERs of preceding basic scale. Quantification of PERs relating to present and previous BPS shall have a ratio of 60%:40%.

21. Working paper for the Committee or Board.- (1) Working paper for the Committee and Board shall contain the following:

- (a) the total number of sanctioned posts;
- (b) branch-wise break-up of posts required to be filled by promotion and details of vacancies available for promotion;
- (c) cause of occurrence of vacancies duly supplemented by documentary evidence;
- (d) method of promotion as per service rules;
- (e) panel of officers proposed to be considered for promotion strictly in accordance with the notified seniority list;
- (f) detailed service account of each officer giving full service particulars as well as synopsis of PERs;
- (g) details of penalties awarded and gist of charges;
- (h) details of pending inquiries and gist of charges;
- (i) result of training or examinations prescribed for the post;
- (j) remarks of the previous meetings, if considered earlier;
- (k) PER grading and quantification form;
- (l) clear recommendations and additional information, if any, of the Police Establishment; and
- (m) cases which fall in the static list and recommendations of the concerned region or unit.

(2) Working Paper for Committee and Board shall be submitted to it well in time, preferably one week before the meeting.

(3) Pre-Committee or pre-Board meeting may be held ten days before the meeting of the Committee or Board.

(4) Proforma for working paper for promotion to the rank of Deputy Superintendent of Police (BS-17) is placed at Schedule-III below.

(5) Proforma for working paper for promotion to the rank of Superintendent of Police (BS-18) is placed at Schedule-IV below.

(6) The department may invite recommendation rolls in respect of the officers to be considered for promotion on the prescribed proforma.

22. Procedure for processing cases by the Committee or Board.- On the basis of working paper, the Committee or Board shall consider all officers in order of seniority, but seniority shall not carry any extra weightage for determination of merit for promotion to the posts. PER shall be given due importance but shall not be the only criterion for promotion to the posts. PER shall be quantified for promotion

according to the formula given in rule 19 of the rules. Promotion to the post of Deputy Superintendent of Police (BS-17) and Superintendent of Police (BS-18) shall be recommended on the basis of seniority-cum-fitness.

23. Powers of the Committee and Board.- The Committee or Board may:

- (a) recommend an eligible officer for promotion to the next higher post; or
- (b) recommend an officer for supersession; or
- (c) defer officer's promotion.

24. Promotion in absentia or leave.- The cases of officers on deputation, long leave, working against posts out of their Branches or Cadre shall be dealt with in following manner:

(a) On deputation with an autonomous organization or another Provincial Government or Federal Government.	The case of the officer shall be considered on the basis of seniority and on his turn and if cleared, the officer shall be informed of the decision and given an option to revert back to his parent department in his own interest within three months. In case the officer, at his option, reverts back to the parent department within this period, he shall be promoted and allowed to retain his original seniority. Otherwise, the officer shall be considered for promotion again only on return from deputation.
(b) On deputation with a Foreign Government or International Organization for the period more than one year, except United Nations missions.	The deputationist shall be considered only after he has returned to Pakistan, and has earned one full year's PER.
(c) On training abroad.	The case of an officer who is on training abroad for a period of less than six months and returns within a period of six months, he shall be considered on his turn and in case the officer is cleared for promotion, the officer shall get his promotion on return from training and satisfactory completion of the course. The case of the officer who is on training abroad for more than six months and the officer is due to

	return after six months, shall be considered on his return and satisfactory completion of the course.
(d) On long leave.	<p>The case of an officer who is on leave for a period of less than six months or the officer is due to return within a period of six months shall be considered on his turn and in case the officer is cleared for promotion, he shall get his promotion on return from leave.</p> <p>The case of the officer who is on leave for more than six months shall be considered after the officer has returned from leave and after joining earned one full year's PER.</p>
(e) Out of branch posting.	An officer shall be promoted in his own branch. Those posted out of branch posts shall be considered for promotion on their turn. If cleared for promotion, the actual promotion shall take place only when they rejoin their parent branch.
(f) On contract appointment in other department or organization.	An officer, during the period of his appointment on contract in other department or organization and his promotion becomes due in his own branch, such officer shall be deferred for promotion and, only on his return, he shall be eligible for consideration for promotion. Where an officer is promoted on his return from contract appointment, such officer shall not be eligible for grant of proforma promotion. However, the officer shall be allowed to retain his original seniority in his branch.

25. Appointment on recommendation of the Committee and Board.- (1) An appointment by promotion, after recommendation of the Committee and Board shall be made after approval of the appointing authority and promotion order shall be issued immediately after such approval.

(2) The recommendations of the Committee and Board shall remain valid for a period of one year from the date of approval by the appointing authority and shall lapse after such period if not actualized.

(3) If the recommendations, under sub-rule (2), are lapsed and the delay in actualization is not attributed to the officer, the promotion shall be granted with immediate effect and actualized from the date of assumption of the charge of higher post and shall in no case be granted from the date of availability of post reserved for promotion.

(4) If the case of an officer for promotion is recommended by the Committee or Board and before approval by the appointing authority, any disciplinary proceedings are initiated on the basis of omissions or commissions pertaining to the period prior to such recommendations, the approval of recommendations of the Committee or Board shall be subject to the outcome of the such proceedings.

26. Static list.- (1) In case of extraordinary leave without pay beyond five (5) years, the name of the officer to whom such leave is granted shall be removed from the seniority list and placed on a separate static list with no claim to promotion or to seniority over any junior who may be promoted during this period.

(2) The name of the officer, if placed on the static list under sub-rule (1), shall be brought back on the seniority list only after he resumes duty on return and his seniority shall be determined after deducting the period for which he remained on extraordinary leave.

(3) The officer whose seniority is brought back under sub-rule (2), shall be promoted in accordance with seniority as determined under sub-rule (2) and he shall not claim for the seniority before his proceeding on extraordinary leave.

(4) If an officer who is abroad on deputation or contract appointment, his name shall be placed on the static list for the period he is abroad on deputation and his name shall be brought back on the seniority list only after he resumes duty and his seniority shall be determined after deducting the period he remained on deputation or contract appointment.

27. Actualization of promotion.- Promotion of an officer shall be actualized as and when he assumes charge at his assigned place of posting in the new rank. However, transfer and posting of a newly promoted officer shall be made in accordance with applicable rules and policy in force at the time of such posting.

28. Promotion during leave preparatory to retirement.- An officer during leave preparatory to retirement shall not be considered for promotion.

29. Repeal and savings.- (1) The Punjab Deputy Superintendents of Police Service rules, 2008 and the Punjab Superintendents of Police Service Rules, 2008 are hereby repealed.

(2) Notwithstanding the repeal under sub-rule (1), all actions taken under the repealed rules shall stand saved.

FOR PROMOTION AS DSP/BS-17

Schedule-I

Sr.# ABC
Sen#ABC
(For Example)

Name of the Officer ABC & No.123
Quantification of PERs of last 07 years

Service as S.I= 02 years (2013 to 2014)

Maximum Marks for overall grading

As S.I (10 marks per year)

$$2 \text{ years} \quad \times 10 = 20$$

Marks obtained for overall grading (for example)=

16

I. Quantification of PERs grading as S.I @ 40%

Percentage of Total Marks obtained =

$$16 \times \frac{100}{20} = 80.00$$

40% of percentage Marks obtained

$$80.00 \times \frac{40}{100} = 32.00$$

Service Inspector = 05 years (2015 to 2019)

Maximum Marks for overall grading as Inspector =

$$5 \text{ years} \quad \times 10 = 50$$

Marks obtained for overall grading (for example)=

36

Qualification of PERs grading as Insp. @60%

Percentage of Total Marks obtained (for example)=

$$36 \times \frac{100}{50} = 72.00$$

60% of percentage Marks obtained (for example)=

$$72.00 \times \frac{60}{100} = 43.20$$

Total marks obtained by quantification of PERs grading

$$32.00 \text{ (as SI)} + 43.20 \text{ (as Insp)} = 75.20$$

$$75.20 \times \frac{50}{100} = \mathbf{37.60}$$

50% of qualification of PERs=

II. Training Evaluation Reports:

Marks obtained in Prob. / Upper Class Course "@40%"= 8.4

Marks obtained in Advance Class Course "@60%"= 10.62

Total weightage of Training Evaluation Reports = 19.02

DETAIL OF TOTAL/OBTAINED MARKS:

PER grading quantification	Training Evaluation	Sub-Total	Evaluation of DPC	Total
50	30	80	20	100
37.60	19.02	56.62		

Note: Minimum qualifying marks for determining fitness for promotion of Inspector to the rank of DSP is 65%

FOR PROMOTION AS DSP/BS-18

Schedule-II

Sr.# XYZ
Sen#XYZ
(For Example)

Name of the Officer ABC & No.123
Quantification of PERs of last 07 years

Service as S.I= 02 years (2013 to 2014)

Maximum Marks for overall grading as Inspector

(10 marks per year)

2 years x 10 = 20

Marks obtained for overall grading (for example)=

16

I. Quantification of PERs grading as Inspector @ 40%

Percentage of Total Marks obtained =

16 x 100 / 20 = 80.00

40% of percentage Marks obtained

80.00 x 40 / 100 = 32.00

Service as DSP = 05 years (2015 to 2019)

Maximum Marks for overall grading as DSP =

5 x10 = 50

Marks obtained for overall grading (for example)=

36

Qualification of PERs grading as DSP @60%

Percentage of Total Marks obtained (for example)=

36 x 100 / 50 = 72.00

60% of percentage Marks obtained (for example)=

72.00 x 60 / 100 = 43.20

Total marks obtained by quantification of PERs grading

32.00 (as IP)+ 43.20 (as DSP) 75.20

75.20 x 50/100 **37.60**

50% of qualification of PERs=

II. Training Evaluation Reports:

Marks obtained in Advance Class Course "@40%"= 9.2

Marks obtained in Junior Command Course "@60%"= 11.5

Total weightage of Training Evaluation Reports = 20.7

DETAIL OF TOTAL/OBTAINED MARKS:

PER grading quantification	Training Evaluation	Sub-Total	Evaluation of DPC	Total
50	30	80	20	100
37.60	20.70	58.30		

Note: Minimum qualifying marks for determining fitness for promotion of Inspector to the rank of DSP is 70%

PROFORMA FOR PROMOTION TO THE RANK OF DSP

Sr.#ABCName & No. of the officer: XYZ

1	Education		24	Date of Birth	
2	Seniority No.		25	Date of Superannuation	
3	Date of joining in Govt. Service (date with rank)		26	Parent Range	
4	Initial (actual) date of promotion as Insp.		27	Present Posting	
5	Seven year service as confirmed Inspector completed		28	U.N. Mission Deployment (if any) (with date & name of Mission)	
6	Term ending passing Upper Course		29	Details of Long Leave (if any)	
7	Term Ending passing Prob. Course (in case of direct appointment as SI / IP)		30	Court order (if any)	
8	Term ending passing Advance Course / Term ending specialized course				
9	Posting in the rank of S.I / Inspector (Posting chart must be attached) i. Police Station ii. Investigation iii. CTD iv. Special Branch v. Traffic vi. Legal vii. Tele viii. MT ix. FPB	Years		Months	Days
10	Good Entries:				
	CC-I				
	CC-II				
	CC-III				
	Letter of appreciation				
11	Total bad entries/punishments (with order No. & date of punishment)				
12	Number of punishments awarded during last 03 years (with order No. & date of punishment) order must be attached				
13	Pending disciplinary proceeding(s) with date of initiation				
14	Pending Criminal/NAB/ACE case,				

