

**Progress on preparation of Service Minutes and Scheme of Recruitments in terms of
P.A. Circular 06/2006**

Initiation : Cabinet discussion on 23.02.2011

Actions taken :

- An initial discussion was held with relevant authorities mentioned in the cabinet decision and a committee was established 22 March 2011 to speed up and monitor the process.
- 54 liaison officers were appointed for 54 Cabinet Ministries.
- Three seminars were held for the liaison officers on 13 May 2011, 04 June 2011 and 11 August 2011.
- Two training workshops (one day) were held on 07 June 2011 and 21 June 2004 for senior level management assistants (116) from the Ministries.
- Every Thursday is reserved to discuss the difficulties with National Salaries & Cadre Commission, Ministry of Public Administration and Department of Management Services at BMICH.
- Obtain the progress of preparation of service minutes and scheme of recruitments by using formats introduced.
- Three discussion rounds were held on 23 June 2011, 30 June 2011 and 07 July 2011 with the representatives from Ministries to clarify the progress reported by the Ministries and this discussion was facilitated by National Salaries & Cadre Commission, Ministry of Public Administration, Department of Management Services and Ministry of Public Management Reforms.
- Two practical workshops for amending SORs and SMs has been conducted on 28th of July 2011 and 05th of August 2011 with the participation of 10 Ministries for each workshop. Three more practical workshops will be conducted on 12th, 19th, 26th of August for remaining Ministries.

Future Activities.

1. The quarterly progress report (2nd) will be sent to the cabinet by 31st of August 2011.

Target :

It is expected that all the service minutes and scheme of recruitments will be prepared before 31 Dec 2011.