

Ministry of Defence
ML&C Deptt.

Subject: SOP- HOLDING DARBAR/PERSONAL HEARING AT HQML&C.

The following SOP will be observed for calling an applicant to Darbar or personal hearing before the DG ML&C:

PRE-REQUISITES AT HQ ML&C:

The participant will bring following documents and will present the same at the entry to concerned officials: -

- i) Application containing complete relevant details of the subject on which the applicant desires personal hearing
- ii) Initial appointment order.
- iii) Last posting/transfer order.

He/she will also show CNIC or Service Card at the Entry. In case of non-provision of above said documents, participant will not be allowed to appear before the DG ML&C.

Participants appearing for transfer/posting should have minimum 04 years service (in case of initial appointment on current station) or 01 year service at the station where he was transferred.

Participants who will appear for regularization in service should have completed 10 years of continuous temporary service.

Participants who have already been heard in previous Open House and their cases have been decided are not allowed to reappear. In case a matter

remains undecided, the incumbent may reappear but only after holding of 03 Open House proceedings.

✓ Cases that are to be dealt with at Regional HQ such as posting/transfer within Region will not be entertained in Open House of DG ML&C.

✓ Cases seeking Re-designation of post falls in purview of Board thus will not be considered in Open House of DG ML&C.

✓ Only such cases of promotion will be considered in the Open House that involves implementation of existing Policy. Requests/applications beyond Policy will not be entertained.

GENERAL RESTRICTIONS:

Following participants will not be entertained for personal hearing in any means: -

- Participants appearing on behalf of relatives/family (including mother/father/brother/sister/son/daughter/wife).
- Participants requesting therein for recruitment/appointment of son/daughter/relatives.
- Absconders and those already dismissed/removed from service.
- Participant whose inquiry/disciplinary proceedings are pending with the concerned Authorized Officer/Authority except issues of prolonged delay.
