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The Manual

of  
Balochistan Secretariat Instructions,  
2013

[30<sup>th</sup> August, 2013]

(As modified upto 2<sup>nd</sup> February, 2021)  
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Compiled by  
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Government of Balochistan  
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Quetta  
[4<sup>th</sup> February, 2021]

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Rule 9 of the Balochistan, Government Rules of Business, 2012, provides that detailed instructions for the disposal of business in the Secretariat shall be issued by Chief Secretary.

The Manual of Secretariat Instructions of Government of Balochistan was last published in 1991 (22 years ago) and with the passage of time it became necessary to update the Manual and include functions and duties of some of the functionaries of the Secretariat, which were not available in the previous Manual of Secretariat Instructions.

The Manual of Secretariat Instructions is a guide for all the officers/officials serving in the Balochistan Civil Secretariat. The duties and responsibilities of the officers and functionaries of the Secretariat Departments have been spelt out in a meaningful and purposeful manner in order to ensure their effective involvement in the functioning of the Secretariat.

It is hoped that all those serving in the Secretariat will study the manual carefully and find it useful.

Despite best efforts, the necessity to improve it further can not be ruled out, any suggestions for improvement, changes or modifications in the provisions of the Manual would be welcome.

BABAR YAQOOB FATEH MUHAMMAD  
Chief Secretary Balochistan

EXTRAORDINARY REGISTERED NO. S-2771

THE BALOCHISTAN GAZETTE

PUBLISHED BY AUTHORITY

No. 98 QUETTA FRIDAY AUGUST 30, 2013

GOVERNMENT OF BALOCHISTAN  
SERVICES AND GENERAL ADMINISTRATION  
DEPARTMENT  
(O & M SECTION)

Dated Quetta, the August 30, 2013.

#### NOTIFICATION

No.S.O-(O&M) 2(5)/2013-S&GAD/351-450 In pursuance of Rule 9, sub rule (1) of the Balochistan Government Rules of Business, 2012, the Chief Secretary, Government of Balochistan is

pleased to issue the following instructions for the disposal of Business in the Secretariat, namely:-  
PART - I (General)

#### SHORT TITLE, COMMENCEMENT AND DEFINITIONS.

Short Title and Commencement.— (1) These instructions may be called “the Manual of Balochistan Secretariat Instructions, 2013”.

(2) They shall come into force at once and shall supersede all previous instructions and orders relating to office procedures not consistent with the provisions of these Instructions.

(3) If there be any inconsistency between these instructions, on the one hand, and the rules of business or other statutory provisions on the other, the latter shall prevail.

Definitions:- (1) In these Instructions, unless the subject or context requires otherwise.—

(a) “Additional Secretary” means an officer next to the Secretary in a Department, to perform such functions as assigned to him under the rules, instructions or by specific

orders;

“Appendix” means the Appendices appended to these instructions;

“Assembly” means the Provincial Assembly of Balochistan;

“Attached Department” means a Department mentioned in column 3 of Schedule II of the Balochistan Government Rules of Business, 2012;

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“Autonomous Body/Special Institution/Board” means a Body/Institution mentioned in Schedule-V\_ of the Balochistan Government Rules of Business, 2012;

“Branch” means a primary unit of a Department headed by Superintendent;

“Business” means all work done by Government,

“Cabinet” means the Provincial Cabinet of Balochistan as defined in Article 130 of the Constitution;

“Case” means a particular matter under consideration and includes all papers relating to it and required to enable the matter to be disposed of, viz. correspondence and notes and also, any previous papers on the subject or subjects covered by it or connected with it;

“Chief Minister” means the Chief Minister of Balochistan;

“Chief Secretary” means the Chief Secretary of Balochistan,

“Constitution” means the Constitution of the Islamic Republic of Pakistan, 1973;

“Department” means a Department as defined in rule 2 (i) of Rules of Business;

“Deputy Secretary” means an officer responsible for the conduct of Business in one or more Sections in a Department;

“Diary” means the register in which all papers received in a branch or Section are entered;

“Docket Sheet” means documents placed immediately below the upper cover of the file, containing particulars to indicate the progress of the case during its currency, and its classification and period of retention after it has been finally disposed of;

“Federal Government” means the Government of the Islamic Republic of Pakistan;

“File Register” means a register in which all files opened in a calendar year are entered. The subject heading and dates of opening, recording and destruction of the file are shown in this register;

“Gazette” means the official Gazette of Balochistan;

“Provincial Government” means the Government of Balochistan,

“Governor” means the Governor of Balochistan;

“Head of Attached Department” means an officer shown in column 4 of Schedule II of the Rules of Business;

“Index Card” means a document showing the subject and number of file used for the purpose of tracing and linking references on the subjects;

“Member” means a Member of the Provincial Assembly;

“Minister” means the Minister-in-Charge of the Department to which a particular case pertains;

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“Public Service Commission” or “Commission” means the Balochistan Public Service Commission constituted under the law for the time being in force;

“Rules of Business” means the Balochistan Government Rules of Business, 2012;

“Secretariat” means the Departments of the Government of Balochistan when referred to collectively;

“Secretary” means the Secretary to Government and includes the Chief Secretary and the Additional Chief Secretary;

“Section” means a basic working unit in a Department as determined by the Government;

“Section Officer or Under Secretary” means an Officer incharge of a Section;

“Speaker” means the Speaker of the Provincial Assembly;

(gg) “Subordinate Office” means an office of Government of Balochistan other than a Department, Attached Department or a Regional/Divisional Office.

(hh) = “Superintendent” means a Superintendent incharge of a Branch or Section and includes an Assistant incharge when performing such duties; and

(ii) “Wing” means a Working Unit of a Department consisting of a number of Sections/Branches when referred to collectively.

All other words and phrases used in this Manual but not defined here above in sub rule (1), otherwise requires have the same meanings as assigned to them in the Balochistan Government Rules of Business, 2012.

## I. ORGANIZATION AND INTERNAL ADMINISTRATION.

### Organizational set up of the Secretariat

(a) The Secretariat shall consist of the Departments as specified in Section A of the Schedule I appended to the Balochistan Government Rules of Business, 2012 and the distribution of business amongst the Departments shall be as indicated in Section B of the said Schedule I;

each Department shall consist of a Secretary to Government and such other officers subordinate to him as the Government may determine from time to time;

the working units in a Department shall be determined by Government from time to time; and

branches/Sections in each Department shall be serially numbered, followed, where necessary by an indication of the work done by each Branch/Section, in the form of one or more letters (within brackets).

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'B-A. E-filing System:

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The Departments which have adopted E-Filing System, shall observe the E-Filling System User Manual. In case of any inconsistency between the Instructions and the Manual, the matter may be referred to S&GAD for ascertaining the correct position for implementation of the provisions of the Instructions or the Manual, as the case may be; and

A document processed through the E-Filing System by a particular Login account, shall be presumed to be authentic as "Digital Signatures" of the holder of that Login account.

File Tracking System:

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The File Tracking System is a web-based tracking system meant to monitor and track official work files, summaries and notes. The system enables the higher authorities to overview file pendency and workload in all departments. Chief Minister's Delivery Unit monitors file pendency and shares the latest updates with the higher authorities who then issue directives to concerned Heads of Departments to follow-up and expedite the work.

Each Section/office shall be responsible to periodically check their dashboards to keep track of any file needed to be received through File Tracking System. Besides, Section/office shall archive any file initiated / created by the section after due process have been completed.]

## WORK DISTRIBUTION AND JOB DESCRIPTION

Secretary-

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The Secretary is the official head of the Department and shall be responsible for its efficient administration and discipline. He is also be responsible for the proper conduct of business allocated to the Department under the Rules of Business and for the careful observance of these instructions in his Department.

the Secretary shall, by means of Standing Orders, distribute the work among the officers, branches and sections within the Department. Such orders may specify the cases or class of cases which may be disposed of by an officer subordinate to the Secretary and also specify the channel of communication;

the Secretary shall review the delegation of powers to various officers in the Department periodically to ensure maximum delegation of authority for disposal of cases at the initial and middle stages, with a reporting system to keep him fully informed:

Provided that the Secretary shall have the power, however, to call for any case for his own consideration and to direct that he be consulted in a particular case before its final disposal.

each Department shall maintain a list showing the distribution of work amongst its Branches and Sections;

the Secretary shall ensure that cases submitted to the Minister, and where the Rules of Business so provide, to the Governor, Chief Minister or the Cabinet, as the case may be, are complete in all respects;

Inserted by S&GAD's Notification No. S.O. (O&M)2(5)/2020-S&GAD/ 146-242 dated 2" February, 2021.

when an officer is absent, on leave or is otherwise away and no substitute is appointed, the Secretary shall have to issue instruction for the disposal of the work of such officer during his absence; and

the period of absence mentioned in clause (f) shall not exceed 15-days in any case. If

the period exceeds 15-days, then the S&GAD shall be requested for the provisions of substitute or granting of additional charge to any other officer.

#### Additional Secretary-

(a) The duties and functions of Additional Secretary shall be such as may be assigned to him by the Secretary;

an Additional Secretary may be assigned the work of a wing or wings, if any exist in the Department, and he shall be in charge of the wing so assigned to him

Additional Secretary shall be entrusted with a well-defined sphere of duty.  
he shall have normally one or more Deputy Secretaries under him.

(©) he can be assigned to control directly the business of a number of Sections/Section Officers; and

3) the Additional Secretary will make no policy decision.

#### Deputy Secretary:

(a) The duties and functions of Deputy Secretary shall be such as may be assigned to him by the Secretary. A Deputy Secretary may have normally three to six Sections under him;

(b) he shall dispose of all cases of Sections/Branches in his charge in which no major question of policy is involved, or which, under the Rules or Standing Orders, he is competent to deal with at his level;

(©) he shall inspect the working of the Section/Branches under his charge at least once every six months and also pay surprise visits at reasonable intervals. He shall pay special attention to:-

@) compliance with the Rules of Business, the Secretariat Instructions, Standing Orders and office directives;

(ii) general office Management;

(iti) proper use and care of Government property and equipments; and

(v) arrangements for the disposal of work by the Section/Branches in the temporary absence of its Section Officer/Superintendents.

(d) A Deputy Secretary (Administration) shall have under him Section Officer (General/Administration) who shall be incharge of Establishment, Accounts, Record, Receipt and Despatch (R&D) Branches. He shall also be responsible for maintenance of coordination work of Department and supervise the Assembly Business pertaining to his Department.



The Deputy Secretary (Admn.), or where there is no Deputy Secretary (Admn.), the Section Officer (General/ Administration) of each Department shall be responsible for:-

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security arrangement of the department,  
arrangement of meetings;  
keeping cleanliness of the department; and

maintenance of general discipline in the department.

The Deputy Secretary (Administration), S&GAD shall in addition to his other duties, be specifically responsible for:-

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checking the security measures of the Secretariat and bring the lapses, if any, to the notice of Secretary, S&GAD/Chief Secretary;

screening/security of the premises of the Cabinet Meetings in the Secretariat by the concerned agency;

arrangement of meetings;

general office management,

proper use and care of Government property and equipment,  
keeping cleanliness of the department/Sectetariat; and

maintenance of general discipline in the department;

The Deputy Secretary (Cabinet), S&GAD will, besides his other duties, ensure that:-

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the notices/agenda of the Cabinet meeting is distributed/delivered in time and in proper form to all the concerned;

minutes of the Cabinet Meeting after approval by the Chief Minister shall be circulated, under the directions of the Chief Secretary, as prescribed in the Rules of Business;

the notices/agenda of the Secretaries Committee Meeting is distributed/delivered in time and in proper form to all the concerned;

minutes of the Secretaries Committee Meeting are recorded (except in those cases where a record may not be considered necessary) by the Deputy Secretary (Cabinet)/S.O. (Cabinet) or an officer of the Services and General Administration Department who shall attend the meeting for the purpose, and shall be circulated, after approval by the Chief Secretary, as soon as possible;

the tour programmes of Minister/Advisors are kept in upto date form with a

note of Private Secretary (if he accompanied the Minister/ Advisor) indicating the movement and point of contact of Minister/ Advisor, in the Cabinet Section;

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no unconcerned person, unless he has a general permission, enters the premises of the Cabinet meeting except the Bearers and Naib Qasid serving refreshments;

the Administrative Secretary or the representative of the Department (where the Administrative Secretary is not available and the representative has been so permitted) will attend the Cabinet Meeting for the item with which he is concerned. He shall leave meeting room after his item has been discussed unless he is specifically required to stay during discussion of other items; and

an official not invited as participant, if is required or summoned in the meeting for any advice/direction, will soon leave the premises after giving/ noting the advice/ directions.

Section Officer:-

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A Section Officer shall be incharge of a Section. He shall be assisted by nucleus staff consisting of an Assistant, a Clerk (if provided to the Section) and a Stenographer. He shall be responsible for the efficient administration and discipline of his section and for the proper conduct of business assigned to him;

a Section Officer shall dispose of all cases, which under the Rule or Standing Orders, he is competent to dispose of. In such cases, it should not be necessary for him to record an elaborate note on the files. Where, however, a matter has to be brought to the notice of higher authority he shall record a note on the file, prepare a draft reply and pass on the case to the Deputy Secretary/ Additional Secretary as the case may be;

subject to time limits fixed for the disposal of various categories of cases (Appendix-I), a Section Officer shall deal with the most of the communications received in his section

within a week of their receipt. Immediate and urgent cases are to be disposed of within 24 and 48 hours respectively of their receipt;

if the office is unable, either for want of relevant file or precedent etc: to submit a paper within one day of its receipt in the Section, it will bring this fact to the notice of the Section Officer immediately, who shall:-

@) attempt to dispose of the case in the absence of previous papers; or

(ii) give instructions as to such alternative action as appears to him to be possible in the meantime, or; and

(iti) if the matter is of urgency and importance, and he feels difficult to deal with it himself, submit the case to the Deputy Secretary/Additional Secretary for orders;

a Section Officer shall also be responsible to:-

@) supervise the work of ministerial establishment,

(ii) train, help and advise them in the performance of their functions and duties; and

(iti) see that tidiness is maintained;

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every Section Officer shall primarily be responsible to:-

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deal with and finalize cases pertaining to Assembly Business within stipulated period relating to his Section;

keep up-to-date record of Assembly Question, Resolutions, cut motions etc; and dates on which they are to be discussed and answered;

keep a watch on the movement of files dealing with Assembly Business;

prepare fair replies for the Ministers; and hand over the fair replies, after securing approval of the competent

authority, to the Coordination Section/Branch for transmission to the Assembly Secretariat well in time;

every Section Officer shall ensure that the record of his Section is maintained in proper order;

the Section Officer (General/ Administration) or Coordination Section/ Branch shall specifically be responsible:-

@) to keep an up-to-date record of all Assembly question, Resolutions, Cut Motions, etc; and dates on which they are to be answered/discussed relating to the Department as a whole;

to collect complete papers relating to Assembly Business from all the Sections of his Department and ensure that these are sent to the Assembly well in time and in proper form;

to look after convenience and relief to the staff of the department, as admissible, so as to ensure efficiency;

to check that accessories and equipment like typewriters/computers/photostat/duplicating machine/motor cycles and bi-cycles (if provided for delivery of Dak) vehicles/other machines and equipments provided to the department are properly and carefully used and are always in good and working condition so that the work is not hampered. He shall periodically check to ensure their proper and continuous working;

to ensure that relief providing amenities/equipments like

electric fans, water coolers, air conditioners, electric heaters and gas heaters etc; are ready and in working condition a fortnight before the commencement of their use and to further ensure that these remain in working order during the prescribed period or respective season;

to check that instruction enjoining economy measures are strictly followed;

to ensure speedy disposal of Audit Note/Draft Paras relating to Public Accounts Committee;

to ensure implementation/disposal of internal inspection reports as mentioned in Para 247;

to ensure internal check system in the department as required in Para 13 of the General Financial Rules Volume-I; and

oiling and cleaning of fans and allied equipments through Provincial Buildings, Physical Planning and Housing Department (SDO Services) S&GAD;

Section Officer (Cabinet) The Section Officer (Cabinet) shall specifically be responsible:-

@) to keep an upto-date record of all Assembly Questions, Resolutions, Cut Motions etc; and dates on which they are to be answered/ discussed relating to the department as a whole; and

to collect complete papers relating to Assembly Business

from all the Sections of the Department and ensure that these

are sent to the Assembly well in time and in proper form; and Section Officer (Budget/Accounts), The Section — Officer

(Budget/Accounts) shall specifically be responsible:-

@) to check that instructions enjoining economy measures are strictly followed;

(ii) to ensure speedy disposal of Audit note Draft papers relating to Public Accounts Committee;

(iti) to ensure implementation/disposal of internal inspection reports as mentioned in para 241; and

to ensure internal check system in the department as required in para 13 of the General Financial Rules Volume-1

#### MINISTERIAL STAFF

Private Secretary to the Chief Minister/Minister/ Advisor:

(a) The Private Secretaries to the Chief Minister, Ministers and Advisors shall perform the following duties:-

@) to prepare drafts of personal letters except those required to be prepared by the respective Department,

(ii) to attend visitors and to arrange interviews;

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to prepare tour programme(s) of Chief Minister, Ministers and Advisors and circulate to all concerned as well as to correspond with the agencies concerned and individuals in this connection;

to go through petitions and complaints received from the public/aggrieved person(s), addressed to the Chief Minister, Ministers or Advisors and after obtaining the orders thereon, pass them on to the officer/department concerned;

to deal with cases relating to telephone bills in respect of the calls made from telephones of Chief Minister/Ministers/ Advisors and cases relating to carriage of their personal effects on tour;

to arrange engagements and maintain an engagement diary,

to obtain papers for meetings, functions and interviews etc; from Administrative Department and to put up the same to the Chief Ministers, Ministers and Advisors;

to bring to the notice of Chief Minister, Minister and Advisor (if the latter is required to attend) the notice/agenda of the Cabinet meeting at once. If the Chief Minister, Minister or Advisor is on tour, the Private Secretary shall contact him and convey information. In case the Private Secretary accompanies the Chief Minister, Minister or Advisor, the P.A. will do the needful;

to bring to the notice of Chief Minister/Ministers or Advisors papers/files bearing priority/security labels;

to keep a record of all office furniture, equipment and books provided to the Chief Minister, Ministers or Advisors. He (the Private Secretary) shall be responsible for proper use of those articles and ensuring that these are in good condition;

to see that the furniture and other articles of the office of Chief Minister,

Minister or Advisor are in good condition and properly maintained; and

to keep up to-date copies of all books relating to privileges and conduct of Chief Minister/Minister/ Advisor.

9. In order to avoid unnecessary inconvenience to the Chief Minister/ Advisors/Ministers, the Private Secretaries may sign papers of ordinary or routine nature. Policy

decisions or orders having administrative implications such as transfer of Departmental Officers would, however, be conveyed to the Administrative Secretaries under signatures of the Ministers/Advisors. Orders on the files submitted by the Administrative Secretaries will also be passed by the Chief Minister/Ministers/ Advisors themselves.

Private Secretary to Chief Secretary/Additional Chief Secretary/Secretary:

The Private Secretaries to the Chief Secretary, Additional Chief Secretary, and Secretaries

shall perform the following duties:-

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to attend telephones and keep record of outstation calls;  
to screen callers and telephone calls;

to arrange engagements and maintain engagement diary;  
to collect papers for meetings and interviews;

to see that matters requiring Chief Secretary, Additional Chief Secretary, and Secretary's attention are brought to his notice well in time complete and in proper form;

to receive and arrange and, where necessary, register the Chief Secretary, Additional Chief Secretary, and Secretary's papers and correspondence including secret and top secret

Papers;

to keep record of suspense cases and to see that such cases are put up to Chief Secretary, Additional Chief Secretary and Secretary on due dates;

to keep reference books upto date;  
to attend the work connected with Chief Secretary, Additional Chief Secretary, and Secretary's tour etc;. Their Tour Programmes are also to be endorsed to the Governor

and the Chief Minister a day before their departure.

to assist the Chief Secretary, Additional Chief Secretary, and Secretary in such matters as he may direct;

to keep record of movement of files and other classified document;

to receive visitors and arrange interviews etc;

to take dictation and make fair copies of draft and other papers of secret/confidential nature and also other communications with enclosures;

to prepare/complete the log Books of the Vehicles under the use of Chief Secretary, Additional Chief Secretary and Secretary; and

to prepare tour programme(s), arrange accommodation booking, air travel and make other arrangements for the purpose.

Superintendent

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A Superintendent who normally holds charge of a Branch under the control of a Section Officer shall be responsible for ensuring that the work is conducted properly and that

there is tidiness and discipline in his Branch;

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Note-

the Superintendent of the Receipt and Despatch Branch shall be personally responsible for the accurate sorting of Dak Section-wise, and shall further ensure that:-

@) the Receipt Clerk submits the receipts at least twice daily to the appropriate Section/Office along with diary;

(ii) letters are dispatched on the date of receipt and office copies returned promptly to the Section/Office concerned; and

(iti) that confidential/secret communications are treated in the manner prescribed in paragraph 70-79;

the Superintendent Receipt and Despatch Branch or any other official assigned the job, should open all covers other than those sealed and addressed by name to any particular office/officer in the Department and to:-

@) make sure that each envelope is completely emptied;

(ii) check enclosure and make note of omissions, if any, in the margin of the communication;

(iti) separate receipts section-wise and place them in the labelled compartments; and

(iv) obtain, in case of disputed receipts, orders of the Administrative Secretary or of an officer authorized for the purpose.

To facilitate correct sorting and distribution of receipts section-wise, the Receipts and Despatch Branch shall equip itself with an upto date list of subjects dealt with by each section in the Department.

Section Assistant-

The Section Assistant shall:-

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add to the case any precedent, rules, regulations and policy decision relating to it, flag them properly and make reference(s) in the margin before submission of the case to Section Officer;

undertake “reference” and “research work” i.e. acquaint himself with the rules and regulations pertaining to the subjects dealt with in the Section, maintain such statistics as are required by the Section Officer (e.g. in a Service Branch, lists of officers belonging to a specific cadre, showing their latest postings, etc.) and, while examining old records, take extracts of important policy decisions etc;

record advice tendered by the Services, Law, Finance and Planning and Development

Departments in a note book, and also maintain a separate “reference” collection of important decision;

submit and personally explain “urgent” cases to the Additional Secretary/Deputy Secretary concerned in the temporary absence of the Section Officer;

undertake periodically the proper classification, recording, indexing and weeding of files in accordance with the instructions contained in this manual and submit a half-yearly certificate of compliance to the Additional Secretary /Deputy Secretary concerned through the Section Officer by the end of June and December each year;

compare typing work with the Section Stenographer/Clerk when necessary;

generally instruct and guide the Section Clerk (if provided in the Section) and supervise his work;

look after the work and duties of the Section Clerk (if provided in the Section) in his temporary absence;

do such other work as may be prescribed for him by the S&GAD or assigned to him by the Department concerned;

maintain reference books and keep them upto-date by getting correction slips pasted;

maintain charts of all out-standing reports and returns to be received in a Section and to be issued from the Section. May also maintain record of time-limit cases;

keep a note of all pending cases and put up reminders for signature of the concerned Section Officer on due dates;

prepare notes of all pending cases to be disposed of at the level of the Section Officer;  
do such other office work as may be entrusted to him by Section Officer;

open files and keep a record of movement of files;

watch the necessity of keeping priority and security labels on files and bring to the notice

of the Section Officer on the first available opportunity, the need for removing/retaining labels; and

in Establishment, Accounts and Specialized Section/Branches like Budget/ Statistics etc, Assistants shall continue doing noting and drafting on cases as usual.

13. Assistants in Establishment and Accounts Branches and specialized Sections like the Budget/Statistics Sections etc. will continue doing and drafting on cases as usual. Assistants in other Sections may be required to put up notice and drafts in ordinary cases of a routine nature.

14. Stenographers and Personal Assistants- | Stenographers attached to the Secretaries/

Additional/Deputy Secretaries shall:-

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take down notes and drafts from their officers and type them neatly and accurately;  
note down urgent matters and routine appointments of their officers in the desk diaries

and also put up notes about telephonic/other messages received by them in the absence of officers;

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Note:-

submit to their officers an agenda for the day covering urgent matters and routine appointments on the basis of the engagements diary;

handle and maintain classified documents/files in accordance with the instructions;  
attend calls and to maintain outstation/private calls Telephone Register;

maintain reference books and keep them upto-date by getting correction slips pasted by Office Daftari;

receive and conduct visitors, arrange interviews as permitted by their officers;  
supervise the up-keep of the officer's and visitor's rooms wherever provided;

make tour arrangements including the issue of tour programmes;

assist the officer in such matters as he may direct;

keep proper record and movement of files and other papers;

keep record of suspense cases, where ordered, and their submission on due dates; and  
attend any other routine official duty that may be assigned by the officer e.g.  
reproduction of documents, arranging petty amenities, recording of entries in the Staff  
Car Movement Register, receiving from and delivering important Dak at PIA. The  
receiving and delivering Dak will be done through the Section Officer  
(General/ Administration) of the Department.

Where a Personal Assistant/Stenographer is attached with an officer who has a Private Secretary, the

Sormer will work under the supervision of the latter and distribution of work will be made as they mutually agree and, in cases of disagreement, the matter will be decided by the officer concerned.

Section Stenographers -

The Section Stenographers shall:-

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take down notes and drafts from their Section Officers and type them neatly and accurately,

do the typing work of their Sections and any other work assigned to them;

attend to the telephone and receive/record messages in the absence of their officers and  
maintain the Section Telephone outstation Call Register;

attend to Receipt and Despatch work in the absence of Section Assistant if no Junior  
Clerk has been provided to the Section;

do any other ancillary function and work that may be assigned by the officer e.g. reproduction of documents, arranging office amenities etc;

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do most of the routine typing within their Section including typing of enclosures to the communications; and

note down scheduled meetings and time limit of important cases in the Section Officer's table diary.

Private Secretaries, Personal Assistants and Stenographers shall be responsible for the proper handling, care and looking after of the type-writers, computers, printers and/or any other equipment provided for the purpose of their duty .

Senior Clerks - The Senior Clerks shall be responsible-

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to enter all the receipts of the Section in the Diary Register and place them on the relevant files or open new file;

to refer the flags and keep marking of the cases and pass them on to the Assistant in the proper files after ensuring that the previous files, relevant rules, precedents etc. have been made available on it;

to maintain pending register for pending cases;

to keep record of movement of the files which are sent outside the Section,

to type enclosures to official communications, hand-written drafts and fair drafts; and

to do typing work in the absence of the Stenographer.

17. Junior Clerks- Junior Clerks in the Secretariat shall perform the following duties:-

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receipt and dispatch;

diarising (including entry with red ink on notes files) and maintenance of prescribed register;

sorting, distribution and filing of papers;

maintenance of registers relating to office files, recorded files, files destroyed and movement register showing the whereabouts of the files received in or sent out of the Section. He should also keep a register showing the files required to be submitted for issuance of reminders or otherwise on due dates and a register of reference books available in the Section;

record keeping;

establishment and Accounts matters (preparation of pay bills, T.A. bills etc.);

handling of cash, if posted as Cashier;

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- (h) to do typing work as and when required; and
- 0) stationery indenting, storing and distribution.

Note:- The duties of Junior Clerk will automatically devolve upon the Assistant in the Section where no Junior Clerk has been provided.

Daftari

A Datftari shall:-

- (a) see that the officet's tables are fully furnished with the requisite stationery,
- (b) help the Stationery Assistant in the maintenance of register of forms and in the distribution of stationery and forms;
- (©) help the Section Assistant/Section Clerk in repairing all damaged file covers and pages of current and recorded files;
- (d) maintain the closed diaries, dispatch registers and volumes of bound proceedings in good condition and repair them whenever they are found in torn or damaged state, and see that these are properly dusted daily;
- (©) take out diaries, dispatch registers and columns of bound proceedings from their racks whenever required to do so by the Record Keeper;
- (9) pull out and restore files under the direction of Section Assistant/Clerk;
- (2) help the Record-Keeper in the stitching of recorded files and restoring them to their proper place in the record shelves;
- (h) seal secret and confidential letters;
- @) prepare and see parcels of heavy articles to be sent out by post;
- 0) affix service postage stamps on covers under the direction of the Dispatcher; and
- (k) help the Dispatcher in the circulation of all printed material.

Naib Qasid-

The Naib Qasids are forbidden to receive or extort tips. Any Naib Qasid found making such

demands shall be severely punished. The officer incharge of administration should ensure that Naib Qasids

and other such government servants are acquainted with this rule periodically.

20. The overall purpose of a Naib Qasid is to be of assistance to officers and staff in a Section/Branch/Office in the efficient performance of their duties. He shall perform the following duties:-

(a) carrying from one place to another within and outside the office premises the official files/papers/Dak;

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to clean office furniture and record before office hours;

general arrangement and tidiness of the office, furniture including dusting of office furniture, record etc;

providing drinking water and bringing tea to the officers and staff;

conducting of visitors to the officers;

carriage of steel boxes containing secret/confidential files from one office to another; shifting of articles of furniture from one place to another;

any other duty that may be assigned to him by his office incharge; and

he shall not leave the office without the permission of his immediate superior, if on any particular day he is required to sit after office hours.

Dusting of the office furniture is usually done by the "Farash", before and after office hours. If, however, some articles require redusting during office hours, when the Farash is not on duty this could be done by Naib Qasid attached to the officer or Section concerned.

Driver:

The drivers shall perform the following duties:-

(a) to enter the official tours/mileage covered in the log book of the vehicles;

(b) should check up the Fuel, M/Oil and Radiator Water and Battery before starting the vehicle;

(0) to acquaint himself with Traffic Rules and road-senses;

should look-after the general up-keep of vehicles; and

© should drive the vehicle with utmost care and keeping in view all the traffic rules etc.

The Farash will perform the following duties:-

(a) cleaning of windows;

(b) cleaning of Gates;

(©) cleaning of Almirahs and cupboards;

to help in shifting of office equipments from one place to another; and

(©) to perform any other duty entrusted to him by his superiors.

APPOINTMENTS, TRANSFERS, \_ POSTINGS, PROMOTIONS \_ AND  
DISCIPLINARY ACTION.

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23 Appointments, transfers and postings of officers and staff in the Secretariat are made by the authorities specified in "Part-C" under Rules 20-22 of the Balochistan Government Rules of Business, 2012.

24. The Services and General Administration Department shall be consulted in cases of promotion or appointment in the Secretariat including those which:-

- (a) relate to temporary appointment in leave or other vacancies; or
- (b) require an officer to hold charge of more than one post shall be referred to the S&GAD.

25 The Officers specified under the Balochistan Employees' Efficiency and Discipline Act, 2011 shall be the competent authorities for the purposes of the Act in efficiency and discipline cases in respect of Civil

Servants working in the Secretariat Departments.

26 All cases of the civil servants working in the Administrative Departments shall be forwarded with the remarks of the Secretary concerned to the Secretary, S&GAD for final orders.

#### VI. PUNCTUALITY IN ATTENDANCE

27 The Services and General Administration Department shall, from time to time, prescribe general office hour and break for prayers or for any other purpose.

28 The following procedure shall be adopted by all Departments for enforcing punctuality in attendance:-

- (a) all Administrative Secretaries shall take full responsibility for enforcing punctual attendance of officers and staff in their Departments and in the Attached Departments under their administrative control;

all members of staff shall observe office hours prescribed by the Government from time to time. Naib Qasid will, however, attend office at least 15 minutes before time to put

things in order;

a separate attendance register shall be maintained for each Section/Branch. It shall include the name of all members of the staff (below the rank of B-16). All members of staff, whose names are entered in the Attendance Register, of the Section/Branch except Daftris, Naib Qasids should initial the register. Attendance of Daftris and Naib Qasids shall be marked in the following manners:-

@) "P" for punctual attendance in the case of Daftris and Naib Qasids and initial in the case of others;

“D” for away on duty;

“L” for leave;

“A” for absence without permission; and

(v) “T” for Official Tour.

the register shall be initialled by the Branch Superintendent/Section Officer and placed before the Deputy Secretary concerned 10 minutes after the commencement of the office hours on each working day. This, however, should not be taken to mean that officials are at liberty to come 10 minutes late. They must be in their seats by the time fixed for arrival;

the Section/Branch Officer shall be held responsible for any delay in the submission of the register;

officials who come late shall immediately on arrival report to the Deputy Secretary concerned and officer incharge of the Section who shall ascertain the reasons for late arrivals and take appropriate action in each case;

cases of habitual late comers shall be brought to the notice of the Secretary for disciplinary action. In this connection, a monthly statement of defaulters should be submitted on the 1<sup>st</sup> of every month to the Secretary/Deputy Secretary (Administration) who will take suitable action against the officials concerned. Such action should demonstrate that habitual defaulters have been adequately punished;

a roster of attendance for duty after office hours on gazetted holidays shall be maintained by each department subject to the instructions issued by the Government from time to time;

occasional late attendance may be condoned after obtaining an oral explanation of the official concerned but one day's casual leave shall be debited to the casual leave account of the official for every three late arrivals in a month. He may also be issued a written warning;

late arrival without any genuine reason be treated as misconduct under the Balochistan Employees' Efficiency and Discipline Act, 2011;

absence on short leave for one to three hours shall be treated half day's casual leave and debited to the casual leave account. Absence on leave for more than three hours on a day shall be taken as absence for the day;

application for short leave for one hour or more sent from home should be treated as half day's casual and debited to the casual leave account. Six or more than six such applications without just cause during a month should be treated as habitual late attendance;

no member of the staff shall remain absent without prior permission. In case of absence due to unavoidable circumstances, it should be brought to the notice of the immediate officer on the day of the absence through any possible means. Absence for more than two days on ground of sickness must be supported by a medical certificate;

every application for leave/casual leave should indicate the address at which the applicant

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can be contacted, if necessary; and

occasional and surprise checks (frequency to be determined by the Secretary keeping in view the degree of defaulters and other circumstances) should be made by the Secretaries and Deputy Secretaries (Administration) to ensure that the system out-lined above works smoothly.

## LEAVE

Casual Leave- (a) Amount of Casual Leave admissible during a calendar year and the maximum at a time.- It has been decided that Casual Leave upto a maximum of 25 days in a calendar year may be granted to the staff employed in the offices of the Provincial Government. Casual leave should not ordinarily exceed 10 days at a time and 25 days during any one calendar year. The sanctioning authority may, however, grant casual leave up to 15 days at a time in special circumstances..This rule may be relaxed at the discretion of the Head of Department in special circumstances in the case of officers as well as membets of staff;

A question has been raised whether casual leave can be granted within the prescribed limit at one time in such a manner as to spread it over 2 years, ie. some portion of it in one calendar year and the rest in the following year in one stretch. It has been decided that a Head of Department may grant casual leave in one spell within the prescribed limit so as to debit a part of it against the account of one calendar year and part of it against the account of the following calendar year, provided leave is due. For instance, if a person take 15 days casual leave on the 22" December and has to his credit 10 days casual leave in that year, there will be no objection if 10 days leave is debited against that credit and the remaining 5 days are debited to the account of the following year. In other words, he would be deemed to have taken 10 days casual leave at the end of that year and 5 days leave in the beginning of the next year;

Combination of casual leave with holidays.- (1) Some doubts have been raised regarding the combination of casual leave with holidays. After careful consideration of the matter it has been decided that:

- @) casual leave may be prefixed or suffixed to a closed or optional holiday,
- (ii) casual leave may be sandwiched in between two closed or optional holidays;

(2) However, if a closed or an optional holiday falls between two days of casual leave it should also be counted as a casual leave. Casual leave may be granted in conjunction with Fridays or public holidays, but not with any other kind of leave or joining time. When it is combined with holidays, the total petiod should not exceed 15 days at a time;

Absence from office due to Curfew to be treated as Casual Leave.- The question as to how the absence from office of officers and staff due to imposition of Curfew should be treated has been under consideration of Government and it has been decided that such absence should be treated as Casual Leave but not debited to the causal leave account;

Grant of Casual Leave ex-Pakistan.-The authority competent to grant Ex-Pakistan leave to a Government servant can also permit him to avail himself of casual leave ex-Pakistan in special circumstances subject to the condition that the limit of 20 days casual leave;

The Heads of Attached Departments/Subordinate Offices should obtain, as far as

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possible, prior approval of the Administrative Department/office concerned before availing themselves of the casual leave, when the purpose thereof could be foreseen in advance;

In case of unforeseen and urgent circumstances when the casual leave is required for one or two days and it is not possible to obtain prior permission, he may avail of the leave and send leave application to the authority concerned immediately, and may also, if possible, inform the authority on telephone;

In special circumstances when even the procedure mentioned at (g) above cannot be followed, the officers should appropriate their own casual leave and inform in writing, the concerned officer in the Administrative Department/office as early as possible;

As regards the status of officers in the Administrative Department/Office administratively concerned to whom the Heads of Attached Departments/Subordinate Offices should apply for casual leave, the normal procedure for applying to the next higher officer should be followed. For example, if the Head of the Department/Subordinate Office enjoys the status of Deputy Secretary to the Provincial Government or is of equivalent rank, he may apply to the Secretary of the Department concerned and so on;

It has also been decided that Administrative Departments/ offices, etc., should be more liberal in the grant of casual leave. Although casual leave cannot be claimed as a matter of right, it should be granted invariably unless the presence of an officer is absolutely necessary e.g., in an emergency or in very extraordinary circumstances,

Subject to the delegation of powers which has been or may be made by Government from time to time in this behalf, casual leave may be sanctioned to a Government servant by his immediate superior of BPS-16 and above;

Casual leave account of officers and Stenographers of officers of the rank of Deputy Secretary and above should be maintained in the Establishment and Accounts Branch of the Department concerned. Their applications should be marked to the Establishment and Accounts Branch which will add the casual leave account of the applicants and submit the papers to the concerned officers immediately for orders;

When the officers proceed on leave or tour, their Stenographers should report for duty to the Deputy Secretary incharge of the Wing in the Department;

Casual leave account of the ministerial establishment including Section Stenographers should be maintained in the Section in which they are working;

No Government servant should leave his headquarters during casual leave or holidays without the permission of the leave sanctioning authority; and

Government servants are not entitled to casual leave as of right. The casual leave is granted by way of grace to enable Government servants to attend to their private affairs of casual nature.

#### Other Leave

(a) For the purpose of long leave, every department should keep a leave list for one calendar year in advance. All officers and staff should be required to state before the beginning of

the year:

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- @) the amount and kind of leave which they intend taking during the year; and
- (ii) the date from which such leave is required;

the officer incharge of the General Branch in each Department shall then prepare a list by arranging the period of leave in one or more continuous chains, subject to the exigencies of public service and administrative convenience, which would be forwarded with the recommendations of the Department to S&GAD for orders;

cases of Naib Qasids and Daftaries shall be decided by the Secretary concerned, as per delegation of powers issued by the S&GAD from time to time;

the Secretary of the Administrative Department shall have the powers to grant/sanction all kinds of leave except study leave and disability leave, to civil servants in B-17 and above other than the civil servants in All Pakistan Unified Grades, working in Attached Departments or any other office or organization as per delegation of powers issued by the S&GAD from time to time; and

study Leave and Disability leave being subjects relating to Finance Department shall be granted in accordance with the relevant rules/policy instructions issued by that department from time to time.

#### Un-authorized Absence-

(a) It is the duty of every member of the staff to obtain permission before absenting himself from office, and full explanation will be required of any failure to do so;

(b) if any member of the ministerial staff unavoidably remains absent without permission, he must inform the Section/Branch Office of the cause of absence either through a messenger or by any other means as early as possible on the day next to the day of absence; and

absence for more than three and in special circumstances for more than seven days on

grounds of illness must be supported by a Medical Certificate from a Registered Medical Practitioner/ Authorized Medical Attendant.

#### PART-II (Procedure)

#### VIII. RECEIPT AND DISTRIBUTION OF PAPERS

32. Receipt and Despatch Branch in each Department as far as possible, be centrally located. It should be responsible for receipt and distribution of all communications (Letters, Telegrams, Files, Papers, faxes etc.) meant for the Department.

#### OE OE DETENTION

33. The Receipt Clerk shall receive all communications intended for the Department in the manner indicated in paragraph 32 and pass them on immediately to the Superintendent.

34. The Superintendent shall open all covers other than those sealed or addressed by name to any particular officer in the department. He shall:-

(a) make sure that each envelope is completely emptied;

(b) check enclosures and make a note of omissions, if any, in the margin of the communication; and

(c) separate receipts section-wise and place them in labelled compartments. To facilitate correct sorting and distribution of receipts section-wise the Receipt and Despatch Branch shall equip itself with an upto-date list of subjects dealt with by each Section in the Department.

All covers which are sealed or addressed to officers by name shall be sent unopened to the officers concerned. If an officer is on tour or on leave, such receipts shall be sent to the officer who is looking after his work;

such covers may be received by the officer himself or by his Private Secretary, Stenographer or Assistant. Receipt addressed to a Minister shall be received on his behalf by a member of his personal staff; and

(d) covers addressed to an officer by name shall be opened by the Officer concerned or by a member of his personal staff authorized by him (in writing).

36. After sorting out the fresh receipts, the Superintendent will pass them to the Receipt Clerk for each Section/Office separately. The Receipt Clerk will then rubber stamp them showing the name of the

Department and the date of Receipt and enter them in the register as indicated in paragraph 37.

37. The Receipt and Despatch Branch shall maintain a separate register for each Section/Office in the Department containing the following heads:-

Communication From Subject Acknowledgment  
whom  
No Date received Time of receipt and  
initials of Section  
Officer, etc

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38. After the receipts have been entered in the register the Receipt Clerk shall pass them on, along with the register, to the Section Officer/Officer concerned in the manner hereinafter prescribed:-

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the communications addressed to a Section Officer will be sent to him directly;

the communications addressed to the Deputy Secretary/Additional Secretary/other officer above the rank of Section Officer will be sent to him through his Personal Assistant or other official authorized for the purpose;

the communication addressed to the Secretary of the Department will be submitted to him through his Private Secretary or any other official authorized for the purpose. After perusal and marking of such communications by the Secretary, the Private Secretary or any authorized official (as the case may be) will return the same to the Superintendent Receipt and Despatch Branch to pass on the same to the Section Officer/Officer concerned, in the prescribed manner, after carrying out the correction in the Diary Register initially made. The communication(s) of important nature requiring instant attention, may be sent direct to the Section Officer/Officer concerned, if the Secretary so desires after making entry in a register in such form as is considered feasible and secure. In such cases the acknowledgment will be obtained in the same manner as prescribed for distribution/delivery of fresh receipts by the Receipt and Despatch Branch;

ordinary receipts will be submitted at least twice a day, once in the morning and again about an hour before closing time; and

urgent and immediate receipts and covers sealed or addressed by name will be submitted as and when received.

The Section Officer on receipt of the fresh Dak shall go through it carefully and personally acknowledge the receipt pertaining to his section in the last column of the register and return the remaining references and the register immediately to the Receipt and Despatch Branch per bearer. Such references as are not accepted shall be clearly indicated on the register. PLA/P.S to Higher Officers shall take similar action; and

if it is discovered later that a reference has been wrongly received in a Section, it shall be

returned to the Receipt and Despatch Branch or to the Section concerned, immediately and a proper acknowledgment obtained in the delivery book..

40. Acknowledgment of Dak delivered by hand:- \_All receiving officials shall acknowledge

receipts of all types of Dak delivered by hand against their full signature. They will also give their designation and the date of receipt. In Branches and elsewhere where bulk of Dak is received, acknowledgment may be by means of a rubber stamp showing the name and designation of the receiving officials. In that case the receiving official may only initial and not append his full signature. These instructions apply to all types of Dak, whether classified or non-classified.

41. The Section Officer may submit any fresh receipt to his Deputy Secretary or other higher officer if he thinks it is important to be seen by them before action is initiated thereon. However, this shall be done

only after such receipts have been diarized.

42. The Deputy Secretary may, in his discretion, submit to his superior any receipt which he thinks

should be brought to his notice or on which he desires instruction at that stage.

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43. The Deputy Secretary or any other officer to whom receipts are submitted shall give instructions, wherever necessary, as to the action to be taken. If he proposes to deal with a receipt himself he may ask for the file to be put up to him with relevant papers.

44. Fresh receipts received by a Deputy Secretary direct or put up to him by a Section Officer should be sent to the Section promptly.

45. The Section Clerk (where provided) /Section Assistant shall affix the Section Stamp on each receipt (whether received from the Receipt and Despatch Branch or otherwise) and enter them in the Section Diary on the same day they are received in the section. He shall at the same time enter the diary number of each receipt in the space provided for it in the Section Stamp, the form of which is given below:-

Department  
Section:-----

46. The headings in the Section Diary shall be as follows: -

Date:-----

Date: —

Communication From Movement of  
whom received File No- case at each  
with Subject stage it is sent out of  
Section. Final Disposal be

also indicated

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47. The Section Clerk (where one has been provided)/ Assistant should see that column 5 and 6 of the Section Diary are properly utilized. The Diary Register should be kept neat and adequate space should be left between two serial numbers for enabling him to note the movement/ disposal of the case as provided in column 6.

48. All references from other department including files received back should be diarized each time these are received and movement maintained where necessary.

49. After diarizing, the Section Clerk (where provided)/Section Assistant will separate receipts into distinct categories and deal with them as follows:-

(a) those to be put up as fresh receipt higher officer:



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Diarized and put them on Section Officer's table for action;

files received from other department: Place on Section Officer's table;

receipt relating to files already existing in the Section: Place on the appropriate files, page-number, add PUC label, make cross reference and make the necessary red ink entry in the note sheet of files;

receipts for which new files are to be opened: Prepare new files, both for correspondence and noting give a suitable number and title, add PUC label and make the

necessary opening;

receipts of miscellaneous nature for which no file has to be opened: Put up to the Section Assistant by the Section Clerk (where provided) or to the Section Officer by the Section Assistant with previous papers, if any for instruction with regard to their disposal;

where a Section Assistant is required to initiate action, he shall do so before putting up the case to the Section Officer;

if the Section Assistant is unable, either for want of relevant file, precedent etc. or for lack of knowledge on the subject to submit any immediate case, he shall bring this fact to the notice of Section Officer at once; and

The Section Officer will then either:-

(i) attempt to dispose of the case in the absence of previous papers;

(ii) give instructions as to such alternative as appears to him to be possible meanwhile; or

(iii) if the matter is of some urgency or importance, submit the case to the Deputy Secretary/Superior Officer for orders.

50. A Section Officer is expected to send replies to most of the communication on his own, especially those which:-

(a) are covered by clear policy decisions;

(b) require only issue of reminders for obtaining information previously called for;

(c) involve merely supply of information which is not ordinarily withheld; or

(d) are covered by the delegation of powers made to him by Administrative Secretary.

In such cases, it will not be necessary for a Section Officer to record an elaborate note on the file.

51. If Section Officer is unable for any reason to dispose of a paper within a week, he shall take it personally to his Deputy Secretary/Superior Officer and obtain his instructions.

52. If the Deputy Secretary/Superior Officer, referred to in Para 51, is unable for any reason to dispose of any work pending with him for more than a week, he shall bring it personally to the notice of the Secretary and obtain his instructions.

53. Receipts marked "Top Secret", "Secret" or "Confidential" shall be handled in accordance with the instructions contained in the booklet entitled "Security of Classified Matters in Government Departments".

54. However, the following routine shall be observed by all concerned for receipt and transmission of Classified matters:-

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#### GENERAL

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The recipient should check the accuracy of the contents, before signature the receipt and the sender should do the same on return of classified accountable material; and

the classified matter which is allowed to be sent by post should have a receipt in the inner cover to be signed and returned by the recipient.

#### RECEIPT AND DIARIZATION

Separate register shall be maintained for diarizing top secret, secret, confidential and accountable matters.

#### SUBSEQUENT MOVEMENT/TRANSFER OF CUSTODY

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Subsequent movement of such matter at all stages should be properly recorded in the diary register so that its exact location is traceable at any time;

the movement/transfer of custody of classified matter particularly of 'Top Secret', 'Secret' or 'Confidential' and Accountable matters, even within the Department or office etc., should also be covered by a receipt. The Dak book or a receipt slip accompanying such matter should indicate the office of origin, date and time of dispatch, full signature, name and designation of the recipient, indicating the date and time of receipt. A rubber stamp having the name and designation of the recipient should be affixed; and

same principle should be followed about the movement of classified matter even from a subordinate to his senior officer and vice versa.

#### Ix. MAINTENANCE OF FILES

55. The name of the Department to which the file belongs should be printed in bold letters or should

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be written clearly in the space provided for it on the file cover.

56. Every Section/Branch shall maintain an approved list of main subject headings, serially numbered, in respect of all matters dealt with by the Section/Branch. This list of main subjects-headings shall only give general subjects e.g. in a Section/Branch dealing with establishment matters some of the subject heads may be:-

- (a) recruitment of staff;
- (b) leave and transfer; and
- (©) pensions.

57. The list of main subjects-headings should be pasted on the opening pages of the File Register. The series of file numbers should run from 1st January to 31\* December each year, after which, it should again start from the beginning, retaining as far as possible, the file numbers allotted to various subjects in the preceding year.

58. Assignment of subject titles and numbers of files. Every file shall be given:-

- (a) a suitable subject title; and
- (b) an appropriate number.

59. The subject and file number shall appear prominently on the front pages of the file covers in places provided for them.

60. The main subject headings shall be split into appropriate sub-headings and serially numbered. For example under the main headings "Recruitment of Staff" the sub-heading may be:-

- (a) Stenographers;
- (b) Assistants;
- (0) Junior Clerks; and
- (d) Naib Qasids, etc.

The subject title of the file dealing with the recruitment of Clerks will be:-

Recruitment of staff

## Junior Clerks

The number on each file will indicate:-

- (a) the Section or Branch to which the file pertains;
- (b) the serial number of the sub-headings;

(0) the serial number of the file;

the year in which the file is opened; and

© the name of the department in an abbreviated form;

The number of the file entitled 'Recruitment of Staff' will, therefore, be for example: Junior Clerk

No. S.O.(Services-V)/1-3/2013-S&GAD

64. New file may not be opened unnecessarily. The opening of part file should also be avoided as far as possible. A part file may, however, be opened when the main file is not likely to be available for some time, and action on a freshly received communication cannot brook delay. Where more than one part file are opened, each of them should be given a distinct number to indicate its relation with the main file e.g.

No. S.O.(Services-V)/1-3/2013-S&GAD (Part-File.I)

No. S.O.(Services-V)/1-3/2013-S&GAD (Part-File.II)

(a) The Part file, or files, should be merged with the main file as soon as the latter becomes available. In this process, care should be taken to preserve the chronological order of notes and correspondence as far as possible. For this purpose, the Para number of the notes of part file after merger with the main file should be renumbered and the page numbered given therein corrected accordingly;

if file has assumed such proportion that it is difficult to handle it conveniently a second volume should be started bearing the same number after about 300 pages; and

it is the duty of every member of the staff to protect official paper from rough or careless

handling and keep them in good conditions. Crumpled, soiled and damaged sheets should be repaired as noticed.

## TREATMENT OF IMPORTANT PAPERS

Reference Relating to Assembly Business:-

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All communications relating to Assembly Business (Assembly Questions, Resolution, Cut-Motions, Adjournment Motions, and Privilege Motions) shall be received by the Receipt and Despatch Branch and the Superintendent of the Branch shall ensure that they are sent to the Deputy Secretary/Section Officer concerned immediately. A separate Diary Register showing distribution of the Assembly Business should be maintained in the Receipt and Despatch Branch.

The Assembly Questions, etc, which are disputed and do not seem to be the concern of the particulars Deputy Secretary/Section Officer shall be submitted to the Secretary personally by the Section (General/ Administration) or the Deputy Secretary responsible for coordination of Assembly Business in the Department and his orders obtained regarding the assignment of the business to a Deputy Secretary in the Department who shall then ensure that the required material is collected and a reply sent to the quarter concerned in time.

If the Secretary of a Department is satisfied that a particular reference does not pertain to his Department, he shall refer it to the Chief Secretary giving reasons for not accepting it and specifying the Department, which, in his opinion, should deal with the reference. In all such cases the Chief Secretary will decide finally as to which Department should deal with such reference. It will then be the responsibility of that Department to inform the Assembly Secretariat that the reference is being dealt with by them to collect the required material (including information from other departments if needed) and to ensure that a reply is sent to the Assembly Secretariat in time.

67. The Assembly Business will be dealt with by the Department in accordance with Rules 34 to 43 PART ' of Balochistan Government Rules of Business, 2012.

68. References from the Federal and Provincial Governments:- All important references received from the Federal or other Provincial Governments shall be attended to promptly. In order to avoid unnecessary delay, the following general instructions shall be observed:-

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such cases shall be put up immediately by the officer dealing with them to the next higher officer;

if a superior officer or the Secretary directs that a reply should be sent straight away or that the case should be further examined, he should indicate the lines on which the reply should be sent or the examination made;

if the Head of Attached Department or other subordinate office is to be consulted, the points or the paragraphs of the letter on which the report is called for, should be specified;

where it is expected that the issue of a final reply to a reference would take some time, an

interim reply should be sent indicating the approximate time by which a final reply is expected to be given;

draft replies to the Federal Government and other Provincial Governments should be issued after approval of Chief Secretary/Secretary; and

correspondence with the NAB authorities shall be made with the prior approval of the Chief Secretary.

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69. Petitions/Complaints addressed by Government Servants to Chief Minister/Governor: -

The following procedure shall be followed in the treatment of petitions etc., submitted by Government Servants to the Governor/Chief Minister:

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such cases should be treated as urgent and be disposed of within 48 hours in the manner as specified in Paras 7 (c) and (d);

where a right of appeal or revision exists and has not been exercised by the petitioner, he should be advised that the proper course for him would be to submit an appeal or an application for revision to the proper authority. The designation of the appellate or revising authority should be clearly stated in reply;

where a petitioner has already exercised his right of appeal or revision, the case should be submitted to the Chief Minister/Governor by the Secretary through the Minister concerned. The noting in such cases should be confined to the elucidation of facts necessary to make the point at issue clear;

when the Governor/Chief Minister has passed orders in the case, the final decision should be communicated to the petitioner at once by the Department concerned;

an aggrieved person before approaching Government must first seek redress from the local officers who are competent to afford it. If there is no such indication in his petition he should be advised to approach to local officer concerned first and then the officer next above the local officer. If he does not get a satisfactory response from them within a reasonable time only then he should approach the Administrative Department;

a petition, copy of which has already been addressed to the officer immediately concerned, should be filed, unless it is necessary to take any other action;

anonymous petition or letters should normally be filed except when definite allegations are made and concrete instances given; and

in case of complaints against a Civil Servant, the petitioner should be asked to furnish an affidavit to the effect that all facts stated in his complaint are true and if his affidavit is proved false, he would be prepared to face legal action which could be taken against him.

Treatment of Confidential Papers:-

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All papers received or dealt with in the Secretariat are of a confidential nature and their contents should not be disclosed to or discussed with any unauthorized person. This rule applies with greater force to documents specially classified as confidential or Secret, and the strictest secrecy shall be observed with regard to their contents.

Breach of this rule is an offence punishable with imprisonment under section 5 (4) of the Official Secret Act, 1923 (Act XIX of 1923).

71. In classified documents as "Top-Secret" or "Confidential" and dealing with them, the instructions

contained in the booklet entitled "Security of Classified Matter in Government Department" shall be followed. These instructions also regulate the custody of classified documents. Briefly stated, confidential

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and secret papers should not be dealt with in the ordinary manner, and should pass through as few hands as possible; only an officer of the Office and the person authorized by him should deal with them.

72. Para 19 in Chapter 2 of the booklet entitled "Security of Classified Matter in Government Department" lays down that "Except in special cases, only a senior Officer should be authorized to grade matter originating from his Department as "Top-Secret"". Officer of the rank of Section Officer and above may be authorized to approve the grading of documents in the lower categories. Officers should be specially designated to approve re-classification of matter originating in department which should be carried periodically at least once in two years. The Provincial Government has decided that only the Administrative Secretary can classify a document as ""Top- Secret" or "Secret" and only an officer of the rank of Deputy Secretary or above can classify documents as "Confidential".

73. Except under the express orders of the Secretary, the Performance Evaluation Reports of officers (B-16) and above should not be handled by any member of the office below the rank of a Section Officer.

74. Confidential references to other Departments/Offices shall, as far as possible, be addressed to the officer concerned by name.

75. Confidential papers should either be passed from hand to hand by personal delivery or be sent in sealed covers or boxes.

76. Incoming covers which are marked "Top-Secret" or "Secret" or "Confidential" should be sent unopened to the officer to whom they addressed. When the officer happens to be on leave, the covets may be opened by another officer authorized to do so.

77. When "Top Secret" or "Secret" papets are sent out of an office they should be enclosed in double covers. The inner cover should be sealed and marked "TOP SECRET" or "SECRET", as the case may be and addressed to the officer concerned by name. The outer cover should bear the official designation of the addressee only and should not bear a seal or any other mark to indicate that its contents are top secret or secret. When top secret or secret papets are dispatched by post, they should invariably be registered and the out covers also sealed, but not marked "TOP SECRET" or "SECRET".

78. All "TOP SECRET" and "SECRET" communication should, as a rule, be typed by the Private Secretary, Personal Assistant, Stenographer to the officer dealing with the case or in the Confidential Typing

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Section, if there is one.

79. It is equally important that classified documents should be re-classified when it is no longer considered necessary to continue the original classification. It is also important to keep in mind that unnecessary classification of documents is likely to delay the movement of papers and obstruct the normal functioning of Government machinery.

## PART - II

### Correspondence and Disposal of Cases

#### Xi. NOTING AND DRAFTING

80. The only blue and black inks can be used by all the Civil Servants for noting, drafting and signing of papers. The "Green Ink" for official noting/signing of papers is to be used only by the Governor or the Chief Minister as well as the Minister and Advisor only.

81. Notes:- Notes shall ordinarily be recorded on cases which have to be put up to Higher Officers

for orders. No elaborate note need, however, be recorded by a section:

(a) on receipt which he himself is competent to dispose of in the light of clear precedents or practice or under the Standing Orders delegating specific powers to him to dispose of certain types of cases; and

ona case where the line of action has been indicated by Higher Officer and he is required to put up draft, unless something important has to be pointed out which would alter the proposed line of action.

82. When a case is put up to a higher Officer, it shall always be presumed that the paper under consideration will be read by the officer to whom it is submitted. Paraphrasing of the contents of the paper under consideration or reproduction of verbatim extracts from it in a note should, as a rule, be avoided. A

précis may, however, be made if the paper under consideration is of a great length and complexity.

83. The object of a note is to supply in the most concise, correct and clear form the relevant information required for the disposal of paper under consideration. In some cases a mere perusal of the paper under consideration will be sufficient and no further elaboration will be needed beyond a brief suggestion for action. When a note is needed, it shall be a presentation of the case in the following

sequence:-

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the question for consideration;

the circumstances leading up to it, with brief background and full facts of the case. (The noting officer should point out any error or mis-statement of facts in the paper under consideration or in the notes of other Departments);

(©) any rule, regulation, precedent or policy having bearing on the case. (The noting officer should discuss their application or otherwise to the question under consideration);

(d) the points for decision; and

(©) the suggestions for action.

84. In complicated or protracted cases, particularly those involving references to other Departments, the Section Officer may prepare and place in a separate cover duly referenced brief of the case (in triplicate) which shall be kept upto-date by incorporating important decisions. The brief shall be signed by the officer who prepares it. The fact of the case shall not then be reproduced in the notes portion of the file. A copy

of the brief, if necessary, be retained by another Department, when the case is referred to it.

85. To facilitate the expeditious disposal of the cases full use should be made of personal discussion between officers in the same Department if a case pertains to more than one Section. The telephone should be freely used, provided the matter is not secret. In such cases only a single note should ordinarily be prepared by the dealing officer, which may be signed by the officer consulted.

86. When it is desired to examine the proposal of another Department without showing that Department such examination, a routine file may be opened. This procedure should be adopted especially

if the proposal is likely to be criticized severely. The routine file shall not be sent out to another office

without special orders of the competent authority for treating it as part of the regular file.

87. All notes should be legibly written on note sheets. No note should be written on the receipt itself. If a higher officer has already made any remarks on a receipt, they should be copied out on the note sheet

below the red ink entry relating to the receipt before subsequent notes are recorded.

88. Notes exceeding half a page may be neatly type-written, but if hand-written they should be easily legible.

89. Notes should be broken up, as much as possible, into short connected paragraphs, each dealing with a particular point. Long sentences and discursive style should be avoided

90. All notes shall be temperately worded and shall be free from personal remarks. If apparent errors

ate to be pointed out, or if an opinion has to be criticized, it shall be done in sober and restrained language.

Special care should be taken in making observations on notes of senior officers and Ministers.

91. The officer recording the note should affix his signature and date on the right side of the note sheet at the end of his note with his full name.

92. The designation of the officer to whom a case is submitted should be indicated on the left margin

below the signature of the officer submitting the note.

93. When an officer agrees with the preceding note or recommendations, he should append his signature and nothing more. Marginal notes or notes to emphasize specific points may, however, be made. Where officers are required to pass orders on notes they should do it in a way so as to be directly convertible

into a draft.

94. Summary for Governor or Chief Minister:- When a file is submitted to the Governor or Chief

Minister, it should invariably include a concise but self-contained and properly referenced summary of the case stating the facts of the case and important points from notes and correspondence as well as points for consideration and should end with a specific recommendation. Two/three extra blank sheet of the same type of papers must be added to the summary. The summary should be signed by the Administrative Secretary and placed on the top of the file and submitted as per sub Rule (8) of Rule 44 and sub Rule (3) of Rule 45 of the Rules of Business, through the Chief Secretary. While forwarding cases requiring Minister's approval these shall be forwarded in the form of a "Note" directly to the Minister and the note should be signed by the Administrative Secretary.

95. The detailed instruction with regard to submission of cases to the Governor and Chief Minister are contained in Rule 44 and 45 and Schedules VI, VII and VUI of the Balochistan Government Rules of

Business, 2012.

96. In case of directives received from the Governor and Chief Minister by the Administrative

Departments/concerned agencies are required to be re-submitted the case on the prescribed format in the

form of a summary for getting formal approval from the Governor or the Chief Minister before issuance of order/implementing his directives as required under the Balochistan Government Rules of Business. [The Hon'ble High Court of Balochistan in C.P. No. 525/2011 and others has also observed that any case not initiated by the Administrative Secretary in the form of a summary through the prescribed manner and channel and approval thereupon of the Chief Minister will not be treated an official decision of the



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Government of Balochistan.] Hence no directive of the Governor or the Chief Minister be implemented by all concerned until and unless it has been formally approved/re-confirmed by the Governor or the Chief Minister in form of a summary submitted by the Administrative Department in the prescribed manner through the Chief Secretary Balochistan. All the cases requiring approval of the Government of Balochistan shall be initiated in the form of a summary by the Administrative Secretary concerned through Minister incharge. Under the Rules of Business, the Chief Secretary being the official Head of the Secretariat and the Chief Advisor to the Chief Minister shall have to see all such cases prior to submission to the Chief Minister for getting approval which shall be construed as decision of the Government of Balochistan. The decision/sanctioned policy of the Government of Balochistan has to be executed/communicated through a Notification or an order as the case may be, by the authorised officers as prescribed in Rule 10 (2) of the Rules of Business. Any decision of the Government obtained on a summary properly submitted but not been formally notified shall not be deemed to be a decision of the Government.

97. All summaries are routed through the Minister-in-charge in terms of sub rule (8) of Rule 44 and sub-Rule (3) of Rule 45 of the Rules of Business. If the cases due to be submitted to the Governor or the Chief Minister are delayed, the concerned Ministers keep pending the cases in their offices for indefinite period causing delay in processing of the cases and by no disposing of the cases in time result in growing misunderstanding. If a Minister concerned fails to record his views on any particular case within seven days, the Department should submit a copy of that case directly to the Chief Secretary for onward submission to the Governor or the Chief Minister for orders.

98. Similarly directives received from the Minister-in-charge are also to be re-submitted to him on the prescribed format of note for getting formal approval from him before issuance of order/implementing his directives. On having received the approval it shall be executed by the authorised officers as prescribed in Rule 10 (2) of the Rules of Business.

99. Summary for Provincial Cabinet:- A summary for the Provincial Cabinet shall be prepared in accordance with Rule 27 of Rules of Business and shall be in the following form:-

(a) Heading (Summary for Provincial Cabinet).

(b) Minister Incharge (if any).

© Secretary Incharge.

(d) Subject.

© The date on which it is submitted.



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### Contents:

- @) History and background of the case with relevant facts;
- (ii) Issue involved;
- (iii) Points for consideration;
- Views of the Department and of any other Department if concerned; and
- (v) Specific recommendations with reasons.

100. Provided that the provisions of Rule 11 of the Rules of Business are adhered to while submitting the summary for the Cabinet.

101. With a view to having uniformity of approach in the use of abbreviations, only standardized abbreviations should be used. The under mentioned abbreviations may permissibly be used in notings:-

(1) P.U.C... Paper Under Consideration.

(2) ee Correspondence.

(3) O. ... Un-Official

(4) O. .. Demi-O ffficial/ Officially

(6) O.

(6) WW... Keep With (File)

(o) Fo. Linked File

(8) FRA. ... Draft For Approval

(9) esas Memorandum

(10) .P.... Previous Paper

(11) eos Page

(12) Ou... Office Order

(13) wR... Character Roll

(15) E. Performance Evaluation Report

(16) Dees Endorsement

(17) O/C... Office Copy

102. | When a case is submitted to the Minister, a summary should be put up if the last note on the file is not self-contained.

103. On file referred unofficially from one Department/Office to another, notes should ordinarily unofficially begin immediately below the note recorded by the office referring the case. The name of the

department/office where the note is recorded should be clearly typed or stamped with a rubber stamp at the beginning of the note.

104, The following procedure shall be observed by the Section Officer before submitting a file to the senior Officer:

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all files shall be placed in file boards or bands. The subject and number of the file shall be written on the file cover or typed on a slip and pasted on it;

page number shall be entered consecutively on all pages of correspondence near enough to the corner of each page for them to be read quickly without turning pages over complete and far enough from the corner not to be torn off or obliterated. Reference to correspondence shall only be "P 12-13/C";

paragraphs of notes shall be numbered continuously from the beginning onwards. Reference to notes shall be "Para 25/N". However, where a summary to the Government/ Chief Minister/Minister is incorporated in the notes, Para number should not be amended but the entire summary should be given one number and paras of the summary should become sub-paras e.g, 20.1, 20 .2, 20.3 and so on;

all pervious papers (recorded collections) put up with a case should be chronologically arranged, the oldest being at the bottom of the file;

two or three blank sheets shall be added to the notes for the convenience of higher officers;

above the previous papers shall be placed the file cover containing the current correspondence and notes. The draft (if any) pinned with a "Draft for Approval (DFA)" slip shall be placed inside that cover on top of 'Correspondence part of file';

if some reference books have to be put up, they should, if of the same size as the file board or the file cover, be placed at the bottom and, if of a smaller size, at the top; and

where a file, which is required to be put up for information or for reference, has been printed, the printed copy and not the original copy should be submitted.

105. The following further instructions shall be observed when file/case is submitted to the Governor ot Chief Minister:-

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where in cases enumerated in Schedule-V to the Balochistan Government Rules of Business, an order is tequited to be made by the Governor, the Department concerned shall incorporate a paragraph to this effect in the summary for the Chief Minister. The Chief Minister shall tender his advice and submit the case to the Governor. After the Governor has seen and approved the case, the Secretary to Governor shall return it to

Secretary to the Chief Minister;

where character rolls, reports or other documents are required to be submitted with a

case, they should be in a properly tagged file cover or, if too bulky, be placed in envelope(s) of suitable size;

the summary to be submitted to Governor/Chief Minister should be placed inside a special cover and properly tagged. Even where a file, to be submitted to the Governor/Chief Minister, consists of one or few sheets only, it should invariably be placed in a file cover properly tagged and placed on a file board or a band. The notes should be closed like the correspondence portion. All other files and papers, which are of no relevance to the matter under consideration should be detached; and

only such cases which must receive immediate attention should bear 'Immediate' slip and

only those flags which are actually referred to in the summary or the notes should be allowed to stand while others removed.

106. Appropriate disposal of "Speak" and "Discuss" cases: There is a lack of clarity in various

government instructions on the disposal of "Speak" or "Discuss" cases desired so by senior officers. Henceforth it shall be the responsibility of the senior officer desiring to "discuss" a case, or "speak" about it, to note down the outcome of the discussion, and the consequent decision(s), before the case is sent back to the subordinate officer(s) for further action or submitted to the higher authorities. In case of lengthy

discussion(s), the outcome should be minuted under the signature of the senior officer.

## XII. FORM OF COMMUNICATION

A written communication may take anyone of the following forms:-

(a) Official letter;

(b) Memorandum,

(c) Demi-Official letter;

(d) Un-Official reference;

(e) Endorsement;

(f) Notification;

(g) Press Communiqué/Notes;

(h) Telegrams, Telex and Teleprinter Message; and

(i) Office Order.

108. Official Letter:- An official letter form should normally be used for correspondence with the Federal Government, other Provincial Governments, Pakistan Missions Abroad, Foreign Mission in Pakistan, the Public Service Commission, the High Court and with the public bodies and individuals. It may also be used for communicating formal sanction of Government to Attached Department and subordinate offices but not for correspondence between different Departments of the Secretariat except when a

reference is addressed to higher officer.

109. An official letter should be composed of the following:-

(a) letter head bearing the words 'Government of Balochistan', and name of the Department;

(b) number of (file number and dispatch number) place of issue and date;

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name and designation of the Head of the Department or the sender or of the officer on whose behalf the letter issued;

designation and address of the addressee;

subject;

salutation;

text;

subscription;

signature and name of the officers signing the letter in parenthesis; and

telephone Number of the sender in the top left corner. (Specimen Appendix-I])

110. | Communications addressed to business firms or groups of individuals and organization should be in the letter form beginning with the salutation 'Dear Sir/Sirs' and end with the subscription 'Yours truly' followed by the signature and designation of the person signing the letter (Specimen Appendix-III).

111. Memorandum:- A memorandum may be issued where a reference can conveniently be made in a brief form without observing the formalities pertaining to an official letter. The memorandum is normally employed for corresponding with subordinate offices or offices of equal status within the same Government

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'The form of a memorandum may also be used:-

@) for correspondence between the Secretariat and head of Attached Departments,  
and

(ii) in replying to petitions application for appointments, etc;

it should be written in the third person and should bear no salutation or subscriptions except the signature of the officer signing it. The name of the addressee should appear on the left hand corner of the page. The memorandum should begin with the word 'Reference' applications/petition letter No

'The memorandum should be composed of the following:-

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letter head bearing the words "Government of Balochistan" and the name of the Department;

number of file number, dispatch number, place of issue and date;

designation and address of the addressee;

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subject;

text;

signature and designation of the sender; and

telephone number of the sender shown in the top left hand corner; (Specimen Appendix-IV')

Demi-Official letter:-

(a) This form of correspondence should be used between Government officers when it is desired that a matter should receive the personal attention of the individual addressed. It should, therefore, be answered demi-officially by the officer to whom the communication under reply is addressed or by his successor in office;

the first and commonest use of demi-official correspondence is to supplement or explain any matter which has already been referred officially, or which is proposed to be so referred subsequently; and

demi-official correspondence may appropriately be used in cases of extreme secrecy where it is necessary to run no risk and in certain cases relating to matters of personal nature, and occasionally in cases of great urgency to save time.

115. A demi-official communication should be addressed to an officer by name. It should be written in the first person singular with the salutation "My dear....." or 'Dear Mr. ' and with the subscription "Yours sincerely". The salutation 'My dear > should normally be used for an officer of equal status or for an officer one step higher in status, whereas "Dear Mr....." shall be used for officers two or more steps higher in status. There is much to recommend the convention followed in Civil Service of Pakistan whereby officers senior by seven years or more are addressed in the form "Dear Mr. Khan" otherwise the form 'My dear Khar' is used. In either case only surname appears in the salutation, unless an informal relationship

subsists between the two officers in which case the first name can be used.

116. The demi-official letter should conform to the following particulars:-

(a) the name and designation of the sender should be typed under the crest on the first page. The telephone number of the officer sending the communication should invariably be indicated on the top left corner,

(b) the name and address of the person addressed should be written at the bottom of the letter, beginning from left margin, one space or two below the writer's signature; and

(©) the covers of demi-official correspondence should be addressed by name. (Specimen Appendix-V)

Demi-official correspondence should be filed with other official correspondence on the subject.

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118. Demi-official correspondence should be avoided when an official letter will serve the purpose.

119. Subordinate officers usually are not required to address Government either directly or demi-officially on matters of public importance. In no case should such officers adopt the demi-official form of correspondence to make direct representation on matters such as promotion, posting, pay and the like. In

all such cases, regular representations should be made through normal channel.

120. An Un-Official reference (U.O):- This form of communication is normally used for making inter-departmental reference between Secretariat Departments particularly when files are sent to other Departments for information or advice. (Specimen Appendix-V1)

121. Endorsement:- This form should be used when:-

(a) a copy of a communication is to be forwarded to others in addition to the original addressee e.g. "a copy is forwarded to. for information/for information and guidance/for necessary action/for compliance";

copies of orders, etc. received in or issued from a Department are sent to other Departments or offices for information and/or action. If any action is required, brief instructions regarding the action to be taken should be given; and

copies of Government sanction to expenditure or approval to schemes are to be endorsed to the Audit Officer concerned by way of authentication of expenditure/ financial commitment.

122. Endorsement should be addressed by designation. It should be written in the third person and should bear no salutation or subscription except the signature and designation of the officer signing it.

123. | When the endorsees are more than one in number, the signature and designation of the officer signing the endorsement should appear at the end of the last endorsement and not after every individual endorsement. (Specimen Appendix-V II)

124. — Notification:- This form shall be used for making Gazetted appointments, postings, transfers, promotion, creation, up-gradation and redesignation of posts etc, and also for publishing rules, orders, bills, ordinance, etc. in the official Gazette. (Specimen Appendix-V III)

125. Press Communiques or Press Note:- This form is used when it is sought to give wide publicity to a Government decision or policy through the Press (for detailed instructions see paras 156 to 167).

126. Telegram and Fax Message.

A telegram and telex should be issued in cases of urgency. As fast air mail services exist, no telegram should be sent if a letter with an appropriate priority marking can serve the purpose. Where fax service exists, the greatest possible use should be made of it in preference to telegram. (Specimen Appendices IX & X);

the text of telegram or fax message should be brief and clear but clarity should not be sacrificed for the sake of brevity;

the practice of typing telegrams in capital letters is not recommended as they are, more or less difficult to read;

figures should be written in words e.g. 19365 should be typed "Nineteen thousand three hundred and sixty-five". If further precaution is necessary, the words "the double of which is thirty eight thousand seven hundred and thirty" may be added; and

the priorities in the ascending order are as follows:-  
'Ordinary', 'Express', 'Important', 'Immediate', and 'Most Immediate'. The priority desired should be clearly indicated on the typed copy.

127. 'Immediate' and 'Most Immediate' telegrams should be sent only on the authority of a Secretary/ Additional Secretary/Deputy Secretary. In all cases (except cypher telegram) post copies of telegrams should be sent in confirmation.

128. When a telegram is to be sent in cypher, the message should be drafted in normal and not in telegraphic language. Needless verbiage should however, be avoided. Cypher message should be transmitted through the Provincial Crypto center located in the Services and General Administration Department. Instruction with regard to the grading, editing and numbering of these telegrams issued by the S&GAD on the subject should be carefully observed. Cypher messages should be avoided as far as possible because:-

- (a) they are expensive;
- (b) they involve delay in encoding and decoding; and
- (c) the security of the cypher is liable to be compromised by its indiscriminate use.

129. Office Order:- This form should be used for conveying instruction to be followed in the

department/office and for making appointments, postings, transfers, promotion, creation, up-gradation and redesignation of posts etc; of non-Gazetted staff (Specimen Appendix-X1).

130. \_Drafting:- A draft of the communication, proposed to be issued on a case submitted to a higher

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officer, may be prepared at any stage, if it appears that this will facilitate its disposal, in routine cases, the Section Officer should invariably put up an anticipatory draft when submitting a case for orders. A higher Officer may himself prepare a draft and authorize its issue, or submit it to the next higher officer for approval.

131. A draft communication should convey the exact intention of the orders passed both in letter and in spirit. The language used should be clear and simple. Lengthy sentences and repetitions whether of words, expressions or of ideas should be avoided. In case of lengthy and complex communication, the main points should be summarized in the concluding paragraph.

132. The following instructions should be observed when preparing a draft:-

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a draft should be written or typed in double space on both sides of the paper. A sufficiently wide margin should be left for corrections and additions;

all drafts should bear the relevant file number and subject. The reference number of the addressee's letter, if any, should always be given in subsequent correspondence;

when many corrections and alterations have been made in a draft which has to be submitted to Governor, Chief Minister or a Minister, a clean copy of the amended draft should be prepared and put up with the case;

a draft should clearly indicate the enclosures which are to accompany the fair copy. Where a reference is made to some enclosures, diagonal strokes may be made against them in the margin. The number of enclosures should also be indicated at the end of the draft of the left hand margin of the page;

if copies of enclosures, referred to in the draft are available and not to be typed, the fact should be clearly stated in the margin of the draft;

when it is known that the office to which a communication is to be sent will require extra copies, the number of copies to be enclosed should be indicated in the draft;

the officer under whose signature the communication is to issue should initial the draft in token of his approval. His designation/telephone number should invariably be indicated on the draft;

The appropriate priority marking should be indicated on the draft. If any paper is to be dispatched by the special messenger or issued under registered post or under postal certificate, by Express Delivery or by Air Mail, necessary instructions should be given on the draft for the guidance of the dispatcher;

all executive actions of the Government shall be expressed to be taken in the name of the Governor;

in order to avoid objections, financial sanction shall clearly indicate to have been issued by authority empowered to do so under the relevant delegation of power rules. In cases, where no powers have been delegated to the departments, audit copy of the sanction order shall be authenticated/endorsed by the Finance Department; and

(k) a clean original copy, namely "Office copy", of the letter should be placed in the file. This should be referenced immediately before any other action is taken on the file.

133. Inter Departmental Reference; - Inter-Departmental reference shall ordinarily be made by

means of an un-official reference (U.O.) either on the file itself or separately. It should be ensured that adequate number of copies of the reference are supplied by the initiating department so that action at the other end is not delayed on account of retyping and distribution of the reference to different officers. The initiating department should, therefore, anticipate the exercise which the department to whom reference is

being addressed would have to undertake.

134. Provisions of the Rules of Business regarding consultation with other departments of the Secretariat shall be carefully observed. As far as possible such consultation may also be made by personal discussion between the responsible officers of the departments concerned and the result recorded on the

file through a single note agreed to by those officers.

135. A file should ordinarily be referred to other Departments of Secretariat except under the authority of an officer not below the rank of a Deputy Secretary.

136. (a) A reference to other Department(s) shall invariably be made before the submission of the case to Governor/Chief Minister or a Minister Incharge if it requires consultation with them; and

in case where Governor, Chief Minister or a Ministers Incharge has passed certain orders,

if it requires consultation with other Department(s) a reference shall be made to them

before further action is taken.

137. Any reference made to another Department shall specify precisely the proposal or the points on which the opinion of the Department is sought, or which it is desired to bring to the notice of that department. Reference to relevant rules, orders, etc, shall be given and the proposal embodied in the form of a draft to be issued, wherever possible. Each issue should be mentioned separately, and if wholly independent of other issue, should be referred by a separate and self-contained reference. If proposal is intended to be sent on file, all routine notes, except those which the referring officer may decide to retain

on file, should be removed.

138. If it is desired to examine the proposal of another department without showing them such examination, a separate file should be opened. This procedure will normally be observed in the Finance, S&GAD and Law Department. Other department may also observe it, if it is intended to criticize somewhat severely the proposal of another department before arriving at a decision on them. Only the final decision or advice will be communicated to the referring Department. The separate file containing the critical

discussion should not go out to another department without the orders of the Secretary.

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139. When an un-official reference is received, it should not be treated as a new case, but the discussion should be taken up from the stage reached in the referring department. Further noting, if any, should be confined to the points necessary to enable the officer to whom the case is submitted to deal with it from the point of view of the Department consulted. Such noting, unless purely formal in character, should be

done on a separate note sheet attached to the file.

140. If the consulted Department has papers or a file of its own bearing on the case referred to it, such paper or file should be linked when submitting the reference for order. When the U.O reference has been dealt with, linked papers or files should be removed before returning the papers of the referring

Department.

141. If a third Department is also concerned and the file is marked to it by the Department of origin, the reference should be sent to the Department direct, otherwise, it must be returned to the Department of origin, if an officer in the Department consulted refers in his note to papers in his Department, the papers referred to should be sent with the un-official reference, the office taking clear note of the further papers added.

142. If a case is received from a Department in an incomplete form the Department to which the reference is made may call for the information required to complete it.

143. Any case referred to a Department shall either be returned to the officer referring (Le. last officer whose signature appears on it), or if this is not done, it shall, on return to the referring Department, be placed at once without further noting before that officer. The latter shall ordinarily deal with it himself without any further noting by a junior officer. If he wishes a junior officer to examine the case, he shall

indicate the point or points on which he wants examination or information.

144. If a case has to be referred a second time to a Department on the same issue, it should be sent to the senior most officer of that Department (including Secretary) who may or may not have already seen it, and that officer shall follow the procedure indicated in the preceding paragraphs.

145. | When a file has been referred to and returned from another Department and a difference of opinion between the Departments is disclosed, personal discussion shall as rule be substituted for further noting. If the difference of opinion is not resolved at the level at which the case was taken up, the level of personal discussion shall be appropriately raised and not more than one further note may be recorded in either Department, in any particular case. Where the two Ministers concerned have agreed after personal discussion, the Secretaries shall, if necessary, meet and record a joint note embodying the decision, and there shall be no further noting.



146. Except in cases covered by special orders, when a question has been referred to two or more Departments, the final orders of Government should be taken in the Department of origin. If it is decided, in the course of discussion that orders should issue in a Department other than that of origin, the case must be sent back unofficially to Department of origin for its transfer officially to the other Department. The original notes will then be sent with the papers, and the orders of Government will be issued from that

Department.

147. | Whenever it is found impossible to dispose of a case by an order from one Department alone, it should be stated in such order that orders in regard to the point not dealt with will be issued separately in consultation with the Department concerned.

148. Any paper pertaining to other Department added to a case shall be returned to those Departments by the Department of origin immediately after orders have been issued.

149. In formal orders issued by the Administrative Department concerned on the basis of inter-departmental consultation, the advising Department should either be mentioned or its advice quoted and a copy endorsed to the advising Department for information.

150. When it is necessary to consult more than one Department on a case, the consultation shall be effected simultaneously except in cases where the multiplication of documents to be sent would involve an excessive expenditure, time and labour.

151. Formulation of any inter-Departmental Committee shall be made by the Regulation Wing of the S&GAD and approval of the Departmental Promotion Committees and Selection/Recruitment Committees also be processed and conveyed by the Regulation Wing. Creation of posts of any grade in the Civil Secretariat, Governor's Secretariat and Chief Minister's Secretariat shall be processed and by the S&GAD and Administrative Approval accordingly granted by the O&M Section of S&GAD. As regards creation of any post in the Finance Department at the subordinate office it shall be processed by the S&GAD as per Rule 7 (i) of the Rules of Business and Administrative Approval shall also be authenticated by O&M Section accordingly.

152. A demi-official letter shall ordinarily be replied at the level of addressee. If a formal reply is issued by a subordinate officer, it should ensure that the contents of the reply have been cleared by the officer to whom the demi-official letter, under reference, was addressed.

153. Reference from the Head of Attached Departments and Subordinate Offices to the

Secretariat Department:- Proposals from the Heads of Attached Departments or other subordinate

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offices shall be in the form of self-contained communication stating the facts of the case, the points for decision and their specific recommendations duly signed by them.

154. It shall be the duty of the Heads of Attached Departments or the other subordinate offices to ensure that only those cases are referred to the Secretariat Departments in which they are not competent to make orders themselves. Cases received in the Department, in which they are themselves competent to dispose of, should be returned without examination.

155. Reference to the Public Service Commission:- Reference to the Public Service Commission or by the Commission should be made through the S&GAD, in accordance with the procedure and instructions issued, in this behalf, from time to time.

### XIII. PUBLICATION OF PAPERS

156. No papers, except those which it has been the ordinary practice to publish in the official Gazette or which are required by law to be published in terms of Rule 19A of the Balochistan General Causes Act, 1956, shall be published without approval of the Secretary of the Department to which the subject pertains.

157. All papers sent for publication in the Gazette shall be signed by the Secretary or by an officer authorized by him. Officers authorized to sign papers for publication in the Gazette shall sign under their own designation and not "for Secretary".

158. | Press Communique and Press Note:- Press notes and hand-outs shall normally be issued by an officer of the Information Department.

159. However, before asking the Information Department for preparation of a press note, all the material and the background of the case should be made available to the Information Officer.

160. After drafting the press note, but before its issue, the Information Officer concerned shall get it cleared from the Administrative Department, preferably at the level of the Secretary or by an officer authorized by the Administrative Secretary.

161. Copies of all publishable circulars and Gazette Notification sent to the District Officers should invariably be endorsed to the Director General of Information who shall decide, in accordance with the Government policy, what material should be publicized.



162. | Communication from the Federal Government may be made public only when their publication is authorized by that Government or after they have appeared in the Gazette of Pakistan.

163. Copies of communications addressed to the Federal Government shall in no case be made public without the express permission of that Government. The publication of correspondence between the Federal Government and the Provincial Government which indicates a difference of opinion shall be avoided.

164. No official shall, in any circumstances, give publicity to documents which might seem to reflect upon a superior authority or give assistance to the press in formulating adverse comments upon the orders of action of a superior authority.

165. | Communiques to the press which contains a statement of policy of Government must be submitted to the Minister concerned before publication.

166. Secretaries to Government and Head of Attached Department should be publicity-minded and give out such information for publicity purposes to the officials of the Department of Information as is likely to be of interest to the public although no premature publicity should be given.

(a) When a Department or office wishes an official advertisement to be inserted in newspapers, it should send the draft of the advertisement in duplicate to the Director General of Information indicating the number and type of newspapers, in which the advertisement is to be inserted. Payment on account of such advertisement will be made in the manner prescribed by the Government from time to time; and

all publicity material intended for the Radio or Television should be routed through the Director General of Information.

#### PREPARATION AND SUBMISSION OF CASES

Every file shall consist of two distinct parts viz;

(a) the correspondence part; and

(b) the notes part.

The thick cardboard covers bearing two punched holes shall be used for the correspondence part of the file and the thinner folded file covers shall be used for the notes part.

169. Thick correspondence part of the file shall contain a docked sheet (Appendix XI) and all



communications including demi-official reference, received or issued. The correspondence part shall be arranged strictly in the chronological order and shall be firmly laced through the punched holes of the hard.

170. All pages of the correspondence part of the file, except on which nothing has been written or typed, should be serially numbered. The number should be written clearly and legibly and if the numbering has to be changed due to error or interpolation of some material, the original serial number should not be erased or over-written but simply scored out by a line drawn across it and the new number written thereunder.

Necessary correction should also be made in the notes.

171. Each communication in the correspondence portion of the file shall be properly cross-referenced to facilitate prompt reference to the connected documents.

172. The latest communication on which action is being taken shall also be placed on the correspondence portion of the file at the end and page numbered. It may be flagged with a "PUC" (Paper Under Consideration) label and referred to in the Note portion of the file as "PUC" at page. /C".

173. Reference to correspondence shall always be made page-wise as "at PP 13- 14/C".

(a) 'The note-sheet in the note-part of the file should be tagged inside the file cover at the left hand top corner so that it becomes possible to fold them backwards and bring the last portion of the note on the top; and

(b) It shall be ensured that one or two blank sheets are added to the note portion of the file.

175. The note portion of the file should not be page numbered, but shall be serially paragraph numbered continuously. References to notes shall always be made paragraph-wise as "Para /N".

176. Red Entry:- All incoming and outgoing communications shall be entered in red ink in the Note portion of the file at the appropriate stage and given a paragraph number. Such entries shall be separated from the running Notes by horizontal lines drawn across the page before and after each entry as under:-

Form: The Commissioner, Quetta Division, Quetta  
No.11447/c, dated 8" May, 2013 page 15/c.

Section Diary No. Dated:

177. The file papers comprising a case under submission shall be placed on file boards or bands, preferably the former, and arranged in the following order reading from the top downward:-

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note on the case, the last portion of the Note with the signature of the officer submitted the note facing upward;

draft for approval (DFA) if any;  
correspondence file with the PUC fixed at the end and page numbered;  
file of previous proceedings, latest upper-most;

(©) file containing precedents, if any; and

(9) file containing approved policy on the subject.

178. No case shall be submitted to an officer without adding and referencing the previous papers to

which references may have been made in the fresh receipt or in the Notes.

179. Flagging references and use of flags: - All previous papers, rules, regulations, precedents and

policies etc; to which reference has been made in the fresh receipt or in the note shall be indicated by giving the number of the page or paragraph and number of the relevant file in the margin in pencil and where necessary, by flagging with alphabetical slips. The slips should be pinned neatly under the pages, the sharp end of the pin being hidden between the slip and the page. When a large number of references are to be flagged, the slips should be so spaced as to be clearly noticeable. If reference are flagged with alphabetical slips, the number and pages of the relevant file or documents should also be indicated in the margin (in the

notes part) so that if the slips are lost or removed at a later stage, the reference can still be located. If the

document put up for reference is a report, periodical or other publication its full title, etc. should also be given in the margin in ink, unless it is clearly mentioned in the Note itself by name. In the case of a file its

number must be noted.

180. Reference books normally available with the officers should not be put up with the file but the relevant pages to which attention is to be drawn be indicated in the margin. If some reference books have to be put up, they should, if of the same size as the file board or file cover be placed at bottom of the case

papers if of a smaller size they should be placed at the top to prevent them from slipping out.

181. Linking of files.

(a) Linking of files on which action is in progress should, as far as possible be avoided. As a general rule, this practice should be resorted to only when the files are inter-connected and orders have to be passed on them simultaneously. If a reference has to be made to papers in another current file, relevant extracts should be taken if the matter involved is not too lengthy; and

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(b) where linking is necessary, a slip should be attached to the top binder of the file board indicating the number of cases and file number on which orders are required.

182. The references put up should be restricted to those actually required for the disposal of the case. Where references to previous letters occurs in the documents under consideration, the files containing these letters should be put up only, if required to elucidate the subject.

183. | Whetea paper which has been printed is required for information or reference, a printed copy, and not the original, should be submitted in the absence of orders to the contrary.

184. Files must be kept flat and not folded at the middle or doubled back to display particular pages.

185. Use of Priority Labels:- The use of priority labels shall be restricted to cases where they are absolutely necessary. Utmost care should be exercised in the gradation of references and priority labels must not be used indiscriminately.

186. 'The label shall be fixed to the top binder of the file board. Once a particular priority has been given to a file, it should not continue to have the same priority automatically. Each officer dealing with a file shall satisfy himself at every stage that the correct priority has been given to it. He should change the priority if he considers it appropriate to do so.

187. Treatment of priority cases:- Cases requiring instant attention, to the exclusion of all other work which an officer may be doing at the time, should be labelled "IMMEDIATE" Cases labelled "IMMEDIATE?" shall be sent to the residence of the officer concerned after office hours and on holidays, if necessary. If sent to the residence the officer shall deal with the case promptly and if possible, return it with his orders to the person who brought it. "IMMEDIATE" label should be used most sparingly.

188. A fortnight before the commencement of an Assembly Session, all file relating to Assembly Business shall be labelled "ASSEMBLY BUSINESS". It shall have the equivalent value of an "IMMEDIATE" label.

189. Files relating to budget matters shall have the word "BUDGET" printed below the immediate and Urgent Labels.

190. Cases requiring attention within 48 hours of submission shall be labelled "URGENT".

191. Priority reference should be separated from ordinary receipts as soon as they are received in the

Receipt and Despatch Branch or Section concerned and should be diarized and transmitted at once. No time should be lost in dealing with them at any stage and should be passed on from one person to another through special carriers.

192. | Movement of Files: - Movement of files should be noted by the Assistant under the direction and supervision of Section Officer. These entries should be crossed out in pencil on return of the file.

193. The movement of file which has not been allotted a file number should be shown in the Section Diary.

194. The officer submitting priority cases shall keep a close watch over them, and it shall be his duty to remind personally or otherwise those concerned if he finds that a case is being unduly delayed.

#### XV. RECEIPT AND DISTRIBUTION OF URGENT PAPERS AFTER OFFICE HOURS

##### AND ON HOLIDAYS

195. (a) The Section Officer or the official on duty in the S&GAD and the Resident Superintendent-cum-Caretaker shall deal with any matter requiring urgent attention after office hours or on holidays. They will, for instance, be responsible for:-

@) receipt and prompt dispatch to the quarter concerned of all letters, telegrams files and messages, received after office hours or on holidays;

(ii) sending papers and cases labelled "IMMEDIATE" or marked "RESIDENCE" to the residence of the officer concerned by special messenger; and

they shall arrange for the efficient disposal of the work and particularly ensure that a

competent clerk is put on telephone duty, who should, by some arrangements, be able to contact the concerned officer in cases of emergency.

#### TYPING AND DESPATCH

(a) When the issue of a draft communication has been authorized, the typing of the fair copy together with enclosures will be done by the Private Secretary, Personal Assistant or Stenographer attached to the officer under whose signature the letter is to issue;

when fair-typing a draft communication, the space for date shall be left to be filled in by the dispatch clerk at the time of issue. The officer signing the fair copy will, however, record the date on the office copy of the draft below his signature/initial. The date so filled/recorded should not only show the date and month but the year also. The authenticating officer of Finance Department may also date his signature. The date of issue should be inserted by the Administrative Department at the time of actual issue;

where twelve or more copies are required, a stencil should be cut and the required number of copies produced on duplicating machine or on Photostat machine;

important circulars, which require wide publicity or circulation, should be printed; approved copy of the draft should be retained along with office copy;

all secret and confidential papers for reproduction through the duplicating machine should be handed over personally to the official incharge of the Receipt and Despatch Branch;

all typed work should be carefully scrutinized with regard to its accuracy, neatness and correct display. The Section Officer should also look through the fair copies before sending them up in a pad for signature of higher Officer concerned; and

the fair copies complete with their enclosures together with the approved draft and the office copies, if any, should be placed in pad when putting them up to the officer concerned for their signature.

197. Dispatch:- The normal agency for the dispatch of all communications files, etc; to departments or offices by the post shall be the Receipt and Despatch Branch. The delivery of local Dak to Department and offices shall be handled by the Receipt and Despatch Branch through the Dak Delivery Book. Private Secretaries and Stenographers attached to officers and Section Clerks, may however, dispatch secret, confidential or urgent communications wherever required to do so. They may either dispatch such communications direct through means at their disposal or enclose them in covers and pass them on to the Receipt and Despatch Branch for onward dispatch.

198. (a) The Superintendent of the Receipt and Despatch Branch shall ensure that letters, etc; are actually dispatched on the same day; in any case not later than the next morning and the office copies are returned to sections immediately after despatch; and

the ordinary Dak shall be dispatched twice a day (9.00 a.m. and 11.30 a.m.) but urgent and immediate communications are to be sent without delay.

199, The date on a communication being issued shall be the date on which it actually issues. Ordinarily the original date, if one has already been inserted, should stand but if there is a delay of more than 24 hours, the original date should be altered. In any case a second date along with the original date should not be added. Communications should never bear a double date.

(a) Document to be sent by post should be placed in covers and the names and addresses of the addressee should be neatly and correctly written or typed on the Economy slip, which should be used for covers containing ordinary (.e. unclassified) communications except when the contents are bulky or when it is proposed to send the cover by insured post.

201.

Economy slips should not be used for covers addressed to Foreign Countries or to officials of Foreign Mission in Pakistan or for covers containing secret and confidential documents; and

Daftaries in the Receipt and Despatch Branches should be properly instructed regarding the correct use of Economy Slip and the manner of affixing stamps so that when opening the envelopes at the receiving end, they are not damaged.

The Dak to be sent out by post shall be entered in a separate register, and the entries should show the reference number, particulars of the addressee and the amount of stamps affixed on each letter, telegram, etc.

202.

other subordinate offices etc., outside Provincial Headquarter a separate list of such Departments/Offices, For the purpose of distribution of circular letters etc, by post to Head of Attached Department, showing the number of copies to be sent to each, shall be maintained by all Receipt and Despatch Branches.

203.

After communication has been dispatched, the office copy shall be rubber stamped "ISSUED" initialled and dated by the Dispatch Clerk, and returned immediately to the Section/Branch concerned.

204.

The following procedure for dispatch shall be followed in the Receipt and Despatch Branch:-

DISPATCHER:-

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Receives papers for dispatched;

checks the enclosures, if any;

inserts number and date of dispatch both in the fair copy and in the office copy;  
separates fair copy from the office copy;

affix rubber stamps "ISSUED" on the office copy and puts his dated initial under it;  
return office copy to the Section concerned;

places fair copies in the relevant compartments of the sorting racks, if any;

clears compartments of sorting rack one by one and arranges letter office-wise, separating communication for local dispatch from those to be dispatched by post;

enters communications for local dispatch in Dak Delivery Book;  
prepares covers where necessary and writes addresses on covers or Economy Slip as the case may be, for communication to be dispatched by post (cyclostyled or photostated

addtess slip shall be used for addresses frequently addressed);

passes covers on to Daftari;

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on receipt of covers from daftari the dispatcher will;

make necessary entries in the Register of Stamp Account;

hand over covers to Naib Qasids for posting; and

at the end of each day Dispatcher shall check the Dak Delivery Books and satisfy himself

that all Daks delivered by hand has been properly acknowledged by the addressees concerned.

DAFTARI:-

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Closes covers;

weighs and notes value of postage stamps required;  
affixes required postage stamps;

franks covers with rubber stamps; and

returns covers to the Department.

205. Action after Despatch:- After issue of a communication the Section or Branch Clerk-cum-Record

Keeper (or Assistant in case no Branch Clerk-cum-Record Keepet has been provided/posted) shall arrange

the papers in the file. The typed office copy, or the original draft, as the case may be, shall be brought on

to the file in its proper place, duly referenced and given the appropriate page number. He will then make

the relevant red ink entry in the note part and place it on the Section Officers table for further orders, if any.

206. If the communication issued calls for a reply, or further action is to be resumed at a later date, the

Section Assistant shall mark "Remind" or "Pend" as the case may be, on the note sheet and indicate the date

on which the Section/Branch Clerks shall re-submit the file. If the communication issued constitutes final

disposal and no other action has to be taken on the file it should be marked "Record" with the approval of

the Section Officer.



207. The Section Assistant or Section Clerk, as the case may be, shall maintain a record of pending cases in the 'Pending Register'. He should enter date-wise the:-

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number and subject of pending cases to be resubmitted on a particular date;

number and subject of pending cases on which reminders are to be issued on specified dates; and

number and subject of pending cases which have been referred unofficially to other departments and their return is awaited.

The requirements mentioned in paragraphs 206 to 207 are most important often overlooked, and must be vigorously enforced.

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208. The Section Officer shall consult this diary every morning and shall take action on all files requiring attention on that date.

209. The Deputy Secretary should check the diary periodically to ensure that the procedure outlined above is being observed properly by the Section.

#### XVII. PRESERVATION OF RECORDS, RECORDING, INDEXING, CLASSIFICATION, WEEDING AND PRINTING OF RECORD

210. — Definition:-

(1) Preservation of records includes recording, indexing, printing, classification and weeding of files, which should be done as a continuous process, action on a file should not be treated to have been completed unless it has been properly recorded.

In these instructions:-

(a) 'Recording' means the process of closing of a file after action on all issues has been completed;

(b) 'Indexing' means preparation of index slips for each file and ultimately an Annual Index of the files of the Department,

(c) 'Classification' means classification of files into "Secret" and "Confidential";

'Categorization' means categorization of files into various categories on the bases of period for which they should be preserved; and

'Weeding' means sorting out and destroying of those records which have outlived their utility and need no longer be preserved.

211. — Recording:- Where a communication issued finally disposes of a case, the Section Officer shall take the following further action before passing it on to the Section Assistant/Section Clerk-cum-Record

Keeper (as the case may be):-

(a) read through the notes and correspondence and verify that no further action remains to be taken on the case;

(b) take extracts of important orders, decisions, advice, etc; for incorporation in the reference register;

(c) check and satisfy himself that all pages are complete and intact; remove and destroy all unimportant papers, routine notes and slips and other papers not material to the case;

remove and destroy drafts or papers which have been printed or typed (except copies initialed by officers), proofs and any other duplicates of papers otherwise appearing in

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full on the record;

remove all pins, clips and tags, if any;

transfer notes to the correspondence file (Notes at the bottom following the correspondence) and lace them together securely, changing the file cover, if necessary, in

case the existing one is mutilated; and

the index card already prepared may be appropriately revised where necessary.

212. On receipt of a file marked for record, the Section Assistant/Section Clerk cum-Record Keeper, as the case may be, shall:-

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note the recording date and the classification of the file in the relevant columns of the file register (Appendix-XIII). He should also maintain an annual register of recorded file as shown in (Appendix-XIV);

enter the serial number of the file on the relevant page of the Register of Files due for destruction (Appendix-XV). This register should contain at least one page for each calendar year and the serial number of files due for destruction in a particular year should be entered on the relevant page;

place the file among other recorded files in its appropriate place; and

the Section Assistant/Section Clerk-cum-Record Keeper shall also perform the following duties:-

i) note the number of connected File(s) or previous reference(s) on the file cover of the file being recorded and also on the cover of the file under reference;

(ii) have all torn pages mended and twisted pages straightened;

see that all marginal references both in the notes and correspondence are either available on the file or in Appendix at the end of the file or are duly referenced so as to make them readily traceable. (In this process flags shall be clearly identified with or replaced by names or relevant document, number of files, page numbers, Para numbers, etc);

write or type the full names of officers (who deal with the file) with correct spelling and their designation below signature where-signatures of the officers are not legible; and

@) having completed the above action, place the file among other recorded files in its appropriate place or stamp the file "Recorded" in the margin of the last Para of the Notes, initial it and mark the file to the Record Room.

213. Preparation of Index Card:- As a general rule, index cards should be prepared simultaneously

with the opening of a new file to which a subject title and number have been allotted. It will be convenient to use index cards of two different colours as under:-

WHITE - For all Files,

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BLUE - for the policy files. Thus policy files will have two cards each. (For Specimen of

index cards see Appendix-XVI and XVII)

214. The index head selected should be entered on the main subjects index card (WHITE). Headings of subsidiary cards (BLUE) should be written in red ink on the main card so that if it becomes necessary to deal with all the cards relating to a file (e.g, to transfer it to another Section, after its number, etc.) the main card would at once show if any subsidiary cards also exists. The entries on the subsidiary cards should be

sufficient to indicate the subject and number of the file required without further reference.

The index cards should be arranged strictly in alphabetical order.

216. The selection of suitable subject heading for a file and the preparation of the Index Cards should

be done by the Section Assistant in consultation with the Section Officer, if necessary.

217. The card index should be in the custody of the Section Assistant/Section Clerk-cum-Record Keeper, but must be readily available to the concerned staff working in the Section/Branch at all times.

218. The annual index of the proceedings of a Section for a particular year should be prepared from the index cards and printed in the beginning of the following year.

219. Categorization:- For the purpose of permanent or temporary preservation of the recorded files,

each file shall be categorized as under showing the period of retention on the docket sheet of that file:-

- (a) Category 'A' - Permanent files to be printed;
- (b) Category 'B' - Permanent files not to be printed;
- (c) Category 'C' - Life 5 to 15 years; and

- (a) Category 'D' - Life up to 4 years.

220. Category 'A': Permanent Files to be printed :- The 'A' category shall include important files of

permanent utility and have to be preserved with utmost care as they will be required frequently for reference

purposes over a long period of years, more than one copy of such files will be needed for working purposes. They will, therefore, be properly recorded, indexed and printed. Only printed copies shall be used for working purposes. The original manuscript files shall be preserved with the utmost care and put up with a case only when absolutely necessary. As a general rule, the following types of files shall be included in this

category:

- (a) files containing discussion or orders on important matters of policy legislation, rules and regulation;

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(b) files containing orders establishing important procedures, or conveying important instruction of a general nature;

(©) files of historical, academic or public importance;

(d) files relating to individuals whose importance warrants retention of their cases permanently; and

(©) state documents such as treaties and agreements with Tribal Areas.

221. Category 'B': Permanent Files but not to be printed:- The files included in 'B' category will

also be of permanent nature but frequent references to them may not be necessary and original manuscript itself would be sufficient for working purposes. Such files shall not be printed but will be properly recorded, indexed and retained permanently. If at any time it becomes necessary to print a category 'B' file it may be transferred to category 'A' and printed. The service records of the Government Servants should be classified

under this category subject to revision of classification after each five years.

222. Category 'C': life 5 to 15 years: - The 'C' category will include the files which have limited utility

and will be retained for periods ranging between 5 to 15 years, depending on the nature of the files. They will not be printed but will be properly recorded and indexed. It is not possible to lay down any hard and fast rule for determining the period for which a file of this category should be retained, as it will largely depend on the nature and importance of the subject discussed in it and the frequency of the use to which it may be put. Section Officer should, therefore, exercise discretion in the matter in the light of past experience and decide as to which the files should be included in this category and for what period should be retained. The classification of each of these files should be reviewed at the end of the allotted period and, if no longer required, should be destroyed.

223, Category 'D': Life upto four years:- The 'D' category will consist of files containing

correspondence of routine or temporary nature which are not likely to be required beyond a period of three years. These will therefore be retained for a period ranging between one and four years, according to their relative importance, these files need not be indexed but should be retained in the Sections, Branches for the allotted periods and thereafter destroyed.

224. Secret and Confidential Files:- The security classification of files which have ceased to be secret

or confidential should be down graded under the order of the Secretary concerned. When this is done, they should be recorded, indexed and classified as ordinary files.

225. Where files are to remain secret or confidential, they should be recorded under the instruction of the Section Officer and should remain in his personal custody. He should also maintain a register of secret



and confidential recorded files in the form at Appendix-XV II.

226. — At the time of handing over and taking over charge of a post, the officer taking over charge should satisfy himself that all the confidential files recorded in the register are in their proper place and sign the register at the end of the last entry in token of having received them.

227. — A copy of the list of the files which remain in the custody of the Branch Officer should be supplied to the Section concerned to enable them to put up any fresh receipt direct to the Branch Officer concerned.

228. Secret or confidential files which are more than three years old and are not current, may be sent to the Section/Branch concerned to be placed in separate almirah, the keys of which should be in the personal custody of the Section Officer/Superintendent.

229. Printing of Files:- Only files classified as Category 'A' shall be printed through the Government Printing Press or otherwise reproduced. Before sending a file for printing, all matters of a routine nature, dates and number of un-official references and the alike should be struck out, and the text carefully edited by the Section Officer concerned. In case of correspondence, the subject of the letter and full particulars of the sender and addressee should be shortened, and the letter heads omitted altogether. For example, for

the words and figures:-

GOVERNMENT OF BALUCHISTAN.  
Services and General Administration Department  
Dated, Quetta the

The Secretary to the Govt. of Pakistan,  
Ministry of Finance, Islamabad.

Subject- 0.0... cece cece eee e eee  
Yours faithfully,

AB.C.,  
Secretary to Government

"Letter No from Mr. ABC, Secretary S&GA Department,  
Govt. of Baluchistan, to the Secretary, Govt. of Pakistan, Ministry of Finance.

and the words "Yours faithfully" and the signature of the officer at the end of the letter omitted altogether.

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230. Weeding and destruction of files:- When notes are printed, the names of the Governor, Chief Minister, Ministers and Secretariat Officers should be printed in full at the end of each note written by them.

231. — Starting from January each year the Section Officer will undertake an exercise for sorting out files out for destruction during at year. He shall prepare a list of all such files.

232. The Section Officer will go through each file and obtain final orders of the Deputy Secretary/ Additional Secretary with regard to its destruction or preservation for a further period. The Deputy Secretary/ Additional Secretary will pass his order on the list submitted with the files. The files together with the list will then be returned to the Section Officer for further action.

233. (a) Against the files which have been destroyed or those the period of retention of which has been extended, the date of destruction or period of extension, as the case may be, shall be entered in appropriate register by the Section Officer. When the life of the file is extended, the new date shall be carried forward accordingly; and

the secret and confidential files and papers due for destruction shall be burnt under the personal supervision of the Section Officer who will note the fact in the Register of recorded files. Other files to be destroyed shall be effectively torn and disposed off as ordered by the Government from time to time.

234. The various registers used in the Departments of Secretariat should be categorized and

preserved/retained for the period indicated against each as under:-

- (a) File Register .... Category 'A' Permanent;
- (b) Register of Files due for .... Category 'B' Permanent destruction;
- © Section Diary Register .... Category 'C' 5 years; and
- Dak Book .... Category 'D' 2 years.

PART-IV

(Miscellaneous)

235. Checks on delay:- The primary responsibility for the expeditious disposal of all references and other work pertaining to a Section rests with the Section Officer concerned, but supervising officers, in particular the Deputy Secretaries, shall be responsible for ensuring that the Section Officers under their control do not delay action on any fresh reference received or final disposal of a reference on which some interim action has been taken.

236. Inorder to keep the Deputy Secretaries regularly apprised of the correct position regarding pending

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references and cases and to enable them to exercise proper check on delays, every Section Officer shall submit in duplicate to his Deputy Secretary two separate fortnightly statements in the prescribed form (Appendices — XLX and XX) within a week of closure of each fortnight.

237. In order to obviate the necessity of having to prepare long list of pending cases in Appendices every fortnight, a list once prepared can continue to be sent to Deputy Secretary every subsequent fortnight with necessary omissions and additions, and a new list prepared after the expiry of a period, say three months. The entries regarding cases finally disposed of should be scored out and fresh pending cases beyond the specified period entered. On each occasion the Deputy Secretary's copy should be brought up to-date by mutual

arrangement between the Section Officer and the Deputy Secretary concerned.

238. — In order to attract special attention to references received from the Federal Government, entries in column 4 of the both statements shall be underlined in red ink. These references should be attended to expeditiously.

239. The object of allowing a gap of one week between the end of the fortnight for which arrears statements are required to be prepared and the dates on which they should actually be submitted, is to provide reasonable time to Section Officers to take action on most, if not all, pending references and to submit as short an arrear statement as possible. It does not mean that Section Officers are permitted to delay

action on receipts for one week, or that notice of such delays will not be taken.

240. The Deputy Secretary shall, after scrutinizing each item on the arrears statement and indicating to the Section Officer with references requiring special attention, return one copy to the Section Officer and retain the other with himself. He may bring such cases to the notice of the Secretary as he may consider necessary.

241. In the case of pending references/cases included in Form 'B' Appendix it shall be the responsibility of the Section Officer to pursue them after reasonable lapse of time in each case by issuing suitable reminders where necessary to the quarters from which replies are awaited. Section Officers should realize importance of adequate follow up of cases. Routine reminders (including telegrams and fax messages) by themselves and semi-official reminders by higher officers. To this end, Section Officers are empowered to make any member of their staff responsible for the prompt submission of pending cases on specified date for the issue of reminders. Where an entire case file has been referred to another department for information or advice a note should be kept for the issue of a timely reminder for the return of the case.

242. Reminders: The following system of reminders may be adopted as a matter of routine. The first reminder to another department or subordinate office should be an unofficial reference or office memorandum issued after reasonable lapse of time. The second reminder should be a semi-official letter by

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the Section Officer or Deputy Secretary. If there is still no response the matter should be taken up at a higher level by Deputy Secretary/ Additional Secretary or the Secretary. Such written reminder should, of course, be supplemented by telephonic reminders to the officers concerned. The Federal Government or other Provincial Governments and officers not subordinate to Governments should be reminded by official and demi-official letters.

243. Where it is necessary to consult various departments or offices a definite time limit for replies shall be fixed, noted on the file, and if necessary, communicated to them. On the expiry of the time-limit, it should be decided whether an express reminder or a demi-official letter should be issued or the case proceeded

without awaiting further replies.

244. On receipt of a third reminder, the officer receiving it should himself, wherever possible, secure the pending file and dispose of the case as expeditiously as possible or arrange for its quick disposal by the

Officer dealing with the case.

245. Authorization slip for taking Government papers outside the Secretariat compound wall.

No member of the ministerial staff shall, in any circumstances, take any paper away from the Secretariat

except with the previous permission in writing of the Section/Branch Officer in the following form:-

Authorization slips for taking Government papers outside Secretariat compound wall.

Number of files/letters, etc. Designation Carried by.

Signature and stamp

of the Officer

Authorizing the Movement.

246. Submission of periodical statement/report on due dates:- To ensure that all reports and

returns due for submission are sent on the prescribed dates, a consolidated control chart should be maintained in the form at Appendix-XXI. This chart should be displayed prominently in the Section and the

Section Assistant should put up the returns well in time for further disposal on the fixed dates.

247. Copies of the chart should be placed on the table of every Deputy/ Additional Secretary and Section Officer of each department. The Deputy/ Additional Secretary should keep the chart under constant watch to ensure that replies to the time limit references are sent and the standing reports and return submitted to

the authorities concerned by the due dates, thus providing for proper supervision and check.

248. The Administrative Secretaries may consider the question of introducing similar devices in respect

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of reports and returns in the Attached Departments and Subordinate Offices under their administrative control.

249. Meeting with the staff: The Secretary or the Additional/Deputy Secretary should endeavour to convene meetings of all officers in the Department and Heads of Attached Departments once a month or once every quarter to discuss:-

- (a) important pending cases;
- (b) specific problems calling for general expression of views or exchange of ideas; and
- © question of general interest concerning the Department as a whole.

250. The Deputy Secretary/Additional Secretary should hold petiodical meetings with the Section Officers.

251. All meetings shall be business-like, Brief minutes shall be recorded mentioning only the silent points considered and decisions taken. Individual points should not be recorded except on request.

252. Correspondence with members of the public A mechanism for continuous review and control should be introduced in each Department of the Secretariat and its Attached Departments dealing with

matters directly affecting the public in order to ensure that:-

- @ a letter received from a member of the public is acknowledged where necessary; and
- ii) a final reply is invariably sent after consideration of the case.

253. The forms and letters addressed to the members of the public should be politely worded and neatly printed or other wise reproduced on stationery of suitable quality. The salutation "Dear Sir/Sirs" and subscription "Yours truly" should be invariably used while addressing communication to non-officials or group of individuals.

254. Inspection

(a) The Deputy Secretary shall inspect working of their Sections once every six months and senior Officers, not below the rank of Additional Secretary shall make similar inspection annually. They shall pay special attention to:-

@ compliance with Rules of Business, manual of Secretariat Instructions, Standing Orders and office Directives;



security arrangements;  
general office managements;  
proper use and care of Government property and equipment; and

@) arrangements for the disposal of work by the Section/Branches in the temporary absence of its section officer/superintendent; and

(b) a guide to inspection is at Appendix-XXII.

255. Residential addresses of all the staff members (with residential telephone number where available) nearest telephone connection/the name of nearest police station and its telephone number shall be kept by the General Administration Section of each Department. Each Section will also be responsible to keep this information available in the form of chart and displayed in the Section at visible place.

256. Separate registers may be maintained in each Department of the Secretariat and entry made therein in respect of items pertaining to the following to ensure proper follow-up and timely implementation. The state of progress of every such item shall be reviewed after every fortnight except in respect of items for which time has been specified ie.—

(a) decisions of the Federal Cabinet;

(b) decisions of the Provincial Cabinet.;

© decisions of Council of Common Interest (C.C.I.);  
directives of the President of Pakistan;

© directives of the Prime Minister of Pakistan;

((9) directives of the Governor, Balochistan; and

(32) directives of the Chief Minister.

#### XVIII. CONDUCT OF CASES IN THE COURTS

257. Instructions regarding, the conduct of cases of Provincial Government in Courts etc., shall be issued by the Law Department. Model instructions are at Appendix-XXIII.

#### XIX. APPROVAL OF DEVELOPMENT SCHEMES

258. Development schemes, whether new or revised, are required to be prepared on relevant Planning Commission's Forms (PC-I or PC-II) as revised from time to time, and submitted to the relevant competent forum for approval. PC-I/PC-II should be jointly prepared by the executing Department/Agency and the sponsoring Department/Agency following instructions to fill the PC-Forms (provided by the Planning Commission of Pakistan) so that sector specific information is fully provided: for instance, pupil-teacher ratio,



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years wise proposed enrolment of the education institution and out of school children in the project area etc. PC-1s of the schemes, having building component should invariably be accompanied by the relevant site plan, line plan, detailed drawings and cost estimates coupled with quantities. No scheme is to be approved on the basis of rough cost estimates. Depending upon size of scheme, feasibility study must be carried out internally by concerned department/agency or outsourced: ECNEC's decisions in this regard have to be followed.

259. Both executing and sponsoring department/agency should formulate schemes keeping in view aspects of project appraisal and forward the same to the concerned department/agency housing the respective approval forum (Departmental Sub Committee-DSC, Divisional Development Working Party-DDWP or Provincial Development Working Party-PDWP etc).

260. The powers delegated to the provincial scheme approving fora (DSC, DDWP) are to be exercised subject to the conditions as follows:-

(a) the scheme should be appraised and considered thereafter for approval or otherwise by the DSC or PDWP. The constitutions of the DSC and DDWP are indicated below:-

Departmental Sub-Committee (DSC).

Secretary to the Government in the Chairperson  
concerned Department

A representative of Finance Member  
Department

A representative of Planning Member  
and Development Department

Any Co-opted member(s) Member  
(if required, Chairperson may opt)

Concerned Head of Section/Wing Member/Secretary  
of the concerned Department.

Divisional Development Working Party-PDWP.

Divisional Commissioner. Chairperson  
Deputy Commissioner in the Division. Member  
Divisional Head of the concerned Department Member

Director Development, P&D Department Member/Secretary

6)

when there is unanimity, no reference to the Provincial Development Working Party (PDWP) shall be necessary but in case of difference of opinion, the scheme shall be referred to the Provincial Development Working Party (PDWP);

these powers shall be exercised only in respect of Plans/Schemes involving Development expenditure;

no expenditure on a scheme shall be incurred unless there is a provision in the Development Budget of specific financial year;

the scheme so sanctioned shall be sent to the Departments of Planning and Development and Finance simultaneously, for their record;

in case any Member is not present, the scheme should not be approved unless, of course, the particular Member has sent his/her comments in writing and the comments are considered by the Departmental Sub-Committee (DSC);

the scheme sanctioned shall be in line with objectives of National, Provincial and Sectoral Plans, if available;

the scheme(s) shall fall within territories of the Province of Balochistan;

meeting of the Departmental Sub-Committee and Divisional Development Working Party shall be presided over by the concerned Administrative Secretary/ Commissioner and in no case by other officer; and

The Powers delegated to Administrative Departments without Departmental Sub-Committee, the Heads of Department and officer in Category-I shall exercise power subject to the following conditions:-

@ no expenditure shall be incurred on a scheme unless necessary provision for such expenditure exists in the Development Budget or regular budget of that year; and

ii) in case of Development Schemes, copies of PC-I/PC-II thereof shall be sent to the Departments of Planning and Development and Finance simultaneously for their record.

261. A meeting of Departmental Sub-Committee or Divisional Development Working Party which is presided over by the Administrative Secretary or the concerned Commissioner but not attended by one of the members will be an irregular meeting. This will not apply to a meeting where the absentee member has communicated his/her views, in writing and duly signed, about the schemes to be considered in the meeting to the Chairperson of DSC/DDWP in advance. Further,

@

The Departmental Sub-Committee/Divisional Development Working Party meeting will, in no case, be held without presence of any permanent member except with the written

consent of the concerned member. To ensure proper appraisal, the PC-I/PC-II should be provided to the members at least a week before the meeting. Meeting notice, along with working paper, should be served well in time to ensure full participation of all members;

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the Departmental Sub-Committee/Divisional Development Working Party will not consider any scheme, new or revised, if it is not formulated in the light of instruction to fill the PC-I/PC-II forms. In case of key information deficiency in the PC-I/PC-I, the scheme may be approved in principle but in no case it should be executed/implemented without meeting requirements of PC-I/PC-II forms;

in emergent nature schemes (concerning quick relief and rehabilitations, for instance) the Chairperson, of the approving forum may authorize execution. Missing necessary information shall be provided thereafter at the earliest possible time;

any schemes, not reflected in the PSDP shall be placed before the PDWP for consideration irrespective of its cost; and

the minutes of the meeting of Departmental Sub-Committee/Divisional Development Working Party shall be prepared and circulated after approval of the Chairperson. The member may point out any deviation, if it exists, in recording of decision and the decision taken in the meeting. The minutes, under each item of the agenda, should consist of two portions: discussion and decision. The decision about the scheme so approved should invariably indicate the cost at which it is approved.

#### PROVINCIAL DEVELOPMENT WORKING PARTY (PDWP).

Constitution of the PDWP is as under:-

(a) Additional Chief Secretary (Dev), Chairperson  
Planning and Dev. Deptt; Balochistan

(b) Secretary, Finance Department Balochistan. Member

© Secretary of the concerned Member  
Administrative Department

@ Concerned Joint Chief Economist Member  
P&D Department Balochistan

© Chief of Section, P&D Department Member/Secretary  
Balochistan

Any Co-opted Member (s)

Further,

@ there is no restriction on the PDWP, if it feels necessary, to call for, or to consider, any scheme below its powers, referred to it by the Departmental Sub-Committee/Divisional Development Working Party or any Department/Agency;

the PDWP will also consider for approval schemes below its powers, which do not fall solely within the jurisdiction of any particular Department but pertain to whole of the Balochistan; and

schemes, properly formulated, should be submitted to the PDWP through



the Planning and Development Department.

The powers of the PDWP will be subject to the following conditions:-

(a) The schemes sanctioned by the PDWP are in line with the objectives of the National, Provincial or Sectoral Plans and there is no deviation from the principles and policies encompassing the plans; and

(b) the scheme(s) shall fall within territories of the Province of Balochistan.

#### XXI. CENTRAL DEVELOPMENT WORKING PARTY (CDWP)

264. (a) Balochistan specific schemes, reflected in Federal PSDP and proposed to be executed by Provincial Department/ Agency, will be approved by the PDWP first and then submitted to Planning Commission for further processing;

scheme beyond approving limit, as revised from time to time by the Planning Commission of Pakistan, of the PDWP will be submitted to the CDWP after it is recommended for approval by the PDWP; and

scheme having more than 25% share of foreign project assistance in its

cost and irrespective of source of funding will be submitted to CDWP after approval by the PDWP.

265. Detailed instructions with regard to the Budget Calender shall be issued by the Finance Department.

266. A list of reference books is attached as Appendix-XXIV.



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## APPENDIX-I

[ Paragraph 7 (©) |

### TIME LIMITS FOR THE DISPOSAL OF CASES AND REFERENCES CONCERNING GENERAL ADMINISTRATIVE AND FINANCIAL MATTERS WHICH ARE COMMON TO ALL DEPARTMENTS

#### Case

Seen or filed cases which do not involve reading  
of previous references.

#### Time Limits

Same day

#### Remarks

@ Policy circulars and instructions  
etc., seen or filed.

Same day

(i) Acknowledgment cases.

Same day

Seen or filed cases involving extensive  
reading of previous references.

Routine cases requiring short notes in which  
no reference to rules or regulations is  
required

One week

One week

Routine cases requiring short notes and  
drafts in which no reference to rules or  
regulations is required

One week

Cases:-

@ requiring references to rules and  
regulations, or other routine  
references to other departments.

2 Weeks

not requiring reference to rules

and regulations but requiring  
lengthy reading and noting.

Cases requiring application and  
interpretation of rules and \_ regulations  
involving lengthy reading and noting

One Week

3 Weeks

Cases containing recommendations for  
modification of policy or cases referred to  
other departments except those of routine  
nature

No realistic limit is  
possible. 1 to 2 month  
approximately.

Cases involving of policy.

No realistic limit is  
possible. 1 to 2 months  
approximately

Preparation of working papers,  
proceedings of meetings and conferences

Maximum 2 weeks.

Periodical returns, Statements:-  
@ Seen and filed

(ci) Scrutinized and commented  
upon.

3 days.

2 weeks

(iti) Consolidated and submitted to authorities concerned.

1 month.

Prepared after collecting data, submitted to authorities concerned.

No realistic limit is possible. 1 to 2 month approximately. and above depending on the date prescribed for its submission.

Leave cases (other than casual leave.)

Sanction should issue within 2 weeks of the receipt of complete

papers.

cases involving examination and disposal of appeals, representations, and memorials.

1 month

Screening panels for confirmation, scholarships, training etc.

promotion, fellowships,

1 to 2 months.

Promotion cases

2 months.

| Uniform/liveries cases

1 week

Creation of new posts

All posts provided in the Budget should be sanctioned within 1 month of the communication of the

budget grant by Finance  
Department

In case of educational  
institution case should  
be taken to see that the  
posts are filled before  
the start of academic  
session.

Vacancies should be intimated to the  
competent authority within 15 days of their  
occurrence

Adhoc appointments 1.

Vacancies should be filled on adhoc basis  
subject to policy enforced:-

(a) within two months where  
application are invited through  
advertisement; and

Within one month in other cases

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19. | Rectuitment/Promotion : requisition should be placed by the competent authority within 15 days of taking the decision to fill the vacancies.

Balochistan Public Service Commission,  
Departmental Selection/Promotion  
Committees should arrange selection to and  
send recommendations to the requisitioning  
authority within:-

(a) 3 months in the case of initial  
Recruitment; and

() one month in other cases.

Competent Authority should issue orders  
within 10 days if the recommendations are  
acceptable.

Relaxation of Upper age limit. Order should be issued  
within two weeks of the  
receipt of reference.

Condonation of break in Service. 1 month.

Seniority cases 1 month.

Confirmation cases 3 months.

Forwarding of application for jobs outside the 1 week.  
department.

deputation cases (terms and conditions). 2 weeks.

Suspension & termination of lien. 1 month.

Appointment, posting and transfer. 1 week.

Initiation of disciplinary action. 1 week.

Preparation of seniority/gradation lists. 6 months. 1. Three months for  
collection of data and initial  
preparation.

2. One month for  
circulation and \_\_\_ inviting  
objections.

3, One month for disposal  
of objections.

4. One month for final  
review & printing.

Re-employment cases. 2- weeks

References relating to Writ Petitions/Civil 1 to 2 weeks.  
Suits/Notices under Section 80 CPC.

References concerning absorption of surplus 4 days.  
staff.

Assembly Questions.

Cases relating to security measures.

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Completion/verification of Service Books.

1 week.

Verification of Service.

1 week.

Title to leave.

1 week.

Fixation of pay

One month.

Preparation of pay bills.

One Week.

One Week.

Medical reimbursement claims.

Advances.

Final payment of G.P. Fund.

(a) Grant of pension

Sanction should issue  
within two weeks of the  
receipt of complete papers.

Sanction should be issued  
within 2 weeks of the  
receipt of advices from the  
Audit Officer

Accountant General should  
authorise final payment  
within a month of the  
receipt of intimation  
alongwith necessary  
certificates from the  
concerned quarters.

( ) Action shall be initiated  
one year before the date of  
retirement of the Govt:  
Servants.

(i) Application on Form

Pen-3 will be obtained from the retiring Govt: Servant six months before his retirement or on the date he proceeded on LPR and forwarded to the Audit Office for issue of PPO after completing Sections 6 and 7 of the Form.

(ii) PPO will be issued by the audit office 15 days before the actual date of retirement of the Government Servant.

The pension papers will be initiated and completed by the Head of Department.

Attached Department in the case of gazetted officer and by the Head of Office in the case of non-gazetted Govt: Servants.

(b) Anticipatory pension

If the pension papers are not verified by the Audit Office till one month before the retirement of the Government Servant.

(@) anticipatory pension may be allowed in full on the basis of the calculation made by the authority competent to sanction the pension provided the pension does not exceed the prescribed amount under the pension rules.



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| Reimbursement of Medical Charges.

One Week

Grant of permission to Govt: Servants to broadcast/ telecast

Within two weeks of the receipts of application

The Head of Office should be authorized to grant such permission subject to the provision that it will not with the performance of the applicant's official duties.

interfere

Commutation fitness certificate.

Cases to reach the Standing Medical Board at least one day ahead of the date of meeting.

Issue of No Objection Certificate.

Two days if papers are completed.

Grant of aid out of Benevolent Fund.

One week

Advance for the purchase of cycles, Motor Cycles and Cars.

Preparation of Monthly Pay Bills, Schedules and Acquaintance Rolls.

One week

2 weeks.

Preparation of Arrear Bills.

2 weeks

Preparation of Last Pay Certificates.

4 days.

Credits other than grant of GPF advances,  
Insurance Premium and Final Payments.

4 days

Calculation of interest of Advances.

2 weeks.

Miscellaneous references relating to bills.

4 days

Issue of Memo for Medical Treatment

1 day.

Reference relating to recovery of various  
advances such as House Building, Motor Cycle,  
Bicycle, Fan Advance, etc.

2 weeks

Acceptance of resignation.

One week

Reference relating to Allotment and quarters and  
the recovery of rent.

One week.

Completion of Rent Recovery Register.

One week

Communication of Adverse remarks.

Between March-June

Expunction of adverse remarks.

Writing-off losses.

Preparation of Miscellaneous Bills, Schedules  
Income-Tax returns, etc.

Orders to issue by end of  
October at the Latest

Competent Authority  
should finalize within 2

weeks after the receipt of  
proposal.

One week.

Cases for grant of House Building/ Purchase  
Advances

One month.

Financing of Life Insurance Policies through  
General Provident Fund.

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68.

Grant of G.P Fund advance

One week.

69.

Grant of Conveyance Allowance.

One week.

70.

Grant of House Rent Allowance.

One week.

71.

Grant of Honorarium

Two weeks.

72.

Grant of Special Pay/ Additional Pay.

One month.

73.

Release of mortgage deeds.

One week

74,

Issue of No Demand Certificates.

One week.

75.

Supply of stationery.

Stationery office to arrange supply of stationery to indenting departments within one month of the receipt of the indent and simultaneously issue non-availability certificate in respect of items not available.

Supply of copies of Judgments by Courts.

Issue of sanction for defence of cases in courts and other references relating to writ

petitions/Civil suits/Notices under Section 80 CPC.

As prescribed under the High Court Rules and Orders.

Fourteen days but in any case before the date fixed for first hearing of the case.

Courts are expected to issue notice to the concerned Department at least one month before the fixed date in ordinary cases and 14 days in urgent cases.

Verification of telephone, electricity bills and connected correspondence.

Maintenance of:-

(@) Cash Books.

One week.

Same day

(ii) Contingent Register

(ii) T.A. Account Register Twice a week

(iv) Medical A/C Register

v) Permanent Advance Register.

Twice a week

Hiring of typewriters / purchase and

condemnation of typewriters.

One week

Cases regarding writing off of unserviceable stores / stocks.

Repair of Typewriters, printers and computers.

Purchase and distribution of consumable articles.

Checking up of schedules of payment.

Monthly Expenditure Statements.

Various Periodical Reports and Returns.

Disposal of Audit Objection, Draft Paras/ Audit and Inspection Notes.

Two weeks

One week.

By the target date fixed by  
Audit in each case.

Budget proposals.

As per Budget Calendar.

Distribution of Non-Developmental Budget.

15 days from the date the  
budget grant is received  
from the Finance  
Department.

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90.

Distribution of Developmental Budget. By the end of August every year.

Finance Department  
should release the Budget  
grant by the end of July at  
the latest.

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APPENDIX: II

[ Paragraph 109 (j) ]

OFFICIAL LETTER

Telephone No.  
of the sender

Number of letter

GOVERNMENT OF BALOCHISTAN

Name of the Department/Wing.

Date including the place of issue.

Designation and address of the addressee.

Subject:

Dear Sir,

I am directed to (when purporting to issue under  
directions from government).

I have the pleasure to (when not purporting to issue  
under directions from Government).

Your faithfully,

Signature

( NAME )

Designation of the Sender.

Particulars of documents attached, if any

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APPENDIX-IIT

[ Paragraph 110 ]

LETTER ADDRESSED TO NON-OFFICIAL OR GROUPS OF INDIVIDUALS

Telephone No.

of the sender

Number of letter

GOVERNMENT OF BALOCHISTAN

Name of the Department/Wing.

Date including the place of issue.

Designation and address of the addressee.

Subject:

Dear Sir/Sirs,

Tam directed to (when purporting to issue under  
directions from government).

T have the pleasure to (when not purporting to issue  
under directions form Government).

Your truly,

Signature

( NAME )

Designation of the Sender.

Particulars of documents attached, if any

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#### APPENDIX-IV

[ Paragraph 113 (g) ]

#### MEMORANDUM

Telephone No.

of the sender

Number of letter

GOVERNMENT OF BALOCHISTAN

Name of the Department/Wing.

Date including the place of issue.

Designation and address of the addressee.

Subject:

Memorandum

Reference

Text

Particulars of documents attached, if any.

(Name of the sender block letters)

Designation of the Sender.

APPENDIX-V

[ Paragraph 116 (c) ]

DEMI OFFICIAL LETTER

Name, Designation and GOVERNMENT OF BALOCHISTAN.

Telephone No. of the NAME OF THE DEPARTMENT

Sender

Place of issue & Date

Subject:

(when addressing officer of senior status).

I am desired to (when purporting to issue under direction from

Yours sincerely,

Signature

(Name in block letter)

Name, Designation and

Address of the addressee.

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APPENDIX-VI

[ Paragraph 120 ]

UN-OFFICIAL REFERENCE

GOVERNMENT OF BALOCHISTAN  
S&GAD

(Regulation Wing)

Subject:-

Will the Section Officer (Regulation-I), Government of Balochistan,  
Finance Department kindly refer to

Signature  
Section Officer (R-D)

The Section Officer (Regulation-],  
Government of Balochistan,

Finance Department,

U.O No. SO.II (2)/S&GAD/2013.  
Dated Quetta, the May, 2013.

Page 82 of 114

ENDORSEMENT

Subject:

(Contents)

Government of Balochistan

S&GAD

(Regulation Wing)

for information/for necessary action/for supplying the requisite information.

Signature

(Name in block letter)

Designation of Issuing Authority

ad

f

f

f

f

f

f

f

APPENDIX-VIII

[ Paragraph 124]

TO BE PUBLISHED IN THE EXTRAORDINARY GOVERNMENT OF BALOCHISTAN  
ISSUE \_\_ OF \_\_ BALOCHISTAN \_ GAZETTE

®,

Name of Department/Wing with Section

Dated (Place of issue)

NOTIFICATION

'The Government of Balochistan is pleased  
it is hereby notified

Name in block letters

Designation of the  
Issuing Authority.

The Controller, Government Printing and Stationery

Department, Balochistan, Quetta for publication  
and provision of copies of the Gazette.

ENDORSEMENT

A copy is forwarded to

All concetned

Signature

(Name in block letters)

Designation of the Officer  
issuing the endorsement

APPENDIX-IX  
[ Paragraph 126 (a) ]  
TELEGRAM  
ORDINARY/EXPRESS/

IMPORTANT/IMMEDIATE/  
MOST IMMEDIATE

DC Musakhail

(Contents) Dated

Norwef.

Signature  
(Name in block letters)  
Designation of Issuing Authority

No.

Copy forwarded (by post) in confirmation

Signature  
(Name in block letters)  
Designation of Issuing Authority

Page 85 of 114

a

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APPENDIX-X

[ Paragraph 126 (a) |

TELEPRINTER MESSAGE

Dated Quetta the.

(Contents)

To

(Please transmit the above message by teleprinter service)

Signature

(Name in block letters)

Designation of Issuing Authority.

No. Dated Quetta, the

Copy forwarded by post in confirmation (be typed on the second copy intended to be sent by post to the addressee).

Signature

(Name in block letters)

Designation of Issuing Authority

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Page 86 of 114



APPENDIX-X1

[ Paragraph 129 ]

GOVERNMENT OF BALOCHISTAN

(Name of the Department and Wing)

Dated (Place of issue)

OFFICE ORDER

(Name in block letters)

Designation of Issuing Authority.

No. dated (place of issue), the

A copy is forwarded to:-

Signature

(Name in block letters)

Designation of the Officer  
issuing the endorsement

APPENDIX-XII

[ Paragraph 169 ]

DOCKET SHEET

Reference:

(Previous and subsequent papers)

Department

Section/Branch

Classification

Year

Signature

Section Officer/Superintendent

To whom sent

Page 88 of 114

ad

f

f

f

f

f

f

f

Attached Department

(Previous)

APPENDIX-XIIT

[ Paragraph 212 ]

FILE REGISTER

Subject/Heading

(15-Recruitment of staff)

Sub-Head

| Date of which

Classification Date of Destruction.

| Opened

Recorded |

3

‘ |

Page 89 of 114

OE OE DETENTION

APPENDIX-XIV"

[Paragraph 212]

REGISTER OF RECORDED FILES

Classification | Period of | Date o f | Remarks.  
assigned Preservation Destruction

4 5 6 |

AAPPENDIX-XV-  
[ Paragraph 212 (b) ]

REGISTER OF FILES DUE FOR DESTRUCTION

Year of Destruction  
(New Page for every year)

Serial File No. Subject Classification Date of  
No. assigned Destruction

1 4 5

OE OE DETENTION





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APPENDIX-XVII

[ Paragraph 225 ]

CONFIDENTIAL FILES REGISTER

BRANCH

Subject When submitted | When received | Number of  
and to whom back pages

4 | 5 | 6

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APPENDIX-XIX

[ Paragraph 236 |

(Fortnightly arrear statement)

Showing current references received during the fortnight ending on which action has not been taken.

The first fortnightly statement should contain particulars of all current references in the Section on which action has not been taken. Subsequent statements should contain particulars of such references left over from the previous fortnight and those received during the period under report

To be submitted in duplicate to the Deputy Secretary:-

(a) On the 10<sup>th</sup> of the month (for the period from the 16<sup>th</sup> to the end of the previous month) and

(b) On the 25<sup>th</sup> of the month (for the period from the 1<sup>st</sup> to the 15<sup>th</sup> of the month).

One copy to be returned to the S.O. and one copy retained by the Deputy Secretary.

Department

Section,

Section Diary From whom received and brief Remarks (1 column.  
No. And date of subject. (Entries in this column for use of Deputy  
receipt in Section relating the references from the Secretary and/or  
Federal Government to be Secretary).

under-lined in red).

Signature of  
Section Officer

APPENDIX-XX

[ Paragraph 236 |

Part II: Showing all references received in the Section on which final disposal is pending

Section From whom | Interim action | Remarks | Remarks (this  
Diary No. received and | takenanddate | for delay | column for  
And date of brief subject. |} on which | and final | use of Deputy  
receipt in (Entries in this | taken disposal. Secretary and  
Section column relating Secretary).

the references  
from the Federal  
Government to  
be under-lined in  
red).

A. Pending beyond one month of original date of receipt (but less than two months).

B. Pending beyond two months of original date of receipt (but less than three months)

Pending beyond three months of original date of receipt

Signature of Section Officer

APPENDIX-XXII

[ Paragraph 246]

STANDING REPORTS AND RETURNS CHART

Report of Return

2

Safe custody certificate for the  
Security Booklet.

Budget and Revised Estimates  
under the revenue Heads and  
Budget Estimate of  
Expenditure.

First list of Excess and  
Surrender.

Report regarding submission of  
Standing Report>Returns &

Disposal of time limit cases.

Statement of late comers.

Proposal regarding making of  
continuing posts permanent.

Proposal regarding ~Non-  
Development Expenditure in  
respect of continuing & new  
activities & Dev: Schemes.

Important proposals in respect  
of Non- Development  
Expenditure and continuing  
Dev: Schemes.

Pending Legislative Business

Confidential Reports on  
Secretariat Personnel.

SNE for both developmental  
and Non-Dev items continuing  
as well as new.

Arrears Reports

Second (2 Statement of  
Excesses and Surrenders.



APPENDIX-XXIT

[ Paragraph 254 (b) ]

INSPECTION IN THE SECRETARIAT

Desultory or casual inspection are of little value if they lack purpose or if the inspecting officer has not settled in his mind what he is going to look for. For inspection to be useful tool of supervision, it is necessary to lay down a list of specific points to which attention should be directed. A list of points which should be kept in view by an inspecting officer, while carrying out inspections

in the Secretariat, is given below:-

Performance:-

(1) Is the distribution of work equitable and according to ability and temperament? Does each functionary know the precise nature of his duties and responsibilities?

Is the out-put work of various categories of staff reasonably satisfactory?  
Does it conform to the accepted yard-sticks?

While evaluating the rate of disposal of work a random check of cases disposed of should be made to see the contributions made at different levels before the submission of the cases to the competent authority for decision.

(4) Is the rate of disposal of work satisfactory? Do actual pending papers or cases tally with arrears or suspense statements?

Arrears statements should be very carefully scrutinized at the time of inspection to

make sure that the figures of 'disposal' indeed represent substantive action and not merely movement of files within the department or the issue of reminder and similar routine action.

6) Is there any indication of unnecessary accumulation of files at any points.

(6) Has separate registers been maintained to enter the following items to ensure their proper follow up and timely implementation:-

@ Decisions of the Federal Cabinet;

(i) Decisions of the Provincial Cabinet;

iii) Decisions of Council of Common Interest (C.C.I.);

Directives of the President of Pakistan;

Directives of the Governor Balochistan; and

Directives of the Chief Minister Balochistan.



Delays:-

Procedural as well as those occurring due to sheer lethargy and indifference sometimes these may also be unhealthily motivated.

7") Are actionable files being kept in suspense unnecessarily?

(8) Is there any evidence of files being passed unnecessarily from one section to another in an attempt to shift responsibility?

(9) Are standing orders regarding the delegation of powers to officers observed in practice?

Is there any indication that the Rules of Business or the Secretariat Instructions are not being properly complied with?

Are "Please Speak" cases attended to promptly? Is the number of such cases excessive?

Is the register of important decisions maintained properly and kept upto date?

Is the procedure for categorization, recording and indexing properly and intelligently observed? What is the proportion of unclassified/un-categorized files? Is weeding and destruction of unnecessary papers carried regularly?

Is the procedure for issuing reminders effective? Is it followed regularly? Are Periodical reports and returns sent to the authorities concerned regularly? Is a list of such reports and returns maintained? (For this

purpose, all items of work that could easily be quantified, should be taken into account).

Of Government Property:-

Is there any indication of wastage or misuse of stationery, electricity, telephones, furniture, equipment, vehicles etc.?

(16) Is the procedure for the receipt, custody and issue of stationery efficient? (A check of the actual stock of some of the items with the quantity shown in the stationery register will give a good indication).

Are stock registers for furniture and office equipment maintained properly?

Are the furniture and equipment kept in good repair? Are unserviceable items stocked unnecessarily?

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(19)

Are the log books of staff cars, and other vehicles complete and upto-date?

Are cars and vehicles maintained in good condition?

Working Conditions:-

(20)

21)

(22)

(23)

Are the working conditions satisfactory?

Is the office lay-out convenient? Are chairs, tables and other equipments arranged?

Are the office premises kept clean tidy?

Are the necessary reference books, codes, manuals, prescribed forms of reports and returns (required in connection with the work of the office)

readily available?

Do the staff have the necessary office equipment, material aids, furniture, stationery, etc?

Do the staff have necessary amenities (Transport facilities, canteens, fans drinking water, etc)?

Are personal claims or grievances of staff regarding increments, pay allowances and advances, etc., attended to promptly?

Are the service records, leave account, stationery lists, etc. properly maintained?

Security and Discipline:-

(28)

29)

(0)

G1)

(2)

(3)



Are security arrangements satisfactory and in accordance with the prescribed instruction?

Have the character and antecedents of each functionary been verified?

Is the staff sufficiently security-minded? Are Instructions regarding security classification followed properly?

Are there any unauthorized visits of outsiders or by staff?

What is the degree of punctuality of staff? Is there any indication of habitual late attendance?

Does the staff pay undivided attention to work during office hours?

Cash and Accounts:-

G4)

(5)

Are the arrangements for the custody and handling of cash satisfactory?

Are the cash books, contingent register, bills and Cheques register neatly

and properly written up-to-date? Does the cash in hand tally with the balance in the cash book?

Is the accounting of receipts and expenditure upto-date? Are accounts reconciled with the accounts of the Accountant General in time?

(37) Are the vouchers relating to contingent expenditure and acquaintance rolls kept safely?

(38) Have the audit objections pertaining to the department during the inspection year been attended to and disposed of promptly?

Receipt and Dispatch:-

(39) Is the procedure for the receipt and distribution of paper efficient? Is there any avoidable delay between the receipt of dak in the Receipt and Despatch Section and its delivery to the officer concerned?

Has the Receipt and Despatch Section a comprehensive and upto-date list of subjects dealt with by the respective Sections, and Officers?

Are diary registers and movement register kept according to the prescribed procedure? Purely routine papers should not be diarized to inflate the number of receipts?

Are the arrangements for the dispatch or distribution of mail satisfactory?  
Are dak books duly initialled by recipient of papers?

Is there any indication of misuse of 'Immediate' and 'Priority' Labels?

Is the register of postage stamps maintained properly?

2. This list is by no means exhaustive and should not, therefore, prevent an inspecting officer from looking into other aspects which in his opinion, need attention for improving the efficiency of the organization. For example lowering standards of discipline amongst public servants may rightly be considered as the major factor in deteriorating standards of efficiency in Government Offices, causing serious inconvenience to public. At the same time it is not necessary for inspecting officer to examine in detail all points given in this list during a single inspection. He should, however, covers as far as possible the entire field so that he is in a position to judge whether his organization is functioning efficiently. Inspection as a rule have generally a salutary effect, but results can only be achieved if the inspecting officer is thorough and searching in his observation and gives constructive and helpful advice to his

subordinates for rectifying obvious shortcomings and defects.

To ensure that the system of inspection yields the desired result and does not

deteriorate to a routine formality the inspecting officer should submit proper inspection report to the next higher officer. Inspection reports by a Deputy Secretary should be submitted to the Additional Secretary or Secretary of concerned Department. In the case of annual inspections, the report must be submitted to the Secretary or the Additional Secretary. The Heads of Attached Departments should also be directed to draw up annual inspection reports on the lines provided for inspection in the Provincial Secretariat with suitable

modifications.

4. The inspection reports should be brief, precise and to the point, and should give a clear picture of the working of the particular sector of the organization on which the report is submitted. It should simply enumerate the defects noticed and give constructive suggestions for improvement. The report should particularly highlight such aspects which

have an important bearing on efficiency and need special attention of senior officers.

5. After the inspection report has been seen and returned by the officers concerned, it should be the duty of the inspecting officer to ensure that all corrective action is taken. This process should not involve unnecessary noting. As far as possible problems arising from inspection should be settled and resolved by discussion. It will be desirable to file the inspection reports in a chronological order to facilitate the progressive evaluation of the

results of inspection.

6. During inspections the inspecting officers may often discover procedural defects or other problems which cannot be solved readily without a detailed investigation. Such problems should be referred to the O&M Section of the S&GAD for advice.

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APPENDIX-XXII

[ Paragraph 257 |

INSTRUCTIONS REGARDING THE CONDUCT OF CASES OF  
THE PROVINCIAL GOVERNMENT IN COURTS, ETC.

(Suit or legal proceedings by Government Departments).

1. No civil suit or legal proceedings shall be instituted or initiated on behalf of the Provincial

Government by any Department without the prior consultation with the Law Department.

2. When the Administrative Department concerned considers it advisable that a suit or legal proceedings be instituted or initiated on behalf of the Government a detailed and clear report should

be furnished to the Law Department showing:

(a) the circumstances which, in the opinion of the Administrative Department render institution of the suit or legal proceedings necessary;

(b) the subject of the claim and the relief sought;

© the steps which have been taken so far to obtain satisfaction of the claim;

@) the pleas or objections, if any, which have been urged by the opposite party against the claim;

© the evidence, which is believed to be obtainable and which it is proposed to adduce in support of the claim,

(3) any other facts which the administrative department may consider material or relevant to the case; and

(g) list of property moveable and immoveable and/or securities for which it is proposed to realize the amount claimed, if decreed.

3. Copies of all documents referred to in the report should, as far as possible, accompany the

report, where for any reason, the copies cannot be supplied the original should be submitted.

4. If the Law Department admit to the request of Administrative Department, it will nominate a Law Officer or a Counsel, as the case may be, to file and conduct the suit or legal proceedings.

Defence of suits, etc.

5. The object of the notice prescribed by section 80 of the Code of Civil Procedure is to allow ample time to the Government to enquire into the genuineness or otherwise of the claim of relief sought and to affect a settlement of all just claims before a suit is brought, therefore, the best use

should be made of the opportunity thus given by the law towards equitable and amicable adjustment

q  
q  
q  
q  
q

of claims.

6. When notice of an intended suit is given under section 80 of the Code of Civil Procedure, the officer to whom it is delivered, or the head of office at which it is left, should forthwith endorse, or

cause to be endorsed on the notice:-

- (a) the date and time of receipt;
- (b) the manner of delivery; and

© the signature of the officer making the endorsement with date.

7. The departmental officer concerned should, immediately on receiving any notice of an intended suit, proceed to enquire into the matter and to consider the claim put forward and move the proper authority to decide, in consultation with the Law Department whether any claim is made out, and if so, what steps should be taken to adjust the claim (whether in whole or in part) or whether the

notice-giver be left to take such legal action as he may deem proper.

8. When the departmental authority having power to deal with the case is clearly of the opinion that the whole or any part of the claim put forward is justly due, he should, in consultation with the

Law Department where any legal complication is involved, proceed to endorse settlement thereof accordingly.

9. Any amount held to be justly due to the claimant should be formally and unconditionally tendered to him without prejudice and without requiring him to give an acquaintance in full adjustment of his claim, but upon receipt for the sum tendered. No tender of payment or payments should be made after the suit has been brought except with the approval of the Competent Authority and in accordance with the instructions of the Law Department. These instructions apply mutandis to service matter before the Service Tribunals and cases before other Special Courts and Tribunals. However, in service matters the Administrative Departments should have to consult the S&GAD and in case of

any further advice on a legal issue may send it to the Law Department.

10. Under Order V, Rule 2, CPC, the summons in a suit is required to be accompanied by a copy

of plaint/petition, or concise statement, thereof, if a summon is not accompanied by a copy of

plaint/petition, or concise statement, service should be refused, if possible, with a note requesting for

a copy of the plaint/petition and the matter should be brought to the notice of the Head of the Department forthwith.

11. At subsequent stages of a suit and in appeals copy of plaint/petition, or of memo of appeal is not sent with the notice and quite often Departments find it difficult to link those notices with the main case in dispute. It is, therefore, imperative that in each Department, a Section, here in after referred to as the Litigation Section, should be earmarked for dealing with or coordinating the litigation cases. This Section should receive all summons/notices from courts, maintain a nominal index of

litigation cases in the following form, in a Register, and keep a watch over their progress:

Nature of Subject Court Counsel | File No. Result  
Cases

Civil Suit Service High AG, Dismissed  
or Appeal matter Court Quetta  
Quetta

12. Where service of summons/notice not accompanied by a copy of plaint has been affected, the court issuing the summons, not being a High Court or the Supreme Court, should be immediately requested to supply the same and extend the date of hearing accordingly. The matter should simultaneously be sent to the Law Department for further advice and appropriate action in the matter.

The envelopes of such summons/notice should be kept intact.

13. When a summons has been duly served, the Litigation Section should, after noting its particulars in the Normal Index Register, pass it on to the concerned officer or department who should collect relevant information and documents/papers from the concerned quarters, examine the matter thoroughly and then refer it to the Law Department for further examination and issuance of sanction to the concerned Provincial or District Law Officer or a Private Counsel, as the case may be, for undertaking the defence of the case, if considered necessary. While referring the matter to Law Department, the Department should authorize in writing, an officer of the Department to be their

representative for the case and to assist the Law Officer in defending the case.

14. Where a summons does not give adequate time for examination and arranging defence, an authorized officer of the administrative department concerned should appear in person in the court and apply, under Rule 5, Order XXVII of the First Schedule to the Code of Civil Procedure, for a reasonable extension of time. In the absence of prior notice under section 80 CPC, the court is obliged

to give at least 3 months time for the filing of written statement and first hearing.

15. In case of application for interim injunction time allowed is usually 3 to 7 days. If for any reason, it is not possible to arrange defence in time, some authorized representative i.e. a person

holding power-attorney in this behalf, should appear in the court on the date of hearing and seek

adjournment for about 15 days. Thereafter the case should be referred to the Law Department with utmost dispatch. Usually, plaint are to be read as part of the application for interim injunctions but quite often copies of plaint are not supplied by courts along with notices for the hearing of such application. Where copies of plaint are not so received, the same should be procured from the court

before referring case to the Law Department.

16. After the issuance of a sanction by Law Department to defend/conduct the case in a court of law as per para 13, a responsible officer of the administrative department concerned well conversant with the facts of the case and preferably stationed at or near the seat of the court, should be deputed to contact and brief the concerned Law Officer at the earliest and well before the next date fixed for

hearing of the case. This responsibility should never be left to the subordinate staff.

17. Although it should not normally be necessary for the concerned officers made party to the suit to be present in the court on each date of hearing, however, he should remain in touch with the concerned Law Officer and keep watch over the progress of the case. Whenever required by him he must present himself in the court and render all possible assistance to the Law Officer in the conduct of the case, where, however, a department has an office at the station where the suit is pending, some one should be deputed to attend the court and assist the counsel on each date of hearing regularly.

Action on Termination of Proceedings.

18. As soon as a suit is decided, particularly when the decision is adverse to the Government, the administrative department concerned should apply immediately in the prescribed form to the concerned Court or the District Judge for copies of judgment and decree sheet "for official use". In this respect the Law Officer may also be asked to apply for certified copies of judgment and decree-sheet. The expenses so incurred thereon shall be borne by the concerned Administrative Department/Office from the funds provided in their annual budget under the head "Law Charges".

Appeals.

19. If the decision is either wholly or partially adverse to the Government, the matter should be referred immediately to the Law Department for filing an appeal. Complete record of the case, along with copies of judgment and decree-sheet, should be sent to Law Department/Law Officer concerned as soon as these copies become available.

Note. Certified copies of judgment etc., should be kept by the Department in safe custody, as the same may have to be filed in court if appeal is to be filed and Photostat copies thereof should be placed on the file. In fact, original of all important documents should be kept by the Department in safe custody as soon as litigation or threat of litigation starts.



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20. Although time is the essence in litigation in general, in appeal it is of utmost importance because the time allowed for appeals is limited and appeals filed after the expiration of limitation period are ordinarily dismissed as barred by time and no appeal lies against the refusal of a court to condone delay. It is, therefore, very necessary that the litigation cases in general and appeals in particulars should be handled with promptness and diligence. When time left for filing an appeal is less than 7 days, an officer of the administrative department, not below the rank of Deputy Secretary, should bring the file personally to the Law Department or to the concerned Law Officer on issuance

of a sanction for appeal, as the case may be.

Note:

This should be followed in other court cases as well when the date of hearing falls within 7 days.

21. The periods of limitation prescribed for various kinds of appeals, etc., Are as under:-

No. of article of the first Schedule to the Limitation Act, 1908, or other relevant rule and description of appeal or application.

Period of Limitation

From a decree or order of a High Court in the exercise of its original jurisdiction.

20 days

Under the Code of Civil Procedure to the Court of a District Judge.

Under the Code of Civil Procedure to High Court.

30 days

90 days

Application to set aside or to get an award remitted for reconsideration of filing of the award.

30 days from the date of service of notice

For a review of judgment by a Court of Small Causes.

For a review of judgment by a High Court.

Application by defendant to set aside a decree passed Ex-parte.

15 days

30 days.

Order XIII Supreme  
Court Rules 1980

Application for the filing in court of an award.

For petition for special leave to appeal to the Supreme  
Court.

90 days from the date of  
service of notice of

making of award.

30 days where leave to  
appeal is refused by the  
High Court otherwise 60  
days.

Order XII Rule 6B | For appeal to the Supreme Court where certificate of | 30 days from the date of Supreme Court fitness is granted by High Court. grant of certificate. Rules, 1980.

22. In computing the period of limitation, the days from which such period is to be reckoned and in case of appeals, or application for review, the day on which the impugned judgment is pronounced and the time requisite for obtaining a copy of the Judgment/Decree appealed from or sought to be reviewed, is to be excluded.

#### Execution

23. A decree favourable to Government may be executed either by the Court which passed it or by such other court in whose jurisdiction, the judgment debtor voluntarily resides or carries on business, or personally works for gain or owns property sufficient to satisfy the decree. While referring a case for execution of a decree it is, therefore, necessary that an inventory of the moveable property, containing a reasonably, accurate description of the same, and a list of immoveable property, containing a description and location of such property sufficient to identify the same, and a specification of the judgment debtor's share or interest in property, should be furnished to the Law Department. If an appeal is instituted by the opposite party and the execution of the decree is stayed by the order of the court, the interval before the decision of the appeal should be made use of in making inquiries as to the property of the judgment-debtor.

#### Writ Petitions.

24. The instructions in the preceding paragraphs apply mutatis Mutandis to Writ Petitions. It is, however, to be noted that High Courts usually call for reports/comments from the Administrative Department concerned before admitting the petitions to regular hearing. Failure to comply with the order of the High Court may lead to the admission of petitions to regular hearing which may then take long time to be decided. It is, therefore, imperative that the reports/comments asked for should be promptly supplied to the High Courts and where it is not possible the High Court may be requested, before the expiry of the time allowed, for reasonable extension. The report/comments should be shown to the Advocate General before filing the same in the High Court.

## Arbitration

25. According to Government decision no provision is to be made in agreement with domestic contractors for resolution of disputes through arbitration. However, if the agreements already executed by or on behalf of the Government contained any condition of getting any question, difference or dispute decided by reference to arbitration then the same has to be acted upon and the instructions contained herein before apply mutatis mutandis to the conduct of arbitration proceedings to which a Department of the Provincial Government is a party.

## Expenses.

26. All expenses on the conduct of litigation, including costs, court fees, counsel fee, not being the decimal amount of costs payable to the other party under the decree or order of the court, are payable by the concerned Administrative Department out of the funds placed at its disposal in the annual Budget under the head "Law Charges". The penal costs ordered by the court to be paid to the other party for any default on the part of the Government and the charges payable to the witnesses are also to be paid by the administrative department concerned. All expenses in criminal cases are

payable by the administrative departments concerned.

Drafts forwarded to the Law Department relating to legislation, for vetting.

27. The draft Bills, Ordinances, Orders Rules, Regulations, Notifications or By-Laws or any sanction authorizing a sub-ordinate authority, to be issued in the exercise of statutory power, shall be

sent to the Law Department, for the purpose of vetting.

28. While referring the above mentioned drafts to the Law Department, the same should be on standard format, with Marginal heading, having double space and in duplicate and have alongwith it all the relevant/supporting documents and the approval of the Competent Authority (if any). In this respect the procedure as prescribed in the Balochistan Government Rules of Business should have

to be followed.

## Mode of submission of cases.

29. To ensure quick disposal of files to avoid unnecessary correspondence and delay a self-contained summary of the case indicating the point or points on which the advice of the Law

Department is required should be placed on the file in duplicate in the opinion cases and at least in

triplicate in court cases. In court cases, parawise comments, on complaints/petitions should also be

furnished in triplicate. Such references to the Law Department from the Department should be made

preferably at a senior level.

30. Draft of parawise comments, etc, should be typed in double space and half margin should be

left to enable the Law Department to carry out amendments wherever considered necessary.

31. If a reference is made to any earlier advice of the Law Department the number and date of that advice must invariably be quoted and if possible, a copy of the same be placed on the file. Whenever a case is referred to the Law Department and any previous opinion of the Law Department on the point at issue is within the knowledge of the referring Department it should also invariably be

quoted in the referring note indicating the number and date of that previous opinion.

32. Unnecessary references on which the Department should themselves be able to formulate opinion should not be referred to the Law Department with particular reference to drafting of pleadings and affidavits, it should be noted that while an officer signing any pleading or affidavit on behalf of the Government has every right to be satisfied that there is no mis-statement of facts, actual drafting of pleadings and affidavits and the choice of wording have always been the privilege and the responsibility of the counsel conducting a case on behalf of the Government. Therefore, so long as facts are correctly set out in the pleadings or affidavit, there should hardly be any occasion for objection as to the contents, arrangements or wording used by counsel in such pleading or affidavit and should

not normally be referred to the Law Department for vetting.

Services and General Administration Department.

33. The case touching upon service matters and interpretation of financial rules and regulation should be referred to the S&GA Department or, as the case may be, to the Finance Department in the first instance and the assistance of Law Department should be sought only if a question of law is

involved.

34. Where a Department obtains an opinion from the Law Department, the referring department should not in announcing Government's decision (i.e. Department's own decision) disclose that the Law Department was consulted. Care should be taken that endorsement in such cases meant for the

Law Department are not carried out in the copies meant for other Department.

35. Where in any case there is a difference of opinion between the Law Department and the

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Department concerned and the latter desires to consult Advocate General it should send to the former all relevant papers together with a self contained summary of the case precisely indicating the points

on which the advice of the Advocate General is sought. Under no circumstances a case is to be

referred to the Advocate General by the Administrative Department directly.

36. The Secretary in each department will be personally responsible for the observance of these instructions by his subordinates including officers in the attached and subordinate offices. He should ensure that his subordinates do not disregard these instructions. When a case is finally disposed of and decided against the Government he should have an inquiry instituted in the matter and take appropriate action against the concerned officials where the judgment has gone against the Government because of the non-observance of the rules or procedures on the part of the dealing officials. Where any lacuna in law or procedure is revealed steps should be taken to amend the law or

the rules, as the case may be, if considered necessary and expedient.

APPENDIX-XXIV  
[Reference Books]  
[ Paragraph 266 ]

The following Rules, Regulations, manuals and Codes etc., are frequently required for consultation in the Secretariat Departments and should be readily available. Officers are expected to be fully acquainted with their contents.

MOTHER LAWS:

1. The Constitution of the Islamic Republic of Pakistan, 1973.
2. The Balochistan Government Rules of Business, 2012.

ACTS/ORDINANCES:

the Majority Act, 1875

the Limitation Act, 1908

the Workmen's Compensation Act, 1923

the Factories Act, 1934

the Balochistan General Clauses Act, 1956

the Balochistan Essential Services (Maintenance) Act, 1958

the Balochistan Civil Courts Ordinance, 1962

the Ex-Government Servants (Employment with Foreign Governments) (Prohibition) Act, 1966.

the Balochistan Tribunals of Inquiry Ordinance, 1969

the Balochistan Civil Servants Act, 1974

the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981

the Balochistan Service Tribunals Act, 1974

the Balochistan Chief Minister and Provincial Ministers (Salaries, Allowances and Privileges) Act, 1975.

the Balochistan Service Tribunal Rules, 1976

the Balochistan Subordinate Judiciary Service Tribunal Act, 1989

the National Accountability Bureau Ordinance, 1999

the Establishment of the Office of the Ombudsman for the Province of Balochistan Ordinance, 2001.

the Freedom of Information Act, 2005

he Protection against Harassment of Women at the Workplace Act, 2010

he Balochistan Enquiries and Anti-Corruption Act, 2010

he Balochistan Industrial Relations Act, 2010

he Balochistan Levies Force Act, 2010

he Balochistan Police, Act 2011

he Balochistan Employees' Efficiency and Discipline Act, 2011

he Right to Free and Compulsory Education Act, 2012

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CODES:

1. The Code of Criminal Procedure, 1898.
2. The Code of Civil Procedure, 1908



The Balochistan Code.  
The Police Code.  
P.W.D Code.

Civil Account Code.  
The Audit Code.

The General Provident Fund (Central Services) Rules, 1934

The Treasury Rules of the Federal Government, 1947

General Financial Rules.

The Civil Service Regulations (C.S.R)

The Fundamental and Supplementary Rules

The West Pakistan Civil Services (Applications for Posts) Rules, 1957.

The Balochistan Civil Servants (Change in Nomenclature of Services & Abolition of Classes) Rules, 1974

The Balochistan Government Servants (Conduct) Rules, 1979

The Balochistan Province Civil Servants Leave Rules, 1981

The Balochistan Travelling Allowance Rules, 1986.

The Balochistan Civil Servants Pension Rules, 1989

The Balochistan Civil Servants (Seniority) Rules, 2008

The Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009

The Residential Accommodation at Quetta (Procedure for Allotment) Rules, 2009.  
The Balochistan Government Servants (Marriage with Foreign Nationals) Rules, 2011

The Balochistan Civil Servants (Confirmation) Rules, 2012

The Balochistan Government Initial Appointment to Civil Service Posts (Age and Relaxation of Upper Age Limit), Rules, 2012

The Balochistan Civil Servants (Appeal) Rules, 2013

THE BALOCHISTAN'S PUBLIC SERVICE COMMISSION.

1. The Balochistan Public Service Commission Act, 1989.
2. The Balochistan Public Service Commission (Function) Rules, 1995.
3. The Balochistan Public Service Commission (Condition of Service of Members) Rules, 1994.

GENERAL POLICIES:

The Balochistan Province Civil Servants Recruitment Policy, 1991  
Inter-Provincial Transfer of Government Servants from Balochistan to other  
Provinces and vice-versa, Policy 1994.  
The Proforma Promotion Policy, 2011  
. The Balochistan Civil Servants' Promotion Policy, 2012.  
. The Balochistan Civil Servants' Deputation Policy, 2012

#### DELEGATION OF POWERS:

The Balochistan Government Delegation and Powers under the Financial Rules and  
the Powers of Re-appropriation Rules, 2008

2. The Balochistan Government Delegation of Powers, 2012.

#### MANUALS:

1. A Hand Book for Drawing and Disbursing Officers (D.D.Os)

The Compendium of Pay Revision Rules, 2007

The Balochistan Finance Manual, 2008

The Performance Evaluation Guide of Balochistan, 2009

The Government of Balochistan, Manual of Acts/Rules 2010

The Manual of Organization, Functions and Personnel, 2012

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CHIEF SECRETARY  
BALOCHISTAN