

NA 4
Governance
(9)

The
Rules of Business 1973

(Federal Government)

Up-to-date Amendments Incorporated

REVISED EDITION

Corrected & Modified

By

Rafique Ahmad Butt

Barrister-at-Law

Senior Advocate

Supreme Court of Pakistan

Law Book Land

1-Turner Road, Opp: A.G. Office (Near High Court)

Lahore Ph. 7237350 : 7322522

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RULES OF BUSINESS

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RULES OF BUSINESS, 1973

In exercise of the powers conferred by Articles 90 and 99 of the Constitution of the Islamic Republic of Pakistan, the Federal Government is pleased to make the following rules:-

PART A--GENERAL

1. Title and commencement.-- (1) These rules may be called the "Rules of Business 1973".

(2) They shall come into force on the fourteenth day of August, 1973.

2. Definitions.-- (1) In these rules, unless there is anything repugnant in the subject or context:-

- (i) "Assembly" means the National Assembly;
- (ii) "Attached Department" means a Department which has direct relation with a Division and has been declared as such by the Federal Government.
- (iii) "Business" means all work done by the Federal Government;
- (iv) "Cabinet" means and consists of the Prime Minister and the Federal Ministers;
- (v) "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 paper on the subject or subjects covered by it or connected with it;
- (vi) "Division" means a self-contained administrative unit responsible for the conduct of business of the Federal Government in a distinct and specified sphere and declared as such by the Federal Government;
- (vii) "Federal Secretariat" means the Divisions or the Ministries when referred to collectively;
- (viii) "Gazette" means the official Gazette of Pakistan;
- (ix) "Government" means the Federal Government;
- (x) "Leader of the House" means the Minister appointed by the Prime Minister to regulate official business in the Assembly or the Senate or the Majlis-e-Shoora (Parliament) in joint sitting as the case may be;

- (xi) "Local administration" means the agency through which the President administers a territory subject to his direct administrative control;
- (xii) "Member" means a member of the Assembly or the Senate;
- (xiii) "Minister" means the Federal Minister-in-Charge of the Ministry to which a particular case pertains and includes a Minister without portfolio and a Minister of State;
- (xiv) "Ministry" means a Division or group of Divisions constituted as a Ministry;
- (xv) "Majlis-e-Shoora" (Parliament) means the National Assembly and the Senate;
- (xvi) "Provincial Government" means the Government of a Province of Pakistan;
- (xvii) "Schedule" means a Schedule to these rules;
- (xviii) "Secretary" means the [Secretary-General,] Principal Secretary, Secretary or Acting Secretary to the Government of Pakistan in charge of a Division or a Ministry, and where there is no Secretary, the Additional Secretary or Joint Secretary in charge of the Division or the Ministry;
- (xix) "Section" means a basic working unit in a Division as determined by the Government;
- (xx) "Subordinate Office" means a Federal Government office other than a Ministry, Division or an Attached Department.

(2) All words and expressions used in these rules, but not defined, have the same meaning as in the Constitution of the Islamic Republic of Pakistan.

3. Allocation of Business. (1) The Federal Secretariat shall comprise the Ministries and Divisions shown in Schedule I.

(2) The Prime Minister may, whenever necessary, constitute a new Ministry consisting of one or more Divisions.

(3) The business of Government shall be distributed among the Divisions in the manner indicated in Schedule II.

Provided that the distribution of business or the constitution of the Division may be modified from time to time by the Prime Minister.

(4) The Prime Minister shall allocate amongst his Ministers the business of Government by assigning the several Divisions specified in Schedule I to the charge of a Minister:

1. Omitted by notif. No. S.R.O. 135(c)/98, dated 4.3.1998 (PLJ 1998 Fed. St. 600)
 2. Inserted vide Cabinet Division Memo No. 104/87/81-Min. 1, dated 21st November, 1983.

Provided that a Division or a Ministry not so assigned shall be in the charge of the Prime Minister:

Provided further that more than one Division may be assigned to a Minister.

4. Organisation of Division. (1) Each Division shall consist of a Secretary to Government and of such other officials subordinate to him as Government may determine:

Provided that the same person may be Secretary in more than one Divisions.

(2) The Secretary shall be the official head of the Division and shall be responsible for its efficient administration and discipline and for the proper conduct of business assigned to the Division under rule 3(3) and for the due execution of sanctioned policy.

3[(3) The Secretary shall organise the Division into a number of working units to be known as Sections:--

Provided that a unit which does not conform to a Section may be organised otherwise than as a Section on a permanent basis, in consultation with the 4[Establishment Division].

Note. In the case of an extraordinary working unit such as a research cell or an Office of the Officer on Special Duty, it will be sufficient if the 4[Establishment Division] is informed of the composition of the unit.

(4) The Attached Department as allocated to the various Divisions are shown in Schedule III.

(5) The business of Government, other than the business done in the Federal Secretariat or the Attached Departments, shall be conducted through such agencies and offices as the Prime Minister may determine from time to time.

(6) There may be a Special Assistant or Special Assistants to the Prime Minister with such status and functions as may be determined by the 5[President on advice of the] Prime Minister.

5. Transaction of business. (1) No important policy decision shall be taken except with the approval of the Prime Minister.

(2) It shall be the duty of a Minister to assist the Prime Minister in the formulation of policy.

3. Amended vide Cabinet Division Memo No. 104/59/78-Min. 1, dated 5th July, 1979.

4. Subs. for the words "Cabinet Division" by S.R.O. 538(1)/2001, "published in Gaz. of Pakistan Extd., dated, July 26, 2001, p. 1877". Earlier it was substituted for "Management Service Division" vide Notifi. No. 4-15/96-Min. I., dated, 19th November, 1996.

5. Omitted by Notifi. No. S.R.O. 135(1)/98, dated 4.3.1998.

(3) The Minister shall keep the Prime Minister informed of any important case disposed of by him without reference to the Prime Minister.

(4) No decision of policy taken by the Prime Minister shall be varied, reversed or infringed without consulting him.

(5) Subject to sub-rule (1), the Minister shall be responsible for policy concerning his Division.

(6) No officer other than a Secretary, Additional Secretary or Joint Secretary shall take the initiative in approaching a Minister in connection with the official business. If an Additional Secretary or Joint Secretary holds an oral discussion with his Minister, he shall communicate the points made during discussion to the Secretary at the first possible opportunity.

(7) The Head of an Attached Department⁶ may see a Minister:

Provided that the Secretary of the Division concerned shall be informed of the proposed interview so that he can be present if he so desires.

(8) The business of the Division shall ordinarily be disposed of by, or under the authority of the Minister-in-Charge.

(9) The Secretary shall:--

- (a) assist the Minister-in-Charge in the formulation of policy;
- (b) duly execute the sanctioned policy;
- (c) submit all proposals for legislation to the Cabinet with the approval of the Minister;
- (d) keep the Minister-in-Charge generally informed of the working of the Division and of any important case disposed of without reference to the Minister;
- (e) be the principal accounting officer of his Division, its Attached Departments and Subordinate Offices and ensure that the funds controlled by him are spent in accordance with the rules laid down by the Finance Division;
- (f) subject to the provisions of these rules and with the approval of the Minister-in-Charge issue standing orders laying down the manner of disposal of cases in the Division, including the distribution of work amongst the officers of his Division and such orders may specify the case or class of cases which may be disposed of by an office subordinate to him; and
- (g) be responsible for the careful observance of these rules and where he considers that there has been any material departure from them, either in his own or any other Division, he shall bring the matter to

6. Inserted *vide* Cabinet Divisions O.M. No. 104/8/85-Min. I, dated 4.8.1989.

the notice of the Minister-in-Charge and, if necessary, to the notice of the Prime Minister or the Cabinet.

7[(10) When the Secretary submits a case to the Minister, the latter may accept the proposals or views of the Secretary or may over-rule him. The Secretary will normally defer to the decision of the Minister and implement it. In case, however, the Secretary feels that the decision of the Minister is manifestly wrong and will cause gross injustice or undue hardship, he may state his reasons and re-submit the case to the Minister. If the Minister still adheres to his earlier decision and the matter is important enough, the Secretary shall request the Minister to refer the case to the Prime Minister and the Minister shall so refer the case for orders of the Prime Minister. If the case is not referred to the Prime Minister, the Secretary shall submit it directly to the Prime Minister with observations of the Minister-in-Charge".]

(11) The Minister-in-Charge shall be responsible for conducting the business of the Division in the Assembly.

*[(11-A) Verbal orders given by a functionary of the Government should as a matter of routine be reduced to writing and submitted to the issuing authority. If time permits, the confirmation shall invariably be taken before initiating action. However, in an exigency where action is required to be taken immediately or it is not possible to obtain written confirmation of the orders before initiating action, the functionary to whom the verbal orders are given shall take the action required and at the first available opportunity obtain the requisite confirmation while submitting to the issuing authority a report of the action taken by him.]

(12) If any doubt or dispute arises as to the interpretation of these rules or the Division to which a case properly pertains, the case shall be referred to the Cabinet Division, whose decision shall be final. The Cabinet Division shall obtain the orders of the Prime Minister where necessary.

(13) Instructions ancillary to these rules shall, whenever considered desirable, be issued by the Cabinet Division:

Provided that the special or general orders required to be framed by the Divisions in terms of these rules may be issued by them after consulting the Cabinet Division.

(14) If any order passed happens to contravene a law, rule or policy, it shall be the duty of the next below officer to point out this to the authority passing the order.

7. Subs. by Notifi. No. SRO 135(1)/98/dated 4.3.1998

8. Inserted *vide* Cabinet Divisions Notification No. 104/23/88-Min-1, dated 5th November, 1988.

(15) Detailed instructions for the manner of disposal of business in the Federal Secretariat shall be issued by the 9[Establishment Division] in the form of Secretariat Instructions.

6. Individual and collective responsibility. The Cabinet shall collectively be responsible for the advice tendered to, or the executive orders issued in the name of the President whether by an individual Minister or as a result of decision by the Cabinet; but the Minister shall assume primary responsibility for the disposal of business pertaining to his portfolio.

10[7. Orders and instruments, agreements and contracts. (1) Subject to Article 173, all executive actions of Government shall be expressed to be taken in the name of the President.

Note. The use of the expression "Federal Government" in relation to the Provincial Governments and "Government of Pakistan" in relation to foreign Governments shall be in order.

(2) The officers listed in Schedule IV may authenticate by signature all orders and other instruments made and executed in the name of the President:

Provided that in certain cases an officer may be so authorised for a particular occasion by order of the Prime Minister.

(3) Instructions regarding the manner of authentication of orders and instruments in connection with the representation of Pakistan in foreign countries or at international conferences and of international agreements and treaties, shall be issued by the Foreign Affairs Division.

(4) Instructions for the making of contracts on behalf of the President and the execution of such contracts and all assurances of property, shall be issued by the 10a[Human Rights] Division.

PART B-CONSULTATION AMONG DIVISIONS

8. Inter-Division procedure. (1) When the subject of a case concerns more than one Division, the Division incharge shall be responsible for consulting the other Division concerned and no orders shall issue, nor shall the case be submitted to the Cabinet or the Prime Minister, until it has been considered by all the Divisions concerned and their views obtained. Such consultation shall take place as early as may be practicable:

Provided that in cases of agency and with the approval of the Prime Minister, this requirement may be dispensed with, but the case shall at the earliest opportunity thereafter be brought to the notice of the other Divisions concerned.

9. Subs. for the words "Cabinet Division" by S.R.O. 538(1)/2001. [Published in Gaz. of Pakistan Extd. Part. II, dated, 26 July, 2001 p. 1877.] Earlier it was subs. for the words "Management Services Division" vide Notification No. 4-15/96-Min. I, dated 19th November, 1996.

10. Rule 7 amended vide Cabinet Divisions Memo. No. 104/33/78-Min. I, dated 21.11.79.

10a. Subs. vide S.R.O. 135(1)/98, dated 4.3.1998.

11(1A) The Division should normally furnish its views to the referring Division within a fortnight of the receipt of reference. If more time is required because of the complicated nature of the case, the referring Division should invariably be informed of the position by the end of a fortnight indicating, simultaneously, the time by which the reply would be sent.

(2) In the event of a difference of opinion between the Divisions concerned, the Minister primarily concerned shall try to resolve the difference in consultation with the other Ministers concerned. If no agreement is reached and the Minister primarily concerned desires to press the case, the case shall be submitted to the Prime Minister or, if the Prime Minister so desires, to the Cabinet:

Provided that in a matter of urgency the Minister primarily concerned may submit the case to the Prime Minister at any stage:

Provided further that where the Prime Minister is the Minister-in-Charge, the final views of other Divisions concerned shall be obtained before the case is submitted to the Prime Minister.

(3) When a case is referred by one Division to another for consultation, all relevant facts and the points necessitating the reference shall be clearly brought out. The reference should be complete in all respects to eliminate avoidable back references on the same issue (s). Similarly replies given by the Division should also be complete in all respects and cover all the points raised by the referring Division.

(4) Even where consultation is not required, a Division may, for purposes of information, pass copies of a communication received by it, or show a case, to such other Division as it considers would be interested in, or would profit by, it:

Provided that copies of classified documents shall be made and distributed only in accordance with the instructions issued by the Cabinet Division in accordance with rule 55(2):

Provided further that copies of cypher telegrams received or despatched by the Pakistan Crypto Centre shall be distributed in accordance with the standing orders issued by the Foreign Affairs Division in consultation with the Defence Division and the Cabinet Division.

(5) A Minister may ask to see a case of another Division if it is required for the disposal of a case in his Division. The Minister for Finance may ask to see a case of any Division in which a financial consideration is involved. While making such request the Minister shall give the reasons for which the case is called for and shall be dealt with under the general or special orders of the Minister-in-Charge of the other Division. If, for any reason, the case, or

11. Amended vide Cabinet Divisions Memo No. 104/43/80-Min. I, dated 3rd December, 1980.

relevant extracts from it, cannot be made available the Minister of the Division shall explain the position to the Minister making the request or bring the matter to the notice of the Prime Minister, if necessary.

(6) The Prime Minister may call for a case from any Division.

(7) If a Minister desire any further action to be taken on the case of another Division, he shall take up the matter with the Minister of that Division.

9. Secretarie's Committee. (1) There shall be a Secretarie's Committee to discuss matters referred to it by a Division, a Minister or the Prime Minister, in which the experience and collective wisdom of the senior officers could be consulted, to the benefit of the subject under consideration.

(2) In a matter discussed in the Secretarie's Committee if the Secretary of a Division has agreed to a proposal, it shall not be necessary to consult his Division again on that proposal.

(3) The Secretarie's Committee shall meet at least once a month unless there are no items for discussion.

(4) Other instructions regarding the submission of cases to the Secretarie's Committee shall be issued by the Cabinet Division.

(5) When a matter is referred to a Committee or working group, and a Division is represented therein by an officer of or above the rank of Joint Secretary, the agreed decision of the Committee or working group shall be treated as final and shall not be subjected to further scrutiny in that Division.

10. Consultation with the Cabinet Division. (1) No Division shall, without previous consultation with the Cabinet Division, issue, or authorise the issue of any orders which involve:--

- (a) the interpretation of these rules;
- (b) a change in the allocation of business between the various Divisions of a Ministry;
- (c) the strength, terms and conditions of service of the personal staff of Ministers, Ministers of State, Special Assistants to the Prime Minister and other dignitaries who enjoy the rank and status of a Minister or Minister of State; and
- (d) the selection of an officer of the level of Assistant Director and Deputy Director in the Intelligence Bureau.

(2) Proposals regarding any directions by the President to the Governor of a Province under clause (1) of Article 145 shall be submitted to the President by the Division concerned but a copy of the Presidential directive will be supplied to the Cabinet Division.

(3) The Divisions concerned shall obtain the clearance of the Cabinet Division to the proposals for sending of the delegations which are not in

conformity with the procedure laid down by that Division regarding categorization of international conferences.

11. Consultation with the Establishment Division. No Division shall, without previous consultation with the Establishment Division, issue, or authorise the issue of, any orders, other than orders in pursuance of any general or special delegation made by the Establishment Division, which involve:--

- (a) deleted *vide* Cabinet Division Memo No.104/59/78-Min. & L, dated 5-7-1979;
- (b)
- (c) initial appointments, other than those made through the Federal Public Service Commission, in the Federal Secretariat and Attached Departments;
- (d) a change in the terms and conditions of service of Federal civil servants;
- (e) a change in the statutory rights and privileges of any Federal Government servants;
- (f) the selection of an officer serving in connection with the affairs of a Province for appointment in the Federal Secretariat or an Attached Department, except for appointment in the Intelligence Bureau;
- (g) expenditure proposals relating to the Finance Division under rule 12(1)(b), (2) and (3);
- (h) the interpretation of rules and orders made by the Establishment Division; and
- (i) rules for recruitment to any post or service, including the question of removing a post or service from the purview of the Federal Public Service Commission for the purposes of recruitment.

12. Consultation with the Finance Division. (1) No Division shall, without previous consultation with the Finance Division, authorise the issue of any orders, other than orders in pursuance of any general or special delegation made by the Finance Division, which will affect directly or indirectly the finances of the Federation or which in particular involve:--

- (a) relinquishment, remission or assignment of revenue, actual or potential, or grant of a guarantee against it;
- (b) expenditure for which no provision exists in the budget or for which no sanction exists;
- (c) [Omitted *vide* Cabinet Division's Notification No. 4-11/91-Min-I, dated 22-10-91;]
- (d) floatation of loan;

- (e) re-appropriation within budget grants;
- (f) alteration in the method of compilation of accounts, or of the budget estimates;
- (g) receipt, or expenditure of foreign exchange unless already allocated;
- (h) a change in the terms and conditions of service of Government servants, on their statutory rights and privileges, which have financial implications; and
- (i) interpretation of rules made by the Finance Division.

(2) No proposal to which the previous concurrence of the Finance Division is required shall, so long as concurrence is refused, be proceeded with. If a Minister cannot reach agreement with the Minister for Finance and desires to press the proposal, he shall submit it to the Prime Minister or, if the Prime Minister so desires, to the Cabinet. Formal orders shall not issue until the Finance Division has given its scrutiny to the details of the proposal, where no such details have been supplied with the proposal.

(3) Except to the extent that power may have been delegated to the Divisions under the rules framed by the Finance Division, every order of a administrative Division conveying a sanction to be enforced in audit shall be communicated to the audit authorities through the Finance Division.

13. Consultation with the Foreign Affairs Division. The Foreign Affairs division shall, subject to orders in pursuance of any general or special delegation made by that Division, be consulted on all matters which affect the foreign policy of Pakistan, or the conduct of its foreign relations.

14. Consultation with the "Human Rights" Division. (1) The Human Rights Division shall be consulted:—

- (a) on all legal questions arising out of any case;
- (b) on the interpretation of any law;
- (c) before the issue of or authorization of the issue of an order, rule, regulation, by-law, notification, etc. in exercise of statutory powers;
- (d) deleted *vide* Cabinet Division No. 104/10/78-Min, dated 26-3-1978.
- (e) before instituting criminal or civil proceedings in a Court of law in which the Government is involved;
- (f) whenever criminal or civil proceedings are instituted against the Government at the earliest possible stage; and
- ¹²(g) before the appointment of a legal adviser in any Division or any office or corporation under its administrative control and the Human

11a. Suba. vide S.R.O. 135(1)/98, dated 4.3.1998.

12. Amended *vide* Cabinet Divisions Memo. No. 104/83/78-Min (Pt II) dated 21st November, 1979.

Rights Division will make its recommendations after consultation with the Attorney General.

(2) No Division shall consult the Attorney General except through the Human Rights Division and in accordance with the procedure laid down by that Division.

(3) if there is disagreement between the views of the Attorney General and the Human Rights Division, the case shall be submitted to the Minister for Human Rights for opinion. If the Minister disagrees with the Attorney General, the case shall be referred to the Prime Minister for orders who may refer the matter to the Cabinet if he so desires.

(4) For any proposed legislation the Human Right Division shall be consulted in accordance with rules 27 to 30.

(5) Bills or Ordinances received from the Provincial Governments or Governors requiring assent or instructions of the President shall be examined in the Division concerned and shall be submitted to the President through the Human Rights Division.

14-A. Consultation with Revenue Division. (1) No Division shall, without previous consultation with the Revenue Division authorise to issue of any orders, other than orders in pursuance of any general or special delegation made by the Revenue Division, which will affect directly or indirectly the collection of revenue from federal taxes, levy of taxes, duties, cesses or fees.

PART C—REFERENCES TO THE PRIME MINISTER

¹⁴[AND THE PRESIDENT]

15. Reference to the Prime Minister. (1) No order shall be issued without the approval of the Prime Minister in:—

- (a) cases involving important policy or departure from important policy:
Note. Departure from policy includes departure from a previous decision of the Cabinet or the Prime Minister.
- (b) cases involving directions to a Governor under Article 145 and to a Provincial Government under Article 149.
- (c) cases where it is proposed that the Federal Government undertake the implementation of an international agreement relating to a subject in the provincial field;
- (d) cases of Awards Decorations in recognition of gallantry and academic distinction;

13. Inserted *vide* Cabinet Divisions Notification No. 4-11/91-Min. 1, dated 22.10.1991.

14. Amended *vide* Cabinet Division's O.M. No. 104-8-85-Min-1, dated 4.8.1985.

- ¹⁵(e) cases relating to petitions addressed to the Prime Minister which are neither withheld under the instructions for the transmission of such petitions to the Prime Minister nor accepted;
- (f) cases relating to mercy petitions against sentences of death passed by Courts requiring the exercise of President's prerogative of pardon;
- (g) cases enumerated in Schedule V-A; and
- (h) cases involving sanction for the prosecution of the holder of a post referred to in Schedule V-A.

¹⁶(2) A case submitted to the Prime Minister for his orders shall include a self-contained, concise and objective summary stating the relevant facts and the points for decision prepared on the same lines as those prescribed in these rules for a summary for the Cabinet, except that only one copy will be required which may not be printed. The summary shall include the specific recommendations of the Minister-in-Charge and shall be accompanied by a draft communication, wherever appropriate.

(3) Omitted *vide* Cabinet Division's O.M. No.104-8-85-Min-I, dated 4.8.1995.

(4) In a case in which the Prime Minister's orders are obtained in oral discussion by a Minister, Minister of State, Special Assistant to the Prime Minister, ¹⁷[Secretary General,] Deputy Chairman Planning Commission, Secretary or by any other officer of the Government, a written note containing a brief record of the discussion and the orders of the Prime Minister shall be submitted to the Prime Minister's Secretariat (Public) for the information of the Prime Minister.

¹⁸(5) The Prime Minister shall:--

- (a) communicate to the President all decisions of the Cabinet relating to the administration of the affairs of the Federation and proposals for legislation;
- (b) furnish such information relating to the administration of the affairs of the Federation and proposals for legislation as the President may call for; and
- (c) if the President so requires, submit for the consideration of the Cabinet any matter on which a decision has been taken by the Prime Minister or a Minister but which has not been considered by the Cabinet.

15. Inserted *vide* Cabinet Divisions O.M. No. 104-8-85-Min-1, dated 4.8.1985.

16. Substituted *vide* Cabinet Divisions O.M. No. 104-70-73-Min. dated 15th July, 1974.

17. Omitted by Notif. No. SRO 135(1)/98 dated 4.3.1998.

18. Inserted *vide* Cabinet Divisions O.M. No. 104-8-85-Min-1, dated 4.8.1985.

¹⁹15-A. Reference to the President. (1) Notwithstanding the provisions made in these rules, where in terms of any provision of the Constitution any function is to be performed or any orders have to be issued by the President or his specific approval is required, the Division concerned shall incorporate a paragraph to this effect in the summary entitled as "Summary for the Prime Minister". The Prime Minister shall tender his advice and submit the case to the President. After the President has seen and approved the case it shall be returned to the Prime Minister. The cases to which this sub-rules applies are enumerated in Schedule V-B.

²⁰(2) Notwithstanding the provisions made in these rules, where in terms of any provisions of the Constitution, any function is to be performed or any orders have to be issued by the President in his discretion, the Division concerned shall submit the case to the president through the Prime Minister in the form of a self-contained, concise and objective summary entitled as "Summary for the President" stating the relevant facts and points for decision prepared on the same lines as prescribed in these rules for a Summary for the Cabinet, except that only one copy will be required which may not be printed. This procedure will not, however, be applicable where the President has conveyed the decision to the Prime Minister for issuing orders in respect of cases in his discretion. The cases to which this sub-rule applies are enumerated in Schedule VI.".]

(3) The cases and papers referred to in Schedule VII shall be submitted to the President for his information".

PART D--CABINET PROCEDURE

16. Cases to be brought before Cabinet. (1) The following cases shall be brought before the Cabinet:--

- (a) proposals for legislation, official or non-official, including money bills;
- (b) promulgation and revocation of Ordinances;
- (c) the budgetary position and proposals before the presentation of the Annual Budget Statement and a Supplementary budget Statement or an Excess budget Statement under Articles 80 and 84
- (d) proposals for levy, abolition, remission, alteration or regulation of any tax and floatation of loans;
- (e) a reference to the Supreme Court for advice on a question of law under clause (I) of Article 186;
- (f) generation of electricity and laying of inter-provincial transmission lines;

19. Inserted *vide* Cabinet Divisions O.M. No. 104-8-85-Min-1, dated 4.8.1985.

20. Subs. *vide* Notification No. S.R.O. 135(1)/98 dated 4.3.1998.

- (g) proposals involving action under Article 149 in respect of a subject in the Concurrent Legislative List.
- (h) proposals involving negotiations with foreign countries e.g. exchange of diplomatic and commercial representation treaties and agreements, visits of goodwill missions, representation at international conferences and meetings:

Provided that all proposals for entering into any cultural or other agreements with any foreign government shall, in the first instance, be submitted to the Cabinet for approval in principle and actual negotiations shall be initiated only after the proposal has been approved by the Cabinet:

Provided further that decisions regarding the composition of all delegations except those for which important briefs are required, to attend meetings of international bodies may be taken by mutual consultation between the Minister and the Minister for Finance, but the approval of the Prime Minister shall be obtained:--

- (i) where the delegation is sponsored by a Division under the direct charge of the Prime Minister or a Division or Divisions under the charge of the Minister for Finance; or
- (ii) where a Minister is proposed to be included in the delegation:

Provided further that a decision regarding the opening of an honorary consulate abroad may be taken by the Foreign Affairs Division in consultation with the Commerce Division:--

- (i) important reports and documents required to be laid before the Assembly or Senate;
- (j) cases involving vital political, economic and administrative policies.

Note. Cases of this nature shall first be brought to the notice of the Prime Minister by the Minister-in-Charge. The Prime Minister will decide whether any such case should be brought before the Cabinet.

- (k) case which the Minister-in-Charge considers important enough for discussion in the Cabinet.
- (l) other cases required to be referred to the Cabinet under the provisions of these rules; and
- (m) any case desired by the Prime Minister to be referred to the Cabinet.

(2) Notwithstanding the provisions of sub-rule (1), the Prime Minister may in any case give directions as to the manner of its disposal without prior reference to the Cabinet.

17. Method of disposal of Cabinet cases. (1) Cases referred to the Cabinet shall be disposed of:--

- (a) by discussion at a meeting of the Cabinet; or
- (b) by circulation amongst Ministers; or
- (c) by discussion at a meeting of a committee of the Cabinet:

Provided that the decisions of the Committee shall be ratified by the Cabinet unless the Cabinet has authorised otherwise.

The Secretary to the Cabinet (hereinafter referred to as the "Cabinet Secretary") shall, under the general or special orders of the Prime Minister, indicate the manner in which a case shall be disposed of.

(2) Committees of the Cabinet may be constituted, and their terms of reference and membership laid down by the Cabinet or the Prime Minister. Such Committees may be standing or special Committees; accordingly as they are appointed to deal with a class of cases or a specific case.

18. Manner of submission of Cabinet cases. (1) In respect of all cases to be submitted to the Cabinet, the Secretary of the Division concerned shall transmit to the Cabinet Secretary a concise, lucid and printed memorandum of the case (hereinafter referred to as the "summary"), giving the background and relevant facts, the points for decision and the recommendations of the Minister-in-Charge. In the event of the views of the Division being different from the views of the Minister, both the views shall be included in the summary.

(2) In the case of a proposed legislation to which approval is sought in principle, the summary shall bring out clearly the main issues to be legislated upon.

(3) The summary shall be self-contained as far as possible, not exceeding two printed pages and may include as appendices only such relevant papers as are necessary for the proper appreciation of the case. The number of copies of the summary and the form in which it is to be drawn up shall be prescribed by the Cabinet Secretary.

(4) Where a case concerns more than one Division, the summary shall not be submitted to the Cabinet unless it has been considered by all the Divisions concerned. In the event of a difference of opinion between them the points of difference shall be clearly stated in the summary, a copy of which shall be sent by the sponsoring Division to the other Division concerned simultaneously with the transmission of the summary to the Cabinet Division.

(5) All draft Bills, Ordinances or Orders shall be submitted to the Cabinet after they have been scrutinized by the ^{20a}["Human rights"] Division and no changes shall be made therein except in consultation with that Division.

^{20a} Subs. vide S.R.O. 135(1)/98, dated 4.3.1998.

¹(6) No case for inclusion in the agenda of a meeting of the Cabinet shall be accepted unless it reaches the Cabinet Secretary at least ²(seven clear) days in advance of the meeting:

Provided that, if a case is urgent and is required to be taken up a short notice, the Secretary concerned will obtain approval of the Prime Minister for its inclusion in the agenda before it is transmitted to the Cabinet Secretary.

³["(7) It shall be the duty of the Cabinet Secretary to satisfy himself that the papers submitted by a Secretary are complete and in appropriate form. He may return the case until the requirements of the rules have been complied with. If the Cabinet Secretary is satisfied that the case does not merit consideration of the Cabinet he may advise the matter to be placed before an appropriate forum or require it to be submitted to the Prime Minister."]

19. Procedure regarding circulation of Cabinet cases. (1) When a case is circulated to Cabinet for recording opinion, the Cabinet Secretary shall specify the time by which opinions should be communicated to him. If a Minister does not communicate his opinion by that time, it shall be assumed that he accepts the recommendations contained in the summary.

(2) On the expiry of the specified time, the Cabinet Secretary shall submit the opinions received to the Prime Minister for decision.

(3) If the Prime Minister directs that the case shall be discussed at a Cabinet meeting, the Cabinet Secretary shall circulate the opinions recorded by the Ministers in the form of supplementary summary.

(4) Report made to the Cabinet of action taken on its decisions, and other cases submitted only for information, shall normally be disposed of by circulation.

20. Procedure regarding Cabinet Meetings. (1) Meeting of the Cabinet to discuss ordinary business shall normally be held once a week on a day and time to be specified by the Prime Minister:

Provided that the Prime Minister may call for special meeting of the Cabinet at any time and on any day to discuss urgent business. [:]⁴

⁴["Provided further that the Cabinet meeting will be attended by the persons holding the Cabinet rank and the Advisers, Special Assistants to the Prime Minister and Ministers of State may attend meetings of the Cabinet by special invitation."]

(2) Ministers shall so arrange their tours that they are able to attend the weekly Cabinet meetings, unless they have obtained the Prime Minister's

1. Amended *vide* Cabinet Divisions memo No. 104/7/79-Min-1, dated 31st May, 1981.

2. Subs. for the words "fifteen" by Notifi. No. S.R.O. 135(1)/96, dated 4.3.1998.

3. Subs. by Notifi. No. S.R.O. 135(1)/98, dated 4.3.1998.

4. Colon added *vide* S.R.O. 135(1)/98, dated 4.3.1998.

4a. Proviso added by S.R.O. 135(1)/98, dated 4.3.1998.

permission to absent themselves, in which case their Secretary should invariably be in attendance at the Cabinet meeting if any item relating to his Division is on the agenda of the Cabinet meeting.

(3) The Prime Minister may authorise the holding of Cabinet meetings during his absence.

(4) The Prime Minister shall preside at all Cabinet meetings. In the absence of the Prime Minister a Minister nominated by the Prime Minister shall preside. The decisions taken in the Prime Minister's absence shall be subject to the approval of the Prime Minister unless the Cabinet feels that a particular case is so urgent that immediate action may be taken in anticipation of the Prime Minister's approval.

(5) The Cabinet Secretary shall ordinarily issue to the Ministers, three days in advance of a meeting a circular showing the cases proposed to be placed on the agenda together with the summaries relating to such cases. In the case of special meetings' the agenda may be issued less than three days in advance. A copy of the agenda, without summaries shall also be supplied to the Secretaries of Divisions.

(6) No case shall be discussed nor any issue raised unless the summary relating to it has first been circulated:

Provided that the Prime Minister may in his discretion or at the representation of a Minister, dispense with this requirement if he is satisfied that the circumstances were such that a working paper could not be supplied and the matter could brook no delay.

(7) The Secretary shall be in attendance at the Cabinet meeting for the purpose of the case relating to his Division even when his Minister attends that meeting.

(8) Other officers of the Divisions shall not ordinarily be required to be in attendance at the Cabinet meetings except:-

(a) when information on points within their technical or specialised knowledge is required; or

(b) when the Minister or the Secretary are unable to attend. In such cases any officer may be invited to the meeting by the Cabinet Secretary. Such officers may be asked to join the meeting only for the relevant case and, after giving the information required, shall withdraw from the meeting before discussion is taken up by the Cabinet.

(9) If the Secretary of the Division concerned considers that the discussion on a case should await the return of the Minister he may request the Cabinet Secretary for its postponement until the return of the Minister. Similarly, the Secretary may request for the withdrawal of a case belonging to his Division from the agenda of the Cabinet meeting.

(10) When a case is taken up by a meeting of the Cabinet, the Prime Minister may request the Minister or the Secretary or any other officer of the Ministry concerned who may be in attendance in accordance with sub-rule (8), to explain the point or points on which a decision is required.

(11) The Cabinet Secretary and or any other officer of the Cabinet, Division authorised by him shall attend all meetings and prepare:--

- (a) a brief record of the discussion which, in the absence of special directions by the Cabinet to the contrary, shall be of an impersonal nature;
- (b) a record of the decisions without any statement of the reasons therefor.

(12) The Cabinet Secretary shall circulate to the Ministers a copy of the above record for perusal and return within 24 hours of issue.

(13) A copy of decision of the Cabinet, and wherever considered necessary of the points made during the discussion shall be supplied by the Cabinet Secretary to the Secretary of the Division concerned for action under rule 2.

(14) If a Minister considers that there has been a mistake or omission in recording the minutes, he shall point it out to the Cabinet Secretary within 24 hours of the issues of the minutes. The Cabinet Secretary shall obtain the order of the Prime Minister and if necessary, issue a corrigendum, correct the official record in the Cabinet Division and advise the Secretary of the Division concerned.

(15) Where a Minister was unable to attend a Cabinet meeting and the Secretary attended the meeting, the record of the items concerning the Division shall be sent to the Secretary.

5[20-A. National Security Council.--(1) There shall be a National Security Council to aid and advise the President in exercise of his functions as President.

(2) The President shall be the Chairman of the Council which shall comprise the Chief Executive, Chairman Joint Chiefs of Staff Committee,

5. Subs. for Rule 20-A by S.R.O. 569 (1)/2001, dated 7.8.2001. [PLJ 2001 Fed. St. 517].

Services Chiefs and Governors of the Provinces and such other Members as may be appointed by the President in his discretion.

(3) The members of the Council shall hold office during the pleasure of the President.

(4) The President may call a meeting of the Council at such time and place, as he may deem fit.

(5) The Council shall deliberate upon, discuss and tender advice to the President on such matters as the President may refer to the Council *inter alia* the matters relating to Islamic ideology, national security, sovereignty, integrity, and solidarity of Pakistan, so as to achieve the aim and objectives enshrined in the Objectives Resolution 1949.

(6) The decision taken by the President after taking into consideration the deliberations of the Council shall be enforced and given effect in the manner as deemed fit by the President.

(7) In the exercise of his powers, performance of his functions and discharge of his duties under the National Security Council Order, 2001, the President shall act in his discretion in respect of any matter in respect of which he is empowered by the said Order to do so.]

⁶[(8) The Principal Secretary to the President shall be the Secretary of the National Security Council.

(9) Necessary administrative support to the National Security Council shall be provided by the National Security Council Secretariat established under the President's Secretariat (Punjab)].

21. Procedure regarding Inter-Provincial Conference. (1) Meetings of the Inter-Provincial conference shall be convened by the Cabinet Division under the directions of the Prime Minister who shall preside at the meetings.

(2) Only cases of major importance which require policy decision and mutual discussion between the Federal and the Provincial Governments shall be brought before the Inter-Provincial Conference.

(3) The Federal and Provincial Ministers and officials of the Divisions concerned and of the Provincial Governments may be associated with the deliberations of the Conference as and when considered necessary.

6. New sub-rules "(8), (9)" added by S.R.O. 195(1)/2002, dated 2.4.2002. [PLJ 2002 Fed St. 346].

(4) The provisions of rules ⁶[17] 18 and 20 shall apply *mutatis mutandis* to the manner of submission of cases to, and the procedure for the meetings of the Inter-Provincial Conference except that the summary shall reach the Cabinet Division at least ⁷[fifteen] clear days in advance of the commencement of the Conference.

(5) Other instructions regarding the submission of cases to the Conference shall be issued by the Cabinet ⁸[Secretary].

22. Procedure regarding National Economic Council. (1) Meetings of the National Economic Council shall be convened by the Cabinet Division under the directions of the Prime Minister who shall preside at the meetings.

(2) The Federal and Provincial Ministers and officials of the Divisions concerned and of the Provincial Governments may be associated with the deliberations of the National Economic Council as and when considered necessary.

(3) The provisions of rules ⁹[17] and 20 shall apply *mutatis mutandis* to the manner of submission of cases to, and the procedure for the meetings of the National Economic Council except that the summary shall reach the Cabinet Division at least ¹⁰[fifteen] clear days in advance of the commencement of the meeting.

(4) Other instructions regarding the submission of cases to the National Economic Council shall be issued by the Cabinet Secretary.

23. Procedure regarding Committees of Cabinet, Inter-Provincial Conference and National Economic Council. (1) meetings of a Committee of the Cabinet or of Inter-Provincial conference or of the National Economic Council shall be convened by the Cabinet Division under the directions of the Chairman of the Committee concerned, who shall preside at the meetings of the Committee.

(2) The members of the Committee shall attend the meetings;

Provided that a Federal Minister or a Provincial Minister, where he is a member, if unable to attend a meeting, may authorise the Secretary of the Division or Department concerned to represent him.

(3) Officials of the Divisions concerned and of the Provincial Governments may be associated with the deliberations of the Committee as and when considered necessary.

6. Inserted by S.R.O. 135(1)/98, dated 4.3.1998.

7. Subs. S.R.O. 135(1)/98, dated 4.3.1998.

8. Subs. for the word "Division" by Notifl. No. SRO 135(1)/98, dated 4.3.1998.

9. Inserted by S.R.O. 135(1)/98, dated 4.3.1998.

10. Subs. S.R.O. 135(1)/98, dated 4.3.1998.

(4) The provisions of rules 18, 19 and 20 shall apply *mutatis mutandis* to the manner of submission of cases to, and the procedure for the meeting of the Committee.

(5) Other instructions regarding the submission of the cases to the Committee shall be issued by the Cabinet Secretary.

24. Action on decisions of the Cabinet, Inter-Provincial Conference, National Economic Council, ¹¹[or their committees]. (1) When a case has been decided by the Cabinet, the Inter-Provincial Conference or the National Economic Council, ¹²[or their committees] the Minister-in-Charge shall take prompt action to give effect to the decision.

(2) When the decision is received by the Secretary of the Division concerned he shall:-

- (a) acknowledge the receipt of the decision in the form provided;
- (b) transmit the decision to his Division for action;
- (c) keep a register with himself of the decisions received, for the purpose of ensuring that prompt and complete action is taken on those decisions; and
- (d) coordinate action with any other Division concerned with the decision.

(3) The Secretary of the Division concerned shall, on receipt of the Cabinet decision, communicate it to the Division but shall not forward the original documents. The decision shall be formally conveyed as decision of the Federal Government and details as to the Ministers present at the meeting of the Cabinet, Committee of Cabinet, etc., shall not be disclosed.

Note. The record of the discussion before a decision was taken shall not be passed down unless it contains points which require further consideration or action in the Division concerned.

(4) To ensure implementation of the Cabinet decisions, the Secretary of each Division shall keep a record of all the decisions conveyed to him and shall watch progress of action until it is completed. It shall be his responsibility as Secretary of the Division sponsoring the summary, to consult or inform any other Divisions concerned, in order to ensure full implementation of the decision.

(5) The Cabinet Secretary shall watch the implementation of Cabinet decisions, and the Secretary in the Division concerned shall supply to the Cabinet Secretary such documents as the latter may, by general or special request, require to enable him to complete his record of the case.

11. Subs. S.R.O. 135(1)/98, dated 4.3.1998.

12. Subs. S.R.O. 135(1)/98, dated 4.3.1998.

(6) The Cabinet Secretary shall maintain the record of each case which shall consist of:-

- (a) a copy of all papers issued under rule 19(1), 20(5), 21(4), 22(3) or 23(4);
- (b) a copy of the records prepared under rule 19(2), 20(11) or 23(4);
- (c) all documents received under sub-rule (5).

(7) The Secretaries shall retain in their personal custody the record of Cabinet decisions and discussions conveyed to them under rule 20(13), and shall make them over to their successors at the time of handing over charge.

(8) All papers submitted to Cabinet are secret until the Cabinet discussion has taken place. Thereafter each Secretary shall decide whether the case should continue to be classified as secret, and inform the Cabinet Division of his decision.

(9) The Ministers shall return to the Cabinet Secretary:-

- (a) the papers issued to them for decision by circulation immediately after recording their opinion;
- (b) the papers issued to them for decision by discussion in a meeting of the Cabinet or Committee of the Cabinet, etc., under rule 20(5), 21(4), 22(3) or 23(4), immediately after the discussion has taken place;
- (c) copies of the record of discussion and decision circulated by the Cabinet Secretary under rule 19(1), 20(1), 21(4), 22(3) or 23(4) immediately after they have perused them; and
- (d) reports of action taken on cabinet decisions or other papers circulated for information immediately after perusal.

25. Periodical reports of activities of Divisions. (1) There shall be prepared, for the information of Cabinet, a quarterly report of the activities of each Division. Such reports shall be circulated by the Cabinet Secretary for information.

¹³[*Note.* The Secretary of the Division shall decide as to which important activities of the Division should appear in the quarterly report. In order to make the report useful there should be minimum time lag between its issue and the period which its contents cover. The maximum period for the publication of the report after the expiry of each quarter should not be more than 2 months.]

13. Omitted by Notif. No. SRO 135(1)/98 dated 4.3.1998.

(2) At the beginning of each financial year, each Division shall, for the information of the Cabinet and for the information of general public prepare as a permanent record a Year Book which shall contain:-

- (a) the details of its activities, achievements and progress during the preceding financial year giving only the unclassified information which can be used for reference purposes.
- (b) the programme of activities and targets set-out for itself during the preceding financial year and the extent to which they have been realised; and
- (c) the relevant statistics properly tabulated.

Note. The Secretary of the Division shall ensure that only unclassified material is supplied for the Year Book so that the information contained therein may be available for the use of academic scholars and other/interested.

(3) Every Year Book shall be circulated by the Cabinet Secretary for information, ¹⁴["within ninety days at the end of the financial year under report."]

26. Annual Report. (1) There shall be prepared by the Cabinet Division an annual report on the observance and implementation of the Principles of Policy in relation to the affairs of the Federation in terms of clause (3) of Article 29.

(2) The ¹⁵["Human Rights"] Division shall cause the report to be laid before the Assembly.

(3) The provisions of rule 25(2) and (3) shall apply for the preparation and submission of the report to Cabinet as they apply to a Year Book.

PART E--LEGISLATION

27. Official Bills. (1) The Division concerned shall be responsible for determining the contents of the proposed legislation, for consulting the other Divisions concerned (including the Finance Division) where necessary and for obtaining the approval of the Cabinet under rule 16(1)(a), to the issues involved before asking the ¹⁵["Human Rights"] Division to draft the Bill:

Provided that where the proposed legislation involves only a verbal or formal amendment of an existing law, it shall not be necessary to obtain approval of the Cabinet before asking the Human Rights Division to draft it.

(2) When referring the approved legislation to the Human Rights Division for drafting, the Division concerned shall send the relevant papers alongwith a memorandum indicating the provisions which are intended to be incorporated in the draft Bill and giving the objects of and reasons for those

14. Added vide S.R.O. 135(1)/98, dated 4.3.1998.

15. Subs. vvide S.R.O. 135(1)/98, dated 4.3.1998.

provisions to enable the Human Rights Division to grasp the exact intention of the Division concerned and the full scope of the proposed legislation.

(3) Apart from giving shape to the draft legislation the ¹⁶["Human Rights"] Division shall advise the Division concerned as to the competence of Majlis-e-Shoora (Parliament) to make a law on the subject to which the proposed legislation relates and whether any legal requirements are to be complied with before the Bill is introduced in the Assembly or the Senate.

(4) Whenever consent or recommendation of the Federal Government or provisions sanction of the President is necessary for the introduction of a Bill it shall be drafted by the Human Rights Division alongwith the Bill.

(5) The Division concerned shall then:--

¹⁷[(5-A) The Cabinet may, in an appropriate case, while according approval to the proposed legislation under sub-rule (1), dispense with the requirements of clause (a) of sub-rule (5) regarding submission of the case to the Cabinet for approval of the draft bill;] and

(a) submit the case to the Cabinet:--

(i) for approval of the draft Bill;

(ii) for deciding any issue that may still be outstanding;

(b) obtain the approval of the Prime Minister on the decisions of the Cabinet on the points mentioned in clause (a) where the approval has not already been given by the Prime Minister in the meeting of the Cabinet; and

(c) obtain the signature of the Prime Minister on the consent or recommendation, of the President on the previous sanction where required to the introduction of the Bill in the Assembly or the Senate;

and return the Bill to the Human Rights Division for further action in terms of sub-rule (8).

(6) The Division concerned shall include in the brief prepared for the use of the Minister-in-Charge the direction which the Cabinet has given regarding the line of action to be adopted with regard to the Bill.

(7) Legislation relating to the codification of substantive law or for the consolidation of existing enactments or legislation of a purely formal character e.g., repealing and amending Bills and short title Bills, may be initiated in the Human Rights Division. It shall, however, consult the Division concerned, if any, which shall consider the draft legislation from the administrative point of view and send their views to the Human Rights Division.

16. Subs. S.R.O. 135(1)/98, dated 4.3.1998.

17. Inserted by S.R.O. 135(1)/98, dated 4.3.1998.

^{17a}[(8) After taking action in terms of sub-rule (5), the Division concerned shall forward to the Human Rights Division the draft legislation in its final form with a statement of objects and reasons duly signed by the Minister-in-Charge. The and Human Rights Division, after satisfying itself that all legal requirements have been complied with for the introduction of the Bill in the Assembly or, as the case may be, the Senate, transfer the Bill alongwith the statement of objects and reasons to the Parliamentary Affairs Division for arranging its introduction in the appropriate House."]

28. Non-official Bills. (1) The Division concerned shall be responsible for assessing the administrative implications of the proposed legislation and for consulting the other Division concerned, including the Finance Division, where necessary.

(2) Thereafter, the Division concerned shall consult the Human Rights Division who shall apart from advising the Division concerned on the legal implications of the proposed legislation and the competence of the Majlis-e-Shoora (Parliament) to make a law on the subject to which the Bill relates, advise it as to whether any legal requirements are to be complied with and whether the Bill is one which cannot be introduced under the Constitution without the consent or recommendation of the Federal Government or previous sanction of the President.

(3) The Division shall then obtain:--

(a) the instructions of the Cabinet regarding the provisions of the Bill;

(b) the decision of the Cabinet as to which of the following motions in the Assembly is to be supported:--

(i) that it be taken into consideration by the Assembly either at once or at some future date to be specified;

(ii) that it be referred to a Select Committee;

(iii) that it be circulated for the purpose of eliciting opinion thereon; and

(iv) that it be opposed; and

(c) the signature of the Prime Minister on the consent or recommendation, or of the President on the previous sanction, where required to the introduction of the Bill in the Assembly or the Senate.

(4) The Division shall include in the brief prepared for the use of the Minister-in-Charge the directions which the Cabinet has given regarding the line of action to be adopted with regard to the Bill.

17a. Sub-rule "8" subs. by S.R.O. 135(1)/98, dated 4.3.1998.

29. Official and non-official amendments to Bills. The procedure regarding official amendments shall be the same as for official bills and that for non-official amendments the same as for non-official Bills.

30. Ordinances. (1) The provisions of rule 27 shall apply *mutatis mutandis* when the proposed legislation is an Ordinance. The ¹⁸["Human Rights"] Division shall promulgate the Ordinance and in due course arrange to lay it before. ¹⁹Human Rights.

¹⁹(i) the Assembly, if it contains provisions dealing with all or any of the matters specified in clause (2) of Article 73;

(ii) both Houses, if it does not contain provisions dealing with any of the matters referred to in clause (i).

(2) When an Ordinance is to be withdrawn the approval of the President shall be obtained by the Division concerned through the Prime Minister.

PART F--RELATIONS WITH MAJLIS-E-SHOORA (PARLIAMENT)

31. Compliance with Rules of Majlis-e-Shoora (Parliament). All Divisions shall in their relations with the Assembly, the Senate and Majlis-e-Shoora (Parliament) in joint sitting comply with the Rules of Procedure and Standing Orders of the Assembly, the Senate or the joint sitting, as the case may be.

32. Summoning of Majlis-e-Shoora (Parliament), a House or joint sitting by the President. (1) At the appropriate time the Secretary ²⁰["Human Rights"] Division, shall ascertain the state of business pending for the considerations of the Assembly, the Senate or joint sitting.

(2) The Secretary, ²⁰["Human Rights"] Division, shall in terms of sub-rule (3) of rule 15, obtain the President's orders on summoning the Assembly, the Senate both Houses or Majlis-e-Shoora (Parliament) in joint sitting, as the case may be, and communicate the date, time and place for the commencement of the session:--

(a) in the case of the Assembly, to the Secretary of the Assembly;

(b) in the case of the Senate, to the Secretary of the Senate;

(c) in the case of both Houses and joint sitting, to the Secretary of the Assembly and also to the Secretary of the Senate.

(3) Upon receipt of a communication under sub-rule (2), the date, time and place for the commencement of the session shall be notified in the Gazette:--

18. Subs. by S.R.O. 135(1)/98, dated 4.3.1998.

19. Amended *vide* Cabinet Divisions O.M. No. 104-S-85-Min-I, dated 4.8.1985.

20. Subs. for the words "Parliamentary Affairs" by S.R.O. 135(1)/98, dated 4.3.1998.

1. Subs. for the words "Parliamentary Affairs" by S.R.O. 135(1)/98, dated 4.3.1998.

(a) in the case of the Assembly, by the Secretary of the Assembly;

(b) in the case of the Senate by the Secretary of the Senate;

(c) in the case of both Houses or joint sitting, by the Secretary of the Assembly and also by the Secretary of the Senate.

33. Prorogation of Majlis-e-Shoora (Parliament) a House or joint sitting by President. (1) At the appropriate time, the Secretary, ²¹["Human Rights"] Division shall, in terms of sub-rule (3) of rule 15, obtain President's orders on prorogation of the Assembly, the Senate, both Houses or Majlis-e-Shoora (Parliament) in joint sitting, as the case may be and communicate the same:--

(a) in the case of the Assembly to the Secretary of the Assembly;

(b) in the case of the Senate to the Secretary of the Senate;

(c) in the case of both Houses and joint sitting to the Secretary of the Assembly and also to the Secretary of the Senate.

(2) Upon receipt of a communication under sub-rule (1), the date of prorogation of the session shall be notified in the Gazette:--

(a) in the case of the Assembly, by the Secretary of the Assembly;

(b) in the case of the Senate by the Secretary of the Senate;

(c) in the case of both Houses and joint sitting by the Secretary of the Assembly and also by the Secretary of the Senate.

34. Summoning and prorogation of National Assembly by the Speaker. (1) When the Assembly is summoned by the Speaker under clause (3) of Article 54, the date, time and place for the commencement of the session shall be notified in the Gazette by the Secretary of the Assembly.

(2) When the Assembly is prorogued by Speaker under clause (3) of Article 54, the date of prorogation shall be notified in the Gazette by the Secretary of the Assembly.

35. Summoning and prorogation of the Senate by the Chairman. (1) When the Senate is summoned by the Chairman under clause (3) of Article 54 read with Article 61 the date, time and place for the commencement of the session shall be notified in the Gazette by the Secretary of the Senate.

(2) When the Senate is prorogued by the Chairman under clause (3) of Article 54 read with Article 61, the date of prorogation shall be notified in the Gazette by the Secretary of the Senate.

36. Review of official and non-official business. As soon as a notification under sub-rule (3) of rule 32 sub-rule (1) of rule 34 or sub-rule (1) of rule 35 is issued all Divisions shall undertake a review of official and

2. Subs. for the words "Parliamentary Affairs" by

non-official business intended to be brought before the Assembly, the Senate both Houses or the joint sitting as the case may be, and shall promptly forward to the ³[Human Affairs] Division detailed lists of such business not later than five days before the commencement of the session.

37. Provisional forecast of official and non-official business. (1) The Secretary, ⁴[Human Affairs] Division, shall prepare a provisional forecast of the business to be brought before the Assembly, the Senate or the joint sitting, as the case may be and shall make, through the appropriate Leader of the House, or in the case of the joint sitting through the Prime Minister, proposals to the Speaker or, as the case may be the Chairman for the allotment of days for the transaction of official as well as non-official business. The final arrangement as approved by the Speaker or the Chairman as the case may be shall be circulated by the appropriate Secretariat to all the Divisions and the Secretary, Prime Minister's Secretariat (Public).

38. Orders of the Day. The Secretary ⁵[Human Rights] Division, shall, in consultation with the appropriate Leader of the House, prepare orders of the day for each official day and forward it to the appropriate Secretariat. In the case of a joint sitting the Orders of the Day shall be prepared in consultation with the Prime Minister and forwarded to the Secretary of the Assembly.

39. Transmission of Bills, etc. (1) Copies of Bills, including Bills passed by one House and transmitted to the other House, Bills to be reconsidered by the Assembly and Bills to be considered in a joint sitting resolutions; notices, questions and other business to be brought before the Assembly, the Senate or the joint sitting shall be forwarded as soon as received or possible by the appropriate Secretariat to the Division concerned.

(2) If a Bill, resolution, motion or question has been wrongly addressed to a Division by the appropriate Secretariat it shall be promptly transferred by the receiving Division to the Division concerned, under advice to that Secretariat.

(3) The appropriate Secretariat shall inform the Division concerned as soon as it is known that a resolution, motion or question has been admitted in its final form or not admitted so that the Division concerned may regulate its action accordingly.

(4) Before the commencement of each session of the National Assembly on the Senate, the appropriate Secretariat shall ascertain from the Cabinet Division the allocation of business amongst the Divisions.

3. Subs. for the words "Parliamentary Affairs" by S.R.O. 135(1)/98, dated 4.3.1998.

4. Subs. for the words "Parliamentary Affairs" by S.R.O. 135(1)/98, dated 4.3.1998.

5. Subs. for the words "Parliamentary Affairs" by S.R.O. 135(1)/98, dated 4.3.1998.

40. Action by Division. As soon as any communication (whether a notice intimation a Bill or any other paper) is received from the appropriate Secretariat or any other authority regarding the business or affairs of the Assembly the Senate or the joint sitting, the receiving officer shall at once bring it to the notice of the Secretary and the Minister.

⁶[41. Introduction of Bills, etc. (1) Money Bills whether with respect to any matter in the Federal Legislative List or the Concurrent Legislative List may originate only in the Assembly.

(2) Bills other than Money bills, resolutions, motions questions or other business with respect to any matter in the Federal Legislative List or in the Concurrent Legislative List may originate or be moved or asked, in or, as the case may be brought before either House:

Provided that the Prime Minister shall determine the House in which a particular official bill resolution or motion shall originate or be moved or, as the case may be before which any other official business shall be brought.

(3) A Money Bill passed by the Assembly shall without being transmitted to the Senate be presented to the President for assent.

(4) An official Bill shall be introduced in the Assembly or as the case may be the Senate by the Minister-in-Charge or by any other Minister on his behalf.

(5) The Minister concerned shall in consultation with the Leader of the House, decide as to which of the following motions should be made with regard to an official Bill after its introduction:--

- (a) that it be taken into consideration at once and passed; or
- (b) that it be taken into consideration on a date to be specified; or
- (c) that it be referred to a Select Committee; or
- (d) that it be circulated for the purpose of eliciting opinion thereon:

Provided that if a question of important policy is involved, the Minister shall obtain the orders of the Prime Minister.

(6) When an official Bill is referred to a joint sitting the motion for its consideration and any subsequent motion shall be moved by the Minister-in-Charge or by any other Minister on his behalf.

(7) The Division concerned shall prepare for the use of the Minister-in-Charge a brief on each Bill, whether official or non-official.

42. Assent to Bills. A Bill to be presented to the President for his assent shall be forwarded by the appropriate Secretariat duly certified by the Speaker or as the case may be, the Chairman to the ^{6a}["Human Rights"] Division who shall submit it to the President for his assent.

6. Amended *vide* Cabinet Divisions O.M. No. 104-8-85-Min-I, dated 4.8.1985.

6a. Subs. for the words "Parliamentary Affairs" by S.R.O. 135(1)/98, dated 4.3.1998.

7[The President shall:--

- (a) assent to the Bill, or
- (b) if it is a Bill other than a Money Bill return the Bill to the Majlis-e-Shoora (Parliament) with a message requesting that the Bill, or any specified provision thereof, be reconsidered and that any amendment specified in the message be considered.

42-A. Reconsideration of Bill by Majlis-e-Shoora (Parliament). When the President has returned a Bill to the Majlis-e-Shoora (Parliament) for reconsideration and the Bill is again passed by the Majlis-e-Shoora (Parliament), with or without amendment, by the votes of the majority of the total membership of the two Houses, it shall be again presented to the President and the President shall assent thereto.

43. Resolution. (1) When an official resolution is to be moved in the Assembly, the Senate or the joint sitting, the Division concerned shall, where time permits, consult the ⁷["Human Rights"] Division and obtain approval of the Cabinet before forwarding the resolution with a notice signed by the Minister to the Secretary of the appropriate Secretariat:

Provided that no such resolution shall be forwarded to the appropriate Secretariat until the Prime Minister has seen it if he was present at the Cabinet meeting or where there was no time to consult the Cabinet.

Note. Official resolutions may be for the ratification of an international convention, constitution of a statutory body, declaration of policy on a matter of public interest etc.

(2) On receipt of a non-official resolution from the appropriate Secretariat, the Division concerned shall examine its contents and, when the resolution is admitted for discussion, obtain the orders of the Cabinet if time permits. But the orders of the Prime Minister shall in any case be obtained. In examining the resolution, the Division concerned shall consider whether the discussion of the resolution, or any part thereof, would be detrimental to the public interest and if so, it should point this out, with reasons, in its comments on the resolution.

(3) The Division concerned shall prepare regarding each resolution whether official or non-official, a brief for the use of the Minister.

(4) After a resolution has been adopted, the appropriate Secretariat shall forward it to the Division concerned for appropriate action.

44. Motions. (1) The Division concerned shall submit an official motion, together with a notice, to the Minister-in-Charge and after he has signed it shall forward it to the appropriate Secretariat.

Note. Official motions may be for the election of members to a Standing Committee or a statutory body, raising discussion on a particular matter, etc.

7. Inserted vide Cabinet Divisions O.M. No. 104-8-85-Min-1, dated 4.8.1985.
8. Inserted vide Cabinet Divisions O.M. No. 104-8-85-Min-1, dated 4.8.1985.
8a. Subs vide S.R.O. 135(1)/98 dated 4.3.1998.

(2) On receipt of a non-official motion from the appropriate Secretariat, the Division concerned shall consider whether a discussion of the motion, or any part thereof, would be detrimental to the public interest.

(3) If the Division is of opinion that discussion of a motion or any part thereof would be detrimental to the public interest or that the motion or any part thereof involves a point of important policy which requires the orders of the Prime Minister or the Cabinet under these rules, it shall, as soon as the motion is admitted, submit the case for the orders of the Prime Minister or as the case may be the Cabinet and shall in doing so state the reasons for holding such opinion.

(4) The Division concerned shall prepare regarding each motion, whether official or non-official, a brief for the use of the Minister.

(5) After a motion has been adopted the appropriate Secretariat shall forward it to the Division concerned for appropriate action.

45. Questions. (1) On receipt from the appropriate Secretariat of a question (starred, un-starred or short notice) proposed to be asked by a member, the Division concerned shall draft a reply and after it has been approved by the Minister forward the required number of copies of the reply to the appropriate Secretariat before the day on which the question is put down for answer. In the case of a starred question, a brief be prepared by the Division concerned for the use of the Minister in answering any supplementary questions that may be asked.

(2) A copy of each supplementary question asked in respect of a starred question, and of the reply given thereto, shall be forwarded by the appropriate Secretariat to the Division concerned, as soon as possible after the proceedings have been transcribed.

(3) The Division concerned shall be responsible for the fulfilment of any undertakings given on its behalf in reply to a question or a supplementary question.

46. Budget. (1) The Minister for Finance shall, in consultation with Prime Minister and the Speaker prepare a time table for the consideration of the annual budget by the Assembly. The Secretary of the Assembly shall intimate the time-table so decided upon to all the Divisions and the Secretary Prime Minister's Secretariat (Public).

(2) On receipt of a motion proposing a cut in a demand (or supplementary demand) for grant of funds, the Division concerned shall examine the points raised by the member and any further points likely to be raised and prepare a brief for the use of the Minister-in-Charge in making a reply.

(3) When the budget is passed by the Assembly the Minister for Finance shall submit the Schedule of Authorised Expenditure to the Prime Minister who shall authenticate the Schedule by his signature as required by the Article 83.

47. Committees of Assembly or Senate. Standing or *ad-hoc* Committees may be constituted by the Assembly or the Senate to advise the Divisions concerned on general administrative policy or a special problem.

PART G--RELATIONS WITH PROVINCES

48. Directions to the Governors. No Division shall issue a direction to the Governor of the Province under clause (1) of Article 145 without the special approval of the Prime Minister.

49. Obligations of Provinces and Federation. (1) It shall be the duty of the Division concerned with a subject in the Concurrent Legislative List to submit the proposal to the Cabinet when action under Article 149 is called for.

(2) Alongwith the proposal, the principles underlying the Federal Law should also be stated.

(3) The implementation of an international agreement in the Provincial field shall normally be the responsibility of the Provincial Government unless in any case specific orders of the Prime Minister are obtained by the Division concerned in accordance with rule 15(1)(c).

(4) The Foreign Affairs Division shall issue necessary instructions to the Provincial Governments in the matter of conducting correspondence with the Government of a foreign country or a Pakistan Diplomatic Mission abroad or a Foreign Mission in Pakistan or an International Organisation.

50. Conferment of powers and imposition of duties upon a province. The Division concerned shall obtain the specific orders of the Prime Minister, if it is proposed to enact a law conferring powers and imposing duties upon a Province or officers or authorities thereof under clause (2) of Article 146.

PART H--EMERGENCY PROVISIONS

51. Proclamation of Emergency on account of war, internal disturbance, etc. (1) The Proclamation in case of a grave emergency in which the security of Pakistan, or any part thereof is threatened by war or external aggression or by internal disturbance beyond the power of a Provincial Government to control, shall be issued by the Cabinet Division in terms of sub-rule (3) of rule 15.

(2) The Divisions concerned shall keep the provisions of clauses (2) to (8) of Article 232 in view for making legislation if required while a Proclamation of Emergency is in force and for the submission of the Proclamation to the joint sitting or the Senate as the case may be.

(3) The provisions of rules 27, 28, 29 and 30 shall apply *mutatis mutandis* for the purpose of legislation while a Proclamation of Emergency is in force.

52. Failure of Constitutional machinery in a Province. The Proclamation in case of failure of Constitutional machinery in a Province shall be issued by the Cabinet Division in terms of sub-rule (3) of rule 15.

(2) The Division concerned shall keep the provisions of clauses (2) to (8) of Article 234 in view for making legislation, if required, while a Proclamation of Emergency is in force and for the submission of the Proclamation to the joint sitting or the Senate, as the case may be.

(3) The provisions of rules 27, 28, 29 and 30 shall apply *mutatis mutandis* for the purpose of legislation while a Proclamation of Emergency is in force.

53. Proclamation in case of financial stringency. (1) The Proclamation in case of financial stringency shall be issued by the Finance Division in terms of sub-rule (3) of rule 15.

(2) The Finance Division shall keep the provisions of clause (4) of Article 235 in view for the submission of the Proclamation to the joint sitting or the Senate, as the case may be.

54. Revocation of Proclamation, etc. The Proclamation issued under rule 51, 52 or 53 shall be varied or revoked by a subsequent Proclamation to be issued by the Division concerned in terms of sub-rule (3) of rule 15.

PART I--MISCELLANEOUS PROVISIONS

55. Protection and communication of official information. (1) No information acquired directly or indirectly from official documents or relating to official matters shall be communicated by a Government servant to the press, to non-official or even to officials belonging to other Government offices unless he has been generally or specially empowered to do so.

(2) Detailed instructions shall be issued by the Cabinet Division for the treatment and custody of official documents and information of a classified nature.

(3) Ordinarily all official news and information shall be conveyed to the press and the public through the Press Information Department or the External Publicity Wing of the Information and Broadcasting Division. The manner in which this may be done shall be prescribed by general or special orders to be issued by the Information and Broadcasting Division.

(4) Only Ministers and Secretaries and such officers as may be authorised shall act as official spokesmen of the Government. No statement involving foreign policy shall normally be made by a person (other than the Minister of State for Foreign Affairs and the Prime Minister) without prior consultation with the Foreign Affairs Division.

56. Channels of Communication. (1) Except as provided in sub-rule (2), all correspondence with the Government of a foreign country or a Pakistan diplomatic mission abroad or a foreign mission in Pakistan or an international organization shall normally be conducted through the Foreign Affairs Division:

Provided that by means of general or special orders to be issued by the Foreign Affairs Division, direct correspondence may be allowed under such conditions and circumstances as may be specified.

(2) All requests to a foreign Government or an international organization for economic or technical assistance shall be made through the Economic Affairs Division, which shall correspond with the foreign Government, etc., in accordance with the prescribed channel. The Economic Affairs Division may allow, by general or special orders, such requests to be made direct.

(3) Correspondence with Provincial Governments shall be conducted direct by the Division, in respect of the subjects allocated to them, subject to the provisions of rule 8 and it shall ordinarily be addressed to the Secretary of the Department concerned in the Provincial Government:

Provided that under general or special orders to be issued by a Division, its Attached Department may be authorised to correspond direct with the Department of a Provincial Government under such conditions and circumstances as may be specified therein.

(4) Copies of the correspondence with the Provincial Government in respect of the affairs of former and acceding States, if any, and Tribal Areas shall be endorsed to the States and Frontier Regions Division, provided that Division may be means of general or special orders, specify the class or classes of correspondence which shall be conducted through that Division.

(5) All correspondence with the headquarters of the defence Forces viz General Headquarters, Naval Headquarters, Air Headquarters, or their subordinate formations shall normally be conducted through the Defence Division:

Provided that by means of general or special orders to be issued by the Defence Division direct correspondence may be allowed under such conditions and circumstances as may be specified:

Provided further that the provisions of this sub-rule shall not affect normal communications between a Service Commander and the Civil Authorities in his area of inter-departmental discussion in which Service representatives are required to take part.

57. Relaxation. The '[President] may ¹⁰on the advice of Prime Minister'] permit where he considers it necessary, relaxation of the provisions of these rules in individual cases.

58. Repeal. The Rules of Business, 1962 are hereby repealed:

Provided that all rules, instructions and orders issued under the provisions of these Rules shall continue in force so far as applicable and with the necessary adaptations until altered, repealed or amended by the appropriate authority.

8. Amended *vide* Cabinet Division O.M. No. 104-8-85-Min-I, dated 4.8.1985.

10. Added by Notifi. No. S.R.O. 135(1)/98, dated 4.3.1998.

SCHEDULE I

"Rule 3(1)"

LIST OF MINISTRIES AND DIVISION

| Sr.No. | Ministries | Divisions |
|--------|---|---|
| 1 | 2 | 3 |
| 1. | Cabinet Secretariat | 1. Cabinet Division. 2. Establishment Division. |
| 2. | Ministry of Commerce | Commerce Division. |
| 3. | Ministry of Communications | Communications Division. |
| 4. | Ministry of Culture, Sports Tourism and Youth Affairs | Culture, Sports, Tourism and Youth Affairs Division |
| 5. | Ministry of Defence | 1. Defence Division. 2. Defence [Production] Division. |
| 6. | Ministry of Education | Education Division. |
| 7. | Ministry of Environment, Local Govt. & Rural Development | Environment, Local & Rural Development Division. |
| 8. | Ministry of Finance, Economic Affairs and Statistics | 1. Finance Division. 2. Economic Affairs Division. |
| 9. | Ministry of Food, Agriculture and Livestock | Food Agriculture and Livestock Division. |
| 10. | Ministry of Foreign Affairs | Foreign Affairs Division. |
| 11. | Ministry of Health | Health Division. |
| 12. | Ministry of Housing and Works | Housing & Works Division. |
| 13. | Ministry of Industries and ¹² [production] | Industries & ¹² [production] Division |
| 14. | Ministry of Information and Media Development | Information and Media Development Division. |
| 15. | Ministry of Interior | 1. Interior Division. 2. Narcotics Control Division. |

11. Substituted Schedule I *vide* Notification No. 4-15/96-Min. I, dated 19th November, 1996.

12. Subs. for the word "Investment" by Notifi No. S.R.O. 135(1)/98, dated 4.3.1998

13. Subs. for the word "Investment" by Notifi No. S.R.O. 135(1)/98, dated 4.3.1998

Schedule I

| Sr.No. | Ministries | Divisions |
|--------|---|---|
| 1 | 2 | 3 |
| 16. | Ministry of Kashmir Affairs & Northern Areas and States & Frontier Regions. | Kashmir Affairs & Northern Areas and State & Frontier Regions Division. |
| 17. | Ministry of Labour, Manpower and Overseas Pakistanis | Labour, Manpower and Overseas Pakistanis Division |
| 18. | Ministry of Law, Justice, Human Rights and Parliamentary Affairs. | ¹⁴ [1. Law, Justice and Human Rights Division. 2. Parliamentary Affairs Division] |
| 19. | Ministry of Petroleum and Natural Resources | Petroleum and Natural Resources Division |
| 20. | Ministry of Planning and Development. | Planning and Development Division. |
| 21. | Ministry of Population Welfare | Population Welfare Division. |
| 22. | Ministry of Railways | Railways Division. |
| 23. | Ministry of Religious Affairs, Zakat and Ushr and Minorities Affairs | Religious Affairs, Zakat & Ushr and Minorities Affairs Division. |
| 24. | Ministry of Science and Technology | Scientific and Technological Research Division. |
| 25. | Ministry of Water and Power | Water and Power Division. |
| 26. | Ministry of Women Development, Social Welfare and Special Education | Women Development, Social Welfare and Special Education Division |

14. Subs. vide No.S.R.O. 135(1)/98, dated 4.3.1998.

Schedule I

SCHEDULE II

[Rule 3(3)]

DISTRIBUTION OF BUSINESS AMONG THE DIVISIONS

1. Cabinet Division

1. All secretarial work for the Cabinet, Council of Common Interests, Inter-Provincial Conference, 2[* * *] and their Committees, Secretaries' Committee.
2. Follow up and implementation of decisions of all the bodies mentioned at (1) above.
3. Council of Common Interests: Its constitution and appointment of members.
4. National Economic Council: Its constitution and appointment of members.
5. Secretaries' Committee.
6. Central Pool of Cars.
7. All matters relating to President, Prime Minister, Federal Ministers, Ministers of State, Persons of Minister's status without Cabinet rank, Special Assistants to the Prime Minister.
8. Appointments, resignations, salaries, allowances and privileges of Provincial Governors.
9. Strength, terms and conditions of service of the personal staff of the minister, ministers of state, Special Assistants to the Prime Minister, dignitaries who enjoy the rank and status of a Minister or Minister of State.
10. Rules of Business: Setting up of a Division, allocation of business to a Division and constitution of a Division or group of Division as a Ministry.
11. Implementation of the directives of the President/Prime Minister.
12. Preparation of Annual Report in relation to Federation on observance of Principles of Policy.
13. Budget for the Cabinet: Budget for the supreme Judicial Council.
14. Federal Intelligence.
15. Coordination of defence effort at the national level by forging effective liaison between the Armed Forces, Federal Ministries and the Provincial Governments at the national level by forging effective liaison between the armed Forces, Federal Ministries and the

1. Schedule II Subs. vide Notification No. 4-15/96-Min I, dated 19th November, 1996.
2. Words "National Security Council", omitted by S.R.O. 145(1)/2002, dated 2.1.2002.

Schedule II

Provincial Governments at the national level: Secretariat functions of the various Post-War Problems.

16. Communications security.
17. Coordination and tendering of advice on various aspects on computerization. Secretariat functions of Committee on mechanization of Government offices.
18. Instructions for delegations abroad and categorization of International conferences.
19. Security and proper custody of official documents and Security instructions for protection of classified matter in civil Departments.
20. Preservation of State Documents.
21. Coordination: Control of residential telephone and staff cars; Staff Car Rules; common services such as Teleprinter service Mail delivery Service, etc.
22. Civil awards: Gallantry Awards.
23. Tosha Khana.
24. Disaster Relief.
25. Repatriation of civilians and civil internees from India, Bangladesh and those stranded in Nepal and other foreign countries, and all other connected matters.
26. Resettlement and rehabilitation of civilians and civil Government servants uprooted from East Pakistan including policy for grant of relief and compensation for losses suffered by them.
27. All matters arising out of options exercised by the expatriation of, Bengalis from Pakistan.
28. Grant of subsistence allowance to Government servants under the rule making control of the Government of East Pakistan and its corporations, and their families stranded in West Pakistan.
29. Management of Movable and immovable properties left by the Bengalis in Pakistan.
30. Administration of the "Special Fund" for POWs and civilian internees held in India and War displaced persons.
31. Defence of Pakistan Ordinance and rules.
32. Federal Land Commission.
33. Stationery and printing for Federal Government official publications. Printing Corporation of Pakistan.
34. Administrative control of the National Language Authority.
35. Administrative Control of SUPARCO.

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36. Administrative control of Capital Development Authority.
- 1[37. Processing and follow up of the Prime Minister's Inspection commission inquires' inspection reports.]
38. General coordination between the Federal Government and the Provinces in the economic, cultural and administrative fields.
39. Promoting uniformity of approach in formulation of policy and implementation among the Provinces and the Federal Government in all fields of common concern.
40. Discussions of policy issues emanating from the Provinces which have administrative for economic implementations for the country as a whole.
41. Any other matter referred to the Division by a Province or any of the Ministry or Division of the Federal Government.
- 2[42. To act as Management Consultants to the Federal Government and to undertake case studies to solve specific management problems utilizing techniques like PERT, PM, system analysis, operations research and O&M.
43. Review of organizations, functions and procedures of the "Divisions", attached departments, all other Federal Government offices and departments; autonomous organizations and taken over industries with the objective of improving their efficiency.
44. Periodical review of staff strength in the Divisions, attached departments and all other Federal Government offices.
45. Initiation of proposals for simplification of systems, forms, procedures and methods for efficient and economic execution of Government business, minimizing public inconvenience and evolution of built in safeguards against corruption.
46. Training of Government functionaries in techniques like O&M, CPM, PERT, systems analysis and operations research both within the country and abroad.
47. Promotion of the knowledge and use of O&M concepts, PERT and CPM techniques, systems analysis and operations research within all Governments offices and organizations.
48. Idea award scheme.
49. Pakistan Public Administration Research Centre.
50. (a) Reorganization of a Division or an attached department or a change in the status of an Attached Department;
(b) Organization, on a permanent basis of a working, unit in a division other than as a Section.
51. Determination of the status of Government offices.]

1. Entry No. 37 omitted by Notification No. 577(I)/2002, dt. 31.8.2002. [Publish in Gaz. of Pakistan Extd., Pt. II, dated September 2, 2002].
2. Entries 42, 43, 44, 45, 46, 47, 48, 49, 50 and 51 omitted by S.R.O. 538(1)/2001. [Published in Gaz. of Pakistan Extd., Part II, dated, July 26, 2001 p. 1877].

2[52. National archives including Muslim Freedom achieves]

3[53. Board of Investment.]

2. Commerce Division

1. Imports and export across frontiers including:--

- (i) treaties, agreements, protocols and conventions with other countries and international agencies bearing on trade and commerce;
- (ii) promotion of foreign trade including trade offices abroad, trade delegations to and from abroad, overseas trade exhibitions and conferences and committees connected with foreign trade;
- (iii) standards of quality of goods to be imported and exported;
- (iv) transit trade and border trade; and
- (v) State trading.

2. Inter-Provincial trade.

3. Commercial intelligence and statistics.

4. Trade Marks.

5. Organization and Control of Chambers and Associations of Commerce and Industry.

6. Tariff (protection) policy and its implementation.

7. Law of Insurance; regulation and control of insurance companies; actual work; insurance of war, riot and civil commotion risks and life insurance but excluding health and unemployment insurance for industrial labour and post office insurance.

8. Inspection, handling storage and shipment of rice for export.

9. Export promotion.

10.

*[11. Anti-dumping duties, countervailing and safeguard laws.]

3. Communications Division

1. Posts, including Saving Bank and Post Office Insurance agency functions on behalf of other Divisions such as broadcast receiver licences, military pensions etc.

2. Telecommunications (not including radio broadcasting and television); matters relating to PTCL, PTA, FAB, NTC.

3. National Planning Research and international aspects of:--

- (i) Road, road transport.

2. Added vide S.R.O. 74(1)/97, dated 28.1.1997.

3. Added vide S.R.O. 135(1)/98, dated 1.3.1998.

* Entry No. 11 added by S.R.O. 195(1)/2002, dated 2.4.2002. [PLJ 2002, Vol. 316].

- (ii) Inland water transport; and

- (iii) Coastal shipping within the same Province.

4. National Highway and strategic roads; National Highway Council and Authority; Administration of the Central Road Fund and Fund for Roads of National importance.

5. Mechanically propelled vehicles; Transport, Advisory Council; Urban Road Transport Corporation.

6. Enemy property. Diverted Cargo belonging to the Federal Government.

7. Navigation and shipping including coastal shipping but not including shipping confined to one Province; safety of ports and regulation of matters relating to dangerous cargo.

8. Shipping and navigation on inland water-ways as regards mechanically propelled vessels and the rule of the road on such water-ways; carriage of passengers and goods on inland water-ways.

9. Light-houses, including lightships, because and other provisions for safety of shipping.

10. Admiralty jurisdiction; offences committed on the high seas.

11. Declaration and delimitation of major ports and the constitution and power of authorities in such ports.

12. Mercantile marine; planning for development and rehabilitation Pakistan merchant navy; international shipping and maritime conferences and ratification of their conventions; training of seamen; pool for national shipping.

13. Matters relating to private Software Export Board.

4. Culture, Sports, Tourism and Youth Affairs Division:--

1. Financial assistance to arts organizations, artists and journalists and their bereaved families.

2. Pride of performance awards in the field of arts.

3. Archaeology, national museums and historical monuments declared to be of national importance.

4. National archives including Muslim Freedom archives.

5. Promotion of education in arts and culture including all matters pertaining to the privately-sponsored dancing and cultural troupes going abroad on commercial basis; development of art councils, institutions and galleries. Pakistan National Council of Arts, National Institute of Folks and Traditional Heritage of Pakistan.

6. Cultural pacts and protocols with other countries and their implementation.

7. Development and control of film industry.
8. Administration of the Censorship of Films Act, 1963.
9. National Film Development Corporation.
10. Establishment of Cultural Centres.
11. Administrative control of Quaid-e-Azam Academy.
12. Administrative control of the National Institute of Historical and Cultural Research, Islamabad.
13. Authority for Preservation of Moenjodaro.
14. Aiwan-e-Iqbal.
15. Sports Organizations and grants-in-aid to them.
16. Pride of performance awards in the field of Sports.
17. National Sports Trust.
18. International exchange of sports teams.
19. National Policy, promotion and development in Pakistan and coordination of Federal and Provincial tourism plans and activities.
20. Pakistan National Tourism Council.
21. Publicity and establishment of tourist centres in Pakistan and abroad.
22. Publicity within the country and establishment of tourism information centres for the promotion and guidance of domestic tourists and for the guidance of foreign tourist visiting Pakistan.
23. Development of tourist facilities in areas with tourist potential where private sector is shy to invest.
24. Pakistan Tourism Development Corporation.
25. International organizations and agreements relating to tourism.
26. Tourism and hotel training institute.
27. Facilitation of travel in Pakistan for tourists.
28. Training and research in tourism in Pakistan and abroad.
29. Control and regulation of tourist industries and allied services.
30. Organized foreign tours for Pakistanis.
31. Policy on all aspects of Youth Affairs in conformity with national objectives and laws.
32. Legislation covering all aspects of Youth Affairs and matters ancillary thereto, in consultation with the concerned Ministries and Divisions.
33. All international aspects of Youth Affairs including negotiations for bilateral and multi-lateral agreements for mutual assistance and cooperation in this field.

34. Coordination of aid and assistance from foreign countries for Youth Affairs.
 35. Inter-Provincial Coordination on all aspects of Youth Affairs.
 36. Monitoring of the Implementation of policies on all aspects of Youth Affairs.
 37. Regulation of administrative, budgetary and other matters of organization dealing in Youth Affairs.
 38. Youth activities and movements pertaining to youth outside educational institutions.
 39. Youth Exchange Programmes (External) excluding students.
 40. Youth Centres (excluding students).
 41. All Youth Organizations and Forums (excluding students and Youth Investment Promotion Society).
5. Defence Division:-
1. Defence of the Federation or any part thereof in peace or war including:-
 - (i) army, naval and air forces of the Federation and any other armed forces raised or maintained by the Federation; and armed forces which are not the forces of the Federation but are attached to or operating with any of the armed forces of the Federation.
 - (ii) army, naval and air force works;
 2. Civilian employees paid from the Defence estimates.
 3. (i) Defence matters pertaining to treaties and agreements with other Governments except those relating to purchase of stores; and
 - (ii) Matters regarding military assistance to foreign countries.
 4. Stores and stationery for the Defence Services, other than those dealt with by the Defence Production Division.
 5. (i) Administrative control of Northern Light Infantry; and
 - (ii) Administration of National Guards Act, 1973.
 6. International Red Cross and Geneva Conventions in so far as they effect belligerents.
 7. Military awards and decorations.
 8. Welfare of ex-servicemen.
 9. Cantonment areas including:-
 - (i) the delimitation of such areas;
 - (ii) Local Self-Government in such areas, the constitution of local authorities for such areas and the functions and powers of such authorities; and

- (iii) the regulation of housing accommodation (including control of rent) in such areas.
- (10) Acquisition or requisitioning of property for Defence Services; imposition of restrictions upon the use of lands in the vicinity of such property and of works of Defence.
- 11. Pardons, reprieves and respites, etc., of all personnel belonging to the Armed forces.
- 12. Survey of Pakistan.
- 13. Administrative and budgetary control of Federal Government Educational Institutions (Cantonments/Garrisons) Directorate and its Institutions.
- 14. Administration of Military Lands and Cantonments Group.
- 15. Aircraft and air navigation; Administration of Civil Aviation Ordinance, 1961.
- 16. Development of Civil Aviation in Pakistan.
- 17. Provision of aerodromes.
- 18. Airport Development Agency.
- 19. (i) Regulation organization and safety of air traffic and of aerodromes;
(ii) Administration of Airport Security Force.
- 20. Pakistan International Airlines Corporation.
- 21. Air service agreements with other countries; liaison with International Civil Aviation Organization and other International agencies concerned with Aviation.
- 22. Federal Metrological Organizations and Metrological Observations; World Metrological Organization.
- 23. National Maritime policy.
- 24. (i) Matters relating to security of resources of the Maritime Zones of Pakistan including protection of human life and property.
(ii) Maritime Security Agency (MSA).
- 25. (i) National coordination of Maritime Activities.
(ii) National Maritime Affairs Coordination Committee.
- 26. Marine surveys and elimination of dangers to navigation.
- 27. Promotion of Maritime disciplines.
- 28. International aspects:--

- (i) matter arising out of the implementation of law of the Sea pertaining to Maritime Affairs.
 - (ii) International negotiations, agreements and treaties (excluding those handled by other Divisions).
 - (iii) Liaison with International Sea Bed Authorities and other International Agencies in the Maritime field.
- 1[29. Council for Defence and National Security and matters relating thereto.]

6. Defence Production Division:--

1. Arms, firearms, ammunition and explosives.
2. Ordnance Factories.
3. Declaration of industries necessary for the purpose of defence or for the prosecution of war.
4. Research and development of Defence equipment and stores.
5. Co-ordination of Defence Science research with civil scientific research organizations.
6. Indigenous production of defence stores.
7. Procurement of defence equipment store goods, arms and ammunition.
8. Negotiations for foreign assistance or loans for purchase of military stores and technical know-how.
9. Export of arms and ammunition and other products of Ordnance Factories.

7. Economic Affairs Division:--

1. Assessment of requirements; programming and negotiations for external economic assistance from foreign Governments and organizations.
2. Matters relating to IBRD, IDA, IFC ABD and IFAD.
3. Economic matters pertaining to the Economic and Social Council of the United Nations, Governing Council of UNDP, ESCAP (Economic and Social Commission of Asia and Pacific), Colombo Plan and OECD (DAC).
4. negotiations and coordination activities, etc., pertaining to economic co-operation with other countries (excluding RCD and PECC).

1. Entry 29 omitted by S.R.O. 83(1)/2000, dated 21.2.2000. [PLD 2000 Cent. St. 173]. Earlier it was added *vide* Notifi. No. 4-1/97-Min. I, dated 6.1.1997.

5. Assessment of requirements, programming and negotiation for securing technical assistance to Pakistan from foreign Governments organizations including nominations for EDI Courses.
6. Matters relating to technical assistance to foreign countries.
7. External debt management, including authorization of remittances for all external debt service, compilation and accounting and analysis of economic assistance from all foreign Governments and organizations.
8. Review and appraisal of international and regional economic trends and their impact on the national economy. Proposal concerning changes in International Economic Order.
9. Matters relating to transfer of technology under UNDP assistance.
10. Matters relating to International Islamic Development Bank.
8. **Education Division:--**
 1. Development and co-ordination of national policies, plans and programmes in education, development of curricula and textbooks. National Book Foundation.
 2. International aspect of development and planning of education.
 3. Copyright.
 4. External examination and equivalence of degrees and diplomas.
 5. Development of instructional technology, promotion and coordination of educational research.
 6. National language and other languages used for, official purposes including medium of instruction.
 7. National educational institutions and organizations and grants-in-aid to them, excluding administrative control of law colleges, National Educational Council.
 8. Education in the Capital of the Federation and States.
 9. Financial assistance to educationists and men of letters and their bereaved families.
 10. Prize of performance awards in academic fields.
 11. National libraries.
 12. National Service Corps; military training for students.
 13. Boy Scouts and Girl Guides; youth activities and movements.
 14. Welfare of Pakistani students abroad and foreign students in Pakistan.

15. Relationship with UNESCO and participation in its activities; liaison with other international agencies and organizations in educational programmes.
16. International exchange of students and teachers.
17. Foreign studies and training international assistance in the field of education.
18. Promotion of special studies designed to identify problems of national integrity and of measures best calculated to protect the mainsprings of ideological inspiration and develop national cohesion.
19. Administrative control of the Federal Colleges of Arts and Design.
20. Administrative control of Islamic Research Institute.
[Selection of scholars against Pakistan Chairs abroad by the Special Selection Board constituted in the Education Division.]
9. **Environment, Local Government and Rural Development Division:--**
 1. National policy, plans and programmes regarding:--
 - (a) Environmental Planning, Pollution and Ecology;
 - (b) Housing, Physical Planning and human Settlements including urban water supply, sewerage and drainage.
 2. Dealing and agreements with other countries and international organizations in the fields of Environment, Housing, Physical Planning and Human Settlements.
 3. Quaid-e-Azam Memorial Fund.
 4. Pakistan Environmental Planning and Architectural Consultants limited.
 5. Economic Planning and Policy making in respect of Forestry and Wildlife.
 6. Administrative control of:--
 - (i) National Council for Conservation of Wildlife in Pakistan.
 - (ii) Pakistan Forest Institute.
 - (iii) Zoological Survey of Pakistan.
 7. Administrative Control of the National Energy Conservation Centre (ENERCON).
 8. Federal functions pertaining to Local Government institutions in areas other than Cantonments including:--
 - (a) promotion of Local Government institutions;
 - (b) planning and co-ordination;
 - (c) grants-in-aid; and

- (d) International aspects including liaison with community development and local Government institutions in other countries.
9. Integrated Rural Development Programme-policy, guidance, follow-up action, co-ordination foreign assistance and evaluation.
10. Establishment Division:-
1. Regulation of all matters of general appealability to various occupational groups in public service including:-
 - (i) Recruitment;
 - (ii) Verification of character and antecedents;
 - (iii) Conduct and discipline; and
 - (iv) Terms and conditions of service (including re-employment after retirement) other than those falling within the purview of the Finance Division.
 2. (i) Formation of Occupational Group.
(ii) Policy and administration of:-
 - (a) All-Pakistan Unified Grades; and
 - (b) Office Management Group (Federal Unified Grades).
 3. Policy regarding recruitment to various grades.
 4. Grant of *ex-officio* status to non-Secretariat officers.
 5. (i) Training in Public Administration.
16[(ii) Matters relating to:-
 - (a) Pakistan Administrative Staff College, Lahore.
 - (b) National Institutes of Public Administration Karachi, Quetta and Peshawar;
 - (c) Pakistan Academy for Rural Development, Peshawar; and
 - (d) Civil Services Academy, Lahore".:]
 6. Federal Public Service Commission.
 7. General service matters, such as:-
 - (i) Casual leave;
 - (ii) Office hours;
 - (iii) Liveries of Government servants;
 - (iv) Policy questions regarding association of Federal Government employees;

16. Subs. vide S.R.O. 135(1)/98, dated 4.3.1998.

- (v) List of persons debarred from future employment under Government.
8. Matters relating to:-
- (i) Central Selection Board;
 - (ii) Special Selection Board;
 - (iii) Selection Committee for Provincial posts borne on All Pakistan Unified Grades;
 - 17[(iv) Selection Committee for Tribal Areas Pool.]
9. (i) Career Planning;
(ii) Instructions for writing and maintenance of Annual Confidential Reports on civil servants;
(iii) Centralized arrangements in managing original or duplicate Annual Confidential Reports dossiers of officers.
10. (i) Staff Welfare;
(ii) Federal Employees Benevolent Fund and Group Insurance Act, 1969.
11. Service Tribunals Act, 1973.
12. Administrative Reforms.
- 18[13. Administration of the Civil Servants Act, 1973, and the rules made thereunder].
- 19[14. To act as Management Consultants to the Federal Government and to undertake case studies to solve specific management problems utilising techniques like PERT, CPM, system analysis, operations research and O&M.
15. Review of organizations, functions and procedures of the Division, attached departments, all other Federal Government offices and departments, autonomous organizations and taken-over industries with the objective of improving their efficiency.
16. Periodical review of staff strength in the Divisions, attached departments and all other Federal Government Offices.
17. Initiation of proposals for simplification of systems, forms, procedures and methods for efficient and economic execution of Government business, minimizing public inconvenience and evaluation of built-in safeguards against corruption.
18. Training of Government functionaries in techniques like O&M, CPM, PERT, systems analysis and operations research both within the country and abroad.
19. Promotion of the knowledge and use of O&M concepts, PERT and CPM techniques, systems analysis and operations research within all government offices and organizations.
20. Idea award scheme.

17. Omitted vide S.R.O. 135(1)/98, dated 4.3.1998.

18. Added vide S.R.O. 135(1)/98, dated 4.3.1998.

19. Entry 14 to 23 added by S.R.O. 538(1)/2001. [Published in Gaz. of Pakistan Extd. Pt. II, dated. 26 July, 2001, p. 187].

21. Pakistan Public Administration Research Centre.
22. (a) Reorganization of a Division or an attached department or a change in the status of an Attached Department.
- (b) Organization, on a permanent basis of a working unit in a Division other than as a Section.
23. Determination of the status of Government offices.]
11. **Finance Division:--**
 1. Finances of the Federal Government and financial matters affecting the country as a whole.
 2. The Annual Budget Statement and the Supplementary and Excess Budget Statements to be laid before the National Assembly; the schedules of authorised expenditure.
 3. Accounts and audit.
 4. Allocation of share of each Provincial Government in the proceeds of divisible Federal Taxes; National Finance Commission.
 5. Public debt of the Federation both internal and external; borrowing money on the security of the Federal Consolidated Fund.
 6. Loans and advances by the Federal Government.
 7. Sanctions of internal and external expenditure requiring concurrence of the Finance Division.
 8. Advice on economic and financial policies; promotion of economic research.
 9. Proper utilization of the country's foreign exchange resources.
 10. Currency, coinage and legal tender, Pakistan Security Printing Corporation and Pakistan Mint.
 11. Banking investment, financial and other corporations, that is to say:--
 - (i) Central Banking; State Bank of Pakistan;
 - (ii) Other banking (not including co-operative banking) and investment and financial corporations with objects and business not confined to one Province; and
 - (iii) incorporation, regulation and winding up of corporations including banking insurance and financial corporations not confined to or controlled by or carrying on business in one Province.
 12. Company Law; Accountancy, Matters relating to the Partnership Act, 1932.
 13. Investment policies: Capital Issues (Continuance of Control) Act, 1947; statistics and research work pertaining to investment and capital.
 14. Stock exchanges and future markets with objects and business not continued to one Province; Securities Regulations.
 15. Financial settlement between Pakistan and India and division of assets and liabilities of the pre-Independence Government of India.

16. Framing of rules on pay and allowances, retirement benefits, leave benefits and other financial terms and conditions of service.
17. Cost Accountancy.
18. International Monetary Fund.
19. State lotteries.
20. Monopoly Control and anti-Cartel Laws.
21. Tax Administration.
22. Avoidance of double Taxation Agreements with other countries.
23. Administration of Customs and Excise Group, and Income Tax Group.
24. legal proceeding and litigation concerning Finance Division, provided that:--
 - (i) the Counsel to conduct cases in which Central Board of Revenue or the Finance Division is a party shall be appointed out of the panel of advocates approved by the Law Minister; and
 - (ii) in a case where the fee of an advocate is determined at one million rupees or more, such determination shall be made in consultation with the Attorney General for Pakistan who shall also monitor the progress of such case;

Provided that before appointing a Counsel, the Finance Division shall seek prior approval of the Attorney General of Pakistan.
25. Privatization and deregulation policies.
26. Administration of Economic Reforms Order, 1978.
27. Negotiations with international organizations and other countries and implementation of agreements thereof.
12. **Food, Agriculture and Livestock Division:--**
 1. Economic Co-ordination and planning in respect of food.
 2. Keeping a watch over the food supplies (including storage) position in the country.
 3. Procurement of food-grains, including sugar:--
 - (a) from abroad;
 - (b) for Federal requirement;
 - (c) for inter-provincial supplies; and
 - (d) for export and storage at ports.
 4. Import and export control on foodgrains and foodstuffs.
 5. Inspection, grading analysis of foodgrains and foodstuffs and maintenance of standards of quality for import and export.

Note.-- "Inspection, handling, storage and shipment of rice for export" is the concern of Commercial Division.
 6. Preparation of basic plan for bulk allocation of foodgrains and foodstuffs.
 7. Price stabilization by fixing procurement and issue prices including keeping a watch over the price of foodgrains and foodstuffs.

- imported from abroad or required for export and those required for inter-provincial supplies.
8. Collection of statistics regarding production, consumption, prices, imports and exports of foodgrains.
9. Food and Agriculture Organization of the United Nations in respect of food.
10. Co-operation of work relating to aid/assistance being received from aid-giving agencies in respect of food sector.
11. Economic Planning and policy-making in respect of agriculture.
12. Agricultural Research Council; Agricultural commodities research.
13. Food and Agriculture Organization of the United Nations in respect of agriculture.
14. Co-ordination of work relating to aid/assistance being received from aid-giving agencies in respect of agriculture sector.
15. Plant Protection:--
 - (a) standardization and import of pesticides;
 - (b) aerial spray;
 - (c) plant quarantine; and
 - (d) locust control in its international aspect and maintenance of locust warning organization.
16. Economic studies for framing agricultural policy.
17. Farm management research for planning project formulating and evaluation.
18. Seed testing and seed certification; crops forecast and estimation; crop insurance.
19. Collection and compilation of agricultural statistics.
20. Marketing Intelligence.
21. Grading of agricultural commodities other than foodgrains, for exports.
22. Agricultural commodity research (marketing research and laboratory research for laying down national grades).
23. Soil survey, comprehensive inventory of the soil resources of the country and their proper utilization.
24. Standardization and import of fertilizers for meeting provincial requirements.
25. Introduction of special crops like jute, tea, olive etc.
26. Standardization of agricultural machinery.
27. Under-development Areas:--
 - (a) Identification of Under-developed Areas.
 - (b) Identification of the fields in which an area is under-development.

- (c) Measures necessary to remove the causes of under-development in different areas.
28. Economic planning and co-ordination with record to co-operatives.
29. Administrative Control of the PASSCO.
30. Sugar Board.
31. Socio-economic studies for framing agricultural research policies.
32. Agricultural commodities research; Federal Agricultural Research Organizations (excepting Pakistan Central Cotton Committee, Pakistan, Forest Institute, and Soil Survey Department).
33. Co-ordination of aid/assistance from international aid-giving agencies and FAO in respect of agricultural research, including manpower training for research.
34. Research for the introduction of improved germ plasm both of plant and animal origin.
35. Research co-ordination in respect of livestock production, livestock diseases and marine fisheries.
36. Collection of statistics on agricultural research.
37. High level manpower training for agricultural research.
38. Inter-provincial co-ordination and co-ordination between the centre and the provinces in respect of agricultural research, including training of high level agricultural scientists.
39. National policies, planning and economic co-ordination in respect of:--
 - (i) Livestock including dairy, poultry and fisheries;
 - (ii) Animal disease control.
40. (i) Co-ordination of foreign aid and technical assistance in the livestock sector and related fields;
 - (ii) Liaison with international agencies especially Food and Agriculture Organization of the United Nations in the field of livestock.
41. Development and co-ordination of livestock and poultry complexes with bilateral assistance.
42. Statistics regarding livestock, poultry and fisheries.
43. Feed-grains and feed-ingredients:--
 - (i) Statistics of production, consumption, import and export; and
 - (ii) Price stabilization measures.

44. Animal protection:--

(i) Vigilance and measures for prevention of extension from one province to another of infectious or contagious diseases affecting animals;

(ii) Animal Quarantine and inspection.

45. Veterinary drugs vaccines and animal feed additives:--

(i) Import and export;

(ii) Procurement from abroad for Federal requirements and for inter-provincial supplies.

46. Livestock, poultry and livestock products:--

(i) Market intelligence;

(ii) Import and export;

(iii) Laying down national grades;

(iv) Project formulation and evaluation.

47. Standardization of dairy, poultry and meat processing machinery.

48. Livestock insurance.

49. Fisheries:--

(i) Fishing and fisheries beyond territorial waters;

(ii) Federal Fish harbors; and

(iii) Research and training in fisheries.

13. Foreign Affairs Division:--

1. Relations and dealings with other countries.

2. Matters (other than those handled by other Division) relating to:--

(a) international organizations and bodies and their decisions; and

(b) agreements and treaties with other countries.

3. Diplomatic, consular trade and other representation abroad (Selection of officers for appointment as Commercial Secretaries, Attaches etc. shall continue to be made on the recommendations of the Special Selection Board and posting and transfer of such officers will be done by the Ministry concerned).

4. Declaration of war upon, and the making of peace with any country.

5. (i) Offences against the laws of nations.

(ii) [Deleted vide Cabinet Division Notification No.4-16/94-Min-I, dated 9-8-1996].

6. Foreign and extra-territorial jurisdiction.

7. Negotiations for settlement of Kashmir dispute and implementation of agreements reached.

8. (i) Administration of Foreign Affairs Group;

(ii) Pakistan Missions abroad;

(iii) Security and operation of cypher communications.

9. Visits of the Heads of States and foreign dignitaries to Pakistan and the Head of the Government of Pakistan to foreign countries.

10. (i) Protocol and matters relating to foreign representatives in Pakistan;

(ii) Federal Government Guest Houses.

11. (i) Policy regarding extradition to and from other countries.

(ii) Repatriation of Pakistan nationals from abroad (other than those handled by other Divisions).

12. Foreign awards to Pakistanis.

13. Pakistan Institute of International Affairs.

14. Co-ordination of all work pertaining to Regional Co-operation for Development (RCD) amongst Iran, Pakistan and Turkey.

15. Institute of Strategic Studies.

14. Health Division:--

1. National Planning and Co-ordination in the field of health.

2. Dealings and agreements with other countries and international organizations in the fields of health, drugs and medicines.

3. International aspects of medical facilities and public health; international Health Regulations; Port health; health and medical facilities abroad.

4. Scholarship/fellowships training courses in health from International health Agencies such as W.H.O. and UNICEF.

5. Medical, nursing, pharmaceutical, para-medical and allied subjects:--

(a) maintenance of educational standards;

(b) education abroad; and

(c) educational facilities for backward areas and for foreign nationals, except the nomination of candidates from Federally Administered Tribal Areas for admission to Medical Colleges.

6. Standardization and manufacture of biological and pharmaceutical products.
7. Vital health statistics.
8. Medical and health services for Federal Government employees.
9. National associations in medical and allied fields such as the Red Crescent Society and T.B. Association.
10. Co-ordination medical arrangements and health delivery systems for the Afghan refugees.
11. (i) Legislation pertaining to drugs and medicines, including narcotics and psychotropics, but excluding functions assigned to the Pakistan Narcotics Control Board;
- (ii) Administration of Drugs Act, 1976; and
- (iii) Poisons and dangerous drugs.
12. Prevention of the extension from one Province to another of infectious and contagious diseases.
13. Lunacy and Mental deficiency.
14. Administrative control of the Pakistan Medical Research Council].
- 15. Housing and Works Division:-**
 1. Acquisition and development of sites, construction, furnishing and maintenance of Federal Government buildings, except those under the Defence Division.
 2. (i) Co-ordination of Civil Works Budget;
 - (ii) Execution of Federal Government works.
 3. Provision 2[Government owned office accommodation] and residential accommodation for officers and staff of the Federal Government, acquisition; requisitioning and hiring of 3[residential] accommodation and payment of compensation or rent.
 4. Fixation and recovery of rent of Government owned, hired and requisitioned buildings.
 5. Management of Federal Lodges.
 6. Land and buildings belonging to the Federation wherever situated, and revenues derived therefrom.
 7. Administration of the Federal Government Lands and Buildings (Recovery of Possession) Ordinance, 1965.

1. Added by Notification No. S.R.O. 135(1)/98, dated 4.3.1998.
 2. Subs. for office" by Notification No. 577(1)/2002, dated 31.8.2002. [Publish in Gaz. of Pakistan Extd., Pt. II, dated September 2, 2002].
 3. Subs. for "such" by Notification No. 577(1)/2002, dated 31.8.2002. [Publish in Gaz. of Pakistan Extd., Pt. II, dated September 2, 2002].

8. Matters relating to the Federal Government lands licensed to various Co-operative Housing Societies in Karachi, except those under the Defence Division.
9. Officers belonging to the Engineering Group.
10. Transfer of property, other than agricultural land, registration of deeds and documents.
11. Matters related to the National Construction (domestic) Limited.
12. Administrative control of the National Housing Authority.
- 16. Industries and 4["Production"] Division:-**
 1. National industrial planning and co-ordination.
 2. Industrial policy.
 3. Employment of foreign personnel in commercial and industrial enterprises.
 4. Federal agencies and institutions for:-
 - (i) promoting industrial productivity;
 - (ii) promotion of special studies in the industrial fields; and
 - (iii) testing industrial products.
 5. Keeping a watch, from the national angle, over general price trends and supply position of essential commodities; price and distribution control over items to be distributed by statutory orders between the Provinces.
 6. Administration of the Essential Commodities Control Order, 1971, and related laws including price and distribution controls.
 7. Procurement of stores, including coal on Federal Government account (except foodstuffs) including inspection of stores and disposal of surplus stores.
 - 5[[8. * * *]
 9. Explosive (excluding the administration of Explosive Substances Act) and safety measures under the Petroleum Act and Rules made thereunder.
 10. Designs and inventions including patenting thereof.
 11. Prescription and review of criteria for assessment of spare parts and raw materials for industries.
 12. Administration of Boilers Act.
 13. Administrative, financial, operational, personnel and commercial matters of Pakistan Garments Corporation.
 14. Ghee Corporation of Pakistan Limited, and Pakistan Edible Oils Corporation Limited.

4. Subs. for "investment" by Notification No. S.R.O. 135(1)/98, dated 4.3.1998.
 5. Entry No. 8 omitted by Notification No. 577(1)/2002, dated 31.8.2002. [Publish in Gaz. of Pakistan Extd., Pt. II, dated September 2, 2002].

15. Administrative control of National College of Textile Technology, Faisalabad.
16. Investment promotion policy.
17. Promotion of investment in industry including foreign investment, investment by Pakistanis living abroad and international investment problems.]
18. Development of Industries (Federal Control) (Repeal) Ordinance, 1979.
19. Economic Reforms (Protection of Industries) Regulation, 1972.
20. Transfer of Managed Establishment Order, 1978.
21. All matters relating to State Industrial Enterprises, especially, in basic and heavy industries, namely:--
 - (i) State Engineering Corporation, Karachi.
 - (ii) State Cement Corporation, Lahore.
 - (iii) Pakistan Automobile Corporation, Karachi.
 - (iv) State Petroleum Refining and Petrochemical Corporation, Karachi.
 - (v) National Fertilizers Corporation, Lahore.
 - (vi) Federal Chemical and Ceramics Corporation, Karachi.
 - (vii) Pakistan Steel Mills Corporation, Karachi.
 - (viii) Pakistan Industrial Development Corporation (PIDC).
22. Any other industrial enterprises assigned to the Division.
17. Information and Media Development Division:--
 1. Policy relating to internal publicity on national matters including the administration of the provision of the Post Office, Act, 1898 and Section 5(1)(b) of the Telegraph Act, 1885, in so far as they relate to the Press.
 2. Broadcasting including television.
 3. Production of films on behalf of Government, its agencies, Government controlled Corporations, etc.
 4. Press relations, including delegations of journalists and other information media.
 5. Provision of facilities for the development of newspapers industry.
 6. (i) Policy regarding Government advertisement; control of advertisement and placement;
 - (ii) Audit of circulation of newspapers.
 7. Administration of the Newsprint Control Ordinance, 1971.

1. Entries "16 and 17" omitted vide S.R.O. 135(1)/88, dated 4.3.1998

8. National Anthem.
9. Liaison and co-ordination with agencies and media on matters concerning Government policies and activities.
10. Administration of the Information Group.
11. External Publicity.
12. Pakistan National Centres.
13. (i) Administration of:--
 - (a) Pakistan Broadcasting Corporation Act, 1973; and
 - (b) The Shalimar Recording Company.
14. Training facilities for Radio and Television personnel.
18. Interior Division:--
 1. Internal security; matters relating to public security arising out of dealings and agreements with other countries and international organizations.
 2. Preventive detention for reasons of State connected with defence, external affairs or the security of Pakistan or any part thereof; and for reasons, connected with the maintenance of public order or the maintenance of supplies and services essential to the community; persons subjected to such detention.
 3. Nationality, citizenship and naturalization.
 4. Admission of persons into, and expulsion of persons from Pakistan, including:--
 - (a) policy regarding entry, exit and so journey of foreigners and aliens; and
 - (b) regulation of movement in Pakistan of persons not domiciled in Pakistan.
 5. Admission of persons into, and departure of persons from Pakistan including:--
 - (a) policy regarding immigration;
 - (b) passports, visas, permits for entries and exists and other such certificates; and
 - (c) extradition and expulsion from Pakistan.
 6. Federal control (in consultation with the Information and Broadcasting Division) over the administration of press and publication laws by the Provinces.
 7. Policy regarding censorship; prescription of books and publications, in consultation with the Education Division where necessary.

3. National Registration of population, issue of identity cards.
9. Administration of any part of Pakistan not forming part of a Province.
10. Security measures for the Federal Secretariat and Attached Departments and Sub-ordinate Offices.
11. Pardons, reprieves, respites, remissions, commutation, etc. (excluding personnel belonging to the Armed Forces), issuance of warrant of execution of death sentence.
12. Police Commission and Police awards.
13. Policy co-ordination of, and higher training in, Civil Defence and A.R.P. matters.
14. Pakistan Flag, Coat of Arms, monograms, seals etc.; Standard Time for Pakistan; public holidays; Gazette of Pakistan.
15. Warrant of Precedence; celebrations and ceremonial parades (other than those of Armed Forces); action to be taken on the death of high officials civil uniform rules.
16. Naming of institutions in the name of the Quaid-e-Azam and other high and distinguished personages.
17. Administration of funds raised by public subscription or donation which may be lying dormant.
18. Co-ordination of policy matters relating to Police.
19. Co-ordination of anti-smuggling measures.
20. Matters relating to Federal Police Forces, their establishment etc.
21. Administrative control of the Civil Armed Forces (i.e. Frontier Corps including Balochistan Constabulary) Rangers and Coast Guards.
22. Arms Act.
23. Border incidents and disputes.
24. Permission to Government servants to visit India.
25. Political asylum.
26. Genocide.
27. Surrender of criminals and accused persons to Government outside Pakistan.
28. Special studies of penal reforms in the context of national mores and requirements; co-ordination of reforms by the Provinces and provisions of facilities for professional and technical training of jail staff, at home and abroad; and dealing with such items pertaining to prisons, etc., as are embodied in the Federal and Concurrent Legislative Lists.

29. Protection and maintenance of non-Muslim Shrines in Pakistan and pilgrimages from India.
 30. Administrative Control of National Police Academy.
 31. All Administrative matters relating to Federal Investigation Agency.
 32. Investigation and prosecution of cases falling under the Schedule appended to the Federal Investigation Agency Act, 1974.
 33. To act as National Central Bureau to keep liaison with the INTERPOL.
 34. Anti-Corruption laws.
19. Kashmir Affairs and Northern Areas and States and Frontier Regions Division:--
1. Policy, administration and development in the Northern Areas.
 2. Administration of Jammu and Kashmir State Property in Pakistan.
 3. Making laws for Northern Areas.
 4. Relations with Azad Jammu and Kashmir Council and Azad Government of the State of Jammu and Kashmir.
 5. Matters relating to the Settlement of Kashmir dispute, other than those falling within the purview of the Foreign Affairs Division.
 6. Relief and rehabilitation work in the Northern Areas, to either with provision of civil supplies.
 7. Tribal Areas:--
 - (a) Administrative and Political Control in the Federally Administered Tribal Areas (FATA);
 - (b) Development plans and programmes of Federally Administered Tribal Areas;
 - (c) All matters relating to the FATA Development Corporation;
 - (d) Issues of Policy directives to the Governments of NWFP and Balochistan regarding Tribal Areas;
 - (e) Matters relating to the Durand Line;
 - (f) Anti-subversion measures;
 - (g) Agreements with the Tribes;
 - (h) Application of laws to, regulation for, and alterations in Tribal Areas;
 - (i) Administrative reforms;
 - (j) Issue of import licences to the tribes;
 - (k) Visits of foreigners to Tribal Areas;

- (l) Policy regarding detribalisation of the Tribal Areas;
 - (m) Powindah Policy;
 - (n) Payment of Maliki Allowance and individual service allowance; and
 - (o) Nomination of candidates from the Federally Administered Tribal Areas for admission to various Medical Colleges against seats reserved for those areas.
8. Administrative control of the contingent, namely:--
- (a) Frontier Constabulary;
 - (b) Khassadars; and
 - (c) Levies.
9. Employment of the contingents at (2) above in the Tribal Areas of NWFP and Balochistan.
10. Posting and transfers of Officers in the Federally Administered Tribal Areas.
11. Afghan refugees.
12. Affairs of the former and acceding States.
20. Labour, Manpower and Overseas Pakistanis Division:--
- 1. National policy regarding:--
 - (a) Employees Social Security Schemes;
 - (b) War injuries Scheme and War Injuries Compensation Insurance; and
 - (c) Employment (Record of Services) Act, 1952.
 - 2. Legislation relating to welfare of labour; conditions of labour, provident fund; employers liability and workmen's compensation; health insurance, including invalidity; pensions; old-age pensions; workers' children education; un-employment insurance; trade unions; industrial relations and labour disputes.
 - (b) Industrial Relations Ordinance, 1969.
 - 3. labour research, including compilation of labour statistics for national and international consumption.
 - 4. Dealing and agreements with international organizations in the fields of labour and social security.
 - 5. Keeping a watch on labour legislation from international angle.
 - 6. Federal Labour Conference; the Pakistan Tripartite Labour Conference; Standing Labour Committee; Bonus Commission.

7. Administration of:--

- (i) Workers Welfare Fund Ordinance, 1971;
 - (ii) Companies Profits (Workers Participation) Act, 1968;
 - (iii) Employees' Old Age Benefits Act, 1976, including supervision and control of the employees' Old Age Benefit Institution;
 - (iv) Newspapers Employees (Conditions of Service) Act, 1973.
8. Regulation of labour and safety in mines and oil-fields.
9. Administrative control of the National Institute of Labour Administration Training.
10. Co-ordination of labour legislation in Pakistan.
11. Education of workers in the essentials of trade unions, including education in respect of their rights and obligations.
12. National policy, planning and co-ordination regarding manpower development and employment promotion.
13. Foreign employment and emigration.
14. National policy regarding:--
- (a) resettlement and employment of demobilized personnel; and
 - (b) registration of essential personnel under the Essential Personnel (Registration) Ordinance, 1948.
15. Compilation of manpower and employment statistics for national and international consumption.
16. Administration of:--
- (a) Emigration Ordinance, 1979; and
 - (b) Control of employment Ordinance, 1965.
17. Policy and programme regarding setting up and development of employment exchanges; employment information bureau; vocational guidance and youth employment offices.
18. Research into problems of overseas Pakistan's; promotion and co-ordination of measures best suited to resolving them and motivating Pakistani citizens abroad to strength their links with the mother country.
19. Welfare of:--
- (a) Seamen;
 - (b) Pakistan employees emigrants abroad and their dependents in Pakistan.

20. Periodic assessment, review and analysis of manpower resources and requirements with reference to the employment situation in the country.
21. Preparation of short and long-term programmes for manpower development and employment promotion.
22. Stock taking of highly qualified and skilled personnel; National Talent Register.
23. Training in manpower planning and research.
24. Technical Training; Federal Training Board apprenticeship training and other training programme for workers.
25. Scheme of regular visits to Pakistan of qualified Pakistani experts positioned abroad excluding scheme for "Retransfer of Technology".
26. Administrative control of:--
 - (a) Overseas Employment Corporation; and
 - (b) Overseas Workers Foundation.
21. Law, Justice, Human Rights and ["Human Rights"] Division:--
 1. Advice to Divisions on all legal and constitutional questions arising out of any case and on the interpretation of any law.
 2. Advise to Provincial Government on legal and legislative matters.
 3. Drafting, scrutiny and examination of Bills, Ordinances, and all legal and other instruments.
 4. Dealings and agreements with other countries and International Organizations in judicial and legal matters.
 5. Arrangements for the publication and translation of Federal Laws and other statutory rules and orders; copyright in Government Law publication.
 6. Adaptation of existing laws to bring them in conformity with the Constitution.
 7. Legal proceedings and Litigation concerning the Federal Government [except the litigation concerning Finance Division].
 8. Administrative control of the Income Tax Appellate Tribunal and the Customs, Central Excise and Sales Tax Appellate Tribunal.
 9. Special Judges under the Criminal Law Amendment Act, 1958.
 10. Federal Government functions in regard to Supreme Judicial Council, the Supreme Court and the High Courts.
 11. Attorney General and other Law Officers of the Federation.

1. Subs. vide S.R.O. 135(1)/98, dated 4.3.1998.

20. Periodic assessment, review and analysis of manpower resources and requirements with reference to the employment situation in the country.
21. Preparation of short and long-term programmes for manpower development and employment promotion.
22. Stock taking of highly qualified and skilled personnel; National Talent Register.
23. Training in manpower planning and research.
24. Technical Training; Federal Training Board apprenticeship training and other training programme for workers.
25. Scheme of regular visits to Pakistan of qualified Pakistani experts positioned abroad excluding scheme for "Retransfer of Technology".
26. Administrative control of:--
 - (a) Overseas Employment Corporation; and
 - (b) Overseas Workers Foundation.
- 1[27. Special Selection Board for selection of Community Welfare Attaches for posting in Pakistan Missions abroad.]
21. Law, Justice, Human Rights and 2[Human Rights] Division:--
 1. Advice to Divisions on all legal and constitutional questions arising out of any case and on the interpretation of any law.
 2. Advice to Provincial Government on legal and legislative matters.
 3. Drafting, scrutiny and examination of Bills, Ordinances, and all legal and other instruments.
 4. Dealings and agreements with other countries and International Organizations in judicial and legal matters.
 5. Arrangements for the publication and translation of Federal Laws and other statutory rules and orders; copyright in Government Law publication.
 6. Adaptation of existing laws to bring them in conformity with the Constitution.
 7. Legal proceedings and Litigation concerning the Federal Government [except the litigation concerning Finance Division].
 8. Administrative control of the Income Tax Appellate Tribunal and the Customs, Central Excise and Sales Tax Appellate Tribunal.
 9. Special Judges under the Criminal Law Amendment Act, 1958.
 10. Federal Government functions in regard to Supreme Judicial Council, the Supreme Court and the High Courts.
 11. Attorney General and other Law Officers of the Federation.

1. Entry No. 27 added by S.R.O. 195(1)/2002, dated 2.4.2002. [PLJ 2002 Fed. St. 346].
 2. Word subs. vide S.R.O. 135(1)/98, dated 4.3.1998.

29. Legislation pertaining to punishment of persons who refuse to give evidence or produce documents before committees of National Assembly or the Senate.
30. Appointment and terms and conditions of Federal Parliamentary Secretaries.
31. Election Commission.]
32. Administrative control of Pakistan Law Commission.
33. Review of human rights situation in the country including implementation of laws, policies and measures.
34. Co-ordination of activities of Ministries, Divisions and Provincial Government in respect of human rights.
35. Initiatives for harmonization of legislation and practices with the international human rights covenants and agreements to which Pakistan is a party and monitoring their implementation.
36. Obtaining informations, documents and reports on complaints and allegations of human rights violations, from Ministries, Division, Provincial Government and other agencies.
37. Refer and recommend investigation and inquiries in respect of any incident of violation of human rights.
38. Pursuing or defending issues, complaints, representations and matters for and against Pakistan relating to human rights before any official or non-Governmental organization, body or forum in Pakistan and, in consultation with Foreign Affairs Division, before any international organization and foreign Government or non-Governmental organization.
39. Representation of Pakistan in international bodies, organizations and conferences relating to human rights in consultation and in conjunction with Foreign Affairs Division.
40. Developing and conducting information programmes to foster public awareness of human rights, laws and remedies available against the abuse of human rights.
41. Formulating programmes of teaching of human rights at educational institutions.
42. Provision of facilities for professional and technical training at home and abroad relating to human rights issues.
43. Administrative control of the Tribunal for Disadvantaged persons.
44. Human Rights N.G.Os.

29. Legislation pertaining to punishment of persons who refuse to give evidence or produce documents before committees of National Assembly or the Senate.
30. Appointment and terms and conditions of Federal Parliamentary Secretaries.
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37. Refer and recommend investigation and inquiries in respect of any incident of violation of human rights.
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40. Developing and conducting information programmes to foster public awareness of human rights, laws and remedies available against the abuse of human rights.
41. Formulating programmes of teaching of human rights at educational institutions.
42. Provision of facilities for professional and technical training at home and abroad relating to human rights issues.
43. Administrative control of the Tribunal for disadvantaged persons.
44. Human Rights N.G.Os.
45. Representations filed under section 32 of the Establishment of the Office of Federal Tax Ombudsman Ordinance, 2000 (XXXV of 2000).]

6. Legislation pertaining to privileges of Majlis-e-Shoora (Parliament) and Members of Majlis-e-Shoora (Parliament), salaries and allowances of the Chairman and Deputy Chairman of the Senate, Speaker and Deputy Speaker of the National Assembly and Members of Majlis-e-Shoora (Parliament).
7. Legislation pertaining to the Leader of the House and the Leader of the Opposition, provision of staff and other facilities for the Leader of the House.
8. Rules of Procedure of either House or Joint Sitting of Majlis-e-Shoora (Parliament).
9. Legislation pertaining to punishment of persons who refuse to give evidence or produce documents before committees of National Assembly on the Senate.
10. Appointment and terms and conditions of Federal Parliamentary Secretaries.
11. Election Commission.";] and
23. **Petroleum and Natural Resources Division:--**
 1. All matters, relating to oil, gas and minerals at the national and international levels, including:--
 - (i) policy, legislation, planning regarding exploration, development and production;
 - (ii) import, export, refining, distribution, marketing, transportation and pricing of all kinds of petroleum and petroleum products;
 - (iii) matters bearing on international aspects;
 - (iv) Federal agencies and institutions for promotion of special studies and development programmes.
 2. Geological Surveys.
 3. (i) Administration of Regulation of Mines and oil fields, and Mineral Development (Federal Control) Act, 1948, and rules made thereunder, in so far as the same relate to exploration and production of petroleum, transmission, distribution of natural gas and liquified petroleum gas, refining and marketing of oil;
 - (ii) Petroleum concessions agreement's for land, off-shore and deep sea areas;
 - (iii) Import of machinery, equipment, etc. for exploration and development of oil and natural gas.
 4. (i) Administration of Marketing of Petroleum Products (Federal Control) Act, 1974, and the rule made thereunder;

- (ii) Matters relating to Federal investments and undertakings wholly or partly owned by the Government in the field of oil gas and minerals, excepting those assigned to the Production Division.
5. **Administration of:--**
 - (i) the Petroleum Products (Development Surcharges) ordinance, 1961, and the rules made thereunder; and
 - (ii) the National Gas (Development Surcharges) Ordinance, 1967, and the rules made thereunder; and
 - (iii) the Esso undertakings (Vesting) Ordinance, 1976.
- (6) (i) Co-ordination of energy policy, including measures for conservation of energy and energy statistics;
- (ii) Development, deployment and demonstration of renewable sources of energy;
- (iii) Secretariat of National Energy Policy Committee.
24. **Planning and Development Division:--**
 1. (i) Preparation of comprehensive National Plan for the economic and social development of the country.
 - (ii) Formulation, within the framework of the National Plan, of an annual plan and an annual development programme; and
 - (iii) Recommendations concerning orderly adjustments therein in the light of new needs, better information and changing conditions.
 2. Monitoring the implementation of all major development projects and programmes; identification of bottlenecks and initiation of timely remedial action.
 3. Evaluation of on-going and completed projects.
 4. Review and evaluation of the progress achieved in the implementation of the National Plan.
 5. Identification of regions, sectors and sub-sectors lacking adequate portfolio of projects and taking steps to stimulate preparation of sound projects in those areas.
 6. Continuous Evaluation of the economic situation and co-ordination of economic policies.
 7. Organization of research in various sectors of the economy to improve the data base and information as well as to provide analytical studies which will help economic decision making.

8. Association with Economic Affairs Division in matters pertaining to external assistance in individual projects, from the stage prior to preliminary discussion up to the stage of final signing of documents with aid-giving agencies.
9. Development of appropriate costs and physical standards for effective technical and economic appraisal of projects.
10. Co-ordination of Social Action Programme with World Bank and other donor Agencies.
11. National Logistics Cell.
12. Administrative control of:--
 - (i) Economists and Planners Group;
 - (ii) Pakistan Institute of Development Economics; and
 - (iii) Overseas Construction Board;
 - (iv) National Fertilizer Development Centre (NFDC);
 - (v) Pakistan Planning and Management Institute (PPMI);
 - (vi) Jawaid Azfal Computer Centre (JACC);
25. Population Welfare Division:--
 1. (i) Planning and development policies for the Population Planning Programme in the country and its implementation.
(ii) Monitoring population activities and evaluation of the Programme.
 2. Dealing and agreement with other countries and international organization in matters relevant to the Population Planning Programme.
 3. (i) Collection, maintenance and analysis of demographic and population statistics.
(ii) Acquiring, storing and despatching supplies for the Programme.
 4. (i) Organizing and operating information and education services for the furtherance of Programme objectives.
(ii) Training in the field of Population Planning in Pakistan and abroad.
 5. Technical co-ordination and the formulation of policy governing the manufacture, use and quality control of contraceptive material in Pakistan under the Programme.
 6. Research in different aspects of the Programmes such as clinical, social, communication and demography.

7. Promotion of Population Planning activities through public sector agencies and infrastructural institutions, Hakims, NGOs, etc.
8. Matters relating to National Trust for Population Welfare and National Institute of Population Studies.
9. Co-ordination with Ministries and Departments for:--
 - (i) the systematic introduction of Population Education; and
 - (ii) the introduction of financial and regulatory incentives and disincentives.
26. Railways Division:--
 1. All matters pertaining to Pakistan Railways.
 2. Movement and priority in respect of Defence traffic.
 3. Maintenance of railway lines for strategic reasons.
 4. Negotiations with international organizations and other countries and implementation of agreements, with them.
 5. Co-ordination of development projects of railways as a part of the national development programme.
 6. Standardization and specifications of materials and stores.
 7. Overall efficiency and safety of railways.
 8. Co-ordination of rail movements into and from Ports.
27. Religious Affairs, Zakat, Ushr and Minorities Affairs Division
 1. Pilgrimage beyond Pakistan; Muslim pilgrims visits to India.
 2. Ziarat and Umra.
 3. Welfare and safety of pilgrims and zaireen.
 4. Administrative control of the Haj Directorate at Jeddah and dispensaries in Makkah and Medina.
 5. Islamic studies and research including holding of seminars, conferences, etc., on related subjects.
 6. Training and education of Ulemas and Khatibs etc.
 7. Error-free and exact printing and publishing of the Holy Qur'an.
 8. Exchange of visits of scholars of Islamic learning and Education, international conferences/seminars on Islamic subject and liaison with foreign and international bodies and institutions.
 9. Ruet-e-Hilal.
 10. Tabligh.
 11. Council of Islamic Ideology.

12. Observations of Islamic Moral Standards.
13. Donations for religious purposes and Propagation of Islamic Ideology abroad.
14. Marriage and divorce, infants and minor's adoption.
15. Auqaf.
16. Development of policies, arrangement for the proper collection, disbursement and utilization of *Zakat* and *Ushr* funds and maintenance of their accounts.
17. Maintenance of liaison with Pakistan Missions abroad for collection of *Zakat* and other voluntary contributions from Pakistan citizens and others residing outside Pakistan.
18. Supervision of the assessment and collection of *ushr* by the Provincial Governments.
19. Organization and Administration of:—
 - (i) Central *Zakat* Council;
 - (ii) Chief Administrators of Provinces and Federal Capital Territory;
 - (iii) Divisional *Zakat* Offices;
 - (iv) District *Zakat* and *Ushr* Committees;
 - (v) Sub-Divisional *Zakat* Offices; and
 - (vi) Local *Zakat* Committees.
20. Preparation of annual and supplementary budget for disbursement of *Zakat* and *Ushr* Funds by the Central *Zakat* Council and its approval.
21. Administration of ten per cent *Zakat* earmarked for Local and District *Zakat* Committees.
22. Disbursement of *Zakat* Funds to national and other recognized institutions.
23. Monitoring of the collections, disbursement and utilization of *Zakat* and *Ushr* Funds and arrangement for their periodical of annual inspection and audit.
24. Co-ordination with the Auditor General of Pakistan for the purpose of audit required under the *Zakat* and *Ushr* Ordinance, 1980.
25. Investments of *Zakat* Funds in non-profit bearing instruments as permitted under *Shariah*.
26. Monitoring and evaluation of *Zakat* and *Ushr* system in Pakistan as well as study of these systems in other Muslim countries with a view to improve the system in Pakistan.

27. Administration of such organizations performing social security and other complementary functions in relation to *Zakat* and *Ushr* system.
28. Formulation of recruitment and service rules.
29. Performance of all other functions required under the *Zakat* and *Ushr* Ordinance, 1980, and the rules made thereunder.
30. Safeguarding the rights of minorities.
31. Promotion of welfare of minorities.
32. Protection of minorities against discrimination.
33. Representation of Pakistan in international bodies and conferences relating to minorities, including U.N. Sub-Commission on Prevention of Discrimination of Minorities.
34. International Agreements and commitments in respect of minorities and their implementation.
35. All other matters relating to minorities.
36. Evacuee Trust Property.
37. Major Policy and legislation with regard to evacuee property.
28. Scientific and Technological Research Division:—
 1. Establishment of science cities.
 2. Establishment of institutes and laboratories for research and development in the scientific and technological fields.
 3. Establishment of science universities and specifically assigned by the Federal Government.
 4. Planning, co-ordination, promotion and development of science and technology monitoring and evaluation of research and development works, including scrutiny of development projects and co-ordination of development programmes in this field.
 5. Promotion of applied research and utilization of results of research in the scientific and technological fields carried out at home and abroad.
 6. Guidance to the research institutions in the Federation as well as the provinces in the fields of applied scientific and technological research.
 7. Co-ordination of utilization of manpower for scientific and technological research.
 8. Promotion and development of industrial technology.
 9. Promotion of scientific and technological contracts and liaison nationally and internationally, including dealings and agreements with other countries and international organizations.

10. Initiate promotional measures for establishment of venture capital companies for technological development of growth.
 11. Support of NGOs concerned with development of science and technology.
 12. Promotion of metrology Standards, Testing and Quality Assurance System.
 13. National Commission for Science and Technology.
 14. Pakistan Council of Scientific and Industrial Research.
 15. Pakistan Medical Research Councils.]
 16. Pakistan Council of Research Institute of Pakistan.
 17. Drainage and Reclamation Institute of Pakistan.
 18. Council for Works and Housing Research.
 19. National Building Research Institute.
 20. Pakistan Council of Appropriate Technology.
 21. Centre for Applied Molecular Biology.
 22. Pakistan Science Foundation.
 23. National Institute of Electronics.
 24. Pakistan Council of Science and Technology.
 25. National Institute of Oceanography.
 26. National Institute of Power.
 27. National Institute of Silicon Technology.
 28. Scientific and Technological Development Corporation.
 29. National University of Science and Technology.
 30. Pakistan Standards Institution.
 31. Prescription of standards and measures for quality control of manufactured goods.
 32. Establishment of standards of weights and measures.
29. Statistics Division:--
1. Preparation of an overall integrated plan for development and improvement of statistics in Pakistan and to estimate the budgetary requirements thereof.
 2. Preparation of annual programmes in accordance with agreed priorities and to assign responsibilities for the execution of their component items.

4. Omitted vide S.R.O. 135(1)/98, dated 4.3.1998 (PLJ 1998 Fed. St. 600)

3. Examination and clearance of budgetary proposals for annual programmes for statistical improvements and developments.
 4. Formulation of policy regarding general statistics for Pakistan and implementation thereof by suitably adapting the statistical system of Pakistan to conform with the policy.
 5. Co-ordination with the Provincial and Federal Governments, Semi-autonomous bodies and international organization on statistical matters bearing directly or indirectly on such subjects as trade, industry, prices, expenditure, input-output accounts, flow of funds, balance of payments, etc.
 6. Evaluation and introduction of standard concepts, definition and classification pertaining to national statistics series.
 7. Preparation and implementation of in-service and foreign training programmes, in the field of statistics.
 8. Evaluation of efficient computerized methods for statistical estimation.
 9. Clearance of statistical projects undertaken by different organization on a contract basis.
 10. Preparation, printing and release of publications on national statistics.
 11. Undertaking of national census and surveys.
 12. Industrial Statistics Act.
 13. Administration of the General Statics Act, 1975.
 14. Agricultural Census.
 15. Population Census.
 16. National Quinquennial Livestock Census.
30. Water and Power Division:--
1. Matters relating to development of water and power resources of the country.
 2. Indus Waters Treaty, 1960, and Indus Basin Works.
 3. (a) Water and Power Development Authority.
(b) Matters relating to electric utilities.
 4. Liaison with international engineering organizations in water and power sectors, such as International Commission on Large Dams, International Commission on Irrigation and Drainage and International Commission on Large Power Systems (Cigre).
 5. Federal Agencies and institutions for promotion of special studies in water and power sectors.
 6. (a) Electricity.
(b) Karachi Electric Supply Corporation and Pakistan Electric Agencies Limited.
 7. (a) Matters regarding Engineering Council;

- (b) Institute of Engineers, Pakistan.
- 8. National Engineering (Services) Pakistan Limited.
- 9. Administrative control of:
 - (i) Tube-well Construction Company;
 - (ii) National Power Construction Company.
- 10. Indus River System Authority (IRSA).
- 11. National Electric Power Regulatory Authority (NEPRA).
- 12. Private Power and Infrastructure Board.
- 31. Women Development Social Welfare and Special Education Division:--**
 - 1. Matters relating to formulation of public policies and laws to meet their special needs of women, ensuring that women's interests and needs are adequately represented in public policy formulation by various organs and agencies of Government.
 - 2. Registration of and assistance to women's organizations.
 - 3. Promotion and undertaking of projects for providing special facilities for women.
 - 4. Promotion and undertaking of research on the conditions and problems of women.
 - 5. Pakistan's representation in international organizations dealing with problems of women and in bilateral contacts with other countries.
 - 6. Matters relating to equality of opportunity in education and employment and the fuller participation of women in all spheres of national life.
 - 7. National Planning and Co-ordination in the fields of Social Welfare.
 - 8. Dealings and agreements with other countries and international organizations in the fields of Social Welfare.
 - 9. Charitable endowments.
 - 10. National Councils of Social Welfare; grants-in-aid to voluntary Social Welfare agencies.
 - 11. Federal agencies and institutions for social welfare research.
 - 12. Standards of social work and education.
 - 13. Training and education of disabled.
 - 14. Administrative Control of National Zakat Foundation.
 - 15. Custody, protection, treatment and rehabilitation of children involved in crimes, setting up and improvement of juvenile courts.

- (b) Institute of Engineers, Pakistan.
- 8. National Engineering (Services) Pakistan Limited.
- 9. Administrative control of:
 - (i) Tube-well Construction Company;
 - (ii) National Power Construction Company.
- 10. Indus River System Authority (IRSA).
- [11. National Electric Power Regulatory Authority (NEPRA).]
- 12. Private Power and Infrastructure Board.
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 - 1. Matters relating to formulation of public policies and laws to meet their special needs of women, ensuring that women's interests and needs are adequately represented in public policy formulation by various organs and agencies of Government.
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 - 10. National Councils of Social Welfare; grants-in-aid to voluntary Social Welfare agencies.
 - 11. Federal agencies and institutions for social welfare research.
 - 12. Standards of social work and education.
 - 13. Training and education of disabled.
 - 14. Administrative Control of National Zakat Foundation.
 - 15. Custody, protection, treatment and rehabilitation of children involved in crimes, setting up and improvement of juvenile Courts.

| S.No. Name of Department | Name of Division to which attached |
|---|--|
| 21. Defence Science and Technology Organization. | Defence Production. |
| 22. Directorate of Federal Government Educational Institutions. | Education. |
| 23. Department of Libraries. | |
| 24. Central of Copyright Office. | |
| 25. [Office of the Federal Public Service Commission.] ⁵ | |
| 26. Central Copyright Office. | Establishment. |
| 27. Staff Welfare Organization. | |
| 28. Pakistan Environmental Protection Agency. | |
| 29. National Council for Conservation of Wildlife in Pakistan. | |
| 30. Pakistan Forest Institute. | Environment, Local Government and Rural Development. |
| 31. Zoological Survey of Pakistan. | |
| 32. National Centre for Rural Development | |
| 33. Municipal Training and Research Institute, Karachi. | |
| 34. Central Directorate of National Savings. | |
| 35. Department of Corporate Law Authority. | Finance. |
| 36. Office of the Auditor General of Pakistan. | |
| 37. Central Board of Revenue. | |
| 38. Agriculture and Livestock Products Marketing and Grading Department. | |
| 39. Department of Plant Protection. | |
| 40. Fertilizer Imports Department. | |
| 41. Directorate General of Food. | |
| 42. Office of the Federal Seed Certification and National Seed Registration | Food, Agriculture and Livestock. |

5. It is an attached Department for administrative and financial purposes only otherwise it is an independent body.

| S. No. | Name of Department | Name of Division to which attached |
|--------|--|--|
| 43. | Directorate of Food Accounts. | |
| 44. | Soil Survey of Pakistan. | |
| 45. | Animal Quarantine Department. | |
| 46. | Directorate of Marine Fisheries, Karachi. | |
| 47. | Pakistan Missions Abroad. | |
| 48. | Directorate of Central Health Establishments. | |
| 49. | Directorate of Malaria Control. | |
| 50. | Directorate of Tuberculosis Control. | Health |
| 51. | Jinnah Post-Graduate Medical Centre. | |
| 52. | National Health Laboratories. | |
| 53. | National Institute of Malaria Research and Training, Lahore. | |
| 54. | National Institute of Child Health, Karachi. | |
| 55. | Office of the Director General, Pakistan Public Works Departments. | Housing and Works. |
| 56. | Estate Office. | |
| 1[57. | Department of Supplies.] | |
| 58. | Textile Commissioner's Organization. | |
| 59. | Department of Explosives. | |
| 60. | Patent Office, Karachi. | Industries and [Production] ³ |
| 2[61. | Board of Investment.] | |
| 62. | Press Information Department | |
| 63. | Directorate General of Films and Publications. | Information and Media Development. |
| 64. | Directorate of Research and Reference. | |

1. S. No. 57 omitted by Notification No. 577(I)/2002, dated 31.8.2002. [Publish in Gaz. of Pakistan Extd., Pt. II, dated September 2, 2002].

2. Omitted by S.R.O. 135(1)/98, dated 4.3.1998. [PLJ 1998 Fed. St. 600].

3. Subs. for "Investment" by S.R.O. 135(1)/98, dated 4.3.1998.

| S.No. Name of Department | Name of Division to which attached |
|--|--|
| 65. Office of the Director General Pakistan National Centre. 66. Directorate General of Immigration and Passports. 67. Headquarters of the Registration Organization. 68. Directorate General of Civil Defence. 69. Headquarters of Pakistan Rangers, Lahore 70. Headquarters Pakistan Coast Guards. 71. Headquarters of Frontier Corps, N.W.F.P. 72. Headquarters of Frontier Corps, Balochistan. 73. Office of the Administrator Islamabad Capital Territory. 74. Headquarters Pakistan Rangers Sindh (South), Karachi. 75. Headquarters Office of Federal Investigation Agency. | Interior. |
| 76. Office of the Administrator for Northern Areas. 77. The Chief Court, Northern Areas. | Kashmir Affairs, Northern Areas & State Frontier Regions |
| 78. Chief Commissionerate of Afghan Refugees. 79. Office of the Commandant Frontier Constabulary, NWFP. 80. National Industrial Relations Commission. 81. Implementation Tribunal for Newspapers Employees. 82. Directorate of Trade Union Education. | Labour, Manpower and Overseas Pakistanis. |

| S.No. Name of Department | Name of Division to which attached |
|---|---|
| 83. Bureau of Immigration and Overseas Employment. 84. National Training Bureau. 85. Directorate of Dock Workers Safety (Headquarters), Karachi. 86. Anti Narcotics Force. 87. Department of Petroleum and Energy Resources. 88. Geological Survey of Pakistan. 89. Directorate of Clinical Training, Karachi. 90. Agricultural Census Organization. 91. Population Census Organization. 92. Federal Bureau of Statistics. 93. Officer of the Chief Engineering Advisor and Chairman Federal Flood Commission. 94. Office of the Pakistan Commissioner for Indus Water. 95. Directorate General of Special Education. | Narcotics Control. Petroleum and Natural Resources. Population Welfare. Statistics. Water and Power. Women Development Social Welfare and Special Education. |

SCHEDULE IV

Rule 7(2)

List of officers authorized to make and execute orders and other instruments in the name of the President:

1. Secretary, Special Secretary, Acting Secretary, Additional Secretary, Joint Secretary or Deputy Secretary to the Government of Pakistan or to the Cabinet or Section Officer, or an officer who is granted one of these ranks *ex-officio*, or an Officer on Special Duty authorized by the Division concerned.
2. Secretary, Additional Secretary, Joint Secretary or Deputy Secretary or Section Officer in the President's Secretariat (Public) or Prime Minister's Secretariat (Public).

Note. The inclusion of these officers is intended to enable them to execute orders in the name of the President in respect of such matters only as relate to the staff in the President's Secretariat (Public) or Prime Minister's Secretariat (Public).

3. Military Secretary to the President or to the Prime Minister or Officer on Special Duty or Assistant Secretary in the President's Secretariat (personal) or Prime Minister's Secretariat (Internal).

Note. The inclusion of these officers is intended to enable them to execute orders in the name of the President in respect of such matters only as relate to the staff in the President's Secretariat (Personal) or Prime Minister's Secretariat (Internal) and to the household of the President or Prime Minister.

4. In respect of the matters within their jurisdiction:--
 - (a) Controller or Deputy Controller of Capital Issues, Financial Adviser, Joint Financial Adviser, Deputy Financial Adviser or Assistant Financial Adviser.
 - (b) Directorate-General or Deputy Director-General, Pakistan Post Office Department, and Director-General, Deputy Director-General or Chief Engineer, Pakistan Telegraph and Telephone Department.
 - (c) Railway Commissioner, Director, Joint Director and Deputy Director.
5. In respect of orders issued under sub-section (1) of Section 3 of the Imports and Exports (Control) Act, 1950, in accordance with the Import Policy approved by the Government the Chief Controller of Imports and Exports.

SCHEDULE V-A

Rule (15)(g)(h)

List of cases to be submitted to the Prime Minister for his orders

| S.No. | Reference to Constitutional statutory provision, if any |
|-------|---|
|-------|---|

CABINET DIVISION

1. Intelligence Bureau.
Appointment of Joint Directors and above.

| | |
|--|----------|
| Civil | Servants |
| (Appointment, Promotion and Transfer) | |
| Rules, 1973, as amended from time to time. | |

- ⁸[IA] Appointment, resignation and removal of Special Assistants to the Prime Minister and of persons holding the Minister's status without Cabinet rank, determination of their salaries, allowances and privileges;"]

DEFENCE DIVISION

2. Appointment of, and above the rank of, Cabinet in the Navy, Colonel in the Army and Group Captain in the Air Force, except Chairman, Joint Chiefs of Staff Committee, and the Chiefs of the Army Staff, Naval Staff and Air Staff;
Provided, the appointment of, and above the rank of, Lieutenant General in the Army and equivalent ranks in the other Defence Services will be made by the Prime Minister in consultation with the President.

| |
|---|
| Relevant laws and Rules governing the Defence Forces read with Article 243 of the Constitution. |
|---|

8. Inserted *vide* S.R.O. 135(1)/98, dated 4.3.1998.

| S.No. | Reference to Constitutional statutory provision, if any |
|-------|---|
|-------|---|

3. Dismissal otherwise than by sentences of Courts Martial, of Commissioned Officers of the Pakistan Armed Forces other than Junior Commissioned Officers:

---do---

Provided that the dismissal of or, the imposition of any other penalties on, officers of and above the rank of Lieutenant General in the Army and equivalent in the other Defence Services will require the approval of the President on the advice of the Prime Minister *vide* item 14 of Schedule V-B.

4. Petitions against sentences of dismissal, cashiering imprisonment of death awarded by Courts Martial to Commissioned Officers of the Armed Forces of Pakistan (other than Junior Commissioned Officers):

---do---

Provided that petitions against the sentences of dismissal or any other penalties awarded by the Courts Martial to Commissioned Officers of and above the rank of Lieutenant General and equivalent ranks in the other Defence Services will require the approval of the President on the advice of the Prime Minister *vide* item 15 of Schedule V-B.

ESTABLISHMENT DIVISION

5. Federal Public Service, Commission: Article 242.
 *5A Making of rules under the Civil Servants Act, 1973;
 (b) Non-acceptance of its advice.

9. Added by Notifl. No. S.R.O. 135(1)/98, dated 4.3.1998.

| S.No. | Reference to Constitutional statutory provision, if any |
|-------|---|
|-------|---|

FINANCE DIVISION

6. Annual Budget Statement to be laid before the National Assembly. Articles 80 and 82.
 7. Authentication of Schedule of Authorized Expenditure. Article 83.
 8. Excess Budget Statement. Article 84.
 9. Raising of loans by Provincial Governments subject to certain conditions. Article 167(3).

FOREIGN AFFAIRS DIVISION

10. Appointment of Heads of Pakistan Missions abroad and other representatives down to the rank of Counsellor. Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 as amended from time to time.

INTERIOR DIVISION

11. Preventive Detention. -----
 12. Prosecution, ¹⁰[removal or dismissal] of an Officer of BPS-17 to BPS-22 and heads of autonomous and semi-autonomous bodies under the Federal Government in M-I or equivalent grade and Provincial Chief Secretaries.] Section 197 of Cr.P.C. and Section 5(2) of the Prevention of Corruption Act, 1947 read with the Government Servants (Efficiency and Discipline) Rules.

LAW AND JUSTICE DIVISION

13. Appointment, etc., of members of the Administrative Courts and Tribunals for Federal subjects. Article 212.

10. Omitted *vide* S.R.O. 135(1)/98, dated 4.3.1998 (PLJ 1998 Fed. St. 600)

11. Suba. *vide* S.R.O. 135(1)/98, dated 4.3.1998.

S. No.

Reference to Constitutional
statutory provision, if any**FINANCE DIVISION**

- | | |
|--|---------------------|
| 6. Annual Budget Statement to be laid before the National Assembly. | Articles 80 and 82. |
| 7. Authentication of Schedule of Authorized Expenditure. | Article 83. |
| 8. Excess Budget Statement. | Article 84. |
| 9. Raising of loans by Provincial Governments subject to certain conditions. | Article 167(3) |

FOREIGN AFFAIRS DIVISION

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|--|--|
| 10. Appointment of Heads of Pakistan Missions abroad and other representatives down to the rank of Counsellor. | Civil Servants (Appointment), Pro-motion and Transfer) Rules, 1973 as amended from time to time. |
| 9A[10A. Permission to accept foreign and honours and awards. | Article 259(1).] |

INTERIOR DIVISION

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|--|--|
| 11. Preventive Detention. | ----- |
| 12. Prosecution, ¹⁰ [removal or dismissal] of an Officer of BPS-17 to BPS ¹¹ [22 and heads of autonomous and semi-autonomous bodies under the Federal Government in M-I or equivalent grade and Provincial Chief Secretaries.] | Section 197 of Cr.P.C. and Section 5(2) of the Prevention of Corruption Act, 1947 read with the Government Servants (Efficiency and Discipline) Rules. |

LAW AND JUSTICE DIVISION

- | | |
|--|--------------|
| 13. Appointment, etc., of members of the Administrative Courts and Tribunals for Federal subjects. | Article 212. |
|--|--------------|

9A. S.No. "10A" inst. by S.R.O. 476(1) 2001, dated 28.6.2001. [PLJ 2001 Fed. St. 757].

10. Omitted vide S.R.O. 135(1)/98, dated 4.3.1998. [PLJ 1998 Fed. St. 600].

11. Subs. vide S.R.O. 135(1)/98, dated 4.3.1998.

S. No.

Reference to Constitutional
statutory provision, if any

¹²[13A. Rejection of representations filed by an Agency under the Establishment of the office of Wafaqi Mohtasib (Ombudsman) Order, 1983 (P.O. No. 1 of 1983), where the recommendations of the Wafaqi Mohtasib are to be sustained for implementation;]

¹³[13B. Rejection of representations filed by the Revenue Division or its subordinate departments, offices and agencies under the Establishment of the Office of the Federal Tax Ombudsman Ordinance, 2000 (XXXV of 2000), where the recommendations of the Federal Tax Ombudsman are to be sustained for implementation.]

RAILWAYS DIVISION

- | | |
|---|--|
| 14. Appointment and terms and conditions of the Chairman, Vice-Chairman and Members of Railway Board. | Article 3(1) and (4) of President's Order No. 33 of 1962. Also the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973, as amended from time to time. |
| 15. Railway Budget. | Articles 80 and 82. |

(i) Annual Budget Statement to be laid before the National Assembly.

(ii) Authentication of Schedule of Authorized Expenditure. Article 83.

(iii) Excess Budget Statement. Article 84.

ALL DIVISIONS

- | | |
|---|--------------|
| 16. Delegation of power to Provinces. | Article 146. |
| 17. Directions to Provinces in certain cases. | Article 149. |
| 18. Appointment of: | |

12. Inserted vide S.R.O. 135(1)/98, dated 4.3.1998. [PLJ 1998 Fed. St. 600].

13. S. No. "13-B" inst. by S.R.O. 476(1) 2001, dated 28.6.2001. [PLJ 2001 Fed. St. 757].

S.No.

Reference to Constitutional
statutory provision, if any

- ¹⁴[20. First appointment to all BPS-17 posts under the Federal Government, including posts in all-Pakistan Unified Grades.]
21. Disciplinary matters in respect of all officers under the Federal Government, [and Provincial Chief Secretaries]¹⁵ including imposition of major/minor penalties.
- ¹⁶[22. Disciplinary matters in respect of heads of corporations, bodies, authorities or organization established by or under Federal laws or owned or controlled by the Federal Government in M-I or equivalent grade including imposition of major and minor penalties.".]
- ¹⁶[23. Appointment required to be made by the Government under any law for the time being in force.
24. Appeal cases in respect of Heads of the Statutory Corporations/Organizations.".] and

Relevant Law
authorizing the
appointment.

14. Omitted vide S.R.O. 135(1)/98, dated 4.3.1998 (PLJ 1998 Fed. St. 600)

15. Subs for the word ("except for those referred to under items 55 and 56 of Schedule V-B", vide S.R.O. 135(1)/98, dated 4.3.1998.

16. Added by Notifi. No. S.R.O. 135(1)/98, dated 4.3.1998.

SCHEDULE V-B

[Rule 15-A(1)]¹⁷

List of cases requiring orders of the President on the advice of the Prime Minister

S.No.

Reference to Constitutional
statutory provision, if any

AVIATION DIVISION

1. [.....]¹⁸[.....]¹⁸

CABINET DIVISION

2. Appointment, resignation and removal of Federal Ministers and Ministers of State. Article 92(1)(3).
- ¹⁹[2A Appointment, resignation and removal of Provincial Governors, determination of their salaries, allowances and privileges."; Article 101
- 2B. Appointment of acting Governors during the absence of Governor. Article 104.]
3. Rules for the convenient transaction of business of the Federal Government. Articles 90 & 99.
4. Council of Common Interests. Its constitution and appointment of members. Article 153(1) & (2).
5. National Economic Council. Its Constitution and appointment of members. Article 156(1).
6. Issue of Proclamation of Emergency and its revocation. Article 232, 233, 236(1).

17. Substituted vide Cabinet Divisions O.M. 104-8-85-Min. 1 dated 4.8.1985.

18. Omitted by the Notification No. 4-15/96-Min.I, dated 19th November, 1996.

19. New serial No. 2-A, 2-B inserted vide S.R.O. 135(1)/98, dated 4.3.1998.

| S.No. | Reference to Constitutional statutory provision, if any |
|-------|---|
|-------|---|

- | | |
|--|-----------------------|
| 7. Issue of Proclamation in case of failure of Constitutional machinery in a Province and its revocation. | Articles 234, 236(1). |
| 8. Determination of salaries, allowances and privileges of the President, Prime Minister, Federal Ministers, Ministers of State. | Article 250. |
| ²⁰ [9. Appointment, resignation and removal of Special Assistants to the Prime Minister and of persons holding the Minister's States without Cabinet rank, determination of their salaries, allowances and privileges.] | Articles 93(1). |
| 10. Appointment of Advisers and determination of their terms and conditions. | |
| 11. [.....] ¹ | [.....] ¹ |
| ² [11A Conferment of Award | Article 259(2)*;] |

COMMUNICATIONS DIVISION

- | | |
|---|----------------|
| 12. Direction as to the application of a law to a major port. | Article 252. |
| ² [12A Appointment of Chairman, Joint Chiefs of Staff Committee, Chiefs of Army Staff, Naval Staff and Air Staff and determination of their salaries and allowances. | Article 243*]; |

DEFENCE DIVISION

- | | |
|---|-----------------------|
| 13. Raising, maintenance of and grant of Commissions in the military, Navy and Air Force of Pakistan and Reserves of such Forces. | Article 243(2) & (b). |
|---|-----------------------|

20. Omitted vide S.R.O. 135(1)/98, dated 4.3.1998.

1. Omitted by the Notification No. 4-15/90-Min.I, dated 6th January, 1997.

2. Inserted vide S.R.O. 135(1)/98, dated 4.3.1998.

| S.No. | Reference to Constitutional statutory provision, if any |
|-------|---|
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- | | |
|--|---|
| 14. Imposition of all penalties, including removal and dismissal from service, on Armed Forces Officers of and above the rank of Lieutenant General in the Army and equivalent ranks in the other Defence Services, otherwise than by sentences of Courts Martial. | Relevant laws and rules governing the Defence Forces read with Article 243. |
| 15. Petitions against sentences of dismissal, cashiering imprisonment of death awarded by Courts Martial to Armed Forces Officers of and above the rank of Lieutenant General in the Army and equivalent ranks in the other Defence Services. | —do— |
| 15A. Directions as to the application of law to a major aerodrom. | Article 252*; |

FINANCE DIVISION

- | | |
|---|--|
| 16. Rules relating to the custody, etc., of Federal Consolidated Fund and Public Account. | Article 79. |
| 17. National Finance Commission. Its constitution, reports and recommendations including the allocation of the shares of Provincial Governments in the proceeds of taxes. | Article 160. |
| 18. (Omitted vide Cabinet Division's Notification No. 4-11-91-Min-1, dated 22.10.1991). | |
| 19. Auditor General of Pakistan:-- (i) Appointment, removal, term of Office and terms and conditions of service. (ii) Functions and powers. | Article 168(1)(3). Article 169. |

| S.No. | Reference to Constitutional statutory provision, if any |
|-------|--|
|-------|--|

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|--|----------------------|
| 20. Principles and methods of keeping of accounts. | Article 170. |
| 21. Reports relating to the accounts of Federation. | Article 171. |
| 22. Issue of Proclamation in case of financial emergency and its revocation. | Article 235, 236(1). |

FOREIGN AFFAIRS DIVISION

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|--|-----------------|
| 23. The declaration of war. | Article 259(1). |
| 24. Permission to accept foreign honours and awards. | Article 259(1). |

INTERIOR DIVISION

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|---|---|
| 25. Grants of pardons, reprieves and respites and revision, suspension or commutation of any sentence passed by any Court, Tribunal or other authority, other than a Court Martial. | Article 45. |
| 26. Provisions for the Government and administration of any part of Pakistan not forming part of a Province. | Article 258. |
| [27. Prosecution, removal or dismissal of Federal Secretaries and other BPS-22 officers in the Federal Government, heads of autonomous and semi-autonomous bodies under the Federal Government in M-I or equivalent grade and Provincial Chief Secretaries.] ⁴ | Section 197 of Cr.P.C. and Section 5(2) of the Prevention of Corruption Act, 1947, read with the Government Servants (Efficiency and Discipline Rules.) |

3. S.No. "27" omitted vide S.R.O. 135(1)/98, dated 4.3.1998.

4. Substituted Sr. No. 27, vide Notification No. 4-15/96-Min. I, dated 19th November, 1998.

| S. No. | Reference to Constitutional statutory provision, if any |
|--------|--|
|--------|--|

- | | |
|--|----------------------|
| 20. Principles and methods of keeping of accounts. | Article 170. |
| 21. Reports relating to the accounts of Federation. | Article 171. |
| 22. Issue of Proclamation in case of financial emergency and its revocation. | Article 235, 236(1). |

FOREIGN AFFAIRS DIVISION

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|--|------------------|
| 23. The declaration of war. | Article 259(1). |
| 3[24. Permission to accept foreign honours and awards. | Article 259(1).] |

INTERIOR DIVISION

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|---|---|
| 25. Grants of pardons, reprieves and respites and revision, suspension or commutation of any sentence passed by any Court, Tribunal or other authority, other than a Court Martial. | Article 45. |
| 26. Provisions for the Government and administration of any part of Pakistan not forming part of a Province. | Article 258. |
| [27. Prosecution, removal or dismissal of Federal Secretaries and other BPS-22 officers in the Federal Government, head of autonomous and semi-autonomous bodies under the Federal Government in M-I or equivalent grade and Provincial Chief Secretaries.] | Section 197 of Cr.P.C. and section 5(2) of the Prevention of Corruption Act, 1947, read with the Government Servants (Efficiency and Discipline Rules.) |

3. Serial No. "24" omitted by S.R.O. 476(1)/2001, dated 28.6.2001. [PLJ 2001 Fed. St. 757].

4. Serial No. "27" omitted vide S.R.O. 135(1)/98, dated 4.3.1998.

SCHEDULE VII**[Rule 15-A(3)]¹³****Cases and papers to be submitted to the President for
information**

1. All Cypher messages and telegrams.
2. Summaries for the Cabinet, Inter-Provincial Conference and the National Economic Council and the minutes and decisions of their meetings.
3. Decisions of meetings of the Defence Committee of the Cabinet.
4. Minutes and decision of the Economic Committee of the Cabinet.
5. Intelligence Reports (daily, weekly and special reports of DIB and D.G. ISI.
6. Cases of appointments of Federal Secretaries and Provincial Chief Secretaries and to posts of BPS-22 and above in the Federal Government as well as appointments of heads of autonomous bodies under the Federal Government (including statutory Corporations and Authorities) in grade equivalent to Grade-22 or in M-1 Grade.
7. Reports of Commissions of Enquiry appointed by the President.
8. Periodical reports of the Federally administered areas including Tribal Areas and Northern Areas.
9. Periodical reports of the Government of Azad Jammu and Kashmir.
10. Minutes and decisions of meetings of the Azad Jammu and Kashmir Council.
11. Annual Reports of the Public Service Commission.
12. Annual Reports of the Council of Islamic Ideology.
13. Annual Periodical Reports of the Ombudsman (Wafaqi Mohtasib).
14. Periodical reports of the Provincial Governments and Islamabad Capital Territory Administration.
15. Periodical reports of the activities of Pakistan's Missions abroad.
16. Periodical reports of the activities of Federal Ministries and Divisions.
17. All documents issued by the Finance Minister pertaining to the Annual Budget.
18. Daily Press Reports and International Media Digest issued by the Ministry of Information and Broadcasting.
19. All other important cases involving questions of policy and principles.
20. Papers pertaining to any other matter required by the President through a general or special order.

13. Inserted *vide* Cabinet Divisions O.M. No. 104-8-85-Min I, dated 1.8.1985.