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RULES OF BUSINESS 1973

(As amended upto 3rd March, 2017)

CABINET SECRETARIAT
(Cabinet Division)
Islamabad

[Ministerial-I Section]

CABINET SECRETARIAT
CABINET DIVISION
*** * ***

WHAT IS NEW IN THE REVISED VERSION

In the Rules of Business, 1973 as amended on 03-03-2017, in rule 14, a new sub-rule 1A has been inserted.

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RULES OF BUSINESS

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 [1][Secretary General], [2][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.

[1] Inserted vide S.R.O. 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.4.2010.
[2] Inserted vide Cab: Division Memo No.104/37/81-Min.I, dated 21st Nov.1982.

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 several Divisions specified in Schedule I to the charge of a Minister:

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

Provided that the same person may be Secretary of more than one Division.

(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 the sanctioned policy.

[1](3) The Secretary shall organize 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 organized otherwise than as a Section on a permanent basis, in consultation with the [2][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 [2][Establishment Division] is informed of the composition of the unit.

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[1] Amended vide Cabinet Division No.104/59/78-Min.I, dated 5th July, 1979.
[2] Substituted vide SRO No.538(I)/2001 (F.No. 4-9/2001-Min), dated 26.7.2001.

(4) The Attached Departments 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 [[1]] 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) The Minister shall keep the Prime Minister informed of any important case disposed of by him without reference to the Prime Minister.

(4) No decisions 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 Department [2][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;

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[1] Omitted vide SRO No.135(1)/98, dated 3.3.1998 (F.No.4-6/97-Min-I)

[2] Amended vide Cab: Division Memo No.104/37/81-Min.I, dated 21st Nov.1982.

(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 cases or class of cases which may be disposed of by an officer 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 the notice of the Minister-in-Charge and, if necessary, to the notice of the Prime Minister or the Cabinet.

[1](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.

[2](11A) 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.

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[1] Substituted vide SRO.135(I)/98, dated 3.3.1998 (F.No.4-6/97-Min-I)

[2] Inserted vide Cabinet Division Notification No.104/23/88-Min.I dated 5.11.1988.

(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.

(15) Detailed instructions for the manner of disposal of business in the Federal Secretariat shall be issued by the 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.

7. Orders and instruments, agreements and contracts.--(1) Subject to Article 173, all executive actions of the 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 Government 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 Law and Justice Division.

PART B.-CONSULTATION AMONG DIVISIONS

8. Inter-Division procedure.-(1) When the subject of a case concerns more than one Division, the Division in charge 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 urgency and with the approval of the Prime Minster, 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.

[1](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.

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[1] Amended vide Cabinet Division Memo No.104/43/80-Min.I, dated 3rd December, 1980.

(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 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 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 desires 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. Secretaries' Committee.-(1) There shall be a Secretaries' 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 Secretaries' 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 Secretaries' 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 Secretaries' 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 clearance of the Cabinet Division to the proposals for the sending of delegations which are not in conformity with the procedure laid down by that Division regarding the categorization of international conferences.

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

(a) &(b) Deleted vide Cabinet Division Memo. No.104/59/78-Min.I, dated 5-7-1979.

[1](c) Appointment to a post in BS-20 and above and equivalent whether by initial appointment or promotion or transfer.

(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 servant;

(f) Omitted vide SRO No.246(I)/2001, dated 26.4.2001.

(g) expenditure proposals relating to the Finance Division under rule 12 (1) (b), (2) and (3);

[1] Substituted vide SRO No.246(I)/2001, dated 26.4.2001 (F.No.4-5/2000-Min-I)

(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 [[2]] 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 Notification No.4-11/91-Min-I dated 22.10.1991.];

(d) floatation of loan;

(e) re-appropriation within budget grant;

(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;

(i) interpretation of rules made by the Finance Division; and

(j) omitted vide Cabinet Division Notification No.4-14/98-Min.I dated 01.12.98.

(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 an administrative Division conveying a sanction to be enforced in audit shall be communicated to the audit authorities through the Finance Division.

[2] Omitted vide Cabinet Division Notification No.4-14/98-Min-I, dated 1st December, 1998.

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 Law and Justice Division-- (1) The Law and Justice 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.104/10/76-Min, dated 26-3-1976.

(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

[3](g) before the appointment of a legal adviser in any Division or any office or corporation under its administrative control and the Law and Justice Division will make its recommendations after consultation with the Attorney General.

[2](1A) A Division may, for compelling reasons for a particular case, engage a private counsel and for that purpose shall refer the case to Law and Justice Division which may, after consultation with the Attorney General, allow engagement of such counsel on payment of fee by the Division concerned.

(2) No Division shall consult, the Attorney General except through the Law and Justice 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 Law and Justice Division, the case shall be submitted to the Minister for Law and Justice 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 Law and Justice 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 Law and Justice Division.

14A. Consultation with Revenue Division.- (1) No Division shall, without previous consultation with the Revenue Division, authorise the 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.

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[3] Amended vide Cabinet Division Memo No.104/83/78-Min (Pt.II) dated 21st November, 1979.

[2]Inserted vide SRO 130(1)/2017, dated 3rd March, 2017

PART C.--REFERENCES TO THE PRIME MINISTER [2][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;

[4](e) cases relating to petitions addressed to the Prime Minister which are neither withheld under 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.

[5](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 O.M.No.104/8/85-Min-I, dated 4-8-85.

(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, [[6]], Deputy Chairman Planning Commission, Secretary or by any other officer of the Government, a written note containing a brief record of the discussion and orders of the Prime Minister shall be submitted to the Prime Minister's Office for information of the Prime Minister.

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[4] Amended vide Cabinet Division O.M.No.104/8/85-Min-I, dated 04-08-1985.
[5] Substituted vide Cabinet Division No.104/70/73-Min-I, dated 15th July, 1974.
[6] Substituted vide .SRO No.433 (I)/2003, dated 20.5.2003. (F.No. 4-10/2002-Min-I)

[2](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 affairs of the Federation and proposals for legislation as the President may call for; and

(c) if the President so requires, submit for 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.

[7]**15-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 render 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-rule applies are enumerated in Schedule V-B.

[8](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 Minster 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 the 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 an 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

[7] Inserted Vide Cabinet Division O.M.No.104/8/85-Min.I, dated 04.08.85.
[8] Substituted vide SRO.135(I)/98, dated 3rd March, 1998. (F.No.4-6/97-Min-I)

any tax and floatation of loans;

(e) a reference to the Supreme Court for advice on a question of law under clause (1) of Article 186;

(f) generation of electricity and laying of inter-provincial transmission lines;

(g) omitted vide S.R.O 368(1)/2010 dated 1st June 1, 2010

(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 views of the Division being different from the views of the Minister, both the views shall be included in the summary:

[Proviso deleted vide S.R.O 226(I)/2010 (Cabinet Division's F.No. 4-4/2007, dated 2nd April, 2010]

(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 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 other Division concerned simultaneously with 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 Law and Justice Division, and no changes shall be made therein except in consultation with that Division.

[9](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 [10][seven clear] days in advance of the meeting:

[1]Provided that, if a case is urgent and is required to be taken up at 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.

[2](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 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

[9] Substituted vide SRO 135(I)/98, dated 3rd March, 1998 (F.No.4-6/97-Min-I).
[10] Substituted vide O.M. No.104/7/79-Min.I, dated 31.5.1981.

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 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 a 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 a special meeting of the Cabinet at any time and on any day to discuss urgent business.

[11](1A) Meetings of the Cabinet will be attended by the Federal Ministers.

Provided that the Prime Minister may require the Ministers of State, Advisers and Special Assistants to the Prime Minister and other dignitaries to attend any or all 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 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

[11] Inserted vide S.R.O 226(I)/2010 (F.No.4-4/2007-Min-I), dated 2nd April, 2010.

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 is 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 authorized 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 therefore.

(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 24.

(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 issue of the minutes. The Cabinet Secretary shall obtain the orders of the Prime Minister and, if necessary, issue a corrigendum, correct the official record in the Cabinet Division and advice 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.

20A. Omitted vide S.R.O 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.4.2010.

21. [Procedure regarding Inter-Provincial Conference] Omitted vide S.R.O

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 17, 18 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 fifteen clear days in advance of the commencement of the meeting.

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

23. Procedure regarding Committees of Cabinet and National Economic Council.--(1) Meetings of a Committee of the Cabinet 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 meeting 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 authorize 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.

(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 submission of cases to the Committee shall be issued by the Cabinet Secretary.

24. Action on decisions of the Cabinet, National Economic Council or their Committees, etc.--(1) When a case has been decided by the Cabinet or the National Economic Council 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 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.

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

(a) a copy of all papers issued under rules 19(1), 20(5), 22(3) or 23(4);
(b) a copy of the records prepared under rules 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), 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(12), 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.

[12]**25. Periodical reports of activities of Divisions.**--(1) Omitted vide SRO 135(I)/98, dated 3rd March, 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

[12] Inserted vide Cabinet Division Notification No.104/35/85-Min-I, dated 5.10.1988.

realized; 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 academics, scholars and others interested.

(3) Every Year Book shall be circulated by the Cabinet Secretary for information [13][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.

[14](2) The Law and Justice Division shall cause the report to be laid before each House of the Majlis-e-Shoora (Parliament).

(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 Law and Justice 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 Law and Justice Division to draft it.

(2) When referring the approved legislation to Law and Justice Division for drafting, the Division concerned shall send the relevant papers along with a memorandum indicating the provisions which are intended to be incorporated in the draft Bill and giving the objects of and reasons for those provisions to enable the Law and Justice 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 Law and Justice 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 recommendations of the Federal Government or previous sanction of the President is necessary for the introduction of a Bill it shall be drafted by the Law and Justice Division along with the Bill.

(5) The Division concerned shall then--

(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

[13] Added vide SRO No.135 (I)/98, dated 3.3.98 (F.No.4-6/97-Min-I).

[14] amended vide SRO.NO.724(I)/2011, (F.No.4-9/2011-Min-I), dated 28.07.2011.

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, or 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 Law and Justice Division for further action in terms of sub-rule (8).

[15](5A) 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.

(6) The Division concerned shall include in the brief prepared for 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 Law and Justice 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 Law and Justice Division.

[16](8) After taking action in terms of sub-rule (5) the Division concerned shall forward to the Law and Justice Division the draft legislation in its final form with a statement of objects and reasons duly signed by the Minister-in-Charge. The Law and Justice 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 Divisions concerned, including the Finance Division, where necessary.

(2) Thereafter the Division concerned shall consult the Law and Justice 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 recommendations of the Federal Government or previous sanction of the President.

[3](3) Subject to sub-rule (3) of rule 5 and sub-rules (1) and (2) of this rule, the Minister-in-Charge shall decide regarding the provisions of the Bill as to which of the following motions in the Assembly or, as the case may be, in the Senate is to be supported--

(a) that it be taken into consideration by the Assembly or, as the case may be, the Senate either at once or at some future date to be specified;

(b) that it be referred to a Committee;

(c) that it be circulated for the purpose of eliciting opinion

[15] Inserted vide SRO 135(I)/98, (F.No.4-6/97-Min-I) dated 3rd March 1998.
[16] Inserted vide SRO 135(I)/98, (F.No.4-6/97-Min-I) dated 3rd March 1998
[3] Substituted vide SRO 634(1)/2016 (F.No.4-2/2016-Min-I) dated 22nd July, 2016

thereon; and

(d) that it be opposed.

[2](4) Subject to sub-rule (3), the Division shall obtain signature of the Prime Minister on the consent or recommendation, or of the President on the previous sanction, where required for introduction of the Bill in the Assembly or, as the case may be, the Senate.

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 Law and Justice Division shall promulgate the Ordinance and in due course arrange to lay it before--

[17](i) the Assembly, if it contains provisions dealing with all or any of the matter specified in clause (2) of Article 73;

[1](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 Parliamentary Affairs Division shall ascertain the state of business pending for consideration of the Assembly, the Senate or Joint sitting.

(2) The Secretary Parliamentary Affairs Division, shall in terms of rule 15-A, 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 of 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-

(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

[17] Amended vide Cabinet Division O.M.No.104/8/85-Min.I, dated 4-8-1985.

[2] Substituted vide SRO 634(1)/2016 (F.No.4-2/2016-Min-I) dated 22nd July, 2016

Assembly and also by the Secretary of the Senate.

33. Prorogation of Majlis-e-Shoora (Parliament), a House, or joint sitting by the President.--(1) At the appropriate time, the Secretary Parliamentary Affairs Division shall in terms of rule 15-A, 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.

(3) 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 the 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 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 Parliamentary 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.-- The Secretary Parliamentary 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 Office.

38. Orders of the Day.-- The Secretary Parliamentary Affairs 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 or the Senate, the appropriate Secretariat shall ascertain from the Cabinet Division the allocation of business amongst the Divisions.

40. Action by Divisions.-- 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.

41. Introduction of Bills, etc.--(1) A Money Bill shall originate in the National Assembly:

Provided that simultaneously when a Money Bill including the Finance Bill containing the Annual Budget Statement is presented in the National Assembly, a copy thereof shall be transmitted to the Senate which may, within fourteen days, make recommendations thereon to the National Assembly.

(1A) The National Assembly shall consider the recommendations of the Senate and, after the Bill has been passed by the Assembly with or without incorporating the recommendations of the Senate, it shall be presented to the President for assent.

(2) Bills, other than Money Bills, resolutions, motions, questions or other business with respect to any matter in the Federal Legislative List 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 originate or be moved or, as the case may be, before which any other official business shall be brought.

(3) Omitted vide S.R.O. No.822(I)/2002, dated 20.11.2002.

(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 motion 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) Omitted vide SRO No.822(I)/2002, dated 20.11.2002.

(7) The Division concerned shall prepare for the use of the Minister-in-Charge a brief of 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 Parliamentary Affairs Division who shall submit it to the President for his assent. [18]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 amendments specified in the message be considered.

[19]**42A Reconsideration of Bill by Majlis-e-Shoora (Parliament).−** When the President has returned a Bill to the Majlis-e-Shoora (Parliament), it shall be reconsidered by the Majlis-e-Shoora (Parliament) in joint sitting and if it is passed by the votes of the majority of the members of both Houses present and voting, it shall be deemed for the purposes of the Constitution to have been passed by both Houses and shall be presented to the President, and the President shall give his assent within ten days, failing which such assent shall be deemed to have been given.

43. Resolutions.--(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 Law and Justice 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 not 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.

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[18] Inserted vide Cabinet Division O.M.No.104/8/85-Min-I, dated 4-8-1985.

[19] Substituted vide S.R.O. 368 (I)/2010 (F.No.4-6/2010-Min-I) dated 1st June 2010.

(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.

(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 Minster 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 question 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 the Prime Minister and the Speaker, prepare a time-table for the consideration of 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 Office.

(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 Authorized Expenditure to the Prime Minister who shall authenticate the Schedule by his signature as required by 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 directive to the Governor of the Province under clause (1) of Article 145 without the specific approval of the Prime Minister.

49. Obligations of Provinces and Federation

(1) Omitted vide S.R.O 368(I)/2010 (F.No.4-6/2010-Min-I) dated 1st June 2010.

(2) Omitted vide S.R.O 368(I)/2010 (F.No.4-6/2010-Min-I) dated 1st June 2010.

(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 rule 15-A.

(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 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.--(1)The Proclamation in case of failure of constitutional machinery in a Province shall be issued by the Cabinet Division in terms of rule 15-A.

(2) The Division concerned shall keep the provisions of clauses (3) to (6) of Article 234 in view for making legislation, if required, while a Proclamation of Emergency is in force and for 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 rule 15-A.

(2) The Finance Division shall keep the provisions of clause (4) of Article 235

in view for 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 rule 15-A.

PART I -- MISCELLANEOUS PROVISIONS

55. Protection and communication of official information.--[20](1) Information acquired from official documents relating to official matters shall only be communicated by a government servant or, as the case may be, designated official to the press, to non-officials, or even to officials belonging to other government offices in accordance with the procedure laid down in section 3 of the Freedom of Information Ordinance, 2002 (XCVI of 2002).

(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 authorized, shall act as official spokesmen of the Government. No statement involving foreign policy shall normally be made by a person (other than the Minster of State for Foreign Affairs and the Prime Minister) without prior consultation with the Foreign Affairs Division.

56. Channels of Communications.--(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 directly 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 authorized to correspond directly 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

[20] Substituted vide SRO 709(I)/2003 (F.No. 4-8/2003-Min), dated 15.7.2003.

the States and Frontier Regions Division, provided that Division may, by 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-department discussion in which Service representatives are required to take part.

[21]**57. Relaxation.--.-** The Prime Minister may 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.

[21] Substituted vide S.R.O. 368 (I)/2010 (F.No.4-6/2010-Min-I) dated 1st June 2010.

SCHEDULE I
[See rule 3(1)]
LIST OF MINISTRIES AND DIVISIONS

Sr. No.	Ministries	Divisions	
(1)	(2)	(3)	
1.	Cabinet Secretariat	a.	Aviation Division
		b.	Cabinet Division
		c.	Capital Administration and Development Division
		d.	Establishment Division
		e.	National Security Division
2.	Ministry of Climate Change		Climate Change Division
3.	Ministry of Commerce		Commerce Division
4.	Ministry of Communications		Communications Division
5.	Ministry of Defence		Defence Division
6.	Ministry of Defence Production		Defence Production Division
7.	Ministry of Federal Education and Professional Training		Federal Education and Professional Training Division
8.	Ministry of Finance, Revenue, Economic Affairs, Statistics and Privatization	a.	Finance Division
		b.	Economic Affairs Division
		c.	Revenue Division
		d.	Statistics Division
		e.	Privatization Division
9.	Ministry of Foreign Affairs		Foreign Affairs Division
10.	Ministry of Housing and Works		Housing and Works Division
11.	Ministry of Human Rights		Human Rights Division
12.	Ministry of Industries and Production		Industries and Production Division
13.	Ministry of Information, Broadcasting and National Heritage	a.	Information and Broadcasting Division.
		b.	National History and Literary Heritage Division.
14.	Ministry of Information Technology and Telecommunication		Information Technology and Telecommunication Division
15.	Ministry of Interior and Narcotics Control	a.	Interior Division
		b.	Narcotics Control Division
16.	Ministry of Inter-Provincial Coordination		Inter- Provincial Coordination Division
17.	Ministry of Kashmir Affairs and Gilgit-Baltistan		Kashmir Affairs and Gilgit-Baltistan Division
18.	Ministry of Law and Justice		Law and Justice Division
19.	Ministry of National Food Security and Research		National Food Security and Research Division

20.	Ministry of National Health Services, Regulations and Coordination		National Health Services, Regulations and Coordination Division
21.	Ministry of Overseas Pakistanis and Human Resource Development		Overseas Pakistanis and Human Resource Development Division
22.	Ministry of Parliamentary Affairs		Parliamentary Affairs Division
23.	Ministry of Petroleum and Natural Resources		Petroleum and Natural Resources Division.
24.	Ministry of Planning, Development and Reform		Planning, Development and Reform Division
25.	Ministry of Ports and Shipping		Ports and Shipping Division
26.	Ministry of Railways		Railways Division
27.	Ministry of Religious Affairs and Inter faith Harmony		Religious Affairs and Inter faith Harmony Division
28.	Ministry of Science and Technology		Science and Technology Division
29.	Ministry of States and Frontier Regions		States and Frontier Regions Division
30.	Ministry of Textile Industry		Textile Industry Division
31.	Ministry of Water and Power		Water and Power Division

SCHEDULE II
[Rule 3 (3)]
DISTRIBUTION OF BUSINESS AMONG THE DIVISIONS

1. Aviation Division

1. Aircraft and air navigation; administration of the Civil Aviation Ordinance, 1960 (XXXII 1960).

2. Development of civil aviation in Pakistan.

3. Provision of aerodromes.

4. Airports Development Agency.

5. Regulation, organization and safety of air traffic and of aerodromes - and administration of Airports Security Force.

6. Pakistan International Airlines Corporation.

7. Air Service agreements with other countries; liaison with International Civil Aviation Organization and other international agencies concerned with aviation.

8. Federal Meteorological Organizations and Meteorological observations; World Meteorological Organizations.

2. Cabinet Division

1. All secretarial work for the Cabinet, National Economic Council and their Committees, Secretaries' Committee.

2. Follow up and implementation of decisions of all the bodies mentioned at (1) above.

3. Omitted vide S.R.O 226(I)/2010 (F.No.4-4/2007-Min-I), dated 2nd April, 2010.

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 Ministers, 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 Divisions 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; Secretariat functions of the various Post-War Problems.

16. Communications Security.

17. Omitted vide SRO 445 (I) /2012 dated 30.04.2012 (F.No. 4-2/2012-Min-I).

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 fixed line office and residence telephones, mobile phones, faxes, internet/DSL connections, ISD, toll-free numbers, green telephones etc., staff cars; Rules for the use of staff cars; common services such as teleprinter service, mail delivery service, etc.

22. Civil Awards: Gallantry Awards.

23. Tosha Khana.

24. Omitted vide SRO 834(i) / 2015 dated 24-8-2015 (F.No.4-5/2013-Min-I).

25. Repatriation of civilians and civil internees from India, Bangla Desh and those stranded in Nepal and other foreign countries, and all other concerned 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 and expatriation of Bengalies 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. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

33. Stationery and Printing for Federal Government official Publications, Printing Corporation of Pakistan.

34. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

35. Omitted vide SRO No.246(1)/2001, dated 26.4.2001.

36. Omitted vide Cabinet Division Notification No.4-5/99-Min.I, dated the 3rd June, 1999.

37. Omitted vide SRO 577(I)/2002, dated 31.8.2002.

38-41. Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010.

42-51. Omitted vide SRO No.538 (I)/2001, dated 26.7.2001.

52. National Archives including Muslim Freedom Archives.

53. Administrative control of the National Electric Power Regulatory Authority (NEPRA), Pakistan Telecommunications Authority (PTA), Frequency Allocation Board (FAB), Oil and Gas Regulatory Authority (OGRA) and Public Procurement Regulatory Authority (PPRA).

54. Omitted vide SRO788 (I)/2011 (F.No.4-10/2011-Min-I) dated 23.08.2011.

55. People Works Programme (Rural Development Programme).

56. Pride of Performance Award in the field of arts.

57-60. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011

61. Pride of Performance Award in academic fields.

62. Pakistan Chairs Abroad.

63. Selection of scholars against Pakistan Chairs Abroad by the Special Selection Board.

64. Omitted vide SRO 48 (1)/2016 dated 26.1.2016 F.No.4-5/2013-Min-I.

65. Omitted vide SRO 389 (I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).

66. Omitted vide SRO 445 (I)/2012 dated 30.04.2012 (F.No.4-2/2012-Min-I).

67. Omitted vide SRO 389 (I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).

68. National Colleges of Arts at Lahore and Rawalpindi.

69. Omitted vide SRO 389 (I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).

70. Omitted vide SRO 389 (I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).

71. Federal Dental and Medical College, Islamabad.

72. Women and Chest Diseases Hospital, Rawalpindi.

73. Federal Government Tuberculosis Centre, Rawalpindi.

74. Omitted vide SRO 48 (1)/2016 dated 26.1.2016 (F.No.4-5/2013-Min-I.

75. Pakistan Bait-ul-Mal.

76. Pakistan Tourism Development Corporation and its subsidiaries.

3.Capital Administration and Development Division.

1. Omitted vide SRO788(I)/2011 (F.No.4-10/2011-Min-I) dated 23.08.2011.
2. Omitted vide SRO.NO.724(I)/2011(FNo.4-9/2011-Min-I), dated 28.07.2011.
3. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.
4. Charitable endowments for Federal area.
5. Social Welfare, Special Education, Welfare, development and rehabilitation of children and disabled in the Federal area.
6. Omitted vide SRO788(I)/2011 (F.No.4-10/2011-Min-I) dated 23.08.2011.

7. Federal College of Education, Islamabad.
8. Federal Directorate of Education and education in the Capital.
9. Federal Government Polytechnic Institute of Women, Islamabad.
10. Omitted vide SRO 389 (I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).
11. Management and distribution of zakat and ushr in Islamabad.
12. Omitted vide SRO788(I)/2011 (F.No.4-10/2011-Min-I) dated 23.08.2011.
13. National Institute of Science and Technical Education, Islamabad.
14. Omitted vide SRO.NO.724(I)/2011(FNo.4-9/2011-Min-I), dated 28.07.2011.
15. Private Educational Institutions Regulatory Authority.
16. Training, education and rehabilitation of disabled in Islamabad.
17. Omitted vide SRO788(I)/2011 (F.No.4-10/2011-Min-I) dated 23.08.2011.
18. Medical and health services for Federal Government employees.
19. Administrative control of the National Institute of Handicapped, Islamabad.
20. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.
21. Islamabad Club.
22. Gun and Country Club.
23. Shaheed Zulfiqar Ali Bhutto Medical University, Islamabad.
24 Capital Development Authority.

4. Climate Change Division

1. National Disaster Management Authority.
2. Pakistan Environmental Protection Council.
3. Pakistan Environmental Protection Agency.
4. Pakistan Environmental Planning and Architectural Consultants Limited (PEPAC).
5. Global Environmental Impact Study Centre, Islamabad.
6. National policy, plans strategies and programmes with regard to disaster management including environmental protection, preservation, pollution, ecology, forestry, wildlife, biodiversity, climate change and desertification.
7. Coordination, monitoring and implementation of environmental agreements with other countries, international agencies and forums.
8. [1] Policy formulation, coordination and reporting of human settlements including urban water supply, sewerage and drainage.

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[1] Added vide SRO 634(I)/2016 (F. No. 4-2/2016-Min-I), dated 22.7.2016.

5. Commerce Division.

1. Imports and export across custom 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;

   Note: Textile Industry Division will be consulted on textile trade negotiations and also associated with Textile Sector Trade Promotion.

   (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. Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010.

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. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

9. Export promotion.

10. Special Selection Board for selection of Commercial Officers for posting in Pakistan Missions abroad.

11. Anti-dumping duties, countervailing and safeguard laws.

12. Management of EDF/EMDF with representation of Textile Industry Division on their Boards.

13. Domestic commerce reforms and development in collaboration with other Ministries, provincial and local governments.

14. Intellectual Property Organization of Pakistan (IPO-Pakistan).

6. Communications Division

1. Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010.
2. National Planning, research and international aspects of roads and road transport;
3. National Highways and strategic roads; National Highway Council and Authority; Administration of the Central Road Fund and Fund for Roads of National Importance.
4. Omitted vide SRO.294 (I)/2011 (F.No. 4-5/2011-Min-I), dated 08.04.2011.
5. Enemy property.
6. National Highways and Motorways Police.
7. Posts, including Saving Bank and Postal Life Insurance.
8. Agency functions on behalf of other Divisions such as military pensions etc."

7. 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 to 22. Omitted vide S.R.O. 622 (I)/2013,(F.No. 4-8/2013-Min-I), dated 28.06.2013.

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) Pakistan Maritime Security Agency.

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) Matters 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.

29. Omitted vide SRO 850(I)/2014 (F.No.4-5/2013-Min-I), dated 25.09.2014.

[22]8. Defence Production Division

1. Laying down policies or guidelines on all matters relating to defence production.

2. Procurement of arms, firearms, weapons, ammunition, equipment, stores and explosives for the defence forces.

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 and manufacture of defence equipment and stores.

7. Negotiations of agreements or MOUs for foreign assistance or collaboration and loans for purchase of military stores and technical know-how or transfer of technology.

[22] Substituted vide SRO No.433(I)/2003,(F.No.4-10/2002-Min), dated 20.5.2003.

8. Export of defence products.
9. Marketing and promotion of activities relating to export of defence products.
10. Co-ordinate production activities of all defence production organizations or establishments.

9. 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, ADB 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 for Asia and Pacific), Colombo Plan and OECD (DAC).
4. Negotiations and coordination activities, etc., pertaining to economic cooperation with other countries (excluding RCD and IPECC).
5. Assessment of requirements, programming and negotiation for securing technical assistance to Pakistan from foreign Governments organizations including nominations for EDI Courses.
6. Omitted vide S.R.O. 622 (I)/2013, (F. No. 4-8/2013-Min-I), dated 28.06.2013.
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. Proposals concerning changes in International Economic Order.
9. Matters relating to transfer of technology under UNDP assistance.
10. Matters relating to International Islamic Development Bank.
11. Dealing and agreements with other countries and international organizations in matters relating to Population Planning Programmes.

12 &13 Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

14. International organizations and agreements relating to tourism.
15. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.
16. Dealings, and agreements, with other countries and international organizations in the fields of social welfare.
17. Trust for voluntary organizations.
18. Relationship with UNESCO and participation in its activities, liaison with other international agencies and organizations in educational programmes.
19. Omitted vide SRO 1013(I)/2012 (F. No. 4-2/2012-Min-I) dated 16.08.2012.
20. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.
21. Dealings and agreements with other countries and international organizations in the fields of health, drugs and medical facilities abroad.
22. Omitted vide SRO 1013(I)/2012 (F. No. 4-2/2012-Min-I) dated 16.08.2012
23. Scholarships/fellowships, training courses in health from International Agencies such as W.H.O. and UNICEF.
24. Dealing and agreements with international organizations in the fields of labour and social security.

10. Establishment Division

1. Regulation of all matters of general applicability to civil posts in connection with the affairs of the Federation.
   - (i) Recruitment;
   - (ia) Promotion;
   - (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 Groups.
   - (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.
   - (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 Government functions in regard to the 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 Fed. Govt employees;
   - (v) List of persons debarred from future employment under Government.
8. Matters relating to-
   - (i) Central Selection Board;
   - (ii) Special Selection Board, except the Special Selection Boards constituted in the Divisions relating to selection of officers for posting in Pakistan Missions abroad.
   - (iii) Selection Committee for Provincial Posts borne on All Pakistan Unified Grades;
   - (iv) Omitted vide Cabinet Division Notification No.4-6/97-Min.I (SRO 135(I)/98) dated 3.3.1998.
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.

13. Administration of the Civil Servants Act, 1973, and the rules made thereunder.

[23]14. To act as Management Consultants to the Federal Government and to undertake case studies to solve specific management problems utilizing techniques like PERT, CPM, system analysis, operations research and O&M.

15. 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.

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 evolution 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.

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.

24.&25. Omitted vide SRO788(I)/2011 (F.No.4-10/2011-Min-I) dated 23.08.2011.

26. Omitted vide SRO 964(I)/2014 (F.No.4-5/2013-Min-I) dated 29.10.2014.

11. Federal Education and Professional Training Division

1. National Vocational and Technical Education Commission (NAVTEC).
2. Academy of Educational Planning and Management (AEPAM), Islamabad.
3. Federal Board of Intermediate and Secondary Education (FBISE), Islamabad.
4. National Education Assessment Centre, Islamabad.
5. Omitted vide SRO 964(I)/2014 (F.No.4-5/2013-Min-I) dated 29.10.2014.
6. Omitted vide SRO 389 (I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).
7. National Talent Pool, Islamabad.
8. Youth Centres and Hostels.

[23] Substituted vide SRO No.538(I)/2001, (F.No. 4-9/2001-Min), dated 26.7.2001.

9. All matters relating to National Commission for Human Development (NCHD) and National Education Foundation (NEF).

10. [24]Pakistan National Commission for UNESCO (PNCU).

[25]11. Higher Education Commission.

[26]12. External examination and equivalence of degrees and diplomas.

13. Commission for standards for higher education.

[27]14. Pakistan technical assistance programme in the field of education, professional and technical training.

12. 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 authorized 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.

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[24] Added vide SRO 1013 (I)/2012 (F.No. 4-2/2012-Min-I) dated 16.08.2012.
[25] Added vide SRO 128 (I)/2013 dated 22.02.2013 (F.No. 4-2/2012-Min-I)
[26] Entries 12-13 added SRO 389 (I)/2013 (F.No. 4-5/2013-Min-I) dated 15.05.2013.
[27] Added vide S.R.O . 622 (I)/2013 (F. No. 4-8/2013-Min-I) dated 28.06.2013.

14. Stock exchanges and future markets with objects and business not confined 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. Omitted vide SRO.294(I)/2011 (F.No. 4-5/2011-Min-I), dated 08.04.2011.

20. Monopoly Control and anti-Cartel Laws.

21 to 24. Omitted vide Cabinet Div. Notification No.4-14/98-Min.I,dated 01.12.1998.

[28]25. Deregulation policies.

26. Administration of Economic Reforms Order, 1978.

27. Negotiations with international organizations and other counties and implementation of agreements thereof.

[29]28. Poverty reduction.

[30]29. Benazir Income Support Programme.

13. Foreign Affairs Division

1. Relations and dealings with other countries.

2. Matters (other than those handled by other Divisions) 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 officer 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 9.6.1996].

6. Foreign and extra-territorial jurisdiction.

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

8. [31](i) Administration of Foreign Service of Pakistan;
   (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.

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[28] Amended vide Cabinet Division SRO No. 470(I)/2001, (4-24/2000-Min-I), dated 25.06.2001
[29] Inserted vide S.R.O. No.226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.4.2010.
[30] Inserted vide S.R.O. No.1048/(I)/2015 (F.No.4-5/2013-Min-I), dated 26.10.2015.
[31] Amended/Added vide S.R.O. No.226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.4.2010.

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. Coordination of all work pertaining to Economic Cooperation Organization (ECO).

15. Institute of Strategic Studies.

[32]16. Administration of Export Control on Goods, Technologies, Material and Equipment related to Nuclear and Biological Weapons and their Delivery System Act, 2004 (V of 2004).

17. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

18. Welfare of Pakistani students abroad and foreign students in Pakistan.

14. Housing and Works Division

1. Acquisition of Federal Government buildings, except those under the Defence Division.

2. Provision of Government owned office accommodation and residential accommodation, policy for acquisition, requisitioning and hiring of office and residential accommodation for officers and staff of the Federal Government.

3. Fixation and recovery of rent of Government owned, hired and requisitioned buildings.

4. Management of Federal lodges.

5. Land and buildings belonging to the Federation wherever situated and revenues derived therefrom.

6. Administration of the Federal Government Lands and Buildings (Recovery of Possession) Ordinance, 1965 (LIV of 1965).

7. Matters relating to the Federal Government lands licenses to various cooperative housing societies in Karachi, except those under the Defence Division.

8. Transfer of property, other than agricultural land, registration of deeds and documents.

9. Administrative control of the National Housing Authority.

10. National Housing Policy.

[33]11. Development of sites, construction, furnishing and maintenance of Federal Government buildings, except those under the Defence Division.

12. (i) coordination of civil works budget;

(ii) execution of Federal Government works.

13. Officers belonging to the Engineering Group.

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[32] Substituted vide S.R.O 226(I)/2010 (F.No.4-4/2007-Min-I), dated 2nd April, 2010.

[33] Entries 11 to 15 added vide S.R.O. 622 (I)/2013 (F. No. 4-8/2013-Min-I), dated 28.06.2013.

14. Matters relating to the National Construction (Domestic) Limited.

[1]15. Physical planning.

[2]14A. Human Rights Division

1. Review of human rights situation in the country including implementation of laws, policies and measures.
2. Coordination of activities of Ministries, Divisions and Provincial Governments in respect of human rights.
3. Initiatives for harmonization of legislation, regulations and practices with the international human rights covenants and agreements to which Pakistan is a party and monitoring their implementation.
4. Obtaining information, documents and reports, on complaints and allegations of human rights violations, from Ministries, Divisions, Provincial Governments and other agencies.
5. Refer and recommend investigations and inquiries in respect of any incident of violation of human rights.
6. Pursuing or defending issues, complaints, representations and matters for and against Pakistan relating to human rights before any official or non-Governmental organizations, body or forum in Pakistan and, in consultation with Foreign Affairs Division, before any international organization and foreign Government or non-Governmental organization.
7. Representation of Pakistan in international bodies, organizations and conferences relating to human rights in consultation and conjunction with Foreign Affairs Division.
8. Developing and conducting information programmes to foster public awareness of human rights, laws and remedies available against the abuse of human rights.
9. Formulating programmes for teaching of human rights at educational institutions.
10. Provision of facilities for professional and technical training at national and international level relating to human rights issues.
11 Administrative control of the Tribunal for disadvantaged persons.
12. Human rights NGOs

13. Representing Pakistan at international and bilateral level, involving all gender related matters;

14. National Commission for Women.

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[1] Substituted vide SRO 634(I)/2016 (F. No. 4-2/2016-Min-I), dated 22.7.2016.
[2]Inserted vide Cabinet Division's Notification No.F.4-2/2015-Min-I dated 23.11.2015.

15. Industries and Production Division

1. National industrial planning and coordination.

2. Industrial policy.

3. Employment of foreign personnel in commercial and industrial enterprises.

4. Federal agencies and institutions for:-
   i. promoting industrial productivity;
   ii. promoting 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, price control, profiteering and hoarding laws including distribution controls.

7. Import and distribution of white oil.

8. Explosive (excluding the administration of Explosive Substances Act, 1908) and safety measures under the Petroleum Act, 1934 and Rules made thereunder.

9. Prescription and review of criteria for assessment of spare parts and raw materials for industries.

10. Administration on law on Boilers.

11. Administrative, financial, operational, personnel and commercial matters of Pakistan Garments Corporation.

12. Ghee Corporation of Pakistan Limited, and Pakistan Edible Oils Corporation Limited.

13. National Fertilizer Corporation, Lahore.

14. Development of Industries (Federal Control) (Repeal) Ordinance, 1979.

15. Economic Reforms (Protection of Industries) Regulation, 1972 (Regulation No. 125 of 1972).

16. All matters relating to state industrial enterprises, especially, in basic and heavy industries, namely:-
    (a) State Engineering Corporation, Karachi.
    (b) State Cement Corporation, Lahore.
    (c) Pakistan Automobile Corporation, Karachi.
    (d) State Petroleum Refining and Petrochemical Corporation, Karachi.
    (e) Federal Chemical and Ceramics Corporation, Karachi.
    (f) Pakistan Steel Mills Corporation, Karachi.
    (g) Pakistan Industrial Development Corporation (PIDC);

17. Any other industrial enterprises assigned to the Division.

16. [34]Information and Broadcasting Division

1. Policy relating to internal publicity on national matters including the administration of the provisions 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.

8. National Anthem

9. Liaison and coordination 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;
    (b) Associated Press of Pakistan (Taking Over) Ordinance, 1961; and
    (c) Pakistan Electronic Media Regulatory Authority.

    (ii) Matters relating to-

    (a) The Pakistan Television Corporation; and
    (b) Omitted vide SRO NO.48(1)/2016 dated 26.1.2016.
    [2](c) Shalimar Recording and Broadcasting Company.

14. Training facilities for Radio and Television personnel.

15. Special Selection Board for selection of Press Officers for posting in Pakistan Missions abroad.

16. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

17. Establishment of tourists centers abroad.

18. Administration of the Newspapers Employees (Conditions of Service) Act, 1973(LVIII of 1973).

19. (i) National Institute of Folk and Traditional Heritage of Pakistan (Lok Virsa).
    (ii) Pakistan National Council of Arts.

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[34] Substituted vide S.R.O. 48 (I)/2016 (F.No. 4-5/2013-Min-I), dated 26.01.2016.
[2] Added vide SRO 634(I)/2016 (F. No. 4-2/2016-Min-I), dated 22.7.2016.

20. Cultural pacts and protocols with other countries.

21. Omitted by SRO No.48(1)/2016 dated 26.1.2016

22. Federal Land Commission.

23 to 30 Omitted vide SRO No.48(1)/2016 dated 26.1.2016

[35]17. Information Technology and Telecommunications Division.

1. Preparation of an overall integrated plan as well as formulation of policy for the development and improvement of Information Technology and Telecommunications, including related infrastructure, in Pakistan.

2. Co-ordination with the Provincial Governments, autonomous bodies, private sector, international organizations and foreign countries in respect of information technology and telecommunications.

3. Human resource development in the field of information technology and telecommunications.

4. Promotion of information technology applications.

5. Providing guidelines for the standardization of software for use within the Government.

6. Planning, policy making and legislation covering all aspects of telecommunications excluding radio and television and issuance of policy directives.

7. Matters relating to Pakistan Computer Bureau, Pakistan Software Export Board and the Electronic Government Directorate.

8. All matters relating to National Telecommunication Corporation (NTC), Telecommunications Foundation (TF), Special Communications Organization (SCO), Virtual University (V.U) and Electronic Certification Accreditation Council.

9. The administration of the Prevention of Electronic Crimes Ordinance 2007, and the rules made there under.

10. Safeguard interest of Government of Pakistan in entities having public shares or government equity like PTCL, USF Co & ICT R&D Co.

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.

[35] Substituted vide SRO No. 226(I)/2010 (F.No.4-4/2007-Min-I), dated 2nd April, 2010

4. Admission of persons into, and expulsion of persons from Pakistan, including:-

   (a) policy regarding entry, exit and sojourn 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 exits and other such certificates; and
   (c) extradition and expulsions from Pakistan.

6. Omitted vide S.R.O.294 (I)/2011. (F.No.4-5/2011-Min-I), dated 08.04.2011.

7. Policy regarding censorship; prescription of books and publications in consultation with the Education Division, where necessary.

8. National Database and National Data Warehouse for issuance of National Identity Cards, Pakistan Origin Cards and Aliens Registration Cards.

9. Omitted vide Cabinet Division Notification No. 4-5/99-Min.I, dated 3rd June, 1999.

10. Security measures for the Federal Secretariat and Attached Departments and Subordinate 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 coordination 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. Omitted vide S.R.O.294 (I)/2011. (F.No.4-5/2011-Min-I), dated 08.04.2011.

17. Omitted vide S.R.O.294 (I)/2011. (F.No.4-5/2011-Min-I), dated 08.04.2011.

18. Coordination of policy matters relating to Police.

19. Coordination 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 [36][and Frontier Constabulary]) Rangers and Coast Guards.

[36] Added vide SRO.294 (I)/2011 (F.No. 4-5/2011-Min-I), dated 08.04.2011.

22. Arms Act [1][jurisdictions to Federal areas].

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; coordination 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 [37][Provincial Subjects].

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, [except the National Accountability Ordinance, 1999 (XVIII of 1999)].

35. Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010.

[38]36. Islamabad Capital Territory Administration.

37. Omitted vide S.R.O. 294 (I)/ 2011 .(F.No.4-5/2011-Min-I), dated 08.04.2011.

38. Advocate General (ICT).

39. Metropolitan Corporation Islamabad.

19. Inter-Provincial Coordination Division

1. General coordination between the Federal Government and the Provinces in the economic, cultural and administrative fields.

2. Promoting uniformity of approach in formulation of policy and implementation among the Provinces and the Federal Government in all fields of common concern.

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[37] Substituted vide S.R.O. 368 (I)/2010 (F.No.4-6/2010-Min-I) dated 1st June 2010.
[38] Substituted vide SRO.294 (I)/2011 (F.No. 4-5/2011-Min-I), dated 08.04.2011.

3. Discussions of policy issues emanating from the Provinces which have administrative or economic implications for the country as a whole.
4. All Secretarial work for Council of Common Interests and their committees.
5. Any other matter referred to the Division by a Province or any of the Ministry or Division of the Federal Government.

6 &7 Omitted vide SRO 1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

8. Omitted vide SRO 850(I)/2014, (4-5/2013-Min-I) dated 25.09.2014.

9. Malam Jabba Ressort Ltd.

10. Pakistan Veterinary Medical Council Islamabad.

11, 12 &13. Omitted vide SRO 1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

14. Inter Board Committee of Chairmen, Islamabad.

15-19. Omitted vide SRO 1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

20. Medical, nursing, dental, pharmaceutical, para-medical and allied subjects;-
(a) education abroad; and
(b) educational facilities for backward areas and for foreign nationals, except the nomination of candidates from Federally Administered Tribal Areas for admission to Medical College.

21-29. Omitted vide SRO 1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

30. {Transferred to Human Resource Development Division vide S.R.O. No. 1001(I)2011, (F.No.4-10/2011), dated 27-10-2011}.

31. to 34. Omitted vide SRO788(I)/2011 (F.No.4/10-2011-Min-I) dated 23.08.2011.

35. Legislation covering all aspects of sports affairs and matters ancillary thereto.
36. Administrative control of Board established for the promotion and development of sports under the Sports (Development and Control) Ordinance, 1962 (XVI of 1962).

37. Pakistan Sports Board (PSB).

38. Pakistan Cricket Board (PCB).

39. International exchange of students and teachers, foreign studies and training and international assistance in the field of education.

40. Omitted vide SRO 389 (I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).

41. Dealing and agreements with other countries and international organizations in matters relating to Youth Exchange Programmes (External).

42. National Internship Programme.
43. National Volunteer Movement.

[1]44. Paralympics.

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[1] Added vide SRO 634(I)/2016 (F. No. 4-2/2016-Min-I), dated 22.7.2016.

[39]20. Kashmir Affairs and Gilgit-Baltistan Division

1. Policy, Planning and Development for Gilgit-Baltistan.
2. Co-ordination with the Government of Gilgit-Baltistan and Gilgit-Baltistan Council.
3. Co-ordination with the Azad Government of the State of Jammu and Kashmir and the AJ&K Council.
4. Matters relating to the Settlement of Kashmir dispute, other than those falling within the purview of the Foreign Affairs Division.
5. Administration of Jammu and Kashmir State Property in Pakistan.
6. Processing of development schemes reflected in the PSDP of M/o Kashmir Affairs and Gilgit-Baltistan at the level of CDWP and ECNEC.
7. Co-ordination between the Federal Government Organizations and the Government of Gilgit-Baltistan and the Gilgit-Baltistan Council.

[40]8. Mainstreaming population factor in development planning process, in Azad Jammu and Kashmir and Gilgit-Baltistan.

9. Management and distribution of Zakat and Ushr in Azad Jammu and Kashmir and Gilgit-Baltistan and the related and ancillary matter including distribution setup and monitoring and auditing thereof.

[41]21. Law and Justice 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 Governments 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 publications.
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 Revenue Division.
8. Administrative control of the Income Tax Appellate Tribunal and the Customs, Central Excise and Sales Tax Appellate Tribunal.

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[39] Substituted vide SRO No. 226(I)/2010 (F.No.4-4/2007-Min-I), dated 2nd April, 2010
[40] Entries 8 &9 Added vide SRO No.1100(I)/2010 (F.No.4-17/2010-Min-I), dated 07.12.2010
[41] Substituted vide S.R.O. 1260 (I)/2015 (F.No. 4-5/2013-Min-I), dated 18.12.2015.

9. Special Judges under the Criminal Law Amendment Act, 1958.

[42]10. Federal Government functions in regard to the Supreme Court, Supreme Judicial Council, High Courts, Federal Shariat Court, Federal Ombudsman, Tax Ombudsman, Insurance Ombudsman and Banking Mohtasib.

11. Attorney General and other Law Officers of the Federation.

12. Federal functions in respect of the Family Law Ordinance and the Conciliation Courts Ordinance.

13. Consultation with the Attorney General for Pakistan, etc.

14. Administrative Courts for Federal subjects.

15. Wills, intestacy and succession in respect of Federal areas, save as regards agricultural land.

16. Bankruptcy and insolvency, administrator general and official trustees in respect of Federal areas.

17. Arbitration in respect of Federal areas and International arbitration.

18. Trust and trustees in respect of Federal areas.

19. Administrative Control of Law Colleges

20. Representations under Article 32 of the Establishment of the Office of Wafaqi Mohtasib (Ombudsman) Order, 1983 (P.O. No.1 of 1983) and section 32 of the Establishment of Office of Federal Tax Ombudsman Ordinance, 2000 (XXXV of 2000).

21. Administrative Control of Pakistan Law and Justice Commission.

22. Administrative Control of Federal Judicial Academy.

23. Federal Government functions in regard to the National Accountability Bureau.

24. National Accountability Ordinance, 1999 (XVIII of 1999.)

[43]25. Ombudsperson appointed under section 7 of "Protection against Harassment of Women at the Workplace Act, 2010 (IV of 2010).

26. Issuance of legal opinion for disbursement and drawdown.

27[44]. Council of Islamic Ideology.

[45]22. Narcotics Control Division

1. Policy on all aspects of narcotics and dangerous drugs, such as production, processing, marketing, import, export and transhipment, trafficking etc., in conformity with national objectives, laws and international conventions and agreements.

2. Legislation covering all aspects of narcotics and psychotropic substances, and matters ancillary thereto, in consultation with the Ministries/Divisions, etc., concerned.

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[42] Substituted Vide SRO No. 850(I)2014 (F.NO. 4-5/2013-Min-I), 25-09-2014

[43] Added vide SRO.NO.724(I)2011 (F.No.4-9/2011-Min-I) dated 28.07.2011.

[44] Added Vide SRO No. 850(I) 2014 (F.No. 4-5/2013-Min-I) 25-09-2014

[45] Amended vide SRO 1088 (I)/2011, (F.No.4-14/2011-Min-I) dated 09.12.2011.

3. Bilateral and multilateral cooperation with foreign countries against narcotics trafficking and all other international aspects of narcotics including negotiations for bilateral and multilateral agreements for mutual assistance and cooperation in the field of enforcement of narcotics laws.

4. Coordination of aid/assistance from foreign countries and of narcotics control interdiction for poppy crop substitution.

5. Policy on drug education, treatment and rehabilitation of narcotics/drugs addicts and grants-in-aid to Non-Governmental Organizations (NGOs) engaged in these fields.

6. Inter-Provincial coordination on all aspects of narcotics and dangerous drugs.

7. Monitoring of the implementation of policies on all aspects of narcotics and dangerous drugs.

8. Regulation of administrative, budgetary and other matters of Pakistan Narcotics Control Board.

[46]23. National Food Security and Research Division

1. Economic coordination and planning in respect of food, economic planning and policy making in respect of agriculture.

2. Imports and exports control on food grains and foodstuffs, inspection, grading analysis of food grains and foodstuffs, maintenance of standards of quality for import and export and inspection, handling, storage and shipment of rice exports.

3. Collection of statistics regarding production, consumption, prices, imports and exports of food grains.

4. Coordination with aid and assistance agencies in respect of food sector.

5. Pakistan Agricultural Research Council and other Federal agriculture research organizations.

6. Food and Agriculture Organization (FAO) of United Nations in respect of food.

7. Plant protection, pesticide import and standardization, aerial spray, plant quarantine and locust control in its international aspect and maintenance of locusts warning organizations.

8. Federal seed certification and registration.

9. Standardization and import of fertilizer.

10. Procurement of foodgrains, including sugar-

    (a) from abroad;
    (b) for Federal requirement;
    (c) for inter-Provincial supplies; and
    (d) for export and storage at ports.

[46] Added vide SRO 1088(I)/2011, (F.No.4-14/2011-Min-I) dated 09.12.2011.

11. Grading of agricultural commodities, other than foodgrains, for exports.

12. Administrative control of PASSCO.

13. Preparation of basic plan for bulk allocation of food grains and foodstuffs.

14. Price stabilization by fixing procurement and issue prices including keeping a watch over the price of food grains and foodstuffs imported from abroad or required for export and those required for inter-provincial supplies.

15. Agricultural Policy Institute.

16. (i) Animal quarantine departments, stations and facilities located any where in Pakistan.
(ii) National Veterinary Laboratory, Islamabad.
(iii) Laboratory for Detection of Drugs Residues in Animal Products at Karachi.

17. Veterinary drugs, vaccines and animal feed additives'-
(i) import and export; and
(ii) procurement from abroad for Federal requirements and for inter-provincial supplies.

18. Livestock, poultry and livestock products'-
(i) import and export; and
(ii) laying down national grades.

19. Pakistan Dairy Development Company.

20. Livestock and Dairy Development Board (LDDB).

21. Fisheries Development Board (FDB).

[47]22. Pakistan Oil-Seed Development Board (for Federal areas only).

[48]23. International cooperation matters relating to agriculture and livestock.

24. Administrative control of the Agricultural Counselor's Office at Rome, Italy.

[49]24. National Health Services, Regulations and Coordination Division

1. Pakistan Medical and Dental Council.

2. Pakistan Council for Nursing.

3. College of Physicians and Surgeons.

4. National Councils for Tibb and Homeopathy.

5. Pharmacy Council of Pakistan.

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[47] Added vide SRO 128 (I)2013 dated 22.02.2013 (F.No.4-2/2012-Min-I)
[48] Entries 23-24 added vide S.R.O. 622 (I)/2013 (F.No. 4-8/2013-Min-I), dated 28.06.2013.
[49] Substituted vide SRO 389 (I)/2013, (F.No.4-5/2013-Min-I) dated 15.05.2013.

6. National associations in medical and allied fields such as Pakistan Red Crescent Society and TB Association.
7. Directorate of Central Health Establishment.
8. Drug Regulatory Authority of Pakistan.
9. International aspects of medical facilities and public health, International Health Regulations, health and medical facilities abroad.
10. National Institute of Health
.
11. National Health Emergency Preparedness and Response Network.
12. Pakistan Medical Research Council.
13. Health Services Academy, Islamabad.
14. Coordination of Vertical Health Programmes including interaction with GAVI, EPI and the Global Fund for AIDS, TB, Hepatitis and Malaria.
15. National Planning and Coordination in the field of health.
16. Planning and Development Policies pertaining to Population Programmes in the country.
17. Matters relating to National Trust for Population Welfare and National Institute of Population Studies.
18. Mainstreaming population factor in development planning.
19. Directorate of Central Warehouse and Supplies, Karachi.
20. Human Organ Transplant Authority.

25. National History and Literary Heritage Division

1. International agreements and assistance in the field of archaeology, national museums and historical monuments declared to be of national importance.
2. Quaid-e-Azam Papers Wing.
3. Pakistan Academy of Letters.
4. National Language Authority, Urdu Dictionary Board and Urdu Science Board.
5. National and other languages used for official purposes.
6. Quaid-e-Azam Academy.
7. Aiwan-i-Iqbal and Iqbal Academy Pakistan.
8. Quaid-e-Azam Mazar Management Board (QMMB).
9. Quaid-e-Azam Memorial Fund.
10. Omitted vide SRO 634(1)/2016 (F.No.4-2/2016-Min-I) dated 22.7.2016
11. Naming of institutions in the name of Quaid-e-Azam and other high and distinguished personages.
12. National Book Foundation.
13. National Library of Pakistan.

[50]26. National Security Division

1. Function as Secretariat of the National Security Committee (NSC).
2. Convene meetings of the National Security Committee.
3. Collect, coordinate and collate proposals and input from all relevant Ministries and organizations for consideration of the NSC.
4. Formulation of a comprehensive National Security policy for approval of the National Security Committee.
5. Coordinate the implementation of strategies and policies approved by the NSC through relevant Ministries and organizations.
6. Formulate strategies and implement them in collaboration with Ministry of Information, Broadcasting and National Heritage to counter negative propaganda against Pakistan and its institutions through its internal and external publicity Wings, under the guidance of NSC.
7. Seek, analyze and utilize policy inputs from the Planning Committee on National Security, public and private sector think tanks and other experts in the fields of internal and external security, foreign affairs, defense and economy.
8. Brief the Parliament and its Committees on national security related issues.
9. Conduct national security dialogue with other countries in consultation with the Ministry of Foreign Affairs.
10. Interact with counterpart National Security Councils of other countries.

[51]27. Overseas Pakistanis [52][and Human Resource Development] Division

1. National policy, planning and coordination regarding manpower development and employment promotion for intending overseas workers.
2. Preparation of short and long-term programmes for manpower development and employment promotion abroad.
3. Research into problems of overseas Pakistanis; promotion and coordination of measures best suited to resolving them and motivating Pakistani citizens abroad to strengthen their links with the mother country.
4. Policy for linkages between the training of workers/labour force with the latest requirements abroad.
5. Linkage of training imparted at training institutes like National Training Bureau, Pakistan Manpower Institute etc with the efforts for increase in manpower export through Overseas Employment Corporation and Bureau of Emigration and Overseas Employment. This would also include close coordination and linkage with the Community Welfare Attaches abroad.

[50] Inserted vide SRO 342(I) 2014, (F.No. 4-5/2013-Min-I) dated 6.05.2014.
[51] Amended vide SRO1088 (I)/2011, (F.No.4-14/2011-Min-I) dated 09.12.2011.
[52] Inserted vide S.R.O. 622 (I)/2013 (F.No. 4-8/2013-Min-I), dated 28.06.2013.

6. Welfare of Pakistani emigrants abroad and their dependents in Pakistan.

7. Periodic assessment, review and analysis of manpower resources and employment requirements overseas.

8. Administrative control of Overseas Pakistanis Foundation.

9. Special Selection Board for selection of Community Welfare Attaches for posting in Pakistan Missions abroad.

[53]10. Administration of_
(a) the Emigration Ordinance, 1979, (XVIII of 1979) and;
(b) the Control of Employment Ordinance, 1965 (XXXII of 1965);
(c) the Workers Welfare Fund Ordinance, 1971 (XXXVI of 1971);
(d) the Companies Profits (Workers Participation) Act, 1968 (XII of 1968); and
(e) the Employees' Old Age Benefits Act, 1976 (XIV of 1976) including supervision and control of the employees ' old age benefits institutions.

11. Administrative control of:-
(a) Overseas Employment Corporation; and
(b) Bureau of Emigration and Overseas Employment.

12. Foreign Employment and Emigration.

13. Administration of the Industrial Relations Act, 2012 (X of 2012), keeping a watch on labour legislation from international perspective, coordination of labour legislation in Pakistan and the Industrial Relations Commission.

[54]28. Parliamentary Affairs Division.

1. Majlis-e-Shoora (Parliament), summoning of either House or both Houses or Joint sitting of Majlis-e-Shoora (Parliament) and prorogation thereof.

2. Dissolution of the National Assembly.

3. Liaison between the Divisions and Majlis-e-Shoora (Parliament) in respect of official and non-official business; priority of official business.

4. Follow up of the assurances, promises and undertakings given by the Federal Government on the floor of the House with a view to their implementation by the Divisions concerned.

5. Submission of Bills passed by Majlis-e-Shoora (Parliament) or by the National Assembly to President for his assent.

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).

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[53] Entries 10-13 added vide S.R.O. 622 (I)/2013 (F.No. 4-8/2013-Min-I), dated 28.06.2013.
[54] Inserted Vide SRO 445 (I)/2012 dated 30.04.2012 (F.No.4-2/2012-Min-I).
[2] Substituted vide S.R.O 834(I)/2015 (F.No.4-5/2013-Min-I, dated 24.08.2015.

9. Legislation pertaining to punishment of persons who refuse to give evidence or produce documents before committees of National Assembly or the Senate.

10. Appointment and terms and conditions of Federal Parliamentary Secretaries.

11. Legislative business relating to the Election Commission.

12. [2] Prime Minister's Public Affairs and Grievances Wing.

29. Petroleum and Natural Resources Division.

1. All matters relating to oil, gas and mineral 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 agreements for land, off-shore and deep seas 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 rules 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 Industries and Production Division.

5. Administration of--

   (i) the Petroleum Products (Development Surcharges) Ordinance, 1961, and the rules made thereunder;
   (ii) the Natural Gas (Development Surcharges) Ordinance, 1967, and the rules made thereunder;
   (iii) The Esso Undertakings (Vesting) Ordinance, 1976 ; and
   (iv) Hydrocarbon Development Institute of Pakistan Act, 2006 (I of 2006) and the rules made thereunder .

6. (i) Coordination of energy policy, including measures for conservation of energy and energy statistics;
   (ii) Omitted vide SRO No.802(1)/2001, dated 27.11.2001.
   (iii) Secretariat of National Energy Policy Committee.

[55]7. Chief Inspector of Mines, Islamabad.

[1]Added vide SRO.No.724(I)2011 (F.No.4-9/2011-Min-I) dated 28.07.2011.

30. [56]Planning, Development and Reform 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 time 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 coordination 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 the Economic Affairs Division in matters pertaining to external assistance in individual projects, form the stage prior to preliminary discussion up to the stage of final signing of documents with aid-giving agencies.

9. Development of appropriate cost and physical standards for effective technical and economic appraisal of projects.

10. Coordination 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 Center (NDFC).
    (v) Pakistan Planning and Management Institute (PPMI).
    (vi) Jawaid Azfar Computer Center (JACC).

[56] Substituted vide SRO 342 (I) 2014 (F.No. 4-5/2013-Min-I), dated 6.05.2014

[57]13. The Planning, Development and Reform Division shall act as the Secretariat of the Planning Commission which is the apex planning and coordination body under the Chairmanship of the Prime Minister. The relationship between the Planning Commission and the Planning, Development and Reform Division will be as defined in Cabinet Division's Resolution No.4-6/2006-Min.I, dated 30th October, 2013.

14. Omitted vide SRO 389 (I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).

15. Omitted vide SRO 389 (I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).

16. Omitted vide SRO 389(I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).

17-20. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

21. Omitted vide SRO 389 (I)/2013 dated 15.05.2013 (F.No.4-5/2013-Min-I).

[58]31. Ports and Shipping Division

1. National Planning, research and international aspects of –

   i) Inland water transport; and
   ii) Coastal shipping within the same Province.

2. Diverted cargo belonging to the Federal Government.

3. 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.

4. Omitted vide S.R.O.294(I)/2011 (F.No. 4-5/2011-Min-I), dated 08.04.2011.

5. Light-houses, including lightships, beacons and other provisions for safety of shipping.

6. Admiralty jurisdiction; offenses committed on the high seas.

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

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

9. [59]Korangi Fisheries Harbour Authority, Karachi.

10. Office for promotion of Deep Sea Fisheries Resources in Exclusive Economic Zone.

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[57] Substituted vide SRO No.342(I)/2014, (No.4-5/2013-Min.I.), dated 6.05.2014.
[58] Substituted/Inserted vide SRO No.403(I)/2005, (F.No.4-20/2004-Min-I), dated 9.5.2005.
[59] Entries 9-17 added vide SRO.NO.724(I)2011 (FNo. 4-9/2011-Min-I) dated 28.07.2011

11. Fishing and Fisheries beyond territorial waters.

12. Quality Control Laboratory Karachi.

13. Marine Fisheries Research Laboratory Karachi.

14. Fisheries Training Centre/Deep Sea Fishing Vessel.

15. Oceanography and Hydrological Research.

16. Marine Biological Research Laboratory, Karachi.

17. Welfare of Seamen; seamen Hostel Karachi.

32. Privatization Division

1. Privatization policies.
2. The Transfer of Managed Establishments Order, 1978 (P.O.12 of 1978)
3. Administration of the Privatization Commission Ordinance, 2000 (LII of 2000)
4. Negotiation with International organizations relating to the functions of Privatization in consultation with the Economic Affairs Division.
5. Any item incidental or ancillary to the above.

33. 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. Coordination 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. Coordination of rail movements into and from Ports.

34. Religious Affairs [60][and Inter faith Harmony] Division.

1. Pilgrimage beyond Pakistan; Muslim pilgrims visits to India.
2. Ziarat and Umra.
3. Welfare and safety of pilgrims and zairian.
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 Quran.
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. Omitted Vide SRO. 850(I)2014 (F.No. 4-5/2013-Min-I) 25-09-2014.
12. Observance 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. Collection of Zakat and Ushr, disbursement of Zakat and Ushr to the Provinces and other areas as per formula approved by Council of Common Interests.
17. Policy and legislation with regard to interfaith harmony.
18. International agreements and commitments in respect of all religious communities and implementation thereof.
19. Representation of Pakistan at UN Sub-Commission on Prevention of Discrimination to Minorities.
20. Minorities' Welfare Fund.
21. National Commission for Minorities.
22. Evacuee Trust Property Board.

[60] Inserted vide S.R.O 622 (I)/2013 (F. No. 4-8/2013-Min-I) dated 28.06.2013.

35. Revenue Division

1. Tax Policy.

2. Tax administration.

3. Avoidance of double Taxation Agreements with other countries.

4. Administration of Customs and Excise Group, and Income Tax Group.

5. Legal proceedings and litigation. The prosecution and defence of legal proceedings concerning the Revenue Division shall be subject to the following conditions, namely:-

   (i) in a case in which Federal Board of Revenue or the Revenue Division is a party, the counsel to conduct the case shall be appointed out of the panel of advocates approved by the Law and Justice Division;
   (ii) in a case where the counsel is to be appointed from outside the approved pane, such appointment should be made with the prior approval of the Law and Justice Division;
   (iii) in a case where a fee to be paid to an advocate is one million rupees or more, the fee shall be fixed in consultation with the Law and Justice Division; and
   (iv) the panel of advocates referred to in clause (i) shall be reviewed every year in consultation with Law and Justice Division.

[61]36. Science and Technology 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 as specifically assigned by the Federal Government.

4. Planning, coordination, promotion and development of science and technology monitoring and evaluation of research and development works, including scrutiny of development projects and coordination 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. Coordination of utilization of manpower for scientific and technological research.

8. Promotion and development of industrial technology.

9. Promotion of scientific and technological contacts and liaison nationally and internationally, including dealings and agreements with other countries and international organizations.

[61] Substituted vide S.R.O 622 (I)/2013 (F. No. 4-8/2013-Min-I) dated 28.06.2013.

10. Initiate promotional measures for establishment of venture capital companies for technological development and growth.

11. Support to 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. Omitted vide Cab: Div: Notification No.4-6/97-Min.I dated 3.3.1998.

16. Pakistan Council of Research in Water Resources.

17. Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010.

18. Council for Works and Housing Research.

19-20. Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010.

21. Omitted vide SRO 634(1)/2016 (F.No.4-2/2016-Min-I) dated 22.7.2016

22. Pakistan Science Foundation.

23. National Institute of Electronics.

24. Pakistan Council of Science and Technology.

25. National Institute of Oceanography.

26-27. Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010.

[1]28. STEDEC Technology Commercialization Corporation of Pakistan (Private) Limited.

[2]29. National University of Sciences and Technology.

30. Pakistan Standards and Quality Control Authority (PSQCA).

31. Prescription of standards and measures for quality control of manufactured goods.

32. Establishment of standards of weights and measures.

33. Development, deployment and demonstration of renewable sources of energy.

34. Pakistan National Accreditation Council (PNAC).

35. Pakistan Council of Renewable Energy Technologies (PCRET).

36. COMSATS Institute of Information Technology.

37. Pakistan Engineering Council (PEC).

38 & 39. Omitted vide SRO1088 (I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

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[1] Substituted vide SRO 634(I)/2016 (F. No. 4-2/2016-Min-I), dated 22.7.2016.

[2] Substituted vide SRO 634(I)/2016 (F. No. 4-2/2016-Min-I), dated 22.7.2016.

[62]37. States and Frontier Regions Division

1. Tribal Areas –

   (a) administrative and political control in the Federally Administrated Tribal Areas;

   (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 Khyber Pakhtunkhwa and Balochistan regarding Tribal Areas;

   (e) matters relating to the Durand Line;

   (f) anti-subversion measures;

   (g) agreement with the tribes;

   (h) application of laws to, regulation for, and alterations in Tribal Areas;

   (i) administrative reforms;

   (j) issue of import licenses to the tribes;

   (k) visits of foreigners to Tribal Areas;

   (l) policy regarding detribalization 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.

2. Administrative control of the contingents of Khassadars and Levies.

3. Employment of the contingents at (2) above in the Tribal Areas of Khyber Pakhtunkhwa and Balochistan.

4. Postings and transfers of Officers in the Federally Administered Tribal Areas.

5. Afghan refugees.

6. Affairs of the former and acceding States.

[63]7. Mainstreaming population factor in development planning process, in the Federally Administered Tribal Areas.

8. Management and distribution of Zakat and Ushr in the Federally Administered Tribal Areas and the related and ancillary matter including distribution setup and monitoring / auditing thereof.

[64]9. Coordinating medical arrangements and health delivery systems for the Afghan refugees.

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[62] Substituted vide SRO No.403(I)/2005, (F.No.4-20/2004-Min-I), dated 9.5.2005.
[63] Entries 7 & 8 added vide SRO No. 1100(I)/2010 (F. No. 4-17/2010-Min-I), dated 07.12.2010.
[64] Added vide SRO.NO.724(I)2011(FNo.4-9/2011-Min-I) dated 28.07.2011.

38. 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.
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. Coordination with the Provincial and Federal Governments, Semi-autonomous bodies and international organizations 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 fields of statistics.
8. Evaluation of efficiency computerized methods for statistical estimation.
9. Clearance of statistical projects undertaken by different organizations 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.

[65]13. Administration of the General Statistics (Reorganization) Act, 2011.

14. Agricultural Census.
15. Population Census.
16. National Quinquennial Livestock Census.

[66]17. Collection, maintenance and analyses of demographic and population statistics.

18-21. Omitted vide SRO1088(I)/2011, (4-14/2011-Min-I) dated 09.12.2011.

22. Vital health statistics.
23. Compilation of labour statistics for national and international consumption.
24. Compilation of manpower and employment statistics for national and international consumption.
25. Periodic assessment, review and analysis of manpower resources and requirements with reference to the employment situation in the country.

[65] Amended vide SRO 445 (I) /2012 dated 30.04.2012 (F.No.4-2/2012-Min-I).
[66] Added vide SRO No. 1100(I)/2010 (F. No.4-17/2010-Min-I), dated 07.12.2010.

[67]39. Textile Industry Division

1. Textile Industrial Policy.
2. Coordination and liaison with Federal Agencies/Institutions, Provincial Governments and Local Government entities for facilitation and promotion of the textile sector.
3. Liaison, dialogues, negotiations, except trade negotiations, and cooperation with international donor agencies and multilateral regulatory and development organizations with regard to textile sector.
4. Setting of standards; and monitoring and maintaining vigilance for strict compliance of the standards throughout production and value chain.
5. Textile related statistics, surveys, commercial intelligence, analysis and dissemination of information and reports on international demand patterns, market access etc.
6. Linkages with cotton and textile producing countries.
7. Training, skill development, research for quality improvement and productivity enhancement throughout the production/value chain.
8. Management of Textile Quotas.
9. Administrative control of-

   (i) Federal Textile Board.
   (ii) Textile Commissioner's Organization.
   (iii) Synthetic Fiber Development and Application Centre [68][and Plastic Technology Center (PTC)], Karachi.
   (iv) Textile City (Projects), Karachi/Faislabad.
   (v) National Textile University, Faislabad.
   (vi) Directorate General of Textiles & Quota Supervisory Council.
   (vii) All textiles related EPB/EDF funded institutes concerned with skill development in various sub-sectors of textile industry.
   (viii) Textile Testing Laboratory, Faisalabad.
   (ix) Garment City Projects at Lahore, Faisalabad and Karachi.
   (x) Pakistan Cotton Standards Institute, Karachi.

[69]10. Cotton Hedge Markets.

[70]11. Administrative control of Pakistan Central Cotton Committee.

40. 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.

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[67] Substituted vide SRO No.403(I)/2005, (F.No.4-20/2004-Min-I), dated 9.5.2005.
[68] [.] Inserted vide SRO 389 (I)/2013 (F.No. 4-5/2013-Min-I) dated 15.05.2013.
[69] Substituted vide SRO No.38(I)/2007, (No.4-5/2006-Min.I) dated 16.1.2007.
[70] Added vide SRO.NO.724(I)2011 (FNo. 4-9/2011-Min-I) dated 28.07.2011

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) Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 2.04.2010;
   (b) Institute of Engineers, Pakistan.

8. National Engineering (Services) Pakistan Limited.

9. Administrative control of:

   (i) Tubewell Construction Company;
   (ii) National Power Construction Company.

10. Indus River System Authority (IRSA).

11. Omitted vide S.R.O. No.195(I)/2002, dated 2.4.2002.

12. Private Power and Infrastructure Board.

[71]13. Administrative Control of Alternative Energy Development Board.

[72]14. Pakistan Trans-border Water Organization.

[71] Substituted vide SRO No.38(I)/2007, (No.4-5/2006-Min.I) dated 16.1.2007.

[72] Substituted vide SRO No. 1001(I)/2011, (No.4-10/2011-Min.I) dated 27-10-2011.

SCHEDULE III
[See rule-4(4)]
LIST OF ATTACHED DEPARTMENTS DECLARED AS SUCH BY THE FEDERAL GOVERNMENT

S.No.	Name of Attached Department	Name of Division to which attached
(1)	**(2)**	**(3)**
1	Pakistan Meteorological Department.	**Aviation**
2	Headquarters of Airports Security Force.	
3	Department of Communications Security	**Cabinet**
4	Department of Stationery and Forms.	
5	Department of Archives	
6	Department of Tourist Services in Islamabad.	**Capital Administration and Development**
7	Directorate General of Special Education.	
8	Federal Directorate of Education, Islamabad.	
9	Department of Libraries.	
10	Federal Government Services Hospital (FGSH), Islamabad.	
11	Directorate of Workers Education, Islamabad.	
12	Pakistan Environmental Protection Agency.	**Climate Change**
13	Zoological Survey of Pakistan.	
14	Cotton Board.	**Commerce**
15	Directorate General of Trade Organization.	
16	National Highways and Pakistan Motorways Police Department	**Communications**
17	Pakistan Post Office Department.	
18	Directorate of Military Land and Cantonments.	**Defence**
19	Federal Government Educational Institutions (Cantonments/Garrisons) Directorate	
20	Pakistan Military Accounts Department.	
21	Office of the Surveyor General of Pakistan.	
22	Pakistan Armed Services Board.	
23	Pakistan Maritime Security Agency.	
24	Directorate General Munitions Production (DGMP).	**Defence Production.**
25	Secretariat Training Institute.	**Establishment.**
26	Staff Welfare Organization.	
27	Federal Public Service Commission	
28	Akhtar Hameed Khan National Centre for Rural Development.	
29	National Training Bureau	**Federal Education and Professional Training**
30	Pakistan Manpower Institute	

31	Central Directorate of National Savings.	**Finance.**
32	Office of Auditor General of Pakistan. [Although the office of the Auditor General of Pakistan has been categorized as an attached department, it has been empowered to exercise the administrative and financial powers as a Ministry/Division vide Finance Division'sO.M.No.f.5(17)/Exp.II/85-423, dtd.14.7.1987]	
33	Office of the Controller General of Accounts.	
34	Pakistan Missions Abroad.	**Foreign Affairs.**
35	Estate Office.	**Housing and Works**
36	National Housing Authority	
37	Office of the Director General, Pakistan Public Works Department.	
38	Department of Explosives.	**Industries and Production**
39	Press Information Department	**Information and Broadcasting**
40	Directorate of Electronic Media and Publications.	
41	Implementation Tribunal for Newspaper Employees.	
42	Central Board of Film Censors Islamabad	
43	Pakistan Computer Bureau.	**Information Technology and Telecommunications**
44	Directorate General of Immigration and Passports.	**Interior**
45	Directorate General of Civil Defence.	
46	Headquarters Pakistan Rangers, Lahore.	
47	Headquarters Pakistan Coast Guards.	
48	Headquarters of Frontier Corps, Khyber Pakhtunkhawa.	
49	Headquarters of Frontier Corps, Balochistan.	
50	Office of the Chief Commissioner, Islamabad Capital Territory.	
51	Headquarters Pakistan Rangers Sindh (South), Karachi.	
52	Headquarters Office of Federal Investigation Agency.	
53	Office of the Commandant Frontier Constabulary, Khyber Pakhtunkhawa.	
54	Northern Areas Scouts.	
55	Anti Narcotics Force.	**Narcotics Control**
56	Animal Quarantine Department	**National Food Security and Research**
57	Department of Plant Protection.	
58	Agricultural Policy Institute, Islamabad.	
59	Federal Seed Certification and Registration, Islamabad.	
60	Directorate of Central Health Establishment.	**National Health Services, Regulations and Coordination**
61	Department of Archaeology and Museums	**National History and Literary Heritage**
62	Bureau of Emigration and Overseas Employment.	**Overseas Pakistanis and Human Resource Development**
63	Industrial Relations Commission.	
64	Geological Survey of Pakistan.	**Petroleum and Natural Resources**

65	Directorate of Marine Fisheries, Karachi.	**Ports and Shipping**
66	Directorate of Dock Workers' Safety, Karachi.	
67	Pakistan Railways Headquarters Office	**Railways**
68	Federal Board of Revenue.	**Revenue**
69	Pakistan Bureau of Statistics (PBS).	**Statistics**
70	Textile Commissioner's Organization.	**Textile Industry**
71	Office of the Chief Engineering Advisor and Chairman Federal Flood Commission.	**Water and Power**
72	Office of the Pakistan Commissioner for Indus Water.	
73	National Energy Conservation Centre (ENERCON).	

SCHEDULE-IV

[Rule 7 (2)]

LIST OF OFFICERS AUTHORISED 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 [1][Prime Minister's Office].

   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 [1][Prime Minister's Office].

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 [1][Prime Minister's Office].

   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 [1][Prime Minister's Office] 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) Director-General or Deputy Director-General, Pakistan Post Office Department [Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010].

   (c) Railway [[2]General Manager], 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.

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[1] Substituted vide SRO 622 (I)/2013, (F.No. 4-8/2013-Min-I), dated 28.06.2013.

[2] Substituted vide S.R.O. 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.4.2010.

[1]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.
[2]1A.	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.	--
[3]1B.	Rules for the convenient transaction of business of the Federal Government".	Articles 90 and 99
	DEFENCE DIVISION	
2.	Appointment of, and above the rank of, Captain 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.
3.	Dismissal, otherwise than by sentences of Courts Martial, of Commissioned officers of the Pakistan Armed Forces other than junior Commissioned Officers. 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.	-do-
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). Provided that petitions against the sentences of dismissal or any other penalties awarded by the Courts Martial to Commissioned Officers of an 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	-do-
	ESTABLISHMENT DIVISION	
5.	Federal Public Service Commission. (a) Omitted vide SRO No.246(1)/2001, dated 26.4.2001. (b) Non-acceptance of its advice.	
[4]5A	Making of rules under the Civil Servants Act, 1973.	Article 242.
	FINANCE DIVISION	
6.	Annual Budget Statement to be laid before the National Assembly.	Article 80 and 82.
7.	Authentication of Schedule of Authorised Expenditure.	Article 83.
8.	Excess Budget Statement.	Article 84.
9.	Raising of loans by Provincial Governments subject to certain conditions.	Article 167 (3).

[1] Substituted vide Cab.Divn.O.M.No.104/8/85-Min.I, dated 04.08.1985.
[2] Inserted vide SRO135(I)/98, (F.No.4-6/97-Min-I), dated 3.3.1998.
[3] Substituted vide S.R.O. 368 (I)/2010 (F.No.4-6/2010-Min-I) dated 1st June 2010.
[4] Inserted vide SRO 135(I)/98, (F.No.4-6/97-Min-I), dated 03.03.1998.

	FOREIGN AFFAIRS DIVISION	
10.	Appointment of Heads of Pakistan Missions abroad and other representation down to the rank of Counsellor.	Civil Servants (Appointment, Promotions and Transfer) Rules, 1973 as amended from time to time.
[1]10A.	Permission to accept foreign honours and awards.	Article 259(1).
	INTERIOR DIVISION	
11.	Preventive Detention.	Section 197 of Cr-PC and section 5(2) of the Prevention of Corruption Act, 1947, read with the Government Servants (Efficiency and Discipline) Rules, 1973.
[1]12.	Prosecution of an officer BPS-17 to 22 and heads of autonomous and semi autonomous bodies under the Federal Government in M-1 or equivalent grade and Provincial Chief Secretaries.	
	[4]LAW AND JUSTICE DIVISION	
13.	Appointment, etc, of members of the Administrative Courts and Tribunals for Federal subjects.	Article 212.
[2]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.	
[3]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, [5][General Manager] and Members of Railways 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.	Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010.	-
	ALL DIVISIONS	
16.	Delegation of powers to Provinces.	**Article 146.**
17.	Directions to provinces in certain cases.	**Article 149.**
[6]18.	Appointment of : (a) Secretaries to the Government of Pakistan and Officers in the Federal Secretariat down to the rank of Joint Secretary.	**Civil Servants (Appointment, Promotion and Transfer) Rules, 1973 as amended from time to time.**
	(b) All Heads of Departments holding posts in BPS-20 and above or equivalent under the Federal Government.	**-do-**
	(c) Officers in BPS-20 and above other than those included in (a) &(b) above.	**-do-**
19.	Appointment: (a) to a post in a corporation, an autonomous or semi autonomous body, authority, etc under the administrative control of any Ministry/Division of the Federal Government, carrying any of the Management Grades from M-I to M-III. (b) of a Government servant of BPS-20 or above against any post in a corporation, an autonomous or semi autonomous body, authority, etc. under the administrative control of any Ministry/Division of Federal Government.	

[1] Inserted vide SRO No.476(I)/2001, (F.No.4-6/2001-Min),dated 28.6.2001.
[2] Inserted ibid.
[3] Added vide SRO No.476(I)/2001, (F.No.4-6/2001-Min), dated 28.6.2001.
[4] Substituted vide SRO 1260 (I)/2015, (F. No. 4-5/2013-Min-I), dated 18.12.2015.
[5] Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010.
[6] Substituted vide SRO 135(I)/98, (F.No.4-6/97-Min-I), dated 03.03.1998.

20.	Omitted vide Cabinet Division Notification No.4-6/97-Min.I (SRO No.135 (I)/98), dated 03.03.1998.	
21.	Disciplinary matter in respect of all officers under the Federal Government, [2][and Provincial Chief Secretaries], including imposition of major/minor penalties.	**Government Servants (Efficiency and Discipline) Rules, 1973, as amended from time to time.**
[12]22.	Disciplinary matters in respect of heads of corporations, bodies, authorities or organizations 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.	
[2]23.	Appointment required to be made by the Government under any law for the time being in force.	**Relevant law authorizing the appointment.**
[2]24.	Appeal cases in respect of Heads of the Statutory Corporations/Organizations.	

[1] Substituted vide SRO No.135(I)/98, (F.No.4-6/97-Min-I), dated 03.03.1998.
[2] Added ibid.

[1]SCHEDULE V-B

[Rule 15-A (1)]

LIST OF CASES REQUIRING ORDERS OF THE PRESIDENT ON THE ADVICE OF THE PRIME MINISTER

S.No.		Reference to Constitutional statutory provision, if any
1.	Omitted vide SRO No.246(I)2001, dated 26.4.2001.	
	CABINET DIVISION	
2.	Appointment, resignation and removal of Federal Ministers & Ministers of State.	Article 92(1)(3).
2A.	Omitted vide SRO No.822(I)/2002, dated 20.11.2002.	
2B.	Omitted vide SRO No.822(I)/2002, dated 20.11.2002.	
[2]2C	Appointment of Federal Caretaker Cabinet (on advice of the Caretaker Prime Minister)	Article 224(1A)
[2]2D	Appointment, resignation and removal of Provincial Governors, determination of their salaries, allowances and privileges	Article 101
[2]2E	Appointment of Acting Governors (other than Speaker of the Provincial Assembly) during the absence of Governors	Article 104
3.	Omitted vide S.R.O. 368 (I)/2010, (F.No.4-6/2010-Min-I) dated 1st June 2010.	-
4.	Omitted vide SRO 226(I)/2010 (F.No.4-4/2007-Min-I), dated 02.04.2010.	-
5.	National Economic Council. Its Constitution and appointment of members.	Article 156(1)
6.	Issue of Proclamation of Emergency and its revocation.	Articles 232,233,236(1)
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
9.	Omitted vide Cabinet Division Notification No.4-6/97-Min.I (SRO No.135(I)/98 dated 03.03.1998.	
10.	Appointment of Advisers and determination of their terms and conditions.	Article 93(1)
11.	Omitted vide Cabinet Division Notification No.4-1/97-Min.I, dated 06.01.1997.	
11A	Conferment of Awards.	Article 259(2)
	PORTS AND SHIPPING DIVISION	
12.	Direction as to the application of a law to major port.	Article 252
	DEFENCE DIVISION	
12A.	Appointment of Chairman, Joint Chiefs of Staff Committee, the Chief of the Army Staff, the Chief of the Naval Staff and the Chief of the Air Staff and determination of their salaries and allowances	Article 243
13.	Raising, maintenance of and grant of Commissions in the Military, Navy and Air Force of Pakistan and Reserves of such Forces.	Article 243
14.	Imposition of all penalties, including removal and dismissal from service on Armed Forced Officers of and above the rank of Lieutenant General in the Army and equivalent ranks in the other defence services other wise than, by sentences of Court Martial.	Relevant laws and rules governing the Defence Forces read with Article 243.
15.	Petition against sentences of dismissals, cashiering, imprisonment or death awarded by Courts Martial to Armed Forces Officers of and above the rank of Lieutenant General in the Army and equivalent rank in the other Defence Services.	Relevant laws and rules governing the Defence Forces read with Article 243.
15A	Directions as to the application of Law to a major aerodrome.	Article 252
15B.	Omitted vide Cabinet Division Notification No.4-15/96-Min.I, dated 19.11.1996.	
	ESTABLISHMENT DIVISION	
15C.	Federal Public Service Commission; its strength and the appointment, removal or resignation of the [1][Chairman and] members, and the terms and conditions of their service.	Sections 3,4 and 5 of the Federal Public Service Commission Ordinance, 1977 (XLV of 1977).

[1] Substituted vide Cabinet Division O.M.No.104/8/85-Min.I, dated 4.8.1985.
[2] Inserted vide S.R.O. 368 (I)/2010 (F.No.4-6/2010-Min-I) dated 1st June 2010.

	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 Notification No.4-11/91-Min.I, 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
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)
22A.	Omitted vide Cabinet Division Notification No.4-14/98-Min.I, dated 01.02.1998.	-
	FOREIGN AFFAIRS DIVISION	
23.	The declaration of war.	
24.	Omitted vide SRO No.476(I)/2001, dated 28.6.2001.	-
	INTERIOR DIVISION	
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.	Government of Islamabad Capital Territory.	Article 258
27.	Omitted vide Cabinet Division Notification No.4-6/97-Min.I (SRO No.135(I)/98) dated 03.03.1998.	-
	INTER-PROVINCIAL COORDINATION DIVISION	
27A.	Council of Common Interest. Its constitution and appointment of members.	Article 153(1)&(2)
	LAW AND JUSTICE DIVISION	
28.	Submission of annual report to [each House of Majlis-e-Shoora (Parliament)] in relation to Federation on observance of Principles of Policy.	Article 29(3)
29.	Promulgation of Ordinances.	Article 89(1)
30.	Attorney General for Pakistan: Appointment, duties terms and conditions and resignation from office.	Article 100
31.	Supreme Court : (a) Appointment of the Chief Justice, Acting Chief Justice and other Judges and their removal, allowances and privileges. (b) Sitting of the Court at places other than Islamabad.	Article 177(1),180,181,182 and 209(6) Article 183(2)
32.	High Court : Number of Judges, appointment of Chief Justices, Acting Chief Justices and other Judges and their transfers, removal, allowances and privileges.	Article 192(1),193(1), 196, 197, 200 and 209(6).
33.	Federal Shariat Court : number of Judges, their appointments, transfer, resignation, removal, allowances and privileges.	Article 203(c)
34.	Rules for the appointment of officers and servants of Supreme Court and their terms and conditions of employment.	Article 208
35.	Reference to Supreme Judicial Council.	Article 209(5)
36.	Omitted vide Cabinet Division Notification No.4-6/97-Min.I (SRO No.135(I)/98) dated 03.03.1998.	
36A.	Representations filed under Article 32 of the Establishment of the Office of Wafaqi Mohtasib (Ombudsman) Order, 1983 (P.O.No.1 of 1983), except the cases covered by serial No.13A of Schedule V-A.	
36B.	Representations filed under section 32 of the Establishment of the Office of Federal Tax Ombudsman Ordinance, 2000 (XXXV of 2000), except the cases covered by serial No.13B of Schedule V-A.	
36C.	Appointment of Judges of the Accountability Courts.	
36D.	Council of Islamic Ideology : (i) Appointment, resignation and removal of members and Chairman. (ii) Rules of Procedure.	Article 228(3)(4) Article 231
36E.	Reference to Council of Islamic Ideology whether a proposed law is or is not repugnant to the Injunctions of Islam.	Article 229

	PARLIAMENTARY AFFAIRS DIVISION	
37.	Omitted vide SRO 634(1)/2016 (F.No.4-2/2016-Min-I) dated 22.7.2016	
38.	Resignation of Speaker.	Article 53(5)
39.	Summoning and prorogation of either House or both Houses of Majlis-e-Shoora (Parliament) in Joint Sitting.	Article 54(1)
40.	Dissolution of National Assembly.	Article 58(1)
41.	Resignation of Chairman.	Article 61.
42.	Rules of procedure for either House of Majlis-e-Shoora (Parliament).	Article 67(2)
43.	Assent to Bills other than Money Bills.	Article 75(1)(a)(b) & 75(2)
44.	Assent of Money Bills.	Article 75(1)(a).
45.	Omitted vide SRO 1260 (1)/2015, dated 18.12.2015.	
46.	Assent to Bills passed in a Joint Sitting of Majlis-e-Shoora (Parliament).	Article 75(2).
47.	Rules of Procedure for Joint Sitting of and communications between the two Houses.	Article 72(1).
48.	Assent to Bills amending the Constitution.	Amended provisions of Article 239.
48A.	Referendum of any matter of national importance.	Article 48(6)(7).
48B	Appointment of Chief Election Commissioner and members of Election Commission.	Article 213. Article 218 (2)(b).
49.	Omitted vide SRO No. 964(I)/2014, dated 29.10.2014.	
50.	Omitted vide SRO No. 964(I)/2014, dated 29.10.2014.	
	REVENUE DIVISION	
50A.	Bills affecting taxes in which Provinces are interested.	Article 162.
	STATES AND FRONTIER REGIONS DIVISION	
51.	Application of laws to regulation for, and alteration in Tribal Areas.	Article 247(3)(6).
	WATER AND POWER DIVISION	
52.	Commission to look into complaints as to interference with water supplies.	Article 155(2).
	ALL DIVISIONS	
53.	Direction to Governor to discharge certain functions as agent of the President in relation to areas not included in any Province.	Article 145(1).
54.	Reference to Supreme Court on any question of law.	Article 186.
55.	Omitted vide Cabinet Division Notification No.4-6/97-Min.I (SRO No.135 (I)/98) dated 03.03.1998.	
56.	-do-	
57.	-do-	

[1]SCHEDULE VI

[Rule 15-A (2)]

LIST OF CASES TO BE SUBMITTED TO THE PRESIDENT FOR HIS ORDERS IN HIS DISCRETION

S. No.	Provision	Reference to Constitutional Provisions
	CABINET DIVISION	
1.	Appointment of Care-taker Prime Minister (in consultation with the outgoing Prime Minister and the leader of the opposition in outgoing National Assembly).	**Article 224 (1A)**
	PARLIAMENTARY AFFAIRS DIVISION	
2.	Dissolution of National Assembly under clause (2) of Article 58.	**Article 58(2)**

[1]Substituted vide S.R.O. 368 (I)/2010 (F.No.4-6/2010-Min), dated 1st June 2010.

[2]SCHEDULE VII

[RULE 15-A (3)]

CASES AND PAPERS TO BE SUBMITTED TO THE PRESIDENT FOR INFORMATION

1. All Cypher messages and telegrams.

[3]2. Summaries for the Cabinet, Committees of the Cabinet,[5] National Economic Council, ECNEC, Council of Common Interests and the minutes and decisions of their meetings.

[2]3. Annual and periodical reports of Indus River System Authority (IRSA).

[2]4. Annual and periodical reports of the Federal Tax Ombudsman.

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 grades equivalent to grade-22 or in M-I 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/Periodic 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.

[2]17A. Report of the Auditor-General of Pakistan.

[3]17B. Annual report of National Accountability Bureau (NAB).

18. Daily Press Reports and International Media Digest issued by the Ministry of Information, Broadcasting and National Heritage.

19. All other important cases involving question of policy and principles.

20. Papers pertaining to any other matter required by the President through a general or special order.

[4]21. All matters of internal and foreign policy and on all legislative proposals the Federal Government intends to bring before Majlis-e-Shoora (Parliament).

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[2] Inserted vide Cabinet Division's O.M.No.104/8/85-Min-I, dated 4-8-1985.

[3] Substituted/Inserted vide SRO 790 (I)/2002, (F.No. 4-18/2002-MIn), dated 12th November, 2002.

[3] Inserted vide SRO No.561(I)/2004, (F.No.4-3/2004-Min-I), dated 6.7.2004.

[4] Inserted vide S.R.O. 368 (I)/2010 (F.No.4-6/2010-Min-I) dated 1st June 2010.

[5]Omitted vide SRO.NO.724(I)2011 (Fno.4-9/2011-Min-I) dated 28.07.2011.