

**GOVERNMENT OF PAKISTAN
DIRECTORATE GENERAL PAKISTAN POST OFFICE, ISLAMABAD**



DIRECTOR GENERAL'S CIRCULAR NO. 8

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No. & Year 8/2021 Islamabad-44080 the, 5th August , 2021.

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PART-I

**APPOINTMENTS, PROMOTIONS, POSTING AND TRANSFER OF
OFFICERS OF PAKISTAN POST OFFICE.**

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Nil

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RULES AND REGULATIONS.

SUBMISSION OF CASE/DOCUMENTS FOR CCLC.

Kindly find enclosed a copy of Ministry of Communications Government of Pakistan, Islamabad letter No.205/Cab/Policy/Coord dated 28-07-2021 alongwith a copy of Cabinet Secretariat, Cabinet Division U.O. Note No. 14/CCLC/2021-M (Part), dated 15-07-2021 on the subject cited above for information and strict compliance.

{No. Law. 1-21/2012 (Lit-II)

Dated: 05-08-2021.

2
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMUNICATIONS

MOST IMMEDIATE

No. 205/Cab/Policy/Coord

Islamabad, the 28th July, 2021

From: Section Officer (Coord),
Tele 9205723

To: **Chairman,**
National Highway Authority,
Islamabad.

Inspector General,
National Highways & Motorway Police,
Islamabad.

Director General,
Pakistan Post Office Department,
Islamabad.

Chief,
National Transport Research Center
Islamabad.

Director,
Construction Technology Training Institute,
Islamabad.

Subject: SUBMISSION OF CASES/DOCUMENTS FOR CCLC

I am directed to enclose herewith a copy of Cabinet Division's U.O. No. 14/CCLC/2021-M (Part), dated 15-07-2021 on the subject noted above for information and compliance, please.

Encl: As above

Section Officer (Coord)

Copy to:-

PS to the Sr. Joint Secretary (Admn), M/o Communications, Islamabad.

DY-DG (ISU)

Aufa
Aufa Rizvi
Dy. DG (ISU)
28/7



The similar instructions has already been circulated

[Handwritten signature]
29/7

M/S (L-2)

19-3029
19-3-2021
Date: 30/07/2021

**INSTRUCTIONS REGARDING SUBMISSION OF CASES FOR
CONSIDERATION OF THE CCLC**

#	Provision of Rules of Business, 1973	Parameters
1.	18(1)	The Summary must be moved by Ministry/Division only which has been assigned the subject under the Rules of Business, 1973. It contains sufficient background/history and explains the proposal comprehensively to enable the Cabinet to make an informed decision. Salient features of the policy/legislation are listed in the main body. Title (Subject) of the Summary is Self-contained Approval of Minister-in-Charge for submission of the Summary is specifically indicated.
2.	18(3)	Place and date of submission and number of copies Annexures should be relevant and in order. Photocopies of internal noting etc. is not included.
3.	18(6)	the summary has been received seven days before the meeting of the Cabinet.
4.	18(4)	Wherever required, views of the stakeholders and response of the sponsoring Division has been presented.
5.	24(8)	Classified as Secret & Copy No.
6.	27(3) & 28(2)	Proposals for legislation should quote provisions of the Constitution to substantiate the competence of Majlis-i-Shoora (The Parliament).
7.	Instructions of Law & Justice Division for legislative cases only	In case vetting by Law & Justice Division is required under the Rules of Business 1973, it may be specified, compliance indicated, and proof of vetting attached.
8.	As per common practice	Use of abbreviations conforms to the prescribed manner.
9.	16(1)	It must be substantiated that the matter falls under the purview of the Cabinet.
10.	16,17,18 & 27	The proposal should indicate the particular rule of the ROB, 1973 with reference to which the Summary is presented before the Cabinet.
11.	Cabinet Division's instructions dated 8 th September, 2015	Comparative statement of existing and proposed legislation is annexed.

Cont'd...

12.	27(8)	The draft legislation is accompanied by Statement of Objects and Reasons.
13.	Cabinet Division's instructions dated 7 th September, 2017	One signed copy of Summary with initials on each page (blue ink) by the Secretary/Additional Secretary-in-charge should be provided to the Cabinet Division.
14.	Direction of the Chairman, CCLC dated 31 st March, 2021	(i) Cases/summaries for CCLC should be submitted to the Cabinet Division at least three days prior to the scheduled meeting date, except in emergencies with a justification note for the urgency. (ii) Due vetting by the Law & Justice Division will be ensured before submission of cases to the CCLC (iii) Copy of Law & Justice Division's vetted draft (with pencil duly numbered) should be annexed, clear and legible).
15.	Direction of the Chairman, CCLC dated 8 th July, 2021	The sponsoring Division, must take due care and caution, and clearly indicate exact dates and status of the legal draft documents by using 'header/footer' options in MS Office, and ultimately 'certify that the CCLC directed changes have duly been incorporated and the document was the final version' before its submission to CCLC for its consideration and subsequent ratification by the Cabinet.

☆☆☆

ADHERENCE TO RULES OF BUSINESS, 1973 AND SECRETARIAT INSTRUCTIONS, 2004-RECOMMENDATIONS OF BROADSHEET INQUIRY COMMISSION.

Kindly find enclosed herewith a copy of Ministry of Communications Islamabad's letter No. 6(3)/2018-Admn dated 09-07-2021 alongwith copy of Establishemnt Division. M No. 2(2)/2016-Manualls dated 0507-2021 on the subject cited above information and complience.

{No. P.II.1-3/2020}
Dated:- 04-08-2021.

170 - 7
GOVERNMENT OF PAKISTAN
MINISTRY OF COMMUNICATIONS

Supdt. (P-II)
Dy. No. 2980
Dated 15-07-2021

Islamabad, the 09th July, 2021

1-3/70
F. No. 6(3)/2018-Admn

From: Majid Abbas
Section Officer (Admn)
Tele: 9209973

To: Chairman,
National Highway Authority,
Islamabad

Inspector General,
National Highways & Motorway Police,
Islamabad


Chief,
National Transport Research Centre,
Islamabad

Director General,
Pakistan Post Office Department
Islamabad

Director,
Construction Technical Training Institute,
Islamabad

SUBJECT: ADHERENCE TO RULES OF BUSINESS, 1973 AND SECRETARIAT INSTRUCTIONS, 2004- RECOMMENDATIONS OF BROADSHEET INQUIRY COMMISSION

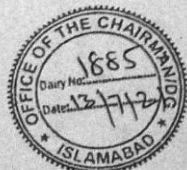
I am directed to enclose herewith Establishment Division O.M No. 2(2)/2016-
Manuals dated 05-07-2021 on the subject noted above for information and compliance please.


(Majid Abbas)
Section Officer (Admn)

All offices of MoC

Copy to :-

- i. PS to Secretary (C)
- ii. PS to AS (C)
- iii. PS to SJS (Admn)



Dir (Admn)

Dy. No. 1326
Dated 14-7-21

DI-DG(A)

DI(A)

Pl. circulate, put up
draft first.

12/7
KHALID JAVED
Chairman/DG

8/3/07
16-7-2021

14/7
SAD
Mns. Aris

dt. (P-3)
29.8.20
15-07-2021

Requested for verbally
& spirit-
in letter

8-7-21
SB

-171-8-
Government of Pakistan
Establishment Division
Pakistan Public Administration Research Centre

Islamabad, the 5th July, 2021

OFFICE MEMORANDUM

Subject: ADHERENCE TO RULES OF BUSINESS, 1973 AND SECRETARIAT INSTRUCTIONS, 2004 — RECOMMENDATIONS OF BROADSHEET INQUIRY COMMISSION.

102-6-6
300

The undersigned is directed to refer to Prime Minister Office's U.O No.1397/M/SPM/2021, dated 15th April, 2021 and this Division's O.M of even number dated 17-5-2021, on the subject cited above and to convey the directions of Prime Minister of Pakistan regarding the recommendations made in the inquiry report of the Commission on Broadsheet LLC (Isle of Man). The referred recommendations relate to observance of Rules of Business, 1973 and Secretariat Instructions (Edition-2004) in matters relating to official business and submission of summaries to the President/Prime Minister/Cabinet.

SSS/A
D/S
D/A

2. The Commission on Broadsheet LLC (Isle of Man) has observed that breach of rules and procedures as laid down in Rules of Business, 1973 and Secretariat Instructions (Edition-2004) has caused severe loss to the national exchequer as well as damage to the country's reputation.

7/7

3. Establishment Division has been directed to convey following specific recommendations of the Broadsheet LLC Commission to all the Ministries/Divisions/Attached Departments/Autonomous Bodies to ensure strict adherence to the rules, procedures and instructions laid down in Secretariat Instructions (Edition-2004):—

SodA
For Cir
to Ministry:
complan
please
ASST

- (i) (f) The desk officers while putting up cases on office files should follow instructions contained in the Secretariat Instructions, 2004 in true letter and spirit. The noting portion of the office file should contain description of the "Receipt"/Paper Under Consideration ("PUC"), highlighting the critical aspects mentioned in the Receipt/ PUC, any precedents and rule position on the subject, and clear proposal for informed decision making the competent authority.

3134
8-7-21

3134
8-7-21

3821
8-7-21

1309
8/7/2021

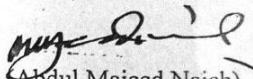
Continue.....

-172-
-102:-

(ii) 2. (a) *The Cabinet Division through Establishment Division needs to issue Instructions to all Ministries / Divisions / Departments / Autonomous Bodies for proper maintenance of the office record as per the Secretariat Instructions. The International and commercial contracts/agreements arbitrations etc. have to be marked as permanent record by each Ministry/Division/ Autonomous Bodies and should be kept in a safe vault and archived properly.*

4. Apropos above, it is stated that Appendix-E of the Secretariat Instructions (Edition-2004) states "Detailed directions on office procedure" particularly containing therein instructions pertaining to "noting on files (40-49)", "preparation of drafts (50-52)" and "management of records (75-90)". The referred passages of the Secretariat Instructions provide instructions/guidelines with respect to the issues highlighted in the Inquiry Report of the Commission relating to Broadsheet LLC.

5. In view of the above, it is reiterated that all Ministries/Divisions/Attached Departments/Autonomous Bodies shall ensure strict compliance of the instructions quoted above in letter & spirit. Secretariat Instructions Edition -2004 is available on website link of Establishment Division i.e. www.pparc.establishment.gov.pk, for ready reference.


(Abdul Majeed Naich)
Director (M&P)

Secretary,
Communications Division,
Islamabad.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION
* * *

Subject: SUBMISSION OF CASES/DOCUMENTS FOR CCLC

The undersigned is directed to refer to Cabinet Division's u. o. note No.13/CCLC/2021-M, dated 1st July, 2021, conveying instructions on the subject and to say that the Cabinet Division has circulated such instructions from time to time regarding submission of cases to the Cabinet and its Committees but the same are not being observed by Ministries/Divisions.

2. The Chairman CCLC, during the last meeting of the CCLC held on 8th July, 2021, again expressed "his concerns regarding late and urgent summaries submitted for consideration of the CCLC by sponsoring Divisions, which neither leave enough time for members to read properly nor the room for due application of mind in depth on sensitive legal matters, ultimately hindering well informed decision making. To exacerbate the matters, the summaries put up in haste neither follow prescribed procedures provided in Rules of Business 1973 i.e., submission clear seven days in advance, and nor the annexes in proper numbered format, as per instructions issued by CCLC from time to time etc. The Chair desired that the instructions with regard to meetings of the CCLC may be reiterated/issued once again to all Ministries/Divisions for strict compliance in future, and incomplete or non-compliant summaries be returned".

3. It is reiterated that rules and procedures applicable to the Cabinet are also applicable to the Cabinet Committees mutatis mutandis; therefore, the instructions regarding submission of cases for consideration of CCLC placed as Annex are once again being circulated for information and compliance.

4. In view of the above and annexed instructions, all Ministries/Divisions must ensure that the instructions have fully been complied with before submission of cases to CCLC. No summary, without adherence/compliance to these reiterated instructions will be accepted for consideration of legislative cases by the CCLC.

Encls: as above

M. Ashfaq
(Muhammad Ashfaq)
Deputy Secretary (Cabinet)
Tele: 910 3489

All Secretaries/Additional Secretaries-in-Charge of the Divisions
Cabinet Division's u. o. note No.14/CCLC/2021-M (Part), dated 15th July, 2021

Dy. No. 195
Date 26-7-21
SC (Coord)

P-205
Date 23-07-21

5539
1907/21

Dy. No. 4901
Date 19-07-2021

4045
21
19-7-21

19.7.
SJS (A)

DS(A)
19/7/21
SO
Coord

ART-III
POSTAL AND EXPRESS SERVICES.

|

Nil

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PART-IV

**POSTAL SAVINGS, AGENCY FUNCTIONS AND
SPECIAL FINANCIAL SERVICES.**

Nil

PART-V
FINANCE AND BUDGET / ACCOUNTS

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Nil
—

PART-VI
GENERAL

Nil



**PAKISTAN POST OFFICE
OFFICE OF THE DIRECTOR GENERAL PAKISTAN POST OFFICE**

No. Proc. 6-8/2021

Dated at Islamabad the,

-01-2024

Subject:- **UPLOADING OF DIRECTOR GENERAL CIRCULAR NO. 6/2021
DATED 09-06-2021.**

Kindly refer to your office letter No. Comp. 3/2022 dated. 20-01-2023 on the subject noted above. The material of DGC No .8 dated 05-08-2021 is enclosed herewith for uploading on PPO website. The soft copy of the same has also been sent to you on E-mail afzalkhan629@gmail.com.

(Asad Aziz)

Assistant Deputy Director General (P)

The Director (IT),
Dte-General Pakistan Post Office,
Islamabad.