

**GOVERNMENT OF THE PUNJAB  
SERVICES AND GENERAL ADMINISTRATION  
DEPARTMENT**

**NOTIFICATION**

**The 1st June, 1974**

No.SOG-III-2-II/74 - In exercise of the powers conferred by Article 139 of the Constitution of the Islamic Republic of Pakistan, the Governor of the Punjab is pleased to make the following Rules:

**PART A - GENERAL**

**1. Short Title and Commencement**

- (1) These rules may be called the Punjab Government Rules of Business, 1974.
- (2) They shall come into force at once.

**2. Definitions --** In these rules, unless the context otherwise requires -

- (i) "Assembly" means the Provincial Assembly of the Punjab;
- (ii) "Attached Department" means a body mentioned in column 3 of Schedule-I;
- (iii) "Autonomous Body" means a body mentioned in column 4 of Schedule-I;
- (iv) "Business" means work done by Government;
- (v) "Case" means a particular matter under consideration and includes all papers relating to it and necessary to enable the matter to be disposed of, viz. correspondence and notes and also any previous papers on the subject or subjects covered by it or connected with it;
- (vi) "Chief Secretary" means the officer notified as such in the Gazette, and includes the Additional Chief Secretary in the Services and General Administration Department;
- (vii) "Constitution" means the Constitution of the Islamic Republic of Pakistan;
- (viii) "Cabinet" means the Cabinet of Ministers as defined in the Constitution;
- (ix) "Department" means a self-contained Administrative unit in the Secretariat responsible for the conduct of business of Government in a district and specified sphere, and declared as such by Government;

## RULES OF BUSINESS

- (ix-a)<sup>1</sup> “District Coordination Officer”, “District Government” and "Executive District Officer" shall have the same meanings as are respectively assigned to them under the Punjab Local Government Ordinance, 2001 (XIII of 2001);
- (x) “Gazette” means the Official Gazette of the Province of the Punjab;
- (xi) “Government” means the Government of the Punjab;
- (xii) “Governor” means the Governor of the Punjab;
- (xiii) “Head of an Attached Department” means an officer shown in column 3 of Schedule-I;
- (xiv) “Member” means a Member of the Assembly;
- (xv) “Minister-in-Charge” means the Minister holding the charge of the Department to which a particular case pertains;
- (xvi) “Parliamentary Secretary” means a Parliamentary Secretary appointed for the Department or Departments concerned;
- (xvii) “Province” means the Province of the Punjab;
- (xviii) “Public Service Commission” means the Punjab Public Service Commission;
- (xix) “Regional Office” means an office declared as such by Government;
- (xx) “Rules” mean the Punjab Government Rules of Business, 1974;
- (xxi) “Schedule” means a schedule appended to these rules;
- (xxii) “Secretariat” means the Departments of the Government when referred to collectively;
- (xxiii) “Secretary” means the Secretary or Acting Secretary to Government in-charge of a Department and includes the Chief Secretary, the Additional Chief Secretary, Special Secretary and Additional Secretary in-charge of a Department; <sup>2</sup>
- (xxiv) “Section” means a basic working unit in a Department as determined by Government.<sup>3</sup>
- (xxv) “Speaker” means the Speaker of the Assembly; and <sup>3</sup>
- (xxvi) “Special Institution” means an institution mentioned as such in Schedule-I.<sup>1</sup>

---

<sup>1</sup> Added vide Notification No.CAB-1/2-2/2000, dated 13.12.2001.

<sup>2</sup> Substituted vide Notification No.CAB-1/2-4/82-P-II, dated 01.02.1988. (Original version at Page 88)

<sup>3</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 88)

**3. Allocation of Business**

- (1) The Secretariat shall consist of the Departments specified in column 2 of Schedule-I.
- (2) The Chief Minister may constitute new Departments or vary the composition or number of the Departments.
- (3) The business of Government shall be distributed amongst several Departments in the manner indicated in Schedule-II:

Provided that the Chief Minister may transfer any subject or matter from the Department, to which it stands assigned in accordance with Schedule-II to any other Department.

- (4) The Chief Minister may assign –
  - (a) A Department; or
  - (b) Part of a Department; or
  - (c) Parts of different Departments; or
  - (d) More than one Department; or
  - (e) One or more Departments together with part or parts of other departments;to a Minister:

Provided that a Department or part of a Department not so assigned shall be in the charge of the Chief Minister.

- (5) The Chief Minister may assign any function, subject or matter, in whole or in part, to a District Government to be discharged by its offices set up under the Punjab Local Government Ordinance, 2001(XIII of 2001).<sup>1</sup>

**4. Organization of Department**

- (1) Each Department shall consist of a Minister, a Secretary and of such other officials as the Government may determine provided that the same person may be Secretary to more than one Department.
- (2) The Secretary shall, by means of a standing order, distribute the work of the Department among the officers, branches and/or sections of the Department.

**5. Functions of the Chief Minister**

- (1) The Chief Minister shall –
  - (a) be the head of the Cabinet;
  - (b) be responsible for co-ordination of all policy matters;
  - (c) perform other functions assigned under the Constitution and these rules;

---

<sup>1</sup> Added vide Notification No.CAB-1/2-2/2000, dated 13.12.2001.

- (d) have the powers to call for any case or information from any office, Attached Department or Departments;
  - (e) communicate to the Governor all decisions of the Cabinet relating to the administration of the affairs of the Province and proposals for legislation;
  - (f) furnish such information relating to administration of affairs of the Province and proposals for legislation as the Governor may call for;
  - (g) if the Governor so requires, submit for the consideration of the Cabinet any matter on which a decision has been taken by the Chief Minister or a Minister but which has not been considered by the Cabinet; and
  - (h) if the Governor so requires, submit for the reconsideration of the Cabinet, any matter on which advice has been tendered by the Cabinet, and the Governor shall act in accordance with the advice tendered by the Cabinet after such reconsideration.
- (2) No order shall lie issued without the approval of the Chief Minister in cases enumerated in Part A of Schedule-VII.
- (3) The cases enumerated in Part B of Schedule-VII shall be submitted to the Chief Minister for his information. The Chief Minister may require any other case to be submitted to him for information.

**6. Functions of the Minister**

A Minister shall -

- (a) be responsible for policy matters and for the conduct of business of his Department:

Provided that in important political economic or administrative matters, the Minister shall consult the Chief Minister;

- (b) submit cases to the Chief Minister as required by the provisions of these rules;
- (c) keep the Chief Minister informed of any important case disposed of by him without reference to the Chief Minister; and
- (d) conduct the business relating to his Department in the Assembly.

**6-A. Advisors and Special Assistants <sup>1</sup>**

There shall be Advisors and Special Assistants to the Chief Minister to be appointed by him, for the performance of such duties and functions as may be specified from time to time. They shall hold their respective offices during the pleasure of the Chief Minister who shall also determine the terms and conditions of their appointment.

---

<sup>1</sup> Added vide Notification No.CAB-1/2-46/85, dated 08.12.1988.

**7. Duties of Parliamentary Secretary**

A Parliamentary Secretary for a Department shall, subject to any general or special order, issued by the Chief Minister in this behalf, deal with such parliamentary affairs concerning that Department as may be entrusted to him by the Minister and perform, such public relations and functions as may be entrusted to him by the Minister:

Provided that a Parliamentary Secretary shall not be required to undertake any functions which may entail any interference in the internal working or administration of a Department, Attached Department or a Regional Office.

**8. Functions and Powers of the Chief Secretary**

In addition to the duties and functions assigned to him under any other provisions of these rules, the Chief Secretary shall –

- (a) be the official head of the Secretariat;
- (b) co-ordinate the activities of all Departments in the administrative fields and for this purpose, all cases submitted to the Chief Minister shall be routed back through the Chief Secretary;
- (c) shall be generally responsible for all matters affecting public tranquility;
- (d) have the powers to call for any case or information from any office, Attached Department, Department or a District Government; and <sup>1</sup>
- (e) be the Secretary of the Cabinet.

**9. Duties and Functions of Secretary**

(1) A Secretary shall -

- (a) assist the Minister in formulation of policy and bring to the notice of the Minister cases which are required to be submitted to the Chief Minister under the rules;
- (b) duly execute the sanctioned policy;
- (c) be the official head of the Department and be responsible for its efficient administration and discipline, and for the proper conduct of business assigned to the Department under rule 3;
- (d) submit all proposals for legislation to the Cabinet with the approval of the Minister;

---

<sup>1</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 88)

- (e) be responsible to the Minister for the proper conduct of the business of the Department and keep him informed about the working of the Department and of any important cases disposed of without reference to the Minister;
  - (f) keep the Chief Secretary informed of important cases disposed of in the Department;
  - (g) where the Minister's orders appear to involve a departure from rules, regulations or Government policy, resubmit the case to the Minister inviting his attention to the relevant rules, regulations or Government policy and if the Minister still disagrees with the Secretary, the Minister shall refer the case to the Chief Minister for orders;
  - (h) subject to any general or special orders of Government in this behalf, issue standing orders specifying the cases or class of cases which may be disposed of by an officer subordinate to the Secretary;<sup>1</sup>
  - (i) be responsible for the careful observance of these rules in his Department; and<sup>1</sup>
  - (j) subject to any general or special order of Government, issue specific orders and instructions to its officers for conduct of the business assigned to the District Government.<sup>2</sup>
- (2) While submitting a case for the orders of the Minister, it shall be duty of the Secretary to suggest a definite line of action.

**10. General Procedure of Disposal of Business**

- (1) Instructions as to the manner of disposal of the business of the Secretariat shall be issued by the Services and General Administration Department in the form of Secretariat Instructions.
- (2) If any doubt arises as to the Department to which a case properly pertains, the matter shall be referred to the Chief Secretary, who shall obtain the orders of the Chief Minister if necessary, and the orders thus passed shall be final.
- (3) All orders shall be made in writing. Where a verbal order is made, the officer receiving the order shall reduce it in writing and as soon as may be, show it to the authority making the order.
- (4) If an order contravenes any law, rule or policy decision it shall be the duty of the officer next below the officer making such order to point it out to the officer making the order and the latter shall refer the case to next higher authority.

---

<sup>1</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 88)

<sup>2</sup> Added vide Notification No.CAB-1/2-2/2000, dated 13.12.2001.

**11. Orders, Instruments, Agreements and Contracts**

- (1) All executive actions of Government shall be expressed to be taken in the name of the Governor.
- (2) Save in cases where an officer has been specifically empowered to sign an order or instrument of Government, every order or instrument shall be signed by the Secretary, Additional Secretary, Joint Secretary, Deputy Secretary, Under Secretary, Section Officer or Officer on Special Duty in the Department concerned, and such signature shall be deemed to be proper authentication of such order or instrument.
- (3) Instructions for the making of contracts on behalf of the Governor and the execution of such contracts and all assurances of property shall be issued by the [Law, Parliamentary Affairs and Human Rights Department].<sup>1</sup>

**PART B - REFERENCES TO THE CHIEF MINISTER AND THE GOVERNOR**

**12. Reference to the Governor**

- (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 Governor or his specific approval is required, the department concerned shall incorporate a paragraph to this effect in the summary titled as 'Summary for the Chief Minister'. The Chief Minister shall tender his advice and submit the case to the Governor. After the Governor has seen and approved the case, it shall be returned to the Chief Minister. The cases to which this sub-rule applies are enumerated in Part A of Schedule-III.
- (2) The cases enumerated in Part B of Schedule-III shall be submitted to the Governor for his information through the Chief Minister.
- (3) Notwithstanding the provisions made in these rules, where in terms of any provision of the Constitution, any function is to be performed or any order have to be issued by the Governor in his discretion, the department concerned shall submit the case to the Governor through the Chief Minister in the form of a self-contained, concise and objective Summary titled as Summary for the Governor stating the relevant facts and 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. This procedure will not, however, be applicable where the case is initiated by the Governor himself and decided in consultation with the Chief Minister. The cases to which this sub-rule applies are enumerated in Part C of Schedule-III.
- (4) The Chief Minister shall keep the Governor informed of all important, political and administrative matters and major developments in the fields of planning, economic development and industrialization, etc.

---

<sup>1</sup> Substituted vide Notification No.SO.CAB-1/2-47/85, dated 28.03.2006. (Original version at Page 89)

**12-A. Reference to the Chief Minister**

- (1) No order shall be issued without the approval of the Chief 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 Chief Minister.

- (b) cases enumerated in Part A of Schedule-VII.
- (2) Cases enumerated in Part B of Schedule-VII shall be submitted to the Chief Minister for his information. Chief Minister may require any other case to be submitted to him for information.

**PART C - DEPARTMENTAL PROCEDURE**

**13. Consultation among Departments**

- (1) When the subject of a case concerns more than one Department -
- (a) the Department in-charge shall be responsible for consulting the other Departments concerned; and
- (b) no orders shall issue nor shall the case be submitted to the Chief Minister or the Cabinet, until it has been considered by all the Departments concerned:

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

- (2) In the event of difference of opinion between the Departments concerned, the Minister primarily concerned shall submit the case to the Chief Minister:

Provided that in a matter of urgency, the Minister primarily concerned may submit the case to the Chief Minister at any stage.

- (3) When a case is referred by one department to another for consultation, all relevant facts and the points necessitating the reference, shall be clearly brought out.
- (4) Even where consultation is not required, a department may, for purpose of information, transmit copies of communication received by it, or show a case, to such other departments as may be considered to be interested in or to profit by it:

Provided that copies of Cypher telegrams received or dispatched by the Cypher Bureau shall be distributed in accordance with standing orders issued by the Chief Secretary.

- (5) A Minister may ask to see a case of another department if it is required for the disposal of a case in his department.
- (6) The Minister for Finance may ask to see a case of any department in which a financial consideration is involved.



- (7) Requests made under sub-rule (5) or sub-rule (6) shall give the reasons for which the case is required and shall be dealt with under the general or special orders of the Minister-in-Charge. If, for any reason, the case, or relevant extract from it, cannot be made available, the Minister shall explain the position to the Minister making the request or bring the matter to the notice of the Chief Minister, if necessary.
- (8) If a Minister desires any further action to be taken on the case of another department, he shall take up the matter with the Minister-in-Charge of that Department.

**14. Services and General Administration Department**

- (1) The Services and General Administration Department shall be responsible for -
  - (a) the determination of the principles of control of Government servants, including recruitment, conditions of service and discipline;
  - (b) the co-ordination of the policy of all departments with respect to the services under their control so as to secure consistency of treatment;
  - (c) securing to all Government servants the rights and privileges conferred on them by law for the time being in force;
  - (d) determining the strength and the terms and conditions of services of the personal staff of Ministers;
  - (e) dealing with petitions addressed to the President of Pakistan by the members of All Pakistan Services;
  - (f) selection of officers for appointment under the Federal Government (other than to the rank of Secretary and above); and
  - (g) serving as Secretariat of the Chief Minister.
- (2) No department, shall without the concurrence of the Services and General Administration Department, authorize any orders other than an order in pursuance of any general or special delegation made by the Services and General Administration Department which involve -
  - (a) reduction or extension in the scope of functions of a Department as specified in Schedule-II or the transfer of such functions from one department to another;
  - (b) re-organization or change in the status of Departments, Attached Departments and Regional Offices directly administered by the department;
  - (c) interpretation of rules and orders relating to service matters other than rules and orders issued by the Finance Department; and
  - (d) any change in the terms and conditions of service or the statutory rights and privileges of Government servants.
- (3) No orders in respect of emoluments, promotion or conditions of service of any officer employed in the Finance Department shall be made and no expenditure proposal relating to that Department shall be sanctioned without prior concurrence of the Services and General Administration Department. The Chief Secretary shall perform, in respect of such matters, the functions of the Secretary, Finance Department.

**14-A. Department of Chief Minister's Inspection Team**

- (1) The Chairman of the Chief Minister's Inspection Team shall be Head of the Department and shall be of the status of a Secretary.
- (2) Notwithstanding anything to the contrary contained in any other rule, the Chairman of the Chief Minister's Inspection Team shall be responsible only to the Chief Minister and may deal with and work directly under the orders of the Chief Minister.

**15. Home Department-manner of submission of certain cases**

The Home Secretary shall keep the Chief Secretary generally informed of all matters affecting public tranquility. The Minister-in-Charge shall submit to the Chief Minister, all cases likely to have major political repercussions.

**16. Consultation with Finance Department**

- (1) No department shall, without previous consultation with the Finance Department, authorize any orders other than orders in pursuance of any general or special delegation made by the Finance Department, which directly or indirectly affect the finance of the Province, or which in particular involve -
  - (a) relinquishment, remission or assignment of revenue, actual or potential or grant of guarantee against it or grant of lease of land or mineral, forest or water-power rights;
  - (b) expenditure for which no provision exists;
  - (c) a change in the number or grading of posts or in terms and conditions of service of Government servants or their statutory rights and privileges which have financial implications;
  - (d) levy of taxes, duties, fee or cesses;
  - (e) floatation of loans;
  - (f) re-appropriations within budget grants;
  - (g) alteration in financial procedure or in the method of compilation of accounts or of the budget estimates; or
  - (h) interpretation of rules made by the Finance Department.
- (2) No amendment or interpretation of such rules of the Civil Services Rules as have no financial implication shall be made by the Finance Department without the prior concurrence of the Services and General Administration Department.
- (3) No proposal, which requires previous consultation with the Finance Department under sub-rule (1) but in which the Finance Department has not concurred, shall be proceeded with unless a decision to that effect has been taken by the Cabinet. Formal orders shall, nevertheless, issue only after the Finance Department has exercised scrutiny over the details of the proposal.
- (4) Except to the extent that powers may have been delegated to Departments under rules framed by the Finance Department, every order of an Administrative Department conveying a sanction to be enforced in audit shall be communicated to the audit authorities through the Finance Department.

**17. Consultation with [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup>**

- (1) The [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> shall be consulted by other departments -
  - (a) on all legal questions arising out of any case;
  - (b) on the interpretation of any law;
  - (c) before instituting [~~criminal or~~]<sup>2</sup> civil proceedings in a court of law in which Government is involved; and
  - (d) whenever [~~criminal or~~]<sup>2</sup> civil proceedings are instituted against Government.
- (2) For any proposed legislation, the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> shall be consulted in accordance with the provisions contained in Part F of these rules.
- (3) Except as provided in sub-rule (4), the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> is not, in respect of legislation, an originating office, and its proper function is to put into correct form all proposed legislation.
- (4) Codification of substantive laws or legislation for the consolidation of existing enactments, or legislation of a purely formal character, such as repealing and amending Bills and short title Bills, may be initiated by the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup>. The [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> shall, however, consult the Administrative Department concerned, which shall consider the draft legislation in its bearing on administration, make such inquires and consultations as may be necessary and tender advice to the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> accordingly.
- (5) No department shall consult the Advocate General of the Province, except through the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup>, and in accordance with the procedure laid down by that department. The department shall draw up specific points on which the opinion of the Advocate General is desired.
- (6) If there is disagreement between the views of the Advocate General and the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup>, their views shall be conveyed verbatim to the department concerned, and if the department concerned does not accept the view of the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup>, the case shall be submitted to the Minister for [Law, Parliamentary Affairs and Human Rights]<sup>1</sup> for his decision who may, in his discretion, take the case to the Cabinet.

**18. Reference from the Heads of Regional Offices, Heads of Attached Departments and District Governments to the Departments <sup>3</sup>**

Cases requiring the approval of Government shall be referred in as complete a form as possible to the department concerned by the Heads of Regional Offices, the Heads of Attached Departments or District Governments as the case may be. Cases referred to the Administrative Department by the Attached Department, shall ordinarily be settled through personal discussion between the Head of Attached Department and Secretariat Officers dealing with the case.<sup>3</sup>

<sup>1</sup> Substituted vide Notification No.SO.CAB-1/2-47/85, dated 28.03.2006. (Original version at Page 89)

<sup>2</sup> Omitted vide Notification No.CAB-1/2-24/82, dated 21.07.2004.

<sup>3</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 89)

**19. Secretaries Committee**

- (1) There shall be constituted a Secretaries Committee with the Chief Secretary as its Chairman, to facilitate co-ordination among the departments, to provide avenue for the consideration of matters of common interest and to tender advice on any case that may be referred to the Cabinet, Chief Minister or a Minister.
- (2) A Secretary, who wishes a particular matter to be discussed in the Secretaries' meeting shall apprise the Services and General Administration Department of his intention of doing so and forward forty copies of a brief note on the subject which would form the basis of discussion.
- (3) The Services and General Administration Department shall issue notice of a meeting together with the agenda, well in advance of the meeting; provided that urgent items may be considered at short notice.
- (4) Secretaries' meetings shall be attended only by Secretaries and Additional Secretaries of Departments.
- (5) Minutes of the meeting shall be recorded (except in those cases where a record may not be considered necessary) by an officer of the Services and General Administration Department who shall attend the meeting for the purpose, and shall be circulated after approval by the Chief Secretary, as soon as possible.
- (6) Conclusions reached at the meeting of the Secretaries' Committee shall not be taken as decision of the Government. Any further action required shall be taken by the department concerned in accordance with the rules.

**PART D - SERVICES**

**20. Public Service Commission**

The advice of the Public Service Commission shall ordinarily be accepted by the department in all matters where it is obligatory to consult the Commission under any law or any rules or regulations for the time being in force.

**21. Appointments, Postings, Promotions and Transfers**

- (1) Approval of the Chief Minister will be obtained before issue of orders in cases relating to appointments, promotions, postings and transfers to posts mentioned in Schedule-IV.
- (2) Transfers of civil servants shown in column 1 of Schedule-V shall be made by the Authority shown against each in column 2 thereof.
- (3) The Services and General Administration Departments shall be consulted if it is proposed to -
  - (a) transfer the holder of a tenure post before the completion of tenure or extend the period of his tenure; and
  - (b) require an officer to hold charge of more than one post for a period exceeding four months.
- (4) Tenure.

The normal tenure of posts specified in column 1 of the Schedule-VI shall be as shown against such posts in column 2 thereof.

**PART E - CABINET PROCEDURE**

**22. 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 withdrawal of Ordinances;
  - (c) the budget position and proposals before the presentation of the Annual Budget and other financial statements;
  - (d) proposals for the levy of new taxes;
  - (e) cases involving vital political, economic and administrative policies;
  - (f) cases which a Minister considers important enough for reference to the Cabinet;
  - (g) important reports and documents required to be laid before the Assembly;
  - (h) other cases required to be referred to the Cabinet under the provision of these rules;
  - (i) any case desired by the Chief Minister to be referred to the Cabinet; and
  - (j) any matter on which a decision has been taken by the Chief Minister or a Minister but which has not been considered by the Cabinet, if so desired by the Governor.
- (2) Notwithstanding the provisions of sub-rule (1) the Chief Minister may, in cases of urgency or other exceptional circumstances, give directions as to the manner of disposal of a case, without prior reference to the Cabinet, but such case shall be reported to the Cabinet at the earliest opportunity thereafter.

**23. Methods of disposal by the Cabinet**

- (1) Cases referred to the Cabinet shall be disposed of -
  - (a) by discussion at meeting of the Cabinet;
  - (b) by circulation amongst Ministers; and
  - (c) by discussion at the meeting of a Committee of the Cabinet:

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

- (2) Committees of the Cabinet may be constituted and terms of reference of the Committees determined by the Cabinet. Such Committees may be standing or special committees, accordingly as they are appointed to deal with a class of cases or a particular case.

**24. Manner of submission of cases to the Cabinet**

- (1) In respect of all cases to be submitted to the Cabinet, the Secretary of the Department concerned shall transmit to the Chief Secretary a concise and lucid memorandum of the cases (hereinafter referred to as the summary), giving the background and relevant facts, the points for decision and the recommendations of the Minister.
- (2) The summary shall be self-contained as far as possible and may include as appendices such relevant papers as are necessary for the proper appreciation of the case.
- (3) In case of proposed legislation to which approval in principle is sought, the summary shall bring out clearly the main features of the legislation.
- (4) Where a case concerns more than one department, the summary shall not be forwarded to the Cabinet unless the case has been considered by all the departments concerned. In the event of a difference of opinion, the points of difference between them shall be clearly stated in the summary, a copy of which shall be sent by the sponsoring department to the other departments concerned simultaneously with the transmission of the summary to the Cabinet.
- (5) No summary containing a proposal involving financial implications shall be submitted to the Cabinet unless the Finance Department has been consulted and its views incorporated in the summary.
- (6) All Drafts, Bills, Ordinances or Orders having the force of law shall be submitted to the Cabinet after the same have been vetted by the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> and no change shall be made therein without bringing it to the notice of that Department.
- (7) No case for inclusion in the agenda shall be accepted unless it reaches the Chief Secretary at least four clear days in advance of the meeting:

Provided that if the case is urgent, the Secretary concerned may approach the Chief Secretary for its inclusion in the agenda, and if he agrees, a note shall be sent for circulation to the Cabinet showing how the case is urgent and why it could not be submitted in time.

- (8) The Services and General Administration Department shall satisfy itself that the papers submitted by a Secretary are complete and in appropriate form. It shall ordinarily return a case which does not meet the requirements of these rules or of any other instructions on the subject.

---

<sup>1</sup> Substituted vide Notification No.SO.CAB-1/2-47/85, dated 28.03.2006. (Original version at Page 89)

**25. Procedure regarding Cabinet decision by Circulation**

- (1) When a case is circulated to the Cabinet for recording opinion, the Chief Secretary shall specify the time by which opinion 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) After all opinions have been received, or the time specified has expired, the Chief Secretary shall -
  - (a) in the event of full agreement to the recommendation in the summary, treat it as a Cabinet decision and proceed further in terms of rule 26(10); and
  - (b) in the event of a difference of opinion, obtain the direction of the Chief Minister whether the case shall be discussed at a meeting of the Cabinet or the recommendations of the majority of the Ministers be accepted and communicated as Cabinet decision.

If the Chief Minister directs that the recommendations of majority of Ministers be accepted as a Cabinet Decision, the Chief Secretary shall act in terms of rule 26(10) and if the Chief Minister directs that the case shall be discussed at a meeting of the Cabinet, the Chief Secretary shall circulate the opinions recorded by the Ministers in the form of a supplementary summary.

- (3) Reports made to the Cabinet and other cases submitted only for information, shall normally be disposed of by circulation.

**26. Procedure regarding Cabinet meetings**

- (1) Meetings of the Cabinet to discuss ordinary business shall normally be held once a week, on any day to be fixed by the Chief Minister:

Provided that the Chief Minister may call a special meeting of the Cabinet on any day to discuss urgent business or vary the time or date on which a meeting is to be held.

- (2) A Minister shall so arrange his tour that he is able to attend the weekly Cabinet meetings, unless he has obtained the Chief Minister's permission to absent himself in which case the Secretary of his Department should invariably be in attendance at the Cabinet meeting, if any item relating to his Department is on the agenda of the meeting.
- (3) The Chief Minister shall preside at all meetings of the Cabinet:

Provided that in absence of the Chief Minister, the senior most Minister shall preside.

- (4) The Chief Secretary shall ordinarily issue to the Ministers, three days in advance of the meeting, the agenda of the meeting, together with the summaries relating to the items on the agenda. In case of special meetings, a shorter notice may issue.
- (5) No case shall be discussed in the Cabinet unless the summary relating to it has first been circulated:

Provided that the Chief Minister may dispense with the requirement of this sub-rule if he is satisfied that the summary could not be circulated.

- (6) The Secretary shall be informed of the items on the agenda of the Cabinet meeting pertaining to his Department and shall, unless otherwise directed, attend the meeting of the Cabinet, in which the case is under consideration.
- (7) If, in the absence of the Minister from headquarters, the Secretary concerned considers that the discussion on a case should await the Minister's return, he may request the Chief Secretary for its postponement.
- (8) A Minister may, if he deems it fit, request for the withdrawal of a case pertaining to his Department from the agenda of the Cabinet.
- (9) The Chief Secretary shall attend all meetings of the Cabinet and prepare-
  - (a) a brief record of the discussion which in the absence of a special direction by the Cabinet shall be of an impersonal nature; and
  - (b) a record of the decisions, without any statement or the reasons thereof.
- (10) The Chief Secretary shall circulate to the Ministers, a copy of the record prepared under sub-rule (9) as approved by the Chief Minister.
- (11) If a Minister considers that there has been a mistake or omission in recording of the minutes he shall point it out to the Chief Secretary within twenty-four hours of the issue of the minutes. The Chief Secretary shall obtain the orders of the Chief Minister and thereafter modify the minutes, if necessary.
- (12) Where a Secretary has attended a Cabinet meeting in the absence of his Minister, the record of the items concerning the Secretary shall be sent to him to be dealt with in the manner provided in sub-rules (10) and (11).
- (13) A copy of the decision of the Cabinet, and wherever considered necessary of the points made during the discussions shall be supplied by the Chief Secretary to the Secretary of the Department concerned for action under rule 28.
- (14) A copy of the agenda along with the summaries and minutes of the Cabinet meetings shall be forwarded to Governor for information by the Chief Secretary.

**Explanation** - Reference to the Chief Minister in this rule includes the most senior Minister when he presides at the Cabinet meeting in the absence of the Chief Minister.

27. **Procedure regarding Committees of Cabinet**

- (1) Meetings of the Committees of the Cabinet shall be convened by the Chief Secretary under the directions of the Chairman of the Committee, who shall preside at the meeting.
- (2) Officers of the department concerned may be associated with the deliberations of the Committee as and when considered necessary.



- (3) The provisions of rules 24 and 26 shall apply mutatis mutandis to the manner of submission of cases to and the procedure for the meetings of the Committee.

**28. Action on Cabinet Decision**

- (1) When the decision of the Cabinet on a case is received by the department concerned, it shall acknowledge the receipt of the decision and take prompt action to give effect to the decision.
- (2) To ensure implementation of the Cabinet decisions, the Secretary of each department shall keep a separate record of all the decisions conveyed to him and shall watch progress of action until it is completed. It shall be the responsibility of the Secretary of the department sponsoring the case, to consult or inform any other department concerned in order to ensure full implementation of the Cabinet decisions:

Provided that the record of the discussion before a decision is taken shall not be passed down by the Secretary to the other department nor to other officers of his department unless it contains points which require consideration or action in the other department or by the officers, as the case may be.

- (3) The Chief Secretary shall watch implementation of each decision of the Cabinet and the Secretary in the department concerned shall supply to the Chief Secretary such documents as the latter may, by general or special request, require to enable him to complete the record of his case.
- (4) The Chief Secretary shall maintain the record of each case submitted to the Cabinet which shall consist of -
  - (a) a copy of all papers issued under rules 25(1), 26(4) and 27;
  - (b) a copy of the record prepared under rules 25, 26(9) and 27; and
  - (c) all documents received under rule 28(3).

**29. Secrecy of Cabinet Proceedings**

- (1) All proceedings of the Cabinet and the record of the discussion in the Cabinet shall be secret.
- (2) All papers submitted to the Cabinet are secret until the Cabinet decision has taken place, where after the Secretary concerned shall, subject to any general or special order of the Chief Secretary in this behalf, determine whether the papers shall continue to be classified as secret.

**30. Custody of Cabinet Papers**

The Minister shall return to the Chief Secretary

- (a) papers issued to them for decision by circulation immediately after recording their opinion;

- (b) agenda issued to them for a meeting of the Cabinet, immediately after the meeting has taken place;
- (c) copies of the record of the discussion and of the decisions, immediately after they have perused them; and
- (d) reports of action taken on Cabinet decision or other papers circulated for information immediately after perusal, except where indicated otherwise.

**PART F - LEGISLATION**

**31. Official Bill**

- (1) The department administratively concerned shall be responsible for determining the contents of the proposed legislation, for consulting the other department concerned including the Finance Department where necessary and for obtaining the approval in principle of the Cabinet to the issue involved, before asking the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> to give legal shape to 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 the Cabinet's approval before asking the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> to give legal shape to it.

- (2) While referring the approved legislation to the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup>, the department administratively concerned shall send a memorandum indicating precisely the lines on which it is proposed to legislate, which shall include -
  - (a) a statement in the form of series of propositions detailing the provisions required to be made or preferably a draft Bill; and
  - (b) a statement giving the objects and reasons for each provision.
- (3) When a proposal for legislation is referred to the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup>, that department shall, apart from giving shape to the draft legislation, advise the department concerned whether any legal requirements are to be complied with before the Bill is introduced in the Assembly. The [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> shall also advise whether the proposed law disregards or violates, or is not in accordance with the Fundamental Rights conferred by the Constitution and whether a reference should be made to the Council of Islamic Ideology for advice, if not already done by the Assembly, and if so, what shall be the terms of that reference.
- (4) The department concerned shall then submit the case, including the advice of the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup>, to the Cabinet -
  - (a) for approval of the draft Bill;
  - (b) for deciding any issue that may still be outstanding;

---

<sup>1</sup> Substituted vide Notification No.SO.CAB-1/2-47/85, dated 28.03.2006. (Original version at Page 89)

- (c) for orders as to which of the following motions should be made in the Assembly that -
  - (i) it should be taken into consideration at once; or
  - (ii) it should be taken up at a future date to be specified; or
  - (iii) it should be referred to a Select Committee or any other Committee of the Assembly; or
  - (iv) it should be circulated for the purpose of eliciting public opinion thereon.
- (5) The Department concerned shall thereafter prepare a brief for the use of the Minister which shall include the directions given by the Cabinet regarding the line of action to be adopted with regard to the Bill.
- (6) The department shall forward to the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> through the Chief Minister the draft legislation.
- (7) The [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> shall arrange to include the Bill in the official business of the Assembly. The Bill shall be introduced in the Assembly by the Minister or a Parliamentary Secretary and thereafter published in the Gazette by the Assembly Secretariat. If, however, the Bill is of great urgency, the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> may request the Assembly Secretariat to publish it in the Gazette before introduction.
- (7-A) When a Bill passed by the Assembly is returned by the Governor to the Assembly for reconsideration or for consideration of an amendment specified in the message, the department concerned shall place the matter before the Cabinet. Further steps shall be taken according to the Rules of Procedure of the Provincial Assembly of the Punjab, 1973.
- (8) The procedure regarding amendment shall be the same as for official Bills.

**32. Non-official Bills and Amendments**

- (1) As soon as notice regarding the introduction of a non-official Bill is received from the Assembly Secretariat by the Department, it shall -
  - (a) assess the administrative implications of the proposed legislation;
  - (b) consult the other departments concerned, including the Finance Department, where necessary; and
  - (c) obtain the [Law, Parliamentary Affairs and Human Rights Department's]<sup>1</sup> advice, whether -
    - (i) the bill can be introduced in the Assembly and is otherwise in order; and
    - (ii) previous sanction of the Government to its introduction is necessary.

---

<sup>1</sup> Substituted vide Notification No.SO.CAB-1/2-47/85, dated 28.03.2006. (Original version at Page 89)

- (2) After the advice of the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> has been obtained, and where necessary, consultation with the other departments concerned has been made, the department concerned shall obtain -
  - (a) the instructions of the Cabinet regarding the provisions of the Bill; and
  - (b) the decision of the Cabinet as to which of the following motions in the Assembly is to be supported that -
    - (i) it be taken into consideration by the Assembly either at once or at some future date to be specified; or
    - (ii) it be referred to a Select Committee or any other Committee of the Assembly; or
    - (iii) it be circulated for the purpose of eliciting opinion thereon; or
    - (iv) it be opposed.
- (3) If the consent of the Government to the introduction of the Bill in the Assembly is necessary, such consent shall be obtained by the department concerned, where it is decided to support the Bill.
- (4) The department concerned shall prepare a brief for the use of the Minister or Parliamentary Secretary which shall include the direction of Government regarding the line of action to be adopted with regard to the Bill.
- (5) The procedure regarding amendments shall be the same as for non-official bills.

**33. Ordinance**

- (1) The provisions of rule 31 shall apply mutatis mutandis where the proposed legislation is an Ordinance.
- (2) The Law [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> shall promulgate the Ordinance and in due course arrange to lay it before the Assembly as required by sub-clause (a) of clause (2) of Article 128 of the Constitution.

**PART G - RELATIONS WITH THE ASSEMBLY**

**34. Rules of the Assembly**

The departments shall, in their relation with the Assembly, comply with the rules of procedure and standing orders of the Assembly.

**35. Summoning of the Assembly**

- (1) Orders of the Governor for convening a session of the Assembly shall be obtained by the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> under the directions of the Chief Minister and communicated to the Secretary of the Assembly.

---

<sup>1</sup> Substituted vide Notification No.SO.CAB-1/2-47/85, dated 28.03.2006. (Original version at Page 89)

- (2) As soon as the date of session of the Assembly is fixed, it shall be notified in the Gazette by the Secretary of the Assembly and thereupon all departments shall undertake a review of the official business intended to be brought before the Assembly and shall promptly forward to the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup> detailed lists of such business not later than seven days before the commencement of the session.
- (3) The Minister for [Law, Parliamentary Affairs and Human Rights]<sup>1</sup> shall prepare a provisional forecast of the business to be brought before the Assembly and shall make proposals to the Speaker for the allotment of days for the transaction of official as well as non-official business. The program, as approved by Speaker, shall be communicated by the Assembly Secretariat to all the departments and Secretary to the Governor.

**36. Prorogation of the Assembly**

- (1) When the Assembly has been summoned by the Governor, he will at the appropriate stage, fix a date for the prorogation of the Assembly.
- (2) The Secretary of the Assembly shall, when the session called by the Governor is nearing completion of its business under the directions of the Chief Minister, obtain the orders of the Governor through the [Law, Parliamentary Affairs and Human Rights Department]<sup>1</sup>, as to the date for the prorogation of the Assembly.
- (3) The Secretary of the Assembly shall notify in the Gazette the date fixed for the prorogation of the Assembly.

**37. General Provisions regarding Bills etc.**

- (1) Copies of the bills, resolutions, motions, questions and other business to be brought before the Assembly shall as soon as received, be forwarded by the Assembly Secretariat to the department concerned.
- (2) For the correct allocation of the business of the Assembly amongst the departments, the Assembly Secretariat shall consult the Chief Secretary, whenever it is in doubt.
- (3) If a bill, resolution, motion or question has wrongly been addressed to a department by the Assembly Office, it should be promptly transferred to the department concerned, in consultation with the Chief Secretary if necessary, and under advice to the Assembly Secretariat.
- (4) The Assembly Secretariat shall advise the department as soon as it is known that a non-official bill, resolution, motion or question has been admitted in its final form, or not admitted so that the departments may regulate their action accordingly.
- (5) As soon as any communication (whether a notice, intimation, bill or any other paper) is received from the Assembly Secretariat or any other authority regarding the business or affairs of the Assembly, the receiving officer shall at once bring it to the notice of the Secretary and the Minister.

---

<sup>1</sup> Substituted vide Notification No.SO.CAB-1/2-47/85, dated 28.03.2006. (Original version at Page 89)

**38. Resolutions and Motions**

- (1) When an official resolution or motion is to be moved in the Assembly, the department concerned shall forward the same together with a formal notice duly signed by the Minister to Secretary of the Assembly, who shall, if the resolution or motion is admitted by the Speaker, arrange for its inclusion in the official business of the Assembly.
- (2) Office resolutions may be for the constitution of a statutory body or declaration of policy on a matter of general public interest, etc.
- (3) Official motions may be for the election of members to a standing or special Committee of the Assembly or raising discussion on a particular matter, etc.
- (4) On receipt of a non-official resolution or motion from the Assembly office, the department concerned shall examine it and obtain the orders of the Cabinet, if the time permits.
- (5) In examining the resolution or motion, the department concerned shall consider whether discussion of the resolution or motion, or any part of the same, would be detrimental to the public interest. If so, it should point this out, with reasons, in its comments on the resolution or motion, as the case may be.
- (6) The department concerned shall prepare a brief regarding each resolution or motion, official or non-official, for the use of the Minister or the Parliamentary Secretary.
- (7) After a resolution or motion has been adopted, the Assembly Secretariat shall forward it to the department concerned for appropriate action.

**39. Questions**

- (1) On receipt from the Assembly Office of questions (starred, unstarred or short notice) proposed to be asked by a member, the department concerned shall draft replies with the approval of the Minister and forward the required number of copies to the Assembly Secretariat before the date on which the question is to be asked. In the case of starred question, brief shall be prepared by the department concerned for the supplementary question that may be asked.
- (2) A copy of the supplementary question asked in the Assembly in respect of a starred question and the replies given shall be forwarded by the Assembly Secretariat to the department concerned as soon as possible after the proceedings have been transacted.
- (3) The department concerned shall be responsible for giving effect to any undertaking given by the Minister in reply to questions.

**40. Budget**

- (1) The Finance Department shall forward proposals regarding the date for the presentation of the annual budget to the Secretary of the Assembly. The latter shall obtain the orders of the Governor through the Chief Secretary. On receipt of orders a notification in the Gazette shall be issued by the Secretary of the Assembly.

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

**PART H - MISCELLANEOUS PROVISIONS**

**41. Protection and Communication of Official Information**

- (1) No information acquired directly or indirectly from official documents or relating to official matters shall be communicated by a Government servant to the Press, to non-officials, or officials belonging to other Government offices, unless he has been generally or specially empowered to do so.
- (2) Detailed instructions shall be issued by the Chief Secretary for the treatment and custody of official documents and information of a confidential character.
- (3) Ordinarily all official news and information shall be conveyed to the Press through the Services and General Administration Department and the manner in which this may be done shall be prescribed generally or specially in each case by the said department.
- (4) Only Ministers and Secretaries and such officers as may be authorized, shall act as official spokesmen of Government.

**42. Channel of Correspondence**

- (1) Correspondence with the Federal Government or another Provincial Government shall be conducted direct by the Departments in respect of subjects allocated to them, subject to the provisions of rule 13 and it shall ordinarily be addressed to the Secretary of the Ministry or Department concerned.
- (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 Ministry of Foreign Affairs of the Federal Government:

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

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, or inter-departmental discussions in which services representatives are required to take part.

- (3) All correspondence between Government and the Heads of Attached Departments, Regional Offices, Autonomous Bodies and District Governments shall be conducted through the Secretary of the Department concerned.<sup>1</sup>
- (4) Deleted.<sup>2</sup>
- (5) Deleted.<sup>2</sup>

---

<sup>1</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 89)

<sup>2</sup> Deleted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 89)

**RULES OF BUSINESS**

43. (1) The business of Government shall be transacted in accordance with the channels of communication laid down in the rules and instructions. If oral discussions are held with a Minister by an official of the department he shall communicate the points made during the discussion to his Secretary at the earliest.
- (2) The Head of an Attached Department, a Regional Office or of a [District Government]<sup>1</sup> whose cases are held up in the department concerned, or who disagrees with any decision taken by the department, may seek an interview with the minister:

Provided that the Secretary concerned shall be informed of the proposed interview so that he can be present to enable the Minister to have full picture of the case before passing orders.

By order of the Governor of the Punjab

Chief Secretary to Government of the  
Punjab

---

<sup>1</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 89)



**SCHEDULE – I**  
**[See Rule 2(ii), 2(iii) & 3(1)]**  
**LIST OF DEPARTMENTS**

<b>Sr. No.</b>	<b>Secretariat Department</b>	<b>Head of Attached Department</b>	<b>Autonomous Bodies</b>
1.	Agriculture Department	(i) Director General Agriculture (Extension), Punjab. (ii) Director General, Agriculture (Field), Punjab. (iii) Director General, Agriculture (Research), Punjab. (iv) Director General, Agriculture (Water Management), Punjab.	(i) Deleted. <sup>1</sup> (ii) Punjab Seed Corporation. (iii) University of Agriculture, Faisalabad. (iv) Deleted. <sup>1</sup> (v) Punjab Agriculture Research Board. <sup>2</sup> (vi) University of Arid Agriculture, Rawalpindi. <sup>2</sup>
1-A. <sup>3</sup>	Auqaf, Religious and Minorities Affairs Department		Punjab Auqaf Organization.
2.	Chief Minister's Inspection Team		
3.	Colonies Department		Punjab Land Commission. <sup>4</sup>
4.	Consolidation of Holdings Department		
4-A. <sup>5</sup>	Commerce and Investment Department		
5.	Communications and Works Department	(i) Chief Architect, Punjab. (ii) Chief Engineer, Buildings, North Zone. (iii) Chief Engineer, Buildings, South Zone. (iv) Chief Engineer, Highways, North Zone. (v) Chief Engineer, Highways, South Zone. (vi) Chief Engineer, District Support & Monitoring. <sup>6</sup>	
6.	Cooperatives Department	Registrar, Co-operative Societies, Punjab.	Punjab Cooperative Board for Liquidation. <sup>2</sup>
7.	Education Department	(i) Director Public Instructions (Colleges), Punjab.	(i) Boards of Intermediate and Secondary Education, Lahore, Gujranwala, Rawalpindi, Sargodha, Multan, Bahawalpur, Faisalabad and Dera Ghazi Khan. <sup>7</sup>

1. Deleted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 90)
2. Added vide Notification No.CAB-I/2-2/2000, dated 13.12.2001.
3. Inserted vide Notification No.SO.CAB-I/2-11/82, dated 27.06.2005. (History at Page 90)
4. Substituted vide Notification No.CAB-III-2-13/82, dated 17.04.1986. (Original version at Page 90)
5. Added vide Notification No.SO.CAB-I/2-53/88, dated 27.11.2004.
6. Added vide Notification No.SO.CAB-I/2-3/82, dated 27.06.2005.
7. Substituted vide Notification No.CAB-I/2-4/82, dated 29.11.1994. (Original version at Page 91)

		<p>(ii) Director Public Instructions (Secondary Education), Punjab.<sup>1</sup>  (ii-a) Director Public Instructions (Elementary Education), Punjab.<sup>1</sup>  (iii) Omitted.<sup>2</sup>  (iv) Director General Public Libraries, Punjab.  (v) Deleted.<sup>3</sup>  (vi) Omitted.<sup>4</sup>  (vii) Deleted.<sup>5</sup>  (viii) Director, Physical Education.  (ix) Deleted.<sup>6</sup>  (x) Programme Director, Teacher Training Programme, Directorate of Staff Development, Punjab.<sup>7</sup></p>	<p>(ii) Omitted.<sup>2</sup>  (iii) Baha-ud-Din Zikarya University, Multan.  (iv) Institute of Education and Research, University of the Punjab.  (v) Islamia University, Bahawalpur.  (vi) Deleted.<sup>3</sup>  (vii) Punjab Text Book Board.  (viii) University of Engineering and Technology, Lahore.  (ix) University of the Punjab, Lahore.  (x) Cadet College, Hasan Abdal.  (xi) Lawrence College, Ghora Gali.  (xii) Omitted.<sup>4</sup>  (xiii) Government College, Lahore.<sup>8</sup>  (xiv) Lahore College for Women, Lahore.<sup>8</sup>  (xv) Government Central Model School, Lower Mall, Lahore.<sup>8</sup>  (xvi) Government College, Dhobi Ghaat, Faisalabad.<sup>8</sup>  (xvii) Punjab Education Foundation, Lahore.<sup>8</sup>  (xviii) Government Fatima Jinnah College for Women, Chuna Mandi, Lahore.<sup>9</sup>  (xix) Queen Mary College, Lahore.<sup>9</sup>  (xx) Government College, Kahuta.<sup>9</sup>  (xxi) Kinnaird College for Women, Lahore.<sup>9</sup>  (xxii) Government Lady Anderson Girls Higher Secondary School, Sialkot.<sup>9</sup>  (xxiii) Government Girls Higher Secondary School No.2, Peoples Colony, Faisalabad.<sup>9</sup>  (xxiv) Government Model High School for Boys, Bhakkar.<sup>9</sup>  (xxv) Government Boys High School, Gadai, Dera Ghazi Khan.<sup>9</sup>  (xxvi) Government Boys High School, Pakpattan.<sup>9</sup>  (xxvii) Government Denny's Higher Secondary School, Lower Mall, Rawalpindi.<sup>9</sup>  (xxviii) Children Library Complex, Lahore.<sup>9</sup></p> <p align="center"><b><u>SPECIAL INSTITUTIONS</u></b><sup>8</sup></p> <p>(i) Aitchison College Lahore.  (ii) Sadiq Public School, Bahawalpur.</p>
--	--	--	--

1. Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 91)
2. Omitted vide Notification No.CAB-I/2-2/99, dated 15.06.1999. (Original version at Page 91)
3. Deleted vide Notification No.CAB-I/2-4/82 (Part-I), dated 01.09.2003. (Original version at Page 91)
4. Omitted vide Notification No.CAB-I/2-4/82, dated 29.11.1994. (Original version at Page 91)
5. Deleted vide Notification No.CAB-I/2-4/82(Part-I), dated 27.11.2002. (Original version at Page 91)
6. Deleted vide Notification No.CAB-I/2-3/2003, dated 01.10.2003. (Original version at Page 91)
7. Added vide Notification No.CAB-I/2-4/82(Part-I), dated 11.06.2005.
8. Added vide Notification No.CAB-I/2-4/82, dated 29.11.1994.
9. Added vide Notification No.CAB-I/2-2/2000, dated 13.12.2001.

**RULES OF BUSINESS**

8.	Excise and Taxation Department	Director General Excise and Taxation, Punjab.	
8-A. <sup>1</sup>	Environment Protection Department	Director General Environmental Protection Agency, Punjab. <sup>2</sup>	
9.	Finance Department	(i) Provincial Director Local Fund Audit. (ii) Deleted. <sup>3</sup> (iii) Chief Inspector of Treasuries and Accounts. <sup>4</sup>	
10.	Food Department	(i) Director Food, Punjab. <sup>5</sup> (ii) Cane Commissioner, Punjab. <sup>5</sup>	
11.	Forestry, Wildlife and Fisheries Department <sup>6</sup>	(i) Chief Conservator of Forests (P&E), Punjab (Central Zone), Lahore. (ii) Chief Conservator of Forests (North Zone), Rawalpindi. <sup>7</sup> (iii) Chief Conservator of Forests (South Zone), Multan. (iv) Director General (Wildlife and Parks), Punjab. <sup>8</sup> (v) Director General Fisheries, Punjab. <sup>8</sup> (vi) Deleted. <sup>9</sup>	(i) Deleted. <sup>10</sup> (ii) Deleted. <sup>3</sup>
12.	Governor's Secretariat		
13.	Health Department	(i) Director Health Services, Punjab. <sup>11</sup> (ii) Director General Nursing. <sup>11</sup>	(i) Deleted. <sup>3</sup> (ii) Punjab Nursing Council. (iii) Punjab Pharmacy Council. (iv) Punjab State Medical Faculty. (v) Punjab Health Foundation. <sup>12</sup> (vi) All Medical Institutions. <sup>12</sup> (vii) Punjab Nursing Examination Board. <sup>12</sup> (viii) Provincial Quality Control Board. <sup>12</sup>
14.	Home Department	(i) Inspector General of Police, Punjab. (ii) Inspector General of Prisons, Punjab. (iii) Director, Civil Defence, Punjab. (iv) Director, Reclamation & Probation, Punjab. (v) Commissioner, Afghan Refugees, Punjab. (vi) Omitted. <sup>13</sup>	Bureau for Child Protection and Welfare. <sup>14</sup>

1. Substituted vide Notification No.CAB-I/2-14/82, dated 15.04.1996. (History at Page 92)
2. Added vide Notification No.CAB-I/2-2/96, dated 02.12.2003.
3. Deleted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 92)
4. Added vide Notification No.SO.CAB-I/2-22/82, dated 18.02.2006.
5. Substituted vide Notification No.SO.CAB-I/2-16/88, dated 27.06.2005. (Original version at Page 92)
6. Substituted vide Notification No.CAB-I/2-1/2004, dated 21.04.2004. (History at Page 92)
7. Added vide Notification No.CAB-I/2-10/82, dated 16.08.1987.
8. Substituted vide Notification No.CAB-I/2-10/82, dated 02.05.1992. (Original version at Page 92)
9. Deleted vide Notification No.CAB-I/2-10/82, dated 11.05.1987. (Original version at Page 93)
10. Deleted vide Notification No.CAB-I/2-1/2004, dated 21.04.2004. (Original version at Page 93)
11. Substituted vide Notification No.CAB-III/2-13/82, dated 17.04.1986. (Original version at Page 93)
12. Added vide Notification No.CAB-I/2-2/2000, dated 13.12.2001.
13. Omitted vide Notification No.CAB-I/2-2/2005, dated 18.10.2005. (Original version at Page 93)
14. Added vide Notification No.CAB-I/2-24/82, dated 30.09.2004.

**RULES OF BUSINESS**

15.	Housing, Urban Development and Public Health Engineering Department <sup>1</sup>	(i) Director General, Housing & Physical Planning, Punjab. (ii) Chief Engineer, Public Health Engineering Punjab, North Zone. <sup>2</sup> (ii-a) Chief Engineer, Public Health Engineering Punjab, South Zone. <sup>2</sup>	(i) Faisalabad Development Authority. (ii) Lahore Development Authority. (iii) Multan Development Authority. (iv) Gujranwala Development Authority, Gujranwala. <sup>2</sup> (v) Improvement Trust, Murree. (vi) Rawalpindi Development Authority, Rawalpindi. <sup>2</sup> (vii) Improvement Trust, Sargodha. (viii) Parks & Horticulture Authority, Lahore. <sup>3</sup>
16.	Industries Department <sup>4</sup>	(i) Director of Industries, Punjab. <sup>5</sup> (ii) Controller, Printing and Stationery, Punjab. <sup>5</sup>	(i) Punjab Small Industries Corporation. <sup>5</sup> (ii) Board of Technical Education, Punjab. <sup>5</sup>

**SPECIAL INSTITUTION**

Technical Education and Vocational Training Authority (TEVTA)<sup>6</sup>

17.	Irrigation and Power Department	(i) Chief Engineer Irrigation (Co-ordination), Lahore. (ii) Chief Engineer Irrigation (Development), Lahore. (iii) Chief Engineer Irrigation (Floods and Drainage), Lahore. (iv) Chief Engineer Irrigation (Planning & Review), Lahore. (v) Chief Engineer Irrigation (Research), Lahore. (vi) Chief Engineer Irrigation, Lahore. (vii) Chief Engineer Irrigation, Faisalabad. (viii) Chief Engineer Irrigation, Multan. (ix) Chief Engineer Irrigation, Bahawalpur. (x) Chief Engineer Irrigation Sargodha. (xi) Director Land Reclamation, Punjab. <sup>7</sup>	Punjab Engineering Academy Niaz Beg, Lahore.
-----	---------------------------------	---	--

1. Substituted vide Notification No.CAB-I/2-14/82, dated 15.03.1997. (History at Page 93)
2. Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Pages 93 & 94)
3. Added vide Notification No.CAB-I/2-2/2000, dated 13.12.2001.
4. Substituted vide Notification No.SO.CAB-I/2-53/88, dated 27.11.2004. (History at Page 94)
5. Substituted vide Notification No.CAB-I/2-53/88, dated 01.08.2003. (History at Pages 94)
6. Inserted vide Notification No.CAB-I/2-53/88(P), dated 21.03.2002. (History at Page 94)
7. Added vide Notification No.CAB-I/2-26/82(S&GAD), dated 16.01.2003.

**RULES OF BUSINESS**

17-A. <sup>1</sup>	Information, Culture and Youth Affairs Department	(i) Director General of Public Relations, Punjab. (ii) Director General of Archaeology, Punjab.	(i) Punjab Council of Arts. (ii) Lahore Museum. (iii) Bahawalpur Museum. (iv) Nazria-e-Paksitan Foundation. (v) Pakistan Movement Workers Trust. (vi) Bab-e-Pakistan Trust. (vii) The Punjab Journalists Housing Foundation. <sup>2</sup> (viii) The Punjab Institute of Language, Art and Culture. <sup>3</sup>
17-B. <sup>4</sup>	Information Technology Department		Deleted. <sup>5</sup>
18.	Labour and Human Resource Department <sup>6</sup>	(i) Director of Labour Welfare, Punjab. (ii) Omitted. <sup>7</sup> (iii) Deleted. <sup>8</sup> (iv) Chairman, Minimum Wages Board, Punjab.	(i) Commissioner, Punjab Employees Social Security Institution. <sup>9</sup> (ii) Punjab Workers Welfare Board. <sup>9</sup>
19.	Law, Parliamentary Affairs and Human Rights Department <sup>10</sup>	(i) Solicitor to Government, Punjab. (ii) Advocate General, Punjab. (iii) Administrator General and Official Trustee, Punjab. (iv) Omitted. <sup>11</sup>	
19-A. <sup>12</sup>	Literacy and Non Formal Basic Education Department		
20.	Livestock & Dairy Development Department	(i) Director General (Extension), Punjab. (ii) Director General (Research), Punjab.	(i) Punjab Livestock Poultry & Dairy Development Board. (ii) Society for the Prevention of Cruelty to Animals (S.P.C.A.).
21.	Local Government & Rural Development Department	(i) Director General Local Government & Rural Development, Punjab. (ii) Chairman, Local Councils Election Authority, Punjab. (iii) Director General of Kachi Abadies. <sup>13</sup>	(i) Punjab Local Government Board. <sup>9</sup> (ii) Punjab Local Government Commission. <sup>9</sup>
21-A. <sup>14</sup>	Management and Professional Development Department	Director General, Punjab Institute of Management and Professional Development.	

1. Inserted vide Notification No.CAB-I/2-1/96, dated 24.02.1999.
2. Added vide Notification No. SO.CAB-I/2-1/96, dated 29.09.2004.
3. Added vide Notification No.SO.CAB-I/2-1/96, dated 18.01.2005.
4. Added vide Notification No.CAB-I/2-2/2001, dated 15.10.2001.
5. Deleted vide Notification No.CAB-I/2-2/2001, dated 28.03.2005. (History at Pages 94 & 95)
6. Substituted vide Notification No.CAB-I/2-20/82, dated 24.09.2002. (History at Page 95)
7. Omitted vide Notification No.CAB-I/2-2/99, dated 15.06.1999. (Original version at Page 95)
8. Deleted vide Notification No.CAB-I/2-53/88, dated 21.03.2002. (Original version at Page 95)
9. Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (History at Page 95)
10. Substituted vide Notification No.SO.CAB-I/2-47/85, dated 28.03.2006. (History at Page 95)
11. Omitted vide Notification No.CAB-III-2-48/85, dated 23.10.1986. (Original version at Page 95)
12. Added vide Notification No.CAB-I/2-1/2002, dated 30.08.2002.
13. Added vide Notification No.CAB-I-2-23/82, dated 25.05.1987.
14. Added vide Notification No.CAB-I/2-2/2002, dated 17.10.2002.

**RULES OF BUSINESS**

21-B. <sup>1</sup>	Mines and Minerals Department	(i) Director General of Mines and Minerals, Punjab. (ii) Chief Inspector of Mines.	Punjab Mineral Development Corporation.
22.	Planning and Development Department	(i) Director General, Agency for Barani Area Development. (ii) Omitted. <sup>2</sup> (iii) Director General Bureau of Statistics, Punjab. <sup>3</sup>	(i) Punjab Economic Research Institute. <sup>4</sup> (ii) Cholistan Development Authority. <sup>4</sup> (iii) Punjab Information Technology Board. <sup>5</sup>
23. <sup>6</sup>	Population Welfare Department	Director General Population Welfare, Punjab. <sup>7</sup>	
23-a. <sup>8</sup>	Public Prosecution Department	Prosecutor General, Punjab.	
23-A.	Omitted. <sup>9</sup>		
23-b. <sup>10</sup>	Relief and Crisis Management Department	Director General, Relief and Crisis Management.	
24. <sup>11</sup>	Omitted.		
25.	Revenue Department	(i) Director, Land Records, Punjab. (ii) Deleted. <sup>12</sup>	
26.	Services and General Administration Department <sup>13</sup>	(i) Director Anti-Corruption Establishment, Punjab. (ii) Omitted. <sup>14</sup> (iii) Deleted. <sup>15</sup> (iv) Deleted. <sup>16</sup> (v) Deleted. <sup>12</sup> (vi) Director General Protocol, Punjab. <sup>17</sup> (vii) Omitted. <sup>18</sup>	(i) National Institute of Public Administration, Lahore. (ii) Punjab Government Servants Benevolent Fund Board. (iii) Punjab Government Employees Welfare Fund Board. (iv) Deleted. <sup>15</sup> (v) Omitted. <sup>14</sup> (vi) Omitted. <sup>14</sup> (vii) Omitted. <sup>14</sup> (viii) The Punjab Government Servants Housing Foundation. <sup>19</sup>
<b><u>SPECIAL INSTITUTIONS</u></b>			
(i) High Court. <sup>20</sup> (ii) Office of the Provincial Ombudsman. <sup>20</sup> (iii) Punjab Service Tribunal. <sup>20</sup> (iv) Punjab Public Service Commission. <sup>20</sup>			

1. Added vide Notification No.CAB-I/2-53/88, dated 01.08.2003.
2. Omitted vide Notification No.CAB-I/2-6/82, dated 29.03.1992. (Original version at Page 96)
3. Substituted vide Notification No.CAB-I/2-6/82, dated 10.10.1990. (Original version at Page 96)
4. Substituted vide Notification No.CAB-III-2-13/82, dated 17.04.1986. (Original version at Page 96)
5. Added vide Notification No.CAB-I/2-2/2001, dated 28.03.2005.
6. Added vide Notification No.CAB-I/2-6/82, dated 29.03.1992.
7. Added vide Notification No.CAB-I/2-59/92(S&GAD), dated 30.09.2002.
8. Inserted vide Notification No.CAB-I/2-2/2005, dated 18.10.2005. (History at Page 97)
9. Omitted vide Notification No.SO.CAB-I/2-5/82, dated 04.01.2006 (Original version at Page 97)
10. Inserted vide Notification No.SO.CAB-I/2-2/2006, dated 13.05.2006
11. Omitted vide Notification No.SO.CAB-I/2-11/82, dated 27.06.2005. (Original version at Page 97)
12. Deleted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Pages 97 & 98)
13. Substituted vide Notification S.O.CAB-I/2-1/96, dated 24.02.1999. (Original version at Page 98)
14. Omitted vide Notification No.CAB-I/2-1/96, dated 24.02.1999. (Original version at Page 98)
15. Deleted vide Notification No.CAB-I/2-51/86, dated 04.02.1987. (Original version at Page 98)
16. Deleted vide Notification No.CAB-I/2-10/86, dated 30.07.1986. (Original version at Page 98)
17. Added vide Notification No.CAB-I-2-6/2000, dated 15.05.2002.
18. Omitted vide Notification No.SO.CAB-I/2-2/2006, dated 13.05.2006. (Original version at Page 98)
19. Added vide Notification No.CAB-I/2-2/2004, dated 05.06.2004.
20. Substituted vide Notification No.CAB-I/2-1/97, dated 02.03.1998. (Original version at Page 98)

**RULES OF BUSINESS**

27.	Social Welfare, Women Development and Bait-ul-Mal Department <sup>1</sup>	Director General, Social Welfare, Women Development & Bait-ul-Mal Punjab. <sup>1</sup>	(i) Punjab Social Services Board. <sup>2</sup> (ii) Punjab Bait-ul-Mal Council. <sup>2</sup> (iii) Punjab Welfare Trust for the Disabled. <sup>2</sup>
27-a. <sup>3</sup>	Special Education Department	Director, Special Education, Punjab.	
27-A. <sup>4</sup>	Sports Department	Director General Sports, Punjab.	Punjab Sports Board.
27-B. <sup>5</sup>	Tourism and Resort Development Department		(i) Tourism Development Corporation of Punjab. (ii) New Murree Development Authority.
28. <sup>6</sup>	Transport Department	Chairman, Provincial Transport Authority.	Punjab Road Transport Corporation.
28-A. <sup>7</sup>	Zakat and Ushr Department	Administrator, Zakat and Ushr Punjab.	

1. Substituted vide Notification No.CAB-I/2-3/96, dated 04.02.1998. (History at Page 99)
2. Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 99)
3. Added vide Notification No.CAB-I/2-3/2003, dated 01.10.2003.
4. Added vide Notification No.CAB-I/2-4/82 (Part-I), dated 01.09.2003.
5. Added vide Notification No.SO.CAB-I/2-1/2004, dated 21.04.2004.
6. Added vide Notification No.CAB-I/2-51/86, dated 04.02.1987.
7. Added vide Notification No.CAB-I/2-1/93, dated 27.03.1996.

**SCHEDULE – II**

**[See Rule 3(3)]**

**DISTRIBUTION OF BUSINESS AMONG DEPARTMENTS**

**AGRICULTURE DEPARTMENT**

1. (a) Agricultural Education, Training and Research including Agriculture University, Faisalabad and University of Arid Agriculture, Rawalpindi.<sup>1</sup>
  - (b) Adaptive Research and Research Farms.<sup>1</sup>
  - (c) Improvement of agricultural methods.
  - (d) Protection against insects, pests, prevention of plants diseases and quality control of pesticides.<sup>1</sup>
  - (e) Soil Fertility and Soil Conservation.
  - (f) Mechanisation, reclamation of land, use of agricultural machinery, ploughing, tube-wells, installations and research in Agricultural Engineering (Agricultural Machinery and Implements).
  - (g) Agricultural Information and Publications.
  - (h) Agricultural Statistics.
  - (i) Preparation and review of agricultural production strategy in coordination with district agriculture extension.<sup>2</sup>
2. Arboricultural Operations.
3. Floriculture and Government Botanical Gardens.<sup>1</sup>
4. Market Information & Intelligence System and matters common to all Market Committees.<sup>1</sup>
5. Agricultural Loans/subsidies.
6. Deleted.<sup>3</sup>
7. Water Management Planning, Research and Coordination.<sup>1</sup>
8. Production, multiplication and marketing of certified seed through Punjab Seed Corporation.
9. Deleted.<sup>3</sup>

---

<sup>1</sup> Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 100)

<sup>2</sup> Added vide Notification No.CAB-I/2-2/2000, dated 13.12.2001.

<sup>3</sup> Deleted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 100)



## **RULES OF BUSINESS**

10. Service matters except those entrusted to Services and General Administration Department.
11. Purchase of stores and capital goods for the Department.
12. Coordination and strengthening of research activities in Agriculture, Livestock, Irrigation, Forest and Fisheries Sector through Punjab Agriculture Research Board.<sup>1</sup>

## **AUQAF, RELIGIOUS AND MINORITIES AFFAIRS DEPARTMENT**<sup>2</sup>

1. Administration of –
  - (a) The Punjab Waqf Properties Ordinance, 1979.<sup>3</sup>
  - (b) West Pakistan Historical Mosques Cess Fund Ordinance, 1960; in its application to the Punjab.
2. Charitable and Religious Endowments.
3. Religious Trusts.
4. Muslim graveyards taken over by the Chief Administrator of Auqaf, Punjab under section 6 of the West Pakistan Waqf Properties Ordinance, 1961.
5. Management of, and repairs to Badshahi Mosque, Lahore.
6. Repairs to historical mosques and shrines from the Historical Mosques Cess Fund.
7. Mosques, shrines and other religious institutions under the control of the Chief Administrator of Auqaf, Punjab, except Historical monuments.<sup>4</sup>
8. Punjab Auqaf Academy.<sup>3</sup>
9. Central Auqaf Fund.
10. Religious Education Schemes.
11. Publication of books on Islamiat.
12. Budget under Grant No.31-Miscellaneous-749-Others-Contributions-749-649-Others.
13. Administration of Data Darbar Hospital, Lahore.
14. Service matters except those entrusted to Services and General Administration Department.
15. Haj Affairs.

<sup>1</sup> Added vide Notification No.CAB-1-2-2/2000, dated 13.12.2001.

<sup>2</sup> Inserted vide Notification No.SO.CAB-I/2-11/82, dated 27.06.2005. (History at Page 100)

<sup>3</sup> Substituted vide Notification No.CAB-1-2-2/2000, dated 13.12.2001. (Original version at Page 100)

<sup>4</sup> Substituted vide Notification No.CAB-1-2-11/82, dated 29.11.1987. (Original version at Page 101)

- 16.<sup>1</sup> Minorities affairs including -
- (a) Licenses under the Christian Marriage Act, 1872;
  - (b) Minority Advisory Council Punjab (MACP);
  - (c) Safeguarding the legitimate rights and interests of minorities;
  - (d) Promotion and welfare of minorities;
  - (e) Protection of minorities against discrimination;
  - (f) Coordination with the Federal Government regarding development schemes proposed by the minority members and matters relating to welfare of minorities; and
  - (g) All other matters relating to minorities.
17. Administration of Directorate Salaat.
18. Purchase of stores and capital goods for the Department.
- 19.<sup>2</sup> (a) Ittehad Bain-ul-Muslimeen Committee; and
- (b) Muttehida Ulema Board.

**BOARD OF REVENUE**

- (a) Administration.
- (b) Colonies Department.
- (c) Consolidation of Holdings Department.
- (d) Omitted.<sup>3</sup>
- (e) Revenue Department.

(a) **ADMINISTRATION**

- 1. All Administrative matters of the officers and staff posted/employed in the Board of Revenue, Punjab.
- 2. Budget and Accounts.
- 3. Delegation of Powers.
- 4. Distribution of subjects in Board of Revenue.
- 5. Maintenance of Library.
- 6. Maintenance of building and office equipment, etc.
- 7. Purchase of stores and capital goods for the Board.

---

<sup>1</sup> Substituted vide Notification No.CAB-1/2-5/82, dated 08.10.1987. (Original version at Page 101)

<sup>2</sup> Added vide Notification No.CAB-1/2-2/2000, dated 13.12.2001.

<sup>3</sup> Omitted vide Notification No.SO.CAB-1/2-5/82, dated 04.01.2006.

8. Management of the Board of Revenue Endowment Fund for Rural Education Trust.<sup>1</sup>

(b) **COLONIES DEPARTMENT**

1. Colonies.
2. (a) Colonization and disposal of State Lands in the Punjab.  
(b) Disposal and management of Nazul land.
3. Killa Gift Fund.
4. Thal Development.
5. Disposal of land surrendered under Martial Law Regulations 89/91.
6. Transfer of State Land from one Department to another Department.
7. Matters arising out of scheme relating to the grant of land to retired and retiring Government Servants,
8. Conferment of proprietary rights upon Colonists under specific terms & conditions.
9. Audit of Colony Accounts in the Punjab.
10. Jinnah Abadi Scheme.<sup>2</sup>
11. Allotment/transfer of land under the Colonization of Government Lands (Punjab) Act, 1912 and all other matters allied with, and incidental thereto, in respect of Cholistan Development Authority.<sup>3</sup>
12. Purchase of stores and capital goods for the Department.

**LAND COMMISSION**

13. Punjab Land Commission/Land Reforms:
  - (a) Abolition of Jagirs and Muafis.
  - (b) Ceiling areas and Shamlats.
  - (c) Compensations.
  - (d) Ejectment of tenants.
  - (e) Exemptions.
  - (f) Female dependents under Para 11 of Martial Law Regulation No.64.
  - (g) Impartiality and restrictions on alienation of land-appointment of Managers of Impartable Joint holdings.

---

<sup>1</sup> Added vide Notification No.CAB-I/2-5/82, dated 23.08.2003.

<sup>2</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 101)

<sup>3</sup> Substituted vide Notification No.CAB-1/2-5/82, dated 08.10.1987. (Original version at Page 101)

- (h) Intermediary interests - Abolition of Alla Milkiat.<sup>1</sup>
- (i) Offences and penalties.
- (j) Resumptions and Utilization of surplus lands.
- (k) Void transfers.<sup>1</sup>
- (l) Waqf, charitable and religious institutions.

(c) **CONSOLIDATION OF HOLDINGS DEPARTMENT**

Consolidation of Holdings.

- (d) Omitted.<sup>2</sup>
- 1. Omitted.<sup>2</sup>
- 2. Omitted.<sup>2</sup>
- 3. Omitted.<sup>2</sup>
- 4. Omitted.<sup>2</sup>
- 5. Omitted.<sup>2</sup>
- 6. Omitted.<sup>2</sup>
- 7. Omitted.<sup>2</sup>
- 8. Omitted.<sup>2</sup>
- 9. Omitted.<sup>2</sup>

(e) **REVENUE DEPARTMENT**

- 1. Land Revenue Administration:
  - (a) Assessment and Collection of land revenue development cess and surcharges thereon and Agricultural Income Tax;
  - (b) Land surveys and record of rights, including restrictions over transfer of title;
  - (c) Alienation of revenue;
  - (d) Deleted.<sup>3</sup>

---

<sup>1</sup>Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 101)

<sup>2</sup>Omitted vide Notification No.CAB-1/2-5/82, dated 04.01.2006. (Original version at Page 101)

<sup>3</sup>Deleted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 102)

- (e) Jagirs and Maufis - Punjab Abolition of Jagir Act;
  - (f) Religious endowment of land;
  - (g) Revenue Tribunal;
  - (h) Escheats;
  - (i) Pre-emption Law;
  - (j) Alienation of Land Act;
  - (k) Shamlat deh - Matters relating thereto.
2. Revenue field staff, District Establishment (Ministerial) - matters connected with their recruitment, training, pay, allowances, promotions, leave, postings and transfers except those entrusted to Services and General Administration Department.
  3. (a) Taccavi, for Land Improvement and other agricultural loans.  
(b) West Pakistan Money Lenders Ordinance and Usurious Loans Ordinance, 1959.  
(c) West Pakistan Relief of Indebtedness Ordinance, 1960.
  4. Compulsory acquisition of land, Land Acquisition Act and Rules made thereunder.
  5. Demarcation and rectangulation of land.
  6. Deleted.<sup>1</sup>
  7. Treasure trove.
  8. Registration of deeds and documents including registration fees.
  9. Copying Department.
  10. Court of Wards, Encumbered and attached Estates.
  11. Government Estates.
  12. Debt Conciliation Boards.
  13. Land Laws.
  14. Settlement and Re-assessment.
  15. Tenancy laws and relations between landlords and tenants.
  16. Water - Logging and salinity other than schemes relating thereto.
  17. Suspension & remission of land revenue and water rate.
  18. Crop Reports.

---

<sup>1</sup> Deleted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 102)

19. Muslim Personal Laws (Shariat) Application Act, 1962.
20. Change of names of Villages, Tehsils & Districts in the Punjab.
21. Conferment of Powers under the Revenue Laws.
22. Patwar Schools.
23. All matters relating to Katchery Compounds in the Divisional/District Offices under the Katchery Compound Fund Rules, 1937.
24. Transfer of Property Act.
25. Stamps & Court Fees, Judicial & Non-Judicial under Court Fees Act.
26. Printing & Revision of Gazetteers.
27. Deleted.<sup>1</sup>
28. Territorial adjustments and changes.
29. Boundary disputes.
30. Transfer of Revenue Record Pak-India.
31. Matters relating to District and Tehsil/Town, Office Buildings, etc. except actual construction, maintenance and repairs.<sup>2</sup>
32. Refund of revenue deposits lapsed before Independence.
33. Malba Cess Fund.
34. Printing, revision, publication and distribution of Revenue Manuals.
35. Lambardars.
36. Cattle Census.
37. Restitution and Redemption of Mortgaged Lands Act.
38. Evacuee Property Displaced Persons Law (Repeal) Act.
39. Residual Work of the defunct Settlement and Rehabilitation Department.
40. Purchase of stores and capital goods for the Department.
41. Budget & Accounts.

**EXPENDITURE**

1. 1512-Land Management (Land Records and Colonization).
2. 023-Tax Management (4-stamps).

---

<sup>1</sup> Deleted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 102)

<sup>2</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 102)

3. 023-Tax Management (Registration).
4. 529-Hill Torrent Establishment.
5. 10-District Administration.
6. Deleted.<sup>1</sup>
7. 10-Tehsil/Town Establishment.<sup>2</sup>
8. 10-Copying Agency Establishment.
9. Deleted.<sup>1</sup>
10. 575-Stationery & Printing.
11. Demarcation of Indo-Pakistan Boundary.

**RECEIPTS**

1. 0113-Agricultural Income Tax.
2. 0124-Land Revenue.
3. 0270-Stamps Duties.
4. 0123-Tax on Transfer of Property (Registration).
5. 1231-Sale proceeds of Unclaimed and Escheated Property Court Fees realized in Cash.
6. 1262-Embankment and Drainage Works - Direct Receipts - Hill Torrent/Sale of Water.
7. (a) 1264-Stationery-Sale of Plain paper used with stamps.  
(b) 1264-Sale proceeds of Cheque Books supplied from Stamp Store.
8. 1300-Miscellaneous Receipt-Examination Fees for Examination of Naib Tehsildars, Kanungos and Patwaris.
9. 1300-Miscellaneous Receipts.  
(a) 1390-Other sale of Land & houses etc.  
(b) 1390-Copying Agency Accounts.
10. 1320-Extraordinary Receipts.

---

<sup>1</sup> Deleted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Pages 102)

<sup>2</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 102)

**CHIEF MINISTER'S INSPECTION TEAM**

1. Inspect sample development projects throughout the province with the following objectives -
  - (i) that development projects are properly planned and are executed efficiently, expeditiously and economically with effective quality controls and to recommend appropriate action against the defaulting officials/departments;
  - (ii) that directives/orders of the Government regarding development projects are being fully implemented; and
  - (iii) that officials of National Building Departments and contractors are carrying out their duties, responsibilities and tasks properly and efficiently.
2. Deleted.<sup>1</sup>
3. Inspect or cause to be inspected all Government Departments including Police, Autonomous/Semi-Autonomous Bodies/Corporations, Institutions and Local Bodies to see whether or not these Departments/Agencies discharge their duties/functions efficiently and expeditiously and to bring serious observations to the notice of the Government together with recommendations for improvement.
4. Take cognizance of any important matter affecting Government/public interest and draw attention of the authorities concerned for appropriate action and place it before the Chief Minister for his consideration/order.
5. Entertain complaints of serious/urgent nature and pass these on to the concerned quarters for expeditious disposal or carry out investigation/probe directly as may be appropriate.
6. Undertake special assignments which may be entrusted to it under orders of the Chief Minister on any matter not specified in this Charter.
7. Any requisition made or assistance required by the Inspection Team in these regards shall be complied with promptly by all concerned.
8. Other Departments may assign specific important tasks to the Inspection Team with prior permission of the Chief Minister.
9. The Chairman, Chief Minister's Inspection Team shall submit his reports to the Chief Minister directly. Copies may be endorsed to the concerned departments/officials except those which may be of confidential nature.
10. The Chief Minister's Inspection Team shall maintain close liaison with Anti-Corruption Department and pass on cases which may be appropriate to be dealt with by them.
11. Purchase of stores and capital goods for the Inspection Team.
12. Service matters except those entrusted to Services and General Administration Department and Budgetary matters relating to the Department.<sup>2</sup>

---

<sup>1</sup> Deleted vide Notification No.SO.CAB-I/2-31/82, dated 26.12.2005. (Original version at Page 102)

<sup>2</sup> Added vide Notification No.CAB-I/2-21/82-A, dated 05.02.1987.



**COMMERCE AND INVESTMENT DEPARTMENT** <sup>1</sup>

1. Promotion of commerce and investment.
2. Coordination and implementation of Trade and Investment Policies of the Federal Provincial Governments.
3. Assistance to the Board of Investment in formulation and implementation of Investment Policies of the Federal Government.
4. Liaison with private sector, trade bodies and associations for their active participation in promotion of trade and investment.
5. Consideration of individual investment proposals and categories of investment requiring special treatment and additional incentives or relaxation of condition of criteria prescribed in existing policies.
6. Affairs of the Punjab Investment Board.
7. Service matters except those entrusted to S&GAD.
8. Purchase of stores and capital goods for the Department.

**COMMUNICATIONS AND WORKS DEPARTMENT**

1.
  - (a) Planning, designing, construction, equipment, maintenance and repairs of all Government buildings, residential and non-residential including rest houses, circuit houses and Punjab Houses;
  - (b) Evaluation, Fixation of Rent, Control, Management, leases and Sale of Government buildings;
  - (c) Water Supply and Sanitary Works pertaining to Government Buildings and Government Estates; except those assigned under main heading S&GAD under Serial No. 24.
2. Administration of West Pakistan Highways Ordinance, 1959.
3. Laying standards and specifications for various types of Roads and Bridges for the Province.
4. Planning and designing roads and connected works for the Department financed from Provincial and/or Central Funds.
5. Construction, maintenance, repairs and improvement of roads, bridges, culverts, causeways, boat bridges, motorized launches and ancillary bridges for the Highways Department financed from Provincial and/or Central Funds.

---

<sup>1</sup> Added vide Notification No.SO.CAB-I/2-53/88, dated 27.11.2004. (History at Page 102)

## **RULES OF BUSINESS**

6. Administration of roads, bridges and boat bridges Toll Collection and leases of land for Filling/Service Stations and access roads thereof on roads under the control of Highways Department.
7. Road Research and Material Testing.
8. Execution of works on behalf of other Agencies/Departments as Deposit Works.
9. Preparation of architectural plans/drawings of buildings of Provincial Government
10. Engineering training other than -
  - (i) Engineering University;
  - (ii) Engineering Colleges; and
  - (iii) Engineering Schools.
11. Service matters except those entrusted to Services and General Administration Department.
12. Purchase of stores and capital goods for the Department.
13. Execution of all Foreign Aided Projects.<sup>1</sup>

## **COOPERATIVES DEPARTMENT**

1. Co-operative Societies and Co-operative Banks.
2. National Scheme for Co-operative Farming.
3. Punjab Co-operative Union.
4. Co-operative Training College, Faisalabad.
5. Omitted.<sup>2</sup>
6. Co-operative Development Fund and Projects.
7. Appeals under Section 64 and 64(a) of the Co-operative Societies Act, 1925.
8. Development Schemes pertaining to Co-operatives.
9. Service matters except those entrusted to Services and General Administration Department.
10. Purchase of Stores and capital goods for the Department.

---

<sup>1</sup> Added vide Notification No.CAB-1/2-2/2000, dated 13.12.2001.

<sup>2</sup> Omitted vide Notification No.CAB-I/2-2/99, dated 15.06.1999. (Original version at Page 102)

**EDUCATION DEPARTMENT**

1. School and College Education –
  - (a) Primary Education.
  - (b) Secondary Education.
  - (c) Omitted.<sup>1</sup>
2. Universities and University Education excluding Agriculture University, Faisalabad.
3. Co-ordination of schemes for higher studies abroad.
4. Grant of scholarships.
5. Deleted.<sup>2</sup>
6. Promotion of scientific research.
7. Production and distribution of education and scientific films.
8. Organization of all Public Libraries including Municipal and other libraries and to keep liaison with Universities, Colleges and Special Libraries for improving the standard of research and scholarship and further development of Library Science.
9. Ancient manuscripts and historical records.
10. Deleted.<sup>3</sup>
11. Service matters except those entrusted to Services and General Administration Department.
12. Deleted.<sup>4</sup>
13. Purchase of stores and capital goods for the Department.
14. Improvement of Scientific, technological and professional education.<sup>5</sup>
15. Teachers training.<sup>6</sup>
16. Development of curriculum and text books.<sup>6</sup>

---

<sup>1</sup> Omitted vide Notification No.CAB-I/2-2/99, dated 15.06.1999. (Original version at Page 103)

<sup>2</sup> Deleted vide Notification No.CAB-I/2-3/2003, dated 01.10.2003. (Original version at Page 103)

<sup>3</sup> Deleted vide Notification No.CAB-I/2-4/82(Part-I), dated 01.09.2003. (Original version at Page 103)

<sup>4</sup> Deleted vide Notification No.CAB-I/2-1/2002, dated 30.08.2002. (Original version at Page 103)

<sup>5</sup> Added vide Notification No.CAB-1/2-4/82-P-II, dated 01.02.1988.

<sup>6</sup> Added vide Notification No.CAB-1/2-2/2000, dated 13.12.2001.

**EXCISE AND TAXATION DEPARTMENT**

1. Assessment and Collection of taxes on –
  - (a) Cotton Ginning.
  - (b) Motor Vehicles.<sup>1</sup>
  - (c) Professions, trades, callings, employments.<sup>1</sup>
  - (d) Hotels.<sup>1</sup>
  - (e) Duty on manufacturing, import, export of liquor, vend fee on retail sale of liquor and fees on grant and renewal of licenses/permits for liquor.<sup>2</sup>
2. Control of opium, hemp, narcotics, liquor and intoxicating preparation; import licences.<sup>1</sup>
3. Budget and Accounts relating to the following heads: -
  - (1) 6-Opium.
  - (2) VI-Opium.
  - (3) 8-Provincial Excise.
  - (4) VIII-Provincial Excise.
  - (5) 12-Charges on Account of Motor Vehicles Acts.
  - (6) XII-Receipts under Motor Vehicles Acts.
  - (7) 13-Other Taxes and Duties.
  - (8) XIII-Other Taxes and Duties.
4. Service matters except those entrusted to Services and General Administration Department.
5. Purchase of stores and capital goods for the Department.
6. Registration of Motor Vehicles as provided under Chapter III of the Provincial Motor Vehicles Ordinance, 1965 and the Rules framed thereunder.<sup>3</sup>
7. Policy matters relating to property tax.<sup>4</sup>

---

<sup>1</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 103)

<sup>2</sup> Added vide Notification No.CAB-1/2-2/2000, dated 13.12.2001.

<sup>3</sup> Added vide Notification No.CAB-1/2-19/82, dated 03.07.1989.

<sup>4</sup> Added vide Notification No.S.O.CAB-I/2-19/82, dated 14.12.2004.

**ENVIRONMENT PROTECTION DEPARTMENT** <sup>1</sup>

1. To formulate policies for environmental protection in the province.<sup>2</sup>
2. To act as administrative department of Environmental Protection Agency, Punjab.<sup>2</sup>
3. To coordinate and facilitate the functions and duties of Environmental Protection Agency, Punjab in carrying out the provisions of the Pakistan Environmental Protection Act, 1997.<sup>2</sup>
4. To coordinate with District Governments in implementation of environmental protection/preservation policies.<sup>2</sup>
5. To request government departments/agencies to furnish any information or data relevant to the tasks of environmental protection.<sup>2</sup>
6. To attend to the service and administrative matters of EPD / EPA staff at Provincial Headquarters and in District Governments except those entrusted to Services and General Administration Department.<sup>2</sup>
7. To undertake any other duties and functions assigned by the Provincial Government.<sup>2</sup>
8. To identify need for legislation and propose new laws in the field of environment.<sup>2</sup>

**FINANCE DEPARTMENT**

1. Management of Public funds i.e. -
  - (a) Supervision and control of Provincial finances;
  - (b) Preparation of Provincial budget;
  - (c) Preparation of Supplementary estimates and demands of excess grants;
  - (d) Appropriations and re-appropriations; and
  - (e) Ways and means.
2. Matters concerning Appropriation Accounts, Finance Accounts, Public Accounts and Public Accounts Committee.<sup>2</sup>
3. Framing of financial rules for guidance of departments and supervision of maintenance of accounts.
4. Framing of Civil Service Rules applicable to all Government servants and interpretation thereof.
5. Floatation and administration of Provincial Loans.
6. Examination and advice on matters affecting directly or indirectly the finances of the Province.

---

<sup>1</sup> Added vide Notification No.CAB-I/2-14/82, dated 31.01.1996.

<sup>2</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Pages 104-105)

## **RULES OF BUSINESS**

7. (a) Grants, contributions, other allowances and honoraria, contingencies, recoveries from and payment to Government Departments and cases relating to money matters generally, such as defalcations, embezzlements and other losses;
- (b) emoluments, pensions and allowances; and
- (c) loans and advances to Government servants.
8. Administration of public revenue save as otherwise provided.
9. Assets and Liabilities Committees.
10. Banking.
11. Communication of financial sanctions.
12. Examination of all proposals for the increase or reduction of taxation.
13. Creation of new posts and examination of schemes of new expenditure.
14. Audit matters of Provincial receipts and expenditure.<sup>1</sup>
15. Public Debt.
16. Local Fund Audit Department.<sup>1</sup>
17. Treasuries and Sub-Treasuries.
18. Service matters except those entrusted to Services and General Administration Department.
19. Purchase of stores and capital goods for the Department.

## **FOOD DEPARTMENT**

1. Voluntary Procurement of Wheat.
2. Deleted.<sup>2</sup>
3. Deleted.<sup>2</sup>
4. Deleted.<sup>2</sup>
5. Deleted.<sup>2</sup>
6. Control over Flour Mills & Sugar Mills etc.
7. Administration of Food Laws except the Pure Food Ordinance, 1960 and the rules framed thereunder.<sup>3</sup>

---

<sup>1</sup>Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 105)

<sup>2</sup>Deleted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 105)

<sup>3</sup>Substituted vide Notification No.SO.CAB-I/2-16/88, dated 27.06.2005. (Original version at Page 105)

8. Planning and construction of additional storage accommodation.
9. Service matters except those entrusted to S&GAD.
10. Purchase of stores and capital goods for the Department.
11. Administration of Border Check Posts for monitoring of wheat movements out of the Province.<sup>1</sup>

**FORESTRY, WILDLIFE AND FISHERIES DEPARTMENT**<sup>2</sup>

1. Scientific Management of existing public forest estates to maximize production of wood & minor forest produce and to create new forest resources.
2. Management of watersheds to conserve soil & water and to improve the productivity of land.
3. Management of range lands to boost production of forage and livestock.
4. Promotion of social/farm forestry private lands.
5. Establishment of amenity forests and recreational parks.
6. Raising of tree plantation for strategic purposes in consultation with the National Sub-Committee on Defence Planting.
7. Education of the public for tree planting and provision of technical and advisory services on matters of afforestation to the-people and other Government Departments.
8. Research and training in various disciplines of forestry, wildlife, fisheries and sericulture.
9. Acquisition and transfer of forest lands. Notification/de-notification in respect of reserve, protected and unclassed forests.
- 10.<sup>3</sup> (a) Management of Zoological Gardens; and  
(b) Promotion, Protection and Conservation of Wildlife.
11. Conservation and promotion of fisheries in private and public sectors.
12. Development planning, budgeting and maintenance of accounts.
13. Implementation of provisions of enactments relating to Forestry, Wildlife and Fisheries and rules framed thereunder.<sup>2</sup>
14. Service matters except those entrusted to S&GAD.
15. Purchase of stores and capital goods for the Department.

<sup>1</sup> Added vide Notification No.CAB-1/2-2/2000, dated 13.12.2001.

<sup>2</sup> Substituted vide Notification No.SO.CAB-I/2-1/2004, dated 21.4.2004. (Original version at Page 105)

<sup>3</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 106)

16. Development Schemes pertaining to the Department. <sup>1</sup>
17. Deleted. <sup>2</sup>
18. Deleted. <sup>2</sup>
19. Deleted. <sup>3</sup>
20. Scientific management of Guzara Forest. <sup>4</sup>
21. Omitted. <sup>5</sup>
22. Omitted. <sup>5</sup>

**GOVERNOR'S SECRETARIAT**

1. Remuneration and Privileges of the Governor.
2. Governor's House.
3. Deleted. <sup>6</sup>
4. Service and establishment matters except those entrusted to Services and General Administration Department.
5. Purchase of stores and capital goods for the Department.
6. VIP Flight, Government of the Punjab. <sup>7</sup>

**HEALTH DEPARTMENT**

1. <sup>4</sup> Health Management, Planning and Policy. <sup>1</sup>
2. <sup>1</sup> Policy matters relating to guidelines regarding:
  - (a) Prevention and control of infectious and contagious diseases;
  - (b) Tuberculosis;
  - (c) Eradication/Control of Malaria;
  - (d) Lepers Act;
  - (e) Treatment of patients bitten by rabid animals;

---

<sup>1</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 106)

<sup>2</sup> Deleted vide Notification No.SO.CAB-1/2-1/2004, dated 21.4.2004. (Original version at Page 106)

<sup>3</sup> Deleted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 106)

<sup>4</sup> Added vide Notification No.CAB-1/2-2/2000, dated 13.12.2001.

<sup>5</sup> Omitted vide Notification No.CAB-1/2-2/82, dated 31.07.1994. (Original version at Page 106)

<sup>6</sup> Deleted vide Notification No.CAB-1/2-46/85, dated 07.12.1988. (Original version at Page 106)

<sup>7</sup> Added vide Notification No.CAB-1/2-8/82, dated 19.10.1993.



- (f) Adulteration of foodstuffs through administration of the Pure Food Ordinance, 1960 and the rules framed thereunder; <sup>1</sup>
- (g) Nutrition Surveys;
- (h) Nutrition and publicity in regard to food;
- (i) Deleted. <sup>2</sup>
- (j) Vaccination and inoculation;
- (k) Maternity and Child Welfare; and
- (l) Port Quarantine.

3.<sup>3</sup> **Medical Profession -**

- (a) Regulation of medical and other professional qualifications and standards;
- (b) Medical Practitioners (National Service) Act, 1950;
- (c) Medical registration including Medical Council;
- (d) Indigenous systems of medicine;
- (e) Medical Attendance of Government Servants;
- (f) Guidelines regarding levy of fee by Medical Officers.<sup>3</sup>

4.<sup>3</sup> Medical and Nursing Council.

5.<sup>3</sup> Medical education including medical schools and colleges and institution for dentistry.

6.<sup>3</sup> Control of medicinal drugs, poisons and dangerous drugs (Drugs Act and Rules).

7.<sup>3</sup> Medical Institutions, Chemical Examination Laboratories and Blood Transfusion Services in the Province including Blood Bank.

8.<sup>3</sup> Collection, compilation, registration and analysis of vital health statistics and estimation of population for future projections.

9.<sup>3</sup> Service matters except those entrusted to S&GAD.

10.<sup>3</sup> Purchase of stores and capital goods for the Department.

11.<sup>3</sup> Matters relating to Nursing - <sup>4</sup>

- (a) Administrative control of the entire Nursing Cadre in the Province in respect of those working under the Provincial Health Department or in the Teaching Hospitals;

---

<sup>1</sup> Substituted vide Notification No.SO.CAB-I/2-16/88, dated 27.06.2005. (Original version at Page 106)

<sup>2</sup> Deleted vide Notification No.CAB-1-2-13/82-A, dated 11.02.1988. (Original version at Page 106)

<sup>3</sup> Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001 (History at Page 106)

<sup>4</sup> Added vide Notification No.CAB-III-2-13/82, dated 17.04.1986.

- (b) Education (Local and Foreign) service and pay structure of Nursing Cadre;
- (c) Preparation of Development Schemes, Budget, Schedule of New Expenditure and ADP proposals.

**HOME DEPARTMENT**

1. Public Order and internal security.
2. Political intelligence and censorship.
3. Administration of Justice - Constitution and organization of Courts except the High Court.
4. Criminal Law and Criminal Law Procedure.
5. Criminal Lunatics.
6. Evidence and Oaths.
7. Arms ammunition and military stores.
8. Control of petroleum and explosives.
9. Public Amusement - Control over places, performances and exhibitions.
10. Crime reports.
11. All matters connected with Police establishment and administration including -
  - (a) Police Rules;
  - (b) Police Works; and
  - (c) Grant of gallantry awards.
12. Prisons, Reformatories, Remand Homes, Borstal and similar institutions, classification and transfer of prisoners; State, Political and Martial Law prisoners; Good Conduct Prisoners and Promotional Release Act.
13. Extradition and deportation.
14. Civil Defence and A.R.P.
15. Compensation for loss of property of life due to civil commotion or while on duty.
16. Rent Control and requisitioning of property.
17. Smuggling.
18. Clubs.

19. Collective fines.
20. Hoarding and black-marketing.
21. War Book.
22. Defence Planning Schemes.
23. Protection of key points and Vital Installations.
24. Commutation and remission of sentences; mercy petitions.
25. Preventive detention and administration of press.
26. Omitted.<sup>1</sup>
27. Border incidents including incidents where diplomatic action is required.
28. Pilgrims and pilgrimages except Haj Affairs.
29. Political pensions, mutiny allowances and Jagirs.
30. Homeguard and territorial forces.
31. Questions of domicile and applications for Emergency/Nationality/Naturalization Certificates.
32. Registration of Europeans and British subjects.
33. Recovery of missing persons.
34. Prohibited maps.
35. Enemy property and schedule of persons and firms specified as enemy.
36. Matters connected with the Navy, Army, or Air Force or Pakistan Marine Service or any other armed forces –
  - (a) Territorial Force Act and Auxiliary Force Act;
  - (b) Recruitment work for the Defence Services, including admission of cadets to military institutions;
  - (c) Appointment of Honorary Recruiting Officers;
  - (d) Recommendation for the grant of temporary, honorary and permanent commission;
  - (e) Naval and Military Works;
  - (f) Sailors, Soldiers and Airmen's Boards;
  - (g) Forfeiture and restoration of military pensions;

---

<sup>1</sup> Omitted vide Notification No.SO.CAB-I/2-2/2005, dated 18.10.2005. (Original version at Page 107)

- (h) Verification of antecedents of persons employed in Defence Services;
  - (i) Camping Ground; and
  - (j) War Injury Scheme.
37. Border Military Police and Baluch Levey, Dera Ghazi Khan.
  38. Afghan refugees and allowances.
  39. Service matters except those entrusted to Services and General Administration Department.
  40. Liaison with Defence Authorities.
  41. Grant of stipends and agricultural land as reward for distinguished services in any field.
  42. Enforcement of provisions of Motor Vehicles Ordinance 1965 and rules framed thereunder relating to control of traffic and inspection and checking of Motor Vehicles for the purposes of traffic control.
  43. The Official Secret Act, 1923.
  44. The Enemy Agent Act, 1943.
  45. The Pakistan Control of Entry Act, 1952.
  46. Appointment of non-official visitors for the Jails.
  47. Judicial Lock-ups.
  48. Issue of Jail Certificates to Indian Nationals.
  49. Extension of visas/stay in Pakistan of Indian nationals and other foreigners.
  50. Road permits to foreigners to travel to India.
  51. Purchase of stores and capital goods for the Department.
  52. Omitted.<sup>1</sup>
  53. Omitted.<sup>1</sup>
  54. Omitted.<sup>1</sup>
  55. Application of the Punjab Destitute and Neglected Children Act, 2004 and rules framed thereunder.<sup>2</sup>

---

<sup>1</sup> Omitted vide Notification No.SO.CAB-I/2-2/2005, dated 18.10.2005. (Original version at Page 107)

<sup>2</sup> Added vide Notification No.CAB-I/2-24/82, dated 30.09.2004.

**HOUSING, URBAN DEVELOPMENT & PUBLIC HEALTH ENGINEERING DEPARTMENT** <sup>1</sup>

1. Provincial and Regional Spatial Planning.<sup>2</sup>
2. Deleted.<sup>3</sup>
3. Housing.
4. Administration of Punjab Land Acquisition (Housing) Act, 1973.
5. Deleted.<sup>3</sup>
6. Housing loans and investments.
7. Deleted.<sup>4</sup>
8. Improvement Trust Act.
9. The Lahore Development Authority, 1975 and the Development of Cities Act, 1976.<sup>5</sup>
10. Matters relating to Public Health Engineering Department including its Establishment.
11. Water supply, Drainage and Sanitary Schemes.
12. Service matters except those entrusted to Services and General Administration Department.
13. Purchase of stores and capital goods for the Department.

**INDUSTRIES DEPARTMENT** <sup>6</sup>

1. Planning and Development of Industries including Cottage Industries.
2. Deleted.<sup>3</sup>
3. Loans and subsidies to industries.
4. Deleted.<sup>3</sup>

<sup>1</sup> Substituted vide Notification No.CAB-I/2-14/82, dated 15.03.1997. (Original version at Page 107)

<sup>2</sup> Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 107)

<sup>3</sup> Deleted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Pages 107 & 108)

<sup>4</sup> Deleted vide Notification No.CAB-I/2-14/82, dated 31.01.1996. (Original version at Page 107)

<sup>5</sup> Substituted vide Notification No.CAB-I/2-14/82, dated 15.10.2002. (Original version at Page 107)

<sup>6</sup> Substituted vide Notification No.SO.CAB-I/2-53/88, dated 27.11.2004. (Original version at Page 107)

5. Industrial Control.
6. Control on prices and distribution of civil supplies.
7. Deleted.<sup>1</sup>
8. Industrial exhibitions within the province.<sup>2</sup>
9. Survey of Industries.
10. Deleted.<sup>1</sup>
11. Deleted.<sup>1</sup>
12. Deleted.<sup>1</sup>
13. Deleted.<sup>1</sup>
14. All cases relating to the Boilers Act, 1923 and Companies Ordinance, 1984.<sup>2</sup>
15. Deleted.<sup>1</sup>
16. Deleted.<sup>3</sup>
  - (a) Deleted.<sup>3</sup>
  - (b) Deleted.<sup>3</sup>
  - (c) Deleted.<sup>3</sup>
  - (d) Deleted.<sup>3</sup>
  - (e) Deleted.<sup>1</sup>
17. Printing and Stationery -
  - (a) Government Book Depot-supply of official publications of the Provincial Government and exchange of publications with Central and other Provincial Governments;
  - (b) Purchase, Servicing and Condemnation of typewriters and duplicators;
  - (c) Establishment and budget of Provincial Press and Stationery Office;

---

<sup>1</sup> Deleted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Pages 108)

<sup>2</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 108)

<sup>3</sup> Deleted vide notification No.CAB-I/2-53/88, dated 01.08.2003. (Original version at Page 108)

- (d) Monthly income and expenditure statements of Government Presses;
  - (e) Procurement of Stationery (both indigenous and imported) and its supply to Departments;
  - (f) Printing and binding at Private and Government Presses;
  - (g) Local Purchase of Stationery; and
  - (h) Printing and Stationery Manual.
18. Allocation of Stationery to Departments and disposal of waste paper.
  19. Inventions, Designs and Trade Marks.
  20. The Provincial Advisory Panel for Industry.
  21. Chambers and Association of Commerce and Industry.
  22. Deleted.<sup>1</sup>
  23. Matters relating to Punjab Industrial Development Board (Defunct).<sup>2</sup>
  24. Service matters except those entrusted to Services and General Administration Department.
  25. Purchase of stores and capital goods for the Department.
  26. Matters relating to the Technical Education and Vocational Training Authority.<sup>3</sup>

## **IRRIGATION AND POWER DEPARTMENT**

1. **Irrigation and Drainage -**
  - (a) Rivers and Riverain Surveys.
  - (b) Barrages-Construction work and all matters connected therewith.
  - (c) Construction and Maintenance of Canals.
  - (d) Tube-wells and other Water Utilization Schemes.
  - (e) Flood Control and Flood Protection Schemes.
  - (f) Drainage Scheme.
  - (g) Land Reclamation Scheme.

---

<sup>1</sup> Deleted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page108)

<sup>2</sup> Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Pages108 & 109)

<sup>3</sup> Added vide Notification No.CAB-1/2-2/99, dated 15.06.1999.

- (h) Storage of Water and construction of Reservoirs.
- (i) Basic and Applied Research in Irrigation Hydraulics, ground water and Land Reclamation.
- (j) Administration of Canal and Drainage Act, 1973.
- (k) Administration of the Soil Reclamation Act, 1952.
- (l) Administration of the Land Improvement Tax Act, 1975.
- (m) Assessment of Water Rates.
- (n) Distribution of Canal Waters.

**2. Power Sector -**

- (a) Administration of Electricity Act, 1910 and Electricity Rules, 1937.
- (b) Administrative control & check on the work of Electric Inspectors Lahore and Multan. All technical matters including court cases relating to the offices of Electric Inspectors.
- (c) Implementation of Punjab Cinematograph Rules, 1976 read with Motion Picture Ordinance, 1979 relating to the use of electricity and cinematograph apparatus in cinemas.
- (d) Electrical accidents in connection with generation, transmission, distribution and use of electric energy.
- (e) Standardization of specifications in respect of electric appliances, machinery & installations.
- (f) Matters connected with distribution of Power and Area Electricity Boards.
- (g) Acquisition, revocation or amendment of Licenses of Electric Supply Undertaking and approval of loads.
- (h) Matters connected with electricity duty under the West Pakistan Finance Act, 1964 and Rules thereunder.
- (i) Regulation controlling and granting Electrical Contractor Licenses and Supervisors Competency Certificate and other matters connected with Licensing Board Lahore and Multan.
- (j) Matters connected with village electrification including formulation and devising criterion for selection of villages.
- (k) Matters connected with Tube-well electrification.



3. Service matters except those entrusted to Services and General Administration Department.
4. Purchase of stores and capital goods for the Department.

**INFORMATION, CULTURE AND YOUTH AFFAIRS DEPARTMENT** <sup>1</sup>

1. Publicity and Public Relations.
2. Deleted.<sup>2</sup>
3. Promotion of National integration and cultural activities and organization of relevant seminars and symposia.
4. Administration of Press Laws relating to newspapers, books, magazines, pamphlets, posters, etc. and printing presses, excepting the functions etc., entrusted to the Home Department.
5. Control on the reproduction (Publication/printing) of books and literary works of foreign origin.
6. Enforcement of Motion Pictures Ordinance, 1979 and the rules framed thereunder.
7. Observance of National Days.
8. Provision of Official Address System.
9. Policy and procedure regarding release of official and semi-official advertisement through media of press.
10. Public Opinion Survey.
11. Liaison with Newspapers, News Agencies, Radio and Television.
12. Facilities for the journalistic profession including accreditation of Press Correspondent and Press Photographers, etc.
13. Films and documentaries, including permission for exhibition of films of foreign Embassies/Missions.
14. Reference, research and publication relating to Publicity material.
15. Co-ordination with the Federal Government on all matters relating to Press, Publicity and Protocol.
16. Promotion of Art, Culture and Literature.

---

<sup>1</sup> Added vide Notification No.CAB-1/2-1/96, dated 24.02.1999.

<sup>2</sup> Deleted vide Notification No.CAB-1/2-6/2000, dated 25.01.2003. (Original version at Page 109)

17. Museums.
18. Financial Aid to the bereaved families of Journalists and eminent “Men of Letters”.
19. Grant-in-Aid to Cultural and Literary Bodies.
20. Development of Schemes pertaining to Art and Culture.
21. Service matters except those entrusted to S&GAD.
22. Purchase of stores and capital goods for the Department.
23. Conservation of all Historical monuments in the Province.
24. Coordination of activities of Youth Organizations.
25. Arranging seminars/exhibitions etc., relating to such events as International Youth Year, National Youth Festivals, Sports events, etc.
26. Arranging Inter- Provincial and International visits by the Youth delegation.
27. Application of the Punjab Journalists Housing Foundation Act, 2004 and rules framed thereunder.<sup>1</sup>
28. Administration of the Punjab Institute of Language, Art and Culture Act, 2004.<sup>2</sup>

**INFORMATION TECHNOLOGY DEPARTMENT** <sup>3</sup>

1. Implement IT Policy/IT Action Plan in the province of Punjab.
2. Evaluate current rules and regulations of departments/agencies of Government of the Punjab and identify those rules and policies that limit their ability to bring their services on to the Internet.
3. Devise appropriate standards and safeguards for managing and securing electronic data and publish policies that define how data is collected, used, shared and retained in Government departments/agencies.
4. Develop security policy for management of electronic data.
5. Control of and liaison with District IT Departments.
6. Conduct campaign to inform citizens about the availability of and benefits from electronic data.

---

<sup>1</sup> Added vide Notification No. SO.CAB-I/2-1/96, dated 29.09.2004.

<sup>2</sup> Added vide Notification No.SO.CAB-I/2-1/96, dated 18.01.2005.

<sup>3</sup> Added vide Notification No.CAB-I/2-2/2001, dated 15.10.2001.

## **RULES OF BUSINESS**

7. Collect & evaluate statistics to determine patterns for use of electronic data in the public sector.
8. Coordinate with the departments of Government of the Punjab to ensure that the web contents on official websites of departments stay current.
9. Develop strategies for sharing common information by the departments of Government of the Punjab.
10. Coordinate activities among departments/agencies and various levels of government for the smooth functioning of the Government.
11. Pre-qualify firms to provide IT consultancy, software development and IT products to the Government.
12. To coordinate with both public sector departments and private sector agencies in the field of Information Technology.
13. Service matters of IT cadre both at Provincial and District level, except those entrusted to S&GAD.

## **LABOUR AND HUMAN RESOURCE DEPARTMENT**<sup>1</sup>

1. Welfare of Labour and maintenance of industrial peace.<sup>2</sup>
2. Implementation of Labour Laws, both Central and Provincial.
3. Labour Legislation (Provincial).
4. Deleted.<sup>3</sup>
5. Omitted.<sup>4</sup>
6. Omitted.<sup>5</sup>
7. Administration of Labour Courts.
8. Implementation of Weights and Measures Enactment.
9. Administration of:
  - a) Punjab Employees Social Security Institution.
  - b) Minimum Wages Board.
  - c) Wages Boards.
10. Deleted.<sup>6</sup>

<sup>1</sup> Substituted vide Notification No.CAB-I/2-20/82, dated 24.9.2002. (Original version at Page 109)

<sup>2</sup> Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 109)

<sup>3</sup> Deleted vide Notification No.CAB-I/2-2/2003, dated 31.12.2003. (Original version at Page 109)

<sup>4</sup> Omitted vide Notification No.CAB-I/2-20/82, dated 24.9.2002. (Original version at Page 109)

<sup>5</sup> Omitted vide Notification No.CAB-I/2-2/99, dated 15.6.1999. (Original version at Page 110)

<sup>6</sup> Deleted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 110)

## **RULES OF BUSINESS**

11. Service matters except those entrusted to Services and General Administration Department.
12. Purchase of stores and capital goods for the Department.
13. Education and grant of scholarships to the children of industrial workers.<sup>1</sup>
14. Accurate need assessment of the human resource in the Province.<sup>2</sup>
15. Act as a bridge between the employers and job seekers.<sup>2</sup>
16. Facilitate gainful employment, minimize unemployment and guide unemployed youth towards economic sustainability in interim period.<sup>2</sup>

## **LAW, PARLIAMENTARY AFFAIRS AND HUMAN RIGHTS DEPARTMENT** <sup>3</sup>

1. Conduct of Government litigation, including -
  - (a) Omitted.<sup>4</sup>
  - (b) Omitted.<sup>4</sup>
  - (c) filing and defending civil suits against Government and public servants.
2. Advice to Departments on all legal matters including interpretation of laws, rules and orders having the force of Law.
3. Appointment, removal, transfer, leave, fees, etc. of Advocate General, Additional Advocate General, Assistant Advocate General, Government Law Officers, Special Counsel and Legal Advisors for Local Governments, Statutory Bodies, Autonomous or Semi-Autonomous Institutions.<sup>5</sup>
4. Matters relating to legal practitioners, including scale of fees.
5. Defence of pauper accused in the courts and fees to pleaders for such defence.
6. Civil Law and Procedure.
7. Matters relating to the Provincial Legislature including salaries allowances and privileges of the Speaker, Deputy Speaker and Members of the Provincial Assembly.<sup>6</sup>
8. Scrutiny and drafting of Bills, Ordinances, notifications, rules, regulations, statutory orders and bye-laws.
9. Scrutiny of non-official bills.
10. Constitutional legislation.
11. Codification of laws and printing of Acts and Ordinances.

<sup>1</sup> Added vide Notification No.CAB-1/2-20/82, dated 03.09.1990.

<sup>2</sup> Added vide Notification No.CAB-1/2-20/82, dated 24.09.2002.

<sup>3</sup> Substituted vide Notification No.SO.CAB-1/2-47/85, dated 28.03.2006. (Original version at Page 110)

<sup>4</sup> Omitted vide Notification No.CAB-1/2-24/82, dated 21.07.2004. (Original version at Page 110)

<sup>5</sup> Substituted vide Notification No.SO.CAB-1/2-2/2005, dated 18.10.2005. (Original version at Page 110)

<sup>6</sup> Substituted vide Notification No.CAB-III-2-48/85, dated 23.10.1986. (Original version at Page 110)

12. Appointment of Administrator General and Official Trustee.
13. Service matters except those entrusted to Services and General Administration Department.
14. Purchase of stores and capital goods for the Department.
15. Review of human rights situation in the Province of Punjab including implementation of laws and policies.<sup>1</sup>
16. Co-ordination of activities of Government Departments, Bodies and Institutions in respect of human rights.<sup>1</sup>
17. Obtaining information, documents and reports on complaints and allegations of human rights violations, from Government Departments, Bodies and Institutions.<sup>1</sup>
18. Refer and recommend investigation and inquiries in respect of any incident of violation of human rights.<sup>1</sup>
19. Visit of Police Stations, Prisons, Borstal Jails, Women and Juvenile refuge Centres, Hospitals, Factories, Brick Kilns and other Institutions providing public service and to report to the competent authorities for necessary action against violation of human rights.<sup>1</sup>
20. Initiatives for harmonization of provincial legislation and practices with the international human rights covenants and agreements to which Pakistan is a party and monitoring their implementation.<sup>1</sup>
21. Developing and conducting information programmes to foster public awareness of human rights, laws and remedies available against the abuse of human rights.<sup>1</sup>
22. Human rights N.G.Os — co-ordination.<sup>1</sup>
23. Provincial Human Rights Commission — establishment and matters connected therewith.<sup>1</sup>

**LITERACY AND NON FORMAL BASIC EDUCATION DEPARTMENT**<sup>2</sup>

1. Promotion of literacy through non-formal means.
2. Research and development to achieve objectives for higher literacy rate.
3. Adult education.
4. Training of teachers and material development for Non-Formal Education.
5. Service matters except those entrusted to S&GAD.
6. Purchase of stores and capital goods for the Department.

---

<sup>1</sup> Inserted vide Notification No.SO.CAB-I/2-47/85, dated 28.03.2006.

<sup>2</sup> Inserted vide Notification No.CAB.I/2-1/2002, dated 30.08.2002.

**LIVESTOCK AND DAIRY DEVELOPMENT DEPARTMENT**

1. Matters relating to:
  - (a) Development of Livestock Farms and Semen Production.<sup>1</sup>
  - (b) Deleted.<sup>2</sup>
  - (c) Development of Poultry Farms.
  - (d) Deleted.<sup>2</sup>
  - (e) Veterinary Training.
  - (f) Policy matters regarding prevention of cruelty to animals.<sup>1</sup>
2. Diagnosis of animal diseases.<sup>1</sup>
3. Production of Biologicals.<sup>1</sup>
4. Research in various disciplines of livestock production and health.
5. Service matters except those entrusted to Services and General Administration Department.
6. Purchase of stores and capital goods for the Department.

**LOCAL GOVERNMENT AND RURAL DEVELOPMENT DEPARTMENT**

1. Matters relating to:
  - (a) Local Governments.<sup>1</sup>
  - (b) Elections, Election Petitions / Writ Petitions and Civil Suits in regard to Local Councils.
  - (c) Deleted.<sup>2</sup>
  - (d) Directorate of Local Government and Rural Development Department and their subordinate offices.
  - (e) Local Taxation and Local Rates.
  - (f) Deleted.<sup>2</sup>
  - (g) Punjab Local Government Commission.<sup>3</sup>
  - (h) Defunct Local Councils dissolved under the provisions of the Punjab Local Government Ordinance, 2001.<sup>3</sup>

<sup>1</sup>Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Pages 110 & 111)

<sup>2</sup>Deleted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 111)

<sup>3</sup> Added vide Notification CAB-I/2-2/2000, dated 13.12.2001.

## **RULES OF BUSINESS**

2. Policy matters regarding registration of Births, Deaths and Marriages by Local Governments.<sup>1</sup>
3. Development Funds and Development Schemes of Local Governments pertaining to Local Funds.<sup>1</sup>
4. Grant-in-Aid for Local Governments.<sup>1</sup>
5. Deleted.<sup>2</sup>
6. All matters relating to the Local Council Services.
7. Framing/approval of rules and regulations under the Punjab Local Government Ordinance, 2001.<sup>1</sup>
8. Cattle Trespass Act, 1871.
9. Hackney Carriage Act, 1879 and Stage Carriage Act, 1961.
10. Coordination of Census work.
11. Deleted.<sup>2</sup>
12. Deleted.<sup>2</sup>
13. Training, Research and Evaluation.
14. Seminars, Conventions and Publications.
15. Purchase of stores and capital goods for the Department.
16. Service matters except those entrusted to Services and General Administration Department.
17. Matters relating to Kachi Abadies.<sup>3</sup>

## **MANAGEMENT AND PROFESSIONAL DEVELOPMENT DEPARTMENT**<sup>4</sup>

1. Train the Government officers and officials.
2. Research house for policy matters.
3. Focal point of all internal and external training for the Civil Servants and employees of Provincial Government for training need assessment in consultation with the concerned departments and training institutes.
4. Clearing house of all management related consultancies and out-sourcing of any management function.

---

<sup>1</sup> Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 111)

<sup>2</sup> Deleted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 111)

<sup>3</sup> Added vide Notification No.CAB-1/2-23/82, dated 25.05.1987.

<sup>4</sup> Added vide Notification No.CAB-1/2-2/2002, dated 17.10.2002.

## **RULES OF BUSINESS**

5. Create an effective linkage with the private sector so that the bureaucratic structures, processes and procedures absorb suitable patterns and practices from that sector.
6. Act as engine of re-engineering of process and procedures of the bureaucracy.
7. Train the probationers of the Provincial Civil Service or its successor service cadre.
8. Undertake resource generation for itself through extending suitable, useful and acceptable training and project consultancy for the private sector.
9. Prepare and implement modern comprehensive concept of internship based on merit and competitiveness.
10. Effective collaborative arrangement and linkages with relevant institutions both in the public and private sectors.
11. External evaluation of training activities of other training institutes in the Province.

## **MINES AND MINERALS DEPARTMENT**<sup>1</sup>

1. Geological Surveys.
2. Development of mineral resources and regulation of mines.
3. Mineral rules.
4. Grant and transfer of prospecting licenses and mining leases.
5. Service matters except those entrusted to S&GAD.
6. Purchase of stores and capital goods for the Department.
7. Welfare of Mine Workers.<sup>2</sup>

## **PLANNING AND DEVELOPMENT DEPARTMENT**

1. Preparing the Annual Development Programme in co-ordination with all departments of the Government (esp. Finance Department).
2. Monitoring the utilization of ADP funds during a financial year.
3. Coordinating the Provincial Government's views on economic policy issues.
4. Conducting research in economic issues of interest to the Provincial Government.
5. Determining policy for the approval of development schemes in the Provincial Government. As the Secretariat for the Provincial Development Working Party, it also acts as a clearing house for development schemes within the competence of the Federal Government (ECNEC/CDWP).

---

<sup>1</sup> Added vide Notification No.CAB-1/2-53/88, dated 01.08.2003.

<sup>2</sup> Added vide Notification No.CAB-I/2-2/2003, dated 31.12.2003.



6. Coordinating External Capital Assistance for the Provincial Government.
7. Coordinating training in economic development for all officers serving with the Provincial Government.
8. Preparing Five Year and other Provincial Development Plans.
9. Acting as a catalyst between different development departments in order to improve the pace and quality of economic development in the Province.
10. Development of Barani Areas.
11. Deleted.<sup>1</sup>
12. Service matters except those entrusted to Services and General Administration Department.
13. Purchase of stores and capital goods for the Department.
14. Matters relating to development and administration in respect of Cholistan Development Authority.<sup>2</sup>
15. Implementation relating to development and administration in respect of foreign assisted/funded projects in the province.<sup>3</sup>

**POPULATION WELFARE DEPARTMENT** <sup>4</sup>

1. Provision of motivational services for Population Welfare and establishment of contact with the clients at all levels.
2. Provision of Family Welfare Services in Urban and rural areas, including clinical and non-clinical contraception, through Family Welfare, Centres, Reproductive Health Services Establishments, Mobile Service Units, and establishments of Provincial Line Departments.
3. Supply of Contraceptives and medicines to clients through the network of community distribution points and other agencies involves in Population Welfare Programme.
4. Implementation of publicity and communication strategy.
5. Conducting research and studies in matters relating to Population Welfare and Population control.
6. Promotion of community involvement and participation in Population Welfare activities.

---

<sup>1</sup> Deleted vide Notification No.CAB-I/2-6/82, dated 29.03.1992. (Original version at Page 112)

<sup>2</sup> Inserted vide Notification No.CAB-1/2-5/82, dated 08.10.1987. (Original version at Page 112)

<sup>3</sup> Added vide Notification No.CAB-1/2-6/82, dated 09.03.1998.

<sup>4</sup> Added vide Notification No.CAB-I/2-6/82, dated 29.03.1992. (History at Page 112)

7. Co-ordination of Population Welfare policies and programmes/projects with other nation-building Departments at district and local levels.
8. Setting up of Advisory Management Committees and Population Welfare Councils at various administrative levels.
9. Any other activity relating to Population control and Population Welfare that the Provincial or Federal Government may specify.
10. Service matters except those entrusted to Services and General Administration Department.
11. Purchase of stores and capital goods for the Department.

**PUBLIC PROSECUTION DEPARTMENT**<sup>1</sup>

1. Conduct of Government criminal litigation, including –
  - (a) representations and prosecutions in criminal cases; and
  - (b) criminal appeals, appeal against acquittal or conviction, criminal revisions, applications for enhancement of sentences, criminal miscellaneous applications and criminal petitions before the Supreme Court.
2. Opinion to other departments on issues relating to criminal litigation.
3. Filing and defending criminal cases involving the Government.
4. Advice to the other departments in the following cases:
  - (a) before instituting criminal proceedings in a court of law in which the Government or any of its employee is involved in his official capacity; and
  - (b) whenever criminal proceedings are instituted against the Government or any of its employee for an act or omission in his official capacity.
5. Appointment, removal, transfer, leave, fees, etc. of Prosecutor General, Punjab, Public Prosecutors and Special Public Prosecutors.
6. Service matters except those entrusted to Services and General Administration Department.
7. Purchase of stores and capital goods for the Department.

---

<sup>1</sup> Inserted vide Notification No.CAB-I/2-2/2005, dated 18.10.2005. (History at Page 112)

**RELIEF AND CRISIS MANAGEMENT DEPARTMENT** <sup>1</sup>

1. Policy formulation and monitoring of rehabilitation work of the calamities affected population.
2. Relief and Rehabilitation of War displaced persons.
3. Famine Relief Fund and funds for calamities such as flood, locusts, earthquake etc.
4. Punjab Flood Commission – Planning for preventive and protective measures against Floods and Rains.
5. Maintenance and distribution of Chief Minister’s Relief Fund.
6. Budget estimates under the head 481 – Relief Measures.
7. Settlement and rehabilitation of Non-Bengalies repatriated from Bangladesh.
8. Strengthening of disaster and crisis management capacity for effective and coordinate response at all levels.
9. Assessment and evaluation of losses for providing relief to the affectees.
10. Service and budgetary matters except those entrusted to Services and General Administration Department.
11. Purchase of stores and capital goods for the Department.

**SERVICES AND GENERAL ADMINISTRATION DEPARTMENT** <sup>2</sup>

1. Cabinet work, including –
  - (a) Cabinet appointments, salaries and privileges of Ministers; and
  - (b) All Secretarial work of the Cabinet including convening of meetings.
2. General Coordination.
3. Honours, Awards and Sanads for public services.
4. Cypher and other Codes.

---

<sup>1</sup> Inserted vide Notification No.SO.CAB-I/2-2/2006, dated 13.05.2006.

<sup>2</sup> Substituted vide Notification S.O.CAB-I/2-1/96, dated 24.02.1999. (Original version at Page 112)

5. Ceremonials including –
  - (a) Warrant of Precedence, Table of Precedence and Protocol;
  - (b) Pakistan Flag Rules;
  - (c) Civil Uniforms;
  - (d) Court mournings; and
  - (e) Liveries and Clothing Rules.
6. Holidays.
7. Office management, including –
  - (a) Civil Secretariat and Government Offices generally;
  - (b) Secretariat standing orders; and
  - (c) Memorials and petitions standing orders.
8. Preparation of Civil List and Official Gazette.
9. Service Rules (other than Civil Service Rules) relating to various Service and posts and interpretation thereof.
10. Service Associations.
11. Rights and interests of members of Services.
12. Matters connected with the All Pakistan Services and other Federal Services.
13. Matters connected with the recruitment, training, pay, allowances, promotion, leave, posting & transfer of:
  - (i) Provincial Civil Service (Executive Branch).
  - (ii) Provincial Civil Service (Judicial Branch).
  - (iii) Punjab Secretariat (Section Officers) Service.
  - (iv) Ministerial establishment of the Provincial Secretariat.
14. Administrative matters relating to High Court.
15. Maintenance of the Register of Memorials addressed to the President, withheld by the Provincial Government.
16. Re-employment of retired officers.
17. Anti-Corruption.
18. Appointment of Commissions of Inquiry or panel of officers in cases of misconduct of Government servants.

19. Organization and Methods including:
  - (a) Periodic Review of the organization, staff, functions and procedure of the Departments, Attached Departments and Subordinate Offices and suggestions for improvement thereof;
  - (b) Improvement of general efficiency and economic execution of Government business;
  - (c) Advice regarding proper utilization of stationery and printing resources of the Government;
  - (d) Training in Organization and Method;
  - (e) Suggestions scheme;
  - (f) Preparation of Manuals;
  - (g) Career pattern of Government employees;
  - (h) Review of the staffing pattern of Government Departments;
  - (i) Simplification of forms and procedures;
  - (j) Departmental examinations;
  - (k) In-service/pre-service training of ministerial employees and Section Officers (Probationers);
  - (l) Matters connected with Training of the National Institute of Public Administration, Lahore and Karachi and Pakistan Academy for Rural Development, Peshawar (Divisional level courses);
  - (m) Matters connected with Training of the National Institute of Public Administration, Lahore; and
  - (n) O&M Assignments.
20. Administrative matters relating to Public Service Commission.
21. Matters relating to Martial Law.
22. Government Archives.
23. Framing and alteration of Rules of Business for Provincial Government and allocation of Business among Ministers.
24. Provision of residential accommodation to Government servants:
  - (i) Sponsoring and coordination of schemes relating to the construction of pooled Government accommodation for residences as well as offices in the Punjab;

N.B. Maintenance, additions, alternation and improvements in respect of such schemes shall continue to rest with Communications and Works Department.

- (ii) Matters relating to the sponsoring and coordination of schemes in respect of construction of new court rooms for Magistrates in Punjab;

N.B. Board of Revenue would continue to maintain court rooms of the Magistrates situated in the building/premises of Revenue Office at all levels.

- (iii) Allotment of residential accommodation including requisitioning of private houses for residential purposes and assessment of rent at Lahore;
- (iv) Civil Secretariat Complex; and
- (v) General coordination in the above matters.

24-A. Deleted.<sup>1</sup>

25. Monitoring the implementation of Government policies.

26. Personal rights, privileges and dignities of ex-Rulers of former States (excluding Frontier States).

27. Affairs relating to the tribes of the former excluded area of Dera Ghazi Khan District.

28. Official Language Committee.

29. High Officers Reservation.

30. Identity cards for Civil Officers.

31. Compilation of the list of persons dismissed/debarred from future employment under the Provincial Government for submission to the Government of Pakistan.

32. Partition work.

33. Absorption of surplus staff and allied matters.

34. Expeditious finalization of delayed pension and G. P. Fund cases.

35. Employees welfare schemes.

36. Administrative matters relating to Punjab Service Tribunal.

37. West Pakistan Essential Services Maintenance Act.

---

<sup>1</sup> Deleted vide Notification No.CAB-1/2-8/82, dated 19.10.1993. (Original version at Page 112)

- 38.<sup>1</sup> (i) Standardization of stores/equipment etc. of common use of all Departments;
- (ii) Examination and approval of the recommendations of the departmental standardization of stores/equipment etc. of specialized nature to be used by a particular Department;
- (iii) Approval of amendments/deletions etc. in the list of standardized stores/equipment etc., proposed by the Departmental Standardization Committee;
- (iv) Control of Liaison Office (Supply) Karachi/Lahore; and
- (v) Issuance of Purchase Manual and its amendments/clarifications etc. whenever required in consultation with Finance Department.
39. Administrative matters relating to the Office of the Provincial Ombudsman.<sup>2</sup>
40. Protocol.<sup>3</sup>
41. Omitted.<sup>4</sup>
42. Omitted.<sup>4</sup>
43. Omitted.<sup>4</sup>
44. Omitted.<sup>4</sup>
45. Omitted.<sup>4</sup>
46. Omitted.<sup>4</sup>
47. Omitted.<sup>4</sup>

**SOCIAL WELFARE, WOMEN DEVELOPMENT AND BAIT-UL-MAL DEPARTMENT**<sup>5</sup>

**SOCIAL WELFARE WING**

1. (a) Creation of social awareness by motivational methods.
- (b) Professional and financial assistance to registered voluntary social welfare agencies.
- (c) Socio-economic development of the people particularly women.
- (d) Training and rehabilitation of the destitute and under-privileged and neglected sections of the society such as orphans, widows and destitute etc. except those entrusted to Home Department.<sup>6</sup>

<sup>1</sup> Amended vide Notification No.CAB-1/2-51/86, dated 04.02.1987. (Original version at Pages 112-113)

<sup>2</sup> Added vide Notification No.CAB-1/2-1/97, dated 02.03.1998.

<sup>3</sup> Added vide Notification No.CAB-1/2-6/2000, dated 25.01.2003.

<sup>4</sup> Omitted vide Notification No.SO.CAB-I/2-2/2006, dated 13.05.2006. (Original version at Page 113)

<sup>5</sup> Substituted vide Notification No.CAB-I/2-3/96, dated 04.02.1998. (Original version at Page 114)

<sup>6</sup> Added vide Notification No.CAB-I/2-24/82, dated 30.09.2004.

- (e) Training and Rehabilitation of the handicapped and chronically sick.
- (f) Eradication of social evils.
- (g) Relief and rescue services during calamities and National Emergency.
- (h) Omitted.<sup>1</sup>

**WOMEN DEVELOPMENT WING**<sup>2</sup>

- (i) Overall social and economic uplift of women through promotion, coordination and monitoring of execution of national policies on gender and international commitments adopted by Government of Pakistan relating to gender and development.<sup>3</sup>
- (ii) Promotion of investment in women development programmes to achieve the goals of gender equality and to promote gender-aware policy formulation and programme implementation.<sup>3</sup>
- (iii) Research studies and surveys about women related issues and problems for identifying areas of immediate actions and development and for promotion of gender-aware policy formulation and programme implementation.<sup>3</sup>
- (iv) Formulation of policies, proposing and implementing legislation on social and economic rights and privileges of women.<sup>3</sup>
- (v) Training in income generation skills and rendering opportunities of income generation to poor women in both urban and rural areas.
- (vi) Strengthening linkages with other departments and agencies in Federal and Provincial governments; and, ensuring women development programmes to get due share in future policies and budgetary allocations.
- (vii) Provision of technical support and expertise for gender mainstreaming in all government departments and agencies.<sup>4</sup>

**BAIT-UL-MAL WING**<sup>5</sup>

1. Relief and rehabilitation of the poor and the needy particularly poor widows and orphans.
2. Educational assistance to the poor and deserving students.
3. Medical assistance to the poor.
4. Assistance to registered NGOs including those registered under the voluntary Social Welfare Agencies (R&C) Ordinance 1961.

---

<sup>1</sup> Omitted vide Notification No.CAB-1/2-1/93, dated 27.03.1996. (Original version at Page 114)

<sup>2</sup> Substituted vide Notification No.CAB-1/2-1/93, dated 27.03.1996. (Original version at Page 114)

<sup>3</sup> Substituted vide Notification No.CAB-I/2-1/94, dated 03.03.2005. (Original version at Page 114)

<sup>4</sup> Added vide Notification No.CAB-I/2-1/94, dated 03.03.2005.

<sup>5</sup> Added vide Notification No.CAB-1-2-32/96, dated 04.02.1998.



5. Activities relating to charitable purpose.
6. Any other purpose of public utility particularly where the beneficiaries are the disadvantaged section of the society.
7. Any other purpose approved by the Council.
8. Collection of voluntary donations including Sadqat, Khairat and Attiat.
9. Compilation and collection of data regarding number of beneficiaries and the amount utilized.

**SPECIAL EDUCATION DEPARTMENT**<sup>1</sup>

1. Formulation of policies for special education in the province.
2. Matters related to education and vocational training of disabled children, including those suffering from hearing or visual impairments, mental retardation, physical disability/disabilities.
3. Teachers' training.
4. Printing of Braille Books.
5. Development of curriculum.
6. Sports of special children and other related matters.
7. Development schemes except those falling under the competence of District Government.
8. Service matters except those entrusted to Services and General Administration Department.
9. Purchase of stores and capital goods for the Department.

**SPORTS DEPARTMENT**<sup>2</sup>

1. Promotion of Sports.
2. Establishment and running of coaching/training camps and sports academies.
3. Formulation and implementation of sports policies of the Government.
4. Liaison with Pakistan Sports Board, Boards of other Provinces.
5. Affairs of Sports Associations, Federations, Organizations and Clubs.
6. Provision and maintenance of stadia, gymnasia, play fields, sports hostels and administrative control over them in the Punjab.
7. Talent scouting, sports competitions, promotion of sports gears for such events.
8. Incentives to prominent/promising sportsmen, organizers, coaches.

---

<sup>1</sup> Inserted vide Notification No.CAB-I/2-3/2003, dated 01.10.2003. (History at Page 115)

<sup>2</sup> Added vide Notification No.CAB-I/2-4/82(Part-I), dated 01.09.2003. (History at Page 115)

## **RULES OF BUSINESS**

9. Production of films and publication of literature; establishment of research/reading facilities for the promotion and development of sports.
10. Extend services to the personnel in the form of refresher courses, training and coaching programmes, seminars, conferences and workshops etc.
11. Enhancement of expertise through the latest technological and professional training in the country/abroad.
12. Liaison with all DCOs in the Province to ensure effective functioning of Sports Committees and Associations for the projection of policies of the Government.
13. Any other activity deemed appropriate for promotion of sports in the province.
14. Service matters except those entrusted to S&GAD.
15. Purchase of stores and capital goods for the Department.

## **TOURISM AND RESORT DEVELOPMENT DEPARTMENT**<sup>1</sup>

1. Planning, development, management and administration of Tourist Towns/Resorts.
2. Promotion of Tourism in the province of the Punjab.
3. Promotion of Hotel Industry in the province of the Punjab.
4. Development, planning, budgeting and maintenance of accounts.
5. Application of the New Murree Development Authority Act, 2004.
6. Implementation of provisions of enactments and rules framed thereunder relating to Tourism and Resort Development Department.
7. Development schemes of the Department.
8. Research and training in various disciplines of tourism [~~and sericulture~~].<sup>2</sup>
9. Coordination with District Governments in implementation of Tourism and Resort policies.
10. Purchase of stores and capital goods for the Department.
11. Service matters except those entrusted to Services and General Administration Department.

---

<sup>1</sup> Added vide Notification No.CAB-I/2-1/2004, dated 21.04.2004. (History at Page 115)

<sup>2</sup> Deleted vide Notification No.SO.CAB-I/2-1/2004, dated 26.10.2004.

**TRANSPORT DEPARTMENT**<sup>1</sup>

1. Chapter VII and VIII of Motor Vehicles Act, 1939.
2. Administration of the West Pakistan Motor Vehicles Ordinance, 1965 and rules framed thereunder except Control of Traffic, registration, inspection and checking of Motor Vehicles.<sup>2</sup>
3. Punjab Requisitioning of Stage Carriage (Temporary Powers) Ordinance, 1970 (Ordinance No. XIII of 1970).
4. Stage Carriage (Cancellation of Permits of Absentees) Regulation (Martial Law Regulation No.56 of 1969) and the West Pakistan Stage Carriage (Cancellation of Permits of Absentees) Rules, 1969.
5. Punjab Provincial Transport Authority and Regional Transport Authorities in the Province and Punjab Road Transport Corporation.
6. Punjab Bus Stand Traffic Control (Lahore) Ordinance, 1963.
7. Punjab Bus Stand and Traffic Control (Gujranwala) Ordinance, 1963.
8. Office Establishment and Budgetary matters relating to the Department.
9. Route Permits, fare/freights, matters relating to traffic speeds, loading, parking and halting places, exemption cases of vehicles under Motor Vehicles Ordinance and Rules Grouping of stage carriages.
10. Payment of compensation in accident cases of Private/Public Sectors and allied matters.
11. Policy regarding students concession and Nationalization of Road Transport.
12. Inspection & Certification of Road worthy Vehicles.
13. Maintenance/management of Public Bus Stands throughout the Province.
14. Transport Policy and Planning.
15. Administration of Motor Vehicles Examiners.
16. Purchase of stores and capital goods for the Department.
17. Service matters except those entrusted to Services and General Administration Department.

---

<sup>1</sup> Added vide Notification No.CAB-I-2-51/86, dated 04.02.1987.

<sup>2</sup> Substituted vide Notification No.CAB-1/2-2/82, dated 03.07.1989. (Original version at Page 115)

**ZAKAT AND USHR DEPARTMENT<sup>1</sup>**

**ZAKAT WING**

1. Execution of the policy laid down and decision taken by the Central and Provincial Councils.
2. Supervision and guidance of Local, Tehsil and District Zakat Committees.
3. Disbursement of Zakat funds to Local Zakat Committees, Deeni Madars and welfare institutions.
4. Compilation and collection of data regarding number of beneficiaries and the amount utilized.
5. Arrangements for training of Chairman and Members of Zakat Committees and officers associated with Zakat work.
6. Mobilization of public opinion about voluntary contribution of Zakat.
7. Purchase of stores and capital goods for the Department.
8. Service matters except those entrusted to the Services and General Administration Department.

**USHR WING**

9. Supervision and guidance of Local, Tehsil and District Zakat Committees.
10. Valuation of Ushr.
11. Compilation and collection data regarding realization and expenditure of Ushr.
12. Compilation and collection data regarding departmental schemes carried out within jurisdiction of Zakat and Ushr Committees out of ushr collected by the Committees.

---

<sup>1</sup> Added vide Notification No.CAB-I/2-1/93, dated 27.03.1996.

**SCHEDULE-III**

**PART-A**

**[See Rule 12(1)]**

**List of cases requiring orders of Governor on the advice of Chief Minister**

1. Summoning and prorogation of the Assembly.
2. Dissolution of the Assembly except when an appeal to electorate is necessary.
3. Promulgation of Ordinances.
4. Advocate General, Additional Advocate General, Assistant Advocate General, appointment, removal, resignation, and terms and conditions of service.
5. Framing of Rules for the custody of the Provincial Consolidated Fund and other matters as provided.
6. Reports relating to the Accounts of the Province.
7. High Court - Recommendations for the appointment of Judges.
8. Reference to the Council of Islamic Ideology.
9. Making of Rules of Procedure of the Assembly.
10. Rules of Business.
11. Appointment of officers on the Secretariat staff of the Governor.
12. Mercy Petitions against sentences of death.
13. All cases relating to personal rights, privileges and dignities of ex-Rulers of former States.
14. Cases under the High Court Judges (Leave, Pension and Privileges) Order, 1970.
15. Appointment, resignation and removal of Provincial Ministers.
16. Omitted.<sup>1</sup>
17. Omitted.<sup>1</sup>
18. Omitted.<sup>2</sup>
19. Omitted.<sup>2</sup>
20. Omitted.<sup>3</sup>
21. Omitted.<sup>3</sup>
22. Omitted.<sup>3</sup>
23. Omitted.<sup>3</sup>

---

<sup>1</sup> Omitted vide Notification No.CAB-1/2-8/82, dated 19.12.1993. (Original version at Page 116)

<sup>2</sup> Omitted vide Notification No.SO (CAB-I) 2-46/85-III, dated 31.10.1993. (Original version at Page 116)

<sup>3</sup> Omitted vide Notification No.CAB-1/2-8/82, dated 17.02.1997. (Original version at Pages 116-117)

**SCHEDULE-III**

**PART-B**

**[See Rule 12(2)]**

**The cases and papers to be submitted to the Governor for information**

1. All periodical reports by Administrative and Executive Officers of a political nature or relating to Law and Order such as the fortnightly reports submitted by Commissioners, Deputy Commissioners and Situation Reports submitted by the Police.
2. Intelligence Reports.
3. Summaries for the Cabinet, Minutes and Decisions of their meetings.
4. Reports of Commissions of Inquiries appointed by the Governor.
5. Annual Report of the Punjab Public Service Commission.
6. All documents issued by the Finance Minister pertaining to the Annual Budget.
7. All other important cases involving questions of policies and principles.

**SCHEDULE-III**

**PART-C**

**[See Rule 12(3)]**

**List of cases to be submitted to the Governor for his orders to be made with the previous approval of the President of Pakistan:**

1. Appointment of the Chief Minister.
2. Dissolution of Cabinet which has lost the confidence of the Provincial Assembly.
3. Dissolution of Provincial Assembly when an appeal to the electorate is necessary.
4. Appointment of Caretaker Cabinet, where the Governor dissolves the Provincial Assembly.

**SCHEDULE-IV**

[See Rule 21(1)]

**List of cases relating to appointments, promotions, postings and transfers to be submitted to Chief Minister before issue of orders**

<b>Sr. No.</b>	<b>Name of Department</b>	<b>Name of Post</b>
1	Communications and Works Department	Chief Engineers.
2	Co-operatives Department	(I) Registrar, Co-Operative Societies. (II) Chief Auditor Audit Cell, Co-operative Societies Department.
3	Education Department	Additional Directors Public Instructions and Principals of Degree Colleges if required to be filled by officers above the rank of Deputy Director. <sup>1</sup>
4	Forest Department	Posts in Forest Department above the rank of Conservator.
5	Health Department	Principals of Medical Colleges if required to be filled by officers above the rank of Director.
6	Industries Department	Additional Director, Industries.
7	Irrigation Department	Chief Engineers.
8	Labour and Human Resource Department	Joint Directors Labour Welfare. <sup>2</sup>
8-A	Omitted <sup>3</sup>	
8-B	Omitted <sup>3</sup>	
9	Omitted <sup>4</sup>	
10	Omitted <sup>4</sup>	
11	Omitted <sup>3</sup>	

<sup>1</sup> Substituted vide Notification No.CAB-I/2-2/2000, dated 13.12.2001. (Original version at Page 117)

<sup>2</sup> Substituted vide Notification No.CAB-1/2-20/82, dated 20.02.1994. (Original version at Page 118)

<sup>3</sup> Omitted vide Notification No.CAB-1/2-8/82, dated 12.09.1995. (Original version at Pages 118-119)

<sup>4</sup> Omitted vide Notification No.SO(CAB-I)2-46/85-III, dated 20.10.1993. (Original version at Page 118)



**RULES OF BUSINESS**

12 <sup>1</sup>	Home Department	(i) Additional Inspector General of Police. (ii) Deputy Inspectors General of Police. (iii) Superintendents of Police.
13 <sup>1</sup>	Services and General Administration Department	(i) Deleted. <sup>2</sup> (ii) District Coordination Officers. <sup>3</sup> (iii) Members Board of Revenue. (iv) Posts in the Provincial Secretariat of and above the rank of Additional Secretary. (v) Posts of and above the rank of Director Information. (vi) Deputy Secretaries in the Punjab Civil Secretariat, District & Sessions Judges/ Additional District & Sessions Judges (except transfers).
14 <sup>1</sup>	<b>General:</b> (a) Department concerned through Services and General Administration Department	(i) All Heads of Attached Department. (ii) All Heads of Regional Offices. (iii) All other appointments of the rank, status and emoluments of District Coordination Officers & above. <sup>3</sup> (iv) Chairman and Members of Statutory Corporations under the control of Government of Punjab. (v) Appointments of Executive District Officers except Executive District Officer (Education) and Executive District Officer (Health) in the District Governments. <sup>4</sup>
	(b) Department concerned	All appointments under Statutory Corporations and Bodies which are required to be made or approved by Government.
	(c) Department concerned	All other posts in BPS-19 & above (except transfers to posts under the High Court).

<sup>1</sup> Added vide Notification No.CAB-1/2-8/82, dated 17.02.1997.

<sup>2</sup> Deleted vide Notification No.CAB-I/2-2/2000, dated 25.02.2002. (Original version at Page 119)

<sup>3</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 119)

<sup>4</sup> Substituted vide Notification No.SO(CAB-I)2-2/2000(P-III), dated 29.07.2006. (Original version at Page 119)

**SCHEDULE-V**

**[See Rule 21(2)]**

**Authorities competent to make transfers to and from the Secretariat**

(i)	Officers of all Pakistan Service	Services and General Administration Department in consultation with the Department concerned
(ii)	Heads of Attached Department and equivalent posts	Services and General Administration Department in consultation with the Department concerned
(iii)	Head of Regional Offices	Services and General Administration Department in consultation with the Department concerned
(iii-a)	Executive District Officers (EDOs) <sup>1</sup>	Chief Secretary
(iv)	Officers shown in the Schedule IV, other than those specified above, in the Secretariat.	
(v)	Secretaries	Services and General Administration Department
(vi)	Section Officer/Under Secretaries and other officers of equivalent rank: a) within the same Department. b) to and from an Attached Department. c) within the Secretariat from one Department to another.	Secretary Services and General Administration Department Services and General Administration Department
(vii)	Officials below the rank of Section Officers: a) within the same Department. b) to and from an Attached Department/Regional Office. c) within the Secretariat from one Department to another.	Secretary Services and General Administration Department Services and General Administration Department

<sup>1</sup> Added vide Notification No.CAB-I/2-2/2000, dated 25.02.2002.

**SCHEDULE-VI**

**[See Rule 21(4)]**

**Tenure Posts**

1.	Chief Secretary and Additional Chief Secretary	4 years
2.	Secretaries, Additional Secretaries, Joint Secretaries and Deputy Secretaries who are not members of the Secretariat Service	3 years
3.	Section Officers who are not members of the Secretariat Service	3 years
4.	Heads of Attached Departments	3 years
5.	Principal of Medical College/ College of Community Medicines/de'Montmorency College of Dentistry/ Dean Post Graduate Medical Institute	5 years
6.	District Coordination Officers, Executive District Officers and the Heads of Regional Offices <sup>1</sup>	3 years
<b>Note:</b> The tenure mentioned above may be extended or curtailed by the Chief Minister.		

<sup>1</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 120)

**SCHEDULE-VII****PART-A****[See Rule 5(2)]****List of cases to be submitted to Chief Minister for his approval before issue of orders**

<b>Sr. No.</b>	<b>Cases</b>	<b>Reference of Article of the Constitution</b>
1.	Annual Budget Statement.	122
2.	Authentication of the Schedule of authorized expenditure.	123
3.	Laying of Supplementary Statement of expenditure before the Provincial Legislature.	124
4.	Cases in which Federal Government has issued direction.	149
5.	Complaints to the Council of Common interests about any executive action or legislation taken or passed or proposed to be taken or passed or the failure of any authority to exercise any of their powers with respect to the use, distribution or control of water from any natural source of supply.	155
6.	Bill or amendment in respect of matters for which the provincial legislature has power to enact to be introduced or moved in the Provincial Legislature during the State of Emergency.	232
7.	Proposals involving major change in the functions or powers of Secretaries, Board of Revenue and Heads of Attached Departments. <sup>1</sup>	
8.	All cases which are liable to involve Government into controversy with Federal Government or with another Provincial Government.	

<sup>1</sup>Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 120)

**RULES OF BUSINESS**

9.	All cases which may have a bearing on relations with a Foreign Government.	
10.	Cases regarding the conditions of services or promotion of or disciplinary action against members of all Pakistan Services or holders of appointments normally held by them. Cases to be referred to the Federal Government shall be shown to Chief Minister both before a reference is made to the Federal Government as well as before final orders are issued.	
11.	Recommendations for the grant of honour and awards.	
12.	Selection of officers of the rank of Secretaries to Government and above for appointment under the Federal Government.	
13.	Matters of policy in which Minister proposes to rescind an order passed by his predecessor in office.	
14.	All statutory appointments under corporations and bodies of the status of Additional Secretary or above which are required to be made or approved by Government.	
15.	(a) All cases relating to appointment and promotion of officers in Grade 19 or above and officers of equivalent rank and status. (b) All cases relating to disciplinary action against BS-20 and above officers at the stage of initiation of disciplinary proceedings and imposition of a major penalty under any law/rules for the time being in force. <sup>1</sup>	
16.	Omitted. <sup>2</sup>	

<sup>1</sup> Substituted vide Notification No.CAB-1/2-2/2000, dated 13.12.2001. (Original version at Page 120)

<sup>2</sup> Omitted vide Notification No.CAB-1/2-8/82, dated 17.10.1993. (Original version at Page 120)

**RULES OF BUSINESS**

17.	Appointment of Parliamentary Secretaries and determination of their pay and allowances.	
18.	Appointment of Advisers and Special Assistants to the Chief Minister and determination of their pay and allowances. <sup>1</sup>	
19.	Omitted. <sup>2</sup>	
20.	All cases of relaxation of Service Rules. <sup>3</sup>	

<sup>1</sup> Added vide Notification No.CAB-1/2-46/85, dated 08.12.1988.

<sup>2</sup> Omitted vide Notification No.CAB-1/2-8/82, dated 12.09.1995. (Original version at Page 120)

<sup>3</sup> Added vide Notification No.CAB-1/2-8/82, dated 17.02.1997.

**SCHEDULE-VII**

**PART – B**

**[See rules 5(3)]**

**List of cases to be submitted to the Chief Minister for information**

1. All periodical reports of Heads of Departments and proposed resolutions and such reports.
2. Press notes issued by the Services and General Administration Department.
3. All periodical and special reports by administration and Executive Officers of a political nature or relating to Law and Order such as the fortnightly reports submitted by Commissioners, Deputy Commissioners and Situation Reports submitted by the Police.
4. Intelligence Reports.
5. Report of Committees of inquiry appointed by Government.

**ORIGINAL VERSION OF AMENDED RULES AND HISTORY OF AMENDMENTS**

1. Sub-rule (xxiii) of Rule 2 was substituted vide Notification No.CAB-I/2-4/82-P-II, dated 1<sup>st</sup> February, 1988. Original version is hereunder:

‘(xxiii) “Secretary” means the Secretary or Acting Secretary to Government incharge of a Department and includes the Chief Secretary, Additional Chief Secretary, Additional Secretary and Joint Secretary Incharge of a Department;’
2. Sub-rules (xxiv) and (xxv) of Rule 2 were substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

(xxiv) “Section” means a basic working unit in a Department as determined by Government; and

(xxv) “Speaker” means the Speaker of the Assembly.
3. Sub-rule (d) of Rule 8 was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

‘have the powers to call for any case or information from any office, Attached Department or Department; and’
4. Sub-rules (h) & (i) of Rule 9 were substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

(h) subject to any general or special orders of Government in this behalf, issue standing orders specifying the cases or class of cases which may be disposed of by an officer subordinate to the Secretary; and

(i) be responsible for the careful observance of these rules in his Department.
5. Chief Minister’s Inspection Team, -

The words ‘Chief Minister’s Inspection Team’ wherever occurring were substituted with ‘Governor’s Inspection Team’ vide Notification No.CAB-I/2-31/82, dated 2<sup>nd</sup> November, 1999. Later, the words ‘Governor’s Inspection Team’ wherever occurring were substituted with ‘Chief Minister’s Inspection Team’ vide Notification No.CAB-I/2-31/82, dated 8<sup>th</sup> January, 2003.



6. In rules 11, 17, 24, 31, 32, 33, 35 and 36, the expressions ‘Law and Parliamentary Affairs Department’ and ‘Law & Parliamentary Affairs Department’, wherever occurring, were substituted with the expression “Law, Parliamentary Affairs and Human Rights Department” vide Notification No.SO.CAB-I/2-47/85, dated 28<sup>th</sup> March, 2006.
7. Rule 18 was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

**Reference from the Heads of Regional Offices & Heads of Attached Departments to the Departments**

Cases requiring the approval of Government shall be referred in as complete a form as possible to the department concerned by the Heads of Regional Offices, or the Heads of Attached Departments, as the case may be. Cases referred to the Administrative Department by the Attached Department, shall ordinarily be settled through personal discussion between the Head of Attached Department and Secretariat Officers dealing with the case.

8. Sub-rule (3) of Rule 42 was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

‘All correspondence between Government and the Heads of Attached Departments and Regional Offices shall be conducted through the Secretary of the Department concerned’.
9. Sub-rules (4) & (5) of Rule 42 were deleted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

42 (4) Deputy Commissioners, except in cases of emergency, shall correspond with Government or with the Head of an Attached Department only through the Commissioner. They may, however, correspond direct with Divisional, Regional or District Officers of other departments.

42 (5) Commissioners may correspond direct with Secretaries or Heads of Attached Departments or Regional Officers regarding cases relating to them, and may also address the Chief Secretary in respect of any case, should the circumstances of the case so require.

10. Sub-rule (2) of Rule 43 was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

‘The Head of an Attached Department or of a Regional Office whose cases are held up in the department concerned, or who disagrees with any decision taken by the department, may seek an interview with the minister.’

**SCHEDULE – I**

1. Under the heading ‘Agriculture Department’, the entries (i) & (iv) in the column of Autonomous Bodies were deleted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
  - (i) Punjab Agricultural Development & Supplies.
  - (iv) Punjab Land Utilization Authority.
2. At Sr.No.1-A, under the heading ‘Secretariat Department’, -  
The Auqaf Department earlier placed at Sr.No.2, was substituted by ‘Religious Affairs and Auqaf Department’ vide Notification No.CAB.I/2-11/82, dated 27<sup>th</sup> April, 2002. The said heading and the entries relating thereto were inserted at Sr.No.24 in the edition corrected up to May, 2002. Later, the nomenclature of the said department was again substituted with ‘Auqaf, Religious and Minorities Affairs Department’ vide Notification No.SO.CAB-I/2-11/82, dated 27<sup>th</sup> June, 2005. The heading so substituted and the entry relating thereto were inserted at Sr.No.1-A deleted from Sr.No.24.
3. At Sr. No.4 under the heading ‘Colonies Department’, the entry in the column of Autonomous Bodies was substituted vide Notification No.CAB-III-2-13/82, dated 17<sup>th</sup> April, 1986. Original version is hereunder:
  - i. Cholistan Development Authority.
  - ii. Punjab Land Commission.
4. At Sr.No.4-A, under the heading of Secretariat Department, a new entry ‘Commerce and Investment Department’ was inserted vide Notification No.SO(CAB-I)/2-53/88, dated 27<sup>th</sup> November, 2004.

5. At Sr.No.7, under the heading ‘Education Department’, –

- (a) The entry (i) in the column of ‘Autonomous Bodies’ was substituted vide Notification No.CAB-I/2-4/82, dated 29<sup>th</sup> November, 1994. Original version is hereunder:

‘Boards of Intermediate & Secondary Education, Lahore, Gujranwala, Rawalpindi, Sargodha, Multan and Bahawalpur’.

- (b) The entry (ii), in the column ‘Head of Attached Department’ was substituted with entries (ii) and (ii-a) vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

‘Director, Public Instructions (Schools), Punjab’.

- (c) The entry (iii) ‘Director, Technical Education, Punjab’ in the column ‘Head of Attached Department’ and entry (ii) ‘Board of Technical Education, Punjab’ in the column ‘Autonomous Bodies’ were omitted vide Notification No.CAB-I/2-2/99, dated 15<sup>th</sup> June, 1999.

- (d) The entry (v) ‘Director General Sports, Punjab’ in the column ‘Head of Attached Department’ and entry (vi) ‘Punjab Sports Board’ in the column ‘Autonomous Bodies’ were deleted vide Notification No.CAB-I/2-4/82(Part-I), dated 1<sup>st</sup> September, 2003.

- (e) The entry (vi) ‘Director, Bureau of Education’ in the column ‘Head of Attached Department’ and entry (xii) ‘Chief Minister’s Board of Excellence’ in the column ‘Autonomous Bodies’ were omitted vide Notification No.CAB-I/2-4/82, dated 29<sup>th</sup> November, 1994.

- (f) The entry (vii) in the column ‘Head of Attached Department’ was deleted vide Notification No.CAB-I/2-4/82(Part-I), dated 27<sup>th</sup> November, 2002. Original version is hereunder:

(vii) Director, Curriculum Research & Development Centre.

- (g) The entry (ix) in the column ‘Head of Attached Department’ was deleted vide Notification No.CAB-I/2-3/2003, dated 1<sup>st</sup> October, 2003. Original version is hereunder:

(ix) Director, Special Education.

6. At Sr.No.8-A, under the heading 'Secretariat Department', the Environment Department alongwith Director General, Environmental Protection Agency, Punjab as Head of Attached Department was established vide Notification No.CAB-I/2-14/82, dated 31<sup>st</sup> January, 1996. Afterwards, the nomenclature of the said department was substituted with 'Environment Protection Department' without Head of Attached Department as well as Autonomous Bodies vide Notification No.CAB-I2-14/82, dated 15<sup>th</sup> April, 1996. Later, the entry 'Director General, Environmental Protection Agency, Punjab' in the column of Head of Attached Department was added vide Notification No.CAB-I/2-2/96, dated 2<sup>nd</sup> December, 2003.
7. At Sr.No.9, under the heading 'Finance Department', the entry (ii) in the column 'Head of Attached Department' was deleted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

'Director, Punjab Audit & Accounts Training Institute'.
8. At Sr.No.10, under the heading 'Food Department', the entry in the column 'Head of Attached Department' was substituted vide Notification No.CAB-I/2-16/88, dated 27<sup>th</sup> June, 2005. Original version is hereunder:

'Director Food, Punjab'.
9. At Sr.No.11, under the heading 'Secretariat Department', -
  - (a) The Forestry, Wildlife and Fisheries Department' was substituted with 'Forestry, Wildlife, Fisheries & Tourism Department' vide Notification No.CAB-III-2-10/82, dated 30<sup>th</sup> July, 1986. The nomenclature of the department was further substituted with 'Forestry, Wildlife and Fisheries Department' vide Notification No.CAB-I/2-1/2004, dated 21<sup>st</sup> April, 2004.
  - (b) The entries (iv) and (v) in the column 'Head of Attached Department' were substituted vide Notification No.CAB-I/2-10/82, dated 2<sup>nd</sup> May, 1992. Original version is hereunder:
    - (iv) Conservator of Forests (Parks and Wildlife), Punjab.
    - (v) Director of Fisheries, Punjab.

**RULES OF BUSINESS**

- (c) The entry (vi) was added in the column 'Head of Attached Department' vide Notification No.CAB-III-2-10/82, dated 30<sup>th</sup> July, 1986. Later, it was deleted vide Notification No.CAB-I/2-2/82, dated 11<sup>th</sup> May, 1987. Original version is hereunder:  
'Director of Tourism Punjab'.
- (d) The entry (i) was added in the column 'Autonomous Bodies' vide Notification No.CAB-I/2-2/82, dated 11<sup>th</sup> May, 1987. Later, the said entry was deleted vide Notification No.CAB-I/2-1/2004, dated 21<sup>st</sup> April, 2004. Original version is hereunder:  
'Tourism Development Corporation of Punjab'.
- (e) The entry (ii) was added in the column 'Autonomous Bodies' vide Notification No.CAB-I/2-10/82, dated 16<sup>th</sup> August, 1987. Afterwards, it was deleted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:  
'Murree Kahuta Development Authority'.
10. At Sr.No.13 'Health Department', -
- (a) The existing entry in the column 'Head of Attached Department' was numbered as (i) and thereafter a new entry (ii) was added vide Notification No.CAB-III-2-13/82, dated 17<sup>th</sup> April, 1986. Original version is hereunder:  
'Director, Health Services, Punjab'.
- (b) The entry (i), in the column 'Autonomous Bodies', was deleted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:  
'Janki Devi Hospsital'.
11. At Sr.No.14, under the heading 'Home Department', in the column 'Head of Attached Department', the entry (vi) 'Prosecutor General, Punjab', was added vide Notification No.CAB-I/2-24/82, dated 21.07.2004. Later on, the said entry was omitted vide Notification No.CAB-I/2-2/2005, dated 18<sup>th</sup> October, 2005.
12. At.Sr.No.15, under the heading 'Secretariat Department', -
- (a) 'Housing, Physical and Environmental Planning Department' was substituted with 'Housing and Physical Planning Department' vide Notification No.CAB-I/2-14/82, dated 15<sup>th</sup> April, 1996. Thereafter, the said department was further substituted with 'Housing, Urban Development and Public Health Engineering Department' vide Notification No.CAB-I/2-14/82, dated 15<sup>th</sup> March, 1997.
- (b) The entry (ii) in the column 'Head of Attached Department' was substituted with entries (ii) and (ii-a) vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:  
'Chief Engineer, Public Health Engineering, Punjab.'

- (c) The entries (iv) & (vi) in the column 'Autonomous Bodies' were substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
- (iv) Improvement Trust, Gujranwala.
  - (vi) Improvement Trust, Rawalpindi.
13. At Sr.No.16, under the heading 'Secretariat Department', -
- (a) The nomenclature of 'Industries and Mineral Development Department' was substituted with 'Industries, Mines and Minerals Department' vide Notification No.CAB-I/2-53/88, dated 21<sup>st</sup> March, 2002. Subsequently, it was bifurcated and substituted with 'Industries, Commerce and Investment Department' and 'Mines and Minerals Department' with the entries relating thereto placing at Sr.No.16 and 21-B respectively vide Notification No.CAB-I/2-53/88, dated 1<sup>st</sup> August, 2003. The Industries, Commerce & Investment Department was further bifurcated and substituted with 'Industries Department' standing at the same Sr.No. and 'Commerce and Investment Department' placing at new Sr.No.4-A vide Notification No.SO.CAB-I/2-53/88, dated 27<sup>th</sup> November, 2004.
  - (b) Under the heading of 'Industries Department', so substituted, in the column of Autonomous Bodies, the entry (iv) 'Technical Education & Vocational Training Authority (TEVTA)' was inserted vide Notification No.CAB-I/2-2/99, dated 15<sup>th</sup> June, 1999. Afterwards, 'Technical Education & Vocational Training Authority (TEVTA)' was deleted from the column of Autonomous Bodies and placed below the heading 'Special Institution' of the said department vide Notification No.CAB-I/2-53/88(P), dated 21<sup>st</sup> March, 2002.
14. At Sr.No.17-A, the heading 'Information, Culture and Youth Affairs Department' and the entries relating thereto, were inserted vide Notification No.CAB-I/2-1/96, dated 24<sup>th</sup> February, 1999.
15. At Sr.No.17-B, under the heading 'Information Technology Department', the entry 'Punjab Information Technology Board' in the column 'Autonomous Bodies' was deleted vide Notification No.CAB-I/2-2/2001, dated 29<sup>th</sup> August, 2002 and added in the column 'Autonomous Bodies' of Planning and Development Department at Sr.No.22. Afterwards, 'Punjab Information Technology Board' was again inserted in the column 'Autonomous Bodies' of Information Technology Department deleting it from the column of Autonomous Bodies of Planning and Development Department vide Notification No.CAB-I/2-2/2001, dated 28<sup>th</sup> May, 2003. Lately, 'Punjab Information Technology Board' was again deleted

from the column of Autonomous Bodies of Information Technology Department and inserted vide entry (iii) in the column 'Autonomous Bodies' of Planning and Development Department vide Notification No.CAB-I/2-2/2001, dated 28<sup>th</sup> March, 2005.

16. At Sr.No.18, under the heading 'Secretariat Department', -

(a) Labour Department was substituted with 'Labour and Manpower Department' vide Notification No.CAB-I(S&GAD)2-20/82, dated 1<sup>st</sup> July, 1991. Subsequently, 'Labour and Manpower Department' was further substituted with 'Labour and Human Resource Department' vide Notification No.CAB-I/2-20/82, dated 24<sup>th</sup> September, 2002.

(b) Under the heading 'Labour and Human Resource Department' so substituted, -

(i) The entry (ii) in the column 'Head of Attached Department' was omitted vide Notification No.CAB-I/2-2/99, dated 15<sup>th</sup> June, 1999. Original version is hereunder:

'Director of Manpower & Training, Punjab'.

(ii) The entry (iii) in the column 'Head of Attached Department' was deleted vide Notification No.CAB-I/2-53/88, dated 21<sup>st</sup> March, 2002. Original version is hereunder:

'Chief Inspector of Mines, Punjab'.

(iii) The entry in the column 'Autonomous Bodies' was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

'Commissioner, Punjab Employees Social Security Institution'.

17. At Sr.No.19, under the heading 'Secretariat Department', -

(a) The entry 'Law and Parliamentary Affairs Department' was substituted with "Law, Parliamentary Affairs and Human Rights Department" vide Notification No.SO.CAB-I/2-47/85, dated 28.03.2006, dated 28.03.2006.

(b) The entry (iv) in the column under heading 'Head of Attached Department' was omitted vide Notification No.CAB-III-2-48/85, dated 23<sup>rd</sup> October, 1986. Original version is hereunder:

'Secretary, Provincial Assembly of the Punjab'.

## RULES OF BUSINESS

18. At Sr.No.19-A, a new entry 'Literacy and Non-Formal Basic Education Department' was inserted vide Notification No.CAB-I/2-1/2002, dated 30<sup>th</sup> August, 2002.
19. At Sr.No.21, under the heading 'Local Government and Rural Development Department', in the column of Autonomous Bodies, the existing entry, 'Punjab Local Government Board' was substituted and placed against No.(i) and thereafter a new entry (ii) was added vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001.
20. At Sr.No.21-A, a new heading 'Management and Professional Development Department' and the entry relating thereto were inserted vide Notification No.CAB-I/2-2/2002, dated 17<sup>th</sup> October, 2002.
21. At Sr.No.21-B, a new heading 'Mines and Minerals Department' and the entries relating thereto were inserted vide Notification No.CAB-I/2-53/88, dated 1<sup>st</sup> August, 2003.
22. At Sr.No.22, under the heading 'Planning and Development Department', -
  - (a) The entry (ii) in the column 'Head of Attached Department' was omitted vide Notification No.CAB-I/2-6/82, dated 29<sup>th</sup> March, 1992. Original version is hereunder:

'Director General, Population Planning, Punjab'.
  - (b) The entry (iii) in the column 'Head of Attached Department' was substituted vide Notification No.CAB-I/2-6/82, dated 10<sup>th</sup> October, 1990. Original version is hereunder:

'Director, Bureau of Statistics, Punjab'.
  - (c) The entry in the column 'Autonomous Bodies' was substituted with the entries (i) and (ii) vide Notification No.CAB-I/2-13/82, dated 17<sup>th</sup> April, 1986. Original version is hereunder:

'Punjab Economic Research Institute'.



23. At Sr.No.23, under the heading ‘Secretariat Department’, the entry ‘Population Welfare Department’ was added vide Notification No.CAB-I/2-6/82, dated 29<sup>th</sup> March, 1992.
24. At Sr.No.23-a, the heading ‘Punjab Bait ul Maal Department’ and the entries relating thereto were inserted vide Notification No.CAB-I/2-1/93, dated 27<sup>th</sup> March, 1996. Thereafter, the said entries were omitted vide Notification No.CAB-I/2-3/96, dated 4<sup>th</sup> February, 1998. Against the said serial, a new heading ‘Public Prosecution Department’ and the entry relating thereto were inserted vide Notification No.CAB-I/2-2/2005, dated 18<sup>th</sup> October, 2005.
25. At Sr.No.23-A, the heading “Relief Department” was omitted vide Notification No.SO.CAB-I/2-5/82, dated 4<sup>th</sup> January, 2006.
26. At Sr.No.23-b, a new heading “Relief and Crisis Management Department” and the entry relating thereto were inserted vide Notification No.SO.CAB-I/2-2/2006, dated 13<sup>th</sup> May, 2006.
27. At Sr.No.24, the heading ‘Religious Affairs and Auqaf Department’ alongwith its entry was deleted vide Notification No.SO.CAB-I/2-11/82, dated 27<sup>th</sup> June, 2005.
28. At Sr.No.25, under the heading ‘Revenue Department’, the entry (ii) in the column ‘Head of Attached Department’ was deleted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:  
‘Director, Revenue Academy, Lalamusa’.

29. At Sr.No.26, under the heading ‘Secretariat Department’, -

(a) The nomenclature of Services General Administration and Information Department was substituted with ‘Services and General Administration Department’ vide Notification S.O.CAB-I/2-1/96, dated 24th February, 1999.

(b) Under the heading of said Department, the entry (ii) ‘Director General Public Relations, Punjab’ in the column ‘Head of Attached Department’ and the entries (v), (vi) & (vii) in the column ‘Autonomous Bodies’ were omitted vide Notification S.O.CAB-I/2-1/96, dated 24th February, 1999. Original version is hereunder:

(v) Punjab Council of the Arts.

(vi) Lahore Museum.

(vii) Bahawalpur Museum.

(c) The entry (iii) ‘Chairman, Provincial Transport Authority’ in the column ‘Head of Attached Department’ and entry (iv) ‘Punjab Road Transport Board’ in the column ‘Autonomous Bodies’ were deleted vide Notification No.CAB-I/2-51/86, dated 4<sup>th</sup> February, 1987.

(d) The entry (iv), in the column ‘Head of Attached Department’ was deleted vide Notification No.CAB-I/2-10/82, dated 30th July, 1986. Original version is hereunder:

‘Director of Tourism Punjab’

(e) The entry (v), in the column ‘Head of Attached Department’ was deleted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

‘Director Archaeology, Punjab’

(f) The entry (vii) was added in the column ‘Head of Attached Department’ vide Notification No.CAB.I/2-2/2000, dated 6<sup>th</sup> September, 2003. Thereafter, the said entry was deleted vide Notification No.CAB.I/2-2/2000, dated 6<sup>th</sup> November, 2004. Original version is hereunder:

‘Director, Overseas Pakistanis, Punjab’.

Afterwards, against No.(vii), a new entry “Provincial Commissioner, Relief and Crisis Management” was inserted vide Notification No.SO.CAB-I/2-5/82, dated 4<sup>th</sup> January, 2006. Later on, the said entry was also omitted vide Notification No.SO.CAB-I/2-2/2006, dated 13<sup>th</sup> May, 2006.

(g) The entries under the heading ‘SPECIAL INSTITUTIONS’ inserted below the said department, were substituted vide Notification No.CAB-I/2-1/97, dated 2<sup>nd</sup> March, 1998. Original version is hereunder:

i) High Court.

ii) Punjab Service Tribunal.

iii) Punjab Public Service Commission.

30. At Sr.No.27, under the heading ‘Secretariat Department’, -
- (a) Social Welfare and Zakat Department was substituted with ‘Social Welfare and Women Development Department’ and Director General Social Welfare & Women Development, Punjab as its Attached Department vide Notification No.SO.CAB-I/2-1/93, dated 27<sup>th</sup> March, 1996. Afterwards, the said department was further substituted with ‘Social Welfare, Women Development and Bait ul Mal Department’ and Director General Social Welfare, Women Development & Bait ul Mal, Punjab as its Attached Department vide Notification No.CAB-I/2-3/96, dated 4<sup>th</sup> February, 1998.
  - (b) Under the heading of the said Department, in the column of Autonomous Bodies, the existing entry was substituted with new entries vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:  

‘Punjab Social Services Board’
31. At Sr.No.27-a, a new heading ‘Special Education Department’ and the entry relating thereto were inserted vide Notification No.CAB-I/2-4/82(Part-I), dated 1<sup>st</sup> October, 2003.
32. At Sr.No.27-A, a new heading ‘Sports Department’ and the entries relating thereto were inserted vide Notification No.CAB-I/2-4/82(Part-I), dated 1<sup>st</sup> September, 2003.
33. At Sr.No.27-B, a new heading ‘Tourism and Resort Development Department’ and the entries relating thereto, were inserted vide Notification No.CAB-I/2-1/2004, dated 21<sup>st</sup> April, 2004.
34. At Sr.No.28, the heading ‘Transport Department’ and the entries relating thereto were inserted vide Notification No.CAB-I-2-51/86, dated 4<sup>th</sup> February, 1987.
35. At Sr.No.28-A, the heading ‘Zakat and Ushr Department’ and the entry relating thereto were inserted vide Notification No.CAB-I/2-1/93, dated 27<sup>th</sup> March, 1996.

**SCHEDULE – II**

1. Under the heading ‘AGRICULTURE DEPARTMENT’, –
    - (a) The entries 1 (a), (b), (d), 3, 4 and 7 were substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
      1. (a) Agricultural Education, Training and Research including Agriculture University Faisalabad.
      - (b) Experimental and demonstration farms.
      - (d) Protection against insects, pests and prevention of plant diseases.
    3. Government gardens.
    4. Market Committees and Regional Markets set up under the Agricultural Produce Market Act, Development of Agriculture Marketing.
    7. Water Course Conveyance-efficiency through improvement of water-courses.
  - (b) The entries 6 and 9 were deleted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
    6. Agricultural Supplies Corporation.
    9. Development of Culturable Waste-land by Punjab Land Utilization Authority.
2. The heading ‘Auqaf Department’ was substituted with ‘Religious Affairs and Auqaf Department’ vide Notification No.CAB.I/2-11/82, dated 27<sup>th</sup> April, 2002. As a result of change of nomenclature, the department alongwith its entries was placed after the entries relating to Population Welfare Department. Later, the said heading was again substituted with ‘AUQAF, RELIGIOUS AND MINORITIES AFFAIRS DEPARTMENT’ vide Notification No.SO.CAB-I/2-11/82, dated 27<sup>th</sup> June, 2005. The said heading and entries relating thereto were inserted after the entries relating to Agriculture Department. Under the heading of the said department, so substituted, -
  - (a) The entries 1(a) and 8 were substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
    1. (a) West Pakistan Waqf Properties Ordinance, 1961;
    8. Ulema Academy, Lahore.

**RULES OF BUSINESS**

- (b) The entry 7 was substituted vide Notification No.CAB-1-2-11/82, dated 29<sup>th</sup> November, 1987. Original version is hereunder:  
‘Mosques, shrines and other religious institutions under the control of Chief Administrator of Auqaf, Punjab’.
- (c) The entry 16 was substituted vide Notification No.CAB-1/2-5/82, dated 8<sup>th</sup> October, 1987. Original version is hereunder:  
‘Minorities Affairs’.
3. Under the heading ‘BOARD OF REVENUE’, –
- (a) sub heading ‘Colonies Department’ –
- (i) The entry 10 was substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:  
‘Five Marlas Rural Housing Scheme’.
- (ii) The entry 11 was substituted vide Notification No.CAB-I/2-5/82, dated 8<sup>th</sup> October, 1987. Original version is hereunder:  
‘Cholistan Development Authority’.
- (iii) The entries 13(h) & (k) were substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:  
13 (h) Intermediary interests – Abolition of Alla Market.  
13 (k) Valid transfers.
- (b) Sub heading ‘Relief Department’ and the entries relating thereto were omitted vide Notification No. SO.CAB-I/2-5/82, dated 4<sup>th</sup> January, 2006. Original version is hereunder:
- (d) RELIEF DEPARTMENT
1. Policy formulation and monitoring of rehabilitation work of the calamities affected population.
  2. Relief and Rehabilitation of War displaced persons.
  3. Famine Relief Fund and funds for calamities such as flood, locusts, earthquake etc.
  4. Punjab Flood Commission - Planning for preventive and protective measures against Floods and Rains.
  5. Maintenance and distribution of Chief Minister's Relief Fund.
  6. Budget estimates under the head 481 - Relief Measures.
  7. Settlement and rehabilitation of the Non-Bengalies repatriated from Bangla Desh.
  8. All matters relating to General Administration and Establishment of the Relief Department.
  9. Purchase of stores and capital goods for the Department.

- (c) sub heading 'Revenue Department' –
- (i) The entries 1(d), 6 and 27 were deleted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
1. (d)Laws regarding Land Tenure (special remission of land revenue and remission under sliding scale);
  6. Leases of ferries and bridges.
  27. Supervision and Control of Revenue Academy, Lalamusa.
- (ii) The entry 31 was substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
- 'Matters relating to Divisional, District, Sub-Divisional and Tehsil Office Buildings, etc. except actual construction, maintenance and repairs'.
- (iii) The entries 6 and 9 under the sub heading 'Expenditure' were deleted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
6. 10-Divisional Establishment.
  9. 10-Commissioners.
- (iv) The entry 7 under the sub heading 'Expenditure' was substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
- '10-Sub-Divisional Establishment'.
4. Under the heading 'CHIEF MINISTER'S INSPECTION TEAM', the entry 2 was deleted vide Notification No.SO.CAB-I/2-31/82, dated 26<sup>th</sup> December, 2005. Original version is hereunder:
- 'Review of progress on ADP twice a year and submit observations/recommendations to the Chief Minister'.
5. A new heading 'COMMERCE AND INVESTMENT DEPARTMENT' and the entries relating thereto were added after the entries relating to Chief Minister's Inspection Team vide Notification No.SO.CAB-I/2-53/88, dated 27<sup>th</sup> November, 2004.
6. Under the heading 'COOPERATIVES DEPARTMENT', the entry 5 was omitted vide Notification No.CAB-I/2-2/99, dated 15<sup>th</sup> June, 1999. Original version is hereunder:
- 'Pak German Institute of Cooperative Agriculture, Chak 5-Faiz, Multan'.

7. Under the heading 'EDUCATION DEPARTMENT', –
- (a) Sub entry (c) of entry 1 was omitted vide Notification No.CAB-I/2-2/99, dated 15<sup>th</sup> June, 1999. Original version is hereunder:  
'Technical Education'.
- (b) The entry 5 was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:  
'Education of handicapped children, specially deaf, dumb and blind.'  
Later on, the said entry was deleted vide Notification No.CAB-I/2-3/2003, dated 1<sup>st</sup> October, 2003. Original version is hereunder:  
'Education of handicapped children, specially deaf, dumb, blind and those with low vision'.
- (c) The entry 10 was deleted vide Notification No.CAB-I/2-4/82(Part-I), dated 1<sup>st</sup> September, 2003. Original version is hereunder:  
'Promotion of Sports'.
- (d) The entry 12 was deleted vide Notification No.CAB-I/2-1/2002, dated 30<sup>th</sup> August, 2002. Original version is hereunder:  
'Adult Education'.
8. Under the heading 'EXCISE & TAXATION DEPARTMENT', the entries 1 and 2 were substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
1. (a) Cotton Ginning.  
(b) Paddy Husking.  
(c) Cinemas.  
(d) Entertainments, Amusements and bettings.  
(e) Motor Vehicles.  
(f) Professions, trades, callings, employments.  
(g) Urban Immovable Properties.  
(h) Hotels.  
(i) Capital Gains.  
(j) Workers Children (Education) Cess, 1973.  
(k) Real Estate Agents & Motor Vehicles Dealers (Regulation of Business) Ordinance, 1980.
  2. (a) Control of Opium, Hemp, narcotics, liquor and intoxicating preparation; import licences.  
(b) Tobacco Vend Fees.

9. Under the heading 'ENVIRONMENT PROTECTION DEPARTMENT', the existing entries were substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001.

Original version is hereunder:

1. Administration of all laws relating to environmental protection.
2. Preparation of environmental policy for approval of the Environment Protection Council Punjab (EPCP).
3. Publication of an annual report on the state of environment.
4. Implementation of National/Punjab Environmental Quality Standards.
5. Revise the Punjab Environmental Quality Standards as and when deemed necessary with the approval of EPCP.
6. Coordinate environmental policies and programs nationally and internationally.
7. Establish systems for surveys, surveillance, monitoring, measurement, examination and inspection to combat environment pollution.
8. Take measures to promote the development of science and technology which will contribute to the prevention of environmental pollution, such as the consolidation of survey and research system, the promotion of research and development, the dissemination of the results of such research work and development work, and the education and training of research experts and other government functionaries.
9. Provide information and education to the public on environmental matters and to recommend to the EPCP the introduction of environmental information in the syllabi of educational institutions.
10. Co-ordinate and consolidate implementation of measures to control pollution with Federal/Provincial Governments and other Government agencies.
11. Request any Government agency to furnish any information or data relevant to the functions of the Environment Department.
12. Initiate requests for foreign assistance for achieving its objectives and enter into arrangements with foreign agencies and organization for the exchange of material or information and participate in international seminars or meetings.
13. Establish and maintain laboratories to conduct research in various aspects of environment and provide grants to institutions for specific projects.
14. Identify the needs for legislation in environmental field.
15. At the request of the Federal Government or Provincial Government or any Government agency, provide advice and assistance in environmental matters.
16. Perform any other function which the EPCP assigns to it.
17. Omitted.
18. In particular and without prejudice to the generality of the foregoing power, such regulation may provide for the licensing, levy of fees, rates and charges in respect of services rendered actions taken and schemes implemented by the Agency.
19. Examinations of Environmental Impact Statements and issuance of NOCs.
20. Licensing, levying and collection of pollution charge/ fee on the basis of pollution pace principle with the prior approval of EPCP.



21. Utilization of fund generated through pollution charge for environmental protection/up-gradation.
  22. Service matters except those entrusted to the Services & General Administration Department.
  23. Purchase of stores, laboratory instruments, capital goods for the department and their maintenance.
10. Under the heading 'FINANCE DEPARTMENT', the entries 2, 14 and 16 were substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
2. Public Accounts and Public Accounts Committee.
  14. Audit of receipts and expenditure.
  16. Local Audit Department.
11. Under the heading 'FOOD DEPARTMENT', –
- (a) The entries 2, 3, 4 & 5 were deleted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
    2. Monopoly Procurement of Rice.
    3. Distribution of Wheat and Atta.
    4. Procurement of Insecticides, Fumigants and Gunny Bags.
    5. Supervision of Ration Depots.
  - (b) The entry 7 was substituted vide Notification No.SO.CAB-I/2-16/88, dated 27<sup>th</sup> June, 2005. Original version is hereunder:

'Administration of Food Laws'.
12. Under the heading 'FORESTRY, WILDLIFE AND FISHERIES DEPARTMENT', so substituted vide Notification No.CAB-I/2-1/2004, dated 21<sup>st</sup> April, 2004, -
- (a) The entry 13 was substituted vide Notification No.CAB-I/2-1/2004, dated 21<sup>st</sup> April, 2004. Original version is hereunder:
    13. Implementation of provisions of enactments relating to Forestry, Wildlife, Fisheries and Tourism, and rules framed thereunder.
  - (b) The entry 10 and 16 were substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
    10. Management of zoological gardens and promotion of wildlife.
    16. Development Schemes pertaining to Tourism.

- (c) The entries 17 and 18 were deleted vide Notification No.CAB-1/2-1/2004, dated 21<sup>st</sup> April, 2004. Original version is hereunder:
- 17. Promotion of Tourism in the Province.
  - 18. Promotion of Hotel Industry in the Punjab.
- (d) The entry 19 was deleted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
- ‘Matters relating to Murree Kahuta Development Authority’.
- (e) The entries 21 and 22 were omitted vide Notification No.CAB-I/2-2/82, dated 31<sup>st</sup> July, 1994. Original version is hereunder:
- 21. Arranging seminars/exhibitions etc. relating to such events as International Youth Year, National Youth Festivals, Sports events, etc.
  - 22. Arranging Inter Provincial and International visits by the Youth delegations.
13. Under the heading ‘GOVERNOR’S SECRETARIAT’, the entry 3 was deleted vide Notification No.CAB-1/2-46/85, dated 7<sup>th</sup> December, 1988. Original version is hereunder:
- ‘Maintenance and operation of Governor’s Fleet of Aircraft’.
14. Under the heading ‘HEALTH DEPARTMENT’, -
- (a) The entries 1 to 10 were re-renumbered as 2 to 11 vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. The entry 1 was added vide said notification. In the re-numbered entries, the entry 2 was substituted vide said notification. Original version is hereunder:
- ‘Public Health and Sanitation-’
- (b) The entry 2(f) was substituted vide Notification No.SO.CAB-I/2-16/88, dated 27<sup>th</sup> June, 2005. Original version is hereunder:
- ‘Adulteration of foodstuffs’.
- (c) The entry 2(i) was deleted vide Notification No.CAB-I-2-13/82-A, dated 11<sup>th</sup> February, 1988. Original version is hereunder:
- ‘Licences under the Christian Marriage Act, 1872’.
- (d) The entry 3(f) was substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
- ‘Levy of fees by Medical Officers’.

15. Under the heading 'HOME DEPARTMENT', the entries 52, 53 and 54 were added vide Notification No.SO.CAB-I/2-24/82, dated 21<sup>st</sup> July, 2004. Later on, the entries 26, 52, 53 and 54 were omitted vide Notification No.CAB-1/2-2/2005, dated 18<sup>th</sup> October, 2005.

Original version is hereunder:

26. Prosecutions in respect of newspapers and other publications.
  52. Filing and defending criminal cases.
  53. Appeals and applications for enhancement of sentences and conviction.
  54. Government Law Officers, Public Prosecutors, Special Counsels, appointment, transfer, leave, fee, etc.
16. Under the heading 'HOUSING, URBAN DEVELOPMENT & PUBLIC HEALTH ENGINEERING DEPARTMENT', so substituted vide Notification No.CAB-I2-14/82, dated 15<sup>th</sup> March, 1997, -
- (a) The entry 1 was substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

'Physical planning, regional planning and urban planning'.
  - (b) The entries 2 and 5 were deleted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
    2. Preparation of Master Plans, outline Development Schemes and Town Improvement Schemes.
    5. Agrovilles/Small Town Development Programme.
  - (c) The entry 7 was deleted vide Notification No.SO.CAB-I/2-14/82, dated 31<sup>st</sup> January, 1996. Original version is hereunder:

'Formulation of environmental policies pertaining to prevention and control of pollution'.
  - (d) The entry 9 was substituted vide Notification No.CAB-I/2-14/82, dated 15<sup>th</sup> October, 2002. Original version is hereunder:

'All Development Authorities constituted under the Development of Cities Act, 1976'.
17. Under the heading 'INDUSTRIES DEPARTMENT', so substituted vide Notification No.SO.CAB-I/2-53/88, dated 27<sup>th</sup> November, 2004, -

## RULES OF BUSINESS

- (a) The entries 2, 4, 7, 10, 11, 12, 13, 15, 16(e) and 22 were deleted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
2. Industrial research.
  4. Industrial training including Travelling Demonstration parties.
  7. Control on supplies and distribution of iron and steel.
  10. Matters relating to the Punjab Small Industries Corporation.
  11. Trade and commerce within the Province, including Government Commercial undertakings, Merchandise Marks Act, railway freight, import and export, trade control capital issue, Insurance Act, Registration of Accountants, Auditors, Certificate Rules, Partnership Act, trade condition reports, trade inquiries and agreements.
  12. Handloom marketing organization (Woolen and Cotton).
  13. Clothing for uniforms-references regarding.
  15. Registration of Joint Stock Companies, Firms, Societies.
  16. (e) Import, purchase, distribution and price fixation of coal and coke.
  22. Undesirable Companies Ordinance and matters relating thereto.
- (b) The entries 8 and 14 were substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
8. Industrial exhibitions within the country.
  14. All cases relating to Boilers Act, Patent and Designs Act, Explosive Act and Companies Act, 1913.
- (c) The entry 16 sub entries (a), (b), (c) and (d) were deleted vide Notification No.SO.CAB-I/2-53/88, dated 1<sup>st</sup> August, 2003. Original version is hereunder:
16. Mines and minerals –
    - (a) Geological Surveys.
    - (b) Development of mineral resources and regulation of mines.
    - (c) Mineral Rules.
    - (d) Grant and transfer of prospecting licenses and mining leases.
- (d) The entry 23 was substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:
- ‘The Punjab Industrial Development Board:
- (a) Preparing plans in respect of industries to be established in the public sector;

- (b) Undertaking or causing to be undertaken studies to determine economic and technical feasibility of the industries to be established by the Board;
- (c) Presenting to Government Schemes for establishment of industries for obtaining its approval;
- (d) Implementing and executing the schemes approved by Government;
- (e) Taking over, managing and running such industries as Government may from time to time decide to hand over to the Board;
- (f) Participating in national and international fairs and exhibitions; and
- (g) Undertaking such other functions as are necessary for the successful execution and management of the industries’.

18. The heading ‘IRRIGATION AND POWER DEPARTMENT’ and the entries relating thereto were inserted after the entries relating to Industries Department.

19. The heading ‘INFORMATION, CULTURE AND YOUTH AFFAIRS DEPARTMENT’ alongwith entries relating thereto was added vide Notification No.CAB-I/2-1/96, dated 24<sup>th</sup> February, 1999. Under the said heading, the entry 2 was deleted vide Notification No.CAB-I/2-6/2000, dated 25<sup>th</sup> January, 2003. Original version is hereunder:

‘Government Hospitality’.

20. The heading ‘INFORMATION TECHNOLOGY DEPARTMENT’ and the entries relating thereto were inserted after the entries relating to Information, Culture and Youth Affairs Department vide Notification No.CAB-I/2-2/2001, dated 15<sup>th</sup> October, 2001.

21. Under the heading ‘LABOUR AND HUMAN RESOURCE DEPARTMENT’, so substituted vide Notification No.SO.CAB-I/2-20/82, dated 24<sup>th</sup> September, 2002, –

(a) The entry 1 was substituted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

‘Welfare of Labour’.

(b) The entry 4 was deleted vide Notification No.CAB-I/2-2/2003, dated 31<sup>st</sup> December, 2003. Original version is hereunder:

‘Welfare of Mine Workers’.

(c) The entry 5 was omitted vide Notification No.CAB-I/2-20/82, dated 24<sup>th</sup> September, 2002. Original version is hereunder:

‘Manpower and Employment including foreign employment’.

- (d) The entry 6 was omitted vide Notification No.CAB-1/2-2/1999, dated 15<sup>th</sup> June 1999. Original version is hereunder:  
‘Technical Training, Apprenticeship Training and Vocational Training’.
- (e) The entry 10 was deleted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:  
‘Vocational Guidance and Employment Counselling’.
22. The heading ‘Law and Parliamentary Affairs Department’ was substituted with “LAW, PARLIAMENTARY AFFAIRS AND HUMAN RIGHTS DEPARTMENT” vide Notification No.SO.CAB-I/2-47/85, dated 28<sup>th</sup> March, 2006. Under the heading Law, Parliamentary Affairs and Human Rights Department, so substituted, -
- (a) The entries 1(a) and (b) were omitted vide Notification No.CAB-I/2-24/82, dated 21<sup>st</sup> July, 2004. Original version is hereunder:  
‘1. (a)representation in criminal cases.  
(b)appeals and applications for enhancement of sentences and convictions; and’
- (b) The entry 3 was substituted vide Notification No.CAB-I/2-24/82, dated 21<sup>st</sup> July, 2004. Original version is hereunder:  
‘Government Law Officers, Advocate-General, Public Prosecutors, Government Pleaders, Special Counsel, appointment, transfer, leave, fees, etc. of-’  
Thereafter the said entry was again substituted vide Notification No.SO.CAB-I/2-2/2005, dated 18<sup>th</sup> October, 2005. Original version is hereunder:  
‘Advocate-General, Government Pleaders’.
- (c) The entry 7 was substituted vide Notification No.CAB-III/2-48/85, dated 23<sup>rd</sup> October, 1986. The original version is hereunder:  
‘Matters relating to the provincial legislature including salaries, allowances and privileges of the speaker, deputy speaker, members and officials of the provincial assembly’.
23. A new heading ‘LITERACY & NON FORMAL BASIC EDUCATION DEPARTMENT’ and the entries relating thereto were inserted after entries relating to Law, Parliamentary Affairs and Human Rights Department vide Notification No.CAB-1/2-1/2002, dated 30<sup>th</sup> August, 2002.
24. Under the heading ‘LIVESTOCK AND DAIRY DEVELOPMENT DEPARTMENT’, the entries 1(a), (f), 2 & 3 were substituted and the entries 1(b) and (d) were deleted vide

Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

1. (a) Development of Livestock Farms and Artificial Insemination.  
(b) Development of Dairy Farms.  
(d) Prevention of animal diseases and Poultry diseases.  
(f) Prevention of cruelty to animals.
  2. Diagnosis of diseases and treatment of animals.
  3. Prophylactic vaccination and production of biologicals.
25. Under the heading 'LOCAL GOVERNMENT AND RURAL DEVELOPMENT DEPARTMENT', the entries 1(a), 2, 3, 4 and 7 were substituted and the entries 1(c), (f), 5, 11 & 12 were deleted vide Notification No.SO.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001.

Original version is hereunder:

1. (a) Local Councils.  
(c) Establishment and Budget of Local Councils except Grant-in-Aid for Hospitals and Dispensaries.  
(f) Pre-partition claims relating to Local Bodies.
  2. Registration of Births, Deaths and Marriages by Local Councils.
  3. Development Funds and Development Schemes pertaining to Local Councils.
  4. Grant-in-Aid for Local Councils.
  5. Matters relating to compulsory/optional functions of Local Councils other than adult education.
  7. Framing/approval of rules, regulations and bye-laws under the Punjab Local Government Ordinance, 1979.
  11. Rural Development Councils and Rural Development Programme.
  12. Village Police (Not provided for in the Punjab Local Government Ordinance 1979).
26. A new heading 'MANAGEMENT AND PROFESSIONAL DEVELOPMENT DEPARTMENT' and the entries relating thereto were inserted after entries relating to Local Government and Rural Development Department vide Notification No.CAB-I/2-2/2002, dated 17<sup>th</sup> October, 2002.

27. A new heading 'MINES AND MINERALS DEPARTMENT' and the entries relating thereto were inserted after entries relating to Management and Professional Development Department vide Notification No.SO.CAB-I/2-53/88, dated 1<sup>st</sup> August, 2003.
28. Under the heading 'PLANNING AND DEVELOPMENT DEPARTMENT', -
- (a) The entry 11 was deleted vide Notification No.CAB-I/2-6/82, dated 29<sup>th</sup> March, 1992. Original version is hereunder:  
    'Population Welfare Programme and administration of Transfer of Population Welfare Programme (Field Activities) Ordinance, 1983'.
- (b) The entry 14 was deleted vide Notification No.CAB-I/2-10/82, dated 16<sup>th</sup> August, 1987. Original version is hereunder:  
    'Cholistan Development Authority'.  
    Later on, the said entry was again inserted vide Notification No.CAB-I/2-5/82, dated 8<sup>th</sup> October, 1987.
29. The heading 'POPULATION WELFARE DEPARTMENT' and the entries relating thereto were added after entries relating to Management and Professional Development Department vide Notification No.SO.CAB-I/2-6/82, dated 29<sup>th</sup> March, 1992.
30. A new heading 'PUBLIC PROSECUTION DEPARTMENT' and the entries relating thereto were inserted after entries relating to 'Population Welfare Department' vide Notification No.CAB-I/2-2/2005, dated 18<sup>th</sup> October, 2005.
31. A new heading "RELIEF AND CRISIS MANAGEMENT DEPARTMENT" and the entries relating thereto were inserted after entries relating to Public Prosecution Department vide Notification No.SO.CAB-I/2-2/2006, dated 13<sup>th</sup> May, 2006.
32. Under the heading 'SERVICES AND GENERAL ADMINISTRATION DEPARTMENT', so substituted vide Notification No.SO.CAB-I/2-1/96, dated 24<sup>th</sup> February, 1999, -
- (a) The entry 24-A was deleted vide Notification No.CAB-I/2-8/82, dated 19<sup>th</sup> October, 1993. Original version is hereunder:  
    'Punjab Government Aircrafts Maintenance and Operations Cell'.
- (b) The entries 38 to 48 were deleted and entry 49 was renumbered as 38 vide Notification No.CAB-I/2-51/86, dated 4<sup>th</sup> February, 1987. Original version is hereunder:



38. Chapters VII and VIII of Motor Vehicles Act, 1939.
  39. Administration of the West Pakistan Motor Vehicles Ordinance, 1965 and rules framed thereunder except Control of Traffic, inspection and checking of Motor Vehicles.
  40. Punjab Requisitioning of Stage Carriage (Temporary Powers) Ordinance, 1970 (Ordinance No.XIII of 1970).
  41. Stage Carriage (Cancellation of Permits of Absentees) Regulation (Martial Law Regulation No.56 of 1969) and the West Pakistan Stage Carriage (Cancellation of Permits of Absentees) Rules, 1969.
  42. Punjab Provincial Transport Authority and Regional Transport Authorities in the Province and Punjab Road Transport Board.
  43. Punjab Bus Stand Traffic Control (Lahore) Ordinance, 1963.
  44. Punjab Bus Stand and Traffic Control (Gujranwala) Ordinance, 1963.
  45. Office Establishment and Budgetary matters relating to the Department.
  46. Route Permits, fare / freights, matters relating to traffic speeds, loading, parking and halting places, exemption cases of Vehicles under Motor Vehicles Ordinance and Rules, Grouping of stage carriages.
  47. Payment of compensation in accident cases of Private/Public Sectors and allied matters.
  48. Policy regarding students concession and Nationalization of Road Transport.
- (c) The entry 41 was added vide Notification No.CAB-I/2-2/2000, dated 6<sup>th</sup> September, 2003. Afterwards, the said entry was deleted vide Notification No.CAB-I/2-2/2000, dated 6<sup>th</sup> November, 2004. Original version is hereunder:
- ‘All matters connected with the Directorate of Overseas Pakistanis’.
- (d) The entries 41 to 47 were added vide Notification No.SO.CAB-I/2-5/82, dated 4<sup>th</sup> January, 2006 which were omitted vide Notification No.SO.CAB-I/2-2/2006, dated 13<sup>th</sup> May, 2006. Original version is hereunder:
41. Policy formulation and monitoring of rehabilitation work of the calamities affected population.
  42. Relief and Rehabilitation of War displaced persons.
  43. Famine Relief Fund and funds for calamities such as flood, locusts, earthquake etc.
  44. Punjab Flood Commission – Planning for preventive and protective measures against Floods and Rains.
  45. Maintenance and distribution of Chief Minister’s Relief Fund.
  46. Budget estimates under the head 481 – Relief Measures.
  47. Settlement and rehabilitation of the Non-Bengalies repatriated from Bangladesh.

33. Under the heading 'SOCIAL WELFARE, WOMEN DEVELOPMENT AND BAIT-UL-MAL DEPARTMENT' so substituted vide Notification No.CAB-I/2-3/96, dated 4<sup>th</sup> February 1998, -

(a) under sub heading 'Social Welfare Wing', the entry 1(h) was omitted vide Notification No.SO.CAB-1/2-1/93, dated 27<sup>th</sup> March, 1996. Original version is hereunder:

'To provide opportunities and training to poor women in both urban and rural areas to enable them to generate their own income'.

(b) the sub heading 'Zakat Wing' and the entries thereunder were substituted with 'Women Development Wing' and the entries relating thereto, vide Notification No.CAB-I/2-1/93, dated 27<sup>th</sup> March, 1996. Original version is hereunder:

**ZAKAT WING**

- (i) Execution of the policy laid down and decisions taken by the central and Provincial Councils.
- (ii) Supervision and guidance of local, Tehsil and District Zakat Committees.
- (iii) Disbursement of Zakat funds to local Zakat Committees, Deeni Madaras and Welfare Institutions.
- (iv) Compilation and collection of data regarding number of beneficiaries and the amount utilized.
- (v) To arrange training of Chairmen and Members of Zakat Committees and officers associated with Zakat work.
- (vi) Mobilization of Public opinion about voluntary contribution of Zakat.

(c) under sub heading 'Women Development Wing', the entries (i) to (iv) were substituted vide Notification No.SO.CAB-1/2-1/94, dated 3<sup>rd</sup> March, 2005. Original version is hereunder:

- (i) Overall social and economic uplift of women through development schemes and programmes of Federal Ministry of Women Development and Youth Affairs and Provincial development plans.
- (ii) Professional and financial support to voluntary Women Welfare and development agencies/organizations.
- (iii) Research studies and surveys about women related issues and problems for identifying areas of immediate actions and development.
- (iv) Proposing and implementing legislation on social and economic rights and privileges of women.

**RULES OF BUSINESS**

34. A new heading 'SPECIAL EDUCATION DEPARTMENT' and the entries relating thereto were inserted after entries relating to Social Welfare, Women Development and Bait ul Mal Department vide Notification No.SO.CAB-1/2-3/2003, dated 1<sup>st</sup> October, 2003.
35. A new heading 'SPORTS DEPARTMENT' and the entries relating thereto were inserted after entries relating to Special Education Department vide Notification No.SO.CAB-1/2-4/82(Part-I), dated 1<sup>st</sup> September, 2003.
36. A new heading 'TOURISM AND RESORT DEVELOPMENT DEPARTMENT' and the entries relating thereto were inserted after entries relating to Sports Department vide Notification No.SO.CAB-1/2-1/2004, dated 21<sup>st</sup> April, 2004.
37. The heading 'TRANSPORT DEPARTMENT' and the entries relating thereto were inserted after Tourism and Resort Development Department vide Notification No.CAB-I-2-51/86, dated 4<sup>th</sup> February 1987. Under the heading of said department, the entry 2 was substituted vide Notification No.CAB-I/2-19/82, dated 3<sup>rd</sup> July, 1989. Original version is hereunder:

'Administration of the West Pakistan Motor Vehicle Ordinance, 1965 and rules framed thereunder except Control of Traffic, inspection and checking of Motor vehicles'.
38. The heading 'ZAKAT AND USHR DEPARTMENT' and the entries relating thereto were inserted after entries relating to Transport Department vide Notification No.CAB-I/2-1/93, dated 27<sup>th</sup> March, 1996.

**SCHEDULE-III (PART-A)**

1. The entries 16 and 17 were added vide Notification No.CAB-I/2-8/82, dated 17<sup>th</sup> October 1993. Subsequently, the said entries were omitted vide Notification No.CAB-1/2-8/82, dated 19<sup>th</sup> December, 1993. Original version is hereunder:
  16. Framing of rules under any law.
  17. All cases of relaxation of service rules.
  
2. The Entries 18 and 19 were added vide Notification No.SO(CAB-I)2-46/85-III, dated 20<sup>th</sup> October, 1993 and thereafter omitted vide Notification No.SO(CAB-1)/2-46/85-III, dated 31<sup>st</sup> October, 1993. Original version is hereunder:
  18. Appointments, promotions, postings and transfers of the following posts of the Home Department:
    - (i) Additional Inspector General of Police.
    - (ii) Deputy Inspectors General of Police.
    - (iii) Superintendents of Police.
  19. Appointments, promotions, postings and transfers of the following posts of Services, General Administration and Information Department:
    - (i) Deputy Commissioners.
    - (ii) Commissioners.
    - (iii) Members, Board of Revenue.
    - (iv) Posts on the Provincial Secretariat of, and above the rank of Additional Secretary.
    - (v) Posts of, and above the rank of Director Information.
    - (vi) District & Sessions Judges / Additional District & Sessions Judges (except transfer).
  
3. The entries 20, 21, 22 and 23 were added vide Notification No.CAB-I/2-8/82, dated 12<sup>th</sup> September, 1995. Afterwards, the said entries were omitted vide Notification No.SO.(CAB-I)/2-8/82, dated 17<sup>th</sup> February, 1997. Original version is hereunder:
  20. Appointments, promotions, postings and transfers of the following posts of the Home Department:
    - (i) Additional Inspector General of Police.
    - (ii) Deputy Inspectors General of Police.
    - (iii) Superintendents of Police.

**RULES OF BUSINESS**

21. Appointments, promotions, postings and transfers of the following posts of Services, General Administration and Information Department:
- (i) Deputy Commissioners.
  - (ii) Commissioners.
  - (iii) Members, Board of Revenue.
  - (iv) Posts in the Provincial Secretariat of and above the rank of Additional Secretary.
  - (v) Posts of and above the rank of Director Information.
  - (vi) Deputy Secretaries in the Punjab Civil Secretariat, District & Sessions Judges/Additional District & Sessions Judges (except transfer).
22. Appointments, promotions, postings and transfers of the following posts generally:
- (a) Department concerned through Services, General Administration and Information Department
    - (i) All Heads of Attached Department.
    - (ii) All Heads of Regional Offices.
    - (iii) All other appointments of the rank, status and emoluments of Commissioners and above.
    - (iv) Chairman and Members of Statutory Corporations under the control of Government of Punjab.
  - (b) Department concerned
    - All appointments under Statutory Corporations and Bodies which are required to be made or approved by Government.
  - (c) Department concerned
    - All other posts in BPS-19 and above (except transfers to posts under the High Court).
23. All cases of relaxation of service rules.

**SCHEDULE-IV**

1. At Sr.No.3 'Education Department' the entry in the column, under heading 'Name of Post' was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

'Directors of Education and Principals of Degree Colleges if required to be filled by officers above the rank of Deputy Director'.

**RULES OF BUSINESS**

2. At Sr.No.8, 'Labour and Human Resource Department' so substituted, the entry, in the column under heading 'Name of Post' was substituted vide Notification No.CAB-I/2-20/82, dated 20<sup>th</sup> February, 1994. Original version is hereunder:

'Additional Labour Directors'.

3. The entries 8-A and 8-B were added vide Notification No.CAB-I/2-46/85-III, dated 31<sup>st</sup> October, 1993 by deleting them from Schedule-III (Part-A) at Nos.18 and 19. Thereafter, the entries 8-A and 8-B were omitted vide Notification No.CAB-I/2-8/82, dated 12<sup>th</sup> September, 1995. Original version is hereunder:

8-A. Home Department.	(i) Additional Inspector General of Police. (ii) Deputy Inspectors General of Police. (iii) Superintendents of Police.
8-B. Services, General Administration and Information Department	(i) Deputy Commissioners. (ii) Commissioners. (iii) Members, Board of Revenue. (iv) Posts on the Provincial Secretariat of and above the rank of Additional Secretary. (v) Posts of and above the rank of Director Information. (vi) Deputy Secretaries in the Punjab Civil Secretariat, District and Sessions Judges/ Additional District & Sessions Judges (except transfers).

4. The entries 9 and 10 were omitted vide Notification No.SO(CAB-I)2-46/85-III, dated 20<sup>th</sup> October, 1993. Original version is hereunder:

9. Home Department.	(i) Additional Inspector General of Police. (ii) Deputy Inspectors General of Police. (iii) Superintendents of Police.
10. Services, General Administration and Information Department	(i) Deputy Commissioners. (ii) Commissioners. (iii) Members, Board of Revenue. (iv) Posts on the Provincial Secretariat of and above the rank of Additional Secretary. (v) Posts of and above the rank of Director Information. (vi) Deputy Secretaries in the Punjab Civil Secretariat, District and Sessions Judges/ Additional District & Sessions Judges (except transfers).

5. The entry 11 was omitted vide Notification No.CAB-I/2-8/82, dated 12<sup>th</sup> September, 1995.

Original version is hereunder:

- |  |  |
|--|--|
| (a) Department concerned through Services, General Administration and Information Department | (i) All Heads of Attached Departments.<br>(ii) All Heads of Regional Offices.<br>(iii) All other appointments of the rank, status and emoluments of Commissioners and above.<br>(iv) Chairman and Members of Statutory Corporations under the control of Government of Punjab. |
| (b) Department concerned   | All appointments under Statutory Corporations and Bodies which are required to be made or approved by Government.  |
| (c) Department concerned   | All other posts in BPS-19 and above (except transfers to posts under the High Court).  |

6. Against Sr.No.13, 'Services and General Administration Department', in the column under heading 'Name of Post', -

- (a) The entry (i) 'Deputy Commissioners' was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Subsequently, the said entry was deleted vide Notification No.CAB-I/2-2/2000, dated 25<sup>th</sup> February, 2002. Original version is hereunder:

'Executive District Officers'.

- (b) The entry (ii) was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

'Commissioners'.

7. Against Sr.No.14, 'General(a)', in the column under heading 'Name of Post', -

- (a) The entry (iii) was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

'All other appointments of the rank, status and emoluments of Commissioners & above'.

- (b) The entry (v) was added vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Later on, the said entry was substituted vide Notification No.SO(CAB-I)2-2/2000(P-III), dated 29<sup>th</sup> July, 2006. Original version is hereunder:

'Appointments of Executive District Officers in the District Governments'.

**SCHEDULE-VI**

In the column 1, at Sr.No.6, the entry was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

‘Commissioners, other Divisional/Regional Officers’.

**SCHEDULE-VII (PART-A)**

1. Against Sr.No.7, in the column under heading ‘Cases’, the entry 7 was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

‘Proposals involving major change in the functions or powers of Secretaries, Board of Revenue, Commissioners and Heads of Attached Departments’.

2. Against Sr.No.15, in the column under heading ‘Cases’, the entry (b) was substituted vide Notification No.CAB-I/2-2/2000, dated 13<sup>th</sup> December, 2001. Original version is hereunder:

‘All cases relating to disciplinary action against BS-20 and above officers at the stage of initiation of disciplinary proceedings and imposition of a major penalty under the Punjab Civil Servants (E&D) Rules, 1975’.

3. Against Sr. No.16, in the column under heading ‘Cases’ the entry was omitted vide Notification No.CAB-I/2-8/82, dated 17<sup>th</sup> October, 1993. Original version is hereunder:

‘All cases of relaxation of Service Rules’.

4. Against Sr.No.19, in the column under heading ‘Cases’, the entry was added vide Notification No.CAB-I/2-8/82, dated 19<sup>th</sup> December, 1993. Thereafter, the said entry was omitted vide Notification No.CAB-I/2-8/82, dated 12<sup>th</sup> September, 1995. Original version is hereunder:

‘All cases of relaxation of Service Rules’.

---

Mian Habib Khalid Habib, Section Officer (Cabinet-I), S&GAD