

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.8/11/98-R.3

Islamabad, the 16th March, 1998.

OFFICE MEMORANDUM

SUBJECT:- REFERENCES TO ESTABLISHMENT DIVISION FOR ADVICE.

The undersigned is directed to say that in many cases references are made to Establishment Division for advice without proper examination of the case in the referring Department and without specifying the point requiring advice.-- In order to avoid wastage of time in unnecessary correspondence, it is necessary that before making a reference to Establishment Division, the facts of the case and the relevant rules/regulations already available on the subject should be thoroughly studied/examined in the referring Division. In departments which have a Legal/Regulation Wing, it should also be consulted. If after taking action on the lines suggested above it is felt that some point still requires clarification/advice from Establishment Division, a self-contained note may be sent to Establishment Division which should contain the following information:-

- (i) The facts of the case;
- (ii) The position of law and rules which have a bearing on the case;
- (iii) The point requiring decision/advice; and
- (iv) The views of the referring Department.

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2. Such references should be made after obtaining approval of an officer of the referring Department not below Grade-20.

3. It should be ensured that important documents relied upon in the referring note are invariably enclosed.

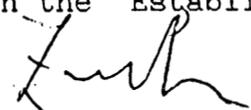
4. It has also been noticed that in some cases references are made to Establishment Division with priority marking after abnormal delay in the referring Department. It may please be appreciated that some minimum time is required for proper examination of any reference in the Establishment Division. It is, therefore, necessary that reference for seeking advice of Establishment Division should be made at the earliest opportunity.

5. All Ministries and Divisions are requested to kindly ensure that references to Establishment Division are made in the light of the above instructions.

All Ministries/Divisions.

Copy forwarded to all officers in the Establishment Division.


(M. Ramizul Haq)
Senior Joint Secretary
16/3/98


(Zarmast Khan Khattak)
Deputy Secretary

ESTABLISHMENT DIVISION
(Regulation Wing)

No.8/11/98-R.3

Islamabad, the 12th September, 2001

Subject: **RECEIPT OF REFERENCES FROM THE MINISTRIES/
DIVISIONS/DEPARTMENTS ETC. - AS WELL AS FROM OTHER
WINGS OF ESTABLISHMENT DIVISION - WHICH ARE NOT ON
THE PRESCRIBED FORMAT**

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It may kindly be recalled that, in June, 1999, the Addl. Secy. - who was then working as Sr. Joint Secretary - had issued a Circular (No.8/11/98-R.3 dated 26-6-1999) to all the Wings of the Division indicating therein the format in which the references were to be made to Regulation Wing for advice. He had stated therein that, to ensure expeditious processing of references and to make inter-wing consultation meaningful, it is necessary that the referring Wing may send (to the Regulation Wing) a self-contained Note, covering therein, inter alia, the following points:-

- (i) The facts of the case.
- (ii) The position of law and rules which have a bearing on the case.
- (iii) The point requiring decision/advice; and
- (iv) The views of the referring Wing on (iii) above.

2. He had also asked the referring Wings to ensure that, the important documents relied upon in the referring Note, are invariably enclosed.

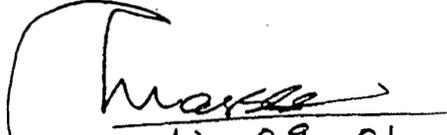
3. It is, however, regretted to point out that - more often than not - the references to the Regulation Wing are not made on the prescribed format (referred to above). As such, the Regulation Wing is under compulsion to return such incomplete references back to the referring Wings requesting them to do the needful. This results into unnecessary correspondence between the referring wing and Regulation Wing and avoidable delay.

4. In view of the above position, all the Wing-Chiefs are requested to kindly ensure that, in future, all references to the Regulation Wing are made on the prescribed format. Addl. Secy. has also agreed that, the future references to the Regulation Wing shall either be sent under the signatures of the concerned Wing-Chief (viz Joint Secretary) or - if the reference is being sent under the signatures of a Section Officer or a Deputy Secretary - it would clearly be mentioned in the reference that it is being sent with the approval of the Wing-Chief concerned.

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5. It is relevant to point out here that, vide our O.M. No.8-11/98-R-3 dated 16-3-1998 all the Ministries/Divisions were asked to send references to Establishment Division on a prescribed format (identical to that of the format which was prescribed later for the other Wings of Establishment Division - referred to in para I above). Perhaps because of the time-lag, these instructions were lost sight of and the Regulation Wing was receiving a lot of references from the Ministries/Divisions/Departments etc., which were not on the prescribed format. As such, these instructions have recently been reiterated vide our Memorandum No.8/11/98-R.3 dated 30th August,2001. A copy of this Memorandum (dated 30th August,2001) alongwith a copy of our earlier O.M. No.8/11/98-R.3 dated 16th march,1998 (referred to above), are enclosed for reference.

6. As a matter of fact, there is a possibility that a particular Wing of Establishment Division may make an **incomplete reference** to the Regulation Wing because of the reason that it has received that particular reference from the referring Ministry/Division/Department etc. in an **incomplete form (viz not on the prescribed format)**. But now, that all Ministries/Divisions have been asked again to conform to the instructions contained in our O.M. No.8/11/88-R.3 dated 16-3-1998, it may be easy for the Wing concerned to return an incomplete reference back to the referring Ministry/Division/Department etc. **emphasizing upon them the need to send back the reference on the prescribed format**. This will facilitate both the referring Wing(s) and the Regulation Wing in the quick disposal of such references also **minimizing the chances of an inappropriate advice from the Regulation Wing** (which is quite possible in the case of an incomplete reference to Regulation Wing).


12.09.01
(NASEER UDDIN)
Joint Secretary (R)

All Joint Secretaries
In Establishment Division

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION
(Regulation Wing)

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No.8/11/98-R.3

Islamabad, the 30th August,2001.

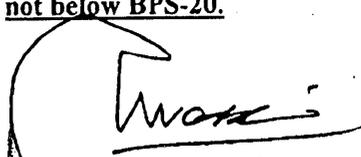
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MEMORANDUM

Subject: REFERENCES TO ESTABLISHMENT DIVISION FOR ADVICE.

In March, 1998, the Establishment Division (Regulation Wing) - vide its O.M. of even number dated 16th March,1998 - had issued guidelines/instructions on the subject cited above. A copy of this O.M. is enclosed for ready reference.

2. It has, however, recently been observed that a lot of references are being received in Establishment Division (Regulation Wing) which are not in accordance with the guidelines/instructions appearing in the enclosed O.M. Naturally, such references are returned back to the referring Ministries/Divisions etc. for being re-submitted in the prescribed format. This results into unnecessary correspondence between the Establishment Division and the referring Ministry/Division and consequent wastage of time and energy. Needless to say that making reference to Establishment Division (Regulation Wing) in the format prescribed vide enclosed O.M. is more in the interest of the referring Ministry/Division and if, the very first reference from a Ministry/Division to the Establishment Division (Regulation Wing) is received in the prescribed manner (and contains all the relevant information), the Establishment Division (Regulation Wing) is very likely to process the case and tender necessary clarification/advice to the referring Ministry/Division at the earliest possible. As such, it is requested that - - in the interest of both the referring Ministry/Division and the Establishment Division - all future references to Establishment Division (Regulation Wing) may kindly be made according to the format prescribed vide the enclosed O.M.

3. It is also relevant to point out here that a fairly large number of references are received in this Division (Regulation Wing) which are signed by a Section Officer or a Deputy Secretary without indicating therein the level of the officer (viz BPS-20 and above) who decided to make the reference to the Establishment Division. As such, keeping in view the instructions contained in para 2 of the enclosed O.M. it is requested that, in all future references, the referring officers - if they happen to be officers below BPS-20 - MUST mention that the reference in question has been made after obtaining approval of an officer of the concerned Ministry/Division/Department etc. not below BPS-20.


(NASEER UDDIN)
Joint Secretary

All Ministries/Divisions