PAKISTAN POST OFFICE

POST OFFICE MANUAL

Volume II

GENERAL REGULATIONS

SECOND EDITION

(Corrected up to 15th March, 2010)

Published under the authority of the
Director General, Pakistan Post Office,
Islamabad-44080.

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PREFACE

The Volumes of the Post Office Manual contain mainly the rules intended for the guidance and instructions of officers of the Pakistan Post Office Department in the performance of their administrative and executive duties. Rules relating to the accounts work of the Department appear in the different Volumes of the Account Codes published under the authority of the Auditor General. There are, however, certain rules which contain instructions or lay down procedure involving both executive and accounts work and for the sake of convenience these rules appear in the Post Office Manuals. A list of such rules, if any, has been added at the end of each Chapter except in the case of Post Office Manual, Volume V, in which it appears as Appendix.

2. The principle underlying the arrangement of the different Volumes of the Post Office Manual is as follows:—

Volume I (*Legislative Enactments*) contains the Acts, Ordinances, Statutory Rules and Notifications relating to the Pakistan Post Office Department.

Volume II (*General Regulations*) contains rules of a general nature applicable to the different branches of the Department, viz., Post Office, Mail Sorting and Transportation, under the following heads:- Organisation; Discipline; Appeals and Petitions; Personal Matters, Security Deposits; Stock; Printing; Contracts; Buildings; Miscellaneous Rules; Budget Estimates and Control, etc.

Volume III contains Schedules showing the administrative powers of the officers of the Pakistan Post Office Department. It comprises also Government Servants (Conduct) Rules, 1964; Removal from Service (Special Powers) Ordinance, 2000; Government Servants (Efficiency and Discipline) Rules, 1973; Civil Servants (Appeal) Rules, 1977; Petition Instructions; Service Tribunals Act, 1973; Service Tribunals (Procedure) Rules, 1974; Federal Public Service Commission (Functions) Rules, 1978 and Miscellaneous Instructions.

Volume IV (*Establishments*) contains rules regarding establishments in the different branches of the Department, e.g., appointments, promotions, examinations, transfers and postings, seniority, confirmation, leave, deputations, resignation, termination and reversion, retirement, pension and gratuity, re-employment after retirement, Benevolent Fund and Group Insurance, recruitment and promotion of

officers and officials, revision of establishment, Acts and Service laws, statutory rules, rules for recruitment to different posts, etc.

Volume V (*Post Office and Mail Sorting and Transportation General Regulations*) contains rules of a general nature applicable both to the Post Office and Mail Sorting and Transportation. It also embodies Chapters regarding investigations, transmission of Mails under weighment systems, complaints, criminal proceedings and civil suits and forged, counterfeit and defaced postage stamps, coins and currency notes, etc.

Volume VI (*Post Office*) contains special regulations for the Post Office.

Volume VII (*Mail Sorting and Transportation*) contains special regulations for the Mail Sorting and Transportation offices and sections.

Volume VIII (*Post Office and Mail Sorting and Transportation Supervising Officers*) contains regulations for the guidance of the Supervising Officers of the Post Office and the Mail Sorting and Transportation.

Volume IX (*Training*) contains special regulations for training of employees of the Pakistan Post Office Department.

All these Manuals need to be reprinted every five years or earlier after incorporating amendments, if any, to ensure availability of up-to-date reference books.

3. *Rules for Branch Offices* appear as a separate publication and contain regulations for the guidance of Branch Post-Masters. This publication need be reprinted every seven years after updating it.

4. This is the Second Edition of the Post Office Manual, Volume II. The previous Edition of this Volume was published by the erstwhile Director General of Posts and Telegraphs, Karachi as generally modified upto 1st September, 1950. The rules contained in second edition of this Volume are printed as corrected up to 15th March, 2010. All the rules and instructions on the subject herein treated of supersede all previous rules, instructions and circulars. These rules must be carefully read by all officers and officials of the Pakistan Post Office Department as no breach of the rules will be excused on the plea of ignorance.

5. Every effort has been made to bring this Volume corrected up to date. However, the possibility of any omission cannot be ruled out. Any errors, omissions or irregularities noticed should be promptly reported to the Director General, Pakistan Post Office Department, Islamabad-44080 by the Heads of Circles and other officers directly subordinate to the Director General.

6. It may be noted that the importance of any publication like this depends upon its being maintained up to date through the issue of periodical amendments notified through the Director General's circulars. This aspect should, therefore, be given special attention by all Officers in the Directorate General Pakistan Post Office Department.

7. The Department thankfully appreciates the strenuous efforts put by Mr. Muhammad Akhtar, Retired Deputy Director General, Pakistan Post Office Department in bringing about this nearly six decades old Post Office Manual, Volume II uptodate. The retired officer, who during the tenure of his service held the charge of the post of the Director General, Pakistan Post Office Department on many occasions, also accomplished the gigantic task of revising out of date Post Office Manual, Volume I, III, IV, V, VII and VIII. However, Post Office Manual, Volume VI and IX are under revision of the Department.

Director-General

NOTICE

The postmasters' personal duties prescribed in rule 272, 273, 403, 631, 648-652, and 711-720 or in any of them may under the order of the Head of the Circle, be performed by the deputy postmaster or assistant postmaster in the case of head offices and by the sub-postmaster, assistant postmaster, or senior most official in the case of sub-offices.

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CHAPTER I

ORGANIZATION

Exclusive Privileges of Government

1. The Government of Pakistan has the exclusive privilege of conveying letters by post from one place to another and performing all incidental services of receiving, collecting, sending, dispatching and delivering letters. The privileges and powers of the Federal Government in respect of Pakistan Post Office Department and cognate matters are dealt with in the Post Office Act, 1898 and Pakistan Post Office Rules, 1961. Officers of the Department are required to guard against any infringement of these privileges.

Direction

2. The control of postal services in Pakistan is vested in the Director-General, Pakistan Post Office Department under overall supervision of the Pakistan Postal Services Management Board which in turn functions under the administrative control of the Government of Pakistan in the Ministry of Postal Services. The administrative powers of the Director General appear in Schedule No.14 of the Post Office Manual, Volume III, Revised Edition, 2005 while his financial powers are laid down in the System of Financial Control and Budgeting (September, 2006) issued by the Government of Pakistan. The Pakistan Postal Services Management Board exercises the administrative and financial powers shown in Schedule I and II of the Pakistan Postal Services Management Board Ordinance, 2002 reproduced in Chapter 2A of the Post Office Manual, Volume I, Second Edition 2009.

3. *Cancelled.*

Direction Officers

4. For purposes of administrative convenience, the Director-General is assisted at the headquarters by the under mentioned officers of the higher and middle establishment:—

1. Additional Directors General.
2. Deputy Directors General.
3. Chief Accounts Officer.
4. Directors.
5. Director (Internal Audit Cell).
6. Director Computer.
7. Superintending Engineer.

8. Deputy Chief Accounts Officers.
9. Systems Analyst.
10. Executive Engineer (Civil).
11. Deputy Directors.
12. Assistant Deputy Directors-General.
13. Assistant Directors / Assistant Chief Accounts Officers / Assistant Executive Engineer / Computer Programmers.

Headquarters

5. The headquarters of the Director-General / Chairman and other officers of the Direction are at Islamabad.

Duties

6. (1) The Additional Directors General, Deputy Directors General, Directors, Assistant Deputy Directors General and Assistant Directors assist the Director-General in the disposal of all references on postal matters.

(2) The Chief Accounts Officer assists the Director-General in financial control of the Department and in preparation of budget, annual reports and rates. He also advises the Director General in accounts matters, their proper maintenance and reconciliation. He also supervises the timely conduct of internal audit of the Pakistan Post Office Department and disposal of audit paras and references of Public Accounts Committee.

(3) The Chief Controller, Stamps renders assistance and advice in issuance of postage stamps both commemoratives and definitive and printing of envelopes, post cards and postal stationery.

(4) The Superintending Engineer assists in preparation of development plans, monitoring the construction, repairs including annual and special repairs and maintenance of civil works, construction, reconstruction, major renovations, assessments of worth and rental value of departmental or private property, scrutiny of the cost estimates regarding capital works and special nature work, preparation of budget estimates and finances for development plans, inspection of capital and renovation works, settlement of audit observations, etc.

(5) The Director Computer assists in all matters relating to computerization and automation of counter facilities in the post offices and other offices in the Department for providing efficient postal services to the clientele.

Circles

7. (1) For purposes of proper control, the Pakistan Post Office Department is divided into eight Postal Circles, as shown below with headquarters stations noted against each:

1. Balochistan Circle, Quetta.
2. Federal Capital and Azad Jammu and Kashmir Circle, Islamabad.
3. North West Frontier Province Circle, Peshawar.
4. Central Punjab Circle, Lahore.
5. Northern Punjab Circle, Rawalpindi.
6. Southern Punjab Circle, Multan.
7. Karachi Metropolitan Circle, Karachi.
8. Northern Sindh Circle, Hyderabad.

(2) Each Circle is under a Postmaster-General who is responsible to the Director-General for carrying on work of all branches of the Department within his Circle. These officers are responsible to the Director General for efficient running of postal services, agency function services, mail sorting and transportation services and other allied services within their respective Circles.

(3) (a) In addition to above, there are the following three Circles or Organizations as well.

1. Postal Life Insurance Circle, Southern Pakistan, Karachi.
2. Postal Life Insurance Circle, Northern Pakistan, Lahore.
3. Postal Staff College, Islamabad.

(b) Each Postal Life Insurance Circle is under a General Manager whereas the Postal Staff College is headed by a Director.

(4) Under each Head of Circle there are the following classes of officers who assist him in the general administration of the Circle and perform executive duties: —

(a) Circle Headquarters staff.

(i) Deputy-Postmasters General in Postal Circles and Directors in Postal Life Insurance Circles.
(ii) Assistant Postmasters-General, Assistant General Managers or Senior Instructors, as the case may be.
(iii) Assistant Directors.
(iv) Administrative / Welfare Officers.

(b) Executive staff.

Post Offices and Mail Sorting and Transportation

(i) Divisional Superintendents of post offices / Mail Sorting and Transportation in charge of Divisions / Chief Postmasters / Senior Postmasters.
(ii) Assistant Superintendents of post offices or Mail Sorting and Transportation in charge of sub-divisions.
(iii) Head postmasters / Record Clerks.
(iv) Sub-postmasters / Sub Record Clerks.
(v) Branch postmasters.
(vi) Franchise postmasters.

Postal Life Insurance.

(i) Assistant Directors (Field)
(ii) Assistant Superintendents (Field)

Powers

8. The administrative and financial powers of Heads of Circles and their subordinate officers are detailed in the Post Office Manual Volume III and in the Schedule of Financial Powers Delegated to the Officers of the Pakistan Post Office Department respectively.

9. *Deleted.*

Postal stock depots.

10. (1) For the supply of stores and other articles, postal stock depots have been established in the Circles which are under the direct control of the Heads of Circles concerned.

(2) The main source of manufacture and supply of stamps and seals, etc; for use in the Department is from the Pakistan Mint, Lahore.

10-A. *Deleted.*

CHAPTER II

DISCIPLINE

Punishments.

11. (1) The following penalties may, for good and sufficient reasons, be imposed under the Government Servants (Efficiency and Discipline) Rules, 1973 upon the persons in Government service, namely:-

(a) Minor Penalties:

(i) Censure;
(ii) Withholding for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service or post;
(iii) Stopping, for a specific period, at an efficiency bar in the time scale, otherwise than for unfitness to cross such bar; and
(iv) Recovery from the pay of the whole or any part of any pecuniary loss caused to Government by negligence or breach of orders;

(b) Major Penalties:

(i) Reduction to a lower post or time scale, or to a lower stage in a time-scale;
(ii) Compulsory retirement;
(iii) Removal from service ; and
(iv) Dismissal from service.

(2) Removal from service does not but dismissal from service does, disqualify for future employment.

(3) In this rule, removal or dismissal from service does not include the discharge of a person__

(a) appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him; or
(b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
(c) engaged under a contract, in accordance with the terms of the contract.

(4) The payment of pension or other pensionary benefits to a person retired compulsorily or reduced to a lower post or pay scale, if admissible, be regulated in accordance with the law for the time being in force relating thereto.

(5) The dismissal or removal or premature retirement from service or reduction to lower post or pay scale of a person will not absolve such person from liability to any punishment to which he may be liable for an offence under any law committed by him while in service.

11A. The statutory rules relating to penalties to be imposed upon the persons in Government service are embodied in the Government Servants (Efficiency and Discipline) Rules, 1973, which are reproduced in the Post Office Manual, Volume III, Edition 2005. These Rules have replaced the Removal from Service (Special Powers) Ordinance, 2000, which has been repealed on 5th March, 2010 vide Act No. III of 2010.

Authorities and Authorized Officers competent to impose penalties.

12. Cancelled

12 A. (1) The designated authorities and designated authorized officers competent to impose penalties specified in rule 11 (1) above on the Government servants stand mentioned in various Schedules appearing in the Post Office Manual, Volume III, Edition 2005. Schedule No.7 to 12 of Volume III mention the officers empowered as from 5th March, 2010 to impose penalties on persons holding posts in various Basic Pay Scales under the Pakistan Post Office Department under the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973.

(2) The punishing authorities in respect of extra – departmental staff, the staff paid from contingencies, daily paid workers, piece workers, etc., will be the same as for the corresponding class of the regular staff of the Department. The punishing authority for extra-departmental sub-postmasters, extra-departmental postmen, extra-departmental runners, etc; will be the same as for departmental sub-postmasters, postmen, mail runners, etc; respectively.

(3) A penalty can be imposed only by the designated authority or designated authorized officer. In no circumstances should an officer higher than the designated one issue any direction in regard to the penalty to be imposed. Neither should a competent punishing authority obtain the guidance or consent of any superior authority in this respect.

Procedure for punishment

12B. (1) Where a Government servant, in the opinion of the authority —

(a) is inefficient, or has ceased to be efficient; or

(b) is guilty of misconduct; or

(c) is corrupt, or may reasonably be considered as corrupt because—

(i) he, or any of his dependents or any other person, through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or

(ii) he has assumed a style of living beyond his ostensible means; or

(iii) he has persistent reputation of being corrupt; or

(d) is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is therefore prejudicial to national security,

the authority, after inquiry by the Inquiry Officer or the Inquiry Committee appointed by him may impose on him one or more penalties.

(2) When an employee is charged on any of the grounds enumerated in the preceding sub-paragraphs the following procedure should be strictly observed—

(a) A formal charge sheet and statement of allegations and show cause should be issued by the designated authorized officer over his signature against the accused;

(b) The accused should be required to submit his written defence within a reasonable time which is not less than seven days or more than fourteen days from the day the charge has been communicated, to the Inquiry Officer or Inquiry Committee, as the case may be;

(c) An enquiry should be held by the Inquiry Officer or Inquiry Committee, in the interest of natural justice, unless for

reasons to be recorded it is not considered necessary by the authorized officer to hold enquiry;

(d) The Inquiry Officer or Inquiry Committee, as the case may be, should submit his or its findings and recommendations to the authorized officer.

(e) On receipt of inquiry report and explanation of the accused the authorized officer will determine whether the charge has been proved or not. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty he shall forward the case to the authority with his recommendations and with all connected documents and papers.

Framing of memorandum of charges, issue of show cause notice, holding of enquiry and drafting of punishment order

12C. (A) The following instructions should be observed in framing a show cause notice and memorandum of charges:—

(1) The grounds on which it is proposed to take action against an employee should be reduced to the form of a definite charge or charges.

(2) A statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration in passing orders on the case should invariably be recorded in the memorandum. In no circumstances, however, should an opinion or anything that can be construed as an opinion as to the guilt of the employee appear in the memorandum.

(3) The employee should be required, within a reasonable time to be specified in the show cause, to put in a written statement of his defence to the inquiry officer. He should also be required to state whether he desires to be heard in person.

(4) The employee should be called upon to show cause why a certain type of penalty (to be stated) should not be imposed on him.

NOTE.— When the memorandum of charges is sent by post, it should be enclosed in a registered cover with acknowledgement due.

(B) The following additional proceedings will be necessary in processing disciplinary cases:-

(1) The authorized officer will appoint an Inquiry Officer or Inquiry Committee to scrutinize the conduct of the accused Government servant who is alleged to have committed any of the acts or omissions specified in rule 12 B (1) of this Volume.

(2) The authorized officer may dispense with the inquiry if he is in possession of sufficient documentary evidence against the accused, or for reasons to be recorded in writing, he is satisfied that there is no need of holding an inquiry.

(3) The Inquiry Officer must be deputed with due regard to the importance of the case and the status of the accused employee. In selecting the officer to hold such an enquiry, the authorized officer should ensure that the officer so chosen—

(i) is superior in rank to the accused employee ;

(ii) is not the same officer on whose initiative the disciplinary proceedings were started ; and

(iii) is not an officer who may have already expressed a definite opinion on the points at issue or one directly subordinate to such an officer.

(4) The Inquiry Officer or Inquiry Committee will—

(a) ensure that the procedure laid down in sub-rules (3) to (6) of rule 6 of the Government Servants (Efficiency and Discipline) Rules, 1973 is strictly adhered to.

(b) require the accused within the time stipulated by the authorized officer from the day the charge is communicated to him to put in a written defence;

(c) enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him; and

(d) hear the case from day to day and no adjournment shall be given except for special reasons to be recorded in writing and intimated to the authorized officer. No adjournment shall normally exceed a week.

(5) The Inquiry Officer or Inquiry Committee has the power—

(a) to summon and enforce attendance of any person and examine him on oath;

(b) to require the discovery and production of any documents;

(c) to receive evidence on affidavits; and

(d) to record evidence.

(6) The Inquiry Officer or the Inquiry Committee has the power to regulate his or its own procedure for the fixing of place and time of its sitting and deciding whether to sit in public or in private.

(7) At the enquiry it is incumbent to have evidence as to such of the allegations as are not admitted and to give the employee charged an opportunity (a) to cross-examine the witnesses against him, (b) to give evidence in person, and (c) to have such witnesses called as he may wish, though the officer conducting the enquiry may, for special and sufficient reason to be recorded in writing, refuse to call a witness.

(8) The proceedings of the enquiry should be reduced to writing and be signed by the Inquiry Officer or the Inquiry Committee and the employee charged.

(9) Where the Inquiry Officer or the Inquiry Committee is satisfied that the accused is hampering or attempting to hamper, the progress of the inquiry he or it shall administer a warning and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record finding to that effect and proceed to complete the inquiry in such manner as he or it deems proper in the interest of justice.

(10) The Inquiry Officer or the Inquiry Committee will record the statement of the witnesses on oath in presence of the accused Government servant. In order to ensure his presence the initial of the accused should be obtained on the statement of the witness.

(11) The Inquiry Officer or the Inquiry Committee will record his or its findings and recommendations after due analysis and appreciation of evidence on record besides initialing each page of the inquiry report. The Inquiry Officer or the Inquiry Committee will submit his or its report to the authorized officer directly within ten days of the conclusion of the proceedings alongwith his or its findings and the grounds thereof.

(C)(1) The order of punishment should be framed in a proper judicial form. It should contain a sufficient record of the evidence and a statement of the findings and the grounds thereof. It should contain :—

(i) the facts and the history of the case leading to the charges;

(ii) the charges in detail ;

(iii) a record of the examination of the defence and the evidence (including oral evidence, if any) in respect of each charge ; and

(iv) a statement of the findings in respect of each charge.

(2) In the examination of the evidence the defence of the accused must be carefully and fully dealt with, and in the final opinion and decision expressed in the order, consideration should be given to the service and character of the employee whose conduct has been under enquiry. A copy of the order must be

furnished to the employee punished under receipt which must be kept on record attached to the original order of punishment in the personal file of the official concerned or in the file from which the order is issued, as the case may be. Particulars of the punishment awarded to the official should be recorded in his performance evaluation report or confidential record or character sheet, as the case may be.

NOTE.—If the employee charged fails to submit his defence within the time specified in the show cause without good cause, the fact, should be mentioned in the final order.

13. In some cases it may not be necessary or possible to take all the steps prescribed in the preceding rules, as, for instance, when an order of conviction of a Government servant in a criminal court, is passed. If a Government servant is convicted of a criminal charge involving moral turpitudes he should be dismissed from service from the date of issue of order of conviction by the court of law. Such an order will be issued in writing by the competent authority straightway without service of any show cause notice to the offender.

NOTE.—In judicial trials it sometimes happens that some censure is passed on a Government servant in a side remarks from the Bench, which he has no opportunity of answering, or which the presiding officer may not have thought of sufficient importance to require verification. Such a remark should not be taken as a deliberate judgment, and unless himself convicted at a judicial trial, an employee should always be given the opportunity of defending himself against any imputation that he may have therein incurred.

14. It may be that the circumstances of a case are such that an accused employee in BPS-16 or below should be allowed the option of resigning his appointment in the Department. If so, and if he then voluntarily tenders an *unconditional* resignation, this should be accepted by the competent appointing authority with the clearance of the officer next above the competent appointing authority.

15. Copies of all punishment orders affecting the pay of the employee punished should be sent to the head of the office from which his pay is drawn and to the Audit office along with the pay bill.

16. *Deleted.*

Suspension and Forced Leave

17. (1) An employee against whom departmental disciplinary action is proposed to be taken under sub-rule (I) of rule 12B or whose conduct is under investigation on a serious charge may be placed under suspension by the authorized officer, with the prior approval of the designated authority (i.e. appointing authority) in writing if in the opinion of the authorized officer suspension is necessary or expedient.

NOTE 1.____ It is very important that cases of this kind should promptly be disposed of. Accordingly the suspension orders may be issued by the authorized officer in the first instance for a period not exceeding three months and renewed by the authority after every three months if continuation of such suspension is considered necessary.

NOTE 2.___Particulars of all suspensions should be entered in a separate Register of Suspensions. All pending cases of suspension should be re-entered in red ink and the new cases occurring in any month entered next in black ink. As soon as a case is disposed of, the manner of disposal should be shown against the entry for the month and in the succeeding month it should be omitted.

(2) If a Government servant who has been dismissed or removed is subsequently honourably acquitted and reinstated by the revising or appellate authority the period of alsence from duty will be treated as a period spent on duty under Fundamental Rule 54, othervise the period of absence from duty will not be treated as a period spent on duty unless the revising or appellate authority so directs specifically. Fundamental Rule 54 does not forbid the periods spent under suspension being treated as leave. Accordingly the revising or appellate authority may convert a period spent under suspension and/or period of unemployment between the dates of dismissal/removal and reinstatement into one of leave while passing final order.

(3) As under Fundamental Rule 53 it is obligatory to pay a subsistence grant to a Government servant under suspension, therefore, in a case where the period of suspension is treated as extra ordinary leave by the revising or appellate authority the subsistence grant paid to the Government servant during that period cannot he recovered because such recovery would be ultra virus of Fundamental Rules 53 and 54.

17A. (1) The authorized officer may, in an appropriate case, instead of placing accused person under suspension, require him in writing to proceed on such leave as may be admissible to him from such date as may be specified by the authorized officer.

NOTE.—In order to exercise watch on finalization of disciplinary cases the period of such forced leave will be mentioned in the order which should be up to three months initially and may be extended every three months with the approval of the designated authority, if considered advisable.

(2) A Government servant sent on forced leave is entitled to full amount of his salary and other benefits and facilities for the period of such leave in terms of FR 53 (b) irrespective of the fact that leave at his credit stands or not. In such a case the period of forced leave may not be charged to Leave Account of the Government servant as he was not on leave at his own under rule 24 of the Revised Leave Rules, 1980.

(3) If a Government servant proceeding on leave in pursuance of an order of the competent authority is not dismissed or removed from service or compulsorily retired or reduced in rank he will be required to rejoin duty and the period of such leave will be treated as duty on full pay.

18. *Cancelled.*

19. (1) No employee who has been suspended is entitled to absent himself from his station during the period of his suspension.

(2) Under Fundamental Rule 55 leave cannot be granted to a Government servant while under suspension.

(3) A Government servant can be suspended while on leave. However such a Government servant will cease to be on leave as soon as he is placed under suspension.

(4) A Government servant under suspension may leave his headquarters only in case of an emergency with the written approval of the officer under whom he was performing his duties immediate to his suspension.

20. Employees placed under suspension are permitted to draw full pay up to the date of being relieved but it is necessary that the immediate superior of such an employee should make arrangements for his relief at the same time as the suspension. Such relief must be conducted strictly in accordance with the rules regarding transfer of charge in the *Post Office Manual*, Volume IV.

21. An employee should not be suspended except when it is really necessary and the following rules should guide an officer in suspending any one under his orders :—

(a) There must be a strong *prima facie* case against the delinquent Government servant.

(b) If the offence is of such a serious nature that dismissal or removal from service will be the probable punishment, or such that it is inadvisable that the offender should be allowed to continue to perform the duties of his office pending decision on the case, suspension is justifiable.

(c) Unless there is some very strong reason why the offender should not be allowed to continue to work until the case has been decided, suspension should not be resorted to.

(d) No one should be suspended for petty breaches of discipline and for minor departmental offences.

(e) No one should be suspended unless —

(i) he willfully and obstinately refuses to carry out an order;

(ii) during the course of an enquiry his retention in his appointment would hamper or frustrate such enquiry ;

(iii) he is in Police custody ;

(iv) he is charged with an offence of a nature which, if proved against him, would ordinarily result in his dismissal.

(v) the criminal case is pending in a Court of Law.

NOTE 1.— The Head of the Circle will take suitable steps to ensure that the disposal of cases of suspension is not unduly delayed by his supervising officers who should be instructed to see that no official is kept under suspension for more than sixty days as far as possible during which period the departmental proceedings against the offender must be finalized.

NOTE 2.—When documentary and oral evidence has already been collected in departmental disciplinary proceedings and the risk of an official tampering with an evidence (documentary or oral) no longer exists, the order of suspension should be cancelled. Where however, there is still such a risk, he, on release from suspension, should be transferred elsewhere.

NOTE 3.—Sanction for prosecution is issued when there is a strong prima-facie case against the Government servant concerned on the charge of bribery and corruption and he is likely to be convicted by a Court of Law entailing imprisonment or fine or both, resulting in his dismissal or removal from service. Therefore, on issue of sanction for prosecution by the competent authority, the Government servant concerned should immediately be placed under suspension and under no circumstances he should be released from suspension and taken on duty or granted leave until the case is finalized by a Court of Law.

NOTE 4.—Similarly a Government servant accused of a criminal charge involving moral turpitude, on arrest by the Police, should be placed under suspension and should not be reinstated into service even if he has been released on bail, until, he is acquitted by a Court of Law.

NOTE 5.—When the Court of Law pronounces judgment, it should be the duty of the Head of the Division / Unit / Office to obtain a copy of the judgment and put it up before the competent authority. In case the Government servant is convicted of criminal charge involving moral turpitude, he shall straightway be dismissed from service by the competent authority without service of any further show cause notice. Such a dismissal from service of the Government servant shall, however, take effect from the date of conviction by a Court of Law.

Powers to suspend

22. In case where a Government servant is accused of subversion, corruption or misconduct, the authorized officer may with the approval of the authority notified under sub-rule (2) of rule 2 of the Government Servants (Efficiency and Discipline) Rules, 1973 suspend him, provided that any continuation of such suspension shall require the approval of the authority after every three months.

23. *Cancelled.*

Powers to relieve from suspension

24. Only the designated authority by whose approval the suspension of an employee has been sanctioned can relieve him from suspension. The authorized officer after obtaining approval of the authority will relive the accused from suspension.

Communication of orders to the Audit office

25. (1) A copy of the order placing an officer in BPS-16 or above under suspension (other than those whose names are not shown in the Establishment pay bills) and also a copy of the order re-instating or imposing a penalty or dismissing him, should be forwarded at the time by the officer issuing the order to the Audit officer to enable him to audit the grants payable to the official concerned, and to know whether the period of suspension may count for pension or not.

(2) In the case of employees whose names are not required to be shown in the Establishment pay bill or in the annual establishment return, a copy of the order should accompany the bill of the employee concerned.

(3) Copies of all orders must also be sent to the officer in whose custody, the service book or service roll is kept to enable him to make necessary entries in the service book or service roll, as the case may be.

26. *Cancelled.*

Subsistence Grants

27. The rules regulating the monthly grants to a Government servant under suspension or committed to prison will be found in rules 53 and 54 of the Fundamental Rules.

NOTE 1.—Under Fundamental Rule 53 (b) a Government servant under suspension is entitled to a subsistence grant which is full amount of his salary and all other benefits and facilities provided to him under the contract of his service immediately before his suspension.

NOTE 2.—The authorized officer issuing an order of suspension will at the same time issue an order under Fundamental Rule 53 (b) granting the suspended Government servant subsistence grant and will inform the Accounts office accordingly.

28. Subsistence grant is made solely for the purpose of subsistence of a Government servant during the period of his suspension. Thus the amount to which a Government servant is entitled as subsistence grant under the provision of the Fundamental Rules cannot, therefore be appropriated for adjustment of losses caused to the Department by his negligence in the discharge of his duties.

Resignations

29. (1) Except with the sanction of the Government of Pakistan, resignation of officers in basic pay scale 17 and above is not permitted while his conduct is under investigation or until all departmental claims against him have been settled. In forwarding to superior authority an application for resignation, it should be stated whether anything has occurred to affect the character of the applicant.

(2) The resignation of a Government servant holding a post in Basic Pay Scale 16 or below, whose conduct is under enquiry and against whom disciplinary proceedings are contemplated, will not be accepted by the competent appointing authority without the prior clearance of the officer next above the competent appointing authority.

30. An authority receiving an application from an employee asking for permission to resign should at once adjust all departmental claims outstanding against the applicant, and his resignation should not be accepted until his accounts are fully adjusted. Pending acceptance of his resignation the applicant should be employed on such duty as he can perform without any charge of public property, payments to him from a treasury or a post office, if any, being stopped at the same time. On the accounts being fully adjusted the competent authority will intimate the acceptance of the resignation which is to take effect from the day after receipt of intimation.

31. Any official who, having sent in his resignation, quits his post before receiving intimation of acceptance (unless on leave without pay granted by competent authority) will be dismissed after initiation and finalization of disciplinary proceedings and his dismissal notified in the general letter or circular, and legal proceeding will be taken against him by the head of the office or the Circle, as the case may be, in which he was last serving, if the Department has legal claims exceeding his un-disbursed pay or allowance. Any employee, who having received leave under this rule fails to completely adjust his accounts, will be dismissed in the same manner, and legal proceedings similarly taken against him.

32. Where no special rule is laid down, no authority inferior to that by which an employee was appointed, is competent to accept his resignation.

NOTE.—See also rules 463 to 475 of the Post Office Manual Volume IV, Second Edition, January, 2004.

Dismissals.

33. *Deleted.*

34. The powers of Heads of Circles and subordinate authorities to dismiss an employee are laid down in the Schedule of Administrative Powers of officers of the Pakistan Post Office as contained in the latest edition of the *Post Office* Manual, Volume III.

Procedure with regard to dismissals

35. The following general principles should be observed with regard to dismissals of Government servants :—

(1) It should be remembered that a distinction exists between the removal and the dismissal, of a Government servant. Removal from office for such a cause as unfitness for the duties of the office need not usually entail any further consequences. It ought not to bar re-appointment to another office for the duties of which the removed employee may be suited, and it should not be accompanied by any subsidiary orders which would operate as such a bar or otherwise prejudice the employee in question. Removal should be the penalty in all cases where it is not thought necessary to bar future re-employment under Government.

(2) In cases of dismissals on the other hand, the effect of the order should ordinarily be to preclude the dismissed employee from being re-employed. As a precaution against the inadvertent re-employment of employees who may have been dismissed, it should be ascertained whether an applicant for a post had been in Government service before, and his previous employer referred to if the circumstances connected with his discharge are not clear. The applicant should be required to produce record of his service, and any one who succeeds in obtaining employment by the concealment of his antecedents would obviously merit dismissal on the true facts being discovered.

(3) (a) The dismissal of Government servants in Basic Pay Scale 16 and above should be notified in the *Gazette* of Pakistan.

(b) The cases of the dismissal of employees in Basic Pay Scale 15 or below should be notified in departmental circulars.

(4) The reasons for the dismissal of a Government servant should not be stated in the notification regarding his dismissal even in cases in which a conviction has been obtained in a Criminal Court. The reasons may be notified only in those cases in which the cause of dismissal constitutes a disqualification under the terms of the Law regulating the tenure of a particular appointment, and it is for this reason necessary to couple with the announcement of the dismissal a statement of the grounds upon which it has been ordered.

List of dismissals

36. After the close of each quarter, as soon as copies of all punishment registers have been received from the officers concerned, the Head of a Circle should by 21st of the month following each quarter furnish to the Director General a list of employees who were dismissed and debarred from future employment under the Government during the preceding quarter. The list should furnish information on following points in respect of each employee entered in it :—

(1) Serial Number.

(2) Name and Permanent Address.

(3) Educational Qualification.

(4) Father's name.

(5) Date of Birth.

(6) Computerized National Identity Card Number.

(7) Appointment last held.

(8) Office in which employed.

(9) Height and mark of identification.

(10) Reason of Dismissal.

37. The General Manager, Postal Life Insurance, Director, Postal Staff College, Chief Controller of Stamps and other authorities directly subordinate to the Director-General should also send quarterly a similar list to the Director General.

37 A. A consolidated list of dismissal will be sent by the Director General to the Establishment Division through the Administrative Ministry concerned. Besides this, the list of dismissal will also be published in the Director General's circular.

Removal on reduction of establishment

38. Great care should be exercised with regard to removing an employee from the service of Government on the ground that his appointment is abolished on reduction of establishment. No Government servant should be discharged for such a reason until the reduction of establishment entailing the abolition of his post has been finally determined on, and has been actually ordered by a competent authority. The fact that prospective changes are under consideration, and likely to be adopted which will involve a

reduction of establishment, should not be used to justify the removal of an employee from his appointment.

Absence from duty

39. (1) An applicant for leave is not ordinarily allowed to avail himself of it or to quit his office or his station until the leave is sanctioned and he has formally made over charge to the officer appointed to relieve him; but in emergent cases, such as severe illness, when he is unable to attend to his duties, he must *at once* send notice to the head of his office who may permit him to absent himself in anticipation of sanction, making at the same time such provisional arrangements for the discharge of the applicant's duties as may be necessary. A report of the case should, where necessary, be immediately forwarded to the officer who has power to grant the leave. The applicant must, *within three days* from the date of his absence, submit a medical certificate in accordance with the procedure laid down in rule 38(3) of the *Revised Leave Rules,* 1980. The Medical certificate should also definitely mention the date from which the applicant was unwell and unable to attend; otherwise the leave applied for, if granted, should commence from the date of the medical certificate. If, however, a medical certificate dated within *three days* of absence is produced, it should be made to cover leave from the date of absence. Failing the production of such a certificate no pay can be passed to the applicant and he will be liable to be granted leave without pay. Owing to the necessity for carrying on the work, and in justice to the staff of the office on whom the extra work due to unforeseen absences must fall, it is obligatory on every member of the staff to report his non-attendance at once. In the case of a sorter of Mail Sorting and Transportation and an official performing duties in the post office, the report should be made at least prior to the commencement of the term of duty for which he is due and as much earlier as possible.

(2) No Government servant who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the form prescribed vide rule 38(3A) of the Revised Leave Rules, 1980.

40. (1)Absence from duty without leave previously obtained is opposed to discipline and may be dealt with by the imposition of any of the recongnised penalties. In ordinary cases of this kind the period of absence may be treated as leave without pay.

(2) In passing orders it should be remembered that leave without pay or extraordinary leave effects service for pension as laid down in Article 408 of the *Civil Service Regulations*.

(3) Leave without pay may also effect grant of increment if at least six months of service at the relevant stage in a time scale as counts for increment under the ordinary rules is not completed by the Government servant before the advent of the first day of the month of December of a particular year.

Desertion

41. When an employee deserts and there are no chances of his returning back to duty within a reasonable period he should be dismissed from service after observing the necessary formalities as required under the Government Servants (Efficiency and Discipline) Rules, 1973.

NOTE.—Also see rules 476 and 477 of the Post Office Manual, Volume IV, Edition 2004.

Incompetence.

42. When an employee is reported to, or considered by, his immediate superior to be incompetent, or disqualified from any cause for his duties, the latter must take measures to satisfy himself of the facts of the case and take necessary action if he is competent to deal with him or bring the matter to the notice of the authorized officer for such action as the latter may deem fit. The report should contain a specific statement of the facts on which the opinion is founded.

43. While dealing with the case of an employee deemed incompetent his immediate superior must afford to him an opportunity to offer an explanation, and his explanation or a statement to the effect that having been called upon, he has failed to give one, must be submitted to the authorized officer with the report where he himself is not competent to deal with him.

NOTE.—An employee charged with incompetence may; if necessary, be made to undergo a written examination in the subjects with which he should be acquainted for the proper discharge of his duties. In the case of a sorting clerk or a sorter he may further be subjected to a practical test in sorting by means of dummy cards, being required to sort a given number of cards in a given time in the presence of the officer making the enquiry.

44. *Deleted.*

45. *Deleted.*

46. Under orders of the Government of Pakistan no employee is, under any circumstances whatever, to be retained in active employment when he is physically or mentally unfit for the proper discharge of his duty. When a Government servant is in bad health and unable to perform his duties in a satisfactory manner, it is his business to apply for and obtain leave. If he does not go on leave, and neglects his duty, the excuse, if put forward, that he was in bad health, will not be accepted.

47. (1) In cases of incompetence, disciplinary proceedings should be initiated against the Government servant concerned under the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973.

(2) The competent appointing authority may, in public interest direct that a civil servant shall retire from service on such date after he has completed twenty years of service qualifying for pension or other retirement benefit as envisaged in section 13 of the Civil Servants Act, 1973. No such direction shall be made until the civil servant has been informed in writing of the grounds on which it is proposed to make the direction and has been given a reasonable opportunity of showing cause against the said direction.

Reduction to a lower post or pay scale

48. An employee may be reduced to a lower post or pay scale under the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973 for inefficiency, misconduct or other serious fault.

49. The powers of Heads of Circles and subordinate authorities to order the reduction of an employee to a lower post or pay scale will be found in the Schedule of Administrative Powers in the *Post Office Manual*, Volume III.

Withholding of promotion or increment.

50. The powers of Heads of Circles and subcordinate authorities regarding withholding for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service or post will be found in the Post Office Manual, Volume III (Revised Edition 2005).

51. *Cancelled.*
52. *Cancelled.*
53. *Cancelled.*
54. *Cancelled.*

Attachment of pay by Courts of Law.

55. (1) Notices of orders attaching the pay or allowances of officials and officers of the Department will be received from Civil Courts by the respective Head of the Circle under whose jurisdiction the judgment debtors are employed.

(2) When an order of attachment received (usually in duplicate) relates to an official who does not belong to his own Circle, the order should

be forwarded in original to the Head of the Circle in which the official is employed under intimation to the Court concerned.

56. (1) The Head of the Circle receiving a prohibitory order either direct from the Court or through any other officer should, in the case of all employees other than Basic Pay Scale 15 or below officials employed in his office whose pay is drawn in the Establishment pay bill and in respect of whom he is the disbursing officer, forward one copy of the order to the disbursing officer responsible for the payment of the pay and allowances of the judgment-debtor, with a forwarding letter, which should contain the following details relating to the attachment :—

(1) Name designation and office where employed of the official whose salary has been attached ;
(2) Total amount to be recovered ;
(3) Amount of monthly installment ;
(4) Civil Suit No. ; and
(5) Name of plaintiff.

(2) In the case of a judgment-debtor for whom a confidential record or character-sheet is maintained, a copy of this letter should be sent to the supervising officer responsible for the maintenance of his confidential record or character-sheet in order to enable the officer to note the attachment in the confidential record or character sheet, as the case may be.

(3) The duplicate copy of the prohibitory order duly acknowledged should in each case be returned to the Court concerned.

NOTE 1.—The expression "disbursing officer" means:—

(1) in the case of officials in Basic Pay Scale 15 or below whose pay is drawn in Establishment pay bills, (a) a Head of the Circle in respect of the officials employed in his office ; (b) a head postmaster in respect of officials of the Post Office; (c) a head record clerk in respect of officials of the Mail Sorting and Transportation.

(2) in the case of officers in Basic Pay Scale 16 or above and officials who prepare their own salary bills, the postmasters in the Headquarters of the officers.

NOTE 2.—Although rule 48 of Order XXI, *Civil Procedure Code*, imposes an obligation upon the disbursing officer to remit to the court concerned the amount deducted under its prohibitory order from the pay of a Government servant, it does not necessarily follow that the remittance is to be made at Government expense. Accordingly the proper procedure in such a case is to remit to the court the amount realized under the attachment order *less* the remittance charges. The disbursing officer is not, however, entitled to deduct from the salary any thing in excess of the amount specified in the attachment order. The debtor will receive credit only for the net amount received by the court after the remittance charges have been deducted and not for the whole amount deducted from the pay.

56A. *Procedure for the recovery of the amount of court attachment against an officer on leave abroad* .—(1) The Head of the Circle receiving an

attachment order from a civil court in Pakistan against an officer on leave abroad should forward it immediately to the Audit officer concerned in order to enable him to specify the total amount of the attachment order and the amount on that account recoverable monthly, in the leave salary certificate, so that the disbursing authority in abroad may make corresponding reductions in the monthly bills of leave salary presented to him by the officer concerned for payment. The fact of having done so should be communicated simultaneously by the Audit Officer to the Head of the Circle.

(2) In the case of a Government servant holding a post in Basic Pay Scale 15 or below, the attachment order shall be returned to the Head of the Circle who shall direct the departmental disbursing officer who was responsible for the payment of the pay and allowances of the judgment-debtor before his proceeding on leave, to draw a bill for the amount recoverable monthly in compliance with the attachment order and remit the amount to the court concerned. The bill should not, however, be drawn before the 10th of the month following that to which the portion of the leave salary attached relates. The Head of the Circle should keep a strict watch to see that all such attachment orders are promptly and regularly carried out.

(3) As regards the attachments against officers of Basic Pay Scale 16 and above, the Audit Officer will be responsible for drawing the amount recoverable monthly in compliance with the attachment order and for its remittance to the court concerned. He will draw a bill for the attached portion of the leave salary not earlier than the 10th of the month following that to which the leave salary relates and present it at his headquarters station post office along with a money order form duly filled in or the amount to be remitted to court *less* the money order commission due for its remittance. Postmaster will cash the bill, charge it in his schedule of bills paid supported by the bills and issue the money order, the money order receipt being pasted on the bill.

(4) The allocation of the portion of the leave salary drawn in Pakistan will be the same as that of the leave salary as indicated in the leave salary certificate.

(5) No recoveries of income-tax and super-tax will be made from the bills to be drawn in Pakistan [vide paragraphs (2) and (3)], as such recoveries will continue to be made wholly from the portion of the leave salary to be paid abroad.

(6) In order to ensure that the portion of leave salary required to be drawn in Pakistan for compliance with an attachment order under the procedure described above is not paid for any period beyond which it is due, owing to death or any other cause, the High Commissioner for Pakistan will intimate to the local Government any such event by electronic means of communication and on receipt of such information by the Audit Officer, the

fact will, in the case of Basic Pay Scale 16 officers and above, be reported by him direct to the court concerned stating inability to effect any further recoveries in compliance with the attachment order, otherwise to the Head of the Circle concerned in the case of Basic Pay Scale 15 officials or below, for issuing necessary intimation to the departmental disbursing officer [referred to in paragraph (2)] as well as to the Court concerned.

57. (1) The Head of the Circle should maintain a register in which all attachment orders received by him should be entered and through which the recoveries should be watched. The register should show, in respect of each order, the name, designation and particulars of the office where employed of the judgment-debtor, the name of the court which issued the attachment order and also the following particulars:—

(1) No. and date of the court's order.
(2) No. of suit.
(3) Name of Plaintiff.
(4) Amount of attachment order.
(5) Initials of the Head of the Circle.
(6) Amount recovered each month.
(7) Date of recovery.
(8) Initials of the Head of the Circle.
(9) No. and date of advice of remittance to court.
(10) Date of payment to court.
(11) Initials of the Head of the Circle.

(2) Columns (1) to (5) only should be filled up in respect of attachment orders received against employees other than those Basic Pay Scale 15 or below officials employed in the office of the Head of the Circle, whose pay is drawn in the Establishment pay bill, at the time the attachment orders are forwarded to the disbursing officers concerned, the remaining columns except column 8 (which need not be filled up in such cases) being filled up on receipt of the monthly statements of recoveries referred to in rule 61.

58. On receipt of an order attaching the pay or allowances of an employee, the disbursing officer should enter it in a register through which the recoveries should be watched. The register should show, in respect of each order, the particulars mentioned in the preceding rule except that in place of the initials of the Head of the Circle, those of the disbursing officer should be entered.

59. If the employee whose pay has been attached is employed in a subordinate office attached to it, the disbursing officer should at once furnish the sub-postmaster or the record clerk concerned, as the case may be, with an extract from the attachment register together with instructions to make the necessary recoveries and to remit the amounts recovered direct to the court concerned until the entire debt is liquidated. He should also instruct the sub-

postmaster or record clerk to furnish him every month with the information necessary to fill in particulars in columns (6), (7), (9) and (10) in the register as soon as each recovery has been made, and also with the court's receipt when received.

60. In the event of an employee, whose pay is under attachment, being transferred to the account jurisdiction of another disbursing officer, an extract from the attachment register showing the balance of the claim remaining un-recovered should be sent at once to the latter officer attached to the last-pay certificate of the transferred employee, and an intimation of this action should be sent to the Head of the Circle. The disbursing officer receiving the extract should then make the necessary entries in the attachment register maintained in his office and cause further recoveries to be made regularly until the entire outstanding amount has been liquidated. If an attachment order against an employee is received after he has been transferred to the account jurisdiction of another disbursing officer, it should be forwarded at once for necessary action to the latter officer, this fact being intimated simultaneously to the Head of the Circle.

61. Every disbursing officer concerned should submit to the Head of the Circle, so as to reach him not latter than the 10th of each month, a monthly statement, showing all recoveries made during the preceding month. On receipt of this statement the particulars regarding the recoveries should be entered in the register maintained by the Head of the Circle.

62. Amounts recovered from the pay of judgment-debtors and paid in the courts concerned should not be brought into the accounts, but should only be recorded in acquittance rolls or pay bills in the case of officers and officials who prepare their own pay bills. Receipts granted by courts for sums paid to them should be carefully filed with the attachment register.

EXCEPTION.—If the judgment-debtor does not sign the acquittance roll and willfully allows his pay to remain un-disbursed or if, when the judgment-debtor is an officer in Basic Pay Scale 16 or above, he does not prepare his pay bill and draw his pay regularly in order to evade payment on account of the attachment order issued by a Court of Law, the disbursing officer or, in the case of officers in Basic Pay Scale 16 or above, the Head of the Circle will be at liberty to draw the pay of the judgment-debtor in satisfaction of the attachment order subject to the restrictions in rule 64 and remit the amount to the court concerned. The amount of the pay drawn should be charged to accounts, the particulars of the attachment order being cited in the acquittance roll or the pay bill, as the case may be, as an authority for the charge and the court's receipt for the amount should be filed with the attachment register.

63. If an order of attachment against an employee is received before a previous order of attachment against an employee has been fully complied with, the former order should be returned to the court by which it was issued with a statement showing :—

(1) Particulars of the existing attachment,

(2) Particulars of the amounts withheld and paid into the court concerned up to date, and

(3) Amount remaining un-recovered.

When such action is taken by a disbursing officer, an intimation should be sent to the Head of the Circle.

NOTE 1.—The Head of the Circle is responsible for compliance with attachment orders issued against all employees employed in the Circle and should take steps to ensure such orders being promptly and regularly carried out by the officials concerned.

NOTE 2.—The disbursing officers are personally responsible for the prompt and complete recovery of the amounts of attachment orders. Any amount not recovered by these officials willfully or through neglect will be realised from them if recovery from the judgment-debtor cannot be effected.

64. The extent to which the emoluments of a Government servant are exempt from attachment for debt is laid down in sub-section (1) of section 60 of the Code of Civil Procedure, 1908, as amended. The following is an extract of the relevant provision of the afore said section:-

ATTACHMENT

"60. Property liable to attachment and sale in execution of decree.—

(1) The following property is liable to attachment and sale in execution of a decree namely, ...:

Provided that the following particulars shall not be liable to such attachment or sale, namely :—

(a) to (h) } Clauses (a) to (h) not printed here.

(i) salary to the extent of the first hundred rupees and one half of the remainder:

Provided that, where such salary is the salary of a servant of the state or a servant of a railway or local authority, and the whole or any part of the portion of such salary liable to attachment has been under attachment, whether continuously or intermittently for a total period of twenty-four months, such portion shall be exempt from attachment until the expiry of a further period of twelve months and, where such attachment has been made in execution of one and the same decree, shall be finally exempt from attachment in execution of that decree ;

(j) to (k) } Clauses (j) and (k) not printed here.

(1) any allowance forming part of the emoluments of any servant of the State or of any servant of a railway or local authority which the appropriate Government may by notification in the Official Gazette declare to be exempt from attachment, and any subsistence grant or allowance made to any such servant while under suspension ;

(m) to (p) } Clauses (m) to (p) not printed here.

EXPLANATION 1.—The particulars mentioned in clauses (i) .....(l).....are exmpt from attachment ..... whether before or after they are actually payable and in case of salary other than salary of a servant of the State ..... the attachable portion thereof is exempt from attachment until it is actually payable.

EXPLANATION 2.—In clauses ..... and (i), 'salary' means the total monthly emoluments, excluding any allowance declared exempt from attachment under the provisions of clause (1), derived by a person from his employment whether on duty or on leave.

***EXPLANATION 3.*—**In clause (l). "appropriate Government" means—

(i) as respects any person in the service of the Federal Government, or any servant of railway or of a cantonment authority or of the port authority of a major port, the Federal Government;

(ii) Omitted.,

(iii) as respect any other servant of the State or a servant of any local authority, the Provincial Government.

1. The maximum amount attachable by a Civil Court is calculated on the amount earned and not on what remains after satisfying any debts due to Government on account of advances taken under rule.

2. Subscriptions to funds recognized by Government, instalments in re-payment of advances from the General Provident Fund and recoveries of income-tax, deductions for which appear in the pay bills, should be excluded from the aggregate amount for the purpose of attachment by a Civil Court.

NOTE 1.—The cost, if any, of remittance to a court of money realised under its attachment order should be deducted from the amount realised and the net amount remitted to the court.

NOTE 2.—Cases may occur in which the judgment-debtor does not sign the acquittance roll and intentionally allows his pay to remain un-disbursed; or the judgment-debtor, being an officer in Basic Pay Scale 16 or above or not being such an officer but being permitted to draw his pay on a separate pay bill, may refrain from preparing his pay bill and drawing his pay regularly in order to evade payment on account of an attachment order issued by a Court of Law. In such circumstances the head of the office or, the Administrative Officer of the Department concerned, as the case may be, may draw the pay of the judgment- debtor in satisfaction of the attachment order subject to the prescribed restrictions and remit the amount to the court concerned. The amount drawn should be charged in the accounts, the particulars of the attachment order being cited in the acquittance roll or the pay bill, as the case may be, as an authority for the charge and the court's receipts for the amount should be filed with the attachment register.

NOTE 3.—*Deleted*.

NOTE 4.—*Deleted*.

NOTE 5.—The following allowances payable to any employee in the service of the Federal Government shall be exempt from attachment by order of a court, namely :—

(1) All kinds of travelling allowances.
(2) All kinds of conveyance allowances.
(3) All allowances granted for meeting the cost of —
  (a) uniforms, and
  (b) rations.
(4) All allowances granted as compensation for higher cost of living in localities considered by Government to be expensive localities including hill stations.
(5) All house-rent allowances.
(6) All allowances granted to provide relief against the increase in the cost of living caused by war conditions.

65. *Deleted.*

Permission required to leave station, duty or office.

66. (1) No employee of the Department is authorized to leave his station of duty without the specific permission of his immediate superior in writing.

(2) No employee of the Department is authorized to leave his headquarters or place of duty during holidays or casual leave, without obtaining prior permission of his immediate superior in writing.

67. (1) During his term of duty no employee may leave his duty or office without the permission of his immediate superior.

(2) It a Government Servant, whose employment has been declared essential under rule 3 of the Pakistan Essential Services (Maintenance) Act, 1952, disobeys a lawful order or abandons work without reasonable excuse or departs from any area specified in an order of a competent authority, he can be prosecuted under the Act and punished with imprisonment upto one year and with fine.

Confidential record of work and conduct of officers and officials of the Department.

Memorandum of Service

67 A. (1) A register of Memo. of Service in form App. 43 should be maintained by every officer who is required to write performance evaluation reports/confidential reports/character sheets in respect of the officers and members of the staff employed under him. One sheet should be allotted to every member of the staff including officers employed directly under the officer who is maintaining the register. In this form should be entered promptly all instances of good or bad work noticed from time to time as well as the impression formed by the reporting officer regarding any particular

member of the staff at the time of visits, inspections, interviews, etc. It is not necessary to inform the official concerned when any such entry is made nor is it obligatory to supply him with the copy of the entry as the register is purely a memorandum for the personal use of the officer maintaining it and the official will have an opportunity of representing his case when an entry is made in his Performance Evaluation Report/Confidential Report/Character Sheet. The register should remain in the personal custody of the officer maintaining it and should be handed over by him personally to his successor. The register should invariably be consulted on occasions of making transfers, promotions or writing Performance Evaluation Report/Annual Confidential Report/Character Sheet. The register should be maintained in a loose leaf form so that if any official is transferred the sheet relating to him can, if necessary, be transferred to the officer under whom the official concerned has been transferred. It will form a complete and continuous record of an official's service and a red line should be drawn across the page at the end of each year when an annual Performance Evaluation Report/Confidential Report has been written or the annual entry in the official's Character Sheet has been recorded. The sheets in the register should be arranged either alphabetically or according to the order of the official in the gradation list, whichever is more convenient. The Head of Circles and other controlling officers should make it a point to see at the time of inspection of an office that the register is being properly maintained by their subordinate officers concerned. All Heads of Circles and heads of other administrative units should similarly themselves maintain the register for their own offices and in respect of subordinate officers and officials to be reported upon on the above lines.

(2) The Memorandum of service is a vital tool in the hands of a reporting officer for keeping rough notes relating to the work of his subordinates including cases of outstanding, good or poor work. An other advantage of this memo. will be that the reporting officer concerned will be able to promptly comment on the representations against adverse remarks and quote instances of poor work without wastage of time.

Performance Evaluation Reports, Confidential Reports and Record of Officers and Staff

68. Meanings and importance of Performance Evaluation Reports.—

(1) Performance evaluation may be termed as a system of making judgments about performance of officers and officials of various level by their supervisors. A continuous record of the performance, work, conduct and character of all whole-time employees of the Department except those whose pay and allowances are treated as a contingent charge will be maintained confidentially in the prescribed forms reproduced in the booklet titled 'A Guide to Performance Evaluation' for all officers in basic pay scale 16 and

above and for staff employed in the Directorate General. The prescribed standardized forms for writing Confidential Reports for staff working in the Department other than in the Directorate General are listed in the 'Book of Standard Printed Forms' published by the Director General. Performance Evaluation Reports on officers and officials are of the greatest importance when appointments or promotions have to be made and when they are to be chosen for training in any specific field within the country or abroad.

(2) Preparation of performance evaluation reports and confidential reports.- (a) An annual performance evaluation report / confidential report must be prepared in duplicate in 'S' series or 'App' series of printed forms, as the case may be, at the close of each calendar year in respect of every Government servant in basic pay scale 3 to 21.

(b) The officer responsible for maintaining the stock of blank forms of performance evaluation reports in the Directorate General must send blank forms in duplicate to all officers in BPS-20 and BPS-21 by 1st January, to all BPS-19 officers by 2nd January and to all BPS-17 and BPS-18 officers in the Department by 7th January each year. All officers in BPS-17 to BPS-21 in the Department to be reported upon must send to their reporting officers concerned the performance evaluation report forms in duplicate after filling in Part I and Part II thereof by 15th January each year.

NOTE.—The abbreviation 'BPS' denotes Basic Pay Scale.

(c) The officers responsible for custody of performance evaluation reports dossiers of BPS-16 officers in Circles / Organizations after completion of Part-I of Form S.121-A (Revised) will send blank forms in duplicate in respect of all BPS-16 officers to be reported upon to the reporting officers concerned by the 10th of January each year. The Superintendent Incharge in the Directorate General maintaining the stock of blank forms will supply Forms S.121-A (Revised) and S.121-B (Revised) in duplicate after completion of Part I thereof by 10th January to the reporting officers concerned for writing performance evaluation reports of all BPS-16 officers and all Superintendents working in the Directorate General.

NOTE.—Blank 'S' series of printed forms for writing the Performance Evaluation Reports of officers in BPS-16 in the Circles/Organisations in Form S.121-A (Revised) will be obtained from the Deputy Controller, Stationery and Forms, Karachi on payment through a bank draft after addressing the latter through a letter by the Heads of Circles/Ogranisations.

(d) A report must also be written by the reporting officer within two weeks of the departure of Government servant or the reporting officer concerned on transfer or deputation or long leave if this occurs three months or more after the previous report was recorded. For this purpose blank forms will be supplied immediately. The period spent on leave other than casual leave will not be included in this period and the period of three months will mean and include the actual period spent on duty in which the performance

and conduct of an officer or official has been seen by a particular reporting officer. In no case the period spread ever two calendar years should be combined for the purpose of report writing.

(e) In case an officer or official reported upon has not worked with any reporting officer for minimum period of three months during the whole calendar year the countersigning officer may obtain separate reports from each of the reporting officers with whom the officer or official concerned has worked during the calendar year and thereafter write the report after examining those reports. The next higher officer should then countersign the performance evaluation report / confidential report.

(f) The performance evaluation reports on officers / officials who are awaiting posting cannot be written for the period involved for the obvious reason that they have not been assigned any work.

(g) There is no need to record a report on an officer or official for the period during which he remained under suspension or absent from duty.

(h) A reporting officer under suspension or retired compulsorily after finalization of disciplinary proceedings or retired by the competent authority on completion of 20 years of service qualifying for pension may not be allowed to write the report of his subordinates.

(i) An officer (say BPS-18 officer) holding current charge of a higher post (BPS-19) will not be regarded as the next higher officer for purpose of initiating performance evaluation report of (BPS-18) officers. He can give his impression informally to the next higher officer (BPS-20) who can take those comments into account when writing his report on such (BPS-18) officers. The next higher officer (BPS-21) should then countersign the report.

(j) The officers who are proceeding on retirement, whether voluntary or on attaining the age of superannuation should nevertheless be asked to write reports on the officer and staff who have worked under them for more than three months and send the same within a period of two weeks of the date of their proceeding on leave preparatory to retirement or the date of effective retirement whichever is earlier.

(k) In a case where a reporting officer is under suspension or has retired compulsorily or has expired or having proceeded on retirement cannot be contacted or fails to oblige despite repeated requests, the officer next higher than that officer should initiate the report provided that he has seen the work of the officer / official reported upon for a minimum period of three months.

(l) The performance evaluation reports of reemployed officers or officials and reports on officers on special duty will be written in the normal manner.

(m) A reporting officer who is of next higher status in the administrative hierarchy (Director General) and is concerned with and supervises the work of the officer reported upon (Additional Director General)

can initiate reports on all officers working under him though the latter may be in the same basic pay scale as is enjoyed by the former.

(n) It is not incumbent to call any performance evaluation reports on officers for the period they remain on deputation to the foreign Governments or are serving with any of the international organizations on deputation. If any evaluation reports are received from foreign governments / international organizations the same should not find place in the performance evaluation reports dossiers of the officer concerned.

(3) While writing performance evaluation reports or confidential reports the following instructions should be kept in view:-

(i) The writing of performance evaluation reports or confidential reports is an important and responsible duty and the manner in which reports are written will be taken into account in judging the qualities of the reporting officer. The opinions which are expressed should represent the result of careful consideration, so that, if called upon, the reporting officer could justify his opinions. The reports should be written with utmost care so that the performance, work, conduct, character and capabilities of Government servant concerned reported upon may be accurately judged from the recorded opinion. While reporting on the subordinates the reporting officer should (a) be as objective as possible, (b) be as circumspect as possible, (c) be clear and direct, neither ambiguous nor evasive in remarks, and (d) avoid exaggeration and gross understatement. Further the report should also be consistent and co-related with the pen picture and overall grading. The reporting officer should ensure that he properly counsels the officer or official under report before adverse remarks are recorded in his report.

(ii) Report should be rendered without reference to previous reports written by other reporting officers. Neither the reporting officer nor countersigning officer should pass to another officer any notes or copies of his reports which he may have made.

(iii) Although the reporting officer should write the report initially without reference to the previous reports to facilitate unbiased judgment, he may afterwards consult previous reports; particularly to ensure whether any additional comment are required on points previously reported on.

(iv) The whole period under review during a calendar year should be clearly stated. The period under report should not be less than three months.

(4) Writing of the reports in legible handwriting:- The remarks (if written in hand) should be written very legibly. The initials, name and the designation of the reporting officer should be clearly written in block letters or typed under the signature and the date on which the report is signed being clearly shown.

(5) Bar against making of personal remarks in writing of report:- The reporting officer in writing performance evaluation reports and confidential reports should take utmost care to ensure that personal remarks are avoided and that reports are written in an objective and unbiased manner. If any reporting officer indulges in personal remarks, it will be open to his superior officer to report adversely on him for having failed to record remarks in an objective manner

(6) Writing of the reports in time.- (a) Performance evaluation reports and confidential reports should be written immediately after the close of each calendar year. The recorded reports after completion in all respects must be sent every year by the reporting officers to the countersigning officers concerned by the following scheduled dates:-

TABLE

S. No.	Particulars of the Officers Reported upon	Date of Dispatch of Reports by the Reporting Officers
1.	Officers in BPS-20	21st January
2.	Officers in BPS-19	15th February
3.	Officers in BPS-17 and 18	10th March
4.	Officers in BPS-16	7th February
5.	Officials in BPS-3 to 15	15th January

(b) The performance evaluation reports on Additional Directors General and Postmasters General in BPS-21 will be written by the Director General (Reporting Officer) by 28th January each year and one copy should be sent to the Establishment Division so as to reach there by 31st January positively.

(c) The Head of the Circle should report to the Director General by 7th April and 15 February every year, whether or not the annual performance evaluation reports and confidential reports for the preceding year in respect of all officers in BPS 16 and above and members of staff in BPS 3 to 15 respectively under his jurisdiction have been completed and forwarded to the appropriate authority responsible for their custody. A list of officers and officials whose reports are still wanting will be sent by the Head of Circle to the Director General stating the reasons for delay and giving probable date by which wanting reports will be obtained and kept on record.

(d) In a case where a report becomes due to be written for a period of not less than three months during the course of the current calendar year due to transfer of an officer or official reported upon or due to transfer of a

reporting officer the performance evaluation reports / confidential reports must be prepared by the reporting officers concerned within 14 days of the event of relinquishment of charge of the post without awaiting for the advent of 31st December and sent to the countersigning officer concerned for countersignature. For this purpose the reporting officer concerned should immediately address the officer(s) reported upon, if in BPS-17 and above, to submit performance evaluation report forms in duplicate after completing Part I and II thereof and in other cases obtain blank forms from the officer responsible for keeping the stock thereof. Serious notice should be taken by the superior officers for any laxity in writing reports within the prescribed time beside initiating disciplinary action against the defaulting reporting officers.

(7) Countersigning of Reports.- (a) The countersigning officer should dispassionately weigh the remarks of the reporting officer against his personal knowledge of the officer / official under report and then give his own unbiased evaluation / assessment in the relevant Part of the Form which should be consistent and co-related with overall grading.

(b) The countersigning officers should take utmost care while commenting upon / assessing the qualities and work of officers / officials reported upon and should neutralize biased or evasive reports recorded by the reporting officers that are likely to cause incalculable damage to the officers / officials under report. To achieve this objective, the revised Performance Evaluation Report Form for BPS-16 officers provides that the countersigning authority should assess the report itself and categorize it as very good/reasonably good/strict/lenient/biased, while in respect of assessment made by a reporting officer pertaining to a BPS-17 to BPS-20 officer, the countersigning officer has to indicate in his remarks whether the evaluation is exaggerated / fair / biased.

(c) In a case when a countersigning officer assesses the Report as "exaggerated" or "biased" he must record his overall assessment of the officer reported upon in his remarks clearly and also preferably change the overall assessment made in the report.

(d) The countersigning officer should underline in red ink the remarks recorded in the Performance evaluation report / Confidential report which in his opinion are adverse and should be communicated to the officer / official reported upon. If the countersigning officer also records adverse remarks in the relevant Part he should also underline them in red ink.

(e) If an officer responsible for the safe custody of Dossiers, on scrutiny of a report, feels that particular remarks recorded by the reporting officer in the report are apparently adverse but the same were not underlined in red ink by the countersigning officer then the report should be returned to the countersigning officer to clarify as to whether those remarks are adverse or not and if yes, the same be underlined in red ink. If the countersigning officer under lines in red ink then the said remarks should be treated as adverse and communicated to the Government servant concerned. If the countersigning officer replies that these are not to be treated as adverse remarks, then the fresh reply of the countersigning officer should be treated as final and placed on record.

(f) In case the countersigning officer differs with the grading or remarks given by the reporting officer in the report, he should score it out and give his own grading by initialling the appropriate box.

(g) It is not necessary to write a performance evaluation report or a confidential report in the event of the transfer of the countersigning officer.

(h) In case where there are more than one countersigning officers during a year, the one who has seen the performance of his subordinates or supervised the work of the officers / officials reported upon for the major part of the year is entitled to countersign their reports.

(i) Remarks once recorded in the performance evaluation report / confidential report cannot be altered. If a countersigning officer changes his opinion about the officer / official reported upon, the changed views can be included only in the subsequent year's report, if any.

(j) The countersigning officer should clearly indicate in the performance evaluation reports / confidential reports his name and designation in block letters or rubber stamped below the dated signatures.

(k) An officer under suspension or retired compulsory as a result of finalization of disciplinary proceedings or retired by the competent authority on completion of 20 years of service qualifying for pension may not be allowed to countersign the reports of his subordinates.

(l) After countersignature the report should be sent by the countersigning officer directly to the officer responsible for the custody of the Dossier of officer / official reported upon.

(8) Proper dispatch of Reports. – The Performance evaluation reports and confidential reports should always be sent with a covering letter to the officer concerned by name under registered cover on postal service duly marked "Confidential".

(9) Letters of appreciation. – Letters of commendation which may be issued to the Government servants in recognition of their meritorious work or commendable efficiency should be placed in their performance evaluation reports / confidential reports dossiers and a copy thereof should also be endorsed to the officers / officials concerned.

(10) Citation of honoraria / awards.- If an officer has received any honorarium or award, a suitable entry should be made in his report and a copy of the citation placed in the dossier.

(11) Reflection of extraneous influence.- If any Government servant attempts to bring extraneous influence in respect of his posting, transfer, promotion, etc; or any service matter a note to this effect should be placed in his performance evaluation reports / confidential reports dossier, besides initiating the disciplinary action against him for misconduct and breach of rule 29 of the Government Servants (Conduct) Rules, 1964.

(12) Recording of facts about punishments, etc. – (a) On initiation of disciplinary proceedings a copy of original order / show cause notice should be placed on the performance evaluation reports / confidential reports dossier.

(b) On finalization of disciplinary proceedings against a Government servant, a copy of show cause notice and punishment orders passed should also be kept in his dossier and the fact recorded on in his next performance evaluation report / confidential report when it is written.

(c) In case an appeal is preferred against the penalty imposed upon the Government servant, a note may be recorded on the copy of the punishment order placed in the performance evaluation reports / confidential reports dossier.

(d) If a Government servant is exonerated or some punishment is awarded, a copy of the final order should be placed on the dossier stating the

decision taken on the appeal, and a reference to the relevant records. A suitable note should also be made against the entry of the punishment originally recorded in the report of the relevant year.

(13) Orders conveying warning or displeasure.- The copies of orders conveying warning and Government's displeasure should not be kept in the Dossier, but placed in the Personal File of the Government servant concerned. However, a warning order to be placed in the performance evaluation reports / confidential reports dossier of the Government servant should have the specific approval of the appointing authority.

(14) Nomination Forms.- One copy of the nomination form completed by the Government servant under the provisions of rule 10 of the Federal Employees Benevolent Fund and Group Insurance Rules, 1972 duly signed by the head of the office will be placed in the performance evaluation reports dossier of an officer in BPS-16 and above or in the Service Book of an official in BPS-15 and below, as the case may be.

(15) Annual Medical Examination Reports.- Every officer in BPS-17 and above in the employ of the Federal Government should be medically examined every year and the report of such examination should be placed in a separate folder to be called "Medical Roll" and attached with performance evaluation reports dossier of the officer.

(16) Placing Government servants on special reports.- Whenever the Head of Department is convinced, on good grounds, that the work of particular Government servant is not satisfactory, the former could put the Government servant concerned on a special report for a specified period which should be six months. In such a case the Government servant concerned should also be simultaneously informed of it. A special report on the work of the Government servant should be written after the expiry of the special period, irrespective of the fact whether the annual report on him becomes due during this period or not. If such a special report does not indicate any improvement in the work of the Government servant concerned it would be open to the competent authority to take such action against him as may be permissible under the existing disciplinary rules.

(17) Placing Government servants receiving adverse remarks successively under another reporting officer.- With a view to guarding against personal likes and dislikes, an officer / official receiving adverse remarks as recorded in his performance evaluation report / confidential report for two

successive years from the same reporting officer should be placed under another reporting officer.

(18) Page-numbering of report.- In order to minimize the possibility of any of the reports being lost or tampered with all officers who are authorized to keep performance evaluation reports and confidential reports in their custody should ensure that the files of performance evaluation reports and confidential reports with them are clearly page numbered in ink and any sheet subsequently added is likewise given a page number in ink. The reports should invariably be placed in chronological order.

(19) Custody of Reports.- (a) One copy of the performance evaluation reports of all officers in BPS-19 and above in the Department duly completed in all respects will be kept in the personal custody of the Director General. While one copy of the performance evaluation reports of all officers in BPS-17 and BPS-18 in the Department and of all BPS-16 officers in the Directorate General will be kept in the personal and safe custody of a senior officer holding a post not below BPS-19 in the Pakistan Post Office Directorate General. One copy of the performance evaluation reports of all officers in BPS-16 working in the Circles and other administrative offices will be kept in the personal and safe custody of the concerned Head of the Circle/Organization. In case of Government servants in BPS-3 to BPS-15 in the Department one copy of the report after countersignature will be kept in the safe custody of the reporting officer while the second copy will be kept by the next higher officer-in-charge of administration. Where no countersignature is required one copy of the reports will be kept in the safe custody of the reporting officer, unless prescribed otherwise.

(b) On receipt of performance evaluation reports / confidential reports from the countersigning officer, the officer responsible for safe custody of dossiers should examine and scrutinize all reports personally to ensure that the same are complete in all respects. In case a report contains omissions or drawbacks the same should be got rectified after returning the report to the countersigning / reporting officer concerned.

(c) The performance evaluation reports of all officers should be kept in the newly designed folders which may be obtained from the Deputy Controller Stationery and Forms, Karachi on payment.

(d) The performance evaluation reports dossier should be kept in the specially designed envelopes. The envelopes will be retained by the officer responsible for the custody of the reports when the dossier is sent out, of course after recording the entries on the envelope.

(e) Photograph of all officers in BPS-17 and above should always be affixed at the second page of both folders of the performance evaluation reports dossier. The photograph of every officer should be replaced every ten years. The cost of photograph will be reimbursable to the officers concerned. Purdah observing officers in BPS-17 and above will have the option to supply or not to supply their photographs for the purpose. In respect of female officers who do not like to supply their photographs a certificate that they observe purdah will have to be given by the Head of the Institution where they serve.

(f) In no case should a Government servant have access to his own performance evaluation reports / confidential reports. Except for the communication of adverse remarks, whether remediable or irremediable, the contents of the reports will not be divulged to the Government servants concerned. Sufficient care should be taken to preserve the secrecy of Reports. No one should have access to the report of any Government servant otherwise than in the discharge of his official duties.

(g) In case of death or resignation of the Government servants their performance evaluation reports / confidential reports dossier may be preserved for five years after their death or resignation and in other cases for ten years after their retirement, removal, discharge or dismissal, etc; or until they attain the age of 65 years whichever is earlier.

(20) Individual Career Planning Charts.— The individual career planning charts for all officers of Occupational Groups and cadres administered by Ministries / Divisions should be prepared and maintained up-to-date and kept with the performance evaluation reports dossiers. It may be emphasized that no proposal pertaining to promotion, foreign training, deputation, posting and discipline is entertained by the Government unless it is accompanied by performance evaluation reports dossier and individual career planning chart.

Writing of Performance Evaluation Reports

69 (1) The performance evaluation report on an officer in basic pay scale 16 to 21 should be initiated in 'S' series of standardized printed forms in duplicate by the next higher officer and countersigned by an officer higher than the reporting officer, both being concerned with the work of the officer reported upon provided that the officer reported upon has worked at least for three months or more during a calendar year under the reporting officer.

(2) The Performance Evaluation Reports on the work and conduct of the officers in the Department shown in column 2 of the Table below will be initiated by the officers specified in column 3 and countersigned by the officers specified in column 4:—

TABLE

Sl. No.	OFFICER REPORTED UPON	REPORTING OFFICER	COUTERSINGING OFFICER
(1)	(2)	(3)	(4)
	Officers in BPS-21 in the Department		
1	Additional Director General / Postamster General (Lahore/Karachi)	Director General	No column exists
	Officers in BPS-20 in the Department		
1.	Deputy D.G. (Admn)	Addl. D.G. (Admin)	Director General
2.	Deputy D.G. (I & I)	Addl. D.G. (FS)	Director General
3.	Deputy D.G. (AF)	Addl. D.G. (FS)	Director General
4.	Chief Accounts Officer	Addl. D.G. (Op)	Director General
5.	Postmaster General (FC&AJK / NWFP / Balochistan/ Northern Sindh/ Southern Punjab/ Northern Punjab)	Additional Director General (Operations)	Director General
6.	Addl. PMG, Lahore	Postmaster General, Lahore (BPS-21)	Director General
7.	Addl. PMG,Karachi.	Postmaster General, Karachi. (BPS-21)	Director General
8.	General Manager, Postal Life Insurance	Additional Director General (Financial Services)	Director General
9.	Director, Postal Staff College	Addiotional Director General (Admn)	Director General
	Officers in BPS-19 in the Department		
1.	Director (Admn) / (HR)	Deputy Director General (Admn)	Additional Director General (Admn)
2.	Director (IP) / (Computer/ Superintending Engineer	Addl. Director General (Ops)	Director General
3.	Director Banking/Special Project	Deputy Director General (AF)	Additional Director General (FS)
4.	Director (Internal Audit Cell)	Chief Accounts Officer	Additional Director General (Ops)
5.	Deputy PMG (Admn)/MST Lahore/Sialkot/Faisalabad	Additional Postmaster General, Lahore	Postmaster General Lahore
6.	Deputy PMG (Admn)/MST, Karachi	Addl. Postmaster General Karachi	PMG Karachi
7.	Deputy PMG Rawalpindi/Multan	PMG Rawalpindi/Multan	Addl. D.G (Operations)
8.	Deputy PMG Sukkur/Hyderabad	PMG Hyderabad	Addl. D.G (Operations)
9.	Deputy PMG FCA & AJK/ Muzaffarabad/NWFP/Abbotabad/ D.I.Khan/Balochistan	Postmaster General FC & AJK/NWFP/Balochistan	Additional Director General (Operations)

Sl. No.	OFFICER REPORTED UPON	REPORTING OFFICER	COUTERSINGING OFFICER
(1)	(2)	(3)	(4)
10.	Director, PLI	General Manager, PLI	Addl. Director General (FS)
11.	Chief Controller of Stamps, Karachi.	Additional Director General (Operations)	Director General

OFFICERS IN BPS-18 AND BELOW IN DIRECTORATE GENERAL

(BPS-18)

1.	Assistant Deputy Director General	Director/Dy. D.G.	Dy. D.G./ Addl. D.G.
2.	Deputy Director (A&R)/(PA&P)	Chief Accounts Officer	Addl. D.G. (FS)
3.	Deputy CAO (Rev.)/(Bgt.)	C.A.O.	Addl. D.G. (FS)
4.	Executive Engineer	Superintending Engineer	Dy. D.G. (I & I)
5.	System Analyst	Director Computer	Dy. D.G. (I & I)

(BPS-17)

1.	Assistant Director	Director/ Dy. D.G.	Dy. D.G./Addl DG
2.	Assistant Chief Accounts Officer	Director (IAC)/Dy. C.A.O.	Dy. D.G./C.A.O.
3.	Computer Programmer	System Analyst	Director Computer
4.	Private Secretary to Addl. Director General/D.G.	Addl. Director General/D.G.	No Need
5.	Assistant Executive Engineer	Executive Engineer	Superintending Engineer
6.	Senior Boiler Engineer	Executive Engineer	-Ditto-

(BPS-16)

1.	Assistant Director	Next higher officer concerned	Officer concerned next above to the reporting officer
2.	Superintendent/Assistant Director	Next higher officer concerned	Officer concerned next above to the reporting officer
3.	Senior Accountant / Accountant Superintendent	Next higher officer concerned	-Ditto-
4.	Assistant Engineer	Executive Engineer	Superintending Engineer
5.	Computer Operator	System Analyst	Director Computer

OFFICERS IN POSTAL CIRCLES, POSTAL LIFE INSURANCE CIRCLES, POSTAL STAFF COLLEGE, REGIONS, DIVISIONS AND ADMINISTRATIVE UNITS

(BPS-18)

1.	Assistant Postmaster General/Chief Postmaster/Controller, I.M.O.	Deputy Postmaster General	Addl. Postmaster General/PMG
2.	Senior Instructor, Postal Staff College	Joint Director / Director, Postal Staff College	Director, Postal Staff College/ Addl. D.G.
3.	Assistant General Manager, Postal Life Insurance / Senior Accounts Officer, P.L.I.	Director, Postal Life Insurance	General Manager, Postal Life Insurance

Sl. No.	OFFICER REPORTED UPON	REPORTING OFFICER	COUTERSINGING OFFICER
(1)	(2)	(3)	(4)
4.	Principal Postal Training Centre	Deputy PMG	Addl PMG / PMG
	(BPS-17)		
1.	Assistant Postmaster General/ Chief Postmaster/ Divisional Superintendent of Postal Services/Deputy Controller IMO/ Divisional Superintendent MST/ Assistant Executive Engineer / Assistant Divisional Engineer/ Programmer	Deputy Postmaster General	Addl. Postmaster General/ Postmaster General
2.	Assistant Director	Dy. PMG	*-Ditto_*
3.	Assistant Director, PLI	Director, PLI	General Manager PLI
4.	Junior Instructor, Postal Staff College	Joint or Director, Postal Staff College	Director Postal Staff College / Addl. D.G.
5.	Accounts Officer	Next higher officer concerned	Officer higher than the reporting officer
6.	Accounts Officer working in GPOs	Next higher officer concerned	Deputy Postmaster General
7.	Principal P.T.C.	Dy. PMG	Addl PMG / PMG
	(BPS-16)		
1.	Assistant Director	Next higher officer concerned	Officer higher than the reporting officer
2.	Administrative Officer/Welfare Officer	Deputy Postmaster General	Addl. Postmaster General
3.	Assistant Director, PLI.	Director PLI	General Managre PLI
4.	Senior Accountant	Next higher officer concerned	Officer higher than the reporting officer
5.	Senior Postmaster/Postmaster/ Manager, Urgent Mail Service	Chief Postmaster (BPS. 17-18) /DSPS (BPS-17-18) / APMG / Dy. P.M.G.	Deputy Postmaster General/Addl. Postmaster General/ P.M.G
6.	Assistant Controller / Superintendent	Controller, IMO.	Deputy Postmaster General
7.	Assistant Engineer	APMG/Dy PMG	Dy PMG/Addl. PMG/PMG
8.	Training Officer / Vice Principal, Postal Training Centre	Principal, Postal Training Centre	Deputy Postmaster General
	STAMPS ORGANISATION **(BPS-17)**		
1.	Controller of Stamps	Chief Controller of Stamps	Addl. Director General

Sl. No.	OFFICER REPORTED UPON	REPORTING OFFICER	COUTERSINGING OFFICER
(1)	(2)	(3)	(4)
		(BPS-16)	
1.	Assistant Controller of Stamps	Controller of Stamps	Chief Controller of Stamps
2.	Senior Accountant	Controller of Stamps	-Ditto-
		DISPENSARIES	
		(BPS-18)	
1.	Medical Superintendent	Deputy Postmaster General	Addl. Postmaster General / PMG
		(BPS-17)	
1.	Medical Officer	Medical Superintendent	Deputy Postmaster General
		SCHOOLS	
		(BPS-17)	
1.	Head Mistress	Deputy Postmaster General	Addl. Postmaster General / PMG
2.	Teacher	Headmistress	Deputy Postmaster General

NOTE 1.—Performance evaluation reports of officers in BPS-16 to BPS-21 in the Department will be written in duplicate in the 'S' series of standardized printed forms prescribed by the Establishment Division and as contained in the latest booklet, namely, "A Guide to Performance Evaluation." These printed forms can be obtained by the Pakistan Post Office Directorate General from the Deputy Controller Stationery and Forms, Karachi for distribution amongst all BPS-16 officers working in the Pakistan Post Office Directorate General only and to all BPS-17 to BPS-21 Officers working under administrative control of the Department.

NOTE 2.—No departure should be made from the headings in the prescribed standard forms. In cases where in view of special nature of the duties entrusted to officers, it is necessary to bring out any special qualities in the Performance Evaluation Reports, suitable additions may be made to the listed headings in the form, in manuscript.

NOTE 3.—For writing the PER of Computer Operators in BPS-16 suitable additions will be made in form S.121-A (Rev) at serial No.13 to 17 of part II i.e. "13. Knowledge of operating system, 14. Knowledge of software packages, 15. Care and handling of computer equipment, 16. Regularity in backups of files and libraries and 17. Efficiency in crisis handling."

NOTE 4.—The abbreviation 'PER' denotes Performance Evaluation Report.

(3) An officer in BPS 17 and above to be reported upon should submit his PER form duly filled in Part-I and II thereof to his reporting officer not later than 15th of January each year. The officer reported upon should immediately fill up the detachable 'Certificate' giving names of the reporting /

countersigning officer and forward the same to the officer Incharge entrusted with the custody and maintenance of his confidential record.

(4) The reporting officer should write report of the officer reported upon provided he worked under him for three months or more during the calendar year. This job will be completed by the reporting officer within two weeks of the receipt of forms from the officer reported upon. After writing the report the reporting officer should forward both the copies of the report to the countersigning officer. The countersigning officer should then record his comments in the relevant Part of the Report and forward it within two weeks of its receipt from the Reporting Officer to the officer who is responsible for the custody of the Performance Evaluation Reports Dossiers.

(5) The PER on the performance of an officer is a crucial element upon which the future career of the Government servant is based. It is therefore incumbent upon the reporting/countersigning officer that he should adhere to the rules/instructions as laid down in the booklet "A Guide to Performance Evaluation" as well as to the instructions printed on the last page of the revised PER form.

(6) It will be responsibility of the countersigning officer to determine the adverse remarks, if any, recorded in the confidential report of any officer by the reporting officer by underlining them in red ink. Likewise the countersigning officer will underline in red ink the adverse remarks, if any, recorded by him in the report. The countersigning officer will forward both copies of the reports to the officer entrusted with duty of maintenance and safe custody of dossiers. It will be incumbent upon the latter officer to communicate complete copy of the Performance Evaluation Report containing adverse remarks to the officer concerned in the manner prescribed by the rules and to ensure that the acknowledgement of the officer adversely reported upon is obtained and kept in the Dossier.

(7) Representation in regard to the adverse remarks lies to the authority next higher than the countersigning officer. Only one representation should be entertained if submitted within prescribed period of 30 days. In this connection detailed instructions appear in rule 81A of this Volume.

(8) If and when the adverse remarks in a Performance Evaluation Report are expunged or if in the meanwhile the Report has already been sent to the Head of the Circle or the Director General, the fact regarding the expunction will also be communicated to them for carrying out corrections.

(9) One file of the Performance Evaluation Reports duly countersigned in respect of officers in BPS-16 will be maintained by the respective Head of the Circle under whose jurisdiction they are working or hold a lien but are on

deputation elsewhere. The original PER dossier will be maintained by the reporting officer.

(10) When a BPS-16 officer is transferred or deputed elsewhere for more than three months his PER dossier should be sent confidentially by the reporting officer to the officer by whom it will then have to be maintained. If the dossier is to the sent by post it must be dispatched to the reporting officer concerned by name in a cover marked "Confidential" by registered post.

69A. (1) Before initiating the Performance Evaluation Report of an Accounts Officer working in a Circle Office or of an Accounts Officer or Senior Accountant employed in a Division or Unit, the reporting officer will call for reports from the Chief Accounts Officer, Pakistan Post Office Directorate Generals regarding performance of the officer pertaining to (1) maintenance of accounts, (2) submission of prescribed returns to the Directorate General in time, (3) reconciliation of the departmental figures with those booked by the Director of Accounts under revenue receipt, current and capital expenditure, (4) compliance of external and internal audit paras, (5) control over expenditure, (6) recoveries of overpayments, etc. Similarly the Director of Accounts, Post Office Department, Lahore should be called to report about the correct and timely submission of the accounts returns in the prescribed form and manner by the officer reported upon.

(2) On receipt of these reports, the reporting officer will incorporate the remarks in the performance evaluation report and also attach the reports received from Chief Accounts Officer and Director of Accounts, Post Office Department, Lahore with the performance evaluation report, while submitting it to the countersigning officer for countersignature.

70. (1) The Head of a Circle must each year, submit to the Director-General the Performance Evaluation Reports on the work and conduct of all officers of BPS 17 and above and Probationary Superintendents in BPS 17 who worked under him during the year according to the following schedule.

1. Officers in Basic Pay Scale 20..... 28th January
2. Officers in Basic Pay Scale 19 ..... 25th February
3. Officers in Basic Pay Scale 18 and 17..... 28th March

70A. Performance Evaluation Reports on officers of BPS 17 and above of the Department are submitted by the Director-General to the Establishment Division, Government of Pakistan during January to March each year, according to the following schedule:-

1. Officers in Basic Pay Scale 21 and 20 ..... 31st January
2. Officers in Basic Pay Scale 19.....28th February
3. Officers in Basic Pay Scale 18 and 17 ..... 31st March

71. *Deleted.*

72. (1) Performance Evaluation Reports of officers in Basic Pay Scale 17 and above will be written in duplicate by the authority indicated in rule 69 above. Both the copies of the report duly countersigned in each case should be sent to the Director General who will retain one copy in his office and send the other to the Establishment Division. In respect of officers whose countersigning authority is the Director General both the copies should be sent to the Director General who will retain one copy in his office after countersignature and send the other to the Establishment Division.

(2) The office copy of the Performance Evaluation Report will form the confidential file of each officer concerned, and will be kept in the personal custody of the officer required to maintain it. It will be handed over to his successor in office when he transfers charge of his office. All performance evaluation reports will be kept in a separate file in the order in which the names of the officers concerned appear in the seniority list. When an officer is transferred or deputed outside the Department for more than three months, his confidential record should be transferred confidentially to the officer by whom it will then have to be maintained. If the dossier is to be sent by post, it must be sent to the officer concerned by name in a cover marked "Confidential" by registered post.

Communication of adverse remarks

73. The following principles are laid down for guidance in the matter of communication of adverse remarks recorded in the Performance Evaluation Reports / Confidential Reports of the officers / officials reported upon:-

(i) When a Performance Evaluation Report / Confidential report is built on the individual opinions of different departmental superiors in gradation it is only the opinion as accepted by the highest authority which need be considered from the point of view of communication. In other words it is the opinion as accepted by the countersigning officer rather than that of the reporting officer which should be communicated.

(ii) As a general rule, in no case should an officer or official reported upon be kept in total ignorance for any length of time that his superiors after sufficient experience of his work are dissatisfied with him; in case where a warning might eradicate or help to eradicate a particular fault, the advantages of prompt communication are obvious; where criticism is proposed to be withheld, the final authority to consider the report should record instructions, with reasons according to the nature of the defects discussed, as to the period for which communication is to be kept back.

(iii) The countersigning officer should under-line in red ink remarks recorded in the performance evaluation report / confidential report which in his opinion are adverse and should be communicated to the officer or official reported upon. If the countersigning officer also records adverse remarks he should also underline them in red ink. Where countersigning of evaluation reports is not required the reporting officers should underline the adverse remarks recorded by them for being communicated.

(iv) Remarks "Unlikely to progress further / unfit for further promotion/ has reached his ceiling / not yet fit for promotion but likely to become fit in course of time (in a case where an officer fulfils the condition of length of service for promotion to the next higher grade)/ unlikely to progress further / unfit for continued retention in service, etc; recorded in the reports are considered as adverse remarks and must be communicated to the officer or official reported upon.

(v) When an adverse remarks is made in the performance evaluation report or confidential report of any officer / official, a copy of the whole report should be furnished to him at the earliest opportunity and in any case within one month from the date the report is countersigned, with a demi-official letter, a copy of which should be signed and returned by the officer/official reported upon in acknowledgement of the report.

(vi) A serious view should be taken of by the administrative authority concerned of any failure on the part of the officer in charge of establishment matters to furnish a copy of the performance evaluation report / confidential report containing adverse remarks to the officer / official reported upon within one month from the date of countersignature. The adverse remarks should be communicated to the officer / official reported upon even at the belated stage. Any performance evaluation report / confidential report containing adverse remarks should not be taken into consideration until they have been communicated in writing to the officer / official reported upon and a decision has been taken on his representation, if any.

(vii) In case of advisory remarks made in the performance evaluation report / confidential report, only the remarks and not the whole report should be communicated.

(viii) The adverse remarks recorded in the performance evaluation report / confidential report should be communicated by the head of the department in the case of officers in basic pay scale 17 and above and by heads of offices in other cases. The presumption that if an adverse entry is not underlined in red ink, it is not to be communicated is not quite in order. Entries which may tend to create an unfavorable impression about an officer or official reported upon but have not been underlined in red ink should be communicated only after the countersigning officer underlines them in red ink. For this purpose the performance evaluation report / confidential report should be promptly returned to the countersigning officer.

(ix) All adverse remarks whether remediable or irremediable should be communicated in writing to the officer reported upon mainly to enable him to make efforts for improvement.

(x) The reporting officer should specifically state in the performance evaluation report / confidential report whether the defect reported have been already brought in an other connection to the notice of the officer / official concerned.

(xi) Great attention should be paid to the manner and method of communication in order to ensure that the advice given and the warning or the censure administered, having regard to the temperament of the officer / official concerned, may be most beneficial to him. The adverse remarks may be communicated in writing or verabally. In the latter case, the fact of communication should be recorded on performance evaluation report / confidential report and, if the officer or official so requests, the remarks should be communicated in writing. The adverse remarks should be communicated only after they have been countersigned by the competent authority.

(xii) Remarks recorded in performance evaluation reports / confidential reports, in case where the head of department or other higher officer than the countersigning officer suspends judgment should not be communicated.

(xiii) The effect of the communication of adverse entries should be carefully watched and the reporting officer should, when drawing up a performance evaluation report / confidential report in the next year, state whether the officer or official reported upon has or has not taken steps to remedy defects to which his attention has been drawn in a previous year. Such remarks should also be communicated to him, so that he may know that his efforts to improve have not passed unnoticed.

(xiv) Copies of the letters communicating adverse remarks recorded in the performance evaluation report / confidential report and subsequent communications referred to in the above paragraph, should also be kept in official's Character Roll, and brought to the notice of the reporting officers at the time when reports are due to be written.

Confidential Reports.

74. (1) Confidential Reports in "App." series of forms or Performance Evaluation Reports in "S" series of forms, as the case may be, will be maintained in respect of all basic pay scale 3 to 15 employees working in the office of the Director-General, in offices of the Heads of Circles and in other administrative offices including divisional offices, post offices, mail sorting and transportation offices and sections, etc. The officers who are required to maintain the reports and the classes of officials in respect of whom they are to be maintained are shown in the sub-joined table. Subject to the

classification given in the table, the Head of a Circle or the administrative officer, as the case may be, will decide in the case of each office which officer will write the reports and for whom.

TABLE

S. No.	Classes of officials	Offices where the officials are employed	Officers who are competent to write confidential reports of officials who work directly under them.
(1)	(2)	(3)	(4)
1.	Assistant Incharge.	In the office of the Director-General.	Assistant-Director or Assistant Deputy Director-General in charge of the section.
2.	Ministerial staff of a section.	Ditto	Superintendent in charge of the section or Assistant in charge.
3.	Stenographer, and Stenotypist.	Ditto and in other administrative offices	The officer to whom he is attached.
4.	Head Assistant / Head Clerk.	In Circle Offices	Assistant Director or Assistant Postmaster-General, or Deputy Postmaster-General.
5.	Ministerial staff of a branch.	In Circle Offices.	Official Incharge in higher selection grade or officer incharge.
6.	Manager.	In Returned Letter Offices	Assistant Director or Assistant Postmaster General.
7.	Ministerial staff in Returned Letter Offices.	In Returned Letter Offices.	Manager, Returned Letter Office.
8.	Assistant Superintendent of Post Offices and M.S.T. (including those attached to Superintendents of post offices and M.S.T.	In Postal and Mail Sorting and Transportation Divisions.	Divisional Superintendent of post offices / Mail Sorting and Transportation
9.	Postmaster (Higher Selection Grade or Lower Selection Grade) .	(a) In first class post offices (including their town sub-post offices, if any.	(a) Postmaster, Grade A (BPS-16 or BPS-17 or BPS-18) or Unit Officer, as the case may be.
		(b) In Postal Savings Deptt. of a 1st class Head Post Office.	(b) Postmaster (Postal Savings) in Grade-A.
		(c) In Postal Divisions.	(c) Superintendent of Post Offices.

(1)	(2)	(3)	(4)
10.	Sub-Postmasters (Time Scale) Incharge of Post Office.	In Post Offices.	Divisional Superintendent of Post Offices or Postmaster Grade A, as the case may be.
11.	Clerks (Time Scale) in Post Offices.	In First Class Post Offices.	Deputy Chief Postmaster / Deputy Senior Postmaster incharge of branch in Higher Selection Grade or 1st class Postmaster, as the case may be.
		In Higher Selection Grade Post Offices.	Postmaster Incharge in Higher Selection Grade.
		In Lower Selection Grade and Time Scale Post Offices.	Assistant Superintendent of Post Offices Incharge of Sub-Division.
12.	Branch postmasters, Cash overseers, mail overseers, overseer postmen, head sorting and reader postmen.	In first class head post offices (including their town sub-post offices) or in Postal Divisions.	Postmaster Selection Grade / Assistant Superintendent of Post Offices, as the case may be.
13.	Postmen / village postmen.	In Post Offices.	-Ditto-
14.	Mail Guard.	In Postal Divisions.	-Ditto-
15.	Departmental stamp vendors.	In Post Offices.	-Ditto-
16.	Selection Grade Officials in M.S.T (Head Record Clerks/ Record Clerks / Sub-Record Clerks / Head Sorters, etc.).	In Mail Sorting and Transportation Divisions/ Units.	Superintendent M.S.T. / Divisional Superintendent M.S.T., as the case may be.
17.	Sorter and other allied staff.	In Mail Sorting and Transportation / International Mail Office.	Head Record Clerk (HSG) / Assistant Superintendent MST / Superintendent MST as the case may be / HSG Official Incharge in IMO.
18.	Mail Guard.	In Mail Sorting and Transportation.	Head Record Clerk (HSG) / Assistant Superintendent MST / Superintendent MST, as the case may be.
19.	Inspector of Naib Qasids.	In Post Offices.	Officer of not lower rank than Assistant Superintendent or first class postmaster.
20.	Conservancy Inspector.	In Post Offices.	Officer of not lower-rank than Assistant Superintendent or first class postmaster.

NOTE 1.—The standardized printed forms in 'S' series as prescribed by the Establishment Division in the latest edition of the booklet "A Guide to Performance Evaluation" must be used for writing the performance evaluation reports of officials in basic pay scale 3 to 15 employed in the Pakistan Post Office Directorate General which may be obtained from the Deputy Controller, Stationery and Forms, Karachi on payment.

NOTE 2.—For writing the confidential reports on the work and conduct of officials in Basic Pay Scale 3 to 15 in the Department, other than employed in the Pakistan Post Office Directorate General, the App. series of forms will be used. The Forms App. 11, App. 14, App. 15, App. 16 and App, 17 were lastly revised vide Director General Circular No.8 dated 1st April 1990, which must be used by the reporting officers. The confidential report on the work and conduct of Data Entry Operator (BPS-10) and Data Coder (BPS-12) and Data Processing Supervisor (BPS_15) will be written in the format prescribed vide Director General Circulars No7. dated 15th July, 1994 and No.10 dated 15the October, 1994 respectively.

(2) The Performance Evaluation Reports / Confidential Reports of all officials in basic pay scale 3 to 15 must be countersigned by the officer higher than the reporting officer who is concerned with the work of the official reported upon. The countersigning officer should record his remarks over his dated signature in all cases even in any existing App. series of prescribed forms for officials in BPS-3 and above which do not contain specified space for countersignature.

NOTE.—The countersignature of performance evaluation reports / confidential report of stenographers and stenotypists will not be required

(3) One copy of the confidential report on the work and conduct of the Assistant Superintendents of Post Offices, Assistant Superintendents MST; Assistant Superintendents (Field) / Office), Postal Life Insurance, all Higher Selection Grade officials and all officials in Basic Pay Scale 11 to 15 after countersignatures will be returned to the reporting officer concerned for record. The second copy of reports after countersignature will be sent by the countersigning officer to the Head of the Circle for keeping in the personal and safe custody of the Deputy Postmaster General or Director, Postal Life Insurance or a basic pay scale 19 officer concerned with establishment matters.

75. (1) The performance evaluation reports / confidential reports will consist of a bundle of loose sheets for each employee, one sheet being written up at a time, and fresh sheet being added on to the bundle as time goes.

(2) Reports on all officials in basic pay scale 11 to 15 must be written in duplicate by the reporting officer and countersigned by the next officer higher than the reporting officer concerned with the work.

76. (1) In respect of each employee holding a post below BPS-16 a report must be written up once a year by 15th January regarding his general work, conduct and character. In addition to the annual entry, special cases of good service, or misconduct with particulars of any rewards or punishments, and cases of attachment of pay will be recorded therein as they occur. When any particular case is referred to in any entry, or when an entry is made under the orders of a higher authority, the file mark of the case or the number and date of the order must invariably be cited. A fresh report should also be written up, when the officer maintaining the confidential reports, or

the official whose confidential reports are maintained, is transferred or deputed elsewhere for a period of three months or more since the close of the last calendar year.

(2) The Head of Circle must submit a report to the Director General by 15th February each year certifying that confidential reports on the work and content of all Government servants in Basic Pay Scale 3 to 15 who worked under his circle jurisdiction during the preceding calendar year have since been written by the reporting officers concerned and have been placed in the Confidential Reports files after countersignatures, where ever prescribed.

77. The Confidential reports will be kept in the personal custody of the officer required to maintain them and will be handed over to his successor in office when he transfers charge of his office. Whenever it is necessary to send them by post, they must be enclosed in a confidential cover and registered. When an official is transferred or deputed for more than three months, his confidential records should be forwarded direct to the officer by whom they are to be maintained.

78. (1) When an adverse remark is made in the confidential reports regarding an official's work and/or conduct, the whole report must be communicated to him. The instructions regarding communication of adverse remarks to the official reported upon are contained in rule 73 above which should be followed strictly.

(2) In case where an official prefers a representation against the adverse remarks and his representation is upheld, either wholly or partially, particulars of the orders passed thereon should be recorded in his confidential record as elaborated in rule 81A of this Volume.

Character Sheets

79. Character Sheets in prescribed form App-10 will be maintained in respect of all officials in BPS 1 and 2. The officers who are required to maintain the character sheets of officials in BPS 1 and 2 are shown in the subjoined table.

TABLE

Sl. No.	**Offices where the officials in BPS-1 and 2 are employed**	**Officers who are competent to maintain the character sheets in respect of the officials who work directly under them.**
(1)	**(2)**	**(3)**
1.	In the Office of the Director General.	Officer to whom attached / Superintendent of Branch.
2.	In Circle Offices.	-Ditto-

3.	In Returned Letter Offices.	Manager, Returned Letter Offices.
4.	In the Office of the General Manager Postal Life Insurance / Regional Director / Assistant Director (Field).	Officer concerned to whom attached / Assistant Director, as the case may be.
5.	In the office of the Chief Controller of Stamps.	Officer to whom attached.
6.	In the Postal Training Centers.	Principal / Vice Principal / Training Officer.
7.	In the Bag Control Office.	Officer concerned / Assistant Superintendent.
8.	In the Foreign Post Offices.	Officer concerned / Assistant Superintendent.
9.	In the Express Post Centers.	Officer concerned / Manager / Selection Grade Official.
10.	In the office of Superintendent of Post Offices or M.S.T.	Superintendent of Post Offices or M.S.T.
11.	In first class or other Head post offices.	Officer concerned or official incharge not below L.S.G.
12.	In selection grade post offices.	Postmaster Incharge in Selection Grade.
13.	In other Post Offices below lower selection grade.	Sub Postmaster Incharge.
14.	In Selection Grade Record Office, Sub-record office or Mail Office in M.S.T.	Selection Grade Official Incharge.
15.	In other Offices in the M.S.T.	Official Incharge or Assistant Superintendent, M.S.T.

80. (1) A separate character sheet will be maintained for each employee in BPS 1 and 2 and a brief opinion must be recorded therein each year in the first week of January regarding the general work, conduct and character of the employee concerned. In addition to the annual entry special cases of good service or misconduct with particulars of any rewards or punishments and cases of attachment of pay will be recorded therein citing the file mark of the case or the number and date of the order. The character sheet will be kept in the personal custody of the officer required to maintain it and will be handed over to his successor in office when he transfers charge of his office. Character sheets must always be kept unfolded. Whenever it is necessary to send them by post, they must be sent unfolded and enclosed in a confidential cover and registered. When an official is transferred or deputed elsewhere for three months or more, his character sheet should be forwarded direct to the officer by whom it is to be maintained.

(2) A fresh remark should be made in the character sheet, when the officer maintaining it or the official whose character sheet is maintained, is transferred or deputed elsewhere for a period of three months or more.

(3) The countersignature of character sheets of officials in BPS 1 and 2 by any authority is not required.

81. (1) When an adverse remark is made in the character sheet regarding an official's work and/or conduct, it must be communicated to him at once by the officer making it.

(2) The complete annual or periodical report during a calendar year containing adverse remarks should be communicated in duplicate to the official reported upon. One copy will be retained by him and the other copy duly signed and dated by him will be returned to the reporting officer for keeping with his character sheet. The instructions regarding communication of adverse remarks are laid down in rule 73 of this Volume which also mostly apply to officials for whom character sheets in form App.10 are prescribed to be maintained.

(3) In case where an official prefers a representation against the adverse remarks and his representation is upheld, either wholly or partially, particulars of the orders passed thereon should be recorded in his character sheet. The detailed instructions regarding representations for expunction of adverse remarks are laid down in rule 81A below.

Representation for expunction of adverse entries and remakrs

81A. (1) According to existing instructions there is scope for filing only one representation against adverse remarks recorded in the performance evaluation report / confidential report / character sheet of the Government servant which should be submitted, if desired, by the officer or official concerned within thirty days of receipt of those remarks to the competent authority concerned.

NOTE 1.—The "word competent authority" used in the preceding sub-paragraph means an authority higher than the countersigning officer in the administrative hierarchy. Where countersigning of the performance evaluation reports / confidential reports / character sheets is not required the competent authority will mean the officer higher than the reporting officer.

(2) If a representation is not submitted within the prescribed period of thirty days it should not be entertained by the competent authority and filed without any action under intimation to the representationist.

(3) The officer or official making representation against adverse remarks should not make any personal remarks or remarks against the integrity of the reporting officer / countersigning officer. Violation of this rule will be considered misconduct entailing initiation of disciplinary action besides rendering the representation liable to be summarily rejected.

(4) On receipt of a representation of the officer or official reported upon the comments of both the reporting and countersigning officers making adverse entries should be obtained by the competent authority. Where there is no countersigning authority the comments of the reporting officer only should be obtained.

(5) It is of utmost importance that decision on the representation submitted by an officer or official reported upon against adverse remarks should be taken by the competent authority as quickly as possible and within a reasonable period of time. The competent authority may on merit of the case accept a representation wholly or partially or reject it altogether.

(6) The competent authority while allowing representation against adverse remarks should give his own assessment about the expunged entries and revise the "Overall Grading" in the Performance Evaluation Report / Confidential Report where deemed appropriate.

(7) When an adverse remark is ordered to be expunged by the competent authority the adverse entry should be scored through, but not in such a way so as to make it illegible. A marginal note should be added showing the file number and date of orders under which the entry has been expunged. In no circumstances should any entry in Performance Evaluation Report / Confidential report / Character sheet be made illegible or any papers be physically removed from the file containing aforesaid documents.

(8) In a case where a Government servant feels aggrieved by the decision of the competent authority passed on his representation, the only remedy available to him is filing of an appeal before the Federal Service Tribunal within thirty days of communication of such order to him. Under the judgment of Supreme Court of Pakistan (1981 SCMR) -840) the Federal Service Tribunal is a competent forum to expunge adverse remarks on merit of each case.

Granting of certificates

82. Certificates of good service or laudatory letters to employees who are or have been serving in the Department should not ordinarily be given. In really special cases such certificates may be given to employees who have earned them by specially good work, but copies of the certificates together with the reasons for granting them should be recorded in the office of the officer by whom they are granted. These certificates may be entered at the end of the recipient's service book only with the consent of the Director General.

83. When any employee leaves the Department, a certificate in the following form may be given to him by the officer to whom he was directly subordinate, *i.e.* a Head of a Circle, Superintendent of post offices or MST, or a first class postmaster, as the case may be :—

Certified that Mr./Miss/Mrs. ..... S/o, D/o, W/o was employed in the Pakistan Post Office Department as a .....

.....from.....

to ..... that he/she leaves* .....

and that his / her conduct has been .....

....

* Reasons for his connection with the Department ceasing are to be given here.

He / She holds this day the Computerized National Identity Card No..... ..... which is valid upto .....

His/Her personal ** description is as follows :—[+]

1. Height .....
2. Personal Marks for identification .....

Dated ..... (*Signature*)

..... (*Designation*)

Anonymous and pseudonymous communications

84. (1) Anonymous communications must invariably be destroyed by their recipient. No action of any kind is to be taken on them and no notice of any kind is to be taken of their contents. If a communication is found to be pseudonymous, it (and any previous notes, etc., connected with it) must similarly be destroyed. There is no exception to this rule.

(2) It is recognized, however, that there may be very rare and exceptional cases where for example, an enquiry is already contemplated or proceedings drawn up against some offender in which anonymous complaint would supply a vital missing link in evidence. In such cases, the first step to be taken is to verify antecedents and credentials of the author (complainant). Second step is to address the author at his given address to furnish an affidavit on judicial stamp paper on solemn declaration to the effect that he would prove all the allegations levelled by him in the complaint. If his affidavit is proved false legal action should be taken against him under the law. On receipt of affidavit from the author the Head of the Department/Office should use his discretion in ordering conduct of enquiry. In the absence of affidavit, such complaints should be destroyed.

Complaints from and against departmental officials

85. (1) With the exception laid down in the preceding rule, every complaint by or against any employee in the Department must be received and enquired into by his superior officer, unless the complainant shall have been previously found guilty of making groundless or vexatious charges.

(2) The receipt of every complaint must be acknowledged by the officer concerned within three days of its receipt under intimation to the complainant.

[++] Give description from "service book" or "service roll."

Irregular additions to income

86. No employee in the Department may, in any circumstances, have a personal pecuniary interest directly or indirectly, in the construction of any departmental building, or performance of any departmental work, or in the manufacture, supply or sale of materials.

87. As the practice of allowing employees to receive fees and commissions would be detrimental to the public service, no one in the service of Government is allowed to receive fees or commissions, except under the circumstances mentioned in rules 46 to 48 of the *Fundamental Rules* and rules 11 and 12 of the *Supplementary Rules*. Every employee in the service is bound to report to his departmental superior every infringement of this rule, which may come to his knowledge.

87A. No employee may act as an arbitrator in any case which is likely to come before him in any shape by virtue of any executive post which he may be holding.

87B. An employee called upon by a Court of Law to act as a commission to give evidence on technical matters may comply with the request, provided that the case is not of such a nature as will be likely to come before him in the course of his official duties, and may accept such fees as are fixed by the court.

88. The receipt, or acceptance of an offer of, or the attempt to obtain, any consideration beyond the legal remuneration by any employee in the Department, is punishable under Section 161 of the Pakistan Penal Code.

88A. (1) Every Government servant will at time of entering Government service make a declaration to the Government, through the usual channel, of all immovable and movable properties including shares, certificates, securities, insurance policies and jewellery having a total prescribed value belonging to or held by him or a member of his family.

(2) Every Government servant will submit to the Government through the usual channel an annual declaration of income, assets and expenses for the financial year ending on 30th June showing any increase or decrease of property as shown in the declaration under sub-rule (1) or the last annual return, as the case may be.

(3) Declaration of Assets proforma will be opened in the concerned section each year and entered into the relevant data base.

88B. No Government servant will, except with the previous sanction of the Government accept or permit any member of his family to accept from any person any gift the receipt of which will place him under any form of official obligation to the donor. See also rule 5 of the Government Servants (Conduct) Rules, 1964.

88C. No Government servant shall live beyond his means or indulge in ostentation on occasion of marriage or other ceremonies.

89. *Deleted.*

Bidding at a sale or auction.

90. No employee of the Department having any duties to perform in connection with any sale or auction of Government property, shall either directly or indirectly, bid for, acquire or attempt to acquire any interest in the property sold.

Government Servants (Conduct) Rules.

91. (1) The rules and orders of Government regulating the conduct of Government servants in respect to borrowing money, receipt of complimentary addresses and other matters appear in the Government Servants (Conduct) Rules, 1964 which are reproduced in Appendix No. 1 of the Post Office Manual, Volume III.

(2) Administrative instructions relevant to the Government Servants (Conduct) Rules, 1964 appear in Appendix No. 2 of Volume III.

Money transactions with subordinates and contractors

92. Private money transactions between officials of the Department and specially between superiors and inferiors, are strictly forbidden. No officer or other person holding a responsible charge is permitted to borrow money from any person who is or may be placed under his orders or to request person so placed to subscribe for any object in which he is interested. No member of the Department is permitted to borrow or receive money from any contractor or dealer with whom the Department has, or may have, dealings. When any such transaction on the part of an official comes to the knowledge of his superior officer, the latter should report the case to the Head of the Circle, who will exercise his discretion in disposing of the matter.

Insolvency and habitual Indebtedness

93. The rules regarding the insolvency and habitual indebtedness of a Government servant are laid down in rule 17 of the *Government Servants (Conduct) Rules*, 1964.

94. Any employee of the Department who engages in money transactions of a discreditable nature, or allows himself to fall into a hopeless state of indebtedness, or voluntarily contracts debts or obligations which he is unable to meet, or is arrested for debt, or who has resort to the Insolvency Court for the purpose of declaring himself an insolvent, will *ipso facto* render himself liable to dismissal. Necessary proceedings will, without delay, be drawn up against him by the authorized officer on receipt of a report from the head of the office or the authority immediately superior to the official concerned, to show immediate cause why he should not be dismissed. No official who is seriously in debt will be appointed, even in a short leave vacancy, to any position of trust in which he may have access to or handle cash or valuables.

95. It will be for the employee in fault to show any exceptional circumstance which would justify less severe action; for instance, that the embarrassments have been the result of unforeseen misfortunes, or of circumstances over which he could exercise no control, and have not proceeded from dissipated and extravagant habits. It is no valid excuse for hopeless indebtedness to show that it has been caused by standing security for others, the plea which is frequently put forward in such cases. An employee having resort to the Insolvency Court must report the fact of his insolvency without delay to his immediate superior.

96. Cases where half the pay of a Government servant is constantly being attached for debt, or has been continuously under attachment for more than two years, or is attached for a sum which, under ordinary circumstances, it will require more than two years to repay, have been declared by the Government of Pakistan to constitute such a state of indebtedness as to render it undesirable that the debtor should be retained in the Government service. In such cases it is the duty of the head of the office or the authority immediately superior to the official concerned to obtain a full schedule of the latter's debts and to submit a report to the authorized officer dealing specially with the following points:—

(1) what proportion the debts bear to the pay and to what extent they detract from the debtor's efficiency as a Government servant;

(2) whether the debtor's position is irretrievable; and

(3) whether it is desirable to retain him in the particular post he occupies or in any position under Government.

97. The proceedings referred to in rules 94 and 96 should be submitted for orders of the appropriate punishing authority through the usual official channel. In case the authority immediately superior to the insolvent or indebted officer is himself the appropriate punishing authority, the proceedings should be disposed of by him.

Issue of orders

98. (1) The issuance of verbal orders by any officer is normally prohibited. No orders that are in any way likely to lead to dispute must ever be issued verbally; they should always be in writing. Verbal orders, if any, issued by an officer should be got confirmed invariably in writing from him within three days by the officer receiving such an order.

(2) If an officer or official receives irregular or unwarranted orders from a superior, it is his duty to point it out in writing bringing the rules position to the notice of the superior and not to blindly implement those orders which are in contravention of the existing provisions of the law, regulations, rules and instructions of the Government. No plea of such officers or officials will be acceptable that they acted illegally or irregularly for the simple reasons that they had been ordered by their superiors.

Publication of information and public speeches capable of embarrassing the Government

99. Whenever any employee of the Department makes statements relating to the Department by publication in a newspaper, in a public speech or in any other public manner, capable of embarrassing the Government in disregard of rule 22 of the Government Servants (Conduct) Rules, 1964 he should at once be called upon by the officer under whom he is serving for an explanation. The case should then be reported to the Head of the Circle who should order a thorough investigation. A full report should be submitted to the Director-General.

100. No employee may publish, without the previous sanction of superior authority, any documents, papers, or information, of which he may have become possessed in his official capacity. This rule applies equally to documents which are printed as well as to those which are in *manuscript*.

Radio broadcast or television programmes and communication to the press

100A. No Government servant shall except with the previous sanction of the Federal Government or any other authority empowered by it in this behalf, or in the bonafide discharge of his duties, participate in a radio broadcast or television programme or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or periodical. Further instructions in this regard appear in rule 21 of the Government Servants (Conduct) Rules, 1964.

Attending committees, etc.

101. No departmental employee is to attend any station or other committee without reporting the fact and sending a copy of the proceedings to the Head of the Circle or the Director-General, as the case may be.

102. It must be thoroughly understood that it is the duty of every employee, when at a station where he can receive instruction on any point necessary for the practical execution of his professional duties, to seek that instruction himself.

Responsibility

103. Where owing *to the negligence of a departmental employee* or its agent including an extra departmental agent or through the omission on his part to observe any rule as provided in the different volumes of the Post Office Manual, or in the Post Office Guide, the Department is put to a loss of Government money or *property* or has to make good the loss of any money or property or where the Department loses money by embezzlement or fraud of any of its employee, etc., any member of the staff or any agent who by his negligence, default or disregard of the rules, has caused the loss or has contributed to its occurrence may be required to make good the loss either in whole or in part as the competent authority may decide.

Censure

104. Censure is a minor penalty which may be imposed by the authorized officer on a delinquent Government servant as a consequence of finalization of disciplinary proceedings against him.

105. Negligence not leading to serious results or not in itself deserving of punishment of a higher category may be punished by censure which will be communicated in writing to the person in fault and recorded in his performance evaluation report / confidential report / character sheet. Promotion may not normally be withheld from officials who have been censured for bad work.

106. *Cancelled*.

Punishment Register

107. (1) Each of the following officials must keep a punishment register in form App. 32 containing particulars of punishments imposed by him under the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973 and, if he is directly subordinate to the Head of the Circle, the punishments inflicted under the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973 on employees under his control by the latter officer: —

(1) Superintendents of post offices and MST.
(2) First class head postmasters.
(3) Assistant Superintendents of Post Offices and MST.
(4) Head postmasters subordinate to Superintendents.
(5) Sub-postmasters in the selection grades.
(6) Head record clerks.
(7) Record and sub-record clerks in the selection grade.

(2) Since the disciplinary proceedings pending before 5th March, 2010 shall continue, therefore the officers authorized to exercise the powers of competent authorities under the Removal from Service (Special Powers) Ordinance, 2000 must keep a punishment register in form App. 32 for recording the penalties imposed on Government servants under the provisions of the Removal from Service (Special Powers) Ordinance, 2000, though repealed on 5th March, 2010 vide Act No. III of 2010.

(3) The register should show the names, designations, and pay of the employees punished, the nature of their offences, and the penalties imposed, e.g., dismissal, reduction to a lower post, etc. The punishments against each employee should be entered together, one after another, when more than one imposed on each person.

108. A copy of the register in form App. 32 (a), showing particulars of the punishments inflicted during the previous month should be forwarded (1) on the 5th of each month to the Superintendent of post offices or Mail Sorting and Transportation or the first class postmaster, as the case may be, by such of the officials mentioned above as are subordinate to him and (2) on the 10th of each month to the Head of the Circle by all other officials concerned. In the latter particulars of all dismissals from service shown in the statements received from subordinate officials should be included, particulars of other punishments being excluded unless the Head of a Circle has specially ordered their inclusion.

108 A. The designated authority may call for the record of any case pending before, or disposed of by the authorized officer under the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973. The authority should, on receipt, review it without delay and if it considers that the original order requires revision either on the score of severity or the reverse or for any other reason, it should pass such order in relation thereto as it may deem fit under the provisions of rule 6A of the Government Servants (Efficiency and Discipline) Rules.

109. *Cancelled.*

CHAPTER III

APPEALS, REPRESENTATIONS AND PETITIONS

Appeals

110. (1) Section 22 of the Civil Servants Act, 1973, reproduced in Appendix No.1 of the Post Office Manual, Volume IV, Edition January, 2004 and rules 3 and 4 of the Civil Servants (Appeal) Rules, 1977 which appear as Appendix No. 7 to the Post Office Manual, Volume III, Edition January, 2005, provide right to only one appeal to a departmental appellate authority to every civil servant in respect of particular order by which he is aggrieved. An appeal is one which is preferred to the appropriate appellate authority against the penalties specified in the Government Servants (Efficiency and Discipline) Rules 1973 reproduced in appendix No.5 of the Post Office Manual, Volume III, Edition January, 2005 and any adverse order made by a departmental authority in respect of any of the terms and conditions of the Government servant.

(2) A civil servant shall be entitled to appeal to the appellate authority from an order passed by an authority which—

(a) alters to his disadvantage, his conditions of service , pay, allowances or pension; or

(b) interprets to his disadvantage the provisions of any rules whereby his conditions of service, pay, allowances or pension are regulated; or

(c) reduces or withholds the maximum pension, including the additional pension, admissible to him under the rules governing pensions; or

(d) terminates his employment or gives notice of such termination otherwise than—

(i) on his reaching the age of superannuation, or

(ii) in accordance with the provisions of the Civil Servants Act, 1973 (LXXI of 1973):

Provided that no appeal or review shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

(3) Every appeal in respect of any order relating to the statutory penalties and terms and conditions of service shall be submitted by an aggrieved civil servant to the competent appellate authority designated as such within thirty days of the communication of the order appealed against.

Any appeal preferred after the period of limitation of thirty days of the impugned order is liable to be withheld by an authority not lower than the authority from whose order it is preferred as laid down in rule 7 of the Civil Servants (Appeal) Rules, 1977 which appear as Appendix No.7 of the Post Office Manual, Volume III, Edition 2005.

(4) Every appeal shall be submitted through the Head of the office to which the appellant belongs or belonged, and through the authority from whose orders the appeal is preferred.

(5) While exercising this right, the Civil servant on whom a penalty was imposed under the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973 is required to observe the following statutory provisions:-

(*a*) Every person preferring an appeal should do so separately and in his own name.

(*b*) Every appeal shall contain all material statements and arguments relied upon, by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself.

(*c*) Every appeal shall be addressed to the prescribed appellate authority designated as such.

(*d*) Every appeal shall be submitted through proper channel.

(*e*) Every appeal shall be submitted within a period of thirty days of the communication of the order appealed against.

(*f*) No second appeal to the same appellate authority or any further appeal to any higher authority shall lie except appeal to the Federal Service Tribunal.

111. (1) Any appeal or copy thereof which is sent direct to the Director-General or to any subordinate authority, instead of through the proper channel, will be filed, no notice of any kind being taken of it.

(2) In one class of case only may an exception be made to this rule. It occasionally happens that an aggrieved official complains that he can get no reply at all to an appeal submitted in the proper manner. In such a case a reminder should be sent to the proper authority. If no reply is still forthcoming, after a reasonable time has been allowed for it, this fact may be reported direct to a higher authority, copy being sent invariably through the official channel. If such a case as this comes to the notice of the Director-General or the Head of a Circle, his attention will be directed to the alleged

failure of the proper authority to deal with the case and to ensuring that the regular system is worked properly, rather than to the merits of the case in itself.

112. The officer by whom an appeal is received for onward transmission should forward it, if it is in order, to the appellate authority, accompanied by a report giving:—

(*a*) the appellant's name, designation, service and pay, and

(b) a statement of the facts of the case ;

and to the report should be appended the under mentioned documents:—

(*c*) A copy of the memorandum of charges given to the appellant before he was punished, together with a copy of his explanation or defence. If, for any reason, no memorandum of charges was given to the appellant or if his explanation or defence was not obtained, the reasons should be fully reported to the appellate authority.

(*d*) A copy of the original order of punishment.

(*e*) Character sheet, service book and service roll, if necessary, of the appellant if he was an official respecting whom this record is required to be maintained.

(*f*) If an appeal, or any of the documents accompanying or sent with it, is in any language, an English or Urdu translation of the document should be appended.

113. It is open to the appellate authority to uphold or modify the orders appealed against, and also to enhance, on appeal, the punishment awarded by the punishing authority. In every case the appellate authority should pass written orders on the appeal and the orders should be communicated, through the officer from whom the appeal was received, to the appellant. The communication to the appellant should be sent under a registered cover with acknowledgement due and the acknowledgement should, on receipt, be forwarded to the appellate authority for record in his office. If the appellate authority decides, on appeal, to reverse an order of dismissal or removal from service he may declare that the past service of the reinstated employee shall count, otherwise dismissal or removal from service involves forfeiture of previous service.

114. (1) No further appeal or any representation against an order passed by the appellate authority lies to the same authority or to any higher departmental authority. The only legal remedy available to the aggrieved Government servant is to file an appeal to the Federal Service Tribunal within a period of thirty days of the communication of such order to him.

(2) An appeal or any representation against an order passed by an appellate authority in respect of matters relating to penalties, which is addressed to the Director-General or to any authority subordinate to him, may be withheld by the authority immediately below the authority to whom it is addressed.

Representations against the penalty imposed under the Ordinance No. XVII of 2000

114A. (1) Against an order passed under the Removal from Service (Special Powers) Ordinance, 2000 which has been repealed from 5th March, 2010 vide Act No. III of 2010, a representation lies only. In this context a person on whom a penalty is imposed under section 3 of the Ordinance ibid, may, within fifteen days from the date of communication of the order prefer a representation to the Prime Minister or such officer or authority as the Prime Minister may designate:

Provided where the order has been made by the Prime Minister such person may, within the aforesaid period, submit a representation to the President.

(2) The President, the Prime Minister or an officer or authority, as may be designated by the Prime Minister, may on consideration of the representation, and any relevant material, confirm, set aside, vary or modify the order in respect of which such representation is made.

(3) The authority or officers or authorities to whom representation against an order made under section 3 of the Ordinance ibid can be preferred are laid down in Schedule No.5 and 6 of the Post Office Manual, Volume III, Edition January, 2005 which should strictly be adhered to by the representationists while submitting their representations.

Appeal before the Federal Service Tribunal

114B. (1) Any Civil servant aggrieved by the order of the departmental authority passed under the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973 in respect of the terms and conditions of his service may within thirty days of the communication of such order to him, prefer an appeal to the Federal Service Tribunal. In case his appeal is pending before the departmental authority and a period of ninety days has elapsed, he can go in appeal before the Federal Service Tribunal within thirty days after expiry of ninety days of filing of departmental appeal.

(2) Notwithstanding any thing contained in any other law for the time being in force, any person aggrieved by any final order passed by the prescribed authority as laid down in Schedule No.5 and 6 of the Post Office

Manual, Volume III under section 9 of the Removal from Service (Special Powers) Ordinance, 2000 may, within thirty days of the order, prefer an appeal to the Federal Service Tribunal established under the Service Tribunal Act, 1973 (LXX of 1973) which has been reproduced in Appendix No. 10 of the Post Office Manual, Volume III, Edition January, 2005:

Provided where a representation has been preferred under section 9 of the Ordinance ibid but no decision has been received by, or communicated to, the applicant or, as the case may be, petitioner, within a period of sixty days of its submission to the prescribed authority, he may prefer appeal to the Service Tribunal within thirty days of the expiry of the aforesaid period.

Representations on Miscellaneous Matters

115. Any representation which is not an appeal within the meaning of rule 110 above, and which is an application on service matters other than not relating to the penalties imposed under the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973 should be designated as a representation if addressed to a departmental authority. A representation when not made against a decision on a previous communication, should be addressed to the authority competent to pass orders on the subject-matter and should be submitted through the proper channel.

116. Every employee wishing to submit a representation must do so separately, and the representation can be made only in respect of matters in which he has a personal interest. Joint representations are inadmissible, but there is no objection to an identical representation being made by more than one employee, provided the circumstances and conditions of the case as represented in the representation apply personally to each individual employee by whom it is submitted. Representations must not contain any irrelevant matter; they should be clear and concise and couched in respectful language and end with a specific prayer. Whenever practicable they should be written in English or Urdu.

117. (1) A representation to a higher authority when made against the decision of a next lower authority, must be accompanied by a copy of the order against which it is made, and must be submitted though the officer by whom the order was passed (whether original or on representation) and addressed to the next higher authority. For instance, a representation against an order originally passed by an Assistant Superintendent of post offices must, in the first instance, be submitted through him, be accompanied by a copy of his order, and be addressed to the Superintendent of the Division. If the official making the representation is dissatisfied with the Superintendent's order on his representation, no further representation will lie to any higher departmental authority. However it is open to him to submit an appeal to the Federal Service Tribunal within thirty days of the

communication of the order passed by the departmental authority provided the matter pertains to any of the terms and conditions of his service. Similarly, a representation against an order originally passed by a Superintendent of post offices or MST must in the first instance be submitted through him, be accompanied by a copy of his order, and be addressed to the next higher authority.

(2) The Head of the Department is the final authority in respect of service matters of officials below basic pay scale 16 under his jurisdiction.

118. *Deleted.*

118A. (1) The instructions in rule 111 (1) and (2) above apply also to representations addressed to the Director-General or to the authorities subordinate to him.

(2) In no case the copies of such representations should be forwarded by the representationist *direct* to the authorities superior to an authority to whom the representation is addressed.

NOTE.—These rules apply also to representations and applications addressed by persons who have left the Department, or whose services have been dispensed with, or who have been dismissed. All such communications must be submitted through the authority under whom the persons were last employed.

118B. The officer by whom a representation is received for onward transmission should forward it to the authority addressed, with a report giving a full statement of the case and a definite recommendation in respect of the prayer or prayers contained therein. Relevant documents (copies or in original) should also accompany the forwarding report. If a representation or any of the documents accompanying or sent with it is in any language, an English or Urdu translation of the document should be appended.

118C. No representation lies to a higher authority except against the order of the next lower authority in cases in which the latter authority is competent to pass orders on the subject-matter of the representation. For instance, in the illustration given in the preceding rule 117 a representation against the Assistant Superintendent's order lies to the next higher administrative authority. It lies to the Superintendent only. It does not lie to the Deputy Postmaster General or the Head of the Circle; and in such cases the representation is liable to be withheld by the Superintendent. Similarly, a representation against the order of a Superintendent of post offices or MST lies to the next higher administrative authority. It does not lie to the Head of the Circle or the Director-General; and in such cases the representation to the Head of the Circle or the Director-General is liable to be withheld by the Deputy Postmaster General.

118D. Representations in respect of any order relating to the terms and conditions of service shall be submitted by an aggrieved Government servant to the competent authority through the head of the office to which he belongs or belonged and through the authority from whose order the representation is preferred within thirty days of the date of issue of such order. The representations preferred after the period of limitation of thirty days of the impugned order are liable to be rejected by the competent authority.

NOTE.—The period of thirty days should count after the date on which the official making the representation was informed of the original orders of the authority concerned and not the subsequent orders, if any, passed on a representation for reconsideration.

118E. No authority lower than the authority from whose order a representation is preferred may withhold a representation addressed to a higher authority unless it relates to a subject on which the lower authority is competent to pass orders and no previous application for redress have been made to him. Whenever a representation is withheld under this rule, the fact that it has been withheld and the reason for withholding it must be communicated by the officer concerned to the official making the representation as well as to the authority to whom the representation was addressed. The fact that a representation contains irrelevant matter, or that it is wanting in clearness, precision or respect or that it is otherwise open to exception, are points to which the attention of the authority to whom it is addressed may be drawn by the authority submitting it, but they do not constitute grounds on which the latter may withhold or return the representation to the official making the representation.

Representations to the Director-General

119. A representation against the orders of any authority directly subordinate to the Director-General should, however, be made to the Director-General. The instructions in the preceding rules apply also to representations addressed to the Director-General.

120. The Head of a Circle or any other authority directly subordinate to the Director-General is, however, vested with discretionary power to withhold representations to the Director-General in the following cases; and whenever this power is exercised, the fact and the reasons for it should be communicated to the Director-General and to the official making the representation:—

(*a*) In the case of a transfer ordered in the interest of service or the refusal of an application for a transfer including exchanges of stations at the expense of the officials concerned.

NOTE.—The mere fact of transfer to which every official is liable as a condition of his service cannot, in ordinary circumstances, be made a ground of representation but a representation lies to

the Director-General in the case of an officer frequently transferred at short intervals and who makes this the ground of his representation.

(*b*) In the case of candidate for employment in the Department, a learner under training, a temporary or acting official, or a probationer, whom the Head of a Circle or any authority subordinate to him is competent to appoint and who in pursuance of the provisions of the Government Servants (Efficiency and Discipline) Rules, 1973 or Removal from Service (Special Powers) Ordinance, 2000, since repealed and after completion of prescribed formalities laid therein is removed from the Department as having proved himself unfit for permanent employment.

NOTE.—This does not include cases in which any of the officials mentioned above is discharged or dismissed on account of some specific offence ; whether proved or suspected, e.g. participation in a fraud.

(*c*) In the case of voluntary unconditional resignation of his appointment by an officer.

(*d*) In case a representation is illegible or unintelligible, or contains language which, in the opinion of the Head of the Circle or any other authority directly subordinate to the Director-General, is disrespectful or improper.

(*e*) In case a previous representation has been disposed of by the Director-General and a fresh one is submitted disclosing no new facts or circumstances affording ground for reconsideration of the orders already passed.

(*f*) In case a representation relates to a subject on which the Head of the Circle or any other authority directly subordinate to the Director-General, is competent to pass orders and no previous application for redress has been made to him.

(*g*) In case a representation to the Director-General against the order of the Head of a Circle or any other authority directly subordinate to the Director-General is not submitted within thirty days after the date on which the official making the representation was informed of the order represented against, and no reasonable cause is shown for the delay.

NOTE.—The period of thirty days should count after the date on which the official making the representation was informed of the original orders of the authority concerned and not the subsequent orders, if any, passed on a representation for reconsideration.

(*h*) In the case of a representation protesting against the act of withholding a previous representation.

(*i*) In the case of an application—

(i) for employment in Government service not made in pursuance of any rule or announcement regarding applications for such employment ; or

(ii) for exemption from the provisions of any rule or order prescribing the qualifications to be possessed by persons for appointment in the service of Government.

(*j*) In case a representation concerns the matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

121. The Head of a Circle or any other authority directly subordinate to the Director-General will forward quarterly to the Director-General a list of representations withheld under rule 120.

Representations to the Secretary of the Administrative Ministry or the Prime Minister.

122. (1) Representations, if any, against the orders passed by the Director General, may be submitted by officers of the Department in their own behalf to the Secretary, Ministry of Postal Services through the Director-General. Every such representation shall be authenticated by the signature of the officer making the representation and be complete in itself, containing all material facts relating to the matter represented, and, where it is against the recorded order of an authority, be also accompanied by a copy of the order. It shall be couched in clear and respectful language and shall end with a specific prayer. The representation shall be submitted through the immediate superior of the officer making the representation.

(2) The Director-General may, at discretion, withhold a representation when:—

(*a*) It does not comply in full with the provisions of sub-para (I) above;

(*b*) it is illegible or unintelligible or contains language which is, in the opinion of the Director-General, disloyal, disrespectful or improper ;

(*c*) it has been submitted after the lapse of a period of thirty days from the date of receipt of the order represented against and no satisfactory explanation of the delay is given;

(*d*) a previous representation on the same subject has been disposed of by the Secretary, Ministry of Postal Services, and no new facts have been disclosed to warrant a reconsideration of the subject;

(*e*) It is a representation against a decision which is declared to be final by any law or statutory rule or against which the officer making the representation has exercised or possesses a right of appeal according to his conditions of service or terms of contract;

(*f*) it relates to a subject on which the Director-General is competent to pass orders and no application for redress has been made to him;

(*g*) it is a representation against the withholding of a representation by the Director-General;

(*h*) it is an application for employment in Government service not made in pursuance of any rule or announcement made in this behalf, or it seeks exemption from the provisions of any rule or order prescribing qualifications to be possessed by persons for appointment in the service of Government; or

(*i*) it relates to the discharge of a candidate for employment, a learner under training, a temporary or acting official, or a probationer, whom the Director-General or an authority subordinate to him is competent to appoint and who after following the prescribed formalities, is discharged as having proved himself unfit for permanent employment.

(3) The Director-General shall when he withholds a representation, inform the officer making the representation of the withholding and the reasons therefor.

(4) The Director-General shall submit to the Secretary, Ministry of Postal Services every quarter a statement showing brief particulars of the representations withheld by him during the quarter and the reasons therefor.

(5) Unless a representation is withheld by the Director-General under paragraph (2) above, it shall be submitted by him with his recommendation to the Secretary to the Ministry of Postal Services.

(6) These instructions shall also regulate the receipt, transmission and withholding of representations addressed to the Prime Minister of Pakistan.

General Instructions

122 A. The following instructions should be observed by all representationists / appellants and the officers and authorities handling representations and appeals preferred by the civil servants / Government servants employed in the Department.

(1) Bar against submission of the following categories of representations / appeals by the civil servants.

(a) *Advance copies of representations / appeals.*—The civil servants should refrain from sending advance copies of their representations / appeals / petitions direct to the higher authorities.

(b) *Joint Representation.*—There is a bar against making joint representation. This also includes submission of identical representations containing the same text irrespective of the fact that such a representation is signed and submitted separately.

(c) *Representations by wife / wards / relations.*— So long as the civil servant is alive, it is not permissible for his wife, wards or relations to ventilate grievances in service matters on his behalf.

(d) *Representation containing threats.*—Some times, a civil servant while making representation to his superior officer for the redress of his grievances holds out a threat of taking the matter to the court with a view to over-awe or to influence to making a decision in his favour. This tends to undermine discipline.

(e) *Use of intemperate and inappropriate language in representations, etc.*— At times, the representations are couched in indecorous and disrespectful language. Use of such language constitutes misconduct.

(f) *Levelling of wild allegations in representations.*—Often representations contain wild allegations against superior officers. While civil servants are free to submit representations in accordance with the prescribed procedure where they feel aggrieved but they are not authorized to level wild allegations against their superiors. Such allegations on investigations are usually found to be without any basis and this amounts to gross misconduct.

(g) Representation Against Non-Promotion.— No appeal or review lies on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

The aforementioned categories of representations / appeals not conforming to the requirements of law or disobeying good and reasonable orders issued by the Government from time to time are required simply to be recorded by the recipients. Besides, use of threats, or intemperate and inappropriate language or levelling of false and baseless allegations in the

representations/appeals being objectionable, subversive and breach of discipline, the representationists / appellants are liable to be proceeded against on the charge of misconduct. It is, therefore, imperative that while making representations / appeals by aggrieved persons, norms of decency and decorum should scrupulously be observed.

(2) Speedy Disposal of Representations.—In case a civil servant does not receive a final reply to his representation within a period of three months. He may send reminder through proper channel to the appellate authority and endorse a copy of the reminder to the respective Head of the Circle or the Director General, Pakistan Post Office Department, as the case may be, enclosing also a copy of his original representation / appeal to facilitate expeditious disposal of the matter.

(3) Recall of the Invalid, Incompetent and Non-Existent Order.—If the administrative or punitive or appellate order is invalid, incompetent and non-existent in the eyes of law, there can be no manner of objection in recalling the said order by the authority who passed that order or under order of any higher authority. After recalling the order, the administrative error or the disciplinary proceedings can be set in motion afresh or from the stage the case took wrong turn.

(4) Grievance of Common Nature.—If any category of civil servants have a grievance of common nature, they may bring the matter to the notice of their immediate superior officer so that he could take such action as may be necessary in the circumstances of the case.

(5) Maintaining of Discipline at all costs and at all levels.— It is also observed that employees from subordinate Offices / Units / Divisions / Circles, ignoring altogether their immediate superior (Heads of Units/Circles) pay visits to the Directorate General and present representations directly to the Director General. This practice has been spoiling discipline which is to be maintained at all cost and at all levels. Heads of circles should ensure that henceforth no employee (BPS-1 and above) should pay a visit to the Directorate General without written permission from his respective Head of Unit as well as Head of the Circle. The person who violates this order should be dealt with deterrently on the charge of misconduct by the competent authority.

123. *Deleted.*

Petitions to the President

123A. (1) Another avenue available to an aggrieved Government servant is to seek redress by preferring a petition to the President of the Islamic Republic of Pakistan under the Petitions Instructions against an order

passed by the departmental authority. Any representation which is not an appeal within the meaning of paragraph 110 above should be designated as a petition, if addressed to the President.

(2) The circumstances under which a petition to the President is liable to be withheld are enumerated in instruction 7 of the Petition Instructions which must be carefully gone through by an aggrieved Government servant before filing a petition to the President so as to save him self of any futile exercise.

(3) The instructions for the submission, receipts and transmission of petitions to the President on service matters have been reproduced in Appendix No. 8 of the Post Office Manual, Volume III, Revised Edition corrected upto 1st January, 2005.

124. *Deleted*.

124A. *Deleted*.

124B. *Deleted*.

125. *Deleted*.

126. *Deleted*.

CHAPTER IV

PERSONAL MATTERS

N.B.__ Since provisions of rules 127 to 147 of this Chapter stand printed in Chapter 6 of the Post Office Manual, Volume V, Second Edition, March, 2003, therefore, the aforementioned rules have been omitted from this Chapter to avoid duplication.

127. *Omitted*

128. *Omitted.*

128A. *Omitted.*

129. to 147. } *Omitted.*

148. *Cancelled.*

Punishment imposed departmentally

149. (1) Departmental proceedings are meant to go into cases of misconduct (and not offences as understood in law) in the discharge of duties or violation of departmental rules and procedures by Government servants whereas trial in Court of Law is for an offence. In the case of the former dismissal may at the most result but in the latter case imprisonment and / or fine may be imposed. Departmental action is thus not dependent upon trial in a Court of Law and can lawfully be taken before and after the trial or simultaneously therewith. Departmental action may also be taken in cases where the delinquent has been acquitted of the criminal charges by a Court of Law, either on technical grounds or for want of legal evidence.

(2) Where the evidence though not conclusive from a legal point of view is still sufficient to establish morally the guilt of a suspected official, departmental action should be taken against him.

(3) In all cases of fraud, embezzlement or similar offences in which Government servants are involved departmental proceedings should be instituted at the earliest possible moment against all the delinquents and conducted in strict adherence to the Government Servants (Efficiency and Discipline) Rules, 1973. The proceedings should be completed as soon as possible and in any case within three months since the detection of the case of fraud or embezzlement. If, however the police or the counsel for

prosecution is of the opinion that the finalization of the departmental proceedings against the accused or any other particular official would jeopardize the proceedings in the Court of Law, departmental action against such official / officials should be finalized after the conclusion of the trial in the Court. Departmental action against other officials should, however, continue and be completed within the specified time.

(4) The dismissal, removal, premature retirement from service or reduction to lower post, etc; of a person under Government Servants (Efficiency and Discipline) Rules, 1973 or repealed Ordinance No. XVII of 2000 shall not absolve such person from liability to any punishment to which he may be liable for an offence under any law committed by him while in service.

NOTE.—See also Appendix No.3 of Post Office Manual, Volume III, Revised Edition, January 2005.

149A. *Deleted.*

150. *Cancelled.*

Compensation for losses of property

151. (1) The Government of Pakistan cannot guarantee its officers and employees against every loss which they may suffer whilst in Government service and compensation will not necessarily be given to them for accidental losses of their property.

(2) All cases in which it is proposed to grant compensation to departmental officers and employees for the accidental loss of their property should be referred to the Government of Pakistan, Finance Division, through the Administrative Division or Ministry concerned.

(3) Compensation will not ordinarily be granted to an officer for any loss to his property which is caused by an Act of God e.g., earthquake, floods, etc., or which is due to an ordinary everyday accident, which may occur to any citizen, e.g., loss by theft or as the result of a railway accident, fire, etc. The mere fact that, at the time of the accident, the officer or the employee is technically on duty or is living in Government quarters in which he is forced to reside for the performance of his duties, will not be considered as a sufficient ground for the grant of compensation. These points should be borne in mind while submitting proposals to the Government of Pakistan.

Service on Juries

152. All persons employed in the Pakistan Post Office Department are exempt from liability to serve as Jurors or Assessors in courts.

Facilities of medical attendance and treatment admissible to Federal Government servants and their families

153. (1) Medical Attendance.- Government servants are entitled to receive medical attendance from a medical officer who is termed as authorized medical attendant in the Federal Services Medical Attendance Rules, 1990 which have been reproduced in Appendix No.13 of this Volume. For Government servants in basic pay scale 1 to 15 the authorized medical attendant is the medical officer. In the case of Government servants in basic pay scale 16 and above, the civil surgeon, associate physician or assistant surgeon is the authorized medical attendant.

(2) Consultation with specialist.— If the authorized medical attendant certificates that attendance or treatment by some other doctor or specialist is necessary such consultation can be provided if the other doctor or specialist is in the Government service stationed in the district or province in which the patient has fallen sick.

(3) Hospitalization.— Federal Government servants and their families are entitled to the following facilities of medical treatment:-

(a) Hospitalization.— Treatment at the nearest Government hospital which in the opinion of the authorized medical attendant provides the necessary treatment. The term Government hospital does not include any Military Hospital or Combined Military Hospital.

(b) Methods of diagnosis.— Pathological, bacteriological, radiological or other methods of examination available in any Government hospital or laboratory in the district/province in which the patient falls ill and which are considered necessary by the authorized medical attendant.

(c) Methods of treatment.— Use of all medical and surgical facilities available at the hospital in which a patient is treated including employment of such pathological, bacteriological, radiological, or other methods considered necessary by the authorized medical attendant.

(4) Accommodation in hospital.— Government servants are entitled to free accommodation in hospital suited to their status. The entire cost of hospital's daily charges will have to be borne by the Government servant concerned himself, if accommodation superior to the one to which a Government servant is entitled is desired.

(5) Medicines.— Treatment includes such medicines, vaccines or other therapeutic substances which are ordinarily available in the hospital or if they are not available in the hospital and are purchased by the Government servants in BPS 16 and above from the market on the advice of the authorized medical attendant in writing.

NOTE.—The Government servants in BPS 1 to 15 are given medical allowance at the prescribed monthly rates instead of reimbursement of the cost of medicines purchased by them as out-door patients. The facility of in door treatment to such Government servants continues to be admissible to them and the cost of medicines purchased by them as in door patients on the written advice of the authorized medical attendant is reimbursable to them subject to completion of codal formalities.

(6) Nursing.— Government servants are entitled to usual inpatient nursing facilities ordinarily available at Government hospital. Any expenditure on special nursing, if desired to be provided will have to be borne by the Government servant himself.

(7) Diet.— Any expenditure representing the cost of diet in a hospital as an indoor patient, as also the cost of special diet, will have to be borne by the Government servant himself. The cost of diet in respect of Government servants in BPS 1-2 as indoor patient will be borne by the Government.

(8) Treatment at residence.— Treatment at residences is not normally admissible. The cases of those Government servants who on account of the absence or remoteness of a suitable hospital or to the severity of illness are obliged to receive treatment at residences and the authorized medical attendant certifies in writing giving reasons that this was unavoidable may receive treatment at the residence.

(9) Treatment at a non-Government hospital or dispensary.— Treatment of Government servants and their families at a non-Government hospital or a dispensary is not normally admissible. However a patient may, if considered necessary be referred to a Military Hospital or a Combined Military Hospital or some other hospital by his Authorized Medical Attendant for medical treatment, of course, after issuing a referral letter duly signed and stamped by him.

(10) Dental Treatment.— Dental treatment includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, treatment for dental caries, gingivitis, pyorrhoea and filling (temporary or permanent) of dental cavities including root canal treatment, sealing but does not include dental implants, orthodontic appliances, bridging, crowning and provision of dentures.

(11) Deleted.

(12) Miscellaneous.— Treatment besides the use of all medical and surgical facilities available at the Government hospital in which a Government servant is treated also includes the provision of artificial limbs, joint and implants as well as the facility of circumcision.

(13) Treatment Abroad.— The treatment of Government servants abroad is not covered under the Federal Services Medical Attendance Rules, 1990. A ban on medical treatment abroad on Government expense was specifically imposed by the Cabinet Division vide Federal Cabinet Decision case No. 400/26/96 dated 6th November, 1996 followed by Prime Minister's Directive No. F. 1-1/SAPM/DIR/97 dated 24th February, 1997.

NOTE.—Rule 153 above is in the nature of explanatory memorandum only, therefore, rules contained in the Federal Services Medical Attendance Rules, 1990 shall be regarded as proper authority.

Reimbursement of Medical Charges

153 A. (1) Where a Government servant whether serving or retired, is entitled free of charge treatment in a Government hospital any amount paid by him on account of such treatment will be reimbursed to him subject to completion of all codal formalities prescribed by the Ministry of Health.

NOTE1.—The cost of medical treatment, purchase of medications, etc; incurred by Government servants in BPS-15 and below as out-door patients is not reimburseable to them.

NOTE2.—The cost of medicines / drugs / clinical tests / examinations by a retired Government servant in BPS-15 and below prescribed by the Authorized Medical Attendant only as out-door patient is reimburseable subject to availability of budget and fulfillment of codal formalities.

(2) The prescribed application form and guidelines for submission of medical claims by the Government servants and scrutiny and sanction of such claims by the competent authority are contained below Appendix No.13 of this Volume.

(3) The following powers stand delegated to the officers of the Pakistan Post Office Department for allowing reimbursement of medical charges to the Government servants, both serving and retired, subject to availability of budget and fulfillment of the prescribed conditions:-

1.	Director General	Full Powers
2.	Heads of Circles not below BPS-20	Full Powers
3.	Additional Director General (Administration)	Upto Rs. 50,000
4.	Deputy Director General (Administration)	Upto Rs.25,000
5.	Director, Directorate General	Upto Rs. 10,000
6.	Additional Postmaster General / Regional Deputy Postmaster General / Deputy Postmaster General (Administration) Director, Postal Life Insurance / Chief Controller Stamps	Upto Rs. 10,000

154 to 158 } *Deleted.*

159 to 163 } *Cancelled.*

164 to 166 } *Deleted.*

167. *Cancelled.*

Treatment by Private Medical Practitioners.

168. The Government will not pay for treatment by private medical practitioners to a Government servant who is entitled to the gratuitous attendance of a Government Medical Officer (Authorized Medical Attendant) or to medicines from a Government hospital or dispensary, fees which he may have occasion to pay to a medical practitioner not in the public service or the cost of medicines which he may purchase privately.

169. *Deleted.*

Communication with a Medical Adviser.

170. When the particulars of a Government servant's illness are required in the interests of Government by his official superior, the Government medical officer, who has dealt with his case in his official capacity, may be required to supply them without infringing the relations which ordinarily obtain between a patient and his medical adviser.

171. There are however objections to confidential communication between the official superior and the medical adviser of a subordinate, and since the information in question must almost invariably be required in connection with the grant of leave, it is advisable that it should ordinarily be demanded, if at all, from the subordinate himself who can obtain it from his Authorised Medical Attendant in the way in which the somewhat analogous statement (vide Supplementary Rule) required to support an application for leave on medical certificate, are obtained.

172. Cancelled.

173. Officers entitled to gratuitous medical attendance should, when applying for medical aid from any of the medical officers whose duty it is to attend upon them without charge, invariably append their official designation to their signatures.

Deaths—Civil Officers

174. In the event of the death of an employee of the Department, if there is no one at hand entitled to administer his estate, the senior member of the Department on the spot will at once report the death and cause thereof, and send a list of assets of the deceased, to the District Judge or other civil officer having local jurisdiction and request him to take measures for the protection of such property as the deceased was possessed of at the time of his death.

175. The death of any member of the Department should be reported immediately by the senior officer on the spot, through the regular channel, to the Director-General in the case of an officer holding a post In basic pay scale 16 and above and in all other cases to the authority by which the appointment was made.

176. All fatal accidents of officers and officials of the Department from any cause while on duty should promptly be reported to the Director General by fax or through any means of electronic communication.

177. When any member of the Department is killed or severely wounded or meets with sudden or violent death in any very exceptional circumstances, particulars connected with the occurrence should at once be reported by fax or through any means of electronic communication to the Director-General and the Head of the Circle.

178. *Deleted.*

178A. *Deleted.*

179. *Cancelled.*

180. *Cancelled.*

Contagious or repulsive diseases

181. Any official in whose house sickness of a contagious or infectious nature (*e.g.,* small-pox) occurs, must at once give notice of the fact to his immediate superior, who will then put him off duty and make arrangements for the performance of his work.

182. Any official suffering from a repulsive disease (*e.g.,* leprosy) must report the fact to his immediate superior who will then take steps to obtain competent medical opinion on the case. The case should also at once be reported to the Head of the Circle for orders.

Use of uniform by officers in civil employ.

183. The rules regarding the use of uniforms by officers in civil employee are reproduced in Appendix No.8 of this Volume.

Prosecution of studies by Government servants in the educational institutions

183A. (1) Government servants intending to take up a course of study at educational institutions should be required to take prior permission of the Head of the Department.

(2) No such permission should be granted unless the Head of the Department is satisfied that the prosecution of studies will not interfere with the Government servant's official duties.

(3) Permission granted may be withdrawn if the Head of the Department is convinced that the Government servant is taking part in politics or prosecution of such studies is interfering with the satisfactory performance of the duties.

Appearing at an examination as private candidates by Government servants

183B. (1) In case of those Government officials who are prosecuting studies in educational institutions with the permission of the Head of Department no further permission is required for appearing in the examination.

(2) In case of those who want to prosecute studies in spare time without attending any educational institution, no permission is necessary. For appearing in the examination the Head of the Department may grant leave provided the Government servant concerned can be spared without detriment to the work of the Government.

Private work during and after office hours

183C. Government servants are prohibited to do private work during or outside office hours in addition to their Government jobs in order to supplement their income. The performance of private jobs by Government servants during or outside office hours not only adversely affects Government work but also aggravates the unemployment problem.

184. to 190. } *Deleted.*

CHAPTER V

SECURITY DEPOSITS

PART I.—SECURITY DEPOSITS OF EMPLOYEES

[*N.B.—Except where they are obviously inapplicable the term "head office" and "postmaster" used in these rules mean and include "head record office" and "head record clerk", respectively, in the case of Mail Sorting and Transportation officials.*]

Classes of officials required to give security

191. Owing to their pecuniary and other responsibilities, the following classes of officials are required to give security for the faithful discharge of their duties:—

(I) Circle Office

(*a*) Managers, Assistant Mangers and Clerks in Returned Letter Offices.

(*b*) Packers, runners, stampers, naib qasids and peons in Returned Letter Offices.

(*c*) Officials handling cash in Circle Offices.

(II) Post Office and Mail Sorting and Transportation

(*a*) Departmental sub and branch postmasters.

(*b*) Clerks.

(*c*) Record clerks.

(*d*) Post Office Accountants and Mail Sorting and Transportation Accountants.

(*e*) Sorters and mail guards in the Mail Sorting and Transportation.

(*f*) Candidates for appointments in the Post Office and the Mail Sorting and Transportation. No security should, however, be taken from a candidate during the period of his training.

(*g*) All officials who are specially required to convey or escort cash from one office to another, or to and from a bank, treasury or sub-treasury.

(*h*) Postmen and village postmen (including postmen and village postmen holding the post on current charge basis).

(*i*) Overseers, runners, mail peons, letter-box peons, van-peons, packers and those porters and head porters whose duties are analogous to those of packers or who are required to convey or escort cash.

(*j*) Mail carriers and coachmen on lines to which the security rules have been or may be applied by the Head of the Circle, and carpenters employed in offices of foreign exchange whose duties include the opening and closing of foreign parcel boxes.

(*k*) Extra-departmental postmasters and agents and Franchise postmasters.

(*l*) Stamp-vendors.

(*m*) Mail guards in the Post Offices whose duties are similar to those of the mail guards in the Mail Sorting and Transportation.

(*n*) Officials whose duties involve monetary responsibilities.

(III) Stamps Organization

(a) Store Keepers.

(b) Assistant Store Keepers.

(c) Assistant Superintendents Stamps.

(d) Cashiers.

(e) Stamps Checkers.

(f) Counters.

(g) Armed Security Guards.

(IV) Postal Life Insurance Organization

(a) Cashiers.

(b) Stock Clerks.

Officials exempted from giving security

192. (1) Postal officials drawing a pay of Rs. 7,500 and above may, at the discretion of the Head of the Circle, be exempted from furnishing security, each case being decided on its merits.

NOTE.—Postal employees (Postmen, Mail Guards and other allied officials below the cadre of time scale clerks/ sorters) with pensionable service of 15 years or more may at the discretion of the Head of Circle, be exempted from furnishing security; each case being decided on its merit. Before

granting such exemption the authority will ensure that the official concerned has satisfactory and unblemished record of service.

(2) Retired Government servants engaged as extra departmental sub and branch postmasters and extra departmental agents, etc., may be exempted from furnishing security only if they are in receipt of a pension.

(3) Head of Circles may, at their discretion, exempt any extra-departmental agent or class of extra-departmental agents from the obligation to furnish security.

NOTE.—Persons below the age of 18 years cannot be engaged as extra departmental postmasters or agents or employees.

(4) Pakistan Military pensioners are not required to furnish security when employed in any capacity in the Department.

(5) A postal employee with ten years pensionable service or more and belonging to a class from which security is not taken, if appointed or transferred to a post for which security is required, may, at the discretion of the Head of the Circle be exempted from furnishing security provided that his past service has been satisfactory.

(6) In identical circumstances a postal employee who has already furnished security but from whom an additional or fresh security is required under the rules, may be exempted from furnishing the additional or fresh security at the discretion of the Head of the Circle.

(7) No appeal shall lie against refusal to grant exemption from furnishing security.

Amount of security

193. The amount of security required is shown below, but any persons whose responsibilities are unusually heavy may, at the discretion of the Director General be called upon to furnish a security for a larger amount:-

(A) Post Office and Mail Sorting Transportation

The amount of security when given in any of the forms mentioned in rule 194 below shall be__

(*a*) In the case of all classes of postal employees (including candidates and extra departmental agents in Post Offices), with the exception of those mentioned in item (b) and (c) under head "(I) Circle Office" and in item (g), (h), (i) and (j) under head "(II) Post Office and Mail Sorting and Transportation", of rule 191 will be Rs. 100,000 and for other postal employees mentioned in item (b) and (c) under head "(I) Circle Office" and in

item (g), (h), (i) and (j) under head "(II) Post Office and Mail Sorting and Transportation" in rule 191 will be Rs. 200,000.

(*b*) *Deleted.*

(c) *Deleted.*

(d) Porters and Head Porters of the Mail Sorting and Transportation who are required to convey or escort cash between a post office and a head record office the amount of security will be Rs. 200,000.

(e) In the case of stamp-vendors the amount of security shall be twenty times the stamp-vendor's pay subject to a maximum of Rs. 200,000 in whatever form the security is furnished.

(f) In the case of a Franchise postmaster the amount of security deposit will ordinarily be Rs. 10,000. If the Franchise postmaster is also authorized to book registered parcels (Inland / Foreign) and / or Express Mail Service (formerly International Speed Post) articles then besides Rs. 10,000 the requisite amount of security deposit will be an additional security deposit of Rs. 25,000 or equal to the average monthly amount of cash collection on this account by the Franchise Post Office, whichever is more.

(B) Stamps Organization

The amount of security required of all classes of employees mentioned under the head (III) Stamps Organization of rule 191 above will be Rs. 200,000 each with the exception of employees mentioned in item (g) for whom the amount of security will be Rs. 100,000 each.

(C) Postal Life Insurance

The amount of security required of all classes of employees mentioned under the head (IV) Postal Life Insurance Organization of rule 191 above will be Rs. 200,000 each.

Nature of security

194.(1) The security given must be in one of the following forms:—

(a) A security deposit of cash in Post Office savings bank.

(b) A security deposit of Post Office Cash / Savings Certificates or Government promissory notes.

(c) A personal bond with two sureties.

(d) A Fidelity Bond of an insurance company.

(e) A Guarantee from a Commercial Bank.

(f) Fidelity Bond of an approved Postal and R.M.S Cooperative Credit Society.

(2) If the security is in the form of a security deposit in the Savings Bank, it may be deposited by the employee himself or by any other person or persons on his behalf. Cash certificates may be accepted as security at their issue or face price and not for their maturity value. The security taken from postmen and village postmen holding the post on current charge basis must always be in the form of a personal bond.

195. The first two forms of security mentioned in the preceding rule may be combined. The security may be made up partly by deposit in Post Office Savings Bank and partly by deposit in savings certificates and / or Government promissory notes.

196. A thoroughly responsible Insurance Company or a Postal and R.M.S Co-operative Credit Society approved by the Head of a Circle may be accepted as surety (without a second surety) of a departmental employee or of an extra-departmental postmaster or agent or of a candidate for employment in the Department, provided the terms in the appropriate personal bond form are complied with. When security is furnished in this way, it will not be necessary for supervising officers to make the enquiries ordered in rules 212-215.

NOTE 1.—Postal and R.M.S Cooperative Credit Society, Lahore will charge annual premium for issue of Fidelity bonds of the prescribed amounts as determined by the Director General from time to time in consultation with the Society. The annual premium of each employee will be deducted by the head office, head record office or disbursing officer, as the case may be, from the salary of employees or remuneration of extra departmental employees payable in the month of January each year and remitted to the Society.

NOTE 2.—The Postal and R.M.S Cooperative Credit Society, Lahore will charge at the rate of Rs. 200 as annual premium, for issue of a Fidelity Bond of Rs. 200,000 each and Rs. 100 for a Fidelity Bond of Rs. 100,000 each.

Security in Post Office Savings Bank or Savings Certificates or Government promissory notes

197. When an employee furnishes security in one or other of the forms (*a*) and (*b*) referred to in rule 194, or in both together, it is necessary for him to deposit the whole amount required at once.

198. *Deleted.*

199. *Deleted.*

Personal bonds

200. When an employee elects to furnish security by means of a personal bond with two sureties, the bond to be executed must be in the form appropriate to the case; and the sureties must not be in the service of the Department or dependent on any departmental employee or near relations of the principal unless they have independent or self-acquired property of their own.

EXCEPTION.—Security by means of a personal bond should not be accepted in cases where the sureties have no property or business in Pakistan sufficient to cover the amount specified in the bond.

Change in name of officials who have furnished security bonds or in the name of their sureties.

200A. When the name of an official who has furnished a security bond is changed, a note regarding the change including the new name should be made on the bond and this note should be attested by the principal and the sureties. A similar procedure should be followed when any of the sureties changes his name.

Execution of a fresh bond on re-employment

201. If an employee who has furnished a personal security bond is re-instated after he has been dismissed, he will be required when re-instated to furnish a fresh personal security bond.

202. Similarly, fresh security will have to be furnished by any person who, after resigning his post or after his service have been dispensed with for any cause including the abolition of his post, is re-employed, even temporarily, in a post in which security is required.

Security on promotion

203. A postal employee, who has once given satisfactory security, will not be called on to give further security when promoted to a higher post, but when an officer who has furnished personal security or security in cash or Government promissory notes or cash / savings certificates for a sum less than Rs. 200,000 is appointed to a post in which he has to convey or escort cash between post offices or to or from a head office and a bank or treasury or sub-treasury he will be required to furnish further security so as to bring the total up to Rs. 200,000 according to the form in which the security is given except that, if the officer has rendered satisfactory service for not less than 10 years, he may, at the discretion of the Head of the Circle, be exempted from furnishing further security. Although the responsibility of a postal employee may be increased on his promotion, his past service in the Department and the longer experience of his character and career are held as equivalent to the

additional security that would be required and taken from a person newly appointed to the same post from outside the Department.

204. The security given by sub-postmasters and clerks promoted to be assistant postmasters or deputy postmasters or postmasters, holds good on their promotion.

205. A postal employee belonging to a class from which security is not taken should not, if it can be avoided, be appointed to officiate for any length of time in a post belonging to a class from which security is taken, unless he has furnished security.

206. A head postmaster who has not already furnished any security, may be exempted from doing so, if, for special reasons, he is appointed to officiate in a post the holder of which is required to furnish security.

206A. Senior postmen who have been exempted from furnishing security may, at the discretion of the Head of the Circle, be exempted from furnishing fresh security when appointed to officiate as clerks. The employees who have less than 10 years service when appointed to officiate against a post requiring a higher amount of security should at the discretion of the Head of the Circle furnish enhanced security.

207. *Deleted.*

Forms of bonds

208. The following forms of bonds are in use in the Pakistan Post Office Department:—

(i) *When the security is in the post office savings bank account or Post Office cash / savings certificates or Government promissory notes.*

Sec. 1.—To be executed by deputy and assistant postmasters, sub and branch postmasters, clerks in Returned Letter Offices and in post offices, record clerks, Post Office or Mail Sorting and Transportation accountants, sorters and mail guards of the Mail Sorting and Transportation.

Sec. 2.—To be executed by candidates for acting appointments.

Sec. 3.— To be executed by postal employees such as overseers, mail peons, letter-box peons, van-peons, packers (in Returned Letter Offices or post offices), porters whose duties are analogous to those of packers, carpenters, coachmen and others who are required to convey or escort cash, and by stampers and peons in Returned Letter Offices.

Sec. 4.—To be executed by postmen and village postmen.

Sec. 5.—To be executed by extra-departmental agents.

Sec. 9.—To be executed by stamp vendors.

(ii) Personal Security Bond

Sec. 10.—To be executed by deputy and assistant postmasters, sub and branch postmasters, clerks in Returned Letter Offices and in post offices, record clerks, Post Office or Mail Sorting and Transportation accountants, sorters and mail guards of the Mail Sorting and Transportation and candidates.

Sec. 11.—To be executed by candidates for acting appointments.

Sec. 12.—To be executed by postal employees such as overseers, mail peons, letter-box peons, van-peons, packers (in Returned Letter Offices and post offices), porters whose duties are analogous to those of packers, carpenters and coachmen, who are required to convey or escort cash, and by stampers and peons in Returned Letter Offices.

Sec. 13.—To be executed by postmen and village postmen.

Sec. 14.—To be executed by candidates postmen, and village postmen.

Sec. 15.—To be executed by acting postmen and village postmen.

Sec. 16.—To be executed by extra-departmental agents.

Sec. 17.—To be executed by stamp-vendors.

Sec. 18.—To be executed by candidates for reserve clerks when the security is in Government promissory notes, etc.

Examination of bonds of employees depositing security in cash, Government promissory notes or cash certificates

209. In the case of security deposited in cash, Government promissory notes or cash certificates, or in any combination of these forms, the Superintendent of post offices or the Mail Sorting and Transportation, as the case may be, must examine the bond executed and see that it is in the correct form and that it has been properly executed. He must also satisfy himself (a) that the amount deposited, whether in cash, Government promissory notes or cash certificates, or in any combination of these forms, is in accordance with the provisions of rules; (b) that in the case of a cash deposit, the savings bank

pass-book has been delivered to the officer in charge of the office required to keep it in safe custody (see rule 227); (c) that in the case of a deposit of Government promissory notes or cash certificates, the promissory note or notes have been endorsed and delivered over or that the cash certificates have been formally transferred or pledged to the proper authority.

210. (1) When the officer concerned has examined the bond and satisfied himself on the points mentioned above, he will write on the bond a certificate in the following form: –

"Certified that the bond has been examined and found in order; and that I have satisfied myself that the amount of the security required, Rs. (amount), has been deposited; Rs. (amount) in the Post Office savings bank, Rs. (amount) in Government promissory notes and Rs. (amount) in cash certificates."

(2) The Superintendent concerned must sign the certificate, adding his designation and the date, and then send the bond for custody to the officer concerned.

NOTE.—In the case of a security furnished by officers employed in first class head offices, the postmaster will perform the duties assigned to the Superintendent by this rule.

Signatures to be affixed in presence of a departmental officer

211. When security is furnished in the form of a personal bond, the signature of the principal and of the sureties must be affixed to the bond in the presence of two witnesses, one of whom must be a departmental officer other than the principal and, in the case of the Post Office, above the rank of postman. The departmental officer and the other witness must sign the bond in evidence of having witnessed the signature of the principal and sureties.

Enquiries as to the solvency of persons offering themselves as sureties

212. Before any personal bond is accepted, the Divisional Superintendent must have enquiries made in order to ascertain that the sureties are substantial persons, able, without doubt, to make good the sum in which they are bound by the bond, and that none of them is a minor or of unsound mind: whenever practicable these enquiries will be made through the local revenue authorities.

213. If the result of the enquiry is satisfactory, the officer concerned will draw up, in each case, a memorandum to be attached to the bond showing in detail the nature and results of his enquiries. He will then write on the margin of the bond the words "Sureties satisfactory as per memorandum

annexed" add his signature, office, and the date, and forward the bond to the officer in charge of the office by whom the pay of the principal is drawn.

NOTE.—This rule applies also to personal security bonds executed by officials employed in first class head offices when the sureties live outside the station ; when the sureties live within the station, the postmaster must himself make the necessary enquiries, record their nature and result in a memorandum to be attached to the bonds, and write the prescribed endorsement on the bonds.

214. When the sureties of a postal employee reside outside the division of the Superintendent by whom the bond is to be attached, the bond will be sent to the Superintendent of the division in which the sureties reside; if the sureties reside in different divisions, the bond will be sent to each Superintendent in whose division a surety resides. The Superintendent, to whom the bond is sent, will have it executed by the surety or sureties, write on the reverse a remark certifying, if the result of his enquiries is satisfactory, that the surety or sureties are satisfactory after the memorandum referred to in the preceding rule has been drawn up, add his signature, office, and the date, and return the bond with the memorandum to the Superintendent, in whose division the principal is employed.

215. Generally, enquiries as to the solvency of a surety can be best made at the place of his residence; but when a surety is temporarily living far from his home and enquiries cannot be satisfactorily made at the place of his residence, they will be made also at his home.

Death, insolvency or withdrawal of sureties

216. An official who has given security is bound to give prompt information if a surety dies, or becomes insolvent, or changes his residence. Failure to report the death or insolvency of a surety when it is known to the principal will render the latter liable to suspension and removal from service.

217. Each year in the month of July the head postmaster will obtain from all persons employed in his jurisdiction or office a certificate (Form Sec. 39) to the effect that the sureties are alive and solvent. It is left to the officers concerned to take disciplinary action against any official, who fails to return the certificate properly filled in within the date fixed for the purpose. If a surety has changed his residence, particulars of the new residence must also be mentioned in the certificate. The submission of a false certificate will render the principal liable to suspension and removal from service. These certificates will be filed in the head post office with the respective security bonds and should be kept on record for two years only, i.e., for the year to which they relate and the following year. Cases in which any surety is reported to be dead or as no longer solvent must immediately be reported to the Superintendent by the head postmaster.

218. In the case of personal security bonds of officials who have been promoted to the appointment of head postmasters, the certificates will be obtained by the Head of the Circle concerned and kept on record in his office.

NOTE 1.—Each Divisional Superintendent or first class postmaster will verify every year the existence and solvency of the sureties of at least one bond, if the personal security bonds of officials within his jurisdiction do not exceed 40, or one bond for every 40 such bonds or fraction of that number, if the personal security bonds of officials within his jurisdiction exceed 40. In each case a note stating the result of the verification under the signature of the Divisional Superintendent or first class postmaster will be attached to the bond. The verification may be made with the assistance of the Assistant Superintendent or local postmaster.

NOTE 2.—The certificates in respect of the security bonds of officials promoted as Assistant Superintendent of Post Offices or Mail Sorting and Transportation shall however, be obtained for a period of one year after their confirmation in the post.

219. When a surety dies or becomes insolvent or withdraws from his suretyship or when a bond is lost and the principal has less than ten years' service, the latter will be required to furnish fresh security.

220. When a surety dies or becomes insolvent or when a bond is lost and the principal has ten years' service or more, fresh security may, at the discretion of the Head of the Circle, be dispensed with if the principal's past service has been satisfactory. Exemption should not however, be granted to officials who have been adjudged insolvent or who are habitually indebted.

221. When a surety withdraws from his suretyship and the principal has ten years' service or more, an enquiry must be made to ascertain the cause of the withdrawal. If the withdrawal is explained to the satisfaction of the Superintendent or first class postmaster, as the case may be, he will note the fact on the bond and fresh security may, at the discretion of the Head of the Circle, be dispensed with if the principal's past service has been satisfactory. If the withdrawal is not explained satisfactorily, the case must be specially reported to the Head of the Circle for orders.

NOTE.—Exemption from furnishing security granted to an official either under this rule or rule 220 is liable to be withdrawn if it is subsequently found that the official has become insolvent or indebted.

222. In a case where security is deposited in cash or Government promissory notes or cash certificates on behalf of a postal employee, the amount of the deposit must not be refunded until after the expiry of six months from the date of the notice of withdrawal.

223. (1) Rules 216 to 222 apply also to the bonds of postmasters and Assistant Superintendents, which are kept in the office of the Head of the Circle.

Exception.—The provisions of rules 216 to 222 do not apply to the bonds of Insurance Companies and Postal and R.M.S. Cooperative Credit Society. When in the case of an official who

has furnished this form of security, the Company or the Society give notice of the lapse of the bond issued by them or withdraw from their suretyship, the principal should be required to provide fresh security unless he has 15 years' service or more, in which case further security may be dispensed with if his past service has been satisfactory.

(2) The provisions of rules 220 and 221 above do not apply to the case of extra-departmental agents.

224. The Head of the Circle may, at any time, call upon any official who has furnished personal security to furnish other personal security in lieu of it.

Pledge of the Security

225. (*a*) The security deposit account in a Post Office savings bank must be pledged to the Head of the Circle under whom the official is serving; and, in addition to the security deposit form prescribed by the saving bank rules, the official must execute a bond in the form appropriate to the case.

(*b*) *Deleted.*

226. *Deleted.*

Pass-books of security deposit accounts

227. All the pass-books appertaining to security deposit accounts of employees will be kept by the officer in charge of the office by whom the pay of the depositors is drawn, locked in a tin box with the security bonds to which they relate, the number of each account being entered in the register of bonds (Form Sec. 19).

228. When an employee who has furnished security in the form of a security deposit in the savings bank, is transferred to the jurisdiction of another office, the officer in whose custody the savings bank pass-books are kept will arrange, where necessary, to have them transferred to the proper office.

229. The Department will have nothing to do with payment of profit, for which the depositor will apply to the savings bank direct, the pass book being given to him for the purpose. The officer in whose custody pass-books are kept, must see, however, that pass-books are presented at the post office as soon as possible after the 15th September each year in order that the necessary entries about profit may be made in them.

Refund of Security Deposit

230. When an application is received for the refund of the balance at credit of a security deposit account in the savings bank, the Head of the

Circle to whom the account is pledged, may authorise the refund of the amount after satisfying himself that the Department has no claim against the employee (pledger). In no case should a refund be authorised before the expiry of six months after the vacation of his office by the employee.

NOTE.—If the official concerned vacates office and proceeds on leave preparatory to retirement, the period of 6 months should be calculated from the date of commencement of such leave.

231. *Deleted.*

Custody of security bonds

232. All accepted bonds of postal officials, duly endorsed by the Superintendent, will be kept by the postmaster of the head post office who draws the pay of the officials by whom the bonds were executed. All bonds (whether of permanent or temporary officials) will be entered in the prescribed register (Form Sec. 19) and kept with the register in a locked tin box inside the office safe. The key of the box must always remain in the custody of the postmaster.

233. *Deleted.*

234. When an official is transferred permanently to the jurisdiction of another office, the officer in charge of the office in which his bond is kept will forward the bond to the proper office in a registered cover, and make a note of the fact against the entry of the bond in the register. In such cases, the bond should invariably accompany the transferred official's last-pay certificate.

235. When an official is transferred temporarily from the jurisdiction of one office to that of another office, the officer in charge of the former office will forward, in a registered cover, to the latter office a certificate to the effect that the transferred official's security bond is on record there. The amount of the security bond must be mentioned in the certificate.

NOTE 1.—The bond of an official promoted to be a head postmaster (permanent or officiating) will be deposited with his immediate superior and will be retained there even if he reverts from his head postmastership.

NOTE 2.—The proceedings connected with the verification of security bonds sometimes take time, specially in the case of officiating persons. It may thus happen that though a security bond has been furnished, it is not on record for a month or more after the person's appointment. In these cases, the pay due must not be allowed to remain undrawn; but as a check that the bonds furnished are subsequently received, a few pages should be reserved at the end of the register of security bonds for the entry of the names of all officiating persons and a pencil entry added against the names of those who have furnished security bonds which have not, however, been received for record. When the bond is received, the pencil entry will be erased and the particulars of the bond then entered in the usual way. If there is delay in the receipt of a bond, the attention of the Superintendent concerned should be drawn to the matter.

Custody of cash certificates deposited as security

236. Cash certificates pledged as security by postal officials except those promoted to the post of a Head Postmaster or Assistant Superintendent will be made over or sent for custody to the head postmaster by whom the depositor's pay is drawn. If the cash certificates are tendered for this purpose at a sub or branch office, the sub or branch postmaster will grant the depositor a preliminary receipt and will send the cash certificates to the head or account office in the account or b.o. bag entered in the daily account. The head postmaster will grant the depositor a formal acknowledgment of the receipt of each cash certificate in exchange for the preliminary receipt and he will also intimate receipt of the cash certificate to the Divisional Superintendent.

NOTE.—Cash certificates pledged as security by officials promoted to the post of Head Postmaster or Assistant Superintendent will be sent for custody in the office of the Head of the Circle along with the security bond on confirmation in the post to which they have been promoted.

237. The cash certificates must be locked in a tin box with the security bonds to which they relate after the particulars of each of them have been entered in the register. The box should be kept in the office safe.

238. When the depositor is transferred to the jurisdiction of another head office, the postmaster of the office in whose custody the cash certificates have been kept, will forward the cash certificate or certificates with the security bond relating thereto to the new head office in a registered cover and make a note of the fact against the proper entry in the register.

239. *Deleted.*

Alteration of form of security

240. Security furnished by a postal employee in the form of a personal bond with sureties may be replaced at any time by the deposit in either of the first two forms of security mentioned in rule 194 or in both together or in any other form particularized in the aforesaid rule.

241. Postal employees who have furnished personal bonds with sureties should be encouraged but not compelled to open private savings bank accounts and to deposit small sums from time to time, as they can be spared, with a view to replacing the bonds in the manner described in the preceding rule when the necessary amount has been accumulated.

242. If a postal employee wishes to substitute a personal bond with two securities for a security deposit in cash or Government promissory notes or cash certificates, he should give six month's notice in writing of his intention to do so, and in such a case the amount of the deposit will not be refunded to

him until after the expiry of the period of six months. If he has ten years' service or more, the Head of the Circle may, at his discretion, exempt him from furnishing fresh security in the form of a personal bond, provided that his past service has been satisfactory.

Disposal of withdrawn bonds

243. When a personal bond executed by a postal employee is replaced by another kind of security under rule 240 or in respect of which a surety withdraws from his suretyship after the prescribed notice, or which is withdrawn from any other cause, the bond should be preserved in the head office for three years and may then be destroyed. No endorsement of any kind must be made on the bond. The same course will be followed in the case of a bond relating to a security deposit in cash or Government promissory notes when the deposit is returned to the depositor.

244. A note, showing how the bond has been disposed of will in every case be written by the postmaster of the head office against the entry of the bond in the register.

245. When a surety gives notice of his intention to terminate his suretyship and the principal is required to furnish a fresh bond (see rule 219 and 220), the necessary enquiries should at once be commenced with a view to the immediate execution of the new bond on the expiry of the period of notice. If it is found necessary in any case to have the fresh bond executed within the period of notice, the following sentence should be added to the body of the bond: –

> *"The conditions of this bond shall have effect on and from the (date of termination of period of notice)."*

and against this addition the principal and the sureties to the fresh bond should be required to place their signatures.

246. When a fresh bond is taken for any reason, the old one should be preserved as security against defalcations which may have occurred prior to the exaction of the new bond.

Procedure when an official dies, or is promoted to an appointment the incumbent of which is not required to furnish security leaves the Department.

247. When a postal employee, who has given security, dies or leaves the Department, the following procedure will be followed:—

(*a*) The bond will be preserved in the head office for three years, after which period it may be destroyed. A note, showing how the bond has been disposed of, will be written by the head postmaster against the entry of the bond in the register.

(*b*) If the security, is in the form of a security deposit in the savings bank, in Government promissory notes or in cash certificates, the return of the deposit will not be authorised by the Head of the Circle until after the lapse of six months.

(*c*) The security bond of an official who is promoted as an Assistant Superintendent of Post Offices or Mail Sorting and Transportation should be preserved in the Head Post Office or the Head Record Office, as the case may require, for one year after his confirmation.

NOTE.—If the official concerned vacates office and proceeds on leave preparatory to retirement, the period of 6 months should be calculated from the date of commencement of such leave.

248. *Deleted.*

Persons whose security is inadmissible

249. The security of professional money-lenders should on no account be allowed, nor should soldiers be made sureties in security bond. It is also not advisable to accept ladies as sureties if any male surety can be obtained, unless the ladies are single or widows.

Appointment to posts requiring security

250. Subject to the provisions of rule 192 of this Volume and rule 400(2) of the Post Office Manual IV, Edition 1st January, 2004, no candidate, whether outsider or departmental, may be appointed, even temporarily, to a post for which a security is required from him, unless and until he has furnished the required security. When the vacancy to be filled is a permanent one, and no candidate who has already furnished security or who is prepared to furnish it at once, is available to fill it, the appointing authority may, at his discretion, appoint to such a post, temporarily, an outside candidate who has agreed in writing to furnish the security within one month, or a departmental candidate who has been confirmed in a permanent post and has agreed in writing to furnish the same within three months, from the date of appointment. In special circumstances the Head of the Circle may grant such a candidate an extension of the time not exceeding three months in the case of an outside candidate, or six months in the case of a departmental candidate already confirmed in a permanent post from the date of appointment. If the candidate fails to furnish the required security within the stipulated period, he shall be served with a show cause notice by the

competent authority and discharged or reverted, as the case may be. No candidate shall be appointed to such a post permanently from the date earlier than the date on which he furnished satisfactory security.

251. Rule 250 applies equally also to a postal employee required to furnish an additional security under clause (*h*) of rule 191 (II) Post Office and Mail Sorting and Transportation.

252. An official who has been confirmed in a permanent post but on the conditions mentioned in rules 216 and 217, and who is required to furnish a fresh security under rule 219, shall not be allowed to hold or continue to hold charge of a sub or branch office until the fresh security is furnished and shall, if he fails to furnish it within the time allowed to him, be liable to suspension and removal form service. A declaration accepting such liability should be obtained by the appointing authority from all such officials. The declarations shall be attached to their character sheets in which a note, duly signed and dated, should be made to the effect that the declaration has been appended.

The declaration should be in the following form: –

"I hereby declare that I have read rule 252 of the Post Office Manual Volume II, and clearly understand that I become liable to the provisions and penalties prescribed therein."

NOTE.—A similar declaration as that prescribed in rule 252 should be also obtained by an appointing authority from extra-departmental agents at the time of their appointment to posts requiring security. Such declaration when obtained should be kept with their security Bonds.

253. In making appointment, whether permanent or officiating, to a post for which security has to be furnished, the officer making the appointment should specify the description of bond or agreement required and specifically state in the order of appointment whether the person appointed has furnished security or not.

254. *Cancelled.*

255. *Cancelled.*

256. *Cancelled.*

257. *Cancelled.*

Forfeiture of security deposits

258. The security furnished by an employee will be liable to forfeiture at the discretion of the Director-General or other officer duly authorised by him in the event of the employee quitting the service without properly accounting for all moneys, stores and valuables in his custody and without satisfactorily

adjusting his accounts or without permission or without acceptance of his resignation by the competent authority.

259. When the whole or the part of the security deposit of an official is to be forfeited, the case should be sent to the Head of the Circle, with full particulars of the grounds on which such forfeiture is recommended. When the whole of the Post Office Savings Bank security deposit has to be credited to the Government in recovery of departmental claims or as forfeited by order of the Head of the Circle, the whole amount should be drawn out of the Savings Bank account, the amount being brought into the cash account of the officer responsible stating in the entry how much is in adjustment of objections, advances, etc; and how much forfeited to Government. When only a part of the deposit has to be credited to Government, that part only will be drawn and treated in the same way.

Unclaimed Deposits

260. Deposits of Post Office employees that remain unclaimed for three years after their refund becomes admissible (for instance after an employee leaves the Department) are to be credited to Government under the head Miscellaneous Revenue under head C-03582-99- Other items.

261. When such a deposit is afterwards claimed, a full explanation of the circumstances must be submitted by the claimant to the Director-General who may authorise refund of the amount. Heads of Circles are responsible for the due disposal of all unclaimed deposits and should maintain a record of such deposits.

PART II.—SECURITY DEPOSITS OF CONTRACTORS

262. The rules regarding security deposits of contractors for the due fulfillment of contracts will be found in the Posts and Telegraphs Initial Account Code, Volume I.

263. When contractors lodge Government securities as deposits, they must execute an agreement.

263/1. Cash certificates pledged as security by the contractors will be made over or sent for custody to the officer by whom payments are usually made to the contractors. He will also keep copies of all agreements executed by the contractors, the originals being kept in the custody of the officer executing the contracts.

263/2. Savings bank pass-books relating to securities furnished by mail contractors should, in the first instance, be received by the Head of the Circle,

who should forward them, after scrutiny, for safe custody to the head post offices concerned, which draw and disburse the subsidy of the contractors.

264. Security bonds furnished by contractors or other must bear the stamp prescribed by law. The stamp on a security bond is payable by the party executing it and not by Government in any case, and any necessity which may exist for such a document to be executed on behalf of Government would not, under the exemption contained in the Stamp Act exempt the person who would have been liable to pay for the stamp for such liability. All agreements entered into by contractors for the execution of work or for securing the due performance of contracts are exempt from stamp duty.

NOTE.—The agreements referred to above do not, however, include the agreements for conveyance of mails executed by the mail contractors. Such agreements must be stamped in accordance with the provisions laid down in the Stamp Act as amended by the Provincial Governments.

265. Deposits that remain unclaimed for three years after their refund becomes admissible (for instance, after a contractor fulfils his contracts), should be dealt with in accordance with the provisions contained in rules 260 and 261 of this Volume.

PART III.—SECURITY DEPOSITS FOR PAYMENT OF CHARGES ON PRESS TELEGRAMS.

266. *Deleted.*

267. *Deleted.*

268. *Deleted.*

CHAPTER VI

STOCK

PART I.__ GENERAL RULES

Responsibility for stock

269. The officer in charge of an office is personally responsible for all articles of stock and departmental forms supplied to his office. He must be careful to see that the stock books are correctly prepared, that all articles returned to the Postal Stock Depot, transferred to other offices, sold, etc., is shown in them. He is required to submit indents or requisitions to the proper authority for any articles of stock that may be wanted for his office.

Computers, Photostat, Copying, Duplicating and other Office Machines

269A. (*a*) The method of supply of office machines, etc., is laid down in rule 28 of Appendix No. 17 to the Posts and Telegraphs Initial Account Code, Volume I, and rules 357 to 360 of the Post Office Manual, Volume II.

(*b*) (i) A Register of machines for each type of machine will be maintained in manuscript in the form reproduced below wherein each computer, photostat machine, copying machine, duplicating machine, etc; will be entered after allotting adequate pages in the register for each machine:-

Make of machine Model Machine No.
Date of purchase Price Date of receipt Date condemned

Date made over charge	Signature and designation of person taking over charge	Date of repairs.	Nature of repairs.	Cost of repairs.	Remarks with initials and date of inspecting officer.
1	2	3	4	5	6

(ii) A Machine card will also be maintained in respect of each machine in manuscript in the form reproduced above. This card will be pasted on a straw board and kept with each machine.

(*c*) The officer in charge or any other officer selected by him will be made responsible for the efficient maintenance of all computers, scanners, copying, duplicating and similar machines in the office. He will inspect all machines monthly and note the fact of the inspection on the machine card. He will also see that the machine card and register of machines are maintained properly in the required form.

(*d*) Each stenographer, typist or other official to whom a computer or machine is issued, will be held to be in-charge thereof and responsible for its care and upkeep. He will clean the machine daily, and carry out the instructions issued by the makers for cleaning and oiling the machine. He will maintain correctly and up-to-date the machine card. He will lock the cover of the machine every day before leaving office, and will be held personally responsible for any damage to the machine, caused by carelessness or neglect, while the machine is in his charge.

(*e*) The Government of Pakistan have entered into contracts with the leading makers for the monthly or quarterly maintenance of office machines used by offices of the Government of Pakistan. Where such contracts have been made, the overhauling or repair of a machine by any other firm or mechanic is prohibited.

(*f*) No office machine can be rejected as worn out or unfit for use until it has been condemned by a committee constituted for the purpose by the Department. No machine should, however, be sent for condemnation until it has been examined by the local representatives of the makers and has been recommended by them for condemnation. In cases of heavy repairs, an estimate of repairs is to be given by the Company to the officer concerned who will send the estimate to the competent authority for decision as to whether the machine should be repaired or sent to him for examination with a view to condemnation.

Computers

269AA. (1) Computers, their accessories, stationery, etc., of reasonably good quality, may be purchased by the Heads of the Circles within their financial powers and subject to availability of funds under the relevant head. The process of purchase should be transparent and all prescribed formalities should be strictly observed.

(2) The sanctioned number of computers in use in each office is fixed by the Director General which should be got sanctioned before purchasing a computer.

Photostat and Duplicating Machines

269AAA. (1) Photostat, photo copier and duplicating. (Gestetner) machines are purchased and supplied by the Heads of the Circles. The sanctioned number of such machines for use in each office is fixed by the Director General.

(2) No spare stock of afromentioned machines is kept in the Postal Stock Depot or in any office and none can be issued to replace repairable machine; accordingly when a machine can not be repaired locally it should be sent to the Postal Stock Depot or headquarters office carefully packed in the presence of a responsible officer for repair and return.

(3) The only officer empowered to pronounce a photostat or duplicating machine or any other office machine unserviceable, subject to the report of a three member committee constituted for the purpose, is the Head of the Circle, and subordinate departmental officers are, therefore, not competent to declare a machine as condemned.

NOTE.—Heads of Circles can sanction the replacement of worn out and unserviceable machines of all types in offices within their control provided that a certificate is obtained in every case from a committee consisting of three officers testifying to the unserviceable condition of the machine being condemned. Such unserviceable machines should be replaced by machines of standard patterns of approved manufacture.

(4) Indents submitted to the Heads of Circles for supply of photostat and duplicating machines should show the make, model, No. and size; also the numbers and dates of all Director-General's sanctions and the make, machine No. and size of all machines in hand, and account for any discrepancy.

Classification and inventory of stock

269B. (1) The articles of stock such as plant and machinery, furniture and fixture are classed "Dead Stock" and consumable and perishable articles come under the term "Stores".

NOTE.—The articles of stock and stores will be procured by the Department in accordance with the provisions contained in the Public Procurement Rules, 2004 which have been reproduced in Appendix No. 19 of this Volume.

(2) An inventory of the dead stock consisting of plant and machinery and furniture and fixtures should be maintained in all offices of the Department, and it should be priced whenever the items mentioned therein have to be entered into the block account maintained for the Department or when the

value of the items is necessary for calculating the charges to be levied upon private persons or bodies or other Departments of Government. As regards other items a numerical inventory would suffice except for articles costing above Rs. 250. The inventory should ordinarily be maintained at the site of the dead stock and should be checked once a year by the head of the office or any other senior officer selected by the Head of the Circle.

(3) A reliable list, inventory or account of all stores in an office should also be maintained, in the form prescribed for the purpose, to enable a ready verification of stores and check of accounts at any time and transactions must be recorded in it as they occur. The list should be priced and both quantities and values should be recorded in it, in cases where the stores are intended to be converted into money or where it is necessary to distribute their cost over the works, items or objects on which they are actually used. Purely numerical list recording quantities only will suffice when the stores are intended solely for the service of the Department and no distribution of their cost is necessary.

(4) The form of stock book (S.K.-1) should be used in maintaining the inventories of both dead stock and stores. A set of rules showing the general principles laid down for the maintenance of inventories of departmental stores is reproduced in Appendix No. 12 to this Volume.

269C. A detailed record of all losses of stock and stores should be maintained and an annual statement submitted to the Audit office showing all deduction entries (other than issues) made in the inventory under the several headings shown in rule 11 of Appendix No. 12 together with full particulars of the articles and the reasons for removing them from stock.

Examination of locks

270. The officer-in-charge of an office must daily examine the condition of the locks of the main doors leading into the office and at least once a month that of the locks of the boxes, etc., in the office and note the result of the examination in the order book or in the error book, as the case may be. When locks are supplied, he should see that they are of different patterns, so that the keys of one department or branch cannot open the almirahs, etc., of another. Each safe supplied to an office, where the principle of joint custody is observed, must be provided with two locks of different patterns.

271. When locks get out of order or damaged or become unserviceable in any way, they should not be repaired locally, but should in all cases be returned to the Postal Stock Depot, only one key will be supplied with each lock. If, in any case, the key of a lock is lost, the lock should be broken open and sent to the Postal Stock Depot and a new one will be supplied to replace it, the cost of which will be recovered from the official in fault. This penalty

will ordinarily be enforced; but it is open to the Head of the Circle, the Divisional Superintendent of post offices or of the MST or, a first class postmaster, in special cases, to recover less than the cost of a new lock and key. In no circumstances should a duplicate key be made or procured locally.

NOTE.—In the cases of safes purchased from private manufacturers only one key will be supplied with the safe, the duplicate being retained in the Postal Stock Depot. When the key of such a safe is lost, the fact should be reported by fax to the Head of the Circle who will cause the duplicate to be sent.

Recoveries of the cost of lost or broken articles

271/1. Whenever the cost of articles of stock lost or broken by postal officials is recovered from the official in fault or is made good by the officials themselves, it should be realised or paid in cash and credited in the accounts under the head "Unclassified receipts." A certificate of credit should be forwarded to the Superintendent for all recoveries ordered by him, or the postmaster or the Assistant Superintendent of post offices; or for the payment made by the officials concerned themselves. Postmasters of first class head office should send copies of the recovery orders passed by them and the certificates of credit to the Superintendent by whom the accounts of their office are verified.

General stock book

272. A general stock book (Form S.K.-1) must be kept in every office. This book contains entries of all the articles of stock belonging to the office, whether supplied by the Postal Stock Depot or obtained by local purchase or by transfer from other offices. In the case of a record office, the stock book contains entries of articles belonging to the office itself (in both its capacities, if it is a sub-record office), as well as to the sections attached to it. These entries should be made in accordance with the instructions printed on the inside of the front cover immediately an article is received or disposed of. Bags should not be entered in the general stock book in the offices.

273. Articles given out from stock to replace damaged or unserviceable articles in portfolios or issued to sorters should be written off from the stock book, the order authorising the renewal being quoted in the book.

Imprest of bags

274. The rules relating to maintenance of imprest of bags and upkeep of bags accounts will be found in the Revised Bag Account Rules, 1994 as circulated vide Pakistan Postal Services Corporation Gazette No. 09 dated 15th September, 1994, as amended from time to time.

Stock register of books, forms and petty articles

275. Blank books, forms and petty articles regarding the custody of which special care is necessary, should be entered in this register [Form S.K.-1(b)].

NOTE 1.—This register contains entries of the blank books and petty articles of the following description:—

(1) Books of money order receipts, (2) Registered Journals, (3) Registered V.-P. Journals, (4) Express Post Services Journals, (5) Books of receipts for village postmen and branch offices in direct account with the office, (6) Books of runners' appointment certificates, (7) Treasury pass books, (8) Books of memos of remittances and books of treasury receipts, (9) Books of vouchers for money drawn from the Treasury. (10) Books of Advice of transfer (S.B.-9), (11) Identification cards (Form Ms.-3), (12) V.-P. parcel No. slip with name of office of posting, (13) Parcel No. slip with name of office of posting , (14) Special V.-P. Journal for V.-P. parcels (15) V.-P. letter No. slip with name of office of posting. (16) Registration No. slip with name of office of posting (17) Special V.-P. Journal for V.-P. articles of the letter mail (18) Treasury Vouchers, (19) Order Book, (20) Public call office receipts, (21) Book of Money Receipts (Form A.C.G. 67), (22) Cheque books, (23) Postal Draft Book (PD-3), (24) Articles which have to be issued for consumption in small installments, e.g. stamping ink, carbonic paper, ballpoint pens, indelible pencils, and (25) any other articles ordered by the Head of the Circle to be treated as articles of stock. In the case of books of vouchers for money drawn from the treasury, the serial numbers of the books as entered in the invoice with which they are issued should also be entered in the register.

NOTE 2.—This rule does not apply to savings bank pass-books, for which a special form of stock register is prescribed.

Check of stock books on transfer of charge

276. When the charge of an office is transferred from one officer to another, the relieving officer should take over the articles of stock after carefully checking them with the stock book and the stock register of books, forms and petty articles. If any article is missing or damaged, a note should be written in the column for remarks of the stock book or stock register and initialled by both the relieving and relieved officers, and a report made to the next higher authority.

Emergent indents

277. Officers-in-charge of offices should prepare indents on the Postal Stock Depot in form S.K.-2 for articles of stock required for use in their offices; and the principal terminal office of a mail line should prepare indents

for articles required for use on the mail line. In the case of a record office, the indent should be made for articles of stock required for the office itself (in both its capacities, if it is a sub-record office) and the sections attached to it. Indents for articles of stock are considered emergent indents, and there are no fixed dates for their submission. They should be prepared as articles are required, but, ordinarily, not more than one indent for the same office should be submitted in a month. Superintendents prepare indents for the articles required for themselves and for their Assistant Superintendents.

278. Emergent indents should be prepared in triplicate whenever articles of stock are required, and all the three copies should be submitted by the indenting officer to the countersigning officer, who will, after filling in the column showing the number passed in all the copies of the indents and countersigning them, forwarded one copy to the Postal Stock Depot, return another to the indenting office for record and keep the third copy on his record for future reference.

NOTE 1.—If articles of stock other than those named in the list of such articles are required for use in a record office or mail office, a requisition should be sent to the Superintendent.

NOTE 2.—In the case of a 1st class head office, the indenting and countersigning officers being the same, the triplicate copy of the indent need not be prepared.

278A. The indent for replacement of an article of stock which is lost or damaged through the fault of a postal official and the cost of which is recovered and credited to Government should, except in the case of a branch office, be sent by the post office concerned direct to the Postal Stock Depot accompanied by a certificate from the head postmaster giving particulars of the credit of the cost of the articles including the number and date of the authority for the recovery of the same. If, in any case, only a portion of the cost of an article has been ordered to be recovered, the fact should be noted in the credit memo. The Postal Stock Depot should, before supplying the articles indented for, satisfy itself that the cost of the article to be replaced has been credited in full, or that the particulars of the authority for the recovery of a portion only of the cost are noted in the credit memo. In the case of branch offices under First Class Postmasters, indents for such articles should be sent by the Town Inspectors through the Postmaster. Indents for other branch offices should be prepared and sent by the Sub-Divisional Assistant Superintendents.

Countersignature of emergent indents

279. Indents prepared by first class postmasters, do not require countersignature and should be forwarded direct to the Postal Stock Depot. Indents prepared by other officers should be forwarded to the next higher authority for countersignature.

280. In the case of a mail line, the indent should be forwarded by the postmaster of the principal terminal office, whether it is a first class head office or not, to the Superintendent in charge of the line for countersignature.

Requisitions for articles procured locally

281. Every article of stock must be obtained from or through the Postal Stock Depot. If an article of stock, which can be produced locally [as in the case of furniture, e.g. tables, stools, etc., of local manufacture, fragile articles, such as lamps, lanterns, etc., and their appurtenances (chimneys, globes, etc.)] is required for the use of an office, the officer in charge should apply by letter to the next higher authority for sanction to the expenditure if the same is beyond his powers of sanction. The local purchase may be made or recommended provided the local rates for articles of similar size and make do not exceed the rates (plus cost of transit) of the Postal Stock Depot, which can be ascertained by reference to the Postal Stock Depot.

Supply of articles in compliance with indents

282. Articles of stock indented for, the supply of which has been sanctioned by the Head of the Circle, will be received direct from the Postal Stock Depot, with an invoice (Form S.K.-3) containing, a description of the articles. The invoice should be prepared in triplicate by means of carbonic paper, but two copies should be sent by the Postal Stock Depot to the indenting office. The invoice should be checked with the articles by the indenting officer, who should then sign both copies and file the third copy of it in the order of its serial No. in the bundle of invoices for articles of stock received from the Postal Stock Depot. The required entries should be made in the stock book, the No. of the page allotted being noted against each article in the last column of the invoice.

283. The duplicate copy of the invoice (Form S.K.-3) should be duly receipted by the indenting officer and returned to the Postal Stock Depot.

NOTE.—When articles of stock dispatched by rail or steamer have to be forwarded by road from a railway or steamer station to the office of destination, and coolies or carts or vehicles are engaged for the purpose, the cost of conveyance should be paid by the indenting officer of the office of destination and charged at once in the accounts as contingent expenditure, in anticipation of the sanction of the higher authority which should be applied for at once.

Discrepancies in invoices

284. If there is any discrepancy between the number or description of the articles of stock or stationery entered in an invoice and the number or description of the articles actually received, the indenting officer should make a note of it on the invoice and report the matter to the dispatching officer. If,

however, this does not result in a proper adjustment of stock, a report should be made to the supervising officer to whom the receiving office is subordinate.

Numbering of invoices

285. Invoices for articles of stock in Form Sk-3 issued by the Postal Stock Depot to indenting offices will be consecutively numbered in an annual series commencing with No. I form the 1st of July in each year. Officers receiving such invoices should observe that the Nos. are in an unbroken series.

NOTE.—With a view to enable each indenting office to verify that all the invoices for the year have been received, a service postcard will be sent to it by the Postal Stock Depot on the 30th June of each year bearing the closing No. of the annual series, if no invoice is issued on that date.

Indenting of forms

286. The Head of the Circle must prescribe the two six-monthly periods as laid down in rule 293 for which all accountable and un-accountable forms are to be supplied to each office in the Circle which obtains its supplies through or from the Postal Stock Depot

287. (1) A schedule of forms will be sent to the under-mentioned offices by the officers noted against each:—

1.	First class Head post offices (Form S.K.-4).	Head of Circle.
2.	Superintendents' offices (Post Office/Mail Sorting and Transportation) [Forms S.K.-5 and S.K.-5 (R).]	
3.	Second class Head post offices (Form S.K.-4).	Superintendent of post Offices.
4.	Sub-post offices [Form S.K.-4 (S)]	
5.	Record offices [Form S.K.-5 (R).]	Superintendent, Mail Sorting and Transportation

(2) The schedule will show the description, the average rate of consumption, and the total number of copies of each of the different kinds of forms and labels required for use during a period of six months. The total number of copies of each form shown in the schedule will be the number required for actual use plus a margin, on account of wastage, of 2 per cent, in the case of forms for departmental use only, or of 10 percent, in the case of those for use by the public. Heads of Circles may, in the case of selected big offices increase the margin on account of wastage up to 15 per cent, in respect of certain forms for use by the public.

NOTE.—Schedules supplied to Superintendents' offices will include the requirements of the Assistant Superintendents under their control, those supplied to head and sub-offices will include

the requirements of the branch offices in direct account with them and those supplied to record offices will include the requirements of the sections attached to them.

288. On the basis of the requirements / demands of subordinate post offices, etc; a consolidated schedule of forms including the requirements of its own office will be prepared by the Divisional Superintendent / unit officer. One copy of the schedule will be sent to the Postal Stock Depot concerned for supplying forms and books and another copy shall be kept on record in the office of the officer who will supply the schedule. The schedule will, subject to such alterations as may be required from time to time, form the basis of all future supplies and the figures to be entered in them must therefore be compiled with the utmost care. No alteration will be made in the schedule without the previous sanction of the officer by whom it was supplied. Whenever any alteration is made, it will be shown at once in the copy of the schedule on record in the office of the officer who supplied the schedule and will at the same time be communicated to the Postal Stock Depot, with instructions that their copies of the schedule should be corrected accordingly. The office concerned will correct its copy of the schedule neatly in red ink over the initials of the officer in charge of the office. At the time of each inspection of an office, the number of forms of each class in stock will be counted and after the requirements of the office are ascertained, a note will be made in the schedule of the excess forms, if any, in hand against the entries relating to the forms. This will enable the inspecting officer to modify the figures in the schedule, and, if necessary, put a stop to unnecessary requisitions. To facilitate the enumeration of large quantities of forms, the weight of a fixed number should be first ascertained and the total number of forms arrived at with reference to this unit of calculation.

289. The form of schedule is designed to meet the requirements for each of the two six-monthly periods. At the end of each year, every office should prepare in duplicate a copy of the schedule originally supplied, embodying in it all the corrections sanctioned up to date and forward both the copies to the Superintendent of post offices or Mail Sorting and Transportation or 1st class postmaster, as the case may require, on the dates to be fixed by the Head of the Circle in conformity with rule 293. The officer concerned is required to check these copies with the original copy of the schedule on record in his office which should be kept corrected up to date. He will then sign them, forward one copy to the Postal Stock Depot and return the other to the office concerned. The schedule of his own office should be similarly prepared and forwarded to the Head of the Circle for a detailed check in one particular year which will be fixed by the Head of the Circle, and this check should form the basis of supplies for five years. Each of these officials may, if required, increase his original demand in respect of any one of the items by 10 per cent, during succeeding years without referring to the Head of the Circle; but in the event of an increase of over 10 per cent, on any one item he must justify his demand to the Head of the Circle by means of an explanatory memo.

290. The date of commencement of each of the two six-monthly periods fixed for an office will be noted on the front cover of the schedule and the six-monthly supply from the Postal Stock Depot will be received by the office in full by the date of supply as laid down in rule 293. If, for any reason, the stock of a particular form runs short before the due date of receipt of the six-monthly supply, the officer-in-charge of the office will write to the controlling authority asking for the extra copies of the form required and explaining their necessity. In such cases, the extra forms will be supplied by the supplying authority, but matter will at the same time be reported by the latter to the officer by whom the schedule was supplied; and, if the explanation of the necessity for the additional supply is considered unsatisfactory, the cost of the forms supplied will be recovered from the officer responsible.

291. Six weeks before the date for the supply of forms for each six-monthly period, the officer in charge of the office must personally examine the stock of forms and if it is found that no fresh supply of any particular form is required or that a smaller quantity that shown in the schedule will meet the requirements for the coming half-year, he will bring the matter at once to the notice of the officer by whom the schedule was supplied. The report must reach the Postal Stock Depot, one clear month before the date of commencement of the next six-monthly period. The examination by the officer in charge of the stock of forms is of paramount importance and he should report the result of each examination to the officer concerned by whom the schedule was supplied.

NOTE.—To facilitate the enumeration of large quantities of any form, the weight of a fixed number may first be ascertained and the total number may then be arrived at with reference to the unit of calculation.

Distribution of forms

292. The forms required for the Post Office or Mail Sorting and Transportation will be distributed by the Postal Stock Depot to all unit officers in the circle or by the press direct as determined by the Head of the Circle.

293. (1) The following table shows the dates by which the half-yearly indents should reach the Postal Stock Depot, and the dates by which the supplies of printed forms will be completed.

Indent for the half year covering the period from	Latest date for submission of indent by Post Offices/Record Offices to Unit Officer	Latest date for submission of indent to Postal Stock Depot by Unit Officers	Latest date by which supplies will be made by PSD to the Unit Officers
1 July-31 Dec.	3 April	10 April	30th June
1 Jan.-30 June.	3 October	10 October	31st December

(2) In case the work of printing of forms and their supply is to be done by a single organization or press the half yearly indents will be placed by the Unit. Officers on the Postal Stock Depot concerned according to the following scheduled dates:-

Post Office and Mail Sorting and Transportation

Circle	Dates of submission of indents by the Unit Officers	Dates by which supplies will be completed by the PSD.
1. Central Punjab, Lahore.	1st April 1st October	1st June 1st December
2. Karachi Metropolitan, Karachi.	1st February 1st August	1st April 1st October
3. N.W.F.P., Peshawar.	1st March 1st September	1st May 1st November
4. Balochistan, Quetta.	1st May 1st November	1st July 1st January
5. Islamabad Capital Territory and Azad Jammu and Kashmir, Islamabad.	1st January 1st July	1st March 1st September
6. Northern Punjab, Rawalpindi.	1st January 1st July	1st March 1st September
7. Southern Punjab, Multan.	1st March 1st September	1st May 1st Novermber
8. Northern Sindh, Hyderabad.	1st May 1st November	1st July 1st January

294. (1) "S" series of forms should not be included in the ordinary indents but should be asked for separately from Deputy Controller, Stationery and Forms, Karachi on payment through a bank draft after addressing the latter in office memo. form.

(2) Blank "S" series of standardized printed forms for writing the performance Evaluation Reports of officers in BPS 17 to BPS 21 in the Pakistan Post Office Department will be supplied by the Pakistan Post Office Directorate General direct to each officer reported upon.

NOTE.—The following forms should be indented for in separate indents on dates mentioned in rule 293 and samples of the forms required should be sent along with the indents.

Number of forms	Description
R.P.-31(b)	Special v.-p. journal for registered v.-p. articles of the letter mail.
R.P.-39	Registration No. slip with name of office of posting.
R.P.-41	V.P. letter No. slip with name of office of posting.
R.P.-2	Special V.-P journal for registered v.-p. parcels.
R.P.-16	Parcel No. slip with name of office of posting.
R.P.-17	V.-p parcel No. slip with name of office of posting.
R.P.-51	Registered journal, Parts I to V, with distinguishing letter prefixed to the serial Nos.
R.P.-51(a)	Registered v.-p. journal, Parts above Part X.
M.O-I	Book of m.o. receipts, Parts above Part XL.
A.C.G.-11	Memo- of remittance to treasury in duplicate.
A.CG.-13	Treasury receipt, in triplicate.

295. *Deleted.*

Supply of forms

296. The forms to be supplied to each office will be forwarded direct to the Divisional Superintendent / unit officer either by the Circle Stock Depot or the, Press, as the case may be. Forms to the sub-offices will be supplied by the unit officer concerned and the forms for branch offices will be supplied to their account offices, by which they should be forwarded to the branch offices.

297. The forms will be sent in gunny bags or packets as may be found convenient. The standard classes of bags as described in rule 310 of this Volume will not be used for sending forms. If the forms are supplied by the Postal Stock Depot in more than one bag or packet, it will enclose in each bag or packet a serially numbered slip, bearing the words "Further supply will follow" except in the case of the last bag or packet completing the supply, when the words "This completes the supply" will be written upon the slip enclosed. The series should commence with No. 1 for each office. The Divisional Superintendent / unit officer / officer in charge of an office should note the quantities of forms actually received with each slip in the appropriate column of the schedule against the entries of the forms concerned. He should also enter in the "Memo. of consignment" provided on the back cover of the schedule the dates of receipt of the consignments relating to the six-monthly period below the printed Nos. of the slips with which they are received. After the receipt of the last consignment, he should write a remark to the effect that the supply has been completed. If there is any break in the serial Nos. of the slips, or if the six-monthly supply is not received in full, before the date noted on the front cover of the schedule, a report should be made to the officer by whom the schedule was supplied.

298. The supplies of forms by the press or the Postal Stock Depot will be made in accordance with the following procedure:—

(*a*) The forms supplied to the Divisional Superintendent / unit officer direct by the press will be accompanied by two copies of the invoice. Besides a copy of the invoice will be forwarded by the press to the Postal Stock Depot concerned. The receiving office will, after checking that the forms advised in the invoice have been correctly received, retain one copy and return the other to the supplying office duly receipted and signed.

(*b*) All supplies made by the Postal Stock Depot to the Divisional Superintendent / unit officer will be accompanied by two copies of the invoice and the receiving office after checking the forms with the entries in the invoice, will retain one copy and return the other to the supplying authority duly signed.

299. The gunny bags, in which forms are received, should at once be returned to the Postal Stock Depot either empty or filled with unserviceable articles, if any.

NOTE 1.—Savings bank pass-books and books of money order receipts required for head and sub-offices and registered journals required for mail offices will be supplied separately by the Postal Stock Depot concerned to the head offices or sub-record offices concerned in the same manner as articles of stock. Such other books and forms as the Head of the Circle may prescribe will also be treated as articles of stock.

NOTE 2.—Books of money order receipts for sub-offices and books of receipts and registered journals for branch offices should be issued by the account office one at a time as required. It will be the duty of the sub-postmaster to indent for the book of money order receipts when required, but the account office should see (from a scrutiny of the index) that a new book of receipts is supplied to the branch office in good time irrespective of the fact whether the branch postmaster himself asked for it or not.

NOTE 3.—*Deleted.*

NOTE 4.—In the case of an experimental office, the account office should, before supplying it with forms of acknowledgment, for a registered article of the letter or parcel mail, or money order forms, impress its name-stamp on the acknowledgements or acknowledgment portions of the forms.

NOTE 5.—When forms dispatched by rail or steamer have to be forwarded by road from a railway or steamer station to the office of destination and coolies or carts or vehicles are engaged for the purpose, the cost of conveyance should be paid by the officer in charge of the office of destination and charged at once in the accounts as contingent expenditure in anticipation of the sanction of the higher authority which should be applied for at once.

Custody and storage of forms

300. Special attention must be paid to the proper custody and storage of forms. In the larger offices, the forms should be kept in a separate locked room or godown neatly arranged on racks. In the smaller offices, they should be kept in the office room neatly arranged on racks or in almirahs. Forms

should on no account be kept in bags or left on the floor, nor should they be stored where they are likely to be destroyed by white ants and other vermin.

Articles returned to be accompanied by invoices

301. (1) When articles of stock are sent to the Postal Stock Depot, they should be accompanied by an invoice, the reason for the return of each article, i.e., whether it is sent for repairs or as unserviceable and the No. and date of order of the authority directing the return of the article, being noted in the column for remarks.

(2) In returning bags to the bag sub-depot / bag depot care should be taken to detail them in the invoice according to their standard sizes.

302. Invoices of articles returned to the Postal Stock Depot (Form S.K.-3) should be prepared in triplicate by means of carbonic paper and numbered in an annual series commencing with No. I for each official year. Two copies of the invoice should be dispatched with the articles and the other should be kept on record in the office. The number of page of the stock book, on which the article is entered, should be noted in the last column of the office copy of the invoice which should then be kept in a separate bundle, arranged in the order of its serial number.

303. The duplicate copy of the invoice (Form S.K.-3) should be duly receipted by the officer in charge of the Postal Stock Depot and returned to the office, and it should be filed with the copies of invoices on record in that office.

304. When there are no articles for dispatch to the Postal Stock Depot on the 30th June, the closing No. of the annual series of invoices should be intimated to the Postal Stock Depot on that date by means of a service postcard, bearing the entry "Closing No. (No.) of invoices for (year)" over the signature of the dispatching officer and an impression of the name-stamp of the office. The closing No. should be noted on the reverse of the office copy of the last invoice sent to the Postal Stock Depot. The head and sub-offices should call for similar postcards from the branch offices in account with them by a remark on the branch office slips due to reach the branch offices on the 30th June and submit these cards to the Postal Stock Depot alongwith their own not later than the 15th of July every year.

305. When an office is closed before the end of an official year, the closing No. of the series of invoices dispatched by it during the year should be intimated to the Postal Stock Depot on the last working day and noted in the office copy of the last invoice in the manner prescribed in rule 304.

Transfer of surplus articles or forms

306. Articles of stock, or blank books, or forms found to be in excess of the requirements of an office, owing to the status of the office having been changed, or from any other cause, may be transferred, under the orders of the competent authority, to any other office requiring them. This rule does not, however, apply to stamps or seals engraved with the name of an office which, when no longer required, must be returned to the Postal Stock Depot from which they are supplied. When articles of stock are transferred from one office to another, the order authorising the transfer must be noted in the stock book.

NOTE.—When a head office is converted into a sub-office, all the books of money order receipts (unused or partially used) should be sent to the head office under the jurisdiction of which the new sub-office is placed. In this case, and also when a sub-office is converted into a head office, all unused books of money order receipts should be entered in the head office in the register prescribed for the purpose, while used or partially used books of money order receipts should be kept in the personal custody of the head postmaster. When a head office is closed, the books of money order receipts (unused or partially used) should be sent to the Postal Stock Depot.

Disposal of obsolete forms

307. When forms, with the exception of those mentioned below, become obsolete, they should be torn up and sold as waste paper, unless they can be utilised for making envelopes, etc. The following forms, viz:—

registered journal,
registered v.-p. journal,
book of m.o. receipts,
branch office book of receipts,
village postman's book of receipts, and
all accountable forms excluding saleable forms,

when they become obsolete, should be listed in detail after preparing an inventory by a senior official which should be authenticated by the officer incharge of the office. There after the obsolete accountable forms should be shredded and cut into pieces in the presence of the inspecting or visiting officer for disposal and sale as waste paper.

308. In head offices, the latter course should also be adopted as regards savings bank pass-books, the total number of pass-books destroyed being entered in the stock register of pass-books, under the head postmaster's initials.

308A. All saleable and priced forms, stationery, publications, books, etc. which have become obsolete should be withdrawn and returned by the Post Offices to the Postal Stock Depot through the Account Office concerned for

disposal by the Postal Stock Depot as waste paper after tearing them into small pieces in the presence of the inspecting officer.

PART II.—SPECIAL RULES FOR POST OFFICE AND MAIL SORTING AND TRANSPORTATION

List of articles of stock

309. The following articles are comprised in the term 'articles of stock':—

(a) In post offices—

Furniture, fixtures, fire fighting and fire protection appliances, maps, stamps, seals, electronic, scales, letter-boxes, bags, wooden record box, iron chests, type box, tin stamp box, steel almirah, leather cash bags, tin tray for cash, rubber stamp pad, stamp pad (brass bound), pincer, iron safes, iron record box, parcel scale with weights, brass scale with weights, pad locks, office order book, Post Office Manuals, Accounts Codes, books of references, calculator, stampling machine, punching machine, dust-bin, file-tray, wall clock, computers, fax machines, photostat machines, copying machine, duplicating machines, office machines, bicycles, motorcycles and every other kind of article used in a post office except books and forms.

(b) In the Mail Sorting and Transportation_

Acme boards.
Attache cases.
Badges.
Bags.
Belts (leather and cloth).
Books.—Office Order book, nominal roll of token holders, stationery register, Post Office Manuals and books of reference.
Call bells.
Carpets.
Clocks.
Electronic scales.
Files, brass.
Fire Fighting appliances.
Fixtures.
Furniture.
Metal tokens.
Needles.
Notice and sign boards.
Pad (ink and stamping).
Paper cutter.
Paper-weights.
Pincers (for adjusting type).
Portfolios.
Pots (for paste).
Rubber.
Rulers.
Safes.
Scales and weights (letter and parcel).
Scissors.
Sealing stoves.
Seals.

Hand-cart and trucks	Stamp-cases.
Hones.	Stamps.
Ink-Pots.	Stapling machines.
Ink-stands.	Strops.
Knives.	Tarpaulins.
Label cases.	Time-pieces.
Lamps and lanterns with accessories.	Tin-boxes for insurance seals.
Letter-boxes (portable and pillar).	Tin-boxes for security bonds.
Locks and keys.	Type-boxes.
Maps.	Waste paper baskets.

NOTE 1—The office order book, Post Office Manuals and all books of reference should, however, be treated as articles of stock.

NOTE 2— See also rule 376 of this Volume.

Standard sizes of Padlocks

309A. (1) The following is the standard sizes of padlocks to be used in post offices, Mail Sorting and Transportation Offices and other offices in the Department:-

No. 1	Size	3.5 x 3.5	inches
No. 2	Size	2.5 x 2.5	inches
No. 3	Size	2 x 2	inches
No. 4	Size	1.5 x 1.5	inches
No. 5	Size	1.25 x 1.25	inches
No. 6	Size	1 x 1	inches

(2) The size of the padlock for use with leather cash bag with duplicate keys will be one inch by one inch.

Standard sizes of bags

310. The sizes of the bags indented for should be adopted to the requirements of the office or section concerned. The following are the standard classes of bags in inches:-

Mail, parcel and packet bags

No. C1 Large size 48” x 20” x 20”	…	Canvas Khaki/ Natural and Canvas Green
No. C2 Medium size 32” x 14” x 14”	…	
No. C3 Small size 30” x 18”	…	
No. 1 size 42” x 17” x 17”	…	

No. 2	size 32” x 14” x14”	…	Waterproof.

Air Mail bags

No.1	Large size 48” x 24”	…	Blue drill cloth
No. 2	Medium size 36” x 20”	…	
No. 3	Small size 26” x 17”	…	

Surface Air Lifted bags

No.1	size 48” x 20” x 20”	…	Blue canvas cloth

Express Mail Service

No.1	size 60” x 21” x 18”	…	Blue parachute cloth
No. 2	size 48” x 18” x 18”	…	
No. 3	size 30” x 18” x 18”	…	

Urgent Mail Service bags

No.1	Large size 48” x 24” x 24”	…	Blue parachute cloth
No. 2	Medium size 36” x 24” x 24”	…	
No. 3	Small size 27” x 18” x 18”	…	

Urgent Mail Service Polythene bags

No.1	Large size 18” x 24”	…	Blue polythene
No. 2	Medium size 12” x 14”	…	
No. 3	Small size 9” x 13”	…	

Branch Office bags

Size 28” x 18”		…	White *drill cloth*

Account bags

No. 1	size 28” x 18”	…	Red *drill cloth*
No. 2	size 18” x 14”	…	

Cash bags

No. 1	Large size 18” x 12”	…	Leather with locks.
No. 2	Medium size 14” x 9”	…	
No. 3	Small size 9” x 6”	…	

Registered bags

No. 1	size 28” x 18”	…	

No. 2	size 18" x 14"	...	Yellow *drill cloth*

NOTE 1.___ Canvas bags both natural and green coloured as well as the Air mail bags, Surface Air Lifted bags, Express Mail Service (formerly International Speed Post) bags and Urgent Mail Service bags will be supplied through the Bag Control Office on receipt of indent from the latter by the Pakistan Post Office Directorate General. (See also rule 364/1 of the Post Office Manual Volume VIII, Second Edition, 2004.)

NOTE 2.__ Branch Office bags, account bags, cash bags, registered bags, polythene bags and water proof bags will be supplied by the postal stock depot concerned on receipt of an indent by the Head of the Circle from the Unit Officers.

NOTE 3.__ The Superintendents of Post Offices/Mail Sorting and Transportation, First class Postmasters and the Unit Officers concerned will place their yearly indents on the Postal Stock Depot concerned by 5th June each year indicating their annual requirements for the period from 1st July to 30th June separately for the Urgent Mail Service polythene bags, branch office bags, Account bags, Leather Cash Bags, Registered bags and water proof bags. The Postmaster General will get the bags fabricated within their financial powers after observing formalities as laid down in the Public Procurement Rules, 2004, as amended, which have been reproduced in Appendix No. 19 of this Volume. (See also rule 364/1 of the Post Office Manual, Volume VIII.)

311. (1) The bags, should be used strictly for the purpose for which the same are prescribed in rule 310 above. The defaulter should be taken to task under disciplinary rules by the competent authority.

(2) The natural coloured canvas bags should be used for inter District Mail Offices. The green coloured canvas bags are to be used for transmission of inward and outward mails between the District Mail Office and the Post Office. The canvas bags must not be used for any purpose other than the prescribed one.

(3) The use of any bag particularized in rule 310 above by any post office, Mail Sorting and Transportation Office, administrative office, etc; for dispatch of their returns, store, stationery, forms, camp bags, etc; is strictly prohibited. The canvas bags must not be used for storage of store, waste papers, stationery, forms, etc; or for their transportation in any circumstances. The locally manufactured bags like gunny bags may be used for this purpose. The official incharge/unit officer will be held responsible for irregular use of any bag by him or his subordinates in his jurisdiction which may also entail imposition of a penalty under the disciplinary rules on him for slack supervision.

Distinctive marks on bags

312. (1) The words "Pakistan Post Office" are stamped on each face of all bags other than drill bags of the smallest size, which are stamped with the letter "P.P.O." instead. The following distinctive marks are also used :—

(i) Canvas bags.—Two one-inch blue stripes interwoven in the material down the length of the bag.

(ii) Drill bags.—Sets of four thin black lines woven in the material.

(iii) Parachute bags. Two one inch wide yellow stripes interwoven in the material.

(2) The name of the bag sub-depot of the district mail office will be printed on the green coloured canvas bags which are meant for exchange of mail with post office in the bags accounts jurisdiction of the bag sub-depot concerned

313. The willful obliteration or mutilation of any of these marks will be considered as gross misconduct and the offenders will be severely punished.

Examination of bags

314. Every officer in charge of bags sub-depot should, at least once in every quarter, count and examine the bags of his office, and satisfy himself that they are correct and in serviceable condition and that bags of suitable sizes are kept in stock. Indents should be submitted in due time to the bag depot for new bags to replace those that are worn out and unfit for use. The result of the examination should be recorded in the order book.

315. Soiled bags should, whenever necessary, be washed periodically under the orders of the unit officer / incharge of bag sub-depot or be promptly returned to the Bag Control Office entered in a separate invoice.

List of stamps and seals

316. The following is a list of stamps and seals authorised to be used in post offices and in Mail Sorting and Transportation offices and sections—

I.—In post offices

Name of stamp or seal	Remarks
Stamps	
Name-stamp bearing post code number….	Supplied to all offices.
Combined date-stamp and obliterator bearing post code number …	Supplied to offices which are smaller ones.
Date-stamp bearing post code number with hour-type …	Supplied to all offices.
Delivery stamp bearing Post Code No. …	Supplied to all head offices and delivery sub-offices
Delivery stamp bearing post code No. *with hour-type* … …	Supplied to offices, which have two or

Name of stamp or seal	Remarks
	more deliveries daily.
No. slip name-stamp	Supplied to all offices.
Label name-stamp (Rubber Stamp)	
Round money order stamp ...	
Oblong money order stamp ...	
Month-stamp	
Audit office stamp	
Postage-due stamp *with blank space* ...	
Postmaster's unpaid stamp ...	Supplied to all head offices
Cash paid stamp	
Deposit-stamp	
Dated registration stamp with *hour-type.*	Supplied to head offices when ordered by the Head of the Circle.
Dated insurance stamp ...	
Dated parcel stamp	
Seals	
Date-seal	Supplied to all offices.
Registration seal	Supplied to all head offices and to sub-offices when ordered by the Superintendent.
Parcel seal	
Insurance seal	
Sub-account seal	
Sorting seal	Supplied to head and sub-office when ordered by the Superintendent.
Cash seal	Supplied to all head offices and also to sub-offices when ordered by the Superintendent.

NOTE.— All date stamps and seals must bear the Post Office Code Number of the post office concerned.

Name of stamp or seal	Remarks
II.—In Mail Sorting and Transportation offices and sections	
Stamps	
Name-stamp of set	Supplied to all sections and mail offices. Each set of a section is provided with a name-stamp with the words "Out" and "In" in movable type.
Name-stamp of record office ...	Supplied to all record offices.
Name-stamp of head record office ...	Supplied to all head record offices.
Name-stamp of sub-record office ...	Supplied to all sub-record offices, except those to which no sections are attached.
Date-stamp of set	Supplied to all sections and mail offices. Each set of a section is provided with date-stamp with the words "Out" and "In" in movable type. The date-stamps supplied to mail offices at which, on an average, 150 or more articles are posted daily, are fitted with movable hour-type.
Date-stamp of *record office* ...	Supplied to all record offices, except those which have the next mentioned stamp.
Date-stamp of *head record office* ...	Supplied to all head record offices.
Combined date-stamp *of mail office* ...	Supplied to mail offices at which, on an average, 150 or more articles (registered and unregistered, taken together) are posted daily. This stamp is fitted with movable hour-type.
No. slip name-stamp	Supplied to all mail offices.
Postage-due stamp *with blank space* ...	Supplied to all sorting sections and sorting and transit mail offices. The stamp supplied to sections is fitted with the words "Out" and "In" in movable type.
Label name-stamp (Rubber Stamp)	Supplied to all record offices, except those to which no sections are attached. Each such record office will be supplied with two stamps for each section under its control—one for the out-trip and other for the in-trip.

Name of stamp or seal	Remarks
II. In Mail Sorting and Transportation offices and Sections ___Contd.	
Seals	
Date-seal *of set*	Supplied to all sections and mail offices. Each set of a section is provided with a date-seal with the words "Out" and "In" in movable type.
Registration seal *of set*	Supplied to sorting sections and sorting mail offices in which a special registration sorter is employed. Each set of such a section is provided with a registration seal with the words "Out" and "In" in movable type.
Parcel seal *of set*	Supplied to sorting sections and sorting mail offices in which a special parcel sorter is employed. Each set of such a section is provided with a parcel seal with the words "Out" and "In" in movable type.
Combined Registration and parcel seal of set	Supplied to sorting sections and sorting mail offices in which one and the same person is employed for both the registration and parcel sorting work. Each set of such a section is provided with a combined Registration and Parcel seal with the words "Out" and "In" in movable type.
Insurance seal *of set*	Supplied to all sorting sections and sorting mail offices. Each set of a section is provided with an insurance seal with the words "Out" and "In" in movable type.
Mail seal of set *of mail office* ...	Supplied to sorting mail offices in which a special official is employed for mail work.
Date-seal *of record office* ...	Supplied to all record offices, except those which have either of the next two seals.
Date-seal *of head record office* ...	Supplied to all head record offices.
Date-seal *of sub-record office* ...	Supplied to all sub-record offices,

Name of stamp or seal	Remarks
	except those to which no sections are attached.

NOTE 1.—One date-stamp and one date-seal with letters and words in movable type are supplied to the office of each Superintendent, Mail Sorting and Transportation for temporary use in sections on occasions when stamps and seals are lost, or sent to the Postal Stock Depot for repairs, or when a special set is established temporarily in cases of breaches and on other occasions of similar nature. The stamps and seal when not required for actual use should be kept in the personal custody of the head record clerk.

NOTE 2.—In mail offices in which the sets of sorters on night duty work in two batches, separate stamps and seals bearing distinguishing letters may be supplied under the orders of the Head of the Circle to the two batches.

NOTE 3.—On the close of a calendar year all year types of stamps and seals must be sent to the Divisional Superintendent, Post Offices ./ Mail Sorting and Transportation or 1st Class Postmaster, as the case may be, by 3rd of January each year for return to the Postal Stock Depot concerned.

Entry of names of stamps and seals in indents

317. (1) Indenting officers should be careful to enter the name of each stamp and seal correctly in their indents.

(2) All stamps and seals must bear the post code number after the name of the post town.

Supply of stamping-ink

318. Black and magenta stamping-ink will be supplied by the Postal Stock Depot on indents received or as determined by the Head of Circle.

Instructions for using rubber stamps

319. The following instructions should be attended to when using rubber stamps: –

(1) Gently tap the pad with the stamp and press the stamp lightly on the paper, which should lie on a perfectly even surface.

(2) Do not press the stamp heavily on the pad, as this overloads it with ink and causes an imperfect and blurred impression. Avoid pressing or stamping the rubber on the paper with force, as this injures the type.

(3) Wash the face of the stamp frequently with soap and water and scrub with a soft brush or linen rag.

(4) Keep all rubber stamps in a box or drawer safe from dust and wind.

Instructions for using pads for rubber stamps

320. In using pads, the following instructions should be observed: –

(1) To ink a pad, pour the ink into the trough or well provided on side of the tin case. The ink will soak into the pad which will then be ready for use. Do not pour ink upon the surface of the pad.

(2) If the pad becomes dirty, rub the surface clean with a damp rag, before again recharging the pad.

(3) If the pad inks too freely, draw off the excess lightly with a piece of blotting paper.

(4) Always keep the cover closed down, when the pad is not in use.

Description of various kinds of scales

321. The sizes and descriptions of the scales including electronic weighing scales to be indented for by an office should be adapted to its requirements and volume of business.

322. Electronic weighing scales and special scales manufactured on the principle of goldsmiths' scales may be supplied, under the orders of the Head of the Circle, to any post office for the purpose of weighing cash.

NOTE.—In sub-offices, letter scales of the second size (B 6) and parcel scales of the third or fourth size (B 3 or B 4) should ordinarily suffice.

Scales to be tested occasionally

323. The official in charge of a post office or mail office should take care that the scales in his office are kept clean. He should occasionally examine the scales and weights, test them, and satisfy himself that they are in good order and correct, and that they are not subjected to rough usage.

NOTE.—This rule applies also to the record clerk of a replenishing office in respect of the scales and weights issued by him to sections.

List of furniture

324. (1) The number, size and pattern of articles of furniture required for an office will depend on the size and importance of the office and the number of officials employed in it.

(2) The following are the principal articles of furniture ordinarily required for a post office :—

A stamping table
A delivery table
A distributing table } for head offices.

A table for stamping, opening and distributing mails, for sub-offices.
Office tables, with drawers, for the postmaster and clerks.
A chair for the postmaster.
Chairs for clerks.*
Stools for clerks and postmen.
Almirahs for records.
One or more sorting cases.
A window delivery sorting case.*
A deposit case.*
Mail boxes.
A parcel box.*
One or two iron safes.
Office boxes for the postmaster, deputy postmaster, treasurer, registration, sub-account, parcel, money order and savings bank clerks.
A type box.
A sealing stove.*
Lamps.
Lanterns.*
A clock or time-piece
A bag-stand.
A letter-box.
Notice Board.
Sign Boards.

NOTE 1.—In the larger offices cash chest or strong boxes may, if necessary, be supplied for the use of the treasurer and the money order and savings back clerks, in lieu of office boxes.

NOTE 2.—The articles marked with an asterisk (*) are supplied only to the more important offices.

(3) In the case of the Mail Sorting and Transportation, the principal articles of furniture ordinarily required are as follows:—

(i) For record offices

An office table, with drawers, for the record clerk.
A table for sorters.
A stamping table.
Almirahs for records and articles of stationery, stock, and books and forms.
One or more bag-stands.
A label case.

A chair for the record clerk.	An office-box for the record clerk.
Chairs and stools for sorters.	A time-piece.
A practice sorting-case.	An iron safe.

(ii) For mail offices

An office table, with drawers.	A time-piece.*
A stamping table.*	A bag-stand.
Chairs and stools for sorters.	An office-box (with lock and key) for articles registered.
An almirah for records, forms, stock, etc.	Stamp-case.
Sorting-cases, with a ledge and movable hooks, for unregistered, registered and parcel mail articles and, if necessary, one or more horizontal letter sorting cases.	A mail box for forward mails.

NOTE.—The articles marked with an asterisk (*) are not supplied to transit mail offices, but time-pieces may be supplied to important transit mail offices under the special orders of the Head of the Circle.

Notice-boards and sign-boards

325. Every post office or mail office will be supplied with one or more notice-boards for notices and advertisements.

326. Every post office will also be supplied with a sign-board marked "Post Office". Sign-boards marked "Stamps sold here", "Savings Bank", "Money Order", etc., will be supplied to important post offices.

327. Similarly, every mail office will be supplied with a sign-board showing the name of the office as well as a sign-board marked "Stamps sold here" which should be hung over the window at which business is transacted with the public.

Articles kept in Postal Stock Depot

328. A list of the articles of stock kept in the Postal Stock Depot will be found in the rules relating to Stock Depots. If any articles other than those shown in that list are required, a special requisition should be sent to the Superintendent. (See also rule 364 of the Post Office Manual, Volume VIII.)

Damaged, unserviceable and surplus articles

329. (1) Disposal of damaged and unserviceable articles.—The following instructions should be followed in disposing of damaged or unserviceable articles of stock :—

Description of articles	How to be disposed of
Acme cover	Should not be returned to the Postal Stock Depot. If damaged, they should be repaired locally. When they become unserviceable, they should be sold by auction under proper authority.
Attache case (Hand-bags) for sorters, etc. ...	
Bags for postmen, etc.	
Bag-stands	
Belts	
Bicycles and accessories ...	
Boxes, e.g., office boxes, mail boxes, etc.	
Furniture.	
Hammers	
Hand-carts and trucks	
Label cases	
Lamps / Lanterns ...	
Leather wallets, etc.	
Notice-board and sign-boards ...	
Safes	
Sorting cases	
Tarpaulins	
Wicker baskets	
Letter-boxes	If damaged, they should be repaired locally, if practicable, otherwise they should be sent to the Postal Stock Depot for repair. When they become un-serviceable they should be sold by auction under proper authority, care being taken in the case of letter-boxes to see that they are thoroughly broken up before being sold.
Knives	
Pads (ink and stamping) ...	
Portfolio	
Scissors	
Stoves	
Type-boxes	When they get out of order or damaged or become unserviceable in any way, they should not be repaired locally, but should in all cases be returned to the Postal Stock Depot.
Locks and padlocks	

Description of articles	How to be disposed of
Badges ... ... Bags ... ... Bicycles ... ... Clocks and time-piece ... ... Metal tokens ... ... Scales and weights ... ... Stamps and seals	When out of order, they should be repaired locally, if possible otherwise they should be returned to the Postal Stock Depot for repair. When unserviceable, obsolete, or surplus, they should be returned to the Postal Stock Depot.
Year type digits of seals and stamps.	All previous year type digits of seals and stamps in post offices and mail sorting and transportation offices or sections should be sent to the Postal Stock Depot concerned soon after the close of each year promptly to eliminate the chances of their misuse. The Postal Stock Depot will dispose off these year types under the provisions of rule 374 of Post Office Manual, Volume VIII.
Obsolete publications and forms ...	Should not be returned to the Postal Stock Depot, but should be sold as waste paper or if printed on one side, the blank side of obsolete forms should be used for correspondence with post offices / M.S.T. offices,
Straw-board covers of used-up or obsolete books and forms and unserviceable file boards.	If they are not of a smaller size than 22 cms by 17 cms. they should not be destroyed when no longer required, but should be sent to Postal Stock Depot for transmission to the Press, for use in book binding. When a sufficient number of such covers and boards has accumulated in a Postal Stock Depot, they should be forwarded in bags through the M.S.T.

(2) When articles of stock become unserviceable or obsolete a report must be submitted by the officer in charge to the Superintendent of post offices / M.S.T or the administrative authority concerned as it is desirable to avoid keeping worthless articles in stock. Such unserviceable articles of stock not only block the precious space in the office but also suffer further deterioration to the detriment of the Department.

330. When articles are sold as unserviceable, the proceeds should be credited to Government. If the articles are valueless and cannot be sold, they should be destroyed. The orders of the Superintendent in regard to the disposal of damaged and unserviceable articles must be obtained in every case, except in the case of post offices where the Assistant Superintendent has ordered the return of any unserviceable articles to the Postal Stock Depot, while inspecting an office. No articles should be repaired, sold, or destroyed without such orders which should be noted in the book in which the articles in question are entered. First class postmasters will write their orders, in respect of such articles in their own offices, in the stock book.

Unserviceable and obsolete Articles of Stores.

330A. When stores or articles of any kind become unserviceable or obsolete a report must be submitted to the Head of the Circle, as it is desirable to avoid keeping worthless materials in stock. In the report necessary explanation should be given and the period during when the articles have been in store or in use and the cause of deterioration should be stated.

Final disposal of unserviceable and obsolete articles of stock and stores.

330B. The powers of various authorities to dispose of unserviceable and obsolete articles of stock and stores will be found in the Schedule of financial powers of the officers of the Pakistan Post Office Department.

Indents for articles lost or destroyed

330C. (1) Indents for the lost or destroyed articles of stock must be accompanied by the following certificate without which the articles will not be supplied:—

> "I certify that I have personally ascertained that these articles have been either lost or destroyed by excusable accident."

(2) In all cases in which articles of stock are lost or destroyed due to negligence or fault of a Government servant, the cost thereof should be recovered from the defaulting employee and credited to the Post Office under unclassified Receipts before making their supply afresh or otherwise.

PART III.__ DEPARTMENTAL TELEGRAPH OFFICES (TRAFFIC EQUIPMENT)

331. to 337. } ***Deleted.***

PART IV.__ STATIONERY

Source of Supply

338. The stock of articles of stationery as listed in rule 339A is recouped on indents by the Divisional Superintendents of Post Offices / Mail Sorting and Transportation, First class Postmasters, etc; on the Postal Stock Depot or as determined by the Director General. The Heads of Circle, except when special orders are issued to the contrary, may procure the stock of articles of stationery within their financial powers and budget allocation after observing the instructions contained in the Public Procurement Rules, 2004, which have been reproduced in Appendix No 19 of this Volume.

339. *Deleted.*

List of articles of stationery

339 A. The following articles are comprised in the term 'articles of stationery' which must be on receipt brought to the record and properly accounted for:- Ball point pens, blank books, brooms, candles, carbon papers (single/double sided), cotton bales, cotton twine balls, computer, stationery, dampers, drill cloth covers for ink pads, dusters, duplicating papers, duplicating printer ink, erasure, fax film roll, fax machine roll, file band with tape, file board, file cover, floppy disk, glue stick, guard books, gum, ink, jute, markers, note sheets, packing tape, paint (red), papers, paper pins, perncils, pencil sharpeners, pen holders, pin cussion, pin opener, photostat paper, photostat toner, printer toner, red fluid, red tape, registers, rubber, rulers (plastic/steel), sealing-wax (black/red) scissors (parrot billed/plain), scotch tape, stamp cleaning brushes, stamp pad ink, stamping ink (black), stampling pins, steal clips, steal nibs, stencil paper, sweeping brushes, tags, tin seal- holders, toner (computer/fax machine/printer) typing paper (A4 size), typing ribbon, twine, white fluid with thinner, wicks (for sealing stoves), writing pads and any other item or article specified by the Head of the Circle.

NOTE 1.—All articles will be supplied by the Postal Stock Depot unless otherwise ordered by the Director General.

NOTE 2.—High lighter markers will neither be indented for by any office nor supplied as their use in official record in the Department is prohibited.

NOTE 3.—The number or quantity of articles of stationery of each description must be entered immediately on receipt in the (1) Stock register of books, forms and petty articles [SK-1(b)], (2) Stationery register (Sk. 8), (3) Stationery Stock book (S.41) and (4) Stock register (Sk.51), as the case may be.

Responsibility for stock of stationery

340. Heads of offices are to be held responsible that the stock of any article of stationery on hand at any time is not greater than is required to meet the average consumption for six months. They should also see that no excess of stationery over the sanctioned one is kept on hand. Serious notice will be taken of any neglect of this important duty, involving, as it does, waste and loss to Government.

Sanctioned quantum of stationery

341. No office is allowed to fix its own requirement of stationery and the supply of stationery of all offices must be sanctioned by Heads of Circles. The requirement of an office should be fixed on the basis of the average consumption for six months. Demands in excess of these requirement should not be made without the sanction of the Head of the Circle, and when the sanctioned supply of an office is found to be excessive, it is the duty of the officer concerned to obtain sanction to the modification of the items found in excess.

Fixed stationery charges for post offices

341A. (1) Heads of Circles may sanction fixed stationery charges for post offices excluding extra departmental post offices in their jurisdiction with effect from 1st July, 1994 at the following scale per month.

1. Cost of closing and sealing one bag daily	Rs.2.00
2. Cost of stationery for each member of the supervisory and clerical staff excluding reserve clerks	Rs.8.00
3. Cost of burning one lamp for one hour daily throughout the month	Rs.8.00
4. Cost of burning one lantern for one hour daily throughout the month	Rs.6.00
5. Cost of fixing 100 seals to insured envelops closed.....	Rs.2.00
6. Cost of paste for 100 registered articles posted or received or insured and registered bundles and official covers closed.....	Rs.1.00
7. Cost of twine for 100 labelled bundles prepared or V.P. Parcel closed.	Rs.1.00
8. Cost of stationery for Overseer (Mail and Cash), Postman and village postman each.	Rs.3.20
9. Cost of supply of stationery per month for post office counters:	

(a) Head Office..... Rs. 16.20
(b) Sub-office ..... Rs. 10.75

(2) The Postman or village postman attached to extra departmental post offices should draw the stationery allowance through the head office or sub-office which is in direct account with those offices.

(3) No separate fixed contingent allowance or stationery charges is admissible for the extra departmental sub-post offices and extra departmental branch post offices which stands included in the monthly emoluments of the incumbents of the aforementioned post offices.

(4) The expenditure involved will be debited to the detailed code-01218 Fixed Contingent / Stationery Allowance A012 Allowances A01 Employees related expenses under Operational Code-06-Operation Post Offices and should be met out of the sanctioned grant of the respective Postmaster General / Regional Deputy Postmaster General.

Fixed Contingent / Stationery Allowance of Divisional Offices.

341B. (1) A Head of Circle may sanction a monthly Fixed Contingent / Stationery Allowance for Divisonal Offices both Post Offices and Mail Sorting Transportation with effect from 1st July, 1994 at the following scale:-

(i) For all Divisional Offices..... Rs. 53.00
(ii) For every additional clerk over six that may be employed ..... Rs. 3.00

(2) The expenditure pertaining to Postal Divisions involved is debitable to the detailed Code A 01218 Fixed Contingent / Stationery Allowance under Operational Code 06-Operation Post Office and should be met out of the sanctioned grant of the circle / region concerned.

(3) The expenditure pertaining to Mail Sorting and Transportation Divisions involved is debitable to the detailed code A01218 Fixed Contingent / Stationery Allowance under Operational Code 09-Operation Mail Sorting and Transportation Division and should be met out of the sanctioned grant of respective Postmaster General concerned.

Fixed Contingent / Stationery Allowance of Mail Sorting and Transportation Offices

341C. (1) A Head of Circle may sanction an increase of 60% with effect from 1st July, 1994 over and above the existing rates of Fixed Contingent / Stationery Allowance admissible for all Mail Sorting and Transportation offices last revised vide memo number P&A. 15-1/84 dated 23rd June, 1990.

(2) The expenditure involved is debitable to the detailed Code A01218 Fixed Contingent / Stationery Allowance under Operational Code-09 Operation M.S.T. Division and should be met out of the sanctioned grant of respective Postmasters General.

Preparation and submission of indents for stationery

342. All Heads of Units are authorised to submit the half yearly indents of stationery direct to the Postal Stock Depot concerned..

343. Demands for stationery will be prepared by Heads of Units in a consolidated form in the prescribed indent forms and will be submitted promptly so as to reach the Postal Stock Depot concerned by 25th of May and by 25th of November every year. Indents for stencil paper only will be submitted quarterly.

344. The quantity indented for together with the stock of stationery in hand must not in any circumstances exceed the sanctioned requirement of the indenting office.

Supplementary indents or indents by fax or e-mail

345. Supplementary indents, that is, indents over and above the half-yearly ones, should be exceptional. Demands by fax or e-mail are still more to be avoided as they again take precedence over supplementary indent.

Quantities of articles of stationery to be indented

346. Indenting offices should indent for articles of stationery in the following quantities only:-

(a) Paper.___ in quires or reams
(b) Pens and pencils.__ singly up to ten and over that in multiples of ten.
(c) Other items.__ singly up to ten, by fives from 10 to 30 and after that in multiples of ten.

Consignment

347. Indenting officers will receive vouchers and railway receipts by which they may see dates, method of dispatch and the extent of compliance. Any abnormal delay in receipt of a consignment should be enquired into by the receiving officer who should intimate non-receipt after a reasonable interval to the supplying centre.

348. On the arrival of a consignment the receiving officer should arrange to have the packages opened, the quantities and the correctness of the items verified, and return the receipted vouchers at once to the supplying centre concerned; noting on them shortages or wrong compliances. The supplying centre concerned will immediately on receipt of the receipt remedy wrong compliances. Short delivery will not be remedied unless this is stated as necessary on the receipt.

349. Liability for short receipts will be taken up by the supplying centre, settled and finally adjusted as soon as possible.

Complaints as to the quality or conditions of articles

350. Complaints as to the quality or condition of articles supplied should be accompanied by samples to illustrate the complaint. Complains regarding packing should clearly specify the packages referred to. All such complaints should be sent in with the store receipts returned to the supplying centre. Complaints against the carrying agency should be taken up by the receiving officer, who is in the best position to state the case.

Non-observance of rules

351. All cases of non-observance of rules should be reported to Heads of Circles.

Issue of orders regarding stationery

352. The Director General is authorized to issue orders on matters affecting the supply of stationery.

Red and blue pencils and ball point pens.

353. Red and blue pencils at the scale of 3 per annum for each officer in BPS-16 or above should be supplied in Circle Offices. In case of ball point pens two blue and one red pen per month will be supplied to each officer in the Circle Offices.

354. *Deleted.*

Rubber stamps and ink

355. Indents for stamps should be prepared by subordinate offices in triplicate. Two copies of the indent shall be submitted to the Divisional Superintendent Post Offices / Mail Sorting and Transportation or first class postmaster, as the case may be, along with two copies of drawings indicating the actual size, design and wording of each of the rubber stamp required for

use in the office. The latter will arrange supply of rubber stamps and ink to the indenting officer who should acknowledge the receipt of articles and return the receipted invoice to the supplying officer. Rubber stamps will be got manufactured by the officers locally.

356. Complaints about short supply, defective impressions bad ink or bad packing will be promptly reported to the supplying officer by the indenting offices.

357. to 360. } *Deleted.*

Stencil paper

361. Good quality stencil paper should be used in the offices. Indent for supply of stencil paper should be submitted to the Postal Stock Depot concerned quarterly by offices requiring it. The stencil paper should not be obtained from any other source..

Custody of stationery

362. A Stationery Stock Book should be maintained by all Heads of Circles in form S-41. Indenting officers are directly responsible for the safe custody of all supplies of stationery, the regulation of their issue according to actual requirements and the prompt suppression of any inclination towards extravagance.

Use of stationery for purposes other than prescribed one prohibited

363. It is the duty of the heads of offices to safeguard against the use of stationery for any purpose other than in the public interest. Any abuse or misuse of items of stationery including stock of standard printed forms supplied to the office will be regarded as on act of misconduct and the offender will be liable to face disciplinary proceedings. Stock of stationery in offices should be kept under lock and key, stationery should be issued by a responsible official to different branches of the office on regular requisitions and must be properly recorded in the books.

Examination of stock of stationery by inspecting officers

364. All inspecting officers should carefully examine actual stocks of stationery and should issue orders for the disposal of any surplus stock. The sanctioned quantum lists should also be checked and modified according to the actual requirements.

365. Inspecting officers should see that the stationery items are not used for purpose other than prescribed one.

SPECIAL RULES FOR THE MAIL SORTING AND TRANSPORTATION.

Stationery registers

366. Every record clerk must keep a stationery register in form SK-8 in which he should enter the number or quantity of the articles of stationery of each description—

(*a*) in hand at the beginning of the month;

(*b*) received (1) during the month from the Postal Stock Depot with the No. and date of the invoice with which received, and (2) at the end of the month as unconsumed from sections ; and

(*c*) issued during the month to the office itself (in both its capacities, if it is a sub-record office), as well as to the sections attached to it; the officials to whom articles are made over should be required to sign for them in the column provided for the purpose in the register.

367. At the end of the month the record clerk should total the receipts and issues and strike the balance, which should be carried forward to the next month.

Articles of stationery

368. The list of articles which are comprised in the term articles of stationery are given in rule 339A above. The articles used in the Mail Sorting and Transportation on receipt should be entered in the stationery register in form SK-8 by every record clerk.

NOTE.— Guard books should be indented for once in three years.

Check of stationery register

369. When charge of a record office is transferred from one officer to another, the relieving officer should take over the articles of stationery after carefully checking them with the stationery register. If any article is missing or damaged, a note should be written in the column for remarks of the stationery register, and initialled by both the relieving and relieved officers, and a report made to the Superintendent.

Regular indents

370. Every record clerk prepares regular indents on the Postal Stock Depot for articles of stationery (Form SK-11) and sorting-case labels (Form SK-12) required for the use of his own office (in both its capacities, if it is a sub-record office) and the sections attached to it. Superintendents prepare indents for the articles required for themselves and for their Assistant Superintendents.

Indents for stationery

371. Indents for stationery should ordinarily be submitted half-yearly on the dates mentioned below: –

Indents relating to half year ending.	Indents of Stationery	
	Latest date for submission by record clerk to Superintendent.	Latest date for submission by Superintendent to Postal Stock Depot.
31th December ...	10th May ...	25th May ...
30th June ...	10th November ...	25th November ...

372. The indents should be prepared in duplicate, and both copies submitted by the record clerk to the Superintendent for countersignature. The Superintendent will, after filling in the column showing the number passed in both copies of the indent and countersigning them, forward one copy to the Postal Stock Depot and return the other to the indenting office for record.

373. If from any cause—such as the opening of a new section, an increase of establishment, or the like—the supply of stationery is likely to run short before a fresh supply can be obtained for the next half-year, a supplemental indent should be prepared in accordance with the preceding rule. Whenever a supplemental indent is submitted, an explanation of the reason why an additional supply is wanted must be attached to the indent.

Stationery rate list

374. The Superintendent will furnish every record clerk with a stationery rate list (Form SK-9) showing the number or quantity of each article of stationery sanctioned by the Head of the Circle for consumption during the half-year by the record office itself (in both its capacities, if it is a sub-record office) and the sections attached to it. Indents for stationery prepared by the record clerk must be based on this rate list, which should be hung up in the record office for the information of sorters. When any change is ordered by the Head of the Circle in a stationery rate list, a revised list will be furnished by the Superintendent to the record clerk concerned.

Receipt of articles in compliance with indents

375. The articles of stationery passed by the Superintendent will be forwarded direct to the indenting record office, with an invoice (Form SK-3) containing a description of the articles. The invoice should be prepared in triplicate but two copies should be sent to the indenting office. The invoices which will be numbered in the same series as those relating to articles of sock, should be disposed of in accordance with the rules relating to the articles of stock.

376. All articles mentioned in rule 309, 339A and 368 will be supplied by the Postal Stock Depot unless otherwise ordered by the Director General.

377. All indents, whether for compliance by the Postal Stock Depot or not, must be forwarded, in the first instance, to the Postal Stock Depot, which will issue the invoices for the articles supplied on the indents both by itself and the Supplying Agency.

Indents for sorting-case labels

378. Sorting-case labels are supplied monthly by the Postal Stock Depot. The name on these labels will be printed in black on white paper. Each record clerk should prepare in duplicate a monthly indent, in form SK-12, showing details of the sorting-case labels required for the use of the sections attached to his office (and in the case of sub-record offices for the mail office) to replace labels that have become unserviceable. To one of the indent should be attached a sample of every label detailed in it; and on each of these samples (which may be either old bag-labels or sorting-case labels, or pieces of paper—about the size of a label—with manuscript entries) should be noted the number of labels required bearing the name entered on the sample. Particular care should be taken to write the names of offices legibly in the indent, and to see that the spelling, both in the indent and on the samples, is in accordance with that adopted in the Classified List of Post Offices, District Mail Offices, Mail and Sorting Offices and M.S.T., Sections in Pakistan (with Appendices).

379. Both copies of the indent should be submitted for countersignature to the Superintendent, who will dispose of them in the manner prescribed for indents for articles of stationery, the copy forwarded to the Postal Stock Depot being the one to which the samples are attached. The indent should be submitted by record clerks in time to reach the Superintendent not later than the 15th of each month, and the copies forwarded by the latter to the Postal Stock Depot should be dispatched so as to arrive at the Postal Stock Depot not later than the 1st of the following month.

380. The labels passed by the Superintendent will be supplied direct to the indenting record office in accordance with the procedure prescribed for the supply of books and forms.

381. In order that the number of labels indented for by all Divisions in any month may not be more than can be conveniently got printed by the Postal Stock Depot, care should be taken by record clerks to indent for only such labels as are actually wanted to replace damaged or unserviceable ones. Ordinarily, every record office will have occasion to indent for some labels every month; but record clerks should not consider themselves bound to indent for labels when none are really required.

Attache Cases

382. The attaché cases supplied to sorters, mail guards and van-peons are the property of Government and belong to the Division in which the holders are for the time being employed. When the holder of an attaché case is transferred, he should make over the attaché case in his possession to the record clerk of the Division from which he is transferred, and will receive from the record office of the Division to which he is transferred the attaché case held by the sorter, mail guard or van-peon of the latter Division whom he replaces, or if he joins a new appointment, any serviceable attaché case that may be available. Sorters, mail guards and van-peons going on leave, dismissed, retiring from Government service, or ceasing to belong to the class of officials to whom attaché cases are supplied, should return the attaché case issued to them.

383. (1) The date of issue of every attaché case should be clearly and indelibly marked on it, and no demand for a new attaché case in replacement of one previously supplied is to be complied with, unless the latter has been—

(*a*) in use not less than three years, or

(*b*) lost, destroyed or damaged under circumstances beyond control, a certificate to the effect that he has personally ascertained the fact being recorded by the Superintendent.

(2) Sorters, mail guards and van-peons are responsible for keeping their attaché cases in serviceable condition for at least three years, and if during that period attaché case is damaged, lost or destroyed by a sorter, mail guard or van-peon, either through carelessness or negligence, it must be repaired or replaced at his own expense.

NOTE.—A small reserve stock of attaché cases may be kept at every record office to which candidates are attached for issue to them whenever they are sent out with a section either to learn or to take the place of an absent sorter, mail guard or van-peon, the attaché cases being returned to the record clerk when a candidate's duties no longer require him to travel. In indents for attaché cases required for this purpose, this fact as well as the number of candidates attached to the record office should be stated.

Transfers of surplus articles of stationery

384. Any articles of stationery found to be in excess of the requirements of an office, owing to the status of the office being changed, or from any other cause, may be transferred, under the orders of the Superintendent, to any other office requiring them.

385. When articles of stationery are transferred from one office to another, the order authorising the transfer must be noted in the stationery register.