APPENDIX NO. 1

[Referred to in rule 685]

List of Returns due from the Direction

Nature of return	*Period for which due*	*Due date*
(A) ***From the Director-General, Pakistan Post Office to the Ministry of Postal Services, Government of Pakistan.***		
1. Corrections to Postal Services Division's list of officers in BPS-17 and above.	Half-yearly.	31st July, 31st January.
2. Annual Report.	Yearly.	10th October.
3. List of official publications not included in the General Catalogue of Government of Pakistan publications—printed during the last calendar year.	Yearly.	31st March.
4. List of petitions to the President of Pakistan withheld by the Director-General.	Quarterly.	21st of January, April, July and October.
(B) ***From the Director General, Pakistan Post Office to the Establishment Division, Government of Pakistan.***		
1. Performance Evaluation Reports on officers in BPS-17 and above.	Yearly	BPS 20-21 by 31st January BPS 19 by 28th February BPS 17-18 by 31st March.
2. Seniority list of Postal Group Officers in BPS 17 and above	Yearly	31st January.
(C) From the Director-General, Pakistan Post Office to the Government of Pakistan Finance Division.		
1. Preliminary Budget Estimate and Budget Notes.	Yearly	15th December.
2. Final Budget Estimate.	Yearly	15th January.
3. Monthly distribution of budgeted revenue and expenditure.	Yearly	7th August.
4. Preliminary Estimates of	Yearly	15th December.

Nature of return	*Period for which due*	*Due date*
Demands for next year.		
5. Statement of losses debited to General Revenue on account of Savings Bank and Cash Certificate frauds sanctioned by the Ministry of Postal Services.	Monthly	Third week of the month following that to which the sanctions relate
(D) From the Director-General, Pakistan Post Office to the Director General of the International Bureau, Universal Postal Union, Berne, Switzerland		
1. Postal statistics.	Yearly	Last week of July.
2. Postal statistics.	Triennial.	Last week of July (in 2010, 2013, 2016 and so on).

APPENDIX NO. 2

[Referred to in rules 88 A and 91]

The Government Servants (Conduct) Rules, 1964

[Printed in the Post Office Manual, Volume III, Edition 2005.]

APPENDIX NO. 3

[Referred to in rule 693]

Distribution of publications

1. ***Mode of distribution.—***The publications issued by the Director-General are ordinarily stocked by the Publications Branch, Pakistan Post Office Directorate General and distributed by them according to instructions issued by the Director-General. With the exception of a few publications, copies required in a Circle for official use or for sale will be sent in installments, if necessary to the Postal Stock Depot for distribution in accordance with the lists supplied to the latter by the Head of the Circle. In addition to the number actually needed, 10 per cent of this number will be sent for stock, wherefrom further demands, from whatever cause arising, should be met by the Postal Stock Depot. It only when this spare stock of any publication in the Postal Stock Depot needs replenishing, that application should be made to the Director-General through the Head of the Circle for a further supply; otherwise all correspondence in respect of a publication should be conducted with the Postal Stock Depot. Any instances of short supply or non-supply should be brought to the notice of the Publications Branch, Pakistan Post Office Directorate General.

2. ***Preparation of invoices.—***The despatch of any publication sent from the Publication Branch to the Postal Stock Depot or to offices, as the case may be, will be advised by an invoice showing the full number due to the Circle. The invoice will be numbered in a consecutive annual series for each Postal Stock Depot, and a blank invoice, closing each series, will be issued on the 30th June of every year. In the case of publications sent in more than one installment, with each installment, except the last, a numbered memo. will be enclosed bearing the words "Further supply will follow" and the memo. accompanying the final installment, completing the supply, will bear a remark to that affect.

3. ***Distribution Lists and Consolidated statements.—***A consolidated statement showing the number of copies of each publication required for the Circle (whether distributed by the Postal Stock Depot or by the Publication Branch) will be submitted by the Head of the Circle to the Director-General, together with a copy of each distribution list supplied to the Postal Stock Depot. Whenever any change is necessary in the consolidated statement or in any of the Distribution Lists, a revised statement or list or both (as the case may require) will be forwarded to the Director-General and to the Postal Stock Depot.

4. ***Subscription for "L'Union Postale".—***(1) The Head of each Circle should ascertain the number of copies of the journal "L'Union Postale"

which may be required by officials in his Circle; all details regarding subscribers' names, etc., should be kept up in a register in the office of the Head of the Circle, the *total number* of copies of the journal required for the Circle each half year being communicated to the Director-General, together with information as to the names and addresses of only those subscribers who desire to have their copies sent to them direct by the International Bureau, Berne. Copies of the journal for subscribers other than those who desire to have their copies sent to them direct by the International Bureau will be forwarded by the Director-General to the Head of each Circle for detailed distribution.

(2) Subscriptions should be paid into the office of the Head of the Circle *at the time* that request are made for copies, and, if any subscriptions are not so remitted the Head of the Circle should take steps to secure payment promptly. The total amount of subscriptions for each Circle should be remitted in one sum by service money order to the Director-General as early as practicable.

(3) Subscribers having once registered their names for the half year should not be allowed to cancel their subscriptions during that half year. Subscriptions for a broken period cannot be recognised, as the journal can only be ordered for each half calendar year (January–June and July–December). In no case will refund of subscriptions once paid be allowed.

5. The lists annexed will show the publications issued for use in the Pakistan Post Office Department.

List I

List of publications issued from the Direction

Title of publications	To whom supplied
1. Post Office Manual, Volume I (Legislative Enactments).	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, Pakistan Post Office Department. Postal Staff College. Postal Training Centres. Head offices. Selection Grade sub-offices. Postal Stock Depots. Record Offices. Returned Letter Offices.
2. Post Office Manual, Volume II (General Regulations).	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, P.P.O. Department).

APPENDIX NO. 3

Title of publications	To whom supplied
	Postal Staff College. Postal Training Centres. Head offices. Sub-offices. Record offices. Postal Stock Depots. Returned Letter Offices.
3. Post Office Manual, Volume III (Schedule of administrative powers of officers of the Pakistan Post Office).	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, Pakistan Post Office Department. Postal Staff College. Postal Training Centers. Head offices. Selection Grade sub-offices. Record offices. Postal Stock Depots. Returned Letter Offices.
4. Post Office Manual, Volume IV (Establishments).	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, Pakistan Post Office Department. Postal Staff College. Postal Training Centres. Head offices. Selection Grade Sub-offices. Record offices. Postal Stock Depots. Returned Letter Offices.
5. Post Office Manual, Volume V (Post Office and Mail Sorting and Transportation, General Regulations).	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, Pakistan Post Office Department. Postal Staff College. Postal Training Centers. Head offices. Sub-offices. Record offices. Postal Stock Depots. Returned Letter Offices.
6. Post Office Manual, Volume VI (Post Office).	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, P.P.O. Department. Postal Staff College. Postal Training Centres.

APPENDIX NO. 3

Title of publications	To whom supplied
	Head offices. Sub-offices. Postal Stock Depots. Returned Letter Offices.
7. Post Office Manual, Volume VII (Mail Sorting and Transportation).	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, P.P.O. Department. Postal Staff College. Postal Training Centres. Head offices. Record offices. Postal Stock Depots. Returned Letter Offices.
8. Post Office Manual, Volume VIII (Post Office and Mail Sorting and Transportation Supervising officers).	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, P.P.O. Department. Postal Staff College. Postal Training Centres. Head offices. Head Record Offices. Stock Depots. Returned Letter Offices.
9. Post Office Manual Volume IX (Training).	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, PPO Department. Postal Staff College. Postal Training Centres.
10. Rules for Branch Offices.	Heads of Circles. Supervising officers Post Office and MST (except Assistant Superintendents, M.S.T). Director of Accounts, P.P.O., Department. Postal Staff College. Postal Training Centres. Head offices. Sub-offices which have branch office or offices in account with them. Head Record offices. Postal Stock Depots. Returned Letter Offices. All branch offices. (departmental or extra-departmental)
11. Instructions regarding opening	Heads of Circles. Supervising Officers Post Offices and MST.

APPENDIX NO. 3

Title of publications	To whom supplied
and operation of Franchise Post Offices.	(Except Assistant Superintendents, MST). Director of Accounts, P.P.O Department. Postal Staff College. Postal Training Centres. Head Offices. Sub-Offices dealing with Franchise Post Offices. Head Record Offices. Postal Stock Depots Returned Letter Offices. All Franchise Post Offices.
12. Procedure for operation of Urgent Mail Service.	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, Pakistan Post Office Department. Postal Staff College. Postal Training Centers. Head offices. Sub-offices concerned. Record offices. Postal Stock Depots. Returned Letter Offices.
13. Procedure for operation of Express Mail Service (formerly International Speed Post Service).	*-Ditto-*
14. Procedure for operation of Fax Mail Service.	*-Ditto-*
15. Procedure for operation of Urgent Money Order.	*-Ditto-*
16. Procedure for Operation of Fax Money Order.	*-Ditto-*
17. Rules for Collection of Provincial Taxes and Fees in Post Offices.	*-Ditto-*
18. Instructions regarding Postal Draft Service.	*-Ditto-*

APPENDIX NO. 3

Title of publications	To whom supplied
19. Post Office Savings Bank Rules.	All Post Offices authorized to transact Savings Bank business. Director of Accounts, P.P.O. Department.
20. Pamphlet containing defence savings certificates rules and other such rules.	All post offices authorized to transact savings certificates business. Director of Accounts, Pakistan Post Office Department.
21. Tariff Manual	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, Pakistan Post Office Department. Postal Staff College. Postal Training Centers. Head offices. Sub-offices. Record offices. Postal Stock Depots. Returned Letter Offices.
22. Foreign Post Manual, Volumes I and II.	Heads of Circles. Superintendents of Post Office and M.S.T. Supervising Officers concerned. Director of Accounts, PPO Department. Postal Staff College. Postal Training Centres. Head Offices. Record Offices Postal Stock Depots. Returned Letter Offices.
23. Classified List of Post Offices, District mail offices, mail and sorting offices and M.S.T. sections in Pakistan (with Appendices).	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, P.P.O. Department. Postal Staff College. Postal Training Centers Postal Stock Depots Returned Letter Offices. Head offices. Sub-offices. Record offices. Branch offices as the Head of the Circle may select. District Mail Offices. All sets of mail offices and sections (sorting and transit) attached to Record offices.
24. Alphabetical list of	All Offices which receive Classified list of Post

APPENDIX NO. 3

Title of publications	To whom supplied
Pakistan Post Offices.	Offices, District mail offices, mail and sorting offices and M.S.T. sections in Pakistan (with Appendices).
25. Post Office Guide.	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, Pakistan Post Office Department. Postal Staff College. Postal Training Centers. Head offices. Sub-offices. Record offices. Postal Stock Depots. Returned Letter Offices.
26. Post Office Pocket Guide (*in English*).	Heads of Circles. Other offices as the Head of the Circle may select.
27. Book of Standard Printed Forms.	Heads of Circles. Supervising officers (Post Office and MST). Director of Accounts, PPO Department. Postal Staff College Postal Training Centres. Head Offices, Sub-Offices, Record Offices, Postal Stock Depots. Returned Letter Offices.
28. Pamphlet of the Rules regarding Returned Letter Offices.	All Returned Letter Office clerks. Postal Staff College. Postal Training Centres.
29. Pamphlet of the Rules regarding Overseers.	All Mail Overseers, Cash Overseers, etc. Postal Staff College. Postal Training Centres.
30. Pamphlet entitled "Air Mail"	Heads of Circles. Other offices as the Head of the Circle may select.
31. Abstract of Postal Information (Pamphlet).	Branch postmasters (including extra-departmental agents), postmen and village postmen.
32. Catalogue of articles supplied.	Heads of Circles. Superintendents of post offices and MST. Assistant Superintendents of post offices. Head Offices. Postal Stock Depots. Returned Letter Offices.

APPENDIX NO. 3

Title of publications	To whom supplied
33. Collection of Post Office Inspection Report Forms.	Heads of Circles. Supervising Officers, Post Office and MST (except Assistant Superintendents, MST). Director of Accounts, PPO Department. Postal Staff College. Postal Training Centres. Head Offices. Postal Stock Depots. Returned Letter Offices.
34. Collection of Mail Sorting and Transportation Inspection Report Forms.	Heads of Circles. Supervising Officers, Post Office and MST (except Assistant Superintendents of Post Offices). Director of Accounts, PPO Department. Postal Staff College. Postal Training Centres. Record Offices.
35. List of Officers of the Pakistan Post Office Department.	Heads of Circles. Director of Accounts P.P.O. Department. Superintendents and other senior officers of the Post Office and MST.
36. Report on the work of the Pakistan Post Office Department.	Heads of Circles Director of Accounts, P.P.O. Department. Postal Staff College. Postal Training Centres. Superintendents of Post Offices and M.S.T.

List II

List of publications issued by the Finance Division/Auditor-General / Controller General of Accounts/ Director of Accounts, Pakistan Post Office Department.

Title of publications	To whom supplied
1. History of services of Postal officers and other officers in BPS-16 and above in the Department.	Heads of Circles. Other Offices as the Head of the Circle may select.
2. Compilation of the Fundamental and Supplementary Rules.	Heads of Circles. Supervising officers, Post Office and MST. Postal Staff College. Postal Training Centers. Postal Stock Depots. Head offices.

APPENDIX NO. 3

Title of publications	To whom supplied
	Record offices. Returned Letter Offices.
3. Compilation of the Provident Fund Rules.	Heads of Circles. Supervising officers, Post Office and MST. Postal Staff College. Postal Training Centers. Postal Stock Depots. Head offices. Record offices. Returned Letter Offices.
4. Posts and Telegraphs Initial Account Code, Volume I (General Account Code).	Heads of Circles. Supervising officers, Post Office and MST. Postal Staff College. Postal Training Centres. Postal Stock Depots. Head offices. Head Record Offices. Returned Letter Offices.
5. Chart of Classification of the Pakistan Post Office Department receipts and disbursements.	Heads of Circles. Supervising officers, Post Office and MST. Postal Staff College. Postal Training Centres. Postal Stock Depots. Head Offices. Head Record Offices. Returned Letter Offices.
6. Book of Initial Account Forms.	Heads of Circles. Supervising officers, Post Office and MST. Postal Staff College. Postal Training Centres. Postal Stock Depots. Head offices. Head Record Offices. Returned Letter Offices.
7. Schedule of Financial Powers of the Officers of the Pakistan Post Office Department.	Heads of Circles. Supervising officers, Post Office and MST. Postal Training Centers Head Offices. Head Record Offices. Postal Stock Depots Returned Letter Offices.
8. Manual of Appointments	Heads of Circles.

APPENDIX NO. 3

Title of publications	To whom supplied
and Allowances of Officers of the Pakistan Post Office Department.	Supervising officers, Post Office and MST. Postal Staff College. Postal Training Centres. Postal Stock Depots. Head offices. Selection-grade sub-offices other than selection-grade town sub-offices. Head Record Offices and selection-grade sub-record offices. Returned Letter Offices.

List III

List of publications issued by Heads of Circles

Title of publication	To whom supplied
1. Rules relating to postmen, village Postman, mail peons, letter-box peons and packers.	Head, sub and branch offices—for issue to postmen, village postmen, mail peons, letter-box peons and packers attached to the offices.
2. Hours of business (*Notice*).	All posts offices.
3. Hours of despatch and delivery of mails (*Notice*).	All post offices.
4. Abstract of Postal Information (in Urdu)	Branch Postmasters (including Extra departmental agents) Postmen and village Postmen who do not know English.

List IV

List of publications issued by the Universal Postal Union that are distributed by the Direction

Title of publication	To whom supplied
1. List of Addresses, heads and senior officials of postal administrations and Restricted Postal Union including their e-mail addresses	Director, International Postal Services. International Post Branch, Pakistan Post Office Directorate General. Accounts Officer, International Mail Office (Parcels), Karachi.
2. International list of Post Offices	International Post Branch, Pakistan Post Office Directorate General,

APPENDIX NO. 3

	Offices of Exchange.
3. Compendium of transit information comprising a list of kilometric distances relating to land sectors of mail in transit and a list of transit services provided for surface mail (including S.A.L. mail)	International Post Branch, Pakistan Post Office Directorate General. International Mail Office (Parcels), Karachi.
4. List of equivalents	International Post Branch, , Pakistan Post Office Directorate General, International Mail Office (Parcels), Karachi.
5. List of prohibited Articles	International Post Branch, Pakistan Post Office Directorate General. Controller, International Mail Office (Parcels), Karachi.
6. Compendium of postal administration's internal charges	International Post Branch, Pakistan Post Office Directorate General.
7. Statistical data relating to the postal services (internal and international)	International Post Branch, Pakistan Post Office Directorate General.
8. General List of Airmail Services (List CN 68)	International Post Branch, Pakistan Post Office Directorate General. Quality of Service Branch. International Mail Office (Parcels), Karachi.
9. List of airmail distances	International Post Branch. Quality of Service Branch. Controller, International Mail Office (Parcels), Karachi.
10. Multilingual Vocabulary of the International Postal Union	International Post Branch, Pakistan Post Office Directorate General. Offices of Exchange
11. Manual containing Organic Acts of the Universal Postal Union	International Post Branch, Pakistan Post Office Directorate General. Offices of Exchange Postmasters General.
12. Letter Post Manual	International Post Branch. Offices of Exchange. Postmasters General
13. Parcel Post Manual	International Post Branch. Offices of Exchange. Postmasters General.
14. Postal Financial Services Manual	International Post Branch. Offices of Exchange. Postmasters General.

APPENDIX NO. 3-A

[Referred to in rule 693 B]

Supply of Post Office Publications and Code Books

Below is given a list of Post Office Publications and other Codes to be supplied free of cost as personal copies to Junior Accountants, Senior Accountants, Accounts Officers, etc; (including Probationers of the Post Office Accountants Service.) The officials who are eligible for free supply, as well as the probationers, should apply to the Heads of the offices in which they are employed, who, after satisfying themselves as regards the eligibility of the applicants, and that a free supply had not already been made to them either by this Department or by other Departments in which they were formerly employed will arrange for the supply from the source from which they normally obtain departmental and other publications for use in their offices: –

1. Compilation of Fundamental Rules and Supplementary Rules Volumes I and II.
2. Civil Services Regulations with Appendices.
3. Posts and Telegraphs Account Code.
4. Posts and Telegraphs Initial Account Code Volumes I and II.
5. Appendix 4 to the Posts and Telegraphs Initial Account Code Volume I.
6. Treasury Rules.
7. Post Office Manuals Volumes II, III, IV, V, VI, VIII and IX.
8. System of Financial Control and Budgeting.
9. Schedule of Financial Powers of Officers of the Pakistan Post Office Department.
10. Manual of Appointments and Allowances of Officers of the Pakistan Post Office Department.
11. Books of Initial Accounts Forms.
12. General Financial Rules Volumes I and II.
13. Audit Code.
14. Audit Manual.
15. Accounts Code Volumes I, II, III and IV.
16. A Manual of Travelling Allowance Rules.
17. A Hand Book for Drawing and Disbursing Officers.

APPENDIX NO. 4

[Referred to in rule 796]

Re-appropriation

The Director General, Pakistan Post Office Department exercises full powers, subject to the observance of the following general restrictions and to the supply of a certificate to audit while issuing orders for re-appropriation to the effect that the expenditure to be met by re-appropriation from the relevant minor and detailed objects was not foreseen at the time of budget; the expenditure cannot be reduced nor can it be postponed to the next year; and the expenditure in question was not specifically disallowed by the Finance Division at the time of approving the budget estimates.

General Instructions

(I) (a) No appropriation or re-appropriation may be made:

(i) from one grant to another;
(ii) after the expiry of the financial year;
(iii) between funds authorized for expenditure charged on the Federal Consolidated Fund and other expenditure;

(b) Funds may not be appropriated or re-appropriated to meet:

(i) any items of expenditure which has not been sanctioned by an authority competent to sanction it;
(ii) expenditure on a 'new service' not provided for in the budget estimates authorized for the year; and

NOTE.— If funds to meet a new service are available under the relevant grant re-appropriation for such new service may be made after a token sum has been allocated through a supplementary grant.

(iii) Expenditure for a purpose the allotment for which was specifically reduced or refused by the National Assembly.

(II) All powers of appropriation and re-appropriation conferred upon the Department are subject to the condition that without the previous consent of the Financial Adviser / Finance Division:

(a) an authority may not meet, by re-appropriation, expenditure which it is not empowered to meet by appropriation;.
(b) Lump-sum provision for expenditure included in a grant may not be appropriated or re-appropriated;

(c) No re-appropriation may be made:

(i) from Development to Current Expenditure and vice-versa;
(ii) from to, or within the Employees Related Expenses, from Operating Expenses-Communication; telephones and trunk calls, telex, tele-printer and fax, electronic communication; Utilities: Gas, Water, Electricity; Secret Service Expenditure, Unforeseen Expenditure for Disaster Preparedness and Relief and Occupancy Costs.
(iii) of provision specifically made in the budget for expenditure in foreign exchange to expenditure in local currency; and
(iv) of provision allowed as supplementary grant;

(d) Funds may not be appropriated or re-appropriated to meet any expenditure, which is likely to involve further outlay in a future financial year.

(III) (a) The Department shall not be authorized to re-appropriate funds from one development scheme to another development scheme. In exceptional cases, however, re-appropriation of such funds may be allowed, where necessary, by Financial Adviser on the recommendation of Planning and Development Division.

NOTE.__ In the case of expenditure on works the conditions laid down in paragraphs 31 and 32 of Appendix 6 to the Central Public Works Account Code shall also apply.

(b) In the case of development schemes controlled / executed by the Planning and Development Division themselves, approval for re-appropriation of funds from one development scheme to another, if necessary, shall be made with the prior approval of the Financial Adviser to that Division.

NOTE.__ Appropriation or re-appropriation in accordance with General Instructions No. (I), (II), and (III), by competent authority will, if that authority is authorized to sanction the expenditure in question, operate as sanction to such expenditure.

SPECIAL REMARKS:- All Postmasters General, General Managers, Postal Life Insurance, and the Director, Postal Staff College will also exercise full powers regarding re-appropriation of funds subject to observance of all conditions laid down in General Instruction No. (I), (II) and (III) above in the light of the Memo No. B. 16/8/2003 (Pt) dated 8th November, 2007 and December 17, 2008 issued by the Director General, Pakistan Post Office Department.

[Authority: Extract of Serial No.5 of Annexure I from the Book of System of Financial Control and Budgeting September, 2006. published by the Government of Pakistan, Finance Division, Islamabad.]

APPENDIX NO. 5

[Referred to in Note below rule 743]

List of items in the Pakistan Budget which are not to be submitted to the vote of the National Assembly.

The following is a list of items in the Pakistan Budget which are not to be submitted to the vote of National Assembly.

Such expenditure shall be charged upon the Federal Consolidated Fund under the provision of Article 81 of the Constitution of the Islamic Republic of Pakistan, 1973:-

(a) the remuneration payable to the President and other expenditure relating to his office, and the remuneration payable to-

(i) the Judges of the Supreme Court;
(ii) the Chief Election Commissioner;
(iii) the Chairman and the Deputy Chairman;
(iv) the Speaker and the Deputy Speaker of the National Assembly.
(v) the Auditor-General.

(b) the administrative expenses including the remuneration payable to officers and servants of the Supreme Court, the department of the Auditor-General and the Office of the Chief Election Commissioner and of the Election Commission and the Secretariats of the Senate and the National Assembly.

(c) all debt charges for which the Federal Government is liable including interest, sinking fund charges, the repayment or amortization of capital, and other expenditure in connection with the raising of loans, and the service and redemption of debt on the security of the Federal Consolidated Fund.

(d) any sums required to satisfy any judgment, decree or award against Pakistan by any Court or Tribunal; and

(e) any other sums declared by the Constitution or by Act of Majlis-e-Shora (Parliament) to be so charged.

APPENDIX NO. 6

Form of Memorandum to the Standing Finance Committee

Deleted.

APPENDIX NO. 7

[Referred to in rule 151]

Rules for the guidance of various authorities in Pakistan in disposing of claims for compensation for loss of property by civil officers.

The text contained in this Appendix has been incorporated as paragraphs (2) and (3) of rule 151 of this Volume

APPENDIX NO. 8

[Referred to in rule 183]

Rules regarding the use of uniforms by officers in civil employ.

[The rules regarding the use of uniforms by officers in civil employ are under revision by the Ministry of Interior and will be incorporated as soon as the same are revised.]

APPENDIX NO. 9

List of officers to whom copies of General Orders should be supplied

Officers to whom copies of all General Orders should be supplied

(1) Heads of Circles and other administrative officers directly subordinate to the Director General.

(2) Director of Accounts, Pakistan Post Office Department.

Officers to whom copies of G.Os. relating to Post Office and Mail Sorting and Transportation should be supplied

(3) Regional Deputy Postmasters General and Superintendents of post offices and Mail Sorting and Transportation in charge of Divisions.

(4) First class postmasters, 2nd class postmasters and sub-postmasters in the selection grade except those in charge of no-delivery sub-offices.

(5) Assistant Superintendent of post offices and Mail Sorting and Transportation..

(6) Head record clerks, record or sub-record clerks in the selection grade.

APPENDIX NO. 10

[Referred to in rule 580]

Statement showing different classes of fire extinguishers and the characteristics of each class.

Classes of fire extinguishers/ Characteristics	Soda and Acid type-Of two types (A) brought into use by inverting the extinguisher (B) by striking a piston head.	Compressed gas type.	Foam type.	Carbon Tetrachloride type- Of two kinds which operate (A) By means of a pump embodied in the extinguisher (B) By means of a cartridge of compressed carbon di-oxide gas.
1	2	3	4	5
1. Nature of combustion : (i) Wood, Textiles, Paper, Rubbish and general house hold risks.	Very suitable__ Inexpensive and reliable if inspected regularly.	Comparatively expensive but very suitable especially when chemical action of the solutions might damage valuable and delicate articles.	Not specially suitable.	Not adapted and should not be installed to cover general domestic risks.
(ii) Spirits, Oils, Varnishes.	Not well adapted.	Not well adapted.	Best available for this class of fire.	Not very well adapted but more efficient than the Soda pressed gas type.
(iii) Electrical Machinery.	Not specially suitable.	Not specially suitable.	Not specially suitable.	Best available and particularly suitable as the liquid is a non-conductor and will not damage delicate electrical machinery such as switch boards, motor windings, etc. Note: however that the gases given off when the liquid comes in contact with heated surfaces are dangerous in confined spaces.
(iv) Motor cars, lorries and petrol engines.	Ditto	Ditto	Very efficient.	Very efficient specially for a carburetor fire or petrol or oil burning round an engine.

APPENDIX NO. 10

1	2	3	4	5
2. Attention required.	Should be recharged at least once in 24 months and inspected regularly to see that they are not partially or wholly discharged. If extinguishers in Sub-Division 'A' are knocked over, they must be recharged at once. Occasionally control valve is fitted specially to 3, 4 & 5 gallon types. This is valuble as it conserves liquid while the appliance is being moved to attack other parts of fire, but valve and seating need attention.	Requires practically no attention. It will remain efficient for many years.	Contents require stirring about every 2 months and reacharging once in I2 months. Requires regular inspection to see that it is not wholly or partially discharged. If knocked over must be recharged at once. Flow of liquid can be made intermittent by closing nozzle aperture with the finger or thumb.	A – If outer casing of this type is damaged or dented, apparatus may be rendered inoperative; otherwise requires no attention and will remain efficient for years. Actual quantity required to extinguish fire is easily controlled and this is a good feature as liquid is somewhat expensive. Not very easy to direct jet while working pump handle. B. Requires no attention whatever, will remain efficient for years. If put in to operation, the whole of the liquid is used even if fire is mastered with a part thereof. Very easy to direct jet, but flow of liquid cannot be made intermittent as with the Sub-Divisional 'A' type.
3. Most common sizes.	Two gallons, but made up to 5 gallons hand size and 50 gallons on wheeled carriage.	2 to 5 gallons.	Two gallons, but made up to 50 gallons on wheeled carriage.	1 quart
4. Nature of principal extinguishing agent.	Liquid (soda solution).	Liquid (any solution).	Foam (a mass of tenacious bubbles filled with carbonic acid gas.	Free gas, volume of which is increased as liquid becomes vaporized by heat of fire.

APPENDIX NO. 11

[Referred to in rule 610-B]

Rules for the occupation of inspection quarters of the Pakistan Post Office Department

1. The inspection quarters are directly under the officer-in-charge of the buildings in which they are situated, or such other officer as may be nominated by the Head of the Circle.

2. (1) Officers of BPS 16 and above of the Pakistan Post Office Department, including those belonging to Postal Audit offices, and any other serving officers in BPS-16 and above of the Federal Government, Provincial Governments, autonomous and semi autonomous bodies, specially authorized by the Head of the Circle, may occupy the quarters while on tour in their official capacity for a period not exceeding seven days at a time. The period of seven days may, however, be extended with the previous permission of the Director General as a special case.

(2) Officers of Departments of the Federal Government, Provincial Governments, Semi Government, Autonomous and semi-autonomous bodies, and Local Administrations on official duties may also be permitted to occupy departmental inspection quarters when these can be spared without inconvenience to officials of the Pakistan Post Office Department. Such officials will be required to pay the full charges at the rates in force from time to time and their stay will be limited to a maximum period of seven days at a time. Inspection quarters occupied in this way by officials of other Departments, etc., will have to be vacated at 24 hours' notice if required by Postal officials on duty.

3. (1) No officer is permitted to occupy the Inspection quarters at his own headquarters, but when an officer is transferred to or from a station or is returning from long leave to a station where there are Inspection quarters, he may occupy them for a period not exceeding seven days, provided in the case of officers returning from long leave that the quarters are not required by any other officer of the Department on Government duty.

(2) In very exceptional cases the Director General at his level may allow such an officer of the Department in writing to occupy Inspection quarters for a period not exceeding one month keeping in view the requirements of other officers visiting that station on duty. Such a permission will not however be given as a matter of course. It must be obtained invariably in writing in advance by the officer concerned. The rent will be charged from the officer concerned in advance on weekly basis at the rates prescribed in rule 6 below.

3-A. *Deleted.*

4. Applications for occupation of Inspection quarters should ordinarily be submitted to the officer designated, at least seven days prior to the date on which the quarters are required giving the name, designation, the date and time of arrival and anticipated period of stay of the officer intending to occupy the inspection quarters.

5. In cases where two or more officers require quarters for the same or overlapping periods, the accommodation should be reserved for the officers strictly according to priority of receipt of application *irrespective* of *rank*. In cases where requisitions are received at the same time from two officers for the reservation of quarters, priority should be given to the junior officers.

NOTE.— Preference will be given to a postal officer over a non-postal functionary in the reservation of accommodation in the inspection quarters.

5A. (1) The stay of the serving, retired or ex-officers as well as their families in the inspection quarters for non-official and private occupancy may be allowed for a period not exceeding seven days subject to availability of accommodation. For this purpose the application containing written request from the serving or retired Postal or other officer should ordinarily be submitted at least seven days prior to the date on or from which the inspection quarters are required for non-official occupancy. The application should indicate the name, present or last designation, current residential address, telephone contact numbers, the date and time of arrival, anticipated period of stay, etc; of the serving or retired officer intending to occupy the inspections quarters. In case of private occupancy of a member of his / her family the application will additionally indicate the particulars of such member of the family who will stay in the inspection quarters. Such a reservation will be made for the family of serving or retired Postal or other officer whose name and designation shall be specified in the reservation slip.

NOTE 1.— For the purpose of the inspection quarters the term "family" means, (a) in the case of a male officer, the wife or wives and in the case of female officer her husband; and (b) the sons and daughters of the officer.

NOTE 2.— Postal or other officers / officials unauthorizedly continuing the occupation of the inspection quarters beyond the permitted period of stay will render themselves liable to departmental disciplinary action. In addition to this they will be liable to be ejected forthwith by the officer incharge of the inspection quarters.

(2) The stay of guests or, relatives (other than their own family members) or friends of serving, retired or ex-officers of the Pakistan Post Office Department, Federal Government, Provincial Governments, Semi Government and Autonomous Bodies shall not be permitted unless they are referred to by such officers. Such a stay shall be for a period not exceeding

three days and subject to availability of accommodation and also that the inspection quarters is not required by entitled officers or officials on duty or otherwise or for private visits of their families. Application for reservations for stay in inspection quarters for the guests, friends or relatives will specifically indicate the name and other particulars of such persons. Such a reservation for stay will not be made in the name of the serving or retired officer making the request but in the name of the person who will actually occupy the Inspection quarters care of the officer concerned.

NOTE.— No stay of such persons beyond three days shall be permissible in any circumstances. Any such person unauthorizedly occupying the inspection quarters beyond three days shall be liable to be ejected forthwith by the officer incharge.

(3) The reservation for stay in the inspection quarters shall not be transferable. If any serving or retired officer or any person in whose name reservation has been made does not stay in the inspection quarters and allows any other person to stay theirin, it shall be deemed that reservation has been transferred and shall stand cancelled. The officer incharge shall not allow such a person to occupy the inspection quarters. In addition to this the serving or retired officer or ex-official or person in whose name the reservation was actually made shall also be debarred from future reservation for a period of twelve months.

(4) The reservation slip as well as the original computerized national identity card, etc; of the person occupying the inspection quarters will be shown to the attendant as a proof of being a genuine occupant. If an occupant is unable to establish his / her identity he / she shall not be allowed to occupy the inspection quarters by the attendant or officer incharge.

5B. (1) If the reserved accommodation in the inspection quarters is not occupied within a reasonable time and at the latest by 0900 hours in the morning of the day following the date for and from which the reservation for stay was made, the reservation shall be deemed to have been cancelled unless it is renewed afresh in writing by the authority concerned. In this case the rent for the day on which the inspection quarters remained unoccupied will also be recoverable from the occupant at the time of his check in.

(2) The check in time to occupy and check out time to leave the inspection quarters will be 1200 hours which will be strictly observed by the occupants.

(3) The reservation for occupying the inspection quarters will be made on interim basis and the Pakistan Post Office Department reserves the right to cancel any reservation without any prior notice, if required by any officers or officials on duty.

(4) Reservation of a room in the inspection quarters will be made in writing in the prescribed format. Likewise cancellation of reservation will be made in black and white at least three days before the date of commencement of reservation.

6. (1) No authority other than the Director General is competent to declare any premises whether Departmental, rented or leased as the inspection quarters of the Pakistan Post Office Department.

(2) Departmental inspection quarters shall be classified with the prior sanction of the Director-General as follows: –

(*a*) First class, i.e. quarters which provide ample accommodation and good furniture in an expensive locality., and

(*b*) Second class, i.e. quarters which provide fairly good accommodation and furniture in stations where an officer could obtain cheap accommodation.

(3) (a) The persons occupying Inspection quarters will be charged rent at the rates as prescribed by the Director-General from time to time which will be notified in the Director General,s Circulars. The rent for occupying inspection quarters will be charged in advance by the officer incharge at the following rates:-

Sl. No.	Category of Occupants	Category of Inspection Quarters/Rent per day	
		1st Class Rs.	2nd Class Rs.
1.	Serving or retired officers of Pakistan Post Office Department and all other Government/Semi Government / Autonomous Bodies and their families on official or private visits.	800	400
2.	Gusts/relatives/friends referred by the above officers.	800	400

(b) There shall be no exemption to any body to payment of rent for occupying inspection quarters.

(c) Rent for Set No. 3 and No. 5 in the inspection quarters at Murree which comprises two separate but adjunct bed rooms, each room in each set having two beds will be charged 50% more than the rate given above.

(d) The Heads of Circles will determine and notify the category of each inspection quarters for the purpose of recovery of rent per day.

(e) A day's rent will be charged for occupation of the inspections quarters for any portion of the day. For the purpose of rent a day shall be calculated from mid-day to the mid-day.

(4) Serving or retired entitled officials in Basic Pay Scale 15 and below or equivalent and their families/relatives/guests/friends may be permitted to stay in the inspection quarters classified as 2nd Class, if available.

7. A register should be kept at the inspection quarters, in which all occupants at the time of occupation of the accommodation shall be required to enter their names, designation, full address, date and time of arrival. At the time of quitting the inspection quarters they will record date and time of departure, the rent due and paid and affix their signatures in the Register.

8. All occupants are required to pay in full in cash without fail to the officer-in-charge the rent and other charges due in advance before they occupy the quarters. The amount recovered should be credited in the accounts of the post office. A note should be made subsequently by the officer-in-charge in the register showing the date of credit of the amount and the office in which it is credited.

8A. (1) The persons occupying the Inspection quarters must keep the premises, furniture, bedding, etc; in clean and tidy condition.

(2) No part of the inspection quarters shall be used for any purpose for which it is not intended. The corridors, lobbies, passages and verandahs in the inspection quarters shall not be used by the occupants for storing baggage, luggage or any belongings.

(3) Not more than five persons including children of above three years age shall normally be allowed in a room. Two extra mattress/beddings and blankets, where available, may be provided for use free of charge.

(4) If the number of occupants excluding the children of three years or below exceeds five, the daily rent will be charged fifty percent more per day than the rate of rent prescribed in clauses (a) and (c) of rule 6(3) above. However, no extra mattress, bedding or blankets, etc; or service shall be provided. The number of occupants exceeding ten in a room including children above the age of three years shall not be allowed in any case.

(5) Cooking shall not be permissible except where kitchens are available. The occupants may avail of the free services of the cook in the

inspection quarters where available for cooking food, of course on payment of actual cost of supplies and items of food.

(6) The sanitary workers employed in the Inspection quarters shall be responsible for dusting the rooms and furniture and cleaning the bath rooms and toilets but will not be used by the occupants for their personal service.

(7) No electric appliances other than television, radio, lap-top computer and iron shall be used by the occupant in the Inspection quarters.

(8) All dues on account of accommodation, food as well as for losses, damages and breakages, if any, shall be paid in cash by the occupant to the officer incharge against signed receipt before his departure.

9. The officer-in-charge should also maintain a list of furniture, fittings, fixtures and other articles in the inspection quarters and a copy of it should be hung up in the inspection quarters.

10. The register maintained by the officer-in-charge of the inspection quarters should be inspected by the Head of the Circle or Audit officer, on the occasion of their visit to the station for inspection purposes, when the stock of furniture, crockery, etc., should also be verified.

11. (1) All officers or officials occupying the inspection quarters shall be responsible for any damage they or their family members or their servants may cause to the inspection quarters, fixtures, fittings, furniture, crockery, etc.

(2) Any loss, damage or breakage, etc; caused by the occupant or any members of his family or his servants to the building, furniture, fixtures or fittings or crockery belonging to the inspection quarters shall be made good by him readily. The officer incharge will enter on the proper register the particulars of such loss, damge or breakage, etc; and prepare a bill for such loss, damage or breakage, etc; and give it to the occupant for making payment immediately before he quits the inspection quarters.

12. Any complaints regarding the inspection quarters should be brought to the personal notice of the officer incharge in writing or addressed to the Head of the Circle.

13. (1) These rules should be exhibited in the inspection quarters for the information and guidance of touring officers and occupants.

(2) Any violation of these rules shall render the occupant liable to cancellation of his reservation and ejectment from the inspection quarters by the officer incharge.

APPENDIX NO. 12

[Referred to in rule 269-B (4) and 269-C]

Model rules governing the maintenance, etc., of inventories of Government Stores

1. A reliable list, inventory or account of all stores in the custody of Government servants must be maintained, in a form prescribed by the competent authority, to enable a ready verification of stores and check of accounts at any time, and transactions must be recorded in it as they occur.

2. Priced list, recording both quantities and values, must be maintained in cases where the stores are intended to be converted into money or where it is desired to distribute their cost over the works, items or objects on which they are actually used. In such cases, the expenditure on stores must be charged to a stores suspense head in the first instance.

3. Purely numerical inventories, recording quantities only, will suffice in cases when the stores are intended solely for the service of the Department keeping them and it is not desired to distribute their cost. In such cases the expenditure on stores must be charged off finally to the service concerned.

Note.—In some cases it may be found necessary to show prices against some articles, say, when, for facility of identification or other reason, it is desirable to distinguish costly articles from cheap articles bearing the same general description. Such articles should not be treated as priced articles if the requirements of this rule are otherwise satisfied.

4. The lists, inventories, or accounts of stores will in all cases be subject to such internal check as may be prescribed by the competent authority whether or not they are subject to any check by the Audit officer.

5. (1) A physical verification of all stores must be made at least once in every year under rules prescribed by the competent authority and subject to the condition that the verification is not entrusted to a person—

(i) who is the custodian, the ledger keeper, or the accountant of the stores to be verified, or, who is a nominee of, or is employed under, the custodian, the ledger keeper, or the accountant,

or

(ii) who is not conversant with the classification, nomenclature and technique of the particular classes of stores to be verified.

(2) The verification must never be left to low-paid subordinates, and in the cases of large and important stores, it should be, as far as possible,

entrusted to a responsible officer who is independent of the superior executive officer in charge of the stores.

6. In making a physical verification, the following instructions must invariably be observed: –

(*a*) Verification must always be made in the presence of the officer responsible for the custody of the stores or of a responsible person deputed by him.

(*b*) All discrepancies noticed must be brought to account immediately, so that the stores account may represent the true state of the stores.

(*c*) Shortages and damages, as well as unserviceable stores, must be reported immediately to the authority competent to write off the loss.

7. Balances of stores must not be held in excess of the requirements of a reasonable period. In order to ensure the observance of this rule, periodical inspection must be made by a responsible officer, who must submit a report of surplus and obsolete stores to the authority competent to issue orders for their disposal. The inspection must be made six-monthly in the case of perishable stores and once a year in the case of other stores unless there be good reason to the contrary. Stores remaining in stock for over a year should be considered surplus unless there is any good reason to treat them otherwise.

8. The previous sanction of the competent authority should be obtained to the sale of stores regarded as surplus or obsolete and to the write-off of the value of stores.

9. Where a priced inventory is maintained, it is essential that the values recorded therein shall not be materially in excess of the market value of the stores. The Head of the Department concerned must issue instructions to govern—

(*a*) the fixation of prices with reasonable accuracy;

(*b*) the periodical review and revision of rates; and

(*c*) the agency to be employed in periodical re-valuation.

Note.—The 'market value' of an article, for this purpose, means the cost per unit at which the article, or an article of a similar description, can be procured at a given time, from some suitable public markets. It should be inclusive of carriage and incidental charges, and may even include a reasonable provision for wastage, breakage and depreciation, when these are inevitable.

10. All losses must be duly recorded and formal sanction of the competent authority must be obtained in respect of them even though no formal correction or adjustment of accounts is involved.

11. (a) Losses due to depreciation must be analysed and recorded under the following heads, according as they are due to: –

(1) Normal fluctuation of market prices.
(2) Fair wear and tear.
(3) Lack of foresight in regulating purchases.
(4) Neglect after purchase.

(b) Losses not due to depreciation should be grouped under the following heads: –

(1) Losses due to theft.
(2) Losses due to neglect.
(3) Losses due to an act of God.
(4) Anticipated losses on account of surplusage of obsolete stores or of purchases in excess of requirements.

APPENDIX NO. 13

[Referred to in rule 153]

The Federal Services Medical Attendance Rules, 1990.

[11th August, 1990]

SRO 842(I)/90.- In exercise of the powers conferred by section 25 of the Civil Servants Act, 1973 (LXXI of 1973) and in supersession of the Central Services (Medical Attendance) Rules, 1958, the President is pleased to make the following rules, namely:-

1. (i) These rules may be called the Federal Services Medical Attendance Rules, 1990.

(ii) They shall apply to all Government servants other than those in railway service whose conditions of service are prescribed by rules made or deemed to be made by the Federal Government when they are on duty or on leave or under suspension in Pakistan or on foreign service in Pakistan.

2. In these rules, unless there is anything repugnant in the subject or context.

(*a*) "Government servant" means the serving and the retired Government servants.,

(*b*) "authorised medical attendant" means: –

(i) In the case of Government servants in BPS 1 to 15 "Medical Officer", and

(ii) in the case of Government servants in BPS 16 and above, Civil Surgeon, Associate Physician and Assistant Surgeon.,

(*c*) "district" means the district in which the Government servant falls ill.,

(*d*) "family" means parents, husband, wife, legitimate children and step children of Government servant's parents, sisters and minor brothers residing with and wholly dependent upon him.,

Explanation.___ **(1)** Wife of a Government servant shall be deemed to be wholly dependent upon him so long as she is not judicially separated, and where the wife herself is a Government servant (that is, the servant of the Central or a Provincial Government) the husband shall be entitled to claim any benefit admissible to him in respect of the wife if she does not claim the benefit in her own right as a Government servant.

Explanation.__ (2) Sons and step sons of Government servant shall be deemed to be wholly dependent upon him till they complete the age of eighteen years, and shall thereafter be deemed to be so dependent only if he certifies that they are wholly dependent upon him.

Explanation.__ (3) Daughters and step-daughters of a Government servant shall be deemed to be wholly dependent upon him till they are married, and thereafter shall normally be assumed to have ceased to be so dependent unless he certifies that they are wholly dependent upon him.

Explanation.__ (4) In case of more than one wife the wife nominated by the Government servant to receive medical attendance and treatment will be entitled to it.

Explanation.__ (5) The expression "residing with" shall not be so construed as to exclude any member of the family of a Government servant wholly dependent upon such servant but not actually resident with him, as for example, the son or daughter of a Government servant studying at a place other than his headquarters or the wife of a Government servant temporarily away from such headquarters.

(*e*) "the Government" means:-

(i) in respect of Islamabad the Federal Government.

(ii) In respect of a province the Provincial Government unless the Federal Government medical hospital is available.

(*f*) "Government Hospital" means a hospital maintained by Government or under autonomous arrangement under the Government by a local authority, and includes any military hospital for the treatment of Government servants.,

(*g*) "Medical Attendance" means: –

(i) in respect of Government servants specified in sub-clause (ii) to clause (b), in Rule 2 an attendance in hospital or at the residence of the Government servant, including such pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis as are available in any Government hospital in the district, and are considered necessary by the authorized medical attendant and such consultation with a specialist or other medical officer in the service of the Government stationed in the Province as the authorised medical attendant certifies to be necessary to such extent and in such manner as the specialist or medical officer may, in consultation with the authorised medical attendant determine;

(ii) in respect of any other Government servants in BPS-1 to 15, attendance at a hospital or in case of illness which compels the patient to be confined to his residence, at the residence of the Government servant, including such methods of examination for purposes of diagnosis as are available in the nearest Government hospital and such consultation with a specialist or other medical officer of the Government stationed

in the district as the authorised medical attendant certifies to be necessary to such extent and in such manner as the specialist or medical officer may, in consultation with the authorised medical attendant, determine;

(*h*) "patient" means a Government servant to whom these Rules apply and who has fallen ill;

(*i*) "Province" means the Province in which a patient has fallen ill;

(*j*) "treatment" means the use of all medical and surgical facilities available at the Government hospital in which a Government servant is treated and includes—

(i) the employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant.,

(ii) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital.,

(iii) the supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorised medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the Government servant;

(iv) such accommodation as is ordinarily provided in the hospital and is suited to his status. In case of retired Government servant his status will be determined by the last appointment held.,

(v) such nursing as is ordinarily provided to inpatient by the hospital;

(vi) the specialist consultation described in clause (g), but does not include provision of the request of the Government servant of accommodation superior to that described in sub-clause (iv).,

(vii) "Dental treatment" which 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, scaling but does not include dental implants, orthodontic appliances, bridging, crowning and provision of dentures;

(viii) the provision of artificial limbs, joints and implants., and

(ix) the facility of circumcision.

3. (1) A Government servant shall be entitled free of charge, medical attendance by the authorised medical attendant.

(2) Where a Government servant is entitled under sub-rule (1) of rule 3 free of charge, to receive medical attendance, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorised medical attendant in this behalf and after necessary verification, be reimbursed to him by the Federal Government.

4. (1) When the place at which a patient falls ill is not the headquarters of the authorised medical attendant.—

(*a*) the patient shall be entitled to traveling allowance for the journey to and from such headquarters; or

(*b*) if the patient is too ill to travel, the authorised medical attendant shall be entitled to traveling allowance for the journey to and from the place where the patient is.

(2) Applications for travelling allowance under sub-rule (1) (a) shall be accompanied by a certificate in writing by the authorised medical attendant stating that medical attendance was necessary, and if the application is under clause (1) (b) of that sub-rule, that the patient was too ill to travel.

5. (1) If the authorised medical attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, and such attendance or treatment which is not available at the place where the patient has fallen ill he may, with the approval of the Medical Superintendent of the hospital (which shall be obtained before hand unless the delay involved entails danger to the health of the patient):–

(*a*) send the patient to the nearest specialist or other medical officer as provided in clause (g) of rule 2, by whom in his opinion medical attendance is required for the patient.

(*b*) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.

(2) A patient sent under clause (*a*) of sub-rule (1) shall on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to traveling allowance for him and attendant if recommended by authorised medical attendant for the journeys to and from the headquarters of the specialist or other medical officer or the place where he is sent for treatment.

(3) A specialist or other medical officer summoned under clause (b) of sub-rule (1) shall on production of certificate in writing by the authorised medical

attendant in this behalf be entitled to travelling allowance for the journey to and from the place where the patient is.

6. (1) A Government servant shall be entitled, free of charge,

(i) to treatment,

(*a*) in such Government hospital being a hospital maintained by Government, at or near the place where he falls ill as can, in the opinion of the authorised medical attendant provide the necessary and suitable treatment; or

(*b*) if there is no such hospital as is referred to in sub-clause (a), in such other Government hospital at or near that place as can in the opinion of the authorised medical attendant, provide the necessary and suitable treatment.,

(ii) to get medical treatment form any unauthorized / private hospital / clinic in emergency if in the opinion of the authorised medical attendant it was necessary.,

(iii) a Government servant shall also be entitled to ambulance charges if actually provided with an ambulance and the hospital authorities consider such provision to be necessary.

(2) Where a Government servant is entitled under sub-rule (1) free of charge to treatment in a hospital any amount paid by him on account of such treatment, shall on production of a certificate in writing by the authorised medical attendant in this behalf, be reimbursed to him by the Federal Government.

7. (1) If the authorised medical attendant is of opinion that owing to the absence or remoteness of a suitable hospital or to the severity of the illness, a Government servant cannot be given treatment as provided in clause (i) of sub-rule (1) of rule 6, the Government servant may receive treatment at his residence.

(2) A Government servant receiving treatment at his residence under sub-rule (1) shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment he would have been entitled, free of charge, to receive under these rules if he had not been treated at his residence.

(3) Claims for sums admissible under sub-rule (2) shall be accompanied by a certificate in writing by the authorised medical attendant stating: –

(*a*) his reasons or the opinion referred to in sub-rule (1);

(*b*) the cost of similar treatment referred to in sub-rule (2);

8. (1) Charges for services rendered in connection with but not included in medical attendance on or treatment, of patient entitled free of charge, to medical attendance or treatment under these rules, shall be determined by the authorised medical attendant and paid by the patient.

(2) If any question arises as to whether any service is included in medical attendance or treatment, it shall be referred to the Government and the decision of the Government shall be final.

9. The controlling officer of a patient may require that any certificate required by these rules to be given by the authorised medical attendant for travelling allowance purpose shall be countersigned: –

(*a*) in the case of a certificate, given by the "medical officer" by the Civil Surgeon or the Associate Physician.

(*b*) in the case of certificate given by the Civil Surgeon or Associate Physician by the Medical Superintendent of the hospital.

10. The family of a Government servant shall be entitled, free of charge, to medical attendance and treatment, on the scale and under the conditions allowed to the Government servant himself, at hospitals including recognised hospitals at which the Government servant is entitled to receive treatment free of charge. This shall include confinement of a Government servant's wife in a hospital but not prenatal or post-natal treatment at a Government servant's residence.

(Published in the Ministry of Health Notification No. F.20-5/88-MF(1) dated the 11th August, 1990.

No. F.5-38/2001-Chief(H)
Government of Pakistan
Ministry of Health
Islamabad the 16th March, 2006

GUIDELINES FOR SUBMISSION AND SCRUTINY OF THE MEDICAL CLAIMS.

1. Only the attached prescribed application form will be used for preparing claims for reimbursement of medical charges.

2. Proper prescription bearing O.P.D No., name, age, sex and disease of the patient and admission / discharge slip (in case of indoor treatment) will be attached in support of the claim.
3. Names and quantity of the medicines purchased by the claimant will be enclosed with application for reimbursement.
4. Application must be countersigned by any one of the following officers.

For Federal Government servants treated at:	**Officers authorized to countersign the application form.**
a) Islamabad.	I. Medical Superintendent, Federal Government Services Hospital, Islamabad. II. Director, Clinical Services, Federal Government Services Hospital, Islamabad. III. Executive Director / Joint Executive Director / Deputy Executive Director, Pakistan Institute of Medical Sciences, Islamabad. IV. Joint Executive Director, Children Hospital (Pakistan Institute of Medical Sciences), Islamabad. V. Head of the department of concerned speciality.
b) Rawalpindi	I. Civil Surgeon (Federal Government) II. Medical Superintendent, T.B. Centre, Rawalpindi
c) Peshawar / Quetta	I. Civil Surgeon (Federal Government)
d) Karachi	I. Civil Surgeon (Federal Government) II. Executive Director, Jinnah Postgraduate Medical Centre, Karachi. III. Executive Director, National Institute of Cardiovascular Diseases, Karachi. IV. Director, National Institute of Child Health, Karachi. V. Head of the department of concerned speciality.
e) Lahore	I. Civil Surgeon (Federal Government) II. Chairman / Administrator / Head of concerned speciality, Sheikh Zayed Hospital, Lahore.
f) Other places where there is no Federal Government Hospital / Dispensary.	I. Medical Superintendent / Officer Incharge or Head of the Provincial Government Hospital / Dispensary concerned.

5. In case the patient is referred to some other hospital by his Authorized Medical Attendant, a copy of such referral letter/move sanction, as the case may be, will be attached with the claim.
6. Cost of treatment taken from the un-authorized hospital / private clinic of the doctor (even if he / she is serving in any Government hospital) is not admissible.

7. Only the receipts written on the proper hospital printed form / prescription slip, duly stamped is to be accepted.
8. Cash memos must be on proper printed form with license No. of the chemist and signed by the Authorized Medical Attendant.
9. Cost of Unani, Ayurvedic and Homeopathic medicines will not be reimbursed.
10. Transportation charges of the patient are not to be reimbursed.
11. Cost of laboratory tests taken from authorized/unauthorized hospital / laboratory are admissible on the basis of reference by the Authorized Medical Attendant only.
12. The cost of vaccine (s), blood and blood products is admissible.
13. The cost of following items is not reimbursable:

    (i) Cost of organs and tissues in cases of transplants.
    (ii) Soaps and detergents.
    (iii) Food supplements.
    (iv) Toilet and cosmetic goods.
    (v) Thermometer.
    (vi) Expenses incurred on medical treatment aboard.

14. The cost of following items is reimbursable:

    (i) Antiseptic liquids as prescribed.
    (ii) Disposables as prescribed.

15. "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, scaling, but does not include dental implants, orthodontic appliances, bridging, crowning and provision of dentures.
16. In addition to above, if any patient has to get medical treatment from any un-authorized / private hospital / military hospital / clinic, in emergency, he is required to produce emergency certificate from the treating doctor showing nature of disease and treatment given, duly countersigned by the nearest Authorized Medical Attendant (AMA) as specified in para 4 of the guidelines. This supereedes the Ministry of Health's Circular No.F.1-1/2005-MR-I dated 17th November, 2005.

APPLICATION FORM FOR REIMBURSEMENT OF MEDICAL CHARGES IN RESPECT OF SERVING / RETIRED GOVERNMENT SERVANT AND HIS / HER DEPENDENTS

PART – A

1. Name, Designation, BPS of the serving/retired Federal Government servant, (Alive / Deceased) _____

2. Name of the patient and relationship with the claimant dependant, as specified in the rule 2(d) of the Federal Services Medical Attendance Rules, 1990:_____
3. _____
4. Diagnosis of the patient: _____
5. Ministry / Division / Department / Office of the serving / retired Government servant at Serial No.1 _____
6. Vendor Number and PPC No. for retired _____ NA _____
7. List of medicines with quantity / hospital bill / laboratory and other diagonistic charges, etc; for which reimbursement is claimed through this bill (format attached).

PART-B

Certificates by Government servant (or member of the family in case of deceased Government servant).

Certified that:-

(i) The member (s) of my family for whose treatment reimbursement has been claimed is wholly dependant upon me.
(ii) The claim was not drawn before.
(iii) I shall have no objection to the recovery of any amount overpaid, if any, from my pay / pension / otherwise.

Signature:
FULL NAME OF THE GOVERNMENT SERVANT
Or (claimant family member in case of deceased)

(IN BLOCK LETTERS)

Date: _____

CERTIFICATE BY THE AUTHORISED MEDICAL ATTENDANT

Certified that medicines / drugs / hospitalization / clinical tests / examinations listed below were essential for the recovery and restoration of the patient, _____

_____

It is further certified that neither the medicines / drugs, etc; nor their effective substitutes could be supplied from the hospital / dispensary.

Signature _____

Designation _____

Dated: _____ Official stamp _____

COUNTER SIGNATURES

Departmental Controlling Authority **Hospital Authority**

Signature _____ Signatures _____

Designation _____ Designation_____

Official stamp _____ Official stamp _____

Sl. No.	Name & Date of Bill / Cash Memo	Name of the Chemist / Shop / Clinic / Dispensary	Name of Drugs / Medicines Quantity/ Details of Tests etc	Amount in Rupees

Signature: _____

_____

Full Name of the Government Servant.

(Revised application form March, 2006)

APPENDIX NO. 14

THE SPECIAL MEDICAL ATTENDANCE RULES, 1950

Deleted.

APPENDIX NO. 15

LIST OF POSTS AND TELEGRAPHS RECREATION CLUBS

Deleted.

APPENDIX NO. 16

[Referred to in rules 589(2), 592 and 610 D]

ALLOTMENT RULES, 2005

CHAPTER 1.__GENERAL

1. Short title, extent and commencement.__ (1) Theses rules shall be called the Allotment Rules, 2005.

(2) They shall apply to all accommodations under the Pakistan Post Office Department.

2. Definitions.__ In these rules, unless there is anything repugnant in the subject or context:-

(a) "Chairman PPSMB" means Chairman, Pakistan Postal Services Management Board.,
(b) "Chairman" means the Chairman of the Allotment Committee and includes any other officer authorized to act as such on his behalf.,
(c) "accommodation" mens residential accommodation including a house or flat owned, hired or requisitioned by the Pakistan Post Office Department for its employees and includes the whole or a part of a building for use as residence.,
(d) "Committee" means Allotment Committee appointed by the Chairman PPSMB / Head of Circle / Office under their respective jurisdiction;
(e) "Office" means all offices working under the administrative jurisdiction of Pakistan Post Office Department.,
(f) "allottee" means Postal employee possessing a valid allotment letter duly issued by the concerned office for an accommodation in his occupation.,
(g) "Annex" means an annexure to these rules.,
(h) "Emoluments" for the purpose of recovery of rent include pay, special pay, technical pay, deputation allowance, pension, non practicing allowance, adhoc relief, qualification allowance, teaching allowance, performance evaluation allowance, special research allowance, computer allowance and such other pay and allowance as the Federal Government may decide, from time to time, for the purpose of calculating normal rent.,
(i) "Entitlement" means the entitlement to accommodation as specified in Chapter III.,
(j) "Employee" means a person who is appointed in the Pakistan Post Office Department against a regular post and certified as such by the concerned office excluding incumbent of posts filled on daily

wages, work charge basis or hired from contingencies, ad-hoc basis and temporary basis.,

(k) "Family" means spouse, legitimate children and step children of an employee residing with him and wholly dependent upon him and includes his parents, real unmarried sisters and minor brothers, if residing with him and dependent upon him:

(l) "Government" means the Government of Pakistan, Ministry of Housing and Works (Works Division).

(m) "occupant" means an individual or group of individuals occupying wholly or partially an accommodation.,

(n) "Other stations" means any city or place other than the station of posting.,

(o) "rental ceiling" means the ceiling fixed by the Government for hiring of self / private requisitioned houses as notified from time to time.,

(p) "services" means electricity, water, gas supplies and telephone connections;

(q) "standard rent" in relation to office owned accommodation means the rent fixed by the Government and notified from time to time and in relation to hired accommodation, means the assessed or sanctioned rent and actually being paid to the owner of the house;

(r) "Trespasser" means an individual or group of individuals who occupy office or hired accommodation without valid allotment letter issued by the office for its occupation;

(s) "Unauthorized occupant" means person whose allotment is no longer valid under these rules.,

(t) "Secretary" means secretary of the allotment committee of the office; and

(u) "Head of Circle" means Postmaster General, General Manager, Postal Life Insurance, Director, Postal Staff College.

CHAPTER II.__ ELIGIBILITY

3. Eligibility.__(1) All married permanent employees in the Department shall be eligible for accommodation from the Office. (Where they are working).

(2) Unmarried employees shall be eligible for house rent allowance or single or bachelor accommodation so earmarked for them.

(3) When both husband and wife are employed at the same station only one of them shall be entitled to allotment of accommodation and in case they are serving at two different stations, one of them shall be allotted accommodation and other one shall be allowed single or bachelor accommodation or house rent allowance.

(4) Person employed or re-employed on contract in the Department shall be eligible in accordance with terms and conditions of their appointment for Government or hired accommodation from their respective office.

(5) A postal employee who owns a house in his own name or in the name of his spouse or dependent children, at the station of his posting shall not be allowed accommodation and may be allowed self hiring of his house. Such an employee shall be entitled to six month grace period from the date of completion of his house. All the employees who are already in possession of Government accommodation shall also be allowed period of six months to shift to their own houses.

(6) A postal employee shall at the time of allotment submit an affidavit that he does not own a house in his own name or in the name of any of his family members and if it is established that an employee has a house in the name of any one of the above at the station of posting his allotment shall be cancelled and will be liable for disciplinary action.

CHAPTER III.__CLASSIFICATION AND ENTITLEMENT FOR GOVERNMENT ACCOMMODATION.

4. Classification and entitlement of accommodation.__(1) The entitlement of the employees to various categories and classes of accommodation at Islamabad and Rawalpindi shall be as follows.__

Basic pay scale of employees.	Category of accommodation.	Built up area (in Sq. feet)
1-4	VI	520
5-10	V	606
11-16	IV	1000
17	III	1500
18-19	II	2500
20-22	I	3000

(2) The allotment of I to VI class of accommodation shall be made in accordance with the pay scale of the employees as per their entitlement.

(3) The existing categories of accommodation at other stations shall be as follows:-

Basic pay scale of employees.	Class of accommodation.	Category of accommodation
1-4	H	VI
5-10	G & F	V
11-16	E & D	IV
17	D	III
18	C	II
19	B	II
20-21	A	I

(4) The allotment of I to VI Category of accommodation shall be made in accordance with the pay scale of the employees as per their entitlement.

(5) The category of accommodation mentioned above shall not be changed by the allotment committee, its Chairman or the Head of Circle without a reference to and obtaining prior approval of the Chairman, PPSMB in writing.

(6) The specifications of Government owned houses of various categories to be constructed in future by the Pakistan Post Office Department, if any, will be as given in Annexure A to these Rules.

(7) The basements (wherever exist / available) will be treated as regular accommodations and will be included in the general list.

(8) Allotment will be made on seniority in the waiting list only.

CHAPTER IV.__REGISTRATION AND ALLOTMENT

5. Maintenance of General Waiting Lists.__(1) Waiting list of each cadre will be drawn / prepared on the basis of regular appointment of the employees in the respective cadre in the office. Joining report to a cadre / post on regular basis at particular station would be the basis of seniority for allotment of residential accommodations. For this purpose, combined waiting list will be drawn for each category of house for entitled staff. However submission of application for allotment of accommodation will also be necessary and obligatory.

(2) A register will be maintained for waiting lists of each category. The waiting list will be up dated and circulated to all concerned at the end of each quarter for any query or information and the relevant Registers will be updated accordingly.

(3) If the date of entitlement of two or more employees is the same, the seniority shall be determined on the basis of length of service in the Basic Pay Scale and if the length of service in Basic Pay Scale is the same, then the seniority shall be determined from the date of birth.

(4) If an allottee is transferred or sent on deputation to out station to an eligible department, he shall carry his seniority with him and shall be allotted accommodation at the new station of his posting on the basis of his date of entitlement to the class of accommodation.

(5) The allotment of Pakistan Post Office Department owned accommodation shall be made to the most senior employee on general waiting list of a particular class or category of accommodation.

(6) In case a house of his entitlement is not available, an employee may be allotted accommodation of class or category lower than his entitlement on payment of normal rent.

(7) Self house requisition facility or private hiring facility will be allowed to the employees in accordance with the policy and procedure laid down by the Ministry of Housing and Works, Government of Pakistan, as amended from time to time. The seniority as per waiting list for Government houses shall not apply to such cases of hiring. It will however, be obligatory to avail self / private house requisition for at least two years. The Chairman, PPSMB/ Director General will have discretionary powers to impose ban on self / private hiring facility, as and when required.

CHAPTER V.—ALLOTMENT COMMITTEE.

6. Composition of allotment committee.—(1) In Pakistan Post Office Department Headquarters, Islamabad, the committee for allotment of residential accommodations to employees in BPS-12-22 will consist of three senior most Deputy Directors General of whom one will be concerned with the Administration.

(2) The senior most officer among the members of the committee will act as chairman of the committee.

(3) For allotment of residential accommodations to officials in BPS-1 to 11 in the Pakistan Post Office Directorate General, the Allotment Committee shall comprise of the following officers:

1.	Director (Administration) (BPS-19)	Chairman
2.	One BPS-18 Officer	Member
3.	One BPS-16 Officer	Member.

(4) The Assistant Director (Protocol and Services) / Superintendent (SS) will act as Secretary of the Allotment Committee.

(5) At station where departmentally constructed, leased or acquired residential accommodation for the postal employees is available, the Head of the Circle / Office will constitute a local Allotment Committee consisting of at least there senior officers at the station., i.e. Deputy Postmaster General, Assistant Postmaster General and one of other officers like Assistant Director (Estate) / (Development) / (Building) or Assistant Engineer (Civil) who will act as Secretary. The senior most officer will act as the “Chairman”.

(6) The Secretary of the Allotment Committee will maintain a list of applicants for each class of accommodation separately for allotment to the eligible applicants in accordance with their respective seniority.

CHAPTER VI.__ RETENTION OF ACCOMMODATION IN CASE OF DEATH OF ALLOTTEE

7. Retention of accommodation.__(1) In case of the death of an allottee during service if his widow is supporting minor children of the deceased official, the period of occupation of quarter / flat owned by the Pakistan Post Office Department by her may be extended up to five years or till such time as any one of her dependent children stands on his / her own feet, which-ever is earlier, provided the Head of Office is satisfied that the widow has no such assets or means as would enable her to hire a house and maintain her children.

(2) The family of deceased official, if residing in the self / private hired accommodation, shall be entitled to retain such accommodation for a period not exceeding one year from the date of death of the allottee on payment of normal rent.

(3) In case of death of the allottee, his father, or his son or his real brother, residing with the allottee may, if entitled to the allotment of accommodation under these rules, be allotted the same accommodation or if entitled to a lower class of accommodation, out of turn.

8. Retention of accommodation in the event of dismissal, discharge, removal, compulsory retirement and resignation from service and transfer.__ (1) (i) In the event of dismissal, discharge, removal, resignation and compulsory retirement from service, the allotment shall be cancelled and the accommodation shall be vacated by him within one month of the date of dismissal, discharge, resignation or compulsory retirement from service.

(ii) If the employee who is dismissed, discharged, removed or compulsorily retired from service, files an appeal or petition with the competent authority, against such order, he may retain the accommodation allotted to him until orders are passed on his appeal or petition or until the expiry of period of six months from the date of dismissal, discharge , removal or compulsory retirement, whichever is earlier. If the employee is re-instated subsequently, his original seniority on the waiting list will be restored.

(2) In case of transfer to other station, of an employee from a station if no accommodation is allotted at the station he has been transferred to, the period of retention of accommodation by him may be extended up to six months.

(3) In case of transfer on deputation basis at the same station to an ineligible Federal Government Department or organization the employee concerned, may be allowed to retain the accommodation on normal rent for a period not exceeding six months.

(4) In case of appointment or transfer to other department or organization on permanent basis at the same station, the employee may be allowed to retain the accommodation on normal rent for a period not exceeding six months or till the availability of accommodation from the concerned department / organization whichever is earlier. No extension will be allowed for retention of accommodation.

9. RETENTION OF ACCOMMODATION DURING LEAVE.__A postal employee may retain accommodation for a maximum period of up to one year during all kinds of leave.

10. RETENTION OF ACCOMMODATION DURING TRAINING.__ A Postal employee may retain accommodation for entire period of Government sponsored courses or training only. In case of self financed training or studies he may retain accommodation for a period of up to six months only.

11. EXCHANGE OF ALLOTTED ACCOMMODATION.__ The **e**xchange of allotted accommodation mutually between two or more allottees without prior permission of the Chairman in writing is forbidden and shall render the allotments liable to cancellation.

CHAPTER VII.__ CANCELLATION AND EJECTMENT.

12. Sub-letting.__ (1) The accommodation allotted to an employee shall not be sublet or otherwise subjected to monetary transactions or gain. Under the provision of rule 16A of the Government Servants (Conduct) Rules, 1964 sub-letting of residential accommodation allotted to an employee by the Government is gross misconduct. No trade business or manufacture may be carried out therein. Breach of these rules shall render the allotment liable to cancellation by the Allotment Committee, apart from initiation of disciplinary proceeding against the delinquent employee.

(2) The allottee shall remain responsible for any rent and or other charges, etc; in respect of the accommodation and for the liabilities mentioned in the existing rules.

(3) An employee who allows a friend or relative to stay temporarily the whole or part of the accommodation allotted to him for a period exceeding one

month, shall obtain prior consent in writing of the competent authority which would normally be granted, provided that under no circumstances such friend or relative shall be allowed to remain beyond the period of six months:

Provided that in cases where friends or relatives have already been living with the allotee of an accommodation for more than six months immediately before the promulgation of these rules they shall be required to vacate accommodation on one month's notice.

(4) An employee who fails to vacate the accommodation may become liable to disconnect the supply of electricity, gas, water and sanitary services, in addition to the penalties prescribed in these rules.

(5) The ejectments of unauthorized occupants from the Government owned or hired accommodation shall be carried out under the Federal Government Lands and Buildings (Recovery of Possession) Ordinance, 1965 (LIV of 1965). The Ministry of Housing and Works Division vide Notification No. S.R.O. 827 (I)/2002 dated 19th November, 2002 have directed that the powers exercisable by it under section 3, 4, 5, 6 and 7 of the Ordinance may be exercised by the Postmasters General concerned within the specified areas. (See Director General's Circular No.2 dated 15th February, 2003.)

Note.— "Unauthorized occupant" means a person whose allotment is no longer valid under these Rules.

(6) The ejectment of trespassers from the Government or hired accommodation shall be carried out immediately without serving any notice on the trespasser and First Information Report shall be lodged against the trespasser by order of, or under authority from, the Head of the Circle or the Director General, as the case may require.

Note.— "Trespasser" means an individual or group of individuals who occupy Government or hired accommodation without valid allotment letter issued by the competent authority for its occupation.

(7) (a) In case of unauthorized retention beyond legally allotted period, rent equivalent to one rental ceiling of the category of his entitlement or the category of the house under occupation, whichever is more , shall be charged for each month for the entire period of unauthorized occupation.

(b) In case of trespassing, rent equivalent to two rental ceilings of the category of his entitlement or the category of the house occupied, whichever is more, shall be charged for each month for the entire period of unauthorized occupation.

(8) An employee against whom action is taken under this rule shall be liable to disciplinary proceedings under the relevant rules or laws.

13. CURBING UNSOCIAL PRACTICES.__ (1) Allottees or their family members shall abstain from all such actions or activities as may cause nuisance or inconvenience to other residents of the locality.

Explanation.- Resorting to encroachments, carrying out any additions or alterations to, or demolishing of any part of the allotted premises, littering, uncivilized behaviour or lack of civic sense may be treated as activities as may cause nuisance for this purpose.

(2) Encroachment, etc; will be dismantled without notice at the cost of the allottee.

CHAPTER VIII.__ NO DEMAND CERTIFICATE TO RETIRING, TRANSFEREE AND FAMILY OF EXPIRED EMPLOYEES.

14. In order to allow the processing of pension case of the retiring or family of expired allotees, the "No Demand Certificate" shall be issued subject to the following conditions, namely:-

(a) The retired employee shall clear all the dues including utility bills or damages or deficiencies up to the date of vacation;

(b) Where the retired employee or family of deceased Government servant is allowed to retain the accommodation for the prescribed period, the employee/family of deceased shall submit a valid undertaking that in case of non-clearance of utility bills, damages or deficiencies reported in the accommodation, the amount may be recovered from his/her pension;

(c) Where a pensioner defaults for payment of normal rent for the period of six months after retirement, the matter shall be referred to concerned Accounts office or Drawing and Disbursing office, as the case may be, for recovery of dues from his/her pension; and

(d) An employee who has joined on transfer or posting from another station shall produce a "No Demand Certificate" in respect of accommodation, if any, occupied by him at the previous station before he/she is allotted accommodation at the place of new posting.

CHAPTER IX.__ RECOVERY OF RENT AND HOUSE RENT ALLOWANCE.

15. Rent.__ (1) The allotte of an accommodation shall be charged normal rent at the rate of five percent (5%) of the emoluments as defined in the existing rules or as fixed by the Government from time to time.

(2) The office shall send rent demand statement in duplicate to the concerned Drawing and Disbursing Officer, and one coy to the Accounts Office by the fifteenth of each month indicating the amount of rent to be recovered from their employees occupying accommodation.

(3) An employee who vacates accommodation shall be allowed house rent allowance only after obtaining a certificate from concerned office that the official is not occupying Government or hired accommodation.

CHAPTER X.__ VACATION.

16. Vacation of Accommodation.__ (1) The allotte shall hand over the vacant possession of the Government / Departmental accommodation to the Enquiry Office or the competent authority appointed by the Department. The allottee shall obtain a receipt thereof which shall include an inventory of the fixtures and fitting available in such accommodation and upto date position of the service and utility charges in respect of the electricity. water, gas supplies, telephone connections, etc; paid by him. The latest reading of electric meter, gas meter, etc; installed in the accommodation shall also be recorded.

(2) The vacant possession of the hired accommodation shall be delivered to its owner through the Enquiry officer or authorized departmental representative by giving seven days notice at his last known address. At the time of vacation of accommodation the formalities prescribed in the preceding paragraph shall be observed to avoid litigation subsequently.

(3) The outgoing allotte shall make payment for deficiencies of utility bills as well as damages caused to the accommodation beyond normal wear and tear at the time of handing over the procession of the accommodation to the Government or to the owner, as the case may be. In case he fails to do so, he shall not be issued No Objection Certificate (NOC).

(4) The handing or taking over of procession of the accommodation by the Government or owner shall not be delayed for want of clearance of utility bills and for making up of deficiencies or damages in the said house.

(5) Where an allottee is in heavy arrears of rent or other dues, including unpaid cost of damages or deficiencies caused to the property during his occupancy and utility bills unpaid by him, NOC shall not be issued to him.

(6) The Branch concerned shall refer the case of defaulters to the drawing and disbursing officer or the Director of Accounts, Pakistan Post

Office Department or the paying Head Office concerned, as the case may be, for the recovery of dues from the salary of the defaulting allottees at source.

(7) An employee who has joined on transfer or posting from another station shall produce a No Demand Certificate in respect of accommodation, if any, occupied by him at the previous station before he is allotted accommodation at the place of new posting.

(8) In case of posting or deputation within the country or abroad of the defaulting allottee, neither the house rent allowance shall be released nor Last Pay Certificate be issued to him/her till issuance of the No Objection Certificate.

[Authority: Director General, Pakistan Post, Islamabad No. S & S. 10-8/2000 II, dated 11th June, 2005 and Ministry of Housing and Works, Government of Pakistan No. S.R.O. 749(I)/2002 dated 30th October, 2002 Published in the Gazette of Pakistan Extra ordinary, Islamabad, dated October 30, 2002.]

SPECIFICATIONS OF GOVERNMENT OWNED HOUSES OF VARIOUS CATEGORIES

Category	Built up area (In Sq. Ft.)	Details of accommodation
I	3000	I drawing room, 1 dining room, 3 bed rooms with attached baths, 1 guest room without attached bath, 1 kitchen, 1 pantry, 1 lounge, 1 store, 1 box, 1 garage, and 2 servant quarters with toilet and verandah.
II	2500	1 drawing room, 1 dining room, 3 bed rooms with attached baths, 1 kitchen, 1 store, 1 box, 1 lounge, 1 garage, and 1 servant quarter with toilet / bath room.
III	1500	1 drawing cum dining room, 2 bed rooms with attached baths, 1 kitchen, 1 store, 1 box and 1 lounge.
IV	1000	1 living room, 2 bed rooms, 1 kitchen, back verandah, 1 bath and 1 toilet.
V	567	2 rooms, 1 kitchen, back verandah, 1 bath and, toilet

[Authority: Ministry of Housing and Works, Government of Pakistan Gazette Notification No. S.R.O. 749(I)/2002 dated 30th October, 2002.]

APPENDIX NO. 16A

[Referred to in rule 595A]

Hiring of Residential Accommodation

GOVERNMENT OF PAKISTAN

MINISTRY OF HOUSING AND WORKS

No. F 2(3)/2003-Policy Islamabad, the 31st July, 2004

OFFICE MEMORANDUM

Subject: DECENTRALIZTION OF HIRING OF RESIDENTIAL ACCOMMODATION AT SIX SPECIFIED STATIONS IN RESPECT OF FEDERAL GOVERNMENT EMPLOYEES (BPS-1-22)

The undersigned is directed to state that the Federal Government has decided to decentralize w.e.f. 01-07-2004 the present system of hiring of residential accommodation by Estate Offices. Henceforth the Estate Officers shall not hire any new house w.e.f. 01-07-2004. It is now the responsibility of the respective Ministries/Divisions/Departments to hire residential accommodation for their employees within their budgetary resources. The specification, covered area of houses and the present rental ceiling of Federal Government Employees (BPS-1-22) at the six specified stations, namely, Islamabad, Rawalpindi, Lahore, Karachi, Peshawar and Quetta is annexed for guidance.

2. The following procedure / modalities will be adopted for hiring of residential accommodation by the respective Ministries / Divisions / Departments:-

(i) The employees of the Ministries / Divisions / Departments will locate a house according to their entitlement and submit an application for permission to occupy the house to their offices along with following documents:
   (a) Consent of the owner to rent out his house alongwith a copy of map of the house.
   (b) Copies of ownership documents and NIC of the owner.
   (c) An affidavit from the employee that his spouse is not a Federal Government servant and, if so, is not drawing house rent allowance and has not been provided any government residential accommodation.

(d) An undertaking from the Federal Government employee that he shall pay the difference of rent if any, directly to he owner without involvement of his office.

(ii) After issuance of permission letter by the office to occupy the house, the employee shall provide an occupation report having signatures of owner/allottee to his office. In case employee was previously an allottee of a hired house, a vacation report of previous house shall be provided by the allottee alongwith a certificate that no outstanding utility bills or unpaid cost of damages or deficiencies caused to the property during the occupancy of previous house, is pending against the allottee. Ministry/Division/Department will allow the hiring of an accommodation from the date of occupation or date of vacation of previous house which ever is later.

(iii) Preparation of an inventory of the house proposed to be hired will be the responsibility of the concerned Ministry/Division/ Department. The role of the PAK.PWD has been dispensed with. The inventory should have the signatures of the owner, allottee and concerned officer of the Ministry / Division / Department.

(iv) Each Ministry/Division/Department will constitute an Assessment Committee comprising three officers headed by a BPS-19 officer (in the case of Departments, Chairman of the Committee will be the representative of the administrative Ministry/Division) to assess the rent of the house and submit assessment report keeping in view the rental ceiling of the allottee and covered area according to specification as prescribed in the Accommodation Allocations Rules, 2002. The committee may co-opt a technical person from any technical department if deemed appropriate.

(v) On the basis of Assessment Report, a formal allotment letter and sanction for payment of rent will be issued by the concerned Ministry/Division/Department with the approval of Principal Accounting Officer or Authorized Officers/Head of Department.

(vi) After issuance of sanction letter, a formal lease agreement in the prescribed form will be signed between the owner of the house and designated officer of the concerned office. Normally lease will be signed for a period of three years. Each Ministry/Division/Department will grant one year advance rent, during the lease period and three remaining payment will be allowed on six monthly basis keeping in view their budgetary position. All payment will be made through cross cheques, which will be forwarded to the

manager of the bank for depositing in account of the owner. Income tax will be deducted wherever applicable.

(vii) The residential accommodation already hired through Estate Office will continue to be dealt with by the Estate Office till the expiry of current lease agreement. On expiry of the lease, Estate office will not further extend the lease agreement. Extension in the agreement will be made by the concerned Ministry/Division/Department. The Estate Offices will transfer the relevant files to the concerned Ministries/Divisions/Departments on request.

(viii) An allottee of a hired house shall, three months before the expiry of the period of lease, either persuade the owner for its renewal and produce his consent or shall himself locate another house or flat for hiring. His office shall in no way be responsible to provide alternate accommodation for hiring to the allottee of a hired house.

(ix) A hired house shall be allotted at the place/station of posting of the employee.

(x) When a government servant does not accupy the allotted house within ten days of the permission to occupy/allotment without any cogent reasons, such permission/allotment shall be cancelled without any notice.

(xi) In case of transfer/posting of an allottee of a hired house from one city to another or on deputation within the country or abroad, the AGPR or concerned account office shall not release the house rent allowance or issue Last Pay Certificate till issuance of NOC from his office.

(xii) In case of transfer of an allottee of a hired accommodation from one Ministry/Division/Department to other Ministry/Division/ Department at the same station, the relevant file of permission of residential accommodation shall be transferred to new office.

(xiii) An allottee who has joined on transfer or posting from another station, shall produce a "No Demand Certificate" in respect of accommodation occupied by him at the previous station before he is allotted accommodation at the new place of posting.

(xiv) When both husband and wife are employed at the same station, only one of them shall be entitled to allotment of hired accommodation and house rent allowance shall not be paid to both of them and 5% rent charges shall be deducted from the pay of the allottee. In case they are serving at two different stations, one of them shall be allotted accommodation and the other one shall be allowed house rent allowance.

(xv) The employees appointed in Ministries / Divisions / Departments against a regular post or employed or re-employed on contract basis shall be eligible for hiring of accommodation. However, lease agreement will be signed for contract period only. The incumbents of posts filled on daily wages basis or hired from contingencies and ad-hoc basis are not entitled for hiring of accommodation.

(xvi) If any employee on his transfer or posting from corporation/autonomous or semi-autonomous organization is allowed by such organization to retain the accommodation in his occupation, such accommodation may be taken over by his new office on payment of its rent as approved by such organization or a sum equal to the occupant's rental ceiling which ever is less.

(xvii) Ministries/Divisions/Departments shall arrange for allocation of necessary funds to meet the expenditure under the Head 58000-Rent, Royalties, Rates and Taxes 582000-Rent for the residential buildings. (Existing code is A034-Occupancy costs-A 03403-Rent for Residential Buildings).

(xviii) The Pak. PWD shall not be responsible for any repair / maintenance for the houses hired by the Ministries / Divisions / Departments. It will be responsibility of owner / occupant of the house, as the case may be.

(xix) Ministries/Divisions/Department shall ensure the recovery of 5% rent charges/stoppage of house rent allowance from the allottees.

(xx) The allottee/occupant will be responsible for payment of all utility bills, during his occupation. The allottee will also be responsible for abnormal damage caused to the house, due to his negligence.

(xxi) Hiring in the rural areas of Islamabad/Rawalpindi may be allowed. Moreover, assessment of such houses may be calculated one step below for the purpose of rent.

3. The above procedure/modalities shall be followed in letter and spirit.

4. This issues with the concurrence of the Finance Division's U.O. No. F. 8(27) R-14/2002-665/2004 dated 31-07-2004.

-sd-
Deputy Secretary (Estate)

All Federal Secretaries/Heads of the Departments.

SCALE WISE RENTAL CEILING, COVERED AREA AND SPECIFICATIONS FOR HIRED HOUSES AT SPECIFIED STATIONS

S. No.	Basic Pay Scale	* Rental Ceiling.		Covered Area	Specifications
		Islamabad	Others		

APPENDIX NO. 16A

			specified stations		
1	BPS-1-2	Rs. 1925/-	Rs. 1805/-	300.s.ft.	One to two rooms with cooking area, bath/WC.
2	BPS-3-6	Rs. 3010/-	Rs. 2645/-	500.s.ft.	*-Ditto-*
3	BPS-7-10	Rs. 4500/-	Rs. 4025/-	500.s.ft.	Two to three rooms, Kitchen, Bath/WC.
4	BPS-11-13	Rs. 6785/-	Rs. 5885/-	600.s.ft.	*-Ditto-*
5	BPS-14-16	Rs. 8525/-	Rs. 7440/-	700.s.ft.	Drawing cum dining room, two bedrooms kitchen, bath/WC.
6	BPS-17-18	Rs. 11285/-	Rs. 9845/-	1100.s.ft.	*-Ditto-*
7	BPS-19	Rs. 15005/-	Rs. 12840/-	1300.s.ft.	Drawing cum dining room, two to three bed rooms with two baths, kitchen, servant quarter with toilet.
8	BPS-20	Rs. 18845/-	Rs. 16205/-	1800.s.ft.	*-Ditto-*
9	BPS-21	Rs. 22565/-	Rs. 19505/-	2200.s.ft.	Drawing cum dining room, three bed rooms with three baths, kitchen, one servant quarter with toilet.
10	BPS-22	Rs. 27005/-	Rs. 24485/-	2500.s.ft.	*-Ditto-*

* Rental ceiling revised vide Ministry of Housing and Works, Government of Pakistan, Islamabad O.M.No. F.4(8)/92-Policy dated 2nd July, 2008 effective from 1st July, 2008.

APPENDIX NO. 17

[Referred to in rule 410]

Book Sizes

The names of book sizes are based on the old system, still widely used, of considering the size of a page as a fraction of the large sheet of paper on which it was printed. This system is illustrated in the Table below. In printing books, an even number (as 4, 8, 16, 32, 64) of pages is printed on each side of a single large sheet, which is then folded so that the pages are in proper sequence and the outside edges are cut so that the book will open. Except for the largest size, the folio, the name of the size indicates the fractional part of the sheet one page occupies (as octavo "eighth"). In this system, since the fractional name alone cannot denote an exact size, the name of the sheet size precedes the fractional name. Thus *royal octavo* is understood to designate a page one-eighth the size of a *royal* sheet, *medium octavo* a page one-eighth the size of a crown sheet. But paper is cut into many sheet sizes and even the terms crown, medium and royal do not always designate sheets of the same dimensions. Three of the more common sheet sizes have been selected: royal 20 x 25 inches, medium 18 x 23 inches, and crown 15 x 19 inches. Actual page sizes run a little smaller than calculations, since the sheets, when folded to page size, are trimmed at top, outside and bottom, the inside edge becoming part of the binding.

Size of Pages

Size Name	Times Sheet Folded	Leaves to Sheet	Pages to Sheet	Size of Page in Inches
Royal folio	1	2	4	20 x 12 1/2
Royal quarto	2	4	8	12 1/2 x 10
Royal octavo	3	8	16	10 x 6 1/4
Royal sixteenmo	4	16	32	6 1/4 x 5
Royal thirty-twomo	5	32	64	5 x 3 1/8
Royal sixty – fourmo	6	64	128	31/8 x 2 1/2
Medium folio	1	2	4	18 x 11 1/2
Medium quarto	2	4	8	11 1/2 x 9
Medium octavo	3	8	16	9 x 5 3/4
Medium sixteenmo	4	16	32	5 3/4 x 4 1/2
Medium thirty-two mo	5	32	64	4 1/2 x 2 7/8
Medium – sixty –fourmo	6	64	128	2 7/8 x 2 1/4

Crown folio	1	2	4	15 x 10
Crown quarto	2	4	8	10 x 7 1/2
Crown octavo	3	8	16	7 1/2 x 5
Crown sixteenmo	4	16	32	5 x 3 3/4
Crown thirty twomo	5	32	64	33/4 x 2 1/2
Crown sixty – fourmo	6	64	128	2 1/2 x 1 7/8

SIZES OF BOOKS

The dimension of books, as measured, in inches, centimeters, or millimeters, from head to tail and from spine to fore edges of the cover. The descriptions given to book sizes are based on a still currently used system that involves using the size of a leaf as fraction of the folded sheet on which it was printed. With reference to the printing of books, an even number of leaves always results when a sheet is folded, i.e., 2, 4, 8, 16, etc., resulting in printed pages on each side of the leaf, i.e., 4, 8, 16, 32, etc. Except for the largest size, the FOLIO (1), the name of the size indicates the fractional part of the sheet one leaf occupies e.g., quarto (2 folds, 4 leaves, 8 pages) ¼ of the sheet; octavo (3 folds, 8 leaves, 16 pages), 1/8 of the sheet, etc. In this system, since books are printed from different sizes of sheets the fractional designation by itself cannot denote an exact size; therefore it is a common practice to give the name of the sheet before the fractional name, e.g. royal octavo which is an octavo 1/8 the size of a sheet 20 x 25 inches or, excluding the SQUARES, a book 10 x 61/4 inches (before trimming). Paper is cut to so many sizes, however, that the terms crown, royal, post, etc. unless qualified, are practically meaningless. Untrimmed sizes for three commonly used sheet sizes are given below. The customary trim of 1/8 inch at head and tail will reduce the height of the text block by ¼ inch; however, the size of the bound book, assuming 1/8 inch squares will make the height of the book the same as the sizes given. It should be mentioned that not all sheet sizes given are folded to produce books of the very small size indicated. All folds, following the first, are right-angle folds.

Book Sizes

Size (in inches)	Name	Times Folded	Leaves per sheet	Pages per sheet	Size of Untrimmed Page (leaf)
25 by 38	Folio	1	2	4	25 by 19
25 by 38	Quarto	2	4	8	19 by 12 1/2
25 by 38	Octavo	3	8	16	12 1/2 by 9 1/2
25 by 38	Sixteenmo	4	16	32	9 1/2 by 6 1/4
25 by 38	Thirty-twomo	5	32	64	6 1/4 by 4 3/4
25 by 38	Sixty-fourmo	6	64	18	4 3/4 by 3 1/8
20 by 25	Folio		2	4	20 by 12 1/2

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20 by 25	Quarto	2	4	8	12 1/2 by 10
20 by 25	Octavo	3	8	16	10 by 6 1/4
20 by 25	Sixteenmo	4	16	32	6 1/4 by 5
20 by 25	Thirty-twomo	S	32	64	2 1/2 by 3 1/8
20 by 25	Sixty-fourmo	6	64	128	31/8 by 2 1/2
18 by 23	Folio		2	4	18 by 11 1/2
18 by 23	Quarto	2	4	8	11 1/2 by 9
18 by 23	Octavo	3	8	16	9 by 5 3/4
18 by 23	Sixteenmo	4	16	32	5 3/4 by 4 ½
18 by 23	Thirty – twomo	5	32	64	4 1/2 by 2 7/8
18 by 23	Sixty-fourmo	6	64	128	2 7/8 by 2 1/4

[Authority http://www.trussel.com/books/booksize.htm]

APPENDIX NO. 18

[Referred to in rule 413 (3)]

GOVERNMENT OF PAKISTAN

MINISTRY OF COMMUNICATIONS

ORDER

Islamabad, the 15th April, 1991.

No. 4(1)/90-P&T(PPO). – The President has been pleased to make the following Order relating to the powers and functions of the Director General, Pakistan Post Office, namely:-

Status:

1. The status of the Pakistan Post Office as an Attached Department of the Federal Ministry of Communication shall remain un-changed.

Responsibility:

2. The Director General, Pakistan post Office shall assume full administrative and financial responsibilities for the operations of services, budgetary control and internal audit and shall, in accordance with such guidance as the Federal Government may give and subject to the Post Office Act, 1898 (VI of 1898), exercise the powers of the Federal Government except in respect of the following items for which specific approval of the Federal Government shall be necessary:-

(a) Overall development objectives.
(b) Development and non-development budgets.
(c) Tariffis.
(d) Changes in general conditions and methods of recruitment applicable to Grade-17 and above.
(e) General Pay structure and other terms and conditions of service of all employees; and
(f) International Issues and relationships.

3. Notwithstanding the generality of the foregoing, the Director General, Pakistan Post Office shall have full powers:-

(a) to accord administrative approval to works in respect of non-residential buildings of non-recurring development schemes up to Rs.2 million subject to the condition that N.O.C. from the Pak P.W.D. will be obtained wherever required and no organization parallel to Pak. P.W.D. would be raised.

(b) to arrange on the basis of competitive tendering:-

(i) Construction of buildings through any private or government agency of / below tehsil level through the Engineering cell already working in the PPO Department according to the prescribed procedure and rules on the subject. However, main buildings of District level and above will continue to be constructed through Pak. P.W.D.; and

(ii) Printing of stationery and forms through any government or private agency up to 33% during 1990-91, 66% in 1991-92 and 100% from 1992-93 subject to review after 3 years. The officers of Printing Corporation of Pakistan will also be considered by the PPO Department at the time of inviting bids. The PPO Department shall obtain formal approval of the Cabinet Division; and

(c) to award contract for conveyance of mail through private or state-owned transport service up to Rs. 200,000/- for a year in each case.

4. The Post Office Savings Bank and Postal Life Insurance will work independently of the Central Directorate of National Savings, and would deal directly with the Internal Finance Wing of the Ministry of Finance with regard to their policy formulation matters.

5. The Pakistan Post Office Department will have full powers of procurement of stores up to the value of Rs.2.5 million in each case directly, but subject to strict observance of the provisions of the Purchase Manual and instructions on the subject issued by the Finance Division from time to time. The purchase file relating to such purchase will also be submitted to the Department of Supplies for arranging audit immediately after purchase.

6. The above arrangement shall come into foree with immediate effect.

-sd-
Secretary Communications

PAKISTAN POST
OFFICE OF THE DIRECTOR GENERAL, PAKISTAN POST

No. Proc. 7-7/2005 Islamabad 23-02-2008

SUBJECT:- PRINTING OF POSTAL STATIONERY AND FORMS

A copy of Ministry of Communications letter No. 1(18) 98-P() dated 15-2-2008 alongwith a copy of Government of Pakistan, Cabinet Division O. M. No. F.1/9/98-Com (ECC-94/9/98) dated 25-1-2008 are enclosed herewith for necessary action at your end.

-Sd-
Director (Admn)

To,

1-5	Postmaster General, Lahore/Peshawar/Islamabad/Karachi/Quetta.
6-7	General Manager, Postal Life Insurance Lahore/Karachi.
8	Director, Postal Staff College, Islamabad.
9	Chief Accounts Officer, Directorate General PPO, Islamabad.
10	Chief Controller of Stamps, Karachi.
11	Director of Accounts, Post Office Department, Lahore.
12	Director General, PT&T Audit, Lahore.
13-27	Deputy Postmaster General, Postal Region, Lahore/Sialkot/Multan /Faisalabad/Rawalpindi/Muzaffarabad/Islamabad/Abbottabad/ Dera Ismail Khan/KPR-I/KPR-II/Hyderabad/Sukkur/Quetta.

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Government of Pakistan
Ministry of Communications

No. 1(8)98-PO Islamabad, the 15th Feb. 2008

Subject: PRINTING OF POSTAL STATIONERY AND FORMS.

I am directed to refer to PPOD's u.o No. 7-7 2005 dated 13-11-2007 on the above subject and to state that the Cabinet Division has confirmed that the ECC decision which is specific about printing of postal stationery and forms through Pakistan Post Foundation Press still holds goods. A copy of their OM dated 25-01-2008 is enclosed for information/record.

-Sd-
Section Officer (PPO)

Director General,
Pakistan Post Office Department,
Islamabad.

Government of Pakistan
Cabinet Division

No. F.1/9/98-Com (ECC-94/9/98) Islamabad the, 25-01-2008

OFFICE MEMORANDUM

Subject: PRINTING OF POSTAL STATIONERY AND FORMS

The undersigned is directed to refer to Ministry of Communications O.M. No. 1(8)/98-PO dated 7th Novermber, 2007 on the subject noted above and to confirm that the ECC decision in Case No. ECC-94/09/98 dated 16-06-1998 has neither been reversed nor modified and it still holds good. Its implementation having been reported to Prime Minister, the decision attained finality.

2. As already clarified vide this Division's U.O of even number dated 29-01-2001, the procedure adopted by Directorate General of Pakistan Post Office should conform to the decision of Economic Coordination Committee of

the Cabinet which requires that PCP should be given the printing jobs on competitive basis.

-Sd-
Section Officer (Progress-II)

Government of Pakistan,
Ministry of Communications,
Islamabad.

APPENDIX NO. 19

[Referred to in Note below rule 269B (1), 420/1 Note 2 and 441 Note and in rule 338, 413 (4) and 425(1)]

PUBLIC PROCUREMENT RULES, 2004

(As modified up to 13th December, 2006)

S.R.O. 432(1)/2004.__ In exercise of the powers conferred by section 26 of the Public Procurement Regulatory Authority Ordinance, 2002 (XXII of 2002), the Federal Government is pleased to make the following rules, namely:-

1. Short title and commencement.__(1) These rules may be called the Public Procurement Rules, 2004.

(2) They shall come into force at once.

GENERAL PROVISIONS

2. Definitions.__ (1) In these rules, unless there is anything repugnant in the subject or context,-

(a) "bid" means a tender, or an offer, in response to an invitation, by a person, consultant, firm, company or an organization expressing his or its willingness to undertake a specified task at a price;

(b) "bidder" means a person who submits a bid;

(c) "competitive bidding" means a procedure leading to the award of a contract whereby all the interested persons, firms, companies or organizations may bid for the contract and includes both national competitive bidding and international competitive bidding.,

(d) "contractor" means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works;

(e) "contract" means an agreement enforceable by law;

(f)"corrupt and fraudulent practices" includes the offering, giving, receiving or soliciting of any thing of value to influence the action of a public official or the supplier or contractor in the procurement process or in contract execution to the detriment of the procuring agencies; or misrepresentation of facts in order to influence a procurement process or the execution of a contract,

collusive practices among bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the procuring agencies of the benefits of free and open competition and any request for, or solicitation of anything of value by any public official in the course of the exercise of his duty;

(g) "emergency" means natural calamities, disasters, accidents, war and operational emergency which may give rise to abnormal situation requiring prompt and immediate action to limit or avoid damage to person, property or the environment;

(h) "lowest evaluated bid" means,-

(i) a bid most closely conforming to evaluation criteria and other conditions specified in the bidding document; and

(ii) having lowest evaluated cost;

(i) "Ordinance" means the Public Procurement Regulatory Authority Ordinance, 2002 (XXII of 2002);

(j) "repeat orders" means procurement of the same commodity from the same source without competition and includes enhancement of contracts;

(k) "supplier" means a person, consultant, firm, company or an organization who undertakes to supply goods, services or works; and

(l) "value for money" means best returns for each rupee spent in terms of quality, timeliness, reliability, after sales service, up-grade ability, price, source, and the combination of whole-life cost and quality to meet the procuring agency's requirements.

(2) The expressions used but not defined in these rules shall have the same meanings as are assigned to them in the Ordinance.

3. Scope and applicability.- Save as otherwise provided, these rules shall apply to all procurements made by all procuring agencies of the Federal Government whether within or outside Pakistan.

4. Principles of procurements.- Procuring agencies, while engaging in procurements, shall ensure that the procurements are conducted in a fair and transparent manner, the object of procurement brings value for money to the agency and the procurement process is efficient and economical.

5. International and inter-governmental commitments of the Federal Government.- Whenever these rules are in conflict with an obligation or commitment of the Federal Government arising out of an

international treaty or an agreement with a State or States, or any international financial institution the provisions of such international treaty or agreement shall prevail to the extent of such conflict.

6. Language.- (1) All communications and documentation related to procurement of the Federal Government shall either be in Urdu or English or both. Except where a procuring agency is situated outside the territories of Pakistan and procurements are to be made locally, the procuring agency may use the local language in addition to Urdu or English.

(2) Where the use of local language is found essential, the original documentation shall be in Urdu or English, which shall be retained on record; for all other purposes their translations in local language shall be used;

Provided that such use of local language ensures maximum economy and efficiency in the procurement.

(3) In case of the dispute reference shall be made to the original documentation retained on record.

7. Integrity pact.__ Procurements exceeding the prescribed limit shall be subject to an integrity pact, as specified by regulation with approval of the Federal Government, between the procuring agency and the suppliers or contractors.

PROCUREMENT PLANNING

8. Procurement planning.- Within one year of commencement of these rules, all procuring agencies shall devise a mechanism, for planning in detail for all proposed procurements with the object of realistically determining the requirements of the procuring agency, within its available resources, delivery time or completion date and benefits that are likely to accrue to the procuring agency in future.

9. Limitation on splitting or regrouping of proposed procurement.- Save as otherwise provided and subject to the regulation made by the Authority, with the prior approval of the Federal Government, a procuring agency shall announce in an appropriate manner all proposed procurements for each financial year and shall proceed accordingly without any splitting or regrouping of the procurements so planned. The annual requirements thus determined would be advertised in advance on the Authority's website as well as on the website of the procuring agency in case the procuring agency has its own website.

10. Specifications.- Specifications shall allow the widest possible competition and shall not favour any single contractor or supplier nor put others at a disadvantage. Specifications shall be generic and shall not include references to brand names, model numbers, catalogue numbers or similar classifications. However if the procuring agency is convinced that the use of or a reference to a brand name or a catalogue number is essential to complete an otherwise incomplete specification, such use or reference shall be qualified with the words "or equivalent".

11. Approval mechanism.- All procuring agencies shall provide clear authorization and delegation of powers for different categories of procurement and shall only initiate procurements once approval of the competent authorities concerned has been accorded.

PROCUREMENT ADVERTISEMENTS

12. Methods of advertisement.- *(1) Procurements over one hundred thousands rupees and up to the limit of two million rupees shall be advertised on the Authority's website in the manner and format specified by regulation by the Authority from time to time. These procurement opportunities may also be advertised in print media, if deemed necessary by the procuring agency:

*Provided that the lower financial limit for advertisement on Authority's website for open competitive biding shall be the prescribed financial limit for request for quotations under clause (b) of rule 42.

*(2) All procurement opportunities over two million rupees should be advertised on the Authority's website as well as in other print media or newspapers having wide circulation. The advertisement in the newspapers shall principally appear in at least two national dailies, one in English and the other in Urdu.

(3) In cases where the procuring agency has its own website it may also post all advertisements concerning procurement on that website as well.

(4) A procuring agency utilizing electronic media shall ensure that the information posted on the website is complete for the purposes for which it has been posted, and such information shall remain available on that website until the closing date for the submission of bids.

13. Response time.- *(1) The procuring agency may decide the response time for receipt of bids or proposals (including proposals for prequalification) from the date of publication of an advertisement or notice, keeping in view

* Amended vide Cabinet Division No. 5/37/2005-M-III/Admin(PPRA),dated 13-12-2006.

the individual procurement's complexity, availability and urgency. However, under no circumstances the response time shall be less than fifteen days for national competitive bidding and thirty days for international competitive bidding from the date of publication of advertisement or notice.

All advertisements or notices shall expressly mention the response time allowed for that particular procurement along with the information for collection of bid documents which shall be issued till a given date, allowing sufficient time to complete and submit the bid by the closing date:

Provided that no time limit shall be applicable in case of emergency.

(2) The response time shall be calculated from the date of first publication of the advertisement in a newspaper or posting on the web site, as the case may be.

(3) In situations where publication of such advertisements or notices has occurred in both electronic and print media, the response time shall be calculated from the day of its first publication in the newspapers.

14. **Exceptions.-** *It shall be mandatory for all procuring agencies to advertise all procurement requirements exceeding prescribed financial limit which is applicable under sub-clause (i) of clause (b) of rule 42. However under following circumstances deviation from the requirement is permissible with the prior approval of the Authority.-

(a) the proposed procurement is related to national security and its publication could jeopardize national security objectives; and

(b) the proposed procurement advertisement or notice or publication of it, in any manner, relates to disclosure of information, which is proprietary in nature or falls within the definition of intellectual property which is available from a single source.

PRE-QUALIFICATION, QUALIFICATION AND DIS-QUALIFICATION OF SUPPLIERS AND CONTRACTORS

15. Pre-qualification of suppliers and contractors.__ (1) A procuring agency, prior to the floating of tenders, invitation to proposals or offers in procurement proceedings, may engage in pre-qualification of bidders in case of services, civil works, turnkey projects and in case of procurement of expensive and technically complex equipment to ensure that only technically and financially capable firms having adequate managerial capability are invited to submit bids. Such pre-qualification shall solely be based upon the ability of the interested parties to perform that particular work satisfactorily.

* Amended vide Cabinet Division No. 5/37/2005-M-III/Admin (PPRA), dated 13-12-2006.

(2) A procuring agency while engaging in pre-qualification may take into consideration the following factors, namely:-

(a) relevant experience and past performance:

(b) capabilities with respect to personnel, equipment, and plant;

(c) financial position;

(d) appropriate managerial capability; and

(e) any other factor that a procuring agency may deem relevant, not inconsistent with these rules.

16. Pre-qualification process.- (1) The procuring agency engaging in pre-qualification shall announce, in the pre-qualification documents, all information required for pre-qualification including instructions for preparation and submission of the pre-qualification documents, evaluation criteria, list of documentary evidence required by suppliers or contractors to demonstrate their respective qualifications and any other information that the procuring agency deems necessary for pre-qualification.

(2) The procuring agency shall provide a set of pre-qualification documents to any supplier or contractor, on request and subject to payment of price, if any.

Explanation.- For the purposes of this sub-rule price means the cost of printing and providing the documents only.

(3) The procuring agency shall promptly notify each supplier or contractor submitting an application to pre-qualify whether or not it has been pre-qualified and shall make available to any person directly involved in the pre-qualification process, upon request, the names of all suppliers or contractors who have been pre-qualified. Only suppliers or contractors who have been pre-qualified shall be entitled to participate further in the procurement proceedings.

(4) The procuring agency shall communicate to those suppliers or contractors who have not been pre-qualified the reasons for not pre-qualifying them.

17. Qualification of suppliers and contractors.- A procuring agency, at any stage of the procurement proceedings, having credible reasons for or prima facie evidence of any defect in supplier's or contractor's capabilities, may require the suppliers or contractors to provide information concerning

their professional, technical, financial, legal or managerial competence whether already pre-qualified or not:

Provided that such qualification shall only be laid down after recording reasons therefor in writing. They shall form part of the records of that procurement proceeding.

18. Disqualification of suppliers and contractors.— The procuring agency shall disqualify a supplier or contractor if it finds, at any time, that the information submitted by him concerning his qualification as supplier or contractor was false and materially inaccurate or incomplete.

19. Blacklisting of suppliers and contractors.— The procuring agencies shall specify a mechanism and manner to permanently or temporarily bar, from participating in their respective procurement proceedings, suppliers and contractors who either consistently fail to provide satisfactory performances or are found to be indulging in corrupt or fraudulent practices. Such barring action shall be duly publicized and communicated to the Authority:

Provided that any supplier or contractor who is to be blacklisted shall be accorded adequate opportunity of being heard.

METHODS OF PROCUREMENT

20. Principal method of procurement.- Save as otherwise provided hereinafter, the procuring agencies shall use open competitive bidding as the principal method of procurement for the procurement of goods, services and works.

21. Open competitive bidding.- *Subject to the provision of rules 22 to 37 the procuring agencies shall engage in open competitive bidding if the cost of the object to be procured is more than the prescribed financial limit which is applicable under sub-clause (i) of clause (b) of rule 42.

22. Submission of bids.- (1) The bids shall be submitted in a sealed package or packages in such manner that the contents are fully enclosed and cannot be known until duly opened.

(2) A procuring agency shall specify the manner and method of submission and receipt of bids in an unambiguous and clear manner in the bidding documents.

* Amended vide Cabinet Division No. 5/37/2005-M-III/Admin (PPRA), dated 13-12-2006.

23. Bidding documents.- (1) Procuring agencies shall formulate precise and unambiguous bidding documents that shall be made available to the bidders immediately after the publication of the invitation to bid.

(2) For competitive bidding, whether open or limited, the bidding documents shall include the following, namely.-

(a) invitation to bid.,

(b) instructions to bidders.,

(c) form of bid.,

(d) form of contract.,

(e) general or special conditions of contract;

(f) specification and drawings or performance criteria (where applicable);

(g) list of goods or bill of quantities (where applicable);

(h) delivery time or completion schedule.,

(i) qualification criteria (where applicable).,

(j) bid evaluation criteria.,

(k) format of all securities required (where applicable).,

(l) details of standards (if any) that are to be used in assessing the quality of goods, works or services specified; and

(m) any other detail not inconsistent with these rules that the procuring agency may deem necessary.

(3) Any information, that becomes necessary for bidding or for bid evaluation, after the invitation to bid or issue of the bidding documents to the prospective bidders, shall be provided in a timely manner and on equal opportunity basis. Where notification of such change, addition, modification or deletion becomes essential, such notification shall be made in a manner similar to the original advertisement.

(4) Procuring agencies shall use standard bidding documents as and when notified by regulation by the Authority:

Provided that bidding documents already in use of procuring agencies may be retained in their respective usage to the extent they are not inconsistent with these rules, and till such time that the standard bidding documents are specified by regulations.

(5) The procuring agency shall provide a set of bidding documents to any supplier or contractor, on request and subject to payment of price, if any.

Explanation.- For the purpose of this sub-rule price means the cost of printing and providing the documents only.

24. Reservation and preference.- (1) Procuring agencies shall allow all prospective bidders to participate in procuring procedure without regard to nationality, except in cases in which any procuring agency decides to limit such participation to national bidders only or prohibit participation of bidders of some nationalities, in accordance with the policy of Federal Government.

(2) Procuring agencies shall allow for a preference to domestic or national suppliers or contractors in accordance with the policies of the Federal Government. The magnitude of price preference to be accorded shall be clearly mentioned in the bidding documents under the bid-evaluation criteria.

25. Bid security.__ The procuring agency may require the bidders to furnish a bid security not exceeding five per cent of the bid price.

26. Bid validity.__ (1) A procuring agency, keeping in view the nature of the procurement, shall subject the bid to a bid validity period.

(2) Bids shall be valid for the period of time specified in the bidding documents.

(3) The procuring agency shall ordinarily be under an obligation to process and evaluate the bid within the stipulated bid validity period. However under exceptional circumstances and for reason to be recorded in writing, if an extension is considered necessary, all those who have submitted their bids shall be asked to extend their respective bid validity period. Such extension shall be for not more than the period equal to the period of the original bid validity.

(4) Bidders who,-

(a) agree to extension of their bid validity period shall also extend the validity of the bid bond or security for the extended period of the bid validity;

(b) agree to the procuring agency's request for extension of bid validity period shall not be permitted to change the substance of their bids; and

(c) do not agree to an extension of the bid validity period shall be allowed to withdraw their bids without forfeiture of their bid bonds or securities.

27. Extension of time for submission of bids.- Where a procuring agency has already prescribed a deadline for the submission of bids and due to any reason the procuring agency finds it necessary to extend such dead line, it shall do so only after recording its reasons in writing and in an equal opportunity manner. Advertisement of such extension in time shall be done in a manner similar to the original advertisement.

OPENING, EVALUATION AND REJECTION OF BIDS

28. Opening of bids.- (1) The date for opening of bids and the last date for the submission of bids shall be the same. Bids shall be opened at the time specified in the bidding documents. The bids shall be opened at least thirty minutes after the deadline for submission of bids.

(2) All bids shall be opened publicly in the presence of the bidders or their representatives who may choose to be present, at the time and place announced prior to the bidding. The procuring agency shall read aloud the unit price as well as the bid amount and shall record the minutes of the bid opening. All bidders in attendance shall sign an attendance sheet. All bids submitted after the time prescribed shall be rejected and returned without being opened.

29. Evaluation criteria.- Procuring agencies shall formulate an appropriate evaluation criterion listing all the relevant information against which a bid is to be evaluated. Such evaluation criteria shall form an integral part of the bidding documents. Failure to provide for an unambiguous evaluation criteria in the bidding documents shall amount to mis-procurement.

30. Evaluation of bids.- (1) All bids shall be evaluated in accordance with the evaluation criteria and other terms and conditions set forth in the prescribed bidding documents. Save as provided for in sub-clause (iv) of clause (c) of rule 36 no evaluation criteria shall be used for evaluation of bids that had not been specified in the bidding documents.

(2) For the purpose of comparison of bids quoted in different currencies, the price shall be converted into a single currency specified in the bidding documents. The rate of exchange shall be the selling rate, prevailing on the

date of opening of bids specified in the bidding documents, as notified by the State Bank of Pakistan on that day.

(3) A bid once opened in accordance with the prescribed procedure shall be subject to only those rules, regulations and policies that are in force at the time of issue of notice for invitation of bids.

31. Clarification of bids. (1) No bidder shall be allowed to alter or modify his bid after the bids have been opened. However the procuring agency may seek and accept classifications to the bids that do not change the substance of the bid.

(2) Any request for clarification in the bid, made by the procuring agency shall invariably be in writing. The response to such request shall also be in writing.

32. Discriminatory and difficult conditions.- Save as otherwise provided, no procuring agency shall introduce any condition, which discriminates between bidders or that is considered to be met with difficulty. In ascertaining the discriminatory or difficult nature of any condition reference shall be made to the ordinary practices of that trade, manufacturing, construction business or service to which that particular procurement is related.

33. Rejection of bid.- (1) The procuring agency may reject all bids or proposals at any time prior to the acceptance of a bid or proposal. The procuring agency shall upon request communicate to any supplier or contractor who submitted a bid or proposal the grounds for its rejection of all bids or proposals but is not required to justify those grounds.

(2) The procuring agency shall incur no liability, solely by virtue of its invoking sub-rule (1) towards suppliers or contractors who have submitted bids or proposals.

(3) Notice of the rejection of all bids or proposals shall be given promptly to all suppliers or contractors that submitted bids or proposals.

34. Re-bidding. (1) If the procuring agency has rejected all bids under rule 33 it may call for a re-bidding.

(2) The procuring agency before invitation for re-bidding shall asses the reasons for rejection and may revise specifications, evaluation criteria or any other condition for bidders as it may deem necessary.

35. Announcement of evaluation reports.- Procuring agencies shall announce the results of bid evaluation in the form of a report giving justification for acceptance or rejection of bids at least ten days prior to the award of procurement contract.

36. Procedures of open competitive bidding.- Save as otherwise provided in these rules the following procedure shall be permissible for open competitive bidding, namely:-

(a) *Single stage – one envelope procedure.*__ Each bid shall comprise one single envelope containing, separately, financial proposal and technical proposal (if any). All bids received shall be opened and evaluated in the manner prescribed in the bidding documents.

(b) *Single stage – two envelope procedure.-*

(i) The bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;
(ii) the envelopes shall be marked as "FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;
(iii) initially only the envelope marked "TECHNICAL PROPOSAL shall be opened;
(iv) the envelopes marked "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened.,
(v) the procuring agency shall evaluate the technical proposal in a manner prescribed in advance, without reference to the price and reject any proposal which does not conform to the specified requirements.,
(vi) during the technical evaluation no amendments in the technical proposal shall be permitted.,
(vii) the financial proposal of bids shall be opened publicly at a time; date and venue announced and communicated to the bidders in advance;
(viii) after the evaluation and approval of the technical proposal the procuring agency, shall at a time within the bid validity period, publicly open the financial proposal of the technically accepted bids only. The financial proposal of bids found technically non-responsive shall be returned un-opened to the respective bidders; and
(ix) the bid found to be the lowest evaluated bid shall be accepted.

(c) *Two stage bidding procedure.-*

First stage

(i) the bidders shall first submit, according to the required specifications, a technical proposal without price;

(ii) the technical proposal shall be evaluated in accordance with the specified evaluation criteria and may be discussed with the bidders regarding any deficiencies and unsatisfactory technical features;

(iii) after such discussion, all the bidders shall be permitted to revise their respective technical proposals to meet the requirements of the procuring agency;

(iv) the procuring agency may revise, delete, modify or add any aspect of the technical requirements or evaluation criteria, or it may add new requirements or criteria not inconsistent with these rules:

Provided that such revisions, deletions, modifications or additions are communicated to all the bidders equally at the time of invitation to submit final bids, and that sufficient time is allowed to the bidders to prepare their revised bids:

Provided further that such allowance of time shall not be less than fifteen days in the case of national competitive bidding and thirty days in the case of international competitive bidding;

(v) those bidders not willing to conform their respective bids to the procuring agency's technical requirements may be allowed to withdraw from the bidding without forfeiture of their bid security;

Second stage

(vi) the bidders, whose technical proposals or bids have not been rejected and who are willing to conform their bids to the revised technical requirements of the procuring agency, shall be invited to submit a revised technical proposal along with the financial proposal;

(vii) the revised technical proposal and the financial proposal shall be opened at a time, date and venue announced and communicated to the bidders in advance; and

(viii) the revised technical proposal and the financial proposal shall be evaluated in the manner prescribed above. The bid found to be the lowest evaluated bid shall be accepted:

Provided that in setting the date for the submission of the revised technical proposal and financial proposal a procuring

agency shall allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal and prepare their financial proposal accordingly.

(d) T*wo stage-two envelope bidding procedure*__

First stage

(i) the bid shall comprise a single package containing two separate envelopes. Each envelope shall contain separately the financial proposal and the technical proposal;

(ii) the envelopes shall be marked as " FINANCIAL PROPOSAL" and "TECHNICAL PROPOSAL" in bold and legible letters to avoid confusion;

(iii) initially, only the envelope marked as "TECHNICAL PROPOSAL" shall be opened;

(iv) the envelope marked as "FINANCIAL PROPOSAL" shall be retained in the custody of the procuring agency without being opened;

(v) the technical proposal shall be discussed with the bidders with reference to the procuring agency's technical requirements;

(vi) those bidders willing to meet the requirements of the procuring agency shall be allowed to revise their technical proposal following these discussions;

(vii) bidders not willing to conform their technical proposal to the revised requirements of the procuring agency shall be allowed to withdraw their respective bids without forfeiture of their bid security;

Second stage

(viii) after agreement between the procuring agency and the bidders on the technical requirements, bidders who are willing to conform to the revised technical specifications and whose bids have not already been rejected shall submit a revised technical proposal and supplementary financial proposal, according to the technical requirement;

(ix) the revised technical proposal along with the original financial proposal and supplementary financial proposal shall be opened

at a date, time and venue announced in advance by the procuring agency:

Provided that in setting the date for the submission of the revised technical proposal and supplementary price proposal a procuring agency shall allow sufficient time to the bidders to incorporate the agreed upon changes in the technical proposal and to prepare the required supplementary financial proposal; and

(x) the procuring agency shall evaluate the whole proposal in accordance with the evaluation criteria and the bid found to be the lowest evaluated bid shall be accepted.

37. Conditions for use of single stage two envelope, two stage and two stage two envelope bidding procedures.__ Single stage one envelope bidding procedure shall ordinarily be the main open competitive bidding procedure used for most of the procurement. Other appropriate procedures of open competitive bidding shall be selected in the following circumstances, namely:-

(a) single stage two envelope bidding procedure shall be used where the bids are to be evaluated on technical and financial grounds and price is taken into account after technical evaluation;

(b) two stage bidding procedure shall be adopted in large and complex contracts where technically unequal proposals are likely to be encountered or where the procuring agency is aware of its options in the market but, for a given set of performance requirements, there are two or more equally acceptable technical solutions available to the procuring agency; and

(c) two stage two envelope bidding method shall be used for procurement where alternative technical proposals are possible, such as certain type of machinery or requirement or manufacturing plant.

ACCEPTANCE OF BIDS AND AWARD OF PROCUREMENT CONTRACTS

38. Acceptance of bids.__ The bidder with the lowest evaluated bid, if not in conflict with any other law, rules, regulations or policy of the Federal Government, shall be awarded the procurement contract, within the original or extended period of bid validity.

39. Performance guarantee.- Where needed and clearly expressed in the bidding documents, the procuring agency shall require the successful bidder to furnish a performance guarantee which shall not exceed ten per cent of the contract amount.

40. Limitation on negotiations.__ Save as otherwise provided there shall be no negotiations with the bidder having submitted the lowest evaluated bid or with any other bidder:

Provided that the extent of negotiation permissible shall be subject to the regulations issued by the Authority.

41. Confidentiality.__ The procuring agency shall keep all information regarding the bid evaluation confidential until the time of the announcement of the evaluation report in accordance with the requirements of rule 35.

42. Alternative methods of procurements.- A procuring agency may utilize the following alternative methods of procurement of goods, services and works, namely:-

(a) *petty purchases.*__ Procuring agencies may provide for petty purchases where the objects of the procurement is below the financial limit of *twenty five thousands rupees. Such procurement shall be exempt from the requirements of bidding or quotation of prices:

Provided that the procuring agencies shall ensure that procurement of petty purchases is in conformity with the principles of procurement prescribed in rule 4:

Provided further that procuring agencies convinced of the inadequacy of the financial limit prescribed for petty purchases in undertaking their respective operations may approach the Federal Government for enhancement of the same with full and proper justifications.

(b) *request for quotations.*__ A procuring agency shall engage in this method of procurement only if the following conditions exist, namely:

(i) the cost of object of procurement is below the prescribed limit of *one hundred thousand rupees:

* Provided that the respective Boards of Autonomous bodies are

* Amended vide Cabinet Division's No.5/37/2005—M-III/Admin (PPRA), dated 13-12-2006.

authorized to fix an appropriate limit for request for quotations method of procurement subject to a maximum of rupees five hundred thousand which will become financial limit under this sub-rule:

(ii) the object of the procurement has standard specifications:
(iii) minimum of three quotations have been obtained; and
(iv) the object of the procurement is purchased from the supplier offering the lowest price:

Provided that procuring agencies convinced of the inadequacy of the financial limit prescribed for request for quotations in undertaking their respective operations may approach the Federal Government for enhancement of the same with full and proper justifications;

(c) *direct contracting.*- A procuring agency shall only engage in direct contracting if the following conditions exist, namely:-

(i) the procurement concerns the acquisition of spare parts or supplementary services from original manufacturer or supplier:
Provided that the same are not available from alternative sources;

(ii) only one manufacturer or supplier exists for the required procurement:
Provided that the procuring agencies shall specify the appropriate fora, which may authorize procurement of proprietary object after due diligence; and
(iii) where a change of supplier would oblige the procuring agency to acquire material having different technical specifications or characteristics and would result in incompatibility or disproportionate technical difficulties in operation and maintenance:

Provided that the contract or contracts do not exceed three years in duration;

(iv) repeat orders not exceeding fifteen percent of the original procurement:
(v) in case of an emergency:

Provided that the procuring agencies shall specify appropriate fora vested with necessary authority to declare an emergency;

(vi) * when the price of goods, services or works is fixed by the government or any other authority, agency or body duly authorized by the Government, on its behalf; and

(vii) ** for purchase of motor cars from local original manufactures or their authorized agents at manufacturer's price.

(d) *negotiated tendering.*— A procuring agency may engage in negotiated tendering with one or more suppliers or contractors with or without prior publication of a procurement notification. This procedure shall only be used when,-

(i) the supplies involved are manufactured purely for the purpose of supporting a specific piece of research or an experiment, a study or a particular development;

(ii) for technical or artistic reasons, or for reasons connected with protection of exclusive rights or intellectual property, the supplies may be manufactured or delivered only by a particular supplier;

(iii) for reasons of extreme urgency brought about by events unforeseeable by the procuring agency, the time limits laid down for open and limited bidding methods cannot be met. The circumstances invoked to justify extreme urgency must not be attributable to the procuring agency:

Provided that any procuring agency desirous of using negotiated tendering as a method of procurement shall record its reasons and justifications in writing for resorting to negotiated tendering and shall place the same on record.

43. On account payments.- All procuring agencies shall make prompt payments to supplier and contractors against their invoices or running bills within the time given in the conditions of the contract, which shall not exceed thirty days.

44. Entry into force of the procurement contract.- A procurement contract shall come into force,—

(a) where no formal signing of a contract is required, from the date the notice of the acceptance of the bid or purchase order has been given to the bidder whose bid has been accepted. Such notice of acceptance or purchase order shall be issued within a reasonable time; or

* Amended vide Cabinet Division No. 5/37/2005-M-III/Admin(PPRA), dated 27-1-2006.
** Amended vide Cabinet Division No. 5/37/2005-M-III/Admin (PPRA), dated 13-12-2006.

(b) where the procuring agency requires signing of a written contract, from the date on which the signatures of both the procuring agency and the successful bidders are affixed to the written contract. Such affixing of signatures shall take place within a reasonable time:

Provided that where the coming into force of contract is contingent upon fulfillment of a certain condition or conditions, the contract shall take effect from the date whereon such fulfillment takes place.

45. Closing of contract.- (1) Except for defect liability or maintenance by the supplier or contractor, as specified in the conditions of contract, performance of the contract shall be deemed close on the issue of over all delivery certificate or taking over certificate which shall be issued within thirty days of final taking over of goods or receiving the deliverables or completion of works enabling the supplier or contractor to submit final bill and the auditors to do substantial audit.

(2) In case of defect liability or maintenance period, defect liability certificate shall be issued within thirty days of the expiry of the said period enabling the supplier or contractor to submit the final bill. Except for unsettled claims, which shall be resolved through arbitration, the bill shall be paid within the time given in the condition of contract, which shall not exceed sixty days to close the contract for final audit.

MAINTENANCE OF RECORD AND FREEDOM OF INFORMATION

46. Record of procurement proceedings.- (1) All procuring agencies shall maintain a record of their respective procurement proceedings along with all associated documentation for a minimum period of five years.

(2) Such maintenance of record shall be subject to the regulations framed in this regard from time to time.

47. Public access and transparency.- As soon as a contract has been awarded the procuring agency shall make all documents related to the evaluation of the bid and award of contract public:

Provided that where the disclosure of any information related to the award of a contract is of proprietary nature or where the procuring agency is convinced that such disclosure shall be against the public

interest, it can withhold only such information from public disclosure subject to the prior approval of the Authority.

REDRESSAL OF GRIEVANCES AND SETTLEMENT OF DISPUTES

48. Redressal of grievances by the procuring agency.- (1) The procuring agency shall constitute a committee comprising of odd number of persons, with proper powers and authorizations, to address the complaints of bidders that may occur prior to the entry into force of the procurement contract.

(2) Any bidder feeling aggrieved by any act of the procuring agency after the submission of his bid may lodge a written complaint concerning his grievances not later than fifteen days after the announcement of the bid evaluation report under rule 35.

(3) The committee shall investigate and decide upon the complaint within fifteen days of the receipt of the complaint.

(4) Mere fact of lodging of a complaint shall not warrant suspension of the procurement process.

(5) Any bidder not satisfied with the decision of the committee of the procuring agency may lodge an appeal in the relevant court of jurisdiction.

49. Arbitration.- (1) After coming into force of the procurement contract, disputes between the parties to the contract shall be settled by arbitration.

(2) The procuring agencies shall provide for a method of arbitration in the procurement contract, not inconsistent with the laws of Pakistan.

50. Mis-procurement.- Any unauthorized breach of these rules shall amount to mis-procurement.

51. Overriding effect.- The provision of these rules shall have effect notwithstanding anything to the contrary contained in any other rules concerning public procurements:

Provided that the prevailing rules and procedures will remain applicable only for the procurement of goods, services and works for which notice for invitation of bids had been issued prior to the commencement of these rules unless the procuring agency deems it

appropriate to re-issue the notice for the said procurement after commencement of these rules.

[No. F.6(1) Admn.V/04]

[Authority: Finance Division (Administration and Coordination Wing)'s Notification No. S.R.O. 432 (I)/2004, dated 8th June, 2004 published at pages 1383-1403 of the Gazette of Pakistan Extraordinary Part II, Islamabad dated June 9, 2004.]

APPENDIX NO. 20

[Referred to in rule 528B.]

STANDARD OPERATING PROCEDURE FOR EXECUTION OF MAINTENACE, RE-CONSTRUCTIONS AND NEW CONSTRUCTION WORKS IN PAKISTAN POST OFFICE DEPARTMENT.

CHAPTER-I

GENERAL

1. Scope.__ (1) This Standard Operating Procedure defines the scope of functions of the Engineers in the Pakistan Post Office Department in respect of work executed through the Government Contractors or Firms.

(2) This also describes the functions and responsibilities of the Engineers of Pakistan Post Office Department. The procedure for engagement of Consultants for major projects and Special Works is also defined.

2. Nature of works.__ (1) The works are categorized as follows:-

(i) New Construction
(ii) Re-Construction
(iii) Renovation/Addition/Alteration and Special Repair.
(iv) Minor Works.
(v) Annual Maintenance
(vi) Day to Day Maintenance.

(2) All the above mentioned works or repairs will be executed through the Heads of Circles, Heads of Regions and Heads of Units through the concerned Engineers.

3. Establishment.__ The regular establishment of the Department shall be in accordance with the structure of Pay and Allowances and other

terms and conditions of service sanctioned by the Government under General orders and strengthened from time to time by creating the requisite new posts of the Engineers/Associate Engineers.

4. Work Charge Establishment.__ The work charge establishment shall include such establishment as is employed upon the actual execution, as distinct of the general supervision of this work of a specific project. The work charge shall not be engaged on any work unless provided for in the estimate or in the PC-1 of the project.

5. Organization.__ The Pakistan Post Office Department shall consist of Directorate General, Circle Offices, Regional Offices, Divisions and Sub-Divisions comprising a number of Units. The duties and functions of the various Units shall be as under:

(i) *Directorate General.*__ The Directorate General shall be the controlling office of the Pakistan Post Office Department on the whole in all respects.
(ii) *Circle Office.*__ A Circle Office shall be the controlling office of a particular Province/Areas of the Department in all respects.
(iii) *Regional Office.*__ A Regional Office shall be the controlling office for the area of its jurisdiction in the Department in all respects.
(iv) *Division and Sub-Division.*__ A Division and Sub-Division is the part of the Region which is responsible for issuing Certificate regarding satisfactory completion of works in the concerned jurisdiction.

6. Architecture Unit.__ This Unit will prepare Architectural Design through various stages, preliminary, final and executive in consultation with structure and quantity surveying Units.

Existing Posts:	Not available at present.	
New posts required:	Assistant Architect.	BPS-17 = 1

7. Structure Unit.__ The Unit shall be responsible for preparation of all structural Designs and necessary Drawings for all projects. The structure Unit shall be in close contact with Architect and quantity surveying Unit and pre-qualified consultant, if any:

Existing Posts.:	Not available at present.	
New posts required:	Executive Engineer Structure	BPS-18 = 1
	Assistant Executive Engineer (Structure)	BPS-17 = 1

8. Quantity Surveying Unit.__ This Unit shall be entrusted with the responsibilities of preparation, examination of preliminary and detail estimates, draft N.I.T.s comprising schedule of quantities, detailed specification of materials and workmanship and estimates of quantities and cost of all projects. In addition, this Unit will also be responsible for ensuring custody of ownership deeds of Postal assets and calculating net worth value of Postal assets from time to time:

Existing posts:	Not available at present.	
New posts required:	Executive Engineer (Quantity Surveying)	BPS-18 = 1
	Assistant Executive Engineer (Q & S)	BPS-17 = 1
	Estimator.	BPS-11 = 1

9. Directorate General/Chairman.__ (1) The Director General Pakistan Post Office Department/ Chairman, Pakistan Postal Services Management Board shall be answerable to the Pakistan Postal Services Management Board (PPSMB)/Ministry of Postal Services, Government of Pakistan for the efficient administration and general professional control. He shall be carrying out periodically adequate inspections for efficient administration and financial control.

(2) The administrative and technical control of the entire Pakistan Post Office Department shall rest with the Director General. The powers to transfer all the officers of the Department shall rest with him.

(3) The Director General shall exercise full control on the Circles and Regional Engineers in connection with the scrutiny of Development and Maintenance works with the assistance of Executive Engineer (Headquarters)/Superintending Engineer, and Technical Officers to Director General.

10. Circle Office.__ The Circle Offices shall be under the control of Postmasters General for administrative and financial control, whereas Executive Engineer Circle will provide complete technical assistance for proper Planning, Inspections of Development and Maintenance works. Proposed Executive Engineer will be assisted by the Assistant Executive Engineer and one estimator/Sub-Engineer whereas the Draftsman in the Circle will be responsible for preparation of Drawing for construction and approval of Executive Engineer.

11. Regional Office.__ The Regional Offices shall be under the charge of Deputy Postmaster General for administrative and financial control where as Assistant Engineer (Civil) will provide technical assistance to the Deputy

Postmaster General for efficient technical control on Development and Maintenance works. Sub-Engineer will assist the Assistant Engineer (Civil) for preparation of Development/Maintenance plan of Regions, estimate, execution and supervision of works in the Region.

CHAPTER-II

FUNCTIONS AND RESPONSIBLITIES

12. Duties.__ (a) The duties of Engineering staff of the office of Director General, Pakistan Post Office/Chairman, Pakistan Postal Services Management Board shall be as under:

Activities	Assistant Executive Engineer/Executive Engineer/Superintending Engineer	Deputy Director General/Additional Director General/Director General/Chairman
(1) Minor repairs, annual repairs and special repairs.	(i) Preparation of development plans. Short listing the information received from Circles/Regions.	(i) Finalization of development programme after fixing priorities, inviting meeting of departmental development working party.
(2) Construction.	(ii) Monitoring the works of construction, re-construction, renovation, addition and alteration works.	(ii) Approval of plans, tenders and allocation of funds, review of progress of works.
(3) Re-Construction.	(iii) Scrutiny of the cost estimates regarding capital works, and special nature works.	(iii) Approval of cost estimates for onward communication to Postmaster General/Deputy Postmaster General
(4) Major Renovation addition, alteration, face lifting and rearranging of postal	(iv) Plans regarding rearrangement and reengineering of Postal accommodation to develop moderniztion and	(iv) Approval of plans and Engineering cost estimates. Issue

accommodation with the required re-engineering process.	computerization of Posts. (v) Issue of guidelines/Principles for tendering, costing, specifications and standardization of materials. (vi) Preparation of promotion plans for vantage sites in collaboration with the private sector in the light of feasibility received from Postmaster General. (vii) Preparation of budget estimates and finances development plans. (viii) Inspection of capital and renovation works from time to time. (ix) Computerization of net worth value of Postal assets in the light of information received from Postmasters General. (x) Liaison with the Ministry of Postal Services regarding special projects / mega projects of PSDP funds. (xi) Standardizing the Postal Buildings, reviewing the work loads and modern equipments for mechanization and	of orders to Postmaster General/Deputy Postmaster General for execution of works. (v) Approval for communication to PMG/Dy. PMG. (vi) Presentation of feasibility reports discussion in Executive Committee. Formulation of Rules for approval from Board. (vii) Approval and allocation of funds in consultation with Circles/Regions. (viii) Tour Programme will be approved by the Additional D.G. (ix) Review in Executive Committee of Board from time to time. (x) Principal approval and guidance. (xi) Approval and issue of confirmation to Circles/Regions for appropriate execution.

	computerization. (xii) Executing the Maintenance and Capital works related to PPO Dte-General. (xiii) To work as Technical Officer :extension to Additional D.G./D.G. (xiv) Conducting the "D.A.C" meeting to settle the Audit Observation.	(xii) As per approval of budget/works. (xiii) As per orders of Additional D.G.(PDI)/DG. (xiv) According to in house meeting with authorized officer / Group Officer.

(b) The duties of Engineering staff appointed in Offices of Postmasters General shall be as under:

Activities	**Assistant Engineer (Civil)/Assistant Executive Engineer O/o PMG**	**Postmaster General of the Circle**
(1) Minor repairs, annual repairs and special repairs. (2) Constructions. (3) Re-Construction.	(i) Scrutiny of tender, test check on the maintenance works to be carried out by the Regions. (ii) Scrutiny of PC-1 and drawings. (iii) Scrutiny of estimates for construction, reconstruction, special repairs, addition, alteration and renovation works.	(i) Approval of tenders and roster of maintenance. (ii) Approval of PC-1 for onward submission to the Director General, P.P.O. (iii) Approval of estimates for capital works constructions, reconstruction, renovation with addition, alteration and ensuring execution. (iv) Scrutiny of plans in consultation with the Regions

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(4) Major Renovation, addition alteration, face lifting and rearranging of Postal accommodation with the required Re-Engineering.	(iv) Long term plans for re-engineering and rearranging the postal accommodations. (v) Full exercise of supervision on major works spending at least eleven nights on tour during each month. (vi) To keep watch on the budget estimates and cost control measures. (vii) Compilation of net worth value of Postal assets of all Regions. (viii) Keeping watch and pursuance of audit observations and their early settlements. (ix) Preparation of plans to promote the vantage sites commercially. (x) Updating the ownerships deeds of Postal properties situated within the territorial jurisdiction of the Circle.	for submission to D.G. PPO. (v) Review of progress reports, visit reports. Tours will be approved by PMG. (vi) Monitoring of economy measures for cost control and proper utilization of resources. (vii) Review of worth values in consultation with Dy. PMsG, prior to submission to D.G. PPO. (viii) Review of Audit Observations in consultation with Dy. PMsG and to keep a watch for their settlement. (ix) To develop parameters and feasibility for promoting the vantage sites for submission to D.G. (x) Review of ownership deeds quarterly in consultation with Dy. PMsG and submission of report to the D.G., P.P.O.

(c) The duties of Engineering staff in the Postal Regions shall be as under:

Activities	Assistant Engineer (Civil)/Sub-Engineer	Deputy Postmaster General Region
(1) Minor repairs, annual repairs and special repairs. (2) Constructions. (3) Re-Construction. (4) Major Renovation, addition, alteration, face lifting and rearranging of Postal accommodation with the required Re-Engineering.	(i) Preparation of Maintenance Rosters, Tenders, Estimate for maintenance works. Preparation of PC-1 for reconstruction, new construction and renovation works. (ii) Execution and supervision of works. (iii) Scrutiny of bills and recommendation for payments according to rules and tendered rates. (iv) Submission of plans and budget estimates for subsequent years. (v) Calculating net worth value of Postal assets. (vi) Re-Engineering and Rearranging, of Postal accommodations according to the modern needs. (vii) Re-conciliations of accounts with Director of Accounts, Pakistan Post	(i) Acceptance of tenders/sanction of estimates for maintenance works, watch on quality and quantity of works. (ii) Submission of PC-1 to PMG for re-construction, new construction and major renovations, exercising the cost control and economy measures. (iii) Sanction of estimates and bills according to the delegated financial powers. (iv) Dy. PMG/Director PLI will personally check according to the need, prior to submission to PMG/G.M. (v) Continuous process to capitalize the Postal assets. Dy. PMG/ Director PLI will submit the net worth value to PMG in the start of each financial year. (vi) Plan will be submitted to

	Office Department, Lahore. (viii) Auditing and submission of Audit reply.	PMG. (vii) Dy. PMG/Director PLI will personally keep watch on the reconciled figures. (viii) Dy. PMG/Director PLI will ensure early settlement of the audit observations.

CHAPTER-III

RESPONSIBILITIES OF EXECUTIVE ENGINEERS

13. Duties of Executive Engineer (Structure).__ He shall be responsible to the Superintending Engineer for the preparation of accurate designs, drawings for all projects, assigned to him. He shall also inspect works under construction as and when required by the Superintending Engineer to see that the approved structural designs are being adhered to at site. Any imperfection and change from the approved structural design shall be brought simultaneously to the notice of the Executive Engineer (Civil) of the work as well as to his Superintending Engineer. He shall be the over all controlling officer of his subordinates.

14. Duties of Executive Engineer (Quantity Surveying).__ He shall be answerable to the Superintending Engineer. His duties and responsibilities shall be as under:

(i) To prepare and scrutinize proposals for inclusion in the Plan and Annual Development Programme and also Budgetary proposals for maintenance work. He shall be responsible to examine/compile PC-1 of the schemes for the approval of the competent authority.

(ii) To prepare/examine preliminary and detailed estimates of all original projects received from Circle/Region, alongwith the specifications of material and workmanship, etc. Estimates for additions and alterations to the existing buildings shall, however, be prepared by the Executive Engineer of the concerned Circle, irrespective of the cost of work.

(iii) He shall examine new item statements (NIS) papers complete in all respects for the projects entrusted to him/received from Circles/Regions.

(iv) He shall also inspect site as and when desired by the Superintending Engineer to see that the estimates being prepared reflect site conditions.
(v) To check and scrutinize addition/extra items and deviation statements.
(vi) He shall be the controlling officer of his subordinates.

15. Duties of Executive Engineer, Site Control (Circles).__ The duties and responsibilities of the Executive Engineer Site Control (Circles) shall be as under:

(i) The Executive Unit for Civil works/infrastructure works of the Department shall be the Circle under the charge of an Executive Engineer, who shall be answerable to the Postmaster General/Director General of all works within his Circle. It shall also be his duty to organize and supervise the execution of works and to see that they are suitably and economically carried out with good workmanship and materials of good quality. The Executive Engineer shall spend minimum of 10 days in a month, on an average, on inspection of work and shall record his instructions to the Assistant Engineer/Assistant Executive Engineer/Contractor in the Site Order Book, immediately after the inspection. It shall be his responsibility to ensure that the defects pointed out by him or his superiors are rectified either by the Contractor or at his risk and cost. On completion, the work shall be in accordance with the drawings, designs and specifications.
(ii) The Executive Engineer shall be primarily responsible for affording information in case of probability of excess of actual estimated cost of works, and should report any such probability to the Postmaster General and Director General at once, briefly describing the nature and causes of excess and asking for further necessary orders.
(iii) The Executive Engineer shall inspect, periodically, all important buildings in his circle and shall ensure that proper measures are taken to preserve them and to prevent encroachment on Government lands in his charge. He shall keep accurate plans of all such lands and take care that his subordinates make themselves acquainted with the boundaries and ensure that they are respected. The record maintained by him shall be neat and clean in all respects.
(iv) The executive Engineer shall keep complete record in his office of the following plans, or such of them as are required in his circle:

(a) Complete Plans, sections and elevations of every building or other works under his charge, as actually constructed, any subsequent alteration being carefully noted. The boundaries of the grounds attached to any building should be distinctly shown.
(b) Plans of roads under his charge.
(c) Building registers.
(d) Standard Measurement Books (S.M.Bs) in the revised prescribed form.

(v) Soon after the completion of a work, it shall be the duty of the Executive Engineer to get the accounts closed by the Circle Accounts Officer and to prepare the completion report on the prescribed Proforma.

(vi) When it is decided to abandon a work, the accounts pertaining to the work shall be got closed as soon as possible after such decision is reached.

(vii) The Executive Engineer shall be required to report immediately any important accident or unusual occurrence connected with the level and to state how he has acted in consequences to the Postmaster General/Director General.

(viii) It shall be the duty of the Executive Engineer to administer the grant made for works in his circle and, to keep a close watch over the progress of expenditure against it, to ensure that no excess is permitted to occur. He shall accordingly keep himself informed of such circumstances as may affect the progress of expenditure, in order to take timely steps for obtaining extra funds or surrendering probable savings as may be necessary.

(ix) It shall be the foremost responsibility of Executive Engineer to see that the surveying and mathematical instruments in his circle are properly cared for. A report shall be sent by him about their condition to the Superintending Engineer and Director General, Pakistan Post Office Department at the end of each calendar year. Any damage to the instruments if it is due to neglect or carelessness shall be made good at the expense of the persons responsible for the damage.

(x) It shall be the responsibility of an Executive Engineer to ensure proper maintenance of all works in his charge and to organize and supervise the execution of works and to see that they are suitably and economically carried out with the best workmanship and materials of specified quality.

(xi) The Executive Engineer shall not commence any work or spend public funds without the sanction of the competent authority and also shall not make or permit any material deviation from the approved design during the course of execution without prior approval of the competent authority. In case of

emergency, however, such changes can be made by the Superintending Engineer and the Director General, Pakistan Post Office Department at his own responsibility in anticipation of approval of the competent authority.

(xii) The Executive Engineer shall be responsible for the detailed assessment of the revenue from different sources within his circle and shall ensure that Accounts Officer maintains such records and accounts for the purpose, as may be prescribed.

16. Duties of Assistant Executive Engineer.— The duties and responsibilities of the Assistant Executive Engineer shall be as under:

(i) The Assistant Executive Engineer in the Directorate General or Circle Office shall be responsible to the Executive Engineer concerned for the accuracy of the designs and estimates prepared/examined and other work entrusted to him.

(ii) He shall also be responsible for the accuracy of the details and presentation in methodical and engineering manner of the job assigned to him.

(iii) He shall assist the Executive Engineer (Structure)/(Quantity Surveying) in the preparations of plans, architectural design and drawings.

CHAPTER-IV

WORKS

17. Classification of the operations regarding civil works.—(1) The operations of the Pakistan Post Office Department are divided into two categories, original works and repairs which are elaborated as under:

(a) Original works comprise all new constructions whether of entirely new works, or of additions and alterations to existing works except as hereinafter provided; also all repairs to newly purchased or previously abandoned buildings required for bringing them into use.

(b) Repairs include primarily, operations undertaken to maintain in proper condition on buildings and works in ordinary use.

(2) A portion of an existing structure is to be dismantled and replaced, if the cost of such replacement represents a genuine increase in the permanent value of the property as an asset, the work should be classed as original work, the cost (which should be estimated if not known) of the portion replaced being credited to the estimate of "original works" and debited to

"repairs". In all other cases to whole cost of the new works shall be charged to repairs.

(3) The capital value of any portion of a building which is abandoned or dismantled without replacement from the total capital value of the building as recorded in the books, shall be written off.

18. Stages.— There are four main stages in the project for major work, namely, administrative approval, expenditure sanction, technical sanction and the appropriation or re-appropriation of funds. These stages through which every work to be executed will pass are described in the following sub-rules.

(a) *Administrative Approval (Sanction for works).*— For every work (excluding petty work and repairs), it is necessary to obtain in the first instance, the concurrence of the competent authority of the administrative department requiring the work. The formal acceptance of the proposals by that authority is termed as "Administrative Approval" of the work. It is the duty of the local officer of the department requiring the work to obtain requisite approval to it. Any approximate estimate and such preliminary plans as are necessary to elucidate the proposals should be obtained from the Circle/Regions. The Preliminary estimate shall be framed or countersigned by the competent authority to accord technical sanction to the detailed estimate.

(b) *Expenditure Sanction.*— Expenditure sanction means the concurrence of the Director General/Chairman in the expenditure proposed, in cases where this is necessary. In all other cases the act of appropriation or re-appropriation of funds shall operate as sanction to the expenditure concerned. The duty of obtaining expenditure sanction where necessary, rests with the circles/regions requiring the works.

(c) *Technical sanction.*— (i) An appropriate detailed estimate shall be prepared for the sanction of the competent authority for each individual work proposed to be carried out except petty works, petty repairs and repairs. This technical sanction to the estimate must be obtained before the commencement of the construction work. As its name indicates, it amounts to no more than a guarantee that the proposals are structurally sound, and that the estimates are accurately calculated and based on adequate data. Such sanction shall be accorded by the officer authorized to do so i.e. Executive Engineer/Superintending Engineer. Due care should be taken to incorporate the detailed requirements so that at the execution stage, no major changes which are considered essential might be allowed by the competent authority.

(ii) It is not essential that expenditure sanction should invariably be obtained before technical sanctions is given. In some cases it may be convenient to reverse the order of those stages provided funds for the work have actually been allotted or promised by the competent authority.

(d) *Appropriation or Re-Appropriation.*— Appropriation or re-appropriation represents the allotment of a particular sum of money to meet expenditure on a specified object. It is operative only for the financial year for which it is made, monthly return should be forwarded simultaneously to the Directorate-General. Sanctioning authorities will be responsible for the communication, to the Audit Officer concerned of all approvals and sanctions accorded under the foregoing rules, which are not included in the monthly return.

CHAPTER-V

ESTIMATES

19. Estimates and their Sub-Division.— (1) The estimates shall be sub-divided as under:

(a) Preliminary Estimate.— It shall constitute estimated cost of work based on engineering evaluation of the cost of similar type of structures, made by the Quantity Surveyor from time to time. It shall be prepared to determine the cost of project before detailed investigations have been undertaken.

(b) Detailed Estimate.— This shall include detailed plans, specifications, detailed statement of measurements, quantities and rates within the abstract showing the total estimated cost of each item of work.

(2) In addition to the provisions for all expenditure which can be foreseen, five percent (5%) should be added to the estimate to cover the cost of unforeseen contingencies.

20. Scope of the Sanction to an Estimate.— (1) The authority granted by a sanction to an estimate must on all occasions be looked upon as strictly limited by the precise objects for which the estimate was intended to provide. Accordingly, any anticipated or actual savings on a sanctioned estimate for a specific project should not, without special authority, be applied to carry out additional work, not contemplated in the original project, or fairly contingent on its actual execution.

(2) Savings due to the abandonment of a substantial section of project are not to be considered as available work on other sections.

CHAPTER-VI

PRELIMINARY OPERATIONS

21. Land Acquisition.- (1) when land is required for public purposes, the Circle Executive Officer should, in the first instance, consult the Chief Revenue Officer of the district, and obtain from him the fullest possible information as to the probable cost of the land, together with the value of building, etc., situated on the property for which compensation shall have to be paid. Upon the information thus obtained an estimate should be framed by the Executive Engineer (Civil) and submitted for sanction. When sanction to such an estimate has been obtained, that Executive Engineer (Civil) shall take the necessary preliminary action for the appropriation of the land under the Land Acquisition Act or for its acquisition by private negotiations. Should it subsequently be found impossible to obtain the land required without materially exceeding the estimate, or to obtain some other plot of land in lieu of that originally proposed, the Executive Engineer shall submit a revised estimate for sanction.

(2) In cases where the amount claimed by the owner is largely in excess of the amount awarded by the Revenue Officer, possession should not be taken, except under the specific orders of the authority sanctioning the work until the time has lapsed within which an appeal may be preferred.

(3) With a view to avoiding delay in construction and obtaining economical results a project shall not be taken over unless the land has been acquired and is available for construction.

22. Calling for and acceptance of tenders.__ (1) For small works, maintenance/petty and special repair works, the Circle Chief/Regional Deputy Postmaster General/Director, Postal Life Insurance have full power to accept the tenders. Rules devised by the Pakistan Engineering Council are the basis to call for the Tenders. Standard format of tender document for procurement of work should be adopted. The powers to accept the tenders for major and Special Project rests with Director General/Chairman.

(2) Tender must be invited by the Executive Engineer (Civil) concerned from registered pre-qulified Contractors, Firms and Suppliers in the most open and public manner possible, whether by advertisement in the press where prescribed or by notice in English and Urdu and the written language of the District, posted in public places after the estimate has been technically

sanctioned and the contract documents have been approved by the authority not lower than that empowered to accept the tender.

(3) All the tenders should be opened in the presence of such intending contractors or their agents as may choose to attend at a time and place which should be notified/advertised. In cases where the lowest tender is not accepted, reasons should be recorded confidentially. In selecting the tender to be accepted, the financial status and commitments of the works in hand of the individuals and firms tendering should be taken into consideration in addition to all other relevant factors.

(4) The agreement with the contractors selected must be in writing and should be precisely and definitely expressed, it should state the quantity and quality of the work to be done, the specifications to be complied with, the time within which the work is to be completed, the conditions to be observed, the security to be lodged, performance bond and the terms upon which the payments shall be made and penalties exacted, with the provisions, necessary for safeguarding the property entrusted to the contractor. If necessary, drawings should be appended showing the general dimensions of the proposed work and details of the various parts. Where a standard form is applicable to the case it should be adopted, otherwise special forms, prepared in consultation with the Ministry of Law should be utilized. The terms of contract once entered into should not be materially varied without, the previous consent of the officer competent to enter into the contract as so varied.

(5) Security for the due fulfillment of the contract should invariably be taken. This security may take the form of a cash deposit, a deposit of interest bearing securities, a deduction of 10% from the payments to be made on account of work done and a performance guarantee from approved financial institutions of the value of 10% of the work.

(6) Engineers and their subordinates shall ensure that the terms of contract are strictly enforced and that no act is done tending to nullify or vitiate a contract.

CHAPTER-VII

PREQUALIFICATION

23. Prequalification of the Contractors.__ The prequalification of the contractors and the standard form of the tender document for procurement of works will be according to the instructions issued by the Pakistan Engineering Council and notified by the Planning and Development Division. In this context detailed instructions were issued on 1st August, 2002 by the

Pakistan Engineering Council, Islamabad promulgated vide Notification No. 8(60) WR/PC/2002 dated August 21, 2002 of the Planning and Development Division, Government of Pakistan.

24. Prequalification of the Consultants.__ The prequalification of the consultants and standard form for Engineering Consultancy Services will be in accordance with the instructions issued by the Pakistan Engineering Council and notified by the Planning and Development Division, Government of Pakistan. In this context the standard forms of Contract for Engineering Consultancy Services have been issued on 1st August 2002 by Pakistan Engineering Council, Islamabad which were promulgated vide Notification No. 8(60) WR/PC/2002 dated August 21, 2002 of the Planning and Development Division, Government of Pakistan.

25. Prequalification for Architect's appointment.__ The Pakistan Council of Architects and Town Planners Rules for engaging the Architects will be observed strictly.

[No. P.D. 6-11/2004]

[Authority: Director General's Special Circular No. 15 dated 21st September, 2004.]

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This Index has been compiled solely for the purpose of assisting references. No expression used in it should be considered in any way as interpreting the rules.

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