

**GOVERNMENT OF SINDH      Amended upto 31-8-2006**

**SERVICES AND GENERAL ADMINISTRATION DEPARTMENT**

**NOTIFICATION**

Karachi, the 13th August 1988.

No. SOR-I (S&GAD) 3/2-85(Pt. III). ---- In pursuance of the provisions of Article 139 (3) of the Constitution of the Islamic Republic of Pakistan, the Governor of Sindh is pleased to make the following rules which shall have effect from 20th November, 1986.

**SINDH GOVERNMENT RULES OF BUSINESS, 1986**

**PART I ---- GENERAL**

- |   |   |
|---|---|
| <p>(i) These rules shall be known as the "Sindh Government Rules of Business, 1986."</p> <p>(ii) They shall come into force at once.</p> <p>2. In these rules, unless the context otherwise requires: -</p> <p>(i) "Assembly" means the Provincial Assembly of Sindh;</p> <p>(ii) "Attached Department" means the Department mentioned in column 3 of Schedule-----I;</p> <p>(iii) "Branch" or "Section" means sub-division of a Department dealing with one or more specified subject;</p> <p>(iv) "Business" means all work done by Government;</p> <p>(v) "Cabinet" means the Chief Minister and Ministers referred to collectively;</p> <p>(vi) "Case" means a particular matter under consideration and includes all papers relating to it required to enable the matter to be disposed, namely, correspondence, notes and previous papers, if any, on the subject or subjects covered by or connected with it;</p> <p>(vii) "Chief Minister" means Chief Minister of Sindh;</p> <p>(viii) "Chief Secretary" means Chief Secretary to the Government of Sindh;</p> | <p>Short title and Commencement.</p> <p>Definitions</p> |
|---|---|

- (ix) "commission" means the Public Service Commission established for the Province of Sindh in pursuance of Article 242 of the Constitution;
  - (x) "Constitution" means the Constitution of the Islamic Republic of Pakistan;
  - (xi) "Department" means an administrative unit in the Secretariat responsible for the conduct of business in a specified sphere;
  - (xii) "Gazette" means the Sindh Government Gazette;
  - (xiii) "Government" means the Government of Sindh;
  - (xiv) "Governor" means the Governor of Sindh;
  - (xv) "Head of an Attached Department" means an officer shown in column 4 of Schedule-----I;
  - (xvi) "Member" means a member of the Assembly;
  - (xvii) "Minister" means a Minister appointed under Article 132 of the Constitution;
  - (xviii) "Schedule" Means a Schedule of these rules.
  - (xix) "Secretariat" means the Departments referred to collectively;
  - (xx) "Secretary" means and includes the Chief Secretary, Additional Chief Secretary, Secretary or Additional Secretary to Government incharge of a Department; and
  - (xxi) "Speaker" means the Speaker of the Assembly.
3. (i) There shall be Secretariat comprising the Departments specified in column 2 of Schedule-----I. Departments and their business
- (ii) The business shall be distributed amongst several Departments in the manner indicated in Schedule----II.
- (iii) There shall be Attached Departments as shown in column 3 of Schedule-----I.
- (iv) The business of Government, other than the business transacted in the Secretariat or the attached Department shall be transacted in such manner as the Chief Minister may determine.

4. (i) Each Department shall consist of a Secretary and such other officials subordinate to him as Government may determine : Organization  
of Department  
 Provided that the same person may be Secretary of more than one Department :  
 Provided further that in a Department there could be more than one Secretary to deal with subjects to be specified as such in the notification.
- (ii) The Secretary shall be the official head of the Department and shall be responsible for its efficient administration and discipline and for the proper conduct of business assigned to the Department under rule 3.
- (iii) The Secretary shall, by means of standing orders, distribute the work of the Department among the officers, branches and/or Sections of the Department.
- (iv) The Chief Minister may, by notification direct that the Head of an Attached Department shall exercise such powers of Secretary under these rules for the purpose of transaction of such Attached Department.

#### PART II-----GOVERNOR

5. (i) The Governor shall, subject to the Constitution, in performance of his functions, act in accordance with the advice of the Cabinet or the Chief Minister, as the case may be. References  
to  
Governor
- (ii) Notwithstanding the provisions made in these rules, where in terms of any provision of the Constitution any function is to be performed or any orders have to be issued by the Governor in his discretion, the department concerned shall submit the case to the Governor through Chief Minister in the form of a self-contained, concise and objective **Summary** titled as **SUMMARY FOR THE GOVERNOR** stating the relevant facts and points for decision prepared on the same lines as those prescribed in these rules for a summary for the Cabinet except that only one copy will be required which may not be printed. This procedure will not, however, be applicable where the case is initiated by the Governor himself and decided in consultation with the Chief Minister. The cases to which this sub-rule applies are enumerated in Schedule-----III.
- (iii) Notwithstanding the provisions made in these rules where in terms of any provision of the Constitution, any function is to be performed or any orders have to be issued by the Governor or his specific approvals required, the department concerned shall in-rotate a paragraph to the effect in the summary titled as **SUMMARY FOR THE CHIEF MINISTER**. The Chief Minister shall tender his advice and submit the case to the Governor. After the Governor has seen and approved the case, it shall be returned to the Chief Minister. The cases to which this sub-rule applies are enumerated in Schedule---IV.

- (iv) The cases enumerated in Schedule----V shall be submitted for information of the Governor.
  - (v) The matters relating to Universities requiring orders of the Governor, as he shall dispose of Chancellor.
  - (vi) Any case as may be specified generally or call for specifically by the Governor, shall be submitted to him for approval or information through the Chief Minister.
  - (vii) A case submitted to the Governor shall include a summary containing relevant facts, points for decision and specific recommendations of the Cabinet or the Chief Minister as the case may be.
  - (viii) All Summaries on which the Governor has passed orders, shall on their way back to the respective departments, be routed through Chief Secretary.
6. (i) The Governor may in accordance with the advice of the Chief Minister appoint -----
- (a) a Special Assistant to the Chief Minister;
  - (b) an Advisor to the Chief Minister in respect of a Department
- Appointment of Advisors, and Special Assistants.
- (ii) The Chief Minister may delegate all or any of the powers of Minister to such Advisor.

### **PART III----- CHIEF MINISTER**

7. (i) The Chief Minister may allocate to a Minister one or more Departments or part of a Department, but the Chief Minister shall have powers to pass order in any case concerning any Department without consulting the Minister of that Department.
- Allocation of Departments.
- (ii) The Chief Minister may, in respect of any Department, delegate all or any of his powers under these rules to a Minister or an Advisor or Secretary of that Department.
- (iii) Any order passed by the Chief Minister or any authority to whom whom he has delegated his powers to pass such orders. [\*] shall be deemed to be the order passed by the Government.
-

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

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

8. (i) The cases enumerated in Schedule----VI shall be submitted for approval of the Chief Minister. References to the Chief Minister
- (ii) The cases enumerated in Schedule----VII shall be submitted for the information of the Chief Minister.
- (iii) The Chief Minister may give any direction as he deems fit in the case in which the advice of the Commission is not acceptable to a Department.
- (iv) The Chief Minister shall be the Chairman of the Selection Board No.I constituted by the Government for making appointments to tenure posts and other senior posts in B-20 and above.
9. The Chief Minister may in his discretion require any case to be submitted to the Cabinet for decision, Power to refer cases to the Cabinet
10. The Chief Minister may call a meeting of the Cabinet on the date, time and place to be fixed by him.
11. Notwithstanding anything contained in these rules, the Chief Minister may ---- Waiving of and dispensing with reference to Cabinet.
- (i) in any case waive reference to the Cabinet and pass such orders as he deems fit;
- (ii) in case of urgency, dispense with the prior consultation by one Department with the other.
-

- .
- |     |  |   |
|-----|--|---|
| 12. | The Chief Minister may require the law Department to obtain orders of the Governor on the summoning prorogation and dissolution of the Assembly.   | Power to give direction regarding Assembly                    |
| 13. | The Chief Minister may approve the proposed legislation submitted to him and dispense its reference to the Cabinet.  | Approval of Legislative proposals.                            |
| 14. | <p>(i) In the event of difference of opinion between Departments, the Minister of the Department primarily concerned shall submit the dispute to the Chief Minister for decision.</p> <p>(ii) In case of difference of opinion between Minister and the Secretary, doubt or dispute the Chief Minister shall make an appropriate order in the case submitted to him under rule 19 (i) (e).</p> <p>(iii) In case of any doubt or dispute as to the Department to which a case primarily pertains, the Chief Minister may, on such case being brought to his notice, give general or specific direction.</p> | Procedure in case of difference of opinion, doubt or dispute. |
| 15. | On Finance Department's refusal to accord concurrence to any case, the Department may submit after obtaining and incorporating the views of Finance Department, such case to the Chief Minister for his decision.  | Power in Financial matters.                                   |
| 16. | No reference of important matter shall be made to the Federal Government or any other Provincial Government except under the orders of the Chief Minister.   | Matters involving federal and other Provincial Government.    |
| 17. | <p>(i) A case submitted to the Chief Minister shall include a Summary containing the relevant facts, points for decision and specific recommendations of the Minister and, if there is no Minister, of the Chief Secretary :</p> <p style="padding-left: 40px;">Provided that in cases relating to service matters, the summary shall be routed through the Chief Secretary.</p> <p>(ii) All summaries on which the Chief Minister has passed orders, shall on their way back to the respective departments, be routed through the Chief Secretary.</p>  | Submission of cases.  |

18. **The Chief Minister shall ----**

- (i) communicate to the Governor all decisions of the Cabinet relating to the administration of the affairs of the Province and proposals for legislation;
- (ii) furnish such information relating to the administration of the affairs of the Province and proposals for legislation as the Governor may call for; and
- (iii) if the Governor so requires, to submit for consideration of the Cabinet any matter on which a decision has been taken by the Chief Minister or a Minister but which has not been

Duties of Chief Minister in relation to Governor.

Functions of the Ministers

**PART----IV FUNCTIONS OF MINISTERS AND SECRETARIES.**

## 19. (i) The Minister shall ---

- (a) be responsible for matters delegated to him concerning his Department provided that no important decision shall be taken except with the approval of the Chief Minister, and in any case where prior approval is for any reason not possible, the Chief Minister shall be informed as soon as possible;
- (b) be responsible for conducting the business of his Department in the Assembly;
- (c) submit cases to the Chief Minister as required by these rules;
- (d) keep the Chief Minister informed of any important case disposed of by him, but not already referred to the Chief Minister; and
- (e) submit the case to the Chief Minister for his orders, if on re-submission of the case under rule 22 (f) he still disagrees with the Secretary.
- (ii) A Minister may, with the approval of the Chief Minister, and shall, if ordered by the Chief Minister, in respect of any Department in his charge delegate his powers to the Secretary of that Department.
- (iii) An order passed by a Minister or any authority to whom powers have been delegated under sub-rule (ii) in respect of any subject or matter allocated to the Department in the charge of such Minister, shall be deemed to be the orders passed by the Government.

20. During the period when there is no Cabinet, the Secretary shall, subject to the instructions, if any given to him by the Governor or Chief Secretary, exercise the powers of Government in the cases required to be submitted to the Chief Minister or the Minister. When there is no Cabinet
21. In addition to the duties and functions assigned to him under any other provisions of these rules, the Chief Secretary shall----
- (a) be the Chief Advisor to the Governor and Chief Minister in administrative matters;
- (b) exercise, on behalf of the Chief Minister, powers of appointing authority except the power of appointment (other than additional or current charge), transfer, promotion, disciplinary action and matters mentioned at serial numbers 4,6,7 and 19 of Sixth Schedule in respect of officers in B-19 and above;
- (c) be the official head of the Secretariat;
- (d) co-ordinate the activities of all Departments in the administrative field;
- (e) be the Chairman of the Selection Board No.II constituted by Government for making appointments to tenure posts and other senior posts under Government in B-18 (which special pay) and B-19;
- (f) have the power to call for any case or information from any Department, Attached Department, Regional Office, or any other office; and
- (g) be the Secretary of the Cabinet. Functions and Powers of the Chief Secretary
22. The Secretary shall-----
- (a) Assist the Minister, Chief Minister and Governor in formulation of Policy". Duties and functions of Secretary
- (b) execute the sanctioned policy, and orders passed by the competent authority;
- (c) submit all proposals for legislation to the Cabinet in accordance with part VIII of these rules;
- (d) keep the Minister generally informed of the working of the Department and important cases disposed by him;
- (e) suggest a definite line of action while submitting a case for orders of the Minister;
- (f) re-submit the case to the Minister inviting his attention to the relevant rules or regulations or Government policy where the Minister's orders appear to involve a departure from rules, regulations or Government policy;
- (g) issue, subject to any general or special orders of Government in this behalf standing orders specifying the cases or class of cases which may be disposed by an officer subordinate to him : and
- (h) ensure strict compliance of these rules in his Department.



23. (i) Instructions as to the manner of disposal of business of the Secretariat shall be issued by the Services & General Administration Department. General Procedure for disposal of business
- (ii) Any doubt or dispute as to the Department to which a case primarily pertains shall be referred to the Chief Secretary, whose decision, subject to the general or special directions of the Chief Minister in this behalf, shall be final.
- (iii) Every order shall be passed in writing, and in case of verbal order, it shall be reduced to writing at the earliest opportunity by the officer receiving it and confirmation thereof shall be obtained from the Minister if such order is given by him.
- (iv) If any order contravenes a law, rule or policy decision, it shall be the duty of the next below officer to point it out to the authority passing the order.
24. (i) Every executive action of Government shall be taken in the name of the Governor. Orders, instruments and Contract
- (ii) Save in cases where an officer has been specially empowered to sign an order or instrument of Government, every such order or instrument shall be signed by the Secretary, the Additional Secretary, the Joint Secretary, the Deputy Secretary, the Section Officer to Government, or the Officer on Special Duty in the Department concerned; and such signature shall be deemed to be proper authentication of such order or instrument.
- (iii) Notwithstanding anything contained in sub-rule (ii) an order in service matters shall be notified by the Department concerned or the Services & General Administration Department; as the case may be and until such Notification is issued, no officer or authority shall communicate such order.
- (iv) Contracts shall be made or executed on behalf of Governor in accordance with the instructions issued by the Law Department

#### **PART V ----- DEPARTMENTAL PROCEDURE**

25. (i) When a case concerns more than one Department, the Department primarily concerned shall consult the other Department before issuing any orders or submitting it to the Governor, the Chief Minister or the Cabinet. Consultation among Departments
- (ii) When a case is referred by one Department to another for consultation, all relevant facts and the points for consideration shall be clearly stated.
- (iii) A Department may, for purpose of information transmit a copy of a communication or show a case to such other Departments as it considers to be of any interest or profit to them :
- Provided that copies of cypher telegram received or dispatched by the Cypher Bureau shall be distributed in accordance with standing orders issued by the Chief Secretary.
-

## 26. Inter Provincial Coordination Department.

- (i) The Services & General Administration Department shall be responsible for :-
- S&GAD
- (a) determining the principles of recruitment, conditions of service, discipline and control of Government servants;
  - (b) co-ordinating the policies of all Departments with respect to the services under their control so as to secure consistency of treatment;
  - (c) securing to Government servants, the rights and privileges conferred on them by or under the Constitution or any other law for the time being in force;
  - (d) determining the strength and the terms and conditions of service of the personal staff of Ministers;
  - (e) disposing of the petitions of the members of all Pakistan Services addressed to the President; and
  - (f) selecting officers, other than those of the rank of Secretary and above, for appointment under the Federal Government.
- (ii) No Department shall, without concurrence of the Services & General Administration Department, issue any order, other than an order in pursuance of any general or special delegation made by that Department involving :-
- (a) change in the scope of functions of a Department as specified in Schedule-II, or transfer of functions from one Department to another;
  - (b) re-organization or change in the status of Attached Departments or Regional or other offices directly administered by the Department;
  - (c) interpretation of rules and orders relating to service matters other than rules and orders issued by the Finance Department : and
  - (d) change in the terms and conditions of service or statutory rights and privileges of Government servants.
- (iii) No order in respect of emoluments or terms and conditions of service of any person working in the Finance Department shall be passed and no proposal for expenditure relating to that Department shall be sanctioned without prior concurrence of the Services & General Administration Department and for these matters the Chief Secretary shall exercise the functions of the Secretary, Finance Department.
-

27. The Home Secretary shall -----
- (a) keep the Chief Secretary informed generally of all matters affecting public tranquility; and Home Department manner of submission of certain cases.
  - (b) submit all cases likely to have major political repercussion to the Chief Minister through the Minister-in-Charge of the Home Department, if any, and the Governor.
28. (i) No Department shall, without prior concurrence of the Finance Department, issue any order, other than an order in pursuance of any general or special delegation made by the Finance Department, which directly or indirectly affects the finances of the Province or which involves----- Consultation with Finance Department.
- (a) relinquishment, remission or assignment or revenue, actual or potential or grant of guarantee against it; or grant of land or lease or license of mineral, forest or water-power rights;
  - (b) expenditure for which no provision exists;
  - (c) change in the number or grading of posts or terms and conditions of service of Government servants, or their statutory rights and privileges having financial implication;
  - (d) levy of taxes, duties, fees, or cesses;
  - (e) floatation of loans;
  - (f) re-appropriations within budget grants;
  - (g) alteration in financial procedure or in the method of compilation of accounts or the budget estimates; and
  - (h) interpretation of rules made by the Finance Department.
- (ii) No amendment or interpretation of such rules of the Civil Services Rules, as have no financial implication shall be made by the Finance Department without the prior concurrence of the Services and General Administration Department.
- (iii) Except to the extent of the power delegated under rules framed by the Finance Department, every order of a Department conveying sanction to be enforced in audit shall be communicated to the audit authorities through the Finance Department.
29. (i) The Law Department shall be consulted by a Department on-- Consultation with Law Department
- (a) legal questions arising out of a case;
  - (b) the interpretation of any law;
  - (c) feasibility of instituting or defending civil or criminal proceedings in which Government is involved; and

(d) every proposed legislation in accordance with these rules.

(ii) No Department shall issue any statutory rules, regulations, notifications or orders unless these are vetted by the Law Department.

(iii) The Law Department shall vet and give legal form to every proposed legislation sent by a Department :

Provided that legislation of purely formal character may be initiated by the Law Department in consultation with the Department concerned.

(iv) No Department shall consult the Advocate-General, except-----

(a) through the Law Department;

(b) in accordance with the procedure laid down by the Law Department; and

(c) on specific points.

(v) In case of disagreement between the Advocate-General and the law Department, the views of both the Law Department and the Advocate-General shall be conveyed verbatim to the Department concerned, which, if it does not accept the view of the Law Department, shall submit the case to the Law Minister for decision and, if necessary, the case shall be placed before the Chief Minister.

30. The Planning and Development Department shall co-ordinate the activities of the various Departments in the economic field, and all cases relating to matters of economic policy, planning co-ordination and development in particular, the following cases shall be referred to and processed by the Planning and Development Department -----

Planning and  
Development  
Department.

(i) matters affecting or involving economic policy or any change or modification therein;

(ii) development schemes and major capital outlays;

(iii) all schemes and projects included in the five-year Plans;

(iv) any matter affecting more than one sector of economy of the Province; and

(v) all new expenditure of development nature.

31. (i) A case requiring the approval of Government shall be referred in complete form as far as possible to the Department concerned by the Head of Attached Department or Regional Office.

Reference  
from Head  
of Attached  
Department

(ii) The case referred under sub rule (i) may be settled in personal discussion between the Head of the Attached Department or the Regional Office and the Secretariat Officer dealing with the case.

32. (i) There shall be constituted a Secretaries' Committee, with the Chief Secretary as its Chairman, to facilitate co-ordination amongst the Departments, provide a venue for the consideration of matters of common interest and tender advice on any case that may be referred to it by the Chief Minister or the Cabinet. Secretaries Committee
- (ii) The Secretary who wishes a particular matter to be discussed in the meeting of the Secretaries' Committee, shall intimate the Services & General Administration Department about his intention of doing so and forward thirty-five copies of a brief note on the subject which would form the basis of discussion.
- (iii) The Services and General Administration Department shall issue notice of a meeting of the Secretaries' Committee, together with the agenda, well in advance of the meeting, except that urgent items may be considered in the meeting at short notice.
- (iv) Meetings of Secretaries' Committee shall be attended by Secretaries and Additional Secretaries only.
- (v) Minutes of the meeting shall, except where keeping of record may not be considered necessary, be recorded by an Officer of the Services & General Administration Department who shall attend the meeting for this purpose and the minutes recorded by him shall be circulated after approval of the Chief Secretary.
- (vi) Conclusions reached at the meeting of the Secretaries' Committee shall not be treated as decision of Government and further action in respect thereof may be taken by the Department concerned.

#### **PART VI---SERVICES**

33. (i) The advice of the Commission shall ordinarily be accepted by the Department in such cases in which it is obligatory to consult the Commission under law. Public Service Commission
- (ii) The advice of the Commission shall be submitted to----
- (a) The Chief Secretary in the cases in which the Chief Minister or Chief Secretary is the appointing authority and if the advice is approved by the Chief Secretary it shall be deemed to have been approved by the Chief Minister;
- (b) the Secretary of the concerned Department in the cases other than the cases mentioned in clause (a) for his approval.
- (iii) If the advice of the Commission submitted under sub-rule (ii) is not acceptable the case shall be submitted to the Chief Minister for orders.
-

34. (i) Government may constitute one or more Selection Board(s) to recommend for appointment and promotion to specified posts other than those to be filled on the advice of the Commission. Selection Board
- (ii) If the advice of the Selection Board is not acceptable to the Department, the case shall be returned to the Selection Board for reconsideration, and if on reconsideration, the difference still persists, the case shall be submitted to the Chief Minister through the Services & General Administration Department, for his orders. Difference between Selection Board and the Department.
35. (i)
- (ii) The posts specified in column 2 of Schedule IX shall be tenure posts and the normal tenure for the incumbents of such posts shall, subject to the provisions of sub-rule (iii) be as shown against each in column 3 thereof. Transfers
- (iv) The Chief Minister may extend the tenure of any post specified in Schedule IX.
- (v) The Services & General Administration Department shall be consulted if it is proposed to require an officer to hold charge of more than one post mentioned in Schedule IX for a period exceeding four months.

#### **PART VII ---- CABINET PROCEDURE**

36. (i) the Cabinet shall be collectively responsible for the advice tendered to, or the executive orders issued in the name of the Governor and each Minister shall be responsible for matters pertaining to his Department. Business brought before the Cabinet.
- (ii) Following cases shall be brought before the Cabinet :-
- (a) proposals for legislation, official or non-official, including money Bills;
  - (b) promulgation and withdrawal of Ordinance;
  - (c) annual Budget statement and other financial statements to be laid before the Assembly;
  - (d) all taxation proposals;
  - (e) cases involving vital political, economic and administrative policies;
  - (f) important reports and documents to be laid before the Assembly;
  - (g) cases which the Governor or the Chief Minister considers necessary for reference to the Cabinet; and
  - (h) any other case to be referred to the Cabinet under these rules.
-

37. (i) Cases referred to the Cabinet shall be disposed ----- Method of disposal by the Cabinet
- (a) by discussion in a meeting of the Cabinet;
- (b) by circulation amongst Ministers; and
- (c) by discussion in the meeting of a Committee of the Cabinet; provided that the decision of the Committee shall be ratified by the Cabinet unless the Committee is authorised to take final decision.
- (ii) Cabinet or Chief Minister may constitute Standing or Special Committees of the Cabinet, as the case may be, to deal with any particular case or class of cases, and determine the terms of reference and membership of such Committees.
38. (i) A case submitted to the Cabinet shall include a Self-contained Summary accompanied by relevant paper as appendices as are necessary for the proper appreciation of the case, the points for decision and the recommendations of the Minister : Submission of cases to the Cabinet
- Provided that in the event of the views of the Department being different from the views of the Minister, both the views shall be included in the Summary.
- (ii) Where a case concerns more than one Department, the Summary shall be forwarded to the Cabinet after the case has been considered by all such Departments and, in the event of difference of opinion between them, the points of difference shall be clearly stated in the Summary, a copy of which shall be sent to such other Departments simultaneously with its transmission to the Cabinet.
- (iii) The Summary containing a proposal involving financial implications shall be submitted to the Cabinet, after the Finance Department has been consulted and its views incorporated therein.
- (iv) The Summary relating to legislation shall contain the issues involved.
- (v) A draft of Bill, Ordinance or statutory Order shall be submitted to the Cabinet after it has been vetted by the Law Department and thereafter no change shall be made in it except with the consent of that Department.
- (vi) A case shall not be included in the agenda unless it reaches the Chief Secretary not less than four days before the meeting of the Cabinet :

Provided that in case of urgency, the Chief Secretary, may at the request of the Secretary concerned, include the case in the agenda whereupon a note explaining the urgency of the case and reasons for the delay shall be sent by the Secretary for circulation among the members of the Cabinet.

- (vii) The Secretary shall submit to the Chief Secretary such number of copies of the Summary as may be specified by him.
- (viii) If Services and General Administration Department find that the Papers Submitted by a Secretary or either in-complete or do not meet the requirements of these rules or any other instruction in this behalf, that Department shall ordinarily return such papers.
39. (i) The meeting of the Cabinet shall ordinarily be held once every ten days and at the time and place fixed by the Chief Minister :
- Procedure regarding Cabinet meetings.
- Provided that the Chief Minister may call a special meeting of the Cabinet on any day, time and place fixed by him.
- (ii) Every Minister shall so arrange his tour that he is able to attend the periodical meetings of the Cabinet unless he has obtained the Chief Minister's Permission for his absence, in which case the Secretary of his Department shall invariably be in attendance at the meeting if any item relating to his Department is in the agenda of that meeting.
- (iii) The Chief Minister shall preside over all meetings of the Cabinet;
- Provided that in the absence of the Chief Minister any Minister nominated by him shall preside over such meetings.
- (iv) Every decision taken by the Cabinet in the absence of the Chief Minister shall be submitted for his approval :
- Provided that in case of urgency the Cabinet may direct that immediate action may be taken in anticipation of such approval.
- (v) The Chief Secretary shall ordinarily send the agenda of the meeting, together with the Summaries relating to the items on the agenda to all Ministers not less than three days before the meeting, but in case of Special meetings, short notice may issue;
- Provided that in case of urgency the Cabinet may direct that immediate action may be taken in anticipation of such approval.
- (vi) A case shall not be discussed in the meeting of the Cabinet unless the Summary relating to it has first been circulated :



Provided that if the Chief Minister is satisfied he may dispense with the requirement of this sub-rule.

- (vii) The Secretary shall, unless otherwise directed, attend the meeting of the Cabinet for which he shall be informed in advance and in the agenda of which any item relating to his Department is included.
  - (viii) In the absence of his Minister from Headquarters, if the Secretary considers that the discussion on any item, relating to his Department should await return of his Minister, he may request the Chief Secretary for its postponement.
  - (ix) A Minister or a Secretary may, if he considers necessary, request for withdrawal of the case pertaining to his Department from the agenda.
  - (x) The Chief Secretary shall ----
    - (a) attend all meetings of the Cabinet :
    - (b) prepare a brief record of the discussion which, in the absence of a special direction by the Cabinet, shall be of impersonal nature;
    - (c) record the decision without any statement or reasons therefor; and
    - (d) circulate among the Ministers, a copy of the record prepared under clauses (b) and (c) for their perusal and return within twenty-four hours.
  - (xi) If a Minister finds that there has been any mistake or omission in recording the minutes, he shall point it out to the Chief Secretary within twenty-four hours of the issue of the minutes and thereafter the Chief Secretary shall obtain the orders of the Chief Minister and finalize the minutes.
  - (xii) In the absence of his Minister if the Secretary has attended the meeting of the cabinet, a copy of the record of the item relating to his Department shall be sent to him as required by clause (d) of sub-rule (x) and sub-rule (xi).
  - (xiii) The Chief Secretary shall send to the Secretary a copy of the decision of the Cabinet relating to any item of his Department by the Cabinet, for necessary action under rule 41; and, if considered necessary, also a copy of points discussed.
40. (i) While circulating a case among the members of the Cabinet, the Chief Secretary shall specify the time by which they shall communicate opinions to him and if any member does not communicate his opinion within the time so specified it shall be presumed that he

Procedure  
Regarding  
Cabinet  
decision by

accepts the recommendations contained in the Summary.

circulation

- (ii) On expiry of the specified time, the Chief Secretary shall submit the opinions of the members of the Cabinet, if any, to the Chief Minister for decision.
  - (iii) If the Chief Minister directs that the case be discussed in the meeting of the Cabinet the opinions recorded by the members of the Cabinet shall be circulated by the Chief Secretary in the form of supplementary summary.
  - (iv) Cases for information and submitted to the Cabinet shall normally be disposed of by circulation.
41. (i) Meeting of a Committee of the Cabinet shall be convened by the Chief Secretary under the direction of the Chairman of the Committee, who shall preside at such meeting. Procedure regarding Committee of Cabinet
- (ii) Officers of the Department concerned may be associated with the deliberations of the committee as and when considered necessary.
- (iii) The procedure provided by rules 37 and 38 shall apply mutandis to the submission of cases to and meetings of the Committee.
42. (i) When a decision of the Cabinet is received by the Department concerned, it shall acknowledge the receipt of such decision and take prompt action for giving effect thereto. Action on Cabinet decision
- (ii) Secretary shall keep record of the decisions received under sub-rule (i), keep constant watch over the progress of the action taken thereon and be responsible for consulting or informing any other Department in order to ensure full implementation of the decisions;
- Provided that the record of the discussion preceding a decision shall not be passed down to other Departments or to other officers of the Department concerned unless it contains points requiring consideration or action in such other Departments or by those officers, as the case may be.
- (iii) The Chief Secretary shall ensure implementation of each decision of the Cabinet and for that purpose, request the Secretary of the Department concerned to supply to him such documents and reports as he may require.

- (iv) The Chief Secretary shall maintain record of each case submitted to the Cabinet, which shall consist of ----
- (a) a copy of all papers issued under rule 38(v), 39(i) and 40;
  - (b) a copy of the record prepared under rules 38(x), 39 and 40; and
  - (c) the documents received under rule 41 (iii).
43. (i) Proceedings of the meetings of the Cabinet and the record of the discussion in such meetings shall be secret. Secretary of the Cabinet meetings.
- (ii) All papers submitted to the Cabinet shall be secret till decision of the Cabinet whereafter the Secretary concerned shall, subject to any general or special orders of the Chief Secretary in this behalf, determine whether the papers shall continue to be classified as secret.
44. A Minister shall return to the Chief Secretary ---- Custody of Cabinet papers
- (a) the papers sent to him under rule 39 immediately after recording his opinion;
  - (b) the agenda and supporting Summaries issued to him for the meeting of the Cabinet, immediately after the meeting has taken place;
  - (c) the papers relating to the discussions as well as the decisions of the Cabinet immediately after perusal; and
  - (d) reports of action taken on decisions of the Cabinet or other papers circulated for information, immediately after perusal, unless otherwise indicated.

### **PART VIII LEGISLATION**

45. (i) The Department administratively concerned shall determine the contents of the proposed legislation, consult the other Department, including Finance Department, if necessary, and obtain approval of the Chief Minister in respect thereof, before moving the Law Department in the matter. Official Bills
- (ii) After the proposed legislation is approved by the Chief Minister, it shall be sent to the Law Department alongwith necessary papers which shall include a draft Bill together with Statement of Objects and Reasons and a self-contained note explaining the background and the provisions of the Bill.
- (iii) When the proposed legislation is referred to the Law Department it shall be examined by that Department and if it is ---

- (a) legally feasible, it shall be vetted and given legal shape;
  - (b) legally not feasible, it shall be returned with such advice.
- (iv) The Department concerned shall then submit the case to the Cabinet--
- (a) for approval of the draft Bill;
  - (b) for deciding any issue connected with the Bill;
  - (c) for consent under Article 115 of the Constitution if necessary;
  - (d) for orders as to which of the following motions should be made in the Assembly :-
    - (i) that it should be taken into consideration at once;
    - (ii) that it should be taken up at a future date to be specified;
    - (iii) that it should be referred to a Select Committee or a Standing Committee; or
    - (iv) that it should be circulated for the purpose of eliciting opinion thereon.
- (v) The Department concerned shall prepare for the use of Minister a brief which shall include the directions of the Cabinet and the Chief Minister with regard to the Bill.
- (vi) The Department concerned shall forward the draft legislation in its final form with a Statement of Objects and Reason duly signed by the Minister, to the Law Department which shall arrange for inclusion of the Bill in the official business of the Assembly and, in case of urgency, that Department may request the Assembly Secretariat to publish the Bill in the Gazette before its introduction in the Assembly.
- (vii) The Bill shall be introduced in the Assembly by the Minister.
- (viii) The Assembly Secretariat shall forward the Bill in the form in which it is passed and duly signed by the Speaker, to the Law Department for obtaining the assent of the Governor and that Department shall submit the Bill through the Law Minister to the Chief Minister, who shall advise the Governor to assent to the Bill.
- (ix) The Law Department shall convey the assent of the Governor to the Speaker through the Law Minister.
46. (i) When the Governor has returned a Bill to the Provincial Assembly, it shall be reconsidered by the Provincial Assembly and if it is again passed, with or without amendment, by the Provincial Assembly, by Provincial Assembly, by the votes of the majority of the Assembly members of the Provincial Assembly present and voting, it shall be again presented to the Governor and the Governor, shall not withhold assent therefrom.

Reconsideration  
of Bill by Provin-  
cial Assembly.

47. (i) On receipt of a notice to the introduction of a non-official Bill from the Assembly Secretariat, a Department shall--- Non-official bill and amendment
- (a) assess the administrative implications of the proposed legislation;
  - (b) consult other Departments, including Finance Department, if necessary; and
  - (c) obtain the advice of Law Department----
- (i) whether the Bill can be introduced in the Assembly and is otherwise in order; and
  - (ii) whether previous consent to the Cabinet to its introduction is necessary'
  - (iii) After the advice of the Law Department has been obtained and, where necessary, consultation with the Departments concerned has been made, the Department concerned shall obtain :-
    - (a) instructions of the Cabinet regarding the provision of the Bill; and
    - (b) decision of the Cabinet as to which of the following motions in the Assembly is to be supported :-
      - (i) that it be taken into consideration by the Assembly either at once or at some future date to be specified;
      - (ii) that it be referred to a Standing Committee or a Select Committee;
      - (iii) that it be circulated for the purpose of eliciting opinion thereon; and
      - (iv) that it be opposed; and
    - (c) consent under Article 115 of the Constitution, if necessary to the introduction of the Bill in the Assembly.
  - (iii) If it is decided by the Cabinet to support the Bill it shall be sent to the Law Department for vetting and giving legal shape before its introduction in the Assembly.
  - (iv) The Department concerned shall prepare for the use of the Ministers a brief, which shall include the direction of Cabinet with regard to the Bill.
48. (i) The provisions of rule 42 shall, as far as may be, apply if the proposed legislation is an Ordinance. Ordinance

- (ii) The Law Department shall promulgate the Ordinance and arrange to lay it before the Assembly as required by clause(2) of Article 128 of the Constitution.
49. (i) The Law Department shall under the direction of the Chief Minister obtain the orders of the Governor as to the date of summoning the Assembly and communicate the same to the Secretary of the Assembly. Summoning  
Prorogation  
and dissolution  
of the Assembly.
- (ii) As soon as the date of session of the Assembly is fixed and notified, all Departments shall promptly forward to the Law Department detailed lists of the legislative business intended to be brought before the Assembly and communicate the same to the Secretary of the Assembly.
- (iii) The Law Minister shall prepare a Provisional Schedule of the business to be brought before the Assembly and make proposals to the Speaker for the allotment of days for official as well as non-official business and the programme as approved by the Speaker, shall be communicated by the Assembly Secretariat to all Departments and the Secretary to Governor.
- (iv) The Law Department shall under the direction of the Chief Minister obtain the orders of the Governor, as to the date of prorogation of the Assembly and communicate the same to the Secretary of the Assembly.
- (v) The Law Department shall notify in the Gazette the date of the summoning, prorogation, or dissolution of the Assembly.

#### **PART IX-----RELATIONS WITH THE ASSEMBLY**

50. (i) On receipt of a Bill, resolution, motion, question or any other business to be brought before the Assembly, the Assembly Secretariat shall immediately forward a copy thereof to the Department concerned. General  
provisions  
regarding  
Bill, etc.
- (ii) In case of doubt as to which Department a business of the Assembly pertains, the Assembly Secretariat shall obtain the orders of the Chief Secretary.
- (iii) If a Bill, resolution, motion, question or any other business of the Assembly has been wrongly forwarded to a Department by the Assembly Secretariat, that Department shall promptly transfer it to the other Department to which it pertains in consultation with the Chief Secretary, if necessary, and under intimation to the Assembly Secretariat.
- (iv) The Assembly Secretariat shall promptly intimate the Department as to the admission or otherwise, as the case may be, of a non-official Bill, resolution, motion, question or any other business of the Assembly to enable it to regulate further action in respect thereof.

- (v) On receipt of a communication relating to business of the Assembly from the law Department, Assembly Secretariat or any other authority, it shall immediately be brought to the notice of the Secretary and the Minister.
51. (i) When an official resolution or motion is to be moved in the Assembly, the Department concerned shall, after consulting the Law Department and obtaining the approval of the cabinet forward it, together with a formal notice duly signed by the Minister, to the Secretary of the Assembly, who shall, if the resolution or motion is admitted by the Speaker, arrange for its inclusion in the official business of the Assembly. Resolutions and motions
- (ii) On receipt of a non-official resolution or motion from the Assembly, the Secretary of the Department concerned shall assess its administrative implications and examine whether the discussion would be detrimental to public interest.
- (iii) The resolution or motion referred to in sub-rule (ii) shall be submitted to the Cabinet or in case the time does not so permit, to the Chief Minister, for orders.
- (iv) The Department concerned shall prepare a brief regarding each resolution or motion, official or non-official, for use of the Minister.
- (v) After a resolution or motion has been adopted by the Assembly it shall be forwarded by the Assembly Secretariat to the Department concerned for appropriate action.
52. (i) On receipt from the Assembly Secretariat of a question proposed to be asked in the Assembly, the Department concerned with the approval of the Minister shall draft a reply thereto and forward the specified number of copies thereof to the Assembly Secretariat not less than one day before the day on which it is to be asked. Questions
- (ii) In the case of a starred question to be asked in the Assembly, the Department concerned shall prepare a brief for the use of the Minister to enable him to answer any supplementary question.
- (iii) The Assembly Secretariat shall forward a copy of the supplementary question asked in the Assembly and the reply giving thereto, to the Department concerned as soon as possible after the day's sitting of the Assembly.
- (iv) The Department concerned shall be responsible for giving effect to the undertaking given by the Minister in reply to any question asked in the Assembly.
53. (i) The Finance Department shall intimate to the Secretary of the Assembly the date on which the annual budget is proposed to be presented and on Budget

receipt of such intimation the Secretary of the Assembly shall obtain the orders of the Chief Minister through the Chief Secretary and notify in the Gazette the date approved by the Chief Minister.

- (ii) The Assembly Secretariat shall forward a cut motion proposed to be moved in the Assembly to the Department concerned and on receipt of the motion that Department shall examine the points raised and the points likely to be raised and prepare a brief for use of the Minister.
54. (i) At the beginning of every financial year, each Department shall, for the information of the Cabinet prepare as a permanent record, a Year Book which shall contain ---- Year Book
- (a) the details of its activities, achievements and progress during the preceding financial year giving only the unclassified information which can be used for reference purposes;
  - (b) the programme of activities and targets set out for itself during the preceding financial year and the extent to which they have been realised; and
  - (c) the relevant statistics properly tabulated.
- (ii) Every year book shall be circulated by the Chief Secretary for information of the Cabinet.
55. (i) There shall be prepared by the Services & General Administration Department an annual report on the observance and implementation of the principles of Policy in relation to the affairs of the Province in terms of clause (3) of Article 29 of the Constitution. Annual Report
- (ii) The Services & General Administration Department shall cause the report to be laid before the Assembly.
- (iii) The provisions of rule 54 shall apply for the preparation and circulation of the report.

#### **PART X ----- MISCELLANEOUS PROVISIONS**

56. (i) No Government servant shall, unless generally or specially authorised in this behalf, communicate to the Press, Officials belonging to other Government Offices or any private individual, any information acquired directly or indirectly from official record or in the discharge of his official duties. Protection and Communication of official information.
- (ii) Detailed instructions shall be issued by the Chief Secretary for the treatment and custody of official documents and information of a confidential character.
- (iii) Official news or information shall ordinarily be conveyed to the Press through the Information Department in the manner prescribed by that Department.
- (iv) No person other than a Minister, Secretary or such other officer as



may be authorised, shall act as Official spokesman of Government.

57. (i) Correspondence in respect of subjects allocated to a Department shall, subject to rule 16, be conducted direct by that Department with the Federal Government or any Provincial Government ordinarily by addressing a communication to the Secretary of the Ministry or the Department, as the case may be. Channel of Communication.
- (ii) Correspondence with the Government of a foreign country, a Pakistan Diplomatic Mission abroad, a foreign mission in Pakistan or an international organisation, shall normally be conducted through the Foreign Affairs Division of the Federal Government or in accordance with general or special orders issued by that Division.
- (iii) Correspondence with the headquarters of the Defense Services, namely, General Headquarters, Naval Headquarters or Air Headquarters or their subordinate formations shall be conducted through the Defense Division of the Federal Government or in accordance with general or special orders issued by the Division :  
 Provided that this sub-rule shall not effect normal communications between the Services Commander and the Civil authorities of his area, or interdepartmental discussion in which representative of Services are required to take part.
- (iv) Correspondence between a Department and an Attached Department or Regional Office of another Department shall be conducted through the Secretary of the latter Department.
58. (i) No officer other than Secretary, Additional Secretary or Joint Secretary, shall take the initiative in approaching a Minister in connection with official business and if Additional Secretary or Joint Secretary holds an oral discussion with the Minister, he shall communicate the points made during the discussion to his Secretary at the first possible opportunity. Transaction of business
- (ii) If a case relating to an Attached Department or a Regional Office is held up in the Department or the Head of such Attached Department or Regional Office disagree with any decision of the Department, he may seek an interview with the Minister :  
 Provided that the Secretary concerned shall be informed of the proposed interview so that he can be present to enable the Minister to hear both sides of the case before passing his orders.
59. The Governor may permit, where he considers it necessary relaxation of the provisions of these rules in individual cases. Relaxation
60. The Sindh Government Rules of Business, 1973 are hereby repealed. Repeal

**“SCHEDULE- I****(See Rule 3 (i))**

| SR. NO. | Secretariat Department  | Attached Department   | Head of Attached Department  |
|---------|---|---|--|
| 1.      | 2.  | 3.  | 4.   |
| 1.      | Agriculture Department  | (a) Agriculture Engineering and Water Management Sindh.<br><br>(b) Agriculture Research Sindh.<br><br>(c) Agriculture Extension Department.   | (a) Director General, Agriculture Engineering and Water Management Sindh.<br><br>(b) Director General, Agriculture Research Sindh.<br><br>(c) Director General Agriculture Extension and adaptive Research Project Sindh.      |
| 2.      | Auqaf, Religious, Minorities Affairs, Zakat and Ushr Department   | (a) Auqaf Department.<br>(b) Minorities Affairs Department  | (a) Chief Administrator Auqaf.<br>(b) Director of Minorities Affairs   |
| 3.      | Board of Revenue.<br>a) Revenue Department<br><br>b) Land Utilization Department<br>c) Relief Department. | (a) Settlement, Survey and Land Records Department.<br>.....<br><br>(c) Relief Department.  | (a) Director of Settlement, Survey and Land Records.<br>.....<br><br>(c) Relief Commissioner.  |
| 4.      | Chief Minister's Secretariat  | (a) Chief Minister's Inspection, Enquiries and Implementation Team  | (a) Chairman, Chief Minister's Inspection, Enquiries and Implementation Team   |
| 5.      | Cooperation Department  | Cooperation Department  | Registrar of Co-operative Societies.   |
| 6.      | Culture, Tourism and Social Welfare Department.   | (i) Directorate of the Social Welfare Department  | (i) Provincial Coordinator Social Welfare Department   |
| 7.      | Education and Literacy Department   | (i) Technical Education Department<br>(ii) Bureau of Curriculum and Extension Sindh<br>(iii) Literacy and Non Formal Education Sindh.<br>(iv) Provincial Institute for Technical Education Sindh. | (i) Director Technical Education.<br>(ii) Director of Curriculum and Extension Sindh<br>(iii) Director, Literacy and Non Formal Education Sindh.<br>(iv) Director General, Provincial Institute for Technical Education Sindh. |
| 8.      | Environment and Alternative Energy Department   | (i) Sindh Environment Protection Agency<br>(ii) Directorate Alternative Energy  | (i) Director General, Sindh Environment Protection Agency<br>(ii) Director, Alternative Energy   |
| 9.      | Excise and Taxation Department  | Directorate Excise and Taxation.  | Director General, Excise and Taxation.   |
| 10.     | Finance Department  | (i) Local Funds and Audit<br><br>(ii) Directorate of Accounts   | (i) Director Local Funds and Audit.<br><br>(ii) Director of Accounts.  |
| 11.     | Food Department   | Directorate of Food   | Director of Food.  |

|     |  |   |   |
|-----|--|---|---|
| 12. | Forest and Wildlife Department                               | (i) Forest Department<br>(ii) Wildlife Department.  | (i) Chief Conservator of Forests<br>(ii) Conservator Wildlife.  |
| 13. | Health Department  | (i) Directorate of Health Services Sindh.<br>(ii) Directorate of Nursing  | (i) Director General Health Services, Sindh Hyderabad.<br>(ii) Director, Nursing.   |
| 14. | Home Department  | (i) Police<br>(ii) Civil Defence<br>(iii) Prison.   | (i) Inspector General of Police.<br>(ii) Director of Civil Deface<br>(iii) Inspector General of Prison.   |
| 15. | Information Technology Department                            | ...   | ...   |
| 16. | Information and Archive Department                           | (i) Information Department<br>(ii) Archive Department.  | (i) Director General Public Relations.<br>(ii) Director, Archive.   |
| 17. | Inter Provincial Coordination Department                     | ...   | ...   |
| 18. | Irrigation and Power Department                              | Power Department  | Chief Electric Inspector.   |
| 19. | Labour, Transport and Industries Department                  | (i) Labour Department<br>(ii) Minimum Wages Board<br>(iii) Manpower and Training Department<br>(iv) Industries and Commerce Deptt:<br>(v) Printing and Stationery Department. | (i) Director of Labour<br>(ii) Chairman, Minimum Wages Board<br>(iii) Director, Manpower and Training.<br>(iv) Director Industries and Commerce.<br>(v) Controller, Printing and Stationery Department. |
| 20. | Law, Parliamentary Affairs and Human Rights Department.      | (i) Advocate General Sindh<br>(ii) Solicitor Department.<br>(iii) Official Assignees Department   | (i) Advocate General<br>ii) Solicitor.<br>(iii) Official Assignees.   |
| 21. | Livestock and Fisheries Department                           | Livestock and Fisheries Department  | (i) Director General Fisheries Sindh<br>(ii) Director General Livestock Sindh   |
| 22. | Local Government, Housing and Town Planning Department.      | Town Planning Department  | (i) Director Town Planning;<br>(ii) Director General Rural Development Department<br>(iii) Chief Engineer, Public Health Engineering  |
| 23. | Mines and Mineral Development Department                     | (i) Inspectorate of Mines<br>(ii) Mineral Development Department.   | (i) Chief Inspector of Mines.<br>(ii) Director of Mineral Development.  |
| 24. | Planning and Development Department                          | Research and Training Wing.   | Director General, Research and Training Wing.   |
| 25. | Population Welfare Department.                               | Directorate of Population Welfare, Sindh  | Director General, Population Welfare Sindh.   |
| 26. | Services, General Administration and Coordination Department | (i) Anti-Corruption Department<br>(ii) Sindh Public Service Commission<br>(iii) Sindh Service Tribunals   | (i) Director, Anti-Corruption<br>(ii) Chairman, Sindh Public Service Commission<br>(iii) Chairman, Sindh Service Tribunals  |

|     |                                     |   |   |
|-----|-------------------------------------|---|---|
| 27. | Sports and Youth Affairs Department | (i) Directorate of Youth's Affairs and Sports.  | (i) Director of Youth's Affairs and Sports.   |
| 28. | Women Development Department        | Directorate of Women Development  | Director, Women Development   |
| 29. | Works and Services Department       | (i) Highways.<br>(ii) Building Department.<br>(iii) Directorate of Monitoring.<br>(iv) Directorate of Design. | (i) Chief Engineer, Highways.<br>(ii) Chief Engineer, Buildings.<br>(iii) Director General Monitoring.<br>(iv) Director General Design. |

**SCHEDULE- II**

(See rule 3 (ii) )

**Distribution of Business among Departments.****1 - AGRICULTURE DEPARTMENT.**

1. Agriculture Education and Research.
2. Matters relating to Agriculture University.
3. Control over the price and distribution of Sugarcane.
4. Collection and compilation of Agricultural Statistics.
5. Experimental and demonstrations farms
6. Improvement of agricultural methods.
7. Matters connected with Agricultural census
8. Procurement and distribution of improved varieties of Seed and fertilizer.
9. Protection against insects and pests and prevention of plant diseases including plant protection work.
10. Soil conservation in canal Irrigated Zones
11. Services Matters except those entrusted to the Services, General Administration and Coordination Department.

**2 - AUQAF, RELIGIOUS AND MINORITIES AFFAIRS,  
ZAKAT AND USHR DEPARTMENT**

1. Religious Affairs.
2. Hajj.
3. Auqaf.
4. Council of Islamic Ideology.
5. Coordination with Federal Government on all matters of Religious Affairs.
6. Exchange of visits of scholars of Islamic learning and education.
7. Islamic Studies and Research, including holding of Seminars, Conferences and Meetings on related Subjects.
8. Islamic Moral Standards.
9. Printing and Publication of the HOLY QURAN.
10. Training and education of Ulema and Khatibs.
11. Tabligh.
12. Nazim-e-Salat.
13. Safeguarding the rights of Minorities.
14. Promotion of Welfare of Minorities.
15. Promotion of sense of belongingness in the Minorities.
16. Protection of Minorities against discrimination.
17. Coordination with Federal Government on all matters of Minority Affairs.
18. Zakat and allied matters.
19. Ushr and allied matters:
20. Services Matters except those entrusted to the Services, General Administration and Coordination Department.

### **3 - BOARD OF REVENUE**

1. Acquisition of land or any interest in land or landed property by the foreigners.
2. Budget and Accounts.
3. Compulsory acquisition of land, Land Acquisition Act, and rules made there under.
4. Copying Department.
5. Court of Wards, Encumbered and attached Estates.
6. Colonization and disposal of State land.
7. Consolidation of Holdings.
8. Boundary disputes.
9. Demarcation and rectangulation of land.
10. Debt Conciliation Boards.
11. Disposal of land surrendered under the Land Reforms Regulations.
12. Evacuee Property and Rehabilitation.
13. Famine Relief fund and relief for other natural calamities e.g. earthquakes, cyclones, floods and conflagrations.
14. Government Estates.
15. Land Laws
16. Land Utilization
17. Land Revenue Administration---
  - (a) assessment and collection of land revenue, development cess and surcharges thereon, and collection of water rate;
  - (b) alienation of revenue;
  - (c) land surveys and record of rights, including restrictions over transfer of title;
  - (d) Escheats.
  - (e) Laws regarding land tenure, relations between land-lord and tenants special remission of land revenue and remission under sliding scale; and
  - (f) Waqfs and religious endowment of land.
18. Marriage and Divorce, infants and minors adoption.
19. Matters connected with recruitment training, Pay, allowances, promotions, leave, postings and transfers of Revenue Field staff and District Establishment (Ministerial), except those entrusted to the Services, General Administration and Coordination Department or where Consultation with the Finance Department is necessary under the rules.
20. Preparation of Gazetteers.
21. Registration of deeds and documents, including registration fees.
22. Removal of encroachments from public property.
23. Stamps and Court Fees, Judicial and non-judicial.
24. Settlement and Re-assessment.
25. Tacavi Land Improvement and other agricultural loans.
26. Treasure trove.
27. Tenancy Laws.
28. Territorial adjustments and changes.
29. Water logging and salinity, other than schemes relating thereto.
30. Waste lands.

31. Service matters except those entrusted to the Services, General Administration and Coordination Department.

#### **4 - CHIEF MINISTER'S SECRETARIAT.**

1. Administrative, service and financial matters pertaining to Chief Minister's Secretariat and officers and Staff working therein, except those entrusted to the Services, General Administration and Coordination Department and the Finance Department.
2. Coordination in matters between the Federation and the Province and inter-Provincial relations, except in service matters.
3. Participation of the Public Representatives in law and order and development activities.
4. Chief Minister's Inspection, Enquiries and Implementation Team.
5. Matters relating to Aircrafts and Helicopters owned by the Government of Sindh.

#### **5 - COOPERATION DEPARTMENT**

1. Cooperative Societies and Banks.
2. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

#### **6 - CULTURE, TOURISM AND SOCIAL WELFARE DEPARTMENT.**

1. Promotion of Art and Literature.
2. Libraries.
3. Ancient manuscripts and historical records.
4. Historical and protected monuments maintained by or through the Provincial Government.
5. Museums
6. Tourism.
7. Coordination of functions of Social Welfare with the Federal Government, District Governments and donor agencies.
8. Coordination of Social Welfare Schemes
9. Eradication of Social Evils.
10. Orphanages including Darul-Aman.
11. Rehabilitation of handicapped and disabled persons.
12. Urban Community Development and other Social Welfare Projects.
13. Service matter, except those entrusted to the Services, General Administration and Department.

#### **7 - EDUCATION AND LITERACY DEPARTMENT.**

1. Coordination of schemes for higher studies abroad.
2. Copy-right
3. Education of handicapped children, specially deaf, dumb and blind
4. General Education.

- (a) Primary Education;
  - (b) Secondary Education; and
  - (c) University Education;
- Except Agricultural Education.
5. Grant of Scholarships.
  6. Matters relating to Universities except Agriculture University.
  7. Promotion of scientific research.
  8. Production and distribution of education and scientific films
  9. Technical education and research, including Agriculture and Engineering Colleges, Polytechnic and Vocational Schools, but excluding Medical Colleges and Law Colleges.
  10. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **8 - ENVIRONMENT AND ALTERNATIVE ENERGY DEPARTMENT**

1. Enforcement of Environment protection Law.
2. Provincial Environmental policy in accordance with the guidelines given by the Pakistan Environmental protection Council (PLPC).
3. All matters pertaining to protection and management including research, development and training in Environment.
4. Sindh Environment Protection Agency (SEPA)
5. Service matters except those entrusted to the Services, General Administration and Coordination Department.

### **9 - EXCISE AND TAXATION DEPARTMENT.**

1. Control of tobacco, opium, hemp narcotics, liquor and intoxicating preparations import licenses and contracts relating thereto and excise taxes thereon.
2. Assessments and collection of taxes on-
  - (a) Professions, trades, callings, employments;
  - (b) Advertisements;
  - (c) Buildings and projections;
  - (d) Hotels; and
  - (e) Motor vehicles.
  - (f) Cinemas and other entertainments, Luxuries, battings, Urban immovable properties;
3. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **10- FINANCE DEPARTMENT.**

1. Administration of public revenue, save as otherwise provided.
2. Assets and liabilities Committees.
3. Audit of receipt and expenditure.
4. Banking.
5. Communication of financial sanctions.
6. Creation of new posts and examination of schemes of new expenditure.
7. Examination of all proposals for the increase or reduction of taxes.
8. Examination and advice on matters affecting directly or in-directly the finances of the Provinces, including.



- (a) grants, contribution other allowances and honoraria, Contingences recoveries form and payment to Govt. departments and cases relating such as defaulters embezzlement and other cases.
  - (b) Emoluments pensions and allowances; and
  - (c) Loans and advances to Government servants.
9. Floation and administration of Provincial Loans.
  10. Framing of financial rules for guidance of Government Departments and supervision of maintenance of accounts.
  11. Local Audit Department.
  12. Management of public funds, viz;
    - (a) supervision and control of Provincial finances;
    - (b) preparation of Provincial Budget;
    - (c) Preparation of supplementary estimates and demands for excess grants.
    - (d) Appropriations and re-appropriations; and
    - (e) Ways and Means.
  13. Public accounts and public Accounts Committee.
  14. Public Debt.
  15. Report of Auditor General.
  16. Treasuries and Sub-Treasuries.
  17. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **11 - FOOD DEPARTMENT**

1. Administration of the Tea (Control of Prices, Distribution and Movement) Ordinance, 1960.
2. Food procurement, rationing and distribution.
3. Storage of food grains.
4. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **12 - FOREST AND WILDLIFE DEPARTMENT**

1. Apiaries;
2. Forest---
  - (a) Afforestation and reafforestation;
  - (b) Forest Settlement;
  - (c) Forest Management.
  - (d) Forest Utilization;
  - (e) Forest Research and Training;
  - (f) Botanical Survey;
  - (g) Arboricultural operations; and
  - (h) Levy of duty, fee, etc., on import and export of timber.
3. Range Management with allied disciplines of Soil and Watershed management.
4. Sindh wildlife Protection Ordinance, 1972 and matters relating to the Sindh Wildlife Board established under the Ordinance including.
  - (a) Protection of Wild Birds, Plants and animals;
  - (b) Management of Wildlife;

- (c) Zoological Survey; and
  - (d) Out door re-creation including;
    - (i) Nation Parks;
    - (ii) Games Reserves;
    - (iii) Games sanctuaries; and
    - (iv) Government Gardens including Botanical and Zoological Gardens.
5. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **13 - HEALTH DEPARTMENT.**

1. Control of medical drugs, poisons and dangerous drugs (Drugs Act and Rules).
2. Medical education, including medical School and Colleges and Institutions for Dentistry.
3. Medical Social Welfare Projects.
4. Medical Profession:-
  - (a) Regulation of medical and other professional qualifications and standards;
  - (b) Medical registration, including Medical Council;
  - (c) Indigenous system of medicines;
  - (d) Medical attendance on Government Servants; and
  - (e) Levy of fees by medical officers
5. Pharmacy and Nursing Councils.
6. Public Health and Sanitation.
  - (a) Prevention and Control of infections and contagious diseases;
  - (b) Eradication and Control of Tuberculosis.
  - (c) Eradication and control of malaria;
  - (d) The Leprosy Act, 1898;
  - (e) Treatment of patient bitten by rabid animals;
  - (f) Adulteration of food stuffs (Pure Food Ordinance);
  - (g) Nutrition Surveys;
  - (h) Nutrition of publicity in regard to food;
  - (i) Vaccination and inoculation; and
  - (j) Maternity and child welfare.
7. Primary Health.
8. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **14 - HOME DPARTMENT.**

1. All matters relating to eradication, prevention and control of Crime.
2. Administration of Justice, Constitution and Organization of Courts, except the High Courts, Civil Courts and Special Tribunals.
3. Arms, ammuniton and military stores.
4. All matters connected with police establishment and administration including:-
  - (a) Police rules;
  - (b) Police works;
  - (c) Grant of gallantry awards; and
  - (d) Departmental examination of Police Officers of the Federal service.

5. Powers and functions as provided in the Police Order-2002.
6. Border incidents, Including incidents where diplomatic action is required.
7. Criminal Law and Criminal Law Procedure excluding investigation and prosecution.
8. Criminal Tribes.
9. Criminal Lunatics.
10. Control of petroleum and explosives.
11. Crime reports.
12. Civil Defence and Air Raid Precaution.
13. Compensation for loss of property of life due to civil commotion or while on duty.
14. Clubs.
15. Collective fines.
16. Civil security schemes.
17. Civil Armed Forces. Including the Rangers.
18. Compilation of the statements showing protection of the interests of minorities communities for submission to the Federal Government.
19. Evidence and oaths.
20. Extraditing and deportation.
21. Enemy property and schedule of persons and firms specified as enemy.
22. Enforcement of provision of Provincial Motor Vehicles Ordinance, 1965, and the rules thereunder relating to control of traffic and inspection and checking of Motor Vehicles for the purpose of traffic control.
23. Grant of stipends and agriculture land as reward for distinguished services in any field.
24. Hoarding and black marketing.
25. Home guard and territorial forces.
26. Liaison with Defence Authorities.
27. Matters connected with the Navy, the Army, the Air Force, the Pakistan Marine Service or any other armed forces:
  - (a) Territorial Force Act and Auxiliary Force Act;
  - (b) Recruitment work for the Defence Services, including admission of cadets to military institutions.
  - (c) Appointment of Honorary recruiting officers;
  - (d) Recommendation for the grant of temporary, honorary and permanent commission;
  - (e) Naval and Military works;
  - (f) Sailors, Soldiers and Airmans Boards;
  - (g) Forfeiture and restoration of military pensions;
  - (h) Verification of antecedents of persons employed in Defence Services;
  - (i) Camping grounds; and
 War injuries schemes.
28. Matters connected with-
  - (a) the recruitment and terms and conditions of persons of the Police Department; and
  - (b) Gazetted posts of Forensic Science Laboratory.
29. Public order and internal security.
30. Political intelligence and censorship.
31. Public amusement Control over places, performances and exhibitions.
32. Passports and permits.

33. Preventive detention and administration of press laws except regularity of publication of Newspapers, Periodicals and Magazines.
34. Prosecution in respect of newspapers and other publications.
35. Pilgrims and pilgrimages.
36. Political persons, mutiny allowances and jagirs.
37. Prohibited maps.
38. Questions of domicile and applications for Nationality Certificates.
39. Rent control and requisitioning of property.
40. Registration of foreigners.
41. Recovery of missing persons.
42. Smuggling.
43. The Sindh Essential Services (Maintenance) Act, 1958.
44. War Book.
45. Daily Situation Report on Crime, Political and General situation.
46. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **15 - INFORMATION TECHNOLOGY DEPARTMENT**

1. Implementation of national IT Policy/ IT Action Plan.
2. Development of Business Process Re- engineering for the Government Departments.
3. Implementation of E-Governance, E-Commerce and E-Education.
4. Establish co-ordination with Public section departments and private section agencies in the field of information technology.
5. Certification Capability Maturity Model (CMM).
6. Quality Excellency Program.
7. Create awareness amongst citizens regarding use of electronic data.
8. Development of security policy and establish firewalls for management of electronic data.
9. Development of standards and monitoring the Government Websites.
10. Development of E-Procurement standers.
11. Research and Development in the field of Information Technology.
12. Development of human resource and its optional utilization in various fields of Information Technology.
13. Monitoring and evaluation of IT projects under implementation in the Province.
14. Control of and liaison with District IT Department.
15. Liaison and interaction with Information Technology and Telecom Division of the Ministry of Science and Technology.
16. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **16 - INFORMATION AND ARCHIVES DEPARTMENT**

1. Broad casting on Radio and Television.
2. Cinematography Act and Rules.
3. Public and projection of Government activities.
4. Public Relations and relations with the press.
5. Production of books, pamphlets, posters, etc.
6. Production, distribution and exhibition of documentaries.
7. Regularity of publication of newspapers, periodicals and magazines.

8. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **17 – INTER PROVINCIAL COORDINATION DEPARTMENT**

1. Inter Departmental Coordination on matters pertaining to I.P.C.C meetings and decisions.
2. To foster better understanding between the Provinces at Governmental and gross root level.
3. To strive to built opportunities for economic, cultural and social cooperation with the other provinces and the Federation of Pakistan.
4. To make effort for improved coordination at policy and operational level between Provinces and the Federation.
5. To promote joint development and intensive marketing of natural resources, industrial and economic growth with other Provinces.
6. To promote ways and means including arranging Inter-Provincial visits for developing skills and technology for industrialization, Information Technology, Services, Agriculture and other fields.
7. To promote interaction between government bodies, ministries and business community at Inter-Provincial level through visits, seminars, lectures, publication and media campaign.
8. To coordinate and promote activities through inter-provincial cultural exchange programs (men of letters, artists, students, scientist seminars, festivals, Visits etc:
9. To create better understanding of Sindh’s cultural heritage, social, literary, historic affinities in order to encourage integration, harmony and unity amidst diversity.
10. Services matters, except those entrusted to the Services General Administration and Coordination Department.

### **18 - IRRIGATION AND POWER DEPARTMENT**

1. Barrages, construction work and all matters connected therewith
2. Electricity--
  - (a) matters relating to development, generation, supply and distribution of hydel and thermal power;
  - (b) determination of rates of supply to consumers in bulk and otherwise and prescribed tariffs, except where entrusted to WAPDA;
  - (c) grant and renovation of licenses of Electric Supply Companies and acquisition of electric undertakings;
  - (d) administration of the Electricity Act, 1910, and other Acts on the subjects; and
  - (e) assessment and collection of taxes on electricity under the Sindh Finance Act, 1964.
  - (f)
3. Flood Control Scheme.
4. Irrigation--
  - a) Rivers and riverian surveys.
  - b) Construction and maintenance of canals.
  - c) Tube-wells and other water utilization Scheme.
  - d) Embankments;

- e) Drainage;
  - f) Storage of water and construction of reservoirs; and
  - g) Matters pertaining to distribution of river supplies.
5. Kinjhar Lake.
  6. Land Reclamation schemes and administration of the Soil Reclamation Act, 1952.
  7. Water logging and salinity schemes.
  8. Services matters, except those entrusted to the Services, General Administration and Coordination Department.

## **19 - LABOUR, TRANSPORT AND INDUSTRIES DEPARTMENT**

### **LABOUR SIDE**

- 1 All matters relating labour in general, including
  - a) Welfare and conditions of labour (including mine labour)
  - b) Labour Laws;
  - c) Labour Courts; and
  - d) Social Security.
2. Employment Exchanges (Provincial Liabilities only)
3. Minimum Wages Board.
4. Rehabilitation and employment of demobilized personnel.

### **INDUSTRIES SIDE**

5. All cases relating to Boilers Act, Patent and Designs Act, Explosives Act, and Companies Act, 1913.
6. Allocation of stationery to Departments and disposal of Waste paper.
7. All matters relating to price stabilization Board and price and supply position of essential commodities.
8. Control on the supplies and distribution of iron and steel.
9. Clothing for uniforms – references regarding.
10. Chambers and Associations of Commerce and Industry.
11. Industrial research.
12. Industrial training including Traveling Demonstration Parties.
13. Industries control.
14. Industries exhibitions within the Province.
15. Invention, Designs, Trade Marks.
16. Planning and Development of Industries.
17. Printing and Stationery.
  - a) Government Book Depots – Supply of official publication of the Provincial Government and exchange of publication with Federal and other Provincial Government;
  - b) Purchase and servicing and condemnation of typewriters and duplicators;
  - c) Establishment and budget of Provincial Press and Stationery Offices;
  - d) Monthly income and expenditure statement of Government Presses;
  - e) Procurement of stationery (both indigenous and imported) and its supply to Departments
  - f) Printing and Stationery Manual.
- 18 Registration of Joint Stock Companies, Firms and Societies.
19. Survey of Industries.
20. Stores Purchase Department purchase, of stores and capital goods including stores for

Government Presses and public Works Department.

21. Trade and commerce within the Province, including Government Commercial undertakings, Merchandise Marks Act, railway freight, import and export, trade control, capital issue Insurance Act, Registration of Accountants, Auditors Certificate Rules, Partnership Act, trade condition reports, trade enquiries and agreements.
22. The Provincial Advisory Panel for Industries.
23. Undesirable Companies Ordinance and matters relating thereto.

#### **TRANSPORT SIDE**

24. Administration of Motor Vehicle Ordinance excepting encroachment of the provisions of the Ordinance relating to control of traffic and inspection and checking of Motor Vehicles for the purpose of traffic control.
25. Road Transport Corporation and Provincial Transport Authority.
26. Services matters, except those entrusted to the Services, General Administration and Coordination Department.

#### **20 - LAW, PARLIAMENTARY AFFAIRS AND HUMAN RIGHTS DEPARTMENT**

1. Advice to Departments on all legal matters, including interpretation of laws, rules and orders having the force of law.
2. Appointment of Administrator- General Official Trustee and the Official Assignee.
3. Civil Law and Procedure.
4. Constitutional legislation.
5. Co-dification and consolidation of laws and printing of acts, rules and orders.
6. Conduct of Government litigation, defending civil suits against Government and public servants, and filing civil suits on behalf of Government.
7. Free supply of Bills, Act, Ordinance to Government Departments Official Agencies, etc.
8. Government Law Officers; Advocate General, including Additional and Assistant Advocates General, Government Pleaders, Special Counsels, their appointment transfer, leave, fees etc.
9. Law Colleges.
10. Matters relating to legal practitioners, including scale of fees.
11. Scrutiny and drafting of Bills, Ordinances, notifications, rules regulations statutory orders and bye-laws.
12. Scrutiny of non-official Bills.
13. High Courts.
14. Civil Courts.
15. Matters connected with recruitment terms and conditions and powers of Judicial officers, including District and Sessions Judges, Additional District and Sessions Judges Special Judges and Civil Judges.
16. Appointment and terms and conditions of Parliamentary Secretaries.
17. Dealing with complaints and allegations of human rights violation and collection of information and reports on such complaints from other Departments or agencies.
18. Referring and recommending investigation and enquiries in respect of any incident of violation of human rights.
19. Coordination of activities of Departments in respect of human rights.
20. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

## **21 - LIVESTOCK AND FISHERIES DEPARTMENT**

1. Collection and Compilation of Livestock statistics.
2. Improvement of the livestock including poultry and introduction of new breeds.
3. Livestock farms.
4. Prevention of animal diseases.
5. Prevention of cruelty to animals.
6. Veterinary.
7. Fisheries.
8. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

## **22 – LOCAL GOVERNMENT, HOUSING AND TOWN PLANNING DEPARTMENT.**

1. Administrative and fiscal support to the various tiers of Local Governments.
2. Human Resources Management for the offices of City district Government Karachi, Taluka Municipal administrations and Union Administrations and relevant posts of District Governments.
3. Secretariat of Local Government Commission.
4. Supervision and coordination of devolution and transition related matters.
5. Coordination, supervision and monitoring of Provincial, Foreign Aided and Mega Projects of Local Government.
6. Supervision and coordination of the capacity building for Local Government, elected representatives and officers/staff of District Governments.
7. Rules, bye-laws and policies under the Sindh Local Government Ordinance, 2001.
8. Liaison with Local Government Department and various tiers of Local Government.
9. Coordination in the matter related to audit and accounts of various tiers of Local Government.
10. Grant-in-aid of Local Government.
11. Judicial Powers for Councils.
12. Matters relating to Katchi Abadies.
13. Matters relating to-
  - (a) Defunct Local Councils;
  - (b) Writ petitions, civil suits related to Taluka Municipal Administration and Union Administrations;
  - (c) Establishment and budget of Taluka Municipal Administrations and Union Administrations;
  - (d) Taxation under the Sindh Local Government Ordinance, 2001.
14. Services of SCUG, Local Government, Public Health Engineering, Rural Development and employees of the Local Councils.
15. Assistance to Federal Government for Census;
16. Coordination with Election Commission of Pakistan in matters relating to Local Government, National/Provincial Assemblies Elections.
17.
  - a) Development Authorities;
  - b) Improvement Trusts;
  - c) Provincial Town Planning;
  - d) Town Development and Housing;
  - e) Execution and implementation of National Housing Policy.



18. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **23 - MINES AND MINERAL DEVELOPMENT DEPARTMENT.**

1. Development and Mineral Resources.
2. Grant of Licenses and leases.
3. Regulating and monitoring mining operations and activities in the mineral sector including collection of royalties thereof.
4. Negotiations of mineral agreements and consultation with the Federal Government if and when considered necessary by the Mineral Investment Facilitation Authority.
5. Mineral exploration or development of mineral resources.
  
6. Maintenance of up-to-date master plans of all exploration licenses and leases granted, renewed and assignments and surrenders of mineral titles, publication of such information in the Gazette.
7. Serve as secretariat of the Mineral Investment Facilitation Authority.
8. Mines and mineral--
  - (a) Geological Surveys;
  - (b) Mineral rules;
  - (c) Import, purchase, distribution and prices fixation of Coal and Coke.
9. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **24 - PLANNING AND DEVELOPMENT DEPARTMENT.**

1. Coordination of technical assistance from abroad.
2. Coordination of statistics in general, and all matters relating to Bureau of Statistics.
3. Coordination and training of officers in foreign countries.
4. Economic research and matters relating to Board of Economic Inquiry.
5. Evaluation of the progress of development schemes and writing their critical appraisal.
6. Foreign aid and Technical Assistance.
7. Initiation of measures for giving suitable publicity to the development Plan and educating the Public on the results achieved from time to time.
8. Maintaining liaison with the National Planning Agencies.
9. Planning including Policy and development.
10. Processing of all development schemes, programmes and proposals submitted by other Department and making recommendations to Government thereon.
11. Sindh Arid Zone Development Authority.
12. Research and Training Wing.
13. Assessment, Planning, coordination, promotion and development of science and technology with the following Methodology---
  - (a) Formulation requirement of science and technology studies, terms of reference for selection of consulting firms and arranging technology studies on contract.
  - (b) Dissemination of technology Information to public and private sector.
  - (c) Implementation of approved science and technology programmes based on such studies in consultation with the relevant agency, i.e. Department of Education, Universities, Boards etc.
  
14. Contractual research (funding, contracting and monitoring) in the public and private sectors in all fields of science and technology to meet the assessed needs of industry and agriculture.

15. Setting up of institutions, laboratories or organization for research and development.
16. Promotion of applied research and utilization of research results in the scientific and technological fields carried out at home or aboard.
17. Guidance to the research institutions in the Field of scientific and technological research.
18. Development of human resources and its optimal utilization in science and technology.
19. Monitoring and evaluation work done by the Provincial research and development (R&D) Institutes through system of peer review and performance audit.
20. Recognition of research achievement through prizes and award based on system of peer review in the following areas-
  - (a) Research Publication.
  - (b) Achievements in contractual research.
  - (c) Success in industrial problem solving.
21. Establishment of scientific and industrial research Advisory council at Provincial level.
22. Liaison and interaction with the Ministry of Science and technology and Research and Development.
23. Implementation of programmes under national technology policy as applicable to Sindh.”
24. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **25 - POPULATION WELFARE DEPARTMENT**

1. Any activity of the Population Welfare Programme that the Provincial or Federal Government may specify.
2. Coordination of Population Welfare Programme with other Nation building departments at district and local levels.
3. Family Welfare Service, clinical and non-clinical contraception through Family Welfare Centers and the Reproductive Health Services Establishments particularly for rural areas.
4. Implementation of publicity and communication strategy.
5. Population Welfare motivational services and establishment of contact with the clients at all levels.
6. Promotion of community involvement and active participation in Population Welfare Programme.
7. Supply of contraceptive and medicines to the clients through the network of community distribution points, and other agencies involved in the programme.
8. Setting up Advisory Management Committees at Family Welfare Centre level and population Welfare Councils at District and Provincial levels.
9. Service matters except those entrusted to the Services, General Administration and Coordination Department.

**26 - SERVICES, GENERAL ADMINISTRATION  
AND COORDINATION DEPARTMENT**

**GENERAL ADMINISTRATION AND COORDINATION WING**

1. Anti-Corruption measures and Anti-Corruption Establishment.
2. Appointment of Commissions of inquiry or panel of officers in cases of misconduct of government servants.
3. Allocation of business among Ministers.
4. Benevolent Fund and group insurance.
5. Cabinet—
  - (a) Appointments, salaries and privileges of the Ministers.
  - (b) All Secretariat work of the Cabinet, including convening of the meetings of the Cabinet.
6. Ceremonial—
  - (a) Warrant of precedence and Table of precedence;
  - (b) Pakistan Flag Rules;
  - (c) Civil uniforms;
  - (d) Court mourning; and
  - (e) Liveries and clothing rules.
7. Civil List and Official Gazette.
8. Special Tribunals.
9. Compilation of the list of persons debarred from future employment under the Provincial Government for submission to the Federal Government
10. Estate Office.
11. Framing and alteration of Rules of Business.
12. General Coordination.
13. Government Archives.
14. Government Hospitality and Protocol arrangements.
15. Honours, awards and sanads for public services.
16. Holidays.
17. High Officers reservations.
18. Identity Cards for Civil Officers / Officials.
19. Language Examination.
20. Matters relating to Council of Common Interest.
21. Office management:-
  - (a) Civil Secretariat and Government office generally;
  - (b) Secretariat standing orders
  - (c) Memorials and petitions; and
  - (d) Standing orders.
22. Organization and Methods.
  - (a) Periodic review of the organization, staff, functions and procedure of the Departments, Attached Departments and Sub-ordinate offices and suggestions for improvement thereof;
  - (b) Improvement of general efficiency and economic execution of Government business;
  - (c) Advice regarding proper utilization of stationery and printing resources of the government; and

- (d) Training in Organizations and Methods.
- 23. Personal rights privileges and dignities of ex-Rules of former States.
- 24. Report on the observance and implementation of the Principles of Policy under Article 29 (3) of the Constitution.
- 25. Rights and interest of members of Services.

### **SERVICES WING**

- 26. (a) Matters connected with members of all Pakistan unified grade or the Federal unified grades and posts normally held by them.
- (b) Matters concerned with appointments, training pay, allowances, promotion, leave, transfer, posting and powers of:-
  - (i) Heads of Attached Department, except those which may by notification be assigned to other Department.
  - (ii) Regional Heads of Departments of B-20 or above.
  - (iii) Secretariat Officer of all B.P.S and Ministerial Establishment of the Secretariat Departments, including Governor's \*\* Secretariat other than the personal staff of the Chief Minister or the Governor;
  - (iv) Officers of B-18 and above in Police and Revenue Departments;
  - (v) Assistant Commissioners;
  - (vi) Municipal Commissioner, Secretary, Karachi Water and Sewerage Board, Directors Octroi, Director/ Administration Directors lands, Financial Advisors Karachi Metropolitan Corporation.
  - vii) Executive Heads, including Chairman, Director Generals, Managing Directors etc. of Statutory Corporations, Autonomous and Semi-Autonomous Bodies working under Government;
  - viii) Director, Excise & Director Taxation, Karachi.
- 27. Maintenance of the Register of Memorials addressed to the President, withheld by the Provincial Government.
- 28. Martial Law.
- 29. Public Service Commission.
- 30. Policy regarding re-employment and re-employment of retired Officers.
- 31. Services Rules relating to various services and posts and interpretation thereof.
- 32. Service Tribunals.
- 33. Service Associations.
- 34. Cypher and other codes.

### **CRIMINAL PROSECUTION SERVICE DEPARTMENT**

- 35. Conduct of Criminal cases including –
  - (a) representation in and prosecution of criminal cases; and
  - (b) criminal appeals, against acquittal or conviction and applications of enhancement of sentences and convictions.
- 36. Advice to Departments on issues relating to prosecution of criminal cases.
- 37. Filing and defending criminal cases involving Government.
- 38. All matters connected with Prosecution establishment, Prosecuting Officers and administration including the powers and functions relating to prosecution of criminal cases as provided in the Police Order, 2002 and Sindh Criminal Prosecution Service (Constitution, Functions and Powers) Ordinance, 2006.
- 39. Criminal law and Criminal Procedure relating to investigation and Prosecution.
- 40. Defence of pauper accused in Courts and fees to the pleaders for such defence.

41. Appointments and terms and conditions and transfer of the Prosecutors as defined in the Ordinance other than those entrusted to the Services, General Administration and Coordination Department appointment of Public Prosecutors and their fees in criminal cases.

### **IMPLEMENTATION DEPARTMENT.**

42. Implementation strategy of execution of development projects and ensuring timely provision of the financial human and other inputs.
43. Establishment of system for performance monitoring and reporting of the projects and generating periodic progress reports and preparation of project performance and management system.
44. Consultations with donar agencies regarding implementation of the projects.
45. Arrangement for regular local and foreign training for project staff in financial management and technical skills.
46. Appointment of Implementation, Procurement, Technical, Recruitment and Purchase Committees.
47. Preparation, modification and revision of project PC-I or concept papers.
48. Inspection of project activities and documents.
49. Acquisition of services of experts and consultants to monitor and inspect the project activities.
50. Supervision of recruitment, transfer and postings of critical management posts in all projects.
51. Annual Performance Report of critical project officers and staff including provincial and regional project managers.
52. Coordination with community leaders and stake holders to seek their input and participation in project implementation.
53. Coordination with Departments concerning the project including District Government to expedite the project activities.
54. Quantification of project performance for incentive and rewards.
55. Streamlining the project activities.

### **27-SPORTS AND YOUTH AFFAIRS DEPARTMENT**

1. Sports and Physical Culture.
2. Youth Affairs including Scouts.
3. Service matter, except those entrusted to the Services, General Administration and Coordination Department.

### **28 - WOMEN DEVELOPMENT DEPARTMENT**

1. Formation of public policies and laws to meet special needs of women.
2. Protection and promotion of women's rights, gender equity and equality in public sector or in particular and society in general.
3. Discharge of responsibilities with regard to status of women and girls.
4. Development projects for providing special facilities for women such as strategic initiative, innovations and special equalizing projects.
5. Coordination of women's welfare programmes with other concerned departments and agencies at District and local level for making conducive and safe work environment for working women and conducting research/surveys in the regard.
6. Improvement of working conditions of female labour both in urban and rural areas.

7. Promotion of cottage industry with special preference to participation of women in such industry.
8. Maintenance of a database of all women parliamentarians, councilors and members of civil society organizations working on gender issues.
9. Setting up of community/mohallah Schools and training centers for women on the basis of self help community development.
10. Setting up of advisory legal centers to provide legal aid to women and to review laws considered to be discriminatory against women and formulate recommendations in respect thereof.
11. Implementation of National Women's Welfare Policy as applicable to the Province of Sindh.
12. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

### **29 - WORKS AND SERVICES DEPARTMENT**

1. Construction, maintenance and repairs of Road bridges, ferries, Tunnels, ropeways, Causeways and tramways lines.
2. Engineering training other than-
  - (i) Engineering Colleges; and
  - (ii) Engineering Schools.
3. Inland waterways and inland navigation.
4. Lease of Ferries and Bridges.
5. Road Fund.
6. Tools(including those levied by Local Bodies and Local Council).
7. Engineering Works pertaining to the Education Department relating to construction and maintenance of network of Education Centers including sub-sections like college education, technical education, physical education and miscellaneous education.
8. Accommodation for Federal and Provincial Government servants in the Province, except that entrusted to the Services General Administration & Coordination Department.
9. Building-
  - (a) Construction, equipment, maintenance, repairs and fixation of rent of all Government buildings residential and non-residential, including tents, dak bungalows and circuit houses. Except those entrusted to the Education Department.
  - (b) Public Health works pertaining to Government buildings and Government residential estates.
10. Service matters, except those entrusted to the Services, General Administration and Coordination Department.

**SCHEDULE - III**

Rule 5 (ii)

**LIST OF CASES TO BE SUBMITTED TO THE GOVERNOR  
FOR ORDERS IN HIS DISCRETION**

| S.No. | Cases<br>Constitution  | Article of the      |
|-------|--|---------------------|
| 1     | 2  | 3                   |
| 1.    | Appointment of the Chief Minister.   | 130 (2A)            |
| 2.    | Appointment of Household staff at the Governor's House.                    |                     |
| 3.    | Appointment of Chairman and Members, Sindh Public Service Commission.      |                     |
| 4.    | Dissolution of the Provincial Assembly as Provided under the Constitution. | 112 (2)             |
| 5.    | Appointment of care-Cabinet with the Previous approval of the President.   | 102 (3),<br>105 (3) |
| 6.    | Appointment of Chief Administrator Zakat.                                  |                     |
| 7.    | Appointment of Chairman and Members, Zakat Council.                        |                     |

**SCHEDULE - IV**  
See rule 5 (iii)

**LIST OF CASES REQUIRING ORDER OF THE GOVERNOR ON THE  
ADVICE OF THE CHIEF MINISTER.**

| S.No. | Cases<br>of the Constitution   | Reference to Article |
|-------|--|----------------------|
| 1     | 2  | 3                    |
| 1.    | Advocate-General, Appointment, resignation, removal, duties and terms and conditions of service.   | 140                  |
| 2.    | Adoption of existing laws.   | 268(4)               |
| 3.    | Appointment of Officers and staff in the Secretariat of the Governor.  |                      |
| 4.    | All cases relating to personal rights, Privileges and dignities of ex-Rules of former States.  |                      |
| 5.    | All proposals in respect of framing, amending or relaxing statutory rules.   |                      |
| 6.    | Cases in which Federal Government has issued direction.  |                      |
| 7.    | Dissolution of the Assembly.   | 112(1)               |
| 8.    | Framing of rules for the custody of, and transactions relating to, the Provincial Consolidated Funds.  | 119                  |
| 9.    | Framing or alteration of rules for the authentication of orders and other instruments.   | 139                  |
| 10.   | Giving of assent to Bill passed by the Assembly.   | 116                  |
| 11.   | Making of rules of procedure of the Assembly till rules of procedure are made by the Assembly.   | 67 read with 127     |
| 12.   | Mercy petitions against sentences of death passed in criminal cases in accordance with rules to be made by the Government.                           |                      |
| 13.   | (a) Ministers (i) their appointment, (ii) removal and (iii) resignation.<br>(b) Advisors (i) their appointment, (ii) removal and (iii) resignation.  | 132                  |
| 14.   | Promulgation of Ordinances.  | 128                  |
| 15.   | Resignation of Speaker of the Provincial Assembly.   | 53(5) read with 127  |
| 16.   | Regulating the attendance before a Committee of the Provincial Legislature of persons who are or have been in the Service of Pakistan and safeguard- | 66(3) read with 127  |



ing confidential matter from disclosure.

- |     |  |     |
|-----|--|-----|
| 17. | Reports of the Auditor-General of Pakistan or the Accountant General of the Province, relating to the Accounts of the Province, or of any other authority appointed to scrutinize the accounts of the Province and reports of the Public Accounts Committee. | 171 |
| 18. | Rules for the appointment of Officers and servants of the High Court and terms and conditions of their employment.   | 208 |
| 19. | Summoning and prorogation of the Assembly.   | 109 |
| 20. | Additional Advocate General, Appointment, resignation, removal, duties and terms and conditions of services.   |     |
| 21. | Recommendations for the appointment of High Court Judges.  | 193 |
| 22. | Rules of Business, framing and alteration thereof.   | 139 |
| 23. | Reference to Council of Islamic Ideology whether a proposal Law is or is not repugnant to the Injunctions of Islam.  |     |

**SCHEDULE - V**

See rule 5 (iv)

**CASES AND PAPERS TO BE SUBMITTED TO GOVERNOR  
FOR INFORMATION**

---

| S.No. | Cases  |
|-------|--|
| 1.    | Intelligence Reports (daily, weekly and special reports) of Special Branch.  |
| 2.    | Cases of appointments of Provincial Secretaries and to Posts in B-20 and above as well as appointments of Heads of autonomous bodies under the control of the Provincial Government (including Statutory Corporations and Authorities) in equivalent Basic Pay Scales. |
| 3.    | Reports of Commissions of Enquiry appointed by the Governor.   |
| 4.    | Annual Reports of the Sindh Public Service Commission.   |
| 5.    | Periodical reports of activities of Provincial Departments and Offices, as and when required.  |
| 6.    | All documents issued by the Provincial Finance Minister pertaining to the Annual Budget.   |
| 7.    | Daily Press Reports and Handouts issued by the Provincial information Department.  |
| 8.    | All other important cases involving questions of Policy and principles.  |
| 9.    | Papers pertaining to any other matter required by the Governor through a general or special order.   |
| 10.   | Minutes and decisions of Cabinet meetings.   |
| 11.   | All Cypher messages and telegrams.   |

**SCHEDULE - VI**

See rule 8 (i)

**LIST OF CASES TO BE SUBMITTED TO THE CHIEF MINISTER  
FOR HIS ORDERS.**

| S.No. | Cases<br>of the Constitution   | Reference to Article |
|-------|--|----------------------|
| 1     | 2  | 3                    |
| 1.    | Authentication of the Schedule of Authorized Expenditure.  | 123                  |
| 2.    | All cases relating to matters, which are liable to involve Government in controversy with the Federal Government or with another Provincial Government.  |                      |
| 3.    | All cases which may have a bearing on relation with a foreign Government.  |                      |
| 4.    | <p>All cases falling in the following categories shall be submitted through Services &amp; General Administration Department;</p> <p>(a) appointment under statutory Corporations and bodies which are required to be made or approved by Government.</p> <p>(b) deputation of civil servants for the purpose of appointment abroad;</p> <p>(c) re-employment of Officers of B-16 and above who are below the age of sixty years.</p> <p>(d) re-employment of any person beyond the age of sixty years in the service of Government or any corporation, local council or other autonomous or semi-autonomous body or organization under the control of Government; and</p> <p>(e) appointment of Chairman and Members of statutory corporations, autonomous or semi-autonomous bodies under the control of Government.</p> |                      |
| 5.    | Allocation of portfolios to the Ministers.   |                      |
| 6.    | <p>All cases falling in the following categories shall be submitted through Services &amp; General Administration Department :---</p> <p>(a) appointments and Promotions to posts in B-19 and above and officers of equivalent rank and status; and</p>  |                      |

- (b) all appointments and Promotions to the posts of Deputy Commissioners, Superintendents of Police, Civil Judges, Senior Civil Judges and Additional District Judges and the District and Sessions Judges.
7. Administrative Courts and Tribunals for Provincial subjects ---  
 appointment, etc, of Chairman and Members of the Administrative Courts or Tribunals for Provincial Subjects.
8. Bill or amendment in respect of matters for which the Provincial Assembly has power to enact to be introduced or moved in the Provincial Assembly. 115
9. Complaints to the Council of Common Interests about any executive action or legislation taken or passed or proposed to be taken or passed, or the failure of any authority to exercise any of their powers with respect to the use, distribution or control of water from any natural source of supply. 153
10. Cases regarding the conditions of service or promotion of, or disciplinary action against, members of Federal Services or holders of appointment normally held by them. Cases to be referred to the Federal Government shall be shown to the Chief Minister both before a reference is made to the Federal Government as well as before final orders are issued.
11. Cases in which advice of the Public Service Commission is not acceptable to a Department.
12. Delegation of Powers by the Chief Minister to a Minister or Advisor or the Secretary.
13. Delegation of Powers of a Minister to the Secretary.
14. Laying of Supplementary Statement of Expenditure before the Provincial Assembly. 124
15. Making demands for grants of the Provincial expenditure. 122 (3)
16. Matters of Policy in which Minister proposes to rescind an order passed by his predecessor in Office.
17. Presentation of Annual Budget statement to the Assembly and charges thereon. 120
18. Recommendations for the grant of honours and awards.
19. Selection of Officers of the rank of Secretaries to Government and above for appointment under the Federal Government.

**SCHEDULE - VII**

See rule 8 (ii)

**LIST OF CASES TO BE SUBMITTED TO THE CHIEF MINISTER  
FOR INFORMATION.**

---

| S.No. | Cases  |
|-------|--|
| 1.    | Press notes issued by the Information Department.  |
| 2.    | Report of Committees of Enquiry appointed by Government.   |
| 3.    | Intelligence Reports (daily, weekly and special reports) of Special Branch.  |
| 4.    | Cases of appointments of Provincial Secretaries and to posts in B-20 and above as well as appointments of Heads of autonomous bodies under the control of the Provincial Government (including Statutory Corporations and Authorities) in equivalent Basic Pay Scales. |
| 5.    | Reports of Commissions of Enquiry appointed by the Governor.   |
| 6.    | Annual Reports of the Sindh Public Service Commission.   |
| 7.    | Periodical reports of activities of Provincial Departments and Offices, as and when required.  |
| 8.    | All documents issued by the Provincial Finance Minister pertaining to the Annual Budget.   |
| 9.    | Daily Press Reports and Handouts issued by the Provincial Information Department.  |
| 10.   | All other important cases involving questions of policy and principles.  |
| 11.   | Papers pertaining to any other matter required by the Governor through a general or special order.   |
| 12.   | Minutes and decisions of Cabinet meetings.   |

**SCHEDULE - VIII**

See rule 35 (ii)

## POSTING AND TRANSFER OF CIVIL SERVANTS

---

| Sr.<br>No. | Post with Basic Pay<br>Scale of Officers | Authority Competent<br>to make transfer and<br>posting. | Department to issue<br>order of transfer and<br>posting. |
|------------|--|---|--|
| 1          | 2  | 3   | 4  |

---

**SCHEDULE - IX**

See rule 35 (ii)

**POSTING AND TRANSFER OF CIVIL SERVANTS**

| S.No. | Posts  | Normal period of tenure. |
|-------|--|--------------------------|
| 1.    | Chief Secretary and Additional Chief Secretary ... ..  | 3 years                  |
| 2.    | Heads of the Attached Departments .. .. .  | 5 years                  |
| 3.    | Secretary, Additional Secretary, and<br>Deputy Secretaries ... .. .                            | 3 years                  |
| 4.    | Section Officers other than those directly recruited or<br>promoted as Section Officers .... . | 3 years                  |

**Chief Secretary to Government of Sindh.**

