

Most Immediate

**OFFICE OF THE
MILITARY ACCOUNTANT GENERAL
Kashmir Road, Rawalpindi Cantt.**

No. /AN/074-XV

June, 2021

The Dy. MAG Rawalpindi;
All Controllers.

Subject: COMPLIANCE OF THE RULES OF BUSINESS, 1973 AND SECRETARIAT INSTRUCTIONS, 2004 REGARDING CABINET MATTERS.

Please find enclosed a copy of Cabinet Division's U.O. Note No.2-3/2008-Cab, dated.10/06/2021, on the above subject, received vide Ministry of Defence U.O. No. 1/1/D-18/2021, dated.21/06/2021, for information, necessary action and strict compliance.

sd
(MUHAMMAD MUNIR)
Accounts Officer (AN-I)
Tele# 051-9270702

303/1278
No. /AN/074-XV dated. 30/06/2021

Copy to:-

1. The Section Officer (D-7) Ministry of Defence.
2. The Accounts Officer (Automation) Local.
3. PS to the MAG.
4. APS to the Dy. MAG.
5. I.C.O. to the AMAG (Admin)

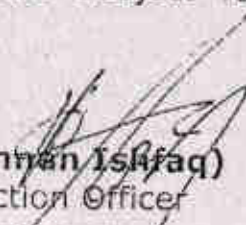
[Signature]
Accounts Officer (AN-I)



MOST IMMEDIATE

Subject: - COMPLIANCE OF THE RULES OF BUSINESS, 1973 AND SECRETARIAT INSTRUCTIONS, 2004 REGARDING CABINET MATTERS

Kindly find enclosed copy of Cabinet Division's U.O Note No. 2-3/2008-Cab dated 10th June, 2021, on the above cited subject for information necessary action and strict compliance, please.


(Hannan Ishtaq)
Section Officer

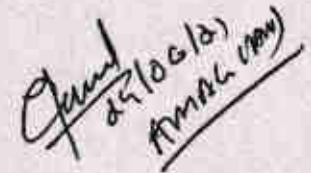
Dte Gen. ISI, Islamabad
Director (Admin) JSHQ, Chaklala, Rwp
SD Dte (SD-1), GHQ, Rawalpindi
Director (Admin) AHQ, Islamabad
Director (Admin), NHQ, Islamabad.

✓ MAG, Pakistan Military Accounts Deptt, Rwp.
Surveyor General, Survey of Pakistan, Rwp.
DC, Military Lands & Cantonments, Rwp.
DC, Pakistan Armed Services Board, Rwp.
DC, Pakistan Maritime Security Agency, Karachi
DC, FGEIs (C/G) Directorate, Rawalpindi.

Info of Def U.O. No. 1/1/D-18/2021 dated 21st June, 2021

Copy for information / follow up action to: -

Dir JS-V
JS-I
JS-II
JS-IV
JS-VII
DS (Army-C)
DCM
APS to JS-III


24/06/21
AMAG (copy)

Copy for information, with reference to their U.O quoted above to:-

Cabinet Division,
(Taimur Tajammal),
Sr. Joint Secretary to the Cabinet,
Cabinet Secretariat,
Islamabad.

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

AS-118 MS-1
3192/5 /
20-6-21

AG-17

15/6

AS-11

Subject: COMPLIANCE OF THE RULES OF BUSINESS, 1973 AND SECRETARIAT INSTRUCTIONS, 2004 REGARDING CABINET MATTERS

Reference Cabinet Division's u.o. Note No.2-3/2008-Cab dated 29th April, 2021.

2. This Division has been reiterating the instructions / guidelines from time to time, highlighting rules and regulations regarding submission of summaries to the Cabinet. It has been observed that the instructions / guidelines are not being followed / observed in letter and spirit. Since, the e-Cabinet System rollout on 25-05-2021, various shortcomings / deficiencies still being noticed. Therefore, it is expedient to yet again highlight the following for strict compliance by Ministries / Divisions while uploading their respective summaries / documents, on Cabinet Portal:

- i) Summaries must be uploaded before the already conveyed deadline i.e. every Thursday noon.
- ii) In case of urgency, due reasons must be recorded, while uploading the summaries.
- iii) Summaries for the Cabinet should be properly formatted.
- iv) Annexures should be hyperlinked.
- v) Documents attached as annexures must be clear and legible.
- vi) Uploading unnecessary material with summaries should be avoided.
- vii) After uploading the summary, four (04) hard copies must be provided to the Cabinet Division, as already conveyed.

3. In case of above deficiencies, Cabinet Division will be constrained to return the summaries for due correction measures; needless to say that in such scenario the working of the Federal Government is bound to suffer.

(Taimur Tajammal)
Sr. Joint Secretary to the Cabinet.

All Secretaries/Additional Secretaries-in-Charge of the Ministries/ Divisions
Cabinet Division's u. o. note No.2-3/2008-Cab, dated 10-06-2021

CC:

- i) Additional Secretary-I, Prime Minister's Office, Islamabad
- ii) Joint Secretary to the SPM, Prime Minister's Office, Islamabad.
- iii) PS to Secretary, Cabinet Division

9/13/0-18
11/6/21

DS/Adm

Solo-561

12/11/DS/MS
15-06-2021

1595/DS-17
15-6-21
and
4/6

11-8-21

4246/87
10-9-11

1774 (A) (1) (2)
15/6/21

1248/MS
3/1/21