

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

No. /AN/074-XVII

June, 2024

The Dy. MAG Rawalpindi
All Controllers

Subject: PREPARATION AND CIRCULATION OF YEAR BOOK (2023-2024)
PURSUANCE OF RULE-25 OF THE RULES OF BUSINESS, 1973

Please find enclosed herewith a copy of Ministry of Defence U.O No. 8/11/D-18/2024 dated 31/05/2024 on the above subject.

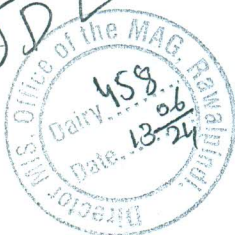
It is requested that the requisite information pertaining to respective Controller Offices may please be submitted to MAG office, in hard and soft copy (MS Word file) latest by 10th July, 2024 positively

—sd—
(Muhammad Bashir)
Accounts Officer (AN-I)

No. 133 /AN/074-XVII dated.. 10 //06/2024

Copy to:-

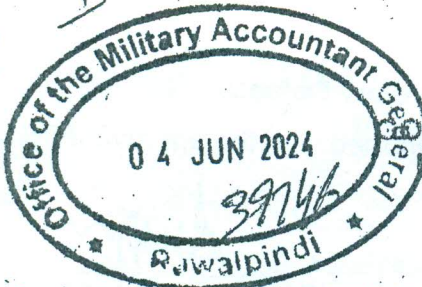
- ✓ The Director (MIS), MAG Office, Rawalpindi with a request to place above information on official website of PMAD with immediate effect please.
2. The Section Officer (D-7) Ministry of Defence Rawalpindi
3. The Accounts Officer (Automation) Local.
4. The Accounts Officer Digital Library Cell (Local).
5. PS to the M.A.G.
6. APS to the Dy. MAG.
7. PA to the A.M.A.G (Admin)
8. All Sections Groups of MAG's office Rawalpindi for similar action as above is requested please.



Web words ✓
17-6-24

7/6
Accounts Officer (AN-I)

① Copy.



MOST IMMEDIATE

GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
DEFENCE DIVISION

Subject: PREPARATION AND CIRCULATION OF YEAR BOOK (2023-2024) IN PURSUANCE OF RULE-25 OF THE RULES OF BUSINESS, 1973

It is mentioned that in terms of Rules of Business, 1973, each Ministry is responsible to publish Year Book within a period of 90 days, after closure of the financial year i.e. before 30th September, each year.

2. All Heads of Departments under Ministry of Defence are requested to provide following information / material **(Hard & Soft copy) repeat (Hard & Soft) latest by 31st July, 2024 positively**, to enable this Ministry for preparation / circulation of Year Book 2023-24 within the stipulated date:

- a. The details of activities, achievements and progress during the proceeding financial year giving only the unclassified information which can be used for reference purpose.
- b. The programme of activities and targets set out for itself during the preceding financial year and the extent to which they have been realized.
- c. The relevant statistics properly tabulated.
- d. Graphical representation be made for better comparison, wherever necessary.
- e. Pictures with proper captioned be added.
- f. Organogram be made using work tool (smart art) alongwith description of abbreviations, if used.
- g. There should be standard format for Year Book (last year Year Book can be consulted for standard formatting).
- h. There should be greater reliance on output-based targets / achievements as compared to descriptive accounts.
- i. Performance of each wing / department should be ascertained keeping in view key performance indicators (KPIs) as reflected in the Year Book.

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