

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

No. /AN/074-XV

June, 2021

The Dy. MAG Rawalpindi;  
All Controllers.

Subject: PREPARATION AND CIRCULATION OF YEAR BOOK (2020-2021) IN PURSUANCE OF RULES 25 OF THE RULES OF BUSINESS 1973.

Please find enclosed herewith a copy of Ministry of Defence U.O. No. 3/3/D-18/2020, dated. 16/06/2021 on the above subject.

2. It is requested that the requisite information pertaining to your office may please be submitted to this office in hard and soft copy (MS Word file) latest by 9<sup>th</sup> July, 2021 positively.

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

196/  
No. 818/AN/074-XV Dated. 24/06/2021

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)
6. AU Sections MAG office

*[Signature]*  
Accounts Officer (AN-I)

AW-I

GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE  
(DEFENCE DIVISION)

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Subject: - PREPARATION AND CIRCULATION OF YEAR BOOK (2020-2021) 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 30<sup>th</sup> 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) as under, latest by 15<sup>th</sup> July, 2020 positively, to enable this Ministry for preparation / circulation of Year Book 2020-2021 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 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 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 word tool (smart art) alongwith description of abbreviations, if used.
- g. There should be standard format for Year Book in this regard (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.

*Genl  
25/06/20  
Amal Khan*

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- i. Performance of each wing / department should be ascertained keeping in view key performance indicators (KPIs) and reflected in the Year Book.
- j. Linkages with Budget should be established to better reflect performance.
- k. The future plans and goals of each Division should be added to the Year Book.

(Hafiz Ishtiaq)  
Section Officer

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

Min of Def:u.o. No. 3/3/D-18/2020 dated 16<sup>th</sup> June, 2020

Copy with the request to revisit the role & functions of each Wing / Section, if required so. Moreover, data / information regarding Achievements / Future Plan may also be provided in compiled form: -

**DS (Admin)**

Copy with request to provide relevant photos with captioned for the year 2020-2021: -

**Deputy Director (PR), MoD**

Copy for information / similar action to: -

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