

Secretary

AS-I
18/9
JB-III

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No. F.20/6/2020-D-II

Islamabad, the 11 September, 2020

NRD
17/9/20
SOB-15

OFFICE MEMORANDUM

Subject: GUIDELINES FOR SUBMISSION OF APPEALS TO THE PRIME MINISTER / PRESIDENT

The undersigned is directed to refer to the subject regarding submission of departmental appeals under Government Servants (Appeal) Rules, 1977.

2. It has been observed that while processing the appeals for consideration of the Appellate Authority i.e. Prime Minister / President, the dossiers sent to this Division are occasionally found incomplete, as the required documents are either missing or not properly annexured. This leads to unnecessary delay in timely disposal of such cases.

3. It is, therefore, requested that henceforth the appeals be forwarded after fulfilling the guidelines for submission.

(Signature)
(Tahreen Akbar)
Section Officer (D-II)

Enclosed as above:

ALL SECRETARIES / ADDITIONAL SECRETARIES INCHARGE
MINISTRIES / DIVISIONS

Secretary
Defence Division

4459/AS-I
17-9-20

17/9/20

6424/S
16-9-2020

3157/JS-14
19/9