

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

No. /AN/093-II

October, 2023

The Dy. MAG, Rawalpindi.  
All Controller

Subject: SECRETARIAT INSTRUCTIONS (EDITION-2022) ✓

Please find enclosed herewith a copy of Establishment Division Pakistan Public Administration Research Centre Memorandum .No. 2(2)/2016-Manuals dated 08/09/2023 on the above subject received vide Ministry of Defence U.O No. 1/49/D-18/2023 dated 19/09/2023 for information and further necessary action.,

—sd—

(BAHAWAL RAZA CHEEMA)  
Assistant Military Accountant General (Admin)

No. 460/128 /AN/093-II dated. 17 /10/2023  
Copy to:-

1. The Section Officer (D-7) Ministry of Defence.
- ✓ 2. The Accounts Officer (Automation) Local.
3. The Accounts Officer Digital Library Cell (Local)
4. The Accounts Officer CR & Cell (Local).
5. PS to the M.A.G.
6. APS to the Dy. MAG.
7. PA to the A.M.A.G (Admin).



Assistant Military Accountant General (Admin)

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No. 2(2)/2016-Manuals

Islamabad the 08<sup>th</sup> September, 2023

OFFICE MEMORANDUM

Subject: - SECRETARIAT INSTRUCTIONS (EDITION-2021).

*Handwritten notes:*  
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DS (Admin)  
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The undersigned is directed to say that in terms of Rule 5(15) of the Rules of Business, 1973, Pakistan Public Administration Research Centre (PPARC) is the sole authorized agency to issue detailed Secretariat Instructions in the form of Manual. Under its charter of functions, PPARC has revised the edition of Secretariat Instructions as edition-2021 with the very objective to facilitate the Federal Ministries/Divisions and other Organizations for prompt disposal of duties. This version includes all latest amendments and instructions as on 31<sup>st</sup> December, 2021. These Instructions embody organizational setup, office procedure, noting, drafting, correspondence and detailed assigned duties of Officers/Officials working under federal secretariat & other Public Service Organisations.

2. This publication has already been put on the official website of Establishment Division to be downloaded free of cost from www.establishment.gov.pk and for procurement of hard copy, the indenting agency may kindly, consult PPARC, by paying Rs.600/- per copy on the prescribed challan form (specimen enclosed). Requisitions may be addressed to:

"Director (M&P),  
PPARC, Establishment Division,  
Ground Floor LG&RD Complex,  
Sector G-5/2, Islamabad."

Under the head of account:

"C03-Misc. Receipt.  
C038-Others  
C03853-Sale of Publications of (PPARC), Establishment Division,  
Islamabad."

3. Mode of procurement for out stationed offices as well as for local offices located at Rawalpindi/Islamabad is given at the end in the list of publications (enclosed).

4. This issues with the approval of Secretary, Establishment Division.

*Signature:* Mr. Muhammad Lakhkar Khan Hoti  
Director General

Secretary  
Defence Division,  
Rawalpindi.

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*Handwritten notes:*  
Circuit file  
on above work  
action to forward  
latest copies of  
all files to D-10  
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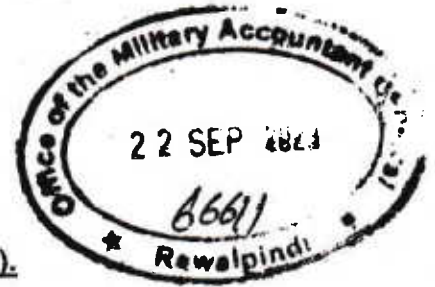
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GOVERNMENT OF PAKISTAN  
MINISTRY OF DEFENCE  
DEFENCE DIVISION



Subject: SECRETARIAT INSTRUCTIONS (EDITION-2012).

Please find enclosed herewith a copy of Establishment Division, Pakistan Public Administration Research Centre Memorandum No. 2(2)/2016-Manuals dated 8<sup>th</sup> September 2023, on the above subject, for information, and further necessary action.

Printed by D-18-2 from DESKTOP-M0C6L0Q 12:46 19/09/2023

(Harman Ishaq)  
Section Officer  
Tel/Fax: 9271439

MAG, Pakistan Military accounts Deptt, Rwp  
Surveyor General, Survey of Pakistan, Rwp  
DG, Military Lands & Cantonment Deptt, Rwp  
DG, Pakistan Armed Services Board, Rwp  
DG, Pakistan Maritime Security Agency, Rwp  
DG, FGEIs (C/G) Directorate, Rwp

Dt Gen, ISI, Islamabad  
Director (Admin) JSHQ, Chaklala, Rwp  
SD Dte (SD-I), GHQ, Rawalpindi  
Director (Admin), NHQ, Islamabad  
Director (Admin), AHQ, Islamabad  
NDU, Islamabad

Min of Def. U.O No. 1/49/D-18/2023 dated 19<sup>th</sup> September, 2023

Copy for information to:

1. Snr. JS-VII, (with the request that a copy of all latest edition of publication be provided to Coord Wing)
2. JS-I, JS-II, JS-IV, JS-V, DS (Army-C), DS (Budget), DCM
3. APS to JS-III

Printed by D-18-2 from DESKTOP-M0C6L0Q 12:46 19/09/2023

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2

Government of Pakistan  
Establishment Division  
Pakistan Public Administration  
Research Centre  
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Sl.No.	Name of Publication	Price Per Copy
1	Secretariat Instructions (Ed-2021)	600/-
2	Appointment, Promotion & Transfer Rules, 1973 (Ed-2016)	350/-
3	Revised Leave Rules (Ed-2015)	100/-
4	EstaCode (Ed-2015)	1050/-
5	A Manual on Occupational Groups / Services (Ed-2014)	300/-
6	A Manual on Travelling Allowance Rules (Ed-2013)	200/-
7	A Compendium of Laws and Rules Containing Efficiency and Discipline Rules (Ed-2012)	200/-
8	A Manual on Management of Public Record and State Documents (Ed-2012)	100/-
9	A Manual on Benevolent & Group Insurance, Benefits (Ed-2010)	100/-
10	A Manual on Staff Welfare Organization (Ed-2010)	200/-
11	The Establishment Manual (Ed-1992)	Out of Stock
12	A Compendium of Services Laws and Rules (Ed-2003)	180/-
13	A Hand Book for DDO's (Ed-2001)	Under Review
14	Common Services Manual Vol-I (Ed-1997)	Under Review
15	Common Services Manual Vol-II (Ed-2003)	260/-
16	A Manual of Pension Procedures (Ed-2006)	145/-
17	A Guide to Performance Evaluation (Ed-2004)	Out of Stock
18	Compendium of Laws Applicable to Federal Government Employees (Ed-1990)	Out of Stock
19	Compendium of Rules Applicable to Federal Government Employees (Ed-1992)	Out of Stock
20	A Hand Book on Autonomous Bodies (Ed-1989)	120/-
21	Reference Book on Autonomous Bodies (Ed-1989)	160/-
22	Government and Administration in Pakistan (Reprint-2003)	800/-
23	National Strategy for Administration (Reprint-2003)	70/-
24	Civil Services in Pakistan (Reprint-2003)	Out of Stock
25	Evolution of Pakistan's Administrative System (Reprint-2003)	260/-
26	Bibliography Pak. Government and Administration Vol-I-III	160/-
27	Bibliography Pak. Government and Administration Vol-III-A (Ed-1987)	40/-
28	Bibliography Pak. Government and Administration Vol-IV (Ed-1983)	50/-
29	F.G. Civil Servants Census (Reprint-1989)	100/-
30	Administration Journal	100/-
31	Second Census of Employees of Autonomous Bodies/Corporations	100/-
32	How to Supervise Workers at Work (Reprint-2006)	135/-

Note:-

i). The Publications are available/supplied on receipt of payment from the Sales Depot of PPARC at Ground Floor Local Government & Rural Development Complex, Sector G-5/2, Islamabad.

ii). In Case of Offices Located At Islamabad/Rawalpindi.

Through Treasury Challan against the payment deposited in NBP, (Main Branch) Civic Centre, Melody, Islamabad or State Bank of Pakistan in the following head of Account:-

"C03-Misc. Receipt.

C038-Others

C03853-Sale of Publications of (PPARC), Establishment Division, Islamabad."

ii). In Case of Out Stationed Offices.

Through a Bank Draft in favour of the DDO, PPARC, Establishment Division, Islamabad.

Vender No.30005024 (PPARC).

3-4  
(Sardar Wajid)  
Printing Officer  
051-9210765

TR.-6

(Treasury rule 92)

Challan of cash paid into the

**CENTRAL  
CHALLAN No.**  
Treasury/Sub-Treasury  
National Bank of Pakistan  
State Bank of Pakistan

To be filled in by the remitter

To be filled in by the Departmental  
Officer or the Treasury

By whom tendered	Name (or designation) and address of the person on whose behalf money is paid	Full particulars of the remittance and of authority (if any)	Amount		Head of Account	Order to the Bank
Name			Rs.	Ps.		
Signature	Drawing and Disbursing Officer Pakistan Public Administration Research Centre Management Services Wing, Establishment Division, Islamabad	Cost of Publications of PPARC, Management Services Wing.			C03-Misc. Receipts. C038-Others. C03853- Sale of Publications of PPARC, Establishment Division, Islamabad.	Correct, received and grant receipt  (Signature and full designation of the officer ordering the money to be paid in).
		Total*				

\*(in words) Rupees

To be used only in the case of remittances to the Bank through Departmental Officer or the Treasury Officer.

Received Payment (in words) Rupees

Treasurer

Accountant

Date

Treasury Officer

Agent.

4-4