

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

No. /AN/074-XVII

June, 2024

The Dy. MAG Rawalpindi
All Controllers

Subject: A MANUAL ON STAFF WELFARE ORGANIZATION (EDITION-2022)

Please find enclosed herewith a copy of Establishment Division, Pakistan Public Administration Research Centre Islamabad O.M No. 1/1/2021-Manuals dated 15/05/2024 received vide Ministry of Defence U.O No. 8/22/Misc/D-18/2024/ dated 22/05/2024 for information and further compliance. please.

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

No. 15/11 /AN/074-XVII dated 03/06/2024
Copy to:-

1. 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 Section Officer (D-18) Ministry of Defence (Def. Div) Rawalpindi
4. The Accounts Officer (Automation) Local.
5. The Accounts Officer Digital Library Cell (Local).
6. PS to the M.A.G.
7. APS to the Dy. MAG.
8. PA to the A.M.A.G (Admin).


Accounts Officer (AN-I)


Dairy 437
Date 7/6/24
System Webmaster
A.A.U.
6.6.24

GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
DEFENCE DIVISION

37813

SUBJECT: A MANUAL ON STAFF WELFARE ORGANIZATION (EDITION-2022)

Kindly find enclosed herewith a copy of Establishment Division, Pakistan Public Administration Research Centre O.M. No. 1/1/2021-Manuals dated 15th May, 2024 alongwith its enclosures on the above cited subject, for information and further necessary work please


(Muhammad Jahangir)
Section Officer

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

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

Copy of Def. O. No. 8/22/Misc/D-18/2024 dated 22nd May, 2024

Copy for information to

Sr JS-VII, JS-I, JS-II, JS-IV, JS-V, DS (Army-C), DS (Budget), Director (Legal), DCM
APE to JS-III

YAK
27/05/2024
HWAG/AN

1/10

Secretary

Government of Pakistan
Establishment Division
Pakistan Public Administration
Research Centre

No. 1/1/2021-Manuals

Islamabad the 15th May, 2024

OFFICE MEMORANDUM

Subject: **A MANUAL ON STAFF WELFARE ORGANIZATION (EDITION-2022).**

The undersigned is directed to say that in consonance of the Rules of Business, 1973, the Pakistan Public Administration Research Centre (PPARC) Establishment Division, under its charter of duties, is responsible for compilation and publication of Administrative/ Establishment Codes and Manuals etc.

2. The Centre has published a number of Manuals and brought out their revised editions. Under its charter of functions, PPARC has revised the edition of "A Manual on Staff Welfare Organization" as Edition-2022 with the very objective to facilitate the Federal Ministries/Divisions and other Organizations. This version includes all the latest amendments as on 31st December, 2022. This Manual dispense with acquaintance as amenities granted by Staff Welfare Organization to Civil Servants during and post retirement.

3. 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.400/- 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."

4. 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).

5. This issues with the approval of Additional Secretary-I, Establishment Division.

Circulate to all. Ms.

M. Lakhkar
(Muhammad Lakhkar Khan Hoti)
Director General

Secretary
Defence Division,
Rawalpindi.

ASST/APS
29/5/24

29/5/24
29/5/24

2/6

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		Name of Account	Order to the Bank
			Rs.	Pa.		
Name						
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

33/5

Government of Pakistan
Establishment Division
Pakistan Public Administration
Research Centre

Sl.No.	Name of Publication	Price Per Copy
1	A Manual on Staff Welfare Organization (Ed-2022)	400/-
2	Secretariat Instructions (Ed-2021)	600/-
2	Appointment, Promotion & Transfer Rules, 1973 (Ed-2016)	350/-
4	Revised Leave Rules (Ed-2015)	100/-
5	EstaCode (Ed-2015)	1050/-
6	A Manual on Occupational Groups / Services (Ed-2014)	300/-
7	A Manual on Travelling Allowance Rules (Ed-2013)	200/-
8	A Compendium of Laws and Rules Containing Efficiency and Discipline Rules (Ed-2012)	200/-
9	A Manual on Management of Public Record and State Documents (Ed-2012)	100/-
10	A Manual on Benevolent & Group Insurance, Benefits (Ed-2010)	100/-
11	The Establishment Manual (Ed-1992)	Out of Stock
12	A Compendium of Services Laws and Rules (Ed-2003)	180/-
15	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 Law: 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.

C03i- Others

C03i53-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).

A. Sultan
(M. Aamir Sultan)
Printing Office:
051-9210765

6/11