GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT
(CABINET WING)

Dated Lahore the 11th March, 2011

NOTIFICATION

No. SO (Cab-I)2-3/2011. In exercise of the powers conferred under Article 139 of the Constitution of the Islamic Republic of Pakistan, Government of the Punjab is pleased to make the following Rules:

PART-A
GENERAL

1. Short title and commencement.- (1) These rules may be cited as the Punjab Government Rules of Business 2011.

(2) They shall come into force at once.

2. Definitions.- In these rules, unless the context otherwise requires**:**

(a) "Assembly" means the Provincial Assembly of the Punjab;

(b) "Attached Department" means a department mentioned in column 3 of the First Schedule.

(c) "Autonomous Body" means a Body mentioned in column 4 of the First Schedule.

(d) "Business" means the work done by the Government;

(e) "Cabinet" means the Cabinet of Ministers, with the Chief Minister at its head as mentioned in Article 130 of the Constitution.

(f) "Case" means a particular matter under consideration and includes all papers pertaining to it and necessary for its disposal, such as correspondence and notes and any previous papers connected with the subject;

(g) "Chief Secretary" means the officer notified as such in the Gazette, and includes Additional Chief Secretary in Services and General Administration Department;

(h) "Company" means a company created in public sector as mentioned in the First Schedule.

(i) "Constitution" means Constitution of the Islamic Republic of Pakistan;

(j) "Department" means a self-contained administrative unit in the Secretariat responsible for the conduct of business of the Government in a distinct and specified sphere, and declared or constituted as such under the rules;

(k) "District Coordination Officer", "District Government" and "Executive District Officer" shall have the same meanings as are respectively assigned to them under the Punjab Local Government Ordinance, 2001 *(XIII of 2001)*;

(l) "Gazette" means the Official Gazette of the Province of the Punjab;

(m) "Government "means Government of the Punjab;

(n) "Governor" means Governor of the Punjab;

(o) "Head of an Attached Department" means an officer shown in column 3 of the First Schedule.

(p) "Member" means a Member of the Assembly;

(q) "Minister"' means a Minister appointed under Article 132 of the Constitution.

(r) "Minister-in-Charge" means the Minister holding the charge of the Department to which a particular case pertains;

(s) "Parliamentary Secretary" means a Parliamentary Secretary appointed by the Chief Minister for a Department or Departments.

(t) "Province" means Province of the Punjab;

(u) "Regional Office" means an office declared as such by the Government;

(v) "rules" mean the Punjab Government Rules of Business 2011;

(w) "Schedule" means a schedule appended to these rules;

(x) "Secretariat" means the Departments of the Government when referred to collectively;

(y) "Secretary" means the Secretary or Acting Secretary to Government in-charge of a Department or part of a Department and includes the Chief Secretary, the Additional Chief Secretary, the Special Secretary and the Additional Secretary in-charge of a Department;

(z) "Section" means a basic working unit in a Department as determined by the Government; and

(aa) "Special Institution" means an institution mentioned as such in the First Schedule.

3. Allocation of Business.- (1) The Secretariat shall consist of the Departments specified in column 2 of the First Schedule.

(2) The Chief Minister may constitute new Departments or vary the composition or number of the Departments.

(3) The business of the Government shall be distributed amongst several Departments in the manner indicated in the Second Schedule.

(4) Notwithstanding anything in sub-rule (3), the Chief Minister may transfer any subject or matter from the Department to which it stands assigned in accordance with the Second Schedule to any other Department.

(5) The Chief Minister may assign to a Minister a Department, or part of a Department, or parts of different Departments, or more than one Department.

(6) A Department or part of a Department not assigned under sub-rule (5) shall be in the charge of the Chief Minister.

(7) The Chief Minister may assign any function, subject or matter, in whole or in part, to a District Government to be discharged by its offices set up under the Punjab Local Government Ordinance, 2001*(XIII of 2001)*.

4. Organization of Departments.- (1) A Department shall consist of a Minister, a Secretary and such other officials as the Government may determine, provided that the same person may be the Minister or the Secretary for more than one Department.

(2) The Secretary shall, by a Standing Order, distribute the work of the Department among the officials, branches or sections of the Department.

5. Functions of the Chief Minister.- (1) The Chief Minister shall -

(a) be the head of the Cabinet;

(b) coordinate all policy matters;

(c) perform functions assigned to him under the Constitution, any law or rules, including these rules;

(d) keep the Governor informed on matters relating to Provincial administration and on all legislative proposals the Government intends to bring before the Assembly as required under Article 131 of the Constitution;

(e) communicate to the Governor the decisions of the Cabinet relating to the administration of the Province and proposals for legislation; and

(f) submit for the reconsideration by the Cabinet any matter which the Governor requires to be so reconsidered in terms of Article 105 of the Constitution.

(2) The Chief Minister may call for any case or information from any Department, Attached Department or Regional Office.

6. Functions of the Minister.- (1) A Minister shall:

(a) be responsible for the policy matters and for the conduct of business of the Department;

(b) submit cases to the Chief Minister under these rules;

(c) keep the Chief Minister informed of important cases disposed of by him without reference to the Chief Minister; and

(d) conduct the Assembly business relating to his Department.

(2) Notwithstanding anything in sub-rule (1), the Minister shall consult the Chief Minister in important political, economic or administrative matters.

7. Advisors and Special Assistants.- There shall be Advisors and Special Assistants to the Chief Minister to be appointed by him, for the performance of such duties and functions as may be specified from time to time.

8. Functions of the Parliamentary Secretary.- (1) Subject to any general or special order issued by the Chief Minister, a Parliamentary Secretary for a Department shall deal with such parliamentary business or related functions concerning the Department as may be entrusted to him by the Minister.

(2) Notwithstanding anything in sub-rule (1), a Parliamentary Secretary shall not be required to undertake any functions involving interference in the internal working or administration of the Department, its Attached Department or Regional Office.

9. Functions of the Chief Secretary.- (1) Subject to the rules, the Chief Secretary shall:

(a) be the head of the Secretariat;

(b) be the Secretary of the Cabinet;

(c) be generally responsible for all matters affecting public tranquility;

(d) co-ordinate and supervise the activities of all the Departments;

(e) have the powers to call for any case or information from any Department, Attached Department, Regional Office, or a District Government.

(2) All the cases submitted to the Chief Minister shall be routed back through the Chief Secretary.

10. Functions of the Secretary.- (1) A Secretary shall:

(a) be the official head of the Department and be responsible for its efficient administration and discipline, for the conduct of business assigned to the Department and for the observance of laws and rules, including these rules, in the Department;

(b) be responsible to the Minister for the business of the Department and keep him informed about the working of the Department, and of important cases disposed of without reference to the Minister;

(c) assist the Minister in the formulation of policy and bring to the notice of the Minister cases required to be submitted to the Chief Minister under the rules;

(d) execute the sanctioned policy;

(e) submit, with the approval of the Minister, proposals for legislation to the Cabinet;

(f) keep the Chief Secretary informed of important cases disposed of in the Department;

(g) issue, subject to any general or special orders of the Government:

i) standing orders specifying the cases or class of cases which may be disposed of by an officer subordinate to the Secretary; and

ii) specific orders and instructions to its officers for the conduct of the business assigned to a District Government.

(2) While submitting a case for the orders of the Minister, the Secretary shall suggest a definite line of action.

(3) Where the Minister's orders appear to contravene any law, rules, regulations or Government policy, the Secretary shall resubmit the case to the Minister inviting his attention to the relevant law, rules, regulations or Government policy, and if the Minister disagrees with the Secretary, the Minister may refer the case to the Chief Minister for orders.

11. General Procedure for Disposal of Business.- (1) Services and General Administration Department shall issue Secretariat Instructions about the manner of disposal of the business of the Secretariat.

(2) If any doubt arises as to the department to which a case properly pertains, the matter shall be referred to the Chief Secretary, who shall obtain the orders of the Chief Minister if necessary, and the orders thus passed shall be final.

(3) All orders shall be in writing; however, in case of a verbal order, the officer receiving the order shall reduce it in writing and, as soon as may be, submit it to the authority making the order for confirmation.

(4) If an order contravenes any law, rules, regulations or Government policy, the authority next below the authority making such order shall point it out to the authority making the order and if the latter does not agree, it shall refer the case to the next higher authority for appropriate decision.

12. Orders, Instruments, Agreements and Contracts.- (1) All executive actions of the Government shall be expressed to be taken in the name of the Governor.

(2) Save in cases where an officer has been specifically empowered by the Chief Minister to sign an order or instrument on behalf of the Government, every order or instrument shall be signed by the Secretary, Special Secretary, Additional Secretary, Deputy Secretary, Section Officer, Officer on Special Duty or any other officer notified by the Department concerned, and such signature shall be deemed to be proper authentication of such order or instrument.

(3) Law and Parliamentary Affairs Department may issue Instructions for making and execution of contracts and assurances of property.

PART-B
REFERENCE TO THE GOVERNOR OR THE CHIEF MINISTER

13. Reference to the Governor.- (1) No order shall be issued without the approval of the Governor in cases mentioned in Part-A of Third Schedule.

(2) With respect to a case mentioned in sub-rule (1), the Department concerned shall incorporate a paragraph to this effect in the summary titled as 'Summary for the Chief Minister', and the Chief Minister shall submit the case to the Governor with appropriate advice.

(3) The Summary containing the orders of the Governor shall be returned to the Chief Minister.

(4) The cases enumerated in Part-B of Third Schedule shall be submitted through the Chief Minister to the Governor for information.

14. Reference to the Chief Minister.- (1) No order shall be issued without the approval of the Chief Minister in a case involving policy decision or departure from a policy decision or in a case mentioned in Part-A of Seventh Schedule.

Explanation.- The `departure from a policy decision' includes departure from a previous decision of the Cabinet or the Chief Minister.

(2) A case submitted to the Chief Minister for his orders shall include a self contained, concise and objective summary stating the relevant facts and the points for discussion and the specific recommendations of the Minister-in-Charge. It shall also carry a draft communication, wherever appropriate.

(3) The cases mentioned in Part-B of Seventh Schedule shall be submitted to the Chief Minister for information.

(4) The Chief Minister may, by general or special order, require any other case to be submitted to him or he may call for any case or information from any Department, Attached Department, Regional Office, or a District Government.

PART-C
DEPARTMENTAL PROCEDURE

15. Consultation among Departments.- (1) When the subject of a case concerns more than one Department:

(a) the Department in-charge shall be responsible for consulting the other concerned Departments; and

(b) no orders shall issue and no case shall be submitted to the Chief Minister or the Cabinet, until it has been considered by all the concerned Departments.

(2) In cases of urgency, the Chief Minister may dispense with the requirement of sub-rule (1), but the case shall, at the earliest opportunity thereafter, be brought to the notice of the concerned Departments.

(3) In the event of difference of opinion between the Departments, the Minister primarily concerned with the case shall submit it to the Chief Minister:

Provided that in a matter of urgency, the Minister primarily concerned may submit the case to the Chief Minister at any stage.

(4) When a case is referred by one Department to another for consultation, all relevant facts and the points necessitating the reference shall be clearly brought out.

(5) Even where consultation is not required, a Department may, for purposes of information, transmit copies of communication received by it or show a case to such other Departments as may be interested in, or benefit from, it.

(6) The copies of Cypher telegrams received or dispatched by the Cypher Bureau shall be distributed in accordance with the standing orders issued by the Chief Secretary.

(7) A Minister may ask to see a case of another Department if it is required for the disposal of a case in his Department.

(8) The Minister for Finance may ask to see a case of any Department in which a financial consideration is involved.

(9) The request made under sub-rule (7) or sub-rule (8) shall contain the reasons for which the case is required and shall be dealt with under the general or special orders of the Minister-in-charge. If, for any reason, the case, or relevant extract from it, cannot be made available, the Minister-in-charge shall explain the position to the Minister making the request or bring the matter to the notice of the Chief Minister, if necessary.

(10) If a Minister desires any further action to be taken on the case of another Department, he may take up the matter with the Minister-in-charge of that Department.

16. Services and General Administration Department.- (1) Services and General Administration Department shall:

(a) determine the principles of control of the Government servants, including recruitment, conditions of service and discipline;

(b) co-ordinate the policy of all Departments with respect to the services under their control for purposes of consistency of treatment;

(c) secure the rights and privileges conferred on the Government servants under any law;

(d) determine the number and the terms and conditions of service of the personal staff of the Ministers;

(e) deal with the petitions from the members of All Pakistan Services addressed to the Federal Government;

(f) select officers, other than to the rank of Secretary and above, for appointment under the Federal Government;

(g) serve as Secretariat of the Chief Minister and his Cabinet; and

(h) deal with the matters relating to Council of Common Interests and Inter Provincial Coordination.

(2) No Department shall, without the concurrence of Services and General Administration Department, authorize any orders, other than an order in pursuance of any general or special delegation made by Services and General Administration Department, which involve -

(a) reduction or extension in the scope of functions of a Department as specified in Second Schedule or the transfer of such functions from one Department to another;

(b) re-organization or change in the status of Departments, Attached Departments and Regional Offices directly administered by a Department;

(c) interpretation of rules and orders relating to service matters other than rules and orders issued by the Finance Department; and

(d) any change in the terms and conditions of service or the statutory rights and privileges of the Government servants.

(3) No orders in respect of emoluments, promotion or conditions of service of any officer employed in the Finance Department shall be made and no proposal of expenditure relating to that Department shall be sanctioned without prior concurrence of Services and General Administration Department.

(4) The Chief Secretary shall perform, in respect of the matters mentioned in sub-rule (3), the functions of the Secretary of Finance Department.

17. Chief Minister's Inspection Team.- (1) Notwithstanding anything to the contrary contained in these rules, the Chairman of Chief Minister's Inspection Team shall be directly responsible to the Chief Minister and shall conduct business under his orders.

(2) The Chief Minister's Inspection Team shall be deemed to be a Department and its Chairman, the Secretary of the Department.

18. Home Department.- (1) The Home Secretary shall keep the Chief Secretary generally informed of all matters affecting public tranquility.

(2) The Minister-in-charge shall submit to the Chief Minister, all cases likely to have major political repercussions.

19. Consultation with Finance Department.- (1) No Department shall, without previous consultation with Finance Department, authorize any orders other than orders in pursuance of any general or special delegation made by Finance Department, which directly or indirectly affect the finances of the Province, or which, in particular, involve:

(a) relinquishment, remission or assignment of revenue, actual or potential or grant of guarantee against it or grant of lease of land or mineral, forest or water-power rights;

(b) expenditure for which no provision exists;

(c) a change in the number or nomenclature or basic scale of a post or in the terms and conditions of service of the Government servants or their statutory rights and privileges which have financial implications;

(d) levy of taxes, duties, fees or cesses;

(e) floatation of loans;

(f) re-appropriation within the budget grants;

(g) alteration in financial procedure or in the method of compilation of accounts or of the budget estimates; or

(h) interpretation of rules made by Finance Department.

(2) No amendment in, or interpretation of, such civil services rules as have no financial implication shall be made by Finance Department without the prior concurrence of Services and General Administration Department.

(3) No proposal, which requires previous consultation with Finance Department under the rules but in which that Department has not concurred, shall be proceeded with unless a decision to that effect has been taken by the Cabinet. Formal orders shall, nevertheless, issue only after Finance Department has exercised scrutiny over the details of the proposal.

(4) Except to the extent that powers may have been delegated to the Departments under the rules framed by Finance Department, every order of an Administrative Department conveying a sanction to be enforced in audit shall be communicated to the audit authorities through Finance Department.

20. Consultation with Law and Parliamentary Affairs Department.- (1) Law and Parliamentary Affairs Department shall be consulted by other Departments:

(a) on matters pertaining to substantive legislation;

(b) on matters concerning delegated legislation, such as rules, regulations, bye-laws, agreements and Memoranda of Understanding (MoUs);

(c) on the interpretation of substantive or delegated legislation;

(d) on legal questions arising out of any case;

(e) before instituting civil proceedings in a court of law in which the Government is involved; and

(f) whenever civil proceedings are instituted against the Government.

(2) For any proposed legislation, substantive or delegated, Law and Parliamentary Affairs Department shall be consulted in accordance with the provisions contained in Part-F of these rules.

(3) Except as provided in sub-rule (4), Law and Parliamentary Affairs Department is not, in respect of legislation, substantive or delegated, an originating office, and its proper function is to put into correct legal form the proposed legislation.

(4) Codification of substantive laws or legislation for the consolidation of existing enactments, or legislation of a purely formal character, such as repealing and amending Bills and short title Bills, may be initiated by Law and Parliamentary Affairs Department. That Department shall, however, consult the concerned Department, which shall consider the draft legislation in its bearing on administration, make such inquiries and consultations as may be necessary and tender advice to Law and Parliamentary Affairs Department accordingly.

[1][~~(5) No department shall consult Advocate General Punjab, except through Law and Parliamentary Affairs Department, and in accordance with the procedure laid down by that Department~~.]

(5) The Department interested in consulting the Advocate General shall draw up specific points on which the opinion of the Advocate General is desired and shall send a self-contained reference to Law and Parliamentary Affairs Department for consulting the Advocate General.

[2][Provided that in cases involving urgency, or where public interest so

[1] Deleted by No. SO (CAB-I) 2-47/85(Vol. I), Dated 08-07-2011
[2] Added by No. SO (CAB-I) 2-47/85(Vol. I), Dated 08-07-2011

demand, the Department concerned may, after recording the reasons for the urgency or, as the case may be, public interest involved, forward such specific points directly to the Advocate General for legal opinion.]

[3][(6) In cases where the Department desires to consult the Advocate General Punjab through Law &Parliamentary Affairs Department, the Law & Parliamentary Department shall first record its comprehensive opinion on the points of law on which opinion is sought before forwarding the reference to the Advocate General for his opinion.]

(7) If there is disagreement between the views of the Advocate General and Law and Parliamentary Affairs Department, their views shall be conveyed verbatim to the concerned Department, and if that Department does not accept the view of Law and Parliamentary Affairs Department, the case shall be submitted to Minister for Law and Parliamentary Affairs for submission to the Cabinet for decision.

[4][(8) No Department shall engage a private counsel for representing it in any case before the High Court, Federal Shairat Court or the Supreme Court of Pakistan, except with the prior permission of the Law & Parliamentary Affairs Department and its approval by the Advocate General.]

21. Reference from the Heads of Regional Offices, Heads of Attached Departments and District Governments to the Departments.- (1) The Heads of Regional Offices, the Heads of Attached Departments or District Governments, as the case may be, shall submit cases for approval of the Government through a self-contained reference giving all the information and details necessary for an appropriate decision.

(2) The cases referred to the Administrative Department by the Attached Department shall ordinarily be settled through personal discussion between the Head of the Attached Department and the Secretariat Officers dealing with the case.

22. Secretaries Committee.- (1) There shall be a Secretaries Committee with the Chief Secretary as its Chairman, to discuss matters referred to it by a Department, a Minister or the Chief Minister, in which the experience and collective wisdom of the senior officers need to be consulted, to the benefit of the subject under consideration.

(2) A Secretary, who wishes a particular matter to be discussed in a meeting of the Secretaries Committee, shall apprise Services and General Administration Department of his intention of doing so and forward a brief note which would form the basis of discussion.

(3) Services and General Administration Department shall issue notice of a meeting together with the agenda, well in advance of the meeting, provided that urgent items may be considered at short notice.

(4) The Secretaries shall attend the meetings of the Secretaries Committee.

(5) The minutes of the meeting shall be recorded, except in those cases where a record may not be considered necessary, and shall be circulated after approval by the Chief Secretary.

(6) The concerned Department shall process the recommendations of the Secretaries Committee in accordance with these rules.

PART-D
SERVICES

23. Appointments, Postings, Promotions and Transfers.- (1) Approval of the Chief Minister will be obtained before issue of orders in cases relating to appointments, promotions, postings and transfers to posts mentioned in Fourth Schedule.

(2) Transfers of Government servants shown in column 2 of Fifth Schedule shall be made by the Authority shown against each in column 3 thereof.

(3) Services and General Administration Department shall be consulted, if it is proposed to:

(a) transfer the holder of a tenure post before the completion of tenure or

[3] Re-numbered and Added by No. SO (CAB-I) 2-47/85(Vol. I), Dated 08-07-2011
[4] Added by No. SO (CAB-I) 2-47/85(Vol. I), Dated 08-07-2011

extend the period of his tenure; and

(b) require an officer to hold charge of more than one post for a period exceeding four months.

(4) The normal tenure of posts specified in column 2 of Sixth Schedule shall be as shown against such posts in column 3 thereof.

PART-E
CABINET PROCEDURE

24. Cases to be brought before the Cabinet.- (1) The following cases shall be brought before the Cabinet:

(a) proposals for substantive legislation, official or non-official, including Money Bills;

(b) promulgation or withdrawal of Ordinances;

(c) the budget position and proposals before the presentation of the Annual Budget and other financial statements;

(d) proposals for the levy of new taxes;

(e) cases involving vital political, economic and administrative policies;

(f) cases which a Minister considers important enough for reference to the Cabinet;

(g) important reports and documents required to be laid before the Assembly;

(h) other cases required to be referred to the Cabinet under the provision of these rules;

(i) any case desired by the Chief Minister to be referred to the Cabinet; and

(j) the cases required by the Governor to be reconsidered by the Cabinet in terms of Article 105 of the Constitution.

(2) Notwithstanding the provisions of sub-rule (1), the Chief Minister may, in cases of urgency or other exceptional circumstances, give directions as to the manner of disposal of a case, without prior reference to the Cabinet.

(3) The cases disposed of in terms of sub-rule (2) shall be reported to the Cabinet at the earliest opportunity thereafter.

25. Methods of disposal by the Cabinet.- (1) The cases referred to the Cabinet shall be disposed of:

(a) by discussion at a meeting of the Cabinet;

(b) by circulation amongst the Ministers; and

(c) by discussion at a meeting of a Committee of the Cabinet.

(2) Unless the Cabinet authorizes otherwise, the decisions of a Committee of the Cabinet shall be ratified by the Cabinet.

(3) The Cabinet may constitute Standing or Special Committees of the Cabinet and may assign to each a class of cases or a particular case.

26. Manner of submission of cases to the Cabinet.- (1) For submission of a case to the Cabinet, the Secretary of the concerned Department shall transmit to the Chief Secretary a concise and lucid memorandum of the case (hereinafter referred to as the `Summary'), giving the background and relevant facts, the points for decision and the recommendations of the Minister.

(2) A Summary shall be self-contained and may include as appendices such relevant papers as may be necessary for the proper appreciation of the case.

(3) A Summary for approval in principle of the proposed legislation or for approval of a Bill or an Ordinance shall also contain the salient features of such legislation.

(4) Where a case concerns more than one Department, the Summary shall not be forwarded to the Cabinet unless the case has been considered by all the concerned Departments. In the event of a difference of opinion, the points of difference between them shall be clearly stated in the Summary, a copy of which shall be sent by the sponsoring Department to the concerned Departments simultaneously with the transmission of the Summary to the Cabinet.

(5) A Summary containing a proposal involving financial implications shall not be submitted to the Cabinet unless Finance Department has been consulted and its views incorporated in the Summary.

(6) All Drafts, Bills, Ordinances or Orders having the force of law shall be submitted to the Cabinet after they have been vetted by Law and Parliamentary Affairs Department and no change shall be made therein without bringing it to the notice of that Department.

(7) Subject to sub-rule (8), no case for inclusion in the agenda shall be accepted unless it reaches the Chief Secretary at least four clear days in advance of the meeting.

(8) If the case is urgent, the Secretary concerned may request the Chief Secretary for its inclusion in the agenda, and if he agrees, a note shall be sent for circulation to the Cabinet showing how the case is urgent and why it could not be submitted on time.

(9) Services and General Administration Department shall satisfy itself that the papers submitted by a Department are complete in all respects and are in the appropriate form, and shall ordinarily return the case which does not meet the requirements of these rules or instructions on the subject.

27. Procedure regarding Cabinet decision by Circulation.- (1) When a case is circulated to the Cabinet for recording opinion, the Chief Secretary shall specify the time by which the opinion should be communicated to him. If a Minister does not communicate his opinion by that time, it shall be deemed that he accepts the recommendations contained in the Summary.

(2) After all opinions have been received, or the time specified has expired, the Chief Secretary shall:

(a) in the event of full agreement to the recommendation in the Summary, treat it as a Cabinet decision and proceed further in terms of rule 28(12); and

(b) in the event of a difference of opinion, obtain the direction of the Chief Minister whether the case shall be discussed at a meeting of the Cabinet or the recommendations of the majority of the Ministers be accepted and communicated as a Cabinet decision.

(3) If the Chief Minister directs that the recommendations of majority of Ministers be accepted as a Cabinet Decision, the Chief Secretary shall act in terms of rule 28(12) and if the Chief Minister directs that the case shall be discussed at a meeting of the Cabinet, the Chief Secretary shall circulate the opinions recorded by the Ministers in the form of a supplementary Summary.

(4) The Reports made to the Cabinet and the other cases submitted only for information of the Cabinet shall ordinarily be disposed of by circulation.

28. Procedure of Cabinet meetings.- (1) Subject to sub-rule (2), a meeting of the Cabinet to discuss ordinary business shall normally be held once a week, on a day and time to be fixed by the Chief Minister.

(2) The Chief Minister may call a special meeting of the Cabinet on any day to discuss urgent business or vary the time or date on which a meeting is to be held.

(3) A Minister shall so arrange his tour that he is able to attend the weekly Cabinet meetings, unless he has obtained the Chief Minister's permission to absent himself in which case the Secretary of his Department should invariably be in attendance at the Cabinet meeting, if any item relating to his Department is on the agenda of the meeting.

(4) The Chief Minister shall preside at the meetings of the Cabinet.

(5) The Chief Secretary shall ordinarily issue to the Ministers, three days in advance of the meeting, the agenda of the meeting, together with the Summaries relating to the items on the agenda but in case of a special meeting, a shorter notice may issue.

(6) Subject to sub-rule (7), a case shall not be discussed in the Cabinet unless the summary relating to it has first been circulated.

(7) The Chief Minister may dispense with the requirement of sub-rule (6) if he is satisfied that there were sufficient reasons on account of which the summary could not be circulated.

(8) The Secretary shall be informed of the items on the agenda of the Cabinet meeting pertaining to his Department and shall, unless otherwise directed, attend the meeting of the Cabinet, in which the case is under consideration.

(9) If, in the absence of the Minister from headquarters, the Secretary concerned considers that the discussion on a case should await the Minister's return, he may request the Chief Secretary for its postponement.

(10) A Minister may, if he deems it fit, request for the withdrawal of a case pertaining to his Department from the agenda of the Cabinet.

(11) The Chief Secretary shall attend all meetings of the Cabinet and prepare:

(a) a brief record of the discussion which in the absence of a special direction by the Cabinet shall be of an impersonal nature; and

(b) a record of the decisions, without any statement or reasons thereof.

(12) The Chief Secretary shall circulate to the Ministers, a copy of the record prepared under sub-rule (11) as approved by the Chief Minister.

(13) If a Minister considers that there has been a mistake or omission in recording of the minutes, he shall point it out to the Chief Secretary within twenty-four hours of the receipt of the minutes. The Chief Secretary shall obtain orders of the Chief Minister and thereafter modify the minutes, if necessary.

(14) Where a Secretary attended a Cabinet meeting in the absence of his Minister, the record of the items concerning the Secretary shall be sent to him to be dealt with in the manner provided in sub-rules (12) and (13).

(15) A copy of the decision of the Cabinet, and wherever considered necessary, of the points made during the discussions shall be supplied by the Chief Secretary to the Secretary of the Department concerned for action under rule 30.

(16) The Chief Secretary shall forward a copy of the agenda along with the summaries and the minutes of the Cabinet meetings to the Governor.

29. Procedure regarding Committees of Cabinet.- (1) The Chief Secretary shall, under the direction of the Chairman of the Committee, convene a meeting of the Committee of the Cabinet.

(2) The Chairman of the Committee shall preside at a meeting of the Committee.

(3) As and when necessary, officers of the concerned Department may be associated with the deliberations of the Committee.

(4) The provisions of rules 26 and 28 shall *mutatis mutandis* apply to the manner of submission of cases to, and the procedure for the meetings of, the Committee.

30. Action on Cabinet Decision.- (1) When the decision of the Cabinet on a case is received by the concerned Department, it shall acknowledge the receipt of the decision and take prompt action to give effect to the decision.

(2) Subject to sub-rule (3), to ensure implementation of the Cabinet decisions, the Secretary of each Department shall keep a separate record of all the decisions conveyed to him and shall watch progress of action until it is completed. It shall be the responsibility of the Secretary of the Department sponsoring the case, to consult or inform any other concerned Department in order to ensure full

implementation of the Cabinet decisions.

(3) The record of the discussion before a decision is taken shall not be passed down by the Secretary to the other Department or to the other officers of his Department unless it contains points which require consideration or action in the other Department or by the officers, as the case may be.

(4) The Chief Secretary shall watch implementation of each decision of the Cabinet and the Secretary of the concerned Department shall supply to the Chief Secretary such documents as the latter may, by general or special request, require for the completion of his record of the case.

(5) The Chief Secretary shall maintain the record of each case submitted to the Cabinet, consisting of:

(a) a copy of all papers issued under rules 27(1), 28(5) and 29;

(b) a copy of the record prepared under rules 27, 28(11) and 29; and

(c) all documents received under rule 30(4).

31. Secrecy of Cabinet Proceedings.- (1) All proceedings of the Cabinet and the record of the discussion in the Cabinet shall be secret.

(2) All papers submitted to the Cabinet are secret until the Cabinet decision has taken place, where after the Secretary concerned shall, subject to any general or special order of the Chief Secretary in this behalf, determine whether or not the papers shall continue to be classified as secret.

32. Custody of Cabinet Papers.- The Ministers shall return to the Chief Secretary:

(a) the papers issued to them for decision by circulation immediately after recording their opinion;

(b) the agenda issued to them for a meeting of the Cabinet, immediately after the meeting has taken place;

(c) the copies of the record of the discussion and of the decisions, immediately after they have perused them; and

(d) the reports of the action taken on Cabinet decisions or other papers circulated for information immediately after perusal, except where indicated otherwise.

PART-F
LEGISLATION

33. Official Bills and amendments.- (1) Subject to sub-rule (2), the Department administratively concerned shall be responsible for determining the contents of the proposed legislation, for consulting the concerned Departments including Finance Department where necessary and for obtaining the approval in principle of the Cabinet to the issue involved, before asking Law and Parliamentary Affairs Department to give legal shape to the Bill.

(2) Where the proposed legislation involves only a verbal or formal amendment of an existing law, it shall not be necessary to obtain the Cabinet's approval before asking Law and Parliamentary Affairs Department to give legal shape to the Bill.

(3) While referring the legislation, approved in principle by the Cabinet, to Law and Parliamentary Affairs Department, the concerned Department shall send a memorandum indicating precisely the lines on which it is proposed to legislate, which shall include:

(a) a statement in the form of a series of propositions detailing the provisions required to be made or preferably a draft Bill; and

(b) a statement giving the objects and reasons for each provision.

(4) When a proposal for legislation is referred to Law and Parliamentary Affairs Department, that Department:

(a) shall, apart from giving shape to the draft legislation, advise the

Department concerned whether any legal requirements are to be complied with before the Bill is introduced in the Assembly; and

(b) shall also advise whether the proposed law disregards or violates, or is not in accordance with the Fundamental Rights conferred by the Constitution and whether a reference should be made to Council of Islamic Ideology for advice, if not already done, and if so, what shall be the terms of that reference.

(5) The concerned Department shall then submit the case, including the advice of Law and Parliamentary Affairs Department, to the Cabinet:

(a) for approval of the draft Bill vetted by Law and Parliamentary Affairs Department;

(b) for deciding any issue that may still be outstanding;

(c) for orders as to which of the following motions should be made in the Assembly:

i) the Bill should be taken into consideration at once; or

ii) it should be taken up at a specified date in future; or

iii) it should be referred to a Select Committee or any other Committee of the Assembly; or

iv) it should be circulated for purposes of eliciting public opinion thereon.

(6) The concerned Department shall thereafter prepare a brief for the use of the Minister which shall include the directions given by the Cabinet regarding the line of action to be adopted with regard to the Bill.

(7) The concerned Department shall forward to Law and Parliamentary Affairs Department, through the Chief Minister, the draft Bill as approved by the Cabinet.

(8) Law and Parliamentary Affairs Department shall arrange to include the Bill in the official business of the Assembly.

(9) The Bill shall be introduced in the Assembly by a Minister or a Parliamentary Secretary.

(10) If the Bill is of great urgency, Law and Parliamentary Affairs Department may request the Assembly Secretariat to publish it in the Gazette before its introduction.

(11) When the Governor returns a Bill to the Assembly for reconsideration or for consideration of an amendment specified in the message, the concerned Department shall place the matter before the Cabinet for appropriate decision. Further steps, in the light of the decision of the Cabinet, shall be taken in accordance with the Rules of Procedure of the Provincial Assembly of the Punjab 1997.

(12) The procedure prescribed for official Bills shall *mutatis mutandis* apply to a proposal for the amendment of a law.

34. **Non-official Bills and Amendments.-** (1) As soon as a Department receives from the Assembly Secretariat a notice regarding the introduction of a non-official Bill, it shall:

(a) assess the administrative implications of the proposed legislation;

(b) consult the concerned Departments, including Finance Department, where necessary; and

(c) obtain the advice of Law and Parliamentary Affairs Department, whether:

i) the bill can be introduced in the Assembly and is otherwise in order; and

ii) previous sanction of the Government to its introduction is necessary.

(2) After the advice of Law and Parliamentary Affairs Department has been obtained, and where necessary, consultation with the concerned Departments has been made, the department concerned shall obtain:

(a) the instructions of the Cabinet regarding the provisions of the Bill; and

(b) the decision of the Cabinet as to which of the following motions in the Assembly is to be supported that:

i) the Bill be taken into consideration by the Assembly either at once or at some future date to be specified; or

ii) it be referred to a Select Committee or any other Committee of the Assembly; or

iii) it be circulated for purposes of eliciting opinion thereon; or

iv) it be opposed.

(3) If the consent of the Government for the introduction of the Bill in the Assembly is necessary, such consent shall be obtained by the concerned Department, where it is decided to support the Bill.

(4) The concerned Department shall prepare a brief, which shall include the direction of the Government regarding the line of action to be adopted with regard to the Bill, for the use of the Minister or the Parliamentary Secretary.

(5) The procedure prescribed for non-official Bills shall *mutatis mutandis* apply to a proposal for the amendment of a law.

35. Ordinances.- (1) The provisions of rule 33 shall *mutatis mutandis* apply where the proposed legislation is an Ordinance.

(2) The Law and Parliamentary Affairs Department shall promulgate an Ordinance, arrange to lay it before the Assembly, and seek, if necessary, its extension from the Assembly in terms of Article 128 of the Constitution.

PART-G
ASSEMBLY BUSINESS

36. Rules of Procedure of the Assembly.- The Departments, in the conduct of Assembly business, shall comply with the rules of procedure and standing orders of the Assembly.

37. Summoning of the Assembly.- (1) Law and Parliamentary Affairs Department shall obtain orders of the Governor for convening a session of the Assembly, and shall communicate such orders to the Secretary of the Assembly for further necessary action in accordance with the Rules of Procedure of the Provincial Assembly of the Punjab 1997.

(2) Each Department shall keep under review the official business intended to be brought before the Assembly and shall, not later than five days before the commencement of the session, forward to Law and Parliamentary Affairs Department a detailed list of such business.

(3) Minister for Law and Parliamentary Affairs shall prepare a provisional forecast of the official business to be brought before the Assembly and shall make appropriate proposal to the Speaker for the allotment of days for the transaction of such business.

38. Prorogation of the Assembly.- In case a session of the Assembly is summoned by the Governor, Law and Parliamentary Affairs Department shall, at an appropriate time, obtain orders of the Governor for the prorogation of the Assembly, and shall communicate such orders to the Secretary of the Assembly for further necessary action in accordance with the Rules of Procedure of the Provincial Assembly of the Punjab 1997.

39. General Provisions regarding Assembly Business.-(1) For purposes of smooth conduct of the Assembly business and liaison with the Assembly and Law and Parliamentary Affairs Department, each Department shall nominate a focal person (not below the rank of a Deputy Secretary) and intimate his particulars to the Secretary of

the Assembly, Secretary (I&C) of Services and General Administration Department and Law and Parliamentary Affairs Department. Any change of the focal person shall immediately be intimated likewise.

(2) The concerned Department shall take prompt action on receipt of copies of the bills, resolutions, motions, questions, call attention notices and other business to be brought before the Assembly.

(3) Whenever there is doubt as to the correct allocation of the business of the Assembly amongst the Departments, the Assembly Secretariat may refer the matter to the Chief Secretary for appropriate decision.

(4) In case a bill, resolution, motion, question, call attention notice or any other communication has wrongly been addressed to a Department by the Assembly Secretariat, the Department receiving it, in consultation with the Chief Secretary if necessary, shall promptly transfer it to the concerned Department under intimation to the Assembly Secretariat and Law and Parliamentary Affairs Department.

(5) As soon as any communication is received from the Assembly Secretariat or any other authority regarding the business or affairs of the Assembly, the person receiving the communication shall at once bring it to the notice of the focal person, the Secretary and the Minister.

40. Resolutions and Motions.- (1) When an official resolution or motion is to be moved in the Assembly, the concerned Department shall forward it together with a formal notice duly signed by the Minister to Law and Parliamentary Affairs Department for taking it to the Assembly.

(2) On receipt of a non-official resolution or motion from the Assembly Secretariat, the Department concerned shall examine it and obtain orders of the Cabinet, if time permits.

(3) In examining the resolution or the motion, the concerned Department shall examine whether discussion of the resolution or motion, or any part of the same, would be detrimental to the public interest. If so, it should point this out, with reasons, in its comments on the resolution or the motion, as the case may be.

(4) The concerned Department shall prepare a brief regarding each resolution or motion, official or non-official, for the use of the Minister or the Parliamentary Secretary.

(5) On receipt of a resolution passed by the Assembly, the Department concerned shall immediately take appropriate necessary action and shall, within three months from the date of the receipt of the resolution, apprise the Assembly Secretariat of the action taken on the resolution.

41. Questions.- (1) On receipt of each question (starred, un-starred or short notice) from the Assembly Secretariat, the concerned Department shall prepare an appropriate reply and, subject to the approval of the Minister, forward the required number of copies to the Assembly Secretariat in accordance with the Rules of Procedure of the Provincial Assembly of the Punjab 1997.

(2) In case of a starred or a short notice question, the concerned Department shall also prepare a brief for purposes of supplementary questions for use by the Minister or the Parliamentary Secretary.

42. Call Attention Notices.- On receipt of a Call Attention Notice from the Assembly Secretariat, the Department concerned shall prepare an appropriate reply and a brief for purposes of supplementary questions, for use by the Chief Minister or, as the case may be, the Minister.

43. General Discussion.- Whenever a day is fixed for general discussion on any issue, the Secretary of the concerned Department shall remain present in the official gallery during the discussion, shall take notes, and shall prepare a brief for use by the Minister.

44. Budgets.- (1) The Finance Department shall forward proposals regarding the date for the presentation of the annual and the supplementary budgets to Law and Parliamentary Affairs Department which shall obtain orders of the Governor and communicate such orders to the Secretary of the Assembly for appropriate action in accordance with the Rules of Procedure of the Provincial Assembly of the Punjab 1997.

(2) On receipt of a motion proposing a cut in the demand (or supplementary demand) for grant of funds, the concerned Department shall examine the points raised in the motion, or any further points likely to be raised, and prepare a brief for the use of the Minister.

45. Undertakings and Assurances.- The concerned Department shall be responsible for giving effect to any undertaking or assurance given by the Minister or the Parliamentary Secretary in the Assembly.

PART-H
MISCELLANEOUS PROVISIONS

46. Protection and Communication of Official Information.- (1) A Government servant shall not communicate any information acquired directly or indirectly from official documents or otherwise to the Media, to non-officials, or to officials belonging to other Government offices, unless he has been, generally or specially, empowered to do so.

(2) The Chief Secretary shall issue detailed Instructions about the treatment and custody of official documents and information of a confidential character.

(3) Ordinarily, all official news and information shall be conveyed to the Media through the Information, Culture and Youth Affairs Department, in the manner, generally or specially, prescribed by that Department.

(4) The Ministers, Secretaries and such other officers as may be authorized, shall act as official spokesmen of the Government.

47. Channel of Correspondence.- (1) Subject to the provisions of rule 15, all correspondence with the Federal Government or another Provincial Government shall be conducted direct by the concerned Department and it shall ordinarily be addressed to the Secretary of the Ministry or the Department concerned.

(2) All correspondence with the Government of a foreign country or a Pakistan Diplomatic Mission abroad or a Foreign Mission in Pakistan or an International Organization shall normally be conducted through the Ministry of Foreign Affairs of the Federal Government:

Provided that the Ministry of Foreign Affairs may, by general or special order, and subject to such conditions and circumstances as it may specify, allow direct correspondence;

Provided further that the provisions of this sub-rule shall not affect normal communications between a Service Commander and the civil authorities in his area, or inter-departmental discussions in which representatives of Services are required to take part.

(3) All correspondence between Government and the Heads of Attached Departments, Regional Offices, Autonomous Bodies and District Governments shall be conducted through the Secretary of the concerned Department.

(4) [5][All correspondence by the Government with the Advocate General shall be conducted through the Secretary of the concerned department and all correspondence by the Advocate General shall be responded to by the very same official to whom it is addressed.]

48. General.- (1) The business of the Government shall be transacted in accordance with the channels of communication laid down in these rules and instructions.

(2) If oral discussions are held with a Minister by an official of the Department, he shall communicate the points made during the discussion to his Secretary at the earliest.

(3) Subject to sub-rule (4), the Head of an Attached Department, a Regional Office or of a District Government whose cases are held up in the Department concerned, or who disagrees with any decision taken by the Department, may seek an interview with the Minister.

[5] Added by No. SO (CAB-I) 2-47/85(Vol. I), Dated 08-07-2011

(4) The Secretary concerned shall be informed of the proposed interview so that he can be present to enable the Minister to have full picture of the case before passing orders.

49. Amendment of the Rules: These rules may be amended with the approval of the Cabinet:

Provided that the Schedules may be amended with the approval of the Chief Minister.

50. Repeal.- (1) The Punjab Government Rules of Business, 1974 are hereby repealed.

(2) Notwithstanding the repeal of the rules, any instructions issued and orders made under the repealed rules shall continue to remain in force until altered, amended or withdrawn by the competent authority.

FIRST SCHEDULE
[See Rule 2 & 3]
LIST OF DEPARTMENTS

Sr. No.	Secretariat Department	Head of Attached Department	Autonomous Bodies & Companies
1	Agriculture Department	(i) Director General Agriculture (Extension & AR), Punjab. (ii) Director General, Agriculture (Field), Punjab. (iii) Director General, Agriculture (Research), Punjab. (iv) Director General, Agriculture (Water Management), Punjab. (v) Director General Pest Warning & Quality Control of Pesticides, Punjab. (vi) Director of Agricultural Information, Punjab. (vii) Director of Agriculture Crop Reporting Service, Punjab. (viii) Chief, Planning & Evaluation Cell (ix) Chief, WTO Cell (x) Director of Agriculture (Economic and Marketing), Punjab (xi) Chief Coordinator, Regional Agriculture Economic Development Centre. (xii) Director Floriculture (T&R). (xiii) Director Punjab Institute of Agriculture Marketing. [6][(xiv) Director General, Soil Survey of Punjab.]	(i) Punjab Seed Corporation. (ii) University of Agriculture, Faisalabad. (iii) Punjab Agricultural Research Board. (vi) Pir Mehr Ali Shah University of Arid Agriculture, Rawalpindi. (v) Market Committees Provincial Fund Board. ***Company:*** Punjab Agriculture Marketing Company (PAMCO).
2	Auqaf and Religious Affairs Department	-	Punjab Auqaf Organization.
3	Chief Minister's Inspection Team	-	-
4	Colonies Department	[7][Director General of Kachi	(i) Punjab Privatization Board

[6] Inserted by NO.SO.(CAB-I)2-29/2011, Dated 13th October, 2011

		Abadies]	(ii) Killa Gift Fund Trust, Faisalabad. (iii) Killa Gift Fund Trust, Toba Tek Singh.
5	Communications and Works Department	(i) Chief Architect, Punjab. (ii) Chief Engineer, Buildings, North Zone. (iii) Chief Engineer, Buildings, South Zone. (iv) Chief Engineer, Highways, North Zone. (v) Chief Engineer, Highways, South Zone. (vi) Chief Engineer, District Support & Monitoring.	[8][Lahore Ring Road Authority]
6	Consolidation of Holdings Department	-	-
7	Cooperatives Department	Registrar, Co-operative Societies, Punjab.	Punjab Cooperative Board for Liquidation (PCBL).
8	Energy Department	Chief Engineer, Power Zone, Lahore.	Punjab Power Development Board (PPDB). ***Company:*** Punjab Power Development Company (PPDC).
9	Environment Protection Department	Director General Environmental Protection Agency, Punjab.	-
10	Excise and Taxation Department	Director General Excise and Taxation, Punjab.	-
11	Finance Department	(i) Provincial Director, Local Fund Audit. (ii) Chief Inspector of Treasuries and Accounts.	[9][Punjab Revenue Authority] -
		Special Institutions (i) Punjab Pension Fund (ii) Bank of Punjab	
12	Food Department	(i) Director Food, Punjab. (ii) Cane Commissioner, Punjab.	-

[7] Inserted by No.SO (CAB-I)2-2/2005, Dated 11th February, 2012
[8] Inserted by No.SO (CAB-I)2-3/2012, Dated 27th March, 2012
[9] Inserted by Notification No.SO(CAB-I) 2-18/2012, dated 28-08-2012

13	[10]Forestry, Wildlife and Fisheries Department	(i) Chief Conservator of Forests (Planning, Monitoring & Evaluation), Punjab, Lahore. (ii) Chief Conservator of Forests (Central Zone), Lahore. (iii) Chief Conservator of Forests (Northern Zone), Rawalpindi. (iv) Chief Conservator of Forests (Southern Zone), Multan. (v) Director General (Wildlife and Parks), Punjab. (vi) Director General Fisheries, Punjab. (vii) [11][********]	[12][*******]
14	Governor's Secretariat	-	-

[10] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15.11.2011
[11] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15.11.2011
[12] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15.11.2011

15	Health Department	(i) Director General Health Services, Punjab. (ii) Director General Nursing, Punjab. (iii) Director, Blood Transfusion Services, Punjab.	(i) Nursing Examination Board. (ii) King Edward Medical University, Lahore. (iii) University of Health Sciences, Lahore. (iv) Punjab Pharmacy Council. (v) Punjab Medical Faculty. (vi) Allama Iqbal Medical College Lahore / Jinnah Hospital Lahore. (vii) Services Institute of Medical Sciences / Services Hospital, Lahore. (viii) Fatima Jinnah Medical College/ Sir Ganga Ram Hospital, Lahore. (ix) Postgraduate Medical Institute/ Lahore General Hospital, Lahore. (x) Punjab Medical College/Allied Hospitals, Faisalabad. (xi) Rawalpindi Medical College/ Allied Hospitals, Rawalpindi. (xii) Nishtar Medical College/ Hospital, Multan. (xiii) Quaid-e-Azam Medical, College / B.V Hospital, Bahawalpur. (xiv) Sheik Zayed Medical College / Hospital, Rahim Yar Khan. (xv) Punjab Institute of Cardiology, Lahore. (xvi) Nishtar Institute of Dentistry, Multan. (xvii) Faisalabad Institute of Cardiology. (xviii) Multan Institute of Cardiology. (xix) Punjab Health Foundation. (xx) Provincial Quality Control Board.

16	Higher Education Department	(i) Director Public Instructions (Colleges), Punjab. (ii) Director General Public Libraries, Punjab. (iii) [13][**********]	(i) Boards of Intermediate and Secondary Education, Lahore, Gujranwala, Rawalpindi, Sargodha, Multan, Bahawalpur, Faisalabad and Dera Ghazi Khan. (ii) Baha-ud-Din Zikaryia University, Multan. (iii) Institute of Education and Research, University of the Punjab. (iv) Islamia University, Bahawalpur. (v) University of Engineering and Technology, Lahore. (vi) University of Gujrat, Gujrat (vii) Fatima Jinnah Women University, Rawalpindi (viii) University of the Punjab, Lahore. (ix) University of Education Lahore (x) University of Engg & Technology, Taxila (xi) University of Sargodha, Sargodha (xii) Government College University, Lahore (xiii) Lahore College for Women University, Lahore. (xiv) Government College University, Faisalabad. (xv) Government Fatima Jinnah College for Women, Chuna Mandi, Lahore. (xvi) Queen Mary College, Lahore. (xvii) Government College, Kahuta. (xviii) The Quaid-e-Azam Library, Bagh-e-Jinnah, Lahore. (xix) Punjab Public Library, Lahore (xx) Punjab Library Foundation, Lahore. (xxi) Govt. Sadiq Degree College (W), College Road, Bahawalpur
			(xxii) Govt. Post Graduate College, D.G. Khan (xxiii) Govt. SE College, Bahawalpur (xxiv) Govt. College for Women, D.G.Khan. (xxv) Govt. Post Graduate College, Samanabad,

[13] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15.11.2011

			Faisalabad. (xxvi) Govt. College for Women, Madina Town, Faisalabad. (xxvii) Govt. College for Women, Satellite Town, Gujranwala. (xxviii) Govt. College for Boys, Satellite Town, Gujranwala (xxix) Govt. Murray College, Sialkot (xxx) Govt. Post Graduate College for Women, Sialkot (xxxi) Govt. College of Science, Wahdat Road, Lahore (xxxii) Govt. Islamia College Civil Lines, Lahore (xxxiii) Govt. MAO College, Lahore (xxxiv) Govt. Post Graduate College for Women, Samanabad, Lahore (xxxv) Govt. Post Graduate Islamia College for Women, Cooper Road, Lahore (xxxvi) Govt. College for Women, Gulberg, Lahore (xxxvii) Govt. Emerson College Bosan Road, Multan (xxxviii) Govt. College for Women, Katchery Road, Multan (xxxix) Govt. Gordon College, Rawalpindi. (xl) Govt. Postgraduate College for Women, Satellite Town, Rawalpindi. (xli) Govt. Postgraduate College, Talianwala,Jhelum (xlii) Govt. Postgraduate College, Tehsil Chowk, Chakwal (xliii) Govt. College, Farid Town, Sahiwal. (xliv) Govt. Postgraduate College for Women, Sahiwal. (xlv) Govt. Ambala Muslim College, Sargodha (xlvi) Govt. College for Women, Chandi Chowk, Sargodha (xlvii) Lawrence College, Ghora Gali, Murree. (xlviii) School of Mathematical Sciences, Lahore(GCU) (xlix) [14][*******]
Special Institution Aitchison College, Lahore			

[14] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15.11.2011

17	Home Department	(i) Inspector General of Police, Punjab, Lahore (ii) Inspector General of Prisons, Punjab (iii) Director, Civil Defence, Punjab (iv) Director Reclamation and Probation, Punjab (v) Commissioner Afghan Refugees Punjab (vi) Border Military Police, D.G. Khan. (vii) Border Military Police, Rajanpur. (viii) Baloch Levy D.G. Khan.	(i)Child Protection and Welfare Bureau, Punjab (ii) Punjab Forensic Science Agency (iii) Punjab Emergency Service (Rescue 1122)
18	Housing, Urban Development and Public Health Engineering Department	(i) Chief Engineer, Public Health Engineering Punjab, North Zone. (ii) Chief Engineer, Public Health Engineering Punjab, South Zone.	(i) Lahore Development Authority (ii) Faisalabad Development Authority. (iii) Multan Development Authority. (iv) Gujranwala Development Authority. (v) Rawalpindi Development Authority. (vi) Parks & Horticulture Authority, Lahore. (vii) Improvement Trust, Murree. (viii) Improvement Trust, Sargodha. (ix) Punjab Housing & Town Planning Agency (PHATA) ***Company:*** Punjab Land Development Company (PLDC).
19	Human Rights and Minorities Affairs Department.	Director of Human Rights	-
20	Industries, Commerce and Investment Department	(i) Director of Industries, Punjab (ii) Controller, Printing and Stationery, Punjab (iii) Director, Consumer Protection Council (CPC) (iv) [15][******]	(i) Punjab Small Industries Corporation (PSIC) (ii) [16][~~Board of Technical Education, Punjab~~] (iii) [17] [Sasti Roti Authority] ***Companies:*** (i) Punjab Industrial Estates Development and Management Company (PIEDMC) (ii) Faisalabad Industrial Estate Development and Management Company (FIEDMC). (iii) [18][Punjab Board of Investment and Trade (PBIT)]

[15] Omitted by No. SO (CAB-1) 2-26/2011, Dated 6th February, 2012
[16] Omitted by No. SO(CAB-I) 2-2/2010, Dated 13-07-2011
[17] Substituted by No.SO(CAB-I)2-53/88(Vol-I) Dated 13th February, 2012
[18] Inserted by No. SO (CAB-1) 2-53/88(Vol-I) Dated 13th February, 2012

		Special Institution Technical Education and Vocational Training Authority (TEVTA)	
21	Irrigation Department	(i) Chief Engineer Irrigation, Lahore Zone, Lahore (ii) Chief Engineer Irrigation, Development Zone, Lahore (iii) Chief Engineer Irrigation, Research Zone, Lahore (iv) Chief Engineer Irrigation, Drainage & Flood Zone, Lahore (v) Chief Engineer Irrigation, Greater Thal, Canal, Kot Adhi Kot. (vi) Chief Engineer Irrigation, Planning & Review Zone, Lahore (vii) Chief Engineer Irrigation, Faisalabad Zone, Faisalabad. (viii) Chief Engineer Irrigation, Sargodha Zone, Sargodha (ix) Chief Engineer Irrigation, Multan Zone, Multan. (x) Chief Engineer Irrigation, D.G. Khan Zone, D.G. Khan (xi) Chief Engineer Irrigation, Bahawalpur Zone, Bahawalpur (xii) [19][********]	(i) Punjab Irrigation & Drainage Authority (PIDA) (ii) Punjab Engineering Academy, Niaz Beg, Lahore
22	[20][Information and Culture Department]	(i) Director General of Public Relations, Punjab. (ii) [21][********]	(i) Punjab Council of Arts. (ii) Lahore Museum. (iii) Bahawalpur Museum. (iv) Bab-e-Pakistan Trust. (v) The Punjab Journalists Housing Foundation. (vi) The Punjab Institute of Language, Art and Culture. (vii) Lahore Arts Council, Lahore
23	Labour and Human Resource Department	(i) [22][Director General of Labour Welfare, Punjab.] (ii) Chairman, Minimum Wages Board, Punjab.	(i) Punjab Employees Social Security Institution. (ii) Punjab Workers Welfare Board.
24	Law and Parliamentary Affairs Department.	(i) Solicitor to Government, Punjab. [23][**********] (ii) Administrator General and Official Trustee, Punjab. (iv) Chief, Public Defender, Punjab.	Punjab Judicial Academy

[19] Omitted by No. SO (CAB-1) 2-26/2011, Dated 6th February, 2012
[20] Substituted by No. SO (CAB-1) 2-7/2011, DATED 15.11.2011
[21] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15.11.2011
[22] Substituted by No.SO(CAB-I) 2-20/2012, Dated 2.11.2012.
[23] Omitted and Re- number by No. SO (CAB-I) 2-47/85(Vol. I), Dated 08-07-2011

Special Institution (i)Provincial Assembly of the Punjab [24][(ii) Office of the Advocate General, Punjab]			
25	Literacy and Non Formal Basic Education Department	-	-
26	Livestock & Dairy Development Department	(i) Director General (Extension), Punjab. (ii) Director General (Research), Punjab.	(i) University of Veterinary and Animal Sciences, Lahore. (ii) Veterinary Faculty, Baha Uddin Zakaria University, Multan. (iii) Veterinary Faculty, Pir Mehr Ali Shah University of Arid Agriculture, Rawalpindi. (iv) University College of Veterinary and Animal Sciences, Islamia University, Bahawalpur. (v) Veterinary College, Jhang. (vi) Punjab Livestock & Dairy Development Board. (vii) Punjab Poultry Research and Development Board. (viii) Society for the Prevention to Cruelty to Animals (SPCA). (ix) Lahore Meat Company.
27	Local Government and Community Development Department	(i) Director General Local Government & Community Development, Punjab. [25] [********]	(i) Punjab Local Government Board. (ii) Bahawalpur Development Authority (iii) Punjab Local Government Commission. [26][**Companies** I. Punjab Rural Support Programme (PRSP) II. Punjab Municipal fund Development Company (PMFDC)]
28	Management and Professional Development Department	Chief Instructor, Punjab Institute of Management and Professional Development.	-
29	Mines and Minerals Department	(i) Director General of Mines and Minerals, Punjab. (ii) Chief Inspector of Mines, Punjab	Punjab Mineral Development Corporation (PUNJMIN). **Company:** Punjab Coal Mining Company
30	Planning and Development Department	(i) Director General, Agency for Barani Area Development. (ii) Director General Bureau of Statistics, Punjab. (iii) Director General Monitoring and Evaluation.	(i) Punjab Economic Research Institute (PERI) (ii) Cholistan Development Authority, Bahawalpur (iii) Punjab Information Technology Board (PITB).
31	Population Welfare Department	Director General Population Welfare, Punjab.	-

[24] Re-numbered and Incorporated by No. SO (CAB-I) 2-47/85(Vol. I), Dated 08-07-2011
[25] Omitted by NO.SO.(CAB-I)2-2/2005, Dated 11th February, 2012
[26] Inserted by NO.SO.(CAB-I)2-23/2011, Dated 12th October, 2011

32	Public Prosecution Department	(i) [27][Prosecutor General, Punjab] (ii) Director General Inspection, Punjab Criminal Prosecution Service	-
[28]**[*******]**			
33	[29][Disaster Management Department (DMD)]	(i) [30][~~Director General, Relief and Crisis Management~~.] (ii) Director General, Provincial Disaster Management Authority (PDMA)	-
34	Revenue Department	Director, Land Records, Punjab	Board of Revenue Endowment Fund for Rural Education Trust.
Special Institution Punjab Land Commission			
35	School Education Department	(i) Director Public Instruction (SE) (ii) Director Public Instruction (EE) (iii) Program Director, Directorate of Staff Development. (iv) Project Director, Children Library Complex Punjab. (v) Director, Punjab Education Assessment System. (vi) [31][Director, National Education Equipment Centre, Punjab. (vii) Director, National Museum of Science & Technology, Lahore.]	(i) Punjab Text Books Board (ii) Punjab Examination Commission (iii) Punjab Education Foundation (iv) Punjab Teachers' Foundation (v) The Punjab Danish Schools and Centers of Excellence Authority (vi) Cadet College Hassan Abdal (vii) Government Central Model School, Lower Mall Lahore. (viii) [32][The Punjab Curriculum Authority.]
Special Institution Sadiq Public School, Bahawalpur			
36	Services and General Administration Department (including Services, Implementation & Coordination, Regulations and Archives Wings)	(i) Director General Anti-Corruption Establishment, Punjab. (ii) Director General Protocol, Punjab.	(i) Punjab Government Servants Benevolent Fund Board. (ii) Punjab Government Employees Welfare Fund Board. (iii) The Punjab Government Servants Housing Foundation (iv) The Punjab Procurement Regulatory Authority (PPRA)

[27] Inserted by No.SO (CAB-I) 2-2/2005 Dated 6th February, 2012
[28] Omitted by No.SO (CAB-I) 2-2/2005 Dated 6th February, 2012
[29] Substituted by NO.SO.(CAB-I)2-29/2011, Dated 13th October, 2011
[30] Omitted by NO.SO.(CAB-I)2-29/2011, Dated 13th October, 2011
[31] Inserted by No.SO(CAB-I) 2-24/2012, Dated 2.11.2012.
[32] Inserted by No.SO(CAB-I) 2-24/2012, Dated2.11.2012.

Special Institutions (i) Lahore High Court (ii) Office of the Provincial Ombudsman (iii) Punjab Service Tribunal (iv) Punjab Public Service Commission			
37	[33][Social Welfare and Bait-ul-Maal Department]	(i) [34][Director General, Social Welfare and Bait-ul-Maal, Punjab] (ii) [******]	(i) Punjab Social Services Board. (ii) Punjab Bait-ul-Maal Council. (iii) Punjab Welfare Trust for the Disabled.
38	Special Education Department	Director, Special Education, Punjab.	The Punjab Fund for Rehabilitation of Special Persons
39	Transport Department	(i) Chairman, Provincial Transport Authority. (ii) Chairmen, Regional Transport Authorities.	Punjab Road Transport Corporation (Defunct) ***Company:*** Lahore Transport Company (LTC)
39-A	Youth Affairs, Sports, Archeology and Tourism Department	(i) Director General, Archeology, Punjab (ii) Director General, Sports, Punjab. (iii) Deputy Controller, Department of Tourist Services.	(i) Punjab Sports Board. (ii) Tourism Development Corporation of Punjab (TDCP).
[35][39-B	[36][Women Development Department]	[37][Director General, Women Development Punjab]	
40	Zakat and Ushr Department	Administrator, Zakat and Ushr Punjab.	-

SECOND SCHEDULE
(See Rule 3(3))

DISTRIBUTION OF BUSINESS AMONG DEPARTMENTS

AGRICULTURE DEPARTMENT

1. Legislation, policy formulation and sectoral planning regarding:

(a) Agricultural Education, Training and Research including Agriculture University, Faisalabad and Pir Mehar Ali Shah University of Arid Agriculture Rawalpindi and pre-service / in-service training at Agriculture Training Institutes.
(b) Adaptive Research and Research Farms
(c) Improvement of agricultural and water management methods.
(d) Protection against insects, pests, prevention of plants diseases and quality control of pesticides.
(e) Soil Fertility and Soil Conservation
(f) Mechanization, reclamation of land, use of agriculture machinery, ploughing, tube-wells and installation and research Agricultural Engineering (Agricultural Machinery and Implements), Water Management Training and Research Institute, Lahore.
(g) Agricultural Information and publications / training.

[33] Substituted by No.SO (CAB-1) 2-12/2012, Dated 2nd April, 2012
[34] Substituted by No.SO (CAB-1) 2-12/2012, Dated 2nd April, 2012
[35] Inserted by No.SO (CAB-1) 2-12/2012, Dated 2nd April, 2012
[36] Inserted by No.SO (CAB-1) 2-12/2012, Dated 2nd April, 2012
[37] Inserted by No.SO (CAB-1) 2-12/2012, Dated 2nd April, 2012

(h) Agricultural Statistics
(i) Preparation and review of agricultural production strategy in coordination with district agriculture extension.

2. Arboricultural Operations.
3. Monitoring of Agriculture inputs like fertilizer, pesticides, irrigation through field extension staff.
4. Promotion of modern agriculture technologies and other extension activities through method / result demonstration, farmers gatherings, print and electronic media, etc.
5. Training and Research on Floriculture Seed Farms / Green Belts.
6. Market Information & Intelligence System and matters common to all Market Committees
7. Agricultural Loans / subsidies
8. Water Management Operations, Planning, Research and Coordination.
9. Production, multiplication and marketing of certified seed through Punjab Seed Corporation
10. Coordination and Strengthening of Research activities in Agriculture, Livestock, Irrigation, Water Management, Forest and Fisheries Sector through Punjab Agricultural Research Board.
11. Economic Planning and policy-making in respect of agriculture in the province.
12. Plant Protection:

    (a) Standardization of local and imported pesticides
    (b) Plant quarantine

13. Economic studies for framing agricultural policy
14. Farm management research for planning project formulating and evaluation in the province.
15. Seed testing and seed certification; crops forecast and estimation; crop insurance in the province.
16. Grading of Agricultural commodities other than food grains, for exports.
17. Agricultural commodity research (marketing research and laboratory research for lying down district, regional and provincial grades)
18. Soil survey, comprehensive inventory of soil resources of province and their proper utilization.
19. Standardization of fertilizers for meeting provincial requirements
20. Introduction of special crops like jute, tea, olive etc.
21. Under-developed areas:

    (a) Identification of under-development areas.
    (b) Identification of the fields in which an area is under-developed.
    (c) Measures necessary to remove the causes of under-development in different areas

22. Socio-economic studies for framing agricultural research policies.
23. Research for the introduction of improved germs plasm, relating to agriculture
24. Collection of statistics on agricultural research
25. High level manpower training for agricultural research and on farm management.
26. Pest Scouting, Pest Survey, Pest Warning, Quality Control of Pesticides, Research on Plant Protection, Training of Pesticide Dealers, Farmers & Extension Workers in Plant Protection.
27. Budget, accounts and audit matters.
28. Purchase of stores and capital goods for the department
29. Service matters except those entrusted to Services & General Administration Department
30. Administration of the following laws and the rules framed there-under:

    i. The Cotton Ginning and Pressing Factories Act, 1925
    ii. The Cotton Industry (Statistics) Act, 1926
    iii. The Punjab Soil Reclamation Act, 1952
    iv. The Punjab Agricultural Development Finance Corporation(Recovery of Arrears) Act, 1958.
    v. The Punjab Tobacco Vend Act, 1958
    vi. The West Pakistan Agricultural Bank (Recovery of Dues) Ordinance, 1959
    vii. The Punjab Rice (Restrictions on cultivation) Ordinance, 1959.
    viii. The Punjab Institute of Textile Technology Cess Act, 1962

ix. The Punjab Vegetable Market (Lahore)Ordinance, 1963
x. Seed & Fruit Plant Ordinance, 1965
xi. The West Pakistan Seeds & Fruit Plants Ordinance, 1965
xii. The Punjab Cotton Control Ordinance, 1966
xiii. Agricultural Pesticides Ordinance, 1971
xiv. Agricultural Pesticides Ordinance, 1971 (II of 1971)
xv. The Punjab Cotton Control (Validation of Levy of Fees) Ordinance, 1971
xvi. The Punjab Silkworms (Regulation & Control) Ordinance, 1972
xvii. The Punjab Essential Articles (Control) Act, 1973
xviii. The Punjab Fertilizers (Control) Order, 1973
xix. The University of Agriculture Faisalabad Act, 1973
xx. The Punjab Agricultural Development and Supplies Corporation Act, 1973
xxi. The Punjab Cotton Control (Validation of Transportation Fee) Act, 1974
xxii. The Punjab Seed Corporation Act, 1976
xxiii. Seed Act, 1976
xxiv. The Foodstuffs Fertilizers (Cancellation of Authorizations and Dealerships) Ordinance, 1978
xxv. The Punjab Agricultural produce markets Ordinance (XXIII of 1978)
xxvi. Agricultural Pesticides (Amendment) Act, 1992
xxvii. The Pir Mehr Ali Shah Arid Agriculture University Rawalpindi Act, 1995.
xxviii. Agricultural Pesticides (Amendment) Act, 1997
xxix. The Punjab Agricultural Research Board Act, 1997
xxx. Patents Ordinance, 2000
xxxi. Water Users Association Ordinance Act, 1981.

31. Matters incidental and ancillary to the above subjects.

AUQAF AND RELIGIOUS AFFAIRS DEPARTMENT

1. Legislation, policy formulation and sectoral planning
2. Administration of Auqaf laws & rules.
3. Administration of Model Deeni Madaris and Madrasah Education
4. Central Auqaf Fund.
5. Data Darbar Hospital, Lahore & other dispensaries.
6. Islamic studies & research and propagation of Islamic ideology including holding of seminars, conferences etc. on related subjects.
7. Management of waqf properties.
8. Management of mosques, shrines, graveyards and other similar religious institutions
9. Management & administration of:

(a) Ittehad Bain-ul-Muslimeen Committee
(b) Muttehida Ulema Board
(c) Punjab Quran Board
(d) Quran Board & Seerat Academy

10. Pilgrims and Hajj.
11. Printing and publication of the Holy Quran.
12. Publication of books on Quran, Seerat and Islamic Education
13. Punjab Auqaf Ulema Academy, Jamia Hajveria, Markaz Maaraf-e-Aulia and Aiwan-e-Sufia.
14. Religious charities and endowments.
15. Religious training and education.
16. Budget, accounts and audit matters
17. Purchase of stores and capital goods for the department
18. Service matters except those entrusted to Services and General Administration Department.
19. Administration of the following laws and the rules framed there-under:

i. Music in Muslim Shrine Act, 1942.
ii. The Punjab Publication of Holy Quran (Elimination of Printing & Recording Errors) Act, 2010.
iii. Waqaf Properties Ordinance, 1979.

20. Matters incidental and ancillary to the above subjects

BOARD OF REVENUE

(a) COLONIES DEPARTMENT

1. Legislation, policy formulation and sectoral planning.
2. Disposal before 30-06-1974 of surrendered evacuee land.
3. Grant / transfer of land acquired for Thal Development.
4. Grant / transfer of state land and nazul land (escheat property).
5. Jinnah Abadis for non-proprietors in rural areas.
6. Management and disposal of state land in Cholistan Area.
7. Management of the Killa Gift Fund, Faisalabad and Toba Tek Singh.
8. Punjab Privatization Board / Sale of Government properties.
9. Transfer of state land from one department to another and to the Federal Government.

9A. [38][Matters relating to Kachi Abadies]

10. Budget, accounts and audit matters.
11. Purchase of stores and capital goods for the department.
12. Administration of the following laws and rules framed there-under:

    i. The Government Grants Act, 1895 (XV of 1895).
    ii. The Colonization of Government Lands (Punjab) Act, 1912 (V of 1912).
    iii. The Thal Development Act, 1949 (XV of 1949).
    iv. The Punjab Government Lands (Resumption of Grants and Extinguishment of Rights) Act, 1950 (XVI of 1950).
    v. The Thal Development (Validation) Ordinance, 1971 (XV of 1971).
    vi. The Cholishtan Development Authority Act, 1976(XIV of 1976).
    vii. The Punjab Jinnah Abadis for Non-proprietors in Rural Areas Act, 1986 (III of 1986).
    viii. The Punjab Privatization Board Act, 2010 (IV of 1010).
    ix. [39] [The Punjab Kachi Abadies Act, 1992 (VIII of 1992).]

13. Matters incidental and ancillary to the above subjects

(b) CONSOLIDATION OF HOLDINGS DEPARTMENT

1. Legislation, policy formulation and sectoral planning.
2. Consolidation of holdings.
3. Preparation of record of rights in accordance with consolidation of holdings.
4. Administration of the Punjab Consolidation of Holdings Ordinance, 1960 (W.P. Ordinance VI of 1960) and the rules framed there-under.

(c) [40][DISASTER MANAGEMENT DEPARTMENT (DMD)]

1. Legislation, policy formulation and sectoral planning.
2. Assessment and valuation of losses during calamities for providing relief to the affectees.
3. Famine Relief Fund and funds for calamities.
4. Maintenance and distribution of Chief Minister's Relief Fund.
5. Punjab Flood Commission / Planning for preventive and protective measures against floods and rains.
6. Relief and rehabilitation of war displaced persons.
7. Settlement and rehabilitation of non-Bengalies repatriated form Bangladesh.
8. Strengthening of disaster and crisis management capacity.
9. Budget, accounts and audit matters.
10. Purchase of stores and capital goods for the department.
11. Service matters except those entrusted to Services and General Administration Department.
12. Administration of the Punjab National Calamities (Prevention of Relief) Act, 1958 (W.P.Act XXXIII of 1958) and the rules framed there-under.
13. Matters incidental and ancillary to the above subjects.

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[38] Inserted by No.SO(CAB-I)2-2/2005 Dated 21th February, 2012
[39] Inserted by No.SO(CAB-I)2-2/2005 Dated 21th February, 2012
[40] Substituted by NO.SO.(CAB-I)2-29/2011, Dated 13th October, 2011

(d) REVENUE DEPARTMENT

1. Legislation, policy formulation and sectoral planning.
2. Abolition of Ala Milkiat and other similar intermediary interests.
3. Abolition of jagirs.
4. Alienation of land.
5. Appointment of village headmen (Lambardars) and their duties.
6. Bankruptcy and insolvency.
7. Benami transactions of immovable property.
8. Board of Revenue Endowment Fund for Rural Education Trust.
9. Capital Value Tax.
10. Cattle census.
11. Change of names of villages, tehsils and districts.
12. Compulsory acquisition of land.
13. Computerization of land records.
14. Conferment of powers under revenue laws on officers.
15. Copying agency / issue of certified copies of record.
16. Crop reports.
17. Court fees.
18. Court of Wards.
19. Debt Conciliation Boards.
20. Delegation of administrative and financial powers.
21. Demarcation of Indo-Pak boundary, boundary between the Punjab and any other Province, boundary between districts of the Punjab and boundary between estates.
22. Distribution of business of the Board of Revenue between its Members, Secretaries and other officers.
23. Duties in respect of succession to property.
24. Embankment and drainage works.
25. Encumbered and attached estates.
26. Escheats.
27. Estate duty in respect of property.
28. Evacuee property, including evacuee trust property.
29. Eviction of outgoing lessees or licensees from Government land or building where the period of lease or license has expired.
30. Eviction of unauthorized occupants of Government estates.
31. Examination fees for examination of Naib Tehsildars, Kanungos and Patwaris.
32. Illegal dispossession from immovable property.
33. Inheritance.
34. Katchery compounds in Divisional and District offices.
35. Land laws.
36. Land surveys / preparation and maintenance of revenue record.
37. Land revenue, including fees, fines and forfeitures.
38. Land tenure, including rights and obligations of landlords and tenants.
39. Maintenance of buildings of the Board of Revenue and office equipment etc.
40. Maintenance of Library of the Board of Revenue.
41. Malba Cess Fund.
42. Matters relating ot Divisional, District and Tehsil / Town Office buildings except actual construction, maintenances and repairs.
43. Minor canals, hill torrents, alienation of rights in water.
44. Money lending.
45. Patwar Schools.
46. Pre-emption rights.
47. Printing and revision of Gazetteers.
48. Printing, revision, publication and distribution of Revenue Manuals.
49. Properties abandoned in the Punjab by East Pakistanis due to war of 1971.
50. Punjab Land Commission / Land Reforms.
51. Purchase of stores and capital goods for Consolidation of Holdings department and Revenue department.
52. Recovery of Government dues as arrears of land revenue.
53. Redemption and restitution of mortgaged lands.
54. Registration of deeds and documents and registration fee.
55. Religious endowment of land.

56. Revenue Tribunals.
57. Service matters of district and divisional establishment (Ministerial) and Revenue Field Staff, other than those entrusted to the Services and General Administration department.
58. Service matters of officials of Colonies department, Consolidation of Holdings department and Revenue department, other than those entrusted to the Services and General Administration department.
59. Shamilat Deh.
60. Stamp duty.
61. Suspension and remission of land revenue and water rate.
62. Tax on agricultural income.
63. Tax on transfer of immovable property.
64. Tax on capital gains on immovable property.
65. Treasure-trove.
66. Territorial adjustments and changes.
67. Transfer of property.
68. Trusts and Trustees, except appointment of Official Trustee and Administrator General entrusted to the Law department.
69. Water-Logging and salinity other than schemes relating thereto.
70. Wills and intestacy.
71. Budget, accounts and audit matters.
72. Administration of the following laws and the rules framed there-under:

i. The Court Fees Act, 1870 (VII of 1870).
ii. The Punjab Laws Act, 1872 (IV of 1872).
iii. The Treasure-trove Act, 1878 (XVI of 1878).
iv. The Trusts Act, 1882 (II of 1882).
v. The Transfer of Property Act, 1882 (IV of 1882).
vi. The Land Improvement Loans Act, 1883 (XIX of 1883).
vii. The Land Acquisition (Mines) Act, 1885 (XVII of 1885).
viii. The Punjab Tenancy Act, 1887 (XVI of 1887).
ix. The Revenue Recovery Act, 1890 (I of 1890).
x. The Partition Act, 1893 (IV of 1893).
xi. The Land Acquisition Act, 1894 (I of 1894).
xii. The Stamp Act, 1899 (II of 1899).
xiii. The Punjab Alienation of Land Act, 1900 (XIII of 1900).
xiv. The Punjab Court of Wards Act, 1903 (II of 1903).
xv. The Punjab Minor Canals Act, 1905 (III of 1905).
xvi. The Registration Act, 1908 (XVI of 1908).
xvii. The Hindu Disposition of Property Act, 1916 (XV of 1916).
xviii. The Provincial Insolvency Act, 1920 (V of 1920).
xix. The Charitable and Religious Trusts Act, 1920 (XIV of 1920).
xx. The Repealing (Punjab Loans Limitation) Act, 1923 (III of 1923).
xxi. The Succession Act, 1925 (XXXIX of 1925).
xxii. The Hindu Law of Inheritance (Removal of Disabilities) Act, 1928 (XII of 1928).
xxiii. The Hindu Law of Inheritance (Amendment) Act, 1929 (II of 1929).
xxiv. The Punjab Relief of Indebtedness Act, 1934 (VII of 1934).
xxv. The Punjab Debtors' Protection Act, 1936 (II of 1936).
xxvi. The Punjab Copying Fee Act, 1936 (V of 1936).
xxvii. The Bahawalpur Court of Wards Act, 1942.
xxviii. The Punjab Protection and Restoration of Tenancy Rights Act, 1950 (XII of 1950).
xxix. The Punjab Abolition of Jagirs Act, 1952 (XLV of 1952).
xxx. The Transfer of Evacuee Deposits Act, 1956 (XLV of 1956).
xxxi. The Punjab Board of Revenue Act, 1957 (W.P.Act XI of 1957).
xxxii. The Punjab Agriculturists Loans Act, 1958 (W.P.Act XVII of 1958).
xxxiii. The Punjab Requisitioned Land (Continuance) Act, 1958 (W.P.Act XXX of 1958).
xxxiv. The Punjab Land Disposition (Saving of Shamilat) Ordinance 1959 (W.P. Ordinance I of 1959).
xxxv. The Punjab Hindu Women's Right to Agricultural Land Ordinance, 1959 (W.P. Ordinance XI of 1959).
xxxvi. The Punjab Usurious Loans Ordinance, 1959 (W.P. Ordinance XVIII of 1959).

xxxvii. The Punjab Survey & Rectangulation of Land Ordinance, 1959 (W.P. Ordinance XXXIV of 1959).
xxxviii. The West Pakistan Border Area Regulation, 1959 (MLR No.9 of 1959).
xxxix. The Punjab Relief of Indebtedness Ordinance, 1960 (W.P. Ordinance XV of 1960).
xl. The Punjab Districts (Reconstitution) Ordinance, 1960 (W.P. Ordinance XXXII of 1960).
xli. The Muslim Family Laws Ordinance, 1961 (VIII of 1961) / section 4 relating to succession.
xlii. The West Pakistan Muslim Personal Law (Shariat) Application Act, 1962 (W.P.Act V of 1962).
xliii. The Punjab Government Dues Recovery Ordinance, 1962 (W.P. Ordinance XXII of 1962).
xliv. The Punjab Recovery of Cost (Copies of Essential Revenue Records) Ordinance, 1963 (W.P. Ordinance XVI of 1963).
xlv. The Punjab Redemption and Restitution of Mortgaged Lands Act, 1964 (W.P. Act XVII of 1964).
xlvi. The Punjab Autonomous Bodies Immovable Property (Ejectment of Unauthorized Occupants) Ordinance, 1965 (W.P. Ordinance XXXVII of 1965).
xlvii. The Punjab Government Lands and Buildings (Recovery of Possession) Ordinance, 1966 (W.P. Ordinance IX of 1966).
xlviii. The Punjab Land Revenue Act, 1967 (W.P.Act XVII of 1967).
xlix. The Punjab Privy Purses (Charged Expenditure) Ordinance, 1969 (W.P. Ordinance XLI of 1969).
l. The Punjab Tenancy (Validation and Extension of Period for Payment of Compensation) Ordinance, 1969 (W.P. Ordinance XXXI of 1969).
li. The Thal (Increase in Value) (Validation of Levy of Tax) Ordinance, 1971 (II of 1971).
lii. The Land Reforms Regulation, 1972 (MLR No.115 of 1972) / Abolition of Ala Milkiat, Abolition of Jagirs and rights of tenants.
liii. The Punjab Muslim Personal Law (Shariat) Application (Removal of Doubts) Ordinance, 1972 (IX of 1972).
liv. The Punjab Pre-Emption (Removal of Doubts) Ordinance, 1972 (XI of 1972).
lv. The Settlement Commissioners (Validation of Orders) Act, 1972 (VI of 1972).
lvi. The Transfer of Evacuee Land (Katchi Abadi) Act, 1972 (XII of 1972).
lvii. The Evacuee Property and Displaced Persons Laws (Repeal) Act, 1975 (XIV of 1975).
lviii. The Punjab Muslim Personal Law (Shariat) Application (Removal of Difficulties) Act, 1975 (XXV of 1975).
lix. The Evacuee Trust Properties (Management and Disposal) Act, 1975 (XII of 1975).
lx. The Abandoned Properties (Taking Over and Management) Act, 1975 (XXIV of 1975).
lxi. The Land Reforms Act, 1977 (Federal Act II of 1977).
lxii. The Punjab Thal (Increase in Value) Ordinance, 1978 (X of 1978).
lxiii. The Punjab Court Fees (Abolition) Ordinance, 1983 (X of 1983).
lxiv. The Punjab Acquisition of Land (Housing) Repeal) Act, 1985 (XII of 1985).
lxv. The Punjab Pre-emption Act, 1991 (IX of 1991).
lxvi. The Punjab Conferment of Proprietary Rights on Non-proprietors in Abadi Deh Act, 1995 (I of 1995).
lxvii. The Punjab Agricultural Income Tax Act, 1997 (I of 1997).
lxviii. The Punjab Land Revenue (Abolition) Act, 1998 (II of 1998).
lxix. The Protection of Communal Properties of Minorities Ordinance, 2001 (Ordinance V of 2002).
lxx. The Illegal Dispossession Act, 2005 (XI of 2005).
lxxi. The Punjab Prohibition of Private Money Lending Act, 2007 (VI of 2007).
lxxii. The Punjab Finance Act, 2010 (VI of 2010) / section 6 relating to Capital Value Tax.
lxxiii. The Cholistan Development Authority Act, 1976 (XIV of 1976).

lxxiv. The Punjab Jinnah Abadis for Non-proprietors in Rural Areas Act, 1986 (III of 1986).

73. Matters incidental and ancillary to the above subjects

CHIEF MINISTER'S INSPECTION TEAM

1. Inspect sample development projects throughout the province with the following objectives –
   (a) That development projects are properly planned and are executed efficiently, expeditiously and economically with effective quality controls and to recommend appropriate action against the defaulting officials/departments;
   (b) That directives/orders of the Government regarding development projects are being fully implemented; and
   (c) That officials of Nation Building departments and contractors are carrying out their duties, responsibilities and tasks properly and efficiently.
2. Inspect or cause to be inspected all Government departments including Police, Autonomous /Semi-Autonomous Bodies/ Corporations, Institutions and Local Bodies to see whether or not these departments/Agencies discharge their duties/functions efficiently and expeditiously and to bring serious observations to the notice of the Government together with recommendations for improvement.
3. Take cognizance of any important matter affecting Government/public interest and draw attention of the authorities concerned for appropriate action and place it before the Chief Minister for his consideration/order.
4. Entertain complaints of serious/urgent nature and pass these on to the concerned quarters for expeditious disposal or carry out investigation/probe directly as may be appropriate.
5. Undertake special assignments which may be entrusted to it under orders of the Chief Minister on any matter not specified in this Charter.
6. Any requisition made or assistance required by the Inspection Team in these regards shall be complied with promptly by all concerned.
7. Other departments may assign specific important tasks to the Inspection Team with prior permission of the Chief Minister.
8. The Chairman, Chief Minister's Inspection Team shall submit his reports to the Chief Minister directly. Copies may be endorsed to the concerned departments/ officials except those which may be of confidential nature.
9. The Chief Minister's Inspection Team shall maintain close liaison with Anti-Corruption department and pass on cases which may be appropriate to be dealt with by them.
10. Budget, accounts and audit matters.
11. Purchase of stores and capital goods for the department
12. Service matters except those entrusted to Services and General Administration department.

COMMUNICATIONS AND WORKS DEPARTMENT

1. Legislation, policy formulation and sectoral planning.
2. Administration of roads, bridges and boat bridges, toll collection, rent for use of ROW and leases of land for approaches / access roads to Filing/Service Stations under the control of Highways department.
3. Deposit work on behalf of other agencies / departments / Federal Government.

4. (a) Policy formulation, planning & designing, construction, equipment maintenance & repair of government buildings assigned to the department
   (b) Evaluation and fixation of rent of government buildings.
   (c) Water supply and sanitary work of government buildings & estates, except those assigned under main heading S&GAD under Sr. No.23.

5. Planning and designing roads and allied works financed from Provincial / Federal funds or through other sources.

6. Preparation of architectural plans / drawings of government buildings
7. Research and material testing pertaining to roads & buildings including coordination with Federal agencies.
8. Sponsoring, Construction, maintenance, repair and improvement of roads, bridges, culverts, causeways, boat bridges, motorized launches and ancillary bridges for the Highways department financed from Provincial / Federal Funds or other sources.
9. Standardization & lay down specification for roads, bridges and buildings.
10. Trainings for human resource development.
11. Budget, accounts and audit matters.
12. Procurement of works, goods and services.
13. Service matters except those entrusted to Services & General Administration department
14. Administration of the following laws and the rules framed there-under:

    i. The Punjab Highways Ordinance, 1959
    ii. The Punjab Tolls on Roads and Bridges Ordinance, 1962

    [41][iii. The Lahore Ring Road Authority Act, 2011]

15. Matters incidental and ancillary to the above subjects.

COOPERATIVES DEPARTMENT

1. Legislation, Policy Formulation and Sectoral Planning:

    (a) Functions assigned under the Cooperative Societies Act, 1925 and Rules framed there-under
    (b) Policy Formulation and Planning for Cooperative Societies and Cooperative Banks.
    (c) Organization and regulation of Cooperative Societies

2. Cooperative Societies Entrepreneurship including:

    (a) Punjab Provincial Cooperative Bank Ltd.
    (b) Cooperative Farming.
    (c) Punjab Cooperative Union.
    (d) Cooperative Consumer Society.
    (e) Punjab Provincial Cooperative Supply and Marketing Federation.

3. Government functions:

    (a) Cooperative Training College, Faisalabad
    (b) Regional Cooperative Training Institute, Bahawalpur.
    (c) Administration and management of Cooperative Development Fund & projects
    (d) Matters of Punjab Cooperative Board for Liquidation.

4. Budget, accounts and audit matters.
5. Purchase of stores and capital goods for the department.
6. Service matters except those entrusted to Services & General Administration Department.
7. Administration of the following laws and the rules framed there-under:

    i. The Cooperative Societies Act, 1925 (Sindh Act VII of 1925).
    ii. The Multi-Unit Cooperative Societies Act, 1942 (Act VI of 1942)
    iii. The Cooperative Societies (Repayment of Loans Ordinance),1960 (Ordinance XXXIV of 1960)
    iv. The Punjab Cooperatives Societies and Cooperative Banks (Repayment of Loans) Ordinance, 1966 (W.P. Ord. XIV of 1966)
    v. The Punjab Cooperative Board (Dissolution) Act, 1966.
    vi. The Cooperative Societies (Reforms) Ordinance, 1980 (Pb. Ord. XVII of 1980)
    vii. The Punjab Undesirable Cooperative Societies (Dissolution) Act, 1993 (Act I of 1993).

8. Matters incidental and ancillary to the above subjects.

ENERGY DEPARTMENT

[41] Inserted by No.SO (CAB-I)2-3/2012, Dated 27th March, 2012

1. Legislation, policy formulation and sectoral planning
2. Administrative control and check on the work of Electric Inspectors Lahore and Multan. All technical matters including court cases relating to the offices of Electric Inspectors.
3. Electrical accidents in connection with generation, transmission, distribution and use of electric energy.
4. Standardization of specifications in respect of electric appliances, machinery & installations.
5. Matters connected with distribution of Power and Area Electricity Boards.
6. Acquisition, revocation or amendment of Licenses of Electric Supply Undertaking and approval of loads.
7. Regulation controlling and granting Electrical Contractor Licenses and Supervisors Competency Certificate and other matters connected with Licensing Board Lahore and Multan.
8. Matters connected with village electrification including formulation and devising criterion for selection of villages.
9. Matters connected with Tube-well electrification.
10. Matters relating to the Punjab Power Development Board (PPDB) and Punjab Power Development Company (PPDC).
11. All relevant matters under Articles 157, 158 & 161 of the Constitution and policy making for the Province in respect thereof.
12. Development of power generation by exploiting hydel, thermal and renewable energy resources.
13. Monitoring of electricity tariff in Punjab.
14. All matters pertaining and auxiliary to hydel power stations of WAPDA or any other public/private sector agency located in Punjab.
15. Close coordination with the Federal Government in respect of grant of licenses for oil and gas exploration in Punjab and cooperation with such companies and organizations undertaking such ventures in Punjab.
16. Conservation of energy
17. Market segmentation based on purchasing power and electricity consumption
18. Off-grid distributed power generation
19. Promotion of energy efficiency through appliance regulation, building codes, urban design and other means
20. Energy innovations
21. Public private partnerships for energy production, conservation, efficiency & audit.
22. Coordination and reconciliation with Federal Government on electricity charges.
23. Distribution network authorization for new housing societies
24. Development of a power policy for Punjab
25. Award of power projects in Punjab to Pakistani and Foreign Private sector companies
26. Review and updation of regulatory framework to promote fast-track investment in energy projects.

[42][26-A Establishment of Petrol Pumps/CNG Stations, LPG bulk storage, decanting and incidental matters and matters relating to illegal sale or storage of petroleum products.]

27. Budget, accounts and audit matters
28. Purchase of stores and capital goods for the department
29. Service matters except those entrusted to Services and General Administration Department
30. Administration of the following laws and the rules framed there-under:

    i. Electricity Act, 1910
    ii. The Petroleum Act, 1934
    iii. Electricity Rules, 1937.
    iv. The Punjab Electricity Act, 1939
    v. The Punjab Electricity (Emergency Powers) Act, 1941
    vi. The Punjab Electricity Emergency Powers (Conduct of Supply) Act, 1949

[42] Inserted by No.S.O. (CAB-I) 2-1 / 2010, Dated 24-03-2012

vii. The WAPDA Act, 1958
viii. The Electricity Control Ordinance, 1965
ix. The Electricity Act (Punjab Amendment) Ordinance, 1971
x. Motion Picture Ordinance, 1979
xi. The Electricity (Amendment) Ordinance, 1979
xii. Pakistan Standards and Quality Control Authority Act, 1996.
xiii. Regulation of Generation, Transmission and Distribution of Electricity Power Act, 1997
xiv. Offences In Respect of Electricity (Emergency Provisions) Ordinance, 1998.
xv. Oil and Gas Regulatory Authority Ordinance, 2002

31. Matters incidental and ancillary to the above subjects.

ENVIRONMENT PROTECTION DEPARTMENT

1. Planning and policy making in the disciplines of environment and ecology.
2. Administration of Environmental Protection Agency Punjab.
3. Budget, accounts and audit matters
4. Purchase of stores, laboratory instruments, capital goods for the department and their maintenance.
5. Service matters except those entrusted to the Services & General Administration Department
6. Administration of the following laws and the rules framed there-under:
   i. Pakistan Environmental Protection Act, 1997.
   ii. Punjab Prohibition on Manufacture, Sale, Use and Import of Polythene Bags (Black or any other Polythene Bag below fifteen micron thickness) Ordinance, 2002.
7. Matters incidental and ancillary to the above subjects.

EXCISE AND TAXATION DEPARTMENT

1. Legislation, policy formulation and sectoral planning
2. Assessment and Collection of taxes and duties on:
   (a) Cotton Ginning
   (b) Motor Vehicle
   (c) Professions, trades, callings, employments
   (d) Hotels
   (e) Manufacturing, import, export of liquor, vend fee on retail sale of liquor and fees on grant and renewal of licenses / permits for liquor.
3. Control of opium, hemp, narcotics, liquor and intoxicating preparation, import licenses.
4. Control of poisonous and dangerous drugs
5. Budget and accounts relating to the following heads:
   i. Opium
   ii. VI-Opium
   iii. 8-Provincial Excise
   iv. VIII Provincial Excise
   v. 12-Charges on Account of Motor Vehicles Acts
   vi. XII-Receipts under Motor Vehicles Acts
   vii. 13-Other Taxes and Duties
   viii. XIII-Other Taxes and Duties
6. Purchase of stores and capital goods for the department
7. Services matters except those entrusted to Services and General Administration Department
8. Registration of Motor Vehicles as provided under Chapter III of the Provincial Motor Vehicles Ordinance, 1965 and the Rules framed there-under.
9. Policy matters relating to property tax.
10. Administration of the following laws and the rules framed there-under:
    i. The Punjab Excise Act, 1914
    ii. The Punjab Urban Immovable property Tax Act, 1958.
    iii. The Punjab Entertainments Duty Act, 1958

iv. The Punjab Tobacco Vend Act, 1958
v. The Punjab Motor Vehicles Taxation Act, 1958
vi. The Punjab Horse Race Betting Tax Act 1958 (West Pakistan Act IV of 1958)
vii. The Punjab Provincial Motor Vehicles Ordinance, 1965
viii. The Punjab Cotton Control Ordinance, 1966
ix. The Punjab Duty on Excessive Wastage of Spirits in Distilleries (Validation) Ordinance, 1969
x. The Punjab Urban Immovable Property (Validation of Tax) Act 1976.
xi. The Punjab Finance Act, 1977
xii. The Punjab Finance Ordinance 1978
xiii. The Prohibition (Enforcement of Hadd) Order, 1979.
xiv. The Punjab Real Estate Agents and Motor Vehicles Dealers (Regulation of Business) Ordinance, 1980
xv. The Punjab Local Option (Repeal) Ordinance 1985

11. Matters incidental and ancillary to the above subjects.

FINANCE DEPARTMENT

A) Legislative / financial management

1. Management, supervision and control of the Provincial Consolidated Fund and Public Accounts of the Province and matters connected therewith or ancillary thereto including but not limited to:

(a) All Provincial revenues
(b) All loans raised and moneys received as repayment of loans;
(c) All moneys in the Public Account owed to the Province
(d) Matters relating to Funds including Pension Fund, Provident Fund, local funds and such other funds as may be specified
(e) Taking necessary steps for mobilization of Provincial resources and measures to increase the revenue of the province and matters relating to taxes, duties, fees, charges etc.
(f) Examination of and advice on proposals affecting directly or indirectly the finances of the Province;
(g) Formulation of Financial laws, rules, regulations and instructions and interpretations thereof for the custody, payment of moneys into the Provincial Consolidated Fund and Public Account and withdrawal of moneys there from;
(h) Formulation of laws, rules, policies and instructions relating to pay allowances, pension, provident fund, leave etc and interpretations thereof.

2. Management, supervision and control of Provincial Treasures, ways & means and public debt including but not limited to the following:

(a) Borrowing, lending, guarantees;
(b) Investments;
(c) Subsidies;
(d) Control over securities and stamps;
(e) Banking, non-banking financial institutions;
(f) Composite Schedule of Rates, market rate system and Schedule of Wage Rates
(g) Internal financial management and control;
(h) Assets and Liabilities Committees;
(i) Monitoring risk areas for promotion of public private partnership, joint Ventures etc, along with measures to mitigate risks in these initiatives;
(j) Constitution of committees for studies on issues having financial implications.
(k) Funds including Provident Fund, Pension Fund, Local Funds of public entities e.g. autonomous / local / corporate bodies and such other funds as may be specified.

B) Policy formulation, planning, approval and management of public funds

3. Preparation and submission of Annual Budget Statement, Excess Budget Statement, Revised Budget Statement, and Supplementary Budget Statement

to Provincial Assembly:

(b) Preparation and submission of Annual Budget Statement with Explanatory Memorandum;
(c) Preparation of Excess Budget Statement with Explanatory Memorandum;
(d) Preparation of Revised Budget Estimates with Explanatory Memorandum;
(e) Preparation of supplementary Budget Statement with Explanatory Memorandum;
(f) Preparation and submission of Finance Bill
(g) Issuing instructions regarding budget, monitoring and execution of budget including expenditure management,
(h) Access to records of and directions for submission of information to public entities which receive budgetary allocations and grants-in-aid.

4. Business relating to National Finance Commission and Provincial Finance Commission including:

(a) Formulation, preparation and placement of the case of the Province before National Finance Commission;
(b) Monitoring the implementation of the Award biannually and lay the report before the Provincial Assembly.
(c) Matter having financial implications for the Province relating to the Federation / federating units and other entities;
(d) Provincial Finance Commission, Financial matters of local governments.

C) Oversight / Support

5. Business pertaining to audit and accounts including the matters of:

(a) Public Accounts Committee of the Provincial Assembly, Departmental Accounts Committees of the Administrative departments, special institutions, Autonomous bodies and institutions, monitoring the compliance of recommendations of these accounts committees, regularization of audit observations & paras in pursuance of the resolutions of the accounts committees and on the directions of the audit, other matters relating to audit, Appropriation Accounts, Finance Accounts and audit reports etc;
(b) Accounts and maintenance of accounts of the administrative departments, special institutions, autonomous bodies and institutions.

D) Role / authority beyond the domain of administrative departments/special institutions

6. Grant sanctions beyond the powers delegated to the administrative departments, subordinate offices and special institutions for the:

(a) Creation of posts
(b) Down-gradation / up-gradation of posts
(c) Examination of schemes of new expenditure (SNE)
(d) Writing off losses and waiving of recoveries etc.

E) Administrative and other ancillary matters

7. Departmental functions in respect of its attached departments, and special institutions:

(a) Punjab Local Fund Audit department
(b) Punjab Treasuries and Accounts department
(c) Punjab Pension Fund
(d) Punjab General Provident Fund
(e) Bank of Punjab
(f) [43][Punjab Revenue Authority]

8. Look after service matters of line departments and its attached departments, [44][autonomous bodies] and special institutions except those entrusted to the Services and General Administration department
9. Perform Treasury functions of the Federation in the province in terms of Article 146 of the Constitution and matters related thereto;
10. Budget, accounts and audit matters
11. Purchase of stores and capital goods for the department
12. Services matters except those entrusted to Services and General

[43] Inserted by Notification No.SO(CAB-I) 2-18/2012 dated 28-08-2012
[44] Inserted by Notification No.SO(CAB-I) 2-18/2012 dated 28-08-2012

Administration Department.

13. Administration of the following laws and the rules framed there-under:

i. The Bank of Punjab Act, 1989
ii. The Punjab Sales Tax Ordinance, 2000
iii. The Punjab Ad-hoc Public Accounts Committee composition and functions Ordinance, 2002
iv. Punjab Pension Fund Act, 2007
v. Revised Budget Manual, 2008
vi. Punjab G.P Funds Act, 2009
vii. Civil Service Rules Vol-I & Vol-II
viii. Departmental Financial Rules
ix. Deputation Policy
x. Pay Revision Rules
xi. Punjab Civil Services Pension Rules
xii. Punjab Financial Rules Vol-I & Vol-II
xiii. Punjab Traveling Allowance Rules
xiv. Study Leave & Medical Leave Rules
xv. The Punjab Finance Acts.
xvi. Treasury and subsidiary Treasury Rules
xvii. The Punjab Finance Ordinances.
xviii. [45][The Punjab Revenue Authority Act, 2012
xix. The Punjab Sales Tax on Services Act, 2012]

14. Matters incidental and ancillary to the above subjects.

FOOD DEPARTMENT

1. Legislation, policy formulation and planning as a measure of food security through:

(a) Wheat procurement
(b) Construction and maintenance of storage accommodation
(c) Storage of wheat
(d) Financial arrangements with the banks
(e) Transportation of wheat
(f) Release of wheat and its overall monitoring

2. Administration of food laws except those assigned to other departments.
3. Regulation of flour mills and sugar mills

4. (a) Registration of contractors
(b) Tendering and award of contract

5. Inter-provincial trade matters
6. Budget, accounts and audit matters
7. Purchase of stores and capital goods for the department.
8. Service matters except those entrusted to Services and General Administration Department.
9. Administration of the following laws and the rules framed there-under:

i. The Punjab Sugar Factories Control Act, 1950.
ii. The Foodstuffs (Control) Act, 1958.
iii. The Punjab Finance Act, 1964.

10. Matter incidental and ancillary to the above subjects.

FORESTRY, WILDLIFE AND FISHERIES DEPARTMENT

1. Legislation, policy formulation and planning regarding Forestry, Wildlife and Fisheries.
2. Research and training in forestry, wildlife, fisheries and extension.
3. (a) Management of forests including:

i. Forest lands
ii. Watershed lands
iii. Range lands

[45] Inserted by Notification No.SO(CAB-I) 2-18/2012 dated 28-08-2012

iv. Linear plantation
v. Forest / recreational parks
vi. Sericulture and silvicultural activities
vii. Social / agro forestry

(b) Management of fisheries including:

i. Seed production
ii. Natural fisheries resources
iii. Sanctuaries
iv. Sport fish / angling

(c) Management of wildlife including:

i. Wildlife protection, preservation & conservation
ii. Wildlife parks
iii. Breeding centers
iv. Zoological gardens
v. Re-introduction of wildlife species
vi. Private game reserves
vii. Game sanctuaries
viii. License of shooting & trophy hunting

4. (a) Establishment of forests including:

i. Forest / recreational parks
ii. Arboretum
iii. Amenity forests
iv. Agro-forestry
v. Forest through public private partnership
vi. Urban forestry

(b) Establishment of fisheries including:

i. Demonstration fish farms
ii. Fish disease diagnostic and quality control labs
iii. Fish hatchery and nursing units

(c) Establishment of wildlife including:

i. Wildlife parks / zoological gardens
ii. Private / governments breeding centers
iii. Private / government game reserves
iv. National Park / game sanctuaries
v. Community Based Organizations

5. Extension services:

i. Publicity
ii. Public awareness through mass media
iii. Holding of exhibitions, seminars, workshops, symposia, melas, and walks etc.
iv. In service training / refresher courses
v. Training / refresher courses for communities.

6. Protection, promotion and conservation of:

i. Forestry
ii. Wildlife
iii. Fisheries

7. Acquisition of land for:

i. Forestry
ii. Wildlife
iii. Fisheries

8. Surveys, data collection, mapping of satellite images, remote sensing and aerial photography etc. for analysis and future planning.
9. Planning, monitoring and evaluation
10. Conservation, promotion and management of bio diversity.
11. Development marketing strategy for major and minor forest produce

[46][12 to 14A]

Budget, accounts and audit matters.

Purchase of stores and capital goods for the department.

17. Service matters except those entrusted to the Services and General Administration Department.

18. Administration of the following laws and the rules framed there-under:
    - i. Punjab Forest Act, 1927 (Amended 2010)
    - ii. Fisheries Act, 1927
    - iii. Punjab Forest (Sale of Timber) Act, 1964
    - iv. Punjab Firewood and Charcoal (Restriction) Act, 1964
    - v. Punjab Fisheries Ordinance, 1960
    - vi. Punjab Wildlife Act (Amended), 2007.
    - vii. Punjab Plantation and Maintenance of Trees Act, 1974
    - viii. Murree Kahuta Hilly Areas Development Authority (Repeal) Ordinance, 1978.
    - ix. Murree Kahuta Development Authority Act, 1986
    - x. The Punjab Aerial Ropeways Act 1926
    - xi. The New Murree Development Act 2004
    - xii. The Companies Ordinance 1984

    [47][xiii to xv omitted]

19. Matters incidental and ancillary to the above subjects.

GOVERNOR'S SECRETARIAT

1. Remuneration and privileges of the Governor.
2. Affairs of the Governor's House.
3. Budget, accounts and audit matters.
4. Purchase of stores and capital goods for the department.
5. Service matters except those entrusted to Services and General Administration Department.
6. Appointment of officials in the House staff of the Governor.

HEALTH DEPARTMENT

1. Health management, planning and policy
2. Policy matters relating to guidelines regarding:
    - (a) Prevention and control of infectious and contagious diseases
    - (b) Tuberculosis
    - (c) Eradication / control of malaria
    - (d) Lepers Act
    - (e) Treatment of patients bitten by rabid animals
    - (f) Adulteration of food stuff through administration of Pure Food Ordinance, 1960 and the rules framed there-under:
    - (g) Nutrition surveys
    - (h) Nutrition and publicity in regard to food
    - (i) Vaccination and inoculation
    - (j) Maternity and child welfare
    - (k) Port quarantine

3. Medical profession:
    - (a) Regulation of medical and other professional qualifications and standards
    - (b) Medical practitioners (National Service) Act, 1950
    - (c) Medical registration including Medical Council
    - (d) Indigenous system of medicine
    - (e) Medical attendance of government servants
    - (f) Guidelines regarding levy of fee by medical officers

4. Medical and Nursing Council
5. Medical education including Medical Schools and Colleges and institution of Dentistry

[46] The entries at Sr.12 to 14A omitted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011

[47] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011

6. Control of medicinal drugs, poisons and dangerous drugs (Drugs Act and Rules)
7. Medical institutions, chemical examination laboratories and Blood Transfusion services in the province including Blood Bank
8. Collection, compilation, registration and analysis of vital health statistics and estimation of population for future projections
9. Matters relating to Nursing:
   (a) Administrative control of the entire nursing cadre in the Province in respect of those working under the provincial Health department or in the teaching hospitals
   (b) Education (local and foreign) service and pay structure of nursing cadre
10. Preparation of development schemes, budget, schedule of new expenditure and ADP proposals
11. Budget, accounts and audit matters
12. Purchase of stores and capital goods for the department
13. Service matters except those entrusted to Services and General Administration Department
14. Administration of the following laws and the rules framed there-under:
    i. The Public Health (Emergency Provisions) Ordinance, 1944
    ii. Epidemic Diseases Act, 1958
    iii. Punjab Vaccination Ordinance, 1958 (W.P Ordinance XXVII of 1958)
    iv. Punjab Juvenile smoking Ordinance, 1959 (W.P. Ordinance XII of 1959)
    v. Punjab Prohibition of Smoking in Cinema Houses Ordinance, 1960 (W.P. Ordinance IV of 1960)
    vi. Eye Surgery (Restriction) Ordinance 1960
    vii. Punjab Pure Food Ordinance, 1960 (W.P Ordinance VII of 1960)
    viii. Allopathic System (prevention of misuse) Ordinance, 1962
    ix. Pakistan Medical and Dental Council Ordinance, 1962
    x. Unani, Ayurvedic and Homoeopathic Practitioners Act, 1965
    xi. Pharmacy Act, 1967
    xii. The Pakistan Nursing Council Act, 1973
    xiii. Drugs Act, 1976
    xiv. Medical & Dental Degree Ordinance 1982
    xv. Punjab Health Foundation Act, 1992
    xvi. Punjab Transfusion of Safe Blood Ordinance 1999
    xvii. Mental Health Ordinance for Pakistan 2001
    xviii. Protection of Breast Feeding and Child Nutrition Ordinance, 2002
    xix. Prohibition of Smoking and Protection of Non-smokers Health Ordinance, 2002.
    xx. Punjab Medical and Health Institutions Act 2003
    xxi. Injured Persons (Medical Aid Act) 2004
    xxii. King Edward Medical University, Lahore Act, 2005.
    xxiii. Human Organ Transplant Ordinance, 2007.
    xxiv. Pakistan College of Physicians and Surgeons Ordinance, 1962.
    xxv. The University of Health Sciences Lahore Ordinance, 2002.
15. Matters incidental and ancillary to the above subjects.

HIGHER EDUCATION DEPARTMENT

1. Legislation, policy formulation and sectoral planning
2. College education including commerce education
3. University education excluding universities attached to other administrative departments i.e. Health, Livestock and Agriculture
4. Coordination of schemes for higher studies abroad
5. Grant of scholarships
6. Promotion of scientific research
7. Production and distribution of education and scientific films
8. Organization of all public libraries including municipal and other libraries and to keep liaison with universities, colleges and special libraries for improving the standard of research and scholarship and further development of library science
9. Ancient manuscripts and historical records

10. Improvement of scientific, technology and professional education
11. Teachers training
12. Evaluation of the performance of Institutions;
13. Development and funding of higher education in public and private sector;
14. Regulation of higher education in public and private sector;
15. Grant of charter to award degrees in both public and private sector;
16. Linkages between Institutions and industry as well as national and international organizations
17. Introduction of educational programmes that meet the needs of the employment market and promote the study of basic and applied sciences in every field of national and international importance in the Institutions;
18. Examination and assessment
19. Equivalence and recognition of degrees, diplomas and certificates awarded by Institutions within the country and aboard;
20. Performance evaluation and guidelines as regards minimum criteria and qualifications for appointment, promotion, salary structure and other terms and conditions of service of faculty
21. Endowment fund for higher education
22. Language and medium of instruction
23. Financial assistance to educationists and men of letters and their bereaved families.
24. Curriculum and syllabus
25. Policy and planning
26. Centers of excellence
27. Standards in institutions for higher education and research, scientific and technical institutions.

[48] [28 to 33 omitted]

34. Budget, accounts and audit matters
35. Purchase of stores and capital goods for the department
36. Service matters except those entrusted to Services and General Administration Department
37. Administration of the following laws and the rules framed there-under:

    i. The Punjab Universities and Boards of Intermediate and Secondary Education Malpractices Act, 1950.
    ii. The Punjab Government Educational and Training Institutions Ordinance 1960.
    iii. The Punjab Boards of Intermediate and Secondary Education Act, 1976.
    iv. Punjab Private Educational Institutions (Promotions & Regulations) Ordinance 1984.
    v. University of the Punjab, Lahore Act. IX of 1973.
    vi. University of Engineering & Technology, Lahore Act V of 1974.
    vii. University of Engineering & Technology, Taxila Act XII of 1994.
    viii. Bahauddin Zakariya University, Multan Act III of 1975.
    ix. Islamia University, Bahawalpur, Act IV of 1975.
    x. Fatima Jinnah Women University, Rawalpindi, Punjab Ordinance XLIII of 1999.
    xi. Government College University Lahore Ordinance XLVIII of 2002.
    xii. Lahore College for Women University, Lahore Ordinance XLIX of 2002.
    xiii. University of Education, Lahore, Ordinance L of 2002.
    xiv. Government College University, Faisalabad Ordinance LXX of 2002.
    xv. University of Sargodha, Ordinance LXXX of 2002.
    xvi. University of Gujrat, Gujrat, Act. IX of 2004.
    xvii. The Women University, Multan Act XV of 2010.
    xviii. Lahore School of Economics, Lahore Act. II of 1997.
    xix. Institute of Management Sciences, Lahore Act XXIII of 2002.
    xx. National College of Business Administration & Economics, Lahore Act XX of 2002.
    xxi. Imperial College of Business Studies, Lahore Act XIX of 2002.
    xxii. Superior College, Lahore Act XVI of 2004.
    xxiii. University of South Asia, Lahore Act IX of 2005.
    xxiv. University of the Central Punjab, Lahore Act XXIV of 2002.
    xxv. University of Lahore Act LXI of 2002.
    xxvi. The Hajvery University, Lahore LXI of 2002.

[48]Omitted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011

xxvii. The University of Faisalabad, Act LX of 2002.
xxviii. University of Management & Technology, Lahore Act XV of 2004.
xxix. GIFT University, Gujranwala, Act XIV of 2004.
xxx. Forman Christian College, Lahore, Act XXIII of 2004.
xxxi. Beaconhouse National University, Lahore Act VIII of 2005.
xxxii. Minhaj University, Lahore, Act XII of 2005.
xxxiii. University of Wah, Wah Cantt, Act IV of 2009.
xxxiv. HITEC University, Taxila, Act XII of 2009.
xxxv. Ali Institute of Education, Lahore Act II of 2010.
xxxvi. The Punjab Kinnaird College for Women, Lahore Ordinance No. LXXV of 2002.
xxxvii. The Institute of Southern Punjab, Multan Act XIV of 2010.
xxxviii. [49][*******]

38. Matters incidental and ancillary to the above subjects.

HOME DEPARTMENT

1. Legislation, policy formulation and sectoral planning
2. Public order and internal security
3. Regulation of press in relation to maintenance of public order and internal security
4. Censorship including matters related to production, censorship and exhibition of cinematographic films
5. Official secrets
6. Prohibited maps
7. Preventive detention
8. Intelligence including intelligence agencies and their operations
9. Administration of criminal justice including constitution and organization of courts except the High court
10. Criminal law and criminal procedure
11. Evidence and Oaths
12. Crime reports
13. All matters connected to policing including:

(a) Police establishments and their administration
(b) Police rules, and
(c) Police works

14. Special police establishments for tribal areas.
15. Offences committed in connection with matters concerning Federal and Provincial Government and establishment of police force for this purpose.
16. Private security companies
17. Recovery of missing persons
18. Requisitioning of property
19. Prisons and prison establishments
20. Judicial lock-up
21. All matters relating to prisoners including their classification, welfare and rehabilitation
22. Probation and parole
23. Execution of sentences including reprieve, commutation and remission of sentences
24. Removal of prisoners and accused persons from federal territory or from one province to another
25. All matters connected with the defence forces including Navy, Army, Air Force or any other defence, home guard, territorial or auxiliary force including the following matters:

    (a) Liaison with defence authorities
    (b) Recruitment, including admissions of cadets to military institutions and appointment of honorary recruiting officers;
    (c) Recommendations for the grant of temporary, honorary and permanent Commissions;
    (d) Defence works;
    (e) Sailors, Soldiers and Airmen's Boards;

[49] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011

(f) Forfeiture and restorations of military pensions;
(g) Verifications of antecedents of persons employed in defence services
(h) Camping grounds, and
(i) Compensation of persons injured in war or similar conditions.

26. Civil Defence including civil defence establishment and its administration
27. Air raid protection
28. Defence planning including:

(a) Maintenance of war book.
(b) Maintenance of defence planning schemes.
(c) Protection of key points and vital Installations.

29. Matters relating to control of enemies including those relating to:

(a) Schedule of persons and firms specified as enemy;
(b) Enemy property; and
(c) Enemy agents.

30. Incidents of breach of international borders including incidents where diplomatic action is required.
31. Pilgrims and pilgrimages except affairs connected with Hajj.
32. Matters relating to domicile.
33. Matters relating citizenship, naturalization and immigration.
34. Matters relating to foreigners including:

(a) Registration of aliens;
(b) Extension of permissions to stay in Pakistan;
(c) Road permits to travel to India; and
(d) Issuance of jail certificates.

35. Refugees including refugee allowance
36. Extradition and deportation
37. Control of traffic and inspection of motor vehicles for the purpose of traffic control
38. Arms ammunition and military stores
39. Control of petroleum and explosives
40. Public amusement including control over places, performances and exhibitions
41. Rent control
42. Control over illegal inter-provincial movement of goods
43. Hoarding and black marketing
44. Clubs except such matters as are assigned to any other department
45. Minors and wards
46. Protection of destitute and neglected children
47. Control of Vagrants
48. Criminal Lunatics
49. Emergency and rescue services
50. Gallantry awards
51. Grant of stipends and agricultural land as reward for distinguished services
52. Tribunals of inquiry
53. Compensation for loss of property or life due to civil commotion, enemy action, terrorism and similar circumstances or while on duty
54. Budget, accounts and audit matters
55. Purchase of stores and capital goods for the department
56. Service matters except those entrusted to Services and General Administration Department
57. Administration of the following laws and the rules framed there-under:

i. The Pakistan Penal Code 1860
ii. The Punjab Murderous Outrages Act, 1867
iii. The Oaths Act ,1873
iv. The Dramatic Performance Act, 1876
v. Explosives Act, 1884
vi. The Provincial of Small Cause Courts Act,1887
vii. The Prisons Act, 1894.
viii. The Reformatory School Act, 1897
ix. The Code of Criminal Procedure, 1898
x. The Prisoners Act, 1900

xi. The Punjab Court of Wards Act, 1903
xii. The Punjab Border Military Police Act, 1904
xiii. The Explosive Substances Act, 1908
xiv. The Whipping Act, 1909
xv. The Punjab Military Transport Act, 1916
xvi. The Identification of Prisoners Act, 1920
xvii. The Restriction of Habitual Offenders (Punjab) Act, 1918
xviii. The Punjab Borstal Act,1926
xix. Naturalization Act, 1926
xx. The Good Conduct Prisoners Probational Release Act, 1926
xxi. The Petroleum Act, 1934
xxii. Registration of Foreigners Act, 1939
xxiii. The Commercial Documents Evidence Act, 1939
xxiv. The Motor Vehicles (Drivers) Ordinance,1942
xxv. The Foreigners Act, 1946
xxvi. The Pakistan's Citizenship Act,1951
xxvii. The Civil Defence Act, 1952
xxviii. The Punjab Vagrancy Ordinance, 1958.
xxix. The Punjab Food Stuffs Control Act, 1958
xxx. The Punjab Tribunals of Inquiry Ordinance, 1958
xxxi. The Punjab Juvenile Smoking Ordinance, 1959
xxxii. The Pakistan Ranger Ordinance 1959
xxxiii. The Punjab Control of Goondas Ordinance, 1959
xxxiv. The West Pakistan Border Area Regulation 1959
xxxv. The Probation of Offenders Ordinance,1960
xxxvi. The Punjab Maintenance of Public Order Ordinance, 1960
xxxvii. The Punjab Prohibition of Smoking in Cinema Houses Ordinance,1960
xxxviii. The West Pakistan Prohibition of Opium Smoking Ordinance, 1960
xxxix. The Punjab Suppression of Prostitution Ordinance, 1961
xl. The Punjab Civil Courts Ordinance, 1962
xli. The Punjab Bus Stands and Traffic Control (Lahore) Ordinance, 1963
xlii. The Punjab Bus Stands and Traffic Control (Gujranwala) Ordinance, 1963
xliii. The Indecent Advertisements Prohibition Act, 1963
xliv. The West Pakistan Family Courts Act 1964
xlv. The Provincial Motor Vehicles Ordinance, 1965.
xlvi. Pakistan Arms Ordinance, 1965
xlvii. The Punjab Regulation and Control of Loudspeakers and Sound Amplifiers Ordinance, 1965
xlviii. Exit from Pakistan (Control) Ordinance, 1965
xlix. The Punjab Qaumi Razakars Ordinance,1965
l. The Notaries (West Pakistan Amendment) Ordinance, 1966
li. The Criminal Law (Special Provisions) Ordinance 1968
lii. The Punjab Requisition of Motor Vehicles (Temporary) Ordinance 1970
liii. The Extradition Act, 1972.
liv. The Punjab Control of Goondas (Removal of Doubts) Ordinance, 1972.
lv. The Prevention of Anti-National Activities Act, 1974
lvi. The Punjab Tendoo Leaves (Prohibition on Possession and use in Border Belt) Act, 1974.
lvii. The Price Control and Prevention of Profiteering and Hoarding Act, 1977
lviii. The Punjab Prevention of Gambling Ordinance, 1978
lix. Motion Pictures Ordinance, 1979
lx. Ehtram-e-Ramzan Ordinance, 1981
lxi. The Public Gambling (Repeal) Act, 1985
lxii. The Surrender of Illicit Arms Act, 1991
lxiii. Bonded Labour (Abolition) Act,1992
lxiv. The Anti-Terrorism Act, 1997
lxv. The Control of Narcotic Substances Act, 1997
lxvi. The Punjab Shops and Establishment (Security) Act, 1999
lxvii. Juvenile Justice System Ordinance, 2000
lxviii. Punjab Prohibition of Dangerous Kite Flying Activities Ordinance, 2001
lxix. The Private Security Companies Ordinance, 2001
lxx. The Police Order, 2002

lxxi. Transfer of Offenders Ordinance, 2002.
lxxii. Marriage Functions (Prohibition of Ostentatious Displays and Wasteful Expenses) Act, 2000.
lxxiii. The Punjab Destitute and Neglected Children Act 2004
lxxiv. The Punjab Emergency Service Act, 2006
lxxv. The Punjab Forensic Science Agency Act, 2007
lxxvi. The Punjab Rented Premises Act, 2009

58. Matters incidental and ancillary to the above subjects.

HOUSING, URBAN DEVELOPMENT AND PUBLIC HEALTH ENGINEERING DEPARTMENT

1. Urban and regional spatial planning.
2. Classification and reclassification of land use by development authorities.
3. Development of low cost housing schemes
4. Regulate private housing schemes falling in the jurisdiction of development authorities.
5. Planning, designing, constructions, maintenance, annual / special repair of all office / residential building relating to HUD&PHE department.
6. Housing loans and investments.
7. Matters relating to development authorities / agency / company as reflected in Schedule-I.
8. Provision of drinking water, drainage & sanitation facilities and legislation / policy matters related thereto.
9. Matters relating to public health engineering including its establishment.
10. Maintenance and development of parks, green belts, other open spaces and to regulate outdoor advertisement sector wherever assigned.
11. Budget, accounts and audit matters.
12. Purchase of stores and capital goods for the department.
13. Service matters except those entrusted to Services and General Administration Department.
14. Administration of the following laws and the rules framed there-under:

    i. The Town Improvement Act 1922
    ii. The Lahore Development Authority Act 1975
    iii. The Punjab Development of Cities Act 1976
    iv. The Disposal of Land by Development Authorities (Regulation) Act 1998
    v. The Punjab Housing and Town Planning Agency Ordinance 2002

15. Matters incidental and ancillary to the above subjects.

HUMAN RIGHTS AND MINORITIES AFFAIRS DEPARTMENT

1. Policy formulation and planning for public awareness regarding:

(a) Human Rights and its abuses.
(b) Minorities Rights

2. Coordination with public and private sector, bodies and institutions :

    (a) Human rights
    (b) Human rights NGOs
    (c) Obtaining information documents and reports on complaints and allegations of human rights violations.

3. Visit of Police Stations, Prisons and Bostal Jails, Woman and Juvenile Refuge Centers, Hospitals, Factories, Brick Kilns and other Institutions and place for providing public service and to report to the competent authorities for necessary action against violation of human rights.
4. Functions assigned under the Christian Marriage Act 1872 and rules framed there-under.
5. Minorities affairs including:

    (a) Safeguarding the rights and interests.
    (b) Promotion and welfare.
    (c) Protection against discrimination.
    (d) Minority Advisory Council Punjab.

(e) Coordination with the Federal Government regarding development schemes proposed by the minority members and matters relating to welfare of minorities' and
(f) All other matters relating to minorities.

6. Harmonization of laws, legislation and practices with the international human rights covenants and agreements.
7. Refer and recommend investigation and inquiries in respect of any incident of violations of human rights.
8. Budget, accounts and audit matters.
9. Purchase of stores and capital goods for the department.
10. Service matters except those entrusted to Service and General Administration department.
11. Administration of the following laws and the rules framed there-under:

i. The Christian Marriage Act, 1872
ii. The Hindu Gains of Learning Act 1930

12. Matters incidental and ancillary to the above subjects.

INDUSTRIES, COMMERCE AND INVESTMENT DEPARTMENT

1. Legislation, policy formulation, and sectoral planning in respect of:

(a) Industries including Industrial estates, small industries and handicrafts enterprises.
(b) Promotion of domestic, commerce and foreign and domestic investment.

2. Advocacy vis-à-vis federal policies that impact provincial economy/commerce and industry.
3. Inter-provincial trade policy
4. Coordination and facilitation of Chambers of Commerce & Industries and Trade Organizations in the province with respect to capacity building and business promotion through R&D.
5. [50][Liaison with respective Federal Government agencies in matters pertaining to Intellectual Property Rights.]
6. Coordination with federal government in matters relating to industrial development, commerce and investment.
7. Promotion of commerce & investment in the province through:

(a) Trade exhibitions
(b) Seminars
(c) Encouragement of foreign and domestic investment.

8. Facilitation of foreign business delegations and investment.
9. Promotion of domestic commerce and trade within and outside the country through:

(a) [51][Facilitation of local exporters abroad.]
(b) Representation of local industries in Industrial fairs and exhibitions abroad
(c) Facilitation of exports from the province, including programmes to enhance competitiveness.

10. Promotion of industries through:

(a) Loans / Public Private Partnership
(b) Industrial surveys
(c) Pre-investment studies
(d) Technical and business support for cluster development
(e) Industrial fairs & exhibitions

11. Land acquisition for industries and industrial estates.
12. Regulation of industrial location policy
13. Consumers' rights protection through:

(a) Consumer Protection Councils

[50] Substituted by No. SO (CAB-1) 2-53/88(Vol-I), Dated 13th February, 2012.
[51] Substituted by No. SO (CAB-1) 2-53/88(Vol-I), Dated 13th February, 2012

(b) Consumer Courts

14 Essential Commodities:

(a) Monitoring of prices
(b) Necessary subvention for disadvantaged groups and areas

15. Matters relating to boilers and pressure vessels excluding those used in nuclear energy
16. Registration and regulation of companies, firms, societies and Deeni Madaris
17. Printing and stationery:

(a) Establishment and budget of Provincial Printing Presses (Lahore & Bahawalpur)
(b) Monthly income and expenditure statements
(c) Printing and binding
(d) Printing and Stationery Manual
(e) Local purchase of stationery

18. Matters relating to Technical Education and Vocational Training Authority (TEVTA).
19. Policy formulation and administrative matters related to Attached Departments, Autonomous Bodies and Special Institutions of the Department.
20. Budget, accounts and audit matters.
21. Purchase of stores and capital goods for the department
22. Service matters except those entrusted to Services and General Administration Department.
23. Administration of the following laws and the rules framed there-under:

i. The Societies Registration Act, 1860
ii. The Land Acquisition Act, 1894.
iii. The Boiler Act, 1923.
iv. The Partnership Act, 1932.
v. The Punjab Partnership Rules, 1932
vi. The Punjab State Aid to Industries Act, 1935
vii. The Industrial Statistics Act, 1942
viii. The Punjab Undesirable Companies Ordinance, 1959
ix. The Printing & Stationery Manual, 1960
x. Foreign Direct Investment (Promotion and Protection) Act, 1962
xi. Act No.XII of 1962 (to Provide for furtherance and protection of Economic Reforms)
xii. The Punjab Industries (Control on Establishment and Enlargement) Act, 1963
xiii. Punjab Essential Article (Control) Act, 1973
xiv. The Punjab Small Industries Corporation Act, 1973
xv. Punjab Industrial Development Board Act, 1973
xvi. The General Statistics Act, 1975
xvii. The Price Control and prevention of profiteering and Hoarding Act, 1977.
xviii. [52][The Punjab Small industries Corporation (Works) Rules, 1984]
xix. The Companies Ordinance, 1984
xx. The Boilers and Pressure Vessels Ordinance, 2002.
xxi. The Punjab Consumer Protection Act, 2005
xxii. The Sasti Roti Authority Act, 2010.
xxiii. [53][The Punjab Technical Education and Vocational Training Authority Act 2010.]

24. Matters incidental and ancillary to the above subjects.

[54]**[INFORMATION AND CULTURE DEPARTMENT]**

1. Policy formulation and planning regarding:

(a) Information
(b) Culture.

[52] Substituted by No. SO (CAB-1) 2-53/88(Vol-I), Dated 13th February, 2012
[53] Inserted by No. SO (CAB-1) 2-53/88(Vol-I), Dated 13th February, 2012
[54] Substituted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011

(c) [55][******]
(d) Official and semi-official advertisements through press.
(e) Development schemes

2. Promotional Activities of:

(a) Art & culture
(b) Language & literature
(c) National integration
(d) Print & electronic media

3. Management of and legislation relating to:

(a) DGPR
(b) [56][******]
(c) Arts Councils
(d) Museums
(e) PILAC
(f) Bab-e-Pakistan

4. Coordination with:

(a) Federal Government on all matters relating to press & publicity.
(b) [57][******]
(c) Newspapers, news agencies, radio & television, private TV channels, foreign media.
(d) [58][******]

5. Administration of press laws relating to newspapers, books, magazines, pamphlets, posters, etc, and printing presses, excepting the functions entrusted to the Home department.
6. Control on the reproduction (publication/printing) of books and literary works of foreign origin.
7. Provision of official address system.
8. Facilities for the journalistic profession including accreditation of press correspondent and press photographers, etc.
9. Financial Aid to needy journalists, artists and the bereaved families of the same and eminent "Men of Letters".
10. Grant-in-Aid to cultural and literary bodies.
11. [59][******]
12. Budget, accounts and audit matters.
13. Purchase of stores and capital goods for the department.
14. Services matters except those entrusted to Services and General Administration Department.
15. Administration of the following laws and the rules framed there-under:

i. The Punjab Council of the Arts, 1975
ii. The Punjab Special Premises (Preservation) Ordinance, 1985
iii. Press, Newspapers, News Agencies & Books Registration Ordinance, 2002.
iv. The Lahore Arts Council Ordinance, 2002
v. The Punjab Institute of Language, Art & Culture Act, 2004
vi. The Punjab Journalists Housing Foundation Act, 2004
Vii [60][******]

16. Matters incidental and ancillary to the above subjects

IRRIGATION DEPARTMENT

1. Legislation, policy formulation and planning for irrigation and drainage.
2. Construction and maintenance of:

(a) Barrages, rivers
(b) Canals

[55] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011
[56] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011
[57] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011
[58] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011
[59] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011
[60] Omitted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011

(c) Tube-wells
(d) Drainage schemes
(e) Storage of water and construction of reservoirs.
(f) Flood control and flood protection schemes

3. Basic and applied research in:

(a) Irrigation hydraulics
(b) Ground water and land reclamation

4. Survey of water bodies for data collection and analysis for future planning
5. Distribution of canal water and assessment of water rates.
6. Training
7. Human resources development including Engineering Training Academy.
8. Tolls on barrages & waterways.
9. Strategic planning units.
[61][9A. Planning, designing, construction, maintenance and repair of all the buildings and related infrastructure under the administrative control of the department.]
10. Budget, accounts and audit matters.
11. Purchase of stores and capital goods for the department.
12. Service matters except these entrusted to Services and General Administration Department
13. Administration of the following laws and the rules framed there-under:

i. The Canal & Drainage Act 1873
ii. Soil Reclamation Act 1952
iii. Land Improvement Tax Act, 1975
iv. On Form Water Management Ordinance 1981
v. The Punjab Irrigation & Drainage Authority Act 1997
vi. The Punjab Minor Canal Act
vii. Water User & Water Management Act

14. Matters incidental and ancillary to the above subjects.

LABOUR AND HUMAN RESOURCE DEPARTMENT

1. Legislation, policy formulation and sectoral planning
2. Welfare of labour
3. Maintenance of industrial peace and settlement of industrial disputes
4. Implementation of labour laws
5. Administration of labour courts and Labour Appellate Tribunals
6. Implementation of weights and measures laws
7. Administration of:

(a) Punjab Employees Social Security Institution
(b) Punjab Minimum Wages Board
(c) Punjab Workers Welfare Board

8. Registration of essential personnel
9. Education and training of employers, employees and labour officials regarding administration of labour laws.
10. Budget, accounts and audit matters.
11. Purchase of stores and capital goods for the department
12. Service matters except those entrusted to Services and General Administration department
13. Administration of the following laws and the rules framed there-under:

i. The Workmen's Compensation Act 1923
ii. The Factories Act 1934
iii. The Payment of Wages Act 1936
iv. Industrial Statistics Act 1942
v. Essential Personnel (Registration) Ordinance 1948
vi. Employment (Record of Services) Act 1951
vii. The West Pakistan Maternity Benefit Ordinance 1958
viii. The Motor Transport Workers Act, 1961
ix. The Minimum Wages Ordinance 1961
x. The Provincial Employees Social Security Ordinance, 1965

[61] Inserted by No. SO (CAB-1) 2-26/2011, DATED 22-07-2011

xi. The West Pakistan Industrial & Commercial Employment (Standing Orders) Ordinance 1968
xii. Companies Profits (Workers' Participation) Act, 1968
xiii. The West Pakistan Shops & Establishments Ordinance 1969
xiv. Minimum Wages for Unskilled Workers Ordinance 1969
xv. Punjab Fair Price Shops (Factories) Ordinance 1971
xvi. The Workers Welfare Fund Ordinance 1971
xvii. Workers' Children (Education) Ordinance 1972
xviii. Employees' Cost of Living (Relief) Act 1973
xix. The Punjab Weights & Measures (International System) Enforcement Act 1975
xx. Disabled Persons (Employment & Rehabilitation) Ordinance 1981
xxi. The Punjab Employees Special Allowance (Payment) Act 1988
xxii. Employment of Children Act 1991
xxiii. Bonded Labour System (Abolition) Act 1992
xxiv. The Punjab Industrial Relations Ordinance 2010

14. Matters incidental and ancillary to the above subjects.

LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT

1. Civil law and civil procedure, including laws of limitation, arbitration, contract, partnership, agency, surety, guarantee, bailment, torts and other actionable wrongs, commercial arbitration and alternate dispute resolution.
2. Constitutional legislation.
3. Substantive legislation: (a) scrutiny and drafting of bills and Ordinances; and (b) scrutiny of non-official delegated legislation: scrutiny and drafting of notifications, rules, regulations, statutory orders and bye-laws.
4. Agreements, contracts, MoUs and other legal instruments: scrutiny and drafting.
5. Codification of laws: printing and publication of Acts and Ordinances, and computerization of laws.
6. Legal advice to departments on all legal matters, including interpretation of laws, rules and orders having the force of law.
7. Matters relating to the Provincial Assembly of the Punjab , including summoning and prorogation of sessions and salaries, allowances and privileges of the speaker, Deputy Speaker and Members of the Provincial assembly.
8. Matters relation to Parliamentary Secretaries, including appointment salary, allowances and privileges.
9. Conduct of government litigation: filing and defending of civil suits petitions and appeals on behalf of the government or a person holding any post or office in connection with the affairs of the Province.
10. [62][Administrative matters relating to the office of the Advocate general.]
11. Matters relating to District Law Officers, Government Law Officers, Special Counsels and Legal Advisors for Local Government, Statutory Bodies, Autonomous or Semi-Autonomous Institutions.
12. Matters relating to legal practitioners, including scale of fees.

[63][12-A Framing of Rules, with the consent of the Advocate General, stipulating fee-structure/ scale of fee and procedure for obtaining his prior approval in cases where a Local Government, Statutory Body, Autonomous Body of Semi-Autonomous Body desire to engage any Additional Advocate General for representation on its behalf in any court of law]

13. Matters relating to the Solicitor's department, Administrator-General, Official trustee and Punjab Judicial Academy.
14. Matters relating to Punjab Public Defender Service.
15. Budget, accounts and audit matters.
16. Purchase of stores and capital goods for the department.
17. Service matters except those entrusted to Services and General Administration department.
18. Administration of the following laws and the rules framed there-under:

    i. Legal Representative Suits Act (XII of 1855)
    ii. The Punjab Laws Act 1872
    iii. Contract Act (IX of 1872)

[62]Substituted by No. SO (CAB-I) 2-47/85(Vol. I), Dated 08-07-2011
[63] Incorporated by No. SO (CAB-I) 2-47/85(Vol. I), Dated 08-07-2011

iv. Specific Relief Act (I of 1877)
v. Power of Attorney Act (VII of 1882)
vi. The Suits Valuation Act 1887
vii. Limitation Act (IX of 1908)
viii. Civil Procedure Code (V of 1908)
ix. Official Trustees Act 1913
x. The Administrator General's Act 1913
xi. Sale of Goods Act (III of 1930)
xii. Arbitration Act (X of 1940)
xiii. The West Pakistan (Adaptation and Repeal of Laws) Act 1957
xiv. Punjab Civil Courts Ordinance 1962 (II of 1962)
xv. The West Pakistan Laws (Adaptation) Order 1964
xvi. The West Pakistan Repealing Ordinance 1970
xvii. Provincial Assembly of the Punjab Privileges Act 1972
xviii. The Punjab Provincial Assembly (Salaries, Allowance & Privileges of Members) Act 1974
xix. The Punjab Provincial Assembly Deputy Speaker (Salary, Allowances & Privileges) Act 1975
xx. The Punjab Provincial Assembly Speaker (Salary, Allowances & Privileges) Act 1975.
xxi. The Punjab Parliamentary Secretaries (Salary, Allowances & Privileges) Ordinance 2002
xxii. Defamation Ordinance (LVI of 2002)
xxiii. The Punjab Judicial Academy Act 2007
xxiv. The Punjab Public Defender Service Act, 2007

19. Matters incidental and ancillary to the above subjects.

LITERACY AND NON-FORMAL BASIC EDUCATION DEPARTMENT

1. Policy and Planning

(a) Formulation and review of policies and planning for promotion of non-formal education
(b) Establish Literacy Resource Centers, Directorate of Literacy, Literacy Council and other institutional support for the department.
(c) Establish linkage with provincial, national and international bodies and provide a forum for exchange of ideas.
(d) Promote adult literacy coupled with vocational trainings, life-long skills and social education.
(e) Promote literacy through Public-Private Partnership.

2. Research and Development

(a) Development of accreditation system.
(b) Development of assessment system for NFE learners.
(c) Development of curriculum, prepare syllabi and text books for non-formal education.
(d) Development of Equivalency System and issuance of equivalence certificates to literacy learners.
(e) Development of reading material for non-formal education.
(f) Standards for NFE and develop equivalency system.

3. Management information system

(a) Collection and updation of data regarding illiterates and educational facilities along with EFA Mapping.
(b) Need assessment surveys.

4. Monitoring and evaluation-Develop M&E system for sustainability.

5. Trainings

(a) Training of departmental / projects, staff and teachers working in non-formal education set up.
(b) Organize workshops, seminars, symposia and panel discussions for capacity building and promotion of NFE.

6. Budget, accounts and audit matters.

7. Purchase of stores and capital goods for the department
8. Service matters except those entrusted to Services and General Administration Department.
9. Matters incidental and ancillary to the above subjects

LIVESTOCK AND DAIRY DEVELOPMENT DEPARTMENT

1. Legislation, policy formulation and sectoral planning relating to:

(a) Development of livestock farms and semen production
(b) Development of poultry farms
(c) Policy matter regarding prevention of cruelty to animals
(d) Veterinary education, training and research including University of Veterinary and Animal Sciences, Lahore and other veterinary faculties / colleges of the province

2. Breed improvement / genetic upgradation of animals
3. Communication and extension
4. Diagnosis of animals diseases
5. Disease surveillance and control
6. Improvements of cattle markets
7. Milk and meat safety measures / inspection
8. Modernization of public sector slaughter houses
9. Policy and regulatory framework
10. Production of biologics
11. Research in various disciplines of livestock production and health
12. Support services for small livestock farmers
13. Technical support to private enterprises investing in livestock.
14. Budget, accounts and audit matters
15. Purchase of store and capital goods for the department
16. Service matters except those entrusted to Services and General Administration department
17. Administration of the following laws and the rules framed there-under:

i. The Punjab Goats (Restriction) Ordinance, 1959
ii. The Punjab Milk Boards Ordinance, 1963
iii. The Punjab Livestock, Dairy & Poultry Development Board Act, 1974
iv. The Punjab Livestock Associations and Livestock Association Unions (Registration & Control) Ordinance, 1979
v. The Punjab Animals Compound Feed & Feed Stuff Ordinance, 2002
vi. The University of Veterinary and Animal Sciences Lahore Ordinance, 2002

18. Matters incidental and ancillary to the above subject

LOCAL GOVERNMENT AND COMMUNITY DEVELOPMENT DEPARTMENT

1. All matters relating to the local council services & supervision of local governments
2. Coordination of population census.
3. Development funds and development schemes of local governments pertaining to local funds.
4. Framing of rules, regulations and policies under the Punjab Local Govt. Laws
5. Grant-in-Aid for local governments.
6. Matters relating to:

(a) Local Governments / Local Councils.
(b) Elections, elections petitions / writ petitions, civil suits in regard to local councils.
(c) Directorate General Local Government & Community Development department and its subordinate offices.
(d) Local taxation and local rates.
(e) Punjab Local Government Commission.
(f) Defunct Local Councils dissolved under the Punjab Local Government Ordinance, 2001.
(g) Establishment and Budget of Local

Governments.

7. [64][Matters relating to urban improvement, renewable and re-development.]
8. Policy matters regarding registration of births, deaths and marriages by local governments.
9. Seminars, conventions and publications.
10. Training, research, evaluation and establishment of Resource Center / Cell, Legal Cell, PMUs and Reform Programmes.
11. Rural / community development.
12. Budget, accounts and audit matters
13. Purchase of stores and capital goods for the department
14. Service matters except those entrusted to the Services and General Administration Department
15. Administration of the following laws and the rules framed there-under:

    i. Cattle Trespass Act, 1871.
    ii. Hackney Carriage Act, 1879
    iii. The Punjab Graveyards (Preservation and Maintenance) Act, 1958
    iv. Stage Carriage Act, 1961.
    v. The Miani Sahib Graveyard Ordinance, 1962 (W.P. Ordinance XLIV of 1962)
    vi. The Punjab Local Government Institutions (Dissolution) (Extension of Limitation) Ordinance 1971.
    vii. The Punjab Local Option (Repeal) Ordinance, 1985
    viii. Bahawalpur Development Authority Act, 1991
    ix. Dera Ghazi Khan Development Authority Act, 1991.
    x. [65] [*****]
    xi. The Punjab Prohibition of Expressing Matters on Walls Act, 1995
    xii. The Punjab Suspension of Local Councils Ordinance, 1999
    xiii. The Punjab Local Government Ordinance, 2001
    xiv. The Punjab Kite Flying Activities Ordinance, 2001

16. Matters incidental and ancillary to the above subjects.

MANAGEMENT AND PROFESSIONAL DEVELOPMENT DEPARTMENT

1. Legislation and policy formulation relating to the training of public sector employees.
2. Preparation of the training strategy.
3. Facilitation, monitoring and Implementation of training policy/plans.
4. To act as overarching training provider and coordinator.
5. Promotion of learning and training culture within the civil services of Punjab.
6. Training Need Assessment and preparation of training modules in coordination with the stakeholders.
7. Provision of assistance to all departments/district government/training institutions in development of training processes.
8. Development and monitoring of a comprehensive training management information system.
9. Facilitation, monitoring and evaluation of training activities of training institutions in the province.
10. Resource generation by extending facility of training to public and private organizations.
11. Processing, examination and finalization of recommendations for foreign training/scholarship facilities.
12. Collaboration with national and international training institutions and organizations
13. Conduct of the following training courses:

a) Post-Induction Courses for officers (BS-17) of Provincial Management Service (PMS) and other departments.

b) Promotion Related Courses for promotion of PMS officers from BS-17 to BS-18, from BS-18 to BS-19, Tehsildars (BS-16), Ministerial Staff of S&GAD (BS-16), Naib Tehsildars and officers of other departments.

[64] Subsituted by No.SO(CAB-I)2-2/2005 Dated 21th February, 2012
[65] Omitted by No.SO(CAB-I)2-2/2005 Dated 21th February, 2012

c) Short Courses for officers and officials of the province in the areas of management, office procedure, financial management, planning and development, information technology skills, etc.

d) Customized / Demand Driven Training Courses according to training needs and requirements of concerned department.

14. Development of training linkages with other training institutions.
15. Promotion of Public Private Partnership relating to training.
16. Focusing on capacity building of employee in MPDD and other training institutions.
17. Budget, accounts and audit matters.
18. Purchase of stores and capital goods for the department
19. Service matters except those entrusted to Services and General Administration Department.
20. Matters incidental and ancillary to the above subjects.

MINES AND MINERALS DEPARTMENT

1. Legislation, policy formulation and planning for:

(a) Grant, surveys, prospecting exploration and development of mineral resources.
(b) Collection of rents, royalties and fees from the concessionaires.
(c) Rehabilitation of affected mining areas/sites, implementation, monitoring and control of environment standards, infrastructure development in mining areas.
(d) Collect, store & dissemination of mineral data, digitization of mineral/mining data.
(e) Mines & minerals development.
(f) Welfare of mine workers.
(g) Marketing of minerals.

2. Safety of mines, oil and gas fields and their workers
3. Training and skill development.
4. Labour laws and rules for mine workers.
5. Governmental functions of:-
(a) Punjab Mineral Development Corporation.
(b) Mines Labour Welfare Organization.
(c) Punjab Coal Mining Company.

6. Budget, accounts and audit matters.
7. Purchase of stores and capital goods for the department.
8. Service matters except those entrusted to Services and General Administration Department.
9. Administration of the following laws and the rules framed there-under:

i. The Mines Act, 1923.
ii. The Payment of Wages Act, 1936.
iii. The Regulation of Mines & Oil-fields and Mineral Development (Government Control) Act, 1948 (Act No.xxiv of 1948).
iv. The Consolidated Mines Rules, 1952.
v. The Coal Mines (Fixation of Rates of Wages) Ordinance, 1960.
vi. The Excise Duty on Minerals (Labour Welfare) Act, 1967.
vii. The Industrial & Commercial Employment (Standing Orders) Ordinance 1968.
viii. The Excise duty on Minerals (Labour Welfare) (Punjab) Rules, 1971.
ix. The Punjab Mineral Development Corporation Act, 1975.
x. The Punjab Minor Minerals (cancellation of leases) Ordinance, 1977.
xi. The Punjab Mineral (Cancellation of sand leases in Restricted Area) Ordinance, 1984.

10. Matters incidental and ancillary to the above subjects.

PLANNING AND DEVELOPMENT DEPARTMENT

1. Formulation of provincial government vision, policies & strategies for economic planning and development in consultation with all stakeholders in the light of NEC's guidelines.
2. Annual Development Programme (ADP) / Medium Term Development Framework (MTDF):

(a) Preparation in co-ordination with all departments of the government.
(b) Monitoring implementation.
(c) Evaluation of development projects & programmes.

3. Economic Issue(s):

(a) Conducting research/surveys.
(b) Reviewing/analysis of socio economic data.

4. Public Sector Development Programmes (PSDP):

(a) Preparing short terms and long terms provincial development plans.
(b) Coordination with federal government.

5. Policy for the approval of development schemes.
6. Catalyst for different departments/sectors to improve the pace and quality of economic development.
7. Resource allocation, re-appropriation of development funds, appropriations from block allocations & disbursement of supplementary grants.
8. Secretariat for the Provincial Development Working Party (PDWP) and clearing house for development schemes within the competence of CDWP and ECNEC.
9. Foreign Assistance:

(a) Determination of key areas for foreign assistance and preparation of sector-wise portfolio for foreign assistance.
(b) Loan negotiations and securing federal financial guarantees, wherever required.
(c) Review of foreign aided projects.

10. Coordination of nominations for foreign training, seminars, conferences and workshops for all officials serving with the provincial government.
11. Capacity building of government departments, agencies and functionaries for good governance.
12. Focusing accelerated development of rain fed (barani) and less developed areas.
13. Framing guidelines for procurement of consultancy services.
14. Policy formulation with respect to private sector development and promotion of Public-Private Partnership(s) (PPP).
15. Implementation, development and administration in respect of foreign assisted/funded and mega ADP projects.
16. Matters relating to attached departments, autonomous bodies and special institutions of P&D department.
17. Information Technology:

a) I.T. Policy.
b) Electronic Data Management.
c) Control of and liaison with district IT departments.
d) E-Governance and E-Service Delivery.
e) Web Content Management.
f) Pre-qualification of firms to provide IT consultancy, software development and IT products to the Government.
g) Coordination with both public sector departments and private sector agencies in the field of I.T.
h) Service matters of IT cadre both at Provincial and District level.

18. Budget, accounts and audit matters
19. Purchase of stores and capital goods for the department.
20. Service matters except those entrusted to Services and General Administration Department.
21. Administration of the following laws and the rules framed there-under:

i. The Cholistan Development Authority Act, 1976.
ii. The Punjab Economic Research Institute Ordinance, 1980.
iii. The Punjab Public-Private Partnership for Infrastructure Act, 2010.

22. Matters incidental and ancillary to the above subjects.

POPULATION WELFARE DEPARTMENT

1. Population policy formulation, implementation, monitoring and evaluation.
2. Demographic statistics and analysis.

3. Mainstreaming population factor in development planning process.
4. Provision of family welfare services including family planning and general medical care.
5. Preparation of budget and development schemes.
6. Coordination with federal government, international agencies, NGOs and donors.
7. Procurement and distribution of contraceptives.
8. Training, research and development of professional standards.
9. Information, education and communication services.
10. Promotion of population planning activities through private and other public sector institutions.
11. Budget, accounts and audit matters.
12. Purchase of stores and capital goods.
13. Service matters except those entrusted to Services and General Administration Department.
14. Administration of the following laws and the rules framed there-under:

    i. Population Welfare Planning Programme (Appointment & Termination) Ordinance 1981
    ii. The Transfer of Population Welfare Programme (Field Activities) Ordinance 1983
    iii. Transfer of Population Welfare Programme (Field Activities) (Amendment) Ordinance 2001.

15. Matters incidental and ancillary to the above subjects.

PUBLIC PROSECUTION DEPARTMENT

1. Legislation, policy formulation and planning for Public Prosecution Service.
2. Inspection and monitoring of the working and the service delivery of Public Prosecution service.
3. Advice to other administrative departments as a regulatory function for implementation of policy, on the subject, in:

(a) Cases of criminal proceedings against government or any civil servant for an act or omission in his official duty, and
(b) Cases relating to criminal litigation.

4. [66][~~Grant of sanction of prosecution in such criminal cases where sanction of Provincial Government is required~~.]
5. Grant of sanction for filing appeals against acquittals / petitions for enhancement of sentence / Writ Petitions in criminal misc. matters / petitions for cancellation of bails and criminal petitions for leave to appeal in the appellate courts.
6. Engagement of private prosecutor and determination of his fees, in rare and special criminal cases where no suitable departmental prosecutor is available.
7. Budget, accounts and audit matters.
8. Purchase of stores and capital goods for the department.
9. Service matters except those entrusted to Services and General Administration Department.
10. Administration of the 'Punjab Criminal Prosecution Service (Constitution, Functions and Powers) Act, 2006' and the rules framed there-under.
11. Matters incidental and ancillary to the above subjects.

SCHOOL EDUCATION DEPARTMENT

1. Legislation, policy formulation and planning for:

    (a) Primary education
    (b) Elementary education
    (c) Secondary and Higher Secondary education

2. Regulatory policy concerning private sector schools
3. Development and supervision of curricula, syllabi, textbooks and maintenance of standards of education:

    (a) Curricula and syllabi up to class XII.

[66] Omitted by No.SO(CAB-I)2-2/2010 Dated 7th September, 2011

(b) Production and publication of text books for class I to XII.

4. Staff development including:

(a) Pre-service and in-service teachers training
(b) Continuous professional development (CPD)

5. Monitoring & evaluation system:

(a) Distribution of free textbooks
(b) Development schemes
(c) Presence of teaching & non-teaching staff
(d) Updation of online-access information
(e) Redressal of public complaints

6. Promotion of quality education through:

(a) Punjab education assessment system
(b) Student assessment and terminal examination of Grade-V and VIII elementary education through Punjab Examination Commission.
(c) Grant of scholarships
(d) Production and distribution of educational and scientific films

7. Children libraries and libraries affiliated with Children Library Complex
8. Promotion of sports in schools
9. Provision of compulsory and free education to all of age 5-16 years
10. The matters relating to the Punjab Daanish Schools and Centers of Excellence
11. To promote quality education through public–private partnership through Punjab Education Foundation.
12. The matters relating the Punjab Teachers' Foundation.
13. Budget, accounts and audit matters.
14. Purchase of stores and capital goods for the department
15. Service matters except those entrusted to Services and General Administration Department.
16. Administration of the following laws and the rules framed there-under:

i. Charitable Endowments Act 1890 (VI of 1890)
ii. The Punjab Universities and Boards of Intermediate and Secondary Education Malpractices Act, 1950
iii. The Charitable Funds (Regulation of Collections), 1953
iv. The Punjab Departmental Inquiries (Powers) Act, 1958
v. The Punjab Government Educational and Training Institutions Ordinance 1960
vi. The Punjab Textbook Board Ordinance, 1962
vii. The West Pakistan Publication of Textbooks (Regulations and Control) Ordinance, 1970.
viii. The Punjab Local Councils High Schools (Taking Over) Ordinance 1970
ix. The Privately Managed Schools and Colleges (Taking Over) Regulation 1972
x. The Punjab Boards of Intermediate and Secondary Education Act, 1976
xi. Punjab Private Educational Institutions (Promotions & Regulations) Ordinance 1984
xii. Punjab Compulsory Primary Education Act 1994
xiii. Punjab Education Foundation Act 2004
xiv. Punjab Daanish Schools & Centre of Excellence Authority Act 2010
xv. [67][The Punjab Curriculum Authority Act 2012.]

17. Matters incidental and ancillary to the above subjects

SERVICES AND GENERAL ADMINISTRATION DEPARTMENT

1. Cabinet work, including:

(a) Cabinet appointments, salaries and privileges of Ministers; and
(b) All Secretarial work of the Cabinet including convening of meetings.

[67] Inserted by No.SO(CAB-I) 2-24/2012, Dated 2nd November, 2012.

2. Framing and alteration of Rules of Business for provincial government and allocation of business among Ministers.
3. Matters relating to the Council of Common Interests (CCI) and Inter-Provincial Coordination (IPC).
4. General Coordination.
5. Honors, Awards and Sanads for public services.
6. Cypher and other Codes.
7. Ceremonials including:

   (a) Warrant of Precedence, Table of Precedence and Protocol;
   (b) Pakistan Flag Rules;
   (c) Civil Uniforms;
   (d) Court mourning; and
   (e) Liveries and Clothing Rules.

8. Maintenance of the Register of Memorials addressed to the President, withheld by the Provincial Government.
9. Office management, including:

   (a) Civil Secretariat and Government Offices generally;
   (b) Secretariat standing orders; and
   (c) Memorials and petitions standing orders.

10. Preparation of Civil List and Official Gazette.
11. Rights and interests of members of Services.
12. Matters connected with All Pakistan Services and other Federal Services.
13. Service Rules (other than Civil Service Rules) relating to various Services and posts and interpretation thereof.
14. Re-employment of retired officers.
15. Appointment of Commissions of Inquiry or panel of officers in cases of misconduct of Government servants.
16. Absorption of surplus staff and allied matters.
17. Expeditious finalization of delayed pension and G. P. Fund cases.
18. Employees' welfare schemes.
19. Service Associations.
20. High Officers Reservation.
21. Identity cards for Civil Officers.
22. Compilation of the list of persons dismissed/debarred from future employment under the Provincial Government for submission to the Government of Pakistan.
23. Matters connected with the recruitment, training, pay, allowances, promotion, leave, posting & transfer of:

   (a) Provincial Management Service (PMS)
   (b) Ministerial establishment of the Provincial Secretariat.

24. Administrative matters relating to Lahore High Court.
25. Administrative matters relating to the office of the Provincial Ombudsman.
26. Administrative matters relating to Punjab Service Tribunal.
27. Administrative matters relating to Punjab Public Service Commission.
28. VIP Flight, Government of the Punjab
29. Matters relating to Anti-Corruption Establishment and Directorate General of Protocol.
30. Holidays.
31. Organization and methods including:

   (a) Periodic review of the organization, staff, functions and procedure of the departments, attached departments and subordinate offices and suggestions for improvement thereof;
   (b) Improvement of general efficiency and economic execution of government business;
   (c) Advice regarding proper utilization of stationery and printing resources of the government;
   (d) Training in organization and method;
   (e) Suggestions scheme;
   (f) Preparation of manuals;
   (g) Career pattern of government employees;
   (h) Review of the staffing pattern of government departments;
   (i) Simplification of forms and procedures;

(j) Departmental examinations;
(k) Matters connected with Training at the training institutions of the federal and provincial governments.
(l) Civil service reforms – Public policy and change management.

32. Government archives.
33. Provision of residential accommodation to government servants:

(a) Sponsoring and coordination of schemes relating to the construction of pooled government accommodation for residences as well as offices in the Punjab;
N.B. Maintenance, additions, alternation and improvements in respect of such schemes shall continue to rest with Communications and Works department.
(b) Matters relating to the sponsoring and coordination of schemes in respect of construction of new court rooms for Magistrates in Punjab;

N.B. Board of Revenue would continue to maintain court rooms of the Magistrates situated in the building/premises of revenue office at all levels.

(c) Allotment of residential accommodation including requisitioning of private houses for residential purposes and assessment of rent at Lahore;
(d) Civil Secretariat Complex; and
(e) General coordination in the above matters.

34. Monitoring and implementation of government policies.
35. Personal rights, privileges and dignities of ex-Rulers of former States (excluding Frontier States).
36. Affairs relating to the tribes of the former excluded area of Dera Ghazi Khan District.
37. Official Language Committee.
38. Partition work.
39. (a) Standardization of stores / equipment etc. of common use of all departments;
(b) Examination and approval of the recommendations of the departmental standardization of stores/equipment etc. of specialized nature to be used by a particular department;
(c) Approval of amendments/deletions etc. in the list of standardized stores/ equipment etc., proposed by the Departmental Standardization Committee;
(d) Control of Liaison Office (Supply) Karachi/Lahore; and
(e) Regulating procurement of goods, services and works in the public sector and the matters connected therewith.

40. Act as Finance department in respect of the financial requirements of the Finance department
41. Budget, accounts and audit matters.
42. Purchase of stores and capital goods for the department
43. Administration of the following laws and the rules framed there-under:

i. The Punjab Essential Services (Maintenance) Act, 1958
ii. The Punjab Departmental Inquiries (Powers) Act, 1958
iii. Punjab Government Servants Benevolent Fund Ordinance, 1960
iv. The Punjab Anti Corruption Establishment Ordinance, 1961
v. Punjab Government Employees Welfare Fund Ordinance, 1969
vi. Punjab Service Tribunals Act, 1974
vii. The Punjab Civil Servants Act, 1974
viii. The Punjab Ministers (Salaries, Allowances and Privileges) Act, 1975
ix. The Punjab Public Service Commission Examination Reforms Act, 1977
x. Punjab Public Service Commission Ordinance, 1978
xi. The Punjab Subordinate Judiciary Service Tribunal Act, 1991
xii. The Punjab Office of Ombudsman Act, 1997
xiii. The Punjab Advisors (Salary, Allowances & Privileges) Ordinance, 2002
xiv. The Punjab Special Assistants (Salary, Allowances and Privileges) Ordinance, 2002
xv. The Punjab Parliamentary Secretaries (Salaries, Allowances and Privileges) Ordinance, 2002.

xvi. The Punjab Government Servants Housing Foundation Act, 2004
xvii. Punjab Employees Efficiency, Discipline and Accountability Act, 2006.
xviii. The Punjab Procurement Regulatory Authority Act, 2009

44. Matters incidental and ancillary to the above subjects.

[68][SOCIAL WELFARE AND BAIT-UL-MAAL DEPARTMENT]

1. Registration, Technical Assistance and Monitoring of Social Welfare Agencies
2. Social Protection including Institutional Care, Skill Development and Rehabilitation.
3. Registration, Assessment, Training, Employment, and Rehabilitation of Disabled Persons.
4. Eradication of Social Evils.
5. Relief during calamities and emergencies.
6. Other incidental assignments.

[69][7]

8. Bait ul Mall:

   (a) Financial assistance to poor and needy

   (b) Governmental functions under Punjab Bait ul Mall, Act, 1991

9. Budget, accounts and audit matters.

10. Purchase of stores and capital goods for the department.

11. Service matters except those entrusted to Service and General Administration Department.

[70][12]

13. Administration of the following laws and the rules framed there-under:

    i. The Punjab Vagrancy Ordinance, 1958
    ii. Voluntary Social Welfare Agencies (Registration & Control) Ordinance, 1961
    iii. The Punjab Social Services Board Ordinance, 1970
    iv. Disabled Persons (Employment & Rehabilitation) Ordinance, 1970
    v. The Punjab Bait-ul-Maal Act, 1991

14. Matters incidental and ancillary to the above subjects.

SPECIAL EDUCATION DEPARTMENT

1. Legislation and policy formulation for special education.
2. Matters relating to education and vocational training of special children.
3. Teachers' training in special education.
4. Printing of Braille books and other reading material.
5. Development of curriculum for special education.
6. Sports of special children and other related matters.
7. Campaign for public awareness, social integration and friendly environment for special children including their economic rehabilitation.
8. Centers of Excellence, Research Centers and Building of Database for Special Education.
9. Budget, accounts and audit matters.
10. Purchase of stores and capital goods for the department.
11. Service matters except those entrusted to Services and General Administration Department.
12. Administration of the 'Punjab Private Educational Institutions (Promotion & Regulations) Ordinance, 1984' and the rules framed there-under
13. Matters incidental and ancillary to the above subjects.

TRANSPORT DEPARTMENT

[68] Substituted by No.SO. (CAB-1) 2-12/2012, Dated 2nd April, 2012
[69] Omitted by No.SO. (CAB-1) 2-12/2012, Dated 2nd April, 2012
[70] Omitted by No.SO. (CAB-1) 2-12/2012, Dated 2nd April, 2012

1. Legislation, transport policy and planning.
2. Punjab Provincial Transport Authority and Regional Transport Authorities in the Province, Punjab Road Transport Corporation and Urban Transport Companies established under Chapter V-A of the Motor Vehicles Ordinance, 1965.
3. Shipping and Navigation on inland water ways as regards mechanically propelled vessels, and the rules of the road on such waterways; carriage of passengers and goods on inland waterways.
4. Route Permits, fare / freights, matters relating to traffic speeds, loading, parking and halting places, exemption cases of vehicles under Motor Vehicles Ordinance and Rules Grouping of stage carriages.
5. Inspection and checking of Public Service Vehicles.
6. Payment of compensation in accident cases of Private / Public sectors and allied matters.
7. Policy regarding student's concession and Nationalization of Road Transport.
8. Inspection and certification of roads worthy vehicles.
9. Maintenance / management of Public Bus Stands throughout the Province.
10. Administration of Motor Vehicles Examiners.
11. Budget, accounts and audit matters
12. Purchase of stores and capital goods for the department
13. Service matters except those entrusted to Services and General Administration Department.
14. Administration of the following laws and the rules framed there-under:

    i. Motor Vehicles Act, 1939
    ii. Provincial Motor Vehicles Ordinance, 1965
    iii. Punjab Requisitioning of Stage Carriage (Temporary Powers) Ordinance, 1970 (Ordinance No. XIII of 1970)
    iv. Punjab Bus Stand and Traffic Control (Lahore) Ordinance, 1963
    v. Punjab Bus Stand and Traffic Control (Gujranwala) Ordinance, 1963
    vi. Stage Carriages (Cancellation of Absentees) Regulation (Martial Law Regulation No. 56 of 1969)

14. Matters incidental and ancillary to the above subjects.

[71]**[WOMEN DEVELOPMENT DEPARTMENT**

1) Legislation, Policy formulation and sectoral planning for women development.
2) Transformation of the Government into an organization that actively practices and promotes gender equality and women empowerment.
3) Implementation of administrative and institutional reforms and departmental restructuring for promoting gender equality.
4) Mainstreaming gender equality perspective across public policies, laws, programs, and projects by departments and agencies of the Government with a focus on women empowerment.
5) Promotion, co-ordination and monitoring of execution of national and provincial policies and commitments on gender reforms and women development.
6) Provision of technical support and expertise for gender mainstreaming in all departments of the Government and its agencies.
7) Expansion of investment in women's socio-political and economic development to achieve the goal of gender equity.
8) Collection of quantitative and qualitative data and conducting of research on the status of women in the Punjab to highlight issues at appropriate fora.
9) Building of partnership with line departments, non-governmental and Civil Society Organizations to deliver on the rights and entitlements of women.
10) Pursuance of means and measures to increase participation of women in political process and encouragement of effective representation of women in political and administrative spheres.
11) Collaboration with legal, judicial law enforcement and other relevant governmental and non-government agencies to facilitate women's access to formal legal and justice system.
12) Budget, account and audit matters.
13) Purchase of store and capital goods for the department.
14) Service matters except those entrusted to Services & General Administration Department.

[71] Inserted by No.SO. (CAB-1) 2-12/2012, Dated 2nd April, 2012

15) Matters incidental to any of the above subjects.]

[72][YOUTH AFFAIRS, SPORTS, ACRCHEOLOGY AND TOURISM DEPRTMENT]

1. Legislation, policy formulation and sectoral planning regarding Youth Affairs, Sports, Archeology and Tourism.
2. Management of and regulations relating to Archeology.
3. Coordination with:
   (a) Federal Government on all matters relating to youth organizations; and
   (b) Federal and other Provincial Governments for arranging visits of the youth delegations.
4. Conservation of all ancient and historical monuments, archaeological sites and remains in the Province.
5. Promotion of sports through;
   (a) Infrastructure development;
   (b) Talent scouting, sports competitions etc;
   (c) Production of films and literature/ reading material; and
   (d) Technology.
6. Sports facilities including stadia, gymnasia, play-fields and sports hostels.
7. Training coaching programs and sports workshops.
8. Coordination with:
   (a) Pakistan Sports Board
   (b) Sports Boards of other provinces and federal territories
   (c) Sports federations, associations, organizations and clubs.
9. Sports event management.
10. Welfare of the sportsmen.
11. Promotion of tourism and hotel industry in the province of the Punjab.
12. Research and training in various disciplines of tourism.
13. Regulation and control of tourist industry and allied services, including hotels, restaurants, travel guides and travel agents.
14. Organization of inland and foreign tours.
15. Budget, accounts and audit matters.
16. Purchase of stores and capital goods for the department.
17. Service matters except those entrusted to the Services and General Administration Department.
18. Administration of the following laws and the rules framed there-under.
    i. The Sports (Development & Control) Ordinance 1962 (Ordinance No.XVI of 1962).
    ii. The Punjab special Premises (Preservation) Ordinance, 1985.
    iii. The Punjab Heritage Foundation Act, 2005.
    iv. The Pakistan Hotels and Restaurants Act, 1976.
    v. The Pakistan Tourist Guide Act, 1976.
    vi. The Travel Agencies Act, 1976]

19. Matters incidental and ancillary to the above subjects.

<u>ZAKAT AND USHR DEPARTMENT</u>

1. Legislation, policy formulation and planning for:
   (a) Provincial Zakat Council, District Zakat Committees and Local Zakat Committees.
   (b) Assessment, collection, disbursement and utilization of Zakat funds and maintenance of their accounts.
   (c) Coordination with State Bank of Pakistan, Scheduled Banks and financial Institutions for collection of zakat and maintenance of Bank Accounts.
   (d) Banking procedures, zakat deductions and refund rules.
   (e) Monitoring of cash balance under Provincial Zakat Fund (Account No. III)

[72] Inserted by No. SO (CAB-1) 2-7/2011, DATED 15-11-2011

2. Organization and administration of:

   (a) Chief Administrator, Zakat & Ushr.
   (b) Administrator, Zakat & Ushr.
   (c) Deputy Administrator, Zakat & Ushr
   (d) District Zakat Officers.
   (e) District Zakat & Ushr Committees.
   (f) Local Zakat & Ushr Committees.
   (g) Establishment and notification of Provincial Zakat Council with the approval of the Chief Minister.
   (h) Notification of District Zakat Committees on the recommendation of Provincial Zakat Council.

3. Preparation of Annual and supplementary budget for disbursement of Zakat Funds by the Provincial Zakat Council and its approval.
4. Allocation of administrative expenditure for District and Local Zakat Committees.
5. Disbursement of zakat funs to Teaching Hospitals.
6. Monitoring of the collection, disbursement and utilization of Zakat Funds and arrangement for their periodical and annual inspection and audit.
7. Preparation of accounts of Provincial Zakat Fund, District Zakat Fund and Local Zakat Fund through the Chief Administrator/ Secretary, Zakat & Ushr, the District Zakat Committees and Local Zakat Committees in accordance with the prescribed forms and procedure.
8. Coordination with Auditor General of Pakistan for carrying out the audit of Provincial Zakat Fund, District Zakat Fund annually or at shorter intervals.
9. Guidelines to District Zakat Committees for carrying out the audit of Local Zakat Fund within the district annually or at shorter intervals.
10. Placing Accounts and Audit Reports of Provincial Zakat Fund and District Zakat Fund before Provincial Assembly.
11. Monitoring and evaluation of Zakat system in Pakistan as well as study of these systems in other Muslim countries with a view to improve the system in the province.
12. Administration of such organizations performing social security and other complementary functions in relation to Zakat system.
13. Performance of all other functions required under the Zakat and Ushr Ordinance, 1980 and the rules made there under.
14. Provision of guidelines to Provincial Zakat & Ushr Council, District Zakat & Ushr Committees and Local Zakat & Ushr Committees.
15. Disbursement of Zakat funds amongst Local Zakat Committees, deeni madaris or educational, vocational or social institutions, public hospitals, charitable institutions and other institutions providing health care.
16. Compilation and collection of date regarding number of beneficiaries and the amount utilized.
17. Arrangements for training of Chairmen, Members of District Zakat Committees and officials associated with zakat work.
18. Mobilization of public opinion about voluntary contribution of zakat.
19. Placing of Audit and Accounts reports relating to current expenditure before Public Accounts Committee.
20. Notification by Chief Administrator / Secretary, Zakat & Ushr regarding currency equivalence of five wasqs of wheat in value for each zakat year
21. Supervision of assessment and collection of Ushr by the Board of Revenue.
22. Supervision and guidance of Local, Tehsil and District Zakat Committees about disbursement and utilization of Ushr.
23. Compilation and collection of data regarding departmental schemes carried out with the jurisdiction of Zakat & Ushr Committees of Ushr collected by Revenue department.
24. Guidelines to District Zakat Committees about deposit of proceeds of Ushr.
25. Monitoring and evaluation of Ushr System in Pakistan as well as study of these systems in other Muslims countries with a view to improve the system in the province.
26. Formulation of policies of assessment, collection, disbursement and utilization of Ushr funds and maintenance of their accounts.
27. Budget, accounts and audit matters
28. Purchase of stores and capital goods for the department.

29. Service matters except those entrusted to Services and General Administration Department
30 The Administration of the 'Zakat & Ushr Ordinance, 1980' and the rules framed there-under.
31. Matters incidental and ancillary to the above subjects.

THIRD SCHEDULE
PART-A
[see rule 13(1)]

Cases requiring orders of the Governor on the advice of the Chief Minister

1. Appointment, resignation and removal of Ministers.

2. Summoning, prorogation and dissolution of the Assembly.

3. Promulgation of Ordinances.

4. Advocate General: appointment, removal, resignation and terms and conditions of service.

5. Framing of rules for the custody of the Provincial Consolidated Fund and other matters as provided.

6. Reports relating to the Accounts of the Province.

7. Reference to Council of Islamic Ideology.

8. Appointment of officers on the Secretariat staff of the Governor.

9. Cases relating to the personal rights, privileges etc of ex-Rulers of former states.

10. Cases under the High Court Judges (Leave, Pension and Privileges) Order, 1997.

11. Cases relating to the Universities / Institutes requiring orders of the Governor as Chancellor/Patron.

12. Cases requiring orders of the Governor under any law.

THIRD SCHEDULE
PART-B

[see rule 13(4)]

Cases to be submitted to the Governor for information

1. Periodical reports, by Administrative and Executive Officers, of a political nature or relating to Law and Order such as the fortnightly reports submitted by the Commissioners and Situation Reports submitted by the Police.

2. Intelligence Reports.

3. Summaries for the Cabinet and minutes and decisions of its meetings.

4. Annual Reports required to be submitted to the Governor for information under any law.

5. All documents issued by the Finance Minister pertaining to the Annual Budget.

FOURTH SCHEDULE
[see rule 23(1)]

Cases relating to appointments, promotions, postings and transfers requiring approval of the Chief Minister

Sr. No.	Name of Department	Name of Post
1.	Communications and Works Department.	Chief Engineers.
2.	Cooperatives Department.	(a) Registrar, Cooperative Societies. (b) Chief Auditor, Audit Cell, Cooperative Societies Department.
3.	Energy Department.	Chief Engineer, Power Zone, Lahore.
4.	Forest Department.	Posts above the rank of Conservator.
5.	Health Department.	Principals of Medical Colleges.
6.	Higher Education Department	Additional Directors, Public Instructions and Principals of Degree Colleges if required to be filled by officers above the rank of Deputy Director.
7.	Industries, Commerce and Investment Department.	Additional Director, Industries.
8.	Irrigation Department.	Chief Engineers.
9.	Labour and Human Resource Department.	Joint Directors, Labour Welfare.
10.	Home Department.	(a) Additional Inspectors General of Police/CCPO/CPOs. (b) Deputy Inspectors General of Police/RPOs. (c) Senior Superintendents of Police/DPOs.
11.	[73][Information and Culture Department.]	Posts of and above the rank of Director Information.
12.	School Education Department.	Additional Directors, Public Instructions

[73] Substituted by No.SO. (CAB-1) 2-10/2011, Dated 15.10. 2011.

13.	Services and General Administration Department.	(a) Members Board of Revenue. (b) Director General, Anti Corruption Establishment. (c) Commissioners. (d) District Coordination Officers. (e) Posts in the Provincial Secretariat of and above the rank of Additional Secretary. (f) Director General, Protocol.
14.	General: (a) Department concerned through Services and General Administrations Department.	(a) Heads of Attached Departments. (b) Heads of Regional Offices. (c) Other appointments of the rank, status and emoluments of District Coordination Officers and above. (d) Chairpersons and Members of Statutory Bodies/Corporations under the control of the Government. (e) Appointments of Executive District Officers except Executive District Officers (Education) and Executive District Officer (Health) in the District Governments.
	(b) Department concerned.	(a) Appointments under Statutory Bodies/Corporations, required to be made or approved by the Government. (b) Other posts in BPS-19 and above (except transfers to posts under the High Court).

FIFTH SCHEDULE

[see rule 23(2)]

<u>Authorities competent to make transfers to and from the Secretariat</u>

1.	(a) Officers of all Pakistan Service. (b) Heads of Attached Departments and equivalent posts. (c) Heads of Regional Offices.	Services and General Administration Department in consultation with the concerned Department.
2.	(a) Executive District Officers (EDOs). (b) Deputy Secretaries]	Chief Secretary.
3.	Secretaries.	Services and General Administration Department.
4.	Section Officers and other officers of equivalent rank: (a) within the same Department. (b) to and from an Attached Department. (c) within the Secretariat from one Department to another.	 Secretary. Services and General Administration Department. Services and General Administration Department
5.	Officials below the rank of Section Officers:	Secretary.

	(a) within the same Department. (b) to and from an Attached Department/Regional Office. (c) within the Secretariat from one Department to another.	Services and General Administration Department. Services and General Administration Department.

SIXTH SCHEDULE
[see rule 23(4)]

Tenure Posts

1.	Chief Secretary and Additional Chief Secretary.	4 years
2.	Secretaries, Special Secretaries, Additional Secretaries, Deputy Secretaries and Section Officers.	3 years
3.	Heads of Attached Departments.	3 years
4.	Principals of Medical Colleges/College of Community Medicines/de Montmorency College of Dentistry/Dean Post Graduate Medical Institute.	5 years
5.	Commissioners, District Coordination Officers, Executive District Officers and the Heads of Regional Offices.	3 years
Note: The Chief Minister may extend or curtail the tenure mentioned above.		

SEVENTH SCHEDULE
Part-A

[see rule 14(1)]

Cases requiring approval of the Chief Minister

Sr. No.	Cases
1.	Annual Budget Statement under Article 122 of the Constitution.
2.	Authentication of the Schedule of authorized expenditure under Article 123 of the Constitution.
3.	Laying of Supplementary Statement of Expenditure before the Assembly under Article 124 of the Constitution.
4.	Cases in which Federal Government issues directions under Article 149 of the Constitution.
5.	Complaint under Article 155 of the Constitution, to the Council of Common interests, about any executive action or legislation taken or passed or proposed to be taken or passed or the failure of any authority to exercise any of their powers with respect to the use, distribution or control of water from any natural source of supply.
6.	A Bill or an amendment in respect of matters for which the Assembly has power to enact to be introduced or moved in the Assembly during the state of emergency under Article 232 of the Constitution.
7.	Proposals involving major change in the functions or powers of Secretaries, Board of Revenue and Heads of Attached Departments.
8.	Cases which are liable to involve Government into controversy with the Federal Government or with another Provincial Government.
9.	Cases which may have a bearing on relations with a Foreign Government.
10.	Cases regarding the conditions of service or promotion of or disciplinary action against members of all Pakistan Services or holders of appointments normally held by them. Cases to be referred to the Federal Government shall be shown to Chief Minister both

	before a reference is made to the Federal Government as well as before final orders are issued.
11.	Recommendations for the grant of honours and awards.
12.	Selection of officers of the rank of Secretaries to the Government and above for appointment under the Federal Government.
13.	Matters of policy in which a Minister proposes to rescind an order passed by his predecessor in office.
14.	Statutory appointments of the status of Additional Secretary and above under Corporations and Bodies to be made or approved by the Government.
15.	(a) Cases relating to appointment and promotion of officers in BS-19 or above and of officers of equivalent rank and status. (b) Cases relating to disciplinary action against officers in BS-20 and above, at the stage of initiation of disciplinary proceedings and imposition of a major penalty, with or without reference to the Federal Government, under any law/rules for the time being in force.
16.	Additional Advocates General and Assistant Advocates General: appointment, removal, resignation and terms and conditions of service.
17.	Parliamentary Secretaries: appointment, determination of their pay and allowances and allocation of departments to them.
18.	Advisers and Special Assistants to the Chief Minister: appointment, determination of their pay and allowances, and allocation of business to them.
19.	Cases pertaining to delegated legislation.
20.	Cases involving relaxation of service rules.

SEVENTH SCHEDULE
Part-B
[see rule 14(3)]

Cases to be submitted to the Chief Minister for information

1. Periodical reports of Heads of Departments and proposed resolutions and such other reports.
2. Press notes issued by Services and General Administration Department.
3. Periodical and special reports by administration and executive officers of a political nature or relating to Law and Order such as the fortnightly reports submitted by the Commissioners and Situation Reports submitted by the Police.
4. Intelligence Reports.
5. Reports of Committees of inquiry appointed by the Government.

No. & date even

A copy is forwarded for information and necessary action to:

1. All the Provincial Ministers / Special Assistants / Advisors to Chief Minister, Punjab.
2. The Chief Secretary, Punjab.
3. The Secretary, Government of Pakistan, Cabinet Division, Islamabad.
4. The Additional Chief Secretary, Punjab.
5. The Senior Member, Board of Revenue, Punjab
6. The Chairman, Planning & Development Board, Punjab
7. The Principal Secretary to Governor, Punjab.
8. The Secretary to Chief Minister, Punjab.

9. The Provincial Police Officer / IGP, Punjab.
10. The Accountant General, Punjab.
11. The Secretary, Office of the Provincial Ombudsman, Punjab
12. The Secretary, Provincial Assembly, Punjab.
13. All Administrative Secretaries, Government of the Punjab.
14. The Secretary (Services) / Secretary (Regulations) /Secretary (Archives), S&GAD.
15. All Heads of Attached Departments / Autonomous Bodies / Special Institutions in Punjab
16. All Divisional Commissioners / RPOs / DCOs / DPOs in the Punjab.
17. The Director General, Public Relations, Punjab.
18. The Superintendent, Government Printing Press, Punjab, for publication in the extraordinary gazette.

(GHULAM SAGHIR SHAHID)
DEPUTY SECRETARY
(CABINET)