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TO BE PUBLISHED IN THE NEXT ISSUE OF THE EXTRA ORDINARY GAZETTE OF PAKISTAN PART-II

GOVERNMENT OF PAKISTAN
MINISTRY OF KASHMIR AFFAIRS AND GILGIT-BALTISTAN

Islamabad the, 23rd December, 2009.

NOTIFICATION

S.R.O (1)/2009—In exercise of the powers conferred by clause (5) of Article 22 of the Gilgit-Baltistan (Empowerment and Self -Governance) Order, 2009, read with Article 94 thereof, the Governor, in consultation with the Chairman of the Gilgit-Baltistan Council, is pleased to make the following rules for transaction of business of the Government of Gilgit-Baltistan, namely :-

GILGIT-BALTISTAN RULES OF BUSINESS, 2009

Short title and commencement. (1) These rules may be called the Gilgit-Baltistan Rules of Business, 2009.

(2) They shall come into force with immediate effect.

SECTION-A.- GENERAL

2. Definitions. – (1) In these rules, unless the context otherwise requires,-

(a) **"Attached Department"** means a Department specified in column 3 of Schedule-I;

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(b) **" Business"** means all work done by Government;

(c) **"Cabinet"** means the Cabinet of Ministers appointed under Article 24 of the Order and includes the Chief Minister appointed under Article 23 of the Constitution;

(d) **"Case"** means a particular matter under consideration and includes all papers relating to it and required to enable the matter to be disposed of, viz: correspondence and notes and also any previous papers on the subject or subjects covered by it or connected with it;

(e) **"Chief Secretary"** means the officer notified as such in the Gazette, who shall in addition to other Departments and functions that may be allotted to him from time to time, be incharge of the 'Services and General Administration Department and shall also be the Secretary to the Cabinet;

(f) **"Department"** means a self contained administrative unit in the Secretariat responsible for the conduct of business of Government in a distinct and specified sphere, and declared as such by the Government;

(g) **"Federal Government"** means the Government of Pakistan in the Ministry of Kashmir Affairs and Gilgit-Baltistan;

(h) **"Gazette"** means the official gazette of the Gilgit-Baltistan;

(i) **"Head of Attached Department"** means the officer shown in column 4 of Schedule-I;

(j) **"Member"** means a Member of the Assembly;

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(k) **"Minister"** means the Minister-in-Charge of the Department to which a particular case pertains;

(l) **"Order"** means the Gilgit-Baltistan (Empowerment and Self- Governance) Order, 2009

(m) **"Public Service Commission or Commission"** means the Gilgit-Baltistan Public Service Commission constituted under Article-80 of the Order;

(n) **"Schedule"** means a Schedule appended to these rules;

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

(p) **"Secretary"** means the Secretary to Government and includes the Chief Secretary; and

(q) **"Section"** means a basic working unit in a Department as determined by Government;

(2) The words and expressions used but not defined in these rules shall have the same meanings as are assigned to them in the order.

3. Composition of Departments and allocation of Business.-(1) The Secretariat shall comprise of the Departments specified in column 2 of Schedule-I.

Provided that the Departments pertaining to the subjects matter of the jurisdiction of the Council in light of Schedule-III of Order, shall temporarily remain part of the GB Government.

(2) The Chief Minister may in consultation with the Governor, wherein he may deem fit, constitutes new Departments or vary the composition or number of the Departments.

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(3) The business of Government shall be distributed amongst several Departments in the manner specified in Scheduled-II:

Provided that the business of the subjects falling in the domain of the Gilgit-Baltistan Council as per schedule-III of the Order shall be disposed off on advice of the Council Secretariat.

Provided that the Chief Minister may in consultation with the Governor, whenever he may deem fit, transfer any particular subject or matter from the Department, to which it stands assigned in accordance with Scheduled-II, to any other Department.

(4) The Chief Minister may in consultation with the Governor, assign.-

(a) A Department; or
(b) part of a Department;
(c) part of different Departments;
(d) more than one Department; or
(e) one or more Departments together with a part, or parts of Departments to a Minister.

Provided that a Department or part of a Department not so assigned shall be in the charge of the Chief Minister.

4. Organization of Departments.-(1) Each Department shall consist of a Secretary to Government and of such other officials subordinate to him as Government may determine:

Provided that the same person may be Secretary of more than one Department.

(2) The Secretary shall be the official head of the Department and shall be responsible for its efficient administration and discipline, and for the proper conduct of business allocated to the Department under rule 3.

(3) The Secretary shall, by means of standing orders,

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distribute the work of the Department among the officers, branches or sections. Such order may specify the cases or class of cases which may be disposed off by an officer subordinate to the Secretary.

5. General procedure for disposal of business.-(1) The framing of the policy of the Department is the responsibility of the Minister, and it shall be the duty of the Secretary to advise the Minister in the formulation of policy.

(2) The business of the Department shall be disposed of by or under the authority of the Secretary. He shall be responsible to the Minister for the proper conduct of business and for ensuring that the sanctioned policy of the Minister is duly executed.

(3) While submitting a case for the orders of the Minister, it shall be the duty of the Secretary to suggest a definite line of action.

(4) The Secretary shall keep the Minister generally informed of the working of the Department and of any important case disposed of without reference to him.

(5) Where the Minister's order appears to involve a departure from the rules and regulations or from the policy of the Government or the Federal Government, the Secretary shall re-submit the case to the Minister inviting his attention to the relevant rules or regulations or the policy.

(6) Where inspite of action taken under sub-rule (5), the Minister does not change his orders so as to be in line with the rules and regulations or the policy of Government or the Federal Government, the Secretary shall submit the case to the Chief Minister for his information alongwith a copy to the Governor.

(7) The channel for obtaining of transmitting the orders of the Minister is the Secretary or an officer specifically authorized in this behalf by the Secretary.

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(8) All orders should be passed in writing and where a verbal order is given, it should be reduced to writing at the earliest opportunity by the officer receiving it.

(9) The Minister shall submit cases to the Chief Minister as required by the provisions of sub rule (2) of rule 32.

(10) Notwithstanding the provisions of any other rules, the Chief Minister may, by general or special order, direct that any case specified in rule 33 may be submitted by the Minister directly to the Governor.

(11) If any doubt or dispute 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.

(12) Detailed instructions for the disposal of business in the Secretariat shall be issued by the Chief Secretary.

6. Duties of Parliamentary Secretary,- The Parliamentary Secretary of a Department shall, subject to any general or special order issued by the Chief Minister in this behalf, deal with such parliamentary affairs concerning that Department and perform such public functions as may be entrusted to him by the Minister:

Provided that a Parliamentary Secretary shall not be required to undertake any function which may entail any interference in the internal working or administration of a Department or an Attached Department.

7. Enforcement and Interpretation of Rules.-(1) The Secretary shall be responsible for the careful observance of these rules in his Department. If any doubt or dispute arises as to the interpretation of these rules, it shall be referred to the Chief Secretary, whose decision shall be final. The Chief Secretary shall obtain the orders of the Chief Minister, where necessary.

(2) Instructions ancillary to these rules shall, whenever

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considered necessary, be issued by the Chief Secretary.

Provided that any special or general orders required to be made by the Departments in terms of these rules may be issued after consultation with the Chief Secretary.

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

(2) Save in cases where an officer has been specifically empowered to sign an order or instrument of Government, every such order or instrument shall be signed by the Secretary, if any, the Deputy Secretary, Section Officer, to Government, or the Officer on Special Duty in the Department concerned and such signature shall be deemed to be the proper authentication of such order or instrument and shall not be questioned in any Court on the ground that it was not made or executed by the Governor.

(3) Instructions for the making of contracts on behalf of the Governor and the execution of such contracts and all assurance of property shall be issued by the Law Department.

SECTION-B.- DEPARTMENTAL PROCEDURE

9. Consultation amongst Various Departments. (1) When the subject of a case concerns more than one Department.-

(a) the Department incharge shall be responsible for consulting the other Departments concerned; and

(b) no orders shall be issued, nor shall the case ordinarily be submitted to the Chief Minister or the Cabinet until it has been considered by all the Departments concerned

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and they agree to it:

Provided that in case of urgency, and with, the approval of the Chief Minister, this requirement may be dispensed with, but the case shall at the earliest opportunity thereafter be brought to the notice of the Department concerned.

(2) If the various Departments concerned cannot reach on agreement and the Minister-in-Charge, after consultation with the other Ministers concerned, desires to press the case, the case shall be submitted to the Chief Minister, or with the Chief Minister's approval, to the Cabinet:

Provided that where the Chief Minister is the Minister-in-Charge, the final view of other Departments concerned shall be obtained before the case is submitted to the Chief Minister.

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

(4) Even where consultation is not required a Department may, for purpose of information, pass copies of a communication received by it, or show a case, to such other Departments as it considers would be interested in it:

Provided that copies of Cypher telegrams received or dispatched by the Cypher office shall be distributed in accordance with standing orders issued by the Chief Secretary.

10 Chief Secretary. (1) The Chief Secretary shall be the head of the service of Gilgit-Baltistan and leader of the team.

(2) He will be the chairman of the Secretaries Committee.

(3) He will be the head of the Services and General Administration Department.

(4) It shall be the responsibility of the Chief Secretary

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to coordinate the work of all Departments of Government.

(5) The Chief Secretary may call for any case or information from any Department or Attached Department.

(6) The Secretary, Home Department shall keep the Chief Secretary generally informed of all matters affecting public tranquility. He shall, in particular, submit through the Chief Secretary, all cases likely to have major political repercussions.

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

(2) No proposal which requires previous consultation with the Finance Department under sub-rule (1) but in which the Finance Department has not concurred, shall be proceeded with unless a decision to that affect has been taken by the Cabinet. Formal order shall, nevertheless be issued only after the Finance Department has exercised scrutiny over the details of the proposal.

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

12. Consultation with Law Department. (1) The Law Department shall be consulted by the Departments.

(a) on all legal questions arising out of any case;
(b) on the interpretation of any law;
(c) before instituting criminal or civil proceedings in a court of law in which Government is involved; or
(d) whenever criminal or civil proceedings are

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instituted against Government.

(2) For any proposed legislation, the Law Department shall be consulted in accordance with the provisions contained in these rules.

(3) Except as provided for in sub-rule (4), the Law Department is not, in respect of legislation, an originating office and its proper function is to put into correct form all proposed legislation. It is for the Administrative Department concerned to consider the desirability of legislation and all points connected therewith. After it has reached its conclusions, it shall refer the case to the Law Department with a memorandum indicating precisely the lines on which it is proposed to legislate which should include:-

(a) a statement in the form of 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 such provisions.

(4) The Law Department, apart from giving shape to the draft legislation, shall advise the Administrative Department whether any sanction is required under existing statutory provisions and whether any further legal requirements are to be complied with. The Law Department shall also advise whether the proposed law disregards or violates, or is not in accordance with the Constitution of the Islamic Republic of Pakistan, whether a reference should be made to the Council of Islamic Ideology or the Gilgit-Baltistan Council for advice, if not already done, and if so, what shall be the terms of that reference. The Administrative Departments shall, after obtaining the approval of the Cabinet in terms of rule 20, return the draft legislation to the Law Department for further action in terms of rule 36.

Explanation.- for the propose of this rule the expression "legislation" includes a bill or ordinance or an amendment

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thereto.

(5) Legislation relating to the codification of substantive law or 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 in the Law Department. It shall, however, consult the Administrative Departments concerned which shall consider the draft legislation in its bearing on administration, make such enquiries and consultations as may be necessary, and tender advice to the Law Department accordingly.

(6) The Law Department shall be consulted by the Administrative departments before the issue of the following; namely :-

(a) any order, rules, regulations, notification, or bye-law issued in exercise of statutory power; and
(b) any sanction authorizing a subordinate authority to issue any order. rules, regulations, notification or bye-law under a statutory power.

(7) The Law Department shall advise whether the proposed draft is strictly within the power conferred by the Order and is in the correct form.

(8) No Department shall consult the Advocate-General, except through the Law Department, and. in accordance with the procedure laid down by that Department. The Departments should draw up specific points on which the opinion of the Advocate-General is desired.

(9) If there is disagreement between the views of the Advocate General and the Law Department, the views of both the Law Department and the Advocate General should be conveyed verbatim to the Department concerned, and if the Department concerned does not accept the view of the Law Department, the case shall be submitted to the Minister for Law for a decision who may, in his discretion, take such a case to the Cabinet.

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(10) Bills requiring assent or sanction of the Chairman of the Council shall be referred to the Council Secretariat by the Law Department.

13. Consultation between the Heads of Attached Departments and Secretariat Officers. Cases requiring the approval of Government shall be referred in as complete form as possible to the Department concerned by the Heads of Attached Departments and shall ordinarily be settled in personal discussion between the Head of the Attached Department and the Secretariat Officer dealing with the case.

14. Secretaries Committee.- (1) There shall be constituted a Secretaries' Committee with the Chief Secretary as its Chairman, to facilitate coordination amongst the Departments, to provide a venue for the consideration of matters of common interest and to tender advice on any case that may be referred to it by the Chief Minister, the Cabinet or a Minister.

(2) A Secretary who wishes a particular matter to be discussed in the Secretaries' meeting shall advise the Services and General Administration Department (S & GAD) of his intention of doing so and forward forty copies of a brief note on the subject which would form the basis of discussion.

(3) The S & GA Department shall issue notice of a meeting, together with the agenda, well in advance of the meeting except that urgent items may be considered at short notice.

(4) Secretaries meeting shall be attended only by Secretaries of Departments, or such other officers as may be required by the Chief Secretary.

(5) Minutes of the meeting shall be recorded (except in those cases where a record may not be considered necessary) by an officer of the S & GA Department, who shall attend the meeting for the purpose, and shall be circulated, after approval by the Chief Secretary, as soon after the meeting as practicable.

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(6) Conclusion reached at the meeting of the Secretaries' Committee shall not be taken as decisions of Government. Any further action required shall be taken by the Department concerned in accordance with the rules.

SECTION-C.- SERVICES

15. Public Service Commission.- The advice of the Public Service Commission shall ordinarily be accepted by the Department in all matters where it is obligatory to consult the Commission under any rules or regulations for the time being in force. If it is proposed not to accept the advice of the Commission, it shall be submitted to the Governor through the Chief Minister, who may give an opportunity to the Public Service Commission of further justifying its recommendation before a final decision is taken.

16. Observance of quota in Services.- Appointment to various positions in the service of Gilgit-Baltistan shall be made in accordance with the prescribed quota for APUG/DMG/APS officers specified in the Fifth Schedule to Order.

17. Selection Board.- (1) Government may constitute one or more Selection Boards and specify the appointments and promotions to posts, other than those to be made on, the advice of the Public Service Commission.

(2) **Difference between Selection Board and the Department**.- In any case, a Department does not propose to accept the advice of Selection Board in regard to a matter in which its advice is required under sub-rule (1), the case shall be returned to the Selection Board for reconsideration and the Selection Board shall reconsider such case. If on reconsideration the difference still persists, the case shall be submitted to the Chief Minister through the S & GA Department for his orders.

18. Posting, foreign Visits, training or Leave.-(1) Transfer of officers' specified in column (2) of Schedule-III shall be made by the authorities shown against such Officers in column 3 thereof.

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(2) The S & GA Department shall be consulted if it is proposed to-

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

(3) The Establishment Division in consultation with the Ministry of Kashmir Affairs and Gilgit-Baltistan shall be responsible for all transfers of Federal Government Officers to Gilgit-Baltistan in line with laid down policy for such transfers.

(4) The posts of Chief Secretary, Inspector General Police, Additional Chief Secretary/Secretary Planning & Development Department, Finance and Home Department shall be reserved for officers of the APUG.

Provided that the Secretary Finance Additional Chief Secretary/ Secretary P & D will be appointed in consultation with the Finance Division and P & D Division respectively.

(5) Posting and transfer of officers working in departments autonomous bodies whose subjects fall under the legislative jurisdiction of the Gilgit-Baltistan Council shall be done in consultation with the Council.

(6) All contract appointments and re-employment shall be made in accordance with Schedule III-A.

(7) Foreign visits/Training/Leave of officers/officials show in column (2) of Schedule-III-B shall be made by the authorities shown against such officers in column (2) thereof.

SECTION-D.- CABINET PROCEDURE

19. Collective responsibility.- The Cabinet shall be collectively responsible to the Gilgit-Baltistan Legislative Assembly for the advice tendered to, or the executive orders issued in the name of

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the Governor, whether such advice or order has been tendered or issued, as the case may be, by an individual Minister or as a result of decision by the Cabinet.

20. Cases to be brought before Cabinet.- (1) Following cases shall be brought before the Cabinet; namely:-

(a) proposals for legislations on subjects contained in the Fourth Schedule to Order, official or non-official, including Money Bills;
(b) promulgation and revocation of ordinances;
(c) the budget proposals before the presentation of the annual budget and other financial statements;
(d) proposals for the levy of new taxes within their powers as per Order;
(e) cases involving vital political, economic and administrative policies;
(f) cases which the Chief Minister acting on his own initiative or at the instance of another Minister considers important enough for reference to the Cabinet; and
(g) important reports and documents required to be laid before the Assembly;

(2) Notwithstanding the provisions of sub-rule (1), the Chief Minister may, in any case, advise the Governor as to the manner of its disposal, without prior reference to the Cabinet.

21. Method of disposal by Cabinet.- (1) Cases referred to the Cabinet shall be disposed of-

(a) by discussion at a meeting, of the Cabinet;
(b) by discussion at a meeting of a committee of the Cabinet; provided that the decisions of the Committee shall be ratified by the Cabinet unless the Cabinet has authorized otherwise; or
(c) by circulation amongst Ministers.

Note.- Committees of the Cabinet may be constituted, and their terms of reference laid down, by the Cabinet.

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Such Committees may be Standing or Special Committees accordingly as they are appointed to deal with a class of case or a particular case.

22. Manner of submission of cases to Cabinet.- (1) In respect of all cases to be submitted to the Cabinet, the Secretary of the Department concerned shall transmit to the Chief Secretary a concise and lucid memorandum of the cases (hereinafter referred to as the "Summary") giving the background and relevant facts, the points for decision and the recommendation of the Ministers:

Provided that in the event of the views of the Department being different from the views of the Minister, both the views shall be included in the summary.

(2) The summary shall be self-contained as far as possible, and may include as appendices such relevant papers as are necessary for the proper appreciation of the case.

(3) In the case of proposed legislation to which approval is sought in principle the summary shall bring out clearly the main issues to be legislated upon.

(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 Departments concerned. In the event of a difference of opinion the point, of difference between them shall be clearly stated in the Summary, a copy of which shall be sent by the sponsoring Department to other Department concerned simultaneously with the transmission of the summary to the Cabinet.

(5) No summary containing a proposal involving financial implications shall be submitted to the Cabinet unless the 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 the same have been vetted by the Law Department and no changes shall be

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made therein except after consultation with the Law Department.

(7) No case for inclusion in the agenda shall be accepted unless it is sent at least four clear days in advance of the meeting:

Provided that if the case is urgent, the Secretary concerned may approach 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 in time.

(8) The S &GA Department shall satisfy itself that the papers submitted by a Secretary are complete and in appropriate form. It shall ordinarily return a case which does not meet with the requirements of these rules and of any other instructions on the subject.

23. Procedure regarding Cabinet meeting.- (1) Regular 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:

Provided that the Chief Minister may direct any variation in day and time, and may call for special meetings of the Cabinet at any time on any day of the week to discuss urgent business.

(2) In the absence of the Chief Minister, the most senior Minister referred to in clause (3) of Article 30 of the Order, shall preside over the meeting.

Note:- Reference to the 'Chief Minister' in this rule includes the Minister nominated by the Chief Minister under sub-rule (2).

(3) The Chief Secretary shall ordinarily issue to the Ministers, three days in advance of a meeting, the agenda of the meeting, together with the summaries relating to the items or agenda. A copy of the agenda and the summaries shall be submitted to the Governor at the same time. In the case of special meetings, the circular notice may be issued less than three days in advance.

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(4) No case shall be discussed unless the summary relating to it has been circulated:

Provided that the Chief Minister may dispense with the requirements of this sub-rule, where on the representation of the Minister-in-Charge, he is satisfied that the circumstances were such that the papers could not be supplied.

(5) The Secretary concerned with a case shall, unless otherwise directed, attend the meeting of the Cabinet in which the case is under discussion. He shall, however, take no part in the discussion unless invited to do so.

(6) If, in the absence of the Minister-in-Charge from headquarters, the Secretary of the Department concerned considers that the discussion on a case should await the Minister's return he may request the Chief Secretary for its postponement. The Chief Secretary shall thereupon obtain the orders of the Chief Minister in regard to postponement.

(7) The Chief Secretary shall attend all meetings and prepare -

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

(b) a record of the decisions without any statement or the reasons therefore, and shall submit a copy of these records within twenty four hours of the close of the meeting to the Chief Minister for his approval.

(8) The Chief Secretary shall circulate to the Ministers and to the Governor a copy of these records, as approved by the Chief Minister and shall send to the Secretary of the Department concern a copy of the decision only.

(9) If a Minister considers that there has been a

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mistake or omission in recording the minutes, he shall point it out to the Chief Secretary within twenty-four hours of the issue of the minutes. The Chief Secretary shall thereupon obtain the orders of the Chief Minister and, if necessary, issue a corrigendum and correct the official record in his office.

24. Procedure regarding Committees of Cabinet.- (1) Meetings of the Committees of the Cabinet shall be convened by the Chief Secretary under the direction of the senior member of the Committee who shall preside at the meetings.

(2) Officials of the Departments concerned may be associated with the deliberations of the Committees as and when considered necessary.

(3) The provisions of rule 22 and 23 shall apply mutatis mutandis to the manner of submission of cases to, and the procedure for, the meetings of Committees.

25. Procedure regarding Circulation of Cabinet cases.- (1) When a case is circulated to the Ministers for recording opinion, the Chief Secretary shall specify the time by which opinions should be communicated. A summary of the case shall be simultaneously submitted to the Governor. If a Minister does not communicate his opinion by that time, it shall be assumed that he accepts the recommendations contained in the summary.

(2) If a difference of opinion amongst Ministers is observed in the course of circulation, the Chief Secretary shall unless the Chief Minister directs otherwise, obtain further observations of the Minister concerned with a view to reaching an agreed conclusion.

(3) After all opinions have been received and the further observations of the Ministers concerned have been obtained, if necessary, or after the time specified has expired, the Chief Secretary shall-

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(a) in the event of full agreement to the recommendations in the summary, treat it as Cabinet decisions and proceed further in terms of sub rule (8) of rule 23; and

(b) in the event of difference of opinion or a major change in the original recommendations contained in the summary being agreed to by the Minister-in-Charge and one or more Ministers, obtain the direction of the Chief Minister whether the case should be discussed at a meeting of the Cabinet, or the recommendations of the majority of Ministers be accepted and communicated as Cabinet's decision.

(4) 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, submitting a copy simultaneously to the Governor.

(5) Reports to the Cabinet or action taken on their decisions, and other cases submitted only for information, shall normally be disposed off by circulation.

26. Action on Cabinet's decision.- (1) When a case has been decided by the Cabinet, the Department concerned shall take prompt action to give effect to the decision.

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

(3) The Chief Secretary shall watch the implementation of each decision of the Cabinet, and the Secretary in the

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Department concerned shall supply to the Chief Secretary such documents as later may, by general or special request, require enabling him to complete the record of the case.

(4) The Chief Secretary shall maintain the record of each case submitted to the Cabinet which shall consist of-

(a) a copy of all papers issued under rule 23(3), 24 and 25(1);
(b) a copy of the records prepared under rule 23(7), 24 and 25(3).

(5) The Governor shall be kept informed of all decisions of the Cabinet.

27. 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's decision has taken place whereafter the Secretary concerned shall, subject to any general or special orders of the Chief Secretary in this behalf, determine whether the papers shall continue to be classified as secret.

28. Custody of Cabinet Papers.- The Minister's shall return to the Chief Secretary.-

(a) the papers issued to them for decision by circulation under rule 25(1)immediately after recording opinion;
(b) the papers circulated to them for decision by discussion in meeting of the Cabinet or Committee of the Cabinet under rule 23(3) or 24 immediately after the discussion has taken place;
(c) copies of the record of discussion and decisions circulated by the Chief Secretary under rule 23(8), 24 and 25(3), immediately after they have perused them; and

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

29. Advisors.- (1) There shall not be more than two Advisors to the Chief Minister to be appointed by the Governor on the advice of Chief Minister for the performance of such duties and functions, as may be specified from time to time by the Chief Minister.

(2) An Advisor shall hold office during the pleasure of the Chief Minister on such terms and conditions as the Chief Minister may, by order published in Gazette, determine.

SECTION-E.- SUBMISSION OF CASES TO THE GOVERNOR AND THE CHIEF MINISTER.

30. Submission of cases to the Governor falling within the discretionary powers under the Gilgit-Baltistan (Empowerment and Self-Governance) Order, 2009.- (1) All cases enumerated in Schedule-IV shall be submitted to the Governor for his approval before issue of orders.

(2) The cases enumerated in Schedule-IV shall be submitted to the Governor in such manner as the Governor may generally or especially direct.

(3) On a question whether any matter is or is not a matter in respect of which the Governor is by virtue of provisions of the Order has discretion, the decision of the Governor in his discretion shall be final.

31. Governor's directive with regard to disposal of certain cases:-(1) The Governor may require to submit for consideration of the Cabinet any matter on which a decision has been taken by the Chief Minister or a Minister but which has not been considered by the Cabinet.

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(2) The Governor may require the Cabinet or, as the case may be, the Chief Minister, to reconsider its or his advice tendered to the Governor in the performance of his functions, whether generally or otherwise, and the Governor shall act in accordance with the advice tendered after such reconsideration.

32. Reference to the Chief Minister.- (1) Without prejudice to other provisions of these rules:-

(a) all cases mentioned in Schedule-V shall be submitted to the Chief Minister for advising the Governor to pass appropriate orders thereon; and

(b) all cases mentioned in Schedule-VI shall be submitted to the Chief Minister for his orders.

(2) A case submitted to the Chief Minister for his order shall include a self-contained summary stating the relevant facts and the points for decision. The summary shall include the specific recommendations of the Minister-in-Charge, and shall be accompanied by a draft communication wherever appropriate.

(3) All cases submitted to the Chief Minister and Governor shall be routed through the Chief Secretary.

33. Reference to the Governor.- (1) A case required to be submitted to the Governor for orders on advice of Chief Minister shall include a self-contained summary stating the relevant facts and the points for decisions. The summary shall be titled 'Summary for Chief Minister" and contain the specific advice or recommendations of the Chief Minister along with a separate paragraph to the effect that the case requires approval of the Governor.

(2) All cases mentioned in Schedule-VII shall be submitted to the Governor for information through the Chief Minister.

34. Relations with Gilgit-Baltistan Council.- (1) All cases of mutual interest or of importance may be brought before the Council by the individual members or the Government of Gilgit-Baltistan in the regular Council meetings or in the joint sitting of

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Council and the Assembly.

(2) For all such cases to be discussed in a Council or in a joint sitting the mover shall forward relevant number of copies of working paper discussing the details and the issues for decision.

(3) Both the Council and the Assembly shall remain within their legislative and executive domains as specified in Schedules-III and IV of the Order respectively. Both shall strive to assist each other in the performance of the subjects assigned to them.

SECTION-F.- RELATIONS WITH THE GILGIT-BALTISTAN LEGISLATURE

35. General Procedure.- (1) Department shall, in their relations with the Assembly, comply with the rules of procedure and standing orders of the Assembly.

(2) Orders of the Governor for convening a session of the Assembly shall be obtained by the Law Department and communicated to the Secretary of the Assembly.

(3) As soon as the date of session of the Assembly is fixed, it shall be notified in the Gazette by the Secretary of the Assembly and thereupon all Departments shall undertake a review of the official business intended to be brought before the Assembly and shall promptly forward to the Law Department detailed lists of such business not later than seven days before the commencement of the session.

(4) The Minister for Law shall prepare a provisional forecast of the business to be brought before the Assembly and shall make proposals to the Speaker for the allotment of days for the transaction of official as well as non-official business. The programme as approved by the Speaker shall be communicated by the Assembly Secretariat to all the Departments and the Secretary to Governor.

(5) When the Assembly has been summoned by the

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Governor, he will at the appropriate stage, fix a date for the prorogation of the Assembly.

(6) The Secretary of the Assembly shall, when the session called by the Governor is nearing completion of its business, obtain the orders of the Governor through the Law Department, as to the date for the prorogation of the Assembly.

(7) The Secretary of the Assembly shall notify in the Gazette the date fixed for the prorogation of the Assembly.

(8) Copies of the bills, resolutions, motions, questions and other business to be brought before the Assembly shall be forwarded as soon as received, to the Department concerned by the Assembly Secretariat.

(9) For the correct allocation of business of the Assembly to the departments, the Assembly Secretariat may consult the Chief Secretary, whenever it is in doubt.

(10) If a bill, resolution, motion or question has been wrongly addressed to a Department by the Assembly Secretariat, it should be promptly transferred to the Department concerned, in consultation with the Chief Secretary, if necessary, and under advice to the Assembly Secretariat.

(11) The Assembly Secretariat shall advise the Departments as soon as is known that a non-official bill, resolution, motion or question has been admitted in its final form, or not admitted, so that the Departments may regulate their action accordingly.

(12) As soon as any communication (whether a notice, intimation, bill or any other paper) is received from the Assembly Secretariat or any other authority regarding the business or affairs of the Assembly, the receiving officer shall at once bring it to the notice of the Secretary and the Minister.

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36. Official Bills and amendments.- (1) After taking action in terms of rules 12 and 20, the Department concerned shall forward to the Law Department, the draft legislation in its final form with a statement of objects and reasons, duly signed by the Minister-in-Charge. The Law Department shall obtain the previous consent of the Government to the introduction of the bill, if such consent is necessary. This action shall be completed irrespective, and preferably well in advance, of the date of commencement of a session of the Assembly.

(2) The Law Department shall arrange to include the bill in the official business of the Assembly. The bill shall be introduced in the Assembly by the Minister-in-Charge or any other member on his behalf, and thereafter published in the Gazette by the Assembly Secretariat. If, however, the bill is of great urgency, the Law Department may request the Assembly-Secretariat to publish it in the Gazette before introduction.

(3) After the introduction of a bill, the following motions be made in regard to it, namely

(a) that it be taken into consideration and passed; or
(b) that it be referred to a Select Committee; or
(c) that it be circulated for the purpose of eliciting opinion thereon.

(4) The Department concerned shall formulate the line of action to be adopted, and prepare a brief for the use of the Minister-in-Charge.

(5) The procedure regarding amendments shall be the same as for official bills.

(6) After a Bill has been passed, the Assembly Secretariat shall forward the Bill to the Governor, through the Law Department, in the form in which it is passed, duly signed by the Speaker. The Governor shall-

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(a) accord his assent to the Bill; or
(b) if it is a Bill other than a Money Bill, return the Bill to the Provincial Assembly with a message requesting that the Bill, or any specified provision thereof, be reconsidered.

(7) After the Governor has returned a Bill to the Gilgit-Baltistan Assembly for reconsideration and the Bill is again passed by the Gilgit-Baltistan Assembly, with or without amendment, it shall be again presented to the Governor and the Governor shall assent thereto.

(8) After the Governor has passed orders, the Law Department shall inform the Department concerned and publish the Bill, if assented to, in the Gazette.

37. Non-Official Bills and Amendments.- (1) As soon as a notice regarding the introduction of a non-official bill is received from the Assembly Secretariat by a Department, it shall consult the Law Department and-

(2) If the bill is in order, the Department concerned shall take action in accordance with the provisions of rule 36 and the procedure relating to official bill shall apply mutatis mutandis to it.

(3) Procedure regarding amendments shall be the same as for non-official bills.

38. Resolutions and Motions.- (1) When an official resolution or motion is to be moved in the Assembly, the Department concerned shall, after consulting the Law Department send a formal notice duly signed by the Minister to the Secretary of the Assembly who shall, if the resolution or motion is admitted by the Speaker, arrange for its inclusion in official business of the Assembly and-

(a) the resolution may be for the constitution of a statutory body, declaration of policy on a

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matter of general public interest, etc, or

(b) official motions may be for the election of members to standing adhoc committee of the Assembly, raising discussion on a particular matter, etc.

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

(3) In examining the resolution or motion, the Department concerned shall consider whether the 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 motion, as the case may be.

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

(5) After a resolution or motion has been adopted, the Assembly Secretariat shall forward it to the Department concerned for appropriate action.

39. Questions.- (1) On receipt from the Assembly secretariat of questions (starred or un starred or short notice), proposed to be asked by member, the Department concerned shall draft replies with the approval of the Minister, and in the case of a Department which has not been assigned under these rules to any Minister, with the approval of the Secretary-in-Charge of that Department and forward the required number of copies to the Assembly Secretariat before the day on which the question is to be asked. In the case or starred questions, briefs shall be prepared by the Department concerned for the use of the Minister to assist him in answering any supplementary question that may be asked.

(2) A copy of the supplementary question asked in the Assembly in respect of a starred question and the replies given

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shall be forwarded by the Assembly Secretariat to the Department concerned as soon as possible after the proceedings have been transacted.

(3) The Department concerned shall be responsible for giving effect to any undertakings given by the Minister in reply to questions.

40. Budget.- (1) The Finance Department shall forward proposals regarding the date for the presentation of the annual budget to Secretary to the Assembly and the latter shall obtain the orders of the Chief Minister through the Chief Secretary. On receipt of orders a notification in the Gazette shall be issued by the Secretary of the Assembly.

(2) On receipt of a motion proposing a cut in a demand (or supplementary demand) for grant of funds, the Department concerned 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-in-Charge.

SECTION-G.- MISCELLANEOUS PROVISIONS

41. Protection and communication of official information.- (1) No information acquired directly or indirectly from official documents or relating to official matters shall be communicated by a Government servant to the press, to non-official or officials belonging to other Government offices, unless he has been generally or specially empowered to do so.

(2) Detailed instructions shall be issued by the Chief Secretary for the treatment and custody of official documents and information of a confidential character.

(3) All official news and information shall be conveyed to the press through the Information Department and the manner in which this may be done shall be prescribed, generally or specially in each case, by that Department. Only Ministers and Secretaries, and such officers as may be authorized, shall act as official spokesmen of

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Government.

42. Channels of Communication.- (1) Correspondence with the Federal Government shall be conducted through the Ministry of Kashmir Affairs and Gilgit-Baltistan, while with another Provincial Government it shall be conducted by the Chief Secretary directly.

(2) All correspondence with the Government of a foreign country or a Pakistan Diplomatic Mission abroad or a foreign mission in Pakistan or international organization shall normally be conducted through the Ministry of Kashmir Affairs and Gilgit-Baltistan and Ministry of Foreign Affairs of the Government of Pakistan as per laid down policy.

(3) Correspondence between Government and the heads of Attached Departments shall be conducted through the Secretary of the Department concerned.

(4) For removal of difficulties and to facilitate its working the orders, instructions and policy decisions issued by the Government of Pakistan Cabinet Division, Establishment Division and the Kashmir Affairs and Gilgit-Baltistan Division, the Government may adopt these instruments mutatis mutandis.

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SCHEDULE-I
[See rule-2 (a), (i) and rule 3(1)]

DEPARTMENTS AND AUTONOMOUS BODIES

S.#	Departments.	Attached Department	Head of Attached Department
1.	Home and Prisons Department.	Police Department	I.G. Gilgit-Baltistan
2.	Services, GAD, Cabinet and Information Department.	Office of the Advocate General	Advocate General GB
3.	Law and Prosecution Department.		
4.	Finance Department.		
5.	Revenue, Usher, Zakat, Excise & Taxation and Cooperatives Department.	Zakat & Usher. Excise & Taxation. Cooperative Societies.	Administrator. Deputy Director Registrar
6.	Food, Agriculture, Fisheries and Animal Husbandry Department.	Directorate of Civil Supply. Directorate of Agri. Directorate of Fisheries. Directorate of Animal Husbandry.	Director Director Director Director
7.	Forest, Wildlife & Environment Department.	Conservator of Forest. Directorate of Khunjarab National Park.	Conservator Director

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8.	Education, Social Welfare and Women Development Department.	Directorate of Education	Director Edu. (Academics), Gilgit. Director Edu. (Academics), Baltistan Director Colleges Director Planning
		Directorate of Women Dev.	Coordinator
9.	Health and Population Welfare Department.	Directorate of Health Services (Gilgit-Baltistan)	Director
		Directorate of Population Welfare	Director
10.	Works Department.	Offices of the Chief Engineers Gilgit Region & Baltistan Regions	Chief Engineer
11.	Local Government, Rural Development & Census Department.	Directorate of Local Govt.	Director
12.	Water and Power Department.	Offices of Chief Engineers Water & Power Gilgit Region & Baltistan Region	Chief Engineer
13.	Tourism, Sports and Culture Department.	Directorate of Tourism. Sport Board GB	Director Director
14.	Industries, Minerals and Commerce Department.	Directorate of Mineral	Director
15	Planning and Development Department.		

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SPECIAL INSTITUTIONS.

1.	DG, Chairman Inspection Team.	Will work under Chief Minister Secretariat.
2.	Supreme Appellate Court Gilgit-Baltistan.	Law Department will coordinate their work with Gilgit-Baltistan Government.
3.	Chief Court Gilgit-Baltistan.	Law Department will coordinate their work with Gilgit-Baltistan Government.
4.	Election Commission Gilgit-Baltistan.	The Law Department will Coordinate their work in administration and budgeting with Gilgit-Baltistan Government.
5.	Gilgit-Baltistan Legislative Assembly Secretariat.	Law department will coordinate for legislative work.
6.	Public Service Commission.	Chief Secretary, Gilgit-Baltistan for administration and Coordination

AUTONOMOUS BODIES.

1.	Northern Areas Transport Corporation (NATCO).	Chief Secretary will supervise and coordinate their work with other Government Departments and Federal Government
2.	Gilgit-Baltistan Electricity Development Corporation.(proposed)	Water and power Department will coordinate with Gilgit-Baltistan Council.

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SCHEDULE –II
[See rule 3(3)]

DISTRIBUTION OF BUSINESS AMONG DEPARTMENTS

1. Home & Prisons Department

1. Public Order and Internal Security
2. Political intelligence and censorship.
3. Control of petroleum and explosives
4. Public Amusement Control over places of performances and exhibitions.
5. Crime reports.
6. All matters connected with Police establishment and administration including :-
   a. Police Rules.
   b. Police Works and
   c. Grant of Gallantry awards.
7. Prisons, Reformatories, Remand Homes, borstal and similar institutions, classification and transfer of prisoner, State, Political and Martial Law Prisoners, Good Conduct prisoners and probational Release act.
8. Civil Defence.
9. Compensation for loss of property and life due to civil commotion or while on duty.
10. Smuggling.
11. Collective fines.
12. Hoarding and black marketing.
13. War Book.
14. Defence planning schemes.
15. Protection of key points and vital installations.
16. Commutation and remission of sentences mercy petitions.
17. Preventive detention and administration of prisons.
18. Prosecutions in respect of newspapers and other publications.
19. Border incidents including incidents where diplomatic action is required.
20. Pilgrims and pilgrimages except Hajj affairs. Rev.
21. Political pensions, mutiny allowances and Jagirs.
22. Questions of domicile and applications for Nationality or Naturalization Certificates.
23. Registration of foreigners.
24. Recovery of missing persons.

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25. Prohibited maps.
26. Enemy property and schedule of persons and firms specified as enemy.
27. Liaison with Defence Authorities.
28. Enforcement of provisions of Motor Vehicles Order 1965 and rules thereunder relating to control of traffic and inspection and checking of Motor Vehicles for the purposes of traffic control.
29. The official secret Act, 1923.
30. The Enemy Agent Act, 1943.
31. The Foreign Act, 1946.
32. Appointment of non-official visitor for the jails.
33. Judicial Lock-ups.
34. Extension of visas/stay in Pakistan off Indian nationals and other foreigners.

2. Services and General Administration, Information and Cabinet Department.

1. District Management Service including:-

   a. Civil Secretariat and Government Offices generally.
   b. Secretariat standing orders and
   c. Memorials and petitions standing orders.
2. Proposals in connection with APUG officers
3. Service Rules/Service Tribunal.
4. Public Service Commission.
5. Secretaries Committee.
6. Selection Boards.
7. Standing Service Rules Committee.
8. Preparation of Civil List and Official Gazette.
9. Services Rules (other than Civil Service Rules) relating to various services and posts and interpretation thereof.
10. Service Associations.
11. Rights and interests of members of service.
12. Appointment of Commissions of inquiry or panel of officers in cases of misconduct of Government servants.
13. Career pattern of Government employees.
14. Departmental Examinations.
15. In-Service/pre-service training of ministerial employees and section officers (probationers).
16. Administrative matters relating to public service commission.
17. General Co-ordination.

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18. Anti Corruption.
19. Advice regarding proper utilization of stationery and printing resources of the Government.
20. Training in Organization and Method.
21. Provision of residential accommodation to Government servants.
22. Training.
23. Cabinet matters.
24. Observance of National Days.
25. Policy and procedure regarding release of official and semi-official
    advertisement through media.
26. Reference, research and publication relating to publicity material.
27. Co-ordination with the Federal Government on all matters relating to
    press, publicity and protocol.
28. Public opinion survey.
29. Provision of facilities for the development of news papers.
30. Liaison with agencies and media on the matters concerning GB administration policies.
31. Broadcasting including TV.
32. Government hospitality.
33. Rent control and requisitioning of property.

3. Law and Prosecution Department.

1. Conduct of Government litigation including:-
   (a) Appeals and applications for enhancement of sentences and conventions and
   (b) Filing and defending civil suits against Government and public servants.
   (c) Advice to department on all legal matters including interpretation of laws, rules and orders having the force of law.
2. Government Law Officers, Public Prosecutors, Government Pleaders, Special Counsel, Appointment, transfer, leave fees, etc or :-
3. Matters relating to legal practitioners, including scale of fees.
4. Civil Law and Procedures.
5. Advocate General.

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4. Finance Department.

1. Management of Public funds i.e :-

    (a) Supervision and control of Provincial finances.
    (b) preparation of Provincial budget.
    (c) preparation of supplementary estimates and demands of excess grants.
    (d) Ways and means.

2. Public Accounts and Public Accounts Committee.
3. Framing of financial rules for guidance of departments and supervision of maintenance of accounts.
4. Grants, contributions, other allowances and honoraria, contingencies, recoveries from and payment to government department and cases relating to money matter generally, such as deflections, embezzlements and other losses.
5. Banking.
6. Communication of financial sanctions.
7. Creation of new posts.
8. Monitoring of receipts and expenditure.
9. Local Audit Department.
10. Treasuries and sub-treasures.

5. Revenue, Usher and Zakat, Excise and Taxation and Cooperative Department.

1. Assessment and Collection of land revenue.
2. Shamailat-e-deh-matters.
3. Revenue field staff, District and Divisional Establishment matters connected with their recruitment, training, pay allowances promotions, leave, posting and transfers.
4. Compulsory acquisition of land, land acquisition act and rules made thereunder.
5. Registration of deeds and documents including registration fees.
6. Settlement and re-assessment.
7. Transfer of property act.
8. Stamps & Court Fees, Judicial & non-Judicial under Court Fees act.
9. Boundary disputes.

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10. Matters relating to Divisional, District, Sub-Divisional and Tehsil Office Buildings etc. except actual constructions, maintenance and repairs.
11. Execution of the policy laid down and decision taken by the Central and Provincial Councils.
12. Supervision and guidance of local Tehsil and district Zakat Committees.
13. Distribution of Zakat funds to local Zakat Committees, Deeni Madras and Welfare Institutions.
14. Completion and collection of data regarding number of beneficiaries and the amount utilized.
15. Arrangements for training of Chairman and Members of Zakat Committees and Officers associated with Zakat Work.
16. Supervision and guidance of Local Tehsil and District Zakat Committees.
17. Valuation of Ushr.
18. Cooperative Societies and Cooperative Banks.
19. Cooperative Development Fund and Projects.

6. Food and Agriculture, Fisheries and Animal Husbandry Department.

1. Distribution of Wheat and Atta.
2. Supervision of Ration depots.
3. Control over flour mills.
4. Administration of Food Laws.
5. Planning and construction of additional storage accommodation.
6. Service matters except those entrusted to S & GAD Department.
7. Purchase of stores and capital goods for the department.
8. Management of watersheds to conserve soil & water improve the productivity of land.
9. Agricultural Education, training and Research.
10. Experimental and demonstration farms.
11. Improvement of agricultural methods.
12. Protection against insects, pests and presentation of plan & diseases.
13. Soil fertility and soil conservation.
14. Mechanization, reclamation of land and research in Agricultural Engineering.
15. Agricultural information and publications.
16. Agricultural statistics.
17. Horticulture.

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18. Sericulture.
19. Water course conveyance efficiency through improvement of water courses.
20. Production, multiplication and marketing of certified seeds.
21. Conservation and promotion fisheries in private and public sectors.
22. Prevention of illegal fishing.
23. Development of Livestock Farms and Artificial Insemination.
24. Prevention of animal diseases and poultry diseases.
25. Veterinary Training.
26. Prevention of cruelty to animals.
27. Diagnosis of diseases and treatment of animals.
28. Prophylactic vaccination and production of biological.
29. Management of range lands to boost production of forage and livestock.

7. Forest, Wildlife and Environment Department.

1. Scientific Management of existing public forest estates to maximize production of wood minor forest produce and to create new forest resources.
2. Promotion of social/farm forestry on private lands.
3. Establishment of amenity forests and recreational parks.
4. Raising of tree plantations for strategic purposes in consultation with the National Sub-Committee on Defence Planting.
5. Education of the public for tree planting and provision of technical and advisory services on matters of aforestation to the people and other Government Department.
6. Regional research in various disciplines of forestry, wildlife, sericulture and fisheries.
7. Implementation of various provisions of Forest Act and rules framed there under.
8. Service matters except those entrusted to S& GAD Department.
9. Management of Zoological gardens and promotion of wildlife.
10. Prevention of poachers.
11. Protection of wildlife by involving community organizations.
12. Provision of facilities for trophy hunting in the community protected areas.
13. Administration of laws relating to environmental protection.
14. Preparation of environmental policy.
15. Coordinate environmental policies and programme nationally.

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16. Provide information and education to the public on environmental matters.
17. Identify the needs for legislation in the environmental field.

N.B: Forest being a Council subject as per entry 40 of Schedule-III of the Order will temporarily be administered by the Gilgit-Baltistan Government. However, policies, programmes pertaining to this sector shall be jointly chalked & executed by the Council & the Government.

8. Education, Social Welfare and Women Development.

1. School and College Education
2. Primary Education
3. Secondary Education
4. Technical Education
5. Grant of scholarships.
6. Education of handicapped children,especially deaf, dumb and blind.
7. Promotion of scientific research.
8. Organization of all public libraries.
9. Promotion of sports.
10. Services matters except those entrusted to S & GAD Department.
11. Adult Education.
12. Creation of social awareness by motivational methods.
13. Professional and financial assistance to registered voluntary social welfare agencies.
14. Social economic development of the people particularly women.
15. Training and rehabilitation of the handicapped and chronically sick.
16. To provide opportunities and training to poor women in both urban and rural areas to enable them to generate their own income.
17. Overall social and economic uplift of women through development schemes and programme of Federal Ministry of Women Development and Youth Affairs.
18. Training in come generating skills and rendering opportunities income generation to poor women in both urban and rural areas.
19. Overall social and economic uplift of women.
20. Professional and financial support to voluntary women welfare a development agencies / organization.

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21. Training, income generating skills and rendering opportunities income generation to poor women.
22. Population planning.

9. Health and Population Welfare Department.

1. Prevention and Control of infectious and contagious diseases.
2. Tuberculosis.
3. Eradication/Control of Malaria.
4. Lappers Act.
5. Treatment of patients bitten by rebind animals.
6. Adulteration of foodstuffs.
7. Nutrition Survives.
8. Nutrition and publicity in regard to food.
9. Vaccination and inoculation.
10. Maternity and Child Welfare and
11. Port Quarantine.
12. Regulation of medical and other professional qualifications and standards.
13. Medical Practitioners (National Service) Act, 1950
14. Indigenous systems of medicine.
15. Medical Attendance of Government Servants.
16. Levy of fees by Medical Officers.
17. Medical and nursing council.
18. Control on medical drugs, poisons and dangerous drugs (Drugs Act and Rules)
19. Medical institutions, chemical examination laboratories and Blood transfusion services in GB.
20. Collection, compilation, registration and analysis of vital health statistics and estimation of population for future projections.
21. Service matters except those entrusted to SGAD Department.
22. Population planning.

10. Works Department.

1. Planning, Designing, Construction, equipment, maintenance and repairs of all Government buildings, residential and non-residential including rest houses, circuit houses.
2. Evaluation, Fixation of Rent, Control, Management.
3. Laying standards of specifications for various type of Roads and Bridges.

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4. Planning and designing roads and connected works for the department.
5. Construction, maintenance, repairs and improvement of roads, bridges Culverts.
6. Service matters except those entrusted to S&GAD Department.
7. Purchase of stores and capital goods for the department.
8. Development of integrated Communication Network for Gilgit–Baltistan.

11. Local Government, Rural Development and Census Department.

1. Matters relating to :-

   (a) Local Councils.
   (b) Establishment and budget of local councils except grant-in-aid for hospitals and dispensaries.
   (c) Directorate of Local Government and Rural Development and their subordinate offices.
   (d) Local taxation and local rates.

2. Registration of births, deaths and marriages by local councils.
3. Development funds and development schemes pertaining to local councils.
4. Grant in aid for local councils.
5. All matters relating to local council services.
6. Coordination of Census work.
7. Rural Development Councils and Rural Development Programme.
8. Purchase of stores and capital goods for the department.
9. Service matter except those entrusted to the service, General Administration and Information Department.

12. Water and Power Department.

1. Administration of Electricity Act, 1910 and Electricity Rules, 1937.
2. Administrative control & check on the work of electric officials and all technical matters including court case relating to the officials of electric offices.
3. Electrical accidents in connection with generation, transmission distribution and use of electric energy.

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4. Standardization of specifications in respect of electric appliances, machinery and installations.
5. Matters connected with distribution of power.
6. Acquisition, revocation or amendment of licenses of electric supply undertaking and approval of loads.
7. Matters connected with electricity duty under the West Pakistan Finance Act, 1964 and Rule thereunder.
8. Service matters except those entrusted to S&GAD Department.
9. Purchase of stores and capital goods for the department.
10. Development of Small & Medium Hydel Stations.
11. Development & Maintenance of Local Transmission lines.

N.B: Water and Power being a Council subject as per entry 34 of Schedule-III of the Order will temporarily be administered by the Gilgit-Baltistan Government. However, policies, programmes pertaining to this sector shall be jointly chalked & executed by the Council & the Government.

13. Tourism, Sports, Culture and Youth Department.

1. Promotion of Tourism in Gilgit-Baltistan.
2. Development schemes pertaining to Tourism.
3. Arrangements of national events.
4. Arrangement of Silk Rout & Festivals and other festival in Gilgit-Baltistan.
5. Promotion of sports in Gilgit-Baltistan
6. Grant-in-aid to sports organization.
7. Formulation of Sports policy.
8. Promotion of Art, Culture and Literature.
9. Conservation of historical monuments in Gilgit-Baltistan
10. Promotion of National integration and cultural activities and Organization of relevant seminars and symposia.
11. Development of schemes pertaining to Art and Culture.
12. Service matters except those entrusted to S&GAD.
13. Purchase of stores and capital goods for the department.
14. Coordination of activities of Youth Organizations.
15. Arranging seminars/exhibitions etc, relating to such events as international youth year, National Youth Festivals, Sports e vents etc.
16. Arranging inter-provincial and international visits by the youth delegations.
17. Arranging inter-provincial and international visits by the youth delegations.

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N.B: Tourism being a Council subject as per entry 39 of Schedule-III of the Order will temporarily be administered by the Gilgit-Baltistan Government. However, policies, programmes pertaining to this sector shall be jointly chalked & executed by the Council & the Government.

14. Mineral Development, Industries, Commerce & Labour Department

1. Geological surveys.
2. Development of mineral resources and regulation of mines.
3. Grant of prospecting licenses and mining leases.
4. Planning and development of industries.
5. Industrial research.
6. Industrial control.
7. Industrial exhibitions with the country.
8. Survey of Industries.
9. Preparing plans in respect of industries to be established in the public sector.
10. Workers Colonies.
11. Labour Laws.
12. Celebration of International Labour Day (May, 1st)

N.B: Minerals being a Council subject as per entry 41 of Schedule-III of the Order will temporarily be administered by the Gilgit-Baltistan Government. However, policies, programmes pertaining to this sector shall be jointly chalked & executed by the Council & the Government.

15. Planning and Development Department.

1. Preparing the annual development programme in coordination with all departments of the government.
2. Monitoring the utilization of ADP funds.
3. Approval of development schemes.
4. Coordination training in economic development for all officers serving with the Gilgit-Baltistan Government.
5. Preparing five years and other provincial development plans.
6. Service matters except those entrusted to S&GAD Department.

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SPECIAL INSTITUTIONS.

DG, Chairman Inspection Team.

1. Inspection of development projects throughout the Gilgit-Baltistan with the following objectives :-

   i. That development projects are properly planned and are executed efficiently, expeditiously and economically with effective quality controls and to recommended appropriate action against the defaulting officials/departments.

   ii. That directives/orders of the Government regarding development projects are being fully implemented and;

2. Review of progress on ADP twice a year all Government Department including Police, Autonomous/Semi-Autonomous Bodies 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 Governor Gilgit-Baltistan 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 assignment on the order of the Governor regarding a subject note specified in this chapter.

6. Any requisition made or assistance required by the inspection team

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in these regards shall be compiled with promptly by all concerned.

7. Other Departments may assign specific important task to the Inspection team with prior permission of the Governor.

8. The DG, Chairman Inspection Team shall submit his reports to the Governor directly. Copies may be endorsed to the concerned department/officials those which may be of confidential nature.

9. The DG, Chairman 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. Service matters except those entrusted to S&GAD Department.

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SCHEDULE-III
[See rule 18(1)]

TRANSFER OF OFFICERS

S.#	Officers/Officials	Competent authority
(1)	(2)	(3)
1.	Officers of the All Pakistan Unified Group i.e. DMG, PSP: i. Chief Secretary, IGP. ii. Other APUG officers posted as Secretaries, heads of autonomous bodies and Commissioners. iii. Secretaries and other officers holding positions on subjects assigned to the Council.	i. Establishment Division in consultation with Ministry of Kashmir Affairs and Gilgit-Baltistan as per laid down policy. ii. Chief Minister on the advise of Chief Secretary. iii. Governor/Vice Chairman of the Council in consultation with Chief Minister.
2.	i. Other Officers in BPS-17 and above to be posted against scheduled posts, or posts held by the APUG, GBDMS except Police and GBOMS ii. Police Officers BPS-17. iii. Police Officers BPS-18	i. Chief Secretary. ii. I.G.P. Gilgit-Baltistan iii. Chief Secretary in onsultation with I.G Gilgit-Baltistan

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3.	Head of Attached Departments and other officers in BPS-19 and above in all Departments.	Chief Secretary
5.	**Within the Department** Other Officers of and above the rank of Section Officers :- (a) Within the same Department. (b) Within the Secretariat from one Department to another.	 Secretary of the Department concerned. Chief Secretary/Secretary S & GAD.
6.	Officials upto the rank of Superintendent (a) Within the same Department. (b) To and from an Attached Department. (c) Within the Secretariat from one Department to another.	 Secretary of the Department concerned. Secretary of the Department in consultation with Head of Attached Department Secretary S & GAD.
7.	Within Attached Departments	Head of the Attached Department

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Schedule-III-A
[See rule 18(6)]

CONTRACT APPOINTMENTS

Contract appointments and re-employment should normally be resorted according to the following criteria :-

(1) Non availability of suitably qualified or experienced officers/persons to replace the retiring officer.

(2) The person/officer is a highly competent with distinction in his profession/field.

(3) The re-employment does not cause a promotion block; and

(4) Retention of the retiring officer for a specified period is in the public interest.

2. This policy would also apply to government controlled corporations and other autonomous bodies.

3. Proposals for re-employment are required to be accompanied with the following documents/information :-

(1) The proposal duly signed by Secretary of the department concerned should be received in the S & GAD at least two months before the officer is due to attain the age of superannuation or a post becomes available on which persons from the private sector are to be recruited.

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(2) the steps taken to train the substitute, if any;

(3) Performance Evaluation Report (PER) with photograph, ICP chart of public servants and bio-data of private persons.

(4) Certificate that the person is medically fit.

(a) All other contract appoints up to BS-18 shall be made after approval of the Chief Minister; while appointments in BS-19 & 20 by the Governor in consultation with the Chief Minister.

(b) A contract appointment from private sector shall be advertised & selection made after test & interviews.

(c) Re-employment beyond the age of superannuation in all cases required the approval of the Governor.

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SCHEDULE-III-B
[See Rule 18 (7)]

FOREIGN VISITS/TRAINING/LEAVE

S.No.	Officers/Officials	Competent Authority
1.	**Foreign Visits/Training** (a) Officers in **BPS-18** and above and their equivalent working in Autonomous/Semi Autonomous Bodies and corporations.	**Chief Minister**. In both the cases i.e. involvement/non-involvement of Government Funds. In case of involvement of Government funds/ Autonomous Body, subject to the clearance of Finance Department/ Autonomous Body.
	(b) **Officers/Officials** upto and including **BPS-17** and their equivalent working in Autonomous/Semi Autonomous Bodies and corporations.	**Chief Minister**. In case of involvement of Government funds or the funds of the concerned Autonomous body and subject to the clearance of Finance Department/ Autonomous Body. **Chief Secretary**. In case of no Government/ Autonomous Body funding is involved.

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2.	**Leave.** (a) **Within Pakistan.** Officers BPS-19 and above.	**Chief Minister**. On the advice of Chief Secretary.
	(b) Officers and Officials BPS-18 and below.	**Chief Secretary.** On the advice of the Secretary of the concerned Department.
	Leave (i) **Ex-Pakistan**. Officer BPS-18 and above.	**Chief Minister**. On the advice of Chief Secretary.
	(ii) Officers in BPS-17.	**Chief Secretary**.
	(iii) Officials **BPS-16** and below.	**Chief Secretary**. On the advice of the Secretary of the concerned Department.

SCHEDULE-IV
[See rule 30]

LIST OF CASES TO BE SUBMITTED TO THE GOVERNOR FOR HIS ORDERS.

1. Appointment of Advocate General.

2. Promulgation of Ordinances in case when the Assembly is not in session.

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3. All such information relating to the administration of the Gilgit-Baltistan and all such proposals for legislation as the Governor may call for.

4. Appointment of Officers on the Secretariat Staff of the Governor.

SCHEDULE-V
[See Rule 32 (1) (a)]

LIST OF CASES TO BE SUBMITTED TO THE GOVERNOR FOR ORDERS ON ADVICE OF THE CHIEF MINISTER.

1. The appointment of Gilgit-Baltistan Ministers.

2. The appointment of Advisors to Chief Minister.

3. Determination of salaries, allowances and privileges of Gilgit-Baltistan Ministers/Advisors.

4. Assent to Bills other than Money Bills.

5. Assent to Money Bills.

6. Rules relating to the custody, etc. of Gilgit-Baltistan Consolidated Fund and Public Account.

7. Report relating to the accounts of the Gilgit-Baltistan

8. Dissolution of Gilgit-Baltistan Assembly.

9. Reference to the Council of Islamic Ideology whether a proposed law is not repugnant to the Injunctions of Islam.

10. Transfer of Secretaries and other Officers holding position on subject assigned to the Council.

Provided that in case of a difference of opinion between

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Governor and Chief Minister the case will be submitted to the Chairman of Council for decision.

11. The Contract appointment of officers in BPS-19 & 20.

12. Clearance for Foreign visits/training of Officers in BPS-18 and above of APUG.

13. Clearance for leave with in Pakistan for Officers in BPS-19 and above of APUG.

14. Clearance for Ex-Pakistan leave for Officers in BPS-17 and above of APUG.

15. Appointment of parliamentary Secretary.

SCHEDULE-VI
(See rule 32(1) (b)

LIST OF CASES TO BE SUBMITTED TO THE CHIEF MINISTER FOR HIS ORDERS.

1. Gilgit-Baltistan Selection Board - its constitution.

2. Proposal involving any change in the functions or powers of Departments.

3. Recommendations for the grant of honours and awards.

4. All cases relating to matters which are liable to involve Government into controversy with the Government of Pakistan or with another Provincial Government.

5 Annual Budget Statement to be laid before the Gilgit-Baltistan Assembly.

6. Authentication of the Schedule of Authorized Expenditure.

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7. Excess Budget Statement.

8. Transfer posting of officers mentioned in Schedule-III under Rule 18 (1).

SCHEDULE-VII
[See rule 33 (2)]

LIST OF CASES TO BE SUBMITTED TO THE GOVERNOR FOR INFORMATION THROUGH THE CHIEF MINISTER

1. All periodical reports by administrative and executive officers of political nature or relating to law and order such as the fortnightly reports and situation reports submitted by the police.

2. All special reports by administrative and executive officers relating to matters which may seriously affect the peace and tranquility of the Gilgit-Baltistan.

3. Periodical reports of Administrative Departments and Head of Attached Departments.

4. All proposals involving any important change in the strength or distribution of the Police Force.

5. All important cases involving questions of policy or principle.

6. Reports of Committees of enquiry appointed by the Governor.

7. Previous notes and handouts issued by the Information Department.

8. Intelligence Reports.

9. Summary, Minutes and decisions of the Gilgit-

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Baltistan Cabinet.

10. Annual Reports of the Gilgit-Baltistan Public Service Commission.

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

12. Papers pertaining to any other matter required by the Governor through a general or special order.

No. F. 3 (5)/2009 GB-I

(Muhammad Ikram)
Deputy Secretary (GB)

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