

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION

No.1/11/92-CP-II (Pt-I)

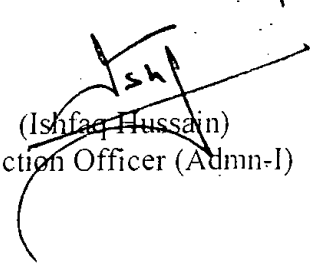
Islamabad, 08 January 2018.

**C I R C U L A R**

The Competent authority has been pleased to approve that:-

- (i) All Deputy Secretaries shall inspect the working of their Sections once every six months.
- (ii) Senior officers, not below the rank of Joint Secretary to the Government shall make similar inspection annually.
- (iii) Special attention shall be paid to:-
  - (a) compliance with the Rules of Business, Secretariat Instructions, standing orders and office directives;
  - (b) security arrangements,
  - (c) general office management; and
  - (d) proper use and care of Government property and equipment.

2. A guide to inspection is, attached.

  
(Ishfaq Hussain)  
Section Officer (Admn-I)

**All Joint Secretaries/Deputy Secretaries, Establishment Division**

**GENERAL****Inspection**

57. (a) Deputy Secretaries shall inspect the working of their Sections once every six months and senior officers, not below the rank of Joint Secretary to the Government, shall make similar inspection annually. They shall pay special attention to:-

- (i) compliance with the Rules of Business, Secretariat Instructions, standing orders and office directives;
- (ii) security arrangements;
- (iii) general office management; and
- (iv) proper use and care of Government property and equipment.

(b) A guide to inspection is attached at Appendix 'D'.

**Meetings**

58. (a) The Secretary (or Additional/Joint Secretary Incharge) should endeavour to convene meetings of all officers in the Ministry/Division and Heads of Departments once a month and at any rate, once every quarter, to discuss-

- (i) important pending cases;
- (ii) specific problems calling for general expression of views or exchange of ideas; and
- (iii) questions of general interest concerning the Division as a whole.

(b) The Deputy Secretaries should hold periodical meetings with the Section Officers.

59. All meetings shall be business-like. Brief minutes shall be recorded mentioning only the salient points considered and the decisions taken. Individual view points should not be recorded except on request.

**Security arrangements and handling  
of classified documents**

60. Security instructions shall be strictly adhered to.

61. All documents which are of secret and confidential nature shall be properly classified and treated, in accordance with the instructions contained in the booklet "Security of Classified Matter in Government Departments".

**Security Instructions for use  
of Fax Machines/Computers in the  
Government Departments**

62. Fax Machine working in conjunction with tel/radio or any other means of communication without a crypto cover does NOT offer any security to the material being faxed thereon or there-through. To ensure security in relation to the Fax installed in the Government Departments, the following instructions will be followed:-

- (a) Fax will be handled/operated by a designated person approved by the head of the Department and record maintained.
- (b) Fax will always be kept under lock and key of the designated operator.
- (c) Records of all documents transmitted or received on a Fax will be maintained on a register to be checked at suitable intervals under arrangements of Head of the Department.
- (d) Fax will be fed with a code number for gaining access to its functioning and changed frequently.
- (e) Fax will be operated for transmission only after telephonic contact between the two Fax operators has been established.
- (f) In case Fax is used for photocopying the official documents, instructions for use of photocopying machine will be followed.
- (g) No classified document of confidential or above security classification will be transmitted on the Fax which is not provided with the security equipment.

If the Fax link has been provided with cryptocover, the owner/user of the Crypto-cover Fax has to ensure that the cryptocover so used must be on the approved list of NCSB, and that the information being faxed thereon is kept within the confines of Cryptosecurity and security classification domains offered by the cryptosystem.

(a) *Security Instructions for use of Computers in Government Department.*

1. To lock PC/terminal when not in use.
2. To use properly labelled diskettes.
3. To ensure safe custody of diskettes while in possession.
4. To return diskettes to inventory holder at packup time.
5. To maintain a record of data/files stored on computer diskettes.

(b) *Responsibility of Computer Security Officers.*

1. To restrict unauthorised access to computer terminals/rooms.
2. "Out of Bound" sign be pasted.
3. To administer diskettes according to laid down security instructions.
4. To maintain diskettes in/out register.
5. To maintain printers output register.

**Publication of papers**

63. All papers sent for publication in the Gazette shall be signed by the Secretary, or by an officer authorised by him. Officers authorised to sign papers for publication in the Gazette shall sign under their own designations and not "for Secretary".

64. No papers, except those which it has been the ordinary practice to publish in the Gazette or which are required by law to be so published, shall be published without full consideration and without the approval of the Secretary in the Ministry or Division to which the subject belongs.

65. No communication between Government offices shall, in normal circumstances, be published by the addressing authority until the addressee has received it. When circumstances render earlier publication unavoidable, the addressee shall be informed by telegram, telephone, fax or email.

66. No official shall, in any circumstances, give publicity to documents which might seem to reflect upon a superior authority or give assistance to the press in formulating adverse comments upon the orders or actions of a superior authority.