(VERSION 2023) GOVERNMENT OF PAKISTAN CABINET SECRETARIAT ESTABLISHMENT DIVISION

F.No.6/4/96-R.3

Islamabad, the 10th May, 1997

OFFICE MEMORANDUM

SUBJECT: PROCEDURE REGARDING APPOINTMENTS IN AUTONOMOUS SEMI-AUTONOMOUS BODIES, UNDER THE FEDERAL GOVERNMENT OF PAKISTAN.

In supersession of the instructions issued vide Office Memorandum No.1/85/94-E.6 dated the 12th September, 1994, the undersigned is directed to state that henceforth the cases of appointment to various posts in autonomous/semi-autonomous bodies shall be processed in accordance with the following guidelines:-

S.No.	Nature of Case	Selection Procedure	Approving Authority
i.	Appointment of Head of the Organization.	Selection Board headed by the Minister Incharge to consider and recommend from a panel of three names for each vacancy:	Prime Minister
	· · · · · · · · · · · · · · · · · · ·	* Provided that, where the charge of a Ministry/Division is headed by the Prime Minister, the Selection Board shall be headed by a Minister/ Minister of State / Advisor to the Prime Minister / SAPM to Prime Minister nominated by the Prime	
		Minister.	Drimo Minister
ii. (a)**	Posting of government servants of BS-21 and	To be processed through the Establishment Division	Finne Minuster
	above		Establishment
(b)	Posting of government servants of BS-20	· -	Secretary
(c)	Posting of government servants of BS-17 to	To be processed in the Ministry / Division concerned.	Secretary of concerned Ministry /Division
(d)	Posting of government servants in BS-16 and	To be processed by the Department concerned.	Heads of Departments
jiii. (a)	Appointment to posts in Management Grades other than of a Finance Member / Director and	Selection Board headed by the Secretary of the Ministry /Division concerned to consider and recommend from a panel of three names for each vacancy.	}

• .	those covered by (i) and (ii) above.		
iii. (b)	Appointments to posts carrying a minimum pay equal to the minimum of BPS-20 and above.	the Ministry /Division concerned to consider and recommend from a panel of	Minister Incharge
iv.	Appointment of Heads of Subsidiary Companies not included in Management Grade	Ministry /Division concerned and recommend from a panel of three names	Minister Incharge
v.	Appointment to posts other than those mentioned above.	1	@ An officer authorized by the Head of the Organization concerned.

- 2. This procedure shall be applicable, mutatis mutandis, for selections for these posts from open market.
- 3. The Constitution of Selection Boards for posts mentioned at Serial Numbers (i), (ii), (iii) and (iv) of Para 1 shall be subject to the approval of the Prime Minister through Establishment Division (unless already so approved). The constitution of the Selection Board at Sr. No.(v) of para 1 shall be approved by the Minister Incharge of the Ministry/Division concerned.
- 4. In case where the services of any Government Servant are required for posting on deputation in any autonomous/semi-autonomous body, the administrative Ministry/Division concerned shall propose a panel of at least three names through the Establishment Division in case where the Prime Minister is the competent authority.
- 5. Appointment to the post of Member (Finance), Director(Finance) or the Chief Finance Officer in any autonomous/semi-autonomous body irrespective of the designation shall be made with the approval of the Prime Minister in case the post is in BS-20, equivalent or above. However, for these posts in BS-19 / equivalent the Government's approval will be accorded by the Finance Secretary in consultation with the Establishment Secretary.

^{*} Amended vide Establishment Division's O.M.No.6/4/96-R.3 dated 14.09.2018.

^{**} Amended vide Establishment Division's O.M.No.6/4/96-R.3 dated 26-05-2000.

[@] Amended vide Establishment Division's O.M.No.6/4/96-R.3 dated 06-06-2002.

***6. All appointments approved by the Prime Minister shall be notified by the Establishment vision. Posting of Officers of BS-20 in autonomous and semi-autonomous bodies will also be notified by the Establishment Division. The terms and conditions of deputation to autonomous bodies shall be regulated by the prescribed standard terms and conditions of deputation. Any deviation from the standard terms and conditions of deputation shall require prior approval of Finance and Establishment Divisions.

7. In cases where these instructions are in conflict with the provisions of the Laws governing any Corporation, the provision of the Law to the extent of conflict shall prevail.

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- 7(1). It has also been decided that the phrase "Chief Executive" wherever occurring in the above referred O.M may also be omitted.
- 8. Establishment Division's U.O.No.1/85/94-E.6 dated the 5th May, 1996 regarding ban on promotion in the Corporations, is hereby cancelled.

Sd/......
(Zarmast Khan Khattak)
Deputy Secretary to the
Government of Pakistan

All Secretaries/Additional Secretary Incharge of Ministries/Divisions/Islamabad/Rawalpindi.

^{***} substituted vide O.M.No.6/4/96-R.3 dated 10-4-2002.
@@ amended vide O.M.No.6/4/96-R.3 dated 14th September, 2018.



GOVERNMENT OF PAKISTAN CABINET SECRETARIAT ESTABLISHMENT DIVISION

No.6/4/95-R.3.

ISLAMABAD, the 10th May, 1997.

OFFICE MEMORANDUM

SUBJECT:- PROCEDURE REGARDING APPOINTMENTS IN AUTONOMOUS AND SEMI-AUTONOMOUS BODIES, UNDER THE FEDERAL GOVERNMENT OF PAKISTAN.

In supersession of the instructions issued vide Office Memorandum No.1/85/94-E.6, dated 12th September, 1994, the undersigned is directed to state that henceforth the cases of appointment to various posts in autonomous/semi-autonomous bodies shall be processed in accordance with the following guidelines:-

S1. Nos.	Nature of case	Selection procedure	Approving .
i.	Appointment as Chief Executive/Head of the Organization.	Selection Board headed by the Minister Incharge to consider and recomend from a panel of three names for each vacancy.	Prime Minister
įi.	Appointment of a Government Servant in Grade-20 or above in any autonomous body.	To be processed through the Establishment Division.	Prime Minister
iii(a)	Appointment to posts in Management Grades other than that of a Finance Member/ Director and those covered by (i) & (ii) above,	Selection Board headed by the Secretary of the Ministry/Division concerned to consider and recommend from a panel of three names for each vacancy.	Prime Minister
· iii(b)	Appointment to posts carrying a minimum pay of Rs.6810/- and above.	Selection Board headed by the Secretary of the Ministry/Division concerned to consider and recomend from a panel of three names for each vacancy.	Minister Incharge

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iv. Appointment of Heads of Subsidiary Companies not included in Management Grades.

Selection Board headed by Secretary of the Ministry/ Division concerned to consider and recommend from a panel of three names for each vacancy.

Minister Incharge

v. Appointment to posts other than those mentioned above.

Through appropriate Selection Board set up in the Organization.

Head of the Organization concerned.

- 2. This procedure shall be applicable, mutatis mutandis, for selections for these posts from open market.
- The Constitution of Selection Boards for posts mentioned at Serial Numbers(i), (ii), (iii) and (iv) of Para 1 shall be subject to the approval of the Prime Minister through Establishment Division (unless already so approved). The Constitution of the Selection Board at S1.No.(v) of Para 1 shall be approved by the Minister Incharge of the Ministry/Division concerned.
- 4. In case where the services of any Government Servant are required for posting on deputation in any autonomous/semi-autonomous body, the administrative Ministry/Division concerned shall propose a panel of atleast three names through the Establishment Division in cases where the Prime Minister is the competent authority.
- 5. Appointment to the post of Member (Finance), Director (Finance) or the Chief Finance Officer in any autonomous/semi-autonomous body irrespective of the designation, shall be made with the approval of the Prime Minister in case the post is in BS-20, equivalent or above. However, for these posts in BS-19/equivalent the Government's approval will be accorded by the Finance Secretary in consultation with the Establishment Secretary.



- All Notifications for appointments approved by the Prime Minister shall be issued by the Establishment Division. Similarly, Establishment Division will also issue the notifications regarding posting of civil servants to posts in autonomous/semi-autonomous bodies. The terms and conditions of appointment of all such officers shall be determined by the Establishment Division in consultation with the Finance Division.
- 7. In cases where these instructions are in conflict with the provisions of the Laws governing any Corporation, the provision of the Law to the extent of conflict shall prevail.
- 8. Establishment Division's U.O.No.1/85/94-E.6, dated 5th May, 1996 regarding ban on promotion in the Corporations, is hereby cancelled.

(ZARMAST KHAN KHATTAK)
DEPUTY SECRETARY TO THE
GOVERNMENT OF PAKISTAN

All Secretaries/Additional Secretary Incharge of Ministries/Divisions, Islamabad/Rawalpindi.

Copy also to 5.0 (E-6).



GOVERNMENT OF PAKISTAN CABINET SECRETARIAT (ESTABLISHMENT DIVISION)

No.6/4/96-R.3

Islamabad the 26th May, 2000

OFFICE MEMORANDUM

SUBJECT: PROCEDURE REGARDING APPOINTMENTS IN AUTONOMOUS AND SEMI-AUTONOMOUS BODIES, UNDER THE FEDERAL GOVERNMENT OF PAKISTAN.

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The undersigned is directed to refer to the Establishment Division Office Memorandum No.6/4/96-R.3 dated the 10th May,1997 on the above subject and to state that the competent authority has been pleased to approve substitution of existing para 1(ii) and (iii-b) of the aforesaid O.M. by the following:-

<u>SL</u> NO	NATURE OF CASE	SELECTION PROCEDURE	APPROVING AUTHORITY
(ii) (a)	Posting of government servants of BS-21 and above	To be processed through the Estab- ment Division	Prime Minister/ Chief Executive
(b)	Posting of government servants of BS-20	-do-	Establishment Secretary
(c)	Posting of government servants of BS-17 to 19	To be processed in the Ministry/ Division concerned.	Secretary of concerned Ministry/Division
	Posting of government servants in BS-16 and below.	To be processed by the Department concerned.	Heads of Departments

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iii(b) Appointments to posts carrying a minimum pay equal to the minimum of BPS-20 and above. Selection Board headed by the Secretary of the Ministry/Division concerned to consider and recommend from a panel of three names for each vacancy. Minister Incharge

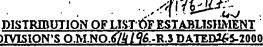
All Ministries/Divisions are requested to ensure strict observance of the above decision in the Autonomous/Semi-Autonomous bodies under their administrative control.

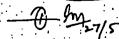
(AMIR- UL-HAQ)

DEPUTY SECRETARY

Secretaries/Additional Secretaries Incharge of all Ministries/Divisions, Islamabad/Rawalpindi

[h_







- 3. The Secretary, Communication Division, Islamabad
- 4. The Secretary, Defence Division, Rawalpindi
- 5. The Secretary, Defence Production Division, Rawalpindi
- 6. The Secretary, Economic Affairs Division, Islamabad
- 7. The Secretary, Education Division, Islamabad
- 8. The Secretary, Environment, Local Government and Rural Development Division
- 9. The Secretary, Finance Division, Islamabad
- 10. The Secretary, Food, Agriculture and Livestock Division, Islamabad
- 11. The Secretary, Foreign Affairs Division, Islamabad
- 12. The Secretary, Health Division, Islamabad
- 13. The Secretary, Housing and Works Division, Islamabad
- 14. The Secretary, Industries and Production Division, Islamabad
- 15. The Secretary, Information and Media Development Division, Islamabad
 - The Secretary Information Technology and Telecommunication Division, Islamabad
 - 17. The Secretary, Interior Division, Islamabad
 - 18. The Secretary, Kashmir Affairs, Northern Areas, S&FR Division, Islamabad
 - The Secretary, Labour, Manpower and Overseas Pakistanis Division, Islamabad
 - 20. The Secretary, Law, Justice and Human Rights Division, Islamabad
 - 21. The Secretary, Culture, Sports, Tourism and Youth Affairs Division, Islamabad
 - 22. The Secretary, Narcotics Control Division, Islamabad
 - 23 The Secretary, Parliamentary Affairs Division, Islamabad
 - 24. The Secretary, Petroleum and Natural Resources, Islamabad
 - 25. The Secretary, Population Welfare Division, Islamabad
 - 26. The Secretary, Planning and Development Division, Islamabad
 - 27. The Secretary Revenue Division, Islamabad
 - 28. The Secretary, Scientific and Technological Research Division, Islamabad
 - 29. The Secretary, Statistics Division, Islamabad
 - 30. The Secretary Ministry of Railway Islamabad
 - 31. The Secretary, Religious Affairs and Zakat & Ushr Division, Islamabad
 - 32. The Secretary, Water and Power Division, Islamabad
 - 33. The Secretary, Women Development, Social Welfare and Special Education Division, Islamabad
 - 34. The Secretary Wafaqi Mohtasib (Ombudsman)'s Secretariat, Islamabad

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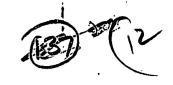
35. The Auditor General of Pakistan, Islamabad

36. The Secretary, National Reconstruction Bureau, Islamabad

37. The Chairman, National Accountability Bureau, Islamabad

The Chief Executive Secretariat (Mr. Bashir Ahmed Chouhan, Deputy Secretary) Islamabad

GOVERNMENT OF PAKISTAN CABINET SECRETARIAT ESTABLISHMENT DIVISION



No. 6/4/96-R-3.

Islamabad, the 10th April, 2002.

OFFICE MEMORANDUM

SUBJECT:- PROCEDURE REGARDING APPOINTMENTS IN AUTONOMOUS AND SEMI-AUTONOMOUS BODIES, UNDER THE FEDERAL GOVERNMENT.

The undersigned is directed to state that the instructions contained in para 6 of Establishment Division's O.M.No.6/4/96-R.3, dated 10th May,1997 have been reviewed and it has been decided that the provisions of para 6 of the O.M. referred to above, may be replaced by the following:-

- "6. All appointments approved by the President or the Chief Executive/Prime Minister shall be notified by the Establishment Division. Posting BS-20 of Officers of in autonomous semi-autonomous bodies will also be notified by Establishment Division. The terms conditions of deputation to autonomous bodies shall be regulated by the prescribed standard conditions of deputation. and deviation from the standard terms and conditions of deputation shall require prior approval of Finance and Establishment Divisions".
- 2. The Ministries/Divisions are requested to bring the above instructions to the notice of Attached Departments, Subordinate Offices and Autonomous, Semi-Autonomous Bodies/Corporations etc. under their administrative control, for compliance thereof.

Ofmin hay
(AMIR-UL-HAQ) 10/4/cg
DEPUTY SECRETARY

Secretaries/Additional Secretaries Incharge of Ministries/Divisions, Islamabad/Rawalpindi

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DISTRIBUTION LIST OF ESTABLISHMENT DIVISION 0.M. NO.6/4/96-R.3 dated 10th April, 2002

- 1. The Secretary Cabinet Division, Islamabad
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- 4. The Secretary, Culturem, Sports, Tourism and Youth Affairs and Minorities Affairs Division, Islamabad
- 5. The Secretary, Defence Division, . Rawalpindi
- 6. The Secretary, Defence Production Division, Rawalpindi
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- 11. The Secretary, Food, Agriculture & Livestock, IBD
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 'Division Islamabad
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- The Secretary Kashmir Affairs, Norther Area, S&FR Division, Islamabad
- 20. The Secretary, Labaour, Manpower and Overseas Pakistanis Division, Islamabad
- 21. The Secretary, Law, Justice and Human Rights Division, Islamabad
- 22. The Secretary, Narcotics Control Division, Islamabad
- 23. The Secretary, Petroleum and Natural Resources Division, Islamabad
- 24. The Secretary, Planning and Development Division, IBD
- 25. The Secretary Population Welfare Division, Islamabad
- 26. The Secretary, Revenue Division, Islamabad
- 27. The Secretary Ministry of Railway, Islamabad
- 28. The Secretary, Religious Affairs, Zakar, Ushr Islamabad
- 29. The Secretary Scientific and Technological Research Division, Islamabad
- 30. The Secretary Statistics Division, Islamabad
- 31. The Secretary, Water and Power, Islamabad
- 32. The Secretary, Women Development, Social Welfare and Special Education Division, Islamabad

GOVERNMENT OF PAKISTAN CABINET SECRETARIAT (ESTABLISHMENT DIVISION)



No.6/4/96-R.3

Islamabad the 6th June, 2002

OFFICE MEMORANDUM

SUBJECT: PROCEDURE REGARDING APPOINTMENTS IN AUTONOMOUS AND SEMI- AUTONOMOUS BODIES, UNDER THE FEDERAL GOVERNMENT.

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The undersigned is directed to state that, according to the instructions contained in Establishment Division's O.M. No.6/4/96-R.3 dated the 10th May, 1997 Selection Board for posts of the Chief Executive/Head of the Organizations are required to be headed by the Minister Incharge. There are, however, certain Ministries/Divisions which are under the charge of the Chief Executive of Pakistan and, being an extremely busy person, he can hardly spare time for such meetings of Selection Boards. As such, it has been decided with the approval of the Chief Executive that the following proviso may be added to the said instructions:-

"Provided that, where the charge of a Ministry/Division is held by the Chief Executive, the Selection Board shall be headed by the Secretary of the respective Ministry/Division.

- 2. It may also be indicated here that the powers of making appointment to residual posts specified against serial No. v of para 1 of the said O.M.- have been given to the Head of the Organization. However, since the Heads of the Organizations cannot personally make all appointments, therefore, the Heads of the Organizations have been authorised by the Chief Executive to delegate powers to officers subordinate to them to make appointments to such posts other than the posts mentioned against serial No. i to iv of the table below para 1 of the aforesaid O.M. Therefore, the existing provision against Sr.No.v may be substituted by the following:-
 - "v. An Officer authorized by the Head of the Organization concerned"
- 3. The Ministries/Divisions are requested to please note the above instructions and also to bring these instructions to the notice of Autonomous/Semi-Autonomous Bodies/Corporations etc., under their administrative control, for compliance thereof.

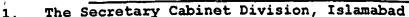
Secretaries/Additional Secretaries Incharge of all Ministries/Divisions, Islamabad/Rawalpindi.

(As per list attached)

(Amir-ul-Haq)

O Deputy Secretary

DISTRIBUTION LIST OF ESTABLISHMENT DIVISION 0.M. NO.6/4/96-R.3 dated // Poth June, 2002



- 2. The Secretary, Commerce Division, Islamabad
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- 5. The Secretary, Defence Division,. Rawalpindi
- 6. The Secretary, Defence Production Division, Rawalpindi
- 7. The Secretary, Economic Affairs Division, Islamabad
- 8. The Secretary Education Division, Islamabad
- 9. The Secretary, Environment, Local Government and Rural Development Division Islamabad
- 10. The Secretary, Finance Division Islamabad
- 11. The Secretary, Food, Agriculture & Livestock, Islamabad
- 12. The Secretary, Foreign Affairs, Islamabad
- 13. The Secretary Health Division, Islamabad
- 14. The Secretary, Housing and Works Division, Islamabad
- 15. The Secretary, Industries and Production Division
- 16. The Secretary, Information Technology and Telecommunication Division, Islamabad
- 17. The Secretary, Information and Media Development
 Division Islamabad
 - 18. The Secretary Interior Division, Islamabad
 - 19. The Secretary Kashmir Affairs, Northern Area, S&FR Division, Islamabad
 - 20. The Secretary, Labour, Manpower and Overseas Pakistanis Division, Islamabad
 - 21. The Secretary, Law, Justice and Human Rights Division, Islamabad
 - 22. The Secretary, Narcotics Control Division, Islamabad
 - 23. The Secretary, Petroleum and Natural Resources Division, Islamabad
 - 24. The Secretary, Planning and Development Division, Islamabad
 - 25. The Secretary Population Welfare Division, Islamabad
 - 26. The Secretary, Revenue Division, Islamabad
 - 27. The Secretary Ministry of Railway, Islamabad
 - 28. The Secretary, Religious Affairs, Zakar, Ushr Islamabad
 - 29. The Secretary Scientific and Technological Research Division, Islamabad
 - 30. The Secretary Statistics Division, Islamabad
 - 31. The Secretary, Water and Power, Islamabad
 - 32. The Secretary, Women Development, Social Welfare and Special Education Division, Islamabad
 - 33. P.S. to the Chairman, NAB., C.E.Sectt.No.2, Islamabad
 - 34. The Secretary, NRB, C.E.Sectt.No.2, Islamabad
 - 35. OSD(Admn), Chief Executive office, Islamabad
 - 36. The Sevely Wafagi Mohtasib (Ombodsman) 'Seett Islamabed.





GOVERNMENT OF PAKISTAN CABINET SECRETARIAT ESTABLISHMENT DIVISION

No.6/4/96-R-3

Islamabad, the 14th September, 2018

OFFICE MEMORANDUM

Subject:

PROCEDURE REGARDING APPOINTMENTS IN AUTONOMOUS SEMI AUTONOMOUS BODIES, UNDER THE FEDERAL GOVERNMENT OF PAKISTAN.

The undersigned is directed to refer to this Division's OM No. 6/4/96-R-3, dated 10-05-1997 as amended from time to time on the subject noted above and to state that S.No. 1 of para 1 of the above referred OM reads as under:-

S.No	Nature of Case	Selection Procedure	Approving/ Authority
	Appointment of Chief Executive/ Head of the Organization	Selection Board headed by the Minister Incharge to consider and recommend from a panel of three names for each vacancy: Provided that, where the charge of a Ministry /Division is held by the Chief Executive, the Selection Board shall be headed by the Secretary of the respective Ministry/Division.	Prime Minister/ Chief Executive

2. It has been decided with the approval of Prime Minister that the proviso appearing in column 3 against SI. No. 1 may be substituted as under: -

Provided that, where the charge of a Ministry/Division is headed by the Prime Minister, the Selection Board shall be headed by a Minister/Minister of State /Advisor to the Prime Minister/ SAPM to Prime Minister nominated by the Prime Minister.

3. It has also been decided that the phrase "Chief Executive" wherever occurring in the above referred O.M. may also be omitted.

Habib Anwar)
Section Officer

All Secretaries/Additional Secretary Incharge of Ministries/Divisions
| Islamabad/Rawalpindi

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Distribution List of Establishment Division O.M.No.6/4/96-R-3.

dated 14th September, 2018

- 1. The Secretary to the President.
- 2. The Secretary to the Prime Minister.
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- 5. The Secretary, Climate Change Division, Islamabad.
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- 7. The Secretary, Communications Division, Islamabad.
- 8. The Secretary, Defence Division, Rawalpindi.
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- 11. The Secretary, Federal Education and Professional Training Division, Islamabad.
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- 21. The Secretary, Inter Provincial Coordination Division, Islamabad.
- 22. The Secretary, Kashmir Affairs and Gilgit-Baltistan Division, Islamabad.
- 23. The Secretary, Law and Justice Division, Islamabad.
- 24. The Secretary, Maritime Affairs Division, Islamabad.
- 25. The Secretary, National Food Security & Research Division, Islamabad.
- 26. The Secretary, National Health Services, Regulations & Co-ordination Division, Islamabad.
- 27. The Secretary, Narcotics Control Division, Islamabad.
- 28. The Secretary, National History and Literary Heritage Division, Islamabad.
- 29. The Secretary, National Security Division, Islamabad.
- 30. The Secretary, Overseas Pakistanis and Human Resources Development Division, Islamabad.
- 31. The Secretary, Parliamentary Affairs Division, Islamabad.
- 32. The Secretary, Petroleum Division, Islamabad.
- 33. The Secretary, Planning Development and Reform Division, Islamabad.
- 34. The Secretary, Privatization Division/ Commission, Islamabad.
- 35. The Secretary, Postal Services Division, Islamabad.
- 36. The Secretary, Power Division, Islamabad.
- 37. The Secretary, Railways Division, Islamabad.
- 38. The Secretary, Religious Affairs and Inter-faith Harmony Division, Islamabad.
- 39. The Secretary, Revenue Division/ Chairman, Federal Board of Revenue, Islamabad.
- 40. The Secretary, Science & Technology Division, Islamabad.
- 41. The Secretary, States & Frontier Regions Division, Islamabed.
- 42. The Secretary, Statistics Division, Islamabad.
- 45. The Secretary, Textile Industry Division, Islamabad.
- 44. The Secretary, Water Resources Division, Islamabad.
- 45. The Secretary, Aviation Division, Islamabad.
- 46. Secretaries, Senate/ National Assembly Secretaries, Islamabad.

