

1.1 Guidelines for Submission of Appeals/Representations to the Chief Executive/President

It has been observed that Ministries/Divisions/Departments generally do not forward to the Establishment Division complete/ comprehensive references on the appeals/representations filed by the aggrieved civil servants before the Chief Executive/*President, for orders in the capacity of the appellate authority. It results in back-referencing and inordinate delay in processing/finalization of such cases.

2. In order to facilitate objective analysis and speedy disposal, the appeals/representations preferred by the civil servants under the Civil Servants (Appeal) Rules, 1977, or section 9 of the **Removal from Service (Special Powers) Ordinance, 2000, as the case may be, should invariably be submitted in the form of self contained Summary supported by copies of the following essential documents as annexures:-

- (i) charge sheet;
- (ii) reply of the accused to the charge sheet;
- (iii) inquiry report;
- (iv) Show Cause Notice;
- (v) reply of the accused to the Show Cause Notice;
- (vi) recommendations/order of the 'Authorized Officer' or the 'Authority', as the case may be, regarding the imposition of penalty upon the accused;
- (vii) notification of the penalty;
- (viii) appeal/representation (in original) alongwith its enclosures; and
- (ix) detailed parawise comments of the Ministry/Division/ Department concerned on the appeal/representation, in juxtaposition as per prescribed format, *annexed* herewith.

2. All Ministries/Divisions/Departments and Provincial Governments are requested to bring these guidelines to the notice of all concerned for guidance/compliance.

[Authority.-Establishment Division's O.M.No.5/4/94/Rev/D.3 dated 19-9-2001].

* Add/Substitute 'Prime Minister', as the case may be.

** Removal from Service (Special Powers) Ordinance,2000 has been repealed.