

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.1/4/2019-R-V

Islamabad, the 20th April, 2023

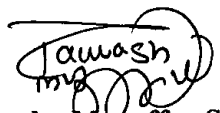
OFFICE MEMORANDUM

Subject: - **PROVISION OF SUPPORTING INFORMATION/DOCUMENTS WITH DRAFT RECRUITMENT RULES FOR OBTAINING CONCURRENCE OF ESTABLISHMENT DIVISION OR FRAMING/AMENDMENT OF RECRUITMENT RULES AND UP-GRADATION/RE-DESIGNATION OF POSTS**

The undersigned is directed to refer to this Division's O.M No.1/4/2019-R-V, dated 08-06-2020 on the subject and to advise all Ministries/Divisions and their Attached Departments/Sub-ordinate Offices/Autonomous Bodies/Semi Autonomous Bodies to henceforth follow the following sequence while processing cases related to service matters/recruitment rules: -

- a. Framing/preparing of case matter / draft rules by the Attached Departments / Sub-ordinate Offices/Autonomous Bodies/Semi-Autonomous Bodies.
- b. Submission to the parent Ministry/Division.
- c. Vetting by Law and Justice Division from legal point of view.
- d. Concurrence of Finance Division for Financial implications, etc.
- e. Consultation with FPSC through parent Ministry / Division, where required.
- g. Submission of the case to the Establishment Division for necessary vetting / approval through parent Ministry / Division.
- i. After approval of Establishment Division the Attached Departments/Sub-ordinate Offices/Autonomous Bodies/Semi Autonomous Bodies to notify the Rules.

2. All Ministries / Divisions may kindly communicate the above instructions to their concerned departments.


(Palwasha Muzaffar Shah)
Section Officer (R-V)

All Ministries/Divisions