

Azad Government of the State of Jammu and Kashmir Services & General Administration Department

‘Muzaffarabad’

Dated: 1st June, 1985

NOTIFICATION:

No.S&GAD/JS/1876-1975/85. In exercise of the powers conferred by Section ‘58’ of the Azad Jammu & Kashmir Interim Constitution Act, 1974 and in supersession of the Azad Government of the State of Jammu & Kashmir Rules of Business, 1975, the President, Azad Jammu & Kashmir is pleased to make the following rules for transaction of the business of the Government:

PART ‘A’ GENERAL

1. Short Title and Commencement:- (1) These rules may be called the Azad Government of the State of Jammu and Kashmir Rules of Business, 1985.

(2) They shall come into force at once.

(3) Notwithstanding anything contained in these Rules, the Business relating to the subject included in the Council Legislative List in the Azad Jammu and Kashmir Interim Constitution Act, 1974, shall be conducted in accordance with the rules which may be framed by the Azad Jammu and Kashmir Council from time to time.

2. Definitions:

1 In these rules, unless there is anything repugnant in the subject or context:

i) ‘**Act**’ means the Azad Jammu and Kashmir Interim Constitution Act 1974;

ii) ‘**Assembly**’ means the Legislative Assembly of Azad Jammu and Kashmir.

iii) ‘**Attached Department**’ means a Department mentioned in column 3 of Schedule-1;

iv) ‘**Business**’ means all work done by the Government;

v) ‘**Cabinet**’ means the Prime Minister and the Ministers;

vi) ‘**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;

vii) ‘**Chief Secretary**’ means the officer notified as such in the Gazette;

vii-a)* ‘**Controlling Officer**’ includes any officer other than Chief Secretary and Administrative Secretary, who by virtue of holding an office has been designated as Administrative head or

In-charge of a section, Office or sub-office established in the Department, Attached Department, District or Divisional Officer made responsible for efficient discharge of the functions in distinct sphere under any Statute or who may otherwise be declared as Controlling Officer by the Administrative Secretary”.

viii) **‘Council of Islamic Ideology’** means the Azad Jammu and Kashmir Council of Islamic Ideology or as in section 32 of the Interim Constitution Act, 1974;

ix) **‘Council’** means Azad Jammu and Kashmir Council constituted under the Act,.

*(ix-a) **‘Department’** means a self contained administrative unit in the Secretariat responsible for the conduct of Business of the Government in a distinct and specified sphere, and declared as such by the Government.

x) **‘Gazette’** means the official gazette of Azad Jammu and Kashmir;

xi) **‘Government’** means the Government as defined in section 12 of the Act;

xii) **‘Head of an Attached Department’** means an officer shown in column 4 of Schedule-1;

xiii) **‘Member’** means a member of the Assembly ;

xiv) **‘Minister Incharge’** means a Minister holding the Charge of the Department to which a particular case pertains;

xv) **‘President’** means the President of Azad Jammu and Kashmir;

xvi) **‘Prime Minister’** means the Prime Minister of the Azad Government of the State of Jammu and Kashmir; and includes the person for the time being exercising the power and performing the functions of the Chief Executive of Azad Jammu and Kashmir;

*****(XVI-a) ‘Parliamentary Secretary’** means the Parliamentary Secretary appointed for a department or Departments;

xvii) **‘Plebiscite Advisor’** means the Plebiscite Advisor appointed under section 11 of the Act;

xviii) **‘Public Service Commission’** means the Azad Jammu and Kashmir Public Service Commission;

xix) **‘Schedule’** means a schedule appended to these Rules;

xx) **‘Secretariat’** means the departments of the Government when referred to collectively;

xxi) **‘Secretary’** means the Secretary or a Acting Secretary to Government, incharge of a Department and includes the Chief Secretary, Additional Chief Secretary, Ex-officio Secretary, incharge of a Department, Secretary to President, Principal Secretary to Chief Executive/Prime Minister;

xxi) **‘Section’** means a basic working unit in a department as defined by the Government; and

* Added vide Notification No.S&GAD/A-4(94)/P-III/R/92 Dated 07-06-1993

** Added vide Notification No.S&GAD/A-4(94)/P-III/R/92 Dated 07-06-1993

xxii) 'Speaker' means the Speaker of the Assembly.

- 2) All words and expressions used in these Rules but not defined have the same meanings as in the Interim Constitution Act, 1974.

3. Allocation of Business

- 1) The Secretariat shall consist of the Departments specified in column 2 of Schedule 1;
- 2) The Prime Minister may constitute new Departments or vary the composition or number 2 column of the Departments.
- 3) The business of the Government shall be distributed amongst the several Departments in the manner indicated in Schedule II
Provided that the Prime Minister may transfer any subject or matter from the department to which it stands assigned in accordance with Schedule II, to any other Department.

- 4) The Prime Minister may Assign :-

- a) A Department; or
- b) Part of a Department; or
- c) Part of Different Departments; or
- d) More than one Department; or
- e) One or more Departments together with part or parts of other Departments to a

Minister;

Provided that a Department or part of Department not so assigned shall be in the Charge of the Prime Minister:

* Provided further that the Prime Minister may assume the charge of an Attached Department or an autonomous body.

4. Organization of Department

- 1) Each Department shall consist of Minister, a secretary and of such other officials as the Government may determine; provided that the same person may be secretary to 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 assigned to the Department under Rule 3 (3) and for the due execution of sanctioned policy;
- 3) The Secretary shall, by means of standing orders distribute the work of the Department

among the officers, branches and/or sections of the department.

4) The business of Government, other than the business done in the secretariat or the attached Department, shall be conducted through such agencies and offices as the Prime Minister may determine from time to time;

*5) Omitted

**6) In Rule-4 after Sub-rule 5, the following sub-rule "6" shall be added:-

"There may be one or more Special Assistants to the Prime Minister with such Status, functions and such terms and conditions as may be determined by the Prime Minister".

5. Functions of Prime Minister

1) The Prime Minister shall:-

- a) be the head of the Cabinet;
- b) be responsible for co-ordination of all policy matters,
- c) perform other functions assigned under the Act and these rules; and

2) No order shall be issued without the approval of the Prime Minister in cases enumerated in Schedule III.

3) The cases enumerated in schedule IV shall be submitted to the Prime Minister for his information. The Prime Minister may require any case to be submitted to him for information.

6. Functions of Minister

A Minister shall:-

- a) be responsible for policy matters and for the conduct of the Business of his Department
Provided that in the important political, economic and administrative matters, the Minister shall consult the Prime Minister.
- b) Submit cases to the Prime Minister as required by the provisions of these Rules:
- c) Keep the Prime Minister informed of any important case disposed of by him without reference to the prime Minister; and
- d) conduct the business relating to the Department in the Assembly.

* Omitted vide Notification No.S&GAD/A-4(94)/P-III/R/92 Dated 07-06-1993

** Added vide Notification No.S&GAD/A-4(94)/31 Dated 08-04-1991

***"6-A. The Function of The Advisors and Special Assistants:-**

There may be Advisors and Special Assistants to the President and the Prime Minister to be appointed for the performance of such duties and functions as may be specified from time to time. They shall hold their offices during the pleasure of the President and Prime Minister as the case may be. Their terms and conditions shall also be determined by the respective authorities:

****"6-B. Duties of Parliamentary Secretary:-**

A Parliamentary Secretary for a Department shall, subject to any general or special orders issued by the Prime Minister in this behalf, deal with such Parliamentary Affairs concerning that Department and perform such public relations and functions as may be entrusted to him by the Minister."

7. Functions and Powers of Chief Secretary:-

In addition to the duties and functions assigned to him under any other provisions of these rules the Chief Secretary shall:

- a) be the official head of the Secretariat;
- b) Coordinate the activities of all Departments in the administrative fields and for this purpose all cases submitted to the Prime Minister shall be routed back through the Chief Secretary;
- c) shall be generally responsible for all matters affecting public tranquility;
- d) have the powers to call for any case or information from any office; attached Department or Department ; and
- e) be the Secretary of the Cabinet

8. Duties and Functions of the Secretary:-

- 1- A Secretary shall
 - a) assist the Minister in formulation of policy and bring to the notice of the Minister cases which are required to be submitted to the Prime Minister under the Rules;
 - b) duly execute the sanctioned policy;
 - c) be the official head of the department and be responsible for its effective administration

* Amended vide Notification No.S&GAD/A-4(94)/P-III/R/92 Dated 07-06-1993

** Added vide Notification No.S&GAD/A-4(94)/P-III/R/92 Dated 07-06-1993

and discipline and for the proper conduct of the business assigned to the department under Rule 3;

- d) submit all proposals for legislation to the Cabinet with the approval of the Minister;
- e) be responsible to the Minister for the proper conduct of business of the Department and keep him informed about the working of the Department and of any important cases disposed of by him without reference to the Minister.
- f) Keep the Chief Secretary informed of any important case disposed of in the Department
- g) Where the Minister's orders appear to involve a departure from rules, regulations or Government policy re-submit the case to the Minister inviting his attention to the relevant rules, regulations or Government policy, and if the Minister still disagree with the Secretary the Minister shall refer the case to the Prime Minister for orders.
- h) Subject to any general or special order of the government in this behalf, issue standing orders specifying the case or class of cases which may be disposed of by any officer subordinate to the Secretary; and
- i) Be responsible for the careful observance of these rules in his Department

2 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.

9. General Procedure for Disposal of Business:

1. Instructions as to the manner of the business in the Secretariat shall be issued by the Services and General Administration Department in the form of Secretariat instructions and the Secretariat Instructions framed under Rules of Business 1975, shall, however, remain in force till further orders.
2. If any doubt arises as to the Department to which case properly pertains, the matter shall be referred to the Chief Secretary, who shall obtain the orders of the Prime Minister, if necessary *[and the orders thus passed shall be final].
3. All orders shall be made in writing, where a verbal order is made; the officer receiving the order shall reduce it in writing and, as soon as may be, show it to the authority making the order.
- 4) If any order contravenes any law, rule or policy decision, it shall be the duty of the officer next below the officer making such order to point it out to the officer making the order and the latter shall refer the case to the next higher authority.

10. Orders, Instructions, Agreements and Contracts:

- 1) All executive actions of Government shall be expressed to be taken in the name of the President.
- 2) Save in case where an officer has been specifically empowered to sign an order or instrument of Government, every such order instrument shall be signed by the Secretary, the Additional Secretary, the Joint Secretary, *[Deputy Secretary], the Under Secretary, the Section Officer to Government or the Officer on Special Duty in the Department concerned, and such signature shall be deemed to proper authentication or such order or instrument.
- 3) Instructions for the making of contracts on behalf of the President and the execution of such contracts and all assurance of property shall be issued by the *Justice and Parliamentary Affairs Department.

PART-B REFERENCE TO THE PRESIDENT

11. References to the President:-

- 1) No order shall be issued without the approval of the President in case enumerated in Schedule V.
- 2) The cases enumerated in Schedule VI shall be submitted to the President through Prime Minister for his information.
- 3) All cases of detention by Government under Sub-section (1) of Section (3) of the Public Safety Act and Rule 23 of the Civil Defence Rules, 1962 shall be submitted to the President through the Prime Minister for his orders.
- 4) A case submitted to the President for his orders shall be accompanied by a self-contained concise summary stating the relevant facts and points for decision. The summary to the President shall be submitted through the Prime Minister and shall contain the latter's specific recommendations.
- 5) The Prime Minister shall keep the President informed of all important political and administrative matters and major development, industrialization etc.

PART-C

DEPARTMENTAL PROCEDURE

12. Consultation Among Departments:-

1) When the subject of a case concerns more than one Department:-

- a) The Department incharge shall be responsible for consulting the other Department concerned, and
- b) No order shall issue nor shall the case be submitted to the Prime Minister or the cabinet, till it has been considered by all the Departments concerned.

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

2) In the event of difference of opinion between the Departments concerned, the Minister primarily concerned shall submit the case to the Prime Minister.

Provided that in a matter of urgency the Minister primarily concerned may submit the case to the Prime Minister at any stage.

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

4) Even where a consultation is not required, a Department may, for purpose of information, transmit copies of a communication received by it, or show a case, to such other department as may be considered to be interested in or to profit by it.

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

5) A Minister may ask to see a case of another Department if it required for the disposal of a case in his Department

6) The Minister of Finance may ask to see a case of any Department in which a financial consideration is involved.

7) Request made under sub-rule (5) or sub-rule (6) for seeing a case shall give the reason for which the case is called for and shall be dealt with under the general or special order of the Minister in-charge. If, for any reason, the case, or relevant extracts form it, cannot be

made available, the Minister shall explain the position to the Minister making the request or bring the structure or bring the matter to the notice of the Prime Minister, if necessary.

- 8) If a Minister desires any further action to be taken on the case of an other Department, he shall take up the matter with the Minister in-charge of the Department.

13. Services and General Administration Department

- 1) The Services and General Administration Department shall be responsible for-
- a) the determination of the principles of control of Government servants, including recruitment, conditions of service and discipline;
 - b) the co-ordination of the policy of all departments with respect to the Service under their control so as to secure consistency of treatment;
 - c) Securing to all Government servants the rights and privileges conferred on them by law for the time being in force;
 - d) *Determining the strength and terms and conditions of services of the personal staff of Minister;
 - e) dealing with petitions addressed to the President of Pakistan by the members of All Pakistan Services posted in Azad Jammu and Kashmir;
 - f) Selection of Officers for appointment under the Federal or a Provincial Government of Pakistan or Azad Jammu and Kashmir Council.

Provided that the **Strength and the terms and conditions of service of the staff of the Presidential Secretariat shall be as have been determined by the President.

Provided further that the strength and the terms and conditions of service of the personal staff of the Prime Minister, Ministers and Advisors shall be as have been determined under the rule and can be changed with the approval of the Cabinet.

No Department shall, without the concurrence of Services and General Department, authorise any order, other than order in pursuance of any general or special delegation made by the Services and General Administration which involve;-

- a) reduction or extension in scope of functions of a Department as specified in Schedule II of the transfer of such functions from one Department to another;
- b) re-organization or change in the status of Department, attached Department and offices

* Added vide Notification No.S&GAD/A-4(94)/P-III/R/92 Dated 07-06-1993

** Added vide Notification No.S&GAD/A-4(94)91 Dated: 25-11-1991

directly administered by the Department.

- c) Interpretation of rules and orders relating to service matters other than rules and orders issued by the Finance Department; and
 - d) any change in the terms and conditions of service or the statutory right and privileges of Government servants.
- 3) No order in respect of emoluments, promotion or conditions of service of any officer employed in the Finance Department shall be made and no expenditure proposal relating to the Department shall be sanctioned without prior concurrence of the Services and General Administration Department. The Chief Secretary shall perform in respect of such matter the functions of the Secretary, Finance Department.

14- Home Department manner of submission of certain cases:

The Home Secretary shall keep the Chief Secretary generally informed of all matters affecting public tranquility. The Minister-in-charge shall submit to the Prime Minister all cases likely to have major political repercussions.

15- Consultation with Finance Department

- 1) No department shall without previous consultation with the Finance Department authorise any orders, other than order in pursuance of any general or special delegation made by the Finance department, which directly or indirectly affect that finance of the government or which in particular involve;
 - a) Relinquishment, remission or assignment of revenue, actual or potential or grant of guarantee against it or grant or lease of land or mineral, forest or water rights;
 - b) expenditure for which no provision exists;
 - c) a change in the number or grading of posts in terms and conditions of service of Government servants or their statutory rights and privileges which have financial implications;
 - d) Levy of taxes, duties, fee or cesses;
 - e) Floatation of loans;
 - f) Re-appropriations within budget grants;
 - g) alteration in financial procedure or in the method of compilation of accounts or of the budget estimates;

- h) Interpretation of rules made by Finance Department.
- 2) No amendment or interpretations of such Service Rules as have no financial implication shall be made by Finance Department without the prior concurrence of the Services and General Administration Department
- 3) 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 the effect has been taken by the Cabinet. Formal orders shall, nevertheless issue only after the Finance Department has exercised scrutiny over the details of the proposal.
- 4) Except to the extent that power may have delegated to Department under rules framed 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.

16- Consultation with the Law, Justice, Parliamentary Affairs and Human Rights Department;

- 1) The Law department shall be consulted by other 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; and
 - d) Whenever criminal or civil proceedings are instituted against Government
- 2) For any proposed legislation, the law. Justice and Parliamentary Affairs Department shall be consulted in accordance with the provisions contained in part (f) of these Rules.
- 3) Except as provided in sub-rule (4) the Law Department is not in respect of legislation, and originating Office and its proper function is to put into correct form all proposed legislation “but in the urgent cases may proceed with legislation on the direction of the Prime Minister or the request of the Department concerned”
- 4) Codification of substantive laws or legislation for consolidation of existing enactment or legislation of a purely formal character, such a repealing and amending the bills and short title bills, may be initiated by the Law Department. The Law, Justice and Parliamentary

Affairs Department shall, however, consult the Administrative Department concerned which shall, consider the draft legislation in its bearing on administration, make such enquires and consultations as may be necessary and tender advice to the Law, Justice and Parliamentary Affairs Department accordingly.

- 5) No Department shall consult the Advocate General except through Law, Justice and Parliamentary Affairs Department and in accordance with the procedure laid down by that Department. The Department shall draw up specific points on which the opinion of the Advocate General is desired.
- 6) If there is disagreement between the views of the Advocate General and Law, Justice and Parliamentary Affairs Department and the Advocate General shall be conveyed verbatim to the Department concerned and the Department concerned does not accept the views of the Law Department, the case shall be submitted to the Minister for Law for decision who may in his discretion, take the case to cabinet

17- Reference from the Heads of Attached Department to the Department:-

Cases requiring the approval of Government shall be referred in as complete a form as possible to the Department concerned by the Head of Attached Department. Cases referred to the Administrative Department by the attached Department, shall ordinary be settled through personal discussion between the head of attached Department and the Secretariat Officers dealing with the case

18: Secretaries Committee

- 1) There shall be constituted a Secretaries' Committee, with the Chief Secretary as its chairman, to facilitate co- ordination among the Departments, to provide avenue for the considerations of matters of common interest and to tender advice on any case that may be referred to Cabinet. Prime Minister or a Minister.
- 2) A Secretary , who wishes a Particular matter to be discussed in the Secretaries meeting shall advise the Service and General Administration Department of his intention of doing so and forward 15 copies of a brief note on the subject which would form the basis of discussion ,
- 3) The Service and General Administration Department shall issue notice of meeting together with the agenda well in advance of the meeting; provided that urgent items may be considered at short notice.

- 4) Secretaries meeting shall be attended only by Secretaries of Department.
- 5) Minutes of the meeting shall be recorded (except in those cases where a record may not be considered necessary) by any officer of the Service and General Administration Department who shall attend the meeting for the purpose, and shall be circulated after approval by the Chief Secretary as soon as possible.
- 6) Conclusion reached at the meeting of the Secretaries Committee shall not be taken as decision of the Government any further action required shall be taken by the Department concerned in accordance with these Rules .

PART –D SERVICES

19. Public Service Commission:-

- (1) 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 law or any rules or regulation for the time being in force.
- (2) If it is proposed not to accept the advice of the Commission the case shall be submitted to the Prime Minister, through the Services and General Administration Department may given an opportunity to the Public Service Commission of further justifying its recommendations. Before a final decision is taken.
- (3) Where the Prime Minister does not accept the advice of the Public Service, he shall inform the Commission accordingly.

20. 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, to be made on the advice of such Selection Boards.
- 2) If in any case, a Department does not propose to accept the advice of the Selection Board with 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 Prime Minister though the Services and General Administration Department for orders.

***21. Appointment, Posting and Promotions:-**

- 1 Approval of the Prime Minister will be obtained before issue of order in cases relating to Appointment, Promotions, Posting and Transfers to posts mentioned in Part A of Schedule VII.
- 2 Approval of the Minister in charge shall be obtained in the case enumerated in Part B of Schedule VII before issue of orders.

***22: Transfers:-**

- 1) Transfers of Civil Servants shown in clause (1) of Schedule VIII shall be made by the Authorities specified in column 2 thereof.
- 2) The normal tenure of posts specified in column 1 of the schedule X shall be as shown against such posts in column 2 thereof.
- 3) The Services and General Administration Department shall be consulted if it is proposed to-
 - a. transfer the holder of a tenure post before the completion of 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.

PART- E CABINET PROCEDURE

23. Cases to be brought before the Cabinet:-

- 1) The following cases shall be brought before the Cabinet-
 - a) proposals for legislation, official or non-official bills, including money bills.
 - b) promulgation and withdrawal of ordinance :
 - c) the budget position and proposals before the presentation of Annual Budget and other financial statements in terms of Section 38 of the Act:
 - d) proposals for the levy of new taxes:
 - e) cases involving vital political, economic and administrative policies:
 - f) cases which a Minister considers important enough for reference to the Cabinet:
 - g) important reports and documents required to be laid before the Assembly:
 - h) other case required to be referred to the Cabinet under the provisions of these Rules

- i) and any case desired by the Prime Minister to be referred to the Cabinet:
- 2) notwithstanding the Provision of sub- rule (1), the Prime Minister may in case of urgency or other exceptional circumstances give directions as to the manner of disposal of a case without prior references to the Cabinet, but such case shall be reported to the Cabinet at the earliest opportunity thereafter.

24. Method of disposal by the Cabinet

(1) Cases referred to the Cabinet shall be disposed of :

- a) by discussion at the meeting of the Cabinet
- b) by circulation amongst Ministers and
- c) by discussion at the meeting of a committee of the Cabinet

Provided that the discussions of the Committee shall be ratified by the Cabinet unless the Cabinet has authorized otherwise.

2) Committees of the Cabinet may be constituted and terms of reference of the Committees determined by the Cabinet. Such Committees may be standing or special committees, accordingly as they are appointed to deal with a class of cases or a particular case.

25. Manner of submission of cases to the 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 case (hereinafter referred to as the” Summary”) giving the background and relevant facts, the points for decision and the recommendation of the Minister.
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 case of proposed legislation to which approval in principle is sought the Summary shall bring out clearly the main features of the legislation
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 difference of opinion, the points of difference between them shall be clearly stated in the Summary a copy of which shall be sent by the sponsoring Department to the 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 Draft Bills, Ordinances or Orders having the force of law shall be submitted to the Cabinet after the same have been vetted by the Law, Justice and Parliamentary Affairs Department and no change shall be made therein except with the knowledge of the Law Department.
7. No case for inclusion in the agenda shall be accepted unless it reaches the Chief Secretary 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 Services and General Administration 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 * or any other instructions on the subject.

26. Procedure regarding Cabinet decisions by circulation:-

- 1 When the case is circulated to the Cabinet for recording opinion, the Chief Secretary shall specify the time by which opinions should be communicated to him. 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 After all opinions have been received or the time specified has expired, the Chief Secretary shall
 - (a) in the event of full agreement to the recommendation in the Summary, treat it as a Cabinet decision and proceed further in terms of Rule, 27(10);and
 - b) in the event of a difference of opinion, obtain the direction of the Prime Minister whether the case shall be discussed at a meeting of the cabinet or the recommendations of the majority of the Ministers be accepted and communicated as Cabinet decision.

* Added vide Notification No.S&GAD/A-4(94)/P-III/R/92 Dated 07-06-1993

- 3 If the Prime Minister directs that the recommendations of majority of Ministers be accepted as a Cabinet decision, the Chief Secretary shall take action in terms of Rule 27(10) and if the Prime 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.
- 4 Reports made to the Cabinet and other cases submitted only for information shall normally be disposed of by circulation.

27. Procedure regarding Cabinet Meeting:-

- 1) Meeting of the Cabinet to discuss ordinary business shall normally be held once a fortnight, on any day fixed by the Prime Minister.
Provided that the Prime Minister may call a special meeting of the Cabinet on any day to discuss urgent business or vary the time or date on which a meeting is to be held.
2. A Minister shall so arrange his tour that he is able to attend the fortnightly Cabinet meeting unless he has obtained the Prime Minister's permission to absent himself in which case the Secretary of his Department should invariably be in attendance at the Cabinet meeting if any item relating to his Department is on the agenda of the meeting
- 3 The Prime Minister shall preside at all meetings of the Cabinet:
Provided that in absence of the Prime Minister the senior most Ministers shall preside.
- 4) The Chief Secretary shall ordinarily issue to the Minister three days in advance of the meeting the agenda of the meeting, together with the summaries relating to the items on the agenda. In case of special meeting. A shorter notice may issue.
- 5) No case shall be discussed in the Cabinet unless the summary relating to it has first been circulated. Provided that the Prime Minister may dispense with the requirements of this sub-rules if he is satisfied that the Summary could not be circulated.
- 6) The Secretary shall be informed of the items on the Agenda of the Cabinet meeting pertaining to his Department and shall unless otherwise directed, attend the meeting of the Cabinet, in which the case is under consideration.
- 7) If, in the absence of the Minister from headquarters, the Secretary concerned considers that the discussion on a case should await the Minister's return, he may request the Chief

Secretary for its postponement.

- 8) A Minister may if he deems it fit request for the withdrawal of a case pertaining to his Department from the agenda of the Cabinet.
- 9) The Chief Secretary shall attend all meetings of the Cabinet and shall prepare:-
 - a) a brief record of the discussion which in the absence of a special direction by the Cabinet shall be of an impersonal nature; and
 - b) a record of the decision, without any statement or the reasons therefore.
- 10) The Chief Secretary shall circulate to the Ministers, a copy of the record prepared under sub-rule (9) as approved by the Prime Minister.
11. If a Minister considers that there has been a 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 obtain the orders of the Prime Minister and thereafter modify the minutes, if necessary.
12. Where a Secretary has attended a Cabinet meeting, in the absence of his Minister, the record of the items, concerning the Secretary shall be sent to him to be dealt with in the manner provided in sub-rule (10) and (11).
- 13) A copy of the decision of the Cabinet and whenever considered necessary of the points made during the discussions shall be supplied by the Chief Secretary to the Secretary of the Department concerned for action under rule 29.
- 14) A copy of the agenda along with the summaries and minutes of the Cabinet meeting shall be forwarded to the President for information by the Chief Secretary.

Explanation:- Reference to the Prime Minister in this Rule includes the senior most Minister when he presides at the Cabinet meeting in the absence of the Prime Minister.

28: Procedure regarding Committees of Cabinet:-

- 1) Meeting of the Committees of the Cabinet shall be convened by the Chief Secretary under the directions of the Chairman of the Committee who shall preside at the meeting.
- 2) Officers of the Department concerned may be associated with the deliberations of the Committees as and when considered necessary.
- 3) The provisions of Rule 25 and 27 shall apply mutates mutandis to the manner of

submission of cases to, and the procedure for the meeting of the Committees.

29: Action on Cabinet Decisions:-

- 1) When the decision of the Cabinet on a case is received by the Department concerned it shall acknowledge the receipt of the decision and take prompt action to give effect to the decision.

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

Provided that the record of the discussion before a decision is taken shall not be passed down by the Secretary to the other Department nor to other officers of his Department unless it contains points which require consideration or action in the other Department or by the Officers as the case may be.

- 2) The Secretary shall watch implementation of each decision of the Cabinet and the Secretary in the Department concerned shall supply to the Chief Secretary such documents as the latter may, by general or special request, require enabling him to complete his record of the case.
- 3) 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 26,27 (4), and 28, and
 - b) a copy of the record prepared under Rule 27(9) and 28, and
 - c) all documents received under Rule 29.

30: Secretary of Cabinet proceedings:-

- 1) All proceeding 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 decision has taken place, where after the Secretary concerned shall, subject to any general or special order of the Chief Secretary in this behalf, determine whether the papers shall continue to be classified as secret.

31: Custody of Cabinet Papers:-

The Ministers shall return to the Chief Secretary.

- a) the papers issued to them for decision by circulation immediately after recording their opinion:
- b) the agenda issued to them for a meeting of the Cabinet immediately after the meeting has taken place:
- c) the copies of the record of the discussion and of the decisions, immediately after they have perused them and
- d) reports of action taken on Cabinet decision or other papers circulated for information, immediately after perusal except where indicated otherwise.

PART –F LEGISLATION

32. Official Bills:-

- 1) The Department administratively concerned shall be responsible for determining the contents of the proposed legislation, for consulting the other Department concerned (including the Finance Department, where necessary) and for obtaining the approval in principle, of the Cabinet to the issue involved, before asking Law Department to give legal shape to the Bill:

Provided that where the proposed legislation involved only verbal or formal amendment of and existing law, it shall not be necessary to obtain the Cabinet's approval before asking the Law, Justice, Parliamentary Affairs & Human Rights Department to give legal shape to it.

- 2) While referring the approved legislation to the Law, Justice and Parliamentary Affairs Department, the Department administratively concerned shall send a memorandum indicating precisely the lines on which it is proposed to legislate, which shall 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 object and reasons for each provisions.

3. When a proposal for legislation is referred to the Law, Justice, Parliamentary Affairs

Department, that Department shall, apart from giving shape to the draft legislation, advise the Department concerned whether any legal requirements are to be complied with before the Bill is introduced in the Assembly. The Law, Justice and Parliamentary Affairs Department shall also advise whether the proposed Law disregards or violates, or is not in accordance with the fundamental rights conferred by the Act and whether a reference should be made to the Council of Islamic Ideology for advice, if not already done by the Assembly and if so what shall be the terms of that reference.

- 4) The Department concerned shall then submit the case, including the advice of the Law, Justice and Parliamentary Affairs Department in the Cabinet .
 - a) for approval of the draft Bill.
 - b) for deciding any issue that may still be outstanding.
 - c) for orders as to which of the following motions should be made in the Assembly.
 - i) that it should be taken into consideration at once; or
 - ii) that it should be taken up at a future date to be specified; or
 - (ii) that it should be referred to a Select Committee or any other Committee of the Assembly; or
 - (iii) that it should be circulated for the purpose of eliciting public opinion thereof.
- 5) The Department concerned shall thereafter prepare a brief for the use of the Minister, which shall include the direction given by the Cabinet regarding the line of action to be adopted with regard to the Bill
- 6) The Department shall forward to the Law Justice and Parliamentary Affairs Department through the Prime Minister draft Legislations.
- *7) The Law Justice and Parliamentary Affairs 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 or a Parliamentary Secretary and thereafter published in the Gazette by the Assembly Secretariat. If, however, the Bill is of great urgency, the Law, Justice and Parliamentary Affairs Department may request the Assembly Secretariat to publish it in the Gazette before introduction.
- 7) The procedure regarding amendments shall be the same as for official Bills.

33: Non official Bills and Amendments:-

- 1) As soon as notice regarding the introduction of a non-official Bill is received from the Assembly Secretariat by the Department,. it shall
 - a) assess the administrative implications of the proposed legislation;
 - b) consult the other Department concerned including the Finance Department, where necessary; and
 - c) obtain the Law, Justice and Parliamentary Affairs Department's advice, whether
 - i) the bill can be introduced in the Assembly and is otherwise in order; and
 - ii) previous sanction of the Government to its introduction is necessary.
- 2) After the advice of the Law, Justice and Parliamentary Affairs Department has been obtained, and where necessary, consultation with the other Department concerned has been made, the Department concerned shall obtain:-
 - (a) * the instructions of the Cabinet regarding the provisions of the Bill; and
 - (b) the decision of the Cabinet as to which of the following motions in the Assembly are to be supported:-
 - (i) That it be taken into consideration by the Assembly either at once or at some future date to be specified;
 - (ii) that it be referred to a Select Committee or any other Committee of the Assembly;
 - iii) that it be circulated for the purpose of eliciting opinion thereon: or
 - iv) that it be opposed.
- 3) If the consent of the Government to the introduction of the bill in the Assembly is necessary, such consent shall be obtained by the Department concerned, where it is decided to support the Bill.
- 4) The Department concerned shall prepare a brier for the use of the Minister which shall include the direction of the Government regarding the line of action to be adopted with regard to the Bill.
- 5) The procedure regarding amendments shall be the same as for non-official Bills.

34: Ordinance:-

- 1 The provisions of Rule 32 shall apply mutates mutandis where the proposed legislation is an ordinance.
- 2 The Law, Justice and Parliamentary Affairs Department shall promulgate the Ordinance and in due course arrange to lay it before the Assembly as required by clause (a) of sub-section 2 of Section 41 of the Azad Jammu and Kashmir Interim Conciliation Act, 1974.

PART-G

RELATIONS WITH THE ASSEMBLY

35: Rules of Assembly:-

The Department shall in their relations with the Assembly, comply with the rules of procedure and standing orders of the Assembly.

36: Summoning of the Assembly:-

- 1) Orders of the President for convening a session of the Assembly shall be obtained by the Law, Justice and Parliamentary Affairs Department under the directions of the Prime Minister and communicated to the Secretary of the Assembly.
- 2) 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, Justice and Parliamentary Affairs Department detailed lists of such business not later than seven days before the commencement of the Session.
- 3) 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 the President.-

37: Prorogation of Assembly:-

- 1 When the Assembly has been summoned by the President, he will at the appropriate stage fix a date for the prorogation of the Assembly.
- 2 The Secretary of the Assembly shall when the session called by the president is nearing completion of its business, under the directions of the Prime Minister, obtain the orders of

the President through the Law, Justice and Parliamentary Affairs Department as to the date for the prorogation of the Assembly.

- 3 The Secretary of the Assembly shall notify in the Gazette the date fixed for the prorogation of the Assembly.

38: General Provisions Regarding Bills, et:-

- 1) 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.
- 2) For the correct allocation of business of the Assembly amongst the Departments, the Assembly Secretariat shall consult the Chief Secretary, whenever it is in doubt.
- 3) If a Bill, resolution, motion or question has been wrongly addressed to a Department by the Assembly Secretariat, it should promptly be transferred to the Department concerned, in consultation with the Chief Secretary, if necessary, and under advice to the Assembly Secretariat.
- 4) The Assembly Secretariat shall advise the Department as soon as it is known that a non-official Bill, resolution, motion, or question has been admitted in its final form or not so that the Department may regulate its action accordingly.
- 5) 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.

39: Resolution and Motions

- 1) When an official resolution or motion is to be moved in the Assembly, the Department concerned shall forward the same, together with 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 the official business of the Assembly.
- 2) Official resolution may be for the constitution of a statutory body, declaration of policy on a matter of general public interest, etc.
- 3) Official motions may be for the election of members to a standing or special Committee

of the Assembly, raising discussion on a particular matter, etc.

- 4) 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.
- 5) In examining the resolution or motion, the Department concerned shall consider whether 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.
- 6) The Department concerned shall prepare a brief regarding each resolution or motion, official or non-official for the use of the Minister.
- 7) After a resolution or motion has been adopted, the Assembly Secretariat shall forward it to the Department concerned for appropriate action.

40: Question

- 1) On receipt from the Assembly Secretariat of questions (starred, unstarred or short notice) proposed to be asked by a member, the Department concerned shall draft replies with the approval of the Minister and forward the required number of copies to the Assembly Secretariat before the date on which the question is to be asked. In the case of starred questions, briefs shall be prepared by the Department concerned for the supplementary questions that may be asked.
- 2) A copy of the supplementary questions asked in the Assembly in respect of a starred question and the replies given 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.

41: Budget

- 1) The Finance Department shall forward proposals regarding the date for the presentation of the Annual Budget to the Secretary of the Assembly. The latter shall obtain the orders of the President 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 motion proposing a cut in the 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.

42: Assent to Bills

A Bill to be presented to the President for his assent shall be forwarded by the Assembly Secretariat, duly certified by the Speaker, to the Parliamentary Affairs Secretariat which shall submit it to the President for his assent.

43: Auditor General

- 1) The Auditor General shall conduct audit of the receipts and expenditure of all funds and money of the Government and, for this purpose, he shall look into case from the point of view of procedure as well as the merits, of the orders passed or sanctions given by the Government or its officials. He shall have powers to call for any information and concerned through the Chief Secretary. He shall prepare an annual audit report on the receipts and expenditure of the Government and submit it to the Government on a date to be specified. He may utilize the agency of the Accountant General for the discharge of function assigned to him.
- 2) The Auditor General shall have power to prescribe an accounting procedure and to make such amendments in that procedure as he considers necessary to enable him to satisfy the requirements of audit.
- 3) The Accountant General will honor all payment orders whether passed by the Government or the authorities duly authorized to do so except those which are in contravention of these Rules or the sanctioned budget.

PART-H

MISCELLANEOUS PROVISIONS

44: 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-officials, 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) Ordinarily 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 the said Department.
- 4) Only Ministers and Secretaries and such officers as may be authorized by the Government, shall act as official spokesman of the Government.
- 5) **Administrative powers.-** All administrative powers shall be exercised as provided in the Azad Jammu and Kashmir (Civil Service) Delegation of Powers Rules as issued and notified by the Government from time to time. The administrative authorities are placed in Categories I to IV as per Schedule IX:

*"Provided that all the Administrative powers vesting in the Government in respect to a Secretariat Department, shall be exercised by the President in relation to the President's Secretariat. "

- 6) **Financial Powers.-** All Financial Powers shall be exercised as enumerated in the Azad Jammu and Kashmir Delegation of Financial Powers Rules as issued and notified by the Government from time to time:

Provided that all Financial Powers vesting in the Department in respect to a Secretariat Department shall be exercised by the President in relation to the President's Secretariat.

45: **Channel of Correspondence**

- 1) Correspondence with the Federal Government or a provincial Government of Pakistan shall be conducted direct by the Department in respect of subjects allocated to them, subject to the provisions of Rule 12 and it shall ordinarily be addressed to the Secretary of the ministry or Department concerned.
- 2) All correspondence between Government and the Head of Attached Department the special institution or autonomous body shall be conducted through the Secretary of the Department concerned.
- 3) Deputy Commissioners, except when necessary, shall correspond with Government or with the Head of an Attached Department only through the Commissioner. They may, however, correspond direct with District Officers of other Departments.
- 4) Commissioner may correspond direct with Secretaries with Heads of Attached

Departments regarding cases relating to him and may also address the Chief Secretary in respect of any case, should the circumstances of the case so require.

46: Transaction of business

1) The business of Government shall be transacted in accordance with the channels of communication laid down in the Rules and instructions. If oral discussions are held with a Minister by an official of the department, he shall communicate the points made during the discussion to his Secretary at the earliest.

2) The Head of an Attached Department or a District Office whose cases are held up in Department concerned, or who disagrees with any decision taken by the Department, may seek an interview with the Minister:-

Provided that the Secretary concerned shall be informed of the proposed interview so that he can be present to enable the Minister to have the full picture of the case before passing orders.

47*¹. The special institutions and autonomous bodies are the independent organs in the sphere of their functions assigned to them under the relevant laws but are attached department for administrative and financial purposes.

48*². The powers vesting in an authority or Officer in the Schedules may be exercised by the authority or officer superior to those officers or authorities.

49*³. An Officer performing an Additional Duty in ex-officio capacity will be deemed to be the Officer of the category of the original department for the purposes of Schedule IX.

50*⁴. The matters not provided for in these rules shall be dealt with by the department recruitment rules and other orders of special delegations. The matters relating to Efficiency and Discipline, subject to these rules, shall be dealt with under the Efficiency and Discipline Rules.

The existing Schedule 1 to IX shall be substituted by the annexed Schedule I to X;

Sd/
(Ali Muhammad Khan)
Deputy Secretary.
Service Regulations

*^{1,2,3} Notification No.S&GAD/A-4(94)/P-III/SD-IV/92 Dated: 07-06-1993

*⁴ Added vide Notification No.S&GAD/A-4(94)/P-III/R/92 Dated 07-06-1993

Schedule-I
See Rule 2 (iii) & (ix-a) & vii (xii) & 3 (i)
LIST OF DEPARTMENTS
(Amended upto 2013)
(List of Departments)

S.R	SECRETARIAT DEPARTMENTS	ATTACHED DEPARTMENTS	HEAD OF ATTACHED DEPARTMENTS	SPECIAL INSTITUTION /AUTONOMOUS BODIES
(1)	(2)	(3)	(4)	(5)
1.	Agriculture, Animal Husbandry and Food	i)Agriculture, ii)animal Husbandry iii)Food	i)Director General Agriculture ii)Director General Animal Husbandry iii)Director Food	i) Extension Services Management Academy
2.	Amoor-E-Dinia & Auqaf	i)Amoor-E-Dinia ii) Auqaf	i) Director General Auqaf ii) Director Amoor-e-Dinia	i) Council of Islamic Ideology ii) Ulema Mashaikh Council
*3.	Board Of Revenue	i)Revenue ii)Rehabilitation iii)Relief iv)Evacuee Property v)Mangla Dam Affairs vi)Settlement vii)Land Record viii)Stamps *ix)Omitted	i)Divisional commissioners ii)Commissioner rehabilitation iii)Commissioner relief iv)Custodian evacuee property v)Commissioner mangla dam affairs vi)Commissioner settlement vii)Director land records viii)Chief inspector stamps ix)Omitted	
4.	Communication and Works	i) Highways ii) Central Design Office	i) Chief Engineer Highways ii) DG Architecture ii) DG Engineering	
5.	Electricity	i)Electricity ii)Inspectorate of Electricity	i)Chief Engineer ii)Electrical Inspector	i)Hydro Electric Board
*6.	Elementary & Secondary Education	i)Education schools (secondary/ elementary) ii) Technical Education iii) Curriculum, Research & development Centers.	i)DPI Schools (Secondary) ii)DPI Schools (Elementary) iii)Director Technical Education iv)Director CRDC	i)Teacher Foundation
7.	Finance, Cooperative, and Excise & Taxation	i)Audit and Accounts ii)Co-operative iii)Excise and Taxation iv)Local Fund Audit	i)Accountant General ii)Registrar Co-operative iii)Collector Excise and Taxation iv)Director Local Fund Audit	i)AJ&K Co-operative Bank
8.	Forestry ,Wild Life and Fisheries	i)Forests ii)Wild Life, and Fisheries	i)Chief Conservator Forests ii)Director Wild Life and Fisheries	i)Azad Kashmir Logging and Sawmill Corporation (AKLASC)
9.	Health	i)Health ii)Ch. Ghulam Abbas Institute of Medical Sciences iii)Population welfare	i)Director General Health ii)Executive director (AIMS) iii)Director Population Welfare	i)Medical College
*10	Higher Education	i) Education Colleges ii) Omitted iii) Khurshid National library	i) DPI Colleges ii) Omitted iii) Director Khurshid National library	i)Board of Intermediate and Secondary Education Mirpur ii) Universities

*11	Home	i)Police ii)Prisons *iii)omitted iv) Armed Services Board	i)Inspector General of Police ii)Inspector General of Prisons *iii)omitted iv)Director Armed Services Board	
12.	Industries ,Labour and Mineral Resources	i)Industries and Labour ii)Mineral Resources iii)Printing Press iv)Sericulture	i)Director Industries and Labour ii)Director Mineral Resources iii)Controller Printing Press iv)Director Sericulture	i)Azad Kashmir Mineral Industrial Development Corporation ii)AK Small Industries Corporation.
13.	Information, Information Technology, Tourism and Archeology	i)Public Relations ii)Information Technology iii)Tourism and archeology	i)Director Public Relations ii)Director General Information Technology iii)Director General Tourism and Archeology	i)Information Technology Board
14.	Law, Justice, Parliamentary Affairs and Human Rights	i)Law Officers	i)Advocate General	i)Legislative Assembly ii)Supreme Court iii)High Court iv)Shariat Court v)Election Commission vi)Services Tribunal vii)Ehtsab Bureau
15.	Local Government and Rural Development	i) Local Govt. and Rural Development ii)Election Commission Local Bodies	i) Director General Local Govt. and Rural Development ii)Election Commissioner Local Bodies	Azad Jammu & Kashmir Local Govt. Board
*16	Physical Planning & Housing	i) Physical Planning, Housing ii. Public Health	i) Chief Engineer Buildings ii) Chief Engineer Public Health	i)Development Authorities /Board
*17	Planning and Development	i)Planning & Development ii)Environmental Protection Agency(EPA)	i) Co-ordinator/Project Director of Development Projects ii)Director General Environmental Protection Agency (EPA)	
*18	Relief, Disaster Management & Civil Defence	i) Civil Defence	i) Director General Civil Defence	Disaster Management Authority
*19	Services and General Administration	i)Anti-corruption Establishment ii) Omitted	i. Director General Anti-Corruption *ii) Omitted	i)Public Service Commission ii)Ombudsman (Mohtasib) iii) Kashmir Institute of Management
20.	Sports, Youth, Culture and Transport.	i)Sports, Youth and Culture ii)Transport	i)Director General Sports Youth and Culture ii)Chairman Transport Authority	i)Cultural Academy.
*21	Usher & Zakat, Social Welfare & Women Development	i. Usher &Zakat ii. Social Welfare iii. Women development	i)Chief Administrator Ushr & Zakat ii)Director Social Welfare iii) Director Women Development	i) Zakat Council

*11 Omitted vide notification No.S&GAD/R/A-4(94)/2012 dated 12-02-2013

*16 Added vide ibid notification.

*17 Amended vide ibid notification.

*18 Added vide ibid notification.

*21 Added vide ibid notification

SCHEDULE – II
(See Rule 3(3))

Distribution of Business among Departments.

1. AGRICULTURE & ANIMAL HUSBANDRY DEPARTMENT.

A. AGRICULTURE.

- a) Agricultural Education, Training and Research.
 - b) Experimental and demonstration farms.
 - c) Improvement of agricultural methods.
 - d) Protection against insects, pests and prevention of Plant diseases.
 - e) Soil Fertility and Soil Conservation.
 - f) Mechanization, reclamation of land, use of agricultural machinery, ploughing, tube-wells, installations and research in Agricultural Engineering (Agricultural Machinery and Implements).
 - g) Agricultural Information and Publications.
 - h) Agricultural Statistics
2. Arboricultural Operations.
 3. Government Gardens.
 4. Development of Agricultural Marketing.
 5. Agricultural Loans/subsidies.
 6. Agricultural Supplies.
 7. Water Course Conveyance-efficiency through improvement of water-courses.
 8. Production, multiplication and marketing.
 9. Development of Culturable Waste-land.
 10. Bee-Keeping.
 11. Hill Framing Technical Development Programme.

B ANIMAL HUSBANDRY:-

1. a) Development of livestock Farms and Artificial Insemination.
- b) Prevention of animal diseases and poultry diseases.

- c) Veterinary Training.
 - d) Prevention of cruelty to animals.
 - e) Development of Dairy Farms.
2. Diagnosis of diseases and treatment of animals.
 3. Prophylactic vaccination and production of biological ?????.
 4. Research in various disciplines of livestock production and health.
- C service matters except those entrusted to Services and General Administration Department.

2 AMMER-BIL-MAROOF-WA-NAHI-ANIL-MUNKAR:-

1. Religious Affairs.
2. Advice to Departments on all Religious matters.
3. Nazam-e-salaat.
4. Research work for Auqaf and Ushar-o-Zakat and other Department, and guidance in implementation of Islamic Laws as and when asked for.
5. Compilation of the directory of Mosques and constitution of committees for Mosque's arrangements
6. Training and guidance for the Khateeb and Aemma-e-Masajid.
7. Implementation of orders regarding Jummah Prayers.
8. Taking steps for elimination of the communal differences and promote Islamic brotherhood.
9. Assistance of the Zakat organization (Nazam-e-Zakat) cooperating with the elected Tehsil and District Zakat Committees in performing their duties.
10. Implementation of laws regarding the sanctity of Ramzan.
11. Training and guidance of the intending pilgrims and all administrative matters in this regard.
12. Preaching of Islam.
 - a) Husn-e-Qirat.
 - b) Husn-e-Azaan.
 - c) Naat Khawani.

- d) Seerat.
 - e) Organizing the religious meetings and functions.
13. Arrangement of Dars-e-Quran for Government officials.
 14. Arrangement for reforming the society and eliminating the evils.
 15. Administration of religious schools, their inspections, guidance registration,
 16. Syllabus and examination, etc.
 17. Assisting the Tajweed and Qirat in the Educational Institutions.
 18. Inspection and organization of schools of Tajweed-ul-Quran Trust.
 19. Organizing the affairs of Nikah Khawani and maintenance of the its accounts.
 20. Fatawas.
 21. Central Ulema and Mashaikh Council-matters relating to.
 22. Purchase of stores and capital goods for the Department.
 23. Service matters except those entrusted to Services and General Administration Department.

3. AUQAF DEPARTMENT:-

- 1 Administration of Azad Jammu and Kashmir Waqaf Properties Act, 1960.
- 2 Charitable and Religious Endowments.
- 3 Religious Trusts.
- 4 Muslim graveyards.
- 5 Mosques, shrines and other religious institutions, under the control of the Chief Administrator of Auqaf.
- 6 Auqaf Fund.
- 7 Religious Education Schemes.
- 8 Publication of books on Islamiyat.
- 9 Purchase of stores and capital goods for the Department Administration Department.
- 10 Service matters except those entrusted to Service and General Administration Department

4. ANTI-CORRUPTION DEPARTMENT.

1. Prevention of corruption under relevant laws.
2. Service matters except those entrusted to Services and General Administration Department.
3. Preliminary inquiries against Civil Servants in corruption cases.
4. Process of cases for sanction, for inquiries and for prosecution of the concerned authorities.

5. BOARD OF REVENUE

6. REVENUE.

7. Land Revenue Administration:-
 - a) Assessment and Collection of land revenue, development cess and surcharges thereon and Agricultural Income Tax.
 - b) Land surveys and record of rights, including restrictions over transfer of title.
 - c) Alienation of revenue.
 - d) Laws regarding land tenure special remission of land revenue and remission under sliding scale.
 - e) Religious endowment of land.
 - f) Revenue tribunal.
 - g) Escheats.
 - h) Pre-emption law.
 - i) Alienation of Land Act.
2. Revenue field staff, District and Divisional Establishment (Ministerial), matters connected with their recruitment, training, pay, allowances, promotions, leave, posting and transfers except those entrusted to S&GAD.
3. a) Taccavi for land Improvement and other agricultural loans.

- b) West Pakistan money Lenders Ordinance and Usurous Loans Ordinance, 1959.
 - c) West Pakistan Relief of Indebtedness Ordinance, 1960.
4. Compulsory acquisition of land, Land Acquisition Act and Rules made there under.
 5. Demarcation and rectangulation of land.
 6. Leases of ferries and bridges.
 7. Treasure trove.
 8. Copying Department
 9. \encumbered and attached Estates.
 10. Government Estates.
 11. Debet Conciliation Boards.
 12. Land Laws.
 13. Settlement and re-assessment.
 14. Tenancy laws and relations between landlords and tenants.
 15. Water-logging and Salinity other than schemes relating thereto.
 16. Suspension and remission of land revenue and water rates.
 17. Crop Reports.
 18. Muslim Personal laws (Shariat) Application Act for entries in the record of rights.
 19. Change of names of Villages, Tehsils and Districts in Azad Kashmir.
 20. Conferment of Powers under the Revenue Laws.
 21. Patwar Schools.
 22. All matters relating to Katchery Compounds in the Divisional/District Offices except those managed by District and Sessions Judge and High Court.
 23. Transfer of Property i.e. entry in Revenue Department Papers the transfers, change, line and mortgages, etc.

24. Stamp and Court Fees.
25. Printing and Revision of Gazetteers.
26. Establishment, supervision and Control of Revenue Training Institutions.
27. Territorial adjustments and Changes.
28. Boundary disputes.
29. Matters relating to Divisional, District, Sub-Divisional and Tehsil office Building, etc. except actual construction and changes.
30. District & Tehsil Funds.
31. Printing revision, publication and distribution of Revenue Manuals.
32. Lambardars.
33. Livestock census and population census operational work.
34. Restitution and Redemption of Mortgaged Lands Act.
35. Budget and Accounts.
36. Matters of domicile and State Subject as delegated by AJK Council.
37. Rent Control and requisition of private buildings and land for Government purpose.

B. REHABILITATION DEPARTMENT.

1. Rehabilitation of refugees.
2. Evacuee property, its allotment, etc, as warranted by law.
3. Chamb Area Administration.

C. RELIEF.

1. Policy formulation and monitoring of rehabilitation work of the calamities affected population.
2. Relief and Rehabilitation of War displaced persons.
3. Famine Relief Fund and funds for calamities such as flood locusts, earthquake etc.

4. Budget estimate under the head “Relief Measures.”.

D. LAND COMMISSION.

- a) Abolition of Jagirs and Muafis.
- b) Ceiling areas and Shamlats.
- c) Compensations.
- d) Ejectment of tenants.
- e) Exemptions.
- f) Female dependents under land reforms.
- g) Impartibility and restrictions on alienation of land-appointment of Managers of Importable joint holdings.
- h) Offences and penalties.
- i) Resumptions and Utilization of surplus lands.
- j) Valid transfers.
- k) Disposal of land surrendered under the Land Reforms Act.
- l) Waqf, Charitabland religious Institutions.

E. MANGLA DAM AFFAIRS

- 1. All matters such as administration, rehabilitation, compensation etc, of displaced persons from Mangla Dam.
- 2. Problems of new towns and hamlets as a result of Mangla Dam.

F. COLONIES.

- a) Colonies.
- b)
 - i) Colonization and disposal of State Lands.
 - ii) Disposal and management of Nazul land.
- c) Transfer of state land from one Department to another Department.

- d) Matters arising out of schemes relating to the grant of land to retired and retiring Government Servants.
- e) Five Marlas Housing Schemes.
- f)
 - 1. Purchase of stores and capital goods for the department.
 - 2. Service matters except those entrusted to Services and General Administration Department.

6. COMMUNICATION, WORKS, HOUSING AND IRRIGATION DEPARTMENT.

A. COMMUNICATIONS AND WORKS.

- 1.
 - a) Planning, designing, construction, equipment, maintenance and repairs of all Government buildings, residential and non-residential including rest houses, Government Guest House and Circuit Houses.
 - b) Evaluation, Fixation of Rent, Control, Management, Leases and Sale of Government buildings.
 - c) Water Supply and Sanitary Works pertaining to Government buildings and Government Estates, except those assigned under main heading S&GAD under Serial No. 18.
- 2. Administration of Highways Laws.
- 3. Laying standards and specifications, for various types of Roads and Bridges.
- 4. Planning and designing roads and connected works.
- 5. Constructions, maintenance, repairs and improvement of roads, bridges, culverts, causeways, boat bridges, materised launches and ancillary bridges for the Highway Department.
- 6. Administration of roads, bridges and boat bridges, Toll Collection and leases of land for Filling/ Service Stations and access roads thereof on roads under the control of Highway Department.

7. Road Research and Material Testing.
8. Execution of work on behalf of other Agencies/ Department as Deposit works.
9. Preparation of architectural plan/drawing of buildings of the Government
10. Engineers training.
11. The furnishing of residential accommodation, rest house residences of President, Prime Minister, Ministers, Adviser including camp offices.
12. Measures for Flood Control.
13. Pre-qualification and enlistment of contractors and regulation of their conduct.
14. Agreements and Contracts.
15. Sanctions of Telephones for Government Offices and Officers.

B. HOUSING AND PHYSICAL PLANNING.

1. Physical Planning, regional planning and urban planning.
2. Preparation Master-plans, outline Development Schemes and Town Improvement Schemes.
3. Housing.
4. Agrovilles/Small Town Development Programme.
5. Housing loans and investments.
6. Matters relating to Public Health Engineering Department including its Establishment.
7. Water Supply, Drainage and Sanitary Schemes.

C. IRRIGATION.

1. Irrigation and Drainage:-
 - a) Rivers and Riverian Surveys.
 - b) Barrages-Construction work and all matters connected therewith.
 - c) Construction and Maintenance of Canals.

- d) Tube-wells and other Water utilization Schemes.
- e) Flood Control and Flood Protection Schemes.
- f) Drainage Scheme.
- g) Land Reclamation Scheme.
- h) Storage of Water and construction of Reservoirs.
- i) Basic and Applied Research in Irrigation Hydraulics, groundwater and Land Reclamation.
- j) Administration of Canal and Drainage Laws.
- k) Administration of the Soil Reclamation Laws.
- l) Assessment of Water Rates.

D. CENTRAL DESIGN OFFICE.

Function to be assigned by Government.

- E. 1. Service matters except those entrusted to S&GAD.
- 2. Purchase of store machinery, equipment & capital goods for the department

7. CUSTODIAN DEPARTMENT

- 1. Administration of Evacuee Property under the relevant laws.
- 2. Control of Evacuee Funds.
- 3. Evacuee Trust Property.
- 4. Grant of proprietary Rights under the relevant laws.
- 5. Disposal of revision petitions under rehabilitation laws delegated to the custodian.
- 6. Service matters except those entrusted to S&GAD.

8. CO-OPERATIVE DEPARTMENT.

- 1. Co-operative Societies.
- 2. Co-operative Banks.

3. Co-operative Department Funds and Projects.
4. Appeals under Section 64 & 64 (a) of the Co-operative Societies Act, 1925.
5. Development Schemes pertaining to Co-operatives.
6. Service matters Except those entrusted to S&GAD.
7. Purchase of stores and capital goods for the Department.
8. Liaison with Federal Co-operative Banks.

9. EDUCATION DEPARTMENT.

1. School and College Education.
 - a) Primary Education.
 - b) Secondary Education.
 - c) Technical Education.
2. Universities and University Education.
3. Grant of Scholarships.
4. Promotion of scientific research, Art and Literature.
5. Organization of all Public Libraries.
6. Promotion of Sports.
7. Nomination of Students for education in the institutions of Pakistan against reserved seats.
8. Adult Education.
9. Co-ordination of Schemes for higher studies abroad.
10. Education of handicapped children especially deaf, dumb and blind.
11. Libraries.
12. Sports within education Department and its Institutions.
13. Service matters except those entrusted to Services and General Administration

Department.

14. Purchase of stores and capital goods for the Department.

10. ELECTRICITY DEPARTMENT.

1. Development, Generation, supply and Distribution hydel and thermal power.
2. Determination of rates of supply to consumers in buy and otherwise and prescribing tariffs.
3. Assessment and collection of revenue taxes on electricity.
4. Preparation of Development Plans.
5. Construction of Lt and Ht distribution lines, grid stations and its maintenance, and all matters connected with these activities.
6. Administration of Electricity Act, 1910 and Electricity Rules, 1973.
7. Administrative control and check on the work of Electrical Inspectors.
8. Implementation of Cinematographs Rules, 1976 read with Motion Picture Law relating to the use of electricity and cinematograph apparatus in cinemas.
9. Electrical accidents in connection with generation, transmission, distribution and use of electric energy.
10. Standardization of specifications in respect of electric appliances, machinery and installations.
11. All technical matters including Court cases.
12. Grant, revocation or amendment of Licences of Electric Supply, undertaking and approval of loads.
13. Matters connected with electricity duty and cess under AJK Laws.
14. Regulations, controlling and granting Electrical contractors Licences and Supervisors Competency Certificate and other matters connected with Licensing.
15. Matters connected with village, urban and industrial electrification including

formulation and devising criterion for selection of villages.

16. Matters connected with Tube well electrification.
17. Liaison with WAPDA and AJK Council.
18. Service matters except those entrusted to Services and General Administration Department.

11. EXCISE AND TAXATION DEPARTMENT.

1. Survey, Assessment and collection of taxes, excise duty and cess on:-
 - a) Cinemas.
 - b) Entertainments, Amusements and bettings.
 - c) Motor Vehicles.
 - d) Professions, trade, callings, employments.
 - e) Urban Immovable properties.
 - f) Hotels.
 - g) Education cess.
 - h) Kashmir Liberation cess.
2.
 - a) Control of Opium, Hemp, narcotics, liquor and intoxicating preparation, import licences.
 - b) Tobacco Vend Fees.
3. Budget and Accounts relating to the heads at item 1.
4. Registration of Motor Vehicles.
5. Service matters except those entrusted to Services and General Administration Department.
6. Purchase of stores and capital goods for the Department.

12. FINANCE DEPARTMENT.

1. Management of Public Funds i.e.:-
 - a) Supervision and control of Government Finances;
 - b) Preparation of Government budget;
 - c) Preparation of supplementary estimates and demands for excess grants;
 - d) Appropriating and re-appropriations; and
 - e) Ways and Means, including levy of taxes, duties, cess, etc.
2. Public accounts and Public Accounts Committee.
3. The framing of financial rules for guidance of Departments and supervision maintenance of accounts.
4. Framing of rules salary, allowances, privileges and pension of Civil Servants and interpretation thereof;
5. Floatation and administration of Public loans.
6. Examination and advice on matters affecting directly or in-directly the finances of Azad Kashmir:-
 - a) Grants, contributions, other allowances and honoraria, contingencies, recoveries from and payment of Government Departments and cases relating to money matters generally such as defalcations, embezzlements and other losses;
 - b) Emoluments, pensions and allowances; and
 - c) Loans and advances to Government servants.
7. Administration of public revenue save otherwise provided.
8. Communication of financial sanctions.
9. Examination of all proposals for the increase or reduction of taxation.
10. Creation of new posts and upgradation of posts.

11. Examination of Schemes including creation of posts related thereto.
12. Audit of receipts and expenditure.
13. Public debt.
14. The local Funds Audit Department.
15. Treasuries and treasure.
16. To check and scrutinize the accounts of Local Bodies, Auqaf, Zakat and Ushar Deptt. And autonomous bodies.
17. Delegation of Financial Powers.
18. * Omitted.
19. Services matters, except those entrusted to S&GAD.
- 20) Purchase of stores and capital goods for the department.

13. FOOD DEPARTMENT.

1. Procurement of Wheat and Sugar.
2. Distribution of Wheat and Atta and essential commodities specified by Government for this purpose.
3. Control over prices and supervision of Ration Depots.
4. Planning and construction of storage accommodation.
5. Sanction and control of Flour Mills.
6. Purchase of stores and capital goods for the Departments.
7. Service matters except those entrusted to Services and General Administration Department.

14. FOREST, WILDLIFE, FISHERIES AND TOURISM DEPARTMENT

A. FOREST.

1. Scientific Management of existing public forest estates maximize production of wood and minor forest production and to create new forest resources.
2. Management of watersheds to conserve soil and water and to improve the productivity of land.
3. Management of range lands to boost production of forest and livestock.

4. Promotion of social/farm forestry in private lands.
5. Establishment of amenity forests and recreational park.
6. Raising of tree plantation for strategic purpose.
7. Education of the public for tree planting and provision of technical and advisory services on matters of afforestation to the people and other Government Department.
8. Forest production; sale, imports and export of forest products and recovery of dues.
9. Levy of duty, on import of timber.
10. Botanical Survey.
11. Regional research in various disciplines of forestry, wildlife, sericulture and fisheries.
12. Acquisition and transfer of forest lands. Notification/De-Notification in respect of reserve, protected and unclassed forests.
13. Development planning, budgeting and maintenance of accounts. Implementation of various provisions of Forest Act and rules framed thereunder.
14. AKLASC.

B. ENVIRONMENTAL PLANNING:-

C. WILD LIFE, FISHERIES, TOURISM AND ARCHEOLOGY.

1. Management of Zoological gardens and promotion of wildlife.
2. Conservation and promotion of FISHERIES in private and public sectors.
3. Development Schemes pertaining to Tourism.
4. Promotion of Tourism Azad Jammu and Kashmir.
5. Promotion of Hotel Industry for Tourism.
6. Games and Hunting.
7. Archeology.

8. Conservation of historical monuments.
9. Museums.
- D.
 1. Purchase of Stores and capital goods for the Department.
 2. Service matters except those entrusted to S&GAD.

15. HEALTH DEPARTMENT.

1. Public Health and sanitation:-
 - a) Prevention and control of infections and contagious diseases;
 - b) Tuberculosis;
 - c) Eradication/control of Malarial;
 - d) Lepers Act;
 - e) Treatment of patients bitten by rabid animals;
 - f) Adulteration of food stuffs;
 - g) Nutrition surveys;
 - h) Nutrition and publicity in regard to food;
 - i) Vaccination and inoculation;
 - j) Maternity and child welfare; and
 - k) Quarantine.
2. Medical profession:-
 - a) Regulation of medical and other professional qualifications and standards;
 - b) Medical registration;
 - c) Indigenous system of medicines;
 - d) Medical attendance of Government servants;
 - e) Levy of fees by medication officers.
3. Control of medical drugs, poisons and dangerous drugs (Drugs Act and Rules).
4. Medical education including medical schools and college and institutions for dentistry.

5. Control of medical drugs, poisons and dangerous drugs (Drugs Act and Rules).
6. Collection, compilation, registration and analysis of vital health statistics and estimate of population for future projections.
7. Matters relating to Nursing:-
 - a) Administrative control of the entire Nursing Cadre.
 - b) Education service and pay of Nursing Cadre.
8. Purchase of Stores and capital goods for the department.
9. Service mater except those entrusted to Services and General Administration Department.

15. HOME DEPARTMENT:-

A. HOME SECTION.

1. Public order and internal security.
2. Political intelligence and censorship.
3. Criminal Law.
4. Criminal Lunatics.
5. Arms, ammunition and military stores including licenses for arms and arms manufacturing factories.
6. Control of petroleum and explosives.
7. Public amusement, control over places, performance and exhibitions.
8. Crime reports.
9. All matters connected with police establishment and administration including:-
 - a) Police Rules;
 - b) Police Works;
 - c) Grant of gallantry awards; and
 - d) Departmental examination of officers.

10. Extradition and deportation.
11. Passports and permits.
12. Compensation for loss of property or life due to civil commotion or while on duty.
13. Control of Gundas.
14. Smuggling.
15. Clubs.
16. Collective Fines.
17. Hoarding and black marketing.
18. War Book.
19. Commutation and remission of sentences and petitions.
20. Prosecution sanctions for offences under different laws for prevention of corruption.
21. Boarder incidents including incidents where diplomatic actions is required.
22. Political prisoners.
23. Recovery of missing persons.
24. Prohibited maps.
25. Enforcement of provisions of Motor Vehicles Ordinance 1971 and the Rules there under relating to control of traffic and inspection or checking of Motor Vehicles for the purpose of traffic control.
26. Security identity cards.
27. Employment Exchanges.
28. The Official Secrets Act, 1923.
29. Judicial lock-up, security arrangements etc.

B. PRISONS:-

1. Prisons, Remand Homes, transfer of prisoners, State Political Prisoners, Good conduct Prisoners and Probational Release Act.
2. Judicial lock-up administration.
3. Appointment of non-official visitors for the Jails.

C. CIVIL DEFENCE:-

1. Civil Defence and A.R.P.
2. Civil Security Schemes.
3. Home guards and territorial forces.
4. Civil Armed Forces.
5. Protection of key points and vital installations.

D. ARMED SERVICES.

1. Matters connected with the Navy, Army, or the Air Force of the Pakistan Marine Service or any other armed forces:-
 - a) Territorial Forces Act and Auxiliary Forces Act;
 - b) Verification of antecedents of persons employed in Defence Services;
 - c) Camping ground; and
 - d) War injuries Schemes.
2. Liaison with Defence Authorities.
3. Armed Service Boards.
4. Fuji Foundation.
5. A.K.R.F Affairs namely:-

Recommendation for the grant of pensions, scholarships and gratuities etc. of A.K.R.F. Personnel.

E. 1. Service matters except those entrusted to Services and General Administration Department.

2. Purchase of stores and capital goods for the Department.

17. INDUSTRIES, COMMERCE, LABOUR, MINERAL RESOURCES, SERICULTURE, PRINTING AND STATIONERY DEPARTMENT.

A. INDUSTRIES, COMMERCE, SERICULTURE AND MINERAL RESOURCES.

1. Planning and Development of Industries including Cottage Industries.

2. Industrial research.

3. Loans and subsidies to industries.

4. Industrial training.

5. Industrial control.

6. Control on prices and distribution of civil supplies.

7. Industrial exhibitions within the country.

8. Survey of industries.

9. Matters relating to the Small Industries Corporation.

10. Trade and commerce within the Azad Jammu & Kashmir including Government Commercial undertakings, trade control capital, registration of Accountants, Auditors, Partnership Act, Merchandise Marks Act trade condition reports, trade enquiries and agreements.

11. Chambers and Association of Commerce and Industry.

12. Presenting to Government Schemes for establishment of Industries for obtaining its approval.

13. Implementing and executing the scheme approved by Government.

14. Taking over, managing and running such industries as Government may from time to time decide to hand over to the Board.

15. Participating in national and international fairs and exhibitions.
16. Undertaking such other functions as are necessary for the successful execution and management of the industries.
17. Handloom marketing.
18. All cases relating to Explosives Act, Boilers act, Patents and designs Act.
19. Registration of Companies, firms, societies.
20. Development of Sericulture as Industry.
21. Mines and Minerals:-
 - a) Geological Survey;
 - b) Development of mineral resources and regulation of mines;
 - c) Mineral Rules;
 - d) Grant and transfer of prospecting licences and mining leases; and
 - e) Import, purchase, distribution and price fixation of coal and coke.
22. Corporate law Authority.

B. LABOUR.

1. Welfare of Labour.
2. Implementation of Labour Laws, both Central and Provincial.
3. Labour Legislation.
4. Welfare of Mine workers.
5. Manpower and Employment including foreign employment.
6. Technical Training and apprenticeship training.
7. Implementation of weights and Measures Enactment.
8. Administration of:-
 - a) Employees Social Security Institution.

- b) Fixation of minimum wages.
- 9. Services matters except those entrusted to Services and General Administration Department.
- 10. Purchase of stores and capital goods for the Department.

PRINTING AND STATIONERY DEPARTMENT

- 1. Government Book Depot' supply of official publication of the Government and exchange of publication with Federal and other Provincial Governments.
- 2. Purchase, Servicing Condemnation of typewriters and duplicators, Photostat, plain paper copiers.
- 3. Establishment and budget of Press and Stationery office:
- 4. Printing and Circulation of AJ&K Government Gazette.
- 5. Procurement of Stationery (both indigenous and imported) and its supply to Departments.
- 6. Printing and binding at private and Government Presses.
- 7. Local Purchase of Stationery.
- 8. Printing and Stationery Manual.
- 9. Allocation of Stationery to Departments and disposal of waste paper.

18. LAW, JUSTICE AND PARLIAMENTARY AFFAIRS DEPARTMENT.

A. LITIGATION AND LEGAL ADVICE

- 1. Conduct of Government Litigation including:-
 - a) representation in criminal cases;
 - b) appeals and applications for enhancement of sentences and convictions;
and
 - c) filing and defending civil suits, appeals, etc, by or against the Govt. and

Civil Servants.

2. Defence of pauper accused in the Courts and fees to pleaders for such defence.
3. All arbitration matters in which Government or any statutory body set up by Government is a party.
4. Reference to Supreme Judicial Council.
5. Reference to Supreme Court under Section 46-A of the Constitution.
6. Matters relating to legal practitioners, including scales of fee.
7. Matters relating to the approval for appointments of legal advisers and engagement of legal practitioners/Advisers, Law officers for the statutory/autonomous bodies and determination of their pay or the fee and termination of their services.
8. Government Law Officers, Advocate General, Assistant/Additional Advocate General, Public Prosecutor, Govt. Pleaders, Special Counsels appointment, transfer, leave and fee etc;
9. Appointment of Notaries Public.
10. Representations against the orders of Mohtasib.
11. Advice to Departments on all legal matters including interpretation of laws, rules and orders having the force of law.
12. Reference to the Advocate General by any other Department for legal advice.

B. PARLIAMENTARY AFFAIRS AND LEGISLATION.

1. Matters relating to the legislature including salaries, allowance and privileges of Speaker, Deputy Speaker and members of the Assembly and Parliamentary Secretaries and leader of the Opposition.
2. Summoning & prorogation of Legislative Assembly and Joint Sitting.
3. Dissolution of Assembly, Liaison with the Departments in matters of the Legislative Assembly.

4. Follow up of the assurances of the Government made on the floor of the house for their implementations.
5. Approval of rules of procedure for legislative Assembly and Joint Sitting.
6. Matters relating to the salary, allowances and privilege of the President.
7. Scrutinizing and drafting of bills, ordinances, notification, rules regulations, statutory orders and by laws.
8. Scrutiny of non official bills.
9. Scrutiny of contracts and agreements.
10. Authorization for signing of contract deeds/instruments on behalf of the President and the body set up by it.
11. Codification of laws and printing of Acts, Ordinances, rules and orders.
12. Constitutional legislation.
13. Laws relating to legal profession.
14. Civil law and procedure.
15. Election laws except those relating to Local Bodies.
16. Matters relating to Election Commission.
17. Laws relating to Holders of Representative offices except local bodies.
18. Easement licenses and all matters relating to civil service.
19. Evidence Act and Oaths Act.
20. Personal Law.
21. Family Laws.
22. Guardian, Wards and Succession matters.
23. Transfer of Property Act.
24. Arbitration Laws.

25. Wills legacies and intestacy.
26. Insolvency and bankruptcy including the appointment of official assignee and Administrator General.
27. Registration Act, Deeds and conveyances relating to transfer of property and encumbrances, including collection of stamps registration fees and cases levy able under different laws on such deeds.
28. Criminal Law procedure.
29. Law reforms and Law Commissions.
30. Reference to the Council of Islamic Ideology and implementation of its recommendations.
31. Promulgation of ordinance on all subjects.
32. Legislation on any subject not specifically assigned to any Department.

C. JUSTICE WING.

1. All matters relating to Supreme Court, High Court, Shariat Court and the Judiciary, in which the approval of the President Advice of the Azad Jammu & Kashmir Council, the orders of the Government Prime Minister, Minister and the matters where concurrence or grant from the Finance Department or recommendations of the Selection Board etc. are required.
2. Establishment of labour Court, rent control Courts and all special Courts and tribunals except Court of revenue rehabilitation and Custodian Department.
3. Recommendations/nominations for appointments to Income Tax Tribunal and Banking Tribunal and Banking Courts.
4. Conferment of magisterial and Judicial Powers.
5. Cases of approval of rules for employees of the Superior Courts under Section 47-A of the Constitution.
6. Co-ordination in matters concerning training at Shariat Academy and Judicial

Academy.

7. Approval of rules of procedure for the High Court and subordinate Courts Under Section 44-A of the Constitution.

D. HUMAN RIGHTS WING:-

1. Review of human rights situation in the State including implementation of laws, policies and measures on this subject.\
2. Coordination of activities of all Departments in respect of human rights.
3. Initiatives for harmonization of legislation, regulations and practices with the Federal and Provincial Governments and agreement to which State Government is a party and monitoring their implementation.
4. Obtaining information, documents and reports on complaints and allegations of human right violations, departments and other responsible agencies.
5. Refer and recommend investigations and inquires in respect of any incident of violation of human rights.
6. Pursuing or defending issues, complaints, representations and matters for and against State Government relations to human rights before any official or non governmental organization, body or forum in Pakistan and in consultation with Foreign Affairs Division, Government of Pakistan before any International organization and foreign government or non governmental organization.
7. Representation of State Government International bodies, organizations and conferences relations to human rights in consultation and in conjunction with Foreign Affairs Division, Government of Pakistan.
8. Developing and conducting information, programs to foster public awareness of human rights, laws and remedies available against the abuse of human rights.
9. Formulating programs of teaching of human rights at educational institutions.
10. Provision of facilities for professional and technical training at home and abroad relating to human rights issues.

11. Human rights NGOs.

- E.**
1. Service matters relating to the Officers of Law Department and its attached Department and Special Institution except appointment to the post of Secretary Law.
 2. Purchase of Stores and capital goods for the Department.

F. COUNCIL OF ISLAMIC IDEOLOGY.

1. To make recommendations to the Government, the Assembly and the Council as to the ways and means for enabling and encouraging the Muslims of Azad Jammu & Kashmir to order their lives individually and collectively in all respects in accordance with the principles and concept of Islam as enunciated in the Holy Quran and Sunnah.
2. To advise the Assembly, the Council and the President or the Govt. on any question referred to the Islamic Council as to whether a proposed law is or is not repugnant to the injunctions of Islam.
3. To make recommendations as to the measures for bringing existing laws into conformity with the injunctions of Islam and the steps by which such measures should brought into effect.
4. To compile inter-alia suitable form for guidance of Assembly and Council.

19. LOCAL GOVERNMENT AND RURAL DEVELOPMENT DEPARTMENT.

1. Matters relating to:-
 - a) Local Councils.
 - b) Elections, Election Petitions/ Writ Petitions and Civil Suits in regard to Local Councils through Law Department.
 - c) Establishment and Budget of Local Councils except grant-in-Aid for Hospitals and Dispensaries.

- d) Directorate of Local Government and Rural Development Department and their subordinate offices.
 - e) Local Taxation and Local Rates.
 - f) Pre-parathion of claims relating to the Local Councils.
 - g) Local Council Service including Engineering Health and Sanitation under the Local Bodies.
2. Registration of Birth and Deaths by Local Councils.
 3. Development Funds and Development Schemes pertaining to Local Councils including water supply, drainage and sanitary schemes and welfare for women folk.
 4. Grants-in-Aid for Local Councils.
 5. Matters relating to compulsory/optional functions of Local Councils other than adult education.
 6. All matters relating to the Local Council Services.
 7. Framing approval of rules, regulations and bye-laws.
 8. Cattle Trespass Act.
 9. Local Government Board.
 10. Slaughter Houses under the local Councils.
 11. Rural Development Councils and Rural Development Program.
 12. Municipal Administration, framing of rules, regulations and bye-laws.
 13. Co-ordination with Civil Defense, Authorities, where necessary.
 14. Jumma Market arrangements.
 15. Graveyards etc not under Auqaf Department.
 16. Training, Research and Evaluation.
 17. Seminar, Conventions and Publications.

18. Purchase of stores and capital goods for the Department.
19. Service matters except those entrusted to S&GAD.

20. PLANNING AND DEVELOPMENT DEPARTMENT.

1. Planning and Development including policy and procedures. Co-ordinations work relating to the preparation of the Annual Development Program and its review.
2. Execution and processing of all development schemes, programs and proposals submitted by other Department including autonomous bodies and making recommendations to Government thereupon; functions of the Development Working Party.
3. Maintaining liaison with the national Planning Agencies.
4. Dealing with Autonomous and Seme-Autonomous Bodies in regard to development planning programs.
5. Economic Research.
6. Co-ordination of technical assistance.
7. To monitor and evaluate the progress of development schemes and their critical appraisal.
8. Co-ordination of technical assistance from abroad including training facilities; expert advisory service and equipment.
9. Co-ordination of training of Local Officers and private sector candidates in foreign countries.
10. Matters relating to the Regional Development Projects, (AJ&K).
11. Price Stabilizations Policy.
12. Protocol functions in connection with visits of foreign economic missions and delegations; etc.
13. Initiation of measures for giving suitable publicity to Development plan and

educating the public on the results achieved from time to time.

14. Service matters except those entrusted to Services and General Administration Department.

21. PRIME MINISTER'S INSPECTION TEAM.

1. Inspections of all Development Projects of Government Departments, Autonomous, Semi-Autonomous and Local Bodies except the following:-
 - a) Matters decided and awaiting disposal before judicial or Quasi judicial forum;
 - b) Any work or Judicial Quasi/Judicial nature.
2. Cognizance of any important matter of public interest.
3. To entertain complaints except those relating to services matters of Government Servants, etc.
4. Special assignments under the orders of the Prime Minister (except matter listed as (a) and (b) to item 1).
5. Inspection on Developments Projects.
6. Report on the progress of A.D.P. to Prime Minister.
7. To put up recommendations to the Prime Minister.
8. Service matters of the Team except those assigned to S&GAD.

22. PUBLIC RELATIONS DEPARTMENT.

1. Publicity and Public relations.
2. Government Hospitality.
3. Promotion of national integration and cultural activities and organization of relevant seminars and symposia.
4. Administration of press laws relating to newspapers, books, magazines, pamphlets, posters, etc. printing presses, excepting the functions etc. entrusted to

the Home Department.

5. Control on the reproduction (Publication/printing) of books and literary works of foraging origin.
6. Enforcement of Motion Pictures Laws and the rules framed there under.
7. Observance of national days, in collaboration with S&GAD.
8. Policy and procedure regarding release of official and semi-official advertisements through media of press.
9. Public Opinion Survey.
10. Liaison with newspapers, News Agencies, Radio and Television.
11. Facilities for the journalistic profession including accreditation of Press Correspondents and Press Photographers, etc.
12. Films and documentaries, including permission for exhibition of films of foreign Embassies/Missions.
13. Reference, research and publication relating to publicity material.
14. Co-ordination with the Government of Pakistan on all matters relating to press, publicity and protocol.
15. Promotion of Art, Culture and literature.
16. Financial Aid to the bereaved families of Journalists and eminent “ Men of Letters”.
17. Grant-in-Aid to Cultural and Literary Bodies.
18. Development of Schemes pertaining to Art and Culture.
19. Purchase of Stores and Capital goods for the Department.
20. Service matters except those entrusted to S&GAD.

23. SERVICES AND GENERAL ADMINISTRATION DEPARTMENT

- 1 . Cabinet work, including:-
 - a) Cabinet appointments, salaries and privileges of Ministers; and
 - b) all Secretariat work of the Cabinet including convening of meetings.
2. General Co-ordination.
3. Honours, Awards and Sanads for Public Service.
4. Cypher and other Codes.
5. Ceremonials including:-
 - b) Warrant of Precedence, Table of precedence and protocol;
 - c) AJ&K Flag Rules;
 - d) Civil Uniforms;
 - e) Court mourning; and
 - f) Liveries and clothing Rules;
6. Holidays.
7. Office management, including;-
 - a) Civil Secretariat and Government offices generally;
 - b) Secretariat standing orders; and
 - c) Memorials and petitions standing orders.
7. Preparation of civil list.
8. Service Associations.
9. Service rules relating to various services and posts and interpretation thereof.
10. Rights and interests of members of Services
11. Matters connected with the recruitment, training, pay, allowances, promotion, leave, posting and transfers of:-

- a) i) AJ&K Secretariat.
 - ii) Ministerial establishment of the AJ&K Secretariat
 - b) Matters concerning Lent officers/ deputationists from Pakistan.
7. Re-employment of retired officers.
8. Appointment of Commissions of Inquiry or panel of officers in cases of misconduct of Government Servants.
9. Organization and methods including:-
- a) Periodic Review of the organization staff, functions and procedure of the departments, Attached Department and Subordinate Offices and suggestions for improvement thereof;
 - b) Improvement of general efficiency and economic execution of Government business;
 - c) Advice regarding proper utilization of stationery and printing resources of the Government;
 - d) training in organization and Method;
 - e) suggestions Scheme;
 - f) preparation of Manuals;
 - g) career pattern of Government employees;
 - h) review of the staffing pattern of Government Departments;
 - i) simplification of forms and procedures;
 - j) departmental examinations;
 - k) in- service/ pre-service training of ministerial employees and Section Officers;
 - l) matters connected with training at the National Institutes of Public Administration , Lahore Peshawar, Quetta & Karachi & Pakistan Academy for Rural Development Peshawar (Divisional level Courses);

m) O& M assignments.

7. Administrative matters relating to Public Service Commission.
8. Framing and alteration of Rules of Business for Government and allocation of Business among ministers.
9. Provision of residential accommodation to Government Servants;-
 - i) Sponsoring and co-ordination of schemes relating to the construction of pooled Government accommodation for residences.

N.B Maintenance, additions, alteration and improvements in respect of such schemes shall continue to rest with Communication and Works Departments.

- ii) Allotment of residential accommodation including requisitioning of private houses for residential purposes and assessment of rent.
- iii) Civil Secretariat Complex; and
- iv) General Co-ordination in the above matters

- 19 Observance of national days
20. Provisions of official address system
21. Monitoring the implementation of Government policies.
22. Official Language Committee.
23. High officers Reservation.
24. Identity cards for Civil officers.
25. Compilation of the list of persons dismissed/ debarred for future employment under Govt. for submission to the Government of Pakistan.
26. Partition work.
27. Absorption of surplus staff and allied matters.
28. Expeditious finalization of delayed pension and G.P Fund cases.
29. Employees welfare schemes.

- 30 Administrative matters relating to Service Tribunal.
- 31 Essential Services maintenance Act.
32. i) Standardization of stores/ equipments etc of common use of all departments;
- ii) Examination and approval of the recommendations of the departmental standardization of stores/equipments etc; of specialized nature to be used by a particular department.
- iii) Approval of amendments/ deletions etc. in the list of standardized stores/ equipment etc; proposed by the Departmental Standardization Committee.
- iv) Issuance of purchase Manual and its amendments/ clarifications etc whenever required in consultation with Finance Department.
33. Purchase of stores and capital goods for the Department.

24. SOCIAL WELFARE AND WOMEN AFFAIRS DEPARTMENT.

1. Creation of social awareness by motivational methods.
2. Professional and financial assistance to registered voluntary social welfare agencies.
3. Socio- economic development of the people particularly women.
4. Training and rehabilitation of the destitute and under privileged and neglected section of the society such as orphans, widows and destitute, etc.
5. Training and Rehabilitation of the handicapped and chronically sick.
6. Eradication of social evils.
7. Relief and rescue services during calamities and national Emergency.
8. To provide opportunities and training to poor women in both urban and rural areas to enable them to generate their own income.
9. Service matters except those entrusted to S&GAD.
10. Co-ordination with Local Govt. Department for Social Welfare Schemes out of its funds.

25. USHAR AND ZAKAT DEPARTMENT

1. Execution of the policy laid down and decision taken by the Zakat Council.
2. Supervision and guidance of local, Tehsil and District Zakat Committees
3. Assessment and collection of Zakat and Ushar
4. Distribution of Zakat funds to local Zakat Committee, Deeni Madarsas and Welfare Institutions.
5. Compilation and collection of data regarding number of beneficiaries and the amount utilized.
6. To arrange training of Chairman and members of Zakat Committees and officers associated with Zakat work.
7. Mobilization of public opinion about voluntary contribution of Zakat.
8. Purchase of stores and capital goods for the Department
9. Service matters except those entrusted to S&GAD.

26. YOUTH, CULTURE AND SPORTS DEPARTMENT

1. Sports Organizations and grants-in-aid to them
2. Financial assistance to arts organizations, artists and journalists and their bereaved families
3. Pride of performance award in the field of arts and sports.
4. Promotion of education in arts and culture
5. Development and control of film industry.
6. Policy on all aspects of Youth Affairs in conformity with national objectives and laws.

7. Legislation covering all aspects of Youth Affairs and matters ancillary thereto, in consultation with the department.
8. Coordination of aid/assistance from Pakistan for Youth Affairs.
9. Inter-provincial coordination on all aspect of Youth Affairs.
10. Monitoring of the implementation of policies on all aspects of Youth Affairs.
11. Arrangements for activities for Youth such as Seminars/Exhibitions, Festivals and other events.
12. Regulation of administrative, budgetary and other matters of organizations dealing in youth Affairs.
13. Youth activities and movements pertaining to youth outside educational institutions.
14. Youth Exchange Programmes (External) excluding students.
15. Youth Centers (excluding students)
16. All Youth Organizations and Forums (excluding students).
17. Service matters except those entrusted to S&GAD.
18. Co-ordination with P.R.D. in matters of promotion, Art, Culture and Literature.

27. TRANSPORT DEPARTMENT.

- a) Administration of the Azad Kashmir Motor Vehicles Ordinance (excepting enforcement of provisions relating to control of traffic and inspection and checking of motor Vehicles for the purpose of traffic control).
- b) matters relating to Azad Jammu and Kashmir Transport Authority.
- c) Service matters except those entrusted to Services and General Administration Department.

Schedule –III

(See Rule 5(2))

List of cases to be submitted to the Prime Minister for his approval before issue of orders.

Sr.#	Cases
1.	Annual Budget Statement.
2.	i) Authentication of budget under Section 39 (1) of the Constitution. ii) Supplementary grants in budget.
3.	Laying of Supplementary Statement of expenditure before the Assembly.
4.	Cases in which Federal Government of Pakistan or the Council has issued advice.
5.	(a) Rules of Business, framing or alteration thereof. (b) Removal of difficulties.
6.	Bill or amendment in respect of matters for which the Assembly has power to enact, to be introduced or moved in the Assembly during the State of Emergency.
7.	Proposal involving major changes in the function or powers of Secretaries, Board of Revenue, Commissioners and Heads of Attached Departments.
8.	All cases which are liable to involve Government into controversy with Federal Government or with any Provincial Government or with the Council.
9.	All cases which may have bearing on relations with a Foreign Government.
10.	Cases regarding the conditions of service or promotion of or disciplinary action against members of All Pakistan Service or holders of appointments normally held by them. Cases to be referred to the Federal Government shall be shown to Prime Minister both before a reference is made to the Federal Government as well as before final orders are issued.
11.	Recommendations for the grant of honours and awards.
12.	Selection of Officers for appointment under the Federal Government, a Provincial Government or the Council.
13.	Matters of Policy in which Minister proposes to rescind an order passed by his predecessor in office.
14.	All statutory appointments under corporations and bodies of the status of Deputy Secretary

and above which are required to be made or approved by Government

15. a) All cases relating to appointment and promotion of officers to the posts in BPS-19 or above and officers of equivalent rank and status, including Dy; Commissioners, Superintendents of Police/A.I.G. Police and Dy; Secretaries in the Secretariat.
- b) All cases relating to disciplinary action against officers in BPS 18 & above at the stage of initiation of disciplinary proceedings and imposition of major penalty under the Civil Servant (E&D) Rules, 1977.
- c) All cases relating to Adhoc appointments and major penalties against officers in BS-17 and above.
- d) Appointment, removal, resignation and terms and conditions of Service of Additional Advocate General and Assistant Advocate General.
- e) Transfer of Officers to the post in BPS-19 and above & to the post of Dy: Commissioner, Superintendent of Police/A.I.G.P.
16. All cases of relaxation of service Rules.
17. Appointment of Parliamentary Secretaries and Determination of their pay Allowances.
18. Appointment of Advisors and Special Assistants to the Prime Minister and Determination of their Privileges.
19. Appointment, removal and resignation of Ministers and Determination of their privileges.
20. Framing of Service Rules and other statutory Rules to be made by the Government.
21. Cases enumerated in Schedule V which are to be Submitted to the President for his approval before issue of orders where advice of Prime Minister is required.
22. Delegation of powers under Section 12 of the Constitution and under other statutory provisions.

SCHEDULE-IV

(See Rules 5(3))

List of Cases to be submitted to the Prime Minister for information

1. All periodical reports of Heads of Department and Proposed actions on such reports.
2. Press notes issued by the Public Relations Department.
3. All periodical and Special reports by Administrative and Executive Officers, of a Political nature or relating to law and order such as the fortnightly reports submitted by Commissioners. Deputy Commissioners, and Situation Reports submitted by the Police.
4. Intelligence reports.
5. Reports of Commissions of enquiry appointed by Government.
6. Matters in which advice of AJK Council is received or is required.

SCHEDULE-V

(See Rule 11(1))

List of cases to be submitted to the President for his approval before issue of Orders

1. Summing and Prorogation of the Assembly and Joint Sitting of the Assembly and Council.
2. Promulgation of Ordinances.
3. Advocate General, appointment, duties, removal, resignation and terms and conditions of service.
4. Framing of Rules for the custody of the Government Consolidate Fund and transactions thereof.
5. Reports relating to the Accounts of the Government.
6. Council of Islamic Ideology:
 - (i) Appointment, resignation and removal of member and Chairman
 - (ii) Rules of Procedure.

- (iii) Reference to the Council of Islamic Ideology whether a Proposed law is or is not repugnant to the injunctions of Islam.
- 7. Making of Rules of Procedure of the Assembly and Joint Sitting of the Assembly and Council.
- 8. Rules of Business and other Rules, etc issued under Section 58 of the Constitution framing of alteration there of.
- 9. Appointment of Officers on the Secretariat staff of the President.
- 10. Grant of Pardons, reprieves, respites remission, suspension of commutation of any sentence passed by any Court, Tribunal or authority.
- 11. Prosecution, removal or dismissal of officers appointed by the President.
- 12. Supreme Court:-
 - (a) Sitting of the Court at places other than Muzaffarabad.
 - (b) Appointment of the Chief Justice other Judges and their resignation, removal, allowances and privileges.
 - (c) Reference to Supreme Court on any question of law.
- 13. High Court:-
 - (a) Sitting of the Court at places other than Muzaffarabd.
 - (b) Appointment of Judges, their resignation, removal, allowances and privileges.
- 14. Shariat Court:-
 - Appointment of Judges, their resignation, removal, allowances and privileges.
- 15. Reference to the Supreme Judicial Council.
- 16.
 - i) Matters relating to Mohtasib
 - ii) Representation under Section 32 of the Establishment of the office of Mohtasib (Ombudsman) Act, 1992.
- 17. Assent to the Bills passed in the Assembly and the Joint sitting of Assembly and Council and authentication of budget under Section 38(4) of the Constitution.
- 18. Public Service Commission
 - (i) Appointment, removal or resignation of Chairman and members of the Public Service Commission and their terms and conditions of service.

- (ii) Its strength
 - (iii) Non-acceptance of its advice.
19. Service Tribunal:-
- (i) Appointment, resignation and removal of members and Chairman.
 - (ii) Terms and conditions of their appointment.
20. Appointment of Chief Election Commissioner and his leave, removal and related matters.
21. Cases relating to University on which orders of Chancellor or President are required.
22. Zakat Council:-
- Appointment, resignation and removal of members and Chairman.

SCHEDULE-VI

(See Rule 11(2))

List of Cases to be submitted to the President for information

1. (a) All Periodical reports by administrative and executive Officers of a Political nature or relating to law and other, such as the fortnightly reports submitted by the Inspector General of Police.
(b) All special reports by administrative and executive Officers relating to matters which may seriously affect the peace and tranquility of the territory or any part thereof.
(c) All periodical reports of the Heads of Department and proposed action on such reports.
2. Press notes issued by the Public Relations Department.
3. Intelligence reports
4. Annual report of Public Service Commission.
5. Annual report of Mohtasib.

SCHEDULE-VII

PART-A

(See Rule 21(1))

List of Cases relating to appointment, promotions, postings and transfers to submitted to the Prime Minister before issue of orders

S#	Name of Department	Name of Post
1.	Agriculture and Animal Husbandry Department	1. Director Agriculture
2.	Ammer-Bil-Marroof-Wa-Nahi-Anil-Munkar	2. Director Animal Husbandry, Director Ammer-Bil-Marroof-Wa-Nahi-Anil-Munkar
3.	Anti Corruption Department	Director Anti Corruption
4.	Auqaf Department	1. Chief Administrator Auqaf 2. Project Director Khari University
5.	Board of Revenue	1. Commissioner (Muzaffarabad Division) 2. Commissioner (Mirpur Division) 3. Commissioner (Rehabilitation) 4. Commissioner (Relief) 5. Commissioner (Mangla Dam Affairs) 6. Commissioner (Settlement) 7. Director Land Record
6.	Communication & Work Department	1. Chief Engineers 2. Chairman Development Authorities.
7.	Co-operative Department	Registrar, Co-operative Societies
8.	Custodian Department	Custodian Evacuee Department
9.	Education Department	1. Director Public Instructions (Colleges) 2. Director Public Instructions (Schools) 3. Chairman Board of Intermediate and Secondary Education
10.	Electricity Department	1. Chief Engineer 2. Electrical Inspector.
11.	Excise and Taxation Department	Collector Excise and Taxation
12.	Finance Department	1. Accountant General, AJK 2. Director Local Fund Audit.
13.	Food Department	Director Food
14.	Forest Department	1. Chief Conservator of Forests 2. Managing Director AKLASC 3. Director General, Prevention of Wildlife,

		Control of Hunting, Fishries, Tourism Archeology.
15.	Health Department	1. Director Health Services 2. Project Director, Institute of Medical Sciences
16.	Home Department	1. Inspector General Police. 2. Deputy Inspectors General of Police. 3. Superintendent of Police/A.I.G.Ps. 4. Inspector General Prisons 5. Director Civil Defence. 6. Director Armed Services Board
17.	Industries Department	1. Director Industries, Commerce, Mineral Resources and Labour. 2. Chairman A.K.M.I.D.C. 3. Controller Printing Press. 4. Heads of Department under the Statute Provisions
18.	Local Govt. and Rural Development Deptt:	1. Director Local Govt. and Rural Development 2. Chairman AJ&K Local Govt. Boards 3. Election Commissioner, Local Boards.
19.	Planning & Development Department	Co-ordinator/Project Director P&D.
20.	Prime Minister Inspection Team	Chairman Prime Ministers' Inspection Team
21.	Public Relations Department	Director General, Public Relations.
22.	Services and General Administration Deptt.	1. Deputy Commissioners 2. Commissioners. 3. Members Board of Revenue 4. * Omitted
23.	Social Welfare and Women Affairs Deptt:	5. Director Social Welfare and Women Affairs
24.	Transport Department	Chairman, Provincial Transport Authority.
25.	Ushar and Zakat Department	Chief Administrator Ushar and Zakat
26.	Youth, Culture and Sports Department	** (i) Director, Sports (ii) Director, Youth and Culture
27.	General:- a) Department Concerned through Services and General Administration Department	1. All officers against the posts in BPS-19 2. Chairman and Members of Statutory Corporations under the Control of the Govt.
	b) Department Concerned	1. All other appointments, promotions to the posts in BPS-19 2. All appointments under statutory corporations and Bodies which are required to be made and approved by the Government 3. Adhoc appointments to the posts in BPS-17

SCHEDULE VII

PART – B

List of Cases relating to appointment *¹[**] to be submitted to the Minister Incharge of the Department before issue of orders.**

1. *²[Appointment of Officers to the posts in BPS-17 and 18 on the recommendation of appropriate Selection Authority except the posts in the cadre strength of Civil Secretariat, Management Group and Police Service.]
2. Adhoc appointments to the Posts in BPS-16
3. *³[*****]

* Omitted vide Notification No.S&GAD/A-4(94)/2011 Dated 23-07-2011
 ** Amended vide Notification No.S&GAD/R/A-4(94)/94 Dated: 31-01-1995 Part-IV
 *¹ Omitted vide Notification No.S&GAD/A-4(94)/2011 Dated 23-07-2011
 *² Substituted by: ibid
 *³ Omitted by: ibid

PART – A

In the Secretariat

1.	Secretaries	Services & General Administration Department with the approval of the Prime Minister
2.	Additional Secretaries * ¹ [****]	Services & General Administration Department in consultation with the Department concerned with the approval of the Prime Minister.
3.	**Officers in B-18:-	
	a) within Secretariat:	Chief Secretary
	b) to and from an attached Department	Chief Secretary
	c) in the same Department	Secretary concerned
4.	**Employees in BS-12 to 17:-	
	a) within the same department	Secretary concerned
	b) within the Secretariat	Secretary concerned
	c) to and from an attached department	Secretary concerned
5.	***Officials from BS-6 to 11:-	
	a) from one department to another department	a) Heads of an attached department, Additional Secretary, DIG, Divisional

		Commissioner, Controlling Officer B-19
	b) To and from an attached department	Secretary concerned
	c) In the same department	-- ditto --
6.	***Officials from BS-1 to 5:-	
	a) From one department to another department	Controlling Officer B-17 to 18
	b) To and from an attached department	Secretary concerned
	b) In the same department	-- ditto --

* Omitted vide Notification No.S&GAD/A-4(94)/2011, dated: 23-07-2011

** Item 3 and 4 substituted vide: ibid

*** Item 5 and 6 added vide: ibid

PART-B

<u>In the Supreme Court, high Court, Sharait Court,</u> <u>Council of Islamic Ideology and Judiciary</u>		
a)	To the Posts in B-19	Prime Minister through Law Department
b)	Officers in BPs-17 & 18 from one functional unot to another or with in Judiciary and from and Law Department	Law Minister
c)	Officials Officers within the institutions concerned	Appointing Authority or the Officers especially authorised

PART – C

<u>In the Attached Department.</u>		
1.	Heads of Attached and equivalent.	Services & General Administration Deptt. with the approval of the Prime Minister.
2.	Officers shown in Schedule VII other than (I) above	S&GAD, in consultation with Department concerned with the approval of the Prime Minister.
3.	Head of Divisional, Circle and Regional Offices in B-19 and Deputy Commissioners, Superintendents of Police and A.I.G. Police.	-Ditto-
4.	To and from one Attached Deptt: and from one another.	S&GAD, on the initiation of the Deptt: concerned with the approval of the Prime Minister.

5.	*Officers in B-17 and 18 within the same Deptt:	Minister Incharge
6.	*Officers in B-18 within the Police Department	As per (4) above
7.	**Officers in B-16 & 17 within the Police Department	Inspector General of Police
8.	Officers in B-16 with Attached Deptt: (except(7)above)	Secretary to Govt: in the Department concerned.
9.	Officials upto B-15 within the Attached Department	Appointing Authority or the Officers especially authorized.

SCHEDULE – IX

(See Rule 44(5))

ADMINISTRATIVE AUTHORITIES

A. Head of Administrative Department

1. Chief Justice, Azad Jammu & Kashmir. Supreme Court
2. Chief Justice, Azad Jammu & Kashmir, High Court
3. Chief Justice, Azad Jammu & Kashmir, Shariat Court
4. Chairman. Council of Islamic Ideology.
5. Chief Election Commissioner
6. Chief Secretary
7. Chairman Public Service Commission
8. Chairman, Service Tribunal
9. Senior Member Board of Revenue
10. Custodian.
11. Additional Chief Secretary
12. Secretaries to the Government
13. Chairman, Prime Minister's Inspection Team
14. Secretary, AJ&K Legislative Assembly.

B. Officers of Category I.

1. Member, Board of Revenue
2. Inspector General of Police
3. Commissioner/Commissioner Stamps
4. Chief Administrator Zakat and Ushar
5. Advocate General
6. Chief Conservator of Forests
7. Chief Engineer PWD
8. Chief Engineer, Electricity
9. Director Public Instructions (Colleges)
10. Director Public Instructions (Schools)
11. Director Health Services
12. Director General, Prevention of wild Life, Control of Hunting
13. Registrar Supreme Court
14. Additional Secretaries
15. Chief Administrator Auqaf
16. Director, Local Government, Rural Development Social & Welfare.
17. Director Agriculture
18. Director Animal Husbandry
19. Director Industries
20. Director Food
21. Inspector General Prisons.
22. Director Armed Services Board
23. Controller, Government Printing & Stationery Department
24. Director, Amr-Bil-Marooof-wa-Nahi-Anil-Munkar
25. Registrar, Co-operative Societies
26. Director Anti-Corruption Establishment.
27. Director, Environmental Planning
28. Election Commissioner, Local Bodies.
29. Director, Civil Defence

30. Director, Social Welfare and Women Affairs
31. Commissioner Rehabilitation
32. Director, Staff Training Institute
33. Director, Ch.Ghulam Abbas, Institute of Medical Sciences.

C. Officers of Category II

1. Divisional Director, Schools
2. Superintending Engineer, PWD.
3. Superintending Engineer, Electricity
4. District and Sessions Judges
5. Deputy Inspector General of Police.
6. Conservator of Forest.
7. Chairman, Provincial Transport Authority
8. Deputy Commissioners/Deputy Secretaries
9. Additional Development Commissioner
10. Additional Commissioner Revenue
11. Additional Commissioner Settlement
12. Superintendent Police
13. Principals of Degree Colleges
14. Secretary, Public Service Commission
15. Registrar. High Court
16. Secretary. Council of Islamic Ideology
17. Principal. College of Education
18. Secretary, Election Commission
19. Registrar, Shariat Court
20. Director, Culture and Sports
21. Director, Land Records
- *22. Project Director Jinnah Dental Hospital
23. Electric Inspector.

d. Officers of Category III

1. Deputy Director/Directress
2. Chief Malaria Eradication Officer
3. Superintendent, District Headquarters Hospital
4. Principal, Agricultural Research Instituted
5. Additional Director Agriculture.
6. Horticulturist
7. Agricultural Agronomist
8. Deputy Director Health Services
9. District Qazi
10. Deputy Inspector General (Prisons)
11. Project Director Para Medical Institute Mirpur
12. Assistant Inspector General of Police
13. Potato Botanist
14. Deputy Director Animal Husbandry
15. Deputy Director Agriculture
16. Deputy Director Industries
17. Deputy Director Food
18. Deputy Director Labour
19. Deputy Director Industries
20. Deputy Director Local Government
21. Deputy Registrar Co-operative Societies
22. District Health Officer
23. Executive Engineer PWD
24. Executive Engineer Electricity
25. Divisional Forest Officers
26. District Education Officers
27. District Malaria Eradication Officers
28. Superintendent Chest Diseases Hospital
29. Principals of Intermediate Colleges.

30. Assistant Commissioner
31. Settlement Officer
32. Sub Judges
33. Executive Engineers Local Govt. and Rural Development
34. Diseases Investigation Officers
35. Under Secretaries/Section Officers
36. Principal Agro Technical College
37. Principal Elementary College
38. Assistant Director Health Services
39. Deputy Director W.F.P (Health)
40. Deputy Medical Superintendent
41. Principal Para Medical School
42. Deputy Registrar, High Court
43. Deputy Election Commissioners
44. Assistant Chief, Development
45. Entomologist (Agriculture)
46. Soil Chemist (Agriculture)
47. Assistant Director (Sericulture)
48. Entomologist (Health)

E. Category – IV

All other Gazetted Officers

SCHEDULE – X

(See Rule 22(3))

Tenure Posts

1.	Additional Secretaries, Deputy Secretaries and Section Officers who are not member of the Secretariat Service.	3 years
2.	Head of Attached Department	3 years
3.	Commissioners other Divisional/District Officers.	3 years

*“ Provided that the tenure mentioned above, except that of Sr.No. 1, may be extended are curtail by the Prime Minister without assigning any reason thereof”

NOTE: The tenure mentioned above may be extended or curtailed by the Prime Minister. See also item No. 14, 15, 16 and 20 of Schedule III under Rule 5(2) of the Azad Government of the State of Jammu & Kashmir Rules of Business 1985, as amended from time to time..