

**AZAD GOVERNMENT OF THE STATE OF JAMMU & KASHMIR
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT**

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**‘MUZAFFARABAD’
Dated: 13.01.2021**

No. S&GAD/R/A-4(94)/2021(Part-XVII). In exercise of the powers conferred by Article 58 of the Azad Jammu & Kashmir Interim Constitution, 1974, the President Azad Jammu and Kashmir is pleased to accord approval for revision of existing Rules of Business, 1985 and to issue the Azad Govt. of the State of Jammu and Kashmir Rules of Business, (Revised), 1985 for the transaction of the business of the Government as follows:-

(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 (Revised), 1985.

(2) They shall come into force at once.

2. Definitions:-

(1) In these Rules, unless there is anything repugnant in the subject or context,-

- (i) **‘Assembly’** means the Legislative Assembly of Azad Jammu and Kashmir;
- (ii) **‘Attached Department’** means a Department mentioned in column 3 of First Schedule;
- (iii) **‘Business’** means all work done by the Government;
- (iv) **“Constitution”** means the Azad Jammu and Kashmir Interim Constitution, 1974;
- (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 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 Gazettee.

- (viii) **'Council'** means the Azad Jammu and Kashmir Council constituted under the Constitution;
- (ix) **'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 Article 12 of the Constitution;
- (xii) **'Head of an Attached Department'** means an officer shown in column 4 of the First Schedule;
- (xiii) **'Member'** means a Member of the Assembly;
- (xiv) **'Minister'** means a Minister appointed under Article 14 of the Constitution;
- (xv) **'Minister-in-Charge'** means the Minister holding the charge of the Department to which a particular case pertains;
- (xvi) **'President'** means the President of Azad Jammu and Kashmir;
- (xvii) **'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 powers and performing the functions of the Prime Minister;
- (xviii) **'Parliamentary Secretary'** means a Parliamentary Secretary appointed by the Prime Minister for a Department or Departments;
- (xix) **'Plebiscite Advisor'** means the Plebiscite Advisor appointed under Article 11 of the Constitution;
- (xx) **'Public Service Commission'** means the Azad Jammu and Kashmir Public Service Commission;
- (xxi) **'Schedule'** means a schedule appended to these Rules;
- (xxii) **'Secretariat'** means the Departments of the Government when referred to collectively;

- (xxiii) **'Secretary'** means the Secretary to the Government and includes the Chief Secretary, Additional Chief Secretary, Secretary to President, Principal Secretary to Prime Minister, and Ex-officio Secretary of a Department;
- (xxiv) **'Section'** means a basic working unit in a Department as determined by the Government;
- (xxv) **'Speaker'** means the Speaker of the Assembly; and
- (xxvi) **'Special Institution/Autonomous Body'** means an institution mentioned as such in column 5 of the First Schedule.

(2) All words and expressions used but not defined in these Rules, shall have the same meanings as assigned to them in the Constitution.

3. Allocation of Business.- (1) The Secretariat shall consist of the Departments specified in column 2 of the First Schedule.

(2) The Prime Minister may constitute new Departments or vary the composition or number of the Departments.

(3) The Business of the Government shall be distributed amongst the several Departments in the manner indicated in Second Schedule:

Provided that the Prime Minister may transfer any subject or matter from the Department to which it stands assigned in accordance with Second Schedule, to any other Department.

(4) The Prime Minister may assign to a Minister a Department, or part of a Department, or parts of different Departments, or more than one Department together with part or parts of other Departments.

(5) A Department or part of a Department or Attached Department or Autonomous Body, not assigned under sub-rule (4), shall be in the charge of the Prime Minister.

4. Organization of Department.- (1) A Department shall consist of a Minister, a Secretary and such other officials as the Government may determine, provided that the same person may be the Secretary for more than one Departments or part thereof.

(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 a standing order, distribute the work of the Department among the officials, branches and/ or sections of the Department.

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

5. Functions of the Prime Minister:- (1) The Prime Minister shall,-

- a) be the head of the Cabinet;
- b) coordinate all policy matters;
- c) perform other functions assigned under the Constitution, any law or rules, including these Rules; and

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

(3) The cases enumerated in Fourth Schedule 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 the Minister.- A Minister shall-

- a) be responsible for the policy matters and for the conduct of the business of the Department;
- b) submit cases to the Prime Minister as required under 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 of the Department in the Assembly.

7. Advisors and Special Assistants and their Function.- (1) Subject to the provisions contained in Article 14-A of the Constitution & section 3 of the AJ&K Advisors (Appointments, Salaries, Allowances and Privileges) Act, 2014, there may be Advisors & Special Assistants to the President & the Prime Minister to be appointed by the respective authorities for the performance of such duties and functions as may be prescribed by the Constitution and law, as the case may be.

(2) The Advisors and Special Assistants 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.

8. Functions of Parliamentary Secretary.- (1) 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 business concerning the Department and perform such public relations and functions as may be entrusted to him by the Minister.

(2) Notwithstanding anything contained in sub-rule (1), a Parliamentary Secretary shall not undertake any function in the internal working or administration of the Department, its Attached Departments, etc.

9. Functions of the Chief Secretary.- In addition to the duties and functions assigned to him under any other provision 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 or the President, as the case may be, shall be routed back through the Chief Secretary;
- c) 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.

10. 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 efficient administration, discipline and for the proper conduct of the business assigned to the Department under these Rules.
- d) submit all proposals for legislation to the Cabinet with the approval of the Minister;
- e) be responsible to the Minister for the business of the Department and keep him informed about the working of the Department, and of important cases disposed of without reference to the

Minister;

- f) keep the Chief Secretary informed of important cases disposed of in the Department;
- g) where the Minister's orders appear to involve a departure from any law, rules, regulations or Government policy, re-submit the case to the Minister inviting his attention to the relevant law, rules, regulations or Government policy, and if the Minister still disagrees 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 an officer subordinate to the Secretary; and
- i) be responsible for the careful observance of these Rules in the 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.

11. General Procedure for Disposal of Business.- (1) Services and General Administration Department shall issue Secretariat Instructions about the manner of disposal of the business of the Secretariat. The Secretariat Instructions framed and issued under the Rules of Business 1975, shall, however, remain in force till issuance of new Instructions under this rule.

(2) If any doubt arises as to the Department to which a 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 in writing; however, in case of verbal order, the officer receiving the order shall reduce it in writing and, as soon as may be, submit it to the authority making the order for confirmation.

(4) If an order contravenes any law, rules, regulations or Government policy, the authority next below the authority making such order shall point it out to the authority making the order, and if the latter does not agree, it shall refer the case to the next higher authority for appropriate decision.

12. Orders, Instruments, Agreements and Contracts.- (1) All executive actions of the Government shall be expressed to be taken in the name

of the President.

(2) Save in cases where an officer has been specifically empowered to sign an order or instrument of the Government, every such order or instrument shall be signed by the Secretary, Special Secretary, Senior Additional Secretary, Additional Secretary, Deputy Secretary, Section Officer or the Officer on Special Duty and such signature shall be deemed to be proper authentication of such order or instrument.

(3) Instructions for the making of contracts, on behalf of the President and the execution of such contracts and assurances of property, shall be issued by the Law Department.

(PART-B)

REFERENCES TO THE PRESIDENT OR THE PRIME MINISTER

13. Reference to the President.- (1) No order shall be issued without the approval of the President in cases mentioned in Fifth Schedule.

(2) The cases enumerated in Sixth Schedule shall be submitted to the President through the Prime Minister for his information.

(3) All cases of detention by the Government under sub-section (1) of Section (3) of the Public Safety Act and Rule 23 of the Civil Defense 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.

14. Reference to the Prime Minister.- (1) No order shall be issued without the approval of the Prime Minister for all cases involving policy decision, or in a case mentioned in Third Schedule.

(2) A case submitted to the Prime Minister for his orders shall include a self contained, concise and objective summary stating the relevant facts and the points for discussions and the specific recommendations.

(3) The cases mentioned in Fourth Schedule shall be submitted to the

Prime Minister for information.

(4) The Prime Minister may, by general or special orders, require any other case to be submitted to him or he may call for any case or information from any Department, Attached Department, Autonomous Body, etc.

(PART-C)

DEPARTMENTAL PROCEDURE

15. Consultation among Departments.- (1) When the subject of a case concerns more than one Department-

- a) the Department in charge shall be responsible for consulting the other concerned Departments; and
- b) no order shall be issued and no case shall be submitted to the Prime Minister or the Cabinet, until it has been considered by all the concerned Departments:

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

(2) In the event of difference of opinion between the Departments, the Minister primarily concerned with the case shall submit it 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 another for consultation, all relevant facts and the points necessitating the reference shall be clearly brought out.

(4) Even where consultation is not required, a Department may, for purposes of information, transmit copies of communication received by it or show a case to such other Departments as may be interested in, or benefited from, it.

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

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

(6) The Minister for Finance may ask to see a case of any Department

in which a financial consideration is involved.

(7) The request made under sub-rule (5) or sub-rule (6) shall contain the reasons for which the case is required and shall be dealt with under the general or special orders of the Minister-in-Charge. If, for any reason, the case, or relevant extract from it, cannot be made available, the Minister-in-Charge shall explain the position to the Minister making the request 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 another Department, he may take up the matter with the Minister-in-charge of that Department.

16. Services and General Administration Department.- (1) Services and General Administration Department shall-

- a) determine the principles of control of the Government servants, including recruitment, conditions of service and discipline;
- b) co-ordinate the policy of all Departments with respect to the services under their control for purposes of consistency of treatment;
- c) secure the rights and privileges conferred on the Government servants under any law;
- d) determine the number and terms and conditions of service of the personal staff of the Ministers;
- e) deal with the petitions addressed to the Government of Pakistan by the members of All Pakistan Services posted in Azad Jammu and Kashmir;
- f) select/nominate or depute officials for appointment under the Federal or a Provincial Government of Pakistan or the Council:

Provided that the Strength and the terms and conditions of service of the staff of the President's 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 rules and can be changed with the approval of the Cabinet.

(2) No Department shall, without the concurrence of Services and General Administration Department, authorize any orders, other than

an order in pursuance of any general or special delegation made by Services and General Administration Department, which involve:

- a) reduction or extension in the scope of functions of a Department as specified in Second Schedule or the transfer of such functions from one Department to another;
- b) re-organization or change in the status of Departments, Attached Departments and Offices directly administered by a Department.
- c) interpretation of rules and orders relating to service matters other than rules and orders issued by Finance Department; and
- d) any change in the terms and conditions of service or the statutory rights and privileges of the Government servants.

(3) No orders in respect of emoluments, promotion or conditions of service of any officer employed in the Finance Department shall be made, and no proposal of expenditure relating to that Department shall be sanctioned without prior concurrence of Services and General Administration Department.

(4) The Chief Secretary shall perform, in respect of the matters mentioned in sub-rule(3), the functions of the Secretary of Finance Department.

17. Home Department.- 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 case likely to have major political repercussions.

18. Consultation with Finance Department.- (1) No Department shall, without previous consultation with Finance Department, authorize any orders other than orders in pursuance of any general or special delegation made by Finance Department, which directly or indirectly affect the finances 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 of lease of land or mineral, forest or water-power rights;
- b) expenditure for which no provision exists;
- c) change in the number or nomenclature or basic scale of posts or in the terms and conditions of service of the Government servants or their statutory rights and privileges which have financial implications;

- d) floatation of loans;
- e) re-appropriations within the budget grants;
- f) alteration in financial procedure or in the method of compilation of accounts or of the budget estimates; and
- g) interpretation of rules made by Finance Department.

(2) No amendment in, or interpretation of, such service rules as have no financial implications shall be made by Finance Department without the prior concurrence of Services and General Administration Department.

(3) No proposal, which requires previous consultation with Finance Department under the rule but in which Finance Department has not concurred, shall be proceeded with unless a decision to that effect has been taken by the Cabinet. Formal orders shall, nevertheless, be issued only after the Finance Department has exercised scrutiny over the details of the proposal.

(4) Except to the extent that powers may have been delegated to the Departments under the rules framed by Finance Department, every order of an Administrative Department conveying a sanction to be enforced in audit shall be communicated to the audit authorities through Finance Department.

19. Consultation with the Law, Justice, Parliamentary Affairs and Human Rights Department.- (1) The Law, Justice, Parliamentary Affairs and Human Rights Department, hereinafter referred to as the Law Department, shall be consulted by other Departments:

- a) on matters pertaining to substantive legislation;
- b) on matters concerning delegated legislation, such as rules, regulations, by-laws, agreements and memorandum of understanding (MoUs);
- c) on interpretation of substantive or delegated legislation;
- d) on all legal questions arising out of any case;
- e) before instituting criminal or civil proceedings in a court of law in which the Government is involved; and
- f) whenever criminal or civil proceedings are instituted against the Government.

(2) For any proposed legislation, substantive or delegated, Law Department shall be consulted in accordance with the provisions

contained in Part-F of these Rules.

(3) Except as provided in sub-rule (4), Law Department is not, in respect of legislation, substantive or delegated, an originating office, and its proper function is to put into correct legal form of the proposed legislation:

Provided that the Law Department, in a matter of urgency, may proceed with legislation on the direction of the Prime Minister or on the request of the concerned Department.

(4) Codification of substantive laws or legislation for the consolidation of existing enactments, or legislation of a purely formal character, such as repealing and amending Bills and short title Bills, may be initiated by Law Department. That Department shall, however, consult the concerned Department, which shall consider the draft legislation in its bearing on administration, make such inquiries and consultations as may be necessary and tender advice to Law Department accordingly.

(5) No Department shall consult the Advocate General except through Law 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 Department, the views of both Law Department and Advocate General shall be conveyed verbatim to the concerned department, and if the concerned Department does not accept the views of Law Department, the case shall be submitted to Minister for Law for decision who may in his discretion, take the case to the Cabinet.

(7) No Department or statutory body, etc. shall engage a private counsel for representing it in any case before the Supreme Court/High Court or any Court/Tribunal established under law, except with the prior permission of the Law Department.

20. Reference from the Heads of Attached Departments/Special Institutions to the Departments.- (1) The Heads of the Attached Departments or Special Institutions, as the case may be, shall submit cases for approval of the Government through a self contained reference giving all the information and details necessary for an appropriate decision to the concerned Departments.

(2) The cases referred to the Administrative Department by the Attached Department or Special Institutions, as the case may be, shall

ordinarily be settled through personal discussion between the Head of Attached Department/Special Institutions and the Secretariat Officers dealing with the case.

21. Secretaries Committee.- (1) There shall be a Secretaries' Committee with the Chief Secretary as its Chairman, to discuss matters referred to it by a Department, a Minister, or the Prime Minister, in which the experience and collective wisdom of the senior officers need to be consulted, to the benefit of the subject under consideration.

(2) A Secretary, who wishes a particular matter to be discussed in a meeting of the Secretaries' Committee, shall appraise Services and General Administration Department of his intention of doing so and forward a brief note on the subject which would form the basis of discussion.

(3) Services and General Administration Department shall issue notice of a meeting together with the agenda, well in advance of the meeting, provided that urgent items may be considered at a short notice.

(4) The Secretaries shall attend the meetings of the Secretaries' Committee.

(5) The minutes of the meeting shall be recorded, except in those cases where a record may not be considered necessary, and shall be circulated after approval by the Chief Secretary.

(6) The concerned Department shall process the recommendations of the Secretaries' Committee in accordance with these Rules.

(PART-D)

SERVICES

22. 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 regulations 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 Services and General Administration Department, which may give 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 Commission, he shall inform the Commission accordingly.

23. Selection Board.- (1) The Government may constitute one or more Selection Boards for making promotion and appointment by transfer against such posts, which are required to be made on the recommendations of such Selection Boards.

(2) If in any case, a Department does not propose to accept the recommendations of the Selection Board with regard to a matter in which its recommendations are required under sub-rule (1), the case shall be returned to the concerned 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 through Services and General Administration Department for orders.

24. Appointments, Postings, Promotions and Transfers.- (1) Approval of the Prime Minister will be obtained before issuance of orders in cases relating to appointments, promotions, postings and transfers to posts mentioned in Third Schedule.

(2) Approval of the Minister-in-Charge shall be obtained in the case enumerated in Seventh Schedule before issuance of orders.

(3) Cases of transfer of civil servants shown in column 2, Part-A and Part-B of the Eighth Schedule, shall be made by the Authorities, shown against each in column 3 thereof.

(4) Cases of deputation of different categories of officers/officials, shown in column 2, Part-C of the Eighth Schedule, shall be made by the Authorities, shown in column 3 thereof.

(5) The normal tenure of posts specified in column 2 of the Ninth Schedule shall be as shown against such posts in column 3 thereof.

(6) 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

25. 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 or withdrawal of Ordinances;
- c) the budget position and proposals before the presentation of Annual Budget and other financial statements in terms of Article 38 of the Constitution;
- 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 cases required to be referred to the Cabinet under the provisions of these Rules; and
- i) 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 reference to the Cabinet.

(3) The cases disposed of in terms of sub-rule (2) shall be reported to the Cabinet at the earliest opportunity thereafter.

26. Methods of disposal by the Cabinet.- (1) The cases referred to the Cabinet shall be disposed of-

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

(2) Unless the Cabinet authorizes otherwise, the decisions of a Committee of the Cabinet shall be ratified by the Cabinet.

(3) The Cabinet may constitute Standing or Special Committees of the Cabinet and may assign to each a class of cases or a particular case.

27. Manner of submission of cases to the Cabinet.- (1) For submission of a case to the Cabinet, the Secretary of the concerned Department 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 recommendations of the Minister.

(2) A Summary shall be self-contained and may include as appendices such relevant papers as may be necessary for the proper appreciation of the case.

(3) A Summary for approval in principle of the proposed legislation or for approval of a bill or an Ordinance shall also contain the salient features of such legislation. The number of copies and form in which it is to be drawn up shall be prescribed by the Chief Secretary.

(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 concerned Departments. 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 concerned Departments simultaneously with the transmission of the Summary to the Cabinet.

(5) A Summary containing a proposal involving financial implications shall not be submitted to the Cabinet unless 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 they have been vetted by Law Department and no change shall be made therein without bringing it to the notice of that 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 request 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 on time.

(8) Services and General Administration Department shall satisfy itself that the papers submitted by a Department are complete in all respects and are in the appropriate form, and shall ordinarily return the case which does not meet the requirements of these Rules or instructions on the subject.

- 28. Procedure regarding Cabinet decisions by Circulation.-** (1) When a case is circulated to the Cabinet for recording opinion, the Chief Secretary shall specify the time by which the opinion should be communicated to him. If a Minister does not communicate his opinion by that time, it shall be deemed 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 recommendations in the Summary, treat it as a Cabinet decision and proceed further in terms of rule, 29(10); and
- b) in the event of a difference of opinion, obtain the directions 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 a Cabinet decision.
- (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 29 (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) The reports made to the Cabinet and the other cases submitted only for information of the Cabinet shall ordinarily be disposed of by circulation.

- 29. Procedure of Cabinet meetings.-** (1) A meeting of the Cabinet to discuss ordinary business shall normally be held once a month, on a day and time to be 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 meetings, 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 the meetings of the Cabinet:

Provided that in absence of the Prime Minister, the senior most Minister shall preside.

(4) The Chief Secretary shall ordinarily issue to the Ministers, three days in advance of the meeting, the agenda of the meeting, together with the Summaries relating to the items on the agenda, however, in case of a special meeting, a shorter notice may be issued.

(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 requirement of this sub-rule if he is satisfied that there were sufficient reasons on account of which 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 headquarter, 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 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 decisions, without any statement or reasons thereof.

(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 of the minutes, he shall point it out to the Chief Secretary within twenty four hours of the receipt of the minutes. The Chief Secretary shall obtain 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 wherever 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 31.

(14) A copy of the agenda along with the summaries and minutes of the Cabinet meetings 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.

30. 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) The Chairman of the Committee shall preside at a meeting of the Committee.

(3) As and when necessary, officers of the concerned Department may be associated with the deliberations of the Committee.

(4) The provisions of rules 27 and 29 shall *mutatis mutandis* apply to the manner of submission of cases to, and the procedure for the meetings of, the Committee.

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

(2) To ensure implementation of the Cabinet decisions, 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 concerned Department, in order to ensure full implementation of the Cabinet decisions:

Provided that the record of the discussion before a decision is

taken shall not be passed down by the Secretary to the other Department or to the 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.

(3) The Chief Secretary shall watch implementation of each decision of the Cabinet and the Secretary of the concerned Department shall supply to the Chief Secretary such documents as the latter may, by general or special request, require for enabling him to complete his record of the case.

(4) The Chief Secretary shall maintain the record of each case submitted to the Cabinet, consisting of-

- a) a copy of all papers issued under rule 28, 29 (4), and 30;
- b) a copy of the record prepared under rule 29 (9) and 30; and
- c) all documents received under rule 31.

32. Secrecy of Cabinet Proceedings.- (1) All proceedings 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 or not the papers shall continue to be classified as secret.

33. 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) the reports of action taken on Cabinet decisions or other papers circulated for information immediately after perusal, except where indicated otherwise.

(PART-F)

LEGISLATION

34. Official Bills and Amendments.- (1) Subject to sub-rule (2), the

Department administratively concerned shall be responsible for determining the contents of the proposed legislation, for consulting the concerned Departments including Finance Department, where necessary, and for obtaining the approval in principle of the Cabinet to the issue involved, before asking Law Department to give official legal shape to the Bill.

(2) Where the proposed legislation involves only a verbal or formal amendment of an existing law, it shall not be necessary to obtain the Cabinet's approval before asking Law Department to give legal shape to the Bill.

(3) While referring the legislation, approved in principle by the Cabinet, to Law Department, the concerned Department shall send a memorandum indicating precisely the lines on which it is proposed to legislate, which shall include-

- i) a statement in the form of a series of propositions detailing the provisions required to be made or preferably a draft Bill; and
- ii) a statement giving the objects and reasons for each provision.

(4) When a proposal for legislation is referred to Law Department, that Department-

- (a) shall, apart from giving shape to the draft legislation, advise the concerned Department whether any legal requirements are to be complied with before the Bill is introduced in the Assembly; and
- (b) shall also advise whether the proposed Law disregards or violates, or is not in accordance with the Fundamental Rights conferred by the Constitution and whether a reference should be made to Council of Islamic Ideology for advice, if not already done, and if so, what shall be the terms of that reference.

(5) The concerned Department shall then submit the case, including the advice of Law Department, to the Cabinet-

- a) for approval of the draft Bill vetted by the Law Department;
- 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) the Bill should be taken into consideration at once; or
 - ii) it should be taken up at a specified date in future; or
 - iii) it should be referred to a Select Committee or any other

Committee of the Assembly; or

- iv) it should be circulated for purposes of eliciting public opinion thereon.

(6) The concerned Department shall thereafter prepare a brief for the use of the Minister, which shall include the directions given by the Cabinet regarding the line of action to be adopted with regard to the Bill.

(7) The concerned Department shall forward to Law Department, through the Prime Minister, the draft Bill as approved by the Cabinet.

(8) The Law Justice, Parliamentary Affairs and Human Rights Department shall arrange to include the Bill in the official business of the Assembly. The Bill shall be introduced in the Assembly by a Minister or a Parliamentary Secretary and thereafter published in the Gazette by the Assembly Secretariat.

(9) If the Bill is of great urgency, Law Department may request the Assembly Secretariat to publish it in the Gazette before its introduction.

(10) The procedure prescribed for official Bills shall mutatis mutandis apply to a proposal for the amendment of a law.

35. Non official Bills and Amendments.- (1) As soon as a Department receives from the Assembly Secretariat a notice regarding the introduction of a non-official Bill, it shall-

- i) assess the administrative implications of the proposed legislation;
- ii) consult the concerned Department, including Finance Department, where necessary; and
- iii) obtain the advice of Law Department, whether-
 - a) the Bill can be introduced in the Assembly and is otherwise in order; and
 - b) previous sanction of the Government to its introduction is necessary.

(2) After the advice of Law Department has been obtained, and where necessary, consultation with the concerned Departments 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 is to be supported that-
- i) the Bill be taken into consideration by the Assembly either at once or at some future date to be specified; or
 - ii) it be referred to a Select Committee or any other Committee of the Assembly; or
 - iii) it be circulated for the purpose of eliciting opinion thereon; or
 - iv) it be opposed.

(3) If the consent of the Government for the introduction of the Bill in the Assembly is necessary, such consent shall be obtained by the concerned Department, where it is decided to support the Bill.

(4) The concerned Department shall prepare a brief, which shall include the direction of the Government regarding the line of action to be adopted with regard to the Bill, for the use of the Minister or the Parliamentary Secretary.

(5) The procedure prescribed for non-official Bills shall apply *mutatis mutandis* to a proposal for the amendment of a law.

36. Assent to Bills.- A Bill, duly certified by the Speaker shall be presented to the President for his assent, by the Assembly Secretariat and after receiving assent, the Assembly Secretariat shall forward it to Law Department for issuance of a formal notification.

37. Ordinances.- (1) The provisions of rule 34 shall apply *mutatis mutandis* where the proposed legislation is an Ordinance.

(2) The Law Department shall promulgate an Ordinance and arrange to lay it before the Assembly, as required by clause (a) of sub-Article(2) of Article 41 of the Constitution.

(PART-G)

ASSEMBLY BUSINESS

38. Rules of Procedure of the Assembly.- The Departments, in the conduct of the Assembly business, shall comply with the Rules of Procedure and Standing Orders of the Assembly.

39. Summoning of the Assembly by the President.- (1) Law Department shall obtain orders of the President for convening a session of the Assembly and shall communicate such orders to the Secretary of the Assembly for further necessary actions in accordance with the Rules

of Procedure of the Assembly.

(2) Each Department shall keep under review the official business intended to be brought before the Assembly and shall, not later than five days before the commencement of the session, forward to Law Department a detailed list of such business.

(3) The Minister for Law Department shall prepare a provisional forecast of the official business to be brought before the Assembly and shall make appropriate proposal to the Speaker for the allotment of days for the transaction of such business.

40. Prorogation of the Assembly.- In case a session of the Assembly is summoned by the President, Law Department shall, at an appropriate time, obtain orders of the President for the prorogation of the Assembly and shall communicate such orders to the Secretary of the Assembly for further necessary actions in accordance with the Rules of Procedure of the Assembly.

41. General provisions regarding Assembly Business.- (1) The concerned Department shall take prompt action on receipt of copies of the bills, resolutions, motions, questions, call attention notices and other business to be brought before the Assembly.

(2) Whenever there is a doubt as to correct allocation of the business of the Assembly amongst the Departments, the Assembly Secretariat may refer the matter to the Chief Secretary for appropriate decision.

(3) In case a bill, resolution, motion, question, call attention notice or any other communication has wrongly been addressed to a Department by the Assembly Secretariat, the Department receiving it, in consultation with the Chief Secretary if necessary, shall promptly transfer it to the concerned Department under intimation to the Assembly Secretariat and Law Department.

(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 admitted, 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.

(6) In case a bill, resolution, motion, question, call attention notice or any other communication has wrongly been addressed to a Department by the Assembly Secretariat, the Department receiving it, in consultation with the Chief Secretary, if necessary, shall promptly transfer it to the concerned Department under intimation to the Assembly Secretariat and Law Department.

(7) An Assembly question, motion or a resolution which pertains to more than one Department, the Department mainly concerned with the subject matter of the question etc., shall submit a comprehensive reply of the question, motion or resolution after obtaining view of the other concerned Department or Departments, as the case may be.

(8) A Department shall prior, to the submission of reply of a question, motion or resolution to the Assembly Secretariat, brief the Minister concerned or the Parliamentary Secretary, as far as practicable, about the reply and its justification.

(9) The Minister or the Parliamentary Secretary of the Department may answer a question, motion or resolution relating to his Department in the Assembly in accordance with the Rules of Procedure of Assembly.

(10) A Department shall provide a copy of the reply submitted under this rule to the office of the Minister for Law Department.

42. Resolutions and Motions.- (1) When an official resolution or motion is to be moved in the Assembly, the concerned Department shall forward it together with a formal notice duly signed by the Minister for Law Department for taking it to the Assembly.

(2) A Department shall on receipt of a non-official resolution or motion from the Assembly Secretariat, obtain orders of the Minister regarding reply of the resolution or motion.

(3) If a non-official resolution or motion involves any important issue or policy matter, the Minister shall bring the reply of the Department to the notice of the Prime Minister before submitting it to the Assembly and the Prime Minister may pass such orders as may be deemed necessary.

(4) In examining the resolution or the motion, the concerned Department shall examine 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 the motion, as the case may be.

(5) The concerned Department shall prepare a brief regarding each resolution or motion, official or non-official bill, for the use of the Minister or the Parliamentary Secretary.

(6) On receipt of a resolution passed by the Assembly, the concerned Department shall immediately take appropriate necessary action and shall, within three months from the date of the receipt of the resolution, apprise the Assembly Secretariat of the action taken in pursuance of the resolution.

43. Questions.- (1) On receipt of each question (starred, un-starred or short notice) from the Assembly Secretariat, the concerned Department shall prepare an appropriate reply and subject to the approval of the Minister, forward the required number of copies to the Assembly Secretariat in accordance with the Rules of Procedure of the Assembly.

(2) In case of a starred or a short notice question, the concerned department shall also prepare a brief for purposes of supplementary questions for use by the Minister or the Parliamentary Secretary.

44. Call Attention Notices.- On receipt of a Call Attention Notice from the Assembly Secretariat, the concerned Department shall prepare an appropriate reply and a brief for purposes of supplementary questions, for use of the Prime Minister or, as the case may be, the Minister.

45. General Discussion.- Whenever a day is fixed for general discussion on any issue, the Secretary of the concerned Department shall remain present in the official gallery during the discussion, take notes, and shall prepare a brief for the use of the Minister.

46. Budget.- (1) The Finance Department shall forward proposal regarding the date for the presentation of the annual and the supplementary budgets to the Law Department which shall obtain orders of the President and communicate such orders to the Secretary of the Assembly for appropriate actions in accordance with the Rules of Procedure of the Assembly.

(2) On receipt of a motion proposing a cut in the demand (or supplementary demand) for grant of funds, the concerned Department 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.

47. Undertaking and Assurance.- The concerned department shall be responsible for giving effect to any undertaking or assurance given by

a Minister or Parliamentary Secretary in the Assembly

(PART-H)

MISCELLANEOUS PROVISIONS

- 48. Protection and Communication of Official Information.**- (1) A Government Servant shall not communicate any information acquired directly or indirectly from official documents or otherwise to the media, to non-officials, or to officials belonging to other Government offices, unless he has been, generally or specially, empowered to do so.
- (2) The Chief Secretary shall issue detailed instructions about the treatment and custody of official documents and information of a confidential character. He shall also issue instructions regarding handling of Social Media by Government servant.
- (3) Ordinarily, all official news and information shall be conveyed to the media through the Information Department, in the manner, generally or specially, prescribed by that Department.
- (4) The Ministers, Secretaries and such other officers as may be authorized, shall Act as official spokesman of the Government.
- 49. Administrative Powers.**- All administrative powers shall be exercised by such authorities, as delegated under the Azad Jammu and Kashmir (Civil Service) Delegation of Administrative Powers Rules, issued and notified by the Government, from time to time:
- 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.
- 50. Financial Powers.**- All Financial Powers shall be exercised by such authorities and categories of officers, as empowered under the Azad Jammu and Kashmir Delegation of Financial Powers Rules, 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.
- 51. Channel of Correspondence.**- (1) Correspondence with the Federal Government or a Provincial Government of Pakistan shall be conducted directly by the concerned Department in respect of subjects allocated to it, subject to the provisions of rule 15 and it shall ordinarily be addressed to the Secretary of the Ministry, Division or Department concerned.

(2) All correspondence between Government and the Heads of Attached Departments, Special Institutions or Autonomous Bodies shall be conducted through the Secretary of the concerned Department.

(3) The Deputy Commissioner, except when necessary, shall correspond with Government or with the Head of an Attached Department only through the Commissioner. He may, however, correspond direct with District Officers of other Departments.

(4) The Commissioner may correspond direct with Secretaries, Heads of Attached Departments regarding cases relating to them and may also address the Chief Secretary in respect of any case, if the circumstances of the case so require.

52. General.- (1) The business of the Government shall be transacted in accordance with the channels of communication as prescribed in these Rules and instructions issued there under.

(2) 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.

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

53. Disposal of Business.- (1) All head of offices, departments attached departments, etc. shall endeavor to dispose of cases pertaining to their respective jurisdiction, or referred to them expeditiously, within a period of 5 working days, and if a case is not disposed of within the above period, the concerned head of office shall record reasons thereof.

(2) At the Secretariat level all officers except administrative heads shall dispose of any work pending with them in three working days, and if a case is not disposed of within the aforementioned time period, the concerned officer shall bring the matter into the notice of superior officer and obtain instruction.

- 54. Status of Special Institutions, etc.**-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.
- 55. Exercise of Authority.**- An officer performing an additional duty in ex-officio capacity will be deemed to be the officer of the same category of the original department, as prescribed in the AJ&K Delegation of Financial Power Rules, issued from time to time.
- 56. Substitution and saving.**- (1) The provisions and schedules of Azad Govt. of the State of Jammu and Kashmir Rules of Business (Revised), 1985 shall substitute the existing version and provisions of the Azad Govt. of the State of Jammu and Kashmir Rules of Business, 1985 including all subsequent amendments made there under until 2020 and till enforcement of these revised set of rules.
- (2) Notwithstanding the substitution, as mentioned in sub rule (1) above, any instruction issued and order made under the substituted rules shall continue to remain in force until altered, amended or withdrawn by the competent authority.

(Muhammad Younus Mir)
Additional Secretary S&GAD
(Regulations)

FIRST SCHEDULE

[See Rule 2 sub-rule (1) clause (iii), (xii), (xxvi) and 3 (1)]

(List of Departments)

SR. #	ADMINISTRATIVE DEPARTMENTS	ATTACHED DEPARTMENTS	HEAD OF ATTACHED DEPARTMENTS	SPECIAL INSTITUTION/ AUTONOMOUS BODIES
(1)	(2)	(3)	(4)	(5)
1.	Agriculture, Livestock/ Dairy Development, Irrigation & Small Dams	i). Agriculture ii). Livestock& Dairy Development iii). Irrigation & Small Dams.	i) Director General Agriculture ii) Director General Livestock& Dairy Development iii) Director General Irrigation & Small Dams.	i) Extension Services Management Academy (ESMA)
2.	Board of Revenue	i) Land Revenue Administration ii) Land Settlement and Survey iii) Rehabilitation of Refugees iv) Administration of Evacuee Property v) Mangla Dam Affairs vi) Directorate of Land Record vii) Inspectorate of Stamps	i) Divisional Commissioners ii) Commissioner Land Settlement iii) Commissioner Rehabilitation/Relief iv) Custodian of Evacuee Property\ v) Commissioner Mangla Dam Affairs vi) Director Land Records vii) Chief inspector stamps	i) Mangla Dam Housing Authority, Mirpur ii) Revenue Academy iii) Revenue Foundation
3.	Communications and Works	i) Highways	i) Chief Engineer Highways	---
4.	Elementary & Secondary Education	i) Elementary & Secondary Education (Male) ii) Elementary & Secondary Education (Female) iii) Curriculum & Research Development iv) Technical Education	i) DPI Elementary & Secondary Education (Male) ii) DPI Elementary & Secondary Education (Female) iii) Director General DCRD iv) Director Technical	i) Teachers Foundation ii) AJK Text Book Board iii) Elementary Education Boards iv) Boys Scouts v) Girls Guides
5.	Energy & Water Resources	i) Electricity	i) Chief Engineer, Muzaffarabad. ii) Director General Commercial. iii) Electric Inspector.	i) Power Development Organization (PDO) ii) Energy Foundation

6.	Finance & Cooperative	<ul style="list-style-type: none"> i) Accounts ii) Audit iii) Co-operatives iv) Local Funds Audit 	<ul style="list-style-type: none"> i) Accountant General ii) Director General Audit iii) Registrar Co operatives iv) Director Local Funds Audit 	<ul style="list-style-type: none"> i) AJ&K Co-operative Bank ii) AJ&K Bank
7.	Forestry ,Wildlife and Fisheries	<ul style="list-style-type: none"> i) Forest ii) Wildlife, and Fisheries 	<ul style="list-style-type: none"> i) Chief Conservator Forest ii) Director Wildlife and Fisheries 	<ul style="list-style-type: none"> i) Azad Kashmir Logging and Sawmill Corporation(AKLASC) ii) Forest Foundation
8.	Health	<ul style="list-style-type: none"> i) Health ii) Abbas Institute of Medical Sciences (AIMS) iii) Dental Health 	<ul style="list-style-type: none"> i) Director General Health ii) Executive Director (AIMS) iii) Director General Dental Health 	<ul style="list-style-type: none"> i) AJ&K Medical College, Muzaffarabad ii) Mohtarma Benazir Bhutto Medical College, Mirpur. iii) Poonch Medical College, Rawalakot.
9.	Higher Education	<ul style="list-style-type: none"> i) Education Colleges ii) Libraries 	<ul style="list-style-type: none"> i) DPI Colleges ii) Director Libraries 	<ul style="list-style-type: none"> i) Board of Intermediate and Secondary Education Mirpur ii) AJ&K University, Muzaffarabad. iii) AJ&K Women University, Bagh, iv) University of Poonch, Rawalakot v) University of Kotli, vi) Mirpur University of Science and Technology vii) Cadet College Muzaffarabad and Pallandri viii) Mian Muhammad Baksh Library, Mirpur
10.	Home	<ul style="list-style-type: none"> i) Police ii) Prisons iii) Armed Services Board 	<ul style="list-style-type: none"> i) Inspector General of Police ii) Inspector General of Prisons iii) Director Armed Services Board 	
11.	Industries, Commerce, Labour Welfare, Weights & Measures, Mineral Resources, Sericulture and	<ul style="list-style-type: none"> i) Industries & Commerce, ii) Labour Welfare, Weights and Measures, iii) Mineral Resources iv) Sericulture 	<ul style="list-style-type: none"> i) Director Industries & Commerce ii) Director Labour Welfare iii) Director Mineral Resources iv) Director Sericulture, v) Controlling Printing Press 	<ul style="list-style-type: none"> i) Azad Kashmir Mineral and industrial Development Corporation (AKMIDC) ii) Azad Kashmir Small Industries Corporation (AKSIC)

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	Printing Press.	v) Printing Press		iii) Travel & Trade Authority (TATA) iv) Azad Jammu and Kashmir Technical Education and Vocational Training Authority (AJK-TEVTA)
12.	Information, Tourism, Archeology and Information Technology	i) Information ii) Tourism and Archeology	i) Director General Information ii) Director General Tourism and Archeology	i) Information Technology Board ii) Press Foundation
13.	Inland Revenue Department	i) Income Tax ii) Sales Tax & Federal Excise Duties	i) Commissioner Inland Revenue (Direct Taxes) (Head of Attached Departments) ii) Commissioner Inland Revenue (Indirect Provincial Taxes).	i) Central Board of Revenue ii) Appellate Tribunal Inland Revenue Department
14.	Law, Justice, Parliamentary Affairs and Human Rights	Law Officers	Advocate General.	i) Supreme Court ii) High Court iii) Shariat Appellate Bench iv) Election Commission v) Service Tribunal vi) Ehtesab Bureau
15.	Local Government and Rural Development	Local Government and Rural Development	Director General Local Govt. and Rural Development	Azad Jammu & Kashmir Local Government Board
16.	Physical Planning & Housing	i) Physical Planning & Housing ii) Public Health Engineering iii) Central Design Office	i) Chief Engineer Buildings ii) Chief Engineer Public Health Engineering iii) Chief Engineer/Director General CDO	Development Authorities/ Board
17.	Planning and Development Department	Environmental Protection Agency	Director General EPA	AJK Rural Support Program (RSP)
18.	Population Welfare	Population Welfare	Director Population Welfare	---
19.	Disaster Management and Civil Defence	i) Civil Defence	i) Director General Civil Defence	i) State Disaster Management Authority ii) Emergency Service Rescue 1122

20.	Religious Affairs and Auqaf	i) Religious Affairs ii) Auqaf	i) Director Religious Affairs ii) Chief Administrator Auqaf	i) Council of Islamic Ideology ii) Ulema and Mashaikh Council
21.	Services and General Administration	i) Anti-Corruption Establishment	i) Director General Anti-Corruption	i) Public Service Commission ii) Ombudsman (Mohtasib) iii) Kashmir Institute of Management iv) AJ&K Public Procurement Regulatory Authority v) AJ&K Employees Benevolent Fund and Group Insurance vi) Prime Minister's Inspection and Implementation Commission
22.	Sports, Youth, Culture, Transport, Food & Security	i) Sports, Youth and Culture ii) Food	i) Director General Sports Youth and Culture ii) Director Food	i) AJ&K Food Authority ii) AJ&K Transport Authority
23.	Usher, Zakat, Social Welfare & Women Development	i) Usher & Zakat ii) Social Welfare iii) Women Development	i) Chief Administrator Usher & Zakat ii) Director Social Welfare iii) Director Women Development	Zakat Council

SECOND SCHEDULE

[See Rule 3 sub-rule (3)]

DISTRIBUTION OF BUSINESS AMONG DEPARTMENTS

1. AGRICULTURE, LIVESTOCK, DAIRY DEVELOPMENT, IRRIGATION & SMALL DAMS DEPARTMENT

A. AGRICULTURE

1. Agricultural Education, Training and Research.
2. Experimental and demonstration farms.
3. Improvement of Agriculture methods.
4. Protection against insects, pests and prevention of plant diseases.
5. Soil fertility and soil conservation.
6. Mechanization, reclamation of land, use of agricultural machinery, ploughing, tube-wells, installations and research in Agricultural Engineering (Agricultural machinery and Implements).
7. Agricultural Information and Publications.
8. Agricultural Statistics.
9. Arboricultural Operations.
10. Government Gardens/Floriculture.
11. Development of Agricultural marketing.
12. Agricultural Loans/Subsidies.
13. Agricultural Supplies.
14. Water course conveyance efficiency through improvement of water courses.
15. Productions, multiplication and marketing.
16. Development of culturable Waste-land, Terracing etc.
17. Bee-keeping.
18. Tunnel farming.
19. Green houses, hydroponics.

20. Administration of the relevant Laws and the rules pertaining to the Department.

B. LIVESTOCK & DAIRY DEVELOPMENT

1. Diagnosis of diseases and health coverage to sick animals.
2. Prevention of livestock and poultry diseases with mass prophylactic vaccination and production of biologics.
3. Continuous education for capacity building on modern livestock and poultry husbandry practices for field staff and farmers.
4. Breed improvement and artificial insemination.
5. Mobile veterinary health services at doorsteps to vastly scattered subsistence level livestock farmers.
6. Development of regulatory legal framework.
7. Establishment of livestock and poultry farms.
8. Promotion of rural poultry.
9. Access to credit facility for farmers.
10. Promotion of village livestock facilitators.
11. Modern livestock & poultry husbandry information and publication.
12. Disease reporting and epidemiological surveillance of livestock diseases.
13. Development of livestock and poultry marketing channels through public private partnership.
14. Prevention of cruelty against animals.
15. Livestock statistics.
16. Research in various disciplines of livestock and poultry diseases.
17. Improvement in feed and fodder varieties and nutritional supplements.
18. Administration of the relevant Laws and the rules pertaining to the Department.

C. IRRIGATION

1. Irrigation & Drainage:

- a) Construction and maintenance of water channels and watercourses.
 - b) Installation of tube wells and lift pumps.
 - c) Land reclamation.
 - d) Storage of water through construction of mini dams and water harvesting structures.
 - e) Assessment of water rates (*Abyana*).
2. On-farm Soil Conservation.
- a) Construction of checkdam, diversion channels, protection walls etc.
 - b) Construction of Gabbian Structures/Protection *bunds*.
 - c) Terrace improvement and precision land leveling.
 - d) Organization of water users' associations (WUAs).
3. Administration of the relevant Laws and the rules pertaining to the Department.

2. BOARD OF REVENUE

A. LAND ADMINISTRATION AND LAND REVENUE:

1. Policy formulation, legislation, planning and implementation.
2. Appointment, suspension and removal of village headmen (Lambardars) under the law.
3. Assessment and collection of land revenue, water rates and local cesses etc.
4. Suspension and remission of land revenue, water rates and local cesses etc.
5. Levy, collection, suspension and remission of tax on agricultural income.
6. Land /land survey operations in Azad Jammu and Kashmir.
7. Preparation and updating of record of rights and periodical records.
8. Establishment and maintenance of record rooms in districts, sub-divisions tehsils and sub-tehsils.
9. Alienation of land and transfer of property.

10. Establishment and continuance of Revenue Courts and Tribunals.
11. All matters relating to escheats.
12. Law relating to Pre-emption of land and other immovable properties.
13. Matters connected with recruitment, training, pay, allowances, promotions, leave, posting and transfers of officers, field staff and ministerial staff of the department, except those entrusted to Services and General Administration Department.
14. Taccavi loans for land improvement and other agricultural loans.
15. Acquisition of land for public purposes or companies.
16. Acquisition of land for hydro power projects under public sector as well as private sector.
17. Land Acquisition Act and Land Acquisition Rules.
18. Demarcation and determination of boundaries of fields, estates /villages, tehsils and districts.
19. Treasure trove and law relating thereto.
20. Laws and procedures to exercise rights of Government in connection with mines, minerals and other natural resources beneath private or Government lands granted for temporary use.
21. Issuance of certified copies of revenue records, judicial records and documents.
22. Creation, Management, Administration and disposal of Government Estates.
23. Law relating to debt conciliation and establishment of debt conciliation boards or authorities.
24. Codification, compilation and printing of Laws relating to land administration including laws administered by Revenue officers, Deputy Commissioners, Commissioners, and Board of Revenue.
25. Administration of tenancy laws and relationship between landlords and tenants.

26. Schemes for mitigation of water-logging and salinity except those entrusted to Irrigation Department.
27. Crop inspection and crop reporting.
28. Administration of Muslim Personal Laws (Shariat) relating to inheritance, succession and wills.
29. Chang the name of villages, tehsils, sub-divisions and districts in accordance with law.
30. Conferment of Powers under the laws relating to land administration and management.
31. Delegation of administrative and financial powers to subordinate officers.
32. Establishment, administration and continuance of Patwar schools.
33. Management of *Katchery Ehatas* except those managed by District and Sessions Judge and High Court.
34. Printing, purchase and sale of all kinds of stamps, court fees stamps and laws relating thereto.
35. Printing and Revision of districts and other territorial Gazetteers.
36. Establishment, supervision and control of departmental training institutions.
37. Territorial adjustments and changes of administrative units in accordance with law.
38. Boundary disputes with adjoining Provinces, States and areas not under administrative control of the Azad Government of the State of Jammu and Kashmir.
39. Matters relating to departmental buildings, except those entrusted to building department.
40. District and Tehsil Funds.
41. Printing, revision, publication and distribution of Revenue Manuals and Revenue Laws.
42. Redemption and restitution of mortgaged lands.
43. Budget, accounts and audit matters of the department.

44. Matters relating to State Subject Certificates and Domicile Certificates as delegated by AJK Council.
45. Grant of Ijazatnama under Council Order No. 804 of 1935 of Dogra Regime for purchase of land.
46. Requisition of private buildings and land for Government purpose.
47. Rent controlling and laws relating thereto.
48. Laws relating to bankruptcy and insolvency.
49. Benami transactions of immovable property.
50. Issuance and updation of valuation tables of lands.
51. Computerization of land records.
52. Digitization of lands in accordance with title, soil classification and value thereof.
53. Matters relating to Court of Wards.
54. Fixation, revision, collection, suspension and remission of mutation fee and copying fees as per law.
55. Management and administration of encumbered and attached estates.
56. Duties and taxes for acquiring, holding and transfer of land and other immovable property.
57. Eviction of outgoing lessees or licensees from Government land or building on expiry of term.
58. Eviction of unauthorized occupants from Government lands and estates.
59. All matters relating to departmental examination of officers of Revenue Department.
60. Illegal dispossession from immovable property in accordance with law.
61. All matters relating to inheritance/succession to immovable property.
62. Land tenure system, including rights and obligations of landlords and tenants.

63. Maintenance of office buildings of the Board of Revenue in special situations.
64. Preservation of land and management of hill torrents.
65. Claims and rights over Upper Jhelum Canal.
66. Claims and rights over Mangla reservoir.
67. Claims and rights in river waters of State of Jammu and Kashmir.
68. Money lending for agricultural purposes.
69. All matters relating to purchase of stores and capital goods for the department.
70. Recovery of Government dues as arrears of land revenue.
71. All matters relating to religious endowment of Government lands.
72. Matters relating to administration of charitable endowments in accordance with law.
73. Creation, management, conferment and grant of *shamilat-deh* lands and *shamilat-deh* rights.
74. Enforcement, collection, suspension, remission and refund of Stamp duty.
75. Taxation on transfer of immovable property.
76. Taxation on capital value and capital gains of immovable property.
77. Trusts and Trustees, except the matters entrusted to the Law department.
78. Implementation of wills relating to immovable property.
79. Joint demarcation of forests in collaboration with Forests Department.
80. Administration and continuance of Mian Muhammad Baksh Public Library, Mirpur.

B. REHABILITATION OF REFUGEES:

1. Rehabilitation of refugees from occupied Jammu and Kashmir of 1947, 1965, 1971.

2. Establishment, management and maintenance of camps of refugees of 1989 occupied State of Jammu and Kashmir.
3. Payment of subsistence allowance and other benefits to refugees of 1989.
4. Allotment of evacuee property and conferment of proprietary rights.
5. Management and Administration of retrieved area from Indian forces (Chamb Area) under the law.
6. Law relating to rehabilitation of refugees.
7. Enactment, revision and enforcement of law relating to Chamb area administration.
8. Coordination with Provincial Governments of Pakistan in connection with issues of refugees settled in Pakistan.
9. All matters relating to appointment, recruitment, training, pay, allowances, promotions, leave, posting and transfer of officers, field staff and ministerial staff of Rehabilitation Organization, except those entrusted to Services and General Administration Department.
10. Budget, accounts and audit of funds of Rehabilitation Organization.

C. ADMINISTRATION OF EVACUEE PROPERTY:

1. Policy formulation regarding evacuee lands and properties.
2. Administration of land and property in accordance with law.
3. Appointment, removal and defining terms and conditions of Custodian, Additional Custodian, Deputy Custodian, Assistant Custodian, Sub-ordinate officers and staff.
4. All matters connected with rationalization, appointment, recruitment, training, pay, allowances, promotions, leave, posting and transfer of officers, field staff and ministerial staff of establishment of Custodian of Evacuee Property, except those entrusted to Services and General Administration Department.
5. Administration of all statutory rules, orders and instructions issued under the law from time to time.

D. RELIEF TO AFFECTED POPULATION:

1. Policy formulation regarding relief to calamities affected population.
2. Relief and financial assistance to affectees of Indian firing on Line of Control (LoC) under law.
3. Relief and rehabilitation of war displaced persons in accordance with law.
4. Relief/financial assistance to individually distressed persons under law.
5. Relief fund for natural calamities such as flood, locusts, earthquake etc.
6. Budget, accounts and audit of Relief funds and financial assistance funds.

E. LAND COMMISSION:

1. Act of Land Commission under the Land Reforms Act.
2. Conferment of powers under Land Reforms Act.
3. Abolition of *Jagirs* and *Muafis* under law.
4. Determination, recovery and disbursement of compensation under the relevant Laws.
5. Implementation of Land Reforms Act, 1960.
6. Conferment of proprietary rights on occupancy tenants.
7. Resumption and utilization of lands declared surplus under law.
8. Management, accounting and audit of the funds of Land Commission.
9. Determination of validity and propriety of transfers of land in accordance with law.
10. Disposal of land surrendered under the Land Reforms Act.

F. MANGLA DAM AFFAIRS:

1. All matters relating to compensation of affected properties and rehabilitation of displaced persons from Mangla Dam area.
2. Administration and management of new townships established under MDRP.

3. Unresolved issues of affectees of Mangla Dam settled in the provinces of Pakistan.
4. Unresolved issues of affectees of Mangla Dam within Azad Jammu and Kashmir.
5. Unresolved issues of affectees of Mangla Dam Raising Project.
6. Issues of sovereignty over land acquired by WAPDA for Mangla Dam Project.
7. Reversion of surplus WAPDA land to Azad Jammu and Kashmir.
8. Claims and rights over Mangla Reservoir.

G. MANAGEMENT OF STATE LAND / GOVERNMENT LAND:

1. Policy formulation and implementation for management of crown/*khalsa* land.
2. Policy formulation for grants of rights to occupants of *Khalsa* Lands
3. Colonization of State Lands in accordance with the policy.
4. Management and disposal of *Nazul* land.
5. Transfer of state land to the departments of Government.
6. Transfer of Government lands among the departments.
7. Grant and reservation of state land for housing colonies for homeless people in accordance with the policy.
8. Conferment of proprietary rights of *Khalsa* land under the prescribed law.
9. Grants/leases of *Khalsa* land for residential, commercial and industrial purposes under law.
10. Grants/ leases of *Khalsa* land for Hydro Power Projects in accordance with policy and law.
11. Lease of *Khalsa* land to Federal or Provincial Governments of Pakistan or their departments or agencies.
12. Lease of *Khalsa* land for welfare purposes in accordance with the policy and law.
13. Grant of lands and management of small sized housing schemes for Government employees.

14. Cancellation of irregular and un-authorized allotments, leases or grants of khalsa lands.

3. COMMUNICATION AND WORKS DEPARTMENT

A. COMMUNICATION AND WORKS:

1. a) Planning, designing, construction, equipment, maintenance and repair Roads and Bridges.
b) Evaluation, lease of land for petrol pumps along highway, fixation of rent of road making machinery, planning and execution of river training works.
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. Construction, maintenance, repair and improvement of roads, bridges, culverts, causeways, boat bridges, material launches and ancillary bridges.
6. Lease of land for filling/Service Stations and access roads therefore, along highways/roads under the control of High ways Department.
7. Road Research and Material Testing.
8. Execution of work on behalf of other Agencies/ Departments as Deposit works.
9. Engineers training.
10. Measures of Flood Control.
11. Pre-qualification and endorsement of contractors licensed by the Pakistan Engineering Council and regulation of their conduct.
12. Execution of Agreements of Contracts.
13. Sanction of residential and non-residential telephone for Government Officers.
14. Administration of the relevant Laws and the rules pertaining to the Department.

4. ELEMENTARY & SECONDARY EDUCATION DEPARTMENT

A. SCHOOLS EDUCATION:

1. Early childhood Education (ECE)
2. Primary Education
3. Elementary Education
4. Secondary Education
5. Higher Secondary Education
6. Non formal Education, Adult Education and Special Education.
7. Technical Education
8. Information Technology Education
9. Regulation, registration and supervision of private schools upto Higher Secondary Level
10. Service matters including transfer, posting and promotion of members of teaching and training cadres upto BPS-20.
11. Grant of scholarships.
12. Organization of all public Libraries.
13. Nomination of students for education in the institution of Pakistan against reserved seats.
14. Co-ordination of Schemes for higher studies abroad.
15. Education of handicapped children especially deaf, dumb and blind.
16. Service matter except those entrusted to Services and General Administration Department.
17. Boys Scouts and Girls guide Association in AJ&K.
18. Administration of the relevant Laws and the rules pertaining to the Department.

B. RESEARCH AND CURRICULUM DEVELOPMENT:

1. Teachers Training
2. Education assessment and standardization
3. Promotion of co-curricular activities
4. Promotion of sports within educational institutions

5. Promotion of scientific research, art and literature.
6. Administration of the relevant Laws and the rules pertaining to the Department.

C. EDUCATION PLANNING:

1. Education Management Information System (EMIS)
2. Acquisition of land, Planning and construction of schools buildings in coordination with Revenue and PP&H Department
3. Procurement of stores and stocks for educational institutions, including establishment of Science and Computer Labs and provision of furniture and sports items.
4. Administration of the relevant Laws and the rules pertaining to the Department.

5. ENERGY & WATER RESOURCES DEPARTMENT:

1. Preparation of development plans, constructions, operation & maintenance of Power Plants, Grid Stations, Transmission lines, HT & LT distribution Lines, supply & distribution of electricity of Hydel, Coal, Wind, Solar, Biomass, LNG, 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. Administration of Electricity Act, 1910 and Electricity Rules, 1937.
5. Administrative control and check on the work of Electrical Inspectors.
6. Implementation of Cinematographs Rules, 1976 read with Motion Picture Law relating to the use of electricity and cinematograph apparatus in cinemas.
7. Electrical accidents in connection with generation, transmission, distribution and use of electric energy.
8. Standardization of specifications in respect of electric appliances, machinery and installations.
9. All technical matters including Court cases.
10. Grant, revocation or amendment of Licenses of Electric Supply,

undertaking and approval of loads.

11. Matters connected with electricity duty and cess under AJ&K Laws.
12. Regulations, controlling and granting Electrical contractors Licenses and Supervisors Competency Certificate and other matters connected with Licensing.
13. Matters connected with village, urban and industrial electrification including formulation and devising criterion for selection of villages.
14. Matters connected with tube well electrification.
15. Liaison with WAPDA, AJ&K Council, PEPCO, Federal and Provincials entities, Independent Power Producers, Distribution/Generation Companies (IPPS) and other Non-Governmental Organizations (NGOs) involved in Energy Sector.
16. Service matters except those entrusted to Services and General Administration Department.
17. Purchase of stores and capital goods for the Department.
18. Powers and Functions entrusted to Power Development Organization under PDO Act-2014.
19. Administration of the relevant Laws and the rules pertaining to the Department.

6. FINANCE & COOPERATIVE DEPARTMENT:

A. FINANCE:

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.
2. Public accounts and Public Accounts Committee.
3. 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. Flootation and administration of public loans.
 6. Examination and advice on matters affecting directly or indirectly 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 saves 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 existing posts.
 11. Examination of Schemes including creation of posts related thereto.
 12. Audit of receipts and expenditure.
 13. Public debt.
 14. Local Funds Audit and Audit Department.
 15. Treasuries and treasure.
 16. Check and scrutinize the accounts of Local Bodies, Auqaf, Zakat and Usher Department and autonomous bodies.
 17. Delegation of Financial Powers.
 18. Services matters, except those entrusted to S&GAD.
 19. Purchase of stores and capital goods for the department.
 20. Administration of the relevant Laws and the rules pertaining to the Department.

B. CO-OPERATIVE:

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. Administration of the relevant Laws and the rules pertaining to the Department.

7. FORESTRY, WILDLIFE AND FISHERIES DEPARTMENT

A. FORESTS:

1. Scientific Management of existing public forest estates to maximize production of wood and minor forest produce 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 forage and livestock.
4. Promotion of social/farm forestry in private lands.
5. Establishment of amenity forests and recreational parks.
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 Departments
8. Forest production; sale, import 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 and

fisheries.

12. Acquisition and transfer of forest lands and Notification/ De-Notification in respect of reserve, protected and un-classed forests.
13. Development planning, budgeting and maintenance of accounts.
14. Implementation of Forest Act and rules framed there under.
15. AKLASC.
16. Demarcation of forests lands.
17. Training & capacity building of professionals.
18. Forestry infrastructure (Roads, Bridges and Buildings etc.).
19. Administration of the relevant Laws and the rules pertaining to the Department.

B. WILD LIFE AND FISHERIES:

1. Formulation of policies and regulations for sustainable management of Wildlife and biodiversity.
2. Enforcement of the policies, legislation and regulations; related Wildlife & Fisheries & Biodiversity.
3. Establishment and maintenance of protected Areas of various categories including National Park, Wildlife Sanctuaries, private or Community Game Reserves; etc.
4. Establishment and maintenance of Wildlife /Safari parks, Wildlife Refugees, Wildlife
5. Farms, Zoological Garden, wildlife breeding centers etc.
6. Maintain and promote the status of wildlife and Fish Species both with In-situ and Ex-situ conservation measures.
7. Prepare, maintain and update Wildlife data and other related activities.
8. Promote education and awareness activities regarding wildlife; and biodiversity conservation and protection.
9. Develop human and other resources for promotion and sustainable use and management of Wildlife and biodiversity;
10. Prepare and implement periodic and annual development plans for conservation of Wildlife & Fisheries.

11. Assist the government in implementing the biodiversity related Multi-lateral Environmental Agreements, Treaties and programs, ratified by the Government of Pakistan;
12. Maintain and promote working relationship with Wildlife and biodiversity related national and international organizations;
13. Coordinate with the federal, state and district administration for obtaining support in conservation and management of Wildlife and Fisheries;
14. Collaboration with the local communities and other stakeholders for conservation and management of Wildlife and biodiversity;
15. Establish wildlife museums for the purposes of demonstration, education awareness, research etc.
16. Protection, Conservation and Management of all protected Areas Management or protection activities deemed necessary to be in coordination with other Departments.
17. Promotion of Fisheries in public and private sector.
18. Provision of extension services in all districts of AJK.
19. Establishment of Warm and cold water Fish hatcheries in AJK.
20. General control of the matters concerning to wildlife and fisheries in the State
21. Enforcement of Wildlife Act and rules made thereunder.
22. Notify the closure of any area for shooting or capturing of game;
23. Appointment of Honorary Officer to assist in carrying out the purposes of Wildlife Act;
24. Implementation of decisions of Wildlife Management Advisory Board and its Executive Committee;
25. Grant of rewards in accordance with the law.
26. Administration of Wildlife Conservation Fund; and
27. Administration of the relevant Laws and the rules pertaining to the Department.

8. HEALTH DEPARTMENT:

A. PUBLIC HEALTH AND SANITATION:

1. Prevention and control of infectious and contagious diseases;
2. Tuberculosis;
3. Eradication and control of Malaria;
4. Treatment of Lepers Patients;
5. Treatment of patients bitten by rabid animals;
6. Adulteration of food stuffs;
7. Nutrition surveys;
8. Nutrition and publicity with regard to food;
9. Vaccination and inoculation;
10. Maternity and child welfare; and
11. Quarantine.

B. MEDICAL PROFESSION:

1. Regulation of medical and other professional qualifications and standards;
2. Medical registration;
3. Indigenous system of medicines;
4. Medical attendance of Government servants;
5. Medical education including medical schools and colleges and institutions for dentistry;
6. Control of medical drugs, poisons and dangerous drugs under the Drugs Act and rules made thereunder;
7. Collection, compilation, registration and analysis of vital health statistics and estimate of population for future projections.
8. Matters relating to Nursing:-
 - a. Administrative control of the entire Nursing Cadre.
 - b. Education service and pay of Nursing Cadre.
9. Purchase of stores and capital goods for the department.
10. Service matters except those entrusted to Services and General Administration Department.

11. Administration of the relevant Laws and the rules pertaining to the Department.

9. HIGHER EDUCATION DEPARTMENT:

A. HIGHER EDUCATION:

1. Policy formulation and sectoral planning.
2. College education including commerce education.
3. University Education.
4. Adult Education
5. Education of handicapped especially deaf, dumb students.
6. Sports within Department and its institutions.
7. Coordination of schemes for higher studies abroad.
8. Grant of scholarships.
9. Promotion of scientific research.
10. Production and distribution of education and scientific films.
11. Liaison with universities, colleges and libraries for improving the standard of research, scholarship and further development of library science.
12. Nominations of students for education in the institutions of Pakistan against reserved seats, excluding medical colleges.
13. Improvement of scientific, technological and professional education.
14. Training of College Teachers, Lecturers, Assistant professors and professors.
15. Evaluation of the institutions performance.
16. Regulation of higher education in public and private sector.
17. Linkages between institutions and industry.
18. Introduction of educational programmes to meet the needs of employment market and promote the study of basic and applied sciences in every field of national and international importance.
19. Examination and assessment.
20. Endowment fund for higher education.

21. Language and medium of instructions.
22. Financial assistance to educationists and men of letters and their bereaved families.
23. Curriculum and syllabus
24. Establishment of Centers of Excellence
25. Standards in institutions for higher education and research, scientific and technical institutions.
26. Accounts and Audit of the Department.
27. Service matters except those entrusted to Services and General Administration Department.
28. Conducting a baseline survey in the state for the purpose of indemnification of potential area for the establishment /up gradation of new institutions of Higher Education
29. To launch affordable state of the art 4 years Bachelor of Science (BS) Education, in line with national and international standards.
30. To equip the colleges with state of the art computers labs.
31. Acquisition of lands for education institutions etc. in coordination with Revenue Department.
32. Coordination with planning & Development Department, Finance Department and Donors/Development partners with reference to the reconstruction programme in earthquake affected areas.
33. Administration of the relevant Laws and the rules pertaining to the Department.

B. LIBRARIES:

1. Ancient manuscripts and historical records.
2. Administration of the relevant Laws and the rules pertaining to the Department.

10. HOME DEPARTMENT

A. HOME:

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 Mercy Petitions.
20. Prosecution sanctions for offences under different laws for prevention of corruption.
21. Boarder incidents including incidents where diplomatic action 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.
30. Administration of the relevant Laws and the rules pertaining to the Department.

B. PRISONS:

1. Prisons, Remand Homes, transfer of prisoners, State Political Prisoners, Good conduct Prisoners and Probationer Release Act.
2. Judicial lock-up administration.
3. Appointment of non-official visitors for the Jails.
4. Administration of the relevant Laws and the rules pertaining to the Department.

C. 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 Defense Services;
 - (c) Camping ground; and
 - (d) War injuries Schemes.
2. Liaison with Defense 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.

6. Service matters except those entrusted to Services and General Administration Department.
7. Purchase of stores and capital goods for the Department.
8. Administration of the relevant Laws and the rules pertaining to the Department.

11. INDUSTRIES, COMMERCE, LABOUR WELFARE, WEIGHTS AND MEASURES, MINERAL RESOURCES, SERICULTURE AND PRINTING PRESS DEPARTMENT

A. INDUSTRIES & COMMERCE:

1. Planning & Development of Industries including Cottage Industries.
2. Industrial research and survey of industries.
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. Matters relating to the Small Industries Corporation.
9. Trade and Commerce within the Azad Jammu and Kashmir including Government Commercial undertakings, Trade control capital, Registration of Accountants, Auditors, Partnership Act, Trade Organization Act, Merchandise Marks Act, Trade condition reports, Trade enquiries and agreements.
10. Chambers and Association of Commerce and Industry.
11. Preparation of Schemes for establishment of industries and their approval from the competent authority.
12. Implementation and executing the schemes approved by Government.
13. Taking over, managing and running such industries as Government may from time to time decide to hand over to the Board.
14. Participating in national and international fairs and exhibitions.

15. Undertaking such other functions as are necessary for the successful execution and management of the industries.
16. Handloom marketing.
17. All cases relating to Explosives Act, Petroleum Act, Boilers Act, Patents & Designs Act, Standards and Quality Control Authority Act, Intellectual Property Rights and Consumers Protection's Rights.
18. Registration of Companies, Firms, Societies and Trade Organizations.
19. Administration of the relevant Laws and the rules pertaining to the Department.

B. SERICULTURE:

1. Development of Sericulture as a Cottage Industry.
2. Research in Sericulture.
3. Training of staff and farmers in sericulture.
4. Propagation, distribution & pricing of mulberry saplings/plants.
5. Production and distribution of Hybrid Silkworm Eggs for cocoon production and other purposes (medicinal etc.).
6. Recommendation of Silkworm varieties for low and high altitude areas.
7. Promotion of mulberry plantation for silkworm rearing in public and private lands.
8. Procurement of silkworm eggs for research & production purposes.
9. Display/auction of cut and rejection of cocoon, floss and other sericulture waste.
10. Survey and registration of sericulture farmers.
11. Control on sericulture products.
12. Pricing of locally produced silkworm eggs and other sericulture products.
13. Execution of development schemes approved by the Government.

14. Administration of the relevant Laws and the rules pertaining to the Department.

C. MINERAL RESOURCES:

1. Planning & regulation of mineral resources development.
2. Consideration of application and all kinds of mineral titles (Major & Minor).
3. Regulating & monitoring of mining operations and activities in the mineral sector, including collection of royalties.
4. Maintenance of updated digitalized cadaster showing positions of all minerals titles (Major & Minor) granted, renewals, assignments and surrenders thereof.
5. Implementation of Mines Safety mechanism under AJK Mines Act, 1977.
6. Geological Survey;
7. Development of mineral resources and regulation of mines;
8. Mineral rules/rights;
9. Grant and transfer of prospecting licenses and mining leases.
10. Administration of the relevant Laws and the rules pertaining to the Department.

D. LABOUR WELFARE AND WEIGHTS & MEASURES:

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 & 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.
11. Administration of the relevant Laws and the rules pertaining to the Department.

E. PRINTING & STATIONERY:

1. Government Book Depot, supply of official publication of the Government and exchange of publication with Federal and other provincial Governments.
2. Purchase, Serving Condemnation of Typewrites and duplicators, Photostat, Plain page copiers;
3. Establishment & budget of Printing and Stationary Office.
4. Printing and circulation of AJ&K Government Gazette.
5. Procurement of Stationary (both indigenous and imported) and its supply to Department.
6. Printing and binding at private and Government Presses.
7. Local purchase of Stationary.
8. Printing and Stationary Manual.
9. Allocation of Stationery to Departments and disposal of waste paper.
10. Administration of the relevant Laws and the rules pertaining to the Department.

12. INFORMATION, TOURISM, ARCHEOLOGY AND INFORMATION TECHNOLOGY DEPARTMENT:

A. INFORMATION:

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 media laws relating to newspapers, books, magazines, pamphlets, posters, etc. printing presses, except the functions etc. entrusted to Home Department.
5. Control on the reproduction (publication/printing) of books and literary works of forging 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 or 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/media, 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.

B. TOURISM AND ARCHEOLOGY:

1. Development Schemes pertaining to Tourism.
2. Promotion of Tourism in Azad Jammu and Kashmir.
3. Promotion of tourism and Hotel Industry.
4. Archeology.
5. Conservation of historical monuments.
6. Museums.
7. Purchase of Stores and capital goods for the Department.
8. Research and training in various disciplines of tourism.

9. Regulation and control of tourist industry and allied services, including hotels, restaurants, travel guides and travel agents.
10. Organization of inland and foreign tourists.
11. Budget, accounts and audit matters.
12. Service matters except those entrusted to S&GAD.
13. Matters incidental and ancillary to the above subjects.
14. Administration of the relevant Laws and the rules pertaining to the Department.

13. INLAND REVENUE DEPARTMENT:

1. Imposition, Levy, Assessment and Collection of all Taxes, Fees & Cess under the Laws/Rules in pursuant to Article 31(5) of the Azad Jammu & Kashmir Interim Constitution 1974 and other general or special enactments as governing laws on taxation matters within the territory of AJK.
2. Devising Tax Policies.
3. Proposal for legislation and preparation of Bills pertaining to fiscal laws and Revenue collection mechanisms/ policies.
4. Issuance of SROs, framing of Rules allied with fiscal laws and taxation/revenue matters.
5. Tax administration.
6. Revenue Targets assignments, Revision/Fixation to the Inland Revenue Department, AJ&K under various heads of Revenue in consultation with the AJ&K CBR and Department of Inland Revenue, AJ&K.
7. Appointment of Chairman and Membership for AJ&K Central Board of Revenue.
8. Ensure IT development as per modern technologies for broadening tax base and for boosting revenue collection in accordance with enforced fiscal laws.
9. To develop effective human resource strategy and to keep checks on departmental performance for boosting the same.
10. To address the representation/s submitted by aggrieved employee of department;

11. To grant additional allowances or other incentives and rewards to the employees and members of the Board for improving productivity and performance in tax administration & enhanced revenue collection.
12. Service matters except those entrusted to S&GAD.
13. Purchase of capital goods and stores for the department.
14. Matters pertaining to Budget & Accounts relating to the department.
15. Survey, Assessment and collection of all kinds of direct & indirect tax/excise duties and cess on production, goods and services within the territories of AJK.
16. Registration Motor Vehicle & resolution of Motor Registration matters.
17. Collection of Revenue & Taxes imposed by law & assigned to Inland Revenue Department from time to time for collection purposes by the Govt.
18. All ancillary matters of taxation & revenue collection within the territory of AJK.

14. LAW, JUSTICE, PARLIAMENTARY AFFAIRS AND HUMAN RIGHTS DEPARTMENT:

A. LITIGATION AND LEGAL OPINION:

1. Conduct of Government Litigation in any court of Azad Jammu and Kashmir and Pakistan, including:
 - a) representation in criminal cases;
 - b) appeals and applications for enhancement of sentences and convictions; and
 - c) Filing and defending civil suits, petitions and appeals, etc, by or against the Government or a person holding any post or office in connection with the affairs of Azad Jammu and Kashmir.
2. Defense of paupers accused and complainant in the Courts and fees to counsel for such defense.
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 Article 46-A of the Interim Constitution.
6. Matters relating to legal practitioners, including scales of fee.
7. Administrative matters relating to the office of the Advocate General.
8. Matters relating to the approval for appointments of legal advisers and engagement of legal practitioners/Advisers, Law officers for the Statutory Bodies, Autonomous or semi Autonomous Institutions, local bodies and development authorities and determination of their pay or the fee and termination of their services.
9. Appointment and removal of Government Law Officers, Advocate General, Additional Advocate General, Assistant Advocate General, Public Prosecutor, Special Prosecutor, Standing/Special Counsels, including assignment of special tasks in the public interest, leave, retainership, fee, etc.
10. Engagement/appointment of private counsel for conducting Government Litigation including determination of their fee.
11. Appointment of Notaries Public.
12. Legal Advice/Opinion to Departments on a question of law with respect to interpretation of any provision of the Constitution, substantive and delegated legislation and orders having the force of law.
13. Reference to the Advocate General on the request of other Departments for seeking legal advice, if required.
14. Legal Advice on representation filed against the orders of Mohtasib.

B. PARLIAMENTARY AFFAIRS AND LEGISLATION:

1. Matters relating to the legislature including salaries, allowance and privileges of Speaker, Deputy Speaker, Members of the Assembly, Parliamentary Secretaries and Leader of the Opposition.

2. Summoning & prorogation of session of Legislative Assembly.
3. Dissolution of Assembly.
4. Liaison/coordination with other Departments in respect of legislative business.
5. Follow up of the assurances of the Government made on the floor of the house for their implementations.
6. Approval of Rules of Procedure for Legislative Assembly.
7. Matters relating to the salary, allowances and privileges of the President.
8. Scrutinizing and vetting of bills, ordinances, delegated legislation, notifications, regulations, statutory orders and byelaws.
9. Scrutiny of non-official bills.
10. Scrutiny and vetting of contracts, agreements, MoUs and other legal instruments.
11. Authorization for signing of contract deeds/instruments on behalf of the President.
12. Codification of laws (substantive and delegated), publication thereof, including copy right of all such laws.
13. Translation of laws, wherever required.
14. Issuance of NOC for publication of laws by a publisher or a private person on payment of such fee and fulfillment of such conditions, as may be prescribed.
15. Constitutional legislation.
16. Civil law and civil procedure, including laws of limitation, arbitration, contract, partnership, agency, surety, guarantee, bailment, torts and other actionable wrongs, commercial arbitration and alternate dispute resolution.
17. Laws relating to legal profession.
18. Election laws.
19. Laws relating to Holders of Representative offices.
20. Easement licenses and all matters relating to civil service.
21. Qanun-e-Shahadat Order and Oaths Act.

22. Personal Laws and Family Laws.
23. Guardian, Wards and Succession laws.
24. Transfer of Property Act including wills, legacies and intestacy.
25. Insolvency and bankruptcy including the appointment of official assignee and Administrator General.
26. 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.
27. Criminal Law Procedure.
28. Law Reforms and Law Commissions.
29. Reference to the Council of Islamic Ideology for seeking advice pertaining to a proposed law or on a question of Islamic injunctions.
30. Promulgation of Ordinance.
31. Legislation on any subject not specifically assigned to any Department.

C. JUSTICE:

1. Cases relating to Supreme Court, High Court, Shariat Appellate Bench and the sub-ordinate 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 Controller Courts, Drugs Court 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 Article 47-A of the Interim Constitution.
6. Co-ordination in matters concerning training at Shariah

Academy and Judicial Academy.

7. Approval of rules of procedure for the High Court and subordinate Courts under Article 44-A of the Interim Constitution.

D. HUMAN RIGHTS:

1. Policy formulation and planning for public awareness regarding human rights and their abuses.
2. Implementation of laws and policies regarding Human Rights.
3. Coordination with public and private sector, bodies and institutions working for:
 - (a) Human rights protection and promotion.
 - (b) Obtaining information, documents and reports on complaints and allegations of human rights violations.
4. Visit of Police Stations, Prisons, Woman and Juvenile Refuge Centers, Hospitals, Factories, Brick Kilns, Refugees Camps, Educational Institutions, shelter homes, *Dar-al-Falah* and other Institutions and places for providing public service and to report to the competent authorities for necessary action against violation of human rights.
5. Harmonization of laws, legislation and standards with national and international best practices in the field of Human Rights.
6. Inquiry and investigation on complaints or on information received from reliable source, in respect of any incident of violation of human rights and submission of reports to the Government for remedial action.
7. 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.
8. Representation of State Government in International bodies, organizations and conferences relations to human rights in consultation and in conjunction with Foreign Affairs Division,

Government of Pakistan.

9. Developing and conducting information, programs to foster public awareness of human rights, laws and remedies available against the abuse of human rights.
10. Formulating programs of teaching of human rights at educational institutions.
11. Provision of facilities for professional and technical training at home and abroad relating to human rights issues.
11. Preparation and execution of development schemes to promote Human Rights.
12. Registration and monitoring of Human Rights NGOs including designation of a Registrar for the purposes of registration, determination of fee and cancelation of registration, etc.
13. Establishment of administration of, and matters ancillary to, the AJ&K Treaty Implementation Cell (AJ&KTIC).
14. Coordination of all matters relating to AJ&K Task Force on Human Rights and District Committees on Human Rights.
15. Coordination and collection of data, information and reports from the Government of Pakistan, Provincial Governments of Pakistan, other Government Departments, Attached Departments, Autonomous Bodies and agencies, on regular basis, regarding the implementation of treaties, conventions, covenants and protocols, etc.
16. Collection of reports about the enforcement of international treaties, conventions, covenants and protocols, signed and ratified by the Pakistan, from the concerned departments, and preparation of a consolidated report for onward submission to Government of Pakistan.
17. Identification of gaps and areas in which legislation for policy intervention of the Government is required for the implementation of the international treaties, conventions, covenants and protocols signed and ratified by the Pakistan.
18. Awareness campaigns to sensitize the relevant departments, entities and the general public about the above mentioned treaties, conventions, covenants and protocols regarding Human Rights.

E. MISCELLANEOUS:

- (a) Matters relating to Election Commission, Ehtesab Bureau, Legislative Assembly, Service Tribunal, AJ&K Bar Council and Bar Associations.
- (b) Service matters relating to the Officers of the Law Department and its attached Departments and Special Institutions except appointment to the post of Secretary Law.
- (c) Purchase of Stores and capital goods for the Department
- (d) Budget, accounts and audit matters of the Department.
- (e) Matters incidental and ancillary to the above functions.
- (f) Administration of the relevant Laws and the rules pertaining to the Department.

15. LOCAL GOVERNMENT AND RURAL DEVELOPMENT DEPARTMENT

- 1. Matters relating to:-
 - a) Local Councils.
 - b) Elections, Election Petitions/Writ Petitions and Civil Suits with 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) Preparation of claims relating to the Local Councils.
 - g) Local Council Service including Engineering Health and Sanitation under the Local Bodies.
- 2. Registration of Births and Deaths by Local Councils.
- 3. Development Funds and Development Schemes pertaining to Local Councils including water supply, drainage and sanitary schemes and welfare of women folk.
- 4. Grant-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 Service.
 7. Framing 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 by-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. Administration of the relevant Laws and the rules pertaining to the Department.

16. PHYSICAL PLANNING AND HOUSING DEPARTMENT

1. Physical planning, regional planning and urban planning.
2. Planning, designing, construction, equipment, maintenance and repair of all Government buildings, residential and non-residential including rest houses, Government guest houses and circuit houses.
3. Evaluation, fixation of rent, management, control, leases and sale of Government buildings.
4. Water supply and sanitary works pertaining to Government building and Government Estates.
5. Preparation of Master-plans, outline Development Schemes and Town Improvement Schemes.
6. Housing/Public Health Engineering.

7. Matters relating to Public Health Engineering Department including its Establishment.
8. Water Supply, Drainage and Sanitary Schemes.
9. Furnishing of residential accommodation, rest houses, and residences of President, Prime Minister, Ministers and Advisers, including camp offices.
10. Assessment of Water use charge.
11. Engineers training.
12. Pre-qualification and endorsement of contractors licensed by the Pakistan Engineering Council and regulation of their conduct.
13. Execution of Agreement and Contracts.
14. Service matter except those assigned to S&GAD.
15. Administration of the relevant Laws and the rules pertaining to the Department.

A. CENTRAL DESIGN OFFICE:

1. Central Design Office (CDO) shall be responsible for providing professional services regarding Planning and Design of all kinds of Public Sector Infrastructure Projects. Professional Services are broadly categorized as Architectural and Engineering Services.
2. Architectural services include Architectural planning of all kinds of buildings, master planning of towns & cities and field supervision of building construction as per SOP of Punjab Architectural Department. Director General Architecture/Chief Architect will be the head of the Architect Section of the CDO Architectural Services shall be regulated by Pakistan Council of Architects and Town Planners (PCATP).
3. Engineering Service include design of roads, bridges, hydraulic structures, all kinds of structural design of buildings, water supplies and sewerage system etc. Director General (Engineering) Chief Engineer will be the head of department (CDO) who shall be responsible for administrative and financial matters except those related to specific profession (Architectural or Engineering).
4. The senior most Director General Engineering/Chief Engineer or Director General /Architecture Chief Architect shall be the respective heads of the CDO, who shall be responsible for

administrative and financial matters except those related to specific profession i.e. Architectural or Engineering.

5. Each Section with respect to its professional services shall be responsible for:-
 - a) Preparation/Sponsoring PC-II Pertaining to the mega projects requiring consultancy services.
 - b) Engage Consultations, under rules, against approved PC-II Schemes.
 - c) Lay down standards for buildings, roads, bridges and other works referred to CDO.
 - d) Preparation of draft PC-1 of development projects referred to CDO.
 - e) Preparation of future proposed five years plan jointly with Public Works Department.
 - f) Assist/guide Public Works Departments in preparation of ADPs.
 - g) Render Technical assistance to any NGO/Government/ Semi Government Department including foreign /federally funded projects referred to Central Design Department. Cost of Design services shall be paid/reimbursed to CDO by the concerned agency.
 - h) Carryout laboratory and field testing or quality testing for quality control and assurance on request from any department who will be agreed to bear the cost of such testing.
 - i) Any other matter assigned by the Government.
6. Service matters except those entrusted to S&GAD.
7. Purchase of store machinery, equipment & capital goods for the Department.
8. Administration of the relevant Laws and the rules pertaining to the Department.

17. PLANNING AND DEVELOPMENT DEPARTMENT

1. Formulation of AJ&K Government vision, policies and strategies for economic planning and development in consultation with all

- stakeholders.
2. Annual Development Programme (ADP)/Medium Term Development Framework (MTDF):
 - a) Preparation in co-ordination with all departments of the government.
 - b) Monitoring implementation.
 - c) Evaluation of development projects & programmes.
 3. Economic Issue(s):
 - a) Conducting research/surveys.
 - b) Reviewing/analysis of socio economic data.
 4. Public Sector Development Programmes (PSDP):
 - a) Coordination with federal government.
 5. Policy for the approval of development schemes.
 6. Catalyst for different departments/sectors to improve the pace and quality of economic development.
 7. Resource allocation, re-appropriation of development funds, appropriations from block allocations & disbursement of supplementary grants.
 8. Secretariat for the AK Development Working Party (AK-DWP), AK cabinet development Committee (AK-CDC) and clearing house for development schemes within the competence of CDWP and ECNEC.
 9. Foreign Assistance:
 - (a) Determination of Key areas for foreign assistance and preparation of sector-wise portfolio for foreign assistance.
 - (b) Loan negotiations and securing federal financial guarantees, wherever required.
 - (c) Review of foreign aided projects.
 10. Coordination of nominations for foreign training, seminars, conferences and workshops for all officials serving under the AJ&K government.
 11. Framing guidelines for procurement of consultancy services.
 12. Policy formulation with respect to private sector development

and promotion of Public-Private Partnership(s) (PPP)

13. Implementation, development and administration in respect of foreign assisted/funded and mega ADP projects.
14. Matters relating to attached departments, autonomous bodies and special institutions of P&D department.
15. Budget, accounts and audit matters relating to the department.
16. Purchase of stores and capital goods for the department.
17. Service matters except those entrusted to Services and General Administration Department.
18. Co-ordination of statistics in general and all matters relating to Bureau of Statistics.
19. To act as State level surveying and mapping entity of the AJ&K State.
20. Regulations and updation of AJ&K Composite Schedule of Rates (CSR).
21. Matters incidental and ancillary to the above subjects.
22. Administration of the relevant Laws and the rules pertaining to the Department.

18. POPULATION WELFARE DEPARTMENT:

1. Population policy formulation, monitoring and evaluation.
2. Demographic statistics and analysis
3. Mainstreaming population factor in development planning process.
4. Provision of family planning services including family planning and general medical care.
5. Preparation of budget and development schemes.
6. Coordination with federal government, international donor agencies,NGOs and donors.
7. Procurement and distribution of contraceptives.
8. Training, research and development of professional standards.
9. Information,education,and communication services.
10. Promotion of population planning activities through private and

other public sector institutions.

11. Budget,accounts and audit matters.
12. Purchase of stores and capital goods for the department.
13. Service matters except those entrusted to Services and General Administration Department.
14. Matters incidental and ancillary to the above subjects.
15. Administration of the relevant Laws and the rules pertaining to the Department.

19. DISASTER MANAGEMENT AND CIVIL DEFENCE DEPARTMENT:

A. RELIEF:

- a) The minimum requirement to be provided in the relief camps and affectees in relation to shelter ,tents, food, drinking water medical coyer and sanitation.
- b) The special provisions to be made for vulnerable groups;
- c) Ex- gratia assistance on account of loss of life as also assistance on account of damage to house and for restoration of means of livelihood; and
- d) Such other relief as may be necessary.

B. DISASTER MANAGEMENT:

- a) Act as the implementing, coordinating and monitoring body for disaster management;
- b) Prepare the plan to be approved by the Commission;
- c) Implement coordinate and monitor the implementation of the policy;
- d) Lay down guidelines for preparing disaster management plans by different Ministries or Departments.
- e) Provide necessary technical assistance to the Governments Districts Management Authorities for preparing their disaster management plans in accordance with the guidelines laid down by the Commission;
- f) Coordinate response in the event of any threatening disaster situation or disaster;

- g) Lay down guideline for, or give direction to the concerned Ministries or Departments and District Management Authorities regarding measures to be taken by them in response to any threatening disaster situation or disaster;
- h) For any specific purpose or for general assistance requisition the services of any person and such person shall be a co-opted member and exercise such power as conferred upon him by the Authority in writing;
- i) Promote general education and awareness in relation to disaster management ;and
- j) Perform such other function as the Commission may require it to perform.

C. CIVIL DEFENCE:

- a) Civil Defence and Air Raid Precautions (A.R.P)
- b) Civil Security Schemes
- c) Home guard and territorial forces
- d) Civil Armed Force
- e) Protection of key points and vital installations
- f) Control of petroleum and explosives
- g) Liaison with Defense Authorities
- h) Imparting Civil Defence Training & Management
- i) Enrolment of volunteers
- j) Search and Sweep during VVIP visits & official gathering

D. EMERGENCY SERVICE RESCUE 1122:

- a) Maintain a state of preparedness to deal with emergencies;
- b) Provide timely response, rescue and emergency medical treatment to the victims of emergency including medical and other emergencies;
- c) Establish a system for rapid communication, exchange of information and quick response to combat or deal with an emergency.

- d) Arrange for a universal toll free emergency dial-in-number as may be allocated by the Pakistan Telecommunication Authority to be used throughout AJ&K.
- e) Play a lead role and coordinate the working of other organizations or agencies which have lawful authority to respond to an emergency;
- f) Arrange transport where necessary for carrying persons requiring emergency medical treatment from the emergency area to the nearest hospital or health care unit having arrangements for emergency medical care and treatment;
- g) Establish community emergency response teams through enlistment, training, coordination and supervision of volunteers to assist the Rescue 1122 in safety promotion and management of emergencies.
- h) Impart training and grant certificates to rescuers, volunteers and other private persons for due performance of emergency management duties;
- i) Establish direct contact with local and international organizations and training institutions to maintain the Rescue 1122 according to international standards;
- j) Collect, compile, maintain and analyses emergency response data and statistics relating to emergencies and to use it for research and prevention of such emergencies;
- k) Implement the regulations framed for dealing with emergencies in accordance with law;
- l) Suggest measures for the prevention or mitigation of hazards endangering public safety on roads, public parks and other public places particularly exhibitions, trade shows, amusement parks, and fairs with regard to public safety provisions;
- m) Encourage, facilitate, and train staff of non-governmental organizations and educational institutions for emergency management;
- n) Register and ensure minimum standards and code of conduct to be followed by rescue vehicles, ambulances and patient transportation services; and

- o) Coordinate and maintain an effective liaison with all other organizations managing emergencies;

20. RELIGIOUS AFFAIRS AND AUQAF DEPARTMENT:

A. RELIGIOUS AFFAIRS:

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

17. Inspection and organization of Madrassas of Tajveed-ul-Quran Trust.
18. Organizing the affairs of Nikah Khawani and maintenance of the its accounts.
19. Fatwas.
20. Central Ulema and Mashaikh Council and matters relating thereto.
21. Purchase of stores and capital goods for the Department.
22. Service matters except those entrusted to Services and General Administration Department.
23. Administration of the relevant Laws and the rules pertaining to the Department.

B. AUQAF:

1. Administration of Azad Jammu and Kashmir Waqaf Properties Act, 1960.
2. Charitable and Religious Endowments.
3. Muslim graveyards.
4. Mosques, shrines and other religious institutions, under the control of the Chief Administrator of Auqaf.
5. Auqaf Fund.
6. Religious Education Schemes.
7. Publication of Saif-ul-Malook/Anwar-ul-Aoliya/biography of Aolia-e-kram.
8. Purchase of stores and capital goods for the Department.
9. Service matters except those entrusted to Services and General Administration Department.
10. Construction of Shrines, Mosques and Shops constructed on the Waqf Properties owned by the Department.
11. Administration of the relevant Laws and the rules pertaining to the Department.

21. 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. Honors, Awards and Sanads for Public Services.
4. Cypher and other Codes.
5. Ceremonials including:
 - a) Warrant of Precedence, Table of precedence and protocol;
 - b) AJ&K Flag Rules;
 - c) Civil Uniforms;
 - d) Court mourning; and
 - e) 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.
8. Preparation of civil list.
9. Service Associations.
10. Service rules relating to various services and posts, and interpretation thereof.
11. Rights and interests of members of Services
12. Matters connected with the recruitment, training, pay, allowances, promotion, leave, posting and transfer of the officers of:-
 - a) AJ&K Secretariat except officers BS-17 and 18 of the law Department.
 - b) Ministerial establishment of the AJ&K Secretariat
 - c) Matters pertaining to the appointment of the Lent Officers and their others matters.

- d) Cases of deputation of officials, within AJ&K and outside.
13. Re- employment of retired officers.
14. Appointment of Commissions of Inquiry or panel of officers in cases of misconduct of Government Servants.
15. 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) preparation of Manuals;
 - f) career pattern of Government employees;
 - g) review of the staffing pattern of Government Departments;
 - h) simplification of forms and procedures;
 - i) departmental examinations;
 - j) in- service/ pre-service training of ministerial employees and Section Officers;
 - k) matters connected with training at the National Institutes of Public Administration , Lahore, Peshawar, Quetta & Karachi, and Pakistan Academy for Rural Development Peshawar (Divisional level Courses);
 - l) Operation and Maintenance (O & M) assignments.
16. Administrative matters relating to Public Service Commission.
17. Framing and alteration of Rules of Business for Government and allocation of Business among ministers.
18. Provision of residential accommodation to Government Servants;-
 - a) Sponsoring and co-ordination of schemes relating to the construction of pooled Government accommodation for

residences.

Note: Maintenance, addition, alteration and improvements in respect of such Schemes shall continue to rest with Communication and Works Departments.

- b) Allotment of residential accommodation including requisitioning of private houses for residential purposes and assessment of rent.
 - c) Civil Secretariat Complex; and
 - d) 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. Boarding and lodging of visiting officers
 - 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. Employee's welfare schemes.
 - 30. Administrative matters relating to Service Tribunal.
 - 31. Essential Services Maintenance Act.
 - a) Standardization of stores/equipment, etc of common use of all departments;
 - b) Examination and approval of the recommendations of the departmental standardization of stores/equipment etc; of specialized nature to be used by a particular department.
 - c) Approval of amendments/deletions etc. in the list of standardized stores/ equipment etc; proposed by the Departmental Standardization Committee.

- d) Issuance of purchase manual and its amendments/clarifications etc whenever required in consultation with Finance Department.
32. Purchase of stores and capital goods for the Department.
33. Matters relating to inland and deputation abroad of officers/officials.
34. Administration of relevant Laws and Rules pertaining to the Department.

22. SPORTS, YOUTH, CULTURE, TRANSPORT, FOOD AND SECURITY DEPARTMENT

A. SPORTS:

1. Sports organizations and Grant-in-Aid to them.
2. Establishment of basic sports infrastructure in whole of AJ&K.
3. Administrative and functional control over all the stadiums and play fields in the State, and ensure their proper maintenance and utilization.
4. Organization of sports activities at AJK, Divisional, District & Tehsil levels.
5. Arrangement of training & coaching programs regarding sports.
6. Attainment of sponsorships and donations for sports activities from Industries, NGOs, Multi National Companies and other Private Sector, etc.
7. Supervision and monitoring of administrative & financial affairs of all Sports organizations of AJ&K.
8. Participation in sports activities organized by Pakistan Sports Board.
9. Maintain liaison and co-ordinate with the Pakistan Sports Board, provincial sports boards, national and provincial Sports Associations and Sports Federations.
10. Consideration and approval for affiliation of National Games and Sports Organizations to National & International Sports Associations and Federations.

11. To maintain liaison with all Govt. and Semi Govt. departments, agencies and NGOs for affective implementations of the policies regarding promotion of sports in AJ&K.
12. To provide incentives, Financial Aid, awards to prominent sportsmen, sports clubs, deserving players and organizers by granting rewards/scholarships etc.
13. Administration of the relevant Laws and the rules pertaining to the Department.

B. YOUTH:

1. Policies on all aspects of youth affairs in conformity with National objectives and laws.
2. Legislation covering all aspects of Youth Affairs in consultation with relevant departments/stake holders.
3. Co-ordination for aid and assistance from Pakistan for Youth Affairs.
4. Inter-Provincial co-ordination on all aspects of Youth Affairs.
5. Monitoring of the implementation of youth policy on all aspects of Youth Affairs.
6. Attainment of sponsorships and donations for youth activities from Industries, NGOs and other commercial concerns.
7. Arrangements of administrative, budgetary and other matters of organization dealing with youth affairs.
8. Youth activities and movements pertaining to youth outside educational institutions.
9. Youth Exchange programs (Internal & External).
10. Participation of Youth Seminars.
11. Establishment of Youth Centers.
12. To keep liaison with all Youth Organizations.
13. Service matters except those entrusted to S&GAD.
14. Administration of the relevant Laws and the rules pertaining to the Department.

C. CULTURE:

1. Financial assistance to arts organizations, artists, journalists and their bereaved families.
2. Pride of performance awards in the field of arts and sports.
3. Promotion of education in arts and culture.
4. Attainment of sponsorships/donations for Cultural activities from Industries, NGOs and any other commercial concerns.
5. Development and control of Film Industry.
6. Co-ordination in of promotion of art & culture.
7. Exposition of Culture at International Level.
8. Establishment of Art Gallery/Centers to preserve different tangible and intangible cultural aspects of AJ&K.
9. Administration of the relevant Laws and the rules pertaining to the Department.

D. TRANSPORT:

1. Administration of the Azad Kashmir Motor Vehicles Ordinance, except enforcement of provision relating to control of traffic, inspection and checking of motor vehicles for the purpose of traffic control.
2. Route Permits, fare/freights, matters relating to control of traffic and transport vehicles, loading, unloading, parking and halting places of public carriers.
3. Inspection and checking of Public Service Vehicles.
4. Inspection and certification of roads worthy vehicles.
5. Maintenance/management of Public Bus Stands (with respect to their classification) throughout the Azad Jammu and Kashmir.
6. Collection of insurance.
7. Administration/Authorization of automobile workshops.
8. Matters relating to Azad Jammu and Kashmir Transport Authority.
9. Service matters except those entrusted to Services and General Administration Department.

10. Administration of the relevant Laws and the rules pertaining to the Department.

E. FOOD:

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 good for the Department.
7. Service matters except those entrusted to Services and General Administration Department.
8. Monitoring of Wheat Flour & allied products (Maida, Suji etc.) in open market.
9. Maintaining strategic wheat stocks.
10. Matters relating to control and prevention of adulteration of food stuff and food safety issues.
11. Formulation of food standards, procedures, processes and guidelines regarding food as food business, food labeling, food additives and appropriate enforcement system.
12. Establishment and accreditation of food laboratories and sampling procedure.
13. Establishment of a system of network of food operators and consumers to facilitate food safety and quality control.
14. Licensing and registration of food businesses and levy fee.
15. Promotion of general awareness of food safety and standards.
16. Administration of the relevant Laws and the rules pertaining to the Department.

23. USHER, ZAKAT, SOCIAL WELFARE AND WOMEN DEVELOPMENT DEPARTMENT:

A. USHR AND ZAKAT:

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 Ushr
4. Distribution of Zakat funds to Local Zakat Committee, Deeni Madaras 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.
10. Administration of relevant Laws and Rules pertaining to the Department.

B. WOMEN DEVELOPMENT:

1. Socio-economic development of the women.
2. Legislation, policy formulation and sectoral planning for Women Development.
3. Collection of quantitative and qualitative data and conducting research on the status of women in AJ&K to highlight the issues at appropriate forum.
4. Implementation of Azad Jammu and Kashmir State Policy framework for empowerment of women.
5. Training and rehabilitation of the female orphans, widows and women in the stress.
6. Provision of skill trainings to poor women in both urban and rural area to enable them to generate their own income.
7. Protection and promotion of women's rights, gender equity and equality.
8. Development projects for providing special facilities for women.
9. Coordination of women welfare programs with other concerned

departments at district and local level for making conducive and safe work environment for working women.

10. Promotion of cottage industry.
11. Maintenance of data base of all women parliamentarians, councilors and members of civil society organization working on gender issues.
12. Registration and assistance of women organizations.
13. Purchase of means and measures to increase participation of women in political process and encouragement of effective representation of women in political and administrative spheres.
14. Collaboration with Legal, Judicial, Law enforcement and other relevant Government and non-government agencies to facilitate women's access to formal legal and justice system.
15. Arrange seminars, workshops on various aspects of women development.
16. Protection, care and welfare of the children and implementation of child protection policy.
17. Training, rehabilitation and financial support to widows and women headed households.
18. Service matter, except those entrusted to Services and General Administration Department.
19. Administration of the relevant Laws and the rules pertaining to the Department.

C. SOCIAL WELFARE:

1. Establishment of a comprehensive social system for services delivery to all especially marginalized and vulnerable, by mobilizing internal resources partnerships and communities.
2. Establishment of coordination and referral mechanism among Government Departments, National, International, Local and Non Government Organizations and Community based organizations for provision of social protection services with a particular focus on Orphans, Disabled, Widows, Elderly and Destitute etc.
3. Protection, care and welfare of persons with disabilities in the

light of United Nation Convention on Rights of Persons with Disabilities (UNCRPD) and other commitments.

4. Protection, care and welfare of senior citizens including psychological support and medical services.
5. Coordination, assistance and regularization of National, International and Local Non Government and Community Based Organizations for participatory welfare and community development.
6. Monitoring, supervision and provision of financial and technical assistance to registered voluntary social welfare agencies.
7. Eradication of social evils like Beggary, Drug Addiction, Child Labour, Local conflicts etc. by awareness raising, motivational, supportive and rehabilitation measures.
8. Coordination among district administration, Government line departments, National, International and Local Non-Government Organizations for relief and rescue services during calamities and national emergencies by encouraging voluntary approach.
9. Coordination with institutions and organizations for research and development on socio-economic issues of society with a focus on voluntary groups and finding viable solutions.
10. Other incidental assignments.
11. Services matter except those entrusted to S&GAD.
12. Administration of the relevant Laws and the rules pertaining to the Department.

THIRD SCHEDULE

[See Rules 5 (2), 14 (1) and 24 (1)]

CASES REQUIRING APPROVAL OF THE PRIME MINISTER

Sr.#	Cases
1.	Annual Budget Statement.
2.	i) Authentication of budget under Article 39 (1) of the AJ&K Interim Constitution; ii) Supplementary grants in budget.
3.	Laying of Supplementary Statement of expenditure before the Assembly.
4.	Cases in which Government of Pakistan or the Council has issued advice.
5.	i) Rules of Business, framing or alteration thereof. ii) Removal of difficulties.
6.	A Bill or an 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.	Proposals involving major change in the function or powers of Secretaries, Board of Revenue and Heads of Attached Departments.
8.	Cases which are liable to involve Government into controversy with Government of Pakistan or with any Provincial Government or with the Council.
9.	Cases regarding the conditions of service or promotion or disciplinary action against members of All Pakistan Service or holders of appointments normally held by them. Cases to be referred to the Government of Pakistan shall be shown to Prime Minister both before a reference is made to the Government of Pakistan as well as before final orders are issued.
10.	Recommendations for the grant of honors and awards.
11.	Selection of officers for appointment under the Government of Pakistan, or a Provincial Government or the Council.
12.	Matters of Policy in which Minister proposes to rescind an order passed by his predecessor in office.
13.	Appointment, removal, resignation and terms and conditions of service of Additional Advocate General and Assistant Advocate General.
14.	Cases involving relaxation of service Rules through Services and General Administration Department.
15.	Appointment, removal and resignation of Ministers and allocation of business to them.

16.	Appointment of Parliamentary Secretaries, determination of their pay and allowances and allocation of departments to them.
17.	Appointment of Advisor and Special Assistant to the Prime Minister and determination of their privileges.
18.	Cases pertaining to delegated legislation.
19.	Cases enumerated in Fifth Schedule, which are to be submitted to the President for his approval before issue of orders, where advice of Prime Minister is required.
20.	Delegation of powers under Article 12 of the Interim Constitution and under other statutory provisions.
21.	Appointment of Lent Officers in pursuance of the Karachi Agreement, 1949.
22.	<p>a) Cases relating to appointment, transfer and promotion of officers in BS-19 and above and of officers of equivalent rank and status, including Deputy Commissioners and equivalent, Superintendents of Police/A.I.G. Police and equivalent.</p> <p>b) Appointments, promotions and transfer to the posts under statutory bodies and corporations of BS-19 and above, which are required to be made or approved by Government.</p>
23.	Cases relating to disciplinary action against officers in BS-19 and above including officers mentioned at Serial No. 22 (a), at the stage of initiation of disciplinary proceedings and imposition of major penalty under any law/rule for the time being in force.
24.	Cases relating to ad-hoc appointments in BS-17 and above.
25.	Cases mentioned at Serial No. 22 (a) and (b) shall be processed according to the following manner:-

Sr. #	Department responsible to initiate and notify	Name of Post/designation
(I)	<p>General:</p> <p>a) Department Concerned through Services and General Administration Department.</p>	<p>Cases of appointment, promotion and transfer of:</p> <p>i) Secretaries to the Government and Officers in BS-20 and above</p> <p>ii) All Heads of Attached Departments irrespective of the scale.</p> <p>iii) All other appointments, promotions and transfers of posts in BPS-19.</p> <p>iv) Deputy Commissioners and equivalent and above of the Revenue department</p> <p>v) Superintendent of Police/AIGP and equivalent and above of Police Department</p> <p>vi) Additional Secretary and above of the Civil Secretariat</p> <p>vii) Chairman/Heads and Members of Statutory Bodies under the control of the Government.</p>
(II)	<p>b) Department Concerned.</p>	<p>i) All other appointments, promotions and transfers of posts in BPS-18.</p> <p>ii) Ad-hoc appointments to the posts in BPS-17 in accordance with rules.</p>

FOURTH SCHEDULE

[See Rule 5 (3) and 14 (3)]

LIST OF CASES TO BE SUBMITTED TO THE PRIME MINISTER FOR INFORMATION

Sr.#	Cases
1.	All periodical reports of Heads of Department and Proposed actions on such reports.
2.	Press notes issued by the Information 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 Inquiry appointed by Government.

FIFTH SCHEDULE

[See Rule 13 (1)]

LIST OF CASES TO BE SUBMITTED TO THE PRESIDENT FOR HIS APPROVAL BEFORE ISSUANCE OF ORDERS.

Sr.#	Cases
1.	Summoning, prorogation and dissolution of the Assembly.
2.	Promulgation of Ordinances.
3.	Advocate General's appointment, duties, removal, resignation and terms and conditions of service.
4.	Framing of rules for the custody of the AJ&K Consolidation Fund and transactions thereof.
5.	Reports relating to the Accounts of the Government.
6.	Council of Islamic Ideology: (i) Appointment, resignation and removal of members and Chairman (ii) Rules of Procedure. (iii) Reference to the Council of Islamic Ideology, for seeking opinion on a proposed law, whether it is or not repugnant to the injunctions of Islam?
7.	Making of Rules of Procedure of the Assembly.
8.	Rules of Business and other Rules, etc. issued under Article 58 of the Constitution framing or alteration thereof.
9.	Appointment of officers in the President's Office.
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 on advice of the Council 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 Muzaffarabad. (b) Appointment of Judges on advice of the Council, their resignation, removal, allowances and privileges.

14.	Shariat Appellate Bench: (a) 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 authentication of budget under Article 38 (4) of the Interim 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 on advice of the Council and his leave, removal and related matters.
21.	Cases relating to Universities requiring order of the President as Chancellor/Patron.
22.	Zakat Council: Appointment, resignation and removal of members and Chairman.
23.	Appointment, removal, resignation and determination of terms and conditions of the Chairman Ehtesab Bureau.
24.	Cases requiring orders of the President under any law.

SIXTH SCHEDULE

[See Rule 13 (2)]

LIST OF CASES TO BE SUBMITTED TO THE PRESIDENT FOR INFORMATION.

Sr.#	Cases
1.	a) All Periodical reports by Administrative and Executive Officers of a Political nature or relating to law and order, 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 Information Department.
3.	Intelligence reports.
4.	Annual report of Public Service Commission.
5.	Annual report of Mohtasib.
6.	Annual report of Audit Department.
7.	Annual report of Ehtesab Bureau.

SEVENTH SCHEDULE

[See Rule 24 (2)]

CASES REQUIRING APPROVAL OF THE MINISTER IN-CHARGE

Sr.#	Cases
1.	Appointment of officers to the posts in BS-16 to 18 on the recommendations of appropriate Selection Authority, except the posts in the cadre strength of Civil Secretariat, Management Group & Police Service.
2.	Transfer to the post of BS-17 and 18 except in the Civil Secretariat.
3.	Ad-Hoc Appointments To The Posts In BS-16 on the recommendation of appropriate Selection Committee/Board
4.	Exercising powers being the competent authority for initiating disciplinary action against the officers in BS-17, their suspension and other matters under the disciplinary law for the time being in force.

(Note):- Administrative Departments shall be competent to recruit Class-IV employees without referring to S&GAD.

EIGHTH SCHEDULE

[See Rule 24 (3) and (4)]

AUTHORITIES COMPETENT TO MAKE POSTING, TRANSFER AND DEPUTATION:

PART-A

In the Secretariat:

Sr. #	Name of Post	Transferring Authority
1).	a) Additional Chief Secretary and Secretary to the Government	S&GAD with the approval of Prime Minister
	b) Special/Senior/Additional Secretary	As above
2).	Officers in BS-18:	
	a) within Secretariat	Chief Secretary
	b) to and from an Attached Department	Chief Secretary
3).	Section Officers and others officers of BS-16 or equivalent rank:	
	(a) within the same Department.	Secretary concerned.
	(b) to and from an Attached Department.	Secretary S&GAD.
	(c) within the Secretariat from one Department to another.	Secretary S&GAD
4).	Officials below the Scale BS-16:	
	(a) within the same Department.	Secretary.
	(b) within the Secretariat from one Department to another.	Secretary S&GAD
	(c) to and from an Attached Department.	Secretary S&GAD

Note: (Administrative Departments shall be competent to recruit class-IV employees without referring to S&GAD).

PART-B

In the Attached Department:

Sr.#	Name of Post	Transferring Authority
1.	Heads of Attached Department	Services & General Administration Department in consultation with concerned department and with the approval of the Prime Minister.
2.	All other officers in BS-19	Department concerned with the approval of the Prime Minister
3.	All officers of BS-19 from one Attached Department to other Attached Department	S&GAD, on the initiation of the department concerned with the approval of the Prime Minister.
4.	Officers in B-17 and 18 within the same Department	Minister In-charge
5.	Officers in B-18 within the Police Department.	As per S/No. 3 above.
6.	Officers in B-16 and 17 within the Police Department.	Inspector General of Police.
7.	Officers in B-16 within an Attached Department, except S/No. 6 above.	Secretary concerned Department.
8.	Officials up to B-15 within the Attached Department.	Appointing Authority or an officer duly authorized.

PART-C

Deputation:

Sr.#	Name of Post	Approving Authority
1.	Officers BS-19 and above	S&GAD, on the initiation of the concerned Department, with the consent of Borrowing and Lending Organization/Department and with the approval of the Prime Minister.
2.	Officers BS-17 and 18	S&GAD, on the initiation of the concerned Department, with the consent of Borrowing and Lending Organization/Department and with the approval of the Chief Secretary.
3.	Officials BS-1 to 16	Secretary S&GAD, on the initiation of the concerned Department, with the consent of Borrowing and Lending Organization/Department.

NINTH SCHEDULE

[See Rule 24 (5)]

TENURE POSTS

Sr.#	Name of Post	Tenure
1.	Chief Secretary	3 years
2.	Additional Chief Secretary/Senior Member Board of Revenue	3 Years
3.	Secretaries to Government	3 years
4.	Special Secretary, Sr. Additional Secretary, Additional Secretary, Deputy Secretary and Section Officer	3 years
5.	Head of Attached Departments	3 years
6.	Commissioner, Deputy Commissioner, Additional Deputy Commissioner and Head of Divisional /District Offices.	3 years

NOTE: The Prime Minister may extend or curtail the tenure mentioned above.

Additional Secretary S&GAD (Regulations)

Copy forwarded for information to the:

1. Secretary to the President, Azad Jammu & Kashmir.
2. Principle Secretary to the Prime Minister, Azad Government of the State of Jammu & Kashmir.
3. Chief Secretary, Azad Government of the State of Jammu & Kashmir.
4. Additional Chief Secretary (Dev.) Azad Government of the State of Jammu & Kashmir.
5. Additional Chief Secretary (Gen.) Azad Government of the State of Jammu & Kashmir.
6. Senior Member Board of Revenue, Azad Government of the State of Jammu & Kashmir.
7. All Administrative Secretaries to the Azad Government of the State of Jammu & Kashmir.
8. All Heads of Attached Departments/Special Institutions/Autonomous/Semi-Autonomous Bodies/Corporations.
9. Registrar Supreme Court/High Court Azad Jammu and Kashmir.
10. Director General Information GoAJ&K, for publication in Print and Electronic Media etc.
11. Controller Government Printing Press, Muzaffarabad for publication in the Extra Ordinary Official Gazette.
12. Master File.

**Section Officer S&GAD
(Regulations)**