The Balochistan Government Rules of Business, 2012

As Modified up to the 30th June, 2023

Law & Parliamentary Affairs Department
(Codification Section)
Balochistan - Quetta

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GOVERNMENT OF BALOCHISTAN
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT
(REGULATION SECTION-I)

NOTIFICATION.

Dated Quetta, the 14th December, 2012

No.S.O (R-I)3(2)/2012-S&GAD/3096-3245 In exercise of the powers conferred by Article 39 read with Article 129 of the Constitution of the Islamic Republic of Pakistan, 1973 the Government of Balochistan is pleased to make the following rules namely:-

PART "A" - GENERAL

Short Title, Extent and Commencement.

1. (1) These rules may be called "the Balochistan Government Rules of Business, 2012".

(2) They shall come into force at once.

Definitions.

2. (1) in these rules, unless the context requires otherwise,

(a) **"Assembly"** means the Provincial Assembly of Balochistan;

(b) **"Attached Department"** means a Department mentioned in column 3 of Schedule II;

(c) **"Autonomous Body/Special Institution/Board"** means a Body mentioned in Schedule-V;

(d) **"Business"** means all work done by the Government;

(e) **"Cabinet"** means a Cabinet as defined in Article 130 of the Constitution;

(f) **"Case"** means a particular matter under consideration and includes all papers relating to it and required to enable the matter to be disposed of, viz correspondence and notes and also, any previous papers on the subject or subjects covered by it or connected with it;

(g) **"Chief Minister"** means the Chief Minister of Balochistan;

(h) **"Chief Secretary"** means the officer notified as such in the Gazette, who shall in addition to other Departments and functions that may be allotted to him from time to time, be incharge of the Services and General Administration Department;

(i) **"Constitution"** means the Constitution of the Islamic Republic of Pakistan, 1973;

(j) **"Department"** mean s a self-contained administrative unit in the Secretariat shown in Column 2 of Schedule II, responsible for the conduct of business of Government in a distinct and specified sphere and declared as such by the Government;

(k) **"Federal Government"** means the Government of Pakistan;

(l) **"Gazette"** means the official Gazette of the Province of Balochistan;

(m) **"Provincial Government"** means the Government of Balochistan;

(n) **"Governor"** means the Governor of Balochistan;

(o) **"Head of Attached Department"** means an officer shown in column 4 of Schedule II;

(p) **"Member"** means a Member of the Provincial Assembly the competent authority from time to time;

(q) **"Member"** means any person appointed as a member of the Authority under sub-section (4) of section 3 of the Act;

(r) **"Minister"** means the Minister in charge of a department;

(s) **"Public Service Commission or Commission"** me an s t h e Balochistan Public Service Commission constituted under any law for the time being in force;

(t) **"Rules"** means the Balochistan Government Rules of Business, 2012;

(u) **"Schedule"** means a schedule appended to these rules;

(v) **"Secretariat"** means the Departments of the Government of Balochistan when referred to collectively;

(w) **"Secretary"** means the Secretary or Acting Secretary to the Government in charge of a Department and includes Chief Secretary, and Additional Chief Secretary;

(x) **"Section"** means a basic working unit in a Department as determined by Government; and

(y) **"Speaker"** means the Speaker of the Assembly.

(2) All words and expressions used in these rules, but not defined, shall have the same meaning as assigned to them in the Constitution of the Islamic Republic of Pakistan.

Composition of Departments and Allocation of Business.

3. (1) The Secretariat shall comprise of the Departments specified in column 2 of Schedule-I, Section-A;

(2) The Chief Minister may, whenever he may deems fit, constitute new Departments or vary the composition or number of the Departments;

(3) The Chief Minister may, whenever he may deems fit, constitute new Attached Department(s) or vary the composition thereof subordinate to a Department;

(4) The business of Government shall be distributed amongst several Departments in the manner indicated in Schedule-I (Section B);

Provided that the Chief Minister may, whenever he may deem fit, transfer any particular subject or matter from the Department, to which it stands assigned in accordance with Schedule-I (Section-B), to

any other Department.

(5) The Chief Minister may, assign:-

(a) a Department; or

(b) part of a Department; or

(c) part of different Departments; or

(d) more than one Department; or

(e) one or more Departments together with part or parts of other Departments:-

to a Minister:

Provided that a Department not so assigned shall be in the charge of the Chief Minister.

Organization of the Department.

4. (1) Each Department shall consist of a Minister, a Secretary to the Government and of such other officials subordinate to him as the Government may determine:

Provided that the same person may be Secretary of more than one Department;

(2) The Secretary shall, by means of standing orders, distribute the work of the department among the officers, branches and/or sections. Such orders may specify the cases or class of cases which may be disposed of by an officer subordinate to the Secretary;

Functions of the Chief Minister.

5. (1) The Chief Minister shall:-

(a) be the head of the Cabinet;

(b) be responsible for co-ordination of all policy matters;

(c) perform other functions assigned under the Constitution and these rules;

(d) have the powers to call for any case or information from any office, Attached Department or Departments;

(e) communicate to the Governor all decisions of the Cabinet related to the administration of the affairs of the Province and proposals or legislation;

(f) furnish such information related to administration of affairs of the Province and proposals for legislation as the Governor may call for;

(g) if the Governor so requires, submit for the consideration of the Cabinet any matter on which a decision has been taken by the Chief Minister or Minister but which has not been considered by the Cabinet; and

(h) if the Governor so requires, submit for the reconsideration of the Cabinet, any matter on which advice has been tendered by the Cabinet, and the Governor shall act in accordance with advice tendered by the Cabinet after such re-consideration.

(2) No order shall be issued without the approval of the Chief Minister in cases enumerated in Part A of Schedule-VIII.

(3) The cases enumerated in Part B of Schedule VIII shall be submitted to the Chief Minister for his information. The Chief Minister may require any other case to be submitted to him for information.

Functions of the Minister and Advisor.

5. (1) Minister

A Minister shall

(a) be responsible of policy matters and for the conduct of business of his Department;

Provided that in important political, economic or administrative matters, the Minister shall consult the Chief Minister;

(b) submit cases to the Chief Minister through Chief Secretary as required by the provisions of these rules;

(c) keep the Chief Minister informed of any important case disposed of by him without reference to the Chief Minister; and

(d) Conduct the Business relating to his

Department in Assembly.

(2) Advisors:

There shall be Advisors to the Chief Minister to be appointed by the Governor on the advice of the Chief Minister, for the performance of such duties and functions as may be specified from time to time. They shall hold their respective offices during the pleasure of the Chief Minister who shall also determine the terms and conditions of their appointment.

[1][(3) Special Assistants:

There shall be Special Assistants/Special Assistants to Chief Minster, to be appointed by him, for the performance of such duties and functions as may be specified from time to time. They shall hold their respective offices during the pleasure of the Chief Minister who shall also determine the terms and conditions of their appointment.

Provided that the number of Special Assistants shall not exceed 8.]

[2][(4) Parliamentary Secretaries:

A Parliamentary Secretary for a Department shall subject to any general or special order issued by the Chief Minister in this behalf, deal with such parliamentary affairs concerning the department as may be entrusted to him by the Minister for the department concerned and perform such public relations and functions as may be entrusted to him by the Minister:

Provided that a Parliamentary Secretary shall not under-take any functions which may entail any interference in the internal working or administration of a Department, Attached Department or a Regional Office.]

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/2930-3029 dated 9th December, 2018; and published in the Balochistan Gazette (Extraordinary) No. 228, dated 9th December, 2018.
2. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/257-356 dated 11th January, 2019; and published in the Balochistan Gazette (Extraordinary) No. 05, dated 11th January, 2019.

Function and Powers of the Chief Secretary.

7. In addition to the duties and functions assigned to him under other provisions of these rules, the Chief Secretary shall:-

(a) be the Chief Advisor to the Chief Minister in Administrative matters;

(b) be the official head of the Secretariat

(c) co-ordinate the activities of all Departments in the administrative fields and for this purpose, all cases submitted to the Chief Minister shall be routed through the Chief Secretary;

(d) be the Chairman of the Selection Boards constituted by Government for making advice for appointments by promotions/ transfers to tenure posts and other senior posts i.e. BPS-17 and above Officer under Government;

(e) shall be generally responsible for all matters affecting public tranquility. Oversee General Administration, law and Order and Development activities in the Province;

(f) have the powers to call for any case or information from any office, Attached Department or a Department;

(g) be the Secretary of the Provincial Cabinet;

(h) Examine and advise on all the cases submitted to the Chief Minister/Cabinet;

(i) exercise, the functions of the Secretary Finance Department, in respect of the emoluments, promotion or conditions of service of any officer employed in the Finance Department shall be passed and no expenditure proposal relating to that Department sanctioned without prior concurrence of the Services and General Administration Department; and

(j) in addition to other Departments and

functions that may be allotted to him from time to time, be incharge of the Services and Administration Department.

Duties and function of the Secretary.

8. (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 Chief Minister under the rules;

(b) daily execute the sanctioned policy;

(c) be the official head of the Department and be responsible for its efficient administration and discipline, and for the proper conduct of business assigned to the Department under rule 3;

(d) submit all proposals for legislation to the Cabinet with the approval of the Minister;

(e) be responsible to the Minister for the proper conduct of the business of the Department and keep him informed about the working of the Department and of any 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 rules, regulations or Government policy, resubmit case to the Minister inviting his attention to the relevant rules, regulations or Government policy and if the Minister still disagrees with the Secretary, the Minister shall refer the case to the Chief Minister through Chief Secretary for orders;

(h) subject to any general or special orders of Government, issue orders specifying the cases 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 his Department;

2. While submitting a case for the orders of the Minister, it shall be duty of the Secretary to suggest a definite line of action.

General Procedure for disposal of business.

9. (1) Detailed instructions as to the manner of disposal of business in the Secretariat shall be issued by the Chief Secretary through Services and General Administration Department in the form of Secretariat Instructions;

(2) If an order passed happens to contravene a Law, rules or policy, it shall be the duty of the next below officer to point out this to the authority passing the order;

(3) The channel for obtaining or transmitting the orders of the Minister is the Secretary or an officer specifically authorized in this behalf by the Secretary;

(4) All orders should be passed in writing. Where a verbal order is given, it should be reduced to writing at the earliest opportunity by the officer receiving it;

(5) If any doubt or dispute 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 Chief Minister, if necessary, and the orders thus passed shall be final.

Authentication of Orders, Instruments, Agreements and Contracts etc.

10. (1) All executive actions of the Government shall be expressed to be taken in the name of the Governor in terms of Article 139 and Article 173 (3) of the Constitution of the Islamic Republic of Pakistan;

(2) Save in cases where an officer has been specifically empowered to sign an order or instrument of Government, every such order or instrument shall either be signed by the Secretary, the Additional Secretary, if any, the Deputy Secretary, the Under Secretary or Section Officer to the Government in the Department concerned, and such signature shall be deemed to be the proper authentication of such order or instrument and shall not be questioned in any Court on the ground that it was not made or executed by the Governor;

(3) Notwithstanding anything contained in sub-rule (2) any order in service matters shall be notified by the Department concerned or the Services and General Administration Department; as the case may be and until such Notification is issued, no officer or authority shall communicate such order;

(4) Instructions for the making of contracts on behalf of the Governor and the execution of such contracts and all assurances of property shall be issued by the Law and Parliamentary Affairs Department.

PART "B"- DEPARTMENTAL PROCEDURE

Consultation among various Departments.

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

(a) the Department incharge shall be responsible for consulting the other Departments concerned; and

(b) no orders shall issue, nor shall the case ordinarily be submitted to the Chief Minister, the Cabinet or the Governor, until it has been considered by all the Departments and they agree to it:

Provided that in case of urgency, and with the approval of the Chief Minister, this requirement may be dispensed with, but the case shall, at the earliest opportunity thereafter, be brought to the notice of the Department (s) concerned.

(2) If the various Departments concerned cannot reach an agreement and the Minister-in-charge after consultation with other Ministers concerned desires to press the case, the case shall be submitted through Chief Secretary to the Chief Minister or, with the Chief Minister's approval, to the Cabinet:

Provided that where the Chief Minister is the Minister-in-Charge of the department, the final views of the other Departments concerned shall be obtained before the case is submitted to the Chief Minister;

(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 a communication received by it, or show a case, to such other departments as may be considered to be interested in or to be profit by it:

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

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

(6) Requests made under sub-rule (5) shall give 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 shall explain the position to the Minister making the request or bring the matter to the notice of the Chief Minister, if necessary;

(7) If a Minister desires any further action to be taken on the case of another Department, he shall take up the matter with the Minister-in-Charge of that Department;

(8) The Governor or the Chief Minister may call for a case from any Department.

The Services and General Administration Department.

12. (1) It shall be the responsibility of the Chief Secretary to coordinate the work of all Departments of Government;

(2) The Chief Secretary may call for any case or information from any Department or Attached Department;

(3) The Services and General Administration Department shall be responsible for:

(a) the determination of the principles of control of Government servants, including recruitment, conditions of service and discipline;

(b) the co-ordination of the policy of all Departments with respect to Services under their control so as to secure consistency of treatment;

(c) securing to all Government servants the rights and privileges conferred on them by or under the Constitution or any other enactment for the time being in force;

(d) determining the strength and the terms and conditions of services of the personal staff of Ministers;

(e) selection of officers for appointment under the Federal Government on deputation basis (other than to the rank of Secretary and above);

(f) Contract appointments in the Province of Balochistan; and

(4) No department shall, without the concurrence of the Services and General Administration Department authorize any orders, other than an order in pursuance of any general or special delegation made by the Services and General Administration Department, which involve:

(a) reduction or extension in the scope of functions of a Department as given in Schedule I (Section-B) or the transfer of such functions from one Department to another;

(b) re-organization or change in the status of Offices in the Secretariat, Regional or Attached Departments;

(c) interpretation of rules and orders relating to service matters other than rules and orders issued by the Finance Department; and

(d) any change in the conditions of Service or the statutory rights, and privileges of Government servants.

(5) No order in respect of the emoluments, promotion or conditions of service of any officer employed in the Finance Department shall be passed and no expenditure proposal relating to that Department sanctioned without prior concurrence of the Services and General Administration Department. The Chief Secretary shall exercise, in respect of such matters, the functions of the Secretary Finance Department.

Chief Minister's Inspection Team.

13. (1) The Chairman of the Chief Minister's Inspection Team shall be Head of the Department and shall be of the status of an Administrative Secretary;

(2) Notwithstanding anything to the contrary contained in any other rule, the Chairman of the Chief Minister's Inspection Team shall be responsible to the Chief Secretary and may deal with and work directly under the orders of the Chief Secretary.

Home Department; Manner of submission of certain cases.

14. The Home Secretary shall keep the Chief Secretary generally informed of all matters affecting public tranquillity. The Minister-in-Charge shall submit to the Chief Minister, through the Chief Secretary, all cases likely to have major political repercussions.

Consultation with Finance Department.

15. (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 the Finance Department, which directly or indirectly affect the finances of the Province, or which in particular involve:-

(a) relinquishment, remission or assignment of revenue, actual or potential, or grant of guarantee against it or grant or lease of land or mineral, forest or water-power rights;

(b) expenditure for which no provision exists;

(c) a change in the number or grading of posts in any service, or emoluments or in terms and conditions of service of Government servants or their statutory rights and privileges which have financial implications;

(d) levy of taxes, duties, fees or cesses;

(e) floatation of loan;

(f) re-appropriations within budget grants;

(g) alteration in financial procedure or in the method of compilation of accounts or of the budget estimates; and

(h) Interpretation of rules made by the Finance Department.

(2) No amendment or interpretation of such rules of the Civil Services Rules as have no financial implication shall be made or issued by the Finance Department without the prior concurrence of the Services and General Administration Department;

(3) On Finance Department's refusal to accord concurrence to any case, the Department may submit such case to the Chief Minister, through the Chief Secretary for his decision;

(4) No proposal, which requires prior consultation with the Finance Department under sub-rule (1) but in which the Finance Department has not concurred, shall be proceeded with unless a decision to that effect has been taken by the Cabinet. Formal

orders shall, nevertheless, issue only after the Finance Department has exercised scrutiny over the details of the proposal;

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

Consultation with Planning and Development Department.

16. The Planning and Development Department shall coordinate the activities of the various Departments in the economic field, and all cases relating to matters of economic policy, planning, coordination and development in particular, the following cases shall be referred to and processed by the Planning and Development Department:-

(a) matters affecting or involving economic policy or any change or modification therein;

(b) development schemes and major capital outlays;

(c) all schemes and projects included in the five-year Plans;

(d) any matter affecting more than one sector of economy of the Province; and

(e) all new expenditure of development nature.

Consultation with the Law and Parliamentary Affairs Department.

17. (1) The Law and Parliamentary Affairs Department shall be consulted by the Departments.-

(a) on all legal questions arising out of any case;

(b) on the interpretation of any law, Acts passed by the Provincial Legislature or the Federal Legislature, or the statutes of any other country, or the international law;

(c) before instituting civil proceedings in a court of law in which Government is involved; and

(d) Whenever civil proceedings are instituted against Government.

(2) The Law and Parliamentary Affairs Department shall also be consulted by the Administrative Departments before the issue of the following:-

[1][(a) any order, rules, regulations, notification or by-laws in the exercise of statutory power, MoUs and agreement. All such drafts will be subjected to vetting by the Law & Parliamentary Affairs Department.]

(b) Any sanction authorizing a subordinate authority to issue any order, rules, regulations notification or by-law under a statutory power.

[2][(2-a) It shall be incumbent upon the Administrative Department concerned to get the views of the Finance Department and Law Department on all MoUs and Agreements. The Molls and Agreements shall invariably be submitted, to the Provincial Cabinet for approval or as the case may be to the Chief Minister:

Provided that such powers have been delegated to the Chief Minister by the Provincial Cabinet.]

(3) The Law and Parliamentary Affairs Department shall advise whether the proposed draft is strictly within the powers conferred by the legislature and is in the correct form.

(4) For any proposed legislation, the Law and Parliamentary Affairs Department shall be consulted in accordance with the provisions contained in Part E of these rules.

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1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2022/576-675 dated 06th February, 2023; and published in the Balochistan Gazette (Extraordinary) No. 31, dated 06th February, 2023.
2. Substituted by ibid.

(5) Except as provided for in sub rule (7), the Law and Parliamentary Affairs Department is not, in respect of legislation, an originating office, and its proper function is to put into correct form all proposed legislation. It is for the Administrative Department concerned to consider the desirability of legislation and all points connected therewith. After it has reached its conclusions, it shall refer the case to the Law Department with a memorandum indicating precisely the lines on which it is proposed to legislate which should include:-

(a) any statement in the form of series of propositions detailing the provisions required to be made, or preferably, a draft bill; and

(b) any statement giving the objects and reasons for such provisions.

(6) The Law and Parliamentary Affairs Department, apart from giving shape to the draft legislation, shall advise the Administrative Department whether any sanction is required under existing statutory provisions and whether any further legal requirements are to be complied with. The Law Department shall also advise whether the proposed law disregards or violates, or is not in accordance with the principles of Law making, whether a reference should be made to the Council of Islamic Ideology for advice, if not already done, and if so, what shall be the terms of that reference. The Administrative Departments shall, after obtaining the approval of the Cabinet in terms of rule 24, forward the proposed draft legislation to the Provincial Assembly in terms of rule 38.

Note- Legislation means a Bill or an Ordinance or an amendment thereto.

(7) Codification of substantive law and 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 in the Law and Parliamentary Affairs Department. The Law and Parliamentary Affairs Department, however, consult the Administrative Departments concerned which shall consider the draft legislation in its bearing on administration, make such enquiries and consultations as may be necessary, and tender advice to the Law and Parliamentary Affairs

Department accordingly.

(8) The advice of the Advocate General shall be obtained by the Law Department on its own motion, or in case of difference between the Law Department and the Department concerned, at the instance of the latter. The brief for the Advocate—General which shall be prepared by the Law Department and approved by the Department concerned, shall set out the case, and the points of difference explicitly and briefly seeking the advice of the Advocate-General in the form of well-defined questions. The reply of the Advocate-General shall be framed similarly and, on receipt, conveyed verbatim to the Department concerned.

(9) In case of dis-agreement between the Advocate General and Law Department, the views of both the Advocate General and the Law Department shall be conveyed verbatim to the Department concerned, which, if it does not accept the view of the Law Department, shall submit the case to the Chief Minister for decision.

(10) Bills requiring consideration of the President shall be referred to the Federal Government by the Law and Parliamentary Affairs Department.

[1][Consultation with Science and Information Technology Department.

17-A. (1) The Science and Information Technology Department shall be consulted by the Administrative/ Attached Departments, District Administration and Autonomous Bodies,-

(a) whenever any IT intervention is required by the Government;

(b) before submission of their such scheme/project/work for the consideration of PDWP/DSC.

(2) The Science and IT Department shall examine the IT related proposal on the following grounds:-

(a) whether the scheme/project/work is duplication/replication of an existing project/work;

(b) whether the cost-cutting can be made by making use of an already available resource in the provincial or federal governments; and

(c) Whether there can be any

1. Inserted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2020/2840-2939 dated 14th October, 2020; and published in the Balochistan Gazette (Extraordinary) No. 139, dated 14th October, 2020.

integration/synchronization problems posed by proposal at a later stage.

(3) In case of any difference in the opinion and point of view of Science and Information Technology Department and the proposing department, the decision of Additional Chief Secretary (Dev.) shall be final.]

Consultation between the Heads of Attached Departments, Heads of Regional Offices and Secretariat.

18. Cases requiring the approval of Government shall be referred in a complete form as possible to the Department concerned by the Heads of the Attached Departments or Heads of Regional Offices as the case may be. Cases referred to the Administrative Department by the Attached Department or Regional Offices, shall ordinarily be settled through personal discussion between the Head of Attached Department or Regional Offices and Secretariat Officers dealing with the case.

Secretaries' Committee.

19. (1) There shall be constituted a Secretaries' Committee, with the Chief Secretary as its Chairman, to facilitate co-ordination amongst the Departments, to provide a venue for the consideration of matters of common interest and to tender advice on any case that may be referred to it by the Chief Minister, the Cabinet or a Minister;

(2) A Secretary, who wishes a particular matter to be discussed in the Secretaries' Committee Meeting shall inform the Services and General Administration Department of his intention of doing so and forward 40 copies of a brief note on the subject which would form the basis of discussion;

(3) The 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 short notice;

(4) Secretaries' Committee meeting shall be attended only by Secretaries and Additional Secretaries of Departments, or such other officers as may be required by the Chief Secretary;

(5) Minutes of the meeting shall be recorded (except in those cases where a record may not be considered necessary) by the Deputy Secretary (Cabinet)/S.O. (Cabinet) or an officer of the Services and General Administration Department who shall

attend the meeting for the purpose, and shall be circulated, after approval by the Chief Secretary, as soon as possible;

(6) Conclusions reached at the meeting cf the Secretaries' Committee shall not be taken as decision of Government. Any further action required shall be taken by the Department concerned in accordance with the rules.

PART "C"- SERVICES

Appointments, Postings, Promotions and Transfers.

Public Service Commission.

20. The advice of the Public Service Commission shall ordinarily be accepted by the Departments in all matters where it is obligatory to consult the Commission under any rules or regulations for the time being in force. If it is proposed not to accept the advice of the Commission, it shall be submitted to the Chief Minister, through the Services and General Administration Department, who may give an opportunity to the Public Service Commission of further justifying its recommendation before a final decision is taken.

Selection Board.

21. (1) Appointments by Promotion and Transfer to the posts in BPS-17 and above of all the Civil Servants and Police Personnel, Levies Force and Balochistan Constabulary of the Government of Balochistan unless filled through the Public Service Commission, shall be made on the advice of a Selection Board to be constituted by the Government;

(2) In addition to the Selection Board specified in sub-rule (1) the Government may constitute one or more Selection Boards, and specify the appointments and promotions to posts, which are to be made on the advice of the Public Service Commission or to be made on the advice of such Selection Boards; and

(3) All appointments by initial recruitment, promotion and Transfer under Statutory Bodies which are required to be made or approved by Government to make the appointments and promotions to posts, which are to be made on the advice of the Public Service Commission or to be made on the advice of such Selection Boards to be specified by the Government from time to time.

Posting.

22. (1) Transfers of officers shown in column 2 of Schedule III shall be made by the authorities shown in column 3 thereof or specified by the Government from time to time;

(2) The Services and General Administration Department shall be consulted if it is proposed to:

(a) transfer the holder of a tenure post before the completion of his tenure or extend his period of tenure;

(b) require an officer of BPS-17 and above to hold charge of more than one post for a period exceeding three months.

Note- Tenure of posts shown in column I of Schedule IV shall be as shown in column 2 thereof.

PART "D"- CABINET PROCEDURE

Collective responsibility.

23. The Cabinet shall be collectively responsible to the Provincial Assembly for the advice tendered to, or the executive orders issued in the name of the Governor, whether such advice or order has been tendered or issued, as the case may be, by an individual Minister or as a result of a decision by the Cabinet;

Cases to be brought before the Cabinet.

24. (1) The following cases shall be brought before the Cabinet:-

(a) proposals for legislation, official or non-official, including Money Bills;

(b) promulgation and revocation of ordinances;

(c) the budget position and proposals before the presentation of the annual budget and other financial statements;

(d) proposals for the levy of new taxes;

(e) cases involving vital political and administrative policies;

(f) cases which the Chief Minister acting on his own initiative or at the instance of another Minister may 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;

(i) any case desired by the Chief Minister to be referred to the Cabinet;

(j) any case desired by the Government to be referred to the Cabinet; and

(k) any matter on which a decision has been taken by the Chief Minister or a Minister but which has not been considered by the Cabinet, if so desired by the Governor.

Approval of legislation.

25. The Chief Minister may approve the proposed legislation submitted to him and dispense its reference to the Cabinet.

Methods of disposal by Cabinet.

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

(a) by discussion at a meeting of the Cabinet; or

(b) by discussion at a meeting of a Committee of the Cabinet; provided that the decisions of the Committee shall be, ratified by the Cabinet unless the Cabinet has authorized otherwise; or

(c) by circulation amongst Ministers.

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

Manner of submission of cases to the Cabinet.

27. (1) In respect of all cases to be submitted to the Cabinet, the Secretary of the Department concerned shall transmit to the Chief Secretary a concise and lucid memorandum of the case (hereinafter referred to as the "summary"), giving the background and relevant facts, the points for decision and the recommendations of the Minister:

Provided that in the event of the views of the Department being different from the views of the Minister, both the views shall be included in the summary;

(2) The summary shall be self-contained as far as possible, and may include as appendices such relevant papers as are necessary for the proper appreciation of the case;

(3) In case of proposed legislation to which approval in principle is sought, the summary shall bring out clearly the main features of the legislation;

(4) Where a case concerns more than one Department, the summary shall not be forwarded to

the Cabinet unless the case has been considered by all the departments concerned. In the event of a difference of opinion, the points of difference between them shall be clearly stated in the summary, a copy of which shall be sent by the sponsoring department to the other departments concerned simultaneously with the transmission of the summary to the Cabinet;

(5) No summary containing a proposal involving financial implications shall be submitted to the Cabinet unless the Finance Department has been consulted and its views incorporated in the summary;

(6) All Drafts, Bills, Ordinances or Orders having the force of law shall be submitted to the Cabinet after the same have been vetted by the Law and Parliamentary Affairs Department and no change shall be made therein without bringing 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 approach the Chief Secretary for its inclusion in the agenda, and if he agrees, a note shall be sent for circulation to the Cabinet showing how the case is urgent and why it could not be submitted in time;

(8) The Services and General Administration Department shall satisfy itself that the papers submitted by the Secretary are complete and in appropriate form. It shall ordinarily return a case which does not meet the requirements of these rules or of any other instructions on the subject.

Procedure regarding Cabinet decisions by circulation.

28. (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 assumed that he accepts the recommendations contained in the summary;

(2) After the opinions have been received, or the time specified has expired, the Chief Secretary shall:-

(a) in the event of full agreement to the recommendation in the summary, treat it as a Cabinet decision and proceed further in terms of rule

29(10); and

(b) in the event of a difference of opinion, obtain the direction of the Chief Minister whether the case shall be discussed at a meeting of the Cabinet or the recommendation of the majority of the Ministers be accepted and Communicated as Cabinet decision.

If the Chief Minister directs that the recommendations of majority of Ministers be accepted as a Cabinet decision, the Chief Secretary shall act in terms of rule 29(10) and if the Chief Minister directs that the case shall be discussed at a meeting of the Cabinet, the Chief Secretary shall circulate the opinion recorded by the Ministers in the form of a supplementary summary submitting a copy simultaneously to the Governor;

(3) Reports made to the Cabinet and other cases submitted only for information, shall normally be disposed of by circulation.

Procedure regarding Cabinet meeting.

29. (1) Meetings of the Cabinet to discuss ordinary business shall normally be held once a fortnight, on any day to be fixed by the Chief Minister:

Provided that the Chief 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 Cabinet meetings, unless he has obtained the Chief Minister's permission to absent himself in which case the Secretary of his Department should be invariably be in attendance at the Cabinet meeting, if any item relating to his Department is on the agenda of the meeting;

(3) The Chief Minister shall preside at all meetings of the Cabinet:

Provided that in the absence of the Chief 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. In the case of special meetings, the circular may be issued

less than three days in advance;

(5) No case shall be discussed in the Cabinet unless a summary relating to it has first been circulated:

Provided that the Chief Minister may dispense with the requirements of this sub-rule whereon the representation of the Minister-in-Charge, he is satisfied that the circumstances were such that the papers could not be supplied;

(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-in-Charge from headquarters, the Secretary of the Department concerned considers that the discussion on a case should await the Minister's return he may request the Chief Secretary for its postponement. The Chief Secretary shall thereupon obtain the orders of the Chief Minister in regard to postponement;

(8) A Minister may, if he deems it fit, request for the withdrawal for the case pertaining to his Department from the agenda of the Cabinet;

(9) The Chief Secretary shall attend all the meetings of the Cabinet and prepare:-

(a) a brief record of the discussion when 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 the reasons therefore, and shall submit a copy of these records within twenty four hours of the close of the meeting to the Chief Minister for his approval.

(10) The Chief Secretary shall circulate to the Ministers and to the Governor a copy of the record prepared under sub-rule (9) as approved by the Chief 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 issue of the minutes. The Chief Secretary shall obtain the orders of the Chief 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-rules (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 Governor for information by the Chief Secretary;

Explanation:-

Reference to the "Chief Minister" in this rule includes the most senior Minister when he presides at the Cabinet meeting in the absence of the Chief Minister.

Procedure regarding Committees of Cabinet.

30. (1) Meetings of the Committees of the Cabinet shall be convened by the Chief Secretary under the directions of the Chairman of the Committee, who shall preside at the meeting;

(2) Officers of the department concerned may be associated with the deliberations of the Committee as and when considered necessary;

(3) The provisions of the rules 27 and 29 shall apply mutatis mutandis to the manner of submission of cases to and the procedures for the meetings of the Committee.

Action on Cabinet decisions.

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

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

Provided that the record of the decision before a

decision is taken shall not be passed down by the Secretary to the other department nor to other officers of his department unless it contains points which require consideration or action in the other department or by the officers, as the case may be;

(3) The Chief Secretary shall watch the implementation of Cabinet decisions, and the Secretary in the department concerned shall supply to the Chief Secretary such documents as the latter may, by general or special request, require to enable him to complete his record of the case;

(4) The Chief Secretary shall maintain the record of each case submitted to the Cabinet which shall consist of:-

(a) a copy of all papers issued under rules 28(1), 29(4) and 30;
(b) a copy of the records prepared under rules 28, 29(9) and 30; and
(c) all documents received under rule 31(3);

(5) The Governor shall be kept informed of all decisions of the Cabinet.

Secrecy of Cabinet Proceedings.

32. (1) All proceedings of the Cabinet and the record of the discussions in the Cabinet shall be secret;

(2) All papers submitted to the Cabinet are secret until the Cabinet's decision has taken place, where-after the Secretary concerned shall, subject to any general or special orders of the Chief Secretary in this behalf, determine whether the papers shall continue to be classified as secret.

Custody of Cabinet papers.

33. The Minister shall return to the Chief Secretary:-

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

PART "E"- RELATIONS WITH PROVINCIAL LEGISLATURE

Rules of Assembly.

34. The departments shall, in their relation with the Assembly, comply with the rules of procedure and standing orders of the Assembly.

Summoning of the Assembly.

35. (1) Orders of the Governor for convening a session of the Assembly shall be obtained by the Law and Parliamentary Affairs Department under the directions of the Chief Minister and communicated to the Secretary of the Assembly;

(2) As soon as the date of session of the Assembly is fixed, it shall be notified in the Gazette by the Secretary of the Assembly and thereupon all departments shall undertake a review of the official business intended to be brought before the Assembly and shall promptly forward to the Law and Parliamentary Affairs Department detailed lists of such business not later than seven days before the commencement of the session;

(3) The Minister for Law and Parliamentary Affairs shall prepare a provisional forecast of the business to be brought before the Assembly and shall make proposals to the Speaker for the allotment of days for transaction of official as well as non-official business. The programmer, as approved by Speaker, shall be communicated by the Assembly Secretariat to all the departments and Principal Secretary to the Governor.

Prorogation of the Assembly.

36. (1) When the Assembly has been summoned by the Governor, he will at the appropriate stage, fix a date for the prorogation of the Assembly;

(2) The Secretary of the Assembly shall, when the session called by the Governor is nearing completion of its business under the directions of the Chief Minister, obtain the orders of the Governor through the Law and Parliamentary Affairs Department, as to the date for the prorogation of the Assembly;

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

General provisions regarding bills, etc.

37. (1) Copies of the Bills, resolutions, motions, questions and other business to be brought before the Assembly shall as soon as received, be forwarded by the Assembly Secretariat to the department concerned;

(2) For the correct allocation of the business of the Assembly amongst the departments, the Assembly Secretariat shall consult the Chief Secretary, wherever it is in doubt;

(3) If a bill, resolution, motion or question has been wrongly addressed to a department by the Assembly Secretariat it should be promptly transferred to the department concerned, in consultation with the Chief Secretary, if necessary, and under advice to the Assembly Secretariat;

(4) The Assembly Secretariat shall advice 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 departments may regulate their 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 affair of the Assembly, the receiving officer shall at once bring it to the notice of the Secretary and the Minister.

Official Bills and Amendments.

38. (1) After taking action in terms of rules 17 and 24 the Department concerned shall forward the Bill to the Provincial Assembly of Balochistan in its final form with a statement of objects and reasons along with a written notice duly signed by the Minister Incharge. This action shall be completed irrespective, and preferably well in advance of the date of commencement of a session of the Assembly.

(2) If the Bill is one that requires the consent, sanction or recommendation of the Provincial Government or the President, the notice shall be accompanied by such sanction or recommendation.

(3) The Secretary Provincial Assembly shall arrange, to include the Bill in the official business of the Assembly. The Bill shall be introduced in the Assembly by the Minister incharge or any other member on his behalf and thereafter published in the Gazette by the Secretary, Provincial Assembly.

(4) After the introduction of a Bill, the following motions be made in regard to it, namely:-

(a) that it be taken into consideration and passed; or

(b) that it be referred to a Select Committee; or

(c) that it be circulated for the purpose of eliciting opinion.

(5) The Department concerned shall formulate the line of action to be adopted, and prepare a brief for the use of the Minister;

(6) The procedure regarding amendments shall be the same as for official Bills;

(7) After a Bill has been passed, the Secretary Provincial Assembly shall forward it to the Governor, in the form in which it is passed, duly signed by the Speaker of the Assembly. If the Bill is one which requires the consent of the President, the Governor may ask for the advice of the Law Department as to the grant of assent or the preservation of the Bill for the consideration of the President. After the Governor has passed order, the Secretary Provincial Assembly shall inform the Department concerned and publish the Bill, if assented to, in the Gazette;

(8) When a Bill is presented to the Governor for assent, the Governor shall, within ten days:-

(a) assent to the Bill; or

(b) in the case of a Bill other than a Money Bill, return the Bill to the Provincial Assembly with a message requesting that the Bill, or any specified provision thereof, be reconsidered and that any amendment specified in the message be considered.

(9) When the Governor has returned a Bill to the Provincial Assembly, it shall be reconsidered by the Provincial Assembly and, if it is again passed, with or without amendment, by the Provincial Assembly, by the votes of the majority of the members of the Provincial Assembly present and voting, it shall be again presented to the Governor and the Governor shall give his assent within ten days, failing which such assent shall be deemed to have been given;

(10) When the Governor has assented or is deemed to have assented to a Bill, it shall become law and be called an Act of Provincial Assembly;

(11) No Act of a Provincial Assembly, and no provision in any such Act, shall be invalid by reason only that some recommendation, previous sanction or consent required by the Constitution was not given if that Act was assented to in accordance with the Constitution.

Non Official Bills and Amendments.

39. (1) As soon as notice regarding the introduction of non-official Bill is received from the Assembly Secretariat by a Department, it shall consult the Law Department as to:-

(a) assess the administrative implications of the proposed legislation;

(b) consult the other departments concerned including the Finance Department, where necessary; and

(c) obtain the Law and Parliamentary Affairs Department's advice, whether:-

(i) the Bill can be introduced in the Assembly and is otherwise in order; and

(ii) previous sanction of the Government to its introduction is necessary.

(2) After the advice of the Law and Parliamentary Affairs Department has been obtained, and where necessary consultation with the other departments concerned has been made, the department concerned shall obtain:-

(a) the instructions of the Cabinet regarding the provisions of the Bill; and

(b) the decisions of the Cabinet as to which of the following motions in the Assembly is to be supported that:-

(i) it be taken in to 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 electing opinion thereon; or

(iv) it be opposed.

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

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

(5) The procedure regarding amendments shall be the same as for non-official Bills.

Resolutions and motions.

40. (1) When an official resolution or motion is to be moved in the Assembly, the Department concerned shall, after consulting the Law Department and obtaining the approval of the Cabinet, forward the same, together with a formal notice duly signed by the Minister to the Secretary of the Assembly who shall, if the resolution or motion is admitted by the Speaker, arrange for its inclusion in official business of the Assembly;

(2) Official resolution may be for the constitution of a statutory body, declaration of policy on a matter of general public interest, etc.

(3) On receipt of a non-official resolution or motion from the Assembly Secretariat, the Department concerned shall examine it and obtain the orders of the Cabinet, if the time permits. Orders of the Chief Minister, where necessary, shall be obtained;

(4) In examining the resolution or motion, the Department concerned shall consider whether the discussion of the resolution or motion, or any part of the same, would be detrimental to the public interest. If so, it should point this out, with reasons in its comments on the resolution or motion, as the case may be;

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

(6) After a resolution or motion has been adopted, the Assembly Secretariat shall forward it to the Department concerned for appropriate action.

Questions.

41. (1) On receipt from the Assembly Secretariat of questions (starred or unstarred or short notice), proposed to be asked by member, the Department concerned shall draft replies with the approval of the Minister, and in the case of a Department which has not been assigned under these rules to any Minister, with the approval of the Secretary-in-Charge of that Department and forward the required number of copies to the Assembly Secretariat before the day on which the question is to be asked. In the case of starred questions, briefs shall be prepared by the Department concerned for the use of the Minister to assist him in answering any supplementary question that may be asked;

(2) A copy of the supplementary question asked in the Assembly in respect of a starred question and the replies given shall be forwarded by the Assembly Secretariat to the Department concerned as soon as possible after the proceedings have been transacted;

(3) The Department concerned shall be responsible for giving effect to any undertakings given by the Minister in reply to questions.

Budget.

42. (1) The Finance Department shall forward proposals regarding the date for the presentation of the annual budget to Secretary to the Assembly. The latter shall obtain the orders of the Governor through the Chief Secretary. On receipt of orders a notification in the Gazette shall be issued by the Secretary to the Assembly;

(2) On receipt of a motion proposing a cut in a demand (or supplementary demand) for grant of funds, the Department concerned shall examine the points raised in the motion, or any further points likely to be raised, and prepare a brief for the use of the Minister-in-Charge.

Ordinance.

43. (1) The provisions of rule 38 shall apply mutatis mutandis where the proposed legislation is an Ordinance;

(2) The Administrative Department shall arrange to lay it before the Assembly as required by sub-clause (a) of clause (2) of Article 128 of the Constitution.

PART "F" - SUBMISSION OF CASES TO THE GOVERNOR AND THE CHIEF MINISTER.

Submission of cases to the Governor.

44. (1) Notwithstanding the provisions made in these rules, where in terms of any provisions of the Constitution, any function is to be performed or any orders have to be issued by the Governor or his specific approval is required, the Department concerned shall incorporate a paragraph to this effect in the Summary titled as "**Summary for Chief Minister".** The Chief Minister shall tender his advice with specific recommendations and submit the case to the Governor. After the Governor has seen and approved the case, it shall be returned to the Chief Minister. The cases to which this sub-rule applies are enumerated in Schedule VI and Part A of Schedule-VII;

(2) The cases enumerated in Part B of Schedule VII shall be submitted to the Governor for his information;

(3) Notwithstanding the provisions made in these rules, where in terms of any provisions of the Constitution, any function is to be performed or any orders have to be issued by the Governor in his discretion, the Department concerned shall submit the case to the Governor through the Chief Minister in the form of a self-contained, concise and objective summary tilted as "**Summary for Governor**" stating the relevant facts and points for decision prepared on the same lines as those prescribed in these rules for a Summary for the Cabinet except that only one copy will be required which may not be printed. This procedure will not, however, be applicable where the case is initiated by the Governor himself and decided in consultation with the Chief Minister;

(4) The Chief Minister shall keep the Governor informed of all important, Political and administrative matters and major developments in the fields of planning, economic development and industrialization, etc;

(5) On a question whether any matter is or is not a matter in respect of which the Governor is by the Constitution of the Islamic Republic of Pakistan empowered to act in his discretion, the decision of the Governor in his discretion shall be final;

(6) The Governor may require to submit for consideration of the Cabinet any matter on which a decision has been taken by the Chief Minister or a

Minister but which has not been considered by the Cabinet;

(7) The Governor may require the Cabinet or, as the case may be, the Chief Minister, to reconsider its or his advice tendered to the Governor in the performance of his functions, whether generally or otherwise, and the Governor shall act in accordance with the advice tendered after such reconsideration;

(8) All Summaries to the Governor shall be submitted by the Administrative Secretary routed through the Minister-in-charge and the Chief Secretary. All such Summaries on which the Governor has passed orders, shall on their way back to the respective departments, also be routed through Chief Secretary.

Reference to the Chief Minister.

45. (1) No order shall be issued without the approval of the Chief Minister in:-

(a) cases involving important policy or departure from important policy;

Note: Departure from policy includes departure from a previous decision of the Cabinet or Chief Minister.

(b) cases enumerated in Part A of Schedule-VIII;

(2) Cases enumerated in Part B of Schedule-VIII shall be submitted to the Chief Minister for his information. Chief Minister may require any other case to be submitted to him for information;

(3) A case submitted to the Chief Minister for his order shall include a self-contained summary to be initiated by the Administrative Secretary stating the relevant facts and the points for decision. The summary shall include the specific recommendations of the Minister-in-Charge through the Chief Secretary and shall be accompanied by a draft communication wherever appropriate;

(4) All Summaries on which the Chief Minister has passed orders, shall on their way back to the respective departments, be routed through Chief Secretary.

PART "G"- MISCELLANEOUS PROVISIONS.

Protection and communication of official information.

46. (1) No information acquired directly or indirectly from official documents or relating to official matters shall be communicated by a Government servant to the Press, to non-officials or officials belonging to other Government offices, unless he has been generally or specially empowered to do so;

(2) Detailed instructions shall be issued by the Chief Secretary for the treatment and custody of official documents and information of a confidential character;

(3) Ordinarily all official news and information shall be conveyed to the press through the Services and General Administration Department and the manner in which this may be done shall be prescribed, generally or specially in each case, by that Department;

(4) Only Ministers and Secretaries and such officers as may be authorized by the Government, shall act as official spokesmen of the Government.

Channels communication.

47. (1) Correspondence with the Federal Government or another Provincial Government shall be conducted direct by the Department in respect of subject allocated to them, subject to the provisions of rule 12 and it shall ordinarily be addressed to the Secretary of the Ministry or Department concerned;

(2) All correspondence with the Government of a foreign country or a Pakistan Diplomatic Mission abroad or a Foreign Mission in Pakistan or an International Organization, shall normally be conducted through the Ministry of Foreign Affairs of the Federal Government:

Provided that by means of general or special orders to be issued by the Ministry of Foreign Affairs, direct correspondence may be allowed under such conditions and circumstances as may be specified by that Ministry;

(3) All correspondence with the Headquarters of the Armed Forces, viz, Naval Headquarters, General Headquarters, or Air Headquarters or their subordinate formations, shall normally be conducted through the Ministry of Defence in the Federal Government:

Provided that by means of general or special orders to be issued by the Ministry of Defence in the Federal Government, direct correspondence may be allowed under such conditions and circumstances

as may be specified:

Provided further that the provisions of this sub-rule shall not affect normal communications between a Service Commander and the civil authorities in his area, or interdepartmental discussions in which Services representatives are required to take part;

(4) (a) Save as provided in any law for the time being inforce ,all correspondence between the Government and the Head of Attached Departments, Regional Offices, Autonomous Bodies shall be conducted through the Secretary of the Department concerned;

(b) (Deputy Commissioners, except in cases of emergency, shall correspond with Government or with the Head of an Attached Department only through the Commissioner. They may, however, correspond direct with Divisional Regional or District Officers of other Departments.

(c) Commissioners may correspond direct with Secretary or with Heads of Attached Departments regarding cases relating to them, and may also address the Chief Secretary in respect of any case, should the circumstances of the case so require.

Transaction of Business Oral discussion.

48. (1) The business of Government shall be transacted in accordance with the channels of communication laid down in the rules and instructions. If oral discussions are held with a Minister or any other higher authority by an official of the Department he shall communicate the points made during the discussion to his Secretary at the earliest;

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

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

Repeal.

49. The Balochistan Government Rules of Business, 1976 are hereby repealed.

SCHEDULE I

SECTION 'A'

{See Rule 3 (1)}

LIST OF ADMINISTRATIVE DEPARTMENTS.

S.No.	Secretariat Department
1	**2**
1.	Agriculture and Cooperatives Department.
2.	Board of Revenue.
3.	Chief Minister's Inspection Team.
4.	Colleges, Higher and Technical Education Department.
[1][5	Communication Department.]
6.	[2][Building, Physical Planning and Housing Department.
7.	Culture, Tourism and Archives Department.
8.	Energy Department.
9.	[3][Environment Department].
10.	Finance Department.
11.	[4][Fisheries and Coastal Development Department.]
12.	Food Department.
13.	Forest and Wildlife Department.
14.	Governor's Secretariat.
15.	Health Department.
16.	[5][Home Department.]
17.	Industries and Commerce Department.
18.	Information Department.
19.	Inter Provincial Coordination Department.
20.	Irrigation Department.
21.	Labour and Manpower Department.
22.	Law and Parliamentary Affairs Department.
23.	Livestock and Dairy Development Department.
24.	Local Government and Rural Development Department.
25.	Mines and Minerals Development Department.
26.	Planning and Development Department.
27.	Population Welfare Department.

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/2013-S&GAD/2296-2395 dated 30th October, 2013; and published in the Balochistan Gazette (Extraordinary) No. 121 dated 30th October, 2013; and Subsequently re-Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/4149-4248 dated 03rd September, 2021, and published in the Balochistan Gazette (Extraordinary) No. 147 dated 3rd September, 2021.
2. Substituted by ibid.
3. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2017/1316-1415 dated 18th April, 2017; and published in the Balochistan Gazette (Extraordinary) No. 88, dated 18th April, 2017.
4. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2016/415-514 dated 27th January 2016; and published in the Balochistan Gazette (Extraordinary) No. 12-A dated 27th January 2016; and Subsequently re-Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98 dated 25th May, 2023.
5. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98, dated 25th May, 2023.

28.	Prosecution Department.
29.	Public Health Engineering Department.
30.	Religious Affairs [1][**********]
[2][30-A	Minorities Affairs Department.]
31.	Science and Information Technology Department.
32.	[3][School Education Department.]
33.	Services and General Administration Department.
34.	[4][Social Welfare Department.]
35.	Transport Department.
36.	Urban Planning and Development Department.
37.	Women Development Department.
[5][38.	Sports and Youth Affairs Department.]
[6][39.	Chief Minister's Secretariat.]
[7][40.	Excise, Taxation and Anti-Narcotics Department.]

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2019/678-777 dated 10th April, 2020; and published in the Balochistan Gazette (Extraordinary) No. 68 dated 10th April, 2020.
2. Inserted by ibid.
3. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98, dated 25th May, 2023.
4. Substituted by ibid.
5. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2017/1316-1415 dated 18th April, 2017; and published in the Balochistan Gazette (Extraordinary) No. 88, dated 18th April, 2017.
6. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/581-680 dated 20th February, 2018; and published in the Balochistan Gazette (Extraordinary) No. 26, dated 20th February, 2018.
7. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/2113-2212 dated 17th September, 2020; and published in the Balochistan Gazette (Extraordinary) No. 130, dated 17th September, 2020.

SCHEDULE I
Section "B"
{See Rule 3 (4) and 12 (4) (a)}

DISTRIBUTION OF BUSINESS AMONG DEPARTMENTS

1. AGRICULTURE AND COOPERATIVES DEPARTMENT

1.	Agriculture Extension, Research, Engineering and Education.
2.	Enhance productivity through better varieties and improved management practices.
3.	Promoting high value crops, fruits and vegetables.
4.	Transmission.
5.	Promoting efficient use of water and other inputs.
6.	Improving soil health.
7.	Development of culturable waste lands.
8.	Layout orchards, model farms and budding of fruits.
9.	Assisting crop reporting services in conducting surveys, collection of data, and helping farmers in taking remedial measures against pest attack.
10.	Genetic improvement of crop varieties.
11.	Development of production technology.
12.	Control of diseases and insect/pests.
13.	Promote.
14.	Mobilize farming communities to share investment costs.
15.	Establishment of New Regulated Markets.
16.	Training of members, staff and functionaries of the regulated markets.
17.	Dissemination of marketing information.
18.	Demonstrations on picking, packing and grading.
19.	Establishment.
20.	To impart technical assistanceto the people engaged in Floriculture and Landscaping of Gardens and Parks.
21.	Adaptive Research.
22.	Zoological Survey.
23.	Botanical survey.

24.	Crop Reporting Services.
25.	Cooperative Societies and Cooperative Bank.
26.	Preparation of Agriculture graduates and Masters.
27.	All Service matters of the employees of the Attached Departments, which does not include employees of the Secretariat and except those matters entrusted to Services and General Administration Department or to any other Department.

2. BOARD OF REVENUE.

	LAND UTILIZATION
1.	Old Colonies.
2.	Waste lands, new Colonies and projects and Land Utilization Ordinances.
3.	Land Utilization Board (Administration of all New Colonies).
4.	Land Utilization Committee.
5.	Colonization and disposal of State lands.
6.	Scheme relating to grant of land to retired and retiring Government Servants.
7.	Land surveys and Record of rights, including restriction over transfer of lands;
8.	Demarcations and Rectangulation of land.
9.	Leases of Ferries and Bridges.
10.	Treasure trove.
11.	Settlement and Re-assessment.
12.	Tenancy Laws.
13.	Range Management Schemes.
14.	Rehabilitation of War Disposal persons.
	REVENUE
15.	Land revenue Administration:-
	(a) Assessment and collection of Land Revenue, Development cess and surcharges thereon and Agriculture Income Tax;
	(b) Alienation of revenue;
	(c) Laws regarding Land Tenure, relations between Land Lords and Tenants, special remission of Land Revenue and remission under sliding scale;
	(d) Jagirs and mafias.
16.	Land Improvement and other Agricultural Lands.
17.	Compulsory acquisition of land, Acquisition Act and Rules made thereunder.
18.	Registration of Deeds and Documents including Registration Fees.
19.	Copying Department.
20.	Court of Wards, Encumbered and attached estates.
21.	Stamp and Court Fees, Judicial and non-Judicial.

22.	Famine Relief fund and relief for other calamities, e.g. earthquakes, cyclones, floods and conflagrations (PDMA).
23.	Government Estates.
24.	Debt Conciliation Boards.
25.	Land Laws.
26.	Water logging and salinity other than schemes.
27.	Unification of Lands Laws.
28.	Preparations of Gazetteers.
29.	Agriculture Income Tax.
30.	Judicial cases (appeals and revision) under Land Revenue Act.
	SETTLEMENT AND REHABILITATION
31.	Preparations of Gazetteers.
32.	Evacuee Property.
	ADMINISTRATION
33.	Territorial Adjustments and changes.
34.	Boundary Disputes.
35.	Collection of Government dues in the province.
	MISCELLANEOUS
36.	Board of Economics enquiry.
37.	Minimum Wages Board for Agricultural produce.
	DIRECTOR LAND RECORDS
38.	Supervision of Departmental Examination of Naib Tehsildars and Kaungo, also arrange of refresher course for Patwaries and take test at the end.
39.	To prepare and inspect the price and weather reports. Return of Wages of Agriculture Statistics and to conduct crops experiments of District Officers and cattle crops.
40.	To control and supervise rain gage.
41.	To perform the duties with regards to settlement assigned to him.
42.	To provide 42 Kinds of Revenue forms and registers etc in the whole of Province.
43.	The inspected registration records of Registrar and Sub-Registrar offices.
[1][44.	**********

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/2113-2212 dated 17th September, 2020; and published in the Balochistan Gazette (Extraordinary) No. 130, dated 17th September, 2020.

45.	**********]
46.	All Service matters of the employees of the Attached Departments, which does not include employees of the Secretariat and except those matters entrusted to Services and General Administration Department or to any other Department.

3. CHIEF MINISTER'S INSPECTION TEAM.

[1][1.	To conduct appraisal on formulation of required policies, strategies, laws, rules, regulation manuals etc. for a subject/department/agency. Consultation with concerned Department/agencies for a comprehensive requirement for present and future needs.
2.	To undertake assessment of on-ground implementation of policies etc. after field/spot visit/inspections.
3.	To prepare key Performance Indicators (KPIs) for every Government Department/agency.
4.	To evaluate functioning of all Government Department/Agencies on annual basis.
5.	To suggest ways and means of making Government Department etc. more efficient and responsive to public needs.
6.	To inspect or cause to be inspected all Government Departments including Police, Autonomous/Semi Autonomous Bodies, Corporations, Institutions and Local Bodies to ascertain whether they discharge their duties/ functions efficiently and expeditiously and to bring serious observations to the notice of the Government together with recommendations for governance improvement.
7.	To inspect any office or project or work related to development or services in the province, prepare annual plan, strategy, establish mechanism and execute it to have role as per approved vision, mission and target.
8.	May consult any record and examine any official in connection with any official duty.
9.	May requisition any record or require any person to assist for ascertaining facts required to complete a probe, inquiry or inspection.
10.	To Establish and maintain IT based system of real time inspections for having transparency in the system.
11.	To inquire/probe any matter assigned to CMIT by the Chief Executive/authority of the Province or the Chief Secretary.
12.	To inquire any matter of public importance or to redress a complaint on an application/information and formulate a report for consideration of the Chief Executive or the Chief

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/4049-4147 dated 3rd September, 2021.

	Secretary as the case may be.
13.	To inquire/probe any matter assigned to CMIT by the Chief Executive/authority of the Province or the Chief Secretary.
14.	To-inquire any matter of public importance or to redress a complaint on an application/information and formulate a report for consideration of the Chief Executive or the Chief Secretary As the case may be.
15.	To formulate agenda for public sector reform, CMIT to have a "Public Sector Reforms and Initiative Advisory Board (PRIAB)".
16.	To perform any other role or supervise any other set up placed under CMIT as assigned by the Chief Minister.]

4. COLLEGES, HIGHER AND TECHNICAL EDUCATION DEPARTMENT.

1.	Higher Education Commission;
2.	Universities;
3.	Board of Intermediate and Secondary Education;
4.	Degree, Inter, Cadet and Balochistan Residential Colleges, including Technical Education Colleges;
5.	Balochistan Academy for College Teachers (BACT);
6.	Grant of Scholarships in consultation with Finance Department;
7.	All Service matters of the employees of the Attached Departments, which does not include employees of the Secretariat and except those matters entrusted to Services and General Administration Department or to any other Department.

[1][5. COMMUNICATION DEPARTMENT.

1.	Legislation policy formation and sectoral planning.
2.	Planning Designing Construction and Maintenance of all roads except the road designed as National Highways or Motorways by National Highway Authority, with all allied works.
3.	Enforcement of all collection at designed points as approved by the Provincial Government.
4.	Procurement of works, goods and services.
5.	All Services matters of the employees of the Attached Departments, which does not include employees of the Secretariat and except those matters entrusted to Services and General Administration Department or to any other Department.]

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/2013-S&GAD/2296-2395 dated 30th October, 2013;and published in the Balochistan Gazette (Extraordinary) No 121, dated 30th October, 2013; and subsequently re-Inserted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/4149-4248 dated 3rd September, 2021; and published in the Balochistan Gazette (Extraordinary) No 147, dated 3rd September, 2021.

[1][6. BUILDING, PHYSICAL PLANNING AND HOUSING DEPARTMENT.

1.	Legislation, policy formation and sectorial planning of public and private buildings.
2.	Planning, designing, construction, maintenance and equipment of Provincial Government buildings, (Non-residential and Residential, including Rest Houses/Dak Bungalows, Circuit Houses), commercial buildings, along with allied structures/works financed from Provincial/ Federal Funds or through other sources.
3.	Planning, designing, and construction of Residential Commercial and other Rest Houses/Dak Bungalows, Circuit Houses) on behalf of other Agencies/ Department/Federal Government or as deposit works.
4.	Maintenance, repair and equipment of Provincial/Federal Buildings, assigned to the department.
5.	Preparation of architectural planning, designs and drawings of Provincial Buildings assigned to the department.
6.	Standardization and lay down specification for Buildings, physical Planning and Housing.
7.	Research and Material Testing pertaining to Buildings including coordination with Federal Agencies and international Agencies through Federal Government.
8.	Evaluation and fixation of rent of Government Buildings (Non-Residential and Residential).
9.	Development and updated Construction Standards, Regulations, Buildings Codes, By-Laws and other legislative work, related to all provincial, federal and local in public and private sectors.
10.	Establish Institutions for skill development/ capacity buildings of employees working in the department as well as in other department and private workers associated with construction of buildings. Arrange induction, promotion linked trainings and other refresher courses for Engineers, architects and other staff of the Buildings Physical Planning and Housing Department.
11.	Development of low cost Housing Schemes for low income targets groups in Balochistan.
12.	Procurement of works, goods and services for execution of the construction works of the buildings and their operations.

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/2013-S&GAD/2296-2395 dated 30th October, 2013;and published in the Balochistan Gazette (Extraordinary) No 121, dated 30rd October, 2013; and subsequently substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/4149-4248 dated 3rd September, 2021; and published in the Balochistan Gazette (Extraordinary) No 147, dated 3rd September, 2021.

13.	Organization workshops and design houses for maintenance of machinery, physical planning, architectural buildings in the Building, Physical Planning and Housing Department.
14	Procure and maintain machinery and equipment for design, construction, structural assessment, soil and construction material testing.
15.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.]

[1][7. CULTURE, TOURISM AND ARCHIVES DEPARTMENT.

1.	**Archaeology and Museums:**	
	(a)	Establish and regulate the "Balochistan Advisory Council on Archaeology and Museums" comprising members from Academia, Civil Society, Public and Private Sectors.
	(b)	To Administer and control the exploration, protection, preservation, excavation, conservation and connected matters of tangible and intangible Heritage of Balochistan.
	(c)	Legislation, sectorial planning and policy formulation regarding Archaeology and Museums of Balochistan.
	(d)	Formulate strategy for implementation of Government Polices, Law, Rules, Covenant, Treaties, Conventions and Agreements.
	(e)	Establishment of regional and site Museums.
	(f)	Create and strengthen cooperation and coordination with relevant organizations and stake holders for exploration and preservation of cultural heritage of Balochistan.
	(g)	Organize seminars, workshops, exhibitions, trainings courses to enhance capacity of institutions in Public and Private sector to conserve the Cultural Heritage of Balochistan.
	(h)	Collect, maintain and display the history and culture of the province from the earliest human occupation down to recent times.
	(i)	Provide authorized information, guidance and other facilities to the general public and scholars in matters relating to the tangible and intangible cultural heritage of Balochistan.
	(j)	Create activities and opportunities for income generation of communities and institutions, working for conservation and promotion of culture heritage of Balochistan.
	(k)	Take/circulate, loan collections of artifacts from other museums in Pakistan for enhancement of interest and attraction in the Museums of Balochistan.
	(l)	Organize and update the website of Directorate of Archaeology & Museums with special features for Complaint Management System to provide effective

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2017/1416-1515 dated 18th April, 2017; and published in the Balochistan Gazette (Extraordinary) No. 87, dated 18th April, 2017.

	services to consumers.
2.	**Archives:**
	(a) Make polices for promotion & development of Archives and its subsectors like History culture, education, business and research.
	(b) Establishment and operating of "Balochistan Archives Council comprising representation from public representatives, Civil Society, Academia and line departments.
	(c) Development of Archives Development strategy and plans in line with archives polices in Balochistan.
	(d) Implementation of Government of Pakistan bilateral and multilateral agreements, treaties and international obligations in archives sector.
	(e) Establishment of institutions for capacity building of relevant people in Record Management and preservation.
	(f) To Promote and publicize the history, culture, art, literature, archaeological monuments and other features of interest and profit to the province.
	(g) Regulation of policies regarding preservation and destruction of records of all types.
	(h) Promotion of prominent historical places and personalities of Balochistan and establishment of Record Centers in collaboration with Archaeology Department and other public and private institutions.
	(i) Establishment of regional record centers at appropriate locations to facilitate researchers, historians and scholars to promote history, geography and cultural heritage.
	(j) To develop information management system of archival attractions supported by GIS maps for effective facilitation of archival institution.
	(k) Publication and dissemination of promotion resources, archival catalog for facilitation of all concerned.
	(l) To hold seminars, workshops, symposia and awareness campaigns for promotion and development of archives at national and international level.
	(m) To establish training institutions and offer certificate, diploma and degree courses in collaboration with universities and other public and private institution.

	(n)	To operate archival library service at important historical places of the province.
	(o)	Arrangements for preservation of rare material and acquisition of manuscripts form public and private sector.
	(p)	To arrange trainings for archival concerned people and staff.
	(q)	To initiate and propose legislation on archival issues.
	(r)	Digitization of all archival record.
	(s)	Making archives marketing plan.
	(t)	Provision of records centers, where Departments may place their semi-current records until such time as they are ready to be transferred to the Archives Department or to be destroyed.
	(u)	To assist Departments to develop better classification schemes, to improve their record-keeping practices, and to arrange for the regular retirement of obsolete records and their ultimate disposal.
	(v)	Organize and update the website of Directorate of Archives with special features for Complaint Management System to provide effective services to consumers.
3.	**Culture:**	
	(a)	Establishment and regulation of Balochistan Arts Council comprising representative from civil society private and public sector.
	(b)	Implementation National policies and obligations in consultation with sister provinces and Federal Government.
	(c)	Propose and process Financial Assistance to Artists & Cultural Organizations.
	(d)	Regulate & Promote art and culture in public and private domains like Arts Cultural center, councils, Galleries, Local Academies, Cinema, Stage, Documentation, Drama Musical Shows etc.
	(e)	Promote talent of Balochistan in all cultural forms at local, national and international level by organizing cultural shows and ensuring participation of artists and artisan of Balochistan.
	(f)	Propose cultural polices, development plans, strategy, legislative reforms for cultural promotion and development.

	(g)	Plan, establish and manage art academies, folk museums, exhibition halls, art galleries auditoria and similar other institutions.
	(k)	Organize and update the website of Directorate of Culture with special features for Complaint Management System to provide effective services to consumers.
4.	**Tourism:**	
	(a)	Make polices for promotion & development of, Tourism and its sub-sectors like cultural, echo-tourism, educational, business, research, medical tourism and facilitate religious tourism.
	(b)	Establishment and operationalization of "Balochistan Travel and Tourism Development Council" comprising representation from public representatives, Civil Society, Academia and line departments.
	(c)	Development of Tourism Development strategy and plans in line with tourism polices in Balochistan.
	(d)	Establishment and facilitation of Balochistan Tourism Development Corporation.
	(e)	Implementation of Government of Pakistan bilateral and multilateral agreements, treaties and international obligations in tourism sector.
	(f)	Establishment of institutions for capacity building of relevant people in Tourism, hotel restaurant, event and travel management and ancillary services thereof.
	(g)	Organize foreign tours for tourists of Balochistan and invite tourists from abroad in coordination with Federal and other provincial departments.
	(h)	Promote and publicize the history, culture, art literature, archaeological monuments and other features of interest and profit to the province.
	(i)	Regulate, acquire, establish, lease out, give on license and run hotel, restaurants, café, rest houses, guest house, franchise, camping sites, Cable car/chair lift, skiing facilities, hunting lodges, adventure clubs, cinemas, theatre, amusement parks, aquarium, holiday resorts, travel agencies railways, shipping companies, airlines, water ways, cinemas, theatres, business houses and event management companies, tourist vehicles and boats/ships for tourism promotions.

	(j)	Promotion of signature dishes of Balochistan and establishment of food centers/streets in collaboration with Culture Department and other public and private institutions.
	(k)	Establishment of regional centers at appropriate locations to facilitate tourists and promote, area products, of arts and crafts.
	(l)	Development of information management system of tourist attractions supported by GIS maps for effective facilitation of tourism industry.
	(m)	Publication and dissemination of promotion resources, tour guide maps for facilitation of tourists.
	(n)	Holding seminars, workshops, debates, symposia and awareness campaigns for promotion & development of tourism at domestic, provincial national and international level.
	(o)	Establish training institutions and offer certificate, diploma and degree courses in collaboration with universities and other public and private institutions.
	(p)	Establish Social and business networks and facilitates public- private partnership, Public and Private partnerships in tourism sector.
	(q)	Organize and update the website of Directorate of Tourism with special features for Complaint Management System to provide effective services to consumers.
5.	**Provincial Library:**	
	(a)	Establish and regulate the "Balochistan council on Library Services" comprising members from. Academia, Civil Society corporate & Public Sector.
	(b)	Regulate, Operate and promote reading culture, and private libraries in Balochistan.
	(c)	Identify rare material, documents and manuscripts and ensure its preservation.
	(d)	Arrange symposia, seminars, workshops and trainings for institution capacity building of libraries and other staff of library.
	(e)	Formulation of plans and policies for development of libraries and library services.
	(f)	Provision of reading and other library services to the community by establishing new libraries.
	(g)	Arrange books exhibitions, on specified events and

	programs on different National and International days i-e Independence Day, Book week, mother's day, teachers day, culture day etc.
	(h) Establish digital library information system and to connect all libraries of Balochistan and provide online access to the readers.
	(i) Ensuring the availability and serve as an official house of knowledge in the shape of books, reports, journals, newspapers and E-publications.
	(j) Organizing certificate, diploma and degree course on library management in collaboration with public and private institutions and universities.
	(k) Provide access to library to all citizens irrespective of their age, sex, creed and belief.
	(l) Organize and update the website of Quaid E Azam Library with special features for Complaint Management System to provide effective services to consumers.
6.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.]

8. ENERGY DEPARTMENT.

1.	Grant of license to electric contractors.
2.	Imposition of Power Generation Policy 2007 of Government of Balochistan.
3.	Coordination with Quetta Electric Supply Company (QESCO), Karachi Electric Supply Company (KESC), Alternative Energy Development Board, National Transmission and Dispatch Company Limited and Private Power Infrastructure Board.
4.	Preparation of feasibility reports and P.C-I's regarding Solar, Wind and Waste to Energy.
5.	To exercise the powers delegated under Electricity Act, 1910 and Electricity Rules, 1937.
6.	Periodical inspection of Power Stations and Grid Stations of Licensee (KESC/QESCO) as well as Independent Power Plants/ Producer (IPP).
7.	To conduct Electrical Supervisor/Wireman competency examinations annually as per licensing Rules framed under Rule 48 of the Electricity Rules 1937 under auspices of the Licensing board.
8.	Implementation of National Electric Power Regulator Authority (NEPRA) Rules.
9.	Assessment and Collection of Electricity duty under the West Pakistan Finance Act, 1964.
10.	Intervention in determination Companies (DISCOs) to NEPRA.
11.	Monitoring of Village Electrification.
12.	Execution of Village Electrification through alternate/renewable energy sources.
13.	Standardization of Specifications in respect of electric appliances, machinery and installations.
14.	Matters connected with Tube-well electrification.
15.	Off-gird power generation/distribution
16.	Matters relating to Balochistan Energy Company Limited (BECL).
17.	Development of power generation by exploiting renewable energy, mini hydro and thermal resources.
18.	Liaison with Federal government in respect of grant of licenses for oil and gas exploration in the province and cooperation with such companies and organizations under-taking such ventures in the province.

19.	Matters relating to Energy Management, Energy Audit, Conservation of Energy, control of pilferage/loss of energy, pollution control measures, renovation and modernization of power plants.
20.	Public private partnership for energy production, conservation, efficiency and audit overseeing and providing requisite inputs towards acceleration of Power Projects implementation.
21.	Coordination with the Ministry of Water and Power, Ministry of Petroleum and Natural Resources and other concerned departments of Federal Government and Provincial Governments.
22.	Development of a power policy for Balochistan
23.	Award of power projects in Balochistan to local and Foreign Private Sector companies.
24.	Review and updating of regulatory framework to promote fast-track investment in energy projects.
25.	All relevant matters under Articles 157, 158 and 161 of the Constitution of the Islamic Republic of Pakistan 1973 and policy making for the Province.
26.	Administration of the following laws and the rules framed there- under, also processing and enactment of appropriate legislation on Power Policy and Petroleum Policy as may be required from time to time:-
	(a) Electricity Act, 1910.
	(b) The Petroleum Act, 1934.
	(c) Electricity Rules, 1937.
	(d) The WAPDA Act, 1958.
	(e) The Electricity Control Ordinance, 1965.
	(f) Pakistan Standards and Quality Control Authority Act, 1996.
	(g) Regulation of Generation, Transmission and Distribution of Electricity Power Act, 1997.
	(h) Offences in respect of Electricity (Emergency Provisions) Ordinance, 1998.
	(i) Oil and Gas Regulatory authority Ordinance, 2002.
27.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

[1][9. ENVIRONMENT DEPARTMENT]

1.	Provincial Environment and Climate Change Policy.
2.	Preparation and implementation of development plans, strategies and programs under the policy.
3.	Environment Protection of elements mentioned in Balochistan Environmental Protection Act, 2012 and also elements arising from time to time with a focus on urban, terrestrial and marine eco system and coastal area.
4.	Framing and execution of environmental laws/rules/requirements in all public and private sector development activities/schemes.
5.	Measures to develop, monitor, ordinate for the sustainable use and conservation of water resources.
6.	Framing and regulation of NEQS and EIA for subjects and activities likely to affect environment and individuals in the province.
7.	Monitor, coordinate and assist NGOs (national and international) working for improvement of environment.
8.	Coordination, monitoring and implementation of environmental agreements as Scheduled in Balochistan Environmental Protection Act, 2012.
9.	Maintenance Province.
10.	Monitoring of Environmental Assets of the Province and generate periodic reports on the state environment of the Province.
11.	Coordinate with international/National/Provincial/Local authorities for preservation, conservation and management of environmental assets and to generate resilience under climate change.
12.	Liaison with Federal Ministries and Entities on the subjects mentioned in environmental laws and policies.
13.	Generate public awareness on environmental issues and work for social mobilization.
14.	All Service matters of the employees of the Attached Departments, which do not include employees of the Secretariat and except those matters entrusted to Services and General Administration Department or to any other Department.]

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2017/1316-1415 dated 18th April, 2017; and published in the Balochistan Gazette (Extraordinary) No. 88, dated 18th April, 2017.

10. FINANCE DEPARTMENT.

1.	Management of public funds, i.e.
	(a) supervision and control of Provincial finances;
	(b) preparation of Provincial budget;
	(c) preparation of Supplementary estimates and demands for excess grant;
	(d) appropriations and re-appropriations;
	(e) Ways and Means.
	(f) Audit of receipt and expenditure.
2.	To oversee and coordinate functions of the Public Accounts Committee and Zila Accounts Committees.
3.	The framing of financial rules for guidance of departments.
4.	Supervision of maintenance of accounts.
5.	Promotion of Financial Discipline at Provincial and District level.
6.	The framing of Civil Services Rules regarding pension, leave, pay revision applicable to all Government servants, amendments therein and interpretation thereof.
7.	Floatation and administration of Provincial Loans.
8.	Examination and advice on matters affecting directly or indirectly the finances of the Province:-
	(a) grants, contributions, other allowances and honoraria, contingencies, recoveries from and payment to Government Departments and cases relating to money matters generally, such as defalcations, embezzlements and other losses;
	(b) Emoluments, pensions and allowances;
	(c) Loans and advances to Government servants.
	(d) Assets and Liabilities Committees
9.	Administration of Public revenue save as otherwise provided.
10.	Establishment of Banks and banking.
11.	Communication of financial sanctions.
12.	Examination of all proposals for the increase or reduction of taxation.
13.	Creation of new posts and examination of schemes of new expenditure in consultation with the Administrative Departments and with S&GAD in case of Secretariat and Finance Department.

14.	To oversee audit of receipts and expenditure.
15.	Public Debt.
16.	The Local Fund Audit.
17.	Treasuries and Sub-Treasuries.
18.	Provincial Finance Commission.
19.	Matters relating to National Finance Commission.
20.	Delegation of powers in respect of entering into a Contract by any Department, Attached Department, or Autonomous or Semi- Autonomous Body, Regional Office or any Office with any other Agency/Department affecting directly or indirectly the finances of the Province.
21.	Interpretation of rules and orders relating to financial matters.
22.	Delegation of powers in respect of emoluments privileges affecting pay and allowances packages etc. to any department.
23.	Concurrence with regard to change in the number, grading or nomenclature of posts.
24.	Management of Benevolent Fund, Provident Fund and Pension Fund.
25.	Management of investment of investable funds.
26.	Measures to generate Provincial Revenue.
27.	Service Delivery improvement for Pensioners.
28.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

[1][11. FISHERIES AND COASTAL DEVELOPMENT DEPARTMENT.

1.	Planning and Development of Balochistan coast with integrated coastal zone management.
2.	Marine Fisheries.
3.	Inland Fisheries.
4.	Promotion of marine and inland aquaculture by establishing hatcheries and model farms in collaboration with private sector.
5.	Provision of seed, fingerlings and juveniles of desired species as per agro climatic conditions to promote inland fisheries.
6.	Rehabilitation of marine and inland aquatic habitat damaged by over exploitation and environmental degradation.
7.	Introduction of latest technologies of fishing, handling, processing and marketing.
8.	Up-gradation of existing wooden boats to meet international standards and gradually replacement with fiber glass boats.
9.	Establishment and management of fish markets.
10.	Controlling illegal fishing by trawlers by raising a force of Fisheries Department and safe guarding the interest of local fisherman.
11.	Conducting research in Fisheries Sector in collaboration with International and National Organizations and Lasbella University of Agriculture, Water and Marine Science (LUAWMS).
12.	Auction of fishing rights in rivers, canals, lakes, dams, reservoirs and other water bodies.
13.	Registration of fishing boats, fish processing plants, ice factories, boat building yards and boat repairing workshops.
14.	Issuance of license for fishing at sea.
15.	Issuance of license for sports fishing.
16.	Implementation of seasonal ban on fishing.
17.	Construction, operation and management of mini posts and harbors.
18.	Conducting training courses with reference to fisheries sector.
19.	Establishment of protected areas, marine parks and theme parks along the coast.

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2016/415-514 dated 17th January, 2016; and published in the Balochistan Gazette (Extraordinary) No. 12-A, dated 27th January, 2016.

20.	Conducting search and rescue operations at sea to save lives of fishermen and establishment of communications system on boats and in the offices of Fisheries Department along the coastline.
21.	Coastal tourism along the coastline and Astola Island.
22.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.]

12. FOOD DEPARTMENT.

1.	To procure and purchase wheat on support price from Local Growers/Sellers and purchase from Punjab and Sindh Food Departments, PASSCO and TCP on requirement basis.
2.	To Handle and Transport wheat by Road and Rail.
3.	To deal with matter concerning storage of stocks such as Purchase of Stock Articles, Gunny bags, Tarpaulins, weighing scales, fumigation to preserve the stock in the God owns.
4.	To streamline the releases of wheat stock from God owns to functional Flour Mills/Chakkies for grinding and its supply to population through Fair Price Shops on subsidized rates or without subsidy as the Government may decide.
5.	To register and monitor Mills/Chakkies and fair price shops, maintenance of wheat stock reserves for three months.
[1][5-A	To regulate and monitor the food business in order to ensure provision of safe food.
6.	All Service matters of the employees of the Attached Departments, which does not include employees of the Secretariat and except those matters entrusted to Services and General Administration Department or to any other Department.]

1. Inserted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/2251-2350 dated 03rd June, 2021; and published in the Balochistan Gazette (Extraordinary) No. 105, dated 03rd June, 2021.

13. FOREST AND WILDLIFE DEPARTMENT.

1.	Land degradation control through soil conservation, reforestation and afforestation.
2.	Management of watershed potential of Balochistan and enhancement of vegetative cover of the province to attain the minimum international standard of 25%.
3.	Effectively contribute in the Carbon sink, Combat climate change and Reduction in the Global warming.
4.	Development, management and regulation of Rangelands on sustainable basis.
5.	Conservation of wildlife and management of protected areas including national parks, game reserves, wildlife sanctuaries, estuaries, wetlands, etc. of the Province.
6.	Promotion, Regulation and Management of Forest ecosystems.
7.	Promotion and Regulation of State and Community Forests, Farm Forestry, Roadside Tree Plantation and Natural resources (like fuel wood, timber, non-timber forest products, and wildlife products).
8.	Development and management of recreational parks, arboreta, zoological parks, zoos, wildlife breeding centers at Provincial, Divisional, District and community level.
[1][8-A	Promotion and provision of Eco-tourism facilities in Wildlife Protected Areas subject to due care for the Eco system and further subject to approval by the Government.]
9.	Coordination with the Economic Affairs Division and Planning Division and other relevant Ministries, Divisions and authorities, International Organizations like UNDP, World Bank etc.
10.	Implementation of International conventions treaties agreements Commitments in forest and wildlife sector made by the Government.
11.	Establishment of research/educational and training facilities for the development, conservation and strengthening the forest, wildlife and environment sectors in the province.
12.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

1. Inserted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/3745-3844 dated 31st August, 2021; and published in the Balochistan Gazette (Extraordinary) No. 145, dated 31st August, 2021.

14. GOVERNOR'S SECRETARIAT.

1	All affairs of following Public Sector Universities in Balochistan as per provision in the respective Charter of the Universities:
	a) University of Balochistan.
	b) Balochistan University of Information Technology & Management Science.
	c) Sardar Bahadur Khan Women's University.
	d) Balochistan University of Engineering & Technology, Khuzdar.
	e) Lasbella University of Agriculture & Water Management Sciences.
2.	Establishment of New Public Sectors Universities in Balochistan.
3.	Administrative matters relating to the office of the Provincial Ombudsman.
4.	Processing and disposal of hearing cases of Provincial Ombudsman for the Governor as appellant authority to the decision under Section 32 of the Establishment of the Office of Ombudsman for the Province of Balochistan Ordinance 2009.
5.	Disposal of official matters pertaining to Provincial Assembly including prorogation and closing of sessions.
6.	Disposal of official matters pertaining to High Court including Hon'ble Chief Justice and other Justice.
7.	Allocation of Governor's Special Funds and Grant-in-Aid. Processing and disposal of Public grievances.
8.	Appointment and creation of Federal Levies' positions.
9.	Processing and disposal of matters pertaining to Federal Government/Ministries, HEC, WAPDA, NHA, Planning Commission and Provincial Departments.
10.	Processing and disposal of matters pertaining to Pakistan Red Crescent Society for Governor as Provincial President.
11.	Processing and disposal of matters pertaining to Balochistan Education Foundation (BEF) and Cadet Colleges for Governor being Chairman Board of Directors and Board of Governors respectively including conducting and preparing for the meetings.
12.	Preparation of cases/D.O letters to the President, Prime Minister, Provincial Governors/Chief Ministers and dignitaries of National and International levels.
13.	Other task given by the Governor/Chancellor of Public

	Sector Universities.
14.	Financial and Administrative matters of the Governor's Secretariat.
15.	Affairs of the Balochistan Public Service Commission.
16.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

15. HEALTH DEPARTMENT.

1.	**Public Health and Sanitation**
	(a) Prevention and control of infections and contagious diseases;
	(b) Tuberculosis;
	(c) Prevention and control of HIV/AIDS;
	(d) Prevention and control of Hepatitis;
	(e) Eradication/control of malaria;
	(f) Treatment of patients bitten by rabid animals;
	(g) Measures to check adulteration of foodstuffs;
	(h) Nutrition surveys and intervention;
	(i) Vaccination and inoculation;
	(j) Maternal, neonatal and child health services.
2.	**Medical Profession:-**
	(a) Medical treatment of general population.
3.	**Medical Education:**
	(a) Medical Schools, Colleges and Institutions.
	(b) Postgraduate Medical and Nursing Education.
	(c) Research Work for Postgraduate Students.
4.	**Basic and Rural Health, Child and Women Health, District and Tehsil Hospitals:-**
	(a) Planning and Development of Health care services delivery for improving Health status of population in accordance with the Community perceived and locally ascertained Health care needs in order to pursue the " Health for All" goal through Primary Health Care (PHC) approach of providing equitable health services.
	(b) Health Equipment Maintenance (HEM) for ensuring availability of state of the art and functional bio-medical technology.
	(c) Full power for purchase of medicines in accordance with their Budget allocations as per specification and policies fixed by the Provincial Government.
	(d) Surgeon Medico-Legal office and its functions relating to the constitution medical legal examination.
5.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

16. [1][HOME DEPARTMENT.]

1.	**LAW AND ORDER**	
	(a)	Maintenance of Public Order and Internal Security.
	(b)	Political intelligence and censorship.
	(c)	All matters relating to eradication, prevention and control of crime.
	(d)	Crime Reports.
	(e)	Coordination with Federal Government/Anti-smuggling Agencies.
	(f)	Ensure smooth supply of Petroleum at Provincial level.
	(g)	Proscription orders.
	(h)	Preventive detention and administration of press law.
	(i)	Administration of Publication Laws/Prosecutions in respect of newspapers and other publications.
	(j)	Public amusement and control over places of performance and exhibition.
	(k)	Compensation for loss of property and life due to terrorism.
	(l)	Civil Security Schemes.
	(m)	Prohibited maps.
	(n)	Recovery of missing persons.
2.	**LAW ENFORCEMENT AGENCIES**	
	(a)	Matters relating to Civil Armed Forces.
	(b)	Liaison with Defence Authorities.
3.	**ADMINISTRATION OF JUSTICE**	
	(a)	Constitutionand appointment of Judges of Special Courts/Anti-Terrorism Courts.
	(b)	Criminal Law and criminal law procedure.
	(c)	Criminal Lunatics.
	(d)	Local/Domicile and Nationality.
	(e)	Matters related with Anti-Terrorism Act, 1997.
4.	**EMERGENCY SITUATION**	
	(a)	War Book and Defense Planning.
	(b)	Protection of key points and vital installations.
	(c)	Liaison with defense authorities.
	(d)	Schedule of persons and firms specified as enemy.
	(e)	Prevention of Hoarding and black marketing.
5.	**ARMS AND AMMUNITION**	
	(a)	Arms license.
	(b)	Transportation of arms and explosives.

1. Subsequently Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98, dated 25th May, 2023.

	(c)	Rifles clubs.
	(d)	Collective fines.
6.	**PRISONS AND JUDICIAL LOCKUPS**	
	(a)	Administration of Prisons, Judicial Lockups and Reformatory Homes.
	(b)	Classification of prisoners.
	(c)	Inter and Intra Provincial transfer of prisoners.
	(d)	Good conduct Probational release of prisoners.
	(e)	Commutation and Remission of sentences.
	(f)	Mercy petitions.
	(g)	Juvenile Prisoners.
7.	**BORDER CONTROL**	
	(a)	Bio metric system and coordination with Federal Government.
	(b)	Coordination with Federal Government/agencies in Extradition and deportations matters.
	(c)	Afghan Refugees and immigrants.
	(d)	Regulation of matters relating to Passports and permits.
	(e)	Extension of Visas in respect of visiting India Nationals.
	(f)	Grant of NOC to visit India.
	(g)	Exit permits to foreign nationals.
	(h)	Border incidents including incidents where diplomatic action is required.
	(i)	Registration of foreign national.
8.	**POLICE**	
	(a)	Establishments and administration including, Police Rules, civil works of Police, grant of gallantry awards.
	(b)	Matters connected with the recruitment, training, pay, allowances, promotion, leave, powers, cadre strength, creation and continuation of posts, deputation, posting, transfer, discipline, retirement, trainings/courses and budget in respect of all organs of Balochistan Police.
9.	**LEVIES**	
	(a)	Establishment and Administration of levies.
	(b)	Rules and regulations concern with levies.
	(c)	Control of Civil works of Levies.
	(d)	Grant of gallantry awards.
	(e)	All service matters related to Balochistan levies including recruitment, training, posting/transfers,

	promotion, budget and other matters related to all organs of Balochistan Levies including Federal Levies Force working in Balochistan.
10.	**CIVIL DEFENCE**
	(a) Civil Defence training.
	(b) Bomb Disposal.
	(c) Search and Rescue.
	(d) Emergency Response and Mitigation.
	(e) Establishment of Combined Control and Report Centre (CCRC).
11.	**RECLAMATION AND PROBATION**
	(a) Parole.
	(b) Probation.
12.	**TRIBAL AFFAIRS**
	(a) Extension of Laws to Tribal Areas and Tribal Affairs.
	(b) Individual Service Allowance (I.S.A).
	(c) Matters connected with census in Tribal Areas.
	(d) Personal rights, privileges and dignities of ex-rulers of former States.
13.	**BALOCHISTAN CONSTABULARY**
	(a) Establishments and administration including Rules, civil works and grant of gallantry awards.
	(b) Matters connected with the recruitment, training, pay, allowances, promotion, leave, powers, cadre strength, creation and continuation of posts, deputation, posting, transfer, discipline, retirement, trainings/ courses and budget in respect of all organs of Balochistan Constabulary.
14.	**MISCELLANEOUS**
	[1][********]
	(b) Notary Public.
	(c) Grant of Christian Marriage License.
	(d) Judicial Inquiry.
15.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/3162-3261 dated 20th December, 2018; and published in the Balochistan Gazette (Extraordinary) No. 240, dated 20th December, 2018.

17. INDUSTRIES AND COMMERCE DEPARTMENT.

1.	Planning and Development of Industries, including Cottage Industries.
2.	Industrial control.
3.	Survey of Industries.
4.	Coordination for the Promotion of local and foreign investment.
5.	Establishment and Rehabilitation of opportunity zones.
6.	Control on prices.
7.	Industrial exhibitions.
8.	Trade and commerce with-in the Province, including Government commercial undertakings.
9.	Industrial Research.
10.	Enforcement of the Boilers Act 1923 and Boilers and Pressure Vessels Ordinance, 2002.
11.	Registration of Societies under Registration of Societies Act, 1860.
12.	Registration of Firms under Partnership Act, 1932.
13.	Printing and Stationery:-
	(a) Supply of official publications of the Provincial Government and exchange of publications with Federal Government and other Provincial Governments;
	(b) Establishment and stationery office;
	(c) Monthly income and expenditure statements of Government Presses;
	(d) Printing and binding at private and Government presses;
	(e) Local purchase of stationery;
	(f) Printing and Stationery Manual.
14.	The Provincial Advisory Panel for Industries.
15.	Chambers and Associations of Commerce and Industry.
16.	Undesirable Companies Ordinance and matters relating thereto.
17.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

18. INFORMATION DEPARTMENT

1.	Publicity and projection of Government policies.
2.	To coordinate with various departments on account of projection of achievements of the Government through print and electronic media.
3.	Close liaison with print and electronic media.
4.	Production and distribution of films and documentaries of general or educational interest in consultation with the Government Departments.
5.	News and photographic coverage of Government activities/ events/visits of VVIPs.
6.	Release of Government advertisement to newspapers/periodicals.
7.	Coordination with District Administration in issuance of declaration and maintenance of necessary record of newspapers/ periodicals.
8.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

19. INTER PROVINCIAL COORDINATION DEPARTMENT.

1.	Inter-Provincial Coordination and Coordination between Province of Balochistan and Federation in matters specifically assigned by the Chief Minister including attending Federal meetings, if desired by the Chief Minister.
2.	All cases relating to matters which are liable to involve Government into controversy with the Federal Government, or with another Provincial Government.
3.	Monitoring/implementation of directives of President of Pakistan and the Prime Minister of Pakistan and its follow up action;
4.	General coordination between the Federal Government and Provincial Governments in economic, social and administrative fields.
5.	Promoting uniformity of approach in formulation of policies and their implementation by the Provincial and the Federal Government in all fields of common national concern.
6.	Discussion of policy issues emanating from the Provinces that have economic, social or administrative implications for the country as a whole.
7.	Coordination with Ministries/Agencies concerned to evolve suitable response to criticism of Government policies, programmes and actions and to project a proper image of the Government.
8.	Coordination with Provincial Government Departments in devolution process of Federal Ministries/Divisions.
9.	Coordination with Provincial Government Departments in Aghaz-e-Huqooq-e-Balochistan Package.
10.	Matters relating to Council of Common Interest.
11.	Any special task to be notified by the Provincial Government.
12.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

20. IRRIGATION DEPARTMENT.

1.	Planning, Development and Monitoring of surface & sub-surface water resources.
2.	Collection and analysis of hydrometer-logical data.
3.	Flood defense measures & flood fighting.
4.	To coordinate with the Federal Government and International Agencies regarding Water Sector Development and Flood Defense Measures.
5.	Coordination with Planning Commission, Federal Flood Commission, Ministry of Water & Power, WAPDA, PCRWR, Pak Metro-logical Department, Provincial Irrigation Departments and IRSA with regard to Water Sector issues.
6.	Coordination with World Bank, Asian Development Bank and other International Agencies dealing with Water Sector.
7.	Coordination with Pak Army, FC, Civil Administration, Local Administration, Police, PDMA and Population of areas vulnerable to flood problems, alarming monsoon seasons & floods, emergency.
8.	Rivers and river basin surveys.
9.	Construction and maintenance of perennial canals.
10.	Construction of water storage reservoirs.
11.	Flood control schemes and embankments.
12.	Construction of dams and reservoirs for ground water recharge and irrigation purposes.
13.	Community irrigation schemes and social mobilization.
14.	Irrigation and drainage management.
15.	Development of flood irrigation resources.
16.	Assessment of water charges/Abiana and drainage cess.
17.	Planning, development and Monitoring of Ground Water Recharge.
18.	Monitoring and evaluation of ground water resources of all basins and sub basins.
19.	Sustainable ground water conservation strategies.
20.	Measures to control the over exploitation of ground water in the selected basins/sub basins.
21.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

21. LABOUR AND MANPOWER DEPARTMENT.

1.	Legislation, implementation and enforcement of Provincial Labour Laws.
2.	Cases relating to the Balochistan Weights and Measures (International System) Enforcement Ordinance, 1977.
3.	Employment Exchange (Provincial) Liabilities only.
4.	All matters affecting Labour in general:-
	(a) Welfare and Condition of Labour;
	(b) Employees liability and Workmen's compensation;
	(c) General health and accidents;
	(d) Invalid and old age pension;
	(e) Regulation of hours of work (including shop employees);
	(f) Trade Unions;
	(g) Maternity benefits;
	(h) Labour and industrial disputes.
5.	Minimum Wages.
6.	I.L.O. Conferences, Seminars, I.L.O. Conventions, and I.L.O. Experts in the field of labour.
7.	Workers' Children Education Cess.
8.	Social Security Schemes for workers which includes:-
	(a) Health facilities;
9.	Construction of Labour Colonies, Hospitals and Schools for Workmen's Family.
10.	Death/marriage Grants for Workmen's Family.
11.	Educational Scholarships for Workmen's Family.
12.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

22. LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT.

1.	Conduct of Government litigation :-
	(a) Representation in Civil cases;
	(b) Filing and defending civil suits, appeals, revisions and reviews on behalf of Government.
2.	Advice to Departments on all legal matters including interpretation of laws, rules and orders having the force of law.
3.	Appointment, transfer, leave, fees of Government Law Officers: Advocate-General, Additional Advocate General, Assistant Advocate Generals, District Attorneys, Assistant District Attorneys, Government Pleaders and Special Councils.
4.	Matters relating to legal practitioners, including scale of fees.
5.	Matters relating to approval of appointments of Legal Advisors and engagement of Legal Practitioners made by the Statutory Bodies, payment of their fees and termination of their services.
6.	Civil Law and Procedure.
7.	Matters relating to Provincial Legislature.
8.	Scrutiny of Bills, Ordinances, Notifications, Rules, Regulations, Statutory Orders and bye-laws.
9.	Constitutional legislation falling in the domain of Provincial subjects.
10.	1[(a) Publication of notification of ordinances and all sub-ordinate/delegated legislation (including rules, regulations, statutes, bye-laws, statutory orders) in the Balochistan Gazette; (b) codification of provincial laws (principal and subordinate) on the web and in hard form; (c) translation, printing and publication of provincial laws; and (d) issuance of instructions for the purpose.]
11.	Appointment of Administrator-General and Official Trustee and the official Assignee.
12.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2016/1063-1162 dated 12th May, 2016; and published in the Balochistan Gazette (Extraordinary) No. 59, dated 12th May, 2016.

23. LIVESTOCK AND DAIRY DEVELOPMENT DEPARTMENT.

[1][1.	Promotion of Livestock Farms (Sheep, Goats, Cattle, Camels, Poultry and other Animals).
2.	Livestock production extension services, feed resources and animal breeding.
3.	Prevention and control of animal and poultry diseases including quarantine system.
4.	Veterinary training and capacity building.
5.	Prevention of cruelty to animals.
6.	Vaccination and animal health coverage.
7.	Research in various disciplines of livestock and poultry production and their health.
8.	Livestock breed conservation.
9.	Inspection of meat and milk.
10.	Registration and issuance of licenses for manufacturing and selling of veterinary pharmaceutical, drugs and stores.
11.	Prevention of diseases from animal to humans.
12.	Storage of medicines, vaccines and scientific equipment's.
13.	Value addition and marketing of livestock and poultry products and by-products.
14.	Slaughter House/Abattoir Management.
15.	Enforcement of livestock related laws.
16.	Registration and inspection of all kinds of livestock, dairy and poultry farms.
17.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.]

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/4323-4422 dated 15th October, 2019; and published in the Balochistan Gazette (Extraordinary) No. 141, dated 15th October, 2019.

24. LOCAL GOVERNMENT AND RURAL DEVELOPMENT DEPARTMENT.

1.	Urban and Rural Uplifts.
2.	Matters relating to the Local Councils and Rural Development viz:-
	(a) Divisional/District/Sub-Division/Union Councils, Quetta Metropolitan Corporation, Municipal Corporations and Municipal Committees;
	(b) Implementation of Development Schemes pertaining to Urban & Rural Councils.
3.	Spatial Planning and Housing.
4.	Building Control.
5.	Administrative support/HRM/HRD to Local Councils.
6.	Service matters of Local Councils Service and employees of Local Councils.
7.	Fiscal support to Local Councils through Provincial Finance Commission/Local Councils Grants Committee.
8.	Monitoring of the Local Government Institutions.
9.	Coordination and Monitoring of Federal, Provincial and Foreign Aided Project of local Councils.
10.	Capacity building of elected representatives and functionaries of Local Councils through Provincial/Federal Training Institutions/Rural Development Academy.
11.	Research for improvement of Local Government Institutions
12.	Rules Bye-Laws and policies under the Balochistan Local Government Act, 2010.
13.	Secretarial Support to Local Councils Accounts Committee
14.	Judicial Power for Local Councils through the Musalihat Anjuman and Muslim Family Laws.
15.	Matters relating to Katchi Abadies.
16.	Approval of Budget of Local Councils.
17.	Imposition of taxation by Local Councils.
18.	Assistance to Federal Government for Census.
19.	Functions relating to Balochistan Local Councils Elections Cell and coordination with Election, Commission of Pakistan in matter relating to National/Provincial Assemblies and Local Councils Elections.
20.	Delimitation of Local Councils and Wards of Local Councils

	and zoning.
21.	Coordinating and conduct of National/Provincial Fairs and Exhibitions.
22.	Regulate the conduct of Elected Members of Local Councils.
23.	Implementation of Donor Assisted Projects/Plans pertaining to Local Governments.
24.	Matters relating to moveable and immoveable property of Local Councils.
25.	Implementation of Public Representative Programme.
26.	Registration of Birth and Death.
27.	Fire Services.
28.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

25. MINES AND MINERALS DEVELOPMENT DEPARTMENT.

1.	Grant of Mineral concessions/titles under Balochistan Mineral Rules, 2002.
2.	Collection of royalty and rent and resolving the Mines boundary disputes.
3.	Technical assistance/advice to the Mines owners for scientific exploration of Minerals.
4.	Development Projects i.e. Geo Data Center etc.
5.	To ensure the enforcement of the safety laws applicable for the Mines worker under Mines Act, 1923, Coal Mines Regulations 1926, consolidated Mines Rules 1952 and Electricity Rules, 1937.
6.	Training matters of Mines Workers and Supervisory Staff.
7.	Rescue and Safety matters under Mines Act 1923.
8.	Periodic inspection of Mines by Staff of Inspection Wing.
9.	Prosecution of the defaulters in case of non- implementing the safety provisions under the relevant rules.
10.	Welfare measures for Mine Workers such as Education, Health, drinking water supply and recreation under Excise Duty on Mineral (Labour Welfare) Act, 1967 Collection of excise duty (Cess) on dispatch of various mineral at the rate so fixed.
11.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

26. PLANNING AND DEVELOPMENT DEPARTMENT.

1.	Scrutinizing of Development Schemes prepared and forwarded by the Administrative Departments.
2.	Preparation of Annual Development Programme with the coordination of all Departments of Government of Balochistan.
3.	Preparation of long term development plans and coordination in the preparation of 5 years/Rolling Plans and other National development Plan.
4.	Conducting research on economic issues of interest to the provincial Government, socio economics impacts analysis and helping in the formulation of views on economic policy issues.
5.	Compilation of provincial statistical data with the help of Bureau of Statistics.
6.	Acting as catalyst between different development departments in order to improve pace and quality of economic development.
7.	Determining policy for the approval of development schemes in the Provincial Government.
8.	Devising strategy for investment priorities based on the availability of internal and external resources.
9.	Helping in the formulation of policy regarding planning and devising guidelines in the development programmes.
10.	Approval, monitoring,implementation and allocation of development outlays for development programme and projects.
11.	To act as a clearing house for development schemes within the competence of the Federal Government i.e. CDWP/ECNEC.
12.	Implementation relating to development and administration in respect of foreign assisted/funded projects in the Province, lead steering committees in PRBs of various foreign funded mega projects.
13.	Coordination of external capital assistance including foreign training for Provincial Government employees.
14.	Coordination of external capital assistance from abroad.
15.	To evaluate the progress of development schemes and write their critical appraisal.
16.	Representation in Departmental Development Committees.

17.	Review of various development Plans/projects to be implemented through PSDPs by conducting Quarterly Review Meeting.
18.	Giving suitable publicity to development plans for the education of public for better utilization of facilities development and the results achieved periodically.
19.	To look after the affairs of Autonomous Bodies.
20.	Selection of Project Directors through the Project Director Selection Committees.
21.	Selection of Project Directors through the Project Director Selection Committees.
[1][21-A	To serve as overall functional authority for public private partnership arrangements and subsidiary institutions and as a public private partnership repository as well as reviewer organization in relation to public private partnership activities.]
[2][21-B	To facilitate and support implementation of Public Private Partnership (PPP) initiatives and projects in the province through the Balochistan PPP Authority notified under the Balochistan PPP Act, 2021.]
22.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/1916-2015 dated 17th May, 2019; and published in the Balochistan Gazette (Extraordinary) No. 86, dated 17th May, 2019.
2. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2022/476-575 dated 6th February, 2023; and published in the Balochistan Gazette (Extraordinary) No. 30, dated 6th February, 2023.

27. POPULATION WELFARE DEPARTMENT.

1.	Formulation of overall Provincial Population Welfare programme policy goals, targets and strategy.
2.	Provision of Family Planning (FP)/Reproductive Health (RH) information and services, clinical and non-clinical contraception through Family Welfare Centres, Mobile Service Units, and Reproductive Health Services Centres.
3.	Supply of contraception and medicine to the clients through the Health outlets of PLDs (including Health), Nation Building Departments, PPSO, community distribution points, and other agencies involved in the programme.
4.	Operational planning and implementation of Programme in line with provincial population and development strategy.
5.	Ensure availability and accessibility of full range of quality services to the clients with adequate follow up arrangements
6.	Undertake intensive monitoring and supervision to ensure functional efficiency of the Programme in the province at various levels.
7.	Undertake and assist the Federal Government in regular monitoring of the implementation and periodical evaluation of the Programme in the Province.
8.	Design and develop plan of action and coordinate with Provincial Line Departments including Health, National Building Departments and PPSOs for provision of Family Planning Services and information through their outlets and maintain linkage with SMCs and NGOs in the Province.
9.	Preparation of compiled statistical reports on programme performance in the Province for informed decision making.
10.	Training needs assessment, formulation of training Plan for program and non-program function.
11.	Implementation of the Training programme through Regional Training Institutes (RTIs) and other identical Institutions for programme and non-programme functionaries and community.
12.	Develop Communication Strategy in line with the local and cultural needs of the province.
13.	Design and implement: advocacy and IEC activities within the provincial communication strategy with special focus on interpersonal communication. The Advocacy campaign will include.
15.	Develop Provincial Population Policy with in the ambit of National Population Policy.

16.	Any other activity of the Population Welfare Programme that the Provincial Government may specify.
17.	All Service matters of the employees of the Attached Departments, which does not include employees of the Secretariat and except those matters entrusted to Services and General Administration Department or to any other Department.

28. PROSECUTION DEPARTMENT.

1.	Conduct of Criminal cases including :-
	(a) Representation in and prosecution of criminal cases; and
	(b) Criminal appeals, against acquittal or conviction and applications of enhancement of sentences and convictions.
2.	Advice to Departments on issues relating to prosecution of criminal cases.
3.	Filing and defending criminal cases involving Government.
4.	Appointment, transfer, leave, fees etc of Public Prosecutors:- Prosecutor General, District Public Prosecutor, Public Prosecutors, Special Public Prosecutors/Counsels and the members of the Balochistan Prosecution Service as well as of other subordinate ministerial/supporting Services of the Department.
5.	Defence of pauper accused in the Courts and fees to plead for such defence.
6.	All matters connected with Prosecution establishment, Prosecuting Officers/Public Prosecutors and administration including the power and functions relating to prosecution of criminal cases.
7.	Interest of State in criminal cases before the competent Courts.
8.	To ensure conduct of prosecution in accordance with the provisions of the Balochistan Prosecution Service (Constitution, Functions and Powers) Act, 2003.
9.	Withdrawal of prosecution.
10.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

29. PUBLIC HEALTH ENGINEERING DEPARTMENT.

1.	Potable water management; and monitoring & implementation of the Water Supply Schemes of the department.
2.	Facilitating access of safe drinking water to the general public.
3.	Establishment of sources for drinking water purpose i.e. installation of Tube Wells, construction of galleries/sump wells to surface flow and water treatment system for canal I surface water.
4.	To make available piped water for drinking and household purpose with construction of sound sewerage system.
5.	Setting regulations for technical issues related to the sector.
6.	Planning, design and construction of water filtration plants including operation and maintenance of already completed plants.
7.	Construction and maintenance of Public Health Drinking Water Scheme.
8.	Water Tariff Collection in consultation with Finance Department.
9.	Issuance of Notification for water Rates.
10.	Levying regular taxes which should be increased gradually to generate revenue.
11.	To monitor the implementation of all vertical programmes, Federally Funded Projects, Foreign Aided Projects through its Provincial setup i.e. CE/SE and field implementations.
12.	To introduce and monitor the implementation of water quality standards and quantity control, for its economical and efficient use.
13.	To continue the present practice of disbursement of O&M funds to the lower tiers to ensure smooth operation of Water Supply Schemes.
14.	Adoption of renewable energy to control operation and maintenance.
15.	To monitor the functioning of the existing Electrical and Mechanical Division for drilling and development of Tube Wells.
16.	Protection of water sources from contamination by continuous water treatment, stream pollution control etc.
17.	Public awareness with regard to water conservation by means of campaigns.
18.	To interact with the sister departments to create provision of drinking water regarding construction/design of water reservoirs in order to meet with future requirements of drinking water.

19.	All Service matters of the employees of the Attached Departments, which does not include employees of the Secretariat and except those matters entrusted to Services and General Administration Department or to any other Department.

30. RELIGIOUS [1][**********] DEPARTMENT.

	HAJJ
1.	Selection of Government employees for performance of Hajj under Benevolent Fund Scheme.
2.	Selection of Seasonal Hajj duty staff.
3.	Arrangement of Ruet-e-Hilal Committee meeting.
4.	Arrangement of Qirat and Naat Competition.
5.	Arrangement of Ulma Mashekh Convention.
6.	To co-ordinate with Ministry of Religious Affairs Islamabad in all matters relating to Religious Affairs and Inter-Faith Harmony.
	AUQAF
7	Administration of:-
	(a) The Balochistan Waqf Properties Ordinance, 1979.
	(b) The Balochistan Historical Mosques and Shrines Cess Fund Ordinance, 1960.
8.	Charitable and Religious Endowments.
9.	Religious Trusts.
10.	Muslim graveyards taken over by the Chief Administrator of Auqaf under Section 6 of the Balochistan Waqf Properties Ordinance, 1979.
11.	Repairs and Maintenance of Historical Mosques and Shrines from the Historical Mosque Cess Fund.
12.	To manage affairs of Mosques, Shrines and other Religious Institutions under the control of the Chief Administrator of Auqaf Balochistan.
13.	Grant in Aid to Mosques/Madaris in the Province
	ZAKAT
14.	To distribute Zakat Funds amongst the beneficiaries through District and Local Zakat Committees provided by the Central Zakat Funds, Islamabad.
15.	To co-ordinate with Board of Revenue regarding Assessment, collection and Transfer of Usher into the Account of District Zakat Committee concerned/Provincial Zakat Fund Account No-3.
16.	Preparation of Zakat Fund Budget and distribution and Release of Zakat funds to District Zakat Committees after

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2019/678-777 dated 10th April, 2020; and published in the Balochistan Gazette (Extraordinary) No. 68, dated 10th April, 2020.

	approval of the Provincial Zakat Council.
17.	To administers, regulates and looks after the entire matters pertaining to Provincial Zakat Council, District Zakat Committees and Local Zakat Committees according to policy guideline given by Provincial Zakat Council.
18.	Formulation of Provincial Zakat Council
19.	Selection/Nomination of the Chairman/Members of District Zakat Committees.
20.	Supervision and Monitoring of Election of Local Zakat Committees.
21.	Preparation of Disbursement Procedure of Zakat, Rules and Regulations of Zakat Distribution and approval from the Provincial Zakat Council.
22.	[1][**********
23.	**********
24.	**********
25.	**********
26.	**********]
27.	All Service matters of the employees of the Attached Departments, which does not include employees of the Secretariat and except those matters entrusted to Services and General Administration Department or to any other Department.

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2019/678-777 dated 10th April, 2020; and published in the Balochistan Gazette (Extraordinary) No. 68, dated 10th April, 2020.

[1][30-A. MINORITIES AFFAIRS DEPARTMENT.

1.	Policy formulation and planning for public awareness regarding Minorities Rights.
2.	Functions assigned under the Minorities Marriage Act and Rules framed there-under.
3.	Minorities Welfare including:-
	(a) Safeguarding the Rights and Interest;
	(b) Promotion and Welfare;
	(c) Protection against discrimination;
	(d) Coordination with the Federal Government regarding development schemes proposed by the Minorities' and matters relating to Minorities.
4.	Welfare of Religious Institutions of Minorities including Graveyards, Shamshan Ghat etc.
5.	Compilation of the statement showing protection of the interest of minority communities for submission to the Government of Pakistan.
6.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.]

1. Inserted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2019/678-777 dated 10th April, 2020; and published in the Balochistan Gazette (Extraordinary) No. 68 dated 10th April, 2020.

31. SCIENCE AND INFORMATION TECHNOLOGY DEPARTMENT.

1.	To promote Science & Information Technology.
2.	To implement programmes under national Science and Information Technology policies as well as to devise and implement provincial Science and Information Technology policies/plans.
3.	To support/facilitate computerization, automation and re-engineering of Provincial Government business processes leading to e-Government for continuous improvement in the state of efficiency, effectiveness and transparency in service delivery and decision making.
4.	To promote Research and Development in all fields of Science & Information Technology and recognition of research and development achievements through awards and prizes.
5.	To develop and optimally utilize human resource in the fields of Science and Information Technology.
6.	To coordinate with the Provincial Government departments to ensure that the contents on official website stay current.
7.	To develop technology standards, testing and quality assurance systems including pre-qualifying firms that provide the services of Science and Information Technology consultancy, research, development and products to the Government.
8.	Registration and monitoring of those private sector Science and Information Technology institutes which do not come in the purview of Education Department.
9.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

32. [1][SCHOOL EDUCATION DEPARTMENT.]

1.	Curriculum development, implementation of Education for all (EFA) and Millennium Development Goals (MDG), Free and Compulsory Education.
2.	Administration and Regulation:
	(a) Early Childhood Education/Primary;
	(b) Elementary;
	(c) Secondary;
	(d) Technical and Vocational/Education Research;
	(e) Physical Education.
3.	Education Policies and Planning.
4.	Measures to eliminate drop-outs at rimary/Secondary/ Elementary Colleges levels.
5.	Grant of scholarship in consultation with Finance Department.
6.	Promotion of Literacy (male/Female).
7.	Production and distribution of Educational and Scientific Films.
8.	Teacher Professional Development Pre-Service and In-Service.
9.	Extra Curriculum activities in Educational Institutions.
10.	Development and Review of Text Book upto Higher Secondary level.
11.	All Service matters of the employees of the Attached Departments, which does not include employees of the Secretariat and except those matters entrusted to Services and General Administration Department or to any other Department.

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98 dated 25th May, 2023.

33. SERVICES AND GENERALADMINISTRATION DEPARTMENT.

1.	Cabinet Work:-
	(a) Cabinet of Ministers (appointments, salaries and privileges of Ministers); and
	(b) All Secretarial work of Cabinet of Ministers including convening of meetings.
2.	Issuance of Notification with regard to appointment & removal of Chief Ministers, Provincial Ministers and Advisors to the Chief Ministers./Legislation on matters related to the Minister.
3.	Oath taking of Governor, Chief Minister and Members of the Provincial Cabinet.
4.	Allocation and withdrawal of portfolios to the Provincial Ministers and Advisors to the Chief Ministers and collection of bio-data of Provincial Ministers.
5.	Conducting Provincial Cabinet meetings, Secretaries Committee meetings, Commissioners Conferences, Deputy Commissioners Conferences and preparation & issuance of minutes thereof.
6.	Issuance of NOCs to the Provincial Ministers for proceeding abroad and Issuance of Official/Gratis Passports to Provincial Ministers.
7.	Pay Bills, T.A Bills and Medical Re-imbruement cases of for all Provincial Ministers Government of Balochistan.
8.	Implementation of Federal Cabinet decisions.
9.	Conducting meeting of President & Prime Minister of Islamic Republic of Pakistan with the Provincial Cabinet.
10.	Conducting Inter Provincial Transfer meeting.
11.	Conducting Civil Award Ceremony.
12.	General Directives of Governor, Chief Minister and other higher ups.
13.	Policy, Affairs/Demands of all the Service Associations and Press clippings of Newspapers.
14.	Miscellaneous Correspondence with Federal/Provincial Governments.
15.	Assembly Questions pertaining to National Assembly and Senate Secretariat pertaining to Balochistan.
16.	General Co-ordination.
17.	Honours, awards and Sanads for public service.
18.	Ceremonial:-
	(a) Warrant of Precedence and Table of Precedence;
	(b) Pakistan Flag Rules;

	(c) Civil Uniforms;
	(d) Court mournings;
	(e) Liveries and Clothing Rules.
19.	Formulation of Policy guidelines for celebration of National days.
20.	Holidays.
21.	Office Management:-
	(a) Civil Secretariat and Government Offices generally;
	(b) Secretariat standing orders;
	(c) Memorials and petitions;
	(d) Standing Orders;
	(e) Office timings; and
	(f) Punctuality.
22.	Estate Office.
	(a) Formation of Policies for allotment of Houses at the Pool of S&GAD, GOB.
	(b) Provision of offices and residential facilities to Provincial Ministers and Civil Servants/other employees from the S&GAD's Pool of accommodation on ususal terms and conditions.
	(c) Supervision and coordination with Construction of Buildings, Physical Planning and Housing Department regarding development and maintenance works in Civil Secretariat and residential colonies.
23.	Affairs of Civil Secretariat Mosque and Civil Officers' Club.
24.	House requisitioning Scheme to employees, framing of policy and sanction of House requisitioning allowance to entitled employees in lieu of Government accommodation.
25.	Government Hospitality and Protocol arrangements:
	(a) High Officers reservations and logistic arrangements for visiting dignitaries of the country as well as Foreign Missions. Issuance of instructions to Home Department/ IGP for provision of Escort/pilot for Federal Ministers/ Foreign delegation/Ambassadors, and also wherever required.
26.	Facilitation of Chief Secretary Office in Official business, briefing etc.
27.	Guest/Rest Houses at the pool of S&GAD, formulation of policies and their maintenance etc.
28.	Maintenance and Reservation in Balochistan House Islamabad and Karachi.
29.	Government Transport at the Pool of S&GAD: Purchase,

	repair, fuel and maintenance of all official vehicles.
30.	Maintenance of the Register of memorials addressed to the President, withheld by the Provincial Government.
31.	Identity Cards for Civil Officers/officials.
32.	Supervision, Internal Security arrangements and cleanliness of Balochistan Civil Secretariat Buildings.
33.	Telephones and Telephone Directory.
34.	Legislation for Benevolent Fund and matters relating to Government employee's Benevolent Fund.
35.	1[**********]
36.	Formulation and Examination of Budget of S&GAD, Minister and their staff, Balochistan House at Islamabad, Karachi and VIP Flats.
37.	Purchase, Repair of Machinery, Equipment, Provision of Stationery Items, Furniture and Fixture for the Provincial Ministers' office.
38.	Discretionary Grants etc.
39.	Manage all administratively/economically affairs of the Estate under the decision of the Provincial Board of Management, under the Benevolent Fund Housing Schemes.
40.	Air Passage Subsidyto all APUG/PSP Officers posted in Balochistan.
41.	Pay Bills, T.A Bills, Medical Re-imbursement, charcoal, Honoraria, House Requisitioning allowance, G.P. Fund cases, Pension cases, advances etc cases of for all the employees of the Balochistan Secretariat as well as the BCS and DMG officers working in the Secretariat.
42.	Rights and interest of Members of the Service guaranteed under the Constitution.
43.	Matters connected with:-
	(a) All Pakistan Civil Service of Pakistan, Police Service of Pakistan and other Central Service;
	(b) recruitment, training, pay, allowances, promotion, leave, posting of:-
	(i) the Balochistan Civil Service (Executive Branch);
	(ii) the Balochistan Secretariat Service; and
	(iii) the Ministerial establishment of the Balochistan Secretariat.
44.	Service matters of APUG officers and Army Officers on

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/778-877 dated 10th April, 2020; and published in the Balochistan Gazette (Extraordinary) No. 67, dated 10th April, 2020.

	secondment and deputation from the Federal Government/ other Provincial Governments.
45.	Service matter of BPS-17 and above officers of the Balochistan Police.
46.	Reviewing the cases of Government Servants who complete 20 years' service so as to determine their fitness for retention in service.
47.	Anti-corruption Establishment-placement of Anti-corruption cases before the Competent authorities and Provincial Anti-Corruption Council.
48.	Contract employees and Deputation of Provincial Government Officers to the Federal Government and other Provinces.
49.	Formation of cadres and classification of posts.
50.	Distribution of share amongst the APUG, BCS and BSS stake holders/Officers.
51.	Instructions for the Reporting Channels, preparations and submission of Performance Evaluation Reports.
52.	Maintenance of Performance Evaluation Report of:-
	(a) Dealing with PERs of all APUG Officers posted in Balochistan;
	(b) all Officers of BPS-17 and above of Attached Department;
	(c) employees of BPS-1 and above of the Balochistan Secretariat;
	(d) Preparation of PER Quantification/Synopsis of promotion of all BCS/BSS officers;
	(e) Communication of adverse and advisory remarks in PERs to the officers concerned and disposal of the representations against the adverse PERs. (if any)
53.	Deals with Declaration of Assets of all BPS-16 and above Provincial officers and BPS-7 to BPS-15 officials of the Civil Servants of the Balochistan Secretariat.
54.	Policy and nomination for capacity Building of Civil Servants of the Province.
55.	Issuance of Officials/Gratis Passports in favour of Officers and Officials.
56.	To place Deputation cases of the Provincial Government employees before the Special Selection Board for clearance who are selected by the International Organizations.
57.	Process and examination of Requisitions of BPS-16 and above posts of the Attached Department as well as o the BSS and BCS posts for onward submission to the Balochistan Public Service Commission.
58.	High Court:
59.	Ex-Pakistan leave/NOC of Hon'ble Chief Justice and Judges of High Court of Balochistan.
60.	Affairs of the Balochistan Service Tribunal

[1][60-A	Balochistan Civil Services Academy.]
61.	Cypher and other Codes.
62.	Preparation of Civil List and Provincial Gazette, and Liaison with Defence Authorities.
63.	Services Rules (other than Civil Services Rules) relating to various Services and posts, and interpretation hereof.
64.	Framing and amendment in the Departmental Examinations Rules.
65.	Appointment of Commissions of inquiry or panel of officers in cases of misconduct of Government servants.
66.	Organization and Methods.
	(a) Review of organization, functions and procedure of the Departments and other Provincial Government Offices and giving advice thereupon;
	(b) Periodic review of the organization, staff, and procedures of the Departments, Attached Departments and Subordinate offices and suggestions for improvement thereof;
	(c) Improvement of general efficiency and economic execution of Government business;
	(d) Compilation, Preparation and Circulation of administrative codes, manuals, booklets etc.
	(e) Advice regarding proper utilization of stationery and printing resources of the Government;
	(f) New creation of posts, abolition of posts, up-gradation of posts, up-gradation of posts along with incumbent, change of nomenclature of posts/re-designation of posts, shifting of posts from one Department/office to another, shifting of posts with incumbents from one office to another office, submission of SNEs and issuance of Administrative approvals for the posts meant for Governor's Secretariat, Chief Minister's Secretariat and Balochistan Civil Secretariat including Finance Department;
	(g) Merger of Administrative Departments/Attached Department and wings/section;
	(h) Review of the staffing pattern of Government Departments;
	(i) Simplification of forms and procedures.
67.	Scrutiny of proposals of F.D. for creation of new posts and any change therein as administrative Department.

1. Inserted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2022/2248-2347 dated 21st June, 2023; and published in the Balochistan Gazette (Extraordinary) No. 148, dated 21st June, 2023.

68.	Framing and alteration of Rules of Business of Provincial Government and allocation of business among various Departments.
69.	Compilations of the list of persons debarred from future employment under the Provincial Government, for submission to the Government of Pakistan.
70.	Council of Governors.
71.	Report on the observance and implementation of the implementation of the Principles of Policy under Article 29 (3) of the Constitution.
72.	Relaxation in Services Rules and Policies framed by the S&GAD.
73.	Examination of Departmental Inquiries and Judicial cases.
74.	Government Servant conduct Rules and their interpretation.
75.	Ordinance/Acts and Rules relating to Service Matters of Civil Servants.
76.	General Circular and Policies on service matters.
77.	Constitution of Provincial Selection Boards, Departments Selection/Recruitment Committees, Promotion Committees and Service Rules Main Committee and Service Rules Sub-Committees.
78.	Surplus Pool, absorption of surplus staff and allied matters.
80.	West Pakistan Essential Service Maintenance Act and all matters connected therewith.
81.	West Pakistan Civil Services (Application for Posts) Rules, 1957
[1][81-A	Administrative and financial control of VIP Aircraft and Helicopter Establishments.]
82.	All Service matters of the employees of the Attached Departments, except those matters entrusted to any other Department.

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/778-877 dated 10th April, 2020; and published in the Balochistan Gazette (Extraordinary) No. 67, dated 10th April, 2020.

34. [1][SOCIAL WELFARE DEPARTMENT.]

1.	Co-ordination of Social Welfare Schemes.
2.	Community Development and Monitoring.
3.	Medical Social Services in Hospitals.
4.	Special Education School.
5.	Treatment and Rehabilitation of disabled persons.
6.	Registration and control of voluntary Social Welfare Agencies NGOs.
[2][6-A	The Balochistan Charities Registration, Regulation and Facilitation.]
7.	Maintenance and Supervision of Dar-ul-Aman.
8.	Maintenance and Supervision of Working Women Hostel.
9.	Eradication of Social Evils/Treatment and Rehabilitation Center, for Drug Addicts.
10.	Welfare Homes for beggars.
11.	Welfare of Transsexuals.
12.	Child Welfare and Protection.
13.	Maintenance and Supervision of Baby Daycare Center.
14.	Affairs of Literacy and Non-Formal Education.
	HUMAN RIGHTS
15.	Human Rights and its abuses.
16.	Protect and safeguard the fundamental human rights without any distinction of creed, race or religion.
17.	Formulate policies to foster equality, unity, peace and harmony among all citizens with compassion and care for the oppressed segments of the society.
18.	Harmonization of laws, legislation and practices with the international human rights covenants and agreements.
19.	To coordinate with public and private sector and institutions to promote human rights.
20.	To gather information, facts and reports on complaints and allegations of human rights' violations from other departments or agencies.
21.	Referring and recommending investigation and enquiries in respect of any violation of human rights.
22.	To visit police stations, prisons and jails, women and juvenile refuge centers, hospitals, factories and other Institutions and places to report to the competent authorities for necessary action

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98 dated 25th May, 2023.
2. Inserted by S&GAD Department Government of Balochistan, vide its Notification No.S,O (R-I)3(2)/S&GAD-2022/1-100 dated 3rd January, 2022; and subsequently withdrawn by S&GAD department vide its Notification No. S.O (R-I)3(2)S&GAD-2022/249-348 dated 14th January, 2022; subsequently Inserted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2022/936-1035 dated 06th April, 2022; and published in the Balochistan Gazette (Extraordinary) No. 49, dated 06th April,, 2022.

	against violation of human rights.
23.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

35. TRANSPORT DEPARTMENT.

1.	Legislation, transport policy and planning.
2.	Administration of the West Pakistan Motor Vehicle Ordinance 1965 except enforcement of the Ordinance relating to control of traffic.
3.	Administration and maintenance of bus stands and terminals
4.	Route permits, fare and freights of public transport vehicles.
5.	Loading, parking and halting places of public transport vehicles.
6.	Inspection and certification of public transport vehicles in coordination with Motor Vehicle Examiner.
[1][6-A	Enforcement of provisions of Motor Vehicles Act, 1939/Motor Vehicle Ordinance 1960 and the rules with regard to control traffic and inspection of motor vehicle for the purpose of traffic control.]
7.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/3162-3261 dated 20th December, 2018; and publish in the Balochistan Gazette (Extraordinary) No. 240, dated 20th December, 2018

36. URBAN PLANNING AND DEVELOPMENT DEPARTMENT.

1.	Land use/Urban Planning.
2.	Planning and controlling of Projects related to Civic facilities.
3.	Town Development and Housing.
4.	Preparation of Master Plan, Outline, Development Schemes and Town Improvement Scheme.
5.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

37. WOMEN DEVELOPMENT DEPARTMENT.

1.	Formulation of policies, schemes, plans and programmes for socio- economic development of women.
2.	To organize trainings/seminars and workshops etc for women.
3.	Conduct surveys to explore links between indigenous craft- producers and market-place, without a middleman.
4.	Develop cottage-industry for employment of women at urban and rural areas.
5.	Design umbrella projects for protection and shelter for women at district-level.
6.	To register and provide assistance to women organizations as well as register Women NGOs.
7.	Create awareness regarding commitments to nationally and internationally recognized women's rights.
8.	Establish and keeps Data-Base of all Civil Society Organizations working for women's rights and gender-equality within the Province at all levels.
9.	Ensure positive interaction with all women-related organizations with the Province at all levels.
10.	Establish relief organizations for women in distress and victims of violence of all kinds.
11.	Enforcement of the Protection against Harassment of women at the Workplace Act, 2010.
12.	Elimination of all forms of discrimination and violence against women.
13.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.

38. [1][SPORTS AND YOUTH AFFAIRS DEPARTMENT.

Sports Sector:	
1.	To formulate and prepare Provincial Policy/Rules and Legislations for promotion of Sports in the Province.
2.	To Promote Sports activities in the Province of Balochistan from Grass root level to the top level.
3.	To organize Sports organization/associations from Tehsil level to Provincial level in accordance with the provisions of Sports Policy.
4.	To facilitate Sports men and Sports women with regards to all Sports disciplines.
5.	To streamline mechanism for executions of Sports activities throughout the Province.
6.	To encourage Public towards healthy Sports.
7.	To Plan and execute mega events/Festivals etc.
Youth Affairs Sector;	
8.	To prepare and execute the Youth Policy.
9.	To promote, Supervise and implement Your Exchange Programs in close coordination with the Federal Government.
10.	To promote Youth Activities in the Province.
11.	To coordinate with other Provinces in organizing Youth activities.
12.	To look after the Youth related matters and to work out for enhancing Youth forums.
13.	To manage affairs of Youth Centre's and Youth Hostels.
14.	To work out strategies for advocacy of Youth Mobilization.
15.	All Service matters of the employees of the Attached Departments, *which do not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.]

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2017/1316-1415 dated 18th April, 2017; and published in the Balochistan Gazette (Extraordinary) No. 88, dated 18th April, 2017.

39. [1][CHIEF MINISTER'S SECRETARIAT.

1.	Administrative, services and financial matters pertaining to Chief Minister's Secretariat and officers and staff working therein, except those entrusted to S&GAD.
2.	[2][**********]
3.	Any other matter which the Chief Executive/authority of the Province may assign specially and in writing.
4.	All Service matters of the employees of the Attached Departments, *which do not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.]

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/581-680 dated 20th February, 2018; and published in the Balochistan Gazette (Extraordinary) No. 26, dated 20th February, 2018.
2. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/778-877 dated 10th April, 2020; and published in the Balochistan Gazette (Extraordinary) No. 67, dated 10th April, 2020.

[1][40. EXCISE, TAXATION AND ANTI-NARCOTICSDEPARTMENT.

1.	Control of Opium, hemp, narcotics, liquor and intoxicating preparation: and Excise Taxes thereon.
2.	Assessment and collection of taxes and fee on :-
	(a) Professions, trades, callings and Employment;
	(b) Urban immovable properties;
	(c) Motor Vehicles;
	(d) Registration of motor vehicles;
	(e) Capital gain tax;
	(f) Hotel tax;
	(g) Welfare Cess;
	(h) Entertainment Duty; and
	(i) Annual Cinema Tax.
3.	All Service matters of the employees of the Attached Departments, *which does not include employees of the Secretariat* and except those matters entrusted to Services and General Administration Department or to any other Department.]

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/2113-2212 dated 17th September, 2020; and published in the Balochistan Gazette (Extraordinary) No. 130, dated 17th September, 2020.

SCHEDULE II

See Rule 2 (1) (b), (j) and (o)}

S. No.	SECRETARIAT DEPARTMENT	ATTACHED DEPARTMENTS	HEADS OF ATTACHED DEPARTMENTS
1	2	3	4
1.	Agriculture and Cooperatives Department.	Directorate General of Agriculture (Extension).	Director General
		Directorate General of Agriculture (Research).	Director General
		Directorate General of Agriculture (Engineering).	Director General
		Directorate of Crop Reporting Services.	Director
		Cooperatives Societies.	Registrar
2.	Board of Revenue.	Office of Divisional Commissioner.	Commissioner
		Settlement Office.	Settlement Officer
		[1[**********	**********]]
		Directorate of Land Records.	Director
3.	Chief Minister's Inspection Team.	N.A.	N.A.
4.	Colleges, Higher and Technical	Directorate of Education (Colleges).	Director

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/2113-2212 dated 17th September, 2020; and published in the Balochistan Gazette (Extraordinary) No. 130, dated 17th September, 2020.

	Education Department.	Directorate of Technical Education.	Director
[1][5	Communication Department.	Office of Chief Engineer Quetta Zone.	Chief Engineer
		Office of Chief Engineer Khuzdar Zone.	Chief Engineer
		Office of Chief Engineer Sibi Zone.	Chief Engineer
		Office of Chief Engineer (Design) Quetta Zone.	Chief Engineer
6.	[2][Buildings, Physical Planning and Housing Department.]	Office of Chief Engineer Quetta Zone.	Chief Engineer
		Office of Chief Engineer Khuzdar Zone.	Chief Engineer
		Office of Chief Engineer Sibi Zone.	Chief Engineer
		Office of Chief Engineer (Design) Quetta Zone.]	Chief Engineer
7.	Culture, Tourism and Archives Department.	Directorate of Archives	Director
		Directorate of Archeology and Museums.	Director
		Directorate of Culture	Director
		Directorate of Tourism.	Director

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/2013-S&GAD/2296-2395 dated 30th October, 2013; and published in Balochistan Gazette (Extraordinary) No. 121, dated 30th October, 2013; and subsequently re-Inserted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/2013-S&GAD/4149-4248 dated 3rd September, 2021; and published in Balochistan Gazette (Extraordinary) No. 147, dated 3rd September, 2021.
2. Substituted by ibid.

[1][8.	Energy Department.	Directorate General of Electricity.	Director General]
9.	[2][Environment, Department.	NIL	NIL]
[3][10.	Finance Department.	Directorate General of Treasuries and Accounts.	Director General.
		Directorate of Local Fund Audit.	Director.]
11.	[4][Costal Development and Fisheries Department.]	Directorate General of Fisheries.	Director General
12.	Food Department.	Directorate of Food	Director
[5][13.	Forest and Wildlife Department.	Office of Chief Conservator of Forest (North).	Chief Conservator of Forest (North)
		Office of Chief Conservator of Forest (South).	Chief Conservator of Forest (South)
		Office of Chief Conservator of Wildlife Balochistan	Chief Conservator of Wildlife Balochistan
		Office of Chief Conservator of Soil Conservation Balochistan	Chief Conservator of Soil Conservation Balochistan
14.	Governor's Secretariat.	NIL	NIL

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/2014-S&GAD/675-774 dated 30th April, 2014; and published in the Balochistan Gazette (Extraordinary) No. 66 dated 30th April, 2014.
2. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2017/1316-1415 dated 18th April, 2017; and published in the Balochistan Gazette (Extraordinary) No. 88, dated 18th April, 2017.
3. Substituted by Notification No. S.O (R-I)3(2)/2014-S&GAD/2772-2871 dated 16th December, 2014; and publish in the Gazette Notification (Extraordinary) No. 171, dated 13th October, 2015; and Substituted by Notification No. S.O (R-I)3(2)/2015-S&GAD/1451-1550 dated 13th October, 2015.
4. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2016/415-514 dated 27th January, 2016; and published in the Balochistan Gazette (Extraordinary) No. 12-A, dated 27th January, 2016.
5. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/3745-3844 dated 31st August, 2021; and published in the Balochistan Gazette (Extraordinary) No. 145, dated 31st August, 2021.

15.	Health Department.	Directorate General of Health.	Director General
		Directorate of Nursing.	Director Nursing
16.	[1][Home Department.]	Police Department.	Inspector General of Police
		Prisons Department.	Inspector General of Prisons.
		Balochistan Constabulary.	Commandant
		Directorate of Civil Defence.	Director
		Reclamation and Probation.	Director
		[2][Balochistan Levies Force.	Director General]
[3][17.	Industries and Commerce Department.	Director General of Industries.	Director General
		Government Printing and Stationery	Chief Controller]
18.	Information Department.	Director General of Public Relations.	Director General
19.	Inter Provincial Coordination Department.	NIL	NIL
20.	Irrigation Department.	Office of Chief Engineer (North).	Chief Engineer.
		Office of Chief Engineer (South).	Chief Engineer.
		Office of Chief Engineer (Canal Irrigation System).	Chief Engineer.

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98, dated 25th May, 2023.
2. Notification No. S.O (O&M (58)S&GAD/768-880, dated 11th August, 2002.
3. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/2015-S&GAD/1268-1367 dated 11th September,, 2015; and published in the Balochistan Gazette (Extraordinary) No. 163, dated 11th September, 2015.

		Office of Chief Engineer (Design).	Chief Engineer.
		Office of Chief Engineer (Planning and Monitoring).	Chief Engineer.
		Director General of (Water Resources Planning, Development and Monitoring).	Director General
21.	Labour and Manpower Department.	Directorate of Labour Welfare	Director
		Directorate of Manpower Training.	Director
22.	Law and Parliamentary Affairs Department.	Office of Advocate General	Advocate General
		Office of District Attorney.	District Attorney
[1][23.	Livestock and Dairy Development Department.	Directorate General of Animal Health & Extension Services.	Director General
		Directorate General of Farms & Feed Resources	Director General
		Directorate General of Research & Supplies.	Director General]
24.	Local Government and Rural Development	Directorate General of Local Government and Rural	Director General

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/486-585 dated 09th February, 2021; and published in the Balochistan Gazette (Extraordinary) No. 241, dated 9th February, 2021.

	Department.	Development.	
25.	Mines and Minerals Development Department.	Directorate General of Mines and Minerals.	Director General
		Inspectorate of Mines.	Chief Inspector of Mines
26.	Planning and Development Department.	NIL	NIL
27.	Population Welfare Department.	Directorate General of Population Welfare.	Director General
28.	Prosecution Department.	Office of Prosecutor General.	Prosecutor General
29.	Public Health Engineering Department.	Office of of Chief Engineer (North).	Chief Engineer.
		Office of of Chief Engineer (South).	Chief Engineer.
30.	Religious Affairs [1][* * * * * * * *] Department.	NIL	NIL.
[2][30-A.	Minorities Affairs Department.	NIL	NIL]
31.	Science and Information Technology Department.	Directorate General of Information Technology.	Director General
32.	[3][School Education Department.]	Directorate of Education (Schools).	Director
		Directorate of Education of Bureau of	Director

1. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2019/678-777 dated 10th April, 2020; and published in the Balochistan Gazette (Extraordinary) No. 68, dated 10th April, 2020.
2. Inserted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2019/678-777 dated 10th April, 2020; and published in the Balochistan Gazette (Extraordinary) No. 68, dated 10th April, 2020.
3. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98, dated 25th May, 2023.

		Curriculum and Extension.	
33.	Services and General Administration Department.	Directorate of Enquiries and Anti-Corruption.	Director
		[1][Balochistan Civil Services Academy.	Director General]
34.	[2][Social Welfare Department.]	Directorate General of Social Welfare and Special Education.	Director General
		Directorate of Literacy and Non- Formal Education.	Director
		[3][Directorate of Human Rights.	Director]
35.	Transport Department.	Provincial Transport Authority.	Secretary (BPS-18)
36.	Urban Planning and Development Department.	Directorate of Civil Works.	Director
37.	Women Development Department.	Directorate of Women Development.	Director
[4][38.	Sports and Youth Affairs Department.	Directorate General of Sports.	Director General]
[5][39.	Chief Minister's Secretariat.	NIL	NIL]
[6][40.	Excise, Taxation and Anti-Narcotics	Directorate General of Excise, Taxation	Director General", and

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2022/2248-2347 dated 21st June, 2023; and published in the Balochistan Gazette (Extraordinary) No. 148, dated 21st June, 2023.
2. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98, dated 25th May, 2023.
3. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2017/1093-1192 dated 22nd March, 2017; and published in the Balochistan Gazette (Extraordinary) No. 63, dated 22nd March, 2017.
4. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2017/1316-1415 dated 18th April, 2017; and published in the Balochistan Gazette (Extraordinary) No. 88, dated 18th April, 2017.
5. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/581-680 dated 20th February, 2018; and published in the Balochistan Gazette (Extraordinary) No. 26, dated 20th February, 2018.
6. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/2113-2212 dated 17th September, 2020; and published in the Balochistan Gazette (Extraordinary) No. 130, dated 17th September, 2020.

	Department	and Anti-Narcotics	

SCHEDULE III

{See Rule 22}

TRANSFER OF OFFICERS

OUTSIDE THE SECRETARIAT		
S.No.	Post with Basic Pay Scale of Officer	Authority Competent to make transfer
1	**2**	**3**
1.	Officers of the all Pakistan unified group e.g., DMG, Police Group, etc.	Services and General Administration Department in consultation with the Department concerned.
2.	Other officers holding senior scale posts normally held by officers of the Civil Service of Pakistan.	Ditto
3.	Heads of Attached Departments.	Ditto
4.	All other officers not covered by S.No-1 to 3 above.	Head of the Administrative Department in respect of BPS-16 and above and by the Head of the Attached Departments / Commissioners in respect of BPS-1 to BPS-15 or as may be specified by the Government from time to time.
5.	Officer of Police Service of Pakistan and Balochistan Police.	Home and Tribal affairs Department in consultation with Inspector General of Police.
IN THE SECRETARIAT		
6.	Secretaries	Services and General Administration Department
7.	Other Officers of and above the rank of Section Officer.	-do-
	(a) Within the same Department	Secretary;

	(b) Within the Secretariat from one Department to another.	(a) In case of BPS-20 and above by the Chief Minister; (b) In case of BPS-18 and BPS-19 by the Chief Secretary; and (c) In case of BPS-17 by the Secretary S&GAD. or as may be specified by the Government from time to time.
8	Officials upto the rank of Superintendent:-	
	(a) Within the same Department;	Secretary.
	(b) Within the Secretariat from one Department to another.	Secretary S&GAD.

SCHEDULE IV

{See Rule 22 (2)}

Tenure Posts.

NAME OF POSTS	TENURE
1	**2**
Chief Secretary and Additional Chief Secretary /Chairman CMIT.	3 years
Members Board of Revenue.	3 years
Secretaries, Additional Secretaries and Deputy Secretaries.	3 years
Under Secretaries/Section Officers.	3 years
Heads of Attached Departments.	3 years
Note-I:- (i) The normal term of posting of Commissioners, other Divisional/Regional Officers and District Officers of BPS-16 and above shall be 3 years. (ii) The normal tenure in the Hard Areas so declared by the Government of Balochistan, shall be one and a half year.	
Note-II: The Chief Minister may extend or curtail the tenure mentioned above.	

SCHEDULE V

{See Rule 2 (1) (c)}

S. No.	SECRETARIAT DEPARTMENT	NAME OF BODY/BOARD/ INSTITUTION	HEAD OF THE BODY/BOARD/ INSTITUTION.
1	2	3	4
1.	Agriculture and Cooperatives Department.	Balochistan Agriculture College.	Principal
2.	Board of Revenue.	Provincial Disaster Management Authority.	Director General
3.	Chief Minister's Inspection Team.	NIL	NIL
4.	[1][Colleges, Higher and Technical Education Department.	Balochistan Academy for College Teachers.	Director.]
[2][5.	Communication Department.]	NIL	NIL
6.	[3][Building, Physical Planning and Housing Department.]	NIL	NIL
7.	Culture, Tourism and Archives Department.	Provincial Library.	Senior Librarian
8.	Energy Department.	Balochistan Energy Company Limited.	Chief Executive
9.	[4][Environment, Department.	Directorate General of Environmental Protection Agency.	Director General]

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/2016-S&GAD/815-914 dated 12th April, 2016; and published in the Balochistan Gazette (Extraordinary) No. 51, dated 12th April, 2016.
2. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/2013-S&GAD/2296-2395 dated 30th October, 2013; and published in the Balochistan Gazette (Extraordinary) No. 121, dated 30th October, 2013; and Subsequently inserted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/4149-4248 dated 03rd September, 2021, dated 3rd September, 2021; and published in the Balochistan Gazette (Extraordinary) No. 147, dated 3rd September, 2021.
3. Substituted by ibid.
4. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2017/1316-1415 dated 18th April, 2017; and published in the Balochistan Gazette (Extraordinary) No. 88, dated 18th April, 2017.

[1][10.	Finance Department.	(i) Balochistan Public Procurement Regulatory Authority.	Managing Director
		(ii) Balochistan Revenue Authority.	Chief Executive Officer (CEO)]
11.	[2][Fisheries and Costal Development Department.]	[3][(a) Pasni Fish Harbour Authority.	Managing Director.]
		[4](b)Balochistan Coastal Development Authority.	Director General.]
12.	[5][Food Department.	Balochistan Food Authority.	Director General.]
13.	Forest and Wildlife Department.	NIL	NIL
14.	Governor's Secretariat.	[6][**********	**********]
		Office of Provincial Ombudsman.	Ombudsman
		University of Balochistan.	Vice Chancellor
		Balochistan University of Information Technology Engineering and Management of Science.	Vice Chancellor

1. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/600-699 dated 29th January, 2019; and published in the Balochistan Gazette (Extraordinary) No. 16, dated 29th January, 2019.
2. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98, dated 25th May, 2023.
3. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2015/894-993 dated 18th June, 2015; and published in the Balochistan Gazette (Extraordinary) No. 88, dated 18th June, 2015.
4. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2016/415-514 dated 27th January 2016; and published in the Balochistan Gazette (Extraordinary) No. 12-A dated 27th January 2016
5. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/2251-2350 dated 03rd June, 2021; and published in the Balochistan Gazette (Extraordinary) No. 105, dated 03rd June, 2021.
6. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/371-470 dated 2nd February, 2018.; and published in the Balochistan Gazette (Extraordinary) No. 18, dated 2nd February, 2018.

		Sardar Bahadur Khan Women University.	Vice Chancellor
		Balochistan University of Engineering Technology Khuzdar.	Vice Chancellor
		Lasbella University of Agriculture, Water and Marine Science, Uthal.	Vice Chancellor
		University of Turbat	Vice Chancellor
15.	Health Department.	Balochistan Health Foundation.	Managing Director
		Shaheed Nawab Ghaus Bakhsh Raisani Memorial Hospital.	Chief Executive
		Institute of Public Health.	Director
		Government Medical Store Depot.	Additional Director
		Nursing Examination Board.	Controller
		Balochistan Medical Faculty.	Secretary
		Post Graduate Medical Institute Quetta (PGMI).	Dean/Director
		Bolan Medical College.	Principal
		College of Nursing.	Principal.

		Bolan Medical Complex Hospital.	Medical Superintendent
		Sandeman (Provincial) Hospital.	Medical Superintendent
		Fatima Jinnah General and Chest Disease Hospital.	Medical Superintendent
		Helper's Eye Hospital.	Medical Superintendent
		Sheikh Khalifa Bin Zayed Hospital.	Executive Director
		Prince Fahad Bin Sultan Hospital.	Medical Superintended
		Quality Control Board.	Secretary
		[1][Balochistan Institute of Psychiatry and Behavioral Science, Quetta (BIPBS).	Executive Director]
		[2][Balochistan Institute of Nephro Urology, Quetta.	Chief Executive Officer]
		[3][Omani Grant Hospital Pasni.	Chief Executive Officer]
16.	[4][Home Department.]	NIL	NIL
17.	Industries and Commerce Department.	Lasbella Industrial Estate Development Authority (LIEDA).	Managing Director

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2015/1911-2010 dated 27th November, 2015; and published in the Balochistan Gazette (Extraordinary) No. 224, dated 27th November, 2015.
2. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2015/2027-2126 dated 04th December, 2015; and published in the Balochistan Gazette (Extraordinary) No. 231, dated 4th December, 2015.
3. Added S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/4423-4522 dated 15th October, 2019; and published in the Balochistan Gazette (Extraordinary) No. 142, dated 15th October, 2019.
4. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98, dated 25th May, 2023.

		Gwadar Industrial Estate Development Authority (GIEDA).	Managing Director
18.	Information Department.	NIL	NIL
19.	Inter Provincial Coordination Department.	NIL	NIL
20.	Irrigation Department.	NIL	NIL
21.	Labour and Man power Department.	Balochistan Employees Social Security Institution.	Commissioner (BPS-20)
		Workers Welfare Board.	Secretary (BPS-19)
22.	Law and Parliamentary Affairs Department.	NIL	NIL
23.	Livestock and Dairy Development Department.	NIL	NIL
24.	Local Government and Rural Development Department.	Balochistan Local Government Board.	Secretary (BPS-19)
		Directorate General of Balochistan Rural Development Academy.	Director General
		Balochistan Local Councils Election Cell.	Secretary (BPS-19)
25.	Mines and Minerals Development Department.	Mines Labour Welfare Organization Balochistan.	Mines Labour Welfare Commissioner.

26.	Planning and Development Department.	Balochistan Development Authority.	Chairman
		Gwadar Development Authority.	Director General
		[1][Balochistan Public Private Partnership Authority.	Chief Executive Officer.]
27.	Population Welfare Department.	Regional Training Institute.	Principal
28.	Prosecution Department.	NIL	NIL
29.	Public Health Engineering Department.	Quetta Water and Sanitation Authority.	Managing Director
30.	Religious Affairs [2][* * * * * * * *] Department.	NIL	NIL
[3][30-A.	Minorities Affairs Department.	NIL	NIL]
31.	Science and Information Technology Department.	Balochistan Institute of Information Technology and Management Sciences.	Rector/Principal
32.	[4][School Education Department.	Board of Intermediate and Secondary Education;	Chairman
		Balochistan Text Book Board;	Chairman

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2022/476-575 dated 6th February, 2023; and published in the Balochistan Gazette (Extraordinary) No. 30, dated 6th February, 2023.
2. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2019/678-777 dated 10th April, 2020; and published in the Balochistan Gazette (Extraordinary) No. 68, dated 10th April, 2020.
3. Inserted by ibid.
4. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/2016-S&GAD/815-914 dated 12th April, 2016; and published in the Balochistan Gazette (Extraordinary) No. 51, dated 12th April, 2016; and Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98, dated 25th May, 2023.

		Provincial Institute for Teacher' Education;	Principal
		Balochistan Education Foundation; and	Managing Director
		Government Agro Technical Teacher Training Center.	Principal.]
33.	Services and General Administration Department.	Balochistan Service Tribunal	Chairman
		[1][Balochistan Public Service Commission.	Chairman]
[2][34.	Social Welfare Department.	Balochistan Charities Registration and Regulation Authority.	Director General]
35.	Transport Department.	NIL	NIL
36.	Urban Planning and Development Department.	Quetta Development Authority.	Director General
[3][37.	Women Development Department.	Office of the Ombudsperson, Balochistan Protection against Harassment of Women at the Workplace.	Ombudsperson]
[4][38	[Sports and Youth Affairs Department.	Balochistan Sports Board.	Chairman
		Youth Development Centre.	Director]

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/371-470 dated 2nd February, 2018.; and published in the Balochistan Gazette (Extraordinary) No. 18, dated 2nd February, 2018.
2. Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2022/936-1035 dated 06th April, 2022; and published in the Extraordinary Gazette No. 49, dated 06th April,, 2022; and subsequently Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1732-1831 dated 25th May, 2023; and published in the Balochistan Gazette (Extraordinary) No. 98, dated 25th May, 2023.
3. Omitted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2016/415-514 dated 27th January 2016; and published in the Balochistan Gazette (Extraordinary) 12-A, dated 27th January 2016; and subsequently Substituted by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2021/1306-1405 dated 22th April, 2021; and published in the Balochistan Gazette (Extraordinary) No. 83, dated 22nd April, 2021.
4. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2017/1316-1415 dated 18th April, 2017; and published in the Balochistan Gazette (Extraordinary) No. 88, dated 18th April, 2017.

[1][39.	Chief Minister's Secretariat.	NIL	NIL]
[2][40.	Excise, Taxation and Anti-Narcotics Department.	NIL	NIL]

1. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/581-680 dated 20th February, 2018; and published in the Balochistan Gazette (Extraordinary) No. 26, dated 20th February, 2018.
2. Added by S&GAD Department Government of Balochistan, vide its Notification No. S.O(R-I)3(2)/S&GAD-2018/2113-2212 dated 17th September, 2020; and published in the Balochistan Gazette (Extraordinary) No. 130, dated 17th September, 2020.

SCHEDULE VI

{See Rule 44}

LIST OF CASES TO BE SUBMITTED TO THE GOVERNOR FALLING WITHIN HIS DISCRETIONARY POWERS UNDER THE CONSTITUTION

S. No.	Cases	Reference of Article of Constitution.
1.	Right of Governor to address Provincial Assembly	110
2.	Dissolution of the Assembly.	112
3.	Chief Minister: his (a) appointment (b) acceptance of resignation and (e) vote of no-confidence.	130 and 136
4.	Dissolution of the Provincial Assembly:	
	(a) On the advice of the Chief Minister;	112 (1)
	(b) In his discretion, but subject to the previous approval of the President, where a vote of no-confidence having been passed against the Chief Minister, no other member of the Provincial Assembly commands the confidence of the majority of the members of the Provincial Assembly.	112 (2)
5.	Appoint a date, not later than ninety days from the date of dissolution, for the holding of a general election to the Assembly.	105 (3) (a)
6.	Appoint a Care-Taker Cabinet.	105 (3) (b)
7.	Giving assent to a Bill presented to the Governor for assent passed by the Provincial Assembly.	116
8.	Rules for appointment of the officers and servants of the High Court and terms and conditions of their employment.	208
9.	Matters relating to Universities requiring order of Governor as Chancellor.	
10.	Liaison/coordination for all Public Sector Universities including their matters with Higher Education	

	Commission.
11.	All cases arising out of discretion of the Governor under Rule 44 of the Balochistan Government Rules of Business, 2012.
12.	Appellant Authority to the decisions of Provincial Ombudsman and Authority to appoint employees BPS-16 and above including Provincial Ombudsman in line with the Establishment of office of Provincial Ombudsman Ordinance, 2001.

SCHEDULE - VII

PART - A

{See Rule 44 (1)}

LIST OF CASES TO BE SUBMITTED TO THE GOVERNOR FOR HIS APPROVAL THROUGH THE CHIEF MINISTER

S. No.	Cases	Reference of Article of the Constitution.
1.	Summoning and prorogation of Provincial Assembly.	109
2.	Promulgation of Ordinances.	128
3.	Making of Rules of procedure for Provincial Assembly.	67 read with 127
4.	Resignation of Speaker and Deputy Speaker of the Provincial Assembly.	53 (5) & (6) read with 127
5.	Provincial Ministers from amongst members of the Provincial Assembly on the advice of the Chief Minister: their (a) appointment; (b) removal; and (c) acceptance of resignation.	132
6.	Appointment of Advisors to the Chief Minister.	130 (11)
7.	Dissolution of the Provincial Assembly except when an appeal to electorate is necessary.	105 (3) and 112
8.	Advocate General: Appointment and resignation.	140
9.	Framing of Rules for the custody of the Provincial Consolidate Fund and other matters as provided.	119
10.	Regulating the attendance before a Committee of the Provincial Legislature of persons who are or have been in the Service of Pakistan and safeguarding confidential matter from disclosure.	66 (3) read with 127
11.	Reports of the Auditor General of Pakistan or the Auditor General or Accountant General of the Province, relating to the accounts of the Province, or of any other authority	171

	appointed to scrutinize the accounts of the Province and reports of the Public Accounts Committee.	
12.	Reference to the Council for Islamic Ideology whether a proposed law is or is not repugnant to the Injunctions of Islam.	229
13.	Appeals and Review petitions to Governor under admissible Laws/Rules.	
14.	Adaptation of existing laws.	268
15.	Public Service Commission: (a) its strength; (b) appointment, removal or resignation; of members including the Chairman; (c) their terms and conditions of service.	242 (1B)
16.	Laying of a report by the Governor on the observance and implementation of the Principles of Policy before the Provincial Assembly for discussion.	29 (3)
17.	Appointment/posting of staff/officers of the Governor.	
18.	Mercy petitions against sentence of death passed in criminal cases in accordance with the rules to be made by the Governor.	
19.	All cases relating to personal rights, privileges and dignities of Ex- Rule of former States.	
20.	Cases under the High Court Judges (Leave, Pension and Privileges) Order, 1970.	
21.	Cases requiring orders of the Governor under any law.	

SCHEDULE - VII

PART - B

{See Rule 44 (2)}

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

S. No.	Cases	Reference of Article of the Constitution.
1.	The Chief Minister shall keep the Governor informed on matters relating to Provincial administration and on all legislative proposals the Provincial Government intends to bring before the Provincial Assembly.	131
2.	(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 Commissioners, Deputy Commissioners and Daily Situation Reports submitted by the Police Department;	
	(b) All special reports by administrative and executive officers relating to matters which may seriously affect the peace and tranquility of the Province or any part thereof;	
	(c) Periodical reports of Administrative Departments and Head of Attached Departments.	
3.	All important cases involving questions of policy or principle.	
4.	Reports of Committees of Inquiry appointed by the Governor.	
5.	Press notes and handouts issued by the Information Department.	
6.	Intelligence Reports.	
7.	Summary, Minutes and decisions of the Provincial Cabinet.	
8.	All Cypher messages and telegrams.	
9.	Annual Reports of the Public Service Commission.	
10.	All documents issued by the Finance Minister pertaining to the Annual Budget.	
11.	Papers pertaining to any other matter required by the Governor through a general or special order.	

SCHEDULE - VIII

{See Rule 5 (2) and 45 (1)}

PART-A

LIST OF CASES TO BE SUBMITTED TO THE CHIEF MINISTER FOR HIS APPROVAL BEFORE ISSUE OF ORDER.

S. No.	Cases	Reference of Article of the Constitution.
1.	Rules of Business: Framing and alteration thereof.	139 (3)
2.	Framing or alteration of rules for the authentication of orders and other instruments.	139
3.	Removal of difficulties.	267
4.	Presentation of Annual Budget statements to the Assembly and charges thereon.	120
5.	Making demands for grants on the Provincial expenditure.	122 (3)
6.	Authentication of the Schedule of Authorised Expenditure.	123
7.	Laying of Supplementary Statement of Expenditure before the Provincial Legislature.	124
8.	Bill or amendment in respect of matters for which the Provincial Legislature has power to enact to be introduced or moved in the Provincial Legislature during the state of emergency.	115
9.	Cases in which Federal Government has issued direction.	149
10.	Complaints to the Council of Common Interests about any executive action or legislation taken or passed or proposed to be taken or passed or the failure of any authority to exercise any of their powers with respect to the use, distribution or control of water from any natural source of supply.	155
11.	Allocation of Department to the Minister under Rule 3 (5) of the Rules of Business.	

12.	Cases regarding the conditions of service or promotion of, or disciplinary action against, members of Federal Services or holders of appointment normally held by them. Cases to be referred to the Federal Government, shall be shown to the Chief Minister both before a reference is made to the Federal Government as well as before final orders are issued.
13.	Cases in which advice of the Public Service Commission is not acceptable to a Department.
14.	Selection of officers of the rank of Secretaries to Government and above for appointment under the Federal Government.
15.	Recommendations for the grant of honors and awards.
16.	All cases relating to matters which are liable to involve Government into controversy with the Federal Government or with another Provincial Governments.
17.	All cases which may have a bearing on relation with a Foreign Government.
18.	Matters of policy in which a Minister propose to rescind an order passed by his predecessor in office.
19.	Provincial Selection Board: (a) its constitution and (b) approval of recommendations thereof.
20.	Proposal involving any change in the functions or powers of Secretaries, Members Board of Revenue and Heads of Administrative Departments/Attached Departments.
21.	Petitions addressed to the President by members of All Pakistan Services.
22.	Preventive detention.
23.	Appointment, etc. of members of Administrative Courts and Tribunals.
24.	Appointment of- (a) Secretary to the Government of Balochistan, Heads of Attached Departments and other officers of the Provincial Government in BPS-17 (or equivalent) and above; (b) Officers to post in a Corporation, Autonomous/Semi-Autonomous Body or Authority carrying BPS-18 or equivalent and above under the administrative control of the Provincial Government.
25.	Determination of terms and conditions of appointment of Advisors to the Chief Minister.
26.	All cases of relaxation of:-

	(a) Service Rules; and (b) All other Policies framed by the Government of Balochistan.
27.	Appointment of officers on the Secretariat staff of the Chief Minister.
28.	Cases requiring orders of the Chief Minister under any law.

SCHEDULE - VIII

{See Rule 5 (3) and 45 (a2)}

PART-B

LIST OF CASES TO BE SUBMITTED TO THE CHIEF MINISTER FOR INFORMATION.

1.	Report of Committees of Inquiry appointed by Government.
2.	Press notes issued by the Information Department.
3.	All periodical and special reports by administration 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 Report (daily, weekly and special reports) of Special Branch.
5.	Reports of Commissions of Inquiry appointed by the Government.
6.	All periodical reports of Heads of the Departments and proposed resolutions and such reports.