



No.S0(ERB)7-1/2014/E-Criteria
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT (O&M WING)

Dated Lahore the 20th August, 2014

To

1. Senior Member, Board of Revenue, Punjab.
2. Chairman Planning & Development Board, Lahore.
3. All the Administrative Secretaries in the Punjab.
4. All Heads of Attached Departments in the Punjab
5. All Heads of Autonomous / Semi Autonomous Bodies in Punjab.
6. The Accountant General, Punjab, Lahore.

SUBJECT: UNNECESSARY ROUTING OF FILES THROUGH IRRELEVANT DEPARTMENTS

Kindly refer to the subject noted above.

2. On a summary initiated by the Regulations Wing, S&GAD, the Chief Minister, Punjab, has, inter-alia, observed that:

The ACS, Chairman P&D and Secretary Finance should hold meeting and devise clear SOPs to discourage unnecessary routing of files through irrelevant departments as it impedes speed and quality of decision making."

3. In this regard kind attention is invited towards Rule 15(1) of the Punjab Government Rules of Business, 2011, which reads as under:

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

- (a) the Department in-charge shall be responsible for consulting the other concerned Departments; and
- (b) no orders shall issue and no case shall be submitted to the Chief Minister or the Cabinet, until it has been considered by all the concerned Departments."

4. Rule 16, 19 and 20 of the Rules ibid also provide parameters vis-a-vis matters where consultation with S&GAD, Finance and Law & PA Departments is required.

5. Attention is invited towards the Punjab (Civil Services) Delegation of Powers Rules, 1983 whereby appointing authorities and other authorities have been

vested with powers to dispose of administrative and financial issues. Furthermore, the Punjab Delegation of Financial Powers Rules, 2006 as amended from time to time also empowers different authorities to exercise financial powers.

6 It has been observed that the Administrative Departments unnecessarily route files particularly of Autonomous Bodies to different departments including S&GAD, Finance and Law & PA Departments without taking into account above said provisions of Laws/Rules/Instructions as well as relevant Statutes whereby Autonomous Bodies stand constituted.

7. The competent authority has, therefore, desired that unnecessary routing of files through irrelevant departments and moving of reference to the Departments by the Autonomous Bodies may be discouraged to ensure prompt disposal of official business.

8. The above instructions may be implemented in letter and spirit.


SECTION OFFICER (ERB)

CC:

1. P.S.O to Principal Secretary to Chief Minister, Punjab
2. P.S.O to Chief Secretary, Punjab.
3. P.S.O to Additional Chief Secretary, Punjab.
4. P.S to Secretary (I&C), S&GAD.