

GOVERNMENT OF PAKISTAN
MINISTRY OF LAW, JUSTICE, HUMAN RIGHTS AND
PARLIAMENTARY AFFAIRS

(Law, Justice and Human Rights Division)

Islamabad-44080, the 15th November, 2002

F.No. 2(I)/2002-Pub.—The following Ordinance promulgated by the President is hereby published for general information: -

Ordinance No. CXXVI
AN
ORDINANCE

to provide for the establishment of the Pakistan Postal Services Management Board

WHEREAS it is expedient to provide for the establishment of the Pakistan Postal Services Management Board and for matters connected therewith or incidental thereto;

AND WHEREAS the President is satisfied that circumstances exist which render it necessary to take immediate action;

NOW, THEREFORE, in pursuance of the Proclamation of Emergency of the fourteenth day of October, 1999, and the Provisional Constitution Order No.1 of 1999, read with the Provisional Constitution (Amendment) Order No.9 of 1999, and in exercise of all powers enabling him in that behalf, the President of the Islamic Republic of Pakistan is pleased to make and promulgate the following Ordinance: -

1. Short title, extent and commencement.- (1) This Ordinance may be called the Pakistan Postal Services Management Board Ordinance, 2002.

- (2) It extends to the whole of Pakistan.
- (3) It shall come into force at once.

2. Definitions. - In this Ordinance, unless there is anything repugnant in the subject or context, -

- (a) "Auditor General" means the Auditor General of Pakistan.
- (b) "Board" means the Pakistan Postal Services Management Board established under Section 3;
- (c) "Chairman" means the Chairman of the Board;
- (d) "Director General" means the Director General of the Pakistan Post Office Department;
- (e) "Executive Committee" means the Executive Committee of the Board;
- (f) "Fund" means the Pakistan Postal Services Fund;
- (g) "member" means a member of the Board and includes the Chairman;
- (h) "Pakistan Post Office Department" means the Pakistan Post Office Department established under the Post Office Act, 1898 (VI of 1898); and
- (i) "Secretary" means the Secretary of the Board;

3. Establishment of the Pakistan Postal Services Management Board :- (1) For the management of the Pakistan Post Office Department , there is hereby established a board to be known as the Pakistan Postal Services Management Board.

(2) The Board shall be a body corporate having perpetual succession and a common seal, with power, subject to the provisions of this Ordinance, to acquire, hold and dispose of its property, both movable and immovable, and shall by its name sue and be sued.

(3) The Board shall consist of the following members, namely :-

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| (a) | Director General, Pakistan Post Office Department. | Chairman. |
| (b) | An officer of the rank of Joint Secretary from the Ministry of Finance.. | Member. |
| (c) | An officer of the rank of Joint Secretary from the Communications Division. | Member. |
| (d) | Three senior technical officers from the Pakistan Post Office Department. | Member. |
| (e) | Three suitable persons from private sector. | Member. |

4. Chairman.- (I) Subject to the provisions of this Ordinance, the rules and regulations made thereunder, the Chairman shall be a BS-21 or 22 officer.

(2) The Chairman shall have administrative and financial powers as specified in Schedule "I" and "II" to this Ordinance.

5. Appointment and terms of office of a member:- A member, not being an ex-officio member, shall be appointed by the Federal Government and shall hold office for a period of two years and shall be eligible for re-appointment for a further period of one year.

6. Terms and conditions of appointment:- The terms and conditions of appointment of a member appointed from private sector shall be such as the Federal Government may, from time to time, determine.

7. Resignation by a member:- A member, other than an ex-officio member may, by giving in writing to the Federal Government a notice of not less than sixty days, resign his office.

Provided that his resignation shall not take effect until accepted by the Federal Government.

8. Removal of a member:- (I) Subject to sub-section(2), the Federal Government may, by notification in the official Gazette, remove any member from his office.

(2) Any member may be removed from his office, if he—

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| (a) | in the opinion of the Federal Government, fails to discharge, or becomes incapable of discharging, his duties under this Ordinance, |
| (b) | has been declared insolvent; |
| (c) | has been declared to be disqualified for employment in, or has been dismissed from the service of Pakistan; |
| (d) | has been convicted of an offence involving moral turpitude, or |

- (e) has knowingly acquired or continued to hold without the permission in writing of the Federal Government, directly or indirectly or through a partner, any share or interest in any contract or employment with, or by on behalf of the Board, in any land or property which in his knowledge, is likely to benefit or has benefited as a result of the operation of the Board.

9. Filling of a casual vacancy:- A casual vacancy in the office of a member shall be filled by the appointment of another member for the remaining term of office of his predecessor

10. Meetings of the Board:- (1) The Board shall meet at least once during a quarter.

2. The meetings of the Board shall be held at such time and at such places as the Chairman may determine.

3. To constitute quorum at a meeting of the Board, the Chairman and at least five other members shall be present one of whom shall be either Joint Secretary, Ministry of Finance, or Joint Secretary, Communications Division.

4. The Chairman and, in his absence, a member authorised by him in this behalf, shall preside at the meetings of the Board.

5. Each member shall have one vote and, in the event of an equality of votes, the Chairman shall have a casting vote.

6. No act or proceedings of the Board shall be invalid merely on the ground of the existence of any vacancy in, or any defect in the constitution of the Board.

11. Powers and functions of the Board: - (1) Subject to the provisions of this Ordinance, the Board shall have complete decision making power in matters relevant to all the administrative, operation and finance of the Pakistan Post Office Department.

Provided that the power to make decisions in important policy matters shall vest in the Federal Government.

(2) In particular and without prejudice to the generality of the foregoing powers, the following shall be the powers and functions of the Board, namely: -

- (a) To manage, maintain and operate the Pakistan Post Office Department;
- (b) to manage, maintain and operate the Post Office savings Bank throughout Pakistan;
- (c) to frame overall market oriented postal policies and introduce, flexible tariff regime in consultation with the Government;
- (d) to manage postage rates for ordinary postal articles in consultation with the Government;
- (e) to manage, maintain and operate the Postal Life Insurance throughout Pakistan;
- (f) to make such provisions as appear to it to be appropriate for advancing the skills of its officers, employees and servants by education, training and otherwise, and to promote, within reasonable limits, their welfare.
- (g) to conduct and assist research experiments or trials for the improvement of methods of postal facilities and other services being carried out by the Pakistan Post Office Department;
- (h) to advise the Federal Government on matters relating to postal and other services being provided by the Pakistan Post Office Department and to provide consultancy services thereto;

- (i) to maintain liaison with the Universal Postal Union and other international postal organizations;
- (j) to open, operate and maintain bank accounts only with those banks authorized by the Finance Division in accordance with the instructions issued, from time to time, for maintaining working balances of public sector enterprises;
- (k) to undertake domestic or foreign borrowings in consultation with the Finance Division and invest surplus funds of the Board in accordance with the instructions issued, from time to time, by the said Division;
- (l) to seek contracts and provide postal services abroad, and
- (m) to perform such other functions as the Federal Government may, from time to time, assign.

12. **Secretary of the Board:-** (I) There shall be a Secretary of the Board who shall be a senior officer of the Postal Group.

- (2) The Secretary shall
 - (a) be responsible for the administration of the Board's offices;
 - (b) be responsible for recording all decisions of the Board and monitoring progress thereon; and
 - (c) perform such other functions as the Board may, from time to time, assign.

Explanation:- For the purposes of this section, Postal Group means the Postal Occupational Group as constituted vide the Establishment Division's O.M. No.7/2/15-ARC, dated the 30th May, 1975.

13. **Executive committee:-** (I) There shall be an Executive Committee for taking day to day operational decisions in line with the policy formulated by the Board, and matters delegated to it specifically by the Board.

- (2) The Executive Committee shall consist of the following members, namely: -
 - (a) Director General, Pakistan Post Office Department who shall be its President.
 - (b) Additional Director General (Administration), Pakistan Post Office Department.
 - (c) Additional Director General (Operations), Pakistan Post Office Department.

14. **Delegation of powers:-** The Board may, by order in writing, direct that any of its powers, shall in such circumstances and under such conditions, if any, as may be specified in the order be exercisable also by a member or the Executive Committee.

15. **Preparation of plans:-** The Board shall, from time to time, prepare plans and, if necessary, prospective plans, for the development of postal and other services and for the furtherance of its purposes and functions under this Ordinance and matters incidental thereto.

16. **Postal tariffs:-** (1) Notwithstanding anything contained in the Post Office Act, 1898 (VI of 1898), the upward revision of postage rates for ordinary postal articles sent by inland post shall be subject to the prior approval of the Federal Government.

Provided that the rates being charged by the Pakistan Post Office Department immediately before the commencement of this Ordinance shall be deemed to have been approved by the Federal Government.

(2) Rates of postage to be charged in respect of postal articles sent abroad shall be fixed by the Board according to the relevant provisions of the Convention adopted by the latest Congress of the Universal Postal Union or in accordance with its international obligations.

(3) Fees to be charged in respect of postal articles requiring special treatment and for remittance of money shall be fixed by the Board.

(4) The Board may, from time to time, settle with foreign postal authorities rates at which accounts shall be settled with such authorities in respect of postal traffic between Pakistan and other countries.

17. Sale of assets and services:- The Board may, in a transparent manner, enter into joint ventures, concession contracts and management contracts for operation or expansion of its services or functions including outsourcing its services.

Provided that the Board shall, with the prior approval of the Federal Government, enter into contracts for leasing and selling its assets.

18. Budget:- (I) The Board shall submit to the Federal Government a statement of the estimated receipts and expenditure for next financial year for approval in principle.

(2) The annual budget shall be approved by the Board.

(3) The Board may, within the budgetary allocations, authorise any expenditure considered necessary for the efficient performance of the functions of the Pakistan Post Office including re-appropriation from one head of account to another.

19. Audit and accounts:- (I) The accounts of the board shall be maintained in such forms as may be determined by the Controller General Accounts.

(2) The Auditor General shall have the power to audit or cause to be audited, the accounts of the Pakistan Post Office Department.

(3) The Board shall cause the Pakistan Post Office Department to produce such accounts and books and connected documents, and furnish such explanation and information, as the Auditor General, or any officer authorized by him in this behalf, may require for the purpose of the audit.

(4) Copies of the audit report shall be sent to the Board and to the Federal Government.

(5) The Board shall cause compliance from the Pakistan Post Office Department with any directive issued by the Federal Government, the Auditor General or the Public Accounts Committee of National Assembly for rectification of an audit objection.

20. Internal audit:- The Board, shall, in addition to the audit under section 19, cause to be carried out internal audit of the accounts of the Pakistan Post Office Department for submission to the Board through the Chairman.

21. Pakistan Postal Services Fund:- (I) There shall be a fund to be known as the Pakistan Postal Services Fund which shall vest in the Board.

(2) The Fund shall consist of : -

(a) grants made by the Federal Government;

(b) loans obtained by the Board with the approval of the Federal Government;

- (c) grants made by local bodies;
- (d) receipts for services rendered, sale proceeds from movable property and, with the prior approval of the Federal Government, receipts of immovable property;
- (e) loans obtained with the special or general prior sanction of the Federal Government.;
- (f) Foreign aid and loans obtained from any source outside Pakistan with the sanction of, and on such terms as may be approved by, the Federal government; and
- (g) Proceeds of all charges and recoveries made under the Pakistan Post Office Act, 1898 (VI of 1898); and
- (h) All other sums receivable by the Board.

(3) The Board shall have power to meet charges from the Fund in connection with its functions under this Ordinance including payment of salary or remuneration of the Chairman, members, officers, employees and advisers of the Board.

(4) All surplus money and profits earned by the Pakistan Post Office Department shall be deposited in the Government Treasury according to the prescribed procedure.

22. Appointment of officers, employees and advisers:- (1) Subject to sub-section (2), the Board may appoint such officers, employees and advisers as it may consider necessary for the efficient performance of its functions on such terms and conditions as may be prescribed by regulations:

(2) All appointments shall be made in accordance with the prescribed educational, technical or professional qualifications and experience and age limits, against posts sanctioned by the Government and all initial appointments shall be made after advertisement of the vacancies in the prominent newspapers.

23. Submission of yearly reports:- (1) The Board shall submit to the Federal Government, as soon as possible after the end of every financial year but before the 30th September a report on the conduct of its affairs for the year.

(2) The Federal Government may require the Board to furnish to it with any report, return, statement, estimates and statistics on any subject and any other document or any other information regarding any matter under the control of the Board.

24. Rates of profit and bonus:- (1) Rates of profit payable to depositors and investors of the savings schemes operated by the Pakistan Post Office Department shall be determined by the Federal Government

(2) Rates of bonus payable on the Postal Life Insurance shall be fixed by the Board on the advice of the actuary conducting the valuation of the Postal Life Insurance Fund.

25. Directives of the Federal Government:- For furthering the functions and objectives of the Pakistan Postal Services Management Board, the Federal Government may, as and when it considers necessary, issue directives to the Board on matters of policy, and such directives shall be binding on the Board and if a question arises whether any matter is a matter of policy or not, the decision of the Federal Government shall be final.

26. Power to make rules:- The Federal Government may, by notification in official Gazette, make rules for carrying out the purpose of this Ordinance.

27. Power to make regulations:- The Board may, with the prior approval of the Federal Government, by notification in the official Gazette, make regulations, not inconsistent with this Ordinance and the rules made thereunder, for carrying out the purposes of this Ordinance.

28. Removal of difficulties: - If any difficulty arises in giving effect to any of the provisions of this Ordinance, the Federal Government may make such order, not inconsistent with the provisions of this Ordinance, as may appear to it to be necessary for the purpose of removing the difficulty.

Provided that no such power shall be exercised after the expiry of one year from the coming into force of this Ordinance.

29. Savings: - Nothing in the Ordinance shall derogate from or affect the provision of the Post Office Act, 1898 (IV of 1898), the Government Saving Bank Act, 1873 (V of 1873), the Post Office Cash Certificates Act, 1917 (XVIII of 1917), the Post Office National Savings Certificates Ordinance, 1944 (XLII of 1944), and the Wireless Telegraphy Act, 1933 (XVII of 1933), or any enactment amending or extending the same, provided that reference to the Pakistan Post Office therein shall hereafter be read and constitute as reference to the Board.

Sd/-
GENERAL
PERVEZ MUSHARRAF,
President
Sd/-
MR. JUSTICE
MANSOOR AHMED
Secretary.

**ADMINISTRATIVE POWERS OF THE PAKISTAN POSTAL SERVICES
MANAGEMENT BOARD (PPSMB)**

POWERS ALREADY DELEGATED TO THE HEAD OF THE DEPARTMENT

Sl.No.	Nature of power	Comments of Communications Division
1.	02	03
1.	<u>METHOD OF APPOINTMENT</u> Power to determine method of appointment and other conditions applicable to a post in BS-16 and below.	Full powers less contract appointments of officers of BS-19.
2.	<u>PENSIONS</u> Power to sanction all kinds of pensions (including gratuities / commutations) and to decide questions allied to the grant thereof in respect of officers holding posts in BS-17,18,19 & 20 other than the officers of Accounts Group (Inter Departmental Cadre).	Full powers.
3.	<u>SECURITY DEPOSIT</u> Power to increase amount of security deposits.	Full powers.
4.	<u>MISCELLANEOUS</u> Power to grant authority for institution of legal proceedings and for defence of civil suits on behalf of the Department.	Full powers.
5.	Power to grant authority for institution of criminal proceedings against departmental officials .	Full powers.
6.	Power to muoduce modif standard printed form.	Full powers.
7.	Power to sanction preservation or destruction of records (other than accounts record).	Full powers.
8.	Power to correspond with Foreign Postal Administrations and the International Bureau of the Postal Union regarding matters covered by the convention of the Universal Postal Union and the other arrangements of the Union or by separate arrangements regarding exchanges of postal articles and money orders entered into with Foreign Postal Administrations .	Full powers.
9.	Power to open guaranteed offices for a period of 5 years or more in special cases.	Full powers.
10.	Power to exercise and sign contracts on behalf of the Department.	Full powers.
11.	Power to sanction the condonation of residential accommodation in excess of the standard scale admissible occupied by the employees in BS-1 to 15 in leased buildings.	Full powers.
12.	Power for the grant of permission for acquisition, disposal and construction of immovable property to all Government servants in the Departments. Power to grant permissible to be transferred to other Government offices/Departments or to take up other employment.	Full Powers.
13.	Power to prescribe a Government servant's headquarters.	Full Powers.
14.		Full Powers.

POWERS TO BE DELEGATED

Sl.No.	Nature of power	Comments of Communications Division
1.	02	03
1.	<u>INITIAL APPOINTMENTS</u> Power to make first appointment to posts in BS-17,18 & 19 other than posts in Accounts Group (Inter Departmental Cadre) through FPSC.	Upto B-18.
2.	<u>PROMOTIONS</u> Power to order promotions to all posts from BPS-16 to 17, 17 to 18 and 18 to 19 other than posts included in Accounts Group (Inter Departmental Cadre).	Upto B-18 DG, PPO will chair this promotion committee and the Joint Secretary (I) MOC, will be a member.
3.	<u>ACTING CHARGE APPOINTMENTS</u> Power to order acting charge appointment to Posts in BPS-17, 18 & 19.	Upto B-19.
4.	<u>CURRENT CHARGE APPOINTMENTS</u> Power to extend current charge appointment for a further three months beyond initial period of three months against a post in BPS-20.	First three months.
5.	<u>DUAL CHARGE APPOINTMENTS</u> Power to extend dual charge appointment for a further three months beyond initial period of three months to a post in BPS-20.	Upto BS-19
6.	<u>DISCIPLINARY</u> Power to impose major penalties on officers holding posts in BS-17, 18 and 19.	Upto B-19
7.	Power to impose minor penalties on officers holding posts in BS-20.	Upto B-19
8.	<u>TRANSFERS</u> Power to order transfers of officers in BS-20 and below.	Upto B-20
9.	<u>PROMOTION/SELECTION COMMITTEES</u> Power to constitute Promotion Committees for considering promotions to posts in BS-18 and below and Selection Committee for making initial appointment to posts in BS-16 and below.	Promotion for B-18
10.	<u>RESIGNATION</u> Power to accept resignation from an officer holding post in BS-17 or 18 or 19 other than the officer of Accounts Group (Inter Departmental Cadre).	Upto B-19 subject to rules/regulations as laid down by the Establishment Division.
11.	Power to allow Government servants in BS-17 to 19 to count extra ordinary leave for increments subject to conditions laid down in F.R.20.	Full powers.

POWERS NOT TO BE DELEGATED

Sl.No.:	Nature of power:	Comments of Communications Division:
1.	2	3
1.	<u>STUDY LEAVE</u> Power to grant study leave.	No
2	Power to correspond with Ministries/Divisions.	No. Since all summaries and Correspondence etc has to be routed through administrative

		Ministry/Division as per Cabinet Decision.
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**FINANCIAL POWERS OF THE PAKISTAN POSTAL SERVICES
MANAGEMENT BOARD (PPSMB)**

POWERS ALREADY DELEGATED BY FINANCE DIVISION TO THE HEAD OF THE DEPARTMENT

Sl.No:	Nature of power:	Comments of Communications Division:
1	2	3
1.	Conversion of a temporary posts into a permanent post.	Already delegated by Finance Division to the Head of the Department.
2.	Abolition of posts.	Already delegated by Finance Division to the Head of the Department.
3.	Power to declare stores surplus or un-serviceable.	Already delegated by Finance Division to the Head of the Department.
4.	Power to sell surplus or unserviceable stores and stock by auction.	Already delegated by Finance Division to the Head of the Department.
5.	<u>Purchase of Durable Goods.</u> Purchase of Transport, Machinery and Equipment, Furniture & Fixture, Livestock and other durable goods.	Already delegated by Finance Division to the Head of the Department.
6.	<u>Pre-investment Project Analysis.</u> Feasibility Studies, Research and Surveys and Exploratory Operations.	Already delegated by Finance Division to the Head of the Department.
7.	<u>Repair & Maintenance of Durable Goods.</u> Repair of Machinery, Equipment, Furniture and Fixture.	Already delegated by Finance Division to the Head of the Department.
8.	Repair and Maintenance of Transport.	Already delegated by Finance Division to the Head of the Department.
9.	<u>Commodities & Services:</u> Travelling allowance.	Already delegated by Finance Division to the Head of the Department.
10.	Transportation of goods.	Already delegated by Finance Division to the Head of the Department.
11.	POL charges.	Already delegated by Finance Division to the Head of the Department.
12.	Conveyance charges.	Already delegated by Finance Division to the Head of the Department.
13.	Postage & Telegraph.	Already delegated by Finance Division to the Head of the Department.
14.	Telephone and Trunk Call.	Already delegated by Finance Division to the Head of the Department.
15.	Telex, Tele-printer and Fax.	Already delegated by Finance Division to the Head of the

		Department.
16.	Courier and Pilot Service.	Already delegated by Finance Division to the Head of the Department.
17.	Utilities, (Gas, Water, Elect).	Already delegated by Finance Division to the Head of the Department.
18.	Office Stationery.	Already delegated by Finance Division to the Head of the Department.
19.	Printing and Publications.	Already delegated by Finance Division to the Head of the Department.
20.	Newspapers, Periodicals and Books.	Already delegated by Finance Division to the Head of the Department.
21.	Uniform and Liveries.	Already delegated by Finance Division to the Head of the Department.
22.	Rent of residential buildings.	The amount upto Rs.10,000/- per month in each case has already been delegated by Finance Division to the Head of the Department.
23.	Royalties, Rates and Taxes.	Already delegated by Finance Division to the Head of the Department.
24.	Payment to Government Departments for service rendered.	Already delegated by Finance Division to the Head of the Department.
25.	Essay Writing and Copy rights.	Already delegated by Finance Division to the Head of the Department.
26.	Law charges.	Already delegated by Finance Division to the Head of the Department.
27.	Fee to Law Officers.	Already delegated by Finance Division to the Head of the Department.
28.	Fairs, Exhibitions and Other National Celebrations.	Already delegated by Finance Division to the Head of the Department.
29.	Publicity and Advertisement Charges.	Already delegated by Finance Division to the Head of the Department.
30.	Payment to others for services rendered.	Already delegated by Finance Division to the Head of the Department.
31.	Cost of State Trading.	Already delegated by Finance Division to the Head of the Department.
32.	Cost of Other Stores including purchase of drugs and medicines.	Already delegated by Finance Division to the Head of the Department.
33.	Other expenditure on Commodities and Services.	Expense upto Rs.25,000/- already delegated by Finance

		Division to the Head of the Department.
34.	Scholarships, Bonuses and other awards.	Already delegated by Finance Division to the Head of the Department.
35.	<u>Transfer payments.</u> Grants-in-Aid.	For Institutions not wholly financed by the Government, the powers delegated to the Ministries have been delegated to the Head of the Department already by the Finance Division.
36.	<u>Miscellaneous Expenditure.</u> Contribution and subscription.	Already delegated by Finance Division to the Head of the Department.
37.	Delegation Abroad.	Already delegated by Finance Division to the Head of the Department.
38.	Loss on Exchange.	Already delegated by Finance Division to the Head of the Department.
39.	Secret Service Exp.	Already delegated by Finance Division to the Head of the Department.
40.	Conferences/Seminars/Workshops/Symposia.	Already delegated by Finance Division to the Head of the Department.
41.	Powers to order refund in accordance with the rules or in pursuance of decisions of courts in respect of which no appeal is proposed to be filed.	Already delegated by Finance Division to the Head of the Department.
42.	Compensation payable to any individual under law, rules or judgment of Courts.	Already delegated by Finance Division to the Head of the Department.
43.	Charges for remittance of pay and or allowances of establishment by money order or by bank drafts, other than leave salary.	Already delegated by Finance Division to the Head of the Department.
44.	Fixation of initial pay by grant of premature increments in cases of first appointment under Government of persons not already in the service of the Federal, or Provincial Government .	Already delegated by Finance Division to the Head of the Department.
45.	Fixation of initial pay of an officiating Government servant on appointment to another post in a time scale of pay.	Already delegated by Finance Division to the Head of the Department.
46.	Sanction to the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium.	Already delegated by Finance Division to the Head of the Department.
47.	Sanction of honoraria to Government Servant in connection with departmental examinations in accordance with the rules.	Already delegated by Finance Division to the Head of the Department.
48.	Power to sanction the undertaking of work for which a fee is offered and acceptance of fee.	Already delegated by Finance Division to the Head of the Department.
49.	Exemption from crediting of fees to Government.	Already delegated by Finance Division to the Head of the Department.
50.	Relaxation of the prescribed time limit for submission of T.A. Bill.	Already delegated by Finance Division to the Head of the

		Department.
51.	Relaxation of the prescribed time limit where the family of transferred Government servant could not join him within one year due to shortage of accommodation, education of children or on medical or compassionate grounds.	Already delegated by Finance Division to the Head of the Department.
52.	Relaxation of the prescribed time limit in respect of a member of the family of a transferred Government servant preceding him.	Already delegated by Finance Division to the Head of the Department.
53.	Relaxation of prescribed time limit where the family could not follow a Government servant granted leave travel concession within the prescribed period of one month on medical grounds or due to private affairs.	Already delegated by Finance Division to the Head of the Department.
54.	Grant of permission for the family to precede a Government servant granted leave travel concession.	Already delegated by Finance Division to the Head of the Department.
55.	Grant of T.A. concession during leave where leave is combined with extraordinary leave due to circumstances beyond the control of a Government servant.	Already delegated by Finance Division to the Head of the Department.
56.	Grant of daily allowance for compulsory halt due to dislocation of communications.	Already delegated by Finance Division to the Head of the Department.
57.	Grant of extraordinary leave to temporary Government servants upto one year for reasons beyond their control.	Already delegated by Finance Division to the Head of the Department.
58.	Grant of advances to Government servants from various provident funds.	Already delegated by Finance Division to the Head of the Department.
59.	Permission to postpone recovery of advance drawn from the GP Fund for a specified period.	Already delegated by Finance Division to the Head of the Department.
60.	Grant of advance for the purpose of Motor car/Motor Cycle and Cycle to temporary Government servants.	Already delegated by Finance Division to the Head of the Department.
61.	Relaxation of time limit of one month within which purchase of conveyance should be completed.	Already delegated by Finance Division to the Head of the Department.
62.	Authorization of the final payment of the final dues of the deceased Government servant to the members of his family dispensing with production of succession certificate and guardian-ship certificate in the case of minor heir(s).	Already delegated by Finance Division to the Head of the Department.
63.	Question of deciding the real legal heir(s) in case where there is no nomination or the nomination is incorrect or invalid.	Already delegated by Finance Division to the Head of the Department.
64.	Grant of conveyance allowance.	Already delegated by Finance Division to the Head of the Department.

POWERS TO BE DELEGATED

Sl. No.	Nature of power.	Comments of Communications Division.
1	2	3
1.	Appointment of staff chargeable to contingencies equivalent to staff in BPS-1 to 7.	Full powers to appoint staff chargeable to contingencies equivalent to staff in BPS-1 to 4 subject to availability of funds.
2.	Re-appropriation of funds.	Full powers subject to laid down, restrictions proposed by Finance Division.
3.	Construction of works.	Full powers.
4.	Write off irrecoverable value of stores or public money due to losses on account of fraud, theft, etc.	Proposed to be delegated as under: Rs.50,000/- and Rs.10,000/- for (i) and (ii) respectively.
5.	Repair to the hired and requisitioned buildings.	Full powers, subject to condition that these powers shall be restricted to the extent covered by landlords liability.
6.	Expenditure on rent of non-residential buildings.	The amount of Rs.25,000/- has been proposed by this Division.
7.	Entertainment.	Full powers proposed to be delegated.
8.	Powers to decide the amount of permanent travelling allowance to be drawn by a Government servant holding more than on post to which permanent traveling allowance is attached.	Powers of Secretary (C) are proposed by this Division.
9.	Grant of special disability leave.	Full powers proposed by this Division.
10.	Condonation of interruption of service.	Up to BS-16.
11.	Condonation of deficiency in qualifying service for pension.	Up to BS-16.
12.	Transfer of post from one office to another within the same scale; cadre and re-designation, revival of posts failing in BPS-1 to BPS-19.	Only transfer of post from one office to another within the same scale and cadre is delegated.
13.	Powers to give administrative approval of works.	To be delegated up to Rs.5,00,000/- only for approved development schemes.
14.	Power to sanction investigation of claims of government servants to arrears of pay, allowances etc.	Full powers to sanction investigations but not claims.
15.	Reimbursement of medical expenses.	Up to Rs. 20,000/- within the budgetary allocation.

**ADMINISTRATIVE POWERS OF THE PAKISTAN POSTAL SERVICES
MANAGEMENT BOARD (PPSMB)**

POWERS ALREADY DELEGATED TO THE HEAD OF THE DEPARTMENT

Sl.No.	Nature of power	# [Powers to be exercised by the PPSMB]
1.	02	03
1.	<u>METHOD OF APPOINTMENT</u> Power to determine method of appointment and other conditions applicable to a post in BS-16 and below.	Full powers less contract appointments of officers of BS-19.
2.	<u>PENSIONS</u> Power to sanction all kinds of pensions (including gratuities / commutations) and to decide questions allied to the grant thereof in respect of officers holding posts in BS-17,18,19 & 20 other than the officers of Accounts Group (Inter Departmental Cadre).	Full powers.
3.	<u>SECURITY DEPOSIT</u> Power to increase amount of security deposits.	Full powers.
4.	<u>MISCELLANEOUS</u> Power to grant authority for institution of legal proceedings and for defence of civil suits on behalf of the Department.	Full powers.
5.	Power to grant authority for institution of criminal proceedings against departmental officials .	Full powers.
6.	Power to introduce or modify standard printed form.	Full powers.
7.	Power to sanction preservation or destruction of records (other than accounts record).	Full powers.
8.	Power to correspond with Foreign Postal Administrations and the International Bureau of the Postal Union regarding matters covered by the convention of the Universal Postal Union and the other arrangements of the Union or by separate arrangements regarding exchanges of postal articles and money orders entered into with Foreign Postal Administrations .	Full powers.
9.	Power to open guaranteed offices for a period of 5 years or more in special cases.	Full powers.
10.	Power to exercise and sign contracts on behalf of the Department.	Full powers.
11.	Power to sanction the condonation of residential accommodation in excess of the standard scale admissible occupied by the employees in BS-1 to 15 in leased buildings.	Full powers.
12.	Power for the grant of permission for acquisition, disposal and construction of immovable property to all Government servants in the Departments.	Full Powers.
13.	Power to grant permissible to be transferred to other Government offices/Departments or to take up other employment.	Full Powers.
14.	Power to prescribe a Government servant's headquarters.	Full Powers.

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@ [POWERS DELEGATED]

Sl.No.	Nature of power	# [Powers to be exercised by the PPSMB]
1.	02	03
1.	<u>INITIAL APPOINTMENTS</u> Power to make first appointment to posts in BS-17,18 & 19 other than posts in Accounts Group (Inter Departmental Cadre) through FPSC.	Upto B-18.
2.	<u>PROMOTIONS</u> Power to order promotions to all posts from BPS-16 to 17, 17 to 18 and 18 to 19 other than posts included in Accounts Group (Inter Departmental Cadre).	Upto B-18 DG, PPO will chair this promotion committee and the Joint Secretary (I) MOC, will be a member.
3.	<u>ACTING CHARGE APPOINTMENTS</u> Power to order acting charge appointment to Posts in BPS-17, 18 & 19.	Upto B-19.
4.	<u>CURRENT CHARGE APPOINTMENTS</u> Power to extend current charge appointment for a further three months beyond initial period of three months against a post in BPS-20.	First three months.
5.	<u>DUAL CHARGE APPOINTMENTS</u> Power to extend dual charge appointment for a further three months beyond initial period of three months to a post in BPS-20.	Upto BS-19
6.	<u>DISCIPLINARY</u> Power to impose major penalties on officers holding posts in BS-17, 18 and 19.	Upto B-19
7.	Power to impose minor penalties on officers holding posts in BS-20.	Upto B-19
8.	<u>TRANSFERS</u> Power to order transfers of officers in BS-20 and below.	Upto B-20
9.	<u>PROMOTION/SELECTION COMMITTEES</u> Power to constitute Promotion Committees for considering promotions to posts in BS-18 and below and Selection Committee for making initial appointment to posts in BS-16 and below.	Promotion for B-18
10.	<u>RESIGNATION</u> Power to accept resignation from an officer holding post in BS-17 or 18 or 19 other than the officer of Accounts Group (Inter Departmental Cadre).	Upto B-19 subject to rules/regulations as laid down by the Establishment Division.
11.	Power to allow Government servants in BS-17 to 19 to count extra ordinary leave for increments subject to conditions laid down in F.R.20.	Full powers.

@ [POWERS NOT DELEGATED]

Sl.No.:	Nature of power:	# [Powers to be exercised by the PPSMB]
1.	2	3
1.	<u>STUDY LEAVE</u> Power to grant study leave.	^{\$} [Communications Division]
2	Power to correspond with Ministries/Divisions.	^{&} [PPSMB through Communications Division]

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Schedule-II**FINANCIAL POWERS OF THE PAKISTAN POSTAL SERVICES
MANAGEMENT BOARD (PPSMB)****POWERS ALREADY DELEGATED BY FINANCE DIVISION TO THE HEAD OF THE DEPARTMENT**

Sl.No:	Nature of power:	# [Powers to be exercised by the PPSMB]
1	2	3
1.	Conversion of a temporary posts into a permanent post.	Already delegated by Finance Division to the Head of the Department.
2.	Abolition of posts.	Already delegated by Finance Division to the Head of the Department.
3.	Power to declare stores surplus or un-serviceable.	Already delegated by Finance Division to the Head of the Department.
4.	Power to sell surplus or unserviceable stores and stock by auction.	Already delegated by Finance Division to the Head of the Department.
5.	<u>Purchase of Durable Goods.</u> Purchase of Transport, Machinery and Equipment, Furniture & Fixture, Livestock and other durable goods.	Already delegated by Finance Division to the Head of the Department.
6.	<u>Pre-investment Project Analysis.</u> Feasibility Studies, Research and Surveys and Exploratory Operations.	Already delegated by Finance Division to the Head of the Department.
7.	<u>Repair & Maintenance of Durable Goods.</u> Repair of Machinery, Equipment, Furniture and Fixture.	Already delegated by Finance Division to the Head of the Department.
8.	Repair and Maintenance of Transport.	Already delegated by Finance Division to the Head of the Department.
9.	<u>Commodities & Services:</u> Travelling allowance.	Already delegated by Finance Division to the Head of the Department.
10.	Transportation of goods.	Already delegated by Finance Division to the Head of the Department.
11.	POL charges.	Already delegated by Finance Division to the Head of the Department.
12.	Conveyance charges.	Already delegated by Finance Division to the Head of the Department.
13.	Postage & Telegraph.	Already delegated by Finance Division to the Head of the Department.
14.	Telephone and Trunk Call.	Already delegated by Finance Division to the Head of the Department.
15.	Telex, Tele-printer and Fax.	Already delegated by Finance Division to the Head of the Department.
16.	Courier and Pilot Service.	Already delegated by Finance Division to the Head of the Department.
17.	Utilities, (Gas, Water, Elect).	Already delegated by Finance Division to the Head of the Department.
18.	Office Stationery.	Already delegated by Finance Division to the Head of the Department.
19.	Printing and Publications.	Already delegated by Finance Division to the Head of the Department.
20.	Newspapers, Periodicals and Books.	Already delegated by Finance Division to the Head of the Department.

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21.	Uniform and Liveries.	Already delegated by Finance Division to the Head of the Department.
22.	Rent of residential buildings.	The amount upto Rs.10,000/- per month in each case has already been delegated by Finance Division to the Head of the Department.
23.	Royalties, Rates and Taxes.	Already delegated by Finance Division to the Head of the Department.
24.	Payment to Government Departments for service rendered.	Already delegated by Finance Division to the Head of the Department.
25.	Essay Writing and Copy rights.	Already delegated by Finance Division to the Head of the Department.
26.	Law charges.	Already delegated by Finance Division to the Head of the Department.
27.	Fee to Law Officers.	Already delegated by Finance Division to the Head of the Department.
28.	Fairs, Exhibitions and Other National Celebrations.	Already delegated by Finance Division to the Head of the Department.
29.	Publicity and Advertisement Charges.	Already delegated by Finance Division to the Head of the Department.
30.	Payment to others for services rendered.	Already delegated by Finance Division to the Head of the Department.
31.	Cost of State Trading.	Already delegated by Finance Division to the Head of the Department.
32.	Cost of Other Stores including purchase of drugs and medicines.	Already delegated by Finance Division to the Head of the Department.
33.	Other expenditure on Commodities and Services.	Expense upto Rs.25,000/- already delegated by Finance Division to the Head of the Department.
34.	Scholarships, Bonuses and other awards.	Already delegated by Finance Division to the Head of the Department.
35.	<u>Transfer payments.</u> Grants-in-Aid.	For Institutions not wholly financed by the Government, the powers delegated to the Ministries have been delegated to the Head of the Department already by the Finance Division.
36.	<u>Miscellaneous Expenditure.</u> Contribution and subscription.	Already delegated by Finance Division to the Head of the Department.
37.	Delegation Abroad.	Already delegated by Finance Division to the Head of the Department.
38.	Loss on Exchange.	Already delegated by Finance Division to the Head of the Department.
39.	Secret Service Exp.	Already delegated by Finance Division to the Head of the Department.

40.	Conferences/Seminars/Workshops/Symposia.	Already delegated by Finance Division to the Head of the Department.
41.	Powers to order refund in accordance with the rules or in pursuance of decisions of courts in respect of which no appeal is proposed to be filed.	Already delegated by Finance Division to the Head of the Department.
42.	Compensation payable to any individual under law, rules or judgment of Courts.	Already delegated by Finance Division to the Head of the Department.
43.	Charges for remittance of pay and or allowances of establishment by money order or by bank drafts, other than leave salary.	Already delegated by Finance Division to the Head of the Department.
44.	Fixation of initial pay by grant of premature increments in cases of first appointment under Government of persons not already in the service of the Federal, or Provincial Government .	Already delegated by Finance Division to the Head of the Department.
45.	Fixation of initial pay of an officiating Government servant on appointment to another post in a time scale of pay.	Already delegated by Finance Division to the Head of the Department.
46.	Sanction to the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium.	Already delegated by Finance Division to the Head of the Department.
47.	Sanction of honoraria to Government Servant in connection with departmental examinations in accordance with the rules.	Already delegated by Finance Division to the Head of the Department.
48.	Power to sanction the undertaking of work for which a fee is offered and acceptance of fee.	Already delegated by Finance Division to the Head of the Department.
49.	Exemption from crediting of fees to Government.	Already delegated by Finance Division to the Head of the Department.
50.	Relaxation of the prescribed time limit for submission of T.A. Bill.	Already delegated by Finance Division to the Head of the Department.
51.	Relaxation of the prescribed time limit where the family of transferred Government servant could not join him within one year due to shortage of accommodation, education of children or on medical or compassionate grounds.	Already delegated by Finance Division to the Head of the Department.
52.	Relaxation of the prescribed time limit in respect of a member of the family of a transferred Government servant preceding him.	Already delegated by Finance Division to the Head of the Department.
53.	Relaxation of prescribed time limit where the family could not follow a Government servant granted leave travel concession within the prescribed period of one month on medical grounds or due to private affairs.	Already delegated by Finance Division to the Head of the Department.
54.	Grant of permission for the family to precede a Government servant granted leave travel concession.	Already delegated by Finance Division to the Head of the Department.
55.	Grant of T.A. concession during leave where leave is combined with extraordinary leave due to circumstances beyond the control of a Government servant.	Already delegated by Finance Division to the Head of the Department.
56.	Grant of daily allowance for compulsory halt due to dislocation of communications.	Already delegated by Finance Division to the Head of the Department.

57.	Grant of extraordinary leave to temporary Government servants upto one year for reasons beyond their control.	Already delegated by Finance Division to the Head of the Department.
58.	Grant of advances to Government servants from various provident funds.	Already delegated by Finance Division to the Head of the Department.
59.	Permission to postpone recovery of advance drawn from the GP Fund for a specified period.	Already delegated by Finance Division to the Head of the Department.
60.	Grant of advance for the purpose of Motor car/Motor Cycle and Cycle to temporary Government servants.	Already delegated by Finance Division to the Head of the Department.
61.	Relaxation of time limit of one month within which purchase of conveyance should be completed.	Already delegated by Finance Division to the Head of the Department.
62.	Authorization of the final payment of the final dues of the deceased Government servant to the members of his family dispensing with production of succession certificate and guardian-ship certificate in the case of minor heir(s).	Already delegated by Finance Division to the Head of the Department.
63.	Question of deciding the real legal heir(s) in case where there is no nomination or the nomination is incorrect or invalid.	Already delegated by Finance Division to the Head of the Department.
64.	Grant of conveyance allowance.	Already delegated by Finance Division to the Head of the Department.

@ [POWERS NOT DELEGATED]

Sl. No.	Nature of power.	# [Powers to be exercised by the PPSMB]
1	2	3
1.	Appointment of staff chargeable to contingencies equivalent to staff in BPS-1 to 7.	Full powers to appoint staff chargeable to contingencies equivalent to staff in BPS-1 to 4 subject to availability of funds.
2.	Re-appropriation of funds.	Full powers subject to laid down, restrictions proposed by Finance Division.
3.	Construction of works.	Full powers.
4.	Write off irrecoverable value of stores or public money due to losses on account of fraud, theft, etc.	^{\$} [(i) upto Rs. 50,000/- in each case subject to the prescribed conditions. (ii) Up to Rs. 10,000/- to cover deficiencies on account of breakage, shortage in transit, wastage, spoilage and bottling dryness in storage and depreciation on account of ware and tear fluctuation in market prices and obsolescence.]
5.	Repair to the hired and requisitioned buildings.	Full powers, subject to condition that these powers shall be restricted to the extent covered by landlords liability.
6.	Expenditure on rent of non-residential buildings.	^{&} [Up to a limit of Rs. 25,000/-]
7.	Entertainment.	Full powers proposed to be delegated.
8.	Powers to decide the amount of permanent travelling allowance to be drawn by a Government servant holding more than on post to which permanent traveling allowance is attached.	[*] [Powers of Secretary (C) be exercised.]
9.	Grant of special disability leave.	Full powers proposed by this Division.
10.	Condonation of interruption of service.	Up to BS-16.
11.	Condo nation of deficiency in qualifying service for pension.	Up to BS-16.
12.	Transfer of post from one office to another within the same scale; cadre and re-designation, revival of posts failing in BPS-1 to BPS-19.	Only transfer of post from one office to another within the same scale and cadre is delegated.

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13.	Powers to give administrative approval of works.	To be delegated up to Rs.5,00,000/- only for approved development schemes.
14.	Power to sanction investigation of claims of government servants to arrears of pay, allowances etc.	Full powers to sanction investigations but not claims.
15.	Reimbursement of medical expenses.	Up to Rs. 20,000/- within the budgetary allocation.

