

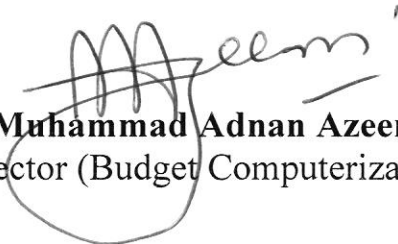
No.F.1(269)-Dir(BC)/2022-23-883
Government of Pakistan
Finance Division
(Budget Wing)

Islamabad, the 9th May, 2022

OFFICE MEMORANDUM

Subject: **INSTRUCTIONS FOR RECEIVING OF BOs / NISs**
RELATING TO CURRENT EXPENDITURE FOR THE
FINANCIAL YEAR 2022-23

In order to streamline receiving of Budget Orders (BOs) / New Item Statements (NISs) relating to Current Expenditure for the financial year 2022-23, it has been decided to issue necessary instructions (Annex-I) for compliance. Furthermore, only one authorized person may approach in this regard to deliver budget documents. Finance Division shall receive BOs / NISs at Room # 136, 1st Floor, 'Q' Block, Pak Secretariat, Islamabad as per attached Schedule **(Annex-II)**.


(**Muhammad Adnan Azeem**)
Director (Budget Computerization)

All Principal Accounting Officers

Copy for information to :

1. PS to Finance Secretary.
2. All Additional Finance Secretaries, Finance Division.
3. All CF & AOs.
4. All Joint Secretaries (Exp.) / Deputy Secretaries (Exp.), Finance Division.
5. Web Master, Finance Division.

**INSTRUCTIONS FOR SUBMITTING
BUDGET ORDERS / NEW ITEM STATEMENTS (FY 2022-23)**

- i) DDO-wise budget summary for one complete demand may be attached with the BOs / NISs (Annex-III).
- ii) CF & AO shall check, sign and send complete demand (s) to Budget Computerization. Incomplete / partial demand (s) will not be received.
- iii) Kindly contact staff of Director (Budget Computerization) on Phone Nos. 051-9218834 and 051-9209203 before approaching Finance Division as and when the demand (s) is completed in all respect as per IBC issued and according to attached time-schedule.
- iv) Data should be in MS Excel sheet format.
- v) There should be no formula in excel sheet (values only).
- vi) Object code should be in one column.
- vii) Figures should be in thousands and in one column without using ‘,’ ‘.’ etc.
- viii) Data must be provided up to detailed object level.
- ix) Maximum six digits object code be written as per Chart of Accounts.
- x) BOs / NISs data be provided to Budget Computerization in soft format i.e. USB / CD / through e-mail (director.bc@finance.gov.pk) along with verified hard copies as per standard practice.
- xi) After entry in SAP system, computer print-out of completed demand (s) will be handed-over to concerned department for checking / reconciliation. In case, the department fails to point out any discrepancy within 24 hours, demand (s) will be considered as reconciled.
- xii) Reconciliation certificate should be signed by an officer not below BS-17.

Schedule for Receiving BOs / NISs

Thursday, 12th May, 2022

D #	DEMAND DESCRIPTION	TIME
1	CABINET	10.00 am
2	CABINET DIVISION	
3	EMERGENCY RELIEF AND REPATRIATION	
4	INTELLIGENCE BUREAU	
5	SPECIAL TECHNOLOGY ZONE AUTHORITY	
6	ATOMIC ENERGY	
7	PAKISTAN NUCLEAR REGULATORY AUTHORITY	
8	NAYA PAKISTAN HOUSING DEVELOPMENT AUTHORITY	
9	PRIME MINISTER'S OFFICE (INTERNAL)	
10	PRIME MINISTER'S OFFICE (PUBLIC)	
11	NATIONAL DISASTER MANAGEMENT AUTHORITY & ERRA	
12	BOARD OF INVESTMENT	
13	PRIME MINISTER'S INSPECTION COMMISSION	
14	AVIATION DIVISION	
15	AIRPORTS SECURITY FORCE	
16	ESTABLISHMENT DIVISION	
17	FEDERAL PUBLIC SERVICE COMMISSION	
18	NATIONAL SCHOOL OF PUBLIC POLICY	
19	CIVIL SERVICES ACADEMY	
20	NATIONAL SECURITY DIVISION	
21	POVERTY ALLEVIATION AND SOCIAL SAFETY DIVISION	
22	BENAZIR INCOME SUPPORT PROGRAMME (BISP)	
23	PAKISTAN BAIT-UL-MAL	12.00 noon
24	SECRETARIAT OF COUNCIL OF COMMON INTEREST	
25	CLIMATE CHANGE DIVISION	
26	COMMERCE DIVISION	
27	COMMUNICATIONS DIVISION	
28	OTHER EXPENDITURE OF COMMUNICATIONS DIVISION	
29	PAKISTAN POST OFFICE DEPARTMENT	
I	SUPREME COURT	
J	ISLAMABAD HIGH COURT	
L	FEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE	
N	FEDERAL TAX OMBUDSMAN	2.00 pm
47	CONTROLLER GENERAL OF ACCOUNTS	
68	COUNCIL OF ISLAMIC IDEOLOGY	
70	DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY	
79	PARLIAMENTARY AFFAIRS DIVISION	
81	CPEC AUTHORITY	
82	PRIVATISATION DIVISION	
A	STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)	
B	STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	
73	NATIONAL ASSEMBLY	

Schedule for Receiving BOs / NISs
Friday, 13th May, 2022

D #	DEMAND DESCRIPTION	TIME
30	DEFENCE DIVISION	10.00 am
31	FEDERAL GOVERNMENT EDUCATIONAL INSTITUTIONS IN CANTONMENTS AND GARRISONS	
32	DEFENCE SERVICES	
33	DEFENCE PRODUCTION DIVISION	
34	ECONOMIC AFFAIRS DIVISION	
35	MISCELLANEOUS EXPENDITURE OF ECONOMIC AFFAIRS DIVISION	
36	POWER DIVISION	11.00 am
37	PETROLEUM DIVISION	
38	GEOLOGICAL SURVEY OF PAKISTAN	
39	FEDERAL EDUCATION & PROFESSIONAL TRAINING DIVISION	12.00 noon
40	NATIONAL REHMATULIL ALAMEEN AUTHORITY	
41	HIGHER EDUCATION COMMISSION (HEC)	2.00 pm
42	NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION (NAVTTTC)	
44	FINANCE DIVISION	
--	SUPERANNUATION ALLOWANCES AND PENSIONS	3.00 pm
--	GRANTS, SUBSIDIES AND MISCELLANEOUS EXPENDITURE (All Wings of Finance Division)	
45	OTHER EXPENDITURE OF FINANCE DIVISION	
66	FEDERAL JUDICIAL ACADEMY	
67	FEDERAL SHARIAT COURT	

Schedule for Receiving BOs / NISs
Saturday, 14th May, 2022

D #	DEMAND DESCRIPTION	TIME
52	HOUSING AND WORKS DIVISION	10.00 am
53	HUMAN RIGHTS DIVISION	
54	INDUSTRIES AND PRODUCTION DIVISION	11.00 am
46	FINANCIAL ACTION TASK FORCE (FATF) SECRETARIAT	
55	INFORMATION AND BROADCASTING DIVISION	
56	MISCELLANEOUS EXPENDITURE OF INFORMATION AND BROADCASTING DIVISION	12.00 noon
57	INFORMATION TECHNOLOGY AND TELECOMMUNICATION DIVISION	
58	INTERIOR DIVISION	
59	OTHER EXPENDITURE OF INTERIOR DIVISION	
60	ISLAMABAD CAPITAL TERRITORY (ICT)	
61	COMBINED CIVIL ARMED FORCES	
62	NATIONAL COUNTER TERRORISM AUTHORITY	
63	INTER-PROVINCIAL COORDINATION DIVISION	
64	KASHMIR AFFAIRS AND GILGIT-BALTISTAN DIVISION	
69	NATIONAL ACCOUNTABILITY BUREAU	
71	MARITIME AFFAIRS DIVISION	
72	NARCOTICS CONTROL DIVISION	
74	THE SENATE	
75	NATIONAL FOOD SECURITY AND RESEARCH DIVISION	
76	PAKISTAN AGRICULTURE RESEARCH COUNCIL	
43	NATIONAL HERITAGE AND CULTURE DIVISION	

Schedule for Receiving BOs / NISs
Sunday, 15th May, 2022

D #	DEMAND DESCRIPTION	TIME
77	NATIONAL HEALTH SERVICES, REGULATIONS AND COORDINATION DIVISION	10.00 am
78	OVERSEAS PAKISTANIS AND HUMAN RESOURCE DEVELOPMENT DIVISION	
83	PAKISTAN RAILWAYS	
84	RELIGIOUS AFFAIRS AND INTER-FAITH HARMONY DIVISION	
85	SCIENCE AND TECHNOLOGY DIVISION	
86	STATES AND FRONTIER REGIONS DIVISION	11.00 am
87	WATER RESOURCE DIVISION	
--	FEDERAL MISCELLANEOUS INVESTMENTS & OTHER LOANS AND ADVANCES	
--	PROVISION FOR PAY & PENSION	
M	WAFaqI MOHTASIB	
48	REVENUE DIVISION	12.00 noon
49	FEDERAL BOARD OF REVENUE	
50	FOREIGN AFFAIRS DIVISION	
51	FOREIGN MISSIONS	
80	PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES DIVISION	
65	LAW AND JUSTICE DIVISION	2.00 pm
F	AUDIT	
K	ELECTION	3.00 pm

DDO-WISE SUMMARY – BUDGET 2022-23

Demand Code	Demand #	Demand Description

(Rs /000)

Sr. #	DDO Code	DDO Description	BO	NIS	Total
Demand Total:					

NOTE: Demand total should be the same as per IBC issued by Finance Division.
Additional rows may be added, if required.

Signature:

Name	
Designation	
Cell #	
Office Ph. #	