

Government of Pakistan
Finance Division
(Regulations Wing)

No.F. 18(1) R-2/2002 Islamabad, the 3rd May, 2002.

OFFICE MEMORANDUM

Subject: MODE OF MAKING REFERENCES TO FINANCE DIVISION (REGULATION WING)

The undersigned is directed to say that Ministries/Divisions had been requested in the past to refer the cases to Finance Division (Regulations Wing) through self-contained references containing all necessary informations/documents. The cases however, continue to be sent without observing the prescribed mode of making references. Some times files consisting of bulky noting and correspondence/portions are sent without examination by the referring Divisions/Ministries and without specifying the point of reference to this Division. It has also been observed that some cases are referred to Finance Division which could be decided by the referring Divisions/Ministries at their own level in consultation with the relevant rules/instructions. Such an un-necessary references cause wastage of time and un-necessary correspondence.


2. It is, therefore, requested that while making reference to Finance Division (Regulations Wing), it may be ensured that it is in a self-contained form U.O./Office Memorandum containing inter-alia the following:-

- i) The facts of the case spelling out precisely the nature of problem/proposal.
- ii) The position of Law and Rules which have a bearing on the case.

Cont'd...p/2

- iii) Why the advice/concurrence/approval of Finance Division (Regulations Wing) is required and how the case is not covered by the existing rules/general orders or the delegated powers.
- iv) The points requiring decision/advice duly supported by the relevant facts and arguments justifying the proposal.
- v) The specific views/recommendations of the referring Ministries/Divisions.
- vi) It should be ensured that all important documents relied upon are invariably enclosed.
- vii) Before referring the case to Finance Division approval of an officer not below the rank of Joint Secretary may be obtained and should be so confirmed in writing.
- viii) The departments and corporations etc. not authorized to correspond directly with the Finance Division should route their references through their administrative Ministries/Divisions.

3. All Ministries/Divisions are requested to kindly ensure that references made to Finance Division (Regulations Wing) are in accordance with the prescribed procedure and formula to avoid back reference.



(MUHAMMAD SALEEM SALEEMI)
 DEPUTY SECRETARY (REG-I)

ALL MINISTRIES/DIVISIONS