

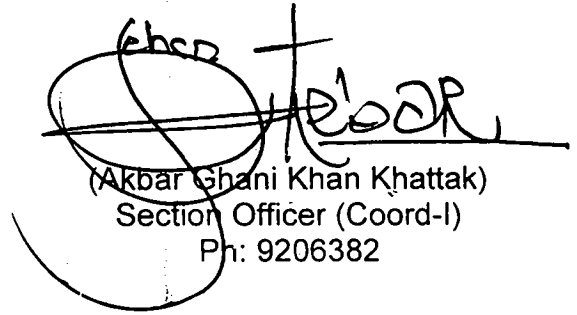
Government of Pakistan
Finance Division
(HRM & Coordination Wing)
Coord-I Section

Subject: **POLICY MAKING BY MINISTRIES/DIVISIONS**

Kindly find enclosed herewith a copy of Cabinet Division's self explanatory U.O No.4-2/2020-Min.I dated 15th May, 2020 on the subject noted above.

2. It is requested that the requisite information in respect of Finance Division may kindly be furnished to this Section **latest by 03.06.2020, positively**, for its onward transmission to quarter concerned.

Encl: As above


(Akbar Ghani Khan Khattak)
Section Officer (Coord-I)
Ph: 9206382

All Joint Secretaries, Finance Division, Islamabad
Fin. Div's U.O No. F. 2(3)/Coord-I/2020 dated: 01-06-2020

IMMEDIATE

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

SUBJECT: **POLICY MAKING BY MINISTRIES/DIVISIONS**

A review of the functions of Ministries/Divisions as per Schedule-II to the Rules of Business, 1973, was done with a view to find out the specific policies made by the Ministries/Divisions. The functions dealing with the policy making as mentioned by the Ministries/Divisions are attached (Annex-A). There a certain Ministries whose functions do not reflect any policy concerning their Ministry/Division.

2. Cabinet Division desires to know about the specific policies as per the business allocated to the Ministries/Divisions as indicted in Schedule-II to the Rules of Business, 1973. The Ministries/Divisions are requested to indicate the time period when these policies were formulated and the authority that approved the policy. Furthermore, information in respect to any other policy formulated but not reflected in Schedule-II may also be furnished. The Ministries/Divisions whose policies are not reflected in Schedule-II to the Rules of Business, 1973, may like to communicate if they have formulated any policy which needs to be reflected in Rules of Business, 1973.

3. All Ministries/Divisions are requested to communicate the desired information on the proforma enclosed (Annex-B).

(Taimur Tajammal)
Joint Secretary to the Cabinet
Tel: 9202918

All Secretaries/Additional Secretaries Incharge of Ministries/Divisions
Cabinet Division's u.o. No.4-2/2020-Min.I, dated the 15th May, 2020

27/9
Dy. No. 502
Dated 19/5/20
Dy. No. 502
Dated 19/5/20

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P.S Office
Dy. No. 7354
Dated 18-05-2020

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FUNCTIONS OF MINISTRIES/DIVISIONS AS PER RULES OF BUSINESS, 1973
DEALING WITH POLICY MAKING

Annex-A

Serial Number	Ministry/Division	Function concerning policy making
1.	Aviation Division.	---
2.	Cabinet Division.	Resettlement and rehabilitation of civilians and civil Government servants uprooted from East Pakistan including policy for grant of relief and compensation for losses suffered by them.
3.	Climate Change Division.	1. National policy, plans strategies and programmes with regard to disaster management including environmental protection, preservation, pollution, ecology, forestry, wildlife, biodiversity, climate change and desertification. 2. Policy formulation, coordination and reporting of human settlements including urban water supply, sewerage and drainage.
4.	Commerce Division.	1. Tariff (protection) policy and its implementation. 2. Textile Industrial Policy.
5.	Communications Division.	National policy, planning, research and international aspects of roads and road transport; logistic; freight and coordination of multi model transportation.
6.	Defence Division.	National Maritime policy.
7.	Defence Production Division.	Laying down policies or guidelines on all matters relating to defence production.
8.	Economic Affairs Division.	---
9.	Establishment Division.	1. Policy and administration of: a) All Pakistan unified Grades; and b) Office Management Group (Federal Unified Grades). 2. Policy regarding recruitment to various grades.
10.	Federal Education and Professional Training Division.	Education Policy.

11.	Finance Division.	<ol style="list-style-type: none"> 1. Investment policies: Capital issues (Continuance of Control) Act, 1947; statistics and research work pertaining to investment and capital. 2. Deregulation policies.
12.	Foreign Affairs Division.	<ol style="list-style-type: none"> 1. Policy regarding extradition to and from other countries. 2. Repatriation of Pakistan nationals from abroad (other than those handled by other Divisions).
13.	Housing and Works Division.	<ol style="list-style-type: none"> 1. Provision of Government owned office accommodation and residential accommodation, policy for acquisition, requisitioning and hiring of office and residential accommodation for officers and staff of the Federal Government. 2. National Housing Policy.
14.	Human Rights Division.	---
15.	Industries and Production Division.	Industrial policy.
16.	Information and Broadcasting Division.	<ol style="list-style-type: none"> 1. Policy relating to internal publicity on national matters including the administration of the provisions of the Post Office, Act, 1898, and section 5 (1) (b) of the Telegraph Act, 1885, in so far as they relate to the Press. 2. Policy regarding government advertisement; control of advertisement and placement
17.	Information Technology and Telecommunications Division.	<ol style="list-style-type: none"> 1. Preparation of an overall integrated plan as well as formulation of policy for the development and improvement of Information Technology and Telecommunications, including related infrastructure, in Pakistan. 2. Planning, policy making and legislation covering all aspects of telecommunications excluding radio and television and issuance of policy directives.
18.	Interior Division.	<ol style="list-style-type: none"> 1. Policy regarding entry, exit and sojourn of foreigners and aliens. 2. policy regarding immigration. 3. Policy regarding censorship; prescription of books and publications in consultation with the Education Division, where necessary.

		<p>4. Policy coordination of, and higher training in Civil Defence and A.R.P. matters.</p> <p>5. Coordination of policy matters relating to Police.</p>
19.	Inter-Provincial Coordination Division.	<p>1. Promoting uniformity of approach in formulation of policy and implementation among the Provinces and the Federal Government in all fields of common concern.</p> <p>2. Discussions of policy issues emanating from the Provinces which have administrative or economic implications for the country as a whole.</p>
20.	Kashmir Affairs and Gilgit-Baltistan Division.	Policy, Planning and Development for Gilgit-Baltistan.
21.	Law and Justice Division.	---
22.	Maritime Affairs Division.	---
23.	Narcotics Control Division.	<p>1. Policy on all aspects of narcotics and dangerous drugs, such as production, processing, marketing, import, export and transshipment, trafficking etc., in conformity with national objectives, laws and international conventions and agreements.</p> <p>2. Policy on drug education, treatment and rehabilitation of narcotics/drugs addicts and grants-in-aid to Non-Governmental Organizations (NGOs) engaged in these fields.</p>
24.	National Food Security and Research Division.	Economic coordination and planning in respect of food, economic planning and policy making in respect of agriculture.
25.	National Health Services, Regulations and Coordination Division.	Planning and Development Policies pertaining to Population Programmes in the country.
26.	National Heritage and Culture Division.	---
27.	National Security Division.	Formulation of a comprehensive National Security policy for approval of the National Security Committee.
28.	Overseas Pakistanis and Human Resource Development Division.	<p>1. National Policy, Planning and coordination regarding manpower development and employment promotion for intending overseas workers.</p> <p>2. Policy for linkages between the training of workers/labour force with the latest requirements abroad.</p>
29.	Parliamentary Affairs Division.	---

30.	Petroleum Division.	<ol style="list-style-type: none"> 1. Policy; legislation, planning regarding exploration, development and production. 2. Coordination of energy policy, including measures for conservation of energy and energy statistics.
31.	Planning, Development and Reform Division.	Formulation of policy regarding general statistics for Pakistan and implementation thereof by suitably adapting the statistical system of Pakistan to conform with the policy.
32.	Poverty Alleviation and Social Safety Division.	<ol style="list-style-type: none"> 1. Policies regarding social protection with objective to provide basic necessities of life, such as food, clothing, housing, education and medical relief, for all such citizens, as are permanently or temporarily unable to earn their livelihood on account of infirmity, sickness or unemployment. 2. Policies and strategies regarding poverty alleviation with the objective of improving the quality of life of the poorest segments of society; monitoring implementation of such policies and strategies. 3. Policies for mainstreaming the poverty alleviation and social protection concerns in the public sector expenditure.
33.	Power Division.	---
34.	Privatization Division.	Privatization policies.
35.	Railways Division.	---
36.	Religious Affairs and Inter-faith Harmony Division.	Policy and legislation with regard to interfaith harmony.
37.	Revenue Division.	Tax Policy.
38.	Science and Technology Division.	----
39.	States and Frontier Regions Division.	<ol style="list-style-type: none"> 1. Issues of policy directives to the Governments of Khyber Pakhtunkhwa and Balochistan regarding Tribal Areas. 2. policy regarding detribalization of the Tribal Areas. 3. Powindah Policy.
40.	Water Resources Division.	---

DETAILS OF POLICIES FORMULATED BY MINISTRIES/DIVISIONS

Annex-B

Sr. No.	Ministry/Division	Description of the Policy	Date of Formulation of the Policy	Authority who approved the Policy	Date of Revision of the policy (if any)
1.	2.	3.	4.	5.	6.