

**WORKING PAPER FOR THE 2ND MEETING
OF THE
STEERING COMMITTEE**

**STREAMLINING RULES & PROCEDURES TO MAKE
GOVERNMENT EFFICIENT & EFFECTIVE**

NATIONAL COMMISSION FOR GOVERNMENT REFORMS

BACKGROUND

A Sub-Committee on Rules of Business was constituted during the first meeting of NCGR held at Islamabad on 7-8 June, 2006 under the Secretary Establishment. The Sub-Committee met a number of times, held consultations with the Secretaries in the government and then placed its recommendations before the Commission for consideration.

The Commission further deliberated on these and has finalized the recommendations for consideration of the Steering Committee. These amendments address those areas that are causing constraints in the disposal of work. The recommendations also focus on strengthening the position of Secretary to facilitate decision-making and to relieve the Prime Minister and Ministers from attending to matters that can be disposed off at Secretary's level.

The Commission is of the opinion that if these recommendations are implemented then the functioning of the government will greatly improve as these will cut down on time in processing of cases and will also reduce unnecessary references to different divisions within the government. These recommendations are geared to bringing in efficiency in the conduct of official business.

The recommendations of the Sub-Committee/ Commission are annexed.

Decision Sought from the Steering Committee

The Steering Committee is requested to consider recommendations from serial number 1 to 14, for decision(s) as Sub-Committee's recommendations from serial number 16-18 are still being studied by the Commission.

NCGR/ SUB COMMITTEE'S RECOMMENDATIONS
ON THE RULES OF BUSINESS

1. **ROLE OF THE FINANCE DIVISION**

The FA Organization should be replaced with a BS-20 Chief Accounts Officer to assist the Secretary in each Division. The Financial Advisers will be gradually phased out and replaced with Sectoral Specialists. A BS-20 Chief Finance & Accounts Officer to assist the Secretary in running of the Division.

2. **RE-APPROPRIATION OF FUNDS**

Full powers for re-appropriation within the budgetary allocation should be delegated to the Secretaries.

3. **DELEGATION OF POWERS**

Secretaries should be empowered to delegate financial and administrative authority to sub-ordinate officers and Head of Departments.

4. **AUTHORIZATION TO APPROVE INSTALLATION,**
MAINTENANCE OF TELEPHONE
(EXCEPT INTERNATIONAL), FAX, INTERNET
AND ALLIED TELECOMMUNICATION

Secretaries should be authorized to sanction installation of Fax, Internet (including DSL) office and residential telephone and allied telecommunications connections.

5. **NOC FROM ESTABLISHMENT DIVISION FOR MAKING**
INITIAL RECRUITMENT AND APPROVAL FOR
CONSTITUTING DEPARTMENTAL SELECTION/
PROMOTION COMMITTEES

For initial recruitment, the condition of obtaining an NOC from the Establishment Division should be withdrawn. Similarly, the requirement

for obtaining an approval for constituting a Departmental Selection/ Promotion Committees should be waived.

6. **NOC FROM THE CABINET –
PURCHASE OF VEHICLE**

The requirement for obtaining an NOC from Finance Division for purchase of Vehicles within the allocated budget should be dispensed with.

7. **ENTERTAINMENT/ GIFTS/ MISCELLANEOUS/
REPAIR AND MAINTENANCE EXPENDITURES**

The financial limits for entertainment, gifts, miscellaneous expenditure and repair/ maintenance of sophisticated vehicles should be revised realistically and a system for index linking them to reflect price revisions/ inflation should be developed.

8. **APPROVAL OF VISIT ABROAD OF OFFICERS**

The Minister In-charge should be empowered to approve visits abroad of officers in BS-21 and BS-22 and equivalent grades.

9. **HIRING AND REPAIR/ MAINTENANCE OF
RESIDENTIAL BUILDINGS**

The facility to rent residential accommodation should be extended to all stations. Secretaries should be suitably empowered to rent and order repairs and maintenance of residential buildings.

10. **POWERS TO SANCTION RENT PAYMENT
OF OFFICE BUILDINGS**

The powers of Secretaries to sanction rent of office buildings needs to be enhanced to Rupees five lakh for designated stations and to Rupees one lakh for other stations.

**11. ADDITIONAL CHARGE, ACTING CHARGE
AND CURRENT CHARGE ARRANGEMENTS**

Secretaries should be given full powers to make additional charge, acting charge and current charge arrangements.

**12. POWERS TO RE-DESIGNATE AND/OR
ABOLISH SANCTIONED POSTS**

Secretaries should be empowered to re-designate and/or abolish sanctioned posts.

13. HIRING PERSONNEL ON CONTRACT

Secretaries should be authorized to recruit persons on contract up to BS-20 and equivalent for posts already sanctioned.

**14. EXECUTIVE AUTHORITY OF PAO OVER
AUTONOMOUS BODIES**

Instead of the Secretary, the Heads of Autonomous Organizations should be accountable to the Public Accounts Committee.

RECOMMENDATIONS OF THE SUB-COMMITTEE STILL BEING STUDIED BY THE COMMISSION

15. RELAXATION IN LEAVE RULES

Secretaries should be authorized to relax any provision of the Revised Leave Rules, 1980 in hardship cases, based on criteria that would define/ cover such cases.

16. CREATION OF THE MINISTRY OF ENERGY

Instead of different Divisions dealing with the energy sector, a single Ministry of Energy be created by merging the separate Divisions.

17. TIERS IN GOVERNMENT STRUCTURE BE REDUCED

Tiers in Government in terms of positions of Section Officers, Deputy and Joint Secretaries should be reduced and their respective job descriptions and responsibilities should be laid down more clearly.

18. AUTONOMY OF PUBLIC SECTOR, COMPANIES, AUTHORITIES AND TRUSTS

The powers to hire and fire employees of Autonomous Organizations should lie with the respective Boards and these employees should not be governed by the provision of the Removal from Service (Special Powers) Ordinance, 2000.