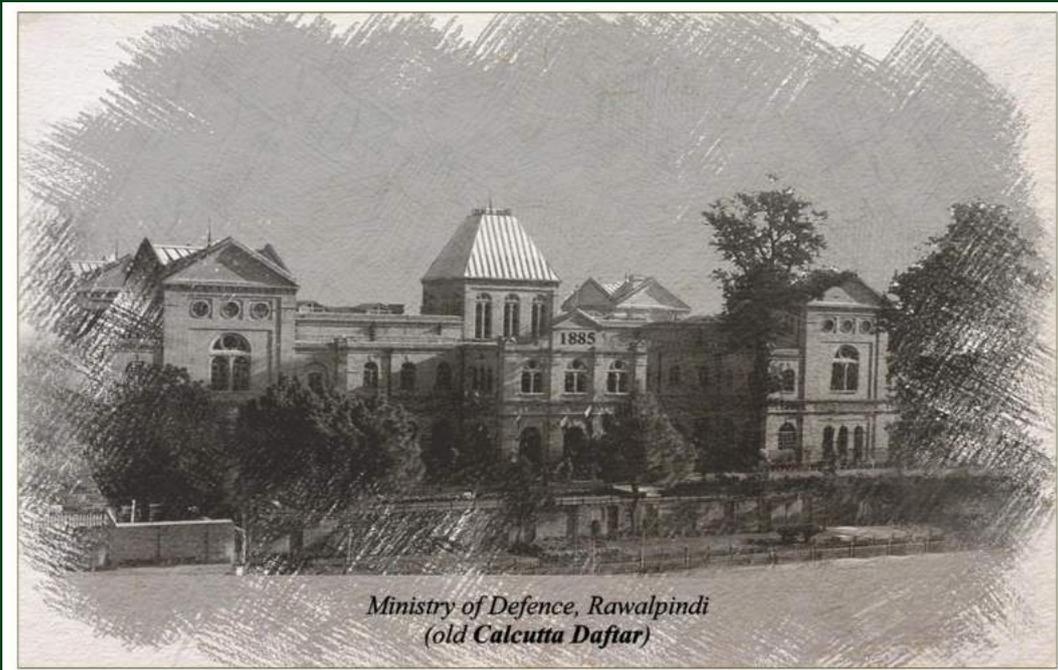


YEARBOOK (2020-2021)



*Ministry of Defence, Rawalpindi
(old Calcutta Daftar)*

**GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
RAWALPINDI**

YEARBOOK 2020-2021



**GOVERNMENT OF PAKISTAN
MINISTRY OF DEFENCE
RAWALPINDI**

FOREWORD

Defence Policy seeks to preserve and defend the national sovereignty and territorial integrity of Islamic Republic of Pakistan, through military means and other defence related capabilities. The special trust and confidence placed in the Armed Forces by the Nation is built on the foundation of fostering peace and prosperity for the country and region.

Given the complex geo-strategic environment, constant and timely reckoning of policy adjustments / substitutes is necessary to evaluate veracity of courses of action. Response against any military misadventure, ensuring security of airspace and the sea and sustaining gains against terrorism, gaining advantage in grey-zone competition, countering disinformation, dealing with pandemic, responding to natural disasters and providing for national security by way of military diplomacy are the proud and prized functions of our Armed Forces.

The Ministry of Defence, works to ensure that **Defence policy** goals and objectives are mainstreamed in all strategies. In this regard, the team of officers and officials of the Ministry remains committed to pro-actively advancing core national interests.

Year Book 2020-21 is the official Compendium of the Ministry of Defence. The handbook offers an insight into the meaningful contributions made during the year by all the Wings and Attached Departments of the Ministry of Defence. While an effort has been made to comprehensively cover all important aspects of policies, projects and service delivery, sensitive and classified information has been deliberately eschewed for obvious reasons.

**Lieutenant General
Hamood uz Zaman, HI(M) (Retired)
Secretary Defence**

TABLE OF CONTENTS

TABLE OF CONTENTS	iv
1. Historical Background	10
1.1. Building	10
1.1.1. History	10
1.1.2. Architecture	10
1.1.3. The Construction and Renovation	10
1.2. Heads/Secretaries of Ministry	11
1.2.1. Heads of Ministry	11
1.2.2. Secretaries of Ministry	16
1.2.3. Members of Standing Committee of Senate on Defence	17
1.2.4. Members of Standing Committee of National Assembly on Defence	17
2. Defence Division	20
2.1. Introduction	20
2.2. Vision Statement	20
2.3. Mission Statement	20
2.4. Tasks	20
2.5. Organization of Defence Division	20
2.6. Executive Departments	22
2.7. Main Functions: Additional Secretary-I (Coord/ Army)	22
2.7.1. Army Wing	23
2.7.2. Coord/Council Wing	26
2.8. Main Functions: Additional Secretary-II (Admin/ PAF)	29
2.8.1. Budget & Public Accounts Committee (PAC) Wing	30
2.8.2. Administration & Air Force Wings	35
2.9. Main Functions: (Additional Secretary-III) (Navy)	41
2.9.1. Navy & Maritime Wings	42
2.9.3. Deputy Chief of Protocol (DCP)	48
2.9.4. Assistant Director (Media)	49
2.9.5. Media Monitoring Cell	49
2.9.6. Achievements / Performance for Financial Year 2020/21 ...50	
2.9.7. Targets Set Out by Admin Wing for Next Financial Year	51
3. Pakistan Military Accounts Department	55
3.1. Introduction	55

3.2.	Functions	55
3.3.	Organizational Chart.....	56
3.4.	Resources	58
3.4.1.	Financial	58
3.4.2.	Personnel	58
3.4.3.	Recruitment During Financial Year 2020-21 On Regular Basis	58
3.4.4.	Departmental Promotion	58
3.4.5.	Computerization	59
3.4.6.	Prime Minister Portal / Complaint Satisfaction Level	60
3.4.7.	Revision of Codes and Manuals During The Year 2020-2021	60
3.4.8.	Compilation of Accounts & Budget Monitoring.....	61
3.4.9.	Capital Works	61
3.4.10.	Local Audit of Defence Services	63
3.4.11.	Interpretation of Rules / Regulations	63
3.4.12.	Assistance Package Matter.....	64
4.	Survey of Pakistan	66
4.1.	Introduction	66
4.2.	Functions	66
4.3.	Responsibilities of The Surveyor General	67
4.4.	Organizational Chart.....	69
4.5.	Manpower State.....	70
4.6.	Achievements.....	71
4.6.1.	Departmental.....	71
4.6.2.	Extra Departmental Jobs 2020-21	72
4.7.	Office Work.....	76
4.7.1.	Departmental.....	76
4.7.2.	Sale of Maps	76
4.7.3.	Printing/ Re-Printing of Maps	76
4.7.4.	Training / Visit.....	76
4.7.5.	Training at Survey Training Institute (Courses for Departmental Employees).....	77
4.8.	Special Achievements	77
4.8.1.	New Official Political Map of Pakistan	77

4.8.2.	Cadastral Mapping	78
4.8.3.	Geographical Mapping / Geo-tagging of Evacuee Trust Properties	79
4.8.4.	National Spatial Data Infrastructure (NSDI)	80
4.8.7	Capacity Building of Survey of Pakistan (2021 – 22)	83
5.	Federal Government Educational Institutions (Cantonments/Garrisons)	85
5.1.	Vision	85
5.2.	Mission	85
5.3.	History and Organization	85
5.3.1.	Historical Background	85
5.4.	Organizational Chart	87
5.5.	Functions of the Directorate	87
5.5.1.	Induction of Manpower	87
5.5.2.	Appointments / Transfers / Promotions	88
5.5.3.	NOCs / Advances / Grants / Notifications	88
5.5.4.	Discipline / Seniorities	88
5.5.5.	Scholarship Exams	88
5.5.6.	Co-Curricular Activities	89
5.5.7.	Finances	89
5.5.8.	Development Projects	89
5.6	Achievements	90
5.6.1	SSC Examination	90
5.6.2	HSSC Examination	90
5.6.3	Board Positions SSC	90
5.6.4	Board Positions HSSC	91
5.6.5	Board Positions BA/BSc (2018-19)	91
5.6.6	Promotions	91
5.6.7	Appointments (2010-2021), BPS-01 to BPS-15	93
5.6.8	Contract Appointments under Assistant Package	93
5.6.9	Annual Budget	93
5.6.10	Release of Funds – Operating Expenses	94
5.6.11	Public Sector Development Programme (PSDP)	94
5.6.12	Allotment of Funds for Loans and Advances	94
5.6.13	Re- Imbursement of Medical Charges	94

5.6.15	Award of Merit Scholarships to the Students	95
5.6.16	Curricular/ Sports and Co-Curricular Activities	96
5.6.17	Training of Teaching Staff	96
5.6.18	Single National Curriculum (SNC).	96
5.6.19	EMIS	96
5.7	Conclusion	97
6.	Pakistan Armed Services Board (PASB)	102
6.1	Introduction	102
6.2	Vision	102
6.3	Mission	102
6.4	Organogram	103
6.5	District Armed Services Boards	105
6.5.1	Punjab ASB Dte (C&S)	105
6.5.2	Punjab ASB Dte (North)	105
6.5.3	KPK ASB Dte	105
6.5.4	Sindh ASB Dte	105
6.5.5	Balochishtan ASB Dte	106
6.5.6	Gilgit Baltistan ASB Dte	106
6.5.7	AJ&K ASB Dte	106
6.6	Hierarchical Organization and Functions	106
6.7	Major Functions of PASB	107
6.8	Secretary Defence Visit to PASB Department	107
6.9	Salient Operational Activities	108
6.10	Establishment of Vocational Trg Centres (VTCs) and Capacity Buildings	111
7	Pakistan Maritime Security Agency (PMSA)	115
7.1	Introduction	115
7.2	Mission	115
7.5	Functions on Behalf of Various Ministries	116
7.6	Maritime Challenges	117
7.7	Organizational Infrastructure	118
7.8	Operational Assets Of PMSA	119
7.9.1	Counter Narcotics Operations	119
7.9.2	Anti-Smuggling & Illegal Immigration Operations	120
8	Military Lands & Cantonments	128

8.1	Introduction.....	128
8.2	Mission Statement.....	128
8.3	Historical Background.....	128
8.4	Functions	130
8.4.1	Defence Land Management.....	130
8.4.2	Local self-government	130
8.5	Organizational Structure.....	131
8.6	Achievements.....	132
8.6.1	HR Promotions - Cantt Recruitment & Promotion Policy 2020.....	132
8.6.2	E-Governance	133
8.6.3	Cantonment Board Citizen Assistance & Rapid Execution (CBCARE) Centers.....	134
8.6.4	Website Portals	137
8.6.5	Digitization of Record.....	139
8.6.6	Online Bill Payment Facility	141
8.6.7	Capacity Building Of Human Resource.....	142
8.6.8	Measures Undertaken by CBs to Mitigate Spread of Corona Virus (Covid-19).....	148
8.6.9	Upgradation In Cantonment Public Education System.....	150
8.6.10	ML&C Sports Gala.....	153
8.6.11	Clean & Green Cantonments.....	154
8.6.12	Sanitation Services	156
8.6.13	Sewerage System.....	160
8.6.14	Water Supply	160
8.6.15	Lighting	161
8.6.16	Future Projects.....	162
8.7	Health	163
8.7.1	Detail of Activities, Achievements and Progress During the Proceeding Financial Year	163
8.7.2	Relevant Statistics.....	163
8.7.3	Graphical Representation – Patients.....	163
8.7.4	Graphical Representation – Financial Aspects	163
8.7.5	Pictures with Captions.....	164
9	Inter Services Organizations (ISOs).....	167

1. Historical Background

1.1. Building

1.1.1. History

The historic building of "Calcutta House" accommodates the Ministry of Defence which is a successor of the Military Department created by the British East India Company in Calcutta in 1776. After the accession of Punjab in the British Empire in 1849, Northern Command of British Indian Army was shifted to Rawalpindi. Setting up of Military Accounts Office was necessitated to manage the accounts of large forces employed in this Command. Consequently, a building was constructed on Mackeson Road, later Adamjee Road, for 'CMA-Western Circle' which was completed in three years 1885-1888. The staff working in building mostly came from Calcutta thus becoming the basis for commonly used name 'Calcutta Daftar'. The building continued to be used by the Military Accounts Department up to 1966 when, with the establishment of Capital in Islamabad, the Ministry of Defence was shifted from Karachi to this building.

1.1.2. Architecture

The building was designed on 'Gothic' Architecture also known as 'French Art'. Its features include the pointed Arches, the ribbed vault and the flying buttress. This Architecture is most familiar for ecclesiastical (Great Cathedrals, Abbeys and Churches) in Europe as well as the architecture of Castles, Town Halls, Guild Halls and Universities.

1.1.3. The Construction and Renovation

The building was constructed with bricks measuring 28x15x9 cm to 30x14x10 cm with interstices of about 1.5 cm which were not produced by local kilns but by a specialized offsite enterprise. For supervision of each brick made, an English Sub Divisional Officer (SDO) of MES pitched his tent besides a specially built kiln in the vicinity of a

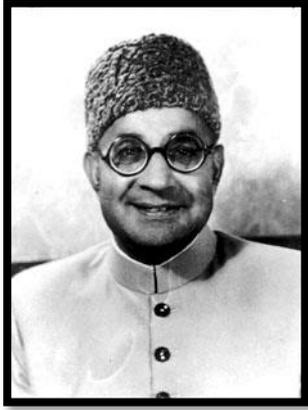
Rawalpindi locality known as 'Jhanda Chichi'. Over the years the original façade of the building became dilapidated/disfigured due to climactic conditions and modifications etc. The original bricks were masked due to paint/ whitewash etc. The same has been renovated and brought back to its original glory.

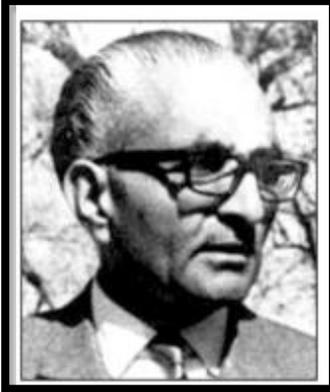
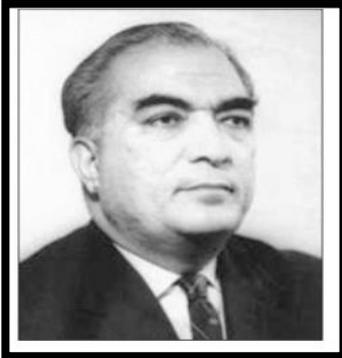
The restoration and renovation work of the building was started in 2011, by hiring craftsmen from Bahawalpur who possessed the skill & art of traditional construction. The present outlook of the building is a proof of their skills and excellent craftsmanship. The restoration/renovation work was completed in June 2014.

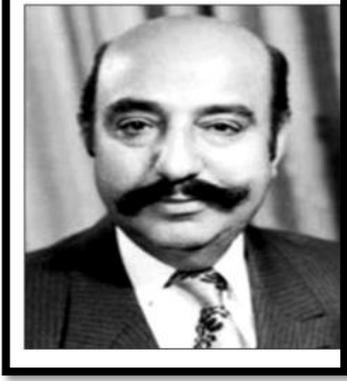
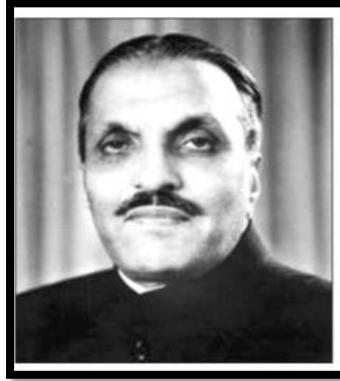
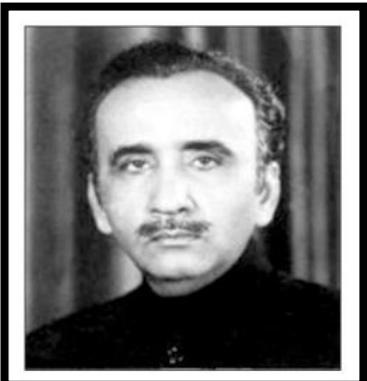
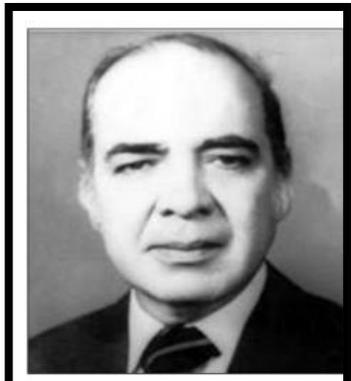
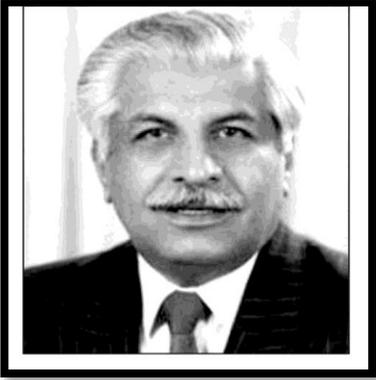
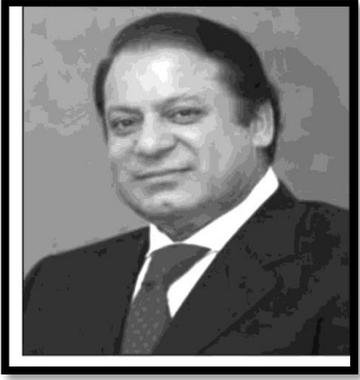
1.2. Heads/Secretaries of Ministry

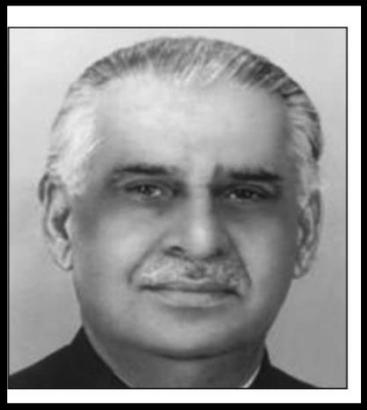
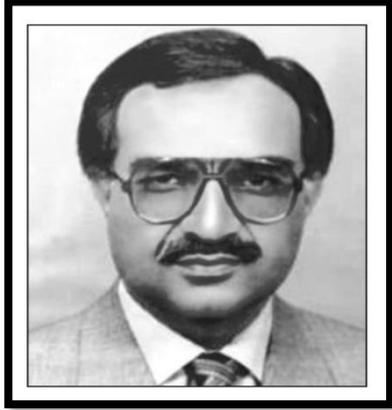
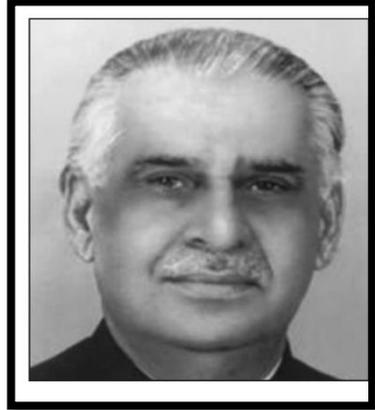
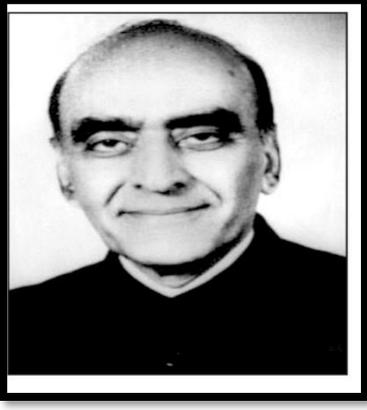
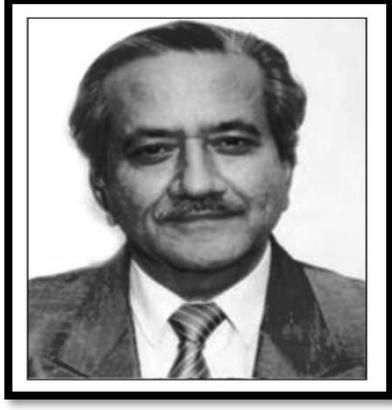
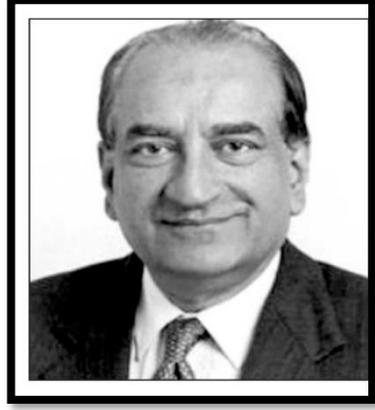
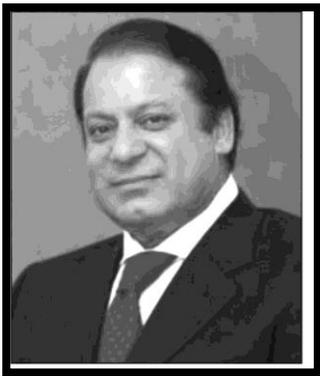
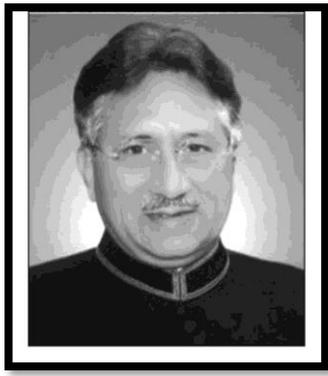
Ministry of Defence had the privilege of being headed by a large canvas of luminaries who are photographed below. The very next page contains the names of the honorable members of the Senate/ National Assembly Standing Committees on Defence.

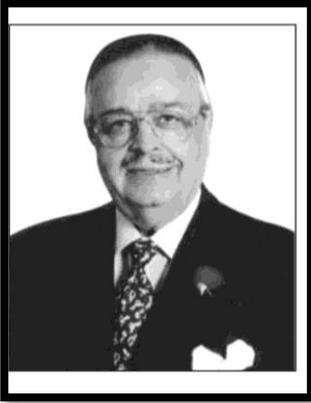
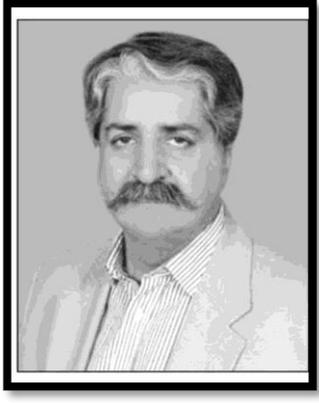
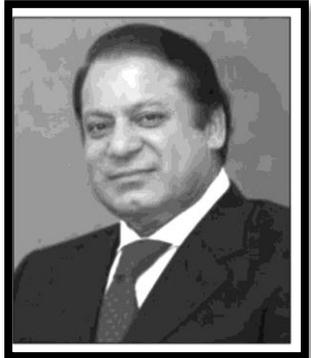
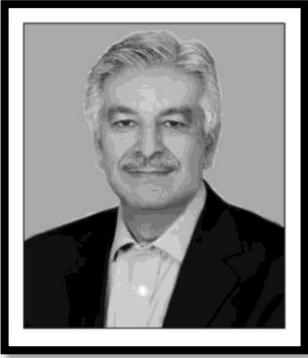
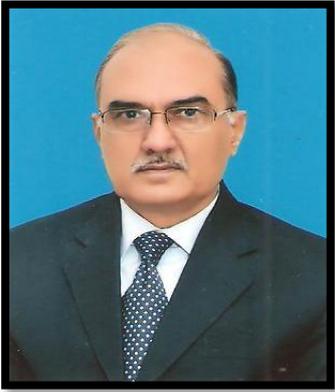
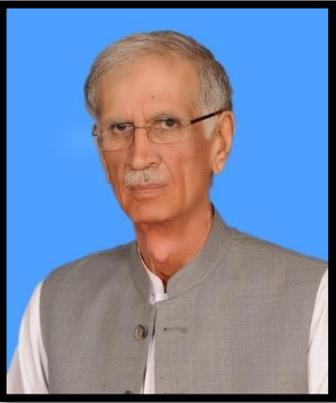
1.2.1. Heads of Ministry

		
Liaqat Ali Khan	Khawaja Nazimuddin	Muhammad Ali Bogra
18-08-1947 to 16-10-1951	24-10-1951 to 16-04-1953	17-04-1953 to 23-10-1954

		
Gen Ayub Khan 24-10-1954 to 10-08-1955	Ch. Muhammad Ali 11-08-1955 to 11-09-1956	Huseyn Shaheed Suhrawardy 12-09-1956 to 17-10-1957
		
Mian Mumtaz Khan Daultana 18-10-1957 to 15-12-1957	Malik Feroz Khan Noon 16-12-1957 to 07-04-1958	M.A Khuhro 08-04-1958 to 07-10-1958
		
Gen Muhammad Ayub Khan 28-10-1958 to 20-10-1966	Vice Admiral A.R Khan 21-10-1966 to 04-04-1969	Gen Agha Muhammad Yahya Khan 05-04-1969 to 20-12-1971

		
Zulfikar Ali Bhutto 24-12-1971 to 05-07-1977	Gen Muhammad Zia-ul-Haq 05-07-1977 to 26-08-1978	Ali Ahmad Talpur 27-08-1978 to 25-02-1985
		
Gen Muhammad Zia-ul-Haq 26-02-1985 to 22-03-1985	Muhammad Khan Junejo 23-03-1985 to 29-05-1988	Mahmood A. Haroon 09-06-1988 to 01-12-1988
		
Mohtarma Benazir Bhutto 02-12-1988 to 05-08-1990	Ghulam Mustafa Jatoi 06-08-1990 to 05-11-1990	Muhammad Nawaz Sharif 06-11-1990 to 09-09-1991

		
Justice (R) Syed Ghous Ali Shah	Mir Hazar Khan Bijarani	Justice (R) Syed Ghous Ali Shah
10-09-1991 to 24-04-1993	25-04-1993 to 25-05-1993	26-05-1993 to 17-07-1993
		
Moeen Qureshi	Aftab Shahban Mirani	Shahid Hamid
18-07-1993 to 18-10-1993	19-10-1993 to 04-11-1996	05-11-1996 to 16-02-1997
		
Muhammad Nawaz Sharif	Gen Pervez Musharraf	Rao Sikandar Iqbal
17-02-1997 to 11-10-1999	12-10-1999 to 22-11-2002	23-11-2002 to 15-11-2007

		
Salim Abbas Jilani 11-11-2007 to 25-03-2008	Chaudhry Ahmad Mukhtar 31-03-2008 to 02-06-2012	Syed Naveed Qamar 03-06-2012 to 16-03-2013
		
Muhammad Nawaz Sharif 05-06-2013 to 26-11-2013	Khawaja Muhammad Asif 27-11-2013 to 28-07-2017	Engr Khurram Dastgir Khan 29-07-2017 to 25-06-2018
		
Lt. Gen. (retd) Naeem Khalid Lodhi 26-06-2018 to 18-08-2018	Pervez Khattak 19-06-2018 to 09-04-2022	

1.2.2. Secretaries of Ministry

Since independence, the Division has been headed by the following notables: -

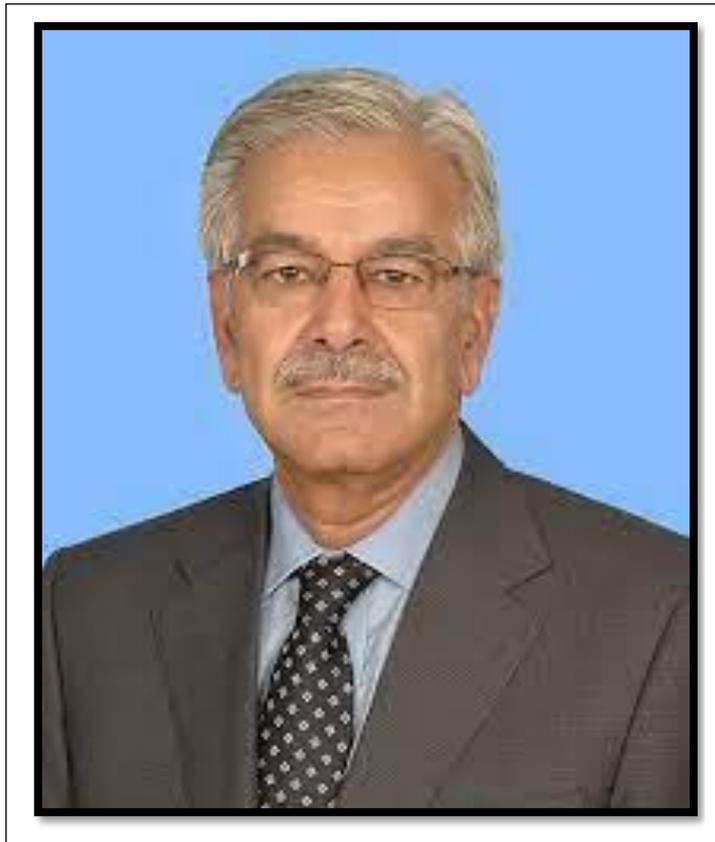
Sr	Name	From	To
1.	Maj Gen Iskandar Mirza	Oct 47	May 54
2.	Mr. Akhtar Hussain	Jun 54	Aug 57
3.	Mr. Muhammad Khurshid	Mar 58	Jun 59
4.	Mr. S. Fida Hussain	Jul 59	Aug 61
5.	Mr. Nazir Ahmed	Aug 61	Sep 65
6.	Mr. S. Fida Hussain	Sep 65	Jun 66
7.	Mr. S. I. Haque	Jul 66	Dec 66
8.	Mr. S. Ghias Uddin Ahmad (SG)	Dec 66	Aug 73
9.	Maj Gen Fazal Muqeem Khan (Retd)	Aug 73	Oct 77
10.	Mr. Ghulam Ishaq Khan (SG)	Dec 73	Jul 77
11.	Lt Gen Ghulam Jilani Khan	Oct 77	Jul 79
12.	Lt Gen Ghulam Jilani Khan (SG)	Jul 79	May 80
13.	Rasheed ud Din Arshad	Jul 80	Sep 80
14.	Maj Gen M. Rahim Khan (Retd) (SG)	Nov 80	Dec 85
15.	Mr. Asif Rahim	Sep 80	Feb 84
16.	Mr. Aftab Ahmad Khan	Feb 84	Aug 85
17.	Syed Ijlal Haider Zaidi	Aug 85	Nov 89
18.	Syed Salim Abbas Jilani	Nov 89	Nov 96
19.	Mr. Hasan Raza Pasha	Nov 96	May 97
20.	Lt Gen Iftikhar Ali Khan (Retd)	May 97	Oct 99
21.	Lt Gen Nasim Rana (Retd)	Oct 99	Mar 2001
22.	Lt Gen Hamid Nawaz Khan (Retd)	Mar 2001	May 2005
23.	Lt Gen Tariq Waseem Ghazi (Retd)	May 2005	April 2007
24.	Mr. Kamran Rasool	April 2007	Nov 2008
25.	Lt Gen (R) Syed Athar Ali	Nov 2008	Nov 2011
26.	Lt Gen (R) Naeem Khalid Lodhi	Nov 2011	Jan 2012
27.	Mrs. Nargis Sethi	Jan 2012	Jul 2012
28.	Lt Gen Asif Yasin Malik (Retd)	Jul 2012	Jul 2014
29.	Lt Gen Muhammad Alam Khattak (Retd)	Aug 2014	Aug 2016
30.	Lt Gen Zamir ul Hassan Shah (Retd)	Aug 2016	Aug 2018
31.	Lt Gen Ikram Ul Haq (Retd)	Aug 2018	Aug 2020
32.	Lt Gen Mian Muhammad Hilal Hussain (Retd)	Aug 2020	Aug 2022

1.2.3. Members of Standing Committee of Senate on Defence

Sr	Name	
1.	Walid Iqbal	Chairman
2.	Abdul Rehman Malik	Member
3.	Anwar ul Haq Kakar	Member
4.	Chaudhary Tanvir Khan	Member
5.	Dr. Muhammad Farogh Naseem	Member
6.	Lt. General Abdul Qayyum HI (M) Retd.	Member
7.	Mir Kabeer Ahmed Muhammad Shahi	Member
8.	Muhammad Javed Abbasi	Member
9.	Muhammad Talha Mahmood	Member
10.	Mushahid Hussain Sayed	Member
11.	Mushtaq Ahmed	Member
12.	Sajjad Hussain Turi	Member
13.	Sherry Rehman	Member

1.2.4. Members of Standing Committee of National Assembly on Defence

Sr	Name	
1.	Mr. Amjid Ali Khan	Chairman
2.	Mr. Tahir Sadiq	Member
3.	Chaudhary Farrukh Altaf	Member
4.	Syed Faiz Ul Hassan	Member
5.	Ch Muhammad Barjees Tahir	Member
6.	Mr. Riaz Ul Haq	Member
7.	Mr. Muhammad Khan Daha	Member
8.	Mr. Aurangzeb Khan Khichi	Member
9.	Mr. Alam Dad Laleka	Member
10.	Mian Riaz Hussain Pirzada	Member
11.	Mr. Ghous Bux Khan Mahar	Member
12.	Mr. Khursheed Ahmed Junejo	Member
13.	Mr. Aftab Shahban Mirani	Member
14.	Mir Amer Ali Khan Magsi	Member
15.	Mr. Jamil Ahmed Khan	Member
16.	Syed Amin Ul Haque	Member
17.	Mr. Salahuddin Ayubi	Member
18.	Ms. Rubina Irfan	Member
19.	Mr. Ramesh Kumar Vankwani	Member
20.	Ms. Kanwal Shauzab	Member
21.	Minister for Defence	Ex-Officio/ Member



**Khawaja Muhammad
Asif Minister for Defence**



**Lt Gen Hamood Uz Zaman Khan, HI(M) (Retd)
Secretary Defence**

2. Defence Division

2.1. Introduction

Defence Division is the only Division of Ministry of Defence. The Defence Division being the Administrative Division and Secretariat of the Ministry of Defence is responsible for the achievements of its Mission Statement.

2.2. Vision Statement

"Secure Pakistan"

2.3. Mission Statement

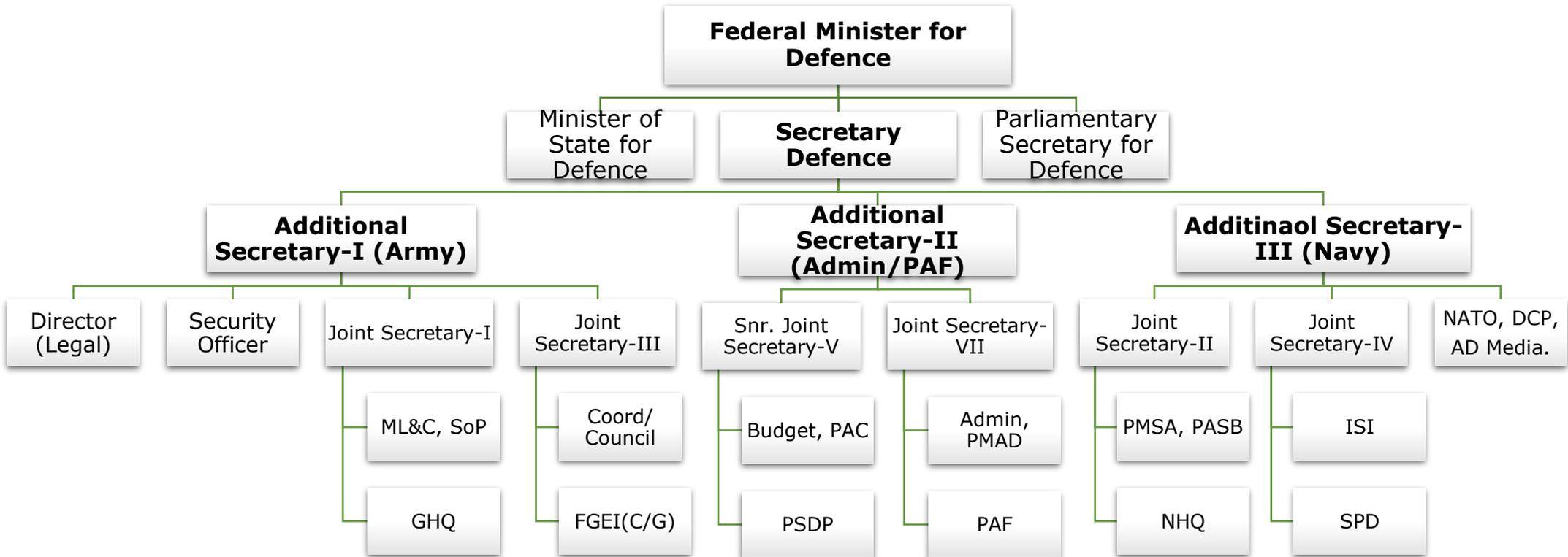
"To preserve and defend the national sovereignty and territorial integrity of the Islamic Republic of Pakistan and protect its national interests and assets through military means and other defence related capabilities".

2.4. Tasks

- Formulation, coordination and execution of Defence Policy of Pakistan and other defence related policies in pursuit of its mission statement
- Improve synergy between Armed Forces of Pakistan and inter services organization vis-a'-vis progress and performance
- To strengthen global network of allies and partners to maintain balance of power through military diplomacy
- Establishment of security related research & development base to support security operations
- To administer Armed Forces of Pakistan, Executive departments and manage their requirements
- To conduct persistent internal review & maintenance of internal control systems through audit & monitoring
- To assist other national institutions in disaster management, surveying & mapping, military operations other than war and border management
- Provision of affordable education and quality healthcare.
- To ensure people-oriented local governance and effective management in cantonments
- Welfare of ex-servicemen

2.5. Organization of Defence Division

Defence Division has a total strength of 455 which includes 79 officers and 376 staff members. As per organogram shown on next page:



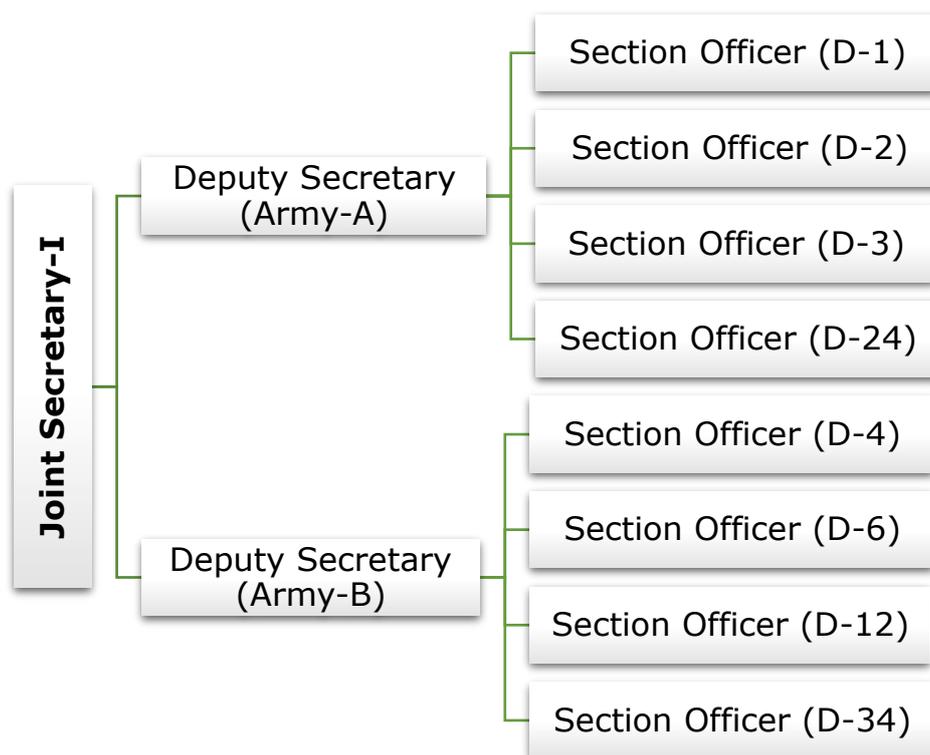
2.6. Executive Departments

- 1) Pakistan Armed Services Board (PASB).
- 2) Survey of Pakistan (SoP).
- 3) Pakistan Military Accounts Department (PMAD).
- 4) Pakistan Maritime Security Agency (PMSA).
- 5) Military Lands & Cantonments Department (ML&C).
- 6) FG Educational Institutions (Cantonments/Garrisons)
Directorate FGEIs(C/G)

2.7. Main Functions: Additional Secretary-I (Coord/Army)

- 1) All Policy/Ministry level matters related to Pak Army.
- 2) Administrative Control of the following Attached Departments:
 -
 - a. Directorate Military Lands & Cantonments.
 - b. Survey of Pakistan.
 - c. FGEI (C/G) Directorate.
- 3) Coordination among the Departments/Organizations under MoD. Organization of Army Wing, Coordination and Council work under Additional Secretary-I
- 4) Security of MOD Premises

2.7.1. Army Wing



2.7.1.1. D-1 Section

- 1) All matters relating to the following Directorates of GHQ: -
- 2) Staff Duties: -
 - a. Military Operations {Monitoring of Line of Control & Working Boundary}
 - b. Infantry {Construction of Roads & Bridges in AJ&K & Northern Areas}
 - c. Combat Development (CD), Armoured Corps (AC), Electronic Warfare, C4I, Organization & Management, Psy Ops, Joint Operations, Personnel Administration, Military Intelligence, Budget, D.S.G.
- 3) Processing of Cases of Visiting Foreign Dignitaries.
- 4) Visits Abroad of Senior Officers.
- 5) Deployment of Army in Aid of Civil Power.
- 6) LOC Monitoring and Construction of Roads/Bridges etc in AJK&FCNA.
- 7) Deputation of Other Ranks to Civil Departments.
- 8) TO&E (Deployment of troops in aid of Civil Administration)

2.7.1.2. D-2 Section

All administrative matters relating to: -

- 1) Military Secretary Branch.
- 2) Personnel Services Dte.
- 3) ASC Dte.
- 4) Medical Dte.
- 5) JAG Deptt., GHQ.
- 6) TO&E (Prime Minister/President's Directives, Petitions).

2.7.1.3. D-3 Section

All administrative matters relating to: -

- 1) Director Works & Chief Engineer (Army) GHQ, Rwp.
- 2) Qtg Dte (QMG's Branch)
- 3) Engineer-in-Chief's Branch
- 4) Director Works & Chief Engineer (DC1), GHQ, Rwp.
- 5) Deputation of civilian officers / officials abroad and in the country.

2.7.1.4. D-24 Section

All administrative matters relating to Armed Forces Officers: -

- 1) Secondment / deputation to Govt. Departments.
- 2) Re-employment.
- 3) Induction into Civil.
- 4) Military aspects of bilateral talks with India on Siachen issue.

2.7.1.5. D-4 Section

All administrative matters relating to: -

- 1) Remount Veterinary & Farms Dte.
- 2) Supply & Transport Dte.
- 3) Logistics Dte.
- 4) Pay, Pension & Allowances Dte.
- 5) Signals Dte.

- 6) Army Air Defence Dte.
- 7) Artillery Dte.
- 8) Allotment / Resumption of Stud land.
- 9) Canteen Stores Department.
- 10) GSM Net Working.
- 11) TO & E (Recruitment, re-organization, rules/regulations etc.).

2.7.1.6. D-6 Section

All administrative matters relating to: -

- 1) Military Lands & Cantonments Department.
 - a. Defence Complex, Islamabad.
 - b. Cantonment Boards, excluding land matters.
 - c. Creation of new Cantt Boards.
- 2) All matters relating to and emanating from Pakistan Defence Officers Housing Authority. (DHA) Karachi, DHA Islamabad, DHA Lahore & DHA Peshawar.
- 3) All kinds of petitions received from the President's/Prime Minister's Sectt., and petitions addressed to Minister for Defence, Secretary Defence, Ministry of Defence relating to land matters.

2.7.1.7. D-12 Section

- 1) Leasing out of military lands to the Departments/Organizations/Persons in different "Schedules"
- 2) Classification/re-classification of military land, conversion of old grants/Cantonment Code Leases into Regular Lease under Cantonment Land Administration (CLA) Rules, 1937.
- 3) Formation of policy, disposal of surplus military land and camping grounds, conversion of military lands for commercial purposes / installation of petrol pumps/CNG stations on military lands.
- 4) Litigation in different Civil Courts / High Courts / Supreme Court of Pakistan about military lands disputes
- 5) Transfer of Provincial Government lands to Federal Government for Defence purposes and acquisition of private land under Land Acquisition Act, 1894.

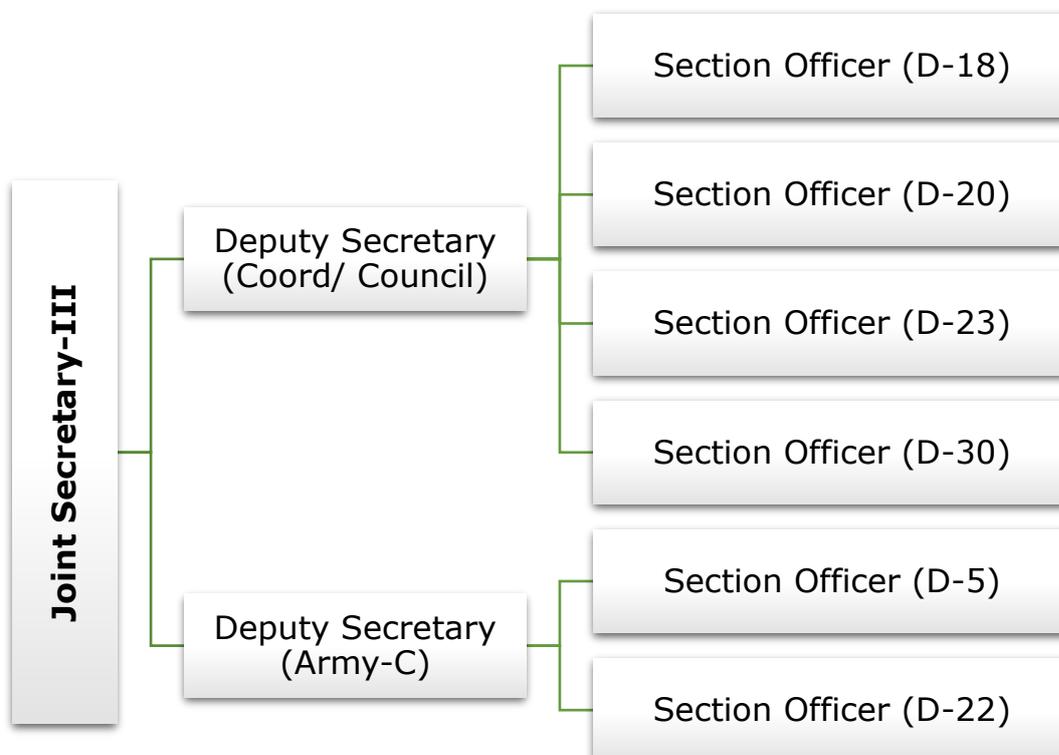
- 6) Matters pertaining to establishment of Defence Officers Housing Schemes on surplus military lands
- 7) Matters pertaining to town planning of Defence Officers Housing Schemes in Cantonments i.e. approval of layout plans of Housing Schemes
- 8) Matters pertaining to allotment of plots to Civilian Officers of Ministry of Defence/Military Finance and Defence Paid Organizations
- 9) All land matters pertaining to Cantonment Board's Class 'C' land, disposal/auction of plots
- 10) Disposal/auction of Army/PAF surplus lands through open auction.

2.7.1.8. D-34 Section

All administrative and budgetary matters relating to:

- 1) Survey of Pakistan
- 2) Engineering Dte
- 3) Military Training Dte
- 4) TO&E (policy, administration, appointments and promotion etc)

2.7.2. Coord/Council Wing



2.7.2.1. D-18 Section

- 1) Circulation of communications received from all Federal Ministries/Divisions (except President/PM's Secretariat & Finance Division) to all Attached Departments under MoD.
- 2) Submission of quarterly, monthly and weekly reports to quarters concerned.
- 3) Supply of information/data called for by the Federal Ministries/Divisions in respect of Departments/Organizations under MoD.
- 4) Submission of nominations of officers working in MoD (Main) and its Attached Departments for training courses i.e. Senior Management Course, Pakistan Administrative Staff College and other institutions.
- 5) Conducting of Departmental Selection Board's meeting for promotion of BS-18 officer to BS-19 of Attached Departments and subordinate offices working under Ministry of Defence.
- 6) Coordination with Provincial Governments.
- 7) Compilation of Yearbook of Ministry of Defence.
- 8) Coordinating in Central Selection Board (CSB)'s meeting for promotion of BS-20 to BS-21 of Attached Departments and subordinate offices working under Ministry of Defence.
- 9) Presentation, special task, report or project assigned by Competent Authority.
- 10) Coordinating in matters related to Prime Minister Delivery Unit (PMDU).
- 11) Complaint Handling of Pakistan Citizen's Portal (PCP).
- 12) Task Handling on Task Management System (TMS).
- 13) Coordinating of monthly meetings chaired by Secretary Defence of PCP & TMS.
- 14) Any other special task assigned.

2.7.2.2. D-20 Section

All matters relating to and emanating from National Assembly and Senate Secretariats pertaining to Defence Division and its Departments/ Organizations.

2.7.2.3. D-23 Section

- 1) All co-ordination matters/cases relating to Joint Chiefs of Staff Committee (JCSC), Defence Committee of Cabinet (DCC), Defence Council (DC), implementation of decisions of Cabinet, ECC, ECNEC.
- 2) Disposal of gifts received by services personnel.
- 3) Disposal of petitions received from President's/Prime Minister's Secretariat and other Divisions, progress reports.
- 4) Coordination on receipts from President / Prime Minister's Secretariats and Ministry of Finance and circulation to all concerned.
- 5) Disposal of all disputed receipts

2.7.2.4. D-30 Section

- 1) All matters relating to and emanating from PP&A and Welfare and Rehabilitation Directorates of GHQ.
- 2) Matters relating to tree plantation in tri-service and Attached Departments.
- 3) Import of duty-free cars for disabled army personnel.
- 4) Pension Appeal Committee.
- 5) Disposal of all complaints against Ministry of Defence and its Attached Departments received from Prime Minister/ President Secretariat, Wafaqi Mohtasib Sectt and Secretary Defence Office.

2.7.2.5. D-5 Section

All administrative matters relating to:

- 1) Inspection & Technical Development Dte.
- 2) Electrical & Mechanical Engineering Dte.
- 3) Ordnance Dte.
- 4) Mujahid Dte.
- 5) Janbaz Dte.
- 6) Weapons & Ammunition Dte.
- 7) Issue of Stores on Loan/Payment to Civil Armed Forces.
- 8) CAF & Military deployment on payment i.e. Coast Guard.
- 9) Administrative matters of civil employees of GHQ and that of lower formations of Army.

2.7.2.6. D-22 Section

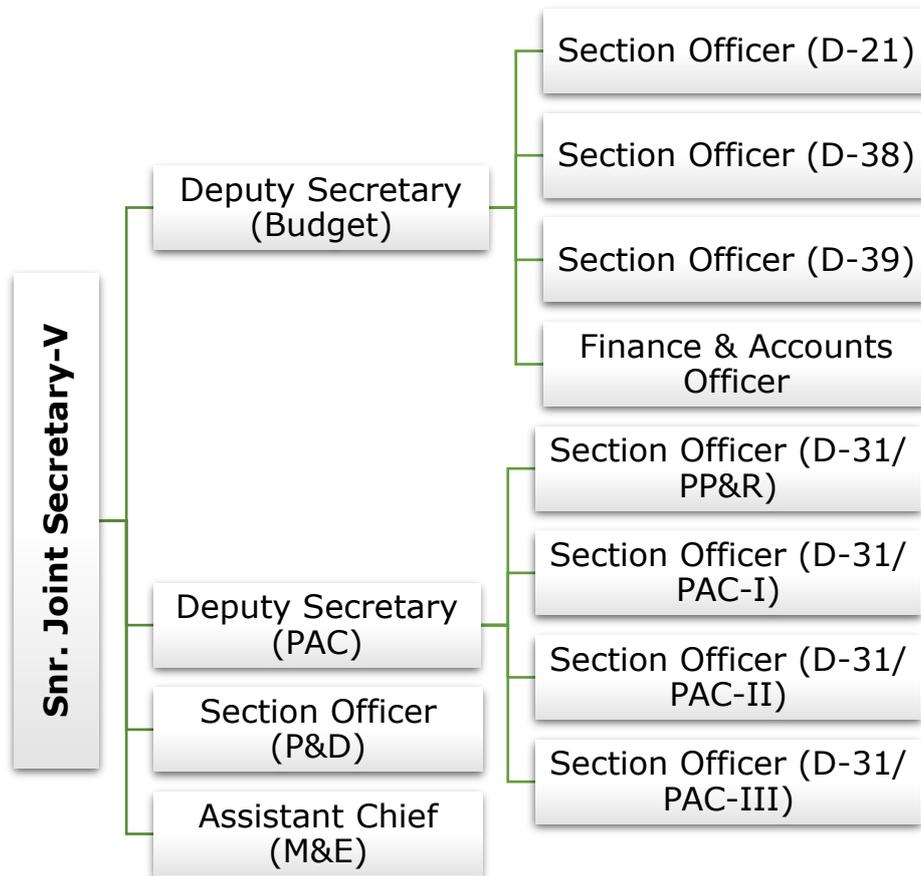
This Section deals with all the administrative and financial matters including recruitment, promotion, budget, PSDP, petitions/appeals, deputation, litigation, medical re-imbusement and other allied matters of Federal Government Educational Institutions (Cantt/Garrison) Dte and HRD Dte, GHQ., disciplinary cases of employees of BS-17 and above of FGEI and matters related to Cadet Colleges.

2.7.2.7. Director Legal

- 1) Monitoring of Legal cases pending in the Supreme Court and other various Courts of the country.
- 2) Rendering legal advice to all the Attached Departments of the MoD.
- 3) Vetting of contracts / MOUs etc.
- 4) Legislation work.
- 5) Handling of petitions filed by various individuals against the Services Headquarters.
- 6) Processing and handling of various applications received from Human Rights Cell of Supreme Court of Pakistan.
- 7) Monitoring of the cases presented before the National Crisis Management Cell established in Ministry of Interior / Commission of Inquiry on Enforced Disappearances.
- 8) Attending the hearings of the Supreme Court, High Courts and Commission of Inquiry on Enforced Disappearances on behalf of Secretary Defence.

2.8 Main Functions: Additional Secretary-II (Admin/ PAF)

- 1) All Policy/Ministry level matters related to PAF.
- 2) Defence Budget for the Armed Forces, Attached Departments & Inter-Services Organizations.
- 3) Inter-Ministries/Divisions Co-ordination.
- 4) Council work covering Parliament Affairs.
- 5) Work related to Public Accounts Committee (PAC).
- 6) Administrative Control/Support, Budgeting & Security of the Ministry of Defence.
- 7) Administrative control of Pakistan Military Accounts Department (PMAD).



2.8.1. Budget & Public Accounts Committee (PAC) Wing

2.8.1.1. D-31 (PAC-I Section)

- 1) All works pertaining to processing of Draft Audit Paras/Audit observations/audit reports on accounts of Army, ISI, MSA, FGEI(C/G) Dte., SUPARCO, ML&C Department. (Civil) and Defence Division (Main) and Organizations under the administrative control of Ministry of Defence.
- 2) All works relating to Appropriation of Accounts (Civil).
- 3) Distribution of PAC directives, collection of compliance reports and submission of consolidated compliance reports to National Assembly Sectt for examination of PAC.
- 4) Follow-up action on compliance to PAC/DAC directives and for replies to all references.

2.8.1.2. D-31 (PAC-II Section)

- 1) All work pertaining to processing Draft Audit Paras / Audit observations / audit reports on accounts of Pakistan Navy, PAF, PMAD/MAG Office, ML&C.
- 2) Printing of book on Appropriation Accounts (Defence Services) every year.
- 3) Handling of GSA cases.
- 4) Distribution of PAC directives to all concerned, collection of compliance reports thereto and submission of consolidated compliance reports to National Assembly Sectt. for examination of PAC.
- 5) Pursuing Services / Departments for compliance of DAC/ PAC directives and submission of final replies to all concerned.

2.8.1.3. D-31 (PAC-III Section)

- 1) Deals with 'Proposed Draft Paras' (PDP), Draft Paras/Audit Paras/Special Audit Reports pertaining to Army, FWO, NDU, NLC, PASB, JSHQ and FGEI.
- 2) Holding of DAC/PAC, in house meetings to watch the compliance of DAC/PAC and to submit the Compliance Report to National Assembly Secretariat (PAC Wing), Islamabad.
- 3) Coordination among all executives and audit authorities with reference to carry-out the verification.
- 4) Holding of Inter-Departmental-Committee (IDC)'s meetings in the light of DAC/PAC directives accordingly.
- 5) To establish liaison with all respective executives with reference to ensure the Compliance of Public Accounts Committee (PAC).
- 6) Coordination with Director General Audit Defence Services about local Test Audit Report (LTAR), including Proposed Draft Paras etc.

2.8.1.4. D-31 (PP&R Section)

- 1) All policy matters of tri-services relating to Revision of Pay, Pension and Allowances of Armed Forces personnel / officers, JCOs etc.
- 2) Privileges of Chairman of Joint Chiefs of Staff Committee (JCSC) and Services Chiefs.
- 3) Updating / revision and amendments in tri-services books of rules/regulations.
- 4) Allotment of numbers to the Army Instructions as well as Joint Services Instructions.

2.8.1.5. D-31 (Budget-I Section)

- 1) All matters relating to and emanating from budget demands and preparation of budget in respect of all three services of Armed Forces including their lower formations/units, DP Establishments & POF.
- 2) Examination/Processing of proposals for re-appropriation relating to Defence Services.
- 3) Examination/Processing of proposals for additional allocation, relating to Defence Services.
- 4) Submission of Notes/Summaries for Supplementary Grants / Technical Supplementary Grants to Finance Division/Prime Minister's Sectt.
- 5) Monitoring the trend of expenditure of Defence Services booked by MAG through monthly expenditure reports to keep the expenditure within the allocation.
- 6) Allocation of Supplementary Grants to Civil Armed Forces through Ministry of Interior.
- 7) Preparation of Appropriation Accounts and its submission to Accountant/Auditor General.
- 8) Quarterly allocation of Loans/Advances (HBA/CA) to Defence Services.

2.8.1.6. D-38 (Budget-II Section)

- 1) All cases relating to examination of budget demands and preparation of budget in respect of JSHQs Chaklala, DG ISI, NDU, MAG, DMS(IS), E-in-C's Branch GHQ, ML&C Deptt, ISPR Dte, PASB, ISSB Kohat, Defence Archives, SSCB.
- 2) Welfare of civilians of AFHQ, delegation abroad, Defence Division (Main).
- 3) Accounts Organizations i.e. CCMA, CAF & CNA examination of proposals for re-appropriation and additional allocation, (preparation of F.E. Budget of ISO/Account Organizations).
- 4) Distribution of budget to ISOs/ Account Organizations and submission of summaries for supplementary / technical supplementary grants to Finance Division.
- 5) Maintenance of Secretary Reserve, and examination / procurement of different proposals of additional allocation out of Secretary Reserve.

2.8.1.7. D-39 Section

- 1) Examination of demands relating to allocation of funds to AFDP, Operation Al-Mizan, UNCB & UN Mission Abroad.
- 2) Obtaining allocation of funds from Finance Division relating to tri-services demand including JF-17.
- 3) Re-appropriation of above packages.
- 4) Co-ordination with JSHQs/Services concerned in connection with clarifications sought by the Finance Division.
- 5) Reconciliation of STA & UN Re-Imbursement Account.

2.8.1.8. Finance & Accounts Officer (F&AO)

- 1) All matters relating to maintenance and reconciliation of accounts.
- 2) Co-ordination and scrutiny of budget expenditure and receipt.
- 3) Advice in delegated fields, internal check / audit, compliance with the rules and orders.
- 4) All the work relating to PAC and audit observations in respect of Civil Departments and Ministry of Defence (Main).

2.8.1.9. Monitoring and Evaluation (M&E) Cell

- 1) To monitor the physical and financial progress of PSDP projects of Defence Division.
- 2) To arrange preliminary meetings in the Ministry.
- 3) To participate in quarterly review meetings of Planning and Development Division.
- 4) To disseminate minutes of the meeting to the executing agencies.
- 5) To facilitate the departments/agencies to remove bottlenecks, issues in the implementation of PSDP projects.
- 6) To pay site visits to the projects sites of Defence Division to evaluate physical progress.
- 7) To co-ordinate and collate the cash flow plans of the developmental projects with the Planning Division and Finance Division and to facilitate the executing agencies in preparation of cash/work plans.
- 8) To facilitate the executing agencies in preparation of Project documents.

- 9) All matters related to projects from approval till completion including distribution of Indicative Budget Ceilings (IBCs), and preparation of New Items Statements (NISs) in consultation with F&AO of Ministry of Defence.
- 10) Preparation of consolidated PSDP estimates in respect of projects to be sponsored by MoD, on the basis of requirement received from departments and in accordance with the policy, rules, regulations and PFM Act, 2019 and submission to Planning Commission, after approval of Secretary Defence.
- 11) Collect and examine monthly, quarterly progress reports of PSDP Projects.

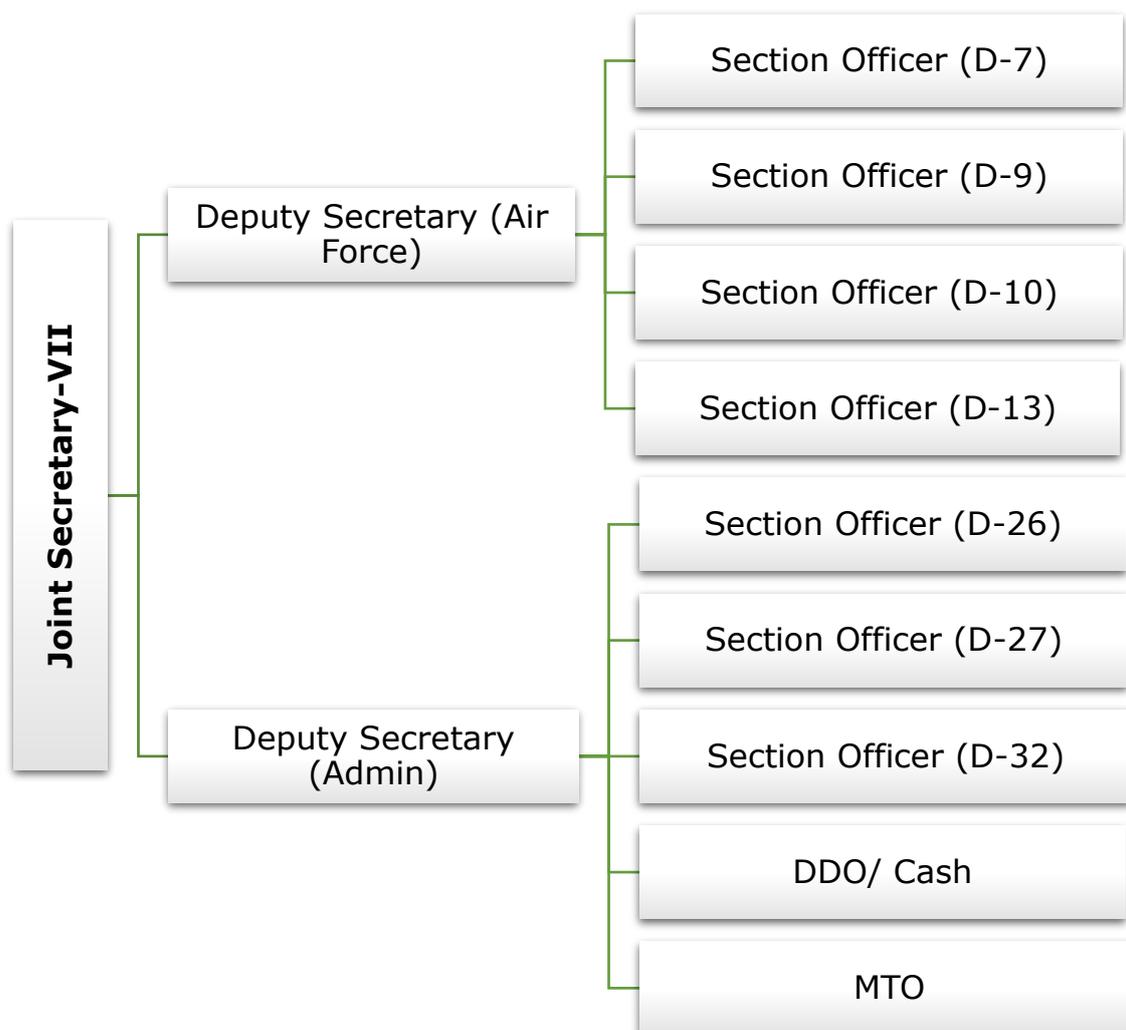
2.8.1.9.1 Activities of Financial Year 2020-21

- 1) There were 06 projects in Defence Division's PSDP 21-22 with an allocation of Rs. 660.116 M. One project titled "Construction of Office Complex including Boundary Wall for SOP Lahore" has been completed and the 04 projects have been carried forward in FY 2021-22.
- 2) Nine (09) projects are there in the Defence Division's PSDP 2021-22 with an allocation of Rs. 1977.635 Million. Five out of total nine projects are likely to be completed by 30th June, 2022 and remaining 04 projects will be carried forward in FY 22-23.

2.8.1.10. Section Officer (P&D)

To look after the matters relating to E-government and maintenance of data on the website of MoD. Looking after all matters related to projects of MoD and its attached departments from examination to processing.

2.8.2. Administration & Air Force Wings



2.8.2.1. D-7 Section (MAG)

- 1) Appointment/recruitment through FPSC in PMAD to posts in BS-16 & above.
- 2) Promotion/Grant of ante-dated promotion, Move-over etc. to the Officers of PMAD.
- 3) Pre-mature Retirement (BPS-17 & above).
- 4) Maintenance of PERs of Officers of PMAD.
- 5) Creation/Up-gradation of posts in PMAD.
- 6) Recruitment Rules for various posts in PMAD.
- 7) Posting abroad of PMAD Officers/Staff and allied matters.
- 8) Disciplinary matters – suspension/appeals for re-instatement concerning PMAD.

- 9) Advice / Policy on Hiring of Office Accommodation & Medical Re-Imbursement Claims.
- 10) Construction of Office/ Residential Buildings/ Colonies & its repair etc. of PMAD.
- 11) Accounts/Budgetary matters of PMAD.
- 12) Complaints against PMAD received from PM's Secretariat, etc.
- 13) Counting of former service towards pension relating to PMAD officers/officials.
- 14) Condonation of deficiency in qualifying service for pension of PMAD employees.
- 15) Provision / Replacement of Transport of PMAD.
- 16) Court cases of MAG's employees.
- 17) Other Misc. / Sundry matters of PMAD.

2.8.2.2. D-9 Section (AF-I)

All PAF operations related matters, including plans, Intelligence, Training, Joint Exercises, Aircraft Clearance, Procurement, Inward/ Outward visits, Air accident, Air Space Violations, Air Monitoring, JF-17 Projects, Movement of VVIP flights, Provision of C-130 flights for Emergency Relief Mission/Special Purposes and other miscellaneous matters of PAF etc.

2.8.2.3. D-10 Section (AF-II)

Administrative / Establishment related matters concerning uniform personnel of PAF.

2.8.2.4. D-13 Section (AF-III)

Annual capital works programme and admin approvals thereof. All administrative and establishment related matters of Civilian personnel of PAF. Regularization of Audit / Draft Audit Paras pertaining to PAF.

2.8.2.5. D-26 Section

- 1) All policy and administrative matters pertaining to officers (BS-17 and above) including posting, transfer, maintenance of confidential reports / ACR of officers of Defence Division.
- 2) Annual medical examination of officers of Defence Division.

- 3) Maintenance of personal files of gazette officers.
- 4) Duty roster of Section Officers, on closed holidays.
- 5) House Building Advance, Motor Car and G.P. Fund Advance to Officers of Defence Division.
- 6) Issue of introductory letters for issuance of Gratis Passports to officers of Defence Division and its Attached Departments.
- 7) Maintenance of Declaration of Assets of Officers of Defence Division.
- 8) Re-imburement of medical claims of Serving/Retired Officers of Defence Division.
- 9) Hiring of Houses (both officers/officials) of Defence Division.
- 10) Promotion of Assistant Private Secretary (BPS-16) to the post of Private Secretary (BPS-17) and time scale promotion of Private Secretaries (BS-17) to BS-18/19.
- 11) Creation of posts in Defence Division.
- 12) Maintenance of Record Office

2.8.2.5.1 Achievements / Performance for Financial Year 2020/21

- 1) All the support and coordination made for formulation of Performance Agreement between Prime Minister and Defence Minister.
- 2) Replies to more than 35 cases received from Federal Govt / Ministries, Coord Wing and Establishment Division were submitted within given time frame.
- 3) More than 250 (250 x 2 times) cases of House Hiring have been processed.
- 4) 09 cases of additional charge / current charge of officers have been processed and notified.
- 5) Performance Evaluation Reports and Declaration of Assets of officers in 80% cases were submitted to Establishment Division.
- 6) Request for nomination of various training, seminars and workshops were processed and officers nominated for their capacity building.
- 7) 08 cases for nomination of focal person have been received and nominated for Defence Division (Main).

- 8) 17 cases of Medical Reimbursement claims of officers processed/ completed.
- 9) Information on various issues of urgent nature disseminated and gathered by issuing 60 + circulars and subsequently matters dispensed.
- 10) Many general cases from officers received i.e. HBA, Canteen Store Department Purchase, Motor Cycle / Car advances, Marriage Grant, FGE Housing Foundation, FEB & Group Insurance cases education fee reimbursement, issuing NOC, LFP / Ex-Pakistan Leave, arms license, issuing move orders for TA/DA all have been processed.
- 11) Various cases of officers posting, transfers, deputation and attachments accomplished and take up with Establishment.
- 12) A large number of miscellaneous and occasional cases have been received and processed within given time frame regarding:
 - i. Implementation of Parliament and PM's / Cabinet's Directives.
 - ii. Duty roster of officers.
 - iii. Handling and administration of Record Room.
 - iv. Delegation of powers and re-distribution of work in MoD.
 - v. 4 cases of official gratis / passport were processed.
 - vi. Processing passes of officers for 23rd March Parade.
 - vii. Vaccination of officers of MoD.

2.8.2.6. D-27 Section

- 1) All matters pertaining to procurement/distribution and maintenance of official equipment, general stores, stationery items, cyclostyling and photo copying services, library, purchase of books and gazettes.
- 2) Gifts, handling of in-coming / out-going defence delegation.
- 3) Medical cards of employees of Defence Division.
- 4) Installation of official/residential telephones, bills, R&I service, duty room, provision of accommodation to the employees of Ministry of Defence (Main).
- 5) Handling PWD affairs (Civil, Electric, Care Taker & Horticulture).
- 6) Officers messing & canteen matters.
- 7) Sanitary staff and cleanliness.
- 8) All matters pertaining to PASCOP, DEFCOM & INTERCOM.

2.8.2.7. D-32 Section

- 1) All administrative / establishment matters pertaining to ministerial staff of Defence Division (BS1-16) including recruitment, posting transfer, promotion, revision, seniority, verification of character and antecedents, disciplinary cases, maintenance of personal files of non-gazette staff, leave accounts, deputation, employment abroad and welfare matters, service books, pension cases, and honorarium cases.
- 2) Hajj contingents and census of civil government servants w.r.t. Defence Division.
- 3) Streamlining of procedure and issue of office orders and office instructions.
- 4) Advances including house building, motor car, motorcycle, cycle and G.P. Fund etc.
- 5) Augmentation of staff.
- 6) Cases relating to provision of accommodation to staff, through Estate Office, Islamabad.
- 7) Promotion of Assistant (BPS-15) to the post of Supdt. (BPS-16)

Additional Duties

- 8) Hire Purchase cases of Canteen Store Department (CSD) for MoD employees (BS-16 and below) were assigned.
- 9) Vaccination process of MoD Regular and Attached employees.
- 10) Commencement of Directory Retirement Meeting.
- 11) Quarterly assessment of Development work of low paid Defence Chakra Housing Scheme, Rawalpindi regarding resolution of issues / grievances of residents of the scheme in collaboration with Rawalpindi Cantonment Board (RCB) was done.

2.8.2.8. DDO/Cash

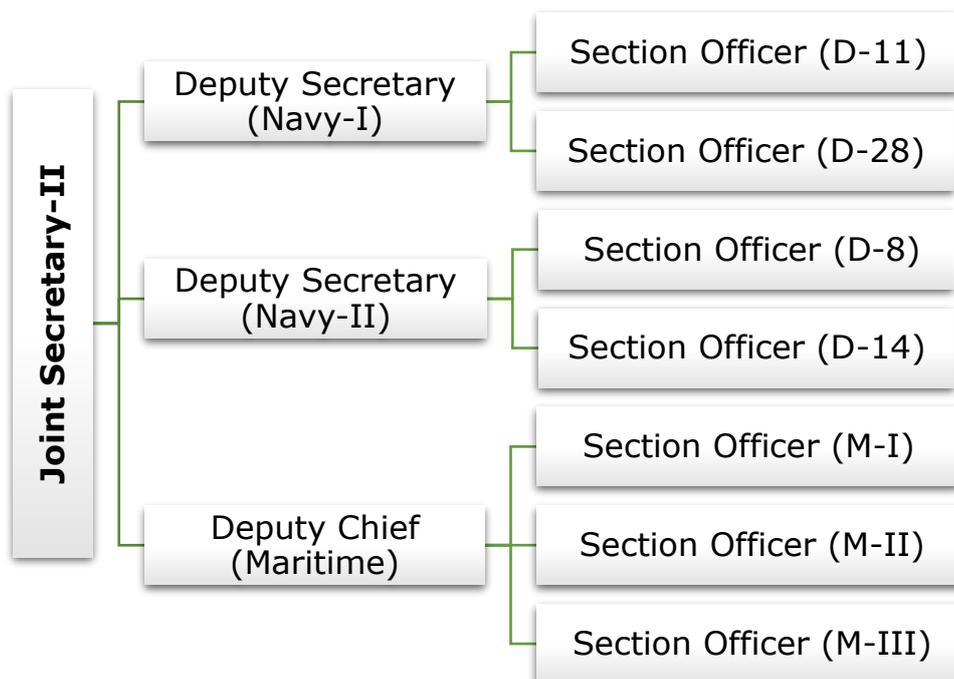
- 1) All budgetary matters i.e. co-ordination, preparation of budget estimates and NIS, consolidation of ADP etc.
- 2) Preparation of bills, retirement, income tax, contingents, advances, pay, recovery matters, and coordination with AGPR.
- 3) Maintenance of Cash Register.
- 4) Preparation of pay bills in respect of Internees appointed under National Internship Programme (NIP) in MoD.

2.8.2.9. Security Officer

- 1) Assistance to Sr. Security Officer (AS-I) on all security matters.
- 2) Responsible for physical security of documents, stores & equipment, general check-up and security of personnel.
- 3) Keep a watch to ensure that standing security orders are effectively enforced, close liaison with Dte Gen. ISI and DIB.
- 4) Liaison with the Interior Division on issuance of Security Passes.
- 5) Firefighting officer for the Ministry.

2.9. Main Functions: (Additional Secretary-III) (Navy)

- 1) All Policy/Ministry level matters related to Pak Navy.
- 2) Defence Policy Formulation.
- 3) Administrative Control of the following Departments: -
- 4) Pakistan Maritime Security Agency (PMSA).
- 5) Pakistan Armed Services Board.
- 6) Karachi Shipping & Engineering Works (KS&EW).
- 7) Special Communication Organization (SCO).
- 8) Matters related to Civilians working in Defence Services Headquarters.
- 9) Inter-Services Organizations (ISOs).
- 10) Military Co-operation & Protocol/MoU.
- 11) Siachen & Kashmir Issue.



2.9.1. Navy & Maritime Wings

2.9.1.1. D-8 Section

- 1) Cases received from 28 allotted Directorates of Naval Headquarters. The main subjects being dealt with in this Section are: -
- 2) Visits abroad of PN Flag Officers and PN Naval Ships.
- 3) Extension of invitation to foreign naval ships.
- 4) Promotions, retirements, resignations and change of branches by naval officers.
- 5) Annual Training Programme of PN.
- 6) Annual Capital Works Programme of PN.
- 7) Raising of new establishments.
- 8) Various miscellaneous matters pertaining to PN.
- 9) Approval of the joint exercises between PN and friendly countries.

2.9.1.2. D-11 Section

- 1) Administrative matters in respect of civilian employees emanating from NHQ, AHQ, including recruitment, promotion, pay & allowances, discipline, retirement, pension, petitions and medical facilities.
- 2) Matters of Pakistan Armed Services Board (PASB).

2.9.1.3. D-14 Section

- 1) Cases relating to/emanating from 18 allocated Directorates of NHQ. Warrant of Naval Stores, grant of NOC to the Oil Companies from defence and security point of view, visit abroad of Pak Navy officers for training purpose etc., medical services, welfare, procurement/replacement of vehicles for Pakistan Navy.
- 2) Matters concerning Services Sports Control Board (SSCB/JSHQ) and Special Communications Organization (SCO).
- 3) Frontier Works Organization (FWO).

2.9.1.4. D-28 Section

- 1) Security clearance of aerial photography and clearance of tourists, photographers and researchers visiting Pakistan.

- 2) All matters relating to Private Security Companies including their Registration changes in Directorship and changes in Memorandum and Articles of Association.
- 3) Administrative matters relating to ISSB Kohat, Malir and Gujranwala.
- 4) Matters relating to Pakistan Military Contingent deputed on military duty for United Nations Peace Keeping Missions.
- 5) Security clearance of Oil Expatriates.
- 6) Permission for movement of peoples, construction, Mining and other related activities within and outside the Negative Areas of Pakistan.

2.9.1.5. M-I Section

- 1) National Maritime Affairs Coordination Committee matters.
- 2) National Maritime Policy and its monitoring / up-dation
- 3) Maritime Boundary Matters.
- 4) Matters (other than those handled by other Divisions) relating to:
 - a. Law of the Sea.
 - b. International Collaboration / Coordination for Agreements/ Treaties / MoUs for Maritime cooperation & SAR at sea etc.
 - c. Liaison with International Maritime related organizations including ISA & IHO etc.
 - d. PMSA Act, Rules / Regulations & Litigation matters
 - e. PMSA admin matters including training , visits and selections etc.
 - f. Coordination / Miscellaneous Matters.

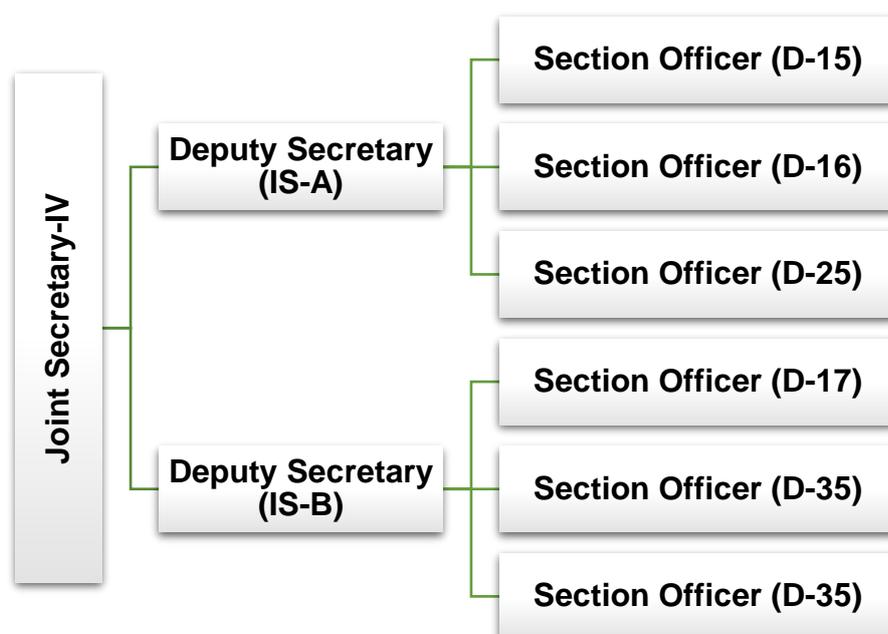
2.9.1.6. M-II Section

- 1) PMSA Developmental Plans including Public Sector Developmental Program (PSDP) and International Collaboration
- 2) PMSA Budgetary matters
- 3) Capacity building / Replacement / Condemnation of PMSA inventory.
- 4) Protection of own Marine Fishing Activities and matters relating to Apprehension / Release / Deportation of Fishing boats / Fishermen.
- 5) National coordination / collaboration for MoUs / agreements for Maritime cooperation & SAR at sea etc.
- 6) National Marine Disaster Contingency Plan (NMDCP) and related matters.

2.9.1.7. M-III Section

- 1) Coordination for China-Pakistan Economic Corridor (CPEC) Projects and associated Security / NOC matters.
- 2) Coordination for Security of Marine Infrastructure / resources in Maritime Zones of Pakistan including protection of human life / property / Ports and Deployment / Operations of PMSA in peace, emergency and war / conflict.
- 3) Issuance of offshore NOCs and matter related to ocean exploration / research studies, exploitation and development.
- 4) Assist other departments agencies in Maritime Zones and Pakistan.
- 5) Counter-Narcotics and Anti-human trafficking / smuggling matters.

2.9.2. Inter-Services Wing



2.9.2.1. D-15 Section

- 1) Administrative matters relating to JSHQs, except pay, allowances and pensions.
- 2) Administrative matters relating to NDU, SPD and NESCOM.
- 3) Appointment of Chairman JCsSC.
- 4) Defence Policy of Pakistan.
- 5) Holding and celebration of Pakistan Day's Parade on 23rd March and Defence Day of Pakistan on 06th September each year.

- 6) Coordination of Armed Forces Hajj contingent / Selection of Khuddamul Hujjaj.
- 7) Matters relating to procurement of NIV stores / equipment for Armed Forces.
- 8) Delegation of Financial Powers to Services Chiefs and their subordinate authorities (inter Services Nature)
- 9) Concessions by Railways / PIA to Armed Forces personnel.
- 10) Accommodation, works, creation of posts, transport, visits abroad and purchase of books of NDU / JSHQ.
- 11) Matters relating to rental ceiling of houses for Armed Forces Personnel.

2.9.2.2. D-16 Section

- 1) All matters of Military and Defence co-operation (including MOUs/Agreements) with the countries located in:
 - a. Europe
 - b. Americas (except USA).
 - c. Australia
 - d. China
 - e. Turkey and Iran
 - f. Singapore
 - g. North Korea
 - h. South Korea
 - i. Brunei
 - j. Indonesia
 - k. Malaysia
 - l. Philippines
 - m. Thailand
 - n. Vietnam
 - o. Other South East Asian Countries

2.9.2.3. D-25 Section

- 1) All policy matters relating to military awards including manufacturing of decorations and award, supply of military medals, printing of parchments, engaging / stitching and gold plating of medals.
- 2) Arrangement for conferment of N.I. (M) upon Services Chiefs / Chairman JCSC (on their appointment) by the President in Special Investiture Ceremonies.
- 3) Conducting investiture ceremonies, conferment of military awards i.e. NI (M) & HI (M) upon foreign visiting military dignitaries by the President during their visit to Pakistan.
- 4) Grant of permission for acceptance of foreign awards by Armed Forces officers/ personnel with the approval of Prime Minister.
- 5) Budget preparation and other allied matters of military awards.
- 6) Submission of recommendations for grant of civil awards to Armed Forces officers / personnel through the Cabinet Division.

2.9.2.4. D-17 Section

- 1) All administrative matters relating to Dte Gen ISI i.e.:
 - a. Creations and up-gradation of posts.
 - b. Recruitment / re-employment.
 - c. Promotion.
 - d. Deputation.
 - e. Resignation.
 - f. Discipline / court cases.
 - g. Pension / gratuity.
 - h. Counting of former military service towards civil pension.
- 2) Appointment of Defence / Service Attaches and their staff in foreign missions of Pakistan, early repatriation or extension in their tenure(s).
- 3) Special Remittance on the account posting / transfer of officers / staff abroad.
- 4) Free Medical facilities to the parents of officers / staff posted abroad.
- 5) Cover appointments and related matters.

- 6) Clearance for the appointment of Foreign Mission's Defence Advisors / Attaches in Pakistan.
- 7) Reports from JSHQs on U.S. Drone Attacks.
- 8) Warrant of Precedence.
- 9) Senate / Assembly Business relating to ISI.
- 10) Petitions / complaints pertaining to ISI.
- 11) Work relating to monthly intelligence reports.
- 12) Matters relating to Key Points.
- 13) Pak-United States Military Co-operation.

2.9.2.5. D-35 Section

- 1) Cases pertaining to and emanating from Inter Services Public Relations Directorate (ISPR).
- 2) United Nations Convention/United Nations Security Council's Resolution on Disarmaments/Non-proliferation and Counterterrorism.
- 3) Cases of Defence Mission/Defence Attaches Abroad, Emergencies and visits/Children Education Passage, Purchase of Staff Cars, Equipment for Office & Residence etc.
- 4) Re-imburement of Medical Charges to Civil Gazette / Non-Gazette employees of Dte Gen. ISI.

Matters of following International organizations:

- 1) North Atlantic Treaty Organization (NATO).
- 2) International Security Assistance Force (ISAF).
- 3) Economic Cooperation Organization (ECO).
- 4) Shanghai Cooperation Organization (SCO).
- 5) Asian Regional Forum (ARF) / Association of South East Asian Nations (ASEAN).
- 6) European Union (EU).
- 7) International Red Crescent Society (IRCS) / Red Cross.

2.9.2.6. D-36 Section

- 1) Military co-operation with: -
- 2) South Asian Association for Regional Cooperation (SAARC) Countries.

- 3) Middle Eastern & African Countries.
- 4) Afghanistan, Azerbaijan, Kazakhstan, Kyrgyzstan, Turkmenistan, Tajikistan, Uzbekistan, and Mongolian Countries.
- 5) Russian Federations, Belarus, Georgia and Ukraine
- 6) Services charges matters

2.9.3. Deputy Chief of Protocol (DCP)

- 1) All matters pertaining to protocol duties i.e booking of Guest Rooms, Staff Cars allocation and security arrangements.
- 2) Necessary coordination between JSHQ, GHQ, AHQ, NHQ and MoFA.
- 3) Holding a coordination conference minimum two days prior to the commencement/arrival of visiting delegation.
- 4) Arrange calls on President, Prime Minister, Defence Minister, Secretary Defence, Chairman Joint Chiefs of Staff Committee, Chief of Army Staff, Chief of Air Staff, Chief of Naval Staff, Director General ISI, or, any other Head of an Organization as desired by foreign dignitaries / Ministry of Foreign Affairs (MoFA).
- 5) Carrying out liaison with departments dealing with Protocol affairs.
- 6) Initiate letters to MoFA and concerned Embassy for issuance of Note Verbal and Visa respectively for the Pakistani dignitaries (Defence Minister/Secretary Defence/Officers of MoD) visiting abroad on an official visit. PS/SO of Defence Minister/Secretary Defence will process the passport to the concerned Embassy for the endorsement of Visa.
- 7) Conduct official calls on Defence Minister and Secretary Defence by foreign dignitaries. However, Call on Defence Minister / Secretary Defence by Defence Attaché / Military Attaché of foreign country will be arranged by their respective PSO / SO.
- 8) Arrange reception and see off visiting foreign dignitaries at PAF Base Chaklala and Islamabad International Airport. Defence Minister & Secretary Defence (Pakistan) proceeding on an official visit abroad will be received / seen off by their respective PSO/ SO / Protocol Staff.
- 9) Prepare proposed visit program a week prior to the visit of the foreign dignitary delegation in consultation/coordination with

the concerned country Defence Attaché/Military Adviser present in Pakistan.

- 10) Work out estimate of expenditure required to be incurred on the visiting foreign delegation and forward the same to Admin Wing (MoD) for obtaining concurrence from Fin Div (Mil).
- 11) Prepare Minute Sheet through AS-III to Defence Minister / Secretary Defence for perusal / approval at least a week prior to the arrival of visiting foreign delegation.
- 12) Receive and process the bills to Admin Wing (MoD) received from various agencies involved in extending protocol to foreign visiting delegation.
- 13) Responsibility for purchase and approval / presentation of gift to the foreign visiting dignitary at Lunch / Dinner rests with the respective PSO / SO of Defence Minister / Secretary Defence.
- 14) Ensure compliance of Cabinet Division Carpool instructions.

2.9.4. Assistant Director (Media)

Assistant Director (Media) is responsible to Additional Secretary-III for:

- 1) Press Clippings prepared every day in the morning.
- 2) Important News, Events, Meetings and Official visits are given appropriate coverage by State Media including PTV, PID and APP.
- 3) Keeping in view the significance of the meeting selected private media is occasionally invited.
- 4) Official Press Releases are issued as and when required.
- 5) Media Talk is arranged on any significant development as a result of meetings with foreign delegates and matters of national importance (only selected media is invited).

2.9.5. Media Monitoring Cell

- 1) On directives of the PM Office, a Media Cell has been established at MoD and made functional in January this year.
- 2) Sixteen Foreign and Local News Channels are monitored and recorded.
- 3) Important news is shared via SMS casting system put in place for immediate information of all officers.

2.9.6. Achievements / Performance for Financial Year 2020/21

- 1) As per recruitment policy 14 posts of various grades (BS-01 to BS-16) have been filled in through direct recruitment.
- 2) As per promotion policy 12 employees of Ministry of Defence have been promoted in different Basic Pay Scales from BS-01 to 16.
- 3) In pursuance of Prime Minister's Assistance Package for families of federal Government employees who died during service, 01 daughter of a deceased employee has been appointed on contract basis.
- 4) In order to improve working efficiency and Capacity Building of employees of BS-01 to BS-16, training relating to their official work through National Information Technology Board (NITB) and STI, Islamabad were conducted as a regular feature.
- 5) 100 service Books have been verified from AGPR.
- 6) Policy regarding preventive measures to ensure employees' safety during the novel corona virus pandemic was made implemented successfully.
- 7) Training Courses were conducted in MoD for BS-01 to BS-16 employees on Fire Fighting in collaboration with Civil Defence department.
- 8) 35 cases of pension were finalized through AGPR.
- 9) Pay fixation of non-gazetted employees of MoD and their ledger entries in each Service Book.
- 10) Processing of 5 Cases of final payment of G.P. Fund and calculation of G.P. Funds' missing credits for retired employees (BS-01 to BS-16) of Mod.
- 11) A new vehicle for Parliamentary Secretary purchased during the year after completing all codal formalities.
- 12) The Tender was floated in newspapers for procurement of Stationary, Misc., items and repair / maintenance of vehicles of MoD.
- 13) PWD Staff i.e. Electric and Civil detailed to visit different floors/offices of MoD building on daily basis and resolved 630 complaints out of 750 during the year.
- 14) Cafeterias were renovated and provision of refreshment and meals provided to the employees of MoD.

- 15) Ministry of Defence has formulated SOP / Guide lines regarding Fire Prevention and Safety to save the precious human lives and property of the building in case of emergency in consultation with Civil Defence, Islamabad. Moreover, additional fire extinguishers installed in MoD where required at different places.
- 16) Multimedia projector was installed in new Auditorium of MoD.
- 17) R&I was renovated i.e. work station, new floor tiles, roof ceiling, new lights and has been painted.

2.9.7. Targets Set Out by Admin Wing for Next Financial Year

- 1) Being the support function, Admin Wing will ensure for provision of all support and amenities for efficient and smooth running of official business in Defence Division.
- 2) 100% Implementation of E-Filing System in Admin Wing.
- 3) Covid-19 Vaccination of all employees of MoD and their families.
- 4) Payment of Advance rent of Hired Houses (250 x 2 times) in a year.
- 5) Efforts for filling of 21 vacant slot of Section Officers through Establishment Division.
- 6) Conduct of Departmental Selection Committees / Departmental Promotion Committees for recruitment and promotion of staff.
- 7) Redressal of complaints received through PMDU portal pertaining to Admin Wing.
- 8) Submission of all pending PERs and Assets declaration to Establishment Division at the
- 9) earliest.
- 10) Conduct of internship opportunities for university students.
- 11) Creation of one post of CISO along with team of experts.
- 12) Recruitment of Deputy Chief of Protocol (BS-19).
- 13) Replacing the old furniture and completion of wood work in all staff rooms.

**MEETING OF MINISTER FOR DEFENCE
WITH ITALIAN AMBASSADOR**



**MEETING OF MINISTER FOR DEFENCE
WITH IRAQI AMBASSADOR**



**MEETING OF MINISTER FOR DEFENCE
WITH TURKISH DELEGATION**



**MEETING OF MINISTER FOR DEFENCE
WITH SAUDI AMBASSADOR**



**MINISTER FOR DEFENCE VISIT TO
RUSSIA**



**MINISTER FOR DEFENCE VISIT TO
SOUTH AFRICA**



**MEETING OF MINISTER FOR DEFENCE
WITH OFFICIALS**



**MINISTER FOR DEFENCE WITH
SECRETARY DEFENCE**



**MINISTER FOR DEFENCE MEETING WITH
ROMANIAN AMBASSADOR**



**MEETING OF SECRETARY DEFENCE WITH
DEPO**



**MINISTER FOR DEFENCE MEETING WITH
GREECE AMBASSADOR**



**MEETING OF SECRETARY DEFENCE WITH
CHAIRMAN POF WAH**



**MINISTER FOR DEFENCE AT SCO
TAJIKISTAN**



**MEETING OF SECRETARY DEFENCE WITH
DG PA**



**MEETING OF SECRETARY DEFENCE WITH
NAVAL CHIEF OF STAFF**



**MEETING OF SECRETARY DEFENCE WITH
TURKISH CHIEF OF STAFF**





Pakistan Military Accounts Department

3. Pakistan Military Accounts Department

3.1. Introduction

Pakistan Military Accounts Department is under the administrative control of Secretary Defence. The Military Accountant General under the Secretary Defence will continue to exercise the power of the Head of the Department. Officers of Accounts Group posted to Military Accounts Department will remain under the control of the Ministry of Finance in the matters of terms and conditions of service and their services will be treated as having been placed at the disposal of the Secretary Defence.

A Controller of Accounts of appropriate status will be posted to each Service Headquarters. He will be nominated by the Secretary Defence in consultation with the respective Service Chief. In the Case of General Headquarters, regional Army Controllers will, in the matter of Accounts and Audit, be functionally responsible to the Chief Controller of Military Accounts.

3.2. Functions

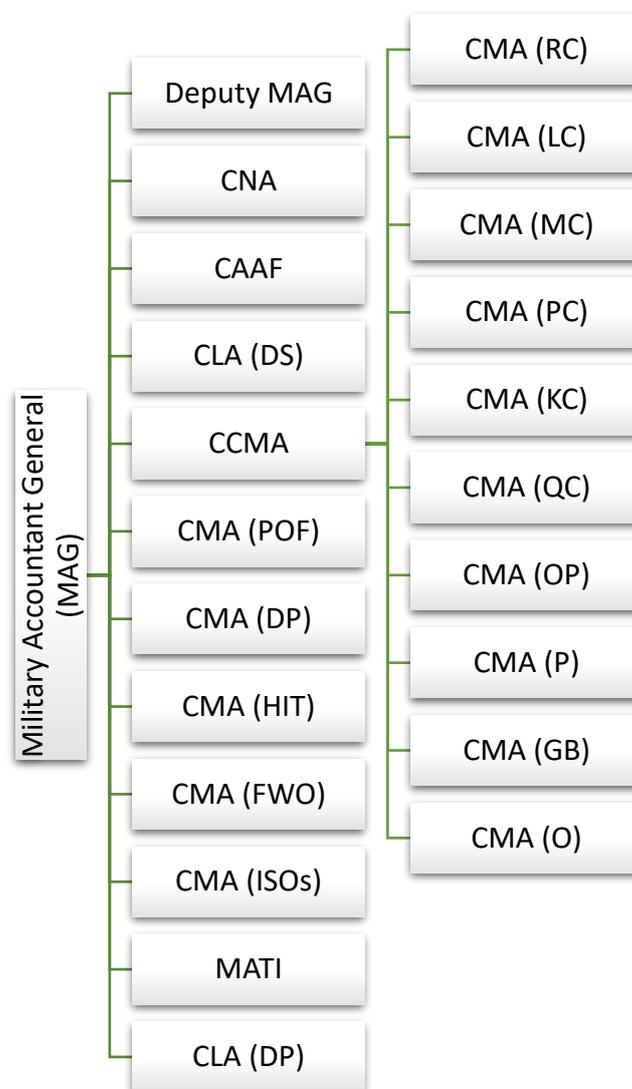
The Department performs the following main functions through its 22 field offices located at various stations in the country:

1. Payment of pay & allowances to commissioned officers, JCOs/ORs and civilians.
2. Payment of various types of bills of Defence Services.
3. Payment of pension to retired defence officers, JCOs/ORs and civilians.
4. Monthly compilation of Receipts and Expenditure of accounts of Defence Services.
5. Preparation of Appropriation Accounts.
6. Internal audit of all formations / units of Defence Services.
7. Assisting the Secretary Defence before PAC.

8. Submission of report on general state of accounts of Army, Navy, Air Force and other defense organizations to Secretary Defence.
9. Interpretation of rules /regulations.

3.3. Organizational Chart

PMAD is a professional organization comprising Accounts Officers, Assistant Accounts Officers and Auditors at the operational level and Controllers of Military Accounts / Deputy Controllers of Military Accounts / Assistant Controllers of Military Accounts at the supervisory level.



Dy. MAG	Dy. Military Accounts General	CCMA (GHQ)	Chief Controller Military Accounts
CNA	Controller Naval Accounts	CAAF	Controller of Accounts Air Force
CLA (DS)	Controller Local Audit (Defence Services)	CMA (POF)	Controller of Accounts Pak Ord Factory
CMA(DP)	Controller Military Accounts Defence Purchase	CMA (HIT).	Controller of Accounts Heavy Indus Taxila
CMA(FWO)	Controller Military Accounts Frontier Works Organization	CMA (ISOs)	Controller Military Accounts Inter Services Org.
MATI	Military Accounts Training Institute	CLA (DP)	Controller Local Audit (Defence Production)
CMA(RC)	Controller Military Accounts Rawalpindi Command	CMA (LC)	Controller Military Accounts Lahore Command
CMA (MC)	Controller Military Accounts Multan Command	CMA (PC)	Controller Military Accounts Peshawar Command
CMA (KC)	Controller Military Accounts Karachi Command	CMA (QC)	Controller Military Accounts Quetta Command
CMA (OP)	Controller Military Accounts Officers Pension	CMA (P)	Controller Military Accounts (Pension)
CMA (GB)	Controller Military Accounts Gilgit Baltistan	CMA (O)	Controller Military Accounts Officers

3.4. Resources

3.4.1. Financial

PMAD Annual budget grant for the year 2020-2021 was Rs.8.936 (B) which is about 0.68% of overall budget of the Defence Division.

3.4.2. Personnel

The total sanctioned strength of PMAD is 12214 consisting of 1905 B-17 and above, and 10309 B-1 to 16. Against the sanctioned strength, B-17 and above, 1310 and 7259, B-1 to 16 are presently working in the department.

Achievements During Financial Year 2020-21

3.4.3. Recruitment During Financial Year 2020-21 On Regular Basis

1. 1 x Steno Typist (BPS-14)
2. 9 x Data Control Officer (BPS-16)
3. 13 x Computer Operator (BPS-16)

3.4.4. Departmental Promotion

Promotion of Assistant Accounts Officers (BS-17) as Accounts Officers (BS-18) and Senior Auditors (BS-16) / Junior Auditors (BS-11) as Assistant Accounts Officers (BS-17) on qualification basis and Seniority Cum-Fitness Basis, as well as Junior Auditors (BS-11) as Senior Auditor (BS-16) and Class-IV staff as Junior Auditor (BS-11), details are as under:-

- a. 84 x Assistant Accounts Officer (BS-17) have been promoted as Accounts Officer (BS-18) on seniority cum fitness basis under revised Recruitment Rules.
- b. 72 x Senior / Junior Auditors have been promoted as Assistant Accounts Officers (BS-17) on qualification basis under revised Recruitment Rules.
- c. 39 x Senior Auditor (BS-16) have been promoted as Assistant Accounts Officer (BS-17) AGAINST 33% QUOTA ON Seniority-Cum-Fitness basis under revised Recruitment Rules.

- d. 95 x Graduate Junior Auditors (BS-11) have been promoted as Senior Auditor (BS-16).
- e. 118 x Non graduate Junior Auditor (BS-11) have been promoted as Senior Auditor (BS-16).
- f. 36 x Class-IV promoted as JA (BS-11) on Graduation basis.
- g. 31 x N/Qasid B-1 promoted as Daftry (BS-2).
- h. 4 x Daftry (BS-2) promoted as DMO (BS-4)
- i. 4 x Re-categorization of Frash (BS-1) as N/Q (BS-1)

3.4.5. Computerization

PMAD has taken further steps for computerization in fields related to Accounting, Internal Audit, Payments and Pension. This has improved the quality of service to stake holders as well as also helped in timely submission of reports to the higher authorities. Following are the achievements: -

- a. Provision of online DSOP Fund statement of Army Officers through regional CsMA.
- b. Linkage of online expenditure booking with Defence Services by Budget wing (MAG expenditure realtime visibility) to Services through MOD for efficient control.
- c. Electronic Transfer of LPC among all CsMA has been implemented except CMA (MC) and CMA (QC) Quetta which is under process.
- d. Automation of FPOs to streamline DSP Fund management of Army JCOs / soldiers has been implemented in all FPOs under different CsMA except FPO Bunji under CMA (GB) Gilgit and FPO RV&FC Sargodha under CMA (LC) Lahore, which is under process.

- e. In order to utilize the modern technologies and potential of human resource to minimize/eliminate the risk of fake payment the shifting of pensioners from manual to direct credit system has been considered and 172562 Army / civilian Pensioners have been shifted from manual to direct credit system during the year. Shifting of remaining Army / civilian pensioners is under process. As a pilot project pension from GPO Kasur has been successfully completed. Being a huge project best efforts are being made in collaboration with postal authorities to complete the job on priority.

3.4.5.1 Service Delivery / Establishment Of Facilitation Centers

Facilitation Centers have been established in all CsMA to facilitate the clients.

3.4.6. Prime Minister Portal / Complaint Satisfaction Level

1.	Number of Complaint Lodged	614
2.	Resolved Complaints	596
3.	In Process Complaints	16
4.	Citizen Feedback Satisfactory Level	69%

3.4.7. Revision of Codes and Manuals During The Year 2020-2021

S. No	Manuals, Pamphlets, codes and Instruction etc.	Name of Controllers	Remarks
1.	Office Manual Part -V (Edition-2021)	CAAF Peshawar	Office Manual Part-V (Edition-2021) has been approved by the worthy MAG and will be sent to Central Army Press (CAP) Rawalpindi for printing.
2.	MAG's Compendium of decision (2008 to 2020)	MAG's Office Rawalpindi	MAG's Compendium of decision containing decisions of Pay, TA, Pension, MES and Store upto 2008 to 2020 has been prepared and ready for approval of the MAG.
3.	Office Manual Part-VIII (Edition-2021)	CMA (RC) Rawalpindi	Revised draft of Office Manual Part-VIII has been prepared by adding the latest amendments and correction slips upto 2021 and ready for approval of worthy MAG
4.	Office Manual Part -I (Edition-1990)	CMA (RC) Rawalpindi	Correction slip regarding Establishment of Fund Section in C.N.A sub office Islamabad in respect of Office Manual Part-I was approved by the MAG and distributed to all CsMA.

S. No	Manuals, Pamphlets, codes and Instruction etc.	Name of Controllers	Remarks
5.	Military Accounts Code (Edition-2021)	MAG Office Rawalpindi	Revised draft of Military Accounts Code upto 2021 has been prepared by adding the latest code heads, amendments and correction slips. Draft is under process in A/E Section for removal of certain queries and will be submitted to worthy MAG for approval.

3.4.8. Compilation of Accounts & Budget Monitoring

One of the unique features of PMAD is centralized compilation of accounts from more than 1835 payment points scattered all over the country. The field offices (CsMA) of the department provide the relevant documents of payments made by them as well as the payments made out of imprest/ cash assignments to the MAG office on weekly basis. The MAG office has been centrally compiling the accounts of Defence Services since 1985. A statement showing budget utilization is also prepared by the department each month for Ministry of Finance/ Ministry of Defence. All monthly accounts and budget monitoring statement are prepared and submitted by the department to concerned authorities in time during the year.

3.4.9. Capital Works

In order to improve working environment of PMAD offices, following development works have been sanctioned and completed within the stipulated time. Remaining works will be completed in due course of time.

Capital Works

A sum of Rs.140 (M) were allocated by Min of Def vide letter No. F.1/2020-2021/D-38 (BUDGET-II) dated 06-07-2020 and utilized on the following projects:

a). **On Going Projects:**

S.#	Description of Work	Govt. Sanction Issued (in Million)	Funds Released up to FY 2018-19 (in Million)	Funds Allocated FY 2019-20 (in Million)	Remarks
1.	Construction of PMAD Colony at Nazimabad Rd Lahore	177.687 (Million)	111.633 (Million)	66.054 (Million)	Full amount released. Work near completion
2.	Construction of 1 x Office & Residential Accommodation at PMAD Colony Murree	205.293 (Million)	124.633 (Million)	73.946 (Million)	Funds viz 6.714 (M) are remaining. Office block has been completed. Residential blocks nearing completion.
3.	Construction of RCC Shed, Record Rooms & Store Area at MAG's Office Rawalpindi	48.900 (Million)	48.900 (Million)	-	Full amount released. Work near completion.
Total				140 (M)	

b). **Projects Completed:-**

S. No.	Description of Work	Sanction issued	Remarks
4	Const of office building for CLA (DS) at CMA Complex Rawalpindi	85.819 (Million)	Project completed at the cost of Rs.89.369 (M). Amount viz Rs.3.550 (M) (89.369 – 85.819) was utilized / released out of saving incurred against Attock project (shown S # 5 below). Building handed over to PMAD on 04-01-2021 for official use.
5	Const of PMAD Office Accommodation at Attock	70.614 (Million)	Project completed at the cost of Rs.64.974 (M). Out of saving viz Rs.5.640 (M), a sum of Rs.3.550(M) were transferred / released to CLA (DS) Building project (shown at S # 4 above). Building handed over to PMAD on 05-11-2020 for official use.

REVENUE WORKS

Entire amount of annual allocation viz Rs.15.730 (M) was utilized upon various repair / maintenance work of entire PMAD offices / residential buildings.

3.4.10. Local Audit of Defence Services

Audit carried out by Controller Local Audit (Defence Services) and Controller Local Audit (Defence Production) is independent activity designed to improve effectiveness of Risk management, reinforcement of Internal control structure and to improve the financial governance process.

1. Corrective actions in the concerned Directorates of GHQ, AHQ & NHQ are expected to be put in place as a necessary complements to improve Internal control activities.
2. Pursuing a consistent pro-integrity agenda yields enhanced institutional capacity and effective co-ordination between different stakeholders through intersession of the MAG office.

The details of observation raised, observations settled and amount recovered is as under: -

- | | | |
|----|---|---------------------|
| 1. | No. of Observation raised by the CLA (DS) and CLA (DP) during financial years 2019-20 | 75,561 |
| 2. | No. of Observation settled | 83,023 |
| 3. | Amount Recovered | Rs. 6892.72 Million |

3.4.11. Interpretation of Rules / Regulations

1. Advise the Controller of Military Accounts, Branch of General Headquarter, Air Headquarters, Naval Headquarter, Deputy Financial advisor. Ministry of Defence etc. in regard to interpretation of the rules in existing Regulation and Order, and on all questions of audit procedure with which the military administration is concerned have been carried out during Fy.2020-21.
2. Issue authoritative ruling on the doubtful question relation to procurements of store matters received from CMA, Services Headquarters. Ministry of Defence / Ministry of Finance.
3. Vetting draft Govt letter (from audit point of view) received from Services headquarter. Ministry of Defence / Ministry of Finance has been carried out during Fy-2020-21.

4. Vetting of revised drafts of books of regulation published by Ministry of Defence / Regulation Directorate of the tri service HQs.
5. Scrutiny of stores loss of case and vetting of draft Govt letter to be issued in connection with regularization of stores loss of cases received from tri services etc.
6. Issue advice on the cases relating to General Sales Tax / Professional Tax / Custom duties.
7. No. of objections / clarification raised / settled during the financial year 2020-21.

3.4.12. Assistance Package Matter

1. 35 x appointments of eligible heirs of deceased (in service) employees were made in time subject to fulfillment of all codal formalities.
2. Payments of Rs. 432.538 Millions were made to the bereaved families during financial years 2020-21.



Survey of Pakistan

4. Survey of Pakistan

4.1. Introduction

Survey of Pakistan is National Surveying and Mapping Agency organization working under the administrative control of Ministry of Defence (Defence Division) with Headquarters at Rawalpindi and sub-offices (Circle Field Directorates) at all four Provincial Capitals. Capacity building of the department like induction of equipment, adoption of modern means of surveying and mapping, development of infrastructure and improvement in professional competence of staff have been built up. Various surveying & mapping related mega projects are at its credit.

Mission

To delineate and demarcate International borders, carry out topographic survey, prepare national geographical data base and publish maps of Pakistan.

4.2. Functions

1. be the sole national surveying and mapping organization of Pakistan;
2. determine and update geodetic datum and projection system of Pakistan using latest geodetic techniques and technologies;
3. determine and update vertical datum using data captured by Survey of Pakistan and obtained from Government departments, registered organizations or any other source having such installations along the coastal line of Pakistan;
4. delineate and demarcate international borders and relocate boundary pillars;
5. provide geodetic control, heights and geographical positions all over Pakistan;
6. advise Federal Government on the practices to be followed in the production of geospatial data as well as surveying and mapping practices and as the case may be in the collection and dissemination of this kind of information needed for geographical information systems (GIS) applications;
7. prepare geospatial data, remote sensing and geographical information system applications of the

- entire country on various scales as advised by the Federal Government and provide above services as a deposit work for a specific area with pre-defined specifications to the Provincial Governments, district and local governments and other clients from public as well as private sector;
8. carry out topographic survey, its updation and printing of topographic maps of national map series;
 9. compile derived maps on various scales as required by the Federal Government;
 10. generate maps on any scale through aerial photography and remote sensing using analytical and digital methods;
 11. be responsible to prepare and print guide maps, provincial maps, district maps, road maps, tehsil maps and miscellaneous geographical maps for the whole of Pakistan;
 12. establish and maintain National Spatial Data Infrastructure (NSDI) of Pakistan;
 13. be responsible to survey and prepare cantonment areas maps;
 14. train departmental employees and potential candidates from private sector in various disciplines of surveying, geographical and mapping in the Survey Training Institute at various levels;
 15. control and coordinate surveying and mapping activities done by registered organizations and individuals and their registration process;
 16. carry out magnetic survey of entire country in a cyclic order as prescribed by Survey of Pakistan for the purpose of magnetic declination;
 17. have such other functions as are conferred or imposed on it by or under this Act or any other law; and
 18. perform such other functions as may be assigned by the Federal Government;

4.3. Responsibilities of The Surveyor General

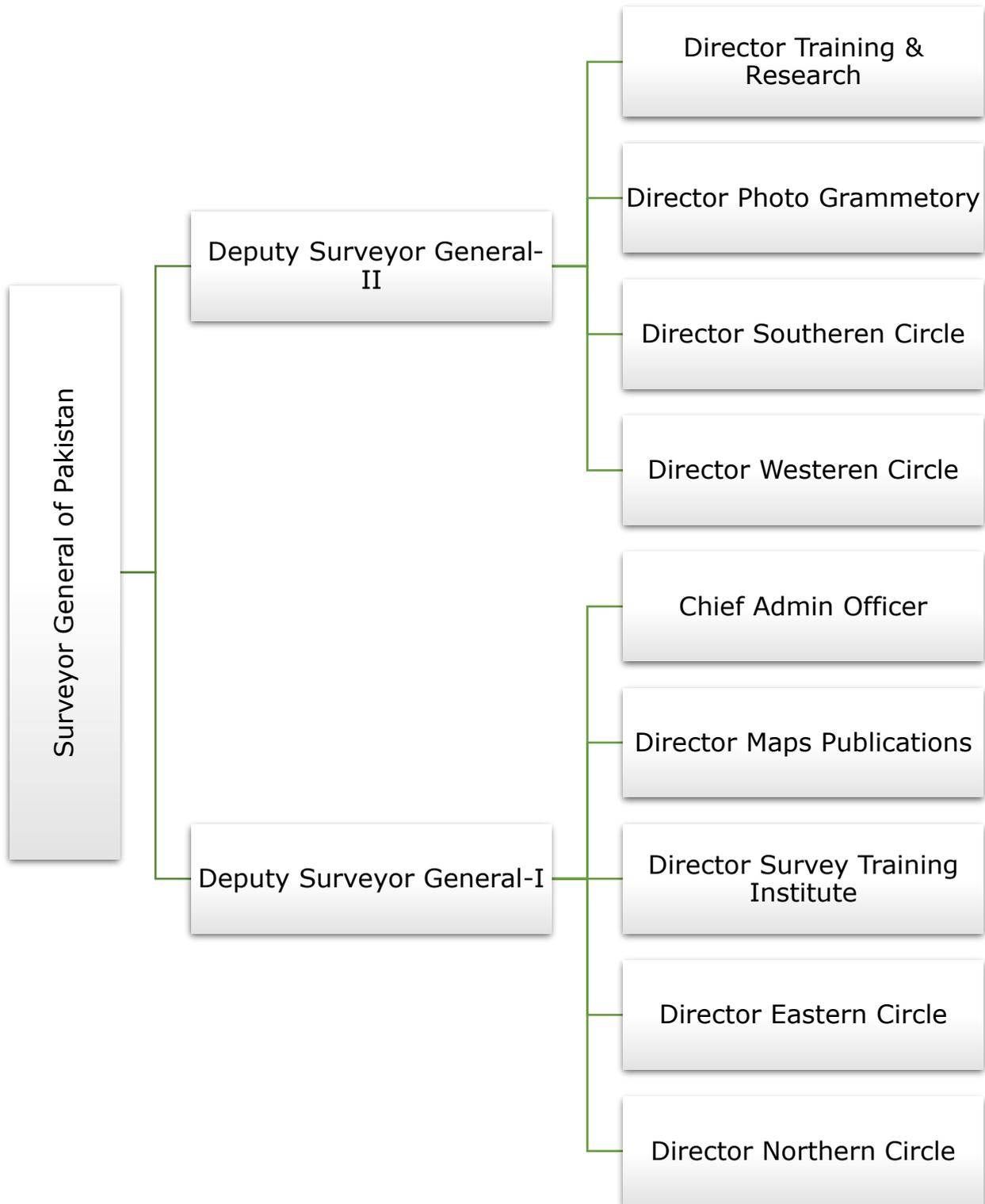
1. Responsible for technical, administrative and financial control of the department.
2. Acts as advisor to the Government in all surveying & mapping matters. Surveyor General of Pakistan as a head of the department is directly responsible to the Government in respect of all technical matters relating to surveying and mapping, aerial photography, preparation of topographical maps for Defence Forces as well as surveying and mapping of civil projects of national importance, demarcation of international borders.

3. Appointing authority in respect of BPS-03 to BPS-16 employees.
4. Authority in respect of disciplinary actions, promotions, other administrative/service and financial matters as per delegated powers.
5. Responsible for allocation of various surveying and mapping programs to directorates concerned.



1. Visit of Additional Secretary-1 Major General Khurram Sarfraz Khan HI(M) on 16 July 2021

4.4. Organizational Chart



4.5. Manpower State

Survey of Pakistan has a total strength of 1696 personnel (BPS-3 to BPS-21) comprising of 166 officers (BPS-16 & above). Detail is as under:

S #	Name of Post with BPS	Sanctioned Posts	In Position
1)	Surveyor General of Pakistan (BS-21)	1	1
2)	Deputy Surveyor General (BS-20)	2	1
3)	Director (BS-19)	8	7
4)	Deputy Director (BS-18)	19	14
5)	Manager LPO (BS-18)	1	-
6)	E/M Engineer (BS-18)	1	1
7)	Chief Admin Officer (BS-18)	1	1
8)	Private Secretary (BS-17)	1	1
9)	Assistant Director (BS-17)	33	25
10)	Senior Admin Officer (BS-17)	3	3
11)	Superintendent (BS-17)	5	5
12)	Senior Store Officer (BS-17)	1	1
13)	Deputy Manager (BS-17)	1	1
14)	Survey Officer (BS-16)	66	64
15)	Admin Officer (BS-16)	7	7
16)	Assistant Manager (BS-16)	6	6
17)	Store Officer (BS-16)	1	1
18)	Foreman (BS-16)	2	2
19)	Assistant Private Secretary (BS-16)	7	5
20)	Assistant (BS-15)	10	10
21)	Office Supervisor (BS-14)	10	10
22)	Steno typist (BS-14)	20	12
23)	Technical Assistant (BS-14)	156	154
24)	Assistant Record (BS-11)	4	4
25)	E/M Supervisor (BS-11)	2	1
26)	Security In charge (BS-11)	1	1
27)	Librarian (BS-11)	2	2
28)	Photo Instrument Supervisor (BS-11)	1	1
29)	Head Clerk (BS-12)	22	22

S #	Name of Post with BPS	Sanctioned Posts	In Position
30)	Clerks (BS-09 / 11)	202	168
31)	MT Supervisor (BS-08)	1	1
32)	Telephone Operator (BS-09)	3	3
33)	Technician (BS-07/09/11)	1004	560
34)	Driver (BS-04)	64	59
35)	Book Binder (BS-03)	28	24
Total		1696	1154
B-I/II Employees		2717	1224

4.6. Achievements

Survey of Pakistan has performed following works during the period

4.6.1. Departmental

1)	Ground verification of topo sheets on scale 1:50K	132 sheets
2)	Demarcation of boundary pillars along Pak – India Border	62 BPs
3)	Digital Mapping of District map of Sindh Province using latest Satellite Imageries (Quick Bird 0.27 M resolution) for eradication of polio virus.	23 District maps
4)	Relaying of Qibla Direction of Mosques throughout the country.	105 Nos.
5)	Tourist Guide Maps of Pakistan	58 Maps
6)	District Maps of Pakistan	57 Maps
7)	General Maps	38 Maps
8)	Sheets digitized for Survey of Coastal Area	152 sheets
9)	Construction of SBM Monuments along Western Border (Pak-Afghanistan & Pak -Iran) of Pakistan in the Jurisdiction of 11 Corps & Southern Command	21 SBMs
10)	Surveying & Mapping of Cantonments i.e Abbottabad, Bannu, Kamra, Murree Hill, Murree Gallies, Kohat, Cherat, Havellian, Peshawar, Mardan, Risalpur and Nowshera Cantt.	12 Cantts.
11)	Geographical Names of 50 districts of Pakistan prepared and submitted to concerned Deputy Commissioners for verification	4,00,000 Geographical Names of 50 Districts
12)	Re-establishment of Surban HS for Cantt. and Forest Survey.	Traversing 103L.Kms HS 01 Pillar 24

	
2 Leveling with Digital Level Machine LF-15	3 Relaying of Qibla Direction using Total Station

4.6.2. Extra Departmental Jobs 2020-21

1)	GNSS observations of GPS coordinates for different firms throughout the country.	1990 Ground Control Points
2)	Topographic survey of Margalla Avenue, Islamabad	Area surveyed 1500 Kanal
3)	Provision of MSL for construction of Gulberg Mall and Signature living Gulberg Green Islamabad	GPS 03 Points
4)	Sketch Map of Shakarparian Garden Avenue	01 Map
5)	Punjab Text Book board Map	01 Map
6)	Measuring of bearing and distance of site from Aerodrome reference point (Air Strip) Allama Iqbal International Airport, Lahore	GPS 09 Points
7)	Demarcation of boundary pillar Chaklala Cantt Rawalpindi	13 BPs
8)	Survey and Qibla direction of Jamia Masjid Ashiq-e-Akbar at Shaheen Block Bahria Town Lahore	GPS 02 Points Area surveyed 06 Kanals
9)	Demarcation survey of 04 x Corner IPs of CDA sector I-15 Islamabad	Traverse 12 Points 04 IPs
10)	Topographic survey for feasibility study for construction of Aiwan-e-Sayyahat Tourism Complex at Sector F-5/1 Islamabad	GPS 02 Points Area surveyed 12 Kanal
11)	Topographic Survey of Tabeer Energy (Pvt) Limited, Karachi on scale 1:1000	14 Acres
12)	Demarcation survey of Cantt Board Murree missing boundary pillars	12 Points & 10 Boundary Pillars
13)	Digitization of sheets of Karachi Port Trust	424 Sheets
14)	Demarcation of Boundary and relaying of 02 boundary pillars of Arwary village Teh. Murree	02 BPs
15)	Demarcation of Boundary Pillar No 7 & 8 (Aftab Ahmad vs Cantontment Board Rawalpindi)	02 BPs

16)	Field Verification for Cadastre Mapping of WAPDA Employees Cooperative Housing Society	24 sheets
17)	Measuring of Distance & Bearing of the site Aerodrome Reference Point of export Warehouse Cargo road, Allama Iqbal International Airport, Lahore	GPS 07 Points
18)	Demarcation of Right Way of G-T Road (N-5) Islamabad	GCPs 30 Pillar 100
19)	Topographic survey land in Thalian Rawalpindi	Area surveyed 503 Kanal
20)	Construction of Model Addiction Treatment & Rehabilitation Centre (MATRAC) Islamabad	GCP - 02 Points Area surveyed 04 Kanals
21)	GPS control for Geo-Referencing Imagery of Jhelum Cantonment area	GPS 16 Point
22)	Digitization of sheet for Jhelum Cantonment on scale 1:1000 & 1:2000	52 Sheets
23)	Relaying of boundary pillars of Lahore and Kasur Districts	14 Pillars
24)	Topographic survey / demarcation of land of Millac Foods (pvt) Limited Raiwind, Lahore.	GPS 40 Points Area surveyed 26 Acres
25)	Boundary demarcation / topographic survey of forest land of Riverine forest division Hyderabad	Area surveyed 110000 Acres 2500 FBPs 400 GCPs
26)	GIS Mapping of Defence Complex Islamabad	Area surveyed 2633 Acres
27)	Demarcation of the Forest Boundary of Kundah forest falling in Dado & Jamshoro Distt	Area surveyed 13000 Acres
28)	Topographic survey of Daman-e-Koh view point, Islamabad.	Area surveyed 224 Kanal
29)	Topographic survey of Emaar Giga Karachi Limited crescent by Karachi (GBK) on scale 1:1000	75 Sq.Km
30)	Topographic survey / GIS mapping of Jhelum Cantt on scale 1:1000	GPS 202 Points Area surveyed 1033.60 Acres 19 BPs
31)	Topography survey for up gradation of ATTS Simly Dam Islamabad	GCP 01 08 Bench Mark Area surveyed 201.98 Kanal

32)	Demarcation of Khasra Mouza Gangal & Khanna Dak, Islamabad	14 Khasras
33)	Topographic survey of establishment of Federal Govt. Poly Clinic (PGM)-11 at G-11/3, Islamabad	Area surveyed 40 Kanal
34)	Topographic survey of Gasoline storage at Teh. Chunian & Distt. Kasur	i. GPS 04 points ii. Area surveyed 08 Acers
35)	Topographic survey & demarcation of land situated at Balkasar (Chakwal)	i. GPS 05 Points ii. Area surveyed 49 Kanal
36)	GIS/Cadaster Mapping of Okara Cantt.	i. GPS 200 Kanal ii. Area surveyed 1371. 96 Acres iii. B.P 140 Pillars
37)	Topographic Survey/ GIS Mapping of Cantonments	Lahore, Gujrawala, Sargodha, Shorkot, Walton, Okara, Sialkot, Attock, Mangla and Jhelum.
38)	Digital topographic survey of Skardu Airport	i. GPS 12 Points ii. Area surveyed 2173 Kanals
39)	Cadaster / GIS Mapping of Military Land of Kohat	Area surveyed 497.9 Acers
40)	Topographic survey & demarcation of Army Land (RV & FC) situated at Gujranwala, Sialkot, Faisalabad, Sargodha, Toba Tek Sing, Distt.	i. GPS 809 Points ii. Area surveyed 34937.754 Acres
41)	Demarcation of boundary of Sialkot Cantt	66 BPs
42)	Topographic survey of Bulk Oil Terminal of H.G Petro Marketing (Pvt) Ltd at Chak No. 48/5-L Sahiwal	i. GPS 08 Points ii. Area surveyed 07 Acres 28 Kanals
43)	Geodetic survey in WGS-84 of Pakistan Navy Air field Ormara	i. GPS 130 Points ii. HP Levelling 54 Km iii. Area surveyed 3.5 Sq.Km iv. Construction of Monuments 09



4 Maintenance of Survey Bench Mark (SBM) being carried out by Survey team



5 Extending of controls through GPS



6 Topo Survey with help of Total Station



7 Survey Teams Identifying Western Border (Pak Iran and Pak Afghan) for fencing work



8 Demarcation of International boundary pillars along Pak-India border

4.7. Office Work

4.7.1. Departmental

Survey of Pakistan executed following assignments during the period.

“Updation of 132 Sheets on scale 1:50K duly verified on the ground during F.Y 2020-21.”

4.7.2. Sale of Maps

Survey of Pakistan earned revenue for **Rs. 65,006,590/-** from Sale of 451469 map / sheets during F.Y. 2020-21.

4.7.3. Printing/ Re-Printing of Maps

a)	Sheets on Scale 1:50K	846 Sheets
b)	Sheets on Scale 1:250K	61 Sheets
c)	Tourist Guide Maps	79 Maps
d)	General Maps	65 Maps

4.7.4. Training / Visit

a)	Mr. Nayyer Saleem, Deputy Director is under training for PhD in photogrammetry and remote sensing from China	04-09-2017 Continue (online)
----	--	------------------------------------

4.7.5. Training at Survey Training Institute (Courses for Departmental Employees)

1.	22 nd Advanced Diploma in Land Surveying w.e.f 15-07-2019 (continue)	07 Officials
2.	24 th Certificate Course in Land Surveying w.e.f 15-07-2019 to 11-12-2020.	09 Officials
3.	23 rd Advanced Diploma in Land Surveying w.e.f 01-01-2021 (continue)	22 Officials
4.	Short course in Land Surveying for TA(R)/TA(S) w.e.f 01-01-2021	09 Officials
5.	Refresher course in GNSS & Total Station w.e.f 01-03-2021 to 30-04-2021	08 Officials

4.7.6. Course for private Students:

i.	8th Certificate Course in Land Surveying w.e.f 15-07-2019 to 11-12-2020.	15 Private students
ii.	Advance course in Land Surveying Technologies w.e.f 15-02-2021 to 26-03-2021	03 Private students
iii.	9th Certificate Course in Land Surveying w.e.f 24-05-2021 (continue)	04 Private students

4.8. Special Achievements

This department has processed following special cases for Govt. approval.

4.8.1. New Official Political Map of Pakistan

MOFA felt that the previous Official Map of Pakistan is lacking sufficient annotations and features particularly with respect to LoC, Disputed territory of Jammu and Kashmir and Sir Creek area to compete with Indian's propaganda at international level.

MO Directorate on 27-07-2020 intimated that PM has approved the Political Map of Pakistan and it was unveiled on 04-08-2020.

SoP being a National Surveying & Mapping Agency has published the new official Map titled "Pakistan Political Map" showing legitimate territories as per the Government's stance on territorial limits of the country and Jammu & Kashmir. The official Map of Pakistan is freely available for use and

downloadable on our official website i.e. www.sop.gov.pk efforts are being made to populate the New Official Map of Pakistan at many fora including electronic media, print media, web, and social media.



4.8.2. Cadastral Mapping

Land and its resources have been the basis of wealth for most societies since the beginning of civilization. A Cadaster is a parcel based and up-to-date land information system containing a record of interests in land. It usually includes a geometric description (map) of land parcels linked to other records describing the nature of interest, the ownership or control of those interest, and often the value of the parcel and its improvements.

Pakistan inherited age old manual cadastral system of land management which is obsolete in other parts of the world. It consists of Field Books, Record Registers and Cadastral Maps sketched on a paper called 'Musavi'

or on a piece of cloth called 'Latha' Currently, Kishtwar and Rectangular survey are the two main systems for cadastral mapping practiced in the country.

The revenue record / each land parcel of 3 major cities (Karachi, Lahore and Islamabad) and state owned land all over the country will be digitized after superimposition on ortho-rectified high resolution (0.5m or higher resolution) satellite imagery / Lidar survey data. The digitized land record data verified on the ground using Real Time Kinematic (RTK) Global Navigation Satellite System (GNSS) with the help of concerned revenue staff. Detail of the project is as under:

Name of the Project	Cadestral Mapping
Original PC-I Cost	1222 Million DDWP during meeting held on 23-07-2020
Revised PC-I Cost	1994 Million DDWP during meeting held on 22-04-2021
Sponsoring	MoPD & SI
Coordinating	Naya Pakistan Housing and Development Authority (NAPHDA)
Execution	Survey of Pakistan in collaboration with Provincial BoRs
O & M	Survey of Pakistan and Provincial BoRs
Concerned Federal Ministry	Ministry of Defence
Progress during F.Y	80 % Completed. Remaining work will be done in next F.Y.

4.8.3. Geographical Mapping / Geo-tagging of Evacuee Trust Properties

SoP carried out Geographical Mapping / Geo-tagging of Evacuee Trust Properties all over the country for protection and monitoring of state property through modern techniques on the request of Ministry of Religious Affairs & Interfaith Harmony.

4.8.4. National Spatial Data Infrastructure (NSDI)

To avoid duplication of efforts on data development by various organizations, integrate the information from different sources and provide single platform for smooth data delivery to the user community, there has been an emergent need for establishing National Spatial Data Infrastructures (NSDI) for Pakistan. Survey of Pakistan (SoP) had been mandated officially to establish National Spatial Data Infrastructure (NSDI) for the country, after the enactment of Surveying & Mapping Act 2014 (Amended 2020) by the Government of Pakistan. In this context, SoP has carried out number of activities to achieve the goal of NSDI development thereby contributing in almost all the components of NSDI.

As far as the institutional arrangements are concerned, SoP has taken initiative to coordinate and collaborate with other data producing organizations to have coordinated approach for the development of NSDI. Department has designed, developed and deployed spatial data portal as well as metadata portal to manage, discover and distribute spatial data within the department premises.

Now, Govt. of Pakistan has approved PC-I amounting to Rs. 90M for execution of the said project.

Over one dozen national as well as provincial public sector organizations have been taken onboard including SUPARCO, Pakistan Bureau of Statistics (PBS), Geological Survey of Pakistan (GSP), Army Survey Group of Engineers 477, National Disaster Management Authority (NDMA), Planning Commission of Pakistan, Planning and Development Department Sindh and Urban Unit, Punjab etc.

In this regard the bidding process has been completed for hiring of a consultancy firm for carrying out feasibility study for establishment of NSDI for Pakistan. The contract agreement is at final stage for award of the contract.

4.8.5 Establishment of new Generation Geodetic Datum of Pakistan

Technical experts team of National Administration of Surveying, Mapping and Geoinformation (NASG), China visited Survey of Pakistan in 2011 to discuss technical issues and modern techniques of Surveying and Mapping with counter parts. Technical experts of both organizations realized requirement of establishment of modern Geodetic Datum of Pakistan which may serve as solid base not only for Surveying and Mapping system but also for defence application, infrastructure development and engineering projects. Based on this a technical proposal and PC-I was prepared for establishment of Geodetic Datum. In connection to above, technical experts of NASG, China visited SoP from 16 – 22 September, 2015 and had detailed discussion on Geodetic Datum.

PC-1 of the project was approved in May 2017. Administrative approval of the President of Pakistan for execution of scheme “New Generation National Geodetic Datum of Pakistan” at a rationalized cost of Rs. 1585.614 (Million) with FEC of Rs. 1522.614 (Million) (9753.62 Wan Yuan), Chinese Grant) was issued on 06 Nov 2017.

Implementation agreement, carrying approval of Chinese Government, has been finalized with Chinese expert’s team in Dec 2017 in Islamabad. The Project was scheduled to be started in 2018 and was to be completed in 2020.

For accelerating the finalization of the implementation agreement, a delegation headed by Surveyor General of Pakistan visited the Ministry of Natural Resources (MNR) of the People’s Republic of China, National Geomatics Center of China from 11 to 15 Nov 2019 and minutes of technical meeting has been signed on 15th Nov 2019 in Beijing, China.

Ministry of Commerce (MOFCOM) agreed to the draft of Implementation agreement on dated 8th of May, 2020 and Implementation Agreement has been signed on 24-06-2020.

The subject project could not be started during FY-2020-21 due to repeated spells of COVID-19.

Both Survey of Pakistan and NGC, China are now agreed that the project shall start in the 2nd quarter of FY-2021-22, for which preparations have already been completed by sister organizations

4.8.6 Future Plans 2021 - 22

S #	Title of Job	Target
1)	Demarcation and survey of forest land throughout the country.	Throughout the country
2)	Demarcation and survey of Cantonments throughout the country.	-do-
3)	To provide assistance for demarcation of disputed lands to the honourable Supreme Court of Pakistan,	As per court orders
4)	Updation of Sheets through Satellite Imagery & Ground Verification	120 sheets
5)	Border Alignment of Pak-Iran for Fencing (Total 909 L.Km)	13 L.Km
6)	Preparation of Gazetteers of Geographical Names based on 1:50K Maps. (Total 150,000). Preparation of Lists from verification by DCs	150,000 (falling in 52 Districts)
7)	Demarcation of International boundary pillars along Pak-India border as mutually agreed (80 BPs).	80 BPs
8)	GNSS B-order Control Network Observation to extend the control throughout the country to achieve more accuracy and precision (35 points).	35 Points
9)	Survey of Coastal areas on the direction of Prime Minister as decided in the meeting on anti-smuggling steering committee held on 17-10-2019 on scale 1:25K (333 Sheets) & 1:50K (96 Sheets).	333 Sheets on scale 1:25K (45350 Sq.Km) 96 Sheets on scale 1:50K (65300 Sq.Km)
10)	Establishment of 16 Continuously Operating Reference Station (CORS)	10 Station
11)	Construction of Bench Marks of Datum Project	1400 Bench Marks
12)	Training of Equipment & Technology	55 Officers/Officials

S #	Title of Job	Target
13)	Training of field data equipment technology	65 employees
14)	GNSS Observation for Establishment of Datum	100 Stations
15)	Inspection of Standard Bench Marks (SBM) throughout the country.	200 SBMs
16)	GNSS Observations on newly constructed 11 SBMs along Pak – Afghan & Pak – Iran Border in Balochistan	11 SBMs
17)	Identification / Marking of Pak – Afghan border in Wakhan Area Phase – I	70 Kms
18)	Demarcation and survey of forest land throughout the country.	Throughout the country

4.8.7 Capacity Building of Survey of Pakistan (2021 – 22)

Sl. #	Activity	Target
Foreign Visits (Budget = Rs. 600,000/-)		
1.	Signing of Protocol / Work Plan between Pakistan and China for Scientific and Technical Cooperation in the field of Surveying & Mapping.	02 Officers will visit China for signing of Protocol / Work Plan. (subject to finalization of protocol /work plan through mutual correspondence)
2.	30th International Cartographic Conference is to be held from 14 Dec 2021 to 18 Dec 2021 at Florence, Italy.	02 Officers will visit Italy to attend the conference.
Foreign Trainings (Budget = Rs. 500,000/-)		
1.	One Month on Job Training from China in different disciplines of Surveying and Mapping (subject to signing of Protocol / Work Plan).	04 Officers / Officials will get trainings.
Local Trainings		
1.	Various courses at Survey Training Institute, Islamabad.	Approximately 40 Officials / Officers will get trainings.
2.	Trainings at other Institutes.	Approximately 40 Officials / Officers will get trainings.



FGEIs (C/G) Directorate

5. Federal Government Educational Institutions (Cantonments/Garrisons)

Federal Government Educational Institutions (Cantonments / Garrisons) Directorate has a dual role; on the one hand it is a Directorate of IGT&E Branch General Headquarters, dealing with operational and administrative matters of FGEIs, while on the other it is an attached department of Ministry of Defence dealing with financial, manpower recruitment and discipline matters. The Directorate has 11,950 civilian employees, paid out of civil estimates and 32 Army Personnel. Director FGEI (Cantonments / Garrisons) exercises administrative and financial control over the department and its employees, through the authority delegated to him by the Cabinet Division.

5.1. Vision

To convert the FGEIs network into one of the best educational systems of the country.

5.2. Mission

To provide quality educational facilities to the wards of Armed Forces Personnel as well as the children of civilians residing in Cantonments throughout the country.

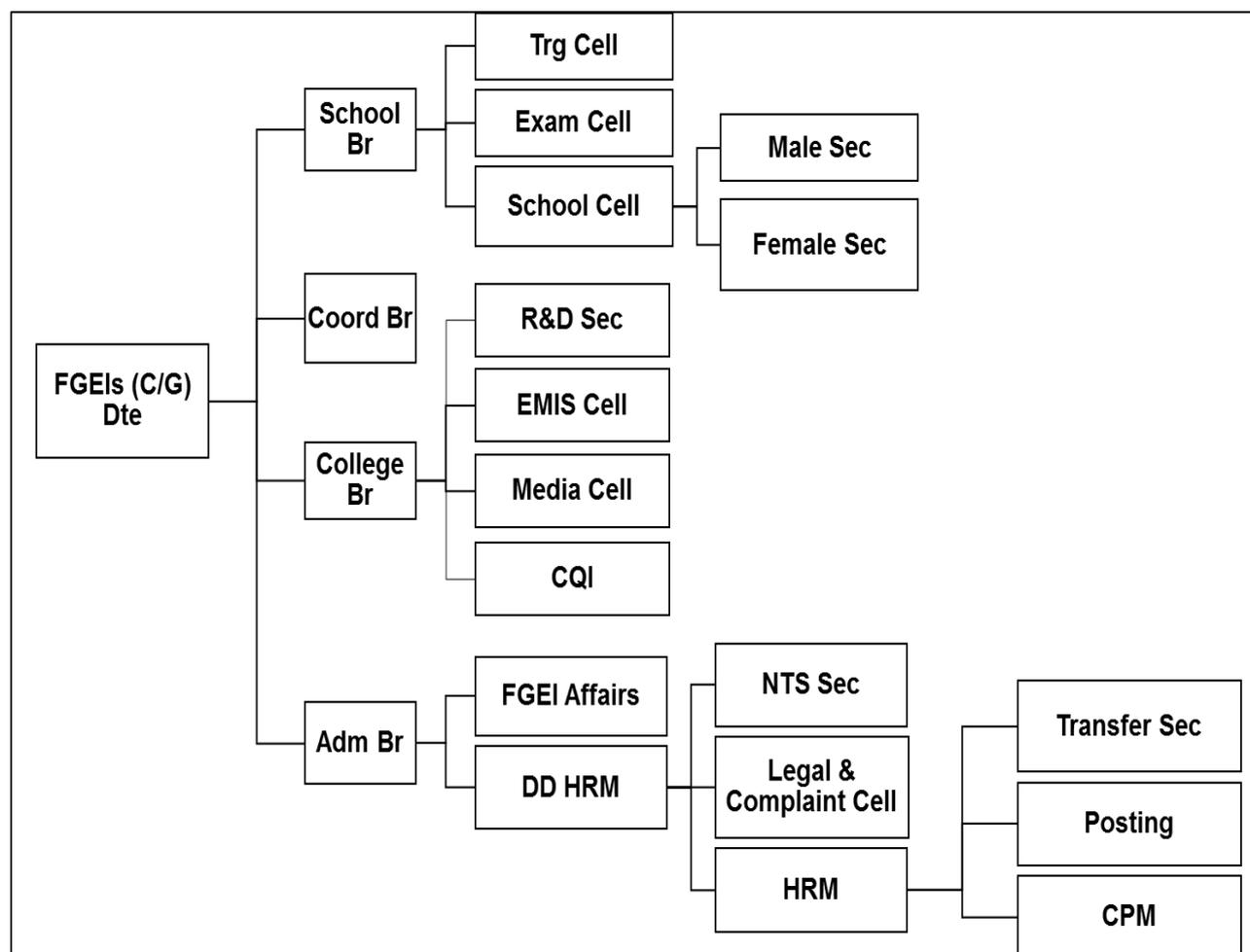
5.3. History and Organization

5.3.1. Historical Background

- 1) Prior to June 1975, FGEIs were under the control of respective Cantonment Boards and were known as Cantonment Board Schools / Colleges.
- 2) On 1st June 1975, these were nationalized and placed under the control of Federal Ministry of Education, Islamabad.
- 3) In September 1977, their control and management was transferred to Army Education Directorate, General Headquarters under a Presidential Order.

- 4) In November 1981 a separate Directorate namely FGEI Directorate, was established to exclusively manage FGEIs. The responsibility of providing finances and budget remained with Ministry of Education.
- 5) In 1988 Director FGEI was declared as Head of Department with the powers delegated to Heads of Departments vide Finance Division O.M.no. F. 4 (4)-R.2/88 dated 22 May 1988.
- 6) In March 1992, the Directorate was made an attached Department of Ministry of Defence and its administration and financial matters were shifted from Ministry of Education to Ministry of Defence.
- 7) As far as its working in the General Headquarters, FGEI Directorate worked directly under Inspector General Training & Evaluation till it was made part of Human Resource Development Directorate in October 2008.
- 8) The COAS very kindly approved restructuring of FGEIs Dte and allied hierarchy on 28 Jun 2019.
- 9) Restructuring of the sys was completed on 15 Oct 2019 with following major changes: -
 - i. Inclusion of all arms representation and devolution of role of Director to Director Schools Affairs (SA), Director Colleges Affairs (CA) and Director Administration to improve efficiency and effectiveness.
 - ii. Creation of dedicated HR management system.
 - iii. Streamlining of complaints resolution and pensioners' affairs through a dedicated setup.
 - iv. Establishment of IT, media management, legal affairs and financial management setups for specialized handling.
 - v. Up-gradation of appointment of GSO-1 to Directors in Rawalpindi and Peshawar Regions.
 - vi. Review of Channel of Reporting of Regional Officers (under process).

5.4. Organizational Chart



5.5. Functions of the Directorate

5.5.1. Induction of Manpower

- 1) Process requisition with FPSC to fill the posts in BPS 16 to 19.
- 2) Process cases for induction in BPS 1-15 through Ministry of Defence and Establishment Division.
- 3) Departmental Selection Board for BPS 11 to 15 in FGEIs:
 -
 - (a) President - Director (Adm) FGEI (C/G) Directorate
 - (b) Members - Deputy Director (HRM)/ GSO-1 FGEI (C/G) Directorate
 - (c) Deputy Secretary Ministry of Defence

- 4) Departmental Selection Board for BPS-1 to 10 in FGEIs:
 - (a) President - Deputy Director (HRM) FGEI (C/G) Directorate
 - (b) Members - GSO-1, FGEI (Concerned Region) Section Officer (D-22) Min of Def

5.5.2. Appointments / Transfers / Promotions

1. Appointments of employees after getting NOC.
2. Postings and transfers of all employees as and when required.
3. Preparation promotion cases of all employees for approval by the competent authority.
4. Extension/Regularisation of cases of contract employees through Ministry of Defence.
5. Process deputation cases through Ministry of Defence.
6. Sanction of leave cases of all employees
7. Retirement Cases of employees.

5.5.3. NOCs / Advances / Grants / Notifications

- (1) NOCs for Hajj/ Umrah/ visit abroad.
- (2) Process pension, Benevolent Fund, Group Insurance, GP Fund Advance, HBA, Motor Car, Motorcycle Advance, Farewell Grant, Burial Charges and Death Notifications.
- (3) DPC for appointment in other departments

5.5.4. Discipline / Seniorities

- 1) Process discipline and court cases with Ministry of Defence.
- 2) Maintenance of seniority lists and PERs of FGEI employees.
- 3) Maintenance of Employees' Service Books / records.

5.5.5. Scholarship Exams

- (1) Conduct of Primary and Middle Standard Scholarship Exams each year.
- (2) Payment of scholarships to students on merit.

5.5.6. Co-Curricular Activities

Preparation of schedule and conduct of all Pakistan level Sports and Co-Curricular Activities.

5.5.7. Finances

1. Procurement of recurring budget of the whole FGEI setup from the Govt, its distribution and monitoring.
2. Preparation of Revised Estimates, Budget Estimates including Hiring and processing of Assistance Package.
3. Submission of Budget Orders and procurement of annual budget from Ministry of Finance through Ministry of Defence.
4. Preparation of Institution-wise New Items Statements (NISs) for distribution of recurring budget.
5. Carryout/ensure reconciliation of audit and departmental statements through AGPR, Islamabad.
6. Process re-appropriation cases and surrender unspent amount to Govt.
7. Preparation of appropriation of accounts for Public Accounts Committee/DAC meetings, etc.
8. Process cases of Central Development Fund (CDF), student/other funds for approval.
9. Maintenance of Public Fund, Employees Welfare Fund, Exam Fund.
10. Maintenance of waiting list and earmark/disburse House Building, Motor Car, Motor Cycle and Bicycle advance to FGEIs Employees.
11. Process/disposal of medical claims of FGEI (C/G) Employees.
12. Maintenance of up-to-date audit objections record and help other Sections/ROs in settlement of objections from audit authorities.

5.5.8. Development Projects

The project titled "Establishment of FG Degree College for Boys at Kohat" for Rs. 190.404 Million was approved in the 'Central Development Working Party (CDWP)' Meeting held on 29th Mar 2018. Rs. 60.500 Million were allocated and released during PSDP 2019-20. Rs. 46.781 Million have been allocated and released during PSDP 2020-21. Codal formalities regarding execution of the project are being completed. The project is likely to commence shortly.

5.5.9 Miscellaneous

1. Interact/respond to all queries of Cabinet Sub-Committees, Parliamentary Standing Committees, Senate's Standing Committee on Defence, and Public Accounts Committee.
2. Respond to all queries raised in Principal Staff Officers(PSOs')/ Formation Commanders' Conferences.
3. Process applications/petitions received from Ministry of Defence /GHQ.
4. Issue policies/instructions for Regional Offices / Institutions.
5. Biennial Inspection of Regional Offices/Institutions.
6. Issue schedule of academic session, all exams/forecast of major events to institutions and concerned departments.
7. Issue move sanctions of all officers of the Directorate and Regional Offices.

5.6 Achievements

5.6.1 SSC Examination

Ser	Year	Appeared	A-1 Grade	A Grade	Pass%
(1)	2018	12468	3259	3166	95.42
(2)	2019	11041	2696	2976	96.65
(3)	2020	11236	2475	2672	100

5.6.2 HSSC Examination

Ser	Year	Appeared	A-1 Grade	A Grade	Pass%
(1)	2018	6158	531	1017	90.09
(2)	2019	6341	632	1230	90.19
(3)	2020	6592	951	1406	99.78

5.6.3 Board Positions SSC

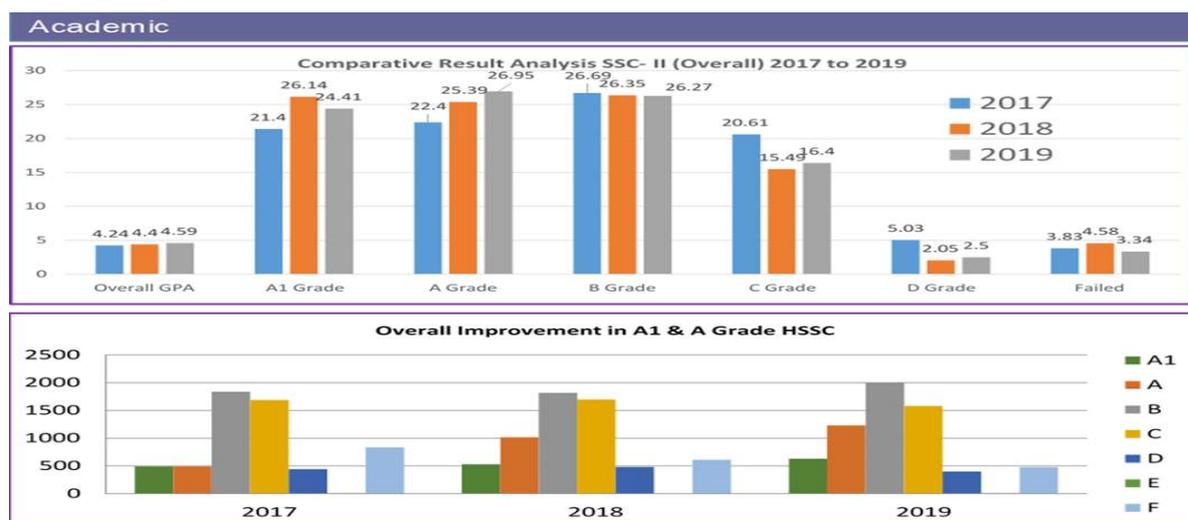
Ser	Year	1 st Position	2 nd Position	3 rd Position
(1)	2017	-	-	-
(2)	2018	-	Malakand Board	-
(3)	2019	-	Hum Gp (FBISE)	Sci Gp (FBISE)

5.6.4 Board Positions HSSC

Ser	Year	1 st Position	2 nd Position	3 rd Position
(1)	2017	Pre-Engg Gp (FBISE)	Hum Gp (FBISE)	Pre-Engg Gp (FBISE)
(2)	2018	-	Gen. Sc Gp (Kci Board)	Gen. Sc Gp (FBISE) & Pre-Med Gp (HDD Board)
(3)	2019	-	-	Hum Gp (FBISE)

5.6.5 Board Positions BA/BSc (2018-19)

Ser	Name	Position	Class/ Group	Board
(1)	Shumaila Rehman FG Degree College (W), Kohat Cantt	1 st	B.Sc (441/ 550)	Kohat University of Science & Technology Kohat
(2)	Syeda Masooma Zahra FG Degree College (W), Bannu Cantt	1 st	B.A (439/ 550)	University of Peshawar



5.6.6 Promotions

Ser	Categories (Designation)	Total no promoted
Colleges (Teaching Staff)		
(1)	Assistant Professor (BPS-18) to Associate Professor (BPS-19)	10
Schools (Teaching Staff)		
(1)	DSB held on 18 Aug 2020, Vice Principal BPS-18 to Principal BPS-19	34

Ser	Categories (Designation)	Total no promoted
(2)	DPC held on 10 Dec 2020, Librarian BPS-15 to Librarian BPS-17	11
(3)	Time Scale Meeting held on 30 Sep 2020 22x BPS-18 to BPS-19 and 2x BPS 20 to BPS-21	24
(4)	DPC held on 23 Jun 2021, Promotion of TGT BPS-16 to SST BPS-17	133
Non-Teaching Staff (NTS)		
(1)	Promotion of Supdt BPS-16 to Admin Officer BPS-17 on acting Charge basis, DPC held on 22 Jul 2020	07
(2)	Promotion of Admin Office BPS-17 to Admin Officer BPS-17 on regular basis, DPC held on 22 Jul 2020	03
(3)	Promotion of Asstt (BPS-16) to Supdt BPS-16, DPC held on 17 Aug 2020	08
(4)	Promotion of Lower Grade Employees BPS-1 to 4, DPC held on 22 Sep 2020	303
(5)	Promotion of LDC (BPS-9) to UDC (BPS-11) and UDC (BPS-11) to Assistant (BPS-15) DPC held on 28 May 2021. (Directorate Cadre)	7
(6)	Promotion of LDC (BPS-9) to UDC (BPS-11) and UDC (BPS-11) to Accountant (BPS-14) DPC held on 28 May 2021. (Institution Cadre)	27
(7)	DPC held in Ministry of Defence on 5 May 2021, Promotion of Admin Officer (BPS-17) to Senior Admin Officer (BPS-18) (Directorate Cadre)	1
(8)	DPC held in Ministry of Defence on 5 May 2021, Promotion of Admin Officer (BPS-17) to Senior Admin Officer (BPS-18) (Institution Cadre)	3
(9)	Promotion of Accountant (BPS-14) to Bursar (BPS-16) DPC held on 3 Jun 2021	5
Time Scale College /School		
(1)	Grant of Time Scale Promotion 22x Vice Principal BPS-18 to Principal BPS -19 and 2 x BPS-20 to BPS-21 meeting held on 30 Sep 2020 in MoD	
(2)	1025 aining cases will be forwarded in Phase-II	

5.6.7 Appointments (2010-2021), BPS-01 to BPS-15

Ser	Categories (Designation)	Total no Appointed
Schools		
(a)	Librarian (BPS-15)	14
(b)	EST (BPS-14)	160
(c)	Assistant Librarian (BPS-9)	11
(d)	Library Assistant (Female) (BPS-9)	01
(e)	Band Master (BPS-6)	02
(f)	Assistant (BPS-15)	06
(g)	Accountant (BPS-14)	04
(h)	Steno Typist (BPS-14)	03
(i)	DEO (BPS-14)	03
(j)	UDC (BPS-11)	22
(k)	LDC (BPS-9)	19
(l)	Laboratory Assistant (BPS-7)	36
(m)	Steward (BPS-7)	01
(n)	Class-IV (BPS-1 to BPS-5)	120
G. Total		402

5.6.8 Contract Appointments under Assistant Package

Ser	Categories (Designation)	Total no Appointed
(a)	Assistant (BPS-15)	02
(b)	EST (BPS-14)	03
(c)	Accountant	01
(d)	UDC (BPS-11)	05
(e)	LDC (BPS-9)	05
(f)	Asst Librarian (BPS-9)	01
(g)	Laboratory Assistant (BPS-07)	05
(h)	Clas-IV (BPS-1 to BPS-5)	06
G. Total		28

5.6.9 Annual Budget

Ser	Year	Demand	Allocated Rs (in Millions)		
			Original	Supplementary	Total
a.	2017-18	7879.248	5273.486	100.00	5373.486
b.	2019-20	8899.547	6225.000	-	6225.000
c.	2020-21	10192.483	6648.605	-	6648.605

5.6.10 Release of Funds – Operating Expenses

An allocation of 541.00 M was made by the Govt for the Financial Year 2020-21 in respect of Operating expenses, Physical Assets and Repair / Maint etc of the Institutions.

Ser	Object Classification	Amount Rs (in Millions)
a.	A03 – Operating Expenses	312.647
b.	A05 – Assistance Package	101.000
c.	A04 – Medical charges of pensioner	3.00
d.	A06 – Transfer	22.608
e.	A09 – Physical Assets	4.675
f.	A13 – Repair / Maint	4.675
Total		448.605

5.6.11 Public Sector Development Programme (PSDP)

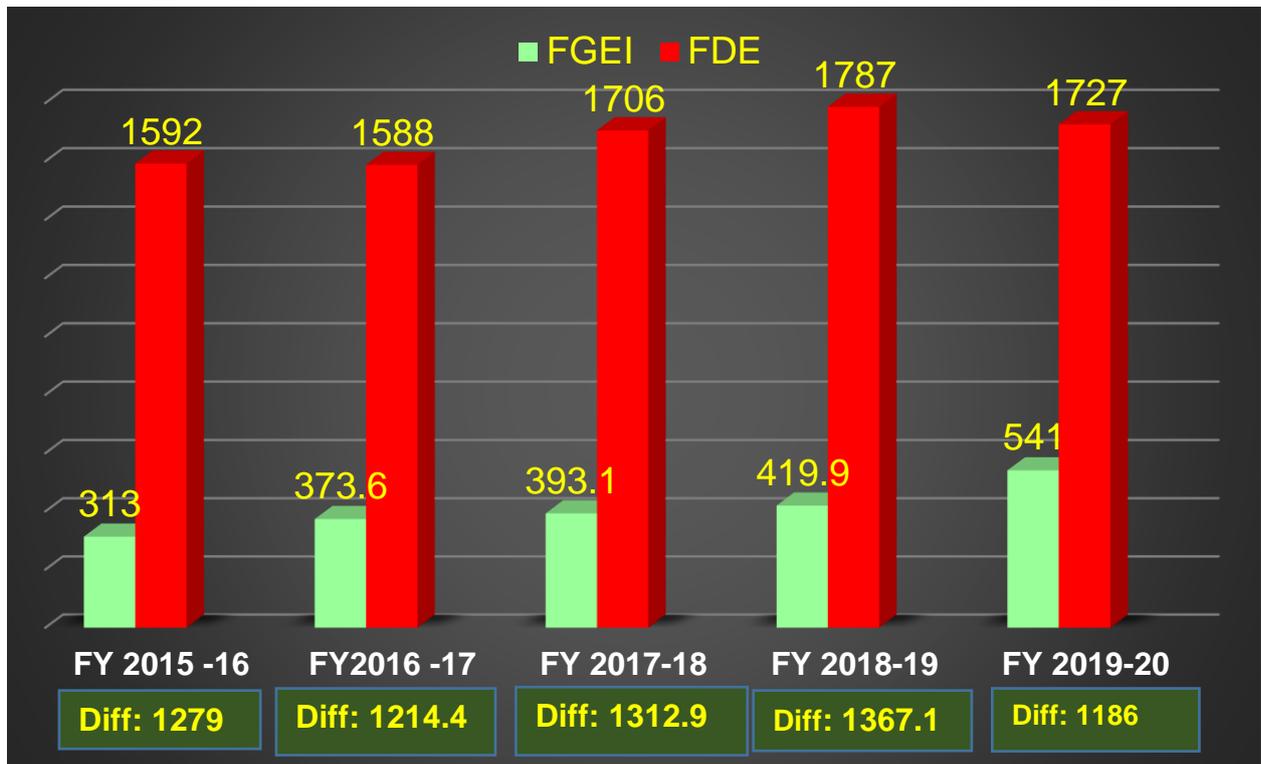
Ser	Year	Amount Rs (in Million)
a.	2016-2017	0.000
b.	2017-2018	24.500
c.	2018-2019	17.956
d.	2019-2020	60.500
e.	2020-2021	46.781

5.6.12 Allotment of Funds for Loans and Advances

Ser	Advances	Amount Rs (in Million)
a.	House Building	64.049
b.	Motor Car	26.687
c.	Motor Cycle	10.567
d.	Bicycle	0.223

5.6.13 Re- Imbursement of Medical Charges

Ser	Medical Charges	Amount Rs (in Million)
a.	Re-imburement (195 Serving Employee)	18.187
b.	Re-imburement (42 Retired Employee)	04.300



5.6.14 Assistance Package

Assistance Package is extended as a welfare measure to Government Employees, who die in service. Being an entity of Federal Government, FGEI Directorate provided following facilities to such employees during FY 2020-21:

- a. No of deceased - 124
- b. Assistant Package - 101.000 M

5.6.15 Award of Merit Scholarships to the Students

To create the atmosphere of competition among the students for learning, to improve the quality of education in the country and to provide incentive to talented students for further education. In 2009 a PC-1 for Rs. 39.924 Million was approved by Ministry of Defence and since then 1870 x Scholarships are being granted annually to students as per following details:

Ser	Scholarships	No of Scholarships	Rate	Amount Rs in Million
a.	Primary Level	900	Rs. 800/-pm	8.640
b.	Middle Level	970	Rs. 1200/-pm	13.968
Total		1870		22.608

5.6.16 Curricular/ Sports and Co-Curricular Activities

- 1) Pry/ Middle Std Scholarship Exam
- 2) All Pakistan FGEIs Academic Excellence Award Ceremony
- 3) Curricular/ Co-Curricular Activities (Sports/ Essay/ Story writing competition)
- 4) Printing of tables Calendars/ Newsletter/ Academic Calendar.
- 5) Claim of Scholarships bills from CMA, Rwp.

5.6.17 Training of Teaching Staff

Trg Cell of CPD Section of FGEI (C/G) Dte is exercising its mandate to capacitate faculty/ staff of FGEI in context of professional training throughout a year. Three Years performance & achievement in context of efforts to make the quality of teaching better through **552** x various teacher training courses were conducted in which **19970** x faculty / staff were trained during 2018-2021.

5.6.18 Single National Curriculum (SNC).

In compliance of the Govt policy regarding implementation of Single National Curriculum (SNC) for class Pre I – V during academic year 2021-22, FGEI (C/G) was amongst the pioneers to professionally train its 100% teaching faculty at primary school level through conduct of 16 x specific training courses on SNC both at Directorate and Regional levels before commencement of academic session. 2928 x teaching staff were trained throughout 16 x SNC trg courses

5.6.19 EMIS

Ser	Future Plans	Goals
a.	Development of FGEIs System Automated Tool (FAST)	1. Intro An MOU was signed between Punjab Info Tech Bd and FGEI Dte 20 Mar 2020. Project scope comprise the automation of outdated paper-based HR/SIS processes and to make them online simple speedy and efficient. PITB will develop a wev-based software application containing following Modules: -

Ser	Future Plans	Goals
		<p>a. <u>Human Resource Mgmt Sys (HRMS)</u></p> <ul style="list-style-type: none"> (1) Officer's Bio Data (2) Performance Evaluation (3) Automated Leave Management (4) Transfer Posting (5) Inquires Management (6) Retirement and Pension Management (7) Finance Module (8) Inventory Management <p>b. <u>School Info Sys</u></p> <ul style="list-style-type: none"> (1) Student Registration Module (2) Student Results Module (3) Student Attendance Tracking (4) E-Census Module (5) Online Admission Module (6) Learning Management System <p><u>Completion</u> Officer and student registration module have been launched and data entry has been completed. Other management module will be completed by 30 Sep 2021 tentatively.</p>
b.	Launching of E-Office Project (subject to approval)	To integrate file and records management system that allows employees to manage content, search for data internally and collaborate. The file system also enables the electronic movement and the tracking of files, and the archival and retrieval of data.

5.7 Conclusion

FGEIs Directorate, despite all odds, is endeavouring to fulfill its obligations towards the noble task of facilitating, polishing and preparing the future builders of the country. Of course, there are impediments and hardships in the way but with the help and guidance of Ministry of Defence we firmly believe that the output of these institutions can be further enhanced. We assure, that the fullest commitment of all those who are engaged in the management of these institutions will never be lacking.

Daily Update – 4th Wave of COVID-19 (10 Sep 2021)

Ser	Name of Region	Total Cases	In 24 hrs	Total Deaths	Deaths in 24 hrs	Recovered	Active Cases	Remarks
1.	Peshawar	20				20		-
2.	Wah	40		1		38	1	Isolated
3.	Rawalpindi	91				67	15	Isolated
4.	Chaklala	60		1		59		-
5.	Kharian	8				8		-
6.	Gujranwala	7				7		-
7.	Lahore	10		1		7	2	Isolated
8.	Multan	11		2		9		-
9.	Bahawalpur	9				9		-
10.	Karachi	22				19	3	Isolated
11.	Quetta	5				4	1	Isolated
12.	Fazaia	9				8	1	Isolated
13.	FGEI Dte	12				12		-29
G. Total		304		5		276	23	Isolated
Cases Reported in 24 hrs						Summary		
						1. Isolated		23
						2. Recovered so far		276
						3. Recovered last 24 hrs		0
						4. Total Deaths		5
						5. Total Active Cases		23

FGEI (C/G) Dte Sir Syed Road Rawalpindi

As on 10th Sep, 2021

VACCINATION PROGRESS – EDUCATION SECTOR

Sr.	Regions	Teachers			Admin Staff			Remarks
		Total Enrolled	Vaccinated	Balance	Total Enrolled	Vaccinated	Balance	
1	Peshawar	706	683	23 0	540	437	103 0	16 x Medical Issues
2	Wah	1140	683				1	Medical Issues
3	Rawalpindi	1183	1096				3	39 x Medical Issues
4	Chaklala	1112	1157					100% Completed
5	Kharian	267	1112				0	Medical Issues
6	Gujranwala	408	261				1	34 x Medical Issues
7	Lahore	421	376				1	Medical Issues
8	Multan	516	405				1	17 x Medical Issues
9	Bahawalpur	166	501				1	Medical Issues
10	Karachi	496	163				0	Medical Issues
11	Quetta	263	463				0	Medical Issues
12	Fazaia	373	257				0	Medical Issues
G. Total		7051	6843	208	3611	3450	161	96.53%

RO: Regional Offices

Visit of AS-1 at FGEI Dte
5 Aug 2021



Pakistan Armed Service Board

6. Pakistan Armed Services Board (PASB)

6.1 Introduction

Pakistan Armed Services Board (PASB) was established as Soldiers, Sailors and Airmen's Board at Bombay (India), Rawalpindi and Sheikhpura in 1919 after World War - I. There were 28 x District Armed Services Boards (DASBs) till 1947 which continued to function after Independence also. The numbers of DASBs increased with time and as of now, PASB has 63 x DASBs spread all over the country.

PASB is an Executive Department of Ministry of Defence with its Secretariat at Rawalpindi and 7 x Armed Services Board Directorates (ASB Dtes) in all Provincial Capitals, Gilgit Baltistan and Azad Kashmir. PASB is primarily responsible for looking after Pension Related Affairs, Welfare Measures, Redressal of Petitions / Complaints and Rehabilitation of Ex-Servicemen of all three Services besides helping the Serving / Retired Soldiers in their Civil Matters, where possible.

PASB is also a Member of World Veterans Federation (WVF), France and Royal Commonwealth Ex-Services League (RCEL), UK.

6.2 Vision

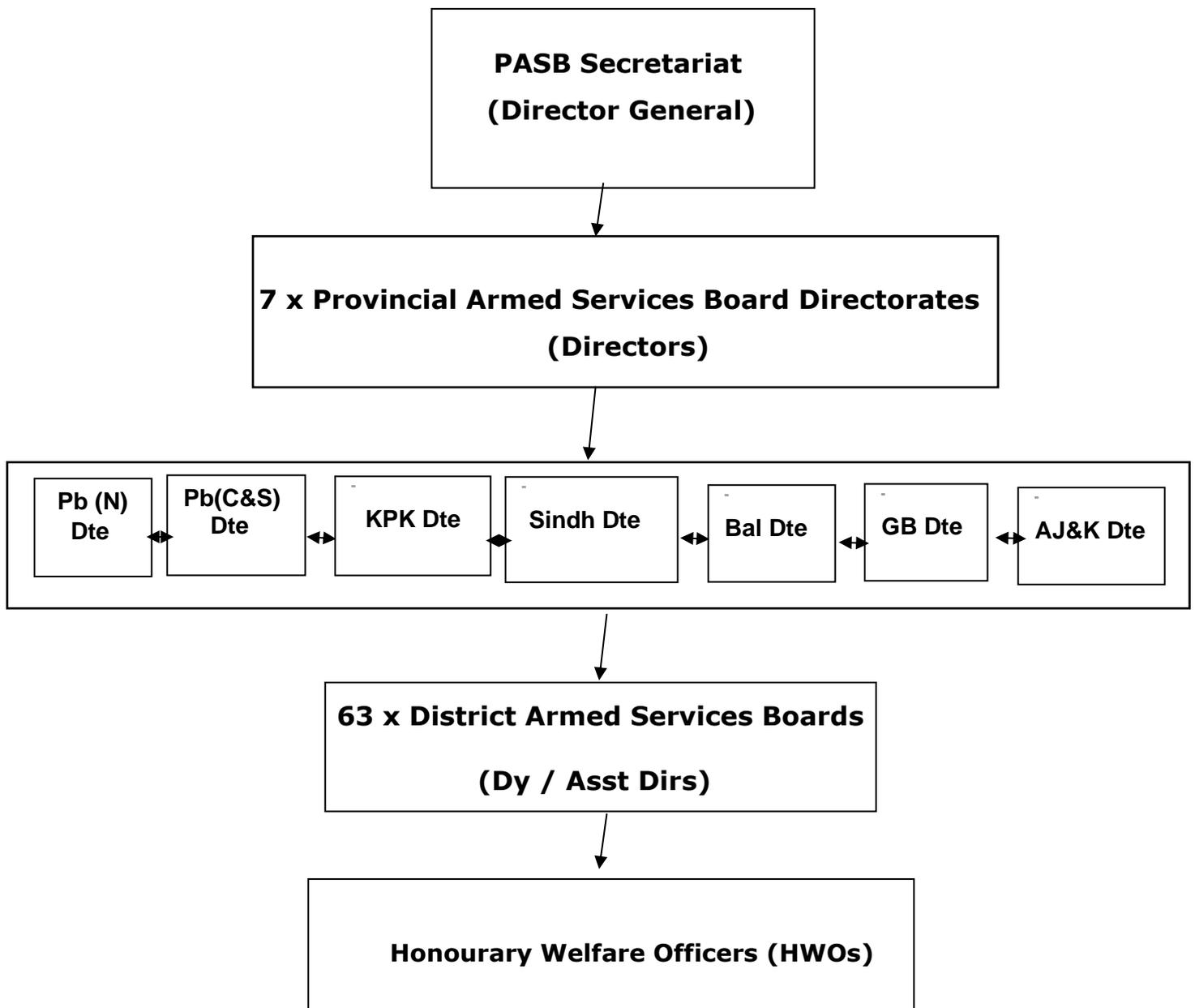
Pakistan Armed Services Board (PASB) envisions a peaceful, stable, congenial and dignified life of all Veterans and Families / NoKs of Shuhada / Deceased Ex-Servicemen.

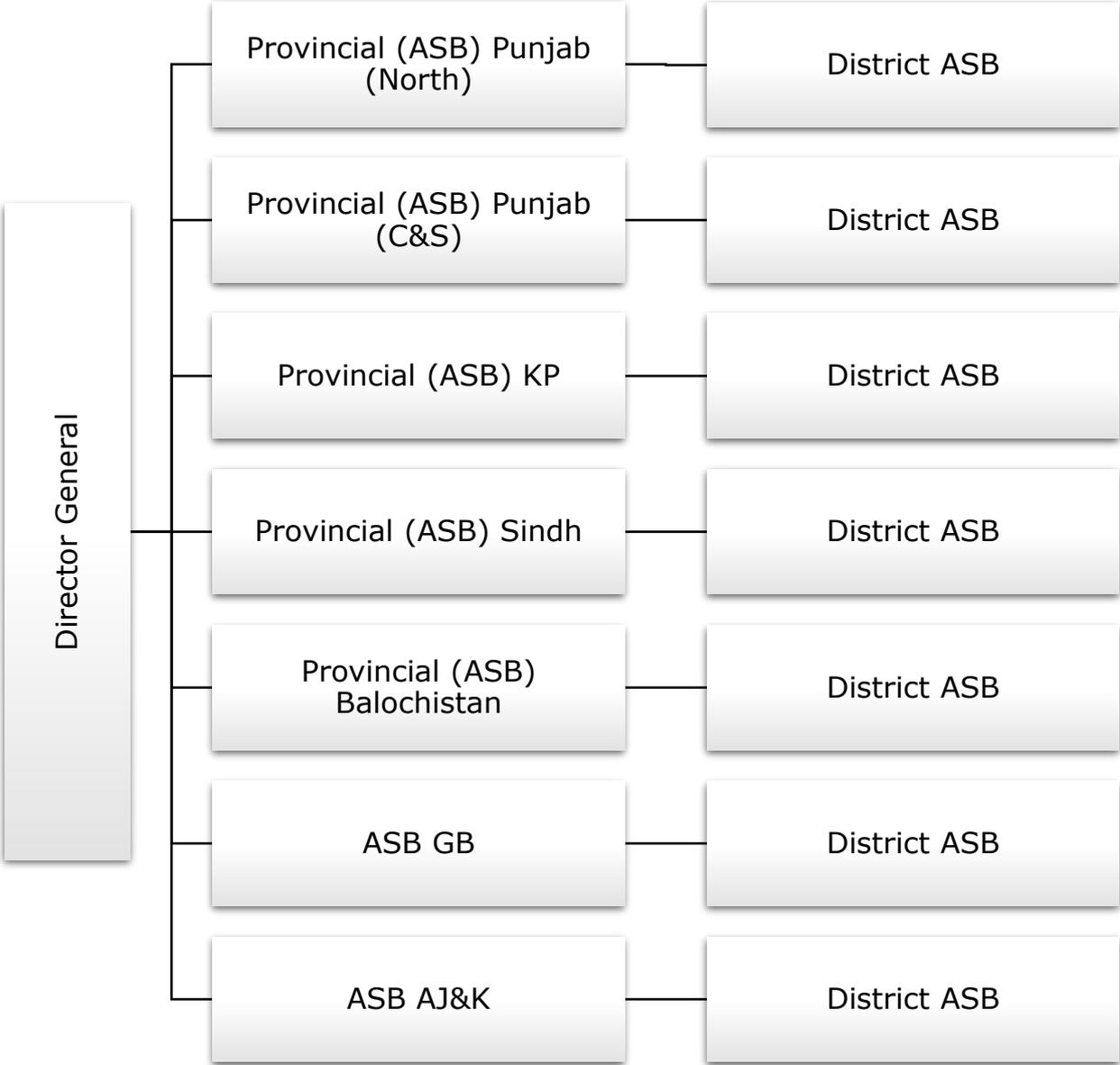
6.3 Mission

Ensure provisioning / availing of comprehensive, integrated and sustainable Welfare Services entitled to Ex-Servicemen of the Armed Forces and their Dependents include Families / NoKs of Shuhada / Deceased.

6.4 Organogram

PASB Department has a total strength of 887 Employees comprising 80 x Officers and 807 x Staff Members.





6.5 District Armed Services Boards

6.5.1 Punjab ASB Dte (C&S)

DASB Sialkot	DASB DG Khan
DASB Gujranwala	DASB Bahawalpur
DASB Sheikhupura	DASB Rahim Yar Khan
DASB Lahore	DASB Faisalabad
DASB Kasur	DASB Toba Tek Singh
DASB Okara	DASB Jhang
DASB Sahiwal	DASB Sargodha
DASB Bahawalnagar	DASB Khushab
DASB Vehari	DASB Mianwali
DASB Multan	DASB Bhakkar
DASB Muzaffargarh	

6.5.2 Punjab ASB Dte (North)

DASB Attock
DASB Rawalpindi
DASB Islamabad
DASB Chakwal
DASB Jhelum
DASB Gujrat

6.5.3 KPK ASB Dte

DASB Nowshera	DASB Swabi
DASB Peshawar	DASB Mardan
DASB Kohat	DASB Malakand
DASB Karak	DASB Abbottabad
DASB Bannu	DASB Mansehra
DASB D I Khan	DASB Chitral
DASB Tank	

6.5.4 Sindh ASB Dte

DASB Karachi
DASB Hyderabad
DASB Badin
DASB Mirpurkhas

DASB Sanghar
DASB Nawabshah
DASB Larkana
DASB Sukkur

6.5.5 Balochishtan ASB Dte

DASB Quetta
DASB Khuzdar

6.5.6 Gilgit Baltistan ASB Dte

DASB Gilgit
DASB Skardu
DASB Ghizer

6.5.7 AJ&K ASB Dte

DASB Muzaffarabad
DASB Neelum
DASB Hattian Bala
DASB Bagh
DASB Rawalakot
DASB Pallandri
DASB Haveli
DASB Mirpur
DASB Bhimber
DASB Kotli

6.6 Hierarchical Organization and Functions

The hierarchical org of PASB is based on three tiers. The Central Board of PASB functions at the National Level. For its routine operational / administrative affairs, PASB has a Secretariat which formulates policies and regulates / oversees the operational activities of all Directorates / District Armed Services Boards (DASBs). At Provincial Level, the Armed Services Board Directorates perform their mandated tasks through District Armed Services Boards (DASBs) established at District level. All DASBs in addition to their integral staff has Honorary Welfare Officers (HWOs) also who do the field work in their respective AORs.

6.7 Major Functions of PASB

- 1) Administration and Budgetary Control of Provincial ASB Dtes and DASBs.
- 2) Facilitate Rehabilitation and Re-settlement of Ex Svcemen.
- 3) Handle all Pension related affairs of Ex-Servicemen and Widows / Families of Shuhada / Deceased.
- 4) Assist Ex-Servicemen in availing Welfare Initiatives of the Govt / Services.
- 5) Redressal of Petitions / Complaints of Ex-Servicemen.
- 6) Liaison with Civil Administration for all possible assistance for Ex-Servicemen in their civil matters.
- 7) Verification of Documents of Ex-Servicemen.
- 8) Facilitate apprehension of AWOL Cases / Deserters.
- 9) Assist in Calling Up of Reservists.
- 10) Membership of World Veterans Federation (WVF), France and Royal Commonwealth Ex-Services League (RCEL), UK.
- 11) Administration of 30 Veterans Messes (VMs)

6.8 Secretary Defence Visit to PASB Department

Secy Defence Lt Gen Mian Muhammad Hilal Hussain, HI (M), (Retd) visited PASB Deptt on 30 Sep 2020. A detailed Brief / Presentation about the Functions / Roles and services being provided to Ex-svcmen was given during the visit (Soft copy of Photographs enclosed).



6.9 Salient Operational Activities

- 1) **Processing of Pension Cases.** The Board succeeded in finalizing / processing 15502 Pension Cases.
- 2) **Re-Employment of Ex-Servicemen.** PASB facilitated Re-Employment for as many as 397 Ex-Servicemen in public / private sectors.
- 3) **Redressal of Petitions / Complaints of Ex-Servicemen / Widows.** 184 Complaints / Suggestions received by PASB Deptt through PMDU (Pakistan Citizen Portal) were duly resolved / further processed for possible relief to the complainants. 7035 Petitions and Complaints of Ex-Servicemen / Widows received directly by the Deptt were pursued / forwarded to concerned authorities for necessary assistance / redressal on merit. 161 Cases of Civil Suits and Property Affairs of Ex-Servicemen / their Families were settled amicably during the period. Petitions of 4897 Ex-Servicemen suffering from acute economic problems were processed to respective Services HQs and Regtl Centres for financial assistance / required help of the sort.
- 4) **Sponsorship of Free Education for Wards of Shuhada.** PASB has recently taken up Sponsorship of 19 x Wards of Shuhada of Armed Forces for Free Education in Fauji Foundation Model School, Choa' Saidan Shah Chakwal, functioning under Falah Foundation, which includes Tuition Fees and expenditure on Boarding/ Lodging / Food etc. Soft copy of Photographs of DG PASB visit to the Wards of Shuhada Hostel are enclosed.



- 5) **Micro Credit Scheme.** A Micro Credit Scheme was introduced by PASB in 2001 to help the Ex-Servicemen / Widows in establishing / augmenting small businesses of their own. During the period under review, 1480 Ex-Servicemen / Widows benefited from this Scheme.
- 6) **Scholarships to the Wards of Ex-Servicemen.** 5196 Scholarship Cases were forwarded to Fauji Foundation after initial screening and required processing by respective DASBs.
- 7) **Provision of Relief Packages to Destitute Families.** PASB provided Relief Packages of Dry Ration to around 1115 x Destitute Widows / NoKs of Shuhada / Deceased Ex-Servicemen affected by Pandemic COVID-19 economic environment in the Country.

8) Assistance to Widows / Disabled Ex-Servicemen.

Financial Assistance of varying amounts to 429 needy Ex-Servicemen / their Dependents, 129 x Sewing Machines and 32 x Wheel Chairs were arranged / provided for Destitute Widows / Disabled Ex-Servicemen to alleviate their sufferings.

9) Functioning of Camp Offices. Owing to acute economic crunch in the country, establishment of New District Armed Services Boards (DASBs) was postponed / not pursued, despite meeting all legal pre-requisites. Camp Offices at more distant / compressed Districts were however made functional to fill up this administrative gap for the convenience of Ex-Servicemen and their Widows / NoKs of the area at following locations:

10) Permanently Established.

Following Camp Offices are permanently established:-

- (a) Talagang
- (b) Gujar Khan
- (c) Haripur
- (d) Charsadda
- (e) Khaplu

11) Temporarily Established.

Following Camp Offices are established temporarily and visited by DASB Staff on Weekly / Fortnightly basis: -

- (a) Narowal
- (c) Mandi Bahauddin
- (d) Khanewal
- (e) Hunza
- (f) Lakki Marwat
- (g) Astore

6.10 Establishment of Vocational Trg Centres (VTCs) and Capacity Buildings

- (a) In order to impart skill training to Female Wards of Ex-Servicemen, PASB Deptt sponsored establishment / functioning of 11 x Vocational Training Centres on adhoc / self help basis with assistance of local HWOs.
- (b) **Capacity Building**. During the period under review, Rs. 363,750/- has been expended for purchase of sewing machines and other accessories for capacity building of 5 x VTCs i.e Shigar, Gorikot, Bhelowal, Athar and Sonikot Gilgit. Soft copy of Photographs of VTCs are enclosed.



c. **Renovation of Offices / Veterans Messes.**

- (a) Presently 30 Veterans' Messes of different capacities / state are functioning under PASB in different parts of the Country which provide boarding / lodging facilities on nominal charges to all Ex-Servicemen and their families who happen to visit urban cities for their routine civil affairs and health treatment etc.
- (b) Major / Minor Renovation of Offices of PASB Secretariat, 5 x ASB Directorates and around 26 x DASBs / Veterans Messes

was selectively undertaken and successfully completed from within available resources to afford administrative convenience to the Staff as well as Visitors. Soft copy of Photographs of the works undertaken are enclosed.

ASB DTE QUETTA



DASB MULTAN



- d. **Acquisition of Land for PASB Offices.** Through concerted efforts and dedicated pursuance of cases with Army Authorities at GHQ, required tract of Land was got allotted from competent forum for office of DASB Sialkot.

- e. **Revision of PASB Recruitment Rules – 1989.** Besides routine updation of Deptt SOPs, a very deliberate exercise was also undertaken to revise PASB Recruitment Rules – 1989, with a view to bringing them in line with contemporary requirements of the Deptt as well as Policies issued by the Govt from time to time. The Revised Recruitment Rules of PASB Deptt have already been processed / submitted with Establishment

Division for required vetting and formal approval at that level. Constant liason with Estb Division is being ensured to fulfill all legal and procedural pre-requisites in this regard and get the Deptt Rules approved as soon as possible.

f. **Yearly Performance Agreement.** The targets set in the Yearly Performance Agreement for 2020-21 were 100% successfully achieved.

g. **Conversion to Direct Credit System (DCS).**

Presently majority of Pensioners of Armed Forces received their pension through GPOs / PDOs. However, the Govt decided to convert the pension disbursement from GPOs / PDOs to Bank to facilitate the pensioners. For this purpose, a Pilot Project was launched at Distt Kasur in Jan 2021. The Pilot Project is in final stages and out of total 8320 x pensioners 7119 x pensioners have been converted into DCS. On successful completion of Pilot Project, the conversion to DCS will be extended to rest of the Country.



Pakistan Maritime Security Agency

7 Pakistan Maritime Security Agency (PMSA)

7.1 Introduction

The creation of PMSA on 1st January 1987, is due to the realization of importance of the maritime sector of Pakistan along with our obligations under UN Conventions On Law of the Sea 1982 short titled UNCLOS. The UNCLOS is regarded as one of the most comprehensive convention reached by the global community. The UNCLOS, which triggered establishment of PMSA was ratified by Pakistan in 1997. PMSA Act was passed by the parliament in 1994. The UNCLOS introduced concept of the maritime zones subjecting it to the coastal states national jurisdictions. PMSA enforces national and international laws, policies and conventions in the Maritime Zones of Pakistan. These Maritime Zones include Internal Waters, Territorial Waters, Contiguous Zone, Exclusive Economic Zone and Continental Shelf with no gaps in between. The oceans areas beyond the EEZ & continental shelf under no single state jurisdiction for exploration and exploitation of resources is the mankind common heritage and termed as High Seas.

7.2 Mission

Based on the global geo-strategic and geo-economic contexts, domestic outlook, our national obligations and responsibilities, PMSA mission has been derived as:

"While Maintaining all time readiness to undertake Search and Rescue Operations, assert and enforce national jurisdiction and sovereignty and secure maritime zones to protect maritime interests of Pakistan ensuring safety of own personnel and material".

7.3 Roles & Functions

PMSA, being Pakistan's only Law Enforcement Agency at sea, has been assigned with various functions to perform, as per PMSA Act of 1994, in all the Maritime Zones of Pakistan. These are:

- a. To assist and co-ordinate SAR in the assigned area.
- b. To Prevent unauthorized exploitation of economic resources.
- c. To Protect Pakistani fishing vessels and crew.
- d. To enforce national and international laws, agreements and conventions.
- e. To undertake counter-narcotics and anti-human trafficking/smuggling operations.
- f. To assist other departments and agencies in safeguarding and protecting offshore installations/ infrastructures in the EEZ.
- g. To act as coordinating agency for prevention and control of marine disasters including pollution.
- h. To provide assistance for hydrographic and oceanographic research.
- j. To provide assistance for oil, gas and other mineral exploration.
- k. To render assistance to other assessment agencies in acquisition of mineral exploration and seismic data etc.
- l. To provide an effective secondary maritime force for deployment in any emergency, war or conflict.

7.4 Area of Responsibility

PMSA's Area of Responsibility extends from shores to 200 NM to EEZ and 350 NMs in the continental shelf with a total area of 290,000 Sq KMs which approximately equals **37%** size of Pakistan.

7.5 Functions on Behalf of Various Ministries

Since the assigned tasks and mission falls within the mandate of various ministries, therefore PMSA coordinate with these ministries. Some of the key tasks being performed by PMSA for various ministries are mentioned below:

FUNCTIONS	MINISTRIES
Maritime Security	Ministry of Defence
Counter Narcotics	Ministry of Narcotics Control
Anti-Human Trafficking	Ministry of Interior
Anti-Smuggling	Federal Board of Revenue / Customs & Immigration
Protection of Non-Living Resources	<ul style="list-style-type: none"> • Ministry of Science & Technology • Ministry of Petroleum & Natural Resources
Child Labour	Ministry of Human Rights
<ul style="list-style-type: none"> • Search & Rescue • Protection of Pakistani Fishing Vessels & crew • Enforcement of Hazardous Materials Control Regime (HMCR) • Port State Ctrl / Flag State Ctrl 	Ministry of Maritime Affairs
Marine Environmental Protection	Ministry of Climate Change
Unregistered/ Unregulated Satellite Communication	Ministry of Information Technology/ PTA

In addition, though PMSA is a Federal Agency, however, we frequently coordinate with and undertake policing roles on behalf of Balochistan and Sindh Provinces for checking unlawful and illegal activities in the territorial waters as well as safeguarding marine protected areas.

7.6 Maritime Challenges

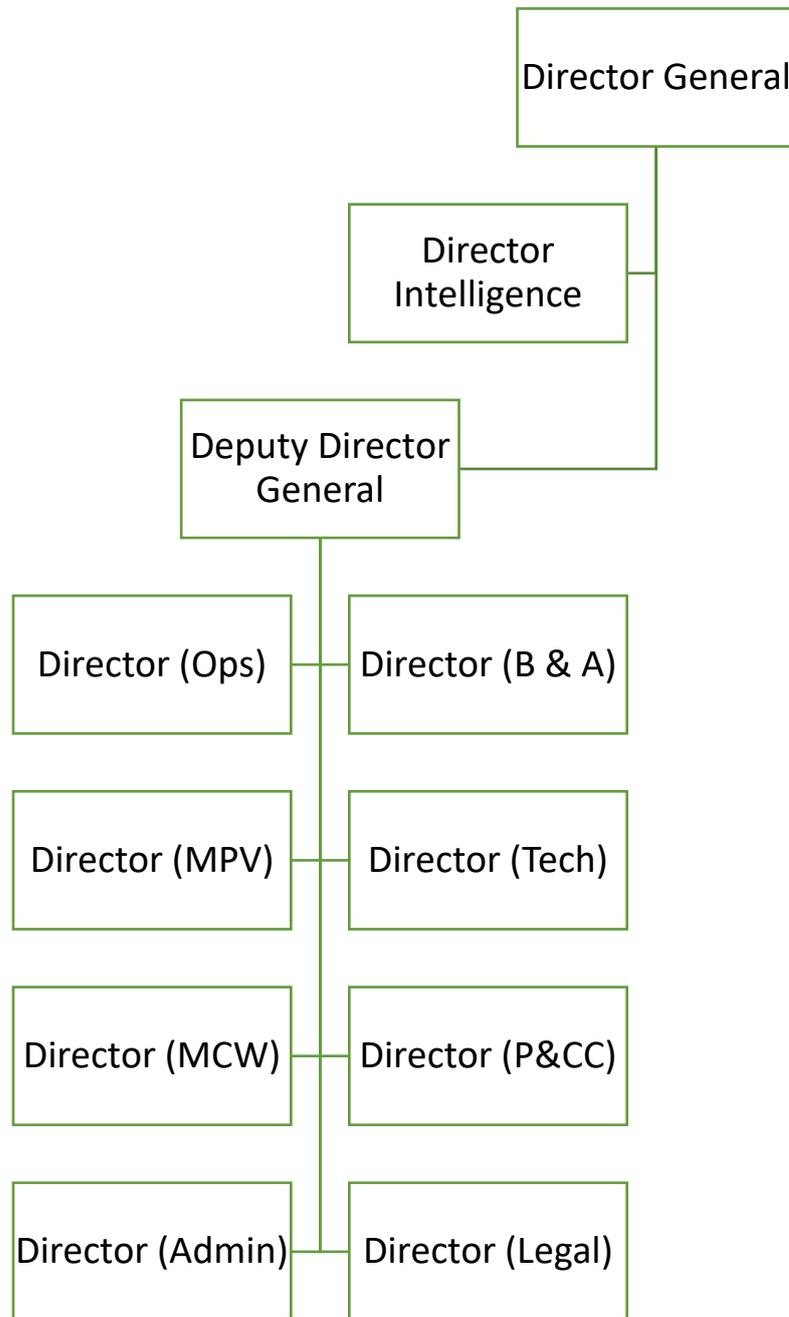
Vastness of Pakistan's coast line offers both challenges and opportunities. The real challenge is the enforcement of maritime laws in the AoR through limited available resources, infrastructure and manpower. With the available assets, PMSA conducts regular operations to ensure safety, security and economic interest of Pakistan are not infringed upon, despite the challenges. These include:

- a. Search and Rescue viz vast area.
- b. Registration of Fishing Boats.
- c. Installation of Vessel Monitoring System.
- d. Narco-Trafficking / Smuggling/ trafficking of human & other commodities.
- e. Poaching by foreign/ neighboring countries particularly our eastern and western neighbors.

- f. Diving Regulation.
- g. Security of Ports areas (Particularly CPEC related).
- h. Domestic unauthorized Fishing.
- j. Regulation of craft leaving soft landing areas.
- k. Marine Pollution and Environmental Protection.

7.7 Organizational Infrastructure

PMSA is an attached department of Ministry of Defence. Organizational infrastructure of PMSA is given under:



7.8 Operational Assets Of PMSA

In order to support PMSA's operations along the coast, PMSA has established Coastal Bases which have variety of assets for patrolling.

To effectively monitor the huge area for undertaking the assigned tasks; assets of PMSA include a Surface Wing comprising of 1 x KASHMIR Class Ship, 4 x HINGOL Class ship, 4 x BARKAT Class ship and 02 x Island Class Patrol boats. Additionally, Fast Response Boats, ZODIACs and indigenously developed Maritime Security Speed Boats (SSBs) are available for rapid deployment. Moreover, an Air Wing with 03 x Norman Defender Aircraft enables Maritime Surveillance.

7.9 Operational Achievements

PMSA conducted numerous operations during the period under review. The significant and major operations are enumerated as under:

7.9.1 Counter Narcotics Operations

It is assessed that large amount of global cultivation of illicit opium is undertaken in our region, specifically in Afghanistan. Counter Narcotics efforts on land are much easier and cost effective as compared to maritime domain.

Interdiction of drugs at high seas due to high volume of sea traffic, multitude of containerized cargo and vast extents of sea open in all directions. PMSA has apprehended approximately 137 Tons of various drugs including heroine and crystal meth worth approximately Rs. 83 Billion till to date. Anti-Narcotics efforts of PMSA have also been acknowledged in Compendium of Drug Seizures at Sea published jointly by Combined Maritime Forces and United Nations Office on Drugs & Crime. Following Anti-Smuggling Operations were carried during FY 2020 – 21:

- (1) 2951 Kgs of Drug (Chars) was seized on 09 Sep20.
- (2) 1372 Kgs of Drug (Hashish) was seized on 12 Nov 20.
- (3) 07 Kgs of Drug (Crystal & Afeem) was seized on 08 Dec 20.
- (4) 26 Kgs of Drug (Heroin & Chars) was seized on 20 Dec 20.
- (5) 405 Kgs of Drug (Ice & Heroin) was seized on 11 Jan 21.
- (6) 2040 Kgs of Drug (Chars) was seized on 02 Feb 21.

7.9.2 Anti-Smuggling & Illegal Immigration Operations

Smuggling of goods and humans including illegal immigrations has gained significant attention during last decade as trans-national criminals exploit sea routes used for economic purpose of their nefarious ends. PMSA has conducted 228 successful anti-smuggling operations and seized various kind of illicit cargo including liquor and illegal fuel having street value of over Rs. 15 Billion have been seized till to date. During Anti-Smuggling Operations in FY 2020 – 21, PMSA has seized 301,500 Ltrs diesel from 16 x fishing boats.

7.9.3 Anti-Poaching Operations

Pakistan's EEZ is enormously rich both in living and non-living resources. Poaching, mainly by Indian fishermen, is common in our resource rich Indus Delta region, where Indian fishermen catch huge quantity of fish which is a significant loss to our resources, in addition to causing huge ecological damage to various rare fish species. PMSA conducts focused anti-poaching operations specially in the Eastern Maritime Region of Pakistan with all available resources, besides regular EEZ patrolling and policing in the area. Till to date, 2554 Indian fishing boats and 14617 fishermen have been apprehended mainly from our Eastern region. This has also provided Pakistan with the bargaining lever to get our fishermen repatriated in early time frame on reciprocal basis. While undertaking Anti-Poaching operations at sea during FY 2020 – 21, PMSA apprehended 34 x Indian fishing boats alongwith 98 crew.

Based on data of last 5 years, it has been observed that on average approximately 1150 boats are reported every year within our EEZ out of which around 5-6% i.e. 60-70 boats are apprehended by PMSA while others are repelled back into Indian waters before they even start catching fish from our waters. If PMSA does not stop these vessels; an approximate loss of Rs. 3 Billion could incur per annum on stolen natural resource, besides damage to the eco-system and sustainability which cannot be measured. These calculations are only based on our detection during last 5 years and actual number might be much more.

7.9.4 Search and Rescue Operations

Pakistan being signatory to SOLAS Convention has been allocated a vast area extending up to 840 NM for coordination of Search & Rescue operations. In line with international obligation of Pakistan, PMSA also man Regional Maritime Rescue Coordination Center (MRCC) 24/7 to respond to all kinds of maritime disasters in our region. Till to date, PMSA has rescued more than 3792 precious lives and responded to 324 vessels in distress at sea which include fishermen from regional countries including India & Iran. It is pertinent to highlight that PMSA personnel have been nominated for IMO Gallantry award to acknowledge their Search & Rescue efforts. PMSA also actively participates in flood relief operations in the Coastal Areas rescuing thousands of people. During Search and Rescue operations in FY 2020 – 21, PMSA rescued 39 x Fishing Vessels, 02 x MVs alongwith 472 x crew members in distress at sea. Moreover, 04 x dead bodies were also recovered.

7.9.5 CPEC and LNG Carrier Security

In addition to working with Port Authorities of KPT and PQA, PMSA is ensuring Law Enforcement at Gwadar and maintaining presence through its available assets for safe arrival and departure of marine traffic carrying CPEC related cargo under CPEC Maritime Security Task Force (CMSTF-88). Additionally, PMSA also provides security cover to all LNG tankers arriving at and departing from Port Qasim.

7.9.6 Preservation and Protection of Mangroves.

PMSA during the year under review has started patrolling the creeks to guard against cutting of mangroves forest. Number of boats apprehended on this account and has been handed over to concerned agencies.

7.9.7 Promotion of Good Relation.

PMSA ship KASHMIR visited Abu Dhabi to participate in IDEX/NAVDEX-21 and promote relations with the brotherly country particularly in the domain of maritime law enforcement.

7.9.8 International / Regional Cooperation and Exercises

Besides these operations, PMSA is maintaining maritime cooperation with International and regional countries through MoUs, Exercises and other initiatives with Azerbaijan, Bahrain, China, Denmark, Djibouti, India, Iran, KSA, Kuwait, Maldives, Oman, Russia, Seychelles Island, Sri Lanka, Tanzania, Turkey and US. PMSA ships regularly participate in International and regional exercises and conducts Over Seas Deployments to friendly countries. PMSA is a regular and active participant of Heads of Asian Coast Guard Agencies Meeting (HACGAM) forum since 2006. PMSA was unanimously chosen by member states to conduct 13th HACGAM in Pakistan for very first time. PMSA is also an active member of South Asia Co-operative Environment Programme (SACEP).

7.9.9 TRAINING ACHIEVEMENTS

To enhance existing operational capability of PMSA, various administrative and general projects were also under taken. The significance of the major projects is enumerated as under:

7.9.10 PMSA TRACEN Activities

Regular courses are conducted at PMSA Training Center (TRACEN) for PMSA as well as PN participants. A total of PMSA 200 personnel are trained at PMSA TRACEN in FY 2020-21. Officers and CPO/ Sailors of all cadres are trained in different courses mentioned below:

- (a) Basic Maritime Law Enforcement Course/ PMSA Powers and Functions.
- (b) Boarding Ops Course.
- (c) Disaster Management at Sea.
- (d) Maritime Laws and Regulation Course.
- (e) Search & Rescue Course.

7.9.11 E-Learning Lab.

PMSA E-Learning Lab offers different for participations of PMSA as well as PN regularly. The 16 x courses are designed by PMSA and participants are also certified after completion of the course. This facility of PMSA is also extend to sister forces i.e Pakistan Air Force. Total 110 participants are trained at PMSA E-Learning lab in FY 2020-21.

7.9.12 SIGNIGN OF MoU FOR COLLABORATION IN RESEARCH/ TRAINING

PMSA regularly interact with national stakeholders to promote learning and generate maritime awareness among students of various institutions. In this regard PMSA has signed Memorandum of understanding with Institute of Policy Studies, Karachi University and Federal Urdu University of Science and technology in the year 2020-2021

7.9.13 Participation in inland conferences

PMSA Officers participated in conferences covering leading universities of Sindh to generate maritime awareness and encourage students to pursue maritime related subjects.

RELEVANT PHOTOGRAPHS - PMSA OPERATIONAL ACTIVITIES

SEARCH AND RESCUE



ANTI NARCOTICS OPERATIONS



ANTI POACHING OPERATIONS



OPERATION AGAINST ILLEGAL FISHING ACTIVITIES



CONDUCT OF OIL SPILL EXERCISE – BARRACUDA



REGIONAL/ INTERNATIONAL COOPERATION



Military Lands & Cantonments

8 Military Lands & Cantonments

8.1 Introduction

The Military Lands & Cantonment Department is headed by the Director General, Military Lands & Cantonments(DG ML&C). He is followed in the hierarchy by an Additional Director General and assisted by four Directors in HQ. HQ ML&C has under its jurisdiction six regional directorates namely Peshawar, Rawalpindi, Lahore, Multan, Karachi and Quetta. HQ ML&C through regional directorates manages 11 Military Estate(ME) Circles and 44 Cantonment Boards (CBs) in all over Pakistan.



8.2 Mission Statement

"To ensure pro-people, efficient local governance in Cantts & effective management of Defence land"

8.3 Historical Background

Defence Lands and Cantonments have existed since British Rule. The first Cantonment was established back in 1765 at Barrackpore. Pakistan inherited 23 Cantonment Boards. Keeping in view the requirement of defence services, the number of Cantonment Boards have increased from time to time and now there are 44 Cantonment Boards.

Following independence of Pakistan, the assets that were with the Ex-state forces and the lands that had been in use for defence purposes accrued to the Government of Pakistan (Ministry of Defence) through constitutional provisions. These were brought on record and consolidated by Military Estates Officers. Presently, there are 11 Military Estate Circles in Pakistan.

In 1975, "Military Lands and Cantonments Group" was instituted, absorbing all the Military Estates Officers, the Executive Officers of the Cantonments and the Directorate in the Ministry of Defence. The appointments of the officers to this Cadre is through CSS Examination annually conducted by the Federal Public Service Commission (FPSC).

Leading Cantts		
CB Rawalpindi	Largest Population 	0.8 M
CB Walton	Max Taxable Units 	78 K
CB Karachi	Oldest 	1842
CB Ormara	Max Area 	0.5 M Acre

Cantonment Boards are autonomous bodies working under the administration of ML&C Deptt. Cantonments are classified into three categories (A, B & C) depending on the size of the civilian population. Depending on this the Cantonment Boards were authorized 3 to 15 members that includes equal no of elected and nominated members. The Officer Commanding the Station became the ex-officio President. Cantonment Boards generate their own funds through levying taxes and appoint their own staff. The taxes to be levied are comparable to those in the adjacent municipality.

All the activities of the organization are monitored and supervised by the Directorate of Military Lands and Cantonments, Ministry of Defence through Regional Directorates in Peshawar, Rawalpindi, Lahore, Multan, Karachi and Quetta.

8.4 Functions

Military Lands and Cantonments is an attached department of the Ministry of Defence. Directorate of Military Lands and Cantonments provides advisory input on defence lands and local government matters in cantonments to the Federal Government (Ministry of Defence) and all related stakeholders i.e., Service Headquarters and other organizations under the Ministry of Defence. Following are the main functions:

8.4.1 Defence Land Management

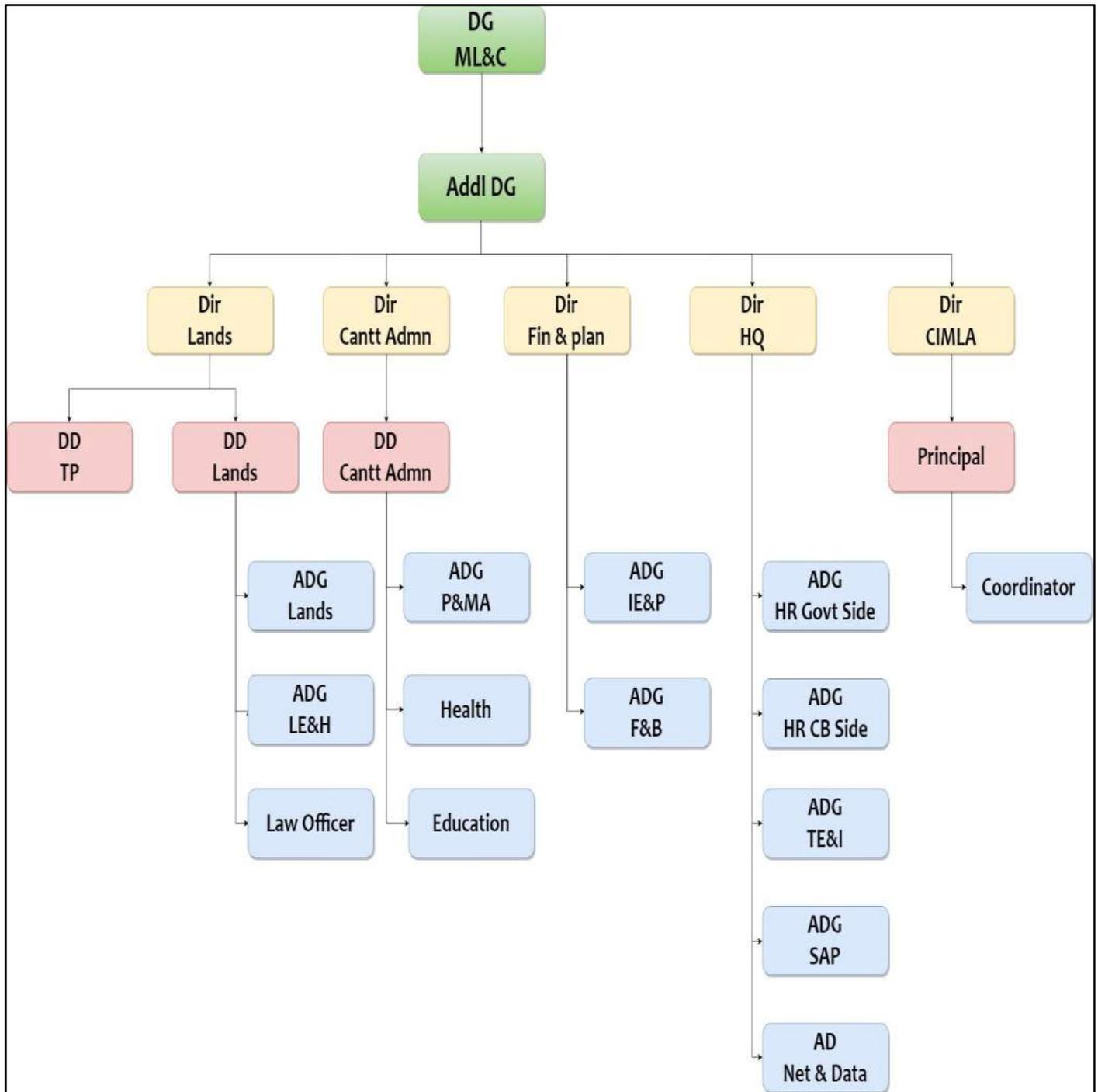
Acquisitioning or requisitioning of property for Defence Services. To defend litigation in the court of law to safeguard the interest of the Govt.

8.4.2 Local self-government

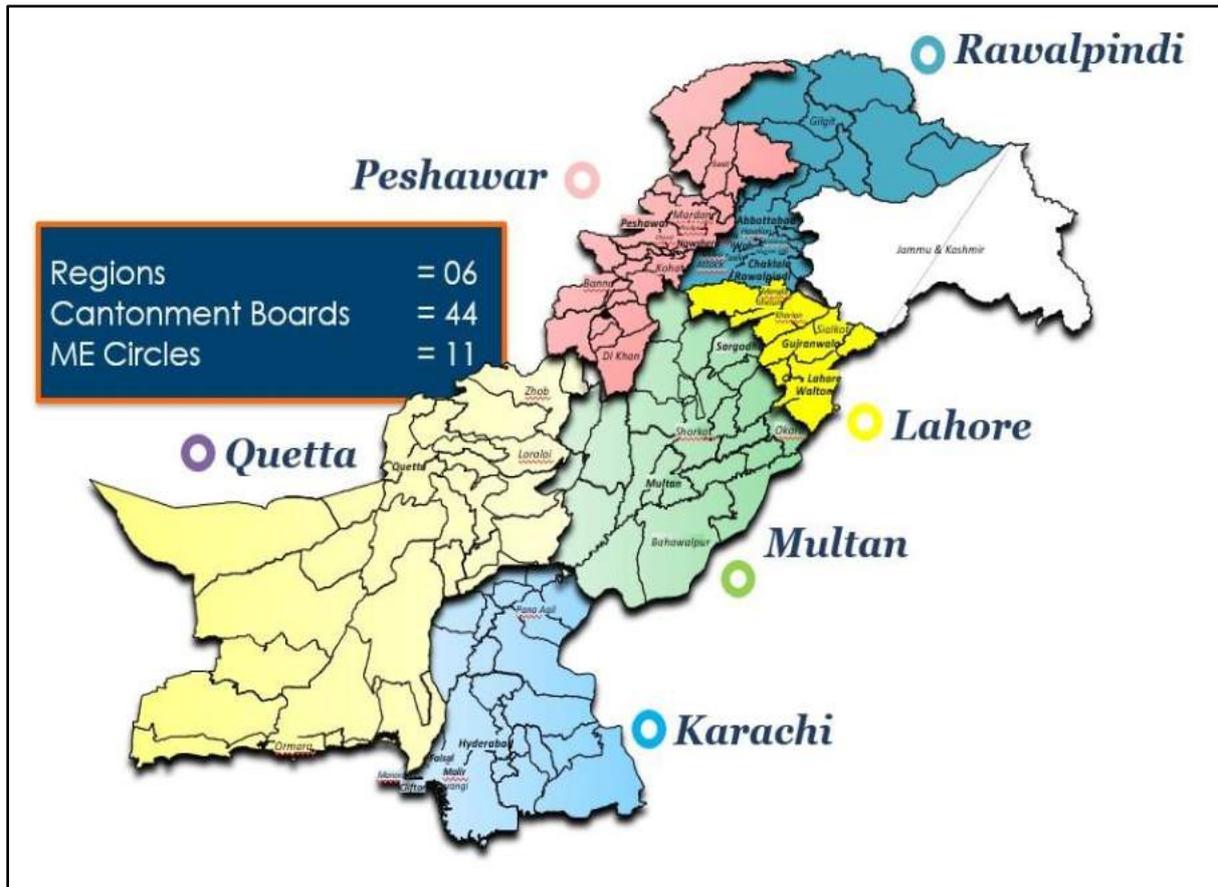
Cantonment Boards are statutory local bodies and perform the following functions:

- 1) Efficient management of the Local Government in CBs
- 2) Preparation of Annual Budget of CB and Revenue collection
- 3) Building control, dev and maintenance of Parks, green belts and road infrastructure
- 4) Provision of civic amenities
- 5) Development works for cantonment residents
- 6) Provision of health facilities
- 7) Provision of education facilities
- 8) Maintenance of hygiene and sanitation
- 9) Taking census in cantonment areas.
- 10) Taking survey of cantonment area

8.5 Organizational Structure



Organogram of HQ ML&C



ML&C Regions on Map of Pakistan

8.6 Achievements

8.6.1 HR Promotions - Cantt Recruitment & Promotion Policy 2020

To turn a given human resource into a galvanized team, it is important to minimize numerous snags adversely affecting their career growth, pay-scales and postings resultantly in feelings of disillusionment, discomfort and lack of motivation. During the last Years few officials were promoted due to non-availability of Recruitment & Promotion Policy. A comprehensive CB Recruitment and Promotion Policy 2019-20 was formulated on the directions of DG ML&C for the first time to provide promotion avenues to all employees of Cantonments. In the new policy, all promotions were linked with successful completion of promotional courses conducted at ML&C Dept's Specialized Training Institute - Cantonment Institute of Municipal and Land Administration (CIMLA), Lahore. During

2019-20, more than 7,529 promotions have been done in different cadres i.e. General Admin, Engineering, Medical, Education, Information Technology, Sanitation, Horticulture, Fire Brigade and Public Relations which required an unprecedented effort from HR Dept of ML&C Dept and firm resolve from senior management. These promotions could not be done in the last 10 years as shown below in the graph due to absence of promotion policy for most of the cadres: -



Cantt Board Employee Promotions' Graph

8.6.2 E-Governance

In line with the Government of Pakistan's e-governance policy, ML&C Dept introduced citizen-centric, Government to Citizen (G2C) approach, which is the primary goal of e-governance. ML&C Dept automated its internal operations through introduction of ML&C Management Information System (MIS) and its external interaction with citizens through development of CBCARE facilitation centers, CBCARE Mobile App and Website Portals to provide hassle free and timely access to services.

8.6.3 Cantonment Board Citizen Assistance & Rapid Execution (CBCARE) Centers

State of the Art CBCARE Centers are equipped with Q-matic systems, public waiting areas, software and other allied services for convenience of residents. These are one window facilitation centers where Cantt Residents can submit their applications and complaints electronically. Separate desks for Senior Citizens, Property Tax, Approval of Building Plans, Birth/ Death and Marriage/ Divorce reg.

CBCARE
Citizens Assistance & Rapid Execution
At Your Service

CBCARE Facilitation Centres

Offering exclusive services under one roof

- State of art facilitation centres
- Courteous and well educated staff
- Waiting area
- Q-matic system
- Assisting you in birth, death and marriage registration, building plans and transfers, health, education, water, cleanliness and tax related issues

TO SERVE IS OUR MOTTO

To ensure its successful implementation, development of CBCARE Centers were monitored by HQ ML&C. All Cantonment Boards were instructed to run public awareness campaigns through print / social media, displaying billboards, posters and banners on main roads, to apprise the

general public about the facility. Data of establishment of CBCARE centers in major Cantonment Boards is given under:

Sr	Name of CB	Date of Establishment (CBCARE Center)	Sr	Name of CB	Date of Establishment (CBCARE Center)
1	CB Walton	26 Nov, 2018	9	CB Sialkot	4 Jan, 2019
2	CB Lahore	26 Nov, 2018	10	CB Wah	4 Feb, 2019
3	CB Rawalpindi	27 Nov, 2018	11	CB Jhelum	12 Feb, 2019
4	CB Malir	12 Dec, 2018	12	CB Sargodha	13 Mar, 2019
5	CB Clifton	13 Dec, 2018	13	CB Multan	11 Apr, 2019
6	CB Nowshera	24 Dec, 2018	14	CB Kharian	6 May, 2019
7	CB Peshawar	26 Dec, 2018	15	CB Faisal	19 June, 2019
8	CB Chaklala	1 Jan, 2019	16	CB Gujranwala	07 Nov, 2019



CBCARE Center - Hyderabad Cantonment Board (waiting area)



CBCARE Center - Gujranwala Cantonment Board

A mobile Application with the name of CBCARE is also available on the Apple Store and Android Play Store. CBCARE android mobile app was launched on google playstore on 27 Dec, 2018 while CBCARE iOS app was launched on 20 March, 2019. Residents can download the application through their iphone / android phones. The Mobile App is integrated with

CBCARE Centers and serves as a complementary channel between Cantt Residents and Cantonment Boards. All applications are time bound and applicants are informed about the progress of submitted applications / complaints through mobile SMS.



CBCARE Mobile App - Awareness Campaign

8.6.4 Website Portals

All Cantonment Boards have made their websites functional during the last year to provide services to its residents. These websites are one stop resource for timely and readily available information. During Corona Virus Pandemic, residents were connected with their respective Cantonment Boards through their websites. The websites are centrally developed and have a standardized Content Management System (CMS) that helps CBs to upload public information easily. CB wise list of websites which was made live during 2019-20 are given below: -

Sr	Name of CB	Website Link	Sr	Name of CB	Website Link
1	Abbottabad	www.cbabbottabad.gov.pk	14	Karachi	www.cbkarachi.gov.pk
2	Havelian	www.cbhavelian.gov.pk	15	Hyderabad	www.cbhyderabad.gov.pk
3	Taxila	www.cbt.gov.pk	16	Malir	www.cbmalir.gov.pk
4	Sanjwal	www.cbsanjwal.gov.pk	17	Korangi	www.cbkorangicreek.gov.pk
5	Attock	www.cbattock.gov.pk	18	Manora	www.cbmanora.gov.pk
6	Murree Hills	www.cbmurree.gov.pk	19	PanoAqil	www.cbpanoaqil.gov.pk
7	CEO Bannu	www.cbbannu.gov.pk	20	Multan	www.cbmultan.gov.pk
8	D.I Khan	www.cbdikhan.gov.pk	21	Sargodha	www.cbsargodha.gov.pk
9	Mardan	www.cbmardan.gov.pk	22	Bahawalpur	www.cbbwp.gov.pk
10	Risalpur	www.risalpur.ccb.gov.pk	23	Shorkot	www.cbshorkot.gov.pk
11	Jhelum	https://cbjhelum.gov.pk	24	Okara	www.cbokara.gov.pk
12	Kharian	www.cbkharian.gov.pk	25	Quetta	www.cbquetta.gov.pk
13	Sialkot	www.cbsialkot.gov.pk			

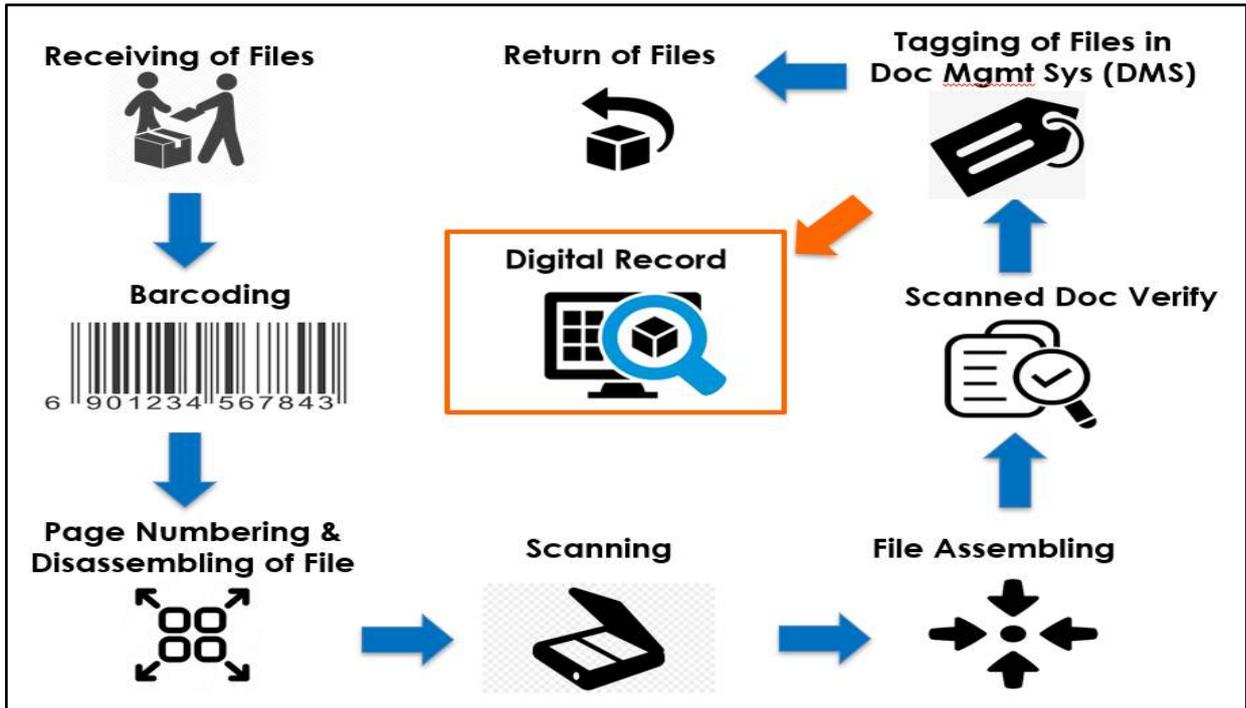


Homepage of Cantonment Board Clifton Website

8.6.5 Digitization of Record

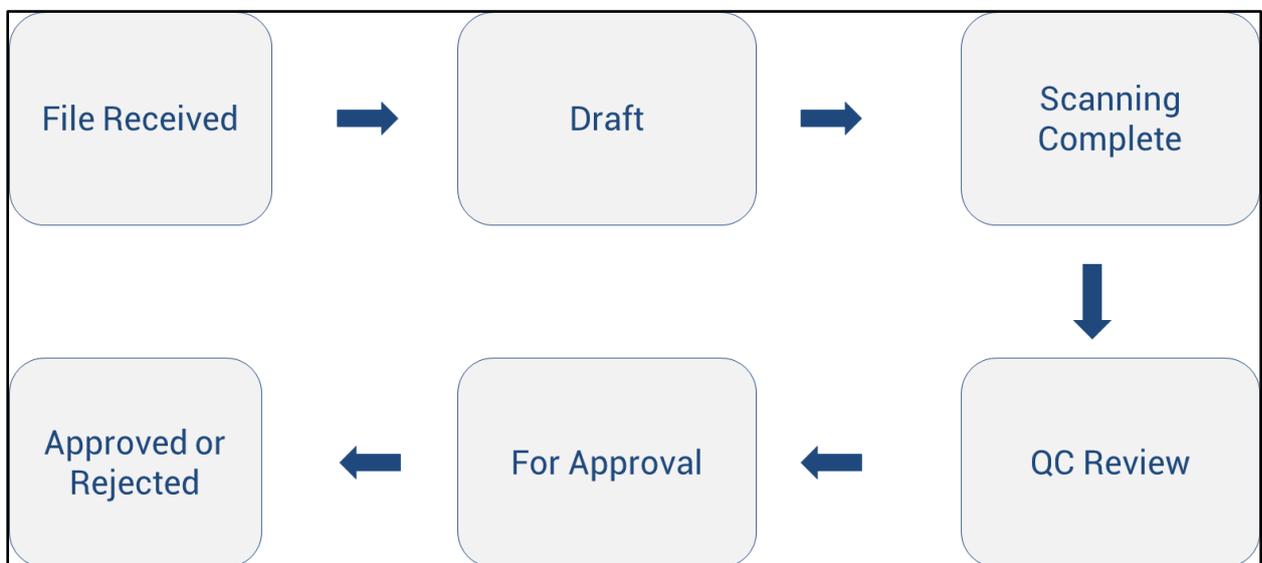
ML&C Deptt undertook a remarkable initiative of digitizing the centuries old record of land and revenue. In this regard, Cantonment Board Chaklala and Military Estate Office Rawalpindi were selected as Pilot Site. Scanning of record of MEO Office Rawalpindi and its uploading in Document Management System (DMS) is completed by May, 2020 while scanning of record in Cantonment Board Chaklala is under process.

This project has immense benefits in the long term as Document Management System (DMS) would enable offices to preserve old artifacts in digital form and retrieve them with one click. It would also enable the office to trace manual fundging (if any) with the record. With the help of OCR (Optical Character Recognition) technology, random search would also be available to find old policy directives, important letters etc.



Scanning of documents - Process flow chart

All the documents once uploaded the document management system will follow the below mentioned process.



Centralized Document Management System - process flow chart

8.6.6 Online Bill Payment Facility

Cantonment Residents were required to deposit computerized bills / challans of respective Cantonment Board in only designated branches of National Bank of Pakistan for timely posting of bills which in present times creates unnecessary hassle for residents. The procedure effected recovery of taxes and fees adversely during lockdowns imposed by the government to handle Corona Virus Pandemic. Keeping this in view, ML&C Dept signed a historic agreement with 1LINK Ltd on 2nd July, 2020 to provide online bill payment facility to residents of cantonments. Now, residents can pay computerized bills issued by Cantonment Boards through any bank's Mobile App, Internet Banking, ATM Switch or OTC (Over the Counter).



(02-07-2020): Mr. Hassan Akhtar Mirza (Director HQ) and Mr. Bashir Khan (COO) 1Link signing the contract agreement in the presence of DG ML&C Dept Maj Gen Hasnat Amir Gillani

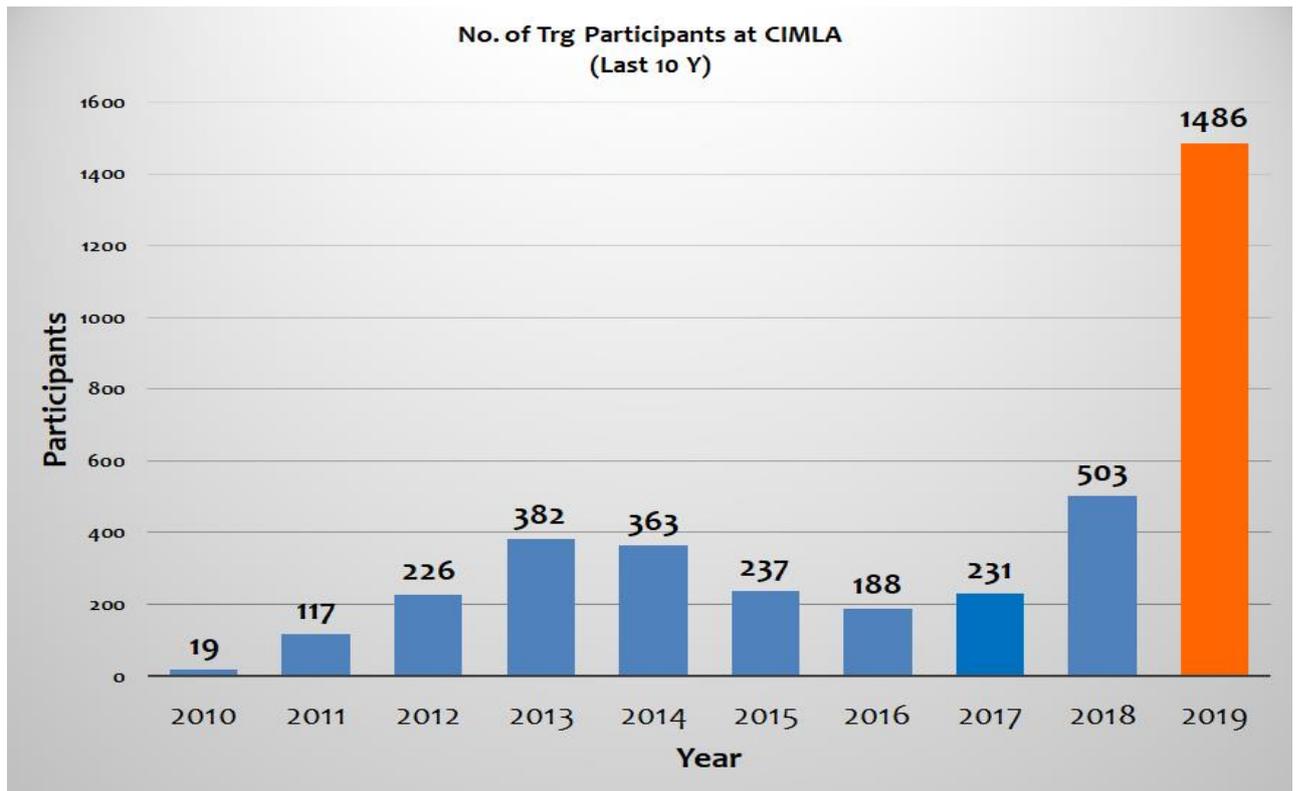


Online Bill Payment Facility - Awareness Campaign

8.6.7 Capacity Building Of Human Resource

Functions of ML&C Deptt. has multiplied in a complex challenging urban environment where training, research, critical and analytical thinking have gained importance. With over 5 Million population living in cantonments, the goodwill can only be earned on good governance, efficient working, cutting edge financial management and optimum use of IT. Officers and staff of ML&C Deptt. needs to be equipped with modern knowledge, techniques. international best practices.

In 2009, a State of Art building was constructed at Lahore for CIMLA. It is providing training to the officers and officials of ML&C Deptt. A Specialized Training Programme for probationary officers of ML&C Dept is being run by the institute. Refresher courses for officers & officials are also being organized throughout the year. In 2019, all promotions of Cantonment Board's employees have also been linked with the mandatory promotional courses being organized by CIMLA. Beside it, the institute also organizes lectures to inculcate motivation and team spirit among participants.. Summary of courses held at CIMLA during last ten years:



No Courses Held during last 10 years - CIMLA



(CIMLA) Cantonment Institutes of Municipal and Land Administration

Deputation (BS-21)	Home Station	Current Station	Joining at Present Posting
Age (59Y - 9M - 9D) DOB : 01-11-1960 DOR : 01-11-2020 Date of Appointment : 08-12-1990	Abadshair	Headquarters ML&C	03-Mar-2017
Priority City 1	Priority City 2	Priority City 3	
Not Added Yet	Not Added Yet	Not Added Yet	
<u>Compassion/Disabilities :</u>			
HQ ML&C - Senior Joint Secretary	3Y - 5M - 8D		
Deputation	5Y - 11M - 5D		
Quetta Regional Office	0Y - 3M - 27D		
HQ ML&C - Director	0Y - 0M - 27D		
Training	1Y - 1M - 5D		
Training	0Y - 4M - 22D		
Walton	1Y - 7M - 30D		
Chaklala	4Y - 5M - 1D		
Nowshera	1Y - 0M - 23D		
Malir	1Y - 10M - 8D		
Clifton	0Y - 5M - 1D		
Manora	0Y - 3M - 8D		
Rawalpindi	0Y - 11M - 15D		
HQ ML&C - Assistant Director General	1Y - 0M - 11D		
HQ ML&C - Assistant Director General	0Y - 6M - 27D		

Posting Profile - ML&C MIS

8.6.8 Upgradation in Cantonment Public Health System

ML&C Dept, Healthcare System comprises Cantt. General Hospitals (CGH) & Dispensaries. A present total of 15 Cantonment General Hospitals and 57 Dispensaries are operational in different Cantonments which are spread throughout the country and providing basic healthcare facilities to their employees, dependents and general public residing in respective cantonments. These services include pharmacies, emergency, diagnostic, therapeutic, surgical, OPD, IPD, rehabilitation, L&D, family welfare & planning, expanded program for Immunization & polio vaccination.

Upgradation of CGH Rawalpindi includes establishment of major facilities of state-of-the-art Diagnostic setups like Pathology Labs, Radiology setups, Physiotherapy, Dermatology, ophthalmology, Dental Departments, MOT Complex with five latest Modular OT, MICU, PICU, NICU & integrated with CSSD and Hospital Hygienic Laundry, Boilers & Hospital waste Incinerator etc have been successfully completed. The hospital was inaugurated by the Honorable Prime Minister of Pakistan Mr. Imran Khan

on 01 Apr 2020. It was an historic day in the history of ML&C Dept as upgradation of the hospital during Corona Virus Pandemic was needed for the hour. The Prime Minister of Pakistan highly appreciated the efforts and paid tribute to the Medical Doctors and Paramedics working day night during the Corona Virus Pandemic.



Highlights of visit of honorable Prime Minister of Pakistan to CGH Rawalpindi



Revamped building of Cantonment General Hospital Rawalpindi

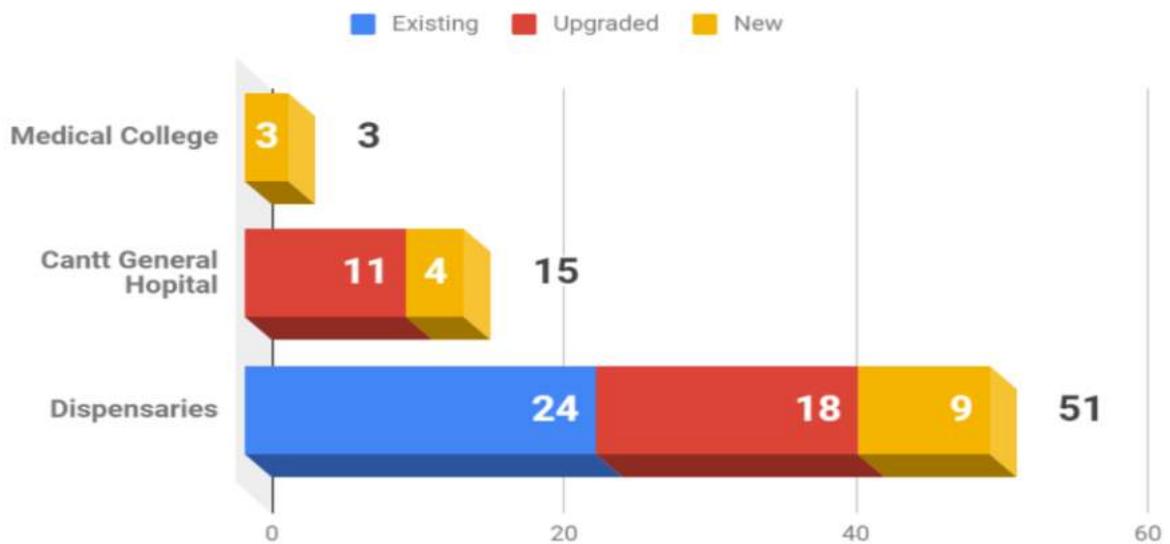


CBC Elaaj - Clifton Cantt

Similarly, Construction of buildings of CGH Lahore and procurement of Medical College equipment /items is also under progress. 80% of CGH Peshawar building has been completed. Upgradation of CGH Nowshera from 20 beds to 50 Bedded Hospital is also underway & its grey

structure is near completion. Procurement of its electro medical equipment 20 bedded CBC Elaj at Clifton is near completion. A Gynae ward is also under construction in Cantonment General Hospital Malir during FY 2019-2020. 7 x new dispensaries have been established in Cantonment Boards i.e. Three in CB Chaklala, One each in CB Abbottabad, Gujranwala, Sialkot & Bahawalpur. Summary regarding revamping & upgradation of healthcare facilities is given below:-

Cantt Public Health Facilities (Summary)



Summary - ML&C Health Facilities



Cantt Board Institute of Medical Science (CBIMS) - Lahore

8.6.8 Measures Undertaken by CBs to Mitigate Spread of Corona Virus (Covid-19)

ML&C Dept issued SOPs for taking measures against Corona Virus Pandemic to all Cantt General Hospitals & Dispensaries: -

- 1) Filter clinics were established to separate Corona patients for testing and disposal.
- 2) OPD is restricted to prevent infections in hospitals.
- 3) Provision of Testing kits to CBs to enhance capacity of Testing.
- 4) Establishment of Screening centers in CGHs & Dispensaries.
- 5) Procurement of EM Equipment & PPEs for all Cantt Hospitals & Dispensaries
- 6) Daily disinfection/Spraying of chemicals & Chlorine solutions in Hospital

PUBLIC ANNOUNCEMENT

Dear Residents,

In the wake of Corona Virus (COVID19) pandemic, **public dealing is banned** in Cantonment Boards, Military Estate Circles and Headquarters of ML&C Dept till further orders

Residents are requested to contact relevant office in case of emergency through:



CBCARE Mobile App
(Ios & Android)



Contact nos. of offices (CBs)
available at mlc.gov.pk/contacts

CORONA VIRUS

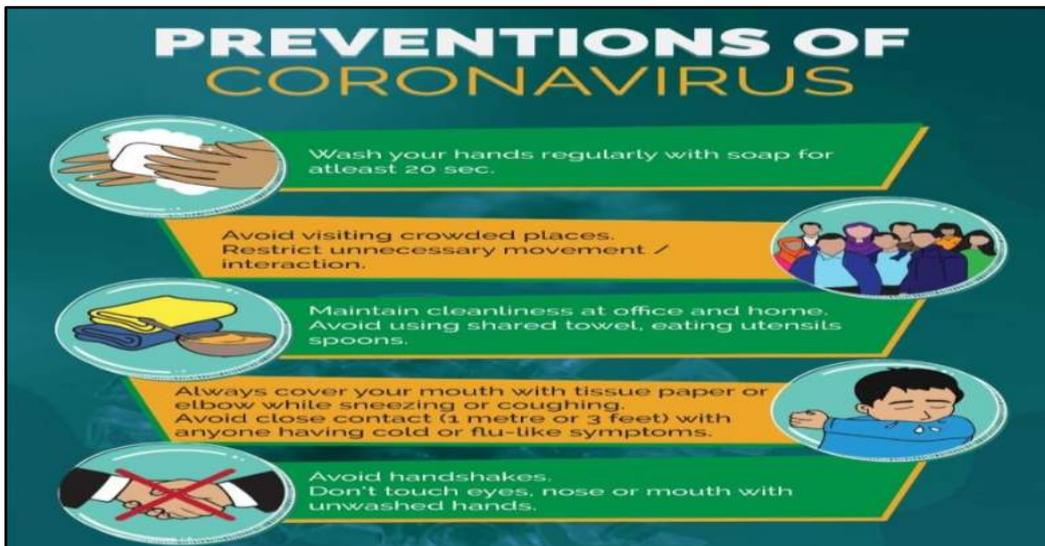
IS IT CORONA VIRUS OR NOT

	FLU	ALLERGY	COVID - 19
Cough	✓	✓	
Dry Cough			✓
Headache	✓		
Runny Nose	✓	✓	
Itchy/red eyes		✓	
Sneezing		✓	
Sudden Fever	✓		
Fever			✓
Difficulty Breathing			✓
Sore Throat	✓		
Muscle/Joint pain	✓		

In case of COVID 19 symptoms, plz call at National Health Services Helpline 1166

Awareness Campaigns regarding Corona Virus Pandemic

CGH Rwp being the Center of Excellence of ML&C Dept, established 50 bedded isolation wards for suspected Covid-19 patients for both males and females. Awareness Campaigns run through posters, banners, website announcements and social media posts to apprise the general public about necessary steps to guard against the spread of Corona Virus. PCR lab at CGH Rawalpindi is also being established for better diagnostic / testing of Corona Virus Patients. Special Ambulance service is deputed for transportation of Corona Virus patients to other centers for detailed treatment & analysis.



Awareness Campaigns regarding Corona Virus Pandemic

8.6.9 Upgradation In Cantonment Public Education System

Cantt Public Education Institutes (CPEIs) are providing a modern learning environment and education to approximately over 25,000 students throughout the country. CPEIs have inducted young, motivated faculty and introduced new syllabus. The Action Plan for Education 2017-2020 sets out our Statement of Strategy with a high-level ambition for Cantt Public Education and Training Institutes, of becoming the best education and training service in all Cantonments. Derived from the 2017-2020 strategy and plan, the annual action plan 2019/20 sets out, actions specifically targeted to achieve our goals to:

- 1) Consolidate newly established/upgraded educational Institutes.
- 2) Improve the learning experience and the success of learners.
- 3) Improve the progress of learners with special educational needs.
- 4) Provide relevant SOPs/guidance to all concerned for an effective teaching learning process.
- 5) Help those delivering education services to continually improve.
- 6) Build stronger bridges between education and the community.



WSDI Bahawalpur



WSDI Bahawalpur



Cooking Class at WSDI Abbottabad



Sewing Class at WSDI Hyderabad

Women Skill Development Institutes

Significant activities in education sector, during the preceding year, are:

- 1) Establishment of separate Education Directorate
- 2) Two modern Montessoris are established at Clifton & Nowshera
- 3) Establishment of Women Skill Development Institutes (WSDIs) at Sialkot & Nowshera
- 4) Revision of curriculum to make it in line with National Curriculum. In addition, teaching of Naazra Quran is introduced till 5th Class.
- 5) A comprehensive booklet covering aspects related to the grooming of children were designed and issued to all CPEIs.
- 6) Periodic teachers' training sessions were organized throughout the year.
- 7) Inter Houses Competitions and Sports Week at institution level.
- 8) Inter and Intra Regions' Competitions which included Qirat and Naat Competitions, English and Urdu debates and Sports Gala for boys and girls separately.
- 9) 1st All Pakistan Annual Prize Distribution Ceremony was organized at HQ ML&C to pay tribute to the outstanding Principals and shining students.



CB Public Girls High School & College - Walton Cantonment



CB Public Girls High School & College Bahawalpur Cantonment



CB Nowshera



CB Hyderabad



CB Chaklala



CB Walton

Monthly Open House

8.6.11 Clean & Green Cantonments

It is necessary to maintain fresh air and a pollution free atmosphere as the environment is common for all humans and other living beings. It's a common responsibility of the municipal body as well as residents. To ensure it, Cantonment Boards deploy maximum resources for cleanliness work and also plan multiple awareness campaigns throughout the year to highlight its importance to residents. Moreover, other efforts are regularly being done to mitigate disease like dengue, malaria etc



Clean & Green Cantonment Awareness Campaign in Walton Cantonment



Top View of Nishan-e-Pakistan Park - Clifton Cantonment



Rahat Park - Clifton Cantonment



Presidency Park - Chaklala Cantonment



Improvement of Cavalry Park - Walton Cantonment

8.6.12 Sanitation Services

During this year, multiple Cantonment Boards initiated a Solid Waste Management System which was appreciated by the public in large. Residents were educated about Solid Waste Management to make it a success. Presently, it is operational in major Cantonment Boards.



Desilting of Sewerage Line at Khayaban-e-Shaheen DHA - Clifton Cantonment



Sanitation Vehicle Fleet, Mechanical Sweeper & Compactor - CBC



Pasting of Flex on Garbage Points - Chaklala Cantonment

8.6.13 Development Works

Cantonment Boards plan development works every year in their budget estimates which are then executed throughout the year as per the availability of funds. These projects include establishment of filtration plants, pcc/ tuff tilling of streets, construction and maintenance of roads, cleaning of nullahs, development of parks etc.



Traffic Engineering - Construction of U-Turn in order to control Traffic Flow by Cantonment Board Walton



Maintenance of Roads - Clifton Cantonment Board

8.6.13 Sewerage System

Sanitation generally refers to the provision of facilities and services for the safe disposal of human urine and feces. This includes the Development, maintenance & Repair of Sewerage System.



*Development of Waste Disposal Station
at Lahore Cantonment*

8.6.14 Water Supply

Cantonment Boards of Pakistan are providing water supply services to the residents of Cantonments with the help of water supply network, Tube Wells, Filtration Plants and underground / overhead water tanks



Tube well at Askari-III - Chaklala Cantonment Board



Water Filtration Plant at Lalkurti - Chaklala Cantonment Board

8.6.15 Lighting



Ch Khaliq uz Zaman Road - Clifton Cantonment

8.6.16 Future Projects

ML&C Deptt is striving hard to improve public service delivery in cantonments and management of Defence Lands. Following initiatives have been undertaken in 2020-21:

S#	Projects	Total Cost (M)
1	Upgradation of Cantt General Hospital Peshawar from 50 to 500 bedded hospital	283
2	Establishment of CBIMS (Cantt Board Institute of Medical Sciences) at Rawalpindi	550
3	Construction of 500 bedded Cantt General Teaching hospital in Lahore Cantt	1750
4	Establishment of CBIMS (Cantt Board Institute of Medical Sciences) at Lahore	500
5	Establishment of Beach at Clifton Cantt	250
6	Establishment of Beach at Manora Cantt	30
7	Construction of 50 bedded Cantt General Hospital Nowshera	267
8	Upgradation of CB Dispensary to Maternity Home at CB Clifton	100
9	Establishment of CB Hospital / Maternity Center at Sialkot Cantt	49.8
10	Upgradation of High Secondary School at CB Quetta	82

8.7 Health

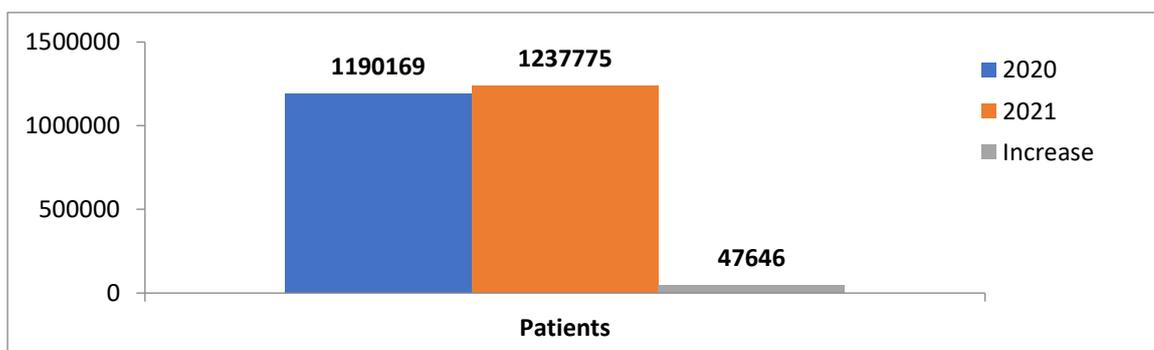
8.7.1 Detail of Activities, Achievements and Progress During the Proceeding Financial Year

Ser	Activity/Achievement	Progress
a.	Upgradation/construction of hospitals, maternity centers and dispensaries	<ul style="list-style-type: none"> - CGHs Lahore, Rawalpindi, Peshawar and Nowshera are under construction. - Maternity Centers at Sialkot and Malir. - CB Dispensaries at Gujranwala, Jhelum, Sialkot and Bahawalpur have been established.

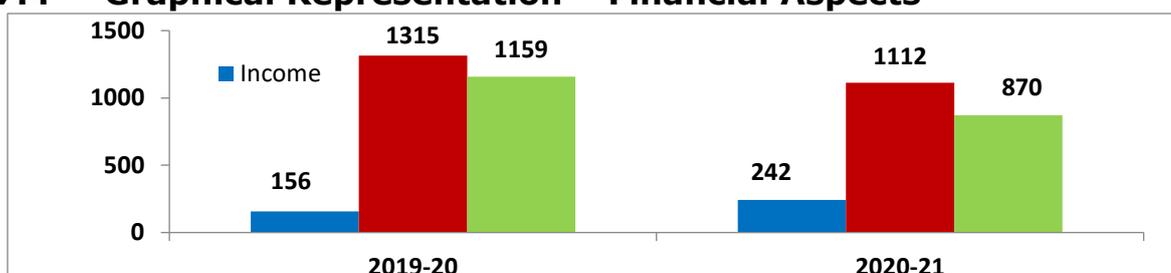
8.7.2 Relevant Statistics

Ser	Detail	State		Remarks
		Till FY 2019/20	Estb in FY 2020/21	
a.	CGH	5	4	Under construction
b.	Maternity Centers	2	2	
b.	Dispensaries	59	4	
c.	Average OPD/ Year	1190169	1237775	

8.7.3 Graphical Representation – Patients



8.7.4 Graphical Representation – Financial Aspects



8.7.5 Pictures with Captions

- a. **CGH Rawalpindi**



- b. **CGH Peshawar**



- c. **CGH Nowshera Cantt.**



- d. **CGH Lahore Cantt.**



e. **Maternity Center Sialkot Cantt**



f. **Maternity Center Malir Cantt**



g. **CB Dispensary Regiment Bazaar Sialkot Cantt.**



h. **CB Dispensary Jhelum Cantt.**



i. **CB Dispensary Kashmir Colony Gujranwala Cantt.**



9 Inter Services Organizations (ISOs)

Inter Services organizations are also an integral part of Ministry of Defence and their administrative, budgetary and other related matters are handled in the Defence Division. Official business emanating from each inter Services organization is being separately handled by a particular Wing/Section in the Defence Division. The following are the Inter Services Organizations which fall under the control of Ministry of Defence:-

1. Joint Staff Headquarters (JSHQ).
2. National Defence University (NDU)
3. Directorate General, Inter Services Intelligence (Dte Gen, ISI)
4. Inter Services Public Relations (ISPR)
5. Inter Services Selection Board (ISSB)
6. Director Medical Services (DMS)
