

**GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION**

Subject: **INSTRUCTIONS FOR SUBMISSION OF CASES FOR THE PRIME MINISTER**

The Prime Minister's Office has observed that cases submitted to the Prime Minister are not in conformity with the procedure prescribed in Rules of Business, 1973. Rule 15 provides the manner of submission of reference to the Prime Minister and inter-alia states that a summary submitted to the Prime Minister for his orders shall be on the same lines as those prescribed for a summary for the Cabinet. As per instructions circulated by the Cabinet Division from time to time, a summary for the Cabinet must bear the initials of the Secretary/Additional Secretary In-charge and all annexures to the summary shall be duly verified/attested by an officer not below the rank of a Deputy Secretary/ BS-19. These essential requirements are not being complied with by the Ministries/Divisions while submitting cases to the Prime Minister.

2. The Ministries/Divisions are, therefore, requested to strictly comply with Rules of Business, 1973, and instructions issued by the Cabinet Division, while submitting cases to the Prime Minister.



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

Secretaries / Additional Secretaries In-charge of Ministries / Divisions
Cabinet Division's u.o. No. 7-1/2022-Min.I, dated 5th September, 2022

Copy for information to the:

Secretary to the Prime Minister, Islamabad with reference to u.o. no No.698/DS(EA-III)/2022 dated 9th September, 2022.