

**IMMEDIATE**

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
CABINET DIVISION  
★ ★ ★

Subject: **SUBMISSION OF CASES TO THE SECRETARIES' COMMITTEE**

In order to facilitate the Ministries/Divisions in the preparation of Working Paper for Secretaries' Committee, Cabinet Division **has compiled a set of instructions** in terms of rule 9(4) of the Rules of Business 1973, which are produced below:

- (i) **A Division, a Minister or the Prime Minister** may refer a case to the Secretaries' Committee for discussion, in which the **experience and collective wisdom** of the senior officers could be consulted, to the benefit of the subject under consideration.
- (ii) Cases referred to the Secretaries' Committee should be impersonal in nature and cases of individual benefits or benefit for a particular group should not be referred to the Secretaries Committee.
- (iii) If a case concerns more than one Division, the Working Paper should not be submitted to the Cabinet Division unless **all the Divisions concerned have been consulted** and their views/comments, whether positive or negative, are clearly reflected in the Working Paper.
- (iv) For inclusion of a case in the agenda of a Secretaries' Committee meeting, the working paper (55 Copies), complete in all respects, is required to reach the Cabinet Division at least **seven clear days in advance of the meeting**. The Cabinet Division will not accept any working paper received after this period.
- (v) The Working paper must give sufficient background/history and explain the proposal comprehensively.
- (vi) Use of abbreviations must conform to the prescribed manner.
- (vii) Annexures are required to be relevant and in order.

2. Template of the Working Paper for the Secretaries' Committee is enclosed as **Annex**.

Encls: as above



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All Secretaries/Additional Secretaries-in-Charge of the Divisions  
Cabinet Division's u. o. note No.F.2-3/2008-Cab, dated 21<sup>st</sup> June 2018

**(OUTLINE OF THE WORKING PAPER FOR THE  
SECRETARIES' COMMITTEE)**

No. (File number)  
GOVERNMENT OF PAKISTAN  
NAME OF MINISTRY/DIVISION/OFFICE  
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**WORKING PAPER  
FOR THE SECRETARIES' COMMITTEE MEETING**

Subject: **(It should coincide with the proposal of the working paper)**

**(Background of the case)**

2. **(Relevant facts** of the case and point for decision/recommendation)

3. A separate paragraph is required to be inserted stating that **consultations** with relevant Ministries/Divisions have been made *in terms of rule-8 of the Rules of Business, 1973*. In case Ministries or Divisions have expressed divergent views, their viewpoint may be clearly spelled out in the working paper. Views/comments of relevant Ministries Division are required to be annexed to the summary.

4. **Proposal** in working paper **should be highlighted in bold letters.**

5. Approval of the Secretaries' Committee is solicited to the proposal contained in para (4 in this case) above.

Place and date of working paper  
e.g. Islamabad, the 21<sup>st</sup> June, 2018  
(date of the working paper and of the forwarding letter must be the same)

Name & Designation of  
Secretary/  
Additional Secretary (Inch)

Note:

- Working paper should not exceed **two pages**.
- Annexes should be mentioned in the working paper and should be serially numbered e.g. Annex-I, Annex-II etc.