

GOVERNMENT OF PAKISTAN  
STATISTICS DIVISION  
**PAKISTAN BUREAU OF STATISTICS**  
ISLAMABAD

PBS.IBD.1(5)2018-Admn

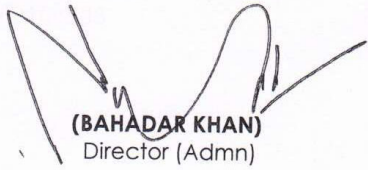
Dated: 15-03-2019

**CIRCULAR**

It has been observed that cases are submitted and notes are recorded in incomplete form along with several deficiencies which is required in formal noting/drafting. Secretary/Chief Statistician has shown displeasure on submission of incomplete cases that are initiated without referencing/rules and annexing relevant documents. She has desired that cases may be put up in form of self contained note along with rules/relevant documents and adhere instructions issued in pursuance of Rule 5(15) of the Rules of Business, 1973 while recording of notes and preparation of draft. It is further mentioned that in cases where a formal note is required, it shall be in form of statement of a case showing in detail, according to the importance and its stage by keeping in view the following procedures.

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- i. the question for consideration
  - ii. the circumstances leading up to it
  - iii. the clear cut pictures ,the rules and precedent bearing upon it
  - iv. proposal for action
2. All concerned are requested to ensure strict compliance of above instructions in true letter and spirit.
  3. This issues with the approval of Member (RM).

  
**(BAHADAR KHAN)**  
Director (Admn)

**Distribution:**

1. SPS to Secretary, Statistics Division Islamabad
2. All Members, PBS Islamabad.
3. All Directors, PBS Islamabad.
4. All Section Incharges, PBS,Islamabad