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(1)

GOVERNMENT OF N.W.F.P.  
ESTABLISHMENT & ADMINISTRATION DEPARTMENT  
(REGULATION WING)

NO. SOR-I(E&AD)1-200/98,  
Dated Peshawar the 8<sup>TH</sup> June /2001

To

- 1) All Administrative Secretaries in NWFP.
- 2) The Secretary to Governor, N.W.F.P.
- 3) All Commissioners in N.W.F.P.
- 4) All Heads of Attached Department in N.W.F.P.
- 5) All Heads of Autonomous/Semi-Autonomous Bodies in NWFP.
- 6) The Registrar, Peshawar High Court, Peshawar.
- 7) All Districts & Session Judges in NWFP.
- 8) All Deputy Commissioners/Political Agents in NWFP.
- 9) The Secretary, NWFP Public Service Commission, Peshawar.
- 10) The Director, Anti-Corruption Establishment, Peshawar.
- 11) The Registrar, NWFP Service Tribunal, Peshawar.

SUBJECT. POLICY FOR DECLARING GOVERNMENT SERVANT AS SURPLUS AND THEIR SUBSEQUENT ABSORPTION/ ADJUSTMENT

Sir,

I am directed to refer to the subject noted above and to say that the Provincial Government has been pleased to make the following policy for absorption/adjustment of Government Servants declared as surplus in view of the transition of District System and resultant re-structuring of the Government Organizations/Departments etc:

1. POWER WITH REGARD TO THE DECLARATION OF POSTS AS SURPLUS.

The Finance Department in consultation with Department concerned and with the approval of competent authority would decide with regard to the declaration of a particular organization, set up or individual post as redundant or inessential.

2. CREATION OF SURPLUS POOL.

There will be a surplus pools cell in the E&AD. After abolition of such posts in the concerned department, duly notified by the Finance Department, equal number of posts in the corresponding basic pay scales would be created in the E&AD for the purpose of drawl of pay and allowances etc by the employees declared surplus as such.

3. IMPLEMENTATION/MONITORING CELL.

For the purpose of coordination and to ensure proper and expeditious adjustment / absorption of surplus staff, the Government of NWFP has been pleased to constitute the following committee:-

- |  |       |           |
|--|-------|-----------|
| a. Additional Secretary (Establishment) E&AD | ..... | Chairman. |
| b. Deputy Secretary LG& RD Department.       | ..... | Member.   |
| c. Deputy Secretary Finance Department.      | ..... | Member.   |
| d. Deputy Secretary (Establishment) E&AD.    | ..... | Secretary |

4. CRITERIA FOR DECLARING A GOVERNMENT SERVANT AS SURPLUS AS A RESULT OF ABOLITION OF POST.

Consequent upon the abolition of a post in a particular cadre of a department, the junior most employee in that cadre would be declared as surplus. Such posts should be abolished in the respective departments and created in the surplus pool as indicated in para 2 above for the purpose of drawl of pay and allowances and also for consideration for subsequent adjustment

5. PROCEDURE FOR ADJUSTMENT OF SURPLUS EMPLOYEES.

Notwithstanding anything contained in any other law, rules or regulation to the contrary, for the time being in force, the following procedure for the adjustment of surplus staff would be followed:-

- (a) Before transferring an employee to the surplus pool, he should be given option by the concerned department
- (i) to proceed on retirement with normal retiring benefits under the existing rules;
- OR
- (ii) to opt for readjustment/absorption against a future vacancy of his status/BPS which may not necessarily be in his original cadre/department.
- (b) Those who opt for retirement would be entitled for usual pension and gratuity according to the existing Government Servants Pension and Gratuity Rules of the Provincial Government. Those who opt for absorption/re-adjustment, a category-wise seniority list will be caused in the Surplus Pool for their gradual adjustment against the future vacancies as and when occurred in any of the Government Departments. These adjustment shall be on seniority-cum-fitness basis. For this purpose the seniority list will be caused category-wise with reference to their respective dates of appointment in the cadre. In case where dates of appointment of two or more persons are the same, the person older in age shall rank senior and shall be adjusted first.
- (c) Adjustment shall be made on vacant post pertaining to initial recruitment quota from those in the surplus pool in the following manner: -
- (i) In case of occurrence of vacancies in their corresponding posts in any Government Department/Organization, the senior most employee in the surplus pool should be adjusted first
- (ii) In case of cross cadre adjustment, the persons with such minimum qualification as prescribed in the relevant Service Rules for the post in question shall be adjusted keeping in view their seniority position.
- (iii) If an employee possess the basic academic qualification but lacks the professional/technical qualification, he may be adjusted against such post subject to imparting the requisite training.
- (iv) (a) The surplus employees holding such posts which fall to promotion quota in about all the Departments, he shall remain in the surplus pool till the availability of a post in the parent department.

OR

- (b) Where no equivalent post is available the civil servant may be offered a lower post in such manner, and subject to such conditions, as may be prescribed and where such civil servant is appointed to a lower post the pay being drawn by him in the post immediately proceeding his appointment to a lower post shall remain protected.

- (d) If no suitable person is available in the surplus pool to be adjusted against the vacant/revived post, such a post would be filled up by initial recruitment in the prescribed manner after getting clearance from the E&AD.
- (e) Surplus staff should be adjusted preferably in their home District(s). If not possible, then within the same Division, if staff is adjusted away from their District of Domicile in the first instance then on availability of post they should be considered for adjustment near to their home station.
- (f) To facilitate the adjustment of surplus staff, it will be incumbent upon the Administrative Department to take up the case with Finance Department for revival of the essential posts so retrenched as a result of general directive issued by Finance Department from time to time, giving cogent reasons/justification. Against the resultant revival/restoration of the post, the concerned Department will place a requisition on the E&AD for transferring of a suitable surplus employee against the said post.
- (g) Unless the surplus employees in Class-IV are fully adjusted/absorbed against their respective graded posts in various Government Department/Organizations, the general policy of the Finance Department regarding conversion of BPS-1 & 2 posts to posts in fixed salary @ Rs. 2000/- per month for contractual appointed should be restricted to the above extent.

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#### FIXATION OF SENIORITY

The inter-se seniority of the surplus employees after their adjustment in various Department will be determined according to the following principles:-

- (a) In case a surplus employee could be adjusted in the respective cadre of his parent department he shall regain his original seniority in that cadre.
- (b) In case, however, he is adjusted in his respective cadre but in a Department other than his parent Department, he shall be placed at the bottom of seniority list of that cadre.
- (c) In case of his adjustment against a post in a corresponding basic pay scale with different designation/nomenclature of the post, either in his parent department or in any other department, he will be placed at the bottom of seniority list.

#### NOTE:-

In case the officer/official declines to be adjusted/absorbed in the above manner in accordance with the priority fixed as per his seniority in the integrated list, he shall lose the facility/right of adjustment/absorption and would be required to opt for premature retirement from Government service.

Provided that if he does not fulfill the requisite qualifying service for premature retirement he may be compulsorily retired from service by the competent authority

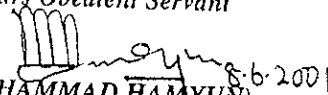
7.

#### COMPETENT AUTHORITY TO NOTIFY/ORDER ADJUSTMENT/ ABSORPTION.

After the transfer of services of surplus employee to a Department for adjustment/absorption against a vacant/revived post, the Competent Authority to notify/order his absorption/adjustment, shall be the respective appointing authority under the relevant rules for the post.

Provided that the decision of adjustment/absorption of surplus employees by the E&AD shall be binding upon the respective appointing authorities.

Yours Obedient Servant

  
(MUHAMMAD HAMAYUN)

8.6.2001  
ADDITIONAL SECRETARY (REGULATION)

Endst even No. & date

Copy forwarded to the:-

1. COS HQ, 11 Corps, Peshawar Cantt:
2. HQ PMCS C/O HQ Engineer 11 Corps, Peshawar Cantt:
3. All Addl/Deputy Secretaries in (Establishment) E&AD.
4. Deputy Secretary (Admn) E&AD.
5. Director, STI, Benevolent Fund Building, Peshawar.
6. The Accountant General, NWFP, Peshawar.
7. Deputy Secretary Benevolent Fund Cell, E&AD.
8. All District Accounts Officers in NWFP.

  
(GHULAM JILANI ASIF)  
DEPUTY SECRETARY (REG-1)

Endst: even No. & date

Copy forwarded to:-

1. All Section Officers in (Establishment) E&AD.
2. All Section Officer in General Administration E&AD.
3. The Estate Officer, E&AD.
4. PS to Chief Secretary, NWFP.
5. PS to Secretary (Establishment) E&AD.
6. PS to Secretary (General Administration) E&AD.
7. Librarian, E&AD.

  
SECTION OFFICER (REG-1)

(2)

GOVERNMENT OF NWFP  
ESTABLISHMENT & ADMINISTRATION DEPTT

(REGULATION WING)

NO.SOR-I(S&GAD)1-200/98(Vol.I)  
Dated Peshawar the 13<sup>th</sup> August, 2001

To

- 1. All the Administrative Secretaries to Government of NWFP.
- 2. Secretary to Governor, NWFP.
- 3. All Head of Attached Departments in NWFP.
- 4. All the District Coordination Officers in NWFP.

Subject: DECISIONS OF THE MEETING OF CHIEF SECRETARY WITH DISTRICT COORDINATION OFFICERS, ON THE ISSUE OF SURPLUS POOL.

Sir,

I am directed to refer to the subject cited above and to say that a meeting was held on 4.8.2001 in the Cabinet Room Civil Secretariat under the chairmanship of Chief Secretary, NWFP to discuss the issues relating to adjustment of employees rendered surplus due to restructuring of the Government Departments and Devolution of Power Plan, 2000. The following decisions were taken in the said meeting:-

- i) Administrative Departments may reconsider adjustments already made against the available posts at District level. The guiding principle for reviewing the adjustment would be aimed at avoiding dislocation of the employees to the possible extent.
- ii) The DCOs will maintain the surplus pool of the employees, declares surplus in the District cadres and their subsequent adjustment against the vacant posts (District Cadres). It must be ensured that only the junior most employees in the scale in the cadre be declared surplus. At the stage of adjustment of Class-IV posts, the senior most be adjusted first. However, for other posts besides seniority, the background of the individual and requisite experience of the posts shall be kept in view. The surplus pool of Divisional cadres be maintained by the DCOs posted at divisional headquarters.
- iii) The surplus pool of the employees of the Head Offices be maintained by the Head of the concerned Attached Department. Declaring employees surplus and their subsequent adjustment be made strictly according to the spirit of the policy of the Provincial Government issued vide circular letter No.SORI(S&GAD)1-200/98, dated 8.6.2001.
- iv) The surplus pool of the Secretariat be maintained by the Establishment Department in consultation with the Department concerned.
- v) The salaries of the surplus employees be disbursed through their relevant offices for the time being.

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- vi) It was also felt that the sanctioned staff for the office of DCO and other offices is not sufficient. The ministerial staff has no appropriate tiers for the purpose of control and promotion i.e. Senior Clerk and Superintendent etc. The post of Chowkidar/Sweeper does not exist in the office of DCOs and other offices. Even the other required staff does not meet the bare minimum. The DCOs will, therefore, forward the required proposal for consideration of Finance Department. The budget for the same can be arranged from the available savings due to phasing away of magistracy etc.
- vii) The LG&RD Department may reconsider the adjustment of the employees of the Local Council Board, so as to find out whether any such employees have been adjusted against the regular Government posts funded from the Provincial Consolidated Fund.
- viii) For adjustment of regular Class-IV (BS 1-4) Government servant in Surplus Pool, Finance Department may consider conversion of fixed pay/contract posts into regular.

2 It is requested that decisions taken during the meeting held on 4.8.2001 may kindly be implemented by all concerned with letter and spirit & compliance report be furnished accordingly.

Your Obedient Servant,



(MUHAMMAD HUMAYUN)  
Addl: Secretary (Regulation)  
Ph: No. 9210069

13-8-2001

ids: of even No. and date.

Copy forwarded for information to the:-

1. All Addl/Deputy Secretaries in Establishment and Administration Department.
2. All Section Officers in Establishment and Administration Department.
3. PS to Chief Secretary, NWFP.
4. PS to Secretary (Establishment) Establishment and Administration Department.
5. PS to Secretary (Administration) Establishment and Administration Department.
6. 11 HQ Corps, Peshawar Cantt.
7. PMC engineering C/O 11 HQ Corps, Peshawar Cantt.



(HUSSAIN SHAH)  
Section Officer (Reg-1)

(4)

55

GOVERNMENT OF NWFP  
ESTABLISHMENT & ADMN: DEPARTMENT  
(REGULATION WING)

NO. SOR.VI (E&AD)/5-1/2005  
Dated Peshawar, the 15<sup>th</sup> February 2006.



To

1. All Administrative Secretaries to Govt. of NWFP.
2. The Secretary to Governor, NWFP.
3. The Secretary to Chief Minister, NWFP.
4. All District Coordination Officers/Political Agents in NWFP.
5. The Registrar, Peshawar High Court Peshawar.
6. The Registrar, NWFP Service Tribunal Peshawar.
7. All Head of Attached Departments.
8. The Secretary, NWFP Public Service Commission.
9. The Secretary, Board of Revenue NWFP Peshawar.
10. All Heads of Autonomous/Semi-Autonomous Bodies in NWFP.
11. The Director Anti-Corruption Establishment NWFP Peshawar.

Subject: AMENDMENT IN THE SURPLUS POOL POLICY.

Dear Sir,

I am directed to refer to the subject cited above and to state that Surplus Pool Policy circulated vide letter No. No.SOR-1(E&AD)1-200/98, dated 8<sup>th</sup> June 2001 has been reviewed. It has been decided by the competent authority to add following sub paras to the relevant paras of the policy: -

(i) Sub para (c) (v) added to para-5

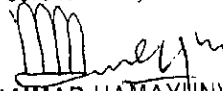
C(v) In case an employee already adjusted against a lower post is declared surplus again, he shall regain his original pay scale.

(ii) Sub para-(d) added to para (6)

(d) In case of adjustment against a post lower than his original scale, he shall be placed at the top of seniority list of that cadre, so as to save him from being rendered surplus again & becoming junior to his juniors

S.O. (S.P.) P&AD  
Diary No... 232  
Dated... 20/2/2006

Yours faithfully,


  
(MUHAMMAD HAMAYUN) 15.2.06.  
SPECIAL SECRETARY (REGULATIONS)

Endst No. & Date even

Copy forwarded to:

1. The Accountant General, NWFP, Peshawar.
  2. Private Secretary to Governor, NWFP, Peshawar
  3. Private Secretary to Chief Minister, NWFP, Peshawar
  4. All District & Agency Account Officers.
- [Redacted]

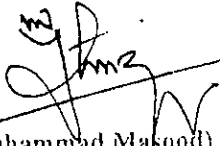
5. Private Secretary to Chief Secretary NWFP, Peshawar.  
6. Private Secretary to Senior Minister NWFP.  
7. Private Secretaries to all the Provincial Ministers NWFP.

  
(Hussain Shah)  
Deputy Secretary (Reg-I)



Endst No. & date even.

Copy forwarded to:

1. All Additional/ Deputy Secretaries in Establishment and Administration Department NWFP, Peshawar.
2. Director, Staff Training Institute, Benevolent Fund Building Peshawar.
3. All Section Officers/Estate Officer Establishment and Administration Department.
4. Private Secretary to Secretary Establishment Department.
5. Assistant Secretary Benevolent Fund, Establishment & Administration Department.
6. Librarian, Establishment & Administration Department.

  
(Muhammad Masood)  
Section Officer (Reg-VI)





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GOVERNMENT OF NWFP  
ESTABLISHMENT & ADMN: DEPARTMENT  
(REGULATION WING)

NO. SOR VI (E&AD)/5-1/2005  
Dated Peshawar, the 19<sup>th</sup> January, 2007.



To

- 1 All Administrative Secretaries to Govt. of NWFP.
- 2 The Secretary to Governor, NWFP.
- 3 The Secretary to Chief Minister, NWFP.
- 4 All District Coordination Officers/Political Agents in NWFP.
- 5 The Registrar, Peshawar High Court Peshawar.
- 6 The Registrar, NWFP Service Tribunal Peshawar.
- 7 All Heads of Attached Departments.
- 8 The Secretary, NWFP Public Service Commission, Peshawar.
- 9 The Secretary, Board of Revenue NWFP Peshawar.
- 10 All Heads of Autonomous/Semi-Autonomous Bodies in NWFP
- 11 The Director Anti-Corruption Establishment NWFP Peshawar.

Subject: AMENDMENT IN THE SURPLUS POOL POLICY.

Dear Sir,

I am directed to refer to the subject noted above and to state that Surplus Pool Policy issued vide letter No. No.SOR-1(E&AD)1-200/98, dated 8<sup>th</sup> June 2001 has been reviewed. It has been decided by the competent authority that sub-para (e) of para-5 of the policy shall be substituted with the following with immediate effect:-

- “(e) Surplus Staff in BPS-01 to 15 shall not be adjusted in the district other than their district of domicile.

Yours faithfully,

  
(MUHAMMAD HAMAYUN)  
SPECIAL SECRETARY (REGULATIONS)

Encls No. & Date even

Copy forwarded to:

1. The Accountant General, NWFP, Peshawar.
2. All Additional Deputy Secretaries in Establishment and Administration Department NWFP Peshawar


3. Director, Staff Training Institute, Benevolent Fund Building Peshawar.
4. Private Secretary to Governor, NWFP, Peshawar.
5. Private Secretary to Chief Minister, NWFP, Peshawar.
6. All District & Agency Account Officers in NWFP.

DEPUTY SECRETARY (REG-1)

Encls No. & date even.

Copy forwarded to:

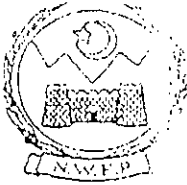
1. Private Secretary to Chief Secretary NWFP, Peshawar.
2. Private Secretaries to all the Provincial Ministers NWFP.
3. All Section Officers/Estate Officer Establishment and Administration Department.
4. Private Secretary to Secretary Establishment Department.
5. Assistant Secretary Benevolent Fund, Establishment & Administration Department.
6. The In Charge Resource Centre, Establishment & Administration Department.

  
(Muhammad Masood)  
Section Officer (Reg-VI)

(B)

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GOVERNMENT OF NWFP  
ESTABLISHMENT & ADMN: DEPARTMENT  
(REGULATION WING)



NO. SOR.VI (E&AD)/5-1/2005  
Dated Peshawar, the 31st May 2006.

To

1. All Administrative Secretaries to Govt. of NWFP.
2. The Secretary to Governor, NWFP.
3. The Secretary to Chief Minister, NWFP.
4. All District Coordination Officers/Political Agents in NWFP.
5. The Registrar, Peshawar High Court Peshawar.
6. The Registrar, NWFP Service Tribunal Peshawar.
7. All Head of Attached Departments.
8. The Secretary, NWFP Public Service Commission.
9. The Secretary, Board of Revenue NWFP Peshawar.
10. All Heads of Autonomous/Semi-Autonomous Bodies in NWFP.
11. The Director Anti-Corruption Establishment NWFP Peshawar.

Subject: AMENDMENT IN THE SURPLUS POOL POLICY.

Dear Sir,


I am directed to refer to the subject cited above and to state that Surplus Pool Policy was first circulated on 3<sup>rd</sup> June 2001. It was amended vide this Department letter of even number dated 15<sup>th</sup> February 2006. The policy has once again been reviewed and it has been decided by the competent authority to add following sub-para to the relevant para of the policy with immediate effect:-

Sub-para (vi) added to para-5(C)

"Surplus employees, who voluntarily opt, may be allowed adjustment in Autonomous/Semi-autonomous bodies with the concurrence of these bodies, where the job is pensionable. The Government will pay pension contribution for the period they rendered regular service under the Government."

2. In view of above, Heads of all the autonomous and semi-autonomous bodies are requested to consult the Provincial and respective District Surplus Pool before filling vacancies falling to the share of initial recruitment.

Yours faithfully,


  
(MUHAMMAD HAMAYUN)  
SPECIAL SECRETARY (REGULATIONS)

Endst No. & E. A even

Copy forwarded to:

1. The Accountant General, NWFP, Peshawar.
2. Private Secretary to Governor, NWFP, Peshawar.
3. Private Secretary to Chief Minister, NWFP, Peshawar.
4. All District & Agency Account Officers.
5. Private Secretary to Chief Secretary NWFP, Peshawar.

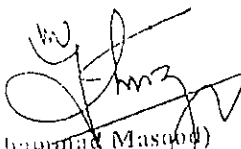
6. Private Secretary to Senior Minister NWFP.  
7. Private Secretaries to all the Provincial Ministers NWFP.

  
(Hussain Shah)  
Deputy Secretary (Reg-I)

Encl No      Date even.

Copy forwarded to:

1. All Additional/ Deputy Secretaries in Establishment and Administration Department Peshawar.
2. Director, Staff Training Institute, Benevolent Fund Building Peshawar.
3. All Section Officers/Estate Officer Establishment and Administration Department.
4. Private Secretary to Secretary Establishment Department.
5. Assistant Secretary Benevolent Fund, Establishment & Administration Department.
6. Director, Establishment & Administration Department.

  
(Muhammad Masood)  
Section Officer (Reg-VI)

ASE

(13)



GOVERNMENT OF KHYBER PAKHTUNKHWA  
ESTABLISHMENT DEPARTMENT

118  
3133

NO.SOE-V(E&AD)/2-5/2008.  
Dated Peshawar, the March 21, 2014

To

- 1) All Administrative Secretaries in Khyber Pakhtunkhwa.
- 2) The Principle Secretary to Governor, Khyber Pakhtunkhwa.
- 3) The Principle Secretary to Chief Minister, Khyber Pakhtunkhwa.
- 4) All Commissioners in Khyber Pakhtunkhwa.
- 5) All Heads of Attached Department in Khyber Pakhtunkhwa.
- 6) All Heads of Autonomic/Semi-Autonomous Bodies in Khyber Pakhtunkhwa.
- 7) The Registrar, Peshawar High Court, Peshawar.
- 8) All Districts & Session Judges in Khyber Pakhtunkhwa.
- 9) All Deputy Commissioners/Political Agents in Khyber Pakhtunkhwa.
- 10) The Secretary, Khyber Pakhtunkhwa Public Service Commission.
- 11) The Registrar, Khyber Pakhtunkhwa Service Tribunal, Peshawar.

Subject: SURPLUS POLICY

Dear Sir,

I am directed to refer to the subject noted above and to state that a number of references have been received in this Department, seeking clarification pertaining to issuance of NOC prior to recruitment against the posts falling in the initial quota. It is clarified that after enactment of Local Government Act, 2014, the District Government does not exist but the functions of erstwhile District Coordination Officer and District Officer (Revenue & Estate) have been integrated in the office of Deputy Commissioner vide Notification NO.SO(E-I)E&AD/4-49/2012 dated 27-12-2012 (copy enclosed). However, so far Surplus Policy of Provincial Government is concerned, it is clarified that the same has not been withdrawn so far and still it stands good.

2. I am further directed to state that the Surplus Policy circulated vide letter NO.SOR-(E&AD)1-200/98 dated 08-06-2001 & subsequent amendments thereto and Notification No.SOE-V(E&AD)2-5/2007 dated 14-06-2007 issued by the Establishment Department, Govt. of Khyber Pakhtunkhwa still holds good and will remain intact till further order.

3. I am, therefore, directed to state that NOC for recruitment under initial quota in BPS-1 to BPS-15 will be issued by the Deputy Commissioner concerned, according to this Department Notification No.SOE-V(E&AD)2-5/2007 dated 14-06-2007 and NOC for recruitment, under initial quota in BPS-16 and above will be issued by the Establishment Department, Govt. of Khyber Pakhtunkhwa according to the surplus policy quoted above, till further order.

Encls: AA

Yours faithfully,

(SATIMA JAMIL)

Section Officer (E-V)

Endst: No. & Date Even:-

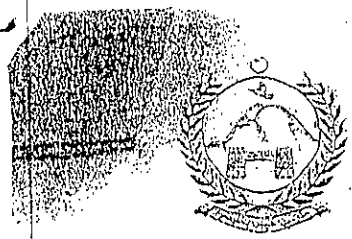
Copy forwarded to:-

1. The Accountant General, Khyber Pakhtunkhwa.
2. All District Accounts Officers, in Khyber Pakhtunkhwa.
3. PS to Chief Secretary, Khyber Pakhtunkhwa.
4. PS to Secretary to Govt. of Khyber Pakhtunkhwa, Establishment Department.
5. PS to Special Secretary (Estt), Establishment Department, Govt. of Khyber Pakhtunkhwa.
6. PA to Deputy Secretary (Estt), Establishment Department, Govt. of Khyber Pakhtunkhwa.

Section Officer (E-V)

25-3

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GOVERNMENT OF  
KHYBER PAKHTUNKHWA  
ESTABLISHMENT & ADMINISTRATION  
DEPARTMENT

Dated Peshawar, December 27, 2012

**NOTIFICATION**

NO. SOYE-118/AD/449/2012, in pursuance of the Khyber Pakhtunkhwa Local Government Act, 2012 (Khyber Pakhtunkhwa Act No. VIII of 2012), hereinafter referred to as the Act, the Government of Khyber Pakhtunkhwa is pleased to make the following consequential administrative arrangements to take effect from January 01, 2013, namely:

- i) the district setup of Government Departments shall stand segregated from Local Government Institutions established under the Khyber Pakhtunkhwa Local Government Ordinance, 2001 (Khyber Pakhtunkhwa Act No. XIV of 2001) and shall realign with their Administrative Departments at provincial level under the Act;
- ii) the functions of erstwhile District Coordination Officer and District Officer (Revenue & Estate) are integrated in the office of Deputy Commissioner with the provision of Additional Deputy Commissioner in each district. The sub-divisional setup of Deputy District Officers (Revenue) and Deputy District Officers (Judicial) is replaced with Assistant Commissioners and Additional Assistant Commissioners. The Board of Revenue will process relocating the functions of Collector and Assistant Collector in the office of Deputy Commissioners and Assistant Commissioner in accordance with the new administrative setup;
- iii) each district shall be provided a District Officer (Finance and Planning), a Planning Officer, a Finance Officer and a Secretary District Public Safety Commission. The positions of Assistant Coordination Officer, Human Resource Development Officer and Deputy District Officer (Finance) shall stand abolished.
- iv) the positions of Executive District Officer at district level shall stand abolished;
- v) Local Government Elections and Rural Development Department shall notify constitution of each Local Council and make transitional interim arrangement/management in pursuance of section 224 of the Act;
- vi) the Agriculture Department at district level shall be re-organized as under:-
  - a. Agriculture (Extension) shall be manned by District Director, Subject Matter Specialists, Agriculture Officers, Plant Protection Officers, Assistant Horticulture Officers and Assistant Agronomists.
  - b. Livestock & Dairy Development (Extension) shall have District Director, Senior Veterinary Officers and Veterinary Officers.
  - c. On Farm Water Management shall have District Directors, District Officers and Water Management Officers.
  - d. Soil Conservation shall have District Officers Soil Conservation and Soil Conservation Assistants.
- vii) Elementary and Secondary Education Department at district level shall be re-organized under District Education Officers separately for Male and Female assisted by Deputy District Education Officers (Male and Female) and Sub Divisional Education Officers.

Handwritten signatures and initials: SA, J/L, and others.

127 335  
viii) Health Department at district level shall be reorganized under District Health Officers assisted by Deputy Health Officers and Coordinators;

ix) the Public Health Engineering Department and Communication and Works Department will continue with their existing organizational hierarchy at the sub-divisional, district and regional level;

x) Account-IV modality for transfer of funds to districts shall remain operational with Deputy Commissioners as Principal Accounting Officers for Account-IV and Chairman of the District Development Committee (DDC) of their respective districts. In addition to oversight of the accounting aspects of the reorganization, the Finance Department shall notify the deletion of existing posts and creation of replacements as per requirements of Government Departments; and

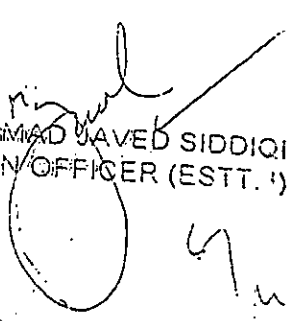
xi) the Commissioner shall oversee transition, facilitate Government Departments, coordinate relocation of functions and ensure continuation of services in their respective divisions.

CHIEF SECRETARY  
GOVERNMENT OF KHYBER PAKHTUNKHWA

Encl. NO. of even and date.

Copy forwarded to the:-

1. Chief Secretary, Government of the Punjab, Sindh, Balochistan and Gilgit Baltistan.
2. Additional Chief Secretary, P&D, Khyber Pakhtunkhwa.
3. Senior Member Board of Revenue, Khyber Pakhtunkhwa.
4. Additional Chief Secretary, FATA Secretariat.
5. Secretary to Governor, Khyber Pakhtunkhwa.
6. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
7. All Administrative Secretaries to Govt. of Khyber Pakhtunkhwa.
8. All Divisional Commissioners in Khyber Pakhtunkhwa.
9. Provincial Police Officer, Khyber Pakhtunkhwa.
10. Accountant General, Khyber Pakhtunkhwa.
11. All District Coordination Officers in Khyber Pakhtunkhwa.
12. All Political Agents in FATA
13. Director, Information, Khyber Pakhtunkhwa
14. Manager, Govt. Printing Press Peshawar.

  
(MUHAMMAD JAVED SIDDIQI)  
SECTION OFFICER (ESTT. I)

122/58  
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Government of NWFP  
Establishment Department

Dated Peshawar the 14<sup>th</sup> of June, 07

NOTIFICATION

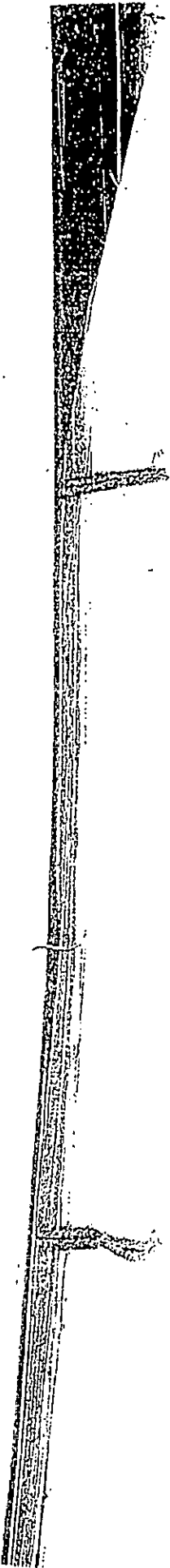
- No. SOE-V(E&AD)2-5/2007: The Competent Authority is pleased to order the transfer of surplus employees in BS-1 to BS-15 from their respective districts of district Nowshera surplus pool to the surplus pool in which they were drawing pay and place them at the disposal of the District Coordination Officers concerned for further adjustment. In this regard the following procedure shall be strictly followed:
- (a) The surplus employees, so placed at the district surplus pool, would be adjusted in order of their seniority against initial recruitment posts falling vacant. However, till such time a surplus employee is adjusted, the DCO shall assign him duties in the district offices where his services could be utilized;
  - (b) Before initiating a case for initial recruitment in the district, the DCO shall ensure that no employee of equivalent grade is available in the district surplus pool and issue NOC in this respect. However, in cases of initial recruitment against posts in BS-1 to BS-5, relaxation of ban on appointments would continue to be obtained from the Chief Minister NWFP as already intimated vide Establishment Department Letter No.SO(SP)/E&AD/1-6/2003 Dated 7<sup>th</sup> of April, 2004;
  - (c) The surplus Senior Clerks (BS-7) shall be adjusted against the vacant posts of Junior Clerks (BS-5) falling to the initial recruitment quota subject to the condition that their pay shall stand protected under Section 11A of the NWFP Civil Servants Act, 1973 and as per surplus pool policy of the Provincial Government and they would be placed at the top of the seniority list of the Junior Clerks (BS-5) on adjustment as such;
  - (d) The surplus PTC teachers belonging to District Nowshera shall be adjusted against the vacant posts of PTC teachers within District Nowshera;
  - (e) On adjustment, a surplus employee shall report for duty within fifteen days failing which such an employee will be proceeded against under the Removal From Service Ordinance 2000 and his salary would be stopped forthwith.

SECRETARY ESTABLISHMENT NWFP



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Endst of even number and date

Copy for necessary action to:

1. All Administrative Secretaries to Government of NWFP for shifting surplus employees of their Departments in BS-1 to BS-15 to their districts of domicile
2. Secretary to Government of NWFP Finance Department to kindly shift the surplus posts of these employees from the Provincial Government Departments to the Districts concerned as indicated in the list attached.
3. All DCOs in NWFP with a copy of list of surplus employees in BS-1 to BS-15 of their district for action as per orders of the competent authority stated above

Copy for information to:

1. Secretary to Governor NWFP
2. Principal Secretary to Chief Minister NWFP
3. The Secretary Administration & Coordination, Civil Secretariat FATA
4. The Special Secretary (Regulation) Establishment Department
5. All Additional Secretaries in E&A Department
6. All Deputy Secretaries in E&A Department
7. Manager Government Printing Press
8. Director Information NWFP
9. PS to Chief Secretary NWFP
10. All Section Officers in E&A Department
11. PS to Secretary Establishment NWFP

  
(M. Muhammad Saeedullah)  
Section Officer Establishment