

**MOST IMMEDIATE**



**GOVERNMENT OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT**

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No. BO1/FD/5-37/2024-25/SNE

Dated Peshawar the 08/08/2024

To

1. The Senior Member, Board of Revenue, Khyber Pakhtunkhwa.
2. The Additional Chief Secretary, P&D Department, Khyber Pakhtunkhwa.
3. The Additional Chief Secretary Home Department, Khyber Pakhtunkhwa.
4. All Administrative Secretaries to Govt. of Khyber Pakhtunkhwa.
5. All Divisional Commissioners in Khyber Pakhtunkhwa.
6. All Deputy Commissioners in Khyber Pakhtunkhwa.
7. All Heads of Attached Departments Khyber Pakhtunkhwa,
8. The Registrar, Peshawar High Court, Khyber Pakhtunkhwa.
9. The Secretary, Provincial Assembly, Khyber Pakhtunkhwa, Peshawar
10. The Registrar, Khyber Pakhtunkhwa Service Tribunal, Peshawar.
11. The Secretary, Khyber Pakhtunkhwa Public Service Commission, Peshawar.

Subject: - **GUIDELINES REGARDING SUBMISSION OF CASES TO THE SNE SCRUTINY COMMITTEE**

Dear Sir,

I am directed to refer to this Department's circular letter No.BO.I/ FD/5-8/2019-20/Economy Measures dated 01/07/2019 and to state that the Provincial Cabinet in its Special Budget Meeting held on 24.05.2024 has accorded approval, inter alia, to the proposal that there shall be a complete ban on "*Creation of posts excluding completed Developmental Project. In case of exigencies, the Chief Minister, Khyber Pakhtunkhwa may relax the ban on case-to-case basis*".

2. To examine and determine genuineness of the proposed SNEs both completed Development Projects and Non-Development Schemes and submit viable recommendations for consideration of the Chief Minister, Khyber Pakhtunkhwa, Finance Department has constituted a scrutiny committee, headed by Advisor to Chief Minister for Finance, vide Notification bearing No. BO1/FD/5-8/2024-25 dated 25.07.2024 (copy enclosed).

3. While submitting the demands for creation of posts, the following guidelines shall invariably be complied with positively:

**A. SCHEDULE FOR NEW EXPENDITURE FOR COMPLETED DEVELOPMENT SCHEMES**

(i) The requisite information must be provided on the following prescribed format alongwith relevant documents duly signed, to ensure timely and logical decision-making:

S#	Name of Scheme	Date of Completion	Cost	PC-IV	AA/ Break Up	Mutation Deed/ Affidavit	Inspection Report (ADC/F&P concerned)	No Post Certificate	Site Plan	Handing/ Taking Over Certificate	Sanction/ Upgradation Orders (if applicable)	House Connections (if applicable)	Nature of Scheme	No of Existing Post	No of Post required
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

ii) However, in case of 75% completed developmental schemes, in addition to above mentioned documents, a certificate, countersigned by Heads of concerned executing Department shall also be required, certifying the expected completion within the remaining period of Financial Year. On completion of such scheme the Department concerned shall provide PC. IV to Finance Department. The demands for creation of additional posts shall be accompanied with previous sanction order of Finance Department with full justification based on HR plan.

P.T.O

**B. SCHEDULE FOR NEW EXPENDITURE FOR NON-DEVELOPMENT SCHEMES**

The demands for creation of additional posts in the existing entities shall be initiated by the Departments through summary(s) seeking relaxation in ban on creation of posts as mentioned at Para-1 above. In this regard the summary for Chief Minister shall include the following information, so as to reach at logical conclusion of the case:

- a. Function of the Department.
  - b. Sanctioned, filled and vacant posts in the Department and office concerned, where the posts are required to be created.
  - c. Organogram of the department or sub-department for which the SNE is demanded.
  - d. Department/DDO-wise break up of vacant posts; both Settled & MDs.
  - e. Designation/BPS-wise detail of demanded posts with financial implications per annum.
  - f. Break up of each type of posts into Direct Service Delivery and Indirect Service Delivery, Managerial/Technical, Ministerial and Support Staff.
  - g. Justification/Purpose of the demanded SNEs? (How crucial is the creation of this post(s) and what problem (s) will the creation of this post solve)
  - h. Prescribed criteria/yardstick.
  - i. Recruitment Plan.
4. I am further directed to state that the demand for creation of posts against existing entities may be considered keeping in view cash balance/fiscal space if available in the public exchequer. The prime focus shall be to improve service delivery through technical / managerial human resources. Departments may also carry out an exercise to revise their yardstick for SNEs to make them leaner and more service delivery focused; such attempts that can demonstrate value-for-money and potential impact shall be encouraged. The viable outsourcing of support functions as an option will also be encouraged.
5. It is requested that the above instructions may kindly be adhered to in letter and spirit.

**Encls.as above.**

Yours faithfully,

*Farrangis!* 08/08/24

**(FARANGIS AZIM)**  
BUDGET OFFICER- I

**Endst: No. and Date even:**

Copy forwarded for information and necessary action to: -

1. All Additional Secretaries, Finance Department.
2. All Deputy Secretaries (Budget), Finance Department.
3. **All Budget Officers, Finance Department with the request to scrutinize the proposed SNEs as per relevant Rules, Policy/guidelines and prescribed criteria/yardstick with due care.**
4. **Team Lead, ISU, Finance Department with the request to provide technical assistance in the matter.**
5. PS to Advisor to Chief Minister for Finance, Khyber Pakhtunkhwa.
6. PS to Chief Secretary, Khyber Pakhtunkhwa.
7. PS to Secretary, Finance Department.
8. PSs to Special Secretary (Budget & Admin & R), Finance Department.

*Farrangis!* 08/08/24

BUDGET OFFICER-I





# GOVERNMENT OF KHYBER PAKHTUNKHWA FINANCE DEPARTMENT

Finance Department Civil Secretariat Peshawar

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Dated Peshawar the 25/07/2024

## **NOTIFICATION**

No.BO.I/FD/5-8/2024-25: - The Competent Authority has been pleased to constitute the SNEs Scrutiny Committee, comprising of the following, with Immediate effect:

S.No	Designation(s)	Portfolio
1.	Advisor to Chief Minister for Finance	Chairman
2.	Secretary Finance	Member
3.	Special Secretary Budget	Member
4.	Additional Secretary Budget concerned	Member
5.	Deputy Secretary Budget concerned	Member
6.	Budget Officer concerned	Member
7.	Representative of the Establishment Department	Member
8.	Representative of the Administrative Department	Member

## **TERMS OF REFERENCES (TORs):**

### **2. The Committee shall:**

- Examine all cases of SNE processed on summary(s) by Administrative Department before submission of summary(s) to Chief Minister, Khyber Pakhtunkhwa for approval in accordance with laid down rules, policy, guidelines and criteria as required under S.No.12 of Functions of Finance department listed under Schedule-II of Rules of Business 1985.
- Examine all cases of SNE of completed Development Projects and Non-Development Schemes/Projects.
- Determine genuineness of the demands focussing on different factors including O&M study, sanctioned strength, workload, and achievements against KPIs/targets and actual need of the Department concerned as well as ensuring better supervision and control of provincial finances.
- Submit recommendations for consideration of the Chief Minister, Khyber Pakhtunkhwa.
- Conduct meeting on need basis.

**SECRETARY TO GOVERNMENT OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT**

### **Endst: No. and date of even:**

Copy forwarded for information and necessary action to the: -

- All Administrative Secretaries to Government of Khyber Pakhtunkhwa.
- All Members of the Committee.
- All Additional Secretaries, Finance Department.
- All Deputy Secretaries (Budget), Finance Department.
- All Budget/Section Officers, Finance Department.
- PS to Advisor to Chief Minister for Finance, Khyber Pakhtunkhwa.
- PS to Chief Secretary, Khyber Pakhtunkhwa.
- PS to Secretary, Finance Department.
- PSs to Special Secretary (Budget & Admin &R), Finance Department.

*Fmmgdi!*  
*31/07/24*

(FARANGIS AZIM)