

**MOST IMMEDIATE**



**GOVERNMENT OF KHYBER PAKHTUNKHWA  
FINANCE DEPARTMENT**

Finance Department Civil Secretariat Peshawar <http://www.financekpp.gov.pk> [facebook.com/GoKPPD](https://www.facebook.com/GoKPPD) [twitter.com/GoKPPD](https://twitter.com/GoKPPD)

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

Dated Peshawar the 27/08/2024

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 FINANCE DEPARTMENT FOR SEEKING CONCURRENCE BEFORE APPOINTMENT**

Dear Sir,

I am directed to refer to the subject noted above and to invite attention towards the direction of Hon'ble Chief Minister, Khyber Pakhtunkhwa issued vide letter bearing No.DS(C)/CMS/KP/2024 dated 03.07.2024, wherein the process for fresh/new recruitments in all Government Departments/Autonomous Bodies in the Province, including project/contract posts shall not be started without prior approval/concurrence from Finance Department. In addition, all those recruitment cases where advertisement have already been floated, will be completed at the earliest, as per due process.

2. I am therefore directed to request that while submitting the cases for seeking concurrence/NOC of Finance Department regarding recruitment, the requisite information must be provided on the following prescribed format alongwith relevant documents/justifications duly signed:

S.No	Department/ Office	Cost Center	Nomenclature of the Post	Total Sanctioned Post	No. of Post		Position Code of Vacant Post	Reason (s) of Vacancy	Whether the vacant post come under the domain of Dying Cadre or not
					Filled	Vacant			
1	2	3	4	5	6	7	8	9	10
-	-	-	-	-	-	-	-	-	-

3. It is requested that the above instructions may kindly be adhered to in letter and spirit.

Yours faithfully,

*Farrangis Azim* 27/08/24

**(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.
4. PS to Secretary, Finance Department.
5. PSs to Special Secretary (Budget & Admin & R), Finance Department.

*Farrangis Azim* 27/08/24

BUDGET OFFICER-I