**Budget / Immediate**By Special Messenger

No.F.1(269)-Dir(BC)/2022-23-883 Government of Pakistan Finance Division (Budget Wing) \*\*\*\*\*

Islamabad, the 9th May, 2022

#### **OFFICE MEMORANDUM**

Subject: INSTRUCTIONS FOR RECEIVING OF BOS / NISS RELATING TO CURRENT EXPENDITURE FOR THE FINANCIAL YEAR 2022-23

In order to streamline receiving of Budget Orders (BOs) / New Item Statements (NISs) relating to Current Expenditure for the financial year 2022-23, it has been decided to issue necessary instructions (Annex-I) for compliance. Furthermore, only one authorized person may approach in this regard to deliver budget documents. Finance Division shall receive BOs / NISs at Room # 136, 1st Floor, 'Q' Block, Pak Secretariat, Islamabad as per attached Schedule (Annex-II).

(Muhammad Adnan Azeem) Director (Budget Computerization)

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### **All Principal Accounting Officers**

### Copy for information to:

- 1. PS to Finance Secretary.
- 2. All Additional Finance Secretaries, Finance Division.
- 3. All CF & AOs.
- 4. All Joint Secretaries (Exp.) / Deputy Secretaries (Exp.), Finance Division.
- 5. Web Master, Finance Division.

## <u>INSTRUCTIONS FOR SUBMITTING</u> BUDGET ORDERS / NEW ITEM STATEMENTS (FY 2022-23)

- i) DDO-wise budget summary for one complete demand may be attached with the BOs / NISs (Annex-III).
- ii) CF & AO shall check, sign and send complete demand (s) to Budget Computerization. Incomplete / partial demand (s) will not be received.
- iii) Kindly contact staff of Director (Budget Computerization) on Phone Nos. 051-9218834 and 051-9209203 before approaching Finance Division as and when the demand (s) is completed in all respect as per IBC issued and according to attached time-schedule.
- iv) Data should be in MS Excel sheet format.
- v) There should be no formula in excel sheet (values only).
- vi) Object code should be in one column.
- vii) Figures should be in thousands and in one column without using ',' '.' etc.
- viii) Data must be provided up to detailed object level.
- ix) Maximum six digits object code be written as per Chart of Accounts.
- x) BOs / NISs data be provided to Budget Computerization in soft format i.e. USB / CD / through e-mail (director.bc@finance.gov.pk) along with verified hard copies as per standard practice.
- xi) After entry in SAP system, computer print-out of completed demand (s) will be handed-over to concerned department for checking / reconciliation. In case, the department fails to point out any discrepancy within 24 hours, demand (s) will be considered as reconciled.
- xii) Reconciliation certificate should be signed by an officer not below BS-17.

### Schedule for Receiving BOs / NISs Thursday, 12<sup>th</sup> May, 2022

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20 NATIONAL SECURITY DIVISION 21 POVERTY ALLEVIATION AND SOCIAL SAFETY DIVISION 22 BENAZIR INCOME SUPPORT PROGRAMME (BISP) 23 PAKISTAN BAIT-UL-MAL 24 SECRETARIAT OF COUNCIL OF COMMON INTEREST 25 CLIMATE CHANGE DIVISION 26 COMMERCE DIVISION 27 COMMUNICATIONS DIVISION 28 OTHER EXPENDITURE OF COMMUNICATIONS DIVISION 29 PAKISTAN POST OFFICE DEPARTMENT 1 ISLAMABAD HIGH COURT 1 ISLAMABAD HIGH COURT 1 FEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE N FEDERAL TAX OMBUDSMAN 47 CONTROLLER GENERAL OF ACCOUNTS 68 COUNCIL OF ISLAMIC IDEOLOGY 70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY 79 PARLIAMENTARY AFFAIRS DIVISION 81 CPEC AUTHORITY 82 PRIVATISATION DIVISION A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC) B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	18	NATIONAL SCHOOL OF PUBLIC POLICY	
21 POVERTY ALLEVIATION AND SOCIAL SAFETY DIVISION 22 BENAZIR INCOME SUPPORT PROGRAMME (BISP) 23 PAKISTAN BAIT-UL-MAL 24 SECRETARIAT OF COUNCIL OF COMMON INTEREST 25 CLIMATE CHANGE DIVISION 26 COMMERCE DIVISION 27 COMMUNICATIONS DIVISION 28 OTHER EXPENDITURE OF COMMUNICATIONS DIVISION 29 PAKISTAN POST OFFICE DEPARTMENT 1 SUPREME COURT 1 ISLAMABAD HIGH COURT 1 FEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE N FEDERAL TAX OMBUDSMAN 47 CONTROLLER GENERAL OF ACCOUNTS 68 COUNCIL OF ISLAMIC IDEOLOGY 70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY 79 PARLIAMENTARY AFFAIRS DIVISION 81 CPEC AUTHORITY 82 PRIVATISATION DIVISION A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC) B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	19	CIVIL SERVICES ACADEMY	1
22 BENAZIR INCOME SUPPORT PROGRAMME (BISP)  23 PAKISTAN BAIT-UL-MAL  24 SECRETARIAT OF COUNCIL OF COMMON INTEREST  25 CLIMATE CHANGE DIVISION  26 COMMERCE DIVISION  27 COMMUNICATIONS DIVISION  28 OTHER EXPENDITURE OF COMMUNICATIONS DIVISION  29 PAKISTAN POST OFFICE DEPARTMENT  I SUPREME COURT  J ISLAMABAD HIGH COURT  EFEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE  N FEDERAL TAX OMBUDSMAN  47 CONTROLLER GENERAL OF ACCOUNTS  68 COUNCIL OF ISLAMIC IDEOLOGY  70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY  79 PARLIAMENTARY AFFAIRS DIVISION  81 CPEC AUTHORITY  82 PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	20	NATIONAL SECURITY DIVISION	
PAKISTAN BAIT-UL-MAL  SECRETARIAT OF COUNCIL OF COMMON INTEREST  CLIMATE CHANGE DIVISION  COMMERCE DIVISION  COMMUNICATIONS DIVISION  OTHER EXPENDITURE OF COMMUNICATIONS DIVISION  PAKISTAN POST OFFICE DEPARTMENT  SUPREME COURT  I SLAMABAD HIGH COURT  FEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE  N FEDERAL TAX OMBUDSMAN  CONTROLLER GENERAL OF ACCOUNTS  COUNCIL OF ISLAMIC IDEOLOGY  DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY  PARLIAMENTARY AFFAIRS DIVISION  CPEC AUTHORITY  PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	21	POVERTY ALLEVIATION AND SOCIAL SAFETY DIVISION	1
24 SECRETARIAT OF COUNCIL OF COMMON INTEREST 25 CLIMATE CHANGE DIVISION 26 COMMERCE DIVISION 27 COMMUNICATIONS DIVISION 28 OTHER EXPENDITURE OF COMMUNICATIONS DIVISION 29 PAKISTAN POST OFFICE DEPARTMENT 1 SUPREME COURT 1 ISLAMABAD HIGH COURT 1 IFEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE N FEDERAL TAX OMBUDSMAN 47 CONTROLLER GENERAL OF ACCOUNTS 68 COUNCIL OF ISLAMIC IDEOLOGY 70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY 79 PARLIAMENTARY AFFAIRS DIVISION 81 CPEC AUTHORITY 82 PRIVATISATION DIVISION A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC) 8 STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	22	BENAZIR INCOME SUPPORT PROGRAMME (BISP)	
25 CLIMATE CHANGE DIVISION 26 COMMERCE DIVISION 27 COMMUNICATIONS DIVISION 28 OTHER EXPENDITURE OF COMMUNICATIONS DIVISION 29 PAKISTAN POST OFFICE DEPARTMENT 1 SUPREME COURT 1 ISLAMABAD HIGH COURT 1 FEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE N FEDERAL TAX OMBUDSMAN 47 CONTROLLER GENERAL OF ACCOUNTS 68 COUNCIL OF ISLAMIC IDEOLOGY 70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY 79 PARLIAMENTARY AFFAIRS DIVISION 81 CPEC AUTHORITY 82 PRIVATISATION DIVISION A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC) B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	23	PAKISTAN BAIT-UL-MAL	
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27 COMMUNICATIONS DIVISION 28 OTHER EXPENDITURE OF COMMUNICATIONS DIVISION 29 PAKISTAN POST OFFICE DEPARTMENT 1 SUPREME COURT 1 ISLAMABAD HIGH COURT 1 FEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE N FEDERAL TAX OMBUDSMAN 47 CONTROLLER GENERAL OF ACCOUNTS 68 COUNCIL OF ISLAMIC IDEOLOGY 70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY 79 PARLIAMENTARY AFFAIRS DIVISION 81 CPEC AUTHORITY 82 PRIVATISATION DIVISION A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC) B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	25	CLIMATE CHANGE DIVISION	12.00 noon
28 OTHER EXPENDITURE OF COMMUNICATIONS DIVISION 29 PAKISTAN POST OFFICE DEPARTMENT  I SUPREME COURT  J ISLAMABAD HIGH COURT  L FEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE  N FEDERAL TAX OMBUDSMAN  47 CONTROLLER GENERAL OF ACCOUNTS  68 COUNCIL OF ISLAMIC IDEOLOGY  70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY  79 PARLIAMENTARY AFFAIRS DIVISION  81 CPEC AUTHORITY  82 PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	26	COMMERCE DIVISION	1
29 PAKISTAN POST OFFICE DEPARTMENT  I SUPREME COURT  J ISLAMABAD HIGH COURT  L FEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE  N FEDERAL TAX OMBUDSMAN  47 CONTROLLER GENERAL OF ACCOUNTS  68 COUNCIL OF ISLAMIC IDEOLOGY  70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY  79 PARLIAMENTARY AFFAIRS DIVISION  81 CPEC AUTHORITY  82 PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	27	COMMUNICATIONS DIVISION	1
I SUPREME COURT  J ISLAMABAD HIGH COURT  L FEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE  N FEDERAL TAX OMBUDSMAN  47 CONTROLLER GENERAL OF ACCOUNTS  68 COUNCIL OF ISLAMIC IDEOLOGY  70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY  79 PARLIAMENTARY AFFAIRS DIVISION  81 CPEC AUTHORITY  82 PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	28	OTHER EXPENDITURE OF COMMUNICATIONS DIVISION	
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L FEDERAL OMBUDSMAN FOR PROTECTION AGAINST HARASSMENT OF WOMEN AT WORK PLACE  N FEDERAL TAX OMBUDSMAN  47 CONTROLLER GENERAL OF ACCOUNTS  68 COUNCIL OF ISLAMIC IDEOLOGY  70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY  79 PARLIAMENTARY AFFAIRS DIVISION  81 CPEC AUTHORITY  82 PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	ı	SUPREME COURT	1
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47 CONTROLLER GENERAL OF ACCOUNTS  68 COUNCIL OF ISLAMIC IDEOLOGY  70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY  79 PARLIAMENTARY AFFAIRS DIVISION  81 CPEC AUTHORITY  82 PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	L	CARGO ON THE STATE OF THE STATE	
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70 DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY  79 PARLIAMENTARY AFFAIRS DIVISION  81 CPEC AUTHORITY  82 PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	47	CONTROLLER GENERAL OF ACCOUNTS	
79 PARLIAMENTARY AFFAIRS DIVISION  81 CPEC AUTHORITY  82 PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	68	COUNCIL OF ISLAMIC IDEOLOGY	2.00 pm
81 CPEC AUTHORITY  82 PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	70	DISTRICT JUDICIARY, ISLAMABAD CAPITAL TERRITORY	
PRIVATISATION DIVISION  A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	79	PARLIAMENTARY AFFAIRS DIVISION	
A STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)  B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	81	CPEC AUTHORITY	
B STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	82	PRIVATISATION DIVISION	
	Α	STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PUBLIC)	
73 NATIONAL ASSEMBLY	В	STAFF HOUSEHOLD AND ALLOWANCES OF THE PRESIDENT (PERSONAL)	
	73	NATIONAL ASSEMBLY	

# Schedule for Receiving BOs / NISs Friday, 13th May, 2022

D#	DEMAND DESCRIPTION	TIME
30	DEFENCE DIVISION	10.00 am
31	FEDERAL GOVERNMENT EDUCATIONAL INSTITUTIONS IN CANTONMENTS	
	AND GARRISONS	
32	DEFENCE SERVICES	
33	DEFENCE PRODUCTION DIVISION	
34	ECONOMIC AFFAIRS DIVISION	
35	MISCELLANEOUS EXPENDITURE OF ECONOMIC AFFAIRS DIVISION	
36	POWER DIVISION	11.00 am
37	PETROLEUM DIVISION	
38	GEOLOGICAL SURVEY OF PAKISTAN	
39	FEDERAL EDUCATION & PROFESSIONAL TRAINING DIVISION	12.00 noon
40	NATIONAL REHMATULIL ALAMEEN AUTHORITY	
41	HIGHER EDUCATION COMMISSION (HEC)	2.00 pm
42	NATIONAL VOCATIONAL & TECHNICAL TRAINING COMMISSION (NAVTTC)	
44	FINANCE DIVISION	
	SUPERANNUATION ALLOWANCES AND PENSIONS	3.00 pm
	GRANTS, SUBSIDIES AND MISCELLANEOUS EXPENDITURE	
	(All Wings of Finance Division)	
45	OTHER EXPENDITURE OF FINANCE DIVISION	
66	FEDERAL JUDICIAL ACADEMY	
67	FEDERAL SHARIAT COURT	

# Schedule for Receiving BOs / NISs Saturday, 14th May, 2022

D#	DEMAND DESCRIPTION	TIME
52	HOUSING AND WORKS DIVISION	10.00 am
53	HUMAN RIGHTS DIVISION	
54	INDUSTRIES AND PRODUCTION DIVISION	11.00 am
46	FINANCIAL ACTION TASK FORCE (FATF) SECRETARIAT	
55	INFORMATION AND BROADCASTING DIVISION	
56	MISCELLANEOUS EXPENDITURE OF INFORMATION AND BROADCASTING DIVISION	12.00 noon
57	INFORMATION TECHNOLOGY AND TELECOMMUNICATION DIVISION	
58	INTERIOR DIVISION	
59	OTHER EXPENDITURE OF INTERIOR DIVISION	
60	ISLAMABAD CAPITAL TERRITORY (ICT)	8
61	COMBINED CIVIL ARMED FORCES	02.00 pm
62	NATIONAL COUNTER TERRORISM AUTHORITY	
63	INTER-PROVINCIAL COORDINATION DIVISION	
64	KASHMIR AFFAIRS AND GILGIT-BALTISTAN DIVISION	
69	NATIONAL ACCOUNTABILITY BUREAU	
71	MARITIME AFFAIRS DIVISION	
72	NARCOTICS CONTROL DIVISION	
74	THE SENATE	
75	NATIONAL FOOD SECURITY AND RESEARCH DIVISION	
76	PAKISTAN AGRICULTURE RESEARCH COUNCIL	
43	NATIONAL HERITAGE AND CULTURE DIVISION	

### Schedule for Receiving BOs / NISs Sunday, 15<sup>th</sup> May, 2022

D#	DEMAND DESCRIPTION	TIME
77	NATIONAL HEALTH SERVICES, REGULATIONS AND COORDINATION DIVISION	10.00 am
78	OVERSEAS PAKISTANIS AND HUMAN RESOURCE DEVELOPMENT DIVISION	
83	PAKISTAN RAILWAYS	
84	RELIGIOUS AFFAIRS AND INTER-FAITH HARMONY DIVISION	
85	SCIENCE AND TECHNOLOGY DIVISION	
86	STATES AND FRONTIER REGIONS DIVISION	11.00 am
87	WATER RESOURCE DIVISION	
	FEDERAL MISCELLANEOUS INVESTMENTS & OTHER LOANS AND ADVANCES	
	PROVISION FOR PAY & PENSION	
М	WAFAQI MOHTASIB	
48	REVENUE DIVISION	12.00 noon
49	FEDERAL BOARD OF REVENUE	
50	FOREIGN AFFAIRS DIVISION	
51	FOREIGN MISSIONS	-
80	PLANNING, DEVELOPMENT AND SPECIAL INITIATIVES DIVISION	2.00 pm
65	LAW AND JUSTICE DIVISION	
F	AUDIT	3.00 pm
К	ELECTION	

### **DDO-WISE SUMMARY – BUDGET 2022-23**

**Demand Description** 

Demand Code | Demand #

Sr. DDO	
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**NOTE:** Demand total should be the same as per IBC issued by Finance Division. Additional rows may be added, if required.

#### Signature:

**Demand Total:** 

Name	
Designation	
Cell#	
Office Ph. #	