



GOVERNMENT OF PAKISTAN
MINISTRY OF FINANCE



No.4(3)R-4/2011-P-001

Islamabad, the 10th July , 2025

OFFICE MEMORANDUM

SUBJECT: GRANT OF ADHOC RELIEF ALLOWANCE-2025 TO THE EXECUTIVE / SUPERVISORY STAFF OF AUTONOMOUS / SEMI AUTONOMOUS BODIES, CORPORATIONS ETC.

The undersigned is directed to refer to the subject noted above and to state that consequent upon grant of Adhoc Relief Allowance-2025 @ 10% of running basic pay to the civil servants w.e.f. 01-07-2025 vide [Finance Division's O.M. No. F.1\(1\)Imp/2025 dated 04-07-2025](#) , it has, inter-alia, been decided that the grant of Adhoc Relief Allowance-2025 subject to existing conditions will also be applicable to the employees of Autonomous / Semi-Autonomous Bodies and Corporations, **which have adopted the Federal Government's Basic Pay Scales Scheme in totality.**

2. The above orders will, however, not be applicable to those Public Sector Corporations and Autonomous /Semi-Autonomous Bodies **which have adopted different pay scales/allowances.** In case of such organizations, the grant of Adhoc Relief Allowance-2025 @ 10% of basic pay subject to existing conditions will be allowed with the concurrence of Standing Committee of Finance Division on the recommendations of the respective Board of Directors/Governors. The grant of Adhoc Relief Allowance 2025 will invariably be tagged with the financial position of the organization.

3. It is also clarified that Autonomous / Semi-Autonomous Bodies and Corporations, etc. will forward the cases of executive / supervisory staff (only) with the recommendations of their respective Boards for concurrence of Finance Division to the grant of Adhoc relief Allowance-2025 @ 10% of basic pay subject to existing conditions w.e.f. 01-07-2025 and subsequently, on the same analogy, this benefit will be allowed to the non-executive/non-supervisory staff of the Autonomous / Semi Autonomous Bodies and Corporations with the approval of their Board of Director/Governors.

4. Furthermore, it is pertinent to point out that paragraph (h) of sub-rule (1) of rule 12 of the Rules of Business, 1973, provides that no Division shall without previous consultation with the Finance Division, authorize the issue of any orders which will involve a change in the terms and conditions of service of Government servants, on their statutory rights and privileges, which have financial implications. In addition to above, the Supreme Court of Pakistan in its judgment in Civil Appeals No.1428 to 1436 of 2016 concluded that "The Rules of Business, 1973 are binding on the Government and a failure to follow them would lead to an order lacking any legal validity".

5. In view of this position, it is binding upon all the administrative Ministries/Divisions of semi-autonomous, autonomous bodies/corporations to ensure that any changes in the pay, allowances and privileges of executive/ supervisory staff of the semi-autonomous, autonomous bodies/ corporations working under their administrative control, are processed in accordance with the [Finance Division's O.M. No.F.1\(1\)Imp/94, dated 26-6-1999.](#)

6. In the last financial year, all Ministries/Divisions were requested to **provide a list of Autonomous / Semi-Autonomous Bodies and Corporations, etc. under their administrative control, along with details of their pay structure and whether they have sought concurrence of Finance Division for grant of Adhoc and other allowances, and their pay scales on the given format but the requisite information is still awaited from a number of Ministries/Divisions.** In case the approval has not been sought, the case should be initiated and forwarded for consideration of the Standing Committee of Finance Division, and final approval by the Secretary, Finance Division.

7. All Ministries/Divisions are requested to comply with these instructions and submit a report by 30-07-2025, and convey these instructions to Autonomous / Semi Autonomous Bodies and Corporations under their administrative control for taking further necessary action within the CFY 2025-26.

Administration (Wing),
Kamran Ali Afzal
Cabinet Secretary
Cabinet Division,
Islamabad

Establishment (Wing),
Inamullah Khan Dharejo
Secretary Establishment Division
Establishment Division,
Islamabad

Technical Wing (Wing),
Fuad Asadullah Khan
Director General (IDB)
Block-K Pakistan Secretariat,
Islamabad

Admin (Wing),
Kamran Ali Afzal
Secretary
Prime Minister Office,
Islamabad

Special Investment Facilitation Council (Wing),

Hafsa Majeed
SO (Regulation-IV)

Adnan Muazzam
Webmaster
16 July, 2025, 12:22:45 PM

Jamil Ahmed Qureshi
Secretary SIFC
Prime Minister's Office Special Investment Facilitation Council Islamabad.,
Islamabad

Administration (Wing),
Aisha Humera Ch
Secretary Climate Change
LG and RD Complex, Sector G-5/2,
Islamabad

Administration (Wing),
Jawad Paul
Secretary
Commerce Division,
Islamabad

Admin (Wing),
Ali Sher Mahsud
Federal Secretary (MoCommunication)
Ministry of Communications,
Islamabad

Admin (Wing),
Lt Gen Muhammad Ali (Retd)
Secretary
Ministry of Defence (Defence Division),
Rawalpindi

Secretary Office (Wing),
Lt Gen (R) Muhammad Chiragh Haider HI(M)
Secretary (DP)
Ministry of Defence Production, Rawalpindi,
Rawalpindi

Admin (Wing),
Dr. Kazim Niaz
Secretary (EAD)
EAD, C-Block Pak Secreteriat,
Islamabad

Admin (Wing),
Dr Muhammad Fakhre Alam Irfan
Secretary
Ministry of Energy Power Division, Islamabad,
Islamabad

IT Wing (Wing),
Momin Agha
Secretary

Ministry of Energy and Petroleum Division,
Islamabad

Non Formal & Spl. Education/S.Welfare (Wing),
Nadeem Mahbub
Secretary (Education)
1st, 2nd floor of Block-C and 2nd Floor of D-block, Pak Secretariat,
Islamabad

Admin (Wing),
Asad Rehman Gilani
Secretary
4th Floor, Kohsar Block, Pak Secretariat, Constitution Avenue,
Islamabad

Policy (Wing),
Rashid Mahmood
Secretary
Ministry of Finance, Revenue And Economics Affairs, 6th Floor, FBR(Hqrs), Constitution Avenue,
Islamabad.,
Islamabad

Administration (Wing),
Amna Baloch
Foreign Secretary
Foreign Office Building 3rd & 6th Floor. (3rd Floor - Server Room) Constitution Avenue G-5,
Islamabad

Secretary Office (Wing),
Hamed Yaqoob Sheikh
Secretary Housing
1st and 2nd floor, Block B, Pak Secretariat, Islamabad.,
Islamabad

Admin (Wing),
Saif Anjum
Secretary Industries & Production
A Block Pak Secretariat, Islamabad,
Islamabad

Administration Wing (Wing),
Ambreen Jan
Secretary MoIBC
Ministry of Information and Broadcasting,
Islamabad

IT (Wing),
Zarrar Hasham Khan
Secretary IT
Ministry Of Information Technology & Telecommunication, 7th Floor, Kohsar Block, Pak Secretariat,,
Islamabad

Islamabad

Admin (Wing),
Muhammad Khurram Agha
Secretary of Interior
Ministry of Interior, R-Block, Pak Secretariat,
Islamabad

Admn & Organization Wing (Wing),
Mohyuddin Ahmad Wani
Secretary IPC
2nd Floor, Kohsar Block, Pak. Secretariat,
Islamabad

Admin (Wing),
Zafar Hasan
Secretary Kashmir Affair, Gilgit Baltistan & SAFRON
1st Floor, R-Block, Pak Secretariat, Islamabad.,
Islamabad

Admin (Internal) (Wing),
Raja Naeem Akbar
Secretary LAW & Justice
Ministry of Law and Justice,
Islamabad

Admn (Wing),
Syed Zafar Ali Shah
Secretary Maritime Affairs
Kohsar Block, 8th Floor Constitution Avenue, Islamabad,
Islamabad

Administration (Wing),
Syed Waqar ul Hassan
Federal Secretary of MoNHS
Ministry of National Health Services Regulations and Coordination,
Islamabad

Admin (Wing),
Awais Manzoor Sumra
Secretary Planning
Planning Commission,
Islamabad

A&C (Wing),
Navid Ahmed Shaikh
Secretary, PA&SS Division
4th floor, Evacuee Trust complex,
Islamabad

Adnan Muazzam
Webmaster
16 July 2025, 12:22:45 PM

Admin (Wing),
Hammad Shamimi
Secretary Privatisation Division
5-A EAC Building Constitution Avenue, F-5/1 F-5, Islamabad.,
Islamabad

Syed Mazhar Ali Shah
Secretary (Railways)
4th Floor, Block D Pak. Secretariat,
Islamabad

Admin (Wing),
Dr Syed Ata ur Rehman
Secretary Religious Affairs
1st Floor, TUV (Kohsar) Block, New Secretariat, Opposite Punjab House,
Islamabad

Admin (Wing),
Sajid Baloch
Secretary Science and Technology
Ministry of Science and Technology,
Islamabad

Admin (Wing),
Syed Ali Murtaza
Federal Secretary
6 Ataturk Avenue, G-5/1, Islamabad,
Islamabad

Emigration Wing (Wing),
Nadeem Aslam Chaudhary
Secretary(MoPHRD)
Ministry of Overseas Pakistanis & Human Resource Development 5TH & 6TH FLOOR, BLOCK-B,
PAK. SECRETARIAT, ISLAMABAD,
Islamabad

Copy for information to:-

- 1- Sardar Ayaz Sadiq, Speaker(National Assembly), NAS, Islamabad
- 2- Syed Hasnain Haider, Secretary, SENATE, Islamabad
- 3- Dr. Iram Anjum Khan, Auditor-General of Pakistan, AGP, Islamabad
- 4- MUHAMMAD EJAZ UL HAQ, Accountant General, AGPR, Islamabad
- 5- Kashif Ahmad Noor, Military Accountant General, MAG, Rawalpindi
- 6- Abrar Ahmad Mirza, Chief Secretary (GB), CSGB, Barmas Gilgit
- 7- Ch. Muhammad Ali Randhawa, Chairman CDA, CDA, Islamabad
- 8- Syed Hasnain Mehdi, Secretary FPSC, FPSC, Islamabad.
- 9- Hamid Raza Khalid, Director General(CDNS), CDNS, Islamabad
- 10- Ch. Muhammad Ali Randhawa, Chief Commissioner ICT, CCICT, Islamabad
- 11- Raja Fayyaz Anwar, Master of the Mint, PAKMINT, Lahore
- 12- Sami Ullah Khan, Director General, PPOST, Islamabad

13- Ahmad Jan Malik, Director General, STI, Islamabad

14- Adnan Muazzam, Webmaster, MOF, Islamabad

Hafsa Majeed
SO (Regulation-IV)

Adnan Muazzam
Webmaster
16 July , 2025, 12:22:45 PM

List of Autonomous / Semi-Autonomous Bodies and Corporations, etc. under
Ministry / Division

Sr. No	Name of Organization	Ministry / Division	Have they adopted BPS Scales in totality or have their own pay scales? (BPS / Own Pay Scale)	Whether their Pay Scales / Allowances are approved by Finance Division (YES / NO)