



GOVERNMENT OF SINDH

**THE
SINDH GOVERNMENT RULES
OF BUSINESS 1986**

(As Amended up-to 13-03-2024)



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CHIEF SECRETARY GOVERNMENT OF SINDH

PREFACE

The existing "*Sindh Government Rules of Business, 1986*" were notified on 13th August, 1988 and published in a booklet form. Since the issuance of the Sindh Government Rules of Business, 1986 and its publication, numerous amendments had been carried out with the approval of competent authority. The Implementation & Coordination Wing of the SGA&CD has taken steps to compile, consolidate and up-date the Sindh Government Rules of Business, 1986 in the booklet form by incorporating all the amendments in the Rules ibid carried out from time to time.

Mr. Shahab Qamar Ansari Secretary (I&C), SGA&CD, Mr. Abdul Shakoor Noonari Additional Secretary (Regulation), Mr. Ihtashamul Haq Azhar Soomro Deputy Secretary (Regulation), Mr. Musaddique Memon Section Officer (Regulation-I) and its staff members were the key officers involved in the whole exercise and they need to be acknowledged for their untiring efforts in bringing about these up-dated Rules in the present published format.

Last but not the least, I appreciate the efforts of Mr. Ali Ahmed Baloch Secretary, Law, PA & Criminal Prosecution Department, Mr. Shafquat Ali Larik Section Officer and Mr. Kamran Ali Umrani Librarian for their valuable input and painstaking efforts in making these Rules free from errors and mistakes. Needless to say, these Rules have a statutory status. It is, therefore, expected that all Departments and lower formation would follow them in letter and spirit.

(DR. MUHAMMAD FAKHRE ALAM)
CHIEF SECRETARY SINDH

Karachi, dated 12th March, 2024

TABLE OF CONTENTS

S.NO.	SUBJECT	RULE	PAGE
PART-I GENERAL			
1.	Short title and commencement	1	1
2.	Definitions	2	1-2
3.	Departments and their Business	3	2
4.	Organization of Department	4	3
PART-II GOVERNOR			
5.	References to Governor	5	3-4
6.	Appointment of Advisors and Special Assistants	6	4
PART-III CHIEF MINISTER			
7.	Allocation of Departments	7	4-5
8.	References to the Chief Minister	8	5
9.	Power to refer cases to the Cabinet	9	5
10.	Waiving of and dispensing with reference to Cabinet	11	5
11.	Power to give direction regarding Assembly	12	5
12.	Approval of Legislative Proposals	13	6
13.	Procedure in case of difference of opinion, doubt or dispute	14	6
14.	Power in Financial matters	15	6
15.	Matters involving Federal and other Provincial Government	16	6
16.	Submission of Cases	17	6
17.	Duties of Chief Minister in relation to Governor	18	6
PART-IV FUNCTIONS OF MINISTERS AND SECRETARIES			
18.	Functions of the Ministers	19	7
19.	When there is no Cabinet	20	7
20.	Functions and powers of the Chief Secretary	21	7-8
21.	Duties and Functions of Secretary	22	8
22.	General procedure for disposal of business	23	8-9
23.	Orders, instruments and contracts	24	9
PART-V DEPARTMENTAL PROCEDURE			
24.	Consultation among Departments	25	9
25.	Services and General Administration Department	26	9-10
26.	Home Department Manner of submission of certain cases	27	10
27.	Consultation with Finance Department	28	10-11
28.	Consultation with Law Department	29	11-12
29.	Planning and Development Board, Sindh, Planning & Development Department	30	12
30.	Reference from Head of Attached Department	31	12
31.	Secretaries Committees	32	12-13

PART- VI SERVICES			
32.	Public Service Commission	33	13
33.	Selection Board	34(i)	13
34.	Difference between Selection Board and the Department	34(ii)	13-14
35.	Omitted	35	14
PART-VII CABINET PROCEDURE			
36.	Business brought before the Cabinet	36	14
37.	Method of disposal by the Cabinet	37	14
38.	Submission of Cases to the Cabinet	38	14-15
39.	Procedure regarding Cabinet Meetings	39	15-17
40.	Procedure regarding Cabinet decision by circulation	40	17
41.	Procedure regarding Committee of Cabinet	41	17
42.	Action on Cabinet Decision	42	17-18
43.	Secrecy of the Cabinet meetings	43	18
44.	Custody of Cabinet papers	44	18
PART- VIII LEGISLATION			
45.	Official Bills	45	18-20
46.	Reconsideration of Bill by Provincial Assembly	46	20
47.	Non-official Bill and amendment	47	20-21
48.	Ordinance	48	21
49.	Summoning Prorogation and dissolution of the Assembly	49	21
PART -IX RELATIONS WITH THE ASSEMBLY			
50.	General provisions regarding Bill, etc.	50	21-22
51.	Resolutions and Motions	51	22
52.	Questions	52	22-23
53.	Budget	53	23
54.	Year Book	54	23
55.	Annual Report	55	23
PART - X MISCELLANEOUS PROVISIONS			
56.	Protection and communication of official information	56	24
57.	Channel of Communication	57	24
58.	Transaction of Business	58	24-25
59.	Relaxation	59	25
60.	Repeal	60	25
SCHEDULES			
61.	SCHEDULE-I		26-33
62.	SCHEDULE-II		34-64
63.	SCHEDULE-III		65
64.	SCHEDULE-IV		66-67
65.	SCHEDULE-V		68
66.	SCHEDULE-VI		69-71
67.	SCHEDULE-VII		72
68.	SCHEDULE-VIII		73
69.	SCHEDULE-IX		74

GOVERNMENT OF SINDH
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT

NOTIFICATION

Karachi, the 13th August 1988.

No. SOR-I (S&GAD) 3/2-85(Pt. III):- In pursuance of the provisions of Article 139 (3) of the Constitution of the Islamic Republic of Pakistan, the ¹*Government* of Sindh are pleased to make the following rules, which shall have effect from 20th November, 1986:-

SINDH GOVERNMENT RULES OF BUSINESS, 1986.

PART-I
GENERAL

1. (i) These rules shall be known as the Sindh Government Rules of Business, 1986. **Short title and commencement.**

(ii) They shall come into force at once.

2. In these rules, unless the context otherwise requires – **Definitions.**

(i) "Assembly" means the Provincial Assembly of Sindh;

(ii) "Attached Department" means the Department mentioned in column 3 of Schedule-I;

(iii) "Branch" or "Section" means sub-division of a Department dealing with one or more specified subject;

(iv) "Business" means all work done by Government;

(v) "Cabinet" means the Chief Minister and Ministers referred to collectively;

(vi) "Case" means a particular matter under consideration and includes all papers relating to it required to enable the matter to be disposed, namely, correspondence, notes and previous papers, if any, on the subject or subjects covered by or connected with it;

(vii) "Chief Minister" means Chief Minister of Sindh;

(viii) "Chief Secretary" means Chief Secretary to the Government of Sindh;

(viii-a) ²["Chairman" means the Chairman, Planning and Development Board Sindh, Planning and Development Department;

¹ Substituted by the Constitution 18th Amendment Act 2010

² Inserted by Noification No.SORI(SGACD)-4/2017(P&D/B) DATED 08-11-2017

- (ix) "Commission" means the Public Service Commission established for the Province of Sindh in pursuance of Article 242 of the Constitution;
- (x) "Constitution" means the Constitution of the Islamic Republic of Pakistan;
- (xi) "Department" means an administrative unit in the Secretariat responsible for the conduct of business in a specified sphere;
- (xii) "Gazette" means the Sindh Government Gazette;
- (xiii) ¹["Government" means the Government of Sindh acting through Chief Minister or Chief Minister alongwith Ministers];
- (xiv) "Governor" means the Governor of Sindh;
- (xv) "Head of an Attached Department" means an officer shown in column 4 of Schedule-I;
- (xvi) "Member" means a member of the Assembly;
- (xvii) "Minister" means a Minister appointed under Article 132 of the Constitution;
- (xviii) "Schedule" Means a Schedule of these rules;
- (xix) "Secretariat" means the Departments referred to collectively;
- (xx) ²"Secretary" means and includes the Chief Secretary, Chairman, Additional Chief Secretary, Secretary, Special Secretary and Additional Secretary to Government incharge of a Department; and
- (xxi) "Speaker" means the Speaker of the Assembly.

3. (i) There shall be Secretariat comprising the Departments specified in column 2 of Schedule-I.

**Departments
and their
business.**

(ii) The business shall be distributed amongst several Departments in the manner indicated in Schedule-II.

(iii) There shall be Attached Departments as shown in column 3 of Schedule-I.

(iv) The business of Government, other than the business transacted in the Secretariat or the attached Department shall be transacted in such manner as the Chief Minister may determine.

¹ Substituted vide Notification No. SORI(SGA&CD)2-4/2001(SGA&CD) dated 06.12.2012.
2. Amended vide Notification No. SORI(SGA&CD)2-4/2017(P&D/B) dated 08.11.2017

SCHEDULE-I
(See Rule - 3 (l))

S. NO.	Secretariat Department	Attached Department	Head of Attached Department
1.	2.	3.	4.
1.	Agriculture, Supply & Prices Department	(a) Agriculture Engineering and Water Management Sindh. (b) Agriculture Research Sindh. (c) Agriculture Extension Department. (d) Directorate of Supply & Prices.	(a) Director General, Agriculture Engineering and Water Management Sindh. (b) Director General, Agriculture Research Sindh. (c) Director General Agriculture Extension and adaptive Research Project Sindh. (d) Director General Supply & Prices
2.	Auqaf, Religious Affairs, Zakat and Ushr Department	(a) Auqaf Department. (b) Religious Affairs Department (c) Zakat Department	(a) Chief Administrator Auqaf. (b) Director Religious Affairs Department (c) Administrator Zakat
3.	Board of Revenue. a) Revenue Department b) Land Utilization Department c) Relief Department.	(a) Settlement, Survey and Land Records Department. (b) Relief Department.	(a) Director of Settlement, Survey and Land Records. (b) Relief Commissioner.
4.	Chief Minister's Secretariat	¹ (Deleted) ² [Sindh Higher Education Commission]	¹ (Deleted) ² [Chairman Sindh Higher Education Commission]
4-A	³ [Chief Minister's Inspection, Enquiries & Implementation Team, CMIE&IT Department	--	--
5.	⁴ [College Education Department	i. Directorate General of Colleges. ii. ⁵ (Deleted) iii. Sindh Education Policy Commission for Higher Education. iv. Directorate of Planning Dev. and Research for Colleges. v. ⁵ (Deleted) vi. ⁶ [Sindhi Adabhi Board. vii. Education Works for Colleges. viii. Construction of Colleges through Consultants.	i. Director General (Colleges)]. ii. ⁵ (Deleted) iii. Director, Sindh Education Policy Commission for Higher Education. iv. Director, Planning Dev. and Research for Colleges.] v. ⁵ (Deleted) vi. Chairman Sindhi Adabhi Board. vii. Chief Engineer, Education Works for Colleges. viii. Project Director/Director,

¹ Deleted by Notification No. SORI(SGA&CD)1-84/2019 dated 28.02.2019.

² Inserted by Notification No. SORI(SGA&CD)2-4/2001 (1-60) dated 22.02.2021.

³ Inserted by Notification NO. SORI(SGA&Cd)1-84/2019 dated 13.07.2020

⁴ Inserted vide Notification No. SORI(S&GAD) 2-4/2016 (Edu.) dated 06.10.2016.

⁵ Deleted vide Notification No. SORI(S&GAD)2-4/2016(Edu.) dated 20.10.2016).

⁶ Inserted by Notification No. SORI(S&GAD)2-4/2016 (Edu.) dated 06.10.2016.

		<ul style="list-style-type: none"> ix. Search Committee. x. Accreditation Board/Service Delivery Commission. xi. Directorate of Inspection/Registration of Private Colleges. xii. Directorate of Human Resource and Training for Colleges. xiii. Directorate of Monitoring and Evaluation for Colleges. 	<ul style="list-style-type: none"> Construction of Colleges through Consultants. ix. Chairman, Search Committee. x. Chairman, Accreditation Board/Service Delivery Commission. xi. Director General, Directorate of Inspection/Registration of Private Institutions. xii. Director, Directorate of Human Resource and Training for Colleges. xiii. Director General, Directorate of Monitoring and Evaluation for Colleges].
6.	¹ [Cooperative Department	<ul style="list-style-type: none"> i. Cooperative Department ii. Sindh Cooperative Housing Authority. 	<ul style="list-style-type: none"> i. Registrar, Cooperative Societies Sindh. ii. Managing Director, Sindh Cooperative Housing Authority].
7.	² [Culture, Tourism , Antiquities & Archives Department]	<ul style="list-style-type: none"> (a) Directorate of the Culture (b) Directorate of Tourism (c) Directorate of Tourist Services (d) Pakistan Institute of Tourism and Hotel Management (PITHM) (e) Antiquities (f) ³[Archives Department 	<ul style="list-style-type: none"> (a) Directorate General of Culture (b) Director Tourism (c) Deputy Controller (d) Director, Pakistan Institute of Tourism and Hotel Management (PITHM) (e) Secretary Antiquities (f) Director Archives]
7-A	³ [Department of Empowerment of Persons with Disabilities]		
8.	⁴ [Energy Department	<ul style="list-style-type: none"> i) Directorate of Electric Power ii) Directorate of Oil & Gas iii) Directorate of Alternative Energy iv) Sindh Coal Mines Development v) Directorate of Coal Energy Development vi) Inspectorate of Coal Mines vii) Directorate of Village Electrification Sindh viii) Electricity Monitoring & Reconciliation Cell 	<ul style="list-style-type: none"> i) Directorate General of Electric Power ii) Director of Oil & Gas iii) Director of Alternative Energy iv) Director General of Coal Mines Development v) Director General of Coal Energy Development vi) Chief Inspector of Coal Energy Department vii) Director, Village Electrification Sindh viii) Director (Reconciliation)

¹ Substituted by Notification No. SORI(S&GAD)2-4/2017 dated 02.10.2017.

² Substituted by Notification No. SORI(S&GAD)1-81/2019 dated 02.01.2020

³ Substituted by Notification No. SORI(S&GAD)2-4/2001^(SE) dated 01.06.2018 and listed at Sr. No. 35 and subsequently re-numbered at Sr. No. 7-A vide Corrigendum dated. 6.8.2018.

⁴ Substituted vide Notification No. SORI(SGA&CD)2-4/2001(I-II) dated 21-11-2023

		ix) Electric Inspectorate Karachi Region-I x) Electric Inspectorate Karachi Region-II xi) Electric Inspectorate Hyderabad Region xii) Electric Inspectorate Mirpurkhas Region xiii) Electric Inspectorate Sukkur Region xiv) Electric Inspectorate Larkana Region.	Electricity Monitoring & Reconciliation Cell ix) Electric Inspector x) Electric Inspector xi) Electric Inspector xii) Electric Inspector xiii) Electric Inspector xiv) Electric Inspector].
8-A.	¹ [Environment, Climate Change & Coastal Dev. Deptt]:	(i) Sindh Environmental Protection Agency (ii) Sindh Coastal Dev. Authority	(i) Director General, Sindh Environmental Protection Agency; (ii) Director General, Sindh Coastal Dev. Authority.
9.	² [Excise, Taxation & Narcotics Control Department	i) Directorate General of Excise & Taxation ii) Directorate General of Narcotics Control	i) Director General, Excise & Taxation ii) Director General, Narcotics Control].
10.	Finance Department	(i) Local Funds and Audit (ii) ³ [Deleted] (iii) ⁴ [Deleted]	(i) Director Local Funds and Audit. (ii) ³ [Deleted] (iii) ⁴ [Deleted]
11.	Food Department	Directorate of Food	Director Food
12.	⁵ [Forest & Wildlife Department	(i) Riverine & Inland Forests Department, Sindh (ii) Mangroves & Rangelands Forest Department, Sindh iii) Social Forestry Department, Sindh iv) Wildlife Department, Sindh]	(i) Chief Conservator of Forests, Riverine & Inland forests Department, Sindh at Hyderabad. (ii) Chief Conservator of Forests, Mangroves & Rangelands Forest Department, Sindh at Karachi. iii) Chief Conservator of Forests, Social forestry Department, Sindh at Hyderabad]. iv) ⁶ [Chief Conservator Wildlife Sindh Wildlife Department]
13.	Governor's Secretariat including Military Secretary Wing	--	--
14.	⁷ [Deleted]		
15.	Home Department	(i) Police (ii) Civil Defence (iii) Prison	(i) Inspector General of Police (ii) Director of Civil Defence (iii) Inspector General of Prisons

¹ Substituted by Notification No. SORI(S&GAD)2-4/2013 (Env.) dated 12.08.2016.

² Substituted by Notification No. SORI(S&GAD)2-4/2013 (E&T/1-3) dated 05-05-2023

³ Deleted by Notification No. SORI(SGA&CD)1-120/2023 dated 31.10.2023

⁴ Deleted by Notification No. SORI(SGA&CD)2-4/2001(1-27) dated 15.01.2019

⁵ Substituted vide Notification No. SORI(S&GAD)2-4/2013^(Env.) dated 19.11.2018

⁶ substituted by Notification No. SORI(SGA&CD)2-4/2013(1-6/PF-II) dated 15.03.2023.

⁷ Deleted by Notification No. SORI(S&GAD)2-4/2016^(Edu.) dated 06.10.2016.

SCHEDULE- II
(See rule 3 (ii))
Distribution of Business among Departments.

1 – AGRICULTURE, SUPPLY & PRICES DEPARTMENT

1. Agriculture Education and Research.
2. Matters relating to Agriculture University.
3. Control over the price and distribution of Sugarcane.
4. Collection and compilation of Agricultural Statistics.
5. Experimental and demonstrations farms
6. Improvement of agricultural methods.
7. Matters connected with Agricultural census
8. Procurement and distribution of improved varieties of Seed and fertilizer.
9. Protection against insects and pests and prevention of plant diseases including plant protection work.
10. Soil conservation in canal Irrigated Zones
11. Control on price and distribution of civil supplies.
12. All matters connected with Profiteering and Hoarding as provided in-
 - (a) The Sindh Registration of Godowns Act, 1995, and rules there under;
 - (b) The Sindh Essential Commodities Price Control and Prevention of Profiteering and Hoarding Act, 2005: and
 - (c) The Sindh Consumer Protection Ordinance, 2007”.
13. Enforcement of Weights and Measures Standard under the Sindh Standard Weights & Measures Enforcement Act, 1975.
14. Services Matters except those entrusted to the Services, General Administration and Coordination Department.

2 - AUQAF, RELIGIOUS
ZAKAT AND USHR DEPARTMENT

1. Religious Affairs.
2. Hajj.
3. Auqaf.
4. Council of Islamic Ideology.
5. Coordination with Federal Government on all matters of Religious Affairs.
6. Exchange of visits of scholars of Islamic learning and education.
7. Islamic Studies and Research, including holding of Seminars, Conferences and Meetings on related Subjects.
8. Islamic Moral Standards.
9. Printing and Publication of the HOLY QURAN.
10. Training and education of Ulema and Khatibs.
11. Tabligh.
12. Nazim-e-Salat.
18. Zakat and allied matters.
19. Ushr and allied matters:
20. Services Matters except those entrusted to the Services, General Administration and Coordination Department.

- children/persons with disabilities.
4. Training of Teachers' and rehabilitation professionals related to persons with disabilities.
5. Development of curriculum for special education and vocational training.
6. Printing of Braille books and cultural activities of children and persons with disabilities.
7. Sports, recreation, leisure and cultural activities of children and persons with disabilities.
8. Campaign for public awareness, social integration and friendly environment for children and persons with disabilities.
9. Welfare, social protection and economic rehabilitation of persons/children with disabilities.
10. Registration of children/persons with disabilities and maintaining of database of children/persons with disabilities.
11. Registration of Institutions providing care, rehabilitation, education to children/persons with disabilities and grants to such Institutions.
12. Research on the issues of children/persons with disabilities and establishment of centers of excellence.
13. Budget, accounts and audit matters and purchase of stores and capital goods for the department.
14. Service matters except those entrusted to Services, General Administration and Coordination Department.
15. Matters incidental and ancillary to the above subjects.

8 – I ENERGY DEPARTMENT

1. Administration of the Electricity Act, 1910 and other Acts on the subjects.
2. Assessment and collection of taxes on electricity under the Sindh Finance Act, 1964.
3. All relevant matters under laws relating to petroleum, power, energy and gas.
4. Development of Power Generation by exploiting oil, gas and hydel resources.
5. Development of power policy in consultation with other allied Departments.
6. Review and updating of regulatory framework to promote fast-track investment in energy projects.
7. Public Private Partnership for energy production, conservation, efficiency and audit.
8. Close coordination with Federal Government in respect of grant of licenses for oil and gas exploration and cooperation with such companies and organizations undertaking such ventures.
9. Grant of renovation of license of Electric Supply Companies and acquisition of electric undertakings.
10. Monitoring of electricity tariff.
11. Determination of rates of supply to consumers in bulk and/or otherwise prescribed tariffs except where entrusted to WAPDA.
12. Matters connected with Tube well electrification.
13. Matters related to the Sindh Coal Authority.
14. Matters related to the Thar Coal Energy Board.
15. Matters related to the Sindh Efficiency & Conservation Agency.
16. All matters pertaining and auxiliary to hydel power stations of WAPDA or any other public/private sector agency located.
17. Electrical accidents in connection with generating, transmission, distribution and use of electric energy.

¹ Substituted vide Notification No. SORI(SGA&CD)2-4/2001(1-11) dated: 21.11.2023.

18. Standardization of Specification in respect of electric appliances, machinery and installations.
19. Conservation of energy.
20. Development of Coal Resources.
21. Grant of Licenses, Permits, Leases for Coal Mining.
22. Inspection of Coal Mines.
23. Regulation & Monitoring of Coal Mining Operations, Coal Gasification, Coal Gas extraction, Coal Liquids & other auxiliary activities and collection of royalties thereof.
24. Negotiation of Agreements and consultations with the Federal Govt. if and when considered necessary.
25. Negotiations/Consultations with Private Investors.
26. Maintenance of up-to-date master Plans of Exploration Licenses, Permits and leases granted renewed assignment and surrenders including their Publication in the official Gazette.
27. Serves as Secretariat of Mineral Investment Facilitation Authority (MIFA) and Thar Coal Energy Board (TCEB).
28. Geological Surveys.
29. Notifying rules and regulations falling within its domain.
30. Import purchase, distribution and price fixation of coal & coke.
31. Coal Based Energy Development.
32. Coal Based Power Generation.
33. All matter relating to Alternate of Renewable Energy.
34. Research, Development and Training in Alternate Energy field.
35. Directorate of Alternate Energy-functional and administrative matters.
36. Implementation of Alternate Energy Policy framed by the Government of Pakistan
37. Promoting wind, solar, waste & other Renewable Energy Generation.
38. Technical assistance to private investors.
39. Dissemination of Alternate Energy Technologies.
40. To facilitate and enforce efficient use of energy and its conservation.
41. Inspection for ensuring compliance with Energy consumption standards.
42. Service matters, except those entrusted to the Services, General Administration & Coordination Department.”

8-A – 1[ENVIRONMENT, CLIMATE CHANGE AND COASTAL DEVELOPMENT DEPARTMENT]

- (i) ²[Matters relating to the Sindh Environmental Protection Agency;
- (ii) Matters relating to Coastal Development Authority]
- (iii) ³[Matters relating to Climate Change;
- (iv) Service matters, except those entrusted to the Services, General Administration and Coordination Department].

¹ Substituted by Notification No.SORI(S&GAD)2-4/2013^(Env.) dated 12.08.2016

² Inserted by Notification No. SORI(SGA&CD)2-4/2013^(Env.)dated 17th May, 2016

³ Inserted by Notification No.SORI(S&GAD)2-4/2013^(Env.) dated 12.08.2016

