

GOVERNMENT OF PAKISTAN  
PAKISTAN METEOROLOGICAL DEPARTMENT  
(HEAD-QUARTER'S OFFICE)  
SECTOR H-8/2 P.O. BOX 1214  
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No. GA-9(4)/2023-24 / 6830.

Dated, the


09<sup>th</sup>  
July 2024

C I R C U L A R

Subject: A MANUAL ON STAFF WELFARE ORGANIZATION (EDITION- 2022)

Please find enclosed herewith copy of Ministry of Aviation Memorandum No.5-2/2023-Admin dated 20-05-2024 along with Copy of (PPARC)'s Memo No .1/1/2021-Manuals dated 15-05-2024 (download complete document from PMD website under the heading "circular") on the above noted subject for information, please.

Encl: (As Above)

  
(AHTISHAM ZAFAR)  
Administrative Officer  
for Director-General  
Meteorological Services

Distribution:

01. Chief Met. R&D / NDMC, PMD Islamabad.
02. Chief Met. FFD Lahore.
03. Chief Met. Camp Office Karachi.
04. Director RMC, Lahore / Karachi / Quetta / GB / Peshawar.
05. Director, NWFC / NAMC / Seismic / NDMC / Planning / Media Cell / Nullah Lai, PMD Islamabad.
06. Director, Maintenance / F&C / IMG / CDPC, Karachi.
07. SPS to D.G. Met. Services, Islamabad.
08. Senior Programmer, IT, Islamabad.
09. DCAO (E) / AO (B), PMD Islamabad.
10. Dy. Director, Coordination, PMD Islamabad.
11. Accounts Officer, PMD Islamabad.
12. DDO, PMD Islamabad.
13. Security Officer, PMD Islamabad.
14. Web-Master, PMD HQs Office Islamabad to upload the circular on the Official Website under the tab circulars.



P-103/0

No. 1/1/2021-Manuals

Islamabad the 15<sup>th</sup> May, 2024

OFFICE MEMORANDUM

Subject: - A MANUAL ON STAFF WELFARE ORGANIZATION (EDITION-2022).

The undersigned is directed to say that in consonance of the Rules of Business, 1973, the Pakistan Public Administration Research Centre (PPARC) Establishment Division, under its charter of duties, is responsible for compilation and publication of Administrative/ Establishment Codes and Manuals etc.

2. The Centre has published a number of Manuals and brought out their revised editions. Under its charter of functions, PPARC has revised the edition of "A Manual on Staff Welfare Organization" as Edition-2022 with the very objective to facilitate the Federal Ministries/Divisions and other Organizations. This version includes all the latest amendments as on 31<sup>st</sup> December, 2022. This Manual dispense with acquaintance as amenities granted by Staff Welfare Organization to Civil Servants during and post retirement.

3. This publication has already been put on the official website of Establishment Division to be downloaded free of cost from [www.establishment.gov.pk](http://www.establishment.gov.pk) and for procurement of hard copy, the indenting agency may kindly, consult PPARC, by paying Rs.400/- per copy on the prescribed challan form (specimen enclosed). Requisitions may be addressed to:

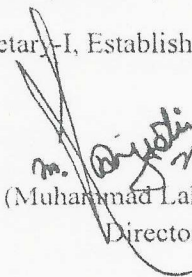
"Director (M&P),  
PPARC, Establishment Division,  
Ground Floor LG&RD Complex,  
Sector G-5/2, Islamabad."

Under the head of account:


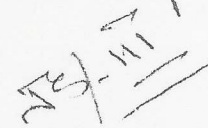

"C03-Misc. Receipt.  
C038-Others  
C03853-Sale of Publications of (PPARC), Establishment Division,  
Islamabad."

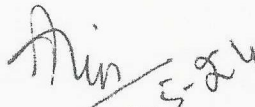
4. Mode of procurement for out stationed offices as well as for local offices located at Rawalpindi/Islamabad is given at the end in the list of publications (enclosed).

5. This issues with the approval of Additional Secretary-I, Establishment Division.

  
(Muhammad Lakhkar Khan Hoti)  
Director General

Secretary  
Aviation Division,  
Islamabad.

  
17/5/24  
  


  
20-5-24  
12/5

Deputy Secretary (Admin)  
Diary No. 736  
2-8-24

756

20/05/2024

20-5-24

1097

R-102/c

TR.-6

(Treasury rule 92)

Challan of cash paid into the

**CENTRAL  
CHALLAN No.**  
Treasury/Sub-Treasury  
National Bank of Pakistan  
State Bank of Pakistan

To be filled in by the remitter			To be filled in by the Departmental Officer or the Treasury			
By whom tendered	Name (or designation) and address of the person on whose behalf money is paid	Full particulars of the remittance and of authority (if any)	Amount		Head of Account	Order to the Bank
Name			Rs.	Ps.		
Signature	Drawing and Disbursing Officer Pakistan Public Administration Research Centre Management Services Wing, Establishment Division, Islamabad	Cost of Publications of PPARC, Management Services Wing			C03-Misc Receipts. C03B-Others C03B53-- Sale of Publications of PPARC, Establishment Division, Islamabad.	Correct, received and grant receipt  (Signature and full designation of the officer ordering the money to be paid in).
		Total*				

\*(In words) Rupees

To be used only in the case of remittances to the Bank through Departmental Officer the Treasury Officer.

Received Payment (in words) Rupees

Treasurer

Accountant

Date

\_\_\_\_\_  
Treasury Officer  
Agent

P-101/C

Government of Pakistan  
Establishment Division  
Pakistan Public Administration  
Research Centre  
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Sl.No.	Name of Publication	Price Per Copy
1	A Manual on Staff Welfare Organization (Ed-2022)	400/-
2	Secretariat Instructions (Ed-2021)	600/-
3	Appointment, Promotion & Transfer Rules, 1973 (Ed-2016)	350/-
4	Revised Leave Rules (Ed-2015)	100/-
5	EstaCode (Ed-2015)	1050/-
6	A Manual on Occupational Groups / Services (Ed-2014)	300/-
7	A Manual on Travelling Allowance Rules (Ed-2013)	200/-
8	A Compendium of Laws and Rules Containing Efficiency and Discipline Rules (Ed-2012)	200/-
9	A Manual on Management of Public Record and State Documents (Ed-2012)	100/-
10	A Manual on Benevolent & Group Insurance, Benefits (Ed-2010)	100/-
11	The Establishment Manual (Ed-1992)	Out of Stock
12	A Compendium of Services Laws and Rules (Ed-2003)	180/-
13	A Hand Book for DDO's (Ed-2001)	Under Review
14	Common Services Manual Vol-I (Ed-1997)	Under Review
15	Common Services Manual Vol-II (Ed-2003)	260/-
16	A Manual of Pension Procedures (Ed-2006)	145/-
17	A Guide to Performance Evaluation (Ed-2004)	Out of Stock
18	Compendium of Laws Applicable to Federal Government Employees (Ed-1990)	Out of Stock
19	Compendium of Rules Applicable to Federal Government Employees (Ed-1992)	Out of Stock
20	A Hand Book on Autonomous Bodies (Ed-1989)	120/-
21	Reference Book on Autonomous Bodies (Ed-1989)	160/-
22	Government and Administration in Pakistan (Reprint-2003)	800/-
23	National Strategy for Administration (Reprint-2003)	70/-
24	Civil Services in Pakistan (Reprint-2003)	Out of Stock
25	Evolution of Pakistan's Administrative System (Reprint-2003)	260/-
26	Bibliography Pak. Government and Administration Vol-I-III	160/-
27	Bibliography Pak. Government and Administration Vol-III-A (Ed-1987)	40/-
28	Bibliography Pak. Government and Administration Vol-IV (Ed-1983)	50/-
29	F.G. Civil Servants Census (Reprint-1989)	100/-
30	Administration Journal	100/-
31	Second Census of Employees of Autonomous Bodies/Corporations	100/-
32	How to Supervise Workers at Work (Reprint-2006)	135/-

Note:-

i). The Publications are available/supplied on receipt of payment from the Sales Depot of PPARC at Ground Floor Local Government & Rural Development Complex, Sector G-5/2, Islamabad.

ii). In Case of Offices Located At Islamabad/Rawalpindi.

Through Treasury Challan against the payment deposited in NBP, (Main Branch) Civic Centre, Melody, Islamabad or State Bank of Pakistan in the following head of Account:-

"C03-Misc. Receipt.


C038-Others

C03853-Sale of Publications of (PPARC), Establishment Division, Islamabad."

ii). In Case of Out Stationed Offices.

Through a Bank Draft in favour of the DDO, PPARC, Establishment Division, Islamabad.

Vender No.30005024 (PPARC).

  
(Malik Aamir Sultan)  
Printing Officer  
051-9210765