

**GOVERNMENT OF PAKISTAN
PAKISTAN METEOROLOGICAL DEPARTMENT
(HEAD-QUARTER's OFFICE)
SECTOR H-8/2 P.O. BOX 1214

No. GA-9(4)/2022-23/5194

Islamabad, the 25th October, 2024

C I R C U L A R

Subject: OUTSOURCING OF GENERAL, NON-CORE SERVICES (CLEANING, PLUMBING, GARDENING ETC)

Please find enclosed herewith a copy of Ministry of Aviation Memorandum No.5-31/2024-Admin dated 22-10-2024 along with Establishment Division's O.M. F.No.1(1)/2023-Member/MSW dated 18-10-2024, on the subject cited above for information and compliance.

Encl: (As Above)



(AMIR SULTAN)
Dy. Chief Administrative Officer
for Director-General
Meteorological Services

Distribution:

1. Chief Met. R&D / NDMC, PMD Islamabad.
 2. Chief Met. FFD Lahore / HQ's Camp Office Met. Complex Karachi.
 3. Director RMC, Lahore / Karachi / Quetta / GB / Peshawar.
 4. Director, NWFC / NAMC / Seismic / NDMC / IT / Media Cell / Nullah Lai, PMD Islamabad.
 5. Director, Maintenance / F&C / IMG / CDPC, Karachi.
 6. SPS to D.G. Met. Services, Islamabad.
 7. Senior Programmer, IT, Islamabad.
 8. DCAO (E) / DCAO (B), PMD Islamabad.
 9. Dy. Director, Coordination, PMD Islamabad.
 10. Dy. Director, Planning, PMD Islamabad.
 11. DDO, PMD Islamabad.
 12. Haya Ali, Section Officer (Admin), Ministry of Aviation.
 13. Security Officer, PMD Islamabad.
- ✓ Web-Master, PMD HQs Office Islamabad to upload the circular on the Official Website under the tab circulars.

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Government of Pakistan
Ministry of Aviation

No. S-31/2024-Admin

Islamabad, the 22nd October, 2024

MEMORANDUM

Subject: - **OUTSOURCING OF GENERAL, NON-CORE SERVICES (CLEANING, PLUMBING, GARDENING ETC.)**

Reference Establishment Division's O.M. F.No.1(1)/2023-Member/MSW dated 18th October, 2024, (copy enclosed) on the subject cited above for information and compliance, please.

Encl: As Above

Haya Ali

(Haya Ali)
Section Officer (Admin)
Ph: 9244287

The Director General,
Pakistan Meteorological Department,
Islamabad.

The Director General,
Airports Security Force,
Karachi.

The Director General,
Pakistan Airports Authority,
Karachi.

The Director General,
Pakistan Civil Aviation Authority,
Karachi.

The Chief Executive Officer,
PIA Holding Company Limited,
Islamabad.

The Chief Executive Officer,
Pakistan International Airlines Corporation (Ltd),
PIA Head Office,
Karachi.

The Director,
Bureau of Air Safety Investigation Pakistan (BASIP),
Civil Aviation Authority Offices Complex, Lehtrar Road,
Rawalpindi.

Copy to with request for similar action, please:

- i. Deputy Secretary (DMA), Ministry of Aviation, Islamabad.
- ii. Deputy Secretary (Flying), Ministry of Aviation, Islamabad.
- iii. Deputy Secretary (CAA), Ministry of Aviation, Islamabad.
- iv. Section Officer (General), Ministry of Aviation, Islamabad.

DG Secretariat	
CM (D)	
CM (R&D)	
CAO (E)	✓
Dir (P)	
Dir (NWFC)	
DB (CC)	
Dy No	495
Date	23/10/24

Please circulate

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DCAO (GA)

MS Heebpat

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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

F. No. 1(1)/2023-Member /MSW

Islamabad, 18th October, 2024

Subject: OUTSOURCING OF GENERAL, NON-CORE SERVICES (CLEANING, PLUMBING, GARDENING ETC.)

The undersigned is directed to refer to the subject noted above and to state that Federal Cabinet in its meeting held on 27.08.2024 *inter alia* approved the recommendations of Committee on Rightsizing of the Federal Government as below:

“Outsourcing of General, Non-core Services (Cleaning, Plumbing, Gardening etc.)”

2. For the compliance of this Decision, the responsibility was entrusted to all Ministries/Divisions as per Cabinet Division’s Memorandum No. 28/CM/2024-D dated 3-9-2024. Pursuant to the above, following measures may also be considered by all Ministries/Divisions, Departments and Organizational Entities under their administrative control:

- i. In future, Establishment Division will not recommend subject positions in case of new creation of posts referred by Ministries/Divisions.
- ii. No recruitment against such posts may be made in case the existing posts are lying vacant or otherwise shall be declared as dying posts/cadres.
- iii. The request for creation of the posts having nomenclature like Naib Qasid, Qasid, Khidmatgar, Daftri, Chowkidar, Security Guard, Frash, Cleaner, Khakroob, Sanitary Worker, Sweeper, Washerman, Mali/Gardner, Record Sorter, Helper, Cook, Barbar, Loader, Attendant, Gestetner Operator, DMO, Carpenter, Electrician, Lift Operator, Plumber, Aya etc. may not be referred to Establishment Division. The existing sanctioned posts of these nomenclatures may also be declared as dying posts.
- iv. The General/Common/Non-core Services may be managed through outsourcing.

3. In view of the above, it is requested that further action may please be taken for the implementation of the aforementioned Decision of the Federal Cabinet in its true letter and spirit.

(Rana Nasir Amin)
Director (MS Wing)

All Ministries/ Divisions,
(Secretaries/Additional Secretaries (Incharge),
Rawalpindi/Islamabad.

21/10
SO/(A) H.A.
22/10

Pl send it to all organizations under this Minister for information/compliance

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Aviation Division
Deputy Secretary (Admin)
Diary No. MSB dated 18/10/24

2099 21-10-24

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