

FATA SECRETARIAT
Dated Peshawar the 4th of April, 2012

**RULES FOR THE DISPOSAL OF BUSINESS IN THE
FATA SECRETARIAT AND IN ITS LINE DEPARTMENTS**

Notification No. **FS/C-36/2308-35 dated 4th April 2012**

In pursuance of the decision dated 01-11-2007 of the President of Islamic Republic of Pakistan relating to establishment of FATA Secretariat and the formulation of rules for its functioning, the Governor, Khyber Pakhtunkhwa, as Agent to the President for the Federally Administered Tribal Areas, is pleased to make the following Rules.

PART-A – GENERAL

Serial No.

1. Short title and Commencement. (1) These Rules may be called the “FATA Secretariat Rules of Business, 2012”.

- (2) They shall come into force with immediate effect.
- (3) Official business in the FATA Secretariat, including its Line Departments, and subordinate offices, will be disposed of in accordance with these Rules.

2. Definitions. (1) In these Rules, unless there is anything repugnant in the subject or context,

- (a) **“Additional Chief Secretary” (FATA)** means the Additional Chief Secretary FATA, who is the Administrative Head of the FATA Secretariat. He shall also be the Principle Accounting Officer for all FATA budgetary allocations.
- (b) **“Attached Directorate”** means a Line Department working for FATA, which has direct relation with the FATA Secretariat and has been declared as such by the competent authority.
- (c) **“Business”** means all work done by the Secretariat.
- (d) **“Case”** means a particular matter under consideration, and includes all papers relating to it, and required, to enable the matter to be disposed of, viz: - correspondence and notes, and also any previous papers on the subject or subjects covered by, or connected with, it.
- (e) **“Chief Secretary”** means the Chief Secretary of the Government of Khyber pakhtunkhwa, notified as such, and includes an officer notified to act as Chief Secretary, who, in addition to his duties relating to the Province and the supervision of the Secretariat, shall

- also be responsible to the Governor for the maintenance of Law & Order as well as for the development of FATA.
- (f) **“Constitution”** means the Constitution of the Islamic Republic of Pakistan.
 - (g) **“Department”** means a self-contained administrative unit in the Secretariat responsible for the conduct of business of the Government in connection with the affairs of FATA in a distinct and specified sphere, and declared as such by the competent authority.
 - (h) **“FATA”** means Federally Administered Tribal Areas, as defined in Article 246 of the Constitution of the Islamic Republic of Pakistan.
 - (i) **“Federal Government”** means the Government of the Islamic Republic of Pakistan.
 - (j) **“Governor”** means the Governor of the Khyber Pakhtunkhwa Province
 - (k) **“Head of Attached Directorate”** means the officer shown in column-3 of Schedule-IV.
 - (l) **“Political Agent”** means an Officer who is Head of the Political Administration in an Agency of FATA, and includes an officer notified as Political Agent.
 - (m) **“Provincial Government”** means the Government of the Khyber Pakhtunkhwa.
 - (n) **“Schedule”** means a Schedule to these Rules.
 - (o) **“Secretariat”** means the various offices and Departments of the FATA Secretariat, when referred to collectively.
 - (p) **“Secretary”** means the Secretary of the FATA Secretariat incharge of a Department, and includes an officer notified to act as Secretary and the Finance Secretary (FATA) in addition to his duties as such, shall also perform the functions of the Financial Advisor of the Ministry of the Finance for all FATA budgetary allocations.
 - (q) **“Section”** means a basic working Unit in a Department, as determined by the competent authority.
 - (r) **“Subordinate Office”** means Special Institution mentioned in Schedule-I and an office of other than a Department or an attached Directorate.

(2) The FATA Secretariat shall function as the local administration for the Federally Administrated Tribal Areas for the administration of which the States and Frontier Regions Division shall make such arrangement as may be necessary.

(3) All words and expressions used in these Rules, but not defined, have the same meaning, and in that order of precedence, as in the Constitution, or in any law or in any administrative instructions issued by the Federal Government.

3. Allocation of Business (1) The Secretariat shall comprise the Departments shown in Schedule-I.

(2) The Governor may, whenever necessary, constitute a new Department consisting of one or more Sections.

(3) The business of the Government relating to the affairs of FATA shall be distributed amongst the Departments as described in Schedule-II.

Provided that the distribution of business, or the constitution of the Department, may be modified from time to time, as may be necessary in the interest of work, by the Chief Secretary with the prior approval of the Governor.

4. Organization of Department (1) Each Department shall consist of a Secretary and of such other officials subordinate to him as the Additional Chief Secretary may determine.

Provided that the same person may be authorized to hold charge of the post of Secretary in more than one Department.

(2) The Secretary shall be the official Head of the Department and shall be responsible:-

- a) For the Department's efficient administration and discipline
- b) For proper conduct of business assigned to the Department under S.No.3 (3) of these Rules, and
- c) For the due execution of sanctioned policy.

(3) The Secretary shall organize the Department into a number of working units, to be known as Sections, and distribute the work of the Department amongst the officers and Sections, specifying the cases or class of cases which may be disposed off by an officer subordinate to him.

Provided that where a unit does not conform to a Section, it may, in consultation with the Administration, Infrastructure & Coordination Department, be organized differently. The existing such units are listed in Schedule-III.

(4) The Attached Directorates are listed in Schedule-IV.

(5) The business of Government relating to FATA, other than the business done in the Secretariat or in the Attached Directorates, shall be conducted through such agencies and offices as the Chief Secretary may determine from time to time with the prior approval of the Governor.

(6) There may be a special officer, or officers, to the Additional Chief Secretary with such status and functions as may be determined by the Additional Chief Secretary with the prior approval of the Governor.

(7) The FATA Secretariat shall consist of such posts as may be approved by the Federal Government from time to time, appointments to which shall be made by the Government of Khyber Pakhtunkhwa with the approval, or under the authority, of the Governor.

(8) All offices and line departments working in connection with the affairs of FATA, and funded by the Federal Government, shall be the subordinate offices and attached directorates of the FATA Secretariat.

5. Transaction of business – (1) No important policy decision shall be taken except with the approval of the Governor.

(2) It shall be the duty of the Chief Secretary and the Additional Chief Secretary to assist the Governor in the implementation of the Government policy relating to the affairs of FATA.

(3) The Additional Chief Secretary shall keep the Governor and the Chief Secretary informed of any important cases disposed of by him without reference to them.

(4) No decision of policy taken by the Governor shall be varied, reversed or infringed without consulting the Governor through the Chief Secretary.

(5) No Secretary shall approach the Governor or the Chief Secretary in connection with the official business. However, if he holds an oral discussion with either of them, he shall directly communicate the points made during discussion to the Additional Chief Secretary at the first possible opportunity.

(6) The business of the Department shall ordinarily be disposed of by, or under the authority of, the Secretary.

(7) The Secretary shall:-

(a) Duly execute the approved policy.

(b) Keep the Additional Chief Secretary informed of the working of the Department, and of any important case disposed of without reference to the Additional Chief Secretary.

(c) Subject to the provisions of these Rules, issue orders laying down the manner for the disposal of cases in the Department, including the distribution of work amongst the officers of his Department, specifying the cases or

class of cases which may be disposed of by an officer subordinate to him, and

- (d) Be responsible for the careful observance of these Rules and, where he considers that there has been any material departure from them; bring the matter to the notice of the Additional Chief Secretary.

(8) When the Secretary submits a case to the Additional Chief Secretary, the latter may accept the proposal or views of the Secretary or may over-rule him. The Secretary will normally refer to the decision of the Additional Chief Secretary and implement it. In case, however, the Secretary feels that the decision of the Additional Chief Secretary is manifestly wrong, he may state his reasons and resubmit the case to the Additional Chief Secretary for reconsideration of his orders. The Additional Chief Secretary may, in his discretion, either refer the case for orders of the Chief Secretary or may return it to the Secretary with such orders as he may consider appropriate to pass.

(9) The day to day field administration of the Federally Administrated Tribal Areas, and the coordination of all development work and functions of the line departments of the Government, shall be the responsibility of the Political Agents and District Coordination Officers in the Political Agencies and Frontier Regions, respectively, which shall be carried out by them under the supervision and direction of the Governor and the FATA Secretariat.

(10) If any doubt or dispute arises as to the interpretation of these Rules, or the Department to which a case properly pertains, the case shall be referred to the Administration, Infrastructure & Coordination Department, whose decision shall be final. The Administration, Infrastructure & Coordination Department shall obtain the orders of the Additional Chief Secretary, where necessary.

(11) Instructions ancillary to these Rules, wherever considered desirable, shall be issued by the Administration, Infrastructure & Coordination Department.

Provided that the special or general orders required to be framed by the Departments in terms of these Rules may be issued by them after consulting the Administration, Infrastructure & Coordination Department.

(12) If any order passed happens to contravene a law, rule or policy, it shall be the duty of the next below officer to point out this to the authority passing the order.

(13) Detailed instructions for the manner of disposal of business in the Secretariat shall be issued by the Administration, Infrastructure & Coordination Department in the form of Secretariat Instructions.

6. Individual and collective responsibility----- The Chief Secretary, Additional Chief Secretary and Secretaries shall collectively be responsible for the advice tendered to, or the executive orders issued in the name of, the Governor, whether by an individual Secretary or as a result of decision of the Secretaries, Additional Chief Secretary and the Chief Secretary collectively, but the Additional Chief Secretary shall assume primary responsibility for the disposal of business in the Secretariat.

7. Orders and instruments, agreements and contracts__(1) All executive actions of the Government shall be expressed to be taken in the name of the Governor, in his capacity as Agent to the President for FATA.

(2) The officers listed in Schedule-V may authenticate by signature all orders and other instruments made and executed in the name of the Governor.

Provided that in certain cases an officer may be specifically so authorized by order of the Additional Chief Secretary.

PART-B - CONSULTATION AMONGST DEPARTMENTS

(8) Inter-Department procedure----- (1) When the subject of a case concerns more than one Department, the Secretary in charge of the Department shall be responsible for consulting the other Department concerned, and no orders shall be issued, nor shall the case be submitted to the Additional Chief Secretary, until it has been considered by all the Departments concerned, and their views obtained. Such consultation shall take place as early as may be practicable.

Provided that in cases of urgency, and with the approval of the Additional Chief Secretary, this requirement may be dispensed with, but the case shall, at the earliest opportunity thereafter, be brought to the notice of the other Department concerned.

The Department should normally furnish its views to the referring Department as early as possible of the receipt of reference, but if some time is required because of the complicated nature of the case, the referring Department should invariably be informed of the position indicating the time by which the reply would be sent.

(2) In the event of a difference of opinion between the Departments concerned, the Secretary primarily concerned shall try to resolve the difference in consultation with the other Secretary concerned. If no agreement is reached and the Secretary primarily concerned desires to press the case, he shall submit it to the Additional Chief Secretary.

Provided that in a matter of urgency the Secretary primarily concerned may submit the case to the Additional Chief Secretary at any stage.

(3) When a case is referred by one Department to another for consultation, all relevant facts and the points necessitating the reference shall be clearly brought out. The reference should be complete in all respects to avoid back references on the issue (s). Similarly replies given by the Department should also be complete in all respects and cover all the points raised by the referring Department.

(4) Even where consultation is not required, a Department may, for purposes of information, pass copies of a communication received by it, or show a case, to such other Department as it considers would be interested in, or would benefit by, it.

Provided that copies of classified documents shall be made and distributed only in accordance with the instructions issued by the Law and Order Department.

(5) A Secretary may ask to see a case of another Department if it is required for the disposal of a case in his Department. Secretary Finance may ask to see a case of any Department in which financial consideration is involved. While making such request the Secretary shall give the reasons for which the case is called for. If, for any reason, the case, or relevant extracts from it, cannot be made available, the Secretary of the Department shall explain the position to the Secretary making the request, or bring the matter to the notice of the Additional Chief Secretary, if necessary.

(6) The Additional Chief Secretary may call for a case from any Department.

(7) If a Secretary desires any further action to be taken on the case of another Department, he shall take up the matter with the Secretary of that Department.

9. Secretaries Committee – (1) There shall be a Secretaries Committee to discuss matters referred to it by a Department, the Additional Chief Secretary, Chief Secretary or the Governor, in which the experience and collective wisdom of the senior officers will be utilized to the benefit of the subject under consideration.

(2) In a matter discussed in the Secretaries Committee, if the Secretary of a Department has agreed to a proposal, it shall not be necessary to consult his Department again on that proposal.

(3) The Secretaries' Committee shall meet at least once a month unless there are no items for discussion.

(4) The Administration, Infrastructure & Coordination Department shall act as the Secretariat of the Secretaries' Committee and shall issue instructions regarding submission of cases to the Committee.

10. Consultation with Administration, Infrastructure & Coordination Department. (1) No Department shall, without previous consultation with the Administration, Infrastructure & Coordination Department, issue any orders which involve:-

- a. The interpretation of these Rules.
- b. Any change in the allocation of business between various Departments.
- c. Legal questions arising out of any case.
- d. Instituting proceedings in a court of law, connected with the affairs of FATA, on behalf of the FATA Secretariat.
- e. Appointment of a Legal Advisor.
- f. Initial appointments against project posts in the FATA Secretariat and in its attached directorates/subordinate offices.
- g. Expenditure proposals relating to the Finance Department.

(2) No Department shall consult the Legal Advisor or the Provincial Law Department except through the Administration, Infrastructure & Coordination Department.

11. Consultation with the Finance Department: (1) No Department shall, without previous consultation with the Finance Department, issue any orders which involve:-

- a) Financial implications of any kind, directly or indirectly.
- b) Expenditure for which no provision exists in the budget or for which no sanction exists.
- c) Re-appropriation within budget grants.
- d) Alteration in the method of compilation of accounts, or of the budget estimates.
- e) Receipt or expenditure of foreign exchange, unless already allocated.
- f) A change in the terms and conditions of service of employees of the FATA Secretariat, including its attached departments and subordinate offices, involving financial implications.

(2) No proposal, to which the previous concurrence of the Finance Department is required, shall, so long as concurrence is refused, be proceeded with.

12. Consultation with, and reference to, the Provincial Government: (1) The concerned Department of the FATA Secretariat shall, where necessary, consult, or refer cases, with the approval of the Additional Chief Secretary, to the regulatory departments of the Provincial Government, on the following subjects:-

- a) Matters of policy concerning FATA on which advice of the Chief Secretary is required.
- b) Cases for transfer of Government servants from the Provincial Government to posts in FATA, and vice versa.
- c) Posting of Political Agents.
- d) Legal cases and cases involving application of laws in FATA.
- e) All service matters of the Provincial Government employees, working in the FATA Secretariat, and in its Line Departments and Subordinate offices, including disciplinary proceedings against them and their retirement cases.
- f) Appointments against regular posts in the FATA Secretariat, and in its Line Departments and Subordinate offices other than the Agency cadre posts, notified as such from time to time.

13. Reference to the Additional Chief Secretary: (1) No order shall be issued without the prior approval of the Additional Chief Secretary in cases:-

- a) Involving important policy matters, or departure from important policy.

Note: Departure from important policy includes departure from a previous decision taken by the Additional Chief Secretary, Chief Secretary or the Governor.

- b) Relating to petitions, where Additional Chief Secretary is either the appellate authority or he is the next higher authority to the officer against whose decision a petition has been made.
- c) Cases which require approval of the Additional Chief Secretary, FATA before issuing any order are listed in schedule-VI

(2) A case submitted to the Additional Chief Secretary for his orders shall include a self contained, concise and objective note stating the relevant facts and the points for decision, and shall include specific recommendations of the Secretary concerned, accompanied by a draft communication, wherever required.

(3) In a case in which the Additional Chief Secretary's orders are obtained in oral discussion by a Secretary, or by any other officer of the FATA Secretariat, a written note containing a brief record of the discussion and the orders of the Additional Chief Secretary shall be submitted to Additional Chief Secretary's office for his confirmation.

(4) Additional Chief Secretary shall furnish to the Governor, or the Chief Secretary, as the case may be, such information as may be required by them relating to the affairs of FATA, and, if the Governor or the Chief Secretary so directs, submit for the consideration of the Federal Government any matter on which a decision has been taken by the Additional Chief Secretary.

14. Summaries for the Governor: (1) Where any order has to be issued by the Governor, or his specific approval is required, the Department concerned with the subject matter shall submit the case to the Additional Chief Secretary in the form of a self contained, concise and objective summary, titled "Summary for the Governor", incorporating in it the relevant facts as well as the points for decision. The Additional Chief Secretary may, where he considers appropriate, amend the summary and then submit it to the Governor through the Chief Secretary.

MISCELLANEOUS MATTERS

15. Protection and communication of official information. (1) No information acquired directly or indirectly from official documents or relating to official matters shall be communicated by any employee of the FATA Secretariat to the press, to non-officials or even to officials belonging to other Government offices, unless he has generally or specifically been empowered to do so.

(2) Detailed instructions shall be issued by the Administration, Infrastructure & Coordination Department for the treatment and custody of official documents and information of a classified nature.

(3) Ordinarily, all official news and information shall be conveyed to the press, and the public, through the Media Cell. The manner in which this may be done shall be prescribed by general or special orders to be issued by the Director General Media, FATA Secretariat.

(4) Only Additional Chief Secretary, and such other officers as may be authorized for the purpose, shall act as official spokesmen of FATA Secretariat. No statement involving policy matters shall normally be made by any officer of the FATA Secretariat without the prior approval of the Governor.

16. Channels of Communication. (1) The Additional Chief Secretary (FATA) and Secretaries posted in the FATA Secretariat are authorized to Correspond

directly with the Federal Government Divisions. They will also be required to endorse the copies of all communication to the Ministry and States and Frontier Regions to keep that Ministry abreast of the developments. Any correspondence relating to matter of importance and policy shall be routed through the Chief Secretary Khyber Pakhtunkhwa.

(2) Subject to the provisions of Para-8 of these Rules, correspondence with the Provincial Government shall be conducted directly by the Departments in respect of subjects allocated to them, and shall ordinarily be addressed to the Secretary of the Department concerned in the Provincial Government.

Provided that under general or special orders to be issued by the Administration, Infrastructure & Coordination Department, attached Directorates may be authorized to correspond direct with the Department of a Provincial Government under such conditions and circumstances as may be specified therein.

(3) Copies of the correspondence with the Provincial Government shall ordinarily be endorsed to the Administration, Infrastructure & Coordination Department.

(4) Line Departments of the FATA Secretariat shall submit their cases to the Additional Chief Secretary through the concerned Department of the Secretariat.

(5) Political Agents shall submit their cases to the Additional Chief Secretary (FATA) through the Secretary (Law & Order), except those listed in schedule-VII, which shall be routed through the concerned Department of the Secretariat.

(6) The Directorate of Projects and FATA Disaster Management Authority shall have operational independence. However, for reporting to the Additional Chief Secretary they shall route their cases through, and be responsible to, the Planning & Development and Law & Order Departments FATA respectively.

17- Relaxation. The Governor may, on the advice of the Chief Secretary, permit, where he considers necessary, relaxation of the provisions of these Rules in individual cases.

Schedule-I
[S.No.3 (1)]

LIST OF DEPARTMENTS

S.No	Department	Head of Department
1	Administration, Infrastructure & Coordination	Secretary (Administration, Infrastructure & Coordination)
2	Finance	Secretary (Finance)
3	Planning and Development	Secretary (Planning & Development)
4	Law & Order	Secretary (Law & Order)
5	Social Sectors	Secretary (Social Sectors)
6	Production & Livelihood Development	Secretary (Production & Livelihood Development)
7	*FATA Tribunal (Special Institution)	Additional Chief Secretary (FATA)

*inserted vide notification No.FS/L&O/40-FT/963-77 dated 12-03-2014

Schedule-II
[S.No.3 (3)]

DISTRIBUTION OF BUSINESS AMONGST THE DEPARTMENTS

Administration, Infrastructure & Coordination Department

(a) Coordination

- 1) All matters which require coordination amongst the various Departments/subordinate offices of the FATA Secretariat.
- 2) Governor's visits.
- 3) Follow up and implementation of the Governor's Directives.
- 4) Correspondence with the SAFRON Division and other Federal Government offices / autonomous organizations.
- 5) Correspondence with the Provincial Government on policy matters.
- 6) Liaison between the Secretariat and its attached directorates.
- 7) Rules for disposal of Business in the FATA Secretariat and in its Line Departments – creation of new Departments, Sections or Units, change in allocation of business, constitution of a Department.
- 8) Preparation of reports for the Governor, Federal Government and Provincial Government.
- 9) Business relating to the Senate and National Assembly – questions of Senators/MNA's, meetings of Standing Committees on SAFRON.
- 10) Recommendations for Awards to the employees.
- 11) Nomination of FATA candidates in educational institutions in the settled areas against seats reserved for them.
- 12) Advice on legal questions, in consultation with the Provincial Law Department or the Secretariat's Legal Advisor – including court cases other than regarding service matters.
- 13) Matters relating to the FATA Development Authority.
- 14) Matters relating to the FATA Rural Support Program.
- 15) Media

(b) Administration

- 1) Central Pool of Cars/vehicles, and Rules for their use.
- 2) Utilities and other common services.
- 3) Management/maintenance of moveable and immovable property of the headquarters of the FATA Secretariat.
- 4) Official celebrations
- 5) Stationery, Printing and other office equipment.

- 6) Library of the FATA Secretariat.
- 7) Insurance of Government property.
- 8) Staff Welfare.
- 9) Computerization of offices.
- 10) Residential Colony and Rest House at the headquarters.
- 11) Health facilities for the employees.
- 12) Provision of office and residential accommodation.
- 13) Registration of deeds and documents.
- 14) Newspapers and periodicals for the headquarters.
- 15) Security of the headquarters.
- 16) Arrangements in connection with official meetings and visits of officers for the purpose.
- 17) Purchase of durable assets for the Headquarters of the FATA Secretariat.
- 18) Sale of surplus or unserviceable durable assets of the Headquarters of the FATA Secretariat.
- 19) Matters relating to non-ministerial (former class IV) employees.

(c) Establishment

- 1) All service matters, including Court cases of the employees of the FATA Secretariat.
- 2) Training to the employees – local and foreign.
- 3) Maintenance of PER's.
- 4) Group Insurance/GP Fund/CP Fund.
- 5) Creation of posts in the Department / Line Directorates directly controlled by the A&C Department.
- 6) Conduct and anti-corruption cases.
- 7) Maintenance of service record.

Law and Order Department

- 1) Intelligence reports.
- 2) Liaison between the armed forces/law enforcement agencies and FATA Secretariat.
- 3) Communications security.
- 4) Treaties and agreements with tribes in FATA.
- 5) Issuance of NOC for foreigners to visit FATA.
- 6) Frontier Crimes Regulation.
- 7) Matters relating to the internal security of FATA.
- 8) Policy regarding arms, firearms, ammunition and explosives in FATA.
- 9) Territorial jurisdiction of FATA and changes in the boundaries of its administrative units - Agencies / FRs.
- 10) Political disputes in FATA.
- 11) Security and operation of cypher communications.

- 12) Coordination amongst political administration in FATA.
- 13) Matters relating to the Durand Line.
- 14) Application of laws in FATA.
- 15) Matters relating to Mawajib, Maliki and Lungi allowances.
- 16) Matters relating to FC, Khassadars and Levies.
- 17) All matters relating to Narcotics control in FATA.
- 18) Matters relating to the Agency/FR Councils.
- 19) Agency Development Fund of all Political Agents shall be audited by law & Order Department.
- 20) All matters related to FATA Tribunal.

Planning & Development Department

- 1) All matters relating to the formulation and approval of development projects, specifically:-
 - a) Policy formulation and coordination of activities relating to ADP, and its review.
 - b) Processing of all development schemes and proposals submitted by the line departments of the FATA Secretariat.
 - c) Secretarial functions for the Departmental Sub-Committee (DSC).
- 2) Preparation of Annual Development Programme for FATA.
- 3) Recommendations for sector-wise/scheme-wise reallocations.
- 4) Assessment of requirements, programming and negotiations for external economic and technical assistance from donor agencies, through the concerned Federal Government Ministry/Division.
- 5) Review of implementation of development projects and programs to identify bottlenecks and take remedial action.
- 6) Identification of regions sectors and sub-sectors lacking adequate portfolio of projects and taking steps for the preparation of sound projects in those areas.
- 7) Technical and economic appraisal of projects.
- 8) Coordination with donor agencies for donor funded projects.
- 9) Collection and maintenance of statistical data necessary for the formulation of economic development policy for FATA.
- 10) Coordination with the Federal and Provincial Government Planning Division/Department/Forums.
- 11) Preparation of Briefs/Presentations for various dignitaries/forums regarding development of FATA.
- 12) Deal with Army related projects.
- 13) Allocation of development funds amongst Agencies/FRs on the basis of approved policy.
- 14) MNAs/Senators development programs.

- 15) Public demands regarding development project received from various sources.

Finance Department

1. Management of Public funds i.e.

- a. Supervision and control of Federal Finances, allocated for FATA (Both Current and Development).
 - b. Preparation, Examination and consolidation of FATA Budget (Current Expenditure Budget).
 - c. Preparation of Supplementary Estimates and Demands for additional grants (Both Current & Development).
 - d. Appropriation and re-appropriation of Current and Development Budget.
 - e. Examination of New Item Statement (NIS) and proposed for creation of posts.
 - f. All other matters relating to Public Finance, pertaining to FATA.
 - g. Administration of Public Revenue in FATA.
2. FATA Accounts and Audit, Public Accounts Committee and Departmental Accounts Committee.
 3. Framing of Fiscal policies for guidance of departments and supervision and maintenance of accounts.
 4. Examination and advice on matters affecting directly or indirectly the finances of FATA.
 5. Advice on matters of financial regulation/civil services rules relating to FATA employees.
 6. Banking and placement of funds in Banks/DFIs.
 7. Delegation of Financial powers.
 8. Agency Accounts Offices.
 9. Secretary Finance as Chief Finance and Accounts Officer to Principle Accounting Officer for FATA Grants.
 10. Functions of Financial Advisor as notified by the Federal Government.

SOCIAL SECTORS DEPARTMENT.

a. Social Welfare

1. Child Protection/Welfare.
 - i. Children protection through registration, monitoring, rapid response in crises, placement and after care.
 - ii. Promotion of non formal justice and treatment for children in conflict with law
2. Special Education and inclusive Education, Matters relating to the affairs of Cadet Colleges including University Education and specialized Institution in FATA.
3. Welfare & Rehabilitation activities for Disabled Persons.
 - i. Establishment of FATA Council for the Rehabilitation of PWD.
 - ii. Facilitation of 2% quota in jobs to PWD
4. Welfare and Rehabilitation of marginalized/ vulnerable groups.
5. Social Innovation.
6. Social/Community Development.
7. Community Organization.
8. Social Mobilization.
 - i. Human Resource Development
 - ii. Promotion of HRD activities other than for HR in government sector
9. Awareness Raising
10. Coordination with various local NGOs and with Line Departments and Donor agencies.
11. Registration, Recognition, accreditation and registration of CDOs/CSOs.
12. Capacity Building of NGOs through Donor Agencies and Provincial Social Welfare Department.
13. Promotion of coordination amongst government, NGOs and local community.
14. To assist Projects of NGOs.
15. Youth Welfare, development and protection activities.
16. Establishment of FATA Council of Social Welfare for the promotion of voluntary sector.
17. Implementation of Social Protection initiatives and programs.
18. Establishment of FATA Council for Social Welfare for the promotion of voluntary sector.
19. Development, Welfare and supports for the minorities.
20. Rehabilitation of drug addicts etc.
21. Welfare program for Senior Citizens.
22. Other Welfare activities.

- i. Provision of technical and financial assistance to the voluntary sector by raising local funding and utilizing donor's resources for the objects.
 - ii. Provision of grant in aid for the project/initiatives in private services sector.
23. Matters related to Culture and Information Technology.

b. Women Empowerment

1. Adoption and implementation of national policies and plans.
2. Implementation of other National and International Conventions and protocols.
3. Awareness on women rights.
4. Implementation of CEDAW.
5. Women Protection/Welfare Programs.
6. Women Development/Skill Programs for women/ppp Schemes/Development of Business Enterprises with support of Donor Agencies.
7. Rehabilitation of Marginalized/Vulnerable Women.
8. Legal (to the extent possible) and psychosocial Support to needy women.
9. Promotion of women, caucus for economic and social development at all levels in FATA.
10. Monitor Agency Offices of Women Empowerment Department.
11. Establishment of FATA council/commission in consonance with the government policy.
12. Establishment of MIS for the target population of women and services available to them in FATA.
13. Preparation of Department Strategy and Plan of actions in FATA.
14. Monitoring of the human rights and reporting the violation through Law & Order department FATA.
15. Promotion of medical and school social welfare services for helping of patients and out of school children.
16. Promotion of non formal education, religious education and vocational skills for the adult population.

c. Zakat and Ushr

1. Constitution of FATA Zakat council and holding of quarterly meeting.
2. Constitution of Agency/FRs and local Zakat Committee in FATA.
3. Conducting of election/selection of Agency/FRs Zakat Committees, and LZc.
4. Accounting procedures for FATA Zakat fund and Local Zakat Fund.
5. Operational arrangement for local Zakat Fund.
6. Audit of FATA Zakat Fund and Local Zakat Fund.
7. Assessment and collection of usher.

8. Implementation of the decision of Central Zakat Council/FATA Zakat Council.
9. Formation of inspection Team for Local Zakat Committees.]
10. Drafting of rules under Zakat and Ushr Ordinance, 1980 and promulgation of other amendments.
11. Inspection of Deeni Madaris/institution which are benefited out of Zakat Fund.
12. Reconstitution of Local Zakat Committees removal of undesirable Chairmen/members of Zakat committees.
13. Constitution of Steering Committees for usher affairs.
14. Collection of Voluntary Zakat.

Other Sectors

- Health
- Education
- Sports Organizations in FATA.
- Population Welfare
- Religious Affairs
- Minorities

PRODUCTION & LIVELIHOOD DEVELOPMENT DEPARTMENT.

1. All matters related to Agriculture, Forests, Fisheries, Livestock, Minerals, Sericulture and Industries.
2. FATA Investment Facilitation Authority.
3. Production, Banking & Economic activity.
4. FATA Chamber of Commerce & matters related thereto.
5. Small & medium level business enterprises.
6. Laws and regulations related to investment promotion.
7. Issuance of permits for the transportation timber from FATA to settled areas.

Schedule-III
[Proviso to S.No.4 (3)]

LIST OF UNITS ORGANIZED OTHER-WISE THAN AS A SECTION

S.No.	Name of Unit	Head of the Unit	Department/Office with which attached.
1	Media Cell	Director General	Administration, Infrastructure & Coordination Department
2	Crisis Management Cell	Section Officer	Law & Order
3	Computer Cell	Supervisor	Administration, Infrastructure & Coordination Department
4	Library	Librarian	Administration, Infrastructure & Coordination Department
5	FIFA	Secretary	Production & Livelihood Development Department.

Schedule-IV
[S.No.4 (4)]

LIST OF ATTACHED DIRECTORATES AND SUBORDINATE OFFICES

DIRECTORATES

S.No	Name of Directorate	Head of the Directorate
1	Education,	Director
2	Health	Director
3	Works & Services	Chief Engineer
4	Irrigation, Small Dams and Hydel Power	Director
5	Agriculture (Extension)	Director
6	Agriculture (Research)	Director
7	Local Government, Elections and Rural Development.	Director
8	Technical Education	Director
9	Forest & Sericulture	Conservator
10	Fisheries	Director
11	Population Welfare	Deputy Director
12	Live Stock & Dairy Development	Director
13	Sports	Director
14	Monitoring & Evaluation	Director

Schedule-V
[S.No.7 (2)]

**LIST OF OFFICERS AUTHORIZED TO AUTHENTICATE ORDERS
AND INSTRUMENTS MADE AND EXECUTED IN THE NAME
OF THE GOVERNOR, KHYBER PAKHTUNKHWA**

Headquarters

- 1) Additional Chief Secretary, FATA
- 2) Secretaries – in respect of their respective Departments.
- 3) Deputy Secretaries – in respect of their respective Departments.
- 4) Section Officers - in respect of their respective Departments/
Sections.
(Including any officer notified to act on officiating basis)
- 5) Any officer authorized by the Additional Chief Secretary FATA.

Line Departments

- 1) Head of the Line Department.
- 2) Any Officer authorized by the Head of the Line Department, with
the prior approval of the Additional Chief Secretary FATA.

Subordinate Offices

- 2) Head of the Subordinate Office.
- 3) Any Officer authorized by the Head of the Subordinate Office, with
the prior approval of the Additional Chief Secretary FATA.

Schedule-VI
[S.No.13 (c)]

**CASES WHICH REQUIRE APPROVAL OF
THE ADDITIONAL CHIEF SECRETARY, FATA
BEFORE ISSUING ANY ORDER**

- 1) Posting/Transfer of Officers within the FATA Secretariat from one Department to another in BS-17 and above.
- 2) Posting/Transfer of Officers from one Agency to another in BS-18 and above.
- 3) Transfer of Political Tehsildars and Political Naib Tehsildars within FATA between different divisions.

Schedule-VII
[S.No.16 (4)]

**LIST OF CASES TO BE SUBMITTED BY THE LINE DEPARTMENTS
TO THE ADDITIONAL CHIEF SECRETARY THROUGH THE CONCERNED
DEPARTMENT OF THE SECRETARIAT**

A) Through Planning and Development Department

1. Approval of Development Projects, including revision.
2. Allocation, appropriation and re-appropriation of development funds.
3. Monitoring and Evaluation of development schemes.
4. Preparation of periodical reports and briefs, and presentation on developmental activities.
5. All other cases relating to Annual Development Programme

B) Through Finance Department

1. Budget estimates.
2. Appropriation and re-appropriation of current expenditure allocation.
3. Release of funds.
4. Cases relating to AGPR.
5. Interpretation of financial rules/regulations.
6. Delegation of financial power.

C) Through Administration, Infrastructure & Coordination Department

- All financial cases of finance Department.



FATA SECRETARIAT

FATA Secretariat Rules of Business, 2012

April, 2012