

Most Urgent



Office of the  
**AUDITOR-GENERAL OF PAKISTAN**  
AUDIT HOUSE, CONSTITUTION AVENUE, G-5,  
ISLAMABAD

No. 768 /Estt-C/14-2023

Dated: 18 -08-2023

To

1. The Director General (B&A) Local.	2. The DG Audit (F&I), Islamabad.
3. The DG Audit (Federal Govt.) Islamabad.	4. The DG Audit Works (Federal), Islamabad
5. The DG Audit (Claimant & Environment), Islamabad.	6. The Director Audit, (Social Safety Net) Islamabad.
7. The DG Audit (D/S), Rawalpindi.	8. The DG Audit (District Govt. KPK), Peshawar.
9. The DG Audit (KPK), Peshawar.	10. The DG (Commercial Audit), Islamabad.
11. The DG Audit Punjab, Lahore.	12. The DG Audit (Power), Lahore.
13. The DG Audit (Works) (Provincial), Lahore.	14. The DG Audit (PT & T), Lahore.
15. The DG Audit Petroleum & Natural Resources, Lahore	16. The Rector (PAAA), Lahore.
17. The DG (PAW), Lahore.	18. The DG Audit, Water Resources, Lahore
19. The DG Audit Inland Revenue (N) Lahore	20. The DG Audit (Railways), Lahore.
21. The DG Audit District Govt. Punjab (South), Multan	22. The DG Audit, Local Govt. Punjab, Lahore.
23. The DG Audit Local Government (Balochistan) Quetta	24. The Director, Audit & Accounts Academy, Quetta.
25. The DG (Commercial Audit), Karachi.	26. The DG Audit Balochistan, Quetta.
27. The DG Audit Inland Revenues, Karachi	28. The DG Audit Local Government Sindh, Karachi.
29. The DG Audit (Sindh), Karachi.	30. The DG Audit (D/S), Karachi.
31. DG Audit Works Provincial Karachi	32. DG Audit Works Provincial Peshawar

**Subject: ENHANCEMENT OF RATES OF LIVERY ITEMS ENTITLED THE LIVERED STAFF.**

Kindly find enclosed a copy of Establishment Division Islamabad letter F. No.4/1/2023-Coord-I dated 03.08.2023 on the subject noted above. (Copies enclosed).

2. It is requested that complete data/information on the subject matter about the officials may kindly be provided on the prescribed format in hard and soft form (in Excel) on email [agpeestablishment@gmail.com](mailto:agpeestablishment@gmail.com) by 21<sup>st</sup> August, 2023 positively for onward submission to the quarter concerned.

**Enc: As above.**

**Copy to:**

- Mr. Muhammad Saulat Ali, Section Officer (Coord-I) Establishment Division Islamabad with reference to above mentioned letter dated 03.08.2023.
- Assistant Auditor General (Personnel) Local with reference to letter No.241/20-Coord/2023-2024/C dated 09.08.2023

(ADEEL AHMED)  
Audit Officer (Establishment)

IMMEDIATE

GOVERNMENT OF PAKISTAN  
CABINET SECRETARIAT  
ESTABLISHMENT DIVISION  
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F. No. 4/1/2023-Coord-1

Islamabad, the 3<sup>rd</sup> August, 2023

OFFICE MEMORANDUM

Subject:- ENHANCEMENT OF RATES OF LIVERY ITEMS ENTITLED TO THE LIVERIED STAFF

The undersigned is directed to refer to the subject cited above and to state that the case for enhancement of rates of Livery Items entitled to the Liveried Staff i.e. Qasids, Staff Car Drivers and Dispatch Riders is under consideration with the Establishment Division.

2. All Ministries / Divisions are requested to provide following information, on the enclosed format, enabling this Division to proceed:-

- i. Total strength of staff category-wise who are entitled to Livery Items and also the current rates being paid at present to all such categories of staff.
- ii. Additional expenditure involved on account of revision of rates of Livery Items @ 200%, 500% and 1000% respectively.

3. Editable soft copies of the information may also be submitted on the following email address:-

[So.coord1@establishment.gov.pk](mailto:So.coord1@establishment.gov.pk)

*Innocent*  
*2/8*  
*AA/10*

(Muhammad Saulat Ali)  
Section Officer (Coord-1)  
051-9103576

1950  
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Enclosed as above

All Federal Ministries / Divisions

Copy forwarded to:-

1. President's Secretariat (Personal). DS (Admn). Aiwan-e-Sadr, Islamabad.
2. President's Secretariat (Public). DS (Admn). Aiwan-e-Sadr, Islamabad.
3. Prime Minister's Secretariat (Public). DS (Admn). Islamabad.
4. Prime Minister's Secretariat (Internal). DS (Admn). Islamabad.
5. The Chief Election Commissioner of Pakistan, Islamabad.
6. The Auditor General of Pakistan, Islamabad.

Please provide the information on return - today.

(Coord)

07 AUG 2023

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By. No. 7064

07 AUG 2023

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**CATEGORIES WISE ANNUAL EXPENDITURE ON LIVERIES ITEMS AND  
ADDITIONAL EXPENDITURE INVOLVED BY REVISING THE RATES @ 200%,  
500% AND 1000% OVER THE EXISTING RATES**

Categories of Entitled Staff	No. of Entitled Officials	Annual Expenditure on Current Rates	Additional Expenditure on Account of Revision of Existing Rates		
			@200%	@500%	@1000%
Qasids					
Staff Car Drivers					
Dispatch Riders					
Grand Total					

COMMON SERVICES ADMINISTRATION

## LIVERIES OF THE ENTITLED STAFF

**Revision of Liveries and  
Enhancement in rates  
of Livery Items***Sl. No. 1:*

In continuation of Establishment Division's O.M. No. 12/9/81-D.5, dated 13-1-1983, approval of competent authority is conveyed regarding revision of some livery items and enhancement of monetary limits for various livery items; for entitled staff as per schedule appended with the O.M. The enhancement of monetary limits for various items of livery shall take effect from 1-7-1990.

2. The expenditure involved will be met from within the sanctioned budget grants of the respective Ministries/Divisions/Departments etc. and no supplementary grants will be allowed during the current financial year.

3. The Ministries/Divisions etc. are requested to bring the orders to the notice of their Attached Departments/Subordinate Offices etc. immediately, for similar action.

4. This issues with the approval of Finance Division *vide* their O.M. No. 3(8)R-12/89-680 dated 1-7-1990.

[*Authority.*—Establishment Division's O.M. No.12./1/84-D-5, dated 17-7-1990].

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**SCHEDULE OF SCALE, LIFE PERIOD AND COST OF LIVERIES AND OTHER ARTICLES PRESCRIBED FOR CHARGED STAFF EMPLOYED IN DESPATCH RIDERS EMPLOYED UNDER THE FEDERAL GOVERNMENT OF PAKISTAN W.F. 1-7-1970**

Category of Government employee	Article of livery	Number of articles admissible	Life period of Article	Maximum estimated cost per article	Total maximum estimated cost
<b>QUASIDS</b>					
<b>A. Summer Liveries</b>	1. Waist Coat Navy Blue	2	After 3 years	Rs. 200/- (each)	Rs. 400/-
	2. Shalwar Qameez (White)	2 pairs	After 1 year	Rs. 150/- (each)	Rs. 300/-
	3. Jinnah Cap	1	After 2 years	Rs. 100/-	Rs. 100/-
	4. Shoes Black	1 pair	After 1 year	Rs. 200/-	Rs. 200/-
<b>B. Winter liveries</b>	1. Sherwan Navy Blue (Serge)	1	After 3 years	Rs. 400/-	Rs. 400/-
	2. Shalwar Qameez (White)	2 pairs	After 1 year	Rs. 150/- (each)	Rs. 300/-
	3. Jersey Woolen Navy Blue	1	After 3 years	Rs. 150/-	Rs. 150/-
	4. Socks Woolen Navy Blue	1 pair	After 2 years	Rs. 20/-	Rs. 20/-
<b>C. Extra Items</b>	Umbrella	1	After 3 years	Rs. 50/-	Rs. 50/-
<b>STAFF CAR DRIVERS</b>					
<b>D. Summer Liveries</b>	1. Short Coat of white drill	2	After 2 years	Rs. 150/- (each)	Rs. 300/-
	2. Pants White	2	After 2 years	Rs. 150/- (each)	Rs. 300/-
	3. Beret Cap Blue	2	After 2 years	Rs. 50/- (each)	Rs. 100/-
	4. Shoes Black	1 pair	After 1 year	Rs. 200/-	Rs. 200/-
<b>E. Winter Liveries</b>	1. Short Coat of dark Navy Blue (Serge)	1	After 3 years	Rs. 600/-	Rs. 600/-
	2. Pant Dark Navy Blue (Serge)	1	After 3 years	Rs. 350/-	Rs. 350/-
	3. Jersey Woolen Blue	1	After 3 years	Rs. 150/-	Rs. 150/-
	4. Beret Cap	1	After 2 years	Rs. 50/-	Rs. 50/-
	5. Socks Woolen Blue	1 pair	After 2 years	Rs. 20/-	Rs. 20/-
	6. Over Coat Woolen Navy Blue	1	After 5 years	Rs. 600/-	Rs. 600/-
	7. Leather Hand Gloves	1 pair	After 2 years	Rs. 45/-	Rs. 45/-
<b>F. Extra Items</b>	1. Rain Coat	1	After 5 years	Rs. 150/-	Rs. 150/-
	2. Umbrella	1	After 3 years	Rs. 50/-	Rs. 50/-

1	2	3	4	5	6		
<b>3</b>	<b>DESPATCH RIDER</b>	<b>G. Summer Liveries</b>	1. Half Coat Khaki	2	After 2 years	Rs. 150/- (each)	Rs. 300/-
			2. Pant Khaki drill	2	After 2 years	Rs. 150/- (each)	Rs. 300/-
			3. Shoes Black	1 pair	After 1 year	Rs. 200/-	Rs. 200/-
	<b>H. Winter Liveries</b>	1. Short Coat dark Navy Blue (Serge)	1	After 3 years	Rs. 600/-	Rs. 600/-	
		2. Pant Dark Navy Blue (Serge)	1	After 3 years	Rs. 350/-	Rs. 350/-	
		3. Jersey Woolen Blue	1	After 3 years	Rs. 150/-	Rs. 150/-	
		4. Socks Woolen Blue	1 pair	After 2 years	Rs. 20/-	Rs. 20/-	
		5. Over Coat Navy Blue	1	After 5 years	Rs. 600/-	Rs. 600/-	
		6. Leather Hand Gloves	1 pair	After 2 years	Rs. 45/-	Rs. 45/-	
		7. Crash Helmet	1		Rs. 300/-	Rs. 300/-	
	<b>I. Extra Items</b>	1. Rain Coat	1	After 3 years	Rs. 150/-	Rs. 150/-	
		2. Long Gum Boots Black	1 pair	After 3 years	Rs. 200/-	Rs. 200/-	
		3. Sun Glasses	1	After 5 years	Rs. 50/-	Rs. 50/-	