



Office of the
AUDITOR-GENERAL OF PAKISTAN
AUDIT HOUSE, CONSTITUTION AVENUE, G-5
ISLAMABAD
No. 437/Estt/27-C/2019
Dated: 26th April, 2022

To:

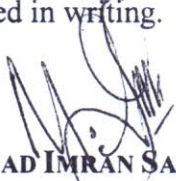
1. The Director General (B&A) Local.
2. The DG Audit (F&I), Islamabad.
3. The DG Audit (Federal Govt.) Islamabad.
4. The DG Audit Works (Federal), Islamabad.
5. The DG Audit Environment, Islamabad.
6. The DG Audit, Social Safety Net, Islamabad.
7. The DG Audit (D/S), Rawalpindi.
8. The DG Audit (District 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, District Govt. Punjab, Lahore.
23. The DG Audit Local Council (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 Council Sindh, Karachi.
29. The DG Audit (Sindh), Karachi.
30. The DG Audit (D/S), Karachi.
31. The Director General Audit Works (P), Karachi.

Subject: INSTRUCTION REGARDING FORWARDING SEEKING GUIDANCE/CLARIFICATION FROM ESTABLISHMENT WING

The undersigned is directed to refer to the subject cited above and to state that it has been observed that various Field Audit Offices are forwarding the case for clarification/guidance regarding services matter without examining the cases at FAO level and without specifying the view/point of reference to this wing. Further, some cases are referred to this wing, which could be decided by the concerned Field Audit Office level in consultation with the relevant rules/orders but same is not done.

2. It is, therefore, requested that while forwarding such cases to this wing, it may be ensured that it is in a self-contained form containing inter-alia the following:

- a) The facts of the case spelling out precisely the nature of problem/proposal.
- b) The position of Law and Rules, which have a bearing on the case.
- c) The point requiring decision/advice duly supported by the relevant facts and arguments justifying the proposal.
- d) The specific views/recommendations of the concerned FAO ~~in this office~~ duly supported with relevant documents.
- e) Such seeking guidance/clarification should be made with the approval of the concerned Director General and should be confirmed in writing.


(MUHAMMAD IMRAN SARWAR)
Audit Officer (Establishment)

CC:

1. The Director General, Commercial Audit & Evaluation (North), Islamabad with reference to letter No. 1274/Admn/PF/US/JA/DGCA/ISB/2021 dated 30th December, 2021
- ✓ 2. The Assistant Audit Officer (IT) with the request to kindly upload on the official website.