



GOVERNMENT OF KHYBER PAKHTUNKHWA

FINANCE DEPARTMENT

No. BO-I/FD/5-37/2017-18/POLICY
Dated Peshawar the 24/04/2018

To

- 1) The Senior Member, Board of Revenue, Khyber Pakhtunkhwa.
- 2) All Administrative Secretaries to Government of Khyber Pakhtunkhwa.
- 3) All Deputy Commissioners in Khyber Pakhtunkhwa.

Subject: - **CHECK LIST FOR APPROVAL OF SNEs OF COMPLETED AND UNDER COMPLETION DEVELOPMENTAL SCHEMES**

Dear Sir,

I am directed to refer to this Department's instruction contained in circular letters No.BO.1/FD/5-37/2014-15/Policy dated 10/10/2014, No.BO.1/FD/5-37/2015-16/Policy dated 11/12/2015 and subsequent letter No.BO.1/FD/5-37/2016-17 dated 07/02/2017 regarding approval of SNEs for completed and under completion schemes and to state that the proposals for creation of posts for such schemes may kindly be scrutinized/examined strictly in accordance with the prevailing policy guidelines. Furthermore, while submitting such cases to Finance Department for consideration, the relevant documents must be provided according to the following checklist:

S#	Name of documents	Available	Not Available	Page No
1.	Administrative Approval (AA)			
2.	PC-IV/Completion Certificate/Certificate of 75% completion (on the prescribed format)			
3.	Handing/Taking Over Certificate, wherever applicable			
4.	Inspection report from DO (F&P) concerned			
5.	Mutation Deed or Transfer deed, duly registered			
6.	Site Plan			
7.	Electrification Certificate			
8.	BM.9 (format for submission of SNEs)			
9.	Sanction / upgradation orders of Schools/ Hospital etc			

2. I am further directed to request that in case of 75% completed schemes, in future all concerned shall provide a **Certificate**, on prescribed **Format** (copy enclosed), alongwith all other pre-requisite documents, to Finance Department, to the effect that 75% work of the scheme has been completed and the remaining 25% work will be completed within the time fixed for completion of the scheme. After completion of the schemes, the Administrative Department shall ensure to provide PC.IV/completion report of the scheme within a month of the completion date, for completion of the record.

3. It is requested that the above instructions may kindly be adhered to in letter and spirit.

Yours faithfully,

(SAEED AHMAD KHAN)
BUDGET OFFICER-I

Encl.As above.

Endst: No. and date even:

Copy forwarded for information and necessary action to:-

- 1) The Principal Secretary to Governor, Khyber Pakhtunkhwa.
- 2) The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa
- 3) All Heads of Attached Departments, Khyber Pakhtunkhwa.
- 4) All Budget Officers, Finance Department.
- 5) PS to Chief Secretary, Khyber Pakhtunkhwa.
- 6) PSs to Finance Secretary/Special Secretary Finance.
- 7) PAs to Additional Secretaries in Finance Department.
- 8) PA to Director FMIU, Finance Department
- 9) PAs to Deputy Secretaries (Budget), Finance Department.

BUDGET OFFICER-I

CERTIFICATE

It is certified that 75% work on developmental scheme titled _____ADP No. _____ has been completed and the remaining 25% work will be completed within the time fixed for completion of the scheme.

Signature: _____

Name of the Head Of
Devolved/Provincial
Office concerned _____

Date _____

Stamp _____

Signature: _____

Name of the concerned District Officer
(Finance & Planning) _____

Date _____


Stamp _____

Countersignature: _____

Name of the concerned Administrative Secretary
or his Nominee not below the rank of Deputy Secretary _____

Date _____

Stamp _____

A handwritten signature in black ink, consisting of a large, stylized initial 'D' followed by several loops and a long horizontal stroke extending to the right.



GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT

No. BO.I/FD/12-2/ 2017-18 /PHE/Policy
Dated Peshawar the 02/04/2018

To

1. All Administrative Secretaries to Govt. of Khyber Pakhtunkhwa,
2. All Deputy Commissioners in Khyber Pakhtunkhwa
3. All District Officers (F&P) in Khyber Pakhtunkhwa.

Subject: - INSPECTION REPORT BY DO(F&P)

Dear Sir,

I am directed to refer to the subject noted above and to invite your kind attention towards policy / instructions contained in Finance Department's circular letters bearing No. BO.I/FD/5-37/ 2014-15/Policy dated 10/10/2014 and No. BO.I/FD/5-37/ 2015-16/Policy dated 11/12/2015 (copies attached) whereunder, the DO (F&P) concerned shall provide inspection report of the 100% completed or 75% completed developmental scheme(s), as the case may be, for creation of posts. But, it has been noted with concern that some of the DO(F&P) do not abide by the laid down policy/instructions which eventually leads to embarrassing situation to the Government.

I am, further directed to request that in future all the DO(F&P) concerned shall ensure to submit inspection report on the enclosed format, after personal physical verification of the relevant scheme(s) in compliance with prevailing policy/guidelines in letter and spirit.

Yours faithfully,

(SAEED AHMAD KHAN)
BUDGET OFFICER-I

Encl. As above.

Endst: No. and date even:

Copies forwarded for information & necessary action to the: -

- 1) Chief Engineer (North & South), PHE Department, Peshawar.
- 2) All Superintending Engineer PHE Circle, Khyber Pakhtunkhwa
- 3) All Executive Engineers, PHE Division, Khyber Pakhtunkhwa.
- 4) All Budget Officers concerned in Finance Department.
- 5) PS to Finance Secretary/ Special Secretary Finance.
- 6) P.A to Additional Secretary (Budget) Finance Department.
- 7) Master file/ 5-37.

BUDGET OFFICER-I



GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT

No. BO-I/FD/5-37/2014-15/POLICY
Dated Peshawar the 10/10/2014

To

- 1) The Additional Chief Secretary, Planning & Development Department.
- 2) The Senior Member, Board of Revenue, Khyber Pakhtunkhwa.
- 3) All Administrative Secretaries to Government of Khyber Pakhtunkhwa.
- 4) All Commissioners/Deputy Commissioners in Khyber Pakhtunkhwa.
- 5) All Heads of Attached Departments in Khyber Pakhtunkhwa.

Subject: - **APPROVAL OF SNEs FOR COMPLETED / UNDER COMPLETION SCHEMES**

Dear Sir,

I am directed to refer to the subject noted above and to state that as per prevailing policy, the following formalities/documents are pre-requisite for processing and consideration of the proposals for creation of posts for the completed developmental schemes to be received through Administrative Department concerned:

S#	Name of documents
1.	Administrative Approval (AA)
2.	PC-IV/Completion Report of the scheme
3.	Handing/Taking Over Certificate
4.	Inspection report from DO (F&P) concerned
5.	Mutation Deed
6.	Site Plan
7.	Electrification Certificate
8.	BM.9 (format for submission of SNEs)
9.	Sanction/upgradation orders of Schools etc

2. Now, in order to avoid time over run in completion of projects, the competent authority has desired that **"In future Finance Department shall grant approval of SNEs upon completion of 75% development work of the project concerned."**

3. In order to implement the directive of the Chief Minister, the Administrative Secretary concerned may furnish all pre-requisite documents alongwith a **Certificate** (in place of PC.IV) to Finance Department to the effect that **75% work of the scheme has been completed and the remaining 25% work will be completed within the time fixed for completion of the scheme.** Based on that documents/certificate of the Administrative Secretary, this Department would consider SNEs of such schemes. After completion of the schemes, the Administrative Department shall ensure to provide PC.IV/completion report of the scheme within a month of the completion date, for completion of the record.

4. It is requested that the above instructions may kindly be adhered to in letter and spirit.

Yours faithfully,

(MEER) BASHAR
BUDGET OFFICER-I

Endst: No. and date even:

Copy forwarded for information and necessary action to:-

- 1) The Principal Secretary to Governor, Khyber Pakhtunkhwa.
- 2) The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa
- 3) All Heads of Autonomous/Semi-Autonomous Bodies in Khyber Pakhtunkhwa.
- 4) All Additional Finance Secretaries/Director FMIU, in Finance Department.
- 5) All Deputy Secretaries (Budget/Development)/ Finance Department
- 6) All Budget Officers/Section Officers (Dev.I -IV), Finance Department.
- 7) PSO to Sr. Minister for Finance, Khyber Pakhtunkhwa.
- 8) PSO to Chief Secretary, Khyber Pakhtunkhwa, Peshawar.
- 9) PSO to Finance Secretary.

BUDGET OFFICER-I



137

GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT

No. BO-I/FD/5-37/2015-16/POLICY
Dated Peshawar the 11/12/2015

To

- 1) The Additional Chief Secretary, Planning & Development Department.
- 2) The Senior Member, Board of Revenue, Khyber Pakhtunkhwa.
- 3) All Administrative Secretaries to Government of Khyber Pakhtunkhwa.
- 4) All Commissioners/Deputy Commissioners in Khyber Pakhtunkhwa.
- 5) All Heads of Attached Departments in Khyber Pakhtunkhwa.

Subject:- APPROVAL OF SNE's FOR COMPLETED/UNDER COMPLETION SCHEMES

Dear Sir,

In partial modification in Para-3 of this Department's circular letter No. BO.I/FD/5-37/2014-15/Policy dated 10.10.2014, it is clarified that the completion certificate to the effect that "75% work of the scheme has been completed and the remaining 25% work will be completed within the time fixed for completion of the scheme" shall be provided by C&W/relevant executing Department, attested by District Officer concerned of devolved entity duly countersigned by District Officer (F&P), Office of Deputy Commissioner concerned. For non-devolved departments, such certificate is to be provided by concerned executing agency and will be attested by Head of the Department. The concerned department will also provide a certificate that letters of appointment will not be issued unless the scheme has been completed 100%. The concerned officers while processing the cases of SNEs shall ensure submission of all relevant documents, duly completed in all respects, to Finance Department for further necessary action.

2. All the Departments are advised to submit audit copies of the posts so created, to Finance Department alongwith PC-IV/completion certificate for authentication. It is added that whereas the process of recruitment may start after approval of SNE the concerned Department shall not issue letter of appointments against the newly created posts till 100% completion of the scheme.

Yours faithfully,

Wht o/c
11/12

(SAEED AHMAD KHAN)
BUDGET OFFICER-I

Endst: No. and date even:

Copy forwarded for information and necessary action to:-

- 1) The Principal Secretary to Governor, Khyber Pakhtunkhwa.
- 2) The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa with reference to Chief Minister's Secretariat letter No. SO-I/CMS/KPK/3-1/2015/14277-79 dated 04.11.2015.
- 3) All Heads of Autonomous/Semi-Autonomous Bodies in Khyber Pakhtunkhwa.
- 4) All Additional Finance Secretaries/Director FMIU, in Finance Department.
- 5) All Deputy Secretaries (Budget/Development)/ Finance Department
- 6) All Budget Officers/Section Officers (Dev.I-IV), Finance Department.
- 7) PSO to Sr. Minister for Finance, Khyber Pakhtunkhwa.
- 8) PSO to Chief Secretary, Khyber Pakhtunkhwa, Peshawar.
- 9) PSO to Finance Secretary.

o/c

BUDGET OFFICER-I

MOST IMMEDIATE



**GOVERNMENT OF KHYBER PAKHTUNKHWA
FINANCE DEPARTMENT**

NO.BO1/FD/5-37/2016-17
Dated Peshawar the 7/2/2017

To

1. All the Administrative Secretaries,
Government of Khyber Pakhtunkhwa.
2. All Deputy Commissioners,
Government of Khyber Pakhtunkhwa.

Subject: **CHIEF MINISTER'S DIRECTIVE FOR PROCESSING OF SNE FOR
NEWLY CONSTRUCTED GOVERNMENT BUILDINGS.**

Dear Sir,

I am directed to refer to the subject noted above and to enclose herewith a copy of Chief Minister's Secretariat letter bearing No.SO(Admn) /CMS /KP /Misc /2016/1747-48 dated 12.01.2017, containing Chief Minister's Directives, which are reproduced below:-

"All the departments, on whose building 75% work has been completed, should take up cases for creation of new posts / SNEs for these buildings with Finance Department on priority basis so that those buildings could be operationalized early. All the District Officers (Finance and Planning) may be instructed to complete all the codal formalities in this regard and PC-IV of such buildings may also be prepared expeditiously and sent to the concerned department".

2. In view of the above, it is requested that necessary action may kindly be taken in the matter immediately under intimation to all concerned.

Yours faithfully,


(SAEED AHMAD KHAN)
BUDGET OFFICER.I

Encl: As Above

Endst: No & Date Even

Copy forwarded to the:-

1. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa with reference to his letter under reference.
2. Private Secretary to Chief Secretary, Khyber Pakhtunkhwa.
3. All Budget Officers Finance Department.
4. PS to Finance Secretary, Finance Department, Khyber Pakhtunkhwa.
5. PS to Special Secretary Finance Department, Khyber Pakhtunkhwa.
6. PA to Additional Secretary (B), Finance Department, Khyber Pakhtunkhwa.
7. PAs to Deputy Secretaries (Budget/Coord/PAC), Finance Department.


BUDGET OFFICER.I

DISTRICT _____

No./DO(F&P)/Distt/_____

Dated ____/____/2018

INSPECTION REPORT

The undersigned has visited and physically inspected the following Water Supply Scheme(s) and found completed and functional in all respect, as per details given below.

- i. Name of RWSS: _____
- ii. Length of scheme _____
- iii. Date of inspection _____
- iv. Coordinates _____

S.No	Item/component	Remarks
1.	Tube well/ Development of spring	
2.	Pumping Chamber	
3.	Pumping Machinery	
4.	External and internal electrification	
5.	Distribution system	
6.	Surface tank	

Signature _____

Name of District Officer (F&P) _____

Official stamp _____

Office Telephone No. _____

Cell No. _____

Note :-

In case of 75% completion, the inspection report may be prepared in accordance with policy / instructions contained in Finance Department's circular letter No. BO.I/FD/5-37/ 2015-16/Policy dated 11/12/2015.