



GOVERNMENT OF BALOCHISTAN
PLANNING & DEVELOPMENT
DEPARTMENT
(ACS Staff Section)

Dated: Quetta, 9th September 2025

**STANDARDIZATION OF FORMATTING FOR OFFICIAL
CORRESPONDENCE**

No. SO(ACS)/P&D/1-1/2025/ 4856: In order to bring uniformity and to ensure conformity to acceptable government standards in all the official correspondence, all Sections of the Planning & Development Department are hereby advised to use standardized formatting for drafting summaries, endorsements, letters, working papers, etc., keeping in view the following guidelines:

Sr. #	Description	Guidelines:
1.	Summaries for Hon'ble Chief Minister and Notes for Chief Secretary.	To be prepared in the standardized format as per specimen at "Format-A" using font as Bookman Old Style with 12 pt size, line spacing with 1.15/1.5 (as per text length), paragraph spacing with 6 pt and each paragraph to be properly numbered. Each Summary/ Note shall clearly mention file number at bottom and name of Section on the top.
2.	Endorsements in Summaries/Notes	Endorsements to be drafted following the standardized formatting as per specimen at "Format-B" with subject line, barcode of Summary/Note, font as Bookman Old Style with 12 pt size, line spacing with 1.15/1.5 (as per text length), paragraph spacing with 6 pt, and paragraph numbering. The file number shall be mentioned on each endorsement.
3.	Official Letters	Official letters to be drafted in the standardized formatting as per specimen at "Format-C" using Bookman Old Style font with 12 pt size, line spacing with 1.15/1.5 (as per text length), paragraph spacing 6 pt, and proper paragraph numbering. Every letter shall mention file number and name of the Section and signatory.
4.	Working Papers for Cabinet	Working Papers shall be drafted in the standardized formatting as per specimen at "Format-D" using Bookman Old Style font with 12 pt size, line spacing with 1.15/1.5 (as per text length), paragraph spacing 6 pt, and with proper paragraph numbering. Each Working Paper shall clearly mention name of Minister-in-Charge, ACS (Dev:), and Name of concerned section.

02. All Sections are advised to adopt the above guidelines with immediate effect for maintaining uniformity in this Department, please.

ZAHID SALEEM
Additional Chief Secretary (Dev:)
P&D Department

No. _____ Even _____ dated _____ Even. _____

A copy is forwarded to the:-

1. Secretary (Planning), P&D Department;
2. Secretary (Implementation), P&D Department;
3. Director General (Monitoring and Evaluation), P&D Department;
4. Chief Economist, P&D Department;
5. All Joint Chief Economists, P&D Department _____;
6. All the Chief of Section, P&D Department _____;
7. Additional Secretary (Admn:), P&D Department;
8. Director Bureau of Statistics, P&D Department;
9. Deputy Secretary (Admn:), P&D Department;
10. All the Assistant Chiefs/ Research Officers, P&D Department _____;
11. All the Section Officers, P&D Department _____;
12. PS to Additional Chief Secretary, P&D Department;
13. M/F, O/C

STAFF OFFICER (to ACS Dev:) 09/09/2025
P&D Department



**GOVERNMENT OF BALOCHISTAN
PLANNING & DEVELOPMENT
DEPARTMENT
(ACS STAFF SECTION)**

SUMMARY FOR HON'BLE CHIEF MINISTER

Subject: **PROPOSED POLICY FOR HIRING OF EXPERTS (CONSULTANTS)
FOR IMPLEMENTATION OF STRATEGIC INITIATIVES OF THE
GOVERNMENT OF BALOCHISTAN**

The Government of Balochistan is currently engaged in the planning and implementation of a large number of strategic initiatives, programs, and projects aimed at fostering sustainable economic growth, strengthening governance, and improving public service delivery across the province. These initiatives are primarily implemented through the respective Administrative Departments. To ensure their success, departments often require specialized, high-caliber expert human resources for critical functions such as project planning and design, technical advisory services, monitoring and evaluation, and other specialized inputs that may not be available within their existing cadre. For this purpose, the Administrative Departments hire services of experts/consultants for completion of such strategic nature development schemes. However, there exists no any such policy to hire/engage services of experts/consultants for the strategic schemes.

02. Planning & Development Department has, therefore, drafted a policy which is aimed to establish a standardized, transparent, and efficient framework to enable Administrative Departments to procure and utilize the services of expert human resources in a timely and effective manner, thereby enhancing the quality and outcomes of government initiatives (F/A). The draft policy covers the objectives, scope & applicability, method of hiring, approval mechanism, financial parameters and its implementation.

03. Accordingly, approval of the Hon'ble Chief Minister Balochistan is solicited for placement of the subject case before the Provincial Cabinet for consideration, please.

(ZAHID SALEEM)
ADDL: CHIEF SECRETARY (DEV:)
P&D Department

MINISTER FOR PLANNING & DEVELOPMENT DEPARTMENT:

F.No.SO(ACS)/P&D/1-1/2025

Dated: _____ September, 2025

CHIEF SECRETARY

Foregoing Paras:

Subject: **REQUEST FOR ALLOCATION/AUTHORIZATION OF ADDITIONAL FUNDS FOR PSDP SCHEME "IMPLEMENTATION OF YOUTH POLICY" DURING CFY 2025-26**

07. The scheme titled "**Implementation of Youth Policy**" is reflected in the PSDP 2025-26 as an ongoing scheme with an approved estimated cost of Rs. 500.000 million. An expenditure of Rs. 150.000 million has been incurred up to June 2025. For the Current Financial Year, an allocation of Rs. 60.000 million was made, out of which the Finance Department has released Rs. 30.000 million for the first quarter in line with its release policy. However, the updated SAP data (**Annex-C**) indicates zero expenditure against the released amount during the current year. Whereas, the Administrative Department has requested for release of the balance funds of Rs. 290 million for completion of the scheme during the Current Financial Year 2025-26 from overall PSDP savings.

08. It is pertinent to state that enhancement of allocation of any scheme lies within the domain of the Provincial Cabinet. Therefore, all such requests are required to be placed before the Provincial Cabinet for consideration.

09. This Department is, therefore, of the opinion to place the subject scheme before the Provincial Cabinet for appropriate decision, please.

(ZAHID SALEEM)
ADDL: CHIEF SECRETARY
Planning & Development Department

CHIEF SECRETARY

No.SO(ACS)/P&D/1-1/2025/

Dated: _____ September, 2025



No.SO(ACS)/P&D/1-1/2025/
GOVERNMENT OF BALOCHISTAN
PLANNING & DEVELOPMENT
DEPARTMENT
(ACS Staff Section)

Dated: Quetta, ____ September 2025

The Secretary,
Government of Balochistan,
Services & General Administration Department
Quetta.

Attention: Section Officer (Cabinet), S&GAD

Subject: **PROPOSED POLICY FOR HIRING OF EXPERTS FOR IMPLEMENTATION OF STRATEGIC INITIATIVES OF THE GOVERNMENT OF BALOCHISTAN**

The undersigned is directed to enclose herewith forty (40) sets of working papers duly signed by the Additional Chief Secretary (Dev:) along-with copies of approved summary regarding draft policy for hiring of experts for implementation of strategic initiatives of the Government of Balochistan, which is required to be placed before the Provincial Cabinet for decision.

02. Accordingly, it is requested that the subject agenda item may be placed before the Provincial Cabinet in its upcoming meeting for consideration, please.

Encl: Forty (40) sets of working papers

STAFF OFFICER (to ACS Dev:)
P&D Department

A copy is forwarded to the:-

1. PS to Additional Chief Secretary, P&D Department;
2. PS to Secretary Planning, P&D Department;
3. M/F, O/C



FORMAT-D SPECIMEN

GOVERNMENT OF BALOCHISTAN
PLANNING & DEVELOPMENT
DEPARTMENT
(ACS Staff Section)

WORKING PAPERS FOR THE PROVINCIAL CABINET

Name of Department	Planning & Development Department
Name of Minister In-Charge	Mr. Zahoor Ahmed Buledi
Name of Addl: Chief Secretary	Mr. Zahid Saleem
Date of Submission	08-09-2025

Subject: **PROPOSED POLICY FOR HIRING OF EXPERTS FOR IMPLEMENTATION OF STRATEGIC INITIATIVES OF THE GOVERNMENT OF BALOCHISTAN**

The Government of Balochistan is currently engaged in the planning and implementation of a large number of strategic initiatives, programs, and projects aimed at fostering sustainable economic growth, strengthening governance, and improving public service delivery across the province. These initiatives are primarily implemented through the respective Administrative Departments. To ensure their success, departments often require specialized, high-caliber expert human resources for critical functions such as project planning and design, technical advisory services, monitoring and evaluation, and other specialized inputs that may not be available within their existing cadre. For this purpose, the Administrative Departments hire services of experts/consultants for completion of such strategic nature development schemes. However, there exists no any such policy to hire/engage services of experts/consultants for the strategic schemes.

02. Planning & Development Department has, therefore, drafted a policy which is aimed to establish a standardized, transparent, and efficient framework to enable Administrative Departments to procure and utilize the services of expert human resources in a timely and effective manner, thereby enhancing the quality and outcomes of government initiatives (F/A). The draft policy covers the objectives, scope & applicability, method of hiring, approval mechanism, financial parameters and its implementation. The Hon'ble Chief Minister Balochistan has been pleased to approve a summary for placement of the subject case before the Provincial Cabinet for consideration (F/B).

03. Accordingly, the draft policy for hiring of experts for implementation of strategic initiatives of the Government of Balochistan is submitted before the Provincial Cabinet for perusal/approval, please.

(ZAHID SALEEM)
Additional Chief Secretary (Dev:)