

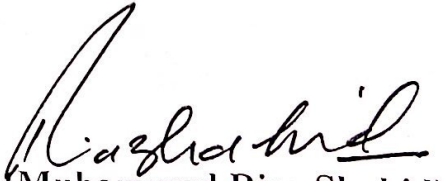
No.F.1(1)/2020-PS to Secretary  
**ELECTION COMMISSION OF PAKISTAN**

Secretariat,  
Constitution Avenue, G-5/2,  
Islamabad, the 21<sup>st</sup> December, 2020

**CIRCULAR**

It has been observed with great concern by the Competent Authority that during the course of processing and submission of file, the Secretariat Instructions contained at serial No. 48 in Secretariat instructions (Copy enclosed) are not being followed causing inconvenience.

2. The Competent Authority has therefore directed that the concerned officers must ensure that the instructions referred above are complied with in letter to spirit and note should not complete at the end of note sheet. Sufficient space should be left for the authority who is required to take decision in the matter and two or three blank sheets are added to the notes.

  
(Muhammad Riaz Shahid)  
Private Secretary to Secretary

1. All the Officers in the ECP Secretariat, Islamabad.
2. All the Provincial Election Commissioners.
3. Deputy Director (Web), ECP Secretariat, Islamabad with the request to upload on website of ECP.

47. On files referred unofficially from one office to another, notes should ordinarily begin immediately below the note recorded by the office referring the case. The name of the office where the note is recorded should be clearly typed or stamped with a rubber stamp at the beginning of the note.

48. The following procedure should be observed by the Section Officer before submitting a file to senior officers:—

- (a) All files shall be placed in file boards or bands. The subject and the number of the file shall be written on the file cover or typed on a slip and pasted on it.
- (b) Page numbers shall be entered consecutively on all pages of correspondence in black or red ink-near enough to the corner of each page for them to be read quickly without turning pages over completely and far enough from the corner for them not to be torn off or obliterated. Reference to correspondence shall only be "Pp. 13-14/C".
- (c) Paragraphs of notes shall be numbered continuously from the beginning onwards. References to notes shall be "para 19/N". However, where a summary to the Prime Minister/President is incorporated in the notes, para numbers should not be amended but the entire summary should be given one number and paras of the summary should become sub-paras e.g. 20.1, 20.2, 20.3 and so on.
- (d) Two or three blank sheets shall be added to the notes for the convenience of higher officers.
- (e) All previous papers (recorded collections) put-up with a case should be chronologically arranged, the oldest being at the bottom of the file.
- (f) Above the previous papers shall be placed the file cover containing the current correspondence and notes. The draft (if any) pinned with a 'Draft for approval' slip shall be placed inside that cover on top of "Correspondence".
- (g) If any reference books have to be put up, they should, if of the same size as the file board or the file cover, be placed at the bottom; and if of a smaller size at the top.
- (h) Where a file which is required to be put up for information or for reference has been printed, a printed copy and not the original copy should be submitted.