



**GOVERNMENT OF KHYBER PAKHTUNKHWA  
COMMUNICATION & WORKS DEPARTMENT**

No.SOG/C&W/1-3/2024/#129  
Dated Peshawar, the: 28.08.2024

To

1. The Chief Engineers (Centre/North/CDO/South-I & II/Maintenance/Mega Projects/Foreign Aid Projects)  
Communication & Works Department.
2. The Chief Engineers (East)  
Communication & Works Department.  
Abbottabad.
3. The Managing Director,  
Pakhtunkhwa Highways Authority.
4. The Director IT,  
Communication & Works Department.
5. The all Section Officer,  
C&W Department.
6. The Account Officer,  
C&W Department.

Subject: **PRE-MEETING GUIDELINES AND INSTRUCTIONS**

I am directed to refer to the subject noted above and to enclose herewith a copy of letter No. DA(GOV)/CMS/KP/2024 dated 13/08/2024 received from Deputy Secretary (Governance) Chief Minister Secretariat Khyber Pakhtunkhwa which is self-explanatory.

It is therefore, requested to kindly intimate all field formation under your jurisdiction for further necessary action and strict compliance please.

**Encl: As above.**

  
(MUDASIR KHAN)  
(SECTION OFFICER (GENERAL))

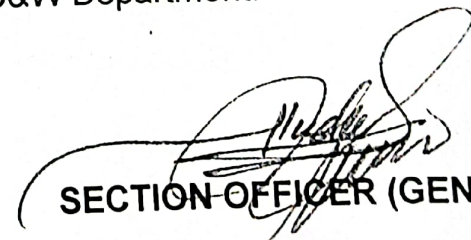
**ENDST OF EVEN NO. & DATE:**

Copy forwarded to the:-

1. P.S to Secretary C&W Department.
2. P.A to Additional Secretary (Admin/Tech) C&W Department.

*Pl. upload on  
official Media (website, facebook)*  
AD II-I

*29/8*

  
(SECTION OFFICER (GENERAL))



Government of Khyber Pakhtunkhwa  
**CHIEF MINISTER'S SECRETARIAT**

☎ 091-9210739 ☎ 091-9210707

No.DS(Gov)/CMS/KP/2024

Dated Peshawar, the 13<sup>th</sup> August, 2024 /173

To

✓ All Administrative Secretaries,  
 Khyber Pakhtunkhwa.

509

Diary No. 509

Date 18/8/24

Subject: - PRE-MEETING GUIDELINES AND INSTRUCTIONS

Dear Sir,


I am directed to refer to the subject captioned above and to state that it has been observed, time and again, that during various meetings with the Hon'ble Chief Minister, many Administrative Departments do not share prior working papers/presentations regarding the scheduled meeting agendas, which is causing inconvenience. To better understand the essence of the issues/agendas of the meetings, all departments are requested to share proper ancillaries/supporting documents/presentations at least 72 hours before the scheduled meeting time. Furthermore if a proposal being made is related to more than one/another department(s), working paper/presentation must be shared with that Department(s) well before time and its responsible officer(s) also needs to be invited in the meeting.

2- Moreover, with regard to matters concerning Up-gradation, SNEs/Creation of posts, Enhancement of allowances and similar nature cases involving financial implications etc, the input/concurrence of Finance Department must be obtained to assess the financial impact on the provincial exchequer before the perusal of the Hon'ble Chief Minister, Khyber Pakhtunkhwa.

3- It is further added that information/progress report shared with regard to developmental projects, housing societies, infrastructural schemes, demarcation of lands site identification etc may be supplemented with visual aids, pictorial evidence, GIS mapping, google coordinates and short drone videos covering each aspect for comprehensive understanding and informed decision making.

4- In view of the aforesaid, I am therefore directed to convey that strict adherence to the above instructions be ensured in letter and spirit, please.

Yours faithfully,

  
 Rao Muhammad Hashim  
 Deputy Secretary (Governance)

ENDST NO AND DATE EVEN

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