



GOVERNMENT OF KHYBER PAKHTUNKHWA  
ESTABLISHMENT DEPARTMENT  
(REGULATION WING)

No. SO(Policy)/(E&AD)/2-1/2019

Dated Peshawar, the 19.11.2019

To

1. The Additional Chief Secretary, Planning & Development Department.
2. The Senior Member Board of Revenue.
3. The Accountant General, Khyber Pakhtunkhwa.
4. All Administrative Secretaries to Government of Khyber Pakhtunkhwa.
5. All Divisional Commissioners in Khyber Pakhtunkhwa.
6. All Heads of the Attached Departments in Khyber Pakhtunkhwa.
7. All Deputy Commissioners in Khyber Pakhtunkhwa.

SUBJECT: INSTRUCTION REGARDING HANDING / TAKING OVER PERFORMANCE

Dear Sir,

I am directed to refer to the subject noted, above and to state that the officers while on their postings/transfers, do not observe proper handing/taking over charge and do not brief the incoming officer of the progress made in their tenure. To facilitate the incoming officers in effective discharge of their responsibilities, the outgoing officers after their transfer need to educate their successors about the issues/progress at length.

2. The Competent Authority, therefore, has desired that while handing/taking over the charge, the outgoing officers must ensure as per their job descriptions brief the new officer taking charge about the issues and progress and incorporate these in the handing/taking notes and a copy may be endorsed to Establishment Department for record.

3. I am therefore directed to request that the above instructions may be followed in letter and spirit.

Yours faithfully,

  
SECTION OFFICER (POLICY)

ENDST: NO. & DATE EVEN

Copy forwarded to:

1. The Principal Secretary to Governor, Khyber Pakhtunkhwa.
2. The Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.
3. Secretary, Provincial Assembly, Khyber Pakhtunkhwa.
4. All heads of Authorities / Autonomous / Semi-Autonomous bodies in Khyber Pakhtunkhwa.
5. All Special Secretaries / Additional Secretaries / Deputy Secretaries / Deputy Director (IT)/ Section Officers in Establishment & Administration Department.
6. The Secretary, Khyber Pakhtunkhwa Public Service Commission.
7. PS to Chief Secretary Khyber Pakhtunkhwa.
8. PS to Secretary Establishment.

  
SECTION OFFICER (POLICY)

*Pl. upload on official site  
in spot light of News.*

AD(E)

*20/11*