Government of Pakistan
Ministry of Poverty Alleviation & Social Safety
PAKISTAN BAIT-UL-MAL
Sector H-8/4 Islamabad (Tel No. 051-48632 12) establishment.ho@pbm.gov.pk
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PBM/Estb/08/ 4853 Islamabad the 24 October 2025

OFFICE ORDER

(Delegation of Administrative & Financial Powers)

In pursuance of clause 1.10 (Delegation of Powers) of PBM Employees Service Regulations 2021, the Managing Director has been pleased to accord approval to delegate the following administrative / financial powers to Director General (Projects), with immediate effect, until further orders:

Sr.	Administrative Powers	Sr. No. of Administrative Powers
1.	Grant of NOC to get Passport of BPS 01 to 18 of H.O. and 17 & Above of Prov. / Reg.	21 (A) - (iv)
2.	Service Certificate (Head Office employees)	22
3.	Grant of Leave with Full Pay (LFP) (maximum for 60 days) upto BPS-18 of Head Office employees	27(i)
4.	Vehicle requisition of official use	-
5.	Approval of replies against questions / queries by the President, Prime Minister, Governor & CM Office / House, Ministry, Federal Ombudsman Offices & other Departments	-
Sr.	**Financial Powers**	**Sr. No. of Financial Powers**
1.	Admin / IT / MTO imprest	-
2.	Utilities (Water, Gas, Electricity, Telephone / Internet, Postal)	2(v, vi, vii, viii)
3.	POL (Purchase & Use)	2(x)
4.	Repair of Motor Vehicle, Motor Cycle, bicycle and replacement of parts upto Rs. 50,000/-	2(xii)
5.	Newspaper Advertisement	2(xv)
6.	Overtime of Drivers / entitled employees	15
7.	G.P Fund Advance	19
8.	Medical reimbursement upto BPS-18	20

2. Moreover, Director General (Projects) is also authorized to sign / stamp the applications of PBM Head Office employees (BPS-01 to BPS-19) for Federal Employees Benevolent & Group Insurance Fund grant and to accord approval of the same for onward submission to the FEB & GIF, Islamabad.

(M HAROON BHUTTA)
Assistant Director (Estb-I)

Distribution:

i. Director to MD
ii. Director General (Projects)
iii. All Directors – PBM
iv. Director (IT) - (with the request to upload on PBM official website)
v. Deputy Legal Advisor
vi. Files