



**OFFICE OF THE  
ACCOUNTANT GENERAL PAKISTAN REVENUES**

SECTOR G-8/4, ISLAMABAD  
www.agpr.gov.pk

No. TM/18-64/CHA/2019-20/2166

Dated: 26-08-2020.

To

The Director General Pakistan Revenues,  
Sub-office of the AGPR,  
Karachi / Lahore.

The Additional Accountant General,  
Sub-office of the AGPR,  
Peshawar / Quetta.

The Deputy Accountant General,  
Sub-office of the AGPR,  
Gilgit.

The All Deputy Accountant General(s),  
Local.

The All Branch Officers /Assistant Accounts Officers  
Local.

Pas to all Supervisory Officers,  
Local.

Subject:- **WEEKLY MANDATORY CLEARANCE REGIME.**

In order to dispose off official work in an efficient and timely manner and to ensure service delivery, the worthy AGPR has directed to implement following instructions with immediate effect:-

- a. There shall be nothing pending when the branch/section leaves for weekend.
- b. Single pendency of any official of a branch will keep the whole branch to sit in office till disposal of the same. This is essential to implement so that a branch-level efficiency is obtained.
- c. Cheques to be printed/signed on the same day.
- d. Section of R&I, Current Record and Counter must synchronize and complement the objectives of the subject regime.
- e. At the end of week, all bills, claims, releases, letters, changes, LPCs and Pay slips etc must be cleared/processed and clearance report to be submitted by every section/branch to AG (respective head in case of Sub Offices).
- f. Clearance means: level-2 in case of passed bills/redemption for returned bills/R&I in case of replies.



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- g. Bills/letters/releases/changes received on Friday will be cleared on the same day if marked "urgent/immediate" by head of the office. However, all bills/letters/releases/changes received on Friday (not marked as urgent/immediate) will be cleared on first working day after the weekend.
  - h. DAG/Addl. AG/DG will ensure that all files/cases submitted to them are cleared/decided by them on the same day. However, if the file/case requires detailed examination or meeting at DAG/Add. AG/DG level, then a reason for the same shall be recorded in writing to justify more than authorized time.
  - i. The CGA has already directed this office to clear all bills/cases within 24 hours of receipt. This direction of CGA will be followed in its true spirit. The subject regime is aimed at implementing the same and therefore complements/complies with CGA orders to this effect.
2. Strict compliance of above instructions must be ensured.

  
**(Muhammad Samiullah Bhutta)**  
**Accounts Officer (TM)**  
**Ph: 9260372**

Copy to:

1. PS to Controller General of Accounts, Islamabad for information.