

GOVERNMENT OF PAKISTAN
NATIONAL HERITAGE & CULTURE DIVISION
4th Floor Kohsar Block, Pak. Secretariat,

No. F. 6-1/2025-F&A

Islamabad the 03rd July, 2025.

To,

- i. **The Chairman,**
Pakistan Academy of Letters,
Islamabad.
- ✓ ii. **The Director General,**
National Language Promotion Department,
Islamabad.
- iii. **The Executive Director,**
Lok Virsa, NIFTH, Islamabad.
- iv. **The Director General,**
Pakistan National Council of the Arts,
Islamabad.
- v. **The Director General,**
Department of Archeology & Museums,
Islamabad.
- vi. **The Director General,**
National Library of Pakistan, Islamabad.
- vii. **The Director,**
Iqbal Academy Pakistan,
Lahore.
- viii. **The Resident Engineer,**
Quaid-i-Azam Mazar Management Board,
Karachi.
- ix. **The CEO/President,**
National Academy of Performing Arts,
Karachi.
- x. **The Director,**
Quaid-i-Azam Academy, Karachi.
- xi. **The Superintendent,**
National Museum of Pakistan,
Karachi.
- xii. **The Director,**
Urdu Science Board,
Lahore.
- xiii. **The Incharge,**
Urdu Dictionary Board, Karachi.
- xiv. **The Research Officer,**
Quaid-i-Azam Academy, Sub-Office,
Islamabad.

Subject: **BUDGET ALLOCATION FOR FY 2025-26, NATIONAL HERITAGE & CULTURE DIVISION.**

I am directed to refer to the subject noted above and to enclose herewith original NISs/BOs pertaining to your respective Department/Organization for further necessary action.

2. All the Head of Departments/spending DDOs must ensure that: -
 - i. Financial Rules/regulations as well as PPRA Rules must be adhered while incurring the expenditures.
 - ii. Monthly reconciliation of expenditure with AGPR be completed within stipulated time and be forwarded to this office on monthly basis.
 - iii. No expenditure over and above the allocated budget may be incurred.

Encl: (As above): -

(WAQAR HUSSAIN)
Section Officer (F&A)
PH#:9222763

Copy to: -

- i. Section Officer (Admn.), NH & C Division.
- ii. Section Officer (General), NH & C Division.
- iii. Section Officer (H-I), NH & C Division.
- iv. DDO, NH & C Division.
- v. Office copy.

Handwritten notes and signatures at the bottom of the page, including dates like 07.07.25 and various signatures in Urdu and English.

FORMAT BUDGET ORDER/NEW ITEM STATEMENT
Shaded portions are to be filled in only by Budget Wing of Ministry of Finance

6

GOVERNMENT OF PAKISTAN

Ministry : Federal Education Professional Training, National Heritage & Culture
Division : National Heritage & Culture Division
Department : National Language Promotion Department, Islamabad

F-No. 6-1/2025-F&A

Islamabad, the 12th May, 2025.

From: Waqar Hussain
Section Officer (F&A)

To The Director (Budget Computerization),
Budget Wing, Finance Division
Islamabad,

1 Budget Year

2025-26

2 Type of Document
(Tick the Box applicable)

BO Add. BO NIS Addl. NIS

3 Fund Information:

Demand No.

42

Fund Code

FC21N23

Fund Description:

National Heritage & Culture Division

4 Attached Department /
Sub-Detailed Function

NHC1

National Heritage & Culture Division
Parliamentary Legislative Affairs

011101

5 Fund Center (DDO Code)/
Project Name

IB-3094

National Language Promotion
Department, Islamabad

(Development Scheme)

Mode of Payment

Pre-Audit

6 Circle

Accountant General Pakistan Revenues, Islamabad

7 Category:

F

TO BE FILLED IN ONLY BY BUDGET WING (MoF)

Diary Number

Old Diary Number

Checked by (Name)

Entered by (Name)

(P.T.O)

Rs. in thousand

8	Function Code	Function Description	Budget Estimates 2025-26		
	01	General Public Service	150,000		
	011	Executive & Legislative Organs	150,000		
	0111	Executive & Legislative Organs	150,000		
	011101	Parliamentary Legislative Affairs	150,000		
9	Object Code	Commitment Item (Object Classification)	Budget Estimates 2025-26	No. of Posts	Female share % 2025-26
	A01	EMPLOYEES RELATED	105,000		
	A011	Pay	52,771	89	5%
	A011-1	Pay of Officers	31,838	35	
	A01101	Basic Pay of Officer	31,744		
	A01102	Personal Pay	75		
	A01103	Special Pay	19		
	A011-2	Pay of Staff	20,933	54	
	A01151	Basic Pay of Staff	20,915		
	A01155	Qualification Pay	18		
	A012	Allowance	52,229		
	A012-1	Total Regular Allowances	43,761		
	A01202	House Rent Allowance	2,105		
	A01203	Conveyance Allowance	2,593		
	A01207	Washing Allowance	20		
	A01208	Dress Allowance	20		
	A01216	Qualification Allowance	265		
	A01217	Medical Allowance	1,431		
	A0120D	Integrated allowance	150		
	A0121J	Transport Monitization	1,514		
	A121Q	Audit & Account Allowance	68		
	A0122N	Special Conveyance Allowance to Disables	106		
	A01224	Entertainment Allowance	11		
	A0124C	Disparity Reduction Allowance, 2021	5,408		
	A0124N	Disparity Reduction Allowance, 2022	3,650		
	A0124R	Adhoc Relief Allowance, 2022	3,650		
	A0124X	Adhoc Relief Allowance, 2023	12,521		
	A0125E	Adhoc Relief Allowance, 2024	9,338		
	A01236	Deputation Allowance	334		
	A01238	Chrage Allowance	200		
	A01249	Utility Allowance	377		
	A012-2	Total Other Allowances	8,468		
	A01271	Overtime Allowance	200		
	A01273	Honorarium	3,268		
	A01274	Medical charges	5,000		
	A03	OPERATING EXPENSES	36,315		

9	Object Code	Commitment Item (Object Classification)	Budget Estimates 2025-26	No. of Posts	Female share % 2025-26
	A032	Communications	1,100		
	A03201	Postage and Telegraph	100		
	A03202	Telephone and Trunk Calls	500		
	A03204	Electronic Communication	500		
	A033	Utilities	5,600		
	A03301	Gas	1,500		
	A03302	Water	500		
	A03303	Electricity	3,500		
	A03305	POL for Generator	100		
	A034	Occupancy Cost	20,050		
	A03403	Rent of Residential Building	20,000		
	A03407	Rates & Taxes	50		
	A038	Travel & Transportation	3,300		
	A03805	Travelling Allowance	2,000		
	A03806	Transportation of Goods	50		
	A03807	POL Charges	1,000		
	A03808	Conveyance Charges	250		
	A039	General	6,265		
	A03901	Stationary	500		
	A03902	Printing and Publication	1,500		
	A03903	Seminars/Conferences/Workshop	500		
	A03905	Newspapers, Periodicals and	250		
	A03907	Advertising and Publicity	500		
	A03919	Payment to others for Service Rendered	2,115		
	A03942	Cost of other Store	100		
	A03955	Other Stores / Computer Stationary	300		
	A03970	Others	500		
	A04	EMPLOYEES RETIREMENT BENEFITS	5,685		
	A041	Pensions	5,685		
	A04106	Re-Imbursement of Medical Charges to Pensioner	500		
	A04114	Superannuation encashment on LPR	5,185		
	A13	REPAIR & MAINTENANCE	3,000		
	A130	Transport	500		
	A13001	Transport	500		
	A131	Machinery & Equipment	500		
	A13101	Machinery & Equipment	500		
	A132	Furniture & Fixture	500		
	A13201	Furniture & Fixture	500		

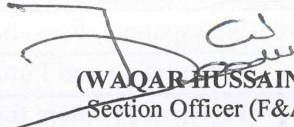
9	Object Code	Commitment Item (Object Classification)	Budget Estimates 2025-26	No. of Posts	Female share % 2025-26
	A137	Computer Equipments	1,000		
	A13701	Hardware	500		
	A13703	IT Equipments	500		
	A138	General	500		
	A13801	Maintenance of Gardens	500		
10	Total Provision (Gross)		150,000		
11	Foreingn Exchange		-		
	(i) Foreign Aid		-		
	(ii) Own Resources		-		
12	Local Currency		150,000		

13 Green Budget Tagging

Cost Centre Category based on relevance to climate	1	2	3	4	5
	High (75% and above)	Medium (50-74%)	Low (25-49%)	Marginal (Less than 25%)	Nil (0%)

13 Gender Budgeting

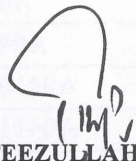
Budget Allocation	1	2	3	4
	Gender Relevance (Yes/No)	GDR Type (0000)	%age relevance	Gender Sensitive Budget
	Yes		5%	


(WAQAR HUSSAIN)
Section Officer (F&A)

Dy.No.1008/DS. Exp.(NH&CD)/2025
Government of Pakistan
Finance Division

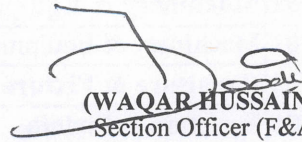
Islamabad, the 12th May, 2025

Verified


(HAFEEZULLAH KHAN)
Deputy Secretary Exp. (NH&CD)

Copy to:-

- 1 AGPR Islamabad
- 2 Director General, NLPD, Islamabad
- 3 Deputy Secretary Exp. (NH&CD), Finance Division, Islamabad
- 4 Office Copy


(WAQAR HUSSAIN)
Section Officer (F&A)

Posts Proforma
Federal Government Employees

Budget Estimates 2025-26

Demand No:	40	Description:	National Heritage & Culture Division
Fund Code:	FC21N23	Description:	National Heritage & Culture Division
Fund Center Code:	IB3094	Description:	National Language Promotion, Department, Islamabad.
Mode of Payment	Pre-Audit AGPR		Assignment Account

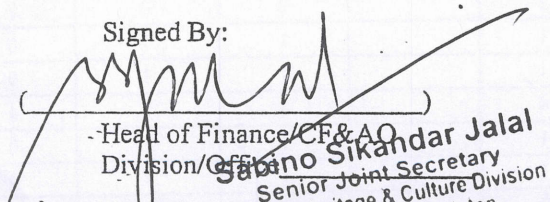
Pay Scale	Post Code	Designation	Total No of Sanctioned Posts (Submitted Last Year)	Change During CFY (+) (-)	Total Number of Sanctioned Posts 31-01-2025	No. of Filled Posts	No. of Vacant Posts
MP-1	108	Director General	1		1	1	0
20	E05	Executive Director	1		1	0	1
19	T22	Treasurer	1		1	0	1
19	D09	Naib Nazim/Director	2		2	0	2
19	D08	Deputy Secretary	1		1	1	0
19	S53	Senior Private Secretary	1		1	1	0
18	D07	Research Aid/D.D	4		4	0	4
-18	D07	Deputy Director (IT)	1		1	1	0
18	A02	Account Officer	1		1	1	0
17	R01	Research Officer	3		3	1	2
17	L03	Librarian	1		1	1	0
17	T30	Translation Officer	2		2	1	1
17	---	Language Developer	1	(-) 1	0	0	0
17	P05	Programmer	3		3	3	0
16	P55	Publication Officer	1		1	0	1
17	---	Assistant Informatics Officer	3		3	3	0
16	A01	Accountant	1		1	1	0
16/17	A18	Assistant Private Secretary	8		8	5	3
15/16	A06	Assistant	5		5	4	1
14/15	S08	Steno typist	4	(-) 1	3	2	1
15	---	Art Designer	1		1	1	0
15	S82	Senior Proof Reader	1		1	1	0
15	D03	Data Entry Operator	2		2	2	0
11	L06	Library Assistant	1	(-) 1	0	0	0
12	K09	Katib	2	(-) 1	1	1	0
11	K09	Proof Reader	1	(-) 1	0	0	0
13	U01	Upper Division Clerk	8		8	8	0
11	L01	Lower Division Clerk	3	(-) 1	2	1	1
9	T04	Telephone Operator	1		1	1	0
4/8	D32	Driver	4	(-) 1	3	2	1
7	C18	Cashier	1		1	0	1
4	D21	DMO	1		1	0	1
7	D01	Daftari	1	(-) 1	0	0	0
4	D33	Dispatch Rider	1		1	0	1

Pay Scale	Post Code	Designation	Total No of Sanctioned Posts (Submitted Last Year)	Change During CFY (+) (-)	Total Number of Sanctioned Posts 31-01-2025	No. of Filled Posts	No. of Vacant Posts
3/4/5	C06	Chowkidar	6		6	6	0
4/5	M03	Mali	3		3	3	0
4/5	S44	Sweeper	3		3	3	0
3	P14	Packer	1	(-) 1	0	0	0
1	O01	Orderly	1		1	1	0
1	N01	Naib Qasid	12	(-) 1	11	11	0
Surplus Staff:			0	0	0	0	0
17	110	Instructor	0		0	0	---
Total:			99	10	89	67	22

Notes:

1. Please fill in all columns including Post Code column.
2. List of codes are available on FD's website: http://www.finance.gov.pk/budget_wing.html.
3. Kindly submit soft copy in one Excel Sheet of all Fund Centers on email: copost@finance.gov.pk.
4. Hard copy may be submitted along with BOs/NISs.
5. In case of Payment Mode is Pre-Audit of AGPR/DAO, then OM Module Proforma must be attached.


Signed By:


 - Head of Finance/CF&AO
 Division/Office
Sabano Sikandar Jalal
 Senior Joint Secretary
 National Heritage & Culture Division
 Government of Pakistan
 Islamabad

Forwarded to:

Mr. Gul Muhammad Shah,
 Director (Budget Computerization),
 Budget Wing, Finance Division,
 Islamabad.

Verified By:


 Deputy Secretary (Exp)
 Finance Division
Hafeezullah Khan
 Deputy Secretary
 (EXP-IB/FBR/NHCD/PA&SSD)
 Finance Division
 Government of Pakistan
 Islamabad

