



DATA REQUISITION SHEET FOR STATUS DETERMINATION

Case Title	Request for status determination of _____		
Ministry		Organization	

In order to process the subject case, please provide below documents alongwith this Data Requisition Sheet and fill the corresponding check box accordingly.

S.No.	Requisite Information	Check Box (x) (✓) (NA)*
1	A copy of the Act/ Ordinance/ Notification/Resolution/ Order under which Organization was created and operates.	
2	Copies of the documents, if any, whereby the status of the organization has earlier been determined.	
3	Copy of Court Order with regard to the status of the organization, if any	
4	Approved Functions of the Organization.	
5	Whether the organization has lower formations at Provincial, Regional or local levels. If yes, then detail of the same alongwith functions may be provided.	
6	Organogram of the Organization. Separate organograms of the Headquarters, Provincial Offices, Regional and local offices may be provided, if exists.	
7	Budgeting of the Organization:- • Self-financed; • Government financing; • Any other (Please specify).	
8	A copy of administrative and financing powers of heads of the Organization.	
9	Copy of the Recruitment Rules. Also state whether the direct recruitment of BS-16 & above officers are being conducted through FPSC.	
10	Pay scales adopted by the Organization. If own pay scales, please provide copy of the same.	
11	Whether the employees of the organization are governed under the Civil Servants Act, 1973 and rules made thereunder. OR The organization has its own law and rules under which its employees are governed.	
12	Whether accounts of the organizations are audited by Auditor General of Pakistan or a firm of Chartered Accountants? Copy of the latest audit report, if any.	
13	How are the accounts of the Organization being maintained? Whether through AGPR or by the Organization themselves or otherwise	



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14	Provision of pension to its employees whether through AGPR or self-financed.													
15	Sanctioned Strength of the organization as per following format: <table border="1" data-bbox="300 448 1093 515"><thead><tr><th>Sl. No.</th><th>Designation</th><th>BPS</th><th colspan="3">Staff Strength</th></tr><tr><td></td><td></td><td></td><th>Sanctioned</th><th>Vacant</th><th>In position</th></tr></thead></table>	Sl. No.	Designation	BPS	Staff Strength						Sanctioned	Vacant	In position	
Sl. No.	Designation	BPS	Staff Strength											
			Sanctioned	Vacant	In position									
16	Any special instructions/ orders regarding operational autonomy, please provide a copy.													
17	Any other information which may deem necessary for analysis of the case.													
Name and Designation of Focal Person with contact number		SIGNATURE		DATE										

N.B: *The referred data/information may be duly verified by the concerned desk officer/ focal person nominated for the purpose.*

***NA (Not applicable)**