



Dated Lahore, the 16th January, 2024

To

1. All Administrative Secretaries to Government of the Punjab.
2. The principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All Deputy Commissioners in the Punjab.
10. All District and Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial director, Local Fund Audit, Punjab, Lahore.
14. The Director General, Audit & Accounts (Works), Lahore.
15. The Chief Inspectorate of Treasuries and Accounts, Punjab, Lahore.

Subject: - CREATION OF OSD POST IN RESPECT OF DECEASED OFFICER WHO DIES WHILE IN SERVICE

In continuation of this department's letter No. FD.SR-I/3-5/2015, dated 12.12.2019, on the subject cited above (**copy enclosed**), it has been observed with grave concern that due to non-observance of check list mentioned in the above referred letter, the cases for creation of OSD post in respect of deceased officers / official who dies while in service, are getting delayed inordinately.

2. It is, therefore, reiterated that the check list / guidelines mentioned in the above referred letter must be observed in true letter and spirit and henceforth Administrative Department shall forward the cases for creation of OSD posts to Finance Department, complete in all respects within ten (10) days from the date of death of the deceased officers / officials.


DEPUTY SECRETARY (SR)

Copy is forwarded to:-

- i. Additional Finance Secretaries, Govt. of the Punjab, Finance Department with the request to ensure creation of OSD post within three days after fulfilling all codal / procedural / legal formalities.
- ii. PS to Finance Secretary, Govt. of the Punjab, Finance Department.
- iii. PS to Special Secretary Finance (B&R), Govt. of the Punjab, Finance Department.
- iv. PS to Special Secretary Finance (E&CF.), Govt. of the Punjab, Finance Department.