

LEXICON

A COLLECTION OF WORD/PHRASE/ABBREVIATION/TERM ALONGWITH DEFINITION AND REFERENCE

S. No.	Word/Phrase/Abbreviation/term	Definition	Reference
1	2	3	4
1.	Act	ACT IN LEGISLATION – is statute or Law made by a legislative body.	K.L.R. Encyclopedia Law Dictionary.
2.	Ante Date	To fix with a date earlier than the true date; back date	Black's Law Dictionary
3.	Albeit	Although, Notwithstanding, Even if	
4.	Alibi	A defense based on the physical impossibility of a defendant's guilt by placing the defendant in a location other than the scene of the crime at the relevant time.	Black's Law Dictionary
5.	Ab-initio	From the beginning	-
6.	Audi Alteram Partum	Hear the other side. No one should be condemned unheard.	Black's Law Dictionary
7.	Abetment	To encourage and assist (someone) especially in the commission of crime.	Black's Law Dictionary (Section 107 to 117 of the Pakistan Penal Code, 1860 are relevant)
8.	Adjudication	The legal process of resolving a dispute; the process of judicially deciding a case.	Black's Law Dictionary
9.	Advocate General	A person qualified to be appointed a Judge of the High Court, to be appointed as Advocate General of the Province by the Governor. He shall give advice to the Provincial Government upon such legal matters, and to perform such other duties of legal	Article 140(1)(2) of the Constitution of the Islamic Republic of Pakistan, 1973, and Article 140 of Constitution of Islamic Republic of Pakistan.

		character, as maybe referred or assigned to him by the Provincial Government.	
10.	Attorney General of Pakistan	The President shall appoint a person, being a person, qualified to be appointed a Judge of Supreme Court, to be Attorney General for Pakistan.	Article 100 of the Constitution of Islamic Republic of Pakistan.
11.	Auditor General of Pakistan	There shall be an Auditor General of Pakistan, who shall be appointed by the Presidents.	Article 168 of the Constitution of Islamic Republic of Pakistan.
12.	Advisor	There shall be Advisor to the Chief Minister to be appointed by the Governor on the advice e of the Chief Minister, for performance of such duties and functions as may be specified from time to time.	Rule 6(2) of the Balochistan Government Rules of Business, 2012.
13.	Adverse remarks	Negative remarks recorded by reporting or counter signing officer in PERs of a government servant.	Part-III of the Performance Evaluation Report Guide of Balochistan, 2009
14.	Advisory remarks	Remarks recorded by the reporting or counter signing officer in PERs of a government servant to improve the efficiency of the government servant concerned.	Paragraph 3.14 of the Performance Evaluation Report Guide of Balochistan, 2009
15.	Ad hoc and temporary appointment	<p>16. Where under the Balochistan Public Service Commission (Functions) Rules, 1995, a post is required to be filled through the Commission, the Administrative Secretary of the Department concerned shall forward a requisition in the prescribed form to the Commission immediately when it is decided to fill the post or if that is not practicable and the post is filled on ad hoc basis as provided in rule 17, within two months of the filling of the post.</p> <p>17. Where Administrative Department considers it to be in the public interest to fill in a post falling within the purview of the Commission urgently, it may, pending nomination of a candidate by the Commission, with approval of the Competent Authority,</p>	Rule 16, 17 and 18 of the Balochistan Civil Servant's (Appointment, Promotion and Appointment) Rules, 2009.

		<p>proceed to fill such post on adhoc basis for a period not exceeding six months by advertising the same in accordance with the procedure as laid down for initial appointment in part III.</p> <p>18. Short-term vacancies in the posts falling within the purview of the Commission and vacancies occurring as a result of creation of temporary posts for period not exceeding six months, may be filled by the appointing authority other-wise than through the Commission on a purely temporary basis after advertising the vacancy.</p>	
16.	Assembly	Means the Provincial Assembly of Balochistan	Rule 2(1)(a) of the Balochistan Government Rules of Business,2012.
17.	Appointing Authority	In relation to a post, means the person authorized under rule 4 of the APT rules to make appointment to that post	Rule 2(1)(a) of the Balochistan Civil Servants(Appointment, Promotion Transfer)Rules,2009.
18.	Absence from duty	Means un-authorized absence from duty without prior permission or sanction of leave by the competent authority under the Rules for the time being in force and applicable to the employee concerned.	Section 2(a) of the Balochistan Employees Efficiency and Discipline Act,2011.
19.	Accused	Means a person who is or has been an employee and against whom an action is initiated	Section 2(b) of the Balochistan Employees Efficiency and Discipline Act,2011.
20.	Appellate Authority	Means the Chief Minister Balochistan or any other authority so delegated to which an appeal lies against the orders of the competent authority.	Section 2(d) of the Balochistan Employees Efficiency and Discipline Act,2011.
21.	Attached Department	Means a Department mentioned in column 3 of Schedule of the Rules of Business.	Rule 2(1)(b) of the Balochistan Government Rules of Business,2012.

22.	Autonomous Body/Special Institution/ Board.	Means a Body mentioned in Schedule-V of the Rules of Business	Rule 2(1)(c) of the Balochistan Government Rules of Business,2012.
23.	Additional Secretary	Means an Officer next to Secretary in a Dept. to perform such functions as assigned to him under the rules, instructions or by specific orders.	Paragraph 2(1)(a) of the Manual of Balochistan Secretariat Instructions,2013.
24.	APT Rules	The Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009.	-
25.	Appointment/posting on acting charge basis	Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior civil servant belonging to the cadre or service concerned who is otherwise eligible for promotion does not possess the specified length of service the authority may appoint him to that post on acting charge basis.	Section 8 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009.
26.	Apex	The highest or culminating point	Merriam-Webster Dictionary
27.	Appendix	Supplementary material usually attached at the end of a piece of writing. This term is usually used in Rules/Services Rules.	Merriam-Webster Dictionary
28.	Addendum	A thing added. A supplement to a book.	Merriam-Webster Dictionary
29.	Annexure	A separate part of a legal document or report.	Cambridge Dictionary/
30.	Action in case of conviction or plea bargain or voluntary return under any law.	<p>Where an employee is convicted by a court of law or has entered into a plea of bargain or has voluntarily returned the assets or gains acquired through corruption or corrupt practices under any law for the time being in force, the competent authority after examining the facts of the case shall-</p> <p>(a) Dismiss the employee, where he has been convicted of charges of corruption or has been entered into plea bargain</p>	Section 8 of BEEDA, 2011.

		or/and has returned the assets or gains acquired through corruption or corrupt practices voluntarily; or (b) Proceed against the employee under section 7, where he has been convicted of charges other than corruption.	
31.	At par	At the face value	K.L.R. Encyclopedia Law Dictionary.
32.	As soon as possible	This Phrase really mean that the principles are to be observed unless it is not possible to follow them in the particular circumstances of a case.	K.L.R. Encyclopedia Law Dictionary.
33.	Anonymous	Nameless, without name.	K.L.R. Encyclopedia Law Dictionary.
34.	BEEDA	Balochistan Employees Efficiency and Discipline Act, 2011.	-
35.	BSS	Balochistan Secretariat Service.	-
36.	BCS	Balochistan Civil Service.	-
37.	Branch	Means a primary unit of a Department headed by Superintendent.	Paragraph 2(1)(f) of the Balochistan Secretariat Instructions Manual, 2013.
38.	Business	Means all work done by the Government	Rule 2(1)(d) of the Balochistan Government Rules of Business, 2012.
39.	Bona fide	Good faith; without fraud or deception, honestly, as distinguished from bad faith, openly; sincerely.	K.L.R. Encyclopedia Law Dictionary.
40.	By Law or Bye Law.	A rule of administrative provision which is adopted by an association or corporation for its internal governance. Bye Law includes all orders, ordinances, regulations, rules, statutes made by any authority subordinate to legislature. The subordinate authority must, of course, have powers expressly or impliedly conferred on it to legislate on the matters on which the by-law relates.	K.L.R. Encyclopedia Law Dictionary.

41.	Benefit of doubt	The advantage derived from doubt about guilt, a possible error or the weight of the evidence.	K.L.R. Encyclopedia Law Dictionary.
42.	Burden of proof	The duty of a party to prove a disputed assertion or charge. The necessity which lies, now, on one party, now on other, of calling evidence, to prevent judgement going against him. The onus frequently as the case proceeds from the person on whom it is rested at first to his opponent. This occurs whenever a prima facie case; has been established on any issue of fact or whenever a rebuttable presumption of law has arisen.	K.L.R. Encyclopedia Law Dictionary.
43.	Benevolent Fund and Group Insurance	All civil servants and their families shall be entitled to the benefits admissible under the West Pakistan Government Servants Benevolent Fund Ordinance, 1960 (West Pakistan Ordinance XIV of 1960), and the West Pakistan-Government Employees Welfare Fund Ordinance, 1969 (West Pakistan Ordinance e I of 1969) and the rules made thereunder.	Section 21 of Balochistan Civil Servants Act, 1974.
44.	Basic Pay Scale	Means a Basic Pay Scale of pay sanctioned by Government in which a post or group of posts is placed.	Rule 2(1)(d) of the Balochistan Civil Servants' Leave Rules, 2020
45.	Confirmation.	After satisfactory completion of the probationary period, provided that he holds a substantive post, a civil servant shall be eligible for confirmation in service or a post or a grade; as prescribed in the Balochistan Civil Servants (Confirmation) Rules, 2012.	Rule 20 of the Balochistan Civil Servants (Appointment, Promotion Transfer) Rules, 2009.
46.	Constitution	Means Constitution of Islamic Republic of Pakistan; (the system or body of fundamental principles according to which a nation, state or body, politic is constituted and governed; the action of constituting, composition, to set up; to establish - K.L.R. Encyclopedia Law Dictionary)	Rule 2(1)(i) of the Balochistan Government Rules of Business, 2012.

47.	Chief Minister	Means the Chief Minister of Balochistan	Rule 2(1)(g) of the Balochistan Government Rules of Business, 2012.
48.	Chief Secretary	Means the officer notified as such in the Gazette, who shall in addition to other departments and functions that may be allotted to him from time to time, be incharge of the services and General Administration Department	Rule 2(1)(h) of the Balochistan Government Rules of Business, 2012.
49.	Commission	Means Balochistan Public Service Commission	Rule 2(1)(c) of the Balochistan Civil Servants (Appointment, Promotion Transfer) Rules, 2009.
50.	Competent Authority	Means; - (i) The Chief Minister or any authority so delegated by the Chief Minister by notification for the employee or the class of employees; (ii) In relation to an employee of a tribunal or court functioning under the Government, the appointing authority or the chairman or presiding officer of such tribunal or court, as the case may be, authorized by the appointing authority to exercise the powers of competent authority.	Section 2(h) of BEEDA, 2011.
51.	Charge	Means allegations framed against the accused pertaining to any act of omission and commission under BEEDA	Rule 2(f) of the Balochistan Employees Efficiency and Discipline Act, 2011.
52.	Charge Sheet	A statement of charges conveyed to an accused in an informal inquiry	-
53.	Cabinet	Means a Cabinet as defined in Article 130 of the Constitution	Rule 2(1)(e) of the Balochistan Government Rules of Business, 2012.

54.	Case	Means a particular matter under consideration and includes all papers relating to it and required to enable the matter to be disposed of, viz correspondence and notes and also, any previous papers on the subject covered by it or connected with it.	Rule 2(1)(f) of the Balochistan Government Rules of Business, 2012.
55.	Cadre	The strength of a service or a part of service sanctioned as a separate unit.	F.R 9(4)
56.	Casual Leave	Casual Leave should not ordinarily exceed 10 days at a time and 25 days during any one calendar. The sanctioning authority may, however, grant casual leave up to 15 days at a time in special circumstances. Casual leave may be sanctioned to a Government servant by his immediate officer.	Rule 14 of the Balochistan Civil Servants' Leave Rules, 2020 and Rule 29 of the Balochistan Secretariat Instructions, 2013.
57.	Corr:	Means correspondence	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
58.	c/o	Care of.	Mariam Webster Dictionary.
59.	cc	To send someone a copy of (an email, letter, or memo). To send a copy to (someone)	Mariam Webster Dictionary.
60.	Countersigning Officer	Complete guidance for countersigning the PERs is given in paragraph 2.5 to 2.7 of the Performance Evaluation Report Guide of Balochistan, 2009.	-
61.	C.R.	Character Roll	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
62.	Civil Servant	Means a person who is member of a civil service of the Province of Balochistan or who holds a civil post in connection with the affairs of the Province, but does not include: -	Section 2(1)(b) of the Balochistan Civil Servants Act, 1974.

		<p>(i) a person who is on deputation to the Province of Balochistan from the Federation or from any Province or other authority; or</p> <p>(ii) a person who is employed on contract, or on work charged basis, or who is paid from contingencies; or</p> <p>(iii) a person who is "worker" or "workman" as defined in the Factories Act, 1934 (XXV of 1934) or the Workman's Compensation Act, 1923 (VIII of 1923).</p>	
63.	Corruption.	<p>(a) Accepting or obtaining or offering any gratification or valuable thing, directly or indirectly, other than legal remuneration, as a reward for doing or forbearing to do any official act; or</p> <p>(b) Dishonestly or fraudulently misappropriating, or indulging in embezzlement or misusing Government property or resources; or</p> <p>(c) Possession of pecuniary sources of property by an employee or any of his dependents or any other person, through him or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; or</p> <p>(d) Maintain standard of living beyond known sources of income; or</p> <p>(e) Having a consistent reputation of being corrupt; or</p> <p>(f) Entering into plea bargain under any law for the time being in force and voluntarily returning the assets.</p>	Section 2(i) of the Balochistan Employees Efficiency and Discipline Act, 2011.
64.	Counterfeit	Fake, forged and bogus	-
65.	Corrigendum	An error in a printed work discovered after printing and shown with its correction on a separate sheet.	Merriam-Webster Dictionary.

66.	Circumstantial evidence	The evidence which tends to prove the ultimate fact in issue; presumptive evidence. Evidence derived from circumstance, as distinguished from direct and positive proof. It is the inference fact from other facts proved, and the fact thus inferred and assented to by the mind is said to be "presumed" that is to say, it is taken to granted until contrary is proved.	K.L.R. Encyclopedia Law Dictionary.
67.	Crux	A main or central feature (as of an argument)	Mariam Webster Dictionary.
68.	Clause	A single paragraph or sub- division of a legal document, such as contract, deed, will, constitution, or statute. Sometimes a sentence or part of a sentence.	K.L.R. Encyclopedia Law Dictionary.
69.	Counting of Ad-hoc Service for the purpose of Promotion.	Under the existing rules, ad-hoc service does not reckon for purpose of seniority. However, the service rendered on ad-hoc basis in a cadre and on a same post under the Provincial Government, followed by regular appointment to a post in the same pay scale shall be counted towards length of service prescribed for promotion to a higher post provided there is no break between ad-hoc and regular appointments to the post concerned.	Rule 6(d) of the Balochistan Civil Servants' Promotion Policy, 2012.
70.	Communication of reasons of Deferment/Supersession to the Officer concerned.	The Civil Servants who have been recommended for supersession/deferment be informed through Order/Notification, while notifying the promotion of his other colleagues, about reasons of said supersession/deferment immediately after the recommendations of PSB/PSSC/DPC have been approved by the respective Competent Authority to enable such officers to improve their performance and to complete their record/any other deficiency, as the case may be.	Rule 28 of the Balochistan Civil servants' Promotion Policy, 2012.
71.	Clean Hands	The maxim that one who comes into equity with "clean hands" is based on conscience and good faith. The maxim is confined to	K.L.R. Encyclopedia Law Dictionary.

		misconduct in regard to, or at all events connected with, the matter in litigation. "Clean Hands" means a clean record with respect to the transaction with the defendant, and not with respect to any third person	
72.	Deputy Secretary	Means an officer responsible for the conduct of Business in one or more Sections in a Department.	Paragraph 2(1)(n) of the Manual of Balochistan Secretariat Instructions, 2013.
73.	Department	Means a self-contained administrative unit in the Secretariat shown in column 2 of Schedule II, responsible for the conduct of business of Government in a distinct and specified sphere and declared as such by the Government.	Rule 2(1)(j) of the Balochistan Government Rules of Business, 2012.
74.	Departmental Promotion Committee	Means a Committee constituted for making selection for promotion to such posts under a department or office of Government in BPS-16 and below.	Rule 2(1)(d) of the Balochistan Civil Servants(Appointment, Promotion Transfer)Rules,2009.
75.	Departmental Selection Committee	Means a Committee constituted for the purpose of making selection for initial recruitment to a post under a department or office of Government in BPS-15 and below or equivalent	Rule 2(1)(e) of the Balochistan Civil Servants(Appointment, Promotion Transfer)Rules,2009.
76.	Deferment	The act of delaying or postponing. The conditions of deferment of promotion are given in rule 23 of the Balochistan Civil Servants' Promotion Policy, 2012.	Rule 23 of the Balochistan Civil Servants' Promotion Policy, 2012.
77.	Diary	Means the register in which all papers received in a branch or Section are entered.	Paragraph 2(1)(o) of the Manual of Balochistan Secretariat Instructions, 2013.
78.	Docket Sheet/Note Sheet	Means documents placed immediately below the upper cover of the file, containing particulars to indicate the progress of the case during its currency, and its classification and period of retention after it has been finally disposed of	Paragraph 2(1)(p) of the Manual of Balochistan Secretariat Instructions, 2013.

79.	D.A.	Daily Allowance means a uniform allowance of each day of absence from headquarters which is intended to cover extra daily expenditure incurred by government servant in consequence of such absence	Rule 2.34 of the Balochistan Travelling Allowance Rules, 1986
80.	DFA	Means Draft for approval	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
81.	D.O.	Demi-Official/Officially	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
82.	De Novo	Afresh	-
83.	Decree	Means the formal expression of adjudication.	-
84.	District	Means local limitation of an area.	Section 5 of the West Pakistan Land Revenue Act, 1967
85.	Double jeopardy	The facts of being prosecuted twice for substantially the same offence.	Black's Law Dictionary
86.	Deputation	Means posting of a Government servant to another Institution/ Autonomous Bodies or Federal Government	Conditions of deputation are defined under Rule 3 of the Balochistan Civil Servants Deputation Policy, 2012.
87.	Document	Something tangible on which words, symbols, or marks or recorded. The deed, agreements, title papers, letters, receipts, and other written instruments used to prove a fact.	Black's Law Dictionary
88.	Disability Leave.	Disability leave shall be granted, outside the leave account on each occasion, to a maximum of seven hundred and twenty (720) days on such medical advice of well qualified Medical Practitioner as the Head of Officer may consider necessary, to a civil servant, other than a civil servant in part-time service, etc. disabled by injury, ailment or disease contracted in course or in consequences	Rule 25 of the Balochistan Civil Servants' Leave Rules, 2020

		of duty or official position. The leave salary during disability leave shall be equal to full pay.	
89.	Deed	A written or printed document between parties able to contract under the hand (and sometimes also seal) of the obligor.	K.L.R. Encyclopedia Law Dictionary.
90.	De jure	According to law or right, by law, "De-jure" means "legitimate, lawful, by right and just title. "In this sense, it is contrary of "de facto"	K.L.R. Encyclopedia Law Dictionary.
91.	De facto	In fact, actually, frequently used in contradiction to de jure meaning rightful, legitimate, lawful.	K.L.R. Encyclopedia Law Dictionary.
92.	Delinquent	A person who fails to do his duty or commits an offence.	K.L.R. Encyclopedia Law Dictionary.
93.	Disciplinary proceeding	An action initiated to reprimand, suspend, or punish an official for his unethical or illegal conduct.	K.L.R. Encyclopedia Law Dictionary.
94.	Due course	The word is also used in conjunction with other words as in the terms, holder in due course. Payment in due course. The prescribed, normal or logical course of events.	K.L.R. Encyclopedia Law Dictionary.
95.	Due care	Just, proper and sufficient care, as far as the circumstances demand; the absence of negligence That degree of care that a reasonable person can be expected to exercise to avoid harm, reasonably foreseeable if such care is not taken. That care which an ordinarily prudent person would have exercised under the same or similar circumstance.	K.L.R. Encyclopedia Law Dictionary.
96.	Due consideration	To give such weight or significance to a particular factor as under the circumstance it seems to merit, and this involves discretion. Such care as it requisite.	K.L.R. Encyclopedia Law Dictionary.

97.	Dismissal	A major penalty under Section 4(b)(viii) read with Section 4(c)(2) of BEEDA, 2011. Dismissal from service under BEEDA shall disqualify the employee for future employment under the Government or under any organization to which the provisions of BEEDA apply.	Section 4(b)(viii) read with Section 4(c)(2) of BEEDA, 2011.
98.	Dormant	Silent	K.L.R. Encyclopedia Law Dictionary.
99.	Directorate	The office of a director or a body of directors.	K.L.R. Encyclopedia Law Dictionary.
100.	Discretionary power	A terms which involves an alternative power, i.e. a power to do or refrain from doing a certain thing.	K.L.R. Encyclopedia Law Dictionary.
101.	Deputy Commissioner	Means a District Head of the Administration appointed by the Government.	Rule 2(1)(j) of the Balochistan Civil Servants' Leave Rules,2020
102.	Divisional Commissioner	Means the Commissioner of a Division appointed under Section 8 of the West Pakistan and Revenue Act, 1967 (Act No .XVII of 1967).	Rule 2(1)(k) of the Balochistan Civil Servants' Leave Rules,2020
103.	Duty rendered	Means the period of duty rendered by a civil servant in terms of calendar months.	Rule 2(1)(k) of the Balochistan Civil Servants' Leave Rules,2020
104.	Disabled person	Means a person who, on account of injury, disease or congenital, deformity, is handicapped for undertaking any gainful profession or employment in order to earn his livelihood, and includes a person who is blind, deaf, physically handicapped or mentally retarded; Provided that only such person should be eligible to be considered for job reserved for disabled persons, who are registered with the Employment Exchange of the area band have been declared to be disabled and fit for work of a particular job by the Provincial Council as defined in Section 3 of the Disabled	Rule 2(1)(e) The Balochistan Government Initial Appointment to Civil Service Rules (Age and Relaxation of Upper Age Limit), Rules, 2012.

		Persons (Employment and Rehabilitation) Ordinance, 1981 (Ordinance No .XI of 1981)	
105.	Duties of the departmental representative	<p>The departmental representative shall perform the following duties, namely; -</p> <p>(a) render full assistance e to the inquiry officer or the inquiry committee or hearing officer or the authority concerned, as the case may be during the proceedings where he shall be personally present and fully prepared with all the relevant record relating to the case, on each date of hearing.</p> <p>(b) cross-examine the witnesses produced by the accused and with permission of the inquiry officer or inquiry committee, as the case may be, the prosecution witnesses in case of their turning hostile; and</p> <p>(c) rebut the grounds of defence offered by the accused before the hearing officer or the authority concerned.</p> <p>(d) produce any additional evidence, oral or documentary, if the situation so warrants.</p>	Rule 13 of BEEDA, 2011.
106.	Extra vires	Beyond powers.	K.L.R. Encyclopedia Law Dictionary.
107.	Ex-facie	In the light of what is apparent.	K.L.R. Encyclopedia Law Dictionary.
108.	Earnest money.	Money paid as earnest to bind a bargain or ratify a sale being done by way of earnest.	K.L.R. Encyclopedia Law Dictionary.
109.	Exonerate	To free a person from blame or a duty imposed on him.	K.L.R. Encyclopedia Law Dictionary.
110.	Ex-post facto	Done or made after the fact: having retroactive force or effect.	Black's Law Dictionary

111.	Endt;	Means Endorsement	Paragraph 101 of Balochistan Secretariat Instructions, 2013.
112.	Ex-parte	On or from one party only, usually without notice to or argument from the adverse party.	Black's Law Dictionary
113.	e.g.	For example	Mariam Webster Dictionary
114.	Expunction of adverse remarks.		
115.	Execution	<ol style="list-style-type: none"> 1. The act of carrying out or putting into effect (as a court order). 2. validation of a written instrument, such as a contract or will, by fulfilling the necessary legal requirements. 3. Judicial enforcement of a money judgment, usu. By seizing and selling the judgment debtor's property. 	Black's Law Dictionary
116.	Equality	The quality or state of being equal esp., likeness in power or political status.	Black's Law Dictionary
117.	Equity	<ol style="list-style-type: none"> 1. Fairness, impartiality, evenhanded dealing. 2. The body of principle constituting what is fair and right. 	Black's Law Dictionary
118.	Executive	The branch of government responsible for effecting and enforcing the person or persons who constitute the branch.	Black's Law Dictionary
119.	Employee	<p>Means a person: -</p> <p>(a) Who is a Government Servant or who is a members of a civil service of the Province or who holds a civil post in connection with the affairs of the Province or any employee serving in any court or tribunal set up or established by the Government, but does not include a</p>	Section 2(m) of the Balochistan Employees Efficiency and Discipline Act, 2011.

		<p>Judge of the High Court or any court subordinate to the High Court, or any employee of such courts; and</p> <p>(b) In the employment of a corporation, corporate body, autonomous body, semi-autonomous body, authority, statutory body or any other organization of institution set up, established, owned, managed or controlled by the Government, by or under any law for the time being in force or a body or organization in which the Government has a controlling share or interest and includes the Chairman and the chief executive and the holder or any other office therein;</p>	
120.	Earned Leave	Means the leave earned by a civil servant from the appointed day to onwards in accordance with these rules together with the balance of such leave accumulated or debited to the civil servant immediately before the said date in accordance with these rules;	Rule 2(m) of the Balochistan Civil Servants' Leave Rules, 2020
121.	Encashment of leave preparatory to retirement.	A civil servant upon his retirement of attaining the age of superannuation is entitled for encashment of LPR, regardless of his length of service if other conditions fulfills, as the condition of having at least 26 years qualifying service for the benefit of encashment of LPR is applicable in case of voluntary/premature retirement.	Rule 47 of the Balochistan Civil Servants' Leave Rules, 2020.
122.	Extraordinary leave (leave without pay)	Extraordinary leave shall always be without salary and may be granted when no other kind of leave is admissible, of when other leave being admissible, the civil servant concerned has specifically applied in writing for the grant of Extraordinary Leave. The Extraordinary Leave without pay may be granted on any ground upto a maximum period of five years at a time.	Rule 19 of the Balochistan Civil Servants' Leave Rules, 2020

123.	Federal Government	Means the Government of Pakistan.	Rule 2(1)(k) of the Balochistan Government Rules of Business, 2012.
124.	File Register	Means a register in which all files opened in a calendar year are entered. The subject heading and dates of opening, recoding and destruction of the file are shown in this register.	Paragraph 2(1)(r) of the Manual of Balochistan Secretariat Instructions, 2013.
125.	F.R. and SR	Fundamental Rules and Supplementary Rules.	-
126.	Fair play	Equity, candor and fidelity and dealings with another.	Black's Law Dictionary
127.	Fundamental Rights	A right derived from natural or fundamental law. Constitutional law. A significant component of liberty, encroachments of which are rigorously tested by courts to ascertain the soundness of purported governmental jurisdiction.	Black's Law Dictionary
128.	Foreign Service.	Means service in which a civil servant receives his pay with the sanction of Government from a sources other than the Provincial Consolidated Fund.	Rule 2(f) of the Balochistan Civil Servants (Confirmation) Rules, 2013.
129.	Form of Communication	<ul style="list-style-type: none"> (a) Official letter (b) Memorandum (c) Demi-Official letter (d) Un-Official reference. (e) Endorsement (f) Notification (g) Press Communique/Notes (h) Telegrams, Telex and Tele printer Massage; and (i) Office Order 	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
130.	Forged document.	A false document made wholly or in part by forgery is designated "a forged document"	K.L.R. Encyclopedia Law Dictionary.

131.	Feeding Cadre	Means where promotion is made to a particular post under the relevant Service Rules from the posts in lower grades of the same department as mentioned in the Service Rules.	-
132.	Governor	Means the Governor of Balochistan.	Rule 2(1)(n) of the Balochistan Government Rules of Business, 2012 and Article 101 of Constitution of Islamic Republic of Pakistan.
133.	Gazette	Means the official Gazette of the Province of Balochistan. It is a publication of an official character which contains Government notification, list of public appointment and honors, legal notice etc. It is to be issued by the Controller, Printing Press, Balochistan.	Rule 2(1)(l) of the Balochistan Government Rules of Business, 2012 and Paragraph 156 and 157 of Balochistan Secretariat Instructions 2013. Rule 2(1)(j) of Balochistan Government Rules of Business, 2012.
134.	Grounds for proceeding	An employee shall be liable to be proceeded against under this Act, if he is: (a) Inefficient or has ceased to be efficient for any reason; or (b) Guilty of misconduct; or (c) Guilty of corruption or is reasonably believed to be corrupt; or (d) Engaged or is reasonably believed to be engaged in subversive activities, and his retention in service is prejudicial to national integrity and security, or is guilty of disclosure of official secrets to any unauthorized person.	Section 3 of BEEDA, 2011.
135.	Good faith	A state of mind consisting in (1) honesty in believe or purpose, (2) faithfulness to one's duty or obligation (3) observance of reasonable commercial standards of fair dealing in a given trade	Black's Law Dictionary

		or business, or (4) absence of intent to defraud or to seek unconscious advantage.	
136.	Gazetted Officer	An officer who holds a gazette post.	K.L.R. Encyclopedia Law Dictionary.
137.	Gross negligence	Negligence marked by total or nearly total disregard with the rights of others and by total or nearly total indifference to the circumstances of an act. The term "gross negligence" means and involves a failure on the part of a person to take such reasonable precautions against the risk of an innocent person being deceived in the circumstance of the particular case.	K.L.R. Encyclopedia Law Dictionary.
138.	Hierarchy	A body of persons or things, rank in grades, order or classes, one above another.	K.L.R. Encyclopedia Law Dictionary.
139.	Head of Attached Department.	Means an officer shown in column 4 of schedule II of ROB	Rule 2(1)(o) of the Balochistan Government Rules of Business, 2012.
140.	Honorarium	<ol style="list-style-type: none"> 1. A payment of money or anything of value made to a person for services rendered for which fees cannot legally be or are not traditionally paid. 2. A voluntary reward for that for which no remuneration could be collected by law; a voluntary donation in consideration of services that admit of no compensation in money. 3. A gratuitous payment, esp. for professional services, as distinguished for compensation for physical labor. 	Black's Law Dictionary
141.	Hearing Officer.	Means an officer, senior in rank to the accused, appointed by the competent authority to afford an opportunity to personal hearing to the accused on behalf of the authority concerned.	Rule 2(l) of the Balochistan Employees Efficiency and Discipline Act, 2011.
142.	Held in abeyance	A state of temporary inactivity or suspension	Merriam-Webster Dictionary.

		or business, or (4) absence of intent to defraud or to seek unconscious advantage.	
136.	Gazetted Officer	An officer who holds a gazette post.	K.L.R. Encyclopedia Law Dictionary.
137.	Gross negligence	Negligence marked by total or nearly total disregard with the rights of others and by total or nearly total indifference to the circumstances of an act. The term "gross negligence" means and involves a failure on the part of a person to take such reasonable precautions against the risk of an innocent person being deceived in the circumstance of the particular case.	K.L.R. Encyclopedia Law Dictionary.
138.	Hierarchy	A body of persons or things, rank in grades, order or classes, one above another.	K.L.R. Encyclopedia Law Dictionary.
139.	Head of Attached Department.	Means an officer shown in column 4 of schedule II of ROB	Rule 2(1)(o) of the Balochistan Government Rules of Business, 2012.
140.	Honorarium	<ol style="list-style-type: none"> 1. A payment of money or anything of value made to a person for services rendered for which fees cannot legally be or are not traditionally paid. 2. A voluntary reward for that for which no remuneration could be collected by law; a voluntary donation in consideration of services that admit of no compensation in money. 3. A gratuitous payment, esp. for professional services, as distinguished for compensation for physical labor. 	Black's Law Dictionary
141.	Hearing Officer.	Means an officer, senior in rank to the accused, appointed by the competent authority to afford an opportunity to personal hearing to the accused on behalf of the authority concerned.	Rule 2(l) of the Balochistan Employees Efficiency and Discipline Act, 2011.
142.	Held in abeyance	A state of temporary inactivity or suspension	Merriam-Webster Dictionary.

143.	Initial appointment.	Means appointment made otherwise than by promotion or transfer.	Section 3 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009
144.	Inter se seniority	A person appointed by transfer in a particular year shall, as a class, be senior to those appointed by promotion or by initial appoint to such post in that year, and person promoted to higher posts in a particular calendar year shall, as a class, be senior to those appointed by initial appointment to such posts in that year e.g . Mr."X" is appointed by transfer in November, Mr "Y" is promoted is July and Mr."Z" is appointed by initial appointment in May. Mr"X" will rank senior to both Mr.Y and Z. Similarly Mr Y will rank senior to Mr.Z.	Rule 9 of the Balochistan Civil Servants (Seniority) Rules, 2008
145.	Inter-alia	Among other things.	Black's Law Dictionary
146.	ibid	In the same place. This abbreviation, used in citations (mostly outside law), denotes that the reference is to a work cited immediately before, and that the cited matter appears on the same page of the same book.	Black's Law Dictionary
147.	In toto	In whole, completely: as a whole.	Black's Law Dictionary
148.	i.e.	That is	Merriam-Webster Dictionary.
149.	Inefficiency	Means: - (a) Failure to efficiently perform functions/tasks assigned to any employee in the discharge of his duties; or (b) Failure to qualify departmental examination in three consecutive attempts; (c) Failure to qualify any written test administered by the authority after due notice to satisfy itself whether the	Section 2(m) of the Balochistan Employees Efficiency and Discipline Act,2011.

		employee or class of employees continue to possess the specialized skills for the service under the service rules; (d) Obtaining below average grade in annual Performance Evaluation Report or getting special adverse Performance Evaluation Report.	
150.	Inquiry Committee	Means a committee of two or more officers headed by a Chairman as may be appointed as such by the competent authority	Section 2(n) of the Balochistan Employees Efficiency and Discipline Act, 2011.
151.	Inquiry Officer.	Means an officer appointed as such by the competent authority under BEEDA.	Section 2(o) of the Balochistan Employees Efficiency and Discipline Act, 2011.
152.	Inquiry Documents.	Means the Orders of Inquiry, Statement of Allegations, Show Cause Notice, Personal Hearing Notice, Inquiry Report or any other Letter, Order, Notification which forms part of the Inquiry proceedings.	Section 2(p) of the Balochistan Employees Efficiency and Discipline Act, 2011.
153.	Inter-Provincial Transfer.	Inter-Provincial Transfer of government servant on deputation or permanent basis from Balochistan to other provinces and vice versa will be considered in the light of policy/procedure as laid down by the government from time to time	Rule 22 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009
154.	In due course	In the prescribed, normal or logical course of events.	K.L.R. Encyclopedia Law Dictionary.
155.	In lieu of	In place of, instead of	K.L.R. Encyclopedia Law Dictionary.
156.	In limine	At the outset, preliminarily, on the threshold.	K.L.R. Encyclopedia Law Dictionary.
157.	Invoke	To resort to	K.L.R. Encyclopedia Law Dictionary.
158.	Joining Time	Joining time may be granted to a Government servant to enable him – (a) To join a new post to which he is appointed while on duty in his old post; or	F.R. 105. (The procedure for calculating the period of joining time is given in Rule 293 of Supplementary Rules.)

		<p>(b) To join a new post</p> <p>(I) On return from leave on average pay of not' more than four month's duration, or</p> <p>(II) When he has not had sufficient notice of his appointment to the new post, on return from leave other than that specified to sub-clause (I); or</p> <p>(c) To travel from the port of debarkation (or in the case of arrival by aircraft, from its first regular port in Pakistan and organize his domestic establishments when he returns from leave out of Pakistan of more than four months' duration; or</p> <p>(d) (i) to proceed from a specified station to join a post at a place in a remote locality which is not easy of access'</p> <p>(ii) to proceed on relinquishing charge of a post at a place in a remote locality which is not easy of access to a specified station.</p>	
159.	Joint Inquiry	Means an inquiry where two or more employees are to be proceeded against;	Section 2(q) of the Balochistan Employees Efficiency and Discipline Act,2011.
160.	K.W.	Means Keep with (File)	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
161.	Kickback	Pay off, returning a portion of a monetary sum received, especially as a result of coercion or a secret agreement.	K.L.R. Encyclopedia Law Dictionary.
162.	Kind of leave	There are 15 kinds of leave enumerated in Rule 13 of the Balochistan Civil Servants' Leave Rules,2020	Rule 13 of the Balochistan Civil Servants' Leave Rules,2020
163.	Leave	Means the earned leave or any other kind of leave specified in these rules and applied or granted to a civil servant out of the leave account or other than from the leave account.	Rule 2(1)(r) of the Balochistan Civil Servants' Leave Rules,2020

164.	Leave Account	Means the account of the earned leave and the leave granted there from.	Rule 2(s) of the Balochistan Civil Servants' Leave Rules, 2020, and Rule 2(1)(s) of the Balochistan Civil Servants' Leave Rules, 2020.
165.	Leave ex-Pakistan	Any kind of leave as admissible under these rules may be granted as leave Ex-Pakistan to a civil servant who applied for such leave or who proceeds abroad during leave, or while posted abroad or is otherwise on duty abroad and makes a specific request to that effect.	Rule 30 of the Balochistan Civil Servants' Leave Rules, 2020
166.	Leave on full pay	<p>The maximum period of leave on full pay that may be granted at one time shall be as follows:-</p> <p>(a) leave without Medical Certificate..... 120 days (debited from leave account)</p> <p>(b) Leave with medical certificate..... 180 days (not to be debited from leave account)</p> <p>Plus</p> <p>(c) On Medical Certificate (debited from leave account) in Entire service..... 365 days</p>	Rule 16 of the Balochistan Civil Servants' Leave Rules, 2020
167.	Leave on half Pay	Leave on full pay may, at the option of the civil, be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one half counting as one full day's leave on full pay. The request for conversion of leave shall be specified by the civil servant in his application for the grant of leave. There shall be no limit on the	Rule 17 of the Balochistan Civil Servants' Leave Rules, 2020

		grant of leave on half pay so long as it is available by conversion in the leave account.	
168.	Leave not due	Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years it shall not exceed ninety days in all.	Rule 18 of the Balochistan Civil Servants' Leave Rules, 2020
169.	Leave Preparatory to retirement.	<p>On completion of 25 years qualifying service, a civil servant seeks retirement, may be granted leave preparatory to retirement which shall not more than three hundred and sixty-five (365) days.</p> <p>Such leave may be taken, subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the civil servant subject to availability of leave at his credit. In other words leave preparatory to retirement shall in no case exceed 365 days and it will not extend beyond the age of superannuation.</p>	Rule 42 of the Balochistan Civil Servants' Leave Rules, 2020
170.	L.F.	Means linked file	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
171.	Lien	Means the title of a civil servant to hold substantively a post on which he has been confirmed.	Rule 2(g) of the Balochistan Civil Servants (Confirmation) Rules, 2013.
172.	Locus standi	The right to bring an action or to be heard in a given forum.	Black's Law Dictionary
173.	Lis pendens	Lis means a suit, action controversy, or dispute, and lis pendens means a pending suit. The doctrine denotes those principles and rules of law which define and limit the operation of the common-law,	K.L.R. Encyclopedia Law Dictionary.

174.	Local Law	A local law is a law applicable only to a particular part of the territories comprised in Pakistan.	Section 42 of Pakistan Penal Code, 1860.
175.	Legal representative.	Means a person who in law represents the estate of a deceased person, and includes any person who intermeddles with the estate of the deceased and where a party sues or is sued a representative character the person on whom the estate devolves on the death of the party so suing or sued.	Section 2(11) of the Code of Civil Procedure, 1908
176.	Locus poenitentiae	1. A point at which it is not too late for one to change one's legal position; the possibility of withdrawing from a contemplated course of action, esp. a wrong, before being committed to it. 2. The opportunity to withdraw from a negotiation before finally concluding the contract.	Black's Law Dictionary
177.	Lacuna	Flaw in a written instrument.	K.L.R. Encyclopedia Law Dictionary.
178.	Law and Order	The normal state of a civilized society.	K.L.R. Encyclopedia Law Dictionary.
179.	Legislation	The act of making, giving or enacting laws.	K.L.R. Encyclopedia Law Dictionary.
180.	Locus standi	A place of standing, a right or appearance in a Court of justice. A person must have a sufficiency of interest to sustain his standing to sue. Signifies a right to bring an action and to be heard.	K.L.R. Encyclopedia Law Dictionary.
181.	Modus Operandi	A method of procedure. The best approach.	Merriam-Webster Dictionary.
182.	Mutatis Mutandis	With the necessary changes having been made. With the respective differences having been considered.	Merriam-Webster Dictionary.
183.	Misconduct	Means; (a) Conduct prejudicial to good order or service discipline; or (b) Conduct contrary to the Balochistan Government Servants (Conduct) Rules, 1979.	Section 2 (r) of BEEDA, 2011

		<p>(c) Conduct unbecoming of an officer and a gentleman; or</p> <p>(d) Involvement or participation directly or indirectly, industry, trade or speculative transactions by abuse or misuse of official position in gain or attempt to gain undue advantage or assumption of such financial or other obligations in relation to private institutions or persons, as may comprise the performance of official duties or functions; or</p> <p>(e) Any act to bring or attempt to bring outside influence directly or indirectly to bear on the Governor, the Chief Minister, a Minister, Member of the Senate, Member of National Assembly or a Provincial Assembly or any other authority in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement, training, financial, administrative or other conditions of service; or</p> <p>(f) Making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law or rules; or</p> <p>(g) Absence from duty without prior approval of leave; or</p> <p>(h) Conviction for an offence by a court of law; or</p> <p>(i) Frivolous litigation against the Government or Government functionaries without availing remedy of departmental appeal/representation; or</p> <p>(j) Violation/deviation from prescribed Government policy or rules; or</p> <p>(k) Direct interaction with print or electronic media or holding press conference or making any statement of fact or opinion or acting in a manner which is the cause of embarrassment for the Government; or</p>	
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

		<p>(l) Call, attempt, threat or induce for strike or interrupt in smooth functioning of Government; or</p> <p>(m) Engage, take part, assist, aid, convince or interfere in any political activity and election other than discreetly casting vote; or</p> <p>(n) interaction with foreign mission without prior approval or Ministry of Foreign Affairs, Government of Pakistan; or</p> <p>(o) un-authorized communication of official documents or information or contents of any official documents to a person not authorized to receive it, or to a non-official person, or to the Press; or</p> <p>(p) subletting of residential accommodation allotted by the Government or refuse to vacate residential accommodation on a vacation order, seeking remedy from court without availing such remedy from the next higher authority to the allotting authority; or</p> <p>(q) engage or undertake any employment or work or private practice other than his official duties without previous sanction of Government;</p>	
184.	Moral turpitude	Conduct that is contrary to justice, honesty, or morality. In the area of legal ethics, offences involving moral turpitude such as fraud or breach of trust.	Black's Law Dictionary
185.	MPA	Member Provincial Assembly	-
186.	Minister	Means the Minister in charge of a department.	Rule 2(1)(q) of the Balochistan Government Rules of Business, 2012.
187.	Mala fide	Dishonestly of believe or purpose	Black's Law Dictionary
188.	Memo;	Means Memorandum	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.

189.	M.C.MC.	Mid-Career Management Course at National Institute of Management for promotion to BPS-19	Section 10 of the Balochistan Civil Servant's Promotion Policy, 2012
190.	Medical Leave	Medical Leave shall not be refused and shall be granted to a civil servant for the period as provided in rule 16 of Leave Rules, when a civil servant submits a medical certificate for the grant of leave, it shall be, by an authorized/qualified medical practitioner in the Form attached to these rules.	Rule 26 of the Balochistan Civil Servants' Leave Rules, 2020
191.	Manuscript	Something written with hand; a book or paper written with hand, or a writing of any kind, in contradiction to a printed document; books written with hands.	K.L.R. Encyclopedia Law Dictionary.
192.	Mitigating circumstances	Circumstance are those which lead to disprove malice.	K.L.R. Encyclopedia Law Dictionary.
193.	Natural justice	It means that both sides must be heard before passing any order. It signifies that no man can be condemned without a hearing. It is a fundamental principle of natural justice that before an order is passed against a person, he should be given an opportunity to be heard in the matter.	Principles of Natural Justice (pakistanlawyer.com)
194.	NFA	No further action	
195.	Notification	This form shall be used for making Gazetted appointments, postings, transfers, promotion, creation, upgradation and re designation of posts etc., and also for publishing rules, orders, bills, ordinance etc. in the official Gazette.	Paragraph 124 of the Manual of Balochistan Secretariat Instructions, 2013.
196.	Note	A brief statement of particular of some fact.	K.L.R. Encyclopedia Law Dictionary.
197.	Notary Public	A person publicly authorized to draw up or attest contracts or similar documents to protest bills of exchange etc. and discharge other normal duties, a public officer whose function it is to certify signatures and documents on oath.	K.L.R. Encyclopedia Law Dictionary.

198.	Null and void	This is a term which according to the context may sometimes mean void, and sometimes voidable.	K.L.R. Encyclopedia Law Dictionary.
199.	N.M.C	National Management Course at National Management College for promotion to BPS-21	Section 10 of the Balochistan Civil Servant's Promotion Policy, 2012
200.	National Finance Commission.	Within six months of the commencing day and thereafter at intervals not exceeding five years, the President shall constitute a National Finance Commission consisting of the Minister of Finance of the Federal Government, the Ministers of Finance of the Provincial Governments, and such other persons as may be appointed by the President after consultation with the Governors of the Provinces.	Article 160 of the Islamic Republic of Pakistan, 1973.
201.	Onus	1. A burden; a load 2. A disagreeable responsibility; on obligation.	Black's Law Dictionary
202.	Onus probandi	The burden of proving, burden of proof	K.L.R. Encyclopedia Law Dictionary.
203.	Ordinance	An authoritative law or decree; esp. a municipal regulation. Municipal governments can pass ordinances on matters that the state government allows to be regulated at local level.	Black's Law Dictionary
204.	O.O.	Means Office Order	Paragraph 101 and 129 of the Manual of Balochistan Secretariat Instructions, 2013.
205.	O/C	Means Office copy	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
206.	Provincial Government.	Means the Government of Balochistan.	Rule 2(1)(m) of the Balochistan Government Rules of Business, 2012.

207.	Provincial Selection Board	Means a Board constituted by Government under rule 6-A of APT rules	Rule 2(1)(b) of the Balochistan Civil Servants(Appointment, Promotion Transfer)Rules, 2009.
208.	Post	Means a post sanctioned by the Finance Department in connection with the affairs of the Province.	Rule 2(1)(t) of the Balochistan Civil Servants' Leave Rules, 20220.
209.	Penalties	<p>Minor penalties;</p> <ul style="list-style-type: none"> (a) Censure; (b) With holding of increment or increments, for a specific period, subject to a maximum of five years; (c) Fine not exceeding basic pay of one month; (d) Ban on holding any position involving financial responsibilities; and (e) Withholding of promotion for a specific period, subject to maximum of five years. <p>Major penalties;</p> <ul style="list-style-type: none"> (a) recovery from pay, pension or any other amount payable to the accused, the whole or a part of any pecuniary loss caused to the Government or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pay, pension or any other amount payable to him, such amount shall be recovered under the laws for the time being in force; (b) reduction to a lower post or pay scale from the substantive or regular post for a specific period subject to a maximum of five years; (c) forfeiture of past service for a specific period subject to a maximum of five years; 	Section 4(a)(b) of the BEEDA, 2011.

		(d) forfeiture of pay and allowances for specific period not exceeding two months; (e) compulsory retirement; (f) termination from service; (g) removal from service; and (h) dismissal from service.	
210.	Penalties after retirement	(a) Withholding of pension/gratuity or any part thereof; (b) Forfeiture of pension/gratuity or any part thereof' and (c) Recovery from pension or any other amount payable to the accused, of the pecuniary loss caused to Government or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pension or any other amount payable to him, such amount shall be recovered under any law for the time being in force.	Section 4 (c) of the BEEDA,2011
211.	Personal hearing.	Opportunity of personal hearing to be afforded to a accused before imposition of any penalty under Section 14 of BEEDA, 2011.	Section 14 of BEEDA, 2011.
212.	P.B.	Plea Bargain	Section 25 of the National Accountability Bureau Ordinance, 1999
213.	Proforma Promotion	Proforma promotion means predating of promotion of a civil servant with effect from the date of promotion of his junior for the purpose of payment of arrears and fixation of pay. It means that a civil servant who was entitled to be promoted from a particular date, but for no fault of his own, was wrongly prevented from rendering service in the higher post, is entitled for proforma promotion and payment of arrears of pay/allowances and refixation of pay.	Rule 2(1) of Proforma Promotion Policy,2011
214.	Prima facie	At first sight; on first appearance but subject to further evidence	Black's Law Dictionary

215.	Promotion quota	Means quota fixed for appointment by promotion of a civil servant possessing such minimum qualification as may be prescribed under the relevant service rules.	Section 7 of the Balochistan Civil Servants (Appointment, Promotion & Transfer), Rules, 2009
216.	Permanent Post	Means a post sanctioned without limit of time	Section 2(e) of the Balochistan Civil Servants Act, 1974.
217.	Public Servant	Denotes a person falling under any of the following description: 1. Every commissioned officer in the military, naval or air force of Pakistan, 2. Every judge, every officer of a court of justice, every jurymen, assessors or member of a panchayat assisting a court of justice or public servant, 3. Every arbitrator.	Section 21 of Pakistan Penal Code, 1860.
218.	Principle of Estoppel	The basic concept of an estoppel is that where a person (A) has caused another (B) to act on the basis of a particular state of affairs, A is prevented from going back on the words or conduct which led B to act on that basis, if certain conditions are satisfied. In such cases A is estopped (ie 'stopped') from resiling from, or denying, the existence of that particular state of affairs.	LexisNexis UK Legal
219.	Principle of Mens rea	The mens rea requirement is premised upon the idea that one must possess a guilty state of mind and be aware of his or her misconduct; however, a defendant need not know that their conduct is illegal to be guilty of a crime.	Cornell Law School
220.	Plaint	A complaint or petition esp. one intended to set aside an allegedly invalid testament.	Black's Law Dictionary
221.	Pleader	1. A party who asserts a particular pleading.	Black's Law Dictionary

		2. A person who pleads in court on behalf of another. 3. At common law, a person who	
222.	Plaintiff	The party who brings a civil suit in a court of law.	Black's Law Dictionary
223.	Probation.	A civil servant appointed to a post for the Service on regular basis in accordance with Rule 9, 10, 12, 13, 13-A and 13-B of the APT Rules, 2009, shall remain on probation as prescribed in the Balochistan Civil Servants (Confirmation) Rules, 2012.	Rule 19 of the Balochistan Civil Servants(Appointment, Promotion Transfer)Rules,2009.
224.	P.U.C.	Paper Under Consideration	Paragraph 2(1)(n) of the Manual of Balochistan Secretariat Instructions, 2013.
225.	P.P.	Means previous paper.	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
226.	P.	Means Page	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
227.	P.E.R.	Means Performance Evaluation Report.	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
228.	Per annum	Strictly speaking, the words "per annum" mean by the year or through the year	K.L.R. Encyclopedia Law Dictionary.
229.	Per mensem	By the month	K.L.R. Encyclopedia Law Dictionary.
230.	Per diem	By the day.	K.L.R. Encyclopedia Law Dictionary.
231.	Per capita	Per head, by heads, the members of the class take the property to be distributed in equal share.	K.L.R. Encyclopedia Law Dictionary.
232.	Pay	Means the amount drawn monthly by a civil servant as pay, and includes technical pay, special pay, personal pay and any other emoluments declared by prescribed authority to be pay;	Section 2 (1)(d) of Balochistan Civil Servants Act, 1974.

233.	Pension and gratuity	<p>(1) on retirement from service, a civil servant shall be entitled to receive such pension, or gratuity, as may be prescribed.</p> <p>(2) in the event of the death of a civil servant, whether before or after retirement, his family shall be entitled to receive such pension, or gratuity, or both, as may be prescribed.</p> <p>(3) No pension shall be admissible to civil servant who is dismissed or removal from service for reasons of discipline, but Government may sanction compassionate allowance to such a civil servant, not exceeding two thirds of the pension or gratuity which would have been admissible to him had he been invalided from service on the date of such dismissal or removal.</p> <p>(4) if the determination of the amount of pension or gratuity admissible to civil servant is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, according to the length of service of the civil servant which qualified a for pension or gratuity; and any or repayment consequent on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such civil servant or his family.</p>	Section 19 of Balochistan Civil Servants Act, 1974.
234.	Provident Fund.	<p>(1) Before the expiry of the third month of every financial year, the accounts officer or other officer required to maintain provident fund accounts shall furnish to every civil servant subscribing to a provident fund the account of which he is required to maintain a statement under his hand showing the</p>	Section 20 of Balochistan Civil Servants Act, 1974.

		<p>subscriptions to, including the interest accruing from, his provident fund during the preceding financial year.</p> <p>(2) Where any subscription made by a civil servant to his provident fund has not been shown or credited in the account by the accounts officer or other office required to maintain such account, such subscription shall be credited to the account of the civil servant on the basis of such evidence as may be prescribed.</p>	
235.	P.S.C.	<p>"Public Service Commission or Commission" means the Balochistan Public Service Commission constituted under any law for the time being in force.</p>	<p>Rule 2(1) (r) of Balochistan Government Rules of Business, 2012.</p> <p>Paragraph 2(1)(z) of Manual of Balochistan Secretariat Instructions, 2013.</p>
236.	Promulgation	<p>Promulgation is word used to express the act of a state by which the existence of new law brought to the knowledge of nation. In most countries laws are promulgated by publication in the official gazette of the State.</p>	K.L.R. Encyclopedia Law Dictionary
237.	Preamble	<p>A recital at the beginning of some Acts to explain the mind of the makers of the Acts, and the mischief they intend to remedy by the same, the introductory part of a statute, ordinance and regulations that states the reasons and intent of law or regulation or is used for explanatory purposes.</p>	K.L.R. Encyclopedia Law Dictionary
238.	Petition	<p>A formal application writing made to court for judicial action for something that lies in its jurisdiction, a written application addressed to a superior, or to a person or body in authority, soliciting some favour, right or mercy or the redress of wrong or grievance</p>	K.L.R. Encyclopedia Law Dictionary
239.	Persona grata	<p>An acceptable person</p>	K.L.R. Encyclopedia Law Dictionary

240.	Persona non grata	Person not wanted, an undesirable person.	K.L.R. Encyclopedia Law Dictionary
241.	Period of Deputation	The normal period of deputation for all categories of government servants would be three years. This would be extendable by two years with the prior approval of the Competent authority.	Rule 4(1)(b) of the Balochistan Civil Servant Deputation Policy, 2012.
242.	Panel of Officers per Vacancy.	<p>For promotion to BPS-17 and below</p> <p>For promotion to BPS-18 and BPS 19</p> <p>For promotion to BPS-20 an BPS-21.</p> <p>A minimum of 2 officers/officials additional depending on the Availability of eligible officers/ Officials in the cadre.</p> <p>A minimum of 2 officers/officials additional depending on the Availability of eligible officers/ Officials in the cadre.</p> <p>A minimum of 3 officers/officials additional depending on the Availability of eligible officers/ Officials in the cadre.</p>	Rule 18 of the Balochistan Civil Servants' Promotion Policy, 2012.
243.	Period of limitation.	<p>No Review/ Appeal preferred under these rules shall be entertained unless such appeal is preferred within a period of sixty (60) days from the date on which a copy of order appealed against is delivered to the appellant.</p> <p>Provided that the Reviewing Authority/ Appellate Authority may entertain the appeal/representation after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal/ Review/ Representation I time or that the earlier appeal or Review Petition was not addressed to the correct Authority.</p>	Rule 5 of the Balochistan Civil Servants (Appeal) Rules, 2013.
244.	Quash	To overthrow or annul, to make void, to abate. To throw out as invalid,, to put an end to legal proceedings.	K.L.R. Encyclopedia Law Dictionary.

240.	Persona non grata	Person not wanted, an undesirable person.	K.L.R. Encyclopedia Law Dictionary
241.	Period of Deputation	The normal period of deputation for all categories of government servants would be three years. This would be extendable by two years with the prior approval of the Competent authority.	Rule 4(1)(b) of the Balochistan Civil Servant Deputation Policy, 2012.
242.	Panel of Officers per Vacancy.	<p>For promotion to BPS-17 and below</p> <p>For promotion to BPS-18 and BPS 19</p> <p>For promotion to BPS-20 an BPS-21.</p> <p>A minimum of 2 officers/officials additional depending on the Availability of eligible officers/ Officials in the cadre.</p> <p>A minimum of 2 officers/officials additional depending on the Availability of eligible officers/ Officials in the cadre.</p> <p>A minimum of 3 officers/officials additional depending on the Availability of eligible officers/ Officials in the cadre.</p>	Rule 18 of the Balochistan Civil Servants' Promotion Policy, 2012.
243.	Period of limitation.	<p>No Review/ Appeal preferred under these rules shall be entertained unless such appeal is preferred within a period of sixty (60) days from the date on which a copy of order appealed against is delivered to the appellant.</p> <p>Provided that the Reviewing Authority/ Appellate Authority may entertain the appeal/ representation after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal/ Review/ Representation I time or that the earlier appeal or Review Petition was not addressed to the correct Authority.</p>	Rule 5 of the Balochistan Civil Servants (Appeal) Rules, 2013.
244.	Quash	To overthrow or annul, to make void, to abate. To throw out as invalid,, to put an end to legal proceedings.	K.L.R. Encyclopedia Law Dictionary.

245.	Rules of Business	Means Balochistan Government Rules of Business, 2012.	Paragraph 2(1)(aa) of the Manual of Balochistan Secretariat Instructions, 2013.
246.	Rules	Generally, and established an authoritative standard or principle: a general norm mandating or guiding conduct or action in a given type of situation.	Black's Law Dictionary
247.	Retrospective effect.	Acting backward; affecting what is past.	K.L.R. Encyclopedia Law Dictionary.
248.	Regulations	The act or process of controlling by rule or restriction. A rule or order, having legal force, issued by an administrative agency or a local government	Black's Law Dictionary
249.	Re-employment	Re-employment is different from retention in service. Retention in service means continued employment in the service in which the employee has been serving, is quite different from re-employment of an employee after he has retired.	K.L.R. Encyclopedia Law Dictionary.
250.	Res judicata	A case or suit already decided	K.L.R. Encyclopedia Law Dictionary.
251.	Revoke	Means recall, to take back, or to repeal.	K.L.R. Encyclopedia Law Dictionary.
252.	Representation.	Likeness, picture, model, a statement of account especially made to convey a particular view or impression of something, with the intention of influencing action, a formal and serious statement of facts, reasons or arguments made with a view to affecting some charge, preventing some change, some action etc.	K.L.R. Encyclopedia Law Dictionary
253.	Removal	A major penalty under Section 4(b)(vii) of BEEDA, 2011. In this punishment a Govt servant is not entitled for any financial benefit but eligible for future employment.	Section 4(b)(vii) of BEEDA, 2011.

254.	Reporting Officer.	Complete guidance for countersigning the PERs is given in paragraph 2.5 to 2.7 of the Performance Evaluation Report Guide of Balochistan, 2009	-
255.	Repugnant	Contrary or contradictory (to), inconsistency or incompatible (with)	K.L.R. Encyclopedia Law Dictionary.
256.	Secretariat	Means the Departments of the Government of Balochistan when referred to collectively	Rule 2(1)(u) of the Balochistan Government Rules of Business, 2012.
257.	Secretary	Means the Secretary or Acting Secretary to Government in charge of a Department and include Chief Secretary, and Additional Chief Secretary	Rule 2(1)(v) of the Balochistan Government Rules of Business, 2012.
258.	Section Officer or Under Secretary	Means an Officer Incharge of a Section	Paragraph 2(1)(cc) of the Manual of Balochistan Secretariat Instructions, 2013.
259.	Section	Means a basic working Unit in a Department as determined by the Government	Rule 2(1)(w) of the Balochistan Government Rules of Business, 2012.
260.	Show Cause Notice.	Show Cause Notice is to be served upon a accused where competent authority decides that it is not necessary to hold a formal inquiry	Section 7 of the BEEDA, 2011.
261.	Statement of Allegations	Statement of allegations to be appended with Show Cause Notice in summary proceeding and with order of inquiry in case or formal inquiry.	Section 7 and 9 of BEEDA, 2011.
262.	Supersession.	In case of selection posts the board shall supersede those civil servants who do not fulfill the eligibility threshold. Reasons are elaborated in Section 24 of the Balochistan Civil Servants Promotion Policy, 2012.	Rule 24 of the Balochistan Civil Servants Promotion Policy, 2012

263.	Superintendent	Means a Superintendent Incharge of a Branch or Section and includes an Assistant Incharge when performing such duties	Section 2(1)(hh) of the Manual of Balochistan Secretariat Instructions, 2013.
264.	Sub judice	Before the court or judge for determination; at bar the case sub judice, there have been no out-of-court settlements.	Black's Law Dictionary
265.	Stipulated.	to make an agreement or covenant to do or forbear something	Merriam-Webster Dictionary
266.	Suo-motu	On its own motion	Centurylawfirm.in
267.	Suit	Any proceeding by a party or parties against another in a court of law.	Black's Law Dictionary
268.	S.N.	Means Serial Number.	Paragraph 101 of the Manual of Balochistan Secretariat Instructions, 2013.
269.	Study Leave	Study leave may be granted as additional leave to the Civil Servants without debiting from his leave account for the study of scientific, technical or similar subjects, or in order to undertake special course3s of instructions. Study Leave shall be granted with due regard to the exigencies of the public service.	Rule 20 of the Balochistan Civil Servants' Leave Rules,2020
270.	Seniority.	For proper administration of a service, cadre the appointing authority shall cause a seniority list of the members for the time being of such service or cadre to be pre4pared, but nothing therein contained shall be construed to confer any vested right to a particular seniority in such service or cadre as the case may be.	Section 8 of Balochistan Civil Servants Act, 1974.
271.	Suspension.	(1) An employee against whom action is proposed to be initiated under Section 5 may be placed under suspension for a period of ninety days if in the opinion of the competent authority, suspension is necessary or expedient (2) An employee who is arrested in any criminal charge shall be deemed to be suspended from the date of arrest.	Section 6 of BEEDA,2011.

272.	Special Law	A special law is a law applicable to a particular subject.	Section 41 of Pakistan Penal Code, 1860.
273.	Seriatim	In a series.	Merriam-Webster Dictionary.
274.	Speaker	Means the Speaker of the Assembly	Rule 2(1)(x) of the Balochistan Government Rules of Business, 2012.
275.	S.M.C.	Senior Management Course at National Management College for promotion to BPS-20	Rule 10 of the Balochistan Civil Servants' Promotion Policy, 2012
276.	Schedule	An appendix to an Act of legislature or to local instrument containing a statement of details or taking a form of a detailed list or relevant matter.	K.L.R. Encyclopedia Law Dictionary.
277.	Status quo	The existing state of things at any given date. Existing condition.	K.L.R. Encyclopedia Law Dictionary.
278.	Statute	Signifies an act of legislature.	K.L.R. Encyclopedia Law Dictionary.
279.	Statutory body.	A statutory body is an institution owing its very existence to a statute which would be the fountain head of its power	K.L.R. Encyclopedia Law Dictionary.
280.	Sub-divisional Officer.	Means the officer in charge of a subdivision of a district as constituted for revenue and general purposes.	K.L.R. Encyclopedia Law Dictionary.
281.	Sub-divisional Magistrate	A magistrate incharge of a subdivision	K.L.R. Encyclopedia Law Dictionary.
282.	Sitting duck	An easy or defenseless target.	Mariam Webster Dictionary.
283.	Summary for Governor or Chief Minister.	When a file is submitted to the Governor or Chief Minister, it should in variably include a concise but self-contained and properly referenced summary of the case stating the facts of the case and important points from notes and correspondence as well as points for consideration and should end with a specific recommendation. Two/three extra blank sheet of the same type of papers must be added to the summary. The summary should be	Paragraph 94 of the Manual of Balochistan Secretariat Instructions, 2013.

		signed by the Administrative Secretary and placed on the top of the file and submitted as per sub Rule (8) of Rule 44 and sub Rule (3) of Rule 45 of the Rules of Business, through the Chief Secretary, While forwarding cases requiring Minister's approval these shall be forwarded in the form of a "Note" directly to the Minister and the note should be signed by the Administrative Secretary,	
284.	T.A.	Travelling Allowance means to cover the expenses of a government servant which he incurs in travelling in the interest of public service.	Rule 1.6 of the Balochistan Travelling Allowance Rules, 1986.
285.	T.T.A.	Travelling allowance on Transfer means expenditure incurred for a journey on transfer.	Rule 3.4 of the Balochistan Travelling Allowance Rules, 1986.
286.	Type of Promotion	(a) Regular promotion (b) Promotion on Acting Charge Basis (c) Promotion on officiating basis. (d) Promotion in absentia	Defined under Rule 8 of the Balochistan Civil Servants Promotion Policy, 2012.
287.	Termination.	A major penalty under Section 4(b)(vi) of BEEDA, 2011. Moreover service of a civil servant may be terminated for the reasons given in Section 11 of the Balochistan Civil Servants Act, 1974.	Section 4(b)(vi) of BEEDA, 2011 and Section 11 of the Balochistan Civil Servants Act, 1974.
288.	Time limits for the disposal of Cases and References concerning General, Administrative and Financial Matters which are common to all Department.	Appendix-I read with paragraph 7(c) of the Manual of Balochistan Secretariat Instructions, 2013.	-
289.	Tenure Posts	Tenure posts are shown in SCHEDULE- IV of the Balochistan Government Rules of Business, 2012.	Rule 22(2) read with Schedule- IV of the Balochistan Government Rules of Business, 2012.

290.	U.O.	Means Un-official	Paragraph 101 Manual of the Balochistan Secretariat Instruction ,2013.
291.	Ultra vires	Beyond one's powers. The term 'Ultra vires' only means that something has been done by a person or body of persons which was beyond his or their power.	K.L.R. Encyclopedia Law Dictionary.
292.	Vetting	Having been subjected to evaluation or appraisal; critically reviewed and evaluated for official approval or acceptance.	Merriam-Webster Dictionary.
293.	V.R.	Voluntary Return	Section 25 of the National Accountability Bureau Ordinance, 1999
294.	Verbatim	In the exact words ; word for word	Merriam Webster Dictionary
295.	viz	That is to say	Merriam-Webster Dictionary.
296.	Vis-a-vis	In relation to or as compared with	Merriam-Webster Dictionary.
297.	Vice Versa	With the order changed; with the relations reversed	Merriam-Webster Dictionary.
298.	Wing	Means a working unit of a Department consisting of a number of Sections/Branches when referred to collectively.	Paragraph 2(1)(ii) of the Manual of Balochistan Secretariat Instructions, 2013.
299.	Wear and tear	Means deterioration or loss in vale occasioned by usual use of machinery. Wearing or damaging due to ordinary usage, deterioration in the condition of a thing through constant use or service.	K.L.R, Encyclopedia. Law Dictionary.
300.	Website	The individual electronic location making the material available to accessors through the World Wide Web	K.L.R, Encyclopedia. Law Dictionary.
301.	When a senior person declined promotion to suit his convenience.	If a senior person declined promotion to suit his convenience, he should lose his seniority to the next junior person who is promoted in the relevant vacancy, and that he should not be considered for promotion till after his case for promotion has been considered	Rule 19(xvii) of the Balochistan Civil Servants' Promotion Policy, 2012.

		against by the Selection/Departmental Promotion Committee in the subsequent meeting, on availability of the fresh vacancy for the Departmental promotion quota.	
302.	Zonal/District allocation of vacancies	Zonal/District Allocation of the posts for initial appointment will be considered in the light of policy/procedure laid down by the Government from time to time.	Rule 15 of the Balochistan Civil Servants (Appointment, Promotion & Transfer) Rules, 2009.

Compiled by

(BENJAMIN STEPHEN)
Retd: (BSS/B-20) Officer