

Attention Mr. Solrat Aman Rana, Director (PAS)

# CIVIL SERVICES ACADEMY, LAHORE



*Specialized Training Programme (STP)*

Syllabus

For

45<sup>th</sup> CTP – 41<sup>st</sup> STP

Probationers of Pakistan Administrative Service

*[Handwritten signature]*

**41<sup>st</sup> - SPECIALIZED TRAINING PROGRAMME**  
**45<sup>th</sup> CTP SYLLABUS**

**INDEX**

S.#	Subject/Paper	Marks	Time	With Books/ Without Books
1	Public Admin. & Management-I	70	2 hours	Without books
2	Public Admin. & Management-II	70	2 hours	With books except one topic i.e. Secretariat Instructions
3	Economic Development & Social Change	70	2 hours	Without books
4	Local Government System-I	100	3 hours	With books
5	Local Government System-II	100	3 hours	With books
6	Public Financial Management	100	3 hours	With books
7	Urban Development	100	3 hours	Without books
8	Qanoon-e-Shahadat Order	70	2 hours	With books
9	Constitution Admin. & Special Laws	70	1½ hour	With books
10	Land Revenue Laws	130	3 hours	With books
11	CPC, PPC & Cr. PC	120 (40 each)	3 hours	With books



**NETSYLLABUS**  
**SYLLABUS OF 41<sup>ST</sup> STP – PAS (45<sup>th</sup> CTP)**  
**FOR FPOE-2019**

**Paper/Subject**

**PAPER – 1**

**PUBLIC ADMINISTRATION & MANAGEMENT – PART-I**

(Total Marks:70) Duration 2 hours

**(INTERMEDIATE LEVEL)**

**BOOK-1**

a. **Management** (Revised Edition) By Peter F. Drucker, Published in 2008.

The subject topics are indicated as under:

- 1 Introduction: Management and Managers Defined
- 2 Management as a Social Function and Liberal Art
- 3 The Dimensions of Management

**Part-III, Performance in Service Institutions**

- 1 Managing Service Institution in the Society of Organizations
- 2 What Successful And Performing Non Profits Are Teaching Business
- 3 The Accountable School
- 4 Rethinking "Reinventing Government"
- 5 Entrepreneurship in the Public Service Institution

**Part-V, Social Impacts and Social Responsibilities**

- 1 Social Impact and Social Responsibilities
- 2 The New Pluralism: How to Balance the Special Purpose of the Institution with the Common Good

**Part-VI, The Manager's Work and Jobs**

- 1 Why Managers
- 2 Design and Content of managerial Jobs
- 3 Management by objectives and Self Control
- 4 From Middle Management To Information Based Organizations
- 5 The Spirit of Performance

**Part-VII, Managerial Skills**

- 1 The Elements of Effective Decision Making
- 2 How to Make People Decisions
- 3 Managerial Communications
- 4 Controls, Control, and Management
- 5 The Manager and the Budget
- 6 Information Tools and Concepts

**BOOK-2**

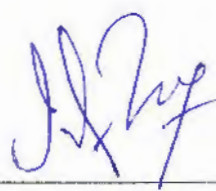
b. **Essential Manager's Manual** By: Robert Heller & Tim Hindle Published In 1998.

o **Communicating Clearly**

- 1 Learning the Basics
- 2 Exchanging Information
- 3 Acquiring More Skills
- 4 Communicating for Results Making Decisions
- 5 Analyzing Decision Making
- 6 Implementing a Decision

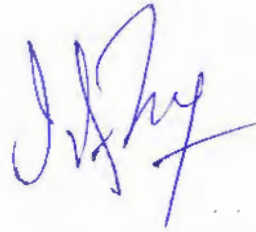


- **Delegating Successfully**
  - 1 Understanding Delegation
  - 2 Delegating Effectively
  - 3 Monitoring Progress
  - 4 Improving Skills
- **Motivating People**
  - 1 Analyzing Motivation
  - 2 Building up Motivation
  - 3 Getting the Best from People
  - 4 Rewarding Achievement
- **Managing Teams**
  - 1 Understanding How Teams Work
  - 2 Setting Up a Team
  - 3 Improving Team Efficiency
  - 4 Working for the Future
- **Managing Meetings**
  - 1 Using Meetings Effectively
  - 2 Preparing for a Meeting
  - 3 Attending a Meeting
  - 4 Chairing a Meeting
- **Presenting Successfully**
  - 1 Preparing a Presentation
  - 2 Preparing Yourself
  - 3 Delivering a Presentation
  - 4 Handling an Audience
- **Negotiating Successfully**
  - 1 Preparing for a Negotiation
  - 2 Conducting a Negotiation
  - 3 Closing a Negotiation
- **Interviewing People**
  - 1 Preparing for an Interview
  - 2 Conducting an Interview
  - 3 Analyzing an Interview
- **Managing Change**
  - 1 Understanding Change
  - 2 Planning Change
  - 3 Implementing Change
  - 4 Consolidating Change
- **Minimizing Stress**
  - 1 Understanding Stress
  - 2 Analyzing the Causes of Stress
  - 3 Dealing with Stress at Work
  - 4 Taking Action at Home
  - 5 Crisis Management
- **Project Management**
  - 1. Public Sector Project Management Frame work
  - 2. Project Preparation, Appraisal, Approval, Monitoring & Reporting
  - 3. Analysis of Selected projects



Reference Books

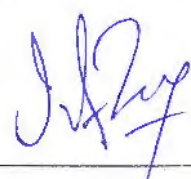
Sr. No.	Title of Paper	Title of Books
1.	Public Administration & Management – Part-I	<ol style="list-style-type: none"><li>1. Management (Revised Edition) by Peter F. Drucker, Published in 2008.</li><li>2. Essential Manager's Manual by Robert Heller &amp; Tim Hindle Published in 1998.</li><li>3. Planning Commission of Pakistan Guidelines for Project Management</li><li>4. Manual for Development Projects</li><li>5. PC Guidelines for Project Management: PC forms</li></ol>



Paper/SubjectPAPER - 2PUBLIC ADMINISTRATION & MANAGEMENT - PART-II

(Total Marks:70) Duration 2 hours

1. ANALYTICAL STUDY OF ADMINISTRATIVE STRUCTURES AT THE FEDERAL, PROVINCIAL AND DISTRICTS LEVELS DEALING WITH CONCURRENT SUBJECTS INCLUDING THEIR INTER RELATIONSHIPS (BASIC LEVEL)
  - P & D
  - Education
  - Health
  - Population
  - Public Works
  - Law & Order
  - Food Security/Agriculture
2. REFORM PROGRAMMES IN SOCIAL SECTORS (PESRP, PHSRP)
3. PECULIARITIES OF PUBLIC ADMINISTRATION IN THE FOLLOWING AREAS (BASIC LEVEL)
  - ICT
  - Northern Areas /Gilgit Baltistan
  - A J & K
  - FATA & Frontier Regions
  - PATA
  - Balochistan
  - Cantonments
  - Security issues in Sindh & KPK
4. ROLE OF MILITARY IN AID OF CIVIL POWER & RELEVANT PROCEDURES (BASIC LEVEL)
5. INTRODUCTION TO THE CONCEPT, ORGANIZATION, ROLE & WORKING OF THE FOLLOWING REGULATORY AUTHORITIES (BASIC LEVEL)
  - OGRA
  - NEPRA
  - PEMRA
  - PPRA
6. CONCEPT, ORGANIZATION, ROLE & WORKING OF OMBUDSMAN AT THE FEDERAL PROVINCIAL AND DISTRICT LEVEL (INTERMEDIATE LEVEL)
7. ANALYTICAL STUDY OF THE ORGANIZATION, ROLE AND WORKING OF THE F.S.T AND ITS INTERACTION WITH GOVERNMENT DEPARTMENTS (BASIC LEVEL)
8. INNOVATION WITHIN THE GOVERNMENT
  - CASE STUDY: PUNJAB INFORMATION TECHNOLOGY BOARD (PITB)
9. PUBLIC PRIVATE PARTNERSHIP
  - CASE STUDY: KHUDA KI BASTI - SAIBAN
  - CASE STUDY: (CARE)





## 10. RULES OF BUSINESS

- 10.1 A constitutional necessity, source and exercise of authority, propose and scope of application, significance and structure of rules.
- 10.2 Administrative structure of government (Allocation of Business (Schedule I & II), Creation and Organization of Ministries & Divisions, Transaction of Business, Individual and Collective Responsibility, Orders & Instruments, Agreements & Contracts).
- 10.3 Consultations among Divisions, Why & How, Secretaries Committees.
- 10.4 Cases and the procedure of cases to be submitted to the President, Prime Minister, Cabinet and the manner of Cabinet's working, Schedule IV, V-A, V-B, VI.
- 10.5 Legislation: Official, Non-Official bills.
- 10.6 Relations of Legislature with the Government and Parliamentary Controls over the Government i.e. Budgetary Controls, Motions, Questions, Resolutions etc. .

## 11. SECRETARIAT INSTRUCTIONS

- 11.1 Source and Exercise of Authority for these Instructions, Purpose, Scope Application.
- 11.2 Distribution of Work
- 11.3 Disposal of Business, recording of notes and preparation of drafts, consultation with other Divisions
- 11.4 Forms of Communication, Letter Memorandum, Office Memorandum, Demi-Official Letter, Un-Official note, Endorsement.
- 11.5 Preparation of Summaries for Prime Minister, Minister and Cabinet (Exercises).
- 11.6 Court Cases: Preparation of para wise comments.
- 11.7 Conduct of a Civil Servant before the Court of law
- 11.8 Holding Meetings: Why, Procedural details, including preparing Agenda/Working paper, Meeting Notice, Minutes, Circulation of Minutes, Follow-up Action. (Practical Exercises)  
Note: (Sub Module 3.3 & 3.4 will be done in Urdu as well as part of "Dafti Urdu")
- 11.9 Dafti Urdu, Basic Urdu Terminology, Letter Writing, noting and drafting.

### Reference Books

Sr. No.	Title of Paper	Title of Books
1.	Public Administration & Management – PART-II	Statutes governing the working of the following: 1. NEPRA (National Electric Power Regulatory Authority) 2. PEMRA (Pakistan Electronic Media Regulatory Authority) 3. OGRA (Oil and Gas Regulatory Authority) 4. PPRA (Public Procurement Regulatory Authority) 5. Establishment of the Office of Wafaqi Mohtasib Order, 1988 6. The Punjab Office of the Ombudsman Act, 1997 7. Services Tribunals Act, 1973 8. Services Tribunals (Amendment) Act, 2010 9. Project Documents PESRP & PHSRP 10. Punjab Education Foundation Act. 1991 11. Rules of Business 1973 12. Secretariat Instructions 13. Dafti Urdu, Allama Iqbal Open University

## Paper/Subject

**PAPER -3****ECONOMIC DEVELOPMENT & SOCIAL CHANGE**

(Total Marks:70) Duration 2 hours

**1. DEVELOPMENT ECONOMICS & ROLE OF THE STATE**

- **Public Sector Economics**
- **Rationale for Public Intervention in Markets (CH 4: Stiglitz)**
  - Different types of market failures; role of government to counter the effects of market failures
- **Public goods and Publicly provided Private Goods (CH 6: Stiglitz)**
  - Characteristics of public goods; what are publically provided private goods and why government provides these goods.
  - Different methods of rationing for publically provided goods
- **Bureaucracy and Development (CH: 8 Stiglitz)**
  - Should the role of the government be of a provider or regulator?
  - Concept of natural monopolies
  - Causes of inefficiency of public sector
  - Removal of public sector inefficiencies through:
    - Privatization
    - Corporatization
    - Performance based organization
  - Why some public organizations should never be privatized?

**2. Contemporary Development: Lessons and Controversies (CH 2: Todaro)**

- Diversities and common characteristics of developing nations
- Kuznets six points of modern economic growth; Historical growth study of developed countries & its comparison with developing countries because of different initial conditions.
- **Introduction to Growth Strategies (CH 3: Todaro)**
  - Vicious circle of poverty
  - Harrod-Domar growth model – concept of growth-manship
  - Structural change models of development
  - The Neo-Colonial Dependence model
  - Traditional new-classical growth theory
  - The romer model
- **Poverty, Inequality & Development (CH 6: Todaro)**
  - Measurement of inequality through Lorenz curve
  - Concept of Gini coefficient
  - Why inequality is bad for development
  - Dualistic development and shifting Lorenz curve: Some stylized typologies
  - Kuznets inverted U hypothesis
  - Policy options available with the government for addressing inequality issue

**3. Population Growth and Development (CH 7: Todaro)**

- Basic issues [Why over population is an issue?]
- Quality of life [Impacts of over population over quality of life]
- The demographic transition [Demographic transition theory of developed & developing world]
- Theories & models [Malthusian theory of population trap and criticism on it]
- Policy approaches: Goals & objectives: Towards a Consensus [role of developed and developing countries]

**4. AGRICULTURE (CH 10: Todaro) & PAKISTAN ECONOMIC SURVEY**

Issues in agricultural sector. Designing an agricultural strategy, rationale of land reforms, technical and institutional change. Rural development. Social mobilization and Rural Support Programs. Vertical and horizontal agriculture. Role of agriculture credit and micro finance. Agricultural price policy, impact of WTO's regime on agricultural policy.



## 5. INDUSTRY (INDUSTRIAL POLICY OF PAKISTAN. PAKISTAN ECONOMIC SURVEY)

Anatomy of industrial sector, strategies for industrial development, impact of investment policies on industrial development, role of S.M.E. in economic growth, import substitution vs. export led growth, globalization and its impact on the future shape of industrial sector.

## 6. HUMAN CAPITAL & SOCIAL CHANGE [Economic Development by Michael P. Todaro (CH:9)]

- **Education:**
  - Structure of Education and its Linkage with Economy
  - Economics of Higher and Technical Education
  - Issues Relating to Education Policy
  - Management of Educational System
  - Issues Relating to Pricing and Role of Private Sector
- **Health:**
  - Structure of Health Delivery System
  - Costs and Benefits
  - Rationale for Government's Role
  - Issues Relating to Health Policy and Management of Health Institutions
  - Role of Private Sector
  - Impact of Health on Productivity of Labour Force

### References Books

Sr. No.	Title of Paper	Title of Books
1.	Economic Development & Social Change	<p>Relevant Chapters from:</p> <ol style="list-style-type: none"> <li>1. Economic Development by Michael P. Todaro (10<sup>th</sup> Ed.)               <ul style="list-style-type: none"> <li>• Part one: (Chapters-1, 2, 3)</li> <li>• Part two : (Chapters - 6, 7, 9, 10, 11)</li> <li>• Part three: (Chapters - 12, 13, 14)</li> </ul> </li> <li>2. Economics of the Public Sector by Joseph E. Stiglitz (3<sup>rd</sup> Edition) (Chapters - 4,6 &amp; 8)</li> <li>3. Issues in Pakistan Economy by S. Akbar Zaidi               <ul style="list-style-type: none"> <li>Part-I: Agriculture (Chapters - 2,3,4,5)</li> <li>Part-II: Industry Trade (Chapter - 6,7,8,9)</li> </ul> </li> <li>4. Economic Survey of Pakistan (Latest issue)</li> </ol>

**Paper/Subject**

**PAPER - 4**  
**LOCAL GOVERNMENT SYSTEM-PART - I**  
 (Total Marks:100) Duration 3 hours  
 (BASIC LEVEL)

**Module-I**

1. Why Local Government! Conceptual framework
2. Decentralization, Devolution, Delegation, De concentration and Diffusion-participatory modes of development.
3. Elements and characteristics of local government, Autonomy and types of state controls with rationale.
4. Community based organizations, elite capturing, social capital and participative empowerment, some existing models.

**Module-II**

1. Historical back ground, pre independence and post-independence local government in Pakistan
2. Basic Democracy experience with centrality of District Administration
3. Linkages between the district administrations with the Basic Democracies institutions.
4. Autonomy of the institutions and Bureaucratic controls.
5. Development and political role of Basic Democracies institutions.

**Module-III**

1. Local Government under LGO 1979, Delimitation, composition and representation of Special interests.
2. Conduct of Business, development planning, execution of works and administration of service. Function and powers of urban and rural councils.
3. Fiscal Management, local fund, own source revenues, budget making, audit and accounts.
4. Relationship with provincial government, supervision and controls.

**Module-IV****Local Government under LGO, 2001**

1. Structure of District Administration, District and City District Government, District Council. Tehsil and town Municipal Administration, Tehsil council, Union council and union administration.
2. Authority, responsibility of District Nazim, election and grounds for recall
3. District coordination officer as a pivot o the District Government.
4. Community Development, Village councils, mechanism for conflict resolution,
5. Local fund and financial management, Provincial finance commission, budgeting and taxation.
6. Relation with the province, provincial local government commission.

*J. H. 24*



**Paper/Subject**

**PAPER - 5**  
**LOCAL GOVERNMENT SYSTEM-PART-II**

(Total Marks:100) Duration 3 hours

**1. The Punjab Local Government Act, 2013**

1. The Punjab Local Government Act, 2013 (Composition, structure and institutional frame work and functions).
2. Rules of Business of local governments.
3. Distribution of funds to local governments through PFC and own source revenue.
4. Process of development planning, budgeting and internal & external controls.
5. Enforcement mechanism and its effectiveness.
6. Similarities and differences with local government laws of other provinces.

**2. The Balochistan Local Government Act, 2010**

1. The Balochistan Local Government Act, 2010 (Composition, Structure and institutional framework and functions).
2. Rules of Business of local councils.
3. Mechanism of Distribution of funds to local councils through Grants Committee and own sources revenue.
4. Process of development planning, budgeting and internal & external controls.
5. Enforcement mechanism and its effectiveness.
6. Similarities and differences with local government laws of other provinces.

**3. The Khyber Pakhtunkhwa Local Government Act, 2013**

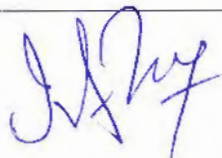
1. The KP Local Government Act, 2013 (Composition, Structure and institutional framework and functions).
2. Rules of Business of local governments.
3. Distribution of funds to local governments through PFC and own source revenue.
4. Process of development planning, budgeting and internal & external controls.
5. Enforcement mechanism and its effectiveness.
6. Similarities and differences with local government laws of other provinces.

**4. The Sindh Local Government Act, 2013**

1. The Sindh Local Government Act, 2013(Composition, structure and institutional framework and functions).
2. Rules of Business of Councils.
3. Distribution of funds to councils through PFC and own source revenue.
4. Process of development planning, budgeting and internal & external controls.
5. Enforcement mechanism and its effectiveness
6. Similarities and differences with local government laws of other provinces

**5. Provincial, District Administration and Local Governments Relations**

1. The Punjab Civil Administration Act, 2017
2. Delegation of powers by the Provincial Governments to the officers of District Administration relating to local governments





References Books for Papers 4 & 5

Sr. No.	Title of Paper	Title of Books
1.	Local Government System- Part-I & II	<ol style="list-style-type: none"> <li>1. Government at Grass roots, George S Blair, Palisades's publishers. California, 1977 Chapter 1 to 3.</li> <li>2. Devolution plan in Pakistan, context, implementation and issues-Saad Paracha, (pdf) Johar. Org. pdf. Document</li> <li>3. Local Self-Government in Pakistan, Syed Abdul Quddus, Vanguard, Lahore, 1981</li> <li>4. The Basic Democracy Experience in Pakistan. Tariq Mahmud, University of East Anglia, UK, 1981.</li> <li>5. Local Government ordinance, 1979, (Relevant portions)</li> <li>6. Local Government ordinance, 2001(Relevant portions)</li> <li>7. The Constitution of Pakistan.</li> <li>8. The Balochistan Local Government Act, 2010.</li> <li>9. The KP Local Government Act, 2013.</li> <li>10. The Punjab Local Government Act, 2013.</li> <li>11. The Sindh Local Government Act, 2013.</li> <li>12. The Punjab Civil Administration Act, 2017.</li> <li>13. Rules of Business of Local Governments of all the Provinces.</li> <li>14. Rules of Business and delegation of financial powers of the Provincial Governments.</li> </ol>



**Paper/Subject****PUBLIC FINANCIAL MANAGEMENT**

(Total Marks:100) Duration 3 hours

**(BASIC LEVEL)****I. Government Fiscal Framework**

- GOP System for Financial Management-general
- Responsibilities of Principal Accounting officers
- Responsibilities of Financial Advisers/Chief Finance officers
- Constitutional Financial Provisions [Federal, Provinces]
- Resource allocation
- Role of Finance Commission [Federal, Provinces]
- Fiscal Decentralization / Devolution
- Financial Powers and responsibilities of Deputy Commissioners/DC's in the Districts

**II. Financial Planning & Budgeting**

- Revenue and Taxation Management
- Budgeting Framework (Budget Rules, Budget Manual, Types of Budgeting, Budget Analysis)
- Annual Budget Budgeting Process
- Development Budgeting
- Current (Non-Development) Budgeting
- Medium Term Budgetary Framework (MTBF); Concept and Process
- Medium Term Development Framework (MTDF); Concept and Process

**III. Public Fund Disbursement, Accounting, Reporting & Auditing**

- Delegation of Financial Powers Rules (Federal, Provincial)
- Basic Drawing and Disbursement Procedures (DDO Handbook)
- Government Banking and Treasury System (Treasury Rules)
- Punjab Financial Rules (PFR – Vol I & II)-focusing on the following aspects: General Principles & Rules, Revenue Receipts & their checks; Pay, Allowances & Pension – General Rules; Contingencies
- Public Accounting Policies and Procedures (selected parts from APPM, LG Accounting Rules, Accounts Offices Roles and Responsibilities)
- Public Financial Reporting (Civil Accounts, Appropriation Accounts, Financial Statements)
- Financial Auditing and Accountability Mechanisms (Role of AGP, audit process, common types of audit observations, role of DACs and PAC)

**IV. Public Procurement**

- Public Procurement Regime in Pakistan
- Types of Procurement
- Goods,
- Works and
- Services
- PPRA Rules, 2004 as amended till 31.03.2017 (Federal)



References Books

Sr. No.	Title of Paper	Title of Books
1.	Public Financial Management	<ol style="list-style-type: none"> <li>1. Constitution of Islamic Republic of Pakistan, 1973 as amended</li> <li>2. A Handbook for Drawing &amp; Disbursing Officer with Reading Material</li> <li>3. Punjab Budget Manual</li> <li>4. Accounting Policies and Procedures Manual (Chapter 4.7, 13. &amp; 17 only)</li> <li>5. PPRA Rules (Public Procurement Rules, 2004, Federal)</li> <li>6. System of Financial Control and Budgeting, 2006 (Federal)</li> <li>7. Delegation of Financial Power Rules, 2016 (Punjab)</li> <li>8. Planning Manual (Provincial &amp; Federal)</li> <li>9. Punjab Financial Rules (PFR – Vol I &amp; II)</li> <li>10. Treasury Rules</li> <li>11. LG Accounting Rules</li> <li>12. Rules of Business, (Federal;Provincial)</li> <li>13. Government and Administration in Pakistan (Chapter 9 &amp; 10) Edited by Dr. Jameel-ur-Rehman (Re-print 2003)</li> <li>14. Provincial Finance Awards – latest till 31.03.2017 (Punjab, Sindh, KPK &amp; Balochistan)</li> <li>15. Public Management in Global Perspective, by Schiavo-Campo and Mc Ferson, Chapter 6.</li> </ol>





Paper/Subject

**PAPER - 7**  
**URBAN DEVELOPMENT**  
 (Total Marks:100) Duration 3 hours

**1. URBAN PLANNING AND DEVELOPMENT****1.1 INTRODUCTION TO URBAN PLANNING**

- Overview: Definition of Urban Planning
- Main Objectives of Urban Planning
- Basic Concepts related to Urban Planning
- Tiers of Planning in Pakistan
- Hierarchy of Urban Areas
- Scope of urban Planning
- Why it is taught to you? Being the Future City Managers

**1.2 NEW CONCEPTS IN URBAN PLANNING**

- New Urbanism
- Urban regeneration and re development
- Smart growth
- Vertical growth
- Livability
- Transit oriented development
- Green development
- Urban Growth Boundary
- Others
- Relevance to PAS officers

**1.3 URBAN DEVELOPMENT**

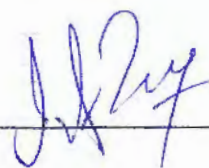
- Defining Urban Development
- Need of Urban Development
- Departments, agencies, authorities responsible for urban planning and development in Pakistan
- Development plans, typology, context and forms (various types of development plans)
- Emergence of Sustainable Development (Social, Economic, Environmental)
- Relevance to PAS officers

**1.4 DEVELOPMENT CONTROL**

- Defining Development Control
- Objectives and need
- Policies for development control internationally and locally
- Planning control in Pakistan ( responsible authorities, legislation, system of working etc)
- Relevance to PAS officers

**1.5. PLANNING PROCESS**

- The Planning Process
- Plan Making Sequence
- Types of plans made in Pakistan



- Master Plans
- Peri Urban Plans
- Structure Plans
- Outline Development Plans
- Regional Plans (missing Component in local context)
- Existing Policy and Regulatory Framework for Plan making and its Implementation
- Inadequacies in Plan Implementation
- Recommended framework for Plan Implementation
- Relevance to PAS officers

## 2. URBAN DEVELOPMENT SECTORS

### PUBLIC SPACES

- Definition of a Public Space
- Types of public spaces
- Objectives and Elements of public space
- Urban design
- Place making
- Best international examples of public spaces
- Situation in Pakistan
- Public space management
- Relevance to PAS officers
- Field visit to the Walled City of Lahore

## 3. BUILDING REGULATIONS / BUILDING CONTROL

- Definition of building control
- Need and Importance of Building Control
- Role of building control in achieving consistent urban forms
- Building control and environmental sustainability
- Building control enforcement as a support to enhance municipal revenue
- the different tools of Building control globally and in Pakistan
- Zoning
- Byelaws
- Regulations
- Guidelines
- Development control vs. building control
- Sample building regulations (Dubai, DAs, TMAs, DHA,)
- Gaps and finding a way forward
- Relevance to PAS officers

## 4. HOUSING SECTOR

- Definition of Housing
- Formal vs. informal housing
- Slums & Squatters
- Affordable housing
- Low Income Housing
- Housing condition and demand perspective in Pakistan
- Housing finance perspectives
- National Housing Policy
- Institutional arrangements for housing in Pakistan
- Relevance to PAS officers
- Field visit to Khuda Ki Basti & an Urban Slum area



## 5. SOLID WASTE MANAGEMENT

- Definition of Solid Waste
- Types of solid waste
- Generation of waste in Pakistani cities, volumes and composition
- Current waste management practices in Pakistan
- Issues related to Solid Waste in Pakistan
- Some world best practices
- Triple R's
- Hazardous and biological waste management issues
- Institutional arrangements for SWM in Pakistan
- Gaps and way forward
- Relevance to PAS officers
- Visit to LWMC

## 6. URBAN TRANSPORT

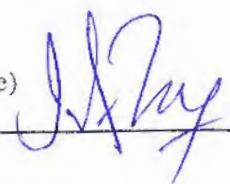
- Understanding urban transportation
- Types of transport infrastructure
- Public transport
- Transportation and the environment
- Transit oriented development
- Mass transit systems
- Transportation related issues in Pakistani cities
- Best sustainable transportation practices and initiatives
- Policy context for sustainable transport systems
- Institutional arrangements for transport in Pakistan
- Relevance to PAS officers
- Visits to the MB Control Room in Arfa Tower

## 7. WATER & SANITATION

- Definition of Water and sanitation
- Water issues in Pakistani cities
- Sanitation issues in Pakistani cities
- Sustainable water management
- Improving sanitation scenarios
- Institutions responsible and reforms needed
- Water conservation and recycling
- Innovative solutions
- Rain Water Harvesting
- Grey Water Systems
- Water conservation in industries
- Institutional arrangements for water and sanitation in Pakistan
- Relevance to PAS officers
- Field visit to WASA

## 8. URBAN GOVERNANCE & REFORMS

- Definition of Urban Governance
- What constitutes Urban Governance?
- Local Tiers of Urban Governance and Institutional Arrangements (A case Study of Lahore)
- Local Governments





- Issues of Urban Governance in Pakistan Cities
- Relevance to PAS officers

## 9. URBAN LAND MANAGEMENT

### 9.1 URBAN MANAGEMENT

- Land as a precious resource; availability, use and abuse
- Need of Urban Land Management
- Land management practices in Pakistan
- Patwar System
- Land Record Computerization
- Best Practices in Urban Land Management Worldwide

### 9.2 INNOVATIONS IN URBAN LAND MANAGEMENT

- Innovations in Urban Land Management
- Urban Land Management System
- UIPT, by Urban Unit
- Gaps and Shortcomings
- Managing land and Land use classification Policy
- Relevance to PAS officers
- Field visit to LDA

## 10. ENVIRONMENTAL MANAGEMENT & PROTECTION

- Main Concepts of Urban Environment
- Environmental problems (Effects of globalization on natural resources)
- Ecology, Environmental Protection and Environment Management System
- Framework/ Existing Legislation/ Hierarchy of Departments/Institutional arrangements for Environmental Management & Protection
- Urban Environment and Climate change
- State of Urban Environment in cities of Pakistan (Built Vs. Natural Environment)
- Can better Urban Planning save Environment? How?
- Methods and tools for strategic environmental assessment (SEA) and environmental impact assessment (EIA)
- Gaps and Untapped Issues
- Relevance to PAS officers

## 11. DISASTER MANAGEMENT

### 11.1 INTRODUCTION TO DISASTERS

- Understanding disasters
- Types of disasters
- Some of the disasters around the globe and in Pakistan (facts and figures)
- Need of Studying Disaster management
- Authorities responsible for disaster management in Pakistan
- Institutional Arrangements concerning the industrial sector in Pakistan
- Relevance to PAS officers

### 11.2 DISASTER MANAGEMENT

- Disaster management

*J. J. 207*

- Disaster Risk Management (DRM)
- Disaster Risk Reduction (DRR)
- Paradigm shifts in understanding and managing disasters
- Approaches for disaster management
- Relevant Proposed System for disaster management
- Rescue and relief work (post Disaster)
- Community involvement and disaster mitigation
- Role of communities and NGOs (self-help)
- Relevance to PAS officers

## 12. INFORMATION, GEOGRAPHIC INFORMATION & COMMUNICATION MANAGEMENT SYSTEMS

### 12.1 INFORMATION & COMMUNICATION MANAGEMENT SYSTEM

- Introduction and Background
- Information Management
- Information and communication management strategy
- Working with communication media
- Improve Communications To Maximize Success And Minimize Risk
- The Communications Gap, Language Challenges
- Relevance to PAS officers
- Visit to Urban Unit

### 12.2 GEOGRAPHIC INFORMATION SYSTEM

- GIS (Geographic Information Systems)
- GIS as a tool for improving the city environment and services
- Issues in developing GIS Systems in Pakistan
- Use of GIS in Urban Planning and management ( Master Planning)
- Relevance to PAS officers

## 13. CULTURAL HERITAGE AND SOCIAL ASPECTS

- Definition of Culture
- Cultural heritage in Pakistan
- Conservation of archeological sites
- Institutional arrangements
- Social issues that affect cultural heritage in Pakistan
- Gaps and shortcomings
- Way forward
- Relevance to PAS officers

## 14. OTHER URBAN DEVELOPMENT TOPICS

### 14.1 PRIMARY AND SECONDARY EDUCATION

- Introduction and Background
- Definition of Education
- Facts and figures related to Education
- Importance of Education
- National Education Policy
- Institutional Arrangements concerning the education sector in Pakistan
- Relevance to PAS officers



#### 14.2 PRIMARY AND SECONDARY HEALTHCARE

- Introduction & Background
- Public Health Administration
- Policies Emphasizing Health Care Services in Pakistan
- World Best Practices in Health Sector
- Major Health Issues
- Solution for health related issues
- Institutional Arrangements concerning the healthcare sector in Pakistan
- Relevance to PAS officers
- Field visit to a Govt. Hospital unannounced

#### 14.3 INDUSTRIAL SECTOR

- Types of industries in Pakistan and their classification
- State of industries in Pakistani cities
- Facts and figures
- Industrial estates
- Institutional Arrangements concerning the industrial sector in Pakistan
- Relevance to PAS officers

#### References Books

Sr. No.	Title of Paper	Title of Books
1.	Urban Development	<ol style="list-style-type: none"> <li>1. Assessment of Land Development and Management Practices in Five Large Cities of Punjab, The Urban Unit</li> <li>2. Urban Planning in Lahore, a confrontation with real development</li> <li>3. ADB, "Managing Asian Cities", Part-I, Ch-2: Managing Cities as Drivers of The Economy. Pg. 24-41. Part-II, Ch-1: Improving City Management, Pg. 140-147</li> <li>4. Dodds, K. 2002. "The Third World, Developing Countries, the South, Poor Countries." in V. Desai and R. Potter eds. The Companion to Development Studies, London: Arnold, pp. 3-7.</li> <li>5. The Punjab Development of Cities Act, 1976</li> <li>6. Lahore Development Authority Act, 1975</li> <li>7. Punjab Local Government Ordinance, 2001</li> <li>8. Peter Calthorpe and William Fulton, "Designing the Region," The City Reader, Pt. 5 - R.</li> <li>9. Escobar, A. 1992. "Development Planning," in S. Corbridge ed. Development Studies: A Reader, London: Edward Arnold, pp.64-76.</li> <li>10. D. Brunn S &amp; F. Williams J, "Cities of The World. World Regional Urban Development", Ch-1: World Urban Development. Pg. 5-9, 16-38 Ch-9: Cities of South Asia, Pg. 346-367 Ch-12: Cities of The Future, Pg. 483-487</li> <li>11. Implementation Of Development Control Regulations In Lahore-Pakistan; A Step Towards Healthy Built Environment, i. Ahmad, S. M. Mayo, A. Aziz, A. Rahman, M. Hussain, Pakistan Journal of Science (Vol. 6-5 No. 2 June , 2013)</li> <li>12. Legal and Institutional Perplexities Hampering Implementation of the Development Plans in Pakistan, Naiz Ahmad and Ghulam Abbas Anjum, 2012.</li> <li>13. Challenges of Implementing Urban Master Plans: The Lahore Experience, Rizwan Hameed and Obaidullah Nadeem, World Academy of Science, Engineering and Technology, Vol:2 2008-12-28</li> </ol>



14. Kevin Lynch, "The City Image and Its Elements," The City Reader, Pt. 7.
15. Richard Heinberg, Characteristics of A Good Public Realm
16. Bir Bituat Lipton, Chairman CABE, "The Value of Public Space"
17. Urbanization in Pakistan 1951-1981, Nasreen Abbasi, Pakistan Institute of Development Economics, April 1997.
18. Urbanization and its Consequences, Xizhe Peng, Xiangming Chen, and Yaun Cheng, DEMOGRAPHY-Vol. II
19. Lewis Mumford, "What is a City?" The City Reader, pt. 2.
20. Urbanization and Sustainability in Asia, Case studies of Good Practice edited by Brian Roberts and Trevor Kanaley, Asian Development Bank, 2006.
21. Campbell. S. & S. Fainstein S. "Readings in Planning Theory", Introduction: The Structure & Debates of Plg.Theory, pg. 1-9
22. The challenges of Urban Government Policies and Practices, The World Bank Institute, Edited by Mila Freire and Richard Stren
23. Risks and Opportunities of Urbanization and Megacities by Prof. Dr.-Ing. Theo KÖTTER, University of Bonn, Germany
24. Meeting the Challenges of Megacities in the Developing World, National Research Council, May 1996.
25. Urbanization and Local Governance Challenges in Pakistan, Murtaza Haider and Madhav G. Badami, Environment and Urbanization ASIA, 1, 1 (2010): 81-96
26. Devas N, "Urban Governance, Voice & Poverty in Developing World", Ch-3: Economic Growth, Urban Poverty & City Governance, pg. 37-52 ---Ch-5: Urban Politics & Clusion or Empowerment? Pg. 68-94
27. Karachi: The Land Issues, Arif Hasan, Mansoor Raza, Urban Research and Development Cell, NED University, Karachi
28. Urban Solid Waste Management in Low-Income Countries of Asia - How to Cope with the Garbage Crisis C. Zurbrügg (2003).
29. [http://www.eawag.ch/fileadmin/Domain1/Abteilungen/sandec/publikationen/SWM/General\\_Overview/Zurbruegg\\_2003\\_Crisis.pdf](http://www.eawag.ch/fileadmin/Domain1/Abteilungen/sandec/publikationen/SWM/General_Overview/Zurbruegg_2003_Crisis.pdf)
30. Improving Municipal Solid Waste Management in India - A Sourcebook for Policy Makers and Practitioners
31. [http://www.eawag.ch/fileadmin/Domain1/Abteilungen/sandec/publikationen/SWM/General\\_Overview/World\\_Bank\\_2007.pdf](http://www.eawag.ch/fileadmin/Domain1/Abteilungen/sandec/publikationen/SWM/General_Overview/World_Bank_2007.pdf).
32. Role of Scavengers In Solid Waste Management System In Lahore And A Strategy To Integrate Them Into The Existing System, Lwmc, 2017
33. Transforming Karachi into a Livable and Competitive Megacity A City Diagnostic and Strategy, 2018
34. <https://openknowledge.worldbank.org/bitstream/handle/10986/29376/9781464812118.pdf?sequence=2&isAllowed=y>
35. Municipal Solid Waste, Engineering Principles and Management , Dr. Sajjad Haider Sheikh, Prof.Dr. Shaukat Hayat , 2016
36. <http://urbanunit.gov.pk/Upload/Photos/387.pdf>
37. Knowledge, Perception and Attitude of common People towards Solid Waste Management-A case study of Lahore, Pakistan, Ali Haider, Aleem Amber, Shahid Anumara, Khan Saleem Mahrukh and Butt Aisha, International Research Journal of Environment Sciences, Vol. 4(3), 100-107, March (2015)
38. Brief on Solid Waste Management in Pakistan
39. Sialkot Solid Waste Management Strategy and Action Plan, Punjab Cities Improvement Investment Program, The Urban Unit, December 2010.
40. Water And Sanitation In The World's Cities 2010, United Nations Human Settlements Programme
41. B.Biliewski, G. Hardtte, K.Marek, A.Weissbach & H. Boeddicker, "Waste Management", Ch-3: Collection, Transfer & Transportation of Wastes & Recyclables. Pg. 63-123
42. Hasan, A. 1997. Working with Government: The Story of OPP's Collaboration with State Agencies for Replicating its Low-Cost Sanitation Programme. Karachi: City Press.
43. R. Assad, "Formalizing the Informal?: The Transformation of Cairo's Refuse Collection System," Journal of Planning Education and Research 16:2 (1996), , pp. 115-126.
44. Jaroslav Mysiak, Claudia Pahl-Wostl, Caroline Sullivan, John Bromley, Hans Jorgen Henrikson.



- "The Adaptive Water Resource Management Handbook"
45. The International Agency for Research on Cancer, "Some Drinking-water Disinfectants and Contaminants, including Arsenic"
  46. Guy Bessette, "People, Land and Water"
  47. John Adams, "Managing Water Supply and Sanitation in Emergencies"
  48. Good Practices in Urban Water Management, Decoding Good Practices for a Successful Future. Edited by Anand Chiplunkar, Kallidaikurichi Seetharam, Cheon Kheong Tan.
  49. Good Practices in Urban Water Management, Decoding Good Practices for a Successful Future. Edited by Anand Chiplunkar, Kallidaikurichi Seetharam, Cheon Kheong Tan.
  50. Pakistan Country Strategy 2010 – 2015, WATER AID.
  51. State of Water and Sanitation in Punjab, Punjab Urban Resource Center, June 2011.
  52. RUNNING ON EMPTY Pakistan's Water Crisis, Woodrow Wilson International Center for Scholars Asia Program. Edited by Michael Kugelman, Robert M. Hathaway.
  53. Pakistan's Water Economy: Running Dry. WATER P-NOTES, Issue 17, October 2008
  54. Atkinson, A. 1999. The Challenge of Environmental Management in Urban Areas, the University of Michigan. Asghate Publishers. United Kingdom
  55. Dodman, D., McGranahan, G. and Dalal-Clayton, B. 2013. Integrating the Environment in Urban Planning and Management: Key principles and approaches for cities in the 21st century. United Nations Environment Programme.
  56. Fischer, T. et al. 2014. Environmental Impact Assessment Handbook for Pakistan. National Impact Assessment Programme. IUCN Pakistan
  57. Environmental Science: A Study of Interrelationship by Enger ED, Smith, B.F
  58. Islam and the Environment, Fazlun M Khalid, Volume 5, Social and economic dimensions of global environmental change, pp 332–339
  59. Model Building And Zoning Regulations For Development Authorities In Punjab, July 2007
  60. The Punjab Housing And Town-Planning Agency Ordinance, 2002
  61. The Lahore Development Authority Act, 1975
  62. Model Building And Zoning Bye Laws For Town Municipal Administrations In Punjab, July 2007
  63. Hugo Rinco, Dwita Rahmi, "Preservation of Cultural and Historic Heritage as a Tool for Sustainable Development"
  64. Communication for Development in the third world- theory and practice for empowerment by Srinivas R. Melkote, Ch.1
  65. Management Information system by Haag Cummings, Ch.1 & Ch.8
  66. Jan Servaes, Communication for Development and Social change, Ch.1-3
  67. Social Media Strategies for Professionals and their firms by Michelle Golden Ch.1-2
  68. Information and Communication Management Strategy Development Toolkit by The Technical Centre for Agricultural and Rural Cooperation, Module. 1-2
  69. Project Management Information Systems, Guidelines for Planning, Implementing, and Managing a DME Project Information System By CARE
  70. Information management and communication in emergencies and disasters: manual for disaster response teams, Pan American Health Association Ch.1 & 4
  71. Reforming the Government in Pakistan by Ishrat Hussain, pg.201-207
  72. Education for all Mid-Decade Assessment Country Report Pakistan, Government of Pakistan Ministry of education Islamabad, Pg 53-60
  73. Education Reform in Pakistan Asia Report, 2014
  74. Introduction to Public Health by Mary Jane Schneider, Ch 1-2.
  75. A Short Book of Public Health by VK Muthu pg. 1-7 & pg.116-138
  76. Global Perspective on Health Promotion Effectiveness by David McQueen, Section-1
  77. Health Care Services and Government Spending in Pakistan by Muhammad Akram, Pakistan Institute of Development Economics, Islamabad
  78. Demand for public health care in Pakistan by Ather h. Akbari, Wimal Rankaduwa, and Adiga k. Kiani, the Pakistan development review
  79. SDG Index for Pakistan at Provincial Level
  80. Link: [https://mpra.ub.uni-muenchen.de/83997/1/MPRA\\_paper\\_83997.pdf](https://mpra.ub.uni-muenchen.de/83997/1/MPRA_paper_83997.pdf)
  81. Group on Earth Observations, "Earth Observations and Geo Spatial Information: Supporting Official Statistics in Monitoring the SDGs"

82.	Policy Note August 2015, "Translating Sustainable Development Goals At National Level
83.	Debapriya Bhattacharya, Towfiqul Islam Khan, Umme Shefa Rezbana , L am-ya Mostaque,
84.	"Moving Forward with SDGs (Implementation challenges in developing countries)"
85.	Abid A Burki, Industrial Policy, its Spatial Aspects and Cluster Development in Pakistan
86.	Pakistan's Industrial Experience and Future Directions, A. R. Kemal, The Pakistan Development Review 36 : 4 Part II (Winter 1997) pp. 929—944
87.	Pakistan Industrial Growth, The Rawalpindi Chamber Of Commerce & Industry





## Paper/Subject

PAPER - 8QANOON-E-SHAHADAT

(Total Marks: 70)

Duration : 2 hours

(BASIC LEVEL)

QANOON-E-SHAHADAT - 1984 Complete Statute

References Books

Sr. No.	Title of Paper	Title of Books
1	Qanoon-e- Shahadat	1. The Qanoon-e-Shahadat Order 1984 (Bare Act)



## PAPER – 9

CONSTITUTION, ADMINISTRATIVE AND SPECIAL LAWS

(Total Marks: 70) Duration: 1 hour 30 min.

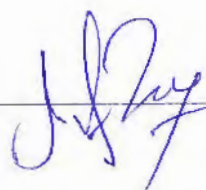
(BASIC LEVEL)

1. **CONSTITUTION**

- Constitutional Framework
  - Spirit and Guiding Force Behind Our Constitution [Objectives Resolution]
  - People and the Constitution –Study of the Fundamental Rights and its Importance to Democracy [Art. 8 – 28]
  - Golden Rules of Governance – Principles of Policy and the Road Ahead [Art. 29 – 40]
  - The Lawmakers and the Legislative Process Structure of Governance: Federal & Provincial Governments [Art. 41 – 66]
  - Justice: The Foundation of Good Governance–Judiciary and Dispensation of Justice
  - Respect for Courts - Law of Contempt
  - Ensuring Democracy – Elections
  - Turbulent Times -Emergency and the Fundament Rights
  - 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> & 21<sup>st</sup> Amendment
- Constitutional Cases [Issues, Decisions, and analysis]
  - The Dosso Case
  - The Zafar Ali Shah Case
  - Zahid Akhtar Vs Government of Punjab
  - Corruption in Hajj Arrangements in 2010
  - Muhammad Yasin Vs. Federation of Pakistan & other
  - Syed Mahmood Akhtar Naqvi and others Vs. Federation of Pakistan and others
  - Liaquat Ali Chughtai Vs. Federation of Pakistan & Others
  - Contempt Proceedings against Syed Yousaf Raza Gillani
  - Baz Muhammad Kakar Vs. Federation of Pakistan & Others
  - Shehla Zia & Others Vs. WAPDA
  - Ardeshtir Cowasjee Vs. Karachi Building Control Authority, Karachi & others

2. **ADMINISTRATIVE LAW**

- Meaning and Need for Administrative Law [Brief description]
- Judicial Review (Writ Jurisdiction)-Article 199 of the Constitution
  - Aggrieved Person
  - Locus Standi
  - Adequate Remedy
  - Against Whom the Writ May Be Issued
  - Territorial Jurisdiction
  - Delay/Laches
- Principles of Natural Justice
  - Meaning/Historical background
  - Statutory Requirements
  - Applicability
  - Audit Alterem Partem: No One Should be Judge in His Own Cause
  - Reasoned Decisions
  - Exclusion of Natural Justice
- Judicial Review of Administrative Discretion
  - Failure to Exercise Discretion



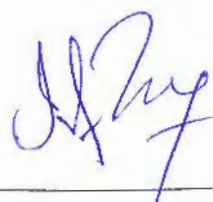
- Imposing Fetters on Discretion
- Acting Under Dictation
- Non Application of Mind
- Excess or Abuse of Discretion
- Exceeding Jurisdiction
- Irrelevant Considerations
- Mixed Considerations
- Malafide
- Collateral Purposes
- Colorable Exercise of Power
- Disregard of Natural Justice
- Unreasonableness
- Delegated Legislation

### 3. SPECIAL LAWS

- Official Secrets Act
- General Clauses Act 1897 & 1956
- Contempt of Court Act
- Pakistan Arms Ordinance
- Pakistan Environmental Protection Act and Regulations

#### 3.1 The National Accountability Bureau Ordinance, 1999 (Specific Provision)

- Section 5: Definitions
- Section 6: National Accountability Bureau
- Section 7: Deputy Chairman National Accountability Bureau
- Section 8: Prosecutor General Accountability
- Section 9: Corruption and Corrupt Practices
- Section 10: Punishment for corruption and Corrupt Practices.
- Section 11: Imposition of Fine
- Section 12: Power to freeze Property
- Section 13: Claim or Objection against freezing
- Section 14: Presumption against accused accepting illegal gratification.
- Section 15: Disqualification to contest Elections or to hold public office.
- Section 16: Trial of offences
- Section 16B: Contempt of Court.
- Section 17: Provisions of Code to apply
- Section 18: Cognizance of offences
- Section 19: Power to call for Information.
- Section 21: International Co-operation.
- Section 22: Jurisdiction
- Section 24: Arrest
- Section 25: Voluntary return and Plea bargain
- Section 26: Tender of Pardon
- Section 29: The National Accountability Bureau Accused to be Competent Witness.
- Section 30: False Evidence.
- Section 31: Prohibition to Hamper Investigation.
- Section 31A: Absconding to Avoid Service of Warrants.
- Section 31D: Inquiry, Investigation & Proceedings in respect of imprudent bank Loans etc.
- Section 31 E: Protection of witnesses.
- Section 32: Appeal and Revision.
- Section 33-A: Payment of bonuses etc
- Section 33-B: Reporting of Public contracts
- Section 33-C: Measures for the Prevention of Corruption and Corrupt Practices.
- Section 33-D: NAB to submit an annual report
- Section 33E: Recovery of Amount Fines etc. as Arrears of Land and Revenue.
- Section 36: Indemnity.





- 3.2 The Registration Act, 1908 (Specific Provisions).
- Section 17: Documents of which registration is compulsory.
  - Section 18: Documents of which registration is optional
  - Section 71: Reasons for refusal to register to be recorded
  - Section 72: Appeal to Registrar from orders of Sub-Registrar refusing registration on ground other than denial of execution
  - Section 73: Application to Registrar where Sub-Registrar refuses to register on ground of denial of execution

4. **FATA & PATA REGULATIONS**

**References Books**

Sr. No.	Title of Paper	Title of Books
1.	Constitution, Administrative and Special Laws	<ol style="list-style-type: none"> <li>1. The Constitution of Islamic Republic of Pakistan, 1973 with LFO and 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> &amp; 21<sup>st</sup> Amendments</li> <li>2. The Constitutional and political history of Pakistan by Hamid Khan</li> <li>3. The Administrative Law by "I.P. Massey" Revised by "Dr. Muhammad Dawood Kashmiri" ( Chapter 1, 2 &amp; 3 )</li> <li>4. Administrative Law by "Qurban Sadiq Ikram, Publisher "Punjab Law House" ( Chapter 4 &amp; 6 )</li> <li>5. Administrative Law by "Emmanuel Zafar ( Chapter 2, 3 &amp; 7 )</li> <li>6. The Constitution of Islamic Republic of Pakistan, 1973 by "M. Mahmood" Commentary-Chapter-Article 199</li> <li>7. Constitution of Pakistan by "Shaukat Mahmood" Commentary-Article 4</li> <li>8. Lectures on Administrative Law by "Dr. Rega Surya Rao" Lecture iii, iv, v, vii</li> <li>9. Official Secrets Act, 1923</li> <li>10. General Clauses Act, 1897 &amp; 1956</li> <li>11. Contempt of Court Act, 1976</li> <li>12. Pakistan Arms Ordinance, 1965</li> <li>13. Pakistan Environmental Protection Act, 1997</li> <li>14. The National Accountability Bureau Ordinance, 1999 (Specific Provision)</li> <li>15. The Registration Act, 1908 (Specific Provisions).</li> <li>16. FATA/PATA Regulations</li> </ol>

PAPER - 10LAND REVENUE LAWS

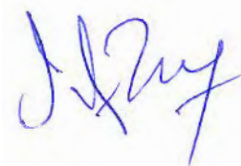
(Total Marks: 130) Duration: 3 hours  
(BASIC LEVEL)

1. THE WEST PAKISTAN LAND REVENUE ACT, 1967 AND RULES
  - Complete Statute
  - CH 3 – Revenue Officers
  - CH 4 – Village Officers
  - CH 5 – Records (Sec. 39-48)
  - CH 8 – Collection of Land Revenue
  - CH 9 – Recovery of Other Demands
  - CH 11 – Partition
  - Assessment, Boundary and Survey Marks
  - Agriculture Income Tax
  - Patwari Ka Basta
  - Field Attachment
2. THE LAND REFORMS REGULATIONS 1972 & ACT 1977. AND RULES FRAMED THERE UNDER
  - MLR-115 (1,2,3,25 & 26)
  - Ejectment Rules
3. THE LAND ACQUISITION ACT, 1894 (COMPLETE STATUTE) AND RULES
  - Part II – Acquisition
  - Part III – Reference to Court
  - Part IV – Appointment of Compensation
  - Part V – Payment
  - Part VII – Acquisition of Land for Companies
  - Part VIII – Miscellaneous (Overview)
4. THE COLONIZATION OF GOVERNMENT LANDS (PUNJAB) ACT 1912. WITH AMENDMENTS OF OTHER PROVINCES - COMPARATIVE STUDY OF COLONY AND NON-COLONY AREAS
5. SETTLEMENT MANUAL & CONSOLIDATION OF HOLDINGS ORDINANCE 1963 (Selected Aspects Only)
6. THE LAND RECORDS MANUAL  
Chapter 7, 8, & 9
7. THE PUNJAB NATIONAL CALAMITIES (PREVENTION AND RELIEF) ACT, 1958
8. NATIONAL DISASTER MANAGEMENT ACT, 2010
9. REGISTRATION ACT 1908 & STAMP ACT 1899
  - Registration Act 1908 (Selected Sections)
  - Sec. 17, 23, 25, 27, 29, 31, 47, 49, 51, 70-D
  - Stamp Act 1899 (Selected Sections)
  - Sec. 3, 4, 10, 13-15, 27-A, 29-38, 49-54, 61
10. THE PUNJAB TENANCY ACT, 1887

11. CANAL AND DRAINAGE ACT (Specific Provisions)
12. SELECTED ISLAMIC PERSONAL LAWS
  - Law of Succession and Inheritance General Principles (Muslim Family Laws Ordinance, 1961 Section 4)
  - Law of Gifts in Islam
  - Law of Wills in Islam
  - Muslim Personal Law (Shariat Application) Act, 1962
12. PECULIARITIES OF REVENUE WORK
  - FATA & PATA
  - Mountainous Areas and Riverine Belt

### References Books

Sr. No.	Title of Paper	Title of Books
1.	Land Revenue Laws	<ol style="list-style-type: none"> <li>1. The West Pakistan Land Revenue Act, 1967</li> <li>2. The West Pakistan Board of Revenue Act, 1957 with Appendix</li> <li>3. The Land of Reforms Regulation, 1972 (MLR-115)</li> <li>4. The Land Acquisition Act, 1894</li> <li>5. The Colonization of Government Lands (Punjab) Act, 1912</li> <li>6. The Land Records Manual (Chapter 7, 8 &amp; 9)</li> <li>7. The Punjab Tenancy Act, 1887 The West Pakistan Land Revenue Act, 1967</li> <li>8. The Land of Reforms Regulation, 1972 (MLR-115)</li> <li>9. The Punjab Tenancy Act, 1887</li> <li>10. Muhammadan Law by D.F. Mulla Selected Islamic Personal Laws               <ol style="list-style-type: none"> <li>a. Law of Succession and Inheritance General Principles Muslim Family Laws Ordinance 1961 Section 4</li> <li>b. Law of Gifts in Islam</li> <li>c. Law of Wills in Islam</li> <li>d. Muslim Personal Law (Shariat Application) Act, 1962</li> </ol> </li> <li>11. Agriculture Income Tax, 1997</li> <li>12. The Punjab National Calamities (Prevention &amp; Relief) Act, 1958</li> <li>13. Stamp Act, 1899</li> <li>14. Registration Act, 1908</li> <li>15. Ejectment Rules</li> <li>16. Canal and Drainage Act, 1873 (Specification Provisions)</li> <li>17. Douie's Settlement Manual Chapter VIII</li> <li>18. Consolidation of Holdings Ordinance, 1960 Chapter II</li> <li>19. National Disaster Management Act, 2010</li> </ol>





Paper/SubjectPAPER - 11CIVIL PROCEDURE CODE, 1908PAKISTAN PENAL CODECRIMINAL PROCEDURE CODE

(Total Marks: 120) Duration: 3 hours

Note: Compulsory Questions from each part

CIVIL PROCEDURE CODE, 1908 PART-I

(Total Marks: 40) Duration: 1 hour

(BASIC LEVEL)

## 1. INTRODUCTION

Introduction to Comparative Civil Procedure Including Jury, Specialized Commission, Administrative Tribunals and Courts

## 2. THE CODE OF CIVIL PROCEDURE, 1908 - SECTIONS

- Section 9, Courts to Try All Civil Suits Unless Barred [main focus]
- Section 12, (2) Bar to Further Suit
- Section 16, Suits to be Instituted where Subject-Matter Situate
- Section 17, Suits for Immovable Property Site Within Jurisdiction of Different Courts
- Section 18, Place of Institution of Suit Where Local Limits of Jurisdiction of Courts are Uncertain
- Section 19, Suits for Compensation for Wrongs to Person or Movables
- Section 20, Other Suits to be Instituted where Defendants Reside or Cause of Action Arises
- Section 51, Power of Court to Enforce Execution
- Section 96, Appeal from Original Decree [main focus]
- Section 99, No Decree to be Reversed or Modified for Error or Irregularity not Affecting Merits or Jurisdiction
- Section 104, Orders from Which Appeal Lies
- Section 114, Reviews [main focus]
- Section 115, Revision [main focus]
- Section 141, Miscellaneous Proceedings
- Section 151, Saving of Inherent Powers of Court

## 3. THE CODE OF CIVIL PROCEDURE, 1908 - ORDERS [Brief description]

- Order 9, Appearance of Parties and Consequence of Non- Appearance
- Order 14, Settlement of Issues and Determination of Suit on Issues of Law or on Issues Agreed Upon
- Order 17, Adjournments
- Order 23, Withdrawal and Adjustment of Suits
- Order 39, Arrest and Attachment Before Judgment
- Order 47, Reference

Paper/SubjectTHE PAKISTAN PENAL CODE – PART-II

(Total Marks: 40) Duration: 1 hour  
(BASIC LEVEL)

## CHAPTER – I

- Introduction (Preamble) Section 1,2,3,4,5

## CHAPTER - II

- General Explanations Section 6, to Section 52-A

## CHAPTER - IV

- General Exceptions Section 76, to Section 106

## CHAPTER - V

- Of Abetment Section 107, to Section 120

## CHAPTER - VI

- Of Offences Against the State Section 124-A (Sedition)

## CHAPTER - VIII

- Of Offences Against the Public Tranquility Section 141, to Section 160

## CHAPTER - IX

- Of Offences by or Relating to Public Servants Section 161 to Section 171

## CHAPTER - XI

- Of False Evidence and Offences Against Public Justice Section 191, 192, 193,

## CHAPTER - XIV

- Of Offences Affecting the Public Health, Safety, Convenience, Decency and Morals  
Section 268, 290, 291, 292, 293, 294, 294-A, 294-B

## CHAPTER - XVI

- Of Offences Affecting the Human Body Section 299 to 324

## CHAPTER - XVII

- Of Offences Against Property Section 378 Theft Along with Hadood Laws

MAINTENANCE OF PUBLIC ORDER ORDINANCE

PREVENTION OF CORRUPTION ACT

ANTI-TERRORIST ACT-1997



Paper/SubjectCRIMINAL PROCEDURE CODE – PART-III

(Total Marks: 40) Duration : 1 hour  
(BASIC LEVEL)

## CHAPTER - I

PRELIMINARY Sections 1, 2, 3, 4, 5

## CHAPTER - II

OF THE CONSTITUTION OF CRIMINAL COURTS AND OFFICES  
Section 6 to Section 26, 27

## CHAPTER - III

POWER OF COURTS Section 28 to Section 41

## CHAPTER - IV

OF AID AND INFORMATION TO THE MAGISTRATES, THE POLICE AND PERSONS  
MAKING ARRESTS Section 42 to Section 45

## CHAPTER - V

OF ARREST, ESCAPE AND RETAKING  
Section 46 to Section 67

## CHAPTER - VI

OF PROCESSES TO COMPEL APPEARANCE  
Section 68 to Section 93-A, B, C

## CHAPTER - VIII

OF SECURITY FOR KEEPING THE PEACE AND FOR GOOD BEHAVIOUR  
Section 106 to Section 126-A

## CHAPTER - XIII

PREVENTIVE ACTION OF THE POLICE  
Section 153

## CHAPTER - XIV

INFORMATION TO THE POLICE AND THEIR POWERS TO INVESTIGATE  
Sections 154, 173, 174, 174-A, 175, 176

## CHAPTER - XIX

OF THE CHARGE  
Sections 221 to 240

## CHAPTER - XXII

OF SUMMARY TRIALS  
Sections 260, 261, 262, 263, 264

## CHAPTER - XXXIX

OF BAIL  
Section 496 to Section 499

References Books

Sr. No.	Title of Papers	Title of Books
1.	Civil Procedure Code, 1908 Part-I	1. <u>The Code of Civil Procedure Code, 1908 (Bare Act)</u> <u>with the following:</u> a. General Clauses Act, 1897 & 1956, b. Limitation Act
2.	The Pakistan Penal Code Part-II	2. <u>The Pakistan Penal code, 1860 (Bare Act)</u> with the <u>following:</u> a. Hadood Laws b. Anti-Terrorist Act-1997
3.	Criminal Procedure Code Part-III	3. <u>The Criminal Procedure Code, 1898 (Bare Act)</u> with <u>the following:</u> a. Prevention of Corruption Act, 1947 b. Maintenance of Public Order Ordinance, 1960

